



Gaithersburg

# SEPTEMBER 2016 MONTHLY REPORT



# Special Events

## 4<sup>th</sup> of July

**Description:** Annual 4<sup>th</sup> of July celebration and fireworks.

**Date:** July 4, 2016 Festival and July 8, 2016 Fireworks (Fireworks only were rescheduled due to rain on July 4)

**Competing Events:** Rockville and Germantown Fireworks

## Event Data

Expenses	FY 2016	FY 2017
Estimated Attendance	10,000	4,000/30,000
Weather Conditions	Rain storm just before event; wet and humid	Rain on July 4, 2016 Warm and dry on July 8, 2016
PR&C Part-Time Event Staffing	\$707	\$852
PW Overtime	\$15,836	\$13,509
Police Overtime/Private Security	\$14,464/\$0	\$4,323/\$2,824
Supplies	\$412	\$4,041
Items for Resale	\$0	\$0
Legal/Permits	\$0	\$50
Professional Services	\$35,179	\$35,500
Interpreters	\$0	\$0
Security (Private/Crossing Guards)	\$1,658/\$550	\$0/\$1,320
Author/Artist/Entertainer Fees	\$5,250	\$17,895
Advertising	\$171	\$5,976
Printing	\$316	\$1,280
Signage	\$54	\$5,617
Miscellaneous (Postage)	\$0	\$6,591
Rental & Use (Includes parking lot rentals)	\$8,279	\$23,104
<b>Total Expenses</b>	<b>\$82,876</b>	<b>\$122,882</b>

Revenues	FY 2016	FY 2016
Exhibitors and Food Vendors	\$1,755	\$2,540
Contributions/Sponsorships	\$5,779	\$500
<b>Total Revenue</b>	<b>\$7,534</b>	<b>\$3,040</b>

## City Manager's Office

### **Significant Departmental Actions**

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

- Mayor Ashman, CM Tomasello, DPR&C Potter, and NSDC Roman met with the Lakelands Property Manager to discuss concerns regarding the Lakelands Park facility.
- Mayor Ashman and CM Tomasello designed Community Outreach Meetings map.
- Camera installed at turf field and playground.

#### **Mayor and Council Services and Legal Services**

- Mayor and Council Services and Legal Services staff coordinated and attended the joint meeting of the Maryland Municipal Clerks Association and Maryland Municipal Attorneys Association held at the Kentlands Mansion.
- Mayor and Council Services staff participated in a conference call with Accela to develop the project plan and schedule implementation of the new meeting management system.
- CA Board participated in two meetings related to the implementation of the Exelon/Pepco merger.
- ACA Johnson served as the chair of a Maryland Municipal League (MML) review panel for a request for an amicus brief in an appeal to the Court of Special Appeals on an annexation issue.
- CA Board attended the MML Legislative Committee meeting.
- ACA Johnson successfully handled nine municipal infraction cases.
- Staff processed 12 requests for public information and prepared/reviewed 50 contracts and amendments; 1 grant agreement; 3 MOUs, 5 GHALP settlements; 1 MPDU Offering Agreement; 1 plat; 1 Economic Development Toolbox Agreement; and 3 Subordination Agreements.

#### **Environmental Services**

- Presented information on the City's recent inclusion in the Green Power Leadership Club to the Mid-Atlantic Sustainability Network led by the Environmental Protection Agency during the quarterly conference call.
- Hosted the Environmental Affairs Committee (EAC) meeting & met with several EAC members to discuss issues surrounding pesticide use.
- Hosted a community solar co-op meeting with MD Sun at Casey Community Center.
- Participated via conference calls in meeting with Built Environment and Energy Advisory Committee (BEEAC) work group and Climate, Energy and Environment Policy Committee (CEEPC) at MWCOG.
- Met with PW staff to discuss sustainability options.
- Presented information on City's inclusion in Green Power Leadership Club to Mid-Atlantic Sustainability Network (led by EPA) during quarterly conference call.
- Filmed a spot on Rainscapes Rewards for YouTube/the City website.

### **Meetings/Events/Community Involvement**

City Manager Tomasello attended the following events and meetings:

- Metropolitan Washington Council of Governments (MWCOG) Chief Administrative Officers
- MWCOG Institute for Regional Excellence Presentations with DPW&E Johnson
- Maryland Municipal Clerks Association/Maryland Municipal Attorneys Association quarterly meeting with Mayor Ashman
- Maryland Municipal League Montgomery County Chapter with Dennis Enslinger
- 78<sup>th</sup> Annual Labor Day Parade

Deputy City Manager Enslinger attended the following events and meetings:

- 12<sup>th</sup> Annual Principals, Counselors and PTA Presidents Appreciation Breakfast
- International City/County Management Association Conference

# Communications

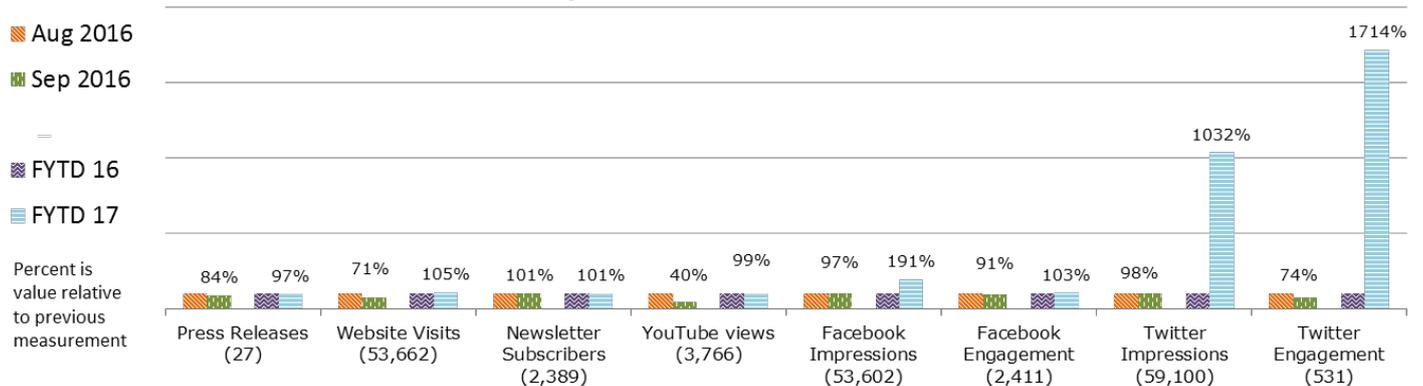
## Significant Departmental Actions

- Coordinated two Presentation Trainings for 23 staff members who regularly speak at public meetings.
- Began business card redesign and reprinting project to accommodate new phone numbers/e-mail addresses.
- Posted Police General Orders online to comply with new Maryland law that took effect October 1.
- Created 21 nonprofit agency “trading cards” for the September 26 Mayor and City Council Work Session.
- Designed graphics for the Youth Services equipment trailer sponsored by Adventist HealthCare.
- Completed Book Festival after-action report for sponsors.
- Completed writing and design of 20-page *inGaithersburg Magazine*, fall edition.
- Trained Community Services staff on the use of Constant Contact and issued custom newsletters for Community Services, Sports, Bridal Show, and Summer Camp Survey.
- Web and social media team created an online social media directory.
- Updated the website sports pages and created new pages for the Crown Neighborhoods 3 & 5 Project and Arts Barn programming.
- Televised five meetings of the Mayor & City Council, Planning Commission and Historic District Commission; live Tweeted both regular Council meetings.
- Produced Go! Gaithersburg piece on Rainscapes Rewards, promotional spots for Oktoberfest, Shredding Event and Winter Sports, conducted interviews & shot b-roll for a Cultural Arts promo for The Wizard of Oz.
- Digital postings, press releases, remarks, marketing pieces, photography/videography for: Labor Day, Kentlands/Lakelands 5K, Financial Fitness Challenge, Recovery Month, Principals Breakfast, Talk Like a Pirate Day, Fall Golf Classic, Bridal Showcase, Boo! at the Barn, Oktoberfest, Winter Lights, CHARACTER COUNTS!, Winter Sports, Gaithersburg Shreds, Benjamin Gaither Center Newsletter, Arts on the Green events.
- Most visited web pages: Water Park, Classes & Programs, Job Opportunities, Miniature Golf, Sports

## Meetings/Events/Community Involvement

- Meetings: Snow Communications, Community Shredding Event, Website Content Management System, Transportation Advisory Committee, Washington Post Advertising, Facebook Best Practices (with Casey Community Center staff).
- Met with Rockville PIO counterparts for an information sharing session.
- Met with new Executive Director of Kentlands Community Foundation to discuss collaborations.
- Social Media Specialist presented at Government Social Media Regional Training and provided debrief.
- Participated in monthly Regional Emergency Support Functions Public Information Office conference call. Agenda included debrief regarding the bombing incidents in NY/NJ and preparations for the January, 2017 inauguration.

## Key Performance Data



# Community Services

## Significant Departmental Actions

### Community Services (CS)

- Coordinated Mayor and City Council “Meet & Greet” Work Session with contracted nonprofits.
- Coordinated participation of five area schools (approx. 100 students) in a CHARACTER COUNTS! unit in the Gaithersburg Labor Day Parade.
- Completed first round interviews for the Program Coordinator Position.
- Coordinated annual Principals, Counselors & PTA Breakfast with 110 people in attendance from 21 schools and 13 nonprofit organizations.

### Homeless Services (HS)

- Coordinated Recovery Month activities including Mayor and City Council proclamation, 11<sup>th</sup> Annual Recovery Picnic and a Family Dinner for residents and those important to their recovery.
- Participated on the Planning Committee for the Montgomery County Outreach Blitz to engage street homeless on October 19 and 20.
- Division Manager and Clinical Supervisor participated in a teleconference meeting with the Montgomery County Special Needs Housing staff and other Providers to discuss changes in the Homeless Tracking System.

## Meetings/Events/Community Involvement

### Community Services (CS)

- Coordinated monthly meetings of the Gaithersburg Holiday Giving Task Force and the Educational Enrichment and Community Advisory Committees.
- Meetings: Asbury Beloved Community, Homeless Resource Day Planning, Mont. Co. Holiday Giving.
- Attended the Montgomery County Public Schools Foundation Breakfast introducing Superintendent Jack Smith.

### Homeless Services (HS)

- Met with Amanda Harris, the new Service Area Chief of Special Needs Housing with the Montgomery County Department of Health and Human Services to discuss the City’s homeless and community services, City and county priorities, and the County’s financial support of Wells/Robertson House.
- Wells/Robertson Gratitude in Action volunteer corps worked with other volunteers and Recovery Partners Montgomery on a Potomac River Clean-up Project.
- Residents attended a Frederick Keys Baseball game.
- Meetings: Housing Priority Committee, Montgomery County Singles Teaming, Operations Committee, Education and Outreach Committee, Zero-2016 Chronic Homeless Outreach Committee.

## Key Performance Data

Service	September 2016	FY YTD 2017	FY YTD 2016	YTD comparison
Case Coordination (households)	20	65	62	4.6%
School and CC! Contests(youth participants)	100	100	381	-28%
Educational/Outreach Events (individuals)	110	193	191	14.5%
Housing Assistance (households)	0	4	5	-20%
Wells/Robertson House (bed nights)	378	1,090	1,261	-13.56%
DeSillum House (bed nights)	150	460	460	0%
Street Outreach (number of individuals engaged) new	7	16	0	0
Housing Initiative Program (individuals)	5	5	5	0%

# Economic Development

## Significant Division Actions

- EDD Lonergan attended and hosted a booth at the Mid-Atlantic Food, Beverage and Lodging Expo held this year between September 26 and 28 at the Maryland State Fairgrounds in Timonium.
- EDD Lonergan and BSC Disque toured CBH Health’s new office, totaling approximately 20,000 sq. ft., at 9318 Gaither Road. CBH relocated from Rockville to Gaithersburg with the assistance of a Toolbox grant.
- Planning Board and Historic District Commission both reviewed and approved, without conditions, the Olde Towne Park Plaza design.
- City staff attended a Board of Public Works meeting to support final endorsement of \$200,000 in bond bill financing for construction of the Olde Towne Park Plaza.
- ED staff met with representatives from Maxcyte to discuss a potential Toolbox grant to support the company’s retention and expansion in Gaithersburg.
- ED staff met with David Petr, the new CEO of the Montgomery County Economic Development Corporation.
- ED staff attended the Maryland Economic Development Association Fall Conference in Howard County on September 22.

## Meetings/Events/Community Involvement

- Economic & Business Development Committee received and discussed a presentation by Long Range Planner Rob Robinson regarding the proposed Johnson Annexation.
- Olde Towne Advisory Subcommittee did not meet in September.

## Key Performance Data

Category	September 2016	August 2016	July 2016	June 2016
Class A & B Vacancy	9.2%	8.6%	8.6%	8.6%



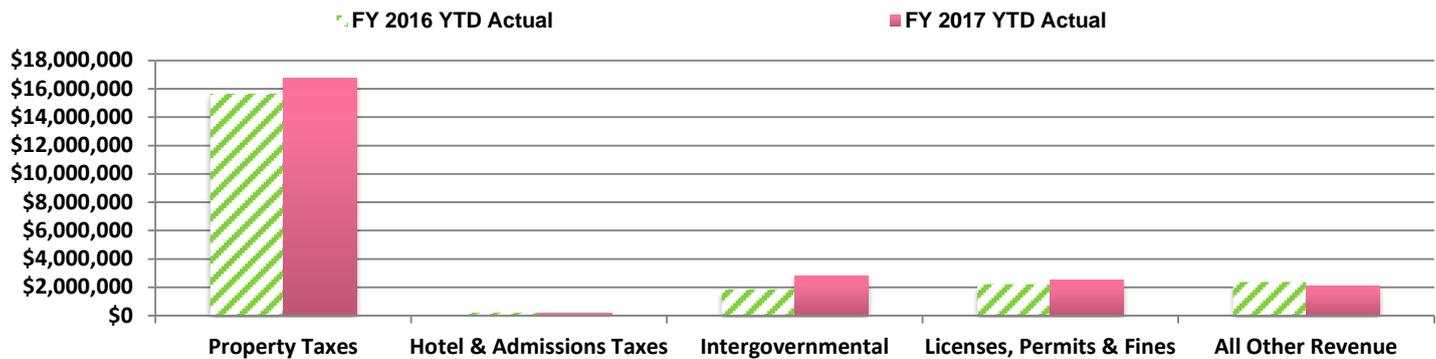
# Finance & Administration

## Significant Departmental Actions

- Procurement worked with other City departments to publish three major solicitations online: Water Park Slide Flume Replacement, 303 S. Frederick Avenue Demolition, and Griffith Park Playground Equipment.
- The City's External Financial Auditors completed the majority of their audit in September, and Finance anticipates that the City's Comprehensive Annual Financial Report (CAFR) will be completed by the end of October.

## Revenues

General Fund Revenue	FY16 YTD Actual	FY17 Budgeted	FY17 YTD Actual	Percent Collected
Property Taxes	\$15,653,467	\$25,987,700	\$16,747,367	64%
Hotel & Admissions Taxes	\$195,851	\$2,370,000	\$209,191	9%
Intergovernmental	\$1,850,043	\$14,471,893	\$2,783,213	19%
Licenses, Permits & Fines	\$2,216,358	\$6,589,183	\$2,493,694	38%
All Other Revenue	\$2,372,929	\$17,213,781	\$2,112,337	12%
<b>Total General Fund Revenues:</b>	<b>\$22,288,648</b>	<b>\$66,632,557</b>	<b>\$24,345,802</b>	<b>37%</b>



## Expenditures

General Fund Expenditures	FY16 YTD Actual	FY17 Budgeted	FY17 YTD Actual	Percent Expended
City Manager's Office	\$381,126	\$1,878,680	\$445,823	24%
Community & Public Relations	\$631,280	\$3,123,154	\$699,674	22%
Finance & Administration	\$344,678	\$1,543,157	\$325,722	21%
Human Resources	\$194,184	\$948,019	\$238,624	25%
Information Technology	\$524,202	\$1,876,173	\$451,024	24%
Mayor & City Council	\$70,099	\$310,280	\$70,763	23%
Parks & Recreation	\$2,301,181	\$8,478,898	\$2,284,066	27%
Planning & Code	\$1,051,140	\$6,002,534	\$1,222,029	20%
Police	\$2,416,635	\$9,123,925	\$2,144,090	23%
Public Works	\$2,904,591	\$13,082,128	\$2,648,854	20%
Non-Departmental & Transfers	\$15,604,934	\$20,265,609	\$15,999,348	79%
<b>Total General Fund Expenditures</b>	<b>\$26,424,050</b>	<b>\$66,632,557</b>	<b>\$26,530,017</b>	<b>40%</b>

# Human Resources

## Significant Departmental Actions

- The following new part-time job announcements were posted in September: Bus Driver (PRC); Custodian/Maintenance Worker (DPW); Class & Camp Program Coordinator (PRC); Sports Staff-Basketball Officials (PRC).
- 279 employment applications were received in the month of September.

## Meetings/Events/Community Involvement

- On September 1 and September 8 a representative from AT&T met onsite with City employees to discuss the City’s cell phone benefit and assist current users on the plan.
- A Wellness on the Weekends hiking event took place at Sugarloaf Mountain on September 10, seven people attended.
- Staff assisted PW with interview on September 12, 13, 19, 22, 23
- Staff attended the ADA (American’s with Disabilities Act) conference in Baltimore on September 14 and 15.
- Staff attended several webinars in the month of September.
- On September 15 a training was held at the Activity Center the topic was “Cultural Diversity in the Workplace”.
- Staff attended the Workers Compensation Claims Meeting in Rockville on September 21.
- Staff attended the Montgomery County Chapter Society for Human Resources Management meeting on September 21.
- The Wellness at Work Team met on September 29

## Key Performance Data

Category	September FY 2017	September FY 2016	Year-to-Date FY 2017	Year-to-Date FY 2016
Workers Compensation	5	2	12	21
New Hires	0	2	4	6
Terminations	1	2	5	4
Retirements	1	0	1	1

# Information Technology

## Significant Departmental Actions

- Fuel System Issues - Completed a project to remediate some reporting problems with the Fuel Management system used by the City. Most of the problems were related to a key staff departure and new requirements. Part of the resolution involved training new staff.
- Monitoring Server Replacement - Completed a project to replace and upgrade a server which provides monitoring services for the IT hardware infrastructure and software services. The server detects hardware and software failures and alerts IT staff to problems which need to be resolved to maintain continuity of service.
- New Phone System - New telecommunications circuits, called PRIs, were tested and integrated with voice switches. These circuits and switches are the basic infrastructure needed to make and accept outgoing and incoming phone calls, respectively, and will replace the multiple individual copper phone lines and existing phone system components at each City site. Deployed voice switches to most of the smaller facilities and integrated them into the new phone system. Began the process of establishing Call Flow configurations for each department and division and completed them for eight groups. Finalized the wiring work at the Benjamin Gaither Center, the Arts Barn, and the Olde Towne Youth Center.
- Recreation Management System Replacement - Reviewed 11 submissions for the Request For Proposal issued in May and held web demos for six semi-finalists. Set up and held two-day, on-site demonstrations for each of two finalists, and identified a preferred vendor.
- Web Site Improvements and Maintenance - Finalized the contract for website maintenance and improvements.
- IT Audit - The City's financial auditors began an audit of the IT infrastructure and systems as part of their overall auditing strategy. IT staff members provided answers to a series of questions and spreadsheets, and DIT Cottrell hosted an auditor for an on-site visit and inspection.
- Tree Inventory - Received initial data deliveries and performed some initial data extracts/analysis to staff. Met several times with staff to determine how to handle refinement of the initial data delivery.
- Began a multi-phase effort to assist with the effort to re-carpet and repaint the Activity Center. IT staff will move equipment and provide temporary computing infrastructure to displaced office and cube occupants.

## Meetings/Events/Community Involvement

- No report.

## Key Performance Data

Category	July 2016	August 2016	September 2016
Number of Commercial Applications Supported	156	153	153
Number of In-House Applications Supported	52	55	55
Number of Desktop/Laptop Systems Supported	350	350	351
Number of Helpdesk Tickets Closed	247	261	281



# Parks, Recreation & Culture

## Significant Departmental Actions

- Staff toured Casey Health Institute and discussed possible partnerships.
- Gaithersburg Aquatic Center reopened to the public following annual maintenance; Acknowledged Parks Crew for all of their support at All Hands meeting.
- Interdepartmental team assessed proposed trail improvements for Muddy Branch Stream & prepared for upcoming Mayor and City Council meetings.
- Subsequent to presentation by national speaker, formed focus group to discuss cross marketing, hiring practices, and offerings/services provided.

## Meetings/Events/Community Involvement

- Conducted in-store Fall Youth Sports Registration in partnership with Dick’s Sporting Goods on Sept. 1.
- Staff met with Lakelands HOA and property management regarding issues associated with Lakelands Park.
- Kentlands/Lakelands 5k was held on Sept. 3. Total participation was 1,309 (1,063 runners; 246 in Fun Runs).
- 78<sup>th</sup> annual Labor Day Parade was held on Sept. 5 with approximately 9,000 attendees.
- Public Hearing held Sept. 6 to update Chapters 15A/18A to prohibit tobacco use in City parks and properties.
- DPR&C Potter participated in American Heart Association conference call to create healthy vending posters.
- DPR&C Potter presented Public Art to the Mayor and Commissioners of the City of Cambridge on Sept. 19.
- Held Maryland Municipal League Parks and Recreation Association meeting.
- Held City’s 25<sup>th</sup> annual Fall Golf Tournament on Sept. 23 at Clustered Spires Golf Course.
- The Gaithersburg Chorus began the fall semester with a new director, Daniel Hopkins.
- Robertson Park Youth Center began a tutoring program designed to increase member’s grades and test scores.

DPR&C Potter attended the following meeting/events:

- Annual kick off meeting with Montgomery Women; Maryland Municipal League Board of Directors Retreat
- Annual Leadership Montgomery Homecoming; Annual volunteer recognition and non-profit night for the Chamber of Commerce

## Key Performance Data

Attendance	September FY17	September FY17	Year-to-Date FY 16	Year-to-Date FY 17
Activity Center	6,945	8,886	23,037	29,146
Miniature Golf	2,049	1,714	13,915	10,843
Picnic Pavilion Attendance	5,910	2,605	14,562	10,345
Youth/Adult Sports	3,897	5,158	7,864	8,637
Casey Community Center	8,647	9,012	17,641	18,536
Water Park/Aquatic Center	4,094	3,224	90,322	70,881
Youth Centers	2,605	3,305	4,683	5,669
On-line Registration	675	640	2,126	2,266
Benjamin Gaither Center	2,776	2,685	8,243	8,202
Arts Barn	2,489	2,356	10,140	11,445
Kentlands Mansion	904	1,239	2,551	2,455
Community Museum	685	870	3,099	3,152
Skate Park	528	457	1,729	1,536

## Planning & Code Administration

### **Significant Departmental Actions**

- Notable permits were issued for Duck Donuts and a commercial renovation permit at 511 Quince Orchard Road and a permit for a renovation of the Montgomery County Public Safety Communications Center, the County's 911 call center, at 1300 Quince Orchard Boulevard.
- The Permits and Inspections Division is working with Public Works and Legal Services to fine tune the process for accepting public streets from new developments in the City.
- Staff is in receipt of the application for the new FedEx building at 800 North Frederick Avenue on September 26. The new structure will be one story and approximately 300,000 square feet in size.

### **Meetings/Events/Community Involvement**

- Members of our Planning Division and Planning Commission attended "Kentlands and the Evolution of a Neighborhood" led by Colin Greene, Kentland's second Town Architect, held at the Arts Barn on September 27<sup>th</sup>.
- Louise Kauffman and Lauren Sukal of the Housing Division attended Intersections 2016 from September 26-30, the only national conference dedicated to permanent affordable housing, in Park City, UT.
- NS Staff attended a meeting with Lakelands HOA Board of Directors on September 1<sup>st</sup> and with the Lakelands Property Manager and KIMCO Realty on October 20<sup>th</sup>.

### **Key Performance Data**

Category	July 2016	August 2016	September 2016
Planning Applications Approved	17	30	13
Permits Issued	267	332	263
Licenses Issued	330	324	392
Construction Inspections Performed	707	632	664
Property Inspections Performed	907	1254	1007
Notices of Violations Issued	226	372	191
Municipal Infractions Issued	24	15	20
Service Requests Investigated	173	217	168
Passports Processed	237	247	154
TOTAL REVENUES COLLECTED	\$1,074,703	\$328,803	\$774,625

# Police

## Significant Departmental Actions

### Office of the Chief

- Officer John Davis was selected as Officer of the Month.

### Special Operations Bureau

- The Community Services Officer (CSO) attended a Maryland Drug Abuse Resistance Education (D.A.R.E.) Officers Association meeting in Sykesville as Vice President.

### Operations Bureau

- Supervisor training was held for all GPD supervisors.

### Administrative Bureau

- Held interviews for Police Officer Candidate positions. Five candidates moved to the background investigation phase.

## Meetings/Events/Community Involvement

- Chief Sroka attended twenty-nine (29) meetings on various issues.
- The Community Services Office or GPD representative attended/participated in fourteen (14) details/meetings.

## Key Performance Data

Category	September FY16	September FY17	YTD FY16	YTD FY 17
*Calls for Service/Officer as Primary	1,601/883	1,599/1,133	5,245/3,004	5,334/3,528
Training Hours	1,782	704	4,622	2,596
Traffic Violations	506	645	1,770	1,645
Parking Violations	237	228	706	714
DUI Arrests	15	34	40	78
Adult Felony Arrests	11	14	37	36
Juvenile Felony Arrests	1	1	2	6
Street Crimes Unit Arrests	10	14	36	39
Detective Arrests	2	4	15	32
New Cases Assigned to Detectives	11	10	48	39
Cases Closed by Detectives	6	5	32	31
Check on Patrols	1.13	Officers checked on 3 COP and 2 community complaints	45.83	Officers checked on 8 COP and 10 community complaints

### Frederick Beat

Street Robberies – 0  
 Commercial Robberies – 0  
 Aggravated Assault – 1  
 Residential Burglaries - 3  
 Commercial Burglaries – 1  
 Theft from Vehicles/Theft of Vehicle Parts – 16

### Seneca Beat

Street Robberies - 3  
 Commercial Robberies – 0  
 Aggravated Assaults – 2  
 Residential Burglaries – 2  
 Commercial Burglaries – 2  
 Theft from Vehicles/Theft of Vehicle Parts – 21

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

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

## Public Works

### Significant Departmental Actions

- Public Works Maintenance Teams – Provided support for the Labor Day Parade; replaced 400 square feet of sidewalk in various locations around the City; completed Bulk Pick Up for the month of September; and completed repairs to 102 fleet vehicles.
- Facilities and Facilities Projects – Staff completed maintenance and bond testing at the Gaithersburg Aquatic Center; completed dryer repair at the Wells Robertson House; completed citywide boiler maintenance and inspections; completed roof leak repair at City Hall; completed backflow testing for the month of September; completed studio floor refinishing at the Casey Community Center; completed compressor replacement on Units 5 and 6 at the Activity Center; and completed three flag services. During this month, staff completed 275 work orders.
- Engineering Administration – The “first look” at the results of the Pavement Management Program was presented to staff. This information will be used as a basis for a presentation to the Mayor and City Council later this year. Planning Commission approval of an Amended Site Plan and a Historic Area Work Permit were approved for the Olde Towne Plaza project.

### Meetings/Events/Community Involvement

- Transportation Committee – Major topics of discussion included: modifying the current policy regarding bicycling on city sidewalks; an update regarding the MD 124 path along the frontage of NIST; and the status of CIP projects related to our bicycling network.

### Key Performance Data

#### CIP Design Phase

CIP #	CIP Description	% Complete	Comments
82-1	Rabbitt Road Culvert Repairs	100%	Design complete. Construction to begin October 2016.
82-1	Victory Farm SWM and Stream	30%	Draft MOU with comments received from WSSC.
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.

#### 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	80%	Preservation work in progress.
04-1	B&O Station and Museum Exterior Doors Replacement	100%	Work complete. Final payment processed.
83-2	Golf Park Caddy Shack Renovation	5%	Contract awarded.