
Oregon State Board of Towing



Administrator's Report

To: SBOT Board Members

From: Torey McCullough, Board Administrator

Date: January 14, 2025

1. Financial Report:

Attached.

2. Tow Business Certificates by the numbers:

January 2025:

2064 Active Tow Certificates

792 Unique Registered Names

739 Unique Addresses

808 Unique Registered Names & Addresses

3. Annual Report

Board staff is working on the 2024 Annual Report, which will be available to the Board members for review by the end of the month.

4. Strategic Plan Updates

Outreach:

- 1157 copies of the November newsletter mailed.
- Invitation to present at Lane Co. Rental Owners Association monthly meeting.
- Staff will attend partner advisory and communication meetings in January.

The Board will begin reviewing statutes and complaints related to rates and fees at the January 14, 2025 meeting.

Board calendar is updated and posted on the website showing timelines based on the Board's Strategic Plan.

The Oregon State Board of Towing is responsible for protection of the safety and well-being of the public through the regulation of the towing industry by administering and enforcing the laws and rules of the State of Oregon, setting professional standards and expectations of the towing industry, and ensuring fairness and continuity of towing services provided by Oregon's towing industry.

5. Legislative Session

- 2025 Legislative Session is scheduled to convene January 21, 2025.
- The Board's first bill is HB 3186, the placeholder bill to clarify the relationship between ODOT and the Board.

6. Miscellaneous

- All board members completed the required trainings in 2024.
- Staff will attend administrative rule writing training in January.
- Board staff is assisting a city with updating their municipal tow contracts.

State Board of TowingForecast
116_8001 - Towing Board
Biennium 2023-25
Month of biennium
18

% Biennium
Complete
75.0%

	December 2024				LAB amount						
					\$ 412,080.00						\$ 31,397.57
	Current Month			Notes	BI 23-25	BI to Date	% Budget	Available	BI End	Ending	
	Forecast	Actual	Variance	Variance > 2% AND \$500	Budget	Actual	Obligated	Budget	Total	Balance	
Personal Services											
Salaries and Wages	8,536	8,536	(0)		192,000	139,138	72.5%	52,862	193,708	(1,708)	
Other Payroll Exp	5,371	5,305	66		140,000	85,177	60.8%	54,823	118,567	21,433	
Total Personal Services	13,907	13,841	66		332,000	224,315	67.6%	107,685	312,275	19,725	
Services & Supplies											
In-State Travel	-	-	-		37,083	-	0.0%	37,083	36,655	428	
Office Expense	-	-	-		1,725	438	25.4%	1,287	908	817	
Telecommunications	90	45	45	Cell Phone bill-Oct 24	2,751	516	18.8%	2,235	935	1,816	
Professional Svcs	-	-	-		2,200	-	0.0%	2,200	18,000	(15,800)	
Attorney General	-	-	-		3,000	880	29.3%	2,120	880	2,120	
Emp Recrut & Devel	-	-	-		100	100	99.6%	0	100	0	
Prizes And Awards	-	-	-		-	9	0.0%	(9)	9	(9)	
IT Expendable Property	-	-	-		4,350	4,350	100.0%	-	4,350	-	
Computer Technology	-	-	-		-	145	0.0%	(145)	145	(145)	
IT Professional Serv	-	-	-		6,426	3,213	50.0%	3,213	6,426	-	
Total Services & Supplies	90	45	45		57,635	9,650	16.7%	47,985	68,407	(10,772)	
Capital Outlay											
Special Payments											
Total Capital Outlay & Spec Pmts	-	-	-		-	-	0.0%	-	-	-	
Total	13,997	13,886	111		389,635	233,965	60.0%	155,670	380,682	8,953	

1%

	358	21-23 biennium expense
-412,080	234,323	Expenses to date
	217,400	Revenue to date
	(16,923)	Difference/net revenue

2025 Goals and Objectives:

Goal 1: Towing Rates and Fees		
Objective: Determine towing rate and fee requirements in ORS; ensure towing rates and fees across the state are lawful, customary, reasonable, and consistent, and set standards and best practices to protect both the well-being of the public and the towing industry from unnecessary or unlawful towing fees and charges.		
Action Items	Timeline	% Completed
Review invoice and fee complaints submitted to the Board	1 st Quarter	
Progress/Notes: <i>Scheduled for January 14, 2025</i>		
Review ORS 98.856 & 98.859 for legal requirements of rates and fees		
Progress/Notes: <i>Scheduled for January 14, 2025</i>		

Continued work from 2025:

Focus: Enforcement of Private Property Impound Statutes (ORS 98.853 and 98.854)		
Action Items	Timeline	% Completed
Mail Fall 2024 Newsletter to all towers with a DMV issued tow certificate	Nov. 2024	100
Progress/Notes: <i>November 2024: 779 newsletters mailed to active Tow Business Registrants and a small number of companies thought to be operating as tow companies for compensation without a tow business certificate.</i> <i>December 2024: An additional 378 newsletters mailed to companies identified as not having an active tow certificate in the company's name.</i>		
Enter PPI complaints into CMS/database	Nov. 2024	10
Progress/Notes: <i>In progress</i>		

Focus: Enforcement of ORS 822.200, Operating an Illegal Tow Business		
Action Items	Timeline	% Completed
Mail Fall 2024 Newsletter to all towers with a DMV issued tow certificate and individuals operating without tow certificates	Nov. 2024	100
Progress/Notes: November: 779 newsletters mailed to active Tow Business Registrants and a small number of companies thought to be operating as tow companies for compensation without a tow business certificate.		
Mail Notice letter to persons identified as possibly towing vehicles without TW plates/certificate	Dec. 2024	100
Progress/Notes: December: 378 newsletters mailed to companies identified as not having an active tow certificate in the company's name.		
Mail Warning letters to companies who have not submitted applications, and are towing without tow business certificates/TW plates	Jan 2024	3%
Progress/Notes:		

Focus: Outreach and Education, Stakeholder Engagement		
Action Items	Timeline	% Completed
Fall 2024 Newsletter	Nov. 2024	100
Progress/Notes: 1157 Newsletters mailed.		

Oregon State Board of Towing 2025 Calendar

Legend:

State Holiday: *State Offices Closed*

Proposed and Administrative Rules Timelines

Proposed Rules Hearing

Public Board Meeting: Public meetings to conduct board business.

Public Work Session: Work sessions are specific to topic or topics designated by the Board. Public participation during work sessions are encouraged, but is limited to the topic(s) of the work session.

Staff Training: *Office Closed*

Partners:

[Oregon Dealer Advisory Committee](#)

[Portland Tow Advisory Committee](#)

[Oregon Tow Truck Association](#)

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JANUARY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14 Staff Training - office closed	15	16 Staff Training - office closed	17	18
19	20 MLK Jr. Birthday	21 Oregon Legislative Session Starts	22	23 9:00 am - ODAC Quarterly Mtg	24	25
26	27	28 3:30 pm - Portland Tow Advisory Monthly Mtg	29	30	31	1

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FEBRUARY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8
9	10	11 Public Work Session 1 - 4 pm Rates & Fees	12	13	14	15
16	17 President's Day	18	19	20	21	22
23	24	25 3:30 pm - Portland Tow Advisory Monthly Mtg	26	27	28	1

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MARCH 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3 This month: draft Proposed Rules	4	5	6	7	8
9	10	11 Public Work Session 1 - 4 pm Rates & Fees	12	13	14	15
16	17	18	19	20	21	22
23	24	25 3:30 pm - Portland Tow Advisory Monthly Mtg	26	27	28	29
30	31	1	2	3	4	5

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APRIL 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 This month: draft Proposed Rules	2	3	4	5
6	7	8 Public Board Mtg 1 - 4 pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22 3:30 pm - Portland Tow Advisory Monthly Mtg	23	24 9:00 am - ODAC Quarterly Mtg	25	26
27	28 Deadline: Proposed Rules to SOS	29	30	1	2	3

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MAY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1 This month: Rules Hearing	2	3
4	5	6	7	8	9	10
11	12	13	14 Public Work Session 1 - 4 pm Signage	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day	27 Rules Hearing 1:00 - 3:30 pm 3:30 pm - Portland Tow Advisory Monthly Mtg	28	29	30	31

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JUNE 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 Public Board Mtg 1 - 4 pm OARS Elections	11	12	13	14
15	16	17	18	19 Junteenth	20	21
22	23	24 2:30 pm - Portland Tow Advisory Monthly Mtg	25	26	27	28
29	30 OF Legislative Adjourns	1	2	3	4	5

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JULY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 OAR Effective Date	2	3	4 Independence Day	5
6	7	8 Public Board Mtg 1 - 4 pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22 2:30 pm - Portland Tow Advisory Monthly Mtg	23	24	25	26
27	28	29	30	31	1	2

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AUGUST 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12 Public Work Session 1 - 4 pm Licensure	13	14	15	16
17	18	19	20	21	22	23
24	25	26 2:30 pm - Portland Tow Advisory Monthly Mtg	27	28	29	30
31	1	2	3	4	5	6

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SEPTEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Labor Day	2 This month: draft Proposed Rules	3	4	5	6
7	8	9 Public Work Session 1 - 4 pm Licensure	10	11	12	13
14	15	16	17	18	19	20
21	22	23 2:30 pm - Portland Tow Advisory Monthly Mtg	24	25	26	27
28	29	30	1	2	3	4

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OCTOBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 This month: draft Proposed Rules	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Annual Board Mtg 10 am - 4 pm	22	23	24	25
26	27 Deadline: Proposed Rules to SOS	28 3:30 pm - Portland Tow Advisory Monthly Mtg	29	30	31	1

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NOVEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 This month: Rules Hearing	4	5	6	7	8
9	10	11 Veteran's Day	12	13	14	15
16	17	18 Public Work Session 1 - 4 pm	19	20	21	22
23	24	25 Rules Hearing 100 - 1:30	26	27 Thanksgiving	28	29
30	1	2	3	4	5	6

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DECEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9 Public Work Session 1 - 4 pm OARs Training	10	11	12	13
14	15	16	17	18	19	20
21	22	23 3:30 pm - Portland Two Advisory Monthly Mtg	24	25 Christmas	26	27
28	29	30	31	1 New Year's Day	2 Rules Eff Date: 01/01/26	3