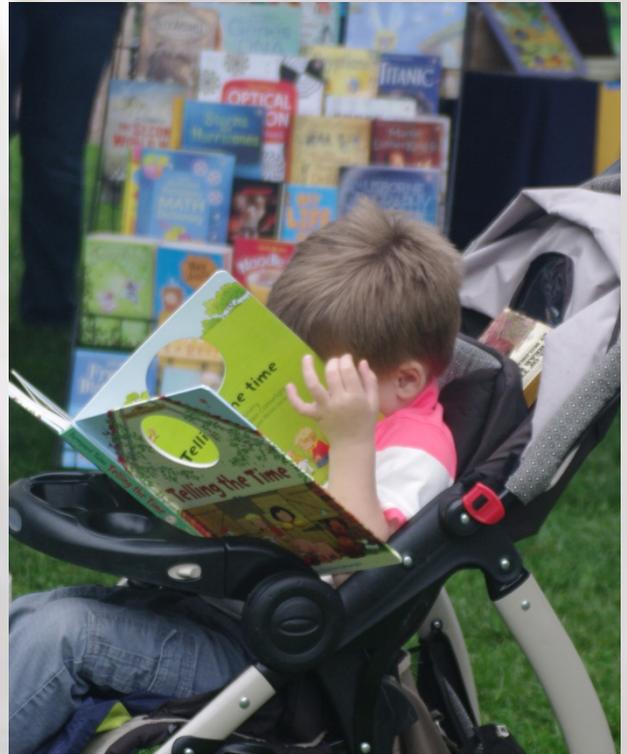




Gaithersburg

MAY 2016 MONTHLY REPORT





City Manager's Office

Significant Departmental Actions

City Manager's Office

- CM Tomasello represented the City at the settlement of 16 South Summit Avenue.
- Met with staff regarding Forest Oak Cemetery design and SIRE replacement.
- CM Tomsello and DCM Enslinger attended a tour of the Nike Site led by NIST staff.
- Met with staff to discuss street trees in Longdraft Estates.
- DCM Enslinger hosted a lunch and tour of the City for Baltimore County Executive.

Mayor and Council Services

- MC Stokes participated in several SIRE replacement meetings with IT and P&CA staff.

Legal Services

- CA Board represented the City at the Exelon/Pepco meeting regarding implementation of the merger conditions, including development of an Arrearage Management Program for low-income customers.
- CA Board attended the Local Government Insurance Trust (LGIT) Claims Committee meeting.
- CA Board and ACA Johnson attending the Maryland Municipal Attorneys Association (MMAA) meeting, where CA Board was appointed the MMAA's representative to the MML Legislative Committee and ACA Johnson was elected Secretary.
- ACA Johnson attended the Maryland Historic District Commission Association training and the Local Government Section of the Maryland State Bar Association training.
- Staff coordinated the review by the Ethics Commission of the Annual Financial Disclosure Statements.
- Staff prepared or reviewed 47 Contracts, 2 Grant Agreements, 3 Economic Development Toolbox Agreements and 1 Settlement under the Homeownership Loan Program.

Meetings/Events/Community Involvement

City Manager Tomasello attended the following events and meetings:

- Asbury Methodist Village's 90th Anniversary Celebration with DCM Enslinger
- Pennsylvania Municipal Managers Association Annual Conference in Gettysburg, PA
- Gaithersburg Book Festival with DCM Enslinger
- Public Art Dedication and Celebration of 20 Years as a CHARACTER COUNTS! City with DCM Enslinger
- Memorial Day Observance

Deputy City Manager Enslinger attended the following events and meetings:

- PIO Road Show
- La Milla de Mayo
- Maryland Municipal League (MML) Montgomery County Chapter Meeting - Town of Washington Grove
- Retreat at Crown Farm Community Center Ribbon Cutting



Communications

Significant Departmental Actions

- Conducted PIO Road Show with nearly 40 attendees representing five different departments.
- Presented winter weather communication plan at Mayor and City Council Work Session.
- Coordinated media buy, developed marketing materials and updated website for 4th of July (pages in English and Spanish). Supported fireworks test shoot with extensive outreach, web postings and live broadcasting via Periscope during event.
- Supported the Gaithersburg Book Festival with print materials, promotional spots, extensive photography, social media, and video coverage of two tents. Cable Channel featured a live feed with scrolling text the day of the event.
- Helped coordinate “Ed Bohrer” sculpture dedication and 20th Anniversary of CHARACTER COUNTS!, including social media outreach, speech writing and development of Newline video piece on Art in Public Places.
- Developed marketing materials to communicate new Water Park rules.
- Restored live Twitter feed to select webpages to communicate facility/activity status.
- Expanded Procurement section of website to include Request for Quotes and made major revisions to Celebrate! Gaithersburg and Summer Concert series pages.
- Acquired drone and tested at low altitude. Assisted Legal Services with groundwork for FAA application.
- Televised six meetings of the Mayor & City Council, Planning Commission and Historic District Commission.
- Produced promotional videos for Memorial Day, Mini Golf, Bohrer Park, and Celebrate! Gaithersburg.
- Digital postings, press releases, remarks, marketing pieces, photography/videography for: Active Aging Expo, Book Festival, Memorial Day, Celebrate! Gaithersburg, La Milla de Mayo, Bike to Work Day, “This Place Matters” Historic Preservation Campaign, Active Aging Expo, Green Team Action Plan, Jubilation Day, Museum - Skywatching & Discovery Thursday Events, Summer Concerts, Water Safety Day, Go! Gaithersburg Guide, Benjamin Gaither Center Newsletter, and Arts on the Green events.
- Most visited web pages: Water Park, Fireworks Test Shoot Press Release, Jobs, Classes, and Camps

Meetings/Events/Community Involvement

- Participated in meetings for: Fall inGaithersburg magazine editorial content, SIRE replacement.
- Participated in student mural unveiling at Gaithersburg Elementary School.

Key Performance Data

Public Information	May 2016	FY YTD 2016	FY YTD 2015	YTD Comparison
Press Releases Issued	39	301	293	2.7%
inGaithersburg Subscribers (cumulative)	2	2,332	2,292	1.7%
Alert Gaithersburg Subscribers (cumulative)	(6)	6,163	5,921	4.1%
Facebook Likes (cumulative)	91	3,239	2,333	38.8%
Facebook Posts	173	936	522	79.3%
Twitter Followers (cumulative)	131	1,197	454	163.7%
Twitter Posts	252	997	68	1366.2%
YouTube Posts/Non-meeting Programming	8	64	46	39.1%
Website Sessions	70,842	746,117	688,597	8.4%
Website Users (excludes City-based)	53,456	476,784	414,318	15.1%

Community Services

Significant Division Actions

Community Services (CS)

- Coordinated the issuance of the 20th Anniversary Proclamation for CHARACTER COUNTS! and kick-off of activities with the dedication of the Ed Bohrer statue at the Activity Center. Washington Grove Elementary School chorus participated and CHARACTER COUNTS! materials and giveaways were distributed.
- The Educational Enrichment and Community Advisory Committees prepared their final FY17 RFP and Grant Recommendations for Mayor and City Council consideration.
- Staff participated with the Youth Services Division at a Community Outreach event at the Old Towne Youth Center. 249 people attended.

Homeless Services (HS)

- Residents, accompanied by staff, enjoyed a two-day retreat at Hallowood Retreat Center for the first ever Wells/Robertson House Wellness/Holistic Retreat.
- One resident graduated to Permanent Supportive Housing through the Rapid Rehousing Program.
- Interviews were conducted and three new part time relief counselors were hired for on-call shifts. An evening counselor who will work a regular part time shift Monday through Friday was also hired.

Meetings/Events/Community Involvement

Community Services

- The Educational Enrichment Committee, Bank On Gaithersburg and CHARACTER COUNTS! shared booth space at the Gaithersburg Book Festival. Staff coordinated presentations for the individual reader and winning class in the Mayor’s Book Club, and the Gaithersburg Elementary School chorus provided entertainment.
- Staff attended the annual Caregivers Conference coordinated by Interfaith Works, the National Savings Forum Conference for Bank On, and met with United Way in regards to the Financial Wellness Coalition. Staff also attended a meeting of the Interagency Coalition on Adolescent Pregnancy.

Homeless Services

- The Continuing Care program facilitated workshops on Budgeting and Wellness & Holistic Recovery methods.
- The Women’s Group, facilitated by Peer Recovery Services, enjoyed a night at the movies and dinner at Potbelly Sandwich Works.
- The Street Outreach Team collaborated with People Encouraging People to identify homeless individuals in Gaithersburg and surrounding areas.
- The Clinical Supervisor/Discharge Coordinator participated in the Montgomery County Health and Human Services Singles Teaming meeting and the Special Needs Housing-Housing Priority Committee meeting.
- The Clinical Supervisor participated in meetings with the County’s Housing Priority Committee to make decisions on housing homeless individuals in Permanent Supportive Housing.

Key Performance Data

Service	May 2016	FY YTD 2016	FY YTD 2015	YTD Comparison
Case Coordination (households)	30	193	192	0.5%
School and CC! Contests (youth participants)	100	1,272	1,356	-6.2%
Educational/Outreach Events (individuals)	265	5,818	6,912	-15.8%
Housing Assistance (households)	-	17	21	-19.0%
Wells/Robertson House (bed nights)	347	4,262	4,456	-4.4%
DeSellum House (bed nights)	155	1,618	1,660	-2.5%
Street Outreach (direct service hours)	36	350	281	24.6%
Housing Initiative Program (individuals)	5	5	5	0.0%



Economic Development

Significant Division Actions

- EDD Lonergan hosted a table on behalf of the City’s Economic Development division at the Bio+Tech ‘16 Conference in North Bethesda on May 23 and 24.
- EDD Lonergan attended a meeting for the newly established Chamber of Commerce Ad Hoc Economic Development Committee, addressing up-county vacancy and business retention issues.
- EDD Lonergan and BSC Disque attended the Maryland Economic Development Association (MEDA) Annual Conference in Cambridge on May 1 – 3.
- EDD Lonergan and BSC Disque, along with their state and county counterparts, finalized work on a joint incentive package in support of Novavax’s retention and planned expansion in Gaithersburg.
- The City sponsored the Gaithersburg-Germantown Chamber of Commerce (GGCC) Annual Wine Tasting event at the Kentlands Mansion on May 19.
- Staff met with the principals of Consumer First Renewables to discuss a potential expansion of their operations at 9801 Washingtonian Boulevard.
- Staff continued work on the Olde Towne Park Plaza project, including a lighting review, streetscape element review and budget analysis.
- Work on the proposed mixed-use project for 315 East Diamond Avenue continued in earnest.

Meetings/Events/Community Involvement

- Economic & Business Development Committee met with Loren Pope from Ellisdale Construction to review and discuss a proposed mixed-use project for 315 East Diamond Avenue (“Fishman” site).
- Olde Towne Advisory Subcommittee discussed Business Improvement Districts- what they do, how they are established, and their potential in Olde Towne.

Key Performance Data

Category	May 2016	April 2016	March 2016	February 2016
Class A & B Vacancy	9.0%	9.2%	9.4%	9.7%



Finance & Administration

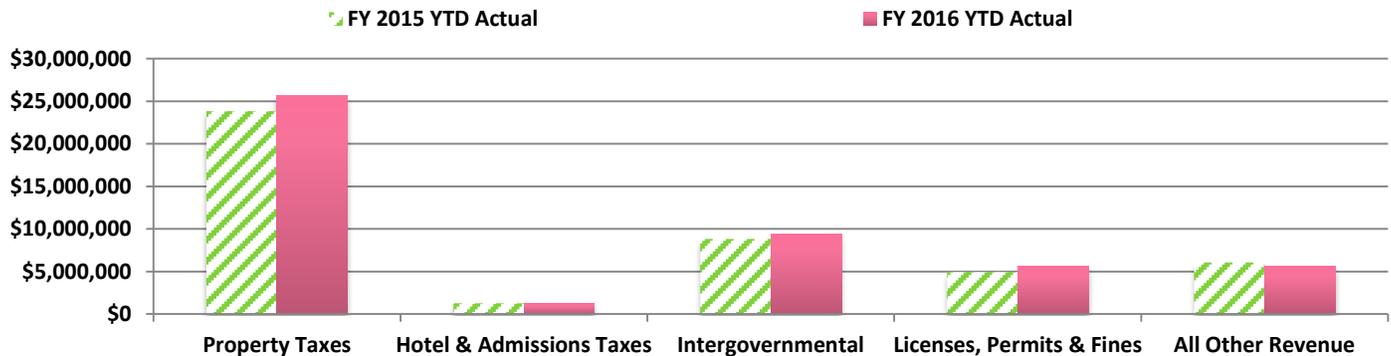
Significant Departmental Actions

- Staff continued work on the FY17 Budget, preparing for its adoption.
- The department welcomed a new Budget and Procurement Analyst.
- The Comptroller & Chief Accountant attended the Government Finance Officers Association (GFOA) Conference.

Key Performance Data

Revenues

General Fund Revenue	FY15 YTD Actual	FY16 Budgeted	FY16 YTD Actual	Percent Collected
Property Taxes	\$24,032,386	\$25,370,200	\$25,755,538	102%
Hotel & Admissions Taxes	\$1,802,886	\$2,350,000	\$1,918,142	82%
Intergovernmental	\$12,031,515	\$14,548,108	\$11,984,370	82%
Licenses, Permits & Fines	\$6,016,564	\$5,971,080	\$7,182,216	120%
All Other Revenue	\$7,465,120	\$19,996,426	\$6,535,818	33%
Total General Fund Revenues:	\$51,348,471	\$68,235,814	\$53,376,084	78%



Expenditures

General Fund Expenditures	FY15 YTD Actual	FY16 Budgeted	FY16 YTD Actual	Percent Expended
City Manager's Office	\$1,222,753	\$1,815,954	\$1,565,750	86%
Community & Public Relations	\$2,528,123	\$3,122,884	\$2,738,802	88%
Finance & Administration	\$2,027,886	\$2,108,295	\$1,355,582	64%
Human Resources	\$718,152	\$978,862	\$844,186	86%
Information Technology	\$1,429,452	\$1,936,501	\$1,575,484	81%
Mayor & City Council	\$267,345	\$310,378	\$268,685	87%
Parks & Recreation	\$6,660,604	\$8,769,372	\$7,252,749	83%
Planning & Code	\$4,159,538	\$5,438,520	\$4,282,095	79%
Police	\$8,245,037	\$9,149,578	\$8,141,248	89%
Public Works	\$9,891,253	\$13,336,012	\$10,401,748	78%
Non-Departmental & Transfers	\$12,537,229	\$21,269,458	\$17,481,395	82%
Total General Fund Expenditures	\$49,687,372	\$68,235,814	\$55,907,724	82%



Human Resources

Significant Departmental Actions

- The following full-time job announcements were posted in May: Police Officer Candidate (Police); Work Force Leader I (PW); Lead Maintenance Worker (PW); Stormwater Program Manager (PW); Helpdesk Technician I (IT).
- The following part-time job announcements were posted in May: Receptionist (PR&C); Volleyball Official-Adult & Youth Leagues (PR&C).
- 579 employment applications were received in the month of May.
- Staff is preparing for the upcoming insurance renewals for City assets and equipment.
- Staff met with PR&C staff on to discuss the new CPR training program.
- Staff attended the NEOGOV monthly user meeting.
- Staff met with Adventist Healthcare to discuss best practices for employee wellness.
- Staff attended a NEOGOV demonstration on May 12 and 23.
- Staff met with the auditors on May 16.
- Staff continues to work on the Rules and Regulations update.
- In preparation for upcoming Open Enrollment in June, staff has asked employees to ensure their passwords are working so they can easily complete Open Enrollment online. Open enrollment begins May 27 and will end June 10.

Meetings/Events/Employee Involvement

- Staff performed one new hire orientation and two exit interviews.
- A “Soft Skills for Managers” training was held on May 5 with 30 employees in attendance.
- Staff assisted PR&C with translation for summer camp patrons.
- ICMA representative met individually with employees on May 9 and 11 to discuss retirement planning.
- The May 14 Wellness on the Weekend event at Brookside Gardens was canceled due to severe weather.
- A Healthy Heart Presentation was made at the Police Department on May 17.
- May 18 was Wellness Wednesday! City staff was offered free sunscreen as May is Sun Safety Awareness and Skin Cancer Awareness month.
- Sexual Harassment Training was held on May 19
- Employee Supervisor reviews were due May 20.
- A defensive driving course was offered by Local Government Insurance Trust (LGIT) on May 26.

Key Performance Data

Category	May FY 2016	May FY 2015	Year-to-Date FY 2016	Year-to-Date FY 2015
Workers Compensation	1	5	38	41
New Hires	1	6	24	29
Terminations	2	2	16	14
Retirements	0	0	2	3

Information Technology

Significant Departmental Actions

- **MPIA Request Tracking System** - Completed a project to provide the Legal Department with a solution to track and respond to Maryland Public Information Act (MPIA) requests.
- **Milestone Upgrade / Additional Server** - Completed a project to upgrade the City's video camera software to a new version and to add an additional server for increased capacity.
- **Bohrer Park Fireworks Viewshed Analysis** - Completed a project to do a "viewshed" analysis of the visibility of the July 4th fireworks when they are moved to Bohrer Park. A test shoot was held to validate the results of the analysis. Completed additional fireworks viewshed analyses within two-mile radii of Bohrer Park and the Fairgrounds.
- **Cable Office Broadcast Pix Replacement** - Completed a project to replace the Cable Office Broadcast Pix system, which is used by Cable Office staff to produce and televise live meetings. The new system has been in place since December, but some lingering network issues were resolved to close the project.
- **Internet Service to Community Museum** - Completed a project to provide a faster and more robust wireless network connection from City Hall to the Community Museum. The new solution uses antennas on the roof of City Hall with a better line-of-sight to the museum, so that service won't be impacted by passing trains.
- **New Phone System** - Finalized the details of the contract with the vendor (Dataprise) and began the process of obtaining signed copies for submittal to the City Manager. Implemented Quality of Service (QoS) features on the City's network switches. QoS will be needed to provide sufficient bandwidth and data paths for voice traffic in order ensure call quality and to avoid drop-outs on calls.
- **Arts Barn Ticket System** - Selected a vendor and began the process of getting a contract signed.
- **Facilities CMMS system** - Received thirteen responses to an RFP published in late March, and the selection team began reviewing the proposals.
- **Class System Replacement** - Published a Request for Proposal for a Recreation Management system to replace the current Class system.
- **Meeting Management System Replacement** - Initiated a project to replace the current Meeting Management system (SIRE), which is no longer receiving support from its current vendor. Conducted an initial survey of current product options and selected three vendors for product demonstrations.
- **Kronos Upgrade** - Began a project to upgrade the City's timekeeping system to a new version and to add additional modules to provide mobile and accrual capabilities. A contract was signed, and a kick-off meeting with the vendor is scheduled for June.
- **Supported the 2016 Book Festival** by coordinating with the speakers, providing equipment for presentations as part of their talks, and providing Wi-Fi connectivity to Politics and Prose to support their book sales.

Key Performance Data

Category	March 2016	April 2016	May 2016
Number of Commercial Applications Supported	150	150	153
Number of In-House Applications Supported	52	52	52
Number of Desktop/Laptop Systems Supported	343	348	350
Number of Helpdesk Tickets Closed	373	270	265

Parks, Recreation & Culture

Significant Departmental Actions

- Staff attended an All Hands workshop held by PIO and held a Master Plan meeting.
- A pre-construction meeting was held for the Smoke House renovation.
- Youth Services Staff attended the Dwelling Place Award Ceremony to receive the Community Hero Award for their scholarship support.
- DPRC Potter presented a certificate of appreciation to an Eagle Scout for a project at Constitution Gardens Park.
- Staff participated in Bike to Work Day.

Meetings/Events/Community Involvement

- DPRC Potter met with an intern from NY Medical to focus on projects related to Healthy Eating & Active Living.
- DPRC Potter met with an ADA Specialist at CPSC to obtain guidance regarding trail connectivity.
- Staff attended progress meetings for the Casey Community Center renovation & planned a ribbon cutting. Youth Services, Community Services and Police held a Community Outreach Day at the Olde Towne Youth Center.
- ABC 7 broadcasted live in Olde Towne promoting La Milla de Mayo which was held on May 7.
- The Community Museum held Train Day and participated in La Milla de Mayo.
- The 8th Annual Active Aging Expo was held on May 2 with record sponsorship levels; the Mayor and City Council proclaimed May as Active Older Adults and Water Safety Month.
- DPRC Potter attended the 90th Anniversary of Asbury Methodist Village.
- A presentation on the July 4th celebration was given to the Mayor and City Council.
- A CPSC Ad Hoc Committee met to discuss a presentation to the Mayor and City Council.
- The Gaithersburg-Germantown Chamber of Commerce held their 13th annual wine tasting at the Mansion.
- The 7th Annual Book Festival was held on May 21 with 12,000 attendees; an Author Reception was held at Asbury Methodist Village a day prior.
- The Mayor and City Council proclaimed May 21 as Kids to Parks Day; the National Park Trust received the proclamation.
- A fireworks test, conducted on May 25 with spotters throughout the City, was broadcast live by NBC4.
- Miniature Golf Course opened May 6; Water Park Opened May 28.

Key Performance Data

Attendance	May FY 15	May FY 16	Year-to-Date FY 15	Year-to-Date FY 16
Activity Center	12,925	10,417	126,832	124,439
Activity Center Bookings	337	346	3,564	3,767
Miniature Golf/Picnic Pavilions	2,866/3,850	1,431/2,090	17,317/17,490	15,668/19,945
Youth/Adult Sports	13,294	10,144	82,248	77,751
Casey Community Center	10,508	8,298	97,357	97,082
Water Park/Aquatic Center	9,298	4,444	94,138	104,139
Youth Centers	3,372	2,494	24,726	24,267
On-line Registration	554	502	9,581	10,234
Benjamin Gaither Center	1,870	2,660	21,251	27,350
Arts Barn	3,320	3,768	47,080	49,641
Kentlands Mansion	1,390	1,249	25,492	26,944
Museum	1,261	1,326	7,666	9,500

Planning & Code Administration

Significant Departmental Actions

- Commercial Plan Review saw a modest increase in submissions this month and is in receipt of applications for Casa Identity, to be located at 414 E. Diamond Avenue.

Meetings/Events/Community Involvement

- Environmental Services held the Arbor Day event at St. Martin of Tours School and participated in the Keep Montgomery County Clean and Green meeting in Rockville.

Key Performance Data

Category	March 2015	April 2016	May 2016
Planning Applications Approved	20	17	32
Permits Issued	230	210	243
Licenses Issued	284	321	399
Construction Inspections Performed	718	632	729
Property Inspections Performed	936	900	1218
Notices of Violations Issued	356	256	398
Municipal Infractions Issued	18	1	9
Service Requests Investigated	207	198	181
Passports Processed	394	330	307
TOTAL REVENUES COLLECTED	\$421,397	\$502,886	\$381,259

Police

Significant Departmental Actions

Office of the Chief

- Officer Gregg Johannesen was selected as Officer of the Month.
- The Gaithersburg Police Foundation hosted a fundraiser at Dogfish Head Alehouse.
- Staff attended the Montgomery County Police Department’s Fallen Officers Memorial Service.

Administrative Bureau

- Held interviews for the On-Call Police Services Aide position. Three applicants have been selected and are awaiting background clearances.
- Made two conditional offers for Police Officer I & opened up a new hiring process with more than 282 applicants.

Operations Bureau

- Officers held a public safety meeting with community members at First Watch at Muddy Branch Square.
- Operations Officers (assisted by MCP) worked the Rio/Crown Farm area for Cinco de Mayo.
- The Police Department hosted two Healthy Heart talks.
- Memorial Day Weekend - Operations Officers were detailed at the Water Park for opening weekend.

Meetings/Events/Community Involvement

- Chief Sroka attended thirty-three meetings on various issues.
- The Community Services Office or GPD representative attended/participated in thirteen details/meetings.

Key Performance Data

Category	May FY15	May FY16	YTD FY15	YTD FY 16
*Calls for Service/Officer as Primary	1,783/999	1,753/1,020	17,171/9,207	16,956/9,778
Training Hours	1,220	680	15,661	14,115
Traffic Violations	527	684	6,354	6,256
Parking Violations	117	252	2,945	3,482
DUI Arrests	18	41	198	237
Adult Felony Arrests	7	9	112	120
Juvenile Felony Arrests	0	2	7	10
Street Crimes Unit Arrests	11	16	178	166
Detective Arrests	4	2	30	23
New Cases Assigned to Detectives	13	10	120	116
Cases Closed by Detectives	5	6	69	77
Check on Patrols	30.62	Officers checked on 3 COP and 3 community complaints	127.62	**37

Frederick Beat

Street Robberies – 3
 Commercial Robberies – 0
 Aggravated Assault – 3
 Residential Burglaries - 3
 Commercial Burglaries – 0
 Theft from Vehicles/Theft of Vehicle Parts – 9

Seneca Beat

Street Robberies - 0
 Commercial Robberies – 0
 Aggravated Assaults – 1
 Residential Burglaries – 3
 Commercial Burglaries – 1
 Theft from Vehicles/Theft of Vehicle Parts – 14

*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 Check On Patrol and community complaints since November of 2015.

Public Works

Significant Departmental Actions

- **Public Works Maintenance Teams** – Staff planted 540 flats of annuals; completed Bulk Pick Up for the month of May; completed the Futsal Court Netting Project at Morris Park; provided support for the Book Festival; and provided support for the Memorial Day event at Christman Park.
- **Facilities and Facilities Projects** – Completed bond testing, health inspection, tower riser repair, carpet steam cleaning, backflow repair and testing, and maintenance and repairs for season opening at the Water Park; completed kitchen hood fire suppression system installation at Public Works; completed masonry repair and plumbing alterations on the loading dock at the Casey Community Center; completed carpet replacement for season opening at the Golf Park; completed camera installation at the Olde Towne Parking Garage; completed water and sewer disconnection at 303 South Frederick Avenue; and completed three flag services. During this month, staff completed 211 work orders.
- **Engineering Administration** – Staff worked on various task order contracts and plan reviews, as well as the speed study along Rabbitt Road. Staff led a Monday night work session regarding Orchard Ridge Drive parking. Staff attended meetings regarding: document management, the Rabbitt Road repair project, the Olde Towne Plaza, lighting for the Wye site, future project expansion in the City, as well as discussions regarding new PEPCO street light rates.

Meetings / Events / Community Involvement

- **Transportation Committee** – An off-site joint meeting with the City of Rockville and the Montgomery County Bicycle Action Group (MCBAG) was held to discuss mutual items of interest, including a presentation from Maryland National Capital Park and Planning Commission (MNCPPC) regarding stress levels on local bike facilities. The committee also manned the Bike to Work Day pit stop at the entrance to Quince Orchard Park the morning of Friday, May 20, 2016.

Key Performance Data

CIP Design Phase

CIP #	CIP Description	% Complete	Comments
82-1	Victory Farm SWM and Stream	25%	Draft MOU sent to WSSC in April and review plans received at Public Works.
98-1	Golf Park Renovations	100%	Design complete. Drawings submitted for permit review and approval.
70-2	City Hall Roof Replacement	95%	Design in progress.

CIP Construction Phase

CIP #	CIP Description	% Complete	Comments
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	95%	Work complete. In warranty phase.
14-2	Consumer Product Safety Commission Demolition	100%	Demolition work complete. Final payment processed.
98-1	Casey Community Center Renovation	98%	Project complete. Punch list repairs in progress.
04-1	Smoke House Preservation	30%	Preservation work in progress.
04-1	B&O Station and Museum Exterior Doors Replacement	80%	Doors fabrication complete. Installation in progress.
82-1	West Deer Park – Muddy Branch Stream Stabilization	98%	Final punch list items near completion.