



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO DEVELOP CITY-WIDE SURVEILLANCE EQUIPMENT & DATA MANAGEMENT POLICIES

Friday, September 14, 2018

12:00 PM

Room 201, City-County Building
210 Martin Luther King Jr. Blvd.

Link to Madison City Channel Video: <https://bit.ly/2AePG0x>

CALL TO ORDER / ROLL CALL

Present: 3 - Rebecca Kemble; Samba Baldeh and Ledell Zellers

Absent: 1 - Paul E. Skidmore

Excused: 1 - Sheri Carter

Others Present: Assistant Chief Vic Wahl (MPD), Assistant City Attorney Marci Paulsen, Sabrina Tolley (Parking Utility), Sarah Edgerton (IT), Rob Phillips (City Engineer), Bryan Cooper (City Engineering/Facilities)

Ald. Rebecca Kemble, chair, called the meeting to order at 12:04 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Ledell Zellers, seconded by Ald. Samba Baldeh, to approve the minutes from the August 3, 2018 President's Work Group to Develop City Wide Surveillance Equipment & Data Management Policies. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

DISCUSSION ITEMS

[53083](#)

Presentation: Parking Utility use of surveillance equipment

Attachments: [PowerPoint Presentation: Cameras and Surveillance-Parking Utility.pdf](#)
[Parking Utility Survey Results.pdf](#)

Sabrina Tolley (Assistant Parking Utility Manager) presented information on their cameras and surveillance equipment (see attachment).

There was a request of Assistant Chief Wahl to provide information to the work group on what department cameras were on the enterprise system.

Sarah Edgerton will provide information to the work group on what department cameras the MPD has access to - department heads decide if MPD will have access to their cameras.

Sarah Edgerton noted that the departments are responsible for the ethical training/policies on their cameras.

[53084](#)

Presentation: City Engineering use of surveillance equipment

Attachments: [9/14/18 MMB Security Camera Maps.pdf](#)

Bryan Cooper (City Engineering/Facilities) presented information on cameras and surveillance equipment in Madison Municipal Building.

The intent to have 14 surveillance cameras in the MMB (two exterior, 12 interior - see attached security cameras floor maps).

Mr. Cooper did not recall consulting with MPD on location of cameras, worked with City IT.

There are no cameras in the elevator at this time.

Sarah Edgerton noted that there are city-owned cameras in the City-County Building (by department): Mayor and Finance Department.

[52173](#)

Update on the City Agency Survey

Attachments: [Responses_All_180726.pdf](#)

Ald. Rebecca Kemble and Kwasi Obeng are working on a spreadsheet broken down by the categories required by the current APM.

Mr. Obeng spoke on the development of the spreadsheet: identifying positions and why they need access and the process required for those positions to gain access to footage.

ACA Paulsen noted that departments develop their own retention plan for camera footage (following State Statute retention schedule).

[52648](#)

City agency surveillance equipment policies

Attachments: [Spreadsheet: Departmental Surveillance Policies\(10/26/18\).pdf](#)
[FinanceDepartmentVideoSurveillancePolicy.pdf](#)
[GeneralCitySurveillanceCameraPolicy3-17.pdf](#)
[ITCameraPolicy.pdf](#)
[MayorsOfficeCameraPolicy.pdf](#)
[MononaTerraceCCTVbuildingPolicy.pdf](#)
[MPDDigitalForensicsPolicy.pdf](#)
[MPDInCarVideoPolicy.pdf](#)
[MPDSWATAudioVideoPolicy.pdf](#)
[MPDSWATBodyWornCamerasPolicy.pdf](#)
[MPDUnmannedAircraftSystemsPolicy.pdf](#)
[MPDVideoAudioSurveillancePolicy.pdf](#)
[ParkingUtilityCameraPolicy.pdf](#)
[WaterUtilityCameraPolicy .pdf](#)
[Ordinance 49284 Operating security camerasat convenience stores.pdf](#)

Presentations remaining: Water Utility

[53085](#)

Proposed Surveillance Policy Development

Attachments: [DRAFT New Surveillance Technology Purchase Approval Process.pdf](#)
[DRAFT Surveillance Technology Ordinance Language 080318.pdf](#)
[Other City Surveillance Comparison Chart.pdf](#)
[Surveillance Policy Outline 4/13/18.pdf](#)
[Surveillance Policy Outline: M. Paulsen & V. Wahl Comments 4/16/18.pdf](#)

Sarah Edgerton noted that city staff had not been able to work on the surveillance technology ordinance (definition of surveillance technology) or review the purchase approval process for new surveillance technology due to the recent flood event. Staff will be meet after ACA Paulsen's return October 1.

NEXT STEPS

Presentation: Water Utility
Data: From internal surveys and existing policies (current best practices and practices) to inform this process
Ordinance development: review draft policy, comments from staff and ideas from local governments
Review: Gaps and inconsistencies between policies, ethics training (consistent across all agencies)
Staff Review: Surveillance Definition & Purchase Approval Process (New Surveillance Technology)

ADJOURNMENT

A motion was made by Ald. Ledell Zellers, seconded by Ald. Samba Baldeh, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:29 p.m.