



CITY OF  
**MUKILTEO**

# **ADOPT-A-STREET**

**PROGRAM GUIDELINES**



## OVERVIEW

The City of Mukilteo developed the Adopt-a-Street (AAS) Program in response to many residents' desire to keep our streets litter free and beautiful. Together, neighbors, local businesses, church or scout groups, homeowner associations, service organizations, and student groups can help build city pride one street at a time. This program will help protect our environment and create a cleaner Mukilteo to live, work and play. AAS volunteers will be known as "Adopt-a-Street Ambassadors."

The primary goal of the Adopt-a-Street Program is to involve volunteer groups to pick up litter and trash in the right-of-way or roadside of City streets. The Program's secondary goal is for civic-minded "Ambassadors" to take a more active role in their city by preserving our environment, creating inviting green spaces, prevent storm water pollution and build a more attractive Mukilteo.

## HOW TO BECOME AN ADOPT-A-STREET AMBASSADOR

- Identify a mile-long public street or connected streets (e.g., Waterford Park) within the City of Mukilteo that you are interested in adopting and complete the online "[Adopt-a-Street Program Application](#)" from the City's website or call the Program Coordinator at (425) 263-8018.
- You may also pick up forms at City Hall (11930 Cyrus Way) or Rosehill Community Center (304 Lincoln Avenue, Mukilteo, WA 98275)
- The City's Green Team and Public Works Department will review the proposed street(s) you want to adopt and help you determine the safest location for your cleanup effort. The City will publish online the list of organizations and their adopted street(s).
- Once the application is received and processed, the Program Coordinator will send the Group Coordinator the Adopt-a-Street Agreement to sign and please return to City Hall. The next step is for the Program Coordinator to contact you to provide an overview of the program and schedule a Safety Orientation with the Group Coordinator of your organization and initial volunteers. Group Coordinators will be responsible for training any additional future volunteers.

## YOUR GROUP'S COMMITMENTS

- Conduct cleanup activities in a safe manner and comply with any conditions as may be required by the City of Mukilteo for the safety of the participants.
- The Volunteer Group's Coordinator is responsible to provide ongoing training of all Group volunteers after the City provides the initial training.
- Assign a crew leader and Safety Supervisor to the cleanup crew, and have a copy of your Adopt-a-Street Agreement with him or her during the cleanup.
- Pick up litter no less than four (4) times per year. Additional cleanups should be done as necessary to maintain a neat appearance. Recommended cleanup interval is once every three months.
- Have all participants wear the personal protective equipment furnished by the City of Mukilteo during cleanup activities.
- Transport participants to the assigned area in a minimal number of vehicles. Vehicles should be parked as far off the driving surface as possible.

## YOUR GROUP'S COMMITMENTS CONTIUED...

- Participants should be at least 15 years old. The Volunteer Group shall furnish supervision for all minors (less than 18 years old) participating in the cleanup activity. A 1:1 ratio is preferred.
- Obtain supplies and materials from the City of Mukilteo at City Hall during regular business hours.
- Place filled trash bags and materials on the street shoulder for disposal by the City of Mukilteo.
- Call 911 (Police/Fire Emergency) in the event of any emergency during the cleanup.
- Participants will not pick up syringes, hypodermic needles, broken glass, exceptionally large, heavy, or unwieldy objects or any other hazardous item. These kinds of materials should be flagged and the Program Coordinator contacted as soon as possible to arrange for proper disposal.
- Provide the City of Mukilteo with a roster of individuals participating in the cleanup and their work time within three (3) working days after the cleanup. A Volunteer Time Sheet will be provided in the equipment bag.
- The Group Coordinator or crew leader will report any injuries sustained by participants during cleanup activities to the City of Mukilteo within 24 hours of the injury. Call the Program Coordinator at (425) 263-8018 with all injury information. Complete the Incident/Accident Report Form furnished in the equipment bag by the City of Mukilteo and should include:
  - Name of injured person
  - Nature of injury
  - Date and time of injury
  - How the injury occurred
- The Group Coordinator or crew leader agrees to complete the online [Adopt-a-Street Cleanup Completion Report](#) within three days of the cleanup event.
- Return to the City of Mukilteo, in good condition and within three working days, materials furnished by the City of Mukilteo.
- Procure and maintain for the duration of this agreement valid liability insurance of at least one million dollars to cover Volunteer Group's activities. The City of Mukilteo should be named as an additional insured with respect to liability. Volunteer Group may be relieved of insurance requirement only if specifically waived by the City of Mukilteo.
- The Volunteer Group is responsible for directly supervising the activities of all the individuals in their group who will be doing volunteer work. In consideration of the Volunteer Group being permitted to perform services on City of Mukilteo property, the Volunteer Group agrees to defend, indemnify and hold harmless the City of Mukilteo and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including City of Mukilteo of the Volunteer Group's organization that might arise out of the Volunteer Group's activities or the actions of any individual participants, except for injuries or damages caused by the sole negligence of the City of Mukilteo. Participants will not use any powered tools unless they have first been fully trained in their proper and safe use.



## CITY OF MUKILTEO COMMITMENTS:

- Provide the Volunteer Group an initial safety training and materials as necessary to enable the participants to perform their volunteer services.
- Furnish and install (after the Group's second cleanup event) an ADOPT-a-STREET sign with the Volunteer Group name or acronym. The sign will be installed at one end of the section of street the Volunteer Group is responsible for. No website, phone numbers or addresses will be displayed. The sign will be removed and will remain the property of the City if the Volunteer Group does not complete its commitment to hold four cleanup events per year for a minimum of two years.
- Furnish the Volunteer Group trash bags, personal protective equipment, a first aid kit, a copy of this Agreement, a Volunteer Time Sheet and an Incident/Accident Report forms.
- Provide the Volunteer Group with traffic control equipment. The equipment consists of two advance warning signs, and, and a flashing warning light. The advance warning sign is diamond shaped, with black letters on an orange background that reads, LITTER CREW AHEAD. The sign should be placed on the shoulder, approximately three feet from the lane edge, and no farther than one mile from the nearest worker. The flashing warning light should be placed on any buffer vehicle parked on the shoulder.
- Remove the filled trash bags from the street shoulder or area designated by the Group Coordinator or crew leader.
- Assist the Volunteer Group in clean up if necessary, i.e., when large, heavy or dangerous items are found.
- Maintain necessary records required to secure medical aid benefits under chapter 51.36 RCW for participants.

## SAFETY POLICY

- We appreciate your willingness to help keep Mukilteo clean and beautiful, but your safety takes top priority. Your group must designate a "Safety Supervisor" to supervise safety matters for the group. If necessary, the Safety Supervisor will be responsible for emergency communications and/or arranging transportation to an appropriate health care facility. Use the first aid kit provided.
- ALWAYS face ongoing traffic while working to detect careless drivers. Let other volunteers know if you see a distracted driver. Move as far away from the right-of-way as possible.
- The Safety Supervisor should visit the cleanup site to ensure that there is no construction occurring on the street. If construction is occurring on cleanup day, the cleanup effort should be rescheduled because simultaneous construction and cleanup efforts may lead to driver confusion and potential accidents.
- The Group Coordinator, crew leader or someone in your group should have a cell phone that is charged and available to report emergencies. If your group divides into two groups for different sides of the street, each group must have a cell phone available.
- Never pick up syringes, hypodermic needles, broken glass, exceptionally large, heavy items or other hazardous materials. Your Group Coordinator or crew leader should include the location of these items on the online [Adopt-a-Street Cleanup Completion Report form](#).

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## DRESS FOR SAFETY

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- Ambassadors must wear a safety vest and hard hat.
- Ambassadors must wear closed-toe leather shoes or boots. Athletic shoes are not recommended, as they may be torn easily by nails or broken glass.
- Ambassadors must always wear gloves; you may bring your own or wear the disposable gloves provided by the City.
- It is advisable to wear sunscreen.
- We recommend wearing long pants and long-sleeved shirts if you will be picking up litter in areas with weeds or blackberries.
- Ambassadors should never wear headphones or any type of clothing that restricts vision or hearing.

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## PARKING ON CLEAN-UP DAY

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Ambassadors should not park their vehicles on the street; try to carpool to the cleanup site to reduce the number of vehicles parked during the event, as well as reduce carbon emissions and traffic congestion.

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## CLEAN-UP DAY

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- The City will approve only cleanups scheduled during daylight hours and not during peak traffic times or on holidays. Your visibility to drivers and your safety are more important than the event or purpose. We recommend cleanups be scheduled between 8am and noon.
- No alcoholic beverages or illegal drugs are allowed. Provide adequate drinking water to all volunteers.
- Know the route from the litter removal site to the nearest emergency center or hospital in case you cannot contact 911 for help.
- ALWAYS face ongoing traffic while working to detect careless drivers. Let other volunteers know if you see a distracted driver. Move as far away from the right-of-way as possible.
- DO NOT cross the street or enter the roadway to pick up litter. DO NOT remove litter from a median or a landscaped area between lanes.
- As previously mentioned, avoid construction areas and reschedule your cleanup if there is any construction occurring. Do not enter construction barricades or areas surrounded by pylons. Construction companies are responsible for cleaning up the work site.
- Be alert for rodents and other wildlife. Please leave them alone.
- Provide adult supervision for any volunteer under the age of 18; children under 15 years of age should NOT participate in a cleanup. A 1:1 ratio is preferred.
- The City will provide two kinds of bags: white trash bags and blue recycle bags. Please do not put trash in the recycle bags.
- Avoid contact with hazardous substances. If a volunteer encounters any unidentifiable buckets, bottles, barrels, boxes, jugs, etc., DO NOT pick them up, as they may have been used in a meth lab. Notify the Program Coordinator on the online [Adopt-a-Street Cleanup Completion Report](#) where these items are located and City staff will remove them.

## CLEAN-UP DAY CONTIUED...

- Report any weapons found to the Mukilteo Police Department by calling (425) 775-3000; this is the non-emergency dispatch center.
- Be sure to take pictures of your volunteers that you would be willing to allow the City to post on the website or on social media to promote this program.
- Be safe and have fun! Thanks for helping keep Mukilteo beautiful and green!

## AFTER YOUR CLEAN-UP DAY

- Within 3 days of your cleanup event, please return all items provided to you back to City Hall, including any unused disposable bags and gloves.
- Complete the online [Adopt-a-Street Cleanup Completion Report](#) form to tell us how your event went, where the litter and/or recycle bags can be located, the names and hours worked of the volunteers, and when you would like to schedule your next cleanup. Additional forms will be included in the equipment bag.
- Report any injuries sustained during cleanup activities to the Program Coordinator immediately.

