



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 8, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: PHILIP LANZAFAME, INTERIM PUBLIC WORKS DIRECTOR

SUBJECT: RECOMMENDATION TO APPROVE A 9-MONTH AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR CROSSING GUARD SERVICES AT LOCAL SCHOOLS IN AN AMOUNT NOT TO EXCEED \$160,073

MEETING

DATE: SEPTEMBER 27, 2023

SUMMARY RECOMMENDATION:

Recommendation to approve a 9-month agreement with All City Management Services, Inc. for crossing guard services at Calabasas local schools for an amount not to exceed \$160,073 and issue a Request for Proposals for services to begin upon expiration of the subject agreement in July, 2024.

BACKGROUND:

Walking or biking to school has long been recognized as a healthy way to add to a student's daily physical activity and improve overall health. Many school districts, cities or counties establish crossing guard programs as a means to protect students walking or biking on routes to school. Funding for programs can come from a district that runs its own program, a city or county run program, or a combination of resources; it is not uncommon for a larger agency (city or county) to operate a program with the district(s) paying a fee for services provided.

In 1992, the City of Calabasas entered into an agreement with All Cities Management Services, Inc. ("ACMS") to provide crossing guard services at one

intersection near Bay Laurel Elementary School. The agreement provided an hourly rate for crossing guards and did not have an end date per se; "Service for each subsequent fiscal year shall be continued on the basis of funds appropriated by the CITY in the budgetary process..." Each year, the budget included a line-item for crossing guards and following Council's approval of that item, the agreement was "extended" for another fiscal year. As a long-standing process, ACMS coordinated the extension with the former Public Works Director beginning in the spring of each year.

This current spring and unknown to ACMS, the former Public Works Director retired just around the time the contract renewal was to be coordinated. Unfortunately, ACMS sent all email correspondence to the former Director which went unanswered as he had already retired. Recently, staff was made aware of the lapse in this year's contract and arranged for an extension through September 30, 2023.

DISCUSSION/ANALYSIS:

Calabasas is not alone in providing crossing guard services for their resident students and respective districts. All our neighboring cities provide similar crossing guard services on behalf of their school districts including programs in Agoura Hills, Hidden Hills, Oak Park, Simi Valley, Thousand Oaks and Westlake Village. With the exception of Thousand Oaks and Simi Valley that have crossing guards on staff, all others contract with ACMS for the city-funded programs; Oak Park initially funds the program and is reimbursed by Ventura County for the service.

The original 1992 contract provided for one guard and one supervisor at a single intersection near Bay Laurel Elementary School. The total compensation for the first year was \$6,793. The service has since grown to 10 guards among six schools at an estimated annual cost of approximately \$185,000.

At the time of the original agreement, it made sense to simply extend the contract on an annual basis in coordination with the City's budget. The City Council approved funding for this contract in the current year budget, at which point the contract would typically be extended. However, given the historic amount of the total contract, the annual expenditure and the length of term for one contractor, today's best management practices would suggest bringing the contract to the City Council for approval and ratification, in addition to their line item approval in the budget.

In the spirit of implementing best practice and given the amount of the agreement, staff is presenting for City Council approval an agreement for crossing guard services covering 9 months from October 1, 2023 to June 30, 2024.

Similarly, given the amount of time the City has contracted with one vendor, it is also appropriate to reassess the market by issuing a new Request for Proposals (RFP) to provide crossing guard services. This does not reflect on the quality of service we have received up to this point from ACMS, nor does it indicate the terms of recent contracts are not fair and reasonable. Rather, it is common practice for cities and agencies to “go out” after a period of time to ensure the community is making the best arrangements available for a particular service. It allows the City and the vendor to reconfirm their commitment to each other under terms that are appropriate to today’s circumstances and conditions. For these reasons, staff recommends issuing a RFP to provide crossing guard services for the next fiscal year. This can be accomplished during the next nine months in order to have a new contract ready for Council consideration and implementation once the current arrangement expires without a disruption of service.

FISCAL IMPACT/SOURCE OF FUNDING:

The funding for this service is currently available and has already been appropriated with the Citywide budget approval. The service will be funded out of the following general fund account:

Crossing Guard 10-334-5252-70

REQUESTED ACTION:

It is recommended that the City Council approve a 9-month agreement with All City Management Services for crossing guard services at Calabasas local schools in an amount not to exceed \$160,073. It is further recommended that Council authorize staff to issue a Request for Proposals for services, which services would begin upon expiration of the subject agreement in July, 2024.

ATTACHMENTS:

Attachment A: Agreement for Crossing Guard Services