



# City Council Memorandum

*City of Arts & Innovation*

---

**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: MAY 6, 2025**

**FROM: PUBLIC WORKS DEPARTMENT**                                      **WARDS: ALL**

**SUBJECT: FOURTH AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR CROSSING GUARD PROGRAM MANAGEMENT SERVICES WITH ALL-CITY MANAGEMENT SERVICES, INC., OF SANTA FE SPRINGS, CALIFORNIA, TO ADD THREE ADDITIONAL CROSSING GUARD LOCATIONS FOR AN AMOUNT NOT-TO-EXCEED \$66,192 FOR THE REMAINING TERM OF THE AGREEMENT THROUGH JUNE 30, 2026, FOR A TOTAL CONTRACT VALUE OF \$8,822,377.60; FOURTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING FOR REIMBURSEMENT OF CROSSING GUARD SERVICES WITH ALVORD UNIFIED SCHOOL DISTRICT FOR THE SUMMER PROGRAM, EXTEND FOR A ONE YEAR TERM THROUGH JUNE 30, 2026, AND TO REVISE THE REIMBURSEMENT SCHEDULE; AND SECOND AMENDMENT TO THE MOU WITH RIVERSIDE UNIFIED SCHOOL DISTRICT TO ADD THREE ADDITIONAL GUARD LOCATIONS AND EXTEND FOR A ONE YEAR TERM THROUGH JUNE 30, 2026, AND REVISE THE REIMBURSEMENT SCHEDULE - SUPPLEMENTAL APPROPRIATION**

**ISSUES:**

Approve the Fourth Amendment to the Professional Consultant Services Agreement with All-City Management Services, Inc., of Santa Fe Springs, California, for Crossing Guard Program Management Services, to add three (3) guard locations, through June 30, 2026 for a total of 87 guard locations, for an additional amount of \$66,192, for a total not to exceed contract amount of \$8,822,377.60; approve the Fourth Amendment to the Memorandum of Understanding (MOU) between the Alvord Unified School District (AUSD) for the full reimbursement of Crossing Guard Services at all guard locations for the duration of the Summer Program, extend for a one year term through June 30, 2026, and revise the reimbursement schedule; and approve the Second Amendment to the MOU between the Riverside Unified School District (RUSD), to add three (3) additional guard locations, and revise the reimbursement schedule.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Fourth Amendment to Professional Consultant Services Agreement with All-City Management Services (ACMS), Inc. of Santa Fe Springs, California, for Crossing Guard Program Management Services to add three (3) guard locations for a total of 87

guard locations through June 30, 2026, for an amount not to exceed \$66,192, for a total contract value of \$1,919,568 for fiscal year (FY) 2025/26;

2. Authorize the City Manager, or designee, to execute the Fourth Amendment to the Professional Consultant Services Agreement with ACMS, including making minor and non-substantive changes, and executing future amendments and extensions, subject to the availability of budgeted funds;
3. Approve the Fourth Amendment to the MOU for Reimbursement of Crossing Guard Services with AUSD to fully reimburse the City of Riverside for all guard locations for the duration of the Summer Program, subject to the availability of budgeted funds, to extend for a one-year term through June 30, 2026, and to revise the reimbursement schedule;
4. Approve the Second Amendment to the MOU for Reimbursement of Crossing Guard Services with RUSD to extend for a one-year term through June 30, 2026, add three (3) additional guard locations for a total of 58 guard locations for a total Contract price of \$1,279,712 for FY 2025/26, and to revise the reimbursement schedule;
5. Authorize the City Manager, or designee, to execute the Second Amendment to the MOU with RUSD and the Fourth Amendment to the MOU with AUSD for Reimbursement of Crossing Guard Services, including making minor and non-substantive changes, and executing future Memorandum of Understanding amendments and extensions, subject to the availability of budgeted funds; and
6. With five affirmative votes, authorize the Chief Financial Officer, or designee, to record a increase in FY 2025/26 revenue of \$136,796 and a supplemental appropriation in the amount of \$50,526, to reflect the updated cost sharing arrangements and contract costs as compared to existing budget projections.

## **BACKGROUND:**

On September 24, 2019, the City Council approved an MOU for the reimbursement of crossing guard services with RUSD and AUSD for a five-year term through June 30, 2024.

On February 27, 2024, the City Council approved the Second Amendment to the Professional Consultant Services Agreement for Crossing Guard Program Management Services with ACMS, to add twelve (12) guard locations at AUSD and 1 guard location at RUSD location through June 30, 2024, approved the First Amendment to the MOU between the AUSD to add 12 additional guard sites at a 100% reimbursement to the City of Riverside for the addition of the new guard sites of Crossing Guard Services, and authorized to pay \$13,500 for Crossing Guard Services for the St. Catherine of Alexandria site at Arlington and Brockton for the remainder of the 2023/24 school year. This MOU change allowed AUSD to leverage the City of Riverside's lower pricing for crossing guard services.

On June 18, 2024, the City Council approved the Third Amendment to the Professional Consultant Services Agreement with ACMS, for Crossing Guard Program Management Services, to add seven (7) additional guard locations for a total of 84 guard locations through June 30, 2026, approved the First Amendment to MOU between RUSD to add six (6) additional guard locations in their district through June 30, 2025, approved the Third Amendment to the MOU between the AUSD for to add one (1) additional guard location in their district through June 30, 2025, and approved the MOU between the St. Catherine of Alexandria School for 100% reimbursement of Crossing Guard Services through June 30, 2026.

On January 28, 2025, the City Manager and the Public Works Department met with representatives from RUSD. During discussions, RUSD shared that they would like to add three crossing guard locations to the new school site at Casa Blanca Elementary with the request to pay no more than 50% as the new school is in the City.

On February 19, 2025, the Safety, Wellness, and Youth Committee received and filed an update on the school crossing guard service program and recommended a cost sharing option with RUSD and AUSD to increase the school district contributions for the 72 public schools within City Limits by 5% each year over a five-year term, beginning in FY 2025/26, with the goal of reaching a 75% (School) / 25% (City) contribution split in 5 years.

On March 12, 2025, the City Manager and the Public Works Department met with representatives from AUSD. During discussions, AUSD expressed their gratitude to the City Council for their recommendation to add guard locations within City limits into cost sharing model. They also shared that they anticipate a decrease in school funding and would appreciate it if the City would reconsider a 50/50 split.

**DISCUSSION:**

The MOUs with AUSD and RUSD are set to expire on June 30, 2025, and the Agreement with ACMS is currently in its sixth year and is set to expire on June 30, 2026. Currently, the City funds the originally contracted schools at 50%. Crossing guard services for newly contracted schools are being fully reimbursed by the respective school districts. Table 1 outlines the existing reimbursement schedule for the original school sites and those additional sites previously amended into the agreement.

Table 1 – Current Reimbursement Schedule

District	Agreement Term	Number of Schools	Percentage Split City / District
AUSD	Included in original agreement	15	50% / 50%
	Additional School Sites	13*	0% / 100%
RUSD	Included in original agreement	49	50% / 50%
	Additional School Sites	6**	0% / 100%
St. Catherine’s	Removed from RUSD	1***	0% / 100%

\*Schools are in City & County limits.

\*\*Schools are in County limits.

\*\*\* Private school

AUSD requested to include crossing guard services for its Summer School Program and is interested in leveraging the City of Riverside’s pricing for crossing guard services, as AUSD previously contracted with ACMS at a higher rate. AUSD has agreed to fully reimburse the City of Riverside for all guard sites within their district for the Summer School Program for FY 2024/25 and FY 2025/26. To formalize this arrangement, the Fourth Amendment to Memorandum of Understanding for Reimbursement of Crossing Guard Services (MOU) Agreement between the City of Riverside and AUSD will add the guard locations for the duration of the Summer School Program while seeking full reimbursement.

**Cost Sharing Update**

During previous City Council discussions, the subject of continued adjustment to the cost sharing model was raised. On February 19, 2025, Public Works staff presented different options for the

reimbursement schedule to the Safety, Wellness, and Youth Committee, and the Committee (Committee). Specifically, staff recommended the terms outlined in Table 2 which increases the school district contributions for public schools within City limits by 5% each year over a five-year term, beginning in FY 2025/26, with the goal of reaching a 75% (School) / 25% (City) contribution split in 5 years.

Table 2 – Proposed Reimbursement Schedule by Fiscal Year

Reimbursement Schedule			
	Fiscal Year	City Share	District Share
<b>Gradual reduction in City contribution (from 50% to 25%)</b>	2024/25	50%	50%
	2025/26	45%	55%
	2026/27	40%	60%
	2027/28	35%	65%
	2028/29	30%	70%
	2029/30	25%	75%

The Committee recommended integrating Elementary and Middle Schools located within City limits into the cost sharing model, resulting in an increase of five guard locations from AUSD. The Committee also recommended adding three crossing guard locations for the new school site at Casa Blanca Elementary (RUSD). These updates are shown in Table 3.

Table 3 – Proposed Reimbursement School Sites

District	Agreement Term FY 2025/26	Number of Schools	Percentage Split City / District
AUSD	Schools in City Sites	20	45% / 55%
	County School Sites	8	0% / 100%
RUSD	Included in original agreement	52	45% / 55%
	County School Sites	6	0% / 100%
St. Catherine's	Removed from RUSD***	1	0% / 100%

\*Schools are within the County limits.

\*\* Private school

The MOUs with RUSD and AUSD only extend one year as the Agreement with ACMS is scheduled to sunset on June 30, 2026. Staff will issue a Request For Proposals for the new crossing guard services contract and upon award will issue new multi-year MOUs with the school districts reflecting the cost-sharing model as listed in Table 4. The financial contributions for Year 8 through Year 11 are for illustrative purposes as those figures are subject to change with the new crossing guard services contract.

Table 4 reflects estimated costs for the City and each school district for the recommended option.

Table 4 – Proposed Cost Sharing Model

			Year 7 2025/26	Year 8 2026/27	Year 9 2027/28	Year 10 2028/29	Year 11 2029/30	
		%	45%	40%	35%	30%	25%	
Gradual decrease in City contribution	City	Original	\$635,443	\$621,322	\$570,840	\$513,756	\$449,536	
		+ RUSD 3 locations	\$29,786	\$29,124	\$26,758	\$24,082	\$21,072	
		+ AUSD 5 Locations	\$49,644	\$48,541	\$44,597	\$40,137	\$35,120	
		<b>Total Contribution</b>	<b>\$714,873</b>	<b>\$698,987</b>	<b>\$642,195</b>	<b>\$577,975</b>	<b>\$505,728</b>	
Gradual increase in school district contribution	AUSD	%	55%	60%	65%	70%	75%	
		Original	\$182,028	\$218,434	\$248,468	\$280,960	\$316,080	
		New	\$60,676	\$72,811	\$82,823	\$93,653	\$105,360	
	RUSD	Full reimbursement	\$176,512	\$194,163	\$203,871	\$214,065	\$224,768	
		Original	\$594,625	\$713,550	\$811,663	\$917,803	\$1,032,529	
		New	\$36,406	\$43,687	\$49,694	\$56,192	\$63,216	
	St. Catherine	Full reimbursement	\$132,384	\$145,622	\$152,904	\$160,549	\$168,576	
		Full reimbursement	\$22,064	\$24,270	\$25,484	\$26,758	\$28,096	
			<b>Total Contribution</b>	<b>\$1,204,694</b>	<b>\$1,412,537</b>	<b>\$1,574,906</b>	<b>\$1,749,981</b>	<b>\$1,938,626</b>
			<b>Contract Value</b>	<b>\$1,919,568</b>	<b>\$2,111,525</b>	<b>\$2,217,101</b>	<b>\$2,327,956</b>	<b>\$2,444,354</b>

Purchasing Resolution 1104 “Change Orders” states “Modifications to a Purchase Order shall be made only by Change Order... Change Orders may be utilized for purposes of...(3) modifying scope of work/services being provided, where the modification is reasonably related to the original scope of work/services, (5) modifying contract completion time or the term of a Contract, or (6) any other change approved by the Manager... Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval: e) Any Change Order which extends the time of completion beyond one year of the original date.”

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution 24101 Section 1104.

## **STRATEGIC PLAN ALIGNMENT:**

These Agreements support **Strategic Priority 2 – Community Well-Being** and **Goal 2.3** – Strengthen neighborhood identifies and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide; and **Goal 2.4** – Support programs and innovations that enhance community safety, encourage neighborhood engagement and build public trust. It also supports **Strategic Priority 5 – High Performing Government** and aligns with **Goal 5.4** – Achieve and maintain financial health by addressing gaps between revenues and expenditures and aligning resources with strategic priorities to yield the greatest impact.

Furthermore, this Project aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – Providing crossing guard services to the public is also an integral component of safety measures to ensure the welfare of pedestrians in roadways after school. These services help promote safe communities.
2. **Equity** – The Crossing Guard Program will benefit the entire community, enhances services for underrepresented neighborhoods or population, and generates revenue that will go back into the General Fund to provide citywide benefit.
3. **Fiscal Responsibility** – These proposed amendments exemplify the partnership between the City of Riverside’s Public Works Department and RUSD, AUSD, and St. Catherine of Alexandria and demonstrates responsible management of the City’s financial resources to provide quality public services and ensure partnering school districts achieve cost savings through our competitive pricing.
4. **Innovation** – This item is neutral in this area.
5. **Sustainability & Resiliency** – Maintaining service agreements allows the City of Riverside to meet the needs of the present without compromising the needs of the future and ensures the City’s capacity to persevere, adapt and grow during good and difficult times alike.

## **FISCAL IMPACT:**

There is no fiscal impact to the current fiscal year, FY 2024/25.

The net positive fiscal impact to FY 2025/26 is \$49,644, as follows:

- The fiscal impact for decreasing the City’s contribution to the cost sharing model is a savings of \$79,430.
- The fiscal impact to add the three RUSD schools is \$66,192, with the City’s share equal to \$29,786.
- There is zero net fiscal impact for adding Summer School, which will be 100% reimbursed by AUSD.

The FY 2024-2026 biennial budget included revenue and expenditure estimates in advance of 2025 and 2026 contract revisions. The FY 2025/26 budget will be adjusted to increase revenue in the amount of \$136,796 and expenditures in the amount of \$50,526, for a net fiscal impact of \$86,270.

Prepared by: Diana Palatto, Principal Management Analyst  
Approved by: Gilbert Hernandez, Public Works Director  
Certified as to  
Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Jack Liu, Interim City Attorney

Attachments:

1. Fourth Amendment to Agreement with All-City Management Services
2. Fourth Amendment to Memorandum of Understanding (MOU) with Alvord Unified School District
3. Second Amendment to MOU with Riverside Unified School District
4. Presentation