



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: JULY 11, 2017**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT              WARD: 1**  
**DEPARTMENT**

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH STREETPLUS  
COMPANY, LLC FOR THE DOWNTOWN SAFETY AMBASSADOR PROGRAM  
FOR A TERM OF TWO YEARS IN THE TOTAL AMOUNT OF \$777,884, WITH  
TWO 1-YEAR OPTIONS TO EXTEND – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Approve a Professional Consultant Services Agreement with Streetplus Company, LLC, of Los Angeles, California, for the Downtown Safety Ambassador Program for a term of two years in the total amount of \$777,884, with two 1-year options to extend; authorize supplemental appropriations from the Recognized Obligation Schedule and from Public Works; and accept and authorize supplemental appropriations from City-owned Main Street Building Rent and from Riverside Downtown Partnership.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the two-year Professional Consultant Services Agreement (Attachment 1) with Streetplus Company, LLC for the Downtown Safety Ambassador Program for a term of two years in the total amount of \$777,884, with two 1-year options to extend;
2. Authorize and appropriate the revenue and expense for the Downtown Safety Ambassador Program in the amounts up to \$250,000 for FY 16/17 and \$250,000 for FY 17/18 from the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency-owned California Tower Building;
3. Authorize and appropriate the revenue and expense for the Downtown Safety Ambassador Program in the amount of \$77,010 for FY 17/18 from Public Works Account No. 4150000-421000;
4. Accept, authorize, and appropriate the revenue and expense for the Downtown Safety Ambassador Program in the amounts up to \$11,161.98 for FY 17/18 from the City-owned Main Street Building Rent Revenue; and
5. Accept, authorize, and appropriate the revenue and expense for the Downtown Safety Ambassador Program in the amount \$4,166.66 per month for FY 17/18 from the Riverside Downtown Partnership.

## **BACKGROUND:**

On August 18, 2016, the Development Committee, with all members present, unanimously selected the proposal for Request for Qualifications (RFQ) 1635 from Streetplus Company, LLC (Streetplus) of Los Angeles, California for the Downtown Safety Ambassador Program and recommended that the City Council approve an Exclusive Negotiation Agreement with Streetplus. On September 20, 2016, the City Council approved an Exclusive Negotiating Agreement (ENA), for a term of 1-year (with a six month option to extend), with Streetplus for the development of the Downtown Safety Ambassador Program.

The ENA has allowed staff to negotiate the following items relative to the Downtown Safety Ambassador Program: 1) program geographical boundaries determination, 2) contract term and funding source identification, and 3) refining of scope of work.

## **DISCUSSION:**

Since the execution of the ENA, staff has worked extensively with Streetplus and downtown community partners to finalize the following items:

Refined Scope of Work: Streetplus' safety ambassadors will provide a wide-range of services and will complete many different tasks with the focus on making downtown Riverside more safe and friendly. The ambassadors will spend a vast majority of their time circulating throughout the downtown area deterring unwanted behavior and activity. Patrols will be accomplished on foot, mountain bike and by Segway. Patrols will be monitored and recorded by using computerized programs and reports, which will be available for the City's review in the form of daily, weekly, monthly, quarterly and annual reports.

Specifically, the ambassador duties will include, but not be limited to, the following: conduct patrols within assigned zones; be knowledgeable of local ordinances related to quality of life; offer and provide assistance, information and directions; conduct businesses checks; make contact and conversation with pedestrians; provide personal safety escorts; identify and report all conditions and incidents that impact safety; pick up loose trash; observe and report cleaning issues; and interview persons and witnesses.

Moreover, the ambassadors shall also provide security patrols throughout the downtown Public Parking Garages. Each floor of the downtown Public Parking Garages shall receive security patrol coverage on a regular basis between the hours of 9:00 PM and 5:00 AM (Thursday through Sunday). Streetplus shall adhere, at a minimum, to the following deployment of staff resources:

**SAFETY AMBASSADORS**

HOURS	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
2:30 PM to 11:00 PM	0.00	0.00	0.00	0.00	8.00	8.00	8.00	24.00
	0.00	0.00	0.00	0.00	4.00	4.00	4.00	12.00
6:30 PM to 3:00 AM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	8.00	8.00	8.00	8.00	8.00	8.00	48.00
	0.00	0.00	0.00	0.00	8.00	8.00	8.00	24.00
	0.00	0.00	0.00	0.00	8.00	8.00	8.00	24.00
8:30 PM to 5:00 AM	8.00	0.00	0.00	0.00	8.00	8.00	8.00	32.00
	8.00	0.00	0.00	0.00	8.00	8.00	8.00	32.00
<b>TOTAL</b>	<b>16.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>52.00</b>	<b>52.00</b>	<b>52.00</b>	<b>196.00</b>

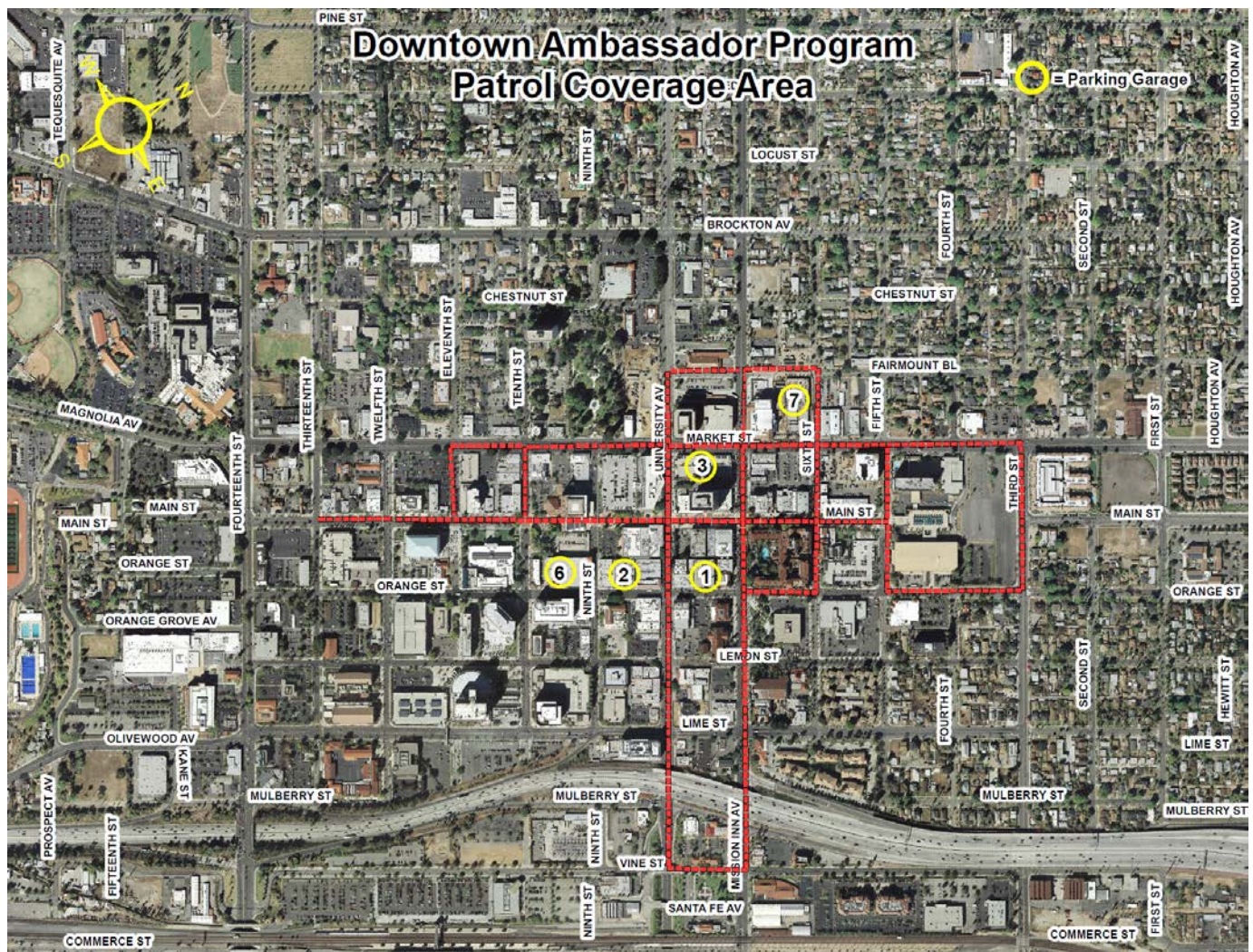


TEAM LEADER								
HOURS	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
2:30 PM to 6:30 PM	0.00	0.00	0.00	0.00	4.00	4.00	4.00	12.00
6:30 PM to 3:00 AM	0.00	8.00	8.00	8.00	8.00	8.00	8.00	48.00
<b>TOTAL</b>	<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>60.00</b>

PROGRAM MANAGER								
HOURS	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
TBD	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
<b>TOTAL</b>	<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>40.00</b>

**Program Boundaries:** After multiple meetings with Streetplus and the downtown community partners (including the Riverside Police Department, Greater Riverside Chambers of Commerce, Riverside Downtown Partnership, and the Riverside Convention Bureau), the following coverage map (as highlighted in red) is proposed for City Council consideration:



**Contract Term and Compensation:** The contract term shall be two years (estimated to commence on August 1, 2017) and shall include two 1-year options to extend (at the City's sole discretion). Financial compensation shall be as follows:

Year 1:	\$385,091
Year 2:	\$392,793
<b>Total:</b>	<b>\$777,884</b>
Option Year 1:	\$400,648
Option Year 2:	\$408,661

The Public Works Director concurs with the above recommendations.

### **FISCAL IMPACT:**

Funding for the Downtown Security Ambassador Program is available as follows:

\$500,000.00	2016/2017 and 2017/2018 ROPS Account No. 2830831-421000
\$155,560.04	Public Works Account No. 4150000-421000
\$22,323.96	Main Street Building Rent Revenue
\$100,000.00	Riverside Downtown Partnership (RDP)
<b>\$777,884</b>	<b>Total</b>

Funding for Option Years 1 and 2 is subject to the future budget appropriations and approval process:

**Main Street Building Financial Contribution:** On May 4, 2017, Inland Pacific Advisors (IPA) provided the City with a check in the amount of \$22,323.96, via an IPA Property Management Trust Account, from the City-owned commercial building located at 3615-3653 Main Street and 3700 Sixth Street (Main Street Building) for Years 1 and 2 of the Downtown Security Ambassador Program.

**Riverside Downtown Partnership Financial Contribution:** On May 19, 2017, the Riverside Downtown Partnership's (RDP) Board of Directors approved a \$50,000 financial contribution (Attachment 2) to Year 1 of the Downtown Security Ambassador Program – to be paid to the City in equal monthly installments of \$4,166.66. Moreover, subject to the renewal of the Business Improvement District (BID), RDP's Board of Directors approved a \$50,000 financial contribution to Year 2 of the Downtown Security Ambassador Program.

Appropriations for future fiscal years (i.e. FY2018-20) will be included in the Community and Economic Development Department's Budget submissions for those fiscal years estimated to be presented to the City Council for approval in June 2018.

Prepared by:	Rafael Guzman, Community & Economic Development Director
Certified as to availability of funds:	Scott G. Miller, PhD, Chief Financial Officer/City Treasurer
Approved by:	Al Zelinka, FAICP, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

**Attachments:**

1. Professional Consultant Services Agreement
2. RDP Funding Commitment Letter
3. Presentation