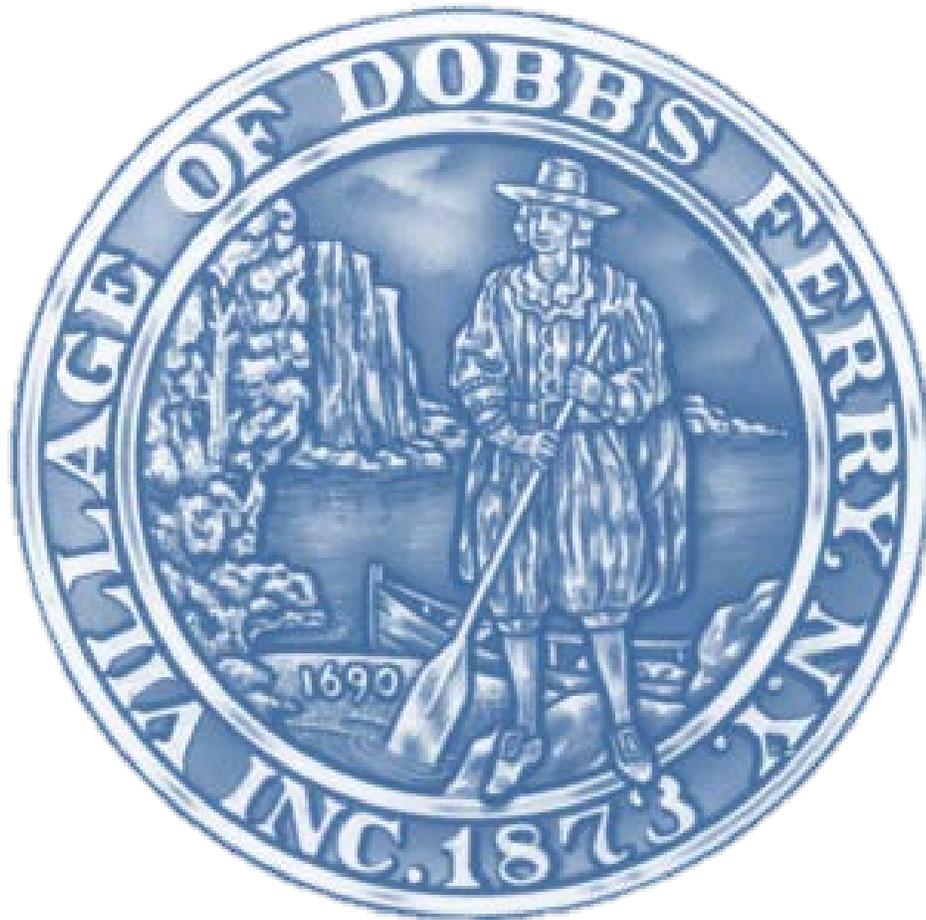


VILLAGE OF DOBBS FERRY

Adopt-An-Island/Adopt-A-Park Program



Department of Public Works
112 Main Street
Dobbs Ferry, New York 10522
TEL: (914) 231-8507 • FAX: (914) 693-3470

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I. Purpose

What is Adopt-An-Island/Park?

- Adopt-An-Island/Park is a program in which the public can assist in the enhancement, upkeep, and preservation of the designated village-owned traffic islands, road-adjacent spaces as well as sections of each park within the Village either through volunteer labor or financial sponsorship. Adopters provide a valuable service to the Village that would otherwise be significantly challenged to provide the level of resources required for upkeep in a difficult tax cap environment.
- Adopters may be individuals, groups, clubs, teams, or businesses interested in beautifying and maintaining/providing financial support for specific islands and sections of parks within the Village of Dobbs Ferry.
- Those wishing to participate may adopt an island or section of park for a one-year period starting May 1st and ending on April 30th of the following year. Volunteers and Sponsors are recognized via an Adopt-An-Island/Adopt-A-Park Sign designed and provided by the Village at or near their adopted area and a letter of appreciation from the Board of Trustees. Renewals are available.
- Through the leadership of the Department of Public Works & the Recreation Department, the Village of Dobbs Ferry's Adopt-An-Island/Park Program is an extension and formalization of the existing informal networks of volunteers, sponsors, and supporting organizations that are currently active in maintaining and beautifying the Village of Dobbs Ferry. The program seeks to formalize these connections, recognize the outstanding efforts of people currently involved in beautification and to expand these efforts into a program to identify areas lacking community support, enhance community connection, and expand involvement in beautification opportunities within the Village.



Sample Adopt-An-Island/Adopt-A-Park Programs

Why is the Adopt-An-Island/Adopt-A-Park Program valuable to the Village of Dobbs Ferry?

- To keep our village clean! Litter is unsightly and can make our streets and parks look worn out, neglected or unsafe. Spring and fall cleanings are essential to maintaining a high standard for public spaces, setting the example for private property owners.
- To enhance the beauty of our village! Neatly mulched and planted flowerbeds, litter free lawns and pruned and cared for bushes and trees make for a more appealing and safer village for everyone! Volunteer assistance adds an extra layer of loving care to our spaces, and enhances the public's pride in our village.
- To make a difference in your community! Volunteer service is an essential element to creating stronger communities. Lend a hand, make some friends and help make our village beautiful!



II. Policy

Mission

- The Village of Dobbs Ferry's Adopt-An-Island/Adopt-A-Park Program is designated to promote the involvement of the community in the beautification of designated traffic islands, road-adjacent green spaces and sections of parks within the Village. This program also focuses on improving quality of life in the village and building stronger community networks.

Vison

- The vision of the Adopt-An-Island/Adopt-A-Park Program is to ultimately have every public green space in the village be actively cared for by a network or community of adopters in order to provide beautification and upkeep.

Goals

Broad:

- To develop a network of multiple citizen groups, businesses, and local organizations to maintain, beautify and enhance our green space.
- To develop and enact a safe and effective strategy for implementing beautification operations organized by that network
- To reach out to the extended community of Dobbs Ferry residents through the creative promotion of the program.
- To seamlessly implement the maintenance and beautification efforts of adopters within the existing framework of the Department of Public Works operations so as to leverage available resources and maximize effort.

Quantifiable:

- To attain high adoption rates.
- To reach a valuation of public efforts and donations, closely approximating the cost for these designated areas.
- To increase property values of private properties surrounding these areas.



Volunteers from a recent “Clean Up Day” in April 2018

Long Term:

- To extend and develop the program to work in other public locations
- To improve the image of the Village of Dobbs Ferry as a beautiful and green community.
- To instill a strong sense of civic pride across generations and cultures.

III. Definitions

Adopt-An-Island: A village-wide program in which adopter organizations can become involved in the regular maintenance and beautification of traffic islands, green road-way adjacent areas and sections of parks within the Village.

Adopt-An-Island Application: The form requesting that an individual, family, group, organization, or business, become formally responsible for assisting the Village of Dobbs Ferry in caring for an island. The Application will specify the option of being a Volunteer or a Sponsor.

Adopt-An-Island Coordinator: Through the Village Administrator, the General Foreman or a staff member designated by him/her to be a point of contact and provide support to the Beautification Commission and the Department of Public Works.

Adopt-An-Island/Adopt-A-Park Sign: A uniform sign designed and provided by the village, located near or within the adopted area (at the discretion of the village) which recognizes the adopter.

Adopters: Individuals, families, groups, organizations, or businesses that have completed the Adopt-An-Island/Adopt-A-Park Application, been approved by the Department of Public Works and have accepted the responsibility of caring for a specified Island.

Agreement: A contractual document outlining the responsibilities of an approved Adopt-an-Island/Adopt-A-Park adopter that is provided upon approval of an application that is signed by the adopter and the village.

Island: A publicly-owned traffic island or green roadway adjacent space designated by the village as available for adoption.

Sponsors: Adopters who choose to provide a lump sum donation upon acceptance of their application which will be dedicated by the Village of Dobbs Ferry for the benefit of their approved area.

Volunteers: Adopters who choose to provide beautification efforts through their own labor procuring and installing plantings, picking up trash and pruning and weeding within their approved area.

Waiver: A form required to be signed by any participating volunteer prior to commencement of a cleanup session.

IV. Guidelines

- **Who can participate?**

Adopt-An-Island/Adopt-A-Park Program is open to everyone! Anyone can participate, whether you're an individual, family, volunteer group, community group, church, or business. Everyone is welcome to participate and adopt an island or park! Adopters should be available for a minimum commitment of two clean-ups a year, or a lump sum donation upon approval of the application.

- **What are the responsibilities of an adopter?**

Adopters should be prepared to provide either financial or physical maintenance (clean ups, plantings, minor landscaping) in support of their island. There are two adoption types available through the program.

- **Volunteer Option**

Should an adopter select the Volunteer Option, they will be expected to provide labor, material, supplies and planning of beautification activities at their specified island. They may contract the work out (provided that the contractor provides the appropriate waiver and/or insurance), or facilitate volunteers to work on their behalf so long as all other requirements are met, consistent with a plan is included in their application to the Department of Public Works. Plans including plantings selected from the recommended 'Tough' plants for landscaping in Westchester,"(sheet attached to this policy) shall be given preference.

- **Sponsor Option**

Should an Adopter select the Sponsor Option, they will be expected to remit a donation to the village for the amount in the attached listing of designated islands. The village will utilize the funds for the purpose of beautifying the approved area. Payment shall be in the form of a check made out to the Village of Dobbs Ferry. All checks shall be delivered to the Administrative Offices, 112 Main Street, Dobbs Ferry, NY 10522, with a completed application for the sponsor option.

- **What are the parameters of an adoption?**

All adoptions are approved for a one year term. Renewals are subject to reapplication and be in good standing after review of performance by the Department of Public Works. To be considered a sponsor, maintenance financing must be donated at the time of adoption approval. Area assignments are chosen on a first-come, first-served basis. Attached in this appendix is a list of designated islands.

- **Activity Suggestions for Volunteers**

When scheduling a cleanup session, consider the following:

Remove litter		Paint over graffiti
Remove weeds		Refresh mulch
Prune shrubs/Small Trees		Plant flowers/shrubs/trees
Volunteer groups may find it easier to solicit additional volunteers by selecting a theme or special event as a focus for their scheduled activities. Some suggestions are included below.		
Plant a Flower Day (March 12)		Love a Tree Day (May 16th)
International Earth Day (March 20)		World Environment Day (June 6th)
Take a Walk in the Park Day (March 30)		National Picnic Month (July)
Lawn and Garden Month (April)		Johnny Appleseed Day (September 26th)
Garden Week (2nd Week of April)		International Coastal Clean Up Day (3rd Saturday of September)
Week of the Day of Caring (3rd Week of April)		Get Organized Week (1st Week of October)
Arbor Day (Last Friday of April)		Do Something Nice Day (October 5th)
Wildflower Week (2nd Week of May)		Make a Difference Day (4th Saturday of October)
May Day (May 1st)		

Volunteers are encouraged to retain receipts and logs of activities for use by the Department of Public Works in future statistical reporting and promotion of the program. Help us grow the program and brag to our neighbors.

- **Village Support for work sessions**

Any operations of the adopter which require support services from the Department of Public Works, such as taking away trash or green waste, will require request and coordination with sufficient lead time to assure availability. Volunteer Adopters acknowledge that adoption implies a responsibility on their part to take care of the area regardless of the availability and extent of DPW support services which are provided in the discretion of the Foreman or his designee.

- **Safety rules and requirements**

Participants in Adopt-An-Island/Adopt-A-Park volunteer activities shall behave in a safe and responsible fashion while participating in the Adopt-An-Island/Adopt-A-Park Program and be respectful of residents, motorists, Public Works personnel, and wildlife.

All participants in on site volunteer activities must sign the waiver prior to assisting in clean up sessions. Participants under age 18 must have a waiver signed by a parent or legal guardian before assisting.

Applications for volunteer adopters are referred to the DPW for review and approval.

Plantings made by volunteer adopters must be made in conformance with the plan approved by the Department of Public Works.

Before any digging for planting of larger species, a call to DPW must be made to obtain utility line markings.

Area beautification sessions may only take place during daylight hours.

At no time may adopters block traffic, or in any other way illegally impede the flow of traffic. Plantings shall not block sight lines necessary for traffic safety.

Areas of intensive clean up may require sidewalk closures or protective barriers for traffic protection. Participants must contact the Dobbs Ferry Police Department prior to beautification activities that could impact traffic.

Participants must wear and utilize proper safety equipment while working on village property, and participating in any Adopt-an-Island/Adopt-A-Park Program events and/or activities.

In the case of an emergency, participants should immediately notify 911.

Clean up will be postponed or stopped immediately in the case of severe weather such as lightning, heavy winds, or visually impairing elements.

No materials shall be swept or disposed of into roadways, sidewalks, catch basins or storm drains.

A list of participants and tasks should be created for every work session by the adopter and provided to the Department of Public Works on a periodic basis.

- **Waste Disposal**

Green waste (this includes grass, leaves, small brush, twigs, plants and flowers), from cleanup activities must be kept separate from other types of trash for pick-up by DPW.

Before leaving green waste for pick up, adopters shall place all material in paper bags. Brush and branches can be bundled together and tied with twine. Branches may not exceed 3 inches in diameter, 3 feet in length or 24 inches in any other dimension.

Trash must be bagged separately and all recycling must be loose in a container.

- **Signs/Recognition**

Once an area has been adopted, a sign will be designed, printed and placed by the village identifying the adopter involved in the program at that area. Adopters and their areas will also be noted on the village's website. At the end of a successful term in the program, a letter of appreciation and option to renew will be presented to the adopting party by the Board of Trustees.

- **Applications and Renewal Process**

A list of islands available and associated pricing for adoption are attached.

An application, on a form provided by the village is required to be submitted in which the adopter will propose a volunteer or sponsor arrangement.

For those seeking to participate as a volunteer, your application will be referred to the DPW for review. The DPW will advise whether the plan raises any issues of traffic or pedestrian safety (e.g. obstruction of sightlines, handicapped access) or suitability and appropriateness of landscaping. It is expected that the applicant and Recreation Commission will meet together to discuss the application before the DPW makes a decision.

For those seeking to participate as a sponsor, the requisite donation must be made at the time of application.

Original applications are decided on a first-come, first-serve basis. Applications expire at the end of the calendar year and must be renewed each year. Priority shall be given to those areas already adopted and in good standing within the program. The Department of Public Works reviews renewals based on prior performance. If a renewal application is late or denied, the area will be available for adoption by another party.

Volunteers and sponsors may elect to discontinue the program or change areas (provided their choice of area is not currently adopted) at the end of an adoption term. More than one area may be adopted by a volunteer or sponsor.

- **Community Engagement**

Methods for the promotion of the program to community groups will include but not be limited to the Village website, press releases to local media outlets, and promotion at Village Board meetings and in the next edition of the village newsletter.

The public will also be invited to comment on the status of the areas that are adopted and/or identify additional public locations that may be eligible for adoption for future consideration.

- **Miscellaneous**

Materials, plantings and any improvements that are installed in an area shall become the property of the Village of Dobbs Ferry in perpetuity and constitute a non-revocable and unrestricted donation to the village.

V. Adopt-An-Island/Adopt-A-Park Responsibilities

The Role of Adopters

Adopters who select the volunteer option are required to organize at least two work sessions a year; one in fall and one in spring. Keep in mind that pruning and grass dipping should be performed regularly or as often as needed to keep the area in beautiful condition. Quality of work will be a factor considered for renewals. The sessions should include clean up, planting, pruning, and collection of litter and debris for proper disposal.

Adopters are expected to read this program description in its entirety. Failure to abide by them, the plan submitted and approved by the Department of Public Works, or the directive or order of the Village pertaining to the operation of the area will subject an adopter to termination from the Program.

The Role of the Village

The Board of Trustees has delegated authority to the Department of Public Works to regulate and determine the use of the islands and parks, which are in the public right-of-way, and facilitating private/public partnerships so as to beautify them for the benefit and enjoyment of all residents of the Village of Dobbs Ferry.

The Department of Public Works will receive, hear, and determine all applications in the Adopt-an-Island/Adopt-A-Park Program, both original applications and renewals.

Volunteer applicants should expect to come before the Department of Public Works to present their plan. The process is informal. A collaboration of ideas is encouraged.

The DPW will periodically evaluate and assess the Adopt-the-Island/Adopt-A-Park Program and prepare a report to the Board of Trustees on an annual basis.

It is understood that under the Village Code, the Village Administrator is responsible for the day-to-day operations of the village and the direction, assignment and deployment of village resources.

No.	Name	Type	Park	Price for Sponsorship	Availability
1	Bench area by boat docks	Section of Park	Waterfront Park	TBD	Adopted by Don Marra
2	Picnic/playground area	Section of Park	Waterfront Park	TBD	Available
3	Ashford Island	Island	N/A	TBD	Available
4	Beacon Hill Island	Island	N/A	TBD	Available
5	Walgrove Island	Island	N/A	TBD	Available
6	Draper Island	Island	N/A	TBD	Available
7	Livingston Island	Island	N/A	TBD	Available
8	Flagpole	Section of Park	Gould Park	TBD	Available
9	Flagpole	Section of Park	Waterfront Park	TBD	Available
10	Monument	Section of Park	Memorial Park	TBD	Available
11	Flagpole	Section of Park	Memorial Park	TBD	Available
12	Magnolia/Palisade Ave	Island	N/A	TBD	Available
13	Planters	Section of Park	Gould Park	TBD	Available