



CITY COUNCIL AGENDA REPORT

MEETING DATE: JANUARY 17, 2017 ITEM NUMBER: CC-3

**SUBJECT: PROPOSED UPDATES TO POLICE DEPARTMENT TOW POLICY
GUIDELINES AND REQUIREMENTS**

DATE: JANUARY 9, 2017

FROM: POLICE DEPARTMENT

PRESENTATION BY: VICTOR BAKKILA, POLICE LIEUTENANT

FOR FURTHER INFORMATION CONTACT: VICTOR BAKKILA, (714) 754-4812

RECOMMENDATION:

That the City Council adopt a resolution approving updates to the Costa Mesa Police Department Tow Policy Guidelines and Requirements for contract rotational tow service operators.

BACKGROUND:

In August 2008, the City Council adopted amendments to the Towing Services Ordinance, codified at sections 9-271 et seq. of the Costa Mesa Municipal Code, and approved the Costa Mesa Police Department Tow Policy Guidelines and Requirements ("Tow Policy") for contract rotational tow service operators. The City's current towing contracts are set to expire June 30, 2017. In anticipation of the expiration of those contracts, the City will be initiating the Request for Proposals (RFP) process for City towing services shortly.

ANALYSIS:

The Tow Policy was created to better and more efficiently manage and provide Costa Mesa Police Department-initiated towing services in a manner that mutually benefits the public, the Costa Mesa Police Department, and the towing companies that are contracted to provide that service. The Tow Policy contains specific requirements that each contracted tow service operator must comply with, and also sets forth procedures governing complaints, disciplinary action, and termination. In preparation for the upcoming RFP process, the Police Department worked closely with the City Attorney's Office to review and update the Tow Policy. There are no significant substantive revisions to the Tow Policy. The primary revisions relate to clarification of existing provisions. The revisions to the 2008 Tow Policy are reflected in Attachment 2.

ALTERNATIVES CONSIDERED:

If City Council does not approve the proposed updated Tow Policy, the Police Department will continue utilizing the 2008 version of the Tow Policy.

FISCAL REVIEW:

No fiscal review is necessary.

LEGAL REVIEW:

The City Attorney's Office worked closely with staff in updating the Tow Policy.

CONCLUSION:

The Police Department respectfully requests that City Council approve the updated Costa Mesa Police Department Tow Policy Guidelines and Requirements.

VICTOR BAKKILA
Police Lieutenant

ROBERT N. SHARNACK
Chief of Police

TOM DUARTE
City Attorney

- ATTACHMENTS:
1. [Resolution No. 17-](#)
 2. [Redline of CMPD Tow Policy Guidelines](#)
 3. [Updated CMPD Tow Policy Guidelines and Requirements](#)