

City Council Agenda Items  
and  
Contracts, Leases or Agreements

12/4/2012

City Council Meeting Date  
Agenda Items Only

Matt Mihalevich  
Submitted By

Engineering  
Division

Development Services  
Department

Action Required:

Approval of an Operations and Management Plan for the sections of the Razorback Regional Greenway within the City of Fayetteville.

N/A  
Cost of this request

N/A  
Category / Project Budget

N/A  
Program Category / Project Name

N/A  
Account Number

N/A  
Funds Used to Date

N/A  
Program / Project Category Name

N/A  
Project Number

N/A  
Remaining Balance

N/A  
Fund Name

Budgeted Item

Budget Adjustment Attached

[Signature]  
Department Director

11-15-2012  
Date

Previous Ordinance or Resolution # \_\_\_\_\_

[Signature]  
City Attorney

11-15-12  
Date

Original Contract Date: \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Paul A. Beck  
Finance and Internal Services Director

11-15-2012  
Date

Received in City Clerk's Office  
11-15-12 A08:52 RCVD  
[Signature]

[Signature]  
Chief of Staff

11-15-12  
Date

Received in Mayor's Office  
ENTERED 11/15/12 BRP

[Signature]  
Mayor

11/15/12  
Date

Comments:

## CITY COUNCIL AGENDA MEMO

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**To:** Mayor and City Council

**Thru:** Don Marr, Chief of Staff  
Jeremy Pate, Development Services Director *J*  
Chris Brown, City Engineer *CB*

**From:** Matt Mihalevich, Trails Coordinator *mm*

**Date:** November 14, 2012

**Subject:** Operations and Management Plan for the Razorback Regional Greenway

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### RECOMMENDATION

Staff recommends approval of an Operations and Management Plan for the sections of the Razorback Regional Greenway within the City of Fayetteville.

### PROPOSAL:

To insure proper operations and management of the new 36-mile Razorback Regional Greenway, each of the Cities containing sections of the greenway have adopted similar versions of an Operations and Management Plan. Since Fayetteville already operates and maintains over 20 miles of trails, the Fayetteville version of the Operations and Management Plan has been modified to model the existing operation and maintenance procedures. The Police, Parks & Recreation and Transportation departments have reviewed and approved the attached Operations and Management Plan.

### BUDGET IMPACT:

This Operations and Management plan formalizes the existing operation and maintenance procedures of the trail system for the Police, Parks & Recreation and Transportation departments without requesting additional funding. Current budgets within these departments will cover the responsibilities outlined within this document.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO APPROVE THE NORTHWEST ARKANSAS  
RAZORBACK GREENWAY OPERATIONS AND MANAGEMENT PLAN  
FOR RAZORBACK GREENWAY TRAILS WITHIN FAYETTEVILLE**

**WHEREAS**, the City of Fayetteville has reviewed the Northwest Arkansas Razorback Greenway Operations and Management Plan as applicable to sections of the Greenway that extend through the City of Fayetteville's municipal jurisdiction; and

**WHEREAS**, the purpose of this Operations and Management Plan is to define the maintenance, management and operation requirements associated with the Razorback Regional Greenway facilities and lands that are located within the City of Fayetteville; and

**WHEREAS**, the Plan has been reviewed and approved by all City Departments that are responsible for maintaining, managing and operating the lands and facilities of the Greenway and other trails within Fayetteville; and

**WHEREAS**, Article XI **Operations of Vehicles and Use of City Trails** of Title VII **Traffic Code** of the Code of Fayetteville regulating multi-use operations shall have precedence and supersede if there would be any conflict with this Plan.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby approves the Northwest Arkansas Razorback Greenway Operations and Management Plan (attached as Exhibit A) as it applies to current or future Greenway trails within the City of Fayetteville.

Section 2: That the City Council of the City of Fayetteville, Arkansas hereby agrees that the Northwest Arkansas Razorback Greenway Operations and Management Plan shall be used as a guide for maintenance and management for current and future Razorback Greenway trails within Fayetteville.

**PASSED** and **APPROVED** this 4<sup>th</sup> day of December, 2012.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN**, Mayor

By: \_\_\_\_\_  
**SONDRA E. SMITH**, City Clerk/Treasurer

**Northwest Arkansas Razorback Greenway**



# **Operations and Management Plan**

**City of Fayetteville, Arkansas**

**Prepared November 2012**

**Adopted by the City of Fayetteville \_\_\_\_\_, 2012**

# **City of Fayetteville, Arkansas Northwest Arkansas Razorback Greenway Operations and Management Plan**

## **1. Overview**

### **1.1 Project Description and Objectives**

The mission of this Operations and Maintenance Plan is to promote a well-maintained, well-groomed, safe, secure and pleasant-to-use Razorback Greenway shared-use public trail. The Greenway corridor must be an asset to the City of Fayetteville and a good neighbor to surrounding public and private properties, businesses and landscapes. The standard of care and quality will be consistent across the multiple jurisdictional boundaries of Northwest Arkansas. Fayetteville agrees to maintain the Razorback Greenway to the regional standards defined herein.

The term *operations and maintenance* refers to specific day-to-day tasks as well as the longer term remedial functions and programs performed to assure resources and facilities of the Greenway are kept in good usable condition. This begins with sound design, durable components, and a comprehensive management plan. In addition, community groups, residents, business owners, developers and other stakeholders will continue to be engaged in the long-term stewardship of the resources preserved and enhanced by the Razorback Greenway as it extends through the City of Fayetteville.

The Razorback Greenway plan envisions a continuous multi-use, non-gas motorized corridor accommodating bikes, pedestrians, roller-skaters, wheelchairs and other human-propelled uses. The Greenway extends approximately 9 miles through Fayetteville, from Lake Fayetteville Trail to Clear Creek Trail to Scull Creek Trail to Frisco Trail. to Walker Park Trail. The Greenway corridor may include and incorporate: parks, feature areas, plazas, open spaces, streams and wetlands, as well as cultural and interpretive elements.

### **1.2 The Jurisdictions and Partners**

The Razorback Greenway will traverse six jurisdictions including: Bentonville; Rogers; Lowell; Springdale; Johnson; and Fayetteville. In addition, portions of the trail will run within, or proximate to, State of Arkansas and the United States Department of Transportation rights-of-way. Most of the trail corridor will be off-street, though some portions will be on-street, accommodating bicycles on the roadway and pedestrians on sidewalks. Because the trail and the greenway corridor includes streets, streams, parks and other spaces, multiple departments and agencies within the jurisdictions must also be engaged; including Parks and Recreation, Transportation, Planning, Engineering, Police and Fire/rescue agencies.



While each major jurisdiction has its own operations and maintenance departments, a key to a sustainable quality greenway over the length of the corridor will be a **consistency of standards, cooperation and coordination** amongst the communities and building enduring partnerships engaging both public and private sector leadership. While some of the jurisdictions already have a history of existing trails and greenway management, for others the Razorback Greenway will represent the first major trail/greenway maintenance obligation and there will be a need for capacity building and diversification of skills and resources to meet this challenge in those communities. This report provides guidelines and strategies to help address this need of both coordination and capacity.

### 1.3 Guiding Principles of Quality/Cost-Effective Trail Management

The trail and greenway system should be viewed and maintained as a **world-class** public resource. Indeed it will become *infrastructure* similar to the street system, park system or utility networks serving the communities for generations to come. The following guiding principals will help assure the preservation of a first class system:

1. Good maintenance begins with sound planning and design.
2. Foremost protect life, property and the environment.
3. Promote and maintain a quality outdoors recreation and transportation experience.
4. Maintain quality control and standards.
5. Develop a management plan that is reviewed and updated annually with tasks, operational policies, standards, and routine and remedial maintenance goals.
6. Conduct regular inspections and keep complete records.
7. Maintain an effective, responsive public feedback system and promote public participation.
8. Be a good neighbor to adjacent properties.
9. Operate a cost effective program with sustainable funding sources.
10. The City agrees to maintain membership on a regional committee of respective agencies and jurisdictions that are situated along the length of the Razorback Greenway to establish, adopt, and implement a uniform program of trail management.

The Razorback Greenway traverses three different types of environments: parkland owned by local government, urban land that is either within public ownership or will be acquired as public access and use easements, and private land where multi-use trail easements have been acquired by the City for the purpose of public access. This management and operations plan addresses lands associated with the Razorback Greenway.

The operations and management plan for the Razorback Greenway provides baseline information for tasks that need to be undertaken by the City of Fayetteville and its project partners. This plan recommends a series of work items and tasks that need to be

completed in order to maintain the Razorback Greenway Trail system as an attractive, safe, and enjoyable amenity. The following defines key aspects of the Razorback Greenway management, beginning with operational policies, followed by facility management, land management, safety, security, emergency response and risk management.

## 2. Operations and Maintenance Functions

### 2.1 Overview of Functional Areas

The functional landscapes that are part of the Razorback Greenway, located within the City of Fayetteville, are:

- 1) Fayetteville Trail Head
- 2) Lake Fayetteville Trail
- 3) Clear Creek Trail
- 4) Scull Creek Trail
- 5) Frisco Trail
- 6) Walker Park

### 2.2 Maintenance—Routine, Remedial and Seasonal Defined

*Routine Maintenance* refers to the daily/weekly/monthly regime of trail sweeping, trash and debris removal, sign replacement, weed control, tree and shrub trimming, and other regularly scheduled activities. Routine maintenance also includes minor repairs and replacement such as fixing cracks and potholes or repairing a broken hand railing.

*Remedial Maintenance* refers to correcting significant defects as well as repairing, replacing or restoring major components that have been destroyed, damaged, or significantly deteriorated during the life of the project. Some items (“minor repairs”) may occur on a five to ten year cycle such as repainting, seal coating asphalt pavement or replacing signage. Major reconstruction items will occur over a longer period or after an event such as a flood. Examples of major reconstruction remedial maintenance include stabilization of a severely eroded hillside, repaving a significant stretch of the trail surface, repaving a street used for biking or replacing a footbridge. Remedial maintenance should be part of a long-term capital improvement plan.

Longevity of Greenway Facilities	
Asphalt	10 to 20 years
Concrete	20 years +
Boardwalk	15 to 20 years
Bridge/Underpass/Tunnel	50 years +

*Seasonal Maintenance*—In addition to the routine and remedial categories, there are seasonal tasks that should be performed as needed. Designated maintenance crews should remove leaf debris, gravel and mud, etc. from all network facilities as soon as possible.



### **2.3 Components That Are Maintained**

Following are the key components of the Razorback Greenway System:

- Off-Street Shared-Use Trails
- Off-Street Side Trails
- Trail-Related Corridors (such as landscaping, vegetation and viewsheds adjacent to the trail.)
- On-Street Bicycle and Pedestrian Facilities (such as bike lanes, cycle tracks and bike routes)
- Associated Natural Resource Areas (such as streams, woodlands, wetlands and other natural and cultural resources proximate and associated with the trail)
- Trailheads and Access Points
- Trail-Related Park and Feature Areas (integral to the trail system)
- Associated Sidewalks (interconnecting with or adjacent to trails and on-street routes.)
- Associated Streetscapes

### **2.4 Typical operations and maintenance tasks include:**

#### **In General**

- User Courtesy and Regulatory Framework/Hours of Operation
- Conflict Reduction and Resolution
- User Safety and Risk Management
- Prompt graffiti and vandalism repair
- Herbicide Management
- Programming and Events
- Stewardship and Enhancement
- Coordinate volunteer and adopt-a-trail/street activities
- Oversight and Coordination
- User/Neighboring Property Feedback and Response

#### **Off-Street Shared-Use Trails**

- Inspection
- Trail Surface Maintenance
- Sweeping
- Vegetation Management including tree and branch trimming and fallen tree removal
- Erosion Control
- Litter and Trash Removal
- Repair Trail Structures
- Fixture and Furnishings Maintenance
- Signage and Displays, Public Art
- Lighting and signal maintenance
- Toilet Facility Service
- Remedy “Social Trails” (such as shortcuts)
- Address Detours/Disruptions (Promptly)
- Patrol and Security Services
- Accident and Incident Data Tracking
- User Feedback and Follow-up

### **Trail-Related Corridors and Associated Resource Conservation Areas\***

- Inspection
- Vegetation Management
- Stream Channel/Riverbank Maintenance
- Litter and Trash Removal
- Pest Management
- Vegetation Management including Weeds and Invasive Plants
- Waterfowl and Hunting Regulation
- Monitor Dumping and Filling
- Fire Prevention
- Patrol and Security Services
- User Feedback and Follow-up

*\* The Razorback Greenway Trail corridor includes open land immediately next to, or integral with, the trail corridor. For planning purposes this is considered to be a swath up to 30'-wide. This open space may include stream corridors or other open landscapes. Resource conservation areas include wetlands, riparian areas, woodlots and other open spaces that have been set aside along the trail system.*

### **Trail Related Park and Feature Areas**

- Inspection
- Mowing/Vegetation Management
- Fixture and Furnishings Maintenance
- User Feedback and Follow-up

### **Other Management Functions**

- Programming and Events
- Oversight and Coordination

<b><u>Operations and Maintenance Tasks</u></b>	<b>Parks</b>	<b>Transportation</b>	<b>Volunteers</b>
<b>Mowing</b>	X		
<b>Trail Lighting</b>		X	
<b>Sweeping</b>	X		
<b>Tunnel / Underpass Cleaning</b>	X		
<b>Pest &amp; Herbicide Management</b>	X		
<b>Storm Debris Removal</b>	X		
<b>Snow Removal</b>	X		
<b>Pavement Rehabilitation</b>		X	
<b>Center Line and Bollard Striping</b>		X	
<b>Trail Crossing Signal Lights</b>		X	
<b>Tree &amp; Shrub Trimming</b>	X		
<b>Graffiti Removal</b>	X		
<b>Trash Pickup</b>	X		X
<b>Sign Maintenance</b>		X	
<b>Trail Head Maintenance</b>	X		
<ul style="list-style-type: none"> <li>• Public Art</li> <li>• Bollards</li> <li>• Benches</li> <li>• Trash Cans</li> <li>• Way Side Maps</li> <li>• Water Fountains</li> <li>• Dogi Pots</li> </ul>	X		
<b>Railroad Underpass Covered Walkway Painting</b>	X		
<b>Fence Repair/Replacement</b>	X		
<b>Trail Programs/Promotion</b>	X		X
<b>Adjacent Stream Bank Restoration</b>	X	X	
<b>Adopt-a-trail - Trail trekkers</b>	X		X

### **3. Razorback Greenway Access and Use**

#### **3.1 Public Access and Use**

Residents and visitors shall have access to and use of the Razorback Greenway during normal hours of operation as defined herein. All access and use is governed by City of Fayetteville Ordinance. The use of the trail system is limited to non - gas motorized users, including hiking, bicycling, in-line skating, running, jogging, and wheelchair use. No horses are allowed on the Razorback Regional Greenway. The City of Fayetteville authorized motorized vehicles used for maintenance, safety and emergency purposes are permitted to use the pathway. The City of Fayetteville's Ordinance, Article XI, chapter 71 "Operation of Vehicles and Use of City Trails" defines the restrictions and regulations of the Fayetteville Trail system.

#### **3.2 Hours of Operation**

The Razorback Greenway will be operated as a non-lighted (except where the City has installed and maintains trail lighting) linear park and recreation facility, and shall be open for public use at all times, 365 days a year, except as specifically designated by the City of Fayetteville.

#### **3.3 Care and Management of the Trails**

The City of Fayetteville shall be responsible for the care and upkeep of the trails and all lands, drainage features, signage, fences, bridges, trail heads, landscape plantings and trail amenities. This manual will govern management and operation roles and responsibilities. It is recommended for this Manual to be periodically reviewed and updated by all parties.

#### **3.4 Fencing and Vegetative Screening Policy**

The City of Fayetteville will work with adjacent landowners on an individual basis to determine fencing and vegetative screening requirements of the Razorback Greenway. The care of fences and screening outside of the trail right-of-way or not on publicly owned lands is the responsibility of the adjacent landowner.

#### **3.5 Drainage Management Policy**

The City of Fayetteville shall, within its rights-of-way and easement corridors, maintain all drainage channels, ditches and streams that bisect or intersect with the Razorback Greenway and shall ensure that all of these drainages are free flowing and unimpeded. Management of drainage channels and structures shall include the removal of vegetation, trash and debris that would serve to block the flow of surface waters.

### **4. Trail Lands and Facility Management Policy**

The Razorback Greenway should be classified under this agreement as a multi-use trail and will be maintained in a manner that is consistent with best maintenance practices of all trails within the City of Fayetteville.

Greenway maintenance shall include the removal of all debris, trash, litter, obnoxious and unsafe human-made structures, vegetation and other foreign matter. Trail heads, points of public access, rest areas, and other activity areas shall be maintained in a clean and usable condition. The primary concern for trail maintenance shall always be public safety.

All trail facilities shall be maintained in a safe and usable manner during hours of operation. Rough edges, severe bumps or depressions, cracked or uneven pavement, gullies, rills and washed out tread surface shall be repaired as soon as possible. Volunteer vegetation occurring in the trail tread should be removed in such a manner so that the trail surface is maintained as a continuous, even and clean surface.

## **5. Land Management**

Parkland that is owned by the City of Fayetteville and used for Razorback Greenway, shall be governed by park and recreation management and operations policies, procedures and programs. Other public rights-of-way and private property that is accessed and used for the Greenway as part of a greenway easement shall be maintained in a condition that promotes safety and security for users and adjacent property owners.

Vegetation within the trail corridor should be managed to promote safety, serve as habitat for wildlife, buffer public use from private property, enhance water quality and preserve the unique aesthetic values of the natural landscape. Removal of native vegetation should be done with clear purpose and discretion. The objective in controlling growth of vegetation shall be to maintain clear and open lines of sight along the trail at all times, at intersections with roadways and driveways, and along roadways. Vegetation removal within the trail development zone should be accomplished to eliminate potential hazards that could occur from natural growth.

To promote safe use of the trail, all vegetation should be clear-cut to a minimum distance of 3 feet from the edge of the trail tread. Selective clearing of vegetation should be conducted, in cooperation with appropriate management agents, within a zone that is defined as being between three to ten feet from the edge of the pathway. At any point along the trail, a user should have an unobstructed view, along the centerline of the pathway, 250 feet ahead and behind his/her position, except where the terrain, existing structures, large trees or trail curvature is a limiting factor.

Removal or installation of vegetation within the trail right-of-way by an individual or agency other than the City of Fayetteville or its designee, is deemed unlawful and subject to fines and/or prosecution.

### **5.1 Accurate and Organized Record Keeping**

Good record-keeping techniques are essential to a comprehensive operations and maintenance program, particularly when multiple jurisdictions are involved. This information can be used to eliminate overlap or gaps in maintenance services provided, identify levels of use, and prioritize management needs. Handheld digital devices and

applications with GPS capability carried by field inspectors and maintenance personal may help expedite and facilitate a more effective record keeping system where data is fed into a central source—accessible on the Web not only locally but by the other jurisdictions along the entire length of the Razorback Greenway. The record keeping template could include:

- Schedule of routine (and remedial) maintenance tasks
- Inspection reports
- List of daily activities
- Observed routine and remedial maintenance items and issues
- Hazards, incidents, safety issues observed and action taken
- Prioritization of remedial maintenance projects
- User and adjacent properties input (complaints, comments, suggestions, etc.) and follow-up
- Annual maintenance budgets and costs
- Projected costs for subsequent years (short term, medium term, and long-term)
- Internal working database for existing, planned, or proposed projects for each system—greenway, off-street, on-street, bicycle, and pedestrian

## **6. Safety and Security**

### **6.1 Security and Public Safety, Risk Management and Liability Considerations**

Promoting safety and security of trail users and the security of adjacent properties should be the foremost objective of this operations and management plan.

The City of Fayetteville should work in cooperation with other local government agencies to develop and implement a safety and security program for the Razorback Greenway. This program should consist of well-defined safety and security policies; the identification of trail management, law enforcement, emergency and fire protection policies; and a system that offers timely response to the residents and visitors for issues or problems related to safety and security. Important components of the safety and security program may include:

- 1) Establishment of a safety committee and/or coordinator,
- 2) Preparation of a pathway safety manual,
- 3) Establishment of user rules and regulations,
- 4) Development of trail emergency procedures,
- 5) Preparation of a safety checklist for the pathway,
- 6) Preparation of a pathway-user response form,

- 7) A system for trail related incident reporting and analysis,
- 8) Regular maintenance and inspection programs,
- 9) Site and facility development and review,
- 10) Public information programs,
- 11) Employee training programs for safety and emergency response,  
and
- 12) Ongoing research and evaluation of program objectives.

Key considerations in promoting public safety and security may include:

- **Have good, current, data**—Implement a data base management system, a crime tracking system, with police for tracking the specific locations and circumstances of all incidents, such as accidents, crime and vandalism, and create a follow-up plan to address any major, re-occurring problems that develop.
- **Monitor the condition of facilities**—Schedule and document frequent inspections to determine the amount of use, location, age, type of construction, and condition of railings, bridges, trail surfaces, signage, etc. Evaluate and remove all obstacles or objects that could impede facility usage such as debris, rumble strips, etc. and provide solutions such as alternative routing, removal of obstacle, etc. Follow-up with the appropriate corrective measures in a timely manner.
- **Preventative maintenance**—Identify potential safety problems such as a missing curve or stop sign, a damaged trail surface, a missing railing, leaf litter, snow and ice build-ups (especially hidden ice and snow), flash flood issue, storm water drainage and/or erosion issues. Important to check for these after events like storms or construction along the trail corridor.
- **Safety and security features though planning and design**—This includes adhering to state-of-the-standards such as the ASSHTO *Guide to the Development of Bicycle Facilities*, *The Manual of Uniform Traffic Control Devices*, ADA, OSHA, etc. It also includes incorporating good lines of sight, trimming vegetation and other measures to avoid hiding places and other defense-through-design techniques to help reduce crime and accidents.
- **Multi-disciplinary plan review**—All proposed plans and construction drawings should be circulated amongst the various engaged departments and staff including engineering, transportation, parks and recreation, and police and fire/rescue, including key field staff.
- **User courtesy and conflict reduction**—Posting signs, equipping patrol persons, using brochures and Website to educated public on trail etiquette including bicycle yield, equestrian courtesies, dog on leash and safe practices (See “conflict reduction” below).
- **Wayfinding and location identification**—This should include, street signs at cross streets readily visible from the trail and “mile markers” located at least every 1/4 mile giving the location based on a north to south or west to east numbering staring at a single “point zero” such as a major cross street and running the entire length of the trail across jurisdictional line.
- **Patrol and enforcement**—This might be a multi-jurisdictional patrol with wireless communication capability and first aid training.
- **Protecting adjacent properties**—Working with adjacent land owners, tenants, and businesses to assure the trail is a good neighbor. This may include (where appropriate), security barriers, do not trespass signage, and communication with impacted neighbors.

- **Medical emergencies and rescue, response and access**—Working with police and fire/rescue for optimal emergency response including design for rescue and vehicle (to accommodate up to 6.5 tons) access, incident reporting by location, and location identification.
- **Address system**—Have in place and “address system” such as mile markers to identify locations for all off-road greenway facilities. On-road facilities should make use of the existing street names and adjacent property addresses. Each local emergency response office/unit should have an up-to-date map of all City greenway, bicycle, and pedestrian facilities.
- **Surveillance Technologies**—Webcams and similar video technology may be advantageous to position solar powered wireless “webcams” that transmit visual images of the trail to a publicly accessible Website increasing the number of “eyes” on the trail.

The City of Fayetteville will work towards the implementation of these goals and guidelines as future budget opportunities become available.

## 6.2 Conflict Reduction

User conflicts are bound to occur along the trail especially as the trail system becomes increasingly popular and more crowded. Planning, designing and managing ahead of the curve can help reduce conflicts and promote a safer, more enjoyable trail experience. Steps to promote conflict reduction include:

- **Anticipate issues**—Including reckless and unsafe behavior; incompatible uses; trespassing; disturbances and adverse environmental impacts. Respond to illegal or disturbing activity quickly.
- **Consider diverse user goals**—Recognize the different goals of different users, such as walkers and bicyclists, and separate where feasible.
- **Educate**—Provide user education through signage, patrol, volunteers, brochures, and media. Promote trail etiquette and techniques such as educating bicyclists and hikers.
- **Enforce**—Post user courtesy signs and speed limits for bicyclists. Cite (where allowed by law) and if necessary ticket reckless behavior including excessive bicycle speeds, dogs on leash, etc.
- **Anticipate the need for adequate capacity**—Provide adequate trail mileage and bicycle, pedestrian, and greenway acreage to accommodate user populations.
- **Solicit input from user groups**—Provide contact information to report problems and respond promptly and effectively to complaints, concerns, or suggestions.
- **Monitor problems**—Track, document, and log problem areas and address problems through design and management.

## 6.3 Shared-Use Trail User Rules and Regulations (Trail Ordinance)

The City of Fayetteville’s Ordinance, Article XI, chapter 71 “Operation of Vehicles and Use of City Trails” defines the restrictions and regulations of the Fayetteville Trail system. The following rules and regulations further define the use on the Razorback Regional Greenway. These following rules should be displayed in brochures and on information signs throughout the pathway.



- 1) **Be Courteous:** All trail users, including bicyclists, joggers, and walkers should be respectful of other users regardless of their mode of travel, speed or level of skill. Respect the privacy of adjacent landowners.
- 2) **Keep Right:** Always stay to the right as you use the path. The exception to this rule occurs when you need to pass another user and should occur only when the centerline is dashed.
- 3) **Pass on the Left:** Pass others going in your direction on their left and give an audible warning. Look ahead and behind to make sure that your lane is clear before you pull out and around the other user. Pass with ample separation. Do not move back to the right until you have safely gained distance and speed on the other user.
- 4) **Give Audible Signal When Passing:** All users should give a clear warning signal before passing. This signal may be produced by voice, bell or soft horn. Voice signals might include “Passing on the Left!” or “Cyclist on the left!” Always be courteous when providing the audible signal -- profanity is unwarranted and unappreciated.
- 5) **Be Predictable:** Travel in a consistent and predictable manner. Always look behind before changing position on the trail regardless of your mode of travel.
- 6) **Control Your Bicycle:** Inattention, even for a second, can cause disaster —always stay alert! Maintain a safe and legal speed at all times.
- 7) **Don’t Block the Trail:** When in a group, including your pets, use no more than half the pathway so as not to block the flow of other users. If users approach your group from both directions, form a single line or stop and move to the far right edge of the path to allow safe passage by these users.
- 8) **Yield When Entering or Crossing Trails:** When entering or crossing a path at uncontrolled intersections, yield to traffic already using the other path.
- 9) **The Use of Lights:** When using the trail during periods of low visibility each cyclist should be equipped with proper lights. Cyclists should have a white light that is visible from 500 feet to the front, and a red or amber light that is visible from 500 feet to the rear. Other path users should use white lights (bright flashlights) visible 250 feet to the front, and wear light or reflective clothing.
- 10) **Don’t Use this Path Under the Influence of Alcohol or Drugs:** It is illegal to use this path if you have consumed alcohol in excess of the statutory limits, or if you have consumed illegal drugs. Persons who use a prescribed medication should check with their doctor or pharmacist to ensure that it will not impair their ability to safely operate a bicycle.

- 11) **Clean Up Your Litter:** Leave no Trace! Please keep this path clean and neat for other users to enjoy. Do not leave glass, paper, cans or other debris on or near the path. Please clean up after your pets. Pack out what you bring in —and remember always to recycle your trash.
- 12) **Keep Pets on Leashes:** All pets must be kept on a secure and tethered leash no longer than 3 feet in length. Pet owners are responsible for removing pet waste promptly.
- 13) **Use the Buddy System:** Always use the path system with a friend!
- 14) **Vegetation Removal:** It is illegal to remove vegetation of any type, size, or species from the pathway. Please contact the City of Fayetteville should you have concerns about noxious weeds, poisonous vegetation, dying or dead vegetation or other concerns about vegetation growth in the pathway.
- 15) **Share the Path!** Always exercise due care and caution when using the pathway!

### **6.5 Police Patrol and Emergency Response System**

In order to provide effective patrol and emergency response to the needs of trail users and adjacent property owners, the Communities of Northwest Arkansas should develop a specific patrol and emergency response plan for the Razorback Greenway. This plan should define a cooperative law enforcement strategy for the trail based on the capabilities of different agencies and services typically required for the facility. The trail will go through numerous phases of development before completion. All phases should illustrate: points of access to the pathway; approved design details for making these access points safe, secure, and accessible to law enforcement officials.

### **6.6 Emergency Response Plan**

The City of Fayetteville should define an emergency response plan in conjunction with appropriate local police, fire and paramedical units in order to define which agencies should respond to 911 calls, and provides easy-to-understand routing plans and access points for emergency vehicles. Local hospitals should be notified of these routes so that they may also be familiar with the size and scope of the project. The entire pathway system should be designed and developed to support a minimum gross vehicle weight of 6 tons to allow emergency vehicle access.

## **7. Risk Management and Liability**

The design, development, management and operation of the Razorback Greenway must be carefully and accurately executed in order to provide a resource that protects the health, welfare, and safety of the public. The City of Fayetteville has adopted the Fayetteville Alternative Transportation and Trail Master Plan that includes the following:

- 1) A complete maintenance program that provides the appropriate duty or level of care to greenway users,
- 2) A risk management plan that appropriately covers all aspects of the trail, and
- 3) A comprehensive working knowledge of public use laws.

Public use of the Razorback Greenway should be covered under existing City of Fayetteville policies for the use of park and public spaces. City of Fayetteville is charged with the care of the Razorback Greenway and should exercise reasonable care in the managing all Greenway facilities to reduce hazardous, public nuisance and life threatening situations.

## 8. Anticipated Needs Administrative Considerations and Costs

### 8.1 Coordinating a Level of Excellence

Existing functions, capacities, trail maintenance experience and structure differ from jurisdiction to jurisdiction just as priorities and emphasis on existing streets, parks and drainage maintenance departments differ. To assure the Razorback Greenway sustains a level of excellence over the long term, it is important to have an agreed-upon, effective multi-jurisdictional structure. To that end, we are assuming that, while **the City of Fayetteville is directly responsible for maintaining its respective greenway segments—to overall standards**—there is specific method for cooperative oversight and resource sharing that transcends jurisdictional and local agency boundaries.

This could include having:

- A Trail Ranger Patrol—(Trail Trekker) This consists of a bicycle-mounted volunteer that routinely rides the Razorback Greenway providing regular inspection and reporting, minor clean-up and repairs, assisting trail users directions, fixing flats, etc. and serving as ambassadors of the program. It would be ideal to select or provide rangers with first aid and CPR training. Rangers would hold no official capacity for enforcement unless also employed as local law enforcement agents.

Departmental Liaisons—The City of Fayetteville will designate the Trails Coordinator to coordinate construction standards such as assuring that the Razorback Greenway is built, to the standards defined in this O&M Plan.

- Shared Equipment—City of Fayetteville maintenance staff should have access to a work vehicle such as a pick-up truck to haul materials, visit work sites, etc. In certain circumstances, Trail Trekkers may also have access to wireless communication devices (i.e. handheld radios or cell phones), bicycles and bike trailers.

### **8.3 Operations and Maintenance in Each Municipality**

Ultimately, both routine and remedial maintenance is the responsibility of the City of Fayetteville for the segments of the Razorback Greenway located within Fayetteville. The City of Fayetteville has a Trails Coordinator who is authorized to work with the key operational staffs of the planning, transportation, parks and recreation and other departments to assure a coordinated effort and meeting standards of quality the Razorback Regional Greenway.

Coordination among and commitment of departments in Fayetteville responsible for trail, bicycle, and pedestrian facilities is crucial to carry out maintenance tasks. In addition, department managers, planners, designers and engineers, police and fire/rescue and field maintenance personnel should be consulted both in the design review process and on a regular basis to assure standards continue to be met. The Fayetteville Trails Coordinator as well as the Active Transportation Advisory Committee that is appointed by the City Council may help facilitate this.

## **9. Labor and Equipment Needs**

With phased development of the Razorback Greenway, new personnel and equipment will be needed to undertake the day-to-day management of the trail. The City of Fayetteville currently has an expanding trail system that has a crew devoted through the Parks and Recreations Trails and Urban Forestry.

### **9.1 Trail Manager**

A trail manager (currently employed by the City of Fayetteville within the parks and recreation department as a Forestry and Trails Crewleader) should oversee, coordinate and direct the day-to-day land and facility management operations associated with the Razorback Greenway in Fayetteville. A dedicated Trail Manager staff member will likely need to be included in future budgets as the network of trails in Fayetteville continues to expand.

The trail manager will be responsible for managing a trail crew, and ensuring that a daily work program is carried out to properly steward the Greenway, other city trails, trailheads, signage systems, facility amenities, landscape and vegetation, and other trail facilities.

The trail manager is expected to assist in preparing an annual budget and to implement this budget on a monthly basis. The trail manager could be required to prepare and file an annual report that describes the activities associated with stewarding Razorback Greenway lands and facilities. Monthly progress and resource management reports may also need to be filed with the appropriate department head that contain important information about management, operations, cooperation and coordination activities.

### **9.2. Trail Crew**

The City of Fayetteville may need to add additional employees to the existing trail crew. It is recommended that a three-person trail crew be employed by the City of Fayetteville to carry out daily maintenance, management and stewardship of the trail development zone, trailhead facilities, signage systems, landscape and vegetation, and other elements of the Razorback Greenway.

The trail crew will report directly to the Trail Manager (or department designee), who will establish daily work schedules and priorities. Trail crew will be furnished with equipment, supplies, tools, machinery and other operations needs to carry out their responsibilities.

### **9.3. Trail Management Equipment**

The City of Fayetteville may also need to supplement its existing equipment to support the work of the trail manager and trail crew. The following is a list of recommended equipment:

- 1 Ford F-350 with extended crew cab for 3-person trail crew
- 1 Hustler Super Z 60" with Trailer
- 2 Gasoline powered trimmers
- 2 Gasoline powered blowers
- 1 Debris and Leaf Vacuum
- Hand shovels, pick axe, rakes, pruning shears

### **9.4 Annual Maintenance Costs**

In addition to labor and equipment, an annual budget is needed for fuel, materials, repair to equipment, and other miscellaneous charges and costs for completing the maintenance and management of the trail development zone along the entire length of the Razorback Greenway corridor as well as other city trails.

Currently, these funds come out of the existing Park and Recreation Department's Maintenance budget. As the overall trail system in Fayetteville expands, as well as the development of the Razorback Greenway, additional permanent funding will be required.

### **9.5 Use of Volunteers**

Trail managers often use volunteers for routine trail maintenance and special trail projects and events. The Federal Volunteer Protection Act of 1997 protects the volunteer workers. This act protects volunteers of nonprofit organizations or governmental entities. The Act states that such volunteers are not liable for harm caused by their acts of commission or omission provided the acts are in good faith.

### **9.6 Adopt-A-Trail Program**

The City of Fayetteville's Adopt-A-Trail Program is an excellent way for the City to engage local citizens in the care and maintenance of the Razorback Greenway. The Adopt-a-Trail Program is operated by the City of Fayetteville Department of Parks with the goal of maintaining the environmental and aesthetic quality of the Razorback Greenway by generating a strong sense of ownership among the citizens of the City. Through the Adopt-a-Trail program residents, businesses, greenway users, and various community groups can

have an active role in maintaining the lands and facilities of the Razorback Greenway. Volunteers will work with Parks and Recreation Department staff to participate in various projects, which may include:

- Litter Pickup
- Removal of exotic invasive plants
- Planting flowers
- Reporting of safety hazards, illegal dumping, injured or dead animals, storm damage, and other issues

Sample forms are included below.

### **9.7 Trail Watch Program**

A Trail Watch (Trail Trekker) program has been established for the Fayetteville sections of the Razorback Greenway will help to promote safety and appropriate trail use by providing information and assistance to all trail users. The Trail Trekker has a training program that is required to review the duties and to learn safety and first aid techniques. A volunteer wavier form is required if the volunteers assist with a project that requires the usage of a chainsaw or other types of equipment as deemed necessary. These forms are reviewed annually and updated on the City of Fayetteville website. Trail Trekker Volunteers and Trail-Trekkers observe and document safety issues requiring attention, serve as a positive presence on the trail and would assist the City of Fayetteville Parks and Police departments to keep the Razorback Greenway trail safe and well maintained.

## Fayetteville Trail Trekkers & Adopt-A-Trail

Thank you for your interest in The Fayetteville Trail Trekkers Program, we hope you will enjoy being involved in our community. This Handbook provides information about Fayetteville's Trail system as well as the duties and responsibilities of volunteers in the Trail Trekkers Program.

Trail Trekkers is a year-round volunteer trail safety, education and assistance program that provides services to all trail users in the City of Fayetteville, Arkansas. The presence of Trail Trekkers on the trails helps to promote a feeling of satisfaction and security among trail users. Trail Trekkers works with local law enforcement groups, but it is not an enforcement agency.

### **Fayetteville Trail Trekker Goals**

To contribute to the public's enjoyment and safety of the Fayetteville Trail System by providing service to all trail users.

### **Adopt-A-Trail**

Adopt-A-Park and Adopt-A-Trail are parts of our Volunteer Program. Program participants are required to work three times per year. The first work session must occur within six months of adopting, followed by two additional work dates before the year's end. If the adopting group or individual does not work at least once within the first six month period, Fayetteville Parks and Recreation has the option to cancel the agreement.

Signage with your organization name will be installed at the park or trail you choose to adopt. The sign will be installed after requirements have been met for one full year and a commitment to continue has been made.

### **Duties of Trail Trekker Volunteers:**

- Supply directions, maps and information
- Report and/or perform light trail maintenance
- Assist with first aid needs
- Encourage compliance of trail rules and etiquette
- Assist with minor bicycle repair
- Cooperate with Fayetteville Police Department if the need arises.

Trail Trekkers Volunteers will be supplied with vests for identification purposes, a small first aid kit, supplies for minor bike repairs, emergency and key contact phone numbers; and maps. It is necessary for each Trail Trekkers volunteer to carry a cell phone.

### **Recruitment, Orientation, and Training**

The Trail Trekkers Training program will consist of explaining and understanding trail rules and ordinances, watching Trail and Bike Safety videos, basic first aid instruction, and conflict resolution training. Training sessions will be available on a quarterly basis or as needed. Volunteers must complete all aspects of training and meet with a Trail Trekker Coordinator before beginning as a Trail Trekker.

### **The Trail Trekkers Coordinators**

The Trail Trekkers Coordinators are located in the Parks and Recreation Office: 1455 S. Happy Hollow Rd. The office hours are 8:00 a.m.-5:00 p.m. Monday through Friday. The Trail Trekkers Coordinators can discuss any questions or concerns by contacting the Parks and Recreation office at 444.3471

### **Procedure for Volunteering**

Start by filling out the enclosed application and returning it to the Parks and Recreation Office. Volunteers will be contacted with further information on training dates and opportunities.

### **Record Keeping**

Immediately after a work session volunteers are required to report via email or voicemail the date and time they work, the portion of trail they worked, number of people encountered, number of people assisted, and maintenance issues needing attention. So you or your organization can receive the recognition you deserve, it is essential that Parks and Recreation maintain a record of the amount of time donated by volunteers. This information should be e-mailed, submitted online, or phoned in within 24 hours of work date.

### **Safety and Personal Protective Equipment**

Trail Trekkers need to be properly dressed and equipped with the proper protective equipment while working. Orange Safety vests must be worn at all times. Volunteers must wear close toed shoes at all times. Bikers must wear a helmet. If working a night shift, a flashlight or headlight must be used on non-lit portions of trail. Trail Trekkers must carry a cell phone at all times.

### **Who Can Volunteer:**

All trail users should display respect for the trails and other trail users. They are encouraged to report maintenance needs, vandalism, or safety issues to the proper authorities.

Those who wish to assume the greater responsibility of a Trail Trekker will be required to complete a back ground check, complete all elements of training, and submits reports after every shift.



## Policies

### **American with Disabilities Act (ADA)**

Volunteers who are disabled should bring those needs to the attention of the Trail Trekkers Coordinators. Fayetteville Parks and Recreation complies with ADA guidelines and will make every effort to accommodate whenever possible.

### **Dress Code**

We want you to be comfortable and wear appropriate clothing; we also ask that our volunteers project a professional image in their attire. Trail Trekkers should wear the orange Trail Trekkers vest at all times during a scheduled shift.

### **Drug Free Workplace**

Fayetteville Parks and Recreation has a vital interest in maintaining a safe and efficient work environment for volunteers and employees. Use of drugs, being under the influence of alcohol, or being in an impaired condition poses safety and health risks and is prohibited. Violation of this policy will result in the termination of ones status as a volunteer.

### **Plant Collection**

No plants or seeds may be installed or removed from any park property unless authorized by a Fayetteville Parks and Recreation Staff Member.

### **Sexual Harassment**

No volunteer should experience unwelcome sexual suggestions from any employee, volunteer, or trail user, any incidents of this nature should be reported immediately to the Trail Trekkers Coordinators or Fayetteville Parks and Recreation Director for investigation.

### **Weather**

If there is inclement weather, please use caution when out on the trails.

### **Emergency Procedures**

Any Trail Trekker who observes a medical or any other type of emergency should call 911 then contact a staff member.

FAYETTEVILLE PARKS AND RECREATION

**Grievance Procedures**

A volunteer who has a concern about a work-related issue should discuss the issue with the Trail Trekkers Coordinators. Every attempt will be made to resolve a problem informally through the discussion process. However, if a matter remains unresolved, it will be referred to the Fayetteville Parks and Recreation Director so a final resolution can be reached.

**Park Patron Relations**

As a volunteer you represent Fayetteville Parks and Recreation and have an important role to play in enhancing the visitor's perception of Fayetteville Parks. Volunteers should always be friendly and helpful. If a visitor's question cannot be answered, the visitor should be directed to an appropriate staff member for an answer. If a volunteer observes inappropriate behavior from a visitor, they should report the problem immediately to the Trail Trekkers Coordinators or the group representative.

Thank you for your interest in our community. We look forward to meeting you and appreciate the generous offer of your time and skills.

Mail or Deliver to:  
Fayetteville Parks and Recreation  
Trail Trekkers Program  
1455 S Happy Hollow Rd  
Fayetteville AR 72701  
Main Office: (479) 444-3471  
Fax: (479) 521.7714  
E-mail: [aspann@ci.fayetteville.ar.us](mailto:aspann@ci.fayetteville.ar.us)  
Website: [www.accessfayetteville.com](http://www.accessfayetteville.com)

TRAIL TREKKERS APPLICATION

Please Print:

Date: \_\_\_\_\_

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Organization Name (if applicable)

\_\_\_\_\_  
City, State, Zip

(\_\_\_\_) \_\_\_\_\_-

\_\_\_\_\_  
Phone Number

(\_\_\_\_) \_\_\_\_\_-

\_\_\_\_\_  
Alternate Number

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
E-Mail Address

**Emergency Contact**

In the event of an emergency contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Telephone

**Medical**

Do you have any medical condition we should be aware of? (i.e.: heart condition, back problems, asthma, allergies, etc.). Specify:

\_\_\_\_\_

**Special Skills, Training, Hobbies & Interest**

List any hobbies, training or background which may be applicable:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VOLUNTEER APPLICATION

**Availability/Schedule**

When are you available to volunteer?

On a regular basis	Occasionally	Special Events
Mornings	Afternoons	Weekends
Other _____	Preferred Day: M T W Th F S S	

Is there a specific trail you would like to volunteer on?

\_\_\_\_\_

Briefly explain why you are interested in volunteering with Fayetteville Parks and Recreation:

\_\_\_\_\_  
\_\_\_\_\_

Do you have specific questions or comments you would like to address?

\_\_\_\_\_  
\_\_\_\_\_

I certify that the information stated on this application is true and correct to the best of my knowledge and belief and is made in good faith. Any false statements made by me may be used as a rejection of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you have any questions, please call 479-444-3471.*