



AGENDA REPORT

Police Department

DATE:	December 19, 2023
TO:	Mayor Martinez and Members of the City Council
FROM:	Bisa French, Chief of Police
Subject:	Fifth Contract Amendment with Universal Protection Service LLC, dba Allied Universal Security Services
FINANCIAL IMPACT:	The proposed expenditure of \$698,246.55, for a total contract amount not to exceed \$2,716,499.55, will be budgeted for under the non-department general fund budget – account string 01917090-400218.
PREVIOUS COUNCIL ACTION:	<p>November 22, 2022 – Approved the fourth amendment to add a one-year contract term extension through December 31, 2023</p> <p>July 19, 2022 – Approved the third amendment to add services to Booker T. Anderson Community Center</p> <p>May 3, 2022 – Approved the second amendment to add services for the Library</p> <p>November 23, 2021 – Approved the first amendment to add an additional guard to the Civic Center</p> <p>December 17, 2019 – Approved original contract with Allied Universal</p>
STATEMENT OF THE ISSUE:	The contract with Universal Protection Service LLC dba Allied Universal Security Services is entering its final extension year and is due for renewal as of December 31, 2023. Booker T. Anderson will require a six-month security term while the Center is being prepared to open to the public once again.

RECOMMENDED ACTION:	APPROVE the fifth contract amendment with Universal Protection Service LLC dba, Allied Universal Security Services in the amount of \$698,246.55, for a total contract amount not to exceed \$2,716,499.95, and to extend the contract expiration to December 31, 2024 – Police Department (Chief Bisa French 510-621-1802).
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DISCUSSION:

The Police Department has worked as the liaison between various City departments and Allied Universal Security Services. Due to an increase in criminal activity near or on City property, the Police Department is requesting a continuation of the services already being provided at the Civic Center Campus and Library, as well as, revising the additional security services to include Booker T. Anderson Community Center through December 31, 2024.

The original contract for City Hall was to provide an unarmed security guard during normal business hours to improve overall customer service and security. The guard provides services such as:

- Conduct periodic foot patrols inside and around the City Hall building.
- Staff the reception desk and greet patrons and visitors.
- Monitor a phone line at the reception desk.
- Provide access to individuals with appointments.
- Ensure visitors are signing in/out and receiving visitor badges.
- Direct visitors to the correct city or county department.
- Monitor CCTV surveillance system at reception desk.
- Receive packages and deliveries.
- Monitor visitor compliance with COVID-19 guidelines.
- Maintain daily logs of visitors who are unable to reach city staff so appropriate follow-up can be made.
- Follow post-orders as provided by the City Manager’s Office.

In response to the COVID-19 pandemic and to ensure continued safety, a dedicated security officer was added to City Hall to maintain the front desk with the first contract amendment.

In early 2022, a spike in crime was noted on the outskirts of the Civic Center Campus, notably at the Library, where individuals loitered during business hours and theft increased. Following requests from City staff, the Police Department submitted a second amendment to add additional guards to the Library to clear out unhoused individuals from the Children’s area and to ensure employees were able to walk to their cars safely at night.

In mid-2022, Booker T. Anderson Community Center suffered from a rash of burglaries following a fire that closed the center; stolen items included copper piping and wiring. Following an emergency justification, the third contract amendment set up services at the Community Center 24/7 with one guard on-duty at all times. Fortunately, construction was able to get started and removed the need for a 24/7 City-funded guard. Now, since construction is concluding, City staff will need to staff guards 24/7 until cameras are installed and operational.

The financial impact per location is as follows:

Calendar Year 2024	
Civic Center Coverage	
Annual Cost (estimated)	\$ 420,906.13
Library Coverage	
Annual Cost (estimated)	\$ 95,900.42
Library Coverage	
Project Period (6 mo.) Cost (estimated)	\$ 181,440.00
Total Request	
	\$ 698,246.55

Please note that although the Booker T. Anderson Community Center may need to contract with Allied Universal Security for the full six-months, it is possible that the alternative security solutions will be in place beforehand and can reduce the total allowed cost by \$30,240 per month.

DOCUMENTS ATTACHED:

- Attachment 1 – Original Contract
- Attachment 2 – First Contract Amendment
- Attachment 3 – Second Contract Amendment
- Attachment 4 – Third Contract Amendment
- Attachment 5 – Fourth Contract Amendment
- Attachment 6 – Fifth Contract Amendment