



Agenda Report

May 13, 2024

TO: Honorable Mayor and City Council

FROM: Pasadena Police Department

SUBJECT: AWARD OF NON-EXCLUSIVE POLICE TOWING FRANCHISES AND ADOPTION OF RESOLUTION

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Sections 15060(c) and 15378(b); and
2. Following a Public Hearing, (a) conduct first reading of an uncodified ordinance awarding non-exclusive police towing franchises to: A-Car Auto Repair Services; Henry's Towing and Recovery; M&M Action Towing; and Dickson Motor Services (b) authorize the City Manager to execute franchise agreements with these entities for a term of one year, with annual renewal options of up to four additional one-year terms, subject to the approval of the City Manager.

BACKGROUND:

In January 1997, the City Council adopted the Police Towing Franchise System, as set forth in Pasadena Municipal Code, Chapter 10.46. This ordinance provides standards and procedures for the granting of non-exclusive franchises for providing vehicle towing, vehicle impounds, street sweeps and vehicle storage services to the Police Department, Transportation Department, and the City of Pasadena.

Each year the City is required to advertise the opportunity to apply for a non-exclusive franchise by way of a Request for Applications. On February 15, 2024, a request for application was published in the Pasadena Press and posted to OpenGov Procurement.

The posting closed on February 26, 2024, and the following four tow companies responded to the request:

- A-Car Auto – Pasadena
- Henry's Towing and Recovery – Alhambra
- M&M Action Towing – South Pasadena
- Dickson Motor Service – San Gabriel

The Municipal Code requires that a public hearing be held prior to awarding any police towing franchises. On April 15, 2024, City Council adopted a resolution giving notice of the applications received and set a hearing for today's Council Meeting. Notice of the hearing was published on April 22, 2024, complying with the 10-day notice requirement.

Staff has assessed the four applicants and found each applicant meets the requirements set forth in the application. Of the applicants, A-Car Auto, Henry's Towing and Recovery and M&M Action Towing are existing franchises with four or more years of service and remain in good standing with the City. Dickson Motor Service is a new applicant and has not been granted a franchise service with the City in the past. Dickson Motor Service currently services police tows for the San Gabriel Police Department.

Staff recommends that all applicants be awarded a franchise at this time and requests the City Council adopt an ordinance granting the franchises. The ordinance itself is being presented by the City Attorney in a separate agenda item at this evening's City Council meeting.

COUNCIL POLICY CONSIDERATIONS:

This proposed action is consistent with the City Council's Strategic Plan goals to ensure public safety, increase conservation and sustainability, and maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by CEQA Guidelines Section 21065 and within the meaning of Sections 15060(c) and 15378(b). Section 15378 excludes from the definition of "project" organizational or administrative governmental activities that do not result in physical changes to the environment. The action proposed herein is an administrative governmental activity and part of the City's normal administrative process that will not result in physical changes to the environment, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The City is scheduled to receive \$22,500 annually per franchisee, pursuant to Resolution number 9675, adopted on August 27, 2018. If all four non-exclusive franchises are ultimately awarded by Council, the City would receive \$90,000 annually.

Respectfully submitted,



EUGENE HARRIS
Chief of Police

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Approved by:



MIGUEL MÁRQUEZ
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