



CITY OF GROVELAND  
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GROVELAND, FL 34736

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Groveland City Council  
City Manager Report  
June 1, 2015

**Pending Action Items:**

- Water rate study - Due to being delayed by attention and work on the Economic Development Ordinance, Staff is still reviewing the preliminary water analysis and anticipates presenting assessments related to developing a timeline and strategy as to engaging a water rate study at the next City Council meeting.
- Citizen Advisory Board - In the pursuit of transparency and to increase trust between the Police Department and the Community, the Police Department and City Manager's Office will be moving forward with the creation of a Citizen Advisory Board. The purpose of the Board is to enable an independent citizen group, through a review and evaluation process, make administrative procedure recommendations to the Chief of Police. Duties will include, but are not limited to, advocating for policies which promote fair and humane policing of the city, recommend methods to encourage and develop an active citizen-police partnership in the prevention of crime, and assist in achieving a greater understanding of the nature and causes of community problems. The City Manager's Office will be making a citizen call for service. In order to qualify for this Citizens Advisory Board, volunteers must be permanent resident of the City of Groveland, own real property in the City of Groveland, or maintain a place of business in the City of Groveland. Volunteers should have a good reputation for integrity and community service and cannot have history of felony conviction. I will be setting interviews with interested applicants in the next several weeks. (see: attachment 1 - press release)

**Report from the Desk of the City Manager:**

- 2015 Best Estimate Values - The best estimate of taxable value for 2015 were released from the property appraiser's office last week; and once again we are leading Lake County with 19.2% growth. Much of this growth was driven by new construction. It is amazing that such a pace was able to be kept by our then Planning Department; which is our now Community Development Department, when it was under manned due to an unexpected death and several unexpected employee departures. It is true that other factors attribute to this growth, but it is also true that the city and its staff did not drop the ball. In fact, we carried it and we carried it well. (Please See Attachment 2)
- SR 50 Realignment Update - A meeting has been set for June 15th to discuss the alignment of the Coast to Coast Trail. The meeting location is set to be in Deland.
- The proposed Groveland Economic Development Ordinance - for an additional review went through a work session Saturday, May 30th. It appeared to be well received, and also appeared to have gained greater support. Attached Due to public interest and some misleading media coverage, the city has released a press statement that highlights the benefits this ordinance. (see: attachment 3)

- Box Car Racing - Our first race in partnership with CM Box Car Racing was carried out without incident. The kids enjoyed the event and at least a couple of adults (my wife and I) enjoyed the thrill of racing in newly built adult box cars that I am sure will get much use in future races. Since the Termination Period would require ending the contract between the City and CM Box Car Racing, June 9th; I would like to **seek city council consensus that we extend our termination grace period to include two more races in order to continue our staff assessment of our new safety protocol.** (See Attachment 4)

**Follow-up / Reminder Items:**

- The City Manager’s Office continues to accept new ideas from citizens, city staff, and community stakeholders, as the City moves forward with establishing itself as a “Premier City”. The city will continue to benchmark programs, initiatives, and services against the top 10 small communities that have been identified by CNN Money “America’s Best Places to Live”. These communities are not only thriving economically, they are also maximizing family friendly amenities, well ran government, and strong community involvement. Anyone interested in learning more are encouraged to contact the City Manager’s Office at (352) 429-2141 x250.

1. Sharon, Massachusetts -	(781) 784-1500	<a href="http://www.sharonma.org">www.sharonma.org</a>
2. Louisville, Colorado -	(303) 666-6565	<a href="http://www.louisvilleco.gov">www.louisvilleco.gov</a>
3. Vienna, Virginia -	(703) 255-6300	<a href="http://www.viennava.gov">www.viennava.gov</a>
4. Chanhassen, Minnesota -	(952) 227-1100	<a href="http://www.ci.chanhassen.mn.us">www.ci.chanhassen.mn.us</a>
5. Sherwood, Oregon -	(503) 625-5522	<a href="http://www.sherwoodoregon.gov">www.sherwoodoregon.gov</a>
6. Berkeley Heights, NJ -	(908) 464-8150	<a href="http://www.berkeleyheightstwp.com">www.berkeleyheightstwp.com</a>
7. Mason, Ohio -	(513) 229-8500	<a href="http://www.imagemason.org">www.imagemason.org</a>
8. Papillion, Nebraska -	(402) 597-2000	<a href="http://www.papillion.org">www.papillion.org</a>
9. Apex, North Carolina -	(919) 249-3400	<a href="http://www.apexnc.org">www.apexnc.org</a>
10. West Goshen Township, PA -	(610) 696-0900	<a href="http://www.wgoshen.org">www.wgoshen.org</a>

**Events:**

- Blood Drive, June 8th 2015, Time: 1pm - 7pm
- Goal Setting, Phone Interviews June 14th (Times vary based on council member)
- Goal Setting, June 25th and June 26th possibly for overflow (place and time to be TBA)



**For Immediate Press Release  
May 4, 2015**

**One of Florida's Safest Communities - Continues to raise the bar with another Lake County  
First... City of Groveland Police Department Announces A Citizen Advisory Board.**

In the pursuit of transparency and to increase trust between the Police Department and the Community, the City of Groveland with joint leadership from the Police Department and City Manager's Office will be moving forward with the creation of a Citizen Advisory Board. The concept was presented and received with applause by the public and the Groveland City Council at the April 20th City Council Meeting.

The purpose of the Citizen Advisory Board is to engage an independent citizen group, that will assist the Groveland Police Department with: reviewing of closed internal investigations, evaluating of policing processes, and advising the Chief of Police of any board initiated administrative procedure recommendations. Duties will include, but are not limited to, advocating for policies which promote fair and humane policing of the city, recommend methods to encourage and develop an active citizen-police partnership in the prevention of crime, and assist in achieving a greater understanding of the nature and causes of community problems.

The City Manager's Office will be making a citizen "Call for Service", asking for interested Volunteers. It is a non-paying position; however with the current state of police community relations, the City of Groveland anticipates high personal gratification for volunteers so critical to ensuring our community remains safe, transparent, and responsive. In order to qualify for this Citizens Advisory Board, volunteers must be a permanent resident of the City of Groveland, own real property in the City of Groveland, or maintain a place of business in the City of Groveland. Volunteers should have a good reputation for integrity and community service and cannot have history of felony conviction.

Once again, the City of Groveland continues prove its motto; "A City With a Future... Watch Us Grow."

For more details; Please do not hesitate to contact:

The City Manager Office  
City of Groveland @ 352-429-2141 ext. 250

Attachment 2

TAXING AUTHORITY	2014 FINAL VALUES (OCTOBER 1)	2015 BEST ESTIMATE VALUES	PERCENT CHANGE
<b>LAKE COUNTY</b>			
LAKE COUNTY BCC GENERAL FUND	15,463,631,695	16,264,807,394	5.18%
VOTED DEBT SERVICE	15,463,631,695	16,264,807,394	5.18%
MSTU FIRE	8,434,382,138	8,767,018,515	3.94%
MSTU AMBULANCE	15,463,631,695	16,264,807,394	5.18%
MSTU STORMWATER	8,004,499,518	8,316,263,209	3.89%
LAKE COUNTY WATER AUTHORITY	15,667,386,273	16,484,427,942	5.21%
LAKE COUNTY SCHOOL BOARD	17,305,418,618	18,186,015,016	5.09%
<b>SOUTH LAKE HOSPITAL DISTRICT</b>			
SOUTH LAKE HOSPITAL DISTRICT	6,526,576,883	7,025,788,473	7.65%
<b>NORTH LAKE HOSPITAL DISTRICT</b>			
NORTH LAKE HOSPITAL DISTRICT	9,140,809,390	9,458,639,469	3.48%
<b>ST JOHNS FL WATER MGT DISTRICT</b>			
ST JOHNS FL WATER MGT DISTRICT	15,596,393,679	16,412,467,618	5.23%
<b>SOUTHWEST FL WATER MGT DISTRICT</b>			
SOUTHWEST FL WATER MGT DISTRICT	70,992,594	71,960,324	1.36%
<b>ASTATULA</b>			
ASTATULA	45,898,968	47,439,910	3.36%
<b>CLERMONT</b>			
CLERMONT	1,913,143,811	2,120,174,431	10.82%
<b>EUSTIS</b>			
EUSTIS	759,474,327	786,196,749	3.52%
<b>FRUITLAND PARK</b>			
FRUITLAND PARK	166,509,788	171,479,408	2.98%
<b>GROVELAND</b>			
GROVELAND	440,521,478	524,733,846	19.12%
<b>HOWEY IN THE HILLS</b>			
HOWEY IN THE HILLS	69,360,137	72,945,059	5.17%
<b>LADY LAKE</b>			
LADY LAKE	848,399,715	895,189,823	5.52%
<b>LEESBURG</b>			
LEESBURG	1,122,306,179	1,135,254,177	1.15%
<b>MASCOTTE</b>			
MASCOTTE	100,199,726	107,028,321	6.81%
<b>MINNEOLA</b>			
MINNEOLA	347,170,303	379,890,987	9.42%
<b>MONTVERDE</b>			
MONTVERDE	77,993,811	80,138,998	2.75%
<b>MOUNT DORA</b>			
MOUNT DORA	872,835,967	900,201,788	3.14%
<b>TAVARES</b>			
TAVARES	635,693,342	668,959,923	5.23%
<b>TAVARES DEBT SERVICE</b>			
TAVARES DEBT SERVICE	635,693,342	668,959,923	5.23%
<b>UMATILLA</b>			
UMATILLA	111,983,448	116,937,033	4.42%



2015 Best Estimate Values



## The 7 habits of Effective Small Towns Conducting Economic Development (first 3)

- In small towns, Community Development is Economic Development
- Small towns with the most dramatic outcomes tend to be proactive and future-oriented (embrace change and assume risk)
- Successful community economic development strategies are guided by shared vision.

## The 7 habits of Effective Small Towns Conducting Economic Development (habit 4 and 5)

- Defining Assets and Opportunity can yield innovation / Strategies that capitalize on a community competitive advantage.
- Innovation local governance, partnerships and organizations significantly enhance the capacity for community economic development.

## The 7 habits of Effective Small Towns Conducting Economic Development (habit 6 and 7)

- Effective small towns use /identify /measure and celebrate short-term successes to sustain support for long-term community economic development.
- Viable Community Economic Development involves the use of a comprehensive package of strategies and tools, rather than a narrow cookie cutter approach.

## COMPREHENSIVE OR TOOLBOX APPROACH



Demonstration Only

## Let's Look at how Mickey Does It



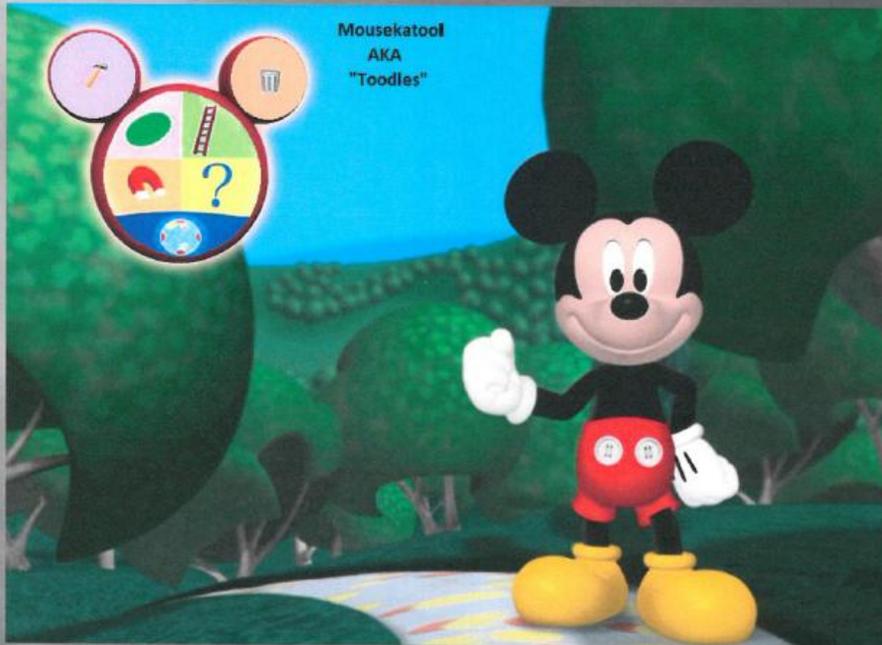
## Economic Development Adventure

Like Mickey when our economic development professionals encounter a project of interest

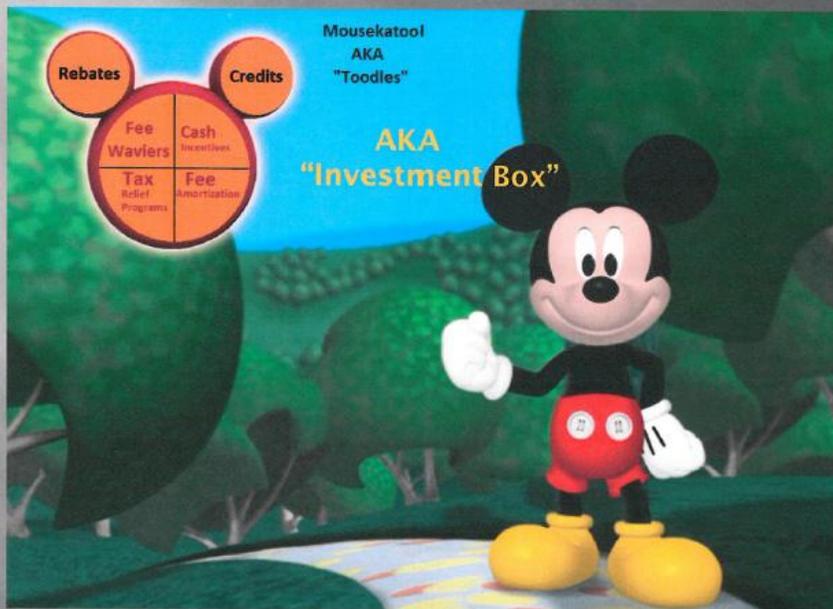
our economic development professionals will work with interested project developers to asset the needs of the project, through MOU staff will work to develop a recommendation that uses the right tool(s) needed to make the project viable.



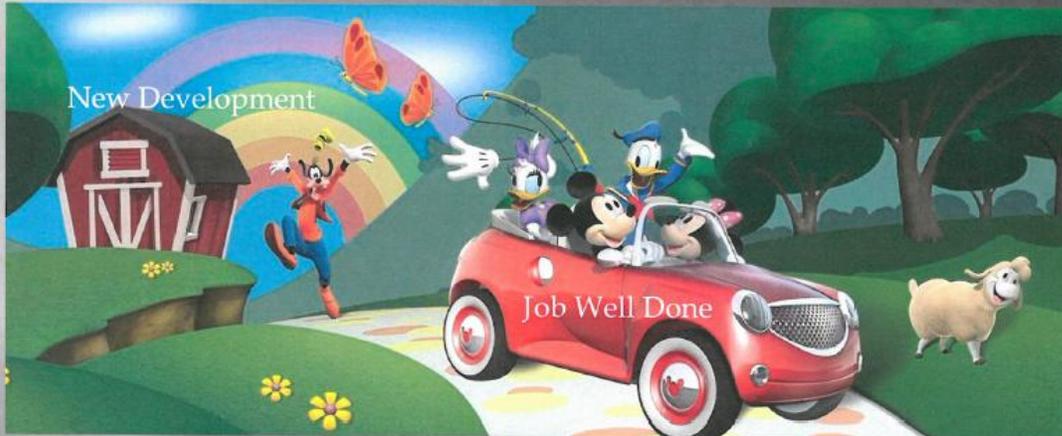
# For Mickey he calls his toolbox "Toodles"



# Our Incentive tools will be called "The Groveland Investment Box"



# Investment Box



Rule of thumb in assessment  
recommendations

- Return on Investment (5 - 7 years)
- Community Benefits (infrastructure / public amenities)
- 7% - 10% in package value on viable projects
- Amount of Investment
- Amount of sq. footage
- Local Industry Capability (support / outgrowth)

# Ordinance Highlights

- **The new ordinance shifts from small town cash incentives to economic development efforts that use applicant fees to facilitate greater capital investment in the city.**
  - *Previously the City of Groveland could only offer \$25,000 as a total annual incentive. This alone was ineffective and funds went unused for several years. Our new approach not only supports smaller businesses with a cash incentive program amounting to approximately 10% of investment up to \$10,000; it also could include: tax relief plans, rebate plans, fee waivers, and limited municipal financing options. This ordinance provides opportunities for economic diversity that empowers both small and larger businesses.*

## Ordinance Highlights

- **The ordinance allows economic development incentives to be customized to the needs and unique characteristics of Commercial and Industrial businesses that are investing a minimum of \$3 million dollars.**
  - *By giving specialized assistance to business prospects that are bringing a minimum investment of \$3 million dollars to the "economic development table", the city will be able to provide economic development options that go beyond only cash oriented incentives, and can also provide incentives in other areas that may be of greater assistance, or more in tune with the unique attributes of the development in question.*

## Ordinance Highlights

- **It allows a greater concentrated local government effort towards encouraging more capital investment within the City of Groveland.**
  - *By having an economic development plan that calculates capital investment rather than attempting to keep count of job creation, the City of Groveland will not only encourage more capital investment (targeting companies in ways that make sense for the company), but will avoid creating bureaucratic headaches for both the city AND the business being regulated with incentive requirements that are focused on seemingly endless job verification reports.*

## Ordinance Highlights

- **The ordinance creates additional financing strategies by allowing qualified investors / developers (who meet the minimum capital investment of \$3 million) the ability to amortize fees owed the city over several years.**
  - *It is a well known fact that many businesses experience losses or short falls in their first years in business when starting or moving to a new location. Our new approach allows costly impact fees associated with building and construction to be amortized for up to 5 years, allowing companies to soften the blow of start-up costs.*

## Ordinance Highlights

- **It provides greater opportunities for Public / Private Partnerships.**
  - *The city will be better able to expand the tax base through partnerships - rather than taxes or fees alone - providing more dollars to the City of Groveland to better deliver high quality services and infrastructure.*

End of Presentation - Questions and discussion occurred.



## Track Safety Manual

### SAFETY CONSIDERATIONS: TRACK LAYOUT

- Proper planning of the pits, race track, race operation, and insurance is required for every event.
- Spectators, pit area, and race cars should be separated by appropriate safety barriers and proximity to the track.
- Return vehicles and/or trailers must be isolated from the track, race cars, and spectators by means of a separate return road or until all racing is stopped to allow the trucks/trailers to return the cars and drivers. RETURN TRUCKS & TRAILERS SHOULD NEVER BE ANYWHERE NEAR THE TRACK, especially in the braking or run out area, to avoid the possibility of a collision. The number one accident across the country is the race cars running into or under the return trucks or trailers placed too close to the race action.
- No races should be started until the track, run out area, and areas along the track are free of spectators, return trucks/trailers, or any other source of collision.
- Any obstructions, posts, curbs, or drains, etc. should have tires and cones placed so that the race cars can't run into any obstacle along the track or in the run out area.
- At a minimum traffic cones should be placed on their side pointing up the track at the end of the run out area to act as a method of stopping cars not able to stop themselves. Tires are needed also as a stopping guard behind the traffic cones. A webbed netting will also be used as another precaution.
- No passengers are allowed on the return trailers and occupants should be seated down in the bed (not on sides) if pickup trucks are used.
- Safety inspections should be performed on the cars before any racing begins including checking for the proper fit of the racing helmets. Proper steering and braking systems should be checked at a minimum.

### Spectator Control Area

Methods of controlling crowds at races include snow fence, construction barricades, barrier ribbon, police barricades, etc.

- Designate a Spectator Control Area
- No spectator between the race track and walk trail
- Place out tires around (2) Speed Limit Signs; (2) Green Electrical Boxes and (1) fire hydrant

Make sure that the entire race track (to include the braking area and runaway area) is under visual scrutiny to prevent the possibility of spectators from wondering into the racing area.

It must be stressed to the Starter that they MUST visually clear the track before releasing the racers.

**Cones** - provide an extremely visible method of marking a race track. Drivers pushing the extreme (running too close to the cones) stand a greater chance of losing control of their racers if a wheel clips a cone.

Make sure all stop barriers cones are set-up properly in the proper cone set-up of several rows with the cones lying down with a row of cones sitting up and a row of tires behind the cones.

**Starting Ramps/Gates** must have a positive locking mechanism to prevent inadvertent release of race cars. If ramps are used, drivers should be briefed on safe procedures for loading in the cars. Drivers must have their helmet strapped on before going onto the ramp.

#### **PROCEDURE FOR RETRIEVING CARS DURING RACING**

The first set of racers going down the track when finished the cars will be placed in the "car waiting area" until the second set of racers are done so all four cars can be brought back up hill. The cars will be removed from the track and placed in the "car waiting area" for pickup.

- After the second set of racers go down the track, the truck and trailer will follow behind (at a safe distance). The truck and trailer will cross over the track to the "car waiting area" and load all of the cars to return to the top of the track. After second cars are finished, all four cars will be brought back up the hill.

**TRACK DANGER/PROBLEM AREAS Street Races** - When racing on streets, it is highly mandatory that prior to each day of racing, several individuals or groups of race officials walk each side of the street "track" looking for danger/problem areas.

These danger/problem areas may include fire hydrants, signs, curbs, manhole covers, uneven racing surface, cracks, etc. The walk should take place on each side of the track and go up the track as well as down the track. That rationale of having several individuals conduct this walk in both directions is to insure that no item, no matter how seemingly insignificant, is overlooked.

Even if races have been held previously at this location, be alert for new construction. Do not look just at the track, but look at the areas away from the racing surface. Tires and/or cones can be very effective in providing protection for racers and cars from danger areas along the sides of a race course.

It is mandatory whenever possible, at least 2 rows of tires and/or cones can be used. A space should be left between rows. This will allow the racer to slow down gradually relative to a sudden stop. A major problem encountered when first establishing a street track is ensuring that the track is kept the same dimensions at the bottom side as the topside. While it is nice to give racers as much room as possible, a track that is wider at the top than at the bottom gives racers a false sense of security. They may not be aware of the track narrowing and get caught too far outside. Close attention to ensuring the track is straight is imperative. Even the slightest bow in a track can have serious potential consequences.

**Established Tracks** - Prior to each day of racing, it is very important to have at least one (preferable 2 or more) race officials walk established tracks, both up and down the track. While the danger/problem areas that may be present in street races are not as likely, the racing surface should be checked, guardrails inspected and any other potential problem areas looked at. Ensure that something has not been constructed, moved, or otherwise encroach on the race track.

#### **DRIVERS MEETING**

Race Director Safety Briefings/Drivers Meeting should address the following as minimum:

1. Insuring new or inexperienced drivers are afforded the opportunity to make a run down the track. This should not just be a "take 'em to top side and let 'em go" type operation. A race official should be designated to inspect the car for safety and then observe each trial run, insuring that the driver is able to safely negotiate the track and stop the racer in the braking area.

2. Drivers maintaining control of the racers (hanging on tight) from start to finish of each race. This includes holding the steering wheel firmly while braking.
3. A short explanation of what is expected of drivers in the event that they experience difficulties. This may include safely stopping the car if they feel they are either losing control, have already lost control or they are in some form of danger (the other car is about to hit them). Stock and Super-Stock drivers should stay as low as possible (remaining in the driving position with their hands on the steering wheel) until the racer has come to a complete stop, remaining in their car until someone reaches them to assist them out (preventing them from either stepping in front of another car rolling down the hill or letting their car roll on down the track).
4. People staying back from incidents/accidents. Stress to spectators and especially the drivers they need to refrain from rushing over to "help" during any incidents. They can be of greater help by standing by their racers and assisting if called upon.
5. What is expected of the racers and car handlers when being transported between bottom side and topside. This will include what is expected while riding in the return vehicle, like when it is safe to enter/exit the return vehicle.
6. During hotter weather, all participants should be warned of the effects of heat injuries. People should be advised of the warning signs of heat stress. The sponsoring organization should insure that plenty of cool drinking water is made available to all participants.

#### **ON-SCENE MEDICAL COVERAGE with Cellular Phone**

With the proliferation of cellular phones, it would be a very unusual event to not have at least one cellular phone at a race. But leave nothing to chance, it is recommended that at least one cellular phone be readily available during the entire race. Insure that emergency phone numbers are immediately available.

Do not rely on using 911 Network. Have emergency numbers available for the local fire department, rescue squad (if different from the fire department) and the local hospital.

Prior to race day, it is advisable that a race official meets with the fire department and rescue squad. The purpose of this meeting is to insure that the track location is known and that the type of activity that will be occurring is completely understood. This will reduce response time in the event that their emergency services are required.

At this meeting, the possibility of the fire/rescue personnel making an appearance at the track could be approached. Several tracks have included these agencies in their activities and it has provided benefit to all concerned. At some locations, the response vehicles (fire trucks and/or rescue vehicles help with the opening ceremonies, at others, static displays are set up, providing a form of entertainment during lulls in the racing program).

#### **DETAILED BRAKING AREA CONSIDERATIONS**

**Cones** can be very effective in stopping runaway race cars. Lay the cones down on their sides, pointed end towards the racers. Ideally, three to four rows of cones should be utilized. Try to stagger the rows of cones. The intent is for the driver to put the nose of the car between two cones, letting the cones slide under the axle. This will allow the cars to drag the cones to a safe halt, while minimizing damage to the racer. Cones can be stored for continued use and are relatively inexpensive.

**Tires**, are very effective in stopping cars. People working in the braking/run-out area should be made aware of the potential dangers of run-away cars and should avoid getting in front of racers until they have come to a complete stop.

**Webbed fencing**, used as a final precaution to prevent the racer and car to go any further. The fencing will be 4ft high and extend into the grass area using metal tubing going 4 ft into the ground. This webbing will also be used on the side where the trucks will sit while waiting for the race cars to complete their specific race.

**Pre-race safety inspections:** Stress primary safety items such as brake systems (to include proper function, pads, etc.) Safety wire properly installed where required, general condition of the race car, etc.

## **SAFETY FIRST**

Safety is our number one concern.

1. Always make sure every child wears a helmet while driving their car.
2. Always make sure every child wears some sort of shoes while driving their car.
3. Always make sure no one is on the track while a car is going down it. Take pictures from the side or top but stay off the track when car is moving.
4. Teach every child to stop their car at any time they feel something is wrong. If their steering is too loose, a squirrel gets on the track, something gets into their eye, their helmet comes loose, anything they feel isn't ok – just put on their brake and stop the car.
5. Always make a safety check of your car before you drive it. Check brake pads and steering cables.
6. Never allow a child to ride in a trailer with a car. The car should be secured on the trailer with bungee chords and the child should ride in the car.
7. Always look for children near the trailer or car before you start driving on the access lane. Always drive your own vehicle slowly at the event.
8. Use cell phones or walkie talkies to communicate with team members at the top and bottom of the hill.
9. Don't allow a child to drive in the dark or when they can't see well.
10. Keep some water and bandages on hand in case of a cut.
11. Teach every child to drive using safe methods. First, get advice from someone who knows how to teach a child to drive a soap box derby car. Start off slowly. Start in the middle of the track at least halfway down. They will go slowly and get to know how their wheels and brakes work. Only after they are comfortable handling their car do you start them higher up on the hill. Gradually get them used to driving in both lane 1 and lane 2. Then you will be ready to let them start from the top of the hill.

## **RACE DAY RULES**

Take time to become familiar with the race rules. You don't want to get disqualified for something preventable. We work very hard to prevent this and it is uncommon for a driver to be disqualified. Also, be a good sport and have fun. You can meet a lot of terrific kids at a soap box derby race.

A few of the important race day rules are:

- Drivers must wear shoes for safety. They can be thin, but they can't be in socks.
- Drivers must wear a helmet while in the car.
- If a driver goes off track (before or after the finish line) or fails to stop and goes into the safety net at the end of the track on phase 1; they will forfeit that heat. It would be unfair to give damaged wheels to their opponent to race for phase 2. They do NOT forfeit the heat if this happens on phase 2.

- No rags are permitted once the race has begun. Wheels are not to be cleaned or altered once the race has begun.
- Wheels can NOT be spun at the top of the hill. This includes rocking your car to simulate spinning the wheels.
- Only changes for safety reasons are allowed to a car during a race. An example of this is a brake pad that falls off. An official must be present for any changes.
- Be a good sport. Alcohol is prohibited. Smoking should be at a location that is away from the drivers.
- You can challenge an opponent's weight at any time and they can challenge yours. We ask that you do this judiciously.
- Drivers must respond when they are called within 5 minutes. They should stay at the bottom of the hill while they are still in a race. Consideration is given to drivers whose handler is still at the top of the hill with another car.
- **EVERYONE MUST STAY OFF THE TRACK** unless they are racing in a heat or getting a car off the track. All cars must be at a standstill before anyone can go on the track to get them.
- When you are on phase 2 of a heat, go to the front of the line at the top of the hill. People know you are supposed to do this.
- Follow an honor code – follow the spirit of the rules, be a good sport – children are watching you and can hear what you say.

## RACE INFORMATION

1. In case this is your first rally, there are some things you need to remember to bring that will come in very handy:
  - Lawn chairs for you and your family
  - A lawn awning (usually 10 x 10 or so) if you have one.
  - Rain tarp for your car.
  - Cooler with lunch, drinks, snacks, and thermos.
  - Hot coffee will serve you well in the morning.
  - Jackets in case it is cold or rainy.
  - Hat
  - Camera
  - Sun block / lotion
2. A few additional rally important facts:  
 Make sure you keep your car locked, "this is a public park". Most park at the Top of the hill near the staging area in the grass. Make sure you instruct your drivers that if they run off track at any time On phase 1 (before or after the finish line) or if they fail to stop and Go into the safety net at the end of the track they will be disqualified for that heat and will be moved to the loser's bracket. This rule is to ensure that we don't give damaged wheels to an innocent driver for phase 2. Any disputes will have a decision made by the Race Day Director which will be final. Make sure you have a plan for how you are going to track the progress of your car/driver. The scorekeepers won't have time to look this up for you.
3. **We will have some new families and drivers at our rally, so everyone please take a moment to introduce yourself and make them feel welcome. Please look for ways you can be helpful to them.**



## TRACK SAFETY CHECKLIST

### City Protocols:

- No races should be started until the track, run out area, and areas along the track are free of spectators, return trucks/trailers, or any other source of collision.
- Race Track Barriers: Make sure safety barriers are out such as tires around (2) Traffic Speed Limit Signs; (2) Green Electrical Boxes and (1) Fire Hydrant; Outline the race track with tires and/or cones for drivers to stay between and keep spectators off the track. Any obstructions, posts, curbs, or drains, etc. should have tires or cones placed so that the race cars can't run into any obstacle along the track or in the run out area. Traffic cones, tires, and webbed netting shall be at the end of the run out area to act as a method of stopping cars not able to stop themselves. Tires or cones may be needed to isolate any obstacle.
- Spectators, pit area, and race cars should be separated by appropriate safety barriers and proximity to the track Spectator Control Area
  - Designate a Spectator Control Area
  - No spectator between the race track and walk trail
- Return vehicles and/or trailers must be isolated from the track, race cars, and spectators by means of a separate return road or until all racing are stopped to allow the trucks/trailers to return the cars and drivers. **RETURN TRUCKS & TRAILERS SHOULD NEVER BE ANYWHERE NEAR THE TRACK**, especially in the braking or run out area, to avoid the possibility of a collision. The number one accident across the country is the race cars running into or under the return trucks or trailers placed too close to the race action.
- Track Safety Checklist has to be signed by one CMBCR official and City Fire/PD before a race event can proceed.

\_\_\_\_\_  
Signature for City Official

\_\_\_\_\_  
Print Name / Date and Time

### CM Box Car Protocols:

- Check all vehicles to be used in the event that day for brakes and steering. Stress primary safety items such as brake systems (to include proper function, pads, etc.) Safety wire properly installed where required, given the general condition of the race car etc.
- Starting Ramps/Gates should have a positive locking mechanism to prevent inadvertent release of race cars. If ramps are used, drivers should be briefed on safe procedures for loading in the cars. Drivers must have their helmet strapped on before going onto the ramp. Safety inspections should be performed on the cars before any racing begins including checking for the proper fit of the racing helmets. Proper steering and braking systems should be checked at a minimum.

- Make sure that the entire race track (to include the braking area and runaway area) is under visual scrutiny to prevent the possibility of spectators from wondering into the racing area. No passengers are allowed on the return trailers and occupants should be seated down in the bed (not on sides) if pickup trucks are used.
- Make sure all Drivers have shoes for safety and wear a helmet while in the car. The helmet must be worn in the correct racing position (on the head with the helmet bill to the front and properly strapped, with NOTHING underneath the helmet).
- Proper planning of the pits, race track, race operation, and insurance is required for every event. Pre-race safety inspections: Check all vehicles to be used in the event that day for brakes and steering. Stress primary safety items such as brake systems (to include proper function, pads, etc.) Safety wire properly installed where required, general condition of the race car, etc.
- Track Safety Checklist has to be signed by one CMBCR official and City Fire/PD before a race event can proceed.

\_\_\_\_\_  
Signature for CMBCR Official

\_\_\_\_\_  
Print Name/Date & Time