

MEMORANDUM

TO: Melinda Galler, Assistant City Manager

FROM: Kevin Deaver, Police Chief

DATE: November 27, 2018

SUBJECT: **Approval of an Amendment to Wrecker Services Contract with Recovery Systems, Inc., dba Pro-Tow Wrecker; and Authorization for the City Manager to Execute the Amendment.**

BACKGROUND

On August 15, 2016, the Lewisville City Council approved a wrecker services contract between the City of Lewisville and Recovery Systems, Inc., dba Pro-Tow Wrecker. This contract covers wrecker service for the City of Lewisville, as well as the operation and maintenance of a vehicle impound and storage facility, including the auctioning of unclaimed vehicles. Further, the contract established rates to be charged to the public and outlined monies to be paid to the City during the course of providing these services.

On October 16, 2018, Pro-Tow requested a modification to the contract. Section 13, "Records and Audit," Item B, number 10 requires Pro-Tow to provide the Police Department with a monthly activity report which includes a copy of each tow ticket. Each month, Pro-Tow's clerical employees spend three to four hours printing 300 to 400 pages of tow tickets to include with the report. Pro-Tow requested an amendment to the contract that would remove the requirement to include copies of each tow ticket with the monthly activity report.

ANALYSIS

As part of the monthly report, Pro-Tow provides the Police Department with other documents that contain all the information listed on the tow tickets themselves. Providing the copies of the tow tickets is extra work for Pro-Tow and the Police Department gets no benefit from these copies of the tow tickets. Department personnel have never needed to reference the copies of the tow tickets; however, Pro-Tow has agreed to provide copies of the tow tickets on request, should anyone need a copy.

RECOMMENDATION

That the City Council approve the amendment as set forth in the caption above; and authorize City Manager to execute the amendment