



City Council Memorandum

To: Mayor Fasbender & City Councilmembers

From: City Administrator Dan Wietecha

Date: June 7, 2021

Item: Data Practices Responsible Authority and Compliance Official

Council Action Requested:

Approve Resolution Appointing a Responsible Authority and Assigning Duties

Background Information:

State statute requires the City to appoint a single employee as its Responsible Authority for the collection, use, and dissemination of government data. State statute also requires the City to appoint a Data Practices Compliance Official to address questions or concerns regarding the Minnesota Government Data Practices Act. The Responsible Authority may also serve as the Compliance Official.

We have historically named these two roles to the Assistant City Administrator. The attached resolution is based on a model resolution from the League of Minnesota Cities.

Financial Impact:

None

Committee Discussion:

Not applicable

Attachment:

- Resolution Appointing a Responsible Authority and Assigning Duties

RESOLUTION NO. _____

A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Hastings appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

WHEREAS, the Hastings City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HASTINGS, MINNESOTA AS FOLLOWS:

The City appoints Assistant City Administrator Kelly Murtaugh as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

FURTHER, BE IT RESOLVED, the Responsible Authority shall also serve as the Data Practices Compliance Official for the purposes of Minnesota Statutes, section 13.05.

Passed by the City Council of Hastings, Minnesota this 7th day of June, 2021.

Mayor Mary Fasbender

Attested:

City Clerk Kelly Murtaugh