

Paradise Recreation and Park District  
6626 Skyway, Paradise, CA 95969  
(530) 872-6393

Agenda Prepared: 6/25/2024  
Agenda Posted: 6/25/2024  
Prior to: 12:00 PM



**Paradise Recreation and Park District  
Board of Directors - Special Meeting**  
Terry Ashe Recreation Center, Room B  
Thursday, June 27, 2024, 1:00 pm

Members of the public may submit comments prior to the meeting via email to [BODclerk@paradisepspd.com](mailto:BODclerk@paradisepspd.com) before 1:00 p.m. on the day of the meeting or they may comment on Agenda items on during the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard. The public may access this meeting remotely:

Web Access: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09>

Telephone Access: **Dial:** +1 669 900 9128. **Meeting ID:** 845 1856 1101 **Password:** 6626

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests:

**2. PUBLIC COMMENT**

**3. OLD BUSINESS**

- 3.1. Yellowstone Kelly Trail (YKT) Bike Skills Features and Amenities. – American Ramp Company (Consultant) will present a draft plan on Recreational Trail Amenities and Bike Skill Features. The Consultant will review corrections and suggestions and complete the next version of the plan by the end of June. **Recommendation:** *Review and accept the plan with proposed modifications.*
- 3.2. Workplace Violence Prevention Plan. – In late 2023 Senate Bill 553 was signed into law and required California employers to adopt a Workplace Violence Prevention Plan (WVPP) by July 1, 2024. **Recommendation:** *Approve the District Workplace Violence Prevention Plan.*

**4. BOARD COMMENT**

**5. ADJOURNMENT**

Adjourn to the next regular meeting on 7/10/2024 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at 530-872-6393 or [info@paradisepspd.com](mailto:info@paradisepspd.com) at least 48 hours in advance of the meeting.

**This institution is an equal opportunity provider and employer.**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

# Staff Report

## June 27, 2024



DATE: 6/20/2024  
 TO: Board of Directors (BOD)  
 FROM: Sarah Hoffman, Board Clerk  
 SUBJECT: Yellowstone Kelly Trail (YKT) Bike Skills Features and Amenities - Consulting Agreement with American Ramp Company (ARC)

### Report in Brief

At the June 8, 2022 meeting, the Board of Directors approved a Memorandum of Understanding (MOU) between PRPD and Butte County accepting funds (\$20,000) toward the design work of a recreational trail and bike skills feature and other supporting amenities along the YKT Corridor. Following the issuance of a Request for Proposals (RFP) and responsive proposal from the American Ramp Company (ARC) (Consultant), the BOD authorized completion of an agreement. The Consultant will review corrections and suggestions and complete the next version of the plan by the end of June.

**Recommendation:** Review and accept the plan with proposed modifications.

### Attachments:

A. Yellowstone Kelly Trail (YKT) Bike Skills Features and Amenities Plan ( Draft) from American Ramp Company (ARC).

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2023/23.0308/YSKHT.Bike.Skills.23.0223.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2023/23.0308/YSKHT.Bike.Skills.23.0223.docx)  
 6/25/2024



## Yellowstone Kelly Heritage Trail – Plan for Recreational Trail Amenities & Bike Skills Features

Draft Report





## **Paradise, CA: Paradise Memorial Trail (Yellowstone Kelly Trail)**

On March 21, 2023, American Ramp Company contracted with the Paradise Recreation and Park District to complete site reviews and conceptual designs for recreational and skill features along the Yellowstone Kelly Trail. Over the last several months, ARC has worked with the Town of Paradise and Paradise Recreation and Park District to gather community input on the design of these new features.

One of the primary considerations during the design process was to take inventory of the existing conditions along the YKT corridor and to review the opportunities and constraints along the trail. This included considering the proximity to public parking, schools, and existing parks. The design maps out desired features for the YKT corridor bike park trail, identifying potential locations for entry, spectator viewing, and drainage flow, as well as supporting recreational amenities like drinking fountains, trash receptacles, and bike fix-it stations.

The design aims to create a progression of difficulty levels for riders of all skill levels. This involved designing several options ranging from beginner to advanced, with wood features that are wider to accommodate younger children and beginners, as well as wooden features like skinnies to challenge more advanced riders. The design also includes a diversity of zones such as skill building for momentum, balance, and bike handling, as well as jump line tabletop features.

Overall, the design for the recreational trail and skills features along the Paradise Memorial Trail is intended to enhance the community's outdoor recreational offerings while also taking into consideration environmental concerns and the needs of riders of all skill levels. With the input of the community and the expertise of ARC, the final design is an exciting addition to the town of Paradise.

In this report, you will find a breakdown of the tasks ARC performed this year which led to our final design. Having performed in person site walks, community outreach, and design review meetings with district staff and key stakeholders, our team created a conceptual design that meets the needs of the community and benefits Paradise.



## Scope of Work

1. Community Engagement
  - a. Host a meeting with local citizens or Trails Advisory Group (TAG) and project team to formulate ideas for concept design
  - b. Review of sample designs with TAG to identify preferred themes
  - c. Summarize meeting findings with the District Board and TAG
  
2. Site Review
  - a. Inventory map, photos, and written summary of existing conditions of YKT Corridor.
  - b. Review location of linear park or features for opportunities and constraints.
  - c. Describe and map desired features for YKT Corridor bike park trail including, but not restricted to potential locations for entry, spectator viewing, and drainage flow, and other supporting recreational amenities (such as drinking fountains, trash receptacles, bench or picnic sites, repair or air fill up stations, play or exercise equipment, or potential linkages with other partners or recreational or school related properties),
  - d. Create an architectural rendering (drawings and photos) of trail features.
  - e. Develop a long-term maintenance plan, cost estimates, schedule, and recommendations.
  - f. Summarize data gaps and information needed for construction (i.e., soil and drainage analysis),
  - g. District will help identify potential resource concerns and environmental compliance issues.
  
3. Design Revisions
  - a. Revise conceptual design based on feedback from initial input (2-revisions included)
  - b. Verify the design is responsive to the site and budget
  
4. Cost Estimate
  - a. Provide cost estimate (separating out tasks, labor, and materials) for construction of approved design.
  - b. Develop recommended phases of construction.
  - c. List potential funding opportunities and recommendations for funding opportunities or revenue mechanisms to create a financially sustainable model for operation.
  
5. Material Quantity Take-offs
  - a. Provide breakdown of material types and quantities for various areas of the park.
  
6. Final Deliverables

601 S. McKinley Ave., Joplin, MO 64801  
Toll-free 877-RAMP-778  
Local 417-206-6816  
[sales@americanrampcompany.com](mailto:sales@americanrampcompany.com)



- a. Summary report
- b. Large poster size print of final design
- c. Material Quantity Take-offs
- d. Cost Estimate

DRAFT



## 1. Community Engagement

- a. Host a meeting with local citizens or Trails Advisory Group (TAG) and project team to formulate ideas for concept design
- b. Review of sample designs with TAG to identify preferred themes
- c. Summarize meeting findings with the District Board and TAG
  - April 3, 2023: ARC hosted kickoff meeting with District to discuss project goals
  - April 17, 2023: ARC performed in person site walk / review with District
  - April 21, 2023: district performs district wide in person trails engagement
  - April 21, 2023 – May 8, 2023: ARC conducted online survey
  - May 18, 2023: ARC hosted virtual meeting with District to review online survey results
  - June 7, 2023: ARC provided master plan diagram for bike zones along trail to District
  - June 29, 2023: ARC hosted virtual meeting with District to review master plan diagram
  - June 30, 2023: ARC provided updated master plan diagram based on feedback from District
  - July 25, 2023: ARC hosted virtual meeting with District to review master plan diagram and discuss goals and next steps
  - August 28, 2023: ARC provided first draft of detailed bike park design to District for review
  - September 8, 2023: ARC hosted virtual cell with District to discuss detailed design and discuss next steps
  - November 14, 2023: ARC hosted virtual meeting with District to discuss virtual community engagement with identified bike focus group
  - November 20, 2023: ARC hosted virtual focus group meeting
  - January 26, 2024: District hosted virtual meeting intended for TAG group, changed meeting to internal review of updated detailed design
  - January 26, 2024: ARC provided updated detailed design to District for further review as well as community engagement flyer for March 8, 2024
  - March 7, 2024: ARC provided presentation materials to District for review
  - March 8, 2024: ARC hosted virtual public meeting
  - March 8, 2024: District posted recording of virtual public meeting on website
  - March 15, 2024: District provided additional community engagement feedback to ARC via email
  - May 10, 2024: ARC provides final detailed bike park design, quote, and project report to District.

*Attachment 1a: Online Survey Report*

*Attachment 1b: Virtual Community Engagement Flyer*



## 2. Site Review

1. Inventory map, photos, and written summary of existing conditions of YKT Corridor.  
 On April 17, 2023, ARC's lead designer, Megan Bradley, performed an in-person site visit of the existing YKT. During that visit, Megan took photographs and detailed notes of the existing trail conditions. Following that visit, Megan completed a site assessment report with a suggested masterplan outline to assist with design development.

*See Attachment 2: Preliminary Masterplan Report*

2. Review location of linear park or features for opportunities and constraints.  
*See Attachment 2: Preliminary Masterplan Report*
3. Describe and map desired features for YKT Corridor bike park trail including, but not restricted to potential locations for entry, spectator viewing, and drainage flow, and other supporting recreational amenities (such as drinking fountains, trash receptacles, bench or picnic sites, repair or air fill up stations, play or exercise equipment, or potential linkages with other partners or recreational or school related properties)

*See Attachment 5: Final Design Concept*

4. Create an architectural rendering (drawings and photos) of trail features.  
*See Attachment 5: Final Design Concept*
5. Develop a long-term maintenance plan, cost estimates, schedule, and recommendations.  
*See Attachment 3: Maintenance Plan*

6. Summarize data gaps and information needed for construction (i.e., soil and drainage analysis),

Customer Provides:

- Survey and Mapping – The Client shall provide ARC with a current survey locating all above and below ground utilities, appurtenances, structures, and easements. The survey shall be in digital format that can easily be used with AutoCAD software.
- Sufficient water and electrical power within 100 feet of work areas
- Unobstructed, safe, and continuous access to work area with heavy equipment. All weather roads for heavy equipment
- All necessary site information including topography, site surveying, and elevations
- Bonding
- Permits
- Demolition of existing facilities
- Fencing of any kind
- Site testing and inspections: standard proctor/density testing, onsite concrete cylinders, engineering, surveying, or testing services
- Utility, mechanical, electrical, plumbing work, relocation, or repairs of any kind
- Any landscaping (unless otherwise stated in scope of work)
- Toxic or hazardous material handling or removal
- Dewatering, silt fence, soil stabilization, erosion control, street cleaning, and traffic control



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- Site clearing and grubbing

7. District will help identify potential resource concerns and environmental compliance issues.

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### 3. Design Revisions

- a. Revise conceptual design based on feedback from initial input (2-revisions included)
- April 3, 2023: ARC hosted kickoff meeting with District to discuss project goals
  - April 17, 2023: ARC performed in person site walk / review with District
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  - March 15, 2024: District provided additional community engagement feedback to ARC via email
  - May 10, 2024: ARC provides final detailed bike park design, quote, and project report to District.

*See Attachment 4: Preliminary Design Concept*

- b. Verify the design is responsive to the site and budget  
*See Attachment 5: Final Design Concept*



## 4. Cost Estimate

- a. Provide cost estimate (separating out tasks, labor, and materials) for construction of approved design.

*See Attachment 5: Final Design Concept*

- b. Develop recommended phases of construction.

*See Attachment 5: Final Design Concept*

- c. List potential funding opportunities and recommendations for funding opportunities or revenue mechanisms to create a financially sustainable model for operation.

Below is a list of grants that could be considered for the construction of the skills trail. While there are additional grants available, these are the ones ARC is familiar with and have been used to fund other projects we have worked on. In regard to operational funds for the trail, ARC is familiar with action sports parks that request a fee for members to use the facility. However, since the trail is multi use and open to the public, we do not believe charging for operations is viable. ARC recommends seeking grant funding and/or donations to maintain the trail, or involving local mountain bike groups and other nonprofits to assist with ongoing costs.

- California Parks Grants  
<https://www.fundingresource.org/parks/>
- Land and Water Conservation Fund  
[https://www.parks.ca.gov/?page\\_id=21360](https://www.parks.ca.gov/?page_id=21360)
- Recreational Trails Program (RTP) Non-Motorized  
[https://www.parks.ca.gov/?page\\_id=24324](https://www.parks.ca.gov/?page_id=24324)
- Clean California Grant  
<https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
- Prop 64 Grant  
<https://www.bscc.ca.gov/proposition-64-public-health-safety-grant-program/>
- American Rescue Plan Act (ARPA)  
<https://dof.ca.gov/budget/state-fiscal-recovery-fund/#:~:text=California%20has%20received%20over%20%2443,in%20state%20fiscal%20recovery%20funds.>
- Community Development Block Grant (CDBG)  
<https://www.hcd.ca.gov/grants-and-funding/programs-active/community-development-block-grant>

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## 5. Material Quantity Take-Offs

- a. Provide breakdown of material types and quantities for various areas of the park.  
*See Attachment 5: Final Design Concept*

DRAFT

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## 6. Final Deliverables

- a. Summary report  
*Current Document*
- b. Large poster size print of final design  
*Shipped to District*
- c. Material Quantity Take-offs  
*See Attachment 5: Final Design Concept*
- d. Cost Estimate  
*See Attachment 5: Final Design Concept*

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# ATTACHMENT 1A: ONLINE SURVEY RESULTS





**AMERICAN  
RAMP  
COMPANY**



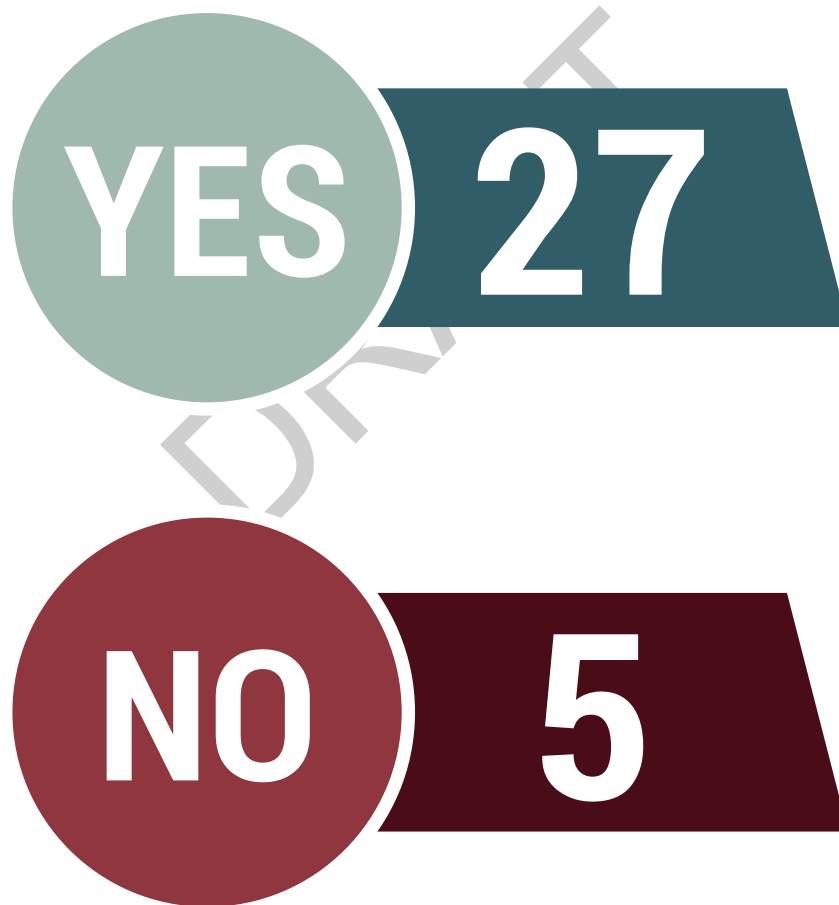
**PARADISE MEMORIAL TRAIL (YELLOWSTONE KELLY TRAIL)  
BIKE PARK ELEMENTS SURVEY**

**PARADISE, CA**

**34 PARTICIPANTS**

# INFORMATION RECORD

Would you like to be added to Paradise Recreation & Parks District's (PRPD) parks information?





# TOP 4 ZIP CODES



11

A bar chart with four bars of decreasing height from left to right. Each bar is shaped like a house with a chimney on the left side and a window with a cross pattern. The bars are colored: dark red, dark teal, orange, and light teal. The numbers 11, 6, 5, and 5 are written in white above each window. The zip codes 95969, 95926, 95928, and 95973 are written vertically in white on the bars.

95969

6

95926

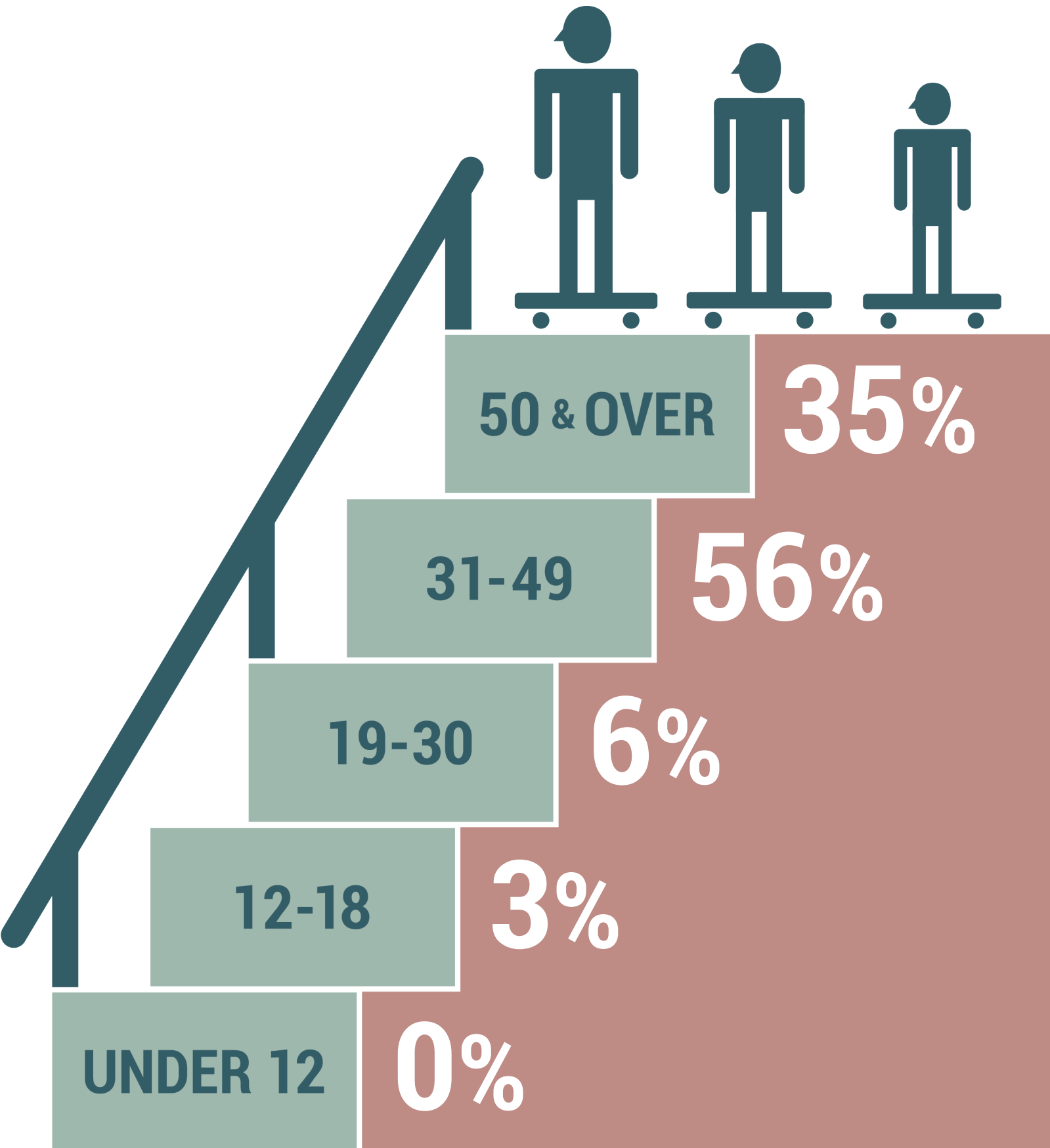
5

95928

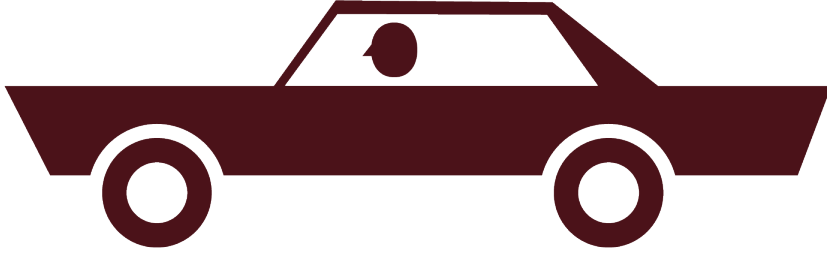
5

95973

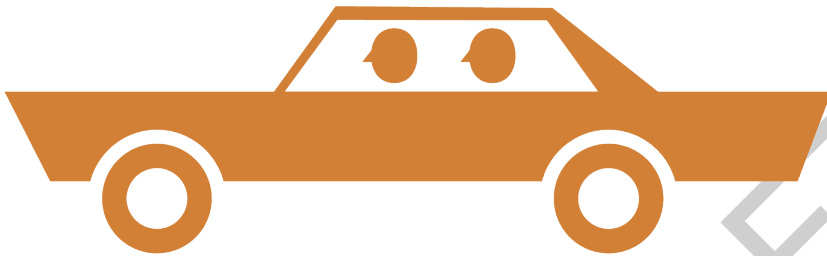
# PARTICIPANT AGES



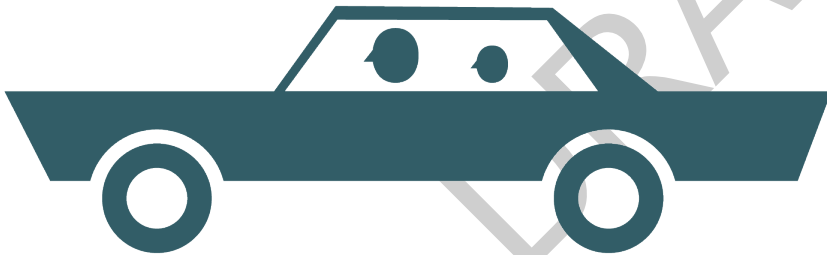
# TRANSPORTATION



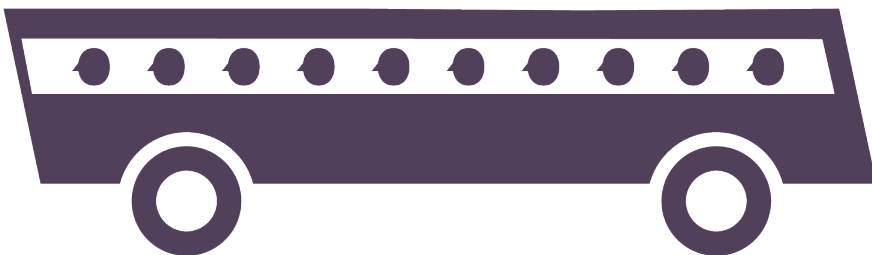
**70%**  
**DRIVE**



**15%**  
**CARPOOL**



**0%**  
**GUARDIAN**



**0%**  
**PUBLIC**



**15%**  
**SKATE / RIDE**

# PARK CALENDAR USE



# PARK CALENDAR USE (ADDED BIKE PARK ELEMENTS)

**DAILY**

**9%**

**WEEKLY**

**23%**

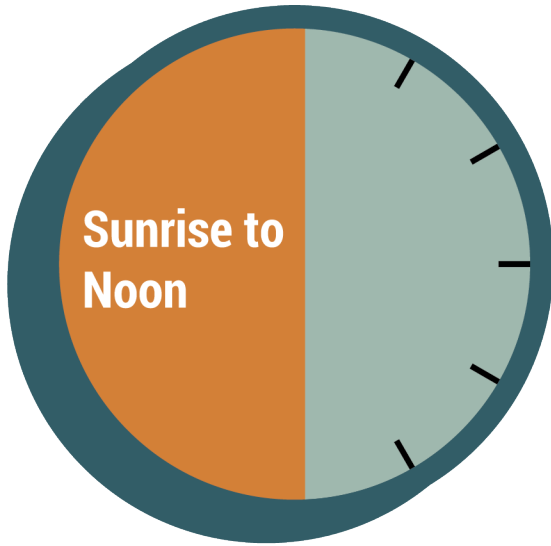
**MONTHLY**

**47%**

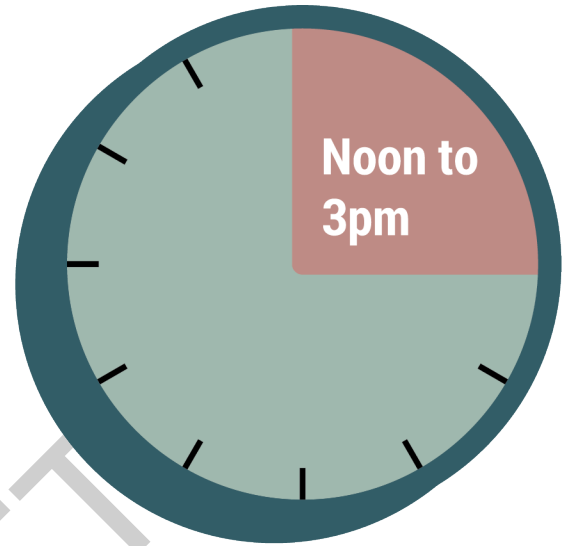
**YEARLY**

**21%**

# PARK TIME USE (ADDED BIKE PARK ELEMENTS)



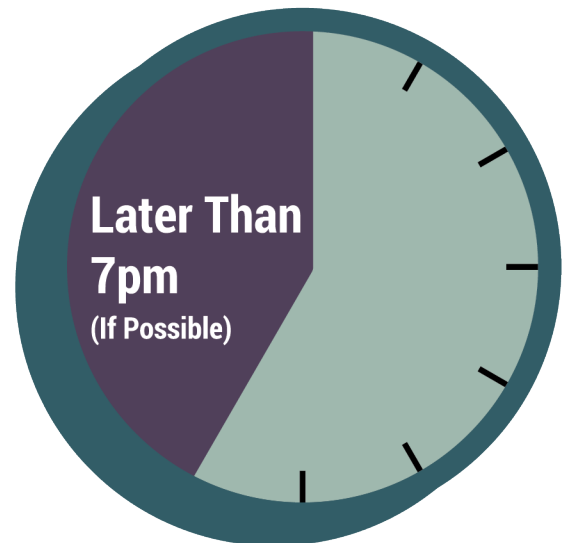
44%



15%



41%



0%

# SUGGESTED ACTIVITIES

**Mountain Biking**

**Flow Trail With Features**

**Bike Jumps**

**Downhill Style Rollers  
& Tables**

# SUGGESTED AMENITIES

**Drinking Fountains**

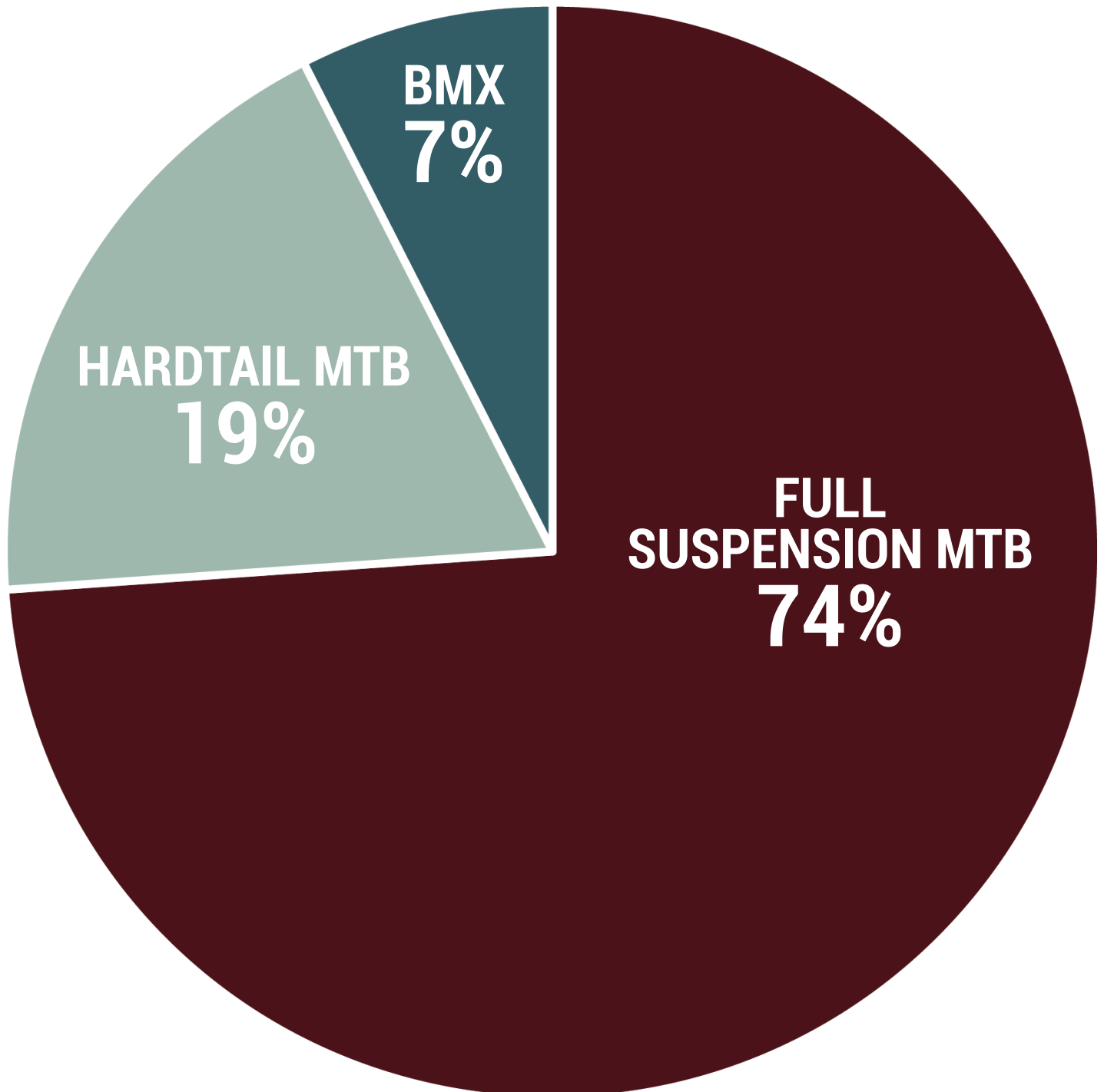
**Shade With Benches &  
Picnic Tables**

**Bike Tool Stands**

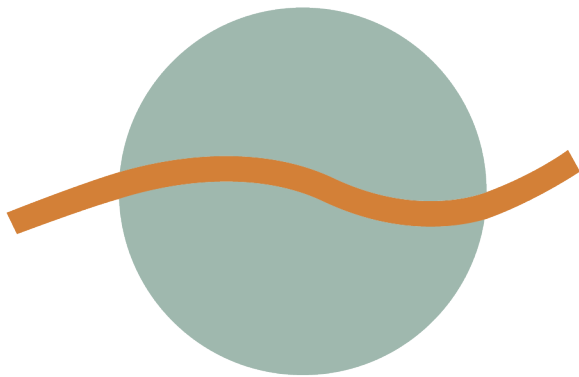
**Restrooms**



# BIKE TYPE

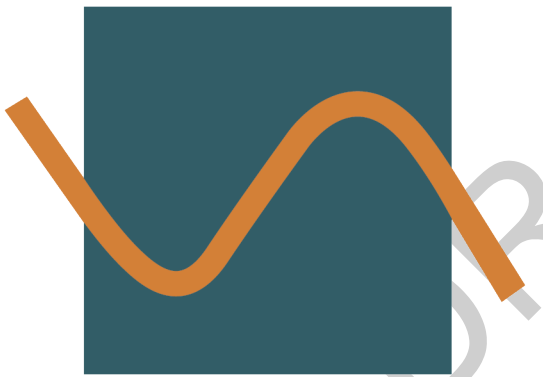


# SKILL LEVEL



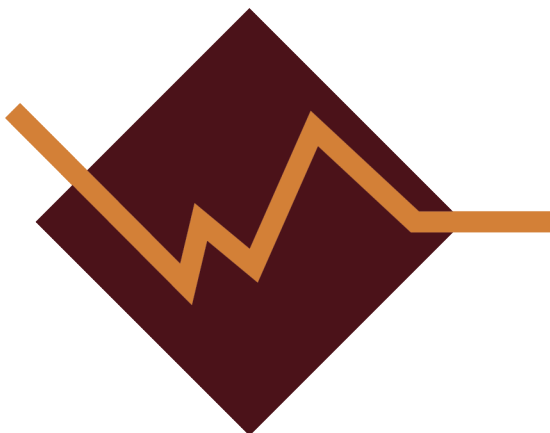
BEGINNER

9%



INTERMEDIATE

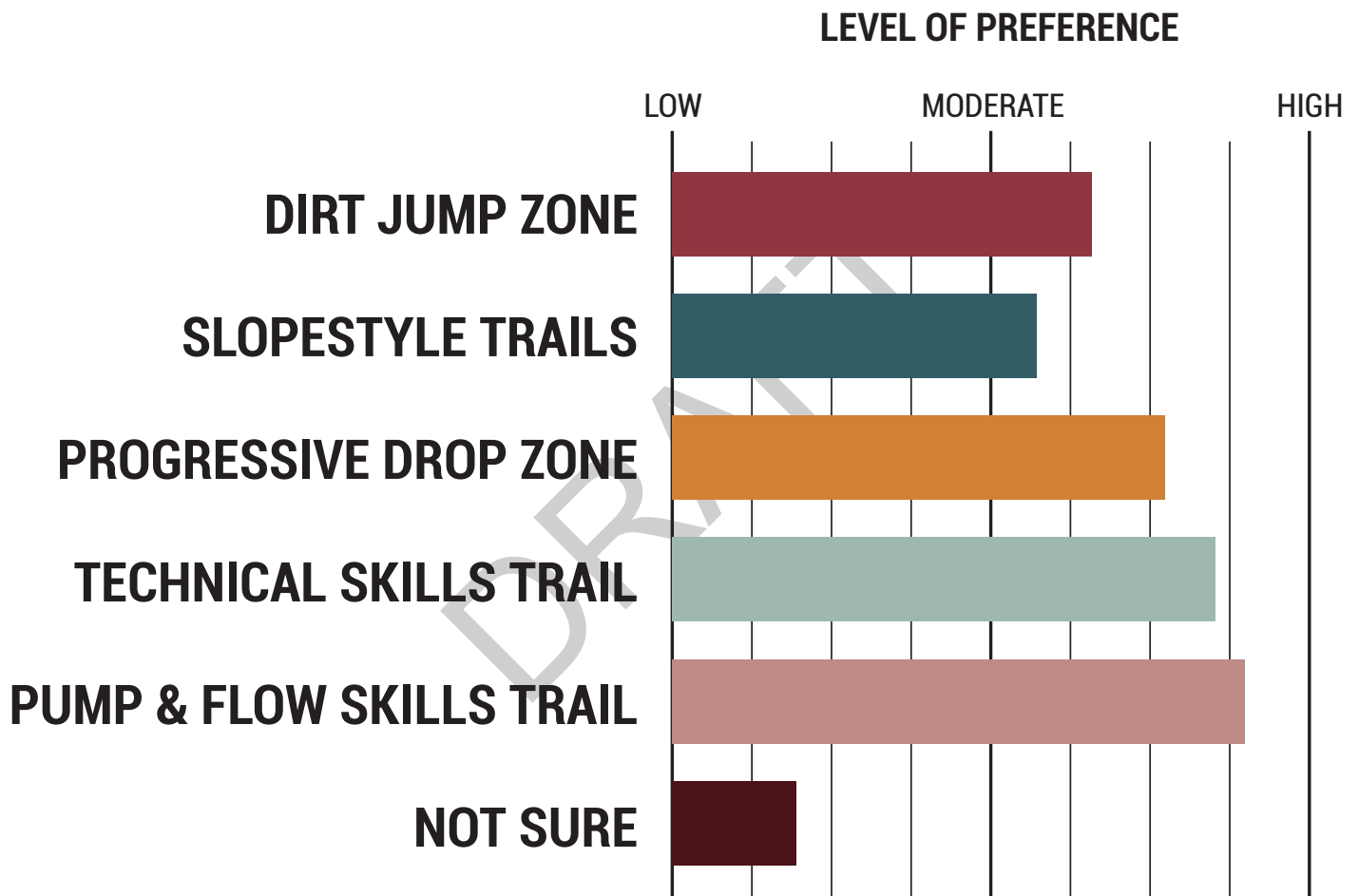
62%



ADVANCED

29%

# TRAIL ZONE PREFERENCE



# TRAIL SURFACE

**NATURAL**

**73%**

**HARD**

**15%**

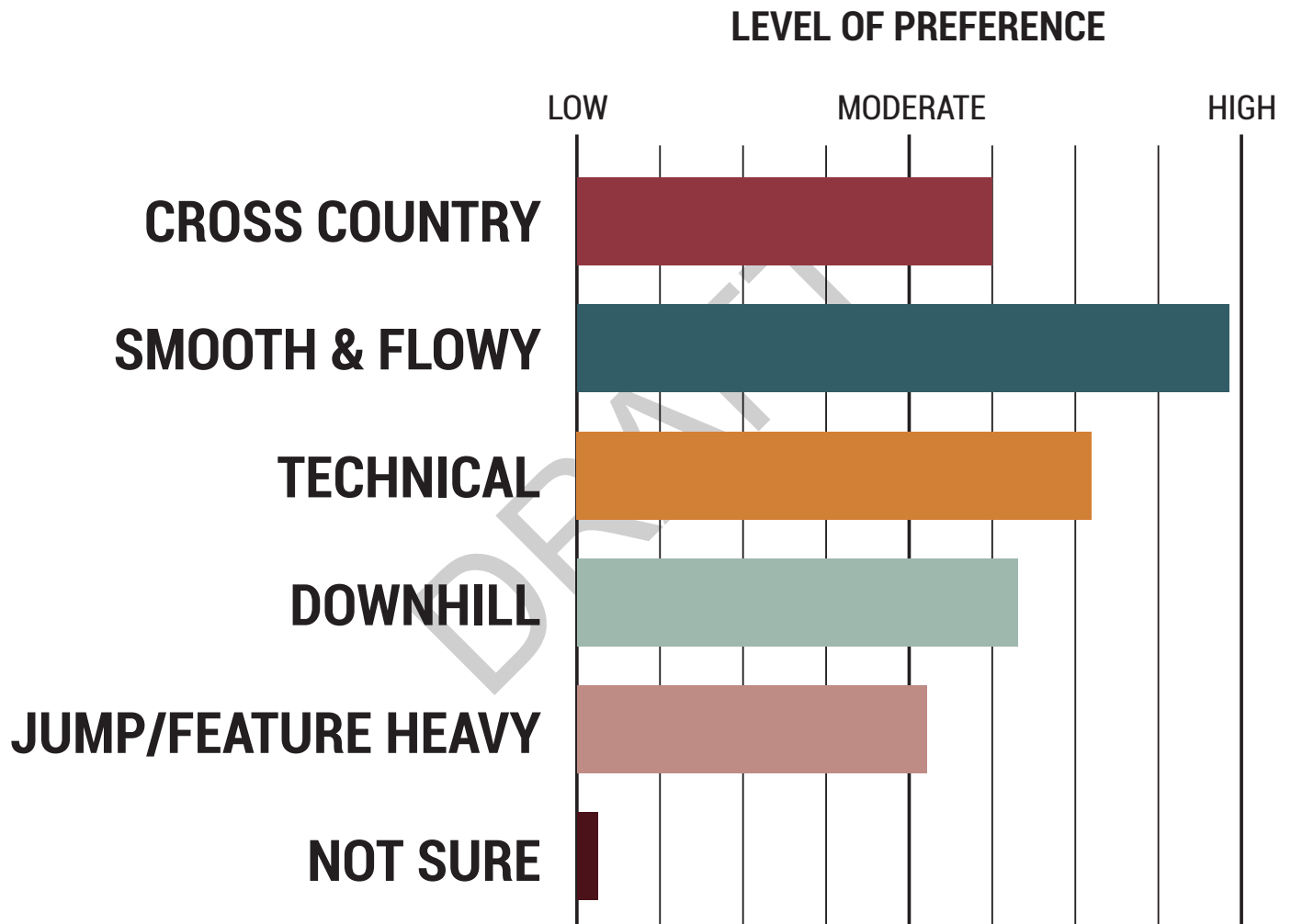
**NOT SURE**

**12%**

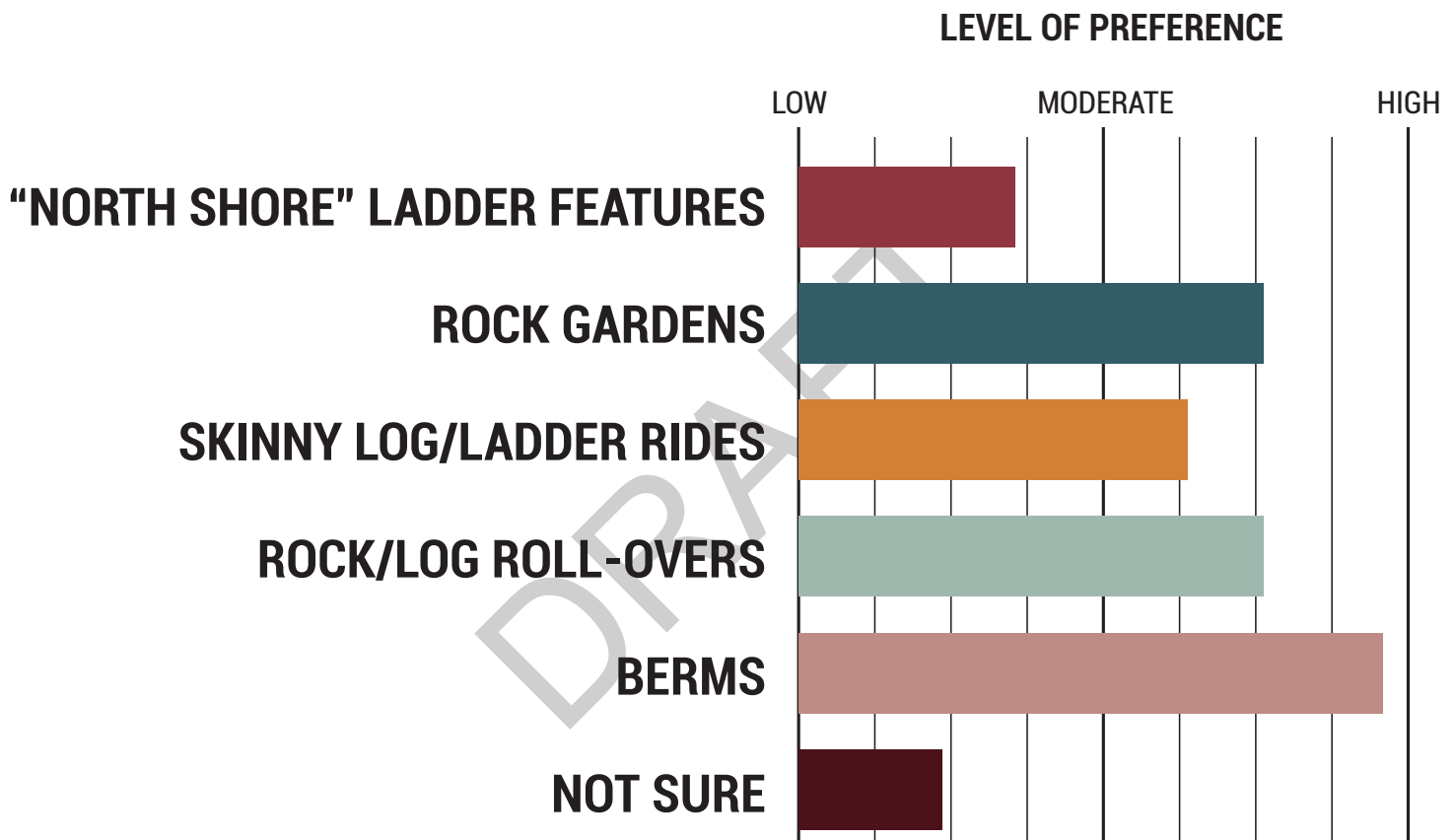
**?**



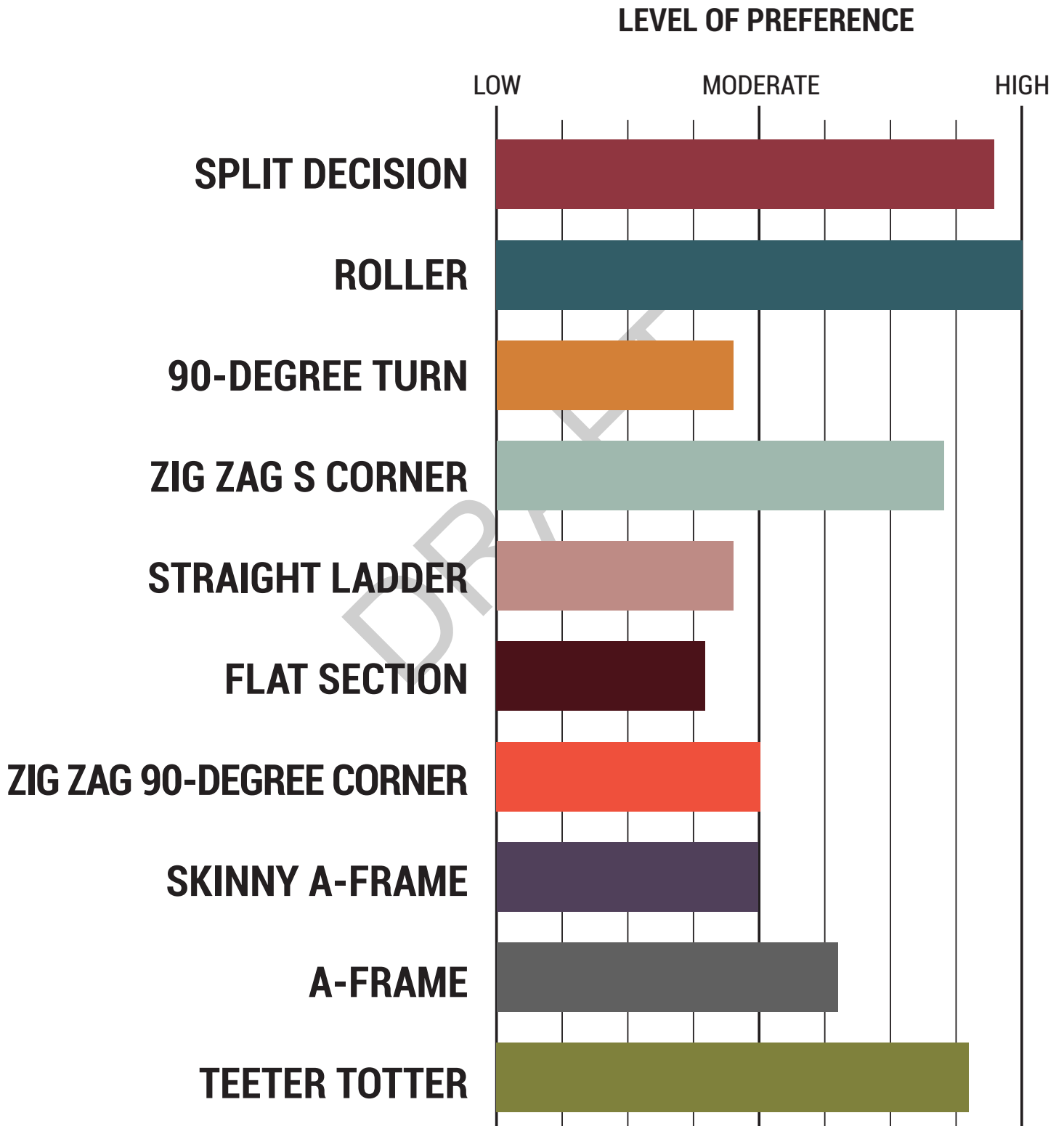
# TRAIL TYPE PREFERENCE



# SKILL DEVELOPMENT PREFERENCE



# FAVORITE FEATURES



# BIKE PARK ELEMENT LOCATIONS

One near each end and one near the middle, maybe adjacent to the high school. Connect all with dirt trails alongside the paved pathway, with naturalistic design.

Close to High School.

Close to downtown.



# SUGGESTED ADDITIONAL FEATURES

Anything that creates a fun ride & flows nicely, from beginner to expert. Berms, skinny, rollers, drops, rock garden, wallride, etc. And more skills, balance type stuff in the bigger areas to not clog up the flow on the trail.

Toddler level bike course.

Trail maps and trail head signs.

# **ATTACHMENT 1B: VIRTUAL COMMUNITY ENGAGEMENT FLYER**

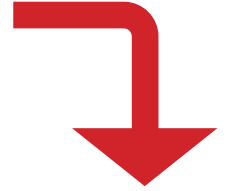


# COMMUNITY INPUT MEETING

**MARCH 8**  
**1:05pm – 2:00pm**

# YELLOWSTONE KELLY HERITAGE TRAIL DESIGN REVIEW

**SCAN THE QR CODE  
TO JOIN THE MEETING**




**PASSCODE: 6626**



**URL LINK:** <https://us02web.zoom.us/j/88531335819?pwd=ZEcwaXRoMjRENVBhejJzclNISXhmUT09>



# ATTACHMENT 2: PRELIMINARY MASTER PLAN REPORT





## Site Analysis

ARC is thrilled to lead the upcoming transformation of the Paradise Memorial Trail, also known as the Yellowstone Kelly Trail, into a dynamic recreational hub. This project aims to introduce a range of recreational elements, including mountain biking, skating, and hiking features along the multi-use trail. In collaboration with the Town of Paradise and Paradise Recreation and Park District, ARC is committed to engaging the community in the design process and incorporating their valuable input into the development of these exciting new features.

**Site Analysis:** A crucial step in the design process is conducting a thorough analysis of the existing conditions along the Yellowstone Kelly Trail corridor. This took place on April 17, 2023. The analysis encompassed an evaluation of the opportunities and constraints presented by the trail, considering factors such as proximity to public parking, schools, and existing parks. For example, we designed tabletop jump features near places like schools, whereas the slower, more technical zones will be near residential zones. By carefully assessing these elements, we strategically mapped out the desired features for the bike park trail along the Yellowstone Kelly Trail. This includes identifying suitable locations for entry points, spectator viewing areas, and ensuring proper drainage flow. The spectator viewing areas will be tied to the zones that lay adjacent to existing parks or schools, such as Moore Baseball Field. Proper trail drainage will be site specific for each zone and will follow trail building standards. Additionally, we integrated essential recreational amenities like drinking fountains, trash receptacles, and bike fix-it stations to enhance the overall user experience. These were grouped where there are existing bulb-outs for trash receptacles and benches.

**Design Objectives:** The primary design objective for the Yellowstone Kelly Trail corridor was to create a progressive range of difficulty levels that cater to riders of all skill levels. To achieve this, the design offers various options, ranging from beginner-friendly features to advanced challenges. The inclusion of wider wooden features accommodates younger children and beginners, fostering a supportive and inclusive environment. Advanced riders will be challenged with skill-building zones that focus on momentum, balance, and bike handling. Additionally, the design incorporates jump line tabletop features, adding an element of excitement and adventure to the trail.

**Environmental Considerations:** While designing the recreational trail and skills features, we are deeply committed to upholding environmental considerations. The proposed design aligns with sustainable practices to minimize the project's ecological impact. We carefully assessed the trail's surroundings and developed measures to protect and preserve the natural environment. We intend to recycle the local columnar basalt rock, which rests in piles along the trail. These can act as fill material where the trail will undulate and more specifically as natural trail features for people to ride bikes on.

**Community Involvement:** ARC placed great emphasis on community engagement throughout the design process. We recognize the importance of gathering input from residents, local organizations, and trail users to ensure that the final design reflected the desires and needs of



the community. Through surveys and public input, we gathered feedback to shape the initial design development of the recreational trail and skills features. This collaborative approach resulted in a design that truly resonates with the community, fostering a sense of ownership and pride. The community survey results are included in this package.

**Conclusion:** The addition of recreational features along the Paradise Memorial Trail is set to elevate the outdoor recreational offerings of the Town of Paradise. With careful consideration of the site's unique characteristics, the design blends seamlessly with the natural surroundings while offering an array of engaging activities for residents and visitors alike. Through community involvement and the expertise of ARC, the final design creates an unforgettable recreational experience, enhancing the vitality and appeal of the Paradise Memorial Trail for years to come.

## Proposed Design

We present this proposal for the development of the Greenway Trail, a bike park, and trail system aimed at providing an exciting and inclusive riding experience for the local community. With a centralized starting/ending location at the community park where the Depot Museum is located (on Pearson Road), the Greenway Trail will offer various features and sections tailored to different skill levels and preferences. Our proposal outlines the specific design elements and zones to be incorporated along the trail, ensuring an enjoyable and diverse riding experience for all users.

1. **Centralized Bike Park Features (Community Park at Pearson):** At the community park, we will establish a centralized location for locals to access the majority of the bike park features. Utilizing the existing topography, we will create a unique riding experience within this zone. This area will serve as a starting point and hub for riders to access different sections of the Greenway Trail.
2. **Flow Trails near the High School (Elliot to Maxwell):** Adjacent to the high school, this section of the trail will consist of flow trails designed for riders of varying skill levels. Flow trails are characterized by smooth, berm turns and rolling features that allow riders to maintain momentum. By incorporating these trails, we aim to create an enjoyable riding experience for all users. We also intend to locate a skills zone about a half mile north on the trail where the future charter school will be.
3. **Slower, Technical Skills Features (Maxwell to Billie):** Considering the residential nature of this section, we will develop slower, more technical skills features. Riders will encounter tight turns, rock gardens, and technical obstacles that require precision and advanced riding skills. This section will cater to experienced riders seeking a challenge while ensuring a safe and engaging experience for all.
4. **Steeper Area (Billie to Wagstaff):** Given the steeper slopes and residential surroundings, we propose leaving this section as an open space. However, we suggest repurposing the existing seating/trash receptacle area into a fix-it station. This facility will provide



maintenance facilities for riders, allowing them to address any bike-related issues and ensure a smooth riding experience.

5. **Columnar Basalt and Wide Turnouts (Wagstaff to Rocky):** Incorporating the presence of columnar basalt, this section of the trail will offer technical riding experiences. Riders can enjoy the unique terrain while navigating wide turnouts that allow for wider features such as jumps. By capitalizing on the natural features, we will create an exciting and challenging section for riders to explore.
6. **Scenic Area (Rocky to before Paradise Dog Park):** With its picturesque view, this area will be developed to maximize the scenic experience for riders. We will incorporate features that enable riders to enjoy the surrounding beauty while traversing the trail. This section will provide a tranquil and captivating riding experience.
7. **Wide, Wooded Area near Moore Baseball Field:** The wide and wooded area near Moore Baseball Field will be transformed into a mountain bike haven. Designed specifically for mountain biking, this section will include wooden structures and features that enhance the overall riding experience. Riders will feel immersed in nature while enjoying the thrill of the trail.
8. **Table Top Jumps:** Heading south on the trail from the northern tip, near the Fastrup gas station, we propose incorporating table top jumps. These jumps will have a flat section at the top, allowing riders to maintain speed and catch air without the need for steep takeoffs or landings. The trail leading to this section will gradually descend, providing riders with an ideal setup for table top jumps just before Clark Rd.

**Conclusion:** The proposed development of the Greenway Trail will create an engaging and inclusive bike park and trail system for the local community. By incorporating various sections with distinct features and design elements, we ensure that riders of all skill levels can enjoy the trail. The centralized location at the community park, along with the carefully curated zones, will provide a unique and exhilarating riding experience.

## Zone Types

Our greenway stations are purpose-built bike amenities designed with beginners in mind. They are meant to provide new riders with an alternative form of recreation that challenges, builds skills, inspires confidence, fosters independence, and offers a whole lot of fun. The Greenway Stations are small areas, 2k-5k square feet; with a variety of different elevated riding features to learn or practice slow technical skills and balance skills. These skills are crucial to the sport of mountain biking and help to build confidence in a controlled environment. The Greenway Stations are designed to be added to greenway or gateway style hike and bike trails. These stations allow the whole family to get out and ride by offering something for everyone.

**Skills and Flow Trails:** A Mountain Bike Skills Trail is a purpose-built trail with dirt, rock and prefabricated features that replicates features found on most mountain bike trails. Mountain Bike

601 S. McKinley Ave., Joplin, MO 64801  
Toll-free 877-RAMP-778  
Local 417-206-6816  
[sales@americanrampcompany.com](mailto:sales@americanrampcompany.com)



Skills Trails are designed for riders who want to practice essential mountain bike skills in a safe and fun environment. A Flow Trail is a gravity assisted mountain bike skills trail. The typical Flow Trail will last between 1-3 minutes and will generally have more jumps since it goes downhill. A properly built Flow Trail will incorporate features which manage the rider's speed. The trail surface is 6' wide and can be built to fit virtually anywhere.

**Jump Lines:** Jump lines are mounds of dirt sculpted specifically for getting riders airborne. To increase sustainability our Jump lines are typically built using our PBR "kicker" ramps and are between 3'-6' tall. When designing jump lines, we always provide a beginner friendly option by making the features "rollable" or by providing a ride around option.

**Pump Track:** A pump track is a progressive kind of feature that uses an up and down 'pumping' motion to propel the bicycle forward instead of pedaling. A pump track is a series of banked turns and undulating rollers configured into a closed circuit, in which the user generates momentum by "pumping". Pump tracks are a perfect structure for practicing balance, learning skills, and improving confidence on the bike. Pump tracks are suitable for bicycles, skateboards, scooters, rollerblades and quads.

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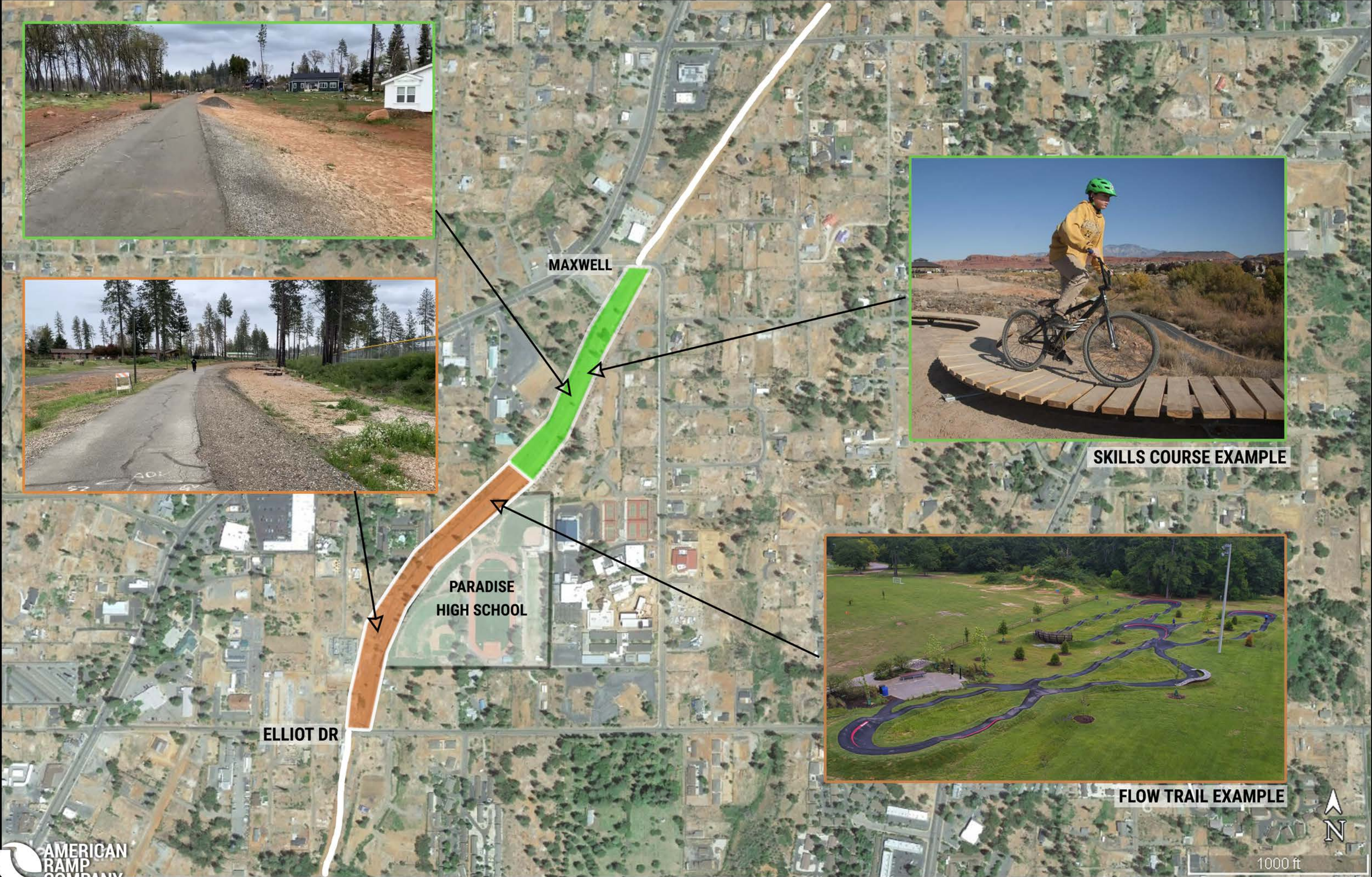




SKILLS COURSE EXAMPLE



FLOW TRAIL EXAMPLE





SKILLS ZONE EXAMPLE



VIEW FROM SKILLS ZONE



BASALT ROCK AREA WITH PLENTY OF SHOULDER



FLOW TRAIL EXAMPLE



ROCKY LN

WAGSTAFF RD

1000 ft



NORTH END OF TRAIL

CLARK RD



TABLETOP JUMPS EXAMPLE



TABLETOP JUMPS AREA



SKILLS ZONE EXAMPLE



SKILLS ZONE AREA



FLOW TRAIL EXAMPLE



FLOW TRAIL AREA

MOORE  
BASEBALL FIELD



1000 ft

# ATTACHMENT 3: MAINTENANCE PLAN



# **ASC ACTION SPORTS CONSTRUCTION.COM**

## Bike Park Operations and Maintenance Plan



# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **CONTENTS:**

#### **SECTION I: OPERATIONS**

1. Operations Plan Overview
2. Bike Park Operations and Rules

#### **SECTION II: RISK MANAGEMENT**

3. Risk Management Plan

#### **SECTION III: MAINTENANCE**

4. Maintenance Plan
5. General Park Maintenance Activities
6. Bike Park Specific Maintenance Activities
7. Routine Maintenance Procedures Bike Park Riding Areas & Features
8. Routine Maintenance of Dirt Riding Features
9. Routine Maintenance of Steel And Wood Riding Features
10. Routine Seasonal and Annual Maintenance

DRAFT

# **Bike Park Operations and Maintenance Plan**

## Action Sports Construction



### **SECTION I: OPERATIONS**

1. Operations Plan Overview
  - 1.1 Purpose
  - 1.2 Reference Document
  - 1.3 Adaptive Management and Annual Review
2. Bike Park Operations and Rules
  - 2.1 Park Closures
  - 2.2 Weather Based Closures
  - 2.3 Precipitation Based Closures

# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **1. OPERATIONS PLAN OVERVIEW**

#### **1.1 Purpose**

The purpose of this Operations Plan (PLAN) is to ensure the highest quality construction, maintenance, operation and management of the park facility (PARK) and to ensure comprehensive integrated risk management practices and protocols are established and maintained by all parties for the lifetime of the project.

#### **1.2 Reference and Recording Document**

The PLAN should be used as both as a reference tool for ensuring best practices and as an archive tool for logging and recording operations. The PLAN should be readily accessible by all staff, outside contractors, and volunteers in order to ensure best management practices are being followed.

#### **1.3 Adaptive Management and Annual Review**

The PLAN should be reviewed by and updated on an annual basis to identify, analyze and mitigate any potential issues related to the successful operation of the PARK. Operations and programming should be adapted, based on the annual review process, to best manage for risk and positive user experience. The review process should include representatives and input from but not limited to; Operations staff and supervisors, risk management, Fire, EMS, PRNS Management, and a professional bike park consultant.



# Bike Park Operations and Maintenance Plan

## Action Sports Construction

### 2. BIKE PARK OPERATIONS AND RULES

#### 2.1 Park Closures

Park closures will occur periodically throughout the year for a variety of weather conditions and routine maintenance.

#### 2.2 Weather Condition Based Closures

Weather condition based closures from extreme weather conditions from heavy precipitation, high winds, extreme heat and or cold should be expected throughout the year. Planning for these closures and communicating the reasons for the closures to park staff and the public is critical to reducing and minimizing maintenance and maintaining optimal riding conditions in the park.

#### 2.3 Precipitation Based Closures

Rain, sleet, hail and snow will most likely occur during the winter season and may require park closure for days to weeks or even months a time. The length of the closure is dependent upon a variety of factors including the forecasted weather conditions for the season, the weather conditions prior to the precipitation event, the drainage capacity of the soils, and the condition of the vegetation and landscaping within the park itself. Closures due to precipitation are done both to ensure safe user experiences and to minimize erosion and degradation of features due to usage.

**TESTING GUIDELINES:** When determining if the park should be closed due to precipitation park staff will be relied upon to perform a 3-Step visually and physically inspection process of the park and riding features.

**Step 1 - Visual Inspection:** If there are visible puddles, running water or standing water, the park should be closed until these areas have fully drained.

**Step 2 - Physical Inspection (Walking the site):** If there are no visible puddles or standing water park staff should walk the site. If while walking the site their shoes displace soil, soil sticks to the soles of their shoes or their shoe print is visible the park should remain closed until the ground has fully drained and dried.

**Step 3 - Physical Inspection (Riding the site):** If park staff are able to walk the site without displacing soil or leave shoe prints behind, then they should ride the park on their bike. When riding each of areas of the park the tires should not displace excessive soil ( $\frac{1}{8}$ " deep) and tracks should not be left behind that are more than ( $\frac{1}{8}$ " deep). If these conditions are not met the park should remain closed until the soils have fully drained and dried.

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### **SECTION II: RISK MANAGEMENT**

3. Risk Management Plan
  - 3.1 Signage
  - 3.2 Routine Inspection

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# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **3. Risk Management Plan**

The PARK was designed to promote safe, fun and progressive riding experiences for riders of all ages and skill levels. The following steps shall be employed to ensure a safe environment is maintained, over time, at the bike park:

#### **3.1 Signage**

(1a) The bike park shall maintain clear and visible signage at all bike park entrances. (1b) Entrance signage will clearly inform users of bike park rules, riding etiquette, hours of operation, and required use of basic safety equipment (helmets), and emergency contact information. (1c) Signage will be routinely inspected and maintained in compliance with the bike park maintenance plan.

**SIGNAGE INSPECTION AND MAINTENANCE STANDARD:** All signage shall be routinely inspected to ensure that signage is in place, secured properly and legible. Signage must be maintained and cleaned of graffiti, stickers, etc. Signage that has been removed or otherwise vandalized must be replaced as soon as possible.

#### **3.2 Routine Inspection and Maintenance**

(2a) The bike park boundary fencing, gates, riding features and site furnishings shall be routinely inspected and maintained.

# **Bike Park Operations and Maintenance Plan**

## Action Sports Construction



### **SECTION III: MAINTENANCE**

4. Maintenance Plan
5. General Park Maintenance Activities
6. Bike Park Specific Maintenance Activities
7. Routine Maintenance Procedures Bike Park Riding Areas & Features
8. Routine Maintenance of Dirt Riding Features
9. Routine Maintenance of Steel and Wood Riding Features
10. Routine Seasonal and Annual Maintenance

# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **4. Maintenance Plan**

4.1 The maintenance plan includes a routine of general maintenance and bike park specific tasks to be performed by staff, outside contractors and volunteers.

#### 4.2 General Maintenance Activities

These activities include but are not limited to; opening and closing of access gates, general inspection of park signage, boundary fencing and access gates, emptying of trash and recycling containers, emptying and cleaning of restroom facilities, general landscape maintenance, maintenance of PARK infrastructure and site amenities and periodic seasonal closure of the park due to weather conditions, etc. These activities can be performed by untrained staff and general volunteers.

#### 4.3 Bike Park Specific Maintenance Activities

These activities include but are not limited to; routine inspection and maintenance of park signage, inspection and maintenance of riding features and site infrastructure. These activities should be performed by trained staff, volunteers, or outside contractors.

### **5. General Maintenance Activities**

5.1 General Maintenance activities can be performed by general Staff and/or Outside Contractors and do not require specialized training. These activities include but are not limited to:

#### 5.2 *Monthly maintenance activities include:*

1. General landscape maintenance and weed control around the site.

#### 5.3 *Seasonal maintenance activities include:*

1. Periodic closure of the park due to weather conditions.

#### 5.4 *Annual maintenance activities include:*

1. Annual inspection by a qualified contractor, of the landscape maintenance and weed control around the site.

# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **6. Bike Park Specific Maintenance Activities**

6.1 Bike Park specific maintenance activities need to be performed by specialized trained Staff, Outside Contractors and/or Volunteers and include but are not limited to:

6.2 *Routine maintenance activities include:*

1. Inspection and maintenance of all signage at bike park entries and bike park features.
2. Inspection and maintenance of all trails, riding features and elements.
3. Closure of riding areas or elements that require additional maintenance.
4. Removal of all hazardous debris, trash, rocks, etc. throughout the park on riding surfaces, and within fall zones (bailout lines) of riding features.
5. Irrigation of dirt features to reduce erosion and dust and to maintain proper soil compaction.

6.3 *Weekly maintenance activities include:*

1. Inspection and maintenance: resurfacing of dirt features by filling, packing and smoothing pits, holes and gouges, brake bumps, erosion, etc. in all riding surfaces.

6.4 *Monthly and Seasonal maintenance activities include:*

1. General landscape maintenance and weed control within the site.
2. Inspection, maintenance of site drainage.
3. Periodic closure of the park due to weather conditions.

6.5 Annual maintenance activities include:

1. A post winter inspection by a qualified contractor is recommended prior to the resurface and stabilize riding surfaces.

# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **7. Routine Maintenance Procedures of Bike Park Riding Areas and Features**

#### **7.1 Maintenance Assessment of Dirt Features**

All dirt features should be maintained consistently with hard compacted, smooth and consistent surfaces. All dirt features over time will erode due to rider usage, and weathering forces including drying out in the hot sun, drying out and weathering through wind erosion, and becoming saturated by rain.

#### **7.2 Maintaining Compacted Dirt Surfaces**

In order to maintain compacted surfaces it is important to properly moisturize condition and then compact dirt surfaces. If areas consistently become loose and uncompacted it might be necessary to excavate the soil in the area and add new soil with a higher clay content to achieve better compaction. In areas that consistently become saturated adding a higher sand content soils will help with drainage. The hazard that uncompacted surfaces create is that riders wheel can rapidly slow causing riders to fall or slip. Uncompacted surfaces also slow riders momentum and create non-optimal riding conditions.

***DIRT FEATURES COMPACTION GUIDELINE:*** When an area becomes larger than (8" long by 8" wide) of loose or uncompacted soil, performing spot maintenance is required to bring the area up to standard. Uncompacted soil is soil that is loose and can be displaced with a broom. Properly compacted soil is firm and stable and does not subside when a rider rolls over it. If you are using a compaction testing tool it is typical to achieve an 85% compaction rate at minimum.

#### **7.3 Maintaining Smooth and Consistent Dirt Surfaces**

In order to maintain smooth and consistent surfaces it will require spot maintenance in areas where erosion pits, holes, cracks and fissures develop. These inconsistencies can occur because the underlying soil was not compacted properly, because of rider use and because of animals such as squirrels, etc. that dig underground tunnels. In order to maintain the proper surfacing adding additional fill dirt to the areas, moisture conditioning and compaction will be required.

***DIRT FEATURES SURFACING GUIDELINE:*** When a hole, pit or crack becomes large enough for a riders tire to become effected it is time to perform spot maintenance and repair the area. The proper standard is to repair any hole, pit or crack more than (2" wide or 2" deep).

***CLOSING DIRT FEATURES GUIDELINE:*** When a hole, pit or crack in the main line of riding feature becomes larger than (3" wide or 3" deep) the feature should be closed and maintained to proper grades. When an area larger than (12" wide by 12"long) becomes loose or uncompacted the feature should be closed until maintenance has been performed.

# Bike Park Operations and Maintenance Plan

## Action Sports Construction

### 8. Routine Maintenance of Dirt Riding Features

8.1 The following routine maintenance procedure for the routine maintenance of dirt riding features is outlined in a 5-Step process that includes: moisture and soil conditioning, filling, shaping, and compacting.

#### STEP 1: MOISTURE CONDITIONING

Moisture/water should be applied at all stages of the maintenance process to make the soil mix as workable as possible. It is often helpful to condition the soil hours or even days prior to working, especially in very dry conditions. Properly conditioned soil is not so wet that it is puddling or muddy and also not so dry that it is dusty and chunky. Properly conditioned soil is a consistent color and a consistent feel that is plastic easy to shape and compacted.



*Using the quick couple network onsite moisture condition soil prior to beginning work.*



*Workers processing materials mixing soil and water together and continue to moisture condition throughout the process to ensure good compaction.*

#### STEP 2: SOIL CONDITIONING

Prepare the soil for working by excavating the area that requires maintenance with shovel, rake, pick, power tiller, machine or auto sifter. When conditioning soil the most important thing is to chop up and pulverize all of the compacted soil, dirt clods etc. while removing any organic



# Bike Park Operations and Maintenance Plan

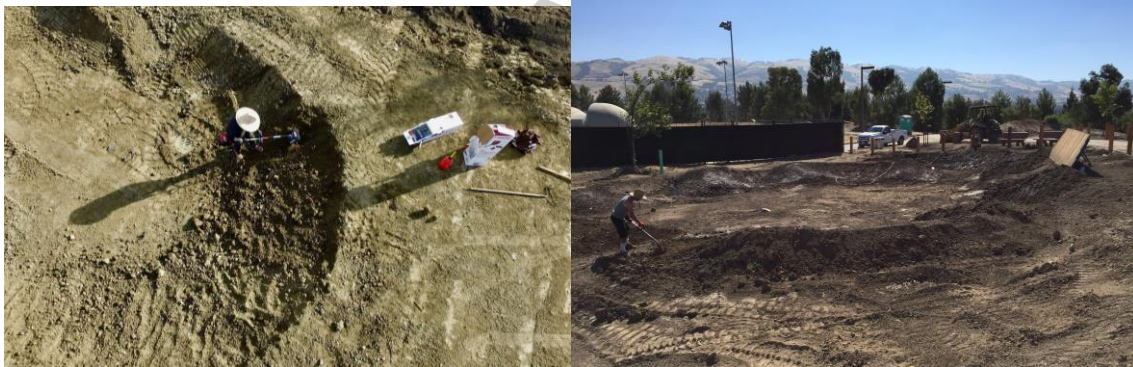
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material, trash, debris or rock. Work this material into a fine granular soil mix and moisture condition. When filling cracks, holes or jump lips make sure to rough up the area being repaired and moisture condition to ensure adhesion of the new soil with the existing.

**SOIL MIX GUIDELINE:** All of the soil onsite was either excavated on site or imported from one of 4 different sources. Overall the existing site soil is a good mix with a fairly high clay content, however as different areas of the park had different types of soil imported, there are areas that have more sandy and/or more clay based soils. As the park becomes actively used it will be necessary to amend the drier sandy soils with higher clay content soils to achieve better compaction in areas that become dry, loose and uncompacted. To a lesser extent it might be necessary to amend some of the higher clay content soil with a more sandy mix to enhance drainage in areas that retain water and remain wet after irrigation and or rain events.

**IDEAL SOIL MIX GUIDELINE:** The ideal soil mix for dirt features at bike parks is a high clay content soil approach (40% Clay / 60% Sand). Imported soil should be free of rocks, pebbles, trash and debris and samples should be provided and approved prior to delivery to the site.

**ONSITE SOIL STOCKPILE:** It is recommended to keep an onsite soil stockpile that is easily accessible for loading machines and equipment and consists of a high quality soil mix.



*Aerial view showing worker prep a berm turn using a tiller. Prepping a larger area with a tiller.*



*Condition soil with rake or shovel, chop up clods, then smooth, shape and compact.*

# Bike Park Operations and Maintenance Plan

## Action Sports Construction



*Conditioning a larger work area with a skid steer. Conditioning a soil stockpile with an auto sifter.*

### STEP 3: FILLING AND SHAPING

Once the work area has been moisture conditioned, the soil has been conditioned use the prepared soil to fill any cracks, pits, holes, etc. that might exist in lifts of a few inches at a time. Use shovel, hand tamper, vibrating plate compactor or machine bucket to compact each lift then add more prepared soil as needed to repair the work area to the surrounding grades.

***FILLING AND SHAPING GUIDELINE:*** When filling and shaping dirt features shape to constant radiuses, match and blend grades to the existing feature. When shaping the dirt jumps match jump take of grades to the concrete kicker ramps which are 12.5' radius. All features in the park will require finish grading and shaping that are not possible to easily or efficeintly measure or check as they are composed of compund curves, etc. therefore the proper technique is to finish grade and then ride test to ensure proper flow.



*Finished jump set. Using a tiller to condition soil and fine tune landing.*

# Bike Park Operations and Maintenance Plan

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*Using shovels to pack and shape dirt jump lip. Using the concrete kicker to shape to.*



*Continue to moisture condition, soil condition, shape and compact throughout the process.*



*Final shape jump set with kicker lip on the front end and a lander transition on the back end.*

# Bike Park Operations and Maintenance Plan

## Action Sports Construction

### STEP 4: COMPACTING

Once the work area has been filled and shaped a final round of compaction will ensure the highest quality end product. Using shovel, hand tamper, vibrating plate compactor, machine bucket, water roller or vehicle moisture condition soil and the repeatedly compact area until a high level of compaction is achieved.



**COMPACTION GUIDELINE:** When compacting an area the final condition should be such that if you walk or ride over the surface you are not leaving shoe prints or tracks deeper than (1/16" deep). Soil should not be displaced. If you are using a compaction testing tool (85%) compaction or higher is recommended.



*Using a push broom to smooth out the jump lip and prep for final compaction. Final compaction with golf cart.*



*Compacting a berm turn with a vibrating plate compactor. Compacting the large dual slalom features with a roller compactor.*

## Action Sports Construction

### STEP 5: RIDE TESTING

Ride testing at each stage of the process to ensure proper flow and good geometries is critical.



*Ride testing the dirt jumps after a long build day.*

## 9. Routine Maintenance of Prefab Steel Framed and Wood Riding Features

### STEP 1: CREATE ACCESS TO EQUIPMENT

In order to gain access to the framework, anchors, fasteners, screws, bolt heads, etc. of the prefab riding features it might be necessary to excavate soil near the feature or even to remove pieces of the feature itself or parts of the framework, or materials. This might require the usage of tools such as pry bars, rock bars, automotive straps, and equipment such as skid steers with forks, etc. Refer to PBR documentation for all feature maintenance.

### STEP 2: REMOVE FASTENING HARDWARE

In order to replace broken or damaged boards, parts or components the first step is to remove the fastening hardware. While most of the fastening hardware is stainless steel, galvanized or powder coated, hardware becomes weatherized and corroded over time. In addition fastening hardware can become marred, stripped, or broken at time of installation. In order to remove hardware it is useful to apply lubricant prior to the physical remove of the fastener. Make sure to use the properly sized tool for the job and to ensure that you are working in a safe manner as fasteners can quickly loosen or give way unexpectedly. Be prepared with a cutting tool such as a grinder in case fastener have become fixed in position due to weatherization or corrosion. Note which pieces have been removed and in what order to be able to replace.

# **Bike Park Operations and Maintenance Plan**

## **Action Sports Construction**

### **STEP 3: MATCH REPLACEMENT MATERIALS, HARDWARE AND FASTENERS**

Once the damaged materials and hardware have been removed, it must be matched with new materials and hardware. This might involve cutting boards down to size or ordering replacement parts from the manufacturer.

### **STEP 4: INSTALL REPLACEMENT MATERIALS, HARDWARE AND FASTENERS**

Once matched materials have been sourced install the new items using the notes from the removal process to ensure all of the critical fasteners have been reinstalled properly.

### **STEP 5: FIELD AND RIDE TESTING**

Once the installation of the replacement materials has been completed make sure to field and ride test by slowly putting weight on the repaired piece. If the repaired area seems to be structurally sound and is holding weight, make sure to ride test to ensure it is functioning properly.

## **10. Routine Seasonal and Annual Maintenance**

Seasonal maintenance includes; end-of-season maintenance, drainage maintenance, start-of-season maintenance, weed control, and soil stabilization.

### **10.1 End-of Season Annual Maintenance**

End of season maintenance is critical for the operation of the park. End of season maintenance should coincide with the forecasted rainy season when the bulk of the rain is expected. During this period the park and or specific riding features should be closed for general operations and be prepared for seasonal protection, drainage maintenance and larger scale seasonal maintenance.

### **10.2 Drainage maintenance and protection**

Maintenance of drainage features and ensure proper grading away from features and into drainage systems - inlets, basins etc. should be performed prior to close of season and before the seasonal rains come. This is a critical step to minimize pre-season maintenance and ensuring the minimal erosion of features, infiltration of dirt in storm water systems, etc. Drainage inlets, basins, etc. should be protected in areas where there is minimal vegetative growth that holds the soil together. In these areas additional straw waddles, filter fabric, etc should be strategically deployed to slow the movement of water and sediment into drainage systems.

# Bike Park Operations and Maintenance Plan

## Action Sports Construction



*Winterizing drainage inlets with straw waddles and filter fabric will ensure they don't clog or release sediment into the storm water system.*

### 10.3 Start-of-Season Maintenance

At the start of the riding season, post winter, routine maintenance will be required. This maintenance will include resurfacing of features to repair any damage or erosion caused by rain or other weathering. The grading will include fill any holes, cracks or erosion ruts that have formed. Clearing, cleaning out and enhancing and areas that might have sedimented in with heavy rainfall. In addition to this routine maintenance at the start of each season larger scale grading and regrading of features might be required to address any risk management and/or riding quality issues identified in the previous season of operations. In addition to these maintenance activities soil stabilization and weed control activities will be a major priority at the start-of-season.

### 10.4 Grading and Resurfacing of features

Start-of-season maintenance will include substantial grading and resurfacing of riding features. Each of the riding zones should be worked and maintained from top to bottom fix any issues, making any necessary maintenance repairs and modifying any features that have been identified in the annual review process.



*Applying soil stabilizer at the beginning of the season to extended the functional of a pump track.*

# Bike Park Operations and Maintenance Plan

## Action Sports Construction

### 10.5 Weed Control

Weed control will have to be performed at the start of season and should include aggressive trimming and cutting of vegetation on non-riding surfaces that will limit growth, while leaving roots and minimal growth intact to ensure good soil stabilization. All riding surfaces should be cleaned of all vegetative growth using a combination of weed whacker, propane torch. In addition pesticide and pre emergent should be applied to kill and prevent vegetative growth over the season.



*Annual weed growth to be expected shown in the skills trail and dirt jumps. Applying pesticide and pre-emergent seasonally is recommended to minimize weed growth.*

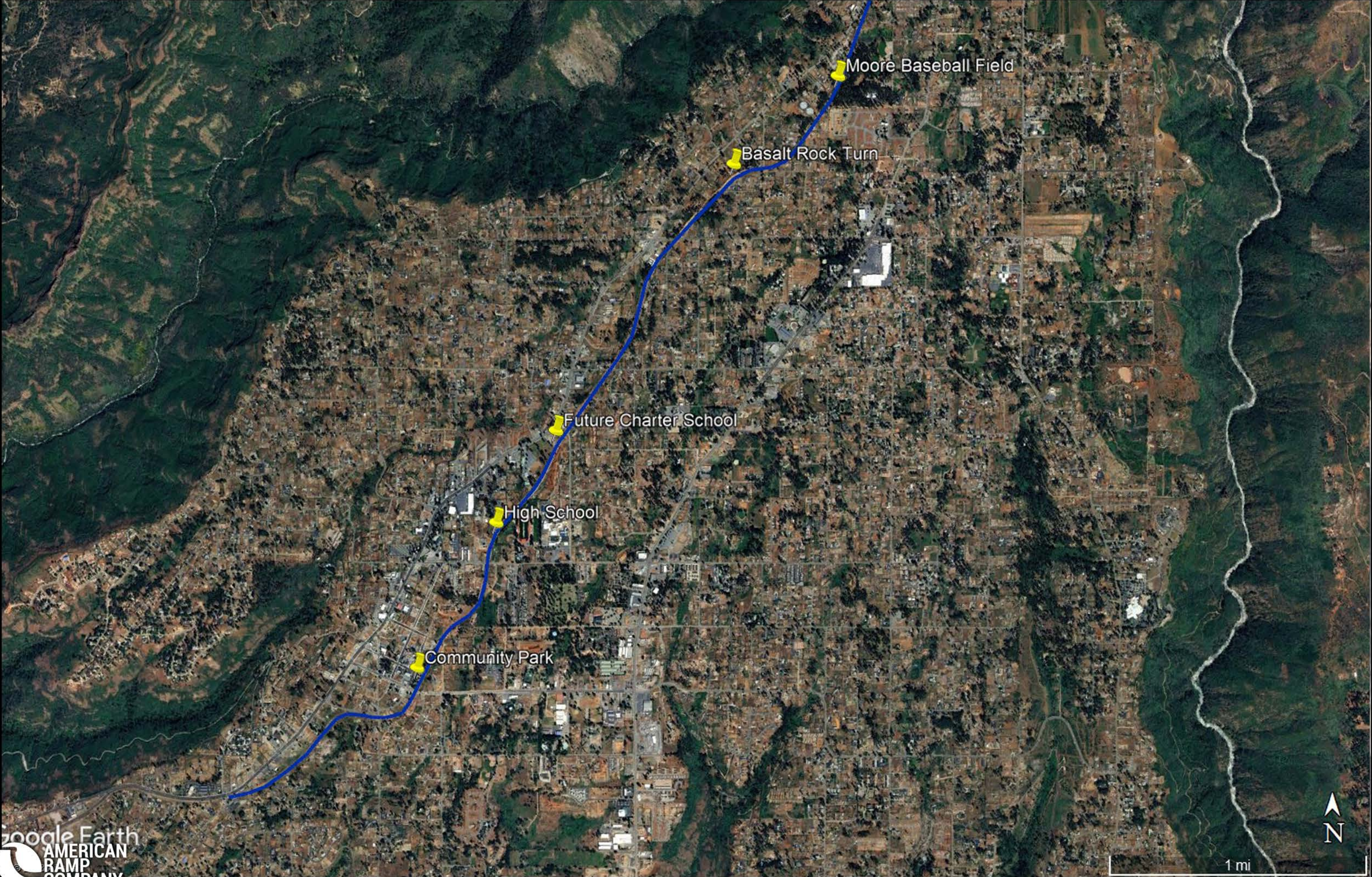


*Burning weeds with a propane torch and weed whip or brush cutter.*



# ATTACHMENT 4: PRELIMINARY DESIGN CONCEPTS







**FLOW TRAIL AND SKILLS TRAIL**



**FLOW TRAIL UNDER EXISTING TREES**



**FEATURE-RICH TRAIL EXAMPLE**

SPLIT DECISION

A-FRAME

FUTURE CHARTER SCHOOL LOCATION

ZIG ZAG S CORNER

STEP DOWN ROLLER

NESSY 2 BUMP

PROGRESSIVE SKILLS ZONE



SKILLS FEATURES



SKILLS FEATURES



SKILLS FEATURES





**FLOW LINE ZONE  
WITH OPTIONAL PROGRESSIVE LINE**

**WOOD AND ROCK FEATURE  
OR ALL BASALT FEATURE**



**FLOW TRAIL EXAMPLE**



**BASALT ROCK AREA WITH PLENTY OF SHOULDER**

TABLE TOP JUMP ZONE

HIGH SCHOOL



SKILLS FEATURE ZONE



ZIG ZAG SHORT



A-FRAME



ROLLER



SNAKE LADDER SHORT



NESSY 2 BUMP



MOUNTAIN TOP



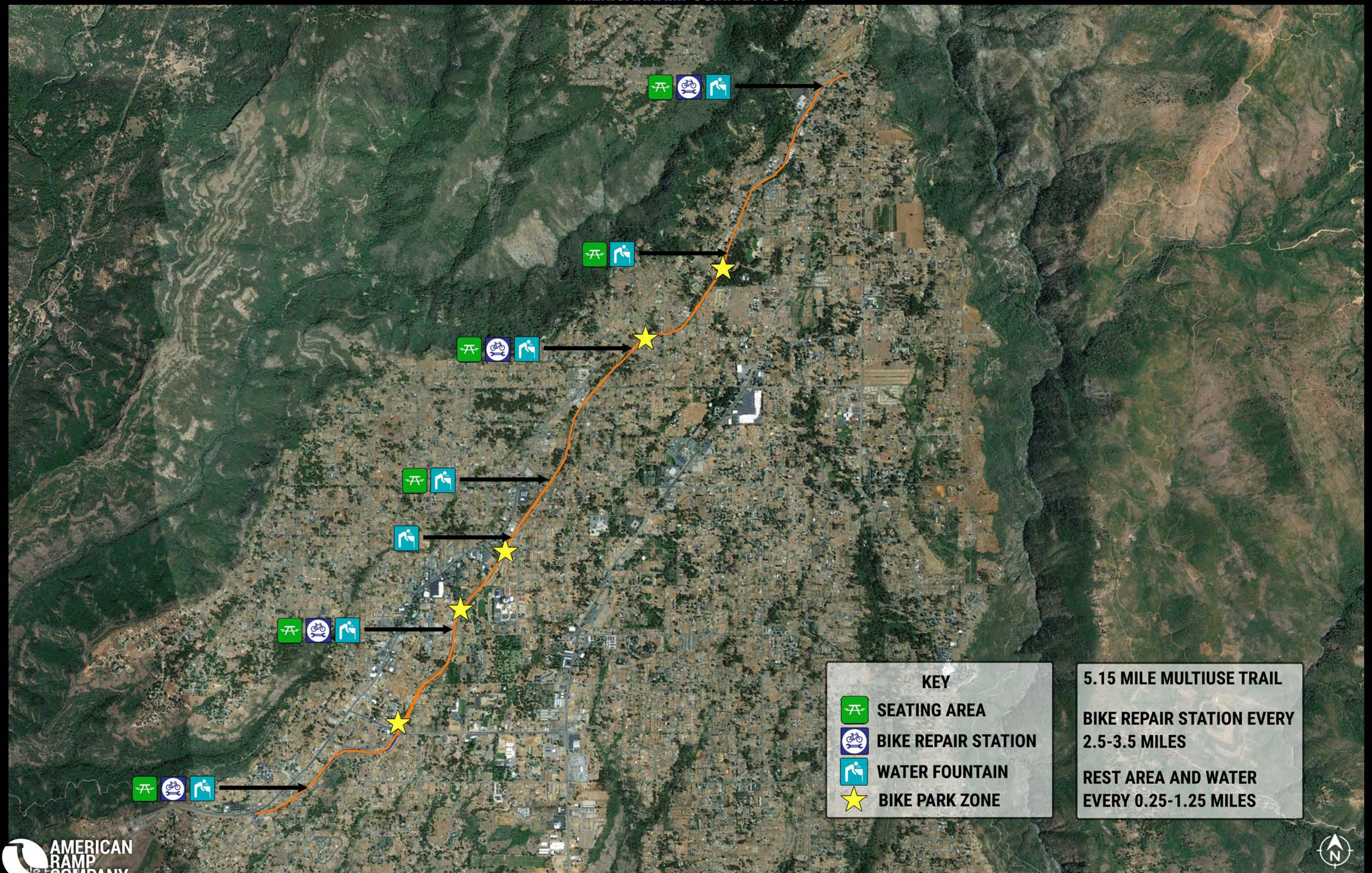
PROGRESSIVE DROPS



CROSS COUNTRY SKILLS FEATURES



CROSS COUNTRY FLOW FEATURES



**KEY**

-  SEATING AREA
-  BIKE REPAIR STATION
-  WATER FOUNTAIN
-  BIKE PARK ZONE

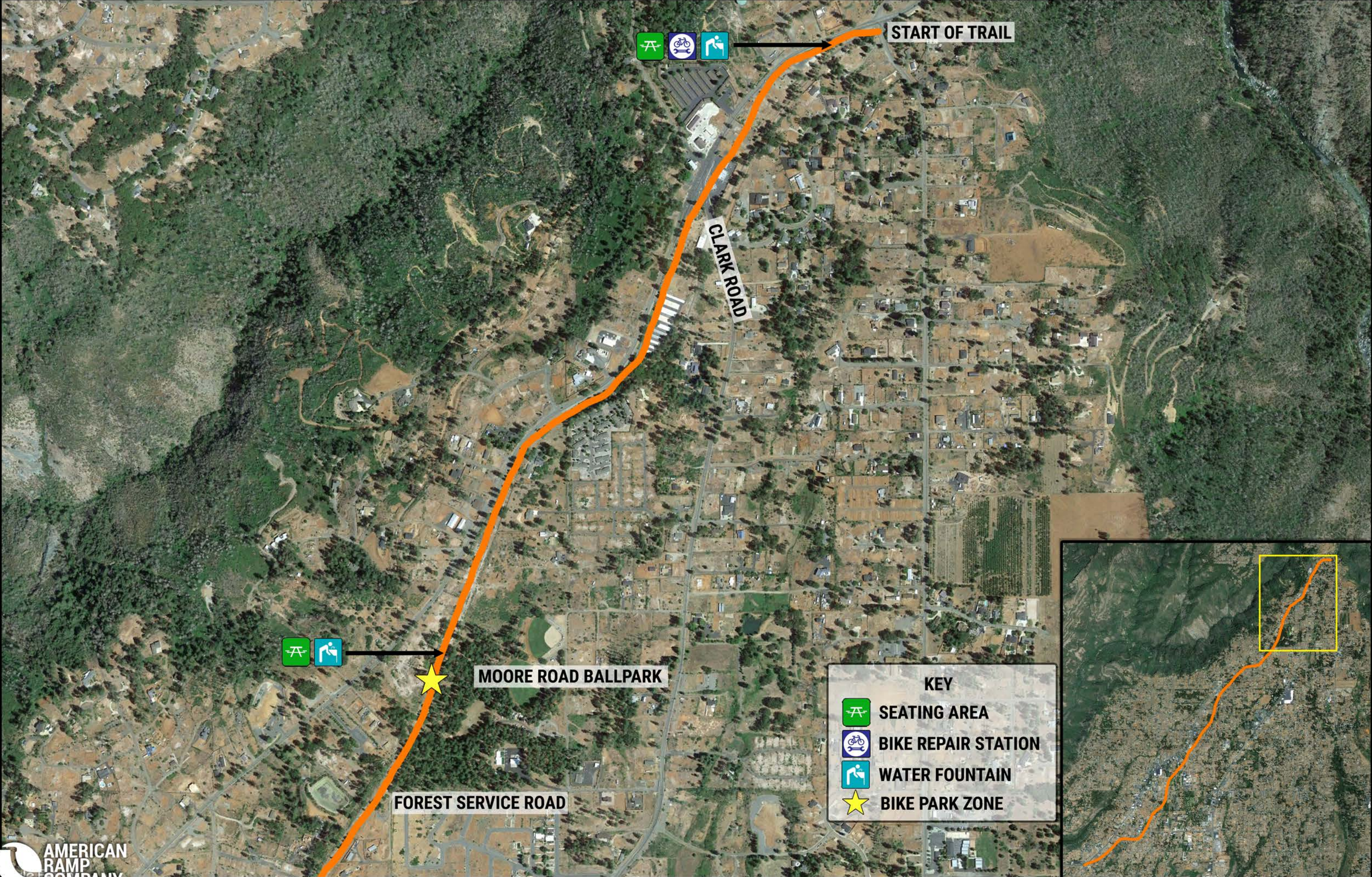
**5.15 MILE MULTIUSE TRAIL**

**BIKE REPAIR STATION EVERY 2.5-3.5 MILES**

**REST AREA AND WATER EVERY 0.25-1.25 MILES**







START OF TRAIL

CLARK ROAD

MOORE ROAD BALLPARK

FOREST SERVICE ROAD

**KEY**

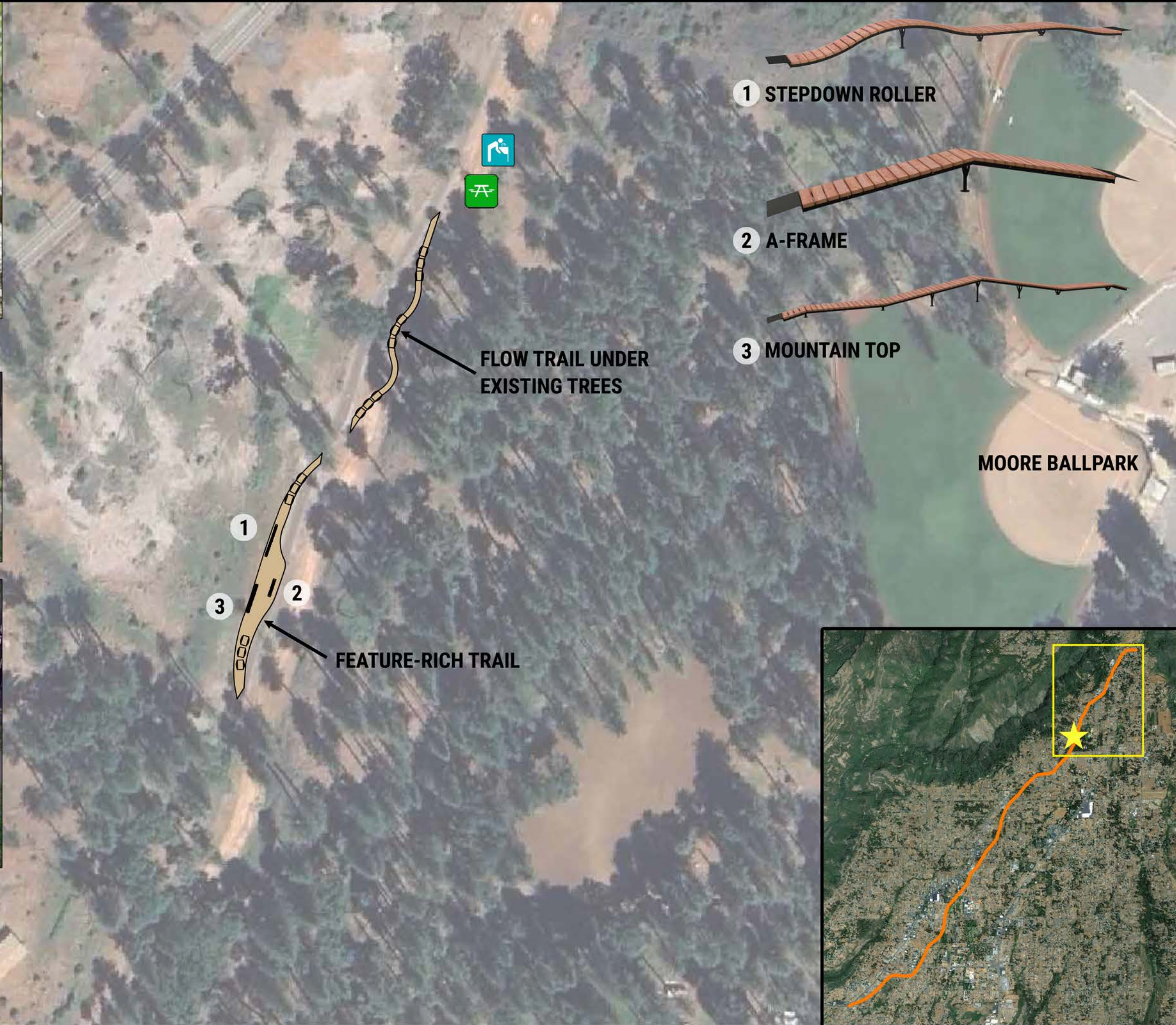
-  SEATING AREA
-  BIKE REPAIR STATION
-  WATER FOUNTAIN
-  BIKE PARK ZONE



FLOW TRAIL UNDER EXISTING TREES



FEATURE-RICH TRAIL EXAMPLE



1 STEPDOWN ROLLER

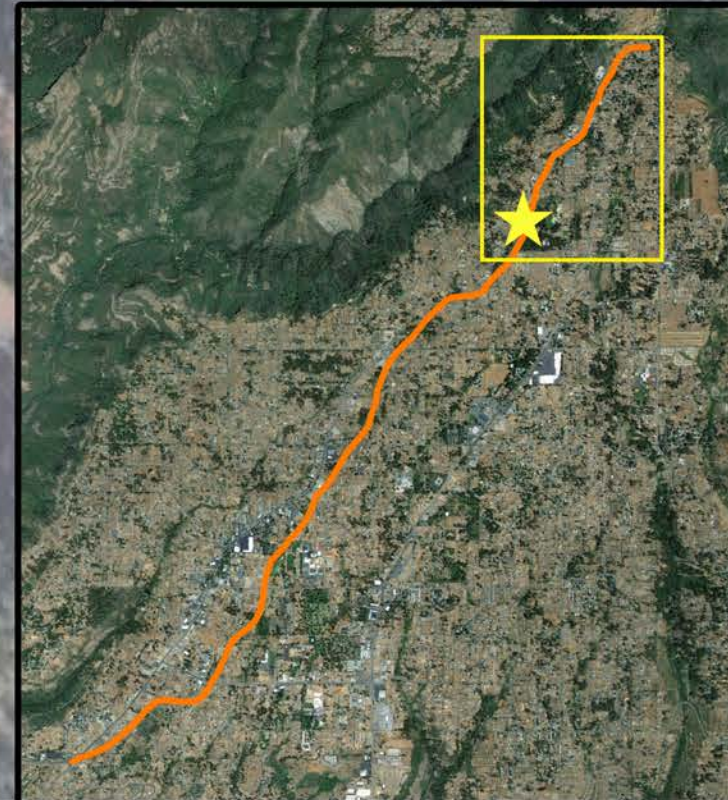
2 A-FRAME

3 MOUNTAIN TOP

FLOW TRAIL UNDER EXISTING TREES

FEATURE-RICH TRAIL

MOORE BALLPARK





FOREST SERVICE ROAD

ROCKY LANE

WAGSTAFF ROAD

BILLE ROAD

KEY

-  SEATING AREA
-  BIKE REPAIR STATION
-  WATER FOUNTAIN
-  BIKE PARK ZONE

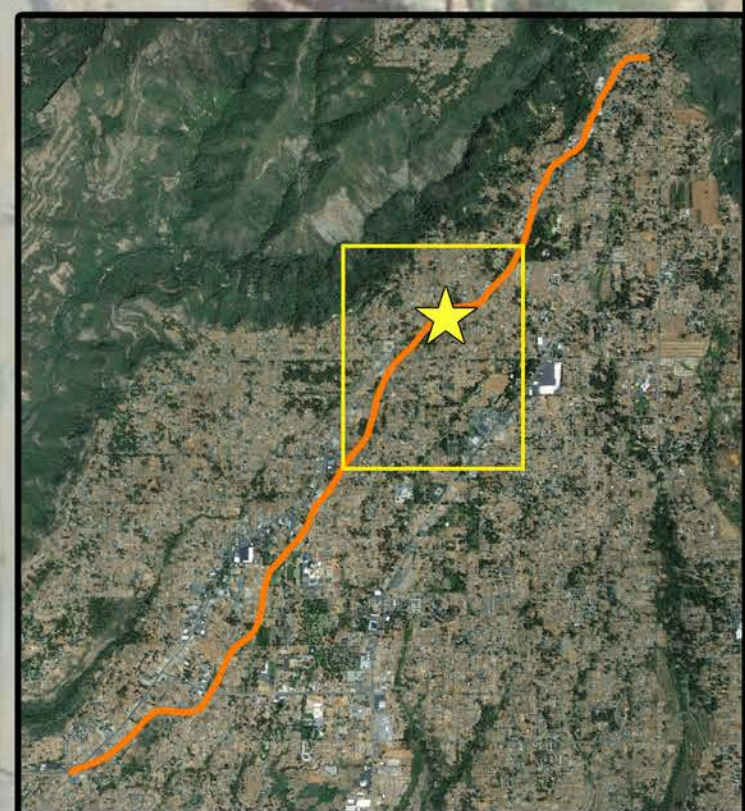
4 WOOD AND ROCK FEATURE  
OR ALL BASALT FEATURE

FLOW TRAIL

5 6 ROLLABLE SENDER



FLOW TRAIL EXAMPLE





BILLE ROAD

MAXWELL DRIVE

PARADISE HIGH SCHOOL

ELLIOTT ROAD

PEARSON ROAD

**KEY**

-  SEATING AREA
-  BIKE REPAIR STATION
-  WATER FOUNTAIN
-  BIKE PARK ZONE

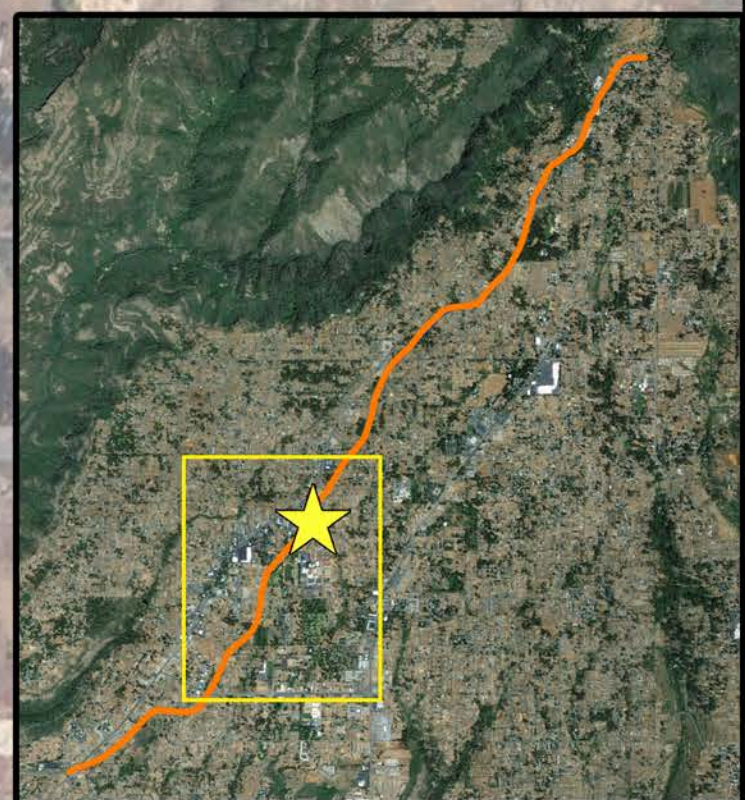


SKILLS FEATURES



FUTURE CHARTER SCHOOL LOCATION

-  7 SPLIT DECISION
-  8 A-FRAME
-  9 ZIG ZAG S CORNER
-  10 STEP DOWN ROLLER
-  11 NESSY 2 BUMP



12 NESSY 2 BUMP



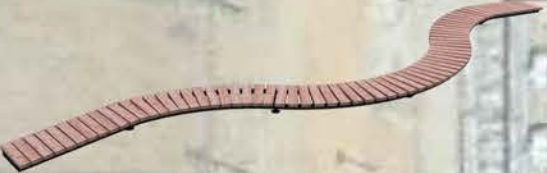
13 A-FRAME



14 ZIG ZAG SHORT



15 SNAKE LADDER SHORT



16 MOUNTAIN TOP



17 ROLLER

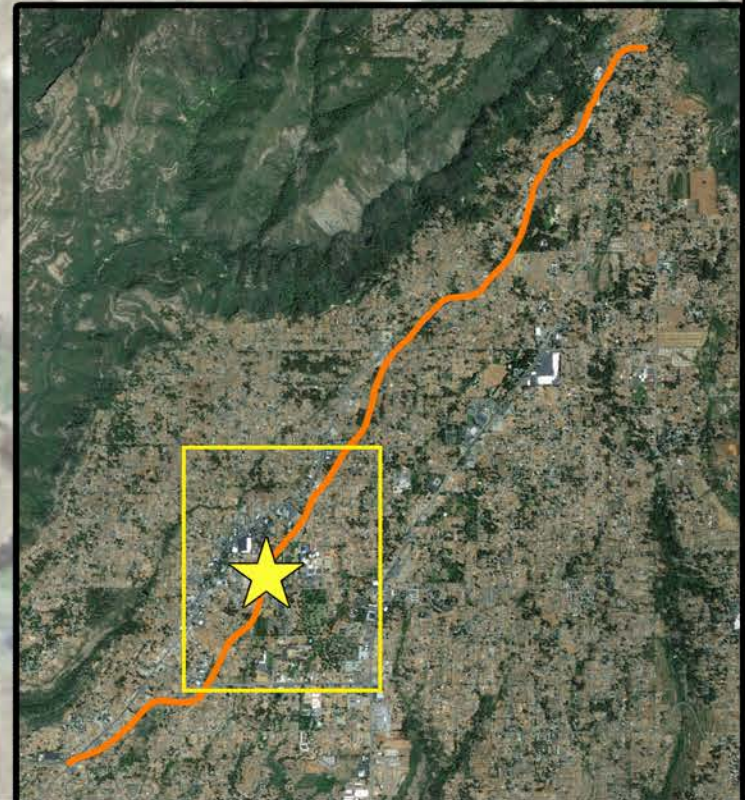


TABLE TOP JUMP ZONE

PARADISE HIGH SCHOOL

SKILLS FEATURE LINE

JUMP EXAMPLE





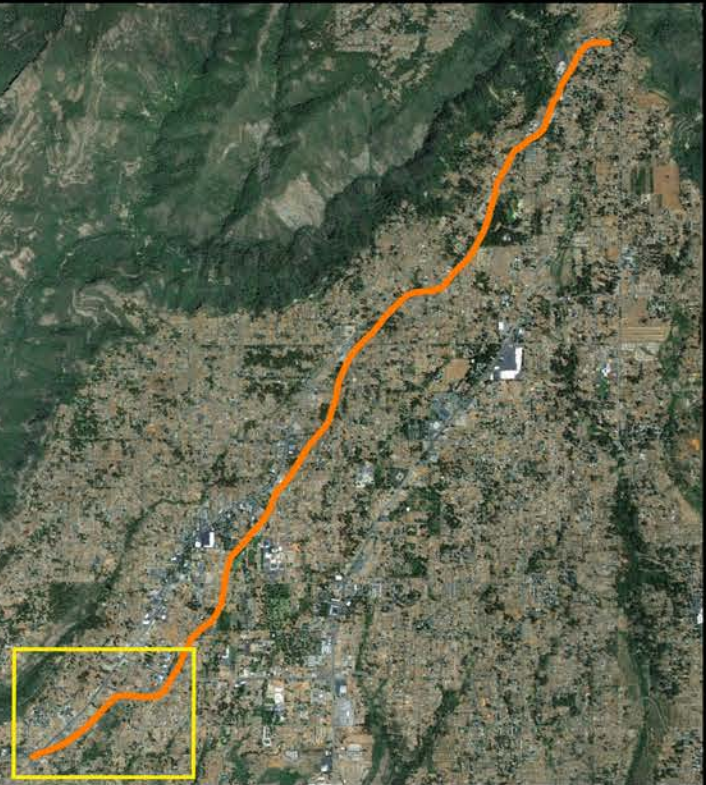
SKYWAY SPLIT

PEARSON ROAD



**KEY**

-  SEATING AREA
-  BIKE REPAIR STATION
-  WATER FOUNTAIN
-  BIKE PARK ZONE







PROGRESSIVE DROPS



CROSS COUNTRY SKILLS FEATURES



CROSS COUNTRY FLOW FEATURES



# ATTACHMENT 5: FINAL DESIGN CONCEPT





ROCK GARDEN 1 4



A-FRAME 2



SKINNY A-FRAME 3



ROLLER 5



SNAKE LADDER LONG 6



JUMPLINE EXAMPLE 1 2 3



BASALT ROCK FEATURES 6 7 10



STEPDOWN ROLLER 4 12



NESSY 2 BUMP 5



SKINNY A-FRAME 8



ZIG ZAG SHORT 9



SNAKE LADDER LONG 11



ROLLER 13



**SPLIT DECISION 1**



**A-FRAME 2**



**STEPDOWN ROLLER 3**



**ROCK GARDEN 4**



**ZIG ZAG CENTER 5**



**MOUNTAIN TOP 6**



NESSY 2 BUMP 1



ROLLABLE SENDER 2 3



ROCK LADDER SHORT 4



BASALT ROCK FEATURES 5 6



**SNAKE LADDER LONG 1**



**ZIG ZAG CENTER 2**



**MOUNTAIN TOP 3**



**STEPDOWN ROLLER 4**



**BASALT ROCK FEATURES 1 5**

**MOUNTAIN TOP 2**

**A-FRAME 3**

**STEPDOWN ROLLER 4**



601 S. McKinley Ave  
 Joplin, MO 64801  
 Toll-free: 800-RAMP-778  
 Local: 417-206-6816  
 Fax: 417-206-6888  
 sales@americanrampcompany.com



Quote #	Design #	Customer	Date	Designer
Q27756.0	8228	Town of Paradise	04-24-24	Megan B.

### **Section 1:**

Asphalt Trail and Bike Features Engineer's Estimate: \$141,238.50

Stabilized Dirt Trail and Bike Features Engineer's Estimate: \$130,070.50

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>
1	Flat Snake Ladder Long	0.5'	3.0'	43.3'
2	A-Frame (11 Deg)	2.0'	3.0'	19.0'
3	A-Frame (11 Deg) - Skinny	2.0'	1.0'	19.7'
4	Roller	2.0'	3.0'	18.7'

### **Section 2:**

Asphalt Trail and Bike Features Engineer's Estimate: \$283,265.08

Stabilized Dirt Trail and Bike Features Engineer's Estimate: \$188,363.08

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>
1	Kicker Ramp	3.0'	4.0'	8.3'
2	Kicker Ramp	3.0'	4.0'	8.3'
3	Kicker Ramp	3.0'	4.0'	8.3'
4	Step Down Roller	2.0'	3.0'	31.2'
5	Nessy 2 Bumps (2'P, 1'V)	2.0'	3.0'	31.7'
6	A-Frame (11 Deg) - Skinny	2.0'	1.0'	19.7'
7	Zig Zag Short (15 Deg)	2.0'	3.0'	24.2'
8	Flat Snake Ladder Long	0.5'	3.0'	43.3'
9	Step Down Roller	2.0'	3.0'	31.2'
10	Roller	2.0'	3.0'	18.7'

### **Section 3:**

Asphalt Trail and Bike Features Engineer's Estimate: \$149,683.57

Stabilized Dirt Trail and Bike Features Engineer's Estimate: \$121,777.57

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>
1	Split Decision - Right	2.0'	3.0'	48.8'
2	A-Frame (11 Deg)	2.0'	3.0'	19.0'
3	Step Down Roller	2.0'	3.0'	31.2'
4	Zig Zag Center	2.0'	3.0'	50.8'
5	Mountain Top 2' Peak	2.0'	3.0'	34.8'

### **Section 4:**

Asphalt Trail and Bike Features Engineer's Estimate: \$128,013.68

Stabilized Dirt Trail and Bike Features Engineer's Estimate: \$104,062.68

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>
1	Nessy 2 Bumps (2'P, 1'V)	2.0'	3.0'	31.7'
2	Rollable Sender	2.0'	4.0'	17.1'
3	Rollable Sender	2.0'	4.0'	17.1'
4	Custom Rock Bridge	2.0'	3.0'	15.0'

**Section 5:**

Asphalt Trail and Bike Features Engineer's Estimate: \$114,046.02

Stabilized Dirt Trail and Bike Features Engineer's Estimate: \$80,226.02

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>
1	Flat Snake Ladder Long	0.5'	3.0'	43.3'
2	Zig Zag Center	2.0'	3.0'	50.8'
3	Mountain Top 2' Peak	2.0'	3.0'	34.8'
4	Step Down Roller	2.0'	3.0'	31.2'

**Section 6:**

Asphalt Trail and Bike Features Engineer's Estimate: \$149,480.60

Stabilized Dirt Trail and Bike Features Engineer's Estimate: \$127,285.60

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>
1	Mountain Top 2' Peak	2.0'	3.0'	34.8'
2	A-Frame (11 Deg)	2.0'	3.0'	19.0'
3	Step Down Roller	2.0'	3.0'	31.2'

**Notes:**

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote does not include sales tax. If applicable, call for revised quote.
- Quote is good for 30 days.

**SCOPE OF WORK****1.1 INCLUDES:**

- All labor, construction project management, supplies, tools, materials, and equipment required per scope of work
- Site staking and layout
- Cutting and shaping grades within bike park footprint
- Place and install asphalt bike park and pump track tread
- Supply and installation of pre-engineered bike features
- Materials, supplies, and labor for custom bike features
- Topsoil and reseedling of disturbed areas
- Prevailing wage

**1.2 EXCLUDES\*:**

- Sales tax
- Erosion and sediment control
- Stabilized construction entrance
- Landscaping, site and turf restoration post skatepark construction
- Sidewalks/walkways and site amenities of any kind
- Mass excavation or import
- Construction drawings
- Permits, fees and/or engineering and stamping.
- Utility, mechanical, electrical, plumbing work, relocation, or repairs of any kind.
- Toxic or hazardous material handling or removal.
- Removal and/or replanting of any trees or shrubs or protection of trees and shrubs.

**1.3 CUSTOMER PROVIDES\*:**

- Geotechnical Report—If this requirement is waived, assumption is that the site is suitable to build as-is. A change order will be issues for any unforeseen costs that may occur if this is not the case at a cost plus 25%

- Survey and Mapping – The Client shall provide ARC with a current survey locating all above and belowground utilities, appurtenances, structures, and easements. The survey shall be in digital format that can easily be used with AutoCAD software.
- Sufficient water and electrical power within 100 feet of work areas.
- Unobstructed, safe, and continuous access to work area with heavy equipment. All weather roads for heavy equipment.
- All necessary site information including topography, site surveying, and elevations.

**\*All items above can be provided for an additional fee.**

**Purchase through our competitively bid government Sourcewell contract.**



DRAFT

# Staff Report

June 27, 2024



DATE: 6/20/2024  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Draft Workplace Violence Prevention Plan

## Report In Brief

In late 2023 Senate Bill 553 was signed into law and required California employers to adopt a Workplace Violence Prevention Plan (WVPP) by July 1, 2024, train staff on what constitutes workplace violence (per SB 553 definitions) and document safety incidents meeting the workplace violence standards in a log. Staff utilized a Cal OSHA template when formulating a WVPP for the District to ensure that all required elements of the plan were included. This draft WVPP will likely evolve over time as Cal OSHA identifies deficiencies or enhancements that improve the plan. The WVPP supplements the existing District Injury and Illness Prevention Program.

**Recommendation:** Approve the District Workplace Violence Prevention Plan.

## Attachments:

- A. Draft Workplace Violence Prevention Plan

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2024/2024.0627\\_Special.Meeting/BOD.Report.Workplace.Violence.Prevention.Plan\\_240627.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.0627_Special.Meeting/BOD.Report.Workplace.Violence.Prevention.Plan_240627.docx)  
 6/25/2024



# WORKPLACE VIOLENCE PREVENTION PLAN

Based on Cal/OSHA Publications Unit Template published February 2024

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# WORKPLACE VIOLENCE PREVENTION PROGRAM for Paradise Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

**Date of Last Review:** June 2024

**Date of Last Revision(s):** None to date

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to staff or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the staff and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an staff suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against staff that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the staff sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the staff

sustains an injury.

- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches staff with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at staff by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against staff by a present or former staff, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with staff.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

## RESPONSIBILITY

The WVPP administrator is the Assistant District Manager, currently Kristi Sweeney, has the authority and responsibility for implementing the provisions of this plan for Paradise Recreation and Park District. Additionally, the following staff positions are responsible for the plan as follows:

Responsible Job Title/Position	Contact Persons	WVPP Responsibility(ies)	Phone #	Email
District Manager	Dan Efseaff	<b>Overall responsibility for the plan; approves the final plan and any major changes.</b>	(530) 872-6393 ext. 710	defseaff@paradisepd.com
Administrative Assistant III, Office Manager	Sarah Hoffman	<b>Responsible for staff involvement and training; organizes safety meetings, updates training materials, and handles any reports of workplace violence.</b>	(530) 872-6393 ext. 704	shoffman@paradisepd.com
Park Supervisor	Mark Cobb	<b>Responsible for emergency response, hazard identification, and coordination with other staff; conducts safety inspections, coordinates emergency</b>	(530) 872-6393 ext. 703	mcobb@paradisepd.com

		<i>response procedures, and communicates with other staff about the plan.]</i>		
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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering staff questions about the WVPP.

## STAFF ACTIVE INVOLVEMENT

Paradise Recreation and Park District ensures the following policies and procedures to obtain the active involvement of staff and authorized staff representatives in developing and implementing the plan:

- Supervisors will work with and allow staff to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
    - Management will have a safety meeting at least once each year with staff to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
  - Designing and implementing training
    - Staff are encouraged to participate in designing and implementing training programs and materials. For example, staff might suggest a new training scenario based on a recent incident.
  - Reporting and investigating workplace violence incidents.
- Supervisors will ensure that all workplace violence policies and procedures within this written plan are clearly communicated. Supervisors will enforce the rules fairly and uniformly.
- All staff must follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas.

## STAFF COMPLIANCE

Our system to ensure that staff complies with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training staff in the provisions of Paradise Recreation and Park District Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory staff comply with the WVPP.
- Provide retraining to staff whose safety performance is deficient with the WVPP.

## COMMUNICATION WITH STAFF

We recognize that open, two-way communication between supervisors and staff about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence



prevention information between management and staff in a form that is readily understandable by all staff, and consists of one or more of the following:

- New staff orientation includes workplace violence prevention policies and procedures.
- Annual workplace violence prevention training.
- Meetings to address identified security issues and potential workplace violence hazards.
- Effective communication between staff and supervisors about workplace violence prevention and violence concerns.
- Staff should report a violent incident, threat, or other workplace violence concern to their supervisor employer or law enforcement without fear of reprisal or adverse action.
- Staff will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Staff concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

All threats or acts of workplace violence should be reported to staff's supervisor, who will inform the WVPP administrator. This will be accomplished in person, by phone, text, or email. If that's not possible, staff will report incidents directly to the WVPP administrator, Kristi Sweeney. A strict non-retaliation policy is in place, and any instances of retaliation will be dealt with swiftly and decisively.

## **EMERGENCY RESPONSE PROCEDURES**

Effective means to alert staff of the presence, location, and nature of workplace violence emergencies can be by phone, text, alarm system (TARC) or other means that support the quick notification of staff. Please refer to the District's Emergency Action Plan for maps of parks and facilities, emergency exits and locations for reassembly after any immediate danger has passed. If there is immediate danger, call for emergency assistance by dialing 9-1-1, (from within TARC dial (9)9-1-1) and then notify your supervisor or the WVPP Administrator.

## **WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

The following policies and procedures are established and required to be conducted by the District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards.

### **Periodic Inspections**

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted twice each year, or sooner when a threat or hazard is identified.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated positions and contact persons currently in these roles in the

following areas of the workplace:

<b>Designated Position, Contact Person</b>	<b>Area/Department/Specific location</b>
Park Supervisor, Mark Cobb	Bille Park and shop, Aquatic Park, Paradise Lake, Moore Rd. Park, Crain Park
Recreation Supervisor, Jeff Dailey	Paradise Pool, Concow Pool, TARC

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to burglars.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for staff response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether staff have access to a telephone with an outside line.
- Whether staff have effective escape routes from the workplace.
- Whether staff have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes, security windows, and physical barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our parks and facilities.
- Staff skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of staff escape routes.
- Access to and freedom of movement within the workplace by non-staff, including recently discharged staff or persons with whom one of our staff is having a dispute.
- Frequency and severity of staff reports of threats of physical or verbal abuse by supervisors, or other staff.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering staff, all exposed staff will be removed from the situation except those necessary to correct the existing condition. Staff necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

## PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as staff, witnesses, and obtain law enforcement reports, if available.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the staff was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - Threat of physical force or threat of the use of a weapon or other object.
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical contact.
    - Animal attack.

- Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect staff from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **TRAINING AND INSTRUCTION**

All staff will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all staffs understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

The District will provide its staff with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the staffs' jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the District plan.

## **STAFF ACCESS TO THE WRITTEN WVPP**

The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to staff and representatives of Cal/OSHA at all times. This will be accomplished by providing a copy of the plan to all staff at each training. There is also a copy available for review at the front desk at TARC.

## RECORDKEEPING

The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

## STAFF ACCESS TO RECORDS

The following records shall be made available to staff and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## REVIEW AND REVISION OF THE WVPP

The District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the STAFF ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of staff in reviewing the plan's effectiveness:

- Review of the District's WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, and emergency response.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all staff. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

## EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), the District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an staff occurring in a place of employment or in connection with any employment.

I, Dan Efseaff, District Manager of Paradise Recreation and Park District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and well-being of our staff and believe that these policies and procedures will help us achieve that goal.

\_\_\_\_\_  
Dan Efseaff, District Manager

\_\_\_\_\_  
Date

DRAFT

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the staff who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Enter the date the incident occurred (Day, Month, Year)

Enter the time (or approximate time) that the incident occurred a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.





Where the incident occurred: Such as in the workplace, parking lot or other area outside the workplace, or other area.

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Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect staff from a continuing threat or from any other hazards identified as a result of the incident.

Include information on what the consequences of the incident were.

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- Were there any injuries? Yes or No. Please explain:

Indicate here if there were any injuries, if so, provide description of the injuries

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

\_\_\_\_\_  
Name of person completing this log

\_\_\_\_\_  
Job Title of person completing this log

\_\_\_\_\_  
Date of completion

\_\_\_\_\_  
Signature of person completing this log

<b>Status:</b>	Draft
<b>Date Approved:</b>	TBD
<b>History:</b>	First version of the PRPD Workplace Violence Prevention Plan
<b>Reviewed:</b>	6/27/2024

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