



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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STAFF REPORT
February 14, 2006

Honorable Mayor and
Members of the City Council

Subject: Report Back: City Hall Security Plan

Location/Council District: 915 I Street (District 1)

Recommendation:

- Adopt a Resolution authorizing the City Manager to continue the current security staffing plan and visitor process as outlined as Option 1 in this report, with updates to City Council as requested.

Contacts: Cynthia Kranc, Facilities Manager, (916) 808-2258;
Gordon Rokusek, Building Services Manager, (916) 808-5314

Presenter: Cynthia Kranc, Facilities Manager

Department: Department of General Services

Division: Facilities and Real Property Management

Organization No: 3275

Summary:

This report:

- Provides additional information on the City Hall Complex security plan and process as requested by Mayor and City Council on October 25, 2005, and
- Requests direction from Mayor and City Council on a preferred security plan.

Committee/Commission Action: None.

Background Information:

Security at the City Hall Complex was an important part of the overall City Hall planning process because of the need to provide a safe and secure environment for the public, elected officials and City employees. A comprehensive security plan is necessary due to the consolidation of multiple departments and multiple public services into one site and two buildings on one site with multiple entrances.

After a staff report was presented to the Mayor and City Council on October 25, 2005, General Services staff surveyed what current security measures other major cities use to handle security in their City Hall complexes. Staff received feedback regarding City Hall security from the Cities of San Diego, Stockton, San Francisco, Roseville and West Sacramento as well as other large U.S. cities including Atlanta and Houston. Their facility management offices were asked questions on the following issues: number of officers providing security on a daily basis; whether the officers were armed; if they were sworn or private security officers; whether City Hall visitors are required to pass through metal detectors; whether public visitors are required to show identification; if city employees wore identification badges and were also required to go through the metal detector. They were also asked what, if any, other special security measures are in place to make their City Hall as safe as possible.

A summary of feedback from other cities is that there is no common practice.

- Two cities require staff and visitors to pass through a metal detector
- Two cities require only visitors to pass through a metal detector and staff is required to wear identification badges
- Three cities do not use a metal detector. Of these three:
 - Two cities require visitors to sign in and be escorted by staff, and
 - One city does not have a sign in process and only requires that visitors are escorted by staff

Occupants of our new City Hall include the Mayor/Council Offices, City Manager's Office, City Attorney's Office, Labor Relations, Human Resources-Risk Management, Development Services, Department of Transportation and Finance. We also have public counters for Revenue and the Development Services Department. Based on the nature of their business, these departments have greater than usual security concerns since they often work with disgruntled claimants, citizens and employees.

Occupants of the Historic City Hall include the Human Resources Department, City Clerk's Office, and City Treasurer's Office. Human Resources staff are involved in various personnel actions that can result in disgruntled employees or applicants. Several administrative boards that handle controversial matters use the second floor hearing room. Therefore, there are also greater than usual security concerns for Historic City Hall. Currently, there is one security guard stationed at the first floor main entry and a roaming security officer posted at the plaza level. When the guard is not at the plaza entrance, activity is monitored by a security camera at the 1st floor entrance.

The City Hall Security Team continues to gather feedback, re-evaluate the plan and adjust the process where possible without compromising customer service, safety and security. Based on seven months of operation in the building and responding to the feedback on specific operational issues, the security team recommends approval of the current security plan (Option 1) for City Hall.

CITY HALL SECURITY OPTIONS

Option 1 (Current Plan):

The security-staffing plan for daily operations during business hours consists of one retired police officer and two contract security officers at new City Hall and two contract security officers at Historic City Hall. During off-business hours, weekends and holidays two security officers provide 24-hour coverage for the entire complex including both buildings. For City Council meetings (afternoons and evenings) an additional retired police officer and a sworn police officer are added to staffing and all public attendees are required to go through the metal detector.

All visitors, contractors and meeting attendees are required to check in with the security desk/kiosk and receive a visitor badge. In new City Hall, a security badging system produces a disposable visitor badge. For repeat visits to the site, the visitor's data is retrieved and another disposable badge is produced. This system may be added to Historic City Hall as funding permits. If identification is not available, the visitor will be wanded with a handheld magnetometer. All employees are required to show a City identification card upon entry to either building.

Option 2 (Reduced Security Staffing)

This option would reduce security staffing by eliminating the current security staff at the lobby kiosk at new City Hall and the security staff at Historic City Hall. In place, a receptionist would greet visitors at the kiosk and provide informational support. Visitors to City Hall would be greeted by the existing receptionists and staff on each of the floors. Two security officers would be on site serving as roving security and camera room staffing. At City Council meetings, a retired police officer and a sworn police officer would require visitors to go through a metal detector. During high threat alerts, the Police Department would take over responsibility for the security of the site and buildings. This option will bring a reduction of \$150,000 in security staff costs.

Option 3 (All Visitors):

This option would eliminate the requirement that all visitors, contractors and meeting attendees check in with the security desk/kiosk and provide identification to receive a visitor badge. Visitors would instead be required to go through the metal detector (or wanded with the handheld magnetometer). City employees will still be required to wear their identification badges at all times. This option would incur an additional \$250,000 ongoing for additional officers to be at each of the metal detectors (approximately a 50 percent increase in security costs) and would require the permanent installation of metal detectors the City already owns (one-time cost of \$50,000).

Option 4 (All Visitors and Staff):

This option would require that all City staff, visitors, contractors and meeting attendees go through a metal detector or be wanded with the handheld magnetometer. City staff would be required to wear badges at all times. This option will incur an additional \$400,000 ongoing for additional officers to be at each of the metal detectors, plus the \$50,000 one-time cost for permanent installation of the metal detectors.

In analyzing the four options, Option 2 reduces the City Hall budget, but it provides less security than is recommended by the Police Department. Options 3 and 4 increase the level of security but these options cannot be funded by the current approved budget. Also, these options require drilling (coring) through the granite flooring to provide electricity to the metal detectors, which is estimated to cost \$50,000. Options 3 and 4 would also add a significant delay for those entering the buildings. On average there are 350 visitors a day to new City Hall and 100 to Historic City Hall. The wait will be much greater for Option 4 due to the large volume of City employees going in and out of the building all day. For these reasons, City staff recommends Option 1.

As we continue to receive feedback from City staff, elected officials and visitors and as we learn more about building operations, staff will request approval to modify the processes to improve our ability to serve the City departments and the public as efficiently and effectively as possible.

Financial Considerations:

An initial estimate of the City Hall operating costs was approved in the FY 2005/06 budget hearings.

For the security options outlined in this report, costs are as follows:

Option 1 Current Security Plan (Within current budget)

Option 2 Reduced Security Staffing (Reduction of current budget) – (\$150,000)

Option 3 Visitors only (Additional security staff / installation costs) - \$250,000 annually ongoing; \$50,000 one-time installation cost

Option 4 All Visitors/Staff (Additional security staff / installation costs) - \$400,000 annually ongoing; \$50,000 one-time installation cost

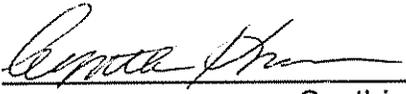
Environmental Considerations: N/A

Policy Considerations:

The action requested herein is consistent with the Sacramento City Code, Title 3 and with the City's Strategic Plan goal to improve and expand public safety. It is also consistent with the City's Illness and Injury Prevention Program, API #39, and the Workplace Violence Policy, API #44.

Emerging Small Business Development (ESBD):

No goods or services are being purchased.

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

Approved by: 
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:


RAY KERRIDGE
Interim City Manager

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RESOLUTION NO.

Adopted by the Sacramento City Council

February 14, 2006

CITY HALL SECURITY PLAN

BACKGROUND

- A. Security at the City Hall Complex is important because of the need to provide a safe and secure environment for the public, elected officials and City staff.
- B. A multi-department, interdisciplinary team consisting of the Police Department, a contracted security company, and the building operations team researched and developed the security plan options, and continue to meet on a regular basis.
- C. The basic premise of the security plan is that all individuals visiting City Hall are required to be screened by either wearing a City identification badge, showing identification or being required to pass through metal detectors.
- D. As feedback continues to be received from the public, staff, and the Mayor and City Council, the security process will continue to be modified to improve service the public, elected officials and City staff as efficiently and effectively as possible.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Based on the four options presented to the Mayor and City Council (Exhibit A), the current security staffing strategy (Option 1) shall be maintained with updates provided to the City Council as further requested.

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Exhibit A – Security Staffing Strategy Options – 1 page

EXHIBIT A SECURITY STAFFING STRATEGY OPTIONS

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