

**ADOPT-A-PARK LITTER CONTROL PROGRAM
PROCEDURES
PROGRAM YEAR 2013**

1. (a.) Each group shall pick up litter in their respective parks at least once a week, according to the Adopt a Park Agreement.
 - (b.) Each group shall track the dates, hours and number of volunteers for each cleanup and submit this information to the City at the end of each month.
 - (c.) Each group is responsible for providing their own litter collection supplies. Litter shall be disposed of using the litter receptacles provided at the park.
 - (d.) The Department of Transportation is responsible for emptying litter receptacles. To report an overflowing can, illegal dumping, or other litter concerns, contact the Department of Transportation, 703.746.4410.
 - (e.) To report down trees or limbs in the park, contact the City Arborist Office, 703.746.5496.
 - (f.) For other services use Call.Click.Connect: 703.746.HELP
<http://request.alexandriava.gov/CCC>
2. Each park is inspected by a City official, unannounced, once per month on a Monday from April 1 through November 30 for a total of eight inspections. Inspections do not occur on City Holidays. These are typically Memorial Day, Independence Day, Labor Day and Columbus Day.
3. Inspections are based on a **12 point system**.
A score of **12 points** = **Perfect: No Paper**
No Cans
No Bottles
No Glass
- The system is broken down into 4 segments, Paper, Cans, Bottles, and Glass. Each section can receive **up to 3 points**. One to 3 pieces of litter in any category is sufficient to reduce the score by 1 point. A generally littered appearance in any of the four categories would result in a score of 0.
4. Cash awards are based on available funds. Program funding is provided by the State's Litter Prevention and Recycling Grant, which the City applies each year. The grant amount will vary each year. The grant funds will be divided by the total number of points compiled in the inspection ratings by all participating associations. Each group's point total will be multiplied by that rate to determine the dollar amount for the year.
5. The grant is applied for and received during the program year according to following schedule:
- §MARCH-MAY 2013:** Check distribution for work completed in 2012.
§APRIL 1: 2013 Program begins.
§JUNE 2013: City Council approval of grant application. Application due by June 30 to VADEQ.
§FALL 2013: Grant Awarded to City. November 30: 2013 Program ends.
§WINTER 2014: City allocation of funds.
§MARCH-MAY 2014: Check distribution for work completed in 2013.
6. Monthly scores will be communicated by email. Contact information:
For Park Planning: judy.lo@alexandriava.gov
For Park Operations and Maintenance: james.nichols@alexandriava.gov