

**CITY OF GOODYEAR
ADOPT-A-STREET PROGRAM
POLICIES AND PROCEDURES**

I. Policy

1. The City has a direct interest in reducing litter on our street frontages. This can be accomplished by litter clean up and by encouraging the general public to dispose of litter properly. The City's Adopt-A-Street program assists in both ways.
2. The program encourages organizations to pick up litter and pull/cut weeds on a specific length of roadway frontage. Appropriate signs calling attention to the litter control effort and crediting the volunteer or sponsor organization for its work are furnished and installed by the City.

II. Eligibility

1. Individuals, private corporations and non-profit organizations may participate. The organization or group of individuals will be allowed to pick up litter on designated sections of roadway frontage subject to the rules and conditions specified in Section III.
2. Non-profit organizations affiliated with for-profit organizations, as well as for-profit organizations, are also welcome in this program.

III. Rules and Conditions

1. The length of street frontage should be a minimum of one mile and should not exceed two miles. Only street frontages designated by the City will serve as acceptable clean up areas. See **Appendix A** for the designated areas and locations. Safety of Adopt-A-Street workers is a prime consideration.
2. No permits will be granted when site conditions are unsuitable for your group's age level. No pick up on the medians will be considered unless special permission is granted by the City.
3. No individuals younger than 18 years of age may participate or be permitted in the right-of-way for any reason. The group shall provide adequate supervision (i.e., at least one adult, 21 years of age or older for every ten members under the age of 21 years.)
4. The City will furnish, install and maintain the signs. The City reserves the right to edit the wording of the sign and has final approval of the sign. If the sign has to be replaced due to vandalism, the organization may be required to pay for its replacement. Allow approximately one month for sign placement/replacement.
5. The City will supply litter bags and remove and dispose of filled bags.
6. The City will provide safety vests which are to be worn by all Adopt-A-Street workers when working on the street frontage. Vests belonging to the City need to be returned to the City's Parks & Recreation Department within 5 days after each use.
7. Participating volunteer organizations will appoint an Adopt-A-Street coordinator from its membership to oversee and coordinate pickup events. No individual less than 18 years of age shall be allowed to participate or to remain in the right-of-way assigned to the applicant.
8. The Adopt-A-Street coordinator and all supervisors must complete a safety course given by a City of Goodyear Parks & Recreation Department representative on-site before the first

litter pickup work. The Adopt-A-Street coordinator must provide the safety course to all new Adopt-a-Street workers before each subsequent litter pickup event. All Adopt-a-Street workers should be encouraged to attend the safety course provided by the City of Goodyear.

9. The Adopt-A-Street coordinator and supervisors must read and comply with the safety requirements provided by the City of Goodyear Parks & Recreation Department. All Adopt-A-Street workers should be encouraged to read the safety requirements and follow the directions of the appointed supervisor.
10. All Adopt-A-Street workers will be instructed in safety precautions by their Adopt-A-Street supervisor prior to each litter pickup.
11. All Adopt-A-Street workers will at all times adhere to the safety requirements listed in **Appendix B**.
12. The participating organization will be required to pick up street frontage litter and pull/cut weeds **a minimum of four times a year** (or ideally once a month) to keep its area relatively clean based on the evaluation by the City.
13. Participating organizations must coordinate their pick up schedules with the City to prevent conflicts over the use of the street frontage and proposed construction work. Two weeks notice prior to a scheduled pick up event is required. Please contact the City of Goodyear Adopt-A-Street program contact person to coordinate the pick up event schedule. See **Appendix C** for the City of Goodyear Adopt-A-Street program List of Contacts.
14. A liability insurance certificate will not be required when the litter removal work is performed by volunteers.
15. Each participant is required to sign an individual waiver (**Appendix D**) prior to each pick up event and the sign-in form waiver (**Appendix E**) on-site before work commences on the roadway frontage.
16. The agreement between the organization and the City shall be effective for two years and is renewable if the organization has maintained its segment of the roadway frontage.
17. The City of Goodyear may impose additional conditions as needed.

IV. Procedures

1. Interested organizations shall contact the City of Goodyear Adopt-A-Street program contact person. See **Appendix C** for the City of Goodyear Adopt-A-Street program List of Contacts.
2. City of Goodyear Adopt-A-Street program contact person will explain and discuss the City's Adopt-A-Street program with a responsible representative of the interested organizations, emphasizing that the program involves significant physical work that must be done safely on a reasonable frequency for at least two years.
3. An agreement must be completed by the volunteer organization and approved by the City. See **Appendix F**.
4. Each participant will submit a signed individual waiver (**Appendix D**) prior to each pick up event.
5. Volunteer organization will appoint its Adopt-A-Street coordinator.
6. City personnel will arrange for the fabrication and installation of signs.
7. Volunteer organization will call the City of Goodyear Adopt-A-Street program contact person to schedule litter pickup dates at least two weeks before the proposed pick up date.

8. Adopt-A-Street coordinator will call the City of Goodyear Parks & Recreation Department to request issuance of safety vests and litter bags no later than 48 hours before each scheduled pick up date.
9. City personnel will arrange for litter pick up dates and for pick up of filled litter bags.
10. City of Goodyear Parks & Recreation Department representative will provide a safety course for the Adopt-A-Street coordinator and supervisors on-site before the first litter pick-up work.
11. Each participant will sign the sign-in form waiver on-site before starting the litter pickup work. Adopt-A-Street coordinator will complete and return to the City of Goodyear Adopt-A-Street program contact person the Sign-in and Activity Reporting Form within 3 business days following the litter pickup event. See **Appendix E**.
12. Adopt-A-Street coordinator will return the safety vests belonging to the City to the City of Goodyear Parks & Recreation Department within 5 days following the litter pickup event.