



# LOMBARD POLICE DEPARTMENT



Date: March 10, 2009

To: David A. Hulseberg, AICP, ICMA-CM  
Village Manager

From: Ray Byrne  
Chief of Police

**Re: Administrative Towing Ordinance**

Attached to this memorandum you will find an ordinance prepared by Village Attorney Tom Bayer that authorizes the imposition of an administrative fee for vehicles that are towed by the police department. The police department has spent the last several months evaluating the usefulness of such an ordinance and fee. At this time we recommend moving forward with the ordinance.

In essence, there are two purposes behind an administrative towing ordinance. The first is to provide a deterrent effect for those individuals who should not be driving a vehicle, or intend to utilize a vehicle in the commission of specified crimes. The ordinance specifies which offenses will qualify a vehicle to be towed and a fee imposed. They are generally criminal offenses or serious driving offenses such as Driving Under the Influence or Driving While License Suspended or Revoked. (This ordinance does not apply to situations such as disabled vehicles or vehicles that are towed from accident scenes.) The second is to provide a recovery of costs for the administrative time spent on towing vehicles, processing the paperwork associated with those tows and the time spent on processing arrestees. The ordinance specifies that the administrative fee for vehicles towed by the Lombard Police Department be set at \$500.00.

The concept of an administrative fee for towing vehicles is not new. Many municipalities in DuPage County and the Chicagoland area have imposed such a fee for several years. The table below will help to provide some illustration:

<b>Municipality</b>	<b>Amount of Administrative Fee Charged</b>
Bensenville	\$500.00
Warrenville	\$300.00
Hanover Park	\$500.00
Addison	\$350.00
West Chicago	\$555.00
Roselle	\$500.00
<b>Municipality</b>	<b>Amount of Administrative Fee Charged</b>
Buffalo Grove	\$500.00
Hinsdale	\$500.00

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Clarendon Hills	\$500.00
Winfield	\$185.00
Downers Grove	\$500.00
Woodridge	\$100.00 (recommending increase to \$250.00)
Glendale Heights	\$500.00
Wooddale	\$500.00

Additionally, the municipalities of Darien, Naperville and Glen Ellyn are currently considering adoption of a similar ordinance and fee.

Assuming that the ordinance is passed with the recommended fee of \$500.00, I believe a conservative estimate of revenues will be in the range of \$365,000 to \$500,000 per year. One aspect of the process that we have discovered is that there is a large amount of paperwork, as well as staff time, to properly administer the program. This includes towing records, receipts, scheduling of appeals and hearings and salvage titles. As such, we are recommending that a part-time employee (no benefits) be hired strictly to process the associated paperwork. The part-time employee would be paid strictly out of proceeds from the administrative towing process. A part-time employee would cost approximately \$20,000 per year. Even after expenses for the part-time employee, I believe the Village will conservatively realize revenues of between \$300,000 and \$500,000.

If approved by the Village Board, the administrative towing process would probably begin in April. This would allow us time to amend our policy, produce the necessary forms to augment the program, update our adjudication software program and to hire a part-time employee. If you should have any questions, or would like additional information, please do not hesitate to contact me.