

# Agenda Report

**TO:** CITY COUNCIL **DATE:** November 17, 2003

**THROUGH:** PUBLIC SAFETY COMMITTEE

**FROM:** CITY MANAGER

**SUBJECT:** AUTHORIZATION TO CONTRACT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR CROSSING GUARD SERVICES

## **RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(H) *Contracts with other governmental entities or their contractors*, not to exceed \$155,000 with All City Management Services, Inc., to provide Crossing Guard Services during Fiscal Year 2004 when PUSD is in session, with an option to extend the contract for two additional years.

## **BACKGROUND**

### **School Crossing Guard Contract**

Since 1998, the City provided funding to Pasadena Unified School District (PUSD) for crossing guard services to promote safety on streets near designated elementary school locations throughout Pasadena. Through a competitive bid process, PUSD selected All City Management Services, Inc., for delivery of crossing guard services. PUSD has continued to contract for crossing guard services with All City through the 2002-2003 school year, and 2002-2003 represented the second year of an annually renewable five-year term. The City allocation to PUSD for this service in 2003-2003 was \$155,000.

At the City Council meeting of June 30, 2003, Council voted to return the crossing guard funding and contract management responsibilities to the City, effective for the 2003-2004 school year. The current annual funding of \$155,000, along with administrative responsibilities for the crossing guard services, was assigned to the Human Services and Recreation Department for Fiscal Year 2004. All City has agreed to assignment of this responsibility from PUSD to the City of Pasadena.

Following Council action, City staff reviewed the existing PUSD contract with All-City, the basic crossing guard needs and service delivery, rates and costs. All-City agreed to continue to provide crossing guard services at 15 locations previously identified by PUSD, pending a site review by the City Transportation Department. In September and October 2003, Transportation staff conducted a review of 21 sites adjacent to public elementary schools. The review was of such factors as volume of traffic and

pedestrians, etc. at the key times when children are traveling to and from the designated elementary schools. Consistent with the findings of this needs assessment and the professional judgment of the City traffic engineering staff, crossing guards are placed at 15 PUSD-adjacent locations. Should future reviews result in recommendations for changes in the designated crossing guard locations, All-City has agreed to work with staff to make such modifications or reassignments in a timely manner.

The recommended contract for crossing guard services was submitted to Public Safety Committee for action on October 6, 2003. At that time, the Committee deferred action until receiving information on the State guideline recommending use of crossing guards, review by Transportation staff of the proposed locations, and clarification of the minimum number of paid hours for crossing guards. The guidelines and needs assessment findings have been provided to the Committee in separate documents. A representative of All City Management will attend the Public Safety Committee meeting on November 17, 2003, to respond to any questions with regard to payment and minimum hours/time-worked policies.

Crossing guard services at the designated 15 locations and hours during the school year (including summer school operations at 6 locations) will be delivered within the \$155,000 allocation, as follows:


- Summer school: Not to exceed 3 hours per school day x 24 days  
x 6 sites x \$10.86 per hour = \$4,692
- School year: Not to exceed 5 hours per day x 183 days  
x 15 sites x \$10.86 per hour = \$ 149,054
- Projected Total for FY2004 = \$153,746

Staff will work with All City to assure the effective, efficient provision of crossing guard services at designated local elementary schools.

#### **FISCAL IMPACT**

The required \$155,000 was allocated in the FY04 budget to the Human Services and Recreation Department, Account # 644500, specifically for the purchase of school crossing guard services.

Respectfully submitted,

  
Cynthia J. Kurtz  
City Manager

Approved by:

  
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Patricia A. Lane, Director  
Human Services and Recreation Department