

## Legislation Text

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File #: #21-340, Version: 1

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**PREPARED BY:** JEAN CLARK

**DATE OF MEETING:** 09/20/21

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BAJAN SECURITY SERVICES FOR A NINE-MONTH PILOT PROJECT FOR SECURITY AND GREETING SERVICES AT CITY HALL IN AN AMOUNT NOT TO EXCEED \$43,100

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

*Improve Public Safety* is an adopted policy item under the FY 2021-2023 City Council Priority Workplan, effective March 15, 2021.

**CEQA Compliance Statement**

This is not a project as defined by CEQA.

**BACKGROUND**

In June of 2021, staff expressed concern over security of the lobby of City Hall located at 1000 Gateway Avenue. There is no one to monitor who enters the building and the ground floor lobby provides public access to Maple Hall, Council Chambers and downstairs offices. While the doors to these areas should be locked, there remains the concern of vandalism to the lobby, display cases and digital displays, and inadvertent access to the rest of the building.

There is also a safety concern for our staff and City Hall patrons. Over the months we have experienced aggressive homeless, drug use and suspicious packages at the front doors of City Hall. Staff feels the presence of security and greeting services in the lobby of City Hall will provide an additional level of safety and security and help filter out anyone entering the building who does not have business in City Hall.

Bajan Security Services staff will also act as a greeter for the public visiting City Hall. They will be able to direct the public to services and answer basic questions. This will take pressure off the second-floor counter staff as well to redirect people if they are in the wrong building before they climb a set of stairs and wait in line to be assisted. It will help improve customer service and create a welcoming feeling to our community.

Bajan Security Services will staff the lobby of City Hall Monday - Thursday 7:30 am - 6:00 pm minus City holidays or City Hall closures. Bajan Security Services staff assigned to the City of San Pablo City Hall will be vaccinated for COVID-19.

This contract is designed as a nine-month pilot project to inform the City of potential security and greeting needs at City Hall. For this reason, the City sought a proposal from its existing security services provider and did not follow the typical competitive proposal process. If the findings of this pilot project are that security and greeting services should become permanent, the City will begin the Request for Proposals process.

Staff recommends accepting the proposal that was submitted by Bajan Security Services and entering into a professional services agreement.

**FISCAL IMPACT**

Funding in the amount of \$43,100 will be expensed to the Multi-Departmental Professional Services Account (100-1430-43600) to fund the contract work, and staff will determine if this is American Recovery Plan Act (ARPA) eligible expense or require a midyear budget adjustment.