



MAYOR & COUNCIL COMMUNICATION

DATE: December 1, 2015

CONSENT

ITEM # 7

AGENDA ITEM: Designating City’s Data Practice Official

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Clark Schroeder, Interim City Administrator

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: City Clerk/Staff.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is requested to consider approval of Resolution No. 2015-85, Designating City’s Data Practices Official. It has been the City’s past practice to appoint the City Clerk to act as the Data Practices Official. At some point during the staff transitions this year, the City Attorney was appointed as the Data Practices Official and he has stated it is appropriate to transfer this duty back to the City Clerk at this time.

RECOMMENDATION: The City Council is requested to consider approval of Resolution No. 2015-85, Designating City’s Data Practices Official. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to approve Resolution No. 2015-85, Designating City Data Practices Official; specifically, designating Julie Johnson as the City’s Data Practices Responsible Authority and Compliance Officer”

ATTACHMENT: Resolution No. 2015-85

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION 2015-85

A RESOLUTION DESIGNATING CITY'S DATA PRACTICES OFFICIAL

WHEREAS, Minnesota Statutes, Chapter 13, requires the adoption of certain policies and procedures pertaining to government data practices; and

WHEREAS, the statute also requires the appointment of a data practices compliance official, a data practices responsible authority and optional designee(s) to enforce the data practices policies of government agencies.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Lake Elmo, that the attached City of Lake Elmo Data Practices Policy, together with the exhibits attached thereto, are hereby adopted and approved as if fully set forth herein; and

BE IT FURTHER RESOLVED, that City Clerk Julie Johnson will be appointed to serve as the city's data practices responsible authority and compliance official.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS FIRST DAY OF DECEMBER, 2015.

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk