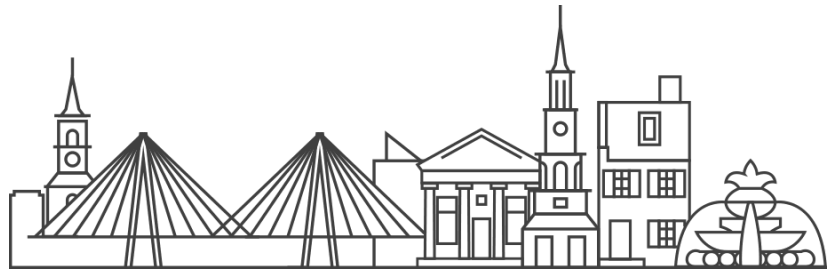


City of Charleston

Open Data Report 2021



To: The Honorable Mayor
Tecklenburg

Members of the City Council

From: Tracy McKee, Chief Innovation Officer

Date: May 3, 2021

Subj: Report Pursuant to Charleston Open Data Policy, Adopted January 26, 2021

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I. Progress Towards Goals of Open Data Program

On January 26, 2021 City of Charleston Council adopted the City's first Open Data Policy that outlines our the City's intent to:

- Memorialize our pledge to an open and transparent government that transcends individual commitment.
- Provide a framework to proactively release publishable data.
- Provide a framework to ensure we are good stewards of our citizen's data through defined roles, responsibilities, and accountability mechanisms.

The City first began releasing public data with a homegrown application built using GeoServer in 2013. In 2016 the City became an active member of the White House Police Data Initiative (PDI), built a portal using the Esri platform, and began publishing basic policing data. Much of the City's GIS data and police PDI data are available and can be visualized, downloaded and connected to and queried in real time via an API at <http://gis.charleston-sc.gov/dataportal>.

Program Implementation and Governance

The adopted policy dictates the creation of an Open Data Management team, made up of representatives from every department that will work together to implement the open data plan.

An [Open Data Coordinator's \(ODC\) Guidebook](#) was created to assist ODCs in their role. A multi-tiered governance approach is outlined in the guidebook that allows for internal controls focused on privacy and security while assessing external demand.

Open Data Coordinators (ODCs)

In February, Open Data Coordinators (ODCs) were identified as the main points of contact and accountability for open data in their agency. General responsibilities of the ODC include:

- Establish a comprehensive inventory of datasets held by their department and identify those to be published on the Open Data Portal and appropriate update frequency.
- Work with the Legal Department to determine the relative level of risk and public benefit associated with potentially sensitive, non-protected information, so as to make a determination about whether and how to publish that information.
- Establish a plan and timeline for publishing data fit to be shared publicly.
- Serve as a key point of accountability for timelines and questions about data sets.
- Coordinate with IT to implement privacy, data licensing, metadata and other standards and practices.
- Provide quarterly reports on progress in implementing the Open Data Plan.

Since the policy adoption, the Chief Innovation Officer (CINO) has held an initial kickoff

meeting with ODCs to review the guidebook and communicate responsibilities and goals. Figure 1.1 provides a list of the departments and ODCs that have been identified.

Agency/Office	Data Coordinator
BFRC	Susan Poteat
Clerk of Council	Meg Moughan/Velvett Simmons
Executive	Tracy McKee
Fire	Chief Mike Julazadeh
Housing and Community Development	Matt Ojala
Human Resources and Organizational Development	Ryan Landry
Information Technology	Shane Dixon
Livability and Tourism	Amy Southerland
Parks	Diane Howard
Planning, Preservation & Sustainability	Mandi Herring
Police	Patrick McLaughlin
Public Service	Tamika Moore-Grobowski
Recreation	Laurie Yarbrough
Stormwater	Maria Wright
Traffic & Transportation	Judy Crites

Figure 1.1 2021 City of Charleston Open Data Coordinators

In compliance with the City’s Open Data Policy, the ODC team has started the process to complete a comprehensive inventory of authoritative city datasets (Figure 1.2). Once the initial inventory is complete, the Legal Department will provide guidance to evaluate and prioritize each dataset for publishing based on public interest and value, suitability, and presence of key performance indicators (Figure 1.3). A description of the prioritization categories is provided in Figure 1.4.

Data Inventory Overview

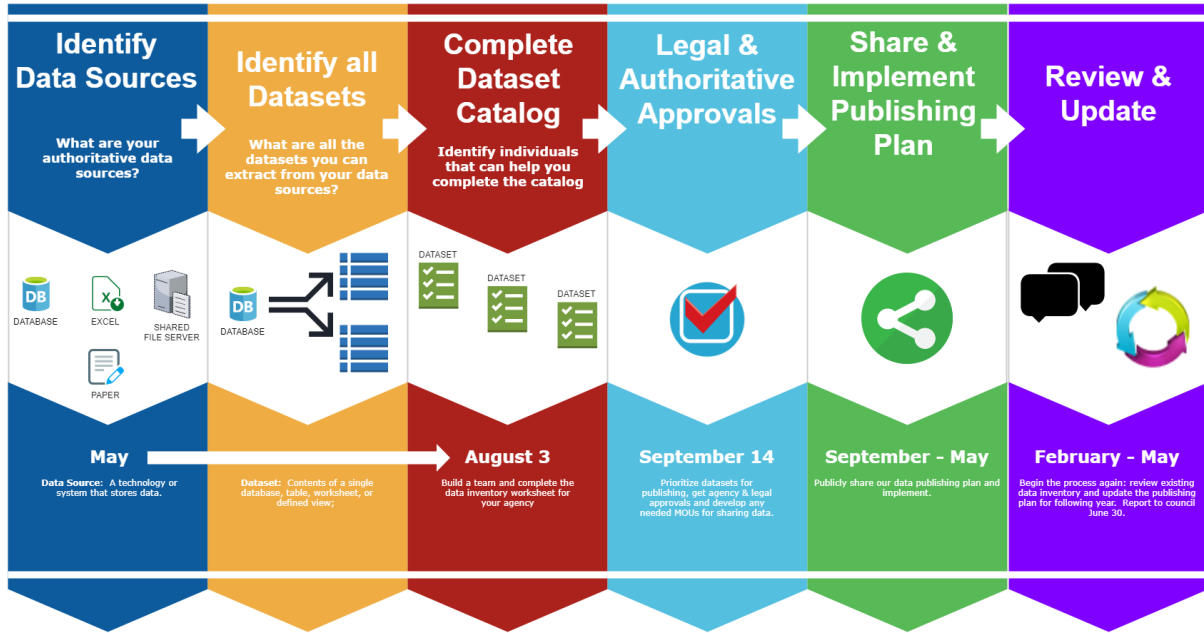


Figure 1.2 Data Inventory Overview

		Public Demand / Value				
Classification		LOW	MEDIUM	HIGH		
		P2	P2	P1		PUBLIC
		P3	P2	P2		SENSITIVE
		P4	P3	P2		PROTECTED
		LOW	MEDIUM	HIGH		

Figure 1.3 Prioritization Matrix

Priority 1	Priority 2
Datasets that are high in demand and considered ready for public sharing should be the highest priority for publication unless some other considerations below are applicable. In any case, these datasets should not be ranked lower than P2.	These datasets range from low to high demand and may require thoughtful publication to protect private and sensitive information. You may need to review the considerations below to help prioritize these datasets.
Priority 3	Priority 4
Avoid scheduling these datasets at this time. Once P1 and P2 datasets have been scheduled, we will revisit this list. However, if the data is historical, will not require updating, and is easy to publish consider adding it to your P2 group.	These datasets do not need to be scheduled until all other groups have been scheduled in the publication plan. In some cases, we may decide some data in this category should not be published and may only be shared internally.

Figure 1.4 Prioritization Descriptions

The resulting publishing plan will be released publicly and implemented in the fourth quarter of 2021. Beginning in December, the CINO and ODCs will begin the annual cycle of reviewing and updating the catalog and publishing plans to align with the annual Open Data Report due to the Mayor and Council on May 1st (Figure 1.5).

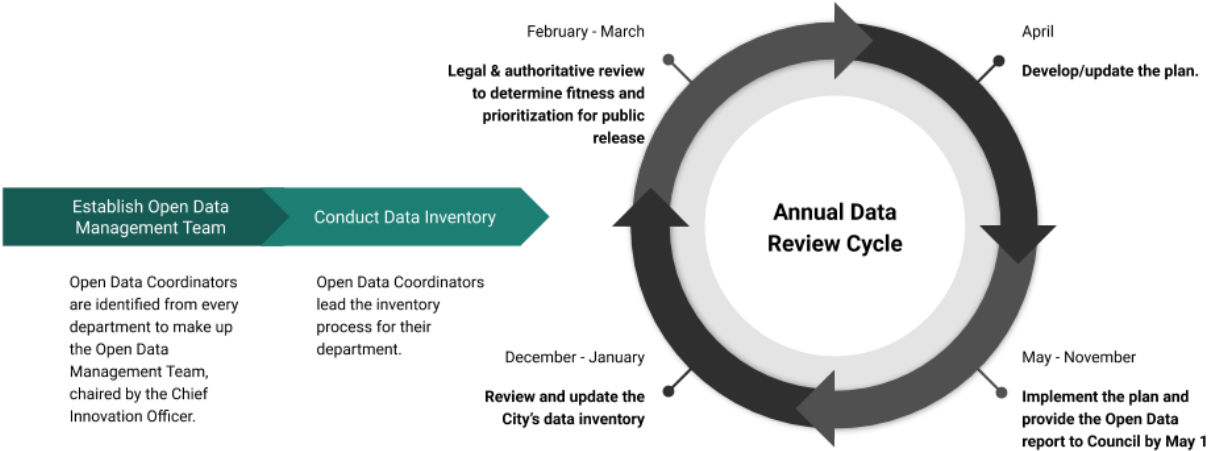


Figure 1.5 Annual Data Review Cycle

Open Data Portal

The City of Charleston has been using Esri as the platform for sharing open data since 2016. As part of the publishing process, the CINO and ODC team will work together to methodically review the existing datasets available for currency and quality of metadata and make necessary updates.

II. Assessment of Agency Compliance

Since starting in February, the CINO has been working to build the ODC team and implement the City's open data program. Our kickoff ODC meeting was held on February 25, 2021. Coordinators have been phased in as the CINO has reached out to departments to help them identify an appropriate person. Therefore, attendance is not a direct reflection of a department's willingness to participate in open data. Figure 2.1 provides an overview of ODC meeting attendance and progress towards developing their data inventory.

Department	Meeting Attendance	Submittal of Data Sources
	February 25, 2021	
BFRC	✓	N/A
Clerk of Council	✓	N/A
Executive	✓	N/A
Fire	✓	N/A
Housing and Community Development	✓	N/A
Human Resources and Organizational Development	✓	N/A
Information Technology		N/A
Livability and Tourism	✓	N/A
Parks	✓	N/A

Planning, Preservation & Sustainability (PPS)		N/A
Police	✓	N/A
Public Service		N/A
Recreation		N/A
Stormwater		N/A
Traffic & Transportation	✓	N/A

Figure 2.1 Department compliance

III. List of Datasets on the Open Data Portal

There are currently 52 machine-readable datasets available for download on the City’s Open Data Portal. Appendix A contains a summary of official datasets published on the portal as of May 3, 2021.

IV. Data Publishing Plan for 2021-2022

The CINO and ODC team will continue working the plan and timeline outlined in Figure 1.2 resulting in a thoughtful publishing plan based on a thorough inventory, application of the prioritization matrix, and the preliminary data publishing plan from the 2021-2022 Open Data Report. The new publishing plan, to be completed in the fourth quarter of 2021, will be shared publicly and open to public comment.

IV. Key Recommendations

As we launch the City of Charleston’s Open Data Program, a few key recommendations to :

1. **Create an Open Data Advisory Group.** The city’s open data program was created in the spirit of open and transparent government. An Open Data Advisory group composed of members of the community representing a variety of interests can help us achieve the program goals.
2. **Add Open Data as a request type to our Citizen Help Desk system.** An additional request type for tracking open data requests will help identify the datasets of highest value and be intentional about gathering community feedback on data quality.

3. **Consider hiring a Data Services Manager/Engineer:** IT would greatly benefit from a position dedicated to managing and coordinating the technical components of the City's Open Data Program. This position would help develop standards and guidance around integrating data from departments or enterprise databases to the City's open data platform; this position would also assist in monitoring and coordinating Open Data inquiries to ensure timely and efficient agency response to customers.

APPENDICES

Appendix A. Current Open Data Inventory Summary as of May 3, 2020

Dataset Name	Department	Last Updated
Accommodations Overlay	PPS	Unknown
Amusement Recreation Overlay	PPS	Unknown
Arrests	Police	March 31, 2021
Base Zoning	PPS	Unknown
Drainage Basins	Stormwater	Unknown
Building footprints	IT/GIS	Unknown
Calls for Service (PD)	Police	March 31, 2021
City Addresses	IT/GIS	Unknown
City Council Districts	IT/GIS	Unknown
City Street Trees	IT/GIS	Unknown
City Streets	IT/GIS	Unknown
City TIF Areas	IT/GIS	Unknown
Easements	Public Service	Unknown
Edge of pavement	IT/GIS	Unknown
Electronic Citations	Police	March 31, 2021
Field Contact Cards	Police	March 31, 2021
Fire Stations	IT/GIS	Unknown
Garbage Collection	IT/GIS	Unknown
General Business Late Night Overlay	PPS	Unknown
Hate Bias Incidents	Police	March 31, 2021

Johns Island Overlay	PPS	Unknown
Landmark Overlay	PPS	Unknown
Neighborhood Councils	IT/GIS	Unknown
Neighborhood Districts	PPS	Unknown
Old City District Boundary	PPS	Unknown
Old City Height Districts	PPS	Unknown
Old and Historic District	PPS	Unknown
Parks	IT/GIS	Unknown
Police Stations	IT/GIS	Unknown
Public Housing	IT/GIS	Unknown
Railroads	IT/GIS	Unknown
Restrictive Covenants Overlay	IT/GIS	Unknown
Road Closures	Police/GIS	Unknown
Stormwater Culverts	Stormwater	Unknown
Stormwater Discharge Points	Stormwater	Unknown
Stormwater Fittings	Stormwater	Unknown
Stormwater Inlets	Stormwater	Unknown
Stormwater Manholes Junctions	Stormwater	Unknown
Stormwater Network Junction	Stormwater	Unknown
Stormwater Network Structures	Stormwater	Unknown
Stormwater Open Channels	Stormwater	Unknown
Stormwater Outlets	Stormwater	Unknown
Stormwater Pipe	Stormwater	Unknown
Stormwater Structural BMP	Stormwater	Unknown

Stormwater Virtual Drainlines	Stormwater	Unknown
Savannah Highway Overlay	PPS	Unknown
School Overlay	PPS	Unknown
Short Term Rentals Overlay	PPS	Unknown
Subdivisions	IT/GIS	Unknown
Tour Boat Overlay	PPS	Unknown
Urban Growth Boundary	PPS	Unknown
Water Around Charleston	IT/GIS	Unknown