

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 12, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: BUDGET MEMO # 39: PROPOSED ADDITION OF A SECURITY
MANAGER POSITION AT THE POLICE DEPARTMENT

This memorandum is in response to Councilman Krupicka's request for further justification for the proposed addition of a permanent, full-time Security Manager position in the Police Department versus a temporary overhire position.

Temporary overhire positions are typically for a 12 to 24 month period. The proposed Security Manager position is needed for a much longer period. As explained below, the combined duration of all of the public safety capital projects, both those now underway and those planned for the future, is 7 to 10 years. This is too long a period for a position to be classified as a temporary overhire position.

There are three major public safety capital projects either underway or planned for the future that will continue over the next 7 to 10 years:

- The relocation of Police personnel from the Public Safety Center (PSC) to two separate temporary leased spaces due to overcrowded working conditions and space shortfalls in the PSC. The build-out of these leased spaces has been substantially completed and all moves should be completed in May, 2004.
- The repair of the first floor slab in the PSC, which includes the relocation of Police functions and divisions that will remain in the PSC from the first floor to the second and third floors during the repair of the first floor slab. Planning for the relocation of these functions and divisions from the first floor is in its final stages with the relocation and related build-out scheduled to take place in summer 2004. The design of the first floor slab repair is substantially completed with the phased slab repair project scheduled to begin at the end of summer 2004 and continue for a period of two years or more.
- The process for the selection of a site for the new Police headquarters is currently underway. A list of potential sites is being compiled by staff, which will then be presented to a citizen group and City Council for consideration. Once a site is selected

and acquired, design will begin followed by construction. Once completed, all Police functions, located at three different sites, will then need to be reconsolidated and moved to the new facility. The selection, acquisition, design, construction and move to a new Police headquarters will take at least 5 to 7 years once the process is underway.

In total, all three capital projects, their components, phases and moves will take 7 to 10 years.

Currently, the Division Chief of the Property Management Division is the only individual in the department overseeing Police building operations and capital projects. The Division Chief serves as the liaison between the Police Department and the two landlords of the temporary leased space and coordinates and oversees the challenge of maintaining security systems, including access control, alarm systems and monitoring, as well as the space needs and building maintenance at three separate locations (PSC and two leased spaces). The Division Chief serves as the coordinator between the Police Department and General Services during the slab repair project and the related relocation of Police functions from the first floor of the PSC. This individual also helps represent the Police Department's interests and needs in the selection of a new site for Police Department headquarters. The Division Chief must also manage the existing day-to-day duties of the Property Management Division, including the providing of custodial services to all three sites, managing the department's telephone system, and managing the department's inventory of furnishings and janitorial supplies. Other than three Property Clerk positions and custodians, no other staff currently work under the Division Chief in the Property Management Division.

To provide assistance to the Division Chief, the Police Department has proposed the addition of a permanent, full-time Security Manager in FY 2005. This individual would be responsible for ensuring that the parking, office space, storage and security needs of Police employees are met during the repair of the first floor slab at the PSC, the relocation to and occupation of temporary leased space at two separate sites, and the future reconsolidation of Police personnel from three separate sites to the new Police headquarters site. The Security Manager's duties will also include interaction with General Services during the first floor slab project, selection, acquisition and construction of a new headquarters, and interaction with the landlords of the two temporary leased sites throughout the term of the lease. In addition, the Security Manager also would assist the Division Chief in the management of the day-to-day responsibilities of the Property Management Division including the provision of custodial services to all three sites, managing the department's telephone system, and managing of the department's inventory of furnishings and janitorial supplies.