



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

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Report: Request for Proposals for Official Police Tow Services

1. Resolution Adopting the Police Department's Request for Proposals for Towing and Storage Services and Authorizing the City Clerk to Advertise for Proposals.

### COUNCIL ACTION

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**Item Type:** Consent Item

**Approved for** October 1, 2024 **calendar**

### EXECUTIVE SUMMARY

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The City of Glendale contracts with independent tow companies to provide tow and storage services as directed by the Police Department. In 2015, the City issued a Request for Proposal (RFP) for tow and storage services and on August 1, 2016, entered into contracts with three tow companies. The contracts were for five years with an option for two, two-year extensions. The current contracts expire on July 31, 2025.

In anticipation of the expiration of those contracts, on July 16, 2024, the Police Department brought an RFP for Official Police Tow Services (OPTS) to Council for approval. Council approved the issuance of the RFP; however, the municipal code requires approval of the OPTS RFP by way of a resolution instead of a motion. This matter is being brought back for approval of a resolution authorizing the release and advertising of the OPTS RFP.

## **RECOMMENDATION**

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Adopt the Request for Proposals for Official Police Tow Services and direct the City Clerk to advertise for proposals.

## **ANALYSIS**

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On July 16, 2024, the Glendale Police Department presented its proposed Request for Proposals Official Police Tow Services to the City Council. After a discussion with staff, City Council moved to accept the RFP and authorized the Police Chief to advertise for proposals. The Police Department sent notice of the RFP to the current vendors, to all tow companies with Glendale business addresses and posted it on the Department website.

Staff recently discovered that Glendale Municipal Code section 10.55.060 B requires an RFP for OPTS to be adopted by resolution, with the City Clerk being directed to advertise for proposals in a local newspaper of general circulation. In order to comply with the notice requirements, the Police Department has suspended the current process so that the resolution and noticing requirements can be satisfied.

The process will cause the estimated date for completion of the OPTS RFP process to be extended by approximately 45 days (until February 2025). The current tow contracts do not expire until July 31, 2025.

## **STAKEHOLDERS/OUTREACH**

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The tow operators who submitted proposals have been advised.

## **FISCAL IMPACT**

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The tow services to be performed under the tow contracts is not anticipated to have a significant financial impact. However, the Police Department expends a substantial amount of valuable time and multiple resources facilitating and regulating tow services in the City. This includes time at the scene of the incident, report writing and processing, release process time, complaint mitigations, and tow hearings and appeals.

The City currently collects a Vehicle Towing Administrative Cost Recovery (VTACR) fee per vehicle in the amount of \$300 from each contractor as allowed under GMC 10.55.090.

During calendar year 2023, the Police Department towed 1851 vehicles subject to the VTACR fee. The amount collected in any fiscal year will continue to be dependent upon the number of vehicles released to vehicle owners.

## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

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This activity involves the ongoing use of existing City streets for purposes of towing vehicles under the City's police powers and is therefore exempt from CEQA under CEQA Guidelines section 15301.

## **CAMPAIGN DISCLOSURE**

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This item is exempt from campaign disclosure requirements.

## **ALTERNATIVES TO STAFF RECOMMENDATION**

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Alternative 1: Not adopt the proposed Resolution.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

## **ADMINISTRATIVE ACTION**

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**Submitted by:**

Manuel Cid, Police Chief

**Prepared by:**

Ann M. Maurer, Chief Assistant City Attorney

**Approved by:**

Roubik R. Golanian, P.E., City Manager

## **EXHIBITS/ATTACHMENTS**

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Exhibit 1: Request for Proposal