

City of Deerfield Beach Adopt-a-Road

Letter of Agreement

This letter serves as a commitment between the City of Deerfield Beach and the adopting group: _____

Who agree to adopt at least ½ mile of a section of street right-of-way for litter removal on: _____.

From _____ to _____

in the City of Deerfield Beach.

The group agrees to:

1. Perform litter removal in accordance with all Adopt a Road Guidelines at least four (4) times per year for a two year period.
2. Designate a leader who will represent the group and will brief participants on safety procedures at each cleanup, and send in Cleanup Completion Forms after each cleanup.
3. A leader will arrange to pick up the Cleanup Supply Kit the week prior to each cleanup and return it within five (5) days after.
4. Select participants who are at least 12 years of age or older and provide supervision.

The City agrees to:

1. Install signs at the beginning and end of each section of adopted roadway with the name of the group posted.
2. Ensure that safety instructions, tools and supplies are included in each Collection Supply Kit.
3. Ensure that the bagged litter is removed after each event.

It is understood that the members of the group participating in the cleanups are providing volunteer service to the GROUP and not the City of Deerfield Beach, and each group is responsible for its own volunteers.

Either party may terminate this agreement for any reason upon 30 day written notice.

This Letter of Agreement is non-transferrable and non-assignable.

I certify that I have read the information contained in this document and that I possess the authority to execute this document on behalf of my organization:

Group leader

City Sanitation

Signature: _____ Date _____

_____ Date _____

Print name: _____

Group: _____

Title: _____



A Cleaner Greener Deerfield Beach

City of Deerfield Beach Adopt-a-Road Group Application Form

Type of application New___ Renewal_____ Today's date_____

Organization name:_____ Group leader name: _____

Mailing address:_____

Phone:_____ Email:_____

Number of anticipated volunteers:_____

Do you have a street in mind?:_____

Send completed application to:

City of Deerfield Recycling and Solid Waste Management
401 SW 4th Street
Deerfield Beach, FL 33441
Email to: DShaw@Deerfield-Beach.com
Fax to: 954-480-4393



Adopt-a-Road Program Policies and Procedures

Purpose:

The Adopt-a-Road program is a public participation program of the City of Deerfield Beach Sanitation Division which encourages volunteer involvement and community service in the control and reduction of litter and enhancement of general environmental quality along City of Deerfield Beach roadways. Adopted roadways are located in the City of Deerfield Beach. The program does not apply to federal and state highways, City or private roads.

Policy Framework:

Modeled after Florida Statute 403.4131 which directs the Florida State Department of Transportation to establish a statewide adopt-a-highway program, and sets requirements for that program, it also authorizes local governments to enact local programs.

Definitions:

Adopted Section: The portion of City roadway on which the Volunteer Group has agreed to control litter and, if applicable, conduct other roadside improvement or clean-up activities approved by Sanitation Division. Adopted Sections cleaned by volunteers are only in the City of Deerfield Beach right-of-way and do not include bridges, overpasses, medians, traveled portions of roadways, and narrow shoulders.

Adopt-A-Road Agreement (Letter of Agreement): Contractual agreement entered into and signed by a City representative and the Volunteer Group's Representative (Group Leader) authorizing the group to participate in the Adopt-A-Road Program, setting the terms and conditions for that participation, and assigning a section of City roadway to the group.

Clean-Up Event: Period of time when a volunteer group is removing roadside litter and, if applicable, conducting other roadside improvement or clean-up activities, participating in the Adopt-A-Road Program.

Hazardous Materials: Items that may be found in the road right-of-way which may potentially cause injury. Hazardous materials include, but are not limited to, petroleum products, chemicals, paints, solvents, propane tanks, gas canisters, car batteries, vehicle parts, appliances, heavy objects, dead animals, broken glass, needles, drug paraphernalia, and unidentified containers.

Parent/Guardian Informed Consent Form: Form signed by the legal parent or guardian of a minor volunteer (less than eighteen years of age), which informs the parent/guardian and volunteer of the risks associated with participation in the program, and in which the parent/guardian grants permission for the minor to participate in the program and agrees to hold City of Deerfield Beach harmless for any liability or damages resulting from participation in the program.

Cleanup Completion Form: Form completed by the Group Leader, which reports the completion of a Clean-Up Event, number of volunteers, hours worked, quantities of litter collected, and other relevant information.

Program Coordinator: Sanitation Division employee who manages the program and provides liaison and support between Sanitation Division and the Volunteer Group's Leader and Volunteers.

Recognition Sign: Placard fabricated and installed by Sanitation Division, which includes the Adopt-A-Road Program logo and the name of the Volunteer Group completing the clean-up events for their adopted section.

Registration Form: Form signed by an adult volunteer (eighteen years of age or older), which informs the volunteer of the guidelines and their responsibility to conduct clean-up activities in a safe manner, and in which the volunteer agrees to accept the risks and hold City of Deerfield Beach harmless for any liability or damages resulting from participation in the program.

Volunteer: Person acting on their own behalf and participating in the Adopt-A-Road Program.

Volunteer Organization/Group: Person or persons who have agreed to adopt a section of City roadway under the program.

POLICIES AND PROCEDURES

1) Program Eligibility

a) Volunteer organizations/groups are eligible to participate in the Adopt-A-Road Program if Sanitation Division is satisfied that the group will fulfill its obligation under the program in a safe and responsible manner, and provided that there is an available section of City road which in Sanitation Division' judgment can be safely assigned to the group.

b) Volunteer groups eligible to participate in the program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.

c) A volunteer group is not eligible to participate in the program if its name:

i) Endorses or opposes a particular candidate for public office;

ii) Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or

iii) Includes a reference to a political party.

iv) Is deemed generally offensive or controversial in nature.

d) Volunteer groups that have been denied participation in the program due to a lack of compliance to a previous adoption agreement shall not eligible to participate for a period of five years following the termination of the previous agreement.

e) Each volunteer group must have a designated Representative/Group Leader who functions as the group's primary liaison with the City. The group leader must be an adult (eighteen years of age or older).

2) Minors

a) All volunteers shall be twelve years of age or older.

b) Volunteers under the age of eighteen shall have a Parent/Guardian Informed Consent Form completed before participating in any program activity. Once signed, this form will be kept on file by the Program Coordinator and will cover all cleanups.

c) For every eight volunteers under the age of eighteen participating in a clean-up event, there shall be one adult supervisor (eighteen years of age or older).

3) Adopt-A-Road Agreements

a) The program requires a two-year commitment by volunteer groups. Sanitation Division may, at its discretion, allow agreements that run for less than two years.

b) After the initial two-year commitment has been fulfilled, a volunteer group will be considered active until the group requests to end their participation in the program or ceases to fulfill their responsibilities under the program.

c) If a volunteer group appears to have ceased to fulfill their program responsibilities, the program coordinator will try to contact the group leader by phone. If the group leader cannot be reached by phone, the coordinator will mail a letter to the address on file to remind the group of their commitment and request that they contact the coordinator. If the group does not contact the coordinator within thirty calendar days of the date of the letter, the adoption agreement will be terminated and the group's recognition signs removed. The signs will remain the property of the City.

d) Volunteer groups shall provide, at a minimum, litter control for adopted sections. Sanitation Division may, at its discretion, approve additional responsibilities such as planting and maintaining vegetation, controlling weeds, graffiti removal, and other roadside improvement or clean-up activities if the group requests.

e) Volunteer groups shall submit a written proposal to Sanitation Division for any roadside improvement or clean-up activity proposed in addition to litter control. The proposal shall include a complete description of the activity proposed, materials and techniques to be used, and a schedule of work detailing all aspects of the proposal. The City may require the group to prepare a plan or sketches to adequately describe the scope and detail of work. A traffic control plan shall be required. The City may require the group to prepare and submit a landscape plan. All work shall be in conformance with Sanitation Division' *Engineering Design and Development Standards*, current edition, and *Roadway Landscape Standards*, current edition.

f) Sanitation Division may, at its discretion, temporarily suspend an adoption agreement because of road maintenance or construction along an adopted section. Sanitation Division will notify the group leader of the suspension. After these activities are completed, Sanitation Division will restore the agreement and notify the group leader.

4) Adopted Sections

- a) Adopted sections shall be City roads.
- b) Sanitation Division will conduct a traffic safety review before assigning a section for adoption and may, at its discretion, decide that the section is not appropriate for adoption.
- c) Adopted sections will be assigned on a first-come, first-serve basis. If a section of City road has already been adopted by a group, it is not eligible for adoption by another group.
- d) Adopted sections will generally be one half mile in length, but the length of any particular adopted section will be at Sanitation Division' discretion.

5) Adopting More Than One Road

- a) Volunteer groups that are currently fulfilling the responsibilities of an existing adoption agreement may be allowed to adopt additional roadway sections at the discretion of Sanitation Division.
- b) If there is high demand for adoption of roads in a particular area, preference will be given to interested volunteers that do not yet participate in the program to maximize opportunities for public participation and community service.

6) Frequency of Clean-up Events

- a) Volunteer groups shall clean-up their adopted section at least four times per calendar year. If a group has more than one adopted section, each section must be cleaned-up at least four times per calendar year.
- b) Additional clean-ups should be completed as needed to maintain a neat appearance.

7) Volunteer Group Leader

- a) The Group Leader shall sign the Adopt-A-Road Letter of Agreement and act as the Volunteer Group's primary liaison with the City .
- b) The Group Leader is responsible for:
 - i) Ensuring that the Volunteer Group complies with the provisions of the adoption agreement and the program's safety guidelines and other rules;
 - ii) Attending City -provided safety training;
 - iii) Making sure that each volunteer receives and reviews safety training materials and aids provided by the City before participating in any program activities;
 - iv) Organizing and scheduling clean-up events;
 - v) Ensuring that clean-up events are conducted in a safe manner;
 - vi) Ensuring completion of the Registration Form before participating in any program activity;

- vii) Making sure that each volunteer under the age of eighteen has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
- viii) Filing all required reports and forms with the Program Coordinator; and
- ix) Reporting any injuries incurred by volunteers during clean-up events to the City, and communicating with the Program Coordinator as necessary to ensure smooth conduct of the program.

8) Program Support

- a) Sanitation Division will provide:
 - i) A standardized application form, registration form, and adoption agreement;
 - ii) Safety training for group leaders;
 - iii) Safety training materials and aids for the Volunteer Group to use in training volunteers;
 - iv) Safety equipment and supplies for clean-up events; and
 - v) Staff support for the program.
- b) Sanitation Division will remove litter collected by the Volunteer Group during clean-up events and arrange for the removal of those hazardous materials noted on the Cleanup Completion Form.
- c) In recognition of the Volunteer Group's work, Sanitation Division will fabricate and install signs recognizing the group.

9) Recognition Signs

- a) Recognition signs shall follow a standard design, including size and color, selected by Sanitation Division. The standard design will include the name of the Volunteer Group and the Adopt-A-Road Program logo. Adjustments to the standard design will not be accommodated.
- b) Recognition signs shall only include the name of the Volunteer Group or similar identifier. Signs shall not include addresses, phone numbers, e-mail or website addresses, pictures or other images, or logos, except for the Adopt-A-Road Program logo.
- c) Signs will typically be placed at the beginning of the adopted section, on the right shoulder. Sign location shall be determined by Sanitation Division.
- d) If the Volunteer Group is responsible for both sides of an adopted section, one sign shall be placed for each direction of travel. For adopted sections with only one side, one sign will be installed in the direction of travel. If the Volunteer Group is responsible for a neighborhood area with more than one adopted section, a maximum of four signs will be installed.

10) Recycling

- a) Recycling is encouraged, but not required.
- b) Proceeds from the sale of recyclable items shall belong to the Volunteer Group.

11) Hazardous Materials

a) Volunteers shall not handle hazardous materials or materials they suspect to be hazardous (see list in definitions section).

b) Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up, but must take appropriate precautions and report the location and description of the material to Sanitation Division on the Participant Roster.

12) Illegal Signs in Right-of-Way

a) Volunteers shall not remove any signs found in the right-of-way.

b) Volunteers should report the location and description of any signs they suspect to be illegally placed in the right-of-way to Sanitation Division on the Cleanup Completion Form.

SAFETY Guidelines:

Remember: You are working in a dangerous environment.....A public roadway.

To protect yourself and others

- √ Park all vehicles clear of roadway, as far away from the pavement as possible.
- √ Stop work in foul weather.
- √ Wear light colored clothing and safety vest.
- √ Wear heavy gloves.
- √ Wear leather shoes or boots.
- √ Wear a hat and long sleeves.
- √ Avoid overexertion.
- √ Provide an adequate supply of drinking water.
- √ Do not remove hazardous substances.
- √ Be alert for snakes.
- √ Avoid contact with noxious weeds and areas where herbicides were applied, (i.e. poison ivy, poison oak.)
- √ Do not pick up items on bridges, in tunnels or on overpasses.
- √ Stay well clear of any construction.
- √ Do not enter the roadway or shoulder.
- √ No horse-playing.
- √ No intoxicating liquid, beverage or illegal substances allowed on right-of-way.
- √ Carpool to the adopted highway section.
- √ Wear adequate pair of sunglasses, a cap/hat and sun block.
- √ Keep vehicles on the same side of the highway as the participants.
- √ Work on one side of the highway at a time.
- √ Face on-coming traffic whenever possible.

In case of emergency:

- √ Each supply box has a first aid kit.
- √ Have transportation available.
- √ Know the route from the work site to the nearest medical facility.

Prior to clean-up operations, the group leader should coordinate their efforts with the City Sanitation Division (Central City Campus at 401 SW 4th Street) , who will provide the required safety equipment the week prior to the cleanup.

Each Cleanup Supply Kit includes:

- 12 safety vests
- 6 litter grabbers
- 2 advance caution signs
- Plastic litter bags
- 12+ pair of plastic gloves
- First aid kit

**City of Deerfield Beach ADOPT-A-ROAD
Cleanup Completion Form**

GROUP INFORMATION

Name of organization / group _____

Name of Group Leader _____

E-mail _____

Phone Number: _____

GROUP'S LITTER PICK-UP INFORMATION

Date of Clean-up _____

Road name _____

Number of Volunteers: _____

Amount of Litter Collected:

Number of Bags (average 30 Pounds BAGS) _____

PLACE ALL BAGS OF DEBRIS NEXT TO THE GROUP'S ADOPT-A-ROAD SIGN AND TAKE A GROUP PHOTO!

Immediately after a pick up is completed, please fax or e-mail pick-up information to the following:

Email to: Debra Shaw at DSHaw@Deerfield-Beach.com

Fax to: 954-480-4393

Thank you!

