

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winqest
District General Manager

FROM: Shelia Leijon
Director of Parks & Recreation

Mike Gove
Director of Information Technology

SUBJECT: Discuss and possibly approve a year-round access management option for winter 2023/2024 and provide direction for future electronic solutions at the District's restricted access beaches

DATE: June 14, 2023

I. RECOMMENDATION

That the Board of Trustees discuss and possibly approve a year-round access management option for winter 2023/2024 and provide direction for future electronic solutions at the District's restricted access beaches.

II. STRATEGIC PLAN REFERENCE(S)

LONG RANGE PRINCIPLE #1 – SERVICE: The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

Renew, expand, and enhance infrastructure to provide year- round access monitoring at the District's restricted beached.

III. BACKGROUND

The need for monitoring restricted Beach access and managing safety issues at IVGID's Beaches has increased over the past several years.

The need to provide a year-round presence at the Beach venues to uphold Ordinance 7 and protect the beach deed and has become a Board priority project.

In 2021, a seasonal Ambassador position was created to provide a consistent

presence, a better guest experience, increased safety levels and internal stewardship of the District's assets at the IVGID's Beach venues.

In 2022, a pilot program implemented by HR, Parks & Rec, Parks and Safety, adapted the seasonal Ambassador position to year-round. This position provided daily monitoring at Ski Beach, Incline Beach and Burnt Cedar Beach. The year-round Ambassador Position also assisted in securing Parks facilities in the evenings and assisted Recreation Center Staff with nighttime closing procedures.

In 2023, Board appointed Beach Liaison, Trustee Schmitz, Director of IT and Director of Parks & Recreation met to explore options for the next level of security and customer service at our deed restricted Beaches. The options explored include year-round Ambassador staffed host booths as well as unstaffed electronic access monitoring possibilities. Staff approached research of these options with the intention of monitoring pedestrian and vehicle access, taking into consideration possible exploitations.

While in discussions with Trustee Schmitz it was determined that the access project could be implemented in phases. During these discussions, Trustee Schmitz suggested using the current dedicated pedestrian gate at Burnt Cedar Beach as phase one of the electronic access project. Staff and Trustee Schmitz agreed that proposed access changes to Incline Beach align with the Incline Beach House project. Staff recommends that all proposed options be bolstered with additional Security Camera Coverage with the understanding that additional devices would require power and data connection.

Staff is requesting feedback from the Board on a near-term staffed solution for winter 2023 2024 and for input regarding the unstaffed electronic options for future implementation.

Monitored Access Options – Staffed

Current winter season Ambassador staffing covers a 26 week period extending from October 15 through April 16. The beach gates are unstaffed; however, the Ambassador on duty monitors daily activity at each beach, secures the gates at dusk and assists with Parks and Recreation Center closing procedures.

Current Staffing - 1.34 FTE (non benefitted)	\$30,391
Current Staff Mileage (12miles/day/.655)	<u>\$ 1,459</u>
Current Total	\$31,850

Below you will find three possible solutions providing monitored winter access for Recreation Pass and Punch Card holders or guests of a Recreation Pass holder

present and paying for their guest at the gate, access data collection and a possible revenue stream (unknown).

OPTION I	STATUS	TIME
Ski Beach	Closed	
Incline Beach	Open Daily	9am – 7pm
Burnt Cedar	Closed	

Proposed Booth Winterization (one time cost, Exhibit E)	\$ 4,088
Proposed Staffing, benefitted, 2.5 FTE (26 weeks)	\$ 92,883
Staff Mileage (26 weeks)	<u>\$ 1,459</u>
Proposed operations subtotal	\$ 98,430
Less Current operations total	<u>(\$31,850)</u>
Proposed increase	\$ 66,580

OPTION II	STATUS	TIME
Ski Beach	Closed	
Incline Beach	Open Daily	9am – 5pm
Burnt Cedar	Open - Friday, Saturday and Sunday	9am – 5pm

Proposed Booth Winterization (one time cost)	\$ 8,176
Proposed Staffing, benefitted 3 FTE (26 weeks)	\$111,460
Staff Mileage (26 weeks)	<u>\$ 1,459</u>
Proposed operations subtotal	\$121,095
Less Current operations total	<u>(\$31,850)</u>
Proposed increase	\$ 89,245

OPTION III	STATUS	TIME
Ski Beach	Closed	
Incline Beach	Open Daily	9am – 5pm
Burnt Cedar	Open Daily	9am – 5pm

Proposed Booth Winterization (one time cost)	\$ 8,176
Proposed Staffing, benefitted 4 FTE (26 weeks)	\$148,613
Staff Mileage (26 weeks)	<u>\$ 1,459</u>
Proposed operations subtotal	\$158,248
Less Current operations total	<u>(\$31,850)</u>
Proposed increase	\$126,398

Monitored Access Options – Unstaffed, Electronic

Unstaffed Electronic Beach Access Control (Phase 1)

The term RFID has been used several times, it should be noted for this discussion,

RFID (Radio Frequency Identification) refers to the interaction between an access media, a card in this case, and the backend system that controls that access. This works in the same way a barcode tells a cash register how much an item costs when scanned. To be clear, in order for any form of access control to work, the card or media needs to communicate to the backend of the IVGID systems for proper owner/guest verification. This requires, at minimum, a District network connection and power. Staff believes in order to properly build out such a solution, the District's winter weather conditions considered and properly planned for.

Attached in "Exhibit A" is an example of Axxes' RFID access control panel that would allow a custom built or commercially installed gate be controlled by the District's systems. Similar controllers are available for parking lots/traffic lanes that would be used to control vehicle access. The District has been provided an estimated cost of \$1,500 per panel.

Attached in "Exhibit B" is a full height turnstile gate that accomplishes unattended access control with little to no outside modification once a building or weather protective facility is constructed. The District has been provided an estimated cost of \$20,000 per stanchion.

Attached in "Exhibit C" is an example of a typical Multi-home/HOA controlled access to a pool, this form of gate control could be controlled by the Axxes control system demonstrated in "Exhibit A" allowing the District to use already in place software that has a connection to the resident database. This type of access does not have any controls in place for tailgating.

Trustee Schmitz brought up the potential to have a double gate that would deter tail-gating forms of access. Staff have done research in to the possibilities of using this but have not found any pre-built or commercially demonstrated uses of this method. Staff would need Board approval and direction to go this route as there is a potential this would exceed \$25,000 and therefore would need a formal RFP.

Attached in "Exhibit D" is an example of a vehicle access control gate that could be controlled via an Axxes controlled RFID panel similar to Exhibit "A". Staff would need Board approval and direction to go this route as there is a high potential this would exceed \$25,000 and therefore would need a formal RFP. It should be noted any discussion surrounding vehicle access control should also include consideration for the changes to the traffic lanes, parking lots, and access locations suggested in the LSC study presented at the January 11, 2023 Board of Trustees meeting (link to materials:

[/https://www.yourtahoeplace.com/uploads/pdf-ivgid/E.3._-_PW_-_LSC_Beach_Access_Study1_and_Presentation_MEMO.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/E.3._-_PW_-_LSC_Beach_Access_Study1_and_Presentation_MEMO.pdf))

Attached in "Exhibit E" is a rough drawing/image staff will be using to communicate its design goals for the Burnt Cedar Beach walk in gate with perspective contractors, which with Board agreeance will be implemented and operational before the normal beach closure on October 15th. Staff have reached out to several local fence building contractors and are awaiting responses to include final design and pricing.

Moving forward with this first phase of the project will start with the POS Software setup and testing of the back end components needed to allow the gate to authorize a resident and successfully activate the gate's latch to open.

Staff will be installing a Verkada Security camera to monitor the gate for any potential misuse or exploitation.

Staff will work with the Marketing Department and Legal counsel to design and then procure the first batch of 10,000 RFID PVC Access cards as well as 1,000 one time access cards to be sold as guest passes at the recreation center and Incline Beach Guest Access Facility during its operational hours. Staff are still in discussions about any potential distribution process that would be used to get passes out to card holders. It should be noted there will be additional RFID PVC cards needed as there is roughly 22,000 picture passes in circulation. Staff will procure these moving forward as needed.

Staff will work with the RFID access controller vendor to install and test the communication between the controller and the POS Software.

Staff will work with the Gate and Fence contractors to determine best design and potentially (if required by board policy) bring back a design for approval by the board.

IV. FINANCIAL IMPACT AND BUDGET

The proposed Staffed Monitored Access options for winter 2023 2024 require a budget augmentation as outlined in the tables above.

There is potential for guest access product sales revenue at a reduced winter rate. (product rate and revenue unknown, at this time).

The proposed Un-Staffed Electronic Access options will be funded from available budget in "CIP# 3972BD2102 Beach Access Improvements" and will fall under Staff's spending authority per Board policy 3.1.0 and as such, staff are not seeking Board authorization for this item. Should any piece or the total cost of this implementation fall outside of the rulings set forth in Board policy 3.1.0, staff will have a memorandum for authorization in front of the Board at a later date.

The below are estimated costs for Software and Hardware:

Software Costs:

OneTime:

Additional POS Software Client Licenses \$24,000

Recurring:

Gate and POS Software Maintenance and Support \$4,200

Hardware Costs:

Gate Controller and Mounts: \$11,800

Security Camera to Monitor the Gate: \$3,500

Access Media (Cards):

10,000 PVC RFID Cards: \$19,000

1,000 One time use RFID Cards \$ 1,000

Color Ink Ribbon (Required for Picture Printing) \$ 1,000

Fence/Gate modifications per "Exhibit E": Awaiting Responses

In addition to the above costs associated with this implementation, significant staff time will be required including the installation of the Gate Control Hardware, Software Setup, Access Media Design and Procurement, and Pass Printing and Distribution. Staff will also consider and implement any desired communication and signage to advise residents of these operational changes.

V. ALTERNATIVE

Continue with current year-round minimal staffing levels

VI. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

Exhibit A



Axess MODULE CHASSIS



The **Axess SMART SCANNER 600** can also be supplied with the **Axess MODULE CHASSIS**. The robust housing can easily be mounted or integrated on most entry barriers. This can be your easy way to retrofit an existing system or even to integrate the scanner into an external system from third parties.

The high-performing module **Axess SMART SCANNER 600** scans and validates 1D and 2D barcode tickets as well as QR-codes on printed vouchers and e-tickets as on smartphones. A further option is RFID-ticket reading.

Features	
> Robust housing, easy to install	> 2D barcode scanner; optional RFID reader for ISO 14443 or 15693
> Variant types of installation: on top, wall mounted, as desktop unit	> Swiveling reading support for data media in different sizes and shapes
> Can be mounted in any angle for best view for the guest	> Integrated Axess CONTROLLER 600
> Preferred solution to extend existing systems; excellent compatibility to third-party systems	> Optional IN/OUT sensors for recognition of direction of passage

Exhibit B



AX500 SMART SECURITY GATE



The **AX500 Smart Security Gate**, designed as a double lane or single lane entry, is well suited for sensitive security areas or unattended entries, e.g. for guest sectors in a football stadium or distant entries to a public bath. This particularly robust, vandal-proof construction from weatherproof aluminum meets the highest security features and is still optimized for a high admission rate. Optical and acoustic signals assist the passage of the guest and maintain a maximum standard in safety.

Features

- > Each lane can be used as an entry lane and/or as an exit lane
- > Status permanent-free for both directions (entry/exit) possible
- > Robust, vandal-proof, weather-resistant
- > **Axess SMART SCANNER 600 NFC** module integrated
- > Servomotor drives the man-high vertical turnstile
- > Manual blocking and unblocking of the gate, optional

Exhibit C



Exhibit D



“Exhibit E”

