



Staff Report

File #: REPORT 20-0496, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of August 11, 2020

REQUEST TO RENEW THE CROSSING GUARD SERVICES AGREEMENT (Chief of Police Paul LeBaron)

Recommended Action:

Staff recommends that the City Council authorize the City Manager to renew the crossing guard services agreement with American Guard Services (AGS).

Executive Summary:

The City contracts with AGS to provide crossing guard services at various locations throughout the City during the school year. The contract must be renewed annually, and if approved by Council, the City Manager would be authorized to renew the agreement through June 30, 2021.

Background:

The City entered into an agreement for crossing guard services with AGS on August 22, 2017. The City and AGS agreed to amend the original agreement for services as follows:

- First Amendment effective January 23, 2018, to clarify the total hours crossing guard services would be provided and to increase the hourly rate.
- Second Amendment effective October 23, 2018, to extend the contract for one additional one-year term through June 30, 2019, and establish the hourly rate of compensation.
- Third Amendment effective June 11, 2019, to extend the contract for one additional one-year term through June 30, 2020, and establish the hourly rate of compensation.
- Fourth Amendment effective February 25, 2020, to increase the number of crossing guard posts in the City to 14, and further clarify the total hours crossing guard services would be provided.

The proposed Fifth Amendment would extend the agreement for one additional one-year term through June 30, 2021, and establish the hourly rate of compensation.

Discussion:

The original crossing guard services agreement with AGS was approved by Council in 2017 for one

year, and after two additional one-year extensions, the City would generally release a request for proposals to the crossing guard industry. A request for proposals was released on June 11, 2020, and responses were due July 2, 2020. The general conditions of the request for proposals clearly provides that the City maintains the right to reject any and all proposals, to waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the City. Given the current concerns and uncertainty regarding COVID physical distancing orders and school reopening schedules, staff believes that the City's children would be best served by continuing crossing guard services with AGS by executing the proposed Fifth Amendment and closing the request for proposal process by rejecting all proposals.

The pandemic and associated physical distancing requirements have created a historic period of uncertainty, and the inability to maintain continuity with the current crossing guard provider would only result in additional and unnecessary uncertainty. The AGS team understands the City's service level expectations, know the City's geography, and has established a rapport with the school staff, children, and parents they assist. When local schools return to in-person instruction, it is possible that the school day hours would be staggered and vary more frequently than past school years, and that new schedules may require an unusual level of coordination with the crossing guard provider. As of the drafting of this staff report, the Hermosa Beach City School District and Our Lady of Guadalupe School had yet to establish schedules for the new school year that were compliant with COVID related health guidelines.

AGS has agreed to this proposed Fifth Amendment to continue providing services at the hourly rate set forth in the Third Amendment approved in June 2019, and provide 14 crossing guards as set forth in the Fourth Amendment approved in February 2020.

Past Council Actions

Meeting Date	Description
August 22, 2017 (Regular Meeting)	Award of crossing guard services contract to American Guard Services.
March 13, 2018 (Regular Meeting)	Ratified First Amendment clarifying hours of service and hourly rate.
June 12, 2018 (Annual Budget Adoption)	Approved Second Amendment extending the agreement for one additional one-year term and establishing the hourly rate.
June 11, 2019 (Annual Budget Adoption)	Approved Third Amendment extending the agreement for one additional one-year term and establishing the hourly rate.
February 25, 2020 (Midyear Budget Review 2019-20)	Approved Fourth Amendment to increase the total number of crossing guard posts to 14, and clarify the hours of service.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Mobility Element

Goal 3. Public right-of-ways supporting a multimodal and people-oriented transportation system that provides diversity and flexibility on how users choose to be mobile.

Policies:

- **3.1 Enhance public right-of-way.** Where right-of-way clearance allows, enhance public right - of-way to improve connectivity for pedestrians, bicyclists, disabled persons, and public transit stops.
- **3.2 Complete pedestrian network.** Prioritize investment in designated priority sidewalks to ensure a complete network of sidewalks and pedestrian-friendly amenities that enhances pedestrian safety, access opportunities and connectivity to destinations.

Fiscal Impact:

The fiscal year 2020-21 budget allocates a total of \$200,970 for crossing guard services, which was based on the prior regular school year. At this time, given the uncertainty of school schedules, it is difficult to determine the total amount of funds that would be necessary to provide crossing guard services during the fiscal year.

Agreement Request		
Request Amount	FY 2020-21 Budget Dept. Account	Total Contract Amount
\$200,000	001-2102-4201	Not to exceed \$200,000

Attachments:

1. Fifth Amendment to the Agreement for Crossing Guard Services

Respectfully Submitted by: Peter Ahlstrom, Community Services Division Manager

Concur: Paul LeBaron, Chief of Police

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager