Open Data Working Group
Governance Meeting
Friday, April 08, 2016
CIO Conference Room

Attendees: Chris Corcoran, Janet Graham, Susan Straub, Aldona Valicenti, Phillip Steifel, Jenifer Wourenmaa, Erik Schwartz, (Phone: Matt Pazoles)

Agenda

I.   Review Memo from Mayor on Open Data Working Group

II.   Review Open Data release form

III.   Open data release form -- employee salaries

IV.   Open data release form -- purchase orders

V.   Discuss membership

Lexington-Fayette Urban County Government

To: Aldona Valicenti, CIO
From: Mayor Jim Gray
CC: Sally Hamilton, CAO
        Geoff Reed, Commissioner of General Services, Acting Chief of Staff
Re: Open Data Governance

*****MEMORANDUM*****

History

The Lexington-Fayette Urban County Government and the Commonwealth of Kentucky have a longstanding commitment to open data. In 2011, the Urban County Council passed resolution, committing LFUCG to provide Open Data, and the City launched our Open Data Portal. Lexington's Open Data Portal has been an innovator in the state, the first city to launch freely available address points. In addition to the 2011 Council Resolution, in 2015, the Council authorized the Mayor to partner with What Works Cities, in order to establish greater structure and further support for Lexington's Open Data Initiative. It is the intent of this memo to outline governance for further Open Data improvements.

Background

The Lexington-Fayette Urban County Government (LFUCG) is committed to enhancing its use of Open Data for purposes of engaging citizens, minimizing costs associated with sharing information both internally and externally, and using data to drive results as an organization. In order to facilitate Open Data goals, the City is establishing an Open Data Working Group.

Purpose

The LFUCG establishes the Open Data Working Group. The purpose of the working group is to facilitate the accomplishment of the City's Open Data Goals.

Authorization

The Open Data Working Group is authorized by the Mayor and the CIO.

Mission Statement

The Open Data Working Group's mission is to (1) provide advisory input to the IT Steering Committee in regards to IT improvements needed for the LFUCG Open Data Portal, (2) create a city-wide Open Data Plan and update annually, (3) provide guidance and assistance to departments in identifying datasets that are available for publication on Lexington's Open Data Portal, and (4) work with external stakeholders, including citizens and web development groups, to facilitate requests for datasets published on the Open Data portal.

Principles of Open Data

- Complete: all public data is made available. Public data is data that is not subject to valid privacy, security or privilege limitations

- Primary: data is as collected at the source, with the highest possible level of granularity, not in aggregate or modified forms

- Timely: data is made available as quickly as necessary to preserve the value of the data

- Accessible: data is available to the widest range of users for the widest range of purposes

- Machine processable: data is reasonably structured to allow automated processing

- Non-discriminatory: data is available to anyone, with no requirement of registration

- Non-proprietary: data is available in a format over which no entity has exclusive control

- License-free: data is not subject to any copyright, patent, trademark or trade secret regulation. Reasonable privacy, security and privilege restrictions may be allowed

Benefits of the Open Data Working Group

Creation of and use of an Open Data Working Group provides the following benefits:

- A cross-functional team with the purpose of accomplishing city-wide Open Data goals while taking into consideration each department's concerns surrounding data classification and resource availability;

- Prioritization of data release based on alignment with Open Data principles;

- Prioritization of data release based on what is most helpful to LFUCG divisions;

- Enhanced focus on Open Data along with city-wide allocation of individuals who understand the city's Open Data goals and plans for implementation.

Open Data Working Group responsibilities:

The Open Data Working Group has direct responsibility for:

- Creation of a city-wide Open Data Plan on, or before, July 1 2016;

- Creation of a city-wide Data Classification Policy to define levels of classification needed for data available in electronic format;

- Creation of a city-wide Open Data Policy and Technical Standards Manual that will outline procedures to be followed in publishing datasets;

- Annual Open Data Report published on or before July 1 of each year;

- Identification of datasets available for publication; and

- Advising on the costs associated with resources need to achieve Open Data goals

The Open Data Working Group has advisory responsibility for:

200 East Main Street   •   Lexington, KY 40507   •   (859) 425-2255   •
www.lexingtonky.gov
HORSE CAPITAL OF THE WORLD
3

- Making recommendations to the IT steering committing for allocation of IT resources to work on the Open Data initiatives
- Making recommendations to city divisions for the datasets to publish based on factors identified in the Open Data plan

Deliverables of the Open Data Working Group

- Open Data plan (plan for publishing new Open Data)
- Data classification policy (privacy and security)
- Open Data Policy and Technical Standards Manual (how to publish)
- Annual Open Data Report (usage metrics, data releases, upcoming plans)

Signoff for Data Publication

Before any data set is published to the Open Data portal, it shall follow the following sign-off procedure:

- Approval of departmental Commissioner (situational to data)
- Approval of CIO
- Approval of Commissioner of Law
- Approval of CAO

Operation and Structure of the Open Data Working Group

The members of the Open Data Working Group will select a team leader by majority vote to organize and lead the working group. The team leader is accountable for the performance of the working group, and will report to the Mayor. The CIO collaborates with and advises the working group.

Membership

- Membership in the working group shall reflect the open data concerns of its stakeholders
- The City's business units have a natural and required role in the governance of Open Data
- The Working Group shall establish rules for the term and rotation of regular and ad hoc members
- The CIO, or her designee, shall serve as leader of the working group
- Only permanent members may vote on membership of the working group
- All working group members can vote on matters of policy
- Permanent members:
    - Mayor, or designee
    - CAO, or designee
    - CIO, or designee
    - Commissioner of Law, or designee
    - Director of Enterprise Solutions

- Ad hoc members
    - LFUCG employees relevant to upcoming data releases
    - Employees of other county agencies (e.g., PVA, County Clerk) participating on the LFUCG Open Data Portal
    - Other persons, employees, or consultants may serve as temporary, as-needed members
    - Citizens interested in attending and working with the working group

LFUCG Open Data posting approval form

File summary

Data file name	
File type	
Data owner (department)	
Data owner (division)	
Data corodinator	

Data Description

Data file description	
Date (or date range) of file	
Planned frequency of update	
Next planned update	
Update owner	
Is a data example attached?	

Fields & data dictionary

Field	Field type	Field contents

Upload checklist

Note with an "X" if any of the below personally identifiable data (PII) that is included in the data set

Full name	Street address	Social security number	Other: _____
Phone number	Email address	Employee number	No PII is included

If any PII is included, please explain: _____

Note with an "X" if the data includes any of the following?

Healthcare records	Matters of ongoing litigation	Educational records

If any of the above are included, please explain: _____

Permission to post

Position	Name	Signature	Date
Commissioner		_____ _____
Commissioner of Law	Janet Graham	_____ _____
CIO	Aldona Valicenti	_____ _____
CAO	Sally Hamilton	_____ _____

LFUCG Open Data posting approval form

File summary

Data file name	LFUCG employee salaries
File type	xlsx
Data owner (department)	LFUCG CAO (Hamilton)
Data owner (division)	LFUCG Human Resources (Maxwell)
Data corodinator	Chris Corcoran

Data Description

Data file description	LFUCG employee salaries
Date (or date range) of file	3/31/2016
Planned frequency of update	Semi-annually (twice a year)
Next planned update	9/30/2016
Update owner	Corcoran / Maxwell
Is a data example attached?	Yes

Fields & data dictionary

Field	Field type	Field contents
Last Name	Text	Last name
First Name	Text	First name
Job Descr	Text	Job description
Grade	Text / numeric	Job grade
Full-Part Time	Text	F = full-time, P = part-time
Last Hire Date	Date	Date of employee last hire
Classification	Text	Classification (hourly or salaried)
FTE	Numeric	Full time equivalent
Division	Text	LFUCG division
Department	Text	LFUCG department
Annual Rate	Numeric	Annual salary (for salaried employees)
Hourly Rate	Numeric	Hourly rate (base rate for hourly employees)
Addl Pay Annual	Numeric	Additional pay in the last 12 months
Addl Pay Hourly	Numeric	Hourly rate of additional pay (if applicable)
Standard Hours	Numeric	Standard weekly hours

Upload checklist

Note with an "X" if any of the below personally identifiable data (PII) that is included in the data set			
Full name X	Street address	Social security number	Other: _____
Phone number	Email address	Employee number	No PII is included

If any PII is included, please explain: employee full name is included in the data, but no other PII is included. _____

Note with an "X" if the data includes any of the following?		
Healthcare records	Matters of ongoing litigation	Educational records

If any of the above are included, please explain: _____

Permission to post

Position	Name	Signature	Date
Commissioner	Sally Hamilton, CAO	_____ _____
Commissioner of Law	Janet Graham	_____ _____
CIO	Aldona Valicenti	_____ _____
CAO	Sally Hamilton	_____ _____