



*City of Arts & Innovation*

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# Park and Recreation Commission

**TO: HONORABLE COMMISSIONERS** **DATE: MAY 20, 2019**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**SUBJECT: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT ADOPT A PARK POLICY**

## **ISSUE:**

Update on the Parks, Recreation and Community Services Department Adopt a Park Policy.

## **RECOMMENDATION:**

That the Park and Recreation Commission receive an update and provide feedback on the Parks, Recreation and Community Services Department Adopt a Park Policy.

## **BACKGROUND:**

The Parks, Recreation and Community Services Department (PRCSD) decided to formalize the Adopt a Park process in order to maintain uniform standards. A policy will make the Adopt a Park process easier for interested parties by defining the requirements of the interested party and the PRCSD.

## **DISCUSSION:**

A review of other public agencies Adopt a Park policies and standards was conducted. Agencies included City of Claremont, City of Chino Hills, Orange County, City of Chula Vista, City of Oakland, City of Hesperia and City of Santa Cruz. Policies varied among agencies with minimum commonalities among the policies. Adopt a Park donations fall into four broad categories: volunteering, financial donation for the maintenance of the park, amenities donations (benches, workout stations, picnic tables) and project donations, which contribute funding to construction projects. Not all agencies offered all four donation options and the policies in regards to donations options varied greatly. Volunteer standards varied from: a single volunteer event annually, one volunteer event per quarter, volunteering every week, and 60 hours to 2,080 hours a year.

The PRCSD developed standards that would work for the Department and the current user groups. A minimum of four volunteer events or 40 volunteer hours a year will be required for volunteer groups. A single volunteer event will not qualify to adopt a park. The PRCSD works with many volunteer groups who conduct volunteer events; the greater commitment of four

events or 40 hours a year will differentiate Adopt a Park groups from other groups. A financial donation of \$5,000 or more will qualify a group or individual as an Adopt a Park member. The \$5,000 will offset approximately two Maintenance Workers salary and benefits for nearly two weeks. Financial donations are used for the offset of maintenance, providing the justification in using maintenance workers salary as a criteria for the minimum financial donation. The third way to donate would be to contribute \$5,000 or more to offset construction costs on projects.

Other items in the policy include application renewal, Department of Justice (DOJ) background checks, and the process of adopting a park. Groups will be required to renew their Adopt a Park application on an annual basis with the PRCSD. Volunteers must obtain a DOJ clearance. Volunteer groups will work with the Park Superintendent and the Parks Administrative Analyst to process applications and coordinate events.

The PRCSD receives financial donations and volunteer hour donations annually. In order to adopt a park and be recognized as an Adopt a Park group, the Department is requiring a higher standard than the normal donations it receives.

### **FISCAL IMPACT**

There is no fiscal impact associated with this report.

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Approved by: Adolfo Cruz, Parks, Recreation and Community Services Director

Approved by: Rafael Guzman, Assistant City Manager

Attachment:

1. Adopt a Park Policy
2. Adopt a Park Brochure