



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 23-1310

**Meeting Date:** 8/1/2023

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**TITLE:**

**SCHOOL CROSSING GUARD SERVICES**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ TRANSPORTATION  
**SERVICES DIVISION**

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** JENNIFER ROSALES, TRANSPORTATION SERVICES  
**MANAGER, (714) 754-5343**

**RECOMMENDATION:**

Staff recommends the City Council:

1. Approve a Professional Services Agreement (PSA) with All City Management Services (ACMS) to provide school crossing guard services for the 2023-2024 and 2024-2025 school years for an initial two-year period, for a total not-to-exceed amount of \$328,569 annually and an option to extend for up to three (3) additional terms of one (1) year each.
2. Approve the Consumer Price Index (CPI) increase for each extension period.
3. Authorize the City Manager and the City Clerk to execute the PSA and any future authorized amendments to the agreement.

**BACKGROUND:**

ACMS has provided school crossing guard services for the City since 2001. ACMS currently provides nineteen (19) school crossing guards adjacent to thirteen (13) elementary schools (Attachment 2). The City entered into its current agreement with ACMS on August 1, 2019 (Attachment 3). The agreement had an initial term ending on July 31, 2022, with the option to renew for up to two (2) terms of one (1) year each. The Acting City Manager authorized the first renewal, extending the term of the agreement through July 31, 2023.

In June 2023, ACMS notified staff that they would not accept the contract renewal for the 2023-2024 school year without changes to the compensation beyond the maximum annual increase allowed per the existing contract. Therefore, in June 2023, staff solicited proposals from interested consultants for providing crossing guard services.

**ANALYSIS:**

On June 14, 2023, the City issued a Request for Proposals (RFP) for school crossing guard services. Two (2) proposals were received to provide the intended services. Proposals were reviewed for compliance with the City's RFP and consultants were evaluated based on the method of approach, qualifications and experience, staffing, and cost proposal. After a careful review of the proposals, staff finds ACMS to be well qualified and experienced to perform the requested school crossing guard services. The hourly rates proposed by ACMS were determined to be competitive and commensurate with the requested services.

ACMS proposed the following compensation for the initial term of the contract: not-to-exceed \$328,569 annually. If one or both of the extension options are exercised, the annual compensation for each extension period may be increased based on an increase to the Consumer Price Index (CPI).

Staff requests City Council's approval of the two-year PSA with ACMS with three (3) one-year extension options with increased compensation annually as specified in the fee schedule.

**ALTERNATIVES:**

One alternative is to not approve the Professional Services Agreement with ACMS. However, this will result in a loss of crossing guard services for the upcoming school year. Another alternative is to administer the crossing guard program in-house by City staff. However, the staffing required to provide this service exceeds the City's current resources.

**FISCAL REVIEW:**

The operating budget approved for school crossing guards in the FY 2023-24 budget adoption is \$260,035. The additional funding of \$68,534 will be through salary savings in the Public Works Department's operating budget during FY 2023-24. Anticipated increases to be budgeted in subsequent fiscal years.

The amount for summer school crossing guard services included in the annual maximum compensation is \$8,300. Newport Mesa Unified School District has not provided any funding towards school crossing guards to date.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this report, prepared the proposed Professional Services Agreement and approves them as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This project supports the following City Council Goal:

- Strengthen the Public's Safety and Improve the Quality of Life

**CONCLUSION:**

Staff recommends the City Council:

1. Approve a Professional Services Agreement (PSA) to All City Management Services (ACMS) to provide school crossing guard services for the 2023-2024 and 2024-2025 school years for an initial two-year period, for a total not-to-exceed amount of \$328,569 annually and an option to extend for up to three (3) additional terms of one (1) year each (Attachment 1).
2. Approve the Consumer Price Index (CPI) increase for each extension period.
3. Authorize the City Manager and the City Clerk to execute the PSA and any future authorized amendments to the agreement.