



City of
Lincoln CALIFORNIA
America's Hometown - A City of Opportunity

CITY OF LINCOLN

DEPARTMENT OF PUBLIC WORKS

ADOPT-A-STREET

PROGRAM



CITY OF LINCOLN DEPARTMENT OF PUBLIC WORKS

The City of Lincoln's Adopt-A-Street program is part of a litter-reduction campaign designed to remove litter and debris from City streets and improve the quality of our environment. This program establishes a partnership between volunteer groups and the City of Lincoln by working together in an effort to control litter in the public right-of-way.

What can you do to help?

CITY OF LINCOLN'S ADOPT-A-STREET PROGRAM

Allows local City of Lincoln businesses, corporations and organizations, to participate in maintaining and enhancing Lincoln's streets.

Is similar to programs in over 24 other states, and 16 other California counties.

Recognizes participants with courtesy Adopt-A-Street signs with the name of the organization. The City of Lincoln provides and places signs at each project site.

Is designed to be fun and educational, to promote civic responsibility, community spirit and camaraderie, and to provide an opportunity to accomplish something worthwhile. The city will provide social media shout outs on City Facebook page. Please take pictures during your clean-up event and email them to the Adopt-A-Street Coordinator at Jackie.Dunlap@Lincolnca.gov.

Is designed to save taxpayer dollars.

Is designed to operate with a minimum of red tape and with minimum supervision by the City of Lincoln.

Is designed to allow citizens to work responsibly at their own convenience.

PROGRAM OVERVIEW

All participants agree to pick up litter from a segment of roadside for a one-year period. Participants do all the litter pickup on the roadside. For safety reasons, and out of an abundance of caution, participants may not pick up litter in medians or along the shoulders of heavily traveled roads. The City of Lincoln will conduct litter operations in these areas.

The minimum length of adopted segments is 1/2 mile, and includes both sides of the street. Participants may adopt adjacent segments of the street if the adjacent segments are not already adopted and meet safety requirements.

Litter must be picked up quarterly (four times per year).

The City of Lincoln will provide free trash bags and will dispose of filled bags.



ADOPTABLE STREETS

- Section 1: Lincoln Blvd from 7th Street to Gladding Rd.
- Section 2: Lincoln Blvd from 1st Street to Joiner Pkwy overpass.
- Section 3: Lincoln Blvd from Joiner Pkwy to the on-ramp for Hwy 65 South.
- Section 4: State Hwy 193 from Ferrari Ranch Road to Oak Tree Lane.
- Section 5: Nicolaus Road from Joiner Pkwy to Nelson Lane/ Aviation Blvd.
- Section 6: F Street from 1st Street to 7th Street.
- Section 7: 5th Street from Lincoln Blvd to East Ave.
- Section 8: 6th Street from Lincoln Blvd to East Ave.
- Section 9: 7th Street from Lincoln Blvd to East Ave.
- Section 10: East Ave. from McBean Park Drive to 12th Street.

Some of the city streets may not be eligible for adoption, out of an abundance of caution for safety reasons.

Reasons why certain segments may not be adoptable include:

- Heavy traffic
- Narrow pavement or shoulder widths
- Restricted visibility
- Rugged terrain or steep slopes
- Narrow roadside
- Difficult access
- Dense brush or vegetation
- Site conditions inappropriate for age level or experience of participants
- Frequency of litter pickup too great for capability of participants.

The City of Lincoln will let you know if a certain segment of street is eligible for adoption for your purpose. If it is determined that the segment should not be adopted for one or more of the reasons stated above, Public Works will assist with identifying alternate work locations.



SAFETY

The safety of Adopt-A-Street participants is always the utmost consideration of the City of Lincoln. The Adopt-A-Street program is designed so common-sense safety will prevail.

Adoptable segments of streets are selected based on the safety of the participants, and the appropriateness of the work involved.

Participants bear individual responsibility for personal safety and appropriate behavior when working within the limits of a City maintained street.

Participants work without City of Lincoln supervision and without traffic control. However, groups are required to have at least one adult supervisor for every five minors on the roadside.

City of Lincoln safety requirements must be provided to every participant, and must be reviewed before entering the right-of-way. Group leaders are responsible for conducting safety briefings for all participants prior to each cleanup event.

Safety topics generally involve:

- Wearing proper safety gear and appropriate clothing
- Safe access to and from the work site
- Staying away from traffic
- Being alert at all times
- Not working when weather, light or road conditions are poor
- Not touching potentially toxic substances
- Staying away from jagged objects, snakes or other hazards
- Not distracting or interfering with motorists.



ADOPT-A-STREET SIGNS

The City will provide up to two (2) Adopt-A-Street signs for each segment of street adopted. The signs will provide the sponsoring organizations name only. No street address, websites, or telephone numbers shall be included on the plates. City staff installs the signs after the approval process has been completed and the group has had their first clean up. The City will install and maintain the signs. Organizations shall have no ownership interest in any of the Adopt-A-Street Program signs.

YOUR ADOPT-A-STREET COORDINATOR

The City of Lincoln Adopt-A-Street Coordinator is Jackie Dunlap. The Coordinator is responsible for assisting with identifying adoptable segments of streets, obtaining approval of work plans, and processing the application. The Coordinator will also assure that participants fulfill their Adopt-A-Street obligations.

The Coordinator will make arrangements for you to obtain a safety kit which includes vests, goggles, gloves and grabbers for 12 volunteers as well as litter bags, 5-gallon buckets and 1 air horn.

If you have any questions regarding the program, contact the Coordinator Jackie Dunlap at (916) 434-2450 or Jackie.Dunlap@lincolncal.gov Monday through Friday between 7:00 AM and 4:30 PM. The Coordinator will explain the details and assist you with getting things started.



APPLICATION AND AGREEMENT

Adopt-A-Street requires an application and agreement. The Coordinator will process your application. If you decide you want to participate in the Adopt-A-Street Program, simply fill out and sign the attached application and agreement and send it in. No fee is required, but the applicant is required to accept several conditions attached to it, including a "hold harmless" stipulation.

Expect the process to take up to four weeks, depending on staff workload, application review, and any necessary coordination. The City of Lincoln reserves the right to deny participation in the program.

ACTIVITIES RELATED TO ADOPT-A-STREET

The City of Lincoln would like our Volunteers be advised about preserving wildlife habitat, avoiding trespassing on private property, etc. They will also be advised about possible hazards involved with working in city-maintained streets rights-of-way and to wear safety vests easily recognizable by motorists.



ADOPT-A-STREET APPLICATION

Date: _____

CITY OF LINCOLN DEPARTMENT OF PUBLIC WORKS

2100 Flightline Drive, Lincoln, CA 95648 Phone (916) 434-2450 - Fax (916) 543-8516

Adopter Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Company name as you want it to appear on sign: _____

Street Requested for Adoption: _____

From: _____ To: _____

Frequency of Cleaning 4x/Yr.

Adoption Length (calendar years): 1

Effective Date: Upon application approval

AGREEMENT

In consideration of allowing Adopter to participate in the Adopt-A-Street Program, the Adopter agrees:

To indemnify, defend and hold harmless the City of Lincoln, its officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, costs, expenses and responsibility, including any attorney's fees and costs, arising out of or resulting from participation in the Adopt-A-Street Program.

Adopter has voluntarily requested to participate in the Adopt-A-Street Program and is not an employee or agent of the City of Lincoln. Adopter is solely responsible for complying with all laws that may relate to Adopter's activities, including but not limited to those related to traffic safety, the proper handling and disposal of property located or found within the road right-of-way and the handling and disposal of hazardous and solid waste.

Adopter shall at all times abide by the "CONDITIONS FOR ADOPT-A-STREET PROGRAM PARTICIPATION", "SAFETY REQUIREMENTS FOR PARTICIPANTS" and "CITY OF LINCOLN, DEPARTMENT OF PUBLIC WORKS VOLUNTEER HOLD HARMLESS AGREEMENT FOR THE ADOPT-A-STREET PROGRAM" which are by this reference made a part of this Agreement and a condition of Adopter's continued participation in the Adopt-A-Street Program.

Signed: _____

Date: _____



VOLUNTEER HOLD HARMLESS AGREEMENT FOR THE ADOPT-A STREET PROGRAM

_____(name or participant), or (name of parent or guardian) as the parent or guardian on behalf of _____(name of participant), agree to participate in the Adopt-A-Street Program as a volunteer in accordance with all program guidelines and requirements. I have read and understand or have been provided with the "SAFETY REQUIREMENTS FOR PARTICIPANTS" prepared for the Adopt-A-Street Program and will abide by these requirements.

I agree to indemnify, defend and hold harmless the City of Lincoln, its officers, directors, agents, employees and volunteers (collectively "City Parties") against any and all claims, demands, actions, losses, liabilities, costs and expenses, including attorney's fees and costs (collectively "Claims") resulting from participation in the program. I assume all risk of personal injury and loss or damage of personal property resulting from participation in the program and waive and release any and all Claims against City Parties resulting from participation in the Program. This waiver and release specifically extend to and includes a waiver of any Claims covered by Civil Code 1542 which provides that, "A general release does not extend to claims which the creditor does not know or suspect exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

Volunteer Signature (or parent or guardian):

Printed Name:

Date:



CONDITIONS FOR ADOPT-A-STREET PROGRAM PARTICIPATION

GENERAL PROVISIONS:

Term of Participation: Participations shall be for a term of one (1) calendar year from date of approval by the Adopt-A-Street Program Coordinator (Coordinator) and may be renewed by receipt of an appropriate subsequent application. In the event the Adopter wishes to renew, a notice of such intent shall be submitted to the Coordinator at least thirty (30) days prior to the expiration of the one (1) year term. Timely submittal of a renewal application does not guarantee continued maintenance of the street segment by the Adopter. City reserves the right in its sole and absolute discretion to allow a new or different organization to maintain the street segment.

Application at Work Site: Adopter shall keep a copy of the approved Adopt-A-Street Program application, including conditions and hold harmless agreement, at the site of work. Adopter shall present these documents to any representative of the City or any law enforcement officer on demand. **WORK SHALL BE SUSPENDED IF THESE DOCUMENTS ARE NOT AT THE JOB SITE.**

Time and Location of Work Site: No work shall be conducted on holiday weekends, or within twenty-four (24) hours preceding a holiday weekend unless specifically authorized. Work shall only be conducted during daylight hours. Adopter shall not conduct any work during periods of inclement weather, twilight or dusk hours, or at any other time where visibility, weather, traffic or other conditions may present an increased risk of harm to the Adopter and any volunteers recruited by Adopter. Litter pickup shall not be performed within center dividing strips, or upon bridges, culverts or structures of any kind.

Disposal of Litter: All litter collected from the right-of-way shall be put within City provided trash bags when possible and placed in a manner that prevents the bags from being blown, rolling or falling into an area where vehicles are likely to pass. Adopter shall not handle or place within any trash bags materials that are a hazardous or toxic substance. Adopter can leave the Coordinator a message any time of day. Give the Coordinator the number of bags and their location.

Protection of Right-of-Way: Adopter shall not remove, damage or destroy roadside vegetation, signage and other right-of-way improvements or encroachments. Notwithstanding the foregoing, minor trampling or damage of vegetation reasonably associated with litter pick-up is anticipated.

Courtesy Signs: The City will provide up to two (2) Adopt-A-Street signs for each segment of street. The signs will provide the sponsoring organizations name only placed on the signs. No street address, websites, or telephone numbers shall be included on the plates.



No Traffic Control: Adopter is not authorized to perform any traffic control.

Subordination of Activities: Adopter's litter removal activities are subordinate to operations which the City may conduct and shall not interfere with work by City forces or contractors, law enforcement functions, or other governmental functions or activities.

Reflective Vests: Personnel performing work in connection with the Adopt-A-Street program shall wear reflectorized safety vests while on City street right-of-way. The City will provide these vests along with gloves, goggles and grabbers. Adopter shall reimburse City for replacement for all lost or misplaced vests, gloves, goggles and grabbers provided by City.

Designation of Group Leader, Minimum Age of Participants & Safety Requirements: Adopter shall designate a spokesperson that shall represent the group. In addition, one (1) adult supervisor eighteen (18) years of age or older shall be assigned to each five (5) minors. No minor less than thirteen (13) years of age shall be allowed to participate. The Group Leader shall ensure that all participants are aware of the attached "SAFETY REQUIREMENTS FOR PARTICIPANTS." All participants shall sign the attached "CITY OF LINCOLN, DEPARTMENT OF PUBLIC WORKS VOLUNTEER HOLD HARMLESS AGREEMENT FOR THE ADOPT-A-STREET PROGRAM" before performing any work pursuant to the Adopt-A-Street Program.

Vehicle Parking: Adopter's personal vehicles shall be legally parked off the traveled way in a manner that does not interfere with the flow of vehicular or pedestrian traffic. Vehicles should not be parked in dry vegetation that could be ignited by hot exhaust systems. Emergency flashers should not be left on while vehicles are parked.

Termination: City may cancel this permit for non-conformance with permit provisions or failure to adhere to direction given by City's representative.

Insurance: Adopter may satisfy the insurance requirements of the City for participation in this program in one of two ways.

1. Provision of a certificate of general liability insurance in which the City is named as an Additional Insured.

-or-

2. Provision of proof of workers' compensation insurance coverage, provided ONLY employees covered under said policy are permitted by Adopter to participate in the program. Said employees remain required to execute the waiver. In the case Adopter selects this insurance option, Adopter agrees said workers' compensation policy is primary for coverage of employees' claims for personal injury or damages and waives any right to subrogation.



SAFETY REQUIREMENTS FOR PARTICIPANTS

While on the roadside, remember: **Safety First!**

To protect yourself and others:

Each participant shall be given a copy of these requirements, and they shall be discussed among all members of your group before commencing work.

The Group Leader shall assure that each participant is given a briefing regarding these requirements at least once per year.

Any vehicles used by your group must be legally parked off the traveled way, in a manner not interfering with the free flow of vehicular, pedestrian or equestrian traffic. Do not park in areas with dry vegetation, which can be ignited by hot exhaust systems. Do not use emergency flashers. Do not park under bridges.

Stay out of the lanes that carry moving traffic.

Use caution when crossing roads. Use crosswalks and signals where available.

Face oncoming traffic as you work, and keep an eye on all moving vehicles. Be prepared to move quickly, if necessary. Work behind the berm or curb, or six feet from the edge of pavement where there are no berms or curbs.

Provide a person whose only job is to observe traffic, and warn of any vehicles being driven erratically. That person should carry some type of warning device (horn, whistle) to alert other participants to erratically driven vehicles.

Do not work on lanes carrying moving traffic or on bridges or underpasses.

Do not work before dawn, and discontinue work at dusk.

Do not attempt to work when fog or other conditions reduce visibility for drivers.

Do not attempt to work when the street is icy or wet.

Do not touch or attempt to remove any materials that you suspect may be toxic or hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals, or broken glass. Notify DPW or Lincoln Police Department non-emergency phone number of the location of weapons or suspected toxic substances immediately.

Do not try to compact filled trash bags. Injuries from broken or jagged objects may occur. Wear reflectorized safety vests whenever you are on the roadside.

Wear long pants and substantial footwear with ankle support. Watch your footing and stay away from steep slopes, drainage facilities or places from which you might fall. Light-colored clothing, a wide brim hat, long sleeve shirts and sunscreen lotion are recommended.



Do not run, throw objects, engage in horseplay, or any other activity that may distract drivers.

Avoid overexertion. Drink plenty of water, especially on warm, humid days.

Do not consume alcoholic beverages or drugs before entering, or while on the roadside.

Be alert for places where snakes may be located. Also, be alert for stinging insects, poisonous plants (poison oak, etc.), broken glass, and hypodermic needles.

Allow no more than a total of 12 participants during any cleaning event. If the adopter would like to request a special cleanup event with more than 12 attendees please contact the Program Administrator at Jackie.Dunlap@lincolncal.gov. Minors under the age of thirteen (13) shall not be allowed. An adult supervisor shall be provided for every five (5) minors.

Place filled trash bags outside the edge of the road right-of-way (usually about ten (5) feet back from the curb or edge of pavement), in locations where they do not interfere with traffic.

The undersigned acknowledges that he/she has read all safety requirements and watched the safety video.

Volunteer Signature (or parent or guardian):

Printed Name:

Date:
