

<p>MAINTENANCE AND LITTER REMOVAL AGREEMENT</p>	<p>CITY OF OCALA ADOPT-A-STREET PROGRAM</p>	 <p>The seal of the City of Ocala, Marion County, Florida. It features a central figure holding a staff, surrounded by trees and a sun. The text 'CITY OF OCALA' is at the top, 'MARION COUNTY, FLORIDA' is at the bottom, and 'GOD BE WITH US' is written in a banner across the middle. Two stars are positioned on either side of the central figure.</p>	<p>Public Works Department Street Division 1805 NE 30th Avenue Ocala, FL 34470 352-351-6733 352-351-6731 fax</p>
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1. Interested sponsoring organizations or groups should contact the City of Ocala Public Works Department for the Maintenance and Litter Removal Application, Guidelines and Agreement.
2. The application shall be signed and returned to the Public Works Department for review and approval. The Public Works Department must be notified of the location and name of the sponsoring organization before the signs are installed.
3. The Public Works Department shall maintain a list of locations readily eligible for adoption. The department has many locations throughout the city such as grassy islands, turn arounds, rights-of-way, medians, cemeteries, and properties with park like atmospheres, which are considered adoptable by a civic group or organization. The department believes that with the help and assistance of our citizens, many of these areas can be further beautified and enhanced with some minor extra attention and focus. The sponsoring organization may request approval of streets not on the approved list; however, the proposed location must be within the city limits.
4. This Agreement shall remain in effect for **two years**; maintenance and litter removal are to be performed a minimum of four times a year. Any violation of this Agreement will result in the removal of the organization's signs. One of the maintenance services will be during the Mayor's Annual Spring Clean-Up. Upon receipt of the properly executed Agreement, a mandatory meeting will be held between the Public Works Infrastructure Maintenance Division Head or designee and the sponsoring group.
5. The Public Works Department will have Adopt-A-Street signs available. Following the meeting between the Public Works Infrastructure Maintenance Division Head or designee and the sponsoring group, the sign chosen will be erected on the adopted location street. The sign will be fabricated and installed by the City.
6. The Public Works Street System Manager (Program Coordinator), 352-351-6733, is your contact person and will coordinate the group's activities and will provide the following items for you to use:

Safety vests (mandatory)
Gloves
Bags

Make up dates due to rain will be approved by the Public Works Department only.

7. Specific agreement details, scope, and level of work to be performed can be discussed and agreed upon at time of application. It is the intention that the adopting group or organization will perform such clean up and duties as; litter control, tire round up and general upkeep of the area.

NOTE: YOU MUST CONTACT THE PUBLIC WORKS STREET SYSTEM MANAGER two (2) weeks prior to any planned activity whether your group wishes to use the City's equipment or not.

8. A City permit is not necessary. **IT IS YOUR RESPONSIBILITY TO CONTACT THE PUBLIC WORKS STREET SYSTEM MANAGER (352-351-6733) TO ARRANGE YOUR LITTER REMOVAL SCHEDULE BECAUSE;**

- The Street System Manager documents your group's activities, and
- To avoid conflicts with any City activity in that area.

9. This Agreement is for maintenance and litter removal activities only.

10. The sponsoring group covenants and agrees that it will indemnify and hold harmless the City of Ocala, and the Public Works Department, any maintaining agencies, and all of their officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the group during their performance of the Agreement, whether direct or indirect, and whether to any person or property to which the Public Works Department of said parties may be liable to persons or property directly caused or resulting from the sole negligence of the Public Works Department, the City of Ocala and its member agencies, any maintaining agencies, and all their officers, employees or agents.

11. The Public Works Director shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, character, quality, amount, and value thereof, and the Director's decisions on all claims, questions and disputes shall be final and conclusive upon the parties hereto.

12. It is understood that if the sponsoring group fails to remove litter a minimum of four times and support the Mayor's Spring Clean-Up, the organization or group may risk having the Adopt-A-Street sign removed.

13. Important names and numbers:

Program Coordinator	Charlie Varney	352-351-6733
Public Works	Tom Casey	352-351-6733

I CERTIFY that I am familiar with the information contained in this Agreement on behalf of:

(Organization/Group) (Date)

(Signature) (Title)

Designate adopted street location by name and boundaries (cross streets)

APPROVED: _____ **DATE:** _____

SIGNS TO READ: _____ (line 1)

_____ (line 2)

**CITY OF OCALA PUBLIC WORKS
ADOPT-A-STREET PROGRAM**

BY: _____ **DATE:** _____
Public Works Director

<p>PROGRAM GUIDELINES</p>	<p>CITY OF OCALA ADOPT-A-STREET PROGRAM</p>		<p>Public Works Department Street Division 1805 NE 30th Avenue Ocala, FL 34470 352-351-6733 352-351-6731 fax</p>
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The City of Ocala Public Works Department has revised the Adopt-A-Street program process to be user friendly for the citizens of Ocala. This revision of the process will be cost effective for the City and keep the Public Works Department informed of the progress of the program.

The process for the Adopt-A-Street Program is as follows:

1. A group representative shall pick up an application and information packet from the City's Public Works Department, located at 1805 NE 30th Avenue, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. The applying group shall select a street or location from the existing listed roadways the City's Public Works Department has recommended. The list of available locations to be adopted will be included in the application information packets. The City's Public Works Department updates the list annually.
3. The applying group shall return the completed application to the City's Public Works Department. An officer of the group must sign the application and the Terms Of Agreement.
4. Upon receipt of the signed document, the City's Public Works Department will be notified. The City's Public Works Department will set up a meeting with the applicant to go over the safety issues, safety equipment, trash pick up, who to call prior to the group beginning work, and other related information.
5. Upon receipt of notification from the City's Public Works Department that the meeting with the applicant has taken place, the City's Public Works Department will present the group agreement to the Public Works Director and the full Commission for final approval.
6. After the Public Works Director approves the applicant's Adopt-A-Street Agreement, the applicant will be notified by the City's Public Works Department of the approval, and a sign will be installed.

SAFETY GUIDELINES	CITY OF OCALA ADOPT-A-STREET PROGRAM		Public Works Department Street Division 1805 NE 30th Avenue Ocala, FL 34470 352-351-6733 352-351-6731 fax
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The following guidelines have been adapted through cooperation between the Florida Department of Transportation, Marion County Department of Litter Removal, and the City of Ocala.

1. No horseplay of any type will be tolerated.
2. No intoxicating beverages or illegal drugs will be allowed.
3. All litter removal will take place from 9:00 a.m. to 4:00 p.m., and only during good weather.
4. Participants will wear gloves, good quality protective shoes (no open toed shoes, sandals, flip-flops, shower shoes, reef-walkers, etc.), and light or bright colored clothing; safety vests shall be worn as provided by the City of Ocala Public Works Department.
5. Only allow such persons to participate as are determined by the group to be responsible enough to safely participate in the litter removal activities. Participating youths must be at least 12 years of age, and the group shall provide at least one adult supervisor for every 5 youths (between the ages of 12 and 15) who are participating in the litter removal activity.
6. An adequate supply of drinking water shall be readily available.
7. Carpool to the adopted street to keep the number of cars to a minimum.
8. Participants should work facing traffic whenever possible and work on one side of the street at a time. Litter is not to be picked up from tunnels, medians, or bridges.
9. Avoid suspected toxic/hazardous substances and be able to identify and avoid poison ivy, poison oak, etc.*

IN CASE OF EMERGENCY

1. Every crew should have an adequate first aid kit.
2. Know the route from the work site to the nearest emergency care facility or hospital in case of serious injury.
3. Have transportation immediately available.

***To be covered in every safety meeting.**

HOLD HARMLESS	CITY OF OCALA ADOPT-A- STREET PROGRAM		Public Works Department Street Division 1805 NE 30th Avenue Ocala, FL 34470 352-351-6733 352-351-6731 fax
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Group Leader _____ Organization/Group Name _____

Address _____ City _____ Zip _____ Phone _____

Person (not participating) to be notified in case of an Emergency _____ Relationship _____

Address _____ City _____ Zip _____ Phone _____

BY SIGNING BELOW, I READ AND UNDERSTAND the rights, responsibilities, and privileges of participation in the Adopt-A-Street Program, and I AGREE:

I am participating and am under control of our volunteer group and not the City of Ocala. I agree to abide by the terms and conditions of the group's agreement with the City of Ocala Public Works Department.

I further agree that, in consideration for the City of Ocala Public Works Department's disposal of litter collected in this cleanup, I, including anyone authorized to act on my behalf, will save and hold harmless, protect and defend City of Ocala Public Works Department, its agents, employees and officials from liability for damages or injury resulting from my participation in the program.

Name (print) Signature of Participant or Parent/Guardian if program Date
Participant is under 18 years of age

APPLICATION	CITY OF OCALA ADOPT-A-STREET PROGRAM		Public Works Department Street Division 1805 NE 30th Avenue Ocala, FL 34470 352-351-6733 352-351-6731 fax
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"A Keep City of Ocala Clean Program presented by the City of Ocala Public Works Department"

Date _____

Organization/Group Name _____

Address _____ City _____ State _____ Zip _____

Type of Organization: Religious Commercial Civic Other

Contact Person _____ Phone Number _____

Number of members removing litter _____ Age range _____


Reason for request: _____

Adopted Street Name: _____

Boundaries from: _____ to: _____


Proposed cleaning schedule: _____

Approved by Program Coordinator	_____
Approved by Public Works Department	_____
Approved by Public Works Director	_____

LITTER CONTROL ROADS LIST	CITY OF OCALA ADOPT-A- STREET PROGRAM		Public Works Department Street Division 1805 NE 30th Avenue Ocala, FL 34470 352-351-6733 352-351-6731 fax
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SUGGESTED ROADS FOR LITTER CONTROL

ROADS	GROUP	CONTACT
NW 20 Ave/ NW 14 St – US 27		
NW 1 Ave/ NW 20 St – NW 28 St		
NW 21 St/ N Magnolia Ave – NW 1 Ave		
NW 21 St/ MLK Ave – NW 27 Ave		
NW 23 Ave/ NW 4 St – SR40		
W Silver Springs Place/ 500 Blk – 900 Blk		
NW Old Blitchton Rd/ MLK – US 27		
NW 35 Ave Rd/ US 27 – NW 35 St		
NW 4 St/ MLK Ave – NW 27 Ave		
SW 1 St/ SW 17 Ave – SW 23 Ave		
NW 7 St/ NW 19 Ave – NW 27 Ave		
NW 8 Pl/ NW 6 Ave – NW Pine Ave		
NW 9 St/ NW 11 Ave – NW 15 Ave		
NE 19 Ave/ NE 24 St – NE 14 St		
NW 27 Ave/ Blitchton Road – City Limits		
SE 31 St/ SR 464 – SR 200		
SW 27 Ave/ SR 200 - SW 42 St		
SW 60 Ave/ SW 20 St – SR 40		
SW 17 Ext from SR 200 – SW 27 Ave		
NE 21 St/ NE 36 Ave – NE 46 Ave		
NE 24 St/ NE 36 Ave – NE 25 Ave		
NW 5 St/ NW 6 Terr – MLK Ave		
SW 38 Ave/ SW 20 St – SW 7 St		
MLK Ave/ NW 10 St - City Limits		
MLK Ave/ NW 10 St – SR 40		
MLK Ave/ SR 40 – SR 200		
SE 25 Ave/ SE Ft King St - Maricamp Rd		
SW 26 St/ SR 200 – SW 34 Ave		
NE 25 Ave/ NE 14 St - NE 35 St		
SE 17 St/ SE 36 Ave - SE 25 Ave		
NE 36 Ave/ NE 14 St - NE 21 St		
SE Lake Weir Ave/SE 17 St - SE 31 St		
SE Lake Weir Ave/ SE 31 St – SE 38 St		
SW 23 Ave/ SR40 – SW 10 St		
SW 20 St/ SW 27 Ave – SW 60 Ave		

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ROADS FOR LITTER CONTROL

ROADS	GROUP	CONTACT
SE Ft King St/ SE 25 Ave – SE 45 Terr		
NE 28 St/ Pine Ave - Jacksonville Rd		
NW 2 Ave/ NW 28 St – NW 35 St		
NE 36 Ave/ SR 40 (ESS Blvd) - Ft King St		
NE 36 Ave from Ft King St – Maricamp Rd		
SE 31 St/ SR 464 – SE 19 Ave		
SE 31 St/ SE 19 Ave – US 441		
SE 32 St/ US 441 – CR 475		
SE 32 St (SW 42 St)/ CR 475 – SW 27 Ave		
South Magnolia Ext/ SE 8 St - SE 17 St (medians at 8 St/10 St and grass island on Lake Weir Ave/17 St)		
SW 42 St (SW 43 St Rd)/ SW 27 Ave – SR 200		
SE 24 th St/ SE 44 Ct - Maricamp Rd		
NE 24 St/ NE 36 Ave to Jacksonville Rd		