



Agenda Report

April 14, 2025

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE CITY OF EL MONTE FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES FOR NEW YEAR'S ACTIVITIES AND SPECIAL EVENTS FOR A PERIOD OF FIVE YEARS (2025-2030) IN AN AMOUNT NOT TO EXCEED \$650,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), the "Common Sense" Exemption that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract with the City of El Monte for supplemental law enforcement services for New Year's activities and for Special Events for a period of five years (2025-2030) in an amount not to exceed \$650,000. The proposed contract is exempt from competitive bidding and competitive selection pursuant to City Charter, Section 1002(H), and Pasadena Municipal Code, Section 4.08.049(A)(3), contracts with other government entities.

BACKGROUND:

In order to provide adequate law enforcement for New Year's activities and Special Events within the City and at the Rose Bowl, it is necessary to supplement the City's police department with personnel and equipment provided by outside agencies.

As referred to herein, "New Year's" activities and "Special Events" are defined as follows; Law Enforcement services related to the New Year's Rose Parade the Rose Bowl Game and other related activities such as Fan Festival, Pre-Parade and Post Parade float viewing. A special event within the City refers to events with a large number of people in

El Monte Police Department Supplemental Service Contract

April 14, 2025

Page 2 of 3

attendance, such as UCLA football games, international soccer matches, Americafest, music concerts and music festivals.

The Department requests City Council to authorize the City Manager to enter into a contract with the EPD for supplemental law enforcement services for New Year's activities and special events, for a period of five years (2025-2030) in an amount not to exceed \$650,000. The contract is not to exceed \$650,000 which is the estimated cost over the five-year period that includes personnel overtime rates also accounting for future rate increases. Past supplemental law enforcement services provided by EPD have been reliable and satisfactory.

The classification and approximate numbers of personnel provided by EPD will be determined and mutually agreed upon, in writing, between EPD and City prior to each event. The hours of duty performed by EPD employees will be established and agreed upon in accordance with the requested services.

Services provided by EPD include the provision of supplemental traffic control and enforcement personnel, supervision, and management as indicated, as well as motor vehicles, and operational, technical, and clerical support as necessary. Staffing levels will be determined upon review of factors including, but not limited to attendance levels; anticipated traffic flow; pre and post event activities; mass transit availability; the availability of City personnel; and other factors that come to the attention of the Pasadena Police Department.

EPD provides comparable supplemental Law Enforcement personnel during New Year's activities and special events when the police department cannot provide adequate staffing. The previous special events contract with EPD expired on April 1, 2025, while the New Year's contract will expire on December 23, 2025.

This contract does not bind the city to payment for events that are postponed or canceled. It is for services rendered only.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Plan Goals to ensure public safety and maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3), the "Common Sense" Exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Such is the case with the proposed contract authorization with the El Monte Police Department for supplemental law enforcement services.

FISCAL IMPACT:

The costs for all Law Enforcement services for New Year's activities will be charged against the budget for the New Year's events within Fund 106. The costs for special events throughout the year will be charged against the budgets for the respective special event in the General Fund Billables Fund (105). All costs are fully recovered from the event promoter.

Respectfully submitted,



EUGENE HARRIS
Chief of Police

Prepared by:



Derek Locklin
Lieutenant

Approved by:



MIGUEL MÁRQUEZ
City Manager