



**AGENDA SUMMARY
PARKS AND RECREATION COMMISSION MEETING
WEDNESDAY, JUNE 8, 2016
6:30 P.M.
ARROYO GRANDE CITY COUNCIL CHAMBERS
215 E. BRANCH STREET, ARROYO GRANDE**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. COMMUNITY COMMENTS AND SUGGESTIONS**

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Parks and Recreation Commission. The Brown Act restricts the Commission from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Commissioner may:

- ◆ Direct City staff to assist or coordinate with you.
- ◆ A Commissioner may state a desire to meet with you.
- ◆ It may be the desire of the Commission to place your issue or matter on a future Commission agenda.

5. CONSENT AGENDA

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Commission Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The Parks and Recreation Commission may approve the remainder of the Consent Agenda on one motion.

5.a. CONSIDERATION OF APPROVAL OF MINUTES

Recommended Action: Approve the minutes of the Parks and Recreation Commission meeting of May 11, 2016 as submitted.

Documents: [PRC Minutes 051116.pdf](#)

6. CONTINUED BUSINESS

7. NEW BUSINESS

7.a. REQUEST FOR FEE WAIVER – RELAY FOR LIFE

Recommended action: Review and approve the fee waiver request for Relay For Life's use of Heritage Square Park.

Documents: [P R Staff Report 6-13-16 Fee Waiver Relay For Life.pdf](#),
[FeeWaiver_RelayForLife_Attachment1.pdf](#), [FeeWaiver_RelayForLife_Attachment2.pdf](#)

7.b. EAGLE SCOUT PROJECT: PRESENTATION OF CONCEPTUAL OPTIONS FOR A POTENTIAL PLAY STRUCTURE IN THE ARROYO GRANDE VILLAGE

Recommended action: Review staff report, hear presentation, and provide staff with direction to bring this matter back for future consideration.

Documents: [PR COMMISSION Staff Report- 6-8-16 Eagle Scout project- Betita.pdf](#),
[Eagle Scout Project Presentation_Village Play Strucure_Attachment1.pdf](#), [Eagle](#)

Scout Project Presentation_Village Play Strucure_Attachment2.pdf, Eagle Scout Project Presentation_Village Play Strucure_Attachment3.pdf, Eagle Scout Project Presentation_Village Play Strucure_Attachment4.pdf, Eagle Scout Project Presentation_Village Play Strucure_Attachment5.pdf

7.c. PROPOSED ADOPT-A-PARK PROGRAM

Recommended action: Review staff report and comment on the Adopt-A-Park Program.

Documents: [PR Staff Report 6-13-16 Adopt-a-Park DRAFT.pdf](#), [Adopt-A-Park Handbook Draft.pdf](#)

8. COMMISSION COMMUNICATIONS

Correspondence/comments as presented by the Parks and Recreation Commission.

9. STAFF COMMUNICATIONS

Correspondence/comments/requested follow up items as presented by the Director of Recreation Services and Director of Public Works.

10. COMMUNITY COMMENTS AND SUGGESTIONS

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions. Comments should be limited to those matters that are within the jurisdiction of the Parks and Recreation Commission. The Brown Act restricts the Commission from taking formal action on matters not published on the agenda.

11. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Parks and Recreation Commission within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Recreation Services Department, 1221 Ash Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

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MINUTES
CITY OF ARROYO GRANDE
PARKS AND RECREATION COMMISSION
WEDNESDAY, MAY 11, 2016, 6:30 P.M.
CITY COUNCIL CHAMBERS
215 E. BRANCH STREET
ARROYO GRANDE, CALIFORNIA

1. CALL TO ORDER

Vice Chair Blethen presided and called the Arroyo Grande Parks and Recreation Commission meeting to order at 6:31 p.m.

2. FLAG SALUTE

Commissioner Jensen led those present in the Flag Salute.

3. ROLL CALL

Commissioner Linda Sandy, Commissioner Jen Jensen, Commissioner Will Reichardt, and Commissioner Shawn Blethen were present at roll call. Attending staff included Recreation Services Director John Rogers, and Administrative Secretary Jill Fitzgerald.

4. COMMUNITY COMMENTS AND SUGGESTIONS

None.

5. CONSENT AGENDA

5.a. Consideration of Approval of Minutes

Action: Upon motion/second by Commissioners Sandy/Jensen the minutes of the Parks and Recreation Commission meeting of April 13, 2016 were approved as submitted.

6. CONTINUED BUSINESS

None.

7. NEW BUSINESS

7.a. REQUEST FOR FEE WAIVER – PAULDING MIDDLE SCHOOL

Director Rogers reviewed the report.

Director Rogers answered questions from the commission regarding park rental fees and the process of requesting a fee waiver.

Action: Commissioner Reichardt made a motion to pass. Commissioner Sandy seconded the motion and the motion passed unanimously.

7.b. REQUEST FOR PARTIAL FEE WAIVER – CUB SCOUT PACK 13

Director Rogers reviewed the staff report

Director Rogers answered questions from the commission regarding the fee waiver process.

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Action: Commissioner Sandy made a motion to pass. Commissioner Reichardt seconded the motion and the motion passed.

8. COMMISSION COMMUNICATIONS

Commissioner Blethen asked about the status of the Elm Street Park playground equipment. Director Rogers explained that the organization is still in the fundraising stage.

Commissioner Blethen commented about the pickleball program and noticed its continued success.

9. STAFF COMMUNICATIONS

Director Rogers updated the commission on the pickleball improvements, adding a gate, electrical outlets, resurfacing and installation of permanent nets. All improvements should be complete by the end of June.

Director Rogers updated the commission on the Woman's Club Community Center kitchen project. Director Rogers expects the project to be complete this fall.

Director Rogers informed the commission on upcoming agenda items for the June meeting. At the next meeting the Commission can expect to meet Sheridan Bohlken, Volunteer Coordinator as she discusses a new adopt a park program. Sheridan will also report about a clean-up of the Woman's Club Community Center parking lot and surrounding outdoor areas by volunteers from the Valley View 7th Day Adventist School. Also changes to park use policies will be discussed.

Director Rogers informed the Commission about the Recreation Services Department's upcoming events. The department has a Fundraiser BBQ on May 13th, the annual Father Daughter Date Night on June 4th and a brand new event, Family Fun Day on June 25th.

10. COMMUNITY COMMENTS AND SUGGESTIONS

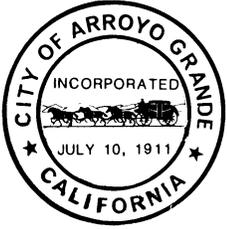
None.

11. ADJOURNMENT

Action: Upon motion/second by Commissioners Sandy/Jensen the meeting of the Parks and Recreation Commission was unanimously adjourned at 7:00 p.m. to the next scheduled meeting of June 8, 2016.

SHAWN BLETHEN, VICE CHAIR

Attest: _____
JILL FITZGERALD, SECRETARY TO THE COMMISSION



MEMORANDUM

TO: PARKS AND RECREATION COMMISSION

FROM: JOHN ROGERS, DIRECTOR OF RECREATION SERVICES

SUBJECT: REQUEST FOR FEE WAIVER – RELAY FOR LIFE

DATE: JUNE 8, 2016

RECOMMENDATION:

Staff recommends the Commission review a letter (Attachment 1) and fee waiver request (Attachment 2) from Relay For Life of 5 Cities, and grant a \$75 reduction of fees for use of Heritage Square Park.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Granting the \$75 fee waiver will reduce facility rental revenue.

BACKGROUND:

Relay For Life of 5 Cities has submitted a letter (Attachment 1) requesting a waiver of fees for use of Heritage Square Park for a Movie Night fund raising event. The date of the use is Friday, July 15, 2016. The normal rental fee would be \$75.

The Relay For Life program focuses on cancer awareness programs and funding for related programs.

ANALYSIS OF ISSUES:

It has been standard practice of the Parks and Recreation Commission, when deemed appropriate, to waive fees for local, Arroyo-Grande-based, non-profit groups. In order for a waiver request to be considered, the requesting organization must complete and submit a City of Arroyo Grande Fee Waiver or Reduction Criteria Form (Attachment 2), along with a letter (Attachment 1). Groups meeting five or more of the criteria qualify for a full waiver, up to a maximum of \$750. The Parks and Recreation Commission may waive fees up to \$500. Relay For Life meets five of the waiver criteria, which qualifies them for a full waiver rental fee (\$75.00).

ALTERNATIVES:

The following alternatives are provided for the Commission's consideration:

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FEE WAIVER REQUEST – RELAY FOR LIFE
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- Approve staff's recommendation to grant a \$75.00 reduction of fees for the Relay For Life of 5 Cities;
- Do not approve staff's recommendation and deny the fee reduction;
- Modify staff's recommendation and determine a lesser amount to be waived; or
- Provide staff direction.

ADVANTAGES:

Approval of staff's recommendation will save the Relay For Life of 5 Cities \$75.00, which will better enable them to provide services for local children.

DISADVANTAGES:

Approval of staff's recommendation will reduce revenues by \$75.00.

ENVIRONMENTAL REVIEW:

No environmental review is required.

PUBLIC NOTIFICATION AND COMMENTS:

Notification has been sent to Relay For Life c/o Holly Mielke.

Attachments:

1. Letter from Relay For Life of 5 Cities
2. City of Arroyo Grande Fee Waiver or Reduction Criteria Form

Letter of Request

The Relay For Life of 5 Cities is applying to have a Movie Night in the Park.
(Rotary Bandstand in the Village of Arroyo Grande).

Date: Friday, July 15th, 2016

From: 5pm to 10pm

We are requesting the use of the bandstand park to hold a movie night! This movie is Cool Runnings, the reason this movie is going to be played is the Relay For Life theme is Paint your world Purple and all teams are taking on a country that the American Cancer Society Relays in!!

100% of the proceeds is being donated to the American Cancer Society for Wigs for Kids! This enables the Cancer Society to help children that have lost their hair during cancer treatments.

CITY OF ARROYO GRANDE

FEE WAIVER OR REDUCTION CRITERIA FORM

Name: Holly Melke Address: 490 Meredith Ave Phone #: 805 440-0611

Type of Fee Requested to Be Waived: Rental of Rotary Bandstand Total Fee Amt. To Be Considered: \$ 105.00
(Maximum \$750 per calendar year)

WAIVER OF FEES: All groups/organizations/sponsors requesting a waiver of fees must submit a completed Fee Waiver or Reduction Criteria Form with a letter stating: (a) the facility requested, (b) event, (c) which fees should be waived, and (d) verification of information requested on the criteria form (e.g., organization donates 50% of its budget-supporting programs in the Five Cities area). Please include all additional information on a separate sheet of paper along with your letter of request. All forms and letters should be submitted as follows:

For Requests for Fees Totaling \$500 or Less:

Parks and Recreation Commission
c/o Recreation Services
1221 Ash Street
Arroyo Grande, CA 93420

For Requests for Fees Totaling \$501 or More:

Arroyo Grande City Council
Attention: Administrative Services Director
214 East Branch Street
Arroyo Grande, CA 93420

Check below each item that applies to your group or organization:

- 1. Local Arroyo Grande-based non-profit group or organization # 13-1788491 (provide I.D. number). "Local" is defined as 50% membership from the City of Arroyo Grande.
- 2. Non-profit group/organization services youth only, ages 6 - 18; and no specific program fees are charged youth (other than registration fee). Number of youth served: 100. Registration fee charged to youth: 0.
- 3. The group/organization donates 50% of its budget supporting programs/activities within the City of Arroyo Grande or the Five Cities area. Examples of programs/activities supported: Road to Recovery / Look Good Feel Better.
- 4. The facility/activity requested and all proceeds will be used for a specific City of Arroyo Grande/Five Cities area public project, benefit, or cause. Example of specific service/project: Relay For Life of 5 cities.
- 5. The event proposed is open to the public, and the organization/sponsor is not requesting a donation or charging a fee for entry or to participants (vendors, speakers, etc.).
- 6. Group or organization provides a yearly donation (equipment, monetary, services-in-kind) to the City of Arroyo Grande. Specific donation: programs for cancer patients. Date of donation: all year.
- 7. Mid-week or shared scheduling of facility. The group has requested a date during the week (Monday - Thursday), and another organization will be meeting at the same time.

5 TOTAL NUMBER OF CRITERIA ITEMS WHICH APPLY.

QUALIFICATIONS: Groups meeting criteria items 1 - 7 above score 1 point each. A score of 5 or more points qualifies a group for a waiver or reduction of fees. Groups scoring less than 5 points may be eligible for a waiver of up to 50% of the fee(s).

DETERMINATION: All requests for the reduction or waiver of fees for uses that require a Public Safety and Welfare Permit or Police Department Auxiliary Police Services (e.g., fees established by City Ordinance or Resolution) must be approved by the City Council.

Field rental fees (excluding tournaments, lighting, and field preps) shall be waived for all youth sport activities scoring five (5) points or more on a fully completed Fee Waiver or Reduction Criteria Form. "Youth sport activities" shall be defined as any league/team roster having members under the age of 18, with the exception that a maximum of three (3) members may be 18 or older, at the time the roster is submitted to the Recreation and Maintenance Services Department.

FOR FEES TOTALING \$500 OR LESS FOR USE OF A CITY FACILITY: Waiver or reduction of the fees can be approved by the Parks and Recreation Commission. All decisions made by the Parks and Recreation Commission can be appealed to the City Council.

FOR FEES TOTALING \$501 OR MORE FOR USE OF A CITY FACILITY: Waiver or reduction of fees must be approved by the City Council.

THE MAXIMUM ANY INDIVIDUAL GROUP CAN RECEIVE IN WAIVERS IS \$750 ANNUALLY (Calendar year): This maximum may not be appealed.



MEMORANDUM

TO: PARKS AND RECREATION COMMISSION

FROM: GEOFF ENGLISH, PUBLIC WORKS DIRECTOR

**SUBJECT: EAGLE SCOUT PROJECT: PRESENTATION OF CONCEPTUAL
OPTIONS FOR A POTENTIAL PLAY STRUCTURE IN THE ARROYO
GRANDE VILLAGE AREA**

DATE: JUNE 8, 2016

RECOMMENDATION:

Staff requests that the Parks and Recreation Commission hear a presentation by Boy Scout Riley Betita on potential options for the placement of a play structure in the Village of Arroyo Grande and provide staff and to Riley Betita with direction to bring this matter back for future consideration.

IMPACT ON FINANCIAL AND PERSONNEL SERVICES:

None identified by staff at this time. The Eagle Scout candidate will be responsible to raise funds to cover all costs associate with the proposed project. Any future Park play structure will require ongoing maintenance and replacement costs that cannot be determined until the details of the project are determined.

BACKGROUND:

Riley Betita is an Arroyo Grande resident and a Boy Scout with Troop 413 who is working on the criteria to attain the Eagle Scout rank. To become an Eagle Scout, one of the requirements is to plan and construct an Eagle Scout project. Riley approached City staff back in April with a project idea to design and install at play structure somewhere in the Arroyo Grande Village area. (Attachment #1)

Previously, Arroyo Grande resident Zach Hall approached the City with a similar request to consider potential locations in the Village area for placement of a public children's play structure. The Parks and Recreation Commission consider this matter on April 17, 2013. (Attachment #2 and #3) The Commission reviewed and prioritized seven (7) potential locations presented by staff. A copy of the minutes from this meeting is attached. (Attachment #4)

The general consensus of the Commission on April 17, 2013 was that Centennial Park, Olohan Alley, and Heritage Square Park were the most feasible potential locations for a small scale play element in the Village area. The following areas were recommended for removal from consideration: Hoosegaw Park, Council Chambers rear lawn, Hart-Collett Park, Old City hall front lawn.

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EAGLE SCOUT PROJECT PRESENTATION: VILLAGE PLAY STRUCTURE
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Since this project has not been funded, no further action has been taken since the original project ideas was presented.

ANALYSIS OF ISSUES:

There are currently no public play structures in the immediate vicinity of the Village area of Arroyo Grande. Placement of a play structure is not a currently budgeted project nor has this issue been identified by the City Council as a staff goal. As stated above, there has been previous interest in placing some sort of children's play elements in the Village area and as such, when approached by Riley Betita, agreed to provide assistance with this particular project idea. As this is a non-budgeted project, all costs associated with the project would need to be borne through a private community fund-raising effort.

Prospective Eagle Scout Riley Betita will make a presentation to the Commission with potential location options and project conceptual plans. If the Commission considers this project idea to be feasible, staff requests that the Commission provide comments regarding the following;

- Potential placement locations
- Potential thematic ideas
- Stake holders to involve in the public review process

Riley Betita will further and develop his Eagle Scout project idea based on direction and comments from the Commission and will work directly with the Public Works Department to bring back a final recommendation for approval and recommendation to the City Council for final consideration.

ALTERNATIVES:

- 1) Follow staff's recommendation to hear a presentation by Boy Scout Riley Betita on potential options for the placement of a play structure in the Village of Arroyo Grande and provide staff and to Riley Betita with direction to bring this matter back for future consideration
- 2) Recommend against the placement of a play structure in the Village Area;
- 3) Provide direction to staff.

ENVIRONMENTAL REVIEW:

Environmental review of not required at this time.

PUBLIC NOTIFICATION AND COMMENT:

The agenda was posted on Friday, June 3, 2016. The agenda and staff report was posted on the City's website on Friday, June 3, 2016. No public comments were received as of the time of preparation of this report.

**PARKS AND RECREATION COMMISSION
EAGLE SCOUT PROJECT PRESENTATION: VILLAGE PLAY STRUCTURE
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ATTACHMENTS

1. Communication from Riley Betita to Geoff English dated April 20, 2016
2. Parks and Recreation Commission report- April 17, 2013
3. Village Playground location options- Aerial photo
4. Parks and Recreation Commission Minutes- April 17, 2013
5. Riley Betita Eagle Scout project documents (to be presented at the meeting)

Geoff English

From: Riley Betita [rileycbetita@gmail.com]
Sent: Wednesday, April 20, 2016 6:22 PM
To: Geoff English
Cc: Marcy Betita; John Rogers; Ron Simpson
Subject: Eagle Scout Project

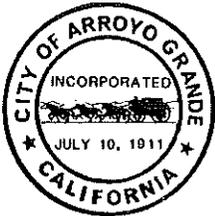
Dear. Mr. English,

Hi,I'm Riley Betita, a boy scout in Troop 413 with the rank of Life, trying to put together my Eagle Scout Project. My idea is to have a small children's play area with in the Village. Over the past three months I have met with John Rogers, taken measurements and photos of various places, had gotten renderings from Play & Park structures and put together my rough draft project proposal. Location has been the hardest part to identify as plausible, but hope to use some space at Heritage Square Park. Yesterday I also met with Ron Simpson and Bob Lund, and they suggested I contact you for more input. I understand that this is a long process, with many details to cover. Would we have a chance to talk, in person, phone, or continue with emailing? My next steps are to get public input from the immediate neighbors of the park and then reach out to the further neighborhood.

Thank you,

--

Riley Betita
(805) 489-6325



MEMORANDUM

TO: PARKS AND RECREATION COMMISSION

FROM: GEOFF ENGLISH, PUBLIC WORKS DIRECTOR

SUBJECT: OPTIONS FOR A POTENTIAL PLAY STRUCTURE IN THE ARROYO GRANDE VILLAGE AREA

DATE: APRIL 17, 2013

RECOMMENDATION:

Staff requests that the Parks and Recreation Commission discuss potential options for the placement of a play structure in the Village of Arroyo Grande and provide staff with direction to bring this matter back for future consideration.

IMPACT ON FINANCIAL AND PERSONNEL SERVICES:

None identified by staff at this time.

BACKGROUND:

Arroyo Grande resident Zach Hall approached City staff requesting consideration of a location in the Village area for placement of a public children's play structure. There are currently no public play structures in the immediate vicinity of the Village area of Arroyo Grande. Placement of a play structure is not a currently budgeted project nor has this issue been identified by the City Council as a staff goal. City staff agreed, as time permitted, to bring this matter before the Parks and Recreation Commission to gauge community support and to take a preliminary look at potential locations. As this is a non-budgeted project, all costs associated with the project would need to be borne through a private community fund-raising effort.

ANALYSIS OF ISSUES:

Seven publicly owned properties in the Village area have been identified and indicated in no particular priority order on the attached map. Comments and potential constraints for each site are below:

<u>Location</u>	<u>Potential constraints and site challenges</u>
1. Hoosegaw Park	Limited suitable level ground and does not meet wheelchair accessibility requirements.
2. Council Chambers back lawn	Under-sized location for purpose, does not meet wheelchair accessibility requirements and conflicts with historic uses of the site.

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CONSIDERATION OF CUP 12-007 (APPEAL)
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- | | |
|------------------------------------|---|
| 3. Old City Hall Front lawn | Under-sized location for the purpose, potential safety concerns due to proximity to the street. Protective fencing may alleviate this concern. |
| 4. Centennial Gazebo area | Undesirable size for the purpose and may conflict with historic uses. Has the potential for a small stand-alone play element. |
| 5. Olahan Alley Green-belt | Undesirable sized location for purpose but has the potential for a stand-alone small play element. |
| 6. Kiwanis Park | Potentially suitable area, however this location is in the flood plain of Arroyo Grande Creek, does not currently meet wheelchair accessibility requirements and has safety concerns to limited visibility of the area. |
| 7. Heritage Square Park | Location has ample area for a play structure; however the open turf areas are used for current community activities. There may be small suitable locations for small stand-alone play elements. |

Staff did not identify any other suitable locations in the Village that are publicly owned. Staff will discuss the merits of each of the above listed sites and request the Parks and Recreation Commission to accept public comment and prioritize the potential locations. Based on the information collected, a follow-up report will be brought back to the Commission at a future date, if warranted, to make a recommendation to the City Council.

ALTERNATIVES:

- 1) Prioritize and comment on the locations listed above;
- 2) Consider additional locations not listed;
- 3) Consider the placement of small stand-alone play elements at suitable locations;
- 4) Recommend against the placement of a play structure in the Village Area;
- 5) Provide direction to staff.

ENVIRONMENTAL REVIEW:

Environmental review of not required at this time.

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CONSIDERATION OF CUP 12-007 (APPEAL)
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PAGE 3**

PUBLIC NOTIFICATION AND COMMENT:

The agenda was posted on Friday, April 17, 2013. The agenda and staff report was posted on the City's website on Friday, April 17, 2013. No public comments were received as of the time of preparation of this report.

ATTACHMENTS

1. Aerial map with public landscape areas



MINUTES
CITY OF ARROYO GRANDE
PARKS AND RECREATION COMMISSION
WEDNESDAY, APRIL 17, 2013, 6:30 P.M.
CITY COUNCIL CHAMBERS
215 E. BRANCH STREET
ARROYO GRANDE, CALIFORNIA

1. **CALL TO ORDER**

Chair King presided and called the Arroyo Grande Parks and Recreation Commission special meeting to order at 6:32 p.m.

2. **FLAG SALUTE**

Commissioner Ekberg led those present in the Flag Salute.

3. **ROLL CALL**

Commissioner Matt Ekberg, Commissioner Roxanne Shankland, Commissioner Marcy Betita, and Chair Greg King were present at roll call. Vice Chair Shawn Blethen was absent. Attending staff included Public Works Director Geoff English and Administrative Secretary Alison Neff.

4. **COMMUNITY COMMENTS AND SUGGESTIONS**

None.

5. **CONSENT AGENDA**

5.a. **Consideration of Approval of Minutes**

Action: Upon motion/second by Commissioners Shankland/Ekberg, the minutes of the Parks and Recreation Commission meeting of February 13, 2013 were unanimously approved as submitted.

6. **CONTINUED BUSINESS**

6.a. **Consideration of Options for a Potential Play Structure in the Arroyo Grande Village Area**

Public Works Director English addressed the Commission stating that he received correspondence from Zachary Hall, a citizen of Arroyo Grande, requesting a playground in the Village area. Director English presented the staff report, which included a PowerPoint presentation reviewing all the publicly owned parcels in the Village area with open turf areas. Director English stated that none of the parcels except Heritage Square Park are large enough to accommodate a typical play structure. He also presented some possibilities for stand-alone play pieces that could fit in some of the other areas.

Discussion ensued and the consensus of the Commission was that Centennial Park, Olohan Alley, and Heritage Square Park were the most feasible potential locations for a small scale play element in the Village area. The following areas were recommended for removal from consideration: Hoosegaw Park, Council Chambers rear lawn, Hart-Collett Park, Old City hall front lawn.

Director English reported that he will bring back some potential locations at Heritage Square Park along with some examples of play elements for future consideration by the Commission. Director English stated that the eventual goal would be for the

PARKS AND RECREATION COMMISSION MINUTES

APRIL 17, 2013

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Commission to make recommendation to the City Council to designate specific locations for the addition of future play elements.

7. NEW BUSINESS

7.a. Consideration of Conditional Use Permit 12-007; Location – Southwest Corner of The Pike and South Elm Street; Park Component Proposal Conformance

Public Works Director English presented the staff report, including a PowerPoint presentation. Mr. Peter Burtness, property owner, addressed the Commission.

Kim Greene addressed the Commission citing concerns with lighting and Megan's Law.

After some discussion, Commissioner Shankland moved to find the project in substantial compliance with Conditional Use Permit 12-007, Special Condition #122 of Resolution #4488 with the addition of a picnic table to the area. Commissioner Betita seconded the motion. The motion passed with Commissioner Ekberg abstaining.

8. COMMISSION COMMUNICATIONS

Commissioner Shankland reported that she attended the Commissioners Workshop in Atascadero and attended two great sessions regarding partnerships and advocacy. Commissioner Shankland reported that one example of partnerships she heard about was giving naming rights to companies that sponsor parks. Commissioner Shankland also mentioned that having a booth at the Saturday Farmers Market might be a good opportunity for advocacy.

9. STAFF COMMUNICATIONS

Director English updated the Commission on the shade structures at Rancho Grande Park. He reported that construction is nearing completion and showed some PowerPoint slides of the park with the structures in place. Director English reported dedication will be scheduled in the near future.

Alison Neff reported that the Youth Activity Fair is scheduled at the City of Arroyo Grande and Woman's Club Community Center on Sunday, April 21, 2013.

10. COMMUNITY COMMENTS AND SUGGESTIONS

None.

11. ADJOURNMENT

Action: Upon motion/second by Commissioners Shankland/Ekberg, the meeting of the Parks and Recreation Commission was unanimously adjourned at 8:07 p.m. to the next scheduled meeting of May 8, 2013.

/s/ Greg King, Chair

ATTEST

/s/ Alison Neff, Secretary to the Commission



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Riley Chessell Betita

Please give a name to your project Village Play Park

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Riley Chessell Betita Birth date: August 7, 1999
Email address: rileycbetita@gmail.com BSA PID number*: 120039520
Address: 217 Short Street City: Arroyo Grande State: CA Zip: 93420
Preferred telephone(s): (805) 489-6325 Life board of review date: 07-23-2015
* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: Troop Team Crew Ship Unit Number: 413
Name of District: El Camino Real Name of Council: Los Padres

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper
Name: Thomas Lebens Preferred telephone(s): (805) 270-5827
Address: 1215 Echo Canyon Court City: Arroyo Grande State: CA Zip: 93420
Email address: tlebens@pacbell.net

Unit Committee Chair

Name: Barry Vanderkelen Preferred telephone(s): (805) 474-8074
Address: 419 Mercedes Lane City: Arroyo Grande State: CA Zip: 93420
Email address: vanderkelen@sbcglobal.net

Unit Advancement Coordinator (If your unit has one)

Name: Traci Scheffler Preferred telephone(s): (805) 773-8963
Address: 175 Irish Way City: Pismo Beach State: CA Zip: 93449
Email address: tschweffler@charter.net

Project Beneficiary (Name of religious institution, school, or community)

Name: City of Arroyo Grande Preferred telephone(s):
Address: City: State: Zip:
Email address:

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: John Rogers Preferred telephone(s): (805) 473-5474 5478
Address: 1221 Ash Street City: Arroyo Grande State: CA Zip: 93420
Email address: jrogers@arroyogrande.org

Your Council Service Center

Contact name: Boy Scouts of America Preferred telephone(s): (805) 925-1955
Address: 228 Town Center E City: Santa Maria State: CA Zip: 93454

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Rick TerBorch Preferred telephone(s): (805) 441-1721
Address: 171 Walnut Street City: Arroyo Grande State: CA Zip: 93420
Email address: rterborch@charter.net

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Preferred telephone(s):
Address: City: State: Zip:
Email address:

Project Description and Benefit

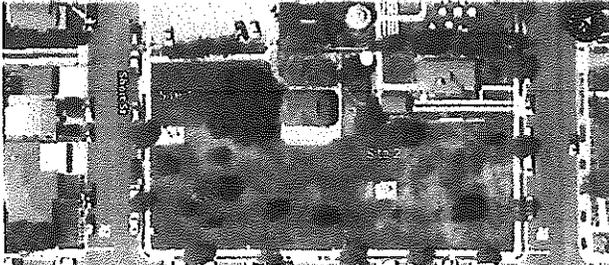
Briefly describe your project.

My project idea is to have a small playground installed at Heritage Square Park in the village of Arroyo Grande.

Exact items still being determined.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

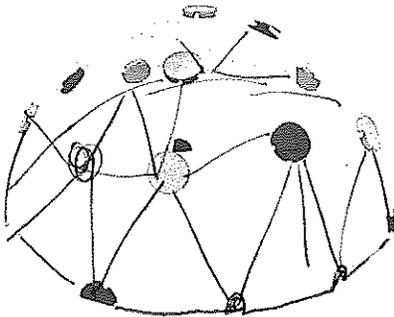


Heritage Square Park, Arroyo Grande, CA

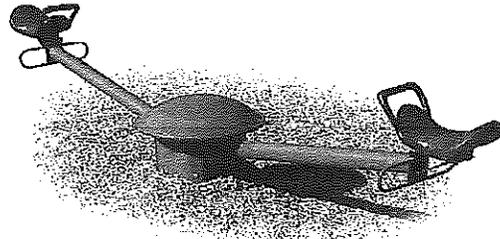
Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.

Tell how your project will be helpful to the beneficiary. Why is it needed?

Outside play is important for all ages and there isn't anything like this for young kids in the village.

When do you plan to begin carrying out your project? As soon as approval is given

When do you think your project will be completed? The end of 2016

Giving Leadership

Approximately how many people will be needed to help on your project? 50

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:
City Officials, Scouts, Family, Construction Workers, Friends, Community for fundraising.

What do you think will be most difficult about leading them?

Who is right for the job, listening, communication and scheduling conflicts.

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4. Concrete, playground equipment, wood-chips or rubber or Astroturf.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Caution tape, pizza and waters, signs for fund-raisers, safety helmets, gloves and goggles.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Shovels, rakes, excavating digger, wheel barrels, trucks, dollies.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Postage, dump, fees, printing services.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Permission from the city of Arroyo Grande, it will probably take a few months to work everything out.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below:
(Include sales tax if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$18,000.00	Hoping for a discount on playground equipment from the company I've contacted.
Supplies:	\$0.00	Having fund-raisers, reaching out to the community and businesses.
Tools:	\$0.00	Contact local builders for donation of services and/or funds. Research grants.
Other:	\$0.00	Contact Kiwanis, Lion's Club, and other service organizations.
Total costs:	\$18,000.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Speak with Parks & Recreations with idea
2. Pictures and measurements at proposed sites
3. Obtain prices, information, and renderings from playground company
4. Submit all information as proposal for approval from the city and BSA
5. Seek approval from Parks & Recreations commission
6. Begin fundraising and out-reach
7. Set date for installation, coordinate scouts and other help
8. Carry out project

Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

Dad's truck for supplies, mom can pick up helpers.

Work site is centrally located, no tour plan needed.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

As being a work site, we'd have to tape off the area while it is under construction.

Beware of tripping hazards and heavy objects.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Give a detailed listing of equipment for playground.

Work on list for businesses to contact.

See project phases

Candidate's Promise* Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed *Riley Betita*

Date 3/1/16

*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed *[Signature]*
Name (Printed) THOMAS F. LEWIS

Date 3/17/2016

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed *[Signature]*
Name (Printed) Becky Vanderkelen

Date 3/7/16

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes No

Signed *[Signature]*
Name (Printed) JOHN ROGERS

Date 3/31/16

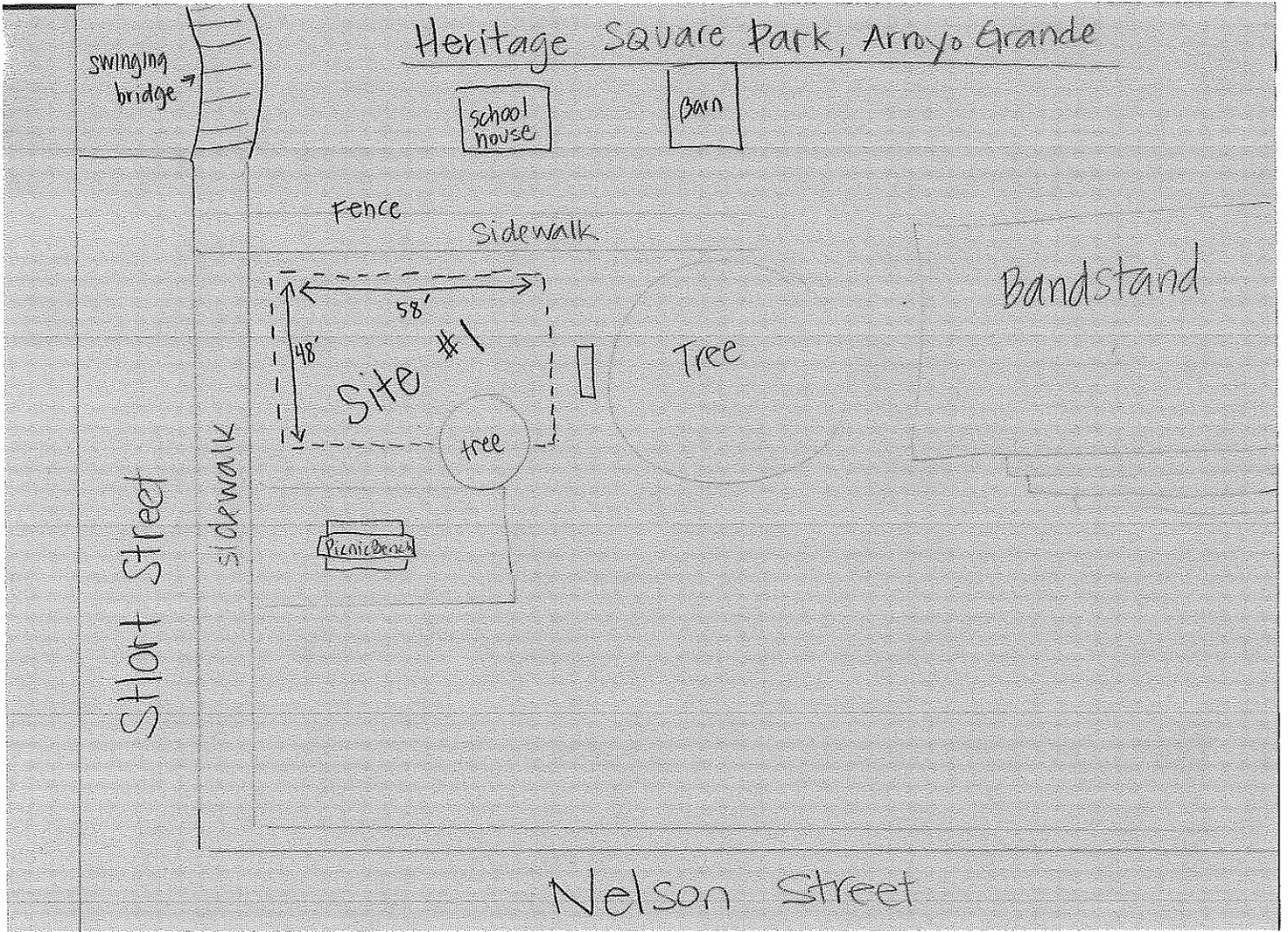
Council or District Approval

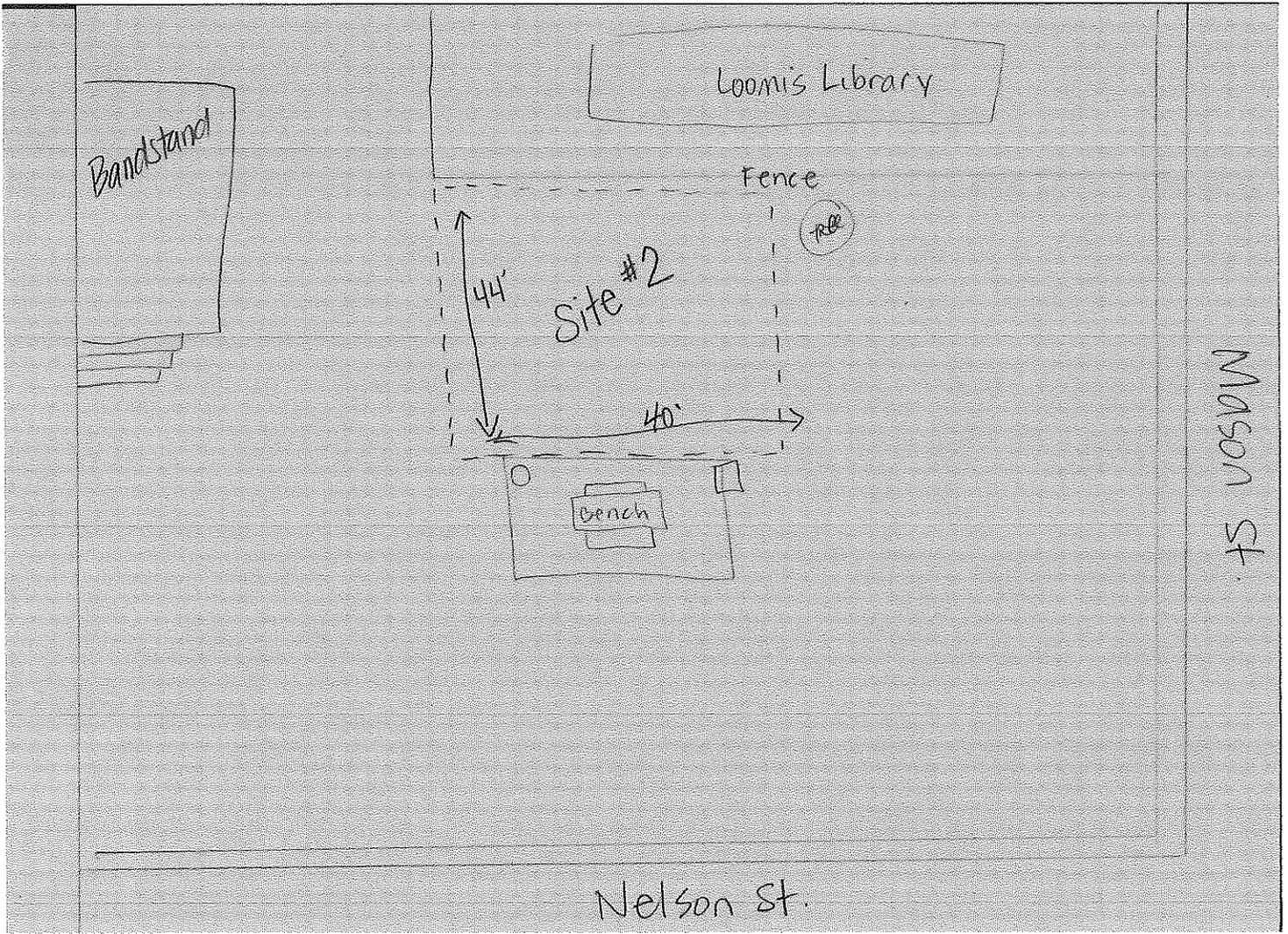
I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed *[Signature]*
Name (Printed) L.F. T. Bennett, Jr.

Date 4/17/2016

While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (). Council or district approval, however, must come after the others.





Eagle Scout Project

Ventura, CA 93325

697-96051



1 855.727.1907
www.playandpark.com
play&park
structures®
A PLAYCORP COMPANY

Eagle Scout Project

Ventura, CA 93325

697-96051



1 800 727 1907
www.playandpark.com
play&park
structures

**Shady Lane
Park Playground**
Pasant View, UT.

705-706653

Recreation Brands Group
of Utah & Colorado
A Division of **AFIA CORE**
Bob Veals
1.800.727.1907
570 Jackson Avenue, Ogden, Utah 84404



play&struct
AFIA
1.800.727.1907
www.playandpark.com

Eagle Scout Project
Ventura, CA 93325

Sun Country Playgrounds

This play equipment is recommended for children ages: 2-5 or 5-12
Minimum Area Required: 32'-3" X 30'-6"

Scale: 1/4"=1'
This drawing can be scaled only when in an 11" X 17" format.

Drawn By: Charlie Walcott
Date: 3/14/16
Quote Number: 697-86051

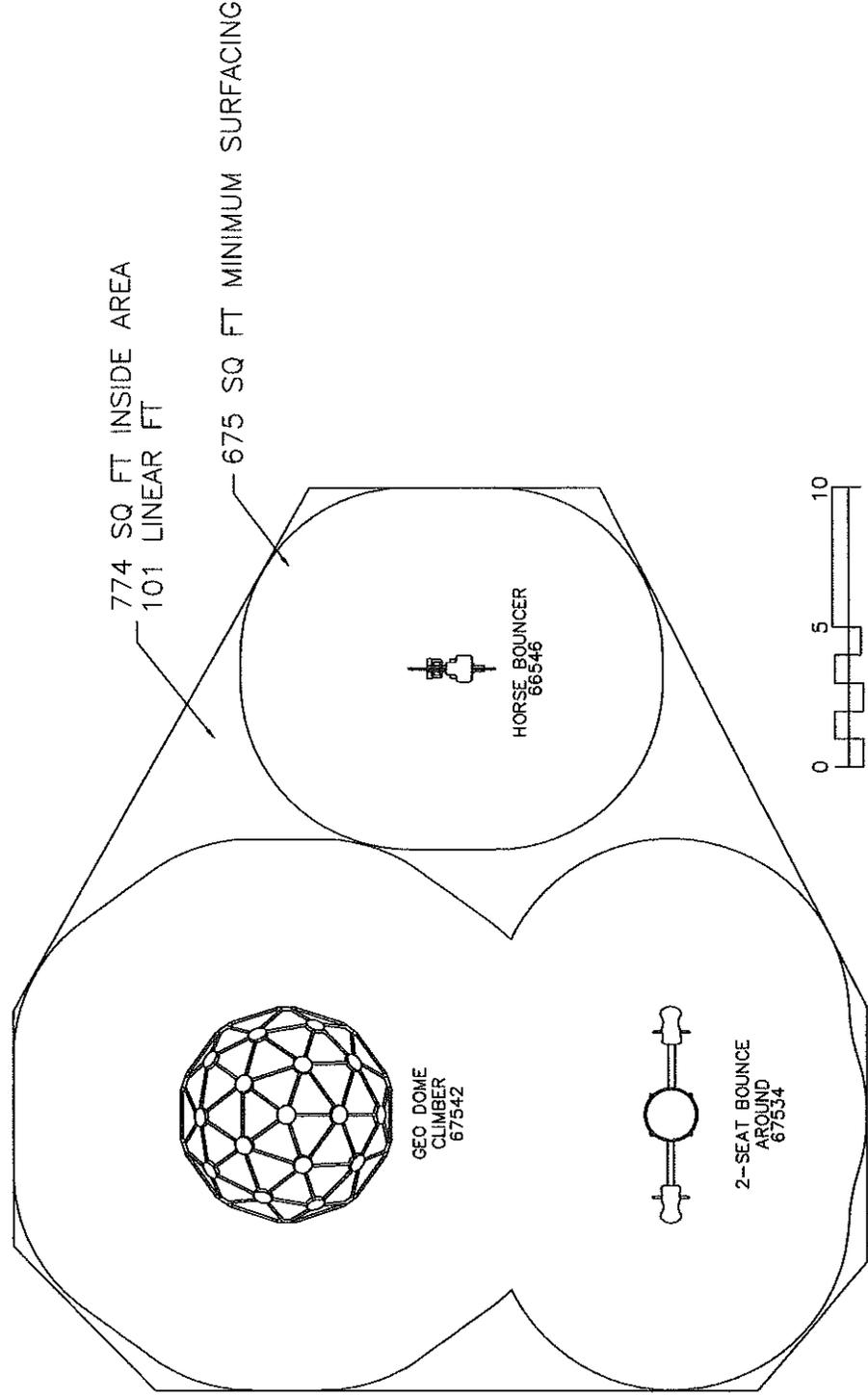
play&park structures
PLAYERS COMPANY
401 Chestnut St., Ste. 410
Chattanooga, TN 37402
800-727-1807 / www.playandpark.com

User Capacity: 10-20
Critical Fall Height: 4'-0"



32'-3"

30'-6"



IMPORTANT: Never install play equipment over hard, unresilient surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion accidental falls.

SUN COUNTRY SYSTEMS
Commercial Playground Sales & Installations
11710 Chisholm Court, Santa Clarita, CA 91390
661-268-1550 / FAX 661-268-1159
Contractor License 693179

March 30, 2016

TO: RILEY BETITA

PROJECT: EAGLE SCOTT PLAYGROUND PROJECT

PRICE PROPOSAL/SCOPE OF WORK

Quantity 1 Play & Park Proposal 697-96051	
Includes 1 Geo Dome Climber and 2 bouncers	\$3,746.00
FREIGHT	584.78
TAX	337.14
<u>GRAND TOTAL:</u>	<u>\$4,667.92</u>

Installation of structure **\$1,300.00**

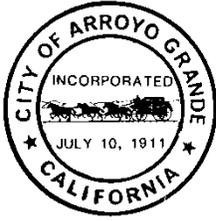
Excavation of 700 sq. ft. at 2" deep **\$2,300.00**
(includes dump fee)

Provide 30 cubic yards of wood chips **\$2,100.00**
(Price does not include borders)

10 367.92

PAYMENT/ORDER TERMS: 50% down of custom equipment, balance due upon delivery. Remainder of proposal is 10% down, 50% due when job starts and balance due upon completion. Prices good for 90 days.

PROPOSAL PRESENTED BY: KATHY WIGGINS



MEMORANDUM

TO: PARKS AND RECREATION COMMISSION

FROM: SHERIDAN BOHLKEN, RECREATION COORDINATOR

SUBJECT: PROPOSED ADOPT-A-PARK PROGRAM

DATE: JUNE 8, 2016

RECOMMENDATION:

It is recommended the Parks and Recreation Commission review and comment on the Adopt-A-Park Program to enhance care for all City parks.

FINANCIAL IMPACT:

Unknown staff time will be needed to screen participants in addition to ongoing monitoring of the program sites. The amount of staff time will be dependent on the number of participants in the program. There is a potential cost for signage to recognize groups and organizations for their work at designated locations.

BACKGROUND:

Since the reduction of Parks Maintenance Staff beginning in 2008, there has been a need to assist with the maintenance of City Parks and green spaces. Also, at the October 15, 2015 Parks and Recreation Commission meeting, local resident Drew Brandy recommended that the City of Arroyo Grande develop an Adopt-A-Park program. Staff was directed to investigate this as a possible new program. With the recent addition of Volunteer and Program Coordinator, Sheridan Bohlken, the Recreation Services Department has moved ahead with this concept and drafted a proposed Adopt-A-Park handbook. Sheridan has met with Park Maintenance staff to identify tasks and projects that would enhance the care of City parks, and could be accomplished by volunteers.

ANALYSIS OF ISSUES:

The Adopt-A-Park program is a valuable tool that can engage the public in civic responsibility and help with improvements to City parks. Adopt-A-Park programs are common and exist in many cities throughout California as well as nationwide.

The proposed Adopt-A-Park program offers local community members and businesses the opportunity to assist city staff in the care of City parks and green spaces. Several options are available depending on the needs of a particular park or green space, and the interest of the volunteer or business.

**PARKS AND RECREATION COMMISSION
PROPOSED ADOPT-A-PARK PROGRAM
JUNE 8, 2016
PAGE 2**

Program goals include:

- Engage local residents and businesses as partners with the City for the betterment of public parks and green spaces
- Improve the overall look and functionality of the City's parks and green spaces

ALTERNATIVES:

This is a review and comment item only.

PUBLIC NOTIFICATION AND COMMENTS:

ATTACHMENTS

1. Adopt-A-Park Handbook - DRAFT

Adopt-A-Park Program Handbook DRAFT

The Adopt-A-Park program is a program sponsored by the City of Arroyo Grande to enhance the condition and quality of our parks through sponsorships and volunteer service.

Adopt-A-Park offers individuals, neighborhoods, groups, schools, organizations and businesses the opportunity to take an active role in the beautification of our community and help support the City's park system and green space. The investment you make in your community is truly an investment in your own property.

The Adopt-A-Park program agreement is for one year and is renewable at the end of the sponsorship period. You may participate with a group or organization to clean and beautify your adopted area, donate amenities or sponsor major projects. Once the Adopt-A-Park Agreement is complete, every individual who participates in the adoption must sign a Volunteer Application and Waiver before undertaking any actions at the adopted park.

Why should I Adopt-A-Park?

- Help keep our parks beautiful.
- Give our children a safe place to play.
- Show your Arroyo Grande community pride.
- Make a meaningful, long-lasting contribution to Arroyo Grande.

Three Steps to Adopt-A-Park

1. Choose a park or open space to adopt
2. Select the type of adoption from the following
 - Volunteer Improvement Program
 - Donations Sponsorship
 - Major Projects Sponsorship
3. Submit and receive approval for your Adopt-A-Park application to the Recreation Services Department. Group and individual applications are available online at www.arroyogrande.org.

What Can I do for my 'Adopted Park'?

If you or your organization is involved in an Volunteer Improvement Program, you may:

1. Pick up litter and debris.
2. Clean and paint buildings or other designated structures or equipment.
3. Remove graffiti.
4. Plant trees or shrubs and/or maintain the adopted area with assistance from the Public Works Department.
5. Pull weeds.

If you are involved in Donations or Major Projects Sponsorships, :

1. Purchase/install/replace identified park amenities with options approved by Public Works (park benches, BBQ's, picnic tables, brick walkways, steps).
2. Sponsor the cost of repairs or upgrades for your Adopted Park.
3. Cover the cost of a large-scale project (park lighting, playground equipment).

The following list has been identified by City staff for Donations and Major Project Sponsorships:

Rancho Grande Park

- Rebuild Horse shoe pits
- Remove grass/add wood chips (next to sun dial and north side of park)
- Plant trees along property line with neighboring church

Oro Park

- Re-establish Volley Ball court
- Create park sign

Strother Park

- Replace playground equipment
- Extend fence around ramp on either side
- Level ramp out for easy access

- Rebuild Horse shoe pits
- Add picnic table
- Add pedestrian foot-bridge to connect across creek
- New recycling bins to match others in City

Railroad Monument

- Improve/update signage

Back of Council Building

- New picnic tables

Centennial Park

- New drinking fountain
- Install new BBQ (Curtis has one)
- Replace wood boards on steps down to creek
- Re-level circled bricks in parking lot

Firehouse/Demonstration Garden

- Extend river of rocks to complete rock design

Triangle Park

- Check Master Plans for park; upgrade as deemed

Woman's Club Community Center

- Clean up landscaping (sweep, rake leaves, pick up trash, take away dead branches, etc.)
- Add woodchips with the help of Public Works
- Fix railing along steps from upper parking lot with guidance from Public Works

Newport Greenspace

- Rebuild wooden steps
- Maintain landscaping

Street ways green spaces

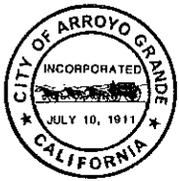
- Pull weeds in 'bulb outs' on either side of the street
- Trim suckers off trees

James Way Open Space

- Add bench next to Windmill
- Replace fence surrounding Windmill
- Pump track: monitor/remove or minimize as deemed necessary
- Clean up debris; refill any holes, etc.
- Clean up water way in creek bed
- Create map and place on back side of current sign

Elm Street Park

- Trash pick-up (weekly)
- Pull weeds in center aisles in Community Garden
- Assist with spreading wood chips where needed
- Assist with the Playground Improvement Project



CITY OF ARROYO GRANDE GROUP VOLUNTEER APPLICATION

Main Contact Information

Name: _____

Address: _____

Phone: _____ E-mail Address: _____

Type of Project

1. Group Service Project Eagle Scout Project Adopt-A-Park

2. Ongoing Project

-OR-

Date(s) of Project: _____ Time of Project: _____ to: _____

Park/Location/Site: _____

Group Information

Name of Organization: _____

Address of Organization: _____

Business Phone: _____

Estimated Number of Volunteers: _____ Estimated Age Range of Volunteers: _____

Person(s) to Notify in Case of an Emergency

Name: _____ Phone: _____

Name: _____ Phone: _____

Project Information

Description of Work:

Equipment/Supplies Your Group Can Provide:



CITY OF ARROYO GRANDE GROUP VOLUNTEER APPLICATION

Agreement and Signature

- I understand and agree to the project concept stated above.
- As directed, I will obtain signed Volunteer Applications from all participants and deliver to the department contact before work begins (*if under 18, need parent's signature).
- I agree to coordinate work schedule details with the department contact.
- I agree this project will be completed by above-stated date(s) or I will notify the department contact.
- I understand and agree that I am volunteering my services without any anticipation of financial compensation.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I authorize the City to perform a background check as necessitated by the volunteer position for which I am applying. Volunteers will be notified in advance if a background check is required. I, individually and on behalf of my heirs, successors and assigns, do hereby release, waive, discharge and relinquish City of Santa Rosa and its officers, employees, and agents from any liability, loss, damage, claim, demand or cause of action for personal injury, property damage or death against them arising from or attributable to my participation in the volunteer activity, whether same shall arise by their negligence or otherwise. Furthermore, I warrant that I am in good health and have no physical condition that would prevent me from volunteering in this capacity.

Name (please print): _____

Signature: _____ Date: _____

If under 18, Parent/Guardian authorization is required

Name (please print): _____

Signature: _____ Date: _____



CITY OF ARROYO GRANDE VOLUNTEER APPLICATION

Name: _____

Residence Address: _____
Street Address *City* *ZIP Code*

Mailing Address (if different from above): _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Emergency Contact: _____ Phone #: _____

Group Name/Organization/Affiliation: _____

Special Accommodations: _____

VOLUNTEER AGREEMENT WAIVER & RELEASE OF LIABILITY

I acknowledge my volunteering does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation. I agree to hold harmless, release, waive and forever discharge the City of Arroyo Grande, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Arroyo Grande, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise.

This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the City of Arroyo Grande to use photographs of me taken during this activity on its website and in other publications, at the City's sole discretion and without further consideration.

I certify that all statements on this application are true and complete to the best of my knowledge.

I hereby authorize the City of Arroyo Grande to investigate any information contained in this application.

I understand that false or misleading statements or failure to follow the rules and requirements of the program shall be sufficient grounds for disqualification from the City's Volunteer Program.

Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation or benefits of any kind.

This Waiver and Release was executed on _____, 20____ in Arroyo Grande, California.

Print Participant's Name

Signature of Participant

Date

[If participant is a minor the following must be completed.]

I/We are the parents/guardian of _____, a minor. We hereby consent to said minor's participation in the City of Arroyo Grande's Volunteer Program and agree to indemnify and hold harmless the City of Arroyo Grande from any claim for injuries or damage that said minor may have against the City of Arroyo Grande by reason of his or her participation in the program. In addition, I/We waive all rights we may have under California Code of Civil Procedure Section 376, which provides for a parent's cause of action for injury to his or her child.

Print Parent/Guardian Name

Signature of Parent/Guardian

Date



CITY OF ARROYO GRANDE VOLUNTEER APPLICATION FOR ONGOING SERVICE

EDUCATION

Name of School	Diploma/Degree	Major
High School or Equivalency	Y/N	
College / University	Y/N	
Post Graduate / Licenses / Other	Y/N	

EMPLOYMENT

Employer	Dates of Employment	Position Held

REFERENCES

Name	Relationship	Contact

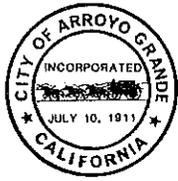
Skills/Trade/Experience Relevant to Position or Function: _____

Please specify area(s) of interest to volunteer: _____

How often would you like to volunteer? _____

Days/Times Available:

Sun Mon Tues Wed Thurs Fri Sat



CITY OF ARROYO GRANDE ACKNOWLEDGEMENT OF WORKER'S COMPENSATION

I hereby acknowledge that as a volunteer for the Agency in the capacity of

_____, I am not an employee of the City of Arroyo Grande, but that I am covered under the City's Workers' Compensation plan since the City has adopted a resolution extending Workers' Compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the City's Workers' Compensation plan, I expressly agree and acknowledge that Workers' Compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the City, its employees, officers, agencies, other volunteers and officials.

Date: _____

Signature: _____

Print Name: _____

Parent or Guardian Signature (if minor):

Witness: _____

CITY OF ARROYO GRANDE VOLUNTEER TIME SHEET

Name: _____ Supervisor: _____

Assignment: _____ Department: _____

Month: _____

Enter the total number of volunteer hours worked for each day. Total all hours worked in each week, and enter it in the "Total" column.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

