



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

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

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Friday, August 3, 2018

12:00 PM

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

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Link to Madison City Channel Video: <https://bit.ly/2CpB9SI>

### CALL TO ORDER / ROLL CALL

**Present:** 4 - Rebecca Kemble; Sheri Carter; Ledell Zellers and Paul E. Skidmore

**Excused:** 1 - Samba Baldeh

**Others Present:** Natalie Erdman, Tom Conrad, Greg McManners, Sarah Edgerton, Heidi Wegleitner

Ald. Rebecca Kemble, chair, called the meeting to order at 12:00 pm.

### APPROVAL OF MINUTES

A motion was made by Ald. Paul Skidmore, seconded by Ald. Ledell Zellers, to approve the minutes from the July 2, 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

[52644](#)

Presentation: CDA Housing Operations use of surveillance equipment

**Attachments:** [CDA Housing Survey Results.pdf](#)

Ald. Rebecca Kemble noted that invitations were sent to Housing Operations and Monona Terrace staff to attend the work group's meeting to present on their surveillance equipment. However there was some miscommunication and they would not be doing full presentations. It was decided that the work

group would proceed and reference the results from the survey. (CDA Housing Operations, survey page #97; Monona Terrace, survey page #27).

Tom Conrad, Housing Operations Director and Natalie Erdman, PCED Director, provided an overview of their survey results. They provided an overview on the types of surveillance equipment they have, policies and procedures on how they use it and why they use it.

Registration: Heidi Wegleitner, spoke on her experiences with CDA Housing Operations and camera footage.

[52645](#)

Presentation: Monona Terrace use of surveillance equipment

**Attachments:** [Monona Terrace Survey Results.pdf](#)

Greg McManners, Monona Terrace Director, was present for discussion on their survey results.

He provided an overview on the types of surveillance equipment they have, policies and procedures on how they use it and why they use it.

[52173](#)

Update on the City Agency Survey

**Attachments:** [Responses All 180726.pdf](#)

Discussed having Water Utility, City Engineering and Parking Utility staff discuss their surveillance equipment and policies at a future meeting with a prepared presentation based on the survey questions.

[52648](#)

City agency surveillance equipment policies

**Attachments:** [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](#)

Ald. Kemble asked work group members how they would like to distill the various city policies into a spreadsheet in order to start an analysis.

Ald. Zellers: would like to see if cameras are on the city network or another

network, how long footage is retained, are cameras stationary or can move, can they visually access peoples living areas.

Ald. Skidmore: if fixed or incident based viewing, does camera do monitoring and do they have a policy on who has access to footage.

Ald. Kemble requested work group members email Mr. Obeng their suggestions on what model pieces of the policies stands out to them as best practices. Ald. Skidmore thought the a review of the recently adopted the convenience store video ordinance might be worthwhile to add to the discussion (Ordinance, Legislative File No. 49284). Ald. Kemble requested Mr. Obeng attach that policy to this legislative file as well.

Ald. Carter: what kind of training people have - that access to the footage, the person who is reviewing the surveillance video and if it is a rotating staff how they are trained.

[52646](#)

Staff proposal for surveillance technology approval process

**Attachments:** [New Surveillance Technology Purchase Approval Process.pdf](#)

Sarah Edgerton, Interim IT Director, was present for discussion on this item. How to address new technology in the future and confidentiality were discussed. Ald. Kemble stated that the work group and staff should look at exceptions for passive review and rationales for why footage has to stay confidentiality.

[52647](#)

Staff proposal for surveillance definition

**Attachments:** [DRAFT Surveillance Technology Ordinance Language \(8/3/18\).pdf](#)

The work group reviewed the draft ordinance language, exclusions and its implications in practice. Ald. Kemble the public should be able to know what equipment the city is using. Ald. Zellers had concerns about cameras that could also hear what was going on in private residences (step beyond). Ald. Carter stated that there are also state and federal government laws that protect the public's privacy.

Ald. Kemble stated that the exclusions from the definition - #14 and #15 - should be removed from the exclusions and the concerns that initially excluded them can be dealt with in the authorization policy.

14. Cameras intended to record activity at City facilities for security purposes;  
15. Cameras installed to monitor and protect the physical and integrity of City infrastructure;

**NEXT STEPS**

**Next Meeting:**

**Friday, September 14, 2018 @ 12 noon**

**Invite: Water Utility, City Engineering and Parking Utility to discuss their surveillance equipment and policies.**

**ADJOURNMENT**

**A motion was made by Ald. Ledell Zellers, seconded by Ald. Paul Skidmore, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:20 p.m.**