



Administrative Report

N.2., File # 26-0286

Meeting Date: 3/3/2026

To: MAYOR AND CITY COUNCIL

From: MIKE COOK INFORMATION TECHNOLOGY DIRECTOR

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING UPDATES TO INFORMATION TECHNOLOGY RELATED CITY ADMINISTRATIVE POLICIES/PROCEDURES (APPS) INCLUDING POLICIES PERTAINING TO VIDEO SURVEILLANCE CAMERAS AND THE USE OF ARTIFICIAL INTELLIGENCE (AI)

EXECUTIVE SUMMARY

Information Technology (IT) usage across the City continues to evolve rapidly, requiring periodic updates to the City's Administrative Policies and Procedures (APP) to address cybersecurity risks, operational practices, and emerging technologies. The City's IT policies are reviewed regularly to ensure alignment with industry standards, legal requirements, and the City's operational needs. While APPs are approved and enforced under the authority of the City Manager, with the increasing impact of technology on the public and within the organization, it is important that the Mayor and City Council are informed of these updates to ensure transparency and provide an opportunity for public discussion. The proposed updates reflect lessons learned from recent projects, a desire to codify policies with current practices, an increased reliance on digital services, and the growing availability of artificial intelligence tools.

BACKGROUND

This item allows for the discussion of updated policies along with a new policy, and a policy that is being retired.

Updated Policies:

10.57 - Video Surveillance Policy

The City maintains a limited number of video surveillance cameras primarily for public safety, facility protection, and operational purposes. The existing policy was last updated in 2015 and was out of alignment with current practices. The updated policy clarifies governance and oversight of future camera deployments.

Key updates include:

- Establishing a formal approval process requiring authorization from the City Manager, IT Director, and Chief of Police prior to expansion of the program.
- Establishing strict requirements for locations of proposed new sites, including the identification of need through a sustained history of criminal activity or the safeguarding of high-value assets.
- Reinforcing that any procurement of new cameras remains subject to existing purchasing

- Clarifying acceptable use, data retention, and access controls.

While the updated policy defines prerequisites for increased deployment, large-scale deployment is not currently being contemplated due to cost and additional policy considerations. Depending on installation, logistics, and equipment type, individual camera deployments can range from approximately \$3,000 to \$5,000 per location when hardware, licensing, installation and storage are included. This policy update is intended to ensure strong oversight, transparency, and fiscal responsibility rather than expand the City's current deployments. The updated APP includes a listing of all sites where cameras are currently installed that would be made available for public viewing on the City's website.

4.01 - Responsible Use Policy

First rewrite since 2008. The update modernizes the City's approach to technology and privacy and limits usage of unauthorized tools for City business. It also expands on cybersecurity controls.

4.03 - Email Communication Policy

Minor updates. Discourages the use of City email for personal business. Formalizes account disable process. Expands scope to include redondo.gov email addresses.

New Policy:

4.05 - Artificial Intelligence Policy

With the rapid growth of artificial intelligence (AI) systems now available, this policy establishes governance and operational standards for use of AI systems by City staff in a fashion that is reasonable, secure, and transparent. Specifically, this policy is intended to:

- Provide clear guidance for City employees, contractors, and vendors who may purchase, configure, or use AI tools on behalf of the City.
- Define the approval process for new AI technologies, including mandatory review by the IT Department.
- Ensure that AI systems are deployed in alignment with City cybersecurity, data protection, and privacy requirements.
- Maintain accountability, transparency, and human oversight in the use of AI.
- Provide a means for the adoption of new tools while minimizing risk.
- Prevent unauthorized or inappropriate use of AI technologies, particularly those involving sensitive data such as personally identifiable information (PII) or criminal justice information (CJI).

Retired Policies

4.02 - E-Gov Steering Committee

This 25-year-old policy mandating a long-retired technology steering committee that is no longer aligned with City practices, which have evolved to include more agile, informal processes led by the IT Director.

COORDINATION

APPs follow a formal coordination and update process. All policies are prepared by Department staff, reviewed by Department Heads, approved by the City Manager, and discussed with any impacted labor unions, where appropriate. APP 10.57 was coordinated with the City Manager's Office, Police Department, Human Resources, and Information Technology Department prior to distribution.

FISCAL IMPACT

There is no direct fiscal impact to updating policies, however updated policies may lead to the deployment of new or updated technologies which will follow existing budget and procurement approval processes. The work associated with the creation and approval of APPs is included in each Departments' Adopted Budget for FY 2025-26.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- APP 10.57 Video Security Policy
 - APP 10.57 Exhibit A - Camera Sites
- APP 4.05 Artificial Intelligence Policy
- APP 4.01 Responsible Use Policy
- APP 4.03 Email Communication Policy