

MEMORANDUM

To: [Denver City Council]
From: [Jon Johnson], [Associate City Planner]
Date: [11/19/2021]
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 is set to expire on December 31st, 2021 for the Crossing Guard Program. 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, including procedure of payment, the locations of current crossing guards, how schools are determined, and what next steps for the contract includes.

Results/Recommendation:

The current contract will expire at the end of the 2021 calendar year. The amendment to this contract will extend the IGA until the end of June 2022, to complete the current 2021-2022 DPS School Year. The amendment should be approved to ensure that the Crossing Guard Program can continue to be supported through the end of the current school year. The amendment provides the necessary time for DOTI to collaborate with DPS to establish a new Scope of Work that includes new data-driven measures to prioritize school locations for crossing guards while better aligning invoices to the DPS School Year Calendar.

Discussion:

The current contract has a total contract amount for \$ 889,000 USD, over a five-year contract from 2016 to 2021. 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 Crossing Guard Program currently employs 44 Crossing Guards at various schools throughout the City and County of Denver. The role of Crossing Guards is to be stationed at corners adjacent to schools to help families and students cross the street. Crossing Guards are not trained to perform traffic control duties since they are not uniformed police officers. A list of schools that Crossing Guards are deployed at can be seen in (Attachment 2), which is a list of crossing guard locations provided to DOTI in late October 2021. While all schools are eligible for crossing guards, currently, school locations are determined when a principal or a parent shows interest in the program. The Crossing Guard Program does prioritize elementary schools.

A future scope of work is in development by DOTI and would 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 early 2022 to ensure adequate time to set up a new long-term contract with DPS. Using the forthcoming Safe Routes to School Action Plan DOTI can help inform locations for crossing guards that considers equity, traffic safety, and infrastructure need. Partnerships with DOTI's Vision Zero, Pedestrian, and Bicycle Teams could also inform locations for crossing guards to further enhance the prioritization of placement for crossing guards. A future contract would align with the DPS school calendar to better align invoices. 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.

Attachment #2:

Schools with Crossing Guards	School Type	2022 Safe Routes to School Priority Tier	Total Crossing Guards
School Name & Type of School		Tier 1 = High Need, 5 = Low Need	Note: Does not capture Volunteer Crossing Guards
John Amesse	Elementary	3	1
Lena Archuleta	Elementary	4	1
Ashley Elementary	Elementary	4	1
Barnum Elementary	Elementary	2	2
Bromwell Elementary	Elementary	5	1
Bradley Elementary	Elementary	5	1
Brown Elementary	Elementary	5	1
Bromwell Elementary	Elementary	5	2
Carson Elementary	Elementary	5	3
Castro Elementary	Elementary	5	1
Colfax Elementary	Elementary	2	2
College View	Elementary	2	1
DCIS Ford Elementary	Elementary	3	1
DDES at EGC Elementary	Elementary	5	1
Dora Moore	Elementary	5	1
Denver Discovery	Middle	4	1
Eagleton	Elementary	4	2
Escalante-Biggs	Early Childhood Edu.	3	1
Evie / Kipp	Middle	2	1
Greenwood	Elem. & Middle	4	1
Joe Shoemaker	Elementary	1	1
Kaiser	Elementary	5	1
Kepner Beacon	Middle	3	1
Lincoln elementary	Elementary	5	1
Mc Glone	Elem. & Middle	1	2
Montclair	Elementary	2	1
Sandoval	Elementary	5	1
South High School	High	4	2
Southmoor	Elementary	5	1
Steele	Elementary	5	1
University Park	Elementary	5	3
Valverde	Elementary	4	1
Whittier	Elem. & Middle	1	2
-	-	-	44 TOTAL

Note: The forthcoming Safe Routes to School Action Plan, has 15 Schools in Tier 1, and 24 Schools Identified in Tier 2. Schools are prioritized based on the Type of School Trip, the Level of Traffic Safety Concerns, the Infrastructure Need, and Equity Measures.

A goal in 2022 with a new Scope of Work would include prioritization to recruit crossing guards at the Tier 1 and Tier 2 Schools with DOTI providing additional support.