



PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave, Suite 1331, Portland OR 97204

Main: 503-823-5185 TTY: 503-823-6868 Fax: 503-823-7576

Portland.gov/Transportation

# TOW ADMINISTRATION ADVISORY COMMITTEE

May 23, 2023 | 3:30 PM – 5:00 PM FINAL

Zoom Conference Call

Private for-Hire Transportation Customer Service: [Regulatory@portlandoregon.gov](mailto:Regulatory@portlandoregon.gov) | 503-823-7483

Schedule	Topic	Presenter	Notes
5 min (3:30 pm – 3:35 pm)	1. Welcome & Introductions	Tracy M. Smith, Facilitator	Members of the Committee and support team introductions.
5 min (3:35 pm – 3:40 pm)	2. Announcements from Committee Members	Donny Callahan, Chair	
5 min (3:40 pm – 3:45 pm)	3. Approval of 4/25/2023 Meeting Summary —Review Action Items	<ul style="list-style-type: none"> <li>Donny Callahan, Chair</li> <li>Camerina Galvan, Notetaker</li> </ul>	Action Item
5 min (3:45 pm – 3:50 pm)	4. Public Comments	Donny Callahan, Chair	<ul style="list-style-type: none"> <li>Opportunity for comment on items not scheduled on the agenda.</li> <li>Please state and spell your complete name and organization.</li> </ul> Objective: Hear comments from: <ol style="list-style-type: none"> <li>Public - Limited to 2 minutes per person. <ul style="list-style-type: none"> <li>Opportunity for comment on items not scheduled on the agenda.</li> </ul> </li> </ol>

# PBOT

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Schedule	Topic	Presenter	Notes
			<ul style="list-style-type: none"> <li>Please state and spell your complete name and organization, and if applicable, which topic you are commenting on.</li> </ul> 2. Committee Deliberation <ul style="list-style-type: none"> <li>Chair may elect to create future topics based on comments received.</li> </ul>
5 min (3:50 pm – 3:55 pm)	5. PBOT Update A. RFP Update and Questions B. PPI Code Updates	Tim Moore, PBOT	
10 min (3:55 pm – 4:05 pm)	6. Topic Submission: Monthly Towing Reports	Tim Moore, PBOT	Discussion
10 min (4:05 pm – 4:15 pm)	7. Topic Submission: Add Conditions for Electric Vehicle Storage to the Contract	Mike Porter, Newhouse Towing	Discussion
20 min (4:15 pm – 4:35 pm)	8. Ombuds Office: Contract Recommendations	Tim Moore, PBOT	Action Item - <b>Recommendation:</b> The Ombudsman understands that PBOT is proposing to add contract language that would allow the City to tow a vehicle from a tow company lot if the City is satisfied with the sufficiency of the ownership documents. The owner could then reclaim it. The Ombudsman agrees that this seems reasonably likely to resolve this issue.



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Schedule	Topic	Presenter	Notes
20 min (4:35 pm – 4:55 pm)	9. Ombuds Office: Contract Recommendations	Tim Moore, PBOT	Action Item - <b>Recommendation:</b> PBOT should require tow companies involved with City-ordered tows to agree to forgo additional fees beyond the auction price.
5:00 pm	10. Adjourn	Donny Callahan, Chair	

The City of Portland will make reasonable accommodation for people with disabilities. Please notify us no fewer than five (5) business days prior to the event by phone at 503-823-3589, by the City's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.