



KEIZER POLICE DEPARTMENT

930 CHEMAWA RD NE * PO Box 21000 * Keizer OR 97307

Phone 503-390-3713 * Fax 503-390-8295

www.keizer.org

Private Property Impounds

On March 4, 2024, Keizer City Council approved a city ordinance designed to protect residents from unreasonable towing rates and unscrupulous practices when vehicles are towed from private property. That ordinance, Keizer City Ordinance 2024-872, became effective April 3, 2024.

Keizer City Ordinance 2024-872 requires tow companies to obtain a Private Property Impound (PPI) Tower's Permit in order to affect PPI tows within Keizer city limits. In order to be permitted, tow companies must pay a \$50 application fee and submit a PPI Tower's Permit Application with information regarding their business, employees, tow vehicles and insurance.

In order for the City of Keizer to grant a PPI Permit, all company employees having contact with towed vehicles must submit to a background check performed by the Keizer Police Department. If the background investigation is favorable, the police department will issue a PPI Permit which will need to be renewed annually.

Enforcement of this ordinance will be done through the Keizer Police Department. Violations will be investigated and PPI towers are subject to a \$500 fine for each violation occurrence. In addition, PPI tower's permits may be suspended, revoked or denied in the future.

Relevant documents are:

- Keizer City Ordinance 2024-872
- Keizer City Resolutions R2024-3448 and R2024-3449
- PPI Towing Permit Application
- PPI Authorization to Release of Information Agreement
- PPI Background Guidelines

Applications will be accepted Monday–Friday from 8am to 5pm at the Keizer Police Department.

For more information you can contact Keizer Police Lieutenant Tim Hein at 503-390-3523 or heint@keizer.org.

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A BILL
FOR

ORDINANCE NO.
2024- 872

AN ORDINANCE

REGULATING TOWING OF VEHICLES FROM PRIVATE PROPERTY

The City of Keizer ordains as follows:

Section 1. TITLE. This Ordinance shall be known as the Private Property Impound Ordinance.

Section 2. PURPOSE. The purpose of this Ordinance is to require that towing from private parking facilities be performed fairly, in accordance with defined standards, and at reasonable rates. Because towing from private parking facilities affects City residents and visitors, regulation is necessary to ensure protection from unreasonable rates and unscrupulous towing practices.

Section 3. CONFORMITY TO STATE AND FEDERAL LAWS. This Ordinance shall be construed in conformity with the laws and regulations of the State of Oregon Motor Vehicle Code regarding towing from private property and applicable federal statutes.

Section 4. DEFINITIONS. As used in this Ordinance, the following words, terms and phrases shall have the meanings ascribed to them in this Section:

A. "Police Tow." A vehicle towed as recovered stolen, an investigative tow, for a driver not properly licensed, an uninsured vehicle, or otherwise designated as a police tow by the Keizer Police Department.

1 B. "PPI Tower." Any tower duly registered and permitted under this
2 Ordinance to perform private property impound tows within the City of Keizer.

3 C. "PPI Tower's Permit." The permit issued to a tower demonstrating it has
4 agreed to comply with the requirements of this Ordinance.

5 D. "Private Parking Facility." Any property used for motor vehicle parking at
6 which the property owner or manager regulates, restricts or reserves parking.

7 E. "Private Parking Facility Owner." The owner, operator, lessee, manager
8 or person in lawful possession of a private parking facility, or any designated agent of
9 the private parking facility owner.

10 F. "Private Property Impound (PPI)." The impoundment of a vehicle from a
11 private parking facility at the request of the Private Parking Facility Owner without the
12 prior consent of the Vehicle Owner.

13 G. "Release at Scene (RAS) Fee." The fee allowed to be charged when a
14 vehicle owner/owner's agent returns to where the vehicle was parked before the PPI
15 Tower has departed with vehicle in tow.

16 H. "Tow Desk." City of Keizer Police Department Records desk during
17 normal business hours Monday through Friday. Otherwise, Willamette Valley
18 Communications Center (WVCC)/City of Salem after hours and on weekends.

19 I. "Tower." Any person or entity whose business includes the towing of
20 motor vehicles from private parking facilities and the subsequent storage of such towed
21 vehicles.

1 J. "Vehicle Owner." The person registered with the State of Oregon
2 Department of Motor Vehicles as the owner or lessee of the vehicle.

3 K. "Vehicle Owner's Agent." A person bearing documentation from the
4 registered vehicle owner officially authorizing the person to possess or operate the
5 vehicle.

6 Terms, phrases, words, abbreviations and their derivatives used, but not
7 specifically defined in this Section, either shall have the meanings defined in the State of
8 Oregon Motor Vehicle Code, or if not therein defined, shall have the meanings
9 commonly accepted in the community.

10 Section 5. PPI TOWER'S PERMIT REQUIRED.

11 A. No Tower shall tow or store vehicles towed from private parking facilities
12 unless the Tower has a PPI Tower's Permit issued by the City of Keizer.

13 B. The Keizer Police Department shall issue a permit when the application
14 has been approved and the required insurance certificate has been submitted.

15 C. Application for a PPI Tower's Permit shall be made annually to the Keizer
16 Police Department. The Tower's permit shall expire unless renewed.

17 D. A PPI Tower's Permit is not transferable and applies only to the single
18 entity named in the PPI Tower's Permit.

19 Section 6. APPLICATION.

20 A. Application for a PPI Tower's Permit shall be made on a form provided by
21 the City of Keizer. Applications for initial and renewal PPI Tower's Permit must be

1 submitted to Keizer Police Department. The application shall include, but not be limited
2 to, the following information:

3 (a) The legal business name, address, address of all storage facilities,
4 telephone numbers, fax numbers, email address and emergency contact phone
5 number.

6 (b) Names of all owners, part-owners, partners, principal parties,
7 officers, directors, agents, investors or any other persons having a financial
8 interest in the applicant's business.

9 (c) Names of owner or employee who is responsible for complaint
10 resolution.

11 (d) List of business owners, vehicle owners, drivers and any staff
12 having contact with vehicles including the following information:

13 (1) first, middle, and last name;

14 (2) date of birth;

15 (3) driver's license number;

16 (4) any other necessary information for criminal background
17 check.

18 B. At the time of submission of an application, the applicant must pay a PPI
19 Tower's Permit application fee. The fee amount shall be set by Council Resolution. No
20 portion of the permit fee is refundable in the event operation of the PPI Tower's business
21 is discontinued for any reason.

1 C. The Keizer Police Department shall issue a permit when the application
2 has been approved.

3 D. A PPI Tower's Permit may be denied under any of the following
4 circumstances:

5 (a) a PPI Tower's application is incomplete or contains a false,
6 fraudulent or misleading statement;

7 (b) business owners, tow vehicle owners, drivers or staff having
8 contact with towed vehicles fail a background check with the Keizer Police
9 Department;

10 (c) business owners, vehicle owners, drivers or staff having contact
11 with vehicles have an outstanding arrest warrant.

12 (d) failure to abide by requirements of this Ordinance or other
13 applicable law.

14 Section 7. INSURANCE AND INDEMNIFICATION REQUIREMENTS.

15 A. As a condition of the issuance of a permit, PPI Tower subject to this
16 Ordinance agrees to defend and indemnify the City of Keizer, and its officers, agents and
17 employees for all claims, demands, actions and suits, including all attorney fees and
18 costs, for damage to property or injury to person arising from any activities, work and/or
19 services furnished or carried on under the terms of a PPI Tower's Permit.

20 B. PPI Tower shall maintain such public liability and property damage
21 insurance and furnish certificates of insurance coverage of the type and amount required

1 by the City Manager.

2 (a) The limits of the insurance shall be subject to statutory changes to
3 maximum limits of liability imposed on municipalities of the State of Oregon
4 during the term of the permit. The insurance shall be without prejudice to
5 coverage otherwise existing.

6 (b) The insurance shall name as additional insureds the City, and its
7 officers, agents and employees. Notwithstanding the naming of additional
8 insureds, the insurance shall protect each insured in the same manner as though a
9 separate policy had been issued to each, but nothing shall operate to increase the
10 insurer's liability as set forth elsewhere in the policy beyond the amount or
11 amounts which the insurer would have been liable if only one person or interest
12 had been named as insured. The coverage shall apply as to claims between
13 insureds on the policy.

14 (c) The insurance shall provide that the insurance shall not terminate or
15 be canceled without thirty (30) days written notice first being given to the City
16 Recorder.

17 (d) The adequacy of the insurance shall be subject to approval of the
18 City Attorney.

19 (e) Failure to maintain liability insurance shall be cause for immediate
20 revocation of the permit by Keizer Police Department.

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1 Section 8. TOWING REGULATIONS.

2 A. A Tower may tow a vehicle from a Private Parking Facility only under the
3 following circumstances:

4 (a) The Tower has a current PPI Tower's Permit that is not suspended,
5 revoked or terminated;

6 (b) The Private Parking Facility complies with the signage
7 requirements set forth in this Ordinance;

8 (c) The vehicle shall be towed directly to the Tower's storage facility;

9 (d) No person or persons occupy the vehicle.

10 (e) Express written authorization has been issued to the PPI Tower by a
11 Private Parking Facility Owner, or person in lawful possession of the property, in
12 compliance with ORS 98.812 and ORS 98.830.

13 B. Police Tows are not subject to the regulations of this Ordinance.

14 C. Bona fide repossession tows are not subject to the regulations of this
15 Ordinance.

16 Section 9. TOWING AND STORAGE RATES. A schedule of approved
17 maximum rates and fees for PPI Towing, RAS, and storage shall be adopted by the City
18 Council. Such schedule shall be published annually and supplied to all applicants with
19 the application materials for new permits and renewals. PPI Towers may submit a
20 request for an increase in the approved maximum fees not later than two months before
21 the end of any calendar year. Prior to making any changes in the PPI rate schedule, City

1 Council shall hold a public hearing for the purpose of determining fair and reasonable
2 prices.

3 Section 10. GENERAL CONDITIONS. PPI Towers permitted under this
4 Ordinance shall:

5 A. Perform all PPI tows in a safe manner, taking care not to cause damage to
6 the person or property of others while towing or storing a vehicle.

7 B. Practice courtesy and professionalism when dealing with police, Tow
8 Desk, agency personnel, and persons redeeming or seeking to redeem a towed vehicle.

9 C. Cooperate fully with any police agency to facilitate processing of any PPI
10 towed vehicle identified as a possible stolen vehicle.

11 D. All tow trucks used to perform PPI tows shall be permanently identified on
12 each side of the vehicle with Tower's name and telephone number clearly marked in
13 sharp contrast to the background and legible in daylight from a distance of 50 feet.

14 E. Prominently display at the vehicle release location a placard containing the
15 current schedule of approved PPI rates, and keep a copy of the current schedule of
16 approved PPI rates in the tow vehicle.

17 Section 11. TOWING PROCEDURES. PPI Towers shall follow the following
18 procedures when performing a PPI tow:

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1 A. Using a digital camera with time and date stamp, photograph the vehicle in
2 the location left by the vehicle operator prior to attaching the equipment, and the parking
3 facility signage, in order to demonstrate that the vehicle to be towed is in violation of the
4 Private Parking Facility regulations.

5 B. In the event a vehicle owner or operator returns to the area where the
6 vehicle is parked when the hookup is complete and the tow truck has begun towing the
7 motor vehicle by engaging the tow truck's transmission and moving forward, the PPI
8 Tower must immediately discontinue the towing of the vehicle. The PPI Tower may
9 charge a RAS fee in accordance with Section 9.

10 C. The PPI Tower must notify the Tow Desk within fifteen (15) minutes of a
11 RAS fee being collected or after a vehicle was released without a fee.

12 D. The PPI Tower must notify the Tow Desk within fifteen (15) minutes after
13 the PPI Tower takes possession of a vehicle by providing the details of the tow
14 including:

- 15 (a) The location of the tow.
- 16 (b) The color, model, make and license plate of the vehicle towed.
- 17 (c) The vehicle's VIN number.

18 E. The PPI Tower must have staff or dispatch service available at all times to
19 provide information about the location of a towed vehicle and/or instructions for release
20 of a towed vehicle.

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1 F. The PPI Tower must offer to call for or provide transportation to the
2 vehicle owner/operator from within the immediate vicinity of the tow scene to the
3 location of the towed vehicle storage and otherwise comply with ORS 822.230(3)(d).

4 G. The PPI Tower must have personnel available at the storage facility to
5 release a vehicle within thirty (30) minutes after receiving a request for vehicle release.

6 H. The PPI Tower must accept at least the following methods of payment for
7 any fees or rates assessed:

8 (a) Cash. Adequate cash must be available at all times at the storage
9 facility and with the tow drivers for the purpose of making change.

10 (b) Credit Card. Any valid credit card or debit card bearing the VISA
11 or MasterCard emblem and issued in the name of the registered vehicle
12 owner/owner's agent must be accepted.

13 I. The PPI Tower shall only release the vehicle to the registered or legal
14 vehicle owner, or owner's agent. The PPI Tower shall require the person seeking release
15 to submit proof of ownership, vehicle title, or registration in addition to valid photo-
16 identification.

17 J. The PPI Tower must issue to the vehicle owner/owner's agent a clearly
18 legible receipt complete with all required information, and with all fees and
19 considerations itemized.

20 K. The PPI Tower must notify the Tow Desk within eight (8) hours after
21 release of a vehicle to the registered vehicle owner/owner's agent, acceptance of a

1 vehicle title in lieu of payment, or foreclosure of a possessory lien by providing the Tow
2 Desk the vehicle's VIN number and the action taken.

3 L. The PPI Tower must exercise reasonable care for the welfare of any
4 animal found to be in a PPI towed vehicle, and in the event a vehicle has not been
5 redeemed within two (2) hours after it reaches the PPI Tower's storage lot, call local
6 animal control authority to make custody arrangements and document the location to
7 which the animal is taken.

8 Section 12. PROHIBITIONS. PPI Towers permitted under this Ordinance shall
9 not:

10 A. Charge any fee not listed in, or in excess of, those included in the fee and
11 rate schedule established by City Council.

12 B. Require any vehicle owner/owner's agent to make any statement or sign
13 any document promising not to dispute the validity of the tow or fees assessed, or
14 relieving the PPI Tower from responsibility for the condition of the vehicle or its
15 contents.

16 C. Solicit PPI towing business by means of payment of a gratuity,
17 commission or any other consideration to the private property owner, operator, manager
18 or employee.

19 D. Remove a vehicle from a Private Parking Facility unless the hookup has
20 been completed and all safety equipment has been attached.

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1 E. Use predatory practices, including, but not limited to parking within 1,000
2 feet of, or post a monitor at, a Private Parking Facility for the purpose of covert
3 observation in order to obtain PPI tows, unless:

4 (a) The monitor provides a verbal warning to person leaving their cars;
5 or,

6 (b) Signs are posted clearly warning that the lot has on-site monitoring
7 and the hours during which monitoring occurs.

8 F. Assess or collect a surcharge fee in lieu of towing.

9 G. Make any false statements of material fact, misrepresent information in
10 any document or omit disclosure of material fact in performance of activities regulated
11 by this Ordinance.

12 Section 13. RELEASE AT SCENE (RAS).

13 A. In the event a vehicle owner/owner's agent returns to where the vehicle
14 was parked before the PPI Tower has left the area, the PPI Tower may collect a RAS fee
15 if the following conditions have been satisfied:

16 (a) The hook up of equipment to the vehicle to be towed is complete,
17 including the hook up of safety equipment; and

18 (b) The tow truck's transmission is engaged and it has commenced
19 driving forward.

20 B. The RAS fee shall be the fee established by Council Resolution.

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1 C. Under the conditions of Subsection 13(A) above, the PPI Tower must
2 immediately halt the tow and inform the vehicle owner of the amount of the RAS fee.
3 The vehicle owner/owner's agent or operator has fifteen (15) minutes to pay the RAS
4 fee. If the vehicle owner/owner's agent or operator fails to make payment within fifteen
5 (15) minutes, the PPI Tower may proceed to tow the vehicle to the storage facility. If
6 the person is attempting to access payment through the PPI Tower's company, then the
7 15-minute period tolls for that time. In the event that an animal is found to be in the
8 vehicle, the animal is to be immediately released to the vehicle owner/owner's agent or
9 operator.

10 D. In the event that a vehicle owner or operator returns to the vehicle while
11 the PPI Tower is still attaching equipment to the vehicle or is outside of the tow truck, or
12 has not engaged the transmission of the tow truck and is not moving forward, the PPI
13 Tower shall release the vehicle to the vehicle owner or operator at no charge.

14 Section 14. SIGNAGE REQUIREMENTS.

15 A. No PPI Tower shall tow a vehicle from a Private Parking Facility unless
16 the facility meets the following signage requirements:

17 (a) At least one sign must be posted and clearly legible by an operator
18 of a motor vehicle at each entry or driveway into the parking lot and not more
19 than ten (10) feet from the public right-of-way or lot line.
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- 1 (b) Each required sign shall comply with the below specifications:
- 2 (1) Posted so that the center of the sign is not more than eight
- 3 (8) feet and not less than four (4) feet above the ground.
- 4 (2) Be at least 18" x 24" in size.
- 5 (3) State that parking is prohibited, reserved, or otherwise
- 6 restricted.
- 7 (4) State who is authorized to park in the spaces, the permitted
- 8 hours, and any other restrictions.
- 9 (5) State the towing and storage of a vehicle in violation of the
- 10 rules shall be at the owner's expense.
- 11 (6) Clearly display the PPI Tower's name and address where a
- 12 towed vehicle can be located, as well as the 24-hour telephone contact
- 13 number to obtain a release of a vehicle.

14 B. Signage located at a Private Parking Facility related to permission to park
15 shall provide consistent information about the type of parking that is permitted at the
16 facility. Any such signage that is inconsistent or conflicts with the permission given by
17 other signage at the facility shall be interpreted in the manner most favorable to the
18 vehicle owner.

19 C. A Tower or Private Parking Facility Owner may request an exception to
20 the rules for signage requirements subject to Keizer Sign Code Regulations. Such
21 request must be made in writing to the Keizer Planning Department, describing why the

1 sign requirements cannot be met and proposing an alternative posting scheme for
2 approval.

3 Section 15. INSPECTION AND MAINTENANCE OF RECORDS. The PPI
4 Tower shall, upon request of the City of Keizer, produce the original records of any PPI
5 tow for purposes of auditing, enforcement, or complaint resolution. Such records shall
6 be delivered to the City during normal business hours within twenty-four (24) hours of
7 written notice by the Keizer Police Department. All PPI Tower's records shall be
8 retained in retrievable form by the PPI Tower for a minimum of three (3) years from the
9 date of the tow.

10 Section 16. CITIZEN COMPLAINTS.

11 A. A vehicle owner or vehicle operator whose vehicle has been impounded,
12 or who has paid an RAS fee, has ninety (90) days from the date of the tow to file a
13 written complaint against the PPI Tower with the City Manager.

14 B. The City Manager shall provide a copy of the written complaint to the PPI
15 Tower within fifteen (15) days of receipt.

16 C. The PPI Tower shall provide a written statement of response within ten
17 (10) days of the date it received the complaint, unless an extension is granted in writing
18 by the City Manager. The response shall include all documentation requested by the
19 City Manager, including a copy of the agreement or signed invoice authorizing the tow,
20 an explanation for how the circumstances justified the tow, and the photographs of the
21 vehicle and signs at the scene of the tow as required under this Ordinance.

1 D. After reviewing the complaint and the response provided by the PPI
2 Tower, the City Manager shall determine whether the tow was properly performed under
3 this Ordinance and, if not, the appropriate remedy. The City Manager shall submit a
4 written decision and mail it to each party within seventy-five (75) days from the date of
5 receipt of the original complaint.

6 E. In the event either party disagrees with the decision rendered by the City
7 Manager, he or she may appeal the decision by filing a Notice of Appeal in writing
8 physically delivered to the City Manager no later than ten (10) days of the date of the
9 decision. The matter shall be heard by the Keizer Hearings Officer who shall determine,
10 by preponderance of the evidence, whether the decision should be upheld or reversed.
11 The hearing shall be conducted no later than twenty (20) days from the date of appeal,
12 unless a different date is stipulated by the City and the appellant, or good cause is shown
13 for setting the matter forward. Testimony at the hearing shall be taken upon oath or
14 affirmation of the witnesses. The Hearings Officer shall consider only the matters set
15 forth in the Notice of Appeal. The Findings and Decision of the Hearings Officer shall
16 be served upon the appellant by first class mail within ten (10) days after the hearing
17 concludes. The Hearings Officer decision shall be effective ten (10) days following the
18 date of the decision. The Findings and Decision of the Hearings Officer shall be final
19 and conclusive, subject only to writ of review under ORS 34.010 to 34.100, which shall
20 be the sole remedy.

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1 F. The Hearings Officer may also impose a remedy as set forth herein.
2 Failure on the part of the PPI Tower to comply with the Hearings Officer's decision may
3 result in the suspension or revocation of the PPI Tower's permit.

4 Section 17. ENFORCEMENT.

5 A. A violation of any Section of this Ordinance may be subject to a fine or
6 penalty in the maximum amount of \$500.00. Each day a violation occurs or continues is
7 a separate offense.

8 B. Upon a finding of a violation of any Section of this Ordinance by a PPI
9 Tower, the City Manager or designee may direct release of a vehicle at no charge, or a
10 refund of all or part of fees paid by a vehicle owner/owner's agent for towing and
11 storage, in lieu of, or in addition to, civil penalties or other remedies under this
12 Ordinance.

13 C. Nothing in this Section is intended to prevent any person from pursuing
14 private legal remedies.

15 D. In addition to any other provisions of this Ordinance, violation of any
16 provisions of this Ordinance may result in denial, suspension or revocation of the PPI
17 Tower's permit. The City Manager or designee, upon denial, suspension or revocation
18 of the PPI Tower's permit, shall give the PPI Tower written notice of the denial,
19 suspension or revocation.

20 (a) Service of the notice will be accomplished by mailing the notice by
21 regular and certified mail, return receipt requested.

1 (b) Mailing of the notice by regular mail will be prima facie evidence
2 of receipt of the notice.

3 E. Denial and revocation will be effective and final ten (10) days after the
4 giving of the notice unless the denial or revocation is appealed. A decision for denial or
5 revocation may be appealed by filing a Notice of Appeal in writing physically delivered
6 to the Manager no later than ten (10) days of the date of denial or revocation. The
7 matter shall be heard by the Keizer Hearings Officer who shall determine, by
8 preponderance of the evidence, whether the denial or revocation should be upheld or
9 reversed. The hearing shall be conducted no later than twenty (20) days from the date of
10 appeal, unless a different date is stipulated by the City and the PPI Tower, or good cause
11 is shown for setting the matter forward. Testimony at the hearing shall be taken upon
12 oath or affirmation of the witnesses. The Hearings Officer shall consider only the
13 matters set forth in the Notice of Appeal. The Findings and Decision of the Hearings
14 Officer shall be served upon the appellant by first class mail within ten (10) days after
15 the hearing concludes. The Hearings Officer decision shall be effective ten (10) days
16 following the date of the decision. The Findings and Decision of the Hearings Officer
17 shall be final and conclusive, subject only to writ of review under ORS 34.010 to
18 34.100, which shall be the sole remedy.

19 F. Suspension will be effective immediately upon the giving of the notice, for
20 the period of time set in the notice, not to exceed thirty (30) days.

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1 Section 18. EFFECTIVE DATE. This Ordinance shall take effect thirty (30)
2 days after its passage.

3 PASSED this 4th day of March, 2024.

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5 SIGNED this 4th day of March, 2024.

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Cathy Clark
Mayor

Melissa Biset
City Recorder

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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-3448

RELATING TO PRIVATE PROPERTY IMPOUND TOWING AND STORAGE RATES

WHEREAS, the Keizer City Council adopted an Ordinance Regulating Towing of Vehicles Form Private Property by Ordinance No. 2024- 872;

WHEREAS, the City Council of the City of Keizer desires to adopt a schedule of approved maximum rates and fees for private property impound towing, release at scene (RAS) fees, and storage fees pursuant to Ordinance No. 2024- 872, Section 9 that private property impound towers may impose;

WHEREAS, the City Council held a public hearing on the matter and requested public input regarding the proposed charges on March 4, 2024;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the attached schedule of maximum rates and fees are hereby approved and stay in effect until revised at a public hearing before the Keizer City Council.

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1 BE IT FURTHER RESOLVED that this Resolution shall take effect on April 2,
2 2024.

3 PASSED this 4th day of March, 2024.

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5 SIGNED this 4th day of March, 2024.

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8 Mayor

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11 City Recorder

EXHIBIT "A"

Basic Fees for Towing may not exceed: Tower cannot impose both a Release at Scene Fee and a Basic Fee.

Class A Hookup Fee	\$170
Class B Hookup Fee	\$185
Class C Hookup Fee	\$280

The following fees may be added, as appropriate if documented on a receipt:

Towed Mileage up to a maximum of 7 miles (mileage measured to the 1/10th of a mile):

Class A	\$5.00
Class B	\$5.00
Class C	\$6.00

Labor/Standby Time on Scene in excess of 30 minutes \$25/

Quarter
hour

When charging, a tower must report the time of arrival at and the departure from the scene.

After Hours Release Fee \$50

(applicable only after 6 pm or before 8 am Monday-Friday, all day Saturday and Sunday and National Holidays)

Release at Scene (RAS) This fee may only be assessed if:

1. The tower has completed the hookup and attachment of all safety equipment and the tow truck's transmission is engaged and it has commenced driving forward.
2. If all above requirements have not been met and vehicle owner/driver returns, an RAS fee shall not be charged.

RAS Fees may not exceed:

Class A	\$170
Class B	\$185
Class C	\$280

Storage Fees (after 4 hour grace period, starting from time of notice to Keizer Police Department)

Per Day (per 24 hour period after completion of tow) \$40

Vehicles over 20' long – Per Day (per 24 hour period after completion of tow) \$75

Lien Filing Fee

Value under \$1,000 \$125

Value \$1,001 - \$2,500 \$150

Value greater than \$2,500 or out of state \$175

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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024- 3449

RELATING TO PRIVATE PROPERTY IMPOUND TOWER'S PERMIT APPLICATION FEE

WHEREAS, the Keizer City Council adopted an Ordinance Regulating Towing of Vehicles Form Private Property by Ordinance No. 2024- 872

WHEREAS, the City Council of the City of Keizer desires to impose a permit application fee as allowed under Section 6(B) of Ordinance No. 2024- 872 ;

WHEREAS, the City Council requested public input regarding the proposed fees on March 4, 2024;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the private property impound tower's permit application fee and permit renewal application fee are as follows:

	<u>New</u>	<u>Renewal</u>
Application Fee	\$50.00	\$50.00

BE IT FURTHER RESOLVED by the City Council of the City of Keizer, that the fees identified herein shall automatically be adjusted every three years using the Portland Consumer Price Index for Wage Earners beginning July 2027.

1 BE IT FURTHER RESOLVED that the automatic adjustments be rounded
2 pursuant to the following methodology:

3 1. Fees that are one dollar or less shall be rounded to the nearest cent.

4 2. Fees that are over one dollar and up to ten dollars shall be rounded to the
5 nearest five cent increment.

6 3. Fees over ten dollars and up to one hundred dollars shall be rounded to the
7 nearest whole dollar.

8 4. Fees over one hundred dollars shall be rounded to the nearest five dollar
9 increment.

10 5. When an indexed fee is half way or more between the lower increment and the
11 higher increment, the fee will be increased to the next increment.

12 6. When an indexed fee is less than half way between the lower increment and
13 the higher increment, the fee will be set to the lower increment.

14 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
15 upon the date of its passage.

16 PASSED this 4th day of March, 2024.

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18 SIGNED this 4th day of March, 2024.

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20 Cathy Clark
21 Mayor

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23 Melissa Biset
24 City Recorder



KEIZER POLICE DEPARTMENT

930 CHEMAWA RD NE * PO Box 21000 * Keizer OR 97307
 Phone 503-390-3713 * Fax 503-390-8295
www.keizer.org

Private Property Impound Towing Permit Application

The Private Property Impound (PPI) Ordinance (Keizer City Ordinance 2024-872) requires towing from private parking facilities be performed fairly, in accordance with defined standards, and at reasonable rates.

All companies performing PPI Tows in the City of Keizer must obtain a PPI Towing Permit. To obtain a permit, tow companies are required to complete and submit a PPI Permit Application, along with a \$50 application fee. Permits must be renewed annually every January 1, as long as applicant is performing PPI Tows within Keizer. A new PPI application is required with each renewal.

Any changes to information listed on the application must be submitted to the Keizer Police Department within five business days of the change.

Please print all information legibly

Business Information

Business Name			
Location Address			
City, State, Zip			
Mailing Address			
City, State, Zip	E-mail		
Business Phone	Fax Number		

Primary Owner Information

Full Legal Name (First, Middle, Last)			Date of Birth		
Residence Address					
City, State, Zip		Driver's Lic#		State	
Home Phone		Cell Phone			

Part-Owners/Officers/Agents Having Financial Interest in Company #1

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Part-Owners/Officers/Agents Having Financial Interest in Company #2*

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

*Attach separate sheet if there are more Part-Owners/Officers/Agents Having Financial Interest in Company.

Any Staff Having Contact with Vehicles*

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

Full Legal Name (First, Middle, Last)		Date of Birth	
Residence Address			
City, State, Zip		Driver's Lic#	State
Home Phone		Cell Phone	

*Attach separate sheet if there are more Staff Having Contact with Vehicles.

Vehicle Storage Facilities*

Address	Daytime Phone	Night Phone
1.		
2.		
3.		

*Attach separate sheet if there are more than three storage facilities.

Insurance*

Insurance Company:	
Policy #:	

*Attach copies of insurance certificates.

Complaint Resolution Point of Contact

Name:	
Contact #:	

Applicant has read Keizer City Ordinance 2024-872, Private Property Impounds and the rate resolution and agrees to comply with all ordinances of the City of Keizer. The PPI Ordinance shall be construed in conformance with the laws and regulations of the State of Oregon Motor Vehicle Code regarding towing from private property and applicable state and federal statutes.

I declare by my signature that I have the authority to complete this and I certify that the information in the application is true, correct and complete.

Signature	Date
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Keizer Police Department Use Only		
Approve	Deny	Comments
Signature		Date



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Authorization Of Release of Information Agreement

I authorize the Keizer Police Department to conduct a background check to determine my fitness to serve the public in the performance of towing services pursuant to Keizer City Ordinance 2024-872.

I hereby authorize a representative of the Keizer Police Department bearing this release to research and obtain existing records regardless of whether they are considered public, private or confidential. I consent to the search of any information you may have, concerning me to include offense, arrest, complaint and investigatory files, driving records, violations or offenses. I further consent to a search of my criminal history file maintained by the Oregon State Police. This release does not authorize medical records, military records, educational records, financial records, civil grievances or litigation pertaining to me.

I authorize the Keizer Police Department to release information to my employer which may be of a privileged nature and may include criminal history, driving record and complaint history as it is in the interest of both parties. This information will not be released to any other party outside what is stated in this authorization agreement.

I hereby release my employer, the City of Keizer, and their officers, agents and elected officials from any and all liability or damage that may result from the background check and/or the release of information should I be disqualified from providing services to the City based on information of an adverse nature.

Printed Full Name

Company Name / Employer

Job Assignment

Date of Birth

Oregon Driver License Number

Signature of Applicant (in presence of notary)

STATE OF OREGON
County of Marion

Signed before me on this _____ day of _____ 20_____.

NOTARY PUBLIC FOR OREGON



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Private Property Impound Tow Operation Background Guidelines

Pursuant to Keizer City Ordinance 2024-872, tow companies and their staff conducting business in the City of Keizer must pass a limited background investigation: record checks through DMV, LEADS, NCIC, and Crime Tracer. This investigation is administered through the Keizer Police Department and may be subject to the following guidelines for approval to operate in the City of Keizer. The Chief of Police or designee will review the record checks results for final approval/denial.

The background check is not to be used as a requirement for employment with a particular tow operation, but as a screening tool for those tow companies operating within the city limits of Keizer in accordance with Keizer City Ordinance 2024-872.

Guidelines for Tow Driver may include, but are not limited to:

- Tow driver must cooperate with the background investigation
- Must have a current Oregon driver license
- Major traffic convictions: none in the last three years
- Crimes involving weapons in the last ten years: No convictions
- Felony sex crimes or felony crimes of violence: no convictions
- Moral turpitude misdemeanor convictions: none in the last three years
- Misdemeanor crimes of violence to include misdemeanor sex crimes: no convictions for ten years
- Felony convictions involved moral turpitude: no convictions in the last ten years
- No active arrest warrants
- Moving violations / At-fault crashes combined: not to exceed five total in the last three years. *(Crashes accompanied by a violation will be considered one incident.)*
- Driver license suspension: no more than two in three years

Guidelines of all Other Staff may include, but are not limited to:

- Staff member must cooperate with the background investigation
- Felony sex crimes or felony crimes of violence: no convictions
- Moral turpitude misdemeanor convictions: none in the last three years
- Misdemeanor crimes of violence to include misdemeanor sex crimes: no convictions for ten years
- Felony convictions involving moral turpitude: no convictions in the last ten years
- No active arrest warrants