

Orange County Service Authority for Abandoned Vehicles (OCSAAV) Reporting Guidelines

OCSAAV member agencies must complete and submit an annual report to the Orange County Transportation Authority (OCTA) no later than September 30 of each year in order to receive their shares of SAAV funds.

The requirement for this report is set forth in California Vehicle Code Section 22710 (d)(5)(A), which states, "A governmental agency [member agency] shall not receive funds from a service authority for the abatement of abandoned vehicles pursuant to an approved abandoned vehicle abatement program unless the governmental agency has submitted an annual report to the service authority stating the manner in which the funds were expended, and the number of vehicles abated."

Even if a member agency did not report any abatements during the fiscal year, it is entitled to its proportionate share of SAAV funds distributed on the basis of population, as described in the OCSAAV User Guide, *as long as the agency completes and submits an annual report and as long as the funds are used in compliance with Vehicle Code provisions.*

The annual report must be signed *by the member agency's chief finance official*, i.e., the chief financial officer or finance director.

The original signed report must be submitted to Annie Mendoza by September 30, 2013.

Annie Mendoza, Administrative Specialist, Motorist Services
Orange County Transportation Authority
550 South Main Street,
P. O. Box 14184
Orange, CA 92863-1584

If you would like to fax or email a copy of the report to us while you email the original, you may email the report to amendoza@octa.net fax the report to (714) 347-2025.

A report template and instructions are provided that may be used to complete the required annual report.

If you have any questions or require additional information, please contact Patrick Sampson, Manager of Motorist Services, at (714) 560-5425 or email Patrick at psampson@octa.net

Annual Report Form Instructions

Section One: Complete agency and agency contact information. Include the name of the agency, the name of the primary contact person for abandoned vehicle abatement, the primary contact person's title, the telephone number for the primary contact person, and the email address for the primary contact person.

Section Two: Answer each question in section two.

Question 1 – Check yes or no. If yes, enter the number of abatement notices issued and the number of vehicles abated. You can find this information in the SAAV application by reviewing your agencies reported abatements for the fiscal year. NOTE: If your agency did not report any abatements during the fiscal year, it is still entitled to its share of SAAV funds distributed on the basis of population.

Question 2. How much funding did the agency receive from the OCSAAV in FY 2012-13? This information can be found in the FY 2013 Distribution Summary Report that is available at <http://www.octa.net/saav.aspx>.

Question 3a – List positions funded with SAAV revenue whose function and time is reasonably related to abandoned vehicle abatement. This may include positions associated with investigation, site inspection, monitoring, necessary reports, telephone contacts, and correspondence and meetings with affected parties. The positions may be fully dedicated to abatement activities and fully funded with SAAV funds, or may be shared with other duties and partially funded with SAAV funds. Indicate the amount of SAAV funds used for salaries and benefits.

Question 3b – List equipment, supplies, and other items that support and are funded, in whole or in part, with SAAV funds. Equipment might include patrol or service vehicles utilized for abandoned vehicle abatement, computer equipment used in tracking and reporting abated vehicles, and other equipment and supply costs associated with abandoned vehicle abatement. Indicate the amount of SAAV funds used for equipment and supplies.

Question 3c – Contract and professional services costs. Include contract or professional services costs associated with the abatement of abandoned vehicles. These costs might include tow agreements utilized for towing abandoned vehicles and other contract and professional services costs. Indicate the amount of SAAV funds used for contract and professional services.

Question 4 – (a) Enter the previous fund balance for the prior year for all funds received from SAAV but not spent on the abandoned vehicle program. (b) Enter the amount of revenue received from SAAV in fiscal year 2012-13. (c) Enter the amount of interest accrued and allocated on the fund balance. (d) Enter the amount of fiscal year 2012-13 expenditures. (e) Enter the ending fund balance; this is the sum of the first three lines minus the expenditures for the current year.

Section Three: Certification and Signature. Once completed, the annual report must be signed *by the member agency's chief finance official*, i.e., the chief financial officer or finance director.

Report submission – Reports must be submitted no later than September 30, 2013.

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Orange County Transportation Authority
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P. O. Box 14184
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Please contact Patrick Sampson at PSampson@octa.net or at (714) 560-5425 if you have any questions or require additional information.

SAAV MEMBER AGENCY ANNUAL REPORT

Fiscal Year 2012-13 (July 1, 2012 through June 30, 2013)

Name of Member Agency Submitting Report _____

Name of Agency's Primary
SAAV Contact Person _____ Title _____

Contact Person's
Phone Number _____ E-mail address _____

1. Did your agency report any abandoned vehicle abatements during fiscal year 2012-13 to OCTA?

Yes, vehicles were reported

Number of abatement notices issued _____

Number of vehicles abated _____

No Vehicles Reported

2. Total SAAV funds received in FY 2012-13: \$ _____

3. SAAV program funds were used to support abatement activities in the following areas:

Staff and Support Position Salaries and Benefits: _____ \$ _____

Equipment and Supplies: _____ \$ _____

Contract and Professional Services Costs: _____ \$ _____

4. Unexpended Funds

(a) Fiscal Year 2011-12 fund balance: \$ _____

(b) Fiscal Year 2012-13 revenue \$ _____

(c) Interest accrued and allocated \$ _____

(d) Fiscal Year 2012-13 expenditures (deduct) (\$ _____)

(e) Ending fund balance \$ _____

All SAAV funds received by this agency during the fiscal year were used only for salaries, benefits, services, supplies, and capital equipment directly related to the agency's abandoned vehicle abatement program.

Signature _____

Date _____

Name _____

Title _____