


# City of Alexandria, Virginia

## MEMORANDUM

DATE: MAY 16, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: SUBMISSION OF A NON-COMPETITIVE GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY, LITTER PREVENTION AND RECYCLING PROGRAM, FOR FUNDING FOR THE ADOPT-A-PARK LITTER CONTROL PROGRAM

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**ISSUE:** City Council consideration of a non-competitive grant application to the Virginia Department of Environmental Quality, Litter Prevention and Recycling Program, for funding to support the Adopt-a-Park Litter Control program.

**RECOMMENDATION:** That City Council authorize the City Manager to:

- (1) Submit a non-competitive grant application to the Virginia Department of Environmental Quality (due June 30), Litter Prevention and Recycling Program, for funding in the approximate amount of \$13,176 for the Adopt-a-Park Litter Control Program (the exact amount to be determined by the Virginia Department of Environmental Quality by July 15, 2008); and
- (2) Execute all necessary documents that may be required.

**DISCUSSION:** The City's Adopt-a-Park program began in 1978, with the first litter grant award. Through this program, local citizen groups enter into an agreement with the City to pick up litter (broken glass, bottles, cans and paper) in their assigned park areas (Attachment 1). This program has been very successful in increasing cleanliness in the parks, reducing City costs for litter control, and involving citizens in their neighborhood. This year, 34 park areas are being maintained through this program.

The Park Planning Division makes monthly inspections, rates the park areas for cleanliness, and awards points, up to a maximum of 96 points for a perfect effort sustained over an eight month period. Based on the number of points awarded annually to each of the participating citizen groups, a cash donation is awarded. The amount of the cash donation made to each citizen group is determined by taking the money available for the program and dividing it by the cumulative number of points to determine the dollar value of each point with a cap of \$10.00 per point. The

dollar value for each point is then multiplied by the number of points each participating group earned to determine that group's cash award.

In FY 2008, only one park received the maximum award of 96 points. A list of the participating groups and the amount of their awards for FY 2008 is provided (Attachment 2). In FY 2009, the maximum donation for an individual park will not exceed \$960 per park, based on a maximum accumulation of 96 points, with a cap of \$10.00 per point. Attachment 3 reflects the total potential cost for this program if all parks receive the maximum award and the additional City funding that would be required to meet this obligation. In the past three fiscal years the City obligation has averaged approximately \$4,400 depending on the amount of the grant and number of parks participating in the program.

**GRANT PERIOD:** July 1, 2008 - June 30, 2009, FY 2009.

**FISCAL IMPACT:** There is minimal fiscal impact on the City. Although there is no requirement for the City to provide a cash match or an in-kind match for these grant funds, the City's approved FY 2009 budget includes funds to supplement available grant monies as needed. In FY 2008, the City did not provide supplemental funds because the FY 2008 grant monies covered the cost of the program, however in the past, the City obligation has been approximately \$4,400 dollars dependent on the number of parks participating in the program and the grant amount received from the State. In addition, the City is responsible for administrative costs associated with this grant. These costs include monitoring the operation of the program and financial oversight. These costs are absorbed in staff time.

It is anticipated that the Virginia Department of Environmental Quality, Litter Prevention and Recycling Program, will provide a minimum grant funding of approximately \$13,176 in FY 2009 for this project. Although the City's contribution is not anticipated to exceed \$11,784 for a total FY 2009 program budget of \$24,960<sup>1</sup> (Attachment 3), it is unlikely that all parks will receive all available funding.

The grant monies will be utilized first. The supplemental monies from the budgeted account will make up the difference between the award amounts and the grant monies. It should be noted that there are no additional funds available in the City budget to continue these activities once the grant funds and supplemental funds are expended. The Virginia Department of Environmental Quality will determine the exact amount of this year's grant by July 15, 2008.

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<sup>1</sup> Thirty four (34) parks are included in the budget of \$24,960. Sixteen (16) of the parks are less than one acre and are eligible for a maximum of 48 points, and \$480, and eighteen (18) parks are greater than one acre and are eligible to receive 96 points, and \$960.

**ATTACHMENTS:**

Attachment 1 - Adopt-A-Park Litter Control Procedures

Attachment 2 - Adopt-A-Park Litter Control Awards for FY 2008

Attachment 3 - Adopt-A-Park Litter Control Budget for FY 2009

The grant application may be reviewed in the Office of Management and Budget, Room 3600, City Hall, during normal office hours.

**STAFF:**

Kirk Kincannon, Director, Department of Recreation, Parks & Cultural Activities

Bruce Johnson, Director, Office of Management and Budget

Aimee Vosper, Division Chief, Park Planning, Department of Recreation, Parks & Cultural Activities

Judy Lo, Assistant Landscape Architect, Department of Recreation, Parks & Cultural Activities

## ADOPT-A-PARK LITTER CONTROL PROGRAM PROCEDURES PROGRAM YEAR 2008

1. Each park is to be inspected unannounced once per month on a Monday beginning April 1<sup>st</sup> and ending November 30<sup>th</sup>, for a total of 8 inspections.
2. The inspections will be based on a **12 point system**. The system will be as follows:  
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.

3. Cash awards are based on available funds for this program. Core funding for the program is provided by the State's Litter Prevention and Recycling Grant. The annual grant amount the City receives will vary each year. This grant is usually supplemented by City funds.

The available funds will be divided by the total number of points compiled in the inspection ratings by all participating associations. Each association's point total will be multiplied by that rate to determine the dollar amount for the year.

The grant is applied for and received during the program year according to this schedule

<b>MARCH 2008:</b>	Check distribution for work completed in 2007. Program Year 2008 kickoff.
<b>JUNE 2008:</b>	Grant application submitted. City Council FY2009 approval.
<b>FALL 2008:</b>	Grant Awarded to City.
<b>WINTER 2008:</b>	City allocation of funds.
<b>MARCH 2009:</b>	Check Distribution for work completed in 2008. Program Year 2009 kickoff.

4. Checks are distributed each year in March, at the annual open house.
5. Monthly scores will be communicated by email after each inspection. Contact us at anytime with any concerns you may have about the parks. Our office number is 703-838-5095, ext. 438. Mail all correspondence to: Adopt-a-Park Coordinator,  
Lee Center, 1108 Jefferson St. Alexandria, VA 22314

## **ADOPT-A-PARK CASH AWARDS FOR FY 2008**

<u><b>PARK AREA</b></u>	<u><b>GROUP</b></u>	<u><b>POINTS EARNED</b></u>	<u><b>CASH AWARDED</b></u>
Angel Park	Taylor Run Citizens' Association	83	\$830.00
Beach Park	Rosemont Citizens' Association	79	\$790.00
Beverley Park	North Ridge Citizens' Association	92	\$920.00
Charles Hill Park*	Del Ray Citizens' Association	93*	\$465.00
Chetworth Park*	Northeast Citizens/Chetworth Park	94*	\$470.00
Chinquapin Park	Taylor Run Civic Association	88	\$880.00
Colasanto Center	Del Ray Artisans	91	\$910.00
Commonwealth	Del Ray Citizens' Association	92	\$920.00
Four Mile Run Playground	Hume Spring Citizens' Association	73	\$730.00
Four Mile Edison Entrance*	Hume Spring Citizens' Association	74*	\$370.00
Founders Park	Founders Park Community Association	81	\$810.00
Goat Hill Park	Warwick Village Citizens' Association	85	\$850.00
Helen Miller*	Inner City Civic Association	83*	\$415.00
Hillside Park*	Warwick Village Citizens' Association	93*	\$465.00
Holmes Run/Brookvalley	Alexandria Day Reporting Program	61	\$610.00
Hooffs Run Park	Rosemont Citizens/Lower East Rosemont	73	\$730.00
Hume Spring Park*	Hume Spring Citizens' Association	80*	\$400.00
Interior Park*	Inner City Civic Association	93*	\$465.00
Landover Park*	Warwick Village Citizens' Association	93*	\$465.00
Leider Park	Troop 129 & 113 Boy Scouts of America	88	\$880.00
Lynhaven Park*	Lynhaven Civic Association	90*	\$450.00
Lynhaven Gateway *	Lynhaven Civic Association	89*	\$445.00
Mason Park*	Del Ray Citizens' Association	90*	\$450.00
Montgomery	Old Town North Community Association	79	\$790.00
Mt. Jefferson Park*	Mt. Jefferson Civic Association	77*	\$385.00
Mt. Jefferson Greenway*	Mt. Jefferson Civic Association	64*	\$320.00
Mt. Jefferson Dog Run*	Mt. Jefferson Civic Association	79*	\$395.00
Pendleton Park*	Inner City Civic Association	96*	\$480.00
Powhatan Park	Northeast Citizens' Association	91	\$910.00
Simpson Park Westside	Del Ray Citizens' Association	95	\$950.00
Stevenson Park	Alexandria Day Reporting Program	78	\$780.00

**FY 2008 Total Cash Award = \$19,730**

Park areas greater than one (1) acre have a potential of \$10.00 per point.

\* These park areas are less than one (1) acre, and have been limited to \$5.00 per point.

**PAYMENT SUMMARY:**

FY 2008 Litter grant funds used for payments:	\$19,730
Supplemental City funds:	<u>\$ 0,000</u>
Total program payments:	<b>\$19,730 for FY 2008</b>

**ADOPT-A-PARK CASH BUDGET FOR FY 2009**

<b><u>PARK AREA</u></b>	<b><u>GROUP</u></b>	<b><u>MAXIMUM POINTS</u></b>	<b><u>MAXIMUM CASH</u></b>
All Veterans Park	Alexandria Fire Department	96	\$960.00
Angel Park	Taylor Run Civic Association	96	\$960.00
Beach Park	Rosemont Citizens' Association	96	\$960.00
Beverly Park	North Ridge Citizens' Association	96	\$960.00
Charles Hill Park*	Alexandria Police Special Operations	96*	\$480.00
Chetworth Park*	Northeast Citizens/Chetworth Park	96*	\$480.00
Chinquapin Park	Taylor Run Civic Association	96	\$960.00
Colasanto Center	Del Ray Artisans	96	\$960.00
Commonwealth Medians	Del Ray Citizens' Association	96	\$960.00
Four Mile Run Playground	Hume Spring Citizens' Association	96	\$960.00
Four Mile Edison Entrance*	Hume Spring Citizens' Association	96*	\$480.00
Founders Park	Founders Park Community Association	96	\$960.00
Goat Hill Park	Warwick Village Citizens' Association	96	\$960.00
Helen Miller*	Inner City Civic Association	96*	\$480.00
Hillside Park*	Warwick Village Citizens' Association	96*	\$480.00
Holmes Run/Brookvalley	Alexandria Day Reporting Program	96	\$960.00
Holmes Run Park	Action for Animals Network	96	\$960.00
Hoofts Run Park	Rosemont Citizens/Lower East Rosemont	96	\$960.00
Hume Spring Park*	Hume Spring Citizens' Association	96*	\$480.00
Interior Park*	Inner City Civic Association	96*	\$480.00
Landover Park*	Warwick Village Citizens' Association	96*	\$480.00
Leider Park	Troop 129 & 113 Boy Scouts of America	96	\$960.00
Lynhaven Park*	Lynhaven Civic Association	96*	\$480.00
Lynhaven Gateway *	Lynhaven Civic Association	96*	\$480.00
Mason Park*	Del Ray Citizens' Association	96*	\$480.00
Montgomery	Old Town North Community Association	96	\$960.00
Mt. Jefferson Greenway*	Mt. Jefferson Civic Association	96*	\$480.00
Mt. Jefferson Dog Run*	Mt. Jefferson Civic Association	96*	\$480.00
Mt. Jefferson Park*	Mt. Jefferson Civic Association	96*	\$480.00
Pendleton Park*	Inner City Civic Association	96*	\$480.00
Powhatan Park	Northeast Citizens' Association	96	\$960.00
Simpson Park Westside	Del Ray Citizens' Association	96	\$960.00
St. Asaph Park*	Del Ray Citizens Association	96*	\$480.00
Stevenson Park	Alexandria Day Reporting Program	96	\$960.00

**FY 2009 Total Potential Cash Award = \$24,960**

Park areas greater than one (1) acre have a potential of \$10.00 per point.

\* These park areas are less than one (1) acre, and have been limited to \$5.00 per point.

**PAYMENT SUMMARY:**

FY 2009 Litter grant funds:	\$13,176**
Anticipated Supplemental City funds:	\$11,784
Total potential program payments:	\$24,960

\*\*This figure is an estimate, the minimum amount the City may receive. The Department of Environmental Quality has not yet released the exact amount of the Litter Grant. This information will be released after July 15, 2007.