

## **City of Stanwood Adopt-A-Street Program and Guidelines**

### **Purpose**

The Adopt-A-Street Program provides a framework for residents, businesses and service groups to maintain and improve city streets through litter and debris removal, maintenance of city streets and sidewalk facilities and small improvement projects. The Adopt-A-Street Program supplements paid staff and contractors to provide a litter-free, attractive street and sidewalk system. The Adopt-A-Street Program recognizes individuals and groups for their contributions of time and talents to the city's streets and sidewalk system.

### **General information**

The Adopt-A-Street Program allows individuals and groups from the community to adopt a specific street and sidewalks to clean up debris, remove litter and make minor improvements to streets and sidewalk facilities. The Public Works (PW) Department will provide latex gloves, trash bags and safety vests. The PW Department will direct volunteer efforts, provide project management, support volunteers as needed and collect litter bags. The PW Department will install Adopt-A-Street recognition signs purchased by volunteers.

The PW Department may identify specific streets or sidewalks that are a part of the Adopt-A-Street Program. City streets may be excluded from this list due to safety, economics logistics or other issues specific to surrounding properties, including undeveloped neighborhoods. Large streets may have specific areas designated for clean-up efforts. The Public Works Department may limit the number of groups and/or individuals that can adopt one street due to size, usage, or other issues specific to that particular street.

### **Adopt-A-Street Sign Policy**

A sign will be posted on the adopted street or at another designated location along the adopted street as determined by the Public Works Department. The Adopt-A-Street sign may share a sign post with other signs on the street. Signs may not endorse or oppose a candidate for office, advocate a position on a political issue or include a reference to a political party. The Public Works Director is solely responsible for final approval of Adopt-A-Street signs.

The PW Department may remove Adopt-A-Street signs for volunteers unable to make a minimum level of effort (quarterly clean-up) to allow other volunteers to step forward.

In the event an Adopt-A-Street sign is damaged or stolen, the City of Stanwood will replace the sign at no cost to the volunteer(s) up to 2 times in a 3 year period.

### **Adopt-A-Street Procedures**

Each individual or group participating in the Adopt-A-Street Program must complete a volunteer application form and be approved to participate in the program. A parent/guardian must sign for anyone in their care who is under the age of 18. If group members change

annually (e.g. school class groups, Girl Scout Troops, etc.), new forms must be submitted for each new group member.

Groups must consider each member's ability to participate responsibly and safely in clean-up activities. Adequate adult supervision must be provided by the group for participating youth younger than 18 years of age.

The group agrees to perform clean-up duties only during daylight hours and under favorable weather conditions, unless otherwise requested and approved by the Public Works Department.

Volunteers are responsible for contacting the PW Department at 360-629-9781 as soon as possible to report any safety problems, hazards and/or injuries that occurred during Adopt-A-Street activities. Volunteers are responsible for reporting hours worked to the city's Volunteer Coordinator at least quarterly.

### **Safety Guidelines**

For the safety of Adopt-A-Street members, city personnel and vehicles and pedestrians, the City of Stanwood requires participants to adopt a responsible, common sense approach to safety. Adopt-A-Street participants are expected to accept responsibility for their actions, be safety-conscious at all times, and act with care in order to avoid causing damage to City facilities. The PW Department will provide volunteers with the following basic safety guidelines:

- Organizations must provide adequate supervision for participants under the age of 18.
- When threatening weather is present, all activity must cease to ensure the safety of every volunteer.
- Volunteers should not perform any activity outside of their physical capabilities.
- The use of power tools and motor-driven equipment is not allowed unless pre-authorized by the PW Department.
- Volunteers must wear appropriate clothing and shoes.
- Volunteers should work during daylight hours only, unless pre-authorized by the PW Department.
- Volunteers must be aware of traffic and wear safety vests when working close to roadways.
- Volunteers should not pick-up discarded syringes and/or needles, or come into contact with unknown chemicals.
- Hazardous conditions must be reported to the Field Supervisor as soon as possible.