



Administrative Report

H.11., File # 25-1021

Meeting Date: 7/15/2025

To: MAYOR AND CITY COUNCIL

From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE A THIRD AMENDMENT TO THE AGREEMENT WITH SECTRAN SECURITY, INC. FOR ARMORED VEHICLE PICKUP SERVICE AT THE COMMUNITY SERVICES DEPARTMENT ARTESIA OFFICE, ALTA VISTA COMMUNITY CENTER, AND SEASIDE LAGOON FOR A 5% FEE INCREASE TOTALING APPROXIMATELY \$300 FOR THE PERIOD MAY 1, 2025 THROUGH OCTOBER 31, 2025

EXECUTIVE SUMMARY

Citing rising service costs, Sectran has requested a 5% fee increase to maintain services, which would result in approximately \$300 in additional fees over a six-month period. The proposed Third Amendment reflects this increase, with a retroactive start date of May 1, 2025. The amendment also updates the insurance limits to align with the City's revised liability standards.

BACKGROUND

Sectran Security, Incorporated (Sectran) currently provides armored cash and check pickup service for the Community Services Department offices on Artesia Blvd., Alta Vista Community Center, and Seaside Lagoon, to ensure secure delivery of the City's banking proceeds. Due to rising service costs, Sectran informed staff that it needs to increase its fees by 5% to continue providing services.

Attached is a proposed Third Amendment that reflects the necessary fee increase. The retroactive effective date of May 1, 2025 is due to staffing changes at Sectran that delayed finalizing the amendment. The amendment also updates the insurance limits to be consistent with the City's updated insurance and liability standards.

COORDINATION

The Community Services Department coordinated with the City Attorney's Office to prepare the proposed Third Amendment.

FISCAL IMPACT

The proposed 5% fee increase would result in approximately \$300 of additional fees through the remaining term of the agreement which expires on August 31, 2025. Funding for the increase is available in the Community Services Department operating budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Proposed Third Amendment to Sectran Security, Incorporated Agreement