

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2020-10

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT AMENDING THE ADOPT-A-PARK POLICY AND RESCINDING RESOLUTION R2009-02

WHEREAS, the Board of Park Commissioners previously adopted the Adopt-a-Park Policy with Resolution 2009-02; and

WHEREAS, the Board of Park Commissioners for Key Pen Parks desires to amend and update the Adopt-a-Park Program Policy with a framework for volunteers and their recognition; and

WHEREAS, the Board of Park Commissioners have met and made adjustments and changes deemed necessary and proper to drafts of Key Pen Parks' Adopt-a-Park Policy.

NOW, THEREFORE BE IT RESOLVED that the Board of Park Commissioners of Key Pen Parks hereby approves the amended Adopt-a-Park Policy attached as Appendix A and incorporated in this resolution, and rescinds the previous policy adopted under Resolution R2009-02.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held via Zoom due to the Coronavirus-19 Pandemic this 14th day of December 2020.

Attest:

Key Peninsula Metropolitan Park District
Board of Park Commissioners
Pierce County, Washington

Edward Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Appendix A

| | | | |
|----------------|---------------------------------|-------------------------------------|---|
| Policy Number: | Resolution Number: R 2020-10 | Date Approved: December 14, 2020 | Supersedes the following Resolutions and Policies: R 2009-02 |
|----------------|---------------------------------|-------------------------------------|---|

Key Pen Parks Adopt-a-Park Program

Objectives of the Program:

The **Adopt-a-Park Program** is a combined effort between Key Pen Parks and volunteers. It covers parks, trails, and various park amenities. Individuals, families and organizations may adopt and be responsible for a defined portion or area of a specific park at the discretion and approval of Key Pen Parks Executive Director or designee with consideration of past performance, future capabilities and a focus on increasing inclusion and participation. Specific Trail areas eligible for adoption will be determined in consultation with the Trails Committee.

Key Pen Parks 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. In special circumstances individuals or groups with specific expertise such as equestrian or mountain bike trails, may be granted permission to perform specialized tasks. Special accommodations to this policy may be granted by the Board of Commissioners.

Depending on the park and/or volunteer group size, an entire park or portion of a specific park, picnic area(s), or other amenities may be adopted as part of the Adopt-a-Park Program. Large parks may be divided into smaller areas either by trail, amenity, or geographic area where appropriate.

Adopters may request specific areas, trails, or amenities, but the final area will be assigned by the Executive Director or designee. With the update to this policy in 2020, existing Park Adopters will be asked first, if they wish to continue with their service and, in larger areas such as 360 Trails, if they would like to be offered a specific trail or area for adoption.

All Adopters will be asked if they wish to continue or change their adopted area annually.

Key Pen Parks requests that Adopters commit to a minimum of one year; agreements can be terminated by either party with 30 days' notice. However, special circumstances may be considered, such as for part-time residents. Key Pen Parks also recognizes that circumstances can arise where the one-year timeline cannot be met for individuals or families. For these groups, there will not be a penalty for discontinuing the Adopt-a-Park Program, and

Appendix A

they can reapply at any time. Organizations that cannot complete the one-year agreement must wait 12 months before reapplying.

A volunteer organization shall not be eligible whose name endorses or opposes a particular candidate for public office; advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or includes a reference to a political party.

Adopt-A-Park application materials, volunteer agreements, and all other related documents will be posted on the Key Pen Parks website.

Examples of Adopt-A-Park Program Volunteer Responsibilities:

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

- Walk trails or park areas frequently to monitor condition and report trees, maintenance needs, or other issues to Key Pen Parks.
- Picking up litter and small debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks' staff.
- Pruning of small trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks in advance.
- Minor trail maintenance.
- Specialized trail maintenance if described and approved by Key Pen Parks in advance.

Under the Guidelines of this Program Volunteers Agree to:

- Complete an Adopt-a-Park Program application and receive approval for the specific park area being adopted. Sign an Adopt-a-Park Program agreement before starting any volunteer hours.
- Families and Organizations must provide a single point of contact to Key Pen Parks.
- Have all Adopt volunteers submit a signed Volunteer Release Form annually.
- Track all hours worked and submit monthly to Key Pen Parks by the 15th of each following month.
- There must always be at least one individual 18 years of age or older to act as supervisor during volunteer hours.
- Be courteous to park users.
- Participate in basic safety training hosted periodically by Key Pen Parks. Have a sense of responsibility for the safety of self and others.
- Review the safety information to be aware of the hazards of working in the parks and ensure that all organization volunteers have read the safety information.
- Perform volunteer work during daylight hours only.
- Provide adequate supervision to participants under 18 years of age.

Appendix A

- Stay within the boundaries of the park/and or designated area(s) being maintained.
- Arrange for and pick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks and notify Key Pen Parks' staff that pickup is needed.
- Return borrowed or unused supplies to Key Pen Parks during business hours.
- USE CAUTION: If you see vandalism or unsafe actions in progress, do not get involved. Simply report relevant details promptly to park staff.

Key Pen Parks will:

- Provide trash bags and hand tools as available.
- Arrange to remove filled trash bags from the adopted park, trail, or amenity when notified.
- Arrange to remove large, heavy, or hazardous materials as needed.
- Coordinate and host periodic safety training.
- Provide recognition signage as described below.

Recognition:

- Plaques indicating Adopters names and/or organizations will be posted when individuals/groups have submitted proof via monthly reports of a minimum amount of volunteer hours in a consecutive 12-month period.
 - Individuals: Twenty-four (24) hours
 - Families: Forty-eight (48) hours
 - Groups: Seventy-five (75) hours
- Plaques will remain posted if Adopters maintain the minimum volunteer hours, which are reviewed annually.
- To encourage the contribution of extra volunteer hours, for each additional fifty (50) documented hours volunteered, the Adopter will receive a star added to their recognition Plaque. During the annual December review of the Adopt-A-Park Program, the Adopter with the most stars in each Adopter category (Individual, Family, or Group) will receive a special recognition gift such as a Key Pen Parks' shirt or hat, local gift card, free shelter rental, or other similar item of the Executive Director's choosing. Each star earned will expire one year from the date awarded.

Potential Areas for Adoption:

- Disc Golf Course
- Picnic Area(s)
- Dog Park Area(s)
- Specific Trail(s) or Trail Area(s)

Appendix A

- Parking Lot Area(s)
- Playground Area(s)
- Field(s)
- Open Space Area(s)