

**MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF SAN JOSÉ AND THE
SANTA CLARA VALLEY WATER DISTRICT FOR
ENCAMPMENT CLEAN UP, TRASH REMOVAL AND
PREVENTION**



2016-2017
ANNUAL REPORT*

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



Introduction

This report summarizes the FY 17 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). This joint program formally began in September 2004 when the City Council and District Board approved the Trash MOA. The MOA was revised in February 2008, and extended in June 2013 with an expiration due in June 2018. The Trash MOA is implemented by a Joint Trash Team comprised of staff from the District and City. Oversight of the Joint Trash Team and its efforts is provided by the Executive Committee, comprised of management from the District and City.

The Trash MOA specifies that the Joint Trash Team shall prepare an Annual Work Plan and Annual Report. The Annual Report, describing the status of work plan activities shall be submitted to the Executive Committee each year. This report is intended to summarize the Annual Work Plan, provide a status update and to highlight relevant activities, accomplishments, and expenditures in accordance with the Trash MOA.

Annual Work Plan

The Annual Work Plan for the term of the agreement includes three tasks:

1. List of Planned Activities
2. Review of the Existing coordination efforts
3. Provide Staff List

Task 1
List of Planned Activities

Planned Activities

Currently there are three focus zones; Coyote Creek Downstream Story Road (formally known as the “Jungle”), Coyote Creek baseball fields on Tully Road, and Coyote Creek at Corie Court in San Jose. The City and the District compile two additional ongoing encampment hotline reports from; the City Housing Department, “Homeless Concerns Hotline,” and the District’s, “Access Valley Water Hotline”. The two hotline reports are combined into one report which include the three focus zones, which are then prioritized to determine cleanup sites.

In the focus zones, locations and the number of encampments are tracked with the intent of preventing homeless individuals from establishing new encampments and preventing entrenchment. Outreach is conducted throughout the focus zones on an ongoing basis. While campers may move along the waterways, the intent is to keep them moving and moving away from waterways.

Focus Zones	Annual Goals
Coyote Creek Downstream Story Road (formally known as the “Jungle”)	<ul style="list-style-type: none">• Preventing new encampments• Preventing entrenchment• Intent to keep campers moving and moving away from waterways
Coyote Creek baseball fields on Tully Road	
Coyote Creek at Corie Court in San Jose	

Task 2

Review of The Existing Coordination Efforts

Existing Coordination Efforts

The encampment cleanup program is a collaborative effort between the District and the City of San Jose under the auspices of this Encampment Clean Up, Trash Removal and Prevention MOA and the District's Safe Clean Water Program. The encampment cleanup activities are conducted typically Monday thru Friday, approximately three days per week. Staff coordinates planned activities with the City of San Jose representatives from the planned activities list and ongoing encampments reports collected through Access Valley Water and homeless concerns hotlines. Prior to the cleanup, District, City of San Jose, and Tucker Construction staff post signs and document cleanup sites at least 72 hours in advance to warn occupants that materials will be collected and disposed of, and that any valuables collected can be claimed at the City of San Jose property warehouse. For encampment cleanups, the Santa Clara Valley Water District currently arranges for and supervises contract labor crews from Jensen Landscape. The District provides compactor trucks, drivers, portable sanitation equipment, tools, and supplies, as well as personal protection equipment. The City's Environmental Services Department pays for disposal of the collected debris, Tucker for contract labor and site documentation, and for San Jose Police to be on site for joint cleanups. In addition to these coordination efforts, the District partners with the Park Ranger's to assist with ongoing patrol services in a joint effort to reduce encampments along waterways within the City of San Jose and to reduce establishment of illegal encampment sites along the waterways. 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.

Task 3

Provide Staff List

Team Staff List

City of San José

Art Nino
Homeless Response Team
City of San José Housing Department

Vanessa Beretta
Homeless Response Team
City of San José Housing Department

Santa Clara Valley Water District

Chad Grande
Watershed Field Operations
Unit Manager

Jim Choate
Senior Field Operations
Administrator
Watersheds Field Operations Unit

Carlos Tovar
Senior Maintenance Worker
Watersheds Field Operations Unit

Tracy Peña
Management Analyst I
Watersheds Operations and
Maintenance Div. Deputy's Office

City-District Executive Committee

City of San José

Ray Bramson
Acting Deputy Director
City of San José Housing Department

Santa Clara Valley Water District

Norma Camacho
Chief Executive Officer

Melanie Richardson
Interim Deputy Operating Officer
Chief Operating Officer - Watersheds

Sue Tippets
Deputy Operating Officer
Watersheds Operations and
Maintenance Division

Annual Work **Summary**

Budget

There continues to be an increasing demand for District resources to address encampment cleanups from cities and the community. These additional requests have significantly impacted the project’s budget. This project does not have sufficient Safe, Clean Water funding allocated to accomplish the current level of demand for service beyond FY19.

To address this elevated level of demand and the overall issue of homelessness in the county, the Board formed a Homeless Encampment Ad Hoc Committee. The Committee is working closely to explore alternative funding sources and methods for addressing the issue of homelessness. On May 15, 2017, the Committee met to hear and discuss homeless encampment issues, and passed a motion to forward the Board of Directors the recommendation to approve utilizing a portion of net rental income from properties purchased through Watersheds (Fund 12) to fund the homeless encampment cleanup project. This recommendation would allow for up to ninety (90) percent of each FY’s net rental income will be utilized to fund the Safe, Clean Water and Natural Flood Protection Program Encampment Cleanup Project (SCW Project B4) through FY 2028.

The amount will be reviewed by the Capital Improvement Program’s Ad-Hoc Committee each year to balance the funding needs of multiple projects.

Financial Information

In FY17, the project was on track with 95% of its budget expended. Due to an extremely aggressive Stream Maintenance Program (SMP) schedule and efforts to include work in response to February 2017 flooding events, there was a minor reduction in service during the SMP season between June and the end of October.

Financial Summary (\$ Thousands)						
Encampment Cleanup						
Fiscal Year 2016-2017					15-year Program	
Adjusted Budget	Budgetary Actual			% of Budget Spent	Adjusted 15-year Plan	% of Plan Spent
	Actual	Encumbrance	Total			
\$1,011	\$962	\$0	\$962	95%	\$5,314	76%

* Budget is for Encampment Cleanup efforts throughout Santa Clara County.

Estimated cost of trash removal activities

Project	Estimated costs for trash removal in the City of San Jose			
	FY14	FY15	FY16	FY17
Encampment Cleanup	\$725,717	\$836,157	\$826,814	\$799,742

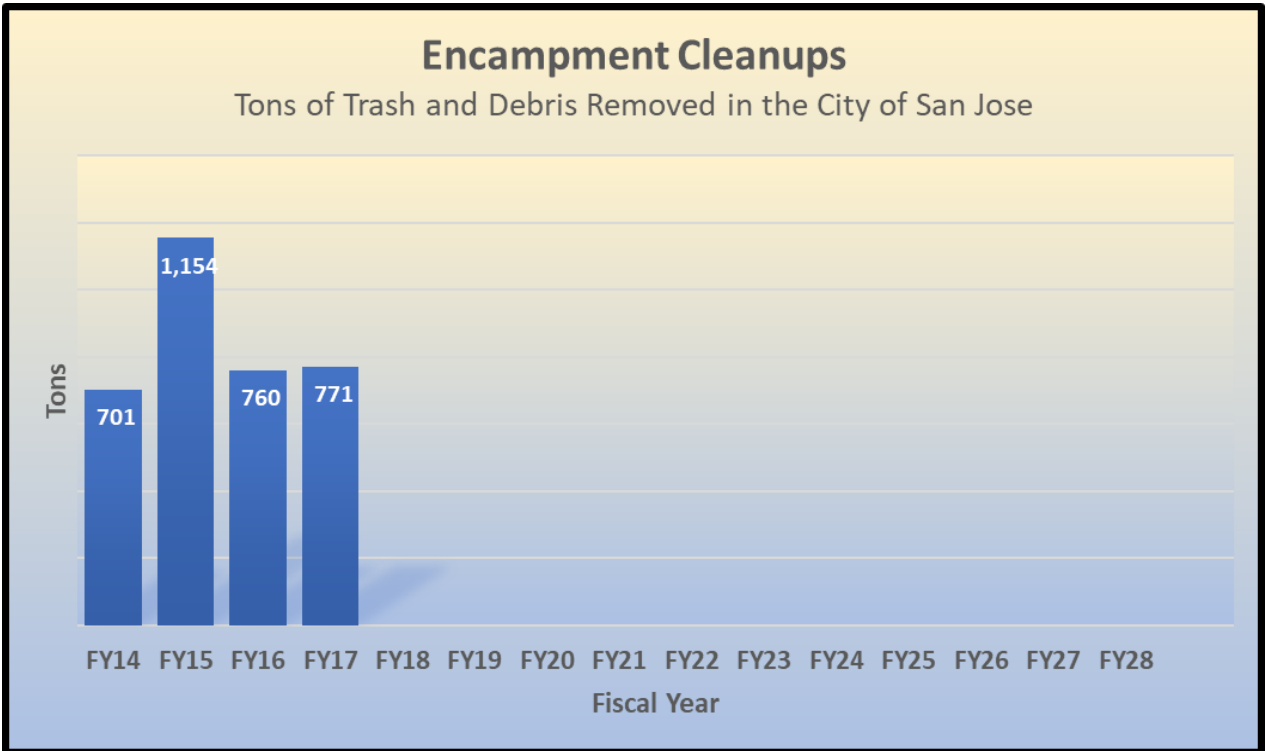
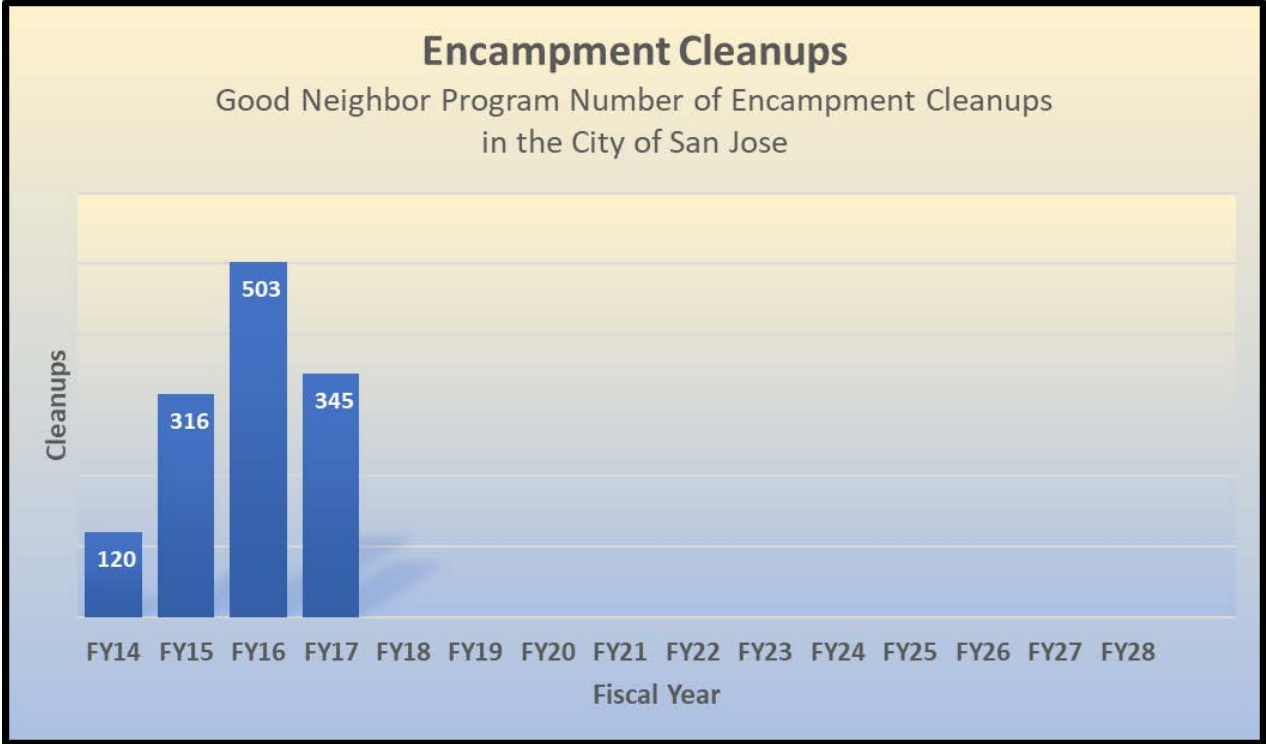
Estimated volume of trash removed

Project	Estimated amount of trash and debris removed in Tons and Cubic Yards (CY) in the City of San Jose							
	FY14		FY15		FY16		FY17	
	Est. Tons	Est. CY	Est. Tons	Est. CY	Est. Tons	Est. CY	Est. Tons	Est. CY
<u>Encampment Cleanup</u>	<u>701</u>	<u>9,814</u>	<u>1,154</u>	<u>16,156</u>	<u>760</u>	<u>10,640</u>	<u>771</u>	<u>10,794</u>

* Tons were converted to cubic yards using an estimate of 14 cubic yards per ton, which is based on a comparison with industry standard conversions and a watershed field operations field experiment and analysis. Project B4 and B6 quantities are based on landfill weights measured in tons.

Changes Anticipated

This current MOA is due to expire in June 2018. Currently staff is preparing a new MOA to continue these activities and the current work efforts.



* In FY15, the Encampment Cleanup totals spiked as a result of trash and debris removed from a large scale clean up known as the “Jungle” in Coyote Creek in December 2014.

Evaluation

Successes

- All public request for services for illegal encampment complaints or concerns are forwarded to the City of San Jose Housing Department through the Homeless Concerns Hotline for City Property or to the Santa Clara Valley Water District through Access Valley Water on District Property which allows this program to target and prioritize areas in need of cleaning and to trigger outreach efforts.
- Partnership with the City Department of Housing allows for more efficient social services responses.
- Continued coordination between the District and City Department of Parks, Recreation and Neighborhood Services allows identification of encampments.
- Utilizing the City of San Jose property warehouse for cataloging, and storage of homeless possessions collected during encampment cleanups. Property is kept for 90 days then disposed if not claimed.
- Streamlined hand-off, of City Waste Authorization Forms between City and District's Watershed staff.
- Use of contracted labor with staff supervision from both the City and the District have resulted in cleanup efficiencies.
- Improvements have been made with data collection and tracking through logging more information on all the daily reports.
- Posting verification for all cleanups 72 hours in advance has improved by taking photos of the encampments, postings at the sites, and occupants of the camps if available. Documentation is performed by the vendor hired under the supervision of the City.

Challenges/Improvements for 2018-2019

- The District's SCW fifteen-year program funding limit will be exceeded by FY19. To continue the level of service alternate sources of funding will need to be identified.
- Manage projects and staff availability to increase the number of monthly cleanups performed.
- Improve process for prioritizing sites to be able to provide more time for Social Service outreach between cleanups.
- Evaluate opportunities to expand this program's application in all watersheds within the City of San Jose.
- Identify and prioritize sites that meet the criteria for a partnered cleanup.
- Clean up efforts are continuous and must be repeated constantly in the focus zones. It's challenging to meet the goals of preventing new encampments or entrenchment due to the increasing amounts of debris associated with the increasing number of encampments.