



CITY OF HOUSTON

Houston Police Department

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1200 Travis Houston, Texas 77002-6000 713/308-1600

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March 19, 2014

Charles A. McClelland, Jr.
Chief of Police



Dear license holder:

This letter is to notify you of proposed changes to the Municipal Code of Ordinances (Chapter 1 and Chapter 8) and changes to the *Police Authorized Tow Service Agreement (PATSA)*. Please read below for all applicable sections.

- **Police Authorized Tow Service Agreement (PATSA) holders**

The current PATSA has been updated and all PATSA holders must complete a new PATSA packet in order to be in compliance. All PATSA holders were notified in August of 2013 of the changes to the PATSA and five (5) informational meetings were held throughout the City. The final version of the PATSA is now ready for distribution and will be in effect for five years starting from March 10, 2014. The PATSA is available for pick-up at our office or on our website at http://www.houstontx.gov/police/auto_dealers_detail/Documents/PATSA-EXHIBITS-2014-FORM.pdf.

For your convenience, the online version contains fields in which the information may be typed. Once completed, each PATSA holder must print three (3) copies of the agreement and personally sign each copy. All three copies should be turned into the Auto Dealers Detail office.

- **Proposed Chapter 8 Changes** – A brief description of the changes are listed below. License holders are encouraged to visit the Auto Dealers website (http://www.houstontx.gov/police/auto_dealers_detail/index.htm) and click on the link “Proposed Changes to Chapter 8” in order to review all proposed changes in detail.
 - **Section 8-16 Retail Supply Dealers** – Proposal to remove convenience stores (as defined in Sec. 28-401) from the Retail Supply Dealer license requirement.
 - **Auto Wreckers** – Proposal to clean-up equipment requirements and move to a more applicable section (8-111 to 8-126). There are no new requirements regarding equipment being added to the ordinance.
 - **PATSA auto wreckers** – Proposal to add a trainee license and streamline drug testing procedures. Additionally, although no new equipment

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requirements are being added, the equipment list is being moved from 8-111 to 8-126. There are no substantive changes regarding equipment.

- **Section 1-10(h)** – This proposed change is applicable to *Salesman only*. Proposal to add sex offenses such as rape, sexual abuse, enticing of a child, indecency with a child, etc to the criminal history standards.

For further review of the proposed ordinance changes, reference material has been posted on the Auto Dealers Detail website.

- Letter to Industry Stakeholders
- Redline version of Ordinance changes
- Microsoft Power Point presentation
- Frequently Asked Questions

The proposed changes will be presented to the City of Houston Public Safety Committee on Tuesday, March 25, 2014 at 10:00 at City Hall.

The ordinance changes being proposed were developed in consultation with members of the automotive industry. Should you have questions or wish to provide input, please contact the Auto Dealers Detail at 832-394-4800 or at hp.autodealers@houstonpolice.org.

Sincerely,

Dana F. Hitzman, Lieutenant
Auto Theft Division

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