

MEMORANDUM

To: [Denver City Council]
From: [Jon Johnson], [Associate City Planner]
Date: [06/21/2022]
Subject: [Denver Public Schools Crossing Guard Contract Amendment
(DPS 201525324/2021161054)]

Introduction:

Denver Public Works/Department of Transportation and Infrastructure (DPW/DOTI) and Denver Public Schools (DPS) entered an Intergovernmental Agreement (IGA) that began on January 1st, 2015 and originally expired on December 31st, 2021 for the Crossing Guard Program. The IGA was amended once in 2021 to extend the contract expiration and provide additional funding for the services that DPS provides until June 30th, 2022. The IGA provided a scope of work (Attachment 1) that DPW/DOTI used to help manage the program, specifying the guidelines that should be used to assign and place crossing guards. This memorandum will discuss the specifics of the IGA to inform Denver City Council of the specifics of the contract, with a request to extend the contract from June 30th, 2022 to December 31st, 2022.

Results/Recommendation:

The current amended contract will expire on June 30th, 2022. This second amendment request to the contract will extend the IGA through December 31st, 2022. This amendment should be approved to provide DOTI and DPS the time to draft and approve a new long-term contract to begin on January 1st, 2023. The amendment approval also provides time for DOTI to revise policies that are related to the Crossing Guard Program to expand locations that Crossing Guards can be assigned to.

Discussion:

The current contract has a total contract amount for \$ 1,168,759.23 USD, through June 30th, 2022. DPS is reimbursed in semi-annual increments after invoices are provided to DOTI to pay for the Crossing Guard Program. Per calendar year, the contract specifies that DPS cannot bill DOTI for more than \$ 177,800 USD to ensure program funding for the extent of the contract. The reimbursements cover salaries and fringe benefits paid to crossing guard employees by DPS and supplies provided to crossing guard employees. The current request would add \$ 125,000 to the contract for Fall 2022 (new contract total of 1,293,759.23 USD). Any unspent allocation of funds would be returned to Denver's General Fund at the end of the 2022 calendar year.

The Crossing Guard Program currently employs about 40 Crossing Guards at various schools throughout the City and County of Denver. The role of Crossing Guard is to be stationed at corners adjacent to schools to help families, caregivers, and students cross the street safely on their way to and from school. Crossing Guards are not permitted to perform traffic control duties since they are not uniformed police officers. All DPS schools are eligible to have a crossing guard but interested parties must apply for a position through DPS's job portal. The Crossing Guard Program does prioritize elementary schools.

A future scope of work is in development by DOTI and would help clearly define roles and responsibilities for both DOTI and DPS and use new data measures to help DPS prioritize locations for crossing guards. This future scope of work is underway currently and should be finalized in 2022 to ensure adequate time to set up a new long-term contract with DPS. Primary supplemental documents used in the development of the Scope of Work include DOTI's Safe Routes to School Action Plan (2022), and DOTI's Policy T.05 that defines the minimum requirements for a location to be approved for a Crossing Guard to be posted at. DOTI is working closely with the DPS Safety Team to understand how to better leverage the contract resources to enhance the safety of all students and families travelling to schools within the City and County of Denver.

Attachment #1:

School Crossing Guards

Scope of Work

Background: The School Crossing Guard program is designed to supervise the safe crossing of elementary age school children when crossing streets on their way to and from schools. The School Crossing Guards are not enforcement officers and have no authority to enforce traffic laws.

It is the duty of School Crossing Guards to:

- Ensure that turning motorists yield the- right of way to pedestrian school children
- Ensure that children obey the traffic signals
- Ensure that children do not start across the street when there is insufficient time remaining for them to cross on the green or walk light
- Instruct children in good safety habits, such as walking only with the green or walk light, using crosswalks, checking traffic before starting across the street, walking rather than running, and using the pedestrian push button where installed.

Program: The following provides information concerning the operation of the current School Crossing Guard program:

- Each location is determined and prioritized by Transportation Engineering based on need, availability of traffic signals, traffic counts and other criteria.
- The locations for the upcoming year will be provided by DPS to the City by the end of September each year.
- Additional locations may be authorized by Transportation Engineering after consultation with DPS. Final authorization for locations of School Crossing Guards rests solely with Transportation Engineering.
- The current annual General Fund appropriation to the program totals \$177,800. This amount is located in the Transportation appropriation of the Department of Public Works, with the City providing funding up to the appropriated level each year. Any additional costs above and beyond appropriated City funding will be borne by DPS.
- The City will reimburse DPS for direct costs related to the program up to the maximum appropriated level each year. These direct costs include: School Crossing Guard salaries, DPS FICA payments, DPS Medicare payments, Workers compensation and will be invoiced to the City quarterly. As part of the yearly appropriation, the City will allow up to \$1000 reimbursables yearly for authorized equipment purchases such as reflective vests and stop signs; receipts for such equipment purchases shall be provided within the quarterly billings. Reimbursement will not include any administrative or overhead expenses incurred by DPS.