



Gaithersburg

MARCH 2016 MONTHLY REPORT





City Manager's Office

Significant Departmental Actions

City Manager's Office

- Mayor Ashman, CM Tomasello, DCM Enslinger, and LAM Marquina met with NIST staff to discuss the Nike site.
- CM Tomasello met with IT staff to discuss SIRE replacement.
- CM Tomasello met with staff to discuss the Parking Permit program and polystyrene ban.
- CM Tomasello held a follow-up meeting with staff to discuss snow removal efforts.
- CM Tomasello met with staff to get an update on plans for fireworks.
- DCM Enslinger met with representatives of Rockville regarding stormwater management legislation and an MOU with the County.
- DCM Enslinger met with Miss Utility representatives to discuss implementing the required utility location program.
- DCM Enslinger participated in the Budget Software RFP selection process.
- DCM Enslinger testified in Annapolis on Stormwater Bill SB 719.
- DCM Enslinger met with a State Highway Administration representative regarding the 124 Shared Use Path project.

Mayor and Council Services

- MC Stokes attended several meetings regarding the replacement of SIRE and participated in demos for a new agenda meeting management system.
- MC Stokes worked with CA Board to prepare Resolutions amending the City Charter.

Legal Services

- CA Board testified before the House Education and Transportation Committee on SB395 (Land Use).
- CA Board participated in two conference calls of the Maryland Municipal League (MML) Legislative Committee.
- ACA Johnson organized, and he and CA Board participated in, a conference call with Maryland municipal attorneys on small cell facilities.
- CA Board and ACA Johnson attended the quarterly meeting of the Maryland Municipal Attorneys Association.
- CA Board attended the closing for the City's purchase of 303 South Frederick Avenue.
- ACA Johnson successfully prosecuted six municipal infraction cases resulting in fines and abatement orders.
- Staff drafted or reviewed 40 contracts, 7 grant agreements, 2 plats, 5 easements, 1 license agreement and 1 settlement under the Gaithersburg Homeownership Assistance Loan (GHALP) program.
- Staff responded to eight requests for public information.

Meetings/Events/Community Involvement

City Manager Tomasello attended the following events and meetings:

- With DCM Enslinger attended Annual Meet and Confer with County Executive
- Annual Meet and Confer dinner meeting with County Council
- 16th Annual St. Patrick's Day Parade with DCM Enslinger
- 2016 National League of Cities Congressional City Conference
- Landlord Appreciation Breakfast with DCM Enslinger

Deputy City Manager Enslinger attended the following events and meetings:

- Maryland Municipal League Legislative Committee
- Montgomery County Municipalities Luncheon in Annapolis with CA Board and ACA Johnson



Communications

Significant Departmental Actions

- Made preparations for the State of the City event, including 800+ guest invitations, catering and logistics, award recipient videotaping, video script writing, and preparing draft speech and talking points for Mayor & City Council Members.
- Made plans for dedication of public art installation on May 23 commemorating Mayor Bohrer at Bohrer Park in conjunction with kick off of CHARACTER COUNTS! 20th anniversary celebration.
- Began bi-weekly agenda meetings to discuss content and live Tweeted from Mayor & City Council meetings, Meet & Confer with Montgomery County Executive, Montgomery County Municipalities Day, and St. Patrick’s Day Parade.
- Launched new format Recreation Class newsletter and developed template for Sports Newsletter and Community Services Provider’s newsletter, both to debut in April.
- Participated in interviews to select the Junior Mayor.
- Significant website projects included SIRE replacement, online ticket purchasing and JustFOIA public information software integration, the addition of Small Cell Facilities to the Project Page, updating spring and summer facility information, and posting Green Month activities.
- Televised six meetings of the Mayor & City Council, Planning Commission and Historic District Commission.
- Continued Go! Gaithersburg social media video spots – Art Galleries, Green Month and the Prescription Drop Box program. Shot the St. Patrick’s Day parade.
- Digital postings, press releases, remarks, marketing pieces, photography/videography for: Book Festival, Celebrate! Gaithersburg, Dog Exercise Area Rules, St. Patrick’s Day Parade, Spring Bridal Showcase, Murder at the Mansion Dessert Theater, Wellness on the Weekend Events, Green Month, GreenFest and Environmental Awards, Spring Chorus Concert, Summer Camps and Clinics, SportsFest, Benjamin Gaither Center Newsletter, Arts on the Green programs and activities.
- Most visited web pages: St. Patrick’s Day Parade, Job Opportunities, Recreation Classes, and Sports

Meetings/Events/Community Involvement

- Participated in meetings for: After-action reports for the January Blizzard, 4th of July preparations, State of the City planning, CHARACTER COUNTS! 20th Anniversary, posting of awards on website procurement page, Wellness@Work Committee, outdoor advertising on Ride On buses, and cinema slide advertising.
- Digital Media Specialist attended a Council of Governments Social Media for Natural Disaster Response and Recovery conference.

Key Performance Data

Public Information	March 2016	FY YTD 2016	FY YTD 2015	YTD Comparison
Press Releases Issued	34	232	219	5.9%
inGaithersburg Subscribers (cumulative)	18	2,307	2,271	1.6%
Alert Gaithersburg Subscribers (cumulative)	11	6,157	5,873	4.8%
Facebook Likes (cumulative)	89	3,107	2,283	36.1%
Facebook Posts	93	658	416	58.2%
Twitter Followers (cumulative)	118	1,005	390	157.7%
Twitter Posts	156	556	57	875.4%
YouTube Posts/Non-meeting Programming	4	52	39	33.3%
Website Sessions	56,169	621,549	568,896	9.3%
Website Users (excludes City-based)	42,191	396,904	342,022	16.0%

Community Services

Significant Division Actions

Community Services (CS)

- Met with Impact Silver Spring to discuss community partnerships through the Neighborhood Opportunity Network.
- Met with ED staff to discuss sponsorship opportunities for Community Services programs.
- Bank On Gaithersburg held a MyBudgetCoach training session for coaches.
- Facilitated scoring of 229 4th grade essays for the “If I Were Mayor” essay contest. Conducted video interviews with seven finalists and selected a winner.
- Participated in the planning the annual Employee Appreciation Luncheon, which highlighted Gaithersburg’s 20 years as a CHARACTER COUNTS! City.
- Conducted school supply drive and coordinated distribution of circus tickets donated by NIH.
- Participated in first of four Community Outreach Events, a PTA event at Fields Road Elementary School.
- Reviewed, prepared and distributed RFP applications for reviewers on the Community Advisory Committee.

Homeless Services (HS)

- Division Manager represented Wells/Robertson House and Recovery Partners Montgomery at the annual Peer Specialist Summit held at Baltimore Community College.
- Division Manager met with Montgomery County Housing Emergency Transitional Housing Services contract monitor for a performance review. The review found no discrepancies.
- Division Manager and the contracted Holistic Pathways instructor visited a retreat center in Comus, Maryland to explore a weekend retreat for residents.
- Clinical Supervisor/Discharge Coordinator arranged interview for senior resident with the Rapid-Rehousing program.

Meetings/Events/Community Involvement

Community Services

- Conducted Landlord Appreciation Breakfast for representatives of 15 apartment complexes.
- Hosted a Human Trafficking workgroup with Montgomery County and nonprofit representatives.
- Hoarding Task Force met with Aspire to discuss individual and family support groups for clients.
- Facilitated two meetings of the Educational Enrichment Committee to review school-nonprofit grants and develop recommendations.

Homeless Services

- Wells Robertson House (WRH) Continuing Care program conducted workshops on Entrepreneurship, Holistic Pathways to Recovery, and Smoking Cessation.
- The WRH Volunteer Program “Gratitude in Action” assisted Community Services with assembling grant review packets.
- Clinical Supervisor/Discharge Coordinator attended countywide Homeless Singles meeting and participated in the Housing Priority Committee Conference Call (prioritizing homeless clients for housing).
- Division Manager attended the Montgomery County Continuum of Care Operations meeting, the Education and Outreach Committee meeting, and the Emergency Services Committee meeting.

Key Performance Data

Service	March 2016	FY YTD 2016	FY YTD 2015	YTD Comparison
Case Coordination (households)	22	155	177	-12.4%
School and CC! Contests (youth participants)	312	956	1,107	-13.6%
Educational/Outreach Events (individuals)	60	4,953	6,079	-18.5%
Housing Assistance (households)	1	17	21	-19.0%
Wells/Robertson House (bed nights)	372	3,570	3,650	-2.2%
DeSillum House (bed nights)	155	1,313	1,355	-3.1%
Street Outreach (direct service hours)	33	272	208	30.8%
Housing Initiative Program (individuals)	5	5	5	0.0%

Economic Development

Significant Division Actions

- Economic Development staff testified in Annapolis in support of bond bill financing for the Olde Towne Park Plaza project as well as for legislation supporting construction of the Watkins Mill Interchange.
- Staff initiated its Citywide office space study.
- Tom attended the International Council of Shopping Centers Mid Atlantic Retail Conference at National Harbor.
- Tom attended a Low Income Solar Policy meeting at the Rayburn House Office Building.
- Economic Development staff researched and prepared a financial impact analysis of the county's Polystyrene ban.
- Attended the ribbon cutting ceremony for Targeted Microwave Solutions at 203 Perry Parkway.

Meetings/Events/Community Involvement

- The Economic & Business Development Committee met with representatives from Rock Creek Capital to discuss a proposal to rezone and redevelop 700 Quince Orchard Road as a mixed-use project.
- The Olde Towne Advisory Sub-committee met to review design concepts for the Olde Towne Park Plaza.

Key Performance Data

Category	March 2016	February 2016	January 2016	December 2015
Class A & B Vacancy	9.4%	9.7%	9.8%	10.3%



Finance & Administration

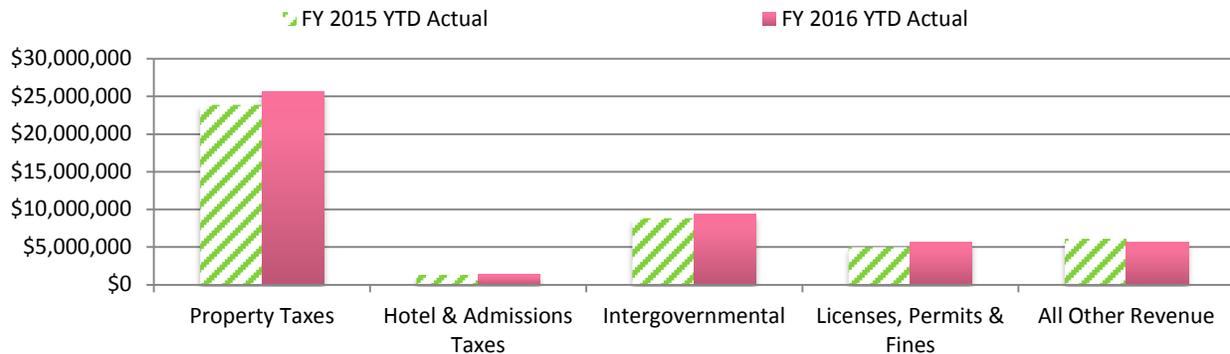
Significant Departmental Actions

- The Department spent time on vendor selection, including interviews and demonstrations, for auditing services and budget software.
- The Accounting team welcomed two new staff members filling open positions for payroll and staff accountant.

Key Performance Data

Revenues

General Fund Revenue	FY15 YTD Actual	FY16 YTD Budgeted	FY16 YTD Actual	Percent Collected
Property Taxes:	\$23,840,927	\$25,370,200	\$25,636,123	101%
Hotel and Admissions Taxes:	\$1,297,409	\$2,350,000	\$1,323,849	56%
Intergovernmental:	\$8,823,167	\$14,548,108	\$9,413,833	65%
Licenses, Permits and Fines:	\$4,963,933	\$5,971,080	\$5,593,454	94%
All Other Revenue:	\$6,084,898	\$19,996,426	\$5,575,614	28%
Total General Fund Revenues:	\$45,010,334	\$68,235,814	\$47,542,873	70%



Expenditures

General Fund Expenditures	FY15 YTD Actual	FY16 YTD Budgeted	FY16 YTD Actual	Percent Expended
City Manager's Office:	\$906,744	\$1,815,954	\$1,258,799	69%
Community & Public Relations:	\$1,915,583	\$3,122,884	\$2,171,539	70%
Finance & Administration:	\$1,732,214	\$2,108,295	\$1,089,652	52%
Human Resources:	\$571,492	\$978,862	\$695,337	71%
Information Technology:	\$1,138,335	\$1,936,501	\$1,294,122	67%
Mayor & City Council:	\$217,067	\$310,378	\$215,458	69%
Parks & Recreation:	\$5,368,149	\$8,769,372	\$5,897,600	67%
Planning & Code:	\$3,329,713	\$5,438,520	\$3,428,586	63%
Police:	\$6,764,832	\$9,149,578	\$6,620,067	72%
Public Works:	\$8,092,000	\$13,336,012	\$8,552,897	64%
Non-Departmental & Transfers:	\$12,335,755	\$21,269,458	\$17,113,487	80%
Total General Fund Expenditures:	\$42,371,884	\$68,235,814	\$48,337,544	71%

Human Resources

Significant Departmental Actions

- There were no full-time job announcement posted in March.
- The following part-time job announcements were posted in March: Facility/Office Greeter (P&CA); Evening Counselor (C&PR); Police Service Aide (Police).
- Staff attended the Local Governments Insurance Trusts Cooperative meeting in Hanover, MD.
- Staff attended the NEOGOV monthly webinar.
- Staff attending a webinar on pay scales and compensation best practices.
- Staff attended a Corvel (workers compensation) users meeting in Rockville.
- Staff finalized the ACA 1095-C overview and the forms were distributed to department heads for disbursement.
- Staff met with the Segal Waters to go over the edits and comments that have been proposed for the rules and regulation redesign.
- HR, Finance and PW staff met to revise their best practice for adding/deleting fixed assets and vehicles in the City.
- HR staff assisted PW with Seasonal Maintenance Worker interviews; PW used ‘speed interviewing’ as the method for these interviews, this is the first time this type of process was used.
- Staff met with Montgomery College Workforce Development to discuss upcoming trainings.
- HR staff assisted PW with interviewing for the Project Manager position.
- HR staff continued to work on the FY17 budget with Finance.

Meetings/Events/Employee Involvement

- Staff attended an ADA webinar.
- Staff arranged for Mark Krug with ConnectCare3, one of the City’s benefit providers, to meet with employees to discuss CC3’s new program “Healthy Goals”; at the onsite meetings employees found out more about the program and could even sign up to participate that day.
- Diversity Training was held; this training was initially offered in 2015; however not all staff could attend the first training session. 45 employees attended this training.
- Staff attended multiple budget software demonstrations. Finance is in the process of selecting budgeting software and HR staff was asked to assist with the process.
- Staff attended the 5th Annual Flu Fighter Awards luncheon, hosted by LifeWork Strategies, a division of Adventist Healthcare. This is the City of Gaithersburg’s fifth consecutive year winning the award for offering free flu vaccines to its employees and their families .
- The Employee Recognition Committee met to finalize plans for the Employee Appreciation Luncheon. The luncheon is scheduled for Thursday, April 7, at 11:00 a.m. at the Activity Center at Bohrer Park.
- ICMA held a retirement planning presentation for employees that were nearing retirement or for those that wanted a better understanding of the process. Approximately 30 employees attended.
- The Wellness@Work Team met.

Key Performance Data

Category	March FY 2016	March FY 2015	Year-to-Date FY 2016	Year-to-Date FY 2015
Workers Compensation	0	3	37	43
New Hires	0	5	15	21
Terminations	0	2	6	12
Retirements	0	0	2	2

Information Technology

Significant Departmental Actions

- ArcGIS 10.3.1 Deployment - Completed a project to upgrade ArcGIS, the City's primary GIS application, on a Citywide basis. Desktop systems had been previously upgraded, but staff had held off on upgrading the server, pending verification that other important City applications (such as Energov) were compatible with the new release of ArcGIS. After Energov was upgraded in February and it was determined that it was compatible, the upgrade was scheduled and completed.
- Complus Replacement - Completed a project to re-negotiate and enter into a new contract for parking ticket payment services with Complus.
- Energov Upgrade - Conducted full system testing with Planning and Code staff for the latest version (2016.1) of the City's permitting, planning and licensing application. An upgrade to the new version is tentatively scheduled for late April.
- Class System Replacement - Completed the first draft of an RFP for the replacement of the registration and scheduling application used by the Parks and Recreation Department.
- MPIA Request Tracking System - Completed administrative training for the new system, made a presentation to the Senior Leadership Team and received feedback. A presentation to the Mayor and City Council will be made in April.
- Completed a project to create a new data layer for stormwater inlet inspections. A map book for showing all the inlets was set up.
- In conjunction with the Community and Public Relations Department, decided that the City should consider streaming live meetings on YouTube. Determined technical changes required to enable streaming and worked with a vendor to implement. Tests with live meetings will be conducted during April.
- Conducted a market survey and held preliminary demonstrations of various systems which might be considered for replacement of the SIRE Agenda and Meeting Management applications currently used by the City.
- Upgraded the Milestone security camera system to a new version. Rebuilt the system after a double disk failure.
- Worked with Procurement to get Requests for Proposals (RFPs) published for a Computerized Maintenance Management System (CMMS) for Facilities, and for Website Enhancements and Maintenance.
- Received and installed an updated computer for the LiveScan fingerprint system. The State of Maryland mandated that the system needed to be upgraded to ensure continued access to State and national databases.
- Received and set up new barcode scanners for use with the Police Evidence and Quartermaster system (FileOnQ)

Key Performance Data

Category	January 2016	February 2016	March 2016
Number of Commercial Applications Supported	148	149	150
Number of In-House Applications Supported	52	52	52
Number of Desktop/Laptop Systems Supported	342	342	343
Number of Helpdesk Tickets Closed	244	308	373

Parks, Recreation & Culture

Significant Departmental Actions

- The CPSC Ad Hoc Park Planning Committee met with an architect to view potential modifications to the existing warehouse and decided upon two plans to present to Mayor and Council.
- Recognized at Mayor and City Council meeting, volunteer coach, administrator and youth selected for the Mid-Atlantic Recreation and Parks Sports Alliance.
- Toastmasters presenter provided tips on preparing & providing responses/speeches at the All Hands meeting.
- Staff attended an all-day training with the City of Rockville Department of Parks and Recreation.
- Attended Beverly Willis Architecture Foundation’s Built by Women Award Celebration and accepted award for the LEED NC Platinum Olde Towne Youth Center.
- Signed Mattress Warehouse as a Title Sponsor of La Milla de Mayo.

Meetings/Events/Community Involvement

- Provided information to the Institute of Public Health Innovation regarding grant on behalf of Montgomery County Health and Human Services and Montgomery County; attended Trinity Health's Transforming Communities Initiative Grant Award Announcement as one of six community partners awarded funds.
- Presented Department overviews to the Planning Commission and standing committee members and the Finance Department; held roundtable discussion as part of updating the Department’s Master Plan.
- 16th Annual St. Patrick’s Day Parade was held on March 12 with 10,000 attendees.

DPRC Potter attended the following events and meetings:

- P&CA, PW & PRC staff regarding composting at large City events; Maryland-National Capital Park and Planning Commission & PW for trail construction guidance
- Maryland Municipal League, Maryland Association of Counties and Dept. of Natural Resources annual meeting to discuss Program Open Space and other potential legislation for the upcoming legislative season
- Maryland Recreation and Parks Association Board of Directors meeting
- Montgomery County Road Runners Club, PW and PRC staff for La Milla de Mayo logistics
- Gaithersburg/Germantown Chamber of Commerce Business Networking After Five
- Design team of Constitution Gardens Park in preparation of an upcoming presentation at the Maryland Recreation and Parks Association State Conference

Key Performance Data

Attendance	March FY 15	March FY 16	Year-to-Date FY 15	Year-to-Date FY 16
Activity Center	11,730	14,855	102,995	94,767
Activity Center Bookings	386	426	2,925	2,198
Miniature Golf/Picnic Pavilions	N/A	N/A	14,451/18,459	14,237/17,652
Youth/Adult Sports	3,872	4,744	59,017	57,313
Casey Community Center	10,578	8,462	77,153	79,982
Water Park/Aquatic Center	2,114	1,826	82,988	98,153
Youth Centers	2,450	2,438	19,894	19,378
On-line Registration	1,390	1,318	8,320	9,060
Benjamin Gaither Center	1,631	17,248	2,867	22,143
Arts Barn	4,158	3,287	39,055	42,320
Kentlands Mansion	494	827	17,12	2,276
Museum	210	464	3,106	6,051

Planning & Code Administration

Significant Departmental Actions

- Permits and Inspections issued several notable permits including but not limited to: Mattress Discounters at 101 North Frederick Avenue, for repair of their foundation, MRI Global, an independent organization that performs contract research for government and industry will renovate and occupy 44,500 square feet at 65 West Watkins Mill Road and for the former Star Diner space located at 705 Centerpoint Way which will now be the home of Vasilis Mediterranean Grill.

Meetings/Events/Community Involvement

- Environmental Services met with Parks, Recreation, and Culture staff to discuss options for food composting at City Special events, presented information on Environmental Services programs at the Landlord Appreciation Breakfast and continued planning Green Month activities for the month of April.

Key Performance Data

Category	January 2015	February 2016	March 2016
Planning Applications Approved	19	20	20
Permits Issued	188	155	230
Licenses Issued	257	344	284
Construction Inspections Performed	526	683	718
Property Inspections Performed	845	961	936
Notices of Violations Issued	271	329	277
Municipal Infractions Issued	4	7	18
Service Requests Investigated	86	124	207
Passports Processed	261	291	394
TOTAL REVENUES COLLECTED	\$296,650	\$289,819	\$421,397

Police

Significant Departmental Actions

Office of the Chief

- The Street Crimes Unit was selected as Officer of the Month for March.
- EMC Lanham attended a briefing with the Maryland Emergency Management Agency at the Montgomery County Public Safety Headquarters to learn more about eligible costs and the application process related to the January blizzard.

Administrative Bureau

- Lt. Vance and CSO Lane attended Criminal Justice Day for college students at the Public Safety Headquarters. Lt. Vance participated on a panel to discuss the Gaithersburg Police Department. They also met with Montgomery College Criminal Justice students to discuss careers in law enforcement.
- Initiated online in-service training to all sworn members of the department.
- Staff is in the process of finalizing applicant background investigations.

Special Operations Bureau

- Officers assisted with Asbury Methodist Village's drug take-back event on March 11. Approximately 12 pounds of prescription medication was collected.
- CSO Lane attended the regularly scheduled Kentlands Citizens Assembly meeting to discuss crime and safety in that area.
- The Gaithersburg Police Honor Guard attended the funeral of Prince George's County Police Officer Jacai Colson, who was killed in the line of duty on March 13.

Meetings/Events/Community Involvement

- Chief Sroka attended twenty-eight (28) meetings on various issues.
- The Community Services Office or GPD representative has attended/participated in Nineteen (19) details/meetings.

Key Performance Data

Category	March FY15	March FY16	YTD FY15	YTD FY 16
Calls for Service/Officer as Primary	1,471/823	1,711/966	13,836/7,357	13,519/7,791
Training Hours	1,114	1,303	13,103	12,453
Traffic Violations	622	540	5,372	5,017
Parking Violations	170	291	2,541	2,880
DUI Arrests	18	18	168	173
Adult Felony Arrests	10	6	90	107
Juvenile Felony Arrests	1	1	6	5
Street Crimes Unit Arrests	18	26	145	133
Detective Arrests	9	0	25	19
New Cases Assigned to Detectives	16	7	99	97
Cases Closed by Detectives	16	3	59	66
Check on Patrols	4.28	Officers checked on 2 COP and 3 community complaints	97	26**

Frederick Beat

Street Robberies – 0
 Commercial Robberies – 2
 Aggravated Assault – 2
 Residential Burglaries - 1
 Commercial Burglaries – 0
 Theft from Vehicles/Theft of Vehicle Parts – 10

Seneca Beat

Street Robberies - 0
 Commercial Robberies – 0
 Aggravated Assaults – 2
 Residential Burglaries – 5
 Commercial Burglaries – 0
 Theft from Vehicles/Theft of Vehicle Parts – 15

*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".

** Number of COP and community complaints since November of 2015.

Public Works

Significant Departmental Actions

- **Public Works Maintenance Teams** – Presented the renderings for the Forest Oak Cemetery Project to the Mayor and City Council; completed Bulk Pick Up for the month of March; Spring Loose Leaf Collection began on March 28, 2016; completed litter pick up in various locations around the City; and continued street sweeping of City streets.
- **Facilities and Facilities Projects** – Completed backflow testing for March; completed window replacement at the Kentlands Mansion; completed backflow repair at Casey Community Center; completed Citywide generator inspections; completed maintenance for the Skate Park opening; completed HVAC control repair at the Activity Center; completed two graffiti removals at the Olde Towne Parking Garage; and completed five flag services. During this month, staff completed 282 work orders.
- **Engineering Administration** – Staff attended meetings on the following subjects: stormwater management opportunities with the State Highway Administration, MD 355 Bus Rapid Transit (BRT), bike grant funding, the City parking permit program, and a snow debrief. In addition, interviews for the open project manager position were conducted.

Meetings / Events / Community Involvement

- **Transportation Committee** – Discussion topics included: Montgomery County’s Vision Zero program, as well as the consideration for a change in the committee meeting date to the third Tuesday of each month.

Key Performance Data

CIP Design Phase

CIP #	CIP Description	% Complete	Comments
82-1	Victory Farm SWM and Stream	20%	Staff working on draft MOU.
98-1	Golf Park Renovations	95%	Design in progress.
04-1	Smoke House Preservation	100%	Bids solicited. Contract award in progress.
70-2	City Hall Roof Replacement	85%	Design in progress.

CIP Construction Phase

CIP #	CIP Description	% Complete	Comments
79-3	Odend’hal Avenue Sidewalk Construction	100%	Project complete. Final payment processed.
79-3	Rio Boulevard Multi-use Path	100%	Project complete. Final payment processed.
83-1	2014 Street Resurfacing	95%	Work complete. In warranty phase.
83-1	2016 Street Resurfacing	95%	Work complete. In warranty phase.
91-3	2014 Street Reconstruction	90%	Travis Avenue and School Drive pending.
14-2	Consumer Product Safety Commission Demolition	95%	Demolition work complete. Additional site work will be completed by April 15, 2016.
98-1	Casey Community Center Renovation	60%	Contract awarded. Construction in progress.
04-1	B&O Station and Museum Exterior Doors Replacement	60%	Contract awarded. Doors fabrication in progress.
82-1	West Deer Park – Muddy Branch Stream Stabilization	97%	Planting scheduled for Spring 2016.