City of Santa Fe, New Mexico

memo

TO: Parks & Recreation Advisory Commission (June 21, 2016)
Public Works Committee (July 11, 2016)
City Council (July 13, 2016)

FROM: Rob Carter, Director of Parks and Recreation

DATE: **May 13, 2016**

RE: Adopt-a-Park Program for the City of Santa Fe Parks and Recreation Department

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SUMMARY:

The City of Santa Fe manages seventy parks, four recreational facilities, miles of medians and one hundred-twenty- five miles of trails for the enjoyment of others. With the growing population and limited resources to maintain these recreational areas, the department would like to recommend an Adopt-a-Park program. This volunteer program will allow our citizens to be more engaged with our parks and trails. Through this program we will raise local involvement, civic pride and stewardship in caring for our public spaces.

We are asking individuals, groups, community organizations and service groups to get involved with the care and beautification of our parks and trail system. Groups will be asked to commit to three years to assist in maintaining the parks- litter control, landscaping, painting, and general maintenance. Clean-ups will be conducted four times a year and include the two Keep Santa Fe Beautiful scheduled cleanup events. There is no cost to the groups except for their volunteer time. Groups adopting will place at the park/trail a sign stating the name of the group that has adopted the park or trail.

RECOMMENDATION:

Approve as presented.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2016-__

INTRODUCED BY:

Councilor Ronald S. Trujillo

Councilor Carmichael A. Dominguez

Councilor Mike Harris

Councilor Peter N. Ives

A RESOLUTION

ESTABLISHING A CITY OF SANTA FE ADOPT-A-PARK PROGRAM

WHEREAS the City of Santa Fe manages seventy parks, four recreational facilities, and one hundred twenty-five miles of trails for the enjoyment of its citizens; and

WHEREAS the City has a growing population and limited resources to maintain these recreational areas; and

WHEREAS the City of Santa Fe wants to create volunteer opportunities for its citizens to contribute to the health, welfare and public good of shared spaces throughout the City; and

WHEREAS Adopt-a-Park programs have been shown to be a model for volunteer engagement throughout the country; and

WHEREAS an Adopt-a-Park program will raise local involvement, civic pride and stewardship in caring for its public spaces; and

WHEREAS an Adopt-a-Park program will maintain and beautify Santa Fe's parks for the benefit of all.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the City of Santa Fe establishes an Adopt-A-Park Program to be managed by the City of Santa Fe's Parks and Recreation Department, Parks Division.

BE IT FURTHER RESOLVED that Guidelines and Procedures for the Adopt-A-Park Program are hereby adopted, and attached herein as Exhibit A.

PASSED, APPROVED AND ADOPTED this _____day of _____, 2016.

_____

JAVIER M. GONZALES, MAYOR

ATTEST:

_____

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

Kelley A. Brennan

KELLEY A. BRENNAN, CITY ATTORNEY

M/Legislation/Resolutions 2016/Adopt-A-Park Program

FIR No. 2820

City of Santa Fe
Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

Section A. **General Information**

(Check) Bill: _____ Resolution: ___X___
(A single FIR may be used for related bills and/or resolutions)
Short Title(s): **A RESOLUTION ESTABLISHING A CITY OF SANTA FE ADOPT-A-PARK PROGRAM**

Sponsor(s): Councilors Trujillo, Dominguez, Harris and Ives

Reviewing Department(s): Parks and Recreation Department

Persons Completing FIR: Rob Carter Date: 5/13/16 Phone: x2142

Reviewed by City Attorney: Kelly A. Brennan (Signature) Date: 5/19/16

Reviewed by Finance Director: (Signature) Date: 5-19-16

Section B. **Summary**
Briefly explain the purpose and major provisions of the bill/resolution:
The Adopt-a-Park program is a volunteer program open to the public, community organizations, clubs, youth groups and neighborhood associations. It provides engagement and stewardship in caring for the City's public spaces.

Section C. **Fiscal Impact**
Note: Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:
a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)*

1. Projected Expenditures:
a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
b. Indicate: "A" if current budget and level of staffing will absorb the costs
"N" if new, additional, or increased budget or staffing will be required
c. Indicate: "R" – if recurring annual costs
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

Finance Director:_____

_____ Check here if no fiscal impact

Column #: 1	2	3	4	5	6	7	8
Expenditure Classification	FY 16-17	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY 17-18	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
Personnel*	$_____	_____	_____	$_____	_____	_____	_____
Fringe**	$_____	_____	_____	$_____	_____	_____	_____
Capital Outlay	$_____	_____	_____	$_____	_____	_____	_____
Land/ Building	$_____	_____	_____	$_____	_____	_____	_____
Professional Services	$_____	_____	_____	$_____	_____	_____	_____
All Other Operating Costs	$3500	A	NR	$ 1000	A	R	_____
Total:	**$3500**			**$ 1000**			

* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. **For fringe benefits contact the Finance Dept.

2. Revenue Sources:

a. To indicate new revenues and/or

b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #: 1	2	3	4	5	6
Type of Revenue	FY _____	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
_____	$_____	_____	$_____	_____	_____
_____	$_____	_____	$_____	_____	_____
_____	$_____	_____	$_____	_____	_____
Total:	$_____		$_____		

3. Expenditure/Revenue Narrative:

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

Initial costs will be for signage for the parks and trails. After that, costs will be for adopted parks.

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Section D. **General Narrative**

1. Conflicts: Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None identified.

2. Consequences of Not Enacting This Bill/Resolution:

Are there consequences of not enacting this bill/resolution? If so, describe.

The city will not implement an adopt-a-park program to help take care of city parks.

3. Technical Issues:

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None identified.

4. Community Impact:

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

Over the years, the community has asked that this type of program be implemented, and we anticipate a great response for a number of parks throughout the city.

ADOPT-A-PARK GUIDELINES AND PROCEDURES

PART 1

1.1 Applicability and Intent

a. These policies apply to the operation and management of the Adopt-a-Park Program under the Parks and Recreation Department.
b. These policies are intended to benefit the residents and volunteers of the City of Santa Fe who participate in the Adopt-a-Park Program while protecting the general well-being of the public.

1.2 Definitions

a. *City* means the City of Santa Fe.
b. *Department* means the Parks and Recreation Department.
c. *Division* means the Parks Division.
d. *Adopt-a-Park Group* means the citizen group, community organization, civic group, business, youth group, or individual who wishes to enter into an Adopt-a-Park agreement with the Department.
e. *Designated Group Leader* means the person selected by the Adopt-a-Park Group to liaison with the Department and coordinate between the Division and the Adopt-a-Park Group.
f. *Participant* means any person who joins in the Adopt-a-Park Group activities in the park.
g. *"Cleanup & Safety Procedures"* means the procedures that all participants are required to follow during their Adopt-a-Park activities.
h. *Parks and Recreation Advisory Commission (PARC)* is the organization created by the governing body to advice on all Parks and Recreation issues.

1.3 Responsibility of the City

a. The Adopt-a-Park is open to any citizen group, community organization, civic group, business, youth group or individual who wishes to enter into an Adopt-a-Park Program agreement with the Department and Division.

b. The Department will coordinate with the Group Leader to schedule work dates and activities.

c. The Department will provide liability waivers, garbage bags, safety gear, tools and training on the mandatory "Cleanup & Safety Procedures".

d. The Department will promote the Adopt-a-Park Group by placing their name on an attractive Adopt-a-Park sign.

e. The Department will promote the Adopt-a-Park program, its participants and its activities on the City Web site and other media.

1.4 Responsibility of the Adopt-a-Park Group

a. Groups will adopt a park/trail for a minimum of three years. Multiple groups are welcome to join together as one unit to adopt a park/trail.

EXHIBIT
A

b. A group may request a specific park/trail for adoption. However, for safety reasons, some sections may not be acceptable.

c. The group will comply with the City of Santa Fe "Cleanup and Safety Procedures".

d. The group agrees to pick up litter from their adopted park/trail as needed. We request a minimum of four times a year, with major cleanup in the Spring and Fall of each year, to coincide with the Great American Clean Up and the Toss No Mas events.

e. Group activities during cleanup days could include litter control, landscaping, planting, spreading mulch or wood chips, general maintenance, and painting. Groups will separate and recycle litter and other materials appropriately.

f. Other activities groups can consider are: 1) Creating a Google group or other way of communicating quickly with members; 2) Promoting their group and its activities through a web site, Facebook page and other social media; 3) Organizing events such as annual picnics, recreational activities, festivals or other community-building activities; 4) Meeting regularly to discuss park issues and plan annual activities; 5) Lobbying the City Council about issues that affect your park; and 6) Researching the history of your park and promoting it to users.

1.5 Responsibilities of the Designated Group Leader

a. A designated Group Leader will be required for each Adopt-a-Park Group to serve as the liaison with the Division. The Group Leader will be responsible for signing the Adopt-a-Park Agreement on behalf of the group.

b. Before each group event or activity, the Group Leader will meet with the Parks Division Director and a Parks Superintendent (or his/her designate) to establish specific tasks, pick up materials such as liability forms and garbage bags, check out safety gear and tools and receive training on the City's "Cleanup & Safety Procedures".

c. During each event or activity, the Group Leader will coordinate the assigned tasks and will ensure that all participants have signed the liability form and are complying with the City's "Cleanup & Safety Procedures".

d. After each event or activity, the Group Leader will be responsible for returning safety gear and tools and providing the Division with the signed liability waivers from all participants.

e. In the event the designated Group Leader resigns, s/he will provide, in writing, the name, address, and telephone number of the newly designated Group Leader to the Parks and Recreation Department. The new designated Group Leader will need to sign an updated Adopt-a-Park Agreement with the Division.

1.6 Responsibilities of Participants

a. Participants are required to follow the direction of the designated Group Leader and comply with City's "Cleanup and Safety Procedures".

b. An adult must supervise groups with members less than 18-years-old. At least one adult is required for every five participants less than 18-years-old.

c. All participants are required to sign a liability waiver. Children under eighteen years of age must have a liability waiver signed by their parents.

d. Students participating in the Adopt-a-Park program can receive 'volunteer service hours' for being part of the program.

PART 2. APPLICATION

Groups may apply for the Adopt-a-Park program on-line at www.santafenm.gov/Parks/Adopt-a-Park program

PART 3. INFORMATION

3.1 Information regarding the City of Santa Fe Adopt-a-Park Program is available from the Parks Division located at 1142 Siler Rd. Building C., Santa Fe, NM 87504 (955-2106) during business hours or from the City's website at www.santafenm.gov.

PART 4. AMENDMENTS TO THESE RULES AND PROCEDURES

4.1 The program will be reviewed annually to fine-tune these guidelines and procedures over time as the program evolves. Amendments to guidelines and procedures may be approved by the City Manager upon recommendation of the Department.

Date

The City of Santa Fe Parks & Recreation Department has developed an Adopt-A-Park Program for its seventy parks and one hundred and twenty-five miles of trails. With the growing population and limited resources to maintain these parks and trails areas, the Adopt-A-Park program was developed. With this program, citizens, businesses, and community groups can be involved in the beautification and general upkeep of our parks and trails.

Now through the new Adopt-A-Park program, your group can make its civic commitment to the community by becoming a partner in the care and beautification of our parks & trail systems. It's a great way for everyone — individuals, groups, community organizations — with a love for nature and a sincere interest in their community to make a contribution. Groups are asked to commit for three years to assist in maintaining the parks litter control, landscaping, plantings, spreading mulch and wood chips, etc. and for general maintenance and painting. To show our appreciation, the City of Santa Fe Parks & Recreation Department will place your name on an attractive **ADOPT-A-PARK** sign at the park.

Groups interested in becoming a partner or interested in more information regarding the Adopt-A-Park program, should contact the Parks Division at 955-2105 or stop by their office at 1142 Siler Road, Bldg. C. The success of our program is due primarily to citizens such as you.

Sincerely,

Rob Carter
Parks and Recreation Director

EXHIBIT
B

PARKS/TRAILS AVAILABLE FOR ADOPTION

PARKS

Adam Armijo	Alto Park	Amelia White	Arroyo Sonrisa
Ashbaugh	Atalaya	John Griego	Calle Avarado
Calle Lorca	Cathedral Park	Candelero	Casa Linda
Cesar Chavez	Cielo Vista	City Hall	Colonia Prisma
Cross of the Martyrs	Dancing Grounds	Delgado	Don Diego
Don Gaspar	E. De Vargas	Escondida	Franklin Miles
Frank Ortiz	Frenchy's	Ft. Marcy	Galisteo
Genoveva Chavez	Grant	Gregory Lopez	Harvey Cornell
Herb Martinez	Larragoite	La Arboleda	La Resolana
Las Acequias	Las Estancias	Los Hermanos	Los Milagos
MRC	Maclovia	Maloof	Mark Brandt
MLK, Jr.	Melendez	Monica Lucero	Monica Roybal
Orlando Fernandez	Parque del Rio	Patrick Smith	Peralta
Plaza	Prince	Pueblo	Pueblos Del Sol
Ragle	Railyard	Rancho Del Sol	Rancho Siringo
Salvador Perez	San Miguel	Santa Fe Riverwalk	Sunny Slope
SWAN	Tommy Macaione	Torreon	Valentine
Villa Caballero	Villa Linda	W. De Vargas	Wood Gormely
Young			

TRAILS

Acequia	Arroyo De Las Chamisos	Chili Line

Dale Ball	Dorothy Steward	El Rio	Gail Ryba
Hyde Park	La Teirra	Las Estrellas	Museum Hill
Rail Trail	River Trail	St. John's Trail	Atalaya Hill
Tierra Contenta	Villa Sonata	Zia	Zocolo
MRC Trails			

CITY OF SANTA FE PARKS AND RECREATION DEPARTMENT

ADOPT-A-PARK PROGRAM

GUIDELINES FOR PARTICIPATION

1. The Parks & Recreation Department's Adopt-A-Park Program is open to any Citizen Group, Community Organization, Civic Group, Business, Youth Group, or individual within the City of Santa Fe.

2. Groups are requested to adopt a park/trail for a minimum of three years. Multiple groups are welcome to join together as one unit to adopt a park/trail.

3. An adult must supervise groups with members less than 18 years old. At least one adult is required for every 5 participants less than 18 years old.

4. Litter and recyclables (please separate) should be picked up from your adopted park as needed. Also, groups can assist the department by landscaping and painting within the park. We request a minimum of four times a year including a major cleanup in the Spring and Fall of each year.

5. You may request a specific park/trail for adoption (see list for available sites). However, for safety reasons, some sections may not be acceptable.

6. Participants are encouraged to separate and recycle appropriate materials, and leave for the Parks Division to pick up.

7. A designated Group Leader will be required for each group or organization to serve as the liaison with the City of Santa Fe Parks and Recreation Department. The Group Leader will be responsible for signing the Agreement, scheduling work dates, picking up garbage bags, checking out and returning safety gear, and ensuring compliance with **Cleanup & Safety Procedures.** The Group Leader will meet with the Parks Division Director and a Parks Superintendent prior to beginning work to establish specific areas that require intervention (i.e., pond shore, trail work, landscape improvements, structures, etc.).

CITY OF SANTA FE PARKS & RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM

APPLICATION

GROUP NAME: _____

PERSON TO CONTACT: _____

ADDRESS: _____

PHONE NUMBERS: **HOME:** _____
WORK: _____

NAME OF PARK/TRAIL FOR ADOPTION: _____

SIGNATURE: _____ **DATE:** _____

CITY OF SANTA FE PARKS & RECREATION DEPARTMENT USE ONLY

LOG NUMBER: _____ **DATE:** _____

PARK CHECKED BY: _____

COMMENTS:

_____
_____
_____
_____
_____

Date

Name
Address
City, State, Zip

Dear _____,

Your application to participate in the City of Santa Fe Parks & Recreation Department's Adopt-A-Park Program and the park/trail _____ has been approved. Enclosed you will find the Adoption Agreement, Parental Permission for Minors, and Volunteer Roster.

Please complete the appropriate documents and return them to:

City of Santa Fe Parks and Recreation Department
Adopt-A-Park Program
P.O. Box 909
1142 Siler Road, Bldg. C
Santa Fe, New Mexico 87505

You will receive a copy of the Agreement upon execution by the Department.

Once again, I would like to thank you for participating in this community project.

Sincerely,

Rob Carter
Director of Parks & Recreation

Attachments

CITY OF SANTA FE PARKS AND RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM

AGREEMENT

The agreement made this ____ day of _____, 20__, by and between the City of Santa Fe Parks & Recreation Department hereinafter "Parks & Rec." and _____hereinafter "the Group".

In consideration of the mutual benefits received by Parks & Rec. and the group from participation in the Parks & Rec.'s Adopt-A-Park Program, the parties hereto agree as follows:

1. The Group hereby adopts the following park/trail: _____

2. The Group Leader agrees to accept responsibility for participating in the Parks and Rec.'s Adopt-A-Park Program on the above-described park/trail in accordance with the Guidelines for Participation and the Cleanup & Safety Procedures, which are attached.

3. The Group Leader will advise all members participating in the Parks & Rec.'s Adopt-A-Park Program of the nature of the work, and will instruct all Group members on proper cleanup and safety procedures. The Group assures the City that it will comply with these procedures.

4. In the event the designated Group Leader is changed during the participation of the Group in the Parks & Rec.'s Adopt-A-Park Program, the Group Leader will provide in writing to the Parks & Rec. the name, address, and telephone number of the newly designated Group Leader. In the event of a newly designated Group Leader, said Leader must execute a new agreement and submit the new agreement to Parks & Rec.

PARKS & REC.	**VOLUNTEER GROUP**
_____	_____
Parks Division Director	Group Leader (Print)
_____	_____
Log Number	Signature
	_____
	Date

CITY OF SANTA FE PARKS & RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM

VOLUNTEER WAIVER

I volunteer to adopt _____ acknowledging that I have been instructed to confine my activities to that which is reasonable and necessary to accomplish litter and brush removal, provide erosion control, chip trails, landscaping, painting, etc. within the adopted park/trail.

I further acknowledge that risks may be involved with this undertaking. I fully recognize the risk and voluntarily choose to remove litter and brush; provide erosion control, chip trails and landscaping, painting and other duties in the park/trail.

I further agree that I am not being compensated in any way for volunteering to conduct these duties in the park/trail.

I hereby release the City, its agents, and employees from any liability for damages or injuries resulting from my participation in the Parks and Recreation Department's Adopt-a-Park Program. I furthermore agree to indemnify and hold the city harmless for any injuries or damages resulting from or related to my participation in the Parks and Recreation Department's Adopt-a-Park Program.

Note: Only those people whose signatures are below are authorized to participate in the Parks and Recreation Department's Adopt-a-Park Program.

Date	Print Name	Signature	Phone Number

Date	Name	Signature	Phone Number

CITY OF SANTA FE PARKS AND RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM

PARENTAL PERMISSION OF MINORS UNDER 18 YEARS OLD

Being a parent of the child(ren) under the age of 18, I hereby give my permission for my child(ren) to participate in the Parks and Recreation Department's Adopt-a-Park Program with the group/organization_____, which has adopted the city park/trail_____.

I further acknowledge that I am aware that risks may be involved with this undertaking, but I recognize the risk and voluntarily choose to allow my child(ren) to remove litter and brush, chip trails, landscape, provide erosion control, and other duties in the park and trail.

I further agree to hold harmless the City for any injuries my child(ren) may sustain due to involvement in the Parks and Recreation Department's Adopt-a-Park Program.

Note: Only those under 18 years of age who have parental permission below are authorized to participate in the Parks and Recreation Department's Adopt-a-Park Program.

Date	Print Minor's Name	Parent's Signature	Phone Number

Date	Print Minor's Name	Parent's Signature	Phone Number

Date

Name
Address
City, State, Zip

Dear _____,

I am enclosing your copy of the executed Adopt-A-Park agreement. Also enclosed please find the Cleanup & Safety Procedures, the Group Leaders' Checklist, and the Clean-Up Activity Report.

I expect the sign to be installed soon. Once the signage is installed, you will be contacted to arrange the pick-up date and obtain the needed materials for clean-up.

On behalf of the City of Santa Fe Parks and Recreation Department, I thank you and your group for their participation in this program. I look forward to a successful partnership during the next three years.

Sincerely,

Rob Carter
Director of Parks & Recreation

Attachments

CITY OF SANTA FE PARKS & RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM

CLEANUP & SAFETY PROCEDURE

Cleanup and Safety Procedures must be reviewed with the entire group.

1. Groups with member less than 18 years old must be supervised by adults 18 years or older.

2. Participants shall provide and wear gloves and eye protection as necessary to ensure safety.

3. Due to the size of some parks/trails, crews should try to carpool to the location, park off the road if possible, and in safe areas.

4. Cleanup activities should be performed in the park or trail only. Avoid performing cleanup activities on private property. The Parks Division Director or the Parks Superintendent will designate the park/trail property.

5. Trash bags should not be overfilled. Tie bags securely using the top portion of the bag. Place bags near trashcans so Parks Division staff can pick them up. Please use separate bags for recycle and trash.

6. Never pick up or handle discarded animal carcasses, potentially dangerous/hazardous materials, or any object that appears questionable. The Group Leader should report these items to the Parks Division Director or Parks Superintendent.

7. If the group would like to do some plantings or landscaping in their park, the Group Leader should discuss ideas with the Parks Division Director and the Parks Superintendent before proceeding.

8. Group Leaders are responsible for ensuring compliance with Cleanup & Safety Procedures.

9. The Group Leader should discuss the following:

    a. Location of the nearest first aid kit (provided by Parks & Recreation).
    b. Hazards observed along the cleanup route.
    c. Drinking plenty of fluids.
    d. Wear sun protection.
    e. Avoiding poisonous plants.
    f. Any other hazards that may be encountered.

CITY OF SANTA FE PARKS & RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM
GROUP LEADER'S CHECKLIST

BEFORE EVERY CLEANUP:

_____1. Notify the Parks Division Director or Parks Superintendent of cleanup date.

_____2. Notify your group of meeting place and time.

_____3. Before your scheduled cleanup, make arrangements with the Parks Division for the required cleanup supplies or needs.

_____4. Walk your park/trail prior to meeting with your group to note construction areas and other hazards. Share this information with your group in safety talks.

_____5. Remember to bring a first aid kit (provided by City) and plenty of water.

AT THE MEETING PLACE:

_____1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.

_____2. Make sure there is an adult present when participants are under the age of 18 years of age.

_____3. Check for appropriate clothing. Hand out safety vests (provided by Parks & Recreation) if working by the road.

_____4. Review Cleanup & Safety Procedures with the group!

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:

_____1. Check that cars are parked off main road.

_____2. Ensure that all participants working near road are in safety vests.

AFTER THE CLEANUP:

_____1. Collect and return safety vests.

_____2. Notify Parks Division Director or Parks Superintendent that the cleanup has been completed. Report where bags are located, number of bags, and location of any hazardous materials or animal carcasses. Report on landscaping materials or other items needed for future projects.

_____ _____

Group Leader Signature Date

CITY OF SANTA FE PARKS & RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM

CLEAN-UP ACTIVITY REPORT

Name of Park/Trail: _____

Name of Group: _____

Group Leader Name: _____

Date of Clean-up Activity: _____

Number of Participants: _____

Start Time: _____ Finish Time: _____

Total Hours Worked: _____ # of Bags of Litter Collected: _____
# of Bags of Recyclables Collected: _____

Additional Remarks or Findings: _____

_____

_____

_____

_____

_____

_____

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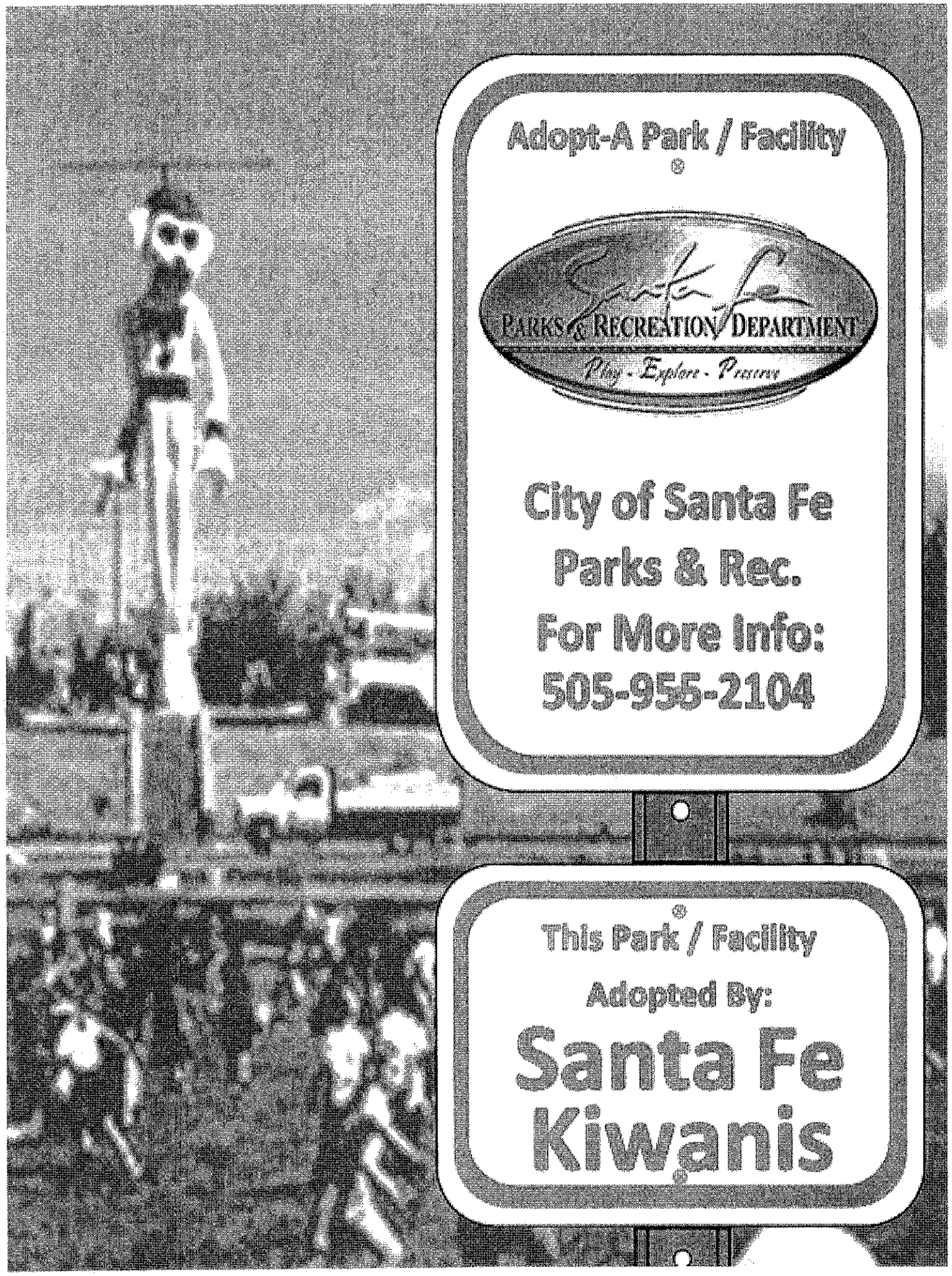
_____

_____

_____ _____
Group Leader Signature Parks Division Director Signature


Adopt-A Park / Facility ®
Santa Fe
Parks & Recreation Department
Play - Explore - Preserve
City of Santa Fe
Parks & Rec.
For More Info:
505-955-2104
This Park ® / Facility
Adopted By:
Santa Fe
Kiwanis