

File No. 121017

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date March 28, 2013

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Rana Calonsag Date March 22, 2013

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.



1 [Administrative Code - Citywide Coordination of Open Data Policy and Procedures]

2  
3 **Ordinance amending the Administrative Code, Sections 22D.2 and 22D.3, relating to**  
4 **San Francisco's open data policies and procedures and establishing the position and**  
5 **duties of Chief Data Officer and Departmental Data Coordinators.**

6 NOTE: Additions are *single-underline italics Times New Roman*;  
7 deletions are ~~*strike-through italics Times New Roman*~~.  
8 Board amendment additions are double-underlined;  
9 Board amendment deletions are ~~strikethrough-normal~~.

10 Be it ordained by the people of the City and County of San Francisco:

11 Section 1. Findings.

12 (a) San Francisco has been a leader in open data policy in the United States. In 2009,  
13 Mayor Gavin Newsom issued an Executive Directive promoting Open Data. In 2010, the  
14 Board of Supervisors expanded on the Directive with the passage of the City's Open Data  
15 Policy (Ordinance 293-10), codified in San Francisco's Administrative Code Section 22D.

16 (b) An open data policy has been shown to drive increased government efficiency  
17 and civic engagement, leading to social and economic benefits as a result of innovative  
18 citizen interaction with government. Social and economic benefits include, but are not limited  
19 to:

20 (1) Empowering citizens through democratization of information and fostering  
21 citizen participation in City projects;

22 (2) Supporting early stage entrepreneurship;

23 (3) Encouraging positive environments that contribute to workforce  
24 development and job creation; and

1 (4) Increasing a positive business environment and promoting public-private  
2 partnerships.

3 (5) San Francisco will improve and expand its Open Data Policy by creating the  
4 position of Chief Data Officer and Department Data Coordinators to implement the standards  
5 and policies articulated in the City's Open Data Policy.

6 Section 2. The San Francisco Administrative Code is hereby amended by amending  
7 Sections 22D.2, and 22D.3, to read as follows:

8 **SEC. 22D.2. CHIEF DATA OFFICER AND CITY DEPARTMENTS CITY DEPARTMENTS**  
9 **REQUIRED TO MAKE DATA AVAILABLE.**

10 (a) Chief Data Officer.

11 In order to coordinate implementation, compliance, and expansion of the City's Open Data  
12 Policy, the Mayor shall appoint a Chief Data Officer (CDO) for the City and County of San Francisco.  
13 The CDO shall be responsible for sharing City data with the public, facilitating the sharing of  
14 information between City departments, and analyzing how data sets can be used to improve city  
15 decision making. To accomplish these objectives, the CDO shall:

16 (1) Coordinate utilization, maintenance, and updates of the City's Open Data website,  
17 currently known as "DataSF;"

18 (2) Oversee the design, adoption by the Committee on Information Technology (COIT)  
19 and implementation of technical standards for DataSF to ensure that the portal and its datasets  
20 are implemented, updated, and utilized in accordance with San Francisco's open data policies;

21 (3) Provide education and analytic tools for City departments to improve and assist  
22 with their open data efforts;

23 (4) Assist departments with compliance with Open Data policies by working with  
24 Department Data Coordinators, collecting and reviewing each department's open data  
25 implementation plans and creating a template for the departmental quarterly progress reports;

1                    (5) Present an annual updated citywide implementation plan to COIT, the Mayor, and  
2 Board of Supervisors and respond, as necessary, regarding the status of DataSF in the City;

3                    (6) Actively work to further the goals of open data in the City;

4                    (7) Coordinate creation and sharing of internal City data sets outside of those  
5 designated for publication on DataSF;

6                    (8) Help establish data standards within and outside the City through collaboration  
7 with external organizations;

8                    (9) Assist City departments with analysis of City data sets to improve decision making;  
9 and,

10                   (10) Analyze and report on the usage of DataSF.

11                   (b) City Departments

12                         (a) Each City department, board, commission, and agency  
13 ("Department") shall:

14                         (1) Make reasonable efforts to make available all data sets under the  
15 Department's control, provided however, that such disclosure shall be consistent with the  
16 rules and standards promulgated by the CDO and adopted by COIT and with applicable law,  
17 including laws related to privacy;

18                         (2) Conduct quarterly reviews of their progress on providing access to data  
19 sets requested by the public through the designated web portal beginning six months after the  
20 appointment of the CDO; and

21                         (3) Designate a Data Coordinator (DC) who will oversee implementation and  
22 compliance with the Open Data Policy within his/her respective department. Each DC shall work with  
23 the CDO to implement the City's open data policies and standards. The DC shall:

24                                 (i) Prepare an Open Data plan for the Department which shall:  
25

1 (1) Include a timeline for the publication of the Department's  
2 open data and a summary of open data efforts planned and/or underway in the Department;

3 (2) Include a summary description of all data sets under the  
4 control of each Department (including data contained in already-operating information technology  
5 systems);

6 (3) Prioritize all public data sets for inclusion on DataSF;

7 (4) Be updated quarterly after the initial submission to the CDO.

8 In the event of unsatisfactory implementation of the plan by the Department and/or disagreement over  
9 publication of data sets, the CDO may request the Department's DC appear before COIT; and,

10 (5) Be published on the department's web site in addition to the  
11 DataSF site.

12 (6) Ensure data sets comply with the following requirements:

13 (ii) Review department data sets for potential inclusion on DataSF and  
14 ensure they comply with the following guidelines:

15 (1) Data prioritized for publication should be of likely interest to  
16 the public and should not disclose information that is proprietary, confidential, or protected by law or  
17 contract;

18 (2) Data sets that contain personally identifiable information or  
19 represent potential breaches to security or privacy should be flagged for potential exclusion from  
20 DataSF; and,

21 (3) Data sets should be free of charge to the public through the  
22 web portal.

23 (iii) Make data sets available, provided that such disclosure is consistent with  
24 the City's Open Data Policy, technical standards, and with applicable law, including laws related to  
25 privacy;

1 (iv) Catalogue and prioritize the Department's open data for publication on a  
2 quarterly basis;

3 (v) Appear before COIT and respond to questions regarding the Department's  
4 compliance with the City's Open Data policies and standards;

5 (vi) Conspicuously display his/her contact information (including name, phone  
6 number or email address) on DataSF with his/her department's data sets;

7 (vii) Monitor comments and public feedback on the Department's data sets on a  
8 timely basis;

9 (viii) Upon receipt of comments or information requests from the public related  
10 to data set content and supporting documentation, assess the nature and complexity of the request and  
11 provide DT with an expected timeframe to resolve the support inquiry as soon as possible;

12 (ix) Notify DT upon publication of any updates or corrective action; and,

13 (x) Notify DT prior to any structural changes to data sets when releasing  
14 updated data;

15 (c) Department of Technology

16 The Department of Technology (DT) shall provide and manage a single Internet site (web  
17 portal) for the City's public data sets (<http://data.sfgov.org> or successor site), called "DataSF." In  
18 managing the site, DT shall:

19  
20  
21 (1) Publish data sets with reasonable, user-friendly registration requirements, license  
22 requirements, or restrictions on the use and distribution of data sets;

23 (2) Indicate data sets that have been recently updated;  
24  
25

1                    (3) Ensure that updated data sets retain the original data structure, i.e., the number of  
2 data elements per record, name, formats and order of the data elements must be structurally consistent  
3 with the originally approved submission;

4                    (4) Use open, non-proprietary standards when practicable;

5                    (5) Include an on-line forum to solicit feedback from the public and to encourage public  
6 discussion on Open Data policies and public data set availability;

7                    (6) Forward open data requests to the assigned DC; and,

8                    (7) Take measures to ensure access to public data sets while protecting DataSF from  
9 unlawful abuse or attempts to damage or impair use of the website.

10  
11 **SEC. 22D.3. STANDARDS AND COMPLIANCE.**

12                    (a) The CDO ~~COIT~~ shall establish for adoption by COIT rules and standards to  
13 implement the open data policy, including developing standards to determine which data sets  
14 are appropriate for public disclosure. In making this determination, COIT shall balance the  
15 benefits of open data set forth in Section 22D.1, above, with the need to protect from  
16 disclosure information that is proprietary, confidential, or protected by law or contract (b)

17 ~~Within 60 days of the effective date of this ordinance, COIT~~ The CDO shall promulgate and COIT  
18 shall adopt rules and standards to implement the open data policy which shall apply to all  
19 Departments, consistent with COIT's role and responsibilities in San Francisco Administrative Code  
20 Section 22A.3. The CDO and COIT intend to work with CAO and purchaser to develop contract  
21 provisions to promote open data policies. The rules and standards shall include the following:

22                    (1) Technical ~~technical~~ requirements for the publishing of public data sets by  
23 Departments for the purpose of making public data available to the greatest number of users  
24 and for the greatest number of applications. These rules shall, whenever practicable, use  
25 non-proprietary technical standards for web publishing and e-government;



1 (2) Guidelines ~~guidelines~~ for Departments to follow in developing their plans for  
2 implementing the open data policy consistent with the standards established by COIT. Each  
3 plan shall include an accounting of public data sets under the control of the Department; ~~and~~


4 (3) Rules for including open data requirements in applicable City contracts and  
5 standard contract provisions that promote the City's open data policies, including, where appropriate,  
6 provisions to ensure that the City retains ownership of City data and the ability to post the data on  
7 data.sfgov.org or make it available through other means; and,

8 (4) Requirements that a third party providing City data (or applications based on City  
9 data) to the public explicitly identify the source and version of the public data set, and include a  
10 description of any modifications made to the public data set.

11 ~~(c) COIT shall also evaluate the merits and feasibility of making City data sets available~~  
12 ~~pursuant to a generic license, such as those offered by "Creative Commons." Such a license could~~  
13 ~~grant any user the right to copy, distribute, display and create derivative works at no cost and with a~~  
14 ~~minimum level of conditions placed on the use. If appropriate, COIT shall specify the terms and~~  
15 ~~conditions of such a generic license in the standards it develops it develops to implement the open data~~  
16 ~~policy.~~

17 ~~(d) Prior to issuing rules and standards, COIT shall solicit comments from the public, including~~  
18 ~~from individuals and firms who have successfully developed applications using open data sets.~~

19  
20 APPROVED AS TO FORM:  
21 DENNIS J. HERRERA, City Attorney

22 By:   
23 MARGARITA GUTIERREZ  
24 Deputy City Attorney  
25

**LEGISLATIVE DIGEST**

[Administrative Code - Citywide Coordination of Open Data Policy and Procedures]

**Ordinance amending the Administrative Code, Sections 22D.2 and 22D.3, relating to San Francisco's open data policies and procedures and establishing the position and duties of Chief Data Officer and Departmental Data Coordinators.**

Existing Law

Chapter 22D of the San Francisco Administrative Code established San Francisco's Open Data Policy and provided general standards for City Departments to comply with the policy.

Amendments to Current Law

The proposed ordinance would establish the position and duties of the Chief Data Officer, and Open Data Department Coordinators to assist in the implementation of the City's Open Data Policy. The ordinance would also establish rules and procedures for making open data available through the City's open data web portal.

The provisions would be incorporated into Chapter 22D.

Background Information

Open and accessible government is fundamental to successful representative democracy. The Internet has become a powerful tool for improving government and increasing transparency through the release of government documents and data, as well as improved engagement and partnership between government officials and citizens.

An open data policy has been shown to drive increased civic engagement, leading to social and economic benefits as a result of innovative resident interaction with government. Examples of potential social and economic benefits include, but are not limited to, (1) empowerment of citizens through democratization of information and fostering citizen participation in city projects; (2) supporting early stage entrepreneurship; and (3) encouraging positive environments that contribute to workforce development and jobs creation.

Mayor Gavin Newsom enacted the nation's first open data legislation in 2009, and the Board of Supervisors expanded on this work in 2010 with the passage of the City's Open Data Policy (Ordinance 293-10). This ordinance empowered San Francisco's Committee on Information Technology (COIT) to establish Rules and Standards applicable to all City departments regarding the release of data to the city's online data portal. The proposed ordinance establishes the position of Chief Data Officer and Department Data Coordinators to assist in

the implementation of the City's Open Data Policy.

The Chief Data Officer (CDO) will work with COIT, the Mayor, and Board of Supervisors to further the goals of open data in the City. The CDO shall also prepare an annual citywide implementation plan and establish rules and standards to implement the open data policy, including developing standards to determine which data sets are appropriate for public disclosure. The CDO and COIT intend to work with the City Attorney's Office and the Purchaser to develop contract provisions to promote open data policies.

City departments shall make available data sets, provided that such disclosure is consistent with the City's Open Data Policy, technical standards, and with applicable law, including laws related to privacy. Each department will conduct quarterly reviews of their progress on providing access to data sets requested by the public through the designated web portal beginning six months after the appointment of the CDO. To further the goals of the City's policy, each department shall appoint a Data Coordinator (DC) to implement the City's Open Data plan within the department.

The DCs shall identify and enable the delivery of data sets for potential inclusion on the portal, and meet with the CDO as needed to achieve these goals. The DCs will also prepare a Department Open Data implementation plan and respond to public feedback regarding the Department's public data sets. DCs will display their contact information on DataSF alongside any of their published data sets.

**Calonsag, Rana**

---

**From:** Caldeira, Rick  
**Sent:** Thursday, January 31, 2013 9:21 AM  
**To:** Calonsag, Rana  
**Cc:** Calvillo, Angela  
**Subject:** FW: Fiscal Impact

Rana,

Please update Legistar and file accordingly.

Thank you,

**Rick Caldeira, MMC**  
**Legislative Deputy Director**  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244  
San Francisco, CA 94102  
Phone: (415) 554-7711 | Fax: (415) 554-5163  
[rick.caldeira@sfgov.org](mailto:rick.caldeira@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

Complete a Board of Supervisors Customer Satisfaction form by clicking the link below.  
<http://www.sfbos.org/index.aspx?page=104>

---

**From:** Newman, Debra  
**Sent:** Thursday, January 31, 2013 8:41 AM  
**To:** Caldeira, Rick  
**Cc:** True, Judson; Campbell, Severin  
**Subject:** Fiscal Impact

Hi Rick,

Just a heads up that in re-reviewing File 121017, Citywide Coordination of Open Data Policy and Procedures.....we have changed our determination from yes fiscal impact, to no fiscal impact, such that we will not be preparing a report on this legislation.....my understanding is that the ordinance has been referred to GAO Committee.

Thanks, and don't hesitate to contact me or Severin if you have any questions.  
Great to see you yesterday!

**Debra Newman**  
Budget and Legislative Analyst  
1390 Market Street, Suite 1150  
San Francisco, CA 94102  
(415) 553-4631

Oct. 26, 2012

121017

Currently SEC. 22D.3. STANDARDS AND COMPLIANCE provides opportunities for public comment through solicitation by COIT.

" SEC. 22D.3. STANDARDS AND COMPLIANCE ...

(d) Prior to issuing rules and standards, COIT shall solicit comments from the public; ... "

The ordinance amending the San Francisco Administrative Code Sections 22D.2 and 22D.3 relating to ... duties of Chief Data Officer and Department Data Coordinators deletes COIT solicitation of comments from the public.


With amendment what will be opportunities for public to comment on rules and standards?

Thank you.

Jeanne Quock  
Jeanne Quock  
Winchellq@sbeglobal.net  
Q →  
415-990-9300

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 OCT 26 PM 4:23  
AK



**Re: Public Inquiry: File No. 121017 (Open Data Policy)**   
Judson True to: Alisa Miller  
Cc: Catherine Rauschuber, Jason.Elliott

10/29/2012 11:08 AM

I'll respond thanks.

---

Judson True  
Office of Supervisor David Chiu  
City Hall, Room 264  
San Francisco, CA 94102  
415.554.7451 desk  
415.554.7454 fax

Alisa Miller	All, I received the attached inquiry from Jeanne...	10/29/2012 10:35:47 AM
--------------	---	------------------------

---

From: Alisa Miller/BOS/SFGOV  
To: Jason.Elliott@sfgov1.onmicrosoft.com, Judson True/BOS/SFGOV@SFGOV, Catherine Rauschuber/BOS/SFGOV@SFGOV  
Date: 10/29/2012 10:35 AM  
Subject: Public Inquiry: File No. 121017 (Open Data Policy)

---

All,

I received the attached inquiry from Jeanne Quock regarding File 121017 (Citywide Coordination of Open Data Policy and Procedures). Is there someone else I should direct her question to or can you provide a response?

[attachment "121017 questions.pdf" deleted by Judson True/BOS/SFGOV]

***Alisa Miller***

Assistant Clerk  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244  
San Francisco, CA 94102  
Phone: (415) 554-4447 | Fax: (415) 554-7714  
alisa.miller@sfgov.org | www.sfbos.org

Complete a Board of Supervisors Customer Satisfaction form by clicking the following link:  
<http://www.sfbos.org/index.aspx?page=104>.

BOARD of SUPERVISORS



City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: City Department Heads

FROM: Alisa Miller, Clerk, Government Audit and Oversight Committee  
Board of Supervisors

DATE: October 22, 2012

SUBJECT: LEGISLATION INTRODUCED

---

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Mayor Lee on October 16, 2012, which is being forwarded to your department for informational purposes.

**File No. 121017**

Ordinance amending the San Francisco Administrative Code Sections 22D.2 and 22D.3 relating to San Francisco's open data policies and procedures and establishing the position and duties of Chief Data Officer and Departmental Data Coordinators.

If you have any reports or comments to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *ML* Mayor Edwin M. Lee *EL*  
RE: Administrative Code--Citywide Coordination of Open Data Policy and Procedures  
DATE: October 16, 2012

---

Attached for introduction to the Board of Supervisors is the ordinance amending San Francisco's open data policies and procedures and establishing the position and duties of Chief Data Officer and Departmental Data Coordinators, and amending San Francisco Administrative Code Sections 22D.2 and 22D.3 to implement these changes.

Please note this item is cosponsored by Supervisor Chiu.

I request that this item be calendared in Government Audit and Oversight Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 OCT 16 PM 2:45  
BY AK

cc. Supervisor David Chiu