

# CITY OF WICHITA 2016 NEIGHBORHOOD CLEAN-UP PROGRAM

Please find attached the 2016 Neighborhood Clean-up application. **PLEASE TURN IN YOUR COMPLETED APPLICATION BY JANUARY 25.**

## 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** clean-up.

MEDIAN INCOME CATEGORY	
VERY LOW	9,849.00 – 22,180
LOW-MODERATE	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 that don’t qualify under the eligibility guidelines for a free clean-up. This program requires neighborhoods to pay 25% of the cost of the clean-up and the City will pay 75%.

**FOR 2016 THERE WILL BE A DRAWING FOR FOUR FREE CLEAN-UPS FOR DOLLARS FOR DOERS AREAS.**

Previous drawing winners were Brookhollow, Timberlakes, Forest Hills, Callahan Addition, Lakewood Village, Sycamore Village and Sunnybrook 1, so those groups will not be included in the 2016 free drawing. They are still eligible for a regular “Dollars for Doers” clean-up.

***Please e-mail Becky Fields at [rfields@wichita.gov](mailto: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 payment to the City of Wichita 30 days prior to their clean up. In addition, a final invoice will be sent to the responsible party requesting payment for any additional costs associated with the clean-up. If payment is not received, the neighborhood will not be eligible for future clean-ups 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 payments should be made payable to the City of Wichita and mailed to:**

City of Wichita  
Neighborhood Clean-up Program/Dollar for Doers  
1900 E. 9<sup>TH</sup> St. N  
Wichita, KS 67214

*Please include the name of the neighborhood in the memo line.*

## PROGRAM GUIDELINES and APPLICATION PROCESS

Neighborhood groups must submit a completed application no later than January 25.

Neighborhoods are responsible for getting volunteers, disseminating information to neighbors, and organizing the event.

**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 attachment).**

### **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 clean-up coordinators must have attended the training session for the Neighborhood Clean-up Program (if you attended last year you are not required to attend this year, but you might consider sending some of your volunteers).
- ⦿ The clean-up training lasts between 30 and 45 minutes. See training dates on next page. You do not need to reserve your seat, just show up for one of the trainings.
- ⦿ All clean-ups 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.

### **IMPORTANT OPERATIONAL ITEMS**

- ⦿ Anything set out for the clean-up must be bagged, boxed or bundled. Volunteers will not pick up scattered household trash. The purpose of the clean-up 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 clean-up.
- ⦿ All tree waste and brush **MUST BE BUNDLED if being picked up by a packer**. 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 and over-sized logs 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.
- ⦿ If City staff is made aware of any resident who charges another party to leave items on their property for the clean-up, the items at that location will not be picked up and it will be up to the resident living there to dispose of them.
- ⦿ Any resident who sets items out after the noted time on the flyer is at risk of not having the items picked up. The truck drivers and volunteers will only visit a property once.
- ⦿ Public Works staff will not go to a neighborhood and pick up items the week after a neighborhood clean-up. It will be the property owner's responsibility to dispose of the items.
- ⦿ All tires must be piled separately, not at the bottom of a large pile of other loose trash.
- ⦿ No CONCRETE will be picked up
- ⦿ Do not accept tires from a business or commercial entity!
- ⦿ No HAZARDOUS materials such as paint, pesticides, appliances with Freon, etc., will be picked up

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 <sup>th</sup> 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

## CLEAN-UP TRAINING FOR COORDINATORS AND VOLUNTEERS

You are only required to attend one session of the training. If you will not be present at your neighborhood clean-up, you must send another volunteer who will be present at the clean-up.

**Wednesday Feb. 3, 2 p.m. City Hall Board Room, 1<sup>st</sup> Fl., 455 N. Main (bring parking stub inside for validation)**

**Monday Feb. 8, 6:30 p.m. Atwater Neighborhood Resource Center, 2755 E. 19<sup>th</sup> St. N.**

Community Services Representative Becky Fields  
ph: 268-4197 fax: 858-7712 or e-mail at [rfields@wichita.gov](mailto:rfields@wichita.gov)



# NEIGHBORHOOD CLEAN-UP APPLICATION

ASSOCIATION NAME:

CONTACT PERSON:

EMAIL ADDRESS:

ADDRESS:

ZIP CODE:

PHONE #:

ALTERNATE #:

DATE PREFERENCE:

2<sup>ND</sup> CHOICE OF DATE:

**SCHEDULED TIME PERIOD: (Clean ups must occur between the hours of 7 a.m. and noon for packers. Skids can be left on site until 1 p.m. at the latest)**

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.)**

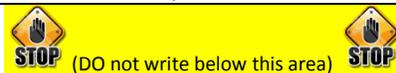
STARTING LOCATION FOR PACKERS:

**CLEAN-UP AREA BOUNDARIES: (This should ONLY include the area where the clean-up will be conducted, not necessarily the entire Association boundaries. Estimate the number of blocks to be served)**

CONTACT PERSON SIGNATURE :

DATE:

Please attach a map of the area of clean-up



**FOR STAFF USE ONLY**

COUNCIL DISTRICT:

FREE OR DFD:

# OF PACKERS

# OF SKIDS

# of TONS collected

Cost

# OF TIRES COLLECTED

Cost

FUNDING SOURCE:

GENERAL FUND \_\_\_\_\_

Dollar for Doers \_\_\_\_\_

ANY PROBLEMS/ISSUES AT LAST YEAR'S CLEAN UP



## 2016 NEIGHBORHOOD CLEAN-UP SCHEDULE

<b>APRIL</b>	2	9	16	23	30
<b>MAY</b>	7	14	21	<b>28</b> <b>NO CLEAN-UPS</b> <b>HOLIDAY</b> <b>WEEKEND</b> (MEMORIAL DAY)	
<b>JUNE</b>	4 <b>NO CLEAN-UPS</b> <b>RIVERFEST</b>	11 <b>NO CLEAN-UPS</b> <b>RIVERFEST</b>	18	25 (light day)	
<b>JULY</b>	2 (no tire truck)	9	16	23	30
<b>AUGUST</b>	6	13	20	27	
<b>SEPTEMBER</b>	3 <b>NO CLEAN-UPS</b> <b>HOLIDAY</b> <b>WEEKEND</b> (LABOR DAY)	10	17	24	
<b>OCTOBER</b>	1	8	15	22	29
<b>NOVEMBER</b>	5	12			



## NEIGHBORHOOD CLEAN-UP CHECK LIST

- VERIFY THE ROUTE THE CLEAN-UP WILL TAKE WITH THE DRIVERS AND THE VOLUNTEERS.
- REVIEW ITEMS THAT WON'T BE PICKED UP: HAZARDOUS MATERIALS, APPLIANCES WITH REFRIGERANT, CONCRETE, UNBUNDLED TREE WASTE, SCATTERED TRASH.
- TRUCK DRIVERS ARE NOT REQUIRED TO HELP PICK UP ITEMS; THEY CAN IF THEY CHOOSE TO, BUT IT IS NOT A CONTRACTUAL REQUIREMENT.
- NO CLEAN UP OF YARDS, PICK UP AT CURBSIDE ONLY, NOTHING ELSE ON THE PROPERTY.
- MAKE SURE THERE ARE MONITORS AT ALL SKIDS TO PREVENT OVER FILLING OR DUMPING OF UNAUTHORIZED ITEMS (ITEMS MUST BE LOW ENOUGH THAT THE SKID CAN BE COVERED).
- IF TIRE TRUCK IS SCHEDULED, DO NOT ACCEPT TIRES FROM BUSINESS/COMMERCIAL LOCATIONS. MAKE SURE NO TIRES ARE LEFT AT SITE ONCE CLEANUP IS OVER.
- BE SURE TO FILL OUT AND TURN IN THE CLEAN-UP REPORT. FAILURE TO DO SO COULD IMPACT YOUR ABILITY TO HAVE A CLEAN-UP 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***

## 2016 NEIGHBORHOOD AFTER CLEAN-UP REPORT

CLEAN-UP DATE:	NEIGHBORHOOD:
START TIME:	END TIME:
EQUIPMENT ON SITE (NUMBER) PACKER(S): _____ SKID(S): _____ TIRE TRUCK: YES _____ NO _____	
HOW WAS YOUR CLEAN UP ADVERTISED?	
HOW MANY FLYERS WERE DISTRIBUTED?	
WERE YOU PLEASED WITH THE CUSTOMER SERVICE OF THE WASTE CONNECTIONS 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 PACKER(S): _____ SKID(S): _____ # OF TIRES: _____ <i>(VERIFY WITH TIRE DRIVER)</i>	
NUMBER OF VOLUNTEERS:	TOTAL VOLUNTEER HOURS:
PERSON FILLING OUT THIS REPORT:	CONTACT INFO:

# Suggested text for clean-up flyers

## Neighborhood Clean Up!!!

Date:

Time:

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

### Clean-up boundaries:

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