

Council Meeting of
December 22, 2009

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: City Manager – Approve security enhancements for City Hall
Expenditure: \$26,900**

RECOMMENDATION

Recommendation of the City Manager that City Council approve an appropriation in the amount of \$26,900 from the Program Contingency Reserve to fund additional security enhancements to City Hall.

Funding

Appropriation from the Program Contingency Reserve.

BACKGROUND/ANALYSIS

The City has been considering a number of security improvements to City Hall for a period of time. Currently, at the entry to City Hall, there is a public counter staffed with a receptionist that serves as the switchboard operator for the City and the Police Department business line and provides directions. The receptionist is a City Clerk Office position which staffs the public counter from 8:00 a.m. to 5:00 p.m., approximately 70 to 80% of the time that City Hall is open, as well as performs other duties for the City Clerk.

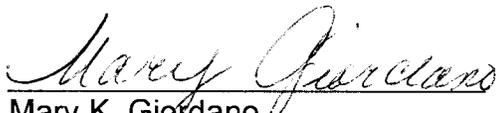
The refurbishing of the south elevator in the City Hall Lobby provided an opportunity to enhance security. When the elevator is placed back into operation it will include a proximity card system which will require an encoded card to access the elevator. City employees that work in City Hall will be able to use their employee ID badges to access their floor; visitors to City Hall will be asked to sign in and will receive a visitor pass that will allow access to the elevator.

The modifications to the elevator and to interior doors have been funded and the work will be complete with the completion of the elevator refurbishment. Still to be finalized is coverage of the lobby from 7:30 a.m. to 5:50 p.m. when the sign-in procedures are implemented. This will be finalized and a recommendation brought to Council in mid-January 2010.

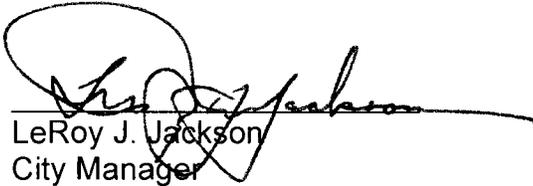
The additional security enhancements recommended are on the third floor of City Hall at an estimated cost of \$26,900. It includes the installation of a security door and hardware in the entry hallway to the receptionist foyer, a fire alarm system tie-in that provides for automatic override to open the door in the event of a fire, the installation of a camera/intercom/buzzer system and purchase software access licenses for management of the proximity card system.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Mary K. Giordano
Assistant City Manager

CONCUR:


LeRoy J. Jackson
City Manager

MKG/dle