SUBJECT: PROPOSED ADOPT-A-PROGRAM PERMIT

SOURCE: Parks and Leisure Services

COMMENTS: The proposed Adopt-A-Program Permit is very similar to the State of California’s Adopt-A-Highway permit. It allows volunteers and contractors to encroach on City right-of-way with a permit. Adoption means that the group of volunteers or contractors are assuming costs for such tasks as litter removal, graffiti removal, vegetation control, planting (trees, shrubs, turf and annuals), and wildflower planting. These types of maintenance activities could take place around a public building, median or park area, downtown planter and the Tule River Parkway. Specifically, we have had interest for this type of Adopt-A-Program from groups who would like to plant and maintain downtown planters and also for removal of litter and vegetation control along the Tule River.

The benefit of the program is that it provides individuals, organizations and businesses a way to volunteer in helping maintain public open spaces in Porterville. The adoptee must provide the City with a Certificate of Insurance naming the City as an additional insured in the amount of $1,000,000. Groups and organizations who want to hire contractors to do the work must have the contractor complete the forms, together with proof of the required contractor’s license, City business license, and insurance.

The City will provide appropriate permits, litter bags and safety training. Adopters may pay for a sign announcing their name at the site per City standards. The Adopt-A-Program, however, is not a form for advertising or public discourse.

The program’s potential value is not only in financial savings but in the donated hours volunteers will work to keep Porterville beautiful for visitors and residents alike.

The Parks and Leisure Services Commission, at their June 6 meeting, approved the Adopt-A-Program Permit Application, with a vote of six to zero in favor of recommendation to the City Council.

RECOMMENDATION: That the City Council approve the Adopt-A-Program Permit Application.

ATTACHMENT: 1) Adopt-A-Program Permit Application
<table>
<thead>
<tr>
<th>City of Porterville</th>
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<tbody>
<tr>
<td>Department of Parks &amp; Leisure Services</td>
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<tr>
<td>ADOPT-A-PROGRAM PERMIT</td>
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<tr>
<td>APPLICATION</td>
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<td>TR-0130 (Rev. 01/2002)</td>
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<td>Page 1 of 2</td>
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</tbody>
</table>

**PERMIT NO.**

**DIST/CO/TYR/PM**

**FOR CITY USE (Date Received):**

**PERMISSION IS REQUEST TO ENCROACH ON CITY RIGHT OF WAY AS FOLLOWS:**

*Please call 559-782-7461 for assistance in completing this form*

**APPLICATION TYPE (Check One)**

- [ ] New Adoption
- [ ] Adoption Renewal

**ADOPTION TYPE**

- [ ] Litter Removal
- [ ] Seedling Tree and Shrub and Annual Planting
- [ ] Graffiti Removal
- [ ] Wildflower Planting and Vegetation Control
- [ ] Vegetation Control
- [ ] Other, describe __________

**Note:** Application for new adoptions and adoption renewals will not be processed until required support documents have been received. Plans and schedules are required. If herbicides will be used, a Pest Control Recommendation is required and the applicator must submit proof of appropriate licensing or certification by the Department of Pesticide Regulation.

**Insurance:** Adopters must provide proof of Liability Insurance in the amount of $1 million in general liability with the City of Porterville named as additional insured.

**ADOPTION SITE LOCATION**

**ADDRESS:**

**CROSS STREET:**

**APPLICANT INFORMATION**

<table>
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<tr>
<th>ORGANIZATION/BUSINESS NAME:</th>
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**PRIMARY CONTACT** (Unless otherwise notified, City assumes that the primary contact to the group’s safety leader)

**ADDRESS:**

**CITY**

**STATE**

**ZIP CODE**

**PHONE NUMBER**

**ALTERNATE PHONE NUMBER**

**FAX**

**E-MAIL**

**ALTERNATE CONTACT** (Required)

- [ ] Check if alternate contact is the group’s safety leader

**WORK WILL BE PERFORMED BY**

- [ ] Volunteers
- [ ] Own Forces
- [ ] Hired Contractor, Name, if known: _____________________________
- [ ] Undecided

**AUTHORIZED SIGNATURE:** The undersigned agrees that work will be done in accordance with City rules and regulations and subject to inspection and approval. The Adopt-A-Program and its courtesy signs are not a forum for advertisement or public discourse.

**SIGNATURE OF PRIMARY CONTACT:**

**DATE:**
INSURANCE AND LICENSE REQUIREMENTS FOR ADOPT-A-PROGRAM CONTRACTORS

Individuals, organizations, and businesses may adopt areas and have the required adoption work performed by a professional business through contract or agreement. The Adopt-A-Program refers to all businesses hired by adopters as “contractors.” A contractor can be used for any adoption type. A contractor can be hired to perform all or only a portion of the adoption tasks. To set up this type of adoption, two Adopt-A-Program Permit Applications must be submitted. One must be signed by the adopter and a second must be signed by the contractor. The contractor’s permit will be referred to as a “double permit.” The Adopt-A-Program does not permit sub-contracting by contractors. Contractors shall have a City business license.

INSURANCE REQUIREMENTS

Insurance:

- **Liability Insurance**: Contractors with employees shall maintain $1,000,000 of general liability insurance for each occurrence, plus $2,000,000 of excess liability insurance (totaling $3,000,000). Contractors who do not utilize paid employees shall maintain $1,000,000 in general liability insurance for each occurrence; no excess liability insurance is required. All certificates of liability insurance shall name the City as additional insured.

- **Vehicular Insurance**: Contractors shall carry vehicular liability insurance as required by law.

- **Workers Compensation Insurance**: Contractors that utilize paid employees shall carry workers compensation insurance as required by law.

**CALIFORNIA STATE CONTRACTORS LICENSE BOARD (CSLB) LICENSES**

- **Weed control by mulching**: A: General Engineering Contractor or C27: Landscape Contractor.
- **Soil Preparation prior to planting (tilling, digging, and/or soil amendment)**: A: General Engineering Contractor or C27: Landscape Contractor.
- **Manual seeding of wildflowers**: A: General Engineering Contractor or C27: Landscape Contractor.
- **Hydroseeding or drill seeding of wildflowers**: A: General Engineering Contractor or C27: Landscape Contractor.
- **Pruning of trees equal to, or greater than, 15 feet in height**: A: General Engineering Contractor or C27: Landscape Contractor or C-61/D49: Limited Specialty/Tree Service.
  (NOTE: Pruning of larger trees is not permitted under the Adopt-A-Program.)
- **Sand blasting or water blasting to clean or prepare a surface for painting**: B: General Building Contractor or C-33: Painting and Decorating Contractor or C-61/D38: Limited Specialty/Sand and Water Blasting.
- **Painting to remove graffiti from structures or to refurbish traveler service information center kiosks or mission bell components**: B: General Building Contractor or C-33: Painting and Decorating Contractor.
- **Installation of mission bell components** (bell, staff, theft-resistant cable, and/or concrete footing): B: General Building Contractor or C-61/D34: Limited Specialist/Prefabricated Equipment.
- **Installation of prefabricated traveler service information center kiosks using existing electrical supply**: B: General Building Contractor or C-61/D34: Limited Specialist/Prefabricated Equipment.
  (NOTE: License requirements for the installation of non-prefabricated kiosks/kiosk components or new utilities will be evaluated on a case-by-case basis.)

**CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION (DPR) LICENSES**

- **Herbicide application**: Pest Control License and have at least one person in a supervisory position that holds a QAL, with the Landscape Maintenance pest control category.