



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 24, 2019

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: MEMORANDA OF UNDERSTANDING WITH RIVERSIDE AND ALVORD UNIFIED SCHOOL DISTRICTS FOR SCHOOL CROSSING GUARD SERVICES FOR A FIVE YEAR TERM; AND FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR CROSSING GUARD PROGRAM MANAGEMENT SERVICES WITH ALL CITY MANAGEMENT SERVICES, INC. TO EXTEND THE TERM FROM 90 DAYS TO FIVE YEARS THROUGH JUNE 30, 2024 IN AN AMOUNT NOT TO EXCEED \$4,966,041.60 – RFP 1873

ISSUES:

Approve Memoranda of Understanding with Riverside and Alvord Unified School Districts for school crossing guard services; and approve a First Amendment to the Professional Services Agreement for Crossing Guard Program Management Services with All City Management Services, Inc., of Santa Fe Springs, CA, to extend the term from 90 days to five years through June 30, 2024 in an amount not to exceed \$4,966,041.60.

RECOMMENDATIONS:

That the City Council:

1. Approve the Memorandum of Understanding for Reimbursement of Crossing Guard Services with Alvord Unified School District for a five-year term through June 30, 2024;
2. Approve the Memorandum of Understanding for Reimbursement of Crossing guard Services with Riverside Unified School District for a five-year term through June 30, 2024;
3. Approve the First Amendment to Professional Consultant Services Agreement with All City Management Services, Inc. for Crossing Guard Program Management Services to extend the term through June 30, 2024;
4. Authorize the appropriation of any savings realized from the Memorandum of Understanding with the Riverside and Alvord Unified School Districts for cost sharing of Crossing Guard Services to the Pension Stabilization Fund at the end of each fiscal year in accordance with Pension Funding Policy;
5. Authorize the City Manager to execute the Memorandum of Understanding with Alvord Unified School District, including making minor and non-substantive changes;

6. Authorize the City Manager to execute the Memorandum of Understanding with Riverside Unified School District, including making minor and non-substantive changes; and
7. Authorize the City Manager, or his designee, to execute First Amendment to the Professional Consultant Services Agreement with All City Management Services, Inc., including making minor and non-substantive changes and contract extensions.

BACKGROUND:

Prior to 2014, the Public Works Department was responsible for staffing and managing the City's crossing guard program. Due to a series of challenges associated with the program, including citywide staffing reductions following the Great Recession, difficulties recruiting and retaining part-time guards, and an increase in liability associated with workplace injuries, the City Council authorized issuance of a request for proposals (RFP) on December 3, 2013 for the management and provision of crossing guard services within the City. On April 15, 2014, the City Council approved a five-year contract with All City Management Services, Inc. (ACMS), which expired on June 30, 2019. The City has funded crossing guard services at 100% through June 30, 2019.

On May 14, 2019, staff brought a new contract proposal for crossing guard services before the City Council for a five year term with an option to extend for one additional two year term in an amount not to exceed \$4,966,041.60. The agreement would cover up to 64 locations at 43 schools for Riverside Unified School District (RUSD), Alvord Unified School District (AUSD), and two parochial schools. During that discussion, City staff indicated that based on findings from an informal survey of 50 agencies, many are exploring cost sharing models with school districts for crossing guard services. In response to budgetary constraints, the City Council rejected the contract and directed staff to explore cost sharing models with both AUSD and RUSD.

On July 16, 2019, staff presented City Council with a cost sharing plan phased in over a five year period. City Council directed staff to work with the school districts on a plan to achieve a 50/50 cost sharing model. The timeframe given to achieve this was preferably within 2 years, but no more than 3 years maximum. In order to ensure the safety of school children on the first day of school, City Council also authorized a short term agreement up to 90 days from the first day of school (August 8) and directed staff to return to City Council within 60 days with signed Memorandums of Understanding (MOU) from each school district. At the end of 60 days, in the event the school districts were not in agreement with proposed cost sharing terms outlined in the Memoranda of Understanding, staff was directed to provide ACMS with a 30 day termination notice.

DISCUSSION:

Cost Sharing

City staff worked with administrators at both school districts and the parties agreed to present to their respective boards the following cost sharing plan, which achieves a 50/50 cost share by Year 3 and saves the City \$1,902,832 over the term of agreement:

Cost Sharing Riverside Unified School District	Year 1	Year 2	Year 3	Year 4	Year 5
	2019/20	2020/21	2021/22	2022/23	2023/24
Percentage Split (City/Schools)	90/10	75/25	50/50	50/50	50/50
City	\$583,002	\$555,403	\$382,617	\$406,431	\$417,897
RUSD	\$64,778	\$185,134	\$382,617	\$406,431	\$417,897

Cost Sharing Alvord Unified School District	Year 1	Year 2	Year 3	Year 4	Year 5
	2019/20	2020/21	2021/22	2022/23	2023/24
Percentage Split (City/Schools)	90/10	75/25	50/50	50/50	50/50
City	\$178,470	\$170,021	\$117,128	\$124,418	\$127,928
AUSD	\$19,830	\$56,674	\$117,128	\$124,418	\$127,928

On August 22, 2019, RUSD’s Board of Education Finance Subcommittee recommended support of the proposed cost sharing model which was approved by Riverside Unified School District’s board on September 3, 2019. AUSD staff is also recommending support of the cost sharing model to their Board which matter is anticipated to be heard at the September 19, 2019 AUSD Board meeting. Pursuant to the Sunshine Ordinance, this report is published on September 12, 2019, for the September 24, 2019, meeting. Therefore, staff will present a verbal update of AUSD’s action at the September 24, 2019 City Council meeting.

The proposed cost sharing model will save the City \$1,902,832 over the term of the agreement. Future savings will be reserved for the Pension Stabilization Fund in accordance with the Pension Funding Policy.

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution 23256.

FISCAL IMPACT:

Funds are available in the FY 2019/20 Public Works’ Non-Departmental Crossing Guards Professional Services account number 7241500-421000. Appropriations for future fiscal years will be included in the Department’s Budget submissions for those fiscal years to be presented to the City Council for approval. Additionally, any potential savings realized from the cost sharing agreement will be considered at the end of each fiscal year to be appropriated to the Pension Stabilization Fund in accordance with the Pension Funding Policy.

Prepared by: Kris Martinez, Public Works Director
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
 Approved by: Rafael Guzman, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

- Attachments:
1. Agreement
 2. Memorandum of Understanding with Alvord Unified School District
 3. Memorandum of Understanding with Riverside Unified School District
 4. Presentation