

Agenda Report

TO: CITY COUNCIL

DATE: June 23, 2008

FROM: CITY MANAGER

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

RECOMMENDATION:

1. It is recommended that the City Council authorize the City Manager to enter into a contract with All City Management Services, Inc. for citywide crossing guard services in an amount not to exceed \$170,000 for fiscal year 2008-2009. Competitive bidding is not required pursuant to City Charter Section 1002 (F), contracts for professional or unique services.
2. It is also recommended that this contract be exempt 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.
3. It is further recommended that that City Council authorize the City Manager to extend this contract for four (4) optional one-year extensions without further City Council approval, provided that any cost increases do not exceed the most recent twelve-month change in the relevant Consumer Price Index.

BACKGROUND:

Prior to 1998, city staff hired by the Pasadena Police Department delivered crossing guard services citywide. Beginning in 1998, the City funded crossing guard services for the Pasadena Unified School District (PUSD) at various school sites to promote safety on streets near designated elementary schools throughout Pasadena. All City Management Services (ACMS) was selected and hired by PUSD to provide these services on a contract basis. The City subsequently took over administrative responsibilities from PUSD in administering the crossing guard contract in 2003 and ACMS was retained as the service provider for the duration of the contract period.

During the term of the current contract that is set to expire on June 30, 2008, ACMS has complied with all performance goals and milestones outlined in the contract, properly notified City staff when schedule or personnel changes were warranted, and provided a comprehensive training program for all crossing guards servicing Pasadena.

In regards to a new contract, ACMS has agreed to continue providing crossing guard services at locations identified by PUSD and by the City Transportation Department as priority sites. Crossing guard locations are selected based on such factors as volume of traffic, pedestrians, etc. at the key times when children are coming to and from designated school sites. ACMS will also continue to work with staff should any modifications or reassignments become necessary in a timely manner.

Crossing guard services at designated locations and hours during the school year (including summer school operations) will be delivered within the \$168,586 allocation, as follows:

- Regular school year (estimated 16 sites) – 68.2 hours/day x 180 days = 12,275 hours
- Summer school (estimated 9 sites) – 27 hours/day x 22 days = 594 hours
- Projected total for FY 2008-09 (12,870 hours x \$13.21 hourly rate) = \$170,000.00

No bids for service were solicited from other potential crossing guard service providers after staff surveyed several neighboring cities and discovered that these cities either provide these services directly with City staff or contract with ACMS for service delivery. ACMS is the only qualified provider in the region and is an industry leader in the provision of crossing guard services with an extensive list of public sector clients (over 120 cities and school districts) statewide. The retention of ACMS as service provider ensures that the best interests of the City are served with the continuity of service that has been in place for the past 10 years.

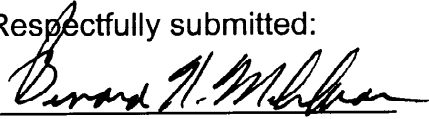
The City's crossing guard program, which is a unique service provided by ACMS, is only one element of a more comprehensive series of traffic safety measures designed to promote school area pedestrian safety. Measures used to address safety include warning signs and street markings, variable speed limit (e.g. "25 mph when children are present" street sign) signs, flashing yellow beacons, stop signs, removing visibility obstructions, and parking controls and curb-use zones among other measures.

Staff will work with ACMS to assure the effective, efficient provision of crossing guard services at designated school sites.

FISCAL IMPACT:

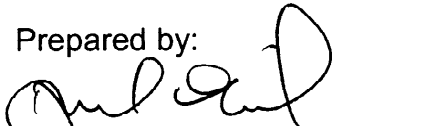
An appropriation for the required \$170,000 was requested in the FY09 budget for the Human Services and Recreation Department, Account #644500, specifically for the purchase of school crossing guard services. The proposed contract amount represents a 2.5% decrease in cost of service delivery from FY 2008.

Respectfully submitted:



BERNARD K. MELEKIAN
City Manager

Prepared by:


Raphael Guillen
Management Analyst V

Approved by:


Patricia A. Lane, Director
Department of Human Services and Recreation

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:
ALL CITY MANAGEMENT SERVICES, INC.

2. Type of Entity:
 non-government nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

BARON FARWELL, PRESIDENT
RONALD G. FARWELL, SECRETARY

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

RONALD G. FARWELL - 100%

Prepared by: Baron Farwell
 Title: PRESIDENT / GENERAL MANAGER
 Phone: (310) 202-8284
 Date: 6/5/08