



# City of Rialto

## Legislation Text

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For City Council Meeting [December 11, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad R. Ansari, Interim City Administrator

FROM: Mark P. Kling, Interim Chief of Police

Request City Council to Authorize Funding for Modifications to the Police Department's Parking Lot and Building to Address Safety Concerns and Needed Workspace.

### **BACKGROUND:**

During a recent risk assessment of the police facility, in conjunction with staffing changes of command level personnel, several deficiencies were recognized in the police station's parking lot and office availability for staff. Staff is proposing building modifications and parking lot changes to address these findings.

### **ANALYSIS/DISCUSSION:**

Currently there is a fenced off public parking area between the southern trailer (building 2) and central trailer (building 3). Two spaces are designated for the disabled and others for general parking. Due to the limited space for turning movements within the lot, we have had a number of incidents related to persons backing their vehicles into the adjacent fence and buildings. Over the last couple of years, the City has had to replace fencing, railing, awnings and porches surrounding building 3. Due to these confines of the parking spaces, staff anticipates a continuance of incidents related to parking that will result in on-going building repairs and possible injuries to employees and citizens. Public Works personnel were contacted and after assessing the area, it was recommended to fence off the general public parking spaces, leaving only the (2) two disabled spaces. By changing the usage of this area, staff believes it will limit future building repairs, injuries and potential liability. General public parking will still be available in the northern parking lot, north of the northern trailer (building 4). Additional signage will be required to direct citizens on parking and entrances.

To address the lack of office/working space within the police station, staff has recommended the following building modifications: Combining/expanding the records over flow room with a lieutenant's office to house four (4) lieutenants assigned to patrol. This will allow for a centralized Watch Commander's office that will assist with oversight of personnel, while freeing up additional office space for support staff. Additionally, staff recommends the construction of an administrative office and supply room in the north trailer (building 4), to facilitate the supervision of Animal Control Officers and logistical supplies.

The construction and modifications of the buildings offices and parking lot will be completed by Public Works staff and estimated to take approximately 3 weeks to complete. The completion of these modifications will address centralized supervision issues, workspace accommodations and safety of

facility, staff and the general public. Attached estimates provided by Public Works staff shows an approximate cost for building modifications at \$23,500.00 and parking lot costs at \$7, 400.00, for a total estimated cost of \$30,900.00 (See attached quotes).

**ENVIRONMENTAL IMPACT:**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

- 1) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making.
- 2) Organizational or administrative activities of governments that will not result in direct or direct physical changes in the environment.

**GENERAL PLAN CONSISTENCY:**

The City of Rialto has outlined key goals and objectives relating to public safety. The allocation of police resources is in consistent with meeting these objectives.

**Goal 5-8: Provide effective and comprehensive policing services that meet the safety needs of Rialto.**

**LEGAL REVIEW:**

The City Attorney has reviewed and approved this staff report.

**FINANCIAL IMPACT:**

Operating Budget Impact

Staff will process a Budget Adjustment in the amount of \$30,900.00 from Field Services Maintenance Account No. 010-500-6281-2030 to Administration Capital Improvement Account No. 010-500-6150-3001 for the needed funding for the Police Department modifications.

Capital Improvement Budget Impact

A Budget Adjustment will be processed to set budget in Administration Capital Improvement Account No. 010-500-6150-3001 for the funding of Public Work's personnel cost and supplies needed for the Police Department's parking lot and building modifications in the estimated cost of \$30,900.00.

Project	Use of Funds	Cost	Budget Total
Main Station	Materials & Flooring	\$ 4,000	
	Labor	\$ 8,000	
Main Station Total:			\$12,000
Traffic Trailer	Materials & Flooring	\$ 3,500	
	Labor	\$ 8,000	
Traffic Trailer Total:			\$11,500

Parking Lot Fence	Estimated Cost	\$ 7,400	
Parking Lot Fence Total:			\$ 7,400
Total Modification Cost:			\$30,900

Licensing

City of Rialto Business License is not needed for this project. Public Work's personnel will be performing modifications.

**RECOMMENDATION:**

Staff recommends that the City Council approve the funding in the amount of \$30,900.00 for modifications to the Police Department's main facility and parking lot.