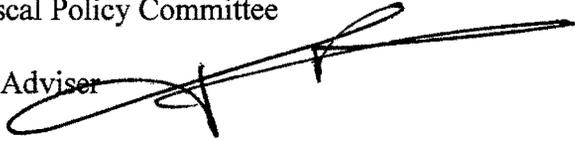


MEMORANDUM

October 23, 2014

TO: Government Operations and Fiscal Policy Committee
FROM: Dr. Costis Toregas, Council IT Adviser 
SUBJECT: Executive Regulation 12-14, Open Data Implementation Plan

Expected to attend:

Alisha Green, Sunlight Foundation
Fariba Kassiri, Assistant Chief Administrative Officer, Office of the County Executive
Sonny Segal, Chief Information Officer, Department of Technology Services

Staff recommendations:

1. The Committee should endorse the Regulation implementing the Open Data Implementation Plan and recommend that the full Council approve it via the attached draft resolution (©62).
2. The Committee should request regular briefings on implementation progress.

Background

Proposed Executive Regulation 12-14 was submitted for Method 2 Council review on September 24, 2014. See ©1-8. Executive Regulation 12-14 would implement Open Data Bill 23-12. This bill established a framework to encourage the open publication and dissemination of public documents in ways that are accessible and lend themselves to online utilization.

Under Method 2, the Council has 60 days to act on the regulation or extend time for Council action. The regulation was advertised in the August 1, 2014 issue of the Montgomery County Register. No comments were received. A current copy of the Open Data Operations Manual is attached at ©9-55 (and is readily available on the Department of Technology Services web page as required under Section 2-154(b) of the Montgomery County Code).

A draft resolution approving the proposed regulation is attached at ©62.

Staff Comments

The proposed regulation implements the intent of the Open Data law and is in line with the Open Data Implementation Plan already reviewed by the Committee. The Committee may want to consider:

- The publication imperative on ©6 paragraph E is, “Every department must publish at least 1 public data set by December 31, 2018.” This might make it difficult for data sets of keen interest to constituents, businesses, and other interested parties to be published. Balancing this concern about publication speed is the cost of publishing. In the fiscal impact analysis for Bill 23-12, the Executive estimated ranges from 11,000 to 40,000 hours per year to implement the Open Data law; this estimate focused on DTS staff time, and not departments and organizations that have to identify, scrub, tag, and export the data (see ©56-61). The full cost of implementing the publication of data sets is extensive and must be considered as a real cost in future budgets. Here is the current pace of data sets publication abstracted from the Open Data Operations manual:

	FY14	FY15	FY16 & BEYOND	TOTAL
Data sets published Countywide	39	57	457	553

- Council staff is developing plans to implement the intent of the Open Data law for Council data sets; priority is given to high demand items such as Council and Committee minutes, laws, resolutions, and ZTAs. More are expected to be added as the technologies of Granicus (currently the accessible platform that holds Council data sets) and Socrata (the application platform used by the Executive to publish Open Data sets) align with one another and make possible the rapid transfer of information.
- The identification of data sets owned and managed by departments is a necessary first step in the Open Data publication strategy. Once all data sets are identified, a percentage of data sets chosen for publication over time may be a better measure of progress towards law compliance than absolute numbers. A data set identification effort would also help the cyber security imperative of identifying and securing data sets (as opposed to applications) and strengthen the sense of cyber security in the County.



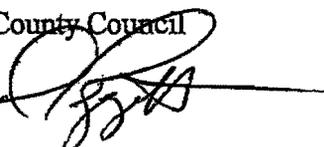
OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

September 24, 2014

TO: Craig Rice, President, Montgomery County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Proposed Executive Regulation 12-14 - Open Data Implementation Plan

The purpose of this memorandum is to submit Executive Regulation 12-14 to the County Council for approval. Montgomery County Code 2004, Section 2-158, provides that the County Executive must establish by Method 2 Executive Regulation an Open Data Implementation Plan. Executive Regulation 12-14 establishes the Open Data Implementation Plan. A copy of the Open Data Operations Manual is also included in this packet for informational purposes. The manual is available on the web portal as required under Section 2-154(b) of the Montgomery County Code.

Executive Regulation 12-14 was advertised in the August 1, 2014 Montgomery County Register, and no comments were received. If you have questions or need additional information, please feel free to contact Victoria Lewis at 240-777-2817.

IL:dlm

1

Fiscal Impact Statement
Executive Regulation 12-14, Open Data Implementation Plan

1. Executive Regulation Summary.

The proposed regulation establishes an Open Data Implementation Plan developed by the County Department of Technology Services (DTS), as required under Section 2-158 of the County Code.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

No fiscal impact is anticipated.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

Not applicable.

4. An actuarial analysis through the entire amortization period for each regulation that would affect retiree pension or group insurance costs.

Not applicable.

5. Later actions that may affect future revenue and expenditures if the regulation authorizes future spending.

Not applicable – the regulation does not authorize future spending.

6. An estimate of the staff time needed to implement the regulation.

No staff time is needed to implement the regulation.

7. An explanation of how the addition of new staff responsibilities would affect other duties.

DTS does not expect the regulation to affect other duties.

8. An estimate of costs when an additional appropriation is needed.

Not applicable.

9. A description of any variable that could affect revenue and cost estimates.

Not applicable.

10. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

11. If a regulation is likely to have no fiscal impact, why that is the case.

The regulation proscribes the publication of the Open Data Implementation Plan; no fiscal impact is expected.

12. Other fiscal impacts or comments.

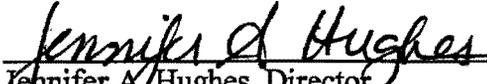
None.

13. The following contributed to and concurred with this analysis.

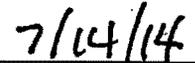
Victoria Lewis, Department of Technology Services

John Gillick, Department of Technology Services

Naeem Mia, Office of Management and Budget



Jennifer A. Hughes, Director
Office of Management and Budget



Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject

Open Data Implementation Plan

Number

12-14

Originating Department

Office of the Chief Administrative Officer

Effective Date

Montgomery County Regulation on

OPEN DATA IMPLEMENTATION PLAN

Issued by: County Executive
Regulation No. 12-14
COMCOR No. 2.152.01

Authority: Montgomery County Code Section 2-158 (2004)

Supersedes: Executive Regulation N/A

Council Review: Method (2) under Code Section 2A-15

Register Vol. 31 No. 8

Effective Date:

Comment Deadline: August 31, 2014

Summary:

Implements the Montgomery County Open Data Act by specifying content and activities for Open Data Implementation Plan.

Staff contact:

Victoria Lewis, 240-777-2900

Address:

101 Monroe Street, 13th Floor, Rockville, Maryland 20850

Background:

Montgomery County Code § 2-158 requires the Chief Administrative Officer to publish an Open Data Implementation Plan, implementing the Open Data Act, via regulation.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Open Data Implementation Plan	Number 12-14
Originating Department Office of the Chief Administrative Officer	Effective Date

COMCOR 2.152.01.01 Authority

This Executive Regulation is authorized by Montgomery County Code, Section 2-158.

COMCOR 2.152.01.02 Open Data Governance

- A. Open Data program governance must be comprised by an Open Data Steering Committee (“the Steering Committee”) and an Open Data Workgroup (“the Workgroup”).
- B. The Workgroup is responsible for managing operational and tactical issues and must include representation from the Department of Technology Services, Office of the County Attorney, CountyStat Office, and the Office of Public Information. The Steering Committee may request additional representation, as needed. The Workgroup must meet at least quarterly.
- C. The Steering Committee establishes and manages the overall policy objectives of the Open Data program and must be chaired by an Assistant Chief Administrative Officer, and include representation from the Department of Technology Services, Office of the County Attorney, CountyStat Office, and the Office of Public Information. The Steering Committee must meet at least semi-annually.

COMCOR 2.152.01.03 Publication and Maintenance of Open Data Operations Manual

- A. The Director of the Department of Technology Services (“the Director”) must publish and maintain the Open Data Operations Manual (“the Operations Manual”). The Operations Manual must be published on the Open Data web portal. Link: <http://www.montgomerycountymd.gov/open/>
- B. The Operations Manual must contain detailed information for the following:
 - a. Governance and staffing;
 - b. Dataset inventory processes;
 - c. Publishing priority for datasets;
 - d. Dataset changes and removal;
 - e. Web portal availability and bandwidth;
 - f. Dataset inventory and publishing schedule;
 - g. Initiatives; and
 - h. Maryland Public Information Act request publishing.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Open Data Implementation Plan	Number 12-14
Originating Department Office of the Chief Administrative Officer	Effective Date

COMCOR 2.152.01.04 Public Dataset Inventory and Prioritization for Publication

- A. The Director, in coordination with all departments, must systematically identify and inventory public datasets that should be published under the Open Data Act.
- B. The list of public datasets must be described and maintained in the Operations Manual.
- C. The datasets must be assigned a level of priority for publication according to a quantitative prioritization process that includes the following internal and external characteristics:
 - 1. publication of the data can be used to increase agency accountability and responsiveness;
 - 2. publication of the data improves public knowledge of the agency and its operations;
 - 3. publication of the data furthers the mission of the agency;
 - 4. publication of the data creates economic opportunity; and
 - 5. publication of the data responds to a need or demand identified by public consultation.

The datasets must be grouped into subcategories which describe the order in which they must be published, based on their quantitative rating.

- D. A dataset publication timeline must be published in the Operations Manual, based upon budgeted resources.
- E. Every department must publish at least 1 public dataset by December 31, 2018.

COMCOR 2.152.01.05 Policy for Dataset Updates, Changes or Removal

- A. Once a public dataset has been published, the dataset must be updated at least once per year. The data update frequency for each published dataset must be listed in the Operations Manual.
- B. For any changes to a published dataset (i.e., adding or deleting data elements, frequency of updates, etc.) or removal of a published dataset, the Department Head of the owning department must complete a change order process authorizing the requested changes or removal, pursuant to the process prescribed by the Steering Committee.
- C. The Director must publish and maintain the detailed policy and processes for dataset changes or removal in the Operations Manual.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Open Data Implementation Plan	Number 12-14
Originating Department Office of the Chief Administrative Officer	Effective Date

COMCOR 2.152.01.06 Open Data Project Staffing

- A. The Director must establish an Open Data Project Team that must oversee the execution of the Open Data program, including the publishing of datasets and operating the Open Data web portal.
- B. Each County department must establish an Open Data Point of Contact who represents their department in the process of identifying, documenting and coordinating the publishing of data from their department.

COMCOR 2.152.01.07 Open Data Portal Availability and Bandwidth

- A. The Director must create and maintain the Open Data web portal with the same or higher availability and bandwidth as the County's main web portal. The Director must apply standard monitoring practices for the Open Data web portal to ensure availability and bandwidth are maintained.
- B. The Director must publish and maintain the Open Data web portal hosting information in the Operations Manual.

COMCOR 2.152.01.08 Maryland Public Information Act ("MPIA") Data

- A. The Director must develop and maintain a tool to facilitate publishing MPIA requests by County Departments on the Open Data web portal.
- B. Along with the MPIA request response, the following data elements must be published on the Open Data web portal:
 - 1. Requestor name;
 - 2. Requestor organization;
 - 3. Request description;
 - 4. Request intake type
 - 5. Lead and owning department(s)
 - 6. Date Response posted
- C. The Director must publish and maintain policy and process details for MPIA Response Publishing in the Operations Manual.



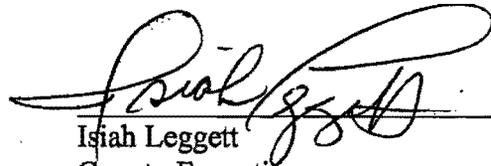
MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Open Data Implementation Plan	Number 12-14
Originating Department Office of the Chief Administrative Officer	Effective Date

COMCOR 2.152.01.09 Annual Open Data Operations Manual Updates

- A. On July 15, 2015, and every July 15 thereafter, the Director must publish an update to the Open Data Operations Manual on the Open Data web portal.
- B. The annual update to the Open Data Operations Manual must contain:
 - 1. All changes to the public dataset inventory list and prioritization of datasets since the last publication of the Open Data Operations Manual, as approved by the Steering Committee; and
 - 2. All information required in the annual report required by Section 2-158 (c) and (d) of the Code.


 Isiah Leggett
 County Executive

Approved as to form and legality:

 9/22/14
 Office of the County Attorney/Date

Montgomery County Government Open Data Operations Manual

Department of Technology Services
Montgomery County Government, MD



VERSION	DATE	DESCRIPTION	AUTHOR
1.0	9/18/2014	Initial Release	Department of Technology Services, Montgomery County Government

Table of Contents

Message from the County Executive	4
1.0 Introduction	5
1.1 About dataMontgomery	5
1.2 Scope	5
2.0 Policy Requirements	6
2.1 The Montgomery County Open Data Act	6
2.2 County Executive Policy	6
3.0 Governance and Business Process	8
3.1 Open Data Program Governance and Staffing	8
3.2 Dataset Inventory Process	8
3.3 Establishing the Publishing Priority for Datasets	10
3.4 Revisions to Datasets and Priority Groupings	11
3.5 Policy for Dataset Changes or Removal	12
3.6 Data Privacy	13
3.7 dataMontgomery Website Availability and Bandwidth	13
4.0 Dataset Inventory and Publishing Schedule	14
4.1 dataMontgomery Current State (through FY14)	14
4.1.1 Published Datasets	14
4.2 dataMontgomery FY15 Work Plan	16
4.2.1 Datasets Scheduled for Publication in FY15	17
4.2.2 Open Data Initiative – dataMontgomery Taxonomy	19
4.2.3 Open Data Initiative – Budget Book Electronic Publication	20
4.2.4 Open Data Initiative – Financial Transparency	21
4.2.5 Open Data Initiative – CountyStat Performance Dashboard	21
4.3 dataMontgomery Inventory for FY16 and Beyond	22
5.0 Maryland Public Information Act (MPIA) Requests	39
Appendix A – openMontgomery Memorandum from CAO	40
Appendix B – Dataset Scoring Methodology and Outreach	42
Appendix C – Dataset Prioritization Count (by Department)	44
Appendix D – MPIA Response Publishing	45

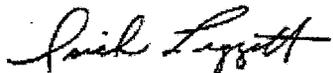
Message from the County Executive

As County Executive I have made transparency one of my priorities and continually sought ways to keep residents better informed. In response to the Montgomery County Open Data Act, we have laid the groundwork for implementing a successful open data program by: creating an open data website called dataMontgomery, which launched in December 2012; and leading a collaborative effort across county government and with residents to determine our open data priorities. All of these efforts have resulted in an inventory and plan that puts Montgomery County on the forefront of the open data movement.

Our plan utilizes a precedent-setting method to inventory, prioritize and responsibly publish datasets that is already becoming a model for other jurisdictions. This Operations Manual includes annual updates, a taxonomy project, providing a user-friendly framework to assist with easily finding datasets, and an outlook for future years. Our open data program also includes groundbreaking initiatives such as:

- An electronic budget book application
- An interactive, data-driven dashboard of the County's performance metrics
- A financial transparency suite, which will provide resident driven view of our finances and budget
- A website that publishes Maryland Public Information Act responses

These initiatives are only the beginning. We've taken the lead as a transparent and responsive government and have not let up. From local civic groups to national policy organizations like the Sunlight Foundation, we are setting the tone for transparency not only in Maryland but across the country.



Ike Leggett, County Executive

1.0 Introduction

1.1 About dataMontgomery

A responsive and accountable County Government has long been among the County's highest priorities. On December 5, 2012, County Executive Isiah Leggett announced the "openMontgomery" initiative. This announcement was in concert with the Open Data Bill 23-12 introduced by Councilmember Hans Riemer. The full Council approved Bill 23-12 on December 4, 2012, and thereby enacted what is now the Montgomery County Open Data Act (see Montgomery County Code §§ 2-152 – 159), with an effective date of March 18, 2013. Together these actions launched the dataMontgomery website as the County's comprehensive single source of data supporting a path to even greater transparency, accessibility and efficiency in the future.

The dataMontgomery program seeks to provide residents and constituents with direct access to County datasets in consumable formats, so they may be viewed, sorted and used in various ways, including being potentially leveraged in the development of new applications and services by interested parties. Providing this information offers the public an opportunity to review and analyze raw data, and the opportunity to use it for a variety of purposes.

Link to the openMontgomery web portal: <http://www.montgomerycountymd.gov/open/>

Link to the dataMontgomery website: <https://data.montgomerycountymd.gov/>

1.2 Scope

Montgomery County has already made available many high value datasets through the dataMontgomery website (<https://data.montgomerycountymd.gov/>). The Montgomery County Government Open Data Operations Manual will document the additional County datasets that are not yet available on the dataMontgomery website, but which will be published in the future. This Operations Manual is available on Montgomery County's openMontgomery web portal (<http://www.montgomerycountymd.gov/open/>) and will be updated no later than July 15, 2015, and every July 15th thereafter.

This Operations Manual has been prepared in compliance with the Open Data Act. The Operations Manual is intended to be a comprehensive inventory of the public datasets maintained by the Montgomery County Government as well as a commitment to make these datasets publicly available by the publication dates specified in this document. This Operations Manual is a living document and will be updated annually as additional datasets are identified and released in compliance with the Open Data Act.

The scope of this document covers the implementation process for publishing datasets. The implementation process is the governance, business processes around identifying the datasets in each department that are planned for publication and the list of candidate datasets for publication. For information on technical publishing standards, please refer to the Montgomery County Government Technical Standards Manual for Publishing a Public Data Set (<http://www.montgomerycountymd.gov/DTS/Resources/Files/dataMontgomeryDataPublishingTechnicalStandards.pdf>).

2.0 Policy Requirements

2.1 The Montgomery County Open Data Act

The Montgomery County Open Data Act, codified in Sections 2-152 – 2-159 of the Montgomery County Code, sets a number of requirements for an Open Data Implementation Plan. As detailed in Montgomery County Code Section 2-158(a), the plan must:

- Include a summary description of a public data set under the control of each agency on or after the bill took effect;
- Prioritize the public data sets for inclusion on the single web portal on or before December 31, 2018, under the standards adopted by the County; and
- Create a timeline for the inclusion on the single web portal.

If a public data set cannot be made available on the single web portal on or before December 31, 2018, this Plan must state the reason why the data set cannot be made available, and, to the extent practicable, the date by which the agency in possession of the public data set believes that it will be available on the single web portal. See Montgomery County Code § 2-158(b).

Within 18 months after the Open Data Act took effect on March 13, 2013, the Chief Administrative Officer must issue to the Executive and Council, via Method (2) regulation, an Open Data Implementation Plan. See Montgomery County Code § 2-158(a). Subsequently, the Open Data Implementation Plan must be updated annually by July 15, 2015 and every July 15 thereafter until all public data sets to be published have been made available through a single web portal. See Montgomery County Code § 2-158(c).

Additionally, the Open Data Act also has a provision that covers Public Information Act Responses. See Montgomery County Code § 2-159. The provision requires this Open Data Implementation Plan to document which data elements are to be made available on the web portal for each Maryland Public Information Act request and a schedule for implementation.

In accordance with the Open Data Act, the Open Data Implementation Plan specifies:

- “The list of public datasets will be described and maintained in the Operations Manual.” See COMCOR 2.152.01.04(b).
- “A dataset publication timeline will be published in the Operations Manual, based on Budgeted resources.” See COMCOR 2.152.01.04(d).
- “The Director will publish and maintain policy and process details for MPIA Publishing in the Operations Manual.” See COMCOR 2.152.01.08(c).
- “On July 15, 2015, and every July 15 thereafter, the Director will publish an update to the Open Data Operations Manual on the Open Data web portal.” See COMCOR 2.152.01.09(a).

2.2 County Executive Policy

One of the key initiatives of the current administration is to support an open government. This is embodied in one of the provisions of the County Executive’s Mission Statement - “A Responsive

and Accountable County Government". The dataMontgomery program is a continuation of that policy that is fully supported by the administration. On December 4, 2012, the Chief Administrative Officer officially kicked off the initial survey of government datasets for all County departments (see Appendix A) in conjunction with the initial rollout of the dataMontgomery website. Finally, the ongoing governance and project implementation has the support and guidance of the Chief Administrative Officer with an Assistant CAO chairing the dataMontgomery Steering Committee.

3.0 Governance and Business Process

3.1 Open Data Program Governance and Staffing

Montgomery County's Department of Technology Services (DTS) has established a multi-layered governance process for the Open Data project. The governance process used for this project leverages the governance processes as defined in the County's Enterprise Technology IT Strategic Plan, Section 6: Governance, which can be viewed on-line on the Montgomery County Government website under the Department of Technology – Strategic Plan (<http://www.montgomerycountymd.gov/dts/resources/files/ETSP6.pdf>).

The Open Data Steering Committee is chaired by an Assistant Chief Administrative Officer and consists of the Director of the Department of Technology Services, the Director of the Public Information Office; the County's Chief Innovation Officer (CInO); the CountyStat Manager; and a liaison from the Office of the County Attorney. Generally, the Steering Committee meets on a quarterly basis to review overall policy objectives and issues related to the County's Open Data program.

The Open Data Workgroup is chaired by the DTS's Open Data Project Manager and consists of representatives from the Department of Technology Services, the Public Information Office, the Montgomery County Police Department, the County's Innovation Program and CountyStat. Generally, the Workgroup meets on a bi-monthly basis to review tactical issues with the County's Open Data program, including dataset identification, prioritization and publication.

DTS has formed a matrixed Open Data Project Team tasked with overseeing the execution of the Open Data Implementation Plan. The DTS team consists of an Open Data Program Manager, an Open Data Project Manager, project management staff from DTS Project Management Office and technical staff from the DTS Enterprise Service Bus Team. The Project Manager and project management staff generally work with the County's Departments and Agencies to identify and prepare datasets for publication. The technical staff works with Departments to develop the programs to automate, wherever possible, the publication of the Departmental datasets onto dataMontgomery. The Open Data Project Team is staffed at a level to support the publication of new datasets and development of new Open Data Initiatives, as detailed in Section 4 of this document, as well as the ongoing operations of the dataMontgomery website.

Additionally, each County department has a Point of Contact (POC) who represents their department in the process of indentifying, documenting and eventually publishing the data from their department. All of the POCs have access to training and education on open data topics and have become the leaders in their departments for this open data initiative. Please refer to the next section of this document for more information on the data inventory process and the POC's vital role in support of this effort.

3.2 Dataset Inventory Process

Montgomery County has 28 Executive Branch departments, offices and agencies, which collectively employ more than 600 applications, databases, and spreadsheets from which "data" may be derived. Early efforts to collect datasets for inclusion on the open data platform

included surveying departments on what they considered to be high value data, and researching what information was requested most often by residents and the press via formal Maryland Public Information Act (MPIA) requests.

However, in order to comply with the Open Data Act's requirement for a full inventory of government data, Montgomery County needed to develop a systematic approach to identify, inventory, prioritize and queue up datasets for publication.

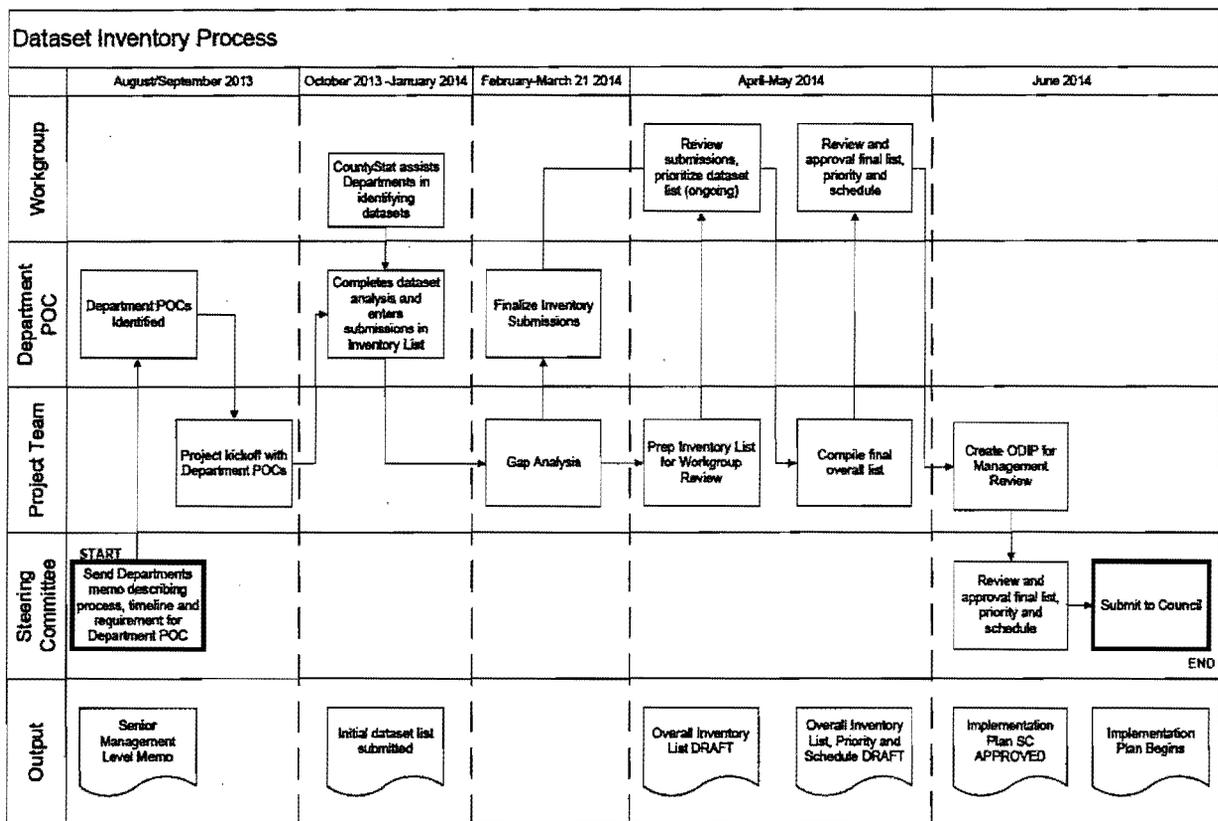
Each County Department was asked to identify a Point of Contact (POC) with whom the dataMontgomery Workgroup would interface. One POC was identified per Department, and assigned the responsibility of compiling the dataset inventory for their Department. The team invested in each POC, educating them on open data concepts, joint data sharing and sensitive/confidential data awareness through webinars and office hours. POCs could be either technical or business people who own the data being proposed for publication. Monthly meetings were held with all POCs to review expectations, answer questions, demonstrate the value of open data, and educate them on different aspects of confidential and sensitive data. Once the POCs were established, a team was put together to assist them with their inventorying efforts. This team was comprised of CountyStat performance experts, the dataMontgomery project manager, a dataMontgomery project lead and the Chief Innovation Officer.

CountyStat hosted individual brainstorming sessions with each department, and sometimes individual divisions within larger departments, to draw out a list of dataset candidates. POCs were encouraged to bring others from their department (if technical, bring a business person, and vice versa). These brainstorming sessions used the following as jump-off points for discussion: the department's website (the core mission of the department plus any reports or information posted there); the department's annual performance plan document that lists its Headline Performance Measures and other data; any existing inventory of systems, applications, databases, etc.; the existing dataMontgomery web portal; and the open data web portals of other governments. The outputs of these brainstorming sessions were captured and fed back to departments to stimulate further data exploration within their department.

To facilitate the collection of dataset candidates, DTS created an online intake form for departments to submit the dataset candidates developed based on the brainstorming sessions and subsequent internal work. Initially, this form yielded over 300 dataset submissions. A Gap Analysis was performed comparing submissions with department core function, systems, and performance measures. After being notified of the Gap Analysis and follow-up meetings with team members, departments submitted additional datasets. To date, over 500 datasets were submitted for consideration.

At the same time as this internal view of data inventory was occurring, Montgomery County also looked externally to our residents. Community outreach events were conducted where residents could engage in conversations with County staff regarding the datasets that interested them and the potential ways they could put the data to use. In promoting these Town Hall events, presentations were made at many high schools to help engage youth in the process. The feedback from these town halls was captured and reported out in the County's Innovation Program blog as well as Twitter. Also, some subject matter-specific workshops were held on topics such as public safety and transit. For example, multiple Neighborhood Watch groups and representatives from the Montgomery County Police Department (MCPD) met to discuss crime data priorities. This feedback was captured and made part of the prioritization process.

The Dataset Inventory Process and timeline is summarized in the table below.



3.3 Establishing the Publishing Priority for Datasets

Once all of the dataset candidates were collected and the outreach events were held, the datasets were subjected to a quantitative prioritization process. The goal of the prioritization process was to assign each dataset a “score” representing their value relative to each other. Every dataset’s value was independently rated on twelve criteria, six “internal” and six “external,” by CountyStat and the Chief Innovation Officer. Those criteria were:

Internal:

- Is the dataset aligned with the department's core function / Degree to which publishing this data furthers the core mission of the department?
- Is the dataset a direct or indirect source of a department's Headline Performance Measure(s) and/or Supporting Measure(s)?
- Will posting the data result in administrative time saved for a department(s)? (i.e. will they be able to stop spending time responding to requests for this particular information?)
- Is the data already collected and readily accessible so as not to require new or additional business processes?
- Is the data used across departments and does its publication facilitate collaboration?
- Will publishing this dataset enable the retirement of a legacy system or database?

External:

- Is the data typically used when deciding policies that impact residents' quality of life?
- Will publishing this dataset allow a business or resident to perform a process more efficiently and/or effectively?
- Is Montgomery County the only source of the data?
- Does the data contribute to civic engagement?
- Does the data create economic opportunity?
- Will publishing this dataset make the department more accountable and/or responsive by improving/increasing the public's knowledge of its operation?

For additional information on the scoring values for prioritizing the datasets, the scoring methodology used and outreach efforts related to prioritizing the datasets, please refer to Appendix B of this document.

The result is a list that ranks the datasets in a manner that allows the CAO to manage the inventory pipeline and get the highest value datasets published first. After scoring and ranking the data sets, Montgomery County feels that this approach was effective in creating a well-balanced pipeline that reflects the priorities of the government and the community.

Please note that there are number of factors that affect the priority ranking of a dataset. While the value to residents is certainly a very significant factor in forming the priority ranking of a dataset, there are other internal factors which also affect the ranking. For example, datasets that improve the internal efficiency and communication within the government may rank higher.

Each dataset has been assigned a numerical score ranging from 0 to 100. Based on this numerical score, the County has established the following 5 priority groupings:

- Group P1: Datasets ranked 80 and above
- Group P2: Datasets ranked 70 – 79
- Group P3: Datasets ranked 60 – 69
- Group P4: Datasets ranked 50 – 59
- Group P5: Datasets ranked 49 or lower

The priority groups will be used as a guideline in scheduling datasets for publication. As a general rule, the datasets with higher rankings will be scheduled for publication before datasets with lower rankings. However, there are certain factors which may lead to slight deviations in scheduling by priority groups. For example, if a highly ranked dataset resides on a source system scheduled for imminent replacement, publication of that dataset would likely be delayed until the new system comes online to avoid "rework" in developing interfaces for publication. In another example, if in the process of publishing of a highly ranked dataset it is discovered that the required interfaces could also be easily leveraged to publish a companion lower ranked dataset, then the decision will like be made to publish both datasets at the same time for efficiency.

3.4 Revisions to Datasets and Priority Groupings

The list of datasets scheduled for publication on dataMontgomery is not a static list. As new IT systems come online, the data contained in these systems will be inventoried and prioritized for publication on dataMontgomery.

The priority rankings for a dataset may also change over time. A dataset with a certain priority ranking today may be reprioritized with a new priority ranking based on changes to any of the internal or external factors identified in Section 3.3, such as:

- A department may define a new headline measure that includes the dataset
- A department identifies cost savings or improved efficiency gained from publication of the dataset
- A dataset used by only one department becomes valuable to multiple departments
- Citizens identify that publication of the dataset will make a positive impact on the community
- Citizens or local businesses identify the dataset as creating an economic opportunity

Montgomery County will continue to solicit input from our citizens in a variety of ways, including:

- Public outreach events such as Town Halls, Hack-A-Thons, etc.
- Online feedback, including engageMontgomery (link: <http://engage.montgomerycountymd.gov/>)
- Feedback solicited from the dataMontgomery website. At the bottom of the main page, users are asked to "Suggest a Dataset" if they did not find they are looking for. These requests are sent directly to the dataMontgomery project team.

3.5 Policy for Dataset Changes or Removal

Every dataset published on dataMontgomery must be reviewed and authorized by the Department Head of the department owning the data prior to publication via a signed Dataset Publication Agreement. Datasets with data impacting multiple departments must also be authorized by the County's Open Data Workgroup. As part of this agreement, the department agrees to update and maintain the source data in order to keep it as accurate and useful as possible.

For any structural changes required for a published dataset (adding or deleting data elements), the owning department must complete a formal Change Order which modifies the original Dataset Publication Agreement. This Change Order requires the same signature level authority as the original agreement to publish the dataset.

In the event that a department can no longer maintain a published dataset, the department must complete a formal Change Order to remove the dataset from dataMontgomery. This Change Order requires the same signature level authority as the original agreement to publish the dataset.

The goal of any successful open data program is to provide limitless access to all published data. However, circumstances may dictate that a dataset should be removed from dataMontgomery, such as data is found to be inaccurate or loses applicability/usability over time. Any decision to remove a dataset from dataMontgomery will not be undertaken lightly. However, the County maintains the Right to Discontinue, as detailed in the Terms of Use, Section 6.

(link: <https://data.montgomerycountymd.gov/page/terms-of-use>)

3.6 Data Privacy

In the interest of government transparency and accountability, Montgomery County's open data program establishes the goal of publishing as much government data as can be published. But what criterion are used to determine if a dataset is publishable and what safeguards are in place to ensure that inappropriate information is not published?

First and foremost, any data that is protected by any personal privacy legislation (HIPAA, MPIA etc.) will not be published on dataMontgomery. Additionally, any data collected by Montgomery County where publication of the data might pose a public safety threat will not be published on dataMontgomery. Please refer to Sections 7 & 8 of Appendix D – MPIA Response Publishing, contained in this document, for a detailed listing of the types of information that must not be made public.

The dataMontgomery team has implemented a number of safeguards designed to ensure that this type of protected information is not published on the dataMontgomery website, including:

1. Every dataset containing data that has not been previously published on some other platform must be reviewed by the Office of the County Attorney staff assigned to support dataMontgomery. The legality of publishing the data in each dataset is part of this review.
2. The dataMontgomery Steering Committee includes a member of the Office of the County Attorney staff.
3. The dataMontgomery Workgroup includes a member of the Police Department staff.
4. Prior to publication, every new dataset must first be released onto a private development area of dataMontgomery, where it must be reviewed and approved in writing by the Director of the department owning the data, certifying that the dataset is ready for publication.

3.7 dataMontgomery Website Availability and Bandwidth

The County has selected a leading cloud provider to host our single-source open data portal as a cloud service. The vendor is responsible for maintaining 24 x 7 website availability, with minimal scheduled interruptions for internal maintenance. The vendor also is required to provide sufficient bandwidth robust response times to dataMontgomery users.

4.0 Dataset Inventory and Publishing Schedule

4.1 dataMontgomery Current State (through FY14)

In the 18 months since the Open Data act was enacted, Montgomery County's dataMontgomery team has led numerous activities supporting the County's open data program, including:

- Public launch of the dataMontgomery website;
- Maintaining published datasets and keeping them current by refreshing the data according to the published data update frequency period;
- Publishing over 20 additional datasets since the initial launch of the website in December 2012;
- Conducting a comprehensive inventory of County datasets and prioritizing datasets for future publication (please refer back to Section 3.2 of this document for more information on the dataset inventory process and Section 3.3 of this document for more information on the prioritization of datasets);
- Launching numerous Open Data Initiatives which rely initially on publishing data in raw form; then extending the presentation of that data in ways that are easier to understand and/or add to the goal of transparency and efficiency in government;
- Conducting outreach sessions to the general public to solicit feedback on what data is valuable to residents. These outreach sessions include Town Hall sessions, data-centric focus groups (e.g. neighborhood crime, financial data, etc.) and a Hackathon on National Hacking Day;
- Conducting webinars promoting Montgomery County's open data program and progress to date; and
- Developing a Public Information Act Responses publishing tool.

Section 4.1.1 of this document details all datasets currently published on the dataMontgomery website. Section 4.1.2 of this document describes an Open Data Initiative – Budget Book Electronic Publication which will be launched at the end of FY14.

4.1.1 Published Datasets

Through the end of Fiscal Year 2014 (FY14), Montgomery County Government has made available 39 datasets, representing 13 County Departments, on the dataMontgomery website (<https://data.montgomerycountymd.gov/>). The County's Fiscal Year runs from July 1 – June 30. FY14 ended on June 30, 2014. These datasets, available today, are detailed in the table below.

#	Department	Published Dataset Name	Published Dataset Description	Data Update Frequency
1	Board of Elections	2014 Early Voting Centers Map	Map of 2014 early voting locations in Montgomery County as selected October 21, 2013, subject to approval by the Maryland State Board of Elections.	One time submission
2	Environmental Protection	Reported Sanitary Sewer Overflows	Sanitary sewer overflows reported to the Department of Environmental Protection by the Washington Suburban Sanitary Commission or individuals in the County.	Daily

#	Department	Published Dataset Name	Published Dataset Description	Data Update Frequency
3	Finance	Real Property Tax Rates	Real property tax rate for 2012	Annually
4	Finance	Spending Disclosure – Fiscal Year 2014	Summary information on payments made to recipients (suppliers) that received \$25,000 or more in FY2014	One time submission
5	Finance	Spending Disclosure – Fiscal Year 2013	Summary information on payments made to recipients (suppliers) that received \$25,000 or more in FY2013	One time submission
6	Finance	Spending Disclosure – Fiscal Year 2012	Summary information on payments made to recipients (suppliers) that received \$25,000 or more in FY2012	One time submission
7	Finance	Spending Disclosure – Fiscal Year 2011	Summary information on payments made to recipients (suppliers) that received \$25,000 or more in FY2011	One time submission
8	General Services	Contracts	Listing of all active County contracts	Daily
9	Health & Human Services	Food Inspection	This dataset includes food inspection results for non-mobile food establishments in Montgomery County that have an active license.	Daily
10	Human Resources	Tuition Assistance	This dataset includes a list of classes approved and paid through the County tuition assistance program, including the title and description of the course, the school the course will be taken at, the degree this class curriculum is a part of, the Department and title of the requestor, the dollar amount reimbursed to the employee.	Twice Annually
11	Human Resources	Employee Salaries	Salary information for all active, permanent employees of Montgomery County, MD as of January 15, 2013.	Annually
12	Intergovernmental Relations	Bills tracked by Montgomery County during the legislative session	This list only includes bills introduced in the Senate or the House of Delegates during regular session of the General Assembly. The Office also tracks all local and bi-county bills considered by the Montgomery County Delegation, all bi-county bills considered by the Prince George's County Delegation, and all bills introduced during special sessions	Weekly (during legislative session)
13	Liquor Control	Alcoholic beverage license violations	This dataset includes alcohol violations as a result fo sale to minor compliance checks, routine inspections and enforcement efforts.	Monthly
14	Management & Budget	Fiscal Year 2015 County Executive Recommended Operating Budget	Detailed line-item information for the County Executive recommended FY2015 Operating Budget	One time submission
15	Management & Budget	Fiscal Year 2015 County Executive Recommended Operating Budget – Internal Service Funds	Internal Service Fund line-item budget data included in the CE recommended operating budget for FY2015. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.	One time submission
16	Management & Budget	Fiscal Year 2014 Approved Operating Budget	Detailed line-item information for the Council approved FY2014 Operating Budget	One time submission
17	Management & Budget	Fiscal Year 2014 Approved Budget - Internal Service Funds	Internal Service Fund line-item budget data included in the approved operating budget for FY2014. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.	One time submission
18	Management & Budget	Fiscal Year 2013 Approved Operating Budget	Detailed line-item information for the Council approved FY2014 Operating Budget	One time submission
19	Management & Budget	Fiscal Year 2013 Approved Budget - Internal Service Funds	Internal Service Fund line-item budget data included in the approved operating budget for FY2013. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.	One time submission
20	Permitting Services	Public Right Of Way Permits	Data for all Public Right of Way Permit applications, including status and work performed.	Daily

#	Department	Published Dataset Name	Published Dataset Description	Data Update Frequency
21	Permitting Services	Electrical Business Licenses	Data for all Electrical Business License Permit applications.	Daily
22	Permitting Services	Residential Permits	Data for all Residential Building Permits issued since 2000, including status and work performed.	Daily
23	Permitting Services	Mechanical Permits	Data for all Mechanical Permit applications, including status and work performed	Daily
24	Permitting Services	Electrical Building Permits	Data for all Electrical Permit applications, including status and work performed.	Daily
25	Permitting Services	Commercial Permits	Data for all Commercial Building Permits issued since 2000, including status and work performed.	Daily
26	Permitting Services	Demolition Permits	Data for all Demolition Permit applications, including status and work performed.	Daily
27	Public Information Office	311 Requests	All MC311 Service Requests received (via email or phone) since July 1, 2012.	Daily
28	Technology Services	Geographic Data: Health & Human Services (HHS) Facilities	Address and locations for Health & Human Services (HHS) Facilities in Montgomery County, MD.	Annually
29	Technology Services	Geographic Data: Library Locations	Locations of all Montgomery County, MD Public Libraries.	Annually
30	Technology Services	Geographic Data: Post Offices Locations	Address and Locations for Post Offices in Montgomery County, MD.	Annually
31	Technology Services	Cable Inspections	This data set provides information on inspections performed by the Montgomery County Cable Office since September 1, 2010.	Quarterly
32	Technology Services	Cable Complaints	This data set provides information on cable complaints reported to Montgomery County, MD Cable Office	Quarterly
33	Technology Services	Public Schools Locations	Address and Locations of all Public Schools in Montgomery County, MD.	Annually
34	Technology Services	Fire Stations Locations	Address and Locations for all Fire Stations in Montgomery County, MD.	Annually
35	Technology Services	Hospital Locations	Address and Locations for Hospitals in Montgomery County, MD and the immediate vicinity.	Annually
36	Technology Services	Transmission Facilities Application Status & Location	Information on all transmission facility applications (new tower or attachments) filed with the Montgomery County Cable Office for telecommunications and radio & TV transmission sites, including the location of the tower and the disposition of the application.	Quarterly
37	Technology Services	Election Polling Places - 2012	Geographic data: locations of election polling places for the 2012 election	One time submission
38	Transportation	Parking Garage and Lot Locations	Parking space inventory information for Montgomery County Public Parking Facilities	Monthly
39	Transportation	Parking Garage Space Availability	"Real-time" parking space availability for Montgomery County Public Parking Facilities. Data includes only facilities equipped with automated vehicle counting systems.	Every few minutes

4.2 dataMontgomery FY15 Work Plan

Fiscal Year 2015 (FY15) runs from July 1, 2014 – June 30, 2015. Section 4.2.1 of this document will detail the datasets scheduled for publication on the dataMontgomery website during FY15. Sections 4.2.2 and 4.2.3 of this document describe several additional Open Data Initiatives also scheduled for completion in FY15.

4.2.1 Datasets Scheduled for Publication in FY15

The FY15 workplan for the dataMontgomery team includes publishing 57 datasets. Datasets are from the highest priority group, additional datasets for which preparations had been started, and some datasets that are associated with the highest priority datasets scheduled to be published.

Please refer back to Section 3.2 of this document for more information on the dataset inventory process and Section 3.3 of this document for more information on the prioritization of datasets, including priority grouping.

The number of datasets scheduled to be published in FY15 is derived from the estimated relative complexity (effort to publish) for each dataset, balanced with other dataMontgomery initiatives, such as financial transparency, and the approved budgeted resources for dataMontgomery.

The list of datasets scheduled for publication in FY15 is detailed in the table below. The table is sorted by Department, then by priority (highest to lowest). The complete inventory of datasets is published as a dataset on the dataMontgomery website.

(link: <https://data.montgomerycountymd.gov/Community/dataMontgomery-Dataset-Publishing-Plan/c3dr-fnib>).

#	Department	FY15 Scheduled Dataset Name	FY15 Scheduled Description	Priority Grouping
40	Finance	Spending Data	County payment data (Note that any information that is confidential under State or Federal law is excluded from disclosure.)	P1
41	Finance	Spending Disclosure – Fiscal Year 2015	The purpose of this Spending Disclosure dataset is to allow the public to search and view summary information on payments made to recipients (referred to as suppliers) that received \$25,000 or more in a fiscal year. Note that salary and benefit payments to employees, pension payments to retirees, and any information that is confidential under State or Federal law is excluded from disclosure.	P1
42	Health & Human Services	Births characteristics	Birth characteristics by age, race, ethnicity, education, prenatal care and birth outcomes	P3
43	Health & Human Services	Mortality Rates/Population Health Measures	PHS Planning and Epidemiology receives an annual data file of Montgomery County resident deaths registered with Maryland Vital Statistics Administration. Using SAS analytic software, HHS staff apply programs that standardize, aggregate, and calculate rates for each cause of death category consistent with state and national categories and by subgroups based on age, gender, race and ethnicity combinations.	P3
44	Housing & Community Affairs	Housing Code Enforcement	Housing Code Enforcement case information, including violations identified	P1
45	Liquor Control	Liquor Store Locations	County retail stores with location, hours, inventory	P1
46	Management & Budget	CIP Project Status	Capital Improvement Project listing and current status	P1
47	Management & Budget	Fiscal Year 2015 Approved Budget- Internal Service Funds	This dataset includes the Internal Service Fund data included in the annual operating budget.	P1
48	Management & Budget	Fiscal Year 2015 Approved CIP Budget	Capital Improvement Project Budget	P1
49	Management & Budget	Fiscal Year 2015 Approved Operating Budget	This dataset includes the Fiscal Year 2015 operating budget for Montgomery County.	P1
50	Management & Budget	Fiscal Year 2015 County Executive Recommended CIP Budget	Capital Improvement Project Recommended Budget	P1

#	Department	FY15 Scheduled Dataset Name	FY15 Scheduled Description	Priority Grouping
51	Management & Budget	Fiscal Year 2016 Recommended Operating Budget	This dataset includes the Fiscal Year 2016 County Executive Recommended operating budget for Montgomery County.	P1
52	Permitting Services	Agency Service Requests	Complaints submitted to DPS for investigation and possible enforcement	P1
53	Permitting Services	Commercial Fast Track Permits	Commercial alteration permits issued through DPS' Fast Track process	P1
54	Permitting Services	Inspections	Inspections performed for issued permits.	P1
55	Permitting Services	Plan reviews	Plan reviews completed by permit	P1
56	Permitting Services	Special Protection Area Review Data	A Special Protection Area (SPA) is a geographic area designated by the County Council which has high quality or unusually sensitive water resources and environmental features that would be threatened by proposed land development if special water quality protection measures were not applied. This dataset tracks reviews for development in all SPAs	P1
57	Permitting Services	Stormwater Management Concept Information Data	A stormwater management concept is a statement or drawing, or both, describing the manner in which stormwater runoff from a proposed development will be controlled to minimize damage to neighboring properties and receiving streams and to also prevent the discharge of pollutants into surface waters.	P1
58	Police Department	Crime data	Information would include crime data including type, date/time, location, race, gender, and arrest information. It would not include victim, suspect or investigative report information.	P1
59	Police Department	Traffic Violations	This dataset contains traffic violation information from all electronic traffic violations issued in the County. any information that can be used to uniquely identify the vehicle, the vehicle owner or the officer issuing the violation will not be published.	P2
60	Public Information Office	Maryland Public Information Act (MPIA) Request Responses	A dataset containing responses that fulfill MPIA requests. In addition to the responses, the dataset contains information about who made the request and the department(s) fulfilling the request.	P3
61	Technology Services	dataMontgomery Dataset Publishing Plan	Complete listing of County datasets, including the owning department and fiscal year schedule.	P1
62	Technology Services	Geographic data: Business Parks	A business park is a number of businesses operating in multiple buildings planned and developed as a group.	P1
63	Technology Services	Geographic data: Bus Stops, Metro Bus	WMATA Metro Bus Stops	P1
64	Technology Services	Geographic data: Cemeteries	All known cemetery locations	P1
65	Technology Services	Geographic data: Census Block Group	The groupings of two or more Census Blocks	P1
66	Technology Services	Geographic data: Census Blocks	The most basic population tabulation unit, typically corresponding to a city block	P1
67	Technology Services	Geographic data: Census Tracts	US Census Bureau defined population tabulation unit, roughly 6000 residents to a Tract	P1
68	Technology Services	Geographic data: Colleges & Universities	Locations of Colleges & Universities	P1
69	Technology Services	Geographic data: Congressional Districts in Montgomery County	Districts for electing representatives to the US House of Representatives	P1
70	Technology Services	Geographic data: Councilmember Districts	The 5 Councilmember Districts of the County	P1
71	Technology Services	Geographic data: County Boundary	The borders of Montgomery County	P1
72	Technology Services	Geographic data: Election Precincts	Election Precincts Shape file	P1
73	Technology Services	Geographic data: Federal Government Facilities	Locations of federal government facilities	P1
74	Technology Services	Geographic data: Fire Hydrants	Sources: WSSC, City of Rockville. Extensive Quality Control by MCFRS	P1
75	Technology Services	Geographic data: Fire Station Areas	The regions that each fire station serves	P1

#	Department	FY15 Scheduled Dataset Name	FY15 Scheduled Description	Priority Grouping
76	Technology Services	Geographic data: Legislative Districts in Montgomery County	State Legislative Districts falling inside Montgomery County	P1
77	Technology Services	Geographic data: Metro Stations	METRO rail stations in the County	P1
78	Technology Services	Geographic data: Neighborhoods	County Technology Services and Police are developing a set of boundaries to delineate about 60 neighborhoods for the County.	P1
79	Technology Services	Geographic data: Parking Districts	Parking Districts in the County.	P1
80	Technology Services	Geographic data: Parking Lots	Location of parking lots	P1
81	Technology Services	Geographic data: Police Beats	Map of Montgomery County Police Beats. This is the second level Police service areas geographical units.	P1
82	Technology Services	Geographic data: Police Districts	The 6 Police Districts	P1
83	Technology Services	Geographic data: Police Reporting Area (PRA)	Map of Montgomery County Police Reporting Areas. This is the third level Police service areas geographical units. This dataset provides information on police reporting area data for the Montgomery County Police Department personnel to quickly identify police reporting areas for unit deployment and reporting purposes.	P1
84	Technology Services	Geographic data: Police Stations	The 6 Police Stations	P1
85	Technology Services	Geographic data: Private Schools	K-12 schools not run by MCPS.	P1
86	Technology Services	Geographic data: Recreation Service Regions	Department of Recreation divides the County into service Regions.	P1
87	Technology Services	Geographic data: Regional Services	The 5 Regional Services areas of the County	P1
88	Technology Services	Geographic data: State & Municipal Facilities	Buildings and facilities of the State or the cities.	P1
89	Technology Services	Geographic data: Street Centerlines	Single-line representation of County roadways with hundred-blocks & various service area ID's	P1
90	Technology Services	Geographic data: Swimming Pools, Public	Swimming pools maintained and managed by Recreation and Parks.	P1
91	Technology Services	Geographic data: Transportation Centers	Major bus stops with bus bays and waiting areas	P1
92	Technology Services	Geographic data: Urban Districts	Economic Development defines three urban areas -- Bethesda, Silver Spring and Wheaton in the County.	P1
93	Technology Services	Geographic data: WSSC Map Grids	A base-map tiling system developed by WSSC for the two county (PGC and MC) area that the bi-county public utility serves. There are 678 tiles (each measures 6000' by 4000' in Montgomery County).	P1
94	Transportation	Leafing Schedule	Leafing Schedule: Posting Log	P1
95	Transportation	Parking Permit Rates	Rates and statistics data	P1
96	Transportation	Ride On Service Delays/Issues	Ride on delays, service interruptions, etc	P1

Note: The number and order of datasets published in FY15 may increase or decrease based on the complexities and other factors encountered as detailed in Section 3.3 of this document.

4.2.2 Open Data Initiative – dataMontgomery Taxonomy

When publishing a dataset on the dataMontgomery website, each dataset may be assigned a Category and a set of keywords (referred to as Topics) in order to facilitate logical search results for users. Examples of Categories include: Community, Education, Financial, Geographic, Government, etc. The keywords for Topic can be any free-form word or phrase to describe the dataset. With over 500 datasets in the County's dataset inventory, it is important to have a well

defined structure of Categories and consistency in the use of keywords associated with the datasets.

Montgomery County's Department of Public Libraries has volunteered librarian staff with digital content and taxonomy experience to partner with the dataMontgomery team, review the County's dataset inventory and propose a system of logical Categories and keywords that will best enable our residents to search and find datasets on the dataMontgomery website. This initiative is scheduled to be completed and deployed to the dataMontgomery website in Fiscal Year 2015.

4.2.3 Open Data Initiative – Budget Book Electronic Publication

Montgomery County's Office of Management and Budget (OMB) produces 4 major publications in a full Capital Budget Fiscal Year. These are:

- County Executive Recommended Operating Budget
- County Council Approved Operating Budget
- County Executive Recommended Capital Budget
- County Council Approved Capital Budget

Each of these is a large, bound paperback book detailed every aspect of the County budget. Every year, OMB produced these books in paper copy and PDF formats (for display on the County website). The process of preparing budget information was extremely time-consuming, including activities such as aligning headers and footers, page numbering, fitting spreadsheets and maps to a fixed paper size and maintaining legacy IT systems to support production and publication. There was a lot of printing and reprinting, wasted paper and staff overtime.

Using the budget information already published on the dataMontgomery website, the County worked with our open data vendor to develop a presentation format for the data that would provide an enhanced view of the County budget and eliminate the need to publish the paperback books. The first release of the Budget Book Electronic Publication is scheduled for the summer 2014.

The goals established by OMB for the Budget Book Electronic Publication:

- Improved content – Additional maps, charts, spreadsheets and videos can be used to aid the presentation of budget information. Unlike a book or a PDF file, the Electronic Budget Book allows for improved context and an interactive experience with residents.
- Enhanced accessibility – Residents with disabilities (ADA compliance) and mobile device users can easily access the information. Moreover, the information will be searchable and user friendly.
- Reduced Overhead – OMB staff no longer need to use legacy processes and systems to prepare for publication of a book, print shop time is no longer necessary, paper usage will be greatly reduced
- Printable – All of the information in the Electronic Budget Book will be printable for those who prefer their own paper copies. Most people will likely print out the section they are interested, rather than the whole book.

4.2.4 Open Data Initiative – Financial Transparency

Many datasets published in their “raw form” can be easily displayed and understood by the general public in a spreadsheet format or on a map. However, there are some more complex datasets where a more sophisticated method of presentation would promote better understanding of the data. Complex financial data, such as the raw data supporting the County’s budgeting, spending and contracts would greatly benefit from an enhanced presentation layer.

Montgomery County’s goal is to leverage the open data platform to provide data-driven, guided views to government financial data. A development partnership was formed with our open data vendor to create custom presentation layers with a guided view of budget, spending and contracts data. More sophisticated users and application developers will still be able to access this data in its “raw form” on dataMontgomery, as desired.

Three modules will be developed to create a guided, holistic view with downloadable data:

- Budget: showcasing multi-year views of our operating and capital improvement project budgets, including recommended vs. approved budget comparisons, funding source breakdowns and maps of currently funded projects with their current status.
- Spending: showing county payments on a granular level, in multi-faceted views such as by department and expense type, with interactive trending graphs
- Contracts: highlighting payments to county vendors

This Open Data Initiative is an example that Montgomery County is progressing from just showing our financial data to providing ways to:

- Promoting greater understanding of our data by educating users on how our data is structured and how we budget and spend money
- Improving access to our data by providing a guided pictorial view of how the County is budgeting and spending money
- Increasing interaction with residents and data users by providing multiple ways to access data, including the tools required for data analysis and collaboration

The initial release of the Financial Transparency modules is scheduled for Fiscal Year 2015.

4.2.5 Open Data Initiative – CountyStat Performance Dashboard

CountyStat is a component of Montgomery County’s results-based accountability system that promotes a culture of “managing for results”, while addressing one of the County Executive’s priority objectives: “A Responsible and Accountable County Government”. As a component of the County’s results-based accountability system, CountyStat requires decisions, actions, and policies that are driven by the extensive use of data, qualitative and quantitative analysis, and outcome-focused performance management.

CountyStat relies on the strategic use of data and analytics to monitor and improve the performance, effectiveness, and efficiency of County services. All of the County's executive branch departments have developed performance plans, containing data-supported "headline performance measures" that reflect each department's core mission and strategies for how to improve and optimize performance. These "headline performance measures" are documented on the CountyStat website (<http://www.montgomerycountymd.gov/countystat/>) in the annual performance reports (PDF format) and a performance dashboard based on data reported by departments.

As Montgomery County moves more data online using the dataMontgomery website, it becomes more critical to represent performance metrics using this published data rather than quarterly summaries. Montgomery County has partnered with our open data vendor to replace CountyStat's current Performance Dashboard with a more interactive, data-driven representation. The initial release of the CountyStat Performance Dashboard replacement is scheduled for Fiscal Year 2015.

4.3 dataMontgomery Inventory for FY16 and Beyond

The prior sections of this document detailed the datasets already available on the dataMontgomery website and the datasets scheduled for publication in the coming fiscal year. The remaining datasets identified in the dataset inventory process are detailed in the table below. These datasets are scheduled for publication in FY16 or later, based on their priority rankings.

Datasets in the lowest priority categories will be evaluated to ensure resources expended to publish the dataset are justified before they are scheduled for publication. It is expected that not all datasets will be published.

The table is sorted by Department, then by priority (highest to lowest). The complete inventory of datasets is published as a dataset on the dataMontgomery website. (link: <https://data.montgomerycountymd.gov/Community/dataMontgomery-Dataset-Publishing-Plan/c3dr-fnib>).

For a count of the total number of datasets in each priority grouping, by department, please refer to Appendix C of this document.

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
97	Board of Elections	Election calendar - dates and deadlines	Election calendar - dates and deadlines	P2
98	Board of Elections	General Ballot Question Early, Election Day and Absentee Results	Complete election results as certified, including early and absentee votes as well as Election Day.	P3
99	Board of Elections	General Ballot Question Results by Precinct	Ballot Question Results by Precinct	P3
100	Board of Elections	BOE-EMS (Election Management System)	Polling Place and Poll worker Management System	P4
101	Board of Elections	General Election Early, Election Day and Absentee Results	This file contains complete election results as certified, including early and absentee votes as well as Election Day.	P4
102	Board of Elections	General Election Results by Precinct	General Election Results by Precinct	P4
103	Board of Elections	BOE-Interactive Voice Response (IVR) activity logs	Activities logged in Interactive Voice Response System	P5

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
104	Board of Elections	Candidate filing information	Candidate filing information from state system	P5
105	Board of Elections	Election Judge training classes	Election Judge training class information	P5
106	Board of Elections	Election Judges	Information about Election Judges such as demographic information, number assigned and languages spoken.	P5
107	Board of Elections	Election records (polling place and call center data)	Election activity records (polling place and call center data)	P5
108	Board of Elections	Election Technical Support Volunteer List	Election Technical Support Volunteer Registration System (ETSVRS)	P5
109	Board of Elections	Polling Place Lookup Data	Copy of street address file maintained for polling place lookup purposes	P5
110	Board of Elections	Precinct Voter Counts	Precinct Voter Counts	P5
111	Board of Elections	Provisional ballots	Acceptance and rejection reasons for provisional ballots.	P5
112	Board of Elections	Voter Registration Data	Data from state MDVOTERS system	P5
113	Board of Elections	Voter registration transaction data	Voter registration transaction data as generated from MDVOTERS Monthly Statistical Reports	P5
114	Board of Elections	Voting equipment and materials inventory	Voting equipment and materials data	P5
115	Community Engagement Cluster	Bethesda-Chevy Chase Regional Services Center - Calendar	Calendar of Events	P2
116	Community Engagement Cluster	East County Regional Service Center	Location, hours of operation, services provided	P2
117	Community Engagement Cluster	Office of Community Partnerships - Gilchrist Center	Gilchrist Center's Locations, Hours of Operation, Programs and Services.	P2
118	Community Engagement Cluster	Sidney Kramer UpCounty Regional Center	Location, hours of operation, services provided	P2
119	Community Engagement Cluster	Silver Spring Regional Center	Location, hours of operation, services provided	P2
120	Community Engagement Cluster	Bethesda-Chevy Chase Regional Services Center - Annual Reports	Annual Reports	P3
121	Community Engagement Cluster	Commission for Women Events	Calendar of Events	P3
122	Community Engagement Cluster	Geographic data: East County Regional Service Center	Eastern Montgomery Regional Center Information	P3
123	Community Engagement Cluster	Office of Community Partnerships - Volunteer Center	Volunteer Center - Registered Agencies	P3
124	Community Engagement Cluster	Bethesda-Chevy Chase Regional Services Center Location, hours of operation, services provided	Location, hours of operation, services provided	P4
125	Community Engagement Cluster	Commission for Women Annual Report of Women's Legislative Briefing	Commission for Women (CFW) Annual Report	P4
126	Community Engagement Cluster	East County Regional Service Center - East County Citizens Advisory Board (ECCAB) Reports	East County Citizens Advisory Board (ECCAB) Reports	P4
127	Community Engagement Cluster	MidCounty Regional Center - Advisory Boards and Committees	Advisory Boards and Committees	P4
128	Community Engagement Cluster	MidCounty Regional Center - Location, hours of operation, services provided	Location, hours of operation, services provided	P4

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
129	Community Engagement Cluster	Sidney Kramer UpCounty Regional Services Center - Upcounty Citizens Advisory Board's Annual Report	Upcounty Citizens Advisory Board's Annual Report	P4
130	Community Engagement Cluster	Silver Spring Regional Center - Citizen Advisory Board Annual Report	Citizen Advisory Board Annual Report	P4
131	Community Engagement Cluster	Commission for Women - Report on Single Mothers and Poverty	Report on Single Mothers and Poverty	P5
132	Community Engagement Cluster	Commission for Women - Status of Women in Montgomery	Status of Women in Montgomery	P5
133	Community Use of Public Facilities	Available Public Facilities	List of all available public facilities with address	P1
134	Community Use of Public Facilities	Community use in public facilities	All community use in public facilities including hours of use	P1
135	Community Use of Public Facilities	School Childcare Providers	List of childcare providers in schools, including contact information	P3
136	Community Use of Public Facilities	Cultural Schools using Public Facilities	List of Cultural schools using public facilities, including contact information	P4
137	Community Use of Public Facilities	Religious Group using Public Facilities	List of religious groups using public facilities, including group contact information	P4
138	Consumer Protection	Consumer Complaints	Database for consumer complaints, includes complainant information, merchant information, case identifiers, etc. All consumer complaints are captured here. Also contains complaints for common ownership communities, and mediation stand-alone cases.	P1
139	Consumer Protection	New Home Builder Licenses	The Office of Consumer Protection (OCP) licenses any builder or anyone acting in the capacity of a building contractor who constructs new homes in Montgomery County. This data consists of all active new home builder license holders. OCP does not license home improvement (ex. repair, remodeling, partial replacement, addition, or modernization, of existing structure) contractors.	P1
140	Consumer Protection	Registration database - Motor vehicle repair (MVR) & Towing	This database contains registration information for Motor vehicle repair and towing businesses. Data includes registrant's name and contact information, business name and contact information, towing storage facility location, and fee & license status.	P1
141	Consumer Protection	Registered Radio, Television & Appliance Repair and Installation	Database of Radio, Television & Appliance Repair and Installation service providers in Montgomery County; records contain registrant name and contact information, business name and contact information; registration status and payment information	P2
142	Consumer Protection	Second Hand Personal Property Dealers Licensing	This database contains licensee information for second hand personal property dealers in Montgomery County. Data includes licensee name and contact information, business name and contact information, license status, payments and comments.	P2
143	Consumer Protection	Civil Citation Tracking	Excel spreadsheet tracking outcome of OCP issued citations.	P3
144	Consumer Protection	Commission on Common Ownership Communities (CCOC) Decisions	Decision summaries of Commission on Common Ownership Communities (CCOC) cases.	P4
145	Consumer Protection	Settlement Agreements	OCP settlements agreements, primarily in paper form.	P4
146	Consumer Protection	Consumer Protection Inquiries	Intranet based system to capture all telephone, walk-in, email inquiries to OCP. Includes caller name and contact information, reason for the contact and description.	P5
147	Consumer Protection	Consumer Protection Volunteers	Database used to record volunteer's personal information, assignments, office information, skills, emergency contacts, and volunteer hours	P5
148	Correction and Rehabilitation	Arrestees In Custody	Names of inmates in custody	P2

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
149	Correction and Rehabilitation	Average Daily Inmate Population	Average daily population for MCCF, MCDC, Pre-Release Services (PRRS) and average caseload for pre-trial and probation. Accumulated monthly with details and totals displayed in report and graphic for last 5 calendar years	P2
150	Correction and Rehabilitation	Diversion programming	The Pre-Trial Unit provides diversion programming and this data will be provided as part of the Average daily population data set.	P2
151	Correction and Rehabilitation	Inmate programming	Inmate programming information	P2
152	Correction and Rehabilitation	Department of Corrections Volunteer opportunities	DOCR Volunteer information	P3
153	Correction and Rehabilitation	Number of security incidents in jail	Number of inappropriate releases, number of escapes from Pre-Release Services (PRRS), number of escapes returned to Pre-Release Services (PRRS), number of inmate suicides, number of jail escapes. This data is manually captured and is entered as a whole number	P3
154	Correction and Rehabilitation	Alternate Community Services (ACS) data	The names and number of hours for community service organizations under the ACS program.	P4
155	Correction and Rehabilitation	Daily booking totals	The number of Daily booking totals in CRIMS system	P4
156	Correction and Rehabilitation	Inmate visiting hours/numbers of visitors	Inmate visiting hours and rules.	P4
157	Correction and Rehabilitation	Monthly jail inspection data	Shift inspections	P4
158	Correction and Rehabilitation	Number of prisoners experiencing symptoms of mental health issues	Prisoners experiencing symptoms of mental issues	P4
159	Correction and Rehabilitation	Prison Rape Elimination Act (PREA) allegations and number of Prison Rape Elimination Act (PREA) substantiated cases	Number of Prison Rape Elimination Act (PREA) allegations and number of Prison Rape Elimination Act (PREA) substantiated cases	P4
160	Correction and Rehabilitation	Recidivism data	DOCR Recidivism Study data	P4
161	Correction and Rehabilitation	Alcohol class schedule	Calendar of alcohol classes	P5
162	Correction and Rehabilitation	Yearly Average Length of inmate/arrestee Stay	Yearly average length of inmate/arrestee stay data	P5
163	County Attorney	Case Appeals Statistics	Appeals case wins/losses	P2
164	County Attorney	Code Enforcement	List of Citations by department and code	P2
165	County Attorney	Litigation Case Closeouts	Summary of litigation case disposition	P2
166	County Attorney	Case status for open and closed cases	List case status by date, type and departments	P3
167	County Attorney	Debt Collection monthly report	Collection revenue data	P3
168	County Attorney	Workers' Compensation monthly hearings	Total numbers of hearings County Attorney attended. It is an indicator of number of workers' compensation claims processed each month.	P3
169	County Attorney	Child and Adult Services caseloads	Status and caseloads of Child and Adult Protective services	P4
170	County Executive's Office	Boards, Committees and Commissions	Appointments made to Boards, Committees, and Commissions (BCCs) by the County Executive, with confirmation by the County Council.	P1
171	County Executive's Office	CountyStat Follow-up Items for Departments	CountyStat Follow-up Items for Departments	P2
172	County Executive's Office	Executive Regulations	List of all Executive Orders adopted since 1997.	P2
173	County Executive's Office	County Executive Correspondence	This dataset includes a list of written and electronic correspondence received by the County Executive from external sources.	P3
174	County Executive's Office	Executive Orders	Actions ordered by the County Executive for County departments to take specific actions. The orders generally direct County agencies to take a single, specific actions such as the establishment of fire lanes, residential parking permit areas, stop signs, no parking areas, or the purchase of a parcel of land.	P3

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
175	County Executive's Office	Internal Audit Recommendations	Implementation status of internal audit recommendations for improving internal controls and programmatic operations	P3
176	County Executive's Office	Public Hearings	Public hearings to include, but not be limited to: the construction of sidewalks; abandonment of public property; imposition of front-foot benefit charges; code revisions; franchise amendments; and, the constant yield tax rate.	P3
177	County Executive's Office	County Executive Event Requests	Requests for County Executive participation in events	P5
178	County Executive's Office	Disruptive Behavior Orders	This dataset includes an annual list of Disruptive Behaviors Orders (person engaging in prohibited conduct in a public facility).	P5
179	County Executive's Office	Innovation Programs	Status of innovation projects	P5
180	County Executive's Office	National Association of Counties (NACo) Achievement Awards	NACo awards received by Montgomery County for outstanding programs	P5
181	Economic Development	Business development projects by type and industry sector	Number of projects sorted by industry sector and type	P1
182	Economic Development	Business Innovation Network Tenants	List of companies in the incubator network	P1
183	Economic Development	DED Special Events	Events, Seminars, Training	P1
184	Economic Development	Economic Development Fund Awards	EDF Grant/Loan program is provides financial support to private employers who retain and create jobs in Montgomery County, especially high technology and manufacturing companies	P1
185	Economic Development	Mentorship Program Participants	Mentorship program for new, small businesses	P1
186	Economic Development	Agricultural Services Annual Report	Covers Agricultural Services' activities	P2
187	Economic Development	Companies headquartered in Montgomery County	List of companies with 100 or more employees headquartered in the county	P2
188	Economic Development	Farm Directory	List of farms included in the Farm Directory	P2
189	Economic Development	Farmers Markets	Addresses, hours and contacts for farmers markets	P2
190	Economic Development	New Farmer Pilot Program	List of farms in the program	P2
191	Economic Development	Number of Jobs created and retained in the county due to DED assistance.	Job creation and retention outcomes of DED's business development projects.(P2
192	Economic Development	Top 250 Employers	250 largest employers in the county	P2
193	Economic Development	Workforce Services	A list of services provided by the Montgomery County Division of Workforce Services to ensure that the county has a well-prepared, educated, trained and adaptable workforce to meet the current and future needs of business, and that the county's workforce has the tools and resources to successfully compete in a global economy. Workforce Services provided to job seekers and businesses	P2
194	Economic Development	Workforce Services - Youth	Outcomes of the Services program provided the Youth by the Montgomery county Division of Workforce Services.	P2
195	Economic Development	Growth of county jobs by Industrial sector.	Number of jobs in the county by industrial sector.	P3
196	Economic Development	Growth of county jobs by occupation.	Number of jobs by the type of occupation in the county.	P3
197	Economic Development	Labor Force, Employment, Unemployment rate	Size of county labor force, estimates of resident employment and unemployment rate.	P3
198	Economic Development	Office vacancy rates	Vacancy rates and rental statistics for commercial office space.	P3
199	Emergency Management & Homeland Security	Hazardous Materials Use Permit Chemical Type and Quantity	This dataset is a listing of hazardous use material permit holders, the types of chemicals they have, and the quantities.	P2
200	Emergency Management & Homeland Security	Alert Montgomery Data	Various statistics on Alert Montgomery including sign-ups and device types.	P3

34

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
201	Emergency Management & Homeland Security	Hazardous Materials Use Permits	Montgomery County Businesses with Active Hazardous Materials Use Permits	P3
202	Emergency Management & Homeland Security	Shelter Activation Status	This dataset will connect the shelter data with the dataMontgomery site to allow users to view information about shelters open during an emergency when a shelter is activated	P3
203	Emergency Management & Homeland Security	Alert Montgomery Alert History	A listing of email and text notifications sent out through the Alert Montgomery system	P4
204	Emergency Management & Homeland Security	Departmental Emergency Support Function Responsibilities	This chart shows which departments have primary or support responsibility for the county's Emergency Support Functions within the county's Emergency Operations Plan	P5
205	Emergency Management & Homeland Security	FEMA Disaster Reimbursements	A list of disasters in which Montgomery County received FEMA reimbursements	P5
206	Employee Retirement Plans	Retirement Savings Plan (RSP) Participants	Retirement Savings Plan (RSP) Participants Information	P3
207	Employee Retirement Plans	Retirement Savings Plan (RSP) Returns	Retirement Savings Plan (RSP) Returns	P3
208	Employee Retirement Plans	Deferred Compensation Plan (DCP) Participants	Deferred Compensation Plan (DCP) Participants	P4
209	Employee Retirement Plans	Deferred Compensation Plan (DCP) Returns	Deferred Compensation Plan (DCP) Returns	P4
210	Employee Retirement Plans	Employees' Retirement System (ERS) Annuities	Employees' Retirement System (ERS) Annuities	P4
211	Employee Retirement Plans	Employees' Retirement System (ERS) Contributions	Employees' Retirement System (ERS) Contributions	P4
212	Employee Retirement Plans	Employees' Retirement System (ERS) Expenses	Employees' Retirement System (ERS) Expenses	P4
213	Employee Retirement Plans	Employees' Retirement System (ERS) Returns	ERS Returns	P4
214	Environmental Protection	GIS Contour data	Flood plain measurements	P2
215	Environmental Protection	Water Quality	This data is used to track conditions in our streams. A portion of this data is used to meet MS4 permit requirements.	P2
216	Environmental Protection	Geographic data: Refuse & Recycling service areas	Refuse and Recycling map of routes serviced by County contracted licensed haulers.	P3
217	Environmental Protection	High hazard dam data	Monitors water level at the emergency dams	P3
218	Environmental Protection	Recycling Public Outreach and Education Calendar and Events	Outreach and education on recycling-related topics: waste reduction; reuse; recycling; grasscycling; composting; buying recycled; etc.	P3
219	Environmental Protection	Solid Waste Facility Locations	Name and address of each Solid Waste facility	P3
220	Environmental Protection	Solid Waste Residential Collection Day lookup	Recycling and trash collection days by geographic area (up-county would only show recycling)	P3
221	Environmental Protection	Stream water level	Event driven based on monitoring events	P3
222	Environmental Protection	C EM (Continuous Emissions Monitoring) Emissions	Continuous emissions data from the Dickerson waste-to-energy plant	P4
223	Environmental Protection	Illegal Dumping	Illegal dumping cases handled by the department	P4
224	Environmental Protection	Rainscapes/Stream Restoration Map	Location of all stream restoration and Rainscapes projects in the county	P4
225	Environmental Protection	Solid Waste Customer information	Data specific to solid waste-related Service Requests	P4
226	Environmental Protection	Transfer Station Scalehouse Data	Weights and load counts of different types of inbound and outbound waste and recycled commodities that cross the truck scales at the Shady Grove Processing Facility and Transfer Station and the Recycling Center	P4

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
227	Environmental Protection	Annual Business Waste Reduction and Recycling Report; and Annual Multi-Family Waste Reduction and Recycling Report	All multi-family properties and a subgroup of non-residential properties report annually information on their waste reduction, recycling and refuse activities and infrastructure. Information is used to assess recycling achievement and opportunities. Data is not available in a useful form.	P5
228	Environmental Protection	Dickerson Weather Station	Weather data from Dickerson	P5
229	Environmental Protection	Rainscapes Rewards	Types and location of rainscapes installed	P5
230	Environmental Protection	Schedule of Solid Waste Charges	Schedule of breakdown of Solid Waste Charges sent to Treasury so they know how to input the codes in the MUNIS system.	P5
231	Environmental Protection	Stormwater facilities	Inventory of stormwater facilities	P5
232	Environmental Protection	Tonnage Revenue Reconciliation	The tonnage/revenue reconciliation verifies the proper recording of tons and revenue between the Transfer Station software system (Paradigm) and the Montgomery County general ledger (Oracle) by month and year-to-date.	P5
233	Ethics Commission	General Outside Employment	Displays all Outside Employment approvals for non-police County employees	P3
234	Ethics Commission	Lobbying Semi-Annual Activity Reports	Shows all expenses and revenues of registered lobbyists in Montgomery County for a six-month period	P3
235	Ethics Commission	Outside Employment approvals for Montgomery County Police	Displays all outside employment approvals obtained by County police officers	P3
236	Finance	Property Tax Data	Property Tax Data	P2
237	Finance	Bag Tax	Store names, numbers of bags, revenue collected	P3
238	Finance	Property tax bill payments	Payment collected by property tax bill	P3
239	Finance	Property Tax Credits	Property Tax Credits	P3
240	Finance	Risk Management Injury Data	Risk Management Corvel Data	P3
241	Finance	Comprehensive Annual Financial Report	Tables for publication	P4
242	Finance	Bonds Issued	Bonds Issued	P5
243	Finance	County Take Home Vehicles	Take Home Vehicles that County employees use	P5
244	Finance	List of Risk Management Volunteers	Risk Management Volunteer Registration System	P5
245	Fire & Rescue Services	Incident calls taken by fire station units	This dataset contains the monthly summary data indicating incident occurred in each fire station response area. The summary data is the incident count broken down by call type group for each fire station response area.	P2
246	Fire & Rescue Services	Fire Code Compliance & Inspections	Information on code compliance inspections, types of buildings, hours	P3
247	Fire & Rescue Services	Fire Safety Community Outreach	Information regarding personnel interaction with homeowners regarding smoke detectors, batteries.	P3
248	Fire & Rescue Services	Apparatus Location at Fire Stations	A map of the County with each fire station including what apparatus is at each station	P4
249	Fire & Rescue Services	Emergency Medical Services (EMS) Transportation Fee	Detailed monthly data regarding the EMS transportation fees to include charges, receipts, insurance billing, self-pay amounts, YTD total revenue.	P4
250	Fire & Rescue Services	Child Car Seat Program	Data on car seat program numbers to include # of car seats installed, vouchers given, personnel hours	P5
251	Fire & Rescue Services	Community Emergency Response Training (CERT)	Data on Community Emergency Response Training (CERT) program, number of persons trained, etc	P5
252	Fire & Rescue Services	Fire Apparatus Fuel Usage	Data on the usage of fuel by the department's fire apparatus	P5
253	Fire & Rescue Services	SCBA Fit Test	Information regarding who has completed a fit test for SCBA usage. Every firefighter must complete the test. It also determines the size mask each person wears.	P5
254	General Services	Active Solicitations	Formal and informal open solicitation listing that are currently advertised	P1
255	General Services	Awarded Solicitations	Solicitations that resulted in a contract award	P1
256	General Services	Bid Tabulations	Publically opened pricing received from vendors in response to an Invitation for Bid	P1

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
257	General Services	Construction Contracts	Active County construction contract listing	P1
258	General Services	Local Small Business Reserve (LSBRP) Active and Closed Solicitations	Formal and informal closed solicitation listing for Local Small Business Reserve Program (LSBRP) with Active or Closed Status	P1
259	General Services	Minority, Female, and Disabled Owned Business	Active contracts for Minority, Female, and Disabled (MFD) owned business and funds encumbered	P1
260	General Services	Small Business Reserve Program (LSBRP) Awarded Solicitations	Closed solicitations that resulted in a contract award for Local Small Business Reserve Program (LSBRP)	P1
261	General Services	Small Business Reserve Program (LSBRP) Contracts	Active County Contracts resulted from a Local Small Business Reserve Program (LSBRP)	P1
262	General Services	Closed Solicitations	Formal and informal closed solicitation listing	P2
263	General Services	County Leases	County lease listing - including both County as the tenant or as the landlord	P2
264	General Services	Fleet - Equipment Inventory	Fleet equipment (vehicle) inventory and status (readiness)	P2
265	General Services	Fleet - Estimated Greenhouse Gas Emissions	Greenhouse Gas (GHG) emissions (derived based on fuel consumption)	P2
266	General Services	Fleet - Fuel Consumption	Public and County fuel consumption by fuel type	P2
267	General Services	Fleet - Vehicle Class Annual (Fiscal Year) Summary	Summary information (average age, total quantity, miles driven, fuel consumption, etc.) by vehicle class	P2
268	General Services	Living Wage Contracts	Active contracts with living wage requirement (prime & services other than construction contracts only)	P2
269	General Services	Non-Profit Contracts	Active County non-profit contract listing	P2
270	General Services	Prevailing Wage Contracts	Active contracts with prevailing wage requirement (prime & construction service Only)	P2
271	General Services	Utility Usage	Utility usage for County facilities - including electricity, gas, water, etc.	P2
272	General Services	County Facilities	Listing of County maintained facilities	P3
273	General Services	County owned Property Inventory	County owned properties and associated real estate expenditures/costs	P3
274	General Services	Facilities - Maintenance Cost	Facility maintenance cost	P3
275	General Services	Facilities - Property Managers and Areas	Property management areas and assigned managers	P3
276	General Services	Facilities - Work Order by Trade	Number of issued work orders by trade type	P3
277	General Services	Facilities - Work Order Status	Facilities work order Status	P3
278	General Services	Facilities - Work Order Summary	Number of issued work orders per facility	P3
279	General Services	Fleet - County Managed Fuel Sites	County managed fuel sites	P3
280	General Services	Fleet - Telematic Electronic vehicle usage data	Electronic vehicle usage data (summarized)	P3
281	General Services	County Printing/Copying Paper Usage	Paper Usage from Ricoh Multi-Function Printers	P4
282	General Services	Facilities - Generators	Facilities with generators	P4
283	General Services	Record Management Inventory	Number of records in record management system by Department	P5
284	Health & Human Services	Department of Health and Human Services (DHHS) Locations	Department of Health and Human Services (DHHS) service facilities and hours	P1
285	Health & Human Services	Medical Facilities	Locations of clinics, program locations for medical and dental services, Montgomery Cares clinics, Federal Qualified Health Centers and hospitals/ERs	P1
286	Health & Human Services	Community Health Indicator Data	Leading causes of death by age, race, ethnicity etc.	P2
287	Health & Human Services	HHS Service Fees	Fees for various DHHS program services	P2
288	Health & Human Services	Licensed Child Care Centers	Licensed Child Care Centers	P2

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
289	Health & Human Services	Licensed Nursing Homes	Matrix of Geocoded locations and attributes of nursing homes with State score of 1-5	P2
290	Health & Human Services	Medical Facilities	Locations and attributes of Montgomery Cares clinics, FQHCs and hospitals/ERs	P2
291	Health & Human Services	Affordable Care Act (ACA) Health Insurance Enrollment Sites	Locations, hours of operation for enrolling in health insurance under Affordable Care Act	P3
292	Health & Human Services	Licensed Swimming Pools	Licensed Swimming Pools include, public pools, spas, beaches and spray attractions intended for recreational and therapeutic use. Does not include private pools at a private single family residence.	P5
293	Housing & Community Affairs	Moderately Priced Dwelling Unit program (MPDU)	Moderately Priced Dwelling Unit program administration	P1
294	Housing & Community Affairs	Residential Rental Licensing	Rental licenses for multi-family, single family, condos, and accessory apartments	P1
295	Housing & Community Affairs	Housing Loans	Housing development and rehab loans	P3
296	Housing & Community Affairs	Landlord-Tenant Cases	Complaints administered by Office of Landlord-Tenant Affairs (OLTA).	P3
297	Housing & Community Affairs	Rent Rate Survey	Annual rent rate survey (and past surveys)	P4
298	Human Resources	Position Dashboard, Position Inventory	Vacant vs. filled positions, # of vacant positions, salaries associated with each, open positions by department	P1
299	Human Resources	Recruitment Customer Service Survey	Applications for County positions, including limited demographic information and customer service survey results.	P1
300	Human Resources	Personnel Management Review	Comprehensive review of general information concerning the size and composition of the County government workforce	P2
301	Human Resources	County Recruitment Year End Report	Statistics related to the hiring process, including # of resumes received, job announcements, new hires (FT/PT, merit vs temp), average time to fill positions, number of hiring managers, etc.	P3
302	Human Resources	Interpreter Tracking Database	Multilingual use in the County, who speaks what language	P3
303	Human Resources	Employee Training	Required and optional training completed by employee.	P4
304	Human Resources	Equal employment opportunity (EEO)-1 Report	Demographics by Equal employment opportunity (EEO) categories, including MLS	P4
305	Human Resources	Grievances Resolved Before Reaching a Third Party Neutral	Total number of grievances and those resolved before reaching a third party neutral	P4
306	Human Resources	Health Benefits - Healthcare Trend History	Measures annual percentage change in health care claims costs and compares to industry standard	P4
307	Human Resources	Job Classification Report (Table IV)	Inventory of most position classifications available in the County	P4
308	Human Resources	Management Leadership Service Demographic Report	Report, by various demographic measures, for Management Leadership Service (MLS) employees.	P4
309	Human Resources	New Hire Report	Demographic report of new County employees.	P4
310	Human Resources	Position Transactions Report	Database of position transactions, with position detail. Should also include detail on when the transaction was received and approved/denied by OMB and OHR	P4
311	Human Resources	Reduction In Force (RIF) Position Tracking	Tracks positions abolished and employees RIFed during a budget cycle.	P4
312	Human Resources	County Management Leadership Service (MLS) Hiring Report	Demographics on new MLS hires.	P5
313	Human Resources	County Non-Competitive Hiring List	Master list of number of Disability Employment Initiatives, Non-Competitive Hiring Process Hires	P5
314	Human Resources	County Supervisor Positions	List of all positions, including demographic descriptors, with names of supervisees	P5
315	Human Resources	Direct Bill Employees', Former Employees' and Retirees Addresses	Addresses of employees/former employees who are direct billed for group health benefits.	P5
316	Human Resources	Direct Bill Retirees Addresses	Addresses of retirees who are billed directly for group health benefits	P5
317	Human Resources	Domestic Partners with Health Coverage	Group Health - list of domestic partners with health coverage	P5

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
318	Human Resources	Domestic Partners with Vision Insurance	Group Health - list of domestic partners with vision insurance	P5
319	Human Resources	Employees With Temporary Promotions	List of employees, with select demographic descriptors, who are in temporary promotion status	P5
320	Human Resources	Essential Employees List	Master list of all essential employees in the County	P5
321	Human Resources	FMLA Requests by Request Type	FMLA requests by reason: family/self/domestic partner	P5
322	Human Resources	Group Health Plan Enrollment Statistics Report	Enrollment data, by plan, plan type (in-network, out of area), member type, etc	P5
323	Human Resources	Group Health Plan Valuation	Group Health Plan valuation conducted by actuary	P5
324	Human Resources	Health Insurance Team - Customer Care Contacts	Details number of customer care contacts, by inquiry type.	P5
325	Human Resources	Hiring Preference Report	Number of vacancies, # of applicants/employees claiming hiring preference and the rating of those employees/applicants	P5
326	Human Resources	List of Disabled Police Officers	Group Health - list of disabled police officers	P5
327	Human Resources	Local Government Personnel Association (LGPA) Report	Data compiled for County's annual submission to LGPA, includes demographics, salary, hours, years to reach maximum salary, etc	P5
328	Human Resources	Lump Sum Award Report	Tracking report on all lump sum awards made to County employees	P5
329	Human Resources	Maryland Association of Counties (MACo) Report	Compilation of data, including job title, grade, min/max salary, number of employees in a class, average base salary	P5
330	Human Resources	OMS/FROMS Drug Test Reason	Drug testing by precipitating event/reason	P5
331	Human Resources	OMS/FROMS Visit Types	Tracks visits to OMS/FROMS by reason for contact	P5
332	Human Resources	Performance Management Reports	Performance rating cycles, ratings (MLS, union, non-represented), with select demographic descriptors	P5
333	Human Resources	Position Dashboard/PMR Dashboard, Demographic Information	Provides demographic information for Montgomery County employees.	P5
334	Human Resources	Prudential Subscriber List - Fraternal Order of Police	Fraternal Order of Police (FOP) members with basic and optional Prudential life insurance coverage	P5
335	Human Resources	Report of Disabled Dependents	Report of disabled dependents	P5
336	Human Resources	Retirement Code Audit Report	Inventory of retirement plan enrollment	P5
337	Human Resources	Separation and Termination Report	Report of number of County separations by reason.	P5
338	Human Resources	Sick Leave Balance Report	Sick Leave Balance Report	P5
339	Human Resources	State/County Employee List	State/County Employee List	P5
340	Human Resources	Stress Management Team Activity and Incidents	Inventory of stress management team activity and incidents	P5
341	Human Resources	Total number of Long Term Disability LTD 1 and LTD 2 Subscribers	Active employees with LTD 1 and LTD 2 coverage	P5
342	Human Resources	Training Inventory and Satisfaction Survey Results	Total number of employees and percentage of those employees who find the training helpful to their jobs	P5
343	Human Resources	Wage Equity	Master list of demographic descriptives, including measures of years of relevant experience in current position	P5
344	Human Resources	Work Hours and Sick Leave Use by Union	List of sick leaved used by bargaining unit	P5
345	Human Rights	Human Rights Calendar of Events	Committee on Hate Violence, Human Rights Commission, Inter-Agency Fair Housing Coordination Group	P3
346	Human Rights	Human Rights Complaints received	Human Rights Complaints received	P3

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
347	Human Rights	Human Rights Customer satisfaction survey results	Customer Satisfaction Survey of the Human Rights Commission	P5
348	Human Rights	Human Rights Reports to State and Federal Governments	HRC reports for the state or federal government	P5
349	Intergovernmental Relations	Bill positions and statements	Bill positions with links to written statements	P3
350	Intergovernmental Relations	State Capital Projects	Capital projects in Montgomery County in the State's fiscal year budget	P4
351	Intergovernmental Relations	State Operating Aid	State aid to Montgomery County	P4
352	Liquor Control	Liquor Licensees	Provide a list of current Liquor licensees	P1
353	Liquor Control	Special Order Fulfillment	Log of last months time taken to fulfill special orders in days	P2
354	Liquor Control	DLC Product Purchases	Items by department and category that have been purchase by DLC , will display in case units only	P3
355	Liquor Control	DLC Sales Data (warehouse and stores)	A listing of sales data by item and department updated monthly	P3
356	Liquor Control	DLC Store Inventory and sale items	Provide a listing of inventory items that will display store quantity and sale prices	P3
357	Liquor Control	DLC Inventory Cases Sold (609 Report)	Lists Cases sold by last 13 months for each item	P4
358	Liquor Control	DLC Product Licensee Purchases	Purchases in case units of items by licensee	P4
359	Liquor Control	DLC Inventory Breakages / Waste	A log of inventory breakages or waste	P5
360	Management & Budget	Grant data	Grants Database (Access / SQL Server)	P2
361	Management & Budget	Internal Department Content Management System	OMB Internal Content Management System	P5
362	Permitting Services	Gaithersburg Commercial Building Impact Taxes	Impact taxes for commercial permits in Gaithersburg	P1
363	Permitting Services	Gaithersburg Residential Building Impact Taxes	Impact taxes for residential permits in Gaithersburg	P1
364	Permitting Services	Rockville Residential Building Impact Taxes	Impact taxes for residential permits in Rockville	P1
365	Permitting Services	Agricultural producers Certificates	Agricultural producers Certificates	P2
366	Permitting Services	Floodplain Study	A floodplain study is performed to establish the 100-year floodplain limits within or near a development in order to preserve the natural resources within the 100-year floodplain, to protect property and persons, and to apply a unified, comprehensive approach to floodplain management.	P2
367	Permitting Services	Home Occupation Certificates	Certificates issued for the operation of a business in a residence	P2
368	Permitting Services	Rockville Commercial Building Impact Taxes	Impact taxes for commercial permits in Rockville	P2
369	Permitting Services	Bed & Breakfast Lodging Certificates	Licensed Bed and Breakfast Businesses	P3
370	Permitting Services	Door to Door Vendors License	Licenses for vendors selling goods door to door	P3
371	Permitting Services	Electrical Apprentice Licenses	Licenses issued to apprentice electricians	P3
372	Permitting Services	Floodplain District Permits	Permits issued to control floodplain development	P3
373	Permitting Services	Historic Area Work Permits	Permits issued for construction affecting historic homes	P3
374	Permitting Services	Journeyman Electrician Licenses	Licenses issued to journeymen electricians	P3
375	Permitting Services	Limited Duration Sign Permits	A limited duration sign permit is required for a non-permanent sign that is either displayed on private property for more than 30 days, or within the public right-of-way on weekends only or for a 14-day period.	P3

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
376	Permitting Services	Limited Electrical Business Licenses	Licenses issued to electrical businesses that are restricted to a specific type of electrical work (e.g., signs, telephones, heating/air conditioning) or to electrical work performed in a specific location (e.g., on-site maintenance for apartment buildings)	P3
377	Permitting Services	Master Electrician Licenses	Licenses issued to Master Electricians who may perform any type of electrical work throughout the County	P3
378	Permitting Services	Parking Standards Waiver	Dataset to track requests for waivers of parking requirements	P3
379	Permitting Services	Regular Route Vendors License	Licenses for vendors selling goods on a regular route	P3
380	Permitting Services	Sign Variance	A sign variance is required when a proposed sign does not conform to the requirements of the Montgomery County Zoning Ordinance pertaining to the size of the sign or its location.	P3
381	Permitting Services	Benefit Performance Licenses	Licenses issued for conducting benefit performances	P4
382	Permitting Services	County Well Permits	Permits issued for potable wells	P4
383	Permitting Services	Fence Permits	Permits issued for the construction of fences	P4
384	Permitting Services	Fire Alarm Permits	Permits issued for the installation of fire alarm systems	P4
385	Permitting Services	Fire Protection Systems	Permits issued for the installation of fire protection systems	P4
386	Permitting Services	Limited Master Electrician Licenses	Licenses issued to Master Electricians that are restricted to specific types of electrical work (e.g., heat/air conditioning, signs, or telephones) or specific locations (e.g., apartment buildings)	P4
387	Permitting Services	Non Conforming Use Certificate	Certificates issued for approval of a land use which existed prior to the establishment of zoning in a geographic area, or a change in zoning which makes the use no longer in compliance with the Zoning Ordinance	P4
388	Permitting Services	Sediment Control Permits	Permits issued to prevent sediment from leaving a construction site during construction activity	P4
389	Permitting Services	Sewage Disposal Permits	Permits issued to ensure that any septic system installed in the County meets all current County and State standards	P4
390	Permitting Services	Sewage Sludge Utilization Licenses	Licenses issued to any person or company engaged in the business of cleaning and emptying septic tanks, holding tanks, privies or other sewage disposal facilities	P4
391	Permitting Services	Sign Permits	Permits issued for the installation of an exterior sign	P4
392	Permitting Services	Site Specific Vendors License	Licenses for vendors selling goods at a specific site	P4
393	Permitting Services	Use & Occupancy Certificates	Certificates issued for approval of the space to be used prior to opening any business in Montgomery County or inhabiting any residential dwelling	P4
394	Permitting Services	Floodplain Status Request	Floodplain information requests processed to determine if a planned building or grading activity is within a 100-year floodplain	P5
395	Permitting Services	Limited Duration Sign Installer License	License required to install a non-permanent sign that is either displayed on private property for more than 30 days, or within the public right-of-way on weekends only or for a 14-day period.	P5
396	Permitting Services	Retaining Wall Permits	Permits issued for the construction of a retaining wall	P5
397	Permitting Services	Sign Installer License	A Sign Installer License is a license issued by the Department of Permitting Services (DPS) jointly to a business and a person employed by the business that has completed training and passed an examination on the current sign regulations.	P5
398	Permitting Services	Soils Testing Process	Percolation testing is the process of soils evaluation including establishment of infiltration rates for soils that make up an area intended for the installation of an initial septic system and replacement septic systems.	P5
399	Permitting Services	Special Exception	Dataset to track DPS' business processes related to Special Exceptions approved by the Board of Appeals	P5
400	Police Department	Crash Data	Crash data minus Personally identifiable information (PII)	P1
401	Police Department	Police 911 center calls for service	Daily Computer-Aided Dispatch (CAD) calls information. Information would include date, time, type of call and location. Would not include caller information, including exact street address or contact numbers. Also would not include officers assigned or units available for a call.	P1
402	Police Department	CAD Response metrics	Calls received, dispatched, response times...	P2

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
403	Police Department	Red light and speed cameras	location and certification data	P2
404	Police Department	Uniform Crime Reporting	Uniform Crime Reporting Data	P2
405	Police Department	Crime Summary reports	Monthly breakdown of crime numbers by district and Central Business Districts (CBD)	P3
406	Police Department	EJS Record Management System data subset ARSON	Fire Marshall statistical information	P3
407	Police Department	Juvenile Crime Data	Juvenile Statistical Information	P3
408	Police Department	Animal Services Shelter Information	Shelter metrics	P4
409	Police Department	Pepco's Right-of-way complaints/incidents	Calls/Complaints that MCPD has received concerning illegal trespass, suspicious and/or dangerous activities in the Pepco right-of-way between Westlake Drive in West Bethesda and Piney Meetinghouse Road in Potomac during the past 5 years	P5
410	Public Information Office	County Website Analytics	County Website Analytics	P5
411	Public Information Office	eSubscription Analytics	govDelivery usage	P5
412	Public Information Office	Social Media Analytics	Social Media Analytics	P5
413	Public Libraries	Library Materials Circulation	Circulation of library materials by the entire system.	P3
414	Public Libraries	Library website Statistics	Value is total number of visits to MCPL website in a fiscal year	P3
415	Public Libraries	Senior program attendance	Value is annual attendance at all programs geared towards seniors	P3
416	Public Libraries	ACE GO! Kits circulation	Value is total circulation of All Children Excel Go! Kits in fiscal year	P4
417	Public Libraries	Ages and Adult program attendance	Value is total attendance at programs not accounted for by ACE, teen, or senior programs	P4
418	Public Libraries	All Children Excel programs	Programs for children that are not Early Literacy or Science Technology Engineering Math based	P4
419	Public Libraries	Articles downloaded from a database	Value is total number of articles downloaded from MCPL databases	P4
420	Public Libraries	Books, audiobooks, DVD, playaways, CDs and magazines borrowed	Value is the total number of physical items checked out by MCPL customers in the fiscal year	P4
421	Public Libraries	Children Excel Early Literacy Program attendance	Value of annual attendance at All Children Excel Early Literacy Programs that provide early literacy skills for Children and caregivers	P4
422	Public Libraries	Children Excel Early Literacy Programs	Value for annual number of programs held throughout MCPL that provide Early Literacy skills.	P4
423	Public Libraries	Children Excel STEM program attendance	Value of annual number of attendants at a Science, Technology, Engineering and Math skills building program at MCPL	P4
424	Public Libraries	Children Excel STEM programs	Annual value for the total number of Science, Technology, Engineering and Math programs hosted by MCPL	P4
425	Public Libraries	Circulation of Juvenile Material	Value is total number of physical and electronic material downloaded that support All Children Excel	P4
426	Public Libraries	e-books and e-audiobooks downloaded	Value is the annual circulation of e-books and e-audiobooks by MCPL customers	P4
427	Public Libraries	Hours of Children Excel Discovery Room use	Number of hours that MCPL All Children Excel Discovery Rooms for Early Literacy and School Readiness were booked in the fiscal year	P4
428	Public Libraries	Hours of meeting room use	Value is the total number of meeting room hours booked by fiscal year	P4
429	Public Libraries	In person questions answered	Value is number of questions answered by branch staff during a fiscal year	P4
430	Public Libraries	Items borrowed through holds system	Value is number of items That customers put on hold, or had transferred to their home branch	P4
431	Public Libraries	Items borrowed through interlibrary loan	Value is total number of items borrowed for customers through the state network	P4
432	Public Libraries	Librarian visits to schools and day care centers	Value is the total number of visits by librarians to schools and day care centers during fiscal year	P4
433	Public Libraries	Library Volunteer hours	Volunteer hours contributed to MCPL in fiscal year	P4
434	Public Libraries	Logins to WIFI in Libraries	WIFI sessions customers initiated in Libraries	P4

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
435	Public Libraries	New library card registrations	New library cards issued	P4
436	Public Libraries	Number of items used	Value is number of items used by customers in our branches	P4
437	Public Libraries	One-hour instruction in basic literacy, ESL, or English for daily use	One-hour sessions for instruction in basic literacy, ESL, or English for daily use in fiscal year	P4
438	Public Libraries	Other All Children Excel Program Attendance	Value is the annual count of all children's program attendance that is not included in Early Literacy or STEM programming	P4
439	Public Libraries	Pages printed or copied by library customers	Total number of pages printed or copied by MCPL customers in a fiscal year	P4
440	Public Libraries	Questions via website, email, chat, social media or letters answered	Information questions answered by staff via web, social media or letter	P4
441	Public Libraries	Senior Smartrip or senior/disabled Metrocard passes sold	Senior Smartrip or senior/disabled Metrocard passes sold in libraries	P4
442	Public Libraries	Sessions on Alliance for Workplace Excellence (AWE) Early Literacy Digital Learning stations	Sessions on MCPL Alliance for Workplace Excellence (AWE) Early Literacy and School Readiness computers	P4
443	Public Libraries	Songs downloaded	Number of songs downloaded to personal devices by MCPL customers	P4
444	Public Libraries	Summer reading program (SRP) books read	Value is total number of books recorded as read in SRP database in a given summer	P4
445	Public Libraries	Summer reading program (SRP) program attendance	Total attendance at Summer reading program (SRP) during the summer	P4
446	Public Libraries	Summer reading program (SRP) programs held	Summer reading program (SRP) held during summer	P4
447	Public Libraries	Summer reading program (SRP) registration	Value is total number of sign ups for baby, children and teen Summer Reading Program	P4
448	Public Libraries	Teen Program Attendance	Value of the total number of people who attended programs geared towards teens and young adults	P4
449	Public Libraries	Total children'™s library cards registration	Value is total number of valid library cards for children ages 13 or under	P4
450	Public Libraries	Total Hours of Room Bookings	Value is total number of hours that MCPL rooms were booked in the fiscal year	P4
451	Public Libraries	Total Program Attendance	Annual, system level totals for all programs held by MCPL	P4
452	Public Libraries	Total questions answered	Value is the total number of reference questions answered in person and virtually	P4
453	Public Libraries	Total use of electronic and office resources	Value is total annual website visits, database downloads, wifi use, computer sessions, AWE Early Literacy Workstations	P4
454	Public Libraries	Total use of library materials	Value is the total annual count of all MCPL materials, including in-house use, Interlibrary loan, holds, e-materials and song downloads, and materials checked out	P4
455	Public Libraries	Use of Children-specific databases	Value is total number of sessions in one of MCPL children specific databases	P4
456	Public Libraries	Visits by schools and day care centers to branches	Value is total number of visits to the library by outside educational groups in fiscal year	P4
457	Public Libraries	Visits to branches	Value is total number of people coming into all MCPL branches in fiscal year	P4
458	Public Libraries	Visits to MCPL Kidsite	Value is total number of visits to landing page for staff curated resources to help All Children Excel	P4
459	Public Libraries	Web Sessions on library computers	Number of web sessions for all MCPL branches	P4
460	Public Libraries	Total Public Service Hours	Total public service hours open per month for whole system	P5
461	Public Libraries	Website visits	Number of visits to MCPL website by month.	P5
462	Recreation Department	Open Gym - Basketball	Basketball open gym schedules	P1
463	Recreation Department	Open Gym Badminton	Badminton open gym schedules	P1

43

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
464	Recreation Department	Open Gym General	General play - open gym schedules	P1
465	Recreation Department	Open Gym Table Tennis	Table tennis open gym schedule	P1
466	Recreation Department	Open Gym Volleyball	Volleyball open gym schedules	P1
467	Recreation Department	Seasonal Recreation Programs	A list of recreation programs Montgomery County are offering	P1
468	Recreation Department	MCRD Aquatics Centers	Montgomery County Recreation Department Aquatics Centers	P2
469	Recreation Department	MCRD Community Centers	Montgomery County Recreation Department Community Centers	P2
470	Recreation Department	MCRD Senior Centers	Montgomery County Recreation Department Senior Centers	P2
471	Technology Services	Geographic data: Enterprise Zones	County Economic Development and State have designated 4 or 5 areas of the County as Enterprise Zones.	P1
472	Technology Services	Geographic data: Lodging	hotels, hostels, suites for longer stay.	P1
473	Technology Services	Geographic data: MARC Train Stations	MARC train stations.	P1
474	Technology Services	Geographic data: MC Government Facilities	DGS was planning to publish County facilities at some point. Is this the same thing?	P1
475	Technology Services	Geographic data: Places of Worship	Places of worship in the County.	P1
476	Technology Services	Geographic data: Senior Centers	Senior Centers managed by the County.	P1
477	Technology Services	Geographic data: Shopping Centers	shopping centers.	P1
478	Technology Services	Geographic data: YMCA Centers	YMCA centers	P1
479	Technology Services	Geographic data: Zip Codes	postal delivery areas defined by USPS. Zip codes with mailboxes only are not included.	P1
480	Technology Services	Wireless Access Points	Wireless Access Points around the County	P1
481	Technology Services	Geographic data: Bikeways	dedicated or on-street bikeways in the County	P2
482	Technology Services	Geographic data: MARC Rail Lines	Freight and commuter rail line	P2
483	Technology Services	Geographic data: METRO Rail Lines	WMATA Metro rail lines	P2
484	Technology Services	Geographic data: Park and Ride Lots	Park and Ride Lots Map	P2
485	Technology Services	Geographic data: Recreation Centers	Recreation Centers	P2
486	Technology Services	Geographic data: Regional Services Centers	Regional Services Centers Map	P2
487	Technology Services	Fibernet Building Connections	Buildings connected to Fibernet	P3
488	Technology Services	Geographic data: Board of Education Districts	The 5 Board of Education Districts	P3
489	Technology Services	Geographic data: Building Footprints	The building footprints, including sheds	P3
490	Technology Services	Geographic data: Municipalities	Municipalities	P3
491	Technology Services	Inventory of created Cable Content/Programs	Inventory of created Cable Content/Programs	P3
492	Technology Services	Geographic data: Golf Courses	The 9 public golf courses	P4
493	Technology Services	HelpDesk Tickets	IT Help Desk Tickets	P4
494	Technology Services	Mobile Application Inventory	Inventory of Enterprise provided mobile applications	P4

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
495	Technology Services	Active Directory Inventory of users, computers, email accounts	Inventory of number of users, computers, email accounts	P5
496	Technology Services	County Printer Inventory	Inventory of Printers supported on the Enterprise Print Server	P5
497	Technology Services	County Sharepoint sites supported	Inventory of sharepoint sites supported	P5
498	Technology Services	Deployment Domain Inventory	Inventory of VMGuests/VMHosts	P5
499	Technology Services	DHI inventory of Enterprise Databases	DHI inventory of Enterprise Databases	P5
500	Technology Services	Email Inventory	Inventory of Email accounts	P5
501	Technology Services	Enterprise Managed Public Safety Servers	Inventory of Enterprise Managed Public Safety Servers	P5
502	Technology Services	Enterprise Supported SAAS Applications	Inventory of Enterprise Supported SAAS applications	P5
503	Technology Services	Identity Management Inventory of objects and applications using IM	Inventory of Identity Management Objects	P5
504	Technology Services	Inventory of Applications using Enterprise CM Support	Inventory of Applications using Enterprise CM Service	P5
505	Technology Services	Inventory of CIO Review Requests	Inventory of CIO Review Requests	P5
506	Technology Services	Inventory of Content Management Users	Inventory of Content Management Users	P5
507	Technology Services	Inventory of Created ADT Applications	Inventory of Created ADT Applications	P5
508	Technology Services	Inventory of DCM supplied mobile devices	Inventory of DCM supplied mobile devices	P5
509	Technology Services	Inventory of Departments using Enterprise File Service	Inventory of Departments using Enterprise File Service	P5
510	Technology Services	Inventory of EHI Applications	Inventory of EHI Applications	P5
511	Technology Services	Inventory of GIS Applications	Inventory of GIS Applications	P5
512	Technology Services	Inventory of Radio Frequencies	Inventory of Radio Frequencies used by the County	P5
513	Technology Services	Inventory of Radio Towers used by the County	Inventory of Radio Towers used by the County	P5
514	Technology Services	Inventory of Servers Hosted in the datacenter	Inventory of Servers Hosted in the datacenter	P5
515	Technology Services	Inventory of telephones lines/numbers	Inventory of telephones lines/numbers	P5
516	Technology Services	IT Review Requests	Inventory of IT Review Requests	P5
517	Technology Services	IVR Applications	Inventory of IVR Applications	P5
518	Technology Services	MCCats Task Orders	Inventory of MCCats Task Orders	P5
519	Technology Services	Number of Potential Negative Information Security Events Against the County	Number of Potential Negative Information Security Events Against the County	P5
520	Technology Services	Patches	Inventory of supplied seat machine patches	P5
521	Technology Services	Portal Sites	Inventory of Portal Sites	P5
522	Technology Services	Radio Inventory	Radio Inventory	P5
523	Technology Services	Records Applications	Inventory of Records Applications	P5
524	Technology Services	Seat Machine Inventory	Seat machine inventory by department; contains type of each machine, CPU speed, age, OS level, etc	P5

45

#	Department	Dataset Name (FY16 & Beyond)	Dataset Description (FY16 & Beyond)	Priority Grouping
525	Technology Services	Servers backed up by the data center	Servers backed up by the data center	P5
526	Technology Services	Telephone Inventory	Inventory of telephones and numbers	P5
527	Technology Services	Tower Applications	Inventory of Tower Applications	P5
528	Transportation	Parking Tickets Issued	Data on parking tickets issued	P1
529	Transportation	Traffic Count Data	DOT maintains a database for all intersections where traffic volume counts have been performed	P1
530	Transportation	Bus Routes/Schedules	Bus routes, schedules, fares	P2
531	Transportation	E-roads biannual study with road ratings	Survey of county roadways pavement condition	P2
532	Transportation	On-street Sensor Data	Monitoring on street parking space availability	P2
533	Transportation	Parking Facility Data	GIS-based parking facility data	P2
534	Transportation	Pavement Condition Index (PCI)	Pavement Condition Index (PCI) measures the relative condition of roadway	P2
535	Transportation	Planned Neighborhood Tree Pruning	Planned Neighborhood Tree Pruning schedule	P2
536	Transportation	Roadway Speed Data	DOT maintains a database for all roadway speed studies performed	P2
537	Transportation	Safe Routes to School Grant School Survey Data	Surveys taken by parents about how their kids get to school and what factors are important to them in why they choose the mode of transport they use.	P2
538	Transportation	Beautification Grant	Small grants of money used to beautify common areas of a location or community	P3
539	Transportation	Data sharing with WSSC Resurfacing and Utility Projects	Future roadways resurfacing project and moratorium data	P3
540	Transportation	DOT Correspondence Log	DOT log of contact with the public in the form of email, letters and referrals from Council and the CEO's office	P3
541	Transportation	Geographic data: Storm operations	Provide county residents progress concerning summer and winter storm activity	P3
542	Transportation	Residential Sweeping Schedule	Residential Sweeping Schedule	P3
543	Transportation	Safe Routes to School (SRTS)-Related Citations	Number of Citations Given by MCPD Around Safe Routes to School Grant Schools	P3
544	Transportation	Schools Under the Safe Routes to School Grant Program	Grant program data	P3
545	Transportation	Sidewalk/Concrete Repair Schedule	Sidewalk/Concrete Repair Schedule	P3
546	Transportation	Adopt A Road	Program for keeping roadsides clean	P4
547	Transportation	Adopt a Spot Program	The Adopt A Spot is a new program created this year by the Keep Montgomery County Beautiful Task Force. This program allows you to adopt a commonly owned area located within Montgomery County when you agree to make regular litter pick-ups at the site.	P4
548	Transportation	Beautification Award	This is a contest with awards given for the areas made most beautiful. It would include pictures of the areas as well as general locations	P4
549	Transportation	Leaf Collection Schedule	Provide county residents scheduled leaf collection per area and subarea.	P4
550	Transportation	Storm Road Closures	Provide county residents information concerning road closures throughout the county	P4
551	Transportation	Carpool Data	data on carpooling from Commuter Services	P5
552	Transportation	DOT Data Requested via MC311	Requests from MC311 for data regarding DOT	P5
553	Transportation	Storm Drain Marking Program	Program marking storm drains to discourage dumping. The program also logs the marker requests and the number of markers DOT provided to each requestor.	P5

Note: The full composition of these datasets will be further determined as the dataMontgomery team works with departments to prepare the datasets for publication.

5.0 Maryland Public Information Act (MPIA) Requests

The Open Data Act specifies that Public Information Act responses and certain information about the request will be published on a web portal. See Montgomery County Code § 2-159.

A MPIA publishing workgroup led by an Assistant Chief Administrative Officer and including representatives from the Public Information Office, the County Attorney's Office, the Department of Technology Services (DTS), as well as representatives from several other departments, was established. The workgroup developed the requirements and process for publishing MPIA responses. The published list on the dataMontgomery web site will have a link to a repository that will contain the MPIA response. Users will be able to look at the request information and then pull the full response from the repository.

DTS developed the specifications for and created a tool for publishing MPIA requests on the County's open data portal. The tool was announced to all departments and made available in May 2014. The first set of MPIA responses are planned to be published on the portal in July 2014. Subsequent responses will be available on the portal as they are posted.

The MPIA Implementation process is documented in Appendix D of this document.

Appendix A – openMontgomery Memorandum from CAO



OFFICES OF THE COUNTY EXECUTIVE

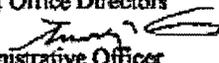
Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

December 4, 2012

TO: Executive Branch Department and Office Directors

FROM: Timothy L. Firestine, Chief Administrative Officer 

SUBJECT: "openMontgomery" and Initial Survey of Government Datasets

A responsive and accountable County Government has long been among the County's highest priorities. As many of you already know, we have had much success with accountability systems such as MC311 and CountyStat.

On Wednesday, December 5, 2012, the County Executive will announce the new "openMontgomery" initiative. This is in concert with the open government Bill 23-12 introduced by Councilmember Riemer and approved by the full Council today, December 4, 2012. Together these actions will ensure our open government efforts remain strong and that this County remains on the path to even greater transparency, accessibility, and efficiency in the future.

The openMontgomery initiative includes four programs: accessMontgomery, dataMontgomery, mobileMontgomery, and engageMontgomery. They are designed to work together to leverage recent advancements in digital technology platforms in the areas of open data, social media, and mobile applications. Each program portal offers easier access to services than current platforms.

The dataMontgomery program seeks to open the County's data sets so they can be sorted and used in various ways, including being potentially leveraged in the development of new applications and services by interested parties. The engageMontgomery program includes a new social media platform that can serve as an informal Town Hall and facilitate participation from employees and residents on topics of interest including openMontgomery programs. The mobileMontgomery site offers information on all of the County's mobile websites and applications in one convenient location. The accessMontgomery site provides a single portal of County information presently available on many platforms including the County's new web portal, which supports mobile web pages, language translation, and user interaction.

101 Monroe Street • Rockville, Maryland 20850
240-777-2500 • 240-777-2544 TTY • 240-777-2518 FAX
www.montgomerycountymd.gov

Executive Branch Department and Office Directors
December 4, 2012
Page 2

As envisioned by the County, over time openMontgomery will serve as Montgomery County's "Digital Government" strategy for building a 21st century program and culture to better serve our residents, businesses, employees, and other partners. Additional information about openMontgomery, as well as links to the County's Digital Government Strategy and Roadmap document and the County's new Open Government legislation, can be found online at <http://montgomerycountymd.gov/open/>.

As you may know, digital government programs in progressive local, state, and federal governments are successfully using open data initiatives to create opportunities. Montgomery County aims to become a leader among county governments by developing a comprehensive Open Data Implementation Plan and systematically publishing all its valuable datasets over time.

To ensure successful development and implementation, I am asking for your full support and cooperation on all aspects of this new initiative.

Soon, through CountyStat, departments and offices will receive a comprehensive survey asking them to inventory all available datasets. This will include guidance on all aspects of data identification, valuation, collection, validation, and publication. In the meantime, by close of business on Friday, January 11, 2013, please respond to this Initial Datasets Survey that is intended to identify a number of high value, high quality, and ready to publish datasets.

If you have any further questions, please contact Fariba Kassiri, Assistant Chief Administrative Officer, at 240-777-2512 or Fariba.Kassiri@montgomerycountymd.gov.

Thank you in advance for taking part in this important effort.

TLF:ss

cc: Steve Farber, Council Staff Director

(49)

Appendix B – Dataset Scoring Methodology and Outreach

The datasets were individually scored by the Chief Innovation Officer and the manager of CountyStat. The categories, six internally focused and six externally focused, conveyed between zero and ten points and are:

Internal:

- Is the dataset aligned with the department's core function / Degree to which publishing this data furthers the core mission of the department? (1-10 points)
- Is the dataset a direct or indirect source of a department's Headline Performance Measure(s) and/or Supporting Measure(s)? (2 = No, 4 = Indirect/Supporting, 6 = Direct/Supporting, 8 = indirect/headline, 10 = direct/headline)
- Will posting the data result in administrative time saved for a department(s)? (i.e. will they be able to stop spending time responding to requests for this particular information?) (No = 0, Maybe/Minimal = 5, Yes = 10)
- Is the data already collected and readily accessible so as not to require new or additional business processes? (1 = significant effort, 5 = medium effort, 10 = minimal effort)
- Is the data used across departments and does its publication facilitate collaboration? (No = 0, Yes = 5)
- Will publishing this dataset enable the retirement of a legacy system or database? (No = 0, Yes = 5)

External:

- Is the data typically used when deciding policies that impact residents' quality of life? (Never = 0, Sometimes = 5, Always = 10)
- Will publishing this dataset allow a business or resident to perform a process more efficiently and/or effectively? (Doubtful = 0, Possibly = 5, Certainly = 10)
- Is Montgomery County the only source of the data? (No = 0, Yes = 5)
- Does the data contribute to civic engagement? (Doubtful = 0, Possibly = 5, Certainly = 10)
- Does the data create economic opportunity? (No = 0, Maybe = 5, Yes = 10)
- Will publishing this dataset make the department more accountable and/or responsive by improving/increasing the public's knowledge of its operation? (No = 0, Yes = 5)

All scoring was conducted in as consistent a manner as possible. The externally focused scoring categories relied heavily on the public input. The internally focused categories looked to the headline measures CountyStat uses to measure departments. CountyStat facilitated meetings with each department to identify datasets and their internal usefulness. If a dataset demonstrated its usefulness to the public or for measuring internal performance, it invariably

scored highly. This process was the first of its kind in the country. The scorecard has been requested by other jurisdictions as they embark on their own open data programs.

Extensive outreach was conducted to provide all residents an opportunity to inform this process. Two Open Data Town Halls were held (one in Bethesda and one in Germantown) to give residents an opportunity to learn about dataMontgomery, speak with knowledgeable County staff, and provide their open data priorities. At the same time, a social media campaign was conducted using the hashtag #opendataMC to provide feedback opportunities to residents who could not make it to a live event. Also in the fall and spring targeted workshops were held on several focused topics: public safety data, transit data, and financial transparency data. For these workshops the County invited focus groups of active residents to provide feedback. For example, the Montgomery County Police Department identified active Neighborhood Watch captains and invited them to participate in a workshop on crime data. For financial transparency, the Montgomery County Civic Federation and the Montgomery County Taxpayers League identified representatives to participate. Finally, representatives from the DTS, our open data portal vendor, and the Chief Innovation Officer conducted a series of outreach presentations at area high schools to educate them on what open data is, how they can use it, and to find out what data is important to them.

Due to the distributed nature of the scoring based on the variety of factors, if there was a consensus that scoring should be changed in a particular category the overall ranking would change little. The value of data stems from a multitude of factors. For a public sector entity that must respond to internal factors as well as the needs of constituents, these criteria appropriately reflect the value of data.

Appendix C – Dataset Prioritization Count (by Department)

Department	Currently Published	Scheduled FY15	FY16 & Beyond					Grand Total
			P1	P2	P3	P4	P5	
Board of Elections	1			1	2	3	12	19
Community Engagement Cluster				5	4	7	2	18
Community Use of Public Facilities			2		1	2		5
Consumer Protection			3	2	1	2	2	10
Correction and Rehabilitation				4	2	7	2	15
County Attorney				3	3	1		7
County Executive's Office			1	2	4		4	11
Economic Development			5	9	4			18
Emergency Management & Homeland Security				1	3	1	2	7
Employee Retirement Plans					2	6		8
Environmental Protection	1			2	6	5	6	20
Ethics Commission					3			3
Finance	5	2		1	4	1	3	16
Fire & Rescue Services				1	2	2	4	9
General Services	1		8	10	9	2	1	31
Health & Human Services	1	2	2	5	1		1	12
Housing & Community Affairs		1	2		2	1		6
Human Resources	2		2	1	2	9	33	49
Human Rights					2		2	4
Intergovernmental Relations	1				1	2		4
Liquor Control	1	1	1	1	3	2	1	10
Management & Budget	6	6		1			1	14
Permitting Services	7	6	3	4	12	13	6	51
Police Department		2	2	3	3	1	1	12
Public Information Office	1	1					3	5
Public Libraries					3	44	2	49
Recreation Department			6	3				9
Technology Services	10	33	10	6	5	3	33	100
Transportation	2	3	2	8	8	5	3	31
Grand Total	39	57	49	73	92	119	124	553

52

Appendix D – MPIA Response Publishing

1. Assumptions
 - 1.1. Purpose is to publish MPIA responses that have a high data value
 - 1.2. County's MPIA processing – no change, remains decentralized
 - 1.2.1. Each department (data owner) receives and responds to requests
 - 1.2.2. Each department follows their own internal processes for compiling, redacting and validating data
 - 1.3. Response to MPIA request may be directing requestor to dataMontgomery
 - 1.4. FOIA requests are treated as MPIA requests
 - 1.5. Only responses to written requests will be posted
2. Format – data published will be in same format as provided previously (DOC, XLS, PDF, TIFF, JPG, PST, etc.)
3. The County publish MPIA responses and MPIA Request Information on dataMontgomery
4. General Process
 - 4.1. Department adds a request entry to the MPIA publishing application when the request has been determined to fall under the publishing guidelines under this plan and a response is ready to be posted
 - 4.2. Upon completion of data collection validation process, Department adds files to MPIA publishing application that fulfill the request, enters MPIA Request Information, and sends requestor notice that response is available for download
 - 4.3. Periodically (hourly) an automated process will transfer files and MPIA Request Information to dataMontgomery
5. Departmental organizational units that will post MPIA requests and responses
 - 5.1. Community Engagement Cluster (CEC)
 - 5.2. Community Use of Public Facilities (CUPF)
 - 5.3. Consumer Protection (OCP)
 - 5.4. County Council (CCL)
 - 5.5. County Executive's Office (CEX)
 - 5.6. Economic Development (DED)
 - 5.7. Elections (BOE)
 - 5.8. Environmental Protection (DEP)
 - 5.9. Ethics Commission (ECM)
 - 5.10. Finance (FIN)
 - 5.11. General Services (DGS)
 - 5.12. Health & Human Services (HHS) – Office of Public Health only
 - 5.13. Housing and Community Affairs (HCA)
 - 5.14. Human Resources (OHR)
 - 5.15. Human Rights (HR)

- 5.16. Intergovernmental Relations (IGR)
- 5.17. Liquor Control (LIQ)
- 5.18. Management and Budget Office (OMB)
- 5.19. Permitting Services (DPS)
- 5.20. Public Information (PIO)
- 5.21. Public Libraries (LIB)
- 5.22. Recreation (REC)
- 5.23. Technology Services (DTS)
- 5.24. Transportation (MCDOT)

6. Departments / organizational units which historically have sensitive data concerns will participate at a future date.

- 6.1. Board of Investment Trustees (BIT)
- 6.2. Correction & Rehabilitation (COR)
- 6.3. County Attorney's Office (CAT)
- 6.4. Emergency Management and Homeland Security (OEMHS)
- 6.5. Health & Human Services (HHS) – Other units
- 6.6. Fire and Rescue Services (FRS)
- 6.7. Police (POL)

7. Per MPIA, data containing the following MUST NOT be published

- adoption records
- welfare records
- letters of reference
- library circulation records
- confidential gift to library or museum
- retirement records
- certain police records when requested for soliciting or marketing legal services
- personnel records
- student records
- risk based capital records (insurance)
- certain Maryland Transportation Authority records
- higher education investment contracts
- recorded images from automated monitoring systems
- MVA records containing personal information
- records pertaining to arrest warrants
- certain Maryland Transit Administration records
- Maryland Department of Natural Resources' records containing personal information
- application for renewable energy credit certification or claims for credits
- criminal surveillance images
- medical and psychological information
- sociological information per adopted regulation
- commercial information
- home address/telephone number of public employee
- financial information of an individual
- information about security of an information system
- licensing records
- records of a transportation contractor's suspected collusive or anticompetitive activity
- notary publics

- license application containing social security numbers
 - personal information about a person that maintain an alarm or security system
 - records of senior citizen activities centers
 - records the disclosure of which the department believes to be contrary to the public interest, because disclosure to the general public would constitute an unwarranted invasion of personal privacy
8. Other types of requests that will not be published
 - 8.1. Requests limited to persons in interest
 - 8.2. A response to a request, when the response is issued in connection with a court proceeding
 - 8.3. Standard documents already published elsewhere
 - 8.4. Bids, Responses to RFPs
 - 8.5. Requests related to routine business processes, examples:
(Plats, plans, use and occupancy certificates, etc.)

 9. Types of requests that should be reviewed to include data on dataMontgomery, such as...
 - 9.1. Counts of transactions processed, pending, denied, approved, by type, time period, location, etc.
 - 9.2. Counts records
 - 9.3. Other Counts

 10. Process
 - 10.1. Request is received by data owner
 - 10.2. Clarify-negotiate data scope requested, if required
 - 10.3. Retrieve, assemble (redact) data
 - 10.4. Attorney review, if required
 - 10.5. If meets criteria,
 - 10.5.1. Post request information on MPIA publishing site
 - 10.5.2. Post response on MPIA publishing site
 - 10.5.3. Incremental partial responses may be posted, but not required

 11. MPIA Request Information
 - 11.1. Requestor Name
 - 11.2. Requestor Organization
 - 11.3. Request Description
 - 11.4. Request intake
 - 11.4.1. U.S. Mail
 - 11.4.2. E-mail
 - 11.4.3. Other
 - 11.5. Lead Department
 - 11.6. Data owning Department(s)
 - 11.7. Date Response posted

Fiscal Impact Statement
Council Bill 23-12 – Administration – Open Government

1. Legislative Summary

The proposed bill requires each County department to make a public dataset available on the Internet within 1 year of the effective date of this Bill and all datasets by December 31, 2018. The public dataset must be accessible through a single web portal that is linked to www.montgomerycountymd.gov or any successor website maintained by, or on behalf of the County.

This bill requires the County to:

- Develop a technical standards manual for publishing public data sets;
- Prepare an Open Government Compliance Plan;
- Publish certain information on Maryland Public Information Act (MPIA) requests and the County's responses to MPIA requests; and
- Report on the Executive Branch's compliance with the MPIA.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

This analysis is based on the following assumptions and data sources:

- Maryland Public Information Act (MPIA) data is included in the Open Data legislation;
- The County's Department of Technology Services (DTS) will continue to use the Socrata platform and vendor for the Open Government initiative;
- Reports and statistics on functionality will be provided by the County's cloud provider; and
- Costs are based on the publication of 100 datasets and 500 datasets.

The following summary charts provide estimates of staff time and costs for the publication of both County datasets and MPIA requests.

Estimated Time and Costs of Publishing County Datasets		
<u>Activity</u>	<u>Time</u>	<u>Costs</u>
A) Developing technical standards manual and an Open Government Compliance Plan	1,200 hours	\$96,000 (1-time)
B.1) Internal and external support costs dedicated to Open Government initiative	2.0 FTEs – new Grade 28 Senior IT Specialist positions	\$320,000 per year
B.2) DTS software licensing ¹	Contract cost per year	\$50,000 per year
B.3) DTS application support	200 hours per year	\$16,000 per year
C.1) CountyStat data identification/review	28 hours per dataset	\$2,240 per dataset

¹ Socrata contract expenses may increase by the level of services provided; due to uncertainty, DTS estimates a cost of \$50,000, based on the current level of service of 100-200 datasets.

56

C.2) DTS dataset processing/review ²	32 hours per dataset	\$2,560 per dataset
C.3) Submitting departmental review	20 hours per dataset	\$1,600 per dataset
C.4) County Attorney review ³	8 hours per dataset	\$800 per dataset
Total 1-time fixed costs:	\$96,000 in the first year only (line A)	
Total ongoing fixed costs:⁴	\$386,000 per year (lines B.1-B.3)	
Total variable costs:	\$7,200 per dataset (lines C.1-C.4) for vast majority of datasets	

Summary of publishing County datasets:

- Assuming the County publishes 100 datasets, the total expenditures are approximately **\$1.202 million** in the first year. This analysis assumes that total average cost of reviewing a dataset is \$7,200 – however, a small percentage of datasets are expected to cost significantly (*ten times or greater per dataset*) more due to uncertainties in the complexity of the data reviewed. These extreme outlying costs were not included in this analysis since the likelihood of them occurring is not known.
- Assuming the County published 500 datasets, the total expenditures will be approximately **\$4.082 million** in the first year. This analysis assumes that total average cost of reviewing a dataset is \$7,200 – however, approximately 10% of datasets is expected to cost significantly (*ten times or greater per dataset*) more due to uncertainties in the complexity of the data reviewed. This estimate also does not assume any potential increases in DTS software licensing expenditures (Socrata).
- This analysis assumes either 100 or 500 datasets reviewed per year – the actual number of datasets may fall anywhere within this range (or exceed it). Significant uncertainty in the number of datasets to be published will affect the cost estimates herein.

<u>Estimated Time and Costs of Tracking Executive Branch's Compliance with MPIA requests and Publishing MPIA Requests</u>		
<u>Activity</u>	<u>Time</u>	<u>Costs</u>
D.1) DTS application development (inc. reports) ⁵	700 hours	\$56,000 (1-time)
D.2) DTS documentation and training materials	400 hours	\$32,000 (1-time)
D.3) Departmental MPIA training (initial)	TBD	TBD (1-time)
E.1) DTS application management/updates	400 hours	\$32,000 per year
E.2) DTS hardware maintenance	TBD	TBD
E.3) Departmental MPIA training (ongoing) ⁶	TBD	TBD

² All estimates are based on work activities performed at a rate of \$80 per hour (Grade 28 Senior IT Specialists or departmental equivalent).

³ County attorney rate is based on \$100 per hour.

⁴ Estimates are based on current level of work effort. These costs are uncertain and may increase depending on the scope, volume, complexity, frequency of specific datasets.

⁵ In FY12, there were approximately 700 MPIA requests (excluding DPS – could not provide an estimate at the time of this writing).

F.1) MPIA tracking system software acquisition ⁷	N/A	\$390,000 (1-time)
G.1) MPIA tracking system software maintenance	N/A	\$60,000 per year
G.2) Staff time needed to track/report MPIA Compliance in each department/office	TBD	TBD
G.3 MPIA tracking system administration and support	1.0 FTE	\$160,000 per year
Total 1-time fixed costs:	\$88,000, at minimum, in the first year only (lines D.1-D.3)	
Total ongoing costs:	\$32,000, at minimum (lines E.1-E.3)	
Total 1-time compliance tracking system costs:	\$390,000, in the first year only (line F.1)	
Total ongoing compliance tracking system costs:	\$228,000, at minimum (lines G.1-G.3)	

Summary of publishing MPIA requests:

- The total cost of publishing MPIA requests on the County's web portal is approximately **\$730,000** in the first year. However, a number of cost estimates and activities are to be determined (TBD); therefore, the actual first-year costs of publishing MPIA requests is *likely to be higher* than \$730,000.
- Ongoing costs will be affected by the number of requests published annually, the number of public inquiries regarding the published requests, and the length of time requests must remain on the website. These factors will significantly impact the cost estimates herein.
- DTS cannot estimate the number of MPIA requests that may be made due to several unknown or difficult-to-estimate variables (see item #9 below).
- The MPIA tracking and reporting process will consist of:
 - Application management and report production:
 - DTS estimates that approximately 700 staff hours will be required to develop an application management system that will enable each department to post all MPIA requests and responses (and any associated documents) to the County's web portal, log request-related meta data (for internal tracking and consistency), send a link to the requestor to view and download the response, and allow CountyStat and the Chief Administrative Officer (CAO) to produce statistical and compliance reports (D.1).
 - Preparing training materials/documents and providing training (D.2, D.3, E.3)
 - Ongoing software/application management will require an additional 400 hours per year (E.1).

⁶ Ongoing training to be provided to new departmental Points of Contacts (POCs); frequency of training is uncertain.

⁷ The MPIA tracking system software is required to track all MPIA requests, from receipt to posting a response on the web portal.

- Ongoing hardware maintenance (E.2) – this cost is TBD as DTS cannot currently estimate its hardware needs to support the MPIA application management process.
- MPIA request tracking and publishing system:
 - One-time purchase of a compliance tracking and reporting system estimates; based on 100 licenses for a commercial-off-the-shelf (COTS) system (F.1).
 - Ongoing software maintenance (G.1).
 - Staff time in individual departments to track MPIA requests in the pipeline (G.2).
 - DTS also estimates that one full time staff will be required to administer and provide support for the compliance tracking and reporting system (G.3).

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

The estimated total expenditures over the next six fiscal years are as follows:

Total Expenditures over the next Six Fiscal Years			
<u>Year</u>	<u>Dataset Publications</u>	<u>MPIA Requests</u>	<u>Total</u>
Year One	\$1.202m to \$4.082m	\$730,000	\$1.932m to \$4.812m
Year Two	\$1.106m to \$3.986m	\$252,000	\$1.358m to \$4.238m
Year Three	\$1.106m to \$3.986m	\$252,000	\$1.358m to \$4.238m
Year Four	\$1.106m to \$3.986m	\$252,000	\$1.358m to \$4.238m
Year Five	\$1.106m to \$3.986m	\$252,000	\$1.358m to \$4.238m
Year Six	\$1.106m to \$3.986m	\$252,000	\$1.358m to \$4.238m
Total over Six Years:	\$6.732m to \$24.012m	\$1.990m	\$8.722m to \$26.002m

Summary of total costs over the next six fiscal years:

- The total six-year fiscal impact of the proposed bill is in the range of **\$8.722 million** (based on 100 published datasets per year) to **\$26.002 million** (based on 500 published datasets per year). These estimates include the cost of publishing both County datasets and MPIA requests.
- There is significant uncertainty as to the number of datasets and MPIA requests to be published. Therefore, actual total costs over the next six fiscal years may vary significantly.
- Actual costs may be lower than estimated due to potential efficiencies obtained from process improvements; conversely, certain risks may result in higher-than-estimated costs (see item #9 below).

(59)

4. **An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.**

Not applicable.

5. **Later actions that may affect future revenue and expenditures if the bill authorizes future spending.**

The bill does not authorize future spending.

6. **An estimate of the staff time needed to implement the bill.**

Total Staff Hours Required over Six Years			
<u>Year</u>	<u>Dataset Publications</u>	<u>MPIA Requests</u>	<u>Total</u>
First Year Only	10,200 to 45,400	1,500	11,700 to 46,900
Subsequent Years	9,000 to 44,200	400	9,400 to 44,600

Total staff hours needed to implement the bill in the first year is approximately 11,700 hours (based on 100 datasets) to 46,900 hours (based on 500 datasets). Staff hours required to continue the program in subsequent years range from 9,400 to 44,600, depending on the number of datasets reviewed. See item #2 above for a detailed breakdown of estimated staff hours by activity.

These estimates do not include the addition of two (2) new full-time Grade 28 Senior IT Specialist positions that will provide dedicated support within DTS for Open Government activities.

It also does not include the full-time position dedicated for MPIA administration and support activities. Additional staff time is also required for hardware maintenance and MPIA training; DTS cannot estimate this workload at this time.

7. **An explanation of how the addition of new staff responsibilities would affect other duties.**

At the current level of resources, DTS cannot absorb the staff time needed to implement the proposed bill. DTS also estimates that at least two new full-time Grade 28 positions would be required to publish County datasets and respond to MPIA requests. Additional support may be required if the volume of datasets or MPIA requests increase after the first year of the bill's implementation.

8. **An estimate of costs when an additional appropriation is needed.**

DTS and other County departments cannot currently estimate how much of the additional work (as described above in item #2) can be absorbed into existing resources. Assuming that *none of the activities can be absorbed at all*, an estimated additional appropriation of at least \$1.932 million to \$4.812 million will be required in the first year of implementation.

9. **A description of any variable that could affect revenue and cost estimates.**

For dataset publication, the key variable that could affect cost estimates is the number of datasets to be published. DTS cannot currently estimate the number of datasets that participating departments would submit and that would undergo review. Other variables

(60)

include the complexity and sensitivity of particular datasets that may affect the amount of time required for review and formatting/presentation.

For MPIA requests, the key variable that could affect cost estimates is the number of MPIA requests to be published. DTS cannot estimate the number of MPIA requests; requests may increase as the public becomes more aware of the service and/or the ease in using the service to request information. In addition, errors or inconsistencies in processes or data or additional requests for clarification may also increase cost. Furthermore, DTS cannot estimate how much additional staff time (for County departments) is required to track MPIA requests due to wide variations in time and techniques (departments currently do not track the flow of an MPIA request other than logging in receipt and response).

The cost of publishing individual datasets or MPIA requests may decrease over time, as DTS and departments become more efficient in the process. However, marginal decreases may be offset by increases in volume. DTS cannot reliably estimate these efficiencies or offsets at this time.

10. Ranges of revenue or expenditures that are uncertain or difficult to project.

Cost estimates for departmental review and processing of datasets are unknown – estimates may be higher for complex datasets or those containing sensitive information (requiring more time to review and format the data).

For MPIA requests, new business processes will likely be developed to handle the flow of requests. These costs cannot be estimated at this time. Furthermore, significant increases in the volume of data to be published may require dedicated operating resources, such as a new server. This cost is not included in this analysis due to the uncertainty in the number of datasets to be published.

11. If a bill is likely to have no fiscal impact, why that is the case.

Not applicable.

12. Other fiscal impacts or comments.

None.

13. The following contributed to and concurred with this analysis:

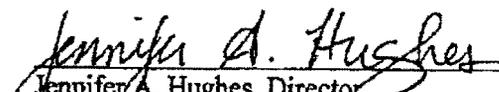
Dieter Klinger, Department of Technology Services

Helen Ni, Department of Technology Services

Ian Boyd, CountyStat

Erin Ashbarry, Office of the County Attorney

Naeem Mia, Office of Management and Budget


Jennifer A. Hughes, Director
Office of Management and Budget

10/24/12
Date

(61)

Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY MARYLAND**

By: County Council

SUBJECT: Approval of Executive Regulation 12-14, Open Data Implementation Plan

Background

1. On September 24, 2014, the Council received Executive Regulation 12-14, Open Data Implementation Plan. Montgomery County Code Section 2-158 provides that the County Executive must establish by Method (2) Executive Regulation an Open Data Implementation Plan. Executive Regulation 12-14 establishes the Open Data Implementation Plan.
2. The Council reviewed the regulation under Method (2). Under Method (2), if the Council does not approve or disapprove a regulation within 60 days after the Council receives the regulation, it is automatically approved and takes effect the day after the deadline for approval or a later date specified in the regulation.
3. On October 27, the Government Operations and Fiscal Policy Committee reviewed the proposed regulation and recommended approval.

Action

The County Council for Montgomery County Maryland approves the following resolution:

Executive Regulation 12-14, Open Data Implementation Plan, is approved.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

62