



DATE: June 22, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Dan Cherrier, Principal Project Delivery Manager

SUBJECT: Contract Addendum for Crossing Guard Services (Action), Agenda Item No. 6g

RECOMMENDATION:

Authorize the Executive Director to execute Addendum 3 of Contract C-15/16-01 with All City Management Services to increase the Not to Exceed Amount by \$1,566,000 to \$4,344,000 for Crossing Guard Services. Contract is extended to July 31, 2018. Note, this is the final year of this contract.

BACKGROUND:

The TAM Crossing Guard program provides trained crossing guards for critical intersections throughout Marin County. As committed in the Transportation Sales Tax (Measure A) Expenditure Plan, the program uses trained crossing guards under contract to a professional company that specializes in crossing guard programs. Under contract to TAM, All City Management Services currently provides guards under the close supervision of TAM staff. The current 2016/2017 school year is the eleventh year during which crossing guards have been funded by the TAM Crossing Guard Program. TAM has an agreement with several school districts to provide guards on a reimbursed basis.

DISCUSSION/ANALYSIS:

All City Management Services (ACMS) is completing the second year of service under this contract. ACMS was the service provider from 2006 to 2009 and experienced performance issues during the 2008/2009 school year. A different contract vendor was brought on following this period. Staff have closely monitored the performance of ACMS during the past two years (unannounced audits and unobserved observation of locations) and has found the service to be much improved from 2009.

Staff is recommending that the contract with ACMS be extended for the 2017/2018 school year and that the ACMS request for an increase in the hourly rate to \$23.19 be authorized. This rate comes with a four hour minimum which results in a daily rate of \$92.76 or approximately \$16,700 per year per guarded location. As part of this approval, the increase in the Marin County Living Wage will be automatically granted on January 1, 2018.

FISCAL CONSIDERATION:

The requested contract increase is listed in the approved 2018 Transportation Sales Tax and Vehicle Registration Fee budgets. The eight reimbursed guards for various school districts are handled as an “off budget” expenditure.

The requested increase from ACMS was slightly higher than anticipated; however, a budget amendment is not expected to be required. Costs for the program continue to rise faster than expected revenues. Staff plan to adopt the recommendation from the Crossing Guard Ad-Hoc Committee and utilize a multi-year contract starting in August 2018.

NEXT STEPS:

Staff will be presenting a new ranked list of locations in Winter of 2018 and a recommendation for the number of guards to be placed with the expected funding levels. It is expected that the number of guards in the field will be reduced for the 2018/2019 school year. Staff is continuing to explore additional funding opportunities. The ranked list will be released in time for school districts and/or local jurisdictions to fund guards through their budget cycles, that would otherwise be cut from the TAM program.

TAM staff will continue to monitor the performance of All City Management Services. Unannounced audits are performed by TAM staff, checking on guard attendance and performance. The frequency of these audits will be increased during the initial months of the upcoming school year as frequently new personnel are utilized in the Fall.

ATTACHMENTS:

None