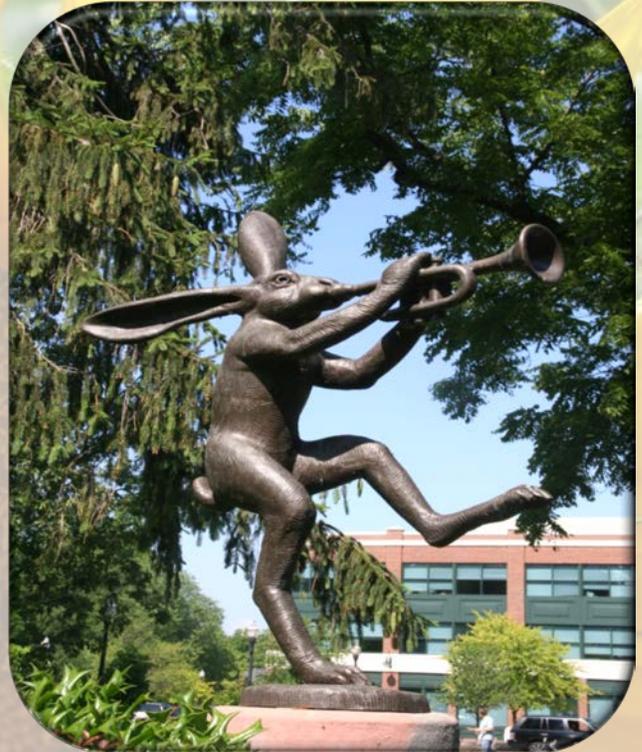




Gaithersburg

AUGUST 2014 MONTHLY REPORT





City Manager's Office

Significant Departmental Actions

City Manager's Office

- CM Tomasello oversaw the sealed bid opening for the sale of 2 James Street.
- CM Tomasello hosted division luncheons with Division Managers and City staff of Finance & Administration, Information Technology, Planning Administration, and Permits & Inspections.
- CM Tomasello, DCM Enslinger and staff met regarding implementing suggestions for recycling at City facilities.
- CM Tomasello, DCM Enslinger, CA Board and staff met to discuss potential changes to snow clearing and related ordinances.
- CM Tomasello met with the President of the Gaithersburg Washington Grove Volunteer Fire Department regarding future plans for the Fire Museum.
- DCM Enslinger and Public Works staff met with Montgomery County representatives regarding the construction of the MD 124 Shared Pathway.
- DCM Enslinger, Public Works and Planning staff met with representatives of the County and Crown Development to discuss improving the notification process for future construction on County roads surrounding the Crown development.

Intergovernmental

- DCM Enslinger, LAM Marquina, NSDC Roman and ES Strider met to review and select the FY15 Frederick J. Felton Neighborhood Matching Grants.
- LAM Marquina participated in a conference call that discussed the possible merger of PEPCO and Excelon.

Legal Service Team

- CA Board attended two Maryland Municipal League Legislative Committee meetings.
- ACA Johnson successfully prosecuted five municipal infraction cases and prepared two constructive contempt petitions.
- Staff prepared a Charter Resolution and Ordinance allowing for write-in candidates in City elections.
- Staff prepared/reviewed 30 grant agreements and contracts, two easements, approved closing documents for two settlements using the Homebuyers Assistance Program and responded to three requests for public information.

Mayor and Council Services

- Met with PRCD Potter and Parks, Recreation and Culture committee liaisons to clarify roles and procedures in regard to agendas, minutes, and notifications and to train staff on using SIRE to generate and publish meeting minutes.

Meetings/Events/Community Involvement

City Manager Tomasello attended the following events and meetings:

- National Night Out Against Crime
- Annual Employee Picnic
- 20th Annual Kentlands/Lakeland 5K Run, Walk & Kids Fun Run

DCM Enslinger attended the following events and meetings:

- Annual Public Safety Awards Breakfast
- Montgomery County Fair Parade

Intergovernmental Affairs Coordinator Sanchez attended the following events and meetings:

- Maryland Municipal League's (MML) Legislative Committee meeting with CA Board.
- LAM Marquina attended a logistical meeting for the Grand Re-Opening of the Gaithersburg Aquatic Center and the Ribbon Cutting for the Lakelands Park Turf Field.



Communications

Significant Departmental Actions

- Completed and launched the Economic Development website.
- Posted the Annual Planning Report, fall sports programs/registration and Labor Day Parade information on website.
- Added Olde Towne Plaza blog to the City’s website.
- Coordinated Fox 5 News Zip Trip feature on Gaithersburg.
- Completed editorial content for fall edition of *inGaithersburg* magazine.
- Announced “Levi” as Citizen Pet of the Year, with 223 “Likes” on Facebook. Cumulatively, we saw a 50% increase in new Likes on the City’s Facebook page in August, 2014 compared to August, 2013.
- Developed numerous templates for Arts on the Green marketing materials as part of rebranding effort.
- Televised six meetings of the Mayor & City Council, Planning Commission and Board of Appeals.
- Conducted interviews and shot video for Economic Development business profile on Growler’s/Olde Towne Area.
- Conducted interviews and shot b-roll for Lakelands Park Artificial Turf project, Aquatic Center reopening, RIO/Washingtonian, and Crown. Produced ALS Ice Bucket Challenge spot.
- Assisted with press releases, remarks, promotions and advertising and/or coordinated photography/videography for VIP Day at the Fair, A Cappella Festival, outdoor concerts, Senior Newsletter, Labor Day Parade, Domestic Violence Empowerment Luncheon, Winter Farmers Market, Afterschool Soccer, Singer Songwriter Series, Young Artist Awards, Fall Bridal Showcase, Oktoberfest, Open Gym, Senior Tennis, Baseball Trip.

Meetings/Events/Community Involvement

- Participated in meeting to discuss status of Alert Gaithersburg conversion.
- Met with Community Services staff to discuss promotion of CHARACTER COUNTS! Month activities.
- Attended monthly Wellness@Work Team meeting.
- Met with Community Museum staff to discuss marketing/branding opportunities and video needs.
- Participated in meetings to coordinate media outreach, logistics and videography for the Gaithersburg Aquatic Center (Sept.) and the Synthetic Turf Field at Lakelands Park (Oct.)
- Met with Recreation Department staff to discuss year ‘round special event marketing and this year’s Oktoberfest.
- Participated in online seminar on social media archiving.

Key Performance Data

Department of Community & Public Relations

| Public Information | August 2014 | FY YTD 2015 | FY YTD 2014 | YTD Comparison |
|---|-------------|-------------|-------------|----------------|
| Press Releases Issued | 25 | 40 | 55 | -27.3% |
| *inGaithersburg Subscribers (cumulative) | 11 | 2,181 | 2,376 | -8.2% |
| Alert Gaithersburg Subscribers (cumulative) | 56 | 11,287 | 9,504 | 18.8% |
| Facebook Likes (cumulative) | 33 | 2,161 | 1,796 | 20.3% |
| Facebook Posts | 53 | 96 | 102 | -5.9% |
| Twitter Followers | 10 | 168 | N/A | N/A |
| Twitter Posts | 6 | 10 | N/A | N/A |
| YouTube Posts | 3 | 14 | 6 | 133.3% |
| Non-Meeting Programming (number) | 3 | 14 | 5 | 180.0% |

*database clean-up during conversion from myGaithersburg to inGaithersburg decreased number of subscribers



Community Services

Significant Division Actions

Community Services (CS)

- Case Coordinator Lofton attended a financial wellness workshop for social service professionals and is overseeing the revitalization of Bank On Gaithersburg and the Hoarding Task Force.
- Staff, representatives from Maryland CASH, Café Montgomery and Family Services, Inc. met with United Way and toured the new Frederick Prosperity Center.
- Several meetings were held internally and with County staff to discuss service coordination and planning for assistance to residents of Crestwood Apartments needing to relocate.

Homeless Services (HS)

- The Division Manager and a PT counselor were Certified as Peer Recovery Specialists by the Maryland Addictions Professional Certification Board (MAPCB). The Division Manger was also awarded a Registered Supervisor Certificate for Peer Specialists.
- Division Manager was asked to serve on a committee to determine need for an Upcounty Homeless Services Center.
- The Clinical Supervisor/Discharge Coordinator procured a Permanent Supportive Housing Voucher for a Wells/Robertson House Resident.

Meetings /Events/Community Involvement

Community Services

- Conducted Monthly Community Advisory Committee and Educational Enrichment Committee meetings, including plan development for annual Principals Breakfast and CHARACTER COUNTS! month activities.
- All Community Services Staff attended the County Homeless ServicePoint Training.
- Staff conducted the first meeting of the Gaithersburg Holiday Giving Coalition.
- Staff attended an outreach Back to School event at Lakeforest Mall.
- Staff attended the countywide “Children Fleeing Violence” workgroup.

Homeless Services

- Homeless Services Division Manager met with the CEO and Chief Program Officer from the Montgomery County Coalition for the Homeless to discuss a new homeless veterans initiative called Zero – 2016.
- Division Manager attended the monthly Montgomery County Continuum of Care Leadership Meeting.
- Clinical Supervisor attended the monthly Montgomery County Singles Teaming meeting.
- Division Manager attended the Recovery Oriented Systems of Care (ROSC) Change Leadership Meeting.
- Street Outreach Coordinator and Division Manager met with DC&PR Monaco to discuss awareness campaign.

Key Performance Data

| Service | August 2014 | FY YTD 2015 | FY YTD 2014 | YTD Comparison |
|--|-------------|-------------|-------------|----------------|
| Case Coordination (households) | 25 | 43 | 48 | -10.4% |
| School and CC! Contests (youth participants) | 0 | 0 | 0 | 0.0% |
| Educational/Outreach Events (individuals) | 63 | 148 | 176 | -15.9% |
| Housing Assistance (households) | 3 | 5 | 6 | -16.7% |
| Wells/Robertson House (bed nights) | 434 | 840 | 868 | -3.2% |
| DeSillum House (bed nights) | 155 | 310 | 310 | 0.0% |
| Street Outreach (direct service hours) | 17 | 39 | 51 | 23.5% |
| Housing Initiative Program (individuals) | 5 | 5 | 3 | 66.7% |



Economic Development

Significant Division Actions

- Toured former “Roy’s Place” site with new owners; met to discuss business plans and potential for assistance through the City’s Toolbox program.
- Met with new owner of the Flaming Pit restaurant to discuss business enhancement strategies .
- Participated in Montgomery County Office Building Study with County Planning staff.
- Met with representatives from Guardian Realty to tour and discuss status of 501 North Frederick Avenue.
- Met with representatives for 611 South Frederick Avenue to discuss potential uses for long vacant site.
- Met with investors from MicroCoal to discuss potential sites and incentive packages.

Meetings/Events/Community Involvement

- **Olde Towne Advisory Sub-Committee-** Met with Dan Lane from Gaithersburg Police Department to review and discuss recent crime statistics and general trends.

Key Performance Data

| Category | August 2014 | July 2014 | June 2014 | May 2014 |
|---------------------|-------------|-----------|-----------|----------|
| Class A & B Vacancy | 10.3% | 10.6% | 11.3% | 11.1% |

Finance & Administration

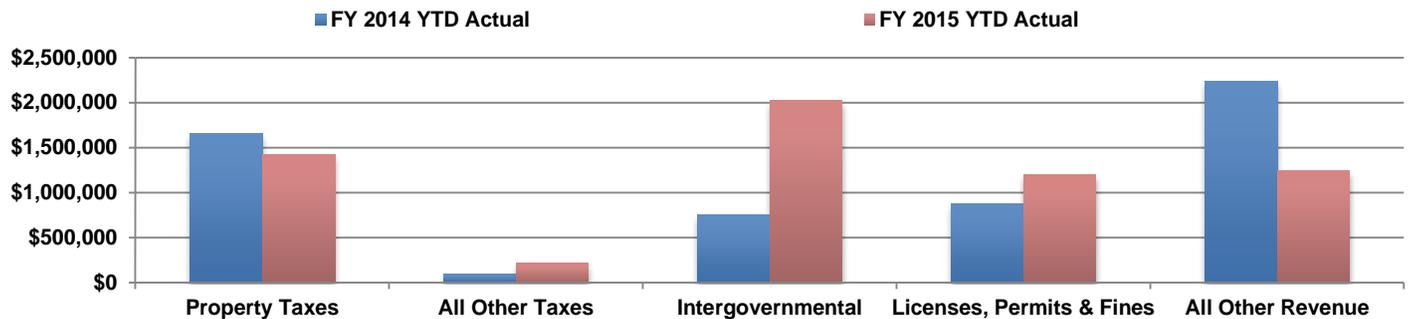
Significant Departmental Actions

None

Key Performance Data

Revenues

| General Fund Revenue | FY14 YTD Actual | FY15 YTD Budgeted | FY15 YTD Actual | Percent Collected |
|-------------------------------------|--------------------|----------------------|--------------------|----------------------|
| Property Taxes: | \$1,659,571 | \$24,192,500 | \$1,423,554 | 6% |
| All Other Taxes: | \$94,071 | \$2,200,000 | \$218,448 | 10% |
| Intergovernmental: | \$748,482 | \$13,709,630 | \$2,022,389 | 15% |
| Licenses, Permits and Fines: | \$876,723 | \$6,058,700 | \$1,195,703 | 20% |
| All Other Revenue: | \$2,240,059 | \$13,155,672 | \$1,248,183 | 9% |
| Total General Fund Revenues: | \$5,618,906 | \$59,316,502 | \$6,108,277 | 10% |



Expenditures

| General Fund Expenditures | FY14 YTD Actual | FY15 YTD Budgeted | FY15 YTD Actual | Percent Expended |
|---|---------------------|----------------------|---------------------|---------------------|
| City Manager's Office: | \$80,426 | \$1,633,969 | \$199,012 | 12% |
| Community & Public Relations: | \$317,109 | \$3,012,978 | \$367,979 | 12% |
| Finance & Administration: | \$148,541 | \$2,209,557 | \$324,702 | 15% |
| Human Resources: | \$114,312 | \$923,444 | \$94,322 | 10% |
| Information Technology: | \$315,483 | \$1,771,999 | \$276,558 | 16% |
| Mayor & City Council: | \$41,418 | \$304,179 | \$38,834 | 13% |
| Parks & Recreation: | \$1,449,074 | \$8,466,555 | \$1,223,838 | 14% |
| Planning & Code: | \$734,344 | \$5,163,843 | \$645,728 | 13% |
| Police: | \$2,129,980 | \$9,229,056 | \$1,225,047 | 13% |
| Public Works: | \$1,904,626 | \$12,586,396 | \$1,370,851 | 11% |
| Non-Departmental & Transfers: | \$7,812,655 | \$14,014,526 | \$10,277,162 | 73% |
| Total General Fund Expenditures: | \$15,047,968 | \$59,316,502 | \$16,044,033 | 27% |



Human Resources

Significant Departmental Actions

- The following full-time job announcement was posted in August: Combination Construction Inspector (P&CA).
- The following part-time job announcements were posted in August: Arts Barn Receptionist (PR&C); Arts Barn Program Coordinator (PR&C); Commercial Building Code Plans Reviewer (P&CA); Sports Staff - Flag Football (PR&C); Youth Services Junior/ Senior Counselors (PR&C).
- 545 employment applications were received in the month of August.
- Staff assisted Parks, Recreation and Culture with interviews on August 26 and on August 29.
- On August 11 staff attended a webinar on HIPPA & HPID, and a webinar on Transitional Reinsurance .
- On August 18 the City became a Go4Life Team member. Go4Life, a program sponsored by the National Institute of Aging at NIH, is a campaign to help adults 50 and over fit physical activities and exercise into their daily lives. The City will help promote Go4Life’s website, newsletter and other resources.
- On August 19 staff attended a webinar entitled *“Training With a Purpose: How to Create a Culture of Learning Within Your Organization.”*

Meetings/Events/Employee Involvement

- Staff conducted one new hire orientation.
- On August 13 an ICMA retirement brown bag lunch seminar entitled, *“I am Nearing Retirement, Now What?”* was held; 26 employees attended.
- On August 23 the Employee City Picnic was held at Bohrer Park; due to rainy weather the picnic was held indoors. Approximately 175 employees and their family members attended.
- On August 25 the W@W Team met and discussed upcoming Wellness Day and the Health Assessment Campaign initiative. The Health Assessment Campaign will begin September 15 and informally end on October 24 (Wellness Day); during this campaign, weekly raffles will be awarded and a Grand Prize will be raffled off to all the participants at Wellness Day.

Key Performance Data

| Category | August FY 2015 | August FY 2014 | Year-to-Date FY 2015 | Year-to-Date FY 2014 |
|----------------------|----------------|----------------|----------------------|----------------------|
| Workers Compensation | 4 | 7 | 15 | 12 |
| New Hires | 1 | 2 | 4 | 4 |
| Terminations | 0 | 2 | 2 | 2 |
| Retirements | 0 | 0 | 0 | 0 |

Information Technology

Significant Departmental Actions

- Website Implementation - Completed a long-standing project when the Economic Development web site (www.growgaithersburg.com) was made available to the public. The City's re-designed website (www.gaithersburgmd.gov) was released in March.
- Expanded use of the **Track-It!** system within the IT Department. **Track-It!** is a trouble-ticket/request tracking system and is also used to maintain and track the City's IT equipment. **Track-It!** has been used to track Helpdesk requests, but now all divisions of the IT Department will use the system to track tasks and projects. As part of this effort, the **Track-IT!** system was upgraded to its latest version, and data clean-up was performed. Next steps will include the ability for all City users to use the system to enter and track the progress of their requests. As a result of the increased use of this system, the performance metric of Helpdesk Tickets Closed should begin increasing over this and the next several reports.
- Windows 7 Upgrade - Upgraded the Police Department interview room system and the Police Command Vehicle PC to Windows 7.
- New Phone System - Published a Request For Quote (RFQ) for a Telecom Consultant to review a planned Request For Proposal (RFP) for a new centralized phone system for all City facilities.
- NeoGov Onboarding - Initiated the project with Human Resources to implement the Employee Onboarding module of the NeoGov system. This implementation will help automate the workflow performed by multiple departments in bringing new personnel up and working.
- Copier Refresh - Installed a new version of the Equitrac print server on a test unit and continued testing.
- Access Control - Well Robertson, Activity Center, OTYC - Worked with the vendor to install wiring and control panels at the three facilities.
- Munis Content Management - Managed the installation and configuration of the Tyler Content Manager (TCM) module for the City's financial system (Munis). Received administrative training for the new module.
- Asset Management System - Initiated a project to procure and install an asset management system by holding a kick-off meeting to establish scope and goals of the system and project, and to identify stakeholders. Began conducting staff interviews to identify requirements.
- Facilities Work Order/CMMS system - Initiated a project to procure and install a Facilities CMMS (Computerized Maintenance Management Software) system after establishing that the desired feature set of a CMMS system might possibly be lacking in a generalized Asset Management system.
- Stormwater Drainage/BMP Geographic Information System (GIS) Updates - After releasing an RFP in late July, reviewed submissions and selected a contractor to perform the work.
- Handled an Internet outage at Bohrer Park due to a truck snagging an aerial line carrying the fiber pathway of the City's intranet. Worked with multiple vendors to restore the service.

Key Performance Data

| Category | June 2014 | July 2014 | August 2014 |
|---|-----------|-----------|-------------|
| Number of Commercial Applications Supported | 121 | 119 | 120 |
| Number of In-House Applications Supported | 51 | 51 | 51 |
| Number of Desktop/Laptop Systems Supported | 321 | 318 | 318 |
| Number of Helpdesk Tickets Closed | 122 | 106 | 146 |



Planning & Code Administration

Significant Departmental Actions

- Environmental Services attended the annual StormCon conference in Portland, OR.
- Environmental Services distributed the updated *Environment and Sustainability Element* of the Master Plan for internal staff review.
- Permits and Inspections issued permits to Lakeforest Animal Hospital, 18645 N. Frederick Ave. to construct a 2-story, approximately 5,000 square foot addition to the rear of the building.
- Permits were issued to Federal Realty to demolish a portion of Quince Orchard Plaza and then construct a new 20,000 square foot building which will eventually house an Aldi's Grocery Store.
- Planning Team reviewed the following notable plans: Brown Station Elementary, Sheehy Ford, Washingtonian North Entry Road & Pond, Malcolm King Stream Restoration plan, Fitzgerald, Gaithersburg High School Connection, Constitution Gardens Park Development.
- Planning Staff worked on July 2014 Population and Pipeline Reports.

Meetings/Events/Community Involvement

- Environmental Services hosted the Environmental Affairs Committee meeting and led a tour of the sustainable features of the County's Equipment Maintenance Transit Operations Center facility.
- The Board of Appeals reviewed two plans.
- Planning Staff assembled and reviewed the Environment and Sustainability Element for the Master Plan and revised maps for the Element.

Key Performance Data

| Category | June 2014 | July 2014 | August 2014 |
|------------------------------------|-----------|-----------|-------------|
| Planning Applications Approved | 22 | 23 | 18 |
| Permits Issued | 258 | 301 | 246 |
| Licenses Issued | 423 | 474 | 396 |
| Construction Inspections Performed | 854 | 918 | 918 |
| Property Inspections Performed | 813 | 921 | 718 |
| Notices of Violations Issued | 222 | 191 | 178 |
| Municipal Infractions Issued | 14 | 13 | 11 |
| Service Requests Investigated | 237 | 199 | 182 |
| Passports Processed | 362 | 327 | 226 |
| TOTAL REVENUES COLLECTED | \$420,123 | \$348,605 | \$297,768 |

Police

Significant Departmental Actions

Administrative Bureau

- Staff reviewed and categorized over 280 applications in NeoGov for the Police Officer I position.
- Staff created a database for accident reports for citizens to automatically receive the related supplemental accident form.

Special Operations Bureau

- Officer Bennett successfully completed Firearms Instructor Training.
- Officer Lane coordinated National Night Out activities and schedules.

Operations Bureau

- Officer Mark McGinnis has been selected as the Officer of the Month for the month of August.

Meetings/Events/Community Involvement

- Chief Sroka attended 21 meetings on various issues.
- The Community Services Office (CSO) or GPD representative has attended and/or participated in 10 details and/or meetings.

Key Performance Data

| Category | AUGUST FY14 | AUGUST FY15 | YTD FY 14 | YTD FY 15 |
|--------------------------------------|-------------|-------------|-------------|-------------|
| Calls for Service/Officer as Primary | 1,695/973 | 1,662/877 | 3,317/1,882 | 3,374/1,821 |
| Training Hours | 1,002 | 1,232 | 2,068 | 2,506 |
| Traffic Violations | 663 | 590 | 1,266 | 1,311 |
| Parking Violations | 216 | 224 | 441 | 508 |
| DUI Arrests | 21 | 20 | 39 | 46 |
| Adult Felony Arrests | 11 | 6 | 19 | 21 |
| Juvenile Felony Arrests | 0 | 0 | 0 | 0 |
| Street Crimes Unit Arrests | 11 | 15 | 29 | 38 |
| Detective Arrests | 1 | 1 | 4 | 6 |
| New Cases Assigned to Detectives | 14 | 14 | 27 | 22 |
| Cases Closed by Detectives | 8 | 3 | 17 | 8 |
| Check on Patrols | 77.22 | 22.52 | 130.69 | 40.95 |

Frederick Beat

Street Robberies – 4
 Commercial Robberies – 0
 Aggravated Assault – 1
 Residential Burglaries - 3
 Commercial Burglaries – 4
 Theft from Vehicles/Theft of Vehicle Parts – 7

Seneca Beat

Street Robberies - 2
 Commercial Robberies – 0
 Aggravated Assaults – 5
 Residential Burglaries – 2
 Commercial Burglaries – 2
 Theft from Vehicles/Theft of Vehicle Parts – 21

*The above data was gathered from a CAD extraction of Calls for Service that has not had data verification for Uniform Crime Reporting (UCR) submission so all information is to be considered "preliminary".

Parks, Recreation & Culture

Significant Departmental Actions

- DPR&C Potter presented at the Maryland Association of Counties (MACo) Conference.
- A sign was installed at the entrance to the former Consumer Product Safety Commission site per the quitclaim deed, identifying the property as parkland, granted by the Federal Lands to Parks Program.
- Staff attended the Constitution Gardens park planning meeting and Mayor & City Council presentation.
- Staff planned the grand re-opening and ribbon cutting for the Gaithersburg Aquatic Center.
- Senior Center renovation project awarded; construction is scheduled to begin in October.

Meetings/Events/Community Involvement

- DPR&C Potter met with the following groups/individuals:
 - New Director of Parks & Recreation for the City of Rockville
 - Parks, Recreation and Culture (PRC) committee liaisons to discuss deadlines, work plans, and upcoming Work Session presentations
 - Mid Atlantic Regional Council of the National Recreation & Parks Association
- PRC staff met with the following groups/individuals:
 - City staff regarding progress of construction of the synthetic turf field at Lakelands Park
 - Task force for revising the Park Code (Chapter 15A)
 - Mayor & City Council at the Aquatic Center, discussing and touring through the renovations
 - Project SEARCH to coordinate a scope of work for various facilities for fall interns
 - City residents for public comment on planned fall tree plantings at Little Quarry & Quince Orchard Parks
 - Lakeforest Mall and community partners to plan a Hispanic Celebration in May 2015
- The 21st Annual Kentlands/Lakelands 5k had record attendance of approximately 1,600 runners.
- The first A Cappella Festival was held at the City Hall Concert Pavilion.
- Multicultural Affairs Committee finalized plans to partner with the Indian Health Services Employee Association for the Indian Pow Wow in November.

Key Performance Data

| Attendance | August FY 14 | August FY 15 | Year-to-Date FY 14 | Year-to-Date FY 15 |
|------------------------|--------------|--------------|--------------------|--------------------|
| Activity Center | 10,062 | 6,334 | 20,593 | 16,688 |
| Picnic Pavilions | 4,250 | 3,779 | 7,055 | 7,859 |
| Miniature Golf | 5,992 | 5,534 | 12,108 | 12,267 |
| Youth/Adult Sports | 902 | 920 | 3,462 | 3,533 |
| Casey Community Center | 5,168 | 7,611 | 11,306 | 14,042 |
| Water Park | 28,529 | 24,267 | 82,848 | 71,347 |
| Aquatic Center | 0 | 385 | 0 | 507 |
| Youth Centers | 912 | 1,114 | 1,384 | 1,752 |
| Senior Center | 2,176 | 2,241 | 4,571 | 4,487 |
| Skate Park | 488 | 631 | 937 | 1,164 |
| Arts Barn | 2,281 | 1,590 | 5,065 | 4,386 |
| Community Museum | 422 | 492 | 755 | 890 |
| Kentlands Mansion | 1,191 | 1,322 | 1,833 | 2,211 |

Public Works

Significant Departmental Actions

- **Public Works Maintenance Teams** – Construction of the synthetic turf field at Lakelands Park is 90% complete; prepared resolution documents for the Constitution Gardens project; prepared for the fall DNR tree planting; completed monthly bulk pick up as scheduled.
- **Facilities and Facilities Projects** – Completed exterior light repairs at City Hall; completed floor replacement and waxing at the Activity Center; completed All State pressure vessel inspection; completed backflow inspections; completed silo painting at the Casey Community Center; completed gutter cleaning at the Hospice House; completed two flag services; staff completed 125 work orders.
- **Engineering Administration** – Attended meetings regarding various watershed studies, semi-final reviews for the Watkins Mill interchange and MD124 in the vicinity of Russell Avenue, and for the Tourist Area Corridor program; reviewed developer plans for various projects; continued implementation of the Bicycle Master Plan; and continued construction on the Izaak Walton path project.

Meetings / Events / Community Involvement

- **Transportation Committee** – Discussion topics included the charge of the Transportation Committee and updates regarding the Bicycle Master Plan, the Rio Boulevard pathway project and the Izaak Walton Culvert/Trail project.

Key Performance Data

CIP Design Phase

| CIP # | CIP Description | % Complete | Comments |
|-------|--|------------|---|
| 82-1 | 2013 Lower Great Seneca Creek Watershed Assessment | 100% | Final report delivered. |
| 82-1 | 2013 Muddy Branch Watershed Assessment | 45% | Began concept storm water management and stream restoration sites design. |
| 82-1 | West Deer Park – Muddy Branch Stream Stabilization | 35% | 60% draft in progress. |
| 04-1 | Smoke House Repairs | 20% | Contract sent to A/E. Insurance documentation pending. |
| 83-2 | Water Park Roof and Bathhouse Floor Replacement | 20% | A/E site survey in progress to develop design concepts. |
| 98-1 | Golf Park Renovations | 10% | Task order issued to A/E to submit cost proposal for design and A/E services. |
| 98-1 | Casey Community Center Interior Renovations | 5% | Finalizing project work scope. |

CIP Construction Phase

| CIP # | CIP Description | % Complete | Comments |
|-------|---|------------|---|
| 07-2 | Teachers Way | 98% | SHA documentation closeout process on hold until warranty period ends in December 2014. |
| 09-3 | Senior Center Phase II | 25% | Contract signed with construction contractor. A Notice to Proceed (NTP) was issued. Submittal approval and permits review in process. |
| 82-1 | Izaak Walton Path – Culvert Repair | 95% | Project in punch out phase. |
| 83-1 | 2013 Street Resurfacing | 95% | Project in punch out phase. |
| 83-1 | 2014 Street Resurfacing | 10% | Began work on Longdraft Road. |
| 91-3 | 2013 Street Reconstruction | 95% | Project in punch out phase. |
| 91-3 | 2014 Street Reconstruction | 10% | Began work on Travis Avenue. |
| 98-1 | Gaithersburg Aquatic Center Pool and Facilities Repairs | 99% | Project is Substantially Complete – final payment pending. |
| 98-1 | City Hall Front Entrance Doors Replacement | 35% | MK Development contract under review by the Procurement Office. |