



MAYOR AND COUNCIL COMMUNICATION

DATE: 1/15/2013
CONSENT
ITEM #: 8
MOTION Consent Agenda

AGENDA ITEM: Resolution 2013-01 Designating City's Data Practice Officials and Approving City Data Practices Policy
SUBMITTED BY: Adam Bell, City Clerk
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Alyssa MacLeod, Taxpayer Relations & Communications Coordinator

SUMMARY AND ACTION REQUESTED:

As part of the Consent Agenda, the City Council is requested to consider approval of Resolution 2013-01 Designating City's Data Practices Officials and Approving City's Data Practices Policy. There are no changes from the 2012 Data Practices Policy other than the change of designated officials.

STAFF REPORT:

Minnesota State Statute Chapter 13 regulates the collection, creation, storage, maintenance, dissemination and access to government data in government entities. MN Statute 13.05 requires the government entity's Responsible Authority to annually update the City's Data Practices Policy and make any changes necessary to maintain the accuracy of the document.

The policy identifies the types of data the City maintains and how each type of data is classified. In addition, the policy provides for written procedures to ensure data requests are received and complied with in an appropriate, permitted and prompt manner.

The City is required to have two officers to administer responsibilities set forth in the act. The required officers are the Responsible Authority and the Compliance Officer, who by state statute can be, and often are, the same person within a government entity. The Responsible Authority is responsible for collection, use and dissemination of any set of data. The Compliance Officer handles questions or issues with regard to data access. Both of these officials are required to be named specifically, not just as a position responsibility. It is recommended the city council designate City Clerk Adam Bell as both the Responsible Authority and the Compliance Officer.

RECOMMENDATION:

Staff recommends the City Council approve Resolution 2013-01 Designating City Data Practices Officials and Approving City's Data Practices Policy; specifically, designating Adam Bell as the City's Data Practices Responsible Authority and Compliance Officer and Approving City's 2013 Data Practices Policy. This action requires a simple majority vote.

ATTACHMENTS:

1. Resolution 2013-01
2. City of Lake Elmo 2013 Data Practices Classification of Government Data