



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Approve an Amendment to the Contract with All City Management Services (ACMS) for Crossing Guard Services, Approve Budget Modification No. 18, and Find that This Action is Exempt from CEQA

REPORT IN BRIEF

Approval is requested to amend an existing contract with ACMS for crossing guard services, increasing the not to exceed value by \$48,844.80, from \$627,520 to \$676,364.80 to add hours to staff two new intersections (El Camino Real at Henderson Ave and Poplar Ave).

EXISTING POLICY

General Plan Chapter 6 - Safety and Noise, Policy SN-3.5 - Facilitate the Safe Movement of Pedestrians, Bicyclists and Vehicles

Pursuant to Section 2.08 of the Sunnyvale Municipal Code, City Council approval is required for contracts exceeding \$100,000.

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

BACKGROUND AND DISCUSSION

In Spring of 2016, in response to challenges staffing the City's crossing guard program, staff conducted a Request for Proposals (RFP) process seeking a third-party vendor to provide crossing guard services. Following the RFP process, Council awarded a contract with ACMS in the amount of \$540,553. In July of 2017, Council amended the agreement to increase the contract amount to \$590,891 to adjust for minimum wage. The contract was subsequently renewed under delegated authority by the City Manager for a current contract value of \$627,520.

The program currently covers 38 intersections throughout the City. The services provided by ACMS have stabilized and improved the City's crossing guard program. Staff is recommending the addition of two new intersections, one at El Camino Real and Henderson Avenue, and one at El Camino Real

and Poplar Avenue. Both intersections are utilized by students attending Peterson Middle School in the Santa Clara Unified School District. Each intersection will be staffed by two crossing guards who will meet in the middle of the intersection to exchange students. With the tight labor market, and lead time necessary to hire and train new staff, ACMS anticipates that services will commence no sooner than mid-Spring, 2020.

FISCAL IMPACT

The contract with ACMS is funded in the Department of Public Safety's operating budget. Currently crossing guards are billed at \$33.92 per hour with each intersection requiring four hours of staffing each school day. Adding hours to staff these two intersections for a full fiscal year will increase the contract value by \$48,844.80. Given that the fiscal and school year is half way complete, staff is recommending Budget Modification No. 18 to modify the DPS Operating budget to accommodate half of this increase. The Santa Clara Unified School District has agreed to share in the cost for the remainder of this school year. The ongoing increase will be incorporated into the FY 2020/21 Recommended Budget.

The cost for crossing guards is funded by the General Fund. The total impact of this increase over twenty years on the General Fund is approximately \$1.2 million.

Budget Modification No. 18 FY 2019/20

	Current	Increase/ (Decrease)	Revised
General Fund			
<u>Revenues</u>			
Contribution from Santa Clara Unified School District	\$0	\$12,211	\$12,211
<u>Expenditures</u>			
Program 477 - Public Safety Administrative Services	\$6,668,911	\$24,422	\$6,693,333
<u>Reserves</u>			
Budget Stabilization Fund	\$52,471,089	(\$12,211)	\$52,458,878

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

ALTERNATIVES

1. Find that this action is exempt from CEQA, Approve an amendment to a contract with All City Management Services for Crossing Guard Services, increasing the not to exceed value by \$48,844.80, from \$627,520 to \$676,364.80 and approve Budget Modification No. 18.

2. Do not approve the amendment.

RECOMMENDATION

Approve Alternative 1 to amend the contract with All City Management Services (ACMS) for crossing guard services increasing the not to exceed value by \$48,844.80, from \$627,520 to \$676,364.80 and approve Budget Modification No. 18.

Prepared by: Timothy J. Kirby, Director of Finance

Reviewed by: Phan Ngo, Director of Public Safety

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Amendment