



AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: July 17, 2012

Agenda Item 8A
Approvals: _____
City Manager PC
Dept. Head [Signature]
Attorney _____
Finance _____

Department: Code Compliance Division
Prepared By: Brent Panas, Code Compliance Officer

Subject: *BILLING FOR 2012 WEED ABATEMENT PROGRAM.*

Summary: The San Clemente City Council establishes an annual Weed Abatement Program, administered by the Code Compliance Division. The intent of the Weed Abatement Program is to lessen the fire hazard of weeds and debris on vacant and unoccupied structured parcels in San Clemente. At the April 3, 2012 meeting, the San Clemente City Council adopted Resolution 12-10, declaring weeds, rubbish, refuse, and dirt upon streets, sidewalks, parkways and private property to be a public nuisance and providing for the abatement of this nuisance. On April 4, 2012, the City's Weed Abatement Administration Contractor completed the mandated public notification process by mailing letters to the parcel owners of all vacant parcels within San Clemente, notifying them of the need to abate. This list was compiled using the most recent available information provided by the Orange County Assessor's office, and approved by the City Council on April 3, 2012. The mailings sent on April 4, 2012, established May 15, 2012 as the last day for clearing of parcels by their owners, after which time the City's Contractor would clear these properties and the owners would be billed for this labor and administrative overhead. The notice also stated that weeds must be cut to a height no higher than one inch (1") from the ground, the property must be maintained in that manner for the remainder of the calendar year, and that all lots would be inspected for compliance.

The City Council held a Public Hearing on May 1, 2012, and passed Resolution 12-19, authorizing the City's Weed Abatement Contractor to clear all vacant lots and unoccupied structured properties within San Clemente that were not in compliance with the weed abatement standards on or after May 15, 2012.

The clearing of all lots in the 2012 weed abatement process was accomplished and the Code Compliance Division requests permission to bill those property owners that did not clear their own properties. In accordance with Section 39574 of the Government Code of the State of California, the 2012 Weed Abatement Report for the City of San Clemente is hereby submitted (Attachment #1). The City Council at this time, July 17, 2012, shall allow citizens to express any concerns pertaining to the Weed Abatement process and consequent billing.

Attachment #2 illustrates a review of costs to be levied on various parcels of land upon which weeds and/or trash was abated by the authority of Resolution 12-19 adopted on May 1, 2012 by the City Council. In accordance with Section 39575 of the Government Code, the posting of the charges has been carried out by the City.

Below is the City's cost to provide administration of the program along with a comparison to the two previous years.

<u>2010 Program</u>	Admin cost \$7,012.99 346 notices sent	Cleared 34 lots	\$206.26 per lot* 312 waived**
<u>2011 Program</u>	Admin cost \$5,580.84 320 notices sent	Cleared 27 lots	\$206.70 per lot* 293 waived**
<u>2012 Program</u>	Admin cost \$6,399.95 363 notices sent	Cleared 31 lots	\$206.45 per lot* 332 waived**

After this action, the City's Contractual Weed Abatement Administrator will bill the parcel owners of lots that were cleared by the City Contractor. In the event that the property owner does not pay the bill presented, the Accounting Division will return to City Council during July of 2012 for authorization to attach the amount of the bill as a special assessment (lien) against the property.

Recommended

Action:

STAFF RECOMMENDS THAT the City Council waive the City's notification costs; postage, paper and staff costs for the compliant property owners and approve the Weed Abatement Report by motion and authorize the Weed Abatement Contract Administrator to bill the property owner the amounts indicated in the report.

Fiscal Impact:

Yes: No:

If Yes:

The majority of costs associated with the Weed Abatement Program are passed on to the private property owner (through direct billing) or to City departments (through interdepartmental charges in the budget) responsible for the parcels. Total cost for the 2012 Weed Abatement Program will be \$127,788.24. The total cost of the 2011 program was \$100,996.77.

* Administrative cost for lots cleared by City is \$6,399.95 or \$206.45 per lot (\$6,399.95/31 = \$206.45)

** Administrative costs for compliant lots are \$2,140.16 or \$6.45 per lot (\$2,140.16/332=\$6.45). City Council has in the past waived cost for compliant properties. Staff recommends this practice be continued.

Attachments:

1. 2012 Weed Abatement Administrative Charges Report
2. 2012 Weed Abatement Expenditure Cost Breakdown Report
3. List of Billed Parcels on file with the City Clerk

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WEED ABATEMENT ADMINISTRATIVE CHARGES REPORT FOR 2012

ADMINISTRATIVE EXPENDITURES			Total
Contract Services			
Contract Weed Abatement Administration--\$200 charge per non-complaint parcel and inspections.	\$ 200.00	31	\$ 6,200.00
Mailer postage costs to notify 363 property owners: Postage Stamps: \$ 163.35 USPS Proof of Mailing: \$ - Address Labels: \$ 42.63 Printed Envelopes: \$ 140.08 Labor: \$ 135.00 Weed Abatement Notices: \$ 22.00			\$ 503.06
City Staff w/Benefit Costs	Hours	Rate w/benefits	
Code Compliance Manager	20	58.91	\$ 1,178.20
Accounting Staff	7.25	75.02	\$ 543.90
City Clerk	1.5	76.56	\$ 114.84
Total Expenditures For Weed Abatement For Year	2012		\$ 8,540.00
Charges Waiver for Compliant Lots	332		\$ (2,140.16)
Total Charges for Non-Compliant Lots			\$ 6,399.83
Total Number of Private Lots Cleared	31		31
Administrative Cost per Non-Compliant Lot:			\$ 206.45

WEED ABATEMENT EXPENDITURE COST BREAKDOWN REPORT FOR 2012

ADMINISTRATIVE EXPENDITURES			Total
Contract Services			
Contract Weed Abatement Administration--\$200 charge per non-complaint parcel and inspections.	\$ 200.00	31	\$ 6,200.00
Mailer postage costs to notify 363 property owners: Postage Stamps: \$ 163.35 USPS Proof of Mailing: \$ - Address Labels: \$ 42.63 Printed Envelopes: \$ 140.08 Labor: \$ 135.00 Weed Abatement Notices: \$ 22.00			\$ 503.06
City Staff w/Benefit Costs	Hours	Rate w/benefits	
Code Compliance Manager	20	58.91	\$ 1,178.20
Accounting Staff	7.25	75.02	\$ 543.90
City Clerk	1.5	76.56	\$ 114.84
<Less Waiver for Complaint Lot Charges>			\$ (2,140.16)
Total Expenditures For Weed Abatement For Year 2012		Total	\$ 10,680.75
WEED ABATEMENT EXPENDITURES # of properties			
Cost to Abate Non-Compliant Properties Without \$200 Administrative Fee	31		\$ 11,320.00
Costs to Clean City Reservoirs Sites (Costs are forwarded to Water Division for return of costs to the General Fund)	20		\$ 22,141.25
Cost to Clean City-Owned Lots/Parcels	46		\$ 58,075.49
Costs to Clean additional properties - Canyons	2		\$ 27,711.50
		Total	\$ 119,248.24
TOTAL			
Administrative Charges			\$ 10,680.16
Waiver fee for Compliant Lots			\$ (2,140.16)
Contract Services for Weed Abatement			\$ 119,248.24
Total Expenditures for Weed Abatement Program 2012			\$ 127,788.24

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