



# Santa Clara County

## Abandoned Vehicle Abatement Service Authority

### *Allowable Personnel Costs*

➤ **Any Labor and/or Man Hour Costs (including benefits) Associated with Your Vehicle Abatement Program:**

- ✓ Time spent by dispatch responding to a call for service.
- ✓ Time spent by field unit, from time of dispatch to clearing.
- ✓ Time spent by Records personnel handling documents, DMV, etc.
- ✓ Time spent conducting a Tow Hearing. (Validating your authority to tow and store the vehicle in question)
- ✓ Time spent handling Tow disputes. (Damage to vehicle, fees charged by tow company, etc)
- ✓ Time spent by supervisor reviewing tow documents.
- ✓ Time spent compiling information for Quarterly AVASA Report.
- ✓ Time spent by supervisor reviewing Quarterly AVASA Report.
- ✓ Time spent attending AVASA Meetings, Conferences, etc.
- ✓ Time spent in Squad Room Training related to AVASA.

➤ **Other Related Areas:**

- ✓ Time spent inspecting Tow Company facilities.
- ✓ Time spent negotiating Tow Company contracts, etc.

❖ *Retention of Documentation Records is Current Year plus Four (4) Years.*