



AGENDA REPORT

Meeting Date: September 06, 2016
Item Number: F-8
To: Honorable Mayor & City Council
From: Sandra Spagnoli, Chief of Police
Subject: APPROPRIATION OF \$200,000 FROM THE GENERAL FUND REVENUE TO FUND AN EXPENDITURE LINE ITEM FOR TOW SERVICES; AND

AUTHORIZATION FOR A PURCHASE ORDER IN THE AMOUNT OF \$200,000 TO TIP TOP TOW

Attachments: None

RECOMMENDATION

Staff requests that the City Council authorize an appropriation of funds from General Fund Revenue in the amount of \$200,000 to add an expenditure line item for Tip Top Tow and issue a purchase order in the same amount.

INTRODUCTION

On September 10th, 2012, Request for Proposals (RFP) #13-07 was issued for police towing and other related services. Two companies, Quicksilver Towing, Inc. and Tip Top Towing Services, (Classic Tow, Inc.) submitted bids. Tip top Tow scored the highest and on October 23rd, 2012, Council approved an agreement with Tip Top Tow Services, Inc. for official police towing services.

On October 7th, 2014 the agreement with Tip Top Tow Services was amended and restated to include additional services, including medium and heavy towing. The agreement allows for one more extension, from November 1st, 2016 to October 31st, 2017.

DISCUSSION

Currently the City's practice has been to collect tow fees from vehicle owners at the Traffic Bureau window and the fees are set aside in a separate holding account, when billing has been received from Tip Top Tow, BHPD pays the invoice via a request for warrant.

In order to streamline the reimbursement payment process for Tip Top Tow Finance has recommended that an appropriation be made into an expenditure line item from which a purchase order can be issued. The purchase order will be used to better track all reimbursements collected on behalf of the vendor by the City when owners of towed vehicles pick up the vehicles and pay all fees to the City.

FISCAL IMPACT

This is cost neutral appropriation. The fees that are collected on behalf of the vendor are collected up front and then will be paid back through invoice payments.

Account	Description	Description of Fund Source	Amount
00102608-731220	Vehicle Impound Storage-Ongoing Contractual Services	General Fund	\$200,000.00



Don Rhoads
Finance Approval

Sandra Spagnoli, Chief of Police
Approved By 