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**CITY OF GIG HARBOR
ADOPT-A-ROAD
LITTER CONTROL PROGRAM**

I. Introduction

A. Purpose

To provide guidance for administration of the Adopt-A-Road Litter Control Program on City Road right-of-way.

B. Definitions

Adopt-A-Road Litter Control Program: A citywide litter control program whereby volunteer organizations (i.e., organizations which volunteer) may contribute to a cleaner environment and a more attractive state by adopting sections of a city road and removing litter along those sections.

Adopt-A-Road Sign: A sign on city road right-of-way referring to the Department's Adopt-A-Road Litter Control Program and identifying the volunteer organization responsible for litter removal.

Adopt-A-Road Agreement: A contract agreement between the City of Gig Harbor and a volunteer organization participating in the Adopt-A-Road Litter Control Program that delineates the responsibilities of both parties.

Volunteer Organization: Any organization empowered by law to enter into contractual agreements which volunteers to participate in the Adopt-A-Road Litter Control Program.

II. Policy

- A. The City of Gig Harbor Department of Administration shall work in partnership with citizen volunteers to reduce roadside litter and to build civic pride in a litter-free city road system.

III. Responsibilities

A. City Administrator or Designee

1. Establish and maintain standard procedures to provide uniform implementation of the city Adopt-A-Road Litter Control Program.



2. Provide, maintain, and update a standardized application form, registration form, and contractual agreement form for implementation of the Adopt-A-Road Litter Control Program.
3. Approve all material, information packets, signs, logos, and any other items or materials used to implement and promote the citywide Adopt-A-Road Litter Control Program.
4. Appoint a Program Coordinator to manage, coordinate and facilitate the Adopt-A-Road Litter Control Program.

B. Program Coordinator

1. Assign volunteer organizations a section of city road from which to remove litter.
2. Submit a copy of executed Adopt-A-Road Agreement to the Director of Operations.
3. Maintain a master record of all Adopt-A-Road agreements executed citywide.
4. Submit copy of Participant Roster to Payroll Clerk for L&I purposes. Maintain records of any injuries and accidents that may occur during participation in the program.
5. Contact each participating volunteer organization once a year to express appreciation for their participation, remind them of their responsibilities, and inquire if they plan to renew at the end of the current agreement period. Sections of city roads assigned to volunteer organizations should be monitored periodically to ensure that the degree of litter control is in compliance with the Adopt-A-Road Agreement.

B. Director of Operations

1. Have erected and maintained Adopt-A-Road signs with the name and/or acronym of volunteer organizations at the assigned areas.
2. Provide safety information and training aids to the volunteer organizations for use in their in-house training or their participants.
3. Furnish trash bags to the volunteer organization.



C. Volunteer Organization

1. Provide a designated Volunteer Organization Representative.
2. Provide training for all participants using the safety information and training aids provided by the Program Coordinator.
3. Furnish "Volunteer Litter Crew Ahead" advanced warning signs and standards, hard hats, and vests for all participants and any other appropriate materials and equipment deemed necessary.

IV. Rules

Any organization which volunteers may be authorized to participate in the Adopt-A-Road Litter Control Program by removing litter within an assigned section of city road in accordance with the terms prescribed on an Adopt-A-Road Agreement, subject to the following rules:

- A. A volunteer organization shall not be eligible whose name:
 1. Endorses or opposes a particular candidate for public office.
 2. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation.
 3. Includes a reference to a political party.
- B. Volunteer organizations that have not complied with a previous Adopt-A-Road Agreement shall not be eligible for a period of three years following the termination date of the previous Agreement.
- C. Volunteer organizations shall be assigned road sections on a "safety and first-come-first-served" basis. Generally the sections should be a minimum of one mile long. Volunteer organizations should be encouraged to adopt road sections contiguous with other sections of road adopted by other volunteer organizations. Neighborhood areas with several sections of road with a minimum total of one mile long may be assigned.
- D. Volunteer organizations shall be assigned a road section for a minimum of two years. Adopt-A-Road Agreements will terminate of February 28th of every even numbered year unless terminated by either party. Agreement can be terminated by either party with or without cause upon 30 days prior notice. Agreements executed with less than two years to the next even numbered year will extend for more than two years. An example is an agreement executed in November of 1999



will be active until February 28, 2002 (two years, three months). Volunteer organizations assigned sections shall have first right of renewal for that section.

- E. Each volunteer organization participating in the Adopt-A-Road Litter Control Program shall have a designated representative.
- F. All participants shall be at least 15 years of age. All participants shall sign the "Adopt-A-Road" registration form.
- G. Written parental consent shall be submitted to the City of Gig Harbor for all minors (under 18 years of age) prior to participating in the Adopt-A-Road Litter Control Program.
- H. During litter removal, there shall be at least one adult supervisor present from the organization for every eight minors.

V. Appendices:

- 1. "Adopt-A-Road Application"
- 2. "Adopt-A-Road Agreement"
- 3. "Adopt-A-Road Registration Form"
- 4. "Adopt-A-Road Sign Specifications"
- 5. "Adopt-A-Road Traffic Control Plan"
- 6. "Adopt-A-Road Participant Roster"