

## MEMORANDUM

To: John Weidl, City Manager  
Rachelle Blitch, Financial and Administrative Services Director  
From: Tim Neubeck, IT Director  
Date: 1/18/24  
Re: City Surveillance System Overview

Per your request, I am reviewing the City's surveillance system. There are 4 DVR devices which can hold a total of 20 cameras and was deployed between 2013 and 2015; however, only 69 of the 80 available cameras are allotted with 3 of those never having been in operation due to power and connectivity issues on the corner of Main & Franklin Streets. 3 others are currently inoperable due to the cold/ice but are in locations that are not accessible at this time. Some devices are on normal operation where they record constantly, whereas some are on alarm and only record if movement is detected. I have discovered some devices will keep recordings longer than specified if there is extra room on the device. Currently, some devices are keeping up to 90 days' worth of data, but that is because the majority of those cameras' settings are set to alarm only but are supposed to keep 30 days' worth of data. Higher end cameras with infrared that we have deployed can cost up to \$2,500 for a base model to replace while most indoor models range from \$400 - \$1,000. Below is the minimum days data is kept in the following areas.

- 20 days
  - Treyton Field and surrounding areas
  - WAFC pool areas
  - Streets Department front gate
  - Water Department internal & external cameras
- 30 days
  - WAFC fitness areas
  - WAFC front desk & hallways
  - Wastewater plant internal & external cameras
  - ILYPL internal & external cameras
  - City Hall internal & external cameras
  - Police Department internal & external cameras
  - SITP internal cameras
  - Street intersection

After having reviewed policies and emails from my predecessor, I cannot determine a reason why some camera data is kept longer than others besides that is what the department wants,

what IT arbitrarily decided, or the limitations of the DVR system; however, I suspect it is an amalgam of all three. While many of the cameras themselves are older models, the recordings are dictated by the DVR system. Staff is creating a policy based on a need for a holistic surveillance system policy. The Police Department has separate policies that outline the retention periods in the recording of police interviews, drone footage, or automated license plate reader cameras that have retention periods set by state law. Once the current system is replaced in the coming years, staff anticipates having conclusive ranges surveillance data is kept rather than being at the mercy of existing hardware and software. Staff anticipates this upgrade to happen before 2027.