

NEIGHBORHOOD PROBLEM SOLVER



HOW TO BUILD COMMUNITY

- Turn off your TV
- Leave your house
- Know your neighbors
- Look up when you are walking
- Greet people
- Sit on your stoop
- Plant flowers
- Use your library
- Play together
- Buy from local merchants
- Share what you have
- Help a lost dog
- Take children to the park
- Garden together
- Support neighborhood schools
- Fix it even if you didn't break it
- Have pot lucks
- Honor elders
- Pick up litter
- Read stories aloud
- Dance in the street
- Talk to the mail carrier
- Listen to the birds
- Put up a swing
- Help carry something heavy
- Barter for your goods
- Start a tradition
- Ask a question
- Hire young people for odd jobs
- Organize a block party
- Bake extra and share
- Ask for help when you need it
- Open your shades
- Sing together
- Share your skills
- Take back the night
- Turn up the music
- Turn down the music
- Listen before you react to anger
- Mediate a conflict
- Seek to understand
- Learn from new and
Uncomfortable angles
- Know that no one is silent
- Though many are not heard
- Work to change this

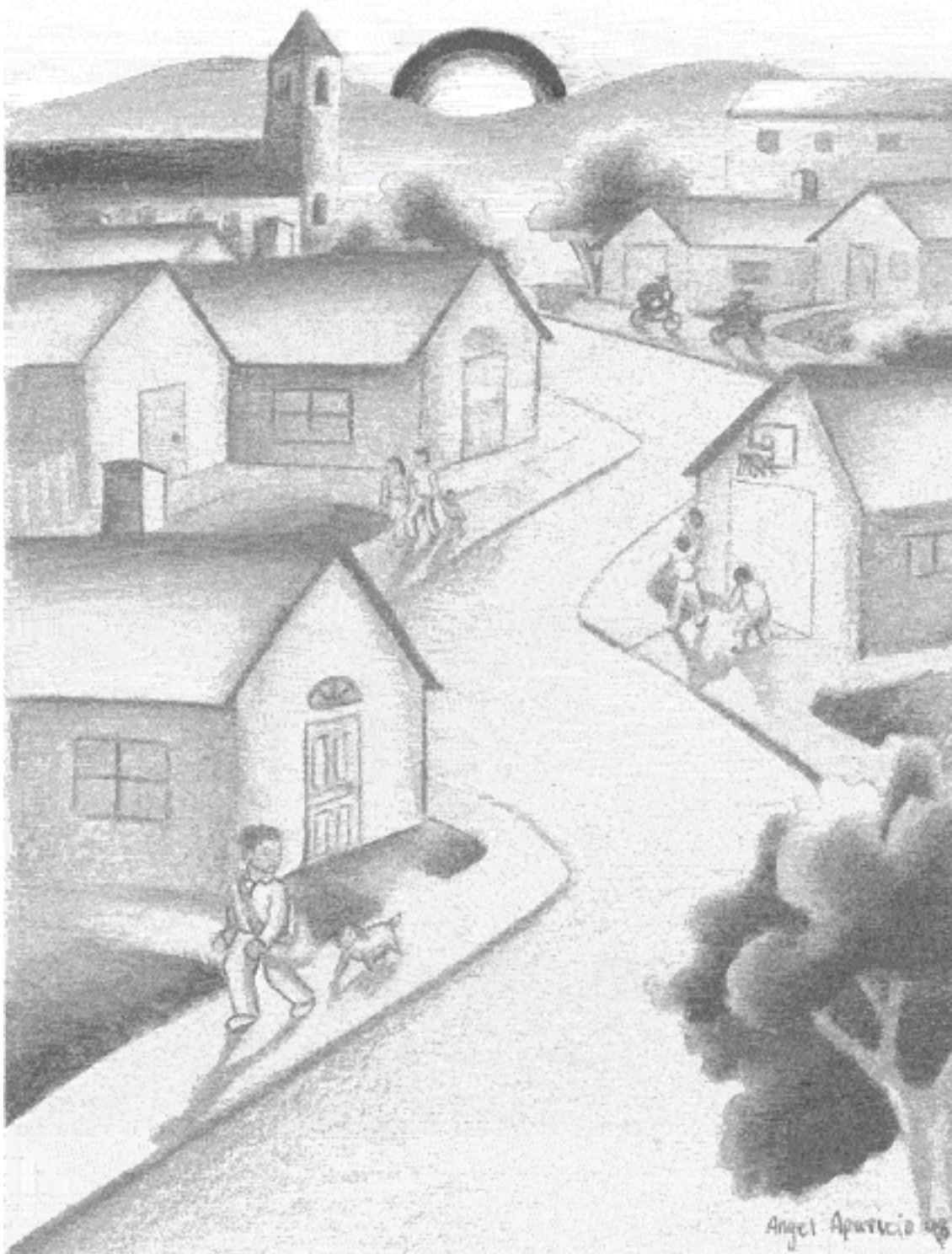
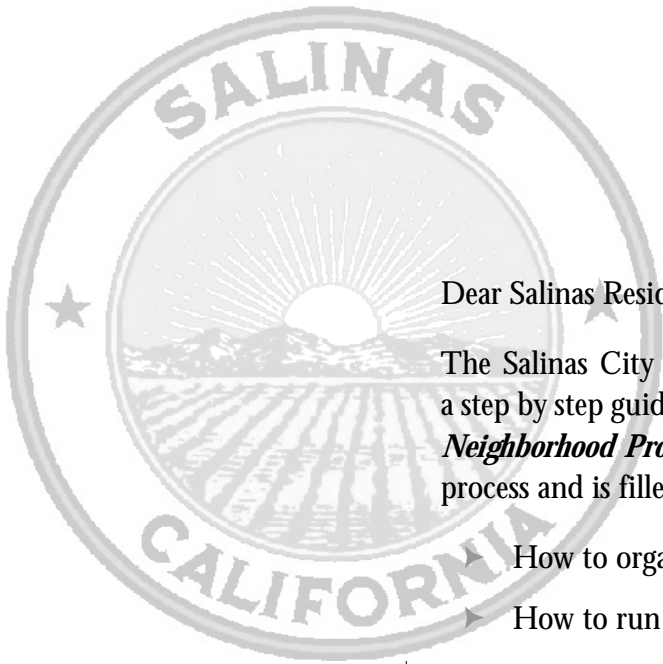


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Dear Salinas Resident:

The Salinas City Council has developed the *Neighborhood Problem Solver*, a step by step guide to help you find solutions to neighborhood problems. The *Neighborhood Problem Solver* starts at the beginning of the problem solving process and is filled with helpful information including:

- ▶ How to organize your community to solve problems;
- ▶ How to run a good neighborhood meeting;
- ▶ City and community resources to assist in your problem solving efforts;
- ▶ How to organize a Neighborhood Clean-up; and
- ▶ How to publicize your community events.

Since this is the City's first effort to develop a neighborhood problem solving guide, please feel free to submit comments on its effectiveness. Additionally, if you have any questions regarding the *Neighborhood Problem Solver*, please contact the City's Neighborhood Services Coordinator at 758-7201.

We hope the *Neighborhood Problem Solver* will help you to make your neighborhood a better place to live.

Thank you for caring about Salinas.

A handwritten signature in black ink that reads "Anna M. Caballero". The signature is fluid and cursive.

Anna M. Caballero,
Mayor

The City of Salinas is a great place to live and work. The residents of the City enjoy many of the advantages of a larger city while retaining the charm and character of a much smaller place. However, like all places, large or small, there are times when problems occur that affect our ability to enjoy where we live.

Are you experiencing a problem in your neighborhood and do not know where to turn? Are you unsure about how to fix the problem(s)? If your answer is yes, the City of Salinas has written the *Neighborhood Problem Solver* especially for you. The *Neighborhood Problem Solver* is a step by step guide designed to: help you and your neighbors identify problems in your neighborhood; find people and organizations to help with neighborhood problems (Community Resources); and organize and run neighborhood meetings.

The *Neighborhood Problem Solver* is divided into three chapters:

Chapter 1

Organizing Your Community to Solve Problems

Chapter 2

Running A Good Neighborhood Meeting

Chapter 3

Identification of City and Community Resources That Can Help You Solve Neighborhood Problems

If there is an established Neighborhood Association, Homeowners Association or Neighborhood Watch Program in your neighborhood, you may want to contact the president of one of these groups first to discuss the problem. However, the information in this manual is useful to both existing organizations as well as individuals that want to do something positive in their neighborhoods.

Now that you know the purpose of the *Neighborhood Problem Solver*, let's get started.

INTRODUCTION

WORKING WITH YOUR NEIGHBORS

When Your Problems Can't Be Solved By A Telephone Call.

Many neighborhood problems are corrected in a relatively short amount of time (*1 day, 5 days, 10 days, 15 days, 30 days, or 60 days*). Problems such as potholes, clogged storm drains, and streetlights that need replacing are examples where a telephone call to the City can fix the problem. These types of problems usually do not require further work or follow-up by a community resident. However, sometimes neighborhood problems exist that cannot be corrected without resident involvement.

More complicated neighborhood problems take a longer time to resolve and require the neighborhood to work together to solve them. Examples of these problems include:

- ▶ Graffiti throughout the neighborhood
- ▶ A vacant lot that serves as a dump site
- ▶ Gang presence in a neighborhood
- ▶ A proposal to cut hours at your local library due to budget cuts
- ▶ A need for volunteers at a neighborhood school
- ▶ Problems with garbage or yard waste collection services
- ▶ Shopping carts in the neighborhood
- ▶ Lack of response by a government department or official

These are the types of problems that the Neighborhood Problem Solver can help you solve when picking up the telephone doesn't work.

IDENTIFYING THE PROBLEM

If this is your first time using the *Neighborhood Problem Solver*, let's begin by starting with only one (1) problem. Use the *Neighborhood Problem Solver* Identification Worksheet on the next page to write down your answers to the five questions below.

1. What is the problem?

Write down your neighborhood problem on the Worksheet without providing an answer or solution. By clearly identifying the problem it is easier to get others to help you.

2. What do you consider the boundaries of your neighborhood?

Some neighborhoods do not have identifying characteristics or boundaries. You may live in one of these neighborhoods. Write down on your Worksheet what you think are the neighborhood boundaries. (*A street map is a good tool to help you*).

3. Where is the problem occurring?

Now that you have defined the neighborhood boundaries, take a walk or drive to determine the size and impact of the problem. Write down on the Worksheet exactly where the problem is occurring by providing addresses and/or property descriptions.

4. What will happen if the problem is fixed?

Think of good things that will happen if the neighborhood fixes the problem. Write down on the Worksheet at least three good things that will happen if the problem is fixed.

5. Are there three neighbors you can talk to about the problem?

Some neighborhoods have established Neighborhood Associations and/or Neighborhood Watch Programs. If your neighborhood has one of these organizations, you may want to speak to a member before continuing with this process. If these organizations do not exist in your neighborhood, write down on your Worksheet the names of three neighbors you can talk to about the problem.

ORGANIZING YOUR NEIGHBORS

Now that your Problem Identification Worksheet is complete, let's begin by contacting the three (3) people on your Worksheet.

STEP I

Contacting the Neighbors You Wrote Down on the Worksheet

- ▶ Call the three (3) neighbors that you wrote down on the Worksheet.
- ▶ Pick an agreed upon time to meet. Approximately two (2) hours is needed to talk about the problem and plan the next steps.
- ▶ Pick a place (*e.g., home, coffee shop, restaurant*) to have the meeting.
- ▶ Ask anyone with small children to arrange child care in advance.
- ▶ Remind each person to bring an ink pen, paper and their personal calendar to the meeting. If a person does not have a personal calendar, ask the person to think about their future schedule of activities/events for the next thirty (30) days.

STEP I

Take Your Problem Identification Worksheet to the Meeting

- ▶ Take your completed Worksheet with extra copies to the meeting.
- ▶ Take an unused/blank Worksheet in order to make changes.
- ▶ Use the information on the Worksheet to help discuss the problem.
- ▶ Find out how each neighbor feels about the problem.
- ▶ Make sure your neighbors agree on the neighborhood boundaries.
- ▶ If your neighbor believes this is a problem that the neighborhood should work to correct, make the necessary changes on the unused/blank worksheet to include the group's ideas.

STEP III

Taking Action to Solve the Problem

Now that you have decided to work to solve the problem, you will need to select a group leader. The group leader's responsibilities include:

- ▶ Setting up neighborhood meetings
- ▶ Preparing the meeting agenda (*see Chapter 2*)
- ▶ Serving as the meeting spokesperson
- ▶ Following up with people who are given assignments

ORGANIZING YOUR NEIGHBORS

STEP IV

Planning a Neighborhood Meeting

Now that you have identified the problem and selected a group leader, it is important to get ideas and help from as many of your neighbors as possible. You can begin this process by inviting all of your neighbors to a neighborhood meeting. A neighborhood meeting is a good way to discuss the problem, get new ideas, get feedback and recruit volunteers.

Who are your neighbors? Your neighbors are all the people who live within the neighborhood boundaries identified on your worksheet. All homes, apartments and businesses within this area should be sent invitations to your meeting. This includes all homeowners, renters, apartment dwellers, and local businesses.

Here are tips on planning a successful neighborhood meeting:

- ▶ Select two (2) calendar dates with times (*first choice and second choice*) at least three weeks in the future.
- ▶ Select dates and times that you believe you can get the most neighbors possible to attend the meeting.
- ▶ A meeting place. Select three (3) possible locations to hold the meeting. Possible meeting locations include libraries, community centers, schools, churches and restaurants. Using the two calendar dates you selected to hold the meeting, have someone in your group follow-up on these suggestions (*see Appendix A: How to find a meeting room*).
- ▶ The person assigned to follow-up on locating a meeting space should have a deadline (*no more than one week*) to report back to the group leader on the progress in reserving a meeting location.

STEP V

Finding a Wise Person to Assist Your Neighborhood Group

There are many **Wise People** in the community who are willing to volunteer their time to assist your neighborhood. A **Wise Person** is a community leader who has experience and knowledge in addressing community-wide issues.

Requesting that a **Wise Person** assist your neighborhood is a good way to insure that you are headed in the right direction. The **Wise Person** is needed to help at your next planning meeting as well as at the neighborhood meeting. To request assistance, here are a few tips:

- ▶ Working as a group, think of **Wise People** to assist you in solving the problem. **Wise People** include: business people, priest, ministers, school principals, school teachers, doctors, and lawyers.
- ▶ Other **Wise People** include employees and volunteers at local organizations like the Chamber of Commerce, the United Way, Big Brother/Big Sisters, the Boy Scouts and Girl Scouts, LULAC and the NAACP. Service Club members such as the Rotary, Kiwanis, or Lions Club can also help. Also, think about people from where you work who may be willing to help your neighborhood.
- ▶ Write down the names of three **Wise People** and decide on a first, second and third choice. Select a person in the group to contact the first **Wise Person** on the list. The person assigned to follow-up on contacting the **Wise Person** should have a deadline (no more than one week) to report back to the group leader. The **Wise Person** should be given the dates of the planning meeting and the neighborhood meeting. If the first **Wise Person** declines your request, contact the second and then the third person on the list.

If you get a **Wise Person** to help your neighborhood, you should provide the wise person a copy of the Worksheet. Invite him/her to the next planning meeting to help you get prepared for the neighborhood meeting. Ask the **Wise Person** to lead your neighbors in a brainstorming session on generating new ideas about how to solve the problem.

STEP VI

Make a Flyer to Announce the Neighborhood Meeting

- ▶ Make a flyer or use one provided in the manual to invite your neighbors to the meeting (*see example on the next page*).
- ▶ Select someone from the group to make the flyer.
- ▶ Have sample copies of the flyer for the group to review at the next planning meeting.

ORGANIZING YOUR NEIGHBORS

STEP VII

Schedule a Follow-up Planning Meeting

Select a time to have a second planning meeting (*two hours*) for the group. Invite the **Wise Person** to this meeting. At this meeting, the group will discuss and confirm:

- ▶ The date of the neighborhood meeting
- ▶ The time and place of the neighborhood meeting.
- ▶ Review the flyer
- ▶ Discuss who, when and how the flyer will be distributed
- ▶ Prepare an agenda (*see Chapter 2: How to Run a Good Meeting*).
- ▶ Confirm that the **Wise Person** will attend the neighborhood meeting.
- ▶ Confirm that the **Wise Person** will lead your neighbors in conducting a brainstorming session at the neighborhood meeting to get ideas about solving the problem.

YOUR FIRST MEETING IS NOW COMPLETED.

VISITING YOUR NEIGHBORS

At your second planning meeting, the group should have confirmed the date, time, and place of the neighborhood meeting. The group should have finalized the flyer and made copies. Additionally, the group should have decided on who, when and how to distribute the neighborhood flyers. Here are a few helpful hints for visiting your neighbors and distributing the flyer before the neighborhood meeting:

- ▶ Select times to visit neighbors at least one week before the meeting.
- ▶ Visit neighbors between 10:00 a.m. & 7:00 p.m.. Never visit after dark.
- ▶ Work in teams of two for support & safety on neighborhood visits.
- ▶ Arrange childcare for small children before making neighborhood visits (*see Child Care: Appendix B*).
- ▶ Take the Problem Solving Worksheet on visits to help you answer questions neighbors may have about the problem.
- ▶ Encourage neighbors to attend the neighborhood meeting to share their ideas about the problem.

AN EXAMPLE OF HOW TO BEGIN THE VISIT IS PROVIDED BELOW

(Greeting of the Day: Good Morning, Good Afternoon, Good Evening)
My name is _____ and I am your neighbor who lives at _____. We are having a neighborhood meeting on _____ day at _____ place at _____ time to discuss a very important neighborhood problem. The problem that is affecting us is _____.

Have you experienced this problem? Do you have a few minutes to discuss the problem with me? (*If yes, discuss the problem*)

(*If no, ask if you can come back at a more convenient time*)

Use the Problem Solving Worksheet to help you on your visits. Remember to leave a flyer for your neighbor with your telephone number. This will allow your neighbor to contact you if they have questions about the problem or the upcoming meeting. Remember to thank your neighbor for allowing you the time to discuss the problem.

HOW TO BEGIN A NEIGHBOR VISIT

RUNNING A GOOD NEIGHBORHOOD MEETING

Now that you have passed out flyers with the date, time and place of your neighborhood meeting, please follow the following steps:

BEFORE THE MEETING

STEP I

Preparing the Meeting Agenda

The agenda provides information on what will be discussed, who will speak and how long the meeting will last.

- ▶ Prepare an agenda for the meeting (*see agenda on page #17*).
- ▶ Make copies of the completed agenda for your meeting.
- ▶ Send a copy of the agenda to your Wise Person and/or other special guests at least a week before the meeting.

STEP II

Arrange Childcare for Young Children

Providing childcare can increase meeting attendance as well as allow for greater participation from neighbors (*see Childcare: Appendix B*).

STEP III

Meeting Room Set-up for Neighborhood Meeting

Set-up the meeting site at least thirty (30) minutes in advance.

- ▶ Arrange the tables and chairs to suit your meeting.
- ▶ Test all audio/visual equipment prior to use (*if applicable*).
- ▶ If serving refreshments, set out before the meeting begins.

STEP IV

Greeting Your Neighbors

Let your neighbors know that they are welcome at the meeting.

- ▶ Greet each neighbor with a big smile as they enter the room.
- ▶ Pass out the agenda to each of your neighbors.
- ▶ Have each neighbor sign the attendance sheet (*see page #19*).

RULES OF THE MEETING

- ▶ Have Fun
- ▶ Start and end the meeting on time
- ▶ Maintain confidentiality/Safe zone
- ▶ Everyone participates; no one dominates
- ▶ Help us stay on track/follow the agenda
- ▶ Listen to what others have to say
- ▶ One speaker at a time
- ▶ Raise your hand to be recognized to speak
- ▶ Agree only if it make sense to do so
- ▶ Try to make a new friend at this meeting

OTHER RULES

MEETING RULES

AT THE BEGINNING OF THE MEETING

Make sure each item below occurs at the beginning of your meeting:

- ▶ Make sure the meeting starts on time.
- ▶ Explain why you are having the meeting and what you would like to do by the end of the meeting. Make sure you explain that the problem will not be solved in one day and that everyone is needed to make a difference.
- ▶ Get all the people attending the meeting to introduce themselves. Take about five minutes for introductions since all your neighbors may not know each other.
- ▶ Go over the basic rules of the meeting (*see page #25*). Have everyone agree to follow these rules. Meeting rules help keep order and help to keep the meeting on schedule.
- ▶ Make sure everyone has signed the attendance sheet (*see page #19*) with their telephone number and address. This will make your job easier when you need to contact people.
- ▶ Review and change the agenda if necessary. Sometimes you may have to make a change on the agenda.
- ▶ If someone comes in late, do not attempt to start over from the beginning. Continue the meeting and wait for a break or another opportunity to brief the person on the meeting.
- ▶ Have someone volunteer to take the minutes. An example of meeting minutes is provided on page #27.

DURING THE MEETING

To continue things running smoothly, remember these six points:

- ▶ Follow the items on the agenda.
- ▶ Stay focused, remember the meeting purpose.
- ▶ Monitor time, keep the meeting on schedule.
- ▶ Make sure people are following the meeting rules.
- ▶ Provide opportunities for neighbors to voice input.
- ▶ Don't be afraid to ask your neighbors for help (*get volunteers*).

AT THE END OF THE MEETING

At the end of the meeting, you will need to summarize what took place at the meeting. The questions below will help you figure out the next steps:

- ▶ What did the group decide to do about the problem?
- ▶ Do you have everyone's name, telephone number and address?
- ▶ Did you get volunteers to help you with this problem?
- ▶ Who is responsible for carrying out new assignments?
- ▶ By what date will the responsible person(s) complete the task(s)?
- ▶ When is the next meeting (if needed)?

Answer these questions and summarize before you end the meeting. Thank people for coming. End the meeting on time.

AFTER THE MEETING

Be courteous, clean up and rearrange the room.

- ▶ Prepare the meeting minutes
- ▶ Complete the *Neighborhood Problem Solver Activity Worksheet* on the next page.
- ▶ Follow-up on items discussed at the meeting.
- ▶ Send a thank you note to your **Wise Person**/other special guest.
- ▶ Prepare the next meetings agenda.

IDENTIFYING COMMUNITY RESOURCES THAT CAN HELP SOLVE PROBLEMS.

ABANDONED VEHICLES

Residents interested in the removal of abandoned vehicles from public streets (*vehicles parked on the street for more than 72 consecutive hours or that do not have current registration*) or from private property should call:

Abandoned Vehicles (*inoperable vehicles*)/Public Streets 758-7316

Code Enforcement (*private property*) 758-7157

VOLUNTEER SERVICES PROGRAM

Salinas residents interested in volunteer opportunities to insure the upkeep and cleanliness of playgrounds and parks may contact:

Volunteer Services Coordinator 758-7382

ANIMALS

The City of Salinas provides a variety of animal related services to residents. Animal Control Officers provide residents with direct services or referrals for animal licenses, barking dog complaints, dead animal removal, injured, stray, spay/neuter services, and lost or loose animals. Additionally, the Salinas Animal Shelter provides a variety of animal/sheltering services.

Animal Control/Salinas Animal Shelter 758-7285

Dog Licenses 758-7211

BUILDING PERMITS/CONSTRUCTION

In order to ensure that all work performed on a structure is done in accordance with the safety standards set forth by the City of Salinas Municipal Code and the State Uniform Building Code, it is necessary to obtain building, plumbing, mechanical and electrical permits. The permit must be obtained before beginning any construction work.

Permit Services 758-7251

IDENTIFYING COMMUNITY RESOURCES

(Continued)

BUSINESS

City staff and the Salinas Valley Chamber are available to assist you in answering questions about business activity in Salinas. Please contact the City of Salinas or the Salinas Valley Chamber for additional information or go online to the Chamber's website at www.salinachamber.com.

City of Salinas Finance Department	758-7211
Salinas Valley Chamber of Commerce	424-7611
Home businesses	758-7206

CABLE TELEVISION

AT&T is the authorized franchise provider of cable television services to City of Salinas residents. If you have a problem or questions regarding cable television service, please contact AT&T for assistance. You may also contact the City Manager's Office for assistance if AT&T does not solve or answer the question to your satisfaction.

AT&T Customer Service	1-800-222-0300
City of Salinas City Manager's Office	758-7201

CENTER FOR COMMUNITY ADVOCACY

Center for Community Advocacy is dedicated to improving housing conditions and opportunities for farm-workers and other low-income families in Monterey County.

Center for Community Advocacy	753-2324
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CLEAN-UPS (NEIGHBORHOOD/COMMUNITY)

The City of Salinas provides assistance in providing neighborhood clean-up activities. These activities include; cleaning up trash piles, dealing with major weed problems and cleaning-up vacant lots. To find out more about neighborhood clean-ups, please read Appendix C or call the City at:

City of Salinas Public Works	758-7421
Weed Abatement	758-7119
Neighborhood Services Coordinator	758-7229

**IDENTIFYING
COMMUNITY
RESOURCES**

(Continued)

CITY COUNCIL AND MAYOR:

The Mayor of Salinas is elected at large. The City's six council members are elected from districts. Contact the Mayor and/or your council member to discuss issues that affect you and your neighborhood.

Mayor City Council Office 758-7201

City of Salinas Website www.ci.salinas.ca.us

CITY MANAGER/ADMINISTRATION

The Salinas City Manager is responsible for directing the day to day operations of the City's departments, boards and agencies. The City Manager's staff is available to assist you with your questions or concerns.

City Manager's Office/Administration 758-7201

CODE ENFORCEMENT/UNSAFE HOUSING CONDITIONS

Conditions that endanger the life, health, property, safety or welfare of the public are regulated under various state and local laws. Staff is available to assist in enforcing ordinances in your neighborhood.

Code Enforcement Violations 758-7157
Substandard living conditions

Environment Health Department 755-4508
Unhealthy living conditions such as mildew or animal infested occupancies

Fire Codes (*fire hazards/storage of flammable items*) 758-7261

CONFLICT RESOLUTION AND MEDIATION CENTER

The Conflict Resolution and Mediation Center services in the area of neighborhood problems, landlord/tenant, youth, quality of life, fair housing and all other forms of alternative dispute resolution.

Conflict Resolution and Mediation Center 424-4694

ELECTRICITY/GAS (PG&E)

PG&E is the local provider of electricity and natural gas. PG&E staff is available to answer service questions or respond to emergencies.

24-Hour Emergency & Customer Service 1-800-743-5000

IDENTIFYING COMMUNITY RESOURCES

(Continued)

FIRE DEPARTMENT

In addition to responding to fire and emergency service calls, the Fire Department is available to assist residents with fire safety programs.

Fire Emergency	911
Fire Administration Office	758-7261

GANGS/GANG AWARENESS

The Second Chance Youth Program can provide assistance to your neighborhood in addressing problems with gangs or provide through community outreach to gang identification and awareness

Second Chance Youth Program	758-2501
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GARBAGE COLLECTION AND RECYCLING

BFI is contracted by the City to provide you with curbside garbage and recycling service. If you have a problem or questions regarding garbage collection or recycling, please contact BFI. You may also contact the City for assistance.

BFI

Residential customers	775-3840
Business customers	775-3850
Recycling	775-3843

www.bfi-salinas.com

Garbage Accumulation (trash, junk, debris)	755-4508
<i>(ask for the Environmental Health Division)</i>	

GRAFFITI

An inscription or drawings placed on property without the property owner's permission is graffiti. Removing the graffiti is the property owner's responsibility, however, there is help available from the City.

Graffiti Removal	758-7926
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**IDENTIFYING
COMMUNITY
RESOURCES**

(Continued)

HOME IMPROVEMENT PROGRAM/JAZZ UP

The Jazz Up program operated by Second Chance Youth Program can assist residents (*qualified low income residents only*) as well as your neighborhood with various beautification projects such as house painting, fence repair, weed abatement, graffiti removal, and vacant lot clean-up.

Jazz Up 758-2501

HOUSEHOLD HAZARDOUS WASTE

The Salinas Valley Solid Waste Authority operates a household hazardous waste collection facility that is open Tuesday through Friday from 9:00 a.m. to 4:00 p.m. and Saturdays from 9:00 a.m. to 1:00 p.m. Only Small businesses need to make an appointment. Materials can be delivered to 1104 Madison Lane. Collection is limited to waste from residences in the City limits. Disposal limit of Hazardous waste is 220 pounds. No commercial waste will be accepted.

Disposal of Household Hazardous Waste 758-7928
(The Salinas Valley Solid Waste Authority)

HOUSING SERVICES

The Housing Services Program is a low income home repair and improvement program serving property owners within the Salinas City limits. Eligible improvements and repairs include: roof; plumbing; windows; foundations; floors; electrical systems; bathrooms, kitchens, etc.

Housing Services 758-7334

LEGAL SERVICES/CALIFORNIA RURAL LEGAL ASSISTANCE (CRLA)

CLRA provides free legal services to low-income residents of Monterey County that meet financial eligibility guidelines and have legal problems in the areas of housing, employment, education and civil rights.

California Rural Legal Assistance 757-5221

LEGAL SERVICES/LAWYER REFERRAL SERVICE

The Monterey County Bar Association provides the public with names of attorneys who have been screened and approved to provide specific areas of legal assistance. For a \$30 fee, clients receive a referral to an attorney who can address their type of legal problem and give them a 30-minute consultation.

Lawyer Referral Service 424-1401

**IDENTIFYING
COMMUNITY
RESOURCES**

(Continued)

LIBRARY

The City of Salinas library system provides a variety of services to the residents of Salinas. The City's main library and two branches have a very diverse collection of books, periodicals, and audio/visuals materials for public use. Additionally, the library system sponsors a nationally recognized adult literacy program at no cost to the participants.

John Steinbeck (Main Library) 758-7311

 Study Center 758-7450

 Reference Desk 758-7393

Cesar Chavez Library 758-7345

El Gabilan Library 758-7302

Headquarters of Literacy Programs 758-7916

MOBILE HOMES

The State of California Department of Housing and Community Development oversees regulation of mobile homes. The Department can answer questions and provide follow-up on issues regarding ordinances and inspections of mobile homes or mobile home parks.

Mobile Homes Information (916) 255-2501

MONTEREY COUNTY HEALTH DEPARTMENT

The Monterey County Health Department inspects and investigates health issues regarding dangerous accumulation of trash, solid waste issues, vector control (e.g. mice, rats, roaches,), food establishments, swimming pools, spas, hazardous materials, and substandard housing conditions.

Monterey County Health Department 755-4500

**IDENTIFYING
COMMUNITY
RESOURCES**

(Continued)

NEWSPAPERS

You may want to contact the local news media about issues in your neighborhood or about how to publicize a local event.

Californian	424-2221
The Monterey Herald	753-6762
El Sol	757-8118
Coast Weekly	757-5656
El Vocero	442-1676

PLANNING AND ZONING

The City of Salinas Department of Community Development is responsible for community planning, development review and zoning administration, environmental analysis, and neighborhood improvement programs. Call the following number if you want to know the steps to take to build an addition to your house or about new construction going on in your neighborhood:

Community Development	758-7206
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PESTS, RATS, AND ROACHES

The Monterey County Health Department inspects and investigates health issues regarding rats, roaches, and other pests. The Health Department is available to provide assistance in ridding your neighborhood of pests that may cause health problems.

Monterey County Health Department	755-4508
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IDENTIFYING COMMUNITY RESOURCES

(Continued)

POLICE

Community oriented policing allows the Salinas Police Department to work in partnership with neighborhoods to solve neighborhood problems. To get additional information on Police services, contact one of the telephone numbers below or go directly to the Salinas Police Department's website at www.salinaspd.com.

Police Emergency	911
Police Non-emergency (Dispatch)	758-7321
Abandoned Vehicles (Public Streets)	758-7316
Records & Front Desk	758-7292
Crime Tip Line (24 hour service)	758-7273
Police Administration	758-7286
Neighborhood Watch/Community Resource Officer	758-7264
Parking Tickets	758-7211
Watch Commander	758-7250
Police Activity League	758-7906
School Resource Officer	758-7158

RECREATION AND PARKS

The Salinas Recreation and Parks Department provides a system of park and recreation areas, facilities and programs for the community on a year-round basis. The Department is available to assist you in the use of City facilities or participation in recreation programs

Administration	758-7217
Sherwood Hall/Community Center	758-7351
Firehouse Recreation Center	758-7900
Hebbron Heights Recreation Center	775-4230
Breadbox Center	758-7908
Lincoln St. Recreation Center	758-7306

SIDEWALK REPAIR

Sidewalks in need of repair are a safety hazard to the public. The property owner has the primary responsibility for sidewalk repair. To get additional information on sidewalk repair, please contact:

Department of Public Works City Yard	758-7233
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**IDENTIFYING
COMMUNITY
RESOURCES**

(Continued)

**SEWERS, STREET CLEANING, STREET SIGNS, STREET REPAIR,
STREET LIGHTS**

There are various neighborhood services available to assist you in improving the quality of your neighborhood. The Department of Public Works is prepared to answer your questions about repairs, scheduling and general maintenance of City infrastructure as well as responsibilities of property owners.

Sewers, Sidewalks, Streets, Signs, Street Lights 758-7233
Street Sweeping 758-7233

REMOVAL OF SHOPPING CART(S) FROM NEIGHBORHOODS

There are various neighborhoods throughout the City that have problems with abandoned shopping carts. Many businesses in Salinas contract with service companies to have their shopping carts returned. If you would like shopping carts removed from your neighborhood, check the name of the store listed on the cart and write down the location. Locate the store's telephone number and call that store. Ask for the Manager on Duty.

Food Max-Santa Rita Plaza 442-3111
Rite Aide-Northridge Mall 449-5451
Safeway-Harden Ranch 442-7500
Target-Harden Ranch 442-0547

TELEVISION

Television stations may provide an opportunity to reach people who may wish to attend your event through public service announcements (PSAs) or provide news coverage of an event sponsored by your organization. For additional information on how Local television stations include:

KCBA TV 35 757-6397
KION TV 46 784-1702
KNTV-11 (San Jose) (408) 286-1111
KSBW TV 8 422-8206
KSMS TV 67 Spanish Language Television 757-6711
KSTS TV 48 (en Español-Telemundo) (408) 435-8848

**IDENTIFYING
COMMUNITY
RESOURCES**

(Continued)

TRAFFIC SIGNALS

If you would like to report a traffic signal that is broken or not working properly, please call:

Traffic Signals & Signs 758-7233

TREE CUTTING, PLANTING, REMOVAL AND/OR TRIMMING

The Department of Recreation and Parks is available to assist you in answering questions about cutting, removal or trimming of trees in the public right-of-way.

Tree Cutting, Planting, Removal and Trimming 758-7233

TRUCHA, INC.

TRUCHA, INC. provides a variety of community services in both English and Spanish relating to community services, information and referral, immigration, translations, interpreter service, and the processing of forms.

Trucha, Inc. 424-0521

WATER/ALCO WATER SERVICE/CALIFORNIA WATER SERVICE COMPANY

Alco Water Service and California Water Service Company are contracted by the City to provide water service to City residents. If you have a problem or questions regarding water service, please contact Alco or California Water Services. You may also contact the City's Department of Public Works for additional assistance.

Alco Water Service 424-0441

California Water Services 757-3644

City of Salinas Dept. of Public Works 758-7241

HOW TO FIND A MEETING ROOM?

There are many free places in Salinas where neighborhood and community groups can hold their meetings. Where you hold your meeting can significantly improve the meeting's success. To assist you in your meeting room search, please answer the four questions listed below on the *"How to Find A Meeting Worksheet"* located on the next page:

1. What is the purpose of your meeting?
2. How many people do you think will attend your meeting?
3. What is the date , beginning and ending time of your meeting?
4. What type of special room set-up requirements/equipment is needed to hold your meeting (e.g. blackboard, easels, projection screen, audio visual equipment, tables, chairs).

When you finish answering the above questions, you are ready to begin searching for a meeting location.

FINDING THE PROPER MEETING LOCATION

- ▶ Select three possible meeting places based on your Worksheet answers.
- ▶ Rank the locations as the groups first, second and third choice.
- ▶ Select a person in the group to follow-up and find out if the neighborhood can hold its meeting at one of these locations.
- ▶ When following up on reserving a meeting space, use the Worksheet to help answer questions when reserving a room.
- ▶ Give the person a deadline to report back to the group. If the three sites are unavailable, the person should report back so that the group can select other potential sites.
- ▶ After you reserve a meeting location, make sure you understand the facility's rules. The liaison person for the facility can help with this information.

POPULAR MEETING LOCATIONS

POPULAR MEETING LOCATIONS

SALINAS PUBLIC LIBRARIES

The Salinas Public Libraries has meeting rooms for public use at John Steinbeck Library and Cesar Chavez Library. To reserve a room at either of these libraries, contact the library of your choice at the following telephone numbers:

John Steinbeck Library
110 W. San Luis Street
Telephone # 758-7311

Cesar Chavez Branch Library
615 Williams Road
Telephone # 758-7345

CITY OF SALINAS DEPARTMENT OF RECREATION & PARKS

The Department of Recreation and Parks has facilities located throughout the City. Reservation requirements may vary depending on the facility. Additionally, some facilities have reservation fees. To get additional information about reserving meeting room space at a Recreation and Park facility, please contact Recreation and Parks Administration at **758-7217**.

ALISAL UNION SCHOOL DISTRICT

The Alisal Union School District allows public use of its facilities. An organization has to complete a facilities use form indicating the purpose of the meeting. To get additional information on reserving a meeting room at a school site, contact the District Office at **753-5700**.

SALINAS CITY ELEMENTARY SCHOOL DISTRICT

The Salinas City Elementary School District allows public use of its facilities. An organization has to complete a facilities use form to reserve a meeting room. To get additional information on reserving a meeting room, contact the District Office at **753-5600**.

POPULAR MEETING LOCATIONS

(Continued)

CHURCHES/SYNAGOGUES/TEMPLES

Many area churches/synagogues/temples allow limited public use of their facilities for community meetings. Two easy ways to find out if your neighborhood can hold a meeting at a religious facility are:

- 1) Request that someone who lives in the neighborhood and attends that church/synagogue or temple make a request on behalf of the neighborhood to hold the meeting; or
- 2) Contact the church, synagogue or temple office directly to inquire about reserving meeting room space.

CIVIC AND SOCIAL CLUBS

Many people in your neighborhood are members of civic and social clubs. Many of these organizations have their own buildings and allow their membership to use them under certain conditions. If someone in your neighborhood is a member of one of these organizations, have that person make a request for use of the facility on behalf of the neighborhood.

RESTAURANTS

Many Salinas area restaurants have meeting rooms that are ideal for holding meetings. These restaurants may allow your neighborhood to hold a meeting at their location for little or no cost. Do not be afraid to speak with the manager or assistant manager about holding a meeting at their restaurant.

CHILD CARE

It is important to consider child care when planning a neighborhood meeting. By providing child care you can increase the meeting attendance as well as allow participants to give their undivided attention to the issue being discussed.

Helpful child-care hints for a small meeting (*maximum ten people*) include:

- ▶ Request in advance that people make arrangements for child care
- ▶ Find a neighbor to watch the children (*responsible adult*)
- ▶ Under supervision, arrange for children to see an appropriate video or movie (*not recommended for children under four*)
- ▶ Arrange a special room where children are supervised with activities such as story reading, crafts, board games, manipulative activities such as Lego or Duplo.

Helpful child-care hints for large meetings (*more than 10 people*) include:

- ▶ Request in advance that people make arrangements for child care
- ▶ Arrange for adult supervised child care in a separate room at the meeting location.
- ▶ Contact a local youth organization such as the Boy Scouts or Girl Scouts to see if they would consider an orientation for children while the meeting is taking place, if age appropriate.
- ▶ Arrange for professional child care services with a non-profit organization for a nominal fee.

For additional information on child care services, contact Children's Services International at 424-6939

NEIGHBORHOOD CLEANUPS

Clean-ups sponsored by residents are a great way to improve the appearance of a neighborhood and instill community pride. Neighborhood clean-ups in Salinas have resulted in many success stories.

You may already have people within your neighborhood interested in a neighborhood clean-up project. By working together, the homeowners, renters and businesses of your neighborhood may want to organize a clean-up to address any or all of the items listed below:

- ▶ Cleaning up vacant lots
- ▶ Removing abandoned/junk cars from private property
- ▶ Removing abandoned/junk cars from public streets
- ▶ Removing automobile and truck tires from the neighborhood
- ▶ Weed Abatement (*cutting weeds*)
- ▶ Removing household junk from private property
- ▶ Removing Graffiti from fences, buildings and signs
- ▶ Painting fences and fire hydrants
- ▶ Removing broken glass from public and private property
- ▶ Cleaning up neighborhood parks (*trash removal/landscaping/painting*)
- ▶ Removing debris and junk from neighborhood creeks
- ▶ Removing shopping carts from neighborhoods

You may have many people within your neighborhood interested in participating in a clean-up project. Your community's planning of a clean-up event and the number of homeowners, renters and businesses that participate will determine its success.

If you would like to organize a clean-up for your community, please complete the Neighborhood Problem Solver Worksheet on page #7. After your first meeting with the three neighbors you listed on the Neighborhood Problem Solver Worksheet, invite the City's Neighborhood Coordinator (*Wise Person*) to your second planning meeting.

NEIGHBORHOOD CLEAN-UPS

(Continued)

The City's Neighborhood Services Coordinator can help you get prepared for your neighborhood meeting to discuss having a community clean-up project. The Neighborhood Services Coordinator can help you answer questions regarding:

- ▶ How to get your neighbors involved?
- ▶ How much do clean-ups cost and what paperwork is needed?
- ▶ How to make arrangements with BFI?
- ▶ How to get assistance from the City's Public Works Department?
- ▶ How to advertise/promote your event?

GETTING YOUR NEIGHBORS INVOLVED

The Neighborhood Services Coordinator will help you plan a neighborhood meeting to get residents interested in a community clean-up. The meeting should include as many of the neighborhood's homeowners, renters and businesses as possible. The reason for having the neighborhood meeting is to:

- ▶ Schedule a clean-up date
(At least six (6) weeks from the date of your meeting)
- ▶ Time of the clean-up
- ▶ Neighborhood boundaries for the clean-up
- ▶ Resources/equipment needed to have a clean-up

Additionally, the Neighborhood Services Coordinator will help with planning details such as: volunteers, water, equipment and supervision of children.

CLEAN-UP COSTS AND PAPERWORK

There are costs related to neighborhood clean-ups that vary depending on your needs. The Neighborhood Services Coordinator will assist you in figuring out clean-up costs.

COMPLETING THE NEIGHBORHOOD CLEANUP APPLICATION

The Neighborhood Services Coordinator can assist with filling out the Neighborhood Cleanup Application. The application will help to determine what other needs exist in the neighborhoods.

NEIGHBORHOOD CLEAN-UPS

(Continued)

Before you can have a clean-up, you may need to complete a City *“Special Events Permit.”* The application can be picked up at the City Manager’s Office and needs to be submitted at least one month before your clean-up date. The City also requires liability insurance if the event takes place on a public street. The liability insurance cost varies from approximately \$100 to \$200 depending on the size of the event. The City Manager’s office can provide additional information about insurance.

BFI

BFI is contracted by the City to provide you with curbside garbage and recycling service. Call BFI and give them the clean-up time, date and when the dumpsters should be delivered. Dumpsters range in price depending on capacity. BFI can provide you assistance on the actual costs and please mention you are having a neighborhood clean-up.

20-yard dumpster -- \$232.29 (2 tons of weight allowed)

Please note that each additional ton of weight would cost \$43.

30-yard dumpster -- \$275.28 (3 tons of weight allowed)

Please note that each additional ton of weight would cost \$43.

CITY OF SALINAS VOLUNTEER SERVICES PROGRAM

The City wants to help you have a successful clean-up. Call the Volunteer Service Coordinator and he/she will assist you in recruiting volunteers, provide tools, supplies and other equipment needed depending on the type of cleanup.

ADVERTISING YOUR EVENT

By advertising your event, you can increase participation of your neighbors in the community clean-up project. Tips include:

- ▶ Make flyers, posters and banners announcing your event.
- ▶ Distribute flyers door to door to all residents (*homeowners, renters and neighborhood businesses*)
- ▶ Get permission to place your publicity materials in public places such as: public bulletin boards at local grocery stores and at apartment complexes.
- ▶ Prepare a press release (*see Appendix E: Publicizing your event*)

Additionally, you will need to contact all your neighbors (*homeowners, renters and local businesses*) to remind them about the clean-up three days to a week before the event. You may want to distribute a flyers and/or make key phone calls to insure your neighbors participate.

A LETTER TO AN ADVISOR/WISE PERSON.

January 8, 2002

Mr. Bob Smith
Principal
Mountain High School
888 Mountain Cliff Road
Salinas, CA 93900

Dear Mr. Smith

Thank you for agreeing to serve as our neighborhood advisor. As I mentioned on the telephone, the residents of Ivy Lane are interested in meeting to discuss the proposal to locate a 24-hour XYZ Liquor Express Store in our neighborhood. We do not want another liquor store in our neighborhood.

As we discussed, I am reminding you of the two meetings dates that we need your help:

On Tuesday January, 21,2002, we have planned a meeting to finalize the meeting agenda and the flyer for distribution to our neighbors. The meeting will take place at Mrs. Simmons' house from 6:00 p.m. until 7:00 p.m. Mrs. Simmons lives at 414 Ivy Lane.

Our neighborhood meeting to discuss this problem with all our neighbors is planned for Tuesday, February 12, 2002. The meeting time is from 7:00 p.m. until 9:00 p.m. at the John Steinbeck Library. Steinbeck Library is located at 110 W. San Luis.

Thanks once again for agreeing to assist us and I look forward to seeing you on Tuesday, January 21. If you have any questions or suggestions prior to our meeting, please do not hesitate to call me at work at 777-7777 during the day and at 555-5555 during the evening hours.

Respectfully yours,

Victor Salazar
Concerned Ivy Lane Neighbor

A LETTER OF CONCERN TO AN ABSENTEE PROPERTY OWNER.

**APPENDIX D
LETTERS**

(Continued)

June 16, 2002

Mr. Frank Tate
765 Ford Circle
Salinas, CA 93999

Dear Mr. Tate:

As a long time owner of property on Ivy Lane, you are very well aware of the pride we take in our homes. The colorful bungalow houses and the beautiful flower gardens make Ivy Lane a nice place to live.

As residents, we are writing you regarding your rental property at 222 Ivy Lane. We are very concerned about the way your tenants are maintaining this property. The beautiful flower garden that was in the front yard when you lived at this address has been replaced with overgrown weeds and two junk cars. Additionally, the house paint is peeling and there is a lot of "stuff" located in the side yard.

On behalf of all the neighbors on our block, we are requesting your assistance in doing a little spring cleaning and making the necessary repairs to the house. If you would like to discuss this issue further or need assistance, please call me at 666-6666.

Sincerely yours,

Mary Jones

Concerned Ivy Lane Neighbor

**APPENDIX D
LETTERS**

(Continued)

A THANK YOU LETTER TO A PROPERTY OWNER.

January 3, 2002

Mr. Frank Tate
765 Ford Circle
Salinas, CA 93999

Dear Mr. Tate:

The residents of Ivy Lane would like to thank you for doing the necessary repairs to improve the appearance of your house at 222 Ivy Lane.

This work has improved the appearance of the entire block. We are especially pleased to know that in addition to removing the junk cars and the stuff in the side yard; that you are planning to paint the house.

Additionally, we have noticed a change in the attitudes of your renters. They now mow the lawn on a regular basis and have kept the curb and sidewalk in front of the house clean.

Thank you once again for your prompt attention to this matter.

Sincerely yours,

Fred Wong
Ivy Street Neighborhood Group

A LETTER OF CONCERN TO A PROPERTY OWNER.

APPENDIX D LETTERS

(Continued)

February 5, 2002

Ms. Fred Burnett
333 Rocky Road Lane
Salinas, CA 93900

Dear Mr. Burnett:

As everyone is well aware, curb-side parking is difficult to find at night and on weekends in our neighborhood. Recently, several neighbors have begun to park their cars on the front lawn due to the limited curbside parking.

As residents of Rocky Road Lane, we do not agree with the practice of parking cars on the front lawn. Parking cars on the front lawn is unsightly and has the potential of lowering property values. If you are one of the neighbors who has begun to park cars on the front lawn, we are requesting that you find other places to park your cars.

If you need help finding additional parking for your cars, please call me at 666-7777. I am sure as neighbors working together, we can fix this problem.

Sincerely yours,

Greg Sheppard
Concerned Rocky Road Neighbor

**APPENDIX D
LETTERS**

(Continued)

A LETTER OF CONCERN TO A PROPERTY OWNER.

June 2, 2002

Ms. Melanie Carson
1313 Mockingbird Lane
Salinas, CA 93900

Dear Ms. Carson:

Today, I noticed that your fence has graffiti slogans painted on it. As you are probably well aware, graffiti vandals are painting similar slogans on fences, garages and businesses throughout our neighborhood. This vandalism is beginning to have a negative impact on the appearance of our neighborhood.

Unfortunately, the Police have been unable to catch the person(s) responsible for this awful crime. The Police gave me two pieces of valuable advice to try and deter this type of crime that I would like to share with you:

1. Look out for suspicious activity and report it to the Police; and
2. Immediately remove graffiti if your property is vandalized. By removing the graffiti immediately, you are discouraging the vandals from repeating this practice at your address.

If you need help in removing the graffiti on your fence, please call the Salinas Graffiti Removal Program at 758-7926. In addition, if I can assist you in removing graffiti from your property, please contact me at 333-3333.

Sincerely yours,

Debbie Schottle
Concerned Mockingbird Lane Neighbor

A LETTER OF CONCERN TO A PROPERTY OWNER.

**APPENDIX D
LETTERS**

(Continued)

June 2, 2002

Mr. Joe Blow
333 Rocky Road Way
Salinas, CA 93900

Dear Mr. Blow:

Residents in our community are working together to improve the neighborhood. We would like you to join us in our efforts. Our main goal is to promote community pride in the community by voluntarily complying with existing Municipal Codes and correcting maintenance problems as noted below.

Your property at _____

has been brought to our attention. The Problem is _____

Your attention to this problem area and your voluntary compliance in correcting the situation is requested. If you have any questions or need assistance with this request, we invite you to call Fred Klein at 444-4444.

Sincerely yours,

Thomas Perez
Concerned Rocky Road Way Neighbor

INVITATION TO A CITY COUNCILMEMBER

January 15, 2002

Councilmember Bob Black
City of Salinas
200 Lincoln Avenue
Salinas, CA 93901

Dear Councilmember Black:

I am writing to follow up on our telephone conversation on Tuesday, January 7. As we discussed, the vacant lot at 777 Forest Street that has served as a dump site for the past three years. Each time the site is cleared, the garbage and refuse return. In an effort to develop a permanent solution to this neighborhood nuisance, residents in our neighborhood have decided to hold a neighborhood meeting to begin the development of a permanent solution to this problem.

I am confirming your attendance at this meeting scheduled for Saturday, February 1, 2002 at 2:00 p.m. The meeting will be held in the Community Room of Chavez Library. Please contact me if you have questions or need additional information at 555-5555

Respectfully yours,

Morgan Westin
Concerned Forest Street Resident

PUBLICIZING YOUR EVENT

Even the best planned event will not succeed if it is not well publicized. To ensure your event is well publicized, designate a member of your project team as the publicity coordinator. However, please remember that it is everyone's responsibility to spread the word about your event. Here are some suggestions and ideas for publicizing events in your neighborhood:

- ▶ Make flyers, posters and banners announcing your event.
- ▶ Distribute flyers door to door to all residents (*homeowners, renters and neighborhood businesses*)
- ▶ Get permission to place your publicity materials in public places: local restaurants, libraries, recreation centers. Also take advantage of public bulletin boards at local grocery stores and at apartment complexes.
- ▶ Prepare a press release, see sample on page #70
- ▶ Make a comprehensive list of media contacts
- ▶ Get your event listed on radio, television and newspaper community calendars.
- ▶ Prepare public service announcements (PSAs) for radio and television, see sample on page #71. Public Service Announcements are good ways to get out information about your event. Call the community affairs representatives of local television and radio stations to determine how to place PSAs.
- ▶ Make sure that all of the information that you send to the media contacts includes information on how to reach your contact person. Include information such as: name, title, phone number, fax number, e-mail and mailing address of the contact person.

**APPENDIX E
PUBLICIZING
YOUR EVENT**

(Continued)

**SAMPLE PRESS RELEASE TO NEWSPAPERS,
RADIO, OR TELEVISION**

**PRESS RELEASE
*(For Immediate Release)***

Date: July 15, 2002

Contact Person:

John Doe, Meadowbrook Neighborhood Association

Daytime Telephone # (408) 555-5555

Evening Telephone # (408) 666-6666

NEIGHBORHOOD CLEAN-UP

The Meadowbrook Neighborhood Association has scheduled a community clean-up on Saturday, August 3, 2002 from 7:00 a.m. until 3:00 p.m. Clean-up activities are scheduled for all streets bounded by Davis Creek, Elm, Maple, Cedar and Fifth Street. In addition, a targeted clean-up of the following areas is scheduled: Removal of debris and garbage from the Davis creek-bed running from Elm to Fourth Street. Removal of graffiti from fences and buildings throughout the neighborhood; and removal of trash, bulky items and glass from the vacant lot at the corner of Elm and Third Street.

An awards presentation hosted by the Mayor and a free neighborhood barbecue for all participants is scheduled from 1:00 p.m. until 3:00 p.m. Any member of the public interested in donating cleaning supplies or participating in this event, please contact John Doe, project coordinator at 555-5555 between 8:00 a.m. and 5:00 p.m. and 666-6666 after 6:00 p.m.

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**SAMPLE PUBLIC SERVICE ANNOUNCEMENT (PSA) FOR
RADIO OR TELEVISION**

**APPENDIX E
PUBLICIZING
YOUR EVENT**

(Continued)

(10-SECOND ANNOUNCEMENT)

On August 3, 2002 from 7:00 a.m. until 3:00 p.m., residents of the Meadowbrook Neighborhood are scheduling a community-wide clean-up. Call John Doe at 555-5555 for details.

(20-SECOND ANNOUNCEMENT)

On August 3, 2002 from 7:00 a.m. until 3:00 p.m., residents of the Meadowbrook Neighborhood are scheduling a community-wide clean-up. An awards presentation hosted by the Mayor and a free neighborhood barbecue for all participants is scheduled from 1:00 p.m. until 3:00 p.m. Any member of the public interested in donating cleaning supplies or participating in this event, please contact John Doe at 555-5555 for details.

(30-SECOND ANNOUNCEMENT)

On August 3, 2002 from 7:00 a.m. until 3:00 p.m., residents of the Meadowbrook Neighborhood are scheduling a community-wide clean-up. Clean-up activities will include: removal of debris and garbage from the Davis creek-bed running from Elm to Fourth Street; removal of graffiti from fences and buildings; and removal of trash and debris from the vacant lot at the corner of Elm and Third Street.

An awards presentation hosted by the Mayor and a free neighborhood barbecue for all participants is scheduled from 1:00 p.m. until 3:00 p.m. Any member of the public interested in donating cleaning supplies or participating in this event, please contact John Doe at 555-5555 for details.