



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.

- 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

RESOLUTION NO. 180445.

**A Resolution of the City Commission of the City of Gainesville,
Florida, creating an Open Data Policy.**

WHEREAS, the City of Gainesville is committed to fostering an open, transparent, and accessible government; and

WHEREAS, publishing open data is foundational to promoting the community's right to access public information, engage with their local government, and use information as a means of accountability; and

WHEREAS, open data has the potential to benefit the Gainesville community by improving service delivery and operational performance, promoting opportunities for economic development and entrepreneurship, encouraging academic research, and establishing and building partnerships to collaboratively solve community challenges; and

WHEREAS, the city will continue to publishing and leveraging open data to close disparity gaps and improve outcomes for the people of Gainesville;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF GAINESVILLE, FLORIDA:**

Section 1. DEFINITIONS. Open data is defined as data and information the city generates, collects, and makes available to the public in an accessible format, with no legal encumbrance on use or reuse.

Section 2. POLICY. It shall be the policy of the City of Gainesville to make data open and accessible in a manner which fulfills state and local laws, legal requirements contained in software licenses, and/or other legally binding agreements to which the city is a party. The protection of security and privacy will be maintained as a paramount priority while concurrently

advancing the city's aim towards greater transparency and accountability. The city commits to ensuring open data is complete, accurate, and updated in a timely manner and is published in accordance with established open data standards.

Section 3. SCOPE. This Resolution shall create an Open Data Policy, which is to be implemented through administrative procedures applicable to all Charter Officers. Among the priorities and goals of the Charter Officers, the administrative procedures shall establish an intra-organizational governance team to develop an annual action plan and identify new datasets to publish.


PASSED AND ADOPTED this 5th day of September, 2019.



LAUREN B. POE, MAYOR

ATTEST:

Approved as to form and legality:

 for
OMICHELE D. GAINERY
CLERK OF THE COMMISSION


NICOLLE M. SHALLEY
CITY ATTORNEY