

COUNCIL ACTION FORM**SUBJECT: CITY ACCESS CONTROL SYSTEM RETAINAGE REDUCTION****BACKGROUND:**

Previously City Hall, all three Fire Stations, and the Power Plant had access to the building exterior and interior doors through the use of physical keys. It was determined to improve security by transitioning to a keyless access control system. This access control system uses cards and electronic readers instead of physical keys. The electronic system provides 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 can enter the building at specified times without having to arrange pick up for a physical key.

City Hall and Fire Stations Project

The contract for the bid showed a lump sum in the amount of \$253,949 for City Hall and the three Fire Stations. With this being a public bid, the City keeps a 5-percent retainage on the project until final completion. The installation of the new system at City Hall and the Fire Stations has been completed for several months. **City staff believes the portion of the retainage on the City Hall and Fire Station installation should be released since that portion of the project has been completed.**

Power Plant Project

The contract for the bid showed a lump sum in the amount of \$390,327 for the Power Plant. Supply chain issues have impacted the ability of the contractor to complete the Power Plant installation and there is remaining work as well as punch list items left to complete. **At this time retainage is not being released for the portion of the Power Plant project due to this remaining work.**

The following table shows the revenue and expenses for the City Hall, Fire Stations, and Power Plant project to date:

	Revenue	Expenses
Onetime General Fund Savings (City Hall)	\$ 300,000	
Local Option Sales Tax (Fire Stations)	\$39,000	
Electric CIP	\$208,854	
Top O' Hollow Substation Savings (Electric)	\$210,000	
Engineering Costs		\$56,475
City Hall/Fire Station Contract Amount		\$253,949
City Hall/Fire Station Change Orders (1-3)		\$38,598
Power Plant Contract Amount		\$390,327
Power Plant Change Order (1)		(\$5,270)
	\$757,854.00	\$734,079.00

As shown above the City Hall and Fire Station project has completed three change orders on the project totaling \$38,598. The first change order in the amount of \$18,159, was for power transfer hinges so there is no visible wiring at the double doors in City Hall, the second change order was an enrollment reader, additional cabling, and pathway for \$3,997, and the third change order was for lock down buttons, courtyard door hardwiring, additional programming, an additional door lock, and an unlock button for the Court office in the amount of \$16,442. **With the approval of these three change orders, the total project cost for the City Hall and Fire Station project is \$292,547. This equates to \$14,627 in retainage being withheld. Releasing the retainage will still require a final acceptance of the overall project to come before City Council.**

ALTERNATIVES:

1. Approve releasing the retainage for the Access Control City Hall and Fire Station Projects in the amount of \$14, 627.

Under this Alternative, the retainage for the Power Plant Access Control Project will not be released at this time.

2. Reject releasing retainage.

CITY MANAGER'S RECOMMENDED ACTION :

By releasing the \$14,627 retainage, the City is recognizing that City Hall and the Fire Stations access control project has been completed. **A completion timeframe for the Power Plant portion of the project is unknown at this time due to supply chain issues and a final acceptance of the overall project will still be required by Council at a future date.** Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.