

**COUNTY OF MONTEREY
DEPARTMENT OF PUBLIC WORKS, FACILITIES & PARKS**



ADOPT-A-ROADWAY PROGRAM



Adopted by the Board of Supervisors of the County of Monterey
June 1992 - revised June 28, 2023

RANDELL ISHII
PUBLIC WORKS DIRECTOR

TABLE OF CONTENTS

	Page
Program Mission.....	2
Program Goals and Highlights.....	2
Litter Removal/Ditch Cleaning/Landscape Maintenance/Graffiti Eradication	3
Adoptable Roadways and Public Structures	5
Adopt-A-Road Program Staff/Areas/Telephone Numbers.....	6
Safety	7
Safety Requirements for Group/Individual Operational Material	8
Adopt-A-Roadway/Agreement	9
Agreement Conditions/Sample Agreement	10

LITTER REMOVAL/DITCH CLEANING/ LANDSCAPE MAINTENANCE/GRAFFITI ERADICATION

Litter Removal, Ditch Cleaning, Landscape Maintenance, or Graffiti Eradication are ways in which individuals or groups can participate in the Monterey County Adopt-A-Roadway Program. Volunteer efforts on County roadways and accompanying recognition signs increase public awareness as well as appeal to community values and pride. Additionally, volunteer efforts supplement County resources, save taxpayer dollars and allow County workers to deal with higher priority maintenance of pavement, structures, drainage, and safety facilities. If you are interested in adopting a segment of County roadway or public structure, or in learning more about the program, contact the County Coordinator for your area listed on the following chart.

- Adopt-A-Roadway participants agree to perform their function for TWO YEARS.
- Minimum length of adopted segment is ONE-HALF-MILE for ditch cleaning and landscape maintenance and TWO MILES for litter removal.
- Work must be performed according to the ASSIGNED FREQUENCY to be determined by the Area Coordinator for the segment of roadway or public structure adopted. The frequency may be on occurrence, daily, weekly, bimonthly, monthly, or quarterly (four times per year), depending on the segment or structure. Participants will be issued pre-addressed, stamped postcards to be forwarded to the Adopt-A-Roadway Coordinator in advance of any activities on the roadway. In addition, in order to document the efforts on each adopted segment or structure, a follow-up postcard will be completed.

**LITTER REMOVAL/DITCH CLEANING/
LANDSCAPE MAINTENANCE/GRAFFITI ERADICATION (cont')**

- Monterey County Public Works will provide free trash bags and disposal, and paint for graffiti eradication efforts. The County will provide safety vests.
- For individuals or groups wishing to personally haul and dispose of trash, the Adopt-A-Roadway Coordinator may supply Disposal Coupons for usage at the Monterey Peninsula Landfill (Marina), Crazy Horse Landfill, Johnson Canyon Landfill or Sun Street Transfer Station. Instructions for obtaining Coupons will be included with the initial issuance of postcards.
- Monterey County Public Works will review all adopted areas annually to ensure compliance with agreements.

ADOPTABLE ROADWAYS AND PUBLIC STRUCTURES

The Adopt-A-Roadway Program applies to all types of County roadways and public structures. Some segments of roadway or structures may be unacceptable for adopting for the following reasons:

- Heavy traffic
- Dense vegetation
- Narrow roadside/roadway shoulders
- Restricted visibility
- Poor roadway alignment
- High runoff potential
- Rugged terrain, steep slopes
- Frequency required for work too great for capability of participants
- Segment currently adopted
- Segment or structure conditions inappropriate for age level/experience of participants

The Public Works Adopt-A-Roadway Area Coordinator will advise you if a certain segment of roadway is adoptable. If a requested roadway segment or public structure is not adoptable, the Area Coordinator will identify available alternates

MONTEREY COUNTY PUBLIC WORKS

PROGRAM COORDINATOR

ADOPT-A-ROADWAY PROGRAM STAFF	AREA/DISTRICT	TELEPHONE & ADDRESS
<u>CRYSTAL</u> <u>BARRIENTEZ</u> Program Coordinator (831) 755-4883 (831) 751-0332 FAX	<i>COUNTY-WIDE</i>	(831) 755-4925 Maintenance & Operations Div. 855 E. Laurel Dr., Bldg. B Salinas, CA 93905

SAFETY

The Adopt-A-Roadway Program is designed to have common-sense safety prevail. Adoptable sections of roadway or a public structure are selected for safety and appropriateness of the work involved. Participants bear individual responsibility for personal safety and appropriate behavior within the County right-of-way.

Insurance and individual liability waivers are not required. However, participants agree to hold the County harmless for injuries arising out of their inappropriate action or nonconformance to safety requirements.

Participants work without direct Public Works supervision and without traffic control. **Groups are required to provide one adult supervisor for every FIVE MINORS on the roadside.**

Public Works Adopt-A-Roadway Program pamphlet must be provided to every participant and must be reviewed before entering the County right-of-way. Group leaders are responsible for conducting safety briefings for all participants at least once a year.

While working along the roadside, remember **SAFETY FIRST!!**

SAFETY REQUIREMENTS

TO PROTECT YOURSELF AND OTHERS:

- 1) Use caution when crossing roadways. Use crosswalks and signals where available.
- 2) Face oncoming traffic as you work and keep an eye on traffic. Be prepared to move quickly if necessary.
- 3) Work in small groups, three to five persons. **DO NOT BUNCH UP.** Large groups should be broken up and dropped off at different locations.
- 4) When removing litter, do not work on the roadway, on bridges, or in tunnels.
- 5) Discontinue work before dusk. Do not attempt to work when fog or other conditions reduce visibility for drivers. Do not attempt to work when roadway is icy or wet.
- 6) Do not touch or attempt to remove material, which 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, and broken glass. If you discover any of the above-mentioned items, notify Environmental Health at 755-4505 or Public Works at 755-4925. The locations of suspected toxic substances or any other hazardous materials should be identified to facilitate review by proper authorities.
- 7) Weapons should be immediately reported to the Sheriff's Office at 755-3700.
- 8) Wear safety vests whenever you are on the roadside.
- 9) Wear long pants and substantial leather shoes or boots with ankle support. Watch your footing and stay off steep slopes, drainage facilities, or places from which you might fall. Light colored clothing, long sleeve shirts, and sunscreen lotion are recommended.
- 10) Do not run, throw objects, or engage in horseplay or any other activity which may distract drivers.
- 11) Avoid over-exertion. Drink plenty of water, especially on warm, humid days.
- 12) Do not consume alcoholic beverages or drugs before entering or while on the roadside.
- 13) Be alert for places where wildlife may be located. Also be alert for insects and poisonous plants (e.g. ticks, bees, and poison oak).
- 14) Minimize the spread of invasive vegetation by ensuring that personnel do not handle or inadvertently relocate such plants. (See Invasive Plant booklet.)

ADOPT-A-ROADWAY AGREEMENT

An Agreement is necessary for all activities within the County right-of-way. If you decide to participate in the Adopt-A-Roadway Program, the Program Coordinator and Area Coordinator will help you complete the necessary agreement (see attached sample).

AGREEMENT CONDITIONS

Work shall be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty-four hours preceding a holiday weekend unless specifically authorized.

If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.

Volunteer work shall be subordinated to operations which the County or other designated entities may conduct and shall not interfere with such efforts.

Volunteer(s) performing work under this agreement shall wear personal protective equipment, including orange vests, while on County right-of-way. County-furnished personal protective equipment shall be returned upon termination of the Agreement. Replacement equipment will be supplied when worn equipment is returned.

County-furnished litter-bags, personal protective equipment, paint/painting materials for graffiti eradication, and pick-up schedules may be obtained from the Program Coordinator.

Volunteers shall designate a group representative and one alternate. One adult supervisor shall be assigned for each five minors participating in litter pickup. **No minor less than thirteen years of age shall be allowed to participate.**

Participants' personal vehicles shall not be parked within the right-of-way of an access-controlled roadway; on all other roadways, participants' personal vehicles shall be legally located off of the traveled way so as not to interfere with the free flow of traffic or pedestrians. Approved vehicles, those used to transport participants or materials to and from a work segment, may be parked off the roadway on access-controlled roadways as directed by the Area Coordinator.

AGREEMENT CONDITIONS (cont')

The Volunteer, if necessary, shall provide portable toilets. Toilets shall not be placed on the shoulder of any roadway.

Participants agree to submit the pre-addressed stamped **Pre-effort** post cards supplied by Monterey County to Coordinator prior to every activity on County right-of-way. A minimum of one week's notice will be necessary to verify the status of the area scheduled for activity.

Participants agree to complete a **Post-effort** postcard providing a summation of activities completed after each effort to include location, volume of litter, and tonnage.

Lack of participation as scheduled, failure to notify Coordinator, or failure to complete activity report may result in the termination of Agreement.

No work shall be authorized in median areas without prior review and acceptance of location.

This Agreement is valid for two calendar years from the date of issuance.

Volunteers electing to furnish special identification plates (2) conforming to County specifications for their Adopt-A-Roadway signs may do so. Volunteer shall furnish additional plates when required by the Department for maintenance purposes.

It is understood and agreed by the Volunteer that the performance of any work under this Agreement shall constitute an acceptance of the provisions of this Agreement and all attachments.

The County reserves the right to terminate this Agreement at any time for any reason.

PAGE 11

Pre-effort

I/we _____ will be

accessing _____ for the purpose
Road Segment/Structure

of _____ on _____
Date

Signed



Post-effort

On _____ I/We accessed _____
Date Road Segment/Structure

for the purpose of _____.

If for the purpose of Litter Removal:

Approximately _____ cubic yards/pounds of litter and
_____ large or bulky items were removed.

Material was left for removal by Public Works
 taken to _____ for disposal

Disposal Coupon(s) used (YES) (NO).

Serial number(s) _____

**MONTEREY COUNTY PUBLIC WORKS
ADOPT-A-ROADWAY AGREEMENT**

ADOPTED ROAD/STRUCTURE:
ROAD DISTRICT:
ISSUANCE DATE:
EXPIRATION DATE:
LIMITS:
ASSIGNED FREQUENCY:
GROUP/INDIVIDUAL NAME:
OF PARTICIPANTS:
CONTACT PERSON/PHONE:
ALTERNATE/PHONE:

**PERMISSION IS GRANTED TO THE NAMED VOLUNTEER, SUBJECT TO AGREEMENT CONDITIONS, TO ENTER ONTO PUBLIC RIGHT-OF-WAY NAMED ABOVE FOR THE PURPOSE OF _____ PICKING UP LITTER
____LANDSCAPING MAINTENANCE _____DITCH CLEANING _____GRAFFITI ERADICATION AS ASSIGNED.**

This Agreement, or a copy thereof, shall be kept at the work site and must be shown to any representative of the Department of Public Works or any law enforcement officer upon demand. **WORK SHALL BE SUSPENDED IF AGREEMENT IS NOT AT JOB SITE AS PROVIDED.**

Each individual shall attend a safety orientation conducted by the Volunteer Representative/Leader prior to entering the County right-of-way. The orientation shall include a discussion and explanation of the attached safety requirements. Individuals must participate in a safety orientation at least once during each calendar year when work is authorized.

The Volunteer and the County of Monterey mutually agree that the County, its officers, and employees shall not be liable for any death, injury, or property damage claims which arise from the exercise of this Agreement. Accordingly, the Volunteer agrees to indemnify, defend, and save harmless the County, its officers, employees, and agents, from and against any and all claims and losses whatsoever arising out of or in any way related to the Volunteer's acts and/or omissions, including but not limited to, claims for property damage, personal injury, or death, injuries to reputation, economic losses, and emotional distress, and any legal expenses (such as attorney fees, court costs, investigation costs, and experts' fees) incurred by the County in connection with such claims. "Volunteer's acts and/or omissions" includes Volunteer's employees, agents, servants, and/or subcontractors. Volunteer's obligation to indemnify, defend, and hold harmless shall be effective even if the County, its officers, employees, agents, or servants are guilty of comparative passive negligence.

The term of this Agreement is two (2) calendar years from the date of issuance. In the event Volunteer wishes to renew the Agreement, a notice of such intent shall be submitted to the Program Coordinator at least thirty (30) days prior to expiration of this Agreement. This Agreement may be cancelled by the County for nonconformance with Agreement provisions or failure to adhere to direction given by the County's Representative.

PUBLIC WORKS AREA COORDINATOR	VOLUNTEER REPRESENTATIVE
SIGNATURE:	SIGNATURE:
PRINT NAME:	PRINT NAME:
DATE:	DATE: