



PARKS AND RECREATION ADVISORY BOARD CITY OF BAY CITY

**Thursday, August 7, 2025 at 5:00 PM
Parks and Recreation Office, 1209 10th Street, Bay City, Texas 77414**

AGENDA

CALL TO ORDER AND CERTIFICATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENTS

APPROVAL OF MINUTES

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

1. Parks and Recreation July Report
2. Upcoming Events
3. Review of Sports Association Permit

ITEMS/COMMENTS FROM BOARD MEMBERS

ADJOURN PARD ADVISORY BOARD MEETING

KEEP BAY CITY BEAUTIFUL COMMITTEE MEETING

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

4. Provisional Completion items to Become a Full Affiliate of Keep Texas Beautiful

ADJOURN KEEP BAY CITY BEAUTIFUL COMMITTEE MEETING

AGENDA NOTICES:

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers

that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

CERTIFICATION OF POSTING

This is to certify that the above notice of aa Parks and Recreation Advviory Board meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **August 4, 2025 before 5:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager’s office at (979) 245-2137.



BAY CITY PARKS & RECREATION

DEPARTMENT REPORT

JULY 2025

KPI's

PROGRAMS:

Senior-Cize	182
Fishing 101.....	1
Senior Fish (weather)	0

TOTAL: 183

EVENTS:

Freedom Fireworks	2,750
Great Texas Snowball Fight.....	31

TOTAL: 2,781

RIVERSIDE PARK

Colorado Cove	
Residents	19
Texas Residents	287
Out of State	34
Out of Country	0

TOTAL: 340

Wilderness Area

Residents	0
Texas Residents	2
Out of State	0

TOTAL: 2

Tejas Pavilion

Residents	3
Texas Residents	2

Colorado Cove Pavilion

Residents	0
Texas Residents	2

Group Primitive Area

Residents	0
Texas Residents	0

Other Areas

Day Use Passes236

Yearly Passes4

PAVILIONS

Amistad	3
Duncan	2
Liberty.....	0

Frahms Field 0

Le Tulle

Entire Park 1

Lakeview..... 6

Westside..... 2

Eastside 0

Mary Withers Volleyball Court 0

Community Park 0

Liberty Park 0

Sports Complex

Fields 1

Pavilion 1

MOPAC TRAIN DEPOT.....4

USO

North 0

South..... 0

Lobby..... 0

Auditorium..... 12

Entire Building..... 4

UPDATES:

LE TULLE PARK PERFORMANCE PAVILION

- Quoting Pavilion

SPORTS COMPLEX PROJECT

- Researching Alternate Sites

USO

- Working on landscape design with benches
- Landscape rock installation – July
- Auditorium AC replacement

MOPAC TRAIN DEPOT

RESERVATIONS

- Working on reservation brochure

LE TULLE PARK

- Prepping areas for wildflower seeding (seeding in

- June and October)
- Road work – parking areas and road by Country Club re-hab
- Quoting pavilion at Eastside

RIVERSIDE PARK

- Boat Launch silted in – one ramp is still usable
- Prepping areas for wildflower seeding (seeding in June and October)

LIBERTY PARK

- Gazebo repairs – working on specs and quotes for roof and rotted wood replacement
- Working on landscape design around Gazebo

LITTLE LEAGUE

- Water Line to fields – July
- Parking lot fenced

GIRLS SOFTBALL

- Fence Repairs
- Building Repairs- August
- Concession AC repaired

YOUTH SOCCER

- Association installing field fencing

DOWNTOWN

- Installed new trash cans

RECREATION

- Great Texas Snowball Fight (Go Wild)
 - 31 attendees
- Fishing 101
 - 1 attendee
- Senior Fish - Rained
 - 0 attendees
- Freedom Fireworks
 - 2,750 attendees
- Touch A Truck
 - Form on Website
 - Flyer
 - Press Release
- Setting Dates for 2025/2026 Events
- HomeTown Christmas Parade
 - Working on website form

PARKS & RIVERSIDE

- Working on Standard Operating Procedures

- Capital Planning
- Budget
- Working on Sign Standards
- Reviewing YSA Agreement
- Working on Downtown Landscape Plan

KEEP BAY CITY BEAUTIFUL (KBCB)

- Provisional Affiliate
- Committee Guideline Review

PARKS BOARD

- July 3rd No Quorum
- August 7th Next Meeting

COMMUNITY OUTREACH PROGRAMS

- October 8th – EAC
 - Senior Financial Exploitation Seminar

EVENTS/PROGRAMS:

Go Wild! – Great Texas Snowball Fight
 Saturday, July 5th
 Riverside Park

Fishing 101
 Saturday, July 12th
 Riverside Park

Senior Fish – Rained out
 Wednesday, July 9th
 Riverside Park

Freedom Fireworks
 Friday, July 4th
 Le Tulle Park

UPCOMING EVENTS:

Touch a Truck
 Saturday, September 13th
 Sports Complex

ONGOING PROGRAMS

SeniorCize
 Mondays/Wednesdays/Fridays
 8:30 a.m.
 USO

Go Wild
 1st Saturday of each month
 10 a.m.

Riverside Park
Saturday, August 2nd
All About Owls! Bark Owl craft
November 1st
Park Hikes

Fishing 101

2nd Saturday of each month
10 a.m. – 12 noon
Riverside Park

SeniorFish

2nd Wednesday of each month
10 a.m. – 12 noon
Riverside Park

TRAINING:

Monthly Safety Meeting – Radio Training

UPCOMING TRAININGS:

Mission
We strive to provide superior parks, facilities, programs and services to improve the quality of life for all while preserving City parks and natural resources that contribute to the safety, health, and enjoyment of our residents and visitors.

PHOTOS







A Community
Event for
All Ages

Touch-A-Truck

Saturday,
September 13th



10 a.m. - 2 p.m.
Exhibits, games, crafts,
Food Trucks

10 a.m. - 11 a.m.
Sensory Hour
No sirens or loud noises

SPORTS COMPLEX
2414 FM 3156



Got a cool vehicle to show off or a food truck to satisfy those
growling tummies?
Reach out to the Parks and Recreation Department
at 979-323-1660 or
parks-rec@cityofbaycity.org
to get in on the action!

Get Outside and Play in Bay City!





CITY OF BAY CITY PARKS & RECREATION DEPARTMENT

OFFICE HOURS: MONDAY - FRIDAY 8 A.M. - 5 P.M.
RESERVATION HOURS: MONDAY - FRIDAY 8 A.M. - 5 P.M.
FACILITIES RESERVATIONIST: (979) 323-1660
MAIN OFFICE (979) 323-1660

1209 10 STREET, BAY CITY, TEXAS 77414

HOME PAGE: WWW.CITYOFBAYCITY.ORG

FACILITY USE POLICY AND AGREEMENT

JUNE 2025

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SECTION 1. PURPOSE

- 1.1 This document sets forth the policies and procedures that govern allocation and use of City of Bay City (“City”) recreational facilities with the goal of fair, equitable and efficient allocation of use among all users.
- 1.2 The City develops and maintains recreational facilities, athletic fields, and parks to serve the residents of Bay City. Priority use of all City facilities is reserved for the public unless use is permitted to a Recognized User that developed and maintained the facility and fields. In that situation, public use is permitted and scheduled around the Recognized User’s Permitted Operations. Any reservation of City facilities will be limited and scheduled around normal operating hours.
- 1.3 The Parks and Recreation Department (“PARD”) is authorized to grant approval for usage and to schedule activities in accordance with the City’s established policies and procedures. The PARD will maintain a schedule for use of Citythe City facilities and has the authority to make changes to the schedule as necessary. This permitting process shall replace any and all agreements which are expired, terminated or in need of modification.

SECTION 2. DEFINITIONS

- 2.1 “City” means City of Bay City including officials and employees.
- 2.2 “Historical use” means a history established by the ongoing use of a specific facility by a group during a designated time frame or season that has occurred more than one season
- 2.3 “Non-Profit Organization” means a nonprofit organization if they are currently recognized as exempt from federal income tax under section 501 (c) of the Internal Revenue Code (IRC) or meets the requirements of the Nonprofit Organizations Policy and/or is another governmental agency.
- 2.4 “Non-Resident” means any individual who does not reside within the City municipal boundaries.
- 2.5 “Recognized Users” - are groups that have obtained Recognized Status as defined below.
- 2.6 “Non-Recognized Users” are groups or individuals that have not obtained Recognized Status as defined below.
- 2.7 “Recognized Status” means status is established through the submission of all documentation that support a group’s claim as a locally based, Non-Profit Organization within Matagorda County, and upon recognition becomes Users, as defined below.
 - A. “Recognized Closed Non-Profit Organized Youth Sports Associations” (“Closed YSA”) means a sports association that limits participation based on skill level, tryouts, or charges regular monetary dues.

B. “Recognized Open Non-Profit Organized Youth Sports Associations” (“Open YSA”) means a sports association open to all City of Bay City youths that meet the age, grade, or weight requirement.

- 2.8 “Sports Associations” means a group organized for the purpose of providing recreational athletic programs and opportunities.
- 2.9 “Users” shall mean any and all groups utilizing facilities regardless of recognized status.
- 2.10 “Manager” means the Manager of PARD
- 2.11 “Self-certification” requires that the Recognized User’s President attest in a notarized affidavit that the organization is in compliance with the provision the self-certification is provided for.
- 2.12 “Permitted Operations” means those Permissible Activities, as defined by Section 3 below, of a Recognized User which are scheduled according to the provisions of Section 6, below.

SECTION 3. PERMISSIBLE ACTIVITIES

- 3.1 Approved activities include organized athletic activities including related practices, games, tournaments, or instructional programs for Users.
- 3.2 Additional approved activities include classes, special events and rental by groups and businesses.
- 3.3 The hours of facility use for each facility will be determined by the City and are subject to change at the Manager’s discretion.

SECTION 4. PRIORITY OF USE

- 4.1 The City has a limited number of facilities available for use by Users. The City will use the following criteria and a priority schedule and/or permitting as follows:
 - a) City of Bay City programs and events
 - b) Bay City ISD events
 - c) Recognized Open Non-Profit Organized Youth Sports Associations
 - d) Recognized Closed Non-Profit Organized Youth Sports Associations
 - e) Matagorda County based ISD events
 - f) Resident, Non-Profit Adult Organizations
 - g) All other uses
- 4.2 In the event two organizations have established Historical Use, the group with the longer history of use will be given preference.
- 4.3 All other scheduling conflicts will be resolved at the Manager’s discretion.

SECTION 5. SPORTS ASSOCIATION RECOGNIZED STATUS

- 5.1 The following requirements must be met for a Sports Association to be approved by the City:
- a) Organization must be located in Matagorda County.
 - b) All Sports Associations must submit proof of not-for-profit status pursuant to §501(c) of the Internal Revenue Code or self-certify as a not-for-profit organization as a Bay City based organization. An organization's articles of incorporation or other documents shall be submitted with self-certification affidavit.
 - c) Self-certification that fifty-one percent (51%) of each organization's membership must include Bay City residents. Rosters of names and addresses of participants will be used to verify this percentage, and the organization shall permit inspection of the rosters upon the Manager's request. If a group has less than 51% City residents, athletic facility space will be allocated to those organizations based on Section 4, Priority of Use.
 - d) Provide a copy of the by-laws, policies, and regulations.
 - e) Proof of insurance as provided in Section 9, naming the City as an additional insured.
 - f) List of all board members which contains current contact information (phone number, email address and mailing address).
 - g) List of all coaches and coaching staff which contains current contact information (phone number, email address and mailing address).
 - h) Self-certification that a criminal background check on each board member, coach, coaching assistant, or related staff member indicating no adverse record.
 - i) The organization's written code of conduct for athletes, spectators, and coaches emphasizes the importance of good character and specifies ethical obligations and sportsmanship expectations.
 - j) Signed statement of athletic facility compliance.
- 5.2 Requests for recognized status may be submitted in conjunction with seasonal facility scheduling request.
- 5.3 Failure to maintain the required insurance shall result in the immediate cancellation of scheduled facility use.
- 5.4 The City reserves the right not to issue authorization for reservation approval or revoke authorization for reservations of groups that have demonstrated refusal to comply with these regulations. Subject to appeal process in Section 26.
- 5.5 Recognized Users will be required to resubmit an application annually to confirm compliance with the terms of this permit and status as an ISD or non-profit organization. Renewal of recognized status may be completed by self-certification that all requirements are still met. Any updated information that is required for recognized status shall be submitted with the affidavit along with the current insurance certificate.

SECTION 6. SEASONAL FACILITY SCHEDULING

- 6.1 All Recognized Users are required to submit a written request for seasonal use of facilities ninety (90) days prior to the start date of any requested facility use. Request for seasonal facility scheduling may be submitted in conjunction with requests for recognized status.
- 6.2 All requests for seasonal scheduling must include the following information:
 - a) Tryout, practice, and competition schedules.
 - b) Designated contact person and current information (daytime and evening phone numbers, email address and mailing address).
 - c) Signed statement of groups annual budget and finances.
- 6.3 All Users are required to notify the Manager of any changes in the above listed information within ten business days of change.

SECTION 7. FACILITY USE PERMIT BY NON-RECOGNIZED ORGANIZATIONS

- 7.1 Groups or individuals seeking reserved use of City athletic and pool facilities may do so by submitting a completed facility reservation form. Reservations are subject to the approval of the Manager and the following conditions:
 - a) The applicant must be a Bay City resident.
 - b) Request does not conflict with previously scheduled events or seasonal scheduling.
 - c) Request is made no more than thirty (30) days in advance and no less than five (5) days of requested date(s).
 - d) All fees must be paid five (5) working days in advance of the requested date(s).
 - e) Signed waiver of liability as set forth in Section 11.
 - f) Signed statement of groups annual budget and finances.
- 7.2 Facilities will be rented “as is.” Other arrangements (lane lines, backstroke flags, chalking, lining, dragging field, nets, flags, bases, etc.) are the responsibility of the applicant and at their expense.
- 7.3 Non-Recognized Users renting swimming pool facilities must install lane lines and backstroke flags prior to their scheduled practice time and meets and must remove lane lines and backstroke flags immediately after practice times and meets unless prior arrangements have been made with the Manager.
- 7.4 Applicant shall leave the facility in the same condition (i.e., if upon arrival, lines were chalked at a baseball field then lines must be re-chalked after use). Failure to comply with this provision may result in loss of future use and/or loss of deposit, if any was required.

SECTION 8. SPECIAL USE OF FACILITIES

- 8.1 The City reserves the right to host athletic leagues, special events and programs at all public facilities. Sports Associations will be notified in advance of any special events or programs that may conflict with their scheduled use.
- 8.2 Users must request approval to host clinics, workshops, or other programs to be conducted by a group other than the user. A written request must be submitted to the City ninety (90) days prior to the anticipated event date. Application made within ninety (90) days of the

anticipated event date may be approved with good cause. Users will be required to name the other group or agency as an additional insured on their insurance policy or provide proof of the other insurance provided by the outside organization sufficient to protect the interest of the City.

SECTION 9. INSURANCE

- 9.1 Recognized Users must provide proof of insurance in the minimum amount of \$1,000,000 for accidental death and dismemberment and \$100,000 accident and medical expense coverage.
- 9.2 The City named as an additional insured. Failure to maintain the required insurance shall result in the immediate cancellation of scheduled facility use.

SECTION 10. FACILITY USAGE FEES

10.1 Employee Assistance

All users will be required to pay \$15.00 per hour for usage when City Employees are needed to assist with an activity. An invoice for usage will be sent at the end of the season and the balance due is payable within 30 days of the date of the invoice.

10.2 Lifeguards

Swim Teams - State law requires that a certified or licensed lifeguard **and** a pool watcher (CPR and First Aid Trained) be on duty with proper rescue equipment during tryouts, swim practices, meets, and parties. **These must be in addition to coaches.** The Sports Association may hire their own lifeguards to work during practice and meets. Any guards hired by the Sports Association are NOT considered employees of the City of Bay City and therefore are not entitled to any employee benefits.

ISD Swim Teams - the City will require in lieu of lifeguards that coaches be AED, CPR and First Aid trained as well as have completed the American Red Cross Safety Training for Swim Team Coaches Course during **swim practices ONLY**. State law requires that a certified or licensed lifeguard **and** a pool watcher (CPR and First Aid Trained) be on duty with proper rescue equipment during tryouts, meets and parties. **These must be in addition to coaches.** The ISD may hire their own lifeguards to work during tryouts, parties, and meets. Any guards hired by the ISD are NOT considered employees of the City of Bay City and therefore are not entitled to any employee benefits. City lifeguards can be requested through the PARD at (979) 323 - 1660. The cost is \$35 per hour for two guards and one manager. Costs are subject to change based on the City's annual review.

10.3 Utilities

Water, Sewer, and Garbage will be paid for by the City.

Electric Utilities will be in the City's name. Organizations will pay 100% of the cost for electrical usage if new energy efficient field lights are installed. Otherwise, the organization will pay 50% of the cost of electric utilities.

Invoices with backup of usage will be sent monthly to the organization's physical address as well as the designated e-mail address.

If electric fees are not paid within 30 days the electric utility will be turned off. All fees must be paid before the permit is renewed.

If an organization is having issues with the payment of the invoices, the PARD should be notified of the issue and can request a payment plan. All the fees must be paid in full before the permit is renewed.

An organization can request (with fifteen-day notice) to have the electrical utilities turned off during the off season. The organization should inform PARD which electrical meters to turn off. A minimum of fifteen days' notice shall be given to have the electrical utilities turned back on.

Other utilities where the City is exempted from fees shall be provided at no cost to the User, otherwise, that utility shall be placed in the name of that User.

SECTION 11. WAIVER OF LIABILITY

- 11.1 All Users must sign a waiver of liability agreeing to indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of this agreement and/or arising out of a willful or negligent act or omission of the contractor, its officers, agents, and employees.
- 11.2 An original signed copy must be on file for review by the City prior to the start of any scheduled activity.

SECTION 12. FACILITY KEYS/LOCKS

- 12.1 When applicable, keys will be provided to the storage buildings, restrooms, and gates. A maximum of three (3) keys will be issued for a facility. The City reserves the right to rekey all buildings.
- 12.2 Unauthorized duplication of keys will result in the immediate revocation of current and future use.
- 12.3 All keys issued for seasonal facility use shall be returned within five (5) business days of the conclusion of the season. In the event access to facilities is required after the schedule seasonal use has ended, contact PARD Administration to arrange entrance to the facility.
- 12.4 The City shall be notified immediately in the event of lost or stolen keys. The City will immediately rekey the facility and the responsible Users will be invoiced for the cost of the rekeying. The amount will be due within thirty (30) days of the invoice.

- 12.5 If combination locks are used, the City requires the lock combination, or a City lock will be interlocked with the organization's lock with a separate City combination code.

SECTION 13. MAINTENANCE OF CITY FACILITIES

- 13.1 In order to conduct preventative maintenance or emergency repairs, the City reserves the right to close its facilities at any point during the year. All maintenance and repairs will be conducted at the discretion of the Manager.
- 13.2 The City is prohibited from providing maintenance or upkeep to property or facilities that are not owned by the City.
- 13.3 All Users will be responsible for and bear all costs associated with the operations and maintenance of all league, season or sport specific upkeep to the facility (i.e. lane lines, backstroke flags, chalking boundary lines, dragging infields, mowing, wind screens, batting cages, bleacher covers, screening, etc.) and shall furnish their own equipment, materials and supplies for operating their games and events (i.e. lane lines, backstroke flags, chalk, officials, bases, first aid kits).
- The associations shall be responsible for the maintenance of all fencing around the fields; the City shall be responsible for the fencing (if any) around the park.
- 13.4 All Users shall report any hazardous or dangerous conditions to the City.
- 13.5 All requests for maintenance or repairs must be submitted on a Service/Work Order Request form. Completed forms can be submitted by delivery to the main office, faxed to (979) 323-1672 or emailed to parks-rec@CityofbayCity.org. Emergency requests can be called in to (979) 323-1660. A copy of the form is attached.
- 13.6 All efforts will be made to make repairs to the facilities outside of the organization's operating season.
- 13.7 The City will make every effort to contact the organization prior to making repairs to the facilities. Exceptions: Organizations will not be contacted if mowing or other things outside the fence.
- 13.8 If your organization has volunteers to handle a repair, what repair and who is handling the repair needs to be communicated to the PARD Manager. Permits may be required for work. Any repairs to electric or plumbing should come through the City. Permit fees for City property will be waived.
- 13.9 A walk-thru of the facility will be done on a yearly basis with the Manager or designee before the permit is renewed. Repairs to be made by the City will be noted during the walk-thru will be entered in by Parks Management. The checklist can be found in Appendix B.

SECTION 14. STORAGE

- 14.1 The City may determine and allot limited storage building space each season based on availability and at the Manager's discretion.
- 14.2 The signed Waiver of Liability designated in Section 11.1 shall be construed to include any loss or damage related to equipment or materials stored on City property. An on-site facility inspection will be conducted prior to and at the end of each season.
- 14.3 The City reserves the right of entry at any time and reserves the right of priority use at all times.
- 14.4 Storage of flammable, hazardous, or toxic substances or material is prohibited.
- 14.5 All supplies and equipment must be stored in a manner that does not block access to facility equipment such as air conditioners, ice machines, breaker panels, filters, pump motors, chemical systems, and chemicals, etc. Written Notice of improperly stored items will be provided, and the responsible party will be given twenty-four (24) hours from receipt of notice to either remove all items from the storage area or rearrange items for compliance with this provision.
- 14.6 All air-conditioned facilities must be maintained at temperatures set by the City. Pool temperature will remain set at a settled upon temperature between all user groups. Only the Manager will change the temperature on the pool heater.
- 14.7 All supplies and equipment must be properly stored in designated areas.
- 14.8 All User's supplies and equipment (unless agreed upon) must be removed at the end of each season.
- 14.9 Any repairs stemming from damages incurred by the Users of the facilities will be repaired and invoiced to the Users. All payments will be due within thirty (30) days.

SECTION 15. CONCESSIONS

- 15.1 Users may operate their own food and beverage concessions provided that all applicable permits are obtained and all City ordinances, rules, and regulations, including but not limited to health laws are complied with.
- 15.2 Users must have their **Food Handlers Course Certificate to sell concessions at any facility.**
The Food Handlers Course can be taken on-line at <http://texas.foodhandlerclasses.com>.

SECTION 16. PARKING

- 16.1 The City will enforce all traffic and parking laws and regulations.
- 16.2 "No Parking" and Handicapped parking spaces/areas are designated by posted signs provided by the City and will be strictly enforced.

- 16.3 Except for emergency vehicles or delivery vehicles or maintenance equipment, no motorized vehicles are permitted outside of designated parking areas, storage facilities and roadways.

SECTION 17. RESTROOM FACILITIES

- 17.1 Restroom facilities or portable toilets are available at most City parks.
- 17.2 All Users are responsible for cleaning restrooms within a facility after each use.
- 17.3 The City will provide cleaning and maintenance at all other times.

SECTION 18. DESIGNATED CONTACTS

- 18.1 Each organization is to designate one (1) person as the main contact and one (1) backup contact for the organization. Phone numbers and e-mails are required for each person
- 18.2 The main contact will be the person to which PARD communicates with. The backup will only be contacted if the main person cannot be reached in a timely manner.
- 18.3 The designated contact will be who the City to contacts for maintenance walk throughs or when our maintenance needs to do work on facilities or infrastructure.

SECTION 19. EMERGENCY AND ACCIDENTS

- 19.1 All accidents requiring emergency medical attention shall be reported to the PARD Manager no later than the next business day.
- 19.2 After hours emergencies requiring immediate facility or property repairs should be reported to the Bay City Police Department at (979) 245 – 8500. The Police Department will notify on-call personnel of the emergency.

SECTION 20. SIGNS

- 209.1 All signs must be routinely inspected for damage and repaired, replaced, or removed within five (5) days if needed. Additionally at the end of each season signs should be reviewed for needed updates, repairs, or removal. An inspection will be done by the PARD Manager. For Users with year-round use, signs may remain up as long as they are routinely inspected for damage and removed, if necessary.

SECTION 21. VANDALISM

- 21.1 Users with access facilities are required to ensure all doors, windows, or any other point of entry are secured prior to leaving the building. Failure to do so may result in the City assessing the costs of vandalism repairs to the Users or revocation of use.
- 21.2 In the event of vandalism to City facilities, the City will conduct an investigation and if it determines that the Users failed to properly secure the building, the City may assess the costs of vandalism repairs to the user or non-recognized organization or revoke use of City facilities. A copy of the investigation shall be provided to Users at the completion of the investigation. If a disagreement arises regarding the investigation findings, the organization

may make a written appeal to the City by delivering the appeal to the City Secretary for placement on the next City Council Meeting Agenda in accordance with Section 26.

- 21.3 The City will not be responsible for replacing supplies or equipment or repairing any equipment that is not owned by the City.

SECTION 22. CAPITAL IMPROVEMENT PROJECTS

- 22.1 Sports Associations wishing the City to consider funding specific capital improvement projects should submit in writing a detailed description of the type of project for consideration (i.e., two additional youth soccer fields, new overhead lights at pools).

Written requests should be submitted to the Manager, by March 1, for consideration in the following fiscal years' program budget. The City of Bay City's fiscal year runs from October 1 - September 31. Approval of projects is based on priority needs and available funding as determined by the City of Bay City.

- 22.2 If the Association is planning Capital Improvement Projects that will be funded by the association, a written plan needs to be submitted to the City at least ninety (90) days prior to the implementation of the project. Any project must be approved by the City before proceeding with work and any and all necessary permits must be obtained prior to work.

The plan must include:

- Description of the project
- Design or layout
- Projected Costs
- How the project will be funded
- Will the work be contracted or done by the association
- Timeline
- Who will be responsible for maintaining the project.

SECTION 23. ENHANCEMENTS

- 23.1 Users will not install, build, or perform or any type of facility or property improvements without the express written consent of the City. Requests for improvements must be submitted in writing to the Manager at least ninety (90) days prior to the desired date of performing the improvement. All requests require the approval of the Manager.
- 23.2 Any improvements attached to a facility or real property (i.e., shelving, storage shed) shall be considered a permanent fixture and becomes the property of the City.
- 23.3 Any enhancements made by the association shall be maintained by the association.
- 23.4 The placement of temporary fixtures (i.e., portable lights, sports equipment, garbage cans) must also be approved prior to placement and use.

SECTION 24. GRANTS

- 24.1 Sports Associations may apply for grants to enhance the facility. Prior to grant submission, the Sports Association will need to submit to the City a description of the project, design or layout, projected costs, timeline, who will be responsible for maintaining the project, and the grant they are applying for to be approved by City Manager or City Council.

SECTION 25. FACILITY OPERATIONS FEE

- 25.1 Sports Associations shall be required to pay an annual fee of \$1,000 for an athletic field facility or \$3,000 for a pool facility to assist with operational costs.

SECTION 26. GENERAL REGULATIONS

- 26.1 Weather Policy: Facilities will be closed during storms and other inclement weather watches or warnings at the discretion of the Park Staff on duty. The facility will not open if such conditions are present. After the closure of a pool for such conditions, the pool will not re-open for a minimum of thirty (30) minutes after the last sight of lightning or hearing of thunder.
- 26.2 All rules must be followed by all participants, volunteers, coaches, board members and spectators. Rules may be found in Chapter 70 in the Bay City Code of Ordinances.
- 26.3 Pool Rules
1. Lifeguard must be present at all times pool is in use
 2. Walk - do not run
 3. Sports equipment in the pool must be approved by PARD Manager
 4. Only approved swimsuits allowed in pool - no cut-offs or leotards
 5. No food, drinks, or gum in or around pool deck area
 6. No glass containers allowed in the pool area.
 7. PETS ARE NOT ALLOWED IN THE POOL AREA, UNLESS:
 - a. They are on a leash.
 - b. They are documented as a service animal and documentation is provided upon request.
 - c. Any aggressive animals or animals off leash will be reported to animal control.
 8. The consumption of alcoholic beverages, tobacco products or use of illegal drugs by swimmers, volunteers, coaches, Managers, or spectators is prohibited in the pool area.
 9. Smoking is allowed outside of the pool facility but not within fifty feet of any fence or building.
- 26.4 Any uncorrected breach of rules or Facility policies shall be grounds for immediate termination of this Agreement and/or expulsion of user and user's guests, at the sole

discretion of the Manager, subject to section 26.

SECTION 27. EMERGENCY PROCEDURES

27.1 Sports Associations have an Emergency Action Plan in place and posted for the facility. This plan needs to include a signaling system to alert players of inclement weather or other dangers and locations of access for emergency vehicles.

SECTION 28. VIOLATIONS AND PENALTIES

28.1 The Manager or their agent reserves the right to terminate any tryout, practice or meet or revoke authorization for facility use if the User or any other group is in violation of any written policies and usage rules.

SECTION 29. APPEAL PROCESS

29.1 All applicants and Users shall follow this appeal process.

29.2 Appeals from decisions made by the Manager or agents shall be made to the City Council, in writing, and delivered to the City Secretary within fourteen (14) days of the notification of decision. The appeal shall be placed on the next available council meeting, unless otherwise negotiated by Users, Manager and City Secretary.

29.4 The decision of City Council is final.

**CHECKLIST FOR SPORTS ASSOCIATIONS
USE OF ATHLETIC FACILITIES**

- Application submitted 90 days prior to planned use.
- Application dates span no more than one season, six months duration (i.e., Winter, Spring, Summer, Fall, Jan-June, or July-Dec.) or one year.
- City of Bay City is named as an additional insured on the certificate of insurance.
- List of association's board of Managers is enclosed with names and addresses (YSA only).
- Tryout, practice, and game schedules are enclosed. Due prior to the start of the season.
- Contact person's name, title, address, home, and work phone numbers are included.
- Signed statement of athletic facility policy compliance is enclosed.
- Signed waiver of liability is enclosed.
- Hold Harmless Agreement
- 501c3
- Self-Certification of 51% living in Bay City
- Self-Certification of Coaches, Volunteers and Board of Managers Background Check
- Fees paid.
- Copies of Certifications (if required)
- Bylaws
- Keys/Codes issued – NA.

Signature of Parks and Recreation Manager

Date

Signature of Association Representative

Date

APPENDIX B

EMERGENCIES:

First aid equipment

Yes No

Police/Fire/EMS Access

Yes No

Telephones

Yes No

Emergency evacuation and response procedures in place and posted?

Yes No

Signaling system to alert players of inclement weather or other danger?

Yes No

Notes:

ATHLETE AREAS:

FIELDS

Playing surface is in proper condition

Yes No

Playing field(s) is free of debris, rocks, holes, water, etc.

Yes No

Proper clearance around field, pitch, etc.

Yes No

Out-of-bound areas are free of obstructions and protruding objects

Yes No

Playing area is clearly marked

Yes No

Are sprinkler heads protruding?

Yes No

Are backstops securely anchored?

Yes No

Is the fencing secure and free of sharp edges?

Yes No

Is backstop fencing in safe condition?

Yes No

Shrubs and trees – no branches hanging over walkways or play areas?

Yes No

Is there sufficient and safe space between each field event?

Yes No

Are properly designed, constructed and counter-weighted soccer goals used?

- Yes No
Equipment inspected (goals,nets,benches)for damage
 Yes No

FIELD LIGHTS

Lighting has been inspected/repaired by a certified electrician

- Yes No

All the lights are working

- Yes No

The light's beam adequately and uniformly covers the field

- Yes No

The lighting foot candles meet industry recommended specifications.

- Yes No

Poles in good shape?

- Yes No

If lights are out and poles are not in good condition – notate on map.

FENCES

Are perimeter fences and/or signs free of hazards (protruding wire, bolts, etc.)

- Yes No

Fences are securely set in the ground.

- Yes No

Fence posts are outside of the playing area.

- Yes No

There are no concrete footings exposed above ground.

- Yes No

Fencing is securely attached to its posts.

- Yes No

There are no large gaps in the fencing or between the ground and the fence.

- Yes No

There are no damaged areas that protrude, are sharp or loose.

- Yes No

DUGOUTS

Are benches in good shape?

- Yes No

No sharp objects protruding from fence inside the dugout?

- Yes No

BATTING CAGES

Electrical Outlets - GFI?

- Yes No

Pitching machine working properly?

- Yes No

Fencing in good shape?

Yes No

Windscreens/netting free of holes?

Yes No

Notes:

SPECTATOR AREAS:

Areas are free of slip, trip and fall hazards

Yes No

Water fountain areas are free of puddles; algae build up and/or mud

Yes No

Barriers to protect spectators are adequate and in good condition

Yes No

Area clean and free of debris

Yes No

Electrical wiring that runs across surface secured with tape

Yes No

Adequate separation between spectators and playing field

Yes No

BLEACHERS

Are there broken welds on deck or seat support brackets?

Yes No

Is there missing or bent cross angle hardware or supports?

Yes No

Are the bleacher seats in good condition?

Yes No

Are there adequate guardrails and handrails installed on bleachers?

Yes No

Is there accessible seating that meets ADA guidelines?

Yes No

There are no splinters or worn areas (wooden bleachers)

Yes No

There are no hazardous protrusions or sharp edges

Yes No

Appropriate signage with rules, appropriate behavior and deficient conditions.

Yes No

Notes:

PARKING LOT & ENTRANCES:

Lighting appears adequate

- Yes No

Walking areas are free of slip, trip and fall hazards

- Yes No

Transitional areas are clearly marked

- Yes No

Entrance/exit areas are accessible

- Yes No

Notes:

BUILDINGS

CONCESSION STAND

HVAC inspected yearly

- Yes No

Doors in good shape

- Yes No

Electrical Outlets working?

- Yes No

Outlets – GFI’s?

- Yes No

Lights in working conditions?

- Yes No

Windows in good condition?

- Yes No

Inspect Structural Integrity

- Yes No

Check Plumbing: Inspect pipes, faucets, and drainage systems for leaks or blockages

- Yes No

Roof and Gutter inspection

- Yes No

Working Vent Hood

- Yes No
- Concession equipment in working order?
- Yes No

MEETING ROOM

- HVAC inspected yearly
- Yes No
- Windows in good condition?
- Yes No
- Doors in good shape
- Yes No
- Indoor Lighting
- Yes No
- Inspect Structural Integrity
- Yes No
- Roof and Gutter inspection
- Yes No

PRESS BOX

If available, in good repair (with safe access, protective barriers, and adequate seating)?

- Yes No
- Electrical Outlets working?
- Yes No
- Outlets – GFI’s?
- Yes No
- Lights in working conditions?
- Yes No
- Windows in good condition?
- Yes No
- HVAC inspected yearly
- Yes No
- Doors in good shape
- Yes No
- Inspect Structural Integrity
- Yes No
- Roof and Gutter inspection
- Yes No

Notes:

RESTROOMS

Are sinks hot water controls working properly?

- Yes No

Toilets and urinals flushing and working properly?

- Yes No

Inspect pipes, faucets, and drainage systems for leaks or blockages

- Yes No

Is equipment properly stored and not a hazard?

- Yes No

Area is free of slip, trip and fall hazards?

- Yes No

Notes:

OTHER

Are scoreboards, if available, inspected annually and in good working order?

- Yes No

Grounds: Hedges, trees overgrown

- Yes No

Notes:

FOR CITY

PAINT AND REPAIR:

Any painting needs

- Yes No

Minor repairs to the appearance and functionality of the facility

- Yes No

REVIEW AGREEMENTS

Sports Usage Agreement/Permit

- Yes No Expires _____

Fees Paid

Yes No

Insurance

Yes No Expires _____

Waivers

Yes No

Certifications (if necessary, on file)

Yes No

Self-Certification of 51% and background checks

Yes No

Facility Audit

Yes No Date Conducted _____

YSA Contact Person

Yes No

Food Handlers Permit? (if selling concessions)

Yes No

Notes:

STATEMENT OF COMPLIANCE

I, _____ (President, Executive Manager) representative for
_____ (the Organization) have received and agree to abide by the procedures and
guidelines as established in the document “City of Bay City Facility Use Policies.”

SIGNED: _____

DATE: _____

ORGANIZATION WAIVER OF LIABILITY

The undersigned applicant, individually, and/or as agent for the organization known as,

does agree and shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney’s fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the resulting agreement and/or arising out of a willful or negligent act or omission of the Sports Association or Organization, its officers, agents, and employees. It is understood and agreed that the Sports Association and any employee or its contractor shall not be considered an employee of the City. The Sports Association or any of its employees shall not be within protection or coverage of the City’s workers’ compensation insurance, health insurance, liability insurance or any other insurance that the City from time to time may have in force and effect. City specifically reserves the right to reject any and all Sports Association’s employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City, harassing, or is found to interfere with the effective and efficient operation of the City’s workplace. In the event a claim would be made by any third party, including a member of an organized team, the undersigned individually, and/or as agent of any organization as herein named, agrees to fully cooperate with the City of Bay City, its insurance carriers or any other person or organization designated by the City to investigate such claims, and to provide such information as shall reasonably be necessary and/or required. In connection herewith, the organization also agrees to obtain from each member of the organized team a signed statement agreeing to hold the City of Bay City harmless from any claim whatsoever growing out of the use of City facilities.

SIGNATURE OF APPLICANT: _____

ORGANIZATION: _____

DATE: _____

SEASON: SUMMER FALL SPRING YEAR-ROUND (MUST HAVE A MINIMUM OF TWO FULL SEASONS A YEAR)

CITY OF BAY CITY, TEXAS
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
(This is page one of a two-page document)

1. In consideration for receiving permission to participate in the volunteer activities offered through City of Bay City (“the City”), including any activities within its Departments, programs, facilities or on any property or part within the City, I/we, _____ (individual/organization) hereby release, waive, discharge and covenant not to sue the City, its officers, servants, agents, employees and insurers, including but not limited to the Texas Municipal League Intergovernmental Risk Pool (hereinafter referred to as “releasee”) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releases, or otherwise, while participating in the activities, or while in, on or upon the premises where the activities are being conducted, while in transit to or from the premises, or in any place or places connected with the activities.
2. I/we am fully aware of risks and hazards connected with being on the premises and participating in the activities, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the activities, and I hereby elect to voluntarily participate in the activities, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks or loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a participant in the activities, whether caused by the negligent of releasee or otherwise.
3. I/we further hereby agree to agree and shall indemnify, save harmless and defend the City, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney’s fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the resulting agreement and/or arising out of a willful or negligent act or omission of the Sports Association or Organization, its officers, agents, and employees. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasee.

In signing this release, I acknowledge and represent that:

- A. I/we have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed.
- B. No oral representation, statements, or inducements, apart from the foregoing written agreement, have been made.
- C. I/we am at least eighteen (18) years of age and fully competent or if a minor my parent(s) or guardian(s), by their signatures below, indicate they have fully read and understand this waiver and indicate, on behalf of their minor child, their full and unqualified consent to the terms of this waiver; and

CITY OF BAY CITY, TEXAS
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
(This is page two of a two-page document)

- D. I/we execute this Release for full, adequate, and complete consideration fully intending to be bound by same.
- E. I/we acknowledge that I/we will not be entitled to any compensation for my services, I/we will not be an employee of the City, and I/we will not be entitled to any benefits from the City.
- F. I/we understand and agree that no particular hours of service are guaranteed for the volunteer work at the City's _____, that the City may determine at any time that is no longer needs such volunteer services performed, and that I may decide at any time to end my volunteer activities for the City.

Participant Signature: _____

Name Printed: _____

Signature of Parent or Guardian (if under 18): _____

Name Printed: _____

Witness: _____

Witness Name Printed: _____

Date: _____

Organization: _____

INTERNAL USE ONLY:

See Attachment - City listed as an additional insured verified.

Participation APPROVED:

By: _____

Title: _____

CAPITAL PROJECT REQUEST FORM

NAME OF FACILITY: _____

PROJECT NAME: _____

SUBMITTED BY: _____ TITLE: _____

ORGANIZATION NAME: CLICK _____

PROJECT PRIORITY (1, 2, AND 3 ETC): _____

ESTIMATED COST OF PROJECT _____

CONSEQUENCES IF NOT FUNDED: _____

DESCRIPTION OF PROJECT: _____

FACILITY RESERVATION FORM

APPLICATION DATE: _____

NAME OF ORGANIZATION: _____

REPRESENTATIVE'S NAME: _____ TITLE: _____

ADDRESS: _____

E-MAIL: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

FAX: _____

ATTACH LEAGUE SCHEDULE TO THIS FORM

RESERVATION CONFIRMED BY: _____
PARKS & RECREATION MANAGER

DATE: _____

RESERVATION ENTERED INTO CIVICREC:

SPORTS ASSOCIATION WORK REQUEST

ALL SPORTS ASSOCIATION REQUESTS FOR ANY SERVICE MUST BE PROPERLY SUBMITTED USING THIS FORM IN THE MANNER DESCRIBED BELOW FOR CONSIDERATION

FACILITY: _____

SPECIFIC MAINTENANCE ISSUE (BRIEF DESCRIPTION AND LOCATION):

REQUESTED BY: _____

ORGANIZATION: _____

CONTACT PHONE NUMBER: _____ OTHER PHONE/FAX: _____

E-MAIL: _____

REASON FOR WORK: _____

DATED NEEDED BY: _____

- WORK TO BE PERFORMED BY: CITY STAFF
(CHECK ONE) SPORTS ASSOCIATION STAFF
 OTHER (CONTRACTED)

APPROXIMATE COST TO THE CITY OF BAY CITY: _____

PLEASE SUBMIT FORM BY:
EMAIL TO: PARKS-REC@CITYOFBAYCITY.ORG
OR MAIL TO:
 BAY CITY PARKS AND RECREATION DEPARTMENT
 ATTN: PARKS AND RECREATION MANAGER
 1209 10TH ST.
 BAY CITY, TEXAS 77414

FORMS MAY BE PICKED UP AT THE PARKS AND RECREATION OFFICES LOCATED AT 1209 10TH STREET.

SPORTS ASSOCIATION WORK REQUEST
(PAGE TWO)

WORK ORDER SUBMITTED TO:

- PARKS AND RECREATION
- PUBLIC WORKS

DATE: _____

WORK ORDER COMPLETED

DATE: _____

COMPLETED BY:

- PARKS AND RECREATION
- PUBLIC WORKS

EXPENSES:

VENDOR	DATE	ITEM	COST

YSA NOTIFIED OF COMPLETED WORK ORDER

- YES
- NO

Provisional Affiliate CHECKLIST



The Provisional Affiliate Checklist is the final step to the Keep Texas Beautiful (KTB) affiliation process. In order to become an Official Keep Texas Beautiful Affiliate, please complete each step below and submit an electronic copy to KTB. Please note that the Intro to KTB Training and Affiliate Application must be complete **before** submitting the Provisional Affiliate Checklist.

Affiliate Name: Keep Bay City Beautiful

Primary Contact: Kelly Penewitt

Phone: 979-323-1660 Email: kpenewitt@cityofbaycity.org

It is important to review the KTB Affiliate Handbook provided to you before starting on the Provisional Affiliate Checklist. You can then use it as a reference for each step below.

Determine organizational structure and board membership
Create a structure that will enable you to be most effective (Section: Organizing Locally)
Date Completed: July 3rd, 2025

Prepare mission statement
Should be descriptive but brief. You may use the KTB mission statement as an example (Section: Organizing Locally).
Date Completed: January 28, 2025

Prepare bylaws, organization guidelines, or an ordinance/resolution
Key part in developing a sustainable organization (Section: Organizing Locally). Samples are provided in the Appendix and KTB can also help provide additional resources and examples.
Date Completed: Resolution - January 28, 2025

Get the facts about your community
This includes windshield surveys, community meetings and evaluations (samples included in Appendix).
Date Completed: _____

Establish a budget
This may be in-kind (sample budget included in Sections: Funding, Appendix).
Date Completed: _____

Develop an annual strategic plan for the first year of affiliation
Use mission to determine strengths and opportunities, set goals and develop a plan of action (Section: Planning for Success).
Date Completed: July 3rd, 2025

Create a list of community/volunteer organizations and local media
Be sure to include information for any groups or potential partners that may be able to assist you. The types of groups and media organizations will be unique to your specific community.
Date Completed: _____

Please submit this checklist along with copies of each supporting document to Keep Texas Beautiful via email at swalters@ktb.org.

COMMUNITY SURVEYS AND EVALUATIONS

Use these surveys to get an analysis of the current situation in your community. There are six different surveys and evaluations you can use to your advantage. Keep in mind that they are not scientifically based, but it is a good way to get an idea of where your community needs work. Some of the surveys require volunteers, while others can be done by board members or staff.

Community Improvement Checklist

Community: _____

Contact: _____ Date: _____

Mark the applicable answer to each question with a "no" answer indicating a need for improvement. Blank lines in each section allow you to add specific questions of concern for your affiliate.

General	Yes	No
Do the entrances to the community create a favorable impression to visitors?		
Are the areas along the entrances free from objectionable views such as dilapidated structures, junk cars, dead trees, fences down, etc.?		
Is the general appearance of the city neat and clean?		
Would a visitor be attracted to become a resident or business owner in the community?		
Streets/Sidewalks	Yes	No
Overall, are the streets free of litter and debris?		
Residential streets		
Downtown streets		
Business areas		
Overall, are the sidewalks free of litter and debris?		
Residential sidewalks		
Downtown sidewalks		
Business sidewalks		
Are sidewalks smooth and free from hazards?		
Parks, Playgrounds, Tourist Spots	Yes	No
Are the parks maintained in a neat condition?		
Are the trees in the parks in healthy condition without dead limbs or disease?		

Are buildings painted and in good repair?		
Is equipment painted and in good repair?		
Schools and Church Grounds	Yes	No
Is the landscaping at schools adequate?		
Is the landscaping at schools well-maintained?		
Does the maintenance at churches set a good example for the community?		
Are youth involved in planting and maintenance of the school grounds?		
Business Areas	Yes	No
Are the buildings well-maintained and painted?		
Are the windows clean?		
Is the area behind the buildings free of trash and debris?		
Is equipment and merchandise displayed in an orderly manner or screened from public view by a fence or other means?		
Cemeteries	Yes	No
Are the cemeteries well-maintained?		
Is the fence surrounding the cemetery in good condition and free of debris?		
Do the cemeteries have an adequate number of healthy trees?		
Homes/Neighborhoods	Yes	No
Are the homes in good condition and painted?		
Are the yards well-maintained?		
Are yards free from trash and debris?		
Are there junked cars parked in driveways or otherwise visible from public streets?		
Vacant Lots	Yes	No
Are vacant lots in business areas clean and free of weeds?		
Are vacant lots in business area maintained with no stacks of debris and/or junked vehicles?		
Are residential vacant lots mowed?		
Are residential vacant lots free of construction debris and other trash?		
Disposal Areas	Yes	No

	Are dumpsters screened from public streets?		
	Are dumpster areas clean and free of stacked debris?		
	Do business areas have defined disposal areas?		
	Are residential alleys or disposal areas defined?		
	Are business areas around disposal sites clean and free of debris?		
	Are recycling areas clearly defined from waste disposal areas?		

Community Windshield Survey

Based on the Keep America Beautiful Litter Index and Litter/Solid Waste Evaluation, volunteers will review areas in the community for overall litter conditions. An average is determined for each site based on 3-9 volunteer scores. The group should travel together so they are viewing the area under the same conditions.

Rank each site based on:

- Excellent - no litter or minimal litter
- Good - small amount of litter that could be collected by one person
- Fair - litter that would require an organized clean up
- Poor - heavy litter that would require heavy equipment or a large scale cleanup for the area

Business Area:

Location	Excellent	Good	Fair	Poor
Streets				
Sidewalks				
Vacant lots				
Driveways				
Parking lots				
Yards				
Alleys				
Loading docks				

Are trash receptacles: Adequate Inadequate Covered Overflowing

Are dumpsters: Screened from public streets Visible to public streets Clean Overflowing

Comments: _____

Park Area:

	Location	Excellent	Good	Fair	Poor
	Sidewalks around site				
	Sidewalks within site				
	Picnic Areas				
	Playgrounds				
	Parking lots				
	Planted Areas				
	Open Areas				

Are trash receptacles: Adequate Inadequate Covered Overflowing

Comments: _____

Residential Area:

	Location	Excellent	Good	Fair	Poor
	Streets				
	Sidewalks				
	Vacant lots				
	Driveways				
	Parking lots				
	Yards				
	Alleys				

Are trash receptacles: Adequate Inadequate Covered Overflowing

Are dumpsters: Screened from public streets Visible to public streets Clean Overflowing

Are disposal areas: Clean Littered

School Area:

Comments: _____

Location	Excellent	Good	Fair	Poor
Street				
Sidewalks				
Entrances				
Driveways				
Parking lots				
Yards				
Playgrounds				
Loading docks				

Are trash receptacles: Adequate Inadequate Covered Overflowing

Are dumpsters: Screened from public streets Visible to public streets Clean Overflowing

Shopping Center Area:

Location	Excellent	Good	Fair	Poor
Streets				
Sidewalks				
Planted areas				
Driveways				
Parking lots				
Alleys/Disposal Area				
Loading docks				

Are trash receptacles: Adequate Inadequate Covered Overflowing

Are dumpsters: Screened from public streets Visible to public streets Clean Overflowing

Comments: _____

Beach/Waterway Area:

Comments: _____

Location	Excellent	Good	Fair	Poor
Access roads				
Sidewalks/Paths				
Picnic Areas				
Parking lots				
Playgrounds				
Waterline				

Are trash receptacles: Adequate Inadequate Covered Overflowing

Are dumpsters: Screened from public streets Visible to public streets Clean Overflowing

Right-of-ways (curb to front yard)

From/To: _____

Source of Litter	Percentage
Improper waste putouts/set-outs	
Nearby food establishments	
Illegal dumping	
Motorists	
Pedestrians	
Uncovered vehicle	
Other:	

Comments: _____

Are trash receptacles: Adequate Inadequate Covered Overflowing

Comments: _____

Streets (in street or on pavement)

From/To: _____

Source of Litter	Percentage
Improper waste putouts/set-outs	
Nearby food establishments	
Illegal dumping	
Motorists	
Pedestrians	
Uncovered vehicle	
Other:	

Are trash receptacles: Adequate Inadequate Covered Overflowing

Railroad Area

From/To: _____

Comments: _____

Source of Litter	Percentage
Improper waste putouts/set-outs	
Nearby food establishments	
Illegal dumping	
Motorists	
Pedestrians	
Uncovered vehicle	
Other:	

Are trash receptacles: Adequate Inadequate Covered Overflowing

Community Before and After Evaluation

The purpose of this survey is to obtain a numerical count that will indicate the need for improvement in

Comments: _____

the community. A survey will be taken and then compared to a second survey completed after one year, or another time interval determined by the community. Like "before" and "after" photographs, the survey will assist a community in determining needs and progress. A numerical count for each neighborhood, business area, or other defined area should be indicated along with the date of the survey. Record specific addresses on another sheet that may be provided to city officials or inspectors.

Residential Survey Site(s): _____

Business Survey Site(s): _____

Park Survey Site(s): _____

School Survey Site(s): _____

Public Building Site(s): _____

Population _____ on Survey Date / / Population _____ on Survey Date / /

Category/Location	Total # Sites Surveyed	1 st Survey Date / /	2 nd Survey Date / /	Difference in Number +/-
Homes				
Need of repair and/or painting				
Need to be removed				
Other Buildings				
Need of repair and/or painting				
Need to be removed				
Yards				
Acceptable, clean appearance				
In need of mowing				
In need of trash/debris removal				
Fences				
Need repair				
Need to be removed				

Streets and Sidewalks				
Need weed control or mowing				
Need repair of street				
Need repair or leveling of sidewalk				
Need cleanup of area				
Parks, Playgrounds, Tourist Areas				
Need of repair or painting of equipment or structures				
Need mowing				
Needs trash/debris removal				
Vacant Lots				
Total number				
Need mowing				
Need cleanup				
Trees				
Dead and need to be removed from public property				
Need dead branches removed or tree pruned on public property				
Dead and need to be removed from private property				
Need dead branches removed or tree pruned on private property				
Business Buildings				
Need of repair or painting				
Need to be removed				
Public Buildings				
Need of repair or painting				
Need to be removed				
Schools				
Landscaping satisfactory and well maintained				

Community Ordinance & Education Survey

In analyzing ordinances, consider each question below and determine the relevance to your community's waste handling practices. *Note: Not all questions will be appropriate to all communities.* This document is based on the Keep America Beautiful, Inc. Litter/Solid Waste Evaluation.

Sources of Litter

Do your community's existing ordinances identify the major sources of litter?

Source	Yes	No
Motorists		
Pedestrians		
Uncovered vehicles		
Improper residential refuse putouts/set-outs		
Improper dumpster refuse putouts/set-outs		
Construction debris		
Loading areas		
Illegal dumping		

Do your community's present ordinances identify other potential sources of litter?

Source	Yes	No
Maintenance of sidewalks, alleys, and rights-of-way		
Recycling Collection sites		
Scavengers		
Placement of handbills		
Signs on utility poles		
Outdoor events		
Other:		

Responsibilities/Enforcement

Do your community's ordinances assign responsibility for maintaining property in a litter-free condition, including litter generated by other sources?

Individual	Yes	No
Homeowner/Tenant		
Businesses/Commercial Establishment		
Builder/Contractor		
Landowner (vacant lot)		
Landowner (adjacent public property or right of-way)		

Other:		
--------	--	--

Do your community's ordinances identify who has the authority to enforce the ordinances? List each group's responsibility next to the enforcement authority.

Enforcement Authority	Responsibility	Yes	No
Building Department			
Parks Department			
Health Department			
Fire Department			
Solid Waste/Public Works			
Code Enforcement			
Police Department			
Other:			

Collection Practices

What are the collection practices specified in your community's ordinance or contract for waste service?

Material	How Often is this Collection Practice Used? (weekly, bi-weekly, etc.)	Practice (from where and how such as bagged, in cans/containers, drop-off, curb)
Household Waste		
Commercial Trash		
Yard Waste		
Oversized Household Waste		
Household Hazardous Waste		
Recyclables		
Other:		

Receptacles

How many public litter receptacles (trashcans) are located in each of the following areas? Is the capacity or collection adequate?

Area	# of Receptacles	Adequate Capacity?	
		Yes	No
Primary Roads			
Secondary Roads			
Parks			
Picnic Areas			
Downtown Area			
Shopping Center			
Trails or paths			
Other:			
Other:			

EDUCATION PROGRAMS

Which of the following organizations participate in public education programs or would assist in education programs in the future?

Organization	Litter Prevention	Solid Waste Management	Beautification	Community Improvement
Chamber of Commerce				
Garden Clubs				
Women's Clubs				
Service Club				
Service Club				
Service Club				
Service Club				
Youth Group				
Girl Scouts				
Boy Scouts				
Camp Fire				
Church Groups				
Schools				
Merchant Groups				

Litter Attitudes Survey

Present this survey to your board members, to volunteers at an event, or at a community meeting to see what areas your organization can improve in.

We need your input in order to continue our successful program. Feel free to make additional comments. Please check "yes" or "no" to the following questions based on your personal experience.

Yes	No	Question
		In the past month, do you recall dropping a paper wrapper or similar small litter item on a street, sidewalk, or parking lot?
		In the past month, do you recall dropping a paper sack, cup or similar litter item on a street, sidewalk, or parking lot?
		Do you think the community has a litter problem?
		In your opinion, do you think the streets have more visible litter than one year ago?
		In your opinion, do you think the downtown area has more litter than one year ago?
		Do you feel that you are helping to reduce litter in the community?
		Do you feel that you help influence others in reducing litter in the community?
		Are you familiar with the "Don't Mess with Texas" campaign?
		Are you aware that the message is part of an anti-litter campaign?
		Have you ever heard of Keep Texas Beautiful?
		Have you ever heard of Keep America Beautiful?
In your opinion which of the following could be a source of litter:		
		Motorists
		Pedestrians
		Construction Sites
		Uncovered Trucks
		Household Trash
		Commercial Dumpsters
		Loading Docks
		Boaters

Age: ___ under 11 ___ 12-16 ___ 16-24 ___ 25-36 ___ 37-45 ___ 45- 60
 ___ 60-75 ___ 75+

Needs Assessment Checklist

Organization - General	Adequate	Needs Improvement	None
Current and communicated statement of Purpose/Mission			
Current and communicated statement of guiding principles			
Functional set of bylaws			
Annual review of bylaws			
Annual review of programming			
Board of Directors	Adequate	Needs Improvement	None
Board establishes policy			
Receives adequate information for policy deliberations			
Active Executive Committee			
Board Members personally involved in programs and activities			
Board minutes distributed to each Board Member			
Year-round Board Nomination Committee			
Written job descriptions and expectations for Board Members			
Orientation & training for new Board Members			
Regular scheduled Board Meetings			
Board Member attendance at meetings			
Systematic rotation of Board Members			
Annual Board Member evaluation			
Personal financial support by Board Members			
Committee	Adequate	Needs Improvement	None
Board Members active participation on Committees			
Ad-hoc Committees to handle one-time projects			
Recruit non-board members for committees			
Committee job descriptions			
Committee's specific goals and objectives			
Committee tasks outlined and delineated			
Communication between Committees			

Outreach Programming	Adequate	Needs Improvement	None
Community outreach -youth			
Community outreach -senior citizens			
Community outreach – other organizations			
Community outreach – elected officials			
Volunteers/Workers	Adequate	Needs Improvement	None
List of volunteer opportunities			
Communication with volunteers			
Volunteer job descriptions, including cleanup volunteers			
Recruitment of new volunteers			
Volunteer orientation and training			
Volunteer "rewards" dinner, prizes, etc.			
Volunteer evaluation			
Planning	Adequate	Needs Improvement	None
Written statement of goals and objectives			
One-year plan (short term)			
Three-year plan (medium term)			
Five-year plan (long term)			
Annual evaluation of past year's accomplishments and setbacks			
Annual review of goals and objectives and revision of future plans			
Finances	Adequate	Needs Improvement	None
Financial planning and goal setting			
Budget preparation process			
Budget monitoring			
Cash flow projections/monitoring			
Annual audits			
Monthly financial statements			
Fundraising Program	Adequate	Needs Improvement	None
Assistance from volunteers			
Training of volunteers/Board for fundraising			
Potential donor list			

Planned, active expansion of donor base for funds, in-kind support			
Board Members financial or in-kind support			
Special events			
Donation recording system			
Donation acknowledgment system			
Communication with donors			
Membership Marketing/Campaign (If Applicable)	Adequate	Needs Improvement	None
Annual membership marketing plan			
Stated earned income goals			
Mailing list -current			
Mailing lists - other organizations (gardening, civic, partners)			
Campaign kick-off event			
Active involvement by Board Members			
Public Relations	Adequate	Needs Improvement	None
Annual public relations plan and budget.			
Understanding and communicating organization position and responsibilities within the community			
Organized means for receiving and evaluating feedback from various sources			
Speakers Bureau (Speak to groups and organizations)			
Coordination with Marketing & Fundraising Committees			
Production of season brochure.			
Newsletter			
Advertising			
Community awareness			

ORGANIZATIONAL FORMS AND WORKSHEETS

Organizational Goal/Objective Worksheet

Organization's Mission Statement:

Goal:	
Objective 1:	Tasks: Timeframe: Performance Measures:
Objective 2:	Tasks: Timeframe: Performance Measures:
Objective 3:	Tasks: Timeframe: Performance Measures:

Sample Project/Program Evaluation Form

Evaluation examines the design, processes, implementation and outcomes of a program. It enables an organization to deliver services, demonstrate impact, and provide information for future improvements.

YOUR ORGANIZATION

[Select Date]

Project Name		Project Sponsor	
Project Coordinator		Date of Event/Project	
Project Goal			
Estimated Start Date		Estimated End Date	

Project Description

This activity has the following subtasks:

<Task #1: Brief description of task>

<Task #2: Brief description of task>

<Task #3: Brief description of task>

Completion Criteria

<i>Briefly describe the required criteria that determines if this activity is complete.</i>
<i>Note that there is a separate section in this form where you can describe the overall completion criteria for the project</i>

Deliverables

List or summarize all specific deliverables resulting from this activity.

- Deliverable #1

- Deliverable #2
- Deliverable #3

Estimated Budget for Project

Your organization should have a budget for the project/program/event. You can use this section to determine how well you are staying on budget.

Project Costs

Item/Service	Qty.	Estimated Hours	Budgeted Cost	Actual Cost
1 <Description>				
2 <Description>				
3 <Description>				
Total				

Donated Goods and Services

Item/Service	Qty.	Estimated Hours	Budgeted Cost	Estimated Cost
1 <Description>				
2 <Description>				
3 <Description>				
Total				

Estimated Value of Volunteers

Be sure to keep track of the number of volunteers you have and the hours they worked.

Date	Description of Work	Total Volunteers	Estimated Hours	Value of Volunteer Hours (according to independent sector)	Value of Volunteers
Total					

Publicity gained from Project

List links to article, media exposure, and/or social media exposure for project below.

Community Reaction/Participation

Describe the positives and negatives of the project according to volunteers and the general public.

Future Projects

Would you recommend doing this project again? Why or why not?

List recommendations or other useful information for future projects similar to this one:

-
-
-
-
-

The most successful outcome from this project:

--

Sample Budget

Income	Cash				Total
Fundraising	5000				
Grant(s)	5000				
Citizen donations	1000				
County	1500				
Membership	2500				
Total	15000				
Expenses	Cost		Inkind Donations		
Office			6000		
Telephone	700				
Supplies	400		400		
Affiliation Fee	175				
Insurance	600				
Equipment	1500		1500		
Educational Materials	8500		8500		
Printing	500		500		
Events	1500		1500		
Professional Services			3000		
Travel	500				
KTB Conference	500				
Total	15775		21400		36175

Social Media Tools

Social Media Messages Template

Facebook	Twitter
<p>[Affiliate name] is now a part of the ever growing @Keep Texas Beautiful network!</p> <p>We're making [community name] beautiful one step at a time!</p>	<p>Come out and show your support for [affiliate name] and volunteer for [event name]!</p> <p>@KeepTXBeautiful</p> <p>[add link to volunteer sign up]</p>
<p>Sign up to volunteer for [event name] and help continue to make [community name] beautiful!</p> <p>[add link to volunteer sign up]</p>	<p>[Affiliate name] is officially a part of the powerful @KeepTXBeautiful network!</p> <p>We're making [@affiliate name] beautiful one step at a time!</p>
<p>Thanks to our wonderful volunteers for coming out on [day of event] and helping [pick up litter/plant trees/restoring homes/etc]! We couldn't have done it without you!</p>	<p>How do you keep [community] beautiful? Share your story!</p> <p>#keep[communitybeautiful]</p>
<p>How can you get out and enjoy this AMAZING weather with family and friends while also making a lasting impact on [community]? Join us on [date] for [list activity]</p>	<p><i>[Affiliate Name]</i> is so happy to be a part of such a powerful volunteer network! @KeepTXBeautiful #makingadifference</p>
<p>Get involved and give back to your local community! Find upcoming volunteer opportunities and sign-up today!</p> <p>[link to volunteer signup page]</p>	<p>Find what makes [community] beautiful and share it with [affiliate name] by posting to our page and using the hashtag #keep[community]beautiful!</p>

Social Media Ideas

Start a fact campaign! Every week post a new fact about a certain theme.

Some ideas of themes could be:

- Tree Facts – to promote Arbor day
- Ecosystem Facts – to promote Earth Day
- Litter Facts – to use during GAC and DMWT Trash Off
- Water Conservation and/or Pollution Facts – to promote waterway cleanups or storm drain labeling
- Recycling and/or Waste Pollution Facts – to promote America Recycles Day, Recycle Bowl, or RecycleMania



Trees keep our watershed clean by reducing stormwater runoff!

Create a pledge campaign that will get people talking about your cause. For a fun contest, enter those who pledge into sweepstakes to win a cool prize!

Some ideas for pledge campaigns are:

- Pledging to recycle
- Pledging to keep [your community or Texas] beautiful
- Pledging to conserve water
- Pledging to pick up litter – some organizations have their community pledge to pick up 5 pieces of trash a day

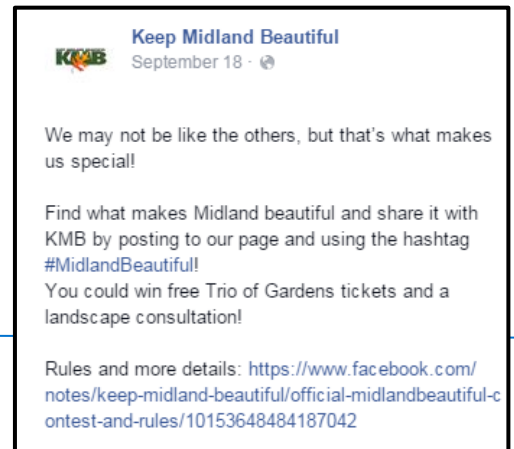


Start an engagement campaign where followers can

share their stories, photos, or ideas! A brand engagement campaign encourages both loyal fans and potential new followers to like, share, comment on and contribute to your narrative. Ask your followers a question and have them answer by posting a photo, story, or idea and adding your designated hashtag.

Examples include:

- How do you keep [community or Texas] beautiful?
- What will you do to reduce your eco footprint?
- What do you love about [name of community]?
- With an eco-friendly lifestyle lending to the ability to create, how do you upcycle?





Start a monthly campaign to highlight community members supporting your organization – volunteers of the month, yard of the month, campus of the month, etc. This is a great way to tell a story. Plus, the people and organizations you

highlight will share your posts with their audiences.

Don't forget to post lots of pictures of the efforts of your community!



RESOURCES

Below are some organizations that may be able to help you in your mission. These are just a handful of national and state-level organizations, associations, government agencies, and others.

National Resources

American Community Gardening Association

The ACGA supports community gardening by facilitating the formation and expansion of state and regional community gardening networks; developing resources in support of community gardening; and, encouraging research and conducting educational programs.

www.communitygarden.org

American Forest Foundation

AFF works nationwide and in partnership with local, state and national groups to address ecological and economic challenges that require the engagement of family forest owners.

www.forestfoundation.org

American Association of Code Enforcement

The American Association of Code Enforcement is a national nonprofit association representing the profession of code enforcement.

www.aace1.org

Arbor Day Foundation

A 501(c)3 nonprofit conservation and education organization inspiring people to plant, nurture, and celebrate trees through their many programs.

www.arborday.org

College and University Recycling Coalition

A 501(c)3 non-profit organization facilitating the exchange of technical knowledge and best practices for recycling and waste reduction programs among institutions of higher learning.

www.curc3r.org

Environmental Protection Agency

Provides grants and other resources to state environmental programs, non-profits, educational institutions, and others to achieve their overall mission: protect human health and the environment.

www.epa.gov

GameWarden.org

The mission of everyone at GameWarden.org is to promote the good works of the dedicated individuals who protect wildlife and natural resources, and to be the most reliable and comprehensive educational resource about the career of a game warden.

www.gamewarden.org

Institute for Local Self-Reliance

ILSR works with citizens, activists, policymakers and entrepreneurs to design systems, policies and enterprises that meet local or regional needs; to maximize human, material, natural and financial resources; and to ensure that the benefits of these systems and resources accrue to all local citizens.

www.ilsr.org

International Downtown Association

IDA provides tools, intelligence and strategies for creating healthy and dynamic centers that anchor the well-being of towns, cities and regions of the world.

www.ida-downtown.org

National Audubon Society

Provides science, education, and policy expertise to advance their efforts ranging from protection and restoration of local habitats to the implementation of policies that safeguard birds, other wildlife, and the resources that sustain us all—in the U.S. and across the Americas.

www.audubon.org

National Council of Non-Profits

A resource for America's nonprofits that identifies trends, shares proven practices, and promotes effective solutions.

www.councilofnonprofits.org

National Wildlife Federation

NWF works to improve federal and state policies that will improve wildlife conservation on hundreds of millions of acres of public, tribal and private lands, including thousands of miles of streams, rivers, lakes and coastlines across America.

www.nwf.org

Ocean Conservancy

Ocean Conservancy mobilizes citizen advocates to facilitate change and protect the ocean for future generations.

www.oceanconservancy.org

Points of Light

Points of Light is an international nonprofit, nonpartisan organization headquartered in the United States dedicated to engaging more people and resources in solving serious social problems through voluntary service.

www.pointsoflight.org

Recyclebank

Recyclebank partners with communities and waste haulers around the country to reward residents for recycling.

www.recyclebank.com

The Ceres Coalition

The Ceres Coalition works to promote sustainability by moving companies, policy makers and other market players to incorporate environmental and social factors into their decision-making and to mobilize investor and business leadership to build a thriving, sustainable global economy.

www.ceres.org

The Nature Conservancy

The Nature Conservancy is the leading conservation organization working around the world to protect ecologically important lands and waters for nature and people.

www.nature.org

U.S. Green Building Council

The USGBC is the nation's foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable, and healthy places to live and work. LEED is a program of the U.S. Green Building Council.

www.usgbc.org

US Composting Council

The US Composting Council is involved in research, training, public education, composting and compost standards, expansion of compost markets and the enlistment of public support.

www.compostingcouncil.org

US Department of Agriculture

The USDA provides resources for agriculture, natural resources, rural development, and preservation.

www.usda.org

Waste Management

Waste Management is a leading provider of comprehensive environmental solutions services in North America, serving more than 21 million customers in the U.S. and Canada.

www.wm.com

Earth 911

Guide to local resources including recycling centers, how to recycle, pollution prevention, and how help protect the environment.

www.earth911.com

Lady Bird Johnson Wildflower Center

The Wildflower Center conducts innovative native plant research, develops comprehensive educational materials and consults on landscape development projects of all sizes to capitalize on the ability of native landscapes to improve communities.

www.wildflower.org

State of Texas Alliance for Recycling

A 501(c)3 recycling organization who works with a variety of recyclers to increase recycling rates in Texas.

www.recyclingstar.org

Texas A&M AgriLife Extension

The AgriLife Extension delivers research-based educational programs and solutions for all Texans.

www.agrilifeextension.tamu.edu

Texas A&M Forest Service

Charged with supporting and directing all forestry-related efforts in the state, the Forest Service offers a wide range of resources for Texans looking for help planting trees and landscaping their communities.

www.texasforestservation.tamu.edu

Texas Association of Nonprofit Organizations

TANO is a statewide membership association that helps nonprofits to manage and lead more effectively, collaborate and exchange solutions, and achieve greater impact in their communities.

www.tano.org

Texas Commission on Environmental Quality

Provides resources to protect the state's public health and natural resources consistent with sustainable economic development.

www.tceq.texas.gov

Texas Downtown Association

The Texas Downtown Association fosters development and revitalization to enhance the economic vitality of Texas downtowns and neighborhood commercial districts by providing resources, networking opportunities, education and advocacy.

www.texasdowntown.org

Texas Historical Commission

The THC is the state agency established to protect and preserve the state's historic and prehistoric resources for the use, education, enjoyment, and economic benefit of present and future generations.

www.thc.texas.gov

Texas Illegal Dumping Resource Center

Enforcement resources for Texas cities and counties.

www.tidrc.com

Texas Main Street Program

The Texas Main Street Program, part of the Texas Historical Commission's Community Heritage Development Division, helps Texas cities revitalize their historic downtowns and neighborhood commercial districts by utilizing preservation and economic development strategies.

www.thc.texas.gov/preserve/projects-and-programs/texas-main-street

Texas Municipal League

A non-profit association which exists solely to provide services to Texas cities through legislative, legal and educational efforts.

www.tml.org

Texas Natural Resources Information System

Provides Texas agencies and citizens with natural resource data, census data, data related to emergency management, and other socioeconomic data.

www.tnris.org

Texas Parks and Wildlife Department

The TPWD's mission is to manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing, and outdoor recreation opportunities for the use and enjoyment of present and future generations.

www.tpwd.texas.gov

The Texas General Land Office

The Texas General Land Office primarily serves the schoolchildren, veterans, and the environment of Texas. The agency does so by preserving our history, maximizing state revenue through innovative administration, and through the prudent stewardship of state lands and natural resources.

www.glo.texas.gov