

ADOPT-A-PARK, TRAIL OR LANDSCAPE

Program & Policy

I. PURPOSE

This policy outlines the City of Oakley, California's Adopt-a-Park, Trail, or Landscape Program ("Program"). The program creates a framework under which residents, business, service clubs, churches, school clubs and other citizen groups ("Volunteer Organization") can contribute to the City by "adopting" a City park, landscaped area or trail, and agreeing to improve it through litter pick-up, weeding, graffiti removal, painting, plantings and other simple maintenance activities.

II. POLICY

1. An individual or group must apply to adopt a park, trail or landscape in the City of Oakley. The application is attached as Exhibit A.
2. A minimum one-year commitment is required, except in the first year of participation when all new agreements will be written through December 31 of that year. When an agreement expires, if acceptable to both parties, the volunteer organization or individual may renew the commitment for additional years.
3. Requests to adopt specific parks, trails or landscape are processed on a first-come, first-serve basis. If more than one organization or individual simultaneously requests the same location, a lottery will be held to select which organization or individual will adopt that location. The Public Works Director will make the final determination as to whether a group can participate and make final assignments.
4. When children participate, the Volunteer Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
5. The Volunteer Organization may elect to clean the designated location on a quarterly, bi-monthly, or monthly basis. Certain areas may require a monthly commitment.
6. The Volunteer Organization may elect to include maintenance (such as weeding or painting) as part of its commitment.

7. A representative from the Volunteer Organization must contact the Parks Division at 925-625-7037, (Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours prior to cleanup, so arrangements can be made to pickup debris.
8. The Volunteer Organization may keep any proceeds derived from recycling materials cleared from the park during cleanup.
9. Participation in the Program can be hazardous. Each volunteer is required to sign a waiver before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When children participate, the Volunteer Organization must have emergency contact information accessible at the site.
10. At the time an organization or individual adopts an area, the City of Oakley will provide the following:
 - Signage identifying the Volunteer Organization or individual(s)
 - Trash bags
 - Safety information (See Exhibit B)
11. All participants are required to read the safety information and conduct themselves in a safe manner at all times while participating in the program. In addition, each participant is required to wear gloves while working in the Volunteer Organization's location.
12. Program participants will not be allowed to operate City-owned, heavy equipment or specialized tools. If specialized tools and equipment are needed, then the City or its contractor will operate them.
13. Program participants must sign a Release Form to participate in the program (Exhibit C).
14. The contact person of the Volunteer Organization must sign an agreement between the City and the Organization which authorizes the participants to perform specified duties in accordance with terms and conditions which the City has set (Exhibit D).



ADOPT-A-PARK, TRAIL OR LANDSCAPE APPLICATION

EXHIBIT A

Organization	
Group Contact Person	
Title or Position	
Phone Number (Day)	()
Phone Number (evening)	()
Mailing Address	
Estimated Number Of Participants	
Preferred Adoption Location	
Tentative Starting Date	
Annual Number of Pickups (<i>Four, Six, or Twelve</i>)	
Anticipated Pickup Day	

STATEMENT OF AGREEMENT

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations (attached) as put forth by the City of Oakley in regard to the Adopt a Park, Trail or Landscape Program. I understand a City representative will contact me to finalize an agreement. In addition, I understand that the City will make the final determination as to whether a group can participate and the final adopt location.

Signature

Printed Name

Date

FOR OFFICE USE ONLY

Assigned Location				
Dates of Adoption	From		To	
Organization (as it will appear on the sign):				
New Signs:	Date Ordered			
Date Installed				



ADOPT-A-PARK, TRAIL OR LANDSCAPE

EXHIBIT B

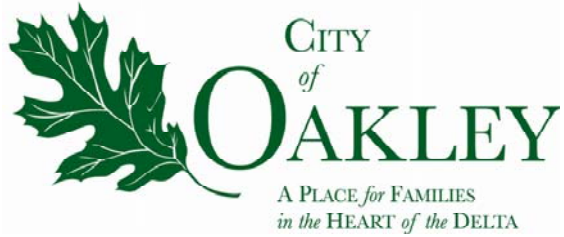
SAFETY RECOMMENDATIONS

SAFETY Do's:

- ✓ DO make sure that all participants are familiar with these safety recommendations.
 - ✓ DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
 - ✓ DO wear clothing which is appropriate for the work associated with the Program, such as long pants, shirts with long sleeves when possible, hard-soled protective shoes preferred, closed toed shoes at minimum, gloves, hats as needed, insect repellent recommended, and plenty of water for all attendees.
 - ✓ DO dress appropriately for the weather and take breaks on a regular basis.
 - ✓ DO work only when weather is fair and in the daylight.
 - ✓ DO bring a water bottle and wear sunscreen and sunglasses.
 - ✓ DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
 - ✓ DO watch and take precautions for:
 - Snakes, other animals and insects
 - Noxious weeds
 - Glass, barbed wire, pipes and debris with sharp or rusted edges
 - Unexpected holes or ditches
- DO be aware of traffic on adjacent roads and driveways.
- DO be aware of other users of the park, pedestrian, or bicyclists that may be in the area.

SAFETY Don'ts:

- DON'T step into a roadway for any reason.
- DON'T pick up litter or debris on a roadway surface or close to the edge of the road.
- DON'T park vehicles in "No Parking" areas.
- DON'T play around or do anything to distract passing drivers.
- DON'T bring pets to the cleanup site.
- DON'T leave children or pets in the car while participating in the program.



- DON'T pickup any materials which may be hazardous to your health (ex: chemical, firearms, hypodermic needles, etc.). Please notify the City if hazardous conditions exist (911 for emergencies or 625-8060 for non-emergencies).

***These recommendations are not all inclusive. Take all precautions necessary to avoid accidents, including having at least one (1) working cellular telephone at the work site and know emergency numbers.*



ADOPT-A-PARK, TRAIL OR LANDSCAPE

EXHIBIT C

VOLUNTEER RELEASE WAIVER AND HOLD HARMLESS

The City of Oakley Adopt-A-Park, Trail or Landscape Program (“Program”) is for volunteers who donate their time to help keep the City clean. Participants are advised that working adjacent to a City street or in a City park can be hazardous. Participants shall exercise proper care in performing litter collection activities. Participants must wear a safety hat, vest and gloves, and must wear appropriate protective clothing such as long pants and a long sleeve shirt, and thick-soled boots or shoes.

As a volunteer for the City of Oakley I agree to follow all of the rules outlined in the Program policy. I acknowledge that City personnel will provide direction and limited supervision regarding my duties as a volunteer. I will use all provided equipment appropriately and follow all safety practices.

I am aware that the work contemplated in the Program involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the privilege to participate in the Program, I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in the Program; and I further hold harmless the City of Oakley, its officials, employees and agents for any injury or damages which may occur to me while I am participating in the Program and I waive any right to bring claim or lawsuit against them for any such injury, damage or death. Furthermore, I agree to hold harmless, defend and indemnify the City of Oakley, its officials, employees and agents from any and all claims and lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the Program. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in the Program.

Signature of Participant

Printed Name

Date



**PARENT /GUARDIAN WAIVER
EXHIBIT C-1**

I certify that I am the parent or legal guardian of the participant above-named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's Adopt-A- Park Program I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the City of Oakley, its officials, employees and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the Adopt-A-Park Program.

Signature of Participant

Printed Name

Date

Signature of Parent/Guardian if participant is less than 18 years old:

Signature

Printed Name

Date



ADOPT-A-PARK, TRAIL OR LANDSCAPE AGREEMENT

EXHIBIT D

This Agreement is made and entered into between _____, hereinafter called the "Volunteer Organization," and the City of Oakley, hereinafter called the "City." Whereas City Council Resolution No. _____ authorizes the City to establish a City-wide Adopt-A-Park, Trail or Landscape Program; and whereas the Volunteer Organization wishes to contribute toward the effort to maintain these public areas.

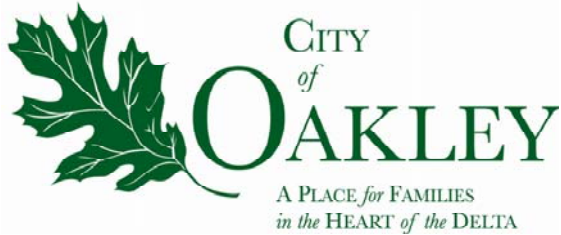
The City does hereby authorize the Volunteer Organization permission to participate in the Adopt-A-Park, Trail or Landscape program by engaging at the following location:

Volunteer Organization will perform the following maintenance activities at this location:

in accordance with the following terms and conditions:

The Volunteer Organization does hereby agree:

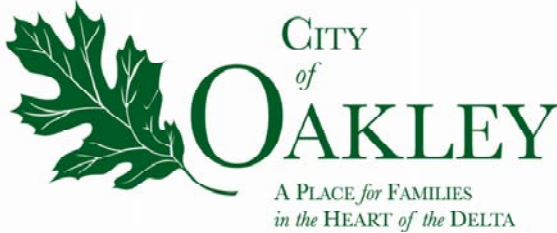
1. To comply with all requirements outlined in the City of Oakley Adopt-A-Park, Trail or Landscape Program as outlined in the attached Exhibit A.
2. To a one-year commitment (except in the first year of participation when all new agreements will be written through December 31 of that year).
3. When children participate, the Adopting Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
4. To contact the Parks Division at 925-625-7037, (Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours prior to cleanup, so arrangements can be made to pickup debris.
5. To require all participants to read the safety information (Exhibit B) and conduct themselves in a safe manner at all times while participating in the program.
6. To conduct cleanup activities in a safe manner and comply with any conditions as may be required by the City for the safety of the participants. Safety of the participants is the number one priority of the program.
7. To have all participants wear the safety hat, vest and gloves during cleanup activities



8. Participants shall be at least 16 years old for any projects along side roadways, or at least 14 years old for Adopt-A-Park projects (not alongside roadways). The Volunteer Organization shall furnish supervision by one or more adults for every five (5) minors (less than 18 years old) participating in the cleanup activity.
9. To require all Program participants to sign a Release Form to participate in the program (Exhibit C).
10. To assign a leader to the cleanup crew. The crew leader shall have a copy of this agreement with him or her during the cleanup.
11. To pick up litter and perform other maintenance tasks no less than _____ times per _____. Additional cleanups should be done as necessary to maintain a neat appearance. Recommended cleanup interval is _____ (depends on area).
12. To obtain any supplies and materials from the City during regular business hours.
13. To place filled trash bags and materials on the street shoulder for disposal by the City.
14. To call 911 (Police/Fire Emergency) in the event of any emergency during the cleanup. Participants who find anything that is hazardous or suspected to be hazardous will not touch it, but will flag the item for disposal by the proper authorities.
15. The crew leader will report any injuries incurred by participants during cleanup activities to the City's Park Supervisor within 24 hours of the injury. Notification will be provided on Incident/Accident Report Form furnished by the City.
16. To return to the City within two (2) working days any materials furnished by the City.
17. To assume all risks in connection with the Volunteer Organization's participation in this program and further holds harmless the City of Oakley, its officials, employees and agents for any injury or damages which may occur while participating in this program.
18. To provide proof of insurance acceptable to the City.

The City agrees to:

1. Furnish and install an Adopt-A-Park, Trail or Landscape sign with the Volunteer Organization name or acronym. The sign will be installed at one end of the section of street or in the park for which the Volunteer Organization is responsible.
2. Remove the filled trash bags from the street shoulder.
3. Assist the Volunteer Organization in cleaning up the litter if necessary, (i.e., when large, heavy or dangerous items are found.)



4. Provide the Volunteer Organization materials as necessary to enable the participants to perform their donated services.
5. Provide the Volunteer Organization with traffic control equipment, if required, which may consist of an advance warning sign.

The City recommends the Volunteer Organization have a first aid kit available at the cleanup site and at least one person with a valid first aid card be present during cleanup activities. The City also recommends the Volunteer Organization have a cellular phone or radio at the clean-up site. Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Volunteer Organization. Profits from the sale of recyclable items shall belong to the Volunteer Organization.

The City may suspend this agreement temporarily because of construction in the assigned area. After the construction is complete the Volunteer Organization will be notified and the agreement restored. The term of this agreement shall begin on the date of execution indicated below and shall end on the date of termination unless terminated by the City or the Volunteer Organization on 30-day written notice.

Upon termination of this agreement the Adopt-A-Park, Trail or Landscape sign will be removed and remain the property of the City.

CITY OF OAKLEY

VOLUNTEER ORGANIZATION

Signature

Signature

Printed Name and Title

Printed Name and Title

Date: _____

Date: _____