

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

December 1, 2008

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	

TITLE:

Resolution of the Mayor and City Council Authorizing the Woodland Hills Community to Use a Previously Approved Matching Grant for a Different Project (\$2,825)

SUPPORTING BACKGROUND:

The Mayor and City Council approved a Matching Grant for the Woodland Hills Community on August 18, 2008 in the amount of \$5,000. The purpose of this grant was to assist in the cost of converting their paper based records to an electronic database. This was the first grant Woodland Hills received in the last three years.

On October 29, 2008, the City was notified that the Woodland Hills Board of Directors decided not to move forward with the software project, and has requested to use the previously approved grant funds for the following purposes:

1. Removal of seven pear trees (\$3,850)
2. Installation of 100' of a 12" high retaining wall (\$1,800)

The total cost of these two projects is \$5,650 so staff is recommending approval of a grant in the amount of \$2,825. The remaining \$2,175 would be returned to the City's general fund.

DESIRED OUTCOME:

Vote on Resolution.

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: December 1, 2008

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds X 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:

Woodland Hills **(\$2,825)**
c/o Community Associations, Inc.
P.O. Box 1130
Germantown, MD 20875

CONTRACT/PURCHASE AMOUNT: \$2,825

Check One: In the Amount of _____ Not to Exceed X_____

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements
Budget _

Account Number: 1136-543000
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept. Date

October 29, 2008

Ms. Monica Sanchez
City of Gaithersburg

Fax to 301 948 6149

Dear Ms. Sanchez:

At its monthly meeting October 27th, the Board of Directors of Woodland Hills HOA asked me to contact you to request a revision of our Matching Grant previously authorized under Resolution No. R-77-08.

The reason for this request is the electronic database software proposal offered to us, the subject of Resolution No R-77-08, has been withdrawn by the contractor, replacing it with a software program our HOA does not wish to procure.

Our board asks that the \$5,000 grant be re-authorized for the following purposes:

1. Remove seven Bradford Pear trees on common property to eliminate the property and bodily hazard inherent in these matured trees. The cost quoted is \$550 per tree, including removal of the stump but not providing and installing replacement trees. The trees will be replaced by our HOA at a time suitable hardwoods become available early next year. This tree replacement is not part of the grant re-authorization request.
2. Install a retainer wall approximately 100' long on common property along the public sidewalk extending from the property line at 200 High Timber Court towards Wake Forest Drive. The materials will consist of two stacked 6" x 6" timbers backfilled with topsoil and covered with mulch. This 12" high retainer will keep debris from migrating from the existing dirt slope onto the public sidewalk. The cost quoted for this project is \$1,800.

Seven trees at \$3,850 and 100' of 12" retainer at \$1,800 have combined costs of \$5,650. These two items represent the projects for which this re-application is submitted. The HOA very much wants these projects completed prior to the end of 2008. It is our hope your schedule can accommodate this time frame.

Many thanks for your consideration of this re-application.

Sincerely,



Walt Sonnevile
Member, Board of Directors

c.c. Board of Directors, Woodland Hills HOA
Peggy Toland, Property Manager, Woodland Hills HOA

RESOLUTION NO. _____

Resolution of the Mayor and City Council Authorizing the Woodland Hills Community to Use a Previously Approved Matching Grant for a Different Project

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, the Mayor and City Council approved a grant for the Woodland Hills Community on August 18, 2008 to assist in the cost of converting their paper based records to an electronic database; and

WHEREAS, the Woodland Hills Board of Directors have decided not to move forward with the database project; and

WHEREAS, the Woodland Hills Board of Directors has requested that a portion of the previously approved funds be reallocated for other projects; and

WHEREAS, the Mayor and City Council have determined that the projects outlined below are 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 grant upon determining that the projects are completed as proposed, in the total amount of Two Thousand Eight Hundred Twenty-Five Dollars (\$2,825); said funds to be expended from the Operating Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Woodland Hills HOA	landscaping/retaining wall	\$2,825

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 1st day of December, 2008.

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 1st day, of December 2008.

Angel L. Jones, City Manager