



Gaithersburg

# SEPTEMBER 2014 MONTHLY REPORT



City of Gaithersburg

1.258.6300



## City Manager's Office

### Significant Departmental Actions

#### **City Manager's Office**

- CM Tomasello hosted division luncheons with Division Managers and City staff of Human Resources, Planning (Senior Managers), Animal Control, and Community Services.
- CM Tomasello met with owners of a potential site for the new police station and subsequently met with an appraiser regarding the same property.
- CM Tomasello and DHR Yocklin met to discuss implementation of minimum wage and progress on executive recruitment for Director of Finance.
- CM Tomasello and DCM Enslinger met with National Institute of Standards and Technology (NIST) representatives regarding construction of a new combined heating and power plant.
- DCM Enslinger met with Department of Permitting Services to discuss notification of county road work.
- DCM Enslinger attended the International City/County Management Association (ICMA) conference and presented as part of a panel on leadership.

#### **Intergovernmental**

- LAM Marquina attended the first meeting of the County/Municipal Tax Duplication Working Group.
- LAM Marquina attended the Maryland Municipal League (MML) Chapter Executive Board Meeting and Special Meeting with County Councilmember Berliner.

#### **Legal Service Team**

- CA Board attended the MML Fall Conference to present the ethics legislative priority.
- CA Board prepared a Petition to Intervene in the Exelon-Pepco merger Public Service Commission proceeding and ACA Johnson attended the Preliminary Hearing in the case.
- ACA Johnson attended the International Municipal Lawyers Association conference in Baltimore.
- ACA Johnson successfully prosecuted nine municipal infraction cases and obtained one finding of contempt in a show cause hearing.
- Staff prepared/reviewed 27 Grant Agreements & Contracts, one Easement and reviewed/approved the closing documents for the sale of 2 James Street and seven settlements using the Homebuyers Assistance program.
- Staff responded to two requests for public information.

### Meetings/Events/Community Involvement

City Manager Tomasello attended the following events and meetings:

- 76<sup>th</sup> Annual Labor Day Parade
- Maryland Washington Council of Governments Chief Administrative Officers meeting
- Grand Reopening of the Gaithersburg Aquatic Center
- Montgomery County Department of Liquor Control Reception and Warehouse Tour.
- Principals, Counselors and PTA Appreciation Breakfast with DCM Enslinger.
- Council in Communities meeting with Bennington and Dorsey Estates.

DCM Enslinger attended the following events and meetings:

- Venti Tre Italian and Paladar Latin Kitchen ribbon cuttings; Wells Robertson 9<sup>th</sup> Annual Picnic
- Government Magazine Summit on the cost of government
- Neighborhood meeting with Washingtonian Woods regarding the Corridor Cities Transitway

Legislative Affairs Manager Sanchez attended the following events and meetings:

- Subcommittee meeting of the Commission on Child Care
- MML Fall Conference in Annapolis and MML Chapter meeting in Somerset.
- County Council meeting with the Board of Education.

## Communications

### Significant Departmental Actions

- Supported reopening celebration of Gaithersburg Aquatic Center and produced associated Newline video.
- Published and mailed 25,000 copies of twice-yearly *inGaithersburg* magazine.
- Began RecXpress web portal redesign.
- Posted City Council position application packets online.
- Posted/promoted Environmental Sustainability Master Plan Element and Lower Great Seneca Creek Watershed study.
- Televised seven meetings of the Mayor & City Council, Planning Commission and Historic District Commission.
- Produced promotional spots for Oktoberfest and CHARACTER COUNTS!
- Conducted interviews and shot b-roll of Lakelands Park synthetic field, Growlers Restaurant, Olde Towne Area, RIO/Washingtonian Center and Crown.
- Coordinated advertisement of post-event Labor Day coin distribution.
- Assisted with press releases, remarks, promotions and advertising and/or coordinated photography/videography for Labor Day Parade, Recovery Month, CHARACTER COUNTS! Month, Principal's Breakfast, Domestic Violence Empowerment Luncheon, Help the Homeless Walk-a-thon, Winter Farmers Market, Arts on the Green events, Oktoberfest, Gaithersburg Chorus Winter Concert, Gaithersburg Sports Winter brochure, Senior Newsletter, Planning Commission and Board of Appeals calendars.

### Meetings/Events/Community Involvement

- Participated in meetings with County and other municipalities to prepare for Alert Gaithersburg conversion.
- Participated in Council of Governments RESF-15 PIO conference call. Topics: Hiring of a regional PIO, plans for the Regional Summit for Media and Government Communicators, and the 2015 World Police and Fire Games (6/25 – 7/5/15) to be hosted by Fairfax Co. with events throughout the region.
- Participated in annual breakfast for Principals, Counselors and PTA representatives.
- With Mayor and other department representatives, met with Communities in Transit to discuss a community forum.
- Participated in meetings with Finance to discuss department budgets and the reestablishment of an escrow account for CHARACTER COUNTS! scholarship monies.
- Met with Senior Advisory Committee representatives to discuss Senior Center marketing and outreach.
- Attended fundraiser for Manna Food Center at Paladar.

### Key Performance Data

Public Information	September 2014	FY YTD 2015	FY YTD 2014	YTD Comparison
Press Releases Issued	34	74	81	-8.6%
*inGaithersburg Subscribers (cumulative)	23	2,204	2,393	-7.9%
Alert Gaithersburg Subscribers (cumulative)	75	11,362	9,683	17.3%
Facebook Likes (cumulative)	30	2,191	1,809	21.1%
Facebook Posts	50	146	137	6.6%
Twitter Followers	28	196	N/A	N/A
Twitter Posts	6	16	N/A	N/A
YouTube Posts	4	18	8	125.0%
Non-Meeting Programming (number)	4	18	7	157.1%

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



# Community Services

## Significant Division Actions

### Community Services (CS)

- Participated in a panel presentation at the annual Common Cents Conference regarding the City’s financial wellness initiatives.
- With Educational Enrichment Committee, coordinated the annual Principals, Counselors, PTA Appreciation Breakfast with 100+ in attendance representing all but one Gaithersburg school. “Best Practices” panel with school principals, MCPS grants office, MCAEL and County PTA president was well received and has led to additional partnerships and opportunities for City schools.
- Hilario Flores was hired through Liberty’s Promise, Inc. for an eight-week internship.
- Facilitated a meeting with MedImmune and nonprofit food providers (Gaithersburg Help, MANNA and Nourish Now), resulting in a partnership involving MedImmune’s new community garden.

### Homeless Services (HS)

- Homeless Services Division joined in National Recovery Month celebrations: Proclamation by the Mayor & City Council designating September 2014 as Recovery Month; resident participation in a weekend Narcotics Anonymous Retreat; the annual Recovery Picnic including a resident graduation ceremony and volleyball tournament; and a Family Dinner that encourages families to eat dinner together to minimize the risks of children using tobacco, alcohol and drugs.
- Farzaneh Shrinzadeh joined the Wells/Robertson House staff as the new Part Time Evening Counselor.

## Meetings /Events/Community Involvement

### Community Services

- Conducted two Community Advisory Committee and one Educational Enrichment Committee meetings and finalized CHARACTER COUNTS! Month activities.
- Continued participation on the countywide “Children Fleeing Violence” workgroup and coordinated upcoming presentations for area nonprofits and Gaithersburg elected officials.
- Participated in planning meetings for Homeless Resource Day in November and on both City and County Holiday Giving Committees.
- Hosted monthly Hoarding Task Force meeting and coordination of two City cases.
- Co-hosted 15<sup>th</sup> Annual SCUP conference with 350+ MCPS/nonprofit representatives in attendance. City staff served on planning committee and coordinated a nonprofit resource room.

### Homeless Services

- Division Manager attended meeting with newly formed Emergency Services and Outreach Team; a Technical Assistance meeting for the newly released FY14 HUD grant; and the monthly Montgomery County Continuum of Care Leadership Meeting.
- Clinical Supervisor attended the monthly Montgomery County Singles Teaming meeting.

## Key Performance Data

Service	September 2014	FY YTD 2015	FY YTD 2014	YTD comparison
Case Coordination (households)	28	71	67	6.0%
School and CC! Contests (youth participants)	0	0	0	0.0%
Educational/Outreach Events (individuals)	450	598	561	6.6%
Housing Assistance (households)	6	11	10	10.0%
Wells/Robertson House (bed nights)	412	1,252	1,273	-1.65%
DeSillum House (bed nights)	150	460	460	0.0%
Street Outreach (direct service hours)	27	66	88	-25.0%
Housing Initiative Program (individuals)	5	5	3	66.7%

# Economic Development

## Significant Division Actions

- Attended the Venti Tre ribbon cutting at Crown on September 8<sup>th</sup>.
- Met with Jon Eisen from the Eisen Group to discuss potential redevelopment concepts for the IBM site.
- Attended a Suburban Real Estate Symposium on September 23<sup>rd</sup> at Bethesda Marriott.
- Attended the Metropolitan Ballet Theater ribbon cutting on September 24<sup>th</sup>.
- Met with representatives from Ezra Companies to discuss potential development along Frederick Avenue.
- Met with representatives for 700 Quince Orchard Road to discuss potential uses/redevelopment alternatives.

## Meetings/Events/Community Involvement

- **Economic & Business Development Committee** - Met on September 19<sup>th</sup> to discuss the “TAC” program and to review the new economic development website.
- **Olde Towne Park Plaza Ad Hoc Committee** - Members participated in an “image evaluation” exercise to help prioritize features and elements for the enhanced park.

## Key Performance Data

Category	September 2014	August 2014	July 2014	June 2014
Class A & B Vacancy	10.4%	10.3%	10.6%	11.3%

# Finance & Administration

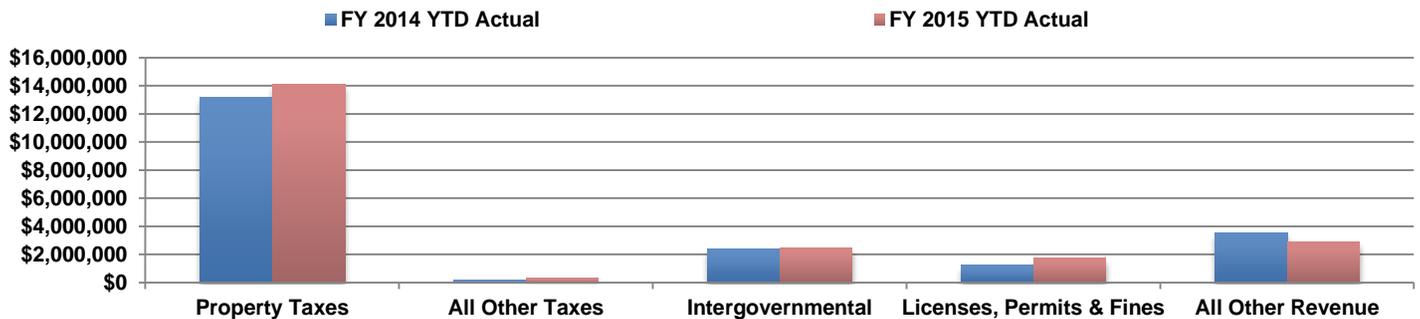
## Significant Departmental Actions

None

## Key Performance Data

### Revenues

General Fund Revenue	FY14 YTD Actual	FY15 YTD Budgeted	FY15 YTD Actual	Percent Collected
Property Taxes:	\$13,167,956	\$24,192,500	\$14,111,538	58%
All Other Taxes:	\$169,547	\$2,200,000	\$303,044	14%
Intergovernmental:	\$2,393,663	\$13,709,630	\$2,493,351	18%
Licenses, Permits and Fines:	\$1,211,057	\$6,058,700	\$1,714,563	28%
All Other Revenue:	\$3,548,651	\$13,155,672	\$2,923,696	22%
<b>Total General Fund Revenues:</b>	<b>\$20,490,874</b>	<b>\$59,316,502</b>	<b>\$21,546,192</b>	<b>36%</b>



### Expenditures

General Fund Expenditures	FY14 YTD Actual	FY15 YTD Budgeted	FY15 YTD Actual	Percent Expended
City Manager's Office:	\$168,384	\$1,633,969	\$329,121	20%
Community & Public Relations:	\$495,974	\$3,012,978	\$581,902	19%
Finance & Administration:	\$274,177	\$2,209,557	\$677,517	31%
Human Resources:	\$162,850	\$923,444	\$143,553	16%
Information Technology:	\$412,474	\$1,771,999	\$485,118	27%
Mayor & City Council:	\$66,762	\$304,179	\$65,935	22%
Parks & Recreation:	\$1,943,842	\$8,466,555	\$2,038,178	24%
Planning & Code:	\$1,052,970	\$5,163,843	\$1,121,589	22%
Police:	\$2,771,318	\$9,229,056	\$2,424,897	26%
Public Works:	\$2,766,756	\$12,586,396	\$2,790,639	22%
Non-Departmental & Transfers:	\$7,988,073	\$14,014,526	\$10,886,411	78%
<b>Total General Fund Expenditures:</b>	<b>\$18,103,580</b>	<b>\$59,316,502</b>	<b>\$21,544,860</b>	<b>36%</b>

## Human Resources

### Significant Departmental Actions

- The following full-time job announcements were posted in September: Equipment Operator II (PW); Help Desk Technician I (IT).
- The following part-time job announcement was posted in September: Kentlands Mansion Housekeeping Staff (PR&C).
- 289 employment applications were received in the month of September.
- Staff assisted Parks, Recreation and Culture with interviews on September 2 & 3.
- On September 24 staff attended a webinar on Patient Protection and Affordable Care Act.

### Meetings/Events/Employee Involvement

- Staff conducted two new hire orientations.
- On September 17 & 18 staff attended the Americans with Disabilities Act Conference in Baltimore.
- The Ergonomic Committee evaluated the office spaces of Community Services staff in September.
- On September 29 the Wellness Team met. Plans for Wellness Day, October 24, were discussed and finalized. The Wellness Team also begin an initiative to have employees complete an online Health Assessment. The initiative began September 15 and will end on Wellness Day. Flu vaccines will be administered on Wellness Day.

### Key Performance Data

Category	September FY 2015	September FY 2014	Year-to-Date FY 2015	Year-to-Date FY 2014
Workers Compensation	8	8	23	20
New Hires	2	3	6	7
Terminations	0	1	2	3
Retirements	0	0	0	0

# Information Technology

## Significant Departmental Actions

- Key Management System – Project completed. The Facilities group of Public Works populated the system with many of the keys they manage and began using it to keep track of key location and usage. A similar system has been in use in the Fleet Maintenance group of Public Works for some time.
- 2014 Aerial Imagery - Received a set of aerial images of the City from the vendor. The aerials were flown in Spring 2014 and were then post-processed to produce near ortho-rectified quality. The prior version the City had was from 2012 and had 6-inch resolution; the new set has 3-inch resolution.
- Class Hosted Payment Server - Deployed new credit card readers as a precursor to switching to a new hosted payment server. The new readers encrypt credit card information so that it can be transported securely over the Internet to the remote payment server. Ordered additional cash management hardware and trained staff at various facilities in order to improve cash management procedures.
- New Phone System - Selected a consultant who will review a draft RFP and provide comment. Engagement with the consultant is pending a signed contract and registration with the State of Maryland.
- Alert Gaithersburg Replacement - Continued tracking progress with Montgomery County officials on their satisfaction with the system and their intent to go live in October. Continued to finalize go-live settings, procedures, and communication for October 1st notification and October 15th go live.
- RCN Fiber to Community Museum - Met on-site with an RCN engineer to discuss the City's needs. The engineer did a site survey and will develop a Statement of Work (SOW) and an estimate.
- Munis Content Management - Worked with project team to configure, test and put into production Tyler Content Manager (TCM) for invoice processing. Continued to document and develop workflow enhancements and/or changes associated with TCM purchase order and check printing. Worked with vendor to install and configure update purchase order, check, and general billing forms/documents.
- Asset Management System - PM Smith continued meeting with project stakeholders to determine needs and focus on possible use of the system for managing Stormwater Management assets.
- New File Servers for Secure/Large Data Sets - Set up new file servers which will be used to house large data sets, or those which should have limited access. Moving these data sets to the new servers will free up a substantial amount of space on the general-purpose file servers used by most City users.
- Stormwater Drainage/BMP GIS Updates - Signed a contract with the vendor selected by the RFP process. Provided data and held a kick-off meeting with the vendor.
- Met with Parks, Recreation and Culture staff to begin planning the mobile application for Oktoberfest.

## Key Performance Data

Category	July 2014	August 2014	September 2014
Number of Commercial Applications Supported	119	120	121
Number of In-House Applications Supported	51	51	51
Number of Desktop/Laptop Systems Supported	318	318	321
Number of Helpdesk Tickets Closed	106	146	248

# Parks, Recreation & Culture

## Significant Departmental Actions

- DPR&C Potter presented at the Maryland Association of Counties (MACo) Conference.
- Staff began planning the grand opening and ribbon cutting for the new synthetic turf field at Lakelands park.
- Activity Center Staff coordinated with IT, PIO and Active Network to improve online registrations and payments.
- Community Museum hours of operation were expanded; a new logo was painted on the caboose.

## Meetings/Events/Community Involvement

- DPR&C Potter attended the Leadership Montgomery for their Homecoming and Annual Meeting
- PRC staff met with the following groups/individuals:
  - Design firm for Constitution Gardens to review ADA concerns from prior meetings
  - City staff for progress meetings on the synthetic turf project at Lakelands Park and on the scope of work for bond bill projects (Casey Community Center and Miniature Golf Course)
  - City staff on historic projects that may be placed on upcoming agendas for the Historic District Commission, Planning Commission and/or Mayor and City Council
  - City staff to discuss the project scope for the Water Park bond bill to be encumbered by December 2014
  - Finance to review revenue/expenditures for FY14 and FY15 (year-to-date); discussed challenges for FY16
  - Gaithersburg High School staff regarding the planning of Trojanfest
- All Hands Department Meeting: discussed FY16 Capital Projects and Public Works Work Order process.
- The 77<sup>th</sup> Gaithersburg Labor Day Parade had nearly 90 units and approximately 9,500 attendees.
- Over 200 people attended the Grand Reopening and Ribbon Cutting of the Gaithersburg Aquatic Center.
- The Mayor and City Council issued a proclamation designating September as Hispanic Heritage Month.
- Stream Restoration Grant: 40 trees planted in Quince Orchard Park (property deeded by MedImmune); public comment meeting was held for fall tree plantings affecting Bohrer Park, Morris Park and Morris Park extension.
- VIP Reception was held for Kentlands/Lakelands 5K volunteers and sponsors.
- Fall City Golf Tournament was held with 89 golfers.

## Key Performance Data

Attendance	Sept FY 14	Sept FY 15	Year-to-Date FY 14	Year-to-Date FY 15
Activity Center	8,112	7,564	28,705	24,252
Picnic Pavilions	5,608	5,300	12,663	13,159
Miniature Golf	2,478	1,752	14,586	14,019
Youth/Adult Sports	6,631	6,577	10,093	10,611
Casey Community Center	6,310	7,444	17,616	21,486
Water Park	3,435	946	86,283	72,293
Aquatic Center	0	1,850	0	2,537
Youth Centers	2,323	3,032	3,707	4,784
Senior Center	2,241	2,451	6,812	6,938
Skate Park	388	336	995	1,028
Arts Barn	2,507	2,216	7,572	6,602
Community Museum	318	460	1,073	1,350
Kentlands Mansion	1,067	1,218	2,900	3,429

## Planning & Code Administration

### Significant Departmental Actions

- Permits and Inspections completed work in regard to several major restaurants in the Crown development including Coastal Flats and Paladar Latin Kitchen and Rum Bar while Ruth's Chris Steakhouse, La Madeleine and Asia Nine are very close to completion. Ted's Bulletin and Old Town Pour House have been issued building permits and are expected to begin construction. Additionally, the Crown Community Center was issued a foundation permit allowing construction to commence.
- Planning Staff coordinated a City staff discussion on apartment parking and off-street parking City wide.
- Our department welcomed Planning Chief Martin Matsen to our team and assisted in providing various training and orientation opportunities.

### Meetings/Events/Community Involvement

- Environmental Services attended the Urban Sustainability Director's Network annual meeting in Houston, TX and discussed recycling at City facilities and special events during the Senior Leadership Team meeting.
- The Planning Division attended FEMA Discovery Meeting for Middle Potomac-Anacostia-Occoquan Watershed as well as several meetings related to Washingtonian North Final Site Plans.
- The Great Seneca Sciences Corridor Master Plan Implementation Committee, including members of the Planning Team, met to discuss the Corridor Cities Transitway (CCT) alignment.

### Key Performance Data

Category	July 2014	August 2014	September 2014
Planning Applications Approved	23	18	31
Permits Issued	301	246	239
Licenses Issued	474	396	582
Construction Inspections Performed	918	918	974
Property Inspections Performed	921	718	755
Notices of Violations Issued	191	178	186
Municipal Infractions Issued	13	11	15
Service Requests Investigated	199	182	159
Passports Processed	327	226	176
TOTAL REVENUES COLLECTED	\$348,605	\$297,768	\$372,728

# Police

## Significant Departmental Actions

### **Administrative Bureau**

- Congratulations to Officers C. Young, C. Cortes, S. Jackson and J. Davis who graduated from the Police Academy and started field training with Gaithersburg Police Department (GPD).
- The new Accreditation Manager, Suzanne Mazan, started with GPD.
- GPD Honor Guard was featured in the town Courier's October 3<sup>rd</sup> newspaper.

### **Special Operations Bureau**

- Officer Lane collected 140 pounds of prescription medications during Drug Take Back Day.
- The Traffic Unit coordinated traffic and security efforts during the Labor Day Parade.
- Sgt. Eastman completed the new background manual and applicant processing for the upcoming hiring process.

### **Operations Bureau**

- Officers distributed posters provided by the State Highway Administration reminding motorists of the hazards of children and pets left in hot cars.
- City and County officers participated in an active shooter training at Holy Cross Hospital-Germantown.
- GPD Officers received training from the State's Attorney's Office on the new marijuana law.

## Meetings/Events/Community Involvement

- Chief Sroka attended 29 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	SEPTEMBER FY14	SEPTEMBER FY15	YTD FY 14	YTD FY 15
Calls for Service/Officer as Primary	1,534/760	1,593/756	4,851/2,642	4,967/2,577
Training Hours	1,075	1,214	3,143	3,720
Traffic Violations	579	459	2,641	1,770
Parking Violations	235	244	676	752
DUI Arrests	10	11	49	57
Adult Felony Arrests	7	9	26	30
Juvenile Felony Arrests	2	0	2	0
Street Crimes Unit Arrests	16	18	45	56
Detective Arrests	2	5	6	11
New Cases Assigned to Detectives	15	10	42	32
Cases Closed by Detectives	6	10	23	18
Check on Patrols	15.22	3.42	145.91	44.37

### Frederick Beat

Street Robberies – 2  
 Commercial Robberies – 0  
 Aggravated Assault – 3  
 Residential Burglaries - 3  
 Commercial Burglaries – 2  
 Theft from Vehicles/Theft of Vehicle Parts – 10

### Seneca Beat

Street Robberies - 3  
 Commercial Robberies – 0  
 Aggravated Assaults – 3  
 Residential Burglaries – 4  
 Commercial Burglaries – 1  
 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".

# Public Works

## Significant Departmental Actions

- **Public Works Maintenance Teams** – Completed construction of the synthetic turf field at Lakelands Park; prepared a contract for the Constitution Gardens project; prepared for the fall Department of Natural Resources (DNR) tree planting at Orchard Ridge Drive; and completed monthly bulk pick up as scheduled.
- **Facilities and Facilities Projects** – Completed siding repair at City Hall; completed winterization of the Water Park; completed truck bay light maintenance at Public Works; completed bike locker door replacement at the Parking Garage; completed step repair to the cupola at the Kentlands Mansion; completed two flag services; completed grease trap service at the Water Park; and staff completed 167 work orders.
- **Engineering Administration** – Chaired a Maryland Traffic Engineers Council meeting; attended meetings regarding various watershed studies, the 15% design for the Corridor Cities Transitway and various Crown Farm issues; attended a class for the safe design of roads for vulnerable road users; reviewed developer plans for various projects; and continued implementation of the Bicycle Master Plan.

## Meetings / Events / Community Involvement

- **Transportation Committee** – Discussion topics included updates regarding the Bicycle Master Plan, the Rio Boulevard pathway project, the Izaak Walton Culvert/Trail project; and the November 24, 2014 committee presentation.

## Key Performance Data

### CIP Design Phase

CIP #	CIP Description	% Complete	Comments
82-1	2013 Muddy Branch Watershed Assessment	55%	Mayor & City Council received preliminary findings.
82-1	West Deer Park – Muddy Branch Stream Stabilization	50%	90% draft in progress.
04-1	Smoke House Repairs	30%	Contract signed. Notice to Proceed sent to A/E. Construction documents and specifications due mid-October.
83-2	Water Park Roof and Bathhouse Floor Replacement	40%	A/E site survey complete. Design in progress.
98-1	Golf Park Renovations	20%	Staff received a cost proposal for the design and development of construction documents.
98-1	Casey Community Center Interior Renovations	10%	A/E task order has been issued to receive a cost proposal for the design and preparation of construction documents.

### 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	30%	Construction permit has been applied. Submittals approval in progress.
82-1	Izaak Walton Path – Culvert Repair	95%	Project in punch out phase. WSSC on site.
82-1	Green Streets	50%	Awaiting planting by Public Works.
83-1	2013 Street Resurfacing	95%	Project in punch out phase.
83-1	2014 Street Resurfacing	50%	Completed work on Longdraft Road. Began work on Lot 5.
91-3	2013 Street Reconstruction	95%	Project in punch out phase.
91-3	2014 Street Reconstruction	80%	Continued work on Travis Avenue.
98-1	Gaithersburg Aquatic Center Pool and Facilities Repairs	99%	Project is substantially complete. Final payment received.
98-1	City Hall Front Entrance Doors Replacement	35%	MK Development contract under review by the Procurement Office.