

**GRAND JUNCTION CITY COUNCIL
WORKSHOP**

**MONDAY, JUNE 17, 2013, 11:30 A.M.
ADMINISTRATION CONFERENCE ROOM
CITY HALL
250 N. 5TH STREET, 2ND FLOOR**

To become the most livable community west of the Rockies by 2025

1. **City Hall Facility Assessment:** The purpose of this report is to identify and recommend strategies leading to the implementation of a successful Security Awareness Policy as well as physical building changes identified in a Crime Prevention Through Environmental Design (CPTED) analysis. The main objective will be to provide City Hall staff members with a better understanding of the issues relating to security and how to react to active threats, while also focusing on significantly reducing exposure to potential threats through physical changes in the building. [Attach W-1](#)
2. **Policy on Volunteer Board and Committee Interview Process:** 2003 was the last time the policy on making appointments to the City's volunteer boards was reviewed. Since that time there have been several changes including new boards created and change of responsibilities. The discussion provides an opportunity to make adjustments to the policy to fit the desires of the current Council. [Attach W-2](#)
3. **Other Business**

TO: Rich Englehart,
City Manager

FROM: Jay Valentine, Internal Services Manager
Dave Roper, Risk Manager
John Camper, Chief of Police

DATE: April 8, 2013

SUBJECT: City Hall Security Recommendations

Introduction

The purpose of this report is to identify and recommend strategies leading to the implementation of a successful Security Awareness Policy as well as physical building changes identified in a Crime Prevention Through Environmental Design (CPTED) analysis. The main objective will be to provide City Hall staff members with a better understanding of the issues relating to security and how to react to active threats, while also focusing on significantly reducing exposure to potential threats through physical changes in the building.

This report is by no means intended to be a complete reference on the process of building a security policy or the development of a security awareness course. It is created with the idea of providing the City Manager and City Council a reliable source of advice, various recommendations and useful tips gathered from the Grand Junction Police Department, Risk Management, and a team of representatives from each workgroup in City Hall. Some of these recommendations may be very easy to incorporate at little or no cost and some will require physical changes to the building that may cost in both dollars and/or service delivery.

The following is a listing of potential areas of improvement at City Hall. The listing is grouped in the categories as follows:

- 1) Security changes that have little or no cost or policy impact and are relatively easy to implement.
- 2) Security changes that may involve a larger capital investment and are not as easily implemented.
- 3) Security changes that are may or may not involve a large capital investment but do have significant policy/customer service implications.
- 4) Recommendations that can be accomplished through administrative directives and/or training.

**items in italics have already been addressed, or are in the process of being addressed.*

Category 1 Recommendations (Easily implemented at little or no cost. No Policy Implications)

- Increase the speed of the fire doors on the transaction windows in the 1st floor lobby. They close slowly giving someone plenty of time to climb over the counter.
- Install blinds in the following areas to be normally open but easily closeable for security in an emergency:
 - Planning conference room windows.
 - Large double doors into the H.R. reception/lobby area.
 - Large double doors into the Administration reception/lobby area.
 - Public Works reception/lobby area.
- Install a thumb lock on the inside of the doors in the Executive Conference room.
- Install a simple latching mechanism on the half-door access to H.R. offices and file room to create a greater physical barrier to access. This latch would be accessible from outside by reaching over the top of door, but would form a barrier to those unaware of its existence.
- *Stock designated safe rooms with water and waste cans.*
- *Trim the shrubs and bushes around the building, to increase visibility and surveillance into and out of the area and limit hiding places.*
- Consider numbering all the spots in the covered parking area at City Hall, eliminating the exposure of the city council members and mayor to targeted attacks based on the presence of their personal name plates.
- Make key cards available to all patrol officers so they may enter the east doors without waiting for a supervisor.

Category 2 Recommendations (Larger Capital Investment. Not as Easily Implemented)

- Unlike in the Customer Service lobby the service counter to the Court Administrator is low and allows for easy access into the office by climbing over the counter. If ADA requirements are still met, raising the counter height or putting security glass at this counter would improve security at this location.
- The City Clerk's office is open to the public with no counter or other preventative structure limiting access to the office. It is recommended that a public service counter, similar to those in the customer service and planning be constructed to limit the public full access to the office and increase the security of the City Clerk and staff.
- Install key card access system for entry into City Clerk's Office area (only if Customer Service type counter and window are installed).
- *Provide duress alarm buttons on Kathy Kovschak's workstation area and in Donna Smith's office.*
- Provide opaque full-coverage blinds for all west office glass panels by doors so that each office could be used as a safe room during an active threat.

- Provide a locking handle on two doorways: H.R. side of door to training room. Inside the File Room door provide a lock handle and a peep hole to look from inside to outside.
- Explore the possibility of a transaction window from Budget and Accounting into the Human Resources lobby.
- Install a key card access system on the hallway door into Budget and Accounting.
- Install half door, similar to that in H.R. in the Public Works, as a barrier limiting open access to the back offices.
- Switch out the door to the Print/Scanner room that has a window in it with Kristen Ashbeck's solid door that has a lock on the inside and no window.
- Install key card access for entry into the door east of the Public Works main entrance.
- Re-paint door numbers above each office door. Possibly change numbering system to be more logical, consistent, and "findable" by Police Responders. (current numbers are often not sequential and do not follow an easily recognizable pattern through the building)
- Take down building layout maps displayed in the public areas throughout City Hall.
- Evaluate the location of duress alarms and consider installing additional alarms if needed.
- Provide ballistic barrier to the dicesis in the auditorium.
- Implement the Everbridge Notification System.
- Secure the air conditioning unit on the north side of the building.
- Install barriers at the North, South and West entrances such as, concrete bollards or planters to limit the risk of, or deter breaching the building with a vehicle.

Category 3 Recommendations and/or Options (Policy/Customer Service/Capital Implications.)

- Station a security officer or reception person in lobby to sign in and direct visitors entering the building.
- If a meeting or activity is taking place in the auditorium after normal business hours, provide a security gate or barrier limiting access to the entire building.
- Have an on duty officer monitor the beginning of each city council meeting. This would provide a police presence at the beginning of the meeting which would deter most individuals considering disorder. Also, it would provide real time intelligence to the police department in order to quickly react to an unexpected large or disorderly crowd.
- Install a doorway with key card access in the hall from the south side of the HR lobby area towards Claudia's office and the Financial Operations area to block entry into the west hallway and offices.

- In the Administration office between the lobby and the hallway, build a wall and keycard access doorway to limit access into the back offices and conference room.
- Install video monitoring in several designated safe rooms that can view the hallways near their area. This would more easily allow monitoring of hallway activity without having to compromise safety by leaving the safe rooms.
- Limit the access points to the building to the main south entrance (Rood Ave.) and keep locked the other two at the north (White Ave.) and west sides (5th Street) of the building (assuming there are not meetings or activities taking place in the auditorium).
- *Conduct a comprehensive review of hours of operation for all City Hall public functions. Ensure that they provide convenient service to the public, while also ensuring after-hours safety of employees.*

Category 4 Recommendations (Administrative/Training areas of Improvement)

- The door connecting the Hearing room to Customer Service has no way of being secured and allows access into the area. This door should be locked and the public should be encouraged to do court business with the clerk from the hallway.
- Leave the door between Customer Service and the City Clerk's office unlocked during business hours which will provide an additional escape route.
- All doors to council auditorium should be locked and not accessible by the public without notice.
- There should be emergency plans specifically for this area that include guidance on getting assistance, evacuating the room and assisting those who need it. As with evacuation plans for the rest of the building, these should include specific guidance about where people should go when they leave and who will help them.
- Create a tactical plan that would designate how many officers are required, their positions, and their duties during a disturbance or an assault in the auditorium. Council members would be briefed on this plan bi-annually.
- To enter the Budget and Accounting area, all visitors should be re-routed through HR and enter the area from the HR lobby.
- *Keep the office door for the Revenue Supervisor and Financial Operations Director open or unlocked during business hours so it can be accessed as a "safe room".*
- Update training to all building staff on the use of the duress alarm system.
- Implement and train on "page all" function of phone system.
- *Secure all doors to equipment and non-public accessible areas.*
- Encourage employees to cover windows after hours to prevent viewing of offices and equipment.
- Practice evacuation plans, including timely evacuation, coordinating the return, and establishing gathering points that are far enough away for safety.
- Develop a City Hall Safety & Security committee.

- Consolidate area emergency plans into a single emergency plan for the entire building.
- *Establish and schedule for security training, either in large groups or within offices.*
- Implement a more consistent policy regarding the display of employee security/cardkeys as an identification and security measure.

Summary

It is challenging to incorporate training and building improvements that all city employees can adapt to their own specific needs. Many want a step by step process, procedure or technique that will work in almost all situations. Unfortunately, emergencies or violent or threatening situations are never routine. By implementing security policies and implementing certain building improvements, the probability of criminal acts may be reduced and the safety of building residents and the public can be increased.

Currently, there are several very detailed evacuation plans in place at City Hall for each work area. Recently, representatives from each area in City Hall have identified “safe rooms” that could be used in active threat situations in which evacuation is not possible. In coordination with the Police Department, live drills are being scheduled to take place at City Hall emphasizing the *Flee* (evacuation), *Hide* (safe rooms) or *Fight* guidance that is current law enforcement guidance when reacting to an active threat in the building.

It is recommended that a safety and security committee be developed from a group of employees to establish and maintain the building-wide emergency plan for City Hall, as recommended above. This committee should meet regularly to discuss building safety and security concerns, update the emergency plan and communicate important safety information to building residents. Procedures should be put in place to assure that the emergency plan is reviewed at least annually by all employees-perhaps at evaluation time, to keep all staff regularly updated on security procedures and to assure a coordinated response by all building occupants in the event of an emergency.



Date: June 13, 2013

Author: Stephanie Tuin

Title/ Phone Ext: City Clerk,
x1511

Proposed Meeting Date:

June 17, 2013

CITY COUNCIL STAFF REPORT WORKSHOP SESSION

Topic: Review the Current Policy on Interviewing and Appointing Members to the City Volunteer Boards, Commissions, and Authorities

Staff (Name & Title): Stephanie Tuin, City Clerk

Summary:

2003 was the last time the policy on making appointments to the City's volunteer boards was reviewed. Since that time there have been several changes including new boards created and change of responsibilities. The discussion provides an opportunity to make adjustments to the policy to fit the desires of the current Council.

Background, Analysis and Options:

The current policy dictates that applicants for some boards are interviewed and some are selected based on the written information submitted. Since the development of the policy a couple of new boards have been created: the Colorado State Leasing Authority and the Horizon Drive Association Business Improvement District. Since their formation, the City Council has been accepting recommendations for appointments to these two boards from the board rather than conducting interviews.

1 – Should these two boards have their members appointed via recommendation (current practice), based on written applications received, or conduct interviews?

Currently, the policy states that four boards are appointed based on applications: Arts Commission, Historic Preservation, Forestry Board, and Ridges Architectural Control Committee. Recently, practice has changed to conduct interviews for these boards. In your consideration of whether to modify the policy, please consider the fact that the Historic Preservation Board is now an authoritative board and makes decisions on the appropriateness of alterations in the 7th Street Historic District.

2 – Should any or all of these boards be moved into the “Interviews Required” category in the policy?

Since its inception, the City Council has delegated appointment to the Urban Trails Committee to the Riverfront Commission. The City Council then ratifies the appointments.

3 – Does the City Council wish to continue the practice of the Riverfront Commission selecting the board of the Urban Trails Committee?

The current policy dictates that even those wishing to continue on the board must be interviewed. We do receive objections from incumbents having to be re-interviewed.

4 – Does City Council want to reaffirm the policy of interviewing all candidates for the vacant positions regardless of them being new or incumbent candidates?

Although the policy states that applicants for the Riverview Technology Corporation should be interviewed jointly with the County, it was decided early on not to interview but rather accept a recommendation from the current board. The City Council and the Board of County Commissioners currently ratify the appointments.

5 – Does the City Council want to continue the current practice of accepting appointments from the RTC by ratification?

The policy specifically addresses how to advertise for openings. For the last four years, in an effort to conserve funds, the amount of advertising both in the newspaper and with utility bill stuffers was changed to one large ad rather than multiple ads throughout the year. A slight modification to the policy would leave it more open ended and authorize the change to the single one time annual ad.

6 – Does the City Council agree to make the advertising specifics more flexible to allow for the most conservative use of advertising dollars?

The policy applies term limits to all City appointed boards and has exempted the boards that are jointly appointed (Riverfront Commission, Airport Authority, and Riverview Technology Corporation). Some of these boards have imposed term limits onto themselves through their bylaws or by practice.

7 – Does the City Council want to make any changes to term limits?

Are there other changes to the policy the City Council would like to consider?

Board or Committee Recommendation:

NA

Financial Impact/Budget:

The only financial impact will depend on the decision on advertising. The budget for advertising was \$8,600 prior to 2009. The current budget for volunteer board advertising is \$3,500.

Legal issues:

NA

Other issues:

NA

Previously presented or discussed:

This has not been previously presented.

Attachments:

Current Policy adopted in 2003

POLICY ON VOLUNTEER BOARD APPOINTMENTS

PURPOSE: To establish an appointment policy for volunteer boards that is consistent and encourages participation by qualified citizens.

PROCESS:

Step 1 - Two months prior to any term expiration, the City Clerk sends a letter to individuals, whose terms are expiring, advising that the term is coming to an end and if interested in continuing to serve they should reapply by the deadline. If the member has already served two terms, then they are not eligible to reapply and will not receive the letter. Term limitations on Grand Junction's volunteer board will be analogous to term limits in Colorado Law. Term limitations do not apply to boards that are jointly appointed with other entities (Riverfront Commission and Riverview Technology Corporation).

At the same time, a letter is sent to the board advising that vacancies are coming open and inviting the board to provide written input to the City Council regarding skills and expertise that would be beneficial to the make-up of the board.

The City Clerk advertises the openings (approximately 2 months prior to expiration). The deadline for receipt of applications is established approximately 1 month prior to the expiration date. Every applicant will receive a postcard from the City Clerk acknowledging receipt of the application.

All letters of interest shall be accompanied by the City's standard volunteer board application (sample attached).

The City Council has determined that some of the volunteer boards will require interviews and some will not (unless there are extenuating circumstances). For those boards that will generally not require interviews, the City Council will make appointments based on solicited recommendations made by the board itself on expertise needed and from the material submitted by the applicants. Generally, no more than six (6) applicants will be interviewed for any one position. When a large volume of applications/ resumes is received and/or on file for any one board, all of City Council will review them in order to reduce down to six.

Appointments Based on Application:

- Arts Commission
- Historic Preservation Board
- Forestry Board
- Ridges Architectural Control Committee

Interviews Required:

- Airport Authority
- Downtown Development Authority
- Housing Authority

Public Finance Corporation
Riverview Technology Corporation (joint with County)
Parks & Recreation Advisory Board
Planning Commission/Board of Appeals
Riverfront Commission (joint with County, Fruita & Palisade
Visitor & Convention Bureau Board of Directors

Council Ratifies Appointments:

Building & Fire Code Board of Appeals (County appoints)
Urban Trails Committee (Riverfront Commission appoints)

When interviews are required:

Step 2 - Approximately one month prior to expiration date, when deadline has passed, a date is set for interviews. Applicants, **including existing members interested in continuing**, are scheduled for an interview.

Step 3 - Interviews are conducted with at least 3 members of City Council present. City Council will usually select no more than six applicants to interview, depending on number of openings, number of applicants and expertise needed on the volunteer board. Any applicant not selected for interview will be advised of such immediately by letter prepared by the City Clerk.

Step 4 – Council will advise the City Clerk who will be recommended for appointment. The City Clerk will schedule appointments on the agenda. For the Council meeting following appointments, the City Clerk will invite the appointees (and reappointees) to the meeting to receive their certificates. If one or more can attend, go forward. If none can attend, and there is not a time issue, then reschedule to a time when at least one appointee can be present.

Step 5 - By majority vote of the Council members conducting the interviews, a recommendation for appointment is made at the City Council meeting when scheduled. The decision for appointment will be made by a majority vote of the City Council.

Step 6 - The City Clerk notifies unsuccessful candidates who were interviewed by letter.

When interviews are not required:

Step 2 - One month prior to term expiration, copies of letters of interest and applications received are forwarded to the City Council.

Step 3 - City Council considers any written input and decides by majority vote on the appointment(s) at the next City Council meeting. Appointees are invited to attend the following Council meeting and receive their certificate.

Step 4 - Notification by the City Clerk will be made by letter to all unsuccessful candidates.

NOTE: Anyone applying for more than one appointment will be interviewed for each position.

Updated: June 18, 1997

Revised: October 22, 1998

Revised: June 1, 2001

Revised: June 2, 2003