City of Madison

Agenda - Approved

COMMON COUNCIL EXECUTIVE COMMITTEE

Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?

Tuesday, September 19, 2023	**4:30 PM**	**Hybrid: City-County Building 201 and via virtual meeting**

Quorum of the Common Council may be present at this meeting

The City of Madison is holding the Common Council Executive Committee meeting in hybrid format to help protect our community from the Coronavirus (COVID-19) pandemic.

1. Written Comments: You can send comments on agenda items to CCEC@cityofmadison.com

2. Register for Public Comment:
- **Register to speak at the meeting.**
- **Register to answer questions.**
- **Register in support or opposition of an agenda item (without speaking).**

If you want to speak at this meeting you must register. You can register at https://www.cityofmadison.com/MeetingRegistration. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

3. Watch the Meeting: If you would like to join the meeting as an observer, please visit https://media.cityofmadison.com/Mediasite/Showcase/madison-city-channel/Channel/common-council-executive-committee.

4. Listen by Phone:
(877) 853-5257 (Toll Free)
Webinar ID: 832 6283 0973

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb

1

hnub ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Liz Windsor, Council Legislative Process Liaison, 608-266-4071, CCEC@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

9/5/23 draft minutes: http://madison.legistar.com/Calendar.aspx

PUBLIC COMMENT

1. **79866**   Public Comment (9/19/23)

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

ITEMS FOR CONSIDERATION

2. **78977**   Amending Section 2.05 of the Madison General Ordinances to Include Identification of Agenda Items Requiring a Supermajority Vote on the Consent Agenda Document.

3. **78978**   Creating Section Subsection (9) of Section 2.01 of the Madison General Ordinances to Require Adjournment of Common Council Meetings at 12:00 a.m.

4. **79244**   Accepting the 2023 Agency Annual Surveillance Technology Reports for the 2022 Calendar Year

Attachments: Annual Surveillance Technology Reports 2023 - Combined.pdf

5. **79867**   Revising Alder Pay Ordinance (MGO 3.50)

Attachments: Potential Alder Pay.pdf

MGO 3.50

6. **75427**   Council Office Updates

Attachments:	CCEC Chief of Staff Update 01-11-23.pdf
	CCEC Chief of Staff Update 02-01-23.pdf
	CCEC Chief of Staff Update 02-22-23.pdf
	CCEC Chief of Staff Update 3-1-23.pdf
	CCEC Chief of Staff Update 3-15-23.pdf
	CCEC Chief of Staff Update 6-6-23.pdf
	CCEC Chief of Staff Update 6-20-23.pdf
	CCEC Chief of Staff Update 7-11-23.pdf
	CCEC Chief of Staff Update 7-25-23.pdf
	CCEC Chief of Staff Update 8-1-23.pdf
	CCEC Chief of Staff Update 9-5-23.pdf

7.   **78125**   Future Agenda Items
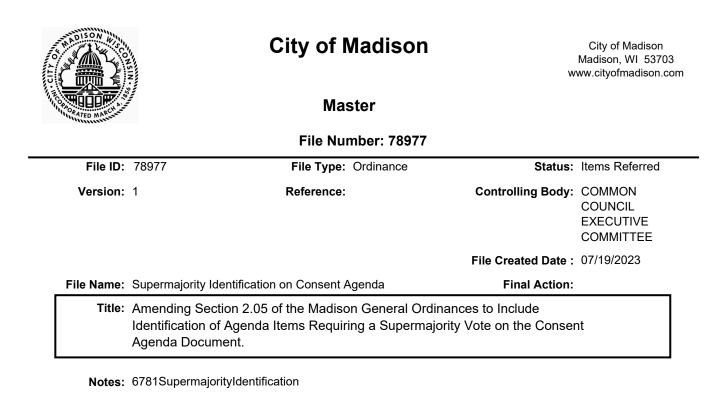
Attachments: Future Agenda Items updated 8-30-23.pdf

ADJOURNMENT

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

Master

File Number: 79866

File ID:	79866	**File Type:**	Public Comment	**Status:**	Public Comment
Version:	1	**Reference:**		**Controlling Body:**	COMMON COUNCIL EXECUTIVE COMMITTEE
				File Created Date :	09/12/2023
File Name:	Public Comment (9/19/23)			**Final Action:**	

Title: Public Comment (9/19/23)

Notes:

Sponsors:		**Effective Date:**	
Attachments:		**Enactment Number:**	
Author:		**Hearing Date:**	
Entered by:	kkapusta-pofahl@cityofmadison.com	**Published Date:**	

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 79866

Title

Public Comment (9/19/23)

City of Madison

Master

File Number: 78977

File ID: 78977	**File Type:** Ordinance	**Status:** Items Referred
Version: 1	**Reference:**	**Controlling Body:** COMMON COUNCIL EXECUTIVE COMMITTEE
		File Created Date : 07/19/2023

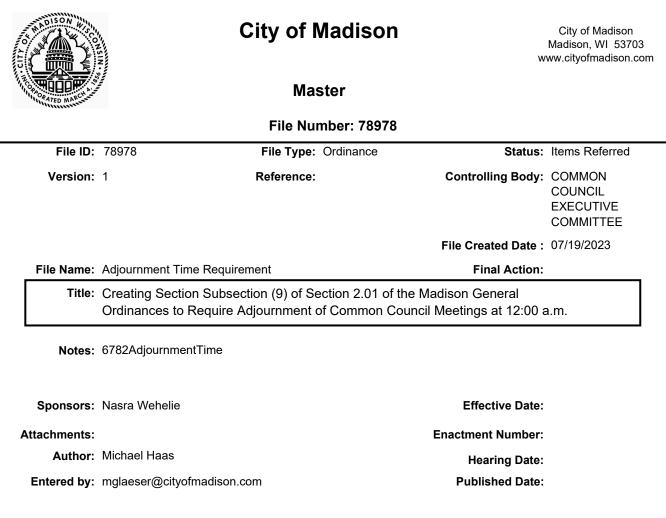|	
File Name: Supermajority Identification on Consent Agenda	**Final Action:**

Title: Amending Section 2.05 of the Madison General Ordinances to Include Identification of Agenda Items Requiring a Supermajority Vote on the Consent Agenda Document.

Notes: 6781SupermajorityIdentification

Sponsors: Nasra Wehelie	**Effective Date:**
Attachments:	**Enactment Number:**
Author: Michael Haas	**Hearing Date:**
Entered by: mglaeser@cityofmadison.com	**Published Date:**

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	07/19/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (9/19/23), Common Council (9/19/23)					
1	COMMON COUNCIL	07/25/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 78977

Fiscal Note
Any staff time required to implement this change will be absorbed with existing resources. No appropriation required.

Title
Amending Section 2.05 of the Madison General Ordinances to Include Identification of Agenda Items Requiring a Supermajority Vote on the Consent Agenda Document.

Body

DRAFTER'S ANALYSIS: This ordinance requires that the consent agenda document prepared for Common Council meetings identify agenda items which require a supermajority vote for approval.

****

The Common Council of the City of Madison do hereby ordain as follows:

    1.   Subsection (10) of Section 2.05 entitled "Introduction of Business" of the Madison General Ordinances is amended as follows:

"(10)   No later than noon on the day of any Common Council meeting, an Alder may request exclusion of any agenda item from the consent agenda for the meeting by notifying Common Council staff in writing. If an Alder requests referral or another action that is different than the recommended action on the agenda or the consent agenda document, the item shall be excluded from the consent agenda. The Council President shall approve the consent agenda including any recommended actions or referrals listed on the consent agenda pursuant to Sec. 2.055(5). However, the Council President shall not approve a recommended action or referral on the consent agenda that differs from the recommendation of the lead referral and which obtains a sponsor without the consent of the lead sponsor. Prior to the Council meeting, Common Council staff shall create and circulate a consent agenda document identifying recommendations or referrals not printed on the agenda, <u>items requiring a supermajority vote,</u> and exclusions requested by noon on the day of the Council meeting. The consent agenda document shall be distributed to Alders and the Mayor, and made available to the public. Additional agenda items may be excluded from the consent agenda by request of an Alder at the Common Council meeting. All items excluded from the consent agenda shall be considered separately. A Department Head or their designee of the City agency responsible for the subject matter or implementation of a proposal included on the meeting agenda shall be in attendance and available to respond to questions of Alders until such time as the Council considers the item, either as part of the consent agenda or as a separate item."

City of Madison

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

Master

File Number: 78978

File ID: 78978	**File Type:** Ordinance	**Status:** Items Referred
Version: 1	**Reference:**	**Controlling Body:** COMMON COUNCIL EXECUTIVE COMMITTEE
		File Created Date : 07/19/2023
File Name: Adjournment Time Requirement		**Final Action:**

Title: Creating Section Subsection (9) of Section 2.01 of the Madison General Ordinances to Require Adjournment of Common Council Meetings at 12:00 a.m.

Notes: 6782AdjournmentTime

Sponsors: Nasra Wehelie	**Effective Date:**
Attachments:	**Enactment Number:**
Author: Michael Haas	**Hearing Date:**
Entered by: mglaeser@cityofmadison.com	**Published Date:**

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	07/19/2023	Referred for Introduction				
	Action Text:	This Ordinance was Referred for Introduction					
	Notes:	Common Council Executive Committee (9/19//23), Common Council (9/19/23)					
1	COMMON COUNCIL	07/25/2023	Refer	COMMON COUNCIL EXECUTIVE COMMITTEE			Pass
	Action Text:	A motion was made by Currie, seconded by Figueroa Cole, to Refer to the COMMON COUNCIL EXECUTIVE COMMITTEE. The motion passed by voice vote/other.					

Text of Legislative File 78978

Fiscal Note

No fiscal impact.

Title

Creating Section Subsection (9) of Section 2.01 of the Madison General Ordinances to Require Adjournment of Common Council Meetings at 12:00 a.m.

Body

DRAFTER'S ANALYSIS: This ordinance requires that Common Council meetings adjourn at 12:00 a.m. unless the Council votes to continue the meeting by a vote of two-thirds of its

members.

****

The Common Council of the City of Madison do hereby ordain as follows:

    1.   Subsection (9) of Section 2.01 entitled "Meetings" of the Madison General Ordinances is amended as follows:

"(9) Meetings of the Common Council shall adjourn no later than 12:00 a.m. except upon an affirmative vote of two-thirds of Council members."

Master

File Number: 79244

File ID: 79244	**File Type:** Resolution	**Status:** Items Referred
Version: 1	**Reference:**	**Controlling Body:** COMMON COUNCIL EXECUTIVE COMMITTEE
		File Created Date : 08/02/2023
File Name: Accepting the 2023 Agency Annual Surveillance Technology Reports for the 2022 Calendar Year		**Final Action:**

Title: Accepting the 2023 Agency Annual Surveillance Technology Reports for the 2022 Calendar Year

Notes:

Sponsors: Jael Currie And Yannette Figueroa Cole		**Effective Date:**
Attachments: Annual Surveillance Technology Reports 2023 - Combined.pdf		**Enactment Number:**
Author: Isaac Matthias, Legislative Analyst		**Hearing Date:**
Entered by: imatthias@cityofmadison.com		**Published Date:**

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Council Office	08/02/2023	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Common Council Executive Committee (9/19/23), Common Council (9/19/23)					
1	COMMON COUNCIL	09/05/2023	Referred	COMMON COUNCIL EXECUTIVE COMMITTEE			
	Action Text:	This Resolution was Referred to the COMMON COUNCIL EXECUTIVE COMMITTEE					

Text of Legislative File 79244

Fiscal Note
The proposed resolution accepts the annual surveillance technology reports prepared by city agencies. This reports are prepared pursuant to MGO 23.63(5). Accepting the reports does not have a fiscal impact. No appropriation is required.

Title
Accepting the 2023 Agency Annual Surveillance Technology Reports for the 2022 Calendar Year

Body

WHEREAS, the City of Madison has an interest in ensuring that all official surveillance activities carefully safeguard privacy and confidentiality for residents and visitors, while ensuring safety and security for the public; and,

WHEREAS, the City of Madison has an interest in a city-wide surveillance and data management policy that is consistent for all City agencies and covers all types of surveillance equipment usage and data management; and,

WHEREAS, the City of Madison created the President's Work Group to Develop City-wide Surveillance Equipment and Data Management Policies through Resolution, Legislative File No. 49217, adopted by the Common Council on December 5, 2017, to develop a policy governing the purchase and use of all surveillance equipment employed by all City agencies; and,

WHEREAS, the Work Group worked closely with City departments, in particular Information Technology, Madison Police Department and the City Attorney's office, to develop a proposed ordinance governing the citywide purchase and use of surveillance technology that will be introduced separately; and,

WHEREAS, Common Council approved MGO 23.63, governing the acquisition and use of surveillance technology, on June 16, 2020; and,

WHEREAS, MGO 23.63 requires all City agencies to submit an Annual Surveillance Technology Report each year;

NOW, THEREFORE, BE IT RESOLVED that the Common Council accepts the 2023 annual agency surveillance technology reports for the 2022 calendar year.

City of Madison, Wisconsin
City Assessor's Office

Annual Surveillance Technology Report

2023

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Introduction

Summary

There have been no changes to technology in the prior year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A			

Usage of Surveillance Technology

Surveillance Data Usage

Not applicable.

Sharing Data with Other Entities

Not applicable.

Safeguarding Individual Information

Not applicable.

Complaints or Concerns

Not applicable.

Appendix A: Supporting Policies

Not applicable.

City of Madison, Wisconsin
DPCED/CDD/Madison Senior Center

Annual Surveillance Technology Report

Report for 2023

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Introduction

Summary

No changes to technology have been made since 2013. Since 2013, the Madison Senior Center located at 330 West Mifflin Street has had 13 video cameras installed on the interior and exterior of the facility for security purposes. There are cameras installed at all main entrances/exits. Facial recognition is expected from these vantage points. Other cameras point to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Camera video is accessed through the City network using exacqVision software.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

   (a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.
   (b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
       1. *An inventory of current Surveillance Technology and the applicable policies;*
       2. *How the Department has used the data collected by its Surveillance Technology;*
       3. *How any Surveillance Data is being shared with other entities;*
       4. *How well Surveillance Data management protocols are safeguarding individual information; and*
       5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
   (c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Axis M3204 (8 total)	Indoor 1 MP Color Camera, no audio	•Main Entrance/Exit •Vestibule Entrance/Exit •Dining Area •Lounge Area •Front Desk Area •2nd Fl Elevator Entrance •2nd Fl Front Hallway •2nd Fl Back Hallway	Camera
Axis P3364-VE (5 total)	Outdoor Color Camera, no audio	•Exterior Driveway •Exterior Main Entrance •Mid Courtyard •(2) Exterior Courtyard/ Entrance/Exit Areas	Camera
Tyco exacqVision	Video surveillance software installed by City IT	City Network	Software

Usage of Surveillance Technology

Surveillance Data Usage

Video surveillance is for the purpose of security at the Madison Senior Center. In 2022, security entailed: 1) Live surveying by the Senior Center & Senior Services Manager and/or Office Manager during business hours to ensure safety of attendees; and 2) Replaying footage for the purpose of researching complaints of thievery, misconduct or behavioral problems, or property damage. Video data is automatically retained on the City network for approximately 2 weeks. Cameras can be remotely accessed through the City network using exacqVision software.

Sharing Data with Other Entities

Surveillance footage of one incident from May 2022 was shared with the City of Madison Risk Manager as it pertained to property damage.

Safeguarding Individual Information

To ensure privacy, only two administrative staff have access to Madison Senior Center's video surveillance system – the Senior Center & Senior Services Manager, and the Office Manager. In the event footage needs to be exported and saved, the footage will be stored either 1) on an external drive and locked in the MSC safe which the two formally named staff only have access, or 2) on the City network's U drive where only the staff person who saved it has access. It will be saved for the appropriate time limit until it can be purged.

Public awareness notices are printing in the monthly newsletter and on signs located at the front desk. They state: *Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.*

Complaints or Concerns

No complaints or concerns in 2022.

Appendix A: Supporting Policies

Video Camera Surveillance Policy for Madison Senior Center:

Madison Senior Center

Video Camera Surveillance Plan
Madison Senior Center Policy 1-16

Objectives and the scope of video surveillance
The Madison Senior Center has video cameras installed on the exterior and interior of the facility for security purposes. Security entails: 1) live surveying by the Senior Center & Senior Services Manager and/or Office Manager during business hours to ensure safety of participants and guests. 2) replaying footage for the purpose of researching complaints of thievery; misconduct or behavioral problems; property damage.

Level of detail and recording area
There are cameras installed at all main entrances/exits. Facial recognition is expected from these points. Other cameras are pointing to general communal areas and exterior courtyard and drive areas in order to oversee general behaviors. Cameras do not have audio. Software used to view video is Tyco Security Products' "exacqVision" installed by City IT.

Provided notification(s) to participants
There are public notices at two locations at the front desk where participants sign-in. These notices state the following: "***Public spaces (interior and exterior) at the Madison Senior Center are monitored by staff on video security cameras; participants and visitors may be recorded.***" This same statement is also found in the Senior Center's monthly newsletter – The Messenger.

Location of cameras
All 13 cameras are located on Madison Senior Center property. Locations are:

Exterior (5 cameras):
1) Courtyard leading to grocery store and facility exit, 2) Mid-courtyard, 3) Courtyard leading to apartments and rear facility entrance/exit, 4) Main entrance/exit, 5) Driveway

Interior Main Floor (5 cameras):
6) Lounge, 7) Dining, 8) Front desk, 9) Main entrance/exit, 10) Rear vestibule entrance/exit

Interior 2nd Floor: (3 cameras):
11) Hall leading to Craft Room, 12) Front corridor and elevator entrance/exit, 13) Back corridor

Permanently or temporary placement?
Permanent placement

Persons in agency allowed view access
The Senior Center & Senior Services Manager and Office Manager are allowed viewing access. Records may also be shared with authorized individuals directly involved in investigating an incident.

Plan on training regarding the use, retention and storage
No official training on software usage. Online guide will be used if necessary. City IT retains and stores video for 14 days. If footage needs to be exported off the server and saved, it will be stored on an external drive in a locked safe, or on the City Network's U drive where it cannot be accessed by other staff, until it can be purged.

Those allowed to export any needed footage.
Senior Center & Senior Services Manager and Office Manager.

City of Madison, Wisconsin
Office of City Attorney

Annual Surveillance Technology Report

2023

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Introduction

Summary

No changes to surveillance technology have been made by the Office of City Attorney over the 2022 calendar year. The Office of City Attorney does not utilize surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

* The Office of City Attorney does not utilize surveillance technology.

Appendix A: Supporting Policies

The Office of City Attorney does not utilize surveillance technology, and, therefore, has no additional supporting policies.

City of Madison, Wisconsin
Department of Civil Rights

Annual Surveillance Technology Report

2023

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Introduction

Summary

DCR does not have any surveillance technology installed in our office space. DCR is located on the 5_{th} floor of the City County Building in room 523. There are two points of entry and exit. The main entrance where our reception is located is the primary point of entry/exit used by members of the public, and City staff. The second point of entry/exit, located at the back of the office is staff use only.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
N/A	N/A	N/A	N/A

Usage of Surveillance Technology

Surveillance Data Usage

Not Applicable

Sharing Data with Other Entities

Not Applicable

Safeguarding Individual Information

Not Applicable

Complaints or Concerns

Not Applicable

Appendix A: Supporting Policies

Not Applicable

**City of Madison, Wisconsin
Information Technology**

Annual Surveillance Technology Report

2023

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Introduction

Summary

During 2022, Information Technology (IT) did not add any additional surveillance technology to our inventory. All cameras listed below are used for monitoring incidents and identifying when customers are requesting access to an area.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
  1. *An inventory of current Surveillance Technology and the applicable policies;*
  2. *How the Department has used the data collected by its Surveillance Technology;*
  3. *How any Surveillance Data is being shared with other entities;*
  4. *How well Surveillance Data management protocols are safeguarding individual information; and*
  5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Doorbell Camera	Cameras used as part of the doorbell system so that we can see who is at the front doors per requirements of yearly Security Audit recommendations. We do not hve enough staff nor the physical spaces to have a front-desk person oversee the spaces.	CCB Room 525 and 501	Fixed
Help Desk Main Entrance	Cameras are used as part of the doorbell system so that we can see who is at the fron doors per requirements of yearly Security Audit recommendations. We do not have enough staff nor the physical space to have a front-desk person to oversee the spaces.	CCB Room 500 – Main Entrance	Fixed
Help Desk Back Hallway Enterance	Cameras are used as part of the doorbell system so that we can see who is at the back entrance per requirements of yearly Security Audit recommendations.	CCB Room 500 – Back Hallway Entrance	Fixed
Water Utility Data Center	Entrance inside data center	Water Utility Data Center	Fixed
Water Utility Data Center	Rack view	Water Utility Data Center	Fixed
CCB GA4 Storage Area	Main entrance	CCB-GA4 Storage Area – Main Entrance	Fixed
CCB GA4 Storage Area	Back entrance	CCB-GA4 Storage Area – Back Entrance	Fixed
CCB GA4 Storage Area	Storage area	CCB-GA4 Storage Area – Storage Area	Fixed

CCB GA4 Data Center	Entrance	CCB-GA4 Data Center – Entrance	Fixed
CCB GA4 Data Center	Rack view 1	CCB-GA4 Data Center – Rack View 1	Fixed
CCB GA4 Data Center	Rack view 2	CCB-GA4 Data Center – Rack View 2	Fixed
CCB GA2 Fiber Distribution	Closet/room	CCB GA2 Fiber Distribution Closet/Room	Fixed

Usage of Surveillance Technology

Surveillance Data Usage

The Help Desk, Data Center and GA2 video is used ONLY for review of incidents that may occur in those areas such as damage, theft or unauthorized access The doorbell devices in Helpdesk area and 525 suite are used to identify customers for entrance to each area that may not have authorized access from the City's card access system.

Sharing Data with Other Entities

Data is not shared with entities except for use as a part of an investigation. This investigation could be initiated by IT or the Madison Police Department in the event of damage, theft or unauthorized access to facilities.

Safeguarding Individual Information

IT is not collecting any individual information with our camera usage. These cameras are solely used for monitoring incidents and identifying when customers are requesting access to an area.

Complaints or Concerns

IT has not received any complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

There are no IT-specific surveillance technology support policies at this time.

City of Madison, Wisconsin
Mayor's Office

Annual Surveillance Technology Report

2023

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Introduction

Summary

No Changes

Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
    1. *An inventory of current Surveillance Technology and the applicable policies;*
    2. *How the Department has used the data collected by its Surveillance Technology;*
    3. *How any Surveillance Data is being shared with other entities;*
    4. *How well Surveillance Data management protocols are safeguarding individual information; and*
    5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Suite 403 dome security camera	Camera to allow staff to see who is entering	Suite 403 - near front desk	camera

Usage of Surveillance Technology

Surveillance Data Usage

The camera near the front desk of 403 is for security. It allows other staff to see who is entering and if front desk staff need assistance.

Sharing Data with Other Entities

Our understanding is that this camera does not record and is just used for live situations, should the need arise.

Safeguarding Individual Information

Because no video is recorded, no individual information is retained or at-risk

Complaints or Concerns

Appendix A: Supporting Policies

No supporting policies.

City of Madison, Wisconsin
Madison Fire Department

Annual Surveillance Technology Report

2023

Table of Contents

Introduction

Summary

Madison Fire did not add any new surveillance equipment during the calendar year 2022.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
>   1. *An inventory of current Surveillance Technology and the applicable policies;*
>   2. *How the Department has used the data collected by its Surveillance Technology;*
>   3. *How any Surveillance Data is being shared with other entities;*
>   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
>   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Security Cameras	**Camera are there to capture the front and rear of the stations. Entrances and parking lots of the stations are the main areas covered.**	**Cameras located at the front and rear of the stations and some at Fire Admin.**	**Security camera**

Usage of Surveillance Technology

Surveillance Data Usage

The MFD utilizes the video camera systems at the fire stations to provide a type of security to our employees at work. It not only provides security to their safety via regarding awareness and monitoring outside of the city buildings, but also for their personal vehicles. Over the years, MFD has experienced multiple acts of theft and vandalism near and around the fire stations. This has been vital for police reports and documentation of the incidents when possible. The video camera system also aids in an attempts to learn from MFD accidents that happen at the fire station. If captured on video, the data can be used to educate our personnel to improve our driving or safety habits.

Sharing Data with Other Entities

By default, the data collected is not shared with other agencies or entities. All data is subject to request and potential release.

Safeguarding Individual Information

The cameras for MFD are in place for security and safety reasons and our employees realize and are aware of the need to protect the privacy rights of the public and MFD employees when and where applicable. Images and videos are deleted in accordance with City's APMs and default retention times setup by City IT. Only Fire leadership have the ability to rewind and review camera data.

Complaints or Concerns

MFD has had no complaints or concerns with our surveillance technology in 2022. It continues to be an asset as needed for the safety and concern of the MFD and related parties.

Appendix A: Supporting Policies

None

**City of Madison, Wisconsin
Madison Police Department**

Annual Surveillance Technology Report

2023

Table of Contents

Introduction

Summary

During 2022, there was no new surveillance technology added to the Madison Police Department's existing surveillance technology inventory.

Ordinance Requirements

This document is prepared pursuant to M.G.O. 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
   1. *An inventory of current Surveillance Technology and the applicable policies;*
   2. *How the Department has used the data collected by its Surveillance Technology;*
   3. *How any Surveillance Data is being shared with other entities;*
   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
In-car video systems	In-car cameras in marked squad cars and certain unmarked squad cars.	MPD Fleet - Mobile	Cameras
Auto-chalk system	Auto-chalk system is used by MPD Parking Enforcement Officers to more efficiently enforce certain parking violations. **This item will not be included in the 2024 report due to the move of Parking Enforcement to Parking Utility	MPD PEO Vehicle – Mobile	Camera
Body Cameras	MPD SWAT officers use body worn cameras during authorized SWAT operations (warrant service, high risk incidents, etc.) Body worn cameras are also deployed to TEST motor officers.	Mobile	Cameras
Small Unmanned Aircraft Systems (sUAS or UAS)	Small Unmanned Aircraft Systems (sUAS or UAS) provides assistance to officers in a variety of contexts: search and rescue, crimes scene processing, major events, etc.	Mobile	Camera
SWAT Robotics	Robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk operations.	Mobile	Robotics/Camera
Covert tracking devices	Used to track the location of an individual suspect (pursuant to a valid court order) during criminal investigations. Limited personnel have access to this technology.	Mobile	Covert tracking devices
Telephone recording devices	Device used by personnel that attaches to a phone to record a conversation. Used in limited circumstances	Mobile	Audio recorder

Covert recording devices	Recording devices used on a temporary basis to aid criminal investigations. Only a limited number of personnel have access to these devices.	Mobile and stationary	Covert recording devices
Computer, cellphone and mobile device extraction tools.	Used by MPD's forensic services unit to analyze data stored on an electronic device as part of a criminal investigation (Used pursuant to a court order or with the consent of the device owner only).	Stationary – MPD Facility	Extraction tools
Cameras on City Enterprise Camera System	MPD has been assigned a number of cameras on the City Enterprise camera system. The system is maintained by IT.	Varies	Cameras

Usage of Surveillance Technology

Surveillance Data Usage

In-car video systems have been utilized by MPD for over 20 years and consists of one camera that faces forward of the squad car and one internal camera facing to the back seat of the vehicle. Officers also wear a portable microphone that is connected to the system and transmits audio. It is intended to serve a variety of purposes; the most significant is to capture evidence for use in a prosecution (this can include driving behavior, field sobriety tests, etc.) In-car video is also used to help investigate citizen complaints about officer behavior and to audit officer driving habits.

Auto-chalk is used by MPD Parking Enforcement Officers to more efficiently enforce non-metered, time restricted parking violations. Vehicles with an auto-chalk system drive through areas with time-restricted parking regulations (1 or 2 hour). The system captures photos of each vehicle (to include wheel position, shape of the vehicle, and the license plate). After the applicable time period has passed, the vehicle will drive through the area again, and the system will take a second sequence of photos, and compare them with the first pass. If there is a match – indicating that the vehicle has been present for the designated period – an alert notifies the PEO. At that time the PEO will issue the appropriate citation. The system will store the photo/data for violations; however, photos/data captured during the first pass are not retained. For violations, the system stores the photos that were taken along with some additional data (time/location). The license plate is also stored, but the system does not integrate with DOT/CIB (so the vehicle registration information is not imported into the system).   Parking enforcement operations are being moved in 2023 to Parking Utility, so this system will not be included in MPD's 2024 surveillance technology report.

The SWAT Body Worn Cameras are used during tactical operations. The data captured is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, assist with after action reviews, and as a training aid. During pre-planned tactical operations (like serving search warrants), specific officers are assigned to wear cameras. There are not enough cameras to assign one to each officer, so they are assigned with the goal of providing as much coverage of the operation as possible. After the incident is resolved, supervisors download the video. The cameras are also deployed when possible for spontaneous tactical incidents, but there will be a delay in their arrival at the scene (and sometimes it is not practical to deploy them).

TEST Motor Officers are also assigned Body Worn Cameras since in-car video is not available for motorcycles. The data captured during all traffic stops is used to resolve citizen complaints, provide documentation for use-of-force encounters, assist with prosecutions, and document the issuance of citations and physical arrests.

The UAS provides assistance to officers in a variety of contexts: search and rescue, crime scene processing, and major events and incidents. Officers investigating an incident where a UAS would be beneficial can request that the UAS team respond. The UAS provides real-time video which enables officers to check large open areas much more quickly than they could on foot.

MPD SWAT has several robotics platforms that are equipped with audio and/or visual monitoring. The robotics are used to enter and observe areas during high-risk tactical operations. They are intended to aid officers in searching for high-risk individuals in a safe manner.

Covert tracking devices are used in limited circumstances with a valid court order during criminal investigations to track the location of an individual crime suspect.

Telephone recording devices are attached to a telephone and record conversations. Most common use would be by members of the Crisis Negotiation Team (CNT) to record their negotiations during a tactical incident.

Covert recording devices are used during criminal investigations or internal investigations (very limited circumstances).

Data extracted by the tools used by MPD's forensic services unit is used in criminal investigations. Extractions are completed pursuant to a valid court order or with the consent from the owner of the device.

All commissioned employees are authorized to use the City Enterprise Camera System per MPD SOP. Civilian employees may be authorized by the Chief to access the system where there is a job-related need. No employee is allowed to access or utilize the system prior to receiving training in its use. Authorized employees are only permitted to access the City Enterprise Camera System for official law enforcement business, under any of the following conditions - to assist with the investigation of criminal or otherwise unlawful activity; for internal investigations as appropriate by the Chief or designee; to protect and secure MPD/City facilities; to maintain order during planned and unplanned events, for proactive review of a tactical incident, or for internal training opportunities with prior supervisory approval; to remotely monitor environmental conditions or other non-investigative circumstances necessary to perform an employee's duties (i.e., weather or traffic conditions, safety hazards, management of resources, etc.); and to preserve previously-discovered items or view/retrieve preserved evidence.

Sharing Data with Other Entities

Other agencies can request a particular video or piece of data, but no other agency (with the exception of the City Attorney's Office) has immediate access to our data server. All data is subject to request and potential release under the public records law. The City Attorney's Office can review video that has been specifically designated for them to review. Video/data is shared with the District Attorney's Office as part of the case review/prosecution process.

Safeguarding Individual Information

The MPD recognizes that while the use of video and audio surveillance technology can significantly aid MPD investigative efforts and promote greater public safety, the use of this technology must be balanced with the need to protect the privacy rights of the public and MPD employees when and where applicable. MPD SOPs require that use of surveillance technology will be consistent with any applicable City of Madison APMs and ordinances.

Complaints or Concerns

The MPD did not receive any complaints or expressed concerns in 2022 that stemmed from the use of surveillance technology. There were some instances where residents asked that the MPD staff review available recordings of camera footage to justify a complaint or concern.

Appendix A: Supporting Policies

MPD's Video and Audio Surveillance SOP:
https://www.cityofmadison.com/police/documents/sop/VideoAudioSurveillance.pdf

MPD's Digital Forensics SOP:
https://www.cityofmadison.com/police/documents/sop/DigitalForensics.pdf

MPD In-Car Video System SOP:
https://www.cityofmadison.com/police/documents/sop/InCarVideo.pdf

MPD SWAT Body Worn Cameras SOP:
https://www.cityofmadison.com/police/documents/sop/SWATBodyWornCameras.pdf

MPD Unmanned Aircraft Systems SOP:
https://www.cityofmadison.com/police/documents/sop/UnmannedAircraftSystems.pdf

MPD Police Motorcycles SOP:
https://www.cityofmadison.com/police/documents/sop/PoliceMotorcycles.pdf

City of Madison, Wisconsin
50/Library

Annual Surveillance Technology Report

2023

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Introduction

Summary

No changes to the Library's surveillance practices.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > *1. An inventory of current Surveillance Technology and the applicable policies;*
> > *2. How the Department has used the data collected by its Surveillance Technology;*
> > *3. How any Surveillance Data is being shared with other entities;*
> > *4. How well Surveillance Data management protocols are safeguarding individual information; and*
> > *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Surveillance Cameras	**Fixed cameras at certain Library locations**	**201 W. Mifflin St., 53703; 516 Cottage Grove Rd., 53716; 5726 Raymond Rd.,53711; 2222 S. Park St., 53713.**	**PTZ Cameras of varied resolution.**

Usage of Surveillance Technology

Surveillance Data Usage

The Library uses screen shots from video to later indentify subjects who may have violated the Library's Behavior Policy.

Sharing Data with Other Entities

The Library only shares data internally with authorized staff. If Law Enforcement wishes to view data that does not involve a Library Behvior Policy issue, a warrant is required.

Safeguarding Individual Information

Data can only be accessed by authorized Library account holders.

Complaints or Concerns

There have been no complaints registered against the Library's use of this data.

Appendix A: Supporting Policies

N/A

2023 Annual Surveillance Technology Report

City of Madison, Wisconsin

metro transit

Table of Contents

Introduction

Summary

Metro Transit has not made any significant changes or additions to its surveillance systems in the last calendar year. Due to major renovation at our 1 S. Ingersoll facility we had to adjust or move 6 cameras, but they are updated in the list of cameras below.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.

(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:
1. *An inventory of current Surveillance Technology and the applicable policies;*
2. *How the Department has used the data collected by its Surveillance Technology;*
3. *How any Surveillance Data is being shared with other entities;*
4. *How well Surveillance Data management protocols are safeguarding individual information; and*
5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
ME1101 East Wash 1	Exterior fixed camera using Exacqvision	E. Wash garage wall near Few St.	Camera
ME1101 East Wash 2	Exterior Fixed camera using Exacqvision	E. Wash garage wall between Few and Ingersoll	Camera
ME1101 Maint B 1	Interior fixed camera using Exacqvision	Maintenance Area B	Camera
ME1101 Maint B 2	Interior fixed camera using Exacqvision	Maintenance Area B	Camera
ME1101 Driver Room A	Interior fixed camera using Exacqvision	2nd floor training room	Camera
ME1101 Driver Room B	Interior fixed camera using Exacqvision	Temporary Exercise Room	Camera
ME1101 Dispatch A	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Dispatch B	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME 3A – Greeting Area	Interior fixed camera using Exacqvision	New Driver Break room entrance area	Camera
ME 3A – Ingersoll Vestibule	Interior fixed camera using Exacqvision	1 S. Ingersoll Main Entrance Vestibule	Camera
ME E. Was & Ingersoll	Interior fixed camera using Exacqvision	Employee Entrance and outdoor break area	Camera
ME1101 Radio Room	Interior fixed camera using Exacqvision	Operations Dispatch	Camera
ME1101 Mechanic Room	Interior fixed camera using Exacqvison	Mechanic Breakroom	Camera
ME1101 Bus Storage A	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage B	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage C	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage D	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage E	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage F	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage G	Interior fixed camera using Exacqvision	1101 Garage	Camera

ME1101 Bus Storage H	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bus Storage I	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Bike Rack	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Door 4	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Service Lane A	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Service Lane B	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Service Lane C	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Service Lane D	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Yard A	Exterior PTZ camera using Exacqvision	1101 Yard Wall	Camera
ME1101 Yard B	Exterior fixed camera using Exacqvision	1101 Yard Wall	Camera
ME1101 Yard C	Exterior PTZ camera using Exacqvision	1101 Yard Wall	Camera
ME1101 Parking Aisle A	Exterior fixed camera using exacqvision	1101 Yard Wall	Camera
ME1101 Parking Aisle B	Exterior fixed camera using Exacqvision	1101 Service Lane Wall	Camera
ME1101 Parking Aisle C	Exterior fixed camera using Exacqvision	1101 Service Lane Wall	Camera
ME1101 Parking Aisle D	Exterior fixed camera using Exacqvision	1101 Service Lane Entrance	Camera
ME1101 Fire Lane	Exterior Fixed Camera using Exacqvision	1101 Garage Roof	Camera
ME1101 Tank Room	Interior fixed camera using Exacqvision	1101 Service Lane Area	Camera
ME1101 Subcontractor Room	Interior fixed camera using Exacqvision	1101 Service Lane Area	Camera
ME1101 BG Shop	Interior fixed camera using Exaqvision	Room inside 1101 Garage	Camera
ME1101 Employee Entrance	Interior fixed camera using Exacqvision	Currently not operational due to renovation	Camera
ME1101 Hallway PTZ	Interior PTZ camera using Exacqvision	1101 Hallway near maintenance shop	Camera
ME1101 Hallway A	Interior fixed camera using Exacqvision	Currently not operational due to renovation	Camera
ME1101 Hallway B	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Hallway C	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Hallway D	Interior fixed camera using Exacqvision	New Receiving area	Camera

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ME1101 Hallway E	Interior fixed camera using Exacqvision	1101 Common Area Hall	Camera
ME1101 Engine Shop A	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Engine Shop B	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 01	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Shop 02	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Seat Shop	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Meter Room	Interior fixed camera using Exacqvision	1101 Maintenance Shop	Camera
ME1101 Bus Storage	Interior fixed camera using Exacqvision	1101 Garage	Camera
ME1101 Wash Bay Exits	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 1	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Vault 2	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Cash Room	Interior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors A	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors B	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
ME1101 Overhead Doors C	Exterior fixed camera using Exacqvision	1101 Service Lane	Camera
MT1101 Dispatch A	Audio using Exacqvision	1101 Dispatch	Microphone
MT1101 Mechroom	Audio using Exacqvision	1101 Mechanic Break Room	Microphone
MT1101 EmpEntrance	Audio using Exacqvision	Currently down due to renovation	Microphone
MT1101 BusStorage J	Audio using Exacqvision	1101 Garage	Microphone
ME Metro Storage	Interior fixed camera using Exacqvision	1 S. Ingersoll Garage	Camera
ME Cash Room New	Interior fixed camera using Exacqvision	Cash Room	Camera
ETP 9	Interior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 1	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 2	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 3	Exterior fixed camera using Exacqvision	East Transfer Point	Camera

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ETP 4	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 5	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 6	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 7	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ETP 8	Exterior fixed camera using Exacqvision	East Transfer Point	Camera
ME NTP 1	Exterior Fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 2	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 3	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 4	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 5	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 6	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 7	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME NTP 8	Exterior fixed camera using Exacqvision	North Transfer Point	Camera
ME WTP Inbound A	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound B	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound C	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Inbound D	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound A	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound B	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound C	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Outbound D	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME WTP Entrance	Exterior fixed camera using Exacqvision	West Transfer Point	Camera
ME STP Inbound A	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound B	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound C	Exterior fixed camera using Exacqvision	South Transfer Point	Camera

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ME STP Inbound D	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound E	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound F	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Inbound G	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound A	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound B	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound C	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound D	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound E	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound F	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME STP Outbound G	Exterior fixed camera using Exacqvision	South Transfer Point	Camera
ME 1245 West Reception B	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 West Reception A	Interior fixed camera using Exacqvison	1245 Reception Window	Camera
ME 1245 West Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 West Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 CSC Overview	Interior fixed camera using Exacqvision	1245 Customer Service Call Center	Camera
ME 1245 Finance Hall	Interior fixed camera using Exacqvision	1245 Hallway near Finance department	Camera
ME 1245 West Downstairs	Interior fixed camera using Exacqvision	1245 lower level near vending machine	Camera
ME 1245 East Hallway A	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 East Hallway B	Interior fixed camera using Exacqvision	1245 Common Hallway	Camera
ME 1245 Lost and Found A	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Lost and Found B	Interior fixed camera using Exacqvision	1245 Lost and Found Room	Camera
ME 1245 Reception C	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 Reception D	Interior fixed camera using Exacqvision	1245 Reception Window	Camera
ME 1245 East Mens Rm Exit	Interior fixed camera using Exacqvision	1245 Exit Hall near mens room	Camera

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ME 1245 Reception A	Fixed audio using Exacqvision	1245 Reception Window	Microphone
ME 3829 Hanson West Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3829 Hanson 180 Interior	Interior fixed camera using Exacqvision	Building and Grounds shop	Camera
ME 3829 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW side of building	Camera
ME 3829 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera
ME 3829 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson W Exterior	Exterior fixed camera using Exacqvision	Exterior West side of building	Camera
ME 3901 Hanson SE Exterior	Exterior fixed camera using Exacqvision	Exterior SE side of building	Camera
ME 3901 Hanson NE Exterior	Exterior fixed camera using Exacqvision	Exterior NE side of building	Camera
ME 3901 Hanson 180 Interior	Interior fixed camera using Exacqvision	Interior view of future bus storage	Camera
ME 3901 Hanson NW Exterior	Exterior fixed camera using Exacqvision	Exterior NW view of building	Camera
Smart Record	Phone recording software	266-4466, 267-8760, 267-8761, 267-8781 are recorded phone lines	Software
REI R8001	Bus Video Recorder	110 buses utilize this system. Each bus has 5 fixed cameras. 4 interior, 1 exterior. Each interior camera is equipped with a microphone.	Video Recording system with cameras and audio
REI HD800	Bus Video Recorder	78 buses utilize this system. Each bus has 6 fixed cameras. 4 interior, 2 exterior. Each interior camera is equipped with a microphone.	Video recording system with cameras and audio
REI HD5-1200	Bus Video Recorder	16 buses utilize this system. Each bus has 8 fixed cameras. 4 interior and 4 exterior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio
Apollo	Bus Video Recorder	33 buses utilize this system. Each bus has 11 cameras. 4 exterior and 7 interior. Each interior camera is equipped with a microphone	Video recording system with cameras and audio

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Usage of Surveillance Technology

Surveillance Data Usage

Bus Video/Audio Recording Systems – Each revenue service vehicle is equipped with a digital video recorder (DVR), cameras, and microphones. The data is utilized on an as needed basis to investigate accidents, customer feedback, passenger count verification, and security incident investigation. Video and audio recordings are not reviewed or saved without merit to do so. Bus video data is overwritten unless pulled and saved.

Facility Video/Audio Recording Systems – Metro facilities are equipped with cameras both in public and non-public areas. Complete access with rights to save is only granted to a small group of employees identified in the Metro Security Camera Surveillance Policy. Frontline supervisors have rights to transfer point facility cameras with live view rights but cannot create or save clips. Facility video/audio is reviewed and/or saved only when warranted. It is utilized to resolve disputes, employee misconduct investigations, security incident investigations, and accident investigations in and around Metro facilities.

Phone Recording Systems – Metro utilizes recorded phone lines both internally and externally. The publically distributed customer service phone line is recorded as well as the operations and maintenance internal phone numbers utilized by employees. Phone calls are only reviewed or accessed when warranted to resolve disputes or to verify the correct information was provided. The customer service supervisory staff may utilize phone recordings in coaching of customer service representatives.

Sharing Data with Other Entities

Bus Video/Audio Recording Systems – Clips created from bus video systems are shared with other government entities upon request. Metro has an established method of sharing with the school district, labor union, local law enforcement agencies, city attorney's office, work comp insurance carrier, and its vehicle insurance carrier. This insures timely investigation and conclusion of incidents and/or accidents that occur in and around buses.

Facility Video/Audio Recording Systems – Metro utilizes the same methods of sharing clips upon request from other governmental agencies and insurance partners as with bus video clips.

Phone Recording Systems – Metro would utilize the same methods of sharing phone recording clips upon request from other governmental agencies and insurance partners as with bus video clips.

***Requests for video or recordings from the general public, media, employees, outside insurance companies, government agencies that do not have an active relationship with Metro Transit, and all other video requests outside of established sharing relationships would be vetted by the Records Custodian before release.

Safeguarding Individual Information

All surveillance records are stored and secured in established location on a video server. This server is protected by City IT network security systems.

Complaints or Concerns

Metro Transit has not directly received any complaints or concerns regarding video surveillance systems.

Appendix A: Supporting Policies

Security Camera Surveillance Policy

Objectives

The primary objective of having video surveillance is to document what transpires when events occur that threaten the safety of customers and/or employees of the transit system. The installation of cameras, with signage alerting customers and employees, has also been a deterrent to disruptive behavior and provides a sense of security to riders and employees. In the case of personal injury accidents, a video record validates the facts.

Locations

Metro Transit has security surveillance cameras at the transfer points, on buses, in the operations, maintenance, storage, and administration facilities.

- All four Transfer Points are equipped with security cameras. Images are available in real-time via wireless connection to Metro staff and to the Madison Police Department.

- On-board video and audio surveillance equipment is installed on the entire fleet of revenue service vehicles.

- Facility cameras are located in the following areas:

    - Common areas such as hallways, employee parking lot, garage exterior along E. Washington Ave., bus storage and entrances, service lane and maintenance areas, dispatch office, and breakrooms.
    - The cash-handling room where cash is counted and sorted from bus fare is also equipped with cameras.

- Cameras provide security for employees at the building entrances and other public areas. Footage is also used to resolve disputes and review incidents that may have occurred.

- There is signage in all locations providing notice that video (and audio on the buses) surveillance is present.

Downloading Images

Bus video systems use digital video recorders (DVR) to store information. To access the footage, the hard drive is pulled and images are reviewed and downloaded when an incident or accident is reported (by employees or public). If the hard drive is not pulled, all data will be overwritten when the hard drive reaches capacity. If it is required to review multiple hard drives to search for an event, footage found to be irrelevant or reviewed as part of a process of elimination, may not be retained. Hard drives are not pulled or reviewed without a purpose or reason to do so.

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Access to Images

- For safety and/or security incidents, the surveillance records are shared with individuals directly involved in investigating and following up on the incident. This includes Metro management staff, law enforcement officials, school officials, the City's insurance company, the bus operator, union officials, the offending individual (and his/her parents as appropriate), and others who may be directly involved in responding to the behavior.

  Metro Transit Rules of Conduct call for police intervention, arrest and/or prosecution in situations in which an individual's actions present an imminent danger to the life or safety of him/herself or others, or to Metro property. Video evidence is particularly useful in enlisting police and prosecutorial support to enforce the policy in these emergency situations.

- Video images are used to monitor ride loads, boarding activity, and other planning purposes. The Planning Manager has access to the video records for this purpose.

- The on-board bus video is also used for training purposes. The ability to develop training videos showing our own operators handling real life situations has been an excellent training tool. Metro Driver Instructors access the on-board video record created by management. Driver Instructors are not allowed or have access to pull hard drives or review facility cameras. This type of footage is displayed to employees in training. Metro management will gain consent of known individuals shown in the footage before utilization in training groups.

Levels of Access

- On-board bus video
  - Operations, maintenance, and information technology supervisors and managers have full review and saving rights.
  - The planning unit has access to video storage for passenger count purposes and turning movement issues.
  - Marketing supervisor and manager have access to video for responding to public inquiry and media requests.
  - Records custodian has access to video storage for open records requests and public inquiry.
  - Driver Instructors have no access to video footage with the exception of records specifically designated for training purposes.
- Transfer Point cameras only
  - Planning unit, operations and maintenance supervisors and managers have live view and review access but are not allowed to save footage.
- All Facility cameras
  - Operations General Supervisors, Maintenance General Supervisors, Operations Manager, Maintenance Manager, Building and Grounds Foreman, and Information Technology Manager have access to all facility and transfer point cameras. This is live view and review rights only.
  - Operations General Supervisors and the Information Technology Manager have live view, review, and save rights.

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Public Records

- In consultation with the City Attorney's office and insurance company, Metro will maintain, as a public record, images downloaded from the recorders in accordance with the video record retention policy outlined below.
- In cases where follow-up action is taken, the images will become part of the files for the incident, and be maintained in accordance with the video record retention policy outlined below.
- In cases of vehicular accidents, the images provided to our insurance company will be maintained as part of their case file in accordance with their record retention policies.
- The Assistant to the General Manager serves as the open records custodian for Metro Transit. This includes video surveillance records.
- Records are stored on a secure network server maintained by the City of Madison Information Technology Department

Record Retention Policy:

Category	Default
MPD-MetroVideo	
Transit General Mgr Requests	365 Days
Complaints	365 Days
Misc	365 Days
Pedestrians	365 Days
School School Name	365 Days
Shop Misc	365 Days
Policy/Fare Dispute Strollers	365 Days
Workers Comp	365 Days
Driver Violations	365 Days
Driver Electronic Violations	365 Days
Shop Employee Misconduct	365 Days
Office Employee Misconduct	365 Days

Accidents
    Fixed Route
    Paratransit
    Slip & Fall
    Bike or Ped
    Facility
	4 Years

Refresher Training	4 Years
Safe Streets	4 Years

Updated January 15, 2009
Updated May 5, 2011
Updated December 17, 2012
Updated March 20, 2014
Updated June 22, 2018 – Phil Gadke – Operations General Supervisor
Updated August 26, 2020 – Phil Gadke – Operations General Supervisor

Updated June 23, 2022 – Justin Maki – Safety Coordinator
Updated June 8th, 2023—Justin Maki—Safety Coordinator

City of Madison, Wisconsin
Monona Terrace

Annual Surveillance Technology Report

2023

Table of Contents

Introduction

Summary

No change from previous year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > *1. An inventory of current Surveillance Technology and the applicable policies;*
> > *2. How the Department has used the data collected by its Surveillance Technology;*
> > *3. How any Surveillance Data is being shared with other entities;*
> > *4. How well Surveillance Data management protocols are safeguarding individual information; and*
> > *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Model
	MT Level 1 Bike Path East PTZ	Level 1	P5635-E-MkII
	MT Level 1 Bike Path West PTZ	Level 1	P5655-E
	MT Level 1 E. Dock Inside 1	Level 1	F44
	MT Level 1 E. Dock Inside 2	Level 1	F44
	MT Level 1 E. Dock Inside 3	Level 1	F44
	MT Level 1 East Dock Inside	Level 1	P5635-E-MkII
	MT Level 1 East Dock Outside PTZ	Level 1	Q6055-E
	MT Level 1 East Lake 360 A	Level 1	Q6000-E-MkII
	MT Level 1 East Lake PTZ	Level 1	Q6055-E
	MT Level 1 ExHall A	Level 1	P5635-E-MkII
	MT Level 1 ExHall A North Wall	Level 1	P3225-LV Mk II
	MT Level 1 ExHall B	Level 1	P5635-E-MkII
	MT Level 1 ExHall B North Wall	Level 1	P3225-LV Mk II
	MT Level 1 Lakeside East	Level 1	P3225-LV Mk II
	MT Level 1 Lakeside PTZ	Level 1	P5655-E

Reviewed Item	Description	Location	Model
	MT Level 1 Lakeside West	Level 1	P3225-LV Mk II
	MT Level 1 W Dock A	Level 1	F44
	MT Level 1 W Dock B	Level 1	F44
	MT Level 1 W Dock C	Level 1	F44
	MT Level 1 W Dock PTZ	Level 1	P5635-E-MkII
	MT Level 1 West Dock 2	Level 1	Q6055-E
	MT Level 1 West Dock Outside 360 A	Level 1	Q6000-E-MkII
	MT Level 1 West Dock Outside PTZ	Level 1	Q6055-E
	MT Level 1 West Lake 360 A	Level 1	Q6000-E-MkII
	MT Level 2 Community Terrace	Level 2	P5635-E-MkII
	MT Level 2 Community Terrace E	Level 2	P3225-LV Mk II
	MT Level 2 Community Terrace W	Level 2	P3225-LV Mk II
	MT Level 2 East Back of House	Level 2	F34
	MT Level 2 East Elevators	Level 2	F34
	MT Level 2 East Hallway	Level 2	P3225-LV Mk II
	MT Level 2 West Hallway	Level 2	F34
	MT Level 2 West Hallway 2	Level 2	F34
	MT Level 3 CTR Entrance East	Level 3	P3225-LV Mk II

Reviewed Item	Description	Location	Model
	MT Level 3 CTR Entrance West	Level 3	P3225-LV Mk II
	MT Level 3 East Hallway A	Level 3	F44
	MT Level 3 East Hallway B	Level 3	F44
	MT Level 3 East Hallway C	Level 3	F44
	MT Level 3 East Hallway D	Level 3	F44
	MT Level 3 East Hallway PTZ	Level 3	P5635-E-MkII
This camera has been added	MT Level 3 East Telco Room Axis	Level 3	P5655-E
	MT Level 3 Parking Ramp East Center	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp East Left	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp East Right	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp West Center	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp West Left	Level 3	Q3708-PVE
	MT Level 3 Parking Ramp West Right	Level 3	Q3708-PVE
	MT Level 3 Phone Room	Level 3	P5635-E-MkII
	MT Level 3 West Hallway Gallery	Level 3	F44
	MT Level 3 West Hallway Strg A	Level 3	F44
	MT Level 3 West Hallway Strg B	Level 3	F44
	MT Level 4 Ballroom A	Level 4	P3225-LV Mk II

Reviewed Item	Description	Location	Model
	MT Level 4 Ballroom A PTZ	Level 4	P5635-E-MkII
	MT Level 4 Ballroom B	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom B West	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom C	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom C West	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom D	Level 4	P3225-LV Mk II
	MT Level 4 Ballroom D PTZ	Level 4	P5655-E
	MT Level 4 Bike Elevator	Level 4	F44-Dual_Audio_Input
	MT Level 4 Cap Prom	Level 4	P3228-LV
	MT Level 4 Catering Elevators	Level 4	F44
	MT Level 4 Catering North Doors	Level 4	F44
	MT Level 4 Ctr East Hallway	Level 4	F44
	MT Level 4 Ctr West Hallway	Level 4	F44
	MT Level 4 Drive East	Level 4	P3225-LVE Mk II
	MT Level 4 Drive Thru	Level 4	P5635-E-MkII
	MT Level 4 Drive West	Level 4	P3225-LVE Mk II
	MT Level 4 Drive West Entrance	Level 4	P3225-LVE Mk II
	MT Level 4 East	Level 4	P5635-E-MkII

Reviewed Item	Description	Location	Model
	MT Level 4 East Entrance/Elevator	Level 4	F44-Dual_Audio_Input
	MT Level 4 East State Stairs	Level 4	F44-Dual_Audio_Input
	MT Level 4 Giftshop 1	Level 4	F44
	MT Level 4 Giftshop 2	Level 4	F44
	MT Level 4 Giftshop 3	Level 4	F44
	MT Level 4 Giftshop 4	Level 4	F44
	MT Level 4 Grand Terrace	Level 4	P5635-E-MkII
	MT Level 4 Grand Terrace East	Level 4	P3225-LV Mk II
	MT Level 4 Grand Terrace West	Level 4	P3225-LV Mk II
	MT Level 4 Grand View	Level 4	F44-Dual_Audio_Input
	MT Level 4 Greeter	Level 4	F44
	MT Level 4 Hall of Ideas E	Level 4	F44
	MT Level 4 Hall of Ideas E PTZ	Level 4	P5635-E-MkII
	MT Level 4 Hall of Ideas F	Level 4	F44
	MT Level 4 Hall of Ideas G	Level 4	F44
	MT Level 4 Hall of Ideas H	Level 4	F44
	MT Level 4 Hall of Ideas I	Level 4	F44
	MT Level 4 Hall of Ideas J	Level 4	F44

Reviewed Item	Description	Location	Model
	MT Level 4 Hol MTG Hallway	Level 4	P3225-LV Mk II
	MT Level 4 Lecture Hall A	Level 4	F44
	MT Level 4 Lecture Hall B	Level 4	F44
	MT Level 4 Main Ent. East	Level 4	F44
	MT Level 4 Main Ent. West	Level 4	F44
	MT Level 4 Meeting Room K	Level 4	F44
	MT Level 4 Meeting Room L	Level 4	F44
	MT Level 4 Meeting Room M	Level 4	F44
	MT Level 4 Meeting Room N	Level 4	F44
	MT Level 4 Meeting Room O	Level 4	F44
	MT Level 4 Meeting Room P	Level 4	F44
	MT Level 4 Meeting Room Q	Level 4	F44
	MT Level 4 Meeting Room R	Level 4	F44
	MT Level 4 North Catering 1	Level 4	F44
	MT Level 4 North Catering 2	Level 4	F44
This camera has been removed	MT Level 4 spare input	Level 4	F44 Dual_Audio_Input
	MT Level 4 West	Level 4	P5635-E-MkII
	MT Level 4 West Lecture Hallway	Level 4	P3225-LV Mk II

Reviewed Item	Description	Location	Model
	MT Level 4 West Vending	Level 4	P3225-LV Mk II
	MT Level 5 East Roof Ramp	Level 5	P3225-LVE Mk II
	MT Level 5 Main Ent. East	Level 5	F44
	MT Level 5 Main Ent. West	Level 5	F44
	MT Level 5 Sky Walk Elevator A	Level 5	F44
	MT Level 5 Sky Walk Elevator B	Level 5	F44
	MT Level 5 Skywalk	Level 5	P3225-LV Mk II
	MT Level 5 West Roof Ramp	Level 5	P3225-LVE Mk II
	MT Level 6 East Freight Elevator	Level 6	P3225-LV Mk II
	MT Level 6 East Roof	Level 6	Q6055-E
	MT Level 6 Elevator	Level 6	F44
	MT Level 6 Exterior elevator	Level 6	A8004-VE
	MT Level 6 Rooftop Center East	Level 6	Q6055-E
	MT Level 6 Rooftop Center Lake	Level 6	Q6055-E
	MT Level 6 Rooftop Center West	Level 6	P5635-E-MkII
	MT Level 6 Rooftop CTR 360 A	Level 6	Q6000-E-MkII
	MT Level 6 Rooftop CTR PTZ	Level 6	Q6055-E
	MT Level 6 West Roof	Level 6	P5635-E-MkII

Reviewed Item	Description	Location	Model
	MT Olin Terrace External	Level 5	Q6155-E
	MT Olin Terrace External 360 A	Level 5	Q6000-E-MkII
	MT Olin Terrace External 360 B	Level 5	Q6000-E-MkII
	MT Olin Terrace External 360 C	Level 5	Q6000-E-MkII
	MT Olin Terrace External 360 D	Level 5	Q6000-E-MkII
	MT-Level 6 Radar	Level 6	D2050-VE

Usage of Surveillance Technology

Surveillance Data Usage

The Monona Terrace camera system is used for the purposes of monitoring the safety of all individuals and property. Video data is automatically retained on the City network for approximately 2 weeks. The Command Center Operator will report any suspicious activity or behavior to the Operations Manager. MPD will be contacted for all incidents that may be criminal in nature.

Sharing Data with Other Entities

Monona Terrace captured and shared video segments upon request of the MPD in 2022.

Safeguarding Individual Information

No change from previous year.

Complaints or Concerns

No change from previous year.

Appendix A: Supporting Policies

No change from previous year.

City of Madison, Wisconsin
Municipal Court

Annual Surveillance Technology Report

2023

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Introduction

Summary

The Municipal Court does not have applicable surveillance technology.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

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>> 1. *An inventory of current Surveillance Technology and the applicable policies;*
>> 2. *How the Department has used the data collected by its Surveillance Technology;*
>> 3. *How any Surveillance Data is being shared with other entities;*
>> 4. *How well Surveillance Data management protocols are safeguarding individual information; and*
>> 5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
No applicable surveillance technology			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance technology.

Sharing Data with Other Entities

No applicable surveillance technology.

Safeguarding Individual Information

No applicable surveillance technology.

Complaints or Concerns

No applicable surveillance technology.

Appendix A: Supporting Policies

No applicable surveillance technology.

City of Madison, Wisconsin
Parking Division

Annual Surveillance Technology Report

2023

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Introduction

Summary

The Parking Division has not made any changes to our video surveillance system in 2022.

Ordinance Requirements

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> > 5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
	PU OC Roof	Overture Center Garage	Video Camera
	PU OC Roof 2	Overture Center Garage	Video Camera
	PU OC Roof 4	Overture Center Garage	Video Camera
	PU OC Roof 3	Overture Center Garage	Video Camera
	PU OC Entry Exit 1	Overture Center Garage	Video Camera
	PU OC Entry Exit 2	Overture Center Garage	Video Camera
	PU OC Entry Exit 3	Overture Center Garage	Video Camera
	PU OC Entry Exit 4	Overture Center Garage	Video Camera
	PU OC POF 1	Overture Center Garage	Video Camera
	PU OC POF 2	Overture Center Garage	Video Camera
	PU OC POF 3	Overture Center Garage	Video Camera
	PU OC POF 4	Overture Center Garage	Video Camera
	PU Brayton Rain Garden	Brayton Lot	Video Camera
	PU Brayton Exit 1	Brayton Lot	Video Camera
	PU Brayton Entry 1	Brayton Lot	Video Camera

	PU Brayton POF 2	Brayton Lot	Video Camera
	PU Brayton Exit 2	Brayton Lot	Video Camera
	PU Brayton Permit	Brayton Lot	Video Camera
	PU Frances Entry Exit 1	SSCa Frances Garage	Video Camera
	PU Frances POF 1 & 2	SSCa Frances Garage	Video Camera
	PU Frances Entry Exit 2	SSCa Frances Garage	Video Camera
	PU Frances Booth 1	SSCa Frances Garage	Video Camera
	PU Frances Booth 2	SSCa Frances Garage	Video Camera
	PU Lake Entry Exit 2	SSCa Lake Garage	Video Camera
	PU Lake POF 1	SSCa Lake Garage	Video Camera
	PU Lake Entry Exit 1	SSCa Lake Garage	Video Camera
	PU Lake Sidewalk South	SSCa Lake Garage	Video Camera
	PU Lake Sidewalk Equator	SSCa Lake Garage	Video Camera
	PU Lake Sidewalk North	SSCa Lake Garage	Video Camera
	PU Lake Ramp LV1 South	SSCa Lake Garage	Video Camera
	PU Lake Ramp LV1 North	SSCa Lake Garage	Video Camera
	PU Lake North Stairwell	SSCa Lake Garage	Video Camera
	PU Lake South Stairwell	SSCa Lake Garage	Video Camera
	PU Lake Ramp Hawthorn	SSCa Lake Garage	Video Camera

	PU Lake POF 2	SSCa Lake Garage	Video Camera
	PU Lake POF 3	SSCa Lake Garage	Video Camera
	PU SSC Entry Exit 3	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 4	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 2	State Street Capitol Garage	Video Camera
	PU SSC Entry Exit 1	State Street Capitol Garage	Video Camera
	PU SSC POF 1	State Street Capitol Garage	Video Camera
	PU SSC Entry/Exit 5	State Street Capitol Garage	Video Camera
	PU SSC Johnson Entry	State Street Capitol Garage	Video Camera
	PU SSC Dayton	State Street Capitol Garage	Video Camera
	PU SSC POF 2	State Street Capitol Garage	Video Camera
	PU SSC Metered North 2	State Street Capitol Garage	Video Camera
	PU SSC Dayton Meter Section	State Street Capitol Garage	Video Camera
	Buckeye Gilman	Buckeye Lot	Video Camera
	Buckeye Gorham	Buckeye Lot	Video Camera
	PU CSN Webster Entry	Capitol Square North Garage	Video Camera
	PU CSN Permit Entry/Exit	Capitol Square North Garage	Video Camera
	PU CSN POF 1	Capitol Square North Garage	Video Camera
	PU CSN Entry/Exit 2	Capitol Square North Garage	Video Camera

	PU CSN POF 2	Capitol Square North Garage	Video Camera
	PU CSN Entry/Exit 1	Capitol Square North Garage	Video Camera
	PU CSN POF 3	Capitol Square North Garage	Video Camera
	PU SLS Bicycle Entry 1a	South Livingston St. Garage	Video Camera
	PU SLS Motorcycle	South Livingston St. Garage	Video Camera
	PU SLS Entry 3	South Livingston St. Garage	Video Camera
	PU SLS Exit 3	South Livingston St. Garage	Video Camera
	PU SLS Lobby 1a	South Livingston St. Garage	Video Camera
	PU SLS East Exterior	South Livingston St. Garage	Video Camera
	PU SLS Center Bay 1a	South Livingston St. Garage	Video Camera
	PU SLS Ramp 1a	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 2	South Livingston St. Garage	Video Camera
	PU SLS Livingston Driveway 1a	South Livingston St. Garage	Video Camera
	PU SLS Entry Exit 1	South Livingston St. Garage	Video Camera
	PU SLS Elevator 1	South Livingston St. Garage	Video Camera
	PU SLS Elevator 2	South Livingston St. Garage	Video Camera
	PU SLS Plaza	South Livingston St. Garage	Video Camera
	PU SLS Lobby 2b	South Livingston St. Garage	Video Camera
	PU SLS South Stair 2	South Livingston St. Garage	Video Camera

	PU SLS East Bay 2a	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 2a	South Livingston St. Garage	Video Camera
	PU SLS Lobby 3c	South Livingston St. Garage	Video Camera
	PU SLS South Stair 3	South Livingston St. Garage	Video Camera
	PU SLS East Bay 3a	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 3a	South Livingston St. Garage	Video Camera
	PU SLS Lobby 4b	South Livingston St. Garage	Video Camera
	PU SLS South Stair 4	South Livingston St. Garage	Video Camera
	PU SLS NW Bay 4a	South Livingston St. Garage	Video Camera
	PU SLS Lobby 5a	South Livingston St. Garage	Video Camera
	PU SLS South Stair 5	South Livingston St. Garage	Video Camera
	PU SLS Roof 3a	South Livingston St. Garage	Video Camera
	PU SLS Roof 4a	South Livingston St. Garage	Video Camera
	PU SLS Roof 1a	South Livingston St. Garage	Video Camera
	PU SLS Roof 2a	South Livingston St. Garage	Video Camera
	PU SLS POF 6	South Livingston St. Garage	Video Camera
	PU WS LL0 WB North A	Wilson Street Garage	Video Camera
	PU WS LL1-CB SOUTH A	Wilson Street Garage	Video Camera
	PU WS LL0-CB North A	Wilson Street Garage	Video Camera

	PU WS LL2-EB North A	Wilson Street Garage	Video Camera
	PU WS LL0-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL2-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL3-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL3-WB North A	Wilson Street Garage	Video Camera
	PU WS LL3-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL2-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL0-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL4-WB North A	Wilson Street Garage	Video Camera
	PU WS LL3-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL3-EB South A	Wilson Street Garage	Video Camera
	PU WS LL2-WB North A	Wilson Street Garage	Video Camera
	PU WS LL1-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL3-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL0-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-EB South A	Wilson Street Garage	Video Camera
	PU WS LL3-EB Center A	Wilson Street Garage	Video Camera

	PU WS LL1-EB South A	Wilson Street Garage	Video Camera
	PU WS LL1-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-NB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-WB North A	Wilson Street Garage	Video Camera
	PU WS LL0-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL3-CB North A	Wilson Street Garage	Video Camera
	PU WS LL3-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL4-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL1-EB North A	Wilson Street Garage	Video Camera
	PU WS LL1-North Stairs A	Wilson Street Garage	Video Camera
	PU WS LL3-EB North A	Wilson Street Garage	Video Camera
	PU WS LL2-CB Center A	Wilson Street Garage	Video Camera
	PU WS LL4-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL2-CB North A	Wilson Street Garage	Video Camera
	PU WS LL4-EB Center A	Wilson Street Garage	Video Camera
	PU WS LL4-EB South A	Wilson Street Garage	Video Camera
	PU WS LL4-North Lobby A	Wilson Street Garage	Video Camera
	PU WS LL4-CB North A	Wilson Street Garage	Video Camera

	PU WS LL2-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL1-WB Center A	Wilson Street Garage	Video Camera
	PU WS LL1-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL4-South Lobby A	Wilson Street Garage	Video Camera
	PU WS LL3-CB South A	Wilson Street Garage	Video Camera
	PU WS LL4-CB South A	Wilson Street Garage	Video Camera
	PU WS LL0-Motorcycle A	Wilson Street Garage	Video Camera
	PU WS LL2-CB South A	Wilson Street Garage	Video Camera
	PU WS LL4-North Stairs	Wilson Street Garage	Video Camera
	PU WS L1 Entry 1 & 2	Wilson Street Garage	Video Camera
	PU WS L1 Exit 1 & 2	Wilson Street Garage	Video Camera
	PU WS L1 Entry/Exit 3	Wilson Street Garage	Video Camera
	PU WS L1-Wilson Exit A	Wilson Street Garage	Video Camera
	PU WS L1 Wilson Pedestrian	Wilson Street Garage	Video Camera
	PU WS L1-Wilson Corridor	Wilson Street Garage	Video Camera
	PU WS L1-Ambassador Window	Wilson Street Garage	Video Camera
	PU WS L2-Doty Pedestrian	Wilson Street Garage	Video Camera
	PU WS L2 North Lobby C	Wilson Street Garage	Video Camera
	PU WS L2 Bike Center A	Wilson Street Garage	Video Camera

	PU WS L2-Doty Ramp A	Wilson Street Garage	Video Camera
	PU WS L1-Garage Office A	Wilson Street Garage	Video Camera
	PU WS L1 South Lobby A	Wilson Street Garage	Video Camera

Usage of Surveillance Technology

Surveillance Data Usage

Live video is used by staff responding to helpline calls to assist customers. For example, if a customer is unable to pay their parking fee at the exit, staff can view the camera to verify the vehicle plate number, and mail a failure-to-pay notice to the customer, allowing them to pay later. Staff are also able to view the exit lane and adjacent surroundings to verify that the gate can be safely raised remotely to allow the customer to exit. The ability to respond to helpline calls remotely provides significantly faster response and customer resolution than dispatching an employee to respond to a facility in person. Video is also reviewed when there are customer disputes regarding parking fees and vehicle entry or exit time.

Video footage is reviewed and archived when there is an incident, such as intentional damage to gates. Cameras at the exit stations allow us to identify the vehicle that caused the damage, invoice the vehicle owner for repair costs, and issue a citation for a violation of City Ordinance 8.14(2)(c)4, "Causing Damage at a Municipal Parking Facility While Exiting".

Video is used to monitor/review operations such as timeframes of vehicle queuing, exit wait times, and identify causes of backups to make operational customer service improvements.

Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks/period determined by City IT for temporary retention, unless there is an incident requiring the archival of specific records. Parking Division staff have do not have access permissions to download or share video data files. All archival requests are submitted through the Police Department for processing.

Sharing Data with Other Entities

The Parking Division does not provide data to other entities. Camera access rights for other departments are determined by City IT.

Safeguarding Individual Information

Parking Division Staff do not have direct access to the video files, and are only able to view in real time or review video recordings from the previous two weeks before it is overwritten. No concerns have been raised/identified regarding the protection of individual privacy and safeguarding of information from the Parking Division's use of cameras in public parking facilities.

Complaints or Concerns

The Parking Division has not received any complaints or concerns.

Appendix A: Supporting Policies

Video Surveillance Policy for the City of Madison Parking Division
July 2023

1. The City of Madison Parking Division uses Video Surveillance Technology to meet the following objectives:
   a. Assist customers with their facility visit, provide ability for staff to provide better response times through remote assistance and help-line support, monitor and review for operational improvements.
   b. Document what transpires in or near Parking Division facilities to enhance the safety and security of customers, employees and visitors.
   c. Safeguard the Parking Division's revenue stream.
   d. Validate facts in the case of incidents, such as those involving intentional damage to parking facility gates and equipment, personal injury and personal property accidents or incidents.

2. Signs in English and Spanish will be maintained at the entrances and exits of facilities for both vehicular and pedestrian traffic, notifying the public that Surveillance Camera Technology is in use.

3. Staff training will be ongoing and provided by the employees' direct supervisors and overseen by the Parking Operations Supervisor.

4. Account management and administration of the Surveillance Technology will be performed by the Parking Operations Supervisor.

5. Complaints regarding the Division's use of Surveillance Technology will be received by the Parking Operations Supervisor.

6. Access to Surveillance Technology and employee roles will be determined by the Parking Operations Supervisor. Only positions with an ongoing, regular, work-related need to view camera and video images will be authorized to have access permissions.

7. The Parking Operations Supervisor will notify City IT of necessary permission changes to ensure access to the Surveillance Technology is revoked when an employee no longer has a job-related need to access or is found to have inappropriately used the technology.

8. Staff training will be provided by the employees' direct supervisors at the time initial access is granted, with annual refresher training on the policy and appropriate use of the technology. The Parking Operations Supervisor is responsible for overseeing the ongoing training and review of staff account access with City IT support.

9. City IT will ensure that access is available to the Madison Police Department.

10. Video recordings are temporarily stored on City Servers and automatically overwritten every two weeks, or as established by City IT for temporary retention. Parking Division staff do not have system access permissions to download, share, or store images or video files. In the event of an incident requiring retention of specific video footage, all archival requests are submitted through the Police Department for processing. Those images will be copied and kept as public records in accordance with Section 3.70 of the Madison General Ordinances.

11. Surveillance Technology shall not be used to visually or audibly monitor the interior of private dwellings. The majority of the Parking Division's cameras are fixed and located within parking facilities without no possible view of a private dwelling. Limited personnel are authorized to change camera angles or views on cameras with that capability. Any Parking Division employee who moves a camera angle without authorization to do so, or who uses cameras to attempt to record/monitor the interior of a private residence will have their access rights revoked immediately, and is subject to disciplinary action.

12. City IT shall ensure that records are not destroyed during the pendency of any public records request, investigation or civil or criminal litigation. Any public records request submitted to the Parking Division shall be promptly referred to the Police Department (within 1 business day) of receipt to ensure timely action and retention of the existing records requested. The Police Department is responsible for the archival of relevant records involving criminal investigations or litigation, however, the Parking Division will request archival of video records when staff are aware of an incident that occurred in a parking facility and video evidence is likely to be relevant in a potential civil or criminal investigation or litigation.

City of Madison, Wisconsin
Parks Division

Annual Surveillance Technology Report

2023

Table of Contents

Introduction

Summary

The Parks Division is a large organization with very diverse facilities and operations, consisting of General Parks, Olbrich Botanical Gardens, Warner Park Community Recreation Center (WPCRC), and the Golf Enterprise Program. There are no cameras owned or maintained by the Parks Division located within any general park locations or at the Olbrich Botanical Gardens Facility. Both WPCRC and Golf Enterprise own and maintain cameras within their facilities.

Warner Park Community Recreation Center (WPCRC) has 11 cameras throughout the facility's common areas. Cameras are not monitored continuously under normal circumstances but may be monitored for safety or security purposes. During 2020, there was no new surveillance technology added to the WPCRC's existing surveillance technology inventory. Throughout 2020,

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > *1. An inventory of current Surveillance Technology and the applicable policies;*
> > *2. How the Department has used the data collected by its Surveillance Technology;*
> > *3. How any Surveillance Data is being shared with other entities;*
> > *4. How well Surveillance Data management protocols are safeguarding individual information; and*
> > *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Camera 1	Wired 1080p camera with infra-red, motion activated.	WPCRC Lobby	Indoor Camera
Camera 2	Wired 1080p camera with infra-red, motion activated.	WPCRC Front Desk	Indoor Camera
Camera 3	Wired 1080p camera with infra-red, motion activated.	WPCRC Game Room	Indoor Camera
Camera 4	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway East	Indoor Camera
Camera 5	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Hallway Rear	Indoor Camera
Camera 6	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court A	Indoor Camera
Camera 7	Wired 1080p camera with infra-red, motion activated.	WPCRC Gymnasium Court B	Indoor Camera
Camera 8	Wireless 720p camera with infra-red, motion activated.	WPCRC Outside Driveway West	Indoor Camera
Camera 9	Wired 1080p camera with infra-red, motion activated.	WPCRC Main Hall Front	Indoor Camera
Camera 11	Wired 1080p camera with infra-red, motion activated.	WPCRC Mall Hall Rear	Indoor Camera
Camera 12	Wired 1080p camera with infra-red, motion activated.	WPCRC Childcare-common area	Indoor Camera
Camera 16	Wireless 720p camera with infra-red, motion activated.	WPCRC Lobby Entrance	Indoor Camera
Video Security System	Lorex DV800 Series 16 channel DVR. Local video storage only. Not on City of Madison network, no remote access.	WPCRC Front Desk	DVR

City of Madison 2023 Surveillance Technology Report (Parks Division)

Reviewed Item	Description	Location	Type
Video Surveillance System	Video Surveillance System	Odana Hills Golf Course – Clubhouse – Interior	Speco DVR8TL500
	Speco DVR8TL500		
Camera 1	Constant stream, safe	Odana Hills Golf Course – Clubhouse – Interior	Indoor Camera
Camera 2	Golf shop	Odana Hills Golf Course – Clubhouse – Interior	Indoor Camera
Camera 3	Bar/concession	Odana Hills Golf Course – Clubhouse – Interior	Indoor Camera

DVR BOX, sim card, self contained deletes after two days

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Usage of Surveillance Technology for WPCRC:

Surveillance Data Usage

The primary use of surveillance data is to investigate incidents in the facility such as thefts, accidents, injuries, and property damage and support disciplinary actions for staff and facility users.

Sharing Data with Other Entities

Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management and the Madison Police Department.

Safeguarding Individual Information

WPCRC surveillance cameras use digital video recorders (DVR) to store information. Video may be reviewed and downloaded when employees or the public report an incident requiring camera access. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee provides downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

WPCRC Program Coordinator, WPCRC Facility Manager, Parks Community Services Manager, Assistant Parks Superintendent, and Parks Superintendent have access to the login functions to review, save, and download footage from the surveillance cameras. All other staff have access to the view-only functions.

Surveillance from golf courses is stored DVR BOX with a sim card that is self contained deletes after two days. These systems are in locked areas and can only be accessed by Golf Supervisors, Assistant, Assistant Parks Superintendent, and Parks Superintendent.

Complaints or Concerns

The Parks Division has not received complaints or concerns about its surveillance technology in any of these locations.

Appendix A: Supporting Policies

WPCRC SURVEILLANCE CAMERA POLICY

Purpose: This document is the Parks Division's policy for using surveillance cameras at the Warner Park Community Recreation Center (WPCRC), as required by APM 3-17. The primary purpose of this policy is to balance the City's interests in monitoring the use of the WPCRC, protecting the public safety of those in the facility, and respecting the privacy rights of the public and the associational/collective action rights of City employees. In addition, this policy promotes security for the public and City employees through timely surveillance of areas otherwise difficult to monitor.

Locations: The WPCRC surveillance camera system includes 13 cameras throughout the facility. Video monitoring occurs in common areas of the facility to include; building entrances and exits, lobby and reception area, hallways and corridors, gymnasium, game room, and the childcare room.

Monitoring by surveillance cameras shall not occur in the following areas:
- Bathrooms
- Lockers rooms
- Offices
- Maintenance and storage rooms

Downloading Videos and Images: WPCRC surveillance cameras use digital video recorders (DVR) to store information. The playback feature provides access to video footage. Video and images may be reviewed and downloaded when employees or the public reports an incident or accident. Video is available for 14 days from the time of the incident. After 14 days from the time of the incident, all data is overwritten and becomes unavailable. WPCRC Facility Manager or designee, as outlined in the Public Records section, will provide downloaded videos and images to the City of Madison Information Technology (IT) Department for storage on a secure network server.

Access, Use, and Monitoring: Surveillance records are only shared with individuals directly involved in investigating and following up on the incident, including Park's Management Team, Madison Police Department, the offending individual parents as appropriate, and others who may be directly involved in responding to the incident, including the City Attorney's Office and the City's Risk Manager. The Madison Police Department will be provided with immediate access to all data recordings that may constitute evidence of a crime, upon request, unless otherwise prohibited by law.

Surveillance cameras are not monitored continuously under normal operating conditions but may be monitored for safety and security purposes, including investigating thefts, accidents, misconduct, or property damage. Personnel with access to the surveillance cameras should be trained in the effective use of the equipment. Public notice of security monitoring is located on the facility entrance door.

The following list outlines examples of prohibited use of the surveillance cameras:
- Use of dummy or placebo cameras, personal webcam, or similar technology for surveillance purposes.

- Recording of audio for surveillance purposes.

- The use of a personal cell phone to record or monitor activity.

- Reasons unrelated to surveillance activity including videotaping athletic events for replay or post-game reviews or attendance for programs.

The following list provides additional expectations for the use of the surveillance cameras:
- Personnel, as outlined in the Levels of Access section, may review video from the surveillance cameras when an incident occurs.

- Complete the WPCRC Behavior Report Form with details, including the date, time, and location for incidents requiring video review and place in the WPCRC Facility Manager's box.

Levels of Access: The following individuals shall have access to the login functions to review, save, and download footage from the surveillance cameras. In addition, individuals may also have access to the remote access features.
  - WPCRC Program Coordinator

  - WPCRC Facility Manager

  - Parks Community Services Manager

  - Assistant Parks Superintendent

  - Parks Superintendent

- WPCRC Maintenance Mechanic shall have access to the Admin login function for maintenance, training, and revocation of access to the surveillance cameras.

- Staff not listed in this section shall have access to the view-only functions.

- Information Technology staff may have access to the surveillance records and equipment as needed to maintain, service, or operate the system.

When any of the above listed persons are no longer in the listed job title, their access to the surveillance records shall be revoked. Revoking this access shall be the responsibility of the Assistant Parks Superintendent, and in their absence, the Parks Superintendent.

Other Responsibilities:

Assistant Parks Superintendent
- Authorize copies of surveillance videos or images and the release of records.

- Submit the Annual Surveillance Technology Report to the Common Council.

- Periodically review this policy and make recommendations for revisions to the Board of Parks Commissioners.

- Receive complaints regarding the use of surveillance cameras.

- Conduct an annual review of surveillance technology to ensure compliance with city ordinance MGO Section 23.63.

- Periodically review staff access and use of the surveillance technology

Public Records
- In consultation with the City Attorney's office, WPCRC will maintain, as a public record, images downloaded from the recorders following the video record retention policy outlined below.

- In cases where follow-up action is taken, the images will become part of the files for the incident and be maintained under the video record retention policy outlined below. During the pendency of any public records request, investigation or civil or criminal litigation, no applicable records shall be destroyed.

- The Assistant Parks Superintendent serves as the open records custodian for Parks.

- Records are stored on a secure network server maintained by the City of Madison IT Department. In addition to IT Department staff and representatives of the City Attorney's Office, the following individuals shall have access to the secured network folder.

  - WPCRC Program Coordinator

  - WPCRC Facility Manager

  - Parks Community Services Manager

  - Assistant Parks Superintendent

  - Parks Superintendent

Record Retention Policy:

Category	Default
MPD-WPCRC Video	
Parks Superintendent Requests	365 Days
Workers Comp	365 Days
Employee Misconduct	365 Days
User Misconduct	365 Days
Complaints	365 Days
Misc	365 Days

Accidents	4 Years
Slip & Falls	
Sports & Fitness activities	
Community programs, rentals, and events	
Other facility accidents or injuries	

Training Protocol

The Parks Division employees identified above who have access to the surveillance records will be trained annually, or upon commencement of their employment, on their duties and responsibilities under this Policy. The Assistant Parks Superintendent shall be responsible for this training. No employee shall have access to surveillance records until they have received this training.

City of Madison, Wisconsin
Planning Division

Annual Surveillance Technology Report

2023

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Introduction

Summary

We have had no changes this past year.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

(a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*

(b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
  1. *An inventory of current Surveillance Technology and the applicable policies;*
  2. *How the Department has used the data collected by its Surveillance Technology;*
  3. *How any Surveillance Data is being shared with other entities;*
  4. *How well Surveillance Data management protocols are safeguarding individual information; and*
  5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*

(c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
None			

Usage of Surveillance Technology

Surveillance Data Usage

N/A

Sharing Data with Other Entities

N/A

Safeguarding Individual Information

N/A

Complaints or Concerns

N/A

Appendix A: Supporting Policies

N/A

City of Madison, Wisconsin
Streets & Urban Forestry

Annual Surveillance Technology Report

2023

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Introduction

Summary

No changes from previous years.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> *(a) Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> *(b) Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
> > *1. An inventory of current Surveillance Technology and the applicable policies;*
> > *2. How the Department has used the data collected by its Surveillance Technology;*
> > *3. How any Surveillance Data is being shared with other entities;*
> > *4. How well Surveillance Data management protocols are safeguarding individual information; and*
> > *5. Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> *(c) The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Security Cameras	**Captures the yard and public drop off area**	**Badger Rd yard, Sycamore Yard, Southpoint Yard**	**Security camera**

Usage of Surveillance Technology

Surveillance Data Usage

Cameras are used primarily for security overnight, occasionally used to settle disputes with the public, locate equipment, and check on staff progress loading sand\salt in the winter

Sharing Data with Other Entities

We don't share the information.

Safeguarding Individual Information

No individual information is collected, the images are deleted approximately 10 days after capture. Only Public Works General Supervisor and above has the ability to rewind and review camera data and only for about ten days.

Complaints or Concerns

None. We do have signs posted at the entrance that the area is under video surveillance.

Appendix A: Supporting Policies

**City of Madison, Wisconsin
Transportation Department**

Annual Surveillance Technology Report

2023

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Introduction

Summary

The Transportation Department, independent of divisions, does not have applicable surveillance technology. The Parking Division, Traffic Engineering, and Metro Transit will submit their own reports.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
>> 1. *An inventory of current Surveillance Technology and the applicable policies;*
>> 2. *How the Department has used the data collected by its Surveillance Technology;*
>> 3. *How any Surveillance Data is being shared with other entities;*
>> 4. *How well Surveillance Data management protocols are safeguarding individual information; and*
>> 5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance. Note that these are just for the Department of Transportation, and do not include the Parking Division, Traffic Engineering, or Metro Transit, which have their own submittals.

Reviewed Item	Description	Location	Type
No applicable surveillance technology			

Usage of Surveillance Technology

Surveillance Data Usage

No applicable surveillance technology.

Sharing Data with Other Entities

No applicable surveillance technology.

Safeguarding Individual Information

No applicable surveillance technology.

Complaints or Concerns

No applicable surveillance technology.

Appendix A: Supporting Policies

No applicable surveillance technology.

City of Madison, Wisconsin
Madison Water Utility

Annual Surveillance Technology Report

2023

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Introduction

Summary

During 2022, the Water Utility did not add any additional surveillance technology to its inventory.

Ordinance Requirements

This document is prepared pursuant to MGO 23.63(5), which states:

> (a) *Each Department will conduct an annual review of its Surveillance Technology and ensure compliance with this Ordinance.*
> (b) *Each Department will complete an Annual Surveillance Technology Report which will be submitted to the Common Council through a resolution. The Annual Surveillance Technology Report will include:*
>   1. *An inventory of current Surveillance Technology and the applicable policies;*
>   2. *How the Department has used the data collected by its Surveillance Technology;*
>   3. *How any Surveillance Data is being shared with other entities;*
>   4. *How well Surveillance Data management protocols are safeguarding individual information; and*
>   5. *Whether the Department has received any complaints or concerns about its Surveillance Technology use and the resolution of said complaints.*
> (c) *The Common Council shall review and take action on the resolution accompanying the Annual Surveillance Technology Report.*

Surveillance Technologies

Below is a list of technologies used by the Department that were reviewed and met the ordinance definitional requirement of surveillance:

Reviewed Item	Description	Location	Type
Pump Room	**Interior camera monitoring the building main entrance.**	**Unit Well 6**	**Fixed Camera**
North Hatches	**Exterior camera monitoring the north roof accesses into the water reservoir.**	**Unit Well 6**	**Fixed Camera**
South Hatch	**Exterior camera monitoring the south roof access into the water reservoir.**	**Unit Well 6**	**Fixed Camera**
Front Parking	**Exterior camera monitoring the building main entrance and the site parking spot.**	**Unit Well 6**	**Fixed Camera**
Parking	**Exterior camera monitoring the chemical storage room entrance, building front entrance, and parking spot outside of the chemical room.**	**Unit Well 7**	**Fixed Camera**
Generator Door	**Exterior camera monitoring the generator room entrance.**	**Unit Well 7**	**Fixed Camera**
Pump Room	**Interior camera monitoring the front and side building entrances.**	**Unit Well 7**	**Fixed Camera**
Chemical Room Door	**Exterior camera monitoring the chemical storage room entrance.**	**Unit Well 7**	**Fixed Camera**
Side Door	**Exterior camera monitoring the building side entrance.**	**Unit Well 7**	**Fixed Camera**
Front Entrance	**Exterior camera monitoring the building front entrance.**	**Unit Well 7**	**Fixed Camera**
Hatches	**Exterior camera monitoring the roof accesses into the water reservoir.**	**Unit Well 7**	**Fixed Camera**
Pump Room	**Interior camera monitoring the building main entrance.**	**Unit Well 8**	**Fixed Camera**
Hatch	**Exterior camera monitoring the roof access into the water reservoir.**	**Unit Well 8**	**Fixed Camera**
Parking	**Exterior camera monitoring the building main entrance and the site parking spot.**	**Unit Well 8**	**Fixed Camera**
Pump Room	**Interior camera monitoring the building main entrance.**	**Unit Well 9**	**Fixed Camera**

Hatch	Exterior camera monitoring the water reservoir pit entrance and water reservoir climbing pilaster entrance.	Unit Well 9	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 9	Fixed Camera
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	Unit Well 9	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 11	Fixed Camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 11	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 11	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 12	Fixed Camera
Hatch	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 12	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 12	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 13	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 13	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 13	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 14	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 14	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 14	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 15	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 15	Fixed Camera
Filter Room	Interior camera monitoring the water filtration room entrance.	Unit Well 15	Fixed Camera
Rear Entrance	Exterior camera monitoring the building rear entrance.	Unit Well 15	Fixed Camera

Pump Room	Interior camera monitoring the building main entrance.	Unit Well 16	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 16	Fixed Camera
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 16	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 17	Fixed Camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 17	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 17	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 17	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 18	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 18	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 18	Fixed Camera
Chemical Parking	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 18	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 19	Fixed Camera
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 19	Fixed Camera
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 19	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 19	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 20	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 20	Fixed Camera
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 20	Fixed Camera
Pit	Exterior camera monitoring the water reservoir pit entrance.	Unit Well 20	Fixed Camera

Booster Pump Room	Interior camera monitoring the booster pump building main entrance.	Unit Well 24	Fixed Camera
Northwest Hatch	Exterior camera monitoring the northwest roof access into the water reservoir.	Unit Well 24	Fixed Camera
Southwest Hatch	Exterior camera monitoring the southwest roof access into the water reservoir.	Unit Well 24	Fixed Camera
Front Parking	Exterior camera monitoring the booster pump building main entrance and the booster pump building parking spot.	Unit Well 24	Fixed Camera
Deepwell Entrance	Exterior camera monitoring the deepwell building main entrance and the deepwell parking spot.	Unit Well 24	Fixed Camera
Deepwell Pump Room	Interior camera monitoring the deepwell building main entrance.	Unit Well 24	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 25	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 25	Fixed Camera
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 25	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 26	Fixed Camera
Sphere Entry	Exterior camera monitoring the water tower entrance.	Unit Well 26	Fixed Camera
Hatch East	Exterior camera monitoring the east roof access into the water reservoir.	Unit Well 26	Fixed Camera
Hatch West	Exterior camera monitoring the west roof access into the water reservoir.	Unit Well 26	Fixed Camera
Front Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 26	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 27	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 27	Fixed Camera
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 27	Fixed Camera
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 28	Fixed Camera
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 28	Fixed Camera

Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, and the site parking spot.	Unit Well 28	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 29	**Fixed Camera**
Filter Room	Interior camera monitoring the water filtration room entrance.	Unit Well 29	**Fixed Camera**
North Hatch	Exterior camera monitoring the north roof access into the water reservoir.	Unit Well 29	**Fixed Camera**
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	Unit Well 29	**Fixed Camera**
Parking	Exterior camera monitoring the building main entrance, chemical storage room entrance, water filtration room entrance, and the site parking spot.	Unit Well 29	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	Unit Well 30	**Fixed Camera**
Hatches	Exterior camera monitoring the roof accesses into the water reservoir.	Unit Well 30	**Fixed Camera**
Pump Room Entry	Exterior camera monitoring the building main entrance and the site parking spot.	Unit Well 30	**Fixed Camera**
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance and the chemical storage room parking spot.	Unit Well 30	**Fixed Camera**
Pump Room	Interior camera monitoring the front and side building entrances.	Unit Well 31	**Fixed Camera**
Pump Room Entry	Exterior camera monitoring the building side entrance.	Unit Well 31	**Fixed Camera**
Chemical Room Entry	Exterior camera monitoring the building front entrance, chemical storage room entrance, and the site parking spot.	Unit Well 31	**Fixed Camera**
Reservoir Hatch	Exterior camera monitoring the roof access into the water reservoir.	Unit Well 31	**Fixed Camera**
Backwash Tank Hatches	Exterior camera monitoring the roof accesses into the water filtration backwash tanks.	Unit Well 31	**Fixed Camera**
Storage Lot	Exterior camera monitoring the site storage lot.	Unit Well 31	**Fixed Camera**
Garage/Storage Lot Entry	Exterior camera monitoring the storage lot entrance and garage entrance.	Unit Well 31	**Fixed Camera**
Garage Exit	Exterior camera monitoring the garage exit.	Unit Well 31	**Fixed Camera**
Garage Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	Unit Well 31	**Fixed Camera**

Garage Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	**Unit Well 31**	**Fixed Camera**
Reservoir Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	**Unit Well 31**	**Fixed Camera**
Pump Room Door	Interior camera monitoring the building main entrance.	**Booster Station 106**	**Fixed Camera**
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	**Booster Station 106**	**Fixed Camera**
West Hatch	Exterior camera monitoring the west roof access into the water reservoir.	**Booster Station 106**	**Fixed Camera**
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	**Booster Station 106**	**Fixed Camera**
Vault Door	Interior camera monitoring the reservoir vault entrance.	**Reservoirs 113/313**	**Fixed Camera**
Vault Entry	Exterior camera monitoring the reservoir vault entrance.	**Reservoirs 113/313**	**Fixed Camera**
Climbing Pilaster	Exterior camera monitoring the reservoir main climbing pilaster entrance.	**Reservoirs 113/313**	**Fixed Camera**
Overflow	Exterior camera monitoring the water reservoir overflow discharge pipe.	**Reservoirs 113/313**	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	**Booster Station 115**	**Fixed Camera**
Front Parking	Exterior camera monitoring the building main entrance and the site parking spot.	**Booster Station 115**	**Fixed Camera**
Pilaster Door	Exterior camera monitoring the reservoir climbing pilaster entrance.	**Booster Station 115**	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	**Booster Station 118**	**Fixed Camera**
Chemical Room Entry	Exterior camera monitoring the chemical storage room entrance.	**Booster Station 118**	**Fixed Camera**
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	**Booster Station 118**	**Fixed Camera**
Building South Side	Exterior camera monitoring the south side of the building.	**Booster Station 118**	**Fixed Camera**
Building East Side	Exterior camera monitoring the east side of the building.	**Booster Station 118**	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	**Booster Station 125**	**Fixed Camera**

Pump Room	Interior camera monitoring the building main entrance.	**Booster Station 128**	**Fixed Camera**
Entrance/Parking	Exterior camera monitoring the building main entrance and the site parking spot.	**Booster Station 128**	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	**Booster Station 213**	**Fixed Camera**
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	**Booster Station 213**	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	**Booster Station 215**	**Fixed Camera**
Parking	Exterior camera monitoring the building main entrance and the site parking spot.	**Booster Station 215**	**Fixed Camera**
Door/Overflow	Exterior camera monitoring the water tower entrance and the water tower overflow discharge pipe.	**Sphere 225**	**Fixed Camera**
Parking Area	Exterior camera monitoring the water tower parking spot and radio shop building entrance.	**Sphere 225**	**Fixed Camera**
Interior Entry	Interior camera monitoring the water tower main entrance.	**Blackhawk Tank 228**	**Fixed Camera**
Exterior Entry	Exterior camera monitoring the water tower main entrance.	**Blackhawk Tank 228**	**Fixed Camera**
Overflow	Exterior camera monitoring the water tower overflow discharge pipe.	**Blackhawk Tank 228**	**Fixed Camera**
Pump Room	Interior camera monitoring the building main entrance.	**Felland Reservoir 229**	**Fixed Camera**
East Hatch	Exterior camera monitoring the east roof access into the water reservoir.	**Felland Reservoir 229**	**Fixed Camera**
South Hatch	Exterior camera monitoring the south roof access into the water reservoir.	**Felland Reservoir 229**	**Fixed Camera**
Parking/Entry	Exterior camera monitoring the building main entrance and the site parking spot.	**Felland Reservoir 229**	**Fixed Camera**
Door	Exterior camera monitoring the water tower entrance.	**Sphere 315**	**Fixed Camera**
Overflow/Parking	Exterior camera monitoring the water tower parking spot and the water tower overflow discharge pipe.	**Sphere 315**	**Fixed Camera**
Main Gate	Exterior camera monitoring the entrance and exit gate into the employee parking lot.	**Olin Office**	**Fixed Camera**
Employee South Entrance	Exterior camera monitoring the building south employee entrance.	**Olin Office**	**Fixed Camera**

Meter Shop Entrance	Exterior camera monitoring the building meter shop entrance.	**Olin Office**	**Fixed Camera**
Main Entrance Plaza	Exterior camera monitoring the building front entrance plaza.	**Olin Office**	**Fixed Camera**
Main Entrance Doors	Exterior camera monitoring the building main public entrance doors. Camera is also used to identify individuals that call the pump operator after hours to gain entry into the building for use of the conference room.	**Olin Office**	**Fixed Camera**
Main Entrance	Exterior camera monitoring the building front entrances.	**Olin Office**	**Fixed Camera**
Patio Parking	Exterior camera monitoring the parking and building entrance near the patio area.	**Olin Office**	**Fixed Camera**
Reception	Interior camera monitoring the building main public entrance and reception area.	**Olin Office**	**Fixed Camera**
Employee East Entrance	Interior camera monitoring the building employee east entrance.	**Olin Office**	**Fixed Camera**
Patio Entrance	Interior camera monitoring the building patio area entrance.	**Olin Office**	**Fixed Camera**
Main Entrance	Interior camera monitoring the building main entrance.	**Olin Office Vehicle Storage Building**	**Fixed Camera**
Entrance Overhead Door	Interior camera monitoring the garage entrance overhead door.	**Olin Office Vehicle Storage Building**	**Fixed Camera**
Entrance Bay	Interior camera monitoring the garage entrance bay.	**Olin Office Vehicle Storage Building**	**Fixed Camera**
Exit Overhead Door	Interior camera monitoring the garage exit overhead door.	**Olin Office Vehicle Storage Building**	**Fixed Camera**
Exit Bay	Interior camera monitoring the garage exit bay.	**Olin Office Vehicle Storage Building**	**Fixed Camera**
Outside Main Entrance	Exterior camera monitoring the building main public entrance.	**Paterson Street Office**	**Fixed Camera**
Inside Main Entrance	Interior camera monitoring the building main public entrance.	**Paterson Street Office**	**Fixed Camera**
Shop Entrance	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	**Paterson Street Office**	**Fixed Camera**
Shop Door Exterior Entrance	Exterior camera monitoring the mechanical shop entrance.	**Paterson Street Office**	**Fixed Camera**
Shop Entrance Overhead Door	Exterior camera monitoring the mechanical shop overhead door entrances from Paterson Street.	**Paterson Street Office**	**Fixed Camera**

Main Parking Lot North	Exterior camera monitoring the north end of the main employee parking lot and the entrance and exit gates into the main employee parking lot.	Paterson Street Office	Fixed Camera
Main Gates	Exterior camera monitoring the entrance and exit gates into the main employee parking lot.	Paterson Street Office	Fixed Camera
Fuel Pumps	Exterior camera monitoring the fueling station.	Paterson Street Office	Fixed Camera
Building Main St.	Exterior camera monitoring the Main Street side of the building.	Paterson Street Office	Fixed Camera
Main Parking Lot South	Exterior camera monitoring the south end of the main employee parking lot and building main employee entrance.	Paterson Street Office	Fixed Camera
Parking Lot South	Exterior camera monitoring the south end of the main employee parking lot.	Paterson Street Office	Fixed Camera
Employee Entrance	Exterior camera monitoring the building main employee entrance.	Paterson Street Office	Fixed Camera
Employee Interior Entrance	Interior camera monitoring the building main employee entrance.	Paterson Street Office	Fixed Camera
Shop/Fuel Pumps	Exterior camera monitoring the fueling station and the mechanical shop overhead door entrances from the parking lot.	Paterson Street Office	Fixed Camera
Interior Shop Entrance	Interior camera monitoring the mechanical shop main entrance.	Paterson Street Office	Fixed Camera
Back Lot Gate	Exterior camera monitoring the entrance/exit gate for the back employee parking lot.	Paterson Street Office	Fixed Camera
Back Parking Lot	Exterior camera monitoring the back employee parking lot.	Paterson Street Office	Fixed Camera
Back Lot Entrance	Exterior camera monitoring the building entrance from the back employee parking lot.	Paterson Street Office	Fixed Camera
Parking Lot South Generator	Exterior camera monitoring the back employee parking lot and south generator.	Paterson Street Office	Fixed Camera
Entrance/Exit Overhead Doors	Exterior camera monitoring the entrance and exit overhead doors into the vehicle storage building.	Paterson Street Office	Fixed Camera
Entrance Overhead Door	Exterior camera monitoring the garage entrance overhead door.	Paterson Street Vehicle Storage Building	Fixed Camera
Entrance Overhead Door Pat St.	Interior camera monitoring the garage entrance overhead door.	Paterson Street Vehicle Storage Building	Fixed Camera
Exit Overhead Door	Exterior camera monitoring the garage exit overhead door.	Paterson Street Vehicle Storage Building	Fixed Camera

Exit Overhead Door Pat St.	Interior camera monitoring the garage exit overhead door.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
North Overhead Door Back Lot	Intertior camera monitoring the north overhead door from the back storage lot.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Center Overhead Door Back Lot	Intertior camera monitoring the center overhead door from the back storage lot.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
South Overhead Door Back Lot	Intertior camera monitoring the south overhead door from the back storage lot.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot Main St Gate	Exterior camera monitoring the back lot entrance/exit gate from Main Street.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot Storage West	Exterior camera monitoring the west side of the back storage lot.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot Storage East	Exterior camera monitoring the east side of the back storage lot.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot	Exterior camera monitoring the far east side of the back storage lot and the south overhead door.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
Back Lot East Gate	Exterior camera monitoring the back lot east entrance/exit gate.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
VSB Main Street Side	Exterior camera monitoring the vehicle storage building along Main Street.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**
VSB East Side	Exterior camera monitoring the vehicle storage building along the east side.	**Paterson Street Vehicle Storage Building**	**Fixed Camera**

Usage of Surveillance Technology

Surveillance Data Usage

The water utilty uses the cameras at its sites for security purposes. The cameras are monitored by the 24/7 pump operator to maintain the security of its water facilities. The recorded video is ONLY used for review of incidents that may occur. These incidents include damage, theft, or unauthorized access into its facilities.

The water utility allows the public and other agencies to use the main conference room at its Olin Office. The water utility uses the camera that monitors the main public entrance at the Olin Office to identify individuals that arrive after hours and request access into the building for use of the conference room.

Sharing Data with Other Entities

Data is not shared with other entities except for use as part of an investigation. The investigation could by initiated by the water utility, IT, or the Madison Police Department in the event of damage, theft, or unauthorized access to its facilities. The water utility has also shared data with the Madison Police Department to add in the investigation of incidents that have occurred involving the public.

Safeguarding Individual Information

The water utility is not collecting any individual information with its camera usage. These cameras are solely used for security, monitoring incidents, and identifying individuals that request after hours access into the Olin Office for use of the conference room.

Complaints or Concerns

The water utility has not received complaints or concerns related to its usage of surveillance technology.

Appendix A: Supporting Policies

Use of Video Surveillance Cameras Questionnaire

Please explain your agency's objective behind this occurrence of video surveillance and the scope with which your agency hopes to obtain and fulfill this objective.

1. Madison Water Utility (MWU) utilizes video surveillance cameras at its remote facilities to provide security over its water storage reservoirs, wells, pumping equipment and chemical supply rooms. In addition, they are used to provide security for its field personnel and provide documentation of employee accidents and incidents. All 35 remote sites are equipped with cameras.
2. Cameras at the Administration (Heim Building) and Distribution/ Maintenance (Paterson Office) facilities and the Vehicle Storage buildings at both sites provide security over building entrances, vehicle storage areas, and employee/public parking lots. In addition, they provide security for its employees and provide documentation of employee accidents or incidents.

What level of detail is expected from the recorded video and the expected recording area? Examples; facial recognition, license plate recognition, monitoring traffic flow only; overview of an entire city park.

The live and recorded video from MWU cameras are used to identify individuals engaged in illegal behavior and need to allow for the identification of individuals (e.g., face, body dimensions, and clothing) and vehicles (e.g., make, model, color and license plate.)
The audio option existing on the cameras will remain deactivated.

How will you provide an individual(s) with notification(s) that video recording devices are in use and that he/she may be recorded on video? *

All MWU employees are notified that video surveillance is conducted 24 hours/day, 365 days/year at MWU facilities. There is signage at all of the MWUs facilities and sites.

Provide location of where each camera will be physically placed by providing a street name, building name, etc. *

Cameras are installed at the following locations:
Heim Building, Vehicle Storage Building, and parking lots - 119 E. Olin Avenue
Distribution/Maintenance Building, Vehicle Storage Building, and parking lot - 110 S. Paterson Street
UW 6 Building and parking - 2757 University Avenue
UW 7 Building and parking - 1709 North Sherman Avenue
UW 8 Building and parking - 3206 Lakeland Avenue
UW 9 Building and parking - 4724 Spaanem Avenue
UW 11 Building and parking - 102 Dempsey Road
UW 12 Building and parking - 801 South Whitney Way
UW 13 Building and parking - 1201 Wheeler Road
UW 14 Building and parking - 5130 University Avenue
UW 15 Building and parking - 3900 East Washington Avenue
UW 16 Building and parking - 6706 Mineral Point Road

UW 17 Building and parking - 201 South Hancock Street
UW 18 Building and parking - 1925 South Park Street
UW 19 Building and parking - 2526 Lake Mendota Drive
UW 20 Building, Sphere 120, and parking - 2829 Prairie Road
UW 24 Well Pump Building and parking - 809 E. Dayton Street
UW 24 Booster Pump Building and parking - 115 N. Livingston Street
UW 25 Building and parking - 5415 Queensbridge Road
UW 26 Building, Sphere 126, and parking - 910 S. High Point Road
UW 27 Building and parking - 18 N. Randall Avenue
UW 28 Building and parking - 8210 Old Sauk Road (F.B.2249)
UW 29 Building and parking - 829 N. Thompson Drive
UW 30 Building and parking - 1133 Moorland Road
UW 31 Building and parking - 4901 Tradewinds Parkway
BS 106 Building and parking - 110 Glenway Street
Reservoirs 113/313 Building - 1314 Lakeview Avenue/1202 Northport Drive
BS 115 Building and parking - 4701 Bunker Hill Lane
BS 118 Building and parking - 2497 Greenway View
BS 125 Building - 6006 Cottontail Trail
BS 128 Building and parking - 9202 Waterside Street
BS 213 Building and parking - 1314 Lakeview Avenue
BS 215 Building and parking - 2718 Crossroads Drive
Sphere 225 and parking - 435 Milky Way
Blackhawk Tank 228 and parking - 10451 Old Sauk Road
Reservoir 229 Building and parking - 1224 Felland Road
Sphere 315 and parking - 3514 Cross Hill Drive

Please indicate whether or not these cameras are being put in place permanently or for temporary purposes only. *

All of the MWUs cameras are permanently in place.

Identify a person or persons in your agency that will be allowed view access to the video surveillance system. (Note that video that is part of a continuous loop is not considered a record per MGO 3.70(3)(b)(6)a.)

The Water Supply Manager will be responsible for overseeing and managing the MWU's video surveillance system. The Control Systems Programmer and Control Systems Technician will be responsible for maintaining the system (software and hardware) and downloading/storing video. In addition to these personnel, MWU managers and Pump Operators will be allowed to view the continuous loops.

The surveillance records will be shared with individuals directly involved in investigating and following up on an incident. This could include MWU management staff, law enforcement officials, and the City's insurance company.

State your agency's plan on training regarding the use, retention and storage of video surveillance footage.

MWU staff has attended training by the City's Attorney's Office and IT Department. Refresher training will be provided by IT staff and by Exacq Technologies, the manufacturer of the VMS, to management and technical staff.

MWU will use the City's enterprise camera system. Video camera images will be stored on the city's enterprise system for a minimum of two weeks unless needed to identify someone or record a specific incident. Those images will be copied and kept as public records in accordance with local, state and federal public records laws.

If video footage needs to be extracted, for other than a criminal investigation, please identify no more than two people in your agency or division that will be allowed to export the needed video footage. (Please Note: Once video footage has been exported from the system, it is subject to Open Records statutes and must be retained for 7 years.)

The Control Systems Programmer and Control Systems Technician will be responsible for downloading, exporting, and storing video.

City of Madison

Master

File Number: 79867

File ID: 79867	**File Type:** Discussion Item	**Status:** Discussion Items
Version: 1	**Reference:**	**Controlling Body:** COMMON COUNCIL EXECUTIVE COMMITTEE
		File Created Date : 09/12/2023
File Name: Revising Alder Pay Ordinance (MGO 3.50)		**Final Action:**

Title: Revising Alder Pay Ordinance (MGO 3.50)

Notes:

Sponsors:	**Effective Date:**
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Text of Legislative File 79867

Title

Revising Alder Pay Ordinance (MGO 3.50)

	June 2021 Values	May 2022 (7.58% CPI Inflation)	Hours/Week												
			20.81	21	22	23	24	25	26	27	28	29	30	31	32
Alder pay through April 2023		**$13.77**	*$14,904*	*$15,040*	*$15,756*	*$16,472*	*$17,188*	*$17,905*	*$18,621*	*$19,337*	*$20,053*	*$20,769*	*$21,485*	*$22,202*	*$22,918*
$15/hour		*$15.00*	*$16,232*	*$16,380*	*$17,160*	*$17,940*	*$18,720*	*$19,500*	*$20,280*	*$21,060*	*$21,840*	*$22,620*	*$23,400*	*$24,180*	*$24,960*
Living Wage: 1 adult/0 children	$17.52	$18.85	$20,398	$20,584	$21,564	$22,545	$23,525	$24,505	$25,485	$26,465	$27,446	$28,426	$29,406	$30,386	$31,366
City of Madison Minimum		$19.04	$20,604	$20,792	$21,782	$22,772	$23,762	$24,752	$25,742	$26,732	$27,722	$28,712	$29,702	$30,692	$31,683
Living Wage: 2 working adults/1 child	$19.68	$21.17	$22,908	$23,118	$24,218	$25,319	$26,420	$27,521	$28,622	$29,723	$30,824	$31,924	$33,025	$34,126	$35,227
Median Madison Wage	$24.04	$25.86	$27,984	$28,239	$29,584	$30,929	$32,273	$33,618	$34,963	$36,307	$37,652	$38,997	$40,342	$41,686	$43,031
Living Wage: 2 working adults/2 children	$26.31	$28.30	$30,624	$30,904	$32,375	$33,847	$35,318	$36,790	$38,262	$39,733	$41,205	$42,676	$44,148	$45,620	$47,091
Mean Madison Wage	$29.38	$31.61	$34,206	$34,518	$36,162	$37,806	$39,449	$41,093	$42,737	$44,380	$46,024	$47,668	$49,312	$50,955	$52,599
City of Madison Median		$32.91	$35,613	$35,938	$37,649	$39,360	$41,072	$42,783	$44,494	$46,206	$47,917	$49,628	$51,340	$53,051	$54,762
City of Madison Mean		$34.80	$37,658	$38,002	$39,811	$41,621	$43,430	$45,240	$47,050	$48,859	$50,669	$52,478	$54,288	$56,098	$57,907
Living Wage: 1 adult/1 child	$35.87	$38.59	$41,759	$42,140	$44,147	$46,154	$48,160	$50,167	$52,174	$54,180	$56,187	$58,194	$60,200	$62,207	$64,214
Living Wage: 2 adults (1 working)/2 children	$37.53	$40.38	$43,696	$44,095	$46,195	$48,294	$50,394	$52,494	$54,594	$56,694	$58,793	$60,893	$62,993	$65,093	$67,192

Glasmeier, Amy K. MIT. Living Wage Calculator. June 2021.   https://livingwage.mit.edu/metros/31540
Occupational Employment and Wages in Madison — May 2020   https://www.bls.gov/regions/midwest/news-release/occupationalemploymentandwages_madison.htm

33	34	35	36	37	38	39	40
$23,634	*$24,350*	*$25,066*	*$25,782*	*$26,499*	*$27,215*	*$27,931*	*$28,647*
$25,740	*$26,520*	*$27,300*	*$28,080*	*$28,860*	*$29,640*	*$30,420*	*$31,200*
$32,347	$33,327	$34,307	$35,287	$36,267	$37,248	$38,228	$39,208
$32,673	$33,663	$34,653	$35,643	$36,633	$37,623	$38,613	$39,603
$36,328	$37,429	$38,529	$39,630	$40,731	$41,832	$42,933	$44,034
$44,376	$45,720	$47,065	$48,410	$49,755	$51,099	$52,444	$53,789
$48,563	$50,034	$51,506	$52,978	$54,449	$55,921	$57,392	$58,864
$54,243	$55,886	$57,530	$59,174	$60,818	$62,461	$64,105	$65,749
$56,474	$58,185	$59,896	$61,608	$63,319	$65,030	$66,741	$68,453
$59,717	$61,526	$63,336	$65,146	$66,955	$68,765	$70,574	$72,384
$66,220	$68,227	$70,234	$72,240	$74,247	$76,254	$78,261	$80,267
$69,292	$71,392	$73,492	$75,591	$77,691	$79,791	$81,891	$83,990

City of Madison

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

Master

File Number: 75427

File ID:	75427	**File Type:**	Discussion Item	**Status:**	Discussion Items
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Notes:

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Text of Legislative File 75427

Title
Council Office Updates

<div align="center">

Council Chief of Staff Update
01/11/2023

</div>

<u>Announcements</u>

- City offices will be closed on 01/16/23.

- Reminder: There are additional restrictions on the use of alder expense accounts in place until April. Expending of funds is limited in the four months preceding an election to ensure funding is available and equitable for existing and incoming alders. On November 21, Liz sent out emails to each alder regarding this issue.

<u>Hiring Update</u>

Due to the unexpected departure of our legislative analyst, the Council Office is working on hiring again. We are currently reaching out to candidates on the eligibility list, per HR guidance.

<u>Project Updates</u>

Administrative Services Team
The team is meeting at the end of this month to discuss a review of committee staff training materials and a plan for outreach to BCCs about the Code of Ethical Conduct.

New Alder Orientation/Onboarding
We are creating materials and tutorials on topics including how to find things in Legistar, navigating the Council agenda and consent agenda document, preparing for Council meetings, understanding the legislative process, scheduling neighborhood meetings, and more.

<u>Upcoming City Trainings of Interest</u>

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it.

- I Feel Safe: Creating Healthy Cultures Where People Thrive (01/18/23)
- Creating Accessible Virtual Meetings and Trainings (01/24/23)
- Involving People in Decisions that Impact Them (several offerings)

Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
02/01/2023

Announcements

Finance is preparing to release the 2023 adopted budget books. This year, if you would like a printed version, please opt-in by emailing Christine Koh by February 3. Electronic copies will be available to all on the [budget website](#).

Hiring Update

We have exhausted the list of eligible candidates from the previous search, so we will be starting a new recruitment.

Project Updates

New Alder Orientation/Onboarding
We have a new onboarding survey tool that collects the contact information and details on things like parking passes and business cards from the incoming alders all in one place. This will allow Debbie to get started on ordering cards and nameplates sooner, and streamline the process of collecting all of that information.

With Katie's departure, Liz has leaned in to continue work on creating several short video tutorials on how to use the public-facing Legistar site to find legislation and look up committee meetings, an overview of the main parts of the Council agenda, and instructions on the consent agenda and consent agenda document.

Code of Conduct Implementation
On Monday, a small group of us (OCA, DCR, HR, Mayor's Office, Council Office) met to discuss implementation of the Code of Conduct, particularly regarding situations where a City staff member files a complaint against a member of a BCC. We will be convening regularly to plan ways to expand existing processes available to City staff under [APM 3-5](#), plan for additional processes such as mediation, and address issues that may arise while processes are being solidified. Of note: APM 3-5 lays out a process for investigating a complaint lodged by a City staff member against an elected official (page 3 of APM 3-5).

BCC Admin Services Team
The Administrative Services Team met on Tuesday to discuss a number of issues related to BCCs. We worked out a plan for communicating to BCC staff about the new Elected and Appointed Official Code of Ethical Conduct and instructions for sharing it with their members and placing it on their agenda annually. We made a plan for reviewing all of the existing BCC staff training materials to determine what elements are not out-of-date, what is missing that would need to be created, and compiled them together for staff to use. Currently, BCC staff are expected to train their new members and chairs. We also discussed ways to package existing City training offerings specifically for BCC staff, BCC chairs, and BCC members, and push out targeted communications to these various groups. We also addressed some logistical concerns arising as BCCs implement the ordinance to record all meetings (this may be audio or video, depending on a number of circumstances).

Records Retention
We are working with the OCA and IT to clarify expectations and requirements for alders regarding creating and retaining public records, including the issue of retaining constituent email

correspondence for the Historical Society. We met Monday and will meet again on Friday to continue the discussion.

Upcoming City Trainings of Interest

There are some City trainings coming up that may be of interest to you. If you decide to attend, I would love to hear your feedback on what you thought of it. There are also a growing number of on-demand online recorded courses that you can access with your City login. Organizational Development has greatly expanded their course offerings, making this a great resource for personal and professional development at no added cost to you as alders.

Live Virtual Courses
- Involving People in Decisions that Impact Them (several offerings)
- Service Animals and Emotional Support Animals in Places of Public Accommodation (02/07/23)

On-Demand Courses
- Trauma-Informed Customer Service (scroll down to course and materials links)
- I Feel Safe: Creating Healthy Cultures Where People Thrive (scroll down to course and materials links)

Find a detailed list of upcoming offerings on the Organizational Development website.

Announcements

Debbie is out this week and will be back in the office on Monday. Thank you for your patience and for continuing to provide three weeks' notice on your neighborhood meetings. Please let me know if we can assist you with anything while she is out.

Karen is now a Prosci Certified Change Practitioner™.

Hiring Update

The legislative analyst position has been posted and closes on March 6th. Please send information about the position to your networks!

Here is some language you can use if you'd like:

> Do you have a passion for researching and communicating about a wide variety of public policy topics? If so, you may be perfect for the role of Legislative Analyst in the City of Madison Common Council Office!
>
> Please review and/or share this opportunity to join our small, high-performing, and dynamic team of dedicated local government professionals!
>
> **Deadline to apply: March 6, 2023, 11:59 p.m.**
>
> **Common Council Legislative Analyst**
>
> Salary $68,320.98 - $81,073.98/year
> Common Council Office
> Closing Date 3/6/2023

Project Updates: Focus for the Month is Alder Onboarding

New Alder Orientation/Onboarding
We plan to have content finalized by the end of February after your feedback tonight, and final products ready for release by mid-March. In addition to guiding documents and videos, we are finalizing a number of events, including a mock Council meeting, an agency lightning roundtable, and the transition events of April 18th.

Council Website Improvements
We are working with IT web team to make some improvements to the Council webpage in advance of the new cohort of alders coming in.

Upcoming City Trainings of Interest

Live Virtual Courses
- Language Access: Using LanguageLine Solutions (3/8/23)
- Conflict Management (3/9/23)

Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
3/1/23

Hiring Update

Please send information about the position to your networks! It closes March 6th. We plan to do interviews in late March.

Here is some language you can use if you'd like:

> Do you have a passion for researching and communicating about a wide variety of public policy topics? If so, you may be perfect for the role of Legislative Analyst in the City of Madison Common Council Office!
>
> Please review and/or share this opportunity to join our small, high-performing, and dynamic team of dedicated local government professionals!
>
> **Deadline to apply: March 6, 2023, 11:59 p.m.**
>
> **Common Council Legislative Analyst**
>
> Salary $68,320.98 - $81,073.98/year
> Common Council Office
> Closing Date 3/6/2023

Project Updates

Alder District Social Media Pilot
The pilot is underway! Check out the new official District 3 and District 15 Facebook pages.

City of Madison Alder District 3 Facebook Page:
https://www.facebook.com/CityofMadisonAlderDistrict3/

City of Madison Alder District 15 Facebook Page:
https://www.facebook.com/CityofMadisonAlderDistrict15

Common Council Official Facebook Page
Our page is now live!

City of Madison Common Council Facebook Page:
https://www.facebook.com/CityofMadisonCommonCouncil/

Upcoming City Trainings of Interest

Live Virtual Courses
- Language Access: Using LanguageLine Solutions (3/8/23)
- Conflict Management (3/9/23)

Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
3/15/23

Announcements

Debbie will be out of the office the week of 3/27. Please plan accordingly if you have neighborhood meeting requests to submit to her.

Hiring Update

We received 32 applications for the Legislative Analyst position. Applications are currently being evaluated and interviews are anticipated to start the first week of April.

Project Updates

New Alder Onboarding

The Council Office continues its push in preparation for the new cohort of alders in April. You will have noticed a couple of calendar invites in your inboxes: an invitation to help us provide a realistic mock Council meeting experience for the newly-elected alders on April 11, and a save-the-date invitation to the incoming/outgoing alder brunch on April 18.

Outgoing alders: Liz will be sending you an alder offboarding survey to complete prior to April 18.

All alder and mayoral candidates have been sent a save-the-date letter with key dates and information about the variety of onboarding activities we have planned for you. After April 4, returning and new incoming alders will also receive an email from Liz with an onboarding survey and welcome letter with detailed information about onboarding resources and events. Returning and new alders are all welcome and encouraged to engage in the onboarding offerings.

Council Website Upgrades

We met with IT to discuss a variety of improvements to the Council website, including the alder pages on the site. Improvements will be rolled out in time for the start of the new term, including some upgrades to the alder blog tool. IT will be providing training to all alders (returning and new) on the upgraded blog tool in April.

BCC Admin Support Team

BCC Administrative Support Team met on 3/14 to discuss rolling out a regular communication between the Council Office and the staff of BCCs on the Monday of the week before Council meetings reminding staff to enter BCC actions in a timely fashion and providing tips on common errors that Liz is finding in agenda review. The BCC Admin Support Team also discusses plans to provide BCC staff training and support around the Elected and Appointed Official Code of Ethical Conduct, as well as plans to assess and improve BCC staff training generally. The group also discussed the proposed changes to the handling of documents in Legistar addressed in #76500.

Upcoming City Trainings of Interest

Live Virtual Courses
- RECOMMENDED: Gender Inclusive Language (4/27)

Find a detailed list of upcoming offerings on the Organizational Development website.

Office Announcements

Upcoming Staff Out-Of-Office
- Liz will be out June 9 and the week of June 12 (in for agenda review only)
- Debbie will be out of the office June 26-July 4
- I will be out of the office on June 13 and July 3
- Additional dates pending confirmation

Staffing Update
- Welcome back Kehinde Fadele, our AASPIRE summer intern
- Our new legislative analyst, Isaac, will be joining us starting Monday, June 12

Important Reminders & Tips

Alder Blogs and Meeting & Events Highlights
All the alders have now been trained on the updated blog tool, so everyone is now prepared to independently access and post to their alder blog. If you would like a refresher training, please reach out to the Council Office. The blog tool was created so that alders have an independent forum through which they can communicate directly with their constituents about the issues that matter to them and their district. As per the recommendations of the Alder Communications Tools workgroup, the Council Office sends out weekly Meetings & Events Highlights via email, which alders can use as blog content if they so choose. I will be sending a communication that goes into more detail about the alder blogs and the scope of available Council Office assistance in this area.

Neighborhood Meetings
Thank you all for your continued efforts to provide Debbie with the information she needs to process your neighborhood meetings at least 3 weeks in advance of the meeting. This is extremely helpful as she coordinates her workload.

Project Updates

BCC Administrative Support Team
The BCC Administrative Support Team will be meeting on June 26 to continue working on a plan to provide BCC staff with updated training and support.

Alder Social Media Pilot Update
We are ready to present our recommended next steps for full roll-out of district social media accounts to CCEC.

Alder-Intern Matching Program Update
We are ready to present the Alder-Intern Matching Program guide to CCEC.

Training Opportunities (free to alders)

Recommended Trainings
We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- [Trauma-Informed Living](#) (*strongly recommended*)
Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Council Chief of Staff Update
6/6/2023

Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#) (*strongly recommended*)

Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.
Upcoming Offerings: June 15, 2-4 PM; September 27, 9-11 AM.

Additional Upcoming Trainings of Interest
- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.

<div align="center">

Council Chief of Staff Update
6/20/2023

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Office Announcements

Upcoming Staff Out-Of-Office
- Debbie will be out of the office June 26-July 4
- I will be out of the office July 3
- Liz will be out of the office July 3
- Lorissa will be out of the office July 3

Welcome to Isaac Matthias, our new Legislative Analyst!

Important Reminders & Tips

New Alder Orientation Videos Spotlight: Agency Budgets
As budget season approaches, I would like to remind folks to watch the videos available on the New Alder Orientation webpage. We strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Resolutions: New Deadline
Due to the increase in interest in creating resolutions, the hectic nature of the days leading up to Council agenda generation, as well as an uptick in neighborhood meeting requests, the Office is requesting that materials for resolutions be submitted to the Council Office by two Mondays before the Council meeting at which you would like it introduced. **The new deadline for submitting resolution materials to the Council Office for creation for the 7/11 Council meeting is Monday 6/26 and for the 7/25 meeting is 7/10.** Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Training Opportunities (free to alders)

Recommended Trainings
We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison Disability Summit: Collective Visioning for a More Equitable Future**
July 27 – 28, 2023
Description: The Department of Civil Rights is excited to host our first **Disability Summit: Collective Visioning for a More Equitable Future on July 27th – 29th** virtual and in-person at Warner Park. The Disability Summit will take place virtually on **July 27th and 28th from 5:00 – 8:00 p.m.** This event is a platform for visioning and developing a city-wide agenda that will direct the work of the Disability Rights and Services Program and ensure all City programs include the voices and needs of the disability community. This event is open to the public and City staff are encouraged to attend. Visit our upcoming events page for more information.

- **Trauma-Informed Living**
Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.
Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- **Giving and Receiving Feedback, Part 1**

Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.
Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest
- Gender Inclusive Language
- Involving People in Decisions that Impact Them

Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
7/11/2023

Office Announcements

Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4-12: Karen out
- August 4: Isaac out

Important Tips & Reminders

Council Retreat/Workshop with YWCA
If you have not yet updated your availability for the new dates added to the Doodle poll for the Council retreat/experiential workshop, please do so tonight. The final date for this event will be chosen tomorrow based on the results.

Syncing Calendars, DANEnet Assistance for Alders, and Calendly
If you haven't already, you will receive an email from Andrew at DANEnet asking if you would like help figuring out whether/how to sync your calendars to your City Outlook calendar. In addition to calendar syncing, Andrew can also help triage assistance with other tech-related issues you may have.

If your City Outlook calendars are synced or otherwise up-to-date, please let me know here.

Additionally, we have permission to use the Calendly app, to help coordinate calendars and simplify scheduling, which means you can sign up for it with your district email account. If you choose the paid pro option (reimbursable to your alder expense account, contingent on your account balance), you can sync multiple calendars and only need to share out your Calendly link. If you have a Calendly link all set up and would like us to use it, please send it to me.

New Alder Orientation Videos Spotlight: Planning Division Major Initiatives
In preparation for budget season, the Planning Division has created several new videos that discuss their major initiatives, which are now available on the New Alder Orientation webpage.

Planning

Videos

- Agency Introduction
- Budget Overview
- Alder Constituent FAQA
- Neighborhood Grant Program (6/5/2023)
- Arts & Culture
- Comprehensive Plan/Annual Comprehensive Plan Progress Update
- Historic Preservation Program
- Planning 101
- Services & Major Initiatives
- Intergovernmental Agreements

Documents

- Agency Introduction PDF ↗
- Budget Overview PDF ↗
- Alder Constituent FAQA PDF ↗
- Planning Framework PDF ↗
- Neighborhood Grant Program PDF ↗
- Comprehensive Plan/Annual Comprehensive Plan Progress Update PDF ↗
- Historic Preservation Program PDF ↗
- Planning 101 PDF ↗
- Services & Major Initiatives PDF ↗
- Intergovernmental Agreements PDF ↗

Council Chief of Staff Update
7/11/2023

As a reminder, we strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Reminder: Deadline for Resolutions
The deadline for submitting resolution materials to the Council Office for the **August 1 Council meeting** is **Monday, July 17**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Providing Feedback to Council Office Staff
Now that we are fully staffed and rolling out a number of new offerings and procedures, if you would like to provide any feedback/suggestions on Council Office staff members or operations, please contact me. If you provide feedback to a Council Office staff member individually via email, please copy me as well.

Project Updates

BCC Administrative Support Team
The BCC Administrative Support Team has engaged HR Organizational Development/Performance Excellence to assist us to evaluate existing BCC staff and member training resources and develop a roadmap for creating/revamping a BCC staff onboarding and ongoing training plan.

Training Opportunities (free to alders)

Recommended Trainings
We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison Disability Summit: Collective Visioning for a More Equitable Future**
July 27 – 28, 2023
This event is open to the public and City staff are encouraged to attend. Visit our upcoming events page for more information.

- Trauma-Informed Living
Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.
Upcoming Offerings: August 23, 9-10:30 AM

- Giving and Receiving Feedback, Part 1
Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational

Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.
Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest
- Gender Inclusive Language
- Involving People in Decisions that Impact Them

Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
7/25/2023

Office Announcements

Upcoming Staff Out-Of-Office

- July 28-31: Lorissa out
- August 4: Isaac out
- August 4-12: Karen out
- August 18-28: Liz out

Important Tips & Reminders

Council Retreat/Workshop with YWCA
The retreat will take place on August 19 from 10-1 p.m. in person at the new Parks building at 330 E. Lakeside St. A meal will be served after the YWCA experiential circle.

Syncing Calendars
If your City Outlook calendars are synced or otherwise up-to-date, or if you have provided me with your Calendly link, please let me know here.

Scheduling Upcoming Alder Training Events
I will be checking your availability through Doodle polling in order to schedule a number of Council trainings/workshops on various aspects of workplace safety, as well as opportunities to gather together and discuss your policy priorities, in the upcoming months.

New Alder Orientation Videos Spotlight: Water Utility Major Initiatives
In preparation for budget season, the Water Utility has created several new videos that discuss their major initiatives, which are now available on the New Alder Orientation webpage.

Water Utility

Videos	Documents
• Agency Introduction	• Agency Introduction PDF ↗
• Budget Overview	• Budget Overview PDF ↗
• Alder Constituent FAQA	• Alder Constituent FAQA PDF ↗
• Major Initiatives: Overview	• Strategic Plans & Major Initiatives PDF ↗
• Major Initiatives: Master Plan	○ Financial Plan PDF ↗
• Major Initiatives: Financial Plan	○ Master Plan PDF ↗
• Major Initiatives: Strategic Asset Management Plan	○ Strategic Asset Management Plan PDF ↗
• Major Initiatives: Well 14	○ Well 14 - Chloride Mitigation PDF ↗
• Major Initiatives: Well 15	○ Well 15 - PFAS Treatment PDF ↗
• Major Initiatives: Well 19	○ Well 19 - Iron, Manganese, and Radium Treatment PDF ↗

As a reminder, we strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Council Chief of Staff Update
7/25/2023

Reminder: Submitting Receipts for Reimbursement
Receipts are due <u>within 60 days of the purchase</u>, which is required by City policy and the IRS. You can drop off your receipts at the Council Office or send photos of receipts directly to Liz at lwindsor@cityofmadison.com. Please contact Liz with any questions.

Reminder: Deadline for Resolutions
The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 5 Council meeting** is **Monday, August 21**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Reminder: Providing Feedback to Council Office Staff
Now that we are fully staffed and rolling out a number of new offerings and procedures, if you would like to provide any feedback/suggestions on Council Office staff members or operations, please contact me. If you provide feedback to a Council Office staff member individually via email, please copy me as well.

City Training Opportunities (free to alders)

Recommended Trainings
We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison Disability Summit: Collective Visioning for a More Equitable Future**

July 27 – 28, 2023
This event is open to the public and City staff are encouraged to attend. Visit our upcoming events page for more information.

- Trauma-Informed Living

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.
Upcoming Offerings: August 23, 9-10:30 AM

- Giving and Receiving Feedback, Part 1

Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.
Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest
- Gender Inclusive Language
- Involving People in Decisions that Impact Them

Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
8/1/2023

Office Announcements

Upcoming Staff Out-Of-Office

- August 4-12: Karen out
- August 4: Isaac out
- August 18-25: Liz out
- August 21-25: Debbie out

Important Tips & Reminders

Council Retreat/Workshop with YWCA
The retreat will take place on August 19 from 10-1 p.m. at the new Parks building at 330 E. Lakeside St. Please arrive between 9:45 and 10 a.m. Program will start at about 10:15. Food will arrive around 12:30.

New Alder Orientation Videos Spotlight: Agency Budget Overviews
As a reminder, we strongly recommend that alders watch the overview of each agency's budget in order to make the whirlwind of budget season a bit more manageable. Here are some of the offerings on the New Alder Orientation webpage.

Reminder: Council Office Resources on New Alder Onboarding Webpage
Additionally, we also recommend that you review all of the material on the New Alder Onboarding page, including a number of helpful tutorials from the Council Office.

Reminder: Deadline for Resolutions

The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 5 Council meeting** is **Monday, August 21**. Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

City Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- Trauma-Informed Living

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: August 23, 9-10:30 AM

- Giving and Receiving Feedback, Part 1

Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- Find a detailed list of upcoming offerings on the Organizational Development website.

Council Chief of Staff Update
9/5/2023

Announcements

Thank you to all of you who have responded to the survey regarding your level of interest in some training and discussion opportunities this winter. If you haven't yet had a chance to fill out the survey, please do so tonight. I will be reaching out to those who have indicated interest each opportunity to discuss finalizing dates and providing details, so I strongly encourage everyone to weigh in to the survey: https://www.surveymonkey.com/r/6CP58V7

Upcoming Staff Out-of-Office
9/18 Karen out (afternoon)
9/29-10/2 Karen & Lorissa at ICMA annual conference

Workplace Safety
If you receive any concerning emails, calls, or interactions in the course of carrying out your alder duties, please contact me to schedule a debrief appointment.

Important Tips & Reminders

Recent City Staff Communications to Note

- DPCED Director Matt Wachter sent out a memo to all alders describing the work the City is currently doing on housing.

- Mick Rusch, Metro Transit, sent an announcement that Metro will be holding public hearings in September on proposed December route changes.

- The Homeless Issues Consortium sent out a survey regarding updates to their Community Plan to Prevent and End Homelessness.

- Liz will be sending out the quarterly balance update for your alder expense accounts, as well as some important reminders regarding receipt deadlines for reimbursements, and an overview of alder responsibilities regarding public records.

Budget Season Advice: If you are at all able, please attend the Finance Committee capital budget briefings on 9/12 at 4:30 p.m. Check your inbox for emails from Christine Koh for updates and resources.

New Alder Orientation Videos Spotlight: Agency Budget Overviews
As a reminder, we strongly recommend that alders watch the overview of each agency's budget in order to make the whirlwind of budget season a bit more manageable. Here are some of the offerings on the New Alder Orientation webpage.

Streets & Recycling

Videos	Documents
• Agency Introduction	• Agency Introduction PDF ↗
• Budget Overview	• Budget Overview PDF ↗
• Snow Plowing Operations FAQA	• Alder Constituent FAQA PDF ↗
• Streets Division Services FAQA	• Snow and Ice FAQA PDF ↗
• Urban Forestry FAQA	• Forestry Alder Constituent FAQA PDF ↗

Police

Videos	Documents
• Agency Introduction	• Agency Introduction PDF ↗
• Budget Overview	• Budget Overview PDF ↗
• Alder Constituent FAQA	• Alder Constituent FAQA PDF ↗

Engineering

Videos
- Agency Introduction
- Budget Overview
- Alder Constituent FAQA

Documents
- Agency Introduction PDF ↗
- Budget Overview PDF ↗
- Alder Constituent FAQA PDF ↗

Civil Rights

Videos
- Agency Introduction
- Budget Overview
- Alder Constituent FAQA

Documents
- Agency Introduction PDF ↗
- Budget Overview PDF ↗
- Alder Constituent FAQA PDF ↗

Community Development

Videos
- Agency Introduction
- Budget Overview
- Alder Constituent FAQA COMING SOON
- Infant & Early Childhood Mental Health Introduction
- Funding Process Overview

Documents
- Agency Introduction PDF ↗
- Budget Overview PDF ↗

Economic Development

Videos
- Agency Introduction
- Budget Overview
- Alder Constituent FAQA

Documents
- Agency Introduction PDF ↗
- Budget Overview PDF ↗
- Alder Constituent FAQA PDF ↗

Reminder: Deadline for Resolutions
The courtesy deadline for submitting materials to create resolutions to the Council Office for the **September 19 Council meeting** is **Tuesday, September 5**.

City Training Opportunities (free to alders)

Alder feedback on the Trauma-Informed Living training: "The presentation helped me build on the inner work that I've been doing and gave me new tools. The material, was provided in an approachable manner and felt safe to learn"

Recommended Trainings
We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new. Please reach out to me if you participate in a training, especially if you have experienced one you found valuable and think other alders might as well.

- Civilian Response to Active Shooter Events (CRASE)

Description: Officers will present active shooter case studies that highlight strategies victims used and the ultimate outcomes of their choices. These will also help participants understand **Avoid, Deny, Defend** in deeper detail. In person at MPD Training Center.
Upcoming Offerings: September 13 6-8 p.m., November 11 6-8 p.m.

- Giving and Receiving Feedback, Part 1

Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.
Upcoming Offerings: September 27, 9-11 a.m.

Additional Upcoming Trainings of Interest
- Find a detailed list of upcoming offerings on the Organizational Development website.

City of Madison

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

Master

File Number: 78125

File ID: 78125	**File Type:** Miscellaneous	**Status:** In Committee
Version: 1	**Reference:**	**Controlling Body:** COMMON COUNCIL EXECUTIVE COMMITTEE
		File Created Date : 05/28/2023

File Name: Future Agenda Items

Final Action:

Title: Future Agenda Items

Notes:

Sponsors:

Effective Date:

Attachments: Future Agenda Items updated 8-30-23.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: kkapusta-pofahl@cityofmadison.com

Published Date:

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 78125

Title
Future Agenda Items

CCEC Future Agenda Items
(Updated 8/30/23)

Upcoming

Presentation of information on standing BCCs (9/5/23)

Alder Social Media Pilot (October)

Increased Alder Pay (9/19/23)

Inviting the Performance Excellence Coordinator

Progress update on hybrid BCC meeting possibilities

Inviting Department of Civil Rights to present on the RESJ analysis process

Completed

Security training discussion (7/11/23)
Alder-Intern Matching Program (7/25/23)