



April 9, 2019

## MEMORANDUM

To: Administration/Public Works Committee Members

From: Joe Vujnich, Co-Interim City Administrator

Re: **Entry Alterations to City Hall for Security Purposes (Wards – All)**

Cc: The Honorable James R. Bowlin, Mayor  
Planning and Parks Committee Members  
Economic Development Committee Members  
Steve Cross, Co-Interim City Administrator  
John A. Young, City Attorney  
Rick Brown, P.E. and P.T.O.E., Director of Public Works  
Captain James Mundell, St. Louis County Police Department – Wildwood Precinct

### Background and Need Analysis >>>

As the Committee is aware, at the beginning of 2019, a request was made for the use of a metal detector and hand wands for Municipal Court purposes, given the changes in laws relating to conceal and carry and open carry in Missouri, along with security concerns relating to certain defendants and their histories. The discussion on this matter was first presented to the Administration and Public Works Committee, which provided a favorable recommendation, then moved to City Council. At City Council, its members agreed to the purchase of this equipment to improve security at Municipal Court.

It was also at this meeting, where the use of this equipment was also discussed for other meetings, given security of attendees at any meeting at City Hall is a priority to the St. Louis County Police Department and City personnel charged with conducting them at this public facility. After many points of view were offered by City Council Members and others, a decision was made to address this matter, once the metal detector and wands had been delivered and placed into use to determine how they were working, their effectiveness, and the impacts to access into and out of the building.

The metal detector and hand wands are to be delivered this week, which has led to the need to address its placement and use at City Hall, specifically where the unit should be situated to allow for the greatest ease of use and minimize congestion and time in line. To this end, the Department of Planning and Parks and officers with the St. Louis County Police Department have been studying the entry area into City Hall from Main Street, since the initial decision was made to purchase the metal detector and hand wands for use. The police department has reviewed many options relative to this area of City Hall to determine the best circulation pattern for court attendees and others. This consideration was complicated by the fact that, when the metal detector is in place, bags, backpacks, and other types of carryalls have to be searched as

well, otherwise the intent of the equipment is offset. This portion of the process, a quick, but thorough, look inside a bag, etc. requires more time, a flat surface, and a logical and continuous path for the individual to walk through the detector, while dropping off the bag, etc. and then picking it up on the other side of the equipment area.

After much thought, a proposal was decided upon by the police department and the Department of Administration to consider altering the glass entry area from Main Street into City Hall to accommodate this continuous path, while still allowing the equipment and table area to be retained in place, after each use, regardless of meeting types. No change would be proposed to the exterior panels of glass facing Main Street or to either side, but rather, once inside the first set of doors, the glass panel separating this outer area from the hallway next to the elevator would be changed to house the metal detector and a sliding roll-up door, to control access when the detector is not in use.

To accommodate the needed flat surface for inspection of bags, etc., the glass panel next to this other area would then be removed and replaced by a solid wall on its bottom half, then a flat area upon its top (countertop of an appropriate size and aesthetic appearance), then a roll-up door from the ceiling to the counter to close it off, again, when not in use. These modifications would eliminate two (2) glass panels and replace them with a full roll-up door, a half-wall, with countertop, and a half-up door. Collectively, these changes would provide a secure area for the use of the metal detector, while allowing all attendees to be inside of the building ,while waiting to be processed through the required screening line.

The necessity of these changes to the first floor area of City Hall are being caused by the need for security at this facility, but also the desire to have an orderly and safe approach to the staging of attendees at meetings and courts, while also ensuring the screening is thorough and logical. The Department of Planning and Parks asked an architect to review these changes and provide a cost estimate to develop plans for the installation of these improvements, which is attached. Given the costs associated with the architect and, then, the anticipated improvements themselves, the Departments of Administration and the Department of Planning sought to present this proposal to the Administration and Public Works Committee for its input and direction on the following:

- The acceptableness of the proposed modifications to the entry area of the facility from Main Street.
- The reasonableness of the proposal submitted by the architect to develop the needed architectural plans for permitting purposes.

### **Recommendation >>>**

With the need to provide a high level of security for attendees and staff at Municipal Court and other City meetings, the Departments of Administration and Planning and Parks are recommending to proceed with the architectural plans for the changes to the entry area of City Hall, which would allow for a defined picture of how it would appear, if the proposed changes were to be installed. Along with providing this defined picture of the entry area, a cost estimate could then be developed for the proposed changes. This cost estimate could then be used to determined if the project should proceed, while also being used to verify any contractor bids that may be submitted in the future.

## Reasons for Recommendation >>>

The reasons for this request can be summarized as follows:

1. The security of any attendee needs to be guaranteed to the highest degree that is reasonably possible, which adding the metal detector will assist to achieve.
2. The proposed design allows for a logical pattern for access into the building, provides protection from temperatures and elements, and assures that anyone within the interior of City Hall has passed through the inspection process.
3. The modifications, with the appropriate selection of materials, can achieve an aesthetically appealing outcome, while managing the loss of heating and cooling at this current location.
4. The cost for the architectural services is consistent with other proposals received by the City for other similar services in the past.
5. The completion of the architectural plans will allow for a cost estimate to be developed to determine if the next step of the process should proceed or not, based upon cost considerations.



An Example of a Roll-Up



Interior View of Lobby Area



Entry Area from Main Street