

Montgomery County Government Open Data Operations Manual

Department of Technology Services
Montgomery County Government, MD



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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 identifying, 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.

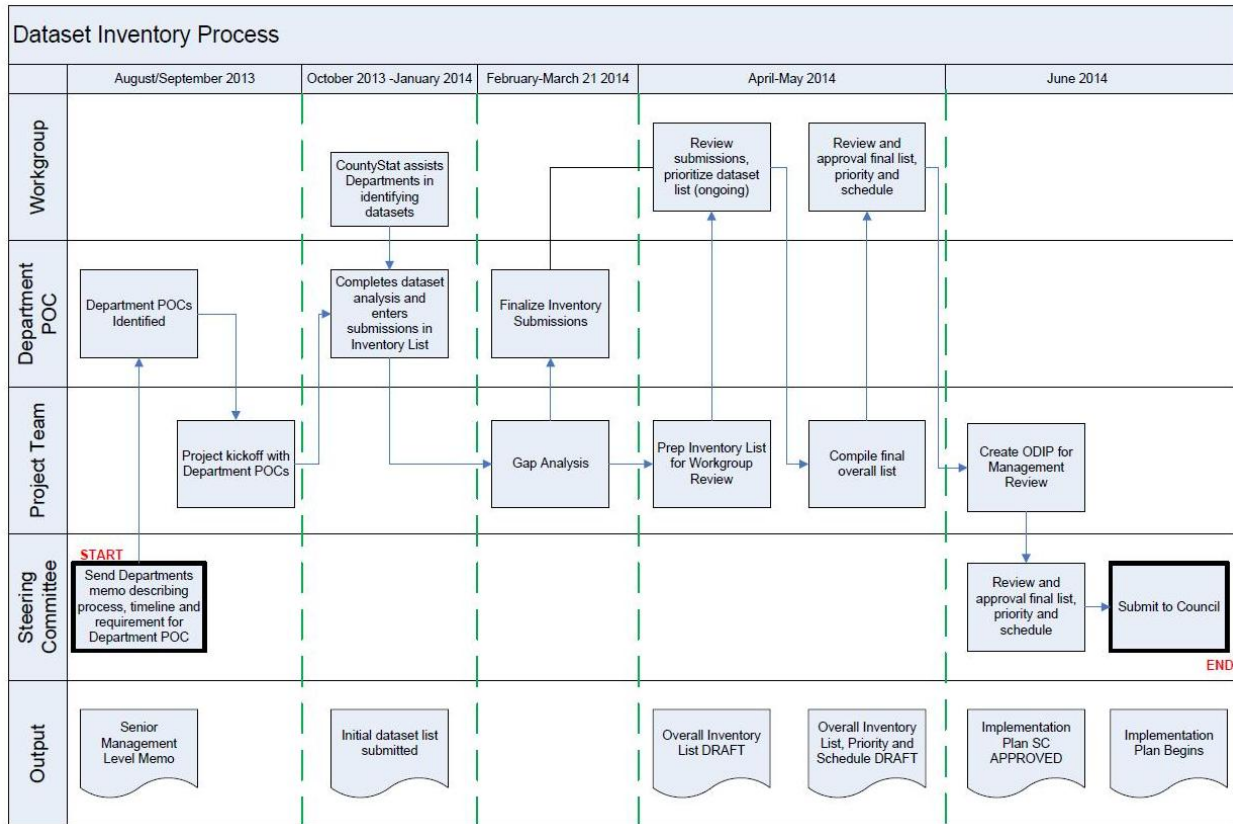
Each County Department was asked to identify a Point of Contact (POC) with whom the dataMontgomery Workgroup would interface. One POC was identified per Department, and assigned the responsibility of compiling the dataset inventory for their Department. The team invested in each POC, educating them on 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 re-prioritized 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 |

| # | 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 | Publicly 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 leave 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 |

| # | 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 |

| # | 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 logd 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

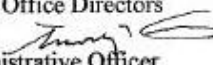
Isiah Leggett
County Executive

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.

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

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 |

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