



CITY OF WAUKESHA

Administration

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Committee: Human Resources	Date: 1/17/2018
Common Council Item Number: 18-0078	Date: 2/6/2018
Submitted By: Fred Abadi- Public Works/Brian Engelking-Transit Commission	City Administrator Approval: Kevin Lahner, City Administrator Click here to enter text.
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Review and act on Creating Transit Security Guard Position	

Details:
 This item is to seek the approval to create a Transit Security Guard position for evening patrol at the Transit Center Monday-Saturday from 5 pm-10pm. Currently security at the Transit Center is contracted out and the quality of service received from both the current vendor and the previous vendor has been quite low. Turnover of the guards is high and as is guards showing up late or not at all. Transit staff has worked to try and resolve the issues with the contractor but usually takes long periods of time in order to have problems resolved. In addition, many of the same issues reoccur. Similar experience occurred with the previous contractor.

Bringing the position "in house" would allow for greater control of the security guard and should result better performance. In addition, it would likely result in better candidates for the position as the vast majority of the cost would go directly to paying the guard's wage vs. overhead of the contractor. Also, Transit and Parking staff that oversee the security contractor would not have to spend as much of their time devoted to resolving issues with the security firm. Higher end security firms are available but costs would exceed that of bringing the position in house.

This position would be part time with no health insurance benefits and would be staffed by two individuals working 15 hours a week or some combination resulting in a total of 30 hours of security service a week.

Options & Alternatives:
 Conduct another Request for Proposals now and select the best proposer which could still be the current firm.

Financial Remarks:
 The labor cost for the position is included in the 2018 budget. Cost of the position is split between the Transit Commission and Parking Utility. The current hourly rate paid to the vendor is \$15.05/hour for 48 hours week for a



total annual cost of \$37,564.80. The hours can be scaled back to 30 hours a week as existing Transit staff can handle opening of the Transit Center at no additional cost. Given this, the new breakeven per hour cost for the security budget for 2018 would be \$24.08/hour. The new Security Guard position would be held by two 0.375 FTEs. The starting wage at \$17.80/hour based on the Job Analysis Questionnaire which after including mandatory payroll costs would result in a total cost per hour of \$20.48 and a total cost for the year of \$31,948.80.

Executive Recommendation:

Recommend approval.