City of Waukesha IT Technical Assessment

Requesting Department Use

Fiscal Year: 2019   Requester: Title: Dept: WKPD and WPRF

Project Title: Keyless Entry
Project Overview and Goals: Unify separate door systems, add security, increase operational efficiencies.

Police Station

The City has made strides to unifying all City access/control through one proximity card system. The Police Department's system was purchased and installed prior to this unification. The current software system is in need of replacement. The hardware can be used to reduce cost. The PD is requesting to move to the City system. The current system is a proprietary system running on an outdated platform (Windows XP). If there are problems with the software, the Police Department will have no access control to its main building exterior and interior doors; to include property/drug evidence rooms. This would cause a substantial access/security breach as well as significantly effect operations.

WPRF Phase II

Locking and unlocking restroom and shelter doors is labor intensive. By implementing keyless entries that can be scheduled to open and close, labor costs would be positively impacted. The restrooms would still need to be visited once daily to clean and check supplies, but the 2.5 hours to open the shelters could be utilized for other maintenance currently not being addressed such as painting shelters inside and out, as an example. The labor hours saved would equal ~910 hours annually at a minimum cost savings of ~$25,389.

Baycom (city preferred vendor) would be working alongside Engineering (Katie Jelacic) to implement 3 restroom areas identified to install keyless entries: Roberta, Heyer and Lowell Parks. These restrooms are opened and closed earlier than other locations due to the WTA (Waukesha Tennis Association and school use at Heyer, Special Events such as JanBoree at Lowell and Roberta was selected to be a test site as bathrooms have experienced increased vandalism). Security Cameras are also being proposed for Roberta to assist with determining accidental lock-ins. All these locations would assist in generating a positive impact on labor costs. In addition, existing and heavily "keyed" doors would be replaced with keyless entries to address security and access concerns. These doors include the entrance doors at EB Shurts, Horeb Springs Aquatic Center and the Rotary access door. This would allow part-time staff access without the use of keys and provide the ability to control the time/days/dates of access to these buildings creating a better level of security at these sites.

By implementing keyless entries, restrooms would all open at 8:00 am and close at 10:00 pm. Currently, restrooms are opened and closed within a 2.5 hour window of time (depending on

rentals, activities and other schedules) and can be opened anywhere between 7:00 -10:00 am or closed between 7:30 - 10:30 pm. These windows of time have negatively impacted park users needing to use the facilities. The labor cost savings of physically opening and closing the shelters would improve the level of efficiency. The coordinating of schedules would also provide savings as the doors can be programmed to open/close sooner/later if needed because of a scheduled event. Please note that this is the second phase of our keyless entry project proposal. Our intent for future years is to continue to implement a keyless entry program and add shelter restrooms and building doors that positively impact the residents, save labor costs and increase the level of security throughout our park system. These will be requested and phased in future years as other projects continue to be defined.

PD Project Costs: $84,185
WPRF Project Costs: $70,000

Annual Maintenance & Support costs: $5,500

Proposed Project / Technology
Check one: ☒ Replacement ☐ New ☐ Upgrade ☒ Other: Continuation of Program

Will any of the following need to be purchased: PCs, Handheld devices, Laptops, printers, scanners, etc.

☐ N/A ☐ Yes ☒ No

If yes, please explain:

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City of Waukesha IT Technical Assessment

City IT Department Use

For standard systems:
In order to appropriately answer the "commensurate" or "adequate" nature of a particular response, the information in the Technical Assessment Pre-Screen should be considered.

Does the system meet City of Waukesha's technical standards?
☒ Yes ☐ No Please explain:

Is the expected combination of local and vendor support sufficient? This affects availability and integrity. It is important to recognize that vendor size & stability affect the answer to this question, in addition to their contracts, procedures, etc.
☒ Yes ☐ No Please explain:

If the Vendor requires remote access for system support, can it be adequately secured? This might involve one-time passwords, VPN connections, encrypted access, etc. If the vendor requires constant "root" level access, will not allow passwords to be changed regularly, requires "always-on" modem access, etc. the answer is "NO".
☒ Yes ☐ No

If the system requires transmission of information to a remote party, can it be adequately protected? (This would include encryption for data transmission, and at rest.)
☒ Yes ☐ No

Does the system provide adequate toolsets for User Identification, Authentication and Access Control? Generally, minimum requirements include a Unique User I.D. for each system user, a password associated with each User I.D., and password complexity allowing a minimum of eight mixed-case alpha and numeric characters (the ability to handle more characters and special characters is preferred). NOTE: If the application is MS Active Directory-aware, it meets our minimum criteria.
☒ Yes ☐ No

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Department: Park, Rec & Forestry
Dept. Head: Ron Grall
Project Contact: Mona Bauer/Chris Pofahl

Description of Expenditure:	Keyless Entry for Park Buildings (Door Security)
Addition or Replacement:	Addition
Initial Cost	$ 70,000
Anticipated Annual Maintenance Cost/Cost of Operation	$ 2,700
Maintenance Cost Over 5 years	$ 13,500
TOTAL INVESTMENT	$ 83,500
Est. Salvage Value of Former Capital Asset	$ -
EST. INITIAL INVESTMENT	$ 70,000

Justification for Equipment Replacement Fund Expenditure

Locking and unlocking restroom and shelter doors is labor intensive. By implementing keyless entries that can be scheduled to open and close, labor costs would be positively impacted. The restrooms would still need to be visited once daily to clean and check supplies, but the 2.5 hours to open the shelters could be utilized for other maintenance currently not being addressed such as painting shelters inside and out, as an example. The labor hours saved would equal ~910 hours annually at a minimum cost savings of ~$25,389.

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Fund-Org.-Object-Project	Funding Sources	FY '19	FY '20	FY '21	FY '22	FY '23	Total
0400-1917-42210	State Shared Rev.	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000
	Total	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000

Fund-Org.-Object-Project	Expenditures	FY '19	FY '20	FY '21	FY '22	FY '23	Total
0400-1917-68160-81212	Keyless Entry System	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
0400-1917-68160-81212	Prepping Doors	$ 5,000	$ -	$ -	$ -	$ -	$ 5,000
0400-1917-68160-81212	Network Switches	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
	Total	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000

How will this improve our service level and efficiency?

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CITY OF WAUKESHA, WISCONSIN
EQUIPMENT REPLACEMENT FUND EXPENDITURE
Budget Years: 2019 - 2023

Department: Police Department
Dept. Head: Russell Jack
Project Contact: Tom Wagner / Chris Pofahl

Description of Expenditure:	PD Switch to the City Proximity Card System (Door Security)
Addition or Replacement:	Addition
Initial Cost	$ 84,185
Anticipated Annual Maintenance Cost/Cost of Operation	$ -
Maintenance Cost Over 5 years	$ -
TOTAL INVESTMENT	$ 84,185
Est. Salvage Value of Former Capital Asset	
EST. INITIAL INVESTMENT	$ 84,185

Justification for Equipment Replacement Fund Expenditure

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Fund-Org.-Object-Project	Funding Sources	FY '19	FY '20	FY '21	FY '22	FY '23	Total
0400-2115-49110	10-yr GO Debt	$ 84,185	$ -	$ -	$ -	$ -	$ 84,185
	Total	$ 84,185	$ -	$ -	$ -	$ -	$ 84,185

Fund-Org.-Object-Project	Expenditures	FY '19	FY '20	FY '21	FY '22	FY '23	Total
0400-2115-68190	Proximity Cards	$ 84,185	$ -	$ -	$ -	$ -	$ 84,185
	Total	$ 84,185	$ -	$ -	$ -	$ -	$ 84,185

How will this improve our service level and efficiency?

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