

## **What volunteers must provide**

- A completed Adopt a Road application and right of way utilization permit.
- A two-year commitment to pick up litter along the designated stretch of roadway.
- A commitment to pick up litter at least four times a year.
- A designated coordinator for clean-ups.
- Schedule the date and time of each pickup through the City's Adopt a Road Coordinator at 386-248-9463.
- Collect provided safety equipment and litter bags from the designated location.
- Return provided safety equipment once clean-up is complete.
- Place all trash collected at the base of their Adopt a Road sign.
- Notify the Public Works Department of the trash location.
- Return to the City the form which indicates the hours worked, the number of participants, and the number of bags of trash removed.

## **What the City provides to volunteers**

- The City will erect a sign at each end of the adopted section with the group's name or acronym displayed in one color, as the group approved on the application form. No logos may be used. (\*\*The City reserves the right to approve, disapprove and/or edit names or acronyms to go on the signs.)
- Safety vests, which must be returned when clean-up is completed.
- Portable safety orange road signs that announce volunteers are out. These also must be returned when clean-up is completed.
- Litter bags.
- Forms to report the hours worked, the number of participants, and the number of bags of trash removed.

## **Suggested needy roads list:**

1. LPGA Boulevard
2. Riverside Drive (City Limits)
3. 3<sup>rd</sup> Street (between Ridgewood Avenue and Nova Road)
4. 6<sup>th</sup> Street (between Ridgewood Avenue and Nova Road)
5. 8<sup>th</sup> Street (between Ridgewood Avenue and Nova Road)
6. 10<sup>th</sup> Street (between Ridgewood Avenue and Nova Road)
7. Walker Street (between Ridgewood Avenue and Nova Road)
8. Flomich Street (between Ridgewood Avenue and Nova Road)
9. Calle Grande Street from Ridgewood Avenue to Riviera Estates Boulevard; Riviera Estates Boulevard to Timber Trail
10. Center Avenue (Southern City Limits to Flomich Street)
11. 15<sup>th</sup> Street (between Nova Road and Center Avenue)

# Guidelines and Conditions

We appreciate your willingness to assist in keeping roads in the City clean. The City also stresses the importance of volunteers following safety practices. The purpose of this section of your permit is to familiarize you with the guidelines and conditions that you agree to when you join the Adopt a Road program.

## I. Group responsibility

- Any local community organization, school group or business group, as well as individuals 18 years of age or older, will be allowed to adopt roadways maintained by the City. Participants must have an approved Adopt a Road agreement on file with the City's Adopt a Road Program Coordinator, and it must be kept current.
- Each group shall be responsible for appointing or selecting a clean-up coordinator to serve as spokesperson for the group. This person's name shall be provided to the Adopt a Road Program Coordinator and kept current.
- Adopt a Road groups are prohibited from subcontracting or assigning its duties and responsibilities to any other group, organization or enterprise.
- The group's clean-up coordinator shall advise the City in the event that the group no longer wishes to participate in the program.
- Each group shall be required to adopt a minimum length of roadway of 1 mile. Litter pickup will be done on each side of the roadway including up to 10' of the paved roadway. Participants should not enter private property during the cleanup. The City shall advise the Permittee the width of the right-of-way adjacent to the paved roadway.
- Each group shall be required to adopt a section of road for a minimum of two years. Adoption of these road sections may be renewed by completing a new application.
- Each group shall be required to pick up litter a minimum of four times a year and report results to the Adopt a Road Program Coordinator. Groups may clean up more than four times if necessary. Several groups may adopt the same section if it is deemed beneficial by the Adopt a Road Program Coordinator due to large amounts of litter. A reminder will be sent out if no cleanups are reported within six months. If no cleanups are reported within 9 months, the road signs will be removed so that another group may adopt this section of roadway.
- Each group will be provided with safety vests and collection supplies loaned from the City's Adopt a Road Program Coordinator. In order to assist operations, groups are asked to contact the City to order these items at least seven days prior to the scheduled clean-up event.
- Each group will be responsible for returning all safety vests and unused supplies furnished by the City to the Adopt a Road Program Coordinator within 10 days following each cleanup, during regular business hours (8 a.m. to 5 p.m. Monday through Friday), unless other arrangements have been pre-approved.
- Each group shall be responsible for placing the bagged litter at the Adopt a Road signs and notifying the Adopt a Road Program Coordinator of their location. The City's Public Works Department pick up the trash on their next workday.

- Each group agrees to separate recyclable materials and place them in the recycling receptacle at home for curbside collection or deliver them to a recycling drop-off site. Heavily soiled bottles and cans should be placed in with the trash for pickup. Do not recycle broken glass. Either leave the glass or carefully place broken glass in the trash bag for disposal by the City.

## **II. City responsibility**

- The City shall, in no event, have the right to control when the group performs the details of picking up litter from the section of roadway adopted by the group. In picking up litter, the group shall act as an independent contractor. The City requires that cleanups be conducted during daylight hours.
- The City's Adopt a Road Program Coordinator will be responsible for working with the group to determine the specific section of roadway right-of-way to be adopted.
- The City will erect a sign at each end of the adopted section with the group's name or acronym displayed in one color, as the group approved on the application form. No logos may be used.
- The City will provide safety vests, trash bags and safety signs for cleanups.
- The City agrees to remove filled trash bags on the first workday after the clean-up event.

## **III. Safety rules**

- The participants of each group agree to obey and abide by all laws and regulations relating to safety and such other terms and conditions as may be required by the City's Adopt a Road Program Coordinator.
- The group agrees to furnish one adult for every seven participants of a group who are fifteen years of age or younger. No child under ten years of age should be participating in the collection of material on the roadway.
- Each group agrees to ensure that the "Caution: Litter Clean-Up" signs are set out at each end of the road clean-up section. The group also agrees to place the filled trash bags at the nearest Adopt a Road identity sign for collection by the City.
- Each individual participant of the group shall be responsible for wearing approved safety vests provided by the City during the pickup. Participants shall provide their own gloves and any cleanup devices as they determine are needed.
- Each group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages or illicit drugs while on the adopted section and performing tasks associated with the cleanup.
- Each group shall be responsible for providing a proper first aid kit and adequate drinking water for volunteers who are participating in the litter pickup.
- Waste that may pose a hazard to volunteers (i.e. syringes, chemicals, etc.) should not be picked up; it will be the responsibility of the group clean-up coordinator to contact the City for the pickup and disposal of these items. You may leave a message for Steven Juengst, Public Works Administration Manager by calling 386-248-9463. Be sure to carefully describe where these items can be found and leave your name and phone number.