



## AGENDA

### Parks & Recreation Commission

6:30 PM - Wednesday, November 6, 2019  
 City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	<b>CALL TO ORDER</b>	<b>6:30 pm</b>
	<b>ROLL CALL</b>	
	<b>APPROVAL OF AGENDA</b>	
	<b>APPROVAL OF THE MEETING SUMMARY</b>	
3 - 5	1. <a href="#">Meeting Summary - Oct. 2, 2019</a>	
	<b>PUBLIC COMMENT</b>	
	<i>This is an opportunity for the public to address the Parks &amp; Recreation Commission. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. Please be aware that the Parks &amp; Recreation Commission meetings are recorded.</i>	
	<b>TOPICS</b>	
6 - 47	1. Klahanie Park Master Plan Discussion - Preferred Master Plan <a href="#">Klahanie Park Master Plan Presentation</a>	<b>45 minutes</b>
48 - 103	2. Video Surveillance Policy for City Parks <a href="#">Video Surveillance Policy for City Parks Presentation</a>	<b>30 minutes</b>
	<b>CHAIRMAN'S REPORT</b>	
	<b>DIRECTOR'S REPORT</b>	
	Angie Feser, Parks & Recreation Department Director	
	<b>PARKS COMMISSION LIAISON REPORTS</b>	
	1. Sammamish Friends - Sid	
	2. Sammamish Community Wildlife Habitat - Kathe	

3. Native Plant Stewards -Cheryl/Sid
4. **Sammamish Walks - Hank**
5. **Trail Stewards - Nancy**
6. **Sammamish Youth Board**
7. Sammamish YMCA -Sarvinder
8. Sammamish Market - Seth
9. Community Garden -Eirlys

## **OTHER**

## **MEETING CALENDAR**

104

1. [Park and Recreation Commission Agenda Calendar](#)

## **ADJOURNMENT**

**8:30 pm**

*Parks & Recreation Commission meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request.  
Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.*



## MEETING SUMMARY

### Parks & Recreation Commission

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**6:30 PM - October 2, 2019**

City Hall Council Chambers, Sammamish, WA

**Commissioners Present:**

Chair Hank Klein, Parks & Recreation Commissioner, Position 9  
Vice-Chair Sid Gupta, Parks & Recreation Commissioner, Position 5  
Eirlys Vanderhoff, Parks & Recreation Commissioner, Position 1  
Katherine Low, Parks & Recreation Commissioner, Position 2  
Nancy Way, Parks & Recreation Commissioner, Position 8

**Commissioners Absent:**

Cheryl Wagner, Parks & Recreation Commission, Position 3  
Seth Van Grinsven, Parks & Recreation Commissioner, Position 6  
Sarvinder Marwaha, Parks & Recreation Commissioner, Position 7

**Staff Present:**

Angie Feser, Director of Parks & Recreation  
Anjali Myer, Deputy Director of Parks & Recreation  
Belle Stanley, Administrative Assistant  
Grayson Court, Management Analyst

**CALL TO ORDER**

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Chair Klein called the Sammamish Parks & Recreation Commission meeting to order at 6:30 PM.

**ROLL CALL**

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Roll was called.

**APPROVAL OF AGENDA**

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Agenda was approved as presented.

**APPROVAL OF THE MEETING SUMMARY**

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Meeting summary was approved as presented.

**PUBLIC COMMENT**

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Mary Wictor - Mary addressed stormwater code related to Native Growth Protection Easement, NGPE , granted to a county or city for the protection of a native growth area in a sensitive area now referred to as "critical" area.

By establishing a NGPE it protects parcels being established with native plants or designated critical areas. This stormwater code could be possibly used in other preservation projects .

## TOPICS

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### **Parks Capital Improvement Plan (CIP) Update -Anjali Myer**

Anjali provided an overview of the existing Parks Capital Improvement Plan (CIP) and identified the programs and projects the City foresees undertaking over the next six years. As a planning document, the CIP does not commit the City to any financial obligations but identifies specific improvement projects, funding sources and project timelines. The Parks CIP is updated every two years and Anjali identified the reasons for an update and the process to re-prioritizing projects with current costs considerations.

### **Parks Code Revisions - Grayson Court, Management Analyst**

Grayson presented seven key topics addressing new issues surrounding the use of City parks. For each topic, staff requested feedback and guidance from the commissioners and suggested new and updated language to replace current code. From discussion on topics presented, Grayson will bring back draft language and have proposed code revision reviewed by the Parks & Recreation Commission, the Planning Commission, and by City Council for final adoption.

## CHAIRMAN'S REPORT

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Hank reported on the upcoming Parks & Recreation Commission terms expiring and application process which will be opening in November. There will be three positions available for appointments.

## DIRECTOR'S REPORT

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Council's mid-biennial budget discussion has been moved to a study session scheduled for Nov. 12th with hopes for adoption the following week on Nov. 19th. On the recommendation of the City Manager, we will be holding off on any new positions before the end of the year, the Arts Commission strategic plan ask and limiting professional services dollars in Parks Maintenance. The Council is proposing changes and raising questions regarding the YMCA agreement. Beaton Hill Park event on Oct. 9th celebrating the land acquisition and unveiling of the new sign. Volunteer Appreciation Dinner on Nov. 21st. Klahanie Master Plan, Public Workshop #3, Oct 10th when the preferred master plan is revealed.

## PARKS COMMISSION LIAISON REPORTS

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**Sammamish Friends - Sid** Mud Run was success with 380 participants and Sammamish Friends wants to extend a thank you to the City for their support in the event along with the countless volunteers.

**Sammamish Community Wildlife Habitat - Kathe** The group participated in the Farmers Market, two weeks with a booth; 70 - 90 people came by the booth and were given free plants that would encourage wildlife. WNPS nursery been well set-up at the Beaver Lake shop location. A group of volunteers watered plants every day through the summer.

**Native Plant Stewards -Cheryl/Sid** There is a WNPS training taking place with 21 students.

Sammamish Walks - Hank

Trail Stewards - Nancy

Sammamish Youth Board

Sammamish YMCA -Sarvinder

Sammamish Market - Seth

Community Garden -Eirlys

**OTHER**

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**MEETING CALENDAR**

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[Parks & Recreation Commission Meeting Calendar](#)

**ADJOURNMENT**

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## Agenda Bill

Parks and Recreation Commission Regular Meeting  
November 06, 2019



<b>SUBJECT:</b>	Klahanie Park Master Plan Discussion - Preferred Master Plan		
<b>DATE SUBMITTED:</b>	October 29, 2019		
<b>DEPARTMENT:</b>	Parks & Recreation		
<b>NEEDED FROM COMMISSION:</b>	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
<b>RECOMMENDATION:</b>	Review and provide input on the preferred master plan; discuss phasing priorities for potential park development.		
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - PowerPoint Presentation</a>		
<b>BUDGET:</b>			
Total dollar amount	\$169,000	<input checked="" type="checkbox"/>	Approved in budget
Fund(s)	Parks Capital Improvement Fund	<input type="checkbox"/>	Budget reallocation required
		<input type="checkbox"/>	No budgetary impact
<b>WORK PLAN FOCUS AREAS:</b>			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input checked="" type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation		
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

### NEEDED FROM COMMISSION:

Klahanie Park Master Plan Discussion - Preferred Master Plan

### KEY FACTS AND INFORMATION SUMMARY:

The purpose of this discussion is to for the Parks & Recreation Commission to provide input on the preferred master plan for Klahanie Park, as well as discuss phasing priorities for potential park development.

#### Summary:

The public process for the Klahanie Park Master Plan is now complete. The consultant team has prepared a preferred master plan based on input from community members, City staff, the Parks &

Recreation Commission, and City Council. The components of the preferred plan are summarized below. With consensus from the Parks & Recreation Commission on the preferred plan and phasing priorities, staff may proceed with review by the City Council and begin the SEPA review process.

**Preferred Master Plan:**

The overall goals and objectives are to protect Queen's Bog, to provide a balance between active and passive activities and include unprogrammed spaces for families to gather informally. During the public outreach component of this effort, staff learned that the park was generally meeting the needs of the Klahanie community. That said, there were a selection of amenities that the community wanted to expand or modify. Examples of these include providing a separate community space (to avoid conflict with soccer and cricket) that would allow for unprogrammed play, expanding the play area for a larger age range to enjoy, increasing the amount of seating and picnic areas, and incorporating a community garden and native planting areas. We also heard concerns related to an increase in traffic with the park re-development, trail encroachment in natural areas, and the potential for noise and light pollution with the installation of synthetic turf and lights.

With this input in mind, the preferred plan provides a no net loss of amenities. As and when current park amenities are at the end of their life and need to be replaced, this plan will take those amenities and re-organize them in a manner that is safer, environmentally sensitive and more efficient.

The preferred master plan generally keeps the existing cricket and soccer fields in their current location while expanding the cricket field limits and delineating the field extents with a split rail fence along the loop trail. The little league / softball field is relocated to the west, opening up a centrally-located community green space, picnic plaza, and play area. The community green is a flexible open space that can be utilized for unstructured recreation, picnic areas, and events. The restroom is relocated near the community green for easy access from all the park activities and spaces. A new community garden includes accessible garden plots, picnic and seating space, and a storage shed. An accessible loop trail meanders around the cricket and soccer fields and community green and includes picnic nodes with small shelters, picnic tables, and other amenities. The large play area includes a formal play space with equipment designed for ages 2-5 and 5-12; a sloped play area with slides; and a natural play space with climbing rocks, boulders, and other play elements inspired by nature. The main picnic shelter and picnic area is centrally located between the fields, play area, loop trail, and community green. The parking lot is expanded slightly to increase capacity and to include a formal drop-off area.

Trails

After reviewing several trail design options, the preferred alternative calls for the decommissioning of trails surrounding Queen's Bog in an effort to reduce further impact to the sensitive area and its buffers from park users, and instead incorporate additional trails in areas that will be impacted by park re-development and BPA's utility corridor.

A small overlook near the north side of the open space serves as a trailhead to the boardwalk and trails along the utility corridor. Several amenity nodes are provided along these trails for native plant demonstration gardens, seating, wayfinding, and interpretive education. The forested area includes improvements to the existing paved trail near SE 32nd Street and the western trail is relocated to be in the outer 25% of the wetland buffer. The western trail is outside of the park boundary but within

Klahanie's Native Growth Protection Area (NGPA); development of this portion of the trail would require partnership with Klahanie HOA. Connections to all other existing trails in the forested area and wetland buffers will be planted with native wetland species for mitigation.

#### Field Surfacing and Lighting

The cricket and soccer fields are unlit and are comprised of natural grass surfacing, with synthetic surface cricket pitches. The southern edge of the cricket outfield will stop at the bottom of the sloped lawn. This configuration does not accommodate a full, adult-size cricket outfield in order to preserve the existing grove of trees and allows park visitors to use the existing sloped lawn for seating. The little league / softball field is also unlit and includes a natural grass outfield with a synthetic infield, spectator seating, covered dugouts, and other field amenities.

#### Stormwater Treatment

The existing stormwater ponds will be redeveloped to include a more natural drainage approach with cascading bioretention cells which will be planted with native species and small ornamental trees. These bioretention cells will capture stormwater from the park and allow it to infiltrate. Any overflow will utilize the existing or improved catch basins and stormwater system. Stormwater from pollution-generating surfaces such as the parking lot, the athletic fields, and vehicular paving will drain to the bioretention cells and also utilize a biofiltration system.

#### **Master Plan Process:**

The first set of meetings were held in March 2019 with the City Council, Parks & Recreation Commission, a focus group, and the community, to solicit input on hopes, dreams, and concerns related to the master plan. Two surveys were prepared as part of this first phase, one for a focus group and one for the public. Neither of the surveys were statistically valid.

A total of six concept alternatives were prepared, three park concepts and three trail concepts. The intent was to demonstrate a minimum, moderate, and maximum approach to park development. Based on the feedback received at the first set of workshops, the overall goals and objectives are to protect Queen's Bog, to provide a balance between active and passive activities and include unprogrammed spaces for families to gather informally.

A representative from the consultant team, HBB, will present a summary of the second public workshop, online public survey results, feedback received at the third public workshop, and discuss the preferred master plan in further detail at the November 6, 2019 Parks & Recreation Commission Meeting. At that time, the Parks & Recreation Commission will be asked to provide input on the preferred plan for the master plan development, and discuss phasing priorities of park development. This information will be used, in conjunction with input received from City Council, City staff, and the public, to assist with the refinement of the preferred plan to develop the final master plan.

#### **Park Background:**

Klahanie Park is a 64-acre park located in the southeast section of the City. The park is comprised of natural grass fields including two multi-purpose sports fields, one baseball field, and a cricket pitch. Additionally, the park features a small play structure, restrooms, parking, a segment of the East Plateau Trail, natural areas and Queen's Bog, which is one of roughly fifty bogs located in Washington State.

Having been in use for nearly 25 years with only minor improvements, park features are nearing the end of their life cycle or are in need of repair. This master plan project is the City's first attempt to look at potential improvements to this park in a comprehensive manner utilizing a process that provides opportunity for involvement of the entire community. It will also enable the City to consider how a previous County park will best incorporate into Sammamish's overall park system.

The park was built by the Homeowners Association and transferred to King County in 1994 following construction. In January 2016, Klahanie Park was transferred to the City as part of the Klahanie annexation. Since annexation, modest improvements have been made to the park, which include drainage modifications to the baseball field, installation of the City's first and only cricket pitch, turf aeration of the two multi-purpose sports fields, irrigation improvements and minor renovations to the restrooms.

Following annexation, the City took over field reservations for the two multi-purpose fields and baseball field. In addition, the City introduced annual recreation events during the summer, such as the Shakespeare in the Park and KidsFirst programs.

#### **Timeline:**

##### Hopes, Dreams, and Concerns

- Parks & Recreation Commission Meeting #1: March 6, 2019 (Complete)
- City Council Meeting #1: March 12, 2019 (Complete)
- Focus Group Meeting #1: March 14, 2019 (Complete)
- Public Meeting #1: March 21, 2019 (Complete)

##### Master Plan Alternatives

- Public Meeting #2: May 23, 2019 (Complete)
- Joint City Council/Parks & Recreation Commission Meeting #2: June 11, 2019 (Complete)

##### Preferred Master Plan

- Public Meeting #3: October 10, 2019 (Complete)
- **Parks & Recreation Commission Meeting #3: November 6, 2019**
- **City Council Meeting #3: December 3, 2019**

##### Final Master Plan

- **SEPA Review: January - April 2020**
- **City Council Adoption of Master Plan: Spring 2020**

#### **Next Steps:**

The project consultant team will present the preferred master plan, discuss phasing priorities of park development, and provide feedback received from the community and Parks & Recreation Commission to the City Council at the December 3, 2019 Regular Meeting. The preferred master plan will then be refined in to the final master plan and City staff will begin the SEPA process.

#### **FINANCIAL IMPACT:**

N/A

**OTHER ALTERNATIVES CONSIDERED:**

If there are considerable objections to components of the preferred plan, City staff and the consultant team may revise the preferred plan. A revised plan would require an additional round of public meetings with the community, Parks & Recreation Commission, and City Council.

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[2018 Parks, Recreation & Open Space \(PRO\) Plan](#)

# Parks & Recreation Commission Meeting

November 6, 2019



# Overview: What we will be discussing

- A. Introductions ..... 5 minutes
- B. Presentation ..... 25 minutes
  - a. Location & Context
  - b. 2018 Parks, Recreation & Open Space Plan
  - c. Timeline & Project Background
  - d. Existing Conditions
  - e. Outreach Summary
  - f. Goals & Objectives
  - g. Master Plan Alternatives
  - h. Preferred Master Plan
  - i. Next Steps
- C. Discussion ..... 15 minutes
  - a. Phasing Plan Priorities





# Location & Context



# City Map

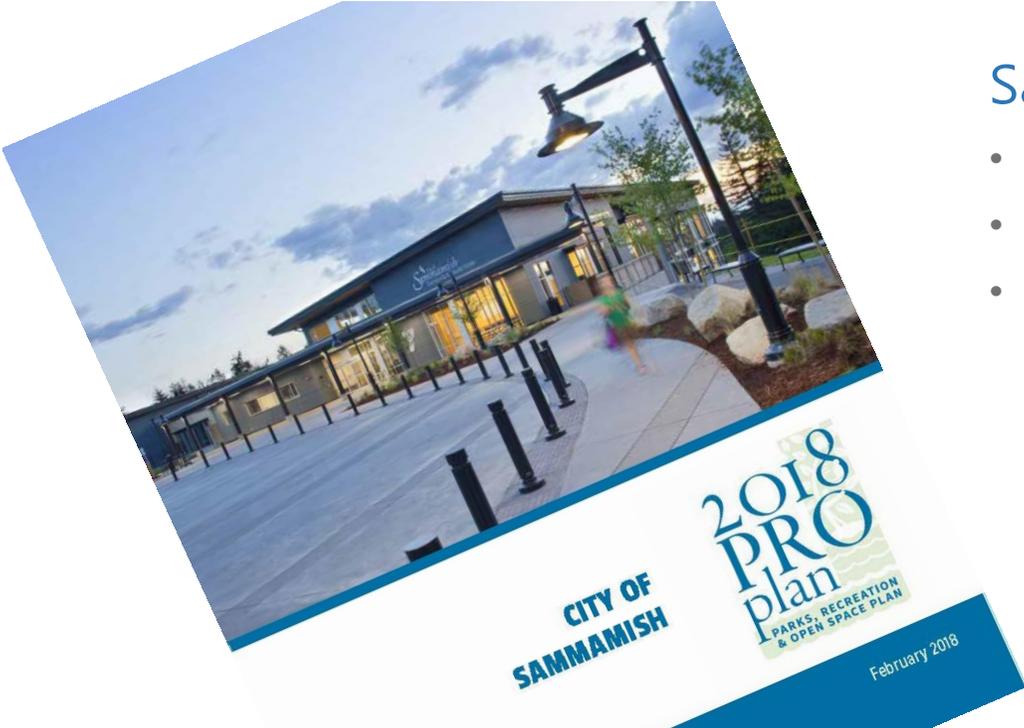


# Site Context



# 2018 Parks, Recreation & Open (PRO) Space Plan Vision

The overall vision for Sammamish's Parks and Recreation system sees parks as an integral part of our healthy and sustainable community by connecting people to nature, play, and culture.



## Sammamish Parks & Recreation Goals

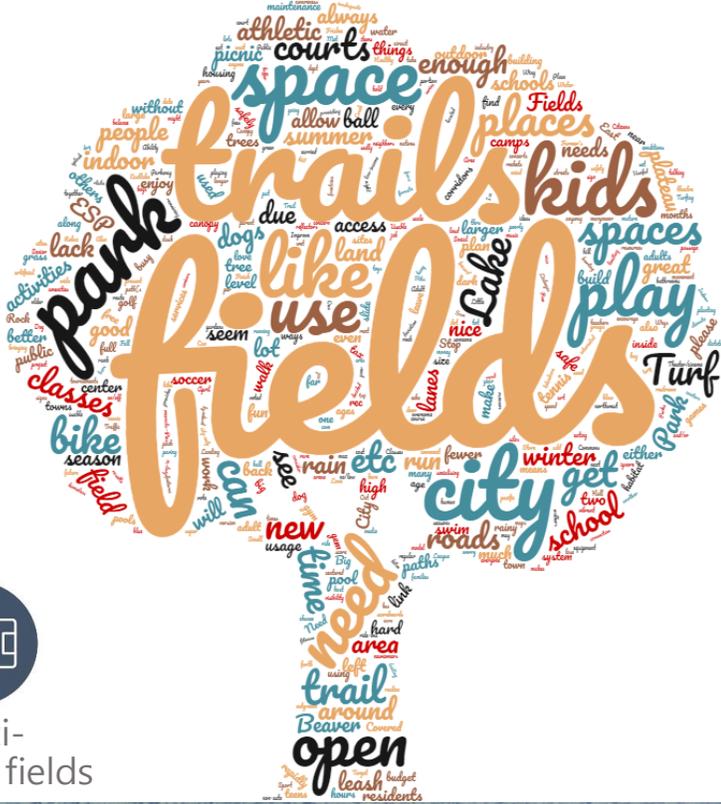
- Conservation of natural resources
- Opportunities to improve health and wellness
- Create social equity in access to parks and recreation for all residents



# 2018 PRO Plan



## Missing Elements of the Existing Park & Recreation System...



### Top priorities for active and passive use from online survey...

- 

Natural surface trails
- 

Boardwalk trails
- 

Playground
- 

Picnic areas
- 

Restroom
- 

Flexible space
- 

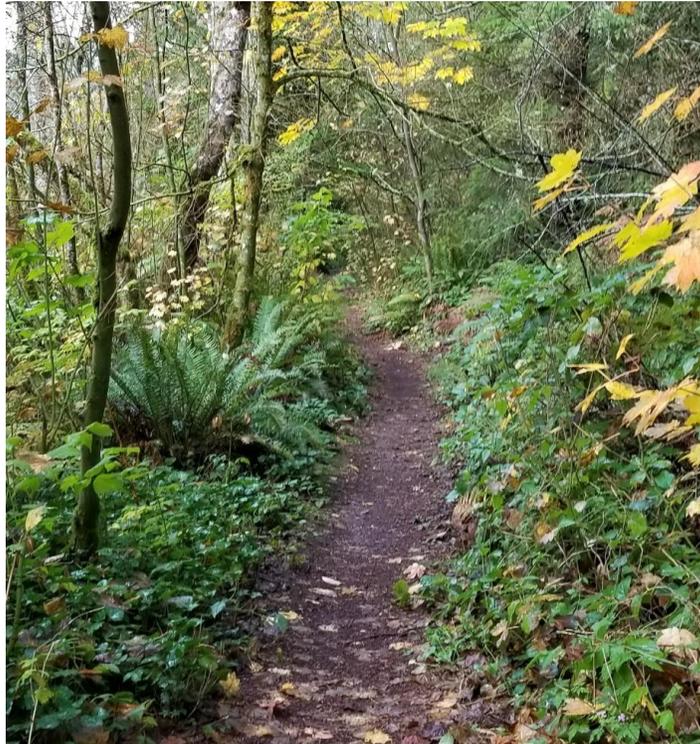
Multi-purpose fields



# Timeline & Project Background

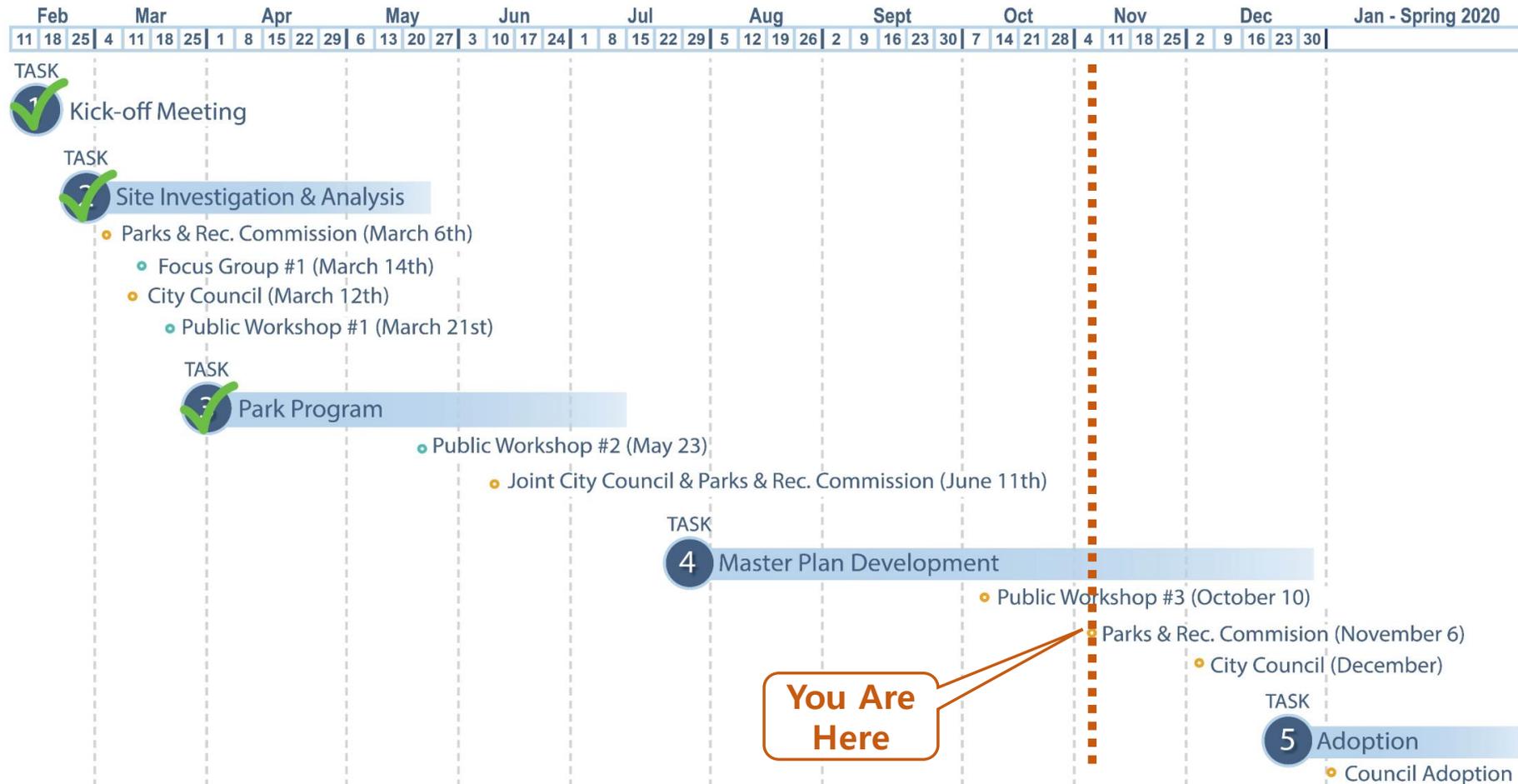


# Background & History



- 1994 – Park transferred to King County following construction by Homeowner’s Association (HOA)
- 2016 – Klahanie Park transferred to City
- 2017 – Minor drainage improvements completed at baseball field
- 2018 – PRO Plan completed
- 2019 – Master Plan commences

# Project Timeline



**You Are Here**



# Master Plan



## 1. Site Analysis & Project Scoping

- ☑ Evaluate Existing Conditions
- ☑ Complete Site Studies
- ☑ Park Classification
- ☑ Case Studies

## 2. Community Survey

## 3. Public Meeting #1

- ☑ Hopes, Dreams, & Concerns
- ☑ Opportunities & Constraints

## 4. Public Meeting #2 & #3

- ☑ Schematic Concepts
- ☑ Project Goals & Objectives
- ☑ Design Alternatives
- ☑ City Council & Parks & Recreation Commission Updates

## 5. State Environmental Policy Act (SEPA)

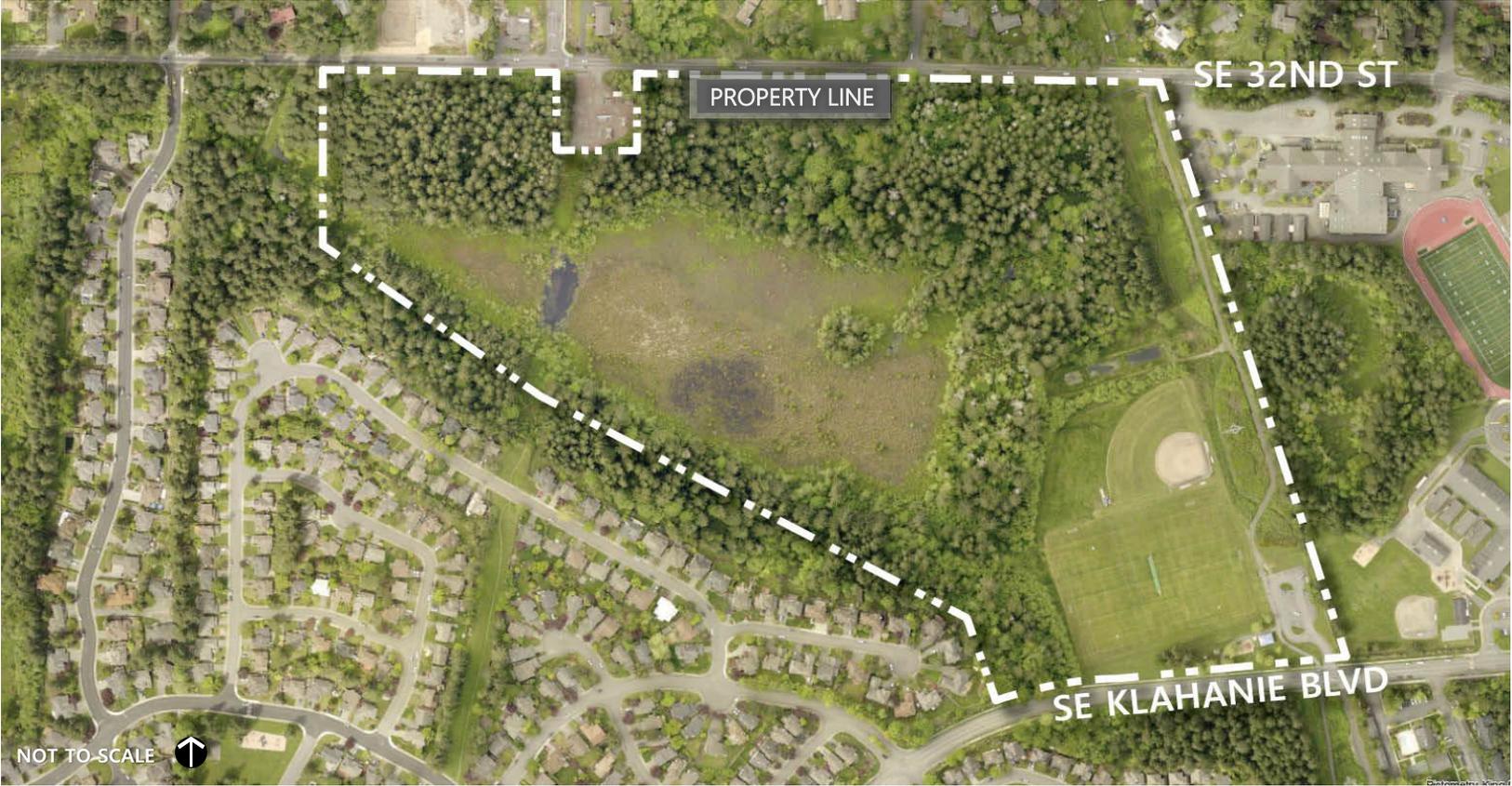
## 6. Master Plan Adoption



# Existing Conditions



# Existing Conditions



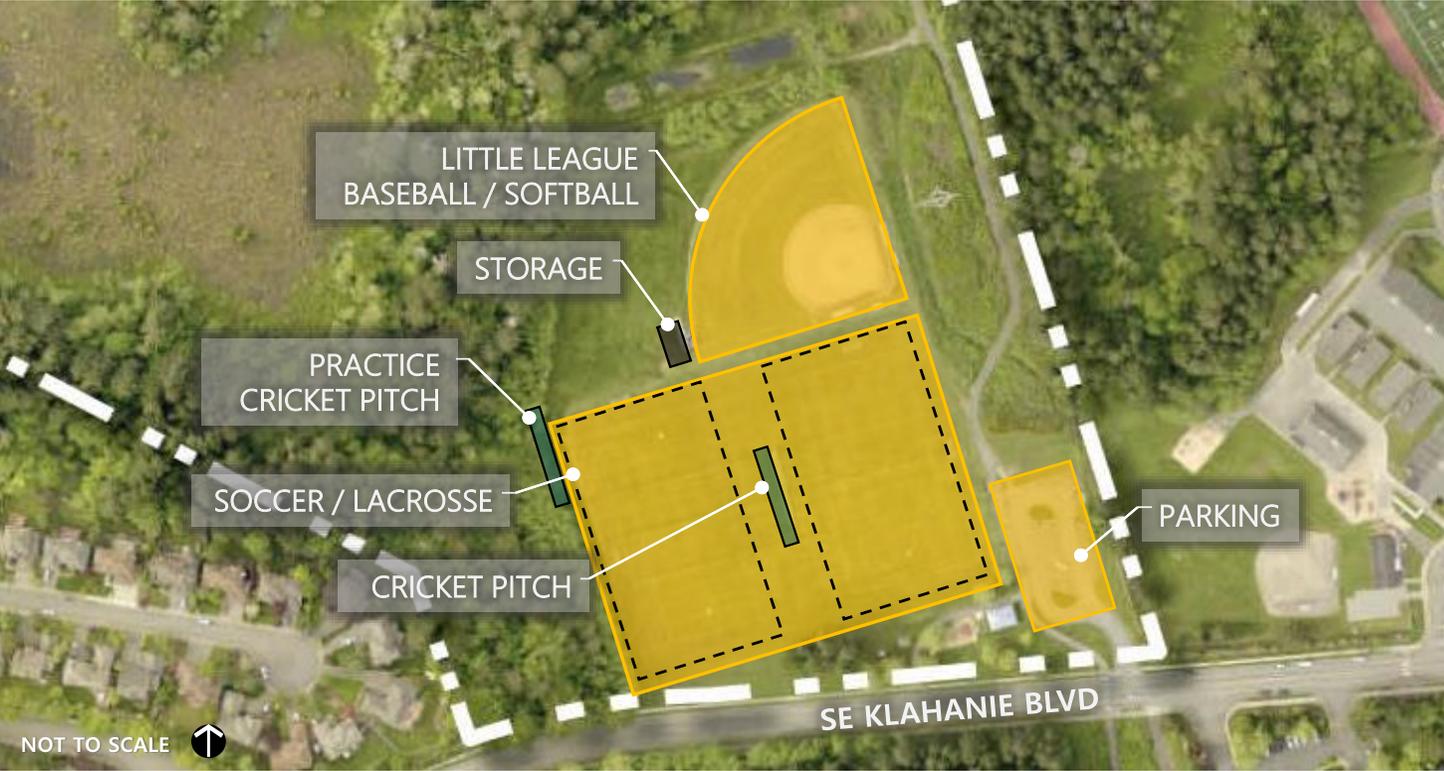
## Existing Features

- Queen's Bog
- Trails
- Athletic Fields
- Play Area
- Restroom
- Parking

# Easements



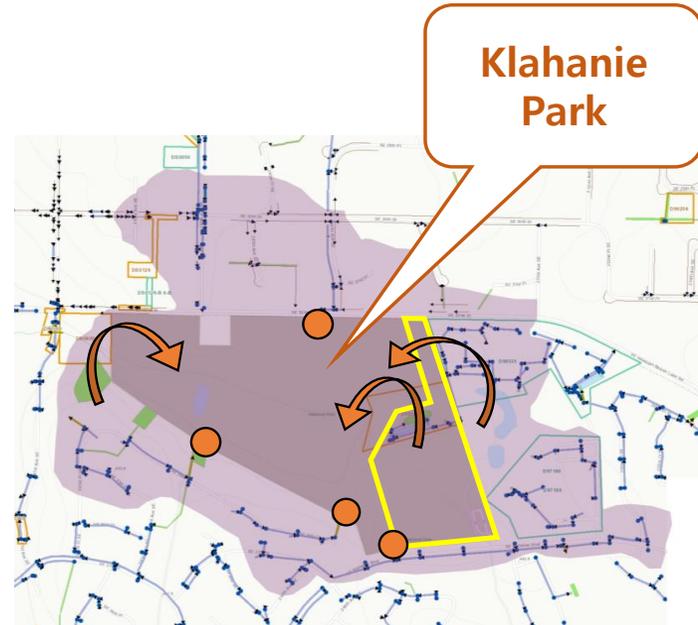
# Active Recreation Areas



# Bog, Critical Areas, & Trails



# Stormwater – Queen’s Bog



**175.5 acres** of stormwater makes its way to the bog

**1.9 miles** of new trails proposed

**14.5 acres** of park re-development proposed

**4 points of discharge**

**3 indirect overflow routes**

*\* Existing stormwater facility is inspected and maintained by the City annually.*



# Outreach Summary





# Visioning: What We Heard

The overall vision for Klahanie Park is a place to . . .

## 1. Protect Queen's Bog . . .

.... and the rest of the natural environment, educate the community about the unique nature of the bog, and partner with the adjacent schools to enhance the park as a learning environment.

## 2. Gather and celebrate . . .

.... to come together as a community, celebrate our diverse backgrounds and cultures, build memories with our families and each other.

## 3. Balance passive and active activities . . .

.... recognizing the park serves a larger community need but should still retain its neighborhood scale and character.

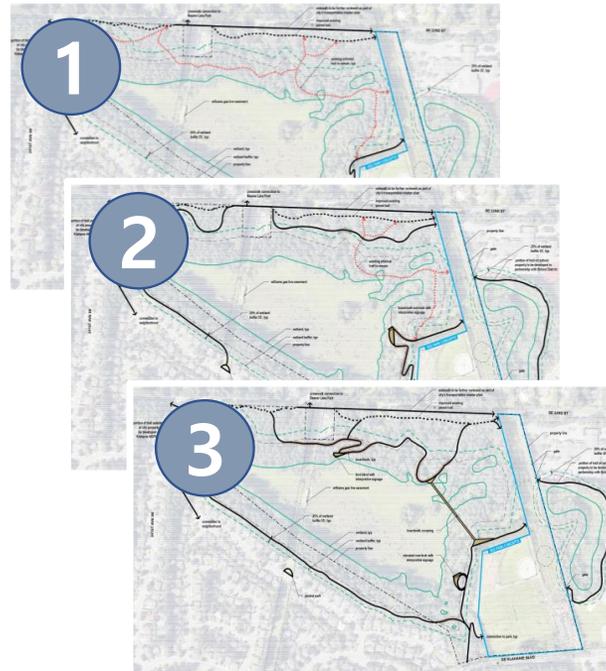


# Master Plan Alternatives

## Open Space Alternatives



## Trail Alternatives



## Park Character Alternatives



# Master Plan Alternatives: What We Heard



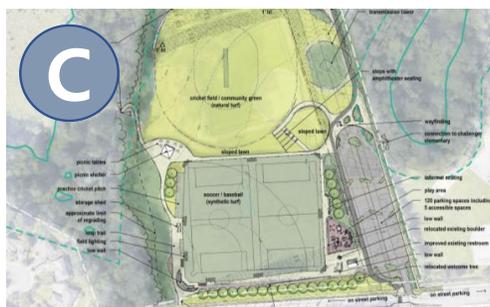
**LIKED** the unprogrammed open space, the community gardens, the big rock and trees remain, loop trail, meandering easement trail with amenity nodes, natural grass

**DISLIKED** the fencing at the ballfield along Klahanie Blvd. that would make the entrance feel less welcoming



**LIKED** the similar efficiency of the sports fields to the existing, natural grass, natural stormwater treatment, central play area, ballfield fences out of the way

**DISLIKED** community open space is too small, distance of the play area to parking, expanded parking

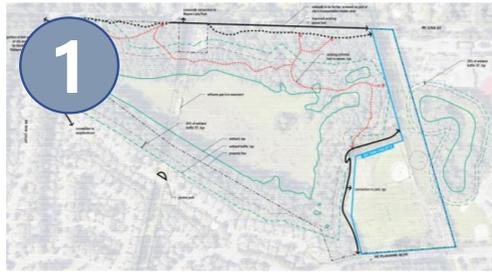


**LIKED** artificial turf, field lighting, full adult softball field, cricket field separation

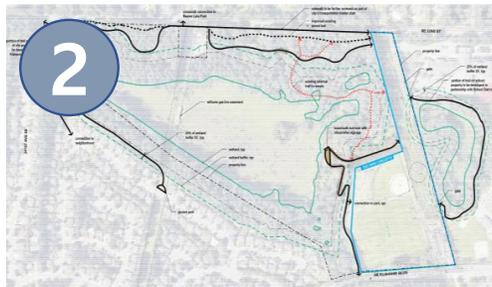
**DISLIKED** artificial turf, field lighting, loss of the neighborhood character, too much impact, loss of nature, stormwater redesign, expanded parking, fencing along Klahanie Blvd. makes the entrance less welcoming



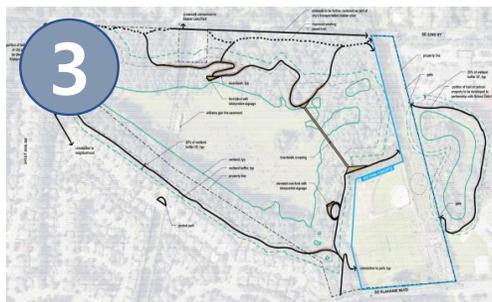
# Master Plan Alternatives: What We Heard



**LIKED** removal of trails behind homes, minimum impact to the bog  
**DISLIKED** trail at SE 32nd street pushed to road edge, would like this to be more separated like the other trails



**LIKED** overlook but it needs to consider safety/security and impact on the environment, school wetland trail  
**DISLIKED** trail behind homes



**LIKED** only the parts that were in previous alternatives  
**DISLIKED** trail behind homes, full loop trail has too much impact on bog, bridge over bog is too invasive and expensive, too much access to the bog

# Master Plan Alternatives: What We Heard

## Top Play Preferences



## Top Garden Preferences



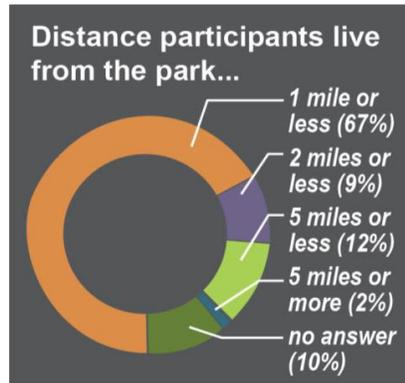
## Top Shelter Preferences



# Master Plan Alternatives: What We Heard

## 345 Survey Participants

- 58% of survey participants visit the park at least weekly



How important is it to provide an overlook to Queen's Bog?

- 40% not very or not important at all
- 18% no preference
- 42% somewhat or very important

How important is it to provide an overlook to the wetlands?

- 42% not very or not important at all
- 30% no preference
- 28% somewhat or very important

How important is it to provide trails or boardwalks in the wetland buffers?

- 44% not very or not important at all
- 12% no preference
- 44% somewhat or very important





# Preferred Master Plan



# Preferred Master Plan



- 1 Beaver Lake Middle School
- 2 Challenger Elementary School
- 3 Wetland
- 4 Queen's Bog
- 5 BPA Easement
- 6 Williams Gas Line Easement
- 7 Klahanie Trail
- 8 Pocket Park to be developed by Klahanie HOA and Williams Gas Line
- 9 Informal trails to be removed and planted with native wetland species for mitigation
- 10 Existing asphalt / gravel trail to be removed and replanted for mitigation- relocated to buffer edge

# Open Space Enlargement



- 1 Play area (w/ relocated boulder)
- 2 Community green
- 3 Restroom
- 4 Community garden
- 5 East Plateau Trail
- 6 Existing tree grove to remain
- 7 Lawn with cricket and soccer fields
- 8 Little League / Softball natural grass with synthetic turf infield
- 9 Bioretention / stormwater area
- 10 Paved loop trail
- 11 Boardwalk
- 12 Gathering / picnic area
- 13 Overlook

# Park Character



# Park Character



Trails



Amenities



Shelter





# Next Steps



# Next Steps

- Present Preferred Master Plan to City Council (Dec. 3).
- Develop the Final Master Plan.
- SEPA Checklist Submittal and Approval
- Present Final Master Plan to City Council for Adoption (spring 2020).





# Discussion

# How would you prioritize the development of the park?

## Trails Phase:

- a. Removal / replanting of informal trails for buffer mitigation
- b. Relocate the asphalt / gravel trail near SE 32<sup>nd</sup> St to the Neighborhood (west of the site)
- c. Improve existing asphalt trail near SE 32<sup>nd</sup> St
- d. BPA Easement trails and East Plateau Trail improvements
- e. Boardwalk trail near the bioretention / stormwater area



# How would you prioritize the development of the park?

## Cricket and Soccer Fields Phase:

- a. Natural grass cricket and soccer field
- b. Loop trail
- c. Gathering and seating areas



# How would you prioritize the development of the park?

## Play Area/ Ballfield Phase:

- a. Play area
- b. Community green
- c. Overlook
- d. Community garden
- e. Restroom
- f. Picnic shelters
- g. Pedestrian entrances
- h. Relocate little league/softball field; natural grass outfield with synthetic infield; including seating and storage



# How would you prioritize the development of the park?

## Support Facilities:

(In either 'Soccer and Cricket Field' or 'Play Area/ Ballfield' phase, whichever is first)

- a. Bioretention / stormwater area to the north of the open space
- b. Parking and entry improvements



## Agenda Bill

Parks and Recreation Commission Regular Meeting  
November 06, 2019



<b>SUBJECT:</b>	Video Surveillance Policy for City Parks																		
<b>DATE SUBMITTED:</b>	November 01, 2019																		
<b>DEPARTMENT:</b>	Parks & Recreation																		
<b>NEEDED FROM COMMISSION:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational																		
<b>RECOMMENDATION:</b>	Provide feedback to City staff on proposed video surveillance policy before it is presented to City Council. Does the Commission recommend that the City Council approve the proposed video surveillance policy?																		
<b>EXHIBITS:</b>	<a href="#">Exhibit A: Presentation</a> <a href="#">Exhibit B: Sammamish Video Surveillance Policy - draft</a> <a href="#">Exhibit C: Privacy Impact Assessment</a>																		
<b>BUDGET:</b>	<table> <tr> <td>Total dollar amount</td> <td>\$0</td> <td><input type="checkbox"/></td> <td>Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td></td> <td><input type="checkbox"/></td> <td>Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>No budgetary impact</td> </tr> </table>			Total dollar amount	\$0	<input type="checkbox"/>	Approved in budget	Fund(s)		<input type="checkbox"/>	Budget reallocation required			<input checked="" type="checkbox"/>	No budgetary impact				
Total dollar amount	\$0	<input type="checkbox"/>	Approved in budget																
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### NEEDED FROM COMMISSION:

Does the Commission have feedback for City staff on proposed video surveillance policy before it is presented to City Council? Does the Commission recommend the City Council adopt the proposed video surveillance?

### KEY FACTS AND INFORMATION SUMMARY:

#### Summary

Parks, Recreation & Facilities staff are proposing new park video surveillance policy in order to install and manage a surveillance system at three City parks: Sammamish Landing, Beaver Lake Park, and Pine Lake Park. The purpose of this policy is to govern the use of the City's camera surveillance system in order to support City policing efforts at preventing crime, aiding in the criminal prosecution of those who commit criminal offenses, and identify a future threat to public safety based on criminal activity that has been monitored. Information may also seek to monitor crowd size at different park locations in order to plan for traffic management, medical response personnel, and other safety precautions for large gatherings.

Cameras are to be placed in locations that support the City's ongoing efforts at ensuring public safety while recognizing a growing digital future will change how the City responds to the needs of the public through the use of state-of-the art technology. Cameras play a role by deterring and preventing crime in spaces where full, unobstructed views are possible to record while assisting law enforcement by quickly solving criminal cases with material evidence. Reducing criminal activity in public spaces is critical in ensuring the City provides a safe space for the public to enjoy the outdoors and aligns with the City's 2019 vision to be a *"...vibrant bedroom community blessed with a well-preserved natural environment, a family-friendly, kid-safe culture, and unrivaled connectedness."*

Following best practices and guidance from federal agencies, research, case studies and feedback from City departments, this policy is established to set parameters restricting the use of video surveillance in City parks and to enhance public safety and security in a manner consistent with accepted rights of privacy.

### **Background**

Following safety and security issues at City parks, Parks, Recreation & Facilities staff began planning on the development of park surveillance to prevent and detect criminal activity on its properties. With the advice from the City Attorney, staff initiated the first steps at developing a comprehensive policy that addresses the safety and privacy concerns of installing and maintaining video surveillance cameras. In order to develop the right policy for the City, staff reviewed examples from other cities, examined case studies and research findings, interviewed Sammamish Police Department officers, and researched best practice and recommendations from external agencies.

### **Police Services Study**

In 2018 the City commissioned the Police Services Study to evaluate options and provide specific recommendations for how the City may best prepare to meet current and predicted demand for law enforcement service given the continued growth and evolution of the Sammamish community. Findings from the study found that while residents overwhelmingly feel safe many are concerned about property crime. In addition to increasing patrol officers, recommendations from the study include the development of a video camera registry through a public/private partnership between Sammamish Police Department and residents.

### **Responding to Criminal Activity**

In addition to the Police Services Study, department staff responded to vehicle prowls by working with Sammamish Police Department to increase patrols in parking lots. To combat vandalism and car break-ins at parking lots and City facilities, staff installed motion-detection lighting as well as signage for park

users to be mindful of leaving valuable items in their vehicles. The City was also assigned a detective from the King County Sheriff's Office Special Emphasis Team that would allow law enforcement to target specific locations in order to proactively address criminal activity.

#### Privacy Impact Assessment

As part of the policy development process, department staff conducted a Privacy Impact Assessment in 2019 to evaluate the important issues related to surveillance, ranging from protecting personal privacy to technical details on how information could be collected, stored and shared. The framework used to create this assessment was originally a product of a two-day public workshop in 2007 coordinated by the U.S. Department of Homeland Security's Private Office to examine best practices for government use of surveillance technology. Following extensive research on best practices and examples from other jurisdictions, including cities within Washington State, it became clear that the majority of city policies regulating video surveillance is based on this framework. As a result, department staff developed its own assessment using this framework titled *Privacy Impact Assessment for the Use of CCTV in City Parks* (Exhibit B) which serves as the foundation for this policy.

#### Parks & Recreation Commission

The topic was introduced to the Parks & Recreation Commission at the September 4, 2019 meeting and included the progress of the Privacy Impact Assessment. Since then, the Privacy Impact Assessment was completed and the resulting Video Surveillance Policy was drafted. Both of these documents are attached as exhibits to this agenda bill.

#### Details of the Surveillance System

The camera system will record public park areas including exterior of buildings, trails, parking lots, and other areas that are normally observed from any member of the public. The primary activity the camera system seeks to monitor includes, but is not limited to: assault, theft, vandalism, or other criminal activity that threatens public safety. The system may also seek information to monitor crowd size at different park locations. Information obtained from the camera system will be combined with reported observations of criminal activity provided by law enforcement officials, City staff and/or members of the public. Information may also be combined with data counters to measure park usage during peak hours, off-hours, special events, etc.

To mitigate risks to privacy and civil rights, cameras will be located in public locations and record public park areas including exterior of buildings, trails, parking lots and other spaces that are normally observed from any member of the public. The cameras would view the same images that a human person would be able to view, similar to the presence of law enforcement officers and City staff who can actively observe any member of the public. Video surveillance is limited to uses that do not violate the reasonable expectation of privacy as defined by law. The City shall comply with all local, federal and case law applicable to the use of surveillance cameras in public space.

To prevent a long-term, networked tracking of any one individual the City would install only a limited number of cameras within City parks and provide restrictions on both its use and length of stored recordings. The installation of any camera will consider the diversity of individuals who traditionally use a particular public area to ensure there is no intentional, or unintentional, monitoring of a

particular demographic group based solely on their characteristics and classification (e.g., race, gender, sexual orientation, national origin, age, disability, etc.).

Video surveillance will be conducted in a professional, ethical and legal manner. A system of accountability would be enforced which will include a training program and auditing process designed to anticipate and safeguard against unauthorized uses and abuse of the system. Information obtained through video monitoring and/or recording will be used exclusively for safety and security purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law. At no time will persons other than designated staff have access to the monitors or to recordings, unless through a public records request.

Additional details of the surveillance system can be found in Exhibit C: *Privacy Impact Assessment for the Use of CCTV in City Parks*.

### **Timeline**

- Begin development of surveillance policy (July 1, 2019): Complete
- Update to Parks & Recreation Commission (September 4, 2019): Complete
- Finalize Privacy Impact Assessment (September 20, 2019): Complete
- Finalize draft policy (October 1, 2019): Complete
- Presentation at Parks & Recreation Commission (November 6, 2019): Scheduled
- Finalize policy for presentation to Council (December 2, 2019): Scheduled
- Policy approved by Council (Winter/Spring 2020): TBD
- Installation in park areas (Winter/Spring 2020): TBD
- Follow-up Privacy Impact Assessment (Winter 2021): TBD

### **FINANCIAL IMPACT:**

There are no associated costs, funds, or budget line items for this agenda item. If City Council approves the policy, any costs associated with the installation and operation of video surveillance cameras would be introduced with a future agenda bill once a vendor is identified, costs are estimated, and before installation begins.

### **OTHER ALTERNATIVES CONSIDERED:**

#### **Alternative #1 - Not adopt the policy**

Not adopting the video surveillance camera policy would eliminate the ability to install and utilize video surveillance in park facilities as per legal counsel. As a result, incidents will be reported the same way as before where members of the public, or park staff, will contact law enforcement when criminal activity is observed.

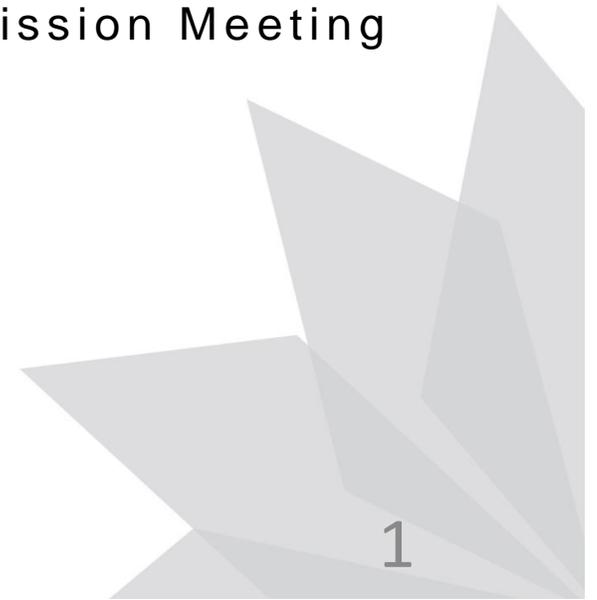
### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

2018 Police Services Study



# Surveillance Cameras in Parks

Parks & Recreation Commission Meeting  
November 6, 2019



1



# Presentation Topics

- Public Safety
- Policy Development
- Draft Policy
- Implementation
- Comments and Feedback



2



# Presentation Objectives

- What else should this policy address before this is presented to Council?
- Does the Commission recommend that Council approve this policy?





# Public Safety



# Why Video Surveillance?

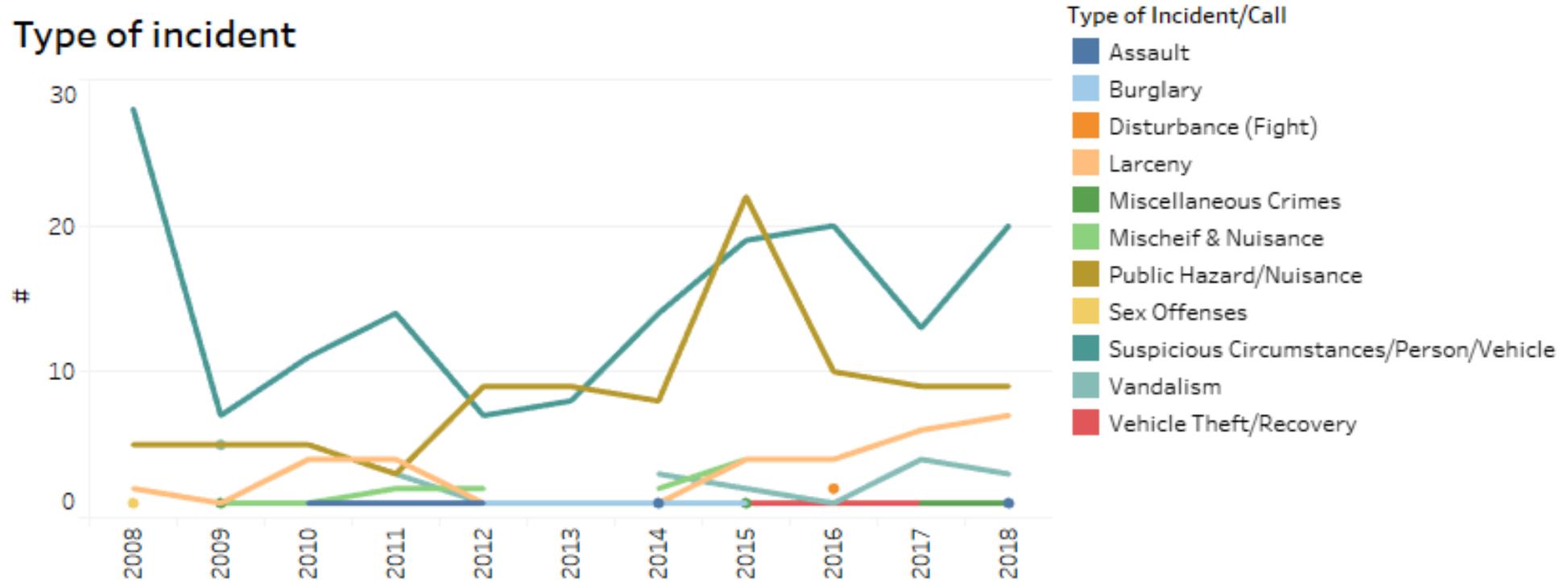
- Crime prevention
- Crime detection
- Aid in criminal prosecution
- Threat identification
- Measuring park activity





# Crime Analysis

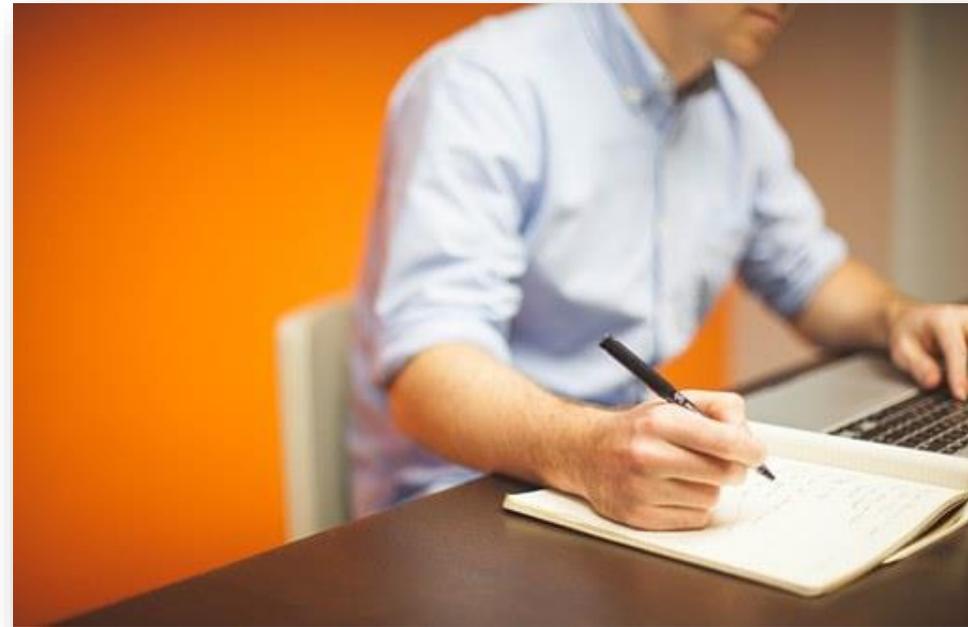
Type of incident



City of Sammamish, "Proposed Video Surveillance Cameras: Crime Analysis from 2008-2018 (Type of Incident)", crime data provided by King County Sheriff's Office, September 11, 2019.

# Past Public Safety Efforts

- Advice from City Attorney's Office
- Examples from other cities
- Meetings with Sammamish Police Department
- Increased police patrols
- Installed motion-detection lighting
- Installed signage
- KCSO Special Emphasis Team
- Crime analysis
- Reviewed alternatives
- Privacy Impact Assessment

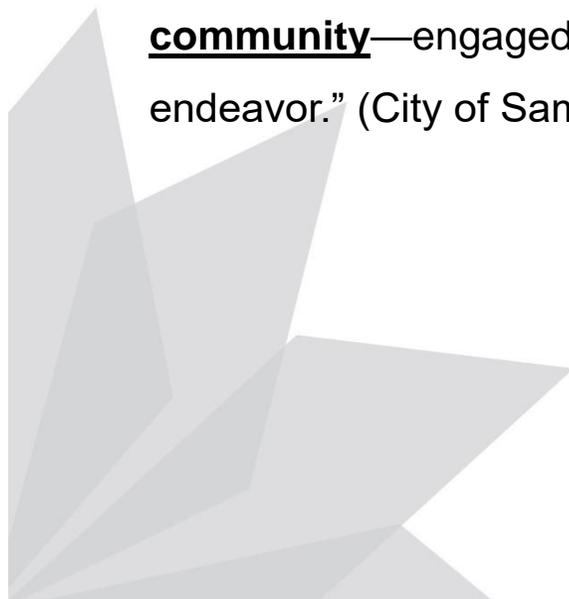






# City of Sammamish Vision Statement

“Sammamish is a vibrant bedroom community blessed with a well-preserved natural environment, a **family-friendly, kid-safe culture**, and unrivaled connectedness. From its expanding tree canopy, to its peaceful neighborhoods, to its multi-modal transportation resources, Sammamish captures the best of the past even as it **embraces a burgeoning digital future** and meets housing affordability through balanced, sustainable housing. It is a **state-of-the art community**—engaged, responsive and generous in its support for the full range of human endeavor.” (City of Sammamish 2003 Comprehensive Plan, vision for 2035)



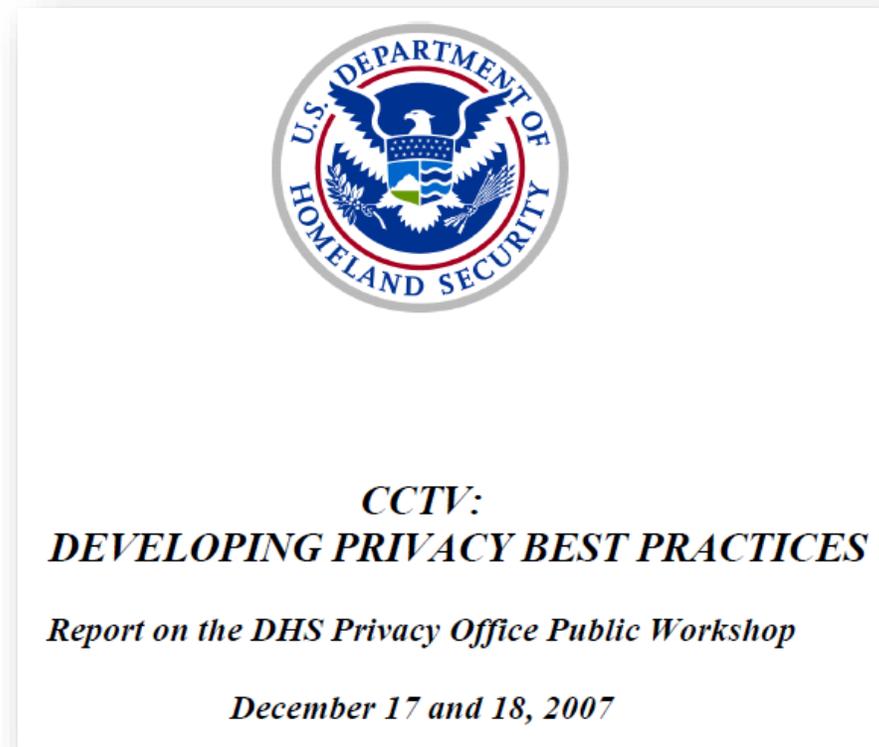
# Privacy Impact Assessment



## U.S. Department of Homeland Security

*CCTV: Developing Privacy Best Practices (December 2007)*

- CCTV technology & impact
- International perspective
- Law enforcement
- Community perspectives
- Legal and policy considerations
- Best practices



10



# Draft Policy

11

# Overview and Purpose

- Govern the use of video surveillance cameras
- Aid in criminal prosecution
- Identify future threats
- Deter and prevent crime
- Monitor crowd size
- Provide a safe space for the public
- Respond to the needs of the public





## General Guiding Principles

- Record public park areas
- Similar to presence of police and City staff
- Does not violate reasonable expectation of privacy
- Limit number of cameras
- Restrict use and stored recordings
- Safety and security purposes only
- Released in accordance with City policy/required by law
- Designated staff only have access
- City will provide training



# Operating Procedures

- Primary use: viewing stored footage
- May be monitored in real-time
- Cameras will be operational
- Installed/maintained on a permanent basis



# Notification and Signage

- Cameras will not be identified/marked
- City will provide notice about monitoring
- Will include universally-recognized images/signage



*\*Example only*

# Records Retention

- Staff will provide oversight:
  - Delivery of the system
  - Public records requests
  - Records retention
- Footage and images must be retained for 30 days
- Exemptions:
  - Security incidents
  - Investigations
  - Litigation





# Roles and Responsibilities

## City Departments/Divisions

- Parks, Recreation & Facilities
- City Clerk's Office
- Information Technology
- Sammamish Police Department
- King County Sheriff's Office
- Emergency Management
- Human Resources
- Risk Assessment
- City Manager's Office





# Implementation

# Implementation



Activity	Due	Status
Begin development of surveillance policy	July 1, 2019	Complete
Update to Parks & Recreation Commission	September 4, 2019	Complete
Finalize Privacy Impact Assessment	September 20, 2019	Complete
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Follow-up Privacy Impact Assessment	Winter 2021	TBD



# Comments and Feedback



## Comments and Feedback

- What else should this policy address before this is presented to Council?
- Does the Commission recommend that Council approve this policy?



**City of Sammamish  
Policies and Procedures**

<b>Subject:</b> Video Surveillance in City Parks		
<b>Department:</b> Parks, Recreation & Facilities		
<b>Policy Number:</b> ____		
<b>Approved By:</b> ____	<b>Effective Date:</b> ____	<b>Supersedes:</b> Does not apply. New policy on video surveillance.

**1. PURPOSE**

**1.1 Overview**

The purpose of this policy is to govern the use of the City’s camera surveillance system in order to support City policing efforts at preventing crime, aiding in the criminal prosecution of those who commit criminal offenses, and identify a future threat to public safety based on criminal activity that has been monitored. Information may also seek to monitor crowd size at different park locations in order to plan for traffic management, medical response personnel, and other safety precautions for large gatherings.

**1.2 Protecting public safety**

Cameras are to be placed in locations that support the City’s ongoing efforts at ensuring public safety while recognizing a growing digital future will change how the City responds to the needs of the public through the use of state-of-the art technology. Cameras play a role by deterring and preventing crime in spaces where full, unobstructed views are possible to record while assisting law enforcement by quickly solving criminal cases with material evidence. Reducing criminal activity in public spaces is critical in ensuring the City provides a safe space for the public to enjoy the outdoors and aligns with the City’s 2019 visions to be a “...*vibrant bedroom community blessed with a well-preserved natural environment, a family-friendly, kid-safe culture, and unrivaled connectedness.*”

**1.3 Best practices and guidance**

Following best practices and guidance from federal agencies, research, case studies and feedback from City departments, this policy is established to set parameters restricting the use of video surveillance in City parks and to enhance public safety and security in a manner consistent with accepted rights of privacy.

**2. BACKGROUND**

**2.1 Research and development**

Following safety and security issues at City parks, Parks & Recreation staff began planning on the development of park surveillance to prevent and detect criminal activity on its properties. With

the advice from the City Attorney, staff initiated the first steps at developing a comprehensive policy that addresses the safety and privacy concerns of installing and maintaining video surveillance cameras. In order to develop the right policy for the City, staff reviewed examples from other cities, examined case studies and research findings, interviewed Sammamish Police Department officers, and researched best practice and recommendations from external agencies.

## **2.2 Police services study**

In 2018 the City commissioned the Police Services Study to evaluate options and provide specific recommendations for how the City may best prepare to meet current and predicted demand for law enforcement service given the continued growth and evolution of the Sammamish community. Findings from the study found that while residents overwhelmingly feel safe many are concerned about property crime. In addition to increasing patrol officers, recommendations from the study include the development of a video camera registry through a public/private partnership between Sammamish Police Department and residents. To support this larger law enforcement framework, pairing City-operated camera systems with a coordinated strategy to utilize privately-owned camera systems would allow the City to leverage the increasing use of technology to promote and ensure public safety through new, innovative solutions.

## **2.3 Responding to criminal activity**

In addition to the Police Services Study, Parks & Recreation responded to vehicle prowls by working with Sammamish Police Department to increase patrols in parking lots. To combat vandalism and car break-ins at parking lots and City facilities, Parks & Recreation installed motion-detection lighting as well as signage for park users to be mindful of leaving valuable items in their vehicles. The City was also assigned a detective from the King County Sheriff's Office Special Emphasis Team that would allow law enforcement to target specific locations in order to proactively address criminal activity.

## **2.4 Privacy Impact Assessment**

As part of the policy development process, Parks & Recreation conducted a Privacy Impact Assessment in 2019 to evaluate the important issues related to surveillance, ranging from protecting personal privacy to technical details on how information could be collected, stored and shared. The framework used to create this assessment was originally a product of a two-day public workshop in 2007 coordinated by the U.S. Department of Homeland Security's Private Office to examine best practices for government use of surveillance technology. The workshop brought together representatives from academia, law enforcement, research institutions, technology, civic groups, and political think tanks to discuss challenges regarding personal privacy and the required safeguards to regulate the use of video surveillance. Coordinated alongside the Office for Civil Rights and Civil Liberties, the workshop released an informational guide of best practices for government use of video surveillance along with a tool called a Privacy Impact Assessment for cities to utilize. Following extensive research on best practices and examples from other jurisdictions, including cities within Washington State, it became clear

that the majority of city policies regulating video surveillance is based on this framework. As a result, Parks & Recreation staff developed its own assessment using this framework titled *Privacy Impact Assessment for the Use of CCTV in City Parks* which serves as the foundation for this policy.

### 3. SCOPE

#### 3.1 Overview

The City of Sammamish aims to install and manage a camera surveillance system at City parks and will be overseen and administered by select City departments to support policing efforts, assist in the prevention of crime, and aid in the criminal prosecution of those who committed criminal offenses.

#### 3.2 Recordings

The camera system will record public park areas including exterior of buildings, trails, parking lots, and other areas that are normally observed from any member of the public. The primary activity the camera system seeks to monitor includes, but is not limited to: assault, theft, vandalism, or other criminal activity that threatens public safety. The system may also seek information to monitor crowd size at different park locations.

#### 3.3 Collection of information

Information obtained from the camera system will be combined with reported observations of criminal activity provided by law enforcement officials, City staff and/or members of the public. Information may also be combined with data counters to measure park usage during peak hours, off-hours, special events, etc.

### 4. GENERAL PRINCIPLES

#### 4.1 Recordings

To mitigate risks to privacy and civil rights, cameras will be located in public locations and record public park areas including exterior of buildings, trails, parking lots and other spaces that are normally observed from any member of the public. The cameras would view the same images that a human person would be able to view, similar to the presence of law enforcement officers and City staff who can actively observe any member of the public. Video surveillance is limited to uses that do not violate the reasonable expectation of privacy as defined by law. The City shall comply with all local, federal and case law applicable to the use of surveillance cameras in public space.

#### 4.2 Restrictions

To prevent a long-term, networked tracking of any one individual the City would install only a limited number of cameras within City parks and provide restrictions on both its use and length of stored recordings. The installation of any camera will consider the diversity of individuals who traditionally use a particular public area to ensure there is no intentional, or unintentional, monitoring of a particular demographic group based solely on their characteristics and classification (e.g., race, gender, sexual orientation, national origin, age, disability, etc.).

**4.4 Accountability**

Video surveillance will be conducted in a professional, ethical and legal manner. A system of accountability would be enforced which will include a training program and auditing process designed to anticipate and safeguard against unauthorized uses and abuse of the system.

**4.5 Collection of information**

Information obtained through video monitoring and/or recording will be used exclusively for safety and security purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law.

**4.6 Monitoring**

At no time will persons other than designated staff have access to the monitors or to recordings, unless through a public records request.

**5. RESPONSIBILITIES****5.1 Parks, Recreation & Facilities Department**

- a) Identify locations of camera placement.
- b) Identify alternative options to enhance public safety in park areas.
- c) Coordinate maintenance updates and repairs with vendors and City Information Technology (IT) Department.
- d) Provide funding for the annual operation of the camera system.
- e) Search for historical footage when notified of an incident.
- f) Jointly lead training sessions with Public Records Department.
- g) Conduct Privacy Impact Assessments.

**5.2 City Clerk's Office**

- a) Provide oversight of video footage records.
- b) Respond to public records requests.
- c) Support the searching, extraction and sharing of video footage when requested.
- d) Coordinate record retention procedures.
- e) Oversee compliance to the Washington State Public Records Act and Records Retention Requirements.
- f) Jointly lead training sessions with Parks, Recreation & Facilities.

**5.3 Information Technology Department**

- a) Provide oversight of video footage records.
- b) Support the selection of a final vendor.
- c) Facilitate the installation of physical cameras.
- d) Support the creation and on-going maintenance of the technology systems.
- e) Assist in establishing user accounts, permissions and levels of access.
- f) Audit user accounts, permissions and levels of access.

**5.4 King County Sherriff's Office/Sammamish Police Department**

- a) Provide consultation to identify locations of camera placement.
- b) Work with Parks, Recreation & Facilities to identify locations for new signage.
- c) Obtain video footage of incidents for the use of a criminal investigation.

- d) Increase patrols in targeted areas to deter patterns in criminal activity.
- e) Monitor video footage during a major, on-going incident to support the operations of a command center.

#### **5.4 Emergency Management Division**

- a) Conduct assessments to measure the impact of alternative security options.

#### **5.4 Human Resources Department**

- a) Enforces employee disciplinary policies.

#### **5.4 Risk Assessment**

- a) Review and evaluate incidents.

#### **5.5 City Manager's Office**

- a) Monitor video footage during a state-of-emergency or other scenario that requires access by the City Manager or his/her designee.

### **6. INSTALLATION APPROVAL**

#### **6.1 Feedback, guidance and approval**

Recommendations for video surveillance cameras will rely on feedback from Sammamish Police Department and the City's Parks Resource Division. Prior to the installation of surveillance cameras, the City must first receive approval by the and City Council before work is conducted.

#### **6.2 Approval for new installation**

When seeking approval, the City will address the following issues and concerns in supporting the request:

- a) Location of cameras
- b) Personnel authorized to operate the system
- c) Other deterrence or detection measures that were considered and why video monitoring is the best solution.
- d) Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
- e) Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
- f) Signage strategy advising the public that video monitoring is occurring.
- g) Site survey and approach to installing and maintaining the system.
- h) Fiscal impact and availability of funding.

### **7. TRAINING/OVERSIGHT**

#### **7.1 Granting access**

Granting of access will be consistent with how access to IT systems are currently authorized by the City's Information Technology Department.

**7.2 Joint training**

Training will be provided jointly by different departments to address privacy issues, technical aspects of the system, limits on its use, records retention and any other relevant aspect of the program. Training will consist of written standard operating procedures, in-person trainings, and other resources.

**7.4 Audits**

Audits will be conducted by staff in their respective departments when a review of the system is required.

**8. OPERATING PROCEDURES****8.1 Viewing and storing footage**

The primary method of viewing information will be stored footage following a reported incident. Camera footage may be monitored in real-time by staff, if needed and requested.

**8.2 Operation of cameras**

All cameras will be installed with the intent of recording footage in order to monitor for criminal activity. Cameras will be operational, there will be no cameras that “pretend” to be recording.

**8.3 Placement**

Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard.

**8.4 Optimal locations**

Placement of cameras will take into consideration physical limitations such as availability of power, cell reception and reasonable mounting facilities while considering the optimal locations for surveillance.

**8.5 Identification and markings**

Cameras will not be explicitly identified or marked with signage indicating their locations. However, signs will be posted notifying the public they are entering a space that is being monitored.

**8.6 Permanent installation**

Cameras will be installed and maintained on a permanent basis.

**9. NOTIFICATION PROCEDURES****9.1 Notification and signage**

Signs will be posted in public areas notifying the public they are entering a space that is being monitored. Signage will also include universally-recognized images, such as an image of a camera, to improve communication and messaging.

## 10. RETENTION, EXTRACTION, AND STORAGE PROCEDURES

### 10.1 Overview

Dedicated staff will provide oversight of the video surveillance system and have full access and controls in order to support the delivery of the system, respond to public records requests, and coordinate records retention.

### 10.2 Retention

As described in Washington State's retention schedule related to surveillance recordings, video footage and images must be retained for a minimum of 30 days or until determined that no security incident has occurred, whichever is sooner, and then the video may be destroyed. Prior to installation the City will evaluate how many days beyond the state-mandated retention schedule it will keep information.

### 10.3 Exemptions

Exemptions would include records that are found responsive to a public records request, that become (or are anticipated to become) part of a security incident, investigation, or litigation. Following a public records request, a copy of a record may be held 2 years after the request is closed. Following a security incident or investigation, the original record must be retained for 6 years after the investigation is completed or the matter resolved, whichever is later, then it may be destroyed. Holds placed on a records' disposition due to their anticipated use in an investigation or anticipated or actual use in a litigation case will be for the minimum time necessary as dependent on the type of- and reason for the hold.



## **Privacy Impact Assessment for the Use of CCTV in City Parks**

Parks, Recreation & Facilities  
*Last updated: October 18, 2019*

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## 1.0 Overview

Please provide a general overview of the video surveillance system and/or program, including but not limited to:

- The commonly referred-to name of the system and program
- The name of federal, state, county, local or other entities that will operate, oversee, or have access to the system and program
- The objective of the program and how it relates to the City's mission
- A general description of the technology, the system and the program

The City of Sammamish aims to install and manage a camera surveillance system at three City of Sammamish parks: Sammamish Landing, Beaver Lake Park, and Pine Lake Park. The program will be overseen and administered by select City departments to support policing efforts, assist in the prevention of crime, and aid in the criminal prosecution of those who committed criminal offenses.

Cameras are to be placed in locations that support the City's ongoing efforts at ensuring public safety while recognizing a growing digital future will change how the City responds to the needs of the public through the use of state-of-the art technology. Features that may be considered for the selection of cameras include, but are not limited to: artificial intelligence capabilities, self-learning video analytics, motion/presence detection, license plate recognition analytics, alarm setting, integration with other security systems, intercom support, infrared and illumination technology, advanced redacting capabilities, face-blurring technology, and blocking technology. Elements of the camera system will include the ability to easily control safety and user permissions, provide high quality images, access advanced data analytics, respond to public records requests, audit user activity, and quickly share information with law enforcement in the event of an incident.

Information may be used to identify if a crime has been committed by reviewing stored video and watching footage in real-time to determine if suspicious activity is occurring and if investigation is required. Footage may also be used to monitor park usage in order to evaluate foot and vehicular traffic during different times of the days and during special events. Per the state retention schedule for this type of record, footage must be stored for a minimum 30 days. Prior to the installation of the cameras the City will evaluate how many days beyond the state-mandated retention schedule it will keep the information.

Permanent funding will come from general City revenues for the installation and continued management of the system. The system will be operated and accessed by multiple departments, including: Parks & Recreation, Facilities, Information Technology, City Clerk's Office, Risk Management, City Manager's Office, and Sammamish Police Department. To mitigate risks to privacy and civil rights, cameras will be located in public areas where a member of the public does not have a reasonable expectation of privacy, such as a public parking lot or on the exterior of a public facility. The cameras would view the same images that a human person would be able to view, similar to the presence of law enforcement officers and City staff who can actively observe any member of the public. To prevent a long-term, networked tracking of any one individual the City would install only a limited number of cameras within the City and provide restrictions on both its use and length of stored recordings. Furthermore, the installation of any camera will consider the diversity of individuals who traditionally use a particular public area to ensure there is no intentional, or unintentional, monitoring of a particular demographic group. A system of accountability would be

enforced which could include a training program and regular auditing designed to anticipate and safeguard against unauthorized uses and abuse of the system.

## 2.0 System, information collected and storage

The following questions are intended to define the scope of the information collected, as well as the reasons for its collection as part of the program being developed. The term “information” includes all images and footage captured by the camera system and any information associated with those images that can be linked to individuals.

### 2.01 What information will be collected?

The system’s technology will enable it to record:

- Video
- Tracking
- Sound

*2.01(a) Please provide a description of what the camera system is intended to view*

The initial camera system intends to view only three public spaces within City-owned parks. This includes the parking lot at Sammamish Landing, parking lot at Beaver Lake Park, and outside the public bathroom space at Pine Lake Park.

*2.01(b) The camera system will typically record:*

- Textual information (license plate numbers, street/business names, text on persons’ belongings, etc.)
- Areas and places where individuals have no reasonable expectation of privacy (public parks, public buildings, public trails, public parking lots, etc.)
- Areas and places where individuals have a reasonable expectation of privacy (e.g. interior of residence, backyard, etc.)

The camera system will record public park areas including exterior of buildings, trails, parking lots, and other areas that are normally observed from any member of the public.

*2.01(c) If the activity or program seeks any specific types of information, please specify what is being sought.*

The primary activity the camera system seeks to monitor is any criminal activity, including but not limited to: assault, theft, vandalism, or other criminal activity. The system may also seek information to estimate crowd size and parking lot usage at different park locations.

*2.01(d) Is the information obtained from the CCTV monitoring to be combined with any other information; and if so, please describe the other information.*

Information obtained from the camera system will be combined with reported observations of criminal activity provided by law enforcement officials, City staff and/or members of the public. Information may also be combined with data counters to measure park usage during peak hours, off-hours, special events, etc.

## 2.02 From whom will the information be collected?

- General public in the monitored areas
- Targeted populations, areas, or activities (please describe)
- Employees, vendors, contractors, consultants, or other personnel employed or associated with the City

The camera system will collect any information that is observed in the public areas being monitored, including the general public, employees, or personnel employed or associated with the City who enter the public area.

*2.02(a) Describe any training, guidance, or policies given to program personnel that will direct them to focus on particular people, activities, or place.*

For the monitoring of public safety, staff will be instructed to install and maintain cameras in positions to monitor high-crime areas located within public areas and not for any particular person or activity.

## 2.03 Why is the information being collected?

- Traffic-control purposes
- Crime prevention
- Crime detection
- Aid in criminal prosecution
- Threat identification
- Terrorism investigation
- Terrorism prevention
- Other

The information will be collected to support City policing efforts at preventing crime and aiding in the prosecution of those who committed criminal offenses. Information may also be used to identify a future threat to public safety based on criminal activity that has been monitored. Information may also seek to estimate crowd size and vehicular usage at different park locations. Evaluating crowd size is a public safety measure to keep large gatherings safe in order for City officials to plan for traffic management, medical response personnel, and other safety precautions.

## 2.04 Will the information being collected be part of a larger law enforcement strategy or policing framework to promote and ensure public safety?

In 2018 the City commissioned Police Services Study to evaluate options and provide specific recommendations for how the City may best prepare to meet current and predicted demand for law enforcement service given the continued growth and evolution of the Sammamish community. Findings from the 2018 Police Services Study found that while residents overwhelmingly feel safe (95% report Sammamish is a safe city), 96% are concerned about property crime. Recommendations from the study include increasing in the number of officers, utilizing tiered policing options, developing a Police Foundation, incorporating community policing techniques, developing a strategic plan, providing video court services, installing automated license plate readers, and developing a video camera registry. Information collected from the camera system may be integrated with this larger law enforcement strategy depending on what recommendations are implemented resulting from the study.

### 2.05 Will camera monitoring be combined with any other form of law enforcement tools or resources that support the need to implement a camera system?

Many businesses and residences now have video security systems, and with such a system the City could develop an inventory of homes and businesses with surveillance video to facilitate retrieving evidence alongside City-operated cameras. Pairing City-operated camera systems with a coordinated strategy to utilize privately-owned camera systems would allow the City to leverage the increasing use of technology to promote and ensure public safety through new, innovative solutions. The additional City-owned camera system would be able to assist in the prevention and prosecution of criminal activity that would also be captured at residential homes and businesses, possibly identifying repeat criminal activity and alert law enforcement of future threats.

Additional solutions that would support the camera system would be expanded capacity for crime analysis through the use of data analytics that can identify patterns in criminal activity. Paired with data visualization tools, this enhanced capacity can be used in the development of neighborhood policing plans and enhance the outward facing Police Department webpage so community members can access crime data and other public safety information.

In response to vehicle prowls and other criminal activity, Parks & Recreation coordinated with Sammamish Police Department to increase patrols in these targeted areas. Between 2015 and 2017 the number of police area checks for these three locations increased by over 250%. In addition, Parks & Recreation staff installed motion-detection lighting at locations which were experiencing incidents of vandalism which also included signage for park users to be mindful of leaving valuable items in their vehicles. The City of Sammamish was also assigned a detective from the King County Sheriff's Office Special Emphasis Team that would allow law enforcement to target specific locations in order to proactively address criminal activity. Combined with video surveillance, these tools and additional resources aim to deter and prevent future criminal activity while supporting law enforcement's efforts at preventing, identifying and prosecuting criminal behavior.

### 2.06 Policy rationale

Please provide a brief description stating why cameras, specifically, are necessary to the program and to the City's mission. Description may address one or more of the following:

- Crime prevention
- Crime investigation
- Terrorism
- Other

Cameras are to be placed in locations that support the City's ongoing efforts at ensuring public safety while recognizing a growing digital future will change how the City responds to the needs of the public through the use of state-of-the art technology. Cameras play a role by deterring and preventing crime in spaces where full, unobstructed views are possible to record while assisting law enforcement by quickly solving criminal cases with material evidence. Cameras are a necessary supplement to current policing efforts because the increase in current police monitoring and area checks have not resulted in a corresponding decrease in criminal activity, specifically incidents such as vandalism and vehicle break-ins. Reducing criminal activity in public spaces is critical in ensuring the City provides a safe space for the public to enjoy the outdoors and aligns with the City's 2019 visions to be a

*“...vibrant bedroom community blessed with well-preserved natural environment, a family-friendly, kid-safe culture, and unrivaled connectedness.”*

2.06(a) Detail the particular cameras, specific placement, the monitoring system and technological features which are to be selected.

Features of the camera system will include:

- Ability to easily control user permissions and access to specific cameras
- Ability to easily search and extract data in a commonly accessible (non-proprietary) format to ensure the City’s ability to comply with the Public Records Act
- High quality images (high definition cameras)
- Ability to redact/blackout areas and or persons (live streaming and recording) that are not targeted for surveillance
- Ability to embed video players into flash drives to easily share footage when requested
- Ability to view a log of staff who access/download/share footage
- Ability to retain and dispose of data manually (not automatically) in accordance with state and City requirements
- Ability to estimate crowd size and vehicular usage through embedded data analytics
- On-demand assistance from the vendor to assist with technical problems
- Ability to retroactively redact/blackout data and footage
- Ability to export to an alternative format where redactions may be applied.

The particular cameras to be utilized have not yet been identified until the City works with the chosen vendor. Options may include “dome” and “bullet” cameras that can be installed in various locations.

Options that may be considered for the monitoring system include, but are not limited to:

- Artificial intelligence capabilities for ad hoc searches of video records
- Self-learning video analytics to flag real-time security incidents
- Unusual motion detection
- License plate recognition analytics
- Integration of monitoring and acknowledging alarms within the video monitoring platform
- Integration with 3rd-party security systems
- Intercom support
- Infrared and illumination technology for monitoring during nighttime.

2.06(b) Will you be using the cameras to track and/or to identify individuals?

The cameras may be used to identify individuals who commit a criminal offense to aid in criminal prosecution. Cameras will not be utilized to actively track individuals in real-time.

## 2.07 How will the information be collected?

- Real-time, active monitoring on a routine basis. Footage will be streamed but not stored.
- Real-time, active monitoring on a routine basis. Footage will be stored.
- Real-time, optional monitoring on an on-demand basis. Footage will be stored.
- No real-time monitoring on a routine basis in real-time. Footage will only be stored.

Camera footage will be stored and monitored in real-time by staff, if needed and requested. Depending on the chosen vendor staff may be able to utilize a platform that flags unusual activity

which can then be viewed from their desktop. The primary method of viewing information would be viewing stored footage following an incident that was reported.

#### 2.08 Will cameras be installed with the intent to record footage or information?

- Yes, cameras will be installed to record footage or information
- No, cameras will be installed as a form of deterrence
- Other

All cameras will be installed with the intent of recording footage in order to monitor for criminal activity or evaluating crowd size and vehicular usage to measure park usage. Cameras will be operational, there will be no cameras that “pretend” to be recording.

#### 2.09 Will cameras be installed in clearly marked locations?

- Yes, cameras will be installed in clearly marked locations
- No, cameras will not be installed in clearly marked locations

Cameras will not be explicitly identified or marked with signage indicating their locations. However, signs will be posted notifying the public they are entering a space that is being monitored.

#### 2.10 Will information be collected on a temporary or part-time basis?

- Yes
- No

Cameras will be installed and maintained on a permanent basis.

#### 2.11 Where will cameras be located?

Cameras will be located in the parking lot at Sammamish Landing, the parking lot at Beaver Lake Park, and the exterior hallway/breezeway of the public bathrooms at Pine Lake Park. The specific locations will be determined once the City, Sammamish PD, King County Sheriff’s Office Criminal Intelligence Unit, and vendor have identified the exact positions that is optimal for surveillance and technical support.

#### 2.12 What procedures are in place for potential future expansion of the video surveillance system?

Policy and procedures that result from this Privacy Impact Assessment may be used as a template for other departments, programs and facilities develop and maintain a video surveillance system. This includes both the potential upgrade of video surveillance in City Hall and installation of security cameras at the Maintenance & Operations Center.

#### 2.13 Operating policies and procedures

Please describe the policies governing how the records will be deleted, altered or enhanced, either before or after storage. Will there be access control policies limiting who can see and use the video images and for what purposes? Will there be auditing mechanisms to monitor who accesses the records, and to track their uses, and if so, are these mechanisms a permanent and unalterable part of the entire system? What training will be conducted for officials monitoring or accessing the technology?

Per the state retention schedule for this type of record, footage must be stored for a minimum 30 days as described by Disposition Authority Number (DAN) GS50-06B-18 (Rev. 1) (Washington State Office of the Secretary of State, Washington State Archives). Prior to the installation of the cameras, the City will evaluate how many days beyond the state-mandated retention schedule it will keep the information. To ensure compliance with Washington State minimum retention requirements, the City will need the ability to retain video longer if it becomes part of a security incident or investigation as required by Disposition Authority Number GS2010-008 (Rev. 1) requiring a retention of 6 years after the investigation has been completed or the matter resolved, whichever is later. Altering or enhancing would be done after storage in the event of a public records request where certain information is being obtained and possibly redacted prior to being shared. Staff in the City Clerk's Office and IT will have the ability to oversee all user/department permissions and levels of access as part of ongoing information governance activities at the City. In this co-administrator role, consistent with other standard procedures for City programs/initiatives, IT will provide oversight of technical tools while the City Clerk's Office will provide oversight of records. The City will be the full owner and administrator of the records, not the selected vendor.

### 2.14 Effectiveness

Please describe how the City will evaluate the camera system's performance, costs, and impact on individual privacy and civil liberties. Are there specific metrics established for evaluation? Will there be a specific timeline for evaluation? Who will collect and analyze the results?

City staff will evaluate the effectiveness of the camera system consistent with other City operating procedures, programs and initiatives that it oversees.

### 2.15 Cost comparison

Has the City conducted a cost comparison of the camera system to alternative means of addressing the system's purposes that may have less of an impact on privacy? If so, provide a summary of such cost comparison. (For example, compare the cost of the camera system to adding law enforcement personnel to patrol the area.)

- Yes  
 No

Findings from the 2018 Police Services Study estimated two (2) additional patrol officers would cost the City \$395,000/year, or \$197,500/year for one (1) patrol officer. Using these numbers, department staff conducting crime analysis for Sammamish Landing, Beaver Lake Park, and Pine Lake Park were able to roughly estimate the City's cost of responding over the last decade to be approximately \$9,000/year (up through 2015). Once the City dramatically increased police patrols in 2016 and 2017 (costing the City approximately \$31,000 and \$54,000 per year respectively), the additional patrols did not result in a corresponding decrease in criminal activity that was being targeted. In one case where the overall number police incidents decreased as a result of increased patrols (2017), the number of targeted criminal activities, such larceny and vandalism, continued to increase.

Motion detection lighting is estimated to be \$20,000 for the purchase and installation of outdoor security lights which may be considered as an alternative for deterring vandalism and vehicle prowls. However, the effectiveness of these lights would be limited to nighttime only.

Additional signage, such as providing warnings about the prosecution of criminal activity, is estimated to be \$3,000 for the installation at all identified locations.

The City will use these estimates when evaluating potential vendors for the camera system.

**2.16 What specific legal authorities, arrangements, and/or agreements will govern the camera system?**

The section should include a description of the legislative authorization at the federal, state, county and/or local level, as well as any executive or law enforcement decision authorizing the system. In addition, provide a list of the limitations or regulations controlling the use of the camera system. This may include existing law enforcement standards, such as subpoenas and warrants, or surveillance-specific rules. For example, is a warrant required for tracking or identifying an individual?

City Council must first approve the video surveillance policy before the City can move forward on installing and operating the cameras.

**2.17 The decision-making process**

*Please describe the decision-making process that will lead to the purchase and installation of the camera system.*

- Public comment or review
- Review by an outside evaluator(s) (e.g. board, commission, community group, City council, etc.)
- Review by an internal evaluator(s) (e.g. group, team, committee, etc.)
- Decision-making will rely on:
  - Case studies
  - Research
  - Public hearings
  - Recommendations from camera vendors
  - Information/examples from other localities
  - Recommendations/best practices from state or federal agencies
  - Other

The decision to consider a video surveillance system came at the recommendation from the King County Sherriff’s Office when discussing public safety in City parks. City staff engaged in further research including case studies, research, best practices from the U.S. Department of Homeland Security and examples from other cities.

*2.17(a) Please describe the decision-making process that may lead to the future purchase and installation of new surveillance equipment.*

- Public comment or review
- Review by an outside evaluator(s) (e.g. board, commission, community group, City council, etc.)

- Review by an internal evaluator(s) (e.g. group, team, committee, etc.)
- Decision-making will rely on:
  - Case studies
  - Research
  - Public hearings
  - Recommendations from camera vendors
  - Information/examples from other localities
  - Recommendations/best practices from state or federal agencies
  - Other

Future decisions on purchasing and installing new surveillance equipment in City parks will rely on feedback from Sammamish PD, King County Sheriff’s Office Criminal Intelligence Unit, and parks maintenance on the need, use and location of surveillance. Prior to the installation of surveillance cameras, the City must first receive approval by City Council before work is conducted.

When seeking approval, the City will address the following issues and concerns in supporting the request:

- Use of equipment, (location of cameras, personnel authorized to operate the system)
- Other deterrence or detection measures that were considered and why video monitoring is the best solution
- Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring
- Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated
- Signage strategy advising the public that video monitoring is occurring
- Approach to installing and maintaining the system
- Fiscal impact and availability of funding

**2.18 Funding**

Please describe source(s) of funding for the planning, implementation and continued operation of the system:

- Federal grants
- General revenues
- Law enforcement budget
- Cost-sharing between internal departments
- Cost-sharing between the City and external organizations
- Funded entirely by one department
- Other

Funding will come from general City revenues for the installation and continued operation of the system.

*2.18(a)Duration of funding*

The duration of funding for the system can be described as:

- Limited duration

- Contingent on program evaluation
- Contingent on available resources and funds
- Permanently funded each year
- Other

The video surveillance system will be permanently funded each year.

### 2.19 Privacy impact analysis

Given the amount and type of data to be collected, and the system's structure, purpose and use, discuss what risks to privacy and civil rights are identified and how they will be mitigated. Relevant risks include, but are not limited to:

- Privacy rights
- Freedom of speech and association
- Government accountability and procedural safeguards
- Equal protection and discrimination

Cameras have the ability to capture images of individuals entering places or engaging in activities. This method of surveillance raises concern of an impact on privacy and civil rights including freedom of speech, protection from unreasonable searches, and the ability to move freely. For example, concerns could be raised that surveillance may discourage individuals from engaging in certain activities when they know they are being watched. As a result, recording could be considered "chilling" constitutionally-protected expression and association. Another example is that an individual person could be captured multiple times on video if they regularly use a public area as a thoroughfare or a place to carry out personal affairs or business. Lastly, concern of intentional discrimination may be raised such as camera placement which monitors activity of a specific, targeted group based on race, citizenship, gender, age, socioeconomic level, sexual orientation, or other demographic.

To mitigate risks to privacy and civil rights, cameras will be located in public areas where a member of the public does not have a reasonable expectation of privacy, such as a public parking lot or on the exterior of a public facility. The cameras would view the same images that a human person would be able to view, similar to the presence of law enforcement officers and City staff who can actively observe any member of the public. To prevent a long-term, networked tracking of any one individual the City would install only a limited number of cameras within the City and provide restrictions on both its use and length of stored recordings. Furthermore, the installation of any camera will consider the diversity of individuals who traditionally use a particular public area to ensure there is no intentional, or unintentional, monitoring of a particular demographic group. A system of accountability would be created which could include a training program and auditing designed to anticipate and safeguard against unauthorized uses and abuse of the system.

## 3.0 Uses of the system and information

### 3.01 Describe the uses of the footage or images derived from the cameras

Please describe in detail how the footage or images will be used.

Footage will be used to identify if a crime has been committed by reviewing stored video footage. If need and requested, staff may have the ability to view footage in real-time to determine if suspicious

activity is occurring and if investigation is required. Footage would also be used to monitor park usage in order to evaluate foot traffic and vehicular usage during different times of the days and during special events.

### 3.02 Privacy impact analysis

Describe any types of controls that will be in place to ensure that the footage or images is handled in accordance with the above described uses. For example, will appropriate use of the information be covered in training for all users of the system? Are audit logs regularly reviewed? What disciplinary programs will be in place if an individual is found to be inappropriately using the technology or records?

As part of the monitoring system, staff will be able to view audit logs through the server (access registry) to determine which individuals are accessing the footage. Similar to other systems within the City, the employee handbook and Human Resources policies provides the framework on training and enforcing the appropriate use of technology and records.

## 4.0 Retention

The following questions are intended to outline how long information will be retained after the initial collection.

### 4.01 What will be the retention period for the information in the system (e.g. how long are footage or images stored)?

As described in Washington State's retention schedule related to surveillance recordings, video footage and images must be retained for a minimum of 30 days or until determined that no security incident has occurred, whichever is sooner, and then the video may be destroyed (Disposition Authority Number GS50-06B-18).

*4.01(a) Describe any exemptions for the retention period (e.g. part of an investigation or review)?*

Exemptions would include records that are found responsive to a public records request, that become (or are anticipated to become) part of a security incident, investigation, or litigation. Following a public records request, a copy of a record may be held 2 years after the request is closed (Disposition Authority Number GS2010-014 Rev. 3). Following a security incident or investigation, the original record must be retained for 6 years after the investigation is completed or the matter resolved, whichever is later, then it may be destroyed (Disposition Authority Number GS2010-008). Holds placed on a records' disposition due to their anticipated use in an investigation or anticipated or actual use in a litigation case will be for the minimum time necessary as dependent on the type of- and reason for the hold.

### 4.02 Retention procedure

- Footage or images will be deleted after the retention period expires
- A system operator will be required for deleting footage or images
- Under certain circumstances, officials may override the retention period:
  - To delete the footage or images before the retention period expires
  - To retain the footage or images after the retention period expires

4.02(a) Please describe the circumstances and official process for override (if applicable)

Circumstances would include a record in existence at the time of a public disclosure request or onset of an investigation, or anticipated need for a future incident or investigation needing to be retained for longer than the pre-determined retention period. Once part of any of the above, the record's required retention changes as it becomes part of a different process/purpose/records series. The official process for this override will be described in further detail once the City understands the capabilities of the technology, the vendor selected, and the staff who will be administering the program.

#### 4.03 Privacy impact analysis

Considering the purpose for retaining the information, explain why the information will be maintained for the designated period.

Information will be retained for only the designated period in order to prevent the unintended monitoring and tracking of a single individual or group for an extended duration of time.

## 5.0 Internal sharing and disclosure

The following questions are intended to describe the scope of sharing within the program's operation, for example, sharing with various units or divisions within the police department in charge of the camera system. External sharing with outside entities will be addressed in the next section.

### 5.01 With what internal entities and types of personnel will the information be shared?

5.01(a) Internal entities:

- Police department
- Auditing unit
- Property-crimes unit
- Police patrols
- Parks and Recreation department
- Information Technology department
- Other
- None

Internal departments include Parks & Recreation, Facilities, Information Technology, City Clerk's Office, Risk Management, Sammamish PD and the City Manager's Office.

5.01(b) Types of personnel (please be specific):

- Executive staff
- Directors
- Middle management
- Entry-level employees
- Other

Specific positions include: Police Chief, City Manager, Director (Parks, Recreation & Facilities), Deputy Director (Parks, Recreation & Facilities), management analysts, Park & Recreation division managers, public records staff in the City Clerk's Office, City Clerk, and staff in IT.

**5.02 For the internal entities listed above, what is the extent of the access each receives (i.e. what records or technology will be available to them, and for what purpose)?**

Specific personnel with differing levels of access to either stored or real-time footage (if needed and requested) will be determined based on their need to access the information. Several executive staff may be able to access/request stored recordings in order to support their leadership roles and responsibilities. Most personnel who are directors or mid-level managers may be able to access/request stored recordings in order to respond to events that occurred in the City parks and respond to public records requests. Real-time access, if needed and requested, may be provided to only those employees who have the capacity to view live recordings and is part of their ongoing job duties.

Staff in the City Clerk's Office, as well as those in IT, will provide oversight of the video surveillance system and have full access and controls in order to support the delivery of the system, respond to public records requests, and coordinate records retention. Staff in Risk Management may be able to access/request recordings in order to review and evaluate incidents that have occurred in City parks. Limited staff in Parks & Recreation and Facilities may be able to access/request recordings and possibly real-time access in order to fulfill their roles and responsibilities within the departments. Police officers may be able to request stored footage in order to fulfill their roles and responsibilities. If needed and requested, police officers may have real-time access in order to fulfill their roles and responsibilities. In the event of a state of emergency, or any scenario that is required, the City Manager or his/her designee may have real-time access.

*5.02(a) Is there a written policy governing how access is granted?*

- Yes  
 No

There is no specific policy governing how access is granted to the video surveillance system. However, the City will rely on the standard policies and procedures for accessing other IT systems that are utilized by employees.

*5.02(b) Will the grant of access specifically be authorized by:*

- Statute (please specify which statute)  
 Regulation (please specify which regulation)  
 Other (please describe)  
 None

The grant of access will be consistent with how access to IT systems is authorized by the City's personnel policies.

### 5.03 How will be the information be shared?

Depending on the selected vendor, the primary method of sharing information will be through a cloud-based system to access the server in while employees will be able to view recordings (if needed and requested) on their own online portal. Links created through this system may be utilized, depending on how the system is supported by the vendor. Sharing information may also be done by copying footage on a flash drive using an embedded video player that can be used on any computer, as well as printing still images that can be shared in physical form. The method of sharing information will be dependent on who and why the information is being shared.

5.03(a) How will personnel with access obtain the information?

- Off-site, from a remote server
- Via copies of the video distributed to those who need it
- Only by viewing the video on-site
- Other

More information will be provided once the vendor is selected and the City understand the technical capabilities of the new system.

### 5.04 Privacy impact analysis

Considering the extent of internal information sharing, discuss what privacy risks were identified and how they will be mitigated. For example, discuss any access controls, encryption, training, regulations, or disciplinary procedures that will ensure only legitimate uses of the system within the department.

Several risks have been identified in the internal sharing of information, including 1) providing access to the wrong staff, 2) sharing might not be conducted correctly causing information to be accidentally leaked, 3) passwords on a cloud server may not be strong enough, and 4) the risk of a cyber-attack.

Methods at mitigating these risks includes training on safety and security of the system which can be conducted by either staff or the vendor. Regulations or disciplinary procedures to ensure only legitimate uses of the system would be addressed in the City's personnel policies on handling records.

## 6.0 External sharing and disclosure

The following questions are intended to define the content, scope, and authority for information sharing external to your operation – including federal, state, county and local government, as well as private entities and individuals.

### 6.01 With which external entities will the information be shared?

List the name(s) of the external entities with whom the footage or images and related information will be shared. The term “external entities” refers to individuals or groups outside the City.

- Local agencies
- County agencies
- State agencies
- Federal agencies
- Private entities
  - Insurance companies

- News outlets
- Other (please specify)
- Individuals
  - Crime victims
  - Criminal defendants
  - Civil litigants
  - General public via Public Records Act or Freedom of Information Act requests
  - General public via guided tour/demonstration of CCTV monitoring point
  - Other (please specify)
- Other

**6.02 What information will be shared and for what purpose?**

For each entity or individual listed above, please describe all of the following:

Law enforcement/investigation agencies  
 In accordance with state laws and standard law enforcement practices, information may be shared as a result of a criminal investigation involving multiple law enforcement agencies in order to support the investigation and/or prosecution of a crime.

General Public  
 Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics is subject to disclosure per state law. As detailed in RCW 42.56.010, RCW 42.56.010(3) and RCW 42.56.010(4), footage, images, data and metadata from the cameras meet the definition of a “public record” and are subject to disclosure through a public records request submitted by a member of the public. Staff will consult with the City Attorney and King County Sheriff’s Office in the event a public records request seeks to obtain footage that is part of an active criminal investigation.

**6.03 How will the information be transmitted or disclosed to external entities?**

- Discrete portions of camera footage or images will be shared on a case-by-case basis
- Certain external entities will have direct access to camera footage or images
- Real-time feeds of footage or images between agencies or departments
- Footage or images may be transmitted wirelessly or downloaded from a server
- Footage or images may be transmitted via hard copy
- Footage or images may only be accessed on-site

More information will be provided once the vendor is selected and the City understand the technical capabilities of the new system.

*6.03(a) Will a Memorandum of Understanding (MOU), contract or agreement be established with each external organization with whom information is shared, and will the MOU reflect the scope of the information currently shared?*

- Yes
- No
- Does not apply

Please explain steps that will be taken to create an MOU.

If the City shares information with another public agency which is used for their work, then that same information becomes their own public record and is subject to disclosure. The City would not be able to control whether the information can or cannot be released by the other agency. An MOU would have no impact due to the requirements of the Washington State Public Records Act.

#### 6.04 How will the shared information be secured by the recipient?

- There will be written policy defining how security is to be maintained during the information sharing
- One person will be in charge of ensuring the system remains secure during the information sharing (please specify)
- The external entity will have the right to further disclose the information to other entities
- The external entity will not have the right to further disclose the information to other entities
- Technological protections such as blocking, face-blurring or access tracking will remain intact once information is shared
- Technological protections will not remain intact once information is shared

The staff within the City Clerk's Office will be in charge of ensuring the system remains secure during the information sharing of a public records request. As stated above, the City would not be able to control whether the information can or cannot be released by a third party. Once a vendor is chosen and the City understands the technical capabilities of the new system more information will be provided regarding the technological protections once information is shared.

#### 6.05 Privacy impact assessment

Given the external sharing, what privacy risks were identified? Describe how they may be mitigated. For example, if a sharing agreement is in place, what safeguards (including training, access control or assurance of technological privacy protection) have been implemented to ensure information is used appropriately by agents outside your department/agency?

Privacy risks of external sharing may include not redacting protected information and staff not being trained correctly on sharing information. As a result, the training program for staff who are involved with external sharing will highlight these risks and address mitigation strategies to prevent the unintended disclosure of protected information.

## 7.0 Technical access and security

### 7.01 Who will be able to delete, alter or enhance records either before or after storage?

- Command staff
- Shift commanders
- Police officers
- Information Technology staff
- Public records staff
- Persons outside the City who will have routine or ongoing access to the system (please specify)

Other (please specify)

Staff in the City Clerk’s Office will have the ability to delete, alter, redact or enhance records as part of their professional duties in managing the city’s records and responding to public records requests.

7.01(a) Will different levels of access be granted according to the position of the user? If so, please describe.

- All authorized users will have access to real-time footage or images
- Only certain authorized users will have access to real-time footage or images (please specify which users)
- All authorized users will have access to stored footage or images
- Only certain users will have access to stored footage or images (please specify which users)
- All authorized users will be able to control the camera functions (pan, tilt, zoom)
- Only certain authorized users will be able to control the camera functions
- All authorized users will be able to delete or modify footage or images
- Only certain authorized users will be able to delete or modify footage or images (please specify which users)

Specific personnel with differing levels of access to either stored or real-time footage will be determined based on their need to access the information. Several executive staff may have access to stored recordings in order to support their leadership roles and responsibilities. Most personnel who are directors or mid-level managers may have access to stored recordings in order to respond to events that occurred in the City parks and respond to public records requests. Real-time access may be provided to only those employees who have the capacity to view live recordings and is part of their ongoing job duties.

Staff in the City Clerk’s Office, as well as those in IT, will provide oversight of the video surveillance system and have full access and controls in order to support the delivery of the system, respond to public records requests, and coordinate records retention. Staff in Risk Management may be able to access/request recordings in order to review and evaluate incidents that have occurred in City parks. Limited staff in Parks & Recreation and Facilities may be able to access/request recordings and possibly real-time access in order to fulfill their roles and responsibilities within the departments. Police officers may be able to request stored footage in order to fulfill their roles and responsibilities. If needed and requested, police officers may have real-time access in order to fulfill their roles and responsibilities. In the event of a state of emergency, or any scenario that is required, the City Manager or his/her designee may have real-time access.

7.01(b) Will there be written procedures for granting access to users for the first time?

- Yes
- No

The grant of access will be consistent with how access to IT systems is authorized by the City’s personnel policies.

7.01(c) When access is granted:

- There are ways to limit access to the relevant records or technology (please specify)

- There are no ways to limit access

Similar to other City programs, staff in IT and the City Clerk's Office will have the ability to oversee access and privileges to records and technology within the system.

7.01(d) Will there be auditing mechanisms?

- To monitor who accesses the records  
 To track their uses

7.01(e) Training received by prospective users will include discussion of:

- Liability issues  
 Privacy issues  
 Technical aspects of the system  
 Limits on system uses  
 Disciplinary procedures  
 Other (specify)  
 No training

Training will be provided jointly by the City Clerk's Office and staff in Parks & Recreation to address privacy issues, technical aspects of the system, limits on its use, and records retention.

Training will last:

- None  
 0-1 hours  
 2-3 hours  
 4-5 hours  
 More than 5 hours

The training will consist of:

- A course  
 A video  
 Written materials  
 Written materials, but no verbal instruction  
 None  
 Other (please specify)

Trainings will consist of written standard operating procedures, in-person trainings, and other resources such as PowerPoint slides.

7.02 The system is audited:

- When an employee with access leaves the organization  
 If an employee is disciplined for improper use of the system  
 Once a week

- Once a month
- Once a year
- Never
- When called for

Audits will be conducted when called for, or on an ad hoc basis, when a situation arises for a review of the system.

7.02(a) System auditing will be:

- Performed by someone within the organization
- Performed by someone outside the organization
- Overseen by an outside body (e.g. city council, commission, community organizations, etc.)
- Other (please specify)

Audits will be conducted by staff in the respective department where review is needed.

### 7.03 Privacy impact analysis

Given the sensitivity and scope of information collected, what privacy risks related to security were identified and may be mitigated?

Risks may result from the training program not covering all issues that need to be addressed, staff abusing their level of access, or staff not following standard operating procedures. To mitigate these risks, the City will continue to adjust and refine the training program while auditing the system when concerns arise.

## 8.0 Notice

### 8.01 Will notice be provided to potential subjects of camera recording that they are within view of a camera?

- Signs posted in public areas to inform the public of recording by cameras
- Signs in multiple languages
- Notice is provided off-site
- Notice is not provided
- Other

Signs will be posted in public areas notifying the public they are entering a space that is being monitored. Signage will also include universally-recognized images, such as an image of a camera, to better communicate its messaging.

## 9.0 Technology

The following questions are directed at analyzing the selection process for any technologies used by the camera system, including cameras, lenses, and recording and storage equipment.

**9.01 Will competing technologies be evaluated to compare their ability to achieve system goals, including privacy protection?**

- Yes  
 No

City staff will evaluate all options and available technology presented by vendors through the competitive bidding process. Options that may be considered for the monitoring system include, but are not limited to:

- Artificial intelligence capabilities for ad hoc searches of video records
- Self-learning video analytics to flag real-time security incidents
- Unusual motion detection
- License plate recognition analytics
- Integration of monitoring and acknowledging alarms within the video monitoring platform
- Integration with 3rd-party security systems
- Intercom support
- Infrared and illumination technology for monitoring during nighttime
- Advanced redacting capabilities
- Face-blurring technology
- Blocking technology (limiting image capturing for certain video and recording feeds).

**9.02 What design choices will be made to enhance privacy?**

- The system includes face-blurring technology  
 The system includes blocking technology  
 The system limits location to address privacy  
 The system has other privacy-enhancing technology (please specify)  
 None (please specify)

In addition to face-blurring and blocking technology, the City aims to adopt other technologies to improve the redaction of private and sensitive information which will be evaluated during the competitive bidding process.

**10.0 Attachments to Privacy Impact Assessment**

- Authorizing legislation  
 Grant documents  
 Transcript of public hearing or legislative session  
 Press release announcing the CCTV program  
 Program manuals outlining the system's rules and regulations  
 Other (please specify)

## PARKS & RECREATION COMMISSION PROPOSED AGENDA CALENDAR

*Current as of: 10/29/2019*

Date*	Time	Type	Staff	Topics
January 9	6:30 PM	Regular Meeting	Angie Feser Anjali Myer Becky Smith Chris Jordan	<ul style="list-style-type: none"> <li>• Parks CIP Project: Park Signage and Wayfinding</li> <li>• Klahanie Master Plan update</li> <li>• City's 20<sup>th</sup> Anniversary Funding</li> </ul>
February 6	6:30 PM	Regular Meeting	Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Chair/Vice Chair Elections</li> <li>• Reard Freed House Programming</li> </ul>
March 6	6:30 PM	Regular Meeting	Angie Feser Anjali Myer Shelby Perrault	<ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #1 of 3</li> <li>• Chair/Vice Chair Elections</li> <li>• LC-BRP Trail Easement</li> </ul>
April 3	6:30 PM	Joint Meeting – Human Services Commission	Angie Feser Anjali Myer Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>• Commission's Roles and Overlapping programming</li> <li>• Sammamish Youth Board Annual Report</li> </ul>
May 1	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Volunteer Scheduling Software, Galaxy Presentation</li> <li>• Scheduling of LWSD Fields</li> </ul>
June 5	6:30 PM	NO MEETING		
June 11	6:30 PM	Joint Meeting – City Council	Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #2 of 3</li> </ul>
July 10	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Tree House Programming</li> </ul>
August 7		NO MEETING		
September 4	6:30 PM		Angie Feser Anjali Myer Grayson Court	<ul style="list-style-type: none"> <li>• Parks Code Update Presentation</li> <li>• Surveillance Cameras in Parks Update</li> </ul>
October 2	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Parks CIP Overview (CIP 101) Meeting #1 of 3</li> <li>• Parks Code Discussion</li> </ul>
November 6	6:30 PM		Angie Feser Anjali Myer	<ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #3 of 3</li> <li>• Surveillance Cameras in Parks Policy</li> </ul>
December 4	??			<ul style="list-style-type: none"> <li>•</li> </ul>

\* Wednesdays unless otherwise noted