

MEMORANDUM

TO: Administrative Services Staff
FROM: Administrative Services Manager
DATE: March 18, 2026
SUBJECT: Tentative Cleanup Schedule for Community Blight Remediation

As you are aware, our community has experienced a steady population decline over the past decade, resulting in increased blight concerns. To address this issue effectively, we are implementing a structured cleanup schedule that will allow our crews to focus on specific areas each week.

This new approach replaces our previous ad-hoc method of addressing cleanup requests in the order received, which often resulted in incomplete jobs and dissatisfied residents. The rotating schedule ensures that all areas receive regular attention, gradually reducing debris accumulation throughout the community.

Please find attached the tentative cleanup schedule beginning April 1, 2025. This schedule outlines the specific sections of the city that will be addressed during designated time periods. When volunteers or residents call the office regarding cleanup concerns, you can now provide them with an estimated timeframe for when crews will be working in their area.

GUIDANCE FOR SCHEDULE DISRUPTIONS:

In the event of emergencies or severe weather conditions, crews may need to temporarily shift to another area or suspend operations entirely. In such cases, please follow these protocols:

1. Document any schedule changes in the central tracking system immediately.
2. Crews will return to their originally scheduled location as soon as conditions permit.
3. If a section cannot be completed during its scheduled timeframe, it will be prioritized for the following week's schedule.
4. For weather-related disruptions during winter months (November through March), please note that all dates are tentative and subject to change based on snow conditions and safety considerations.
5. Always communicate any changes to affected volunteers and residents promptly.

This structured approach will significantly enhance our customer service capabilities while ensuring comprehensive blight remediation across all community sections. Your cooperation in implementing this new system is greatly appreciated.

Please ensure all staff members are familiar with this schedule and the disruption protocols outlined above.