

--MEMORANDUM--

MEMO TO: City Council

FROM: Gregory E. Buckley
City Manager



DATE: January 26, 2024

SUBJECT: Security Improvements to Third Floor at City Hall

Presently, the offices on the third floor at City Hall are the only offices in the building that can be directly accessed without first passing through a secure entry point.

While those of us who work on the third floor have historically appreciated this “open access,” some incidents in recent years at our offices—as well as changes in the world we live in—have brought us to the point where a more secure arrangement is needed, in the interest of employee safety.

We have a plan for better securing this area that was budgeted for in 2023 at \$6,000, and those funds have been carried forward into 2024. Total project cost as described below is about \$10,000, but I believe that can be accommodated within existing capital and operating budgets for City Hall. But I do want to get the City Council’s “blessing” for this project in advance of proceeding with the work, to try to address any Council member concerns with the proposed changes.

The changes proposed would include installation of a mostly glass door, flanked by clear glass sidelights, which would be encountered by visitors headed north in 3rd floor hallway just before that hallway “widens out” into an area surrounded by the three offices in question: City Manager, Community Development and Tourism/City Attorney. See attached floor plan. That door would typically be locked, with chairs placed along one side of the hallway as a waiting area.

Staff in the offices at that end of the hallway would be alerted to a visitor by a buzzer located next to the door. The door would be equipped with a fob-activated lock, like the exterior doors at City Hall, so staff or Council members could pass through the door without being “buzzed-in.” The existing door at the north stairwell access would be similarly equipped.

While members of the public rarely access the third floor via the stairs, we could accommodate such access with signs at the first and second floor stairwells indicating that access at the third floor is locked; access could be had by calling one of the offices on that floor (numbers would appear on sign) or by asking for assistance at a nearby office (Customer Service on first floor, Finance or Engineering on second floor).

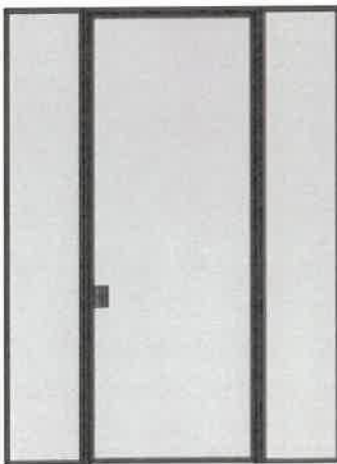
Being tied into the building's electronic lock system would allow for the new door described above to automatically unlock when the building's fire alarm goes off, thereby allowing free access through the area to the fire exit at the north stairwell.

Staff in these offices, along with building maintenance and the Police Department, have considered other options for improved third floor security. At this time, we do **not** recommend:

- Anything that would restrict public access to the entire third floor—too many people come and go from meetings in the Council Chambers and Committee Room, and we want to encourage the public to come and view these areas, as well as the displays in the hallways.
- Creating separate secured entry points into each of the three offices in this area—that would involve modifying three sets of doors, and would impair foot traffic between those offices and to and from the copy machines located in the common area that the offices surround.

Thank you for considering this matter; we look forward to discussing these possible changes on Monday night.

Available in Custom Sizes

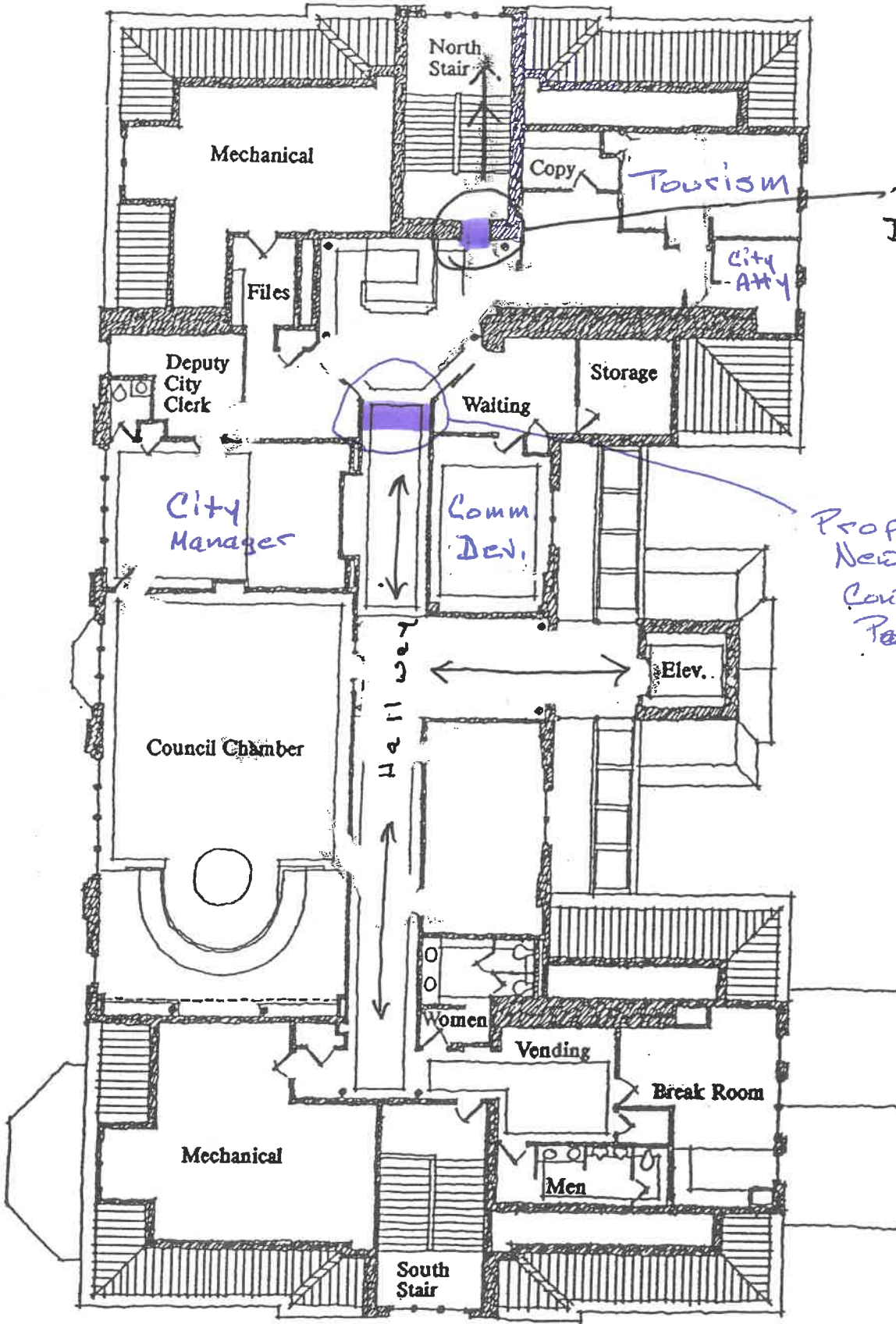


For illustration only; door would measure 36" wide by 84" high, with 18-inch wide sidelights

SL 2SL Steel Interior Door

STL-W1-36x96-2SL18-W1 Steel Interior Door
Single with 2 Sidelites,
Custom

THIRD FLOOR PLAN



Existing Door at head of Stairs

Proposed New Door / Controlled Entry Point