

## AGREEMENT

25-0057-N

### Adopt-A-Program Management Services - Keep Pinellas Beautiful

This Agreement (the "agreement" or "contract") is entered into on the date last executed below ("Effective Date"), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 ("COUNTY") and Keep Pinellas Beautiful, Inc., Florida, a volunteer based, 501 (c)3 nonprofit organization whose primary address is 5090 66th Street N., St. Petersburg, FL 33709 (hereinafter "CONTRACTOR") (jointly, the "Parties").

### ***NOW THEREFORE, the Parties agree as follows:***

#### **A. Documents Comprising Agreement**

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Insurance Requirements attached as Exhibit C
  - d. Scope of Work / Specifications attached as Exhibit D
  - e. Pricing Proposal attached as Exhibit E
  - f. Standard Operating Procedures ("SOP") attached as Exhibit F
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

#### **B. Term**

- C. The initial term of this Agreement is for sixty (60) months from the Effective Date of this Agreement ("Contract Term"). At the end of the initial term of this contract, this Agreement may be extended for two (2), additional twelve (12) month terms, or such other renewal terms agreed to by the Parties.

#### **D. Special Conditions**

1. Price Adjustments

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- a. Duration of the contract shall be for a period of sixty (60) months with unit prices adjustable at thirty-six (36) months after the date of award and annually thereafter for the life of the contract, in an amount not to exceed the average of the Consumer Price Index (CPI) or 4%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.
- b. It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence annually, the vendor's request for adjustment shall be submitted between 90-120 days prior to contract anniversary date, utilizing the available index at the time of request. The vendor adjustment request shall not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90-120-day period above shall not be considered.

#### E. Expenditures Cap

1. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit F. County expenditures under the Agreement will not exceed \$387,320.00 annually or \$1,936,600.00 for the Contract Term without a written amendment to this Agreement.

#### F. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor:

Signature: Patricia A. DePlasco  
 Print Name and Title: Patricia A. DePlasco Executive Director  
 Date: July 16, 2025

For County:

Signature:

Print Name and Title:

Date:

APPROVED AS TO FORM  
 By: Keiah Townsend  
 Office of the County Attorney

## Exhibit C – Insurance Requirements

The following insurance requirements are included in this agreement:

### 1. **INSURANCE**

The Vendor shall obtain and maintain, and require any sub-contractors to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed operations exposure, Vendor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

Vendor shall provide certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision of the State of Florida shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**

- A. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. The County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the contract period.

I.

If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the work, you will be notified by CTrax, the authorized Vendor of Pinellas County. Upon notification, renewal certificate(s) of Insurance and endorsement(s) should be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellas.gov](mailto:InsuranceCerts@pinellas.gov) and to CTrax c/o MDi Data at [PinellasSupport@jdidata.com](mailto:PinellasSupport@jdidata.com) by the Vendor or their agent prior to the expiration date.

- 1) The Vendor shall also notify the County within seventy-two (72) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer. Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellas.gov](mailto:InsuranceCerts@pinellas.gov). Nothing contained herein shall absolve Vendor of this requirement to provide notice.
- 2) Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement.

B. If subcontracting is allowed under this Agreement, the Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below. All subcontracts between the Vendor and its subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall:

- 1) Require each subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor.
- 2) Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract.
- 3) Provide that County will be an additional indemnified party of the subcontract;
- 4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability.
- 5) Provide a waiver of subrogation in favor of the County.
- 6) Assign all warranties directly to the County.
- 7) Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Exhibit B and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.

C. Each insurance policy and/or certificate shall include the following terms and/or conditions:

- 1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.

II.

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- 2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
- 3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- 4) All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

- 1) **Workers' Compensation Insurance** Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

## Limits

Employers' Liability Limits	Florida Statutory
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

If Vendor/Contractor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

- 2) **Commercial General Liability Insurance** including, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. Including Volunteer Liability

## Limits

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Title: Adopt-A-Program Management Services - Keep Pinellas Beautiful

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

- 3) **Property Insurance** Vendor will be responsible for all damage to its own property, equipment and/or materials.

## **Exhibit D – Statement of Work**

### **Definitions:**

**Adoption:** Identified area of roadway right of way, trail or pond.

**Adoption group:** the individual volunteers responsible for the assigned area of roadway or trail. The minimum size of an Adoption Group is two adults.

### **A. DESCRIPTION OF SERVICES**

This Agreement addresses the needs of three departments: Public Works, Parks and Conservation Resources and Solid Waste. The Contractor shall provide services to manage and coordinate the following three distinct Programs:

1. Adopt-A-Mile/Pond Program (Public Works)
2. Adopt-A-Trail Program (Parks and Conservation Resources)
3. Litter Control and Education Program (Solid Waste)

Each Program involves volunteer-based litter control and public education. The Contractor shall oversee recruitment, training, scheduling, monitoring and reporting. These programs are collectively referred to as the “Programs” and shall be implemented in accordance with the attached “Standard Operating Procedures” (SOP) dated June 2025, attached hereto as Exhibit F.

1. **Adopt-A-Mile/Pond Program** covers County-maintained arterial and collector roadways, ponds in unincorporated County areas and permitted stormwater sites. The Program is intended to generate adoption of significant mile segments and ponds where each adopting group performs cleanup four (4) times annually.
2. **Adopt-A-Trail Program** covers various segments of the Pinellas County Trail. The Program is intended to generate adoption of mile segments where each adopting group performs cleanup six (6) times annually.
3. **Litter Control and Education Program** covers all areas within Pinellas County, including all 24 municipalities, except for private property. This Program intends to efficiently and effectively remove litter throughout Pinellas County before it becomes a hazard or nuisance to the public. It also promotes litter awareness and waste reduction throughout the County.

The overall goal for these Programs is to achieve litter removal and proper waste management in Pinellas County. The Contractor shall provide administrative support to promote, recruit, train, manage, coordinate, track and expand each Program.

Responsibilities will include monitoring both new and existing volunteer groups while conducting ongoing training. Adoption litter programs usually attracts volunteers ready to

commit to and perform litter removal activities on a quarterly basis. This can be achieved by encouraging multiple adoption groups for each segment and managing the volunteers along with their respective cleanup schedules to ensure a staggered and regular monthly litter pick-up at each site.

The Contractor shall maintain accurate records and track adoption groups. These functions are necessary because the County must report detailed litter control and cleanup activity information to regulatory agencies, including for its National Pollutant Discharge Elimination System (NPDES) and the State of Florida Municipal Separate Storm Sewer System (Pinellas County MS4) permits. Adoption tracking shall include the complete organization name, address, contact person, and telephone number of each adoption group, the number of volunteers, detailed insurance information, precise site descriptions and limits and the frequency of scheduled cleanup efforts. For each cleanup effort, tracking must also record the number of volunteers participating and the weight in pounds of litter collected during each effort.

Tracking of the Hotline (litter control program) shall include the date the litter report was received, the location of the litter, a description of the litter/materials, the number of days between when the litter was reported and removed, who removed the litter, the outcome (i.e., recycled or disposed), the weight in pounds, the disposal/recycling location, and copies of disposal/recycling receipts.

The Contractor shall ensure that the adoption groups do not erect signage containing political or religious messages. It is at the County's discretion to allow or deny signage identifying the sponsor on roadways.

## **B. GENERAL CONTRACTOR REQUIREMENTS**

1. The Contractor must:
  - a. Maintain affiliation as a Keep America Beautiful (KAB) affiliate throughout the contract period and provide proof of affiliation certification.
  - b. Secure and maintain volunteer liability insurance and general liability insurance.
  - c. Notify County Representatives in writing within seven (7) calendar days of any changes in corporate officers, designated contacts, or contact information, including mailing or physical address, phone number and email address.

## **C. WORK ITEMS**

1. All Programs shall be implemented per the attached "Standard Operating Procedures" (SOP) dated June 2025, attached hereto as Exhibit F.
  - a. Establish a schedule of work and tasks to ensure that the SOP is followed for each Program.
  - b. Maintain all Program records following the SOP.
  - c. Promote the Programs to the public through various media sources, flyers, brochures or other methods.

- d. Develop and provide educational programs promoting litter prevention and control.
- e. Provide approved waste reduction and recycling education aligned with the County's vision of zero waste to landfill by 2050. Contractor will develop content with Solid Waste to ensure consistency.
- f. Make recommendations concerning the County's litter abatement projects.
- g. Ensure that each Adopting Group or volunteer receives approved safety training before any cleanup or beautification activity starts.
- h. Coordinate cleanup events and litter collection staging with the Adopting Groups.
- i. Provide litter bags, containers, safety vests, litter grabbers, gloves, other safety materials and training to achieve cleanup.
- j. Manage post-cleanup event litter collection, transport, and disposal of garbage and/or recyclable materials as needed within three (3) calendar days after cleanup:
  - i. Clean, empty and dry recyclable material (i.e., paper and cardboard, plastic bottles and jugs, cardboard, glass jars and containers, metal cans and food/beverage cartons) shall be deposited at established recycling collection centers or Materials Recovery Facilities (MRFs) and will be at the Contractor's discretion.
  - ii. The Contractor is considered a business. Electronics and chemicals must be disposed of by a contractor authorized to handle the disposal of electronics and chemicals generated by a business.
  - iii. Garbage shall be disposed of at a Florida Department of Environmental Protection (FDEP)-permitted solid waste management facility. The Contractor may seek volunteer, municipal or business relationships to assist with and/or pay for garbage disposal.
- j. Maintain an electronic database of Program information, including, volunteers and Adoption Groups, complete with agreement expirations, cleanup activities, outreach metrics, etc.
- k. Provide 'special' cleanup activities as needed for 'high litter' sites that are not adopted. These sites may be identified by citizens calling the hotline or requested by the County departments and could include shorelines located within Pinellas County and County-managed recycling drop-off centers.
- l. Provide safety training for cleanup along roadways and related activities, and follow-up training at least once a year in accordance with the SOP. Training should be in the form of a Florida Department of Transportation (FDOT)-approved program or other similar programs that are acceptable to the County. At the Contractor's discretion, the delivery method may be in person, through written media, or via internet presentation.
- n. Record the number of miles, ponds, trails, or shores adopted during the term of this Contract. Achieve an additional annual increase of ten percent (10%) in the adoption of the remaining eligible segments.
- o. Coordinate with the County Representative as needed to receive access to secured sites. Contractor will coordinate with Public Works Department for any secured access relating to the Adopt-A-Mile/Pond Program and the Parks and Conservation Resources Department for any secured access relating to the Adopt-A-Trail Program (Parks and Conservation Resources).

- p. Provide monthly and annual reports to the Public Works, Parks and Conservation Resources and Solid Waste departments:

- i. Monthly Progress Reports should be submitted electronically along with the monthly invoice summarizing the activities conducted. The following information must be included, at a minimum:

Litter Hotline reporting includes- The date the litter report was received, the location of the litter, a brief description of litter abated, the number of days between when the litter was reported and removed, who remove the litter, the outcome (i.e. recycled or disposed), the weight in pounds, the disposal/recycling location and copies of the disposal/recycling receipts.

## 2. Adoption Process

- a. Ensure that the required Adoption Group representatives attend the Safety Presentation and receive a signed copy of the Adopt-A-Program Agreement.
- b. Conduct the adoption process in accordance with the SOP and record data using the Adoption Record (Exhibit 7) from the point of inquiry throughout the term of the Adoption Agreement.
- c. Encourage Adoptions in such a manner that promotes an even distribution of Adoption groups throughout the County based on the eligible sites of Exhibits 1 and 2 (in Exhibit F, SOP), to adopt a mile or more of significant roadway segments and adjacent ponds of Exhibits 1 and 2 (in Exhibit F, SOP). This will stagger the sponsors to allow for monthly cleanup.
- d. The County's goal for Adoption Groups is that they be organized groups that have not solely banded together to participate in this program. Families and individuals may be eligible to participate at the County's discretion.
- e. Pond adoptions may require further coordination with the Public Works department.
- f.

## 3. Litter Control

- a. Respond to litter complaints throughout Pinellas County and remove and dispose of litter following the SOP for the Litter Control and Education Program.
- b. Monitor additional high litter sites as agreed upon with the County to supplement the Solid Waste department's routine monitoring. These sites may be identified by county departments and may include shorelines and recycling drop-off centers. Monitoring may require litter removal requests.
  - i. The Contractor and the County Representative will discuss and agree on the schedule.
- c. When monitoring high litter sites, the Contractor should look for signs of illegal dumping, vandalism, property damage, and overfilled containers.
- d. If illegal dumping is found, the Contractor should document the incident and coordinate the removal and disposal of the materials according to the SOP.
- e. If property damage, vandalism or an overflowing recycling container is discovered, the Contractor should notify the Solid Waste department via email

(recycle@pinellas.gov) with the recycling drop-off center name, observations noted and photographs of damage/vandalism.

- f. While monitoring high litter sites, contractor should provide recycling education to residents on an as needed basis (for example, if a resident is observed placing incorrect items into the container).
- g. The Contractor is encouraged to promote and increase the monthly amount of Litter Hotline/SeeClickFix calls reported and will be compensated for the responses per month and per the conditions of this contract. The Solid Waste department will not pay the Contractor for litter removed by or referred to Pinellas County Government's departments (e.g., Public Works department) or its contractors (e.g., the Solid Waste department's Landfill Contractor). This item will not include litter collected during regular litter cleanup events or picked up as part of the adoption Programs.

#### D. ELIGIBLE SITES

Many municipalities within Pinellas County have developed their own volunteer litter programs. If a municipality wishes to opt out of the County's volunteer litter program activities, it is understood that each city has this prerogative within its respective corporate limits. Additionally, it should be noted that jurisdictional authority and ownership of roadways occasionally transfer between jurisdictions. A previously designated County roadway or shore may be transferred to either the State or to one of the many municipalities within Pinellas County. When such transfers occur, the affected area is no longer eligible for the County's Adopt-A-Program. The County will notify the Contractor after a transfer occurs.

Other County-maintained major roadways or trail within city limits; together with other minor roadway or trail facilities within the unincorporated areas of the County, may be eligible for adoption under this program, provided prior written approval is obtained from the County Representatives prior to the adoption.

1. Eligible sites for each Program are as follows: **Adopt-A-Mile/Pond Program:** all County-maintained arterial and collector roadways at unincorporated areas, ponds at permitted storm water treatment sites. See Exhibit 1 (in Exhibit F, SOP), Adoptable Road Mile List and Exhibit 2 (in Exhibit F, SOP), Adoptable Pond List.
2. **Adopt-A-Trail Program:** Segments of the Pinellas Trail. See Exhibit 3 (in Exhibit F, SOP), Adoptable Pinellas Trail Segments.
3. **Litter Control and Education Program:** All areas in Pinellas County (excluding private property). Municipalities may opt out.

#### E. PAY ITEMS

Refer to the specific services described under Paragraph 3 – Work Items.

1. **Program Management:** The total quantity of services to manage the Adopt-A-Mile/Pond Program and the Adopt-A-Trail Program. This includes safety briefings and presentations, payable at the contract unit price bid per month.
2. **Recruiting Efforts:** The total quantity of documented recruitment efforts for the Adopt-A-Mile/Pond Program and the Adopt-A-Trail Program, payable at the contract unit price bid per each, on a monthly basis.
3. **Adopting Process:** The total quantity of successful adoptions for the Adopt-A-Mile/Pond Program and the Adopt-A-Trail Program, payable at the contract unit price bid per each, monthly.
4. **Program Management – Litter Control:** The total quantity of services and all associated costs, tasks and reports to manage the Litter Control and Education Program, which includes Litter Cleanup Activities, Litter Awareness and Prevention Programs, a Community Improvement Index Survey and All Associated Costs, payable at the contract unit price bid per month.
5. **Litter Removal Requests:** The total quantity of services and all associated costs to manage the Litter Hotline and litter reports to SeeClickFix and other litter removal requests, payable at the contract unit price bid per month.
6. **Solid Waste requested Public Education:** The total quantity of services and all associated costs to provide as-needed waste reduction and recycling education, including presentations and participation in various outreach events, payable at the contract unit price bid per hour, monthly.
7. **Litter Monitoring:** The total quantity of services and all associated costs to provide scheduled monitoring of high litter sites, which may include county-owned recycling drop-off centers, for litter and illegal dumping, payable at the contract unit price bid per hour, monthly.

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## F. INVOICING

The County shall make monthly payments to the Contractor in accordance with the following terms:

- Invoices must be supported by a detailed Monthly Progress Report showing the actual tasks performed by Pay Item reference and their relationship to the fee.
- All Monthly Progress Reports and a copy of the invoices for work shall be sent via email to Pinellas County Clerk's Finance ([financeaccountspay@mypinellasclerk.gov](mailto:financeaccountspay@mypinellasclerk.gov)) with County Representative CC'd.
- Invoices not properly prepared (examples include mathematical errors, billing inconsistent with actual work performed, absence of authorized signatures, etc.) shall be returned to the Contractor for correction.
- Accurate and timely reporting is critical for continuously evaluating the Contractor's performance and the overall success of the Programs. Failure to provide reports within the specified thirty (30) calendar days could result in a delay in payment until the issue is rectified.

Contract #25-0057-N  
 Title: Adopt-A-Program Management Services - Keep Pinellas Beautiful

### Exhibit E – Pricing Proposal

Contract # 25-0057-N Adopt-A-Program Management Services - Keep Pinellas Beautiful Pricing Proposal					
Item	Line Item Description	Est. 60 - Month Quantity	UOM	Unit Price	60 Month Total
<b>PUBLIC WORKS DEPARTMENT: ADOPT-A-MILE/POND PROGRAM (EXHIBIT D, SECTION A. 1).</b>					
1	Program Management	60	Month(s)	\$ 4,461.00	\$ 267,660.00
2	Recruiting Efforts	365	Each	\$ 105.00	\$ 38,325.00
3	Adopting Process	325	Each	\$ 40.00	\$ 13,000.00
<b>Section TOTAL</b>					<b>\$ 318,985.00</b>
<b>PARKS &amp; CONSERVATION RESOURCES DEPARTMENT: ADOPT-A-TRAIL PROGRAM (EXHIBIT D, SECTION A. 2.)</b>					
4	Program Management	60	Month(s)	\$ 1,761.00	\$ 105,660.00
5	Recruiting Efforts	125	Each	\$ 55.62	\$ 6,952.50
6	Adopting Process	125	Each	\$ 39.14	\$ 4,892.50
<b>Section TOTAL</b>					<b>\$ 117,505.00</b>
<b>SOLID WASTE DEPARTMENT: LITTER CONTROL AND EDUCATION PROGRAM (EXHIBIT D, SECTION A. 3.)</b>					
7	Program Management – Litter Cleanup Activities, Litter Awareness & Prevention Programs, Community Improvement Index Survey & All Associated Costs	60	Month(s)	\$ 20,962.00	\$ 1,257,720.00
8	Litter Removal Requests	1,500	Each	\$ 88.26	\$ 132,390.00
9	Waste Reduction & Recycling Outreach – Hourly Rate	600	Hour(s)	\$ 50.00	\$ 30,000.00
10	Litter Monitoring - Hourly Rate	2,000	Hour(s)	\$ 40.00	\$ 80,000.00
<b>Section TOTAL</b>					<b>\$ 1,500,110.00</b>
<b>60 MONTH GRAND TOTAL FOR ALL SECTIONS</b>					<b>\$ 1,936,600.00</b>
<b>ESTIMATED ANNUAL EXPENDITURE (60 MONTH GRAND TOTAL / 5)</b>					<b>\$ 387,320.00</b>

PINELLAS COUNTY GOVERNMENT IS COMMITTED TO PROGRESSIVE PUBLIC POLICY, SUPERIOR PUBLIC SERVICE, COURTEOUS PUBLIC CONTACT, JUDICIOUS EXERCISE OF AUTHORITY AND SOUND MANAGEMENT OF PUBLIC RESOURCES, TO MEET THE NEEDS AND CONCERNS OF OUR CITIZENS TODAY AND TOMORROW



## **ADOPT-A-PROGRAM**

# **STANDARD OPERATING PROCEDURES**

**SECTION E1**  
**PUBLIC WORKS DEPARTMENT**

**ADOPT-A-MILE / POND**

**STANDARD OPERATING PROCEDURES**

**1. RECRUITMENT**

**A. First Contact**

- 1) Perform presentations and/or leave brochures with interested parties.
- 2) Send list of ADOPTABLE MILE/POND SEGMENTS (Exhibits 1 & 2) if requested by interested party. In the event the interested party only wants information over the phone, provide brochure content.

**B. Second Contact**

- 1) This party should be an organized group and interested in volunteering. During conversation, it is appropriate to provide a list of ADOPTABLE MILE/POND SEGMENTS (Exhibit 3) if not formerly provided.
- 2) Forward LITTER REMOVAL AGREEMENT (Exhibit 4) to interested party for execution and send electronic notice to copy County Representative of new pending adopting group. Only organized groups are eligible as adopting groups.

**NOTE:** road segments for 'adoption' shall be contiguous and not less than 1 mile in length. An exception is when the only remaining 'unadopted' segment is less than 1 mile and greater than ½ mile).

**2. ADOPTION PROCESS**

**A. Upon receipt of a signed and witnessed LITTER REMOVAL AGREEMENT:**

- 1) Verify information to ensure the site is clearly identified.
- 2) Provide Adopting Group with an Official Adopt-A-Program Folder, containing all details of program and signed Agreement.
- 3) Send notice to the County Representative.

**3. SAFETY PRESENTATION**

**A.** Contact the Adopting Group Representative to schedule a viewing of the Safety Presentation. The presentation could take approximately 45 minutes and may be presented in person, through written media or electronically via the internet.

- 1) A minimum of two (2) adopting group members must be present.
- 2) Secure signed acknowledgements from all attending participants.
- 3) Send tentative litter pick-up dates and Signage Request (Exhibit 6) to the County Representative within fourteen (14) days after the Adopting Group completes viewing of the Safety Presentation.
- 4) Update adoption database within two (2) weeks of approved adoption.

**4. MONITORING / TRAINING**

- A. Send reminders to Adopting parties who have not scheduled future pick-up dates.
- B. Two Year Maintenance/Renewal
  - 1) Send RENEWAL LITTER REMOVAL AGREEMENT (Exhibit 5) to Adopters approaching the 2-year completion date on or before their last cleanup event.
  - 2) If adopter fails to return the Renewal Agreement, then contact via phone or send a second letter.
  - 3) If adopter fails to respond after 30-days, then send Adopter a notice that they have been removed from the program. Concurrently, send notice to the County Representative with a request to remove signs.
- C. Annual Maintenance
  - 1) On an annual basis, submit the most recent edition of the safety presentation videos to the County Representative for review.
  - 2) Notify adopters of the required annual viewing of the safety presentation videos. This may be considered sufficient to serve as the safety meeting.
  - 3) A minimum of two (2) people from each adopting group shall view the safety presentation and they do not need to be the original viewers. Obtain signed acknowledgements indicating they have viewed the safety videos.
  - 4) If safety videos are borrowed for viewing at adopter's site, then include an acknowledgement sheet for their certification that they viewed and understand the videos. Collect safety videos on return of the signed acknowledgements.
  - 5) Contractor shall view adopted areas for hazards at least once annually.

**SECTION E2**  
**DEPARTMENT OF PARKS & CONSERVATION RESOURCES**

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**ADOPT-A-TRAIL**  
**STANDARD OPERATING PROCEDURES**

**1. RECRUITMENT**

**A. First Contact**

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- 2) Provide Adopting Group with an Official Adopt-A-Program Folder, containing all details of program and signed Agreement.
- 3) Send notice to the County Representative.

**3. SAFETY PRESENTATION**

A. Contact the Adopting Group Representative to schedule a viewing of the Safety Presentation. The presentation could take approximately 45 minutes and may be presented in person, through written media or electronically via the internet.

- 1) A minimum of two (2) adopting group members must be present.
- 2) Secure signed acknowledgements from all attending participants.
- 3) Send tentative litter pick-up dates and Signage Request (Exhibit 6) to the County Representative within fourteen (14) days after the Adopting Group completes viewing of the Safety Presentation.
- 4) Update adoption database within two (2) weeks of approved adoption.

**4. MONITORING / TRAINING**

- A. Send reminders to Adopting parties who have not scheduled future pick-up dates.
- B. Two Year Maintenance/Renewal
  - 1) Send RENEWAL LITTER REMOVAL AGREEMENT (Exhibit 5) to Adopters approaching the 2-year completion date on or before their last cleanup event.
  - 2) If adopter fails to return the Renewal Agreement, then contact via phone or send a second letter.
  - 3) If adopter fails to respond after 30-days, then send Adopter a notice that they have been removed from the program. Concurrently, send notice to the County Representative with a request to remove signs.
- C. Annual Maintenance
  - 1) On an annual basis, submit the most recent edition of the safety presentation videos to the County Representative for review.
  - 2) Notify adopters of the required annual viewing of the safety presentation videos. This may be considered sufficient to serve as the safety meeting.
  - 3) A minimum of two (2) people from each adopting group shall view the safety presentation and they do not need to be the original viewers. Obtain signed acknowledgements indicating they have viewed the safety videos.
  - 4) If safety videos are borrowed for viewing at adopter's site, then include an acknowledgement sheet for their certification that they viewed and understand the videos. Collect safety videos on return of the signed acknowledgements.
  - 5) Contractor shall view adopted areas for hazards at least once annually.

**SECTION E3**  
**DEPARTMENT OF SOLID WASTE**

**LITTER CONTROL PROGRAM**

**STANDARD OPERATING PROCEDURES**

**1. LITTER REMOVAL REQUESTS**

- A. Maintain, answer, and promote a local Litter Hotline [current telephone number is (727) 210-GONE (4663)], which is available on the Contractor's website. Coordinate litter removal in response to submissions as follows:
- 1) Remove and properly dispose of or recycle litter within three (3) calendar days as a quarterly average.
  - 2) Call the Public Works department at (727) 464-8900 to report road safety hazards or questions concerning roadway conditions.
  - 3) Report private property litter-related calls to the appropriate code-enforcement agency.
  - 4) Maintain records, including the date that the litter report was received, the location of the litter, a description of litter/materials, number of days between when litter was reported and when it was removed, who removed the litter, the outcome (i.e., recycled or disposed), the weight in pounds, the disposal/recycling location and copies of disposal/recycling receipts. Quarterly reports should include the quarterly average time to respond to the Litter Hotline call.
- B. Respond to reports of litter received through the County's "Report An Issue" (i.e., SeeClickFix application) or other removal requests:
- 1) Remove and properly dispose/recycle litter within three (3) calendar days as a quarterly average.
  - 2) Call the Public Works department at (727) 464-8900 to report road safety hazards or questions concerning roadway conditions.
  - 3) Report private property litter-related calls to an appropriate code-enforcement agency.
  - 4) Maintain records, including the date that the litter report was received, the location of the litter, a description of litter/materials, number of days between when litter was reported and when it was removed, who removed the litter, the outcome (i.e., recycled or disposed), the weight in pounds, the disposal/recycling location and copies of disposal/recycling receipts. Quarterly reports should include the quarterly average time to respond to the Litter Hotline call.
- C. Ensure proper disposal/recycling of all litter collected:
- 1) Clean, empty and dry recyclable material (i.e., paper and cardboard, plastic bottles and jugs, cardboard, glass jars and containers, metal cans and food/beverage cartons) shall be deposited at established recycling collection centers or a Materials Recovery Facility (MRF) and will be at the Contractor's discretion.
    - i. Electronics and chemicals collected by the Contractor do not qualify as household hazardous waste and cannot be disposed of for free at the County's Household Hazardous Waste (HHW) Center or HHW North facility locations. The Contractor must use a contractor permitted to dispose of chemicals and/or electronics generated by a business.
  - 2) Garbage collected by the Contractor shall be disposed of at a Florida Department of Environmental Protection (FDEP)-permitted solid waste management facility located in Pinellas County. The contractor may seek volunteer, municipal or business relationships to assist with and/or pay for garbage disposal.

**2. LITTER MONITORING**

- A. Monitor high litter sites for litter, illegal dumping, vandalism and overflowing containers on a schedule as agreed upon with the Solid Waste department, in writing (e.g., via email), at least two weeks in advance. The schedule will include monitoring days that will supplement Solid Waste's routine monitoring activities.
- 1) Maintain records, including the date that the litter monitoring was conducted, the time the monitoring was conducted, the location of the litter, a description of litter/materials, the number of days between when the litter was reported and when it was removed, who removed the litter, the outcome (i.e., recycled or disposed),

- the weight in pounds, the disposal/recycling location and copies of disposal/recycling receipts. Quarterly reports should include the quarterly average time to respond to the litter removal requests.
- 2) Contractor shall use the most efficient route possible during monitoring shifts (e.g., visiting high litter sites close to each other) or use multiple volunteers to monitor and submit litter removal requests for multiple sites.
- B. Submit litter removal requests for any illegal dumping observed and contact Solid Waste department if over-flowing containers or vandalism is observed.
- 1) If litter is present, collect materials, remove and properly dispose/recycle them within one (1) calendar day as a quarterly average.
  - 2) If litter or illegal dumping is large enough that assistance is needed to remove it, submit a litter removal request to be removed within three (3) calendar days as a quarterly average.
  - 3) Maintain records, including the date that the litter report was received, the location of the litter, a description of litter/materials, number of days between when litter was reported and when it was removed, who removed the litter, the outcome (i.e., recycled or disposed), the weight in pounds, the disposal/recycling location and copies of disposal/recycling receipts. Quarterly reports should include the quarterly average time to respond to litter removal requests.

### **3. LITTER PROGRAM MANAGEMENT**

- A. Litter Cleanup Activities - Coordinate litter cleanup activities as follows:
- 1) Conduct at least two (2) annual countywide cleanup events.
    - o "Great American Cleanup" in coordination with Keep America Beautiful (springtime)
    - o "Florida Coastal Cleanup" in coordination with the Ocean Conservancy (fall time)
  - 2) Provide promotional and material support for other "special" and local litter cleanup-related events requested by neighborhoods, schools, businesses, organizations, community groups, etc. Local cleanups may include shorelines.
  - 3) Ensure proper training and safety for staff and/or volunteers.
  - 4) Coordinate all cleanups with appropriate local jurisdictions and obtain any necessary permits from local jurisdictions prior to cleanup.
  - 5) Record litter weight and type collected and provide with monthly and annual reports.
  - 6) Ensure proper disposal/recycling of all litter collected:
    - o Clean, empty and dry recyclable material (i.e., paper and cardboard, plastic bottles and jugs, cardboard, glass jars and containers, metal cans and food/beverage cartons) shall be deposited at established recycling collection centers or a Materials Recovery Facility (MRF) and will be at the Contractor's discretion.
    - o Electronics and chemicals collected by the Contractor do not qualify as household hazardous waste and cannot be disposed of for free at the County's Household Hazardous Waste (HHW) Center or HHW North facility locations. The Contractor must use a contractor permitted to dispose of electronics and chemicals generated by a business.
    - o Garbage collected by the Contractor shall be disposed of at a Florida Department of Environmental Protection (FDEP)-permitted solid waste management facility located in Pinellas County. Contractor may seek volunteer, municipal or business relationships to assist with and/or pay for garbage disposal.

### **4. EDUCATIONAL PROGRAMS**

- 1) Coordinate Litter awareness and prevention programs as follows:
  - o Promote Litter Awareness throughout Pinellas County.
  - o Provide Litter Awareness and Prevention education programs for K-12 schools and colleges.
  - o Give presentations as requested by schools and other groups.
  - o Hold the Voting Membership position in the County's Solid Waste Technical Management Committee (TMC) Recycling Subcommittee, known publicly as Pinellas Partners in Recycling (PPR). Attend and participate in PPR meetings that are held every other month.
  - o Promote waste reduction, reuse, and recycling.
- 2) Coordinate waste reduction and recycling outreach as follows:
  - o Develop a waste reduction and recycling presentation for the public in coordination with Pinellas County Solid Waste.
  - o Provide educational presentations to K-12 schools, colleges, HOAs, and other groups as needed.

- Solid Waste will notify Contractor no less than two weeks in advance regarding a presentation request.
- Assist Pinellas County Solid Waste with outreach events as needed.
  - Solid Waste will notify Contractor no less than two weeks prior if assistance is needed at an outreach event.
- Share Pinellas County Solid Waste's educational materials and the vision of zero waste to landfill by 2050.
  - Solid Waste will provide all necessary outreach materials for presentations or events performed by the Contractor (e.g., educational foam boards, handouts, recycling sorting game materials, and examples of products made from recycled materials).
- Promote a call to action for the audience to reduce waste and recycle properly.
- Maintain records, including the date of each educational event, its length, the event location, the type of event (e.g., presentation or tabling event) and the number of people educated via the event. Include these metrics in the monthly and annual reports.

## 5. COMMUNITY IMPROVEMENT INDEX SURVEY

Perform a minimum of one Community Improvement Index Survey annually, using Keep America Beautiful methodology. Report results to the Department of Solid Waste County Representative.

## **EXHIBITS**

**EXHIBIT 1 – ADOPTABLE ROAD MILE LIST**

**EXHIBIT 2 – ADOPTABLE POND LIST**

**EXHIBIT 3 – ADOPTABLE PINELLAS TRAIL SEGMENTS**

**EXHIBIT 4 – SAMPLE LITTER REMOVAL AGREEMENT**

**EXHIBIT 5 – SAMPLE RENEWAL – LITTER REMOVAL AGREEMENT**

**EXHIBIT 6 – SAMPLE SIGNAGE REQUEST**

**EXHIBIT 7 – SAMPLE ADOPTION RECORD - ADOPT-A-MILE / POND**

**EXHIBIT 8 – SAMPLE MONTHLY & QUARTERLY REPORT TALLY SHEET – ADOPT-A-MILE / POND**

**EXHIBIT 9 – SAMPLE MONTHLY/ANNUAL REPORT, LITTER CONTROL & EDUCATION PROGRAM, DEPARTMENT OF SOLID WASTE**

# EXHIBIT 1

## ADOPTABLE ROAD MILE LIST

Sorted Alpha-Numerically by Road Ref. # of Street

<b>Road Ref. #</b>	<b>Street</b>	<b>Road Limits (From &amp; To)</b>
361C0	100th Way N.	Bay Pines Blvd. to 54th Avenue N.
296M2	102 <sup>nd</sup> Avenue N.	125th Street N. to Seminole Blvd.
296C1	102 <sup>nd</sup> Avenue N.	Hamlin Blvd. to 125th Street N.
296M3	102 <sup>nd</sup> Avenue N.	98th Street N. to Bryan Dairy Road
321C2	113th Street N.	48th Avenue N. to 8th Avenue SW
583C2	116th Avenue N.	58th Street N. to US19
240M2	116th Street N.	66th Avenue N. to 118th Street N.
240M3	118th Street N.	116th Street N. to 74th Avenue N.
283M0	125th Street N.	74th Avenue N. to 102nd Avenue N.
346M0	126th Avenue N.	66th Street N. to US19
263M1	131 <sup>st</sup> Street N. (Vonn Rd.)	74th Avenue N. to Park Blvd.
263C2	131 <sup>st</sup> Street N. (Vonn Rd.)	Park Blvd. to Wilcox Road
376C2	142 <sup>nd</sup> Avenue N.	Belcher Road to US 19
376M3	142 <sup>nd</sup> Avenue N.	US19 to 62nd Street N.
406M0	150th Avenue N.	US19 to Avalon Avenue
376M1	16th Avenue SE (Donegan Rd. E/W)	Donegan Road (N/S) to Lake Avenue
138C2	22 <sup>nd</sup> Avenue S	49th Street S to 34th Street S
681C0	28th Street N.	38th Avenue N. to 62nd Avenue N.
651C1	35th Street N.	38th Avenue N. to Morris Street
651C3	37th Street N.	Morris St. to 54th Ave. N.
184A0	38th Avenue N.	US 19A to 4th Street N.
641C0	40th Street N.	38th Avenue N. to 46th Avenue N.
192C0	46th Avenue N.	Park Street N. to 37th Street N.
188C0	46th Avenue N. West Spur	Park Street N. to 46th Avenue N.
611C2	49th Street N.	US19 to Gulf-to-Bay Blvd. (SR60) (incl. Bayside)
611A1	49th Street N.	5th Avenue N. (US 19A) to SR55 (US 19N)
202C0	54th Avenue N.	Park Street to 4th Street N.
200C0	54th Avenue N.	113th Street N. to 100th Way N.

<b>Road Ref. #</b>	<b>Street</b>	<b>Road Limits (From &amp; To)</b>
581C0	58th Street N.	38th Avenue N. to 62 <sup>nd</sup> Avenue N.
583C1	58th Street N.	102 <sup>nd</sup> Avenue N. to 116th Avenue N.
216C0	62 <sup>nd</sup> Avenue N.	66th Street N. to 4th Street N.
365M0	62 <sup>nd</sup> Street N.	Ulmerton Road to Roosevelt Blvd.
563M0	62 <sup>nd</sup> Street N.	126th Avenue N. to US 19
224M0	66 <sup>th</sup> Avenue N.	116th Street N. to 113th Street N.
501M1	71 <sup>st</sup> Street N.	38th Avenue N. to Park Blvd.
240M1	74 <sup>th</sup> Avenue N.	Oakhurst Road to 118th Street N.
823C1	83 <sup>rd</sup> Avenue N.	4th Street N. to Macoma Drive NE
264C0	86 <sup>th</sup> Avenue N.	Oakhurst Road to Seminole Blvd.
266M0	86 <sup>th</sup> Avenue N.	98th Street N. to Starkey Road
400M2	8th Avenue SE	Seminole Blvd. to Donegan Road
400M1	8th Avenue SW	Indian Rocks Road to Seminole Blvd.
373M0	98 <sup>th</sup> Street N.	86th Ave. N. to 102nd Ave. N.
803C0	9th Street N.	Roosevelt Blvd. to FDOT Maintenance
816C2	Alderman Road	US 19 to Highlands Blvd.
816M1	Alderman Road	US 19A to US 19
395C0	Alternate Keene Road	East Bay Drive to McMullen Road
994C0	Anclote Blvd.	Anclote Road to US 19A
992C0	Anclote Road	Pasco County Line to US 19A
595M0	Avalon Avenue	150th Avenue N. to Roosevelt Blvd.
389C0	Bay Street	Klosterman Road to Curlew Place
976M0	Beckett Way	Dixie Hwy US 19
501C2	Belcher Road	Park Blvd. to Curlew Road
416A0	Belleair Beach Causeway	Gulf Blvd. to Harbor View Lane
464A0	Belleair Road	Clearwater-Largo Road to US 19
618C0	Beltrees Street (Virginia St.)	N. Keene Road to Greenbriar Blvd.
355C1	Betty Lane N.	Palmetto Street to Overbrook Drive
355C2	Betty Lane N.	Sunset Point Road to Union Street
296M4	Bryan Dairy Road	102nd Avenue N. to Starkey Road
296C5	Bryan Dairy Road	Starkey Road to 66th Street N.
409M0	Carolina Avenue	Meres Blvd. to Whitcomb Blvd.
712M0	Causeway Blvd.	575' W of Elgin Place to US19A
150A2	Central Avenue	Park Street N. to 34th Street N.

<b>Road Ref. #</b>	<b>Street</b>	<b>Road Limits (From &amp; To)</b>
321C3	Clearwater-Largo Road	8th Avenue SW to West Bay Drive
808C0	Crystal Beach Avenue	Gulf Drive to US 19A
896C0	Curlew Place	Florida Avenue to Bay Street
429M0	Dixie Highway	US 19A to Beckett Way
363M0	Donegan Road (N/S)	Donegan Road (E/W) (16th Ave. SE) to 8th
345C0	Douglas Avenue	Overbrook Avenue to Union Street
528C0	Drew Street	NE Coachman Road to US 19
321C1	Duhme Road	Tom Stuart Causeway Blvd. to 48th Avenue N.
611C4	East Lake Road	Tampa Road to Keystone Road
611M5	East Lake Road	Keystone Road to Pasco County Line
627L0	East Lake Woodlands Pkwy.	Tampa Road to Woodlands Pkwy
638C0	Enterprise Road E.	McMullen Booth Road to Phillippe Pkwy
369C2	Florida Avenue N.	W Gulf Road to Riverside Drive
369C1	Florida Avenue S	Curlew Place to W Gulf Road
425M2	Greenbriar Blvd.	Beltrees Street (Virginia St.) to Belcher Road
335C0	Greenwood Avenue S	Wyatt Street to Belleair Road
183A1	Gulf Blvd.	5th Ave. (Indian Rocks Beach) to Clearwater
928M0	Gulf Road W (Elmwood Place)	N. Florida Avenue to Whitcomb Blvd.
138C1	Gulfport Blvd.	Pasadena Avenue to 49th Street S.
454M0	Haines Bayshore Road	US 19 to Whitney Road (Wolford Rd.)
691C0	Haines Rd.	50th Avenue N. to US 19N
213C0	Hamlin Blvd.	102nd Avenue N. to Walsingham Road
375C2	Highland Avenue	East Bay Drive to Gulf-to-Bay Blvd.
547C2	Highlands Blvd.	Lake St. George Drive to Woodridge Pkwy
547M1	Highlands Blvd.	US 19 to Lake St. George Drive
233C3	Indian Rocks Road	Walsingham Road to Mehlenbacher Road
001A3	Keene Road	East Bay Drive to Gulf-to-Bay Blvd.
582C2	Keystone Road	US 19 to Hillsborough County Line
365C0	Kings Highway	Fairmont Street to Sunset Point Road
880C0	Klosterman Road	Bay Street to US 19
385C0	Lake Avenue	Alternate Keene Road to Gulf-to-Bay Blvd.
375M1	Lake Avenue	Ulmerton Road to Donegan Road (E/W)
577C0	Lake St. George Drive	Tampa Road to Highlands Blvd.

<b>Road Ref. #</b>	<b>Street</b>	<b>Road Limits (From &amp; To)</b>
488C0	Lakeview Road	Missouri Avenue to Hercules Avenue
576C2	Main Street	McMullen Booth Road to 10th Avenue
367M0	Mayo Street	Crystal Beach Avenue to Sage Road
611C3	McMullen Booth Road	Gulf-to-Bay Blvd. to Tampa Road
434C0	McMullen Road	Alternate Keene Road to Keene Road
432C0	Mehlenbacher Road	Indian Rocks Road to Clearwater-Largo Road
912M0	Meres Blvd.	N. Florida Avenue to US 19A
584C0	Montclair Road	N. Hercules Avenue to Belcher Road
651C2	Morris Street	35th Street N. to 37th Street N.
824M2	Moss Rose Avenue	Sage Road to Ulelah Avenue
425C1	N. Hercules Avenue	Drew Street to Beltrees Street (Virginia St.)
001M4	N. Keene Road	Sunset Point Road to Union Street
001C5	N. Keene Road	Union Street to Main Street (SR580)
936M3	N. Spring Blvd.	Beckett Bridge to W Tarpon Avenue
776C0	Nebraska Avenue	US 19A to US 19
474C0	Nursery Road	Highland Avenue to US 19
233C2	Oakhurst Road	Park Blvd. to Walsingham Road
233M1	Oakhurst Road	74th Avenue N. to Park Blvd.
535C0	Old Coachman Road	Gulf-to-Bay Blvd. to Belcher Road
001C6	Omaha Street	Main Street (SR580) to Nebraska Avenue
377M0	Orange Street	US 19A to Pennsylvania Avenue
560C0	Overbrook Avenue	Douglas Avenue to Betty Lane
550C0	Palmetto Street	N. Hercules Avenue to Belcher Road
548C0	Palmetto Street	Highland Avenue to N. Saturn Avenue
694A1	Park Blvd.	Park Blvd. Bridge Ramp A to 66 <sup>th</sup> Street N.
694A2	Park Blvd. Bridge Ramp A	Gulf Blvd. to Park Blvd.
694A3	Park Blvd. Bridge Ramp A-1	Gulf Blvd. to Park Blvd. Bridge Ramp A
694A4	Park Blvd. Bridge Ramp B	Gulf Blvd. to Park Blvd. Ramp A
694A5	Park Blvd. Bridge Ramp B-1	Gulf Blvd. to Park Blvd. Bridge Ramp B
001A1	Park Street	Central Avenue to Park Blvd.
823C2	Patica Road NE	Macoma Drive NE to Bridge
760C1	Pennsylvania Avenue	Orange Street to 91' E of 8th Street
456C1	Ponce De Leon Blvd.	Indian Rocks Road to Clearwater-Largo Road
313M1	Ridge Road	Park Blvd. to Walsingham Road

<b>Road Ref. #</b>	<b>Street</b>	<b>Road Limits (From &amp; To)</b>
313C2	Ridge Road	Walsingham Road to Ulmerton Road
936M2	Riverside Drive	Tarpon Drive to Beckett Bridge
824M1	Sage Road	Mayo Street to Moss Rose Avenue
823C3	San Martin Blvd.	Bridge to Gandy Blvd.
667M0	Shore Blvd.	Main Street (SR580) to Tampa Road
001A2	Starkey Road	Park Blvd. to East Bay Drive
944M0	Sunset Drive	Seaside Drive to N. Florida Avenue
576C1	Sunset Point Road	US 19A to McMullen Booth Road (611C3)
752C0	Tampa Road	Orange Street to Curlew Road
936M1	Tarpon Drive	W Gulf Road to Riverside Drive
150A1	Treasure Island Causeway	135'W of Sunset Drive to Park Street N.
996C0	Trinity Blvd.	East Lake Road to Pasco County Line
824M3	Ulelah Avenue	Moss Rose Avenue to US 19A
600C0	Union Street	US 19A to N. Hercules Avenue
760C2	Virginia Avenue	91' E of 8th Street to Omaha Street
632C0	Virginia Street	Patricia Avenue to N. Keene Road
582C1	W Tarpon Avenue	N. Spring Blvd. to US 19A
330C0	Walsingham Road	Ulmerton Road to Seminole Blvd.
416A2	West Bay Drive	Harbor View Lane to Clearwater-Largo Road
537M0	West Lake Road	Tampa Road to US 19
399M0	Whitcomb Blvd.	W Gulf Road to Carolina Avenue
438M0	Whitney Road	US 19 to 58th Street N.
575M0	Whitney Road (Wolford Rd.)	Whitney Road to Haines Bayshore Blvd.
352C0	Wilcox Road	Indian Rocks Road to Ulmerton Road
748L0	Woodlands Parkway	East Lake Road to East Lake Woodlands Pkwy.
456C2	Wyatt Street	Clearwater-Largo Road to Missouri Avenue

## EXHIBIT 2

### ADOPTABLE POND LIST

Sorted Alpha-Numerically by Basin Ref. # of Pond Site

Basin Ref. #	Project #	Pond ID	Pond Site
5	01	WL71	NW end Duane Avenue near CSX RR (Pond A)
5	01	WL73	NW of SE end (cul-de-sac) of Meriden (Pond C)
7	03	WE10	East of US 19A, 600' south of Alderman Road
7	05	DP28	East side CR1, south of Rolling Ridge Road
7	08	DP31	North side of Pennsylvania Avenue within 15th Street ROW
7	10	DP33	NW corner of Avery Road and Bruce Lane (200 ft. West of US 19A)
7	11	WL119	Southeast corner of Oceanview Avenue and Pinellas Trail
8	03	DE98	150' East of Ohio Avenue and 16th Street
8	06	WE8	240' East of Orange Street, south side of Florida Avenue
10	06	DP18	West of Espina Court, south of Curlew Road
10	07	DP30	SW Corner Casa Vista Drive and Fisher Road
10	09	DE95	South side of Congress Avenue 550' East of Fisher Road
10	09	DE96	North side of Congress Avenue 550' East of Fisher Road
10	15	WL91	South side Curlew Road - West side Espina Court (40013629.00)
10	17	AP7	Pond (offsite attenuation only) Northeast corner Keene & Wexford Dr. N.
10	17	DP34	East side of Keene Road, 1200ft North of Curlew Road (Pond 1100)
10	17	DP35	West side Keene Rd., North of McNair Dr./Countryshire Lane (Pond 1100A)
10	17	DP36	East side Keene Road, opposite Bahama Drive (Pond 1200)
10	18	DE108	Southeast corner of Belcher Road and Curlew Creek
10	19	DE109	Southeast corner of CR1 and Shirley Court
10	19	WE17	Southwest corner of CR1 and Sparkling Court
12	01	WL60	Pond #5/NE corner McMullen Booth Rd. & Golf Range, N. 580
13	01	WL56	SW Corner of McMullen-Booth Rd. & Union St. (Pond 1, South of M66)
13	01	WL57	West side McMullen-Booth Rd., 800' South of Enterprise Rd. (Pond 2)

Basin Ref. #	Project #	Pond ID	Pond Site
13	01	WL58	NE Corner of McMullen-Booth Road & Pinehill Drive (Pond 3)
13	02	DE102	South side of Union Street, 700 ft. West of Elysium Drive
14	01	MWL54	West side Old Coachman, north of Sharkey Rd, S of Alligator Ck
21	03	WL92	North side of Drew Street, West of SPJC Tennis Courts
22	02	WL45	NW corner 58 Street & Whitney Road (Pond 1)
22	02	WL46	60' North of Pond 1 - Pond 2
22	04	WL47	SE Corner 60th Street N. & Roosevelt Blvd.
22	08	DE66	SW Corner 58th Street N. & Whitney Road
22	08	DE67	North side Whitney Road, North of DP15
22	08	DP15	South of Whitney Road, N of 166th
23	03	WL10	118th Avenue –West side of 40th Street N. - Pond 2
23	03	WL11	118th Avenue –West side of 40th Street N. - Pond 3
24	04	MWL4	121 <sup>st</sup> Avenue at 65th Lane N.
24	10	DP29	South side of Whitney Road -150' West of Bolesta Road
25	04	DP1	Pond 1/North end Southwinds
25	04	DP2	Pond 2/East side Southwinds - 500' N. Ulmerton Rd.
25	04	DP3	Pond 3/East side Southwinds - 300' N. Ulmerton Rd.
25	04	DP4	Pond 4/East side Southwinds - 200' N. Ulmerton Rd.
25	04	DP5	Pond 5/Northeast corner Ulmerton Rd. & Southwinds
26	03	DE1	NE of Cul-de-sac of 102nd St., N of 122nd Ave. N. (back of Lots 9 & 10)
27	05	WE15	SE Corner of 119th Street and 16th Avenue SW
27	07	SS5	South of 8th Avenue SW and East of Hickory Drive
28	01	DP9	Pond B (North side 100th Avenue from East Bay Street to E)
28	08	DE5	NE Corner 75th Avenue N & 140th Street N.
28	09	WL25	Outfall w/skimmer, Pond 200' S of 77th Ave., 200' W of 141st
28	10	DE10	Pond 5, East side 131st St. N, 150ft North of Hibiscus
28	10	DE11	Pond 6, East side 131st St. N, 50ft North of Hibiscus
28	10	DE12	Pond 7, Southeast corner 131st St. N & Hibiscus
28	10	DE13	Pond 8, South side of Hibiscus, 65' East of 131st St. N.
28	10	DE14	Pond 8A, South side of Hibiscus, 175' East of 131st St. N
28	10	DE15	Pond 9, Southside of Hibiscus, 175' East of 131st St. N

Basin Ref. #	Project #	Pond ID	Pond Site
28	10	DE16	Pond 10, Southwest corner of Hibiscus & 129th St. N.
28	10	DE17	Pond 11, NW corner Hibiscus & 129th St. N.
28	10	DE18	Pond 12, NE corner Hibiscus & 129th St. N.
28	10	DE19	Pond 13, West side of 129th St. N, 165' S of Hibiscus
28	10	DE20	Pond 14, East side of 129th St. N, 165' S of Hibiscus
28	10	DE21	Pond 15, West side of 129th St. N, 230' S of Hibiscus
28	10	DE22	Pond 16, Northeast corner of 129th St. N & Hibiscus
28	10	DE23	Pond 17, 100ft South of Poinsetta @ Dead end West of 129th St. N.
28	10	DE24	Pond 18, Southside of Poinsetta, 230' West of 129th St. N.
28	10	DE25	Pond 19, Southside of Poinsetta, 155' West of 129th St. N.
28	10	DE26	Pond 19A, Southside of Poinsetta, 115' West of 129th St. N.
28	10	DE27	Pond 19B, Southside of Poinsetta, 80' West of 129th St. N.
28	10	DE28	Pond 20, West side of 129th St. N, 30' South of Poinsetta
28	10	DE29	Pond 21, East side of 129th St. N, 30' South of Poinsetta
28	10	DE30	Pond 21A, Southside of Poinsetta, 80' East of 129th St. N.
28	10	DE31	Pond 22, Southside of Poinsetta, 300' East of 129th St. N.
28	10	DE32	Pond 23, Southside of Poinsetta, 570' East of 129th St. N.
28	10	DE6	Pond 1, East side 131 <sup>st</sup> St. N, 110' S of 74th Ave N.
28	10	DE7	Pond 2, East side 131 <sup>st</sup> St. N, 250' S of 74th Ave N.
28	10	DE8	Pond 3, East side 131 <sup>st</sup> St. N, 320' S of 74th Ave N.
28	10	DE9	Pond 4, East side 131st St. N, 480' S of 74th Ave N.
28	13	WL48	NE corner 77th Avenue N & 140th St. N (Ret. Basin A)
28	13	WL49	Between on-off Ramp at Gulf Blvd. (Ret. Basin B)
30	08	WL26	North side 65th Avenue N., 200' W of 31st Street N.
30	11	DE99	North of "T" end of 43rd Street, North at 60th Avenue N.
31	02	DE34	SE Corner Snug Harbor & Plaza Commercio Drive
31	02	DE35	North side Plaza Commercio Drive, 75' East of Snug Harbor
31	02	DE36	North side Plaza Commercio Dr., 95' East of Snug Harbor
31	02	DE37	North side Plaza Commercio Dr., 195' East of Snug Harbor
31	02	DE38	North side Plaza Commercio Dr., 285' East of Snug Harbor
31	02	DE39	North side Plaza Commercio Dr., 325' East of Snug Harbor
31	02	DE40	North side Plaza Commercio Dr., 355' East of Snug Harbor

Basin Ref. #	Project #	Pond ID	Pond Site
31	02	DE41	North side Plaza Comercio Dr., 505' East of Snug Harbor
31	02	DE42	North side Plaza Comercio Dr., 555' East of Snug Harbor
31	02	DE43	North side Plaza Comercio Dr., 605' East of Snug Harbor
31	02	DE44	South side Plaza Comercio Dr., 305' East of Snug Harbor
31	02	DE45	South side Plaza Comercio Dr., 395' East of Snug Harbor
31	02	DE46	South side Plaza Comercio Dr., 455' East of Snug Harbor
31	02	DE47	South side Plaza Comercio Dr., 535' East of Snug Harbor
31	02	DE48	South side Plaza Comercio Dr., 595' East of Snug Harbor
35	08	DE49	North side 50th Ave N, 200' West of 52nd St. N.
35	08	SS9	50th Avenue -300' West of 52nd Street N. (Replaces M38)
35	27	WE6	SW Corner 70th Avenue & 78th Street N.
35	30	WL36	Joe's Creek, from RR Trestle West for 1800'
35	35	WL110	North side of 52nd Avenue N. @ 70th Street (Pond 1)
36	05	DE51	Swale 1, North side 44th Avenue N., 250' West of 78th St. N.
36	05	DE52	Swale # 2, South side 44th Avenue N., 140' West of 78th St. N.
36	05	DE53	Swale # 3, North side 44th Avenue N., 125' West of 78th St. N.

## EXHIBIT 3

## ADOPTABLE PINELLAS TRAIL ADOPT-A-MILE SEGMENTS

Trail Mile	Decal Range	Trail Boundary Limits (From & To)	Assigned
1	0000-0024	Demens Landing/Bayshore Dr. to between 10 <sup>th</sup> St. & 11 <sup>th</sup> St.	
2	0024-0051	Between 10 <sup>th</sup> St. & 11 <sup>th</sup> St. to Between 24 <sup>th</sup> St. & 25 <sup>th</sup> St.	
3	0051-0068	Between 24 <sup>th</sup> St. & 25 <sup>th</sup> St. to 34 <sup>th</sup> St. / US Hwy 19	
4	0068-0091	34 <sup>th</sup> St. / US Hwy 19 to 46 <sup>th</sup> Street	
5	0091-0108	46 <sup>th</sup> Street to Braddock St. S. (east of 55 <sup>th</sup> Street)	
6	0108-0135	Braddock St. S. (east of 55 <sup>th</sup> St.) to La Plaza Ave. S., (east of 66 <sup>th</sup> St.)	
7	0135-0156	La Plaza Avenue S (east of 66 <sup>th</sup> St.) to 5 <sup>th</sup> Avenue N.	
8	0156-0178	5 <sup>th</sup> Avenue N. to 22 <sup>nd</sup> Avenue N.	
9	0178-0197	22 <sup>nd</sup> Avenue N. to 76 <sup>th</sup> Avenue N.	
10	0197-0216	76 <sup>th</sup> Avenue N. to 85 <sup>th</sup> Lane N. (west of Park St.)	
11	0216-0231	85 <sup>th</sup> Lane N. (west of Park St.) to 250 feet east of 95 <sup>th</sup> Street N.	
12	0231-0250	250 feet east of 95 <sup>th</sup> St. N. to 104 <sup>th</sup> St. N. / 62 <sup>nd</sup> Terrace N.	
13	0250-0270	104 <sup>th</sup> Street N. / 62 <sup>nd</sup> Terrace N. to about 550 feet west of 113 <sup>th</sup> St.	
14	0270-0289	About 550 feet west of 113 <sup>th</sup> St. to between 85 <sup>th</sup> Ave. & 85 <sup>th</sup> Terrace N.	
15	0289-0306	Between 85 <sup>th</sup> Terrace N. & 85 <sup>th</sup> Terrace N. to 99 <sup>th</sup> Ave. N.	
16	0306-0324	99 <sup>th</sup> Ave. N. to 114 <sup>th</sup> (about 1100 feet south of Walsingham)	
17	0324-0340	114 <sup>th</sup> (about 1100 feet south of Walsingham) to 130 <sup>th</sup> Avenue N.	
18	0340-0362	130 <sup>th</sup> Avenue N. to 11 <sup>th</sup> Court SW (about 1050 ft. south of 8 <sup>th</sup> Ave. SW)	
19	0362-0379	11 <sup>th</sup> Court SW (about 105 feet south of 8 <sup>th</sup> Ave. SW) to 4 <sup>th</sup> Ave. NW	
20	0379-0397	4 <sup>th</sup> Ave. NW to Ponce De Leon Blvd.	
21	0398-0414	Ponce De Leon Blvd. to 200 feet south of Corbett Street / A Street	
22	0414-0429	200 feet south of Corbett Street / A Street to Court Street	
23	0430-0447	Court Street to Cedar Street	
24	0447-0464	Cedar Street to Cardova Lane (300 feet south of Sunset Point Rd.)	
25	0646-0480	Cardova Lane (300 ft. south of Sunset Point Rd) to 420 feet south of Beltrees St.	
26	0480-0496	420 feet south of Beltrees St., to 140 feet north of Jackson Street	
27	0496-0511	140 feet north of Jackson Street to Mira Vista Drive	
28	0512-0528	Mira Vista Drive to 120 feet north of Trade Winds Drive	
29	0528-0545	120 feet north of Trade Winds Dr. to 700 feet south of Shore Drive/Orange St.	
30	0545-0562	700 feet south of Shore Drive/Orange St. to Pennsylvania Ave./Virginia Ave.	
31	0562-0580	Pennsylvania Ave./Virginia Ave. to about 150 feet south of Hidden Lake Blvd.	
32	0580-0597	About 150 feet south of Hidden Lake Blvd. to 200 feet south of Sage Road	
33	0597-0615	200 feet south of Sage Road to 350 feet south of Alt. US 19 underpass	
34	0615-0631	350 feet south of Alt. US 19 underpass to 600 feet south of Klosterman Road	
35	0631-0648	600 feet south of Klosterman Road to 1040 feet south of Meres Blvd.	
36	0648-0662	1040 feet south of Meres Blvd. to Cypress Street	
37	0662-0679	Cypress Street to Elfers Spur	
38	0679-0697	Elfers Spur to "end" 1050 feet north of Keystone Road	

**EXHIBIT 4**  
**SAMPLE**  
**LITTER REMOVAL AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between \_\_\_\_\_, hereinafter called the CONTRACTOR and \_\_\_\_\_, hereinafter called the ADOPTING GROUP.

**WITNESSETH**

WHEREAS the following general description of the Mile and/or Pond, including landmarks is:

\_\_\_\_\_  
\_\_\_\_\_

WHEREAS the State Legislature through the Solid Waste Management Act of 1988 (F.S. 403.4131, Section 55(l) has encouraged the implementation of litter removal programs such as the Adopt-A-Program.

WHEREAS CONTRACTOR is a non-profit environmental corporation, has been charged with developing and implementing the Adopt-A-XXX and is dedicated to implementing these incentive programs county-wide to motivate and educate citizens, local organizations, local governments, businesses and others interested in participating in litter prevention program activities.

WHEREAS the ADOPTING GROUP is desirous in adopting roadways and ponds maintained by the Pinellas County Public Works Department for the purpose of litter and debris removal,

NOW, THEREFORE, for the good and valuable consideration, the parties agree as follows:

**A. CONTRACTOR shall:**

1. Administer and provide countywide coordination of these programs.
2. Collect and evaluate clean-up and various other report forms.
3. Provide official Adopt-A-Program recognition for the Adopting Group.
4. Provide guidelines and safety materials, to include: safety presentation, safety vests, gloves, and instruction and litter bags prior to cleanup activities for use by Adopting Group, as needed.
5. Provide access to any secured property for litter removal purposes by coordinating with the Pinellas County Representative.
6. Provide and maintain liability insurance coverage for Adopting Groups as required by ITB document, Section C – Insurance Requirements, Paragraph (g).
7. Coordinate the erection of County provided Adopt-A-Program signage at the adopted area noting the Adopting Group name with Pinellas County.
8. Assist the Adopting Group in assuring compliance with all requirements under this Agreement and to ensure a successful program.

B. ADOPTING GROUP shall:

1. Adopt a minimum of 1 mile or 1 pond.
2. Remove litter and debris at least four (4) times each year, (preferred once each calendar quarter). One shall occur in the fall (September - October) to coincide with the International Coastal Cleanup and another in the spring (March - May) to coincide with the National Great American Cleanup, whenever practical.
3. Attend safety presentations/briefings and pre-task briefings prior to litter removal activities and ensure participants always wear safety vests .
4. Perform litter and debris removal in strict accordance with the environmental and safety requirements provided by Contractor as outlined in the safety briefing guidelines provided. All litter removal activities shall be during daylight hours and in good weather conditions.
5. Dispose of bagged trash properly and recycle appropriate debris.
6. Appoint an adult Group Representative for the Adopting Group with a minimum of one adult supervision per 5 youths. Youths must be at least eleven (11) years of age.
7. Notice Contractor at least seven (7) working days prior to your cleanup event, when possible.
8. Complete and send "Cleanup Data Sheet" to Contractor within five (5) days after the cleanup event.
9. Protect and respect all property and natural resources.

- C. The Agreement shall remain in effect for a two-year period. The Adopting Group may add miles or ponds to this Agreement prior to expiration by use of a "letter of amendment" as approved by Contractor. The Contractor or Adopting Group may terminate this Agreement for any reason upon thirty (30) days written notice. Contractor reserves the right to terminate this agreement for non-compliance with stated terms at any time.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed, the day and year first written above. They certify that they are familiar with the information contained in this agreement and that they possess the authority to execute this Agreement.

ADOPTING GROUP \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_ (GROUP Representative)

WITNESS: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)

CONTRACTOR

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Program Director)

**EXHIBIT 5****SAMPLE****RENEWAL LITTER REMOVAL  
AGREEMENT**

The ADOPT-A-PROGRAM AGREEMENT, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_, referred to as the CONTRACTOR and \_\_\_\_\_, referred to as the ADOPTING GROUP is changed as described herein.

The ADOPTING GROUP, by signature below, accepts a two (2) year renewal of the existing ADOPT-A-PROGRAM AGREEMENT.

Except as modified by this Renewal, all provisions of the original Agreement, shall remain in full force and effect. This Renewal is effective this \_day of \_\_\_\_\_ 20\_\_\_\_.

In support of this Renewal, the ADOPTING GROUP hereby requests the following items:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Copy of original Agreement               |
| <input type="checkbox"/> | Re-issue Official Adopt-A-Program Folder |
| <input type="checkbox"/> | Replacement Safety Vests. Quantity _____ |
| <input type="checkbox"/> | Replacement Gloves. Quantity _____       |
| <input type="checkbox"/> | Trash Bags                               |
| <input type="checkbox"/> | Litter Removal Forms                     |

ADOPTING GROUP Representative \_\_\_\_\_ Date \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ Date \_\_\_\_\_

**RENEWAL DECLINED**

The ADOPTION GROUP, by signature below, hereby declines to renew the ADOPT-A-PROGRAM AGREEMENT.

Group Representative \_\_\_\_\_ Date \_\_\_\_\_

***Note: If declining this renewal, then please indicate as such and return in the self-addressed envelope.***

**EXHIBIT 6****SAMPLE SIGN  
REQUEST**

Δ	Install new KEEP PINELLAS COUNTY BEAUTIFUL sign(s)
Δ	Remove KEEP PINELLAS COUNTY BEAUTIFUL sign(s)
Δ	Add sign: TO ADOPT PLEASE CALL XXX-XXXX
Δ	Replace sign with new sponsor sign: TO ADOPT PLEASE CALL XXX –XXXX
Δ	Change existing Sponsor sign (be specific)
Δ	Add Sponsor sign
Δ	Remove Sponsor sign
Δ	Other:
<b>Sign Location:</b> _____	
<b>Sample:</b> <i>North bound Forest Lakes Blvd. just North of Tampa Road and West/South bound Forest Lakes Blvd. just West of Traverner Circle (install new sign, sponsor sign and "To Adopt Please Call xxx-xxxx.</i>	
<b>Sponsor:</b> _____	
<b>Sample:</b> <i>Gateway Community Church Youth Ministry</i>	
Please return a copy of this memo to the County Representative upon completion of the requested action.	
<b>Date Completed:</b> _____	

It is preferable that this form be sent to the County Representative in an electronic format over the internet.

**EXHIBIT 7 SAMPLE**  
**ADOPTION RECORD - ADOPT-A-MILE / POND / TRAIL**

ADOPTING GROUP NAME		GROUP NAME FOR SIGN				CONTACT	
MAILING ADDRESS:							
PHYSICAL ADDRESS:							
ADOPTION DATE		Phone		FAX			
INSURANCE COMPANY				Expire Date			
		Individuals Trained				Initial Training Date	Last Training Date
TRAINING							
SITES ADOPTED		Reference #	Roadway/Pond/Trail Name	From	To	Miles / Acres	Date Adopted
							Status Active/Inactive/Dropped
LITTER PICKUP DATES & REPORTS		Pickup Date		Volunteer Quantity		Lbs. Collected (weighed)	
						Lbs. Collected (estimated)	
		1					
		2					
		3					
		4					
		5					
		6					
COMMENTS		Signs should be installed after 1 <sup>st</sup> Pickup Event					

Quarter of \_\_\_\_\_ to \_\_\_\_\_

[illegible]

# EXHIBIT 9 SAMPLE



Keep Pinellas Beautiful, Inc.  
5090 66th St. N, St Petersburg, FL 33709  
MONTHLY REPORT - LITTER CONTROL & EDUCATION PROGRAM  
SOLID WASTE DEPARTMENT

Reporting Period	[Date]
------------------	--------

1. Litter Removal Requests												
*Type: "LH" for Litter Hotline, "SCF" for SeeClickFix, "LM" for litter found from litter monitoring, "OT" for other litter removal requests **Outcome: "KP8," "FDOT," other various groups by name, or "Unknown" if litter was removed by an unknown party ***Disposal Location: "SH" for Scalehouse, "BC" for Business Collection, and "C" for contractor												
*Type	Date Reported	Reported Location	Description of Material	**Outcome	***Disposal Location	Date Disposed	Ticket Number	Weight (lbs.)	Tipping Fee	Days to Respond	Days until Removed	Notes

2. Litter Program Management - Litter Cleanup Activities			
Date	Cleanup Site	Volunteers	Pounds Disposed
Totals		0	

3. Litter Monitoring			
If litter removal request was submitted during a monitoring shift, add details of removal to Table 1.			
Date	Duration	Monitoring Location	Litter Removal Request Submitted?
Totals			

4. Educational Programs - Litter Awareness & Prevention Programs		
Date	Program Name	Audience Name
Totals		

5. Educational Programs - Waste Reduction & Recycling		
Date	Duration (includes setup & breakdown)	Type (presentation or event)
Totals		