



## Legislation Text

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File #: 18-269, Version: 2

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**TO:** Mayor and Members of City Council

**THRU:** Douglas J. Hewett, City Manager, ICMA-CM

**FROM:** Kristoff Bauer, Deputy City Manager

**DATE:** June 4, 2018

**RE:**  
City Hall Security Pilot Study

**COUNCIL DISTRICT(S):**  
2

**Relationship To Strategic Plan:**

Goal 1: Safe and Secure Community

**Executive Summary:**

Improving the security of City Hall is a significant objective being considered during the development of design alternatives. Staff is proposing an interim change in the control of access to the building as a test to identify issues that may need to be addressed in the final design. Staff will briefly discuss the elements of the pilot security changes to City Hall for Council's information and discussion.

**Background:**

The renovation of the third floor of City Hall was completed in 2016. Funding has been appropriated for the remodel of the first and second floors and the first floor redesign is in process. One important issue, however, is the design of access to the building and addressing growing concerns regarding security.

**Issues/Analysis:**

City Hall currently has three access points that are open to the general public during business hours. Only one of these entrances is actively monitored by security personnel. The other two are covered by cameras, but this does not effectively provide an opportunity for security personnel to screen entrants. It is not unusual for unauthorized individuals to gain access to the building without checking in with security making their way throughout the building. Staff has become used to seeing members of the public in the building and have become insensitive to appropriate security practices. It is not unusual for staff to hold the door or to even open secure doors for visitors to the building.

The City's Police personnel, charged with security policy, recommend strongly moving to a system where guests are directed to a single entrance that is monitored by security personnel. Concerns have been raised, however, that doing so would inconvenience the City's customers seeking service from development services. The belief is that most of these customers park behind City Hall and enter through the unmonitored back door.

Staff proposes to initiate a pilot program consisting of utilizing signage, revising access control, training staff, and adjusting parking in the front of the building. The purpose of this program will be twofold. First, to increase the security of the building and test recommended safety practices. Second, to monitor the impact on the City's customers and test strategies to mitigate those impacts. This information will be used to refine the design of the first floor remodel.

**Budget Impact:**

None

**Options:**

This is for discussion purposes

**Recommended Action:**

This is for discussion purposes

**Attachments:**

None