

TO: TOWN COUNCIL
FROM: TOWN MANAGER 
RE: VOLUNTEER PROJECTS

ISSUE

Council Member Liss asked that Council consider compiling a list of things that volunteers could do for the Town.

RECOMMENDATION

Discuss and give direction to Staff.

CEQA

There are no CEQA issues at present but there could be depending on what it is that volunteers do.

MONEY

Town costs are unknown at present and depend on the project and whether personnel, equipment and/or supplies are needed. Also unknown is what volunteers might do that would then cost money to maintain thereafter. Maintenance costs should be a key component on any projects that are done, volunteer or otherwise.

DISCUSSION

At the July meeting Council Member Liss asked that Council discuss volunteer projects at a subsequent meeting. The idea is to have a project list that can be circulated to groups and individuals indentifying projects that volunteers might do.

People and groups have tended to disappear when told about work that the Town really needed done, nor has there been a project done by volunteers that is thereafter maintained by volunteers. This works when municipal budgets are robust but it won't be sustainable today and probably for awhile into the future. The Town is not in a position to take on more maintenance that would have to be paid with current revenues.

Also be aware of issues concerning prevailing wage, legal process and insurance when it comes to volunteers doing public works type projects. The Town is not a church or a private non-profit. It operates under entirely different regulations. That said, some volunteer things work out good like the event monument sign across from the Chamber that only cost the Town \$18,000 and the Eagle Scout entry monument on Taylor that cost the Town \$500.

Be aware that many "volunteer projects" can become little more than make work and feel good things if the Town starts trying to force "project" ideas. It would be good to have

volunteers answering the phone at Town Hall because that would be a real assist and profitable. It would be useful and profitable to have volunteers maintain the landscaping at the Depot and Blue Anchor Park. The reality however is that it is more likely that volunteers will come out for a cleanup day twice a year or to do a special project like planting trees.

Volunteers can be helpful on a special project but if there isn't supervision and coordination (get a shovel, find a trash can, open the bathroom, provide a tool or some supply item) then problems surface. Volunteer projects many times involve costs to the town in the form of providing materials that can get costly as was found out in the building of the event monument sign across from the Chamber office.

So with the foregoing said following is a list for volunteer projects in no priority order:

1. clean trash along RR tracks (quarterly)
2. mow Sunrise Loomis park (every week in season)
3. weed landscape areas at Sunrise Loomis park (monthly)
4. clean trash up in Magnolia St Parking Lot (every week)
5. clean up trash at Depot facility (every week)
6. operate the summer swim program
7. restore signs at Sunrise Loomis park and Magnolia St Parking lot (bi-yearly)\
8. clean trash along Taylor Rd from border to border (quarterly)\
9. mow weeds at Heritage Park Subdivision & Homewood Open Space (2x seasonally)
10. answer phones at Town Hall (half day Monday thru Friday)
11. conduct code enforcement driving around searching for problems (weekly)
12. conduct a sign survey and recommend those to remove (2x year)
13. evaluate the condition of Town road signs and recommend replacement (2x year)
14. drive around and find pot holes (weekly)

15. clean the exterior of Town Hall (weekly)
16. weed landscaped areas at Town Hall, Depot, Blue Anchor Park & Corp Yard (seasonally)
17. post agenda information around Town (3x month)
18. Blow off downtown sidewalks (daily in season)
19. Take and type up minutes at PROSC meetings (monthly)
20. Take and type up minutes at Planning Commission meetings (monthly)
21. Assist Public Works Crew on right-of-way maintenance (especially on 100+ degree days)
22. Do traffic flagging (currently done by office staff) when Public Works Crews are doing road work (especially on 100+ degree days)
23. Check condition of growing plants in all Town maintained areas (weekly)
24. Check condition of irrigation systems in all Town maintained areas (weekly)

Some of the foregoing things are currently being done by Council Members and it is unknown if they will want to give up or share their volunteer duties.