

City of Portland, Oregon

## FINANCIAL IMPACT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Marian Gaylord		2. Telephone No. 503-865-2489	3. Bureau/Office/Dept. Revenue
5a. To be filed (date) 6/17/2010	5b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>		4. Date Submitted to FPD Budget Analyst: 6/3/2010

**1) Legislation Title:**

\*Contract with Parking Enforcement Services, LLC dba Retriever Towing for towing, storage and disposal of abandoned vehicles

**2) Purpose of the Proposed Legislation:**

To approve the City of Portland Contract for Abandoned Vehicle Towing and Storage and to award it to Parking Enforcement Services, LLC dba Retriever Towing.

**3) Revenue:**

**Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.**

This contract will generate revenue by the fees paid to the Abandoned Auto Program in the Bureau of Transportation and Neighborhood Inspections- Bureau of Development Services for each vehicle towed. If the current volume remains consistent, these programs can expect to receive approximately \$46,000.00 from the contractor.

In addition, the Revenue Bureau will receive a service fee, paid by the vehicle owner, for each towed vehicle that is redeemed by its owner. In calendar year 2009, the Revenue Bureau received \$3,070.00 from this source.

**4) Expense:**

**What are the costs to the City as a result of this legislation? What is the source of funding for the expense?** *(Please include costs in the current fiscal year as well as costs in future years) (If the action is related to a grant or contract please include the local contribution or match required)*

None.

**Staffing Requirements:**

**5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term or permanent positions. If the position is limited term please indicate the end of the term.)*

No.


6) Will positions be created or eliminated in *future years* as a result of this legislation?

No.

**Complete the following section if you are accepting and appropriating a grant via ordinance. This section should only be completed if you are adjusting total appropriations, which currently only applies to grant ordinances.**

**7) Change in Appropriations** *(If the accompanying ordinance amends the budget, please reflect the dollar amount to be appropriated by this legislation. If the appropriation includes an interagency agreement with another bureau, please include the partner bureau budget adjustments in the table as well. Include the appropriate cost elements that are to be loaded by the Grants Office and/or Financial Planning. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount



APPROPRIATION UNIT HEAD: Kathleen Butler, Regulatory Division Manager on behalf of Sue Klobertanz, Revenue Bureau Director



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE  
Sam Adams, Mayor  
Kenneth L. Rust, Chief Administrative Officer

183931  
Revenue Bureau  
Sue Klobertanz, Director  
111 SW Columbia St., Room 600  
Portland, Oregon 97201  
(503) 823-6881  
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**DATE:** June 1, 2010

**TO:** Mayor Sam Adams

**FOR MAYOR'S OFFICE  
USE ONLY**

**FROM:** Sue Klobertanz, Revenue Bureau Director

**RE: ORDINANCE TITLE:** \*Contract with Parking Enforcement Services, LLC dba Retriever Towing for abandoned vehicle towing and storage (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** June 17, 2010  
2. **REQUESTED COUNCIL AGENDA DATE:** June 23, 2010  
3. **CONTACT NAME & NUMBER:** Marian Gaylord, 503-865-2489, 122/600  
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**  
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**  
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☒ **Yes** ☐ **No** ☐ **N/A**

7. **BACKGROUND/ANALYSIS** – The Towing Board of Review examined the terms of the Abandoned Vehicle Tow Contract and the application materials. Input was solicited from the agencies served, the current contractor, and others in the towing industry. Recommended changes to the contract and application forms were approved in open bi-monthly meetings of the Board.

Notices of bid opportunity were advertised in six local papers: The Oregonian, The Skanner, Portland Observer, El Latino de Hoy, Asian Reporter and the Daily Journal of Commerce. Two applications were received before the submission deadline. The applicants were: Sergeants Towing, Inc. - the current and past Abandoned Vehicle Tow Contractor for many years, and Parking Enforcement Services, LLC dba Retriever Towing.

Each company was inspected for compliance with contract requirements for facilities, personnel and equipment. The "Project Approach" section of the applications were reviewed, and points awarded by the Towing Coordinator and agencies served by the contract: Multnomah County Sheriff's Office, Parking Enforcement Abandoned Auto Program, BDS-Neighborhood Inspections and the Port of Portland.

Bids and bid verifications were opened at the May 19, 2010 meeting of the Tow Board. Retriever submitted a bid of 21% while Sergeant's bid was 15%. These percentages are applied to a formula to calculate the amount to be paid to the City for each abandoned vehicle towed.

This ordinance is presented as an emergency in order to ensure unbroken service because the current Abandoned Vehicle Tow Contract expires June 30, 2010.

*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*

[www.portlandonline.com/omf/revenue](http://www.portlandonline.com/omf/revenue)

8. **FINANCIAL IMPACT**

So far in 2010, the PBOT-Abandoned Auto Program and BDS-Neighborhood Inspections have requested 430 abandoned vehicle tows. Of that number, 322 were actually towed. If this pace continues, the City of Portland can expect to receive approximately \$46,250.00 dollars in Abandoned Auto fees. In addition, it is expected that the Revenue Bureau will receive approximately \$3,000.00 in City service fees.

9. **RECOMMENDATION/ACTION REQUESTED**

Approval of the 2010-2013 Contract for Abandoned Vehicle Towing and Storage and its award to Parking Enforcement Services, LLC dba Retriever Towing.