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Item No.

**CITY COMMISSION MEMORANDUM 17-007  
JANUARY 9, 2017 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Robert Beall, Operations Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** City “Adopt-A-Park” Program

**STRATEGIC PRIORITIES:**

- ☐ Unify Downtown & the Waterfront
- ☒ Promote the City’s Distinct Culture
- ☐ Update Regulatory Framework
- ☐ Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approval of a Resolution establishing the City of Sanford “Adopt-A-Park Program” is requested.

**FISCAL/STAFFING STATEMENT:**

Staff costs should be nominal in terms of the implementation of the “Adopt-A-Park Program”. The “Adopt-A-Park Program” should be a very cost effective method of assisting the City to monitor and maintain its beauty and attractiveness in a litter free environment.

**BACKGROUND:**

A goal of the City Commission has been to implement a litter reduction campaign designed to remove litter and debris from City parks, trails and public spaces and to improve the quality of the environment within the City Limits. Recently the City Commission approved the Adopt-a-Road program, which helped clean up City’s right of ways. Correspondingly, establishment of an Adopt-a-Park Program is proposed to be a way for residents, civic organizations, neighborhood groups and churches to provide a community service, demonstrate community pride, make a positive statement for a clean, attractive community and help the City keep down the costs of general maintenance, vandalism and litter abatement.

The proposed Adopt-a-Park Program is, in essence, a volunteer litter prevention program for City Parks and streets which would be similar to other Cities and the Seminole County's “Adopt-A-Park Program” which is authorized by State law and focuses solely on State Parks and interstate highways.

The City's program would encourage local civic organizations, such as beautification, education, community, fraternal, religious and business groups to apply for participation in the Program to pick up litter and fulfill other responsibilities as specified in a Program agreement which has been developed by the Assistant City Attorney.

Volunteer organizations would be assigned responsibility as to a City park, trail section or public space on which the group would work during the term of the Agreement.

Guidelines for adopting a Park are as follows:

- Any local community organization, school group or business group, as well as individuals 18 years of age or older may adopt Parkways maintained by the City, subject to an approval process.
- Participants must execute a hold harmless agreement.
- Maintain a designated coordinator from the group for all Program activities.
- Agree to dedicate one year to the program.
- Agree to adopt a park, trail section or public space as designated by the City's Adopt-A-Park staff.
- Commitment to clean-up the adopted park a minimum four times per year.
- Participants must schedule and record all of their clean-ups through the City's Adopt-A-Park staff.
- The group is responsible for furnishing adult supervision for participants who are 17 and under.
- Attend an initial instruction and training Program relative to their obligation to follow safety practices as well as familiarization with the park, trail section or public space assigned by the City's Adopt-A-Park staff.
- Be responsible for any equipment provided by the City.

#### **LEGAL REVIEW:**

The Assistant City Attorney has drafted the attached proposed Resolution and Program Agreement and has no legal objection to the City proceeding toward enactment of the Program. The Assistant City Attorney has noted that the processes and procedures of the City would need to be coordinated in terms of the utilization of volunteers within the Program.

It is noted that the City's risk management personnel have recommended that insurance be procured by program participants to protect the interests of the City and that individual hold harmless/indemnification documentation be obtained from each program participant and the parents of all participants who are under the age of majority.

#### **RECOMMENDATION:**

City Staff recommends that the City Commission approve Resolution No. 2642.

#### **SUGGESTED MOTION:**

"I move to approve Resolution No. 2642, establishing an "Adopt-A-Park" program."

Attachments: Resolution No. 2642  
Adopt-A-Park Program Materials