

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: September 13, 2022

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Denise McGrath, Chief of Police

Topic: Amendment to Homewood Municipal Code - Police Towing License System

PURPOSE

Currently, the Municipal Code section regarding the Police Towing License System requires applications from all interested parties for towing licenses each calendar year. The code also guarantees that licenses for the upcoming year will be automatically issued to the companies that currently hold licenses, provided they have submitted a new application. Any additional applicants are placed on an eligibility list for a random drawing for any potential openings in the following year.

The current code also indicates three categories of towing licenses; Light Duty, Medium Duty, and Heavy Duty. Since 2010, licenses have only been issued for two categories; Light/Medium Duty and Heavy Duty. Amendments to the code are required to correct this inaccuracy.

PROCESS

Each year, since the adoption of the Police Towing License System in 2010, letters have been sent to area tow companies advising of the application process. The tow companies selected for licenses the first year have continued to apply each year, ensuring the renewal of their license.

The process of accepting applications even though no licenses are available results in unnecessary work for administrative staff as well as for tow company staff. In the event a license becomes available during the year, much of the work conducted during the initial process needs to be completed again to determine if any changes have occurred in the elapsed time.

Police Department staff has determined the proposed changes to the code regarding these applications would greatly streamline the process.

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OUTCOME

The proposed amendment to the codebook will continue to require annual applications from current license holders while conducting an open application process only after a towing license becomes available.

FINANCIAL IMPACT

- **Funding Source:** N/A
- **Budgeted Amount:** N/A
- **Cost:** N/A

LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Pass an ordinance amending Chapter 24, Article III Police Towing License System to eliminate the annual creation of an eligibility list for towing licenses and to conduct an open application process in the event a license becomes available; and, to create two categories of towing licenses, Light/Medium Duty and Heavy Duty.

ATTACHMENT(S)

Ordinance