



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 7/7/2009

SUBJECT: To Accept the Port Orange Park Partners Program's Use by the City of Port Orange.

DEPARTMENT: Parks and Recreation

ATTACHMENTS: Ordinance Resolution Budget Resolution

Other Support Documents/Contracts Available for Review in Manager's Office

RECOMMEND MOTION: To approve the use of the Port Orange Park Partners Program by the City of Port Orange.

SUMMARY: Attached is a draft of the Port Orange Park Partners Information and Application packet.

The Parks and Recreation Department recommends approval of use by the City as this will benefit the City by allowing people and organizations to assist and be part of the care and beauty of our City parks.

DEPARTMENT HEAD Susan L. Lovallo

Date: June 1, 2009

FINANCE DEPARMENT

Approved as to Budget Requirements

Date 6/15/09

CITY ATTORNEY

Approved as to Form and Legality

Date

CITY MANAGER

Approved Agenda Item for:

6/16/09

COUNCIL ACTION: Approved as Recommended Disapproved

Tabled Indefinitely Continued to Date Certain

Approved with Modification:

Port Orange Park Partners Information and Application

Draft

What is Park Partners?

Park Partners is a volunteer program where the Port Orange Parks and Recreation Department partners with local organizations to help keep our parks safe, clean and beautiful. This program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

The primary purpose of this program is to assist city maintenance crews with assigned tasks and projects within a park in order to create a clean park environment for all to enjoy. Partners can also help with special projects.

The Parks Department provides normal maintenance of the parks. But the adopter of the park would provide extra care and attention, which makes a park more beautiful.

To assist in helping to maintain the high standards our residents and visitors expect, we are inviting the community's participation. Your assistance will help our environment, our community and your quality of life.

Who can participate?

The Park Partners Program is open to individuals, youth groups, neighborhood associations, civic groups, religious organizations, service organizations, schools (school groups and teams), businesses and other community organizations throughout the City of Port Orange.

What are program benefits?

- It is a great way for your group to spend quality time together and feel good about what you are doing.
- Your organization's name will be acknowledged on a sign in the designated park or area of the park as well as on the City of Port Orange website.
- You will benefit from the satisfaction of knowing that you are improving your favorite community park.
- It will give groups a chance to have a hands-on role in keeping their park clean and beautiful.

Recognition

Recognition will be given by the placement of a sign in a prominent location with your group's name on it in your adopted park. The sign will remain in the park

until your adoption term has ended. Groups will receive a sign of recognition upon signature of agreement. Recognition will also be given on the City of Port Orange website.

Although our Park Partner signs are a great way to recognize your group, they are not intended to be advertising medium. The signs point out who is providing the adoption service, not what they do or where they are located. Contact information, product names, and/or slogans are NOT permitted on recognition signs.

General Guidelines

- We ask for a minimum commitment of one year of service to your adopted park. At the end of that year an organization can renew, change parks (if available) or terminate.
- We also ask that volunteers perform tasks at their location a minimum of four times per year or as much as once per month. This includes picking up litter and placing the filled trash bags by the park's trash cans.
- It is each Park Partner contact person's responsibility to organize cleanups and keep track of the group's total volunteer hours and supplies, which are issued out for each Partner Park.
- Inform your coordinator of your clean-up date at least seven days in advance and include any special requests that you may have.
- Report any vandalism or possible hazards you may find in your adopted park.
- We ask that you do not edge, cut, prune, or pull any landscaping or trees before speaking with your Park Coordinator.
- Work is to be completed during park hours only (dawn to dusk).
- All participants should be over the age of 18 or accompanied by an adult supervisor. (i.e., scout and youth groups accompanied by adult sponsors)
- Groups are required to show up on the scheduled monthly dates, but may also show up other times at their leisure. If the group has collected a large amount of trash from a park or need assistance of any kind, they are to contact your Park Coordinator.
- Groups must work for a minimum of 40 volunteer hours in a 12 month period.
- Please report any broken or damaged equipment.
- All participants are to follow all the park rules set by the Parks Department. Failure to do so will result in removal from the program.
- If no activity occurs by Park Partners in six months, agreement will be null and void and recognition sign will be removed.
- Have fun in the park!

Sponsor Responsibilities

- Completing and submitting an Application to Park Partners for approval.

- Obtaining the required supplies and materials from the Department during regular business hours (7:00 a.m.-3:30 p.m.)
Keeping track of the number of volunteer hours performed, and submitting this information to the Department on a regular basis.
- Insuring youth participants are furnished with adequate adult supervision.
- Placing filled trash bags near existing trash containers for pick up and disposal by the Department.
- Returning unused materials and supplies furnished by the Department within one (1) week following clean up, unless other arrangements have been made.
- Notifying the Department at 386-506-5853 of items or grounds in need of attention or repair, especially when a safety concern exists.

Department Responsibilities

- Erecting a sign with the Sponsor's name or logo displayed within 30 days of acceptance.
- Providing report forms and envelopes.
- Supplying certain materials and equipment when necessary (e.g., trash bags, paint supplies, flowers, mulch, litter stick/garbage picker upper, Some gardening tools, such as, hoes, brooms, shovels, and rakes.
- Sponsors are encouraged to provide their own tools when possible.
- Removing filled trash bags from the premises and removing large, heavy, or hazardous items when found in a park.
- Following up on necessary repairs as reported by the Sponsor.

Potential Park Partners Activities

- Litter Control.
- Landscaping and landscape maintenance (including weeding and watering).
- Facility and equipment upkeep and maintenance.
- Sweep or blow off courts and pathways.
- Plant native plants.
- Report homeless encampments, illegal dumping, storm damage, injured or dead animals and other hazards.
- Special projects.

Special Projects

Special projects may be undertaken in your park with the approval of the program coordinator and the Recreation and Parks Director. The proposal for a project needs to be in a written format and submitted to the coordinator. The coordinator will discuss the project with the Director. You will be given a response and any special guidelines for your particular project.

Procedure for Becoming a Park Partner

A representative of an interested group or an individual should contact the Port Orange Parks and Recreation Department (386-506-5853), and request a sponsorship application. Applications can also be downloaded from the Parks and Recreation website.

The Sponsor should select a park or open space to be adopted, complete the sponsorship application and return it to the Department. When possible, the Sponsor should identify two alternate parks in case their first choice is not available.

Once the application has been approved, the Department will erect signage identifying the Sponsor within 30 days.

Park Partner Application

ORGANIZATION (as it is to appear on your sign) _____
_____ Please submit electronic logo in PDF or jpeg
format

GROUP CONTACT PERSON (at least 18 yrs. old) _____

TITLE OR POSITION _____

PHONE NUMBER (day) _____ (evening) _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

ESTIMATED NUMBER OF PARTICIPANTS _____

PREFERRED ADOPTION SITE (park name) 1 st choice _____

2 nd choice _____

TENTATIVE STARTING DATE _____

STATEMENT OF AGREEMENT

As a representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the Port Orange Parks and Recreation Department in regard to the Park Partner Program. I understand that this is an application for the Park Partner Program and that the Park Superintendent will contact me to finalize an agreement. In addition, I understand that the Park Superintendent will make the final determination as to whether a group can participate and the final park assignment. I understand the Park Superintendent also has the authority to remove groups from the program if they do

not uphold the guidelines of the Park Partners Program. Finally, I understand all rules of the Park Partners Program/park policies of the Parks and Recreation Department, and that failure to uphold these guidelines will jeopardize my group's involvement in the Park Partners Program.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

Assigned Park: _____

Dates of Adoption: From _____ To _____

Organization: _____

New Signs: Date Ordered _____ Date Installed _____