



City of Lexington

Adopt-A-Street Program

CONTACT INFORMATION

City of Lexington
28 West Center Street
Lexington, North Carolina 27292
336-243-2489

Approved by City Council on April 8, 2024

Program Overview

To maintain a clean, litter-free environment that residents can be proud of, the City of Lexington (City) encourages community residents and organizations to adopt and clean residential streets within the city that are not maintained by the North Carolina Department of Transportation.

Each adopted section of street is a minimum of one half of a mile (2,640 feet) or a street length. Volunteer groups sign agreements with the City to remove litter from their adopted stretch of street a recommended minimum of three times each year (once every four months).

The City will post a sign at each end of the adopted section with a group or individual's name to show its participation in the program. Signs may also be posted "in honor of" or "in memory of" a group or individual. The City will provide training, safety vests, trash bags, and gloves and will also arrange for collection of bagged waste and recycling.

The initial adoption agreement is for four years. A group or individual may keep its adopted section of street indefinitely if the agreement is renewed at the end of each four-year period. Individuals who leave the area are requested to notify the City within ninety days of moving.

Individuals, families, and groups including schools, civic clubs, scouts, businesses, religious and social groups are encouraged to apply to adopt-a-street. The Director of Public Services shall approve applications of individuals or groups applying to participate in the program. Only individuals or groups determined by the City to be responsible and to exhibit in good faith the willingness and capacity to perform the responsibilities of the program will be allowed to adopt a street. The City reserves the right to refuse any group or individual adopting a section of street when the adoption may create a safety hazard for the public, jeopardize the Adopt-A-Street program or be counter-productive to its purpose.

Program Rules and Safety Guidelines

- 1. Safety training:** First-time volunteers must receive adequate safety training. A safety video provided by the North Carolina Department of Transportation will be available for all participants to review before starting the program. The video can be found online at:

<https://www.ncdot.gov/initiatives-policies/environmental/adoptahighway/Pages/safety-videos.aspx>

- 2. Age restrictions:** Volunteers must be at least 12 years of age. Those between the ages of 12 and 17 must be supervised adequately by adults who are 21 years of age or older. The supervising adult must complete and submit a Youth Release Form for each volunteer between the ages of 12 and 17.

- 3. Proper clothing and equipment:** During cleanups, all volunteers must wear appropriate safety vests and work gloves provided by the City. Volunteers should also wear substantial shoes or boots and brightly colored clothing that cover the arms and legs. Volunteers never should wear or bring along items that could distract motorists or impair a driver's or volunteer's vision or hearing.

- 4. Other safety procedures:**
 - a. Volunteers must work facing oncoming traffic, keep off the roadway and stay at least five feet from the edge of the street surface.
 - b. Do not pick up trash on bridges, overpasses, medians, or in tunnels.
 - c. Litter pickup sessions should be scheduled for daylight hours and discontinued during inclement weather.
 - d. Volunteers should avoid overexertion, watch their footings, and stay clear of mowing, construction, and maintenance work.
 - e. Watch for snakes, stinging insects and poisonous plants.
 - f. To avoid injuries from broken and jagged objects, trash bags should not be overfilled or compacted.
 - g. Volunteers should never pick up discarded syringes, needles, or other hazardous objects. When these items are encountered, contact the City Adopt-A-Street coordinator who will arrange for safe collection of these hazardous items.
 - h. Place litter bags at least three feet from the edge of the street or the back of the curb, whichever is greater, to make the job of collecting bags easier and safer for employees.

- 5. Parking:** Vehicles must be parked clear of the roadway and on the same side of the street where volunteers are working. Whenever possible, group members should carpool to the cleanup site to reduce the number of vehicles parked along the street. The event coordinator should contact the Public Services Director to arrange for signage to be placed to alert motorists.

- 6. In case of emergency:**
 - a. Have an adequate first-aid kit available.
 - b. Select an emergency room/hospital and know the route from the work area to the designated place of treatment facility.
 - c. Have transportation immediately available.

- 7. Recycling:** The City strongly encourages Adopt-A-Street volunteers to recycle trash collected during cleanups. Information about how, what, and where to recycle can be obtained from the Public Services Director. Different colored bags will be provided for recyclable materials and can be left on the side of the street under the same guidelines as for all other items.

How to Participate in the Program

1. **Agreement and written release:** Each person participating in the program shall execute an agreement and written release of the City, its officials, employees, and agents from any liability arising out of his or her participation in the program. In the case of a minor, such release shall be executed by a parent or a guardian. Physical participation in the program shall constitute a waiver by the participant of any claim or cause of action of liability against the City. Complete the appropriate form(s) and submit to the Public Services Director:
 - a. Adopt-A-Street Program Agreement (for first time participants)
 - b. Adopt-A-Street Program Renewal Agreement
 - c. Adopt-A-Street Program Youth Release Form (for participants between the ages of 12 and 17).
 - d. Written Release Form (for all participants per event)
 - e. Data Reporting Form (required after each cleanup to remain in the Adopt-A-Street program).

2. **Participant responsibilities:** Any individual or group participating in the Adopt-A-Street Program shall be subject to the following requirements and responsibilities:
 - a. Appointing or selecting an authorized representative to act on behalf of the group;
 - b. Ensuring that each person participating in the program attends a safety meeting and signs a statement acknowledging that they have attended the safety meeting and viewed the City's safety video (supplied by the North Carolina Department of Transportation) before participating in the cleanup of the adopted street or section;
 - c. Picking up litter a minimum of three times a year or more often, if desired, to maintain clean rights-of-way;
 - d. Ensuring that each individual participant of the group wears a City approved safety vest or shirt during the pickup;
 - e. Ensuring that each individual participant of the group wear clothing that will not impair vision or movement during the pickup;
 - f. Ensuring attire that might divert the attention of motorists is not worn during clean up activities;
 - g. Furnishing adequate supervision by one or more adults 21 years of age or older for groups which have participants 12-17 years of age;
 - h. Ensuring that no one under the age of 12 is allowed to participate in the clean up activities;
 - i. Prohibiting participants from either possessing or consuming alcoholic beverages or other drugs during cleanup activities;
 - j. Ensuring that no signs, posters, or other display material that might distract motorists are brought to the adopted section by group members during or between cleanups;

- k. Filing a **Data Reporting Form** as prescribed by the City; and
 - l. Ensuring that all provisions of the agreement are fully performed.
3. **City of Lexington responsibilities:**
- a. Working with the group to determine the specific section of City street right-of-way to be adopted;
 - b. Providing safety vests, trash bags, gloves and safety information;
 - c. Providing recognition with the group's name or acronym of their contribution;
 - d. Removing filled trash bags;
 - e. Removing litter from the adopted section under unusual circumstances, i.e., large, heavy or hazardous items;
 - f. Monitoring to ensure the objectives of litter abatement are being met; and
 - g. Monitoring to evaluate the overall operation of the program and to gauge its effectiveness.

General Limiting Conditions

1. **Eligible streets:** All public streets within the city and not under the control of the North Carolina Department of Transportation (NCDOT) are eligible for adoption.
2. **Contrary actions:** If any of the program's actions are determined to be contrary to any statutory restrictions, or any restrictions on the use of appropriated funds for political activities, the City may take any necessary remedial action, including, but not limited to, the removal of the erected signs displaying the program participant's name or acronym or the termination of the adoption agreement.
3. **Signs:** Names, titles, or words placed on Adopt-A-Street signs shall be approved by the City's administration. Signage will not be placed until 6 months of agreement time has passed and participants have provided reports of their efforts (2-3 cleanups should occur within this timeframe).
4. **Modification of Agreement:** The Adopt-A-Street agreement may be modified in scope or altered in any other manner at the discretion of the City.
5. **Renewal of Agreement:** Program participants shall have the option of renewing the agreement, subject to the approval of the City. Information concerning program participants is to be updated at the time of renewal.
6. **Termination of Agreement:** The City may terminate the agreement or remove the Adopt-A-Street signs bearing the program participant's name or acronym if it finds and determines that the participant is not meeting the terms and considerations of the agreement, that the participant is acting contrary to the rules of the program, that the adoption is proving to be counterproductive to the program's purpose, that undesirable results such as increased litter, vandalism or sign theft, are resulting from the adoption, that program participants have engaged in irresponsible conduct at the adopted section which would bring discredit upon the City, or that other good cause exists to terminate the agreement or remove the Adopt-A-Street sign.

ADOPT-A-STREET PROGRAM AGREEMENT



The City of Lexington and _____
(Name of business, organization or individual) recognize the need for and desirability of litter-free and visually improved streets.

The Adopt-A-Street program has been established so that community organizations, private businesses and individuals may contribute toward the effort of maintaining cleaner and more beautiful streets.

As indicated by their signatures on this agreement, the individual participants of the above-named entity are aware of the nature of the work which is to be performed and have agreed to follow the rules, policies, safety guidelines and instructions. If the above-named entity contracts with any other group to clean the entity’s adopted section of street (“a contract service”), the contract group agrees that it is aware of the nature of the work which is to be performed and agrees to follow the City’s rules, policies, safety guidelines and instructions. The individual participants agree not to hold the City responsible for any injuries they, their employees or their agents may suffer or damages that they, their employees, or their agents may cause or suffer because of participation in the program and have agreed that signs bearing the group’s name shall be installed solely at the discretion of the City.

The City of Lexington recognizes the above-named entity as the adopting organization for:

Street Name	Street Description (from what point to what point)
<p>The above-named entity volunteers to pick up litter once every three months (or more if desired) for four years along its section of street and promote a better environment in the community. This agreement shall be valid for four years beginning _____, 20____ and ending _____, 20____. The entity may cancel this agreement upon 30 days written notice to the City of Lexington.</p>	

Section Below to Be Completed by Adopting Group Contact Persons:

Date: _____

Yes, we will recycle _____ No, we will NOT recycle _____

Primary Group Contact Person (Print Name): _____

Signature: _____

Mailing Address

Physical Address

City State Zip

Home Phone: () _____ Work Phone: () _____

Email: _____

Secondary Group Contact Person (Print Name): _____

Signature: _____

Mailing Address

Physical Address

City State Zip

Home Phone: () _____ Work Phone: () _____

Email: _____

Note: For all student groups, one contact person must be group's school advisor.

ADOPT-A-STREET PROGRAM RENEWAL AGREEMENT



The City of Lexington and _____
(Name of business, organization or individual) recognize the need for and desirability of litter-free and visually improved streets.

The Adopt-A-Street program has been established so that community organizations, private businesses and individuals may contribute toward the effort of maintaining cleaner and more beautiful streets.

As indicated by their signatures on this agreement, the individual participants of the above-named entity are aware of the nature of the work which is to be performed and have agreed to follow the rules, policies, safety guidelines and instructions. If the above-named entity contracts with any other group to clean the entity's adopted section of street ("a contract service"), the contract group agrees that it is aware of the nature of the work which is to be performed and agrees to follow the City's rules, policies, safety guidelines and instructions. The individual participants agree not to hold the City responsible for any injuries they, their employees or their agents may suffer or damages that they, their employees, or their agents may cause or suffer because of participation in the program and have agreed that signs bearing the group's name shall be installed solely at the discretion of the City.

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The above-named entity volunteers to pick up litter **once every three months** (or more if desired) for four years along its section of street and promote a better environment in the community. This agreement shall be valid for four years beginning _____, 20____ and ending _____, 20____. The entity may cancel this agreement upon 30 days written notice to the City of Lexington.

Section Below to Be Completed by Adopting Group Contact Persons:

Date: _____

Yes, we will recycle _____ No, we will NOT recycle _____

Primary Group Contact Person (Print Name): _____

Signature: _____

Mailing Address

Physical Address

City State Zip

Home Phone: () _____ Work Phone: () _____

Email: _____

Secondary Group Contact Person (Print Name): _____

Signature: _____

Mailing Address

Physical Address

City State Zip

Home Phone: () _____ Work Phone: () _____

Email: _____

Note: For all student groups, one contact person must be group's school advisor.

**ADOPT-A-STREET PROGRAM
YOUTH PARTICIPATION RELEASE FORM**



As the parent/guardian of the minor child named below between the ages of twelve through seventeen, I hereby give permission for him/her to participate in one or more Adopt-A-Street streetside cleanups. By my signature, I release the City of Lexington from any liability or responsibility for any injuries or damages he/she may cause or suffer as a result of participation in the Adopt-A-Street Program.

Print Name of Parent or Guardian

Signature

Address

City

State

Zip

Print Name of Minor Child

Address of Minor Child (If Different)

City

State

Zip

Daytime Telephone Number

Evening Telephone Number

Date

Adopt-A-Street Program Written Release Form

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

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Print Name

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Print Name

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Print Name

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Print Name

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Date

ADOPT-A-STREET DATA REPORTING FORM



****This form MUST be submitted after each cleanup to remain in the Adopt-A-Street program.***

Name of Adopting Group: _____

Team Captain: _____

Address: _____

Date & Time of Clean-Up: _____

Area Cleaned: _____

Location of trash/recyclables (for pick up): _____

REPORT OF ACTIVITIES:

<u>No.</u> <u>Volunteers</u>	<u>No.</u> <u>Hrs. Worked</u>	<u>No. of</u> <u>Bags of Trash</u>	<u>No. of</u> <u>Bags of Recyclables</u>
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Please scan and send this form to abcheston@lexingtonnc.gov or call 336-248-3927 to report the information directly.