

City of Junction City Rotational Tow List Application Packet

The City of Junction City has established a list of Qualified Tow Contractors to provide towing services for the City of Junction City. For those interested in being included on the Rotational Tow List, the City has developed guidelines and an application process.

This Packet Includes:

- Copy of Junction City Municipal Code (JCMC) Chapter 5.55
 - Copy of Resolution No. 945
- City Rotational Tow List Application
 - City Tow Standards Contract
 - Consent to Background Check

What to do, if you would like to apply to be placed on the City Rotational Tow List:

- A. Read JCMC 5.55 and Resolution No. 945, to make sure that you meet all of the qualifications and can provide towing services as required.
- B. Submit the following to the City Recorder or designee:
- _____ 1. Completed Application Form
 - _____ 2. Signed City Tow Standards Contract
 - _____ 3. Signed Consent to Background Check
 - _____ 4. Application fee of \$75.00
 - _____ 5. Proof of a valid towing business certificate from the State of Oregon
 - _____ 6. Copy of each driver's valid driver's license
- C. Per JCMC Chapter 5.55, the Police Department will conduct a background check.
- D. You will be notified by phone of application approval. Processing generally takes from 5 to 10 days.

For additional information, please contact City Recorder Kitty Vodrup at 541-998-2153

CITY OF JUNCTION CITY
680 Greenwood
PO Box 250
Junction City OR 97448
Phone: 541-998-2153
Fax: 541-998-3140



Chapter 5.55 ROTATIONAL TOW LIST

Sections:

- 5.55.010 Definitions.**
- 5.55.020 Establishment of city rotational tow list.**
- 5.55.030 City tow standards.**
- 5.55.040 Rotational tow list application process.**
- 5.55.050 Placement on rotational tow list.**
- 5.55.060 Application processing fee.**
- 5.55.070 Removal from the city rotational tow list.**
- 5.55.080 Appeal process.**

5.55.010 Definitions.

“City” means the city of Junction City.

“City-initiated tow” means any tow requested by the city.

“City tow standards” means the standards promulgated by the city administrator or designee and approved by city council [resolution](#) for qualified tow contractor placement on the city rotational tow list.

“Qualified tow contractor” means a tow company, including its agents, employees, principal parties, officers, directors, shareholders, and managers, which holds a current and valid towing business certificate from the state of Oregon as required by ORS [822.205](#), and has signed a qualified tow contractor agreement with the city.

“Tow” means to mechanically draw, pull or haul a vehicle by use of a tow truck.

“Urgent circumstances” means any circumstance which, in city personnel’s discretion, necessitates calling a qualified tow contractor out of the rotational tow list order, including but not limited to failure of a qualified tow contractor to respond to a tow request and failure of a qualified tow contractor to meet city tow standards. [Ord. [1183](#) § 1, 2008.]

5.55.020 Establishment of city rotational tow list.

A city rotational tow list is hereby established by the city as provided in this chapter. The city shall maintain a rotational tow list of qualified tow contractors and shall use this list to secure towing services for city-initiated tows. City personnel using the rotational tow list shall notify the qualified tow contractors on the rotational tow list on a rotational basis; however, the city reserves the right to secure services of

qualified tow contractors on the rotational tow list out of the rotational order should urgent circumstances exist. [Ord. [1183](#) § 2, 2008.]

5.55.030 City tow standards.

A. The city administrator or designee shall promulgate written city tow standards for qualified tow contractors' placement on the city's rotational tow list. The city council shall, by [resolution](#), approve or deny the city tow standards.

B. All qualified tow contractors placed on the rotational tow list must sign a contract with the city to provide towing services. The city tow standards shall be incorporated into any contract with a qualified tow contractor to provide towing services for city-initiated tows. [Ord. [1183](#) § 3, 2008.]

5.55.040 Rotational tow list application process.

Qualified tow contractors may apply for placement on the city rotational tow list by filling out an application for placement on city rotational tow list, which shall be made available at City Hall. An application processing fee, as provided in JCMC [5.55.060](#), will be charged to each applicant. The city administrator or designee shall, using the city tow standards, review the application for consideration of approval or denial.

In addition to the above, the city administrator or designee shall consider the following when reviewing an application. Whether the applicant:

A. Has supplied any false or misleading information in the application process or has omitted any requested information from the application;

B. Has pleaded no contest or has been convicted of any felony within five years;

C. Maintains a valid driver's license or towing license;

D. Has, within two years, been convicted or is currently on probation for any misdemeanor involving improper use of a motor vehicle, fraud, or property crimes;

E. Has been convicted within the last 10 years of a felony person offense. [Ord. [1183](#) § 4, 2008.]

5.55.050 Placement on rotational tow list.

Upon receipt of the completed application and payment of the application processing fee, the city, at its discretion, may place the applicant on the city rotational tow list. All applicants placed on the city rotational tow list shall sign a contract to provide towing services for city-initiated tows as provided for in JCMC [5.55.030](#)(B).

All approved applicants for placement on the city rotational tow list shall be placed on the list for two years. Qualified tow contractors must reapply for placement on the city rotational list after the expiration of their placement term. A cost-based reapplication fee may be charged to qualified tow contractors reapplying for placement on the city rotational tow list. [Ord. [1183](#) § 5, 2008.]

5.55.060 Application processing fee.

There is established an application processing fee charged to applicants for processing their application for placement on the city rotational tow list. The purpose of the application fee is to cover the costs of criminal background checks and processing the application. The amount of the fee shall be established by [resolution](#) of the city council. [Ord. [1183](#) § 6, 2008.]

5.55.070 Removal from the city rotational tow list.

The city administrator or designee shall remove any applicant from the city rotational tow list if, in the city administrator or designee's sole discretion, the qualified tow contractor has failed to meet any of the city tow standards, has failed to meet any of the provisions of JCMC [5.55.040](#), or is in violation of any other city, state, or federal law, or the applicant has failed to meet his or her contractual duties. The city administrator or designee shall notify the qualified tow contractor in writing of its removal from the city rotational tow list. Such notice shall state the date and reasons for the removal.

Qualified tow contractors removed from the city rotational tow list may not reapply for placement on the city rotational tow list until after the expiration of 90 working days. [Ord. [1183](#) § 7, 2008.]

5.55.080 Appeal process.

Applicants who are denied placement onto the city rotational tow list or removed from the city rotational tow list shall receive written notice of the denial or removal. Such notice shall state the reasons for the denial or removal and that the applicant may appeal the decision in writing to the city administrator or designee within 30 working days. Upon receipt of an appeal, the city administrator or designee shall place an appeal hearing on the next city council agenda. The city council shall hear the appeal. On appeal, the burden shall be on the appellant to show that he or she has met all requirements for placement on the city rotational tow list. The applicant shall have an opportunity to be heard at this meeting. The city council shall confirm or reverse the city administrator or designee's denial or removal no later than the next subsequent meeting of the city council. [Ord. [1183](#) § 8, 2008.]

RESOLUTION NO. 945

A RESOLUTION ADOPTING CITY TOW STANDARDS; AND ADOPTING CITY ROTATIONAL TOW LIST APPLICATION FEES.

WHEREAS, ORS 822.230 authorizes a city to regulate aspects of towing businesses which are not regulated by state statute and to create more stringent standards than created by state statute; and

WHEREAS, the City Council for the City of Junction City desires and finds it necessary to create more stringent standards than are provided for by state law for the regulation of City-Initiated Tows; and

WHEREAS, City Council desires and finds it necessary to create a Rotational Tow List and to adopt clear standards for placement of Qualified Tow Contractors onto the Rotational Tow List; and

WHEREAS, the City of Junction City also finds that the adoption of clear standards will ensure an appropriate tow response and quality, safe tow services for City-Initiated Tows; and

WHEREAS, Ordinance No. 1183 authorizes the City Council to establish City Tow Standards and fees for processing the City Rotational Tow List application; and

WHEREAS, the City Administrator or designee has reviewed, discussed and promulgated reasonable and fair City Tow Standards and has request approval of the City Tow Standards by the City Council; and

WHEREAS, the City Council has reviewed and discussed the City Tow Standards and acknowledges and agrees that the City Tow Standards ensure appropriate and adequate tow response and provide for safe, reliable towing service for City-Initiated Tows; and

WHEREAS, the City Council has reviewed the recommended application processing fee and finds the fee to be fair and reasonable and designed to reimburse the City for the costs of processing the application; now, therefore

THE CITY OF JUNCTION CITY DOES RESOLVE AS FOLLOWS:

Section 1. The City does hereby adopt the City Tow Standards, attached as Exhibit A.

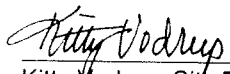
Section 2. The City does hereby adopt the City Rotational Tow List application fee of \$ 75.00 and renewal application fee of \$75.00.

Passed by the City Council this 12th day of February 2008.

Approved by the Mayor this 12th day of February 2008.

ATTEST:

APPROVED:


Kitty Vodrup, City Recorder

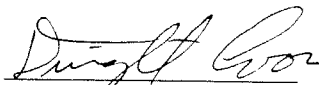

Dwight Coon, Mayor

EXHIBIT A

JUNCTION CITY TOW STANDARDS

The City of Junction City hereby establishes City Tow Standards to be used by Qualified Tow Contractors selected by the City to provide tow services for City-Initiated Tows. Selected Qualified Tow Contractors agree to abide by the below City Tow Standards.

1. **State License.** Qualified Tow Contractor must provide proof of a valid towing business certificate from the state of Oregon as required by ORS 822.205.
2. **Qualified Tow Contractor Services and Placement on the City Rotational Tow List and Provision of Towing Services.** Qualified Tow Contractor agrees to placement on the City Rotational Tow List. Qualified Tow Contractor also agrees to provide towing services for the duration of _____ through _____ on a rotational basis, for City-Initiated Tows. Such tow services are subject to the City Tow Standards as listed in this document.
3. **Tow Contractor Reporting Obligations.** Qualified Tow Contractor agrees to provide City with information regarding any driver providing services under this contract, including but not limited to: driver's name, copy of driver's current valid driver's license and any other information the City may request regarding the driver's qualifications and abilities. Qualified Tow Contractor shall also provide City with a signed waiver from Qualified Tow Contractor's agents or drivers. Such waiver shall allow City to perform a background check on any agents or drivers performing duties under this contract.
4. **Required Response Times.** Qualified Tow Contractors are required to arrive at the scene within twenty (20) minutes after receiving the request to respond.
5. **Tow Lot Location.** Tow lots used by Qualified Tow Contractor must be within the urban growth boundaries of the City of Junction City.
6. **Tow Truck Requirements.** Qualified Tow Contractor's tow truck must be in proper working condition, licensed with the State of Oregon, and must display warning lights and visible signage which clearly indicates the Qualified Tow Contractor's business name and company logo.
7. **Clean Up.** Qualified Tow Contractors shall clean up at the scene of an accident, including the removal of debris and vehicular parts.
8. **Professional Conduct.** Qualified Tow Contractor, its agents and employees, including drivers, must at all times exhibit professional conduct, safe practices, and courtesy to the public.

9. **Good Faith Response.** Qualified Tow Contractor agrees to respond in good faith to all City-Initiated Tow requests, regardless of whether the Qualified Tow Contractor expects to be compensated for such request. This requirement is subject to the Qualified Tow Contractor's availability and ability of tow vehicle to tow a particular vehicle. A Qualified Tow Contractor who is repeatedly unavailable for such tows may be subject to termination and removal from the City's Rotational Tow List.
10. **Compensation.** Qualified Tow Contractor acknowledges that the City shall not compensate Qualified Tow Contractor for its services under this agreement unless the city volunteers to reimburse for a towing service. In said circumstance only the initial tow will be reimbursed. Qualified tow contractor will waive incidental or storage fees when the city volunteers a reimbursement.
11. **Termination.** City retains the right to terminate Qualified Tow Contractor's services under this agreement and remove Qualified Tow Contractor from the City Rotational Tow List at any time for any violation of the City Tow Standards as described in this document, any violation of the City Towing Ordinance, or any violation of City, state, or federal law. Termination will result in the Qualified Tow Contractor being removed from the City Rotational Tow List. The termination provisions of this agreement are subject to the City's appeal process, as described in Ordinance No. 1183.



CITY ROTATIONAL TOW LIST APPLICATION

680 Greenwood Street
PO Box 250
Junction City, Oregon 97448
(541) 998-2153
www.junctioncityoregon.gov
Reference: JCMC 5.55

Towing Business Name:							Business Phone Number:		
Towing Business Mailing Address:					City:	State/Zip:	Business Cell/Alternate:		
Towing Business Physical Address: (If different From above)					City:	State/Zip:	Other Phone:		
Towing Business Owners Information: (Last, First, Middle)							Date of Birth:		
Address (Home – Not Business):				City:	State:	Zip:	Home Phone:		
ID/ Drivers License #:	State:	Height:	Weight:	Hair Color:	Eye Color:	Cell Phone:		Alternate Phone:	
Number of Years in Business:	Automobile Club Affiliates:				Normal Business Hours: (List days and times)				
CRIMINAL HISTORY:									
Have you or anyone financially involved with your company ever been convicted of any felony crime within the last 5 years, or has within two years, been convicted or is currently on probation for any misdemeanor involving improper use of a motor vehicle, fraud, or property crimes, or has been convicted within the last 10 years of a felony person crime.									
<input type="checkbox"/> YES <input type="checkbox"/> NO (If you answered yes, please provide on a separate sheet of paper dates, location, agency, court of jurisdiction, and circumstances)									
Primary Towing Lot/Storage Location:					<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED				
Secondary Towing Lot/Storage Location:					<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED				
Company Driver Information: (List drivers who are employed (not contracted) through your company who will be responding.									
Primary Tow Operators Information: (Last, First, Middle)				Date of Birth:	Drivers License #:	State:	Home/Cell Phone:		
Secondary Tow Operators Information: (Last, First, Middle)				Date of Birth:	Drivers License #:	State:	Home/Cell Phone:		
Backup Tow Operators Information: (Last, First, Middle)				Date of Birth:	Drivers License #:	State:	Home/Cell Phone:		
Towing Vehicle Information: (List all towing vehicles owned/operated by your company. Include towing abilities.									
1	License Plate:	State:	Vehicle Vin #:	Veh. Yr.:	Make:	Model/Style:	Color:		
Describe Towing Abilities:					Other Applicable Information:				
2	License Plate:	State:	Vehicle Vin #:	Veh. Yr.:	Make:	Model/Style:	Color:		
Describe Towing Abilities:					Other Applicable Information:				
3	License Plate:	State:	Vehicle Vin #:	Veh. Yr.:	Make:	Model/Style:	Color:		
Describe Towing Abilities:					Other Applicable Information:				
I agree to the terms and conditions set by the City of Junction City and the Junction City Municipal Code set forth by the City of Junction City. I further certify that under penalty of perjury that the information provided on this application is true and correct.									
Owner/Operators Signature:				Print Name and Title:			Date:		

CITY OF JUNCTION CITY CITY TOW STANDARDS CONTRACT

The City of Junction City hereby establishes City Tow Standards to be used by Qualified Tow Contractors selected by the City to provide tow services for City initiated tows. Selected Qualified Tow Contractors agree to abide by the City Tow Standards below, which were adopted by Resolution No. 945.

1. **State License.** Qualified Tow Contractor must provide proof of a valid towing business certificate from the State of Oregon as required by ORS 822.205.
2. **Qualified Tow Contractor Services, Placement on the City Rotational Tow List, and Provision of Towing Services.** Qualified Tow Contractor agrees to placement on the City Rotational Tow List. Qualified Tow Contractor also agrees to provide towing services for the duration of _____ through _____ on a rotational basis for City initiated tows. Such tow services are subject to the City Tow Standards, as listed in this document.
3. **Tow Contractor Reporting Obligations.** Qualified Tow Contractor agrees to provide City with information regarding any driver providing services under this contract, including but not limited to: driver's name, copy of driver's current valid driver's licenses and any other information the City may request regarding the driver's qualifications and abilities. Qualified Tow Contractor shall also provide City with a signed waiver from Qualified Tow Contractor's agents or drivers. Such waiver shall allow City to perform a background check on any agents or drivers performing duties under this contract.
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7. **Clean Up.** Qualified Tow Contractor shall clean up at the scene of an accident, including the removal of debris and vehicular parts.
8. **Professional Conduct.** Qualified Tow Contractor, its agents and employees, including drivers, must at all times exhibit professional conduct, safe practices, and courtesy to the public.
9. **Good Faith Response.** Qualified Tow Contractor agrees to respond in good faith to all City initiated tow requests, regardless of whether the Qualified Tow Contractor expects to be compensated for such request. This requirement is subject to the Qualified Tow Contractor's availability and ability of tow vehicle to tow a particular vehicle. A Qualified Tow Contractor who is repeatedly unavailable for such tows may be subject to termination and removal from the City's Rotational Tow List.
10. **Compensation.** Qualified Tow Contractor acknowledges that the City shall not compensate Qualified Tow Contractor for its services under this agreement, unless the City volunteers to reimburse for a towing service. In said circumstance, only the initial tow will be reimbursed. Qualified Tow Contractor will waive incidental or storage fees when the City volunteers a reimbursement.
11. **Termination.** City retains the right to terminate Qualified Tow Contractor's services under this agreement and removed Qualified Tow Contractor from the City Rotational Tow List at any time and for any violation of the City Tow Standards as described in this document, for any violation of the Towing Regulations in Junction City Municipal Code (JCMC), or for any violation of City, state, and federal law. The termination provisions of this agreement are subject to the City's appeal process, as described in JCMC 5.55.

Company Owner Signature

Date/Time

**CITY OF JUNCTION CITY
CONSENT TO BACKGROUND CHECK**

I, _____, being an applicant for the City of Junction City Tow Rotational List, understand that the City of Junction City (or its designee) will be conducting a thorough background investigation on me, pursuant to being accepted to participate on the Tow Rotational List. I further understand that this background investigation will be conducted on my criminal and driving histories. I further understand that the sole purpose for this background investigation is to determine if I meet the MINIMUM STANDARDS FOR THE TOW ROTATIONAL LIST as a Contractor with the City of Junction City as designated by Junction City Municipal Code 5.55.

I authorize the City of Junction City to conduct this background investigation.

Print Name

Date

Signature of Applicant

NOTARY PUBLIC

STATE OF OREGON)
) SS.
COUNTY OF LANE)

Personally appeared before me the above named _____
and freely and voluntarily executed the foregoing consent for release information on this ____
day of _____, 20____.

Signature of Notary Public – State of Oregon

My Commission Expires on _____ day
of _____, 20____.