

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: June 26, 2017
	Agenda Item No. 34 Roll Call No. <u>17-1065</u> Communication No. <u>17-517</u> Submitted by: Dana Wingert, Chief of Police

AGENDA HEADING:

Approving a 1-year contract with three (3) subsequent 1-year renewal options with All City Management Services (ACMS) to provide school crossing guard services at 24 locations at or near Des Moines Public Schools (DMPS) elementary schools.

SYNOPSIS:

The City of Des Moines Police Department (DMPD) has been providing crossing guard services at DMPS elementary schools since the 1960s. Over the past several years, absences and unfilled School Crossing Guards positions has led to significant staff time covering shifts by the DMPD.

Each month, 40-60 hours of shift coverage is provided by Parking Meter Checkers and sworn staff breaking them from their regular duties. This has led to a reduction in revenue from Parking Meter Checkers and a reduced patrol presence from Police officers. Due to this increased workload and limited DMPD staffing, the DMPD issued a Request for Proposal (RFP) seeking a private contractor to handle all aspects of the School Crossing Guard Program.

Salary and benefit costs of the 35-40 City-employed School Crossing Guards are shared with DMPS at 50% along with 50% of the costs of one (1) full-time Police Officer position assigned to the Program. The City has been solely responsible for hiring/firing, payroll, management, and training.

FISCAL IMPACT:

Amount: Estimated annual cost of \$322,078 based on current staffing levels beginning in FY 2018.

- Costs will be shared 50% with the DMPS.
- The cost could increase or decrease based on whether additional/fewer staff is needed as determined by the DMPD.
- ACMS will charge a flat rate of \$24.18 per hour per guard. This hourly rate includes employee salaries and all overhead related to the administration of the program.
- Shared costs for School Crossing Guards employees in FY 2016 were \$245,000. This would be an increase of \$38,500 annually to each party.

Funding Source: FY 2018 Recommended Operating Budget, School Crossing Guard, page 181

ADDITIONAL INFORMATION:

- RFP responses were due April 20, 2017 with two (2) qualified bids received. ACMS was selected as the winning bid based on experience, training standards, strong references, and cost.
- ACMS has committed to hiring from the pool of existing SCGs employed by the City during the 2016-2017 school year at their hourly rate during that period (\$15.30, \$15.62, \$15.94 based on experience).
- DMPD will serve as contract administrator and will closely monitor the vendor during the early stages of the contract to ensure a high level of service is still being provided. DMPD is willing to transfer all aspects of contract administration to the DMPS beginning in year two (2) of the contract.
- The City is working with the DMPS to update the prior agreement from 1980. The City wishes to continue having the DMPS contribute 50% of the cost of a Police Officer position as the DMPD will serve as the contract administrator.
- Contracting with ACMS will greatly reduce the City's risk of workers compensation payments as well as reduce staff time on other administrative functions such as the hiring, payroll, unemployment hearings, and other personnel management functions.

PREVIOUS COUNCIL ACTION(S): NONE**BOARD/COMMISSION ACTION(S): NONE****ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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