



March 11, 2022

City of Sacramento
Police Department
Chief Katherine Lester
5770 Freeport Blvd.
Sacramento CA 95822

Attn: Sergeant Matt Young

Re: Sacramento Music Hall & Performing Arts Center – Public Safety and Integrated Security Plan

Sacramento Music House, LLC Inc., Sacramento Music Hall & Performing Arts Center dba as The Rose Sacramento, is seeking a Conditional Use Permit (C.U.P.) to legally operate a licensed indoor live music and performing arts center at 2950 Ramona Ave., Sacramento, CA 95826 and respectfully submits the Public Safety and Integrated Security Plan for the City of Sacramento Police Department's review and approval.

Core business functions to take place under the C.U.P. will contain two primary business functions in two separate areas on the property. The larger space, identified as the ballroom, will function as a performing arts space and event center. The smaller space will function as a full-service restaurant with complete kitchen. The restaurant will hold a State ABC Type 47 license.

Sacramento Music Hall's general business hours are 8:00am – 5:00pm, (Pacific Standard Time) Monday through Friday for administration. Hours of operation for event space and restaurant are as follow:

- Restaurant hours are from 11:00am to 1:00am (Pacific Standard Time) Sunday through Thursday.
- Restaurant hours are from 11:00am to 2:00am (Pacific Standard Time) Friday and Saturday.
 - Restaurant days will be determined based on customer drive. It is projected that the restaurant will operate 2-3 days a week.
- Ballroom operation hours will vary, due to specific events, the hours can range from 6:00am – 1:00am (Pacific Standard Time) Sunday through Thursday.
- Ballroom operation hours will vary, due to specific events, the hours can range from 6:00am – 2:00am (Pacific Standard Time) Friday and Saturday.
 - It is anticipated that the ballroom will operate on an annual average of 2-3 times a week.
- *Bar hours in the Restaurant and Ballroom to reflect State ABC limitations or less.*

For a more detailed operations plan, see the Owners Operations Plan Framework attached at the end of this security plan.

Experienced Team:

- Owner/operator and team have been participants in the event/ live music venue industry for many years as supervisors, managers, and executives. All well-versed in security operations.



- Additional team members i.e., management/leadership for California will be sent from the East Coast and/or recruited and vetted locally.
- The owner/operators blend event/live music industry veterans and professionals from diverse related industries, with ability to recruit expertise in the event/live music industry and operations.
- Experienced venue operators in Providence, RI.

Findings

In strong partnership with state, local government and law enforcement, the Applicant intends to be the gold standard in compliance for surrounding businesses. The Applicant is committed to addressing the primary objective faced by the event/live music venue industry: Public Safety.

Consistent with the general plan in the Power Inn area, the requested use of the facility at 2950 Ramona Sacramento, CA, 95826, will be comparable to traditional retail or commercial use type and meeting all zoning, regulation, and facility security requirements. Appropriate community development requests by the City of Sacramento during the application selection process will be addressed.

If you have questions, concerns and/or require additional information feel free to contact me at (707) 249-9790 or brian@cis-secures.com.

Brian Clay

BRIAN CLAY, CPP®

CEO

Clay Investigation & Security, LLC

PPO 120421, PI 21894, ACO 7912



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CONDITIONS AND COMMITMENT OF THE APPLICANT

Established as an event organization engaged in entertainment via live music and performing arts and in meeting requirements for such uses, the Company is committed to the following criteria for the City of Sacramento and the Sacramento Police Department to consider:

- Security system, surveillance, and law enforcement plans may be revised and approved by State agencies, local/state law enforcement and/or Police Department prior to implementation.
- Applicant will provide ongoing training on relevant California laws and regulations:
 - Acceptable forms of identification, how to check; and common mistakes when verifying,
 - Public safety concerns of Alcohol use including, but not limited to, the responsible use of alcohol, its physical effects, onset of physiological effects, recognizing signs of impairment, responses in the event of overconsumption, and laws and regulations of driving motorized vehicles while under the influence,
 - Safe and secure waste management
 - Litter control practices to maintain debris, recycling, and trash on property.
- Control of public nuisance activities: disturbance of the peace, illegal controlled substances, public drugging, public consumption, harassment of passerby, gambling, prostitution, stolen goods, public urination, theft, assaults, batteries, vandalism, loitering, curfew violations, sale of alcohol to a minor, lewd conduct, or excessive police incident responses due to the use.
- Applicant will abide and comply with all applicable requirements of the California Department of Alcohol and Beverage Control (ABC), Liquor License Type 47.
- Applicant will abide and comply with all applicable requirements of city zoning, public health codes, uniform building and fire codes, and all regulations determined by the City, State licensing agencies, law enforcement officers, and fire/life/safety officials.
- Control of vehicle traffic with conformance on parking regulations .
- Applicant will respond to local, State, or national emergencies, including natural disasters, affecting the facility's security and/or operation.
- Applicant permits all inspections by local/state licensing and code enforcement authorities.
- Remote access to security feed, w/2 RFD full access cards for Sacramento PD
- Applicant will provide (2) Local Emergency Response representatives for emergency contact and response within twenty minutes of the facility.
- Property and facility maintenance practices and additional requirements set forth herein.
- Police Department to be notified in writing of said intention to sell, lease or sublease the subject business operation.
- Police Department may, at their discretion, require amendments to the Security Plan to assure the protection of the public's health, welfare, and safety.
- Copy of these conditions may be posted and maintained with a copy of the Business License and Fire Department Permits in a conspicuous place to all entering and exiting the location.

COMPLIANCE AND RISK MANAGEMENT

- Security/perimeter control with layers of intrusion in lobby, ballroom, restaurant, waste management, storage, office area, parking lot, facility/lot perimeter and dock.
- Protection - data security, onsite security, and liability insurance.
- Education and training to reduce facility/operational risks
- Good hiring practices, background checks and multiple tiers of interviews for skill-fit as well as culture-fit.



- Cash management procedures, safe room protocols, and cash reconciliation for personnel handling cash.
- Commercial umbrella insurance policy; workers' compensation; general liability; and other safety, security, and order processes applicable to operating procedures.
- The Company's insurance firm will monitor the business operations for compliance, risk management and state/City requirements
- California Liquor License Type 47, issued by California State ABC, is a general liquor license that allows the holder to serve food, beer, wine, liquor and spirits. It is designated as an "On-premises" license. which means, that alcohol may be sold, opened and served on the premises, but may not sell closed containers to be consumed elsewhere.
- Best practices for OSHA, Occupational Safety and Health Administration, safety manual, accident prevention plan, ergonomics, emergency preparedness, hazardous communications, equipment, investigations, exit/termination policy, physical security, access controls, electronic systems, and related operating procedures, etc.
- Additional measures include emergency actions for active shooter, aggressive behavior, tactical communications, critical incident response and role of law enforcement, traffic accidents, theft, and cash management including cashier's procedures, cash and credit card policy, and other operating procedures.

PHYSICAL ELEMENTS

The facility is in a commercial area that includes office and commercial businesses. Located on approximately 5.3 acres, parcel APN 079-0281-001-0000 combined with a portion of APN 079-0281-027-0000

Floor Plan

A floor plan of the facility detailing the location of the following:

- Site plan showing the entire structure, street(s), parking lot, and any other entities that physically border the facility's property can be shown in greater detail upon request.
- All entrances and exits,
- The location of any windows.
- The location of all cameras, and their field of view,
- The location of all alarm inputs (motion detectors, panic buttons) alarm sirens,
- The location of the digital video recorder and alarm control panel, and
- Restricted and public areas are shown on the Diagram.
- Configuration yields optimal conditions for surveillance. These design elements will restrict unauthorized access.

Interior Areas

- Interior areas, rooms and hallways well-light, enough so that anyone in them can be seen.
- All main access points are securely locked with commercial-grade, non-residential door locks and hinge-pin-locking screws to increase security recommended.
- Employees in work area clearly sees doorways and aware if individual(s) enter area.
- Hallways free of boxes or equipment that could provide security issues.
- Floor to ceiling lobby windows and front entry doors will have extra strength 3M-type, smash-proof film affixed, to prevent entry or exit of an intruder.
- Access to the employee lockers and/or breakroom limited to employees.



Lighting

The main objectives of the security lighting system is to illuminate dark areas and detect and recognize movement in the protected area. The best vision with outdoor lighting is obtained from downward directed and shielded security lighting that is constantly on, supplemented with instant-on lighting triggered by motion detectors.

The Company ensures that sufficient lighting requirements are met between dusk and dawn and will have external LED security lighting per city ordinance. The facility and walkways will be well illuminated to maximize visibility, per city ordinance. Lighting will be operated automatically by a photo-sensor, ensuring that lighting will always be optimal for video capture.

Exterior

- Exterior lights to illuminate all areas of property, compliant with candle power/lumens.
- Exterior lights checked regularly to ensure they are operable.
- All lights in, above, or near all entrances working for camera views and motion detection.
- Outdoor common areas under surveillance from the building during non-operating hours.
- Designate employee parking/delivery and site plan.

Exterior Doors, Windows, and Openings

- All entrance doors security and surveillance from either the parking/delivery lot and/or the street will have metal latch plates over the locking mechanism. Plates will protect the locking mechanism and prevent/deter intrusion via tools/items such as crowbars.
- Bollard placement recommended for glass entry.
- All door recommended out-opening, commercial grade locks with access control hardware.
- All doors metal, fire-rated, self-closing with outside hinges and emergency exit bar.
- Rear door, out-opening, metal door/metal plates secured, locked during operating hours and may be equipped with panic hardware.
- Employee entrances and non-public entrances securely closed and locked to prevent entry of intruders.
- Height lines may be marked on the door frame of non-public entrances where they can be seen by employees to help estimate the height of suspects.
- Secured heating ventilation, and air conditioning ducts, and above roof (between roof and suspended ceiling) - motion detectors.

WASTE MANAGEMENT

The management of trash, recycle and organic waste will be contracted via a local waste management company. There will be three separate secure containers, one for each – recycle, organic waste and trash.

- The Recycle Container will accept waste such as, but not limited to, paper, plastic, glass and aluminum.
- The organic container will handle food waste produced on site to include landscaping materials (tree leaves, cut grass) from the site.
- The trash container will be used for items that are classified not organic or not recyclable.

The waste will be collected twice per week with preference days to coincide with peak load times. Lid/cover to the waste/dumpster locked. Trash/dumpster area well-lit and secured.



PARKING, RIDESHARE AND VEHICULAR ACCESS

The proposed parking has one entry point to the parking lot. The entry on the north side of the property will have two lanes, both will serve as an entrance – only. One of the two lanes will be designed to ridesharing vehicles. The lane for ride share vehicles, will run along the north and east perimeter of the building and will include a drop off zone along the southeast and sections of the building, near the restaurant. The second lane on the South Side of the lot is exit only.

The Music Hall will offer a shuttle service to and from the Power Inn Light Rail Station parking lot on Power Inn Road between Folsom Blvd and Cucamonga Ave, about half a mile (.5) from the venue. The shuttle service will be operating non-stop for two hours prior to events/show times as well as following the end of the events/show.

Facility parking will have 430 parking stalls with an additional 75-100 parking stalls at the Power Inn Light Rail, 150 street parking spots identified by the city, and 82 bike racks for a total of 655 parking stalls available, plus Light Rail access, and use of lot for events at the property on the southwest corner of Power Inn and Cucamonga, including ADA accessible parking for venue customers. The parking stalls coupled with independent ride share i.e., Lyft, Uber, Light Rail usage and others, there is more than adequate parking for venue customers. Additional, Parking plans and traffic control will be reviewed by the Traffic Control Plan (TCP), the City of Sacramento Traffic Engineer's office, as well as the Sacramento Regional Transit Light Rail.

SENSITIVE AREAS

- Sensitive areas consist of parking, main entry/ exit doors, safe/vault, server room, command center and high-value storage.
- Delivery operation is controlled by the on-duty security personnel who monitors scheduled deliveries, exterior/interior cameras, entrance, and traffic entering and exiting the facility as well as activity throughout.
- Safe room should be fortified with metal frame/metal door, safe min. 200lbs, secured to the floor and the wall with “smart lock” combination keypad. CCTV and dual process access control entry. The safe room policy and procedures determine who can enter, operations within emergency, time locking an exit. An additional layer of security by restricting the safe room staff, security staff, and select executive staff. Mantraps equipped with exterior and interior cameras with procedures regarding use, opposing access controls, and lockdown capabilities, can add extra warranted security.
- Secure Storage room houses high-value storage i.e. Alcohol/Liquor, may be temperature monitored, refrigeration, CCTV and dual process and opposing access control entry.
- Server room is a room that houses the IT server and security server. Access control and CCTV entry. Restricted entry to select staff and executives. Coupled with data and cybersecurity, the room is equipped with “Rack Armor” that provides physical data center systems security. It will maintain maximum control over servers, identify who and when servers were accessed, and for how long with remote lock or unlock server cabinet doors.

SECURITY PERSONNEL

The company plans to hire a Security Manager to manage all security personnel. The Security Manager duties and responsibilities will be as follow, but not limited to:

- Manage and train security officers
- Interviews, hires and assist HR onboard new security officers
- Approve security officer schedules



- Creates all security policies and procedures
- Reviews regular security inspections of systems, equipment and processes
- Investigates security threats and breaches
- Writes comprehensive security reports i.e., post orders, disciplinary, performance and incident.
- Presents security improvement plans to executives/ownership
- Builds and manage the departmental budget
- Leads company emergency response trainings
- Recommends new security technology
- Maintains utmost confidentiality and discretion
- Ensures all security personnel follow security and privacy laws and standards
- Build relationships, partnerships and maintain communication with Sacramento PD as well as Private Security i.e., Clay Investigation & Security, LLC and Lead Star Security, Inc.

Security Manager Qualifications and skills are as follow, but not limited to:

- Manage teams, advanced Leadership
- Calm and level-headedness in fast-paced and stressful situations
- Attention to detail, diligence
- Strong project management skills, works well independently
- Communicates well with excellent written and verbal skills

Security Manager Education and Experience are as follow, but not limited to:

- High school diploma or equivalent is required
- Bachelor's degree in security, police science and/or related major is preferred
- Active California security officer license from the Bureau of Security & Investigative Services (BSIS) is required
- 3-5 Years of security officer experience
- 5 Years of security officer supervision experience is required
- 2-3 Years of managerial experience is preferred
- Affiliation with a reputable security association is preferred
- Additional preferred Certified Protection Professional (CPP) designation

The company may also hire a Security Supervisor to supervise all security officer. The Security Supervisor duties and responsibilities will be as follow, but not limited to:

- Interviews, and trains security staff.
- Oversees the daily workflow, schedules, and assignments of security staff including security guards and desk clerks.
- Prepares and conducts training for new hires and current staff including training on workplace searches, drug and alcohol procedures, and related safety and security topics.
- Provides and/or implements security and security protocols for all assigned facilities and information systems.
- Takes proactive steps to provide a safe and secure working environment to staff and visitors.
- Provides specialized security for and monitors access to limited and restricted access areas such as inventory areas, network equipment areas, and employee files and confidential records.



- Conducts regular walk-throughs and security inspections for assigned facilities.
- Where government projects are involved, serves as a liaison to government agencies concerning project security; assists with security clearance processing for employees working on government classified programs.
- Performs other related duties as assigned.

Security Supervisor qualifications and skills are as follow, but not limited to:

- Extensive knowledge of security protocol and procedures.
- Excellent supervisory skills.
- Excellent written and verbal communication skills.
- Ability to provide training on security policies and procedures.
- Ability to work with confidential and classified information.
- Proficient with Microsoft Office and/or related software.

Security Supervisor Education and Experience are as follow, but not limited to:

- High school diploma or equivalent is required
- Bachelor's degree in security, police science and/or related major is preferred.
- Active California security officer license from the Bureau of Security & Investigative Services (BSIS) is required
- 5 years of security officer experience related security experience is required
- Affiliation with a reputable security association is preferred

Security Officers

Security personnel will perform and keep records of having performed routine regular security tours of both facilities. The tours will be record utilizing an electronic Officer Management System (OMS) The system allow the officer to log every location required to complete a security tour, noting any incidents, discrepancies, malfunctions, concerns and issues. In addition, the OMS system can be viewed by management on site and/or remotely the tour and the officer's location in real time. The OMS will be utilized by patrol officer securing and monitoring the parking lot and property perimeter.

Security tours can also be conducted by the security camera systems as well. Areas to be toured include but not limited to ballroom floor, lobby area, storage, administration, and perimeter including, windows, exterior walkways, light fixtures, doors, and locks - immediately reporting any malfunctioning or compromised security feature to the Security Manager or designee. Any incidents qualifying as irregular or suspicious will be documented.

Security Officer Protocols

The Security Officers will adhere to a strict code of conduct designed to emphasize professionalism, diplomacy, customer service, and de-escalation, with the intent of deterring threats while encouraging guest to feel comfortable and secure. Even in the event of an incident requiring response, the establishment will maintain its positive atmosphere and good-neighbor reputation.

Components of this code of conduct will include:

- Appearing consistent with company branding, professional attire, and hygiene.
- Adhering to high standards of personal integrity, no special privileges shall be awarded to any guests or employees.
- Maintaining a respectful demeanor even during escalating circumstances.



- Drawing attention to the presence of Security Officers in subtle ways to defuse issues. At times be highly visible.
- Must always have in their possession, their valid California BSIS "Security Officer Card and exposed permit (if applicable).
- Always Carrying a working flashlight.
- Shall be CPR-certified and carry with them minor medical supplies, i.e., latex gloves.
- Adhering to standard operating procedures, including communication codes, rotation practices, and customer service approaches; through this system, ensuring no positions become uncovered during a security incident, particularly at the entry/exits.

Number of Officers

During typical daily operations, the facility may employ two (2)- three (3) proprietary security officers approved and licensed via the BSIS. One security officer for interior security, one security officer for parking/perimeter mobile patrol and another security officer to monitor and manage the security camera system. The number of security officers will vary depending on the event that takes place. A major event with approx. 2300 guest may have up to 50 or more security personnel. The guest to security ratio will be determined after a risk/threat assessment is conducted in advance to assess the security needs

In addition, a California BSIS licensed, and Sacramento PD approved Private Patrol Operator Permitted, Private Security Company such as Lead Star Security, Inc can be contracted to supplement/assist in the provision of security during events.

Each position will have an associated code that is difficult for observers to interpret even if overheard. The team will have codes for anticipated situations. Security Officers will monitor situations and report over the internal communication system, using code in terms with headsets to limit opportunities for customers to overhear security chatter. All codes are associated with scenarios the Security Officers and employees follow during dry runs of the established procedures, including emergency evacuation drills.

Security Officers will be familiar with a rotation system maximizing coverage when Security Officers need to change focus to respond to a situation. Each day the Security Supervisor will go over the day's planned operations with Security Officers and make sure there are no unexpected occurrences.

An emergency plan will be implemented and maintained that includes a designated exterior assembly point. All staff and security personnel will be trained on detailed standard operating procedures designed to clear the facility quickly and safely. Designated persons will verify the count of employees and customers exiting the facility to maintain an accurate count at all times, including emergencies, and convey that information to emergency services personnel as required.

Opening and Closing Business for Officers and Staff

- Security checklist to be used for opening and closing daily operations.
- Written policy/procedures for employees who open and close the facility.
- All Security Officers and employees trained in opening and closing procedures.
- Security awareness for all employees, inspect the exterior of the building of signs of a burglary or vandalism before entering.
- Officers and staff check for suspicious persons before approaching and entering facility.
- All doors locked promptly at closing and kept locked while employees are in the business.



- Vendors, utility reps, and agencies are all cleared by Security, information logged, ID copied, and must be notified in advance for entering the facility, walk-through, or site visit.

EVENT SECURITY OPERATION PLAN

Sacramento Music Hall will have events from small children's theatrical acts to national touring acts. Each event is unique and requires its own assessment. When major events, like a national touring act are scheduled a security operation plan will be created. Operations Plans are developed to provide a "road map" for security personnel to follow, inform stakeholders in the event and consideration of contingencies. The following is basic steps in the process of completing an operations plan, but not limited to:

- Gather information regarding possible Risk/Threat
- Create Risk/Vulnerability and Threat analysis
- Develop the Operational Plan
- Communicate with all stakeholders (Touring act security, In-house Security, restaurant staff, Contract security)
- Communicate with Sacramento PD - Special event Unit as well as any City partner
- Arrange briefing session for all staff and stake holders, discuss roles and responsibilities and assistance required. Health/Safety. Ensure proper equipment is ready i.e., radio, metal detectors (walkthrough/handheld) and cameras
- Security Personnel assignments open event, entry, crowd control, parking, escort, stage, end event security.

PHYSICAL SECURITY AND THREATS

Internal Access-Point Control

Movement within each facility will be tightly controlled. All main access doors and doors to the facility rooms will require keycards and electronic passcodes. Only permitted employees will be allowed to enter designed areas.

Identity and Access Management

- Security protection system
 - Safeguard assets, equipment, and resources.
 - Safeguard of personnel (integrate people, process, technology, and risk management).
- Physical Security
 - CCTV system, evacuation procedures, power management, UPS (uninterrupted power source), fire, HVAC, lighting, alarm system, intrusion detection, physical access control.
 - Focus-protection of physical assets, personnel, buildings, computing, facilities, physical access control, and power.
 - Security System equipment to be enclosed with "Rack Armor", locking rack with restricted access.
- Information security
 - Protection of information assets, computers systems, data networks, databases and applications, logical access control, and disaster recovery. Cybersecurity protocols and best practices will be utilized.
 - Securing the system = balanced application of all methods (encryption, personnel computer security, physical security, process).
 - Server rack is enclosed with "Rack Armor."



SECURITY THREATS AND RISKS

Natural Phenomena	Human fault	Operational disruptions	Service disruptions
Fire, smoke, explosion	Software faults	Incompatibility	Water Damage
Destruction, sabotage	Fraud	Forgery	Leakage
Power failure	Access control	Espionage	Notice to quit
Theft and pilferage	Vandalism	Crowd/traffic issues	Loss of key personnel
Legal disruptions	Policy Violation	Virus and sickness	Regulatory compliance

VIDEO CAMERA SURVEILLANCE

A state-of-the art external and internal camera system with motion detection and infrared technology will be installed for low light conditions. Enclosed as Attachment is a security overlay for the proposed facility, including the number and placement of cameras. All security equipment will be installed using tamper-proof techniques and sufficient to allow facial identification of anyone in or nearing the facility. Company will provide live feed connecting law enforcement upon requested.

External video surveillance will cover all areas of possible *ingress* and *egress*. Internal video surveillance will cover the lobby, restaurant, ballroom, secured storage, waste, administration, accounting, and safe room. This covers all areas where cannabis is present or handled, including all point-of-sale locations, and all means of access to such areas. Video surveillance will cover external and internal areas 24 hours and 7 days a week.

Electrical backup will be provided by an uninterruptible power supply (UPS) unit sufficient to supply a minimum of five hours of backup power to our cameras and computers. Both on and off-site storage capacity of 2TB will be utilized, enabling the Company to store six months of video surveillance recording. A failure notification system will provide both audible and visible notifications if there is any failure in the electronic monitoring system.

A secure command center monitoring cameras will be located in an isolated space in the facility. No visitors can see what is being monitored by security. All security feeds will be TCP-capable and viewable remotely by Executive personnel and other employees as necessary to fulfill their job duties. As well as a third party, such as Lead Star Security, Inc.

CCTV camera system with digital recorder includes:

- Comprehensive electronic security system with video surveillance/recording capability, third-party monitoring, intrusion detection, and panic buttons will be installed.
- Cameras cover all areas
- Cameras cover areas over 20 feet of entry/exit points from premises in all directions.
- Flush mounted cameras to reduce their visibility record continuously 24 hours a day.
- High-definition, IP cameras with day and night capability (including infrared imaging allowing visibility when light is absent (0 Lux), with 2592 x 1944 pixels, significantly greater than the state requirement of 1280 x 720 resolution.
- All cameras will cover areas where the public and staff are allowed (except the restrooms) and all cameras covering the surveillance area record at a minimum of 15 frames per second.
- All cameras will cover exterior non-limited access areas recorded at 15 fps minimum.
- The surveillance room will contain a list of personnel authorized to access the system.



- A log will be kept of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access.
- The surveillance system includes a monitor capable of viewing video from any camera, a digital archiving device, and a printer.
- The surveillance system will have a backup battery that will provide 2-5 hours of continuous recording in event of any power failure.
- An authorized representative will receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system.
- Records will be stored using an HD DVR and will be stored for a minimum of 90 days and will include the date and time stamp on each frame, such that the stamp does not obscure the image. However, records could be store in the cloud and length of time for storing records is management's decision.

At least one on-duty employee shall be trained to operate (change views, record, playback, download, and diagnose) video footage upon request of a law enforcement agency.

INTRUSION AND FIRE ALARM SYSTEM

The surveillance system will be bolstered by a security alarm system, including commercial hardwired indoor motion detectors and glass break sensors to monitor windows. Alarm company will provide, install, and monitor a redundant alarm covering the secured product storage. The facility is monitored by a UL listed Central Station. All signals will notify the appropriate parties as needed (*Sacramento City Code, Title 5, Chapter 5.150*).

Premises Alarm System

- Programmed to activate upon unauthorized breach of any door, window, or any point of entry.
- Capable of detecting unauthorized access to any portion of the premises.
- Provides notification in the event of any unauthorized entry.
- A test signal may be transmitted to the central station every twenty-four (24) hours.
- Provides a mechanism to contact law enforcement and/or private security by several methods:
 - At least two “panic buttons” are installed on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
 - An operational landline telephone should be always present within the limited access area that is capable of contacting security or law enforcement.
- The system will be inspected, and all devices tested annually by a qualified alarm vendor.

Motion Detection

The alarm system also includes motion detectors covering entryways and exits, hallways, offices, storage rooms and break rooms. Motion detectors will be utilized to monitor the interior side of all exterior windows and doors (separate from video camera motion detectors).

- Sensors and alarms for all external doors, open areas, cash/safes areas.
- Sensors and alarms properly set at closing.
- Sensors and alarms maintained in working order and tested regularly.
- Access control areas log employees entering and exiting.
- Employees trained in the policies and use of the alarm and sensor system.
- Employees know what to do in the event of a false alarm or accidental triggering.



Panic Buttons

Panic buttons will be installed for staff use throughout the facility away from guest i.e. accounting offices, safe/cash rooms, registers, secured storage, security office, and other sensitive areas.

Fire Security

The facility will comply with all local fire code requirements. Fire prevention is a vital aspect of operating safety. The Company is committed to the safety of all individuals and developed a comprehensive Fire Plan to address how fires will be prevented and managed/contained if they do occur. Knowing that people are their most valuable resources, all employees will be trained and required to conduct themselves with consistent due diligence to prevent fires from occurring.

THIRD-PARTY MONITORING

A third-party monitoring company, licensed by the California Department of Consumer Affairs – Bureau of Security and Investigative Services (BSIS) Alarm Company Operator (ACO) and/or Private Patrol Operator (PPO) should be contracted to help deter, detect, and document security events and operational during ALL non-business hours at facility. Live Video Monitoring Analytics shall be used from a remote location to monitor security breach of doors and/or windows. Trained professionals from monitoring centers will access Company’s security surveillance system, report, and document any suspicious activity. Triggers around the facility alert the monitoring team of possible intrusions or unauthorized access with motion-sensor surveillance cameras, unauthorized electronic access, and fire alarms.

SECURITY AUDIT, MAINTENANCE AND TESTING

The Company’s Security Manager and/or Designated Security Representative will conduct a general review that the security Systems are working properly. The camera system shall be reviewed daily to ensure all cameras are functional and recording. The alarm system shall be tested weekly to ensure all alarm devices are functioning and signals are received by central station. This includes checking the keypad for any trouble lights, arming the system, walking in front of motion sensors, opening armed doors, and pressing all panic buttons. The Security Manager/Representative will be in direct communication with the security company regarding any security issues and/or concerns. An annual UL alarm inspection shall also be conducted by the security company with a renewal of UL certificate.

EMPLOYEES

With intention of becoming a long-standing and highly respected institution in the City of Sacramento, Sacramento Music House LLC will establish a close working relationship with the City, the Community Development Department, Police Department, County Fire Department, and other local, county and state agencies.

Background Checks

Background checks/ Pre-Employment checks will be required for all employees, with results to be received prior to beginning employment.



An onboarding software may be utilized to facilitate background checks or third-party vendors. Clay investigation & Security, LLC may also be utilized as pre-employment, background checks/investigations, corporate due diligence, and high-level background investigation.

Employee Safety Education

The Company will provide all staff with Quarterly (at minimum) Employee Security/Safety Training regarding security/safety concerns/issues, policies and procedures and working closely with security staff. Industry-specific safety training i.e. serve-safe (monitor/prevent excessive drinking), food handling, and other event/restaurant training. All training dates and times, topics addressed, and names of attendees shall be kept in a log and maintained on site.

Policies are implemented to protect personnel and provide personnel with adequate safety training that comply with policy. Policies and concurrent trainings are similar to those provided in comparable industries and includes personnel accident reporting and investigation protocols; first aid procedures, including emergency preparedness; fire prevention and response plans; flood and earthquake response plans; hazard communications policies, and (COVID) policies. All staff will be encouraged to gain CPR certification and train in the use of the on-site defibrillator. All staff will participate in drills, including medical emergencies and scenarios requiring evacuation.

Training will be offered regularly, with continuing education as a condition of employment. Training shall ensure standards of the federal Occupational Safety and Health Administration and all applicable state and local worker safety requirements are met. Should issues continue to arise, management will assess the underlying concerns and develop additional training and supplemental materials to prevent such problems. An emergency contact list shall be maintained and visibly posted, at a minimum - contacts for the Venue Manager; emergency responders and Police department, Fire department; poison control; and other associations/department that may need contacting.

- Employees are encouraged to leave valuables at home and/or locked away from public access.
- Employers provide lockers for employee's personal belongings.
- Lockers and break rooms monitored for security violations and employee safety.
- Time clocks in secure locations and under camera surveillance.

CASH MANAGEMENT PLAN

Cash handling will be limited as much as possible and responsibilities allocated for checks and balances.

Cash Management Procedures

- Cash management logistics services for deposit into the Company's banking account daily.
- Closed-loop cash management services and cash depository located in controlled safe room.
- Bright lighting over cash depository to ensure visibility from the camera and management with dual security entrance (key card and code).
- Access to cash is limited to two employees assigned in cash/safe room throughout the shift.
- Cash exits the safe room through controlled access, cameras, etc.
- Written employee policies for handling money and receipts.



- Authorized employees sign Company’s cash-handling policy statement to acknowledge.
- All employees handling cash, checks, and credit cards are trained to recognize altered documents, money, money orders, traveler’s check, and driver’s licenses.
- Extensive background checks to include credit history on all employees handling cash.
- Managers required to oversee all corrections of errors in cash register entries.
- Retail POS system allows for the handling of cash, credit cards, and receipts.
- Depositories may be located in safe room, will be kept closed and locked between transactions.
- Cash removed at undisclosed times and transported to depository to prevent build-up.

Cash Management Procedures (Safe)

- Money counted behind closed, locked, heavy duty doors for secured access and deposits.
- All receipts counted, bank deposited or secured in a safe at the end of the day.
- Safe equipped with “smart lock”, remote access time lock. All combinations are subject to time, day and use authorization. Combinations are confidential and change frequently.
- UL security rated safes, 1650 F 90 min fire rating and minimum of 200 lbs, secured to floor.
- Safe/vault is in the safe room and kept locked when not attended.





SECURITY AND RISK MANAGEMENT PROCEDURES CHECKLIST

<ul style="list-style-type: none"> ● Alarm company notification & procedures ● Inventory control procedures ● Cash management & cashier’s procedures ● Account/credit card policy ● Emergency fire evacuation plan ● Emergency procedures ● Employee-visitor badges ● Employee Pre-Employment Checks ● Facility - exterior perimeter control ● Exterior doors, and opening controls ● Parking lot ● Security procedures & anti-terrorism issues ● Critical Incident Response ● Management of Aggressive Behavior ● Employee Identification Card Application ● Review security tape of facility ● Active shooter program ● Mass notification app/ 	<ul style="list-style-type: none"> ● Standard operating procedures ● Traffic accident investigations ● Standard operating security guard’s procedures/post orders ● Operational closing procedures ● Fire alarm and sprinkler instructions ● Termination policy and procedures ● Equip, supplies & materials handling ● Emergency preparedness & checklist ● Business continuity plan ● Disaster planning ● Receiving and receipt audits ● Maintain emergency contact list ● Bi-monthly security meetings ● Security audits ● Evacuation procedures
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Legend


Surveillance

-  - Fixed HD Camera
 -  - 360° HD Camera
 -  - ALPR Camera
 -  - 360° Multi Sensor Camera
- LPR-001
MCAM-001...

Intrusion

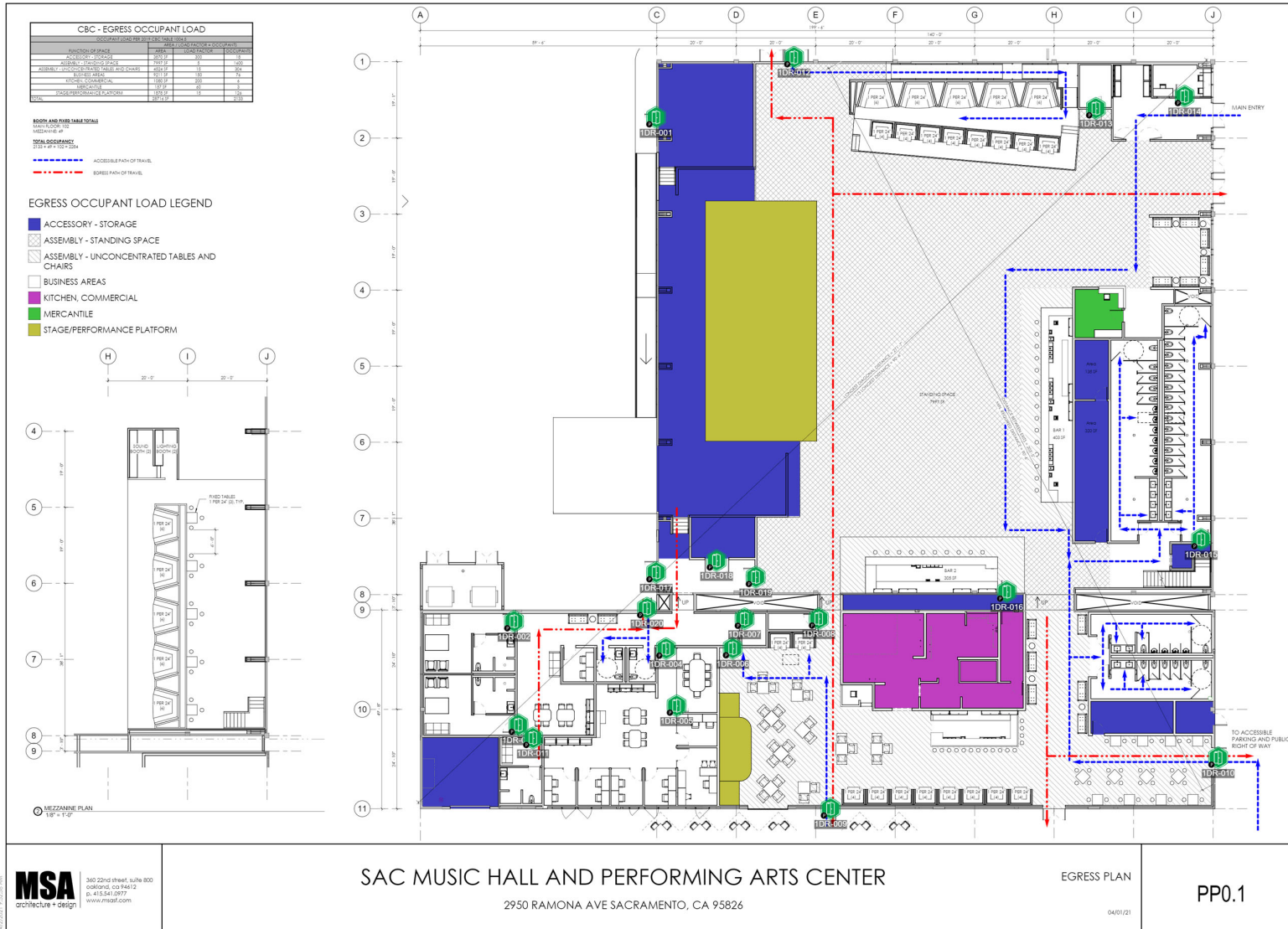
-  - Door Contact
 -  - Motion Detector
 -  - Glass Break Sensor
 -  - Strobe/Siren Combo
 -  - Keypad
 -  - Outdoor Speaker
 -  - Indoor Speaker
- PASP-001
PASP-002

Access Control

-  - Access Control Door/Card Reader

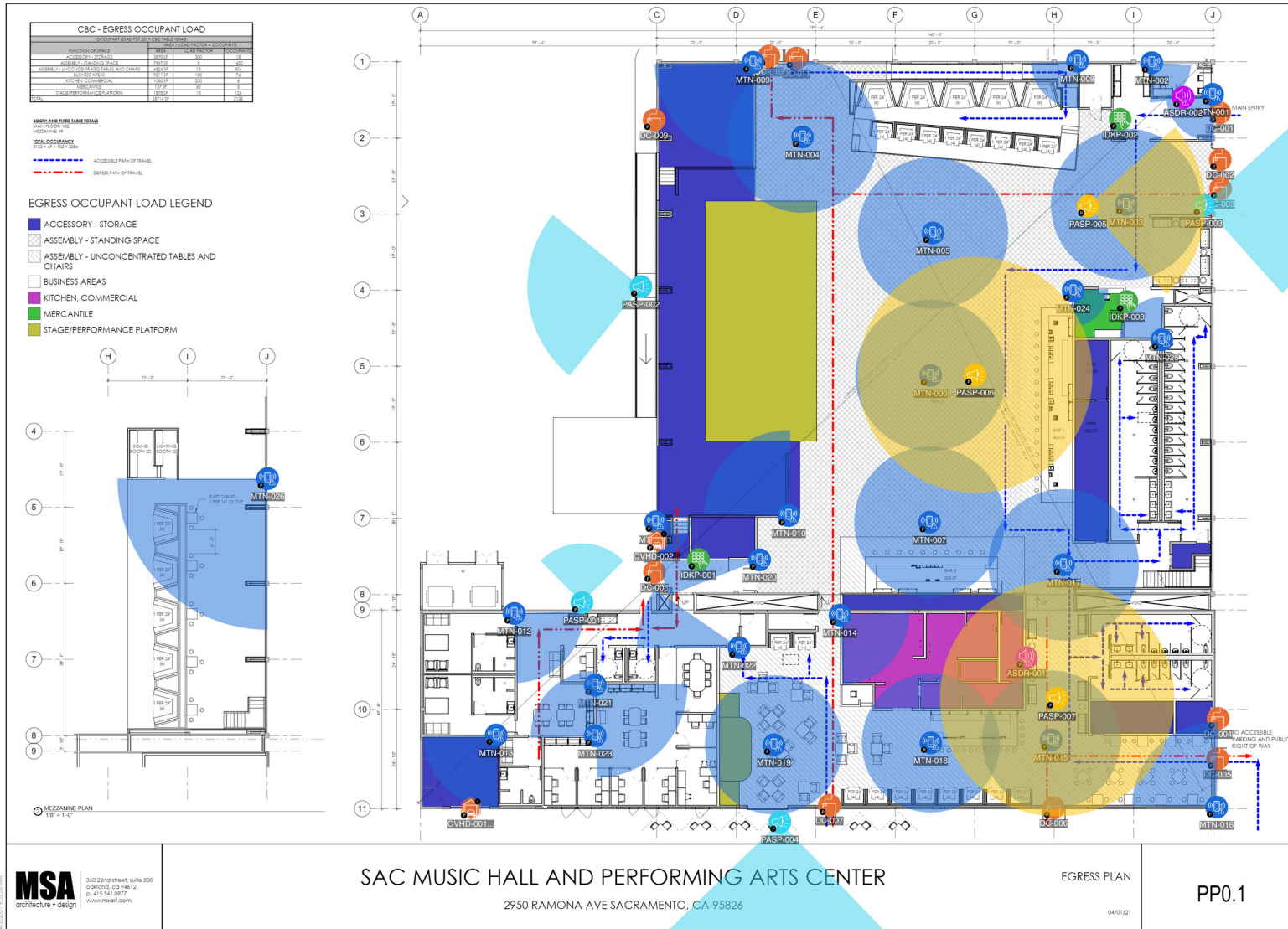
[Survey Layout](#)

Sacramento Music House - Access Control



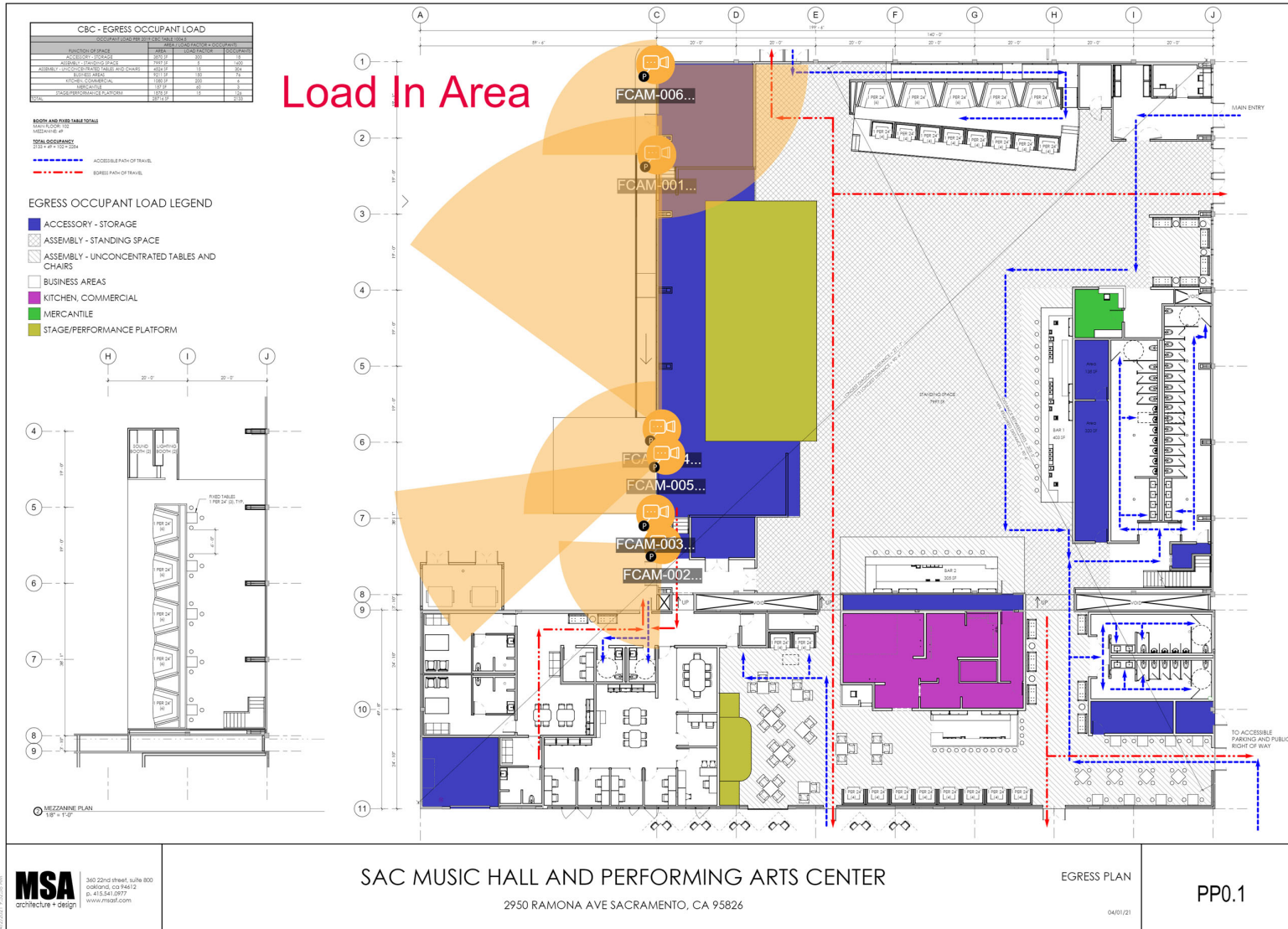
Survey Layout

Sacramento Music House - Intrusion



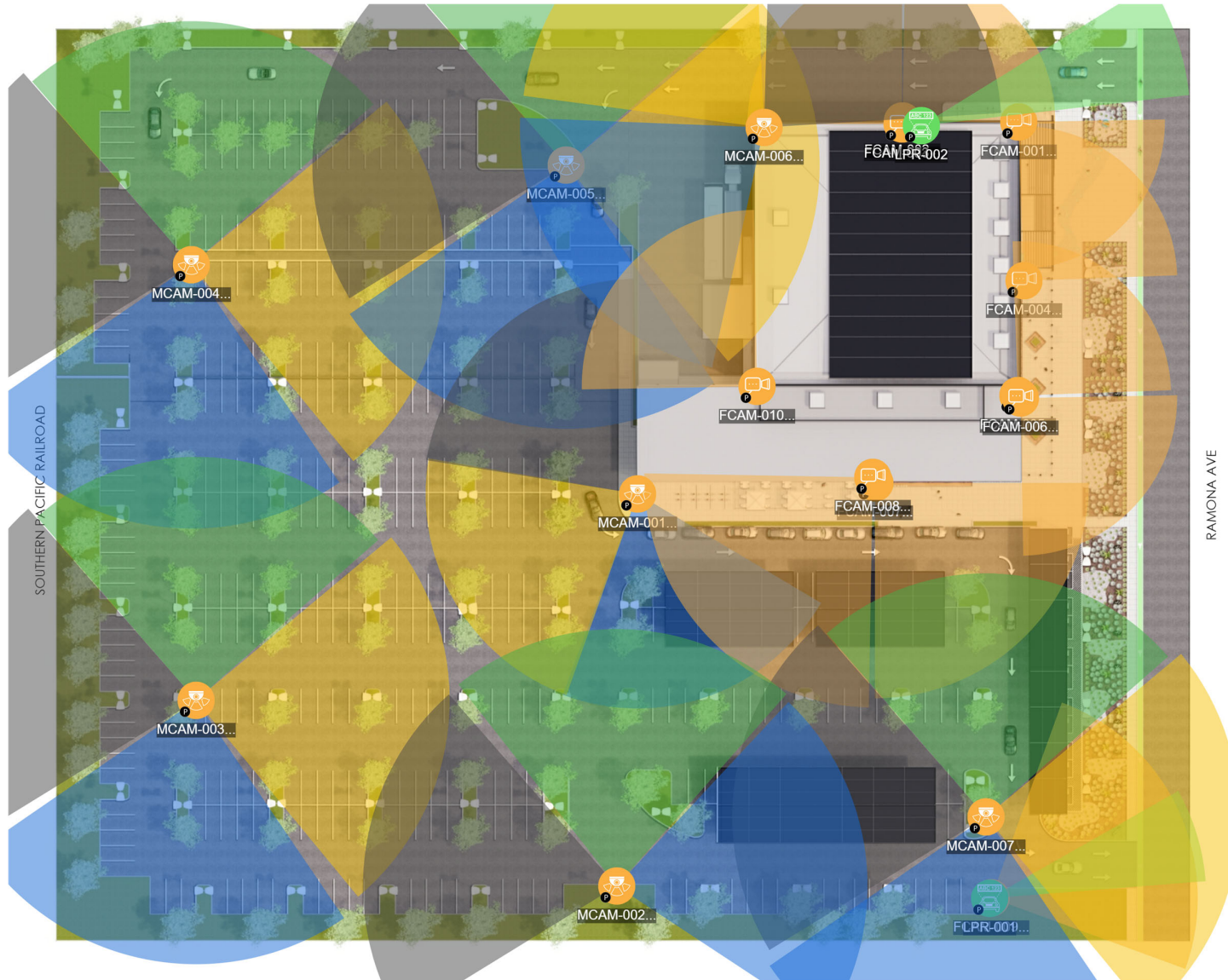
Survey Layout

Sacramento Music House - Surveillance - Load In



Survey Layout

Sacramento Music House - Surveillance - Parking Lot



Survey Layout



ATTACHMENT B OWNERS OPERATIONS PLAN FRAMEWORK

The proposed development will contain two primary business functions in two separate areas. The larger space, identified as the ballroom, will function as a performing arts space and events center. The smaller space will function as a full-service restaurant with a complete kitchen. The restaurant/ballroom will hold a State ABC Type 47 license.

The Performing Arts and Events Space

The Performing Arts and Event Space will host a wide range of entertainment and business-related events. Events will range from theatrical performances, live music concerts, children's shows, small conventions, youth recitals, community-organization activities, and comedy shows. Private events such as wedding receptions, product launches, film industry events, political fundraisers and keynote speaking events such as TED talks will also be included in the types of venues within the space.

We expect to employ up to 80 full-time and part-time employees ranging from security, to management to custodial duties.

Public hours of operation will vary depending on the event. For example, a wedding reception will last longer than a comedy show or a live music event (typically 3-4 hours).

The capacity of the Ballroom will vary. For a seated-event like a comedy show or a TED talk, there will be fewer guests than a standing live music show, which will natural have more guests. In the case of a seated event, capacity could be up to approximately 700 guests. A dinner event will be having approximately 350 people. Whereas a live music show the Ballroom could contain up to 2,300 guests, all subject to meeting the Fire Marshal's requirements.

A Typical Music Event Schedule

On a typical live music show day, visiting musicians and their crew will arrive between 6am to 8am. There is a dedicated parking area at the rear of the building with a large loading dock that can accommodate two large trucks and two tour busses.

Stagehands will load equipment on the stage directly from the loading dock, and also the acoustical and lighting engineers will begin assembling the audio and theatrical presentation of the music act. This is a lengthy process and will consume about 6 to 7 hours before sound check commences, which is typically an additional 2-hour process.

At this point the stagehands, audio and lighting staff depart to an interior break area so that the operating staff will begin to prepare the venue area so it can host the attendees. During the times of set up and preparations, the ballroom will be limited to just the staff members that have direct assignments in that process. Access to customers will not be allowed at this time.

Doors to the public would usually be around 6pm or 7pm with music starting around 7pm or 8pm respectively. On a typical touring artist bill, one can expect 2 or 3 musical acts including the headliner. In the case of a 3-music act bill, the first act called the opener will perform for between 20 to 30 minutes, the second act called direct support, will perform for between 30 and 40 minutes. The headliners usually perform for 75 to 90 minutes. There are usually 15-minute intervals between each act.



ATTACHMENT B OWNERS OPERATIONS PLAN FRAMEWORK

During the course of such events, concert attendees will have access to the restaurant area of the facility, for instances when they wish for a snack or a quick bite to eat. There will also be seated dedicated dining areas within the ballroom, which will have full service.

We anticipate anywhere between 120-150 live shows annually for an average of 2-3 shows per week between comedy acts, live music and theatrical events. We anticipate all other types of engagements to be in the range of 20-40 events annually. It is projected that 30% of the live music events will attract a capacity of 1,700 and above, 35% of live music events a capacity between 1,200 to 1,700 and 35% a capacity of 800 to 1,200.

The Restaurant

The restaurant will feature a full kitchen and a seating arrangement for approximately 60 people indoors and 70 people outdoors.

The plan is for the restaurant to be open for lunch, and dinner on a weekly basis, with late night snacks following a live music show. The restaurant will be operated in house. No plans for this operation to be leased out at this time.

Customers entering the restaurant will have a separate entrance from the ballroom. Restaurant customers will not be permitted in the ballroom without a ticket and going through security. Security personnel will be monitoring the flow of foot traffic between the two different rooms during the music event. Ballroom attendees will be required to wear a wristband for easy identification.