**City of Madison Policy for Adopt a Median
 3/14/22**

The purpose of this policy is to establish guidelines for the Adopt a Median program, and outline the fiscal responsibilities for both the City and the group adopting the median.

***As part of the program the applicant for the median program agrees to the following:***

* ***They will maintain the garden for a minimum of two (2) seasons;***
* ***They will provide photos of the garden to City Engineering at least one (1) time per year.***
* ***They will contact City Engineering if for any reason they are no longer able to maintain the garden.***
* ***The applicant shall plant only plants from the approved list provided on the website.***
* ***They will sign the required volunteer/waiver forms.***

 **No new gardens are permitted at this time**

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**EXISTING GARDENS Available medians are on our website**

* Engineering shall take the applicants information and; Interested volunteers can apply and sign waiver online
* Engineering shall provide personal protective equipment as requested (traffic cones, vests, gloves…) and; Ryan contact information shall provide reimbursement for plants up to $2.50 per square foot of garden up to a maximum of $400.00 for the initial planting per median adopted.
* In subsequent years Engineering shall provide up to $100.00 per year, per median adopted to replace plants due to mortality.
* Volunteers can purchase bags of muclh and Engineering will reimburse up to X dollars per X size bag. As an exception, Engineering scan deliver mulch to the site as requested one time.

**MAINTENANCE OF PROGRAM**

A) Prior to April 1 City Engineering shall:

* Send notification to all groups/people that have signed a median adoption agreement to confirm they will be continuing and to remind them of their responsibilities; I don’t think this is necessary really. 99% of volunteers keep maintaining their medians. And Emily and I know who doesn’t ☺
* In the event that Engineering receives notices that a group no longer wishes to manage a median:
	+ Engineering shall remove them from the database.
	+ Engineering shall post the median as available for adoption in the field (on the website and notify any neighborhood associations in the area.
	+ If at the end of one season where no one has adopted the garden (December 1), Engineering shall notify the Alder that the garden is to be removed in the next growing season (June 1).
	+ If the Alderperson secures an adopter prior to June 1 – engineering will proceed under #2 above.
	+ If no adopter has been secured prior to June 1, the City will remove the garden and plant the area to turf. Or concrete?
	+ Parks will be notified that this is back on their list to mow.

B) For median gardens that are “adopted” during the summer growing season, City Engineering shall:

* Inspect the gardens two (2) times;
* If that inspection reveals a lack of maintenance, City Engineering shall contact the person/group who agreed to complete the work;
* If the group is unwilling or unable to maintain the garden, Engineering shall proceed under A above.

C) For median gardens that are not “adopted” during the summer growing season, City Engineering shall:

* Engineering shall post the median as available for adoption in the field, on the website, notify any neighborhood associations in the area and notify the alderperson. Carissa to find out exact # - can we do this in 5 phases- approx 12 medians at a time? Currently as of 3/14/2022 we have 24 available medians (note several of these medians currently have a volunteer but the volunteer needs help) to adopt plus 11 that we pulled out of the contracts that are newly eligible.
* If at the end of one season where no one has adopted the garden (December 1), Engineering shall notify the Alder that the garden is to be removed in the next growing season (June 1).
* If the Alderperson secures an adopter prior to June 1 – engineering will proceed under #2 above.
* If no adopter has been secured prior to June 1, the City will remove the garden and plant the area to turf.
* Parks will be notified that this is back on their list to mow.