



Administrative Policy
ADOPT A STREET
Public Works – A105

Effective Date:

Dec. 1, 2011

Revised Date:

ADOPT A STREET

Summary

The Town of Payson created an Adopt-A-Street program in 1999 by Resolution No. 1388. The purpose was to provide a vehicle for private citizens and organizations to participate in the removal of litter and other unsightly waste from the Town owned road rights of way. The program also provides for recognition of the citizens and organizations who donate their efforts to make the Town more attractive. Appropriate signs calling motorist attention to the litter control effort and crediting the citizen's or organization for its work will be installed by the Town of Payson.

Definitions

Administrative Services Director: The Administrative Services Director referenced in Resolution No. 1388 is defined as the Assistant Town Manager or their designee.

Program

Each approved group shall pick up the litter and unsightly waste on their designated roadway segment at least once each calendar quarter. Organizations not meeting the minimum clean up requirements will be dropped from the program and their segment of roadway will become available for another organization to pick up.

Each assigned roadway segment shall be for a 2 year period. Groups wanting to continue beyond the 2 year period must renew their application prior to the expiration of each 2 year period. A copy of the renewal request is attached to this policy.

Any group wishing to discontinue this program may do so at any time by submitting the attached "Request for Cancellation" at any time.

Each organization shall appoint a liaison who will act as a contact person between the organization and the Town of Payson. It is the responsibility of this liaison to contact the Town to pick up garbage bags, borrow safety vests, attend mandatory training, submit application renewals, etc. The Town will use this liaison to provide any needed information to the organization.

Assigned roadway segments can vary in length from 1,000 feet minimum to 1 mile maximum.



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The Town reserves the right to modify, impose additional conditions, enhance, or discontinue this program at any time.

Process

A. Eligibility

Any organization, family, or individual desiring to assist in making Payson a more attractive Town is eligible to participate in this program. All participants shall be at least 12 years old unless prior approval has been granted by the Town.

B. Program Costs

There is no cost for an organization, family, or individual to participate in this program. The Town will provide trash bags, loan out safety vests, install signage, and pick up the filled trash bags.

C. Procedures

The organization will be required to pick-up trash along their assigned location no less than 1 time every three months. Organizations not meeting this minimum pick-up threshold shall forfeit their application, resulting in their particular section of street being eligible for other organizations to pick up.

A liability insurance certificate is not required.

Interested organizations should contact the Town of Payson Public Works Department to apply.

Groups shall appoint a contact person who will act as liaison between the Town and the group/organization they represent.

The Town of Payson Public Works Department will provide an application to be filled out by individual, group, or organization. The application provides the Town with the contact information, the desired street segment, and the requested name(s) to be placed on the signs. The completed application is then submitted to the Town. Up to 3 street segment choices may be listed on the application. The Town will assign the most preferred choice that is available.

Upon approval of the application, the Public Works Department will set up a safety training class which at least the contact person must attend. This class will be held to instruct the organization's contact person on safety issues, where to pick-up and return the safety vests, pick up of empty trash bags and collected trash, and other important program information. A copy of the general safety guidelines is also included in this policy.



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Upon completion of the safety training, the Town will assign a roadway segment and will arrange for fabrication and erection of a sign at each end street segment the group will be responsible for.

Before the first clean up activity the organization's contact person must fill out and returning the signed waiver forms of participants to the Public Works Department.

Upon receipt of required waiver forms the Town will loan out safety vests and issue trash bags.

Filled trash bags shall be properly tied and placed by roadside for pick-up by Town crews.

After work is done, the group shall notify the Public Works Department for pick-up coordination.

A new completed waiver form must be submitted each time the application is renewed.

References

Town of Payson Resolution No. 1388



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TOWN OF PAYSON
ADOPT-A-STREET PROGRAM

SAFETY GUIDELINES

The following safety guidelines must be followed when participating in any Adopt-A-Street activities on Town rights of way. Each participant needs to be aware and provided with a copy of these requirements prior to participating in the program.

1. Attendance at a safety course is mandatory prior to final application approval for the designated organization contact person. It is the responsibility of the contact person to train other members of the organization prior to clean-up activities.
2. Safety vests shall be worn at all times by all participants while working within the Town rights of way. Safety vests may be borrowed from the Town.
3. All participants should wear effective work gloves to protect against injury from broken glass, sharp metal, needles, etc.
4. No participant may be under the age of twelve (12) years old, unless prior approval has been given by the Town.
5. Participants should not “blindly” reach into a trash container or pile of trash due to the potential hazard of sharp or contaminated objects.
6. One adult is allowed to supervise no more than 10 participants between the ages of 12 and 17.
7. One adult should be identified as the supervisor and should visually all activities all the time.
8. Items that should not be picked up are old batteries, animal carcasses, very heavy objects, or any other objects that appear objectionable such as items that could be contaminated with bodily fluids (blood, vomit, semen, etc.). Participants should notify the Town immediately if any of these items are encountered. Town crews will pick up these types of waste products.
9. Vehicles must be parked in a safe location so they do not create a traffic hazard in the clean-up area.
10. Litter pick-up should only be performed during daylight hours and in good weather conditions.
11. Anyone under the influence of alcohol or narcotics is not allowed to participate in a clean-up.



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12. Avoid construction or maintenance sites, utility installations, culverts, and drainage structures.
13. Use care in lifting heavy objects. Use proper lifting techniques, keeping your back as straight as possible. Keep the object you are lifting close to your body and let your legs and arms do the work.
14. Watch for traffic at all times.



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REQUEST FOR RENEWAL

I, _____, designated representative for _____
_____, hereby apply to the Town of Payson for renewal of our Adopt-A-
Street application to adopt _____ roadway segment.
I understand and agree that:

I will be the contact person and act as the liaison between the Town and my group or
organization;

The assigned location will be cleaned at least once every three months;

The Town will provide trash bags that are to be left tied shut adjacent to the road for Town
pickup;

The Town has safety vests available to loan to the organization for the trash pickup if needed.

Signed: _____ Date: _____



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REQUEST FOR CANCELLATION

I, _____, designated representative for _____
_____, hereby request that the Town of Payson no longer list our
group or organization as a participant in the Town's Adopt-A-Street program.
I understand that the section of roadway that our group was assigned to will be available for
another group to adopt immediately.

Signed: _____

Date: _____

[illegible]



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TOWN OF PAYSON
APPLICATION TO PARTICIPATE IN THE ADOPT-A-STREET PROGRAM
(Please Print or Type)

Name of Group or Organization: _____

Name of Contact Person: _____ Phone : (____) _____

FAX No. (____) _____ Email Address: _____

Physical Address: _____

Mailing Address (If different from Physical Address)

Will any participant be under the age of 12? YES: _____ NO: _____

Requested Assigned Street Segment:

1st Choice _____ From _____ To _____

2nd Choice _____ From _____ To _____

3rd Choice _____ From _____ To _____

Name(s) to be placed on signage: _____

By signing, Applicant agrees to all safety and procedural provisions as outlined in the Payson Adopt-A-Street Administrative Policy.

Signature of Applicant

Date