



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: December 17, 2019

Agenda Item 7D

Approvals:

City Manager
Dept. Head
Attorney _____
Finance

Department: Community Development
Prepared By: Adam Atamian, Code Compliance Manager

Subject: *BILLING FOR 2019 WEED ABATEMENT PROGRAM.*

Fiscal Impact: Yes, the total cost for the 2019 Weed Abatement Program is \$120,185.37 and funded under the budget account 001-452-43470-000-0000. The majority of the program's costs are passed on to the private property owners or City departments responsible for the parcels.

Summary: The San Clemente City Council establishes an annual Weed Abatement Program, administered by the Code Compliance Division, to lessen the fire hazard of weeds and debris on vacant lots and unoccupied structured parcels in San Clemente. The 2019 Weed Abatement process was accomplished and the Code Compliance Division requests authorization to bill those property owners that did not clear their own properties.

Background: The City Council held a Public Hearing on May 7, 2019, and passed Resolution 19-12, authorizing the City's Weed Abatement Contractor to clear all vacant lots and unoccupied, developed properties within the City that were not in compliance with the weed abatement standards on or after May 15, 2019. In accordance with Section 39575 of the California Government Code, the posting of the charges has been carried out by the City. In accordance with Section 39574 of the Government Code, the 2019 Weed Abatement Report is hereby submitted as Attachment 1.

Discussion: The California Government Code outlines the process for the Weed Abatement Program. Part of the process is a public hearing to allow citizens to express any concerns pertaining to the weed abatement process and consequent billing. In the event that the property owner does not pay the bill presented, the Accounting Division will return to City Council during July of 2020 for authorization to attach the amount of the bill as a special assessment (lien) against the property.

The past practice of the Council has been to waive the City's notification costs for the property owners that have complied with weed abatement notifications.

Recommended Action: STAFF RECOMMENDS THAT the City Council: 1) Waive the City's notification costs for the compliant property owners; 2) Approve the Weed Abatement Report by motion; and 3) Authorize the Weed Abatement Contract Administrator to bill the amounts indicated in the report to the appropriate property owners.

- Attachments:**
1. Weed Abatement Administrative Charges Report
 2. Weed Abatement Expenditure Cost Breakdown Report
 3. List of Noncompliant Properties

Notification: Ed Stewart & Associates
Public Hearing – notice published in the San Clemente Times

WEED ABATEMENT ADMINISTRATIVE CHARGES REPORT FOR 2019

ADMINISTRATIVE EXPENDITURES		Total
Contract Services		
Contract Weed Abatement Administration—\$200 charge per non-complaint parcel and inspections.	\$ 200.00	44 \$ 8,800.00
Mailer postage costs to notify 561 property owners:		
Postage Stamps: \$ - USPS Proof of Mailing: \$ -		\$ -
Address Labels: \$ - Printing: \$ -		\$ -
Labor \$ - Weed Abatement Notices: \$ -		\$ -
Records Update: \$ - Pre & Post Inspection: \$ -		\$ -
City Staff w/Benefit Costs	Total Hours	Total Rate w/benefits
Code Compliance Supervisor	20	1490.8 \$ 1,490.80
Finance	8.2	677.63 \$ 677.63
City Clerk	1.5	147.2 \$ 147.20
Total Expenditures For Weed Abatement For Year 2019		\$ 11,115.63
Charges Waiver for Compliant Lots 517		\$ (2,134.01)
Total Charges for Non-Compliant Lots		\$ 8,981.62
Total Number of Private Lots Cleared	44	44
Administrative Cost per Non-Compliant Lot:		\$ 204.13

WEED ABATEMENT EXPENDITURE COST BREAKDOWN REPORT FOR 2019

ADMINISTRATIVE EXPENDITURES		Total
Contract Services		
Contract Weed Abatement Administration—\$200 charge per non-complaint parcel and inspections.	\$ 200.00	44 \$ 8,800.00
Mailer postage costs to notify 561 property owners:		
Postage Stamps: \$ - USPS Proof of Mailing: \$ -		\$ -
Address Labels: \$ - Printing: \$ -		\$ -
Labor: \$ - Weed Abatement Notices: \$ -		\$ -
Labor: \$ - Weed Abatement Notices: \$ -		\$ -
City Staff w/Benefit Costs	Total Hours	Total Rate w/benefits
Code Compliance Supervisor	20	1490.8 \$ 1,490.80
Finance	8.25	677.63 \$ 677.63
City Clerk	1.5	147.2 \$ 147.20
<Less Waiver for Complaint Lot Charges>		\$ (2,134.01)
Total Expenditures For Weed Abatement For Year 2019		Total \$ 8,981.62
WEED ABATEMENT EXPENDITURES		
	# of properties	
Cost to Abate Non-Compliant Properties Without \$200 Administrative Fee	44	\$ 18,001.25
Costs to Clean City Reservoirs Sites (Costs are forwarded to Water Division for return of costs to the General Fund)	23	\$ 28,185.00
Cost to Clean City-Owned Lots/Parcels	41	\$ 65,017.50
Costs to Clean additional properties - Canyons		
TOTAL	Total	\$ 111,203.75
Administrative Charges		\$ 11,115.63
Waiver fee for Compliant Lots		\$ (2,134.01)
Contract Services for Weed Abatement		\$ 111,203.75
Total Expenditures for Weed Abatement Program 2019		\$ 120,185.37

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Attachment 3 – List of Noncompliant Properties is posted at the Council Chambers located at 100 Avenida Presidio, San Clemente, CA 92673 and on file with the City Clerk.