



Parks and Waterfront Commission

**Concurrent Meeting  
PARKS AND WATERFRONT COMMISSION  
SUBCOMMITTEE ON ADOPT-A-SPOT  
AND  
PUBLIC WORKS COMMISSION  
SUBCOMMITTEE ON ADOPT-A-SPOT**

Meeting Date: Monday, March 9, 2020, 1:00pm – 3:00pm,  
Meeting Location: Cypress room, First Floor South, 2180 Milvia St

**AGENDA**

1. Call to order
2. Roll Call
3. Announcements
4. Public Comment on items on the agenda only
5. Discussion of draft mission statement and goals \*
6. Discussion of 12 structural elements of other programs and priorities \*
7. Discussion of standardized questions when contacting other agencies \*\*
8. Discussion of next steps
9. Adjournment

\* Indicates written material included in packet.

\*\* Indicates material to be delivered at meeting.

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**SB343 Disclaimer** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Parks Recreation & Waterfront Department Office at 2180 Milvia Street, Berkeley, CA.

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**Commission Information:** The agenda packets for the Parks and Waterfront Commission are available for review at [www.cityofberkeley.info/commissions](http://www.cityofberkeley.info/commissions); the Berkeley Main Library and the Parks Recreation & Waterfront Department Office at 2180 Milvia Street –3<sup>rd</sup> Floor, during their normal business hours. If you have questions, call Commission Secretary, Roger Miller at 981-6704 at 2180 Milvia Street, Berkeley, CA 94704 or by email at [rmiller@cityofberkeley.info](mailto:rmiller@cityofberkeley.info).

Public Works

Commission Secretary:

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## Berkeley's Overall Mission Statement

Our mission is to provide quality service to our diverse community; promote an accessible, safe, healthy, environmentally sound and culturally rich city; initiate innovative solutions; embrace respectful democratic participation; respond quickly and effectively to neighborhood and commercial concerns, and do so in a fiscally sound manner.

## **DRAFT** - Adopt a Spot Mission Statement and Goals

The City of Berkeley Adopt A Spot volunteer program is intended to provide residents and groups with a wide variety of opportunities to help maintain and improve our urban habitat, both natural and built. This program gives citizens many options to partner with city staff to engage with their public spaces, to increase urban biodiversity and habitat, promote sustainability, build community partnerships, and create a healthier environment.

This program is intended to provide individuals and groups with a means to help keep Berkeley's environment clean, healthy, and beautiful. It empowers residents to be more directly involved with their community, and take pride in what volunteers can accomplish. Our goal is to facilitate the identification of areas that are well suited to citizen involvement for maintaining and improving them. The program will also assist in creating spaces that meet community needs.

## Adopt-a-Spot Concurrent Meeting

March 3, 2020

### Initial Findings of Research into Volunteer Coordination Peer Programs

Topic	Summary
<b>Length of commitment</b>	From 6 months to 4 years. 1 or 2 yrs most common. Some cities require a minimum frequency (e.g. 4x/year).
<b>Number of programs</b>	From 1 to 16, or more. Common programs=_____. Unusual=_____.
<b>Who Runs Program</b>	It varies. Public Works, Parks & Rec, a local non-profit, Solid Waste Mgmt, Real Estate Division, etc.
<b>Forms</b>	Some offer fillable-online, others are print-and-mail. Applications are the most common but some also offer Maintenance Guides, Safety Rules, Waiver, or a Plant List. Some online ability to request supplies. A few cities have a checklist outlining the required steps (San Francisco Street Parks).
<b>Training</b>	A variety of ways, e.g., online videos or in-person (one-off or biennial)
<b>Clickable maps</b>	Many cities have these. User-friendly for a variety of programs, e.g. Adopt-a-Drain, Adopt-a-Spot (litter), Adopt-a-Median, etc. Color-coding indicates if spot is 'available' or 'adopted' and the name of adopter may be posted.
<b>Picking a Spot</b>	Sometimes defined by the city while other cities allow communities to choose. <i>"Each Street Park is unique because it is created to meet the needs of the community that develops it."</i> (San Francisco) <i>"We have found that cleanups that have been brought to us from the community organically are generally more successful and better attended."</i> (Muncie, IN).
<b>Reporting</b>	Some cities require cleanups to be reported. A few have online reporting tools, or even a smart phone app.
<b>Signage</b>	Many cities post a sign when a spot is 'available' or 'adopted', it's frequently customized (lists the name of the person/organization) and usually free-of-charge.
<b>Recognition</b>	Some cities have an annual party to celebrate the volunteers. One city offers an "Oscars" award, another picks an outstanding volunteer each year, and another gives monthly awards for a garden or big trees.
<b>Media</b>	Some cities include online videos of volunteers describing the program, why they love it, and encouraging others to join
<b>Native Plants</b>	Are strongly encouraged or required in many cities and plant lists are provided. <i>"As a city-wide initiative, we are working towards all native planting in our Adopt-A-Spot locations."</i> (Columbia, MO)

Based on 32 programs reviewed.