



ADOPT-A-STREET PROGRAM OVERVIEW

PURPOSE

The Adopt-A-Street Program through the City of Hemet is a voluntary public participation program which gives stakeholders of the City of Hemet and surrounding regions the opportunity to partner with the City in beautifying and maintaining public areas. Eligible adoption roadways/blocks are City roads located in City of Hemet boundaries. The program does not apply to federal and state highways, County streets, or private roads. This document describes policies and procedures for the program.

DEFINITIONS

Adopted Section: The portion of City roadway on which the Volunteer Group has agreed to control litter and, if applicable, conduct other roadside improvement or clean-up activities approved by the City.

Adopt-A-Street Agreement (Agreement): Contractual agreement entered into and signed by a City of Hemet representative and the Volunteer Group's Representative (Group Leader) authorizing the group to participate in the Adopt-A-Street Program, setting the terms and conditions for that participation, and assigning a section of county roadway to the group.

Clean-Up Event: Period of time when a volunteer group is removing roadside litter and, if applicable, conducting other roadside improvement or clean-up activities, in participation with the Adopt-A-Street Program.

Hazardous Materials: Items that may be found in the road right-of-way which may potentially cause injury. Hazardous materials include, but are not limited to, petroleum products, chemicals, paints, solvents, propane tanks, gas canisters, car batteries, vehicle parts, appliances, heavy objects, dead animals, broken glass, needles, drug paraphernalia, and unidentified containers.

Parent/Guardian Informed Consent Form: Form signed by the legal parent or guardian of a minor volunteer (less than eighteen years of age), which informs the parent/guardian and volunteer of the risks associated with participation in the program, and in which the parent/guardian grants permission for the minor to

participate in the program and agrees to hold the City of Hemet harmless for any liability or damages resulting from participation in the program.

Participant Roster: Form completed by the Volunteer Group, which reports the completion of a Clean-Up Event, names of participating volunteers, hours worked, quantities of litter collected, and other relevant information.

Program Coordinator: Public Works employee who manages the program and provides liaison and support between Public Works and the Volunteer Group's Leader and Volunteers.

Recognition Sign: Placard fabricated and installed by Public Works, which includes the Adopt-A-Street Program logo and the name of the Volunteer Group completing the clean-up events for their adopted section.

Registration Form: Form signed by an adult volunteer (eighteen years of age or older), which informs the volunteer of the risks associated with participation in the program and their responsibility to conduct clean-up activities in a safe manner, and in which the volunteer agrees to accept the risks and hold the City of Hemet harmless for any liability or damages resulting from participation in the program.

Volunteer: Person acting on their own behalf and participating in the Adopt-A-Street Program.

Volunteer Organization/Group: Person or persons who have agreed to adopt a section of City roadway under the program.

POLICIES AND PROCEDURES

1) Program Eligibility

- a. Volunteer organizations/groups are eligible to participate in the Adopt-A-Street Program if they can assert that they can and will fulfill an obligation according to the program guidelines.
- b. Volunteer groups eligible to participate in the program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c. Volunteer groups that have been denied participation in the program due to a lack of compliance to a previous adoption agreement shall not be eligible to participate for a period of five years following the termination of the previous agreement.
- d. Each volunteer group must have a designated Representative/Group Leader who functions as the group's primary liaison with the City. The group leader must be an adult (eighteen years of age or older).

2) Minors

- a. All ages are welcome to participate
- b. Volunteers under the age of eighteen shall have a Parent/Guardian Informed Consent Form completed before participating in any program activity
- c. For every ten volunteers under the age of eighteen participating in a clean-up event, there shall be one adult supervisor (eighteen years of age or older).
- d. The clean-up activity can count towards the student's community service/fitness credits. Hours will be signed off by the Group Leader.

3) Adopt-A-Street Agreements

- a. The program requires a three-year commitment by participants. The City may, at its discretion, allow agreements that run for less or more than the minimum.
- b. Volunteer groups shall provide the City with a notice of a scheduled clean-up at least 2 weeks before their activities take place in order to allow the City enough time to prepare for trash pick-up and ensure that there are no scheduled City events in such location before the clean-up takes place.
- c. The waiver of liability for each participating person may be turned in the day of the scheduled clean-up.
- d. If a volunteer group appears to have ceased to fulfill their program responsibilities, the program coordinator will try to contact the group leader by phone and email. If the group leader cannot be reached, the coordinator will mail a letter to the address on file to remind the group of their commitment and request that they contact the coordinator. If the group does not contact the coordinator within thirty calendar days of the date of the letter, the adoption agreement will be terminated, and the group's recognition signs removed. The signs will remain the property of the City.
- e. Volunteer groups shall provide, at a minimum, litter control for adopted sections. The City may, at its discretion and the group's agreement, include additional responsibilities such as

planting and maintaining vegetation, controlling weeds, graffiti removal, and other roadside improvement or clean-up activities.

- f. The City may, at its discretion, temporarily suspend an adoption agreement because of road maintenance or construction along an adopted section. The City will notify the group leader of the suspension, and after these activities are completed, the agreement will be restored, and the group leader will be notified.

4) Adopted Locations

- a. Adopted locations shall be City roads.
- b. The City will, at its discretion, determine whether locations requested for adoption are safe and appropriate for adoption.
- c. Adopted locations will be assigned on a first-come, first-serve basis. If a section of City road has already been adopted by a group, it is not eligible for adoption by another group.
- d. Adopted locations will generally be one mile in length, but the length of any particular adopted section will be at the City and adopter's discretion.

5) Adopting More than One Street

- a. Volunteer groups that are currently fulfilling the responsibilities of an existing adoption agreement may be allowed to adopt additional roadway sections at the discretion of the City.
- b. If there is high demand for adoption of roads in a particular area, preference will be given to interested volunteers that do not yet participate in the program to maximize opportunities for public participation and community service.

6) Frequency of Clean-Up Events

- a. Volunteer groups shall clean-up their adopted section at least two times per calendar year. If a group has more than one adopted section, each section must be cleaned-up at least two times per calendar year.
- b. Additional clean-ups should be completed as needed to maintain a neat appearance.

7) Volunteer Group Leader

- a. The Group Leader shall sign the Adopt-A-Street Agreement and act as the Volunteer Group's primary liaison with the City.
- b. The Group Leader is responsible for:
 - i. Ensuring that the Volunteer Group complies with the provisions of the adoption agreement and the program's safety guidelines and other rules;
 - ii. Making sure that each volunteer receives and reviews safety training materials and aids provided by the City before participating in any program activities;
 - iii. Organizing and scheduling clean-up events;
 - iv. Ensuring that clean-up events are conducted in a safe manner;
 - v. Ensuring that each adult volunteer (eighteen years of age or older) completes the Registration Form before participating in any program activity;
 - vi. Making sure that each volunteer under the age of eighteen has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
 - vii. Filing all required reports and forms with the Program Coordinator; and

- viii. Reporting any injuries incurred by volunteers during clean-up events to the City and communicating with the Program Coordinator as necessary to ensure smooth administration of the program.

Program Support

8) The City will provide:

- a. A standardized application form, registration form, and adoption agreement;
- b. Safety training for group leaders;
- c. Support for pre-scheduled and approved clean-up events; and
- d. Staff support for the program.
- e. Clearance of all hazardous material the volunteer group reports.
 - i. The City will remove litter collected by the Volunteer Group during clean-up events and arrange for the removal of those hazardous materials noted on the Participant Roster. This must be coordinated with the Program Coordinator
- f. In recognition of the Volunteer Group's work, the City will fabricate and install signs recognizing the group along the adopted roadway, or in the nearest appropriate location.

9) Recognition Signs

- a. Recognition signs shall follow a standard round sign, including size and color, selected by Public Works. The standard design will include the name of the Volunteer Group and the Adopt-A-Street Program logo.
- b. Recognition signs shall include the name of the Volunteer Group or similar identifier. Signs shall not include addresses, phone numbers, e-mail or website addresses, pictures or other images, except for the Adopt-A-Street Program logo.
- c. If the Volunteer Group would like to include their logo in the sign, they may request and provide costing for any difference in production costs.

10) Recycling

- a. Recycling is encouraged, but not required.
- b. Proceeds from the sale of recyclable items shall belong to the Volunteer Group.

11) Hazardous Materials

- a. Volunteers shall not handle hazardous materials or materials they suspect to be hazardous (see list in definitions section).
- b. Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up, but must take appropriate precautions and report the location and description of the material to the City.

12) Illegal Signs in Right-of-Way

- a. Volunteers shall not remove any signs found in the right-of-way.
- b. Volunteers should report the location and description of any signs they suspect to be illegally placed in the right-of-way to the City