



CITY OF OAKLAND

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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Jason Mitchell
Director, Public Works

SUBJECT: Supplemental Report Regarding City
Hall Security Enhancements

DATE: May 29, 2018

City Administrator Approval

Date:

5/31/18

RECOMMENDATION

Staff Recommends That The City Council Receive A Report With Recommendations To Select One Of Two Options To Enhance Security At City Hall, And Direct Oakland Public Works (OPW) To Work With The Finance Department To Identify Funding.

REASON FOR SUPPLEMENTAL REPORT

At the May 22, 2018, Public Works Committee meeting, the committee requested to have the following information concerning additional security services for City Hall provided in a supplemental report:

1. Access plan for City Staff;
2. A list of prohibited items not allowed in City Hall;
3. A plan for ensuring timeliness of access for visitors in case of large crowds.

This report addresses the concerns of the committee.

ANALYSIS AND POLICY ALTERNATIVES

This section responds to each of the three requests made by the Public Works Committee.

1. Access Plan for City Staff

Enhancing security at City Hall may be inconvenient to individuals accustomed to entering the building without being screened, however, the proposed screening process will provide the most effective security to all visitors and employees. To allow for optimal efficiency at all screening stations in City Hall, staff is considering allowing City employees to have exclusive access to enter the building from the 15th Street entrance, with the option to enter from 14th Street.

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2. List of Prohibited Items

In June 2015, OPW's Facilities Services Division along with the City Administrator's Office developed a written visitor's guide, titled "Welcome to Oakland City Hall". This one page guide was intended to provide information to the public to assist in the City's efforts to provide a safe, secure and pleasant environment for visitors and staff. It included information on hours of operation, lost and found, special events and rallies, prohibited items and vandalism. This guide was posted on the City's website and an enlarged version was posted at the 14th Street entrance to City Hall. A copy of the "Welcome Guide" document is included as **Attachment A**.

3. A Plan for Ensuring Timeliness Of Access For Visitors In Case Of Large Crowds.

There is only one screening station that is available for City staff and visitors to use for access into City Hall on days when there are scheduled public meetings. On these days, the City proactively plans and coordinates to ensure that adequate overflow space is set-up and additional staff (security and city staff) is assigned when there is advanced knowledge of items that will be discussed at meetings or other current issues that may draw larger than normal crowds.

Staff's recommendation of Option A, proposes that a second screening station be installed at the 15th Street entrance. On evenings where higher than average attendance is expected or for any evening meeting this station could be operated to reduce the amount of time it takes to enter the building. The City's current practice of proactively planning, and scheduling adequate staff to ensure expedient and safe access into the buildings in support of public participation in the governmental process will continue in concert with either of staff's recommendations to enhance security.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Accept A Report With Recommendations To Select One Of Two Options To Enhance Security At City Hall, And Direct Oakland Public Works (OPW) To Work With The Finance Department To Identify Funding.

For questions regarding this report, please contact Derin Minor, Building Services Manager, at 510-238-3998.

Respectfully submitted,



JASON MITCHELL
Director, Oakland Public Works Department

Reviewed by:

David Ferguson, Interim Assistant Director
Bureau of Facilities and Environment

Prepared by:

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Bureau of Facilities and Environment



Welcome

TO OAKLAND CITY HALL

We want to make your visit to Oakland City Hall a pleasant one. In order to assist our efforts to provide a safe, secure and pleasant environment and to protect this national historic landmark, we require compliance with the following policies:

ACCESS – PUBLIC

City Hall is open to the public from 8:30 a.m. to 5:30 p.m., Monday through Friday, unless there is a scheduled Public Meeting. City Hall is closed to the public on Saturdays and Sundays and on all national holidays including: New Year's Day, Dr. Martin Luther King, Jr. Day, Lincoln's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (as well as the Friday following Thanksgiving) and Christmas Day.

Members of the public entering City Hall during the standard building hours of operation for public meetings are not required to sign in. Members of the public entering City Hall for other City business or activities must sign in and proceed only to the area where that City business or activity occurs.

LOST AND FOUND

Lost items in City Hall that are found are brought to the Dalziel (250 Frank H. Ogawa Plaza) Security Office. Items held for more than 90 days will be disposed of as decided by the Building Services Manager or his or her designee in accordance with California Civil Code Sections 2080 – 2080.6. Where City Hall Security determines a lost item could be hazardous, City Hall reserves the right to immediately dispose of such items.

NOISE

We ask that you please refrain from making excessive noise in order not to disrupt City business.

SPECIAL EVENT/ RALLIES

Rallies are held on the front steps of City Hall and in various areas of Frank H. Ogawa Plaza. Each rally must be scheduled with the Facilities Complex Office in 250 Frank H. Ogawa Plaza, Suite 1329. An application form must be submitted to and approved by the Building Services Manager. Amplified sound is allowed in accordance with O.M.C. 12.56, between 11am-12 noon and after 5pm. If you wish to have amplified sound you must submit a copy of the special event application permit to the City Administrator's Office of Special Activity, located on the 11th floor of City Hall in order to obtain a sound permit. The City reserves the right to designate the space to be used for the event. Applicants are given space on a first-come first-served basis. The interior of City Hall is not a public forum and is not designated for use for press conferences or rallies.

PROHIBITED ITEMS

No one in possession of any item that can be used for malicious intent will be allowed access to City Hall with that item. If City Hall Security determines that any item a person is attempting to bring into City Hall could otherwise be dangerous to persons or property, City Hall Security may deny access with such items. City Hall Security will not hold or store any prohibited or hazardous items.

The following are examples of items are prohibited at City Hall.

Prohibited items:

- Firearms (unless carried by a California or Federal peace officer)
- Tasers, stun guns, pepper spray
- Club in length greater than 12 inches (this does not include canes, umbrellas or tripods)
- Aerosol cans or pressurized paint sprayers
- Paint projectiles
- Metal sheet or shields
- Wrenches or tools greater than 12 inches
- Pyrotechnics/fireworks
- Balloon, helium and helium-filled balloons
- Decorations or props that will damage building surfaces. This includes any type of paint, stickers, nail, fasteners, glue or other adhesive
- Spring-loaded knives or knives with blades more than 4 inches
- Roller skates, skateboards, bicycles
- Any act, device, object or decoration, which may cause harm or damage to an individual or property as determined by City Hall Security

VANDALISM

City Hall is owned by the City of Oakland and is an important historical landmark. In accordance with California Penal Code Section 594, no person may vandalize, mark, paint, damage, destroy or deface with graffiti or other inscribed material any real or personal property owned by the City, including vehicles, signs, fixtures, walls, floors, furnishings or other property. No person shall use any material, device, object or decoration, which may cause harm or damage to an individual or property owned by the City, including but not limited to property within office spaces as well as public areas.