

RESOLUTION NO. 463

**A RESOLUTION OF THE CITY OF GRANITE SHOALS, TEXAS,  
PROVIDING FOR AN ADOPT A PARK PROGRAM**

**WHEREAS**, the City Council of the City of Granite Shoals, Texas (“Council”) seeks to provide for the health, safety, and welfare of its citizens; and

**WHEREAS**, the City of Granite Shoals, Texas (the “City”) is the “City of Parks;” and

**WHEREAS**, Granite Shoals maintains a number of parks for the use and enjoyment of the public; and

**WHEREAS**, due to popularity of the city’s parks, the parks require continued maintenance; and

**WHEREAS**, individuals, civic groups, and businesses in the Granite Shoals community may wish to express their pride and enjoyment of the City’s parks by volunteering to adopt a City park;

**WHEREAS**, the Council wishes to provide a mechanism through which interested individuals, civic groups, and businesses can assist with the maintenance of a City park by volunteering to adopt a park for a period of a year;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF GRANITE SHOALS, TEXAS:**


1. The Council hereby establishes an Adopt a Park Program.
2. The City’s Parks Committee has developed an Adopt a Park Program Policy, Volunteer Registration and Release, and Contract Services and Hours Form for individuals, civic groups, and businesses who wish to adopt a City park. The Adopt a Park Program Policy, Volunteer Registration and Release, and Contract Services and Hours Form are attached to this Resolution as “Exhibit A” and may be updated from time to time by the City Manager and/or his or her designee.
3. Participation in the Adopt A Park Program requires a one-year commitment from an individual or group to meet a minimum of every 3 months (4 times per year) to clean up a park or trail.
4. All participants in the Adopt a Park Program must complete a Volunteer Registration and Release form prior to participation. Participants in the Adopt A Park program must affirm that they have read the Adopt A Park Program Policy and will abide by the Policy at all times while participating in the Adopt A Park Program..
3. The Adopt A Park Program shall be overseen by the City Manager and/or his or her

designee.


**EFFECTIVE DATE.** This RESOLUTION shall be in full force and effect from and after its date of approval.

**APPROVED:** January <sup>12</sup> \_\_, 2021.

APPROVED:

  
\_\_\_\_\_  
Will Skinner, Mayor

ATTEST:

  
\_\_\_\_\_  
Elaine Simpson, City Secretary



## **City of Granite Shoals Adopt a Park Program**

### **Program Mission**

To provide volunteer opportunities for individuals and groups to take an active role that contributes to the beautification of local parks and trails. It is also designed to:

- Increase awareness of parks and trails
- Develop an organizational advocacy for parks and trails.
- Build community pride in parks and trails
- Encourage and recognize volunteer contributions and efforts.

### **About the Program**

The adopt a park program (APP) provides opportunities for individuals and organizations to get involved in a variety of capacities

Program participation requires a one-year commitment from an individual or group to meet a minimum of every 3 months (4 times per year) to clean up a park or trail.

### **Who Can Participate?**

Open to all individuals and organizations in the Granite Shoals Community and surrounding area. Some examples include, but not limited to:

- Businesses
- Faith-based Groups
- Individuals and families
- Neighborhood groups
- Community Service Organizations
- Schools (clubs & teams)
- Scouts

### **Why Participate?**

The City of Granite Shoals has a large inventory of parks and trails throughout the community. The City continues to maintain the amenities with limited resources but the continuous public use is a constant challenge. Your volunteer efforts can make the difference in maintaining and improving the parks.

### **Benefits of Being Involved**

- **Community Involvement**  
Provides opportunities for groups to help improve and maintain parks and trails. As a volunteer, you will have a unique opportunity to donate services to the community and enjoy the results of your hard work. Become stewards of public lands by working to take care of parks in a meaningful way.
- **Environmental**

Your effort and involvement in our parks and trails increase public awareness of the importance of protecting our natural resources, generates pride in our parks system, and demonstrates a commitment to the community and the environment.

### **Adoption Volunteer Commitment**

One-year time commitment – Must meet at least once every three months. An adoption sign recognizing volunteer efforts will be ordered, at the expense of the adoptee, after three months of service and placed at the corresponding area of responsibility and commitment.

### **What Can Be Done in Adopted Areas?**

Volunteers who adopt parks can help in the following ways:

- Picking up trash
- Raking playground surfaces
- Reporting any hazards to public works staff
- Pulling weeds
- Sweeping trails, sidewalks, and pathways
- Reporting graffiti or vandalism to Public Works Staff
- Planting (under supervision of Public Works Staff only)
- Clean/wash picnic tables and other park equipment

**City of Granite Shoals**  
**Adopt a Park Program Policy**

1. The adopting volunteer group/person must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions, and instructions from the City of Granite Shoals and the Public Works Staff.
2. Duties and limits are defined in the adoption agreement signed by a representative of the volunteer group/person and a representative of the City.
3. APP volunteers shall exercise reasonable and prudent judgement in their performance of volunteer responsibilities. All volunteers under the age of 18 must have reasonable adult supervision.
4. APP volunteers may not modify, remove, or add to the existing landscape, equipment, facilities, parks, or trails without the consent and approval, in writing, from the Public Works Director or City Manager.
5. Requests to plant trees, other landscaping, or amenities, must be submitted to the Public Works Director by the 20<sup>th</sup> of the month in order to be considered at the next Parks Committee Meeting. The request shall include:
  - a. Name of plant
  - b. Number to be planted
  - c. Information on amenity to be added (specifications, picture, etc.)
  - d. Map/sketch of where plants/amenities will be installed
6. Trees and other plants must be native and non-invasive to the area. No plants may be planted within 5 feet of a body of water or creek bed.
7. The City of Granite Shoals Parks Committee will consider the request(s) to ensure consistency throughout the parks system. The City of Granite Shoals reserves the right to make the final decision regarding type of plants and location in the parks/trails.
8. APP volunteers who are injured while performing their duties should seek medical attention from a provider of their choice. Any accident or injury shall be reported to the city within 24 hours of occurrence.
9. Requests to adopt specific sites are processed on a first-come, first served basis.
10. The City reserves the right to designate specific adoption sites.
11. If the APP wishes for placement of an adoption sign at the park, the APP organization will provide funding for the sign. The APP signage is the property of the City of Granite Shoals and will be installed, modified, and removed only by designated staff. Advertising other than the assigned APP volunteer/group name is not permitted on program signage or on park grounds.
12. Companies who wish to adopt a park and provide in-kind services should apply through this process. The application must provide what in-kind services will be provided and the frequency of services.
  - a. Work performed must meet the standards and safety as set by the City as determined by the Public Works Director.

- b. If the company is not providing services at the expected level or frequency required, the City may end the APP with a 10 day notice.
  - c. The City will provide a letter of in-kind services at the end of the volunteer commitment. If all conditions and standards have not been met, the City will determine the amount related to the donated services.
13. APP volunteers must complete the Volunteer Registration and Release Form for every participant annually and submit it to the City prior to the first work day. If a participant is under the age of 18, a parent or guardian must sign the Volunteer Registration and Release Form. Parents assisting with cleanups must also sign the Volunteer Registration and Release Form. Children must be supervised at all times by a parent or guardian.
  14. A designated Group Leader will be required for each organization to serve as the primary point of contact for the City. The Group Leader will be responsible for signing the Adoption Agreement, scheduling workdays, and ensuring compliance with APP policies and any other rules or regulations of the City.
  15. APP volunteer Group Leaders are responsible for completing an Inspection Checklist at the end of each scheduled workday. Checklist documents the date, number of volunteers, hours works, activities accomplished, and condition of the adopted area. The Inspection Checklist is an important tool used by the City to evaluate trails and parks and document volunteer contributions.
  16. The Group Leaders are also responsible for emailing the checklist to the Public Works Director within 5 days of completion of the workday.
  17. APP volunteers shall provide their own transportation and tools as necessary to accomplish the program requirements. Special arrangements can be made with City staff to furnish trash bag supplies and collect waste after a workday.
  18. APP volunteers are not allowed to mow or use trimmers in the parks/trails.
  19. APP volunteers are required to commit to one year of service.
  20. APP volunteers must perform organized litter control and/or park beautification workdays as agreed upon to remain in good standing. Groups should provide City staff with at least 10 days' notice prior to a scheduled workday in an effort to assist staff with coordinating necessary resources.

# City of Granite Shoals

## Adopt A Park

### Contract of Services

Date: \_\_\_\_\_

Adopt A Park Participant (or Group) Name: \_\_\_\_\_

Group Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

Park Interested in adopting: \_\_\_\_\_

Please write four tentative dates for your volunteer services:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

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### Terms and Conditions

Term: Subject to City's rights to terminate this agreement shall be in full effect until the date of your resignation.

Conditions:

- A. Participant(s) shall fulfill four (4) separate days of volunteer services in the area assigned to the participating organization within one calendar year of signing service contract.
- B. The contact person shall report any hazards seen in the assigned area to the Granite Shoals Director of Public Works.
- C. Each participant shall sign a City of Granite Shoals' Volunteer Registration and Release Form before participating in the Adopt A Park Program.
- D. The volunteer hours will be tracked and turned into the Director of Public Works after each event. (see attached form)

\_\_\_\_\_  
Name of Group/Organization      Date

City of Granite Shoals

Adopt A Park

Volunteer Registration and Release Form  
(Must be turned in before the work day)

Date: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Parent or Guardian Name (for children under 18): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Park Name: \_\_\_\_\_

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RELEASE STATEMENT

I, the undersigned, hereby agree to participate in the City of Granite Shoals' Adopt A Park program. I certify that I have read and will abide by the Adopt A Park Program Policy. I certify that, to the best of my knowledge, I or the minor who is the subject of this Registration and Release Form is physically fit and able to engage in the volunteer activities. I understand I am held responsible for my own (or that of the minor) safety during the volunteer service activities. I agree to indemnify and hold the City of Granite Shoals and its employees harmless from any and all claims from injury and/or damages to persons or property, including wrongful death, resulting from participation in the Adopt a Park volunteer program. My signature acknowledges that I understand and agree to the above conditions.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participants Full Printed Name

\_\_\_\_\_  
Parent/Guardian Full Printed Name



# City of Granite Shoals

## Adopt A Park

### Volunteer Hours Tracking Form

Date of Service: \_\_\_\_\_

Park Name: \_\_\_\_\_

Volunteer Hours:

Volunteer Name	Hours Worked