

CITY OF EUREKA

Category: PUBLIC SERVICES

POLICIES & PROCEDURES

Subject: ADOPT A PARK PROGRAM

Date Adopted: November 6, 2001

File Number 6.80

POLICY OBJECTIVE

The Adopt-A-Park Program is an effort to improve the appearance of our parks and public places in Eureka, involve and educate citizens of the problems of litter and encourage recycling.

ASSIGNED RESPONSIBILITY

Under the direction of the Director of Public Works, the Parks Superintendent will administer this policy. It is the assigned responsibility of all City employees to follow and abide by this policy when applicable.

APPLICABILITY

Adopt-A-Park assignments shall be at the discretion of the department and shall be assigned when determined that it is in the best interest of the City. Revocation or cancellation of Adopt-A-Park assignments may be made by the City at any time when the City, in its discretion, determines that such assignments are no longer in the city's best interest.

VOLUNTEER RESPONSIBILITIES

1. Clean up the assigned park or public area a minimum of once a month for a period of one (1) year.
2. Notify the City Parks Department at 441-4225 one (1) week before the clean up of the area.
3. Provide supervision of clean-up activity by at least one (1) adult (over age 18).
4. Encourage using the buddy system or a minimum of two (2) people working together.
5. Clean up to be completed during daylight hours.
6. Place filled trash bags in designated area for the Parks Department to pick up.
7. Be polite and courteous to other park users. If a citizen approaches with a problem or concern ask them to call the City of Eureka Parks Department at 441-4225.
8. Obey all park regulations and report problems, such as vandalism, unsafe conditions, and concerns to Parks staff.
9. Acknowledge potential hazards and assume risk of injury from natural or hazardous materials.

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10. If a park site has playground equipment and a problem is noticed, please use the attached inspection sheet to note problem. Be sure to return the form to the Parks Department.
11. Due to insurance concerns, volunteers will not operate any large motorized equipment. In that the work is outside, performing landscape maintenance tasks, proper clothing is essential for your protection against cuts, scrapes and sunburn.

CITY OF EUREKA PARKS DEPARTMENT RESPONSIBILITIES:

1. There shall be an orientation that includes safety training, equipment use and care and expectations by the Park Superintendent.
2. The Parks Department will match parks or public areas with group interests.
3. Provide trash bags (if requested) and approve disposal locations for groups. Recycling efforts are encouraged.
4. Remove filled trash bags in a timely manner
5. Publicize and recognize groups participating in the Adopt-A Park Program.
6. Provide small hand tools, safety equipment and small-motorized equipment.
7. Provide on-call employee to assist the group with any concerns.

IN-KIND DONATIONS:

There are many ways to participate in the Adopt-A-Park Program. Examples include in-kind donations of materials, equipment, and labor. Donations can be made for general use or may be dedicated to a specific area or facility. For the in-kind donations of:

- \$100-\$500 the individual/organization will become a "Bronze Leaf".
- \$500-\$1,000 the individual/organization will become a "Silver Leaf".
- \$1,000-Over the individual/organization will become a "Gold Leaf".