



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 5869  
May 18, 2021  
Consent Calendar**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5869: City Facility Security Upgrades	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Appropriate funds for site security upgrades at the Luther Burbank Administrative Building and Mercer Island Thrift Shop.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations Zach Houvener, Support Services Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Security Solutions Northwest Quote 2. Premier Cabling, LLC Quote
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ 29,182.01
<b>AMOUNT BUDGETED</b>	\$ 0.00
<b>APPROPRIATION REQUIRED</b>	\$ 29,182.01

**SUMMARY**

This proposed project will complete facility security upgrades and install a keyless entry system at the Luther Burbank Administrative Building and the Mercer Island Thrift Shop. This is a new capital project to enhance staff and patron safety at these facilities. Staff recommends the City Council appropriate \$29,182 from the available fund balance in the Capital Improvement Fund to complete this project.

**BACKGROUND**

In 2020, staff issued a Request for Proposals (RFP) for a building access control system to improve employee and visitor security at City Hall, the Mercer Island Community & Event Center, and the Maintenance Building. This project was approved and awarded at the August 4, 2020 City Council Meeting (see [AB 5733](#)) and has allowed staff to administer keyless access to these buildings with minimal barriers, while preventing unauthorized access to restricted areas.

An additional scope of work, that included similar “smart” functionality and integration into the existing Access Control Management software, was installed at Island Crest Park (concession stand door and the main

batting cage door), along with installation of “lock/unlock” hardware at park bathrooms in Deane’s Children’s Park, Homestead Park, Bicentennial/Mercerdale Park, Aubrey Davis Park, and Luther Burbank Park.

Work is currently underway for integrating the access control system into the pedestrian gate and main vehicle gate at the Maintenance Building, along with access readers at the Reservoir vehicle gate and main building. This will improve safety and create efficiencies for staff at both sites.

Several additional benefits of the system have allowed staff the ability to change access permissions (either upgraded, downgraded, or voided) when new employees are hired (or when employees depart) from a remote administrator account. Access cards can also be quickly voided when they are misplaced. This has eliminated the need for issuing and collecting physical keys for most employees.

Due to the COVID-19 Pandemic (“Pandemic”), staff have quickly designed custom reports such as contact tracing information that is confidentially used to notify staff/volunteers of possible exposures to close contacts for essential workers. This information has also been used to direct custodial staff to specific areas in buildings and/or vehicles to disinfect potentially contaminated spaces in an efficient manner.

Another benefit of the access control system is the ability to program and issue access cards to user groups (i.e., Mercer Island High School Athletic Department) when they rent the batting cages at Island Crest Park. The ability to set schedules based on contracted times and remotely limit access when the space is not rented decreases potential liability concerns that existed with the previous system.

## **PROJECT DESCRIPTIONS**

### **Luther Burbank Administrative Building**

The Luther Burbank Administrative Building (“Administrative Building”) has historically been used as office space for both the Mercer Island Parks and Recreation and the Youth and Family Services (YFS) Departments. In addition to office space, the Administrative Building is used for clinical services, which includes appointments with clients.

The structure was built in 1930 and has only two points of ingress/egress on the main floor, which were taken into consideration when determining access control and safety solutions. This included the need for an outdoor audio/visual intercom station which will allow staff to communicate and “buzz in” clients and building visitors utilizing existing software.

Access card readers will be installed on the two exterior doors for authorized staff/volunteers, which will replace traditional lock and key security protocols. The installation of Category 6 network cables is included in the project, which will be connected to a control panel and make the system operational.

### **Mercer Island Thrift Shop**

The keyless access system will also be installed on two existing doors at the Thrift Shop to provide employee/volunteer entry via access card readers. The card readers will replace generic passcodes on keyless cylindrical pin locks, which do not allow for proper internal controls or audit trails of who entered the building and at what time. The project also includes a door position switch for the main (public entrance) double doors that will allow for scheduled opening/closing during hours of operation. Similar to the Administrative Building, this proposal includes installation of new Category 6 network cables which will be connected to a control panel and make the system operational.

## FINANCIAL IMPACT

The following table summarizes the overall project costs and budget amounts:

City Facility Security Upgrades PROJECT BUDGET					
Building	Wiring Installation	Access Control Installation	Sub-Total	WSST @ 10.1%	Total
Admin Building	\$4,250	\$13,245	\$26,505	\$2,677	\$29,182
Thrift Shop		\$9,010			

Although this project was not identified in the 2021-2022 Capital Improvement Program (“CIP”) staff recommend utilizing available fund balance in the Capital Improvement Fund to complete this project. At the end of fiscal year 2020, the available Fund Balance in the Capital Improvement Fund was \$2.84 M. There are multiple capital funding appropriations under consideration at the May 18, 2021 City Council meeting and this available fund balance is sufficient to cover all project requests.

## NEXT STEPS

This project is estimated to begin in June and should be substantially complete by the end of the summer.

## RECOMMENDATION

Appropriate \$29,182 from the available fund balance in the Capital Improvement Fund for site security upgrades at the Luther Burbank Administrative Building and Mercer Island Thrift Shop.