



City of Culver City

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Staff Report

File #: 23-57, **Version:** 1

Item #: A-3.

CC - ACTION ITEM: (1) Approval of a Five-Year Professional Service Agreement with All City Management Services, Inc. (ACMS) for Crossing Guard Services in an Amount Not-to-Exceed \$977,359.00 through June 30, 2027; and (2) Approval of the Transfer of Responsibility of Managing the Crossing Guard Program from the Police Department to the Parks, Recreation & Community Services Department.

Meeting Date: August 8, 2022

Contact Person/Dept.: Lieutenant Sorai Estrada/ Police

Phone Number: (310) 253-6251

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (08/03/2022)

Department Approval: Manuel Cid, Police Chief (07/26/2022)

RECOMMENDATION

Staff recommends the City Council (1) approve a five-year professional service agreement with All City Management Services Inc (ACMS) for Crossing Guard Services in an amount not-to-exceed \$977,359.00 through June 30, 2027; and (2) approve the transfer of responsibility of managing the crossing guard program from the Police Department to the Parks, Recreation & Community Services Department (PRCS).

BACKGROUND/DISCUSSION

The Police Department has historically provided crossing guard services near schools within the Culver City Unified School District. During the school year, eight (8) locations have been identified as needing crossing guards to help ensure the safety of children walking to and from school. The program has traditionally been staffed with part-time City employees and managed by the Police Department. Due to current and ongoing staffing shortages, it was become increasingly difficult to hire crossing guards and staff all 8 locations. During the 2021/22 school year for example, only four

(4) of the eight (8) identified locations were regularly staffed by crossing guards. The remaining four (4) locations were either staffed by Parking Enforcement Officers, if workload permitted, or not staffed at all. It has been extremely difficult to recruit and hire for the crossing guard positions due to the part-time split schedule of two hours in the morning and two hours in the afternoon, and other factors.

Due to the difficulty with recruiting and retaining crossing guards and the need to staff eight locations in the morning and afternoon, contracting the crossing guard program is a more efficient and effective option. ACMS manages and coordinates the recruitment, selection, background checks, training, scheduling, supervision, and payroll of crossing guards. In addition, ACMS has access to a large pool of employees to help staff shifts, including replacing sick calls.

ACMS will staff crossing guards at all eight locations for two (2) hours in the morning and two (2) hours in the afternoon during the 180-day school year. The total yearly projected hours of coverage are approximately 5,760 hours per school year. If coverage occurs for all available hours, the contract amount for the first school year will be \$184,090.00, with a 3% cost increase each year to cover increased personnel costs:

FY2022/23	\$184,090
FY2023/24	\$189,613
FY2024/25	\$195,301
FY2025/26	\$201,160
FY2026/27	\$207,195
TOTAL	<u>\$977,359</u>

ACMS is a well-respected and established company that has been providing professional services for over 35 years to over 200 cities and school districts in California, including several local cities. Several of the cities who currently contract with ACMS were contacted and spoke highly of the service ACMS provides. After discussion with City Council the transfer of managing the crossing guard program to the PRCS Department is presented as an option.

Culver City Municipal Code (CCMC) Section 3.07.055.G, Exceptions to Bidding Requirements, exempts bidding requirements where competitive bid procedures have already been utilized by the City, another public agency, including, but not limited to, federal, state, and county governments, including state of California agencies, counties, cities, joint power agencies, and special districts, or nonprofit agencies whose main purpose is to assist cities or other public entities, including, but not limited to, the League of California Cities and Independent Cities Association; provided, the equipment, goods or supplies are supplied to the City at the same or better price, as was obtained through the competitive bid procedures of that entity. Since crossing guard services provided by ACMS has previously undergone competitive bid procedures with the City of Hermosa Beach, and the fees charged the City are consistent with those charged to the City of Hermosa Beach, this procurement meets this requirement.

FISCAL ANALYSIS

The contract amount for the first school year will be \$184,090.00, with a 3% cost increase each year to cover increased personnel costs:

FY2022/23	\$184,090
FY2023/24	\$189,613
FY2024/25	\$195,301
FY2025/26	\$201,160
FY2026/27	\$207,195
TOTAL	<u>\$977,359</u>

The City Council Adopted Budget for Fiscal Year 2022/2023 includes \$184,090.00 for crossing guard contract services in Account #10140200.619800 (Police - Other Contractual Services). If Council approves transferring the responsibility for the contract to PRCS, the funds will be transferred to Account #10130100.619800 (PRCS Administrative Division - Other Contractual Services). Funds for the remaining years of the contract will be included in future fiscal year budgets.

ATTACHMENTS

1. 2022-08-08_ATT - All City Management Services Letter
2. 2022-08-08_ATT - School Crossing Guard Locations

MOTIONS

That the City Council:

1. Approve a five-year professional service agreement with All City Management Services, Inc. (ACMS) for Crossing Guard Services in an amount Not-to-Exceed \$977,359.00 through June 30, 2027; and
2. Approve the transfer of responsibility of managing the crossing guard program from the Police Department to Parks, Recreation & Community Services; and
3. Authorize the City Attorney to review/prepare any necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.