

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

JAMES KOLE  
First Ward

ADRIAN G. SIMMONS  
First Ward

KYLA M. CLARK  
Second Ward

JEFFREY W. MILLS  
Second Ward

Council meets second and fourth  
Mondays of each month.



**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road  
Laurel, Maryland 20707-2502

KEITH R. SYDNOR  
Mayor

CHRISTIAN L. PULLEY, CPM  
City Administrator

TIM MILLER  
Acting Deputy City Administrator

STEPHANIE P. ANDERSON  
City Solicitor

SARA A. GREEN, CPM, MMC  
City Clerk

(301) 725-5300

[www.cityoflaurel.org](http://www.cityoflaurel.org)

**SPECIAL WORK SESSION  
MAYOR AND CITY COUNCIL OF LAUREL  
MONDAY, JULY 14, 2025  
5:30 PM  
VIRTUAL MEETING  
MINUTES**

The special work session convened via Zoom at approximately 5:30 pm with Council President Kyla M. Clark presiding. Councilwoman Christine M. Johnson, Councilman James Kole, Councilman Jeffrey W. Mills, Councilman Adrian G. Simmons, and Mayor Keith R. Sydnor were present. There were zero (0) members of the public in attendance. Councilman Mills entered the meeting at approximately 5:33 pm.

The following staff members were also present: Christian L. Pulley, CPM, City Administrator, Tim Miller, Acting Deputy City Administrator, Sara A. Green, CPM, MMC, City Clerk, Bill Bailey, Director, Department of Parks and Recreation, Monta L. Burrough, Director, Department of Economic and Community Development, Chrissy Cornwell, Director, Department of Emergency Management, Chief Russell E. Hamill, III, LPD, Tommy Helms, Acting Director, Department of Public Works, Marchelle LeBlanc, Director, Department of Human Services, S. Michele Saylor, Director, Department of Budget and Personnel Services, Danny Selby, Director, Department of the Fire Marshal and Permit Services, James Cornwell-Shiel, Director, Department of Information Technology, Joyce Jackson, Deputy Director, Department of Communications, and Stephanie P. Anderson, City Solicitor.

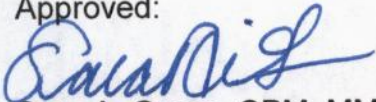
Agenda Item No. 2 was Ordinance No. 2042- An Ordinance Amending the General Operating Budget and Capital Improvement Program of the Mayor and City Council of Laurel, Maryland, for the Fiscal Year July 1, 2024 through June 30, 2025 and to Provide an Effective Date. S. Michele Saylor, Director, Department of Budget and Personnel Services, presented the proposed ordinance. The Council agreed to move the item forward to the regular meeting scheduled for 6:00 pm that evening.

The next agenda item was a Bid Recommendation- Pipe Repairs- Van Dusen Road Dam- Department of Public Works. Tommy Helms, Acting Director, Department of Public Works, presented the bid recommending that it be awarded to SFMS, LLC., in the amount of \$216,275.00. The Council

agreed to move the item forward to the regular meeting scheduled for Monday, July 28, 2025 at 6:00 pm rather than the July 14, 2025 meeting, because additional funds for the project were being moved as part of Ordinance 2042. Therefore, Ordinance No. 2042 would need to be approved before the bid.

There being no further business, the meeting was adjourned at approximately 5:50 pm.

Approved:



Sara A. Green, CPM, MMC  
City Clerk

Date:

July 28, 2025



Mayor and City Council Attendance Record

Special Work Session

July 14, 2025 5:30 pm

Virtual Meeting

Call to Order: 5:30pm Meeting Ended: 5:50pm Members of the Public: 0

✓ Christian L Pulley ✓ Bill Bailey ✓ Monta Burrough ✓ Chrissy Cornwell ✓ Chief Russell Hamill  
✓ James Cornwell-Shiel ✓ Marchelle LeBlanc ✓ Tim Miller ✓ S. Michele Saylor ✓ Danny Selby  
X Natalie Williams ✓ Stephanie Anderson ✓ Mark Plazinski Joyce Jackson, Deputy Director Communications

Mayor and Councilmembers Attendance

✓ Councilman Simmons ✓ Councilwoman Johnson ✓ Councilman Mills  
Came in at 5:33pm  
✓ Councilman Kole ✓ President Clark ✓ Mayor Sydnor

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**Mayor and City Council**

**Special**

**Work Session**

**Monday July 14, 2025**

**5:30 PM**

**Agenda**

**Virtual Meeting**

Watch the meeting on Laurel TV streaming live in your web browser at <https://laureltv.org/watch-live> or locally Laurel TV can be found on Comcast Channel 996 (HD), 71 (SD) or Verizon FiOS Channel 12.

1. Call to Order – Kyla M. Clark, President
2. Ordinance No. 2042- An Ordinance Amending the General Operating Budget and Capital Improvement Program of the Mayor and City Council of Laurel, Maryland, for the Fiscal Year July 1, 2024 through June 30, 2025 and to Provide an Effective Date
3. Bid Recommendation- Pipe Repairs- Van Dusen Road Dam- Department of Public Works
4. Adjournment





CITY OF LAUREL, MARYLAND

ORDINANCE NO. 2042

AN ORDINANCE AMENDING THE GENERAL OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND, FOR THE FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025 AND TO PROVIDE AN EFFECTIVE DATE

Sponsored by the City Council President at the request of the Administration.

WHEREAS, the FY2025 General Operating Budget and Capital Improvement Program (CIP) was adopted on May 28, 2024 through Ordinance No. 2026, and subsequently amendment through the adoption of Ordinance No. 2029, Ordinance No. 2031, Ordinance No. 2035, Ordinance No. 2036 and Ordinance No. 2039

WHEREAS, there are expenditure savings and unanticipated revenues to be appropriated for additional expenditures for City facilities and additional CIP funding, and

WHEREAS, the additional CIP funding shall be reauthorized for FY2026, and

WHEREAS, an adjustment is made to reflect the financial activities of the Laurel 4<sup>th</sup> of July Committee financial activities, and

WHEREAS, an Arbitrage Reserve shall be established with any available funds from the FY2025 debt service budget, and

WHEREAS, an adjustment is made to reflect actual ARPA revenues and expenditures for FY2025, and

WHEREAS, the Mayor and City Council of Laurel, Maryland are required to amend the FY2025 General Operating Budget and CIP to reflect these changes.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Mayor and City Council of Laurel, Maryland that the General Operating Budget and CIP for the Fiscal Year July 1, 2024 through June 30, 2025 is hereby amended.

GENERAL OPERATING BUDGET

REVENUES	AMENDED ORD2039	CHANGES	AMENDED ORD2042
REVENUE SUB-CATEGORY			
4010 - R/E TAX REVENUE	27,384,119		27,384,119

4030 - PERSONAL PROP TAX	1,385,868		1,385,868
4040 - PERSONAL PROP-INT/PENTALTY	40,000		40,000
4050 - LOCAL TAXES	4,650,000		4,650,000
4060 - OTHER LOCAL TAXES	2,047,576		2,047,576
4110 - LICENSES	734,850		734,850
4130 - PERMITS	505,445		505,445
4210 - FEDERAL GRANTS	162,980	920,000	1,082,980
4230 - STATE GRANTS	737,825		737,825
4250 - COUNTY GRANTS	386,642		386,642
4310 - GENERAL GOV'T SERVICE CH	169,797		169,797
4340 - SANITATION SERVICE CHGS	176,000		176,000
4350 - SERVICE CHARGE-HEALTH	10,000		10,000
4370 - FACILITY RENTALS	163,890		163,890
4411 - SWIMMING POOL FEES	124,510		124,510
4413 - RECREATION PROGRAM FEES	82,500		82,500
4415 - P&R ACTIVITY FEES	89,800		89,800
4417 - P&R CONCESSION FEES	22,000		22,000
4430 - SENIOR PROGRAM FEES	15,300		15,300
4620 - POLICE FINES	2,780,600		2,780,600
4630 - CODE ENFORCEMENT FINES	3,250		3,250
4710 - INVESTMENT INTEREST	117,000		117,000
4720 - RENTAL INCOME	18,963		18,963
4730 - CONTRIBUTIONS/DONATIONS	600		600
4740 - SALE OF PROPERTY	14,500		14,500
4750 - MISC REFUNDS AND REBATES	86,780		86,780
4761 - POLICE ACCT RECEIPTS	45,000	40,000	85,000
4790 - OTHER MISC REVENUES	453,203	5,044	458,247
4840 - FUND TRANSFER	1,188,247		1,188,247
<b>TOTAL REVENUES</b>	<b>\$43,597,245</b>	<b>\$965,044</b>	<b>\$44,562,289</b>

**EXPENDITURES**  
**DEPARTMENT**

	<b>AMENDED ORD2039</b>	<b>CHANGES</b>	<b>AMENDED ORD2042</b>
201 - CITY COUNCIL	122,513		122,513
205 - CLERK TO THE COUNCIL	243,333		243,333
210 - MAYOR	649,079	(10,000)	639,079
215 - CITY ADMINISTRATOR	679,268		679,268
220 - ELECTIONS	17,445	10,000	27,445
225 - BUDGET & PERSONNEL SVCS	1,230,403		1,230,403
235 - COMMUNICATIONS	701,304		701,304
240 - ECONOMIC & COMMUNITY DEV	1,032,943		1,032,943
244 - SUSTAINABILITY PROGRAMS	62,532		62,532
250 - INFORMATION TECHNOLOGY	2,860,863		2,860,863
270 - COMMUNITY PROMOTION	158,787	5,044	163,831
280 - GROUNDS MAINTENANCE	945,518		945,518
281 - JOSEPH R. ROBISON - LAUREL MUNICIPAL CENTER	177,616	20,000	197,616
284 - PUBLIC WORKS FACILITY	128,126	16,000	144,126
285 - ROBERT J. DIPIETRO COMMUNITY CENTER	168,869	20,000	188,869
286 - ARMORY COMMUNITY CENTER	104,561	4,000	108,561
287 - LAUREL MUSEUM	13,000	7,000	20,000
288 - GUDE LAKEHOUSE	31,000	1,300	32,300
289 - MAIN ST. POOL MAINTENANC	82,670	2,900	85,570
290 - LPD FACILITY	312,121	14,500	326,621
291 - GREENVIEW DR REC COMPLEX	47,180	2,100	49,280



292 - P&R MAINTENANCE FACILITY	47,750	1,400	49,150
293 - GUDE HOUSE	73,841	(15,000)	58,841
294 - CRAIG A. MOE LAUREL MULTISERVICE CENTER	262,371	(74,200)	188,171
301 - POLICE	13,069,424	40,000	13,109,424
320 - FIRE MARSHAL & PERMIT SV	861,358		861,358
325 - OFFICE OF EMERGENCY MGT	728,452		728,452
326 - CRAIG A. MOE LAUREL MULTISERVICE CENTER PROGRAMS	563,417		563,417
401 - PUBLIC WORKS ADMIN	691,207		691,207
410 - AUTOMOTIVE MAINTENANCE	1,180,819		1,180,819
415 - WASTE COLLECTION	1,196,135		1,196,135
420 - RECYCLING	353,009		353,009
425 - HIGHWAYS & STREETS MAINT	1,272,735		1,272,735
430 - SNOW REMOVAL	198,155	(75,000)	123,155
435 - STREET LIGHTING	268,970		268,970
440 - ENGINEERING&TECH SERVICES	253,898		253,898
445 - TRAFFIC ENGINEERING	156,637		156,637
450 - TREE MANAGEMENT	99,781		99,781
501 - PARKS & RECREATION ADMIN	877,205		877,205
505 - RECREATION	525,256		525,256
510 - MAIN ST POOL PROGRAMS	287,053		287,053
515 - ROBERT J. DIPIETRO COMMUNITY CENTER	328,708		328,708
520 - GREENVIEW DR PROGRAMS	129,133		129,133
525 - ARMORY COMMUNITY CTR PROG	214,021		214,021
530 - YOUTH SERVICES BUREAU	256,996		256,996
535 - GUDE LAKEHOUSE PROGRAMS	25,598		25,598
550 - SENIOR SERVICES	275,021		275,021
650 - PRINCIPAL	1,595,527		1,595,527
651 - INTEREST	81,438		81,438
652 - RETIREMENT	2,369,530		2,369,530
654 - PROPERTY INSURANCE	526,251		526,251
655 - BONDING INSURANCE	27,000		27,000
656 - EMPLOYEE INSURANCE	4,018,467		4,018,467
657 - MISC FINANCING USES	511,789	100,000	611,789
658 - SPECIAL TAXING DISTRICT	300,000		300,000
659 - ARPA USE		920,000	920,000
810 - EMPLOYEE TRAINING	187,091	(25,000)	162,091
820 - EMPLOYEE TUITION	14,071		14,071

<b>TOTAL EXPENDITURES</b>	<b>\$43,597,245</b>	<b>\$965,044</b>	<b>\$44,562,289</b>
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**CAPITAL IMPROVEMENT PROGRAM**

PROJECT	AMENDED ORD2039	CHANGES	AMENDED ORD2042
ALL OTHER PROJECTS	\$30,609,610		\$30,609,610
ARCHIVE FILING SYSTEM	0	25,000	25,000
VAN DUSEN DAM IMPROVEMENTS	100,000	75,000	175,000
<b>TOTAL CIP</b>	<b>\$30,709,610</b>	<b>\$100,000</b>	<b>\$30,809,610</b>

**AND, BE IT FURTHER ENACTED AND ORDAINED,** that this Ordinance shall take effect on the date of its passage.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**ATTEST:**

\_\_\_\_\_  
**SARA A. GREEN, CPM, MMC**  
City Clerk

\_\_\_\_\_  
**KYLA M. CLARK**  
President of the City Council

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
**KEITH R. SYDNOR**  
Mayor





**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF PUBLIC WORKS**

Item 3.

305-307 First Street • Laurel, Maryland 20707 (301) 725-0088

<http://www.cityoflaurel.org> • email – [dpw@laurel.md.us](mailto:dpw@laurel.md.us) Fax (301) 498-5266

June 13, 2025

**MEMORANDUM**

To: Mayor Keith R. Sydnor  
Council President Kyla M. Clark  
Laurel City Councilmembers

Thru: Timothy Miller, Acting Deputy City Administrator

From: Thomas Helms, Acting Director of Public Works

Subject: Bid Recommendation - Pipe Repairs at Van Dusen Road Dam (MD Dam No. 615)

The Department of Public Works is requesting approval for awarding the contract for Pipe Repairs at Van Dusen Road Dam (MD Dam No. 615).

**Project Scope:**

This project focuses on critical infrastructure improvements to the Van Dusen Rd Dam structure. Key initiatives include the rehabilitation of concrete cracks and deterioration in the north and south RCP pipes, brick replacements, and structural repairs to the north and south towers. These structural enhancements, coupled with proposed sediment control and stormwater management solutions, will result in a more robust and efficient dam, representing a significant long-term investment for the City.

**Bid Results:**

The Department of Public Works has solicited public bids for this project, resulting in the receipt of nine (4) submissions. A formal bid opening was conducted on June 9, 2025, at 10:00 a.m., in the Council Chambers. The submitted bids, ranked from lowest to highest, are as follows:

- |  |                |
|--|----------------|
| 1. SFMS, LLC. -----                                | \$196,613.80 * |
| 2. Atlantic Restoration & Waterproofing, Inc.----- | \$352,720.00   |
| 3. Mar-Allen Concrete Products, Inc.-----          | \$403,459.00   |
| 4. Triangle Contracting, LLC. -----                | \$458,500.00   |

\*Apparent Low Bidder and the Bidder is a certified MDOT MBE (Minority Business Enterprise) firm.



## MAYOR AND CITY COUNCIL OF LAUREL

### DEPARTMENT OF PUBLIC WORKS

Item 3.

305-307 First Street • Laurel, Maryland 20707 (301) 725-0088

<http://www.cityoflaurel.org> • email – [dpw@laurel.md.us](mailto:dpw@laurel.md.us) Fax (301) 498-5266

#### Funding:

Funding for this project is available through the Adopted FY2026 Capital Improvement Program – Van Dusen Road Dam Improvements and Ordinance No. 2042.

#### Recommendation:

It is recommended that the contract for this project be awarded to SFMS LLC, from Bethesda, MD, for their bid of **\$196,613.80**, with the contingency of an additional \$19,661.20 for a total of **\$216,275.00**.

Should you have any questions or desire further information, please contact Thomas Helms, Acting Director at 301-725-0088, extension 3205.

#### Reviewed:

*Michele Saylor*

S. Michele Saylor, Director  
Department of Budget and Personnel Services

*7/8/2025*

Date

cc: Christian L. Pulley, CPM, City Administrator