

CITY OF MIRAMAR

Adopt-A-Street Program

Acting in the best interest of its residents, the City of Miramar ("City") has developed an Adopt-A-Street program. The Adopt-A-Street program is a cooperative clean-up campaign that offers a "hands on" approach to City beautification through litter removal and maintenance of designated streets by civic-minded residents, organizations and businesses. The program allows the residents, organizations and businesses within the City to take an active role in the community while benefitting from a more attractive city.

The program is outlined as follows:

- A community organization adopts up to two miles of city roads and agrees to remove litter at least four times per calendar year for a two year period.
- The City will provide the organization with necessary safety equipment, trash bags and review safety procedures.
- The City will erect signage on each end of the roadway identifying the organization.
- After each clean-up effort, the City will collect the litter bags for disposal.

Participate in this successful and rewarding volunteer litter control program in your community. Adoptable streets include designated roadways in the City of Miramar. Complete a volunteer agreement form and a sign request form and return it to:

Public Works Department
13900 Pembroke Road, Building L, 2nd Floor.
Miramar, Florida. 33027

Your organization will be contacted after the forms have been received and processed to review the agreement and schedule the Adopt-A-Street sign installation to recognize your organization for helping to keep the City's streets clean.

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PROCEDURES AND GROUP RESPONSIBILITIES

Organizations interested in committing to adopt a designated two mile segment of City street or right-of-way for litter removal should contact the City of Miramar, Public Works Solid Waste Division, at (954) 883-6832 or 954.602.HELP/4357.

The roadways proposed by the organization will be reviewed by City staff to determine the location for the clean-up effort. Once a location is approved by both parties, an application should be completed and submitted to the City.

Upon approval by the City Commission, the organization will receive a copy of the signed agreement.

A safety orientation training class will be scheduled for the organization and performed by City staff prior to commencement of initial clean-up effort.

Safety equipment consisting of reflective vests and gloves for each member of the participating organization; two large portable roadside safety signs; large litter bags; rakes; pick-sticks and safety briefing checklists will be loaned by the City to the organization prior to each clean-up effort.

During the week prior to each clean-up effort, a representative of the organization shall call the Public Works Solid Waste Division, (954) 883-6832, to schedule a safety meeting and loaning out of equipment prior to each clean-up effort. The suggested time for a clean-up is between the hours of 8:00 A.M. and 12:00 P.M..

The organization agrees to remove litter along the adopted segment of road at least four times per calendar year, for a period of two years.

When an organization terminates the agreement or does not remove litter along the adopted road for a period of six consecutive months, the City will reject the ability to receive the necessary equipment and future loaning of the safety equipment and remove the recognition signs. The vacated segment of road will then become available for adopt by other interested parties.

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RECOGNITION SIGN POLICY

Recognition signs installed for organizations participating in the Adopt-A-Street program will conform to the following criteria:

- For non-profit organizations, only the full name of the organization will be placed on the signs.
- For commercial businesses, only the full name of the company will be placed on the signs.
- For political groups, only the full name of the group will be placed on the signs.
- The City will not list the services that an organization provides unless it is part of the organization or company name.
- The City will not list specific locations, addresses or telephone numbers of the organization or company unless it is part of the organization or company name.
- The City will not allow any political statements, campaign advertisements or its likeness to be placed on the signs.

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SAFETY ORIENTATION POLICY

PRIOR TO THE DAY OF LITTER REMOVAL:

- The organization will designate a member to act as the Group Leader. The Group Leader's job is critical for the success of the clean-up effort. They will act as the groups Supervisor.
- The organization will designate a member to act as the Safety Supervisor. The Safety Supervisor will act as the group's Safety Supervisor, providing supervision as it pertains to safety matters. If necessary, they will be responsible for emergency communications or transportation to the appropriate health care facility.
- The organization must have a first aid kit on site during the effort. Safety kits are useful in dealing with minor issues such as minor cuts or scratches that are common during litter removal.
- Every member of the group should have a set of heavy gloves. Heavy gloves are recommended because they better protect the hands from sharp objects that may be encountered during the cleanup process.
- The removal of litter bags is critical in the clean-up effort. Disposal of the litter bags will be coordinated by the Solid Waste Division prior to the litter removal event.

ARRIVING TO THE SITE:

- The Safety Supervisor is responsible for assuring every member of the group has completed a Volunteer Registration Form and received Safety Procedure Training prior to the event date.
- The Safety Supervisor is responsible for ensuring adequate transportation to and from the clean-up event.
- The Safety Supervisor is responsible for ensuring every member of the group has adequate transportation to and from the designated clean-up area.
- Parking of automobiles associated with the litter removal effort should be clear of the roadway. It is best to use a parking lot to park all vehicles.
- Carpooling to the clean-up site is encouraged. This will minimize the number of vehicles that need to be parked during the effort. Using one vehicle to shuttle members from a parking lot to the clean-up site is effective.

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DRESS FOR SAFETY:

- Do not wear clothing or use headphones that will restrict vision or hearing. These accessories distract your attention from what you are doing and may result in injury.
- Remember to wear the safety vest. Each member should have a high visibility reflective vest. The City will loan these to the organization prior to each scheduled litter removal effort.
- Wear light colored clothing.
- Wear protective closed toe shoes or boots. Sneakers are not recommended because they may be torn easily by nails or broken glass.
- Wear a hat, sunglasses, sunscreen or a long sleeved shirt to protect against harmful sunrays.

THE DAY OF LITTER REMOVAL:

- Stay clear of any construction. If there are construction barricades or pylons in the road, do not enter into these areas, as they should be considered prohibited and restricted area of access. If there is construction and a clean-up effort going on simultaneously, it will lead to driver confusion and potentially an accident.
- Alcoholic beverages or illegal drugs are prohibited and will not be tolerated during the effort.
- Those members of the organization taking prescription drugs should not participate until they are no longer on the prescribed medication(s).
- The Safety Supervisor should ensure an adequate supply of drinking water is made available for all group members participating in the effort.
- Work only during daylight hours and avoid peak travel times. The recommended time for litter removal is between the hours of 8:00 A.M. and 12:00 P.M..
- A safety briefing, highlighting at minimum the designated clean-up area, clean-up plan, normal traffic flow and safety guidelines should be performed prior to each litter clean-up effort.
- Display two crew working safety signs in the area of the clean-up effort. The signs should be displayed so traffic coming from either direction can see them clearly, with no obstructions. The City will provide the safety signs prior to the day of the effort.
- Have a working telephone available.

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- Know the route from the litter removal site to the nearest emergency center or hospital. This is an important procedure in case you cannot contact the police or EMS for help.
- Participants should always face oncoming traffic. Walk down the side of the road facing traffic in order to be able to detect erratic drivers. If you see a car that is driving carelessly, direct everyone off the road.
- Provide adult supervision for youth groups or young participants. Children under 8 years of age should not be allowed on the project. Children between 8 and 15 must have adult supervision.
- Avoid overexertion. Make all attempts to keep participants hydrated, and keep time to remove litter within the recommended clean-up hours. The City does not provide refreshments of any kind through this program.
- Be alert for snakes, rodents, wild animals and stinging insects.
- Avoid contact with hazardous substances. If a member of the organizations encounters any buckets, bottles, barrels, boxes or jugs of anything that is not identifiable, do not pick it up. Notify the Safety Supervisor. Group Leader shall inform Public Works representative on the next business day to have it removed.
- Do not remove items on bridges or overpasses. Avoid these areas because the traffic is usually heavy.
- Do not remove items from the medians. Your area of responsibility starts at the edge of the road and extends no more than 10 feet towards the property line.
- Do not enter the roadway or shoulder of the road to remove an item. If some debris is in the road, do not pick it up. Inform the Safety Leader. Group Leader should inform Public Works representative on the next business day; however if the item poses a danger to traffic, please contact the City of Miramar Police Department at 954.602.4000.

***Immediately report any found weapons to:
The City of Miramar Police Department at 954.602.4000.
Remember: DO NOT TOUCH ANY WEAPONS OR AMMUNITION***

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APPLICATION FOR ADOPT-A-STREET PROGRAM (please type or print)

The City of Miramar Public Works Department will work with the adopting group to determine the specific section of City roadway to be adopted. Interstate highways, certain divided highways and roadways where a lack of sufficiently wide right-of-way causes safety hazards will not be considered adoptable roadways.

Date of Application: _____

Name of Organization: _____

Mailing Address: _____

Organization's Phone No.: (____) ____ - ____ E-mail: _____

Organization's Authorized Representative: _____

Organization Safety Leader: _____

Alternate Contact Phone No.: (____) ____ - ____

Proposed Name on Adoption Sign: _____
(Subject to Approval by the City of Miramar)

City road section(s) you are interested in adopting: Preferences

1. _____
2. _____
3. _____

Submitter of application: _____ Title: _____
Please print

Signature: _____ Date: _____

Please return completed form to:

Ralph Trapani • Solid Waste Mgr.
City of Miramar • Public Works Dept.
13900 Pembroke Road • Bldg. L., 2nd Floor
Miramar, Fl. 33027 • Office (954) 883-6832 • Fax (954) 602-3485
E-mail: ratrapani@miramarfl.gov

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REGISTRATION FORM

VOLUNTEER'S CONTACT INFORMATION

Please print legibly. You must be at least 8 years old to participate in the project.

PLEASE provide your email address in order to receive email confirmation with project details.

First Name:

Last Name:

Email

Address:

Date of Birth: Month _____ Date _____ Year _____ (REQUIRED)

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Name of Group:

Name of School:

I will volunteer on the following date(s):

VOLUNTEER AGREEMENT

I, the undersigned, do hereby forever discharge, release, and hold harmless the City of Miramar and its officers, employees, agents, and sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or property of the undersigned while in possession or under the supervision of the City of Miramar. I hereby consent to all rules and regulations established and understand that the volunteer coordinator will have final authority. I understand that failure to abide by the above stated guidelines will result in my immediate dismissal at the event site.

Signature of Volunteer:

Date:

If you are under 18 you must provide a signature of a parent or guardian.

Parent/Guardian's Full Name:

Parent/Guardian's Signature:

SUBMIT FORM

Fax: 954.602-3485

Mailing Address: 13900 Pembroke Road, Bldg. L, 2nd Floor
Miramar, Florida 33027

Scan & Email: ratrapani@miramarfl.gov

QUESTIONS: 954.602-HELP/4357 or (954)883-6832

DEADLINE TO SUBMIT FORM: Two (2) weeks before the project date by 12:00 p.m. (noon)

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EVENT COMPLETION FORM

Please complete this form and return it to Public Works after finishing each cleanup event.

Event Date: _____

From: _____

Group Leader (Please print)

Name of Organization/Group: _____

Street/Area adopted: _____

Number of hours involved: _____

Number of volunteers: _____

Number of trash bag collected: _____

List any unusual or large items encountered: _____

List incidents or injuries, if any: _____

List any supplies needed: _____

Are your signs OK? Yes _____ No _____

Date of anticipated next event: _____

Please return completed form to:

Ralph Trapani • Solid Waste Mgr.

City of Miramar • Public Works Dept.

13900 Pembroke Road • Bldg. L., 2nd Floor

Miramar, Florida 33027 • Office (954) 883-6832 • Fax (954) 602-3485

E-mail: ratrapani@miramarfl.gov

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RELEASE AND WAIVER

In consideration of the permission granted me by the City of Miramar, to participate in the City's Adopt-A-Street Program, and all related events and activities, I the Undersigned for myself, my heirs, assigns and administrators, HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE THE CITY OF MIRAMAR AND ITS AGENTS, OFFICERS AND EMPLOYEES from all liability to the Undersigned, my heirs, assigns and administrators, of and from all claims and demands, actions and causes of action, damages, losses and liabilities, costs expenses and compensation on account of my death or injury to my person or property and any and all known and unknown, foreseen and unforeseen damages and consequences thereof caused by or arising out of my participation in this activity or event.

I certify and warrant that I am in good physical condition and able to participate in the above activity or event, and do agree to do so at my own risk.

I expressly agree and acknowledge that my participation in the above referenced activity is as a volunteer and not as an employee of the City of Miramar and that I understand and agree that I shall not accrue nor shall I be entitled to any City employee benefits or other incidents of employment by virtue of this agreement.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND WAIVER AND KNOW THE CONTENTS THEREOF AND HAVE SIGNED THIS RELEASE AND WAIVER AS MY OWN FREE ACT.

This Release and Waiver contains the entire agreement between the Undersigned and CITY OF MIRAMAR and the terms of this Release and Waiver are contractual and not a mere recital.

I expressly agree that this Release and Waiver is intended to be as broad and as inclusive as permitted by the laws of the State of Florida, and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding, continue in full force and effect.

In Witness Whereof, I have executed this Release and Waiver on _____
Date

By: _____
Participant Signature

Please return completed form to:
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