



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 13, 2014
Action Item for the City Council Meeting of May 20, 2014

DATE: May 13, 2014

TO: Ronald L. Olson, City Manager

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Service Agreement for School Crossing Guard Program
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CAPTION:

Motion approving a service agreement with All City Management Services, Houston, Texas to administer the School Crossing Guard Program in accordance with Bid Invitation No. BI-0114-14 based on only bid for an estimated twelve-month expenditure of \$257,936.40 of which \$46,897.53 is required for the remainder of FY 2013-2014. The term of the service agreement will be for twelve-months with an option to extend for up to two additional twelve-month periods subject to the approval of the service provider and the City Manager or designee. Funds are available in the General Fund and the Red Light Photo Enforcement Fund in FY 2013-2014.

PURPOSE:

The purpose of the School Crossing Guard Program is to provide adult supervision and assistance to students crossing streets near schools.

BACKGROUND AND FINDINGS:

The School Crossing Guard program began in 1962 with 58 guards under the administration of the Police Department. The program grew over the years to 91 guards. In August 2012, the program was reduced to 28 guards and the school districts were encouraged to use volunteers.

In an effort to streamline Police services, the City solicited competitive sealed bids for the administration of the program. The resulting contract results in a cost savings of \$52,542 to the General Fund (General Fund contributing \$157,936 and the Red Light Photo Enforcement fund contributing \$100,000)

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Police Department

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$1,008,269.53	\$211,038.87	\$1,219,308.40
Encumbered / Expended Amount		\$484,575.57		\$484,575.57
This item		\$46,897.53	\$211,038.87	\$257,936.40
BALANCE		\$476,796.43		\$476,796.43

Fund(s): School Crossing Guards, Red light Photo Enforcement

Comments:

The \$46,897.53 financial impact shown above represents two months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$211,038.87 represents 9 months of expenditure that will be requested during the normal FY 2014-2015 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation Sheet
Service Agreement