

Volunteer Management Policy

River Bend Bike Skills Park

Park Management Volunteer Policy

The maintenance and ongoing operation of the Bike Skills Park will be a cooperative effort between City Staff and City Volunteers recruited and trained by the Lompoc Valley Park, Recreation and Pool Foundation (LVPRPF) and Contractors paid for by the “LVPRPF”.

Maintenance of the park will consist of daily, weekly, monthly and annual activities outlined in the River Bend Bike Park Operations Plan (Plan) (attached and incorporated herein).

The following volunteer policies provide further clarification of the expectations of the City as to the operation of the Bike Skills Park and the management of the volunteer effort.

City Volunteer Program Structure

The City Volunteer Force for the Bike Skills Park as referenced in this policy and the operation management plan, will be recruited, trained, maintained and monitored by LVPRPF.

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, 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 that all volunteers understand the proper methods and techniques for routine maintenance of the bike park. Training will also ensure that 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.

River Bend Bike Skills Park Hotline

An official bike park hotline: (805) 620-7433 will be maintained in order for members of the public to provide feedback on the maintenance and management of the park, find out about volunteering opportunities, and to get information related to park events, park closures, etc.

River Bend Bike Park E-mail / Facebook

An official bike park e-mail / Facebook: riverbendbikepark@gmail.com and [lompocriverbendbikepark@facebook.com](https://www.facebook.com/lompocriverbendbikepark) shall be maintained to provide information on all bike park events, activities and operations.

Maintenance

All maintenance activities in the park shall be performed in accordance with the Plan and if not performed, the park will be closed until maintenance has been performed. All maintenance activities shall be reported to the City using the Bike Park maintenance record form. If maintenance cannot be completed in a timely manner, the park will be closed until the maintenance has been performed.

Vandalism

Routine maintenance activities include repairing any park element that has been damaged through regular use and/or due to vandalism (this includes repairs to fencing and gates, signage, site furnishings such as benches and portable toilets, etc.). If the routine maintenance of the park and/or repairs required due to vandalism is not performed, the park will be closed until the maintenance has been performed.

Reporting to City

Per the Plan, monthly reporting to the City on all Bike Park maintenance activities is required using the provided maintenance record. If the proper reporting is not provided to the City, the park will be closed until the reporting is brought up to date.

Portable Toilet

City shall provide two clean working chemical toilets for the River Bend Bike Skills Park Project, as well as removal of sewage as needed. LVPRPF shall pay City for the toilets on a quarterly basis. City shall invoice LVPRPF in advance for each quarterly payment. Alternatively, LVPRPF can provide the two clean working chemical toilets, as well as removal of sewage, as needed, all subject to reasonable

approval of City. Failure to make such payment timely, or provide the toilets and removal of the sewage, as approved by City, could result in closure of the River Bend Bike Skills Park by City, at City's sole discretion.

Failure to Comply

Removal of Improvements – If, in its sole discretion, City determines, at a duly noticed public meeting, it is in the best public interest to (i) discontinue construction of the River Bend Bike Park Project before completion or (ii) within ten (10) years after the effective date of this MOU, close the River Bend Bike Skills Park, then LVPRPF shall be responsible for removal of all improvements and landscaping installed as part of the River Bend Bike Park Project, as directed by City, or pay City no more than Ten Thousand Dollars (\$10,000.00) to fund that removal. Such payment shall be made if LVPRPF fails to satisfactorily remove, as reasonably determined by City, the improvements and landscaping within sixty (60) days after notice is sent from City to LVPRPF indicating construction of the River Bend Bike Park Project is to be discontinued or the River Bend Bike Park is to be closed and the improvements and landscaping are to be removed.

Attachment: [River Bend Bike Park Operations Plan](#)