



Towing Advisory Board

Alexandria DASH Facility

Upstairs Conference Room

3000 Business Center Drive

March 26th, 2025

MEETING AGENDA

OPENING

1. Call to Order (Chair)
2. Roll Call (Chair)
3. Opening Remarks (Chair)

ACTION CONSENT

4. Adoption of [June 8, 2021, Meeting Minutes](#) (Chair)
5. Adoption of [March 26, 2024, Meeting Minutes](#) (Chair)
6. Present / Adopt FY2024 Annual Report Board Activities and Accomplishments (Staff Liaison)

ROLL-CALL CONSENT

7. Adopt Finalized Bylaws as Approved on March 26, 2024 (Chair)

FOR DISCUSSION & RECOMMENDATION

8. Review Ordinance Recommendations – 2024 Virginia General Assembly Legislation
 - o 8-A: [HB 925](#) - Towing; vehicles with expired registration, 48-hour notice, civil penalty.
 - o 8-B: [HB 959](#) - Towing violations; enforcement requiring a second authorization.
9. Annual Fair Market Analysis Under § 46.2-1233
 - o 9-A: [Fair Market Analysis FY25 Results](#)

PUBLIC HEARING (*Opportunity for Public Comment on Towing Policy & Ordinance Updates*)

10. Open Public Hearing (Chair)
11. Public Comments on Legislative Changes & Fair Market Analysis
12. Close Public Hearing (Chair)

OTHER BUSINESS / DISCUSSION ITEMS

13. New Business/Roundtable (Chair/Staff Liaison)
 - o 13-A: Consideration of FY26 Fair Market Analysis
 - o 13-B: Legislative Updates: Changes to Towing Fees & Fuel Surcharges ([SB 1332](#))
14. Towing Services Contract Re-Solicitation Planning
 - o 14-A: Contract expiration (June 30, 2025) and re-solicitation timeline.
 - o 14-B: TAB advisory role and coordination with staff on scope and policy input. (*Supporting materials– Timeline, Scope of Services Summary (RFQ No. 879, Issued March 20, 2020).*)
15. Adopt new Chair, Vice-Chair, and Secretary for CY 2025 (Chair)
16. Next Meeting (Chair)
17. Adjournment (Chair)

Agenda Item 6

Towing Advisory Board FY 2024 Annual Report July 2023– June 2024

Summary of Accomplishments

MISSION: The Board will provide a forum for an annual review of the rates and policies related to the towing, storage and retrieval of vehicles towed from private property by the property owner or their authorized agent; to review and approve as necessary any contracts made by the City for municipal towing or other towing at the direction of City officials or their authorized agents; and to provide a forum for public hearing, discussion and recommendations to City staff and the City Council related to the towing, storage and retrieval of vehicles towed from private property by the property owner or their authorized agent.

Within these guidelines, the Towing Advisory Board conducted the following activities during fiscal year 2024:

Policy and Membership Accomplishments

- Per City Code, the Board shall meet at least once per year, with a maximum of four meetings annually. The Towing Advisory Board met on Tuesday, March 26th, 2024, in person for the first time in two years. This was the required annual meeting; at which time it was decided the Board would reconvene, tentatively in June 2024. A full list of topics discussed are contained in the meeting minutes (See attachments).
- Council filled four vacancies on the five-member Board, appointing two members of law enforcement, one towing operator representative, and one at-large citizen member. An existing member, representing the Towing Operator group, was appointed by Council in fiscal year 2023. All members serve three-year terms from their date of appointment.

Leadership

- During the course of the year, membership included the following individuals:

Member Name	Seat Name	Appointed	Term
George Randolph	Law Enforcement	12/1/2023	12/1/2023-11/30/2026
James Young	Law Enforcement	12/1/2023	12/1/2023-11/30/2026
Brad Fleming	Towing Company	1/1/2024	1/1/2024-12/31/2026
Dwight Gochenour	Towing Company	7/1/2022	7/1/2022-6/30/2025
Kevin McCourt	At-Large Member	12/1/2023	12/1/2023-11/30/2026

- George Randolph, of the Alexandria Police Department, was elected as Board chair during the March 2024 meeting. State Code -as well as City Ordinance- requires the Board chairperson rotate annually, and to a different member category. The outgoing Board chair is a member of the Towing Operator category.
- Dwight Gochenour, of Dominion Towing, was elected as Vice Chair of the Board.

- Kevin McCourt, At-Large Citizen member, was elected as Board Secretary.
- The Board Chair, Vice Chair, and Secretary will each serve a twelve-month term from their date of election.
- Darryl Syler and Tarrence Moorer, of the City's Department of Transportation & Environmental Services, served as Board staff liaisons. Lindsay Dubin, of the Office of the City Attorney, served as the Board's legal advisor and parliamentarian.
- Christopher Bedwell, also of the Department of Transportation & Environmental Services, served as Secretary Pro Tempore until the election of a permanent Board Secretary.

Attachments

- Draft March 26, 2024, meeting minutes

ADVISORY GROUP ANNUAL ATTENDANCE REPORT

CITY OF ALEXANDRIA TOWING ADVISORY BOARD MEETING ATTENDANCE REPORT

JULY 1, 2023 THROUGH JUNE 30, 2024

CHAIRPERSON: Dwight Gochenour (July 1, 2023- March 25, 2024); George Randolph (March 26, 2024-present)

MEMBER'S NAME	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
George Randolph								X				
James Young			NO QUORUM					X				
Brad Fleming								X				
Dwight Gochenor								X				
Kevin Mc Court								U				
George Randolph									X			
James Young									X			
Brad Fleming									X			
Dwight Gochenor									X			
Kevin Mc Court									X			
George Randolph												X
James Young				NO QUORUM								X
Brad Fleming												U
Dwight Gochenor												U
Kevin Mc Court												X

INDICATE: X – FOR PRESENT E – FOR EXCUSED U – FOR UNEXCUSED

LIST OF THOSE WHO DID NOT ATTEND 75% OF MEETINGS:

FORM MUST BE SIGNED BY CHAIRPERSON

(APPROVED) _____

(Chairperson)

Agenda Item 7

BYLAWS OF TOWING ADVISORY BOARD

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be **Alexandria Towing Advisory Board**

Section 2: In addition to providing a forum for public hearings, discussions, and recommendations to City staff and the City Council regarding the towing, storage, and retrieval of vehicles towed from private property by property owners or their authorized agents, the Board will hold an annual review of the rates and policies pertaining to these matters. The Board will also review and approve any contracts made by the City for municipal towing or other towing at the direction of City officials or their authorized agents.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist **ONLY** of five members appointed by city council.

- i. Two members from Alexandria law-enforcement agencies
- ii. Two members representing licensed towing & recovery operators
- iii. One citizen with experience in property management or business ownership

Section 2: Each member of the board shall serve for a term of three years.

Section 3: A board chair, vice-chair and secretary shall be appointed annually and in rotation of a member from i.-iii.

ARTICLE III - ANNUAL MEETING

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

- i. There should be at least one but no more than four regular meetings annually. Special meetings should be held on an as needed basis.
- ii. Meetings will be called by a chairperson, upon the request of City Council or the director of Transportation & Environmental services.

Section 2: Notice of each meeting shall be given to each voting member by mail, not less than ten days before the meeting.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation.

The Board is responsible for overall policy and direction of the Council, and delegates' responsibility for day-to-day operations to the Council Director and committees. The Board shall have no more than five members. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at least once, at an agreed upon time and place.

Section 3: Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the corporation. Directors will be appointed by city council.

Section 4: Terms. All Board members shall serve three-year terms but are eligible for re-election.

Section 5: Quorum. A quorum must be attended by at least one Alexandria law enforcement, one towing member and one citizen before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member have written notice two weeks in advance.

Section 7. Officers and Duties. There shall be three officers of the Board consisting of a Chair, Vice Chair and Secretary. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, and Secretary.

The Vice-Chair will chair committees on special subjects as designated by the board.

The Secretary shall be responsible for recording board actions, overseeing the taking of minutes at all board meetings, sending out announcements, distributing copies of minutes and the agenda to each board members, and assuring that corporate records are maintained.

Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the Boards terms.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary, *postmarked by mail or otherwise by email as allowed by law*. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special meetings of the Board shall be called upon the request of the Chair or Vice-Chair. Notices of special meetings shall be sent out by the Secretary to each Board member postmarked two weeks in advance.

ARTICLE V - COMMITTEES

Section 1: The Board may create committees as needed, such as fundraising, housing, etc. The Board Chair appoints all committee chairs.

Section 2: The five officers serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: The Vice-Chair is head of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and the annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditure and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended, when necessary, by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of Directors of the Towing Advisory Board on March 26, 2024.

George Randolph, Chair

Kevin McCourt, Secretary

Agenda Item 8

ORDINANCE NO. _____

AN ORDINANCE to amend and reordain Chapter 13 (TOWING AND STORAGE OF MOTOR VEHICLES) of Title 9 (LICENSING AND REGULATION) of the Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Chapter 13 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended by deleting the text shown in strikethrough and adding the text shown in underline as follows:

Sec. 9-13-3 - Towing and storage fees and regulations.

(a) The maximum fees that may be charged for the towing of motor vehicles and for the storage and, when specifically authorized by this section, the retrieval of such towed vehicles are as follows:

(1) for the towing of a motor vehicle (i) less than 7,500 pounds gross vehicle weight rating, the maximum fee shall be \$150; (ii) for medium tows, 7,500 to 10,000 pounds gross vehicle weight rating, the maximum fee shall be \$250; (iii) for heavy tows, greater than 10,000 pounds gross vehicle weight rating, the maximum fee shall be \$500;

(2) for the storage of a towed motor vehicle, the maximum fee for each 24-hour period of storage, or portion thereof, shall be \$50 for any (i) vehicle 22 feet or less and (ii) \$5.00 per foot for any vehicle over 22 feet in length; provided, that no storage fee may be charged for the first 24 hours of storage; and

(3) for towing a vehicle between 7:00 p.m. and 8:00 a.m. or on any Saturday, Sunday, or holiday, an additional after-hours fee of no more than \$25 per instance may be charged; however, in no event shall more than two such fees be charged for towing any such vehicle. No charge shall be made for storage and safekeeping for a period of 24 hours or less.

(4) if a fee for notification of lien holder, owner, agent or other interested party is charged, it shall not exceed \$75.00. This fee may only apply after the vehicle is on the storage site over three full business days. No administrative fees will be charged, or any other charges unless expressly set forth herein.

(b) It shall be unlawful for any person to charge a towing fee, storage fee or retrieval fee that exceeds the fees established by subsection (a).

(c) Tow truck operators shall obtain, at the time a vehicle is towed, if such towing is performed during the normal business hours of the owner of the property from which the vehicle is being towed, the written authorization of the owner of the property from which the vehicle is towed, or his agent. Such written authorization shall be in addition to any written contract between the owner of the property or his agent and the tow truck operator or tow truck service. For the purposes of this subsection, "agent" shall not include any person who either (i) is related by blood or marriage to the towing and recovery operator or (ii) has a financial interest in the towing and recovery operator's business.

~~(e)~~ (d) Any towed motor vehicle that is covered by this chapter shall be towed directly to and stored at a facility located in the City of Alexandria or in the Commonwealth of Virginia within three miles of the boundaries of the City of Alexandria. It shall be unlawful for any person to cause a towed vehicle to be stored at a facility more than three miles beyond the boundaries of the City of Alexandria. If the facility at which a towed motor vehicle is stored is located beyond the boundaries of the City of Alexandria, any storage fee shall be assessed at the rate of the jurisdiction in which the lot is located. This applies only to storage fees and not towing fees, after hours fees or any other fees regulated by this chapter.

~~(d)~~ (e) Vehicle release.

(1) If the owner of the vehicle is present and removes the vehicle from the property or corrects the violation before the vehicle is connected to the tow truck, no fee will be charged the vehicle owner;

(2) If the vehicle has been connected to the tow truck and has not yet left private property, the vehicle shall not be towed upon request of the vehicle owner. The owner shall be liable for a drop fee, as set

forth in this Section, in lieu of towing, in an amount not to exceed \$50, provided that the vehicle owner removes the vehicle from the property or otherwise corrects the violation.

Sec. 9-13-4 – Providing Notice of tow to police department.

(a) When towing any motor vehicle, the tow truck service or operator shall contact the city's police department and provide the following information:

- ~~(a)~~ (1) the name of the tow truck service and operator;
- ~~(b)~~ (2) a description of the vehicle to be towed, including its year, make, model, vehicle identification number and license plate number;
- ~~(c)~~ (3) the date and time of the tow;
- ~~(d)~~ (4) the address of the location from which the vehicle is being towed; and
- ~~(e)~~ (5) the name and address of the facility to which the vehicle is to be delivered and stored, and from which the vehicle may be retrieved.

~~(f)~~(b) The city manager, in conjunction with the director of transportation & environmental services, the police chief and the department of emergency communications, shall promulgate regulations for compliance with this section.

Sec. 9-13-12 – Notice prior to towing certain vehicles

(a) Definitions for purposes of this section

- (1) "Multifamily dwelling unit" means more than one single-family dwelling unit located in a building, including townhomes. "Multifamily dwelling unit" does not include any lot within a development created pursuant to the Property Owners' Association Act (Va. Code § 55.1-1800 et seq.), any unit within a condominium created pursuant to the Virginia Condominium Act (Va. Code § 55.1-1900 et seq.), any apartment within a horizontal property regime created pursuant to the Horizontal Property Act (Va. Code § 55.1-2000 et seq.), any unit within a cooperative created pursuant to the Virginia Real Estate Cooperative Act (Va. Code § 55.1-2100 et seq.), any time-share unit within a project created pursuant to the Virginia Real Estate Time-Share Act (Va. Code § 55.1-2200 et seq.), or any lot within a subdivision created pursuant to the Subdivided Land Sales Act (Va. Code § 55.1-2300 et seq.).
- (2) "Resident's vehicle" means any vehicle that is (i) owned, leased, or used by a resident of a multifamily dwelling unit in which the parking lot is owned and maintained by the landlord; (ii) known to the landlord to be associated with such resident, by means of a permit, registry, or other document designated by the landlord for such identification purposes; and (iii) in compliance with any requirements set forth in such lease or other agreement regarding such vehicle.
- (3) "Towing operator" means any individual or company that has contracted with a landlord for the provision of parking enforcement.

(b) For the towing of a resident's vehicle from a parking lot owned and maintained by the landlord of a multifamily dwelling unit, the towing operator for such parking lot, prior to the towing of such vehicle for an expired vehicle registration or expired vehicle inspection sticker, must post written notice on the vehicle, which shall include:

- (1) the date of posting of such notice;
- (2) that such vehicle will be towed due to an expired registration or expired vehicle inspection sticker after 48 hours from the date of the posting of such notice; and
- (3) that such vehicle will not be removed or towed until such period of time has passed.

(c) The towing operator shall, in addition to posting such notice on the vehicle, transmit a copy of such notice to the landlord with which they contract for parking enforcement of the multifamily dwelling unit's parking lot.

(d) No towing operator shall remove such vehicle until the 48 hours have passed from the date of the posting of such notice.

(e) If a towing operator fails to post such notice on the vehicle, or does not wait the required period of time prior to removing or requesting the towing of such vehicle:

- (1) they shall be required to reimburse the resident whose vehicle was towed the value of the charges imposed for the towing, storage, and safekeeping of the vehicle and
- (2) they shall also be subject to a \$100 civil penalty.

Sec. 9-13-~~12~~13- Penalty.

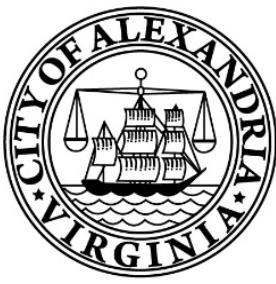
Unless a different penalty is already specified in any provision of this chapter, Any person violating a provision of this chapter shall be guilty of a class four civil violation as set forth in city code section 1-1-11(b)(4), to be assessed by the department of transportation & environmental services. In the event any tow truck service is assessed two civil penalties hereunder for violations at the same property, the department of transportation & environmental services shall issue a written warning to the property owner at the address of record in the tax records for the City of Alexandria. In the event a violation at a property that has been issued a written warning occurs within six months of the issuance of such written warning, the property owner shall be guilty of a class four civil violation as set forth in city code section 1-1-11(b)(4), separate from and in addition to any penalty that may be assessed against any other person. (Ord. No. 3641, 6/12/93, Sec. 1; Ord. No. 4820, 6/15/13, Sec. 1)

Section 2. That Chapter 13 as amended pursuant to Section 1 of this ordinance, be, and the same hereby is, reordained as part of the City of Alexandria City Code.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.

ALYIA GASKINS
Mayor

Introduction: June 24, 2025
First Reading: June 24, 2025
Publication:
Public Hearing: July 1, 2025
Second Reading: July 1, 2025
Final Passage: July 1, 2025



Towing Advisory Board

Agenda Item 14

Towing Services Contract Re-Solicitation Planning

(Supporting documents: timeline outline, summary of current scope of work)

Timeline:

- **March 26:** Introduce the contract re-solicitation and gather initial board input.
- **Early April:** Staff drafts initial scope with legal and purchasing, incorporating board feedback.
- **Mid-Late April:** Board holds a special meeting or work session to review the draft scope.
- **May:** Final internal review and coordination with legal and procurement.
- **June:** Anticipated RFP release.

Summary of Scope of Services – Vehicle Towing Contract

(RFQ No. 879, Issued 3/20/2020)

Overview:

The current contract covers the towing of light, medium, and heavy-duty vehicles at the direction of authorized City staff, including Police and Transportation & Environmental Services (T&ES).

Key Service Components:

- **City-Directed Towing:**
Tows initiated by City departments for impounded vehicles, relocations, and City-owned vehicles. Most vehicles are delivered to the City's impound lot on Eisenhower Avenue or satellite lot on Business Center Drive.
- **Towing Volume Estimates:**
 - Police/parking tows to impound: ~120/month.
 - Police-directed relocations: ~80/month.
 - Transfers between storage facilities: ~50/month.
 - City vehicle tows: ~2/month.
- **Regular Towing Services:**
 - Available **24/7**.
 - Monthly base rate covers up to 300 tows.
 - Tiered pricing for overages (per 50 tows above 300).
- **Dedicated Wrecker Services:**
 - Wrecker stationed on/near Washington Street for **HOV lane enforcement** (weekdays, AM/PM peak).
 - On-call wrecker required to respond within 30 minutes.
- **Heavy Vehicle Towing:**
 - For vehicles >10,000 lbs GVWR.
 - Includes debris removal and winch services at no extra charge.
- **Standby Towing for Emergencies:**
 - Snow, flood, protest, crash events.
 - Hourly rate; includes personnel and equipment on standby.
- **Performance Standards:**
 - Response time: 30 min (light/medium), 60 min (heavy).
 - Financial penalties for repeat delays in a calendar month.
- **Communication & Tracking:**
 - Contractor must have **24/7 dispatch** and **AVL (GPS) tracking** on all vehicles.