

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

**PROGRAM YEAR 2019**

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 Adopt-a-Park Manager by the 15<sup>th</sup> 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 15<sup>th</sup> 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.
  - (f.) Park Mangers:  
Michael Simmons – Waterfront District, all parks between N. Washington St. and the Potomac River (703) 746-4645 [Michael.Simmons@alexandriava.gov](mailto:Michael.Simmons@alexandriava.gov)  
Dan Roush – East Side District, all Parks between N. Washington St. and N. Quaker Ln. (703) 746-4655 [Daniel.Roush@alexandriava.gov](mailto:Daniel.Roush@alexandriava.gov)  
Chris Watson – West Side District, all parks west of N. Quaker Ln. (703) 746-4674 [Chris.Watson@alexandriava.gov](mailto:Chris.Watson@alexandriava.gov)
  - (g.) To report down trees or limbs in the park, contact the City Arborist Office (703)746-5499
  - (h.) For other services use Call.Click.Connect: 703.746.HELP  
<http://request.alexandriava.gov/CCC>
  - (i.) No plantings are allowed in the adopted parks unless your organization gets approval by the city
2. Each park is inspected by a City official, unannounced, once per month on a Monday from April 1<sup>st</sup> through November 30<sup>th</sup> 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***.

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.

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 2019 program year according to the following schedule:

■ **FEBRUARY – MAY 2019:** Check distribution for work completed in 2018.

■ **APRIL 1<sup>st</sup>:** 2019 Program begins.

■ **JUNE:** City Council approves grant application. Application due by June 30<sup>th</sup> to VADEQ.

■ **SEPTEMBER - NOVEMBER:** Grant Awarded to City.

■ **NOVEMBER 30<sup>TH</sup>:** 2019 Program ends.

■ **DECEMBER 2019 - FEBRUARY 2020:** City allocation of funds.

■ **FEBRUARY – MAY 2020:** Check distribution for work completed in 2019.

6. Monthly scores will be communicated by email. Contact information:

**[adoptapark@alexandriava.gov](mailto:adoptapark@alexandriava.gov)**

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