



Gaithersburg

# JUNE 2016 MONTHLY REPORT



## Special Events

### Gaithersburg Book Festival

**Description:** An annual celebration of great books and great writing featuring best-selling and award-winning authors, local authors, a Children’s Village, announcement of the high school short story contest winners, exhibitors with literary wares and on-site sales of new and used books. Visitors of all ages also have the opportunity to participate in a variety of interactive, hands-on writing workshops.

**Date:** Saturday, May 21, 2016

**Competing Events:** Preakness

### Event Data

Expenses	FY 2015	FY 2016
Estimated Attendance	20,000	12,000
Weather Conditions	Extremely hot; Evacuated festival one hour before closing due to severe thunderstorm	Steady rain, cool
PR&C Part-Time Event Staffing	\$20,700	\$19,128
PW Overtime	\$8,876	\$8,574
Police Overtime/Private Security	\$0/\$0	0
Supplies (several last-minute specialty items needed for rain plan)	\$4,540	\$7,470
Items for Resale	\$2,176	0
Legal/Permits	\$100	\$30
Professional Services	\$9,774	\$9,774
Interpreters (sign language)	\$300	\$2,591
Security (Overnight/ Supplemental/Crossing Guards)	\$0	\$1,838
Author/Artist/Entertainer Fees	\$400	\$600
Advertising	\$8,450	\$9,992
Printing	\$7,500	\$6,950
Signage	\$8,751	\$8,487
Miscellaneous (including hotel & travel)	\$8,543	\$10,779
Rental & Use	\$35,278	\$36,695
<b>Total Expenses</b>	<b>\$115,388</b>	<b>\$122,908</b>

Revenues	FY 2015	FY 2016
Exhibitors and Food Vendors	\$7,500	\$10,225
Gaithersburg Book Festival Shop	\$1,320	n/a
Fundraisers/Ancillary Events	\$5,150	n/a
Contributions/Sponsorships	\$41,050	\$43,150
<b>Total Revenue</b>	<b>\$55,020</b>	<b>\$53,375</b>



# City Manager's Office

## Significant Departmental Actions

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

- Mayor Ashman and CM Tomasello met with Deputy Secretary of Commerce Ben Wu and the South Korean Delegation.
- CM Tomasello and staff met to discuss Campaign Finance software.
- CM Tomasello met with Chesapeake Public Strategies and several lawn care providers to discuss potential City legislation.
- CM Tomasello met with staff of National Institute of Standards and Technology to discuss safety and security issues.
- CM Tomasello participated in a special teleconference: FBI Intelligence Status and Update Briefings subsequent to the shootings in Orlando, FL.
- DCM Enslinger hosted an informal breakfast meeting to get feedback from staff of the following departments/divisions: Information Technology, Community Services, and Human Resources.
- DCM Enslinger met with the Planning Ad Hoc Committee for the Consumer Product Safety Commission Site Committee to review their presentation for an upcoming M&CC meeting.

### **Mayor and Council Services**

- MC Stokes attended the Maryland Municipal League (MML) Conference and received recognition from the Clerk's Association for serving on their Booth and Education Committees.
- Staff participated in the meeting management system demonstrations on June 15 and 16 and MC Stokes participated in the selection of the finalist for the management system.

### **Legal Services**

- CA Board attended two meetings with BGE, Pepco, Exelon and community representatives regarding the implementation of the conditions on the Pepco/Exelon merger.
- ACA Johnson handled five municipal infraction cases.
- ACA Johnson attended the Maryland State Bar Association where he was elected to serve on the Section Council for the State and Local Government Section.
- CA Board and ACA Johnson attended the Maryland Municipal Attorneys Association quarterly meeting at the MML Conference.
- Staff prepared or reviewed 59 contracts and amendments; 7 grant agreement; 2 Economic Development Toolbox Agreements; 3 subordination agreements; 3 MOUs; and 3 GHALP settlements.
- Staff responded to six requests for public information.

## Meetings/Events/Community Involvement

City Manager Tomasello attended the following events and meetings:

- Metropolitan Washington Council of Governments Chief Administrative Officers
- 34<sup>th</sup> Annual Celebrate Gaithersburg

Deputy City Manager Enslinger attended the following events and meetings:

- Annual Coaches' Appreciation Picnic
- Maryland Municipal League Convention and MML Montgomery County Chapter Dinner
- Planning Ad Hoc Committee for the Consumer Product Safety Commission (CPSC) Site held Open House on site with tours and a presentation on preferred and alternative recommendations

# Communications

## Significant Departmental Actions

- Conducted promotions and completed media buy for 4<sup>th</sup> of July. Website content pages (English and Spanish) fully populated and GIS maps integrated. Newline feature and promos running as of June 17.
- Supported Celebrate! Gaithersburg Festival with print materials, webpage updates, promotional spots, extensive photography, social media, and video coverage.
- Supported the Casey Community Center Ribbon Cutting with remarks, press releases, photography, video and social media.
- Communication Specialist completed the Emerging Leaders Supervisor training course.
- Conducted move/space reorganization following installation of system furniture.
- Purchased devices and software for digital signage in the City Hall lobby.
- Web team posted FY17 Adopted Budget, Strategic Directions and Fee Schedule, created graphics to communicate the Metro SafeTrack program, and updated several photo libraries.
- Televised six meetings of the Mayor & City Council, Planning Commission and Historic District Commission.
- Produced Newline piece for Ed Bohrer sculpture dedication and promotional videos for City Parks, Farmers Markets and the Skate Park.
- Edited/prepared for air six author presentations from the 2016 Gaithersburg Book Festival.
- Designed and ordered a variety of promotional items to have on hand for sale and as giveaways.
- Digital postings, press releases, remarks, marketing pieces, photography/videography for: Celebrate! Gaithersburg, Jubilation Day, Heritage Days, Outdoor Concerts, Water Safety Day, Water Park Pavilion Rentals, Fall Golf Classic, Mini Golf Fundraiser, Benjamin Gaither Center Newsletter, Arts on the Green events.
- Most visited web pages: Water Park, Independence Day, Celebrate!, Jobs, Classes, Camps, Mini Golf

## Meetings/Events/Community Involvement

- Meetings: SIRE Replacement, Online Theater Ticketing, Website Technical Assistance, Planning Awards, 4<sup>th</sup> of July Planning, Bank On Gaithersburg Marketing, Mansion and Arts Barn (custom newsletters), Student Union (logo development), Sponsorship Guide.
- Participated in Mayor’s Book Club Pizza Party for winning class.
- Participated in monthly RESF PIO conference call. Agenda topics: Metro SafeTrack Program, Emergency Preparedness Campaign, Zika Virus, table top exercise involving an impending hurricane.
- Attended Montgomery County Mosquito Control Task Force meeting. Discussed consistent messaging and mailings/handouts for residents.

## Key Performance Data

Public Information	June 2016	FY YTD 2016	FY YTD 2015	YTD Comparison
Press Releases Issued	22	323	317	1.9%
inGaithersburg Subscribers (cumulative)	(2)	2,330	2,308	1.0%
Alert Gaithersburg Subscribers (cumulative)	12	6,175	5,930	4.1%
Facebook Likes (cumulative)	120	3,359	2,391	40.5%
Facebook Posts	162	1,098	587	87.1%
Twitter Followers (cumulative)	97	1,294	486	166.3%
Twitter Posts	143	1,140	75	1420.0%
YouTube Posts/Non-meeting Programming	16	80	48	66.7%
Website Sessions	79,027	825,144	767,305	7.5%
Website Users (excludes City-based)	58,935	527,803	462,215	14.2%



# Community Services

## Significant Division Actions

### Community Services (CS)

- BB&T Bank in partnership with BankOn Gaithersburg provided Basic Banking and Family Budgeting classes.
- Coordinated CHARACTER COUNTS! booth at Celebrate! Gaithersburg with Education Enrichment Committee.
- Bank on Corporation for Enterprise Development grant contract has been signed and program expansion will kick off in Fall 2016.
- Mayor’s Book Club reading and pizza party held with winning class from Gaithersburg Elementary School.
- Seventeen FY17 Nonprofit Grant Contract meetings conducted and draft contracts & outcome reports reviewed.
- GREAT award presented to Diamond Elementary School at Mayor and Council meeting.

### Homeless Services (HS)

- Division Chief completed a four-day Integrated-Forensic Peer Specialist certification training focusing on people with substance use disorders, re-entry from the criminal justice system, and community support.
- Wells Team hosted a Peer-2-Peer Recovery Services meeting; Wells/Robertson House Graduates Continuing Care program began training a Peer Coach.

## Meetings/Events/Community Involvement

### Community Services

- The Educational Enrichment Committee and Community Advisory Committee met to discuss site visit scheduling and review of missions and plans for FY17.
- Montgomery County Councilmember Craig Rice attended the Education Committee meeting.
- Staff attended after-school program celebration with Education Committee members at Summit Hall Elementary School.
- Monthly Hoarding Task Force meeting was conducted and a five-year report is being developed.
- Staff attended Mont. Co Housing Fair Committee where decision finalized to conduct small countywide events vs. conducting a large scale Housing Fair for FY17.
- Staff visited Donation Nation, a nonprofit providing household & furniture items and met with Charity Connects.
- Meeting held with the director of the Betty Anne Kranke Shelter and new principal of Gaithersburg Elementary School.

### Homeless Services

- Clinical Supervisor/Discharge Coordinator participated in the bi-monthly Housing Priority Committee meeting and the Montgomery County Singles Teaming meeting.
- Division Chief attended the Friends of the Wells/Robertson House Education and Outreach Committee and Street Outreach 0-2016 End Chronic Homeless meetings.
- Wells/Robertson House Continuing Care program hosted workshops on opiate addiction and budgeting.

## Key Performance Data

Service	June 2016	FY YTD 2016	FY YTD 2015	YTD comparison
Case Coordination (households)	17	223	211	5.7%
School and CC! Contests(youth participants)	30	1,272	1,407	-9.6%
Educational/Outreach Events (individuals)	130	5,948	7,032	-15.4%
Housing Assistance (households)		17	24	-29.2%
Wells/Robertson House (bed nights)	343	4,262	4,825	-11.6%
DeSillum House (bed nights)	145	1,768	1,786	-1.0%
Street Outreach (direct service hours)	49	409	312	31.1%
Housing Initiative Program (individuals)	5	5	5	0%

# Economic Development

## Significant Division Actions

- EDD Lonergan attended and co-hosted a trade show booth at the International Bio Conference in San Francisco, California.
- EDD Lonergan and BSC Disque joined Planning staff for a meeting with a prospective purchaser for Potomac Gardens on Darnestown Road.
- EDD Lonergan met with the new director of the Maryland/Israel Development Center to learn more about the organization’s activities and to discuss ways by which we may be able to partner.
- EDD Lonergan attended a Chamber of Commerce roundtable with Delegate David Frasier Hidalgo (District 15).
- EDD Lonergan, BSC Disque and Planning staff met with representatives from Montgomery Housing Partnership (MHP) to discuss future plans for the 425 and 439 North Frederick Avenue sites.
- Staff hosted Deputy Secretary of Commerce Ben Wu and South Korean delegation to discuss a potential “energy/smart grid” project/partnership.
- Staff worked on two Department of Housing and Community Development Community Legacy grant applications supporting projects in the City.

## Meetings/Events/Community Involvement

- Economic & Business Development Committee met and continued its discussion on the proposed mixed use development for 315 East Diamond Avenue (“Fishman Site”).
- Olde Towne Advisory Subcommittee met and discussed site selection criteria commonly used by regional and national retailers.

## Key Performance Data

Category	June 2016	May 2016	April 2016	March 2016
Class A & B Vacancy	8.6%	9.0%	9.2%	9.4%

# Finance & Administration

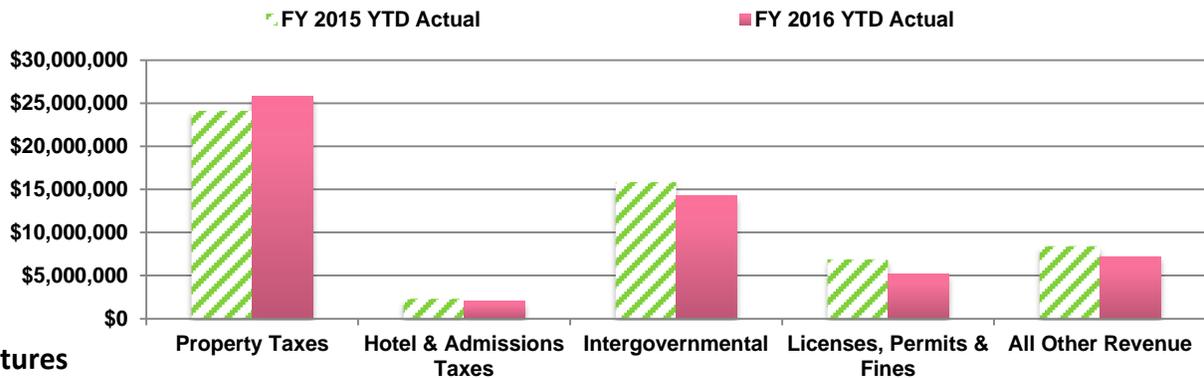
## Significant Departmental Actions

The City adopted and published the FY17 Budget. The operational budget was posted online. A staff accountant attended the MD GFOA meeting. Staff held a pre-audit meeting w/ external auditors. Staff started year-end processes and prepared for FY16 close.

## Key Performance Data

### Revenues

General Fund Revenue	FY15 YTD Actual	FY16 Budgeted	FY16 YTD Actual	Percent Collected
Property Taxes:	\$24,100,548	\$25,370,200	\$25,836,172	102%
Hotel and Admissions Taxes:	\$2,293,951	\$2,350,000	\$2,042,133	87%
Intergovernmental:	\$15,820,473	\$14,548,108	\$14,235,851	98%
Licenses, Permits and Fines:	\$6,889,982	\$5,971,080	\$5,195,902	87%
All Other Revenue:	\$8,404,023	\$19,996,426	\$7,202,215	36%
<b>Total General Fund Revenues:</b>	<b>\$57,508,977</b>	<b>\$68,235,814</b>	<b>\$54,512,273</b>	<b>80%</b>



### Expenditures

General Fund Expenditures	FY15 YTD Actual	FY16 Budgeted	FY16 YTD Actual	Percent Expended
City Manager's Office:	\$1,618,487	\$1,815,954	\$1,733,173	95%
Community & Public Relations:	\$2,815,843	\$3,122,884	\$3,003,719	96%
Finance & Administration:	\$1,414,172	\$2,108,295	\$1,490,067	71%
Human Resources:	\$816,828	\$978,862	\$959,650	98%
Information Technology:	\$1,703,910	\$1,936,501	\$1,713,357	88%
Mayor & City Council:	\$292,278	\$310,378	\$289,175	93%
Parks & Recreation:	\$6,972,680	\$8,769,372	\$8,172,776	93%
Planning & Code:	\$4,565,640	\$5,438,520	\$4,659,973	86%
Police:	\$8,773,536	\$9,149,578	\$8,840,851	97%
Public Works:	\$11,019,754	\$13,336,012	\$11,370,222	85%
Non-Departmental & Transfers:	\$12,784,653	\$21,269,458	\$17,744,167	83%
<b>Total General Fund Expenditures:</b>	<b>\$52,777,781</b>	<b>\$68,235,814</b>	<b>\$59,977,130</b>	<b>88%</b>



## Human Resources

### Significant Departmental Actions

- The following full-time job announcement was posted: Equipment Operator II (PW).
- The following part-time job announcements were posted: Park Observer (P&CA); Instructor - Ballet Classes (PR&C).
- 771 employment applications were received.
- Staff met LifeWorks Strategies on June 1; LifeWorks will be conducting a few short seminars at Police and Public Works related to heart health.
- Staff attended the NEOGOV monthly user meeting and a NEOGOV webinar.
- HR staff meet to discuss the NEOGOV Onboarding module and the requirements.
- Open Enrollment began May 27 and ended June 10; HR staff stayed at Public Works on June 7 to assist employees with Open Enrollment and other ADP questions.
- Staff attended the Local Government Insurance Trust Annual Meeting Committee Review in Hanover.
- Staff from HR, IT and Finance are working on the Kronos Version Upgrade project; staff met for a kickoff meeting with the Kronos project managers; the Kronos Project Team met with Kronos project managers to schedule the first piece of the upgrade.
- Staff attended the Workers Comp monthly Claims meeting.
- Staff attended and volunteered at the Society for Human Resources Management (SHRM) annual international conference in D.C.

### Meetings/Events/Employee Involvement

- Staff performed one new hire orientation and one exit interview in the month of June.
- HR staff assisted PR&C with the Healthy Eating, Active Living (HEAL) campaign.
- Staff attended the Maryland Wellness Symposium in Baltimore, Maryland.
- Ethics Training was held on June 14.
- HR staff met with PR&C staff to discuss the July 4<sup>th</sup> celebrations at Bohrer Park; special bracelets were available for City staff so that they can enjoy the festivities with their families.
- The second supervisors training class finished on June 28; there were 23 employees that completed the 10-week course.
- HR staff assisted with Public Works interviews.
- Staff met with PR&C to discuss the upcoming employee picnic scheduled for August 27 at Seneca Creek State Park.
- HR purchased bug spray for City Staff working outdoors in response to concerns regarding Zika Virus.

### Key Performance Data

Category	June FY 2016	June FY 2015	Year-to-Date FY 2016	Year-to-Date FY 2015
Workers Compensation	11	9	49	66
New Hires	1	1	24	29
Terminations	1	2	16	18
Retirements	0	0	2	1

# Information Technology

## Significant Departmental Actions

- Stormwater Program Fee - Completed calculation of the Stormwater Protection fees and submitted them to the County for inclusion on the 2016 Property Tax bill. Worked with the Public Information Office to create a Stormwater Fee Lookup page.
- Conference Room Upgrades - Completed a project to upgrade conference rooms in City Hall, Wells Robertson House, the Activity Center, and Public Works. The rooms now have computers, large display screens, and webcams.
- New Phone System - Finalized contract with the primary vendor (Dataprise) and held a kick-off meeting to begin work with the vendor. Finalized a contract for the acquisition and installation of four Primary Rate Interface (PRI )telecom circuits which will be the core of the new systems communication capabilities.
- Arts Barn Ticket System - Held a kickoff meeting with the selected vendor (Ticketfly).
- Facilities CMMS System - The evaluation team for the Computerized Maintenance Management System (CMMS) RFP met to review final scoring for the 13 responses received and selected 4 finalists. Product demonstrations with the finalists were scheduled for July.
- Class System Replacement - Held a pre-bid conference call with potential bidders. Published an addendum to the RFP based on questions from the call. Bids are due on 7/21.
- Web Site Improvements and Maintenance - Met with City staff to discuss the outcome of RFP for Web Site Improvements and Maintenance, which received only one vendor response. Reached out to potential vendors to learn why they hadn't responded. Identified several vendors which might meet the City's support needs.
- Meeting Management System (SIRE) Replacement - Conducted demonstrations with 4 vendors to evaluate their products. Based upon the demos, selected a finalist (Accela).
- Energov CSS Deployment - Installed the Citizen Self Service (CSS) portal software with Planning and Code staff. Began work on CSS credit card handling.
- Completed a project to update the Planimetric GIS data layers based on the latest aerial imagery. The planimetric data (roads, sidewalks, buildings, etc.) is used to determine the impervious surface area which is the basis of the Stormwater Protection Fee charged by the City.
- Completed a project to upgrade the hardware and software for the LiveScan fingerprinting system.
- Working with Public Works staff, completed a project to move Environmental Services and Public Works personnel into the Modular Office space at the PW facility.
- Network Operations Specialist Rick Rowles and Helpdesk Technician Jim Conway successfully completed the City's Emerging Leaders training course.
- Participated in meetings regarding the new Fire System Licensing system with Panning & Code staff and the vendor, and provided the final export of Energov data to the vendor.

## Key Performance Data

Category	April 2016	May 2016	June 2016
Number of Commercial Applications Supported	150	153	156
Number of In-House Applications Supported	52	52	52
Number of Desktop/Laptop Systems Supported	348	350	350
Number of Helpdesk Tickets Closed	270	265	310

# Parks, Recreation & Culture

## Significant Departmental Actions

- M-NCPPC presenter highlighted personality characteristics and staff addressed ethical dilemmas at All-Hands meeting.
- Held inter-departmental meeting on Master Plan update; IT provided sample GIS reports to support proposed Plan.
- Performance evaluations completed on all full time and year-round part-time employees.
- A ribbon cutting ceremony, highlighting recent renovations and their 40th Anniversary, was held at the Casey Community Center.

## Meetings/Events/Community Involvement

- Annual Volunteer Coach’s Picnic held with 300+ volunteer coaches who provided 17,000 combined hours of their time.
- The City’s Spring Swing was held at a new venue - Poolesville Golf Course.
- The annual Jubilation Day Gospel Concert was held at the City Hall Concert Pavilion with 325 in attendance.
- Two Left Feet Dance Studio & Heartwing Photography produced the Happy Feet Family Dance at Kentlands Mansion.
- The Gaithersburg Giants held their home Opening Game
- Celebrate! Gaithersburg in Olde Towne was held on June 12 with approximately 20,000 attendees.
- Mayor Ashman and DPRC Potter attended the annual camp staff training to welcome employees and congratulate those who worked five or more years; Summer Camps began on June 22.
- DPRC Potter attended the Maryland Municipal League Convention, providing presentations on Public Art & Natural Play Spaces; City was recognized for their Gold Level achievement in Healthy Eating, Active Living (HEAL).
- A Backyard Concert was held for the first time in Constitution Gardens with 45 people in attendance.

DPRC Potter met with the following groups/individuals:

- P&CA staff, Muddy Branch Alliance and Montgomery Parks walked Lakelands Trails to explore possible improvements
- Montgomery Parks and Town of Vienna staff for tour of Constitution Gardens Park
- PW staff to discuss an RFP for the playground replacement at Griffith Park
- Department of Natural Resources and Maryland Association of Counties on proposed legislation for Program Open Space
- Kentlands Community Foundation Annual Meeting; Kentlands/Lakelands 5k Race Committee to discuss 2016 race enhancements

## Key Performance Data

Attendance	June FY 15	June FY 16	Year-to-Date FY 15	Year-to-Date FY 16
Activity Center	11,380	9,049	138,212	133,488
Activity Center Bookings	288	311	3,852	4,078
Miniature Golf/Picnic Pavilions	4,019/4,615	3,245/3,922	21,336/22,105	18,913/22,867
Youth/Adult Sports	3,310	3,887	89,026	84,052
Casey Community Center	9,998	7,947	107,355	105,029
Water Park/Aquatic Center	26,243	20,835	119,987	124,324
Youth Centers	1,494	1,852	26,328	26,174
On-line Registration	921	902	10,502	11,136
Benjamin Gaither Center	2,298	2,760	23,549	30,110
Arts Barn	3,405	3,389	50,485	53,030
Kentlands Mansion	1,438	1,826	26,930	28,770
Community Museum	1,724	2,188	7,666	11,688

## Planning & Code Administration

### Significant Departmental Actions

- Permits were issued to Camden Washingtonian to construct a new five-story, 365 unit apartment complex built around a central parking structure. The project will be located on the southern end of Washingtonian Boulevard, next to the new Lifetime Fitness site.
- Permits were also issued to construct Firebirds, a new, stand-alone restaurant. The 6,615 sq. ft. building will be located in the new Spectrum development near the intersection of North Frederick Avenue and Watkins Mill Road.
- Seneca Creek Community Church received permits for a major renovation and remodeling of the former office building located at 13 Firstfield Road.

### Meetings/Events/Community Involvement

- Administrative staff provided greeter desk coverage for the monthly Environmental Affairs Committee Meeting.

### Key Performance Data

Category	April 2016	May 2016	June 2016
Planning Applications Approved	17	32	26
Permits Issued	210	243	206
Licenses Issued	321	399	363
Construction Inspections Performed	632	729	608
Property Inspections Performed	900	1218	1061
Notices of Violations Issued	256	398	271
Municipal Infractions Issued	1	9	6
Service Requests Investigated	198	181	205
Passports Processed	330	307	348
TOTAL REVENUES COLLECTED	\$502,886	\$381,259	\$693,553

# Police

## Significant Departmental Actions

### Office of the Chief

- Officer Brandon Day was selected as “Officer of the Month.”
- Mayor Ashman administered Oaths of Office to two officers Police Academy graduates & a new lateral-hire officer.

### Administrative Bureau

- Two applicants were hired for the On-Call Police Services Aide position.
- State auditors were at the station as part of the annual records management audit of the Criminal Justice Information Sharing System (CJIS) program.

### Operations Bureau

- Eight officers will be recognized at the Gaithersburg-Germantown Chamber of Commerce Public Safety Awards.
- Field training started for the three new officers.

### Special Operations Bureau

- K9 Officer Eastman & Max participated in the Gaithersburg Police Foundation fundraiser at PetSmart in Kentlands.
- CSO Lane went with the Police Explorers to London for an exchange program.

## Meetings/Events/Community Involvement

- Chief Sroka attended 33 meetings on various issues.
- The Community Services Office or GPD representative attended/participated in 12 details/meetings.

## Key Performance Data

Category	June FY15	June FY16	YTD FY15	YTD FY 16
*Calls for Service/Officer as Primary	1,678/937	1,834/1,107	18,849/10,144	18,790/10,885
Training Hours	1,096	961	16,757	15,076
Traffic Violations	475	168	6,829	6,424
Parking Violations	197	236	3,142	3,718
DUI Arrests	5	20	203	257
Adult Felony Arrests	7	6	119	126
Juvenile Felony Arrests	0	0	7	10
Street Crimes Unit Arrests	22	23	200	189
Detective Arrests	8	2	38	25
New Cases Assigned to Detectives	9	11	129	127
Cases Closed by Detectives	8	7	77	84
Check on Patrols	6.6	Officers checked on 1 COP and 4 community complaints	134.22	**42

### Frederick Beat

Street Robberies – 3  
 Commercial Robberies – 0  
 Aggravated Assault – 4  
 Residential Burglaries - 5  
 Commercial Burglaries – 3  
 Theft from Vehicles/Theft of Vehicle Parts – 8

### Seneca Beat

Street Robberies - 0  
 Commercial Robberies – 0  
 Aggravated Assaults – 0  
 Residential Burglaries – 6  
 Commercial Burglaries – 1  
 Theft from Vehicles/Theft of Vehicle Parts – 16

\*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 86 flats of annuals; pruned 240 trees; completed Bulk Pick Up for the month of June; provided support for July 4<sup>th</sup>; and completed repairs to the brick structure on Diamond Drive.
- **Facilities and Facilities Projects** – Staff completed Citywide HVAC maintenance and cleaning; completed Citywide generator maintenance; completed fire alarm panel upgrades at Public Works; completed gable and soffit repairs at the Police Station; completed furnace repairs at the Aquatic Center; completed the Stormwater Management Department move to the trailer at Public Works; completed gym folding wall repairs at the Activity Center; and completed two flag services. During this month, staff completed 251 work orders.
- **Engineering Administration** – Staff worked on various task order, contracts, and plan reviews, as well as sending out a second survey regarding the speeds along Rabbitt Road. Staff attended meetings regarding: document management, parking issues in Saybrooke, Crown Farm, the inspection and maintenance enforcement of private storm water management infrastructure, the residential permit parking program, an all-day work session at Council of Governments (COG) regarding in-road bicycle facilities, the Olde Towne Plaza project, a rescheduled meeting regarding new PEPCO street light rates, as well as a quarterly meeting of the Maryland Transportation Engineering Council.

## Meetings / Events / Community Involvement

- **Transportation Committee** – Topics of discussion included: updates regarding a number of Citywide transportation issues; a debrief of the 2016 Bike to Work Day event; the joint Montgomery County Bicycle Action Group (MCBAG) meeting with Rockville and Gaithersburg, as well as a discussion of the City's policy regarding biking on sidewalks.

## Key Performance Data

### CIP Design Phase

CIP #	CIP Description	% Complete	Comments
82-1	Rabbitt Road Culvert Repairs	25%	Design near completion with final comments delivered.
98-1	Golf Park Renovations	100%	Design complete. Drawings submitted for permit review and approval.
70-2	City Hall Roof Replacement	100%	Design complete. Drawings submitted for permit review and approval.
SW008	Orchard Ridge Drive SWM	60%	60% design received. Staff comments and coordination for access with MedImmune 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.
98-1	Casey Community Center Renovation	99%	Project complete. Final payment pending.
04-1	Smoke House Preservation	50%	Preservation work in progress.
04-1	B&O Station and Museum Exterior Doors Replacement	90%	Museum doors replaced. Train Station doors replacement in progress.