

Draft Policy

CITY OF EAST PALO ALTO	
POLICE DEPARTMENT POLICIES AND PROCEDURES	Policy Number: No. of Pages: Effective Date: Date Revised:
Chapter: PATROL OPERATIONS	
Subject: LICENSE PLATE RECONGNITION VEHICLES	
Supersedes: NONE	
Signature of Issuing Authority:	

POLICY: It is the policy of the City of East Palo Alto Police Department to provide guidelines for the use, management, storage and retrieval of information recorded when using License Plate Recognition systems.

PURPOSE: The purpose of this order is to clarify the use of the department vehicles equipped with License Plate Recognition (LPR). The LPR is designed to assist officers in the performance of their duties by providing officers with data/information on scanned license plates.

APPLICABILITY: This policy applies to all badge personnel.

RESPONSIBILITY: It shall be the responsibility of the Chief of Police, Division Commanders, and Supervisory staff to ensure staff compliance.

REFERENCES: California Government Code § 34090 (d)
California Penal Code § 1054.5

DEFINITIONS: LPR: License Plate Recognition
IT: Information Technology

I. PROCEDURES:

A. GENERAL

1. The use of LPR systems are restricted to public safety–related missions of East Palo Alto Police Department.
2. LPR systems and associated equipment and databases are authorized for official use only. Sharing, which includes outside law enforcement agencies, of LPR data is strictly prohibited, unless authorized by the Chief of Police. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. LPR systems, LPR data and associated media are the property of the East Palo Alto Police Department. Data is intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. ADMINISTRATION

LPR CUSTODIAN RESPONSIBILITIES:

Information Technology (IT) shall serve as custodian of records and shall be responsible for oversight of the LPR system. Responsibilities include:

1. Access, collection, storage, and retention of LPR data and associated media files. All LPR recordings shall be retained in accordance with California Government Code (CGC) §34090 (d) for a period of not less than two years. Recordings not identified as evidence will be retained for a period of two years, at which time they will be purged.
2. Preserve LPR reads and “alerts” or “hits” that are acted on in the field or associated with criminal investigations or prosecutions.
3. Ensure the security and integrity of data captured, stored, and/or retained by the LPR system.
4. Authorize any requests for LPR systems use or data access according to the policies and guidelines of the East Palo Alto Police Department. Release of LPR recordings shall be conducted in accordance with Penal Code §1054.5 (discovery requests for criminal prosecution).
5. LPR systems repairs, hardware or software, shall be made by IT staff or authorized sources approved by the Chief of Police.

OFFICER RESPONSIBILITIES:

1. At the start of each shift, officers shall log into the LPR system to ensure that the LPR system is connected and working properly.

2. When connected to the server, the hot list will update automatically. A hot list may be updated manually when an officer enters a specific plate into the LPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the LPR system, the officer should document the reason.
3. Any malfunction of the LPR system shall be reported immediately to a supervisor. Notification should be made in the form of a memorandum. In the event of a malfunctioning unit, the officer shall take the vehicle out of service until deficiencies have been corrected, unless a supervisor requests the vehicle remain in service.
4. If a vehicle is placed into service without an operational LPR system, a notation shall be made to Dispatch via radio transmission. The supervisor will ensure that Information Technology (IT) Staff are notified of any system malfunction that requires repair or maintenance.
5. While in the field, the LPR can occasionally misread a license plate and alert officers of a hit. Officers shall verify the current status of the plate through dispatch or MDT query, prior to making a vehicle stop.

C. ACTIVATION OF THE LPR SYSTEM

To activate the LPR system, users must log into the system using their user ID name and Password.

D. LICENSE PLATE READER SYSTEM USAGE

1. LPR operation and access to LPR collected data shall be for official agency purposes only. Sharing (which includes outside law enforcement agencies) of LPR data is strictly prohibited, unless authorized by the Chief of Police. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
2. Only officers who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to use it.
3. Officers driving a vehicle equipped with an LPR system, prior to going into service, shall log into the system to ensure functionality.

LPR Alerts/Hits: Prior to initiation of a stop:

- a) Visually verify that the vehicle plate number matches the plate number run by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.
- b) The LPR can occasionally misread a license plate and alert officers of a hit. Officers shall verify the current status of the plate through dispatch or MDT query, when circumstances allow.

- c) In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the LPR system.
- d) Officers driving a vehicle equipped with an LPR system, prior to going into service, shall log into the system to ensure functionality.

E. STORAGE & RETENTION

1. All LPR data shall be stored and retained in accordance with California Government Code (CGC) §34090 (d) for a period of not less than two years. The IT custodian shall be responsible for the overall oversight of the LPR system. Data not identified as evidence will be retained for a period of two years, at which time they will be purged.
2. All LPR data is the property of the East Palo Alto Police Department and dissemination outside of policy is strictly prohibited without written authorization of the Police Chief.

Staff report



City of East Palo Alto

DATE POSTED: Friday, November 12, 2010

Time: 4:30P.M.

By: *Minette Warren*

REGULAR JOINT CITY COUNCIL/REDEVELOPMENT AGENCY MEETING

TUESDAY, November 16, 2010

Closed Session: 6:00 p.m – 7:00 p.m.

Study Session: 7:00 p.m. – 8:00 p.m.

Open Meeting - 8:00 p.m.

EPA Government Center

**2415 University Avenue First Floor - City Council Chamber
East Palo Alto, CA 94303-1164**

Note to the Public: You can view, on the City's Website, Staff Reports as PDF's following each Corresponding Agenda Item as Numbered at www.ci.east-palo-alto.ca.us

6:00 P.M.

REGULAR JOINT CLOSED SESSION

Regular Joint Closed Session Call to Order and Roll Call

1. Approval of the Closed Session Agenda (Government Code § 54957.7(a))
2. Joint Closed Session Community Forum
3. Adjournment into Closed Session
4. **Personnel Matters (Government Code § 54957.6)** (*David E. Woods, Mayor, Office of the City Council*)
 - a. City Manager Contract Negotiations
 - b. Complaint of Harassment
5. **Potential/Pending Litigation** (*Vincent C. Ewing, City Attorney*)
(*Disclosure may jeopardize service of process or existing settlement negotiations*)
 - a) City of East Palo Alto vs. XXXXXXXX (*Vincent C. Ewing, City Attorney*)
 - b) City of East Palo Alto vs. XXXXXXXX (*Karen Tiedemann, RDA Counsel*)
 - c) Palo Mobile Estates v. City of East Palo Alto (*Vincent C. Ewing, City Attorney*)
 - d) November Litigation Report (*Vincent C. Ewing, City Attorney*)

7:00 P.M.

STUDY SESSION

6. **Bay Conservation and Development Commission (BCDC)** *(Steven Goldbeck, Assistant Director)*

8:00 P.M **REGULAR JOINT CITY COUNCIL/REDEVELOPMENT AGENCY MEETING**

Joint Call to Order and Roll Call

7. **APPROVAL OF AGENDA**

CONSENT CALENDAR - City Council/Redevelopment Agency Ordinances, Resolutions/ Informational Reports/Approval Actions and Motions

Resolutions and Motions

8. The following action is recommended to be taken regarding a Memorandum of Agreement between the City of East Palo Alto and the East Palo Alto Sanitary District. *(David E. Woods, Mayor – Ruben Abrica, City Council Member)*

- A. Adopt a Resolution accepting and approving the Memorandum of Agreement between the City Council and the East Palo Alto Sanitary District Board; and
- B. Direct the Interim City Manager to work with the General Manager of the East Palo Alto Sanitary District to develop, within 60 days of adoption by both jurisdictions, a list of common service areas where it is in the best interest of the tax payers to have the parties work together to share services in an effort to reduce overall costs associated with services to the public.

ATTACHMENT: [Item8CEPAandEPASDMOA.pdf](#)

9. By motion, receive and file the City Treasurer's Report for the First Quarter ending September 30th, 2010. *(Brenda Olwin, Interim Director, and Peter Yee, Sr. Financial Services Manager, Finance Department)*

ATTACHMENT: [Item9-1stQtrTreasurer'sReport.pdf](#)

10. Adopt a Resolution Authorizing the Interim City Manager to issue and solicit from firms and individuals request for proposal for Cooley Landing Project Management services. *(Lily Lee, Project Manager, Cooley Landing)*

ATTACHMENT: [Item10RFPPProjectMgmtCooleyLanding.pdf](#)

11. By motion, Accept and file the *Annual Report* detailing actions taken by the Planning Commission during Fiscal Year 2009 to 2010 *(Brent A. Butler, AICP, CFM, Planning Manager, Planning Division)*

ATTACHMENT: [Item11-AnnualReport.pdf](#)

12. Adopt a Resolution for Funding Agreement between the City and the Senior Center Inc. for Fiscal Year 2010-2011. (*Stephanie Osaze, Interim Assistant City Manager*)

ATTACHMENT: [Item12SrCenterFundingAgreement.pdf](#)

13. Adopt a Resolution Authorizing the Interim City Manager to Enter into an Agreement with the Association of Bay Area Governments (ABAG) to Receive Grant Funds to acquire and install storm drain trash capture devices in the amount of \$21, 235. (*Jay Farr, Maintenance Division Manager, Public Works*)

ATTACHMENT: [Item13StormDrainTrashCaptureGrant.pdf](#)

Recommendation: That Council Approve All Items on the Consent Calendar

The Consent Calendar; and, Items 14-17 may be addressed during Community Forum only, unless otherwise approved by Council

14. **Written Communications:**

A. Letter requesting Permit Fee Waiver from Carmen Garcia 116 Abelia Way, East Palo Alto, CA.

ATTACHMENT: [Item14WC-RequestforFeeWaiver-116AbeliaWayEPAdoc.pdf](#)

15. **Special Presentations: (*Presenters are asked to keep presentations to a limit of 10 Minutes*)**

Sponsored Employment Program (SEP) - (*Rev. Teirrah McNair, Program Coordinator, Sponsored Employment Program, One East Palo Alto*)

ATTACHMENT: [Item15SpecPres-SponsoredEmploymentProgram.pdf](#)

16. **Oral Reports**

A. Reports Out of Closed Session- (*Vincent C. Ewing, City Attorney*)

17. **Staff Reports**

A. Announcement: Joint City Council Planning Commission Meeting on the workshop plan for December 1, 2010 (*Carlos Martinez, RDA Division Manager*)

B. Planning Commission Meeting on December 13, 2010 (*Carlos Martinez, RDA Division Manager*)

C. Update on Rent Stabilization Program Ordinance Rules and Regulations (*Martha Packard, Interim Rent Stabilization Program Administrator*)

18. **City Council/Redevelopment Agency Reports**

19. **Community Forum**

HEARING(s)

20. Peninsula Care Givers collective public hearing. Appeal regarding establishment of medical marijuana dispensary. (*Vincent C. Ewing, City Attorney; Brent A. Butler, Planning Division Manager*)

ATTACHMENT: Item20-PeninCareGiversCollectiveAppealreMedlMarijuana.pdf

Policy and Action City Council/RDA Resolutions/Ordinance-First Readings, Informational Reports/ Approval Actions

City

21. Rent Stabilization Program Proposed 2011 Budget

RECOMMENDATION

That the City Council adopt a Resolution accepting the Rent Stabilization Program Boards Proposed Budget approved at the November 10, 2010 Regular Meeting.

ITEM 21'S REPORT NOT YET AVAILABLE

22. Cooley Landing Park Project Grant Applications (*Lily Lee, Cooley Landing Project Manager, Cooley Landing Project*)

ATTACHMENT: Item22ApplyGrantsSFFdnCalRecycPGECOoleyLanding.pdf

RECOMMENDATION:

- A. Adopt Resolution, by Roll Call, authorizing the Interim City Manager to apply for a Grant in the amount up to \$25,000 for the Cooley Landing Park Project from the San Francisco Foundation for Cooley Landing.
- B. Adopt Resolution, by Roll Call, authorizing the Interim City Manager to apply for a Grant in the amount up to \$750,000 for the Cooley Landing Park Project from the State of California Department of Resources Recycling and Recovery (CalRecycle) for Cooley Landing.
- C. Adopt Resolution, by Roll Call, authorizing the Interim City Manager to apply for a Grant in the amount up to \$25,000 for the Cooley Landing Park Project from the Pacific Gas & Electric (PG&E) Grant Program for Cooley Landing.

23. Request to purchase two (2) License Plate Readers (LPR's) from Hub-Data 911 of Alameda, CA.- (*Ronald Davis, Chief, Police Department*)

RECOMMENDATION:

That the City Council adopt a Resolution authorizing the Interim City Manager to purchase two (2) License Plate Readers (LPR's) from Hub-Data 911 of Alameda, CA in an amount not to exceed \$37,540. 12.

ITEM 23'S REPORT NOT YET AVAILABLE

24. Project We Hope Memorandum of Understanding and Request for funding: *(Wilbert Lee, Director, Housing Services Division)*

ATTACHMENT: Item24ProjectWeHopeMOUandRequestforFunding.pdf

RECOMMENDATION:

- a. That the City Council adopt a Resolution authorizing the Interim City Manager to enter into a Memorandum of Understanding between the City and Project We Hope; and
- b. That the City Council provide a matching grant for the Warming Shelter, for the homeless in the City of East Palo Alto for an amount not to exceed \$49,000.

25. **ADJOURNMENT**



City of East Palo Alto

ACTION MINUTES

By: *Minette Warren*

REGULAR JOINT CITY COUNCIL/REDEVELOPMENT AGENCY MEETING

TUESDAY, November 16, 2010

Closed Session: 6:00 p.m. – 7:00 p.m.

Study Session: 7:00 p.m. – 8:00 p.m.

Open Meeting - 8:00 p.m.

EPA Government Center

**2415 University Avenue First Floor - City Council Chamber
East Palo Alto, CA 94303-1164**

Note to the Public: You can view, on the City's Website, Staff Reports as PDF's following each Corresponding Agenda Item as Numbered at www.ci.east-palo-alto.ca.us

6:00 P.M. REGULAR JOINT CLOSED SESSION

Regular Joint Closed Session Call to Order

Roll Call

ABRICA, MARTINEZ, WOODS, ROMERO (EVANS/ABSENT)

1. Approval of the Closed Session Agenda (Government Code § 54957.7(a))

ACTION: Motion/Second: ABRICA/WOODS VOTE: 4-0

2. Joint Closed Session Community Forum

3. Adjournment into Closed Session

4. **Personnel Matters (Government Code § 54957.6)** (*David E. Woods, Mayor, Office of the City Council*)

- a. City Manager Contract Negotiations
- b. Complaint of Harassment

5. **Potential/Pending Litigation** (*Vincent C. Ewing, City Attorney*)

(*Disclosure may jeopardize service of process or existing settlement negotiations*)

- a) City of East Palo Alto vs. XXXXXXXX (*Vincent C. Ewing, City Attorney*)
- b) City of East Palo Alto vs. XXXXXXXX (*Karen Tiedemann, RDA Counsel*)
- c) Palo Mobile Estates v. City of East Palo Alto (*Vincent C. Ewing, City Attorney*)

- d) November Litigation Report (*Vincent C. Ewing, City Attorney*)

7:00 P.M.

STUDY SESSION

Roll Call

Present: Martinez, Abrica, Romero, Woods (EVANS/ABSENT)

6. Bay Conservation and Development Commission (BCDC) (*Steven Goldbeck, Assistant Director*)

The information regarding the Bay Conservation Projects was presented by Steven Goldbeck and accepted by Council

8:00 P.M. **REGULAR JOINT CITY COUNCIL/REDEVELOPMENT AGENCY MEETING**

Joint Call to Order and Roll Call

Roll Call:

Present: Martinez, Evans, Abrica, Romero, Woods

7. APPROVAL OF AGENDA

Action:

Motion/Second: Romero/Abrica **Vote:** 4-0

CONSENT CALENDAR - City Council/Redevelopment Agency Ordinances, Resolutions/ Informational Reports/Approval Actions and Motions

Resolutions and Motions

8. **4051**-The following action is recommended to be taken regarding a Memorandum of Agreement between the City of East Palo Alto and the East Palo Alto Sanitary District. (*David E. Woods, Mayor – Ruben Abrica, City Council Member*)
- A. Adopt a Resolution accepting and approving the Memorandum of Agreement between the City Council and the East Palo Alto Sanitary District Board; and
 - B. Direct the Interim City Manager to work with the General Manager of the East Palo Alto Sanitary District to develop, within 60 days of adoption by both jurisdictions, a list of common service areas where it is in the best interest of the tax payers to have the parties work together to share services in an effort to reduce overall costs associated with services to the public.

9. By motion, receive and file the City Treasurer's Report for the First Quarter ending September 30th, 2010. (*Brenda Olwin, Interim Director, and Peter Yee, Sr. Financial Services Manager, Finance Department*)
10. **4052**-Adopt a Resolution Authorizing the Interim City Manager to issue and solicit from firms and individuals request for proposal for Cooley Landing Project Management services. (*Lily Lee, Project Manager, Cooley Landing*)
11. By motion, Accept and file the *Annual Report* detailing actions taken by the Planning Commission during Fiscal Year 2009 to 2010 (*Brent A. Butler, AICP, CFM, Planning Manager, Planning Division*)
12. **4053**-Adopt a Resolution for Funding Agreement between the City and the Senior Center Inc. for Fiscal Year 2010-2011. (*Stephanie Osaze, Interim Assistant City Manager*)
13. **4054**-Adopt a Resolution Authorizing the Interim City Manager to Enter into an Agreement with the Association of Bay Area Governments (ABAG) to Receive Grant Funds to acquire and install storm drain trash capture devices in the amount of \$21, 235. (*Jay Farr, Maintenance Division Manager, Public Works*)

Recommendation: That Council Approve All Items on the Consent Calendar

Approval of Consent Calendar

Action:

Motion/Second: Romero/Abrica

Vote: 4-0

The Consent Calendar; and, Items 14-17 may be addressed during Community Forum only, unless otherwise approved by Council

14. **Written Communications:**
 - A. Letter requesting Permit Fee Waiver from Carmen Garcia 116 Abelia Way, East Palo Alto, CA.
15. **Special Presentations: (*Presenters are asked to keep presentations to a limit of 10 Minutes*)**
Sponsored Employment Program (SEP) - (*Rev. Teirrah McNair, Program Coordinator, Sponsored Employment Program, One East Palo Alto*)
16. **Oral Reports**
 - A. Reports Out of Closed Session- (*Vincent C. Ewing, City Attorney*)
17. **Staff Reports**
 - A. Announcement: Joint City Council Planning Commission Meeting on the workshop plan for December 1, 2010 (*Carlos Martinez, RDA Division Manager*)

B. Planning Commission Meeting on December 13, 2010 (*Carlos Martinez, RDA Division Manager*)

C. Update on Rent Stabilization Program Ordinance Rules and Regulations (*Martha Packard, Interim Rent Stabilization Program Administrator*)

18. City Council/Redevelopment Agency Reports

19. Community Forum

HEARING(s)

- 20. Peninsula Care Givers collective public hearing. Appeal regarding establishment of medical marijuana dispensary.** (*Vincent C. Ewing, City Attorney; Brent A. Butler, Planning Division Manager*)

THIS ITEM CONTINUED TO 11/30/10 SPECIAL MEETING

Policy and Action City Council/RDA Resolutions/Ordinance-First Readings, Informational Reports/ Approval Actions

City

- 21. 4055-Rent Stabilization Program Proposed 2011 Budget**

RECOMMENDATION

That the City Council adopt a Resolution accepting the Rent Stabilization Program Boards Proposed Budget approved at the November 10, 2010 Regular Meeting.

ACTION: MOTION/SECOND: ROMERO/ABRICA VOTE: 4-0

- 22. Cooley Landing Park Project Grant Applications** (*Lily Lee, Cooley Landing Project Manager, Cooley Landing Project*)

ACTION: MOTION/SECOND: ROMERO/ABRICA VOTE: 4-0

RECOMMENDATION:

- A. **4056-Adopt Resolution**, by Roll Call, authorizing the Interim City Manager to apply for a Grant in the amount up to \$25,000 for the Cooley Landing Park Project from the San Francisco Foundation for Cooley Landing.
- B. **4057-Adopt Resolution**, by Roll Call, authorizing the Interim City Manager to apply for a Grant in the amount up to \$750,000 for the Cooley Landing Park Project from the State of California Department of Resources Recycling and Recovery (CalRecycle) for Cooley Landing.
- C. **4058-Adopt Resolution**, by Roll Call, authorizing the Interim City Manager to apply for a Grant in the amount up to \$25,000 for the Cooley Landing Park Project from the Pacific Gas & Electric (PG&E) Grant Program for Cooley Landing.

ACTION: MOTION/SECOND: ROMERO/ABRICA VOTE: 4-0

23. **4059**-Request to purchase two (2) License Plate Readers (LPR's) from Hub-Data 911 of Alameda, CA.- (*Ronald Davis, Chief, Police Department*)

RECOMMENDATION:

That the City Council adopt a Resolution authorizing the Interim City Manager to purchase two (2) License Plate Readers (LPR's) from Hub-Data 911 of Alameda, CA in an amount not to exceed \$37,540. 12.

ACTION: MOTION/SECOND: ROMERO/ABRICA VOTE: 4-0

24. **4060**-Project We Hope Memorandum of Understanding and Request for funding: (*Wilbert Lee, Director, Housing Services Division*)

RECOMMENDATION:

- a. That the City Council adopt a Resolution authorizing the Interim City Manager to enter into a Memorandum of Understanding between the City and Project We Hope; and
- b. That the City Council provide a matching grant for the Warming Shelter, for the homeless in the City of East Palo Alto for an amount not to exceed \$49,000.

ACTION: MOTION/SECOND: ABRICA/WOODS VOTE: 4-0

25. **ADJOURNMENT**



**CITY OF EAST PALO ALTO
OFFICE OF THE CHIEF OF POLICE**

Date: November 16, 2010

To: Mayor and Members of the City Council

Via: ML Gordon, Interim-City Manager

From: Ronald L. Davis, Chief of Police

Re: That the City Council authorize the City Manager to accept, appropriate and expend the Bureau of Justice Assistance Grant (BJA) in an amount not to exceed \$37,540.12.

That the City Council authorize the City Manager to purchase two (2) License Plate Readers for the police patrol vehicles from Hub-Data 911, in an amount not to exceed \$37,540.12.

Recommendation

That the City Council:

That the City Council authorize the City Manager to accept, appropriate and expend the Bureau of Justice Assistance Grant (BJA) in an amount not to exceed \$37,540.12.

That the City Council authorize the City Manager to purchase two (2) License Plate Readers for the police patrol vehicles from Hub-Data 911, in an amount not to exceed \$37,540.12.

ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:

The recommendation is primarily aligned with Goal No. 1 – Enhance Public Safety and Emergency Preparedness.

Background

The City of East Palo Alto Police Department has funding available from the Bureau of Justice Assistance Grant (BJA) which will expire in December of this year. To further advance the Police Department's ongoing efforts to enhance our professionalism and efficiency, the Department is seeking to purchase two License Plate Readers. License Plate Readers have been recognized to have the ability to enhance police operations and augment an agency's analytical ability.

License Plate Readers play an increasingly important role in public safety by enhancing productivity, effectiveness, and officer safety. License Plate Readers are able to recognize, read, and compare motor vehicle license plates against various stolen and

wanted vehicle lists much more efficiently than officers manually scanning and making comparisons while on patrol. License Plate Readers can observe and record thousands of plates an hour in various lighting and weather conditions. License Plate Readers consist of high-speed cameras and sophisticated computer algorithms capable of converting the images of license plates into computer-readable data. The technology automatically compares license plates against key databases for stolen and wanted vehicles, and records the date, time, and location at which the image was captured. The technology has proven particularly effective for law enforcement in a variety of operational settings.

Law enforcement agencies are charged with protecting the public as well as investigating crimes and criminal conduct. License Plate Readers serve four specific public safety goals. Specifically, License Plate Reader data can be used: (a) in various forms of crime analysis; (b) to alert law enforcement officials that a license plate number on a hot list is in proximity to a License Plate Reader camera; (c) to monitor the movements of vehicles operated by individuals subject to preexisting geographical limitations on their travel; and (d) to identify instances of criminal conduct that might have previously gone undetected without the aid of the License Plate Reader system.

The International Association of Chiefs of Police passed a resolution about License Plate Reader technology during their annual conference in 2007 that strongly encourages the use of License Plate Readers and similar technology.

Cost Comparison

In accordance with the City's procurement procedures and policies, staff obtained three (3) bids for the License Plate Readers. Each of the three bids received were for the license plate readers and the additional accessories needed for implementation. Below is a chart that outlines the three (3) bids.

Vendor	Cost per camera	Cost for 2 cameras
Hub-Data 911	\$18,770.06	\$37,540.12
Vigilant Video	\$19,910.00	\$39,820.00
MPH Industries	\$32,690.00	\$65,380.00

Fiscal Impact:

There is no negative impact to the General Fund to purchase the License Plate Readers. The total cost of \$37,540.12 will be covered by the Bureau of Justice Assistance Grant (BJA). A minimal cost may exist to maintain the License Plate Readers, however it is anticipated that cost would be covered by the General Fund

Attachments

- A. Hub-Data 911 bid
- B. Vigilant Video bid
- C. MPH Industries bid

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF EAST PALO ALTO CITY COUNCIL TO AUTHORIZE THE CITY MANAGER TO ACCEPT, APPROPRIATE AND EXPEND THE BUREAU OF JUSTICE ASSISTANCE GRANT (BJA) IN AN AMOUNT NOT TO EXCEED \$ 37,540.12.

WHEREAS, the City of East Palo Alto has been awarded the Bureau of Justice Assistance Grant (BJA), and;

WHEREAS, the grant funding needs to be utilized prior to December 31, 2010, and;

WHEREAS, the License Plate Readers will augment the police department's operations and analytical ability, and;

WHEREAS, the International Association of Chiefs of Police passed a resolution recommending the use of License Plate Readers due to their proven ability to augment the efficiency of police operations and increase the percentage of recovered stolen vehicles and vehicles associated with crimes.

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of East Palo does hereby authorize the City Manager to accept, appropriate and expend the Bureau of Justice Assistance Grant (BJA) grant fund for an amount not to exceed \$ 37,540.12.

PASSED AND ADOPTED by the City Council of the City of East Palo Alto on the ____ day of November 2010 by the following vote:

AYES:

NAES:

ABSENT:

ABSTAIN:

ATTEST:

David Woods, Mayor

ML Gordon, Interim City Manager

APPROVED AS TO FORM:

Vincent C. Ewing City Attorney

A Quotation Prepared For:		
East Palo Alto Police Department		Hub-Data911
Attn:	Officer Rock Stilwell	Michael Mattal Regional Manager
Address:	141 Demeter St. East Palo Alto, CA	916-543-4858 michael.mattal@data911.com
City, St, Zip:	94303	Lisa Cayce Inside Sales Representative
Office No:	510-760-1232	Office 636-532-4911 x 107 Fax 636-532-4916
Email:	rstilwell@cityofepa.org	lisa.cayce@data911.com
Quote Date:	November 04, 2010	
Quote Number:	114-2010-110410	
Attachment A for Payment Terms Agreement		

Qty	Part #	Description	Unit Price	Extended
M6 Mobile Data System				
1	SV12DM6II	Data911 M6 Mobile Data System	\$5,395.50	\$5,395.50
		12.1" Color Touchscreen display, XGA resolution, internal stereo audio speakers		
		Intel Core2Duo 2.2 GHz processor, 2 GB RAM, 40 GB SATA Hard Drive		
		3 Serial Ports (DB9), 4 USB Ports, 1 FireWire (IEEE 1394) Ports		
		1 Type I/II Card Bus slot		
		1 ExpressCard slot		
		1 Internal PCI Express Mini Card slot		
		Digital Audio (SoundBlaster Compatible)		
		Analog Video Out (DB15)		
		Ethernet 10/100/1000 BaseT (RJ45)		
		Windows 7, Operating System		
		Keyboard, back-lit, liquid resistant, with touch pad (USB)		
		Integrated Automotive Power Supply		
		Power Control Module		
		4 General Purpose I/O Ports		
		Component Thermal Management		
		Standard Cable Kit (2m display cables for Crown Vic glove box mounted CPU)		
		Warranty: Thirty-nine months		
Expansion Options:				
	BA-01-6006-U	GPS Module (requires separate 3.3v tolerant antenna with SMA connector-not included)	\$161.10	Optional
	BA-01-6007-U	WiFi Module, 802.11a/b/g/n (requires separate antenna-not included)	\$134.10	Optional
Other Options:				
1	D9-05-6001-U	Extended Cable Kit (6m display, 7m audio, 18ft USB keyboard extension)	\$113.52	\$113.52
Mobile Digital Video & LPR				
1	MDVRII	Data911 Mobile Digital Video System	\$3,079.12	\$3,079.12
		Mobile Digital Video Recorder Unit		
		10x Optical 4x Digital Zoom Video Camera		
		Windshield camera mount		
		Self-Syncing Wireless microphone		
		GPS Antenna-Magnetic Mount (choose white or black)		
		4GB CF Memory Card		
		Cable Kit		
		One Year Warranty: includes telephone help desk support, software updates and version upgrades and hardware components		
1	D9-12-2003	Digital Video Rear Seat Camera package (rear seat IR camera and cable kit) includes upgrade to 8GB CF Memory card	\$342.32	\$342.32
1	D9-12-2012	Sony EX20D Front Camera Upgrade	\$78.32	\$78.32
1	D9-12-011	"MobileVid" Digital Video Client software license (per MDVS)	\$439.12	\$439.12
1	D9-12-031	"VidNet" Digital Video Server software license (per MDVS)	\$703.12	\$703.12
1	D9-12-DCLPR	Dual Camera LPR Hardware Solution	\$2,585.00	\$2,585.00
1	D9-12-DVCLPR	Digital Video Client License Plate Recognition license (per MDVS)	\$3,519.12	\$3,519.12
1	D9-12-DVSLPR	Digital Video Server License Plate Recognition license (per MDVS)	\$175.12	\$175.12
1	D9-12-VNM	VidNet Mapping	\$199.00	Optional
Extended HW Warranty and SW Support Options				
	MA7001	Data911 M6 One Additional Year (Four Years from Date of Purchase)	\$297.00	
	MA7081	Data911 Mobile Digital Video Package One Year (Two Years from Date of Purchase) Hardware Components; MobileVid & VidNet SW support	\$395.00	
	D9-12-DVCLPR-EW	One Year (Two Years from Date of Purchase) LPR Hardware Components; LPR Client & Server software support	\$468.00	
	D9-12-VSS	One Year (Two Years from Date of Purchase) VidNet Mapping SW support	\$39.00	

Services (one-time cost)

1	SV-OFSTR	Training at Client Site	\$750.00	\$750.00
			Subtotal	\$17,180.26
		Shipping (customer pick up or delivery by Data911 personnel)	\$88.00	
		Tax (9.25%) Sales Tax not calculated on shipping or services		\$1,519.80
			Total Quote	\$18,700.06

THIS BUDGETARY QUOTE DOES NOT CONSTITUTE AN OFFER UNLESS INCORPORATED AS "ATTACHMENT A" TO THE PAYMENT TERMS AGREEMENT.

Details:

Prices quoted valid for Thirty days.

Third-party HW and SW components sold subject to manufacturers' written warranties. No other warranties are expressed or implied by Data911 Systems

All orders subject to Data911 standard Cancellation/Return Policy, which may result in fees. Return of items may be subject to a 15% restocking fee.

Mobile Digital Video System has been quoted above for the vehicles along with DV server software licensing; a complete Mobile Digital Video project would incur additional costs which would include but are not limited to server hw, implementation/configuration, training, project management, wireless network, etc.

Please issue Purchase Order to: Hub Data911, 2021 Challenger Dr., Alameda, CA 94501

Fax to: 636-532-4916; Attention: Lisa Cayce, Inside Sales Representative

Vigilant Video		Vigilant Video 2021 Las Positas Court Suite # 101 Livermore, California 94551 (P) 818-915-8085 (F) 925-398-2113			
Attention:	East Palo Alto Police Department	Date	11/2/2010		
Project Name:	EPAPD	Quote Number:	AWW-0019-01-EPAPD		

PROJECT QUOTATION

We at Vigilant Video are pleased to quote the following systems for the above referenced project:

Qty	Model #	Description
(1)	Mobile LPR SYS-1 CDMC2PA13--	CarDetector - Condor DSP Based Mobile LPR 2-Camera System (Expandable to 4 Cams) <u>Software Includes:</u> - Includes CarDetector software application, MDC Viewer application & OCR engines - Includes Camera control package, Hot-List Management & reporting capabilities - CarDetector Mobile LPR Software Version 4.2 <u>Hardware Includes:</u> - Includes solid state DSP Unit (No Moving Parts) - Expands to 4 cameras - System Shall have Single Point Power Connection w/ SAE certified Wiring Harness - Permanent SAE rated wiring harness (Direct To battery) - Field Installed Garmin GPS Receiver - Includes Qty=1 "C" Series IR/Color LPR Camera - 16mm Lens Package - Includes Qty=1 "C" Series IR/Color LPR Camera - 35mm Lens Package
(1)	VV-SL-1	Vigilant Video Law Enforcement Product Family Site License - Tier 1 - Provides access to Vigilant Video's Law Enforcement Family of Video Analytics software product(s) includes Car Detector Mobile LPR Edition, Car Detector Fixed LPR Edition, Law Enforcement Archive & Reporting Network Server (LEARN), CamSmartz, LineUp and other software applications considered by Vigilant Video to be applicable for benefit of law enforcement agencies - Includes all technical support, software maintenance, bug fixes, patches, minor software upgrades, major software upgrades and all utilities released within the product evolution - As per the Vigilant Video Law Enforcement Product Family Site License agreement
(1)	VV-LEARN--H	LEARN-NVLS LPR Data Hosting Service via National Law Enforcement LPR Server - Includes automated 'Hot-List' management with refresh intelligence - Automated CarDetector software update management - Database of all LPR data acquired by each CarDetector system including images - Complete search, mapping, query and data mining utilities w/ administrative security - Requires NO server hardware, NO server maintenance - Plug-N-Play an unlimited number of CarDetector LPR systems
(1)	VV-LEARN--S	Vigilant Video's Law Enforcement Archival Reporting Network Software - LEARN - Includes automated 'Hot-List' management with refresh intelligence - Automated CarDetector software update management - Database of all LPR data acquired by each CarDetector system including images - Complete search, mapping, query and data mining utilities w/ administrative security - Requires license for MS-Windows 2003/08 Server & MS-SQL 2005/08 Provided BY OTHERS - Server hardware & required software (including OS) provided & installed BY OTHERS.
(1)	SSU-LN-COM	Vigilant Video Start Up, Configure and Commissioning of the LEARN Server Application - Vigilant Video certified technician to visit site for up to 8 hours - Set up and configuration of the LEARN Server application (Software/Hardware) - Required for all LEARN deployments w/ hardware provided BY OTHERS
(1)	SSU-12-COM	Start Up, Configure & Commission the CarDetector Mobile System - 1 or 2 Camera Kit - Vigilant Video certified technician to visit site for up to 3 hours - Set up and configuration of CDMS & LEARN hardware/software system
(1)	TRNG-CDMS	Vigilant Video's End User Staff Training for CarDetector Mobile System & LEARN - Vigilant Video certified technician to visit site for up to 4 hours - Training to include set up, configuration and demonstration of all product features

(1)	CDMC25HWWE	CDMS 5 Year Extended Hardware Warranty - 2-Camera Condor DSP Kit • Full replacement hardware component warranty • Valid for 5 years from date of purchase
(4)	Labor	Labor to Install Vigilant Video CDMS on Law Enforcement vehicle

NOTES:

1. All prices are quoted in USD and will remain firm and in effect for 60 days.
2. Central compute resource hardware sold separately unless explicitly stated above.
3. Complete system to be delivered within 30 days of AOR (After Receipt of Order).
4. No permits, start-up, installation, and or service included in this proposal unless explicitly stated above.
5. Start Up and Training services are exclusive of travel costs - Cost to be borne BY OTHERS.
6. Two (2) year warranty on all hardware components / Ninety (90) days warranty on all software components.
7. Compatibility with Vigilant Video hardware/software to be confirmed prior to sale.
8. Compliance to local codes neither guaranteed nor implied.
9. Software is manufactured under strict Vigilant Video standard.
10. All orders subject to credit acceptance by Vigilant Video management.
11. This Quote does not include anything outside the above stated bill of materials.

Quoted by: Andy Watson Phone: 707-435-9233 Email: andy@wattco.net

Total Price (Excluding sales tax):	\$19,910.00	
Accepted By:	Date:	P.O. #

1 Car Setup 2. Cameras inside car

MPH Industries
316 East 9th. St. - Owensboro, KY 42303
888-689-9222
Fax 270-685-6288
sbivins@mphindustries.com

QUOTE

Date	Quote Number
10/07/10	AAAQ5155

Sold To: East Palo Alto PD CA
Sgt Stilwall
2415 University Ave
East Palo Alto, CA 94303

Email: rstilwell@cityofepa.org
Phone: (650)853-3160
Fax:

Ship To: East Palo Alto PD CA
Sgt Stilwall
2415 University Ave
East Palo Alto, CA 94303

Phone: (650)853-3160
Fax:

Terms	Rep	P.O. Number
net 30 days	Susan Bivins	

Qty	Description	Unit Price	Ext. Price
2	Portable AutoVu Patroller kit (single unit) w/Sharp 16 mm lens, 850 nm (IR) illumination	\$12,820.00	\$25,640.00
1	USB GPS Unit	\$100.00	\$100.00
1	MapInfo StreetPro mapping data per vehicle for one US county	\$1,020.00	\$1,020.00
2	Battery to Break Out Unit Cable	\$55.00	\$110.00
1	Genetec Security Center (GSC) Base Package - Version 4.0 Includes one (1) GSC Directory, one (1) Security Desk client connection, Alarm Management, Advanced Reporting, System Partitioning, Incident Reports, Macros Support (actual macros sold separately), and Dynamic Map Support. Must purchase a GSC Synergis Access Control Module to enable access control functionality and/or the GSC Omnicast Video Module to enable Omnicast 4.x video functionality. Omnicast 4.x system required (sold separately).	\$500.00	\$500.00
1	GSC AutoVu Standard Base Package. Works with Genetec Security Center (sold separately) Includes: One (1) AutoVu LPR manager and two (2) fixed Sharp camera connection. SQL 2008 Express Edition included. Full Microsoft SQL Server 2008 package not included.	\$1,350.00	\$1,350.00

Qty	Description	Unit Price	Ext. Price
1	AutoVu Mobile Hotlist system onsite turn-key installation for 1 vehicle. All inclusive installation services (travel and living expenses included). - Back Office and Operator training (train the trainer approach) max. of 3 participants. - Installation occurs during normal business hours.	\$3,750.00	\$3,750.00
2	Shipping per unit	\$110.00	\$220.00
		SubTotal	\$32,690.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$32,690.00

****Quote valid for 90 days from above date****

****Sales Tax not included if applicable.**

City resolution no. 4059

RESOLUTION NO. 4059**A RESOLUTION OF THE CITY OF EAST PALO ALTO CITY COUNCIL TO
AUTHORIZE THE CITY MANAGER TO PURCHASE TWO LICENSE PLATE
READERS (LPRS) FROM "HUB-DATA 911" FOR AN AMOUNT NOT TO EXCEED
\$37,540.12**

WHEREAS, The City of East Palo Alto and its residents agree upon the negative effect crime in our community;

WHEREAS, the City Council accepted a \$424,815 grant from the United States Department of Justice, Bureau of Justice Assistance (BJA) in 2008 to enhance the Police Department's technology and ability to fight crime and violence;

WHEREAS, the use of License Plate Readers (LPRs) will enhance the Department's technological capacity and contribute to the reduction of crime and violence;

WHEREAS, the International Association of Chiefs of Police (IACP) – the oldest and largest law enforcement executive association in the United States – recommends the use of License Plate Readers due to their proven ability to increase the efficiency of police operations and decrease stolen vehicles and vehicles associated with crimes.

WHEREAS, staff, in accordance with the City procurement procedures, received three bids for the purchase of two License Plate Readers (LPRs) from Hub-Data 911; Vigilant Video and MPH Industries.

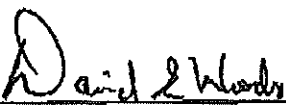
WHEREAS, Hub-Data 911 submitted the lowest qualified bid for a total amount of \$37,540.12.

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of East Palo does hereby authorize the City Manager to purchase two License Plate Readers from Hub Data 911 in an amount not to exceed \$37,540.12.

RESO 4059

PASSED AND ADOPTED by the City Council of the City of East Palo Alto on the 16th day of November 2010 by the following vote:

AYES:	MARTINEZ, ABRICA, ROMERO, WOODS
NAES:	0
ABSENT:	EVANS
ABSTAIN:	0



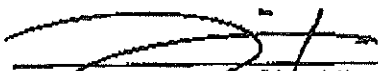
David Woods, Mayor

ATTEST:



ML Gordon, Interim City Manager

APPROVED AS TO FORM:



Vincent C. Ewing City Attorney

Purchase Order



City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

PURCHASE ORDER

PURCHASE ORDER NO.

ENTERED BY: _____

DATE: _____

VENDOR ID: _____

Hub-Data 11
Attn Lisa Calk
Ph 636-532-4411 x109

QUANTITY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
2	each	Data 11 MG Mobile Data System		10,350.00
		Data 11 Mobile Digital Video System		
		Per Quote # 114-2010-11610		
		Per Resolution # 4059 (\$18,770.00)		
PO #				
FUND	DEPARTMENT	EXPENDITURE	COST CENTER	ALLOCATION
213	76100	7420	P10	37,540.12
213	76100	7420	P16	\$ 1110.00
				SHIPPING/HANDLING
				SALES TAX
				TOTAL

38,700.12

12/6/10

DATE

RECEIVING EMPLOYEE / BUYER

DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE

In conformance with Section 29705 of the Government Code, I approve this claim for allowance.

12/6/10

DATE

I hereby certify that there are funds in this appropriation account which are now encumbered for the amount of this purchase order:

DATE

FINANCE DEPARTMENT

In conformance with Section 29704 and 29705 of the Government Code, I hereby certify as to the correctness of the above computations and hereby approve this claim for payment.

CITY MANAGER'S OFFICE

IMPORTANT: Mail invoice in triplicate * No charge for packing or freight will be allowed on this order * Invoices with prepaid transportation charges must be supported by original receipted bill * Please contact buyer noted above in reference to any questions or changes on this order * Purchase Order Number must appear

000825

A Quotation Prepared For:

East Palo Alto Police Department

Attn: Officer Rock Stilwell
Address: 141 Demeter St.
East Palo Alto, CA
City, St, Zip: 94303
Office No: 510-760-1232
Email: rstilwe@capd.org

Hub-Data911

Michael Mattal Regional Manager
916-543-4858
michael.mattal@data911.com
Lisa Cayce Inside Sales Representative
Office 636-532-4911 x 107 Fax 636-532-4916
lisa.cayce@data911.com

Quote Date: November 16, 2010
Quote Number: 114-2010-111610

Attachment A for Payment Terms Agreement

Qty	Part #	Description	Unit Price	Extended
M6 Mobile Data System				
1	SV12DM611	Data911 M6 Mobile Data System 12.1" Color Touchscreen display, XGA resolution, Internal stereo audio speakers Intel Core2Duo 2.2 GHz processor, 2 GB RAM, 40 GB SATA Hard Drive 3 Serial Ports (DB9), 4 USB Ports, 1 FireWire (IEEE 1394) Ports 1 Type I/II Card Bus slot 1 ExpressCard slot 1 Internal PCI Express Mini Card slot Digital Audio (SoundBlaster Compatible) Analog Video Out (DB15) Ethernet 10/100/1000 BaseT (RJ45) Windows 7, Operating System Keyboard, back-lit, liquid resistant, with touch pad (USB) Integrated Automotive Power Supply Power Control Module 4 General Purpose I/O Ports Component Thermal Management Standard Cable Kit (2m display cables for Crown Vic glove box mounted CPU) Warranty: Thirty-nine months	\$5,395.50	\$5,395.50
Expansion Options:				
	BA-01-6008-U	GPS Module (requires separate 3.3v tolerant antenna with SMA connector-not included)	\$161.10	Optional
	BA-01-6007-U	WiFi Module, 802.11a/b/g/n (requires separate antenna-not included)	\$134.10	Optional
Other Options:				
1	D9-05-6001-U	Extended Cable Kit (6m display, 7m audio, 16ft USB keyboard extension)	\$113.52	\$113.52
Mobile Digital Video & LPR				
1	MDVR11	Data911 Mobile Digital Video System Mobile Digital Video Recorder Unit 10x Optical 4x Digital Zoom Video Camera Windshield camera mount Self-Syncing Wireless microphone GPS Antenna-Magnetic Mount (choose white or black) 4GB CF Memory Card Cable Kit One Year Warranty: Includes telephone help desk support, software updates and version upgrades and hardware components	\$3,079.12	\$3,079.12
1	D9-12-2003	Digital Video Rear Seat Camera package (rear seat IR camera and cable kit) includes upgrade to 8GB CF Memory card	\$342.32	\$342.32
1	D9-12-2012	Sony EX20D Front Camera Upgrade	\$78.32	\$78.32
1	D9-12-011	"MobileVid" Digital Video Client software license (per MDVS)	\$439.12	\$439.12
1	D9-12-031	"VidNet" Digital Video Server software license (per MDVS)	\$703.12	\$703.12
1	D9-12-DCLPR	Dual Camera LPR Hardware Solution	\$2,585.00	\$2,585.00
1	D9-12-DVCLPR	Digital Video Client License Plate Recognition license (per MDVS)	\$3,519.12	\$3,519.12
1	D9-12-DVSLPR	Digital Video Server License Plate Recognition license (per MDVS)	\$175.12	\$175.12
1	D9-12-VNM	VidNet Mapping	\$189.00	Optional
Extended HW Warranty and SW Support Options				
	MA7001	Data911 M6 One Additional Year (Four Years from Date of Purchase)	\$297.00	
	MA7081	Data911 Mobile Digital Video Package One Year (Two Years from Date of Purchase) Hardware Components; MobileVid & VidNet SW support	\$395.00	
	D9-12-DVCLPR-EW	One Year (Two Years from Date of Purchase) LPR Hardware Components; LPR Client & Server software support	\$468.00	
	D9-12-VSS	One Year (Two Years from Date of Purchase) VidNet Mapping SW support	\$39.00	

Order for 2 @ 19,350.06 each
23723

000826

Services				
1	SV-OFSTR-1	Installation of Data911 equipment in vehicle	\$650.00	\$650.00
1	SV-OFSTR	Training at Client Site (one time cost)	\$750.00	\$750.00
			Subtotal	\$17,830.26
		Shipping (customer pick up or delivery by Data911 personnel)	\$88.00	
		Tax (9.25%) Sales Tax not calculated on shipping or services		\$1,519.80
			Total Quote	\$19,350.06
THIS BUDGETARY QUOTE DOES NOT CONSTITUTE AN OFFER UNLESS INCORPORATED AS "ATTACHMENT A" TO THE PAYMENT TERMS AGREEMENT.				
Details:				
Prices quoted valid for Thirty days.				
Third-party HW and SW components sold subject to manufacturers' written warranties. No other warranties are expressed or Implied by Data911 Systems				
All orders subject to Data911 standard Cancellation/Return Policy, which may result in fees. Return of items may be subject to a 15% restocking fee.				
Mobile Digital Video System has been quoted above for the vehicles along with DV server software licensing; a complete Mobile Digital Video project would incur additional costs which would include but are not limited to server hw, implementation/configuration, training, project management, wireless network, etc.				
Please Issue Purchase Order to: Hub Data911, 2021 Challenger Dr., Alameda, CA 94501				
Fax to: 636-532-4916; Attention: Lisa Cayce, Inside Sales Representative				