

Karen R. Burnham
Interim City Manager



City Manager's Office

August 21, 2012

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Foreman, Grand Jury
800 S. Victoria Avenue
Ventura, CA 93009

Subject: Grand Jury Response to Vehicle Impound Fees

Dear Foreman, Ventura County Grand Jury:

On March 16, 2012, the Ventura County Grand Jury completed a Final Report on Vehicle Impound Fees in Ventura County. The Grand Jury found there was no evidence of abuse in the collection of administrative costs by any of the 10 local police agencies including the Oxnard Police Department pursuant to California Vehicle Code section 22850.5.

During the investigation, it was revealed there was no standardized list of impound costs used to calculate vehicle release fees across the county. Agencies across the county have been utilizing varying methodologies in establishing cost recovery fees which has been a major factor in fee variations. As a result, the Ventura County Grand Jury made the following recommendations that are applicable to the Oxnard Police Department:

R-02: Representatives of all law enforcement agencies within the County should meet and identify a standard set of tasks, labor hours and overhead items to cover the full spectrum of administrative costs for violations for Vehicle Code sections 12500, 14601, and 23152.

R-03: All Cities should apply their local rates and factors and their targeted cost recovery goals to calculate their individual vehicle release fees using the standardized cost category list from Recommendation R-02. It should be recognized that categories not included in the cost basis for approved fee represent costs to be borne by the general public and not the violator at a time of reduced public safety budgets. As necessary, new resolutions authorizing any revised vehicle release fees should be passed and the basis for the fees should be available to the public.

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VENTURA COUNTY
GRAND JURY

Response

R-02: On May 24, 2012, the Oxnard Police Department hosted a meeting and invited all 10 county law enforcement agencies to discuss the recommendations made by the Ventura County Grand Jury. The following agencies and representatives were present at this meeting:

- Commander Andrew Salinas – Oxnard Police Department
- Lieutenant Robert Gager – Port Hueneme Police Department
- Captain James Fryhoff – Thousand Oaks Police Department
- Commander Brent Kerr – Moorpark Police Department
- Captain David Kenney – Ojai Police Department
- Commander Mark Stadler – Ventura Police Department
- Lieutenant Blair Summey – Simi Valley Police Department
- Commander Steve DeCesari – Camarillo Police Department
- Sergeant Anthony Aguirre – Fillmore Police Department
- Sergeant Cody Madison – Santa Paula Police Department

The following table reflects the results of the collaborative effort to assemble a standardized set of tasks, labor hours and overhead items:

Position	Average Units (hr)	Tasks & Overhead Items
Deputy/Police Officer	1.00	Vehicle stop, citation completion, CHP 180, standing by for tow, other relevant paperwork
Dispatcher	0.25 or 15 minutes	Vehicle stop, Wants & Warrants check, Driver's license check, Issuance of report number, request for tow
Watch Commander	0.085 or 5 minutes	Approval and review of CHP 180, review of arrest and booking paperwork(if applicable), report review
Records Tech	0.50 or 30 minutes	CLETS entry of CHP 180, processing of relevant paperwork such as citation and report, vehicle release to registered owner, required notifications to legal owner and registered owner
Records Manager	.075 or 8 minutes	Reviews and supervises the entry of all related paperwork which includes reports, CHP 180 entry, and vehicle release
Traffic/Admin Sgt.	.25 or 15 minutes	Conducts post storage hearings
Word Processor	.33 or 20 minutes	Transcription of officer's police report
Patrol Car	1.00 hour	Fuel and vehicle usage for stop and transportation, monthly fees and overhead
Copy Fee	0.25	Copy Fees (per copy)
Postage	\$3.40	Current United States Post Office rates for certified letters

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R-03: Using this newly evaluated table and applying the Department's applicable costs, our vehicle release fees would increase to \$304.63.

RANK/POSITION	Full Cost Fee	Average Units (hr)	Total Fee	Current Fee
POII	\$146.06	1	\$146.06	
Commander	\$249.60	0.085	\$21.21	
Dispatcher	\$77.81	0.25	\$19.45	
Traffic/Admin Sgt.	\$205.20	0.25	\$51.30	
Records Tech	\$46.36	0.5	\$23.18	
Records Manager	\$46.36	0.075	\$3.47	
Word Processor	\$57.58	0.33	\$19.00	
B&W Cruiser	\$15.06	1	\$15.06	
Copy Fees	\$0.25	10	\$2.50	
Postage Fees	\$3.40	1	\$3.40	
TOTAL			\$304.63	\$241.00

For comparison, the following table sets forth the administrative costs we base our current vehicle release fees since 2010.



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RANK/POSITION	Full Cost Fee	Average Units (hr)	Total Fee	Current Fee
POII	\$146.06	1	\$146.06	
Commander	\$249.60	0.085	\$19.97	
Dispatcher	\$77.81	0.25	\$6.22	
Records Tech	\$46.36	0.5	\$34.77	
Word Processor	\$57.58	0.33	\$19.00	
B&W Cruiser	\$15.06	1	\$15.06	
TOTAL			\$241.08	\$241.00

While the Oxnard Police Department will be using the countywide collaborative effort to calculate administrative recovery costs, our agency will continue to charge \$241.00 for unlicensed drivers even though our justification has increased to \$304.63. Based on this new methodology, our DUI fees of \$416.00 will also remain unadjusted. The Department will also make available to the public its new method for its cost recovery rates.

If I can be of further assistance, please do not hesitate to contact me at (805) 385-7624.

Sincerely,



Karen R. Burnham
Interim City Manager

Cc: City Council
Jeri Williams, Chief of Police

