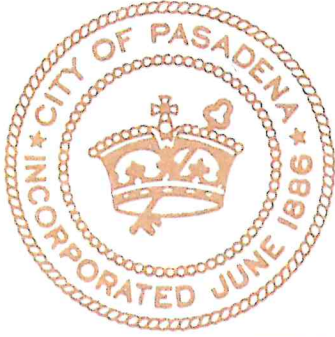




Agenda Report

October 6, 2026

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 \$779,388 THEREBY INCREASING THE GRAND TOTAL TO \$8,074,606 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 \$7,295,218 by \$779,388, for a new not-to-exceed amount of \$8,074,606, 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 to extend the contract for two one-year extensions, which expired 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. To ensure uninterrupted service during recruitment, an additional one-year

contract extension was approved on October 20, 2025, City Council approved, allowing Inter-Con to supplement parking enforcement services while the Department of Transportation recruited and filled the new positions.

As part of the FY2027 fiscal year budget process, City Council authorized an additional ten Parking Enforcement Representative positions. The Parking Division is actively working with Human Resources to fill these new positions while also working to fill 2 additional existing vacancies.

This contract amendment is intended to offset staffing gaps while the City recruits and trains new parking enforcement personnel. As hiring progresses and City staff positions are filled, the reliance on contract services will be gradually reduced, with the goal of transitioning enforcement operations fully to City staff by the end of the extension period.

Therefore, to ensure continuity of service and avoid disruption to enforcement operations during the hiring and onboarding process, staff recommends amending the contract with Inter-Con by increasing the contract amount by \$779,388 for a total not to exceed \$8,074,606 and to extend the contract for one additional year. This extension will allow time for new staff to be hired and trained, ensuring enforcement operations remain fully staffed and effective. This annual contract extension cost represents a 12% increase over the prior year, and can be attributed to increases in expenses for equipment, supplies, and hourly pay to the Inter-Con parking enforcement staff. .

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:

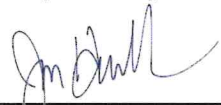
The cost of the recommended action is up to \$779,388 for the contract increase and the one extension, which results in a revised total contract value of \$8,074,606. Funding for the contract increase will utilize existing budget appropriations in the Transportation Department Operating Budget and funded through parking citation revenues deposited in the City's General Fund (101). Parking citation revenues have averaged \$5,040,733 per fiscal year for the past three years.

Respectfully submitted,



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Director, Department of Transportation

Prepared by:



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Parking Manager

Approved by:



MATTHEW E. HAWKESWORTH
City Manager