

Memorandum



CITY OF DALLAS

DATE April 16, 2018

TO Honorable Members of the Public Safety and Criminal Justice Committee

SUBJECT **Update on School Crossing Guard Program**

On Monday, April 23, 2018, you will receive an update on the School Crossing Guard Program by Kimberly Bizer Tolbert, Chief of Staff.

The briefing materials are attached for your review.

Should you have any questions or concerns regarding this briefing, please contact Chief of Staff Kimberly Bizer Tolbert.

A handwritten signature in blue ink that reads "Jon Fortune".

Jon Fortune
Assistant City Manager

c: T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jo M (Jody) Puckett, Assistant City Manager (Interim)
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

Update on School Crossing Guard Program

Public Safety and Criminal Justice Committee
April 23, 2018

Kimberly Bizer Tolbert
Chief of Staff

Michael Rogers, Director
Department of Transportation

Cheritta Johnson, Assistant Director
CMO



Presentation Overview

- Purpose
- Background/History
- Recent Actions Taken
- Next Steps

Purpose

To provide the Public Safety and Criminal Justice Committee with an update regarding:

- School Crossing Guard program
- Recent actions
- Staff Recommendation
- Next Steps

School Crossing Guard Program

As you may recall, City Council authorized a settlement of the lawsuit with Dallas County Schools (DCS) and funds not to exceed \$2.4M for DCS Crossing Guard payroll in January 2018.

- Guarantee the safety of children crossing streets on their way to or leaving elementary schools in Dallas City Limits.
- \$2.4M Budget was based on:
 - 6 month salary for approx. 404 employees and non-payroll costs
 - Provide school crossing guards for 400 intersections
- \$619,147 Projected Savings

School Crossing Guard Program – Cont.

	February thru	Actual/	
Month	July Budget	Estimate	Remaining
February	\$ 2,400,000.00	\$ (297,542.35)	\$ 2,102,457.65
March		\$ (293,999.56)	\$ 1,808,458.09
April		\$ (399,854.40)	\$ 1,408,603.69
May		\$ (399,854.40)	\$ 1,008,749.29
June		\$ (336,199.42)	\$ 672,549.87
July		\$ (53,403.12)	\$ 619,146.76
Totals	\$ 2,400,000.00	\$ (1,780,853.24)	\$ 619,146.76

Recent Actions

Since the last School Crossing Guard Program discussion with City Council in Mid-January, the following activities have occurred:

- January 2018
 - Sent informational letters to superintendents of ten (10) school districts within Dallas City Limits & school crossing guards
 - City Manager becomes a member of the DCS Dissolution Committee
- February 2018
 - Executed Compromise and Settlement Agreement
 - Staff housed at DCS to monitor daily field activities
 - Setup bank account for payroll and non-payroll distribution controlled by City of Dallas
 - Mayor & staff attended Commissioners Court in favor of \$1.50 additional vehicle registration fee for the Child Safety Trust Fund in accordance w/Texas Transportation Code Section 502.403

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Recent Actions – Cont.

- March 2018

- Sent Settlement Agreement Responsibility Letter to DCS
- Scheduled upcoming crossing guard group meeting w/City Manager
- Assess/develop criteria for crossing/crossing guard requirements - (see slides 8 and 9 for detailed information)
- Developed and Published Request for Competitive Sealed Proposal (RFCSP) for School Crossing Guard Services (see slides 9-11 for detailed information)

- April 2018

- Confirmed with Dallas County to call the election August 20th for placement of \$1.50 additional vehicle registration fee (for the Child Safety Trust Fund) on November ballot

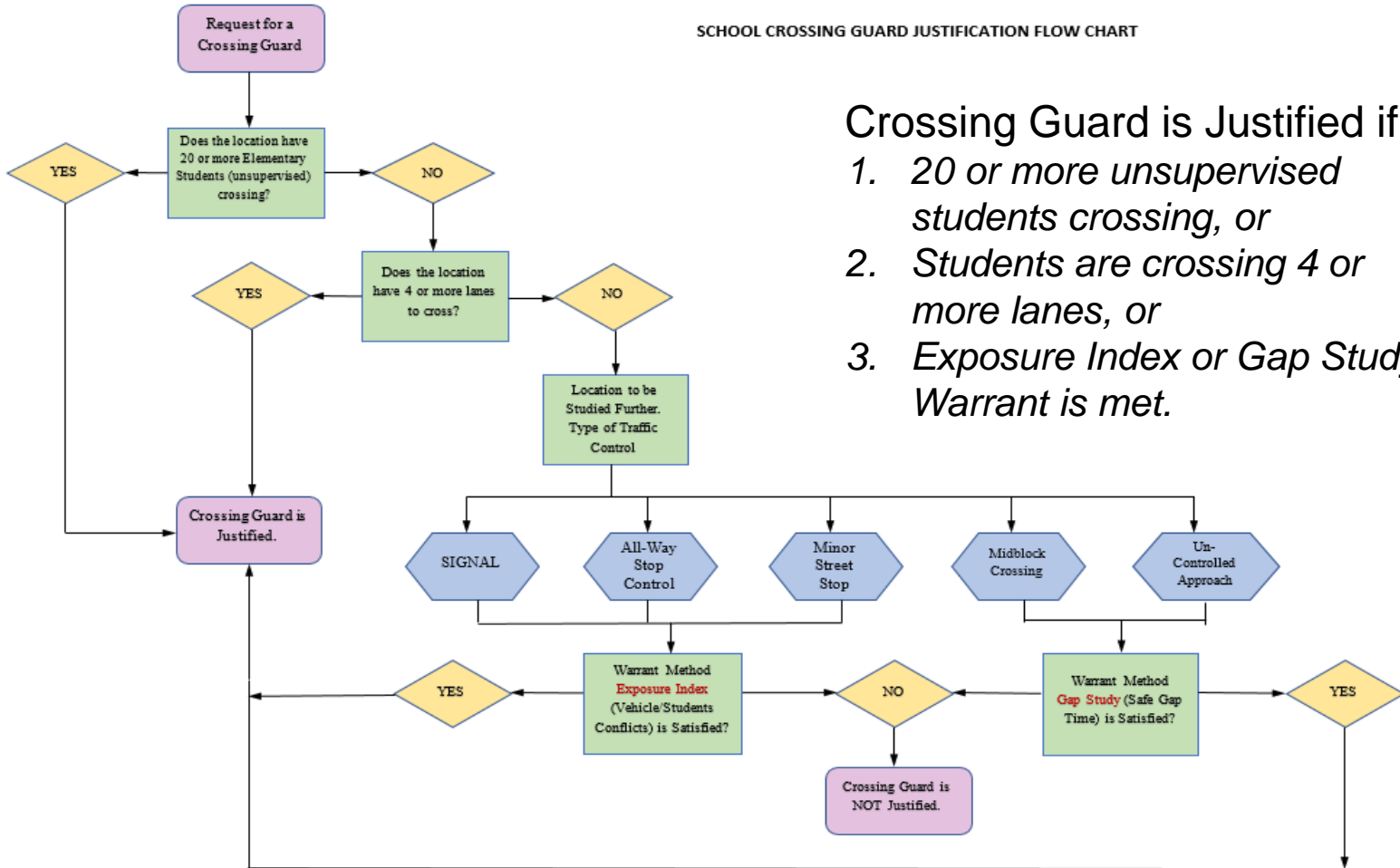
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School Crossing Guard Intersection Assessment



School Crossing Guard Assessment Criteria

SCHOOL CROSSING GUARD JUSTIFICATION FLOW CHART



Crossing Guard is Justified if

1. 20 or more unsupervised students crossing, or
2. Students are crossing 4 or more lanes, or
3. Exposure Index or Gap Study Warrant is met.

School Crossing Guard Assessments

- The existing Dallas County School Crossing Guard Program has approximately 400 crossing guards.
- TRN staff has developed a *School Crossing Guard Assessment Criteria* based on prevalent industry standards. Based on these criteria, approx. 85% of crossing guards are at critical locations.
- The remaining non-critical locations are being assessed to determine if crossing guards are justified at these locations.
- The process includes extensive data collection and Assessment of each non-critical location by performing either a Gap Study or Exposure Index Warrant.
- It is estimated that data collection and processing will be completed by April 23rd, 2018 and the Assessments will be completed by April 30th, 2018.



School Crossing Guard Services Solicitation for 3rd Party Provider

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Solicitation Process

Request for Competitive Seal Proposal for Crossing Guard Services:

- Advertised 3/1/18 & 3/8/18 with a proposal deadline of 3/22/18
- Three (3) proposals were received through a formal solicitation process from:
 - All City Management Services (ACMS)
 - American Guard Services, Inc (AGS)
 - Spur Employment, Inc.
- Evaluation committee consisted city staff persons from:
 - Business Diversity
 - City Manager's Office
 - Center for Performance Excellence
 - Dallas Police Dept.
 - Procurement Services
 - Transportation Dept.
- The successful respondent was selected based on the criteria below:
 - Vendor Capability & Expertise 30 points
 - Overall Approach and Methodology 25 points
 - Cost & Timeframe 30 points
 - Business Inclusion & Development Plan 15 points

Scope of Work Highlights

- Provide opportunities for at-will employment to existing City of Dallas School Crossing Guard Program employees meeting Contractor's hiring requirements
- Create, Implement and manage the Volunteer School Crossing Guard Program
 - Serves as a relief pool
 - Participating schools and local community involvement
- Develop and provide a School Crossing Guard Location App
 - Source for schools, parents and public
 - Monitor activities occurring at intersections
- Notification of major accidents and incidents to Contract Administrator within 30 minutes of occurrences

Proposed Vendor

- The Proposed vendor will manage and provide crossing guards services to:
 - Approximately 153 elementary schools in Dallas City-Limits
 - Seven (7) ISDs
 - Two (2) Charter Schools
 - Three (3) Catholic Schools
- Staffing approx. 400 intersections (currently)
- Turnkey/All-Inclusive billable rate per hour:
 - For estimated 320,000 hours annually
 - Guards paid at least \$10.94 (living wage)
 - Total of 4hrs daily per intersection
- Thirty-six month contract with two (2) one (1) year renewal options

Staff Recommendation

- City Council approval of a contract to provide School Crossing Guard Services in the City of Dallas starting August 1, 2018 with the most advantageous proposer of three (3)

Next Steps

- April 2018
 - Price & Service Negotiation with Proposed Vendor
- May 2018
 - Dept. of Transportation Meetings with school liaisons in May 2018
 - Meeting with City Manager and School Crossing Guard staff on May 7, 2018
 - Brief Public Safety and Criminal Justice Committee on final vendor selection and program costs on May 14, 2018
 - City Council Consideration on May 23, 2018 for the contract with the successful vendor
- August 2018
 - Program Implementation start on August 1, 2018
- November 2018
 - Dallas County Commissioners Court place additional \$1.50 vehicle registration fee (for **Child Safety Trust Fund**) on ballot

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Appendix

- Background/History



Background/History

- November 2017 – The 85th State Legislature authorized a voter referendum on the dissolution of DCS
 - The voters voted to abolish Dallas County Schools
 - State Comptroller appointed a Dissolution Committee charged with dissolving DCS operations
- December 18, 2017 – the Dissolution Committee voted to discontinue the funding school crossing guard program as of January 31, 2018
- January 3, 2018, City Council was briefed on the school crossing guard program and the impact of the voter dissolution of Dallas County Schools

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Background/History – Cont.

- January 17, 2018, City Council authorized a settlement of the lawsuit styled “*City of Dallas v. Dallas County Schools*” Cause No. DC-17-1717570 and funds not to exceed \$2.4M for DCS Crossing Guard payroll
- January 25, 2018, City of Dallas and DCS entered into a Compromise and Settlement Agreement which allow DCS to continue managing the School Crossing Guard Program until July 31, 2018

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