

Exhibit A

CITY OF TOPPENISH ADOPT-A-PARK PROGRAM POLICIES & PROCEDURES

1.0 PREAMBLE

City of Toppenish properties, including public parks, trails, open spaces, cemeteries, etc. are maintained by the City of Toppenish Public Works Department.

The City of Toppenish recognizes the benefits of community volunteers as a critical element in supplementing and supporting the work of employees providing parks maintenance and in building a stronger, more healthy and sustainable community.

The City of Toppenish seeks greater consistency, coordination and expansion of volunteer opportunities via an "Adopt-A-Park" program- focused on longer-term commitments by volunteers in maintaining a particular public property within the City.

The policy will:

- Establish parameters for the oversight and support of the City's "Adopt-a-Park" maintenance program;
- Establish expectations amongst and between the City and interested volunteers in accepting a longer-term maintenance commitment of public property;
- Identify the general scope of maintenance tasks that may be performed by volunteers.

2.0 ORGANIZATIONS AFFECTED

2.1 Toppenish Parks and Recreation Advisory Board;

2.2 Toppenish School District;

2.8 Yakima Valley Farm Workers Clinic;

2.9 Others:_____.

3.0 REFERENCES

3.1 Toppenish Municipal Code (TMC)

TMC 2.30.090 - Membership of parks and recreation advisory board.

TMC 2.30.100 - Duties of parks and recreation advisory board.

TMC Chapter 2.80 Parks Regulations

4.0 POLICY

It is the policy of the City of Toppenish to:

4.1 Encourage volunteerism and seek individuals and groups to supplement the ongoing maintenance of City parks and public spaces. A volunteer database shall be created and maintained to further these efforts. One time volunteer events, activities and park repair projects shall be developed and addressed by separate City policy.

4.2 Provide "Adopt-A-Park" maintenance opportunities for interested individuals to volunteer their time and resources for an extended period to maintain a city property of their choice, including parks, trails, urban open space, cemeteries and right of way.

- 4.3 Provide individual and group volunteer opportunities for a prescribed term, frequency, and duration to be specified in a Volunteer Agreement with the City of Toppenish. Maintenance tasks will be jointly identified by the volunteer(s) and the City as specified in the Agreement. The “Adopt-a-Park” program will request a commitment to a minimum of six (6) months duration and select tasks to be performed a minimum of (2x) month. By entering into a volunteer agreement, the volunteer(s) will agree to indemnify and hold harmless the city and other applicable parties associated with the ownership, maintenance, operations or capital improvements of the specified public property(ies), the volunteer tasks performed, and any volunteer or donated improvements.
- 4.4 Provide volunteer coordination, including the recruitment, training, retention, support, and recognition of volunteers. The City and its Public Works Department, shall support the “Adopt-a-Park” program with adequate resources for this program.
- 4.5 Insure the safety of volunteers and the public and take reasonable steps necessary to minimize risks to all parties, address legal liabilities and promote safe practices. The City may require the completion of and compliance to written agreements, liability releases, background checks and other remedies. The City reserves the right to immediately suspend or terminate any Volunteer Agreement with or without cause.
- 4.6 Persons under the age of eighteen (18) may volunteer with the permission of their parent or guardian. Children under the age of twelve (12) must obtain permission in writing from their parent/guardian and have their parent or guardian present during all volunteer activities.
- 4.7 Volunteers shall submit to a background check.

5.0 DEFINITIONS

- 5.1 The Director who oversees this program is authorized to administer policies directing business decisions for the department, including the “Adopt-A-Park” program. The Director, at the Director’s sole discretion, may designate responsible persons to manage assigned programs and services.
- 5.2 City of Toppenish Public Works Department will be responsible for maintenance duties in all public parks, ballfields, trails, open spaces, cemeteries and right of way.
- 5.3 The Park and Recreation Advisory Commission (PRAC) – created by ordinance and appointed by the City of Toppenish Council (5 members) shall provide advice for parks and recreation services related to the “Adopt-a-Park” program.
- 5.4 Volunteer Coordinator – The City shall designate a staff person to serve as the coordinator that will act as the liaison between the City and volunteers and administer the policy and programs for volunteer tasks and activities.

6.0 RESPONSIBILITY

- 6.1 The Director, or designee, shall oversee the City of Toppenish “Adopt-A-Park” program.
- 6.2 The Director, or designee, is authorized to enter into Volunteer Agreements with interested individuals or groups for purposes of conducting specific maintenance tasks in or on public parks, trails, urban open space, cemeteries, and right of way. The Director, or designee, is also authorized to immediately suspend or terminate such Agreements with or without cause.

6.3 The Director, or designee, shall approve a list of volunteer maintenance tasks and safety requirements in conjunction with the City of Toppenish General Services Director and Public Works Director, or their designees.

6.4 The Director, or designee, shall coordinate with the appropriate school district in the event that a volunteer project will occur on a joint school/park property. If the property is owned by the school district, the volunteer effort must comply with the applicable school district policies.

6.5 Prior to the approval of a volunteer agreement for maintenance of a park, special feature or facility within a park (e.g. sport field), the Director, or designee, shall consult and coordinate with Public Works grounds staff regarding the proposed maintenance tasks.

7.0 PROCEDURES

7.1 the City, via its designee "Volunteer Coordinator", shall coordinate opportunities between interested individuals and appropriate City of Toppenish departments responsible for maintenance activities for the identified City property.

7.2 The Volunteer Coordinator shall be responsible for the recruitment, training, retention, support and recognition of individuals and community groups to participate in the "Adopt-A-Park" program throughout the City of Toppenish.

7.3 The Volunteer Coordinator, in coordination with the appropriate City Department, shall identify specific maintenance tasks volunteers can perform, taking into consideration particular interests and abilities of the volunteers, City policies and safety considerations.

7.4 The Volunteer Coordinator shall consult with interested volunteers to identify appropriate roles for citizens.

7.5 A Volunteer Agreement shall be entered into between the parties that shall address:

- i. Schedule – Identification of and commitment to a minimum of six (6) months, with minimum twice (2x) a month frequency in performance of identified tasks;
- ii. Participants – Names and contact information of the participating individuals
- iii. Liability waivers / forms – All required city forms with signatures, including authorization forms for minors working in the park,
- iv. Training / safety information – All required training, support, and safety/emergency procedures
- v. Tracking information –Volunteers will track and report their work, including date, participants, hours worked and tasks completed.
- vi. Tasks / Scope of Work– May include the following:

Table 1.

Task Name	Description
Debris / litter pick-up	Provide litter pick-up throughout park
Weed pulling	Remove weeds from landscaped areas
Planting	Tree, shrubs, flowers, etc.
Picnic table cleaning	Wash, clean, sand, paint tables

Playground cleaning	Wash, clean play structures
Play surfacing raking	Rake fiber chips in the play pits
Mulching	Spread and rake mulch/compost in beds
Raking	Leaves / debris, play pits, gravel, sand
Watering	Manual watering of new plant material
Facility cleaning	Cleaning the various features in the parks

* Note- other tasks such as weed-eating, blowing, graffiti removal or painting may be discussed on a case-by-case basis

7.6 Volunteers shall provide all necessary tools and equipment to perform the identified tasks, including appropriate clothing and personal protective equipment. By arrangement, the City or others may provide additional support resources, including tools, safety materials and equipment.

7.7 By arrangement and with the City pre-approval, select use of personal power equipment may be permitted. Safety and operational conditions will be imposed for any use of personal power equipment on public property.

7.8 Debris pick-up (limbs, leaves, garbage, etc.) service may be provided by the City as arranged by the Volunteer Coordinator.

7.9 Volunteers shall not perform tasks outside of the specified list contained in the Agreement without written consent of the City.

7.10 The Volunteer Coordinator or other the City designee, will meet on-site with volunteers to review the Agreement, conduct safety training, review anticipated maintenance tasks, address questions, etc. prior to the start of work.

7.11 the City shall specify in the Agreement required event and warning signage, safety procedures, proper use of safety barricades, equipment and clothing, etc. to ensure the protection of volunteers and the public during the performance of maintenance tasks.

7.12 The Volunteer Coordinator shall periodically review the Agreement and work progress with the volunteer(s) and other applicable City Department to insure that all work is proceeding as specified in the Agreement and provide support as needed. The Coordinator shall insure that all required information is being monitored appropriately, will notify volunteers when they are not in compliance with the Agreement and identify steps to resolve outstanding issues.

7.13 The Volunteer Coordinator shall solicit feedback from the volunteers via a survey to understand their interest, issues, and concerns with the "Adopt-A-Park" program. This feedback shall be analyzed by the Coordinator and needed changes identified to insure success of the program.

7.14 The Volunteer Coordinator shall compile, monitor, analyze and respond to volunteer tracking data and periodically report performance data to the PRAC and the City Director as requested. The Volunteer Coordinator shall maintain a current volunteer database. An annual report shall highlight the effectiveness of the program for City officials.