



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 5/4/2021

File ID #: 21-106

TO: Board of Supervisors
FROM: Julie Baptista, Chief Probation Officer
REPORT BY: Ferlyn Buenafe, Staff Services Manager
SUBJECT: Purchase of Fixed Asset for Juvenile Hall

RECOMMENDATION

Chief Probation Officer requests approval of the following:

1. Establish a fixed asset for the purchase of a key management and control system for the Juvenile Hall in the amount of \$10,400.
2. Approval of Budget Adjustment No. PRO XXX to move \$10,400 from the Client Meals Expenses appropriation (Fund 1000, subdivision 14210-00, Account 53505) to the Equipment appropriations (Fund 1000, Subdivision 14210-00, Account 55400) within the Juvenile Hall Budget.

(4/5 vote required)
3. A waiver of competitive bidding requirements and sole source award of the purchase of a 64-key slot management and control system pursuant to County Ordinance Code 2.36.090.

EXECUTIVE SUMMARY

The KEYper™ MXi LOCKIN Electronic Key System is a key and asset management system to provide accountability, analytics, security, and asset control. It will be customized to hold up to 64 keys. The KEYper system provides a complete audit trail of critical assets including user history, duration, and when items are returned.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To establish an automated access control and accountability of all keys to doors providing a secure environment for Juvenile Hall youth, staff and the public.
Is the general fund affected?	Yes

Future fiscal impact:	A \$399 annual maintenance fee will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested action is not approved, there is a chance of unauthorized users having access within the Juvenile Hall. The KEYper System reduces security liability and allows management to better monitor the required checks in the facility and help prevent costly losses of keys
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

A secure environment for youth, staff and the public is a priority for the Juvenile Hall. Establishing proven operational procedures, including key control is a critical step to ensure physical security.

Currently, key control is a manual and honor system process to store and control building keys. An electronic key control system will resolve the challenges providing a 24/7 electronic audit of key use by employees, with the implementation of authorized user codes and automatic tracking of key access activity. The automated system allows ease of access to return keys with designated key slots and on-line monitoring for tracking key usage.

The department has researched other vendors and their products do not compare based on our usage and size of facility. The KEYper Systems is a sole source vendor for each of their key management and control systems. All KEYper Systems control and management products are patented and provide a secure method to key access and enforces accountability for anyone using them. The department has selected this vendor based on the following:

- In response to reducing the spread of COVID-19, KEYper Cabinets can be accessed without having to touch the keypad or biometric reader, yet still provides for the same security and audit trail. This allows employees to scroll through a monitor without touching a screen when using a stylus, which is provided with an access fob;
- KEYper's iFOB is a nickel-plated brass device with a unique electronic ID, that when secured to a key set enables those keys to be identified to KEYper's administration software, and all its activity recorded. While competitors use breakable plastic fobs that require frequent cleaning, the iFOB is virtually indestructible and entirely maintenance free. The iFOB is the only fob certified to IP67 (immersion and dust proof) and only fob guaranteed unique 48-bit electronic ID;
- KEYper Cabinets are the only key control cabinets made with 16 gauge steel construction;
- KEYper Cabinets are the only key control system that comes with an additional Lock & Clasp for additional security, providing the most secure cabinet on the market;
- Biometric fingerprint, Prox Card or Swipe Card access for absolute security;
- Easy-to-use software that tracks all users and key activity; and
- One (1) year of Hardware and Software support

SUPPORTING DOCUMENTS

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CEO Recommendation: Approve