



Rodney Conley  
Treasurer/Collector

**MEMORANDUM**

**TO:** Eileen M. Donoghue, City Manager *EMD*  
**FROM:** Rodney Conley, City Treasurer/Collector  
**CC:** Conor Baldwin, Chief Financial Officer  
**DATE:** May 3, 2018

**SUBJECT:** MOTION 9.2 of 4/10/2018 - C. Nuon - Req. City Mgr. Install Civilian Camera's In The Treasurer's/Collectors Office.

The City of Lowell has investigated the installation of cameras in the Treasurer/Collector's front office several times in recent years. In addition to the potentially significant up-front cost, one stumbling block has been ironing out the logistics, such as number of cameras and data storage. The other question has often been whether they would be implemented in the Treasurer/Collector's office only or other City Hall departments as well.

Ideally, from a security/cash management perspective, the system would be able to capture those entering and exiting the office as well as the transactions at the counters themselves. Another potential benefit would be for the system to be scalable to other departments and areas of City Hall. With guidance from MIS, we were able to obtain a quote for the installation of a stand-alone camera system for the Treasurer/Collector's office. The total cost, including installation at prevailing wage, would be \$20,789.86. The quoted option is configured for counter coverage utilizing drop down pole mounts to monitor cash transactions and general coverage of the larger areas of the office. Though the system can be expanded to include up to 32 cameras, it would not be recommended for additional coverage throughout the building. The other logistical question would be how the system is administered and maintained and if it is possible to tie into the Police system, which would necessitate additional hardware and licensing costs.

It is worth noting that the office does currently employ several security features such as armored car pick-up and security alarms wired to an alarm monitoring service. These features notwithstanding, cameras have the potential to add a significant extra layer of security for both the staff and the City's assets.

Please let me know if I can provide anything further.