

OITEM # 11
DATE: 01-12-21

COUNCIL ACTION FORM

SUBJECT: CITY ACCESS CONTROL SYSTEM

BACKGROUND:

City Hall, all three Fire Stations, and the Power Plant currently have their access to the building exterior and interior doors controlled with physical keys. To improve security and convenience for users, a project has been planned to transition to an access control system. **This access control system will use cards and electronic readers instead of physical keys. The electronic system will provide automatic locking/unlocking of doors, alarms for unauthorized propping of doors, tracking after-hours access, and the ability to remotely control card access. Public groups using City Hall conference rooms after hours will also be able to receive cards programmed for access at specific dates and times, improving customer service.**

A consulting firm was hired to review options and develop plans and specifications for the project. Due to the increased availability of wireless options, City Hall will be a combination of hard-wired and wireless systems. This will maintain the look of City Hall and reduce costs. The Fire Stations and Power Plant will be predominantly hard-wired systems. The Power Plant will also install access control at gates to areas surrounding the plant.

This system will allow for other City buildings to add access control in the future with minimal additional costs. The system was also specified to work with the City's existing security video system, which will allow for monitoring of both video and door access using the same software.

The consulting firm developed plans and specifications with estimated construction in the amount of \$395,500 for City Hall and the Fire Stations and \$327,500 for the Power Plant. Engineering costs are estimated at \$56,475. Funding is available in the amount of \$300,000 that was identified previously in onetime savings from the General Fund, \$39,000 from Local Option Sales Tax that was identified for the Fire Stations, \$84,738 from City Hall Improvements, \$200,000 from the 2020/21 CIP for Electric and \$155,737 in available Electric carryover funds.

ALTERNATIVES:

1. Approve the plans and specifications for the City Access Control System project and establish February 10, 2021, as the bid due date with February 23, 2021, as the date for report of bids.

2. Do not approve this project.

CITY MANAGER'S RECOMMENDED ACTION:

By approving these plans and specifications City Hall, the Fire Stations, and the Power Plant will gain much needed security and building access improvements. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.