



TO: Mayor Chuck Barney
Members of the City Council

FROM: Chief Jason Olson

DATE: April 17, 2018

SUBJECT: 2018 ND DES SHSP GRANT APPLICATION (PD0150)

I. RECOMMENDED ACTION

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1. Recommend approval for the Minot Police Department to apply for the 2018 North Dakota Department of Emergency Services State Homeland Security Program; and
 2. Authorize the Mayor to sign the grant agreement, if awarded; and
 3. Authorize the Mayor to sign the budget amendment, if awarded

II. DEPARTMENT CONTACT PERSONS

Jason Olson, Chief of Police	857-4715
John Klug, Captain, Grants Administrator	857-9800
Shane Haug, Lieutenant, Door Lock System Administrator	857-9869

III. DESCRIPTION

A. Background

The Police Department has filed a letter of intent to apply for \$66,000 in grant funding through this program for replacement of 28 electronic door locks at the police department. There is no local match requirement for this grant.

The current door locks have been in use since 2005 and are wearing out at a replacement cost of \$1,500 per lock. The replacement system will enhance security and improve operational issues through the management software included. This will make the process of changing and updating door security codes more efficient. It will allow door monitoring and management to take place from a computer thus eliminating the need to physically manage each lock every time a change is made.

B. Proposed Project

Purchase a replacement door lock system which includes software for lock management. It also includes a printer and software system to create proximity ID cards that can be used to access doors. The system has the capability to be managed from one computer which is an improvement over the current system which requires reprogramming of each lock every time an update is made. This is a time consuming chore for our door lock administrator. The new system will also log which code was used to access or attempted to access a door. This can be a valuable tool for managing facility security.

C. Consultant Selection

If the grant is awarded the standard acquisition process will be followed to acquire the system.

IV. IMPACT:

- A. Strategic Impact:
Improved security for the Police Department building.
- B. Service/Delivery Impact:
Improved efficiency in electronic door lock management practices.
- C. Fiscal Impact:

<u>Project Costs</u>	
Electronic Door Lock system	\$64,000
Proximity Key/ID printer/software	<u>2,000</u>
Total	\$66,000

Project Funding
ND DES SHSP Grant – 001-0000-331.10-15

V. ALTERNATIVES

- A. The electronic door lock system has been considered for funding through the last two budget cycles but ultimately cut due to budget constraints. The alternatives to funding this project with this grant are:
 - 1. Funding through the normal budget process.
 - 2. Continue using the current door lock system and replace the locks as they wear out.

V. TIME CONSTRAINTS

- A. The grant deadline will be known once the application is released by ND DES. It will likely be a short turnaround for the application to be submitted.

VI. LIST OF ATTACHMENTS

- A. Budget Amendment