

# A Resolution

NO. \_\_\_\_\_

## A RESOLUTION ADOPTING THE CITY OF FORT WORTH'S POLICY FOR THE DONATION OF USED BICYCLES, TRI- CYCLES AND BICYCLE PARTS FROM THE CITY'S DROP-OFF STATIONS TO NON-PROFIT ENTITIES

**WHEREAS**, the City of Fort Worth owns and operates several Drop-Off Stations to allow citizens to discard waste, recyclables, electronics and other items; and

**WHEREAS**, citizens often discard used bicycles, tri-cycles and bicycle parts at the City's Drop-Off Stations; and

**WHEREAS**, many of the bicycles are in working condition or could be made to be in working condition; and

**WHEREAS**, the City has received requests from non-profits for the City to donate these used bicycles, tri-cycles and bicycle parts so that the non-profit can give to residents free of charge; and

**WHEREAS**, successful community involvement and outcomes often requires public/private partnerships; and

**WHEREAS**, physical activity such as bicycle riding is an important element of a healthy lifestyle and Moving Naturally is one of the Blue Zones Power 9 core principles supported by Mayor Betsy Price, the City Council and the City; and

**WHEREAS**, the enjoyment and benefits of owning a bicycle could be extended to residents who could not afford a bicycle through other means; and

**WHEREAS**, staff recommends the adoption of this policy to allow the City to donate to non-profit organizations used bicycles, tri-cycles and bicycle parts from the City's Drop-Off Stations.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT WORTH, TEXAS, AS FOLLOWS:**

Adopt the attached policy for the donation of used bicycles and bicycle parts from the City's Drop-Off Stations to non-profit entities to be effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

ATTEST

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Mary J. Kayser  
City Secretary

**Bicycle Donate, Reuse or Recycling Policy:** In keeping with the City of Fort Worth’s mission to work together to build a strong community the City of Fort Worth supports the reduction, reuse, and recycling of waste and discarded items by Fort Worth Residents. In carrying out this policy as adopted by the City Council, the City recognizes that items brought to the Drop-Off Stations, or similar City facilities, may have both recycle and reuse value. The Director of Code Compliance shall have authority to implement the following measures for the reuse, recycle and/or redistribution of such items.

**Rules 1.0 Bicycles, Tri-cycles and Bicycle Parts:** Residents that bring bicycles, tri-cycles and bicycle parts to the Drop-off stations shall have the following options:

- A. Donate the bicycles, tri-cycles and/or bicycle parts to the City’s Reuse Contractor (when in place);
- B. Donate the bicycles, tri-cycles and/or bicycle parts to a Non-Profit Community Bike Builder; or
- C. Recycle the bicycles, tri-cycles and/or bicycle parts as scrap material or auction

**Rules 2.0 Non-Profit Community Bike Builder (CBB):** A legal non-profit entity that engages the community to lead a healthy and active lifestyle by riding bicycles and/or by coordinating group/community bicycle rides, bicycle safety training, repairing and/or distributing bicycles, free of charge, to Fort Worth Residents may participate in this program.

**Rules 3.0 Registration:** A CBB can register with the City by submitting a registration form, required documents and information, provided by the Director/City staff to document the legal status of the non-profit entity. In addition, the CBB shall provide a list of current officers, the purpose of the non-profit, and a sufficient summary of how the CBB will use and distribute bicycles, tri-cycles and bicycle parts obtained from the drop off stations.

An authorized representative of the non-profit must sign a release of liability and/or insurance for the condition of the bicycles, tri-cycles and/or bicycle parts and any activities of the non-profit on City property. An updated registration form and all supplemental documents must be updated annually.

**Rules 4.0 Process for Donate, Reuse and Recycle:** The City will set aside an area for residents to donate bicycle, tri-cycles and bicycle parts to a CBB. The City shall not provide proof of donated items at its facilities from Fort Worth residents. Based on site constraints and volume of staged bicycles, tri-cycles and bicycle parts, on the first business day of every month, at the City’s discretion, bicycles and bicycle parts not removed by a CBB shall be recycled or auctioned.

Any approved CBB, may prior to the first day of any month, claim bicycles, tri-cycles or bicycle parts on a first come first served basis. The person representing the CBB must be listed on the CBB registration form and provide proof of identity. This person shall be required to complete and sign an inventory form provided by the director prior to removing all bicycles, tri-cycles and bicycle parts from the Drop-Off Station.

**Rules 5.0 Record Keeping and Reporting:** The CBB shall be required to account for and submit quarterly reports on inventory obtained, inventory distributed, inventory discarded and inventory on hand. The Director shall provide forms for this reporting process. The distribution data shall include the date of distribution, name and address of person receiving the bicycles, tri-cycles and/or bicycle parts. Distribution of items taken from the Drop-Off Stations is for Fort Worth residents only. Distribution of the bicycles, tri-cycles and/or bicycle parts may only be made directly to an adult.

**Rules 6.0 Denial or Revocation:** The Director may deny or revoke a registration for any of the following reasons:

- Criminal history involving fraud or crimes against children for any board member or agent of the non-profit
- Submitting false registration forms or records
- Selling, receiving financial or in-kind benefit, direct or indirect, for any item taken from a Drop off Station or other City facilities
- Unsafe or disruptive behavior at a drop off facility
- Failing to follow the direction of staff at a drop off facility
- Publication, dissemination or any communication about the City or other CBB vendors that is sullied and a detriment to the program
- Failing to follow rules promulgated by the Director

The Director's decision can be appealed to the Assistant City Manager.

# DROP-OFF STATIONS

## Bicycle Donate, Reuse or Recycling Policy

The City of Fort Worth accepts products through its Drop-Off Station, and the Bicycle Donate, Reuse or Recycling (BDRR) policy, offers to you, free of charge, used bicycles, tri-cycles and/or bicycle parts. The City of Fort Worth does not make any representation as to the integrity, safety, usability, or effectiveness of the used bicycles and/or bicycle parts you take with you.

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In consideration of the privilege of receiving on this date, without cost, from the City of Fort Worth, through its BDRR Program, I do hereby agree as follows:

I understand and agree that the City of Fort Worth DOES NOT GUARANTEE that:

1. The product(s) contents are what the label(s) indicate;
2. The used bicycles and/or bicycle parts are those originally placed by the manufacturer;
3. The used bicycles and/or bicycle parts are of the quality intended for its use;
4. The used bicycles and/or bicycle parts have been stored properly;
5. The instructions on the used bicycles and/or bicycle parts for use, storage, and first aid are current or correct;
6. The integrity of the used bicycles and/or bicycle parts;
7. The used bicycles and/or bicycle parts is still approved for use (i.e., it has not been banned or recalled); and
8. The used bicycles and/or bicycle parts can be used without risk.

**I HEREBY RELEASE, HOLD HARMLESS AND WAIVE ALL CLAIMS, INCLUDING PRODUCTS LIABILITY CLAIMS, THE CITY OF FORT WORTH, AND ALL OF ITS OFFICIALS, OFFICERS, EMPLOYEES, AGENTS, AND VOLUNTEERS, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, FROM ANY AND ALL LIABILITY, CLAIMS, SUITS, DEMANDS, EXPENSES OF LITIGATION, OR CAUSES OF ACTION WHICH MAY ARISE BY REASON OF INJURY TO PERSONS, LOSS OF PROPERTY, DAMAGE TO PROPERTY, OR LOSS OF USE OF ANY PROPERTY CAUSED BY OR RELATED TO MY USE OF ANY USED BICYCLES AND/OR BICYCLE PARTS TAKEN FROM THE CITY'S DROP-OFF STATION .**

I agree that I will **not resell the products** that I obtain through this program. I understand and agree that the City of Fort Worth DOES NOT WAIVE its governmental immunity or any other defense recognized by the State of Texas by participating in this program. I certify that I am 18 years of age or older.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Representatives Signature

\_\_\_\_\_  
Non-Profit Community Bike Builder

\_\_\_\_\_  
Representatives Name

\_\_\_\_\_  
Representative's Driver's License #

Drop-Off Station:

\_\_\_\_\_ Brennan \_\_\_\_\_ Hillshire \_\_\_\_\_ Old Hemphill \_\_\_\_\_ Southeast (MLK)

Quality of Items removed from Drop-Off Station:

\_\_\_\_\_ Bicycles

\_\_\_\_\_ Tri-cycles

\_\_\_\_\_ Bicycle parts

**City of Fort Worth  
Code Compliance  
Non-Profit Community Bike Builder Registration Form**

As required by the City's established Bicycle Donate, Reuse or Recycling Policy, I \_\_\_\_\_ (authorized representative) am submitting the following form and documentation to be considered and approved as an acceptable Non-Profit Community Bike Builder recognized as \_\_\_\_\_ (organization's legal name). Once notification of being approved, any representative listed below will be allowed to access any of the City's four (4) Drop-Off Stations to personally inspect, load and remove all identified bicycles, tri-cycles and bicycle parts for acceptable reuse purposes as outlined within the policy.

**Non-Profit Organization Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Website/Facebook Page \_\_\_\_\_

Authorized \_\_\_\_\_

Representative \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

List of additional documents to be included as a part of the registration form:

- Documentation for legal status of non-profit
- Summary of the organization's purpose and goals
- Summary of the organization's plan to utilize the items for the benefit of the Fort Worth community
- List of Current Board members or Officers
- List of representatives collecting & removing items from the Drop-Off Stations

Please allow seven (7) to ten (10) days for the City to review and approve your registration or communicate specific questions or outstanding items needing to be provided or clarified.