

**CITY OF WICHITA 2019
NEIGHBORHOOD CLEANUP PROGRAM**

Attached is the 2019 Neighborhood Cleanup application.

PLEASE RETURN YOUR COMPLETED APPLICATION BY FEBRUARY 8.

Free Clean ups

Any neighborhood where at least a portion of the area falls in the “very low to low-moderate” income bracket will qualify for a **no cost- city funded** cleanup.

MEDIAN INCOME CATEGORY	
<u>VERY LOW</u>	9,849.00 – 22,180
<u>LOW-MODERATE</u>	22,180.01 – 44,360
MODERATE	44,360.01 – 88,720
HIGH	88,720.01 – 208,594

Dollars for Doers

The ***Dollars for Doers*** program is designed to assist neighborhoods, especially those that fall under HOA rules & regulations, that don't qualify under the eligibility guidelines for a free cleanup. This program requires neighborhoods to pay 25% of the cost of the cleanup and the City will pay 75%.

FOR 2019 THERE WILL BE A DRAWING FOR THREE (3) FREE CLEANUPS FOR DOLLARS FOR DOERS AREAS.

Previous drawing winners were Hartmoor HOA, Lakewood Village HOA, and Riverside Citizens NA so those groups will not be included in the 2019 free drawing. They are still eligible for a regular “Dollars for Doers” cleanup.

Please e-mail Becky Fields at rfields@wichita.gov to confirm if your group wants to be included in the free drawing. We will NOT require you to fill the application out ahead of time if you want to be included in the drawing.

Neighborhoods participating in the “***Dollars for Doers***” program are responsible for submitting a pre-payment (25% of estimated costs) to the City of Wichita 30 days prior to their cleanup. In addition, a final invoice will be sent to the responsible party requesting payment for any additional costs associated with the cleanup. If payment is not received, the neighborhood will not be eligible for future cleanups through the City of Wichita. Any overpayment will be mailed to the contact person on application at year-end when the program closes its books.

All “Dollar for Doers” will be mailed an estimated pre-payment letter and will be given time in which to submit their payment for a scheduled cleanup.

PROGRAM GUIDELINES and APPLICATION PROCESS

Please submit a completed application no later than February 8.

Neighborhoods are responsible for enlisting their own volunteers, disseminating information to the residences of the cleanup area, and organizing the event. Groups wanting to have a cleanup where there is no neighborhood association or HOA will be allowed to apply for a cleanup in their neighborhood as small as a 6-block area. **Each request will be reviewed on an application basis, needs of the neighborhood, and available funding.** ALSO, you MUST have a metal scrapper pick up all metal items. Upon request, we can refer one that is licensed to pick up and remove Freon from old appliances.

NEW THIS YEAR! ALL TIRES must now be taken to a designated spot that has been assigned by the neighborhood organizer. The tire truck operator will be able to determine if the tires have come from a business, or if they are ones that belong to a resident. The tire truck operator has the right to refuse the tires if he believes they are from a commercial enterprise.

The Volunteer sign-up sheet must be completed and submitted with the application and all neighborhoods MUST include the City's recommended text on their flyers (see attachments).

IMPORTANT ADMINISTRATIVE ITEMS

- ☉ The scheduling team will attempt to give neighborhoods their first or second choice of dates, but that may not always be possible.
- ☉ All cleanup coordinators must have attended a training session for the Neighborhood Cleanup Program (if you previously attended a training you are not required to attend one this year), but consider sending your volunteers.
- ☉ The cleanup training lasts between 45 - 60 minutes. See training dates on next page. You do not need to reserve your seat, just show up for one of the trainings.
- ☉ All cleanups must end ON TIME. If you are concerned about running past noon, then plan accordingly and start your clean up earlier or reduce the size of your area. The number of volunteers and the equipment requested make a HUGE difference in the size of your cleanup. Be careful not to take on more than you can do in a 4 – 5 hour time period. ALL cleanups end at NOON (12:00 pm).

IMPORTANT OPERATIONAL ITEMS

- ☉ Anything set out for the cleanup must be bagged, boxed or bundled. Volunteers will not pick up scattered household trash. The purpose of the cleanup is to pick up large items that are costly to dispose of. Household trash should be picked up as a part of your regular trash service; and therefore will not be collected.
- ☉ No trash carts will be emptied. Trash carts are part of residents' regular trash service and will not be emptied as a part of the neighborhood cleanup.

- All tree waste and brush **MUST BE BUNDLED** if being picked up by a packer truck. Bundles need to be tied/secured and should be no more than 4 feet long and no more than 12 inches in diameter. Tree waste that is hauled to skids does not have to be bundled. Large tree trunks, over-sized logs, and un-bundled tree waste will not be picked up. These items will be left behind if not bundled properly and will be the property owner's responsibility to remove.
- You **MUST** work with a metal recycler/scrapper and provide their name and phone number.
- If City staff is made aware of any resident who charges another party to leave items on their property for the cleanup, the items at that location will not be picked up and it will be up to the resident living there to dispose of them.
- Truck drivers and volunteers will only pass a residence **ONE** time. Have items ready.
- Public Works staff will not go to a neighborhood and pick up items following a neighborhood cleanup. It will be the property owner's responsibility to dispose of the items.
- No **CONCRETE** will be picked up.
- **NEVER** accept tires from a business or commercial entity!
- No **HAZARDOUS** materials such as paint, pesticides, appliances with Freon, etc., will be picked up by the contracted waste hauler.
- **NEW!** All tires must be taken to where the tire truck is accepting tires for your area on the day of the cleanup.
- **Scheduled cleanups are never canceled due to snow or rain!**

REMEMBER – BOXED, BAGGED OR BUNDLED!

PLEASE RETURN YOUR APPLICATIONS TO ANY OF THE LOCATIONS BELOW – EITHER IN PERSON OR BY FAX:

Atwater Neighborhood Resource Center		Colvin Neighborhood Resource Center		Evergreen Neighborhood Resource Center	
2755 E. 19 th St. N		2820 S. Roosevelt		2700 N. Woodland	
P:303-8017	F: 858-7737	P: 303-8029	F: 858-7738	P: 303-8042	F: 858-7739

OR, Fax to Rebecca Fields at 316-858-7712

CLEANUP TRAINING FOR COORDINATORS AND VOLUNTEERS

The training is not mandatory if you have attended a previous training; however there are some changes to the program this year. If you have not attended a training in the past, or need a refresher course, you need to attend one of these sessions:

Wednesday, Feb. 20, 6:00 p.m. Atwater Neighborhood Resource Center, 2755 E 19th St. N.

Saturday, Feb. 23, 10:30 a.m. Meeting room at Alford Branch Library, 3447 S Meridian.

Questions? Please contact Community Services Representative Rebecca Fields
Phone: 268-4197 - fax: 858-7712 or e-mail at rfields@wichita.gov



2019 NEIGHBORHOOD CLEANUP APPLICATION

ASSOCIATION NAME:			
CONTACT PERSON:		EMAIL ADDRESS:	
ADDRESS:		ZIP CODE:	
PHONE #:		ALTERNATE #:	
DATE PREFERENCE:		2 ND CHOICE OF DATE:	
SCHEDULED TIME PERIOD: (IMPORTANT: Skids can be dropped off at the site(s) as early as 7 a.m., but Packer Trucks will not arrive until 8 a.m. at your designated cleanup site sites) Packer trucks HAVE to leave the area by NOON. Skids can be picked up as soon as they are full, and you MUST NOT accept more waste after 12:00 pm.			
EQUIPMENT NEEDS:	# OF SKIDS:	# OF PACKERS:	TIRE TRUCK: YES OR NO
SPECIFIC LOCATION OF SKIDS: (Must provide exact location of skid drop, including which side of the street if not providing a specific address.)			
NEW FOR 2019! All tires must be taken to a location where the tire truck will STAY parked. Driver ID may be checked! Tire truck operator has the right to refuse any questionable tires. LOCATION FOR TIRE TRUCK:			
STARTING LOCATION FOR PACKERS:			
CLEANUP AREA BOUNDARIES: (This should ONLY include the area where the cleanup will be conducted, not necessarily the entire Association boundaries. Estimate the number of blocks to be served) (Please attach a map of the cleanup area)			
CONTACT PERSON SIGNATURE :		DATE:	
NAME OF METAL SCRAPER:		PHONE:	
FOR STAFF USE ONLY			
COUNCIL DISTRICT:		FREE OR DFD:	# OF PACKERS # OF SKIDS
# of TONS collected	Cost	# OF TIRES COLLECTED	Cost
FUNDING SOURCE: (CHECK ALL THAT APPLY):	GENERAL FUND _____		Dollar for Doers _____

2019 CLEANUP CALENDAR (Skids/Packers/Tire Truck)

APRIL	6	13	20	27	
MAY	4	11	18	25 NO CLEANUPS HOLIDAY WEEKEND (MEMORIAL DAY)	
JUNE	1 NO CLEANUPS RIVERFEST	8 NO CLEANUPS RIVERFEST	15	22	29
JULY	6	13	20	27	
AUG	3	10	17	24	31 NO CLEANUPS HOLIDAY WEEKEND (LABOR DAY)
SEPT	7	14	21	28	
OCT	5	12	19	26	
NOV	2 (LAST WEEKEND)				



NEIGHBORHOOD CLEANUP CHECK LIST

- VERIFY THE ROUTE THE CLEANUP WILL TAKE WITH THE DRIVERS AND THE VOLUNTEERS.
- **REVIEW ITEMS THAT WON'T BE PICKED UP BY WASTE HAULERS: HAZARDOUS MATERIALS, APPLIANCES WITH REFRIGERANT, CONCRETE, UNBUNDLED TREE WASTE, SCATTERED TRASH.**
- ALL SKIDS AND TRUCKS MUST BE EMPTY OF ANY WASTE BEFORE BEGINNING A CLEANUP. IF THERE IS ALREADY WASTE INSIDE EITHER UPON ARRIVAL, PLEASE REPORT TO THE ORGANIZER ASAP!
- NO CLEAN UP OF YARDS UNLESS THIS IS PART OF YOUR VOLUNTEER EFFORTS. PICK UP AT CURBSIDE ONLY.
- MAKE SURE THERE ARE MONITORS (VOLUNTEERS) AT ALL SKIDS TO PREVENT OVER-FILLING OR DUMPING OF UNAUTHORIZED ITEMS (ITEMS MUST NOT EXCEED THE TOP OF THE SKID). **TO ORDER REPLACEMENT SKID, CALL THE NUMBER ON THE SKID. YOU WILL NEED TO CALL BEFORE 10:30 am.**
- **NEW THIS YEAR! ALL TIRES MUST BE TAKEN TO A STATIONARY LOCATION WHERE TIRE TRUCK WILL STAY PARKED. THIS MUST BE STATED ON YOUR FLIER.**
- **TIRES FROM BUSINESS/COMMERCIAL LOCATIONS WILL NOT BE ACCEPTED. THE DRIVER OF THE TIRE TRUCK WILL MAKE ALL DECISIONS ABOUT ACCEPTING TIRES.**
- BE SURE TO FILL OUT AND TURN IN THE CLEANUP REPORT. FAILURE TO DO SO COULD IMPACT YOUR ABILITY TO HAVE A CLEANUP IN FUTURE YEARS.
- TAKE A HEAD COUNT OF VOLUNTEERS AND INCLUDE THAT ON THE REPORT FORM. *This is important.*

HANDLE ANY CONFLICT WHICH MIGHT OCCUR IN A PROFESSIONAL MANNER.

Thank you for performing this very important function!

2019 NEIGHBORHOOD AFTER CLEANUP REPORT

CLEANUP DATE:	NEIGHBORHOOD:
START TIME:	END TIME:
EQUIPMENT ON SITE (Qty. ordered)	
SKID(S): _____ PACKER(S): _____ TIRE TRUCK: YES _____ NO _____	
WERE SKIDS AND PACKER TRUCKS EMPTY ON ARRIVAL AT CLEANUP?	
YES _____ NO _____ (If no, please specify)	
WERE YOU PLEASED WITH THE CUSTOMER SERVICE OF THE WASTE HAULER EMPLOYEES?	
WERE YOU PLEASED WITH THE CUSTOMER SERVICE OF THE PUBLIC WORKS (TIRE TRUCK) EMPLOYEES?	
PLEASE NOTE ANY PROBLEMS ENCOUNTERED:	
NUMBER OF LOADS TO THE DUMP	
SKID(S): _____ PACKER(S): _____ # OF TIRES: _____ (<i>VERIFY WITH TIRE DRIVER</i>)	
NUMBER OF VOLUNTEERS:	TOTAL VOLUNTEER HOURS:
PERSON FILLING OUT THIS REPORT:	CONTACT INFO:

(Reminders for cleanup flyers)

Neighborhood Cleanup!!!

Date:

Time:

Location boundaries: (if doing packers be sure to note what time trash must be set out by)

- Anything set out for the cleanup must be bagged, boxed or bundled (except for any furniture or household fixtures). Volunteers will not pick up scattered household trash. The purpose of the cleanups is to pick up large items that are costly to dispose of. Household trash should be picked up as a part of your regular trash service; and therefore will not be collected. (If you notice a residence without trash service, please report it to your Community Services Representative.)
- **No trash carts will be emptied.** Trash carts are part of residents' regular trash service and will not be emptied as a part of the neighborhood cleanup.
- All tree waste and brush **MUST BE BUNDLED** if being picked up by a packer truck. Bundles need to be tied/secured and should be no more than 4 feet long and no more than 12 inches in diameter. Tree waste that is hauled to skids does not have to be bundled.
- If City staff is made aware of any resident who charges another party to leave items on their property for the cleanup, the items at that location will not be picked up and it will be up to the resident living there to dispose of them.
- The packer truck drivers and volunteers will only visit a property **once**.
- **All tires must be taken to the site where the tire truck has been instructed to park.**
- NO CONCRETE will be picked up
- NO TIRES will be accepted from a **business or commercial entity!**
- NO HAZARDOUS materials such as paint, pesticides, appliances with Freon, batteries, CFL lightbulbs, etc., will be picked up

REMEMBER – BOXED, BAGGED OR BUNDLED!

INSTRUCTIONS FOR SKID MONITORS/VOLUNTEERS:

Skid (Roll-off) Information for the neighborhood cleanup

- **NO CONCRETE OR BRICKS**
- **NO TIRES (ALL tires have to be taken to the designated drop-off location)**
 - **TIRE TRUCK LOCATION:** _____
- **NO HAZARDOUS** materials such as paint, pesticides, appliances with Freon, batteries, CFL lightbulbs, etc.*
- Close the skid/dumpster before the items begin to spill out. (if it has an end door)
- To order replacement skids, call _____ **before 10:30 am.**
- **Place anything metal at the curb or next to skid so the metal scrapper can pick it up.**
- Volunteers have the discretion to ask a driver for their I.D. before allowing them to use the skid.
- It is legal for a neighborhood group to ask for donations, but **CANNOT** require a donation from those in the neighborhood that are using the service.

Call _____ if you have questions or concerns.
(Name & phone number of neighborhood organizer)

Name and phone number of metal recycler/scrapper: _____

***Only the owner of the hazardous materials can take it to the county's hazardous waste facility at 801 S Stillwell. 316-660-7464**