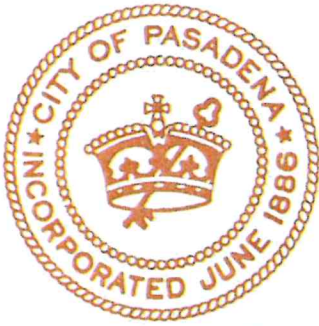




Agenda Report

October 20, 2025

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 31881 WITH INTER-CON SECURITY SYSTEMS, INC. TO EXTEND THE TERM FOR ONE-YEAR AND INCREASE THE CONTRACT AMOUNT BY \$696,000 THEREBY INCREASING THE GRAND TOTAL TO \$7,295,218, FOR CITYWIDE PARKING ENFORCEMENT SERVICES**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Section 15378(b);
2. Authorize the City Manager to amend Contract No. 31881 with Inter-Con Security Systems, Inc. for citywide parking enforcement services, increasing the contract amount of \$6,599,218 by \$696,000, for a new not-to-exceed amount of \$7,295,218, and extend the contract term for one year; and
3. Grant the proposed contract amendment with Inter-Con Security Systems, Inc. an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

On October 5, 2020, City Council authorized the City Manager to enter into a contract with Inter-Con Security Systems, Inc. (Inter-Con) following a competitive selection process. This contract provided the City with citywide parking enforcement services. The City exercised the option extend the contract for two one-year extensions, which expires on October 14, 2025. In 2024, City Council approved the expansion of the City's parking enforcement officers from four (4) full-time positions to ten (10) full-time positions.

These enhancements were requested by staff to support the increased quality enforcement city needs and to support the expansion of the Pasadena Playhouse Parking Meter Zone while reducing contract services by the equal amount.

In addition to parking enforcement services provided by City staff, contract staffing is still required for supplemental enforcement to ensure adequate coverage, especially for enforcement of the Citywide overnight parking prohibition. Prior to any procurement process to continue these contracted services, staff must meet and confer with the bargaining unit that represents City staff who are performing the same work. The Department of Transportation is currently working with Human Resources to evaluate the potential of transitioning this work to in-house staff to ensure any staffing changes are coordinated through the appropriate labor relations processes and ultimately approved by City Council. Until that evaluation is completed, the Department of Transportation needs to continue using contracted enforcement.

To ensure continuity of service and avoid disruption to enforcement operations during this process, staff recommends extending the existing contract with Inter-Con for one additional year. This extension will allow time for operational planning and evaluation of long-term service delivery options.

COUNCIL POLICY CONSIDERATION:

This action supports the General Plan Mobility Element objective to create a supportive climate for economic vitality and Policy 3.1 - Manage curb-space parking to support neighborhood and economic vitality by ensuring that parking regulations are followed, improving the quality of life in residential neighborhoods, and supporting economic activity in business districts. Additionally, this action is consistent with the City Council's goals to maintain fiscal responsibility and stability, increase conservation and sustainability, and support and promote the quality of life and the local economy.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by CEQA Guidelines Section 21065 and within the meaning of Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of "project" organizational or administrative governmental activities that do not result in physical changes to the environment. The actions proposed herein, authorizing staff to amend an existing contract by increasing the amount to continue receiving parking enforcement services, is an organizational or administrative governmental activity that does not result in physical changes to the environment, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

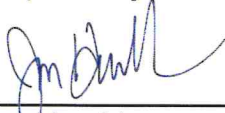
The cost of the recommended action is \$696,000 for a one-year period, which results in a revised total contract value of \$7,295,218. The Department will utilize existing budget appropriations in the General Fund (101). Parking citation revenue is deposited in the City's General Fund (101), and has averaged \$4,973,728 per fiscal year for the past three years.

Respectfully submitted,



JOAQUIN SIQUES
Director, Department of Transportation

Prepared by:



Jon Hamblen
Parking Manager

Approved by:



MIGUEL MÁRQUEZ
City Manager