



Open Data

I. Purpose:

The purpose of these Administrative Procedures is to facilitate the implementation of the City of Gainesville's Open Data Policy adopted via Resolution **180445** by the City Commission on September 5, 2019. Among specific priorities and goals, Charter Officers shall establish an intra-organizational governance team, as outlined below in these Administrative Procedures.

II. Procedures:

Open Data Portal

The city will maintain an Open Data Portal to serve as a centralized, web-based resource for internal and external access to data and information. All datasets made available on the Open Data Portal for external users shall be:

- Complete: Datasets will be as complete and accurate as possible while complying with public records law.
- Timely Updated: Datasets will be updated in a timely manner in accordance with data type and purpose.
- Accessible: Datasets will be open and accessible in multiple formats and able to be obtained with no legal encumbrance on use or reuse.
- Machine-Readable: Datasets will be reasonably structured to allow for automated processing and use.

Datasets maintained for internal users will meet data standards co-created by Strategic Initiatives and data stewards.

Open Data Governance Team

An Open Data Governance Team will be established to serve as an intra-organizational team to provide governance of the city's open data, develop an annual action plan, identify strategic goals, and evaluate internal and external usability and impact.

Participation

- Chairperson(s): 1-2 executive leaders, as appointed by the Charter Officers, to provide oversight of and guidance to the Governance Team.

- Strategic Initiatives: 1-3 representatives, as appointed by the Chairperson(s), who serve as the primary stewards of the open data program and hold responsibility for implementing the annual action plan defined by the Governance Team.
- Departmental/Division Leaders: Multiple representatives, as appointed by the Charter Officers, Chairperson(s), and Strategic Initiatives representatives, and represent the diversity of the city's areas of operations and service delivery.
- Data Stewards: Multiple representatives, as appointed by the Departmental/Division Leaders and are individuals responsible for the daily collection, management, or use of data.

Meeting Frequency and Structure

The Governance Team will meet quarterly or more often as deemed necessary by the Chairperson(s). Meetings will be scheduled, structured, and facilitated by the Strategic Initiatives representatives in partnership with the Chairperson(s).

Responsibilities

The Governance Team's responsibilities include:

- Establishing an annual action plan, inclusive of strategic goals, performance measures, and new datasets to publish for internal and external users;
- Overseeing the prioritization of a comprehensive inventory of datasets collected and/or generated by the city;
- Identifying and setting publishing deadlines for datasets to be made available to internal and external users;
- Developing and maintaining goals and performance measures to evaluate the utilization and effectiveness of the open data program;
- Evaluating sensitive and private information concerns and considerations;
- Conduct a periodic review of the process involved to safeguard sensitive information;
- Reviewing contractual language related to data with external vendors and making recommendations as needed;

- Providing updates annually, or more often as requested, to the Charter Officers on the implementation of the previous year's goals and upcoming year's action plan; and
- Conducting a periodic review of the Open Data Resolution, Policy, and/or Administrative Procedures and making recommendations for revisions as needed to the Charter Officers and/or City Commission.

Departmental Collaboration:

Departments will collaborate with Strategic Initiatives to identify and maintain an inventory of city data for both internal and external users.

Expectations

- Departments will comply with the Governance Team's requests for information for the purposes of dataset identification and publication.
- As datasets are identified, prioritized, and recommended for publication by the Governance Team, departments will assign staff members to work with Strategic Initiatives to curate and publish the datasets.
- Strategic Initiatives will lead the publication and automation processes, and ongoing maintenance of published data and rely on departments to identify and communicate future changes to processes and/or data content.
- Strategic Initiatives will maintain the software and technology resources and licenses to support the successful maintenance of the open data program.

Adopted: 12/4/2019