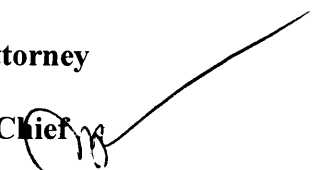


TIBURON POLICE DEPARTMENT
1155 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: **August 8, 2012**

To: **Ann Danforth, Town Attorney**

From: **Michael Cronin, Police Chief** 

Subject: **ACLU CPR Request of July 31, 2012**

The following records in my possession as of the date of the request are submitted:

1. TPD Policy 378 (2 pages)
2. Staff Report dated March 4, 2009 (5 Pages)
3. TPD Memo dated January 26, 2012 (2 Pages)
4. Staff Report dated November 18, 2009 (7 Pages)
5. RFP's (4 each) (36 Pages)
6. "Proposed Security Camera Information Sheet" March 2009 (2 Pages)
7. E-mails related to ALPRS use (9 Pages)

Public Safety Camera System

378.1 PURPOSE AND SCOPE

The Town of Tiburon operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the Town. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

378.2 POLICY

Cameras may be placed in strategic locations throughout the Town at the direction or with the approval of the Chief of Police. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist Town officials in providing services to the community.

378.3 PROCEDURE

The following procedures have been established for the effective operation of the public safety camera system.

378.3.1 MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in the Shift Sergeant's Office and the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the dispatcher may selectively view the appropriate camera and relay any available information to responding units. The Shift Sergeant or the Communications Center personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Communications Center for monitoring by other than police personnel when the provision of such access is in furtherance of this policy.

The cameras only record images and do not record sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

- (a) To assist in identifying, apprehending and prosecuting offenders.
- (b) To assist in gathering evidence for criminal and civil court actions.
- (c) To help emergency services personnel maintain public order.
- (d) To monitor pedestrian and vehicle traffic activity.
- (e) To help improve the general environment on the public streets.
- (f) To assist in providing effective public services.

378.3.2 TRAINING

Personnel involved in video monitoring will be appropriately trained and supervised.

Tiburon Police Department

Policy Manual

Public Safety Camera System

378.3.3 PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

378.3.4 CAMERA MARKINGS

Except in the case of covert operations or confidential investigations, all public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs shall be well lit to ensure visibility.

378.4 MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons.

Recordings not otherwise needed for official reasons shall be retained for a period of not less than seven days and thereafter may be erased. The system shall be configured to automatically purge any recordings older than 30 days.

378.5 REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and booked in accordance with current departmental evidence procedures.

378.5.1 PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Communications Supervisor, who will promptly research the request and submit the results of such search through the Chief of Police to the Town Attorney's office for further handling. Every reasonable effort should be made to preserve the data requested until the request has been fully processed by the Town Attorney's office.

Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.

378.6 ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this policy and any proposed policy changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
March 4, 2009
Agenda Item:

STAFF REPORT

To: **Mayor and Members of the Town Council**

From: **Police Department**

Subject: **Request for Direction on Security Camera Program on Tiburon Boulevard and Paradise Drive**

Reviewed By: _____

SUMMARY

This report provides information on the potential benefits of a security camera system that would capture license plate numbers as cars enter and depart the peninsula. It describes our current crime profile, how the system might work by providing a forensic or "post crime" tool for solving cases as well as related information regarding funding and implementation. Staff is seeking direction from the Town Council regarding next steps in the process of acquiring a security camera system, including policy guidance on use of the system, and authorization to bid the project.

BACKGROUND

The most common property crime occurring in Tiburon is theft, either of vehicles or from vehicles and residences. In 2007 we experienced 97 thefts, 17 burglaries and 10 auto thefts. The loss totaled just over \$500,000.00. Residents of Belvedere and the unincorporated area of the peninsula had the same experience proportionately. In 2008 there were 99 thefts, 20 burglaries and 2 auto thefts and losses totaling just over \$200,000.00. The decline in monetary loss was almost entirely attributable to the drop in the number of stolen cars.

ANALYSIS

Following a sharp increase in thefts in February of 2008, the Police Department focused staffing heavily on these cases and obtained a number of arrests. In reviewing the thefts we determined that:

- Most of the crimes were committed between midnight and dawn.
- The perpetrators were not residents of the peninsula.
- The perpetrators all had extensive criminal histories.

From this we concluded that additional arrests could have been made if we had a reliable method of determining what vehicles came and went on the peninsula immediately preceding the occurrence of crimes. The most efficient and cost effective method of determining that would be the employment of a camera system capable of capturing vehicle and license plate images of cars entering and leaving the peninsula. Ideally, the cameras would be located near the Town limits on Paradise Drive and just west of Blackfield Drive on Tiburon Boulevard.

To reap the benefit of the experiences of other agencies and to determine what specific technology might work best for our situation, staff queried all California police departments through the California Police Chiefs Association network. We received over thirty responses from agencies using some kind of camera system other than those used solely for red light violators. The majority of the responding agencies were using cameras to monitor sensitive facilities, or areas where street crimes were common. A number of them use systems that "read" license plates and check a data base to determine if the vehicle is stolen or wanted in connection with a serious crime or an Amber alert. The CHP is among the largest users of the system and has deployed it in patrol units and at fixed sites with great success. Over the past five years, use of security camera systems by a growing number of municipal police departments has resulted in the recovery of innumerable stolen cars and many felon arrests.

The approach we are considering would place that type of system in fixed locations. We anticipate that six cameras would be required to capture the four lanes on the identified stretch of Tiburon Boulevard and two lanes on Paradise Drive. Each camera would be fully web enabled, capable of transmitting a single digital image of every vehicle passing its location to a server and equipped with night vision. In most cases, staff would be able to determine the color and the make of the vehicle in addition to the license plate. We would almost certainly not be able to identify any individual in the vehicle from the image captured by this system because it would be sighted to capture the back of vehicles only.

The images would be recorded continuously and securely stored for a pre-defined period and reviewed following a report of a crime. Since we are often able to narrow the time frame of a crime down to a few hours, the review would be fairly simple. The data base could be searched for license plates captured entering and leaving Town within a specified time period, producing a fairly short list of license plate numbers which in turn would provide access to the name of the registered owner. Those names could be run against criminal history data bases maintained by the state to produce a shorter list for follow up by the department's detective. Simply capturing the license plate and checking the registration or the criminal history data base does not produce a "police record" for any individual.

The system has the capability of notifying the Police Department within seconds if a particular license plate passes through the system and we anticipate using that feature in cases where we have established that a specific vehicle is involved in some criminal activity. Images would be immediately available in real time but the system would not be used in this manner except in extraordinary circumstances.

After concluding that a cost effective system was feasible, staff sought public input. An article outlining the concept appeared in the last print newsletter that was mailed to all Tiburon households in October of 2007. In 2008, a lengthy article appeared in Tiburon Talk. Both articles encouraged the public to let us know what they thought of the idea. Staff received about thirty responses via email and telephone. Favorable responses outnumbered unfavorable by about 7 to 1. Some supporters expressed the need for a strong policy to prevent abuse. Those who were opposed objected on the basis of privacy concerns.

PRIVACY ISSUES

Public concern about government use of cameras is widespread and there are certainly examples of abuse. Almost all those examples involve “pan, tilt and zoom, cameras” that were actively monitored and were used either in a voyeuristic manner or to target minorities.

The problems associated with the use of cameras in public spaces were examined in a paper published by the ACLU in 2007 titled, “Under the Watchful Eye”. The ACLU persuasively disputes that cameras are a cost effective deterrent, citing examples where cameras were deployed to prevent street crime and were unsuccessful. However, we do not propose using the cameras as a deterrent, nor would we use the type of surveillance cameras that are the focus of the ACLU’s arguments. They highlighted abuse of “pan, tilt and zoom cameras” that could be remotely controlled by police – something we are not contemplating – and a general lack of written policies governing the use of cameras - something we have addressed (see attached draft policy). The report also expressed concern over retention of images and the availability of those images for inspection under the Public Records Act. We would make them available for inspection in accordance with the requirements of the Act. Generally speaking, we would not retain these images beyond a very limited period, therefore they would not be subject to the Act. However, we would make any retained images available for inspection to the extent that the Act requires.

The ACLU also advanced the theory that an individual has a right to a “zone of privacy” around his or her person which is violated by surveillance cameras. However, the same report also acknowledges that no such “zone” has ever been recognized by the courts. On the contrary, California courts have held that video recording of activity in public places does not violate any constitutional privacy rights. *Vo v. City of Garden Grove* (2004) 115 Cal.App.4th 425, 448-449.

Generally, when a police officer sees something in "plain view" or "plain sight" from a place he or she has a right to be, no search has taken place in any constitutional sense, because the person has no reasonable expectation of privacy as to items which are in plain view. *Horton v. California* (1990) 496 U.S. 128; *People v. Edelbacher* (1989) 47 Cal. 3d 983, 1015; *People v. Arango* (1993) 12 Cal. App. 4th 450, 455. It is also legal for police to do a registration check on a vehicle observed in a public place, or any place an officer has a right to be, even if there is no reasonable suspicion of criminal activity. Again, this is because there is no expectation of privacy in a license plate on the exterior of a car being driven in public. *U.S. v. Diaz-Castaneda* (9th Cir. 2007) 494 F.3d 1146, 1151. Collectively, these principles indicate that the Town can place a camera and view any images captured by it if an officer would have had a legal right to be where the camera was when it captured an image in plain sight.

The cameras we are considering are fixed to view a small portion of the roadway and cannot be remotely controlled. The images are fleeting as cars move through the viewing area and the cameras do not have the capability to zoom in to view the car's interior. The cameras would be positioned to view cars from the rear, further limiting any ability to see into the interior or view the passengers.

FINANCIAL IMPACT

While a particular camera has not been identified and the final selection of camera vendor would be a function of a public bidding process, staff has researched options and has a clear concept of what might be needed to make the system function as described above. Because the system would be of direct benefit to the City of Belvedere and Marin County, both of those entities have been approached to join this effort and have expressed preliminary willingness to cost-share the project. Tiburon also has grant funding from ABAG (Association of Bay Area Governments) to help offset costs. An appropriation of \$20,000.00 is in this fiscal year budget to explore obtaining a security camera system. Although the necessary General Fund contribution to the project is unknown at this time, acquisition and installation costs could be somewhat higher, possibly closer to \$30,000.

RECOMMENDATION AND NEXT STEPS

Staff respectfully requests direction from the Town Council on several aspects of this undertaking:

1. Concurrence that staff should continue to investigate the options, cost and placement of a license plate capture system
2. Direction on general policy for the use of the system (setting forth limits on its use and duration of data storage)

If Council does direct staff to continue, staff will:

1. Develop a program that specifies camera type, software, location and mounting options, and technical capabilities
2. Negotiate with the participating agencies regarding cost sharing arrangements, including annual cost of maintenance
3. Bid the project, including a maintenance contract for the system
4. Refine and return with a policy on system use for Town Council review and approval
5. Return to Town Council for award of bid and final direction on implementation of the project.

Prepared By: Michael J. Cronin, Chief of Police
Peggy Curran, Town Manager
Ann Danforth, Town Attorney



TIBURON POLICE DEPARTMENT

1155 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: **January 26, 2012**

To: **Margaret Curran, Town Manager**

From: **Michael J. Cronin, Chief of Police**

Subject: **Annual report on the Automated License Plate Reader System**

Tiburon Police Department policy 378 governs use of the Automated License Plate Reader System (ALPRS). The policy requires the Chief of Police to prepare an annual report for submission to the Town Manager. The report is to include an inventory of system equipment, annual system costs and a summary of policy violations or a statement of compliance.

SYSTEM COSTS:

The annual cost of operation for the system for 2011 was \$10,398.40. Costs were divided between one time costs of \$5265.40 and recurring costs of \$5133.00 for monthly use fees for data transmission. Non recurring costs include hours of labor performed by Tiburon Information Services Technician at the fully burdened rate.

SYSTEM USE:

There were 27 inquiries made in the system in 2011. They resulted in identification of suspects in eleven separate cases and the recovery of four stolen vehicles. All inquiries were made in accordance with the policy. No violations of the policy were detected.

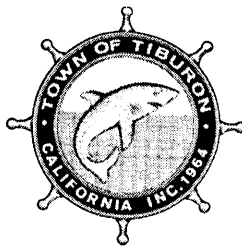
SYSTEM INVENTORY: See Attachment

ANALYSIS:

Overall, the system is functioning as expected. It is difficult to assess its impact on our crime rate but it is interesting to note that since we began consideration of an ALPRS system our part one crime has declined 34%. One of the crimes we specifically targeted was larceny which declined from 128 in 2008 to 78 in 2011. While it is impossible to say with certainty that the ALPRS system was solely responsible I believe it is fair to assume it had an impact. The publicity that attended system acquisition may have played a greater deterrent role than we anticipated.

ALPRS INVENTORY
01/04/2012

Description	Unit	Unit Cost (\$)	Qty	Gross Cost (\$)
Standard Camera & associated hardware	EA	11,108	6	66,648
Modem & Antenna	EA	3,000	3	9,000
Software License	EA	8,000	1	8,000
Server	EA	3000	1	3,000
Backup memory	EA	428	6	2,568
Termination Cabinet w/power supply	EA	875	3	2,625
Subtotal				\$91,841
Pole & Foundation	EA	3,000	1	9,000
Power Service Cabinet	EA	3,000	3	9,000
Pull Box	EA	550	6	3,300
Subtotal				\$21,300
Total				\$113,141



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
November 18, 2009
Agenda Item:

STAFF REPORT

To: **Mayor and Members of the Town Council**

From: **Police Department
Public Works Department
Office of the Town Manager**

Subject: **Recommendation to Provide Direction on Proposal to Install License Plate Reader Cameras on Tiburon Boulevard and Paradise Drive and Consideration of Use Policy for Camera Operation**

Reviewed By: _____

BACKGROUND

At its March 4, 2009 meeting, the Town Council heard a proposal from staff for the installation of security cameras on Tiburon Boulevard and Paradise Drive. The cameras would photograph the rear of vehicles entering and departing the peninsula using character recognition software that captures and records license plate numbers. This information would aid the Police Department in post-crime investigative efforts and in a real-time manner if a particular vehicle was wanted in connection with a crime. (For more information on the system itself a fact sheet, which is also on the Town's website, is attached.)

At that meeting, the Town Council directed staff to:

1. Develop a program that specifies camera type, software, location and mounting options, and technical capabilities
2. Negotiate with the participating agencies regarding cost sharing arrangements, including annual cost of maintenance
3. Bid the project, including a maintenance contract for the system
4. Refine and return with a policy on system use for Town Council review and approval
5. Return to Town Council for award of bid and final direction on implementation of the project.

This report will address each of the above tasks separately.

Task 1: Develop Program

Camera Location

At the outset, staff anticipated being able to place four cameras on Tiburon Blvd. on Caltrans lights or signal standards using Caltrans power, along with two cameras on Paradise Drive on existing PG&E poles. The most efficacious location for the cameras on Tiburon Blvd. is on the center median on existing light standards. Caltrans has electrical power in the median and the location optimizes the operating parameters (viewing angles and distances) of the cameras.

Caltrans advised staff to submit a right-of-way encroachment permit application. Following submission, Caltrans informed staff that it had no policy governing the installation of cameras for criminal investigations by local jurisdictions and, therefore, it could not approve the application until such a policy was adopted. Caltrans subsequently adopted a policy but noted that co-location of electrical equipment on its standards was not permitted by its policy and that the Town would not be allowed to access to its electrical power.

These Caltrans actions forced staff to consider locating the cameras along the sides of the roadway without the use of Caltrans poles. This increased the technical complexity of the project in terms of camera specifications and provision of electrical service, so staff, in consultation with an ad-hoc committee of the Town Council, determined that a consultant specializing in this technology was necessary. In May, Kimley-Horn, an engineering consulting firm, was retained to work on the project.

In the same month, Town Engineer Nicholas Nguyen and Chief of Police Michael Cronin met with an engineer from Caltrans to seek an exception to their policy. This effort was unsuccessful. The engineer strongly discouraged the Town from seeking permission to use the center median, suggesting that any such application would not be approved regardless of what steps the Town was willing to take to mitigate any perceived risks to traffic.

The most cost-effective alternative to the use of Caltrans infrastructure is to locate the cameras on existing PG&E poles on Tiburon Blvd., two of which are reasonably located for this purpose. In pursuing this option, staff found PG&E officials were receptive to the idea but had no policy in place on the issue. After some time, they agreed to consider the idea provided that any installation be done subject to their normal engineering and safety parameters.

A site meeting with PG&E officials indicated a twelve to sixteen foot arm on one pole on either side of Tiburon Blvd. would be necessary to permit installation of the cameras. The less-than-optimal location of the only pole on the eastbound lanes would also necessitate the addition of another camera to capture license plates in the left turn pocket lane. However, despite having developed what appeared to be a workable plan, PG&E then determined this approach did not meet their safety standards for physical separation between devices on the pole.

Staff then began pursuing the remaining option: installation of new poles and electrical power on the shoulder of Tiburon Blvd. in a manner acceptable to Caltrans (although staff continued to probe the possibility that Caltrans and PG&E might reconsider their rejection of the more cost-effective approaches). The approach of installing poles is entirely viable and can be

accomplished consistent with existing Caltrans right-of-way policy, but it is the most costly of the three approaches.

The continued outreach with Caltrans and PG&E appears to have been fruitful, as staff has now received indications from both entities that they may be willing to accommodate the Town's project after all. PG&E has suggested that they may be able to make necessary modifications to their poles that would permit our use, and, even more favorably, Caltrans has now put forward the idea of either turning over the two light standards in the median, the ones the Town wanted to use in the first place, to the Town or entering into a maintenance agreement wherein the Town would become responsible for the maintenance of the single street light on each pole.

System Performance

Council asked staff to investigate and report on anticipated system reliability or performance. Reliability is expressed as a percentage of "reads" on license plates passing through the "capture zone". A "read" occurs when the system is able to decipher the exact numbers, letters and symbols of a license plate in the order they actually appear on the plate. Systems under consideration range in reliability from 85 to 95% depending on the system and its set up, including camera location. The data is based largely on mobile as opposed to fixed cameras. Reliability is expected to be somewhat higher in the fixed installation we are considering. It also assumes the camera's view of the "capture zone" is not obstructed by another vehicle, something that could occur with the passage of a very large vehicle. The closer the cameras are located to the center of the traffic lanes, the less likely this is to occur. Thus, use of the center medians is not only the most cost effective option, but also the best from the perspective of viewing angle and system performance.

Task 2: Cost and Cost Sharing

Of the costs discussed below, the Marin County Sheriff's Office has agreed to pay 10% of the initial costs and the ongoing maintenance and operating costs. The Belvedere City Manager has indicated the city is willing to pay its customary 25% share of all Town costs, including operation and maintenance, subject to approval of the City Council. Two Association of Bay Area Governments (ABAG) grants totaling \$48,000 are available for the project.

Project costs vary widely depending on the location of the cameras. Costs for the three different approaches are discussed below. All of these estimates contain a 15% contingency, and all include the cost of Paradise Drive cameras using an existing PG&E pole.

Option A: Cameras on existing Caltrans light poles in the center median of Tiburon Boulevard

Option A would cost approximately \$137,000.00, funded as follows:

Town contribution:	\$44,500
Belvedere contribution:	\$30,800
Sheriff contribution:	\$13,700
ABAG grants	\$48,000

Option B: Cameras on existing PG&E utility poles on the shoulder of Tiburon Boulevard

Option B would cost approximately \$166,000, funded as follows:

Town contribution:	\$64,000
Belvedere contribution:	\$37,400
Sheriff contribution:	\$16,600
ABAG grants	\$48,000

Option C: Cameras on new poles erected by the Town on the Caltrans right of way

Option C would cost approximately \$197,000. Over \$70,000 would be attributable to electrical, construction, infrastructure and possible environmental costs associated with erecting poles and supply them with electrical power. The funding breakdown would be as follows:

Town contribution:	\$85,000
Belvedere contribution:	\$44,300
Sheriff contribution:	\$19,700
ABAG grants	\$48,000

Task 3: Bid Project and Maintenance Agreement

The project does not require a formal competitive bid process. If so directed by the Town Council, staff will informally bid the project and proceed with the lowest responsible bidder for both the acquisition of the camera system and the installation of the poles (if necessary). Kimley-Horn will assist the staff in determining qualified vendors for the camera system.

Maintenance agreements range up to \$11,000 per year for an "all inclusive" warranty/maintenance agreement subject to negotiation. Annual costs for electricity and data transmission are estimated at \$1,200 to \$4,200 per year depending on the location of the cameras. The system hardware consists of proven technology that is fairly robust. All costs of maintenance and operation will be shared by the City of Belvedere and the County.

The purchase of a long-term maintenance or warranty agreement will depend on the cost. Staff recommends that the first year of operation be completely covered under warranty, which staff will insist be included in the purchase price. The decision to extend an agreement beyond that period would be an outgrowth of experience with the system. System components typically have about a ten year service life.

Task 4: Policy

A use policy has been drafted and is attached. Key elements include:

- Cameras will be “fixed” to record only the back of vehicles and do not have “pan, tilt & zoom” capability.
- Cameras will be directed only to capture the rear of vehicles and not into any place where a “reasonable expectation of privacy” might exist.
- Access to recorded images will be password protected and access limited to the Police Chief, the Police Captain, Watch Commanders, the Police Detective and the Town’s Information Services Manager.
- Images not retained in connection with a specific offense will be purged after one hundred days (or as soon as the law allows).
- Images will only be released in compliance with a search warrant, subpoena, court order or statute or to allied agencies as evidence in a criminal investigation. Allied agencies would only receive images released to them by Tiburon Police Department for a specific investigation.
- An annual audit of compliance with the policy will be conducted by the Town Manager.

It was staff’s intention to retain the images (records) for only sixty days. However, based on a review of the California Public Records Act, the Town Attorney advises that the Town must maintain these records for a minimum period of one hundred days. The Act also exempts the images from public disclosure under section 6254.

Task 5: Return to Council for approval (see Recommendation section below)

PUBLIC COMMENT

There has been no shortage of commentary from the public on this project. At Town Council’s direction, staff sought public comment through several different articles in both the print and electronic versions of the Town’s newsletters. Staff has made a substantial effort to be responsive to questions and concerns, particularly from people who expressed reservations about the project.

Generally, objections fall into three areas. The first is privacy. Although it is settled law that the proposed use of the cameras is not a violation of individual privacy rights, there are many people who oppose them on these grounds and believe the cameras will be intrusive. Another, smaller, group are those who believe the use of the cameras is harmful to local business and the Town’s reputation. The third group objects on fiscal grounds or because of perceived system deficiencies that will render the system ineffective (criminals will switch or conceal license plates, use stolen cars or find other ways to enter the peninsula). A number of people who supported the system stressed the need for a comprehensive policy governing its use.

In tracking public comment about the cameras, it is clear that a flurry of comment followed any mention in the media. When staff first published the idea in the Town’s newsletter and later in

Tiburon Talk, the response numbered about thirty calls and emails, a very substantial majority of which supported the idea.

In July of this year the San Francisco Chronicle wrote an article on the cameras which, in staff's view, left the reader with the inaccurate notion that the cameras would photograph vehicle occupants, not simply capture their license plate number. It prompted many negative e-mails and phone calls. That story was followed by an Associated Press article which received wide distribution and triggered another spate of communication. Most who contacted the Town as a result of the articles opposed the idea, although the majority of commentators were from outside the peninsula and some from other states.

Following the murder of Mrs. Rosenthal, the camera issue once again received regional coverage by television, radio stations and local newspapers. Public response was muted. The Police Department received only a handful of calls or emails, all in support of the project. On balance, the majority of communication staff has received indicates that the idea of security cameras is widely, although certainly not unanimously, supported by peninsula residents; the results are similarly lop-sided for those who do not reside here and disapprove of the concept.

ENVIRONMENTAL DETERMINATION

Staff has made a preliminary determination that the project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15303 (Class 3, new Construction) of the CEQA Guidelines. If the Town Council chooses to approve the project, it should finalize this finding and direct staff to prepare and file a Notice of Exemption.

NEXT STEPS

Neither Caltrans nor PG&E has yet given us permission to use their poles and staff cannot be certain of when, whether or under what conditions permission may be forthcoming, but the fiscal impact is substantial and therefore worth some additional time spent in negotiation. Staff will continue to negotiate for both options until there is agreement or until it becomes clear no further progress is likely or the solutions proposed by either PG&E or Caltrans would degrade system efficiency or result in higher future costs or unacceptable operating constraints.

FISCAL IMPACT

The project is projected to cost between \$137,000, if the most cost-effective path is available, to \$197,000 at the other end of the cost spectrum; the Town's share of the cost would range from \$44,500 to \$85,000, along with the ABAG grant funding of \$48,000.

The Town appropriated \$50,000 for this project under the Capital Outlay section of the 2009-2010 budget. In order to build the project, the Town needs to budget funds for the entire project expense, as the funding partners shares would come through reimbursements to the Town (this is

the standard manner of budgeting projects that use outside sources of funding such as grants or assessments). Staff proposes to move this project to the Capital Improvement Project section of the budget as follows using the most conservative assumptions about cost:

Currently budgeted Town funds (Capital Outlay)	\$50,000
Additional appropriation of Town funds	\$35,000
ABAG grant funds	\$48,000
Belvedere contribution	\$44,300
Marin County Sheriff contribution	\$19,700
 TOTAL CIP FUNDING	 \$197,000

It is important to stress that these are the maximum contributions to the project. If either of the two less-costly options becomes available, all parties' contributions would be reduced accordingly, with the exception of the ABAG grant which would remain the same.

RECOMMENDATION

Staff recommends that the Town Council:

1. Hear a staff report on this issue
2. Open the meeting for public input
3. Determine if it wishes to proceed with the project, and, if so,
4. Approve, or approve as amended, the draft policy
5. Authorize the Town Manager to implement the project with the direction to continue negotiation with PG&E and Caltrans in an effort to reach a more economical solution or, failing that, to proceed with the construction of Town-owned poles and related infrastructure
6. Approve a budget amendment increasing the funding for this project from \$50,000 to \$197,000 to make funds available as necessary to complete the project
7. Direct staff to prepare and file a Notice of Exemption under CEQA

Prepared By: Michael J. Cronin, Chief of Police

Exhibits: Fact Sheet
Use Policy
Photo renderings of camera location options

March 29, 2010

Mr. Tony Roberts
Elsag North America
15825 Foothill Farms Loop #234
Pflugerville, TX 78660

Subject: Automated License Plate Reader System Solicitation of Proposals

Dear Mr. Roberts:

The Town of Tiburon invites your company to submit a proposal to furnish and install an Automated License Plate Reader (ALPR) System. The field elements of the ALPR System will be installed at two locations, one on Tiburon Boulevard (SR 131) and the other on Paradise Drive. This letter, together with attached technical specifications comprises the Solicitation of Proposals (SOP) for an ALPR System.

Background

The Tiburon peninsula has about 12,000 residents. The majority live in the Town of Tiburon. Access to the peninsula is via one of two roadways: Paradise Drive, a county road, and Tiburon Boulevard which is also a state highway (SR 131). The most common property crime occurring in Tiburon is theft, either of vehicles or from vehicles and residences. In 2007 and 2008 losses totaled just over \$700,000.

Following a sharp increase in thefts in February of 2008, the Tiburon Police Department focused heavily on these cases and made a number of arrests. It was concluded that additional arrests could have been made if we had a reliable method of identifying those vehicles who had entered and left the Tiburon peninsula during the hours when most offenses occurred.

Based on discussions with other similar municipalities, the Town has determined that the most efficient and cost effective method of vehicle identification would be the employment of a Automated License Plate Reader System to capture license plate images of cars entering and leaving the peninsula along with the time each vehicle's license plate image was captured. Given that there are the two access points to and from the Tiburon peninsula, we have determined that the placement of this ALPR System including the cameras and associated equipment would be best located near the Town limits on Paradise Drive and on Tiburon Boulevard (SR 131).

Description of the Proposed ALPR System

The proposed ALPR System will consist of field cameras and license plate reader processing units connected to the Town's Police Department building and the central servers via a leased wireless connection. The Town of Tiburon will furnish the central servers and will procure the leased wireless links. New streetlight poles and electrical service for the ALPR System field elements will be provided by the Town of Tiburon (see discussion below). Figure 1 provides a high level diagram of the proposed ALPR System.

The vendor shall be responsible for configuring and establishing the connection to the DOJ database. It is anticipated that an existing Internet connection at the Town's Police Department will be used for this connection.

The proposed ALPR System will have two field installations. The first installation will be on Tiburon Boulevard and the other on Paradise Drive.

The Tiburon Boulevard installation will be in the center median between Blackfield Drive and Bay Vista Way. Two ALPR cameras for each direction of travel (total of four cameras) will be installed on two new six-foot streetlight arms attached to a new streetlight pole. The electrical/communications cabinet will be installed on the new streetlight pole.

A construction contractor (under a separate contract) will furnish and install the new streetlight pole and arms and all associated infrastructure to provide electrical power to the streetlight pole. Additionally, the construction contractor will work with the selected ALPR vendor on the installation of the cameras, cabinets, associated wiring/cabling and remote communications. The construction contractor will be responsible for the installation of the leased wireless system which will be procured by the Town for communications with the central servers, and the selected vendor will be responsible for the configuration and testing of this leased wireless link.

The installation of the field ALPR units on Paradise Drive will be on an existing PG&E utility pole. The exact location is still to be determined. However, for this location, the ALPR units will be powered by the electrical service on the existing utility pole. PG&E will provide the electrical service point and the construction contractor will install the cameras, cabinets and associated wiring/cabling at the direction of the ALPR vendor and PG&E.

The selected ALPR vendor shall provide consulting and technical assistance to the Town and the construction contractor during the installation, configuration, and testing of the system. A separate maintenance contract will be executed for on-going operations and maintenance of the ALPR System. This maintenance contract will include different levels of support and response times from the ALPR vendor.

Tiburon License Plate Reader System High Level Block Diagram

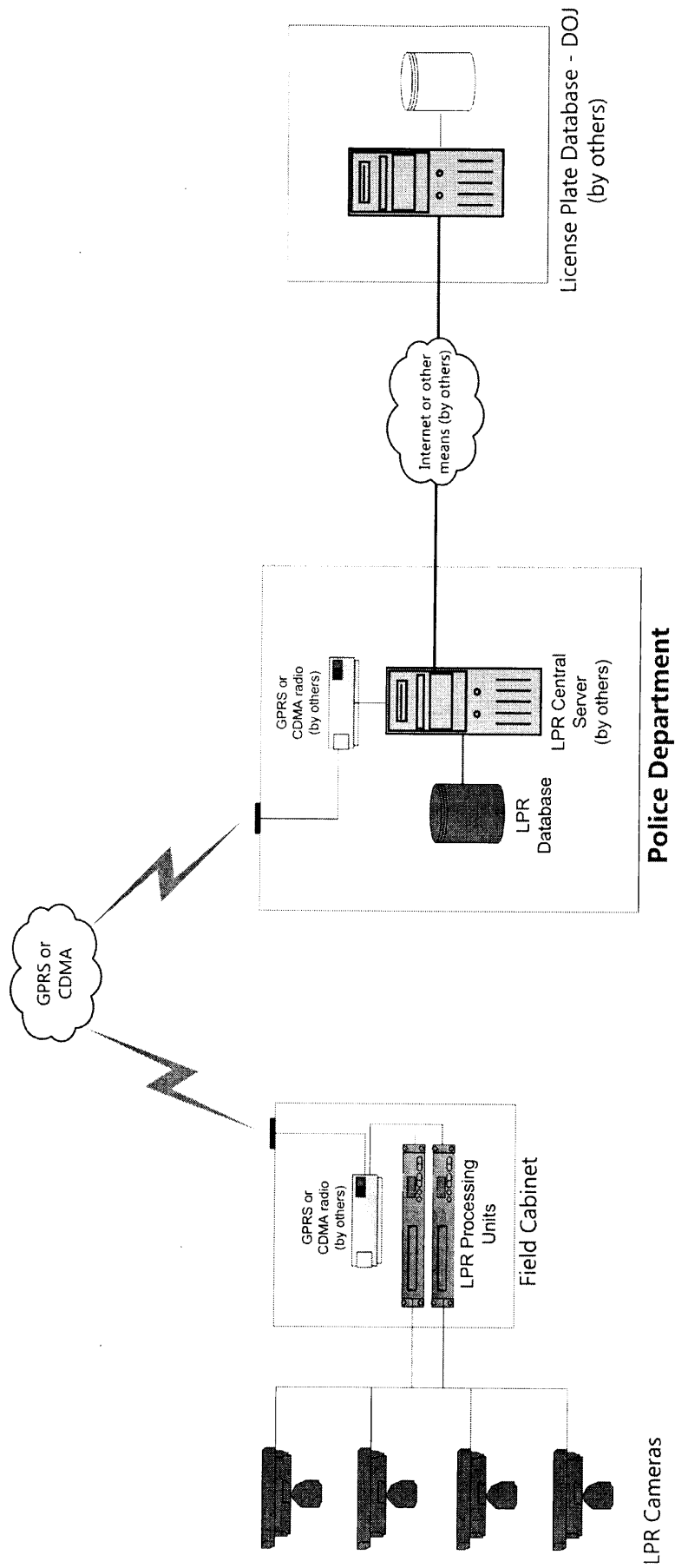


Figure 1 – High Level Diagram of Proposed ALPR System

Schedule

The construction contract is expected to begin in June 2010 with completion slated for August 2010. This APLR contract will need to be executed and the ALPR units ready to be furnished no later than the first week in July 2010 with the integration and testing completed no later than the last week in August 2010. It is during this period that the ALPR vendor is expected to coordinate with the construction contractor and the Town on the procurement, installation, configuration and testing of the system.

Proposal Evaluation

The proposals will be evaluated based on the proposed ALPR's conformance with the technical specifications and the system cost. The Town of Tiburon reserves the right to accept or reject any or all proposals submitted, waive minor irregularities in proposals, request additional information or revisions to offers, and to negotiate with any or all proposers. Any contract award will be to the company that presents the proposal that, in the opinion of the Town of Tiburon, is the most advantageous to the Town.

The proposal and all inquiries relating to this solicitation shall be submitted to:

Michael J. Cronin, Chief of Police
Town of Tiburon
1155 Tiburon Boulevard
Tiburon, CA 94920

For telephone inquiries, call (415) 789-2807. E-mail inquiries may be directed to mcronin@ci.tiburon.ca.us. Thank you for your interest.

Sincerely,

Michael J. Cronin,
Chief of Police
Town of Tiburon

Proposal Due Date

If your company is interested, please submit two (2) originals and one electronic PDF version of your proposal by 4:00 pm, **Thursday, April 22, 2010**. ***Proposals received after that date and time will not be considered.*** Proposals shall be considered firm offers to provide the services and products described for a period of ninety (90) days from the time of submittal.

Proposal Contents

Proposal content and completeness are most important. Clarity is essential and will be considered in assessing the proposer's capabilities. Each proposal should include:

A. Transmittal Letter

Proposals must include a transmittal letter signed by an official authorized to solicit business and enter into contracts for the company and the name and telephone number of a contact person, if different from the signator. The transmittal letter should refer to this SOP by title and date and should include a statement that the Proposal is a firm offer to enter into a contract with the Town of Tiburon according to the terms of this SOP and the submitter's proposal for ninety (90) calendar days following its submission.

B. Title Page

Proposals must include a title page that includes the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person, the contact person's email address and/or telephone number, and the date.

C. Overview

This section should clearly convey the proposer's understanding of the nature of the work and the general approach to be taken. This section should be no more than 3 pages and should include, but not be limited to, the following:

- A summary of the proposed approach to implementation of the ALPR System; and
- A discussion of roles and responsibilities of each firm if the Contractor is a team of firms.

D. Summary of the Proposed ALPR System

This section should provide a detailed description of the proposed ALPR System. This section should be no more than 8 pages and shall not include any marketing brochures or marketing material. Photographs and graphics/charts are acceptable only if they serve to convey the details of the proposed ALPR System more clearly. At a minimum, this section should include:

- A summary of how the vendor's proposed ALPR System meets or exceeds the technical specifications

- How the company will work with the construction contractor during the installation, configuration and testing of the system
- Suggestions on alternative approaches/ideas to expedite the implementation or for cost control and mitigation of potential obstacles for the system if different than described above, or from the technical specifications.
- Description of the ALPR vendor's technical support structure for on-going operations and maintenance of the vendor's system.

The discussion shall be in sufficient detail to demonstrate a clear understanding of the project and its constraints. Any deviations from the technical specifications shall be noted with a justification for the deviation. Note that each proposal will be evaluated, amongst other things, on the conformance with the technical specifications, and that deviations from these specifications can and will likely have an impact on the evaluation of the proposer's system.

E. Qualifications and References

1. Company Qualifications: a company profile and summary of the company's qualifications in relation to this type of system. The company profile should specify the firm size and number of staff available to work on this project.
2. Team Qualifications: describe proposed team's qualifications specific to this system. Identify the personnel, including subcontractors' personnel, whose expertise or experience addresses each of the specified needs of this project. Proposers are welcome to identify and provide examples of any other qualifications they feel are critical to the successful completion of this ALPR System. Indicate where the key staff are located (primary office location).
3. Key Personnel: identify key personnel (including subcontractor personnel) and briefly discuss individual qualifications to perform each task. Provide key personnel resumes, but each resume should not exceed two pages.
4. Previous Projects: provide a succinct description (one page maximum per project) of any previous system deployments similar to the Town's ALPR System. To the extent possible, identify the client, size of the system, technologies used, year of completion, and the total project budget, and who from the project team proposed for this solicitation worked on the referenced project and the role he/she played on the project. Include the name of the contact person and their telephone number.
5. References: provide three (3) references who can attest to the submitter's experience in providing a substantially similar system to the one covered by this RFP. Include client name,

point of contact, telephone, and fax number for three systems similar to work described in this SOP). Letters of endorsements may be included as an appendix.

F. Cost Proposal

Provide a cost proposal ***in a separate and sealed envelope*** to furnish and install the ALPR System. The cost proposal shall include a breakdown of the different items that form the ALPR System with line item costs. Additionally, the cost proposal shall include installation support cost per day, the assumptions on the number of working days the vendor expects to support the installation, and the work items that the vendor assumes will be performed by others. The separate and sealed envelope shall be clearly labeled **"Tiburon Automated License Plate Reader System – Cost Proposal."**

Technical Specifications

This section provides the technical specifications of the proposed ALPR System. Unless otherwise noted, these specifications are mandatory. Failure to meet any of these specifications will result in the system being removed from further consideration.

I. General

1. The ALPR system (hereinafter referred to as the "System") shall be of a design that is primarily for fixed camera installations, i.e., non-mobile situations.
2. The System shall operate unattended 24 hours a day, seven days a week.
3. The System shall be a fully integrated and interoperable system with each element working as a single system. The System vendor shall be fully responsible for all elements provided to ensure a fully interoperable, integrated, and operating System regardless of who supplies any or all of the elements or parts furnished by the ALPR vendor.
4. The System shall work with a secured leased wireless service, e.g., GPRS for the transfer of information to and from the Town's central servers.
5. The System shall read, capture (i.e., digitize), store and upload to the central servers readable license plates in each lane at each project site.
6. The System shall capture an image of all of the characters on each readable license plate and store this in the field ALPR unit until uploaded to the central servers.
7. The System shall capture and store at least 95% (accuracy rate) of all readable license plates for the Town's specific field application – project details are available upon request. The 95% accuracy rate is the percentage of readable license plates that is successfully captured and stored in a database. A readable license plate is one that is unobstructed and undamaged. It shall be the vendor's responsibility to set the viewable area to capture all readable license plates.
8. A license that is readable (i.e., unobstructed and undamaged), but not able to be captured due to the plate not being in the field of view of the captured image shall be counted against the accuracy measurement of 95%.

9. The System shall be able to determine the state or origin of the license plate.
10. The System shall be able to read retro-reflective and non retro-reflective license plates.
11. The System shall be able to read license plates on vehicles traveling up to 55 miles per hour.
12. The System shall provide for a complete data mining software toolset for plate pattern matching and reporting.
13. The System shall be a fully web-enabled, IP addressable system capable of remote access through wireless (GPRS, CDMA, or Wi-Fi) or wired connections.
14. The System shall be able to update the internal database at least once a day with the latest database information from other regional databases (e.g., DOJ or other stolen vehicle databases) using an Internet connection. The vendor shall be responsible for establishing the connection with the database and the Town will provide the Internet connection.
15. The System shall be able to send SMS text messages or e-mail on preconfigured alerts, e.g., plate captures generates a database hit. These types of messages shall be sent within 15 seconds of the database hit.
16. The System shall be provided with central server software to allow the Town operators the ability to perform the following functions:
 - a) Upload current license plate captures from the field units (by schedule or on demand).
 - b) Download system configuration modifications on demand.
 - c) Connect to any system camera for viewing on demand.
 - d) Perform queries of existing data in the central server database.
 - e) Save and re-run queries on the central server database.
 - f) Save the queries to a print file for printing, or print out the queries directly to a printer. A minimum of ten (10) pre-defined queries be developed/configured for the Town by the vendor.
17. The System shall provide software (i.e., application software and database engine) that can be loaded and operated on a server provided by the Town.
18. The housing for any and all system equipment to be installed in the field shall be rated to IP67 standards.

II. Cameras and Camera Assemblies

1. The cameras shall be fully functional and be able to read license plates during day and night conditions.
2. The cameras shall be dual channel cameras with integrated infrared and color.
3. The cameras shall be housed in a rugged weatherproof enclosure rated to IP65 standards.
4. The cameras shall be equipped with an IP-based interface (TCP/IP over Ethernet).
5. Other options for the camera shall include FTP protocols, relay output, EIA-232, GPRS and/or GSM connectivity.

6. The cameras shall support MJPEG and MPEG4 (Part 2 or H.264) compression. Video streams will not be captured nor stored, only single image frames will be captured for the sole purpose of license plate readings.
7. The cameras shall be a fully web-enabled, IP-addressable device.
8. The cameras shall also support the following:
 - a) External trigger inputs.
 - b) Compact flash storage of up to 12GB.
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 - d) 802.11b Ethernet bridge with antenna for Wi-Fi.
 - e) Optional GPRS/GSM or CDMA modem.
9. Each camera shall require low power for operation (up to 48V max). This voltage requirement can be increased should there be the need for other peripheral elements, e.g., heating unit. However, under no conditions shall any camera exceed a voltage rating of more than 110V.
10. The Camera assembly shall include all mountings and fasteners necessary to install the camera assembly on a streetlight pole or mast arm.

III. Licenses

1. The System shall require either a single system license or a license per camera. The system shall not require a camera and a server license. The license(s) shall be a perpetual license for use by the Town and shall include updates to the system without the need for a new license fee.

March 29, 2010

Mr. Henry Peglar
Live-Guard
516 21st Avenue
San Francisco, CA 94121

Subject: Automated License Plate Reader System Solicitation of Proposals

Dear Mr. Peglar:

The Town of Tiburon invites your company to submit a proposal to furnish and install an Automated License Plate Reader (ALPR) System. The field elements of the ALPR System will be installed at two locations, one on Tiburon Boulevard (SR 131) and the other on Paradise Drive. This letter, together with attached technical specifications comprises the Solicitation of Proposals (SOP) for an ALPR System.

Background

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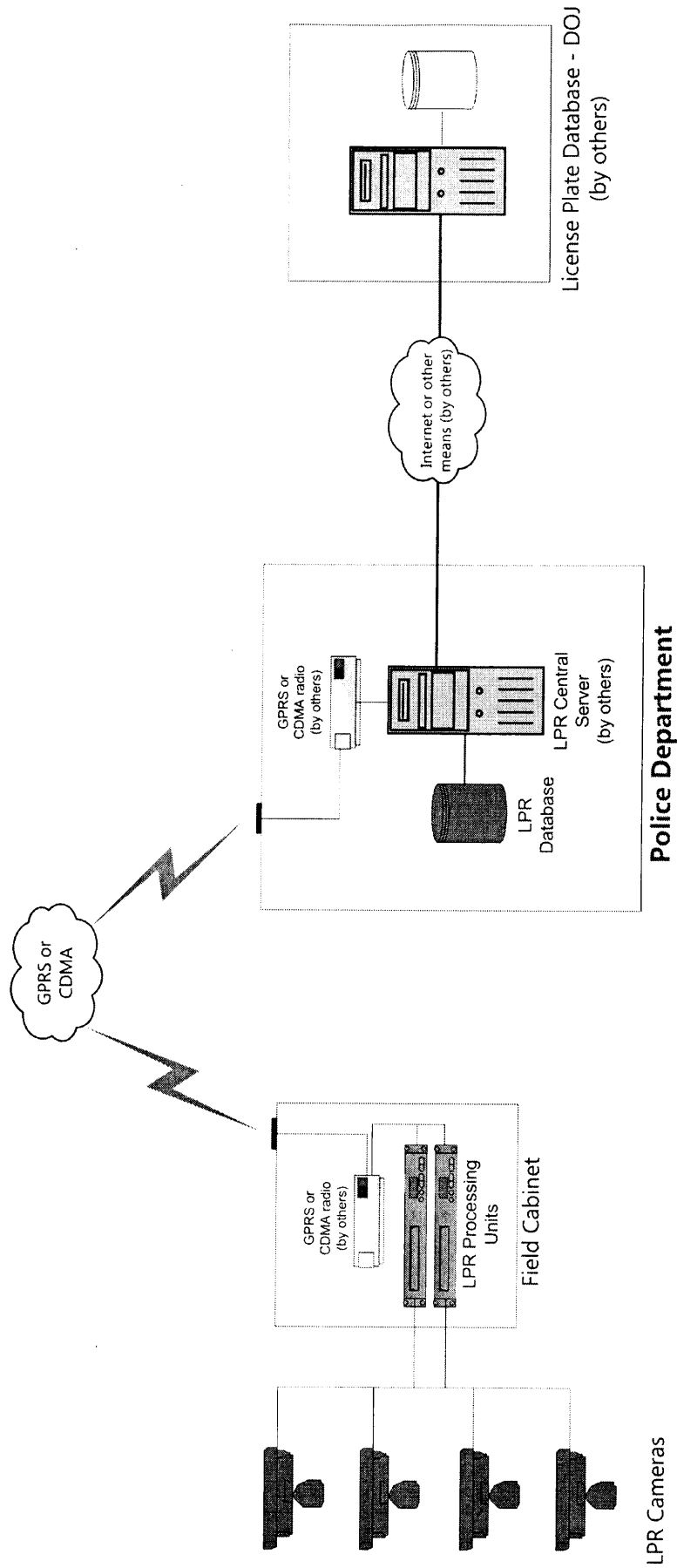


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For telephone inquiries, call (415) 789-2807. E-mail inquiries may be directed to mcronin@ci.tiburon.ca.us. Thank you for your interest.

Sincerely,

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Technical Specifications

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March 29, 2010

Mr. Randy Mesa
PIPS Technology
11230 Gold Express Drive #310
Gold River, CA 95670

Subject: Automated License Plate Reader System Solicitation of Proposals

Dear Mr. Mesa:

The Town of Tiburon invites your company to submit a proposal to furnish and install an Automated License Plate Reader (ALPR) System. The field elements of the ALPR System will be installed at two locations, one on Tiburon Boulevard (SR 131) and the other on Paradise Drive. This letter, together with attached technical specifications comprises the Solicitation of Proposals (SOP) for an ALPR System.

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Based on discussions with other similar municipalities, the Town has determined that the most efficient and cost effective method of vehicle identification would be the employment of a Automated License Plate Reader System to capture license plate images of cars entering and leaving the peninsula along with the time each vehicle's license plate image was captured. Given that there are the two access points to and from the Tiburon peninsula, we have determined that the placement of this ALPR System including the cameras and associated equipment would be best located near the Town limits on Paradise Drive and on Tiburon Boulevard (SR 131).

Description of the Proposed ALPR System

The proposed ALPR System will consist of field cameras and license plate reader processing units connected to the Town's Police Department building and the central servers via a leased wireless connection. The Town of Tiburon will furnish the central servers and will procure the leased wireless links. New streetlight poles and electrical service for the ALPR System field elements will be provided by the Town of Tiburon (see discussion below). Figure 1 provides a high level diagram of the proposed ALPR System.

The vendor shall be responsible for configuring and establishing the connection to the DOJ database. It is anticipated that an existing Internet connection at the Town's Police Department will be used for this connection.

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The Tiburon Boulevard installation will be in the center median between Blackfield Drive and Bay Vista Way. Two ALPR cameras for each direction of travel (total of four cameras) will be installed on two new six-foot streetlight arms attached to a new streetlight pole. The electrical/communications cabinet will be installed on the new streetlight pole.

A construction contractor (under a separate contract) will furnish and install the new streetlight pole and arms and all associated infrastructure to provide electrical power to the streetlight pole. Additionally, the construction contractor will work with the selected ALPR vendor on the installation of the cameras, cabinets, associated wiring/cabling and remote communications. The construction contractor will be responsible for the installation of the leased wireless system which will be procured by the Town for communications with the central servers, and the selected vendor will be responsible for the configuration and testing of this leased wireless link.

The installation of the field ALPR units on Paradise Drive will be on an existing PG&E utility pole. The exact location is still to be determined. However, for this location, the ALPR units will be powered by the electrical service on the existing utility pole. PG&E will provide the electrical service point and the construction contractor will install the cameras, cabinets and associated wiring/cabling at the direction of the ALPR vendor and PG&E.

The selected ALPR vendor shall provide consulting and technical assistance to the Town and the construction contractor during the installation, configuration, and testing of the system. A separate maintenance contract will be executed for on-going operations and maintenance of the ALPR System. This maintenance contract will include different levels of support and response times from the ALPR vendor.

Tiburon License Plate Reader System High Level Block Diagram

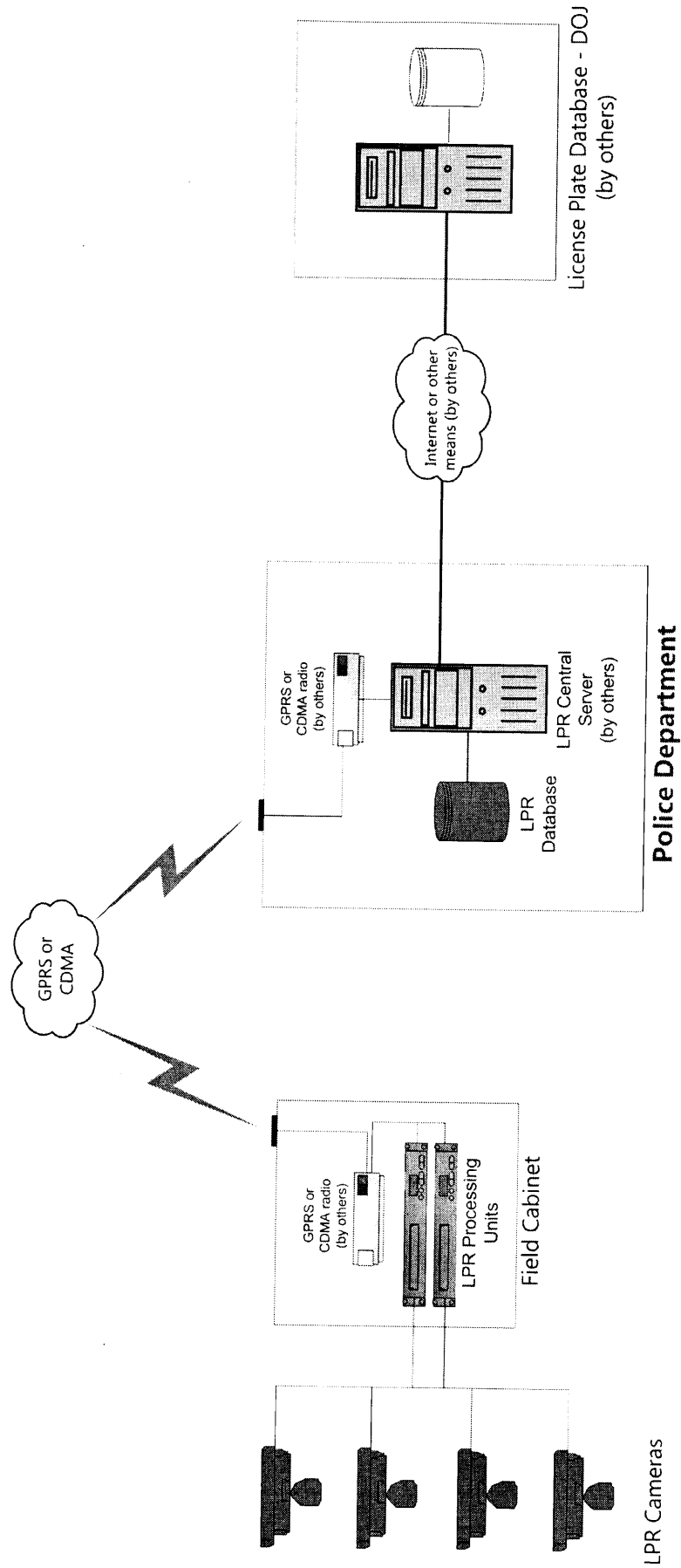


Figure 1 – High Level Diagram of Proposed ALPR System

Schedule

The construction contract is expected to begin in June 2010 with completion slated for August 2010. This APLR contract will need to be executed and the ALPR units ready to be furnished no later than the first week in July 2010 with the integration and testing completed no later than the last week in August 2010. It is during this period that the ALPR vendor is expected to coordinate with the construction contractor and the Town on the procurement, installation, configuration and testing of the system.

Proposal Evaluation

The proposals will be evaluated based on the proposed ALPR's conformance with the technical specifications and the system cost. The Town of Tiburon reserves the right to accept or reject any or all proposals submitted, waive minor irregularities in proposals, request additional information or revisions to offers, and to negotiate with any or all proposers. Any contract award will be to the company that presents the proposal that, in the opinion of the Town of Tiburon, is the most advantageous to the Town.

The proposal and all inquiries relating to this solicitation shall be submitted to:

Michael J. Cronin, Chief of Police
Town of Tiburon
1155 Tiburon Boulevard
Tiburon, CA 94920

For telephone inquiries, call (415) 789-2807. E-mail inquiries may be directed to mcronin@ci.tiburon.ca.us. Thank you for your interest.

Sincerely,

Michael J. Cronin
Chief of Police
Town of Tiburon

Proposal Due Date

If your company is interested, please submit two (2) originals and one electronic PDF version of your proposal by 4:00 pm, **Thursday, April 22, 2010**. ***Proposals received after that date and time will not be considered.*** Proposals shall be considered firm offers to provide the services and products described for a period of ninety (90) days from the time of submittal.

Proposal Contents

Proposal content and completeness are most important. Clarity is essential and will be considered in assessing the proposer's capabilities. Each proposal should include:

A. Transmittal Letter

Proposals must include a transmittal letter signed by an official authorized to solicit business and enter into contracts for the company and the name and telephone number of a contact person, if different from the signator. The transmittal letter should refer to this SOP by title and date and should include a statement that the Proposal is a firm offer to enter into a contract with the Town of Tiburon according to the terms of this SOP and the submitter's proposal for ninety (90) calendar days following its submission.

B. Title Page

Proposals must include a title page that includes the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person, the contact person's email address and/or telephone number, and the date.

C. Overview

This section should clearly convey the proposer's understanding of the nature of the work and the general approach to be taken. This section should be no more than 3 pages and should include, but not be limited to, the following:

- A summary of the proposed approach to implementation of the ALPR System; and
- A discussion of roles and responsibilities of each firm if the Contractor is a team of firms.

D. Summary of the Proposed ALPR System

This section should provide a detailed description of the proposed ALPR System. This section should be no more than 8 pages and shall not include any marketing brochures or marketing material. Photographs and graphics/charts are acceptable only if they serve to convey the details of the proposed ALPR System more clearly. At a minimum, this section should include:

- A summary of how the vendor's proposed ALPR System meets or exceeds the technical specifications

- How the company will work with the construction contractor during the installation, configuration and testing of the system
- Suggestions on alternative approaches/ideas to expedite the implementation or for cost control and mitigation of potential obstacles for the system if different than described above, or from the technical specifications.
- Description of the ALPR vendor's technical support structure for on-going operations and maintenance of the vendor's system.

The discussion shall be in sufficient detail to demonstrate a clear understanding of the project and its constraints. Any deviations from the technical specifications shall be noted with a justification for the deviation. Note that each proposal will be evaluated, amongst other things, on the conformance with the technical specifications, and that deviations from these specifications can and will likely have an impact on the evaluation of the proposer's system.

E. Qualifications and References

1. Company Qualifications: a company profile and summary of the company's qualifications in relation to this type of system. The company profile should specify the firm size and number of staff available to work on this project.
2. Team Qualifications: describe proposed team's qualifications specific to this system. Identify the personnel, including subcontractors' personnel, whose expertise or experience addresses each of the specified needs of this project. Proposers are welcome to identify and provide examples of any other qualifications they feel are critical to the successful completion of this ALPR System. Indicate where the key staff are located (primary office location).
3. Key Personnel: identify key personnel (including subcontractor personnel) and briefly discuss individual qualifications to perform each task. Provide key personnel resumes, but each resume should not exceed two pages.
4. Previous Projects: provide a succinct description (one page maximum per project) of any previous system deployments similar to the Town's ALPR System. To the extent possible, identify the client, size of the system, technologies used, year of completion, and the total project budget, and who from the project team proposed for this solicitation worked on the referenced project and the role he/she played on the project. Include the name of the contact person and their telephone number.
5. References: provide three (3) references who can attest to the submitter's experience in providing a substantially similar system to the one covered by this RFP. Include client name,

point of contact, telephone, and fax number for three systems similar to work described in this SOP). Letters of endorsements may be included as an appendix.

F. Cost Proposal

Provide a cost proposal *in a separate and sealed envelope* to furnish and install the ALPR System. The cost proposal shall include a breakdown of the different items that form the ALPR System with line item costs. Additionally, the cost proposal shall include installation support cost per day, the assumptions on the number of working days the vendor expects to support the installation, and the work items that the vendor assumes will be performed by others. The separate and sealed envelope shall be clearly labeled **"Tiburon Automated License Plate Reader System – Cost Proposal."**

Technical Specifications

This section provides the technical specifications of the proposed ALPR System. Unless otherwise noted, these specifications are mandatory. Failure to meet any of these specifications will result in the system being removed from further consideration.

I. General

1. The ALPR system (hereinafter referred to as the "System") shall be of a design that is primarily for fixed camera installations, i.e., non-mobile situations.
2. The System shall operate unattended 24 hours a day, seven days a week.
3. The System shall be a fully integrated and interoperable system with each element working as a single system. The System vendor shall be fully responsible for all elements provided to ensure a fully interoperable, integrated, and operating System regardless of who supplies any or all of the elements or parts furnished by the ALPR vendor.
4. The System shall work with a secured leased wireless service, e.g., GPRS for the transfer of information to and from the Town's central servers.
5. The System shall read, capture (i.e., digitize), store and upload to the central servers readable license plates in each lane at each project site.
6. The System shall capture an image of all of the characters on each readable license plate and store this in the field ALPR unit until uploaded to the central servers.
7. The System shall capture and store at least 95% (accuracy rate) of all readable license plates for the Town's specific field application – project details are available upon request. The 95% accuracy rate is the percentage of readable license plates that is successfully captured and stored in a database. A readable license plate is one that is unobstructed and undamaged. It shall be the vendor's responsibility to set the viewable area to capture all readable license plates.
8. A license that is readable (i.e., unobstructed and undamaged), but not able to be captured due to the plate not being in the field of view of the captured image shall be counted against the accuracy measurement of 95%.

9. The System shall be able to determine the state or origin of the license plate.
10. The System shall be able to read retro-reflective and non retro-reflective license plates.
11. The System shall be able to read license plates on vehicles traveling up to 55 miles per hour.
12. The System shall provide for a complete data mining software toolset for plate pattern matching and reporting.
13. The System shall be a fully web-enabled, IP addressable system capable of remote access through wireless (GPRS, CDMA, or Wi-Fi) or wired connections.
14. The System shall be able to update the internal database at least once a day with the latest database information from other regional databases (e.g., DOJ or other stolen vehicle databases) using an Internet connection. The vendor shall be responsible for establishing the connection with the database and the Town will provide the Internet connection.
15. The System shall be able to send SMS text messages or e-mail on preconfigured alerts, e.g., plate captures generates a database hit. These types of messages shall be sent within 15 seconds of the database hit.
16. The System shall be provided with central server software to allow the Town operators the ability to perform the following functions:
 - a) Upload current license plate captures from the field units (by schedule or on demand).
 - b) Download system configuration modifications on demand.
 - c) Connect to any system camera for viewing on demand.
 - d) Perform queries of existing data in the central server database.
 - e) Save and re-run queries on the central server database.
 - f) Save the queries to a print file for printing, or print out the queries directly to a printer. A minimum of ten (10) pre-defined queries be developed/configured for the Town by the vendor.
17. The System shall provide software (i.e., application software and database engine) that can be loaded and operated on a server provided by the Town.
18. The housing for any and all system equipment to be installed in the field shall be rated to IP67 standards.

II. Cameras and Camera Assemblies

1. The cameras shall be fully functional and be able to read license plates during day and night conditions.
2. The cameras shall be dual channel cameras with integrated infrared and color.
3. The cameras shall be housed in a rugged weatherproof enclosure rated to IP65 standards.
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5. Other options for the camera shall include FTP protocols, relay output, EIA-232, GPRS and/or GSM connectivity.

6. The cameras shall support MJPEG and MPEG4 (Part 2 or H.264) compression. Video streams will not be captured nor stored, only single image frames will be captured for the sole purpose of license plate readings.
7. The cameras shall be a fully web-enabled, IP-addressable device.
8. The cameras shall also support the following:
 - a) External trigger inputs.
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9. Each camera shall require low power for operation (up to 48V max). This voltage requirement can be increased should there be the need for other peripheral elements, e.g., heating unit. However, under no conditions shall any camera exceed a voltage rating of more than 110V.
10. The Camera assembly shall include all mountings and fasteners necessary to install the camera assembly on a streetlight pole or mast arm.

III. Licenses

1. The System shall require either a single system license or a license per camera. The system shall not require a camera and a server license. The license(s) shall be a perpetual license for use by the Town and shall include updates to the system without the need for a new license fee.

March 29, 2010

Mr. Bob Pinzler
Platescan
20101 SW Birch Street, Suite 250
Newport Beach, CA 92660

Subject: Automated License Plate Reader System Solicitation of Proposals

Dear Mr. Pinzler:

The Town of Tiburon invites your company to submit a proposal to furnish and install an Automated License Plate Reader (ALPR) System. The field elements of the ALPR System will be installed at two locations, one on Tiburon Boulevard (SR 131) and the other on Paradise Drive. This letter, together with attached technical specifications comprises the Solicitation of Proposals (SOP) for an ALPR System.

Background

The Tiburon peninsula has about 12,000 residents. The majority live in the Town of Tiburon. Access to the peninsula is via one of two roadways: Paradise Drive, a county road, and Tiburon Boulevard which is also a state highway (SR 131). The most common property crime occurring in Tiburon is theft, either of vehicles or from vehicles and residences. In 2007 and 2008 losses totaled just over \$700,000.

Following a sharp increase in thefts in February of 2008, the Tiburon Police Department focused heavily on these cases and made a number of arrests. It was concluded that additional arrests could have been made if we had a reliable method of identifying those vehicles who had entered and left the Tiburon peninsula during the hours when most offenses occurred.

Based on discussions with other similar municipalities, the Town has determined that the most efficient and cost effective method of vehicle identification would be the employment of a Automated License Plate Reader System to capture license plate images of cars entering and leaving the peninsula along with the time each vehicle's license plate image was captured. Given that there are the two access points to and from the Tiburon peninsula, we have determined that the placement of this ALPR System including the cameras and associated equipment would be best located near the Town limits on Paradise Drive and on Tiburon Boulevard (SR 131).

Description of the Proposed ALPR System

The proposed ALPR System will consist of field cameras and license plate reader processing units connected to the Town's Police Department building and the central servers via a leased wireless connection. The Town of Tiburon will furnish the central servers and will procure the leased wireless links. New streetlight poles and electrical service for the ALPR System field elements will be provided by the Town of Tiburon (see discussion below). Figure 1 provides a high level diagram of the proposed ALPR System.

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The installation of the field ALPR units on Paradise Drive will be on an existing PG&E utility pole. The exact location is still to be determined. However, for this location, the ALPR units will be powered by the electrical service on the existing utility pole. PG&E will provide the electrical service point and the construction contractor will install the cameras, cabinets and associated wiring/cabling at the direction of the ALPR vendor and PG&E.

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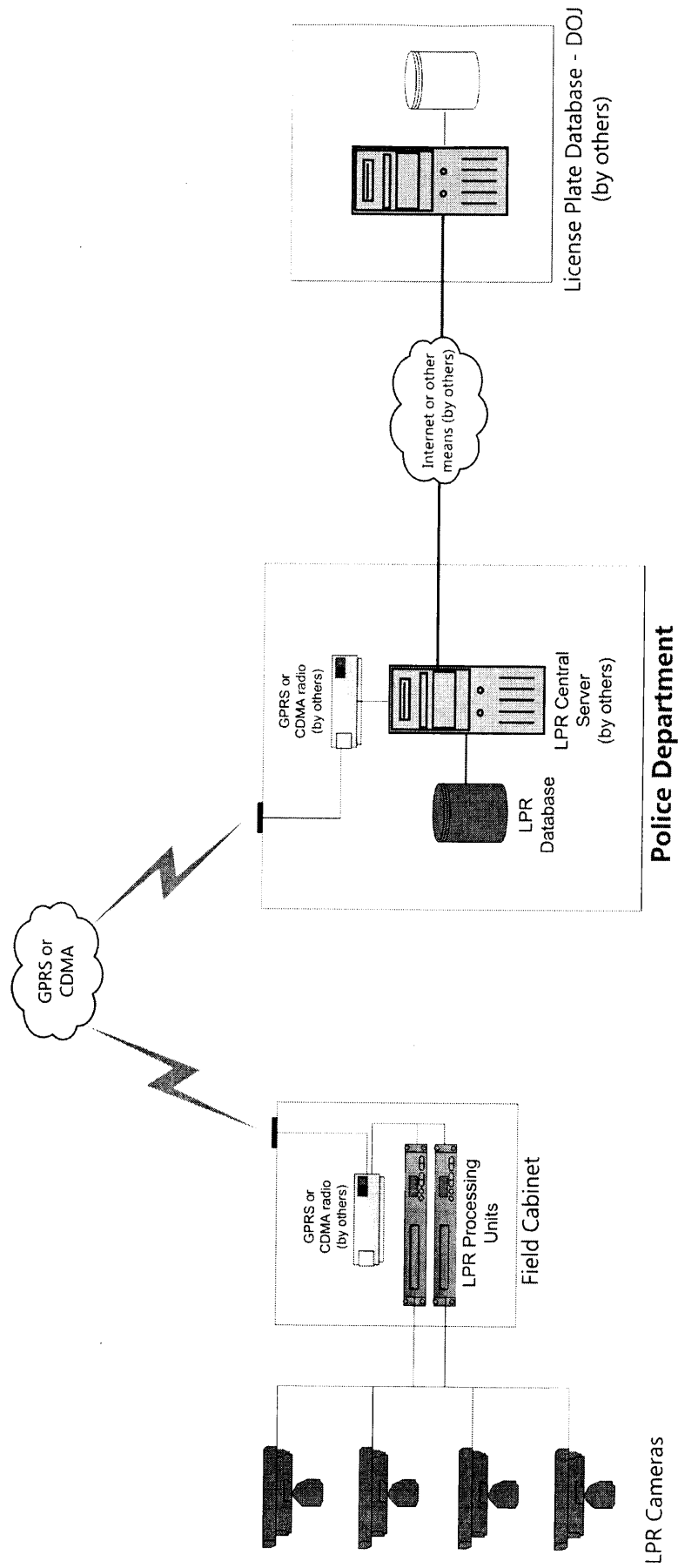


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II. Cameras and Camera Assemblies

1. The cameras shall be fully functional and be able to read license plates during day and night conditions.
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10. The Camera assembly shall include all mountings and fasteners necessary to install the camera assembly on a streetlight pole or mast arm.

III. Licenses

1. The System shall require either a single system license or a license per camera. The system shall not require a camera and a server license. The license(s) shall be a perpetual license for use by the Town and shall include updates to the system without the need for a new license fee.

PROPOSED SECURITY CAMERA INFORMATION SHEET

Tiburon, CA — March 2009

What is the purpose of the cameras?

The cameras would serve two purposes: (1) as a post-crime investigative tool, and (2) as a real-time license-plate alert system in the event of a crime in progress, such as an abduction, a crime under investigation by the Tiburon Police Department, or a similar search for particular plate numbers.

How would the cameras help solve or prevent crime?

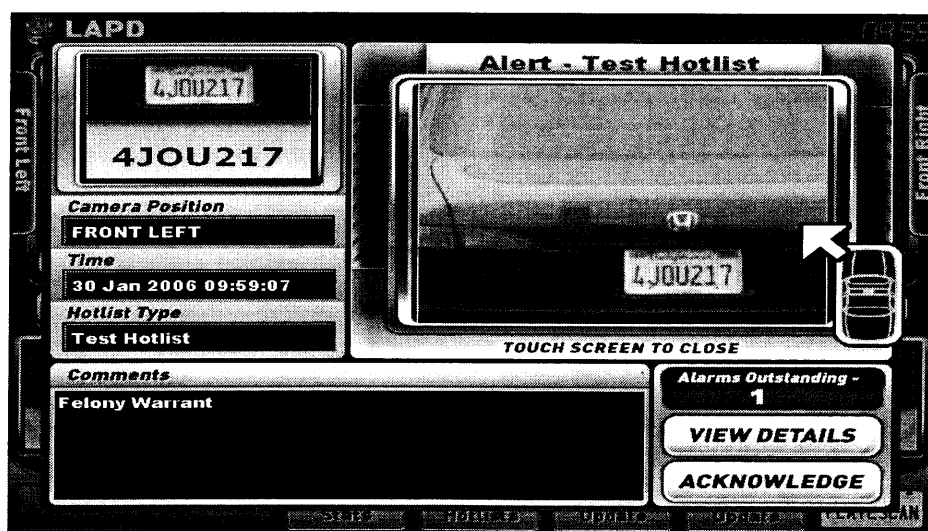
The most common property crime occurring in Tiburon is theft, either of vehicles or from vehicles and residences.

- In 2007 there were 97 thefts, 17 burglaries and 10 auto thefts; losses totaled just over \$500,000
- In 2008 there were 99 thefts, 20 burglaries and 2 auto thefts; losses totaled just over \$200,000
- Most of the crimes were committed between midnight and dawn
- The perpetrators identified by police were not residents of the peninsula
- The perpetrators all had extensive criminal histories.

The Tiburon Police Department (TPD) believes additional arrests could have been made and future crimes prevented if it had a record of vehicles that coming to or leaving the peninsula proximate to the occurrence of crimes. The most efficient method of creating that record is through a camera system capable of capturing vehicle and license plate images. Technology is available that takes a single, digital color photograph of the back of each passing car. Optical character recognition software “reads” and stores the license plate numbers. A short-retention (30 days) data base of plate numbers would enable the TPD to look for patterns that match crimes or to search for certain vehicles that might be wanted in connection with particular crimes. The system will be programmed to search for particular license plates including stolen vehicles, those identified in “Amber Alerts” (missing children alerts) or those involved in crimes under investigation by the Tiburon Police.

What does the camera capture?

The camera will take a still photo of the rear of each passing vehicle (as seen in the upper right of the image below). The balance of the screen is what the system would produce based on the type of search is being conducted (specific plate, stolen vehicles, etc.).



The cameras, which are fixed and cannot be remotely operated, would only capture the rear of vehicles, yielding the license plate number and probably color and make of the vehicle. They will not be able to “see” or photograph vehicle occupants.

Where would the cameras be located?

The Tiburon Peninsula has only two roads of ingress and egress: Tiburon Boulevard and Paradise Drive. The cameras would be located at one point on each of those roads near the westernmost border of the Town. A total of six cameras (one for each lane of traffic) would be employed. The cameras will be on Tiburon Blvd. between Blackfield and Bay Vista. On Paradise Drive they will be near the Town limit in the 5000 block.

Will the system invade privacy?

No. It is well established that one does not have a reasonable expectation of privacy driving a car down a public street such as Tiburon Boulevard. License plates are required to be posted on vehicles precisely so that they can be easily and publicly identified. Anyone can stand by the side of the road and photograph passing traffic. Because the camera will only be photographing the rear of vehicles, it will not be able to create a record of its occupants. Unless one is driving a vehicle that has been identified by the TPD in connection with a crime, his or her plate number will simply be one of thousands captured briefly (30-60 days) for review if a subsequent crime investigation so warrants.

Will the system be used for traffic enforcement?

No. It will not have that capability. Only still photographs will be taken and the system will have no method of detecting moving violations such as driving while under the influence or speeding.

Who will govern the use of the system and how long will license plate data be retained?

The Tiburon Town Council will govern use of the system. When this program returns to them in a few months for final consideration, they will concurrently consider a use policy that sets limits on how long images are retained, who can view them and under what circumstances. We expect the policy to include a short-term schedule for retention (30 or 60 days), after which all data which is not being used by the TPD on an active investigation would be automatically and permanently discarded. We also expect the policy to reflect a very limited set of uses and purposes for the data, and specify that only the Town Council has the authority to alter the use policy.

What do they cost and who will pay for the cameras?

The cost is not yet certain as the system is still being analyzed, but it is likely to cost between \$120,000 and \$150,000. The cost would be absorbed by three local governments: Tiburon, Belvedere and Marin County (for the unincorporated areas along the north of the peninsula); a portion would be paid through a grant. The likely cost to Tiburon is approximately \$50,000.

Is this a cost-effective use of public resources?

No one can say for certain whether the system will help the TPD capture criminals, but it is likely to provide a very valuable tool to develop leads for solving crime. We do know that using an officer to watch for vehicles, as is necessary from time to time (and was done recently in search of the mail thief), is a labor intensive use of our police resources and takes officers away from other duties. In the event of a heinous crime, like a child abducted from a school, it could prove life-saving if even a partial license plate were identified by a witness or a search of license plates entering or leaving the peninsula proximate to the crime produced valuable leads in a time-critical manner. The system will also alert us when a stolen or wanted car enters Tiburon.

Will anyone be able to see the data during the 30-day retention period?

No. The Town Attorney has determined this temporary storage of data is not a public record. It will not be made available to the public.

Who should I call if I have questions?

TPD Chief Michael Cronin may be contacted at mcronin@ci.tiburon.ca.us or 789-2807 to answer questions.

Michael Cronin

From: Steve Hahn
Sent: Monday, June 18, 2012 11:59 PM
To: Michael Cronin
Subject: ALPRS Use

Chief,

Tonight at 2314 hours we had a call of a suspicious vehicle parked in front of [REDACTED] It left before the R/P called but we checked the area because the circumstances seemed suspicious. Driver wasn't seen but passenger was male about 20. They sat with the interior light on then turned it off and sat there for a few more minutes. Then started to drive away but then stopped again in the middle of the street before driving off.

After checking the area we were UTL. I ran the plate and saw that it came into town at 2238 hours but had not been photographed leaving town. The Cameras showed the same veh has come in and out about 19 times in the past 2 weeks. I suspect they are picking someone up and dropping them off. The veh is registered out of Bakersfield.

The plate was [REDACTED]

Incident # TP12003899

Steve Hahn

Michael Cronin

From: Steve Hahn
Sent: Monday, June 11, 2012 9:21 PM
To: Michael Cronin
Subject: ALPRS Use

Chief,

On 06/11/12 at 1953 hours we were dispatched to a suspicious person call at 1880 Vistazo West. The R/P reported a black male in his 30's was inside his gated back yard taking pictures. When confronted the subject argued with the R/P before leaving over the back fence. The R/P saw the subject driving away in a white 4 door Dodge Neon. The area was checked but we were UTL. I went back to the station and began checking the ALPRS cameras for all vehicles leaving Town between 2000 and 2030 hours in hopes of recognizing the Dodge Neon and thus getting the plate.

After checking the first few vehicles, Belvedere was dispatched to a call of a black male in his 30's sitting in a white car in front of a house taking pictures. No plate seen. This was obviously the same subject so my ALPRS search was pointless as the vehicle hadn't left the peninsula.

Another check of the area was conducted in Belvedere but once again the subject was not located. No further ALPRS check was conducted as of this writing as not enough information was available for me to pinpoint a practical time frame.

Incident # TP12003708

Steve Hahn

Michael Cronin

From: Jim McVeigh

Sent: Friday, June 01, 2012 12:03 AM

To: Michael Cronin

Subject: ALPRS use

On 5-31-12, at 2220 hrs, I used ALPRS to check plate [REDACTED] for Belvedere. Their case number is BP12-0193 for a Suspicious Circumstance. The vehicle came into Town at 2127 hrs and was stopped later for further investigation.

SGT. JIM MCVEIGH

Michael Cronin

From: Rob Law

Sent: Sunday, May 27, 2012 11:49 AM

To: Michael Cronin

Subject: ALPRS MV12-737

Hi Chief,

MVPD's Corporal Smith requested that I check ALPRS regarding a commercial burglary in their city on 5/27/12 at 0406 hours. He asked for the plates that entered during the hours of 0400 and 0430. I provided him with the vehicle license plates that entered during that timeframe.

Rob

Michael Cronin

From: Jim McVeigh

Sent: Saturday, May 19, 2012 6:47 PM

To: Michael Cronin

Subject: ALPRS use

On 5-18-12, at 2349 hrs, I used ALPRS to run plate [REDACTED] which was involved in a 242 PC in Belvedere. The hit showed the vehicle had already left Town.

SGT. JIM MCVEIGH

Michael Cronin

From: Amit Latchman
Sent: Friday, May 11, 2012 11:56 AM
To: Michael Cronin
Subject: ALPRS search for TP12-437

Chief,

I searched the ALPRS for a vehicle that belongs to my burglary case that I'm investigating. [REDACTED] was trying to determine if it was in the area during the time frame of the burg. I was unable to find the vehicle coming in or out of Tiburon, but I have other leads that I'm investigating.

R/S

Amit

Michael Cronin

From: Steve Hahn
Sent: Monday, May 07, 2012 8:14 PM
To: Michael Cronin
Subject: ALPRS Use

Chief,

On May 7th Jill asked me to attempt to locate a plate of a hit and run suspect in a case she has. The case # is TP12-452. The suspect vehicle was a light gold Chevy P/U with a plate similar to [REDACTED] I ran [REDACTED] and came up with a light Gold Chevy P/U with Lic. [REDACTED] It is registered to [REDACTED] [REDACTED] out of Novato. I gave the information to Jill for her follow up.

Steve Hahn

Michael Cronin

From: Jim McVeigh
Sent: Sunday, May 06, 2012 12:36 AM
To: allpd
Subject: FW: ALPRS USE

FYI

-----Original Message-----

From: Michael Cronin
Sent: Saturday, May 05, 2012 11:37 PM
To: Jim McVeigh
Subject: Re: ALPRS USE

Thanks.

If you need to reach me this weekend call [REDACTED] Be sure to start with the areacode.
Pass it on to dayshift.

----- Reply message -----

From: "Jim McVeigh" <jmcveigh@ci.tiburon.ca.us>
Date: Sat, May 5, 2012 5:28 am
Subject: ALPRS USE
To: "Michael Cronin" <mcronin@ci.tiburon.ca.us>
Cc: "Dave Hutton" <dhutton@ci.tiburon.ca.us>

Tonight Mill Valley PD had a 211 PC at a massage parlor. Two vehicles were stolen after the robbery that belonged to two of the victims. I ran two plates in ALPRS to see if they came through Town, they did not. The plates were [REDACTED] AND [REDACTED]

Sgt. Jim Mcveigh

Michael Cronin

From: Rob Law
Sent: Sunday, April 15, 2012 11:34 AM
To: Michael Cronin
Subject: ALPRS - 6LHD318 CASE# TP12-371

Chief,

I accessed ALPRS on Sunday 4/15/12, for the purpose of determining the time a vehicle came in and out of town regarding a court order violation. Refer to Shane's police report - TP12-371.

Thanks,

Rob

Michael Cronin

From: Allen Klemme
Sent: Saturday, April 14, 2012 8:20 PM
To: Michael Cronin
Cc: Dave Hutton
Subject: ALPRS Use TP12-369

Hi Chief,

Today we had an ALPRS hit on a lost or stolen plate, [REDACTED] It was registered to an Acura and was obvious in the picture it was on a Chevy Impala. We found the car parked in front of [REDACTED] Ave and contacted the owner, [REDACTED] He does not know how that plate ended up in his car.

It appears that someone stole his rear plate and put the stolen plate on his car. The stolen plate was booked into evidence and removed from SVS. [REDACTED] stolen plate was then entered, case number TP12-369.

Just FYI for your records.

Thanks Allen.

Sent from my iPhone