

RESOLUTION NO. 1209

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ESTABLISHING A NEW ADOPT-A-PARK PROGRAM

WHEREAS, the City of Gig Harbor owns and maintains various parks and trails for the use and enjoyment of its residents and visitors; and

WHEREAS, the City Council desires to provide volunteer opportunities for local citizens to participate in the care and maintenance of the City's parks and trails; and

WHEREAS, an Adopt-a-Park program is a model for volunteer participation that has been used successfully in many other communities; and

WHEREAS, an Adopt-a-Park program will increase civic involvement and participation, pride in the community, and sense of stewardship in helping to care for the City's parks and trails; and

WHEREAS, an Adopt-a-Park program will also help improve and beautify the City's parks and trails for the benefit of all park visitors; and

WHEREAS, the City Council adopted the 2021 budget allocation of \$5,000 to establish an Adopt-A-Park Program to cover the cost of advertising and the purchase and installation of signs; and

WHEREAS, the City Council adopted the 2021 Parks Commission Work Plan, with a high priority to direct the Parks Commission to create an Adopt-A-Park Program; and

WHEREAS, pursuant to GHMC § 2.50.010 the Parks Commission is to advise the Mayor and City Council on park and recreation facilities, open space acquisition and development, maintenance and operation of parks and recreation public facilities, operations of parks and recreation programs, and other matters as directed by Council; and

WHEREAS, pursuant to GHMC § 2.50.050.C. the Commission may recommend to the City Council regarding planning, promotion, acquisition, construction, and development of public recreational facilities and recreational programs; and

WHEREAS, City staff have prepared an Adopt-a-Park Program inclusive of policies, procedures, releases, and waivers as necessary to implement the program; and

WHEREAS, the City of Gig Harbor Parks Commission recommended approval of the Adopt-a-Park Program at its May 5, 2021 meeting; and

NOW THEREFORE, the City Council of the City of Gig Harbor, Washington, resolves as follows:

Section 1. The City Council establishes the Adopt-a-Park Program as described in Exhibits A-F attached hereto, to accommodate and promote volunteer participation in conserving and maintaining City parks, trails, and recreational facilities.

Agreement. This Adopt-A-Park Program shall be administered according to the administrative rules adopted by the City and attached to this Resolution as Exhibit 'A' and entitled: "City of Gig Harbor Adopt-A-Park Program and Agreement."

Application. The Adopt-A-Park Program Application is hereby attached as Exhibit 'B'.

Sign Specifications. The Adopt-A-Park Program Sign Specifications are hereby attached as Exhibit 'C'.

Statistical Record – Participant Roster. The Adopt-A-Park Program Statistical Record – Participant Roster is hereby attached as Exhibit 'D'.


Minor Release. The Adopt-A-Park Program Minor Release Form is hereby attached as Exhibit 'E'.

Registration Form. The Adopt-A-Park Program Registration Form is hereby attached as Exhibit 'F'.

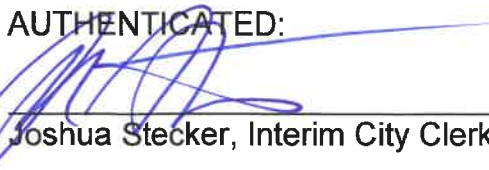
Section 2. City staff are authorized to administer the Adopt-a-Park Program, including processing applications, providing initial orientation to volunteers, collecting volunteer time logs and inspection reports, and conducting any follow-up coordination with volunteers as necessary.

Section 3. This Resolution takes effect on its adoption.

PASSED by the City Council this 14th day of June, 2021.



Kit Kuhn, Mayor

AUTHENTICATED:


Joshua Stecker, Interim City Clerk



CITY OF GIG HARBOR ADOPT-A-PARK PROGRAM

I. Introduction

A. Purpose

The purpose of the Adopt-A-Park program is to provide guidance for the administration of the Adopt-A-Park program on public parks managed by the City of Gig Harbor.

B. Definitions

1. **Adopt-A-Park program:** A City-wide opportunity whereby volunteer organizations (i.e., organizations which volunteer) may contribute to the maintenance and upkeep of Gig Harbor's parks by adopting a City park or section of a park and providing regular maintenance, litter control and projects of mutual interest.
2. **Adopt-A-Park sign:** A sign at each park section referring to the City's Adopt-A-Park program and identifying the volunteer organization responsible for that site.
3. **Adopt-A-Park application:** A document to be completed by a volunteer organization to apply for the Adopt-A-Park program.
4. **Adopt-A-Park agreement:** A contract agreement between Gig Harbor and a volunteer organization participating in the Adopt-A-Park program that delineates the responsibilities of both parties.
5. **Volunteer Organization:** Any organization empowered by law to enter into contractual agreements which permit volunteers to participate in the Adopt-A-Park program.

II. Policy

The City of Gig Harbor shall work in partnership with citizen volunteers to reduce maintenance costs and to build civic pride in Gig Harbor's system of parks.

III. Responsibilities

A. Program Manager - City Administrator or Designee

The responsibilities of the Program Manager are as follows:



1. Establish and maintain standard procedures to provide uniform implementation of the City's Adopt-A-Park Program.
2. Provide, maintain, and update a standardized application form, registration form, and contractual agreement form for implementation of the Adopt-A-Park program.
3. Approve all material, information packets, signs, logos, and any other items or materials used to implement and promote the city-wide Adopt-A-Park program.
4. Maintain a master record of all Adopt-A-Park applications and agreements executed City-wide.
5. Appoint a Program Coordinator to coordinate and facilitate the Adopt-A-Park program.

B. Program Coordinator

The responsibilities of the Program Coordinator are as follows:

1. Coordinate and facilitate the Gig Harbor Adopt-A-Park program.
2. Assign volunteer organizations a City park or section of a park for which to develop a regular maintenance and litter removal schedule.
3. Submit copy of Participant Roster to Payroll & Benefits Administrator for L&I purposes. Maintain records of any injuries and incidents that may occur during participation in the program.
4. Submit a copy of executed Adopt-A-Park agreements to the Program Manager.
5. Contact each participating volunteer organization annually to express appreciation for their participation, remind them of their responsibilities, and inquire if they plan to renew at the end of the current agreement period. Sections of City parks assigned to volunteer organizations should be monitored periodically to ensure that the degree of maintenance is in compliance with the Adopt-A-Park agreement.

C. Public Works Director

1. Have erected and maintained Adopt-A-Park signs with the name and/or acronym of volunteer organizations at the assigned areas.



2. Provide safety information and training aids to the volunteer organizations for use in their in-house training or their participants.
3. Furnish trash bags to the volunteer organization.
4. Pick up brush piles and other refuse assembled by the volunteer organization.

D. Volunteer Organization

The responsibilities of each volunteer organization are as follows:

1. Name a designated volunteer organization representative.
2. Provide training for all participants using the safety information and training aides provided by the Program Coordinator.
3. Provide vests for all participants and any other appropriate materials and equipment deemed necessary.
4. Provide all hand tools, which may include clippers, rakes, axes, hand sickles, brush saws, shovels, wheelbarrows, pruners, grub hoes, brooms and other appropriate tools.
5. Provide City-approved materials and supplies.
6. Work in conjunction with the Parks Commission in planning the annual Parks Appreciation Day event cleanup, maintenance, and projects for assigned park and provide volunteers if available.

IV. Rules

Any organization which volunteers may be authorized to participate in the Adopt-A-Park program by providing regular maintenance, litter control and projects of mutual interest of City parks in accordance with the terms prescribed on an Adopt-A-Park agreement, subject to the following rules:

A. A volunteer organization shall not be eligible whose name:

1. Endorses or opposes a particular candidate for public office.
2. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation.
3. Includes a reference to a political party.



- B. Volunteer organizations that have not complied with a previous Adopt-A-Park agreement shall not be eligible for a period of three years following the termination date of the previous agreement.
- C. Volunteer organizations shall initially be assigned to a park or section of a park on a lottery basis, with a first-come, first-served waitlist being established if duplicate requests are received.
- D. Volunteer organizations shall be assigned a park for a minimum of two years. Agreement can be terminated by either party with or without cause upon 30 days prior notice.
- E. Each volunteer organization participating in the Adopt-A-Park program shall have a designated representative.
- F. Written parental consent shall be submitted to the City of Gig Harbor for all minors (under 18 years of age) prior to participating in the Adopt-A-Park program.
- G. During regular maintenance there shall be at least one adult supervisor present from the organization for every eight minors.
- H. Volunteer organizations may not conduct maintenance activities without having a fully executed Adopt-A-Park agreement.
- V. Appendices:
 - A. "Adopt-A-Park Agreement"
 - B. "Adopt-A-Park Application"
 - C. "Adopt-A-Park Sign Specifications"
 - D. "Adopt-A-Park Statistical Record - Participant Roster"
 - E. "Adopt-A-Park Minor Release Form"
 - F. "Adopt-A-Park Registration Form"



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM AGREEMENT**

This Agreement is made and entered into this day and between the City of Gig Harbor, a municipal subdivision of the State of Washington, herein know as the "City" and

_____, a volunteer organization herein known as the "Grantee."

Whereas, the City has the authority to establish a city-wide Adopt-A-Park Program; and

Whereas the Grantee wishes to contribute toward the effort to provide upkeep of Gig Harbor's parks by adopting a City park or section of a park specified herein;

Now, therefore, the City does hereby authorize the Grantee to participate in the Adopt-A-Park Program by providing regular maintenance, litter control and projects of mutual interest within the assigned section of City park designated below, in accordance with the following terms and conditions:

A. The Grantee does hereby agree:

1. To conduct cleanup activities in a safe manner and under any conditions as may be required by the City for the safety of the participants. Safety of participants is the number one priority of the program and the volunteer organization agrees to take full responsibility for the safety of each of its participants.
2. To assign a leader to each cleanup crew and that crew leader shall have a copy of this agreement with him/her during the cleanup activity.
3. Schedule work parties according to the recommended frequency assigned to their specific park. Additional clean ups should be done as necessary to maintain a neat appearance.
4. Work in conjunction with the Parks Commission in planning the annual Parks Appreciation Day event cleanup, maintenance, and projects for assigned park and provide volunteers if available.
5. To furnish and require all participants wear safety vest during cleanup activities.
6. The Grantee shall furnish supervision by one or more adults for every eight (8) minors participating in the cleanup activity.
7. To conduct a yearly safety training session for volunteers utilizing materials and training aids provided by the City prior to participating in a park cleanup.
8. To obtain supplies and materials from the City during regular business hours at the address shown in this agreement.



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM AGREEMENT**

9. To place filled trash bags at a designated location for pickup and disposal by the City and notify the City at the time of cleanup to coordinate the pickup time and locations.
10. To notify the City immediately in the event of any emergency in a City park. Participants who find anything that is hazardous or suspected to be hazardous shall not touch but take appropriate precautions and leave it for disposal by the proper authorities. Participants shall also not pick up syringes, hypodermic needles, and exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged and the City notified as soon as possible to arrange for proper disposal.
11. Clean ups shall not be scheduled during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
12. To provide the City with a roster of individual participants in the cleanup within seven (7) calendar days following the cleanup activity.
13. To report any injuries incurred by participants during cleanup activities to the City within two (2) working days of the injury. Notification shall include:
 - Name of injured person
 - Nature of injury
 - Date and time of injury
 - How the injury occurred
14. Furnish to the City an "Adopt-A-Park" Registration Form for each participant taking part in park maintenance activities.
15. It is recommended the Grantee have a first aid kit available at the clean up site, and at least one person with a valid First Aid Card be present during clean up activities.

B. The City does hereby agree to:

1. Designate a program administrator to act as contact person for this agreement.
2. Furnish and install Adopt-A-Park sign with the Grantee name or acronym displayed within the assigned area.
3. Furnish the Grantee with trash bags.
4. Remove the filled trash bags from Park upon notification by Grantee.



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM AGREEMENT**

5. Assist the Grantee, in cleaning up litter if necessary (i.e., when large, heavy, or hazardous items are found).
6. Provide safety materials and training aids to the Grantee's representative for use by Grantee in training participants.
7. Furnish vests for all participants, and other equipment deemed necessary.

C. General Conditions:

1. Recycling is an accepted and encouraged activity. Recyclable items collected by participant may be removed from the site at the option of the Grantee. Profits from the sale of recyclable items shall belong to the Grantee.
2. The City may suspend this agreement temporarily because of future construction that will take place within the limits of the assigned area. Once these activities have been completed, the Grantee will be notified and the agreement restored.
3. The term of this agreement shall commence on the date the agreement has been executed by the duly authorized representatives of both parties. Volunteer organizations shall be assigned a park for a minimum of two years. Either party may terminate this Agreement with or without cause by providing the other party with 30 days prior written notice. Upon termination of this agreement the Adopt-a-Park sign shall be removed and remain the property of the Department.

D. Assigned Park or Park Section:

Park Name: _____

Section From _____ to _____



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM AGREEMENT**

City of Gig Harbor
Adopt-A-Park Program
3510 Grandview Street
Gig Harbor, WA 98335
Telephone: (253) 851-8136

Name of Volunteer Organization

Address

City, State, Zip Code

Mayor

Signature of Organization Representative

Date of Execution

Name of Organization Representative (print)

Date of Termination

Home Address

City, State, Zip Code

Phone



CITY OF GIG HARBOR ADOPT-A-PARK PROGRAM APPLICATION

Objectives of the program:

The Adopt-a-Park Program is a combined effort between the City of Gig Harbor and volunteers. Individuals, families, and organizations can be responsible for a defined portion or area of a specific park.

The City of Gig Harbor has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance.

Volunteer Responsibilities:

The level of required maintenance varies with each park, the organization's capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Picking up litter and debris
- Trimming of trees and brush
- Spreading of wood chips
- Resurface trails/paths
- Weeding planter areas
- Minor trail maintenance
- Invasive removal, with approval
- Checking for damage and reporting any unusual/suspicious items to staff

Volunteers Agree to:

- Complete and return the Adopt-a-Park Volunteer Application stating park preferences.
- Complete and return the following program documents once a park has been assigned: Agreement (signed by Organization representative), Registration Form (signed by all volunteers), Minor Release (signed by parent/guardian)
- Commit to assigned park for a minimum of two years. Agreement can be terminated by either party with or without cause upon 30 days prior notice.
- Schedule work parties according to the recommended frequency assigned to their specific park. Additional clean ups should be done as necessary to maintain a neat appearance.
- Work in conjunction with the Parks Commission in planning the annual Parks Appreciation Day event cleanup, maintenance, and projects for assigned park and provide volunteers if available.
- Not schedule clean ups during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
- Stay within the boundaries of the park being maintained and be courteous to park users.
- Furnish and require all participants wear safety vest during cleanup activities.
- Conduct a yearly safety training session for volunteers utilizing materials and training aids provided by the City prior to participating in a park cleanup.
- Provide adequate supervision to participants under eighteen years of age.
- Pick up needed supplies from staff during business hours.
- Place filled trash bags at prearranged locations determined by staff.
- Return borrowed or unused supplies to staff.
- Report vandalism or unsafe conditions.
- To report any injuries incurred by participants during cleanup activities to the City within two (2) working days of the injury.
- Return completed Participant Roster with documentation of volunteer hours within (7) seven calendar days after scheduled work party.



CITY OF GIG HARBOR ADOPT-A-PARK PROGRAM APPLICATION

City of Gig Harbor will:

- Designate a program administrator to act as contact person for this agreement.
- Furnish and install Adopt-A-Park signs with the organization's name displayed within the assigned area.
- Provide trash bags as needed.
- Arrange to remove large, heavy or hazardous materials as needed.
- Arrange to remove filled trash bags and debris from the adopted park.
- Provide safety materials and training aids to the group's representative for use in training participants.
- Furnish vests for all participants, and other equipment deemed necessary.



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM APPLICATION**

Group Name _____
Email address _____
Mailing Address _____ City _____ Zip _____
Crew Leader _____ Phone _____
Second Contact _____ Phone _____
of Participants _____ # of participants under age 18 _____

Requested park property choice, in order of preference:

- 1) _____
- 2) _____
- 3) _____

THE ISSUED IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. This document grants the volunteer those rights specifically stated and no other.
2. The volunteer shall hold harmless the City of Gig Harbor, and agents thereof, against any and all claims arising from operations covered.
3. *Assignments will initially be made on a (first-come, first served basis or lottery if duplicate park requests are received).*
4. All workdays are to be scheduled with appropriate staff to insure availability of needed safety equipment and the availability of needed resources.
5. All volunteers need to conduct the necessary duties stated in the Adopt-a-Park Program. Crew leader and or group contact person(s) must be identified above.
6. Volunteer groups shall consist of at least (1) person who is 18 years of age or older.
7. Participants must hold a safety meeting once a year, conducted by the adopting group with provided safety tips used as a guideline.
8. All trash must be placed in bags. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup.
9. The City of Gig Harbor will supply the signs recognizing the group and or individual participation in the program.
10. At no time shall volunteers be allowed to operate heavy-equipment, power tools or other hazardous equipment or work in a hazardous area.

Applicant agrees to all conditions of the application. _____ / ____ / ____
Signature Date

Staff Use Only

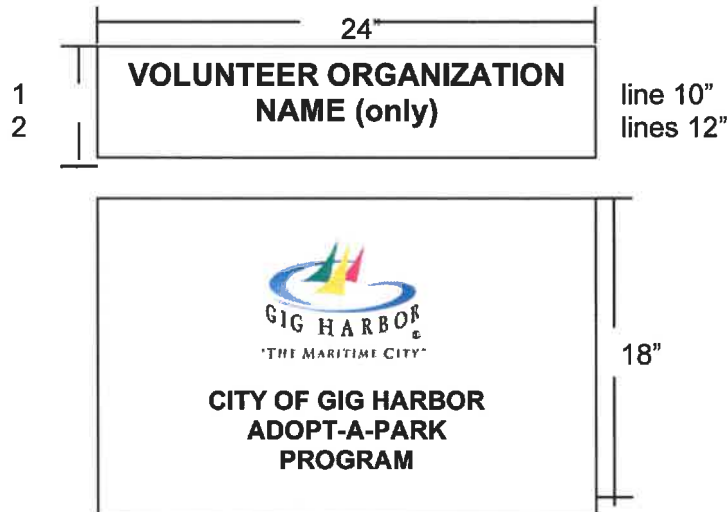
Approved – Approved by: _____ Date Approved _____

Rejected – Rejected by: _____ Reason: _____

Start Date _____ Assigned area _____ Expiration: _____

Contact: City of Gig Harbor, Adopt-A-Park Program
3510 Grandview Street, Gig Harbor, WA 98335
(253) 853-8136

**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM
SIGN SPECIFICATIONS**



SPECIFICATIONS:

1. Signs shall be reflectorized and have white letters on blue background with a ½ inch border.
2. Letters shall be 3-inch Series C, logo shall be the City of Gig Harbor's official logo.
3. The volunteer organization name shall not be displayed more predominantly than the remainder of the sign message. No trademarks, organization or business logos may be displayed.
4. Volunteer organization identification sign shall be one line unless two lines are required for a complete group name.
5. The sign shall be placed near the entrance to the assigned park or next to the assigned park section.



**CITY OF GIG HARBOR
ADOPT-A-PARK STATISTICAL RECORD
PARTICIPANT ROSTER**

Name of Organization				
Name of Group Leader				
Assigned Park:				
Date	Participant Name	Hours Worked		
		From	To	Total
Number of litter bags collected		Notes:		

Return completed list within seven (7) calendar days after each park cleanup to:

City of Gig Harbor
 Adopt-A-Park Program
 3510 Grandview Street
 Gig Harbor, WA 98335
 Phone: (253) 851-8136

C: Linda Gratzer, Payroll & Benefits Administrator



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM
MINOR RELEASE FORM**

Name of Volunteer Organization

Name of Volunteer

Daytime Phone

As the parent/guardian of _____, a minor child, I agree and consent to allow my child to participate in the City's Adopt-a-Park program. I understand that my child's participation would involve providing park maintenance activities. I further acknowledge that as a condition of my child's participation in the program, his/her volunteer organization must provide at least one adult supervisor participant for every eight minor participants.

I understand that my child's participation in the City's Adopt-a-Park program is entirely at my own and my child's risk, and that the City specifically does not agree to defend, indemnify or hold me (or my child) harmless for any and all claims, costs, judgments, awards, attorney's fees or liabilities arising from injury, death or property damage of which my (or my child's) negligent acts or omissions or the negligent acts or omissions of any third party are the proximate cause. In the event of liability for damages arising out of bodily injury, death or property damage caused by or resulting from the City's negligence or the concurrent negligence of the City and another party, the City's liability shall only be to the extent of the City's negligence.

Date: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Telephone: _____

Signature of Parent/Guardian



**CITY OF GIG HARBOR
ADOPT-A-PARK PROGRAM
REGISTRATION FORM**

Name of Volunteer Organization: _____

Name of Volunteer Organization Representative: _____

Mailing Address: _____

List the City Park that you are adopting: _____

WARNING! – PLEASE READ CAREFULLY

Participants in the City of Gig Harbor Adopt-A-Park Program are advised that working in a City park may be a dangerous activity, with risks of serious injury or even death. Each participant is further advised that the risk of harm is present even if all safety precautions are followed.

Each participant shall exercise due care in performing park maintenance activities. Participants must receive safety training provided by the Grantee Organization utilizing materials and training aids furnished by the City prior to participating in any cleanup or maintenance activities. Participants shall wear a vest furnished by the Organization and appropriate protective clothing during cleanup activities.

PARTICIPANTS ARE AGAIN ADVISED THAT THE SAFETY PRECAUTIONS DESCRIBED ABOVE DO NOT GUARANTEE THEIR SAFETY WHILE A PARTICIPANT IN THIS PROGRAM.

By signature below I acknowledge that I have read this form completely, and I understand the responsibilities, the hazards and the privileges of participation in the Adopt-A-Park Program. My participation in this program is voluntary, and I agree to accept the risks connected with this activity, and further agree on behalf of myself, my heirs and assigns to hold harmless the City of Gig Harbor and its employees from liability for damages, including injury or death resulting from participation in this program.

Signature of Participant or Signature of Parent/Guardian <i>(if participant is under the age of 18 years)</i>		
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:
Print Name:	Signature:	Date:

