Council Meeting of
January 19, 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: $30,000 for building improvements

RECOMMENDATION

Recommendation of the City Manager that City Council approve an appropriation in the amount of $30,000 from the Program Contingency Reserve to fund additional security enhancements to City Hall.

Funding
Appropriation from the Program Contingency Reserve.

BACKGROUND/ANALYSIS

Many businesses, inclusive of public services, have been enhancing security features within their buildings to provide security for visitors and for employees. The enhancements include features such as visible entry into the buildings, controlling access to elevators, cameras and single exit points. A key feature available as a result of the enhancements includes the issuing of visitor passes through a sign-in procedure to identify persons and their location in the building in the event of a need to evacuate as in the case of a fire, or a need to account for as in the case of an earthquake.

The City has also 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 whose primary function is staffing the telephone switchboard for the City and the Police Department administrative line, and to provide visitors with 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% of the time that City Hall is open, as well as performs other duties for the City Clerk. This coverage has been an accommodation by the City Clerk to provide partial staffing at the entry to City Hall.

The refurbishing of the south elevator in the City Hall Lobby provided an opportunity to improve elevator access at a modest cost. 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. Visitors to City Hall will be asked to sign in at the first floor counter and will receive a visitor pass that will allow access to the elevator; City employees that work in City Hall will be able to use their employee ID badges for access.

To staff the revised City Hall entry procedures, the City Manager proposes an expansion of the current security guard contract which includes coverage at the Library to provide additional coverage for up to two five-hour shifts at the City Hall. The cost of providing security guards for the remainder of the current fiscal year is estimated to be between $10,000 to $12,000, which will be funded out of current budget. An agenda item will be brought before Council at the meeting of January 26, 2010 with a recommendation to expand the contract. This revision additionally will allow the City Clerk to more fully utilize her staff for in-office assignments while continuing to provide the staffing for the City switchboard.

The additional security enhancements recommended are on the third floor of City Hall at an estimated cost of $30,000. 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 of software access licenses for management of the proximity card system. Staff will return to the City Council to provide an update regarding the security enhancements after 6 months of implementation.

Respectfully submitted,

LeRoy J. JACKSON
CITY MANAGER

By Mary Giordano
Mary Giordano
Assistant City Manager

CONCUR:

LeRoy J. Jackson
City Manager

MKG/ac:dle