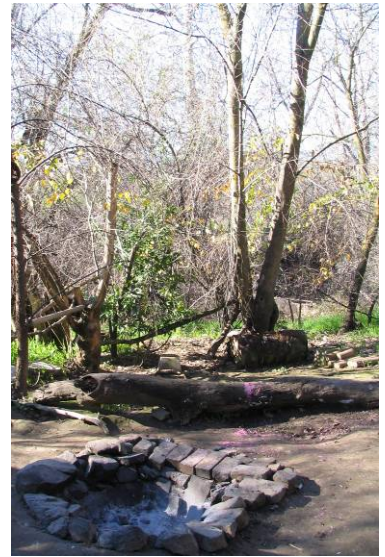


MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SAN JOSÉ AND THE SANTA CLARA VALLEY WATER DISTRICT FOR TRASH PREVENTION AND REMOVAL



2008 ANNUAL REPORT*
OCTOBER 1, 2008

PREPARED BY:
CITY OF SAN JOSÉ
SANTA CLARA VALLEY WATER DISTRICT



* The 2008 revision of the Trash MOA changed the MOA's timeline from the calendar year to an active year starting September 1st. This report covers activities in the interim from January 1, 2008 to August 31, 2008. FY the next term, the active year will be aligned with the fiscal year: July 1 2009 through June 30, 2010.

Cover Pictures

- Left: Illegal creekside encampment on Coyote Creek near Schallanberger Drive, before cleanup.
- Center: Water District staff removing debris from Coyote Creek downstream of Julian Street.
- Right: Coyote Creek near Schallanberger Drive, after cleanup.

Introduction

This report summarizes the fourth term activities associated with the City of San José (City) and the Santa Clara Valley Water District (District) Memorandum of Agreement for Trash Prevention and Removal Services (Trash MOA). The City Council and District Board approved the Trash MOA in September 2004, and revised it in February 2008. The Trash MOA is implemented by a Joint Trash Team (Attachment A) comprised of staff from the District and City. Oversight of the Joint Trash Team and its efforts is provided by the Executive Committee (Attachment B), comprised of management from the District and City. The Work Plan included five tasks:

1. Monthly Encampment Cleanup Program
2. Weekly Encampment Cleanup Program
3. Partnered Cleanup Projects Program
4. Other Trash Prevention & Removal Activities
5. Develop Annual Trash MOA Work Plans and Reports

The Trash MOA specifies that the Joint Trash Team shall prepare an Annual Report, describing the status of work plan activities and submit it to the Executive Committee by August 31st of each year. This report is intended to provide a status update and to highlight relevant activities, successes and challenges associated with each objective in accordance with the Trash MOA.

Revisions to the Trash Memorandum of Agreement

The Trash MOA represents a formal agreement between the City and the District to collaborate on specific trash prevention and removal activities. The Trash MOA was revised in February 2008 to incorporate the following:

- Monthly encampment cleanups (previously informal collaboration between the District and the San José Police Department),
- Weekly encampment cleanups (previously housed entirely within the District's Clean Safe Creeks program), and
- Increased the number of partnered cleanups to up to 5 per year (previously up to 3)

Tasks in the original MOA are also included in the revised version, and detailed in this report.

In addition to tracking the results of cleanup efforts, the revised Trash MOA requires tracking and reporting out on the costs associated with performing the cleanup programs. These costs are captured in Attachment C.

Task 1

Monthly Encampment Cleanup Program

Description and Status

The monthly encampment cleanup program focuses on the removal of active illegal encampment sites and is led by the City. Activities are typically conducted during the weekend, averaging approximately one day per month with a maximum of up to 10 per year. These cleanups typically occur the fourth Saturday of the month, with sites selected by SJPD based on

complaints from the public. Monthly cleanups were performed on the dates listed in Table 1. The City and District staff who conduct the weekend cleanups also perform a variety of police and field maintenance activities which can occur on weekends. The months of June and August were skipped due to reduced staff availability.

For monthly encampment cleanups, the San José Police Department arranges for and supervises a labor crew from County Department of Corrections. The Water District provides rear-loading compactor trucks, drivers, portable sanitation equipment, tools, supplies, and personal protection equipment for the workers. The City’s Environmental Services Department pays for disposal of the debris collected. Prior to the day of the cleanup, Police Department Officers post signs at the cleanup sites at least 72 hours in advance to warn that all materials will be collected and disposed of, and that any valuables found can be claimed at the Police Department’s property warehouse. Additionally, the City’s Department of Housing arranges for social service providers to offer shelter beds and other services to individuals found occupying the encampments, in hopes that they can use these services to help them permanently vacate the illegal encampments.

Table 1: Monthly Encampment Cleanup Data

Date	Creek Locations	Debris Removed (cy)	Total removed (tons)
Mar 22, 08	Coyote Creek at Story Road	15	15.09
Apr 26, 08	Guadalupe at Julian	30	12.54
	Coyote at Tully	30	
	Coyote at Senter	60	
May 24, 08	Coyote at Oakland Rd, u/s	40	11.96
	Coyote at Oakland Rd, d/s	40	
	Coyote at Brokaw Rd and u/s & d/s of Mabury Rd	25	
Jul 26, 08	Los Gatos Creek at Coleman	35	7.86
	Coyote at Remillard Ct	40	
Grand Total		315 cubic yards	47.45 tons

Evaluation

Successes

- Forwarding all illegal encampment complaints to SJPD allows this program to target areas in need of cleaning.
- Better communication between SJPD and City Department of Housing allowed for more efficient social services responses.
- Utilizing the SJPD property warehouse for cataloging, and storage of homeless possessions collected during encampment cleanups.
- Use of the San José City Waste Disposal Authorization forms for disposal of non-hazardous trash.

Challenges/Improvements for 2008-09

- Manage projects and staff availability to increase the number of monthly cleanups performed.
- Improve data collection and tracking.

- Improved planning of day-of cleanup routes to eliminate downtime due to compactor trucks having to go to Newby Island in Milpitas instead of the more-centralized Mabury Corporation Yard.

Task 2
Weekly Encampment Cleanup Program

Description and Status

The weekly encampment cleanup program usually focuses on the cleanup of Inactive Illegal Encampment sites, but may also include cleaning Active Illegal Encampment sites. The weekly encampment cleanup program is led by the District under the auspices of this Trash MOA and the District’s Clean Safe Creeks – Good Neighbor Program. If required, assistance from the SJPD is available on call. Activities are conducted typically Monday thru Friday, approximately one day per week. In the Guadalupe Watershed, cleanup activities are performed by the quarterly cleaning of an assigned ‘route’ of high priority reaches of creeks in the Guadalupe Watershed. Coverage of the route includes inspection for encampments and removal of trash as needed. In the Coyote Watershed, cleanup activities are done 150 ft upstream and downstream of road bridge crossings of the creeks. The weekly cleanup activities which meet the requirements of the MOA are totaled quarterly based on the fiscal calendar of July 1st to June 30 annually.

Table 2: Weekly Encampment Cleanup Data

Date	Creek Locations	Cubic Yards Removed (CY)	Total Tons Removed
Q1(3/31/08)	Guadalupe Rv, Los Gatos Ck, Coyote Ck	243	15.9
Q2 (6/30/08)	Guadalupe Rv, Los Gatos Ck, Coyote Ck	362	47.63
Q3 (9/30/08)	Guadalupe Rv, Canoas Ck, Los Gatos, Coyote Ck	190	27.73
Grand Total		795 cubic yards	109.16 tons

Evaluation

Successes

- Streamlined hand-off of City waste Authorization Forms between City and District’s Guadalupe Watershed staff.

Challenges/Improvements for 2008-09

- Evaluate opportunities to expand this program’s application in the Coyote Watershed
- Improve data collection and tracking.

Task 3
Partnered Cleanups Projects

Description and Status

The Partnered Cleanup Projects program helps to address the clean up of trash accumulations that fall outside the scope of both the weekly encampment cleanup and monthly encampment cleanup programs. It is coordinated by both City and District staff on the Joint Trash Team. The City and the District may collaborate on up to five (5) partnered cleanups per year. Three partnered cleanups were performed during this reporting period, with two more under consideration before the end of the calendar year.

Table 3: Partnered Cleanup Data

Date	Creek	Debris removed		Types of Debris	City Provided:	District Provided:
		tons	CY			
7/8	Coyote Creek, downstream of Julian Street	0.25	10	Floating trash; downed tree	<ul style="list-style-type: none"> • Housing: staff to offer social services • PD: Legal posting • PRNS – AGLP: compactor • ESD: disposal, driver for compactor, supplies 	<ul style="list-style-type: none"> • Biologic assessment and sign-off • Senior Maintenance Worker • Onsite supervision • Contractor crew • Supplies (personal protective equipment, bags), heavy equipment (chain saw & related staff/equipment) • Porta-potty
8/20	Coyote Creek from Montague to Charcot	0.56	12	Paper; Litter on banks and in water	<ul style="list-style-type: none"> • ESD: disposal, Senior Maintenance Worker, battery disposal • PRNS: driver for compactor 	<ul style="list-style-type: none"> • Biologic assessment and sign-off • Senior Maintenance Worker • Onsite supervision • SJCC crew • Supplies (personal protective equipment, bags)
8/28	Guadalupe River from Coleman to halfway between Taylor and Hedding. Both banks cleaned	3.29	15	Litter on banks and in water; encampments	<ul style="list-style-type: none"> • Housing: staff to offer social services • PD: Legal posting • PRNS: Ranger for on-site supervision • PRNS: 1 SJCC crew • ESD: disposal, supplies 	<ul style="list-style-type: none"> • 2 compactors & drivers • Onsite supervision • 1 SJCC crew
Total		4.1	37			

Evaluation

Successes

- Partnered cleanups address sites that due to their location, site-specific safety concerns, source and/or nature of debris, are not addressed by regular operations and maintenance activities of either the City or the District. These sites may not generate large quantities of debris, especially compared to encampment cleanups, but these sites would remain littered if not for these cleanups.

Challenges/Improvements for 2008-09

- Consider asking 'Friends Of' groups and other non-profits or neighborhood groups to offer potential sites.

Task 4

Other Trash Prevention & Removal Activities

Task 4-1: Trash Prevention & Removal Programs and Contacts List

Description and Status

The Team shall develop, maintain and distribute to appropriate City and District personnel, a list of trash prevention and removal programs and their associated staff contacts. This list is intended to improve coordination and make communications with residents more seamless.

The purpose of the Contact List (Attachment D) is to facilitate reporting of maintenance and compliance issues identified by field staff from one agency to the other. The need for a Contact List was based on field staff input regarding the difficulty associated with identifying where to direct various types of maintenance issues. The list includes key staff contacts at both the City and Water District who are involved in trash removal and maintenance programs. The list was updated in August 2008 to reflect staffing changes and new programs. The mechanism for distributing the list has varied, but typically the list is distributed as part of the Annual Report and during staff meetings.

Evaluation

Successes

The Contact List continues to be useful and will be reviewed at least once per year in order to include updates as phone numbers and staff responsibilities change.

Challenges/Improvements for 2008-09

- Make list available online for Joint Trash Team partners.

Task 4-2: Enforcement and Education

Description and Status

The Team shall, as part of its annual work planning, consider opportunities for improved use and coordination of enforcement and education by the City and District.

For this term, the Team focused efforts on incorporating the two new cleanup efforts into the MOA, as well as continuing and expanding the partnered cleanups.

Evaluation

Successes

- The City and District both participate on the Silicon Valley Anti-Litter campaign's Education Subcommittee, as well as being represented at the BASMAA Regional Ad Campaign which is preparing an anti-littering campaign. These efforts occur independently of this Trash MOA.
- Successful integration of Monthly Encampment Cleanup Program.

Challenges/Improvements for 2008-09

- Explore opportunities to build upon existing trash outreach efforts.

Task 4-3: Coordinating Operations

Description and Status

The Team shall, as part of its annual work planning, consider opportunities to manage and schedule routine cleanup activities performed by both parties with the intent of providing equitable exchange of services.

On July 8, the City performed an encampment cleanup on non-creek properties at the same time the partnered cleanup took place on Coyote Creek at Julian Street. By scheduling both cleanups on the same day, only one truck was needed for hauling away debris. Additionally, the Department of Corrections labor was able to clean out the small encampment under the Julian Street bridge, so the Water District maintenance crew could focus on removing the debris from the waterway.

On June 4, City and District staff met with management of Groundwerx, the San Jose Downtown Association's downtown cleaning crew, to discuss cleaning along the Guadalupe River. GroundWerx crews noticed trash and debris in the section of Guadalupe River that runs in their area of operation (between St. John Street and San Fernando Street). Groundwerx requested permission to clean in the creek channel, so Joint Trash Team members facilitated discussions between GroundWerx and the Water District's permitting unit. A permit was issued in August, and GroundWerx crews are now regularly removing debris from the Guadalupe River.

Evaluation

Successes

- Scheduling two separate cleanups on the same day allowed for some resources to be consolidated.
- Assisting GroundWerx in obtaining a permit to clean in the Guadalupe River in downtown San José.

Challenges/Improvements for 2008-09

- Evaluate opportunities to manage and schedule routine cleanup activities performed by either agency to improve efficiency or reduce costs.
- Evaluate opportunities to coordinate efforts.
- Evaluate new initiatives as appropriate.

Task 4-4: Participation in the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Trash Work Plan Activities:

Description and Status

The Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) is composed of 13 cities, the County, and the District and the organization collaborates on ways to minimize and prevent urban runoff pollution, including trash. SCVURPPP convened a Trash Ad Hoc Task Group (AHTG) in early 2002. The Trash AHTG then completed a Trash Management and Effectiveness Strategy Work Plan which included a variety of tasks, including performing trash assessments and implementing structural trash pilot projects.

Both the City and District are co-permittees to the Stormwater NPDES permit No. CAS029718 for the Santa Clara Basin and are members of SCVURPPP. This task would include the participation of both agencies in SCVURPPP's Trash Work Plan. The Joint Trash Team shall as part of its annual work planning consider opportunities to cooperate on implementing trash assessments and to share information and ideas on how to improve trash management practices.

Additionally, in 2008 SCVURPPP continued implementation of two trash pilot projects, one in San José and one in Sunnyvale. The intent of the pilot projects is to test the feasibility of inlet-based structural trash control measures. Installation of 87 pilot devices in San José and 13 in Sunnyvale was completed by June 30. Preliminary results indicate that the screens are effective at preventing material from entering the stormwater conveyance system, without significantly affecting catch basin function or capacity. However, results are based on a dryer than average wet season. Preliminary results also indicate that the majority of material captured is leafy debris. Catch basin size, shape, and plumbing constraints prohibit installation of in-basin structural controls in many inlets; however, targeted applications of the inserts may be beneficial. Quantitative results of this pilot study are anticipated in the summer of 2009, and will include additional information on effectiveness and costs associated with installation, operation, and maintenance.

Evaluation

Successes

- Both agencies helped advance the work of the SCVURPPP Trash AHTG.
- The Trash AHTG continued implementation of two inlet-based structural trash management pilot projects.

Challenges/ Improvements for 2008-09

- The City and District will continue to perform joint trash assessments where appropriate.
- The Structural Trash Management Pilots will continue in San José and Sunnyvale.

Task 4-5: Participate in the Silicon Valley Anti-Litter Campaign:

Description and Status

Year 2 of the Silicon Valley Anti-Litter Campaign (Campaign), formerly known as the Santa Clara County Litter Technical Advisory Committee, continued its efforts 'to further beautify

Santa Clara County by preventing and removing litter through enforcement, education, volunteerism, and abatement.’ This Campaign brings diverse stakeholders (e.g. District Attorney’s Office, CalTrans, San José Mercury News, Municipal agencies, etc.) together to address litter concerns within the County. The Campaign has five subcommittees: Volunteers, Education, Enforcement, Litter Control and Removal, and Funding. City and District staff participate in all active subcommittees, with Joint Trash Team staff serving on the Education and Enforcement subcommittees.

On April 12, in conjunction with the Great American Litter Pick-Up, 676 tarps were handed out to the public at seven landfill and transfer stations in San José, Sunnyvale, Palo Alto, Morgan Hill, and San Martin. This event received coverage in the San Jose Mercury News the day before, which generated a lot of interest and participation. Staff distributed tarps to pick-up drivers hauling un-tarped loads, along with a flyer with info on tarping laws and the effects of litter on roads and waterways.

Evaluation

Successes

- The City purchased tarps for distribution at landfills within the City. The Water District purchased tarps for distribution at landfills in the County that are not in the City of San José, expanding the reach of the tarp giveaway event beyond City limits.

Challenges/Improvements for 2008

- Continue to participate in the Campaign to further the goal of trash prevention and removal from City and District watercourses

Task 5

Develop Annual Trash MOA Work Plans and Reports

Description and Status

This objective guides the development of annual reporting and work planning activities under the Trash MOA. An Annual Report and Work Plan are submitted to the Trash MOA Executive Committee for their review and approval.

Evaluation

Successes

- The Joint Trash Team collaborated to produce the 2008 Annual Report and 2008-09 Draft Work Plan.

Challenges/Improvements for 2008-09

- Improving effectiveness and efficiency of all Trash MOA activities.
- Improving data collection to meet MOA deadlines.

Attachment A

2008 Joint Trash Team

City of San José

Mary Morse
Environmental Services Specialist
Environmental Services Department, Watershed Protection

Anastazia Aziz
Supervising Environmental Services Specialist
Environmental Services Department, Watershed Protection

Steven Osborn
Program Manager
Environmental Services Department, Watershed Protection

Leah Lowrie (thru July 2008)
Environmental Services Specialist
Environmental Services Department, Integrated Waste
Management

Spiros Kolomvotos
Senior Maintenance Worker
Environmental Services Department, Integrated Waste
Management

Gordon Castro
Maintenance Supervisor
Parks, Recreation and Neighborhood Services, Anti Graffiti and
Litter Program

Brandon Casper
Park Facilities Supervisor
Parks, Recreation and Neighborhood Services, Regional Parks

Kelly Hemphill
Development Officer
Department of Housing

Fernando Cazares (thru May 2008)
Development Specialist
Department of Housing

Brian Winco
Officer, Metro Unit
San Jose Police Department

Raymond Ho
Associate Civil Engineer
Department of Transportation

Santa Clara Valley Water District

Ken McKenzie
Field Operations Unit Manager
Guadalupe Watershed

Dale Honda
Field Operations Administrator
Guadalupe Watershed

Jennifer Castillo
Field Operations Unit Manager
Coyote Watershed

Don Duran
Field Operations Administrator
Coyote Watershed

Brett Calhoun
Senior Water Quality Specialist
Stream Water Quality Unit

Attachment B

City-District Executive Committee

City of San José

Debra Figone
City Manager
City of San Jose

John Stufflebean
Director of Environmental Services
City of San Jose

Melody Tovar
Deputy Director – Watershed Protection
City of San Jose

Santa Clara Valley Water District

Olga Martin-Steele
Chief Executive Officer
Santa Clara Valley Water District

Jim Fiedler (through August 2008)
Chief Operating Officer- Watersheds
Santa Clara Valley Water District

Marc Klemenic
Deputy Operating Officer – Office of Coyote and
Uvas/Llagas Watershed Division
Santa Clara Valley Water District

Beau Goldie
Deputy Operating Officer – Office of Lower
Peninsula/West Valley Watershed Division
Santa Clara Valley Water District

**Attachment C
Costs Associated with Trash MOA activities**

Date	Event Type	Quarter	Personnel costs			Non-personnel costs			Total costs		
			City	District	total	City	District	total	City	District	total
3/22/2008	Monthly	1	13,350.00	6,305.46	19,655.46	377.25	4,079.56	4,456.81	13,727.25	10,385.02	24,112.27
2/9-3/31	Weekly	1	0	16,555.05	16,555.05	397.5	4,738.28	5,135.78	397.50	21,293.33	21,690.83
4/26/2008	Monthly	2	13,350.00	778.77	14,128.77	314.00	600.99	914.99	13,664.00	1,379.76	15,043.76
4/1-6/30	Weekly	2	0	20,086.30	20,086.30	1,190.75	6,332.10	7,522.85	1,190.75	26,418.40	27,609.15
5/24/2008	Monthly	2	13,350.00	2,396.92	15,746.92	299.00	187.76	486.76	13,649.00	2,584.68	16,233.68
7/1-8/31	Weekly	3	0	10,844.52	10,844.52	693.25	188.50	881.75	693.25	11,033.02	11,726.27
7/8/2008	Partnered	3	390.00	2,396.93	2,786.93	556.00	187.76	743.76	946.00	2,584.69	3,530.69
7/26/2008	Monthly	3	13,350.00	2,448.58	15,798.58	197.00	1,146.30	1,343.30	13,547.00	3,594.88	17,141.88
8/20/2008	Partnered	3	1,560.00	2,808.46	4,368.46	564.00	0	564.00	2,124.00	2,808.46	4,932.46
8/28/2008	Partnered	3	700.00	3,776.31	4,476.31	1,782.00	2,080.63	3,862.63	2,482.00	5,856.94	8,338.94
		Total \$	56,050.00	68,397.30	124,447.30	6,370.75	19,541.88	25,912.63	62,420.75	87,939.18	150,359.93

Program Costs Summary

Program	Personnel costs			Non-personnel costs			Total costs		
	City	District	total	City	District	total	City	District	total
Weekly	0	47,485.87	47,485.87	2,281.50	11,258.88	13,540.38	2,281.50	58,744.75	61,026.25
Monthly	53,400.00	11,929.73	65,329.73	1,187.25	6,014.61	7,201.86	54,587.25	17,944.34	72,531.59
Partnered	2,650.00	8,981.70	1,1631.70	2,902	2,268.39	5,170.39	5,552.00	11,250.09	16,802.09
Total \$	56,050.00	68,397.30	124,447.3	6,370.75	19,541.88	25,912.63	62,420.75	87,939.18	150,359.93

Attachment D – Trash Prevention & Removal Programs and Contacts List

Program	Agency	Department / Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
Adopt -A-Creek	District	Office of Communications	None	Kathy Machado 265-2607 x2331			•						Recruits and trains volunteers to support management of creeks and waterways, including litter removal.
Adopt-A-Hotspot Volunteers	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208			•						Volunteers clean one or more of 150 Litter Hotspots once a month. Achievements for FY 2006-07 included: 1) 136 of the 150 Hotspots adopted. 2) 61% of the Hotspots rate a 1 or 2 on the Keep America Beautiful Litter Index. 3) 75% of Hotspot Volunteers rate their spot a 1 or 2 on the Keep America Beautiful Index.
Adopt-A-Park	City	PRNS	None	Ed Bautista 793-4176			•						Recruits and trains residents to assist in the general care and maintenance of parks and other open spaces in San José. Goal is to have all 150 parks adopted by residents or neighborhood groups.
Adopt-A-Street	City	DOT	Raymond Ho 277-5044	Al Schroeder 975-7174			•						Recruits and trains volunteers to remove litter in City vacant lots and other properties. City supplies vests, gloves & bags, and any equipment required for the area to maintain it, such as litter sticks, rakes, brooms, etc.
Adopt-A-Trail	City	PRNS		Ed Bautista 793-4176			•						Recruits and trains volunteers to support management of trails, including litter removal.
Alternate Work Program	City	DOT	Spiros Kolomvotos 975-2538	Brian Birmingham 277-5908	•	•		•					City staff supervises Santa Clara County Department of Corrections labor to assist with encampment cleanups. These resources are also used to perform weed, litter, and illegal dumping removal along roadsides, vacant lots, landscaped areas, and alleyways within the City limits. Program goals are similar to landscaping, as AWP is responsible for a subset of the City's responsibility.

Attachment D – Trash Prevention & Removal Programs and Contacts List

Program	Agency	Department / Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
BASMAA Regional Ad Campaign	Both	See Description	Mary Morse 277-2767	Geoff Brosseau 650-365-8620						•			Media campaign targeting 18-29 yr old males who litter, with the goal of reducing littering behaviors in this audience. Campaign to be implemented in FY 08-09. Campaign participants: Stormwater Programs in Alameda, Contra Costa, Santa Clara, San Mateo, Marin Counties, as well as the Vallejo and Fairfield/Suisun sanitary districts.
Blue Ribbon Commission on Ending Homelessness and Solving the Affordable Housing Crisis	Both	Multiple	Ken McKenzie 265-2607 x2934	Maureen O'Malley-Moore 299-5018				•				•	Countywide effort which seeks to eliminate homelessness in Santa Clara County in 10 years.
Clean Safe Creeks - Good Neighbor Maintenance Program	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Ken McKenzie 265-2607 x2934	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	•			•					Crews remove illegally dumped items such as shopping carts, mattresses, cans, bottles, and general litter on District properties or easements when identified by citizens or District inspections. "Hot spots" are identified and addressed, i.e. (visible intersections 150' upstream or downstream and floodplain areas) are identified and placed in Good Neighbor routes. All routes are completed four times a year.
Code Enforcement Neighborhood Cleanups	City	PBCE	None	Gwen Lum-Duffy 277-4707	•								Neighborhood cleanups are scheduled throughout the year. Approximately five events per Council District occur annually.
Code Enforcement Response	City	PBCE – Code Enforcement	None	Jamie Matthews 277-8455						•		•	Debris dumped on private property is the responsibility of the property owner, even if it was not generated by the property owner. Code Enforcement inspectors respond to complaints and direct property owners to clean up the debris.

Attachment D – Trash Prevention & Removal Programs and Contacts List

Program	Agency	Department / Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
Complaint Response	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	None	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413		•							Crews respond to citizen complaints received through hotline or website within five working days.
Creek Connections Action Group (CCAG)	Both	Multiple	None	Kathy Machado 265-2607 x2331 Ed Bautista 793-4176			•						Volunteers remove trash from creeks, rivers and lakes in Santa Clara County twice each year on National River Cleanup Day (May) and Coastal Cleanup Day (September).
Creek Inspection Program	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Dale Honda Don Duran	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	•								Crews inspect routes and may identify and report accumulations. Cleanup crews are scheduled to respond to reported trash accumulations.
Debris Removal	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Dale Honda Don Duran	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	•								Crews clean up trash accumulations on bridges and pier noses. Crews also cleanup litter accumulated at fenced areas along the creek and handle projects associated with flood protection and erosion control.

Attachment D – Trash Prevention & Removal Programs and Contacts List

Program	Agency	Department / Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
General Complaint Trucks	City	DOT	Raymond Ho 277-5044	Greg Schultz 975-7154		•							Crews collect illegal dumping, debris and other hazards found in or along the City streets in response to calls from the public. They also respond to requests for accident and spill cleanups in City streets. The primary goal is to respond to the highest percentage of calls within a stated time period.
Great American Litter Pick-up	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208			•						County-wide day of cleaning litter out of neighborhoods, parks, streets, etc.
Illegal Dump Site Correction	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208	•								Corrections are made to eliminate illegal dumpsites.
Landscape Maintenance	City	DOT	Raymond Ho 277-5044	Greg Schultz 975-7154	•	•							Crews remove litter and debris from City landscaped medians and backups. Primary goal is to maximize number of landscape parcels in good or better condition.
Litterbug Hotline	City	PRNS	Gordon Castro 277-3208	Ricardo Barajas 277-3208								•	Hotline for drivers to call and report people littering on Santa Clara County roads and highways. 460 reports were logged between September 17, 2007 and June 10, 2008. The top three items reported were cigarette butts at 67%, generic litter at 15%, and cans at 4.5%.
Litter Education Television Commercials	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208	•		•		•				Three anti-litter educational commercials are being run on television. In FY 2006-07 commercials were viewed by approximately 49,470 people.
Litter Ladder Assemblies	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208					•				Litter Ladder educational assemblies are held at schools. No assemblies were held this year. Resources were directed to other Programs.
Parks Maintenance	City	PRNS	Brandon Casper 277-5986	Park Concern Number 793-5510	•	•							Crews provide maintenance services and respond to illegal dumping in City parks and along trails in eight geographic maintenance districts.

Attachment D – Trash Prevention & Removal Programs and Contacts List

Program	Agency	Department / Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
Pick Up San Jose Volunteers	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208			•			•			Volunteers are recruited at fairs, festivals, community meetings and other miscellaneous group meetings to pick up litter whenever they are able.
Shed Program	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208			•						Volunteer groups borrow anti-litter supplies from an AGLP shed and conduct a neighborhood cleanup. In FY 2006-07 supplies were loaned to 21 groups to conduct neighborhood cleanups.
Silicon Valley Anti-Litter Campaign	Both	multiple	Gordon Castro 277-3208	Nora Campos, Richard Santos								•	See Objective G
Storm Inlet Cleaning	City	DOT	Raymond Ho 277-5044	Lou Cancilla (South Yard), Jan Chacon (Mabury Yard)	•	•							Between October and February, all inlets in the City are inspected and cleaned out to remove collected debris. The goal of the program is to prevent both fine and bulky pollutants from traveling further down the storm system.
Street Sweeping	City	DOT	Raymond Ho 277-5044	John Meltzer (Contracts) Greg Schultz (Sweepers) Laurel Godley (IWM Contracts)	•	•							Using both contractual and City personnel, the City provides sweeping at least once per month on all streets. Arterials, collectors and selected business districts receive sweeping at least twice per month. Outreach through the Recycle Plus Program with the message to move cars on sweep day. The goal of the program is to have the highest percentage of swept streets judged good or better.
Structural Trash Pilot Project	City	ESD	Mary Morse 277-2767	James Downing, Mary Morse, Cheryl Dayley 945-3000							•		Pilot installation of 50 metal screens in stormdrain catch basin inlets designed to prevent trash larger than 5mm in diameter from passing into lateral and onto the main and creek.
Weekend Youth Juvenile Offender Program	City	PRNS	Gordon Castro 277-3208	Servando Perez 277-3208	•								Three vans of Youth Juvenile Offenders remove debris from Litter Hot Spots. In FY 2006-07 spots were cleaned 228 times.

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Program	Agency	Department / Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
WMI Trash Subgroup	City	ESD	Mary Morse 277-2767	Melody Tovar 277-3892									<ul style="list-style-type: none"> Subgroup of the Santa Clara Basin Watershed Management Initiative with the following goals: <ol style="list-style-type: none"> 1. Bring people together who are working on the trash issue. 2. Share information on current activities. 3. Determine what additional activities would help reduce trash in creeks. 4. Make recommendations for action by the WMI and other entities.
WMI Product Stewardship Subgroup	Both	Various	None	Roberta Dunlap 277-5364						•		•	<ul style="list-style-type: none"> Subgroups of the Santa Clara Basin Watershed Management Initiative, formed to promote, implement, and track local agency activities that advance the responsible management and reduction of product-associated waste streams that can affect watershed health. Goals of this subgroup are: <ol style="list-style-type: none"> 1. Coordinate pilot product disposal / take back programs for pharmaceuticals. 2. Promote local agency involvement in the California Product Stewardship Council and support of relevant legislation that furthers EPR. 3. Collaborate/Coordinate on product “actions” (for example, reducing single-use shopping bags and reducing or eliminating agency use of triclosan)

Attachment E

Trash Prevention and Removal MOA September 1, 2008 –June 30, 2009 Work Plan (DRAFT)

Task 1 – Monthly Encampment Cleanup Program

The monthly encampment cleanup program focuses on the cleanup of Active Illegal Encampment sites and is led by the City. Activities are typically conducted during the weekend, averaging approximately one day per month. (MOA §3.B)

#	Activities	Completion Date	Lead Coordinators
A.	See Monthly Cleanup of Illegal Encampments (per Trash Removal & Prevention MOA) Guidance Standard Operating Procedures (SCVWD Document # WW75123b) for specific tasks and responsible parties.	Monthly, dependant on conditions.	City: Spiros Kolomvotos City: Brian Winco District: Jeff Hopkins

Task 2 – Weekly Encampment Cleanup Program

The weekly encampment cleanup program usually focuses on the cleanup of Inactive Illegal Encampment sites, but may also include cleaning Active Illegal Encampment sites. The weekly encampment cleanup program is led by the District.

Activities are conducted typically Monday thru Friday, approximately one day per week. (MOA §3.C)

#	Activities	Completion Date	Lead Coordinators
A.	See Weekly Cleanup of Illegal Encampments (per Trash Removal & Prevention MOA) Guidance Standard Operating Procedures (SCVWD Document # WW75123a) for specific tasks and responsible parties.	Weekly, dependant on conditions.	District: Jeff Hopkins City: Spiros Kolomvotos

Task 3 – Partnered Cleanup Projects Program

The Trash Cleanup Projects program helps to address the clean up of trash accumulations that fall outside the scope of both the weekly encampment cleanup and monthly encampment cleanup programs. Up to five partnered cleanup projects will occur each year. (MOA §3.D.1.a)

#	Activities	Completion Date	Lead Coordinators
A.	Identify up to five creek sites based on the criteria below (MOA §3.D.1.b.i-vi): <ul style="list-style-type: none"> i. Site is a historically-reoccurring litter problem area; ii. Site has received complaints from the public; iii. Site provides opportunity for proactive intervention; iv. Site has significant accumulation of debris needing specialized equipment for removal; v. Site is an area frequented by the public; and vi. Site is on a watercourse flowing within the boundaries of the City of San José 	Annually	District: Ken McKenzie District: Jennifer Castillo City: Mary Morse City: Spiros Kolomvotos
B.	Coordinate all logistics, including timetables and resource allocations, needed to implement each cleanup, e.g.: permits, labor, disposal, haz waste removal, p.p.e., cleanup supplies, and any other resources deemed necessary. (MOA §3.D.2 and §3.E.3)	Annually	Joint Trash Team
C.	Implement cleanup projects according to the agreed-upon timetables and resource allocations.	Annually, specific to each cleanup	Joint Trash Team
D.	Document results, resource allocations, and expenditures in the Annual Report	Annually	City: Mary Morse District: Ken McKenzie

Task 4 – Other Trash Prevention & Removal Activities

#	Activities	Completion Date	Lead Coordinators
A.	Create and maintain a list of existing programs administered by the City and the District for trash removal and prevention. Include program description, administering agency and department(s), annual	August 31, annually Include in Annual	City: Mary Morse District: Ken McKenzie

Attachment E
Trash Prevention and Removal MOA September 1, 2008 –June 30, 2009 Work Plan (DRAFT)

#	Activities	Completion Date	Lead Coordinators
	program goals, proposed budget, and program changes anticipated. (MOA §3.A.3.a.i and §3.E.1)	Report	
B.	Consider opportunities for improved use and coordination of enforcement and education by the City and District. (MOA §3.E.2)	August 31, annually	Joint Trash Team
C.	Prepare a report of existing coordination efforts under this MOA and identify potential improvements or new initiatives. (MOA §3.A.3.a.ii)	August 31, annually Include in Annual Report as attachment	City: District:
	1. Review the existing coordination efforts under this MOA and identification of improvements or new initiatives.	ongoing	Joint Trash Team
	2. Specify tasks needed to maintain coordination on program areas where the City and District can most effectively coordinate on trash programs	ongoing	Joint Trash Team
	3. Specify tasks intended to improve coordination on any of the items under this MOA	ongoing	Joint Trash Team
D.	Consider opportunities to cooperate on implementing trash assessments and to share information and ideas on how to improve trash management practices, as part of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Trash Work Plan. (MOA §3.E.4)	August 31, annually	City: Mary Morse District: Brett Calhoun
E.	Create and maintain a staff list for Joint Trash Team members and Executive Committee members. Include name, title and agency. Document in Annual Report. (MOA §3.A.3.a.iii)	August 31, annually	City: Mary Morse District: Ken McKenzie

Task 5 – Develop Annual Trash MOA Work Plans and Reports

The Joint Trash Team shall prepare a Work Plan for the Activities under this MOA annually by August 31 of each year of the MOA. (MOA §3.A.3.a). The Joint Trash Team shall also prepare a Report of activities implemented under this MOA annually by August 31 of each year of the MOA. (MOA §3.A.4.a.i)

#	Activities	Completion Date	Lead Coordinators
A.	Create and submit an annual work plan for Trash MOA activities. (MOA §3.A.3.a)	August 31, annually Include in Annual Report	City: Mary Morse District: Ken McKenzie
B.	Prepare Annual Report and submit it to the Executive Committee. The Report shall, at a minimum, include (MOA §3.A.4.a.i):	August 31, annually	City: Mary Morse District: Ken McKenzie, Pauline Behlen
	1. Report on the status and accomplishments of MOA Work Plan activities. (MOA §3.A.4.a.ii.1)		
	2. Number of sites, site locations, and amount of material collected during all cleanup programs or projects under this MOA. (MOA §3.A.4.a.ii.2)		
	3. Estimated expenditures under this MOA. (MOA §3.A.4.a.ii.3)		