

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

00-034

SYNOPSIS -

AGENDA:

JANUARY 24, 2000

Approve a professional service agreement with the Terrus Real Estate Group (616 10th Street, Des Moines, Iowa 50309, Randy Minear, President) for the development, review, and recommendation of a Request for Proposal (RFP) to provide security services for City Hall and the Armory.

SUBJECT:

CITY
HALL/ARMORY
SECURITY
REQUEST FOR
PROPOSAL

FISCAL IMPACT -

\$11,305

Funds are available in the Capital Improvement Fund (CIP) to contract with Terrus.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

RECOMMENDATION -

Approval.

SUBMITTED BY:

DONALD M. TRIPP
PARKS AND
RECREATION
DIRECTOR

BACKGROUND -

Des Moines' City Hall and Armory buildings not only house hundreds of City employees, but they are also locations for the general public to conduct a variety of business and to hold numerous public meetings. The personal safety of both employees and the general citizenry who utilize these facilities are currently at risk. There is need for an improved key management system, for both the exterior and interior of the buildings. Hours of operation for access by the general public and employees need to be set. After hours access is not presently limited to one access point, and procedures for access are not well established. Security staffing and protocol for City Council meetings should be enhanced.

The potential theft of public and private property is an

additional reason for recommending increased security. The recent robbery of the Treasury Office safe illustrates the ease with which major acts of crime can occur. Employees have repeatedly voiced concern for the safety of their own well-being and the security of personal property. Doors that can be locked are currently not being locked. Others have no locks. Many employee work areas have no barriers to access. Desks do not lock. Panic buttons or alarms are too few and ill located. Signage is missing. Materials are stored in open, unsecured areas.

Last fall the City Manager referred the matters of safety and security for City Hall and the Armory to Park staff for recommendation. Terrus Real Estate Group, a consultant in such matters, has provided pro bono services for evaluating the present City Hall and Armory security operations. Terrus has recommended that an RFP be prepared and issued for bid. Terrus does not provide security services, only assistance in helping clients develop sound RFPs, seek out qualified contractors, and understand what technology and programs their proposals provide.

