

February 1, 2012

{Insert Name}
{Insert Second Name}
{Insert} Street
Milwaukee, WI {Insert ZIP}

Dear Mr. {Insert}:

Subject: Authorized Parking Agents for Private Property

In 1993, the City of Milwaukee adopted an ordinance requiring all property owners to record their ownership and certain other information with the Department of Neighborhood Services (DNS) by submitting a Property Recording Application (PRA). DPW-Parking Enforcement utilizes DNS property information to identify persons and companies with authorization to make complaints about vehicles on private property. DNS has agreed to add information to the PRA to assist DPW-Parking Enforcement and property owners so that only authorized parties are involved in complaints. In order to submit a complaint to Parking Enforcement regarding vehicles on private property, the complainant must be listed on the PRA. As of February 1, 2012, if the complainant is not listed on the PRA then the property owner must fill out and return an authorization form to DNS, granting permission to the proper person or company to monitor and report unauthorized and illegally parked vehicles to DPW-Parking Enforcement. For your convenience, we have included a copy of the form.

Prior to submitting the Parking Authorization form you must have your current ownership information on file with DNS. If your ownership information needs updating you must do this prior to submitting the Parking Agent Authorization Form as the information must match what DNS has on file or the form will be rejected. You may view your ownership information on file with DNS by going to www.milwaukee.gov

- In the left hand column scroll down to and click on the **Get Property Information** link
- Enter property address and click **Submit**
- Scroll down to 'Property Recording, Code Violations, Service Request and Permits' and click on **See Details**
- Click **View** under the Ownership column and the current information will appear

You may also review your ownership information on file with DNS by calling the Property Recording Program at 286-8569.

Sincerely,



3811 W. Lincoln Ave.
Milwaukee, WI 53215
Phone: 414-286-2700
Fax: 414-286-5093
Email: Mketowlot@milwaukee.gov

Send To:
Always Towing & Recovery/24hrs Towing
3700 W Wells ST
Milwaukee WI 53208

City of Milwaukee Official Notification

Re: Wisconsin ACT 25 (Vehicles Towed From Private Property)

To: All Milwaukee Towing Operators towing from private property

Notification Requirements

Effective July 1st, 2014 any vehicle towed from properly posted private property must receive authorization prior to any towing activity. The City of Milwaukee has designated the Parking Information Desk (PID) as the official notification entity.

In order to receive a Private Property Tow Reference Number the following criteria must be met.

- A. If the property is not properly posted,
 - 1. A citation must be issued prior to any towing of vehicles.
 - 2. You must be the documented owner or authorized agent for the owner of the property.
 - 3. Citation requests must be directed to the PID at 286-8350 (select option #4). A Parking Enforcement Officer (PEO) will be dispatched to the property to issue a citation if the proper authority and property ownership/authorization can be verified.
 - 4. Once the vehicle has been run stolen, issued a citation, and a Private Property Tow ID Number is issued, the vehicle may be towed.
 - 5. A \$35.00 processing fee must be remitted to the DPW Tow Lot within 30 days of the vehicle's release.

- B. If the property is properly posted,
 - 1. Notification to PID and a Private Property Tow ID Number is required prior to any towing activity.
 - 2. You must be the owner or the authorized agent of the property to request any tow.
 - 3. Once the vehicle has been run stolen and a Private Property Tow ID Number is issued the vehicle may be towed.
 - 4. A \$35.00 processing fee must be remitted to the DPW Tow Lot within 30 days of the vehicle's release.

Enclosed is the required Private Property Tow Certification form. This form is required to obtain a tow authorization number. Please fully complete the Private Property Certification Form and return to the Milwaukee Tow Lot in the provided envelope. Questions should be directed to Patricia Roundy (Tow Lot Supervisor) as 414-286-5085.

Outside
Scope of
Trans
319.05

City of Milwaukee

Office of Small Business Development (OSBD)

Minority, Woman and Small Business Enterprise
Certification & Compliance Program

This certificate acknowledges

Always Towing and Recovery, Inc.

As a **Minority Business Enterprise (MBE)** owned, operated and controlled company, which has met the criteria established by the City of Milwaukee.

CERTIFICATE EXPIRES: 10/18/2015

CERTIFICATE OSBD

NAICS Codes

488410



A handwritten signature in blue ink, appearing to read 'D. Smith', written over a horizontal line.

OSBD Manager

This certificate supersedes any certificate previously issued. If there are any changes regarding the information (i.e. business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business application for certification as a M/W/SBE, you must immediately (within 30 days of such changes) notify the Office of Small Business Development in writing. The Office of Small Business Development reserves the right to conduct a compliance review at any time to confirm certification eligibility. Furthermore, certification may be suspended or revoked upon findings of ineligibility.

**WISCONSIN UNIFIED CERTIFICATION PROGRAM
DISADVANTAGED BUSINESS ENTERPRISE**



8/20/2014

JASON PEHOWSKI
ALWAYS TOWING & RECOVERY, INC.
3700 W. Wells Street
Milwaukee, WI 53208

RE: Approval of DBE Certification

Dear Mr. PEHOWSKI:

The Milwaukee County has approved the eligibility of ALWAYS TOWING & RECOVERY, INC. for DBE credit on USDOT federally-funded projects performing a commercially-useful function in the area(s) of:

Business Description: TOWING, WINCHING, LOCK-OUTS, TIRE CHANGES, FUEL DELIVERY AND JUMP STARTS & AUTO REPOSSESSION.

Trucks Owned: 8 Trucks Leased: 0

The USDOT requires North American Industry Classification System (NAICS) codes be used to describe the type of work a firm can perform for DBE credit. We have assigned the following NAICS code(s) to your firm's certified work area(s):

- 488410 Motor Vehicle Towing
- 561491 Repossession Services

The DBE Program uses the SBA size standards for NAICS codes as required by the DBE program's federal regulation, 49 Code of Federal Regulation parts 23 and 26. The size standards for NAICS codes can be found at http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf or for Airport Concessionaire DBE firms at 49 CFR part 23, section 23.33.

Your firm is willing to work throughout these regions of Wisconsin:

- Southeast
- Southwest

Please note that DBE crediting is subject to the Milwaukee County's discretion.

Milwaukee County is a member of the Wisconsin Unified Certification Program (UCP), which is made up of four certifying agencies: City of Madison, Dane County, Milwaukee County and WisDOT. As a certified DBE firm of the Wisconsin UCP, you are eligible to bid as a DBE on USDOT-funded projects let by any of the four agencies.

City of Madison

Department of Civil Rights
210 Martin Luther King Jr. Blvd., Rm. 523
Madison, WI 53703
(608) 266-4910
(608) 267-1142 FAX
(866) 703-2314 TTY/Textnet

Dane County

Dane County Executive Office
Office of Equal Opportunity
210 Martin Luther King Jr. Blvd., Rm. 421
Madison, WI 53703
(608) 266-4114
(608) 266-2643 FAX

Milwaukee County

Office of the County Board
Community Business Development Partners
Milwaukee County - City Campus
2711 West Wells Street
Room 830
Milwaukee, WI 53208
(414) 278-5248
(414) 223-1958 FAX

Wisconsin Dept Of Transportation

DBE Office
4802 Sheboygan Avenue
Room 451
P O Box 7965
Madison, WI 53707-7965
(608) 266-6961
(608) 267-3641 FAX

For record-keeping purposes Milwaukee County is counting ALWAYS TOWING & RECOVERY, INC. as a Black-Owned Disadvantaged Business Enterprise (BDBE).

If your firm should develop the resources, including equipment and personnel to perform a commercially-useful function in other work areas, you may apply for an expansion of your company's DBE certification. Your firm must be approved for an expansion of certification before we will approve any DBE credit for work performed in any work areas other than those listed in this Approval of DBE Certification letter.

This approval decision is based upon information provided to Milwaukee County as part of the application for certification as a DBE. Should this information change, you must inform our office in writing within 30 days of the change. Your failure to notify our office within 30 days could result in you being found to have failed to cooperate with the Milwaukee County and for your firm to be decertified. Also, if your firm is found to have concealed or misrepresented information you provided to the Milwaukee County, your firm will be subject to decertification.

This certification of eligibility is effective 8/20/2014. Please note, however, that you are required to submit an Annual No-Change Affidavit declaring that your firm continues to meet DBE program eligibility standards.

Management of your firm's certification status will now be performed through the Wisconsin UCP's Civil Rights Compliance System (CRCS). Each year, you must review your firm's Company Profile in CRCS and renew it in the system. Also, you will be required to electronically sign a No-Change Affidavit statement annually and provide the company's most recent federal tax return.

You should check with Milwaukee County staff to learn your firm's CRCS account information such as the user ID, logon password and signature password. Additional information about CRCS can be found at the WisDOT DBE website at www.dot.wi.gov/business/engrserv/dbe-main.htm

WisDOT provides management and technical assistance to disadvantaged firms working on highway projects. The services are located at:

*WisDOT DBE Support Service
6150 W. Fond du Lac Avenue
Milwaukee, WI 53218
(414) 438-4583*

Certified DBE firms are encouraged to utilize this office for plan reading and bid preparation assistance.

Your firm's name will be added to our Directory of certified DBE's and will appear in the next scheduled publication of the UCP Directory. You may view the listing of certified DBE firms at:
<https://app.mylcm.com/wisdot>.

Thank you for your interest in the Wisconsin UCP. Please contact our office if you need additional assistance.

Sincerely,
Ruby J. Brooks
Business Analyst