

Eugene Park Stewards Partnership Agreement

BETWEEN: Parks and Open Space Division, Public Works Department, (POS)
City of Eugene, Oregon, an Oregon Municipal Corporation

AND: Friendly Area Neighbors (Adoption Group)

PURPOSE: To collaborate on the pesticide free stewardship of Friendly Park (Adoption Site)

CITY OF EUGENE CONTRACT NO.: 2014-05510

I. Agreement Intent

- A. The intent of this agreement is to facilitate, support and guide grassroots efforts to revitalize local parks and to build relationships between community members and parks and open space sites. Caring communities that invest in parks not only strengthen the social fabric of their neighborhoods and promote healthy lifestyles, they also serve as inspiring models for other neighborhoods and cities. Since a park both reflects and influences the character of a neighborhood, it is increasingly vital that the Eugene community builds a strong constituency devoted to helping keep our parks safe, clean and green through volunteering their time, talents and resources.
- B. With a goal of creating productive, positive, and collaborative partnerships with our community partners, this agreement is intended to provide clarity in how we work together by defining roles, responsibilities and expectations.

II. Adoption Group Agrees

- A. To collaborate with POS to create a two-year work plan (see Exhibit A), and to keep it current and reflective of both POS needs and the needs of the Adoption Group through annual reviews.
- B. The purpose of this adoption is to help maintain and care for existing park features, reduce the use of Environmental Protection Agency registered pesticides (see Exhibit E) and not to add new features or amenities to the site.
- C. To plan and carry out a minimum of four (4) stewardship events within the Adoption Site each year, providing POS with a schedule of project date(s) in advance and needed tools and supplies.
- D. To appoint an Adoption Group Leader, who will be the primary point of contact for the Adoption Group, and to appoint a new Adoption Group Leader within 30 days when a previous Adoption Group Leader leaves that role.
- E. That the Adoption Group Leader shall ensure compliance with this Agreement and the work plan.
 - 1. Adoption Group Leader or designee will oversee Adoption Group activities, obtain signed waiver of liability (see Exhibit C), and help to promote the safety of all volunteers.
 - 2. Adoption Group Leader also agrees to keep their contact information current with POS.
- F. To adhere to all safety protocols contained in Exhibit D.

- G. To adhere to all communication protocols contained in Exhibit B. The POS Regional Volunteer Coordinator will be the point of contact for all issues, questions and requests related to POS. All media inquiries and contacts received by the Adoption Group will be communicated to the designated POS Regional Volunteer Coordinator.
- H. To report to POS the dates of projects, number of volunteers and hours worked, and materials used or removed, via the tracking form provided by POS. This form, along with the waiver of liability form, will be submitted to the POS Regional Volunteer Coordinator within one week of the completion of the project for group projects, and/or by the first of the month following the activity for individual work.
- I. To make no permanent improvements, removals, or modifications to the Adoption Site (park) without explicit, advance written consent from POS.
- J. To make no chemical applications in the Adoption Site (park). (Refer to the POS Pest Management Plan.)
- K. That any solicitation of government or private foundation grants, corporate sponsorship, private philanthropic support, or in-kind contributions will be coordinated in advance with POS.
- L. Never to represent or construe its status to be that of an agent or employee of the City of Eugene, nor shall it be eligible for any employee benefits. Adoption Group members shall have no authority to make any binding commitments or obligations on behalf of the City of Eugene or the POS Division.
- M. To allow POS to display the Adoption Group name and contact information and project dates on the City of Eugene, POS website.

III. Parks and Open Space (POS) Agrees

- A. To supply equipment, tools, and materials, on an as-available basis, needed to complete agreed upon projects. The level of support from POS (including tools, equipment and materials) will be discussed and agreed upon a minimum of ten (10) working days prior to any scheduled project. However, these resources will be distributed on a first come, first served basis (among all adoption groups), which makes advanced planning essential for adoption groups.
- B. To help strengthen and support the Adoption Group through trainings, celebrations, and facilitated networking so that Adoption Group members can learn from each other and be stronger collectively.
- C. To collaborate with the Adoption Group to engage and encourage further participation in the Adoption Group's events by the community.
- D. To share outreach documents with the Adoption Group in a timely manner. (See Communication Protocol, Exhibit B.)
- E. To collaborate with the Adoption Group to create a two-year work plan (Exhibit A), and to keep it current and reflective of POS needs and the needs of the Adoption Group through annual reviews.
- F. To continue to perform basic maintenance services in the parks, remove any reported illegal dumps and address safety concerns.

IV. Term, Termination and Amendments

- A. This Agreement:
1. Shall be valid for two (2) years from the effective date (signed by both parties).
 2. Supersedes all prior agreements, either oral or written between parties.
 3. May be amended at any time by mutual written agreement signed by both parties.
 4. May be terminated by POS in the event of change of budget authority, reprioritization of programs within POS, changes in rules, laws or other unforeseen circumstances with 30 days written notice.
 5. May be renewed for one additional two (2) year period by mutual written agreement signed by both parties and is subject to development of a new work plan.

V. Indemnification

- A. Adoption Group agrees to hold harmless, defend and indemnify POS from and against any claims for personal injuries or property damage occurring on the adopted site during volunteer activities.

VI. Contact Information

A. Parks and Open Space Division (POS):
 South Regional Volunteer Coordinator: Carrie Karl
 1820 Roosevelt Blvd., Eugene OR 97402
 Cell Phone: 541.510.4636 Desk phone: 541.682.4850
 Email: carrie.l.karl@ci.eugene.or.us

B. Adoption Group: Friendly Area Neighbors
 Volunteer Leader: Andrew Fisher
 Home Address: 2450 Jackson, Eugene, OR 97405
 Cell Phone: 541.337.1544 Home phone: none
 Email: ajf541@yahoo.com

 Alternate Contact: Rachel Turner
 Home: Address: 833 West 27th Ave, Eugene, OR 97405
 Cell Phone: none Home phone: 541.343.2770
 Email: hazelwoodrachel@gmail.com

VII. Attachments

- A. The following attachments to this agreement are incorporated herein:
1. Exhibit A – Two-year Work Plan
 2. Exhibit B – Communication Protocols
 3. Exhibit C – Waiver of Liability
 4. Exhibit D – Safety Protocols
 5. Exhibit E – Pesticide Free Park Protocols

The parties agree this document is effective as of the day and year signed below.

**City of Eugene Parks and Open Space Division,
 Eugene Park Stewards Program**

**Friendly Area Neighbors
 Adoption Group**

By: _____
 Craig Carnagey, Director
 Parks and Open Space Division
 City Eugene, Public Works Department

By: _____
 Andrew J. Fisher, Adoption Group Leader
 2450 Jackson
 Eugene, OR 97405

Date: _____

Date: _____

EXHIBIT A
2013-2015 Work Plan
Friendly Area Neighbors /Friendly Park

<u>DEVELOPED PARK</u>			
Objectives/Tasks:	Description/Project Scope:	Timeframe:	EPS Support:
<i>(EXAMPLE: Weeding the Rock Garden & landscape beds)</i>	<i>(EXAMPLE: Keeping the rock garden and three landscape beds free of weeds immediately adjacent to the restroom facility. May add plant materials as needed)</i>	<i>(EXAMPLE: First Saturday of March, June, Sept. and Dec.)</i>	<i>(EXAMPLE: Coordinate the use of hand tools and purchase of additional plant materials)</i>
Tree well maintenance	Volunteers will weed and chip tree wells in the park. Debris removed from the tree wells will be piled in the southwest corner of the park, east of the sidewalk.	As needed	Supply chips, tools, and pick up debris removed from the tree wells as available
Landscape bed maintenance	Volunteers will weed and chip the main landscape bed on the west side of the park. Debris removed from the landscape bed will be piled in the southwest corner of the park, east of the sidewalk.	As needed	Supply chips, tools, and pick up debris removed from the tree wells as available
East fence line maintenance	Volunteers will weed along fence line and mulch in with leaves from the park trees. Debris removed from the fence line will be piled in the southwest corner of the park, east of the sidewalk.	As needed with a focus in fall	Supply weed eater and tools as available
<u>NATURAL AREA</u>			
Objectives/Tasks:	Description/Project Scope:	Timeframe:	EPS Support:
<i>(EXAMPLE: Tree and shrub planting)</i>	<i>(EXAMPLE: Planting (2 gal.) native trees and willows along the banks of the Amazon Channel to help enhance habitat, water quality, stabilize the toe of the banks and minimize erosion. Volunteers to pick up plant materials)</i>	<i>(EXAMPLE: Monthly work party Nov - March)</i>	<i>(EXAMPLE: Coordinate the use of shovels, purchase of plant materials and coordinate delivery of UFO mulch)</i>

EXHIBIT A
2013 - 2015 Work Plan
Friendly Area Neighbors/Friendly Park

ACTIVITIES	January	February	March	April	May	June	July	August	September	October	November	December	Comments:
Barking/Chipping Path													
Blackberry Removal													
Blowing/Raking Leaves									X	X	X		
Celebration/Event													
Data Management													
Debris Removal													
Digital Photo Monitoring													
Edging Turf													
Education / Outreach													
Fence Installation													
Fence Repair													
Fertilizing													
Graffiti Removal/Abatement													
Gravel Paths/Trails													
Habitat/Species Monitoring													
Invasive Species Removal													
Ivy Removal													
Leaf Removal													
Light Pole Cleaning													
Litter Pick Up													
Mowing Turf													
Mulching	X	X	X	X	X	X	X	X	X	X	X	X	Tree wells and landscape beds
Paint Benches													
Paint Other Amenities													
Paint Picnic Tables													
Paint/Clean Playground Equipment													
Paint Restrooms													
Park Watch													
Pick Up/Deliver Plant Material													
Planning/Project Coordination													
Planting Trees													

EXHIBIT A
2013 - 2015 Work Plan
Friendly Area Neighbors/Friendly Park

ACTIVITIES	January	February	March	April	May	June	July	August	September	October	November	December	Comments:
Planting Shrubs													
Playground Maintenance "Chip"													
Playground Maintenance "Sand"													
Power Washing													
Pruning Trees													
Pruning Shrubs													
Repairing Irrigation													
Staffing Informational Tables at Events													
Tool Maintenance													
Tree Well Conversion													
Tree Well Maintenance	X	X	X	X	X	X	X	X	X	X	X	X	
Vegetation Corridor Maint. (trails)													
Weed-Whacking	X	X	X	X	X	X	X	X	X	X	X	X	
Weeding Landscape Beds	X	X	X	X	X	X	X	X	X	X	X	X	

EXHIBIT B

Communication Protocols

Intent

This document will clarify how volunteers or adoption groups should communicate with Eugene Park Stewards (EPS) and Parks and Open Space (POS) staff. Communication between POS staff and volunteer or adoption groups will always be directed through a designated contact.

EPS/POS Designated Contact Person:

The regional volunteer coordinator, listed below, for your site will be your contact for all communication with POS. This person shall field all questions, calls, emails or other communication during your adoption. Communication to other POS staff will be redirected to your designated regional volunteer coordinator. The alternate contact, listed below, will be your back-up contact during cases of long term unavailability (vacations, long term illness, etc.).

North Region: North and east of the Willamette River (see map)

Katie Blair-Terrazas	541.682.4831
North Region Volunteer Coordinator	katie.a.blair@ci.eugene.or.us

West Region: West of the Willamette River, Washington St. and Bailey Hill Road and north of 7th St. (see map)

Lorna Baldwin	541.682.4845
West Region Volunteer Coordinator	lorna.j.baldwin@ci.eugene.or.us

South Region: South of the Willamette River and 7th St., east of Bailey Hill Road and Washington St. (see map)

Carrie Karl	541.682.4850
South Region Volunteer Coordinator	carrie.l.karl@ci.eugene.or.us

Donation Program: POS

Carrie Peterson	541.682.4907
Park Development Coordinator	carrie.a.peterson@ci.eugene.or.us

Alternate Contact Person: All regions and Donation Program

Jackie Hallett	541.682.4844
Volunteer Program Supervisor	jackie.c.hallett@ci.eugene.or.us

Adoption Group Contact Person:

Each Adoption Group will designate a primary and secondary contact. Communication regarding potential projects, activities, tools, materials, media contact, or any other topics will be directed from the Adoption Group primary contact to the regional volunteer coordinator and vice versa. The secondary contact will serve as an alternate to the primary contact during cases of long term unavailability (vacation, long term illness, etc.).

Exhibit D

Safety Protocols

Safety Protocols for Eugene Park Stewards

Eugene Park Stewards wants every volunteer to wake up the morning after a project feeling great about volunteering. Therefore, **safety comes first**, then comes enjoying yourself while getting plenty of work done! One of the crucial roles of a Volunteer Leader and Safety Leader is to clearly explain the expectations regarding safety before every event and then to watch for and correct unsafe practices.

All volunteers need to sign a waiver of liability prior to starting work to protect themselves and others in the case of an accident.

The most common safety issues are listed below and need to be discussed with volunteers before beginning work on a project.

1) Tools:

- a) Keep a safe distance from other workers.
- b) Carry tools with the heavy or sharp end near the ground (rather than over a shoulder).
- c) Wear personal protective equipment (PPE) when using power tools, and consult with City staff prior to use. Specialty equipment requires prior training by City staff.
- d) Use the right tool for the job.

2) Hazardous objects that may be found:

- a) Do not handle hypodermic needles or unidentified liquids, containers, or objects. Flag the object, and notify the Volunteer Leader or Volunteer Coordinator.

3) Moving objects:

- a) Roads and bike paths are both transportation corridors that require caution. Please pay attention when near them, and make sure caution signs are in place.
- b) Safety vests are required if working on or adjacent to roads or bike paths.

4) Environmental conditions:

- a) All volunteers must monitor their physical condition during periods of extreme temperatures (hot or cold); must remain aware of their surroundings (for example, not remaining under trees in high winds); must ensure that their footing is secure when near a drop-off or river bank; and must monitor themselves for signs of exhaustion, which may lead to injury of self or others.
- b) If a conflict arises with other park users, be respectful and always put safety first.

5) Power Equipment - There is a label on each of our power tools indicating what personal protective equipment (PPE) is required for each tool. Note that some specialty equipment requires training prior to the day of the project.

6) Sharps Container – Your group will receive a sharps container in your Volunteer Leader tool kit, and we will train leaders on how to safely handle syringes.

Exhibit D

Safety Protocols

- 7) Safe Distances** - Stand less than 12 feet apart from shoulder to shoulder when working with long-handled tools or cutting blackberries. For planting trees volunteers will be much closer, and when using weed eaters or hedgers, the safe distance apart will increase. Please be aware and use common sense. This is a critical practice for preventing injuries.
- 8) Unidentified objects** - Please use caution in handling all found objects! Beverage containers are the most common form of litter. Do not handle those that have liquid in them. Any object, especially a piece of pipe or even a tennis ball, can be used to construct an improvised explosive device (IED). If you don't recognize or are uncertain about an object, please do not handle it, and notify the Volunteer Coordinator or Leader immediately.
- 9) Other Park Users** – Parks and natural areas across the country are increasingly being used for illicit behavior ranging from camping to drug and alcohol abuse. Eugene is no exception. Campers are also keeping off-leash dogs. If you should encounter a camp, whether it is occupied or not, please avoid it, and let your leader/coordinator know about its location.
- 10) Conflicts** – If it appears that your project is in conflict with another park use at the same time and place, please do your best to find a workable solution. Call your EPS Volunteer Coordinator, per Communication Protocols, or leave the area if problems persist.
- 11) First Aid** - There must be a first aid kit available at all projects. The City of Eugene will offer free first aid and CPR training to all volunteer leaders.
- 12) Available Resources** - EPS will provide a first aid kit for scratches and other minor injuries. For treatment, assistance and guidance about a more serious injury that is not life-threatening, call MedExpress at 541-228-3111 (reference the MedExpress Symptoms sheet). Your safety and that of your volunteers are extremely important to us.
- 13) Medical emergencies:** Call 911 if the injured person requests an ambulance, or if:
 - a) There is profuse bleeding that doesn't stop when pressure is applied
 - b) Someone loses consciousness
 - c) Someone is short of breath and having pains in the torso
 - d) Someone is disoriented from a fall or from heat stress
- 14) Other reasons to call 911:**
 - a) If there is someone who appears to be threatening others either with a weapon or with aggressive behavior. The Eugene Police will have your location if you call on your cell phone.

The City of Eugene Parks and Open Space Volunteer Program has never had to call 911, but we are providing guidance just in case. Your safety is extremely important to us.

Exhibit E

Pesticide Free Park Protocols

POS Protocols for Pesticide Free Parks

Intent

This document will clarify the responsibilities of the volunteers or adoption group(s) and Parks and Open Space (POS) staff to establish a pesticide free space within the City of Eugene Parks and Open Space system.

Adoption Group:

1. Will perform the maintenance outlined in the work plan (Exhibit A) in the area identified in the partnership agreement.
2. Will inform their regional volunteer coordinator of any changes in roles or responsibilities of group members.

Parks and Open Space:

1. Will not use EPA registered pesticides in the general maintenance of the adopted park.
2. Reserves the authority to take action, which may include the use of pesticides, based on public safety (i.e. hornets, poison oak, etc.).
3. Will assist with materials, tools and supplies as available to perform the required maintenance.

Joint Understandings:

1. If POS discovers, upon inspection, that the adoption group is not performing the agreed upon park maintenance at the agreed upon intervals then POS will inform the adoption group and associated neighborhood board of the potential loss of the parks pesticide free designation prior to the change of the designation.
2. POS will work with the neighborhood group and the neighborhood board if and when Integrated Pest Management protocols are the course of action we need to take to remove invasive species