



Legislation Text

File #: 20-0009, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Derrick Abell, Police Chief

Lisa Jenkins, Human Resource Director

Stephanie Katsouleas, Public Works Director

SUBJECT:

Security Enhancement Measures for City Hall and other Municipal Facilities (Police Chief Abell, Human Resources Director Jenkins and Public Works Director Katsouleas).

RECEIVE REPORT

RECOMMENDATION:

Staff recommends that City Council receive this update on the current and proposed safety and security enhancement measures for City Hall and other City facilities.

FISCAL IMPLICATIONS:

The total fiscal impact of the current and proposed safety and security measures has yet to be fully determined. Staff will return with cost estimates and appropriation requests for each stage of this project as it progresses.

BACKGROUND:

In recent months, the City has been evaluating options to enhance the safety and security of its employees at City Hall and other City facilities. In light of current societal realities and events that have occurred in workplaces and government buildings nationwide, ensuring that we are evaluating our facilities to promote a safe and secure environment for our employees and customers is imperative. Accordingly, an employee-led committee was established and tasked with identifying and evaluating various short and long-term measures to be implemented that support improving overall workplace safety for everyone. The committee consists of subject matter experts in building safety and security, and representatives from each City department.

DISCUSSION:

The committee identified long-term measures that should be considered, which include installing security cameras at all City facilities, installing panic buttons at strategic locations, expanding the keycard reader/access system to replace key distribution, and studying reconfiguration options to areas within the upper level of City Hall. Staff is currently assessing the number and placement of cameras, panic buttons, and keycard readers needed for all City facilities. Once this information is

gathered, a request for proposals will be released for a complete design, inclusive of materials, installation, and software.

As identified in the City's Unfunded Capital Improvement Project (CIP) list, the preliminary estimate for security cameras at all City facilities is \$430,000. This estimate did not include card readers and panic buttons, which will be an additional expense. In implementing this project, key consideration will be given to the information technology infrastructure and software needs, ongoing support, and connectivity for various cameras throughout the City to ensure the Police Department can access video easily in the event of an emergency situation.

In addition to adding cameras, panic buttons, and card readers, the layout of City facilities, particularly the highly trafficked Community Development, Finance, and Parks and Recreation (horseshoe) area of City Hall, may also require evaluation and physical changes for enhanced safety and security. In order to redesign our facilities in a manner that enhances employee safety, maximizes the use of space, and maintains a welcoming customer-service oriented environment, the City will utilize the services of a space planner and possibly a security consultant. A professional services agreement and appropriation may be brought forward to the City Council as part of this process, and the proposed reconfigurations will eventually be included as part of the Capital Improvement Program project selection process.

The committee has already implemented several actions and security measures, including:

- Centralizing the entrance to City Hall for members of the public during business hours to a single access point, which is the main entrance on 15th Street leading to the reception desk at the top level of Civic Center parking.
- Limiting access to the lower level of City Hall, including the Council Chamber lobby during non-public meeting hours.
- Locking the entrance to Human Resources (HR) and Fire Station # 1 during business hours, with the ability for staff to "buzz-in" the public when needed.
- Reconfiguring the Community Development, Finance, and Parks and Recreation (horseshoe) waiting area to create space between customers waiting to be assisted and the public counter.
- Installing "restricted area/no trespassing" signs identifying staff-only areas throughout City Hall and other City facilities.
- Preparing for the installation of interior glass doors in City Hall between the reception desk and the horseshoe area. These doors will help secure the area after the public counters close while still providing egress to employees.
- Preparing to limit access to the Council Chamber lobby during non-public meeting times. The entrance from the underground parking garage will be designated as a staff-only entrance. In order to make this change, additional signage and parking space reconfiguration will occur in the lower level parking for the Civic Center complex.

In addition to these building security enhancements, training is being coordinated for all City staff. A sub-committee is working with consultants to customize a program that will include de-escalation training, best practices when interacting with the public, and dealing and responding to uncomfortable, difficult, or even potentially dangerous situations. The training will include an overview

and discussion of the City's Rules of Civility, the most recent version of which was adopted by City Council August 6, 2019. This policy promotes mutual respect and orderly conduct among staff and the public, and affirms that disruptive behavior will not be tolerated. Additionally, the Police Department continues to provide staff training on active shooter awareness and response.

All of these initiatives strive to balance the safety and security of all City facilities while also ensuring that we continue to provide our community with a welcoming and inviting experience and the best customer service possible. Council's continued support towards enhancing employee safety and security is appreciated. Staff will continue to advise the Council of progress as these initiatives are evaluated and implemented.

PUBLIC OUTREACH:

Staff has determined that community public outreach is not required for this issue. Outreach has been ongoing with City employees.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW:

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.