



Improving Security & Courier Services

February 13, 2018

Purpose

- Increase security hours and quality of service
 - Better ensure a safe and secure environment
 - Select and develop security personnel
 - Customize training & orientation to PCCLD culture
 - Partnership between local law enforcement & PCCLD security staff
- Reduce delivery time to move materials between locations throughout the district
 - Increase efficiency by combining security and courier routes
 - Decrease delivery time of material transfers
 - Improve customer service

Current Costs

TNT Security
\$130,952

- 123 Hours Security /Week
 - Rawlings
 - Lucero
 - Barkman
 - PW
- Cash Courier
- Nightly patrol

R&S Courier
\$60,000

- 6 days/week
- 8 locations
- 11 stops
- 27 hrs. week /1,404 hrs. year

Total = \$190, 952

New System

- Increase Security by 33%
- Increase Courier Stops by 39%
- Flexibility in Security Coverage
- Extend Night Patrol to PW, Patrol to all locations

Total = \$189,124

Comparison of Security & Courier Services

COMPARISON	Security Hours	
	Outsourced	In-House
Barkman	12	20
Giodone	0	6.6 Covered by Float
Greenhorn Valley	0	6.6 Covered by Float
Lamb	0	6.6 Covered by Float
Lucero	24	24
Pueblo West	8	20
Rawlings	79	80
Float	0	20
Total On-Site Security Hours	<u>123</u>	<u>164.00</u>

SECURITY SERVICES 33.3% increase in security hours

Total Security Officers	5	6
Total Security Managers	0	1
Weekly Night Patrol Stops	28	35
Weekly Materials Courier Stops	66	92

COURIER SERVICES 39.4% increase courier deliveries

Total Cost	\$ 190,952.00	\$ 189,124.08
Difference		\$ 1,827.92

Staffing Plan

Wages, Benefits & Insurance

Position /Assignment	Class	Hrs/wk	Rate	Wk/Yr	Annual Cost
Security Supervisor, RA (1)	FT	40	\$ 19.23	52	\$ 39,998.40
Security Officer, RA (1)	FT	40	\$ 13.75	52	\$ 28,600.00
Security Officer, BK (1)	PT	20	\$ 13.75	52	\$ 14,300.00
Security Officer, LU (1)	PT	24	\$ 13.75	52	\$ 17,160.00
Security Officer, PW, patrol (1)	PT	20	\$ 15.00	52	\$ 15,600.00
Security Officer, Floats (2)	Floats	20	\$ 15.00	52	\$ 15,600.00
		<u>164.00</u>			<u>\$ 131,258.40</u>

Security Wages Expense

Total Security Gross Salaries	Gross				\$ 131,258.40
Benefits, PERA & Insurance	18%				\$ 23,626.51
Workers Compensation	2.50%				\$ 3,281.46
Total Loaded WAGES					\$ 158,166.37

Cost of Proposal

Wages, Uniforms/Equip, Training

Loaded Wages	\$158,166.37
Uniforms /Equipment	\$7,263.20
Training	\$8,367.04
Mileage	<u>\$15,327.47</u>
	<u><u>\$ 189,124.08</u></u>

New Courier

- Day Route – M, T, Th, F, Sat

- Stops (8) x 5 days/week = 40 stops

3 hr. 20 min. @ 5 days = 16 hr 40 min/ week

- Day Route – Wednesdays

- Stops (10) x 1 day/week = 10 stops

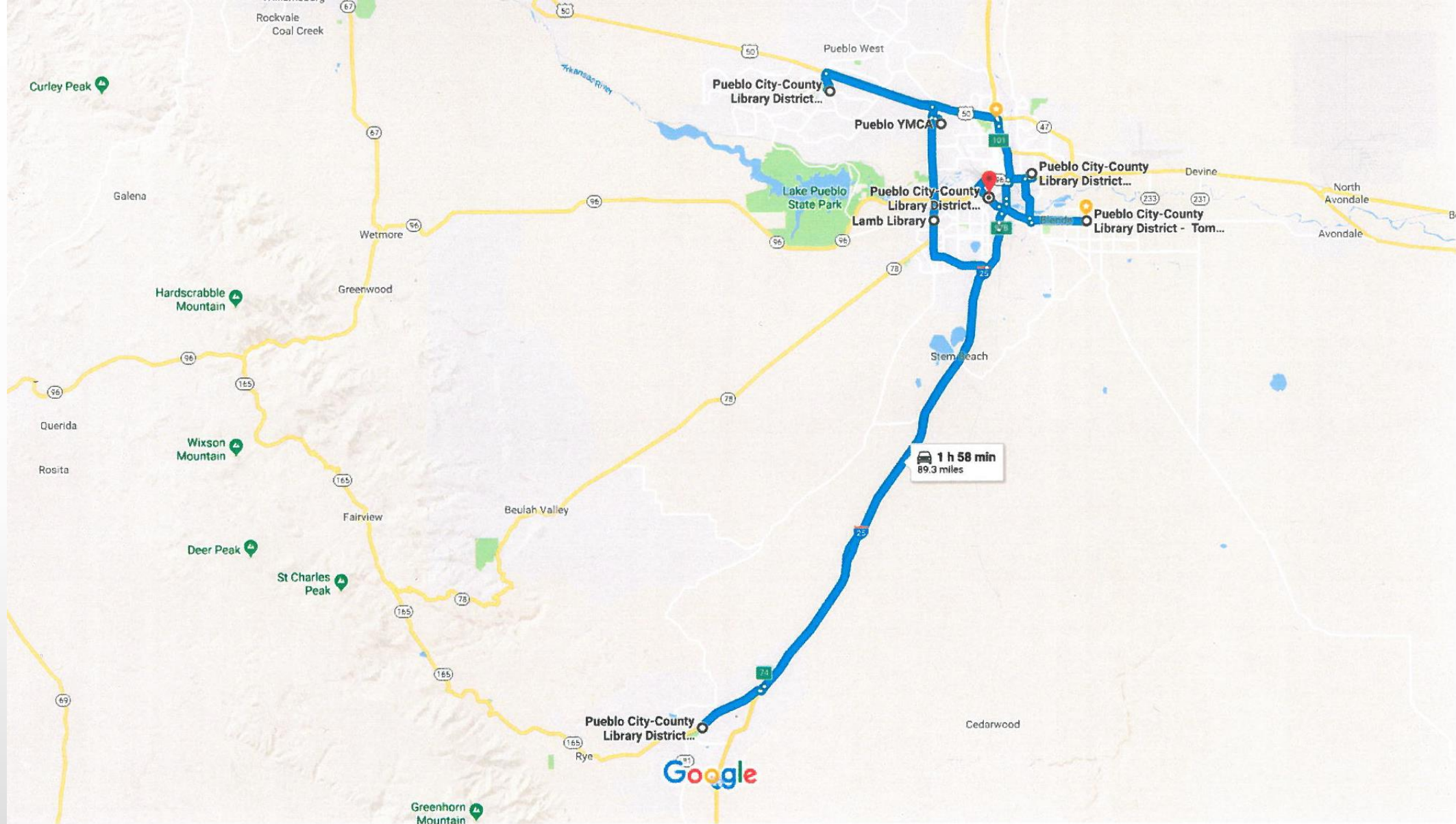
3 hr. 40 min. @ 1 day /week

- Night Route – Sun – Sat

- Stops (6) x 7 days/week = 42 stops

1 hr. 50 min. @ 7 days = 12 hr 50 min/ week

TOTAL New Courier = 92 Stops, 43 hr 10 min/week (drive + task time)



Map data ©2018 Google 2 mi



via W 4th St

1 h 58 min without traffic

1 h 58 min

89.3 miles

Prepared for Action

- Job Descriptions
- Training Developed
- Routes Established
- Work Schedules Developed
- Implementation Plan
- Vehicle Procurement Budgeted
- Timeline – April 1st Implementation

Proposed Security-Courier Service

- Day and Night routes provide both security & courier
- Increase security by 41 hours for safer environment
- Courier 2x day – Improve timeliness of material delivery to customers
- Better utilization of new library vehicle
- Integration with library work culture and goals

References

- RFP Proposals from TNT, Soldier Security, DC Private & Investigative Security Services, G4S
- Interviews:
 - David Glen, Security Manager, Pikes Peak Library District,
 - Bob Knowles, Security Manager, Denver Public Library
 - Pueblo Police Department: Troy Davenport, Chief of Police, Captain Charles Taylor, Sargent James Olonia, Corporal Shelli Ellis.
 - Amanda Cesar of Pueblo Parks & Recreation
 - Meeting with Library Public Service Managers
 - Two-day Training with PPLD Security