

**AMENDMENT NO. EIGHT TO CONTRACT NO. 35169 35169**

**RE: Amendment No. Eight of Contract No. 35169 (ITB LB18-123) for providing security guard services to the City of Long Beach (Munis Contract No. 319000026, formerly BPLB1900026)**

This Amendment to Contract No. 35169 is made and entered as of February 21, 2022, by and between the CITY OF LONG BEACH, a municipal corporation, and General Security Service, Inc.

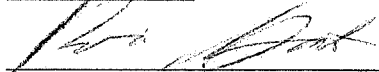
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- 1. Extend the contract term to February 21, 2023
- 2. Add \$909,000 to the contract
- 3. Prices during this period shall remain firm.
- 4. The price for certain items shall be increased as shown on Exhibit "A", which is attached hereto and incorporated herein by this reference.
- 5. The price for certain items shall be decreased as shown on Exhibit "A", which is attached hereto and incorporated herein by this reference.
- 6. The discount offered to the City is increased by \_\_\_\_ %
- 7. The items or locations identified on Exhibit "B", which is attached hereto and incorporated herein by this reference, are hereby deleted from the Contract.
- 8. The locations identified on Exhibit "B", which is attached hereto and incorporated herein by this reference, are hereby added to the Contract.
- 9. Current permits, licenses, insurance and other required information are attached as Addendum No. 1.

Except as expressly amended above, all terms and conditions in this Contract are ratified and confirmed and remain in full force and effect. Executed with all formalities required by law as of the date first stated above.

**Attach Notary if Out-of-State Contractor**

**CONTRACTOR:**

  
 \_\_\_\_\_  
 (Signature)  
 Brian Harrison  
 \_\_\_\_\_  
 (Print / Type Name)  
 Qualified Member  
 \_\_\_\_\_  
 President / Vice President / Secretary / Treasurer  
 (circle one)

**CONTRACTOR:**

\_\_\_\_\_  
 (Signature)  
 \_\_\_\_\_  
 (Print / Type Name)  
 \_\_\_\_\_  
 President / Vice President / Secretary / Treasurer  
 (circle one)

**THE CITY OF LONG BEACH:**

By:   
 \_\_\_\_\_  
 City Manager

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Approved as to form:

CHARLES PARKIN, City Attorney

By:   
 \_\_\_\_\_  
 Deputy

2.1.22

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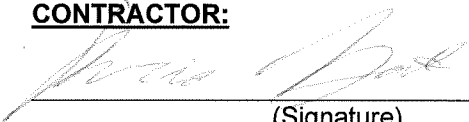
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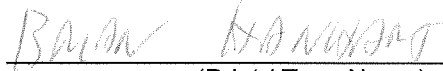
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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

  
\_\_\_\_\_  
(Print / Type Name)

\_\_\_\_\_  
(Print / Type Name)

  
\_\_\_\_\_  
President / Vice President / Secretary / Treasurer  
(circle one)

\_\_\_\_\_  
President / Vice President / Secretary / Treasurer  
(circle one)

**THE CITY OF LONG BEACH:**

By: \_\_\_\_\_  
City Manager

SYSTEM: 9 31 2022

Approved as to form:  
CHARLES PARKIN, City Attorney

By: \_\_\_\_\_  
Deputy

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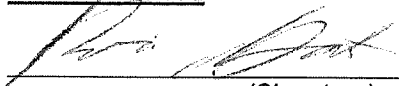
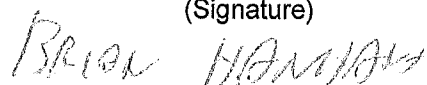

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President / Vice President / Secretary / Treasurer  
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(circle one)

**THE CITY OF LONG BEACH:**

By: \_\_\_\_\_  
City Manager

Approved as to form:  
CHARLES PARKIN, City Attorney

By: \_\_\_\_\_  
Deputy



**EXHIBIT A  
PRICING SCHEDULE  
AGREEMENT TO PROVIDE SECURITY PERSONNEL**

**Client:** CITY OF LONG BEACH

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**Contact:** MICHELLE WILSON

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**Service Location:** VARIOUS LOCATIONS

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**Service Hours:** 566

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**Phone Number:** 562.570.6340                      **Fax:** Michelle.wilson@longbeach.gov

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**Effective Date:** January 1, 2022

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**HOURLY RATES:**

| POSITION                       | BASE HOURS | BASE RATE PER HOUR | OVERTIME RATE PER HOUR* | HOLIDAY RATE PER HOUR* | TOTAL WEEKLY COST** |
|--------------------------------|------------|--------------------|-------------------------|------------------------|---------------------|
| Security Officer               | 552        | \$22.99            | \$34.49                 | \$34.49                | \$12,690.48         |
| Public Works Patrol            | 14         | \$24.60            | \$36.90                 | \$36.90                | \$344.40            |
| Park/Rec/Marine Special Events | As needed  | \$29.87            | \$44.81                 | \$44.81                |                     |
| COVID-19 Sites                 | As Needed  | \$25.34            | \$38.01                 | \$38.01                |                     |
|                                |            |                    |                         |                        | \$13,034.88         |

\* All hourly employees are compensated at one-and-one-half times their basic hourly rate for seven (7) national holidays: New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Additional holidays can be added as mutually agreed upon by the Customer and GSSI.

\* Premium billing is applied on holidays and when the customer requests service in excess of the specified contract with less than 48 hours of notice, and which result in hour(s) worked by a security officer that exceed 8 hours in a day, to be billed at the overtime rate, and any hours in excess of 12 hours in a day will be billed at a double time rate of two times the basic hourly rate.


\*\*Does not include any hours at the holiday rate for holidays or the cost of any additional service.

**TYPE OF SERVICE:** Unarmed, uniformed security officer

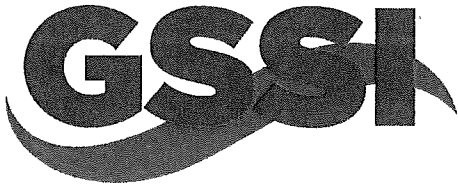
**SPECIAL EQUIPMENT & RATE:** none

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**ACKNOWLEDGED AND AGREED TO BY:**

  
 \_\_\_\_\_  
 GSSI, Inc. CA license PPO #119932  
 Michelle M Wilson  
 \_\_\_\_\_  
 Client

01/26/2022  
 \_\_\_\_\_  
 Date  
 1/25/22  
 \_\_\_\_\_  
 Date



639 N. Marine Avenue  
Wilmington, CA 90744  
State Lic. No. PPO 119932

323-772-7378  
Fax 310-973-7627

RESOLUT/SINGLE SIGNATURE

## Minutes of Directors' Meeting of GSSi, Inc.

In accordance with the bylaws, a general meeting of the board of directors of GSSi, Inc., was held at its principal executive office at 639 Marine Avenue, Wilmington, California, 90744 on January 28, 2022 at eleven o'clock a.m.

The following directors were present: Samantha Hanhart

The following directors were absent: None


The chairman called the meeting to order and presided during its deliberations, and Brian Hanhart acted as secretary of the meeting.

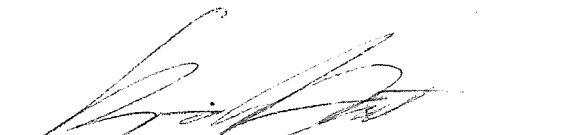
The secretary certified that the meeting had been duly called in accordance with the terms of the bylaws of the corporation, and by means of a notice, to the directors of the corporation, in the manner provided for by the bylaws.

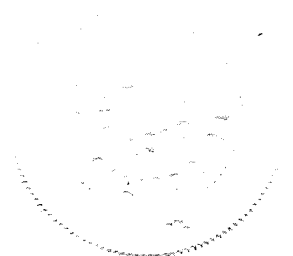
- (1) RESOLVED since GSSi, Inc. has a single Director of the Corporation, Samantha Hanhart; that Brian Hanhart being the Qualified Manager and PPO License Holder and Chief Operations Officer of the Corporation in a non-voting capacity; that Samantha Hanhart being Chief Executive Officer & Chief Financial Officer grants Brian Hanhart as a designated signatory for any and all legal documents representing GSSi, Inc.
- (2) RESOLVED that GSSi, Inc. will enter into contract amendment for Security Guard Service with The City of Long Beach, California.

There being no further business to come before the meeting, upon motion duly made, seconded, and unanimously carried, the meeting adjourned.

Dated: January 28, 2022

  
Samantha Hanhart, Chairman

  
Brian Hanhart, Secretary





**City of Long Beach**  
Working Together to Serve

**Memorandum**

Date: June 18, 2019

To: Mayor and Members of the City Council

For: Patrick H. West, City Manager *T.M.L.*

Subject: **Security Guard Services – Proposition “L” analysis**

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At its February 19, 2019 meeting, the City Council was requested to adopt Specifications No. ITB LB18-123 (Specifications) and award a two-year contract to GSSi, Inc., dba General Security Service, of Wilmington, CA, for providing security guard services to City facilities where such services were already in place and to facilities where no security services were in place, including on an “as needed” basis. The City Council requested a Proposition “L” analysis for these services and approved a six-month contract with GSSi, Inc., while that analysis was being completed.

The attached report provides that analysis. Since City employees have never provided security guard services at these facilities, the analysis makes reasonable assumptions as to how these services would be provided by City employees. The analysis is conservative in that it likely somewhat understates actual City costs. The estimated annual costs using City employees to provide security guard services in the Specifications is \$2,116,650. The total cost to providing the same service by way of the GSSi, Inc. contract is \$909,000. To provide the service using City staff would be a 133 percent premium (2 1/3 times the cost of providing it by contractor). The level of service would be approximately the same, although the private security guard services have the advantage of great scheduling flexibility and efficiency that maximizes security coverage and provides the best financial efficiency. This level of savings is consistent with previous Proposition “L” findings for security guard services in both 2001 and 2006.

Human Resources Department Labor Relations staff will meet with representatives of the International Association of Machinists (IAM) in response to their request to “meet and confer” on this matter.

Given the findings of the analysis, I will be recommending the City Council approve a multi-year contract for security guard services with GSSi, Inc.

Attachment

CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA DOUD, CITY AUDITOR  
TOM MODICA, ASSISTANT CITY MANAGER  
KEVIN JACKSON, DEPUTY CITY MANAGER  
REBECCA GARNER, ADMINISTRATIVE DEPUTY TO THE CITY MANAGER  
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #18-1074)

# **Security Guard Services**

## **Proposition “L” Analysis: Contractor-Provided Security Guard Services Based on GSSI, Inc. Contract Approved on February 19, 2019**

This is a City Council requested update of a Propositions L analysis of Security Guard services. A Proposition L analysis for Security Guard services was done in 2001 and again in 2006. This update is based on the costs and service levels identified in the approved February 19, 2019 contract with GSSI, Inc. (see Attachment A).

### **BACKGROUND**

#### **Proposition “L”**

In 1979, the electorate passed a ballot measure known as Proposition "L" which added Section 1806 to the City Charter. That Charter section permits the City Council, after certain findings, to adopt an ordinance by a 2/3 vote as a precondition to authorizing contracts with private contractors for the performance of work or services usually performed by employees of the City. The ordinance must determine, supported by findings, that the work or service proposed to be contracted out for can be performed by a private contractor as efficiently, effectively, and at an estimated lower cost to the City than if said work or services were performed by City employees. In addition, the ordinance must indicate that it has been determined that the proposed contract for work or services will not be detrimental to the best interest of the citizens of the City.

#### **Previous Security Guard Services Proposition L Findings**

Proposition “L” findings (ordinances) were made for security guard services contracts in 2001 and 2006. These findings showed that the specified services, if provided by City employees, would be 137 percent and 147 percent more expensive, respectively, than if provided by the contractor. (City employee-provided services would be more than double the cost of contractor-provided services.) The contracts for security guard services approved by the City Council in 2011 and 2014 were based on Proposition “L” findings from 2001 and 2006.

At no time have City employees provided security guard services at any of the sites contained in the contracts prior to their award. Additionally, the contracts allowed for the addition and deletion of sites as required by the City.

#### **Special Services Officers**

The City job classification for employees providing non-Police security and safety services is Special Service Officer (SSO). There are four grades of the SSO classification, I-IV:

|                 |  |
|-----------------|--|
| Grade Level I   | Performs routine guard work at a desk or in buildings or areas which are either secured or where the frequency of public contact is practically nil - OR - performs various duties in the Police Department including the supervision of Trustees on outside work details. <b>Note:</b> There are no SSO I positions currently budgeted in any department as employees are automatically upgraded to SSO II upon the successful completion of probation. |
| Grade Level II  | Performs responsible patrol work occasionally requiring quick, independent decisions and where there is frequent public contact.   |
| Grade Level III | Participates in the work of and serves as shift lead person over subordinates - OR - oversees the work and conduct of persons detained in custody.   |
| Grade Level IV  | Heads a bureau or department unit of security personnel - OR - supervises subordinates engaged in overseeing the work and conduct of persons detained in custody.  |

SSOs are used in a variety of capacities across the City organization, all playing very important roles in the security and safety of the City's assets, its workforce, and its patrons. A summary of SSO assignments is provided below.

Police Department

There are 122 full-time SSOs budgeted in the Police Department (including those to be transferred from the Long Beach Airport). Employees in these positions may be assigned to one of the following operations:

- **Jail:** Ensures inmate safety and facility security. Conducts searches, classification assessment, inmate medical screening, fingerprinting and DNA collection if applicable, performs inspections/security checks of the jail and Civic Center, supervises all inmate movement, monitors electronic audio and video surveillance equipment, transports inmates to medical and county facilities, escorts inmates to court and provides courtroom security, prepares written reports, log entries, and incidents reports.
- **Marine Patrol:** Assists the public in person or by telephone; maintains control and preserves the security of the City's marinas and beaches; enforces rules, regulations and laws within the marina areas; booking of arrested persons; patrol area in marked city vehicles; and provide community-based policing.
- **Long Beach Airport:** In the FY 2019 Budget, 27 SSOs were transferred from the Airport to the Police Department to integrate all security operations at the Airport under the Police Department. The actual transition of staff is currently underway. Airport SSOs are first responders to all public safety and security incidents at the Airport. The primary mission of the Security Division is to support the Transportation Security Administration (TSA) with counter-terrorism efforts.
- **Long Beach City College:** Responsible for the security of campuses, its faculty and students by patrolling the grounds on foot, bicycle, Segway and/or in a city vehicle. Escorts students, faculty and other employees; responds to suspicious activity, emergency situations, property damage and unlawful activity on District property; responds to calls for service involving thefts, disturbances, vandalism and malicious mischief; provide first aid as needed.



- **Civic Center Security:** Responsible for the security of the Civic Center and safety of its staff and visitors. Provides building security and screening of visitors attending City Council meetings. Responds to suspicious activity, emergency situations, property damage, and unlawful activity on the premises; responds to calls for service involving disturbances and vandalism.

### Harbor

There are 65 full-time SSOs budgeted in the Harbor Department. Employees in these positions are assigned to the Harbor Patrol. Duties include the enforcement of designated sections of the California Penal and Vehicle Codes, the Long Beach Municipal Code and the Port of Long Beach Tariff/Ordinances.

### Long Beach Airport

In the FY 2019 Budget, 27 SSOs were transferred from the Airport to the Police Department to integrate all security operations at the Airport under the Police Department. The actual transition of staff is currently in process. Five (5) full-time SSOs remain budgeted in the Airport Department. Duties currently include dispatch, recording calls for service in CAD, and staffing the Airport's access control and perimeter security systems.

### Public Works

There are 22 full-time SSOs budgeted in the Public Works Department, Parking Enforcement Division. However, these positions are the residual of the transfer of citywide parking enforcement from the Police Department to the Public Works Department. These positions are now cross-filled with employees in the Parking Control Checker II classification.

## **COST ANALYSIS**

Pursuant to the City Council's request, staff has endeavored to prepare a comparative cost analysis of the services contained in Specifications No. ITB LB18-123 (Specifications). The adoption of a new ordinance is not required to award a new contract for security services.

This cost comparison for a Proposition L analysis for the 2019 GSSi, Inc. contract used the scope of work identified in the associated RFP and developed a staffing model that could provide those services with City employees. This needed to be done because the City is not currently providing these services, so an existing staffing model could not be used. The model likely understates City costs a bit because it assumes the use of less expensive non-career (NC) employees where less than full-time work is done. While this is reasonable, it is not clear that such a model is practical over the long-term, and a more expensive model may, in fact, be used. However, even with this lower cost model, services provided by City employees would be significantly more expensive than contractor-provided services.

## Comparison Considerations

There are several key factors that need to be considered when making a comparison between contractor-provided services and City employee-provided services. They are as follows:

- The services provided by the contractor are based on a set number of work hours (schedule) specified for each site/facility. A contractor's employee will be on site every work hour specified. In short, every paid hour is a work hour. The contractor's remuneration is based on the actual number of work hours that are provided to the City.
- A full-time City employee is paid for 2,088 hours per year, but will not work that many hours as he/she has the benefit of paid time off (vacation, sick leave, holidays, etc.). Thus, when making a comparison based on a set time schedule, every hour the employee does not work, must be backfilled by another employee. For example: If an employee uses 10 vacation days, takes 8 sick days, and gets 13 paid holidays, he/she is only working 1,840 hours per year, or an average of 35 hours per week. Thus, for a comparison based on a set time schedule, another employee must provide the hours not provided by the primary employee, and the costs of those additional hours must be included in the analysis.
- The contractor's billable hourly rate will include a factor for supervision. As such, a factor for supervision should also be included in the City's costs. Similarly, the contractor's billable hourly rate will include account for materials, supplies, and equipment needed by the contractor's employees. The City's costs should also include these.

## Contractor Pricing

The Specifications requested pricing and qualifications for both regular, scheduled services at 10 sites and as-needed services. Bidders were asked to provide hourly rates for specified hours of services. GSSi, Inc. (Contractor) was deemed to the lowest responsible bidder. (This company is the current provider of security guard services.) On February 19, 2019, staff recommended a contract be awarded in the annual amount of \$909,000. This amount was based on requests from departments needing regular, scheduled services and/or as-needed services. The chart below identifies the total hours specified, the Contractor's hourly rates, and the total cost for each category of service.

| Categories of Service  | Total Hours   | Hourly Rate | Total Cost       |
|--|---------------|-------------|------------------|
| Regular, Scheduled Services: Non-Holidays (8 sites)  | 37,909        | \$18.79     | \$712,310        |
| Regular, Scheduled Services: Non-Holidays (2 sites)  | 602           | 23.26       | 14,003           |
| Regular, Scheduled Services: Holidays (8 sites)  | 432           | 28.19       | 12,178           |
| Regular, Scheduled Services: Holidays (2 sites)  | 126           | 33.26       | 4,191            |
| As-Needed Services: Non-Holidays*  | 8,851         | 18.79       | 166,310          |
| <b>TOTAL</b>   | <b>47,920</b> | <b>--</b>   | <b>\$909,000</b> |
| * As-needed hours were estimated based on the remaining contract authority after regular, scheduled service hours were accounted for. The actual number and type of hours provided may differ. An estimate was needed for comparison purposes. |               |             |                  |

## Building a City Staffing Model

The Contractor provided the City with a staffing plan for the sites contained in the proposed contract that require regular, scheduled service (not including as-needed services). This staffing plan provides for as many full-time positions as possible, and, as such, it was used as the basis for the City's staffing model (see Attachment B).

A conceptual staffing model requires that certain assumptions be made. They are as follows:

- When a regular weekly work schedule totals 40 or more hours per week, a full-time employee will perform the work.
- When a regular weekly work schedule totals 30 to 39 hours per week, a "permanent, part-time" employee will perform the work.
- When two employees are on the same shift, they will stagger meal and rest breaks and coverage drops to one during those times.
- When security guard services at a given site are provided by a single employee, the employee will not leave the site during meal and rest breaks, but will be available to respond, if needed.
- Hours needed beyond those worked by full-time or "permanent, part-time" employees will be provided by non-career (part-time) employees.
- Work hours not provided by full-time or "permanent, part-time" employees on paid leave (VA, SL, HO) will be provided by non-career (part-time) employees, except holidays when facilities are closed.
- Costs are based on Step III of the SSO II classification. The costs were taken from the FY 2019 Budget. The chart below identifies the costs for 1 FTE of a full-time SSO and 1 FTE (2,088 work hours) of a part-time, non-career SSO.

| <b>SSO II, Step III</b>      | <b>Salary</b> | <b>Benefits</b> | <b>Total</b> | <b>Loaded Hourly Cost</b> |
|------------------------------|---------------|-----------------|--------------|---------------------------|
| Full-Time (Avg.)             | \$47,806      | \$34,145        | \$81,951     | \$39.25                   |
| Part-Time, Non-Career (Avg.) | \$46,766      | \$7,039         | \$53,805     | \$25.77                   |

- Average annual work hours for full-time SSO II employees are based on the class average for all SSO IIs for 2018, which is 1,788.
- All as-needed services will be provided by non-career (part-time) employees.
- Supervision is calculated at a ratio of 1 supervisor to 10-12 employees. Supervision will be provided by the SSO IV classification (Step III).

Regular, Scheduled Services

The following would be required to meet the staffing requirements for regular, scheduled services:

| Classification                                     | FTEs         | Comments  |
|--|--------------|---|
| Special Services Officer II, Full-time             | 15.00        | 1,053 overtime (OT) hours would also be required. |
| Special Services Officer II, Perm./Part-time       | 3.18         | 1@ 31 hrs/wk; 3 @ 32 hrs/wk                       |
| Special Services Officer II, NC, Scheduled Hours   | 0.85         | 1,768 hours                                       |
| Special Services Officer II, NC, Backfill Hours    | 1.99         | 4,145 hours                                       |
| Special Services Officer IV, Full-time, Supervisor | 2.00         |   |
| <b>Total</b>                                       | <b>23.02</b> |   |

As-Needed Services

The following would be required to meet the staffing requirements for as-needed services:

| Classification                                   | FTEs        | Comments    |
|--|-------------|-------------|
| Special Services Officer II, NC, As-Needed Hours | 4.24        | 8,851 hours |
| <b>Total</b>                                     | <b>4.24</b> |             |

**City Costs**

Provided below are the estimated annual costs for City employees to provide security guard services based on the aforementioned assumptions.

| Personal Services Costs                                | FTE          | Salary             | Benefits & WC    | Total              |
|--|--------------|--------------------|------------------|--------------------|
| Special Services Officer II, Full-time                 | 15.00        | \$717,094          | \$512,175        | \$1,229,269        |
| Special Services Officer II, Perm./Part-time (31/wk)   | 0.78         | 36,607             | 21,902           | 58,509             |
| Special Services Officer II, Perm./Part-time (32/wk)   | 2.40         | 112,638            | 67,389           | 180,027            |
| Special Services Officer II, NC (Scheduled & Backfill) | 2.84         | 132,815            | 19,992           | 152,808            |
| Special Services Officer II, NC (As-Needed Services)   | 4.24         | 198,288            | 29,848           | 228,136            |
| Special Services Officer IV, Full-time, Supervisor     | 2.00         | 121,335            | 77,874           | 199,209            |
| Special Services Officer II – Overtime Hours (1,053)   | --           | 35,507             | 1,895            | 37,402             |
| <b>Total Personal Services</b>                         | <b>27.26</b> | <b>\$1,354,284</b> | <b>\$731,075</b> | <b>\$2,085,359</b> |

| Non-Personal & Internal Services Costs                  | No. | Unit Cost | Total           |
|---|-----|-----------|-----------------|
| Uniforms, Boots, Gear (FT, PPT, NC)                     | 25  | \$2,489   | \$62,225        |
| Handheld Radios   | 17  | 950       | 16,150          |
| Vehicles (Supervisors)                                  | 2   | 8,208     | 16,416          |
| <b>Total Non-Personal &amp; Internal Services Costs</b> |     |           | <b>\$80,291</b> |

|                                |                    |
|--------------------------------|--------------------|
| <b>TOTAL ANNUAL CITY COSTS</b> | <b>\$2,116,650</b> |
|--------------------------------|--------------------|

It should be noted that there would also be some one-time costs if City employees were to provide the specified services. These costs, which are identified below, are not included in the Total Annual City Costs. While these are “one-time” costs, training costs, would need to be periodically repeated.

| <b>One-Time Costs</b>                 | <b>No.</b> | <b>Unit Cost</b> | <b>Total</b>     |
|---------------------------------------|------------|------------------|------------------|
| Pre-Employment Investigations         | 25         | \$1,900          | \$47,500         |
| Training                              | 25         | 2,954            | 73,850           |
| Handheld Radios - Initial Acquisition | 17         | 3,000            | 51,000           |
| Vehicles – Initial Acquisition        | 2          | 31,156           | 62,312           |
| <b>Total One-Time Costs</b>           |            |                  | <b>\$234,662</b> |

### **Cost Comparison Results**

The estimated annual costs to provide security guard services with City employees based on the GSSI, Inc. contract is \$2,116,650. The total annual cost to contract out for the same services is \$909,000. The city cost is 138 percent higher or much more than twice the cost of contracting out (2.38 times). This cost premium for using City employee-provided services is consistent with the Proposition “L” findings (Ordinances) for security guard services contracts in 2001 and 2006.

### **CONCLUSION**

The use of contracted-out security guard services for the locations and functions described in the GSSI, Inc. contract is significantly less expensive and provides comparable services than could be provided by City employees in the SSO classification, the classification best suited for security guard services. In addition, the use of contractual services provides a level of flexibility to meet needs that would not be available with City employees.

Attachments

**BID SECTION**

**PRICES TO BE INPUT ELECTRONICALLY IN PLANETBIDS**

All services shall be FOB Destination City of Long Beach. Pricing shall include all costs associated with this service.

| Location  | Days                                    | Hours                              | Number of Guards Per Shift | Number of Hours per Week | Non-Holiday Cost Per Hour | Holiday Cost Per Hour | # of Radios Required        |
|---|---|------------------------------------|----------------------------|--------------------------|---------------------------|-----------------------|-----------------------------|
| <b>ECONOMIC DEVELOPMENT</b>   |   |                                    |                            |                          |                           |                       |                             |
| 1<br>Career Transition Center/Youth Opportunities Center<br>4811 Airport Plaza Dr.<br>90815 | Monday - Friday                         | Overlapping:<br>7:00 am - 4:00 pm  | 1                          | 40                       | \$ Enter Electrically     | \$ Enter Electrically | 2: Guard<br>14: City Staff  |
|   | Monday - Friday                         | Overlapping:<br>10:00 am - 7:00 pm | 1                          | 40                       |                           |                       |                             |
|   | Some Saturdays                          | As-Needed                          | 1                          | As-Needed                |                           |                       |                             |
| 2<br>Community Hospital of Long Beach<br>1720 Termino Ave. 90804                            | As-Needed                               | As-Needed Car Patrol               | 1                          | As-Needed                | \$ Enter Electrically     | \$ Enter Electrically | None                        |
|   | 7 days                                  | 24 Hours                           | 2                          | 168                      | \$ Enter Electrically     | \$ Enter Electrically | 2: Guards                   |
| <b>HEALTH AND HUMAN SERVICES</b>  |   |                                    |                            |                          |                           |                       |                             |
| 3<br>Main Health Facility<br>2525 Grand Ave. 90815  | Monday                                  | 7:00 am - 8:00 pm                  | 2 (to be split)            | 13                       | \$ Enter Electrically     | \$ Enter Electrically | 2: Guards<br>14: City Staff |
|   | Tuesday - Friday                        | 7:00 am - 7:00 pm                  |                            | 48                       | \$ Enter Electrically     | \$ Enter Electrically |                             |
|   | Saturday (average of 3 times per month) | 7:30 am - 1:00 pm                  |                            | 5.5                      | \$ Enter Electrically     | \$ Enter Electrically |                             |
| 4<br>Housing Authority Bureau*<br>521 E 4th St. 90802                                       | Monday - Friday                         | 7:00 am - 5:45 pm                  | 1                          | 53.75                    | \$ Enter Electrically     | \$ Enter Electrically | 1: Guard<br>1: City Staff   |
| 5<br>Multi Service Center<br>1301 W 12th St. 90813  | Monday - Friday                         | Overlapping: 7:00 am - 4:00 pm     | 1                          | 40                       | \$ Enter Electrically     | \$ Enter Electrically | 3: Guards<br>18: City Staff |
|   | Monday - Friday                         | Overlapping: 8:00 am - 5:00 pm     | 2                          | 80                       | \$ Enter Electrically     | \$ Enter Electrically |                             |

**BID SECTION**

|                                    |  |                    |                    |   |    |                       |                       |                       |                           |
|------------------------------------|--|--------------------|--------------------|---|----|-----------------------|-----------------------|-----------------------|---------------------------|
| 6                                  | Miller Family Health & Education Center (FHEC)<br>3820 Cherry Ave. 90807 | Monday - Friday    | 2:00 pm - 6:00 pm  | 1 | 20 | \$ Enter Electrically | \$ Enter Electrically | \$ Enter Electrically | None                      |
| <b>LIBRARY SERVICES DEPARTMENT</b> |  |                    |                    |   |    |                       |                       |                       |                           |
| 7                                  | Burnett Neighborhood Library<br>560 E Hill St. 90806                     | Tuesday & Thursday | 1:00 pm - 7:00 pm  | 1 | 29 | \$ Enter Electrically | \$ Enter Electrically | \$ Enter Electrically | None                      |
|                                    |  | Wednesday          | 1:00 pm - 6:00 pm  |   |    |                       |                       |                       |                           |
|                                    |  | Friday             | 1:00 pm - 5:00 pm  |   |    |                       |                       |                       |                           |
|                                    |  | Saturday           | Noon - 5:00 pm     |   |    |                       |                       |                       |                           |
|                                    |  | Sunday             | Noon - 4:00 pm     |   |    |                       |                       |                       |                           |
| 8                                  | Mark Twain Neighborhood Library<br>1401 E Anaheim St.<br>90813           | Tuesday            | 2:30 pm - 7:30 pm  | 1 | 27 | \$ Enter Electrically | \$ Enter Electrically | \$ Enter Electrically | 1: guard<br>3: City staff |
|                                    |  | Wednesday          | 1:30 pm - 6:30 pm  |   |    |                       |                       |                       |                           |
|                                    |  | Thursday           | 2:30 pm - 7:30 pm  |   |    |                       |                       |                       |                           |
|                                    |  | Friday - Saturday  | 12:30 pm - 5:30 pm |   |    |                       |                       |                       |                           |
| 9                                  | Michelle Obama Neighborhood Library<br>5870 Atlantic Blvd.<br>90805      | Tuesday            | Noon - 7:15 pm     | 1 | 41 | \$ Enter Electrically | \$ Enter Electrically | \$ Enter Electrically | None                      |
|                                    |  | Wednesday          | Noon - 6:15 pm     |   |    |                       |                       |                       |                           |
|                                    |  | Thursday           | Noon - 7:15 pm     |   |    |                       |                       |                       |                           |
|                                    |  | Friday - Saturday  | 10:00 am - 5:15 pm |   |    |                       |                       |                       |                           |
| <b>PUBLIC WORKS DEPARTMENT</b>     |  |                    |                    |   |    |                       |                       |                       |                           |
| 10                                 | Public Service Yard<br>1651 San Francisco Ave.<br>90813                  | Monday - Friday    | 11:00 pm - 5:00 am | 1 | 14 | \$ Enter Electrically | \$ Enter Electrically | \$ Enter Electrically | 1: guard<br>1: City staff |
|                                    |  | Saturday           | 7:00 pm - 5:00 am  |   |    |                       |                       |                       |                           |
|                                    |  | Sunday             | 7:00 pm - 5:00 am  |   |    |                       |                       |                       |                           |

**BID SECTION**

|  |  |  |  |   |           |                          |                          |      |
|--|--|--|--|---|-----------|--------------------------|--------------------------|------|
| 11   | Freeway Yard<br>East side of the 710<br>Freeway, between<br>Anaheim Street and<br>Pacific Coast<br>Highway, access is off<br>the southbound Pacific<br>Coast Highway off-<br>ramp from the<br>northbound 710<br>Freeway. | Patrol - part of Public<br>Service Yard route. | Same as Public Service Yard<br>(above) | 1 |           |                          |                          | None |
| 12   | Environmental<br>Services Bureau<br>(ESB)<br>2929 E. Willow St.<br>90806   | As-Needed                                      | As-Needed                              | 1 | As-Needed | \$ Enter<br>Electrically | \$ Enter<br>Electrically | N/A  |
| <b>PARKS, RECREATION &amp; MARINE DEPARTMENT</b> |  |  |  |   |           |                          |                          |      |
| 13   | Parks, Recreation and<br>Marine<br>(Various locations)   | As-Needed                                      | Various                                | 2 | As-Needed | \$ Enter<br>Electrically | \$ Enter<br>Electrically | None |

Bidders shall specify Minimum Hours Required Per Call \_\_\_\_\_

Bidders shall specify Hours or Days Lead Time \_\_\_\_\_ (Circle Hours or Days)



**Security Services - GSSI, Inc**  
Staffing Plan with City Equivalent Positions

| FACILITY OR LOCATION                         | EMPLOYEE NAME | WORK SCHEDULE       | HOURS/ DAY | FT/PT     | SUN | MON   | TUES  | WED   | THU   | FRI   | SAT | TOTAL |       |
|--|---------------|---------------------|------------|-----------|-----|-------|-------|-------|-------|-------|-----|-------|-------|
| Burnett Neighborhood Library                 | Employee A    | 1200-1600           | 4          | Part-Time | 4   |       |       |       |       |       |     | 4.00  |       |
| Burnett Neighborhood Library                 |               | 1300-1900           | 6          | Part-Time |     |       | 6     |       |       |       |     | 6.00  |       |
| Burnett Neighborhood Library                 |               | 1300-1800           | 5          | Part-Time |     |       |       | 5     |       |       |     |       | 5.00  |
| Burnett Neighborhood Library                 |               | 1400-1900           | 6          | Part-Time |     |       |       |       | 6     |       |     |       | 6.00  |
| Burnett Neighborhood Library                 |               | 1200-1700           | 5          | Part-Time |     |       |       |       |       | 5     | 5   |       | 10.00 |
| Career Transition Center/Youth Opportunities | Employee B    | 1000-1500           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Career Transition Center/Youth Opportunities | Employee C    | 0700-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee D    | 0800-1600/1600-0000 | 8          | Full-Time | 8   | 8     | 8     |       |       |       | 8   | 32.00 |       |
| Community Hospital of Long Beach             | Employee E    | 0800-1600/1600-0000 | 8          | Full-Time | 8   |       |       | 8     | 8     |       | 8   | 32.00 |       |
| Community Hospital of Long Beach             | Employee F    | 0000-0800           | 8          | Full-Time |     |       | 8     | 8     | 8     | 8     |     | 32.00 |       |
| Community Hospital of Long Beach             | Employee G    | 0800-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee H    | 1600-0000           | 8          | Full-Time | 8   | 8     | 8     |       |       | 8     | 8   | 40.00 |       |
| Community Hospital of Long Beach             | Employee I    | 0800-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee J    | 0000-0800           | 8          | Full-Time | 8   | 8     | 8     |       |       |       | 8   | 40.00 |       |
| Community Hospital of Long Beach             | Employee K    | 0000-0800           | 8          | Full-Time | 8   | 8     |       |       | 8     | 8     | 8   | 40.00 |       |
| Community Hospital of Long Beach             | Employee L    | 1600-0000           | 8          | Full-Time | 8   |       |       | 8     | 8     | 8     | 8   | 40.00 |       |
| Housing Authority Bureau                     | Employee M    | 0700-1745           | 10.75      | Full-Time |     | 10.75 | 10.75 | 10.75 | 10.75 | 10.75 |     | 53.75 |       |
| Main Health Facility                         | Employee O    | 1200-2000/1000-1900 | 8 or 9     | Full-Time |     | 8     | 9     | 9     | 9     | 9     |     | 44.00 |       |
| Main Health Facility                         |               | 0700-1200/0700-1000 | 3 or 5     | Part-Time |     | 5     | 3     | 3     | 3     | 3     |     | 17.00 |       |
| Mark Twain Neighborhood Library              | Employee N    | 1430-1930           | 5          | Part-Time |     |       | 5     |       | 5     |       |     | 10.00 |       |
| Mark Twain Neighborhood Library              |               | 1330-1830           | 5          | Part-Time |     |       |       | 5     |       |       |     | 5.00  |       |
| Mark Twain Neighborhood Library              |               | 1230-1730           | 5          | Part-Time |     |       |       |       | 5     |       | 5   | 5.00  |       |
| Mark Twain Neighborhood Library              |               | 1300-1730           | 4.5        | Part-Time |     |       |       |       |       |       |     | 4.5   | 4.50  |
| Mark Twain Neighborhood Library              |               | 1200-1630           | 4.5        | Full-Time | 4.5 |       |       |       |       |       |     |       | 4.50  |
| Michelle Obama Neighborhood                  | Employee P    | 1200-1930           | 7.5        | Full-Time |     |       | 7.5   |       | 7.5   |       |     | 15.00 |       |
| Michelle Obama Neighborhood                  |               | 1200-1830           | 6.5        | Full-Time |     |       |       | 6.5   |       |       |     | 6.50  |       |
| Michelle Obama Neighborhood                  |               | 1000-1730           | 7.5        | Full-Time |     |       |       |       |       | 7.5   | 7.5 | 15.00 |       |
| Michelle Obama Neighborhood                  |               | 1400-1800           | 4          | Part-Time | 4   | 4     | 4     | 4     | 4     | 4     |     |       | 20.00 |
| Miller Health Facility                       | Employee Q    | 0830-1730           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Multi Service Center                         | Employee S    | 0800-1700           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Multi Service Center                         | Employee T    | 0700-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Freeway Yard                                 | Employee U    | Varied Patrol Hits  | 1          | Part-Time | 1   | 1     | 1     | 1     | 1     | 1     | 1   | 7.00  |       |
| Public Service Yard                          |               | Varied Patrol Hits  | 1          | Part-Time | 1   | 1     | 1     | 1     | 1     | 1     | 1   | 1     | 7.00  |

|                              |
|------------------------------|
| Full-Time; Standard Schedule |
| Full-Time; Varied Schedule   |
| Perm./PT; Standard Schedule  |
| Perm./PT; Varied Schedule    |
| Part-Time/Non-Career         |



**City of Long Beach**  
Working Together to Serve

## Memorandum

Date: January 16, 2020

To: Mayor and Members of the City Council

From: Thomas B. Modica, Acting City Manager *T. Modica*

Subject: **Security Guard Services**

---

At its August 20, 2019 meeting, the City Council was requested to approve a six-month extension of the contract with GSSi, Inc., for security guard services to provide staff with additional time to complete the meet and confer process with the International Association of Machinists (IAM), which represents the Special Services Officer (SSO) employee classification. A motion was made by Vice Mayor Andrews to approve the recommendation with a clause that the City Manager work to find a solution to restore the majority of these positions back to City employees when the contract terminates; and report back with a plan by the end of the year. This memorandum provides an update related to this direction.

### Background

At its February 19, 2019 meeting, the City Council was requested to adopt Specifications No. ITB LB18-123 (Specifications) and award a two-year contract to GSSi, Inc., dba General Security Service, of Wilmington, CA, for security guard services to City facilities where such services were already in place and to facilities where no security services were in place, including on an "as-needed" basis, in an annual amount of \$909,000, for a period of two years, with three one-year renewal options. The City Council approved the contract with GSSi, Inc. (GSSi), and requested a Proposition "L" (Prop L) analysis for these services. While the contract with GSSi was approved, the City Council only approved a six-month spending authority to allow for the Prop L analysis to be completed.

By way of a memorandum dated June 18, 2019 (Attachment A), the City Manager transmitted to the Mayor and City Council a report providing the requested Prop L analysis. As City employees have never provided security guard services at the facilities served by GSSi, the analysis made reasonable assumptions as to how these services would be provided by City employees. The findings of the Prop L analysis estimated costs for City employees to provide the contracted services, as per the contract specifications, at an annual cost of \$2,116,650; \$1,207,650 higher than the proposed contract with GSSi.

On August 12, 2019, staff from the Human Resources Department, City Manager's Office, and City Attorney's Office met with representatives from the IAM in response to its request to meet and confer. Subsequent to that meeting, staff returned to the City Council on August 20, 2019 for an extension of the contract to provide staff with additional time to complete the meet and confer process.

On November 6, 2019 and January 15, 2020, the City's Labor Relations Manager, Dana Anderson, met with IAM Grand Lodge Representative Richard Suarez. At this time, Ms. Anderson, informed Mr. Suarez that the City would be continuing the meet and confer process to continue the contract and would review the issue of adding some Security Services Officer (SSO) positions as part of the FY 21 budget development process.

### **Changes in Contract Services**

Since the June 18, 2019 report, there have been several changes to the services provided by the contractor:

- Security guard services have been added to the Central Facilities Center at King Park;
- The FY 20 budget includes new funding for contracted security guard services at four branch libraries: Alamitos, Bay Shore, Brewitt, and Harte; and,
- Responsibility for security at Long Beach Community Hospital transferred to Molina, Wu, Network, LLC, effective November 2019.

With the above changes, it was necessary to revise the original City cost estimate and comparative analysis. Using the same assumptions and cost development approach outlined in the June 18, 2019 report and updated personnel rates for FY 20, the estimated cost to provide the amended services with City employees is \$2,049,094 (Attachment B). The total annual cost to contract for the same services with GSSi is \$909,000. The cost to provide the services with City employees is more than twice the costs of contracting for services (2.25 times).

There are several issues for the City Council to consider pertaining to bringing the contracted security guard services "in house." They are as follows:

1. The services currently provided by contractor were never provided by City employees. Additionally, Prop L findings (ordinances) were made for security guard services contracts in 2001 and 2006, both establishing that "the work or service proposed to be contracted out for can be performed by a private contractor as efficiently, effectively, and at an estimated lower cost to the City than if said work or services were performed by City employees."
2. The additional funding to provide the services with City employees was not contemplated in the Adopted FY 20 Budget. If all services provided through the contract were performed by City employees, funding in the estimated amount of \$1,140,094 would need to be found.
3. The use of contractual services provides a level of staffing flexibility to meet needs that would not be available with City employees. This flexibility includes the ability to add or delete facilities and/or change staffing schedules (where security services are not provided by City employees), and not having to provide replacement/ substitute staff to cover employee vacations, illness, training, etc.

4. To provide the scheduled services with City employees would require the creation of 11.5 FTE of new full-time positions, 4.1 FTE of new permanent part-time positions, and 2.38 FTE of new non-career hours.

### **Next Steps and Recommendation**

Given the timing necessity to renew the contract to ensure the safety of employees and residents at City facilities currently serviced by GSSi, the Acting City Manager intends to bring the contract back to the City Council in March 2020, prior to the expiration of the current purchasing authority, to seek further direction from the City Council on how to proceed given the analysis, fiscal impact, and the contract for services. With the known budgetary shortfalls for FY 21 and subsequent years, it is recommended that the City Council consider the matter of bringing some, or all, of the contracted security guard services "in-house" in the context of the FY 21 budget preparation process along with other budget priorities. At that time, if a decision is made to proceed with bringing these services in-house, it could take six months or longer to hire and train new City employees. This being the case, it would still be necessary to contract for security guard services for some period of time to assure a continuation of service.

### **ATTACHMENTS**

CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA DOUD, CITY AUDITOR  
REBECCA GARNER, ACTING ASSISTANT CITY MANAGER  
KEVIN JACKSON, DEPUTY CITY MANAGER  
TERESA CHANDLER, INTERIM DEPUTY CITY MANAGER  
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #18-1074)



**City of Long Beach**  
Working Together to Serve

**Memorandum**

Date: June 18, 2019  
To: Mayor and Members of the City Council  
For: Patrick H. West, City Manager *T.M.*  
Subject: Security Guard Services – Proposition “L” analysis

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At its February 19, 2019 meeting, the City Council was requested to adopt Specifications No. ITB LB18-123 (Specifications) and award a two-year contract to GSSi, Inc., dba General Security Service, of Wilmington, CA, for providing security guard services to City facilities where such services were already in place and to facilities where no security services were in place, including on an “as needed” basis. The City Council requested a Proposition “L” analysis for these services and approved a six-month contract with GSSi, Inc., while that analysis was being completed.

The attached report provides that analysis. Since City employees have never provided security guard services at these facilities, the analysis makes reasonable assumptions as to how these services would be provided by City employees. The analysis is conservative in that it likely somewhat understates actual City costs. The estimated annual costs using City employees to provide security guard services in the Specifications is \$2,116,650. The total cost to providing the same service by way of the GSSi, Inc. contract is \$909,000. To provide the service using City staff would be a 133 percent premium (2 1/3 times the cost of providing it by contractor). The level of service would be approximately the same, although the private security guard services have the advantage of great scheduling flexibility and efficiency that maximizes security coverage and provides the best financial efficiency. This level of savings is consistent with previous Proposition “L” findings for security guard services in both 2001 and 2006.

Human Resources Department Labor Relations staff will meet with representatives of the International Association of Machinists (IAM) in response to their request to “meet and confer” on this matter.

Given the findings of the analysis, I will be recommending the City Council approve a multi-year contract for security guard services with GSSi, Inc.

Attachment

CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA DOUD, CITY AUDITOR  
TOM MODICA, ASSISTANT CITY MANAGER  
KEVIN JACKSON, DEPUTY CITY MANAGER  
REBECCA GARNER, ADMINISTRATIVE DEPUTY TO THE CITY MANAGER  
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #18-1074)

# **Security Guard Services**

## **Proposition "L" Analysis: Contractor-Provided Security Guard Services Based on GSSi, Inc. Contract Approved on February 19, 2019**

This is a City Council requested update of a Propositions L analysis of Security Guard services. A Proposition L analysis for Security Guard services was done in 2001 and again in 2006. This update is based on the costs and service levels identified in the approved February 19, 2019 contract with GSSi, Inc. (see Attachment A).

### **BACKGROUND**

#### **Proposition "L"**

In 1979, the electorate passed a ballot measure known as Proposition "L" which added Section 1806 to the City Charter. That Charter section permits the City Council, after certain findings, to adopt an ordinance by a 2/3 vote as a precondition to authorizing contracts with private contractors for the performance of work or services usually performed by employees of the City. The ordinance must determine, supported by findings, that the work or service proposed to be contracted out for can be performed by a private contractor as efficiently, effectively, and at an estimated lower cost to the City than if said work or services were performed by City employees. In addition, the ordinance must indicate that it has been determined that the proposed contract for work or services will not be detrimental to the best interest of the citizens of the City.

#### **Previous Security Guard Services Proposition L Findings**

Proposition "L" findings (ordinances) were made for security guard services contracts in 2001 and 2006. These findings showed that the specified services, if provided by City employees, would be 137 percent and 147 percent more expensive, respectively, than if provided by the contractor. (City employee-provided services would be more than double the cost of contractor-provided services.) The contracts for security guard services approved by the City Council in 2011 and 2014 were based on Proposition "L" findings from 2001 and 2006.

At no time have City employees provided security guard services at any of the sites contained in the contracts prior to their award. Additionally, the contracts allowed for the addition and deletion of sites as required by the City.

#### **Special Services Officers**

The City job classification for employees providing non-Police security and safety services is Special Service Officer (SSO). There are four grades of the SSO classification, I-IV:

|                 |  |
|-----------------|--|
| Grade Level I   | Performs routine guard work at a desk or in buildings or areas which are either secured or where the frequency of public contact is practically nil - OR - performs various duties in the Police Department including the supervision of Trustees on outside work details. <u>Note:</u> There are no SSO I positions currently budgeted in any department as employees are automatically upgraded to SSO II upon the successful completion of probation. |
| Grade Level II  | Performs responsible patrol work occasionally requiring quick, independent decisions and where there is frequent public contact.   |
| Grade Level III | Participates in the work of and serves as shift lead person over subordinates - OR - oversees the work and conduct of persons detained in custody.   |
| Grade Level IV  | Heads a bureau or department unit of security personnel - OR - supervises subordinates engaged in overseeing the work and conduct of persons detained in custody.  |

SSOs are used in a variety of capacities across the City organization, all playing very important roles in the security and safety of the City's assets, its workforce, and its patrons. A summary of SSO assignments is provided below.

### Police Department

There are 122 full-time SSOs budgeted in the Police Department (including those to be transferred from the Long Beach Airport). Employees in these positions may be assigned to one of the following operations:

- **Jail:** Ensures inmate safety and facility security. Conducts searches, classification assessment, inmate medical screening, fingerprinting and DNA collection if applicable, performs inspections\security checks of the jail and Civic Center, supervises all inmate movement, monitors electronic audio and video surveillance equipment, transports inmates to medical and county facilities, escorts inmates to court and provides courtroom security, prepares written reports, log entries, and incidents reports.
- **Marine Patrol:** Assists the public in person or by telephone; maintains control and preserves the security of the City's marinas and beaches; enforces rules, regulations and laws within the marina areas; booking of arrested persons; patrol area in marked city vehicles; and provide community-based policing.
- **Long Beach Airport:** In the FY 2019 Budget, 27 SSOs were transferred from the Airport to the Police Department to integrate all security operations at the Airport under the Police Department. The actual transition of staff is currently underway. Airport SSOs are first responders to all public safety and security incidents at the Airport. The primary mission of the Security Division is to support the Transportation Security Administration (TSA) with counter-terrorism efforts.
- **Long Beach City College:** Responsible for the security of campuses, its faculty and students by patrolling the grounds on foot, bicycle, Segway and/or in a city vehicle. Escorts students, faculty and other employees; responds to suspicious activity, emergency situations, property damage and unlawful activity on District property; responds to calls for service involving thefts, disturbances, vandalism and malicious mischief; provide first aid as needed.

- ***Civic Center Security:*** Responsible for the security of the Civic Center and safety of its staff and visitors. Provides building security and screening of visitors attending City Council meetings. Responds to suspicious activity, emergency situations, property damage, and unlawful activity on the premises; responds to calls for service involving disturbances and vandalism.

### Harbor

There are 65 full-time SSOs budgeted in the Harbor Department. Employees in these positions are assigned to the Harbor Patrol. Duties include the enforcement of designated sections of the California Penal and Vehicle Codes, the Long Beach Municipal Code and the Port of Long Beach Tariff/Ordinances.

### Long Beach Airport

In the FY 2019 Budget, 27 SSOs were transferred from the Airport to the Police Department to integrate all security operations at the Airport under the Police Department. The actual transition of staff is currently in process. Five (5) full-time SSOs remain budgeted in the Airport Department. Duties currently include dispatch, recording calls for service in CAD, and staffing the Airport's access control and perimeter security systems.

### Public Works

There are 22 full-time SSOs budgeted in the Public Works Department, Parking Enforcement Division. However, these positions are the residual of the transfer of citywide parking enforcement from the Police Department to the Public Works Department. These positions are now cross-filled with employees in the Parking Control Checker II classification.

## **COST ANALYSIS**

Pursuant to the City Council's request, staff has endeavored to prepare a comparative cost analysis of the services contained in Specifications No. ITB LB18-123 (Specifications). The adoption of a new ordinance is not required to award a new contract for security services.

This cost comparison for a Proposition L analysis for the 2019 GSSi, Inc. contract used the scope of work identified in the associated RFP and developed a staffing model that could provide those services with City employees. This needed to be done because the City is not currently providing these services, so an existing staffing model could not be used. The model likely understates City costs a bit because it assumes the use of less expensive non-career (NC) employees where less than full-time work is done. While this is reasonable, it is not clear that such a model is practical over the long-term, and a more expensive model may, in fact, be used. However, even with this lower cost model, services provided by City employees would be significantly more expensive than contractor-provided services.



## Comparison Considerations

There are several key factors that need to be considered when making a comparison between contractor-provided services and City employee-provided services. They are as follows:

- The services provided by the contractor are based on a set number of work hours (schedule) specified for each site/facility. A contractor's employee will be on site every work hour specified. In short, every paid hour is a work hour. The contractor's remuneration is based on the actual number of work hours that are provided to the City.
- A full-time City employee is paid for 2,088 hours per year, but will not work that many hours as he/she has the benefit of paid time off (vacation, sick leave, holidays, etc.). Thus, when making a comparison based on a set time schedule, every hour the employee does not work, must be backfilled by another employee. For example: If an employee uses 10 vacation days, takes 8 sick days, and gets 13 paid holidays, he/she is only working 1,840 hours per year, or an average of 35 hours per week. Thus, for a comparison based on a set time schedule, another employee must provide the hours not provided by the primary employee, and the costs of those additional hours must be included in the analysis.
- The contractor's billable hourly rate will include a factor for supervision. As such, a factor for supervision should also be included in the City's costs. Similarly, the contractor's billable hourly rate will include account for materials, supplies, and equipment needed by the contractor's employees. The City's costs should also include these.

## Contractor Pricing

The Specifications requested pricing and qualifications for both regular, scheduled services at 10 sites and as-needed services. Bidders were asked to provide hourly rates for specified hours of services. GSSi, Inc. (Contractor) was deemed to the lowest responsible bidder. (This company is the current provider of security guard services.) On February 19, 2019, staff recommended a contract be awarded in the annual amount of \$909,000. This amount was based on requests from departments needing regular, scheduled services and/or as-needed services. The chart below identifies the total hours specified, the Contractor's hourly rates, and the total cost for each category of service.

| Categories of Service  | Total Hours   | Hourly Rate | Total Cost       |
|--|---------------|-------------|------------------|
| Regular, Scheduled Services: Non-Holidays (8 sites)  | 37,909        | \$18.79     | \$712,310        |
| Regular, Scheduled Services: Non-Holidays (2 sites)  | 602           | 23.26       | 14,003           |
| Regular, Scheduled Services: Holidays (8 sites)  | 432           | 28.19       | 12,178           |
| Regular, Scheduled Services: Holidays (2 sites)  | 126           | 33.26       | 4,191            |
| As-Needed Services: Non-Holidays*  | 8,851         | 18.79       | 166,310          |
| <b>TOTAL</b>   | <b>47,920</b> | <b>--</b>   | <b>\$909,000</b> |
| * As-needed hours were estimated based on the remaining contract authority after regular, scheduled service hours were accounted for. The actual number and type of hours provided may differ. An estimate was needed for comparison purposes. |               |             |                  |

## Building a City Staffing Model

The Contractor provided the City with a staffing plan for the sites contained in the proposed contract that require regular, scheduled service (not including as-needed services). This staffing plan provides for as many full-time positions as possible, and, as such, it was used as the basis for the City's staffing model (see Attachment B).

A conceptual staffing model requires that certain assumptions be made. They are as follows:

- When a regular weekly work schedule totals 40 or more hours per week, a full-time employee will perform the work.
- When a regular weekly work schedule totals 30 to 39 hours per week, a "permanent, part-time" employee will perform the work.
- When two employees are on the same shift, they will stagger meal and rest breaks and coverage drops to one during those times.
- When security guard services at a given site are provided by a single employee, the employee will not leave the site during meal and rest breaks, but will be available to respond, if needed.
- Hours needed beyond those worked by full-time or "permanent, part-time" employees will be provided by non-career (part-time) employees.
- Work hours not provided by full-time or "permanent, part-time" employees on paid leave (VA, SL, HO) will be provided by non-career (part-time) employees, except holidays when facilities are closed.
- Costs are based on Step III of the SSO II classification. The costs were taken from the FY 2019 Budget. The chart below identifies the costs for 1 FTE of a full-time SSO and 1 FTE (2,088 work hours) of a part-time, non-career SSO.

| SSO II, Step III             | Salary   | Benefits | Total    | Loaded Hourly Cost |
|------------------------------|----------|----------|----------|--------------------|
| Full-Time (Avg.)             | \$47,806 | \$34,145 | \$81,951 | \$39.25            |
| Part-Time, Non-Career (Avg.) | \$46,766 | \$7,039  | \$53,805 | \$25.77            |

- Average annual work hours for full-time SSO II employees are based on the class average for all SSO IIs for 2018, which is 1,788.
- All as-needed services will be provided by non-career (part-time) employees.
- Supervision is calculated at a ratio of 1 supervisor to 10-12 employees. Supervision will be provided by the SSO IV classification (Step III).

Regular, Scheduled Services

The following would be required to meet the staffing requirements for regular, scheduled services:

| Classification                                     | FTEs         | Comments  |
|--|--------------|---|
| Special Services Officer II, Full-time             | 15.00        | 1,053 overtime (OT) hours would also be required. |
| Special Services Officer II, Perm./Part-time       | 3.18         | 1@ 31 hrs/wk; 3 @ 32 hrs/wk                       |
| Special Services Officer II, NC, Scheduled Hours   | 0.85         | 1,768 hours                                       |
| Special Services Officer II, NC, Backfill Hours    | 1.99         | 4,145 hours                                       |
| Special Services Officer IV, Full-time, Supervisor | 2.00         |   |
| <b>Total</b>                                       | <b>23.02</b> |   |

As-Needed Services

The following would be required to meet the staffing requirements for as-needed services:

| Classification                                   | FTEs        | Comments    |
|--|-------------|-------------|
| Special Services Officer II, NC, As-Needed Hours | 4.24        | 8,851 hours |
| <b>Total</b>                                     | <b>4.24</b> |             |

**City Costs**

Provided below are the estimated annual costs for City employees to provide security guard services based on the aforementioned assumptions.

| Personal Services Costs                                | FTE          | Salary             | Benefits & WC    | Total              |
|--|--------------|--------------------|------------------|--------------------|
| Special Services Officer II, Full-time                 | 15.00        | \$717,094          | \$512,175        | \$1,229,269        |
| Special Services Officer II, Perm./Part-time (31/wk)   | 0.78         | 36,607             | 21,902           | 58,509             |
| Special Services Officer II, Perm./Part-time (32/wk)   | 2.40         | 112,638            | 67,389           | 180,027            |
| Special Services Officer II, NC (Scheduled & Backfill) | 2.84         | 132,815            | 19,992           | 152,808            |
| Special Services Officer II, NC (As-Needed Services)   | 4.24         | 198,288            | 29,848           | 228,136            |
| Special Services Officer IV, Full-time, Supervisor     | 2.00         | 121,335            | 77,874           | 199,209            |
| Special Services Officer II – Overtime Hours (1,053)   | --           | 35,507             | 1,895            | 37,402             |
| <b>Total Personal Services</b>                         | <b>27.26</b> | <b>\$1,354,284</b> | <b>\$731,075</b> | <b>\$2,085,359</b> |

| Non-Personal & Internal Services Costs                  | No. | Unit Cost | Total           |
|---|-----|-----------|-----------------|
| Uniforms, Boots, Gear (FT, PPT, NC)                     | 25  | \$2,489   | \$62,225        |
| Handheld Radios   | 17  | 950       | 16,150          |
| Vehicles (Supervisors)                                  | 2   | 8,208     | 16,416          |
| <b>Total Non-Personal &amp; Internal Services Costs</b> |     |           | <b>\$80,291</b> |

|                                |                    |
|--------------------------------|--------------------|
| <b>TOTAL ANNUAL CITY COSTS</b> | <b>\$2,116,650</b> |
|--------------------------------|--------------------|

It should be noted that there would also be some one-time costs if City employees were to provide the specified services. These costs, which are identified below, are not included in the Total Annual City Costs. While these are "one-time" costs, training costs, would need to be periodically repeated.

| <b>One-Time Costs</b>                 | <b>No.</b> | <b>Unit Cost</b> | <b>Total</b>     |
|---------------------------------------|------------|------------------|------------------|
| Pre-Employment Investigations         | 25         | \$1,900          | \$47,500         |
| Training                              | 25         | 2,954            | 73,850           |
| Handheld Radios - Initial Acquisition | 17         | 3,000            | 51,000           |
| Vehicles – Initial Acquisition        | 2          | 31,156           | 62,312           |
| <b>Total One-Time Costs</b>           |            |                  | <b>\$234,662</b> |

### **Cost Comparison Results**

The estimated annual costs to provide security guard services with City employees based on the GSSI, Inc. contract is \$2,116,650. The total annual cost to contract out for the same services is \$909,000. The city cost is 138 percent higher or much more than twice the cost of contracting out (2.38 times). This cost premium for using City employee-provided services is consistent with the Proposition "L" findings (Ordinances) for security guard services contracts in 2001 and 2006.

### **CONCLUSION**

The use of contracted-out security guard services for the locations and functions described in the GSSI, Inc. contract is significantly less expensive and provides comparable services than could be provided by City employees in the SSO classification, the classification best suited for security guard services. In addition, the use of contractual services provides a level of flexibility to meet needs that would not be available with City employees.

Attachments

**BID SECTION**

**PRICES TO BE INPUT ELECTRONICALLY IN PLANETBIDS**

All services shall be FOB Destination City of Long Beach. Pricing shall include all costs associated with this service.

| Location  | Days                                    | Hours                              | Number of Guards Per Shift | Number of Hours per Week | Non-Holiday Cost Per Hour | Holiday Cost Per Hour | # of Radios Required        |
|---|---|------------------------------------|----------------------------|--------------------------|---------------------------|-----------------------|-----------------------------|
| <b>ECONOMIC DEVELOPMENT</b>   |   |                                    |                            |                          |                           |                       |                             |
| 1<br>Career Transition Center/Youth Opportunities Center<br>4811 Airport Plaza Dr.<br>90815 | Monday - Friday                         | Overlapping:<br>7:00 am - 4:00 pm  | 1                          | 40                       | \$ Enter Electrically     | \$ Enter Electrically | 2: Guard<br>14: City Staff  |
|   | Monday - Friday                         | Overlapping:<br>10:00 am - 7:00 pm | 1                          | 40                       |                           |                       |                             |
|   | Some Saturdays                          | As-Needed                          | 1                          | As-Needed                |                           |                       |                             |
| 2<br>Community Hospital of Long Beach<br>1720 Termino Ave. 90804                            | As-Needed                               | As-Needed Car Patrol               | 1                          | As-Needed                | \$ Enter Electrically     | \$ Enter Electrically | None                        |
|   | 7 days                                  | 24 Hours                           | 2                          | 168                      | \$ Enter Electrically     | \$ Enter Electrically | 2: Guards                   |
| <b>HEALTH AND HUMAN SERVICES</b>  |   |                                    |                            |                          |                           |                       |                             |
| 3<br>Main Health Facility<br>2525 Grand Ave. 90815  | Monday                                  | 7:00 am - 8:00 pm                  | 2 (to be split)            | 13                       | \$ Enter Electrically     | \$ Enter Electrically | 2: Guards<br>14: City Staff |
|   | Tuesday - Friday                        | 7:00 am - 7:00 pm                  |                            | 48                       | \$ Enter Electrically     | \$ Enter Electrically |                             |
|   | Saturday (average of 3 times per month) | 7:30 am - 1:00 pm                  |                            | 5.5                      | \$ Enter Electrically     | \$ Enter Electrically |                             |
| 4<br>Housing Authority Bureau*<br>521 E 4th St. 90802                                       | Monday - Friday                         | 7:00 am - 5:45 pm                  | 1                          | 53.75                    | \$ Enter Electrically     | \$ Enter Electrically | 1: Guard<br>1: City Staff   |
| 5<br>Multi Service Center<br>1301 W 12th St. 90813  | Monday - Friday                         | Overlapping: 7:00 am - 4:00 pm     | 1                          | 40                       | \$ Enter Electrically     | \$ Enter Electrically | 3: Guards<br>18: City Staff |
|   | Monday - Friday                         | Overlapping: 8:00 am - 5:00 pm     | 2                          | 80                       | \$ Enter Electrically     | \$ Enter Electrically |                             |

**BID SECTION**

|                                    |  |                    |                    |   |    |                       |                       |                           |  |
|------------------------------------|--|--------------------|--------------------|---|----|-----------------------|-----------------------|---------------------------|--|
| 6                                  | Miller Family Health & Education Center (FHEC)<br>3820 Cherry Ave. 90807 | Monday - Friday    | 2:00 pm - 6:00 pm  | 1 | 20 | \$ Enter Electrically | \$ Enter Electrically | None                      |  |
| <b>LIBRARY SERVICES DEPARTMENT</b> |  |                    |                    |   |    |                       |                       |                           |  |
| 7                                  | Burnett Neighborhood Library<br>560 E Hill St. 90806                     | Tuesday & Thursday | 1:00 pm - 7:00 pm  | 1 | 29 | \$ Enter Electrically | \$ Enter Electrically | None                      |  |
|                                    |  | Wednesday          | 1:00 pm - 6:00 pm  |   |    |                       |                       |                           |  |
|                                    |  | Friday             | 1:00 pm - 5:00 pm  |   |    |                       |                       |                           |  |
|                                    |  | Saturday           | Noon - 5:00 pm     |   |    |                       |                       |                           |  |
|                                    |  | Sunday             | Noon - 4:00 pm     |   |    |                       |                       |                           |  |
| 8                                  | Mark Twain Neighborhood Library<br>1401 E Anaheim St.<br>90813           | Tuesday            | 2:30 pm - 7:30 pm  | 1 | 27 | \$ Enter Electrically | \$ Enter Electrically | 1: guard<br>3: City staff |  |
|                                    |  | Wednesday          | 1:30 pm - 6:30 pm  |   |    |                       |                       |                           |  |
|                                    |  | Thursday           | 2:30 pm - 7:30 pm  |   |    |                       |                       |                           |  |
|                                    |  | Friday - Saturday  | 12:30 pm - 5:30 pm |   |    |                       |                       |                           |  |
| 9                                  | Michelle Obama Neighborhood Library<br>5870 Atlantic Blvd.<br>90805      | Tuesday            | Noon - 7:15 pm     | 1 | 41 | \$ Enter Electrically | \$ Enter Electrically | None                      |  |
|                                    |  | Wednesday          | Noon - 6:15 pm     |   |    |                       |                       |                           |  |
|                                    |  | Thursday           | Noon - 7:15 pm     |   |    |                       |                       |                           |  |
|                                    |  | Friday - Saturday  | 10:00 am - 5:15 pm |   |    |                       |                       |                           |  |
| <b>PUBLIC WORKS DEPARTMENT</b>     |  |                    |                    |   |    |                       |                       |                           |  |
| 10                                 | Public Service Yard<br>1651 San Francisco Ave.<br>90813                  | Monday - Friday    | 11:00 pm - 5:00 am | 1 | 14 | \$ Enter Electrically | \$ Enter Electrically | 1: guard<br>1: City staff |  |
|                                    |  | Saturday           | 7:00 pm - 5:00 am  |   |    |                       |                       |                           |  |
|                                    |  | Sunday             | 7:00 pm - 5:00 am  |   |    |                       |                       |                           |  |

**BID SECTION**

|  |  |   |                                     |   |           |                       |                       |      |
|--|--|---|-------------------------------------|---|-----------|-----------------------|-----------------------|------|
| 11   | Freeway Yard<br>East side of the 710 Freeway, between Anaheim Street and Pacific Coast Highway, access is off the southbound Pacific Coast Highway off-ramp from the northbound 710 Freeway. | Patrol - part of Public Service Yard route. | Same as Public Service Yard (above) | 1 |           |                       |                       | None |
| 12   | Environmental Services Bureau (ESB)<br>2929 E. Willow St.<br>90806   | As-Needed                                   | As-Needed                           | 1 | As-Needed | \$ Enter Electrically | \$ Enter Electrically | N/A  |
| <b>PARKS, RECREATION &amp; MARINE DEPARTMENT</b> |  |   |                                     |   |           |                       |                       |      |
| 13   | Parks, Recreation and Marine<br>(Various locations)  | As-Needed                                   | Various                             | 2 | As-Needed | \$ Enter Electrically | \$ Enter Electrically | None |

Bidders shall specify Minimum Hours Required Per Call \_\_\_\_\_

Bidders shall specify Hours or Days Lead Time \_\_\_\_\_ (Circle Hours or Days)

**Security Services - GSSI, Inc**  
Staffing Plan with City Equivalent Positions

| FACILITY OR LOCATION                         | EMPLOYEE NAME | WORK SCHEDULE       | HOURS/ DAY | FT/PT     | SUN | MON   | TUES  | WED   | THU   | FRI   | SAT | TOTAL |       |
|--|---------------|---------------------|------------|-----------|-----|-------|-------|-------|-------|-------|-----|-------|-------|
| Burnett Neighborhood Library                 | Employee A    | 1200-1600           | 4          | Part-Time | 4   |       |       |       |       |       |     | 4.00  |       |
| Burnett Neighborhood Library                 |               | 1300-1900           | 6          | Part-Time |     |       | 6     |       |       |       |     | 6.00  |       |
| Burnett Neighborhood Library                 |               | 1300-1800           | 5          | Part-Time |     |       |       | 5     |       |       |     |       | 5.00  |
| Burnett Neighborhood Library                 |               | 1400-1900           | 6          | Part-Time |     |       |       |       | 6     |       |     |       | 6.00  |
| Burnett Neighborhood Library                 |               | 1200-1700           | 5          | Part-Time |     |       |       |       |       | 6     | 5   | 5     | 10.00 |
| Career Transition Center/Youth Opportunities | Employee B    | 1000-1500           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Career Transition Center/Youth Opportunities | Employee C    | 0700-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee D    | 0800-1600/1600-0000 | 8          | Full-Time | 8   | 8     | 8     |       |       |       | 8   | 32.00 |       |
| Community Hospital of Long Beach             | Employee E    | 0800-1600/1600-0000 | 8          | Full-Time | 8   |       |       | 8     | 8     |       | 8   | 32.00 |       |
| Community Hospital of Long Beach             | Employee F    | 0000-0800           | 8          | Full-Time |     |       | 8     | 8     | 8     | 8     |     | 32.00 |       |
| Community Hospital of Long Beach             | Employee G    | 0800-1600           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee H    | 1600-0000           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee I    | 0800-1600           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee J    | 0000-0800           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee K    | 0000-0800           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee L    | 1600-0000           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Community Hospital of Long Beach             | Employee M    | 0700-1745           | 10.75      | Full-Time |     | 10.75 | 10.75 | 10.75 | 10.75 | 10.75 |     | 53.75 |       |
| Housing Authority Bureau                     | Employee O    | 1200-2000/1000-1900 | 8 or 9     | Full-Time |     | 8     | 9     | 9     | 9     | 9     |     | 54.00 |       |
| Main Health Facility                         | Employee N    | 0700-1200/0700-1000 | 3 or 5     | Part-Time |     | 5     | 3     | 3     | 3     | 3     |     | 17.00 |       |
| Main Health Facility                         |               | 1430-1930           | 5          | Part-Time |     |       | 5     |       | 5     |       |     | 10.00 |       |
| Mark Twain Neighborhood Library              |               | 1330-1830           | 5          | Part-Time |     |       |       | 5     |       |       |     |       | 5.00  |
| Mark Twain Neighborhood Library              |               | 1230-1730           | 5          | Part-Time |     |       |       |       | 5     |       | 5   |       | 5.00  |
| Mark Twain Neighborhood Library              |               | 1300-1730           | 4.5        | Part-Time |     |       |       |       |       |       |     | 4.5   | 4.50  |
| Michelle Obama Neighborhood                  | Employee P    | 1200-1630           | 4.5        | Full-Time | 4.5 |       |       |       |       |       |     | 4.50  |       |
| Michelle Obama Neighborhood                  |               | 1200-1930           | 7.5        | Full-Time |     |       | 7.5   |       | 7.5   |       |     | 15.00 |       |
| Michelle Obama Neighborhood                  |               | 1200-1830           | 6.5        | Full-Time |     |       |       | 6.5   |       |       |     | 6.50  |       |
| Michelle Obama Neighborhood                  |               | 1000-1730           | 7.5        | Full-Time |     |       |       |       |       | 7.5   | 7.5 | 15.00 |       |
| Miller Health Facility                       | Employee Q    | 1400-1800           | 4          | Part-Time | 4   | 4     | 4     | 4     | 4     |       |     | 20.00 |       |
| Multi Service Center                         | Employee R    | 0830-1730           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Multi Service Center                         | Employee S    | 0800-1700           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Multi Service Center                         | Employee T    | 0700-1600           | 8          | Full-Time | 8   | 8     | 8     | 8     | 8     | 8     |     | 40.00 |       |
| Freeway Yard                                 | Employee U    | Varied Patrol Hits  | 1          | Part-Time | 1   | 1     | 1     | 1     | 1     | 1     | 1   | 7.00  |       |
| Public Service Yard                          |               | Varied Patrol Hits  | 1          | Part-Time | 1   | 1     | 1     | 1     | 1     | 1     | 1   | 7.00  |       |

|                              |
|------------------------------|
| Full-Time: Standard Schedule |
| Full-Time: Varied Schedule   |
| Perm./PT: Standard Schedule  |
| Perm./PT: Varied Schedule    |
| Part-Time/Non-Career         |



### Revised Cost Estimate to Provide Security Guard Services with City Employees

Using the same assumptions and cost development approach outlined in the June 18, 2019 report, and updated personnel rates for FY 20, the estimated cost to provide the amended services with City employees is as follows:

| Personal Services Costs                                | FTE          | Salary             | Benefits & WC    | Total              |
|--|--------------|--------------------|------------------|--------------------|
| Special Services Officer II, Full-time                 | 10.00        | 478,063            | 350,480          | 828,543            |
| Special Services Officer II, Perm./Part-time (32/wk)   | 0.80         | 37,546             | 23,819           | 61,365             |
| Special Services Officer II, Perm./Part-time (31/wk)   | 0.78         | 36,607             | 23,224           | 59,831             |
| Special Services Officer II, Perm./Part-time (25/wk)   | 2.50         | 117,332            | 74,436           | 191,768            |
| Special Services Officer II, NC (Scheduled & Backfill) | 2.38         | 111,303            | 22,084           | 133,387            |
| Special Services Officer II, NC (As-Needed Services)   | 8.88         | 415,282            | 82,398           | 497,680            |
| Special Services Officer IV, Full-time, Supervisor     | 1.50         | 91,001             | 60,281           | 151,282            |
| Special Services Officer II – Overtime Hours (1,053)   | –            | 35,507             | 1,895            | 37,402             |
| <b>Total Personal Services</b>                         | <b>26.12</b> | <b>\$1,322,641</b> | <b>\$638,616</b> | <b>\$1,961,257</b> |

| Non-Personal & Internal Services Costs                  | No. | Unit Cost | Total           |
|---|-----|-----------|-----------------|
| Uniforms, Boots, Gear (FT, PPT, NC)                     | 25  | \$2,489   | \$62,225        |
| Handheld Radios   | 14  | 950       | 13,300          |
| Vehicles (Supervisors)                                  | 1.5 | 8,208     | 12,312          |
| <b>Total Non-Personal &amp; Internal Services Costs</b> |     |           | <b>\$87,837</b> |

**TOTAL ANNUAL CITY COSTS**
**\$2,049,094**

It should be noted that there would also be some one-time costs if City employees were to provide the specified services. These costs, which are identified below, are not included in the Total Annual City Costs. While these are “one-time” costs, training costs, would need to be periodically repeated.

| One-Time Costs                        | No. | Unit Cost | Total            |
|---------------------------------------|-----|-----------|------------------|
| Pre-Employment Investigations         | 25  | \$1,900   | \$47,500         |
| Training                              | 25  | 2,954     | 73,850           |
| Handheld Radios - Initial Acquisition | 17  | 3,000     | 51,000           |
| Vehicles – Initial Acquisition        | 2   | 31,156    | 62,312           |
| <b>Total One-Time Costs</b>           |     |           | <b>\$234,662</b> |

# Staffing Plan with City Equivalent Positions

| FACILITY OR LOCATION                         | EMPLOYEE NAME | WORK SCHEDULE       | HOURS/ DAY | FT/PT     | SUN | MON   | TUES  | WED   | THU   | FRI   | SAT | TOTAL |
|--|---------------|---------------------|------------|-----------|-----|-------|-------|-------|-------|-------|-----|-------|
| Burnett Neighborhood Library                 |               | 1200-1600           | 4          | Part-Time | 4   |       |       |       |       |       |     | 4.00  |
| Burnett Neighborhood Library                 |               | 1300-1900           | 6          | Part-Time |     |       | 6     |       |       |       |     | 6.00  |
| Burnett Neighborhood Library                 | Employee A    | 1300-1800           | 5          | Part-Time |     |       | 5     |       |       |       |     | 5.00  |
| Burnett Neighborhood Library                 |               | 1400-1900           | 6          | Part-Time |     |       |       | 6     |       |       |     | 6.00  |
| Burnett Neighborhood Library                 |               | 1200-1700           | 5          | Part-Time |     |       |       |       | 6     |       |     | 10.00 |
| Career Transition Center/Youth Opportunities | Employee B    | 1000-1500           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     | 5   | 40.00 |
| Career Transition Center/Youth Opportunities | Employee C    | 0700-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |
| Central Facilities Center                    | Employee D    | 0000-0800           | 8          | Part-Time |     | 8     | 8     | 8     | 8     |       |     | 32.00 |
| Central Facilities Center                    | Employee E    | 1800-2400           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |
| Housing Authority Bureau                     | Employee F    | 0700-1745           | 10.75      | Full-Time |     | 10.75 | 10.75 | 10.75 | 10.75 | 10.75 |     | 53.75 |
| Main Health Facility                         | Employee G    | 1200-2000/1000-1900 | 8 or 9     | Full-Time |     | 8     | 9     | 9     | 9     | 9     |     | 44.00 |
| Main Health Facility                         |               | 0700-1200/0700-1000 | 3 or 5     | Full-Time |     | 5     | 3     | 3     | 3     | 3     |     | 17.00 |
| Mark Twain Neighborhood Library              |               | 1430-1930           | 5          | Full-Time |     |       | 5     |       | 5     |       |     | 10.00 |
| Mark Twain Neighborhood Library              | Employee H    | 1330-1830           | 5          | Full-Time |     |       |       | 5     |       |       |     | 5.00  |
| Mark Twain Neighborhood Library              |               | 1230-1730           | 5          | Full-Time |     |       |       |       |       | 5     |     | 5.00  |
| Mark Twain Neighborhood Library              |               | 1300-1730           | 4.5        | Full-Time |     |       |       |       |       |       | 4.5 | 4.50  |
| Michelle Obama Neighborhood                  |               | 1200-1630           | 4.5        | Full-Time | 4.5 |       |       |       |       |       |     | 4.50  |
| Michelle Obama Neighborhood                  | Employee I    | 1200-1930           | 7.5        | Full-Time |     |       | 7.5   |       | 7.5   |       |     | 15.00 |
| Michelle Obama Neighborhood                  |               | 1200-1830           | 6.5        | Full-Time |     |       |       | 6.5   |       |       |     | 6.50  |
| Michelle Obama Neighborhood                  |               | 1000-1730           | 7.5        | Full-Time |     |       |       |       |       | 7.5   | 7.5 | 15.00 |
| Miller Health Facility                       | Employee J    | 1400-1800           | 4          | Part-Time | 4   | 4     | 4     | 4     | 4     |       |     | 20.00 |
| Multi Service Center                         | Employee K    | 0830-1730           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |
| Multi Service Center                         | Employee L    | 0800-1700           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |
| Multi Service Center                         | Employee M    | 0700-1600           | 8          | Full-Time |     | 8     | 8     | 8     | 8     | 8     |     | 40.00 |
| Freeway Yard                                 |               | Varied Patrol Hits  | 1          | Part-Time | 1   | 1     | 1     | 1     | 1     | 1     | 1   | 7.00  |
| Public Service Yard                          | Employee N    | Varied Patrol Hits  | 1          | Part-Time | 1   | 1     | 1     | 1     | 1     | 1     | 1   | 7.00  |
| Alamitos Library                             |               | 1400-1900           | 5          | Part-Time |     |       | 5     |       | 5     |       |     | 10.00 |
| Alamitos Library                             | Employee O    | 1300-1800           | 5          | Part-Time |     |       |       | 5     |       |       |     | 5.00  |
| Alamitos Library                             |               | 1200-1700           | 5          | Part-Time |     |       |       |       |       | 5     | 5   | 10.00 |
| Bay Shore Library                            |               | 1400-1900           | 5          | Part-Time |     |       | 5     |       | 5     |       |     | 10.00 |
| Bay Shore Library                            | Employee P    | 1300-1800           | 5          | Part-Time |     |       |       | 5     |       |       |     | 5.00  |
| Bay Shore Library                            |               | 1200-1700           | 5          | Part-Time |     |       |       |       |       | 5     | 5   | 10.00 |
| Brewitt Library                              |               | 1400-1900           | 5          | Part-Time |     |       | 5     |       | 5     |       |     | 10.00 |
| Brewitt Library                              | Employee Q    | 1300-1800           | 5          | Part-Time |     |       |       | 5     |       |       |     | 5.00  |
| Brewitt Library                              |               | 1200-1700           | 5          | Part-Time |     |       |       |       |       | 5     | 5   | 10.00 |
| Harte Library                                |               | 1400-1900           | 5          | Part-Time |     |       |       |       | 5     |       |     | 10.00 |
| Harte Library                                | Employee R    | 1300-1800           | 5          | Part-Time |     |       | 5     |       |       |       |     | 5.00  |
| Harte Library                                |               | 1200-1700           | 5          | Part-Time |     |       |       |       |       | 5     | 5   | 10.00 |

|                             |
|-----------------------------|
| Full-Time Standard Schedule |
| Full-Time Varied Schedule   |
| Perm./PT Standard Schedule  |
| Perm./PT Varied Schedule    |
| Part-Time/Non-Career        |