



Administrative Report

H.5., File # 25-1430

Meeting Date: 10/14/2025

To: MAYOR AND CITY COUNCIL

From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH SECTRAN SECURITY, INC. FOR ARMORED VEHICLE PICKUP SERVICE AT CITY HALL, THE COMMUNITY SERVICES DEPARTMENT OFFICE BUILDING, ALTA VISTA COMMUNITY CENTER, AND SEASIDE LAGOON FOR A COST OF \$60,000 FOR THE PERIOD OCTOBER 17, 2025 TO OCTOBER 31, 2028

EXECUTIVE SUMMARY

Sectran Security, Incorporated (Sectran) provides armored cash, check pickup and bank delivery services for various City facilities to ensure safe and secure processing of City deposits. Currently these services are provided through two separate agreements. The recommended agreement would consolidate these services Citywide into one agreement for the period October 17, 2025 to October 31, 2028, for a total three-year estimated cost of \$60,000. Funding for these services is included in the facility and operating Department budgets that utilize the services.

BACKGROUND

Sectran currently provides armored deposit pickup and bank delivery services for City Hall as well as the Community Services Department Office on Artesia Blvd., Alta Vista Community Center, and Seaside Lagoon. This service ensures safe and secure delivery of the City's revenue proceeds.

City Hall pickups are currently managed through an independent agreement administered by the Finance Department that is set to expire on October 16, 2025. The Community Services Department holds a separate agreement that is scheduled to expire on October 31, 2025. In an effort to increase efficiency and simplify contract administration, staff is proposing a consolidated agreement for Sectran's service to address all pickup locations citywide. The Agreement would commence October 17, 2025 and carry a three-year term that would expire on October 31, 2028. Fees for each facility are based on the location and frequency of pickups, with the following rates listed in the table below:

Location	Service Frequency	Service Fee
City Hall	Daily (Monday-Friday)	\$649 per month
Community Services Office	One day per week	\$195 pemonth
Alta Vista Community Center	One day per week	\$198.79 per mont
Seaside Lagoon	Daily	\$40 per day

The service fees are fixed over the term of the agreement.

COORDINATION

The Community Services Department coordinated with the Financial Services Department and the City Attorney's Office to develop the proposed Agreement.

FISCAL IMPACT

The total estimated cost for the three-year agreement is \$60,000 (\$20,000 per year). Funding for the service is included in the Community Services and Financial Services Department's annual operating budgets.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Sectran Security, Incorporated., with Insurance