



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

Tuesday, December 4, 2018

12:15 PM

Room 354, City-County Building
210 Martin Luther King, Jr. Blvd.

Link to Madison City Channel Video: <https://bit.ly/2Ei5amF>

CALL TO ORDER / ROLL CALL

Present: 3 - Rebecca Kemble; Sheri Carter and Ledell Zellers

Excused: 2 - Samba Baldeh and Paul E. Skidmore

Others Present: Sarah Edgerton, IT Director, Marci Paulsen, Assistant City Attorney, Assistant Chief Vic Wahl, Deputy Mayor Enis Ragland and Mahnker Dahnweih

Ald. Rebecca Kemble, chair, called the meeting to order at 12:25 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Ledell Zellers, seconded by Ald. Sheri Carter, to approve the minutes of the October 26, 2018 President's Work Group to Develop City Wide Surveillance Equipment & Data Management Policies meeting. The motion passed by voice vote/other.

Ald. Ledell Zellers moved to suspend the rules to allow for the work group to be informal in their discussions, seconded by Ald. Sheri Carter. Motion was approved.

PUBLIC COMMENT

Mahnker Dahnweih, Spoke, Neither Opposed/Supported

Concerns with Draft APM:

- * City IT not qualified to identify concerns or issues with departmental surveillance equipment. Public meetings should be held to provide input.
- * Surveillance information - who decides what is suitable for public release?
- * 90 day review of purchases - IT not fully qualified to review
- * Department policies should be reviewed in an open forum (public input).
- * Public comment should be collected during annual review process.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from members present.

DISCUSSION ITEMS

[53993](#)

Discussion: Draft APM on Use of Surveillance Technology

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

Sarah Edgerton spoke to the draft APM and the rewrite to address the city's concern of creating a bottleneck in the approval/procurement process and address public input at the same time. She also had concerns about staff capacity to take on additional review procedures for surveillance equipment (resident perspective). Ald. Kemble questioned whether gathering resident perspectives would/should be done by the IT Department.

Ald. Zellers had concerns that the visual capacity of surveillance cameras was not specifically addressed in the draft APM and she would like to see language specifically added to address that issue.

Ald. Zellers also had concerns that the APM not addressing inappropriate access by an employee. Assistant City Attorney Paulsen stated that it would be considered an employee discipline issue. Ald. Zellers thought language that prescribed "up to termination" be considered. ACA Paulsen believed language could be added to the APM stating that if anyone was in violation of the ordinance it would be considered a serious violation.

Sarah Edgerton volunteered to review other APM's for language on violations/employee discipline and bring that back to the work group at their next meeting.

Ms. Dahnweih stated that it was imperative that the public have the opportunity to weigh in on surveillance equipment before it was purchased to keep people informed and safe.

Ald. Kemble had an issue with #16 and #17 (surveillance cameras) not being included as surveillance equipment and that it did not make any sense. Staff thought they had gotten that language from former legislative analyst, Heather Allen (from Seattle WA's language - security of city facilities). Ald. Kemble could see excluding some cameras from the definition but not all security cameras.

Ald. Zellers requested that an addition be made to paragraph 3 on page 3 that the Council also be notified when written policies are approved and posted to agency websites.

[53997](#)

Discussion: Spreadsheet on City Surveillance Equipment / Data Management

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

The spreadsheet developed by Chief of Staff Kwasi Obeng was discussed.

Ald. Zellers requested:

1. Follow-up with the "unknowns" and be filled in on the spreadsheet.
2. Clarify "Statement of Need" and "Statement of Purpose"
3. Contact Parking Utility and Water Utility to clarify who has access
4. Clarify what agencies have video/audio (example body cameras, library) and video only (example streets, treasurer) - who can turn on/off the audio, video?

NEXT STEPS

Agenda Items:

Final version of the APM

Proposed policy developed by former legislative analyst

Request to poll for a next meeting date in January 2019.

ADJOURNMENT

A motion was made by Ald. Sheri Carter, seconded by Ald. Ledell Zellers, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:30 p.m.