

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

(Deliver original to City Budget Office. Retain copy.)

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|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1. Name of Initiator Marian Gaylord | | 2. Telephone No. X52489 | 3. Bureau/Office/Dept. Revenue/Regulatory Div |
| 4a. To be filed (hearing date): September 4, 2013 | 4b. Calendar (Check One) Regular Consent 4/5ths X <input type="checkbox"/> | | 5. Date Submitted to Commissioner's office and CBO Budget Analyst: August 6, 2013 |
| 6a. Financial Impact Section: x Financial impact section completed | | 6b. Public Involvement Section: x Public involvement section completed | |

1) Legislation Title:

*Authorize contracts for towing and storage of vehicles (Ordinance)

2) Purpose of the Proposed Legislation:

To approve the 2013-2018 Contract for Vehicle Towing and Storage and the tow companies to be awarded the contract. This contract provides vehicle towing and storage services to the City and other agencies. Included under this contract are tows ordered by Portland Police Bureau, Portland Bureau of Transportation Parking Enforcement, Multnomah County Sheriff's Office, Port of Portland Police, Oregon Department of Transportation Incident Response, Tri-Met, and City of Fairview Police. The Towing Board of Review meets bi-monthly and reviews tow company performance under the contract, and any necessary contract changes or adjustments. Development of this contract and recommendations are completed by the Towing Board of Review (the Board) per Portland City Code 3.98.010 and 3.98.060.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- X City-wide/Regional Northeast Northwest North
 Central Northeast Southeast Southwest East
 Central City

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

The current contract for municipally authorized towing ends on September 30, 2013. The new contract will commence October 1, 2013 and expire September 30, 2018. This new contract does not create new revenues, but does provide for continuation of the city service fees associated with this contract. In FYE 6/30/2013, service fees collected on municipal contract tows yielded \$205,440.

5) 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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the level of confidence.)

Potential new fees to the agencies served by the contract include only the fee for trips that are cancelled more than 8 minutes after the call has been dispatched by Tow Desk. This small fee is to compensate the tower for fuel and other expenses incurred by the subsequently cancelled call. It is difficult to predict these costs because agencies many cancel calls more quickly once this fee is in place.

6) Staffing Requirements:

- **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 positions will be created, eliminated or re-classified as a result of this ordinance and contract

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

No positions will be created or eliminated in future years as a result of this ordinance and contract.

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)

| Fund | Fund Center | Commitment Item | Functional Area | Funded Program | Grant | Sponsored Program | Amount |
|------|-------------|-----------------|-----------------|----------------|-------|-------------------|--------|
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[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

YES: Please proceed to Question #9.

NO: Please, explain why below; and proceed to Question #10.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

Continuation of service to City and partner agencies.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

The voting members of the Towing Board, including representatives of the public, reviewed the contract specifications and the notification process. A letter of interest was sent to all eligible towers known to be operating in the Portland area. Notice of the contract opening was sent to all towers who responded to the letter of interest. Notices of the application 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 as well as being posted on the Revenue Bureau website. Procurement Services reviewed the Request For Qualifications and Statement Of Qualifications documents and the notices sent.

c) How did public involvement shape the outcome of this Council item?

Changes are often developed in response to citizen or agency complaints. The Towing Coordinator tracks issues that arise during the course of the contract, and clarifications or adjustments are recommended to the Towing Board of Review. The proposed contract includes changes to improve performance and procedures.

d) Who designed and implemented the public involvement related to this Council item?

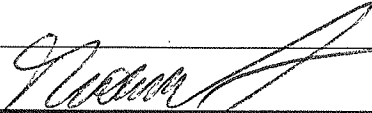
Marian Gaylord, Towing Coordinator, Regulatory Division, Revenue Bureau.

e) Primary contact for more information on this public involvement process (name, title, phone, email):

Marian Gaylord, Towing Coordinator
(503) 865-2489
MarianGaylord@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

The bi-monthly meetings of the Towing Board of Review are publicized on the Revenue Bureau website. Non-voting towing company representatives are members of the Board and provide feedback regularly. Representatives of Portland Police Bureau, Portland Bureau of Transportation Parking Services, Multnomah County Sheriff's Office, Port of Portland Police, Oregon Department of Transportation Incident Response, and Tri-Met regularly provide feedback regarding contract performance, both at meetings and through Regulatory towing program staff. Members of the public are represented on the Board, and the Towing Coordinator monitors complaints and issues, and provides suggestions for contract clarification and revision to the Board. These meetings are open to the public.



8 AUG 2013

APPROPRIATION UNIT HEAD (Typed name and signature)

Thomas W. Lannom
Revenue Bureau Director



CITY OF PORTLAND
 OFFICE OF MANAGEMENT AND FINANCE
 Charlie Hales, Mayor
 Jack D. Graham, Chief Administrative Officer

Revenue Bureau
 Thomas W. Lannom, Director
 111 SW Columbia St., Room 600
 Portland, Oregon 97201
 (503) 823-5154
 FAX (503) 279-2669
 TTY (503) 823-6868

DATE: August 5, 2013

TO: Charlie Hales

FROM: Thomas Lannom, Revenue Bureau Director

**FOR MAYOR'S OFFICE
 USE ONLY**

RE: ORDINANCE TITLE: *Authorize contracts for towing and storage of vehicles (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** August 15, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** September 4, 2013
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 and approved the terms of the City of Portland Contract for Vehicle Towing and Storage. This contract provides vehicle towing and storage services to Portland Police, Parking Enforcement, Bureau of Maintenance, Portland Streetcar, Inc., Multnomah County Sheriffs, Port of Portland Police, ODOT Region One Incident Response, TriMet and the City of Fairview.

Input was solicited from the agencies served, the current tow contractors, the City Attorney's office, and the Towing Board of Review, which includes representatives of the public. The application materials were reviewed by the Procurement Services Division for compliance with City policies. Recommended changes to the contract and application forms were approved in open, bi-monthly meetings of the Board.

In addition to its availability on the Revenue Bureau website, the open application opportunity was advertised in six local papers: The Oregonian, The Skanner, Portland Observer, El Latino de Hoy, Asian Reporter and the Daily Journal of Commerce. Twenty-one applications were received before the submission deadline.

Each company was inspected for compliance with contract requirements for facilities, personnel and equipment. All applications were reviewed for completeness and accuracy. A report of the results was prepared by the Towing Coordinator and presented to the Towing Board of Review for consideration.

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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

Nineteen applicants were approved for award of the Tow Contract for 2013-2018. Two applications were submitted by former tow contractors whose agreements with the City were canceled for contract violations. The Board chose not to approve these companies for reinstatement.

8. FINANCIAL IMPACT

The current contract for municipally authorized towing ends on September 30, 2013. The new contract will commence October 1, 2013 and expire September 30, 2018. This new contract does not create new revenues, but does provide for continuation of the city service fees associated with this contract. Based on FYE 6/30/2013 figures, service fees collected on municipal contract tows are expected to yield approximately \$200,000.

New in this contract is a "dry run" fee to be paid by the agency to the tow contractor if a tow request is cancelled by the agency more than 8 minutes after it was dispatched. Based on FYE 6/30/2013 contract tow calls for service, approximately \$8,646 in additional agency fees would have been charged if this had been in effect during that period. It is difficult to estimate future charges, as cancellations may occur earlier once this charge is in effect.

9. RECOMMENDATION/ACTION REQUESTED

Approval of the 2013-2018 City of Portland Contract for Vehicle Towing and Storage, in a form substantially similar to Exhibit 1, and its award to the companies listed in Exhibit 2.