



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO DEVELOP CITY-WIDE SURVEILLANCE EQUIPMENT & DATA MANAGEMENT POLICIES

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Friday, January 25, 2019

12:00 PM

Room 206, Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard

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

### CALL TO ORDER / ROLL CALL

**Present:** 3 - Rebecca Kemble; Ledell Zellers and Paul E. Skidmore

**Excused:** 2 - Sheri Carter and Samba Baldeh

**Others Present:** Chris Wilkins (Water Utility) Sarah Edgerton (Information Technology), Assistant Chief Vic Wahl (MPD), Deputy Mayor Enis Ragland

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. Paul Skidmore, to approve the minutes from the December 4, 2018 meeting. 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.

### INFORMATION

[52839](#)

Information: Madison Water Utility use of surveillance equipment

**Attachments:** [1/25/19 Water Utility Surveillance Presentation.pdf](#)

Chris Wilkins from the Madison Water Utility presented information on the utility's surveillance cameras (see attached PDF of PowerPoint) and answered work group members questions.

## DISCUSSION ITEMS

[53993](#)

Discussion: Draft APM on Use of Surveillance Technology

**Attachments:** [DRAFT APM Use of Surveillance Technology \(11/2018\).pdf](#)

Staff indicated that they are still working on a re-draft of the APM.

[53997](#)

Discussion: Spreadsheet on City Surveillance Equipment / Data Management

**Attachments:** [Departmental Surveillance Policies \(12/4/18\).pdf](#)

Ald. Kemble noted that the spreadsheet is attached to the legislative file.

[54440](#)

Discussion: Draft Policy Development

**Attachments:** [1/25/19 Draft Surveillance Policy.pdf](#)

Members reviewed the attached draft. Discussed issues identified below:

1. The use of a Sensitive Surveillance Technology Oversight Board. (#7)  
Board would be subject to open records law - would they need to always be in closed session due to confidential information being reviewed?
2. Cataloguing Requests / Shared Records (inter-agency)  
Is there an audit trail of who accesses what? Currently can see who logged in, what camera, and who logged out but not what.
3. Progressive discipline of employees / Compliance with surveillance policy  
Discipline would be dependent upon violation.  
CIO will do review and reach out to departments if they are out of compliance (rewrite: IV. The Chief Tech Officer shall direct any City department out of compliance with the ordinance to cease use of surveillance tech and delete V. A person who is surveilled and injured by a violation of the ordinance may institute proceedings against the City)
4. Revisiting the exceptions for the emergency purchases of surplus military equipment  
Want to ensure that these are not impulse purchases (federal property disposition programs), require an approval process before using if already purchased.
5. Annual report
7. (g) Total annual costs, including personnel - delete "personnel" and add equipment and software (maintenance is a separate issue)
6. Definition  
APM and Ordinance will use same language

Issue of training staff was discussed briefly (technical and ethical) and could be addressed in the APM.

#### **NEXT STEPS**

Next meeting: Ordinance draft and revised draft APM language for discussion and review

There was a request to poll member's availability in February.

#### **ADJOURNMENT**

A motion was made by Ald. Paul Skidmore, seconded by Ald. Ledell Zellers, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:16 p.m.