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MEMO

TO: President and the Members of the Town Council

FROM: Town Manager

SUBJECT: Door Access Improvements

DATE: May 11, 2015

Background:

There are several factors to reconsidering how the Town controls access to its buildings. It is imperative that we maintain secure access to specific Town of Munster facilities. After researching many alternatives staff came to the conclusion that a door access system in which we can manage door entry would be the most responsive option for our needs and our customers' needs.

The primary catalyst for this action is the impending centralization of dispatch functions in Lake County. The current practice for a community group that would like to use our building is for them to call in to the Town Manager's office and reserve the room. Staff shares that information with personnel in Dispatch. When the organization using the room arrives, they go to the Dispatch window and are given a key. When they are done with the room, they return the key. With centralized dispatch on the horizon, the Town will no longer be able to allow access to the building as we usually have.

In examining solutions for this issue, staff came to the conclusion that this is an opportunity to adopt a single philosophy and practice around door access across our assets. Parks and Recreation, Public Works, and the Police Department all have unique circumstances and unique ways of managing Town assets. There is no consistency in this approach which leads to miscommunication, poor customer service, and sub-optimal security.

Methodology:

Over the past several months the Town has had several companies give demonstrations on door access systems. We feel that the system should be user friendly while ensuring the lowest overhead and ongoing maintenance costs as possible. We favored systems that did not require a server, which would not only cost more, but also would involve us having to maintain that system and its associated cost. Server based systems were also more complicated to use. This left us with a couple of choices: Axis and Honeywell. Out of these two suppliers, staff has come to the conclusion that Axis is the leader in technology of the two. Axis also integrates with our camera system, if needed. The Town had one of the vendor's quote both Axis and Honeywell. Both systems were equivalent in pricing.

We secured three quotes. Two of the quotes were from vendors supplying Axis system, and a third quoting a simplified server based system by NetBox Extreme. Heritage Technology Solutions had the lowest quote of \$64,796.73 for the Axis system, followed by Video Surveillance



Systems at \$69,800.85. The third quote was from Vermillion Systems using NetBox Extreme for \$79,052.75.

Axis is a web based control system that can manage access by schedules through a web browser. Management can be controlled by one or more individuals specified by the Administrator. Access through the doors will be accomplished by an ID card or keypad number. All employees will have an ID cards with their credentials and double as an access to the doors. For public access, we will give out a temporary pin code or they can be given a returnable key fob, which both can be programmed for specific times and dates. We already have an ID card printer that will be able to print the Town of Munster employee credentials on the door access ID cards.

Staff is requesting approval for Heritage Solutions to install the door access system, for a total not to exceed \$70,000. The additional cost should cover any cards, key tags, or change orders. I.T. will also need to purchase some Wi-Fi equipment to extend the network in certain locations for a total cost not to exceed \$5,000. All three municipal references of Heritage Solutions, that were requested have been called and verified that Heritage Solution is a competent company to do business with.

Funding will be paid out of 2006 and 2007 Bonds. We will pay down the 2006 Bond: 414-915-16 64201 (Building Improvements) which has a balance of \$23,672.07 and the remainder will come from 2007 Bond: 414-915-17 64201 (Building Improvements) which has a balance of \$79,272. Following is the list where the door access system will be installed:

- Police Department
 - Vestibule
 - Rear Outside Door
 - Sally Port to Booking
 - Sally Port to Hallway
 - Booking to Hallway
 - Garage to Property
 - Property to Evidence
 - Armory
- Fire Station #1
 - Outside to Day Room
 - Outside to Garage
- Fire Station #2
 - Outside to Day Room
 - Outside to Garage
- Fire Station #3
 - Outside to Garage
- Town Hall
 - Main Entrance
 - North Door
 - South Door
 - East Door
- Dog Park
 - South Entrance Gate
 - North Entrance Gate
- Centennial Park Club House
 - Main Entrance Door
 - Liquor Room
- Community Park
 - Social Center Main Entrance
 - Softball Field Press Box
 - Concession
 - Press Box Above Concession
 - Little League Press Box West
 - Little league Press Box East
- Public Works
 - Outside Employee Entrance
 - East Vehicle Gate



Recommendation:

That Town Council approve Staff working with Heritage Solutions to install the door access system, for a total not to exceed \$70,000.