

## Mammoth Lakes Town Council Agenda Action Sheet

Council Meeting Date: March 18, 2015      Date Prepared: March 11, 2015

Prepared by: Daniel C. Holler, Town Manager

Title: Mammoth Lakes Recreation (MLR) Key Agreements for Implementation of Mammoth Lakes Trail System (MLTS) Coordination

Agenda: Policy

Recommended Motion: Accept and Approve the Key Agreements as provided by the MLR Board related to the implementation of Mammoth Lakes Trail System Coordination Work Program and Authorize the Town Manager to draft and execute a contract with MLTPA for the MLTS Coordination Services as outlined and defined in the Key Agreements

Background Information: Mammoth Lakes Recreation has been working through a number of processes to implement and meet the contractual deliverables in their agreement with the Town. This includes, "Collaborate with the Town and partners on providing recommendations to Town Council for the continuation, prioritization, implementation, and design of programs and services to support the Mammoth Lakes Trail System and the leveraging of the annual \$300,000 allocation for the MLTS committed through FY 16-17." The MLR Board is recommending that this be implemented in-line with the attached "Key Agreements" document, which was presented to and approved by MLR on February 23, 2015. The proposed document is attached and will be presented one more time to the MLR Board on March 16. The proposal keeps MLR in a strong oversight and policy role with a focus on funding allocation recommendations and review of on-the ground results. MLR has formed a Trails Committee, which includes two members from MLTPA and one Town staff member. The Trails Committee will provide the linkage to the full MLR Board. As the implementation is proposed through contractual services, the Town will be in the position to negotiate the contract and manage payments similar to the allocations for community programs under Measure U. The current funding is based on Council's approval and commitment of \$1.5 million (\$300,000 annually) in Measure R funds over a five-year period. While MLR, through the Trails Committee, will provide work program oversight and recommendations, the specific project details will be identified and implemented at a staff level, with appropriate contracts coming to Council when required. The proposed structure is designed to allow a smaller group with clear responsibilities (i.e. MLTS Committee) to focus on development of policy direction, to allow a focus on implementation of larger capital projects and trails programs, establish a focus on leveraging funding and to complete their strategic direction work and recommendations. A number of MLTS-related projects need to be moved forward soon for implementation this summer and the proposed structure will facilitate the development of the work program. MLR Board members will be available at the Council meeting to provide additional information.

Funds Available: N/A

Account #:

Town Manager

Mammoth Lakes Recreation

Draft Key Agreements for Mammoth Lakes Trail System Coordination

March 18, 2015

WHEREAS: In October 2014, the Town of Mammoth Lakes executed a services agreement with Mammoth Lakes Recreation (MLR). The scope of services and MLR deliverables for fiscal year 2014-15 established, among other things: (1) MLR's responsibility to serve as the lead organization for strategy, funding, coordination and implementation of existing and future projects for the Mammoth Lakes Trail System (MLTS); and (2) MLR's responsibility to develop partnerships both within and outside the community to enhance arts & culture and recreation in Mammoth Lakes.

WHEREAS: In order to expedite its scope of work with regard to MLTS projects and deliverables, MLR recognizes the need to utilize specific outside capacity and resources within appropriate partner organizations.

WHEREAS: One such identified partner organization is the non-profit Mammoth Lakes Trails & Public Access Foundation (MLTPA), whose legal mission is to "advocate for, initiate, facilitate, and participate in the planning, implementation, management, and stewardship of a four-season trail system in Mammoth Lakes and the immediate Eastern Sierra."

WHEREAS: MLTPA has exhibited ongoing leadership, expertise and material commitment related to the implementation of the Town's adopted Trail System Master Plan, has provided key planning, convening, facilitation, implementation, and funding for other MLTS projects under previous contracts with the Town, and is currently under a contract with the Town to oversee the MLTS website.

WHEREAS: The Town of Mammoth Lakes has approved an ongoing allocation of \$300,000 over a 5-year period starting in the Town's fiscal year 2012/2013 in support of the MLTS.

MLR, having worked in collaboration with the Town Manager, the Town's Public Works Director and the MLTPA Board of Directors, recommends to the Town Council a contractual agreement on an annual basis between the Town of Mammoth Lakes and MLTPA to provide Trail Coordination services including the hiring of a Trails Coordinator, and to work at the specific direction of the Mammoth Trails oversight committee identified in Key Agreement #2 which will be accountable to MLR and which will oversee, coordinate and manage implementation of MLTS projects using the annual allocation of Measure R funds to the MLTS as recommended by MLR and as approved by the Town Council. As part of a framework for oversight of a Trails Coordination Program for the MLTS, MLR proposes the approval of the following four key agreements:

## **MLTS TRAILS COORDINATION KEY AGREEMENTS**

### **#1 Statement of Shared Values**

To ensure the effective, efficient and timely implementation of the Town of Mammoth Lakes' component of the Mammoth Lakes Trails System, as defined by the Town's adopted Trail System Master Plan, the MLTS program will be coordinated at a central point which will be accountable for MLTS Program outcomes.

### **#2 MLTS Central Point Oversight and Policy Structure**

An effective central point for MLTS coordination and project implementation will include a governance body providing oversight and policy recommendations and expanded capacity for the regular and ongoing operations of the Town's component of the MLTS. For the purposes of these key agreements, it is proposed that this body be an MLR committee called the Mammoth Trails Committee. This committee would replace the current MLR MLTS committee and receive primary staff support from the proposed Trails Coordinator position. It is recommended that the committee be comprised, at least in its initial phase, of the following members:

- 2 members of the MLR Board of Directors
- 2 members of the MLTPA Board of Directors
- The Town Manager or designee

A conceptual diagram outlining the reporting relationship between all pertinent partners is attached for review. By this structure MLR assigns primary coordination and oversight responsibilities of MLTS to the Mammoth Trails Committee. The Mammoth Trails Committee will report regularly to the MLR board, and will also, on an annual basis, recommend programs, projects, strategy and funding to the MLR Board of Directors, which will, in turn, make its recommendations to the Town Council.

### **#3 MLTS Scope of Tasks**

To maintain momentum for implementing MLTS projects, it is recommended that identified members of the above proposed Mammoth Trails Committee begin an immediate review of the scope of tasks outlined in the MLTS Program and Project list that is being reconciled by representatives of MLTPA, MLR and the Town. This review is intended to identify existing capacity and capabilities within the partnership (MLR, TOML, MLTPA) for timely and efficient implementation of existing projects and to inform the final contract scope of work between TOML and MLTPA. The review is also intended to begin to outline roles and responsibilities for the partners related to their capacities to deliver identified projects.

### **#4 Trails Coordination Funding and Scope of Contract**

The Town will enter into a Contract with MLTPA to provide and consolidate existing contract services including a Trails Coordinator who will staff the proposed Mammoth Trails Committee and coordinate the implementation of the Town's components of the MLTS Program and Project list. Funding for this Contract will come from the currently allocated budget for MLTS programs and projects, identified as Support to MLTSCC in

the Town's FY 14-15 budget. It is presumed that adequate funding will be recommended in the FY15-16 budget. To the extent that a scope of work extends beyond Measure R limits, other funding sources will be needed to support such work.

The specific details of the scope of work and the contracting structure between the Town, MLR and MLTPA will be set out by the Town Manager in consultation with the Mammoth Trails Committee for final approval and recommendation by MLR and will be designed to maximize efficient and effective implementation of the MLTS program and the ability to leverage public funds. MLTPA warrants that it shall have all necessary capacity to deliver according to the terms of Contract and will commit its own resources to recruit a suitable Trails Coordinator.

Contract terms, deliverables, scope of work and general partnership structure will be evaluated and approved on an annual basis by the MLR Board of Directors.