



City of Gaithersburg

31 South Summit Avenue
Gaithersburg, Maryland 20877

Mayor and City Council Work Session Agenda
City Hall - Council Chambers
Monday, November 28, 2016, 7:30 PM

I. CALL TO ORDER

II. DISCUSSION TOPICS

- A. Annual Briefing - Transportation Committee
- B. Annual Briefing - Olde Towne Advisory Subcommittee
- C. Annual Briefing - Economic and Business Development Committee
- D. Economic Development Incentive Programs Report

III. CORRESPONDENCE

- A. Outside

IV. MONTHLY REPORTS

- A. October 2016 Departmental Monthly Reports

V. ADJOURNMENT

To confirm accessibility accommodations, please contact Doris Stokes at 301-258-6310, or email DStokes@gaitHERsburgmd.gov.

Please turn off all cellular phones and pagers prior to the meeting. Hand held signs brought may not be displayed in a manner which disrupts the meeting, blocks the view of spectators or cameras and poses a safety concern [e.g., signs mounted on stakes]. Your cooperation is appreciated.

The public is invited to attend and observe this session, but except in instances when the committee expressly invites public comments, no member of the public may participate in the discussions. The public may submit written comments to the committee staff liaison to be forwarded to the committee for its consideration. The City of Gaithersburg welcomes citizen involvement on committees. Please visit the City's website at www.gaitHERsburgmd.gov for vacancies.

ANNOUNCEMENTS

The next Mayor and City Council Regular Session will be held Monday, December 5, 2016, at 7:30 PM.

Call to Order

Discussion Topic

Mayor and City Council Agenda Item Request

Meeting Date: 11/28/2016

Type: Work Session Discussion

Call to Podium:

Joseph Allen, Committee Chair
Jerry Stringham, Committee Member
Ollie Mumpower, Staff Liaison

Agenda Item Title:

Annual Briefing - Transportation Committee

Responsible Staff and Department:

Ollie Mumpower, Engineering Services Division Chief, Department of Public Works

Desired Outcome from Council:

Receive Presentation

SUPPORTING BACKGROUND ON NEXT PAGE

Mayor and City Council Agenda Item Request

Supporting Background Information:

This briefing discusses the committee's work over the last several years, provides updates regarding how it has supported the City in its efforts to be designated a Bicycle Friendly City, and to complete missing connections to the Gaithersburg Bicycle Network. At the meeting, the committee will seek Mayor and City Council guidance on specific fiscal and policy issues related to these efforts.

City of Gaithersburg Transportation Committee

Becoming a *Bicycle Friendly City*

Mayor and City Council Work Session

Monday, November 28, 2016

Topics to be Covered this Evening

- Introductions
- Key Committee Objective
- Progress Toward the Objective
- Status of the Gaithersburg Network
- Capital Bikeshare Integration
- Committee Requests of Council
- Summary and Questions

Transportation Committee Members

- Chair - Joe Allen
- Richard Arkin
- Carol Berger
- Larry Seeger
- Jerry Stringham
- Open positions
- Council Liaison: Neil Harris
 - Council Member Robert Wu also attended several of the meetings

Transportation Committee History

- Re-formed in 2011
- Key focus is to improve the suitability of biking in and around Gaithersburg, where the existing accommodations are substantially deficient when compared to nearby towns like Rockville, but there is strong interest in biking as a mode of transport
- Evaluated requirements for national Bike Friendly City (BFC) designation in light of existing status in FY 2015

Transportation Committee History

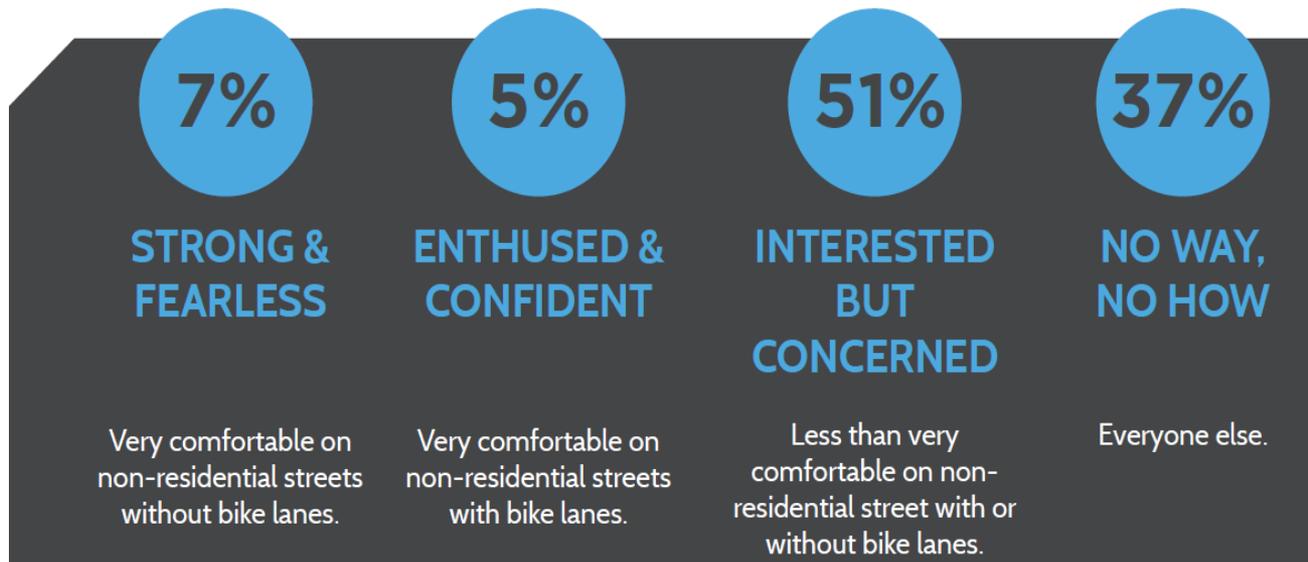
Concept studies for the next level of bicycle infrastructure requirements performed from 2014 through 2016:

- Current bicycle master plan adopted in 2009; implementation discussion in 2014 and Sharrows only (no signage) implemented (2015)
- Capital Bikeshare study (2014)
- Two fiscal years of feasibility planning and funding (2015-2017)
- MWCOG study (2015-16)
- Quince Orchard Blvd. study design for cycle track (2016)

The Committee is here today to encourage movement toward the next steps.

Key Committee Objective

- A means of ensuring all modes of transportation are accommodated in the City is the primary focus of the Committee.
- The key objective over this past year has been to achieve BFC designation in response to Mayor and City Council's interest.
- Stats below from MoCo Bicycle Master Plan Framework



Progress Toward Achieving BFC Designation

2009 Bike Master Plan Implementation

2016 Concept Planning

- Transit Access Improvements
- Life Sciences Center Network
- Pepco/Exelon Trail
- Montgomery County Bike Master Planning
- Gaithersburg bicycle network

BACKGROUND



Gaithersburg

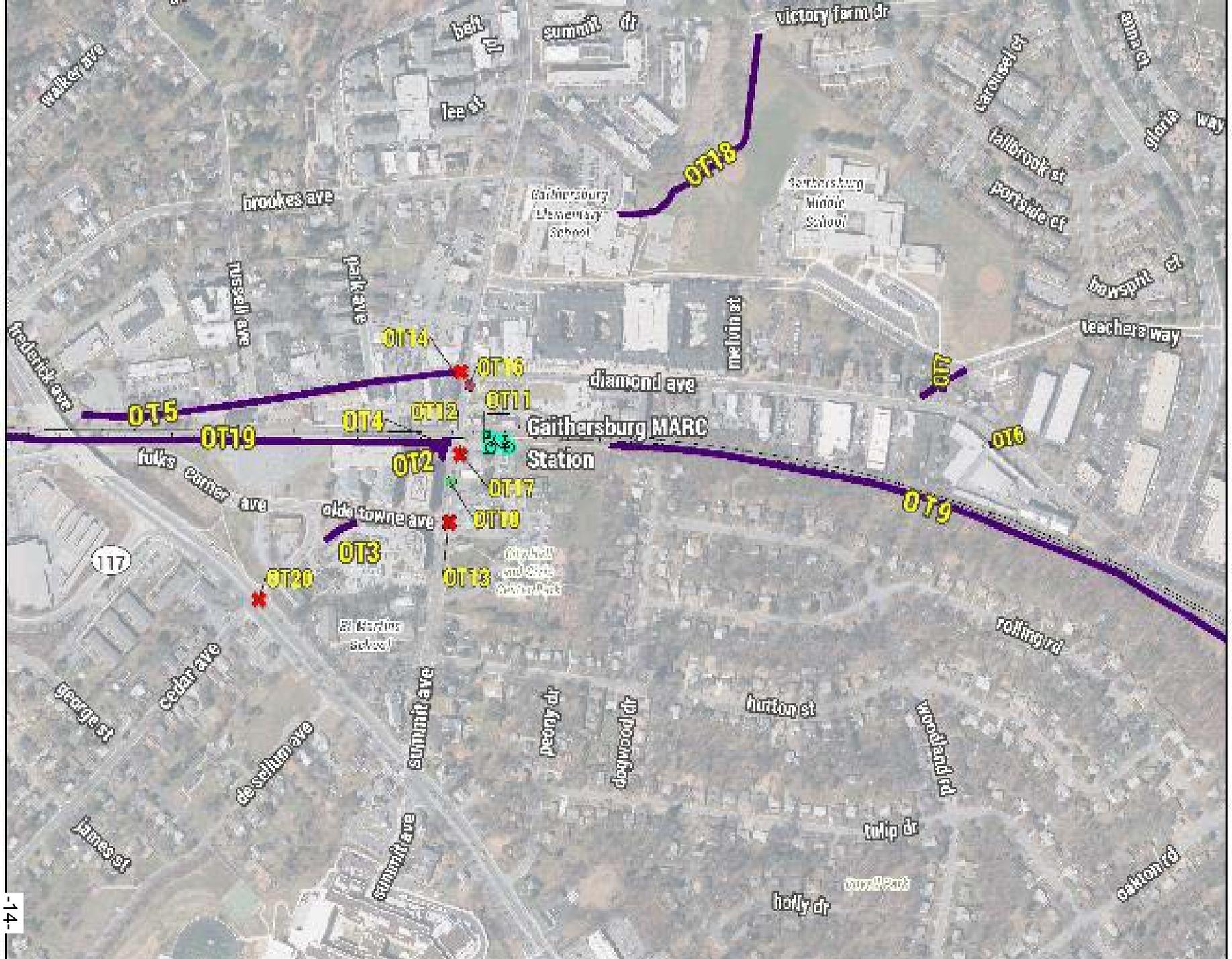
**Bike Master Plan
Implementation
Strategy**

December 9, 2013 – Mayor & City Council

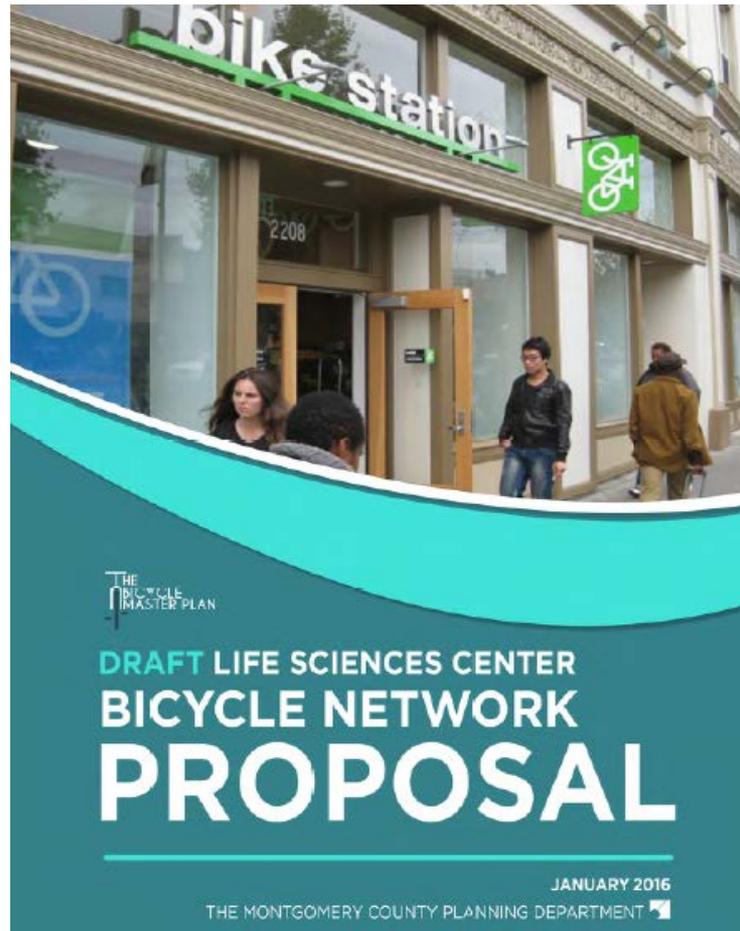
The image shows a stylized bicycle in the background. The Gaithersburg logo is positioned above the word 'Gaithersburg'. The title 'Bike Master Plan Implementation Strategy' is centered over the bicycle frame. At the bottom, the date and meeting information are provided.

BFC Designation is Improved With Easy Access to Other Forms of Transport





BFC Designation is Bolstered by Current Efforts to Incorporate Bicycle Transport at the Life Sciences Center



Map of the Proposed Route

PROPOSED SEPARATED BIKE LANE & PARKING NETWORK



DRAFT LIFE SCIENCES CENTER BICYCLE NETWORK PROPOSAL

11

THE PEPCO EXELON Trail

PEPCO Exelon Trail

A story map

esri

Martinsburg Jerusalem Pooleville Elmer Dawsonville Gaithersburg Olney Beaufort Park Fairland Rossmoor Cloverly Fairland Sugarland Darnestown Rockville Aspen Hill Colesville Calverton North Potomac Hillandale Potomac North Bethesda Hillandale

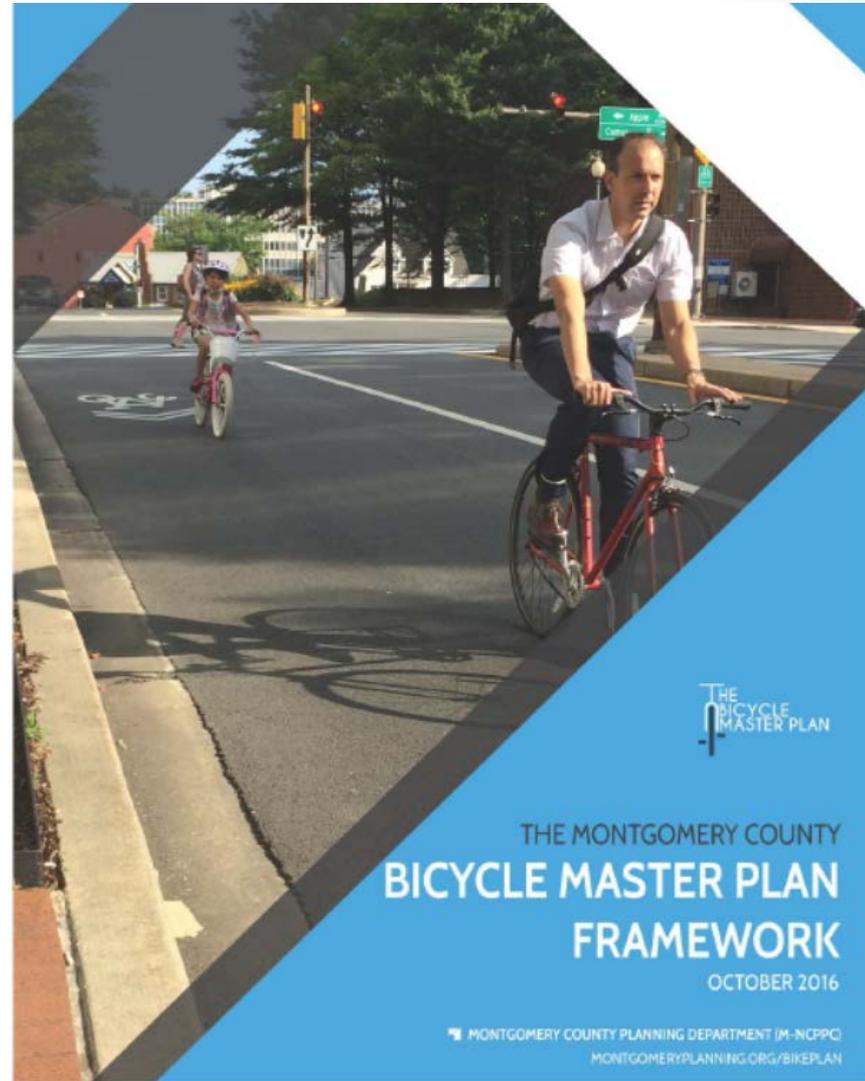
Quince Orchard Road 4635 ADT; Bridge 23

9 Piny Meetinghouse Road 10 Travilah Road 11 Dufief Mill Road 12 Quince Orchard Road 13 Darnestown Road 14 Germantown Road 15 Black Rock Road 16 Schaeffer Road

263251109201605...P... Show all X

Other Support for Becoming a BFC

- Recent Montgomery County bike-friendly initiatives that widen adjoining networks
- Completing the NIST-124 Loop
- Completing a Gaithersburg bicycle network that connects to neighboring networks



Gaithersburg Bicycle Network Update

- Mapping of current routes to areas of interest has been completed.
- Existing fragments are suitable for neighborhood riding only.
- New connections are needed in order to turn existing bike path fragments into a continuous, low stress network.
- Funding has been allocated for a Gap Study.
 - Initial feasibility is now complete
 - Next steps: design and pilot

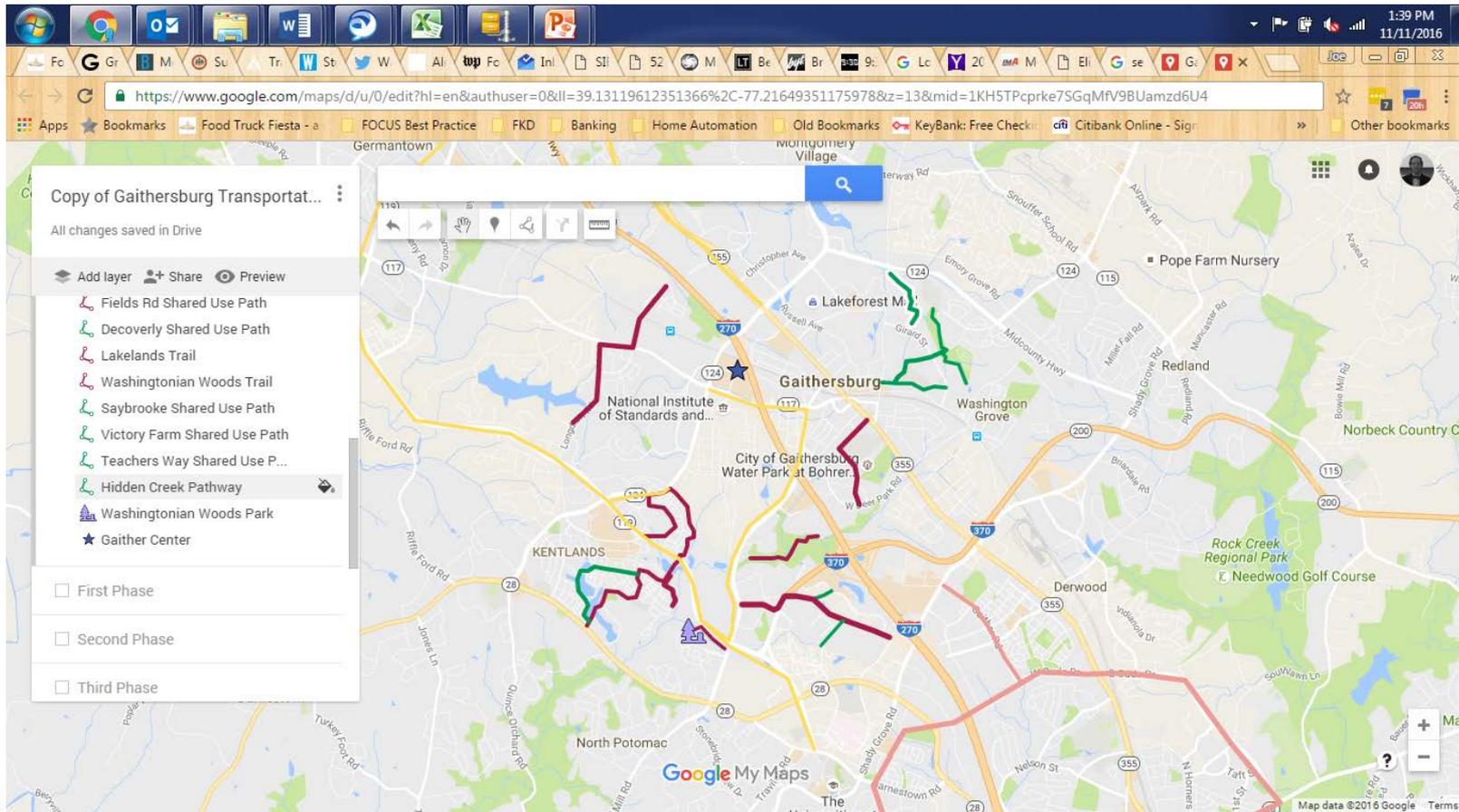
When the Connections are Complete:

- The City will have a low-stress bike network suitable for commuting and longer trips, as well as recreational bicycling
- The new blend of recreational trails with high-quality on-road bicycle facilities will be consistent with the definition of “Breezeway Network”
- Pilot first
- Build inter-neighborhoods loops
- Complete the connectivity

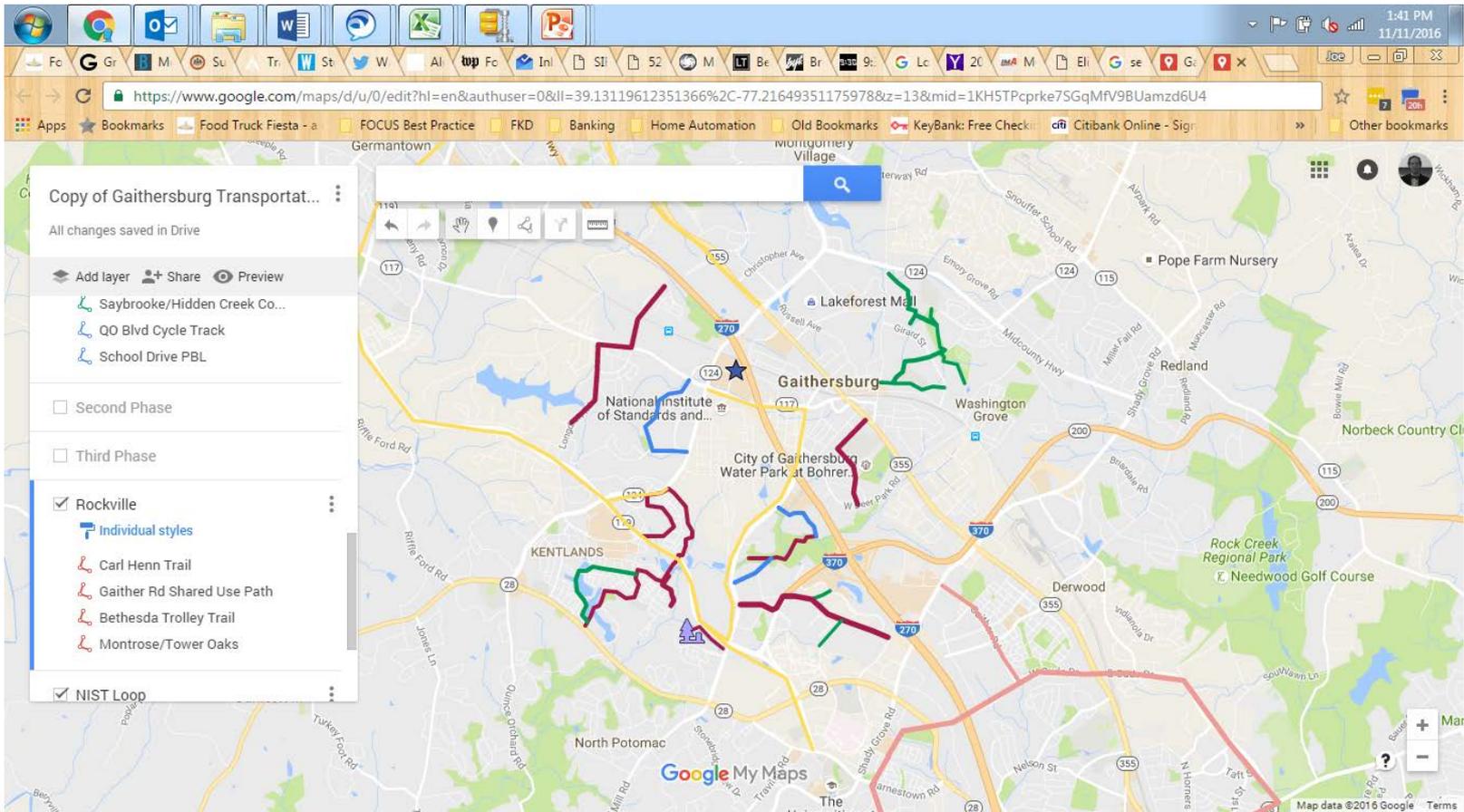
breezeway network

The Bicycle Master Plan will identify a network of low-stress bikeways that are suitable for a wide range of users. To accommodate the full range of cyclists, these bikeways must not only provide a high level of comfort, but also a high level of convenience, safety and efficiency. To that end a subset of the low-stress network will be identified to enable higher speed bicycle travel between major activity centers, including CBDs, transit stations and job centers. This network, which staff is tentatively calling the Breezeway network, will consist of sidepaths, separated bike lanes and trails and will accommodate and encourage longer trips by bicycle, since people are more likely to travel longer distances when the travel time for their trip is closer to that by driving.

Current Status of the Gaithersburg Network

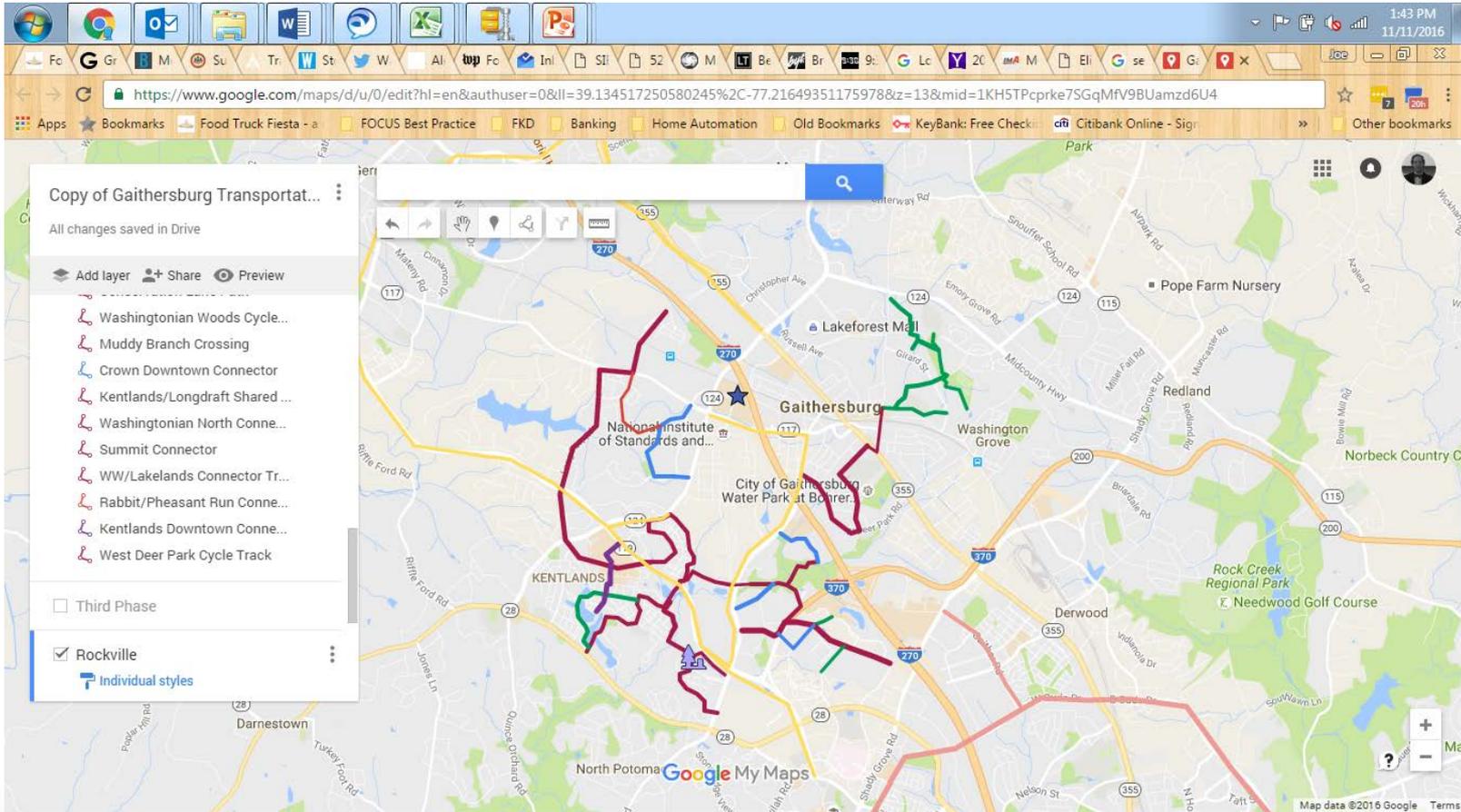


Pilot Phase



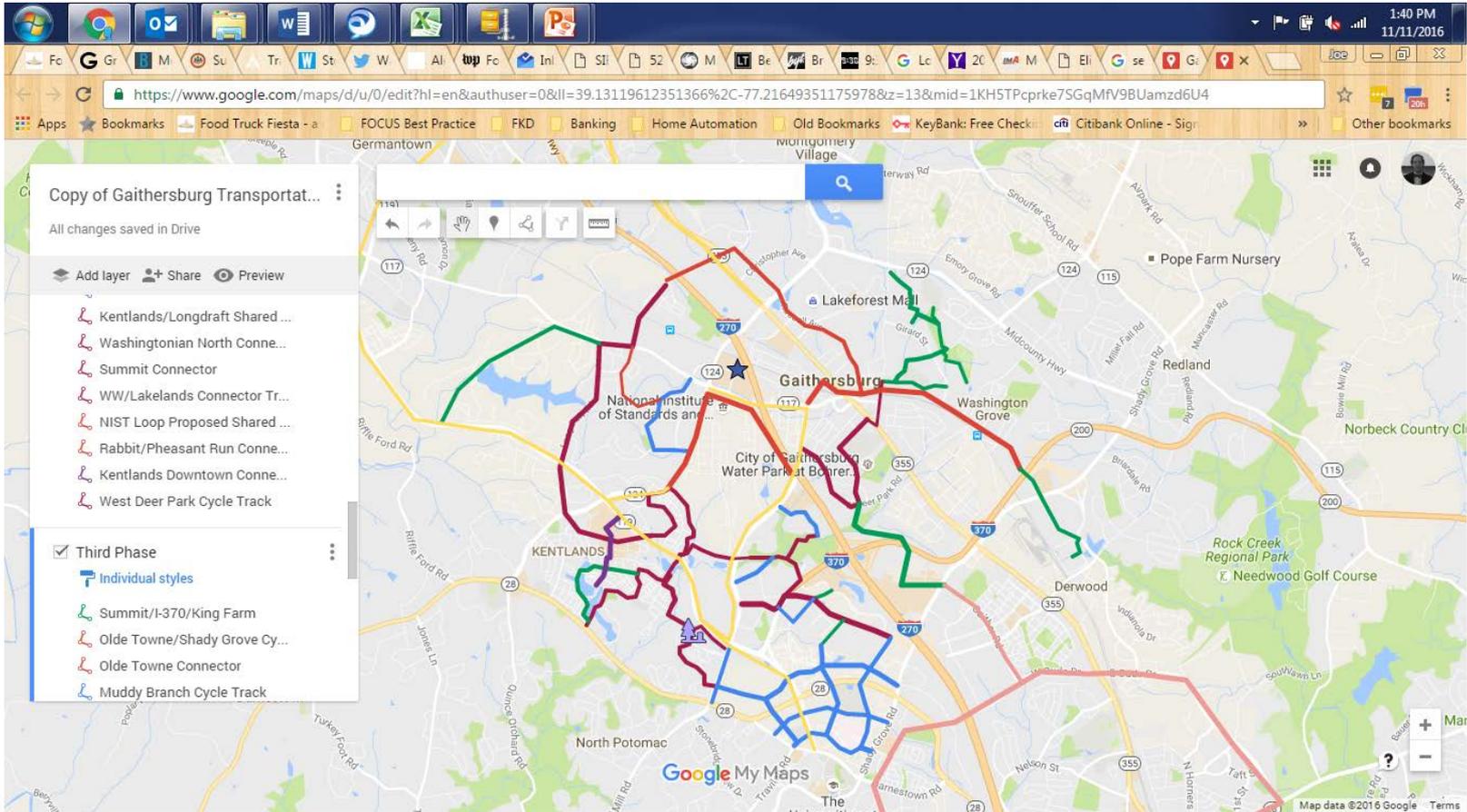
PHASE A

Inter-neighborhood Loops



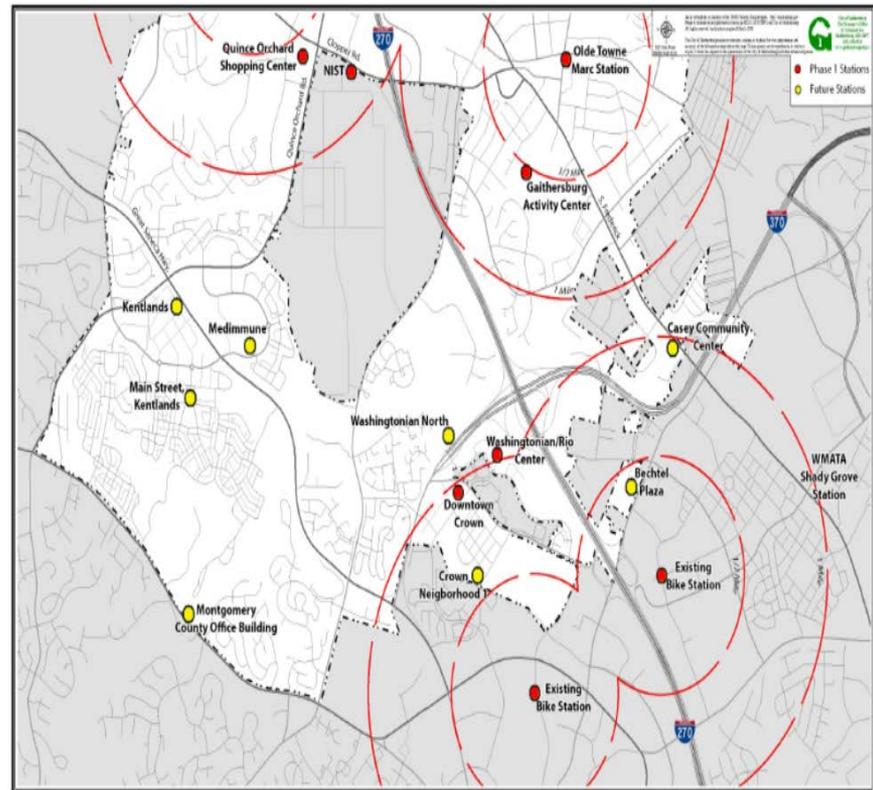
PHASE B

Network Connectivity



A Complement to BFC Designation

POTENTIAL FUTURE STATION MAP



capital bikeshare

MAYOR AND CITY COUNCIL JOINT WORK SESSION
MONDAY, MARCH 24, 2014

Moving from Concept to Action

- Significant time and dollars have been spent on conceptual network
- It is time to conduct design studies in order to project and budget for the cost of completing the network
- Some funding is already available, but it cannot be put into action without additional direction from Council
- Council guidance on specific fiscal and policy issues is needed sooner rather than later because the Master Plan update is still several years away

FISCAL REQUEST #1:

Pilot Phase (Construction Funds)

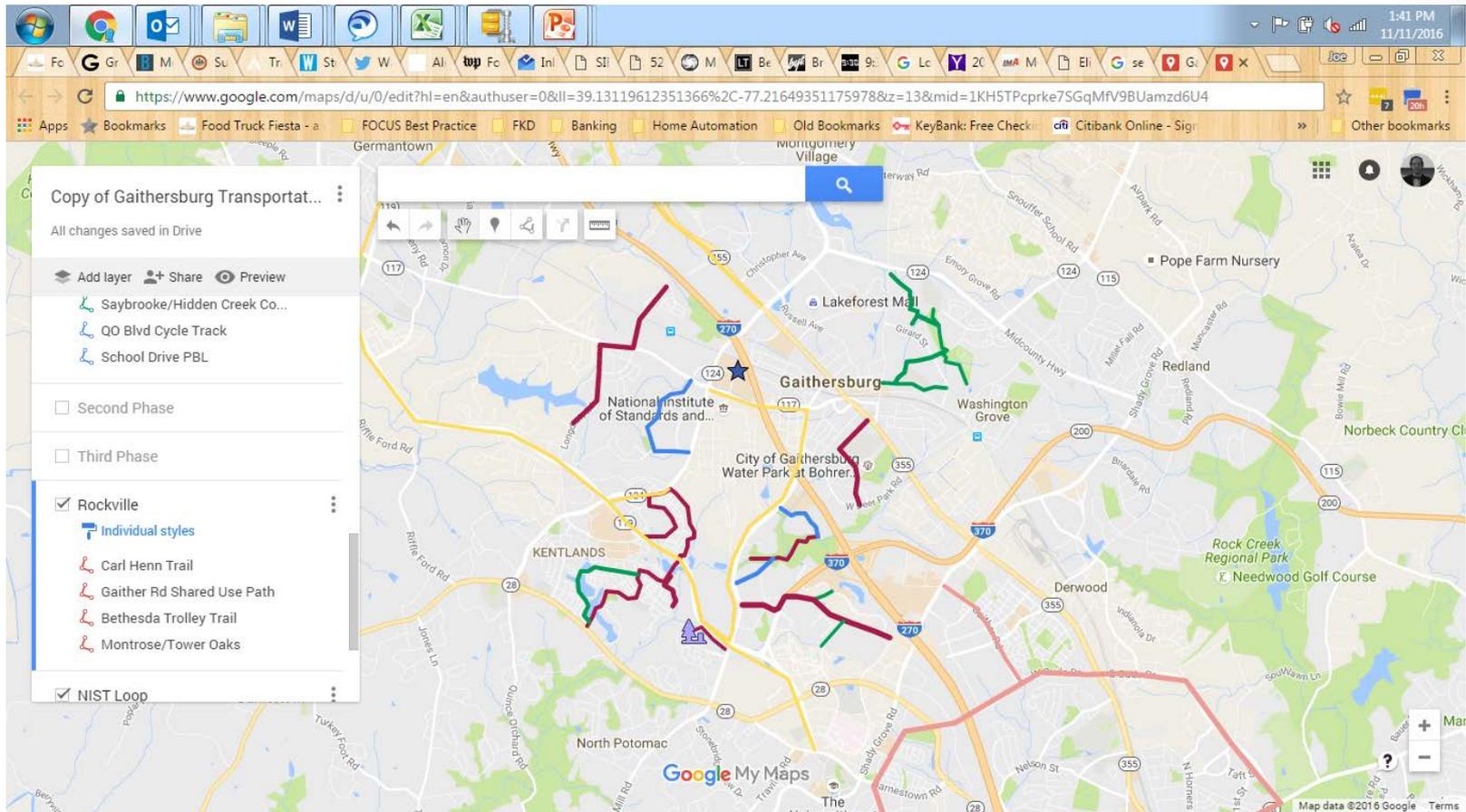
Initial Pilot – Learn from small scale pilot to inform QO Blvd Reconstruction

- Suggest City use new public engagement process, which includes year long on-street demonstration
- Conservation Lane Path and Muddy Branch Crossing to Malcolm King Park –
 - Proposed on School Dr. alternative branch
 - West Side Dr. – feasible

Construction Planning (Future Capital Funds)

- QO Blvd, Rabbit, Pheasant Run Protected Bikeway (QO Phase Already Being Planned)
- Saybrooke/Hidden Creek Connector (SWM funds)

PILOT PHASE



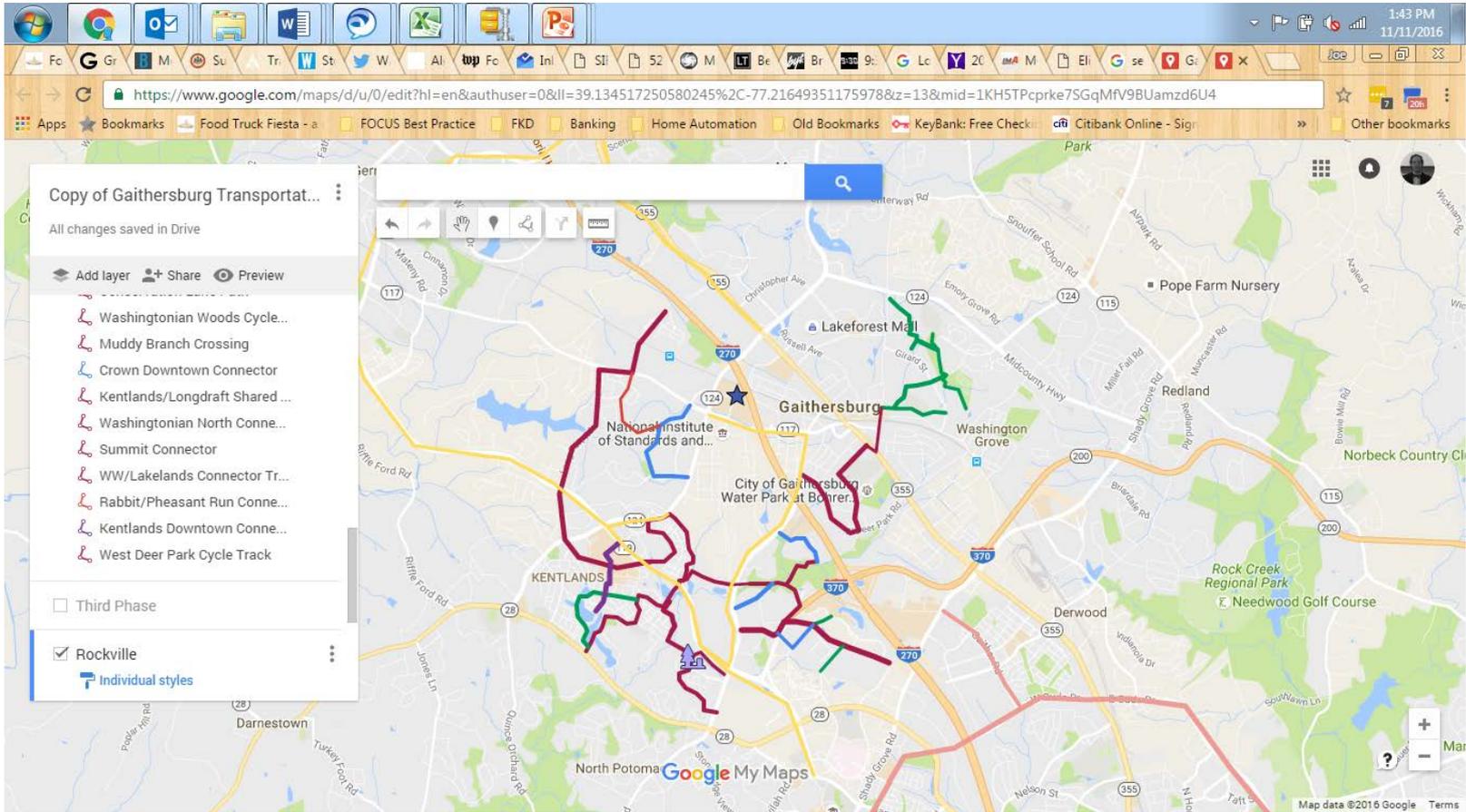
FISCAL REQUEST #2:

Phase A Inter-neighborhood Loops (Design Funds)

Begin Design Phase using FY 17 funding and Complete using FY18 funding (Feasibility complete) - (estimated cost, \$40 - \$50k)

- West Deer Park to Bohrer Park
- Washingtonian Boulevard
- Kentlands Blvd/Longdraft
- Downtown Crown/Rio Connector
- Conservation/Malcom King Connector
- Rabbit Road/Pheasant Run

PHASE A - NETWORK LOOPS



FISCAL REQUEST #3:

Phase B Network Connectivity (Feasibility Funds)

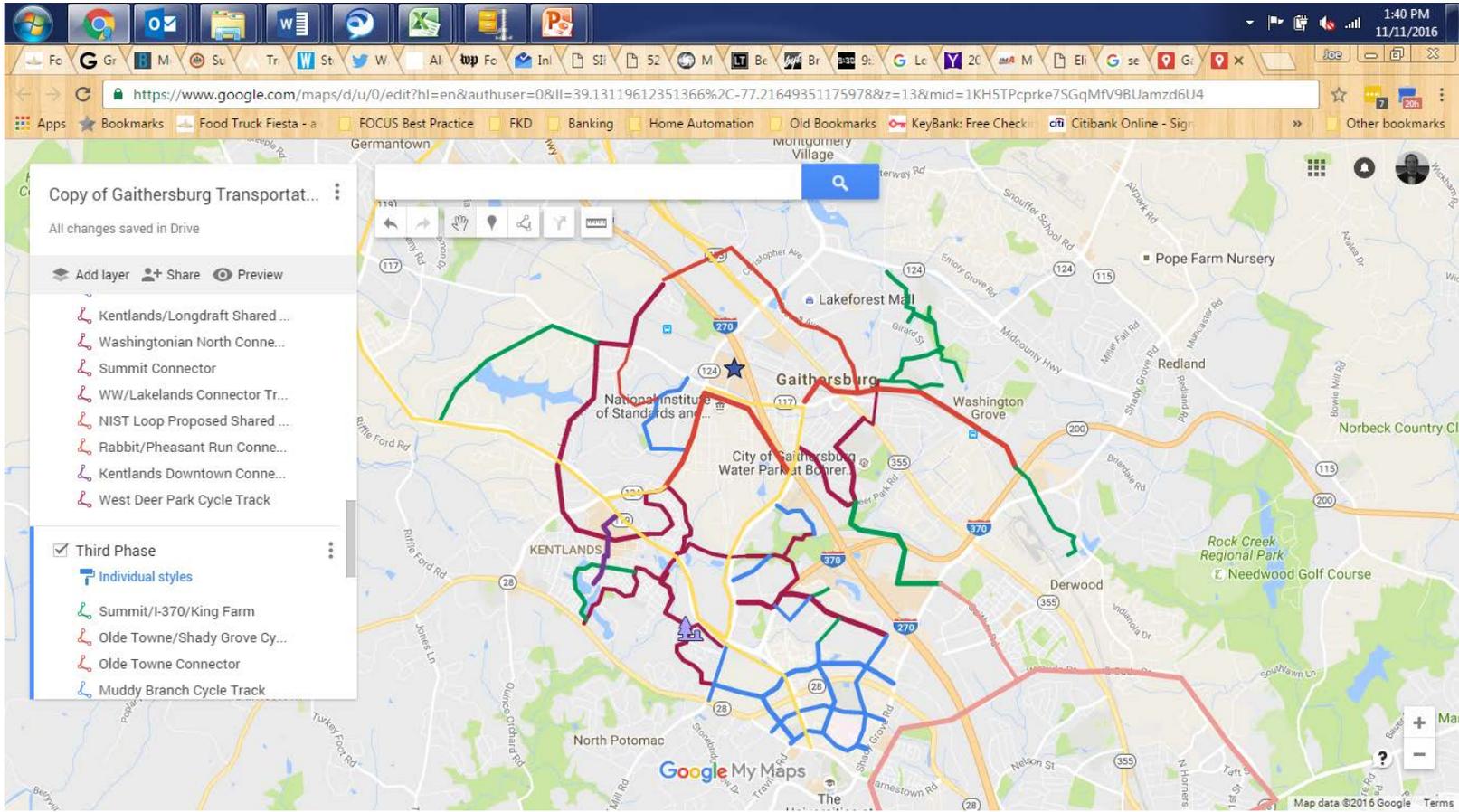
Feasibility pending using FY 17 for grant funding (\$60- \$80k)

- Olde Towne -East Diamond/Shady Grove Protected Bikeway and North Summit Connector – Transit Study
- Summit Hall/Industrial Drive/Rosemont/King Farm Pathway (Over Existing I-370 Bridge)
- Washingtonian Woods/Lakelands Connector and Pathway to Muddy Branch Road

Partnership with State on Construction Funding

- Rt. 124 Shared Use Path State partnership

PHASE B – NETWORK CONNECTIVITY



FISCAL REQUEST #4: NIST Path and Bikeshare

- Contribute 20% of the NIST-124 Loop construction cost (approximately \$200k)
- Extend Capital Bikeshare from the existing County stations in Life Sciences to adjoining City locations

Policy Guidance Request #1

Adopt the “Breezeway Network” (trail and on-road protected facilities) concept as the standard for bike planning going forward

- Easier to design if staff have clear direction to develop the breezeway network using trails and protected bike lanes
- Encourages consistency across city’s network to support the widest range of users, including short protected bikeway segments on lower stress streets
- Prioritize connecting activity centers and the Gaithersburg network to other existing and planned networks (e.g., Rockville, County)
- As part of the City’s Pavement Management Program commit to protected bike facilities for any roads that could support a “Breezeway Network”

Policy Guidance Request #2

- Clarify the sidewalk riding prohibition for bicycles to facilitate interim network access

In Summary

- The Transportation Committee is pleased to provide input to the Mayor and City Council's objective of becoming a BFC.
- While there are a number of actions that must be taken before we are eligible to achieve this designation, Gaithersburg is well on its way.
- The most important actions for the near-term, and those that require direct Mayor and City Council input, are to complete the NIST-124 Loop and convert the current network into the *Gaithersburg Breezeway*.
- We hope the Mayor and City Council will provide the necessary fiscal and policy guidance needed for Gaithersburg to be designated a BFC.
- Achieving this designation would provide important health, economic, civic, community and other benefits to the city and its businesses, and would attract the "best and the brightest" residents, most of whom are interested in alternative modes of transportation.

Mayor and City Council Agenda Item Request

Meeting Date: 11/28/2016

Type: Work Session Discussion

Call to Podium:

Jim McNulty, Committee Member
Sharon Disque, Business Services Coordinator
Tom Lonergan, Staff Liaison

Agenda Item Title:

Annual Briefing - Olde Towne Advisory Subcommittee

Responsible Staff and Department:

Sharon Disque, Business Services Coordinator
Tom Lonergan, Economic Development Director

Desired Outcome from Council:

Receive presentation

SUPPORTING BACKGROUND ON NEXT PAGE

Mayor and City Council Agenda Item Request

Supporting Background Information:

This briefing provides an update on the activities of the Olde Towne Advisory Subcommittee during 2016. Members participated in discussions that furthered the goals of the subcommittee, including enhancing business attraction and retention, and improving the aesthetics of the neighborhood.



Olde Towne Advisory Subcommittee Annual Briefing

Mayor and City Council Work Session
Monday, November 28, 2016



OTAC: Who We Are

- An interdisciplinary subcommittee comprised of residents, business owners and property owners
- The “eyes and ears” of Olde Towne

OTAC Members

- Lenny Levy, Chair
- Richard Arkin
- Garrie Black
- Cathy Drzyzgula
- Jef Fuller
- Linda Hanson
- Dan Lane
- Robert Love
- Larry Luhn
- Jim McNulty
- Yvette Monroe
- John Roddy
- Philip Wilk



What We Do

Advocate for Olde Towne:

- Economic Development
- Revitalization
- Safety & Security
- Aesthetics

Our Charge & Goals

- In accordance with the City's goal of establishing Olde Towne as the civic, social, and cultural heart of Gaithersburg, OTAC was established to promote and assist the Mayor and City Council in coordinating the revitalization efforts
- Promote and support the ongoing redevelopment of Olde Towne
- Advocate/promote Olde Towne businesses and encourage continued growth
- Assist with establishing Olde Towne as the civic, social and cultural heart of Gaithersburg

Making Progress

- 16 South Summit acquired; to become new Police HQ
- Former Roy's Place renovated; La Casita now open
- Design and construction docs completed for new Park Plaza at Summit & Diamond Avenues
- Enhanced streetscape for East Diamond Avenue also planned; landscape architect retained as part of Park Plaza design work; design 30% complete
- Fishman Site under contract; developer proceeding with due diligence for mixed use
- Crossings at Olde Towne completed; estimated investment of \$46 mm

But Challenges Remain...

- Office vacancy rate higher than Citywide average
- Upcoming WSSC water & sewer main replacement project to be disruptive
- Archstone/Gaithersburg Station ground floor retail remains unoccupied
- Key sites yet to be redeveloped
- New multifamily projects threaten occupancy in existing apartments
- Crime and/or the perception of crime

2016 Meeting Topics: Fishman Parcel

- A representative from Ellisdale Construction presented his company's plans for this City-owned property
- A mixed-use building would include ground floor retail and approximately 100 apartments
- Structured parking between the building and CSX tracks would serve as a buffer
- The proposed garage could include public parking

2016 Meeting Topics: Olde Towne Park Plaza and Streetscape

- Committee members reviewed two preliminary designs and engineering for the plaza and streetscape
- Consensus favored the blending of the two design concepts presented
- Members specifically endorsed the following key features:
 - An interactive water feature
 - Landscaping to buffer plaza from Summit Ave. traffic
 - Integration of the existing bus stop into the design

2016 Meeting Topics:

Business Improvement Districts

- Proposed changes to Maryland's Business Improvement Districts (BIDs) failed to garner legislative support, but will be reintroduced in 2017's General Assembly
- Members reviewed information on legal requirements in other states – who, how and who pays
- Examples of successful BIDs were examined
- Follow-up activity will depend upon changes to Maryland law

2016 Meeting Topics: Business Attraction

- How a retailer chooses a new location was studied, with a video from Starbucks demonstrating the use of demographic information in its analysis
- Members reviewed location requirements for a variety of retailers, including Dunkin Donuts, Aldi, Lidl and a pizza chain
- Olde Towne site characteristics – especially traffic counts - were then compared with retailer needs

2016 Meeting Topics: Neighborhood Demographics

- Continuing the discussion on site location and Olde Towne characteristics, members reviewed “Tapestry Segmentation,” a categorization of household types by Esri, a national source used by retailers
- Local household incomes and buying preferences were explored, recalibrating member impressions of Olde Towne
- Within ½ mile of the plaza, the largest segments are now “American Dreamers” and “Metro Renters”

2016 Meeting Topics: Crime

- Officer Dan Lane from the Gaithersburg Police Department met and reviewed the most recent neighborhood crime statistics
- Perception of crime continues to be a larger challenge for the neighborhood than actual incidence of crimes
- New initiatives from the police department include establishing a safe place for online transaction exchanges and a proposed registry of residents' cameras

2016 Meeting Topics: Automotive Uses

- Central Business District (CBD) zoning prevents automotive uses from moving into new spaces, but these businesses remain in “grandfathered” locations
- Smaller, older buildings fronting East Diamond with rear boundaries against the railroad tracks are not attractive office/retail locations
- Members supported the possibility of allowing these uses under a “special exception”

Business Expansion & Growth Objectives

- Continue to pursue new residents and office tenants to support Olde Towne retailers and restaurants
- Support attraction of quality, destination retailers and restaurants
- Continue to assist the contract purchaser of the Fishman site as plans move forward for a mixed-use development
- Protect existing incentives, especially those associated with the Enterprise Zone



Questions?

Mayor and City Council Agenda Item Request

Meeting Date: 11/28/2016

Type: Work Session Discussion

Call to Podium:

Tony Salah, Committee Member
Tom Lonergan, Staff Liaison

Agenda Item Title:

Annual Briefing - Economic and Business Development Committee

Responsible Staff and Department:

Tom Lonergan, Economic Development Director

Desired Outcome from Council:

Receive presentation

SUPPORTING BACKGROUND ON NEXT PAGE

Mayor and City Council Agenda Item Request

Supporting Background Information:

This briefing will cover the activities of the Economic & Business Development Committee, which support the preservation and growth of employment opportunities and commercial investment within the City.

Economic and Business Development Committee Annual Briefing

Mayor & City Council Work Session
Monday, November 28, 2016

Committee Members

- Don Fatzie, Co-Chair
- Tracie Seward, Co-Chair
- Henry Bernstein
- Scott Friedman
- Vishal Gupta
- Jeffrey Hines
- John Lin
- Matthew Markiewicz
- Erik Morrison
- Laurie-Anne Sayles
- Colleen Sico
- Tony Salah
- Dileep Thatte
- Phil Usatine
- Chandra Wright
- Council Liaison: Ryan Spiegel

Strategic Direction: Guiding Principles

- The City needs a growing and sustainable tax base
 - › A larger tax base provides the resources to achieve its vision
 - › Pays for services and programs
 - › Provides a diversity of employment opportunities

Strategic Direction: Guiding Principles

- Key Approaches
 - Focus on retaining businesses currently in the City and helping them grow and prosper
 - Attract new businesses in growing industries that provide stable, well paying jobs
 - Outreach and ombudsman role to build strong relationships with businesses and other economic development groups & agencies

As Ombudsmen, We Highlight Our Strengths...

- ◎ Well Educated Workforce
- ◎ Strategic Location
- ◎ Public Transit Options
- ◎ Local Incentives
- ◎ Municipal Zoning and In-House Permitting & Inspections

And Help To Address Our Challenges

- Soft Office Market
- Dwindling Lab Space Inventory
- Frederick Avenue Corridor & Olde Towne
- Suburban Image
- Competing Priorities
 - Historic Preservation, Affordable Housing

2016 Meeting Topics:

Committee Breakfast: Bob Buchanan

- ❖ Bob Buchanan, Chairman of the newly-established Montgomery County Economic Development Corporation, provided the keynote address for the 2016 Committee Breakfast
- ❖ Discussed ongoing county economic development challenges, as well as potential new approaches to be undertaken through this private/public partnership model

2016 Meeting Topics: *Height Restrictions Text Amendment*

- ❖ Greg Mann, Planner II, led a presentation and discussion of a proposed Zoning Text Amendment to increase the maximum building height in E-1 (Urban Employment) and E-2 (Moderate Intensity Industrial Park) zones
 - Amendment would increase the maximum building height the above-mentioned zones to 85 feet.
- ❖ Committee supported modifying the maximum allowable building height in the E-1 and E-2 zones to 85 feet citing that such a change will:
 - Encourage redevelopment of properties within these zones
 - Support denser development of land, which is a limited resource within the City
 - Create opportunity for greater job creation

2016 Meeting Topics: *Watkins Mill Interchange*

- ❖ Discussion followed on the MD Department of Transportation's suspension of the bid process, and possible reconfiguration of, the Watkins Mill interchange.
- ❖ Councilmember Spiegel described the City's response, to date, and staff provided background information on economic development activities affected by the project.
- ❖ Staff agreed to draft a letter to the Governor and other appropriate parties on behalf of the Committee, supporting prompt construction of the full-access interchange as previously planned and funded.

2016 Meeting Topics: *700 Quince Orchard Road Rezoning*

- ❖ Attorney Eric Leatham (Ballard Spahr) and representatives from Rock Creek Capital (owners of 700 Quince Orchard Road) presented information on a rezoning application and proposed redevelopment of the former DRS building and two adjacent parcels.
- ❖ Discussion followed on the opportunity for new investment in the properties and the potential impacts of the proposed uses.
- ❖ Members expressed general support for mixed use projects, but were concerned about the condition and future of the former DRS building, particularly once its parking fields are developed into new housing

2016 Meeting Topics: *Fishman*

- ❖ Loren Pope from Ellisdale Construction, presented a plan to redevelop the City-owned “Fishman” parcel at 315 East Diamond Avenue.
- ❖ The company is evaluating the site for a potential mixed-use development that would include ground floor retail, 105 upper story apartments, and structured parking.
- ❖ Enterprise Zone benefits and conveyance of the parcel by the City at no cost to the developer will be critical for the project to proceed.
- ❖ Members indicated eagerness to finally develop the long-vacant site, but voiced concerns about an urban-scale project’s compatibility with the surrounding commercial district.

2016 Meeting Topics: *Park Plaza Update*

- ❖ Staff shared the concept plan for Park Plaza improvements in Olde Towne, which was at 30% design.
- ❖ Discussion followed on integrating the plaza with the Ellisdale/Fishman project.
- ❖ Also discussed was the elimination of surface parking from the project and the balancing of neighborhood business preferences and parking demands.

2016 Meeting Topics: *Lakeforest Mall*

- ❖ Staff provided Committee members with a general briefing on the state of Lakeforest Mall, including leasing activity, redevelopment challenges, and the general ways by which distressed commercial properties change ownership.
- ❖ Committee members suggested the composition of a letter to the ownership expressing concerns about the state of the property.
- ❖ Staff was unsure about how effective such a letter would be, and learned shortly thereafter of 5 Mile Capital's debt transferring to special servicing.

2016 Meeting Topics: *Johnson Annexation*

- ❖ Rob Robinson, Long Range Planning Manager, presented an overview of the pending Johnson Annexation application for property at the northwest quadrant of Darnestown Road and Quince Orchard Road.
- ❖ Seeking a resolution, there was a motion to recommend that the City annex the property. Discussion followed.
- ❖ Motion was amended to support annexation following appropriate resolution of traffic impacts upon Quince Orchard High School morning traffic, and pedestrian and bicycle access. Approved unanimously.

2016 Meeting Topics: NIST

- ❖ Paul Zielinski, Director, Technology Partnerships Office at NIST shared a presentation on the resources available to entrepreneurs and industries at NIST.
- ❖ Discussion followed on ways to promote public-private partnerships between the facility, its employees and associates, and the local business community.
- ❖ A future tour of the campus was proposed.

2016 Meeting Topics: CBD/ Automotive Uses

- ❖ Planning staff met to discuss potentially accommodating certain automotive uses as a Special Exception within a portion of the Central Business District (CBD) Zone, along East Diamond Avenue, east of the Grainery (401 East Diamond).
- ❖ Automotive uses are explicitly prohibited within the CBD Zone.
- ❖ Discussion concentrated on the prevalence of auto related businesses currently operating in this portion of the CBD, strong market demand, and various site constraints within this area which make residential and/or mixed use projects challenging.

2017 Priorities

- ◉ Lakeforest Mall
- ◉ 355 Corridor Revitalization
- ◉ Olde Towne Revitalization
- ◉ Website Maintenance & Improvements
- ◉ Further Diversifying Local Economy

Questions?

Mayor and City Council Agenda Item Request

Meeting Date: 11/28/2016

Type: Work Session Discussion

Call to Podium:

Tom Lonergan, Economic Development Director

Agenda Item Title:

Economic Development Incentive Programs Report

Responsible Staff and Department:

Tom Lonergan, Economic Development Director

Desired Outcome from Council:

Receive presentation

SUPPORTING BACKGROUND ON NEXT PAGE

Mayor and City Council Agenda Item Request

Supporting Background Information:

Staff will provide information on incentives provided to expanding companies via the Economic Development Toolbox and the Economic Development Opportunities Fund. Also included in the update is information on Toolbox program changes.

Economic Development Incentive Programs Report

**Mayor & City Council Work Session
Monday, November 28, 2016**

City of Gaithersburg MARYLAND
OFFICE OF ECONOMIC DEVELOPMENT

Economic Development Toolbox

- Designed to provide diversified economic development incentives that can be broadly applied to existing businesses and eligible commercial buildings/spaces across the City.
- Consists of a program of one-to-one matching grants directed toward businesses that exhibit growth potential and provide stable, well-paying jobs.

Matching Grants

- Tenant Fit-Up
- Job Training
- Commercial Signage Assistance
- Demolition Assistance
- ADA Upgrades
- Utility Upgrades
- Storefront/Landscaping (Olde Towne)
- Custom

Toolbox Program Modifications

- After 6 years, the Toolbox program had demonstrated success and further distinguished the City from competing locations.
- Staff's assessment of Toolbox applications and awards to date provided insight on the market.
- Program amendments were implemented in 2016 to better attract target industries and support properties in need of new investment.
- The Economic & Business Development Committee and local commercial real estate professionals vetted the following changes:

Toolbox Program Modifications

Maximum Benefit

- Previously: \$50,000, over the life of the business
- Now: Retain \$50,000 cap, but allow a second traunch after 5 years to support expansions within the City

Toolbox Program Modifications

Tenant Fit-Up Grant

- Lease Term: 5 or more years (No Change)
- Vacancy Threshold
 - Previous: 2 years
 - Now: 1 year
 - Downtime between tenants is rarely less than 2 years
 - Change avoids the need to make an exception for rare occurrences
- Previous Category Maximum Grant: \$25,000
 - Standard Grant: \$2/square foot
 - Enhanced Grants for Olde Towne/Bio/Lab: \$3/square foot

Toolbox Program Modifications

Tenant Fit-Up Modifications

- Tenant Fit-up Rate Increased to \$4/square foot & Maximum Tenant Fit-up grant to \$50,000 for:
 - Olde Towne Space
 - Bio/Lab Space
 - Facilities older than 25 years
- Increase reflects the higher capital investment typically required for this particular targeted industry
- Greater costs associated with renovation of older properties
- Provides incentive for tenants to consider Olde Towne and 355 Corridor

Toolbox Program Modifications

Demolition Assistance

- Previous Category Maximum: \$25,000
- Increased to \$35,000
- Accommodates higher demolition costs inherent in renovation of older properties

ADA Upgrades

- Previous Category Maximum: \$10,000
- Increased to \$20,000
- Category maximum has not increased, although costs have

Toolbox Program Modifications

Utility Upgrades

- Previous Category Maximum Grant: \$10,000
- Now Increased to \$20,000
- Removed restriction limiting category to Olde Towne
- Encourages capital investments in systems that otherwise contribute to obsolescence
- Promotes energy efficiency, sustainability

Toolbox Program Modifications

Commercial Signage

- Category Maximum Grant Remained at \$10,000
- Expanded to Rt. 355 corridor and Olde Towne
- Eliminated multitenant requirement in these 2 targeted areas
- Promotes improvement of appearance of older commercial areas

Toolbox Program Modifications

New Category: Storefront & Landscaping

- Limited to Olde Towne
- Maximum Grant of \$10,000
- Addresses deteriorating facades and general aesthetics of the central business district

Spectrum Technology

A grant for \$17,363 was awarded to Spectrum Technology to assist with improving 2,600 sq ft of newly leased space at 12 South Summit Avenue

- Category: Tenant Fit-Up/ Interior Demolition/ Utility Upgrades
- Total Project Investment: \$103,000
- Status: Complete
- Jobs: 27



Thibadeau Mortuary Services

A grant for \$5,000 was awarded to Thibadeau Mortuary Services to support costs associated with new signage and landscape enhancements at 124 East Diamond Avenue.

- Category: Commercial Signage & Storefronts/Landscaping (Olde Towne)
- Total Project Investment: \$10,000
- Status: Under Construction
- Jobs: 5



ZeroK Nanotech

A grant for \$23,033 was awarded to ZeroK Nanotechnology to assist with improving 3,707 sq ft of new office and lab space at 401 Professional Drive

- Category: Tenant Fit-Up, Utility, Interior Demolition
- Total Project Investment: \$116,000
- Status: Complete
- Jobs: 2



HSU Construction

Two grants totaling \$50,000 were awarded to HSU Construction to assist with full renovations for approximately 10,126 sq ft of newly purchased HQ space at 507 North Frederick Avenue

- Category: Tenant Fit-Up, Interior Demolition, ADA Upgrades, Utility Upgrades
- Total Project Investment: \$351,000
- Status: Complete
- Jobs: 60



ARC Document Solutions

A grant for \$11,580 was awarded to ARC Document Solutions to assist with costs associated with improving 3,860 sq ft of newly leased office and production space at 804 West Diamond Avenue

- Category: Tenant Fit-Up
- Total Project Investment: \$30,000
- Status: Complete
- Jobs: 4



Parra Consulting Group

A grant for \$14,504 was awarded to Parra Consulting Group to assist with costs of improving 3,626 sq ft of newly leased office space at 702 Russell Avenue

- Category: Tenant Fit-Up
- Total Project Investment: \$52,000
- Status: Complete
- Jobs: 13



In Vitro Science

A grant for \$25,200 was awarded to In Vitro Science to assist with costs for improving approximately 8,840 sq ft of office and lab space at 30 West Watkins Mill Road

- Category: Tenant Fit-Up
- Total Project Investment: \$424,000
- Status: Complete
- Jobs: 31



EcoDomo

A custom grant for \$29,124 was awarded to EcoDomo to assist with costs associated with improving 7,281 sq ft of newly leased space at 630 East Diamond Avenue

- Category: Tenant Fit-Up/Demolition/ADA Upgrades
- Total Project Investment: \$300,000
- Status: Under Construction
- Jobs: 6



La Casita

A grant for \$50,000 was awarded to La Casita to assist with tenant improvement costs associated with renovating 3,131 sq ft of newly acquired restaurant space

- Category: Tenant Fit-Up/Utility Upgrades/ADA Upgrades/Interior Demolition
- Total Project Investment: \$250,000
- Status: Complete
- Jobs: 20



Financial Training Incorporated

A grant for \$7,094 was awarded to Financial Training Incorporated to assist with costs associated with renovating 3,547 sq ft of newly leased office space at 9801 Washingtonian Boulevard

- Category: Tenant Fit-Up
- Total Project Investment: \$300,000
- Status: Complete
- Jobs: 6



45 West Watkins Mill Road

A grant for \$50,000 was awarded to Tritower Financial Group to assist with costs associated with renovating and converting 6,233 sq ft of obsolete flex space at 45 West Watkins Mill Road into new lab and office space

- Category: Tenant Fit-Up/ Utility Upgrades/ ADA Upgrades/ Interior Demolition
- Total Project Investment: \$657,000
- Status: Complete
- Jobs: 0



2016 Toolbox Program Recap

Toolbox (Approved & Pending Grants):

- Tenant Fit-Up: \$137,597
 - ADA & Utility Upgrades: \$80,137
 - Demolition Assistance: \$49,965
 - Commercial Signage: \$10,000
 - Storefront/Landscaping: \$2,500
 - Job Training: \$2,000
-
- TOTAL TOOLBOX ASSISTANCE: \$282,199
 - TOTAL PRIVATE INVESTMENT: \$2,593,000
 - SPACE SECURED/IMPROVED: 52,951 sq. ft.
 - JOBS CREATED OR SUPPORTED: 174

Economic Development Opportunities Fund

- The Economic Development Opportunities Fund was established in 2010 to support unique business development opportunities and to provide a ready pool of cash that can be drawn from to help entice companies to, or remain within, the City of Gaithersburg

LaunchLabs

- A grant for \$100,000 was awarded to Alexandria Real Estate (ARE) to construct approximately 6,000 sq ft of specialized, state-of-the-art lab and office space at 708 Quince Orchard Road as part of a collaborative partnership between the City, ARE, Montgomery County, and BioHealth Innovation (BHI) to help accelerate early-stage, life-science companies
- LaunchLabs consists of five, 1,200 rentable square foot modules, as well as access to communal areas and equipment such as autoclave, glass wash, and specialty water.
- BHI provides startup and entrepreneur-in-residence programs to guide the early-stage life science companies.

ALEXANDRIA
LAUNCHLABS™

MRI Global

- A grant for \$85,000 was awarded to MRI Global, a contract research organization, to support tenant improvement costs associated with the company's relocation of its local research facility from Rockville to 65 West Watkins Mill Road
- MRI Global invested at least \$3.6 million in approximately 42,900 sq ft of office and lab space
- Relocated a minimum of 55 FTE employees to 65 West Watkins Mill Road, and pledged to employ a minimum of FTE 60 employees at the Gaithersburg site by December 31, 2018



Investments To Date

- **Toolbox**

- 59 Grants Totaling \$963,000 Awarded
- 1025+ Jobs Supported

- **Opportunities Fund**

- 7 Grants Awarded
- \$1,448,758
- 1730+ Jobs Supported
- 499,000 sq ft Office/Lab Space Secured

Questions?

Outside Correspondence

From: marlene rivas <rivasml8@gmail.com>
Date: November 20, 2016 at 7:49:59 PM EST
To: <rspiegel@gaithersburgmd.gov>
Subject: Multicultural Committee

Hello,

My name is Marlene Rivas and I am a long time resident of Gaithersburg. I am interested in joining the Multicultural committee. Please advice how to proceed.

Thank you,

Marlene Rivas

Sent from my iPhone

Monthly Reports



Gaithersburg

OCTOBER 2016 MONTHLY REPORT



City Manager's Office

Significant Departmental Actions

City Manager's Office

- CM Tomasello met with DF&A Walker to discuss the Asset Replacement Fund.
- CM Tomasello and DCM Enslinger attended the Council in the Communities meeting for Shady Grove Villages, Washingtonian Village and Reserve at Crown Pointe.
- DCM Enslinger completed resolution of items from Environmental Protection Agency audit.
- DCM Enslinger met with Rockville and Takoma Park on County Stormwater MOU.
- DCM Enslinger met with Delegate Barve regarding Stormwater Management (SWM) legislation City is submitting this session.

Mayor and Council and Legal Services

- Staff participated in weekly Accela trainings for the implementation of the new meeting management system.
- CA Board attended the International Municipal Attorneys Association annual conference.
- CA Board attended the Maryland Municipal League Fall Conference.
- CA Board and ACA Johnson participated in a webinar on Rights-of-Way Control and Compensation.
- CA Board testified at the Land Use and Ethics Subcommittee of the House Environment and Transportation Committee Work Session on standing in comprehensive rezonings.
- ACA Johnson successfully handled five municipal infraction cases.
- Staff prepared or reviewed 49 contracts and amendments; 8 grant agreements; 2 MOUs, 3 GHALP settlement; 1 plat; and 1 Economic Development Toolbox Agreement.
- Staff processed 13 requests for public information.

Environmental Services

- Hosted Environmental Affairs Committee (EAC) meeting and free Community Shredding and E-Recycling event at Bohrer Park; prepared annual update presentation for the EAC.
- Chaired a Urban Sustainability Directors Network (USDN) District Energy work group conference call; attended the USDN Annual Meeting in Toronto
- Participated in the Metropolitan Washington Council of Governments Built Environment and Energy Advisory Committee (BEEAC) meeting via conference call.
- Met with PW staff and Sean Williamson of the Environmental Finance Center regarding the Maryland Smart Energy Communities (MSEC) grant and energy/petroleum consumption reduction planning.

Meetings/Events/Community Involvement

City Manager Tomasello attended the following events and meetings:

- Metropolitan Washington Council of Governments (MWCOC) Chief Administrative Officers
- Local Government Insurance Trust Board of Trustees annual meeting
- PW Career Path Committee meeting
- Wellness Day
- Snow Road-eo with DCM Enslinger
- 25th Annual Oktoberfest with DCM Enslinger

Deputy City Manager Enslinger attended the following events and meetings:

- Summit on Financial Leadership - Governing Magazine
- Transportation Policy Board meeting
- MML Montgomery County Chapter joint meeting with Prince Georges County Municipal Association
- Gaithersburg Financial Fitness Challenge Launch

Communications

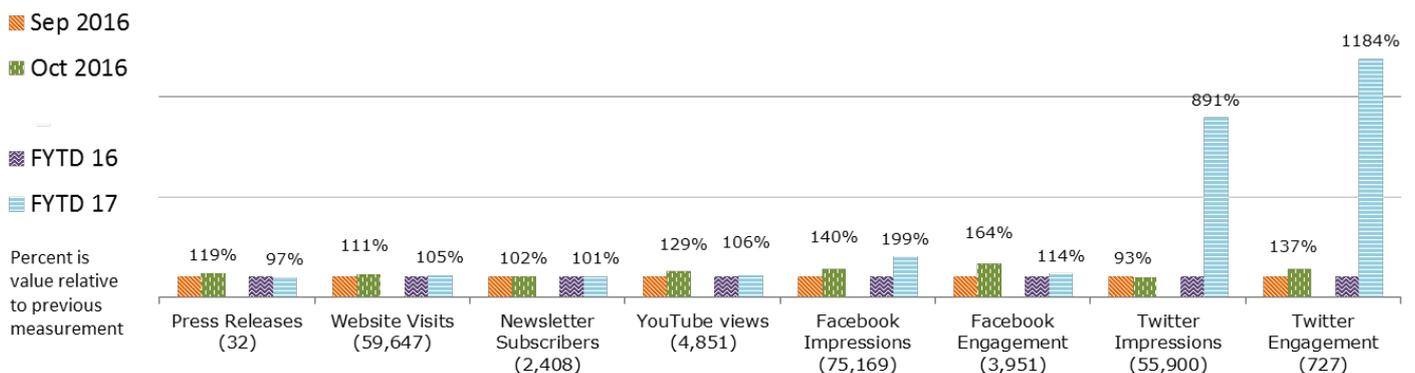
Significant Departmental Actions

- Assisted with announcements and notifications of the passing of Henry Marraffa; assisted with memorial service.
- Supported Oktoberfest with website content, advertising, social media postings and video spots. Created Snapchat filter for event. It enjoyed 391 uses in 6 hours, with nearly 20,000 views.
- Finalized design, determined printing specs and, with IT, began MailMerge process for new business cards.
- Finalized plans for snow removal procedures and communications, revised website [content page](#), and sent memo to the Mayor and City Council.
- Promoted and covered the Snow Road-eo live on social media.
- Assisted with coordination of WHAG-TV [feature piece](#) on Wells/Robertson House volunteer clean-up of peony gardens at Seneca Creek State Park.
- Created custom newsletter for the Olde Towne Youth Center.
- For Financial Fitness Challenge, created English/Spanish Passports, signage, and promoted event.
- Created a [Healthy Selfie](#) photo booth and video for Employee Wellness Day.
- Created website Project Pages for Carvana Automobile Center, Kentlands Apartments SDP, and Code amendments for Amusement Centers/Recreational Facilities.
- Televised six meetings of the Mayor & City Council, Planning Commission and Board of Appeals; live Tweeted the regular Council meeting.
- Produced Go! Gaithersburg pieces: [Outdoor Fire Safety](#), [After Hours Series](#), [Holiday Giving](#). Produced promotional spots: [Gaithersburg Shreds](#), [Winter Lights Event Nights](#), [Veterans Day](#). Produced Cultural Arts spots: [The Wizard of Oz](#), [Postmortem](#).
- PIO Projects: Boo! at the Barn, CAFR Audit Report Graphics, All Aboard with Santa, Community Museum Discovery Day, Winter Lights, CHARACTER COUNTS!, Winter Sports, Gaithersburg Shreds, Gaithersburg Chorus, Tot Time/Casey Logos, 2017 Public Meeting Calendar, Benjamin Gaither Center Newsletter, Arts on the Green events.
- Most visited webpages: Oktoberfest and Marraffa statement from the Mayor.

Meetings/Events/Community Involvement

- Meetings: Cybersecurity and IT Staff Meet & Greet; Arts Barn staff re: custom newsletters for arts and events; vendors for digital signage and cinema slide advertising for Winter Lights.
- Met with Educational Enrichment Committee chair to discuss ideas for additional involvement of Junior Mayor.
- Participated in COG/WMATA conference call to discuss messaging for SafeTrack Surge #10 impacting the Metro Red Line.

Key Performance Data



Community Services

Significant Departmental Actions

Community Services (CS)

- Staff coordinated the launch of the Gaithersburg [Financial Fitness Challenge](#) at La Casita Restaurant. The Mayor and a representative from Corporation for Enterprise Development (CFED), the grantor, were in attendance.
- Staff presented CHARACTER COUNTS! & Financial Wellness information at Employee Wellness Day.
- Wells and Community Services staff attended a team building retreat at Terrapin Adventures.
- Resource information distributed to 200 drivers at the Gaithersburg Shreds event and 600 children at Lakeforest’s Mall-o-ween.
- Community Services and IT staff met with a vendor to learn more about options/costs for a grant portal for FY19.

Homeless Services (HS)

- Participated in the Montgomery County Outreach Blitz to engage and count street homeless on October 19 & 20. The effort sought to identify/count chronic homeless individuals on the streets for the 2016 Ending Chronic Homeless campaign.
- Division Manager and Clinical Supervisor completed training on the new Vulnerability Index-Service Prioritization Decision Assistance Tool (VI -SPDAT) to assess vulnerability of homeless individuals.
- Wells/Robertson House was featured in an Emerging Local Government Leaders [online](#) article.

Meetings/Events/Community Involvement

Community Services (CS)

- Attended Rotary Club outreach meetings to raise funds for the CHARACTER COUNTS! scholarship fund.
- Assisted with the annual Community Advisory and Educational Enrichment Committee presentations to the M&CC.
- Attended annual School Community United in Partnership Conference and coordinated quarterly Coalition of Providers meeting with 80 in attendance.

Homeless Services (HS)

- Residents: “Gratitude in Action” Corps participated in a meeting about caring for a Peony Garden and participated in the subsequent clean-up. The effort was featured on [WHAG-TV](#). Residents stuffed bags with Community Service fliers for the shredding event, handed out the bags, and directed customers.
- Resident Team Building Activity included a night at the movies to see “A Generation Found,” a film that addresses some social issues.
- Division Manger and Clinical Supervisor/Discharge Coordinator attended Montgomery County Continuum of Care, Education and Outreach Committee meetings, Singles Teaming meetings, and Housing Priority Committee meetings.

Key Performance Data

Service	October 2016	FY YTD 2017	FY YTD 2016	YTD comparison
Case Coordination (households)	10	79	80	-1.3%
School and CC! Contests(youth participants)	0	100	452	0.0%
Educational/Outreach Events (individuals)	1,000	1,193	2,591	-54.0%
Housing Assistance (households)	5	9	6	50.0%
Wells/Robertson House (bed nights)	455	1,545	1,617	-4.5%
DeSillum House (bed nights)	155	610	615	-0.8%
Street Outreach (direct service hours)	12	28	123	N/A
Housing Initiative Program (individuals)	5	5	5	0.0%

Economic Development

Significant Division Actions

- EDD Lonergan and BSC Disque met with a prospective biotech tenant for 6,700 sq. ft. of recently renovated office and lab space at 45 West Watkins Mill Road.
- EDD Lonergan attended the Chamber of Commerce’s annual Upcounty Business Breakfast at Hughes Network Systems in Germantown.
- EDD Lonergan and BSC Disque met with representatives from Renaud Consulting to discuss site selection criteria for a regional retail store seeking a location in Gaithersburg.
- EDD Lonergan and BSC Disque attended the ribbon cutting ceremony for Saint Gobain’s newly-leased office and production facility at 50 West Watkins Mill Road.
- EDD Lonergan and BSC Disque met with representatives from Jones Lang LaSalle to discuss the King family property listings along East Diamond and North Summit Avenues.
- Staff attended a meeting of the Montgomery County Governmental Operations Committee to monitor proposed changes to the Enterprise Zone program.
- Staff met with Bill Magruder and his team to discuss potential concepts for the recently acquired “Amatucci site” at 15 Fulks Corner Avenue.

Meetings/Events/Community Involvement

- Economic & Business Development Committee hosted Paul Zielinski, Director of NIST’s Technology Partnerships Office, to discuss efforts by NIST to support commercialization efforts.
- Olde Towne Advisory Subcommittee hosted Officer Dan Lane from the Gaithersburg Police Department to discuss crime activity and trends in Olde Towne.

Key Performance Data

Category	September 2016	September 2016	August 2016	July 2016
Class A & B Vacancy	9.0%	9.2%	8.6%	8.6%

Finance & Administration

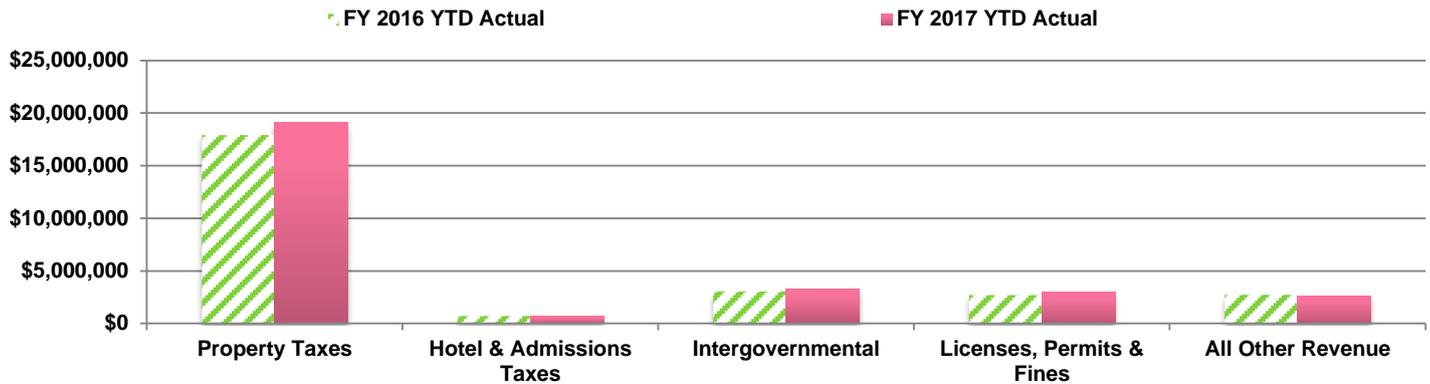
Significant Departmental Actions

- Finance worked with the City’s External Financial Auditors to complete the audit and publish the City’s Comprehensive Annual Financial Report. The report was filed with Maryland and is published on the City’s website.
- Procurement worked with other City departments to publish two major solicitations online: City Hall Roof Replacement and A&E Services for the Property on 16 S. Summit Avenue.

Key Performance Data

Revenues

General Fund Revenue	FY16 YTD Actual	FY17 Budgeted	FY17 YTD Actual	Percent Collected
Property Taxes	\$17,894,093	\$25,987,700	\$19,091,368	73%
Hotel & Admissions Taxes	\$716,674	\$2,370,000	\$692,578	29%
Intergovernmental	\$3,032,010	\$14,471,893	\$3,300,227	23%
Licenses, Permits & Fines	\$2,711,209	\$6,589,183	\$3,010,299	46%
All Other Revenue	\$2,727,293	\$17,213,781	\$2,568,686	15%
Total General Fund Revenues:	\$27,081,279	\$66,632,557	\$28,663,158	43%



Expenditures

General Fund Expenditures	FY16 YTD Actual	FY17 Budgeted	FY17 YTD Actual	Percent Expended
City Manager's Office	\$576,931	\$1,878,680	\$606,914	32%
Community & Public Relations	\$962,988	\$3,123,154	\$873,578	28%
Finance & Administration	\$518,836	\$1,543,157	\$386,730	25%
Human Resources	\$297,372	\$948,019	\$296,340	31%
Information Technology	\$704,346	\$1,876,173	\$550,338	29%
Mayor & City Council	\$100,822	\$310,280	\$90,137	29%
Parks & Recreation	\$3,119,855	\$8,478,898	\$3,001,973	35%
Planning & Code	\$1,547,285	\$6,002,534	\$1,578,342	26%
Police	\$3,309,766	\$9,123,925	\$2,768,595	30%
Public Works	\$4,131,945	\$13,082,128	\$3,184,099	24%
Non-Departmental & Transfers	\$16,219,416	\$20,265,609	\$15,888,011	78%
Total General Fund Expenditures	\$31,489,562	\$66,632,557	\$29,225,057	44%



Human Resources

Significant Departmental Actions

- The following full-time job announcements were posted: Procurement Division Chief (F&A); Equipment Operator II (PW); Project Manager/Systems Analyst III (IT); Equipment Operator I (PW).
- The following part-time job announcements were posted: Program Coordinator (PR&C); Receptionist (PR&C); Parking Enforcement Official (Police); Administrative Aid (C&PR).
- 355 employment applications were received.
- Staff from HR, Finance and IT worked together to implement the Kronos Timekeeping system upgrade; the new version went Live on October 31. Leading up to the go-live date the team held 12 training for both managers and staff to ease the transition to the updated version. Demo’s were held on October 12, 13, 14 and 20.

Meetings/Events/Community Involvement

- Staff attended the Local Government Insurance Trust meeting in Annapolis.
- Staff attended a Montgomery County Safety Insurance Program (MCSIP) meeting.
- Staff conducted three new hire orientations and two exit interviews.
- Sexual Harassment Training was held at the Activity Center.
- The 10-week Supervisor Training Course started on October 4; this is the third session the City has offered.
- A Heart Health workshop was offered to Public Works.
- Staff assisted PW with interviews.
- Staff attended the ADA (Americans’ with Disabilities Act) conference in Baltimore.
- The Employee Recognition Committee met on October 18 to select the winners of the third quarter. The Employee of the Quarter was awarded to Frank Johnson (CMO) and the Team of the Quarter was awarded to the Fourth of July Celebration Team. The awards will be presented at the November 21 M&CC meeting.
- Staff volunteered to judge in PW Snow Road-eo.
- Wellness Day was held at the Activity Center on October 21. The City provided flu vaccines to 180 employees, retirees and their eligible dependents. There were also over 30 vendors in attendance providing information and resources on a wide variety of Wellness topic, and lunch was provided.
- Director Yocklin and a Public Works employee provided a video testimonial for his health success; the employee used a health coach via a City benefit provider -Connect Care 3.
- A Mental Health workshop was offer to all employee at the Robertson Park Youth Center on October 28.

Key Performance Data

Category	October FY 2017	October FY 2016	Year-to-Date FY 2017	Year-to-Date FY 2016
Workers Compensation	0	2	12	24
New Hires	3	2	7	8
Terminations	2	2	7	6
Retirements	0	0	1	1

Information Technology

Significant Departmental Actions

- Additional Camera Placements - Completed projects to install additional facility cameras at four facilities: Community Museum, Wells Robertson House, the Police Station, and the Benjamin Gaither Center. Wiring and installation of the cameras was done in association with the wiring work for the phone system project. Work at the first three facilities mentioned included external cameras, providing staff with better security and awareness of actions outside the respective buildings.
- Storm Water Program Fee 2016 - Completed a project to support the Storm Water Fee program for 2016. Fees were calculated and submitted to Montgomery County last June, and an updated Storm Water Fee lookup page went live on June 30th. The last phase was to calculate the credits due to people and entities which have made improvements to reduce their over all fees. The credit information was provided to the Finance Department for processing.
- Support Oktoberfest - Helpdesk staff provided computer and Point-of-Sale equipment to support activities at the Kentlands Mansion as part of the 2016 Oktoberfest celebration.
- Activity Center Improvements. The Helpdesk team completed a series of efforts in support of the facility improvements at the Activity Center. For each phase of the project, computers and users were relocated and provided alternate work space, and then moved back at the end of the phase. Helpdesk staff used the effort as an opportunity to upgrade computers which were due to be replaced.
- New Hires - The information Technology Department welcomed two new members to its Help Desk staff. Dwight Davenport and Marco Alvarado joined the team on October 7th.
- At the request of the Finance Department, set up the budget systems in preparation for Fiscal Year 2018.
- Upgraded the System Center Configuration Manager (SCCM) from version 2012 to version 1606. SCCM is used to manage and distribute system software and applications from a central repository to a fleet of servers and desktop computers. The new version adds the ability to manage and deploy Windows 10.
- Finalized pricing negotiations for the new Recreation Management system. Implementation will begin in 2017.

Meetings/Events/Community Involvement

- Attended with City Police Department staff, a meeting with Montgomery County to learn more about the County's planned deployment of a new Computer-Aided Dispatch (CAD) system. This project, which has been delayed multiple times, now appears to be slated for deployment in early 2017. On the IT side, the new system will require the installation of a new system image on all of the City's mobile data computers in police vehicles.

Key Performance Data

Category	August 2016	September 2016	October 2016
Number of Commercial Applications Supported	153	153	153
Number of In-House Applications Supported	55	55	55
Number of Desktop/Laptop Systems Supported	350	351	351
Number of Helpdesk Tickets Closed	261	281	304



Parks, Recreation & Culture

Significant Departmental Actions

- Staff attended the National Recreation and Parks Association Conference; DPRC Potter served on a panel as the City was highlighted as one of five Park Champions in the U.S.
- A final inspection of the Bohrer Park Smoke House refurbishment was held on October 10.
- Staff had a “Lunch and Learn” with Kompan Playground Company.
- Staff toured a Sensory Room in the South Bowie Community Center used for therapeutic recreation, speech therapy and people with dementia and/or anxiety; and staff toured the new LifeTime Fitness facility.
- Staff met with IT and Finance to address cash management options with the new recreation management software.
- Interviews were conducted for the Administrative Assistant III position.
- Committees supported by PR&C staff presented their annual reports to the Mayor and City Council on October 24.
- Staff hosted an interagency summer camp round table with multiple jurisdictions to discuss industry trends, best practices and to share ideas for future programming.

Meetings/Events/Community Involvement

- The Silver Anniversary of Oktoberfest included demonstrations by professional pumpkin carvers, Tap & Taste (five local micro-breweries), Sip & Paint, and a Wine Terrace on the Mansion lawn; 35,000 in attendance.
- DPRC Potter presented a proposal to combine Celebrate Gaithersburg Day and July 4, to be held on the Saturday prior to the Holiday; the Mayor and City Council approved a pilot event for July 1, 2017.
- A pre-bid meeting for playground replacement equipment at Griffith Park was held on October 12.
- DPRC Potter attended the Maryland Municipal League Fall Conference Board of Directors Meeting.
- On Halloween, members of the Benjamin Gaither Center paraded in costume through various City facilities; staff dressed in costume and handed out candy.
- Hosted the Montgomery County Cross Country Championships at Bohrer Park.
- Staff assisted the Community Services Division with their Launch Party event, hosted by Bank On Gaithersburg, to announce the kick-off of the Financial Fitness Challenge.
- Staff presented information at the Council in Communities meeting on Youth Services programs to residents from Shady Grove Village (I, II, III), Community Council Corporation, Reserve at Crown Pointe, and Washingtonian Village.

Key Performance Data

Attendance	October FY 16	October FY 17	Year-to-Date FY 16	Year-to-Date FY 17
Activity Center	9,623	20,392	32,660	49,538
Miniature Golf	322	143	14,237	10,986
Picnic Pavilions	3,090	2,550	17,652	12,895
Youth/Adult Sports	11,521	13,219	19,382	23,823
Casey Community Center	10,140	9,592	36,954	37,969
Water Park/Aquatic Center	3,422	2,606	93,744	73,687
Youth Centers	2,768	3,182	7,451	8,851
On-line Registration	1,086	1,436	3,212	3,702
Benjamin Gaither Center	2,844	2,463	11,087	10,685
Arts Barn	18,099	21,415	28,239	32,860
Kentlands Mansion	18,450	18,734	21,001	21,189
Community Museum	826	974	3,925	4,126

Planning & Code Administration

Significant Departmental Actions

- Planning staff attended the Maryland Department of Transportation presentation of its CIP program, the MWCOG Planning Director Technical Advisory Committee meeting, the MD 355 North BRT Community Action Committee meeting, the Great Seneca Science Corridor Master Plan Implementation Committee meeting, and the DC Housing Finance Agency Local Real Estate Trends and Market Conditions presentation.

Meetings/Events/Community Involvement

- Neighborhood Services staff attended a meeting with the Lakelands HOA Board of Directors on October 1st and with the Lakelands Property Manager and KIMCO Realty on October 20th.
- Code Enforcement Officer Emilio Curbelo attended the American Association of Code Enforcement annual conference in New Orleans.
- Planning Division Chief Trudy Schwarz attended the Maryland Association of Floodplain and Stormwater Managers Conference.
- On October 18 Planning staff briefed residents of The Colonnade on the planning and approval processes for the neighboring Kentlands Apartments on the site formerly occupied by Famous Dave's. The residents indicated that they intend to have a large contingent at the Mayor and City Council Public Hearing scheduled for November 7.
- A Council in the Communities meeting for the neighborhoods of Shady Grove Villages, Washingtonian Village and the Reserve at Crown Pointe was held on October 19 at Fields Road Elementary School.
- The Commission on Landlord-Tenant Affairs met on October 24 to formalize its rules of procedure.

Key Performance Data

Category	August 2016	September 2016	October 2016
Planning Applications Approved	30	13	19
Permits Issued	332	263	298
Licenses Issued	324	392	257
Construction Inspections Performed	632	664	707
Property Inspections Performed	1254	1007	1139
Notices of Violations Issued	372	191	303
Municipal Infractions Issued	15	20	26
Service Requests Investigated	217	168	171
Passports Processed	247	154	203
TOTAL REVENUES COLLECTED	\$328,803	\$774,625	\$334,804



Police

Significant Departmental Actions

Office of the Chief

- Officer Stuart Jackson was selected as Officer of the Month.
- Congratulations to the top finishers in the Department’s annual Pistol Competition on October 3: 1st Place – Officer Chris Leach, 2nd Place – Officer Larbi Dakkouni, 3rd Place – Officer Doug Seek.

Special Operations Bureau

- Officer Chad Eastman and his canine partner, Max, won the Triple Crown Award. It is presented to the Region Three member in good standing who achieves certification in “Patrol Dog (PD) I, Tracking and Detector” in a calendar year (January to December). This is the seventh year in a row that Officer Eastman and Max have received this award.
- “Coffee with a Cop” event was held at Java Junction, located at 5 S. Summit Avenue.

Administrative Bureau

- Lt. Vance attended training on House Bill 1016 and Web Emergency Operations Center (WebEOC)training.
- The Internet Exchange Purchase Location program started.

Meetings/Events/Community Involvement

- Chief Sroka attended 36 meetings on various issues.
- The CSO or GPD representative attended/participated in 20 details/meetings.

Key Performance Data

Category	October FY16	October FY17	YTD FY16	YTD FY 17
*Calls for Service/Officer as Primary	1,717/968	1,831/1,146	6,962/3,972	7,165/4,674
Training Hours	978	677	5,600	3,273
Traffic Violations	504	580	2,359	2,225
Parking Violations	350	159	1,056	873
DUI Arrests	24	28	64	106
Adult Felony Arrests	11	11	48	47
Juvenile Felony Arrests	1	0	3	6
Street Crimes Unit Arrests	8	14	44	53
Detective Arrests	0	4	15	36
New Cases Assigned to Detectives	10	6	58	45
Cases Closed by Detectives	5	5	37	36
Check on Patrols	Hours TBD 5 COP issued and checked by Patrol Officers	Officers had no COP and 5 CC	82.21	Officers checked on 8 COP and 15 CC

Frederick Beat

Street Robberies – 2
 Commercial Robberies – 0
 Aggravated Assault – 2
 Residential Burglaries – 2
 Commercial Burglaries – 1
 Theft from Vehicles/Theft of Vehicle Parts – 17

Seneca Beat

Street Robberies - 1
 Commercial Robberies – 0
 Aggravated Assaults – 3
 Residential Burglaries – 9
 Commercial Burglaries – 0
 Theft from Vehicles/Theft of Vehicle Parts – 29

*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 (COP) and Community Complaints (CC) since November of 2015.

Public Works

Significant Departmental Actions

- Public Works Maintenance Teams – Provided support for Oktoberfest; replaced 1,100 square feet of sidewalk in the Quince Orchard Park Community; completed Bulk Pick Up for the month of October; and completed repairs to 84 fleet vehicles.
- Facilities and Facilities Projects – Staff completed burglary system testing at the Activity Center; completed roof maintenance at the Olde Towne Youth Center; completed Citywide monthly safety testing; completed water heater replacement at City Hall; completed backflow testing for the month of October; completed fire alarm panel installation at the former Consumer Product Safety Commission facility; completed sprinkler system maintenance at City Hall; completed third quarter Citywide HVAC maintenance; and completed seven flag services. During this month, staff completed 221 work orders.
- Engineering Administration – A contract employee for SWM plan review has been hired to review plans until this position can be refilled. Staff attended a Council in the Communities meeting for the School/Story Drive area and the monthly Transportation Committee meeting. The RFP for the Olde Towne Plaza project has been submitted to Procurement.

Meetings/Events/Community Involvement

- Transportation Committee – Major topics of discussion included the upcoming committee presentation to the Mayor and City Council, and a presentation by the Deputy City Manager regarding the Bicycle CIP plan.

Key Performance Data

CIP Design Phase

CIP #	CIP Description	% Complete	Comments
82-1	Victory Farm SWM and Stream	30%	Draft MOU with comments received from WSSC.

CIP Construction Phase

CIP #	CIP Description	% Complete	Comments
83-1	2014 Street Resurfacing	98%	Work complete. In warranty phase.
83-1	2016 Street Resurfacing	98%	Work complete. In warranty phase.
91-3	2014 Street Reconstruction	98%	Work complete. In warranty phase.
98-1	Casey Community Center Renovation	100%	Project complete. Final payment processed.
04-1	Smoke House Preservation	100%	Project complete. Final payment processed.
83-2	Golf Park Caddy Shack Renovation	10%	Contract awarded and permits received. Mobilization in progress.
70-2	City Hall Roof Replacement	5%	Solicitation advertised.
82-1	Rabbitt Road Culvert Repairs	10%	Construction began October 17, 2016.

Adjournment