



City of Warrenton

ADOPT A TRAIL / ADOPT A PARK POLICY

Parks and Trails Volunteer Program



The Parks and Trails Volunteer Program was initiated to accommodate requests by citizens, groups and organizations that demonstrated interest in providing volunteer services to assist in the care of the City's parks and trails system. This report details the required steps to adopt a park and/or trail, outlines criteria for activities for volunteers, and contains safety and training materials for volunteers

PARKS AND TRAILS PARTNERSHIP AGREEMENT

ADOPT A TRAIL / ADOPT A PARK POLICY

This agreement is made between the City of Warrenton, Oregon (hereinafter referred to as “CITY”), and the _____ (hereinafter referred to as the “GROUP”). In consideration of the mutual obligations and benefits set forth in this AGREEMENT, the parties mutually agree as follows:

TERMS AND CONDITIONS

A. _____ shall:
(GROUP name)

- Attend an organizational meeting with the CITY to develop the Addendum A including the Scope of Work.
- Organize and coordinate volunteers to complete tasks that augment the routine maintenance activities completed by parks staff as outlined in Addendum A.
- Identify two volunteers from the GROUP who will be responsible for organizing GROUP activities and special projects at the identified park.
- Provide and keep an updated list of volunteers to be provided to the CITY for volunteer tracking and liability coverage. No volunteer may work in the park until they are duly registered. An adult who is over the age of 18 must accompany all persons between the ages of 11 and 18. One adult must be present for every five youth. A parent must accompany anyone under the age of eleven.
- Record and report volunteer hours on the Volunteer Tracking Form, at the end of the month in which activities occur. The CITY will provide the volunteer tracking form that will be used to track the number of volunteers and a monthly total of each volunteer's hours worked in the month or after each event.
- Volunteers will provide their own tools or check-out basic tools from the CITY. All tools must have prior approval by the CITY before use or check-out. This can usually be accomplished by a phone call to the Maintenance Supervisor or Manager describing the equipment to be used or borrowed.
- Conduct volunteer work in the park or on the trail during the hours of 8:00 a.m. to dusk.
- Take care not to interfere with park and/or trail users.
- Inform the CITY of any unsafe conditions immediately.
- Inform the CITY of any illegal activity immediately.
- Require at least one GROUP volunteer coordinator attend semi-annual inspections of the park with CITY maintenance staff.
- Abide by all applicable regulations, laws and ordinances of the CITY, the State of Oregon, Oregon OSHA, and any Federal Agency in fulfillment of its obligations under this agreement.
- The GROUP hereby releases the CITY, its agents, and employees from any liability from damages or injuries resulting from its participation in the Parks and Trails Volunteer program. The Group furthermore agrees to indemnify and hold the City harmless for any injuries or damages resulting from or related to its participation in the Parks and Trails Volunteer program.

B. The CITY hereby agrees to:

- Perform turf maintenance as per schedule.
- Repair/replace property damaged due to vandalism.
- Provide training for volunteer coordinators that include acceptable methods used to perform the specified tasks.
- Provide a Parks Volunteer Information Packet that includes the required volunteer forms.

- Conduct joint semi-annual park and/or trail inspections.
- Assist volunteer coordinators in the development of grant applications.
- Within budgetary restraints provide support for special projects.
- Provide a sign in recognition of the Adopt A Trail and/or Park Group.
- Supply the GROUP with a sharps container.
- Assist the GROUPS with graffiti removal.

C. GENERAL PROVISIONS

- The GROUP shall perform activities agreed upon in Addendum A. If, in the sole judgment of the CITY it is found that the GROUP is not meeting the terms and conditions of this agreement, upon notice the CITY may terminate the Parks and Trails Partnership agreement. The CITY reserves the right to modify or cancel the Park and Trails Partnership Agreement or program at any time.
- Within budgetary restraints the CITY may provide some or all required maintenance materials or services. These items or services must be pre-approved by the Public Works Director.
- All Adopt-A-Park activities and planning actions shall comply with the current Trails Master Plan
- This agreement is not intended to provide additional Parks and Trails services during budget cuts that result in layoffs.
- This agreement must be renewed annually. The agreement shall be in effect beginning, _____ 20__.

D. Contacts / Communications.

All notices and communications regarding this AGREEMENT shall be made through the following persons:

CITY: Robert Maxfield, City Manager

Work # 503-861-2233

VOLUNTEER GROUP: _____ Contact Phone # _____

Address: _____

APPROVED:

GROUP Volunteer Coordinators

By: _____ Date: _____

Name: _____

By: _____ Date: _____

Name: _____

By: _____ Date: _____

Name: _____

CITY:

By: _____ Date: _____

City Manager

By: _____ Date: _____

Director of Public Works

ADDENDUM FORMS FOR EACH PARK AND/OR TRAIL

Scope of work form:

The forms included in this document are to be used as the checklist of possible volunteer duties during a group's involvement with the Adopt-A-Park / Adopt-A-Trail Program. The forms will be filled out during a scheduled organizational meeting with the interested group. At the meeting additions and alterations to the Scope of Work can be discussed and the proposed changes made and presented to the Parks Committee.

Please note the addendum A is provided to assist groups in determining what types of work they would like to volunteer for. Please feel free to choose one or many of the tasks and/or add your own. Examples of tasks include; developing a master plan for a park or trail, taking care of one flowerbed, painting curb-stops and any other items you have an interest in. Please note that this is not a list of mandatory tasks, it is only a tool meant to assist you in choosing what best fits you and/or your groups needs.



Airport Dike Trail

ADDENDUM A*

Parks and Trails Volunteer Program

Group or individual name (As should appear on sign)

Trail Segment and/or Park Name

SCOPE OF WORK For 20_____

(Check all that apply)

☐ ***Adopt-A-Trail***

☐ ***Adopt-A-Park***

GENERAL

- ☐ Pick up litter (ie: weekly, monthly, ect) _____
- ☐ Police all areas for vandalism and report each incident to City personnel
- ☐ Notify Public Works staff of any observed malfunctions of the water system
- ☐ Notify Public Works staff of any observed malfunctions of the lighting system
- ☐ Sweep sidewalks and pathways (ie: monthly, bi-yearly) _____

TRAIL/ PARK MAINTENANCE

- ☐ Plan new trail segment from _____ to _____
- ☐ Develop new trail segment from _____ to _____
- ☐ Build new trail segment from _____ to _____
- ☐ Daily investigate and correct reported or noted maintenance concerns provided by trail or park users.
- ☐ Weekly volunteers patrol each trail segment or park and report/address maintenance issues.
- ☐ Each Spring and Fall trim vegetation as necessary.
- ☐ Each Spring and Fall mow trail shoulders as needed
- ☐ Each Spring and Fall (trail) check culverts.
- ☐ Each Spring and Fall inspect all trail structures or park structures for deficiencies.
- ☐ Each Spring and Fall inspect signing and repair as needed.
- ☐ Inspect all trail structures or park structures for deficiencies. (ie: weekly, monthly, ect) _____
- ☐ Complete trail condition assessment inspections using assessment forms.

OTHER

APPROVED:

GROUP Volunteer Coordinators

CITY:

By: _____ Date: _____ By: _____ Date: _____
Name City Manager

By: _____ Date: _____ By: _____ Date: _____
Name Director of Public Works

By: _____ Date: _____
Name:

***The addendum A is provided to assist groups in determining what types of work they would like to volunteer for. Please feel free to list only the volunteer work you already do or choose any of the tasks and/or add your own. Please note that this is not a list of mandatory tasks, it is only a tool meant to assist you in choosing what best fits you and/or your groups needs.**



Adopt-A-Park & Adopt-A-Trail Safety Recommendations

General Safety Recommendations

1. Dress appropriately for the weather, wear light or bright colored clothing that is easily seen, hard-soled shoes and sturdy work gloves
2. Bring a hat and sunblock for sunny days.
3. Pace yourself. Be sure to take breaks and drink liquids.
4. If at any time you feel your personal safety or that of another is at risk, call 911.
5. Make sure that all park stewards or volunteers in your organization are aware of these safety precautions.
6. Lift objects with your legs not your back.
7. Contact City Public Works Staff immediately when you notice any safety hazard, such as broken playground equipment.
8. Volunteers are not allowed to drink alcoholic beverages during or directly before performing work in the City Parks or Trails.
9. Watch for sharps (hypodermic needles) which may be lying in plain sight, hidden in tall grass or in bags.
10. Do not squash bags in your hand when picking them up, stomp on them or sling them over your shoulder they could contain sharp items.
11. Maintain good hygiene by not placing hands around your eyes or mouth and washing hands at least twice especially before breaks if you are going to eat or drink something.
12. Do not touch any material or container that appears suspicious:

<u>PLEASE BE AWARE OF POTENTIAL HAZARDS</u>	
·Suspicious Odors (medical, chemical, cat urine odor)	· Could be medical wastes, pesticides, or residue from a drug lab.
·Suspicious Containers	·Home canning jars, milk jugs or other closed containers, barrels, crates or other large containers could be residue from a drug lab.
·Suspicious Surroundings	·Dead animals, dead grass where surroundings are green these could be signs of hazardous substances.

13. In case of an emergency call 911

Equipment Safety Recommendations**

1. Thoroughly inspect area where equipment is to be used for debris (garbage, metal, rocks) that could cause injury.
2. Use equipment only for manufacturers intended purpose.
3. Adhere to manufacturers guidelines for operation and safety.
 - a. Wear proper safety equipment, such as safety glasses, goggles, long pants, gloves and hearing protection.
 - b. Do not operate equipment when barefoot or wearing open sandals. Always wear appropriate shoes.
 - c. Never use equipment without proper guards, plates, or other protective devices in place.
 - d. Do not put hands or feet under or near moving parts.
 - e. Use weed eaters **with line only** (no blades or chains).

Keep a minimum of 75 feet operating area clear of all persons and/or pets.

** All tools must have prior approval by the CITY before use. This can usually be accomplished by a phone call to the Public Works Director or City Manager describing the equipment. Public Works Contact Number: 503-861-0914

The City of Warrenton will not be responsible for broken, lost or stolen property and/or equipment. The City of Warrenton, its agents, and employees are not liable for damages or injuries resulting from or related to participation in the Parks and Trails Volunteer program.