

MEMORANDUM

TO: Administrative Services Staff
FROM: Administrative Services Manager
DATE: July 9, 2026
RE: Tentative Cleanup Schedule for Volunteer Coordination

Administrative Services staff are hereby informed of the new tentative cleanup schedule for city blight remediation efforts. This schedule has been prepared to coordinate General Services cleanup crews and community volunteers who have expressed interest in assisting with debris and litter removal.

Historically, our cleanup crews have faced significant challenges in addressing community blight. Under the previous system, cleanup requests were added to a list and addressed in the order received. Crews were frequently called away to different locations and would often fail to return to original sites, leaving several jobs incomplete and residents dissatisfied.

The purpose of this new schedule is to establish a set, rotating schedule that will allow for concentrated efforts in specific areas each week. By following this rotation, we will eventually remediate blight to a point where there is less debris to clear each week. This system will improve efficiency and ensure that all areas receive consistent attention.

The attached schedule (also provided in Excel format) outlines the weekly assignments for each of the four sections from April 2025 through March 2026. The schedule rotates through Sections 1, 2, 3, and 4 on a weekly basis. Please note that all cleanup activities are subject to weather conditions and seasonal adjustments.

IMPORTANT GUIDELINES FOR STAFF:

- **Volunteer Coordination:** When volunteers call the office to inquire about cleanup opportunities, please inform them of the scheduled dates and locations for their area. The Excel schedule has been provided for easy reference and sharing.
- **Customer Service Enhancement:** This schedule will allow staff to provide customers with estimated abatement timelines when they call to report debris or illegal dumping complaints. Please reference the schedule to provide accurate information about when crews will be in specific areas.
- **Schedule Adjustments:** All dates are tentative and subject to change based on operational needs, weather conditions, or emergencies.

SCHEDULE DISRUPTIONS DUE TO EMERGENCIES OR SEVERE WEATHER:

In the event of severe weather or emergency situations that prevent crews from working in their scheduled area, the following protocols will apply:

- **Temporary Shift:** Crews may be temporarily redirected to another area if weather or emergency conditions make the scheduled location inaccessible or unsafe.
- **Return to Original Location:** Unless circumstances prevent it, crews will return to the original scheduled location as soon as conditions permit to complete any unfinished work.
- **Rescheduling:** If a scheduled cleanup cannot be completed due to weather or emergency, the area will be rescheduled for the next available slot in the rotation cycle. Administrative staff should inform volunteers and residents that missed areas will be addressed at the earliest opportunity.

SEASONAL NOTE: Please be aware that November 2025 marks the beginning of the snow season. All cleanup dates from November through March are particularly tentative and will be adjusted based on weather conditions. The winter season ends in March 2026, at which point the regular rotation schedule resumes.

This new scheduling system represents our commitment to improving community blight remediation efforts and enhancing customer service. Your cooperation in communicating this information to volunteers and residents is essential to the success of this initiative.

If you have any questions about the schedule or need clarification on any aspect of this plan, please contact the Administrative Services Manager's office.

Administrative Services Manager

City Environmental Government Agency