



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 18, 2024

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: APPROVAL OF A THIRD AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR CROSSING GUARD PROGRAM MANAGEMENT SERVICES WITH ALL-CITY MANAGEMENT SERVICES, INC. OF SANTA FE SPRINGS, CA TO EXTEND AGREEMENT THROUGH JUNE 30, 2026 AND TO ADD 7 ADDITIONAL GUARD LOCATIONS, FOR AN AMOUNT NOT-TO-EXCEED \$1,776,768 FOR FY 2024/25 AND \$1,853,376 FOR FY 2025/26, FOR A TOTAL CONTRACT OF \$8,756,185.60; APPROVAL OF THE FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) FOR REIMBURSEMENT OF CROSSING GUARD SERVICES WITH RIVERSIDE UNIFIED SCHOOL DISTRICT FOR A ONE YEAR TERM THROUGH JUNE 30, 2025; APPROVAL OF THE THIRD AMENDMENT TO THE MOU FOR REIMBURSEMENT OF CROSSING GUARD SERVICES WITH ALVORD UNIFIED SCHOOL DISTRICT FOR A ONE YEAR TERM THROUGH JUNE 30, 2025; APPROVAL OF THE MOU FOR REIMBURSEMENT OF CROSSING GUARD SERVICES BETWEEN THE CITY OF RIVERSIDE AND ST. CATHERINE OF ALEXANDRIA SCHOOL FOR REIMBURSEMENT OF CROSSING GUARD SERVICES FOR A TWO YEAR TERM THROUGH JUNE 30, 2026

ISSUES:

Approve the Third Amendment to the Professional Consultant Services Agreement with All-City Management Services, Inc., of Santa Fe Springs, CA, for Crossing Guard Program Management Services, to add seven (7) additional guard locations for a total of 84 guard locations through June 30, 2026, for an amount not to exceed \$1,776,768 in FY 2024/25 and \$1,853,376 in FY 2025/26; approve the First Amendment to Memorandum of Understanding (MOU) between the Riverside Unified School District for the extension through June 30, 2025 and add six additional guard locations in their district; approve the Third Amendment to the MOU between the Alvord Unified School District for the extension through June 30, 2025 and add one additional guard location in their district; and approve the MOU between the St. Catherine of Alexandria School for reimbursement of Crossing Guard Services.

RECOMMENDATIONS:

That the City Council:

1. Approve the Third Amendment to Professional Consultant Services Agreement with All-City Management Services (ACMS), Inc. of Santa Fe Springs, CA, for Crossing Guard Program Management Services to add seven (7) additional guard locations for a total of 84 guard locations through June 30, 2026, in the amount not to exceed \$1,776,768 for FY

2024/25 and for an amount not to exceed \$1,853,376 for FY 2025/26;

2. Authorize the City Manager, or designee, to execute the Third Amendment to the Professional Consultant Services Agreement with ACMS, including making minor and non-substantive changes, and adding or removing crossing guard locations, subject to the availability of budgeted funds;
3. Approve the First Amendment to the MOU for Reimbursement of Crossing Guard Services with Riverside Unified School District (RUSD) for the extension through June 30, 2025 and to fully reimburse the City of Riverside for the additional six (6) guard locations in their district, for a total of 55 guard locations, for an amount not to exceed \$645,136 for FY 2024/25;
4. Authorize the City Manager, or designee, to execute the First Amendment to the MOU for Reimbursement of Crossing Guard Services with RUSD, including making minor and non-substantive changes, and adding or removing crossing guard locations, subject to the availability of budgeted funds;
5. Approve the Third Amendment to the MOU for Reimbursement of Crossing Guard Services with Alvord Unified School District (AUSD) for the extension through June 30, 2025 and to fully reimburse the City of Riverside for the one (1) additional guard location in their district, for a total of 28 guard locations, for an amount not to exceed \$406,616 for FY 2024/25;
6. Authorize the City Manager, or designee, to execute the Third Amendment to the MOU for Reimbursement of Crossing Guard Services with AUSD, including making minor and non-substantive changes, and adding or removing crossing guard locations, subject to the availability of budgeted funds;
7. Approve the Memorandum of Understanding for Reimbursement of Crossing Guard Services with St. Catherine of Alexandria School to fully reimburse the City of Riverside for one (1) guard location in their premise for an amount not to exceed \$21,152 for FY 2024/25 and for an amount not to exceed \$22,064 for FY 2025/26; and
8. Authorize the City Manager, or designee, to execute the MOU with St. Catherine of Alexandria, including making minor and non-substantive changes, and adding or removing crossing guard locations, subject to the availability of budgeted funds.

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, on December 3, 2013, the City Council authorized issuance of a Request for Proposals (RFP) for the management and provision of crossing guard services with the City.

On April 15, 2014, the City Council approved a five-year contract with ACMS, which expired on June 30, 2019. The City 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 (NTE) \$4,966,041.60. The agreement would cover up to 64 locations including 48 schools for Riverside Unified School District (RUSD), 15 schools at Alvord Unified School District (AUSD), and 1 parochial school. During that discussion, City staff indicated that based on findings from an informal survey of 50 agencies, many were exploring costs 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 the City Council with a cost sharing plan phased in over a five-year period. The 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 MOU from each school district. At the end of 60 days, in the event the school districts were not in agreement with proposed costs sharing terms outlined in the Memoranda of Understanding, staff was directed to provide ACMS with a 30-day termination notice.

On August 22, 2019, RUSD's Board of Education Finance Subcommittee recommended support of the proposed costs sharing model which was approved by Riverside Unified School District's board on September 3, 2019. AUSD staff also recommended support of the cost sharing model to their Board which was heard at the September 19, 2019 AUSD Board meeting.

On February 27, 2024, staff presented an Amendment with ACMS for crossing guard services before the City Council. This authority increased the contractual not to exceed value to \$5,126,041.60. The agreement also increased the guard coverage to 77 locations including 49 schools for RUSD, 27 schools at AUSD, and 1 parochial school. City Council approved the First Amendment to the MOU for reimbursement of Crossing Guard Services with AUSD to fully reimburse the City of Riverside for the additional 12 guard locations in their district with an increase in revenue of \$146,500. In addition, City Council also approved the Second Amendment to Professional Consultant Services Agreement with All-City Management Services, Inc. of Santa Fe Springs, CA, for Crossing Guard Program Management Services to add 13 additional guard locations for an amount not-to-exceed \$160,000, authorized the Chief Financial Officer to record a supplemental appropriation of \$160,000, and authorized the City of Riverside to pay \$13,500 for Crossing Guard Services for the St. Catherine of Alexandria guard location at Arlington and Brockton for the remainder of the 2023/24 school year. The City of Riverside removed St. Catherine of Alexandria from the RUSD reimbursement schedule and recognized that safety measures were still required on Arlington and Brockton and agreed to pay for the crossing guard on-site until the end of the 2023/2024 school year.

On May 7, 2024, City Council approved the Second Amendment to the Memorandum of Understanding for Reimbursement of Crossing Guard Services with AUSD to fully reimburse the City of Riverside for the Summer School Program in their district with revenue increase of \$26,000.

DISCUSSION:

The MOUs with AUSD and RUSD will extend the reimbursement agreement by one year, during this time staff will meet with both school districts to discuss potentially changing the percentage portion that the City pays for crossing guard services.

Over the past year, City staff have had numerous discussions with ACMS to extend the period of performance by exercising the two option years. In addition, ACMS presented reasonable pricing for the two option years. In the Third Amendment with ACMS, one additional guard location will be added for AUSD, six guard locations will be added for RUSD, and the overall term will be extended through June 30, 2026. Overall, guard coverage will be increased to a total of 84 locations. It is important to note that the agreement with ACMS is separate from the MOUs with both school districts, and the City can extend its agreement for a two year period while continuing discussions with the school districts that could result in changes by Fiscal Year 25/26.

Public Works staff recently worked with administrators at AUSD, RUSD, and St. Catherine of Alexandria School regarding crossing guard services. All three entities are highly interested in leveraging the City of Riverside’s lower negotiated fee for crossing guard services, as their contract with ACMS is at a much higher rate, and all entities have agreed to reimburse the City of Riverside 100% for the additional guard sites requested. To formalize this arrangement, the First Amendment to the MOU for Crossing Guard Services Agreement between the City of Riverside and RUSD reflects the updated pricing arrangement with the addition of the new guard sites at County locations for a term that expires June 30, 2025. In addition, the Third Amendment to the MOU Agreement between the City of Riverside and AUSD reflects the updated pricing arrangement with the addition of the new guard site for a term that expires June 30, 2025.

The MOU with St. Catherine of Alexandria will add the 1 guard location for a term that expires June 30, 2026. This MOU allows the school to leverage the City’s pricing while providing 100% reimbursement.

Table 1 below displays the cost sharing responsibilities between the City of Riverside and AUSD, RUSD, and St. Catherine of Alexandria.

Table 1 – Cost Sharing

Riverside Unified School District		2024/2025
Percentage Split (City/Schools)		50/50
City – Original Schools		\$518,224
RUSD – Original Schools		\$518,224
Percentage Split (City/Schools)		0/100
RUSD – 6 additional school sites 100%		\$126,912
RUSD Total NTE Reimbursement		\$ 645,136

Alvord Unified School District		2024/2025
Percentage Split (City/Schools)		50/50
City – Original Schools		\$158,640
AUSD – Original Schools		\$158,640
Percentage Split (City/Schools)		0/100
AUSD – 1 additional school site 100%		\$274,976
AUSD Total NTE Reimbursement		\$ 433,616

<i>St. Catherine of Alexandria</i>	<i>2024/2025</i>
City	\$0
St. Catherine of Alexandria	\$ 21,152

<i>St. Catherine of Alexandria</i>	<i>2025/2026</i>
City	\$0
St. Catherine of Alexandria	\$ 22,064

Per Purchasing Resolution 24101, Section 1104(c) which states, “Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval, (c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000.”

The Purchasing Manager concurs that the recommendations comply with Purchasing Resolution 24101, Section 1104(c).

STRATEGIC PLAN ALIGNMENT:

This Agreement supports **Strategic Priority 2** – Community Well-Being and aligns with **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 five Cross-Cutting Threads:

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** – This proposed amendment exemplifies 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 to all and ensure our 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 such as this 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:

The total fiscal impact of the action is \$1,776,768 in FY 2024/25 and \$1,853,376 in FY 2025/26, for a total amount of \$3,630,144. Sufficient funds are included in the Public Works Department’s FY 2024-2026 biennial budget submission which will be presented to the City Council for adoption on June 25, 2024. Funds are budgeted in General Fund, Non-Departmental, Crossing Guards Program, Professional Services account number 7241500-421000. Upon Council approval, an increase in revenue in the amount of \$77,000 will be recorded in FY 2024/25 in the General Fund, Non-Departmental, Crossing Guards Program revenue account number 7241500-339000 to account for the guard locations added to the MOU’s with RUSD, AUSD, and St. Catherine of Alexandria.

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:	Phaedra A. Norton, City Attorney

Attachments:

1. Third Amendment to Agreement – All-City Management Services
2. First Amendment – Memorandum of Understanding with Riverside Unified School District
3. Third Amendment – Memorandum of Understanding with Alvord Unified School District
4. Memorandum of Understanding with St. Catherine of Alexandria School