

Hellyer Velodrome Facility Manual

Last update: 4/5/2021

This document describes the necessary maintenance of the velodrome and the plans for velodrome improvements.

Velodrome Maintenance

This section contains a summary of the maintenance required by the County and the tracking of the performed maintenance. The summary is of Chapter 8 of the [Lease Agreement](#). The full context of Chapter 8 can be found in Appendix A of this document.

Required Maintenance

Lessee shall keep and maintain the Premises in good, functional condition and repair for safe operations for Permitted use. Lessee shall keep all facilities and grounds clean and aesthetically pleasing

Lessee shall perform the following Minimum Maintenance Tasks. Construction work must meet prevailing wage requirements:

Repainting: At least once during the initial term of the lease and at least once during any extension.

- 2015-2020 Extension: Needs to be completed
 - Completed on _____

Pavement:

- Shall make repairs (potholes, root cracks, alligator cracking, etc) annually before each winter season
 - Pre-winter inspection completed on _____
 - Repairs needed (Yes/No)
- Seal all cracks at least once every 3 years
 - Last seal application applied on _____
- Slurry Seal and restripe Asphalt once every 7 years (restripe does not apply to our surface)
 - Last Slurry completed on _____

Track Surface: Maintain at all times including any repair of any cracks, chips, or other damage.

- Annual Inspection completed on _____ (not required by lease but good to do for documentation purposes)
- Re-paint track lines at least once during lease term and during each lease extension.
 - 2015-20 Extension: Needs to be completed
 - Completed on _____

Graffiti Removal: Must be removed within 7 days

Preventative Maintenance: Conduct on a regular schedule

Required Maintenance History

Chart from Annabell

<u>Item</u>	<u>Previous Completed Date</u>	<u>Date Completed</u>	<u>Tasks Completed and Notes</u>	<u>Work Verified by</u>	<u>Lease Requirement</u>
Repainting of rails/equipment/etc.	April-June 2013 (LRC)	Nov 2018	Rails & Containers		1 x during term
Pre-Winter Pavement Inspection					Annual
Seal Pavement Cracks					1 x every 3 years
Slurry Seal Asphalt	? (John Simmons)	June 2017			1 x every 7 years
Track Lines Painting	November 2013 (LRC)				1 x during term
Annual Facility Inspection					Recommended

Erik's List, try to incorporate AB's chart yet make it easier to extend, going forward.

Repainting of rails/equipment/etc... (1 x during term).

- Initial Lease: April – June 2013 (LRC), Rails and Containers
- 2014-2019:
 - Nov 2018, Rails and Containers
 - 2019, Shade structure and Judge's stand (lower)
- 2020-2024:
 - May 2020, Judge's stand (upper), done under the same painting contract as the Blue Band.

Pavement repairs (potholes, cracks) annually before Winter.

- 2020:
 - Aug 2020, cold patch repairs were made of the upper apron, under the tree in turn #1. This is an ongoing maintenance activity.
- 2021:

Seal all cracks at least once every three years.

- 2020:
- 2021:

- Jan 2021, power-washing of the track has started. As of 4/5/2021, about 60% of the track has been completed.
- March 2021, crack sealing has started, we're using Sakrete concrete crack filler. This is an ongoing maintenance activity.
- 2023:

Single chip seal (slurry seal entire surface) and restripe every seven years.

- 2007: New asphalt apron and warm-up circle – [photos](#)
- 2017: June
- 2021:
 - Jan 2021, resealed the turn 3 connector from the apron to the warm-up circle. This is an ongoing maintenance activity.
- 2024:

Repaint track lines 1x during term

- Initial Lease: Nov 2013 (LRC)
- 2014 – 2019:
- 2020 – 2024:
 - May 2020, reseal and repaint the blue band area.
 - June 2020, paint new track distance markings.

Velodrome Improvement Plan

See Appendices B, C and D for information used as input to this section.

Planned Improvements

Some items taken from Appendices, there are probably more to add, then prioritize them all.

From Appendix B,

Freshen Up Campaign

Replace infield furniture

- Chairs
- Picnic Tables
- Gear Stools
- Stools for judges stand
- Folding tables
- Garbage cans Rolling and trash bags

From Appendix C,

Infrastructure Wish List

- Resurfacing of the Track
- Major CIP project: Increasing the banking of the track
- Slurry seal asphalt every 5-7 years (\$8,500)
- Add or expand capacity of Dry Wells to handle storm water

- ~~Removal~~ and replacement of Announcer/Judges tower
- Additional Shade structure on infield
- Infield cubby's/corals for riders
- Information Board/kiosk with Plexiglas sliders out near restroom
- Start gate (\$15K)
- Timing system (\$15k)
- ~~Lighting system upgrade (up to \$12K/pole if new poles are needed)~~
- Infield lights
- New stands
- Bigger track center pit area
- Additional bike storage container

Improvement History

- 2020:
 - LEDs
 - Squirrel Barrier
- 2018:
 - New track lighting
- 2007:
 - New asphalt apron and warm-up circle – [photos](#)

Appendix A – Chapter 8 of the Lease Agreement

8. MAINTENANCE, REPAIR, AND REPLACEMENT

a. Condition of Premises. LESSEE shall keep and maintain the Premises in good, functional condition and repair for safe operations for the Permitted use under this Lease. LESSEE shall keep all facilities and grounds clean and aesthetically pleasing to the public who use such facilities. LESSEE will perform the following minimum maintenance tasks, to which the provisions of Section 7(a) (2), Prevailing Wages, apply:

(i) Repainting. LESSEE shall repaint or re-stain all interiors and exteriors of buildings and structures, which have painted or stained surfaces at least once during the initial term of the lease and at least once during any extension of the initial term.

(ii) Pavement. LESSEE shall maintain all paved areas of roadways and parking lots as stated below, or more often, as needed:

LESSEE shall make repairs (potholes, root cracks, alligator cracking, etc.) annually before each winter season.

LESSEE shall seal all cracks at least once every three (3) years.

LESSEE shall single chip seal (slurry seal entire surface) and restripe at least once every seven (7) years.

(iii) Track surface. LESSEE shall maintain entire surface of track at all times, including repair of any cracks, chips or any other damage. LESSEE shall paint track lines on track at least once during the initial term of the lease and at least once during any extension of the initial term.

(iv) Waste. LESSEE at its sole cost and expense, shall arrange for the storage and disposal of all garbage and waste materials resulting from LESSEE'S operations to the reasonable satisfaction of Director.

(v) Graffiti Removal. LESSEE at its sole cost and expense, shall remove any graffiti on the Premises within 7 calendar days from the date the graffiti was applied.

b. Preventive Maintenance. LESSEE shall conduct preventative maintenance on a regular schedule or as recommended by the manufacturer of the specific materials or equipment.

c. County Maintenance. COUNTY will maintain all landscaped areas, including mowing, trimming and plantings. LESSEE will reimburse COUNTY for damage to landscape as a result of the actions of the LESSEE, its invitees or guests.

Appendix B – AB's NCVA 2018 Priority List

Added a few strike-throughs added by Erik.

Freshen Up Campaign

Replace infield furniture

- Chairs
- Picnic Tables
- Gear Stools
- Stools for judges stand
- Folding tables
- Garbage cans Rolling and trash bags

Organize Office

- Set up Kinkos account
- Mass Produce Paperwork
 - Three different color-coded sign-in sheets (mass produced tear off style)
 - Hellyer Beginner
 - Hellyer Intermediate
 - General unstructured session
 - Waivers

Communication

Increase Communication to Supervisors and Hellyer Community

- ~~• Board Mtg Agendas posted prior to meeting~~
- ~~• Meeting minutes posted on website~~
- Updates on projects, even small ones
- Create a list of supervisors available to teach private rental/beginner/club sessions
 - Create criteria for eligibility (ie. Volunteers 'x' amount at the track gets first priority)

Calendar Coordination

- Determine which events the Board/Community would like to see, and see if we can start organizing supervisors to do 1 or 2 a season
 - Examples:
 - 3 TT days between March-Sept
 - Weekend open intermediate 2 x's month
 - Weeknight open session
 - District Championships
 - Schedule extra Nats and Worlds weekend training sessions now to lighten load on Sunday a.m.'s and to reserve calendar

Define "*Hellyer Supervisor*" and add to minutes or by-laws to meet ATRA insurance 'Additional Insured Endorsement'.

- Active vs sub, employee verses contractor
- Consistently apply requirements. Supervisor manual states "all new supervisors after 2103 must teach 4 Saturday beginner sessions"
- Eligibility to run fee based structured sessions (Hellyer vs out of town for profit)

Appendix C – Infrastructure Wish List and Paid Positions document

Infrastructure Wish List

- Resurfacing of the Track
- Major CIP project: Increasing the banking of the track
- Slurry seal asphalt every 5-7 years (\$8,500)
- Add or expand capacity of Dry Wells to handle storm water
- ~~Removal~~ and replacement of Announcer/Judges tower
- Additional Shade structure on infield
- Infield cubby's/corals for riders
- Information Board/kiosk with Plexiglas sliders out near restroom
- Start gate (\$15K)

- Timing system (\$15k)
- ~~Lighting system upgrade (up to \$12K/pole if new poles are needed)~~
- Infield lights
- New stands
- Bigger track center pit area
- Additional bike storage container

Paid Staff Assignments?

- Administration, supervisor training and scheduling
- Race coordination and promotion
- Supervisors?

Appendix D – 2017 NCVA Fee Update Communique

Hello Hellyer Community! We have great plans for 2017 and beyond that we would like to share:

- The NVCA Board of Directors has several **infrastructure improvement projects** queued up!
- We've got some really exciting changes to our Saturday Session program to announce, which includes the **addition of a structured Intermediate Session**, by popular demand (see below for details!)
- We're looking forward to another fantastic season of **Wednesday Night Racing** after an excellent 2016 version run by Race Promoter Daryl Hemenway.
- With **Elite and Junior Nationals and Masters Worlds in Los Angeles** this summer, we expect it to be a busy and fun year of training, racing, and getting new faces out to the track.
- Lastly, while we know that no one ever gets excited about fee increases, we feel really good to announce a **new fee structure** that balances affordability, long-term financial sustainability, and also makes possible many of the bullet points listed above. The new fee structure goes into effect February 11, 2017. Details are below.
- For 2017, Juniors still ride for \$0 NCVA fee

The Saturday session changes and the new fee structure are listed below – please read our description of our financials to understand why we're increasing fees and how we plan to use the additional revenue.

2017 NCVA Fee Structure, and Why

Starting February 11, 2017, the NCVA Board of Directors is increasing certain fees for the purpose of creating long term financial sustainability for the Hellyer Velodrome organization. Last year, with our old fee structure, we generated roughly \$10,000-\$12,000 after expenses from races and sessions. After 3 years of extremely careful financial management, our bank accounts currently sit at roughly \$75,000 in total; which is up significantly from the unsustainably low levels reached in 2013. With a number of major capital improvement projects facing us in the next two to ten or fifteen years, we've realized that we risk the financial viability of Hellyer Velodrome for everyone if we do not increase our fees, which have remained at \$5 per day for over 20 years.

Major expenses we have planned for 2017-18 or expect in the next 2 to 10-15 years include:

- \$5,000 in spring 2017 (after delay from fall 2016) for seal coating the asphalt in the apron and warm-up circle (routine maintenance required by our lease)
- \$30,000 - \$50,000 in 2017-18 to improve or replace the lights for better visibility after dark
- \$5,000 - \$10,000 to add another storage container and additional lockers (for which there is demand, and which would add revenue in the long run)
- \$1000 to purchase an AED Defibrillator to keep at the velodrome, for faster access in case of cardiac emergency at the track
- Repairing and sealing cracks in the existing concrete velodrome surface – quotes will be obtained in the first half of 2017. We are also looking at the embankment integrity.
- Complete resurfacing of the track – we have no quotes yet but from comparable tracks we expect this could run from several hundred thousand to near a million dollars, and is a likely need within the next 10-15 years. Earthquake damage or some other structural failure would bring it on sooner. We need to achieve a financial status that will qualify us for the necessary funding for such a project, which we hope is long in the future but for which we must prepare.

- In order to maintain and improve today’s Hellyer velodrome and prepare for the very large expected cost of a complete resurfacing – which will likely require additional funds or a loan to complete, securable through our proven financial sustainability – we must selectively increase our fees. We are maintaining accessibility for anyone who wants to ride at Hellyer while insuring its existence as the only facility in Northern California.

Using financial modeling based on 2016 track usage, looking at fees at comparable tracks, and looking at feedback from the Hellyer community, we have developed a fee structure that balances participant affordability and velodrome sustainability, and which also creates additional opportunities for both track users and NCVA revenue. For 2017, the NCVA fee will still be \$0 for Junior riders.

2017 Fee Structure (starting February 11 2017)	2016	2017
NCVA Adult Session Fee – <i>the daily fee every adult pays to ride: it is the rate for all unstructured sessions and is built into the total fee for coached sessions</i>	\$5	\$10
NCVA Adult Race Fee – <i>historically this has been the same as the NCVA session fee. In 2017, in order to continue encouraging racing and low race fees, we will not increase the NCVA Fee for races</i>	\$5	\$5
NCVA Junior Fee – <i>the NCVA is committed to waiving all NCVA fees for juniors for as long as this is financially viable for our organization</i>	\$0	\$0
Saturday Beginner Session Fee – <i>historically this has been the same as the NCVA fee despite being a structured session that requires trained Supervisors. See info below on Beginner Session changes for 2017. It is expected that Beginners will “graduate” after 3 session. Juniors with adults are free.</i>	\$10 (\$5 fee + \$5 bicycle rental)	\$20 (combined fee with bicycle rental)
Saturday Intermediate Structured Session Fee – <i>restructuring the Saturday Beginner Session for 2017 includes adding a Structured Intermediate Session for Beginners to graduate into. See below for more info on this change. Beginner session attendees will not be charged more for participating in both sessions. Juniors with adults are free (see below).</i>	n/a	\$15
Annual Pass – <i>covers all NCVA training session fees (but not the race fee)</i>	\$120	\$180
Lockers – <i>18 lockers are rented out annually; demand has exceeded availability in recent years</i>	\$175	\$200

Bike Rentals – *for 2017 we are able to maintain a \$5 rental fee in 2017* \$5 **\$5**