

Lompoc City Council Agenda Item



City Council Meeting Date: October 7, 2014

TO: Patrick Wiemiller, City Administrator

FROM: Mario Guerrero Jr., Recreation Manager
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SUBJECT: Proposed Volunteer Policy to Operate and Maintain the Bike Skills Park at River Bend Park

Recommendation:

Staff recommends Council accept the Volunteer Management Policy (Attachment 1) for River Bend Bike Skills Park for maintenance and operations of the Bike Park.

Background and Discussion:

On February 5, 2013, City Council approved the Memorandum of Understanding (MOU) for the construction of a Bike Skills Park at River Bend Park in the area identified in the Master Plan as Phase 3. Additionally, the Council accepted the Operations Plan outlining the maintenance and operational model for the Park as well as key elements, revisited below, that would be in the Volunteer Management Policy (formerly called Park Management Policy).

Staff proposes the City Council accept the Volunteer Management Policy including the Operations Plan prepared by Hilride Progression Development Group, LLC.. The Plan outlines the parameters of a volunteer-maintained City Bike Park, based on the Lompoc Valley Park, Recreation and Pool Foundation (LVPRPF) Committee's initial premise of the park. There will be daily, monthly and annual maintenance and operation obligations based on the Plan. If certain obligations are not met and the volunteer group cannot maintain the park, it will result in the closure and/or removal of the Bike Skills Park.

A few key elements, outlined in the Policy, to ensure the success of the Bike Skills Park are as follows:

- River Bend Bike Skills Park Committee – The Volunteer Bike Park Committee shall be required to maintain a minimum of five registered volunteers that are responsible for the maintenance and operation of the park.
- Head Volunteer River Bend Bike Skills Park – The Head Volunteer shall serve as the main point of contact between the City, Volunteers, the LVPRPF and all

outside contractors. The Head Volunteer shall coordinate with all parties to ensure that the park is being maintained according to the Plan.

- River Bend Bike Skills Park Crew Leaders – Volunteer Crew Leaders shall provide support for the Head Volunteer and assist with volunteer coordination, training and maintenance oversight.
- River Bend Bike Skills Park Builder Training Program – All volunteers will be required to go through an on-site training to ensure that they understand the concept, design, and layout of the bike park, and its site amenities. Training will ensure all volunteers understand the proper methods and techniques for routine maintenance of the bike park. Training will also ensure all volunteers understand how to safely and cooperatively work together as a volunteer group in order to maintain the park.
- River Bend Bike Skills Park Live Scans – All volunteer Crew Leaders and committee members will be required to obtain a background check through the City's Live Scan program.
- Volunteer Phone Hotline – This will allow the public to express concerns about the park and be addressed promptly.

Fiscal Impact:

While the adoption of the Policy does not generate a fiscal impact to the City, the approval of the MOU for the development of the Bike Park on February 5, 2013 obligated the City for certain costs associated with the Bike Skills Park for development and portions of the operations.

Appropriations and actual (preliminary) costs budgeted for City obligations related to the MOU and Plan are as follows:

- Impact Fees – Appropriation of \$55,000 to install water service to Phase 3 of River Bend Park and to pay for fees, permits and other development costs. Actual costs through June 30, 2014, for these activities are \$34,509.
- Water Utility – Appropriation of \$1,000 for both FY 2013-14 and FY 2014-15. Actual costs through the most current billing for water used and the monthly service charge is \$1,187.39.
- Oversight – Existing City staffing resources will be utilized approximately 10 hours weekly for maintenance, operations and oversight of volunteer force.

Section 6.I of the MOU, approved February 5, 2013, provides for the payment of \$10,000 to the City to remove the improvements and landscaping installed for the River Bend Bike Skills Park or for the LVPRPF to remove, at its expense, the improvements and landscaping if obligations are not met in the MOU. If the park is in service for 10 years, then \$10,000 removal cost payable to the City will no longer apply.

The Policy sets guidelines for a volunteer group of the City. The City's Workers' Compensation self-insurance program would provide coverage for the City volunteers while performing the duties outlined in the Policy. As with other volunteers associated with the City, any added cost of providing this program to volunteers is anticipated to be minimal. As costs for the City's Workers' Compensation plan are reviewed annually, any changes in the future due to losses associated with the Policy can be incorporated into the City's budget.

Conclusion:

Approval of the Volunteer Management Policy for the River Bend Bike Skills Park would allow staff to continue working with the Committee throughout the conclusion of construction to ensure all elements of the Volunteer Management Policy are implemented prior to the opening of the Bike Skills Park.

Respectfully submitted,

Mario Guerrero Jr., Recreation Manager

APPROVED FOR SUBMITTAL TO THE CITY ADMINISTRATOR:

Teresa Gallavan, Economic Development Director/Assistant City Administrator

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Patrick Wiemiller, City Administrator

Attachment: [River Bend Bike Park Volunteer Management Policy](#)