



LONG BEACH
INNOVATION TEAM

LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT



City of Long Beach Data Committee

Committee Charter

August 2019

Long Beach Data Committee

Mission

The purpose of the Long Beach Data Committee is to establish priorities and structure for developing and managing data analytic tools and resources.

These include data, metrics derived from data, data storage and retrieval systems, data-delivery platforms and tools, and the resources to inform policies and programs.

Killing 2 Birds with 1 Stone

“What I've heard from cities, like New York and their data folks, is that the biggest users of the City of New York's open data are other city departments. So when [the parks department] opens data, then [the streets department] is going directly there to get the data they need from parks rather than trying to interface with parks. When your city is barred, you end up with some gains in efficiency, even within your own operations from opening your data.”

<https://www.smartcitiesdive.com/news/how-to-prioritize-people-over-tech-when-planning-smart-cities/560459/>

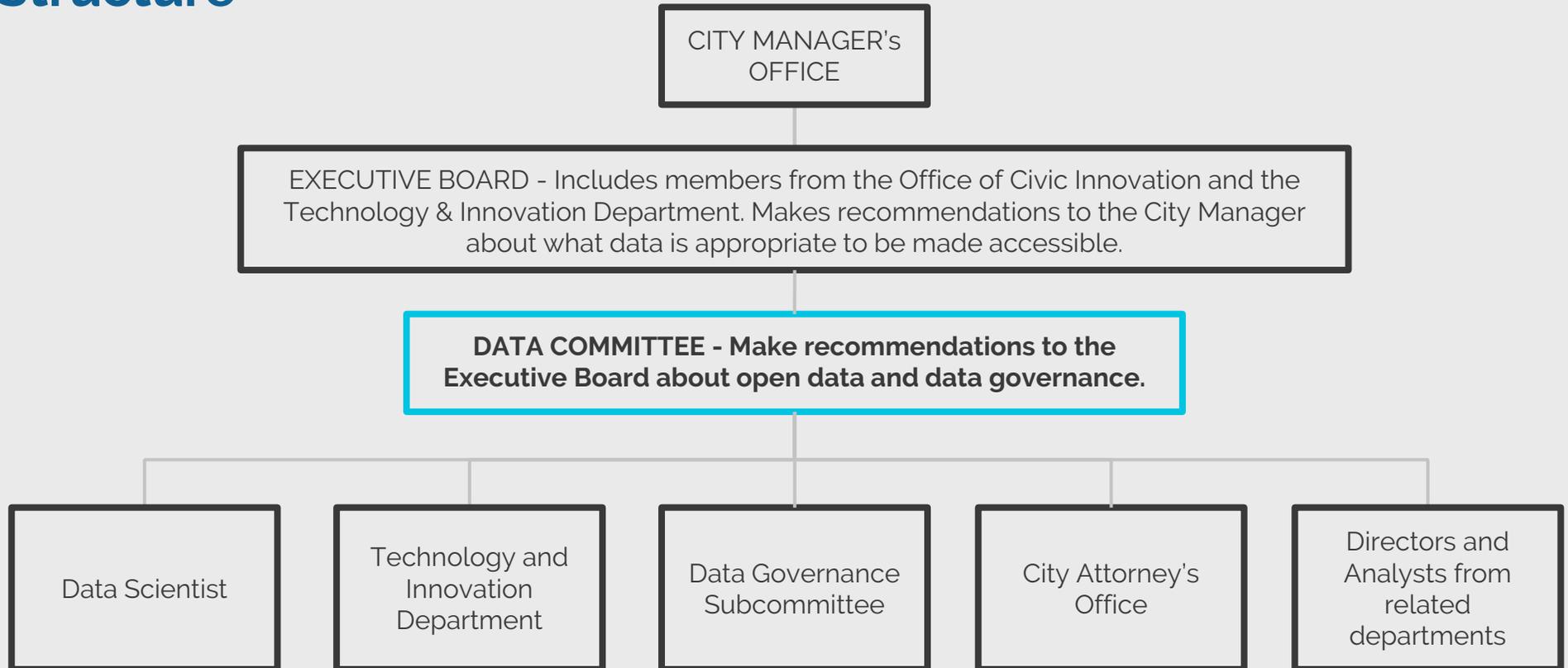
Long Beach Data Committee

Goals

- I. Ensure City staff may use data for decision-making and nurture a data-driven culture
- II. Promote data sharing and data governance within the City
- III. Promote data sharing and transparency external to the City

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Governance Structure



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Meeting Frequencies

- Monthly -
 - Data Analysts Learning Community (anticipated kick off in 2020)
- Bi-monthly -
 - Data Committee
 - Data Governance Subcommittee
- Quarterly -
 - Data Committee Executive Board Meeting
 - Data 101 trainings for city leaders and staff on foundational performance management and analytics practices (anticipated kick off in 2020)

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Best Practices

1. The City's Open Data Policy is the guiding document.
2. Serve as centralized authority on data governance within the city
3. Establish/prioritize roles and responsibilities within Data Committee
4. Nominate and convene data coordinators on a regular basis
5. Foster buy-in to data program for key stakeholders
6. Oversee the creation of a comprehensive data inventory with regular review
7. Prioritize datasets for internal release
8. Determine licensing policy for publicly released datasets
9. Establish a process for publishing datasets publicly
10. Develop and implement a process for guarding against the publishing of potentially sensitive, protected, privileged and/or confidential information

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Best Practices (contd.)

11. Ensure sufficient funding for implementation and support of the data program by identifying sources for potential expenses, such as new staff, new software, training and server maintenance
12. Actively encourage department and public participation by providing regular opportunities for feedback and collaboration
13. Create and explore potential partnerships that bolster efforts related to data
14. Determine the process and policy for increasing access to data, potentially through data warehousing solutions
15. Determine standards for publication and sharing formats
16. Set standards for collection of data and metadata
17. Consider adopting civic data standards
18. Determine proper schedule and process for data retention
19. Work to develop contract provisions to promote data policies in technology related procurements
20. Ensure development of a risk reduction and resiliency plan for city data
21. Determine and allocate resources for outreach practices to encourage external use