

Agenda Report

July 17, 2017

TO: Honorable Mayor and City Council

FROM: Human Services and Recreation Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NUMBER 22121 WITH ALL-CITY MANAGEMENT SERVICES, INC. TO PROVIDE ADDITIONAL CROSSING GUARD SERVICES AT SCHOOL SITES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract amendment for crossing guard services is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Authorize the City Manager to amend Contract No. 22121 with All-City Management Services, Inc. for additional crossing guard services at school sites by increasing the contract amount by \$118,340 to cover increased labor costs and adding San Rafael Elementary School. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.
3. To the extent this could be considered a separate procurement subject to the Competitive Selection process, grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

Since 1998, the City has 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. Prior to 1998, City staff hired by the Police Department provided crossing guard services citywide. Since 2003, the City has administered the crossing guard services contract. The Human Services and Recreation Department issued the Crossing Guard Services Request for Proposals in November of 2014. The scope of work in the resulting contract includes recruitment of guards; screening of guards according to established criteria, including background

clearance; initial and ongoing classroom and field training; supplying basic equipment; management of staff and the program; and communicating with schools.

On January 12, 2015, City Council authorized a contract for crossing guard services which were procured via a Competitive Selection process. On March 24, 2015, the City and All-City Management Services, Inc. (ACMS) entered into contract number 22121 to provide crossing guard services at select Pasadena Unified School District campuses. The contract included two base years and two additional one year terms at the discretion of the City Manager for an amount of \$175,000 per year through June 20, 2019.

The 2016-2017 school year had crossing guard services at 16 PUSD school sites which included the addition of Blair Middle School. Crossing guard locations are selected based on criteria including volume of traffic and pedestrian volumes during peak times when school begins and is dismissed. These services are complemented by a comprehensive series of traffic safety measures designated to promote school area pedestrian safety. Measures used to address safety include warning signs and street marking, variable speed limit signs, flashing yellow beacons, stop signs, removing visibility obstructions, parking controls and curb-use zones. A total of 17 school campuses will be served during the 2017-2018 school year with the addition of San Rafael Elementary School. Attachment B lists campuses served.

During the recent budget deliberations, Council acted to fund an additional crossing guard site at San Rafael Elementary School located at the intersection of Nithsdale Road and San Miguel Road. In order to add this site to the existing contract and address increasing labor costs, a contract amendment is required to increase the total not to exceed amount by \$118,340. This represents an increase of the yearly contract amount from \$175,000 per fiscal year to \$218,340 for FY 18 and \$250,000 for FY 19. This will increase the total contract not-to-exceed amount from \$785,744 to \$904,084 for FY15 through FY19.

It is further recommended that the City Council grant the proposed contract amendment an exemption from the Competitive Selection process to the extent that the additional service could be considered a separate procurement. The City's best interests are served as there is a contract in place that City Council authorized for crossing guard services which were procured via a Competitive Selection process. In 2014, an RFP for crossing guard services was issued and a contract award was made to ACMS. As a contract is already in place, it is more efficient to add these services to the existing contract.

COUNCIL POLICY CONSIDERATION:

This action would support the Council's strategic planning goals of ensuring public safety, promoting quality of life and improving mobility and accessibility throughout the City of Pasadena.

ENVIRONMENTAL ANALYSIS:

The proposed contract amendment has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed contract amendment for crossing guard services. This contract would continue the Department of Human Services and Recreation's existing program of providing crossing guard services at selected PUSD campuses. The proposed contract does not involve any construction or any new physical changes to the environment. The proposed contract amendment will not be detrimental to the public interest, health, safety, convenience, or general welfare of the City nor will it have the potential for causing a significant effect on the environment, does not constitute approval of any construction project, and is therefore exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3).

FISCAL IMPACT:

The total cost of this action for two years is \$468,340. If approved, the second year option would not exceed \$250,000 in FY19 for a total of \$904,084. Funding will be addressed by utilization of existing budgeted appropriations in the Human Services and Recreation Department, Crossing Guard Program operating budget account 10118010-8114000.

Respectfully submitted,

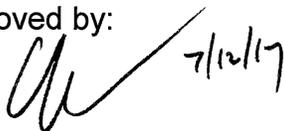


HORACE WORMELY
Director
Human Services and Recreation

Prepared by:


KELLEE O'ROURKE
Management Analyst

Approved by:

 7/12/17

FOR

STEVE MERMELL
City Manager