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Title: CONSIDERATION OF: (1) ADOPTION OF RESOLUTION NO. 19-067, AMENDING THE FISCAL YEAR 2018-19 BUDGET TO PAY OUTSTANDING INVOICES FOR CROSSING GUARD SERVICES; AND (2) APPROVAL OF AMENDMENT NO. 1 TO 2018 AGREEMENT FOR CROSSING GUARD SERVICES WITH WORLD PRIVATE SECURITY, INC. (CITY COUNCIL)

Sponsors: Public Safety Sub-Committee, Eunike Day

Indexes:

Code sections:

Attachments: 1. Exhibit No. 1 Staff Report and Council Minutes, March 4, 2015, 2. Exhibit No. 2 Council Minutes, May 3, 2016, 3. Exhibit No. 3 Council Minutes, July 19, 2016, 4. Exhibit No. 4 Council Minutes, June 20, 2017, 5. Exhibit No. 5 Council Minutes, June 19, 2018, 6. Exhibit No. 6 Resolution No. 19-067, 7. Exhibit No. 7 Amendment No. 1, 8. Exhibit No. 8 FY 2017-18, May 2018 Invoice, 9. Exhibit No. 9 FY 2018-19, Dominguez Elementary Relief Invoices

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, April 02, 2019

Consent

SUBJECT:

CONSIDERATION OF: (1) ADOPTION OF RESOLUTION NO. 19-067, AMENDING THE FISCAL YEAR 2018-19 BUDGET TO PAY OUTSTANDING INVOICES FOR CROSSING GUARD SERVICES; AND (2) APPROVAL OF AMENDMENT NO. 1 TO 2018 AGREEMENT FOR CROSSING GUARD SERVICES WITH WORLD PRIVATE SECURITY, INC. (CITY COUNCIL)

I. SUMMARY

The City has received an outstanding invoice from World Private Securities, Inc., its crossing guard services contractor ("Contractor"), arising from the performance of additional crossing guard services during FY 2017-18 pursuant to the Agreement for Contract Services between the City and Contractor ("Agreement"). Such additional services were not fully budgeted for or included in the contract sum of the Agreement. The shortfall was \$8,632.

The Contractor is also currently performing further additional crossing guard services

throughout the 2018-19 school year that were necessitated by unforeseen circumstances in the form of structural damage to a pedestrian bridge caused by an being hit by a truck. These additional services also were not fully budgeted or included in the contract sum of the Agreement. The shortfall is \$25,920.

To enable the City to pay the outstanding invoice and to pay for the ongoing additional crossing guard services, Staff is requesting the City Council to approve Resolution No. 19-067 to amend the FY 2018-19 budget (Exhibit No. 6) to increase it by a total of \$34,552 (the sum of the two changes), and to approve Amendment No. 1 to the Agreement (Exhibit No. 7), to increase the contract sum by a total of \$34,552.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE Resolution No. 19-067, "A Resolution of the City Council of the City of Carson, California Amending the Fiscal Year 2018-19 Budget," to authorize payment of outstanding invoices for crossing guard services.
2. APPROVE Amendment No. 1 to the Agreement for Contract Services by and between the City and World Private Security, Inc., dated July 1, 2018, for the provision of Crossing Guard Services, authorizing an increase in the contract sum in the amount of \$34,552 for additional crossing guard services ("Amendment").
3. AUTHORIZE the Mayor to execute the Amendment upon approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE another action City Council deems appropriate.

IV. BACKGROUND

On March 4, 2015, Council awarded a three-year Contract Service Agreement ("2015 Agreement") for professional crossing guard services to World Private Security, Inc. ("Contractor") to augment the City's pedestrian safety program effective July 1, 2015 through June 30, 2018, for a contract sum not to exceed \$380,700 (Exhibit No. 1). The initial budget for this service during FY 2015-16 was \$148,000, based on ten permanent crossing guards and relief coverage as needed.

Simultaneously, there were eleven part-time city employees assigned to provide the same service with a budget of \$85,000. During FY 2015-16 five part-time positions vacated due to ill-health and retirement. These assignments were given to the Contractor, bringing the number of sites serviced to fifteen. The cost of these additional guards was covered with salary savings of Temporary Part-Time Salaries, stated under the fiscal impact of the staff report presented to Council at its March 4, 2015 meeting (Exhibit No. 1).

On May 3, 2016 Council approved on a trial basis two new crossing guard assignments for both Broadacres Elementary School and Stephen M. White Middle School. Council

approving the four additional crossing guards committed the City to an additional expenditure of \$83,520 over two years (Exhibit No. 2). These assignments were given to the Contractor, which brought the number of sites serviced to nineteen. No additional funding was allocated for the additional expenditure.

On July 19, 2016, Council authorized the First Amendment to the 2015 Agreement, amending the number of permanent crossing guard assignments from ten to nineteen (Exhibit No. 3). The salary savings of Temporary Part-Time Salaries settled the difference of the purchase order sum and total billed due to the increase in crossing guard assignments serviced by the Contractor.

On June 20, 2017, Council authorized the Second Amendment to the 2015 Agreement to include the five interim crossing guard assignments Council added at its February 7, 2017 meeting (Exhibit No. 4). This brought the total number of crossing guard assignments to twenty-six, five staffed by part-time City employees, the remaining twenty-one sites staffed by the Contractor. In FY 2017-18, the budget for this service was \$258,640 based on twenty-one contracted crossing guards and relief coverage as needed. At the same time, the five part-time employees were assigned to provide this same service with a budget of \$53,829. However, during March of FY 2017-18, one part-time position was temporarily vacated due to injury and ill health. This brought the number of sites serviced by the Contractor to twenty-two, instead of the twenty-one established within the Second Amendment.

Currently there is one remaining invoice for FY 2017-18 received from the Contractor (Exhibit No. 8). Contract Purchase Order No. 202160 has insufficient funds to pay the remaining invoice. A sum of \$8,632 needs to be added to this contract purchase order to fulfill the outstanding invoice.

<u>Service Month</u>	<u>Received</u>	<u>Amount</u>
May 2018	June 5, 2018	\$28,362

On June 19, 2018, Council awarded the first of two one-year contract extensions, for professional crossing guard services to World Private Security, Inc. for the period between July 1, 2018 through June 30, 2019 (Exhibit No. 5).

August 7, 2018, the pedestrian bridge adjacent to Dominguez Elementary experienced structural damage as a result of a traffic collision with a semi-truck carrying a tractor trailer. The Public Works department closed the bridge indefinitely until further assessment and necessary repairs were completed by the owner of the bridge, LAUSD. The bridge adjacent to Dominguez Elementary is the primary route for pedestrian traffic across Santa Fe Avenue at Van Buren Street. A two day assessment of traffic patterns during student arrival and dismissal by the Public Safety & Community Services Manager and the City's Traffic Engineer, and they concluded pedestrian traffic is too heavy for only one crossing guard at the intersection of Van Buren Street/Santa Fe Avenue. Two relief guards were assigned to the Contractor to mitigate pedestrian traffic due to the bridge closure, one at Van Buren St./ Santa Fe Ave. (N/E) and the second at Van Buren St./ Santa Fe Ave. (S/W).

To date, the City has received six invoices for the relief guards at Dominguez Elementary School (Exhibit No. 9). Staffing Dominguez Elementary relief locations is anticipated to

extend throughout the remainder of the 2018-19 academic school year.

<u>Service Month</u>	<u>Received</u>	<u>Amount</u>
September 2018	October 3, 2018	\$1,872
October 2018	November 5, 2018	\$3,312
November 2018	December 3, 2018	\$2,304
December 2018	December 3, 2018	\$1,440
January 2019	January 31, 2019	\$2,592
February 2019	February 28, 2019	\$2,736

Staff is requesting City Council to authorize Resolution No. 19-067 to amend the fiscal year 2018-19 budget and amend the Contract Service Agreement for the period between July 1, 2018 through June 30, 2019 for an additional \$34,552 to pay the outstanding FY 2017-18 World Private Security, Inc. invoice and continued costs of two relief guards at Dominguez Elementary.

V. FISCAL IMPACT

The remaining balance in 2015 Agreement Contract Purchase Order No. 202160 is \$19,730. Should Council approve staff's recommendation to amend the 2018 Agreement, the Contract PO balance will become \$28,362, the amount needed to pay the outstanding invoice of FY 2017-18.

The cost of relief guards at Dominguez Elementary has cost from \$14,526 September 2018 through February 2019. Continued costs of these guards throughout the 2018-19 school year is \$11,664. Should Council approve staff's recommendation to authorize Resolution No. 19-067, the FY 2018-19 budget will be amended to pay the additional expenditure of \$25,920 for outstanding and anticipated invoices for relief coverage by the Contractor without exceeding the purchase order sum.

VI. EXHIBITS

1. Staff Report and Council Minutes, March 4, 2015 (pgs. 5-9)
2. Council Minutes, May 3, 2016 (pg. 10)
3. Council Minutes, July 19, 2016 (pg. 11)
4. Council Minutes, June, 20, 2017 (pg. 12)
5. Council Minutes, June 19, 2018 (pgs. 13-14)
6. Resolution No. 19-067 (pgs. 15-16)

- 7. Amendment No. 1 (pgs. 17-24)
- 8. FY 2017-18, May 2018 Invoice (pgs. 25-26)
- 9. FY 2018-19, Dominguez Elementary Relief Invoices (pgs. 27-38)

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