

# **“ADOPT-A-BLOCK” PROGRAM**

***CITY OF VALLEJO***  
***City Manager’s Office***  
***Program Booklet***



## Table of Contents

Table of Contents.....	2
Policies and Procedures.....	3
Adoption Application (A) .....	5
Adoption Agreement (B).....	6
Sign Request (C).....	8
Safety Guidelines (D).....	9
Event Summary (E).....	10

## **Adopt-A-Block Program - Policies and Procedures**

### **City of Vallejo, Public Works Department, Recycling and Solid Waste Program**

#### **Program Overview**

Those who reside and work in the City of Vallejo desire an environment that is clean and attractive. A litter and trash-free city attracts residents, businesses and tourism which contribute to a prosperous and vibrant community. The city administers strives to the achieve the goal of a vibrant and clean City including:

1. A comprehensive residential waste and recyclable material collection program that provides weekly curbside service to all households.
2. Year-round street sweeping with twice-monthly coverage of public streets.
3. Routine property inspections with an aggressive enforcement policy to eliminate the accumulation of trash and litter on properties.
4. Sidewalk litter and recycling containers maintained by the City or adopted by businesses and residents.
5. Provide supplies to organizations that volunteer to collect litter along public streets, rights-of-way and property.

Although these initiatives contribute to a reduction in letter, accumulation of trash continues due to carelessness of those who live, work and visit our city.

The “Adopt-a-Block” program is an additional initiative that also relies on volunteers. This program is intended for organizations that want to participate on a more regular basis to monitor and maintain a specific street or area of the city. Organizations sign up to clean a specific are of the city at least four (4) times per year and more often as needed. Groups work directly with the Public Works Department’s Solid Waste and Recycling Program and the Community Volunteer Coordinator to identify the areas and arrange for the City’s removal of debris and litter gathered during scheduled Adopt-a-Block collections. Groups are encouraged to adopt as large an area that is manageable based on the number of volunteers in their organization committed to the task.

The Adopt-a-Block program seeks citizen, community, or business-based organizations that would like to make an on-going commitment to clean and beautify streets and neighborhoods.

#### **Policies and Procedures**

- Application Process. The organization shall identify a representative(s) to serve as the primary contact person who will meet with Solid Waste and Recycling program staff to review program requirements and identify the streets(s) that the group would like to adopt. The organization will complete the “Adopt-a-Block Application” (A), the “Adopt-a-Block Agreement” (B), and the

“Adopt-a-Block Sign Request Form” (C). The City will execute the agreement and after the first two (2) cleanups have been successfully completed will plan to install signs identifying the area being adopted.

- Collection Schedule. The organization will provide the City with dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the city to alert police and other city officials about the activity.
- Disposal of Litter. The City will identify with the organization specific locations where bagged litter will be placed for the City to promptly collect and dispose of it after each collection event. Alternately, the organization may arrange for small amounts of bagged litter to be set out for collection through the city weekly residential trash collection program or at the organization or participant’s place of business.
- Work Safely. Participants must follow the guidelines listed on the “Adopt-a-Block Safety Guidelines” (D). The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks. Safety of volunteers is crucial.
- Report Results. Reporting volunteer hours and the amount of material collected is a key part of measuring success. Not only does the City track results, but these accomplishments are also reported to county, state and national litter organizations. Litter collection supplies that are distributed at no cost to volunteers by the city through Cal DOT are a direct result of corporate contributions to the national litter collection initiatives based on the national level of accomplishments. Organizations should complete and submit the “Adopt-a-Block Event Summary” (E) after each event.

#### **Leadership Changes and Discontinuing Adoption**

The City recognizes the time required to volunteer for litter collection can be significant. The primary contact person must notify the City and update records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify the City’s Community Volunteer Coordinator and the agreement will be terminated.

**Adopt-a-Block Application (A)**

**Contact Information**

Name of Organization: \_\_\_\_\_

Adopted Location (block, street, area, etc.):  
\_\_\_\_\_

Organization Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Collection Schedule: Year \_\_\_\_\_

<b>Dates of Collection Events</b>	<b>Collection 1</b>	<b>Collection 2</b>	<b>Collection 3</b>	<b>Collection 4</b>	<b>Collection 5 (optional)</b>
<b>Times of Collection Events</b>					

**Supply Inventory**

<b>Type of Supply</b>	<b>Quantity Provided by City</b>	<b>Quantity Used</b>	<b>Quantity Unused and held for Future Use</b>	<b>Quantity Returned</b>
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Pickers				

**Litter Disposal Arrangements**

1. Litter Disposed with Organization’s Trash: Address \_\_\_\_\_
2. Litter Disposed with a Volunteer’s Trash: Address \_\_\_\_\_
3. Litter Collected by City with arrangements with Community Volunteer Coordinator:  
Identify drop points and explain arrangements:  
\_\_\_\_\_  
\_\_\_\_\_



a volunteer's residence that is serviced by the CITY's residential trash contract.

12. CITY, at its cost, will provide, install, maintain, two (2) recognition signs noting the PROGRAM and ORGANIZATION'S name at each end of the street being adopted, or within view of a public area being adopted.
13. ORGANIZATION hereby indemnifies, saves harmless, and if requested will defend CITY, their officials, officers, employees and agents from and against all claims, suits, or actions for injury, death, or property damage arising from the exercise of the obligations assumed by ORGANIZATION under this Agreement.
14. This Agreement constitutes the entire understanding between the parties.
15. The parties to this Agreement intend to be legally bound hereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

City Representative:

\_\_\_\_\_ Title: \_\_\_\_\_

Organization Representative:

\_\_\_\_\_ Title: \_\_\_\_\_

## **Adopt-a-Block Sign Application (C)**

Organization Name: \_\_\_\_\_

The City will provide two (2) standard 18" x 12" signs to recognize the volunteer efforts of the Organization.

The sign will have three (3) lines and will read "Adopt-A-Block" on the first line, "Sponsored by" on the second line, and the name of the Organization on the third line.

Depending on the number of letters in the organization's name, the City reserves the right to modify and/or abbreviate the name based on available space. The organization and City will agree to any name modifications that are both practical and convenient.

The following is the name/working requested by the Organization to be printed on the sign:

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(Please print legibly)

Sign request form shall be sent to the Community Volunteer Coordinator,  
[volunteers@cityofvallejo.net](mailto:volunteers@cityofvallejo.net)



## **Adopt-a-Block Program Safety Guidelines (D)**

City of Vallejo, Public Works Department, Recycling and Solid Waste Program

The Adopt-a-Block Program promotes responsible behavior and a cleaner, more attractive City. All participants are asked to keep this goal in mind when deciding cleanups. Collecting trash and litter in a public area can pose safety hazards. The City request that all volunteers adhere to the following recommendations and that the primary contact/leader review this information prior to beginning a collection event.

1. DON'T pick up litter in construction or maintenance sites.
2. DON'T pick up materials that appear to be hazardous (medical waste, sharps, blood borne materials, used motor oil, lead paint cans, propane cylinders used for outdoor grills, medicine boxes, masks, rubber gloves, drug-related paraphernalia, etc.). Contact the Recycling and Solid Waste Program hotline at 707-648-5346 or the Community Volunteer Coordinator at 707-648-8616 to report any hazardous materials or unknown waste.
3. DON'T pick up any firearms or explosive devises. If you find any items like this, please contact the Vallejo Police Department at 707-648-4321.
4. DON'T do anything that will distract passing drivers, pedestrians or other volunteers.
5. DON'T participate in litter pickups while under the influence of drugs and/or alcohol.
6. DON'T wear music headsets that would prevent you from listening to your surroundings or distract you from communicating with others.
7. DON'T attach signs or miscellaneous items to your Adopt-a-Block sign.
8. DO wear long sleeve shirts, long pants, hard-soled shoes and work gloves.
9. DO stay with your group on the right-of-way and out of traffic.
10. DO be careful when handling broken glass and other sharp objects. Place these in boxes or in bags to prevent them from puncturing the bag and injuring others.
11. DO work in small groups, keeping children under 12 years old with adults at all times.
12. DO have a first aid kit available and make sure everyone knows its location.
13. DO Work only during daylight hours and in fair weather.
14. DO avoid animals and/or noxious weeks. Contact the Solano County Sheriff Animal Control office at 707-784-4733 for dead animal removal.

**Adopt-a-Block Event Summary (E)**

Name of Organization: \_\_\_\_\_

Adopted Location (block, street, area, etc.):  
\_\_\_\_\_

Collection Event Cleanup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Bag's collected: Litter (white bags) \_\_\_\_\_ Recyclables (dark bags) \_\_\_\_\_

Other items collected:  
\_\_\_\_\_  
\_\_\_\_\_

Bags/Trash Pick-Up Location or Disposal Method:  
\_\_\_\_\_

Estimated weight collected: Litter \_\_\_\_\_ Recyclables \_\_\_\_\_

Hours Worked: \_\_\_\_\_ X Number of Volunteers: \_\_\_\_\_ = Man-Hours Worked: \_\_\_\_\_

**Supply Inventory**

<b>Type of Supply</b>	<b>Quantity Provided by City</b>	<b>Quantity Used</b>	<b>Quantity Unused and held for Future Use</b>	<b>Quantity Returned</b>
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Pickers				

**Please return form after each Collection Event or annually to:**

Shelee Loughmiller, Community Volunteer Coordinator  
555 Santa Clara St. Vallejo, CA 94590  
Phone: 707-648-8616  
email: [Volunteers@CityofVallejo.net](mailto:Volunteers@CityofVallejo.net)