TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER  DEPARTMENT: POLICE

DATE: JUNE 28, 2004   CMR:325:04

SUBJECT: APPROVAL OF AMENDMENT TO CONTRACT NO. C3144933 WITH ALL CITY MANAGEMENT SERVICES, INC., FOR ADULT CROSSING GUARD SERVICES FOR THE SECOND CONTRACT YEAR OF 2003/2004 ($281,000) AND THE THIRD CONTRACT YEAR OF 2004/2005 ($300,000)

RECOMMENDATION

Staff recommends that the City Council approve the amendment (Attachment A) to Contract No. C3144933 with All City Management Services, Inc. for a total contract amount not to exceed $281,000 for the second year and $300,000 for the third year for adult crossing guard services.

BACKGROUND

In 1979, after the initial round of school closures, the City of Palo Alto developed specific criteria to determine, which locations on school commute routes adult crossing guards should be located to ensure the safety of children traveling to and from school. The adult crossing guard criteria was revised in 1993 based on recommendations from the Meadow/Charleston corridor school commute safety study which was undertaken as a result of a fatal train accident at the Meadow Drive crossing involving a student going to school. These guidelines were adopted and approved by Council in April 1993 (CMR:175:93). The assignment of adult crossing guards is considered by the City/School Traffic Safety Committee only for those intersections which meet minimum standards and approved by the City/School Traffic Safety Committee. These standards (Attachment B) require that at least 20 school-age pedestrians utilize the crosswalk location per hour, on the way to or from school. In addition, other traffic related factors are considered such as crossing location, traffic volume, applicable CalTrain crossings, availability of bus service, and/or the number of traffic lanes involved.

Initially, the Police Department used hourly employees to staff the adult crossing guard positions. Because of the high turnover rate and unreliability of hourly employees for this type of job, the time spent on hiring, supervising, and training hourly employees, and the associated liability issues, the
Police Department frequently had to use community services officers and/or police officers to staff the positions in the mornings and afternoons. Because of the increase in the number of locations where crossing guards were needed and the amount of staff time required to handle all the associated responsibilities, the management of the crossing guard program became increasingly time-consuming and labor-intensive for Police personnel. As a result, in August 1999 Council approved a contract with All City Management Services, Inc. to provide crossing guard services. The services include crossing guard coverage and administrative oversight of all the locations.

**DISCUSSION**

A Request for Proposal (RFP) process (CMR: 326:99) was initiated during the summer of 1999 and sent to 14 vendors. All City Management Services, Inc. was the only vendor who responded. The company provides adult crossing guard personnel and supervision, as well as supplying appropriate safety equipment and training on the operation of pedestrian signals. All City Management Services, Inc. has been responsible for the staffing and supervision of crossing guard operations during both the regular school year and the summer session since August 1999. The Council approved the contract for a three-year term.

In September, 2002, after another RFP process again resulted in the submittal of only one vendor proposal, the City entered into a second multi-year agreement with All City Management Services, Inc. to provide adult crossing guard services for the first year in an amount not to exceed $197,133, enough funding to staff approximately 21 locations. Council authorized the City Manager to extend the contract for up to two additional years for an amount not to exceed $206,990 for the second year and $217,340 for the third year.

In September 2003, Terman Middle School was scheduled to open and begin its first year of operation. Beginning in June 2003, prior to the scheduled opening of the school, several meetings with the community, school officials and City staff were held concerning the safety of children going to and coming from Terman Middle School. Because Arastradero Road, Maybell Avenue and El Camino Real are major cross streets which students must traverse to access the school, staff reviewed a number of potential locations to determine if they might meet the established criteria for adult crossing guards. As a result of this initial review, five locations were identified and temporarily staffed with adult crossing guards when Terman Middle School opened: Margarita Avenue and El Camino Real, Maybell Avenue and El Camino Real, Maybell Avenue and Coulombe Drive, East Charleston and El Camino Real; and Donald Drive and Arastradero Road. It was agreed that these locations would remain staffed with crossing guards until they were fully evaluated using the agreed-upon methodology.

Staff evaluated the locations associated with the Terman Middle School opening during the fall of
2003 and determined that all five met the City’s criteria for crossing guards. Before requesting additional funding and an amendment to the contract for crossing guard services at that time, a reevaluation of the existing 21 staffed locations was conducted to ensure they continued to meet the minimum criteria for adult crossing guard placement. That evaluation has been completed and each location was determined to be in compliance. As a result, the not-to-exceed amount included in the agreement needs to be increased. Staff will continue to regularly inspect crossing guard locations to determine minimum eligibility for crossing guard staffing.

The requested amendment to the contract with All City Management Services, Inc. will cover the costs for staffing 26 locations for the 2004-05 regular school year and summer school. Because of the significant increase in the number of crossing guard locations, discussions will be held with the Palo Alto Unified School District regarding the possibility of joint funding.

**RESOURCE IMPACT**

As part of the midyear Budget Amendment Ordinance (CMR:154:04), $56,643 was approved to fund the five additional locations for the current school year and upcoming summer school. Based upon previous year’s expenditures and the probability that all of the new crossing guard locations will be staffed this summer, the total amount of this year’s contract will not exceed $281,000. Funds in the amount of $290,000 are included in the FY 2004-2005 Police Department budget. These funds will cover the third year extension of the contract. No additional funds are required at this time.

**POLICY IMPLICATIONS**

This report does not represent any change to existing City policies.

**ENVIRONMENTAL ASSESSMENT**

This is not a project under the California Environmental Quality Act (CEQA).

**ATTACHMENTS**
Attachment A: Contract Amendment
Attachment B: City of Palo Alto Adult Crossing Guard Warrants

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