CITY OF HENDERSONVILLE
AGENDA ITEM SUMMARY

Submitted By: Tom Wooten

Department: Public Works

Date Submitted: April 8, 2016

Presenter: Eva Sainsbury

Date of Council Meeting to consider this item: April 13, 2016

Nature of Item: Council Action

Summary of Information/Request: **Item #**

The Adopt-A-Park/Trail and Adopt-A-Street programs are programs designed to involve our community in the removal of litter from our parks/trails and streets. The Adopt-A-Park/Trail program allows citizens to take responsibility of a local park and help keep it clean and beautiful. The people that adopt a park must clean it at least once a month. The Adopt-A-Street program allows citizens to take responsibility of a section of road, at least one mile in length, and keep it clean. The people that adopt a street must clean it at least once a month.

The City of Hendersonville will provide trash bags and other requested items (such as gloves, vests, etc.) to the volunteers.

These programs allow citizens to get involved and to give back to our community. As part of the City's National Pollutant Discharge Elimination System (NPDES) Stormwater Permit, Hendersonville is responsible for improving the water quality in area streams and waterways. By approving these programs, people can pick up the trash and debris before it reaches our waterways, thereby benefiting the City and helping to fulfill its permit obligations.

Budget Impact: $_____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the policy establishing an adopt a street and adopt a park/trail litter removal program.

Attachments:

Policy for Adopt a Street and Adopt a Park/Trail.

CITY OF HENDERSONVILLE

ADOPT-A-STREET/PARK/TRAIL PROGRAM

POLICIES AND PROCEDURES

I. Policy

1. The City has a direct interest in reducing litter on our street frontages, in our parks, and along our trails. 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/Park/Trail 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, a park, or a specific length of trail. 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, in parks, and along a designated section of a trail, 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 of adjacent, connected or adjoining City streets and should not exceed two miles. Only street frontages designated by the City will serve as acceptable clean up areas. The length of trail should be approximately one mile. Most parks are available for adoption. See **Appendix D** for the designated areas and locations. Safety of Adopt-A-Street/Park/Trail workers are a prime consideration.

2. No permits will be granted when site conditions are unsuitable for your group's age level.

3. No individuals younger than 12 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. Recycling is encouraged and must be kept separate from the litter (trash). It is the coordinator's responsibility to notify the City that the work has been completed and the bags are ready to be collected. The coordinator must identify the location of all of the bags that are to be collected.

6. The City will provide safety vests which are to be worn by all workers when working on the street frontage, in a park, or along a trail. Vests belonging to the City need to be returned to the City's Public Works Department within 5 days after each use.

7. Participating volunteer organizations will appoint a coordinator from its membership to oversee and coordinate pickup events and work events.

8. The coordinators and all supervisors must complete a safety course given by a City of Hendersonville Public Works Department representative on-site or in an office before the first litter pickup or other work. The coordinator must provide the safety course to all new workers before each subsequent litter pickup or other event. All workers should be encouraged to attend the safety course provided by the City of Hendersonville.

9. The coordinators and supervisors must read and comply with the safety requirements provided by the City of Hendersonville Public Works Department. All workers should be encouraged to read the safety requirements and follow the directions of the appointed supervisor.

10. All workers will be instructed in safety precautions by their supervisor prior to each litter pickup or work event.

11. All workers will at all times adhere to the safety requirements within this policy, the waiver, and all oral safety instructions.

12. The participating organization will be required to pick up litter and/or pull/cut weeds/vines **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, parks, or trails and proposed construction work. Two weeks notice prior to a scheduled pick up event is required. Please contact the City of Hendersonville Public Work Department contact person to coordinate the pick-up event schedule. See **Appendix C** for the City of Hendersonville Public Works Department List of Contacts.

14. A liability insurance certificate will not be required when the litter removal work is performed by volunteers.

15. The coordinator or supervisor shall ensure that each participant signs an individual waiver (**Appendix A**) prior to each pick up event or work event.

16. The agreement between the organization and the City shall be effective for two years and is renewable, at the City's discretion, if the volunteer organization has maintained its obligation to the satisfaction of the City. If the organization has failed to fulfill its commitment, the City may assign the area to a new volunteer group.

17. Volunteers are encouraged to wear protective eye wear and proper clothing. These items will not be provided by the City. If working within the right of way, volunteers shall work as a group and face oncoming traffic at all times. Do not cross the roadway unnecessarily and cross only at intersections.

18. The City may not go onto private property to collect trash or perform other work.

19. The City of Hendersonville may impose additional conditions as needed.

IV. Procedures

1. Interested organizations shall contact the City of Hendersonville's Public Works Department contact person. See **Appendix C** for the City of Hendersonville Public Works Department List of Contacts.

2. City of Hendersonville's contact person will explain and discuss the City's 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.

4. Each participant will submit a signed individual waiver (**Appendix A**) prior to each pick up event.

5. Volunteer organization will appoint its coordinator.

6. City personnel will arrange for the fabrication and installation of signs.

7. Volunteer organization will call the City of Hendersonville's Public Works Department's contact person to schedule litter pickup dates or work event dates at least two weeks before the proposed pick up date.

8. The coordinator will call the City of Hendersonville Public Works 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 Hendersonville Public Works Department representative will provide a safety course for the Adopt-A-Street/Park/Trail coordinators and supervisors 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. Coordinators will complete and return to the City of Hendersonville Public Works Department contact person the Sign-in and Activity Reporting Form within 3 business days following the litter pickup event. See **Appendix B**.

12. Coordinators will return the safety vests belonging to the City within 5 days following the litter pickup event.

Exhibit A

ADOPT-A-STREET/PARK/TRAIL VOLUNTEER

RELEASE WAIVER AND HOLD HARMLESS

The City of Hendersonville Adopt-A-Street/Park/Trail program is for volunteers who donate their time to help keep the City clean. Participants are advised that working adjacent to a City street, in a City park, or on a trail can be hazardous. Participants shall exercise proper care in performing litter collection and all other activities. Participants must wear the safety vest and gloves furnished by the City, and should wear appropriate protective clothing such as long pants and a long sleeve shirt, and thick-soled boots or shoes. Participants may be entitled to receive full coverage for medical treatment required for injury incurred during participation in the Adopt-A-Street/Park/Trail program under the medical aid provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time because of injury or illness, or for lasting disability or death. As a volunteer for the City of Hendersonville I agree to follow all of the rules outlined in the Adopt-A-Street/Park/Trail program policy. I acknowledge that City personnel will provide direction and limited supervision regarding my duties as a volunteer. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work contemplated in the Adopt-A-Street/Park/Trail program involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the privilege to participate in the Adopt-A-Street/Park/Trail program, I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in this program and I further hold harmless the City of Hendersonville, its officials, employees and agents for any injury or damages which may occur to me while I am participating in this program and I waive any right to bring claim or lawsuit against them for any such injury, damage or death. Furthermore, I agree to hold harmless, defend and indemnify the City of Hendersonville, its officials, employees and agents from any and all claims and lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or

in connection with my participation in the Adopt-A-Street/Park/Trail program except for injuries or damages caused by the sole negligence of the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

_____

Signature of Participant Date

I certify that I am the parent or legal guardian of the participant above-named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's Adopt-A-Street/Park/Trail program I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the City of Hendersonville, its officials, employees and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the Adopt-A-Street/Park/Trail program.

_____

Signature of Participant Date

_____

Signature of Guardian Date

(If participant is less than 18 years old)

Exhibit B

Report you Adopt A Street/Park/Trail Clean Up Activity & Volunteer Hours

Type of Activity: Adopt A Street/Park/Trail (Circle one)

Organization: _____

Contact person:_____

Phone: _____

E-mail address: _____

Date: _____

Number of volunteers: _____

Number of hours worked: _____

Number of bags of Litter: _____

Number of tires: _____

Other trash/debris: _____

Are there items remaining in your area that are too large for you to remove? If so, provide a description of the item(s) and the location(s):_____

_____

_____

_____

_____

_____

Exhibit C

Contact List for Public Works

Director of Public Works

Tom Wooten

828-697-3084

twooten@hvlnc.gov

Assistant Director of Public Works

Chad Freeman

828-697-3084

cfreeman@hvlnc.gov

Administrative Aide

Tammy Ledford

828-697-3084

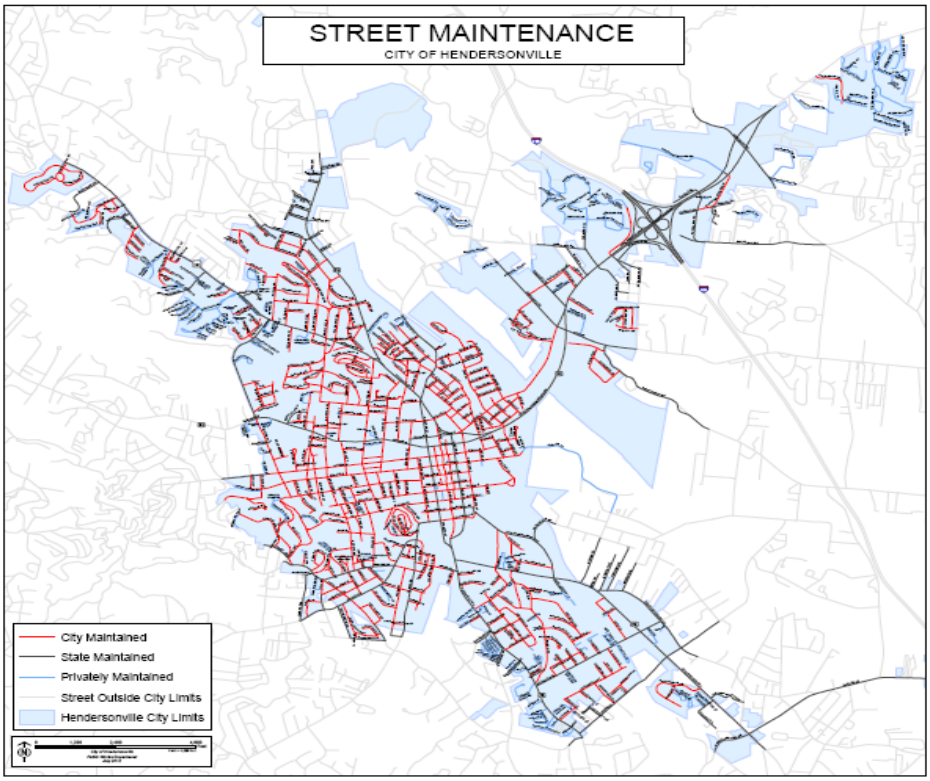
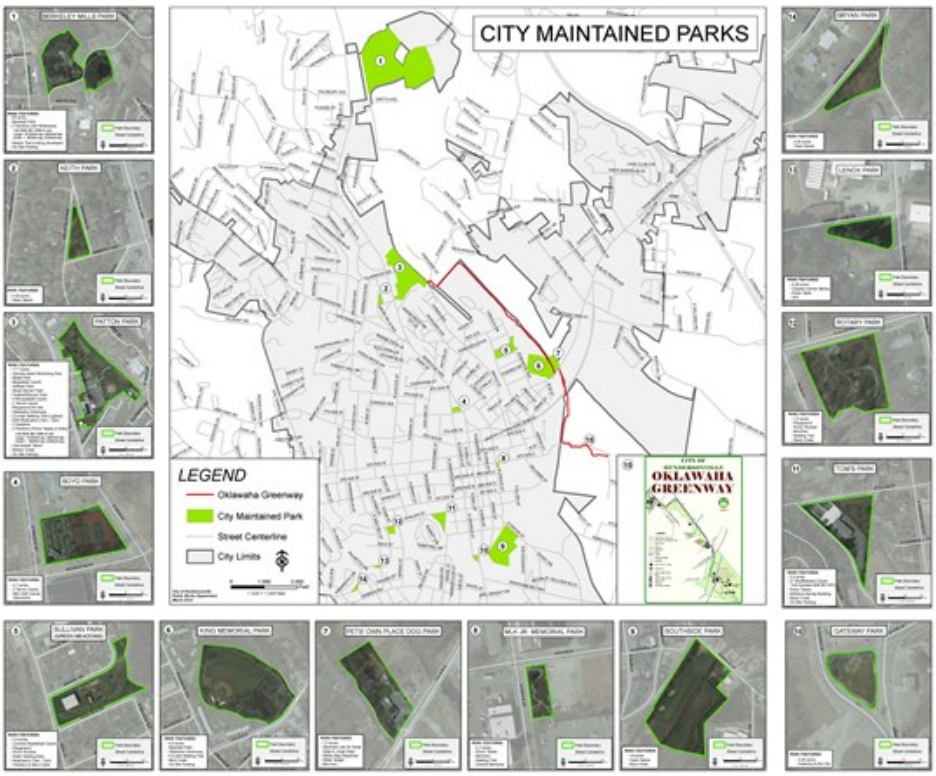
tledford@hvlnc.gov

Administrative Support Specialists

Brianna Wilson

828-697-3084

bwilson@hvlnc.gov

Exhibit D

Locations Available for Adoption