

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Jennifer Mellon, Senior Management Analyst 

DATE: March 13, 2008 (CC Meeting of April 16, 2008)

SUBJECT: Consider Neighborhood Enhancement Program

SUMMARY

At the request of Council, staff gathered information about the Thousand Oaks Neighborhood Cleanup program and the steps involved to implement, promote, and administer a Neighborhood Enhancement Program. At this time, staff is recommending that the Council add the feasibility of implementing a Neighborhood Enhancement Program in Moorpark as a new objective for fiscal year 2008/09.

BACKGROUND

Council was presented with a memorandum in February outlining the City of Thousand Oaks' Neighborhood Cleanup Program (Attachment A). Following the Council meeting on March 5, staff spoke again with the City of Thousand Oaks staff to gather additional program details and costs.

In summary, the City of Thousand Oaks offers its residents a Neighborhood Enhancement Program, providing free trash and green waste bins and, through calendar year 2007, supplied compost on a scheduled Saturday (8:00 a.m. to noon) for neighborhoods approved in advance. Each neighborhood can participate one time per year. The approved neighborhood (applicant) designates an "event coordinator" to work with the City to complete the application process as well as coordinate the efforts of the participating households, designating monitors for the waste bins throughout the event, promoting the event, and completing necessary activities at the conclusion of the event. Thousand Oaks has had coordinators who are homeowners, HOA members, and Real Estate Agents who have sponsored clean up events. In their experience, Thousand Oaks staff has found that most items disposed of are furniture and household goods, items being cleaned out of garages, and green waste. They have found that many neighborhoods participate in the program to comply with municipal code requirements regarding brush clearance or to keep their homes free of accumulated clutter.

The City bears the full cost of the program including collecting and hauling the materials, compost, and event promotion. Thousand Oaks currently budgets \$45,000 per year for their program (not including staff time); with an average cost of \$675 in bin and hauling charges per event. The compost costs were based upon number of cubic yards delivered and range from \$200 to \$350 per event requesting compost. According to Thousand Oaks Staff, compost is no longer offered with the Neighborhood Cleanup Program. Increased cost and issues with supplied compost getting into the storm water system have made that aspect of the program prohibitive for the City.

The Thousand Oaks program is well known throughout the community and very successful. The Neighborhood Cleanup weekends begin in March and continue through October with most activity in the spring. Some weekends hold one event with limited participation of between 15 and 100 homes while other weekends may hold up to 5 different events with participation of hundreds of homes each. The smallest event in 2007 was 12 homes with one trash and one green waste bin. In contrast the largest event in 2007 was a HOA of 1400 homes requiring 6 trash and 6 green waste bins. In 2007 Thousand Oaks hosted 60 events and about 1/3 requested free compost.

DISCUSSION

If Moorpark were to implement a Neighborhood Enhancement Program similar to the City of Thousand Oaks, staff would need to identify staff time required to administer the program, design promotional materials, develop an application process and procedure, and propose a program budget. The program may require an amendment to the City's franchise agreements with the franchised haulers to provide the service, establishment of fees, and a method of tracking and reporting tonnage of material collected for inclusion in the annual AB 939 diversion report prepared for the California Integrated Waste Management Board.

FISCAL IMPACT

Unknown at this time.

STAFF RECOMMENDATION

Include the feasibility of a Neighborhood Enhancement Program as a potential City objective for FY 2008/09.

Attachment: A – Memorandum to City Council

**CITY OF MOORPARK
PARKS, RECREATION & COMMUNITY SERVICES
INTEROFFICE MEMORANDUM**

TO: Honorable City Council

FROM: Mary K. Lindley - Parks, Recreation & Community Services Director 

DATE: February 13, 2008

SUBJECT: Thousand Oaks Neighborhood Cleanup Program

At the request of Mayor Pro Tem Parvin, I have attached information from the City of Thousand Oaks' website regarding their Neighborhood Cleanup Program. Once a year, a neighborhood of fifteen or more residents may request a free dumpster service.

Cc: Steve Kueny, City Manager
Deborah Traffenstedt, Administrative Services Director
Jennifer Mellon, Sr. Management Analyst —

Thousand Oaks

Neighborhood Cleanup Program

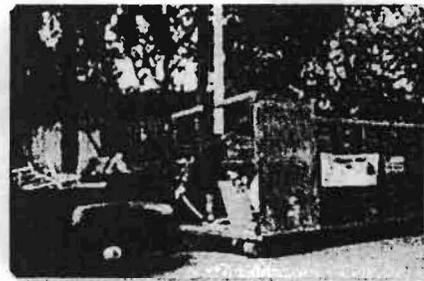
Free Neighborhood Cleanup Program for Thousand Oaks Residents**About the Program**

The Community Enhancement Program gives residents the opportunity to host clean up events right in their own neighborhood. Once a year, residential areas are able to apply to the City to receive large, roll-off dumpsters for trash and yard trimmings disposal during a one day program -- and the City pays the disposal cost as part of the Community Enhancement Program!

Thousand Oaks residents dispose of trash, recyclables, and yard trimmings at clean up events right in their own neighborhoods

Program Guidelines

- **For Thousand Oaks residents only.** County unincorporated areas are not eligible for the program.
- **A minimum of four weeks advance notice** is required to promote the program to allow neighbors to prepare for the event and schedule bins.
- **At least 15 households must participate.** Please provide program information to your entire street or neighborhood.
- **One collection event per calendar year per neighborhood.**
- **Programs are not intended for individual use.** Promotion of the program is necessary to be fair to all participants.
- **One day collection.** Saturdays from 8:00 a.m. to noon is the standard program time. Depending upon the size and needs of your area, two 40 cubic yard dumpsters (one for trash and one for yard trimmings) are delivered to your area around 7:00 a.m. on the Saturday of your choice, and picked up that same afternoon. Dumpsters may not be left overnight to avoid illegal and hazardous material dumping.
- **Limited quantity of materials per resident.** For example, a resident cannot use a free bin for a driveway removal project or large landscaping project.
- **Participants must have a current account in good standing with a City-franchised hauler.**
- **Disposal companies are chosen according to your residential service provider.**
- **No liquid, hazardous waste, or tires.** Please visit Household Hazardous Waste Program for information on hazardous waste disposal or call the **City's Environmental Hotline at (805) 449-SAVE.**
- **Bins must be monitored at all times.** Volunteers must monitor the bins during the program to avoid illegal dumping or misuse of the bin. Note: If the bin is not properly monitored and hazardous materials are found in the bin, the volunteer coordinator and/or neighbors may be held responsible for disposal costs.
- **Keep it out of the landfill/waste reduction.** The volunteer coordinator should assess the material to be disposed of and make diversions if possible. For example, furniture, clothing, and other items, may be diverted from the landfill by coordinating with local charities and thrift stores (many charitable organizations will pick up items on the day of your event with prior notice).
- **Signage.** Coordinators are responsible for picking up and returning signs to be placed on



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the bins on the day of the program. The coordinator should make sure to take the signs off the bins before the bins are picked up by the disposal company. Arrangements may be made for the signs to be picked up the week prior to the program and returned the following week. Materials promoting household hazardous waste disposal and other City programs, may be given to the coordinator for distribution as well. Coordinators will be held responsible for lost or stolen signage.

- **Clean Up.** The coordinator is responsible for working with the designated hauler to schedule post event clean up, including disposal of illegal dumping at the program's conclusion. Free compost material is available for interested neighborhoods. The material will be delivered on the day of the clean up program. Residents should bring a shovel and bucket/trash bags.

Frequently Asked Questions about the Neighborhood Clean Up Program.

Steps to Apply

- **Step 1**

A volunteer coordinator should first contact the City to determine whether they are eligible for the program. Please contact Stan Hakes at (805) 449-2472 or via e-mail shakes@toaks.org. Interested participants, who have not been included in an enhancement program during the previous year, may submit an application with the signatures and addresses of participating households (Please note: Signatures/addresses may not be required for larger programs or entire street programs. Contact the City to be sure the program is available for your area).

- **Step 2**

Upon approval, the volunteer coordinator may begin promoting their program via flyer (see below for sample flyers), door to door visits, etc. On the program date, participating residents may dispose of unwanted trash, recyclables, and yard trimmings during the designated program time. Remember to stop by the Public Works Department to pick up program banners.

To view and print a copy of a sample flyer, [click here*](#).

To fill out your sample flyer online and print, [click here*](#).

- **Step 3**

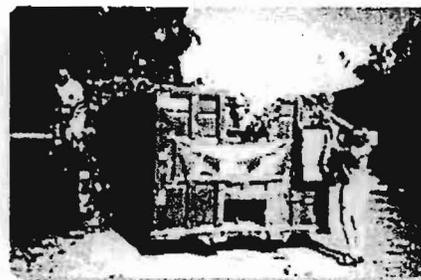
[Click here](#) for an Application* form that can be printed, filled out, and returned via mail or FAX:

Mail to:

City of Thousand Oaks
Public Works Department
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362
Attention: Stan Hakes

FAX to:

City of Thousand Oaks
Public Works Department
Attention: Stan Hakes
FAX (805) 449-2475



- Once your application has been received, you will be contacted to discuss the details of the program.

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- Disposal companies are selected according to your residential service provider.

If you have any additional questions or would like more information on the Community Enhancement Program, please contact Stan Hakes, Public Works Department, at (805) 449-2472 or shakes@toaks.org

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Neighborhood Clean Up Program Frequently Asked Questions

- 1. Why do I need to submit my application 30 days prior to my Neighborhood Clean Up event?**

The 30-day notice provides time for the neighborhood coordinator to promote the event and allows residents time to collect the materials they wish to discard. Your trash hauler, Newbury Disposal or G.I. Rubbish, supplies the bins. The 30-day notice also allows the City to schedule delivery of the bins, which is especially important during the warmer months when bins are in high demand.

- 2. I live in the unincorporated area of Thousand Oaks. Is my neighborhood eligible for the program?**

The Neighborhood Clean Up Program is available to City of Thousand Oaks residents only. Please contact the County of Ventura at (805) 289-3339 for programs available in your area.

- 3. Why do we need to separate the trash and the yard trimmings?**

The Neighborhood Clean Up Program is designed to benefit residents by providing a means to beautify neighborhoods and to divert green waste from the landfill. The City is mandated to reduce disposal waste by 50 percent. Trash rates in the City are based in part upon our ability to successfully divert material from the landfill.

- 4. What plant materials cannot be placed in the yard trimmings bin?**

Palm fronds, ice plant, and yucca may not be placed in the yard trimmings bin. These fibrous materials decompose very slowly. Their strands are so tough they can break the grinder used to mulch the yard trimmings.

- 5. Can I dispose of large appliances and furniture?**

Large appliances and furniture are not to be placed in the trash bin. Televisions and computer monitors are not allowed in the trash bins and are banned from the landfill. Large bulky items fill up the bin very quickly. Upon request, your trash hauler will pick up two bulky items one time per year free of charge. Appliances are disassembled and the parts recycled. Non-profit agencies such as Goodwill Industries, the Salvation Army Thrift Store, and Battered Women's Thrift Store will also pick up items in good condition so they may be diverted from the landfill and used by others.



THOUSAND OAKS

Application for Neighborhood Clean Up Program Trash/Green Waste Bins

City of Thousand Oaks
Public Works Department
2100 Thousand Oaks Boulevard
Thousand Oaks, CA 91362
Phone: (805) 449-2400
FAX: (805) 449-2475
PublicWorks@toaks.org

Neighborhood Program Coordinator	
Organization (HOA/Management Company/Neighborhood) Name:	
Address:	
Volunteer Coordinator Phone:	Fax: E-mail: <small>(Please include only if you use regularly so we may contact you with questions.)</small>

- Neighborhood/area for requested clean up (list addresses). If request is for an entire street, no addresses needed. If request is for a section of the street, please indicate boundaries (i.e., Calle Castano between Calle Estepa and Calle Lacota): _____
- Number of homes in program area: _____
- Date requested for clean up (Saturdays from 8:00 a.m. to noon is the standard time). A four-week lead time is required from the date application is received by the City: _____
- Anticipated bin locations(s). Note: bins must be monitored during program: _____
- Promotion measures: How will your program be promoted (flyers, telephone, newsletters)? Please attach a sample with application. Flyers must be delivered three weeks prior to program.

Signature of Program Coordinator – by signing I agree to the enclosed program guidelines and will:	
<ul style="list-style-type: none"> • Monitor all bins at all times to avoid hazardous and illegal dumping. • Promote the program to the neighborhood three weeks in advance (I understand that a minimum 48 hours notice is required for cancellation). • Pick up and deliver dumpster banners from the Public Works Department. • I understand that if trash or green waste banners are not returned, I will be charged a replacement cost of \$53.76 each for trash banners and \$55.34 each for green waste banners. 	
X	Date:

Signed application indicates coordinator has read and agrees to the program guidelines.

City staff use only

Hauler:	Date Bins Ordered:
Total approved trash bins:	Total approved green waste bins:
Other:	Tons trash:
Tons trash:	Tons green waste:
Local charity:	Amount donated:

City of
Thousand Oaks

www.toaks.org



(Your Street)
Neighborhood Cleanup Day!

Bring your **trash** and **yard trimmings** to a neighborhood cleanup event on

**Saturday, (date) from 8:00 a.m. to Noon
One Day Only!**

Bins will be located at (location)

For more information, contact (coordinator name and phone number)

Get rid of all that "stuff" cluttering up your backyards and garages!

- No tires or hazardous materials such as paint, chemicals, computer monitors, televisions or batteries will be accepted.**
- No plastic bags or trash accepted in the yard trimmings bin.**

Call (805) 449-SAVE to make an appointment for free monthly disposal of paint, oil, batteries, computer monitors, televisions, and other household toxins.

Visit www.toaks.org for recycling/disposal information.

Program sponsored by the City of Thousand Oaks
Community Enhancement Program

