



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: SEPTEMBER 19, 2006

ITEM NUMBER:

**SUBJECT: CROSSING GUARD SERVICES CONTRACT**

**DATE: SEPTEMBER 7, 2006**

**FROM: PUBLIC SERVICES DEPARTMENT - TRANSPORTATION SERVICES DIVISION**

**PRESENTATION BY: WILLIAM J. MORRIS, PUBLIC SERVICES DIRECTOR**

**FOR FURTHER INFORMATION CONTACT: PETER NAGHAVI, TRANSPORTATION SERVICES  
MANAGER, AT (714) 754-5182**

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## **RECOMMENDED ACTION:**

Award the attached contract (ATTACHMENT 1) for an amount not to exceed \$192,000 to provide school Crossing Guard Services within the City. The agreement will be effective on October 2, 2006, and will continue for a period of eleven months, terminating on August 31, 2007, and shall automatically renew for four additional terms of one year each, unless terminated by either party. Approve "All City Management Services" (ACMS) as the sole source vendor.

## **BACKGROUND:**

Prior to 2001 the City maintained its own Crossing Guard Program. However, because of physical demands of the job, unusual working hours, and exposure to weather conditions staff found it difficult to retain long-term crossing guard employees. On September 1, 2001 the City entered into an agreement with All City Management Services (ACMS) to provide Crossing Guard Services at eighteen locations throughout the City. The term of this agreement was for a one-year period, and automatically renewed for four additional terms of one year each. This agreement with ACMS expired on August 31, 2006.

## **ANALYSIS:**

The City requires twenty crossing guards at eighteen locations. Two crossing guards are stationed at each of the intersections of Pomona Avenue at Wilson Street and Hamilton Street due to the large amount of school children in these areas. Each of the twenty crossing guards is required to work a morning and an afternoon shift, totaling four hours per day. Therefore, the City requires a total of one thousand and six hundred (1,600) hours of Crossing Guard Services for a typical month (20 school days). The initial compensation rate charged to the City by ACMS to provide Crossing Guard Services in 2001 was Eleven Dollars and Seventy-Nine Cents (\$11.79) per hour for each crossing guard. The original agreement was amended on September 2002 to increase the compensation rate to Twelve Dollars and Forty-Nine Cents (\$12.49) per hour for each crossing guard. On December 2004, the City entered into a second amendment to the original agreement to increase the compensation rate to Twelve Dollars and Ninety-Two Cents (\$12.92) per hour for each crossing guard. As the City's current agreement expired at the end of August 2006, ACMS has agreed to provide Crossing Guard Services for the month of September when schools resume session at the previous compensation rate of Twelve Dollars and Ninety-Two Cents (\$12.92) per hour for each crossing guard and for the remainder of the 2006-2007 school year. Due to possible legislative changes, increase in future pay rate is unknown at this time.

The services provided by ACMS to Costa Mesa have met the City's crossing guard needs since inception of the agreement in September 2001. ACMS is currently under contract to provide

Crossing Guard Services for three adjacent cities of Fountain Valley, Santa Ana, and Newport Beach. The proposed contractor prices for Costa Mesa are comparable to those being paid by similar agencies. Staff has been unable to locate a government entity that contracts their program with another company other than ACMS. Staff believes that no other company in Southern California provides the same or similar services, and therefore request that this contract be approved as a “sole source” vendor, outside of the normal “Request For Qualification” (RFQ)/consultant process.

**ALTERNATIVES CONSIDERED:**

One alternative is to not approve the attached agreement with ACMS. However, this alternative would result in not being able to provide Crossing Guard Services to school children.

Another alternative is to provide the Crossing Guard Program in-house. However, this alternative is not recommended, as in-house efforts in the past to recruit and retain long-term employees have been difficult and not efficient.

**LEGAL REVIEW:**

The City Attorney’s office has prepared and approved the attached agreement.

**FISCAL REVIEW:**

Funds for Crossing Guard Services have been approved within the Fiscal Year 2006-2007 budget and will be encumbered through a purchase requisition for an amount not to exceed \$192,000. Based on staff’s research ACMS’ proposed cost are within reason and are accepted by many local agencies.

**CONCLUSION:**

The City’s contract with ACMS expired on August 31, 2006 after a five-year term. ACMS has agreed to provide Crossing Guard Services for the month of September. The approval of the attached agreement will allow the City to enter into a five-year contract with ACMS to provide Crossing Guard Services until August 2011. Staff recommends approval of this agreement.

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**PETER NAGHAVI**  
Transportation Services Manager

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**WILLIAM J. MORRIS**  
Director of Public Services

Attachment: 1. [Proposed Contract](#)

Distribution: City Manager  
City Attorney  
Deputy City Clerk  
Director of Public Services  
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