



*The City of Baytown Health Department  
&  
Baytown Beautification Advisory Commission (BBAC)*

*P.O. Box 424, 220 W. Defee St., Baytown, TX 77522-0424  
Phone: (281) 420-5384 Fax: (281) 420-7184*

## **Adopt-A-Site Introduction**

**Texas** is home of the world's first adopted highway. The citizens of Tyler adopted the first stretch on U.S. 69 in 1985. Most of the other states, as well as three other countries, have since copied this grassroots volunteer program.

We desire to duplicate the success of the world's first adopted site system. The City of Baytown – Litter Abatement Program – BBAC - “Adopt-A-Site” corner, street, neighborhood or park is simple.

### **Basically:**

- **Texas highways can only be adopted through TXDOT. Other sites within Baytown City limits are adopted through the Baytown Health Dept.**
- **A group adopts a site within the Baytown city limits for two years.**
- **The group agrees to clean or pick up litter along the site AT LEAST QUARTERLY EACH YEAR.**
- **The BBAC/Health Dept. will place Adopt-A-Site sign(s) at the site with the group's name on it.**

By signing up, you'll add another “*bragging point*” to your organization's list of community activities for the City of Baytown.



## **ADOPT-A-SITE PROGRAM ADOPTION AGREEMENT TERMS AND CONDITIONS**

The City of Baytown Beautification Advisory Commission & Health Department, hereinafter called the “BBAC/Health Dept.” and the requesting organization or individuals, hereinafter called the “Group” recognizes the need and desirability of litter free sites and is entering into this Agreement to permit the Group to contribute toward the effort of maintaining litter-free streets and other sites within the city.

### **I. The Group, Both Jointly And Severally, Acknowledges The Hazardous Nature Of The Work And Agree, Both Jointly And Severally, To The Following Terms And Conditions:**

#### **General:**

- All Group participants agree to obey and abide by all laws and regulations relating to safety and such other terms and conditions as may be required by the BBAC/Health Dept. for special conditions on particular adopted sites.
- The Group shall appoint or select an authorized representative to serve as spokesperson for the Group in all dealings with the BBAC/Health Dept.
- The Group shall be required to adopt for a **MINIMUM OF TWO (2) YEARS**.
- The Group shall have the option of renewing the agreement subject to the approval of the BBAC / Health Dept. and the continuation of the Adopt-A-Site Program.

#### **Cleanup:**

- The Group shall pick up litter at least **QUARTERLY** for a period of 2 years. It is desired that one of these pickups occur during the Health Department’s annual “Trash Off” event, usually occurring in April.
- The Group shall timely report to the BBAC through the Health Dept. (form provided), within one week, the following information after each cleanup: (1) the date of the cleanup; (2) the number of volunteers involved; (3) the total number of hours worked; and (4) the number of garbage bags collected.
- The Group shall not subcontract or assign its responsibilities to any other group, organization or enterprise without the express written authorization of the BBAC/Health Dept.

**Safety recommendations:**

- It is recommended that all cleanup activities begin with a review of the general safety precautions applicable to this type of work. Suggestions: traffic safety, etc...
- When participants are 15 years of age or younger, the Group shall furnish adequate supervision by one or more adults.
- The Group shall maintain a first aid kit and adequate drinking water while on the adopted site.
- The Group shall neither possess nor consume alcoholic beverages while on the adopted site.

**II.**

**The BBAC/Health Dept. Agrees  
To The Following Terms and Conditions:**

- The BBAC & Health Department shall work with the Group to determine the specific site to be adopted.
- The Health Department shall provide and erect sign(s) with the Group's name or acronym displayed, as approved by the Health Department.
- The BBAC & Health Department shall provide a starter packet of a maximum of 10 sets of safety vests, gloves, trash bags and performance report form to newly approved Groups. Packets may be picked up at the Health Dept., 220 W. Defee St. location.
- Groups are responsible for disposal of all materials collected.

**III.**

**Additional Terms And Conditions:**

The Group will be required to complete a simple "Performance Report" form for each cleanup. Four forms will be supplied to the Group in starter packets. The performance report is to be returned to the address/fax number shown on the form in order to maintain proper records. Additional forms may be printed by The Group for the second year, or as needed.

The Group acknowledges that the Health Department is generally prohibited by law from expending any funds, directly or indirectly, for the purpose of influencing the outcome of any election or the passage or defeat of any legislation. The Group agrees if any actions by the Group relative to the performance of this agreement are determined to be contrary to any legislative restrictions or any restriction on the use of appropriated funds for political activities, the Health Department, at its sole discretion will take any and all necessary remedial actions, including, but not limited to, the removal of signs displaying the Group's name or acronym.

#### **IV. Signage**

The Group acknowledges that the Health Department is only responsible for providing up to two signs and may remove any sign which is damaged due to vandalism. The Health Dept. will not replace the sign within the terms of the agreement unless the Group remits to the Health Department an amount equal to the cost of the replacement of the sign. Signs will be erected after the 2<sup>nd</sup> quarter cleanup has been completed or as determined by Health Dept. Group Name / verbiage for the sign will be determined as per the conditions agreement

Two signs will be erected for:

- Roadways that are a MINIMUM of one mile in length; including both sides and medians.
- City or neighborhood parks that have two entrances and are a MINIMUM of three acres.

One sign will be erected for:

- City or neighborhood parks that have one entrance.

A certificate will be awarded for:

- Sites that are less than one mile or less than three acres.

Signage and certificates will not be awarded for maintenance of private properties.

If in its sole judgment the BBAC/Health Dept. determines that the Group is not meeting the terms and conditions of the agreement, the BBAC/Health Dept. may terminate the agreement and remove the signs upon 30 days notice.

This agreement may be modified in any manner at the sole discretion of the BBAC/Health Dept. The Health Department reserves the right to terminate or revise the Program at any time and for any reason at the sole discretion of the Health Department.

**THE BBAC / HEALTH DEPT. AND GROUP BOTH RECOGNIZE AND AGREE THAT IN NO EVENT, SHALL THE BBAC/HEALTH DEPT. HAVE THE RIGHT TO CONTROL THE GROUP IN PERFORMING THE DETAILS OF PICKING UP LITTER FROM THE SITE ADOPTED BY THE GROUP AND IN PICKING UP LITTER, THE GROUP SHALL ACT AS AN INDEPENDENT CONTRACTOR.**

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**ADOPT-A-SITE PROGRAM  
APPLICATION FOR PARTICIPATION**

The City of Baytown BBAC will work with the adopting group to determine the specific site to be adopted. The BBAC will consider all factors in determining what sites shall be eligible for adoption.

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(Name of organization)

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(Date of application)

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(Mailing address)

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(Street address)

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(City, Zip Code)

---

(Day phone number)

---

(Name of authorized representative)

---

(Evening phone number)

---

(Mailing address)

---

(Fax number)

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(City, Zip Code)

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(E-mail address)

**Description and/or address of site you wish to adopt:**

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Mail / fax / submit this form to the  
BBAC through the Health Department  
As referenced above:

Revised 1/14/09