[FINAL DELIVERABLE](https://www.canva.com/design/DAGmu9vtLSQ/0CTVHq-ZZ7n9yNLNOisHCw/edit?utm_content=DAGmu9vtLSQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

OUTLINE

<https://opendata.maryland.gov/Administrative/Getting-Started-with-the-Open-Data-Portal/bmzv-44bd/related_content>

Inspo:

<https://cms2.revize.com/revize/bartowga/BartowCountyMPO_NeedAssessmentPresentation.pdf>

Data Needs Report: A summary of the specific data categories requested by the state for municipal contributions

Agenda:

* Introduction & Purpose
* Overview of the Maryland Open Data Portal
* Identified Data Categories
* Data Format & Submission Guidelines
* Key Takeaways

**Introduction & Purpose**

This document outlines the data needs and supporting framework for the Town of Landover Hills' contributions to the Maryland Open Data Portal. The goal is to assess local data assets, identify categories relevant to municipal services, and define guidelines for sharing consistent, high-quality datasets in compliance with the Maryland Open Data Act.This initiative aims to enhance transparency, support informed decision-making, and foster a data-driven culture among Maryland municipalities.

**Overview of the Maryland Open Data Portal**

The Maryland Open Data Portal (https://opendata.maryland.gov) is a centralized platform that enables public access to government data. It is operated using Socrata, a Software as a Service (SaaS) solution. The platform hosts alphanumeric and geospatial data in accessible formats including tables, graphs, charts, and maps. The Portal is governed by the Maryland Open Data Act, which defines Open Data as factual, final-form information related to government services and resources, unless restricted by law or posing a risk to public safety or confidentiality.

The Portal supports automated data integration through Extract, Transform, and Load (ETL) processes and tools such as Python and FME (Feature Manipulation Engine). Municipalities can upload data using methods like manual file uploads, importing from URLs, or connecting to external databases via the Socrata Gateway.

**Identified Data Categories**

The Town of Landover Hills may contribute to the following categories, consistent with datasets available on the Maryland Open Data Portal. Each category represents a type of service or activity in which the town collects or manages relevant information. Descriptions and examples for each are available in the accompanying dataset table.

| Category | Description | Example Datasets |
| --- | --- | --- |
| Administrative | Contains datasets reflecting the internal operations, performance, and governance of municipal and governmental entities. This includes documentation of meetings, permit issuances, violations, and administrative program details, supporting transparency and accountability in public administration. | * Data freshness report * Datasets for update * Meeting content * Issued permits * Program grants * City code violations |
| Agriculture | Includes data related to farming, livestock, nutrient management, and land conservation. Captures both the environmental and economic impact of agricultural practices. | * Tons of manure transported * Acres of protected land * Cover crop financials * Nutrient management * MD number and change in farms * Animal and plant facilities |
| Budget | Covers fiscal information from state, county, and local governments. Useful for analyzing public funding, expenditures, and revenue streams. | * State of MD payment data * MD operating budget * Funding sources * County budgets * COVID relief funding * County revenues by source * Local government expenditures by category |
| Business & Economy | Contains economic indicators including labor, property assessments, and business trends. Helps municipalities track growth and economic development. | * Real property assessments * Counties by land value * Real property assessment count by jurisdictions * Full and part-time employment by NAICS * Employment projections by NAICS * Monthly labor force participation rate |
| Demographic | Encompasses statistical data about the population, including size, composition, income, and migration patterns. Useful for equity-focused policy planning and tracking social trends. | * MD total residential population * Median household incomes * Racial and equity impact notes * Total migration * Total deaths by year * Resident population per square mile * Senate districts socioeconomic characteristics * Net natural gains (births minus deaths) by year * Historical and projected household population * Full and part time jobs by industry * MD iMAP Maryland census boundaries |
| Education | Encompasses data related to public and private education institutions, academic performance, enrollment trends, and resource allocation in K–12 and higher education systems. | * Spending disclosures * Four year high school graduation rate * MD public school enrollment trends * MD iMPA -K-12 and higher education facilities * MD iMap - MD libraries * School assessment outcomes and higher education degrees |
| Environment | Includes environmental indicators, enforcement actions, conservation efforts, and energy usage. It highlights areas such as pollution, emissions, and sustainability initiatives. | * Power outages by zip code and county * Violations in solid waste, air and radiation, and animal feeding * Oil control inspections * Land management administration complaints * Certified emissions repair facilities * Electric vehicle charging stations * Number of hybrid vehicles registered * Annual savings from energy programs * Electricity generation by source * Private conservation lands |
| Health | Covers data about public health, health services, disease trends, and social services. Focuses on outcomes, accessibility, and well-being of the population. | * Covid cases per 100k population * Total currently hospitalized adult and pediatric acute and ICU * Probable and confirmed deaths * Food assistance * Child support enforcement administration performance measures * Infant mortality rate * Children fully immunized |
| Planning | Includes data on land use, zoning, population trends, and development strategies. Supports growth management and infrastructure planning. | * iMAP - MD priority funding areas * Land use acres by county * County designated historical sites * Historical and projected population by demographics and jurisdiction |
| Public Safety | Focuses on crime statistics, law enforcement activity, emergency preparedness, and correctional facilities. Tracks public safety infrastructure and incidents. | * MD state police performance dashboard * Structurally deficient bridges * MDTA accidents * Violent & property crimes * iMAP - police stations, military installations, correctional facilities * Homeland security grant awards * MD correctional enterprises |
| Transportation | Provides data on transportation infrastructure, usage, safety, and planning. Includes multimodal systems such as roads, railways, and public transit. | * MD road closures * Vehicle sales counts * Vehicle registrations by county * Total general cargo tons * MVA valid driver's license and vehicle registration * Driver improvement program completion and participation * MdTA toll transactions * Railroad crossings * Electric vehicle charging stations * iMAP - WMATA metro bus stops |

**Introduction to Data Format & Submission Guidelines**

To ensure compatibility with the Portal and compliance with the Open Data Act, submitted datasets should meet the following criteria:

* Be in final form (not drafts or internal analyses).
* Be consistently structured in tabular, graphical, or geospatial formats.
* Include metadata (e.g., dataset title, update frequency, attribution, contact information).
* Avoid disclosure of sensitive, confidential, or restricted data.

Data submission options include:

1. Manual File Uploads – Suitable for small or infrequent datasets.
2. Import from URL – For externally hosted, well-formatted public datasets.
3. Socrata Gateway / ETL Automation – Best for large or frequently updated datasets, using tools like Python or FME.
4. External Links – Should be avoided unless other options are not feasible.

**Key Takeaways**

* Maryland’s Open Data Act encourages consistent and lawful sharing of factual information.
* The Open Data Portal supports a range of technical options to accommodate municipal capabilities.
* Landover Hills can contribute meaningfully to statewide transparency through clear categorization, metadata documentation, and proper data formatting.
* Stakeholder engagement and technical support will be key in implementing successful, sustainable data-sharing practices.