



**ADOPT-A-PARK LITTER CONTROL
PROGRAM PROCEDURES
GY 2025**

1. Primary Activities:

- 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 Adopt-a-Park Manager by the 15th of the following month. If not submitted by then, a 1-point deduction will be taken from the inspection score for every 30 days after the 15th a time log is not submitted.
- C. The Adopt-a-Park Manager will send out an end-of-the-month reminder about time logs to all participating organizations. Once the time log has been submitted, you will receive a follow-up email about your score for that month.
- D. Each group is responsible for providing their own litter collection supplies. Litter shall be disposed of using the litter receptacles provided at the park.
- E. Report an overflowing can, illegal dumping, or other litter concern to the correct Park Manager for your area. If your organization are unsure of your correct park manager contact, contact the Adopt-a-Park Manager.

a. Park Mangers:

Park Manager, Jimmy Roland
District I (Waterfront)
703.746.4645
Jimmy.Rowland@alexandriava.org

Park Manager, Shawn Miller
District II (Del Ray)
703-746-5338
shawn.miller@alexandriava.gov

Park Manager, Chris Watson
District III (West End)
703.746.4674
Chris.Watson@alexandriava.gov

- F. To report down trees or limbs in the park, contact the Urban Forester Office 703.746.4665. For other services call 311 or visit the 311website.
- G. No plantings are allowed in the adopted parks unless your organization gets approval from the City.

2. Park Inspections:



- A. Each park is inspected by a Park Manager, unannounced, once per month on a Monday from April 1st through November 30th for a total of eight inspections. Inspections do not occur on City Holidays. These are typically Memorial Day, Independence Day, Labor Day, and Indigenous Peoples Day.
- B. Inspections are based on a 12-point system.

12 points (Perfect Score): No Paper, Cans, Bottles and Glass

The system is broken down into four segments: Paper, Can, Bottles, and Glass, with each section receiving up to three (3) points.

| Pieces of Litter | Points Off |
|------------------|------------|
| 0 to 2 | 0 |
| 3 to 5 | -1 |
| 6 to 8 | -2 |
| 9 to 11 | -3 |

Up to 3 pieces of litter in any category is sufficient to reduce the score by 1 point. There is a grace area for the first 2 pieces. A generally littered appearance in any of the 4 categories would result in a score of 0.

3. 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.

4. The grant is applied for and received during the FY 2024-FY2025 program year according to the following schedule:

- **February – May 2024:** Check distribution for work completed in FY 2024.
- **April 1st:** 2024 Program begins.
- **June:** City Council approves grant application. Application due by June 30th to VADEQ.
- **September - November:** Grant Awarded to City.
- **November 30th:** 2024 Program ends.
- **December 2024 - February 2025:** City allocation of funds.
- **February – May 2025:** Check distribution for work completed in 2024.

5. Monthly scores will be communicated by Smartsheet Link and provided by the PARKnership Manager.

Contact information:
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