

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

January 2, 2007

CALL TO PODIUM:

Fred Felton, Assistant City Manager

RESPONSIBLE STAFF:

Fred Felton, Assistant City Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

<p>TITLE:</p> <p>Resolution of the Mayor and City Council Awarding A Matching Grant to Kentlands Citizen Assembly (\$5,000)</p>
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<p>SUPPORTING BACKGROUND:</p> <p>As you are aware, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for HOA's, COA's, and other community groups to improve the appearance or safety of their neighborhoods as well as use for community events, and professional consultants.</p> <p>At this point, staff is recommending that a grant be awarded to Kentlands Citizen Assembly. Kentlands Citizen Assembly would like to use their grant funds to update lighting and provide new landscaping. These improvements would help to create two safer and aesthetically pleasing entrances to the community. I have enclosed a copy of the original grant application for your review.</p> <p>If the Council approves this grant, the communities will receive a letter awarding the grant and authorizing them to proceed with the project. No City funds will be released until receipts are submitted and the work has been inspected.</p>
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<p>DESIRED OUTCOME:</p> <p>Vote on Resolution.</p>
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Resolution Request Form

**REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)**

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Frederick J. Felton Date of City Council Meeting: January 2, 2007

AUTHORIZING

Purchase Award Contract Transfer Funds Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date N/A
Newspaper(s) N/A
Bids Opened/Tabulated (date) N/A

DESCRIPTION OF ITEM(S):

CONTRACTED/PURCHASE FROM:

Kentlands Citizen Assembly (\$5,000)
485 Tschiffley Square Road
Gaithersburg, MD 20878

CONTRACT/PURCHASE AMOUNT:

\$5,000.00

Check One: In the Amount of Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget Capital Improvements Budget

Account Number: CIP 99-6 (#087) 3149-597000.99-6

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available Not available

Ted ABC 12/28/06
Finance Dept. Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AWARDING A MATCHING GRANT TO KENTLANDS CITIZEN ASSEMBLY

WHEREAS, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for neighborhood organizations to improve their communities; and

WHEREAS, funds for this program are available from the CIP Account 99-6 (087); and

WHEREAS, the Mayor and City Council have determined that the project outlined is worthwhile and in the public interest:

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Manager is authorized to award the following grants upon determining that the project is completed as proposed, in the total amount of Five Thousand Dollars (\$5,000); said funds to be expended from the Capital Improvements Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Kentlands Citizen Assembly	landscaping/lighting	\$5,000

AND BE IT FURTHER RESOLVED that the City Manager be and hereby is authorized to waive fees for any City permit required for the project outlined above.

ADOPTED by the City Council of Gaithersburg this 2nd day of January, 2007.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council in a public meeting assembled on the 2nd day of January, 2007.

David B. Humpton, City Manager

City of Gaithersburg
31 South Summit Ave.
Gaithersburg, MD 20877
Attn: Monica Sanchez



301 -
948-6149
jof

NEIGHBORHOOD MATCHING GRANT APPLICATION

**Please note: Grants will be considered for new projects such as lighting, installation of landscaping, tot lots, entrance features, other physical improvements, or neighborhood events.

I. Applicant Information:

Applicant's Name Kentlands Citizens Assembly
Applicant's Address 485 Tschiffely Square Rd.
Gaithersburg, MD 20878
Applicant's Telephone Number 301-948-2071

Name of Neighborhood Kentlands Number of Homes 1825

Date application submitted: 12/27/06

Does the Neighborhood have an HOA, COA or Citizens Association?
 Yes No

II. Project Information

Please describe the proposed improvement (attach sketches or plans as appropriate):
Update lighting at community entrances
on Rt. 28 and Tschiffely Square Road and
Rt. 28 and Kent Oaks Way.

New landscape design will be planted
once lighting has been completed.

Please describe the need for the project and the benefit to the community:
These entrances are poorly lit and
the community has requested updating
for safety and beautifying the
community.



Has this proposed project been discussed at a meeting that was open to all residents?

Yes

No

When would you like to start the project? asap

III. Financial Information

What is the estimated cost of the project? \$13,210.

***The total amount of the City Grant can not exceed \$5000 or 50% of the cost of the project (whichever is less).

How will the remaining costs be financed?

Funds have been budgeted.

LISEN EDWARDS

Applicant's Printed Name

Lisen Edwards

Applicant's Signature

10/18/06

Date

Kentlands
Community Mgr.

~PROPOSAL~



**Complete
Electric
Service, Inc.**

P.O. Box 3571
Gaithersburg, MD 20885
Phone (240) 274-4500

Page 1 of 1

PROPOSAL SUBMITTED TO C.M.C.	PHONE 703 631-7200	DATE 4/28/2006
STREET P.O. Box 10821	JOB NAME Kentland's	
CITY, STATE, AND ZIP CODE Chantilly, Virginia 20153	JOB LOCATION Gaithersburg, Maryland 20878	

SCOPE OF WORK:

Entrance lighting (Techiffely Square Road and Route 28)

- 1. Supply, install and wire six (6) line voltage above ground lighting fixtures. Three on each side of road. pointing towards wall to illuminate the Kentland's name.**
- 2. Supply, install and wire six (6) in-ground up fixtures. Two (2) on each side of flag poles.**
- 3. Supply, install and wire two (2) in-ground up fixtures, one (1) on each side of the road illuminating one of the columns on both walls.**
- 4. Trench as needed for new lighting locations. Trench to be 16" deep as per code.**
- 5. Remove existing fixtures and protective cages, fill on holes as needed.**
- 6. install new under-ground wire as needed.**

NOTES

- 1. All lighting fixtures are 120 volt, NOT 12v as per the other entrances.**
The reason for the change is because the distance from the main service to the wall location is several hundred feet, that is to far for low voltage lighting.

We propose to hereby furnish material and labor - complete in accordance with above specifications, for the sum of:
*******Fifty nine hundred and 00/100*********\$5,900.00**

Note: This proposal may be withdrawn by us, if not accepted within 60 days.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

Date of Acceptance: 10/1/06

Signature: *Approved*

Signature: *Lisen Edwards*



**Complete
Electric
Service, Inc.**

~PROPOSAL~

Page 1 of 1

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Gaithersburg, MD 20885
Phone (240) 274-4500

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STREET P.O. Box 10821	JOB NAME Kentland's	
CITY, STATE, AND ZIP CODE Chantilly, Virginia 20153	JOB LOCATION Gaithersburg, Maryland 20878	

SCOPE OF WORK:

Entrance lighting (Kent Oaks Way and Route 28)

- 1. Supply, install and wire four (4) low voltage above ground lighting fixtures.
Two fixtures on each side of road located in same area as existing fixtures.**
- 2. Supply, install and wire one wall low voltage transformer on back side of wall.**
- 3. Supply, install and wire one line voltage photo eye to control new electrical outlet.**
- 4. Use existing under-ground wiring and add wires as needed for new lighting.**
- 5. Remove existing fixtures and protective cages.**

We propose to hereby furnish material and labor - complete in accordance with above specifications, for the sum of:

*******Twenty three hundred and 00/100*********\$2,300.00**

Note: This proposal may be withdrawn by us, if not accepted within 60 days.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: _____

Payment will be made as outlined above.

Date of Acceptance: August 9, 2006

Signature: 



COMMUNITY LANDSCAPE of Maryland

www.community-maryland.com

P.O. Box 10118 • Gaithersburg, Maryland 20898-0118 • Phone: (800) 774-1990 • Fax: (301) 519-7524

file

September 5, 2006

Kentlands Citizens Assembly
Landscape Committee meeting

The following is a summary of our meeting regarding the monument plantings at Tschiffely and Kent Oaks Way. To add color, visual interest and improve the overall appearance of the area, consider the following:

All beds will be created by removing the grass, spade edging and adding a top soil/leaf mold blend soil additive.

Nandina domestica: Upright Nandina used in the landscape for the white flowers in the Spring/Summer and Red Berries in the Fall. To be planted on the ends of the beds.

Gold Thread Cypress: Informal weeping growth habit. Yellow needled shrub. Example planted in front of 425 Tschiffely. To be planted along the walls under the lettering. First choice yet more expensive than the Juniper.

Old Gold Juniper: Informal spreading growth habit. Green needles with yellow tips. Second choice (will not tolerate shade).

Front of bed, install a combination of Stella d'oro Daylilies (Summer color), Vinca ground cover and Daffodils (Spring color).

Kent Oaks Way (quantity of plants for each side):

- (2) Nandina @ 36"
- (3) Gold Thread Cypress @ 24'30"
- (50) Vinca ground cover @ 2 1/4" potted
- (25) Daffodil bulbs
- (16) Daylilies @ 1 gal.

Approximate cost with Cypress: \$ 1,725.00

Approximate cost with Juniper: \$ 1,605.00

Tschiffely (quantity of plants for each side):

- (6) Nandina @ 36"
- (5) Gold Thread Cypress @ 24'30"
- (100) Vinca ground cover @ 2 1/4" potted
- (75) Daffodil bulbs
- (32) Daylilies @ 1 gal.

Approximate cost with Cypress: \$ 3,755.00

Approximate cost with Juniper: \$ 3,395.00

'Providing your landscape management needs'

juu



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P.O. Box 10118 • Gaithersburg, Maryland 20898-0118 • Phone: (800) 774-1990 • Fax: (301) 519-7524

PROPOSAL E06-1162

DATE: 09/12/06

Kentlands Citizen Assembly
c/o Community Management Corporation
485 Tschiffely Road
Gaithersburg, MD 20877
Attn: Ms. Lisen Edwards

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

ITEM #1. Landscape enhancement Fall planting: To add color, visual interest and improve the overall appearance of the Tschiffely and Kent Oaks Way entrances on Rt. 28, the following bed preparation and plant material is to be completed. All beds will be created by removing the grass, spade edging and adding a top soil/leaf mold blend soil additive.

Tschiffely (quantity of plants for each side):

- (6) Nandina @ 36"
- (5) Gold Thread Cypress @ 24-30"
- (75) Daffodil bulbs

Kent Oaks Way (quantity of plants for each side):

- (2) Nandina @ 36"
- (3) Mix colored Azaleas @ 24-30"
- (25) Daffodil bulbs

Cost: \$ 3,260.00

RDS
Initial

ITEM #2. Landscape enhancement Spring planting: The following plants are to be installed in the front bed spaces where the Daffodil bulbs will be planted this Fall.

Tschiffely (quantity of plants for each side):

- (100) Vinca ground cover @ 2 1/4" potted
- (32) Daylilies @ 1gal.

Kent Oaks Way (quantity of plants for each side):

- (50) Vinca ground cover @ 2 1/4" potted
- (16) Daylilies @ 1gal.

Cost: \$ 1,800.00

RDS
Initial

Work referred to hereon will be scheduled upon receipt of the signed proposal.

This proposal may be accepted on a per item basis, and is valid for 45 days from the issue date.

Subsequent watering is the responsibility of the owner / manager. Payment is due as stated below.

ACCEPTANCE OF PROPOSAL:

ALL THE ABOVE PRICE(S), SPECIFICATIONS, TERMS, CONDITIONS AND GUARANTEES ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ON THIS PROPOSAL.

NAME: *[Signature]*

COMPANY: *Kentlands Citizen Assembly*

DATE: *September 26, 2006*

SUBMITTED BY: Tom Whidden, CLP

[Signature]

COMMUNITY LANDSCAPE OF MARYLAND

DATE: *9/12/06*

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK SHALL BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE AMOUNT SET FORTH ABOVE. WE SHALL NOT BE RESPONSIBLE FOR DELAYS CAUSED BY STRIKES, ACCIDENTS, OR OTHER CONTINGENCIES BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE. A MONTHLY SERVICE CHARGE OF 1 1/2% (WHICH IS AN ANNUAL RATE OF 18%) WILL BE ADDED TO ACCOUNTS TRUSTY (30) DAYS PAST DUE. UNLESS OTHERWISE SET FORTH ABOVE, ALL INVOICES ARE DUE WHEN RECEIVED. IN THE EVENT ANY INVOICE REMAINS UNPAID FOR SIXTY (60) DAYS, OWNER AGREES TO PAY ALL COSTS OF COLLECTION, INCLUDING 25% ATTORNEY'S FEES.