



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS**

ENVIRONMENTAL MANAGEMENT DIVISION

MEMORANDUM

TO: Mayor Prussing and Members of the Urbana City Council
FROM: Bart Hagston, Environmental Sustainability Manager
DATE: April 21, 2011
RE: Adopt Urbana Program Update

In 2010, the Urbana Public Works Department initiated the Adopt Urbana program to engage citizen groups and organizations in “adopting” segments of roadsides and other public areas for litter cleanup. Interested groups must complete an application and, once approved, commit to performing at least three cleanups per year for a two-year term. A copy of the Public Works Department Policy for this program is attached.

Public Works provides each participating group with safety instructions, temporary street safety signs, safety vests, gloves, bags for collecting garbage and recyclables, pickup of collected materials after each cleanup, and street signs for the area featuring the participating group’s name.

We now have five groups that have submitted applications for the Adopt Urbana program. These groups are:

- Bike Project of Urbana-Champaign: Race Street from Florida Avenue to city limits
- Champaign-Urbana Mass Transit District: Windsor Road from Race Street to Philo Road
- Champaign-Urbana IA5 Rotary: Windsor Road from High Cross Road to Philo Road
- Cunningham Children's Home: Broadway Avenue from University Avenue to Country Club Road
- Urbana Public Works: East Washington Street from Philo Road to Kinch Street

We are also awaiting return of two other applications which were picked up.

All adopted road segments must be approved for safety reasons. Certain roadsides have been pre-approved, but others will be considered as they are requested.

Public Works staff continue to market this program throughout the community in hopes of gaining participation from even more organizations. By engaging citizens in the beautification of the community, we hope to improve our local environment and foster in residents a greater sense of pride and “ownership” in their neighborhoods.

Anyone interested in the Adopt Urbana program should contact Jason Arrasmith, Environmental Compliance Officer, at 384-2342.

URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE MANUAL

**Section: Department Procedures--
Miscellaneous**

Section No: 8.40

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**Subject: Adopt Urbana
Volunteer Program**

Effective: April 8, 2010

Revised:

**Scope: Public Works Department employees, Police Department employees, citizen
volunteer groups**

**Purpose: To provide a consistent program for volunteer groups wishing to assist the
Public Works Department by keeping the roadway areas clean, the following
policy shall be practiced:**

Policy:

1. Only certain streets within the corporate limits of the City of Urbana are included in this program. Some streets have been deemed too dangerous to be adopted.
2. This program is voluntary, designed for non-profit organizations, and is open to groups that do not discriminate on the basis of race, religion, color, or gender or any other category or classification that evaluates a person in any other manner than as an individual.
3. The sponsoring group shall be responsible for litter pickup only. No planting, mowing, or other activities will be permitted, unless agreed upon by the sponsoring group and the Public Works Director.
4. The sponsoring group shall adopt their section of street for two (2) years with the right to renew the agreement. The City of Urbana has the right to terminate the agreement and remove the sponsor's roadside signs should be sponsoring group fail to act in accordance with this policy.
5. The City of Urbana and the sponsoring group will jointly decide on the length of roadway to be adopted. The Public Works Director and Chief of Police will determine unreasonable and unsafe sections of City roadways.
6. The City of Urbana will furnish and erect the signs with the group's name. The signs shall conform to the requirements of the Illinois Department of Transportation. No logos or slogans will be permitted on the signs.
7. The sponsoring group shall assign a group coordinator to work jointly with the Public Works Director and the Chief of Police.
8. The group shall review the safety procedures before each pickup to alert participants to the hazards and precautions of working on a highway right-of-way.
9. The City of Urbana shall provide street safety materials (safety vests, gloves, temporary street signs, garbage bags, etc.) to the sponsoring group's coordinator for distribution to the volunteers.
10. Pick up shall occur a **minimum** of three (3) times a year. However, we encourage you to monitor and provide for the area as necessary.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by William R. Gray

11. Adequate supervision must be provided for anyone under the age of 18. It is required that at least one (1) adult supervise five (5) youths. No one under the age of ten (10) will be permitted to participate.
12. While picking up litter, no food or beverage shall be carried or consumed; food and beverages may be consumed at the staging area only.
13. The sponsoring group shall be required to provide a first aid kit and an ample supply of water at a staging location.
14. The sponsoring group shall place the litter into the trash bags provided by the City of Urbana at a predetermined location.
15. The sponsoring group's coordinator may pick up bags and safety equipment (gloves and vests), and signs from the Public Works Department during normal working hours.
16. The hours of 9:00 a.m. to 4:00 p.m. on sunny, calm days shall be observed as the designated pick up days and times for groups.
17. The sponsoring group shall proceed with litter pick up activities in the direction of oncoming traffic.
18. Large objects found along the roadside shall be marked and reported to the Public Works Department.
19. All safety equipment, signs and unused bags shall be returned to the Public Works Department, 706 South Glover Avenue, no later than 4:00 p.m. on the next business day following collection.
20. The sponsoring group may at any time terminate their agreement, but must do so in writing to the City of Urbana.

This replaces page _____ Section _____ dated _____.

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