

CITY OF EASTVALE

ADOPT A ROADWAY PROGRAM OVERVIEW

Summary: The Adopt a Roadway program was created to increase community involvement in the beautification of our city through voluntarism. The purpose of the program is to allow organizations, businesses, churches and individuals (“adopting Volunteer(s)”) to adopt local blocks of streets and keep them litter-free. The adopted areas are to be cleaned every 2 months (6 times per year) to provide and maintain a healthy environment.

Roadway Adoption:

Adopting Volunteers are able to adopt up to 1 mile of roadway on an arterial street, so long as the sections are contiguous sections outlined in the eligibility map. The eligibility map shows streets broken up into ½ mile segments if a group does not wish to adopt a full mile. Groups are responsible for cleaning both sides of the roadway.

- ❖ If adopting Volunteers adopt a ½ mile segment, the group is responsible for 1 total mile.
- ❖ If adopting Volunteers adopt a 1 mile segment, the group is responsible for 2 total miles.
- ❖ Professional Service individuals or entities, including, but not limited to realtors, elected or appointed officials, that use their name as their brand are only allowed one ½ mile stretch of roadway.
- ❖ No Adopted Roadway Sign shall carry any message promoting or advocating any product, service or political position, including, but not limited to candidates or initiatives.

Eligibility for the program is as follows:

- ❖ Volunteer is a minimum age of 10 years old. Minors need to be accompanied by an adult during each clean up event.
- ❖ Community organizations, churches, school organizations or businesses throughout Eastvale are able to adopt a roadway.
- ❖ Volunteers must submit complete and signed applications, waivers, and all other applicable forms.
- ❖ Those interested in being involved in the community and committed to the beautification of Eastvale are encouraged to apply.

Volunteer Responsibilities:

- ❖ Remove litter and debris in the adopted roadway 6 times per year (every two months)
- ❖ Regularly survey area to ensure cleanliness
- ❖ Monitor conditions and report concerns to the City
- ❖ Designated Group Leader submits one group clean-up report after each clean up event
- ❖ Follows all safety rules and guidelines

Safety Guidelines:

- ❖ Each volunteer must complete the City of Eastvale Safety & Liability Waiver and Release form
 - Waiver and Release forms must be completed by each volunteer on a *yearly* basis
 - One Waiver and Release form per volunteer is to be kept on file with the City of Eastvale for each year
 - Proof of liability insurance (separate endorsement) naming the City, its officers and employees as additional insureds
- ❖ Volunteers work **WITHOUT** City of Eastvale Staff or supervision, and **WITHOUT** traffic control
- ❖ Volunteers are responsible for obeying all traffic laws and their own personal safety.

- ❖ Volunteers are responsible for wearing lightweight, appropriate clothing with closed-toed shoes
- ❖ An adult volunteer or team leader is responsible for conducting a safety briefing to all volunteers
 - Read aloud the “*Project Instructions and Safety Requirements*” document before each clean up event
- ❖ Volunteers under 18 years of age *must* be accompanied by an adult volunteer over 18 years during cleanup/maintenance projects
- ❖ Volunteers are not to touch or dispose of dead animals.
 - If volunteers come across an animal, they should call animal control at: (951) 358-7387

Application Process and Approval:

The City Manager or her/his designee will provide guidance for the program including, but not limited to program policy, designating the roads available for adoption, the fee structure for the program, and all application guidelines.

The adopting Volunteer(s) must submit one application per adoption group. If a group is adopting the roadway, only one application is needed, though each member will need to submit individual waivers and acknowledgment sheets. The adopting Volunteer(s) can preference the street it wishes to adopt. Once approved, the adopting Volunteer(s) will be notified. After notification, the adopting Volunteer(s) has 60 days to complete the first clean up.

Volunteer Accountability:

- Each adopting Volunteer(s) is responsible for completing 6 cleanups of their adopted street throughout the year. The volunteer will set their own schedule but it is preferred to take place at least once every 2 months.
- After each clean up the group leader of the adopting Volunteer(s) will submit a “Clean Up Report” stating what was done during clean up, and how long it took for the clean-up event.
- Email blasts will be sent out on a monthly basis to check-in with groups and remind them to schedule their clean ups.

Dismissal from Program:

- If an adopting Volunteer(s) does not meet the requirements and responsibilities of the program, that adopting Volunteer(s) will be released from the program including removal of its adopt-a-roadway sign.
- Every effort should be made to contact the adopting Volunteer(s) such as phone call or email. If still no response, a written letter will be sent explaining the adopting Volunteer(s)’ release from the program.

Volunteer Recognition:

- Adopt a Roadway volunteers will receive recognition in a variety of ways such as:
 - Certificate of Adoption (one per group)
 - Certification of Recognition for each volunteer
 - Recognition at City Council Meeting after 1 year of service
 - Recognition Signs “This street maintained by ____”
 - Picture of Volunteers under their sign put on the City website

Recognition Signs

- There will be 2 recognition signs acknowledging the groups contribution to the beautification of the road.
- If individual participant, he/she can be recognized by the first and last name only.
- If a family adopts a road, the sign can say “_____ Family”
- Organizations, businesses or groups will be recognized by their official name.
- No logos, phone numbers or websites will be allowed on recognition signs.

Application & Installation Process:

- Applications are accepted throughout the year. Signs will be installed after the group completes two (2) clean up events.
- Each application must be time stamped in the event that the program becomes “wait listed” and the City begins adopting streets on a first come, first serve basis.
- Each proof will have the image of each sign. To ensure accuracy, have a minimum of two (2) people review all proofs with applications. Have each person initial the bottom of the proof once reviewed.
- Compare applications to proofs for errors such as incorrect NAME spelling, etc.
- Signs will be placed at the entrance of the adopted roadway segment- either the north and south entrance or the East and West entrances.
- Notify individual or group to inform them where the sign was placed. Once installed, print maps of designated locations to survey where each adopt a roadway sign is placed for reference.

Sign Removal:

- If an adopting Volunteer(s) is released from the program or does not wish to renew another year, the City will remove the name from the sign and allow other interested parties to adopt the road.

Annual Renewal:

The Annual Renewal is an essential part of the program to ensure Adopt-A-Roadway participants continue to meet the eligibility requirements for the program (complete 6 clean up events throughout the year). If volunteers do not wish to continue participation in the program, they should tell the City to end their service early so the street will be made available for adoption by other interested parties.

Cost of Program:

Currently the Adopt a Roadway program is funded entirely by the City including the creation and installation of the signs, as well as the supplies provided to volunteers.

Cost of Signs & Installation

Item	Vendor	Unit	Cost
24” x 24” sign	CalFire Norco	1	\$70.00
		2	\$105.00

Cost of Supplies

Item	Vendor	Price per unit	Number of Units	Total estimated cost
Pick up tool	Amazon	\$16.14	30	\$484.20
Trash bags – 39 gallon, drawstring, 35 count	Home Depot	\$9.00	5	\$45.00
Reflective vests	Amazon	\$4.57	60	\$274.20
Gloves	Home Depot	\$5-10	30	\$150-300

Safety Goggles	Amazon	\$12.50	3 (Pack of 12)	\$37.50
Antibacterial Gel (1 Liter)	Amazon	\$13.89	5	\$69.45
Water	Vons	\$3.99	75 cases	\$299.25
TOTAL COST				\$1,509.19

Miscellaneous Information:

Sign & Installation Company:

Signs and Installation Company will be determined by the City.

Implementation Schedule:

Applications for Adopt A Roadway program will be accepted year round.

Signs will be installed after the adopting Volunteer(s) completes 2 clean up events.

Adopting Volunteer(s) will be given 2 months to complete the first clean up.

Point of Contact:

The point of contact for the Adopt a Roadway program will be designated by the City Manager:

Tel (951)361-0900