

City of La Quinta

TO: The Honorable Mayor and Members of the City Council

FROM: Chris Escobedo, Assistant to City Manager
Ted Shove, Business Analyst

DATE: November 4, 2014

SUBJECT: COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS'
MODEL ORDINANCE FOR NEW FEE: DRIVING UNDER THE
INFLUENCE VEHICLE IMPOUND RECOVERY FEE

On September 29, 2014, the Coachella Valley Association of Governments (CVAG) Executive Committee approved a draft model ordinance that establishes a *Driving Under the Influence (DUI) Vehicle Impound Recovery (VICR) Fee* in addition to the standard VICR fee. The standard VICR fee was established to recover administrative costs associated with the removal, impound, storage, or release of vehicles (La Quinta has VICR fee of \$124 in place). CVAG's model ordinance relating to a DUI VICR fee was created in response to the CVAG Public Safety Committee working on a regional effort to address DUI's. As a result, a DUI Ad Hoc Task Force was formed that comprised of law enforcement, elected officials and community based organization representatives. While the adoption of this DUI VICR fee is intended to monetarily impact those involved in auto accidents that are under the influence of drugs or alcohol, several strategies will be employed in the region to address the DUI issue such as increased checkpoints. CVAG is requesting all Coachella Valley cities consider the model ordinance for adoption.

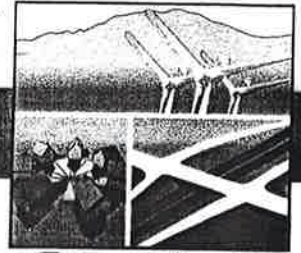
The City Attorney has done a preliminary review of the model ordinance, and suggested minor modifications based on relevant case law. Should the City Council elect to pursue enactment of this ordinance, staff will work with the City Attorney to make such modifications.

Attachment: 1. Correspondence from Aurora Wilson, CVAG Director of
Community Resources, dated October 1, 2014

Chris [redacted] Dept. [redacted]

COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS

73-710 Fred Waring Dr., Suite 200, Palm Desert, CA 92260 • (760) 346-1127 • www.cvag.org



CVAG

cc: CM ✓

October 1, 2014

RECEIVED

OCT 17 2014

CITY OF LA QUINTA
CITY MANAGER'S OFFICE

Mr. Frank Spevacek, City Manager
City of La Quinta
78-495 Calle Tampico
La Quinta, CA 92253

Dear Mr. Spevacek:

On September 29, 2014, the CVAG Executive Committee approved a draft model ordinance which establishes a Driving Under the Influence (DUI) Vehicle Impound Cost Recovery (VICR) Fee for consideration and potential adoption by CVAG member jurisdictions.

Attached are the following documents:

- CVAG's Executive Committee Staff Report (Approved 9/29/14)
- CVAG Draft Model Ordinance Relating DUI/VICR
- Indian Wells City Council Report (11/21/13)

With the approval of the CVAG Executive Committee and for the past few months, the CVAG Public Safety Committee has been working on regional efforts to address Driving Under the Influence (DUI). A DUI Ad Hoc Task Force was formed comprised of law enforcement, elected officials and representatives from community based organizations. Through its research, the Task Force has drafted a Model Ordinance which will hit the pocketbooks of drivers who choose to drink and drive and are involved in an auto accident resulting in the impound and towing of their vehicle. This is one of several strategies to address this health and safety issue.

The Vehicle Code (Section 22850.5) added by Assembly Bill 481, Chapter 614 Statutes of 1993 became effective January 1, 1994, specifically authorizes cities by ordinance or resolution to establish an administrative charge relative to the removal, impound, storage, or release of vehicles. Jurisdictions have this vehicle impound cost recovery (VICR) fee in place already.

The attached draft ordinance creates a VICR fee directly related to drinking and driving. It is modeled after the City of Indian Wells DUI/VICR fee ordinance which was passed by the City in November 2013. The creation of this fee would reimburse the Cities for the expense incurred in these investigations.

In follow up to the CVAG action on September 29th, we request that the City of La Quinta present this model ordinance to your City Council for consideration and action. As this is a model ordinance, we would expect minor modifications be done to fit the needs of your city. CVAG staff will make ourselves available to attend your City Council meetings.

Please contact me or my assistant, Cheryl Dahlin, with the date and time this item will be agendized for your city council meeting or if you have any questions or concerns at 760-346-1127.

Sincerely,

Aurora Wilson
Director of Community Resources
CVAG

:attachments

ITEM 7B

Coachella Valley Association of Governments
Executive Committee
September 29, 2014



Staff Report

Subject: Approve the Draft Model Ordinance which establishes a Driving Under the Influence (DUI) Vehicle Impound Cost Recovery (VICR) Fee for adoption by the member jurisdictions

Contact: Aurora Wilson, Director, Community Resources (awilson@cvag.org)

Recommendation: Approve the Draft Model Ordinance which establishes a Driving Under the Influence (DUI) Vehicle Impound Cost Recovery (VICR) Fee for adoption by the member jurisdictions.

Public Safety Committee: CONCURS (Meeting of April 14th)

Technical Advisory Committee: CONCURS (Meeting of September 8th)

Background: With the approval of the Executive Committee and for the past few months, the Public Safety Committee has been working on regional efforts to address Driving Under the Influence (DUI). A DUI Ad Hoc Task Force was formed comprised of law enforcement, elected officials and representatives from community based organizations. Through its research, the Task Force has drafted a Model Ordinance which will hit the pocketbooks of drivers who choose to drink and drive and are involved in an auto accident resulting in the impound and towing of their vehicle.

The Vehicle Code (Section 22850.5) added by Assembly Bill 481, Chapter 614 Statutes of 1993 became effective January 1, 1994, specifically authorizes cities by ordinance or resolution to establish an administrative charge relative to the removal, impound, storage, or release of vehicles. Jurisdictions have this vehicle impound cost recovery (VICR) fee in place already.

The attached draft ordinance creates a VICR fee directly related to drinking and driving. It is modeled after the City of Indian Wells DUI/VICR fee ordinance which was passed by the City in November 2013. The creation of this fee would reimburse the Cities for the expense incurred in these investigations. The City of Indian Wells (which contracts with the County Sheriff's Department) has established a \$671 DUI/VICR fee. The City is determining the best use of the funds raised from this new fee.

As part of their action, the City of Indian Wells also modified their existing VICR fee to \$150 which includes other VICR offenses (unlicensed or suspended drivers). In addition, Indian Wells established that registered owners of vehicles would only be required to pay the higher of these Administrative Fees if more than one is applicable to a specific incident. The fees are not cumulative so only one fee is charged per vehicle.

Please note that this item was passed by the Public Safety Committee in April. The Department Director was on medical leave at the time and Department staff, who left CVAG at the end of April, inadvertently omitted the item for the May TAC meeting. As the DUI Task Force did not meet for several months, this omission has only been recently discovered.

Fiscal Analysis: If adopted by jurisdictions, the increase in fees will help offset the time by law enforcement in completing the necessary investigation and paperwork resulting from DUI incidents. The DUI Ad Hoc Taskforce is a Public Safety Committee goal therefore staff time is budgeted. The fiscal impact on each jurisdiction may vary depending upon their action(s). The City of Indian Wells is looking at ways that the funds collected from the fees can be used.

Attachments:

- Draft Model Ordinance Relating to DUI/VICR;
- Indian Wells City Council Report (11/21/13)

ITEM

**AN ORDINANCE OF THE CITY/COUNTY OF []
ADOPTING THE COACHELLA VALLEY MODEL DUI/VICR FEE
ORDINANCE ESTABLISHING THE AMOUNT OF THE DUI DRIVER
AND VEHICLE IMPOUND COST RECOVERY FEE TO BE EFFECTIVE
[INSERT DATE].**

WHEREAS, the [INSERT CITY] Police Department/Riverside County Sheriff's Department, acting as the [INSERT CITY], impounds and/or stores numerous and various vehicles from highways, public property, or private property, in the City of [] during the normal course of duty; and

WHEREAS, [INSERT CITY] Police Department/Riverside County Sheriff's Department, acting as the [INSERT CITY], impounds and/or stores vehicles pursuant to its authority under the California Vehicle Code Sections 22650 through 22669; and Sections 23152 through 23273; and

WHEREAS, Vehicle Code Section 22850.5 added by Assembly Bill 481, Chapter 614 Statutes of 1993, became effective January 1, 1994, specifically authorizing cities by ordinance or resolution to establish an administrative charge relating to the removal, impound, storage, or release of vehicles; and

WHEREAS, Chapter [] of the [] Municipal Code imposes an administrative charge relating to the removal, impound, storage or release of vehicles, the amount of which fee is to be set by resolution; and

WHEREAS, the City Council of the City of [] established the Vehicle Impound Cost Recovery Fee by adopting Resolution No. [] on [INSERT DATE]; and

WHEREAS, the City Council of the City of [CITY NAME] now desires and intends to revise the Vehicle Impound Cost Recovery Fee and the DUI/Traffic Collision Vehicle Impound Cost Recovery Fee; and

WHEREAS, the calculations of actual cost to City for processing DUI/Traffic Collision Vehicle Impound program, the Vehicle Impound program, and the City's [Finance Division/Department] are set forth in Exhibits A and B attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF [CITY NAME], CALIFORNIA THAT THE FOLLOWING SECTION OF THE MUNICIPAL CODE IS HEREBY AMENDED, AS SHOWN IN EXHIBIT A:

SECTION 1. Chapter ____ of Title __ of the [CITY NAME] Municipal Code is hereby amended by adding a new Section to be numbered and entitled and to read as shown in Exhibit A, attached:

SECTION 2. This ordinance shall become effective on the thirtieth (30) day following passage.

ITEM

SECTION 3. [CEQA explanation to be added here when that is determined. Mitigated Negative Declaration should be sufficient]

SECTION 4. That the City Clerk of the City of [CITY NAME] California, is hereby directed to provide at City Hall and to publish a notice of this ordinance with the attached Exhibit A in the Desert Sun, a newspaper of general circulation, published and circulated in the City of [CITY NAME] , California. This ordinance shall be in full force and effect thirty (30) days after its adoption.

ADOPTED THIS _____ DAY OF _____

[MAYOR]

ATTEST:

[CITY CLERK]

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF _____)

I, [CITY CLERK], City Clerk of the City of _____, California, do hereby certify that Ordinance No. _____ is a full, true, and correct copy, and was introduced at a regular meeting of the _____ City Council on _____, 2014, and adopted at a regular meeting of the City Council held on _____, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

[CITY CLERK]
CITY OF _____, CALIFORNIA

ITEM

EXHIBIT A

CALCULATION OF ACTUAL COST TO CITY FOR PROCESSING A DUI/VEHICLE IMPOUND PROGRAM AND ESTABLISHING THE AMOUNT OF THE DUI/VEHICLE IMPOUND COST RECOVERY FEE

The City of [CITY NAME] currently contracts for Police Services with the Riverside County Sheriff's department. The patrol rate for FY 14-15 established by the Sheriff's Department is \$ /hour. This number includes deputy salary, fringe benefits, insurance and numerous support systems.

The City of [CITY NAME] estimates that the average time spent by officers and support staff when impounding or storing nuisance vehicles is a minimum of ___ hour(s). This undertaking involves the following typical sequence of events:

TASK	POSITION
Conduct Investigation	Deputy/Officer
Field Sobriety Tests	Deputy/Officer
Document Scene/Evidence	Deputy/ Officer
Prepare Vehicle Storage Reports	Deputy/ Officer
Vehicle Search/Inspection	Deputy/ Officer
Okay to book suspect from hospital	Deputy/ Officer
Transport suspect to jail	Deputy/ Officer
Admin Per Se Paperwork	Deputy/ Officer
Search Warrants	Deputy/ Officer
BAC Evidence Collection, Processing	Deputy/ Officer
Complete Police Report	Deputy/ Officer
NCIC Entry	Office Assistant
Processing/Filing of report (court, DMV, Imaging)	Office Assistant
Notice of Stored Vehicle Mailing	Office Assistant
Review & Approve Police Report	Sergeant or Corporal
Conduct Tow Hearing	Sergeant or Corporal

The City of [] Finance Department determined that there will be additional costs to administer this program. All Vehicle Impound Cost Recovery (VICR) payments will be initially collected by Police Department staff then forwarded to the City for processing. The Finance Department will be responsible for record keeping, processing, depositing cash and checks, tracking payments and general accounting of all fees. The Finance Department estimates the cost to administer this program to be approximately \$ /hr (___ hr. of Finance Clerk's time).

Therefore the City of [] Police Department recommends that a DUI/VICR fee of \$[insert amount] per vehicle be established.

Deputy cost: [Deputy/Officer hourly rate X # of hours]
City Admin. Cost: [hourly rate (including benefits) X # of hours]
TOTAL: New DUI/VICR fee



CC/HA ACTION _____ MTG. DATE: 11-21-13
 APPROVED DENIED _____ REC/FILE _____ CONT. _____
 OTHER _____
 VOTE: YES 5 NO 0 ABSTAIN _____

Indian Wells City Council

Staff Report – Personnel/Risk

November 21, 2013

Resolution Establishing a DUI Driver/Traffic Collision Vehicle Impound Cost Recovery Fee and Modifying the Existing Vehicle Impound Cost Recovery Fee

RECOMMENDATIONS:

City Council **REOPENS** the Public Hearing, takes public testimony, and **CLOSES** the Public Hearing; and

ADOPTS Resolution Bill No. 2013-56 establishing a DUI Driver/Traffic Collision Vehicle Impound Cost Recovery Fee and modifying the existing Vehicle Impound Cost Recovery Fee.

DISCUSSION:

Background:

The City adopted the current Vehicle Impound Cost Recovery (“VICR”) fees on March 18, 2010. Since the start of the program, the City has recovered \$51,040 in VICR fees. The purpose of the VICR fee is to offset the financial loss incurred by the City due to lost patrol time or increased administrative costs incurred due to persons driving without a driver’s license, driving with suspended licenses, or other actions which result in a vehicle having to be removed from public roadways. A recent California Appellate Case (*California Highway Patrol v. Superior Court*) clarified the issue of cost recovery from DUI drivers in favor of public agencies. Currently, only the costs incurred by the agencies who respond to a DUI “incident” are recoverable. A conservative definition of an “incident” is a response to a situation where a traffic collision occurred as a result of a DUI driver.

The creation of a DUI/Collision VICR fee would reimburse the City for the expense incurred in these investigations and a two-tiered VICR fee structure will avoid the unintended effect of increasing VICR fee on vehicles towed for less time intensive reasons (unlicensed or suspended drivers).

Analysis:

Registered owners of vehicles would only be required to pay the higher of the Administrative Fees if more than one is applicable to a specific incident. For example, an impaired driver with a suspended driver's license is involved in a traffic collision and arrested for DUI. This driver would be required to pay the proposed DUI/VICR fee (\$670.00) and not the lower VICR Administrative fee (\$150.00) charged to drivers with suspended licenses. The fees are not cumulative and only one may be charged per vehicle. Each year the City has provided saturation patrol and DUI checkpoints with the primary duty of enforcing traffic violations and identifying and apprehending drivers driving under the influence of alcohol or drugs. Otherwise, officers assigned to regular patrol functions receive calls for service where a person has been involved in a traffic collision and is under the influence of alcohol and/or drugs. The costs incurred by the City for officers' arresting and processing drivers arrested for driving under the influence at the scene of collisions is currently in excess of the current administrative fee.

The following chart details the time spent and associated costs incurred by the City of Indian Wells when a driver is arrested for driving under the influence of alcohol or drugs and the vehicle is towed or impounded by officers of the Indian Wells Police Department.

Personnel	Duties	Time Spent	Hourly Contract Rate	Total Expense Incurred
Deputy	Conduct Investigation (Field Sobriety Tests, Document Scene, prepare vehicle storage report, search vehicle, write report).	4.5 hours	\$132.69	\$597.10
Clerical	NCIC Entry, Notice of stored vehicle mailings, report processing (court, DMV, imaging, and filing).	.25 hour	\$27.91	\$6.98
Supervisor	Review and approve report	.50 hour	\$89.45	\$44.72
City/Clerical	Administrative processing	.30 hour	\$44.58	\$22.29
Total City Expense				\$671.09

FISCAL IMPACT:

The City currently contracts for Police Services with the Riverside County Sheriff's Department. The patrol rate for FY 2012-13 established by the Sheriff's Department is \$132.69 per hour, and that is expected to increase to \$139.32 for the next fiscal year. This number includes deputy salary, fringe benefits, insurance and numerous support systems. The support systems include, but are not limited to the following: supervision

in the form of sergeants, lieutenants, and upper administration; dispatch; logistical support; clerical staff and systems; investigations bureaus; and all associated infrastructure and equipment that goes along with those support systems.

In 2010 thru 2012, the Indian Wells Police Department handled an average of nine (9) DUI traffic collisions a year with an estimated cost of more than \$5,500 in personal time. If implemented, a DUI/Traffic Collision VICR fee of \$670.00 per vehicle towed would produce the following estimated City reimbursements.

City	Projected FY 2013/14 DUI - Traffic Collision Arrests	VICR FEE	VICR Fee Total Projection	Estimated VICR Fee Collection Rate	Fees Collected Per year
Indian Wells	5	\$670.00	\$3,350	60%	\$2,010

The City's Finance Department determined that there will be additional costs to administer this program. All VICR payments will be initially collected by Police Department staff and then forwarded to the City for processing. The City Finance Department will then be responsible for record keeping, processing, depositing cash and checks, tracking payments and general accounting of all fees.

Based upon the above information, the Indian Wells Police Department estimates the total administrative costs per vehicle to be \$22.29 (1/2 hour of a Finance Clerk's time). Also, the Sheriff's hourly rate has increased since the inception of the VICR program, staff recommends that City Council approve increasing the VICR fee to \$150.00 (\$132.69 plus \$22.29 = \$154.98) per vehicle.

It is estimated that in FY 2012/13 the Indian Wells Police Department will store or impound approximately 70 vehicles that would qualify for VICR fees. Of those vehicles, a small portion will not be recovered by their owner. However, of the fees collected, the City could recover approximately \$7,875.00 annually by implementing this program as follows:

FY 12-13 Estimated Impounds	Proposed VICR FEE	FY 12-13 VICR Fee Projection	Estimated VICR Annually (@ 75% recovery rate)
70	\$150.00	\$10,500.00	\$7,875.00

ATTACHEMENT:

Resolution Bill No. 2013-56

RESOLUTION BILL NO. 2013-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INDIAN WELLS, CALIFORNIA, ESTABLISHING THE AMOUNT OF THE DUI DRIVER AND VEHICLE IMPOUND COST RECOVERY FEE PURSUANT TO THE CHAPTER 10.25 OF THE INDIAN WELLS MUNICIPAL CODE

WHEREAS, the Riverside County Sheriff's Department, acting as the Indian Wells Police Department, impounds and/or stores numerous and various vehicles from highways, public property, or private property, in the City of Indian Wells during the normal course of duty; and

WHEREAS, the Riverside County Sheriff's Department, acting as the Indian Wells Police Department, impounds and/or stores vehicles pursuant to its authority under the California Vehicle Code Sections 22650 through 22669; and Sections 23152 through 23273 and

WHEREAS, Vehicle Code Section 22850.5 added by Assembly Bill 481, Chapter 614 Statutes of 1993, became effective January 1, 1994, specifically authorizing cities by ordinance or resolution to establish an administrative charge relating to the removal, impound, storage, or release of vehicles; and

WHEREAS, Chapter 10.25 of the Indian Wells Municipal Code imposes an administrative charge relating to the removal, impound, storage, or release of vehicles, the amount of which fee is to be set by resolution.

WHEREAS, the City Council of the City of Indian Wells established the Vehicle Impound Cost Recovery Fee by adopting Resolution No. 2010-12 on March 18, 2010; and

WHEREAS, the City Council now desires and intends to revise the Vehicle Impound Cost Recovery Fee and add the DUI/Traffic Collision Vehicle Impound Cost Recovery Fee; and

WHEREAS, the calculations of actual cost to City for processing the DUI/Traffic Collision Vehicle Impound program, the Vehicle Impound program, and the City's Finance Accounting Tech assistance are set forth in Exhibits "A", "B" and "C" attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indian Wells, California

SECTION 1. Resolution No. 2010-12 is hereby rescinded.

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SECTION 2. Pursuant to Chapter 10.25 of the Indian Wells Municipal Code, the administrative fee for the recovery of impounded and/or stored vehicles shall be one hundred and fifty dollars (\$150.00), and six hundred and seventy dollars (\$670.00) for DUI drivers.

SECTION 3. This Resolution shall take effect upon adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Indian Wells, California, at a regular meeting held on this 7th day of November, 2013.

MARY ROCHE
MAYOR

CERTIFICATION FOR RESOLUTION BILL NO. 2013-56

I, Wade McKinney, City Clerk of the City Council of the City of Indian Wells, California, **DO HEREBY CERTIFY** that the whole number of the members of the City Council is five (5); that the above and foregoing Resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Indian Wells on the 21st day of November 2013, by the following vote:

AYES:
NOES:

ATTEST:

APPROVED AS TO FORM:

WADE G. MCKINNEY
CITY MANAGER/CITY CLERK

STEPHEN P. DEITSCH
CITY ATTORNEY

Exhibit "A"

Calculation of Actual Cost to City for processing a DUI/Vehicle Impound Program and Establishing the Amount of the DUI/Vehicle Impound Cost Recovery Fee

The City of Indian Wells currently contracts for Police Services with the Riverside County Sheriff's Department. The patrol rate for FY 12-13 established by the Sheriff's Department is \$132.69 per hour. It is estimated that the rate will increase approximately 5% during FY 14/15 to \$139.32. This number includes deputy salary, fringe benefits, Insurance and numerous support systems.

The Indian Wells Police Department estimates that the average time spent by officers and support staff when impounding or storing nuisance vehicles is a minimum of one hour. This undertaking includes the following typical sequence of events:

TASK	POSITION
Conduct Investigation	Deputy
Field Sobriety Tests	Deputy
Document Scene, Evidence	Deputy
Prepare Vehicle Storage Reports	Deputy
Vehicle Search / Inspection	Deputy
Okay to book Suspect from Hospital	Deputy
Transport Suspect to Jail	Deputy
Admin Per Se Paperwork	Deputy
Search Warrants	Deputy
BAC Evidence Collection, Processing	Deputy
Complete Police Report	Deputy
NCIC Entry	Office Assistant
Processing / Filing of Report (Court, DMV, Imaging)	Office Assistant
Notice of Stored Vehicle Mailing	Office Assistant
Review and Approve Police Report	Sergeant or Corporal
Conduct Tow Hearing	Sergeant or Corporal

The City of Indian Wells finance Department determined that there will be additional costs to administer this program. All Vehicle Impound Cost Recovery (VICR) payments will be initially collected by Police Department staff and then forwarded to the City for processing. The City Finance Department will then be responsible for record keeping, processing, depositing cash and checks, tracking payments and general accounting of all fees. The Finance Department estimates the cost to administer this program to be approximately \$22.29 (1/2 hour of Finance Clerk's time).

Therefore, the Indian Wells Police Department recommends that a VICR fee of \$670.00 per vehicle be established.

Deputy cost	- \$648.80
City Administrative cost	- \$ 22.29 (\$29.72 X (benefits) 1.5 @ ½ hour)
Total	\$671.09 (New DUI/VICR fee = \$670.00)

EXHIBIT "B"

Calculation of Actual Cost to City for processing a Vehicle Impound Program and Establishing the Amount of the Vehicle Impound Cost Recovery Fee

The City of Indian Wells currently contracts for Police Services with the Riverside County Sheriff's Department. The patrol rate for FY 12-13 established by the Sheriff's Department is \$132.69 per hour. It is estimated that the rate will increase approximately 5% during FY 13/14 to \$139.32. This number includes deputy salary, fringe benefits, Insurance and numerous support systems.

The Indian Wells Police Department estimates that the average time spent by officers and support staff when impounding or storing nuisance vehicles is a minimum of one hour. This undertaking includes the following typical sequence of events:

TASK	POSITION
Vehicle search and Inventory	Deputy or Community Service Officer (CSO)
Completion of Stored Vehicle Report- CHP 180	Deputy or CSO
Contact dispatch requesting tow service	Deputy or CSO
Contact tow company requesting service	Dispatcher
Wait for arrival of tow company	Deputy or CSO
Contact Information Services Bureau (ISB) or Station clerical staff and ensure vehicle entered into NCIC as stored/ impounded	Deputy or CSO
Enter Vehicle Into NCIC as stored	Office Assistant
Write police report	Office Assistant
Review and approve police report	Sergeant or Corporal
Mail Notice of Stored Vehicle	Office Assistant
Enter data from report into Report Management System & process paperwork	Office Assistant
Conduct Tow Hearing	Sergeant or Corporal

The City of Indian Wells finance Department determined that there will be additional costs to administer this program. All Vehicle Impound Cost Recovery (VICR) payments will be initially collected by Police Department staff and then forwarded to the City for processing. The City Finance Department will then be responsible for record keeping, processing, depositing cash and checks, tracking payments and general accounting of all fees. The Finance Department estimates the cost to administer this program to be approximately \$22.29 (1/2 hour of Finance Clerk's time).

Therefore, the Indian Wells Police Department recommends that a VICR fee of \$150.00 per vehicle be established.

Deputy cost	- \$132.69
City Administrative cost	- <u>\$ 22.29</u> (\$29.72 X (benefits) 1.5 @ 1/2 hour)
Total	\$154.98 (New VICR fee = \$150.00)

EXHIBIT "C"

Sherriff Department Towed Vehicle
City of Indian Wells Finance Accounting Tech Assistance

Assumption based on 70 towed vehicles annually

Average of 6 per month

Cash Receipts entry 15 minutes per batch

NSF (Not Sufficient Funds) research= 30 minutes each, this will triple if there is more than one person to contact (issuing officer), this will also include filling with the court or uncollectible

Average 4 NSF's per month

Breakdown

Hourly rate \$ 29.72 x (benefits) 1.5 = \$44.58

Hourly x 15 min Cash Receipts

\$44.58 x .25 = \$11.15 x 4 batches per month = \$44.60 Cash receipts monthly
\$44.58 x .25 = \$11.15 x 12 = \$535.20 Cash receipts annually

Hourly x 30 min NSF Research & Process

\$44.58 x .50 = \$22.29 x 4 per month = \$89.16 NSF monthly
\$44.58 x .50 = \$22.29 x 48 per year = \$1,069.92 NSF annually

Combined \$532.20 + \$1,069.92 = \$1,602.12