

**CITY COUNCIL**

BRENCIS D. SMITH  
At-Large

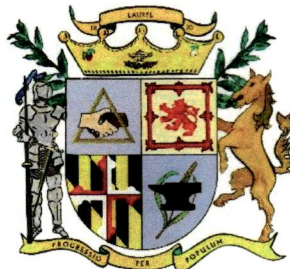
JAMES KOLE  
First Ward

ADRIAN G. SIMMONS  
First Ward

KYLA M. CLARK  
Second Ward

JEFFREY W. MILLS  
Second Ward

Council meets second and fourth  
Mondays of each month.



KEITH R. SYDNOR  
Mayor

CHRISTIAN L. PULLEY, CPM  
City Administrator

NEKESA MATLOCK  
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)

**MAYOR AND CITY COUNCIL OF LAUREL**

8103 Sandy Spring Road

Laurel, Maryland 20707-2502

**WORK SESSION  
MAYOR AND CITY COUNCIL OF LAUREL**

**WEDNESDAY, APRIL 1, 2026**

**6:00 PM**

**VIRTUAL MEETING  
MINUTES**

The work session convened via Zoom at approximately 6:00 pm with Council President Brencis D. Smith presiding. Councilwoman Kyla M. Clark, Councilman James Kole, Councilman Adrian G. Simmons and Mayor Keith R. Sydnor were present. Councilman Jeffrey W. Mills had an unexcused absence. There were three (3) members of the public in attendance.

The following staff members were also present: Nekesa Matlock, Deputy City Administrator, Sara A. Green, CPM, MMC, City Clerk, Bill Bailey, Director, Department of Parks and Recreation, Chrissy Cornwell, Director, Department of Emergency Management, Marchelle LeBlanc, Director, Department of Human Services, Jay Meashey, Director, Department of Economic and Community Development, Tim Miller, Director, Department of Public Works, S. Michele Saylor, Director, Department of Budget and Personnel Services, James Cornwell-Shiel, Director, Department of Information Technology, Natalie Williams, Director, Department of Communications, T'Amani Hamlett, Chief Building Official, Department of the Fire Marshal and Permit Services, Arman Safakhah, City Engineer, Department of Public Works and Stephanie P. Anderson, City Solicitor.

Agenda Item No. 2 was a Bid Recommendation- Department of Public Works- LA 26-002- Van Dusen Road Improvement Project Phase 3 (from north side of Route 198 to Old Sandy Spring Road). Tim Miller, Director, Department of Public Works presented the bid recommending that it be awarded to Olney Masonry Corp., in the amount of \$672,228.15. The Council agreed to move the item forward to the regular meeting scheduled for April 13, 2026 at 6:00 pm.

Agenda Item No. 3 was an Approval Request- Department of Public Works- Cherry Lane Bikeway 65% Design Grant. Tim Miller, Director, Department of Public Works, presented the item recommending that the project be awarded to KCI Technologies, Inc., for the total amount of \$199,935.00. Mr. Miller noted that \$150,000.00 of the total amount was available through the Amended FY2026 Capital Improvement Program- Laurel Bikeway Project, MDOT Kim Lamphier Bikeways Grant Program and City's grant match funding of \$49,935.00. The Council agreed to move the item forward to the regular meeting scheduled for April 13, 2026 at 6:00 pm.

Agenda Item No. 4 was Resolution No. 2-2026- A Resolution of the Mayor and City Council of Laurel, Maryland to Adopt the City of Laurel Bikeway Master Plan. Arman Safakhah, City Engineer, Department of Public Works, presented the item. The Council agreed to move the item forward to the regular meeting scheduled for April 13, 2026 at 6:00 pm.

Agenda Item No. 5 was Resolution No. 4-2026- A Resolution of the Mayor and City Council of Laurel, Maryland for the Purpose of Approving an Agreement Between the City of Laurel and the Fraternal Order of Police, Lodge 11. Ms. Nekesa Matlock, Deputy City Administrator, noted that the City and the Fraternal Order of Police, Lodge 11, had successfully negotiated the proposed contract. Stephen Silvesti, Esquire, Jackson Lewis Law Firm, provided a summary of the agreement. The Council agreed to move the item forward to the regular meeting scheduled for April 13, 2026 at 6:00 pm.

Agenda Item No. 6. Was Ordinance No. 2054- An Ordinance of the Mayor and City Council of Laurel, Maryland, Amending Chapter 18, Article XI Division 2 "Accumulations and Obnoxious Conditions, Etc." Renumbering and Renaming of Sections 18-181.1 Through Section 18-181.3, and Subsequent Addition of New Sections 18-181.4 and Section 18-181.5 of the Laurel City Code to Permit Intentional Native Plantings, Pollinator Gardens, and Other Managed Landscapes as an Exemption From the Weed Height Requirement, and to Update Requirements for the Trimming and Maintenance of Hedges, Shrubs, and Trees Along Streets and Sidewalks to Ensure Pedestrian Access, Visibility, and Public Safety and Providing an Effective Date. Councilman James Kole presented the proposed ordinance. The Council agreed to move the item forward to the regular meeting scheduled for April 13, 2026 at 6:00 pm.

There being no further business, the meeting was adjourned at approximately 7:22 pm.

Approved:



Sara A. Green, CPM, MMC  
City Clerk

Date: *April 27, 2026*

# Mayor and City Council Attendance Record

## Work Session

April 1, 2026 6:00 pm

## Virtual Meeting

Call to Order: 6:00pm

Meeting Ended: 7:22pm

Members of the Public: 3

absent Christian L Pulley  Nekesa Matlock  Bill Bailey  Chrissy Cornwell  
 Chief Russell Hamill  Crystal Hypolite  James Cornwell-Shiel  Marchelle LeBlanc  
 Jay Meashey  Tim Miller  S. Michele Saylor absent Danny Selby  Natalie Williams  
 Stephanie Anderson  Mark Plazinski  
 Tamekia Hamlett, Chief Building Official  
 Tim PS  
 Arman Safaichah, City Engineer, PPW

### Mayor and Councilmembers Attendance

Councilwoman Clark  Councilman Kole unexcused absence Councilman Mills  
 Councilman Simmons  President Smith  Mayor Sydnor

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City Clerk

(301) 725-5300

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

**Work Session**

**Wednesday, April 1, 2026**

**6:00 PM**

**Agenda**

**Virtual Meeting**

**Watch the meeting on Laurel TV streaming live in your web browser at <https://laurelvtv.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 – Brencis D. Smith, Council President
2. Bid Recommendation- Department of Public Works- LA 26-002- Van Dusen Road Improvement Project Phase 3 (from north side of Route 198 to Old Sandy Spring Road)
3. Approval Request- Department of Public Works- Cherry Lane Bikeway 65% Design Grant
4. Resolution No. 2-2026- A Resolution of the Mayor and City Council of Laurel, Maryland to Adopt the City of Laurel Bikeway Master Plan
5. Resolution No. 4-2026- A Resolution of the Mayor and City Council of Laurel, Maryland for the Purpose of Approving an Agreement Between the City of Laurel and the Fraternal Order of Police, Lodge 11
6. Ordinance No. 2054- An Ordinance of the Mayor and City Council of Laurel, Maryland, Amending Chapter 18, Article XI Division 2 “Accumulations and Obnoxious Conditions, Etc.” Renumbering and Renaming of Sections 18-181.1 Through Section 18-181.3, and Subsequent Addition of New Sections 18-181.4 and Section 18-181.5 of the Laurel City Code to Permit Intentional Native Plantings, Pollinator Gardens, and Other Managed Landscapes as an Exemption From the Weed Height Requirement, and to Update Requirements for the Trimming and Maintenance of Hedges, Shrubs, and Trees Along Streets and Sidewalks to Ensure Pedestrian Access, Visibility, and Public Safety and Providing an Effective Date
7. Adjournment



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

Item 2.

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March 13, 2026

**MEMORANDUM**

TO: Mayor Keith R. Sydnor  
Council President Brencis D. Smith  
Laurel City Councilmembers

FROM: Timothy H. Miller, Director, Department of Public Works

SUBJ: Bid Recommendation, LA 26-002, Van Dusen Road Improvement Project – Phase 3 (From north side of Route 198 to Old Sandy Spring Road)

The Department of Public Works is requesting approval for awarding the contract for Van Dusen Road Improvement Project – Phase 3 (LA 26-002).

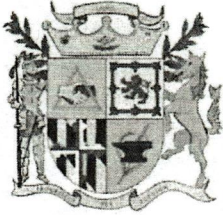
**Project Scope**

The project scope for Van Dusen Road Phase 3 encompasses comprehensive roadway and infrastructure improvements starting from the north side of Route 198 and extending to the intersection of Old Sandy Spring Road. This phase prioritizes a complete modernization of the traffic control system by transitioning from existing span-wire configurations to permanent, heavy-duty mast arm structures, complemented by the installation of updated pedestrian countdown signals and Accessible Pedestrian Signal (APS) pushbuttons. The physical footprint of the corridor will be upgraded through a 2" mill and overlay of the existing asphalt surface to restore structural integrity, alongside strategic median widening and the selective replacement of damaged curb, gutter, and sidewalk sections to ensure proper drainage and pedestrian continuity. To ensure full accessibility, all non-compliant ADA handicap ramps within the project limits will be fully reconstructed to meet current federal standards. Finally, the project includes the application of high-visibility pavement markings, including international-style crosswalks, solid lane lines, broken lines, and directional symbols, ensuring clear channelization and safety for both motorists and pedestrians throughout the work zone.

**Bid Results**

The Department of Public Works has solicited public bids for this project, resulting in the receipt of seven (5) submissions. A formal bid opening was conducted on March 3, 2026, at Laurel Municipal Center. The submitted bids, ranked from lowest to highest, are as follows:

1. Olney Masonry, Corp.	\$611,116.50*
2. SFMS, LLC.	\$612,786.20
3. E&R Services, Inc.	\$699,540.95
4. DXI Construction, Inc.	\$1,118,879.50
5. Sagers Construction, Cor.	\$1,197,508.62



**MAYOR AND CITY COUNCIL OF LAUREL**  
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\*Apparent Low Bidder, and the firm is a certified Maryland Minority Business Enterprise (MBE).

**Funding**

Funding for this project is available through the Adopted FY2026 Capital Improvement Program – Van Dusen Road Improvement.

**Recommendation**

It is recommended that the contract for this project be awarded to **Olney Masonry, Corp. of Beltsville, MD**, a certified Minority Business Enterprise, for their bid of **\$611,116.50**, with a contingency of **\$61,111.65**, for a total project authorization of **\$672,228.15**.

The Department of Public Works (DPW) has verified the contractor's references with other cities and counties similar in profile to the City of Laurel. These references reported that Olney Masonry, Corp. performed their work to a high standard, maintained strict adherence to project timelines, and completed their contracts at no additional cost beyond the amount awarded.

Should you have any questions or desire further information, please contact Timothy Miller at (301) 725-0088, extension 3206.

**Reviewed for Funding:**

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

3/13/2020  
**Date**

- cc: Christian L. Pulley, CPM, City Administrator  
Nekesa, Matlock, Deputy City Administrator  
Thomas Helms, Assistant Director, Department of Public Works  
Arman Safakhah, City Engineer, Department of Public Works



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

Item 3.

---

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March 13, 2026

**MEMORANDUM**

TO: Mayor Keith R. Sydnor  
Council President Brencis D. Smith  
Laurel City Councilmembers

FROM: Timothy H. Miller, Director, Department of Public Works

SUBJ: Approval Request - FY 2026 Cherry Lane Bikeway 65% Design Grant

The City remains committed to sustainable urban design as a cornerstone of public health and environmental stewardship. To expand accessible, multi-modal transportation options, the City continues to prioritize the development of a comprehensive bikeway network. Recently, the City secured a grant through the MDOT Kim Lamphier Bikeways Network Program, which will fund the completion of the 65% design phase for new cycling infrastructure along Cherry Lane, spanning from Van Dusen Road to US 1 (Baltimore Avenue).

**Project Scope:**

The redesign of Cherry Lane includes the integration of on-street bike lanes and the full reconstruction of three traffic signals at the intersections of Ashford Blvd, 4th Street, and Laurel Place. Additionally, the project entails a possible 2-inch mill and overlay of existing pavement, restriping, and targeted sidewalk replacement. These improvements are based on the 2023 Survey and Concept Feasibility Study conducted by KCI Technologies, Inc., which was funded under the same grant.

The Department of Public Works requested a design proposal from KCI Technologies, Inc., an on-call consulting firm for the City. The proposed scope of work includes the Preliminary (30%) and Schematic (65%) design phases. Furthermore, KCI will provide comprehensive construction documentation, including detailed plans, technical specifications, engineer's cost estimates, and a complete bid package.

**Bidding Results:**

The Engineering bidding result that City received is as follows:

KCI Technologies, Inc.	<b>\$199,935.00</b>
------------------------	---------------------



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

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**Recommendation:**

It is recommended that the project be awarded to **KCI Technologies, Inc.** for the total amount of **\$199,935.00**. This recommendation is based on the strength of their proposal and their proven track record with the City. KCI Technologies has successfully delivered multiple bikeway projects through the MDOT Bikeway Grant Programs, consistently meeting performance standards and completing work at no additional charge.

**Funding:**

Funding for this project is available through the Amended FY2026 Capital Improvement Program – Laurel Bikeway Project, MDOT Kim Lamphier Bikeways Grant Program (\$150,000.00) and City’s grant match funding (\$49,935.00).

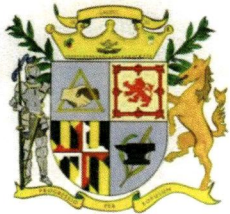
Should you have any questions or desire further information, please contact Timothy H. Miller at (301) 725-0088, Extension 3206.

**Reviewed for Funding:**

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

3/13/2026  
Date

CC: Christian L. Pulley, CPM, City Administrator  
Nekesa Matlock, Deputy City Administrator  
Sara Green, Clerk to the Council  
Thomas Helms, Assistant Director, Department of Public Works  
Arman Safakhah, City Engineer, Department of Public Works



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

Item 4.

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March 13, 2026

**MEMORANDUM**

TO: Mayor Keith R. Sydnor  
Council President Brencis D. Smith  
Laurel City Councilmembers

FROM: Timothy H. Miller, Director, Department of Public Works

SUBJ: 2026 Bikeway Master Plan Update

The Department of Public Works has completed a comprehensive update to the 2016 Bikeway Master Plan (City’s most recently adopted). This revised edition successfully implemented routes while introducing strategic new pathways designed to enhance network connectivity across the City.

The Department of Public Works convened six sessions of the Bikeway and Pedestrian Citizens Advisory Committee between 2025 and 2026. Outlined below are the meeting dates, executive summaries, and formal recommendations submitted by the Committee.

Meeting #	Date	Summary	Recommendations
1	April 8, 2025	<ul style="list-style-type: none"> <li>- Cherry Lane Bikeway Concept Study presentation by DPW staff</li> <li>- Application for Grant Funding for the Cherry Lane Bikeway design</li> <li>- Most recent Bikeway Master Plan presentation by DPW staff.</li> </ul>	<ul style="list-style-type: none"> <li>- The Committee discussed the need for future bike lanes development to focus on Bikeway connectivity.</li> </ul>
2	June 10, 2025	*** Canceled due to no quorum ***	None
3	August 5, 2025	<ul style="list-style-type: none"> <li>- Election of the Chair and Vice Chair</li> <li>- Updated Committee members on status of Cherry Lane Bikeway Design Grant</li> </ul>	<ul style="list-style-type: none"> <li>- Committee members discussed making a recommendation to Council to</li> </ul>



**MAYOR AND CITY COUNCIL OF LAUREL**  
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		- Committee members have been requested to cast their votes on the preferred design alternative for the Cherry Lane Bikeway during the upcoming meeting.	reach to other jurisdictions for future possibles Bikeways.
4	September 17, 2025	- The vote for Cherry Lane Bikeway design alternatives was taken. - Committee members were invited to provide recommendations on potential roadway segments for inclusion in the upcoming Bikeway Master Plan.	- The Committee recommended the City implement a combination of alternative # 2 and #3.
5	October 22, 2025	- DPW working with KCI on concept study based on committees suggested combination of alternative #2 and #3	- Committee members recommended state roadway MD198/Gorman Ave. between 8 <sup>th</sup> and 7 <sup>th</sup> to bikeway plan. (SHA owned ROW)
6	January 14, 2026	- Master plan first draft revisions completed.	None

Please find the Department of Public Works updated revisions for February 2026 outlined below:

- **Data Integration:** All datasets have been comprehensively reviewed and updated to ensure they reflect the most current information available.
- **Bike Plan Road Segment Data:** Table #1 on page 14 has been revised to align with the current strategic plan and latest segment analytics.
- **Cost Estimate Adjustments:** The cost estimate section has been recalibrated using the most recent unit pricing derived from the City’s latest solicitations and competitive bids, that includes cost for bike racks, concrete pads, thermoplastic pavement marking and symbols, and signages.



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

Item 4.

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- **Bikeway Revisions:** The following proposed City Bikeways have been modified as follows:

### **8th Street**

8th Street, from Montgomery Street to Montrose Avenue, is incorporated into the City's Bikeway Master Plan as a designated shared-use path.

### **St. Mary's Place**

The entire St. Mary's Place corridor is added to the City's Master Plan to facilitate a shared-use path connection between the proposed 8th Street and Main Street bikeways.

### **Dorset Road**

The proposed bikeway limits for Dorset Road have been extended to encompass the entire corridor, establishing a shared-use path connection between Brooklyn Bridge Road and Old Sandy Spring Road.

### **Montgomery Street**

The proposed bikeway limits for Montgomery Street have been extended to the intersection of 8th Street and St. Mary's Place as a shared-use path.

### **Marshall Ave**

A new bikeway proposal for Marshall Avenue, extending from Staggers Road to Bowie Road, has been added to the Master Plan as a shared-use path.

### **Clubhouse Boulevard**

The proposed bikeway at Clubhouse Boulevard has been revised from its original design to a dedicated on-road bike lane.

### **Cypress Street**

Cypress Street is added to the Master Plan to extend the existing on-road bike lane from Oxford Drive to Westmeath Drive. Due to limited right-of-way width, this segment will be a shared-use path. This addition effectively connects the Mulberry Street bike lane to the existing hiker/biker trails at Wellington and Van Dusen Road.

### **Westmeath Drive**



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Westmeath Drive is added to the Master Plan as a shared-use path to connect the proposed Cypress Street bikeway to the existing hiker/biker trail at Van Dusen Road.

**Laurel Park Drive**

The Laurel Park Drive bikeway is added to the Master Plan as a shared-use path to complete the connection between Westmeath Drive and the Van Dusen Road hiker/biker trails. This infrastructure will provide critical multi-modal access for residents of the new Oaks at Laurel development (84 townhouses) currently under construction at Park Center Drive.

Given that the majority of the proposed routes in the revised Bikeway Master Plan consist of shared-use paths, the Department of Public Works has the in-house capacity to begin implementation this spring.

It is noted the City has been awarded a \$200,000 state grant to initiate the 65% design phase for the Cherry Lane Bikeway, following the 2023 concept study by KCI Technologies, Inc. We are currently awaiting the final execution of the grant agreement from the State. Furthermore, the Department of Public Works intends to incorporate on-road bicycle lanes as part of the Stagers Road Capital Improvement Program, scheduled for implementation in Fiscal Year 2026.

Should you have any questions or desire further information, please contact Tim Miller at (301) 725-0088, extension 3206.

Sincerely,  
Tim Miller, Director of Public Works

CC: Christian L. Pulley, CPM, City Administrator  
Nekesa Matlock, Deputy City Administrator  
Sara Green, Clerk to the Council  
Thomas Helms, Assistant Director, Department of Public Works  
Arman Safakhah, City Engineer, Department of Public Works

Documents attached:

- Revised 2026 Bikeway Master plan
- Revised 2026 Bikeway Map



# CITY OF LAUREL, MARYLAND

## RESOLUTION NO. 2-2026

### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO ADOPT THE CITY OF LAUREL BIKEWAY MASTER PLAN

*Sponsored by the President at the request of the Administration.*

**WHEREAS**, the City's increasing mobile population, extensive park system and continued vision for a safe and viable means for pedestrians and bicyclists to safely and easily navigate City streets; and

**WHEREAS**, the Mayor and City Council directed staff to develop a Bikeway Master Plan that builds new bikeways and utilizes existing roadways in a shared manner to accommodate bicyclists; and

**WHEREAS**, the Mayor and City Council approved and adopted the City's First Bikeway Master Plan in August 2009 and that plan was subsequently revised and adopted by the Mayor and City Council in March 2016; and

**WHEREAS**, as the City continues to grow, the Bikeway Master Plan will continue to be reviewed and updated as necessary; and

**WHEREAS**, between 2025 and 2026, the Department of Public Works (DPW) convened six (6) sessions with the Bikeway and Pedestrian Citizens Advisory Committee (the Committee) to review the current plan; and

**WHEREAS**, the Committee prepared and approved recommendations for the updated Bikeway Master Plan and submitted them to the Mayor and City Council for approval through a memorandum dated March 13, 2026; and

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of Laurel, Maryland hereby adopt the updated Bikeway Master Plan as recommended by the Bikeway and Pedestrian Citizens Advisory Committee; and

**AND, BE IT FURTHER RESOLVED**, that this Resolution shall take effect on the date of its adoption.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

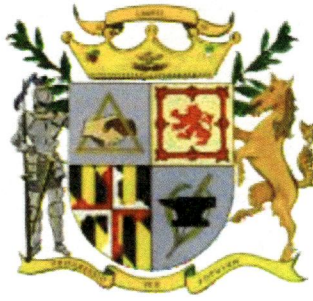
**ATTEST:**

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

\_\_\_\_\_  
**BRENCIS D. SMITH**  
President of the City Council

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

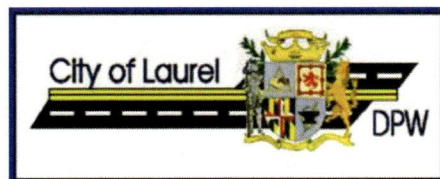
\_\_\_\_\_  
KEITH R. SYDNOR  
Mayor



# **CITY OF LAUREL BIKEWAY MASTER PLAN**

**Adopted – September 2009  
Updated March 2016  
Updated April 2026**

**DRAFT**



## PREFACE

In recognition of the City of Laurel's increasingly mobile population, its many retail offerings, and expansive public park system, the City established a vision to provide a safe and viable means for pedestrians and cyclists to safely and easily navigate City streets. Based on this vision, City Staff were directed to develop a Bikeway Master Plan that builds new bikeways and utilizes existing roadways in a shared manner to accommodate bicyclists the same way that existing sidewalk repair and augmentation programs aid pedestrians. Therefore, with the opportunity to see this vision fulfilled, the draft of the Bikeway Master Plan was presented to the citizens for public comment in summer 2009. Later in September 2009, the Mayor and City Council of Laurel officially approved and adopted the "City of Laurel Bikeway Master Plan." While the Plan involves modifying many of the City's streets, Fourth Street, which connects the City's two most used parks, served as the beginning path for the Plan.

Through the years of implementation, there is now a total of approximately seven (7) lane miles of bikeways in the City. The Cherry Lane Bikeway project is under grant agreement with the Maryland Department of Transportation (MDOT) Bikeway Program. Future bikeways will occur as budgets permit. The adopted Bikeway Master Plan will be an adjunct to the City's Master Plan, the Capital Improvement Program (CIP), and will be part of the Adequate Public Facilities review for all future developments.

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## **1. Introduction - What is a Bikeway Plan?**

A bikeway plan, at its core, consists of establishing and maintaining infrastructure and the culture for the bicycling mode of transportation, much like the city's roadway network for cars or the system of sidewalks and crosswalks for pedestrians. A bikeway is any street, trail, or shared-use path that has been designated for allowing and accommodating bicyclists. The infrastructure serves as a means of safe and efficient transportation and parking for cyclists. The goal of this bikeway plan is to provide a roadmap and design guide for implementing this infrastructure within the City of Laurel to allow bicyclists in any neighborhood to safely and comfortably reach any other City neighborhood as well as reach any City park, school or retail core area. Criteria for selected bikeways are outlined with a mathematical approach to maximizing travel efficiency and user safety. Design guidelines and policy recommendations are also addressed.

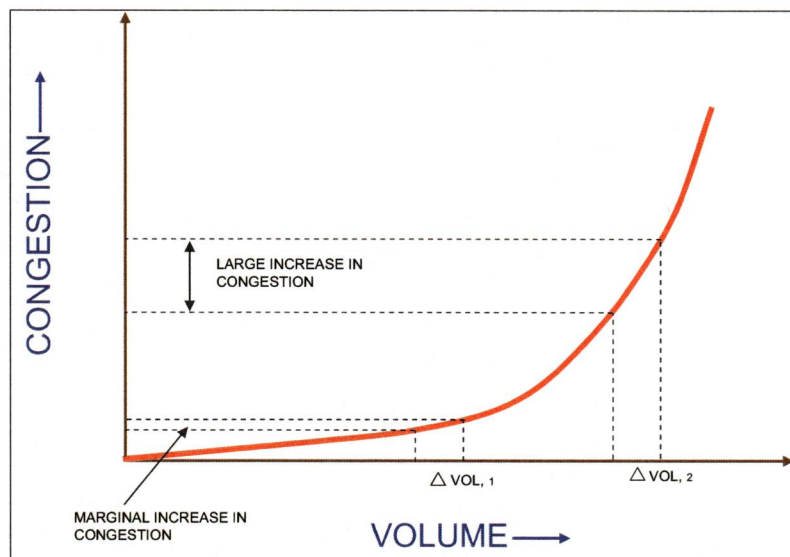
## **2. Why Having One?**

Laurel is a dense city with a population estimated near 30,000 residents occupying a total area of approximately 4.8 square miles. Despite this growth, it remains a city rich in public amenities, including over 200 acres of parkland, two city pools, and multiple public/private schools, in addition to multiple commercial and retail centers. Given Laurel's compact nature, its small width, and the central location of many destinations (parks, core retail), it is an ideal candidate for integrating bikeways into its transportation infrastructure. Many destination-based bike trips within the city can still be completed in under 15 minutes, a timeline that often proves faster than driving, depending on prevailing traffic congestion.

From a traffic capacity perspective, incorporating bikeways is far more efficient than perpetually expanding roadways. Excess vehicle capacity from roadway widening projects is quickly consumed by new upstream developments or by motorists seeking the most efficient route, leading to a rapid return of pre-existing traffic congestion levels. However, bike lanes require significantly less asphalt and right-of-way than vehicle lanes. Furthermore, bicycle parking is highly efficient: a single standard vehicle parking space (9 ft. by 20 ft.) can accommodate parking for 10 bicycles.

The establishment of a dedicated and safe bikeway network would lead to increased cycling and a substantive reduction in traffic congestion both within and surrounding the City of Laurel. While approximately one-third (35%) of all car trips in the United States are less than two miles, only about 1% of all trips utilize a bicycle (FHWA, 2021). Congestion is directly related to vehicle volume, but this relationship is highly non-linear. Highway capacity analysis demonstrates that once traffic volume nears a critical threshold, each additional vehicle creates a disproportionately greater impact on delays. In an urban environment characterized by closely spaced intersections and traffic signals, even a slight reduction in vehicle volume achieved by shifting short car trips to bikes can prevent traffic volumes from reaching this critical level, thus drastically mitigating the onset of massive delays versus

minor slowdowns. Figure 1 shows the nominal relationship between vehicle volume and congestion/delay.



**Figure 1: Illustration showing the effect of incremental vehicle volume on congestion.**

As shown in the figure above, additional vehicles ( $\square \text{ vol}_1$ ) result in only marginal increases in congestion when overall volume is low, but at higher volumes, the same number of additional vehicles ( $\square \text{ vol}_2$ ) result in a much higher increase in congestion (delay). Once traffic volume reaches a critical level, *taking these added vehicles off roadways by providing biking as an alternative* can prevent massive delays to motorists.

Finally, biking is far healthier and cheaper than driving. Biking requires no fossil fuel or other external energy generation. It results in no air/noise pollution. The cost of bike ownership (initial purchase, fuel, repair costs and insurance) is negligible compared to passenger vehicles.

In sum, a bikeway plan provides:

- A safe and efficient connection between neighborhoods and Laurel's numerous City parks and other public facilities or retail.
- A continuous link with other surrounding jurisdictions' existing or planned bikeways.
- Efficient use of existing infrastructure and right-of-way to maximize vehicle (car and bike) capacity.
- A reduction in vehicle traffic congestion.
- A reduction in air and noise pollution.
- A healthier, fitter populace.
- An opportunity for more personal interaction among neighbors.

### 3. Bikeway Infrastructure Elements and Design Guidelines

A Bikeway Transportation Plan provides guidelines for development of infrastructure network that allows bikers to move safely and efficiently from point A to point B, much like sidewalk for pedestrians or paved roads for vehicles. The Guide for Development of Bicycle Facilities by the American Association of State Highway Transportation Officials (AASHTO) provides the technical foundation for designing bike facilities. Other jurisdictions, locally and nationwide, have published *Best Practices* and *Lessons Learned* reports that provide additional support information. Also utilized in the development of the Bikeway Plan is the City's database of road characteristics, which include vehicle speed and average daily traffic volume.

The main infrastructure elements of a Bikeway infrastructure are:

#### 3.1 Off-roadway paths or trails

Multiple-use trails accommodate several user types such as pedestrians, bicyclists, skaters, etc., and are physically separated from vehicular traffic. Off-roadway trails surround Gude Lake, for example.

#### 3.2 Hiker/Biker Trail

A hiker/biker trail is a trail that runs parallel with a street and is part of the street's right-of-way. The infrastructure can be a stand-alone bike/pedestrian path, similar to the one along the east side of Van Dusen Road, south of the Fire Station. See Figure 2. Typically, 10 feet in width, as opposed to standard 4' wide pedestrian paths, these paths can accommodate pedestrians and bicyclists simultaneously. The paths are usually separated from the roadway by a median, as shown in Figure 2.



Figure 2: Photo of Side Path on Van Dusen Road

For long stretches of uninterrupted travel, side paths are safer than riding in the street. However, at intersections with streets, the offset distance of the side path can put a bicyclist out of a turning motorist's field of vision. See Figure 3 for example.

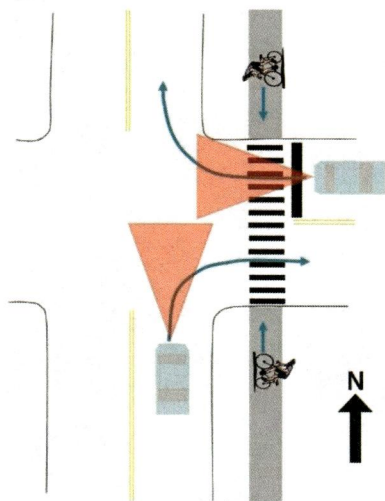


Figure 3: Illustration of potential conflicts with turning vehicles and bicyclists on side paths.

As shown in Figure 3, a northbound motorist turning right may not see a bicyclist on their passenger side, because the bicyclist isn't in the direct field of vision. The same is true for the westbound turning driver, who is more concerned with on-coming vehicles on their left. Because of this inherent flaw at intersections, side paths should be discouraged where possible and should be limited to long stretches of busy streets that have few side streets or driveways.

One way to mitigate the problem of using hiker/biker trail at intersections is to modify curb geometry at the intersection to have sharper turns. The sharper turns force slower right-turn movements, enabling a better chance of seeing a nearby parallel bicyclist. Another method is to install the side paths as close to the curb face as possible, so that cyclists are more likely to be in drivers' field of vision. Still another method of drawing a motorist's attention is to install large high-visibility crosswalks at these intersections and incorporate signage such as the type shown in Figure 4.

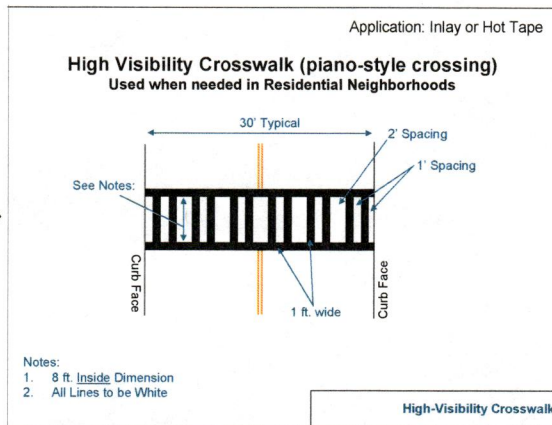


Figure 4: Side path Signage and Laurel-standard high-visibility crosswalk

### 3.3 Striped Bike Lanes

Striped in-roadway bike lanes are more common than paths, particularly in urban areas where right-of-way is limited. Bike Lanes utilize existing infrastructure (i.e. roads) in a shared manner for both cars and bikes. For roadways that are wide enough, striping-out designated Bike Lanes is a simple cost-effective method for installing designated bike-only infrastructure. A bike-only lane marking is shown in Figure 5.

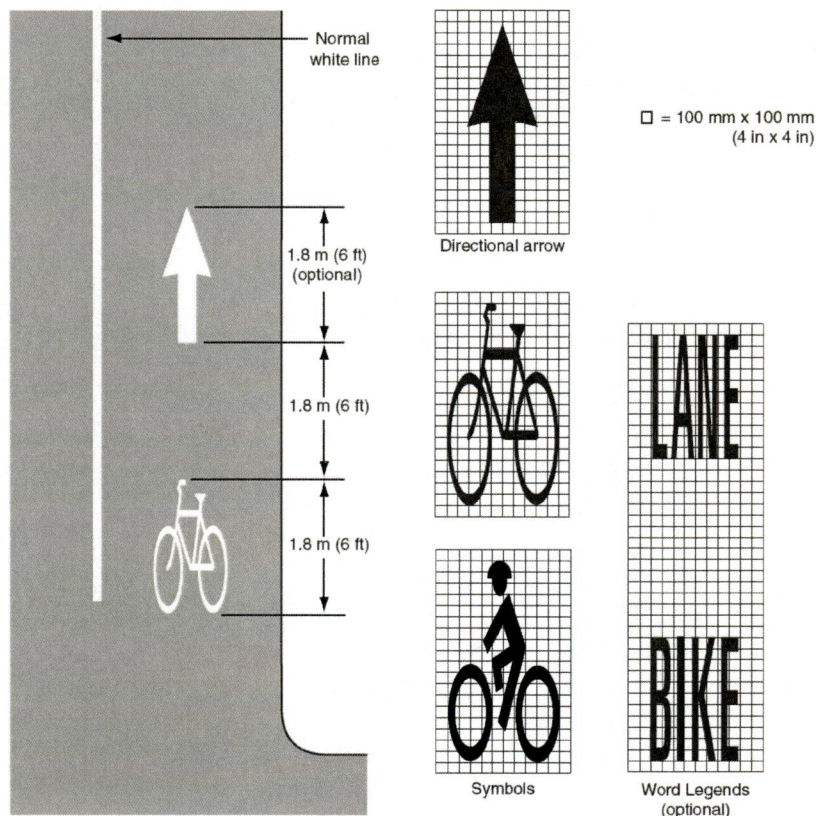


Figure 5: Standard Bike Lane pavement markings. (Source: MUTCD, Ch. 9).

Bike lanes should be a minimum of five (5) feet in width from a curb face to the solid lane divider. Because a bike lane usually encompasses a concrete gutter pan, regular street-sweeping is needed to ensure safe travel. Moving or parked vehicles are prohibited from bike lanes. Striped bike lanes provide a visual separation between vehicle traffic and bike traffic. In addition, striping an existing roadway for a bike-lane narrows the travel way for vehicles, which has a traffic-calming effect on the road segment, resulting in lower average vehicle speeds.

Striped bike lanes are feasible on travel lanes that are a minimum of 16 feet wide in each direction with no side-street parking. However, travel lanes are not always wide enough for a bike lane, because the road is simply not wide enough or because on-street parking cannot be removed. In these instances, there are other measures available for marking a roadway.

### 3.4. Combined Biking/Parking Lane

Many residential roadways have wide lanes that allow on-street parking, but it only gets utilized during special occasions. In order to maintain the ability to park yet still provide a safe travel lane for cyclists, this extra roadway width can be striped as a shared parking/biking lane. This can be done simply by striping a solid white line 7 to 8 feet from the edge of pavement on both sides for biking and the occasional parked car. An example of this type of striping is on Brooklyn Bridge Road, between Dorset Road and Patuxent Road, as shown in Figure 6.



Figure 6: Brooklyn Bridge Road, with shoulders striped for parking

Cyclists would use these shared lanes as they would a bike-only lane, but in the infrequent presence of parked cars they would utilize the vehicle-travel portion of the roadway. The road is signed as a Bike Route (see section 3.6), with no other bike lane signage or pavement markings. A side benefit to this striping is the appearance of a narrow vehicle travel lane, which often translates into reduced overall traffic speeds.

### 3.5 Signage: “Bike May Use Full Lane”

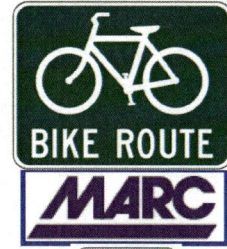
Roadside signage is also used to provide information to motorists and bicyclists about the way a roadway is designated.

Legally, bicyclists may always use full lanes on residential roads, but they are encouraged to ride on the right side of a lane. However, this sign designation is for special circumstances where the lane width is too narrow to accommodate both vehicles and bikes. This sign location is along 7<sup>th</sup> Street in Old Town Laurel, where there is on-street parking that reduces the usable travel lane width to approximately 10 feet for both vehicles and bikes.



### 3.6 Signage: “Bike Route” (with optional destination and direction marker)

This signage designates a travel way as a preferred road for bike users. Optionally, the sign can have a destination marker and/or directional marker, as shown. The AASHTO Guide for the Development of Bike Facilities recommends spacing the signs at 500 meters.



### 3.7 “Share the Road” Signage

Many roads have a travel lane that is extra wide (but not wide enough for a striped bike lane). These roads that are designated as preferred bike routes can be signed as such and include “Share the Road” signage to reinforce the message that the signed travel-way is available to both vehicles and bikes. Two lane roads that are 30’ (Laurel City Code minimum road width) and have no parking are excellent candidates.

### 3.8 Sharrows

“Sharrows” are shared-lane pavement markings. Where there is on-street parallel parking, sharrows help reduce crashes with doors opening on parked cars, by guiding bicyclists to the proper location away from the reach of a swinging card door. The center of the sharrow marking must be at least 11 feet from the curb face. This will provide a bicyclist who rides in the center of the sharrow enough clearance if a parked car door were to open suddenly.

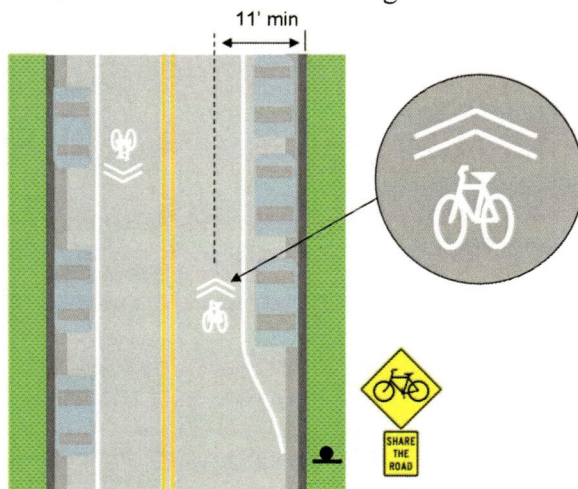


Figure 7: Sharrow Pavement Markings

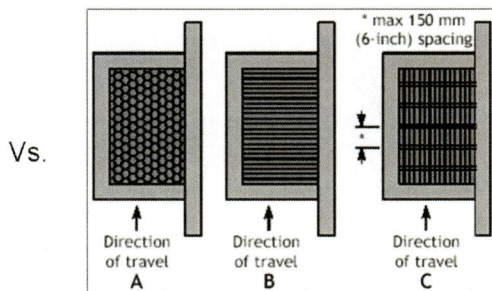
## 4. Other Design Guidelines

### 4.1 Stormwater Drain Grates

Another aspect of utilizing infrastructure is the proper handling of storm-water grates. Storm-water grates are found on the curbside of roads, where bicycle lanes are striped. Older grates have wide grooves that can catch bike tires. Any designated bike route must avoid streets with these types of storm-water grates or replace the grate covers with newer, safer styles (see Figure 8).



Falling Hazard



Tires can't get caught in grooves

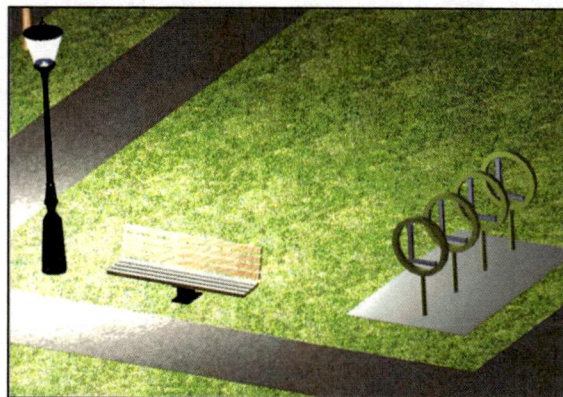
Figure 8: Example of dangerous stormwater grate and improved version

### 4.2 Bike Racks

A standard hoop rack shape allows for locking both wheels and/or frame to the rack. Each inverted “U” can accommodate 2 bicycles. New bike racks in City Parks will also require a concrete pad to bolt/secure them. Bike racks should be positioned in secure, visible and well-lit areas. Spacing between inverted-“U” racks should be 36” minimum.



As an alternative to standard hoop racks, the city can commission a contest for local artists to design a customized Laurel bike rack that can be installed at City Parks.



### 4.3 Traffic Calming

Vehicle speed plays a large role in bicyclists' level of comfort on shared-use roads and on-street dedicated bike lanes. One way to reduce vehicle speeds on roadways is through traffic calming. Traffic calming involves physical changes to the roadway to make speed and aggressive driving difficult or impossible. There are two types of geometric changes to a roadway to slow down vehicles' vertical changes, such as speed bumps and speed humps; and horizontal changes such as lane constrictions and traffic circles. The City of Laurel has enacted traffic calming measures on several neighborhood collector roads. Horizontal measures include:

1. Traffic circles (see Figure 10 ),
2. Chicanes,
3. Chokers,
4. Bump-outs
5. Center-island medians.

An illustration of chicanes, chokers and center-island medians is shown in Figure 9. A bulb-out is similar to a choker, but is much smaller and is applied at intersections instead of at mid-block.

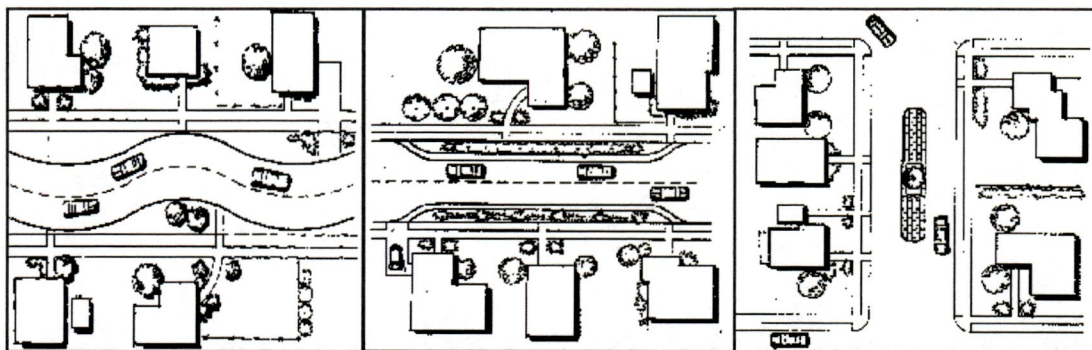


Figure 9: Schematic of Chicane, Choker, and Center-island median, respectively. (Source: Institute of Traffic Engineers)

Of these traffic calming devices, the City of Laurel has constructed, or has planned for near-term construction, all of the above-listed measures except for *chicanes*. Studies have shown that traffic calming encourages pedestrian and bicyclist travel (Clarke and Dornfeld, FHWA, 1994).



Figure 10: Traffic Circle at Intersection of Montrose Ave and Harrison Dr.

## 5. Roadway Segment Data and Bicycle Level of Service (BLOS)

Seventeen (17) roads have been designated as potential Bikeways. These roads were chosen to connect neighborhoods with parks, commercial centers, and other neighborhoods in a way that maximizes BLOS and avoids traveling on State-maintained roadways that have high vehicle volumes and speeds, along with narrow lanes.

BLOS is a method of quantifying the “bike-friendliness” of a particular road. It is not a measure of congestion/capacity like vehicular level of service, but rather it endeavors to determine a cyclist’s comfort level. BLOS grades roads on an A-F scale, similar to vehicle LOS, with an “A” being the safest roadway to ride on, and F being the least comfortable.

BLOS is based on 5 factors:

1. Vehicle Speeds,
2. Vehicle Volumes
3. Shoulder/Bike-Lane Width
4. Pavement Conditions
5. Percent of vehicular traffic that consists of Heavy Vehicles

The two largest factors are vehicles volumes and paved shoulder width. BLOS is a tool to determine the most desirable route connecting communities with neighboring destinations, such as parks, schools, or commercial districts. It can further be used to find, quantify and prioritize deficiencies in a bikeway network. See the following table for BLOS and other roadway information such as Average Daily Traffic (ADT) for the designated bikeway road segments

Table 1: Bike Plan Road Segment Data

Road or Road Segment	BLOS*	Roadway Width	On-Street Parking Allowed	ADT	Shoulder Type and Width
8th Street & St. Mary's Place	B	36'	Both Sides	4,000	None
9th Street	A	24'	Both Sides	2,000	None
Cherry Lane (Van Dusen Road to Route 1)	C	70'	No	20,000	None
Dorset Road	B	36'	Both sides	<2,000	None
Brooklyn Bridge Road	B	40'	Yes	4,200	paved
Harrison Drive	A	44'	Both Sides	900	None
Laurelton Drive	A	36'	Both Sides	900	None
Main Street	C	40'	Both sides	9,700	None
Marshall Ave	A	36'	No	<2,000	None
Sandy Spring Road	C	34' to 42'	Variable	9,600	Paved
Staggers Road	A	36'	Yes	<2,000	None
West Street	C	24'	Both Sides	<2,000	None
Cypress Street (Oxford Drive to Westmeath Drive)	C	36' to 42'	Both Sides	4,000	None
Westmeath Drive & Laurel Park Drive	C	24'	Both Sides	3,500	None
White way	A	36'	One side	900	None

### 5.1 Calculating BLOS

See the following figure for BLOS calculation methodology.

$$BLOS = 0.507 \ln(Vol_{15}/L_n) + 0.199 SP_t(1+10.38HV)^2 + 7.066(1/PR_5)^2 - 0.005 W_e^2 + 0.760$$

where:

$Vol_{15}$  = volume of directional traffic in 15 minutes =  $(ADT * D * K_d) / (4 * PHF)$   
 ADT = Average Daily Traffic on the segment  
 D = Directional Factor  
 $K_d$  = Peak to Daily Factor  
 PHF = Peak Hour Factor

$L_n$  = number of directional through lanes  
 $SP_t$  = effective speed limit =  $1.1199 \ln(SP_p - 20) + 0.8103$ , where  $SP_p$  is the posted speed limit  
 HV = percentage of heavy vehicles (as defined in the 1994 Highway Capacity Manual)  
 $PR_5$  = FHWA's 5-point pavement surface condition rating (5=best)  
 $W_e$  = average effective width of outside through lane:  
 $W_e = W_v - (10' * OSPA)$  where  $W_1 = 0$   
 $W_e = W_v + W_1(1 - 2 * OSPA)$  where  $W_1 > 0$  &  $W_{ps} = 0$   
 $W_e = W_v + W_1 - 2(10' * OSPA)$  where  $W_1 > 0$ ,  $W_{ps} > 0$ , and a bike lane exists.

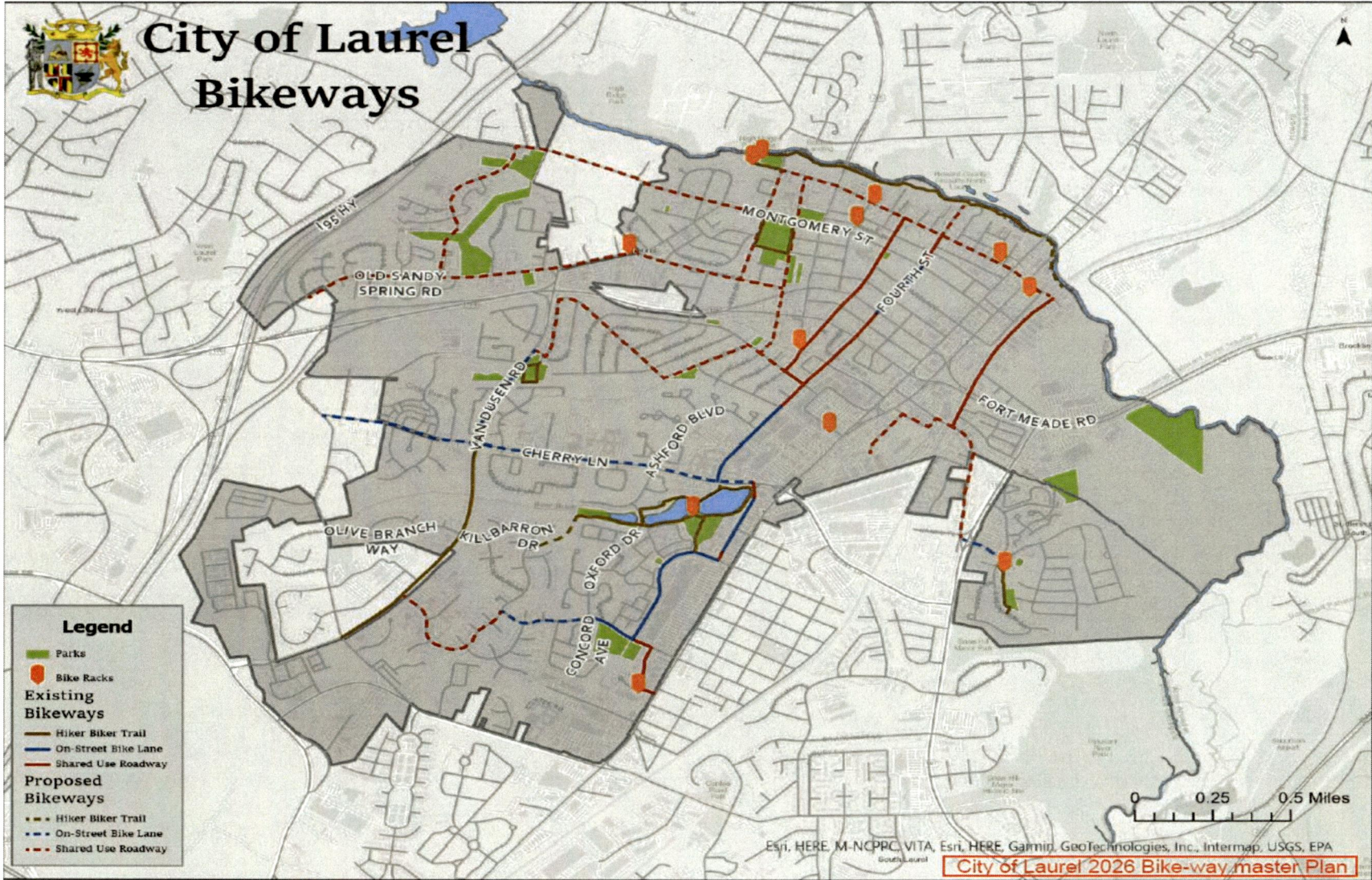
$W_t$  = total width of outside lane (and shoulder) pavement  
 OSPA = fraction of segment with occupied on-street parking  
 $W_1$  = width of paving between outside lane stripe and edge of pavement  
 $W_{ps}$  = width of pavement striped for on-street parking  
 $W_v$  = effective width as a function of traffic volume  
 $W_v = W_t$  if  $ADT > 4000$  veh/day  
 $W_v = W_t(2 - (ADT/4000))$  if  $ADT < 4000$  and road is undivided and unstriped.

Bicycle Level of Service ranges associated with level of service (LOS) designations:

BLOS Score Range	≤ 1.50	1.51-2.50	2.51-3.50	3.51-4.50	4.51-5.50	> 5.50
LOS Level or Grade	A	B	C	D	E	F

## 6. Laurel Bike Map

The following page shows the map of the existing and proposed City of Laurel Bikeways. This map illustrates which roadways are designated as Bikeways and the types of the proposed bikeway. The map is based on the locations of neighborhoods, parks, retail/commercial cores in conjunction with City BLOS data. Only roads that are under the jurisdiction of the City of Laurel can be modified by the City. The City has no jurisdiction over County Roads such as Contee Road, Brooklyn Bridge Road or State Roads such as US 1 or MD 198.



## 7. Proposed Laurel Roads as Bikeways

The following is a brief description of each road segment along with an illustration showing how each roadway segment would be signed/re-stripped.

### 8th Street & St. Mary's Place

8<sup>th</sup> street is 36 feet wide with low vehicle volume. On-street parking is allowed on both sides. 8<sup>th</sup> street destinations include McCullough Park, Emancipation Park (with access to Laurel Library), as well as Pallotti High School and St. Mary's of the Mills Elementary School. 8<sup>th</sup> Street also connects Old Town to the Laurel Hills and Fairlawn neighborhoods. 8<sup>th</sup> Street can be signed as a bike route, with sharrows marked on the roadway to indicate a safe bicycling position away from parked cars.

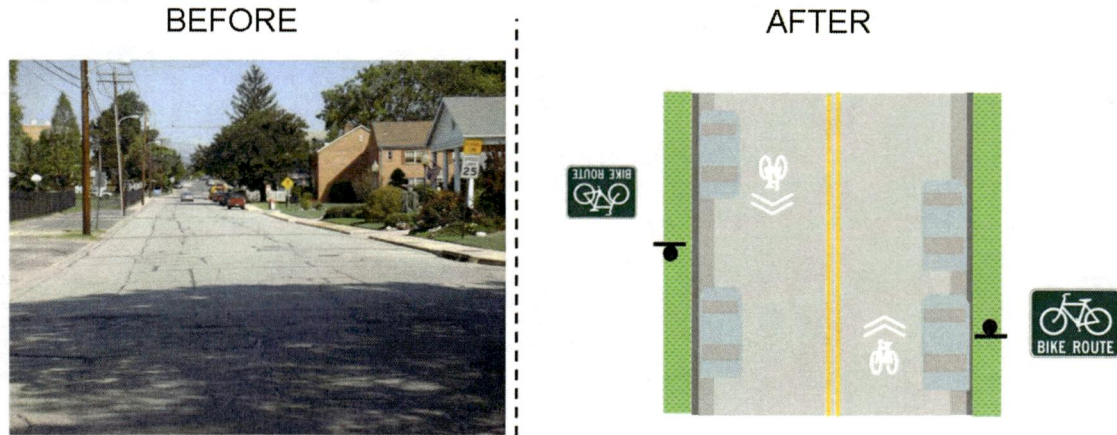


Figure 10: Before and After Signage/Striping Improvements for 8th St.

### 9th Street

9<sup>th</sup> Street is 24 feet wide with very low vehicle volume. Parking is limited to one side and is used moderately. Because of the ample available roadway and low number of vehicles, 9<sup>th</sup> Street is a suitable north/south route that connects West Street to Riverfront Park and to McCullough Park. 9<sup>th</sup> Street is unstriped and should remain so, with only signage indicating that it is a designated bike route.



Figure 11: Before and After Signage/Striping Improvements for 9th St.

## Wellington Trail

The large neighborhoods of the Wellington development do not have direct access to the City's most popular park, despite being adjacent to it. The proposed Wellington Trail would provide a direct walkable/bikeable connection from the Wellington Development to Granville Gude Park and Lake and "Restaurant Row" on Laurel Place. For many Wellington residents, utilizing the trail would provide quicker access to these amenities than driving/parking at the Lake. This also has the added benefit of reducing traffic congestion on local roads.



Figure 12: Illustration of asphalt sidewalk location to connect Wellington to Gude Lake.

## Re-designing Cherry Lane from Van Dusen to US. Route 1

Cherry Lane from Van Dusen to US. Route 1 would be a critical component in Laurel's Bikeway Plan, because it connects the two main north/south routes Route 1 and Van Dusen Road. While Cherry Lane is an attractive tree-lined road with sidewalks on both sides, for it to reach its true potential as an ideal urban boulevard that leads to a City Center, all traditional transportation modes driving, walking, and biking should be accommodated. Fortunately, Cherry Lane has ample right of way and is vastly over-designed for vehicle traffic. Cherry Lane has 6 lanes of traffic to accommodate an average daily traffic of about 20,000. As a point of reference, MD 198 on the west side of Van Dusen carries twice that volume on only 4 travel lanes. It is unlikely that even with future development, Cherry Lane will exceed 30,000 vehicles. Therefore, the outer lane on each side of Cherry Lane can be re-designated, at minimal cost, as a bike-only lane. This will result in negligible changes in level of service to vehicles.

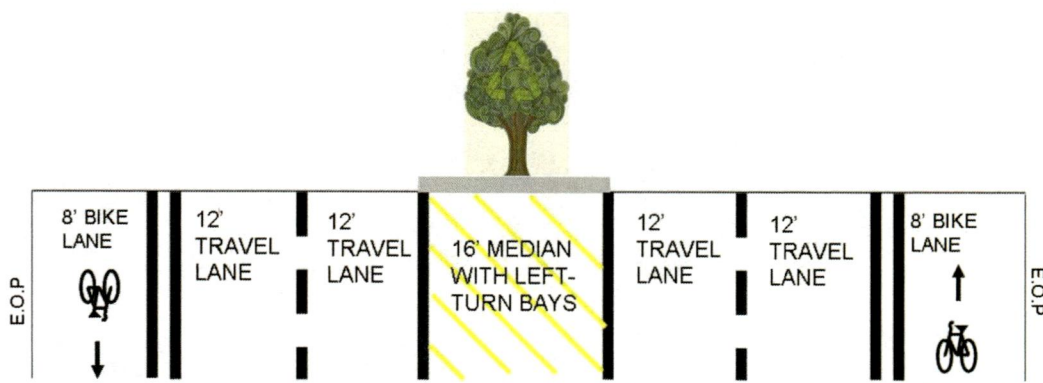


Figure 13: Re-striping Cherry Lane from 6 travel lanes to 4 travel lanes and 2 bike lanes.

**Cherry Lane from Contee to Van Dusen**

This segment of Bowie Road is a narrow 2-lane roadway, with a rural character. There are no curbs, gutters or shoulders. It currently serves only a handful of large-lot single-family properties, and the vehicle volume is extremely low. Medium-density development has been proposed to access this roadway, which will overwhelm the roadway capacity. This proposed development, if accepted, presents an ideal opportunity to widen the roadway to allow for bike/pedestrian travel along the entire stretch of Cherry Lane from Contee to Van Dusen. The road is currently under the jurisdiction of Prince Georges County, although many properties that abut it are inside the jurisdictional boundaries of the City of Laurel.



Figure 11: Before and After Signage/Striping Improvements for Cherry Lane.

**Dorset Road**

Dorset Road runs north/south connecting two other local collector roads Brooklyn Bridge Road and Old Sandy Spring Road. Most of Dorset Road is 36 feet wide with parking on both sides. Parking is utilized at approximately 25% to 50%, depending on the block. A small portion of Dorset, from Woodbine Drive to the Brookmill Condominiums, is only 24 feet wide with no parking permitted. The low volume on the road and wide travel widths makes Dorset a suitable north/south bikeway. Scotchtown Elementary School is also located on

Dorset Road. Dorset Road can be striped of parking lanes and marked with sharrow in the travel way for guiding bicyclists.

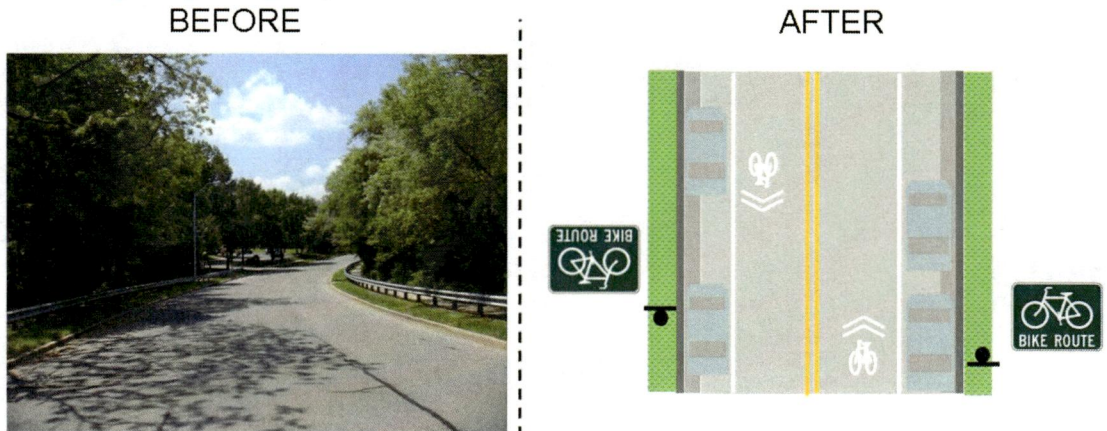


Figure 14: Before and After Signage/Striping Improvements for Dorset Rd.

### Brooklyn Bridge Road and Montgomery Street (8<sup>th</sup> Street to Dorset Road)

Brooklyn Bridge Road is a low-volume east-west collector connecting the City of Laurel to points West. Brooklyn Bridge is 40 feet wide and is currently striped for an 8' parking/shoulder lane on both sides. This lane is an ideal candidate for a shared parking/biking lane, as on-street parking is utilized sparsely. Brooklyn Bridge Road needs only to be signed for Bike Route designation.

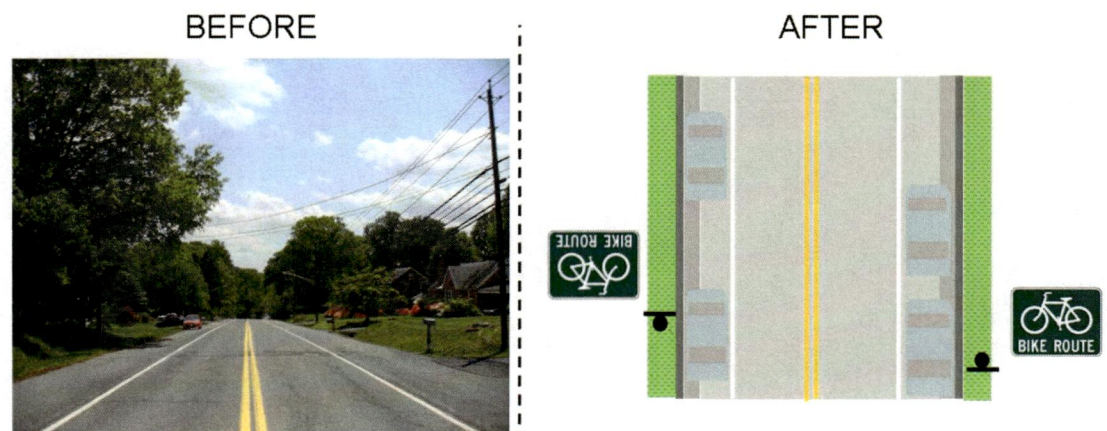


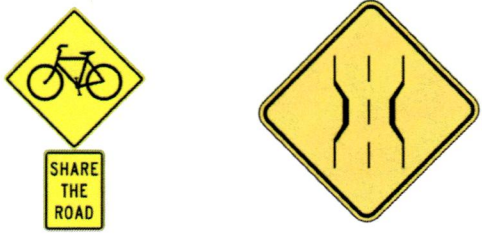
Figure 15: Before and After Signage/Striping Improvements for Brooklyn Bridge Rd.

Brooklyn Bridge Road becomes Montgomery Street as it enters the City of Laurel and crosses over a tributary that feeds the Patuxent River. At this location Brooklyn Bridge narrows to approximately 30 feet across (see photo below), which is the width for the remainder of Montgomery Street until its termination at Route 1.



Figure 16: Transition from wide paved shoulder to narrow shoulder on Brooklyn Bridge Road.

Additional signage is recommended for this to warn motorists and bicyclists that this road segment narrows and that both vehicle types must share the road.



**Harrison Drive**

Harrison Drive is part of the 3-street travel way, consisting of Laurelton Drive, White Way, and Harrison Drive that allows for east-west travel from Van Dusen Road, through to both 8<sup>th</sup> and 4<sup>th</sup> Streets, without having to utilize MD 198. Harrison Drive allows parking on both sides, but is wide and has very low vehicular volume, making it an ideal candidate for biking. Harrison Drive is also the location of the popular and newly renovated Discovery Park.

BEFORE



AFTER

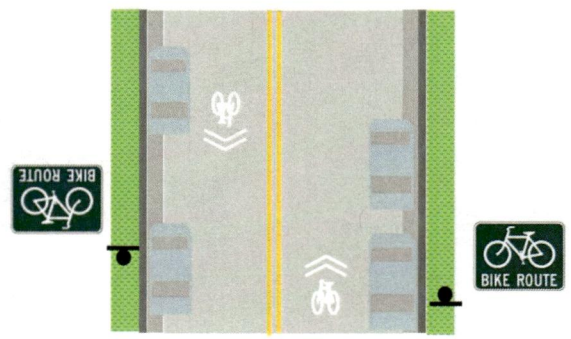


Figure17: Before and After Signage/Striping Improvements for Harrison Dr.

### Laurelton Drive

Laurelton Drive is part of the 3-street travel way, consisting of Laurelton Drive, White Way, and Laurelton Drive that allows for east-west travel from Van Dusen Road, through to both 8<sup>th</sup> and 4<sup>th</sup> Streets, without having to utilize MD 198. Laurelton Drive allows parking on both sides, but is wide and has very low vehicular volume, making it an ideal candidate for biking.



Figure 18: Before and After Signage/Striping Improvements for Laurelton Dr.

### Main Street

Main Street is 40 feet wide with on-street parking on both sides that is usually near capacity. The on-street parking reduces the travel way to about 14 feet in each direction. Main Street has a low average speed, mainly due to the on-street parking and the many pedestrians crossing locations. Since Main Street is a destination, bike access is essential. The low average vehicle speed allows for bicyclists to ride in the middle of the travel way.



Figure 19: Before and After Signage/Striping Improvements for Main St.

### Marshall Ave

Marshall Ave abuts the proposed Hawthorne Place mixed-use development. It is expected that this development will be both a destination and an origin for many cyclists. Marshall Ave is wide enough to accommodate 12 feet travel way and 6-foot striped bike lane in each direction. Alternatively, since the development is a “blank slate” at this point, on-street parking can be maintained while building extra-wide sidewalks to accommodate pedestrians and bicyclists. Biking accommodation must be incorporated into the Developer’s off-site improvements for Marshall Ave.

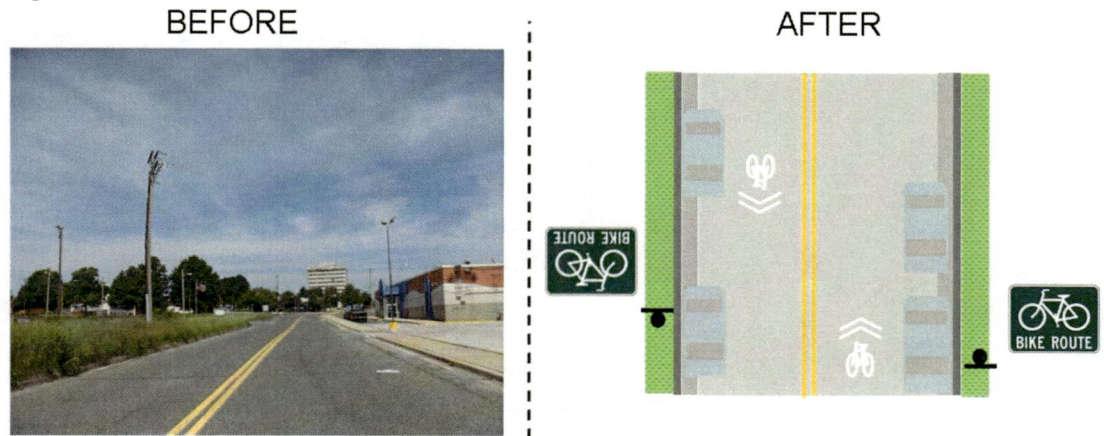


Figure 20: Before and After Signage/Striping Improvements for Marshall Ave.

### Sandy Spring Road

Sandy Spring Road is a variable-width road with moderate volume of just under 10,000 per day. It connects City Hall with several neighborhoods to the west and to Old Town to the east. Where Sandy Spring is wide enough, on-street parking is allowed, however, its use is rare. Roadways with these characteristics are ideal for striping of a dual parking/biking lane. The road will be signed for biking, but no bike-specific road markings will be utilized only a solid white line to separate the travel way with the dual-purpose lane.



Figure 21: Before and After Signage/Striping Improvements for Sandy Spring Rd.

### Staggers Road

Staggers Lane is 36 feet wide and has on-street parking on both sides. Staggers Road will face the new Hawthorne Place development, consisting of high-density residential and ground-level retail. Therefore, on-street parking must be kept. The development is expected to bring bicyclists that utilize Staggers Road to reach Laurel Commons, Gude Lake Park, and the Giant grocery store across from Route 1. As a result, on-street bicycling is important, but can be accommodated safely due to the low vehicle volume anticipated for Staggers Lane. Biking accommodation must be incorporated into the Developer's off-site improvements for Staggers Lane



Figure 22: Before and After Signage/Striping Improvements for Staggers Lane

### West Street

West Street links City Hall and neighborhoods west to 8<sup>th</sup> Street and 9<sup>th</sup> Street, and over to Riverfront Trail. West Street is 24' feet wide but has a very low vehicle volume and sparse on-street parking. These characteristics make it an ideal candidate for biking east/west in Laurel.

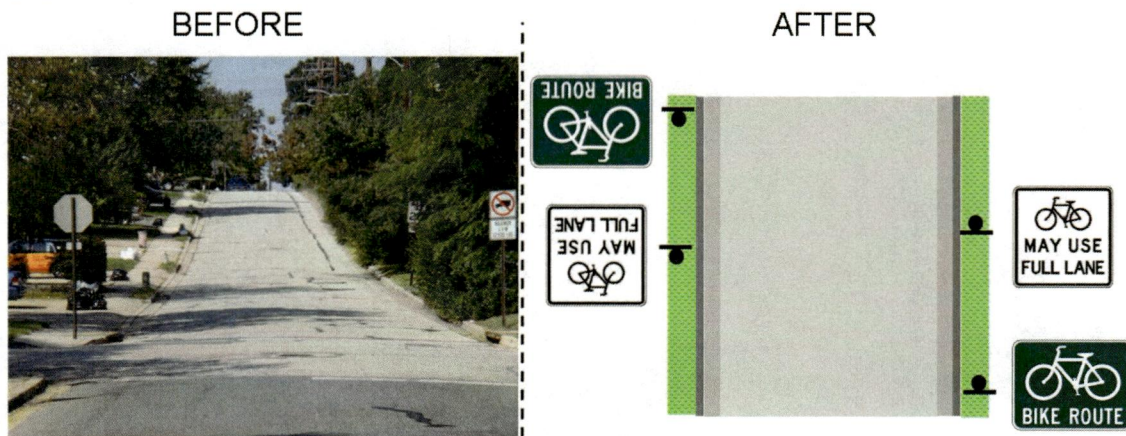


Figure 23: Before and After Signage/Striping Improvements for West St.

### White Way

White Way is part of the 3-street travel way, consisting of Laurelton, White, and Harrison that allows for east-west travel from Van Dusen Road, through to 8<sup>th</sup> and 4<sup>th</sup> streets, without utilizing MD 198. White Way allows parking on both sides, but is wide and has very low vehicular volume, making it an ideal candidate for biking.



Figure 24: Before and After Signage/Striping Improvements for White Way.

### Clubhouse Blvd

Despite being striped for two inbound and two outbound lanes, Clubhouse Boulevard is a very low-volume collector road for the Patuxent Greens neighborhood. Clubhouse Boulevard also serves a City Pool and recreational facilities. Because Clubhouse Blvd has excess capacity, it can be re-striped to convert an existing travel lane in to a bike lane. One lane in each direction can be converted to a bike-only lane with no measurable loss in vehicle level of service.

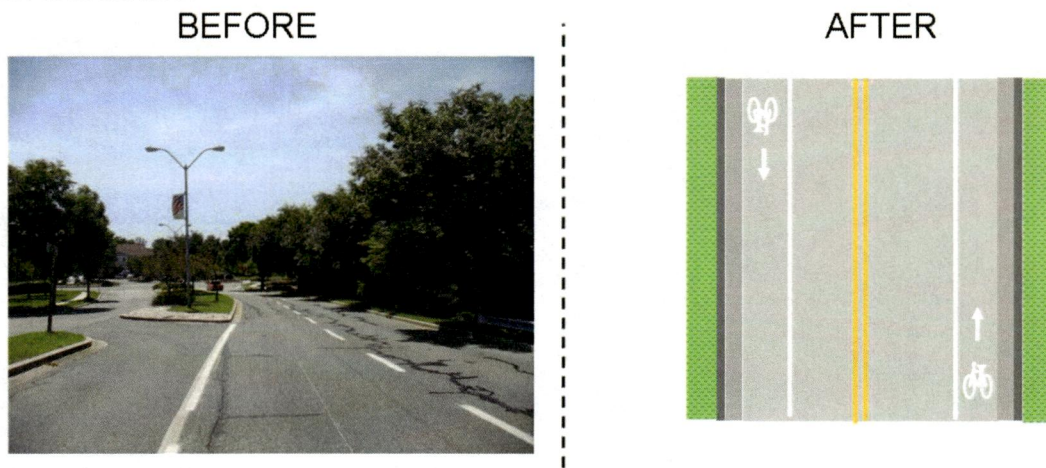


Figure 25: Before and After Signage/Striping Improvements for Clubhouse Blvd.

### Bowie Road from MD 197 to Marshall Avenue

Bowie Road is a narrow roadway with moderate volume. It has narrow paved shoulders that vary in width from 1 to 3 feet. While not an ideal bike route, Bowie Road is the only direct connection between Route 1 Corridor and Patuxent Greens neighborhood, as well as the Greenview Drive City Pool and the Business Park. Future redevelopment, if there is any, along Bowie Road should incorporate wider sidewalks (at least 8 feet) on both sides of Bowie Road to accommodate pedestrians and bicyclists. This segment of Bowie Road is currently under the jurisdiction of Prince Georges County but may be turned over to the City in the future.

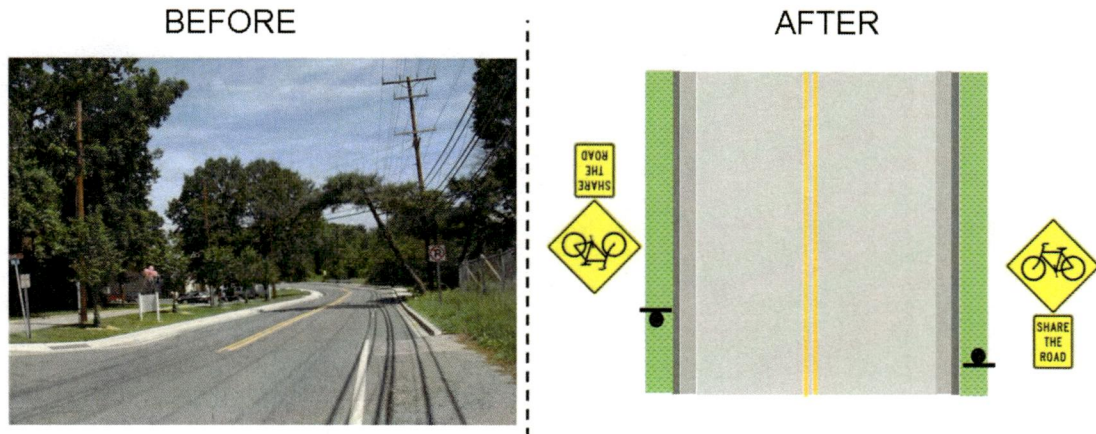


Figure 26: Before and After Signage/Striping Improvements for Bowie Rd.

### Cypress Street (Oxford Drive to Westmeath Drive)

Cypress Street represents a strategic opportunity to extend the existing on-street bikeway that currently runs from Mulberry Street to Oxford Drive. Given the consistent right-of-way width of 36 feet, there is sufficient space to continue this infrastructure to the Van Dusen Road Hiker-Biker trail. Utilizing Cypress Street would create a seamless connection between these two existing networks, significantly improving local cycling connections.

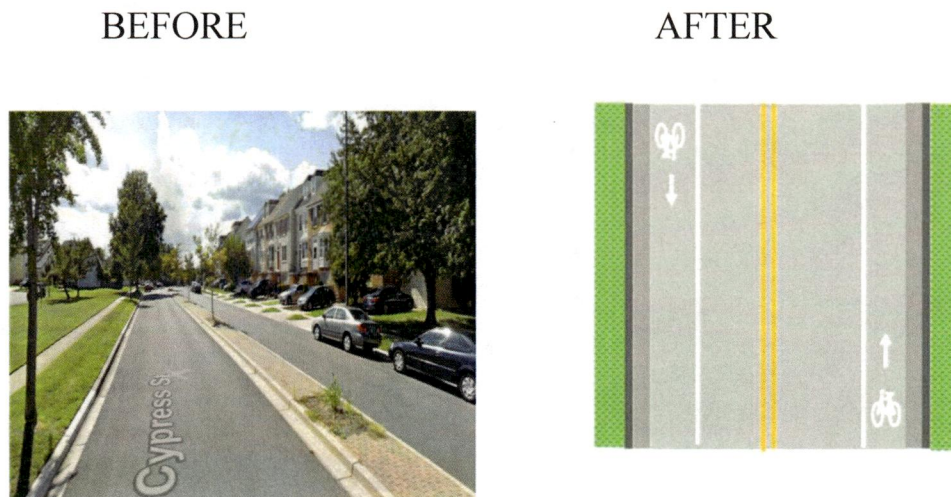


Figure 27: Before and After Striping Improvements for Cypress Street

### Westmeath Drive (Cypress Street to Caledon Court) & Laurel Park Drive

Westmeath Drive serves as a critical link to connect the proposed Cypress Street Bikeway through Laurel Park Drive to the existing Hiker/Biker trail on Van Dusen Road. Given the current development of 84 new housing units on Laurel Park Center Drive, this extension is a high-priority candidate for infrastructure investment. With a roadway width of 24 feet, Westmeath Drive can comfortably accommodate a shared-use path to enhance local multi-modal connectivity.

BEFORE



AFTER

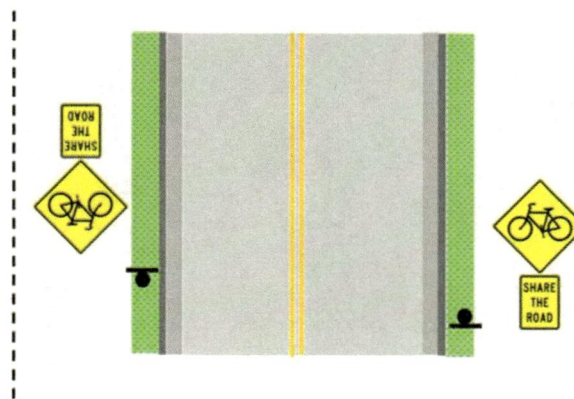


Figure 28: Before and After Signage Improvements for Westmeath Drive & Laurel Park Drive

## 8. Implementation, Level of Effort and Cost

Implementation costs can be broken down into two sub-costs: up-front infrastructure and continuing maintenance. Up-front capital costs include added signage and striping to existing rights-of-way as well as the cost for new bike paths constructed in City right of way. Maintenance costs include street-sweeping of bike lanes, which the City regularly performs in-house already. Maintenance costs would also include ensuring that all damaged signs and markings are repaired, and paths are cleared.

Another facet to implementing a bike network into existing city streets is user education. Educating and informing vehicle users (both bicyclists and motorists) about the meaning of road signage and proper. Fortunately, this does not have to be a capital-intensive effort, as the City has many low-cost media outlets at its disposal: City website, City Blog, and public hearings along with two local weekly newspapers: the Gazette and the Laurel Leader. A finalized and city-approved Bike Map can be made available at City Hall, community centers and local area bike shops.

Capital costs associated with implementing physical elements of a bike plan are detailed herein:

#### New Bike Racks:

The cost for a standard inverted U-shaped rack is \$200. The cost for a 6'x8' concrete pad that can accommodate and secure 4 bike racks is about \$500. Therefore, for a

new installation of 4 bike racks at a City Park, the cost will be approximately \$1,300.00.

#### Signage

Breakaway signs poles and street signage are about \$100 and \$200 per unit, respectively. Signs should be placed about every 1/3 mile and at each intersection of two main collector roads, as well as the entry to an off-road bike path.

#### Street Markings

The cost for thermoplastic stripping is \$5.00 per linear foot, and bike symbols is \$400.00 for each.

#### Asphalt Paths (Hiker/Biker Trails)

Asphalt Path cost between \$110.00 and \$135.00 per Ton.

Because of the limited right-of-way for new construction of separated bike paths, there is a lot of “low-hanging fruit” to be plucked in inexpensive re-stripping/re-signing of existing roadways. The signing/re-stripping can go a long way in the development of a complete City-wide Bike Transportation System.

The Bikeway Master Plan should be a part of the City’s Capital Improvement Plan (CIP), which dedicates funding for construction and maintenance - much like sidewalk repair and street re-surfacing. In addition, State grants are available for *MDOT Kim Lamphier Bikeway* and for *Safe Routes to Schools*. Further, Federal DOE grants are available for alternative transportation policies that reduce energy demand. These monies are potential sources for funding bikeway-related improvements to existing infrastructure.

## **9. Bike-related Policy Changes**

Whenever underutilized areas of the City are revitalized or redeveloped, part of the Adequate Public Facilities requirement should be the addition/improvement of bike facilities both on-site and off-site. The City of Laurel is currently near full development within its jurisdictional boundaries. Almost all future developments will be in-fill and *re*-development. Future development, regardless of its nature, must consider bicyclists if the City is to have a comprehensive transportation plan for all travel modes. Incorporating hiker/biker paths and on-street bicycling markings is important to this policy and integral to making sure that neighborhoods are interconnected in a macroscopic grid network. Further, having a biking infrastructure in place allows developers to make use of this alternative transportation, thus reducing the vehicular traffic mitigation needs. Just like transit-oriented development reduces vehicle trips to allow for higher-density, so too can incorporating bikeway infrastructure serve as a traffic mitigation tool. However, for the City to encourage biking/walking as alternate means of transportation (and to ask developers to fund improvements), the infrastructure must be planned or in place, and the City must adopt and commit to a formal Bike Transportation Plan.

## 10. Maryland Bike Law

Under Maryland law, a bicycle is classified as a vehicle, granting the bicyclist the same rights and subjecting them to the same duties as a motor vehicle driver, including obeying all traffic control devices, as detailed in the Maryland Transportation Article, Title 21, Subtitle 12, § 21-1202. Bicyclists are generally required to ride as close to the right side of the road as practicable and safe, but they are explicitly allowed to use the full travel lane when the lane is too narrow to share safely with a vehicle or when traveling at the speed of traffic. Furthermore, motorists must exercise due care and are legally required to pass a bicyclist at a distance of not less than 3 feet for safe clearance, as mandated by § 21-1209 of the same article.

## 11. Resources

1. **Laurel City Internal Traffic-Count and Road Speed Profile Database** (Current version maintained by City of Laurel Department of Public Works/MDOT SHA Traffic Monitoring System);
2. **AASHTO Guide for the Development of Bicycle Facilities**, 5th Edition (2024);
3. **Manual on Uniform Traffic Control Devices (MUTCD)**, 11th Edition, Part 9 (2023);
4. **AASHTO – A Policy on Geometric Design of Highways and Streets** “The Green Book,” 7th Edition (2018) or latest 8th Edition;
5. **“Improving Conditions for Bicycling and Walking – A Best Practices Report”** USDOT, FHWA Reports, January 1998 (Supplemental: FHWA Bikeway Selection Guide, 2019);
6. Landis, Bruce. **"Real-Time Human Perceptions: Toward a Bicycle Level of Service,"** Transportation Research Record 1578 (Washington DC, Transportation Research Board, 1997).
7. Pucher, John and Buehler, Ralph. **“Making Cycling Irresistible: Lessons from the Netherlands, Denmark, and Germany.”** Transport Reviews. Vol. 28, No. 4, July 2008.

### 11.1 Bicycling-related Links

- **MDOT Active Transportation (Cycle Maryland):** <https://mdot.maryland.gov/tso/pages/Index.aspx?PageId=25>
- **MD-SHA Interactive Bike Map and Information:** <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=358>
- **Bike Maryland:** <https://www.bikemaryland.org/>
- **Prince George’s County M-NCPPC Trails:** <https://www.pgparcs.com/640/Trails-Track>
- **Washington Area Bicyclist Association (WABA):** <https://waba.org/>
- **Find a Bicycle Advocate near you:** <https://www.bikemaryland.org/resources/advocacy-organizations/>



# CITY OF LAUREL, MARYLAND

## RESOLUTION NO. 4-2026

### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND FOR THE PURPOSE OF APPROVING AN AGREEMENT BETWEEN THE CITY OF LAUREL AND THE FRATERNAL ORDER OF POLICE, LODGE 11

*Sponsored by the President at the request of the Administration.*

**WHEREAS**, the Mayor and City Council of Laurel, Maryland, and the Fraternal Order of Police ("F.O. P"), Lodge 11 wish to promote harmonious relations between the City and the F.O.P. to establish an equitable procedure for resolving differences, and to establish certain conditions of employment for certain employees; and

**WHEREAS**, the Mayor and City Council of Laurel, Maryland, and the F.O.P have reached agreement regarding the terms and conditions to accomplish the stated goals; and

**WHEREAS**, on February 26, 2026, the F.O.P. held its ratification meeting, and by a unanimous vote of membership, agreed to approve the Agreement; and

**WHEREAS**, these terms and conditions shall be contained in an Agreement between the Mayor and City Council of Laurel, Maryland, and F.O.P. Lodge 11, covering the period of July 1, 2026, through June 30, 2030, and incorporated herein by reference; and

**WHEREAS**, the Mayor and City Council of Laurel, Maryland have determined that the terms and conditions of the Agreement are acceptable, and are in the best interests of the City; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and City Council of Laurel, Maryland, that the Agreement is approved, and the Mayor is authorized to execute the Agreement on behalf of the City; and

**AND, BE IT FURTHER RESOLVED**, that this Resolution shall become effective on July 1, 2026.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**ATTEST:**

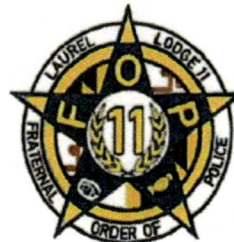
\_\_\_\_\_  
**SARA A. GREEN, CPM, MMC**  
City Clerk

\_\_\_\_\_  
**BRENCIS D. SMITH**  
President of the City Council

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026

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

**AGREEMENT BETWEEN**  
**THE CITY OF LAUREL**  
**AND**  
**FRATERNAL ORDER OF POLICE (F.O.P.)**  
**LODGE NO. 11**



**Effective July 1, 2026**



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**PREAMBLE**

This AGREEMENT, between the Mayor and City Council of Laurel, Maryland hereinafter referred to as the "City," and the Laurel Fraternal Order of Police, Lodge #11, Inc., hereinafter referred to as the "F.O.P." is effective the 1st day of July 2026.

**WHEREAS**, the City and the F.O.P., in consideration of the mutual covenants and promises herein contained, do hereby agree that the terms of the Agreement are as follows:

**ARTICLE 1 - RECOGNITION AND UNIT DESCRIPTION**

**Section A - Recognition**

The City recognizes the F.O.P. as the exclusive representative of Laurel's Sworn Police Employees, as defined in Section B of this Article, for the purpose of negotiating collectively with the City with respect to wages, hours, and other terms and conditions of employment, pursuant to and subject to the limitations of Ordinance No. 1758.

**Section B — Unit Description**

The Bargaining Unit, represented by the F.O.P., shall consist of all sworn probationary police and non-probationary police officers at the rank of sergeant and below (hereinafter "Employees").

**Section C — Probationary Employees**

1. All newly hired Employees and rehired Employees shall serve a probationary period as outlined in paragraphs 2 and 3. The City may, during such probationary period, in its sole discretion, take any action with respect to the employment of such Employees, including termination, layoff or transfer and no grievance shall be filed or claimed by such Employees or on behalf of any of them by the F.O.P. for or on account of any such action of the City. Except as otherwise provided in this Agreement, newly hired Employees shall be subject to and are covered by the rights and obligations of this Agreement and certain rights as set forth in the Public Safety Article, Subtitle 1, Police Accountability and Discipline, Subsections 3-101 through 3-114 of the Annotated Code of Maryland.
2. Employees hired as Police Officers shall serve a probationary period of twelve (12) consecutive months from the date they become sworn Police Officers.
3. Employees hired into the Unit as Lateral Experienced Police Officers shall enter service at a rank no higher than Private First Class and shall serve a probationary period of twelve (12) consecutive months from the date they become sworn personnel in the City of Laurel Police Department (hereinafter "Department").
4. The Chief of Police, in his sole discretion, shall determine whether former Employees who are rehired shall serve a probationary period and the duration of such period, provided, however, that the Chief of Police can extend the probationary period in his discretion as long as the entire period (original, plus extension) does not exceed twelve (12) months.
5. The Chief of Police shall have the right to extend the probationary period for any newly hired Employee at his discretion for a period not to exceed six (6) months.



## **ARTICLE II - F.O.P. MEMBERSHIP AND CHECK-OFF FOR DEDUCTION OF AUTHORIZED DUES FROM PAY**

### **Section A - F.O.P. Membership and Dues Deduction**

No Employee is required to become a member or refrain from becoming a member of the F.O.P. The City agrees to deduct from the earnings of each Employee who chooses to become a member of the F.O.P., and who has properly authorized deductions in writing by a proper authorization form duly executed, membership dues to be remitted to the F.O.P. as specified below. The F.O.P. shall provide each Employee executing an authorization form a copy of such form, clearly indicating that such authorization shall be irrevocable for the period of one (1) year and shall be automatically renewable from year to year thereafter, unless written notice of termination by the Employee is given to the City at least thirty (30) days prior to the anniversary date of the authorization. Payroll deductions for F.O.P. dues shall begin on the first possible payroll following receipt of the signed authorization forms by the City Department of Budget and Personnel Services, but in no case, later than three weeks following that receipt.

### **Section B - Remittance**

The periodic dues deducted during any pay period from the pay of the Employees, pursuant to this Article, shall be remitted to the F.O.P. at least once each month.

### **Section C - Form for Deduction**

The authorization for deduction of dues, pursuant to this Article, shall be made on a form supplied to the Employees by the F.O.P., which has been approved by the City.

### **Section D - Information to F.O.P.**

The City shall supply the F.O.P. with a dues deduction printout when requested, but not more frequently than quarterly throughout the term of this Agreement. Said printout shall include each individual's name and amount deducted each pay period.

### **Section E - Changes to the Amount of Dues**

The amount of the dues deducted shall remain the same until the F.O.P. certifies, in writing to the City, over the signature of an authorized officer of the F.O.P., that such dues have been lawfully changed and what the new deduction shall be each pay period. The City shall be notified in writing at least one month in advance of the effective date of such a change.

### **Section F - Indemnification**

The F.O.P. shall indemnify and save the City harmless from any and all claims, grievances, actions, suits and other forms of liability or damages that arise out of, or by reason, of the collection and disposition of the dues deducted under this Article, as soon as they have been remitted by the City to the F.O.P.

**ARTICLE III - RIGHTS OF EMPLOYEES/F.O.P. REPRESENTATIVES**

**Section A - Selection of Grievance Representatives**

The F.O.P. shall have the right to designate three (3) Employees as grievance representatives, at least one of whom shall be from Employees assigned to Patrol. They shall be selected in any lawful manner determined by the F.O.P. from among those actively employed by the City. The F.O.P. shall furnish the Chief of Police with the names of its Officers and grievance representatives and the F.O.P. shall promptly inform the Chief of Police in writing of any changes in Officers or representatives.

**Section B — Non-Discrimination**

The City and the F.O.P. shall not discriminate against any Employee because of membership or non-membership in the F.O.P. as it relates to the enforcement and administration of this Agreement.

**Section C — Individual Employee Discussion with Division Commander**

Nothing in this Agreement shall prohibit an Employee from voluntarily initiating and conducting any discussion on any issue or question concerning the Employee's job, assignment or any other term or condition of employment with the Employee's Division Commander, or any other member of the Command Staff, without participation or representation by the F.O.P. Any adjustment made as a result of such discussion shall not be in conflict with any term of this Agreement.

**Section D - F.O.P. Visitation**

With permission of the Chief of Police, or designee, representatives of the F.O.P., which may include attorneys retained by the F.O.P., shall have reasonable access to space in the Department headquarters or such other space in a City building as the Chief of Police may select in his sole discretion for the purpose of conferring with grievance representatives on time, other than the representatives' scheduled work time, regarding a step meeting in the grievance procedure. Such permission shall not be unreasonably withheld by the City. All requests for such access shall be made in writing to the Chief of Police at least twenty-four (24) hours prior to the time of access requested.

**Section E - F.O.P. Representation**

1. After giving five (5) calendar days' notice to the Chief of Police, one (1) F.O.P. designated grievance representative shall be granted reasonable time off, not to exceed two (2) hours per grievance, with pay, when the Representative is required to be engaged in presenting a grievance under this Agreement during that Representative's scheduled hours where it shall not interfere with the operations of the Department.
2. The City reserves the right, at its option, with five (5) days advance notice to the F.O.P. to schedule step meetings in the grievance procedure during non-scheduled hours of the grievant and the Representative.

**Section F - Use of Bulletin Boards, Inter-Office Mail and Electronic Mail**

1. The City agrees to provide a bulletin board at a location designated by the Chief of Police for the purpose of allowing the F.O.P. to inform its membership of F.O.P. business.
2. Material posted by the F.O.P., or sent by the F.O.P., using Departmental e-mail, shall not violate criteria generally applicable to the posting of notices on City property. The F.O.P. agrees to provide copies of all notices being posted or sent by e-mail to the Chief of Police prior to the posting or transmission.

3. The F.O.P. shall have use of the Departmental electronic mail (e-mail) for bargaining unit wide distribution of notices concerning' F.O.P. meetings.

### **Section G - Information to Newly Hired Employees**

During an Employee orientation, the City shall distribute information produced by the F.O.P., and furnished to the City, related to the identity of the F.O.P. and its officers and Article II - Authorized Dues Deductions to all newly hired Employees.

## **ARTICLE IV - MANAGEMENT RIGHTS**

### **Overall Right to Manage Affairs of the City**

In addition to the rights set forth in State Law and in the Laurel City Code, the City shall retain the exclusive right and authority, at its discretion, to maintain the order and efficiency of the public service entrusted to it, and to operate and manage the affairs of the City and the Department in all aspects, including, but not limited to the rights which are set out in this Article, except where abridged by an express provision of this Agreement. The City shall also have the following rights, either through direct action or by delegation of authority to the Chief of Police:

#### **Section A Right to Allocate Funding**

1. To determine the annual budget of the City and the Departments, including all financial obligations and expenditures and to exercise its taxing authority;
2. To determine the ways and means to allocate funds to its various Departments and projects;
3. To establish methods and procedures for fulfilling its mission.

#### **Section B Right to Direct Personnel**

1. To determine how and when to deploy its personnel, including, but not limited to, determinations of squad, shift, and assignment and transfer of personnel to other positions in the bargaining unit;
2. To establish, suspend, relocate, or discontinue operations, facilities, stations, and services and to furlough and reduce personnel;
3. To adopt reasonable rules, regulations and General Orders pertaining to the Department's purpose, operation, techniques, efficiency and management; to determine staffing, including, but not limited to, the use of full and part-time police officers and the number of such staff;
4. To suspend, demote, discharge or take disciplinary action against Employees, with just cause, and subject to the provisions of the Law Enforcement Officers' Bill of Rights or any amendment or successor thereto;
5. To discharge Employees the Chief of Police reasonably believes to be involved in a strike consistent with the provisions of the Law Enforcement Officers' Bill of Rights or any amendment or successor thereto;
6. To determine the qualifications of Employees for and to make decisions regarding appointment, promotion, step increases and to set the standards of performance, appearance and conduct.



The above rights are not wholly inclusive and shall not be diminished or eliminated by the City's failure to exercise them or by the passage of time between the exercising of such rights. The City may exercise these rights in any way not in conflict with the obligations of this Agreement.

The provisions of this Section B are subject to the following exceptions:

1. No Departmental Hearing, except a Suspension Hearing, shall be held on any charges that relate to conduct which is also the subject of a criminal proceeding, until such time as criminal charges are disposed of prior to any appeal, except an appeal de novo to a Maryland Circuit' Court.
2. The investigation or interrogation of an Officer for any reason that may lead to disciplinary action, demotion, or dismissal, shall only be conducted by a sworn law enforcement officer.
3. When an employee is required to give a statement pertaining to any reason that may lead to disciplinary action, demotion, or dismissal, the Department, before the officer is ordered to give such statement, shall provide the employee with: notice that the employee has the right to legal counsel, the date and location (if applicable) of the incident, the nature of the conduct for which the employee is being questioned (e.g. excessive force in making an arrest: the circumstances involved in the discharge of their weapon including the date and location; unlawful arrest; etc.); any written statement authored by the employee; any formal or informal complaint that was drafted or conveyed in reference to the allegations; and video of any kind (including, but not limited to, body camera footage, cell phone video, surveillance video, or the like) that relates to the allegations.
4. Composition of Hearing Board: Departmental Hearing Boards shall be comprised of representatives from outside agencies. The Hearing Board shall contain at least one law enforcement officer of equal rank to the accused officer. The Chief of Police may appoint, as a non-voting member, a citizen who has received training administered by the Maryland Police Training and Standards Commission on Law Enforcement Officers' Bill of Rights (LEOBR) and matters relating to police procedures.
5. Discipline for Minor Violations:
  - a. Unless otherwise mutually agreed, the Department shall provide to counsel for an accused employee a copy of the Internal Affairs Department (IAD) casebook material for Minor Violations Discipline not less than thirty (30) days prior to the employee's one-person Departmental Hearing Board at no cost. The same material should be provided, in a timely manner, to a bargaining unit employee or his counsel on request whenever the Department offers punishment.
  - b. For Minor disciplinary matters, where a one (1) person Departmental Hearing Board is established at the discretion of the Department, such hearing shall be scheduled no sooner than thirty (30) days from the date that counsel for the accused receives a copy of the charges and the IAD case book material, unless a shorter period is mutually agreed upon by the Department and Counsel.
  - c. For purposes of this Subparagraph b, Minor Violations are defined as violations in which no more than a three (3) day suspension or a one hundred fifty (\$150.00) dollar fine may be imposed.
6. Discipline for Major Violations:
  - a. Unless otherwise mutually agreed, the Department shall provide to counsel for an accused employee, a copy of the IAD casebook material not less than forty-five (45) days prior to the employee's Departmental Hearing Board at no cost. The same material should be provided in a



timely manner to a bargaining unit employee or his counsel on request, whenever the Department offers punishment.

- b. For major disciplinary matters, where a three (3) person Departmental Hearing Board is established, such hearing shall not be scheduled any sooner than forty-five (45) days from the date that counsel for the accused receives a copy of the charges and the IAD case book material, unless a shorter period is mutually agreed upon by the Department and counsel.
- c. For purposes of this Subparagraph b, Major Violations are defined as Violations in which four (4) days or more suspensions/loss of leave, or more than an one hundred fifty (\$150.00) dollar fine may be imposed.

## **ARTICLE V - WORK SCHEDULES**

### **Section A - Right to Change**

Except as otherwise provided in this Article, the City shall have the right to set and change the pay and work period, shifts, hours of shifts, and schedule and unit/squad assignments of Employees subject to the provisions of this Article. Except as otherwise provided in this Article, the City shall post or otherwise make its designation of pay, work period, shifts, hours of shifts, schedule and unit assignments available to the Employees and the F.O.P. President.

### **Section B - Notice of Permanent Change**

Unless otherwise provided in this Article, the City shall give an Employee and the F.O.P. ten (10) days advance written notice of a permanent change in the Employee's pay period, work period, shift, hours of shift, schedule and unit assignment, except that this ten (10) day notice may be waived by mutual agreement of the Employee and the Chief of Police or his designee, with written notice to the President of the F.O.P. The City shall not be required to give advance notice of a permanent change in the terms identified in this section as a result of the lack of notice in the event of natural disasters, acts of God, civil emergencies, or homeland security events as determined by the Chief of Police.

As used herein, a "permanent" change shall be thirty (30) consecutive days or longer.

### **Section C - Pay and Work Period**

Subject to Sections A and B of this Article, the Pay and Work Period for Employees shall be a bi-weekly eighty (80) hour period.

### **Section D - Patrol Schedule**

Subject to Sections A and B on this Article, the schedule for Employees assigned to Patrol shall be the ten (10) hour rotating shift plan and ten (10) hour midnight shift in effect as of the first day of this Agreement. The City shall notify the F.O.P. President in writing thirty (30) days in advance of any change from the ten (10) hour rotating shift, and the F O.P. shall have the right to meet with the City Administrator on a timely basis to discuss the change prior to implementation. The City is not required to bargain to impasse concerning a change in the hours, hours of shift, times, days or duration of any shift.



## **Section E - Other Employees**

All other Employees shall work a schedule that is determined by the Chief of Police.

## **Section F - Temporary Assignments**

The City shall have the right to change the shift, hours of shift, schedule and unit assignment of an Employee or detail an Employee to special assignment with up to forty-eight (48) hours advance notice to the Employee. The City shall not be required to give advance notice of Temporary Assignment in the event of natural disasters, acts of God, civil emergencies, severe weather events, operational emergencies, staff shortages or homeland security events as determined by the Chief of Police.

## **ARTICLE VI - LAYOFFS AND FURLOUGHS**

If the City determines that it shall make furloughs or reductions in force from Employees covered by this Agreement, it shall first meet with the F.O.P. to discuss the effects of such decision.

The order of layoffs shall be based on the average performance evaluation scores for the prior two (2) years as provided in City Policy 1-001.03 dated November 8, 1995. In the event of a tie score, seniority shall be the second criteria. An employee's seniority is based on the cumulative total length of time the employee has been on the payroll as an employee of the City. The "cumulative total length of time" includes all periods of employment by the City even if there is a break in service; time away from the City is not counted. "Employment" includes time as a probationary employee, part-time employee and full-time employee. However, the City reserves the right to retain Employees who have a necessary skill or who are serving a necessary assignment, regardless of their performance rating or seniority.

The City, for the duration of this Agreement, shall not layoff or subject Employees covered by this Agreement, to an unpaid furlough.

## **ARTICLE VII - COMPENSATION**

### **Section A - Wage Rates and Adjustments**

1. For the duration of this Agreement, Employees shall receive a three (3%) percent step increase each year up to Step 20 on the pay scale effective on the date of the Employee's Anniversary, providing the Employee received at least a satisfactory annual evaluation.
2. Employees who receive any of the following promotions in rank under the July 1, 2020, Plan of Compensation shall receive the pay from the pay scale associated with their new rank and maintain the steps they have earned prior to the promotion:

- From Police Officer to Private First Class
- From Private First Class to Master Patrol Officer
- From Private First Class to Corporal
- From Master Patrol Officer to Corporal
- From Corporal to Sergeant

3. In the event that a Step increase called for in this section would result in an annual salary in excess of the maximum salary amount for that rank, then the maximum salary would control i.e. an officer at Step 20 would be at the maximum of the scale and would not be eligible for additional steps.

### **Section B - Filling a Vacancy**

A vacancy in any position covered by this agreement that occurs above the rank of Officer shall be filled by either an employee being placed in an Acting status or by promotion of an individual from an established promotional list within sixty (60) calendar days of the existence of the vacancy. A vacancy shall be deemed to exist when a new position is authorized by an approved budget or when an employee has been promoted or terminated leaving vacant a budgeted authorized position and any grievance proceedings that may result have been concluded. The Employees governed by this agreement acknowledge that experience gained in an Acting position may be considered when selecting a candidate for promotion to a position vacancy and that a promotion gained by such experience or consideration obtained through a temporary appointment to an Acting position is not a grievable issue.

### **Section C - Acting Pay**

When the Department assigns/details an Employee to the duties of a higher rank and is appointed by the Chief of Police to assume the duties of the higher position in an "acting" capacity for a period exceeding thirty (30) consecutive calendar days, the Employee shall receive the rate of pay equal to the rate the Employee would otherwise receive upon promotion to that rank. This rate of pay shall be retroactive back to the first day the Employee was assigned/detailed by the Chief of Police, or designee, to the higher rank. The City shall continue to pay the Employee at that rate until the Employee is no longer assuming those duties in an "acting" capacity as determined by the Chief of Police. Nothing in this Agreement shall restrict the right of the City to eliminate any position in the approved budget.

### **Section D - Deferred Compensation**

The City shall continue to make available to all employees the right to participate in the City's Deferred Compensation Plan, as well as any City Individual Retirement Account on the same basis as the other City employees who participate in those Plans in accordance with the Plan documents in effect from time to time during the term of this Agreement. Nothing in this Agreement shall restrict the right of the City to change the Plan documents, features, administrator, eligibility provisions, sponsors, investment advisors, investment offerings and plan rules.

### **Section E - Market Adjustment**

In each fiscal year of this Agreement, Employees shall receive a market adjustment increase to their wages effective on the first day of the first pay period commencing on or after July 1<sup>st</sup> as follows:

July 1, 2026 — eight (8%) percent

July 1, 2027 — three (3%) percent

July 1, 2028 — three (3%) percent

July 1, 2029 – four (4%) percent

See attached Pay Scale.

**Section F - Overtime**

1. The City shall continue its current practice of computing and paying overtime for the duration of this Agreement.
2. For purposes of computing eligibility for and the amount of overtime, the following paid leave days (holidays, annual, sick, administrative, compensatory and personal) shall be treated as time worked in the pay period in which the paid leave day is taken.

**Section G - Compensatory Leave**

1. Employees have the option to receive overtime compensation in the form of compensatory leave at the rate of one-and-one half (1 h) times the number of hours worked in an overtime status in lieu of paid overtime.
2. The option to earn compensatory leave in lieu of paid overtime shall be exercised by completing the "compensatory time" portion overtime slip at the time the overtime slip is submitted.
3. An Employee may accrue at any given time up to a total of sixty (60) hours of unused compensatory leave, and carryover this amount from one year to another. Any compensatory leave accrued in excess of sixty (60) hours, shall be paid overtime in the pay period worked.
4. Scheduling of the use of compensatory leave shall be undertaken pursuant to the policies and procedures of the Department that are in effect from time to time during the term of this Agreement.
5. The City reserves the right at any time to issue compensation to an employee for any amount of accrued compensatory leave at the employee's current rate of pay.
6. Upon termination of employment for any reason, any unused accrued compensatory leave shall be paid out at the Employee's regular hourly rate of pay.

**Section H - Court Time**

1. When an Employee is required to attend work-related court, work-related MVA hearing, or is summoned to give a work-related deposition during their off duty non-scheduled working hours, compensation shall be at a minimum of three (3) hours at the overtime rate.
2. When an Employee is required to meet with the State's Attorney, Assistant State's Attorney, U.S. Attorney or an Assistant U.S. Attorney outside of his or her work hours, and such meeting has been pre-approved by the Chief of Police, or designee, the Employee shall be compensated for a minimum of three (3) hours at the overtime rate. In the event that this court preparation minimum time overlaps with a scheduled court time, only one minimum shall apply.

**Section I — Field Training Officer Compensation**

Employees who are assigned a recruit and/or lateral officer and perform field training of such recruit and/or lateral officer shall receive one (1) hour of overtime at the Employee's current hourly overtime rate for each full shift of training provided, not to exceed ten (10) hours per pay period.

**Section J - Clothing and Uniform Allowance, Issue and Authorized Wear**

1. The City shall provide a clothing allowance in the amount of one thousand (\$1,000.00) dollars, payable at the rate of two hundred fifty (\$250.00) dollars quarterly to Employees assigned to Criminal Investigation Division (CID)/ Special Enforcement Unit (SEU) (narcotics) for the entire calendar quarter and required to wear civilian clothing on the job. This allowance shall be paid as a reimbursement for documented purchases of eligible items to include ordinary street clothes such as shirts, ties, pants, sports jackets, suits, jeans, shirts, footwear (to include tennis shoes for SEU), and belts for men and blouses, pants, skirts, dresses, blazers, suits, shoes and belts for women. Specifically excluded are undergarments and socks and accessories such as watches, jewelry, wallets and purses.
2. The City shall provide a boot allowance in the amount of one hundred (\$100.00) dollars per year for each Employee actively assigned to the Emergency Response Team (ERT), and each such Employee shall receive an additional one hundred (\$100.00) dollar boot allowance in FY 2024 and FY 2026. Bicycle patrol officers shall receive an additional one hundred (\$100.00) dollar boot allowance in FY 2025. This allowance shall be paid as a reimbursement for documented purchases of boots for use on the job.
3. It is Department policy to provide all personnel with the equipment necessary to perform their duties as contained in General Order (G.O.) 3-609 as amended.
  - a. All members and Employees are required to maintain a clean, neat, well-groomed appearance at all times.
  - b. Personnel are responsible for the proper care and maintenance of all issued equipment.
  - c. Personnel may not wear uniform items or use equipment that is not issued by the Department or approved by the Chief of Police.

**Section K - Specialty Pay**

Except as otherwise provided herein, eligibility for Specialty Pay, as specified in Subsections 1-9 below, requires that Employees have at least two years of employment with the Department and prove that they meet the requirements to the satisfaction of the Chief of Police, or designee. An Employee is limited in eligibility to a maximum of three (3) quarterly Specialty Pays, as specified in Subsections 1-9 below, with the exception of the Residency allowance. To receive a quarterly payment, they must remain available to perform their special skills for the entire calendar quarter; they can have no absence greater than three (3) days in length with the exception of a paid absence on accrued leave (personal leave, sick leave, annual leave or compensatory leave), administrative leave or military leave. The Chief of Police, or their designee, shall certify a list of those to receive Specialty Pay. The list shall be submitted with the payroll for the first pay period following the end of the calendar quarter (e.g., the compensation for the period January through March will be submitted with the first payroll in April). The Employees governed by this Agreement concur that Specialty Pay shall not be used to calculate overtime rate of pay.

1. **Residency Allowance** — A quarterly incentive of ninety (\$90.00) dollars shall be added to the pay of any eligible sworn personnel who maintain their primary residence within the corporate limits of the City of Laurel for the entire preceding calendar quarter.
2. **Foreign Language Allowance** - A quarterly incentive of five hundred (\$500.00) dollars shall be added to the pay of any eligible sworn personnel who can demonstrate to the satisfaction of the Chief of Police that they are sufficiently proficient and fluent in a foreign language to act as an interpreter for the entire prior calendar quarter.



3. **Sign Language Allowance** - A quarterly incentive of five hundred (\$500.00) dollars shall be added to the pay of any eligible sworn personnel who can demonstrate to the satisfaction of the Chief of Police that they are sufficiently proficient and fluent in American Sign Language to act as an interpreter for the entire prior calendar quarter.
4. **Emergency Response Team Allowance** - A quarterly bonus of three hundred (\$300.00) dollars shall be added to the pay of any eligible sworn personnel designated as a member of the Emergency Response Team for the entire prior calendar quarter.
5. **Hostage Negotiator/Phone Technician Allowance** - A quarterly bonus of three hundred (\$300.00) dollars shall be added to the pay of any eligible sworn personnel certified as a Hostage Negotiator/Phone Technician and who remains available to serve in that capacity for the entire prior calendar quarter.
6. **Accident Reconstruction Allowance** - A quarterly bonus of three hundred (\$300.00) dollars shall be added to the pay of any eligible sworn personnel certified in Accident Reconstruction and who remains available to serve in that capacity for the entire prior calendar quarter.
7. **Evidence Collection Technician** - A quarterly bonus of three hundred (\$300.00) dollars shall be added to the pay of any eligible sworn personnel certified in Evidence Collection and who remains available to serve in that capacity for the entire prior calendar quarter.
8. **Canine Maintenance Allowance** - Each Canine Handler shall be paid one-half (1/2) hour at the Employee's current overtime pay rate per day for care, maintenance and training of their assigned canine partner except for those days when the canine has been boarded. This pay shall be included with each regular pay period.
9. **Detectives** - A quarterly bonus of five hundred (\$500.00) dollars shall be added to the pay of any eligible sworn personnel assigned as a Detective and who remains available to serve in that capacity for the entire quarter.

#### **Section L - Holidays**

Except as provided herein, the City shall continue its current practice with respect to the number and specific designation of holidays and the computation and payment of Holiday Pay, as provided in City Policy 4-008.4 as amended for the duration of this Agreement.

#### **Section M - Call in Pay**

Employees who have been called into work outside their regularly scheduled shift or on a scheduled day off will be paid at the appropriate rate, to include any applicable overtime, for all hours worked or a minimum of three (3) hours, whichever is greater.

#### **Section N – Retention Bonus**

The City shall have the right to determine and pay retention bonuses to all or a portion of employees who have achieved specific years of service as determined by the City from time to time during the term of this Agreement.

#### **ARTICLE VIII - GENERAL ORDERS**

### **Section A - General Order Revisions**

At least one (1) week prior to the implementation of any change to, addition to or deletion from written formal procedures or General Orders (G.O.), (collectively "G.O. Revisions") the Department shall transmit a draft of the proposed changes to the F.O.P. President via e-mail. The F.O.P. shall have the right to provide written comments, or any suggested revisions to such G.O. Revisions to the Chief of Police on a timely basis, prior to the implementation date. The City does not have any obligation to bargain with the F O.P. concerning G.O. Revisions, or additions to, changes in or deletions from any other rules, directives or regulations. Nothing herein shall prohibit the Department from requesting comments on G.O. Revisions from Employees in the rank of Corporal and Sergeant or prevent such Employees from providing such comments. This Section shall apply to all G.O. Revisions except for those General Orders which are specifically preserved in this Agreement.

### **Section B - Secondary Employment**

An Employee may work in secondary employment under the terms of General Order (G.O.) 4-26 subject to reasonable regulations established by the Chief of Police and pursuant to the Law Enforcement Officers' Bill of Rights ("LEOBR").

### **Section C - Promotional Process**

The City shall observe the promotional process contained in General Order 3-710 during the term of this Agreement for promotions within the Bargaining Unit, except as modified below:

1. Lateral entry from other law enforcement agencies into supervisory positions will not be considered for the ranks of Corporal, Sergeant or Lieutenant.
2. Employees will be provided with a written announcement of the promotional opportunity and a list of the required study materials to be used for written test questions at least one hundred twenty (120) days prior to the commencement of the promotional process.
3. The City shall provide five (5) copies of the current source material to be maintained at Police Headquarters for use by Employees. The F.O.P. shall provide five (5) copies of the current source material to be maintained at the F.O.P. Lodge for use by Employees.
4. The City shall not use the same written or oral exams in consecutive testing cycles.

### **Section D - Take Home Vehicle**

For the term of this Agreement. the Take Home Vehicle Program shall be governed by General Order 3-602 with an effective date of November 11, 2019.

## **ARTICLE IX - LEAVE**

### **Section A - Continuation of Other Benefits**

1. **Use of Accrued Leave** - If the Employee's Workers' Compensation Payments are not paid or are suspended for any reason other than a written release issued by a Doctor to return to work, the Employee may elect to use available accrued Sick Leave with the approval of the Chief of Police, or authorized designee, as long as the usual requirements for such leave are met.



2. **Light Duty** - The provisions of General Order 3-702, with an effective date of August 8, 2016, shall be in effect for the duration of this Agreement and shall govern the availability, eligibility for and all other aspects of for the assignment of temporary light duty positions to Employees. If the Department does not provide modified duty in the Department during the time it is medically necessary, the Employee shall be obligated to accept an alternative modified position outside the Department, but still in the employ of the City of Laurel.
3. **Medical Appointments** - Administrative Leave shall be granted to an Employee for time spent being examined by a physician or other examiner at the request of the City unless paid by its insurer.

#### **Section B - Civil Leave**

When required to report for jury duty, an Employee shall receive full pay as Civil Leave for the days upon which the Employee is required to report or serve. However, Civil Leave shall not count as hours worked toward an Employee's eligibility for time and a half overtime pay.

1. **Authorization** - Immediately upon receipt of a notice, an Employee must provide their immediate supervisor with a copy of the notice.
2. **Limitations** - If not required to serve as a juror on a particular day, the Employee must immediately contact their supervisor to determine when next to report for work.
3. **Payments** - Any payment received as a juror may be retained in addition to regular salary. **Section C - Election Leave**

At the discretion of the Employee's immediate supervisor, Civil Leave up to two (2) hours may be granted to any Employee for the purpose of voting in any State or National election. However, Civil Leave shall not count as hours worked toward an Employee's eligibility for one and a one-half (1 1/2) overtime pay.

#### **Section D - Bereavement Leave**

The Chief of Police shall grant an Employee bereavement leave for a maximum of three (3) consecutive work days following the death of a member of the immediate family as provided in City Policy 4-011.02 for the duration of this Agreement, provided that additional days of bereavement leave may be granted when out-of-state travel is required. However, Bereavement Leave shall not count as hours worked toward an Employee's eligibility for one and one-half (1 1/2) overtime pay.

#### **Section E - Leave for Negotiations**

Up to five (5) members of **F.O.P.** Lodge 11 selected by the F.O.P. shall be granted Administrative Leave for the purpose of meeting with the City to negotiate a collective bargaining agreement, and for attendance at those bargaining sessions conducted during their regularly scheduled working hours. Such leave may include internal caucus time before and after each session on the day of such session for meetings among the F.O.P.'s bargaining representatives.

#### **Section F - Leave for F O.P. Activities**

The City shall provide up to two hundred thirty (230) hours of Administrative Leave per fiscal year to be used by the elected officers of the F.O.P. (to include the F.O.P. State Trustee), or any member designated by the President of the F.O.P., to conduct union business and participate in union-approved activities, including but not limited to attendance at area-wide, F.O.P. State or National conventions and F.O.P. sponsored labor relations training. A request for the use of this leave must be submitted in writing by the President of the F.O.P. to the Chief of Police at

least (ten) 10 days in advance. The request must identify the Employee or Employees and the purpose, date(s), time(s), for which the leave is requested. Leave may be used in increments of four (4) or more hours. The Chief of Police shall respond to this leave request within five (5) days of receiving the leave request and it shall be granted to the extent that the absence is consistent with operational needs. Unused Administrative Leave for this purpose shall not be carried over from one fiscal year to the next.

### **Section G - Annual Leave**

The City shall continue Its current practice and policy with respect to the accrual of, process of granting and carryover limitations of annual leave for Employees for the duration of this Agreement.

### **Section H - Personal Leave**

Employees may carryover up to ten (10) hours of personal leave per year; any such accrued, unused personal leave that exceeds the ten (10) hour carryover limit shall be forfeited. Hours of personal leave carried over pursuant to this provision shall not be paid out at termination of employment or retirement.

### **Section I - Military Leave**

1. **Annual Training** - Eligible employees shall receive full compensation for up to two (2) weeks of military service per Federal fiscal year to fulfill their mandated annual training obligations. The Employee shall receive compensation for each day they would normally be scheduled to work as though they had reported to work in the normal manner and worked a standard work day without overtime or shift differential. However, paid Military Leave shall not count toward the eligibility for time-and-a-half (1 1/2) overtime pay.
2. **Weekend Drills** - Eligible employees shall also receive sufficient paid Military Leave to allow them to attend mandatory weekend drill obligations once per month to the extent that they are scheduled to work at the times this mandatory training is held. In addition, this leave shall cover reasonable travel and up to ten (10) hours to recuperate in preparation for training should they be scheduled to work during this period. The employee shall receive compensation as though they had worked their normal work schedule without overtime or shift differential. Paid Military Leave shall not count as hours worked toward an employee's eligibility for one and one-half (1 1/2) time overtime pay.
3. **Advance Notification** - To obtain consideration for this Military Leave, an employee must advise their supervisor of their schedule for military weekend drills or annual training as soon as they receive them from their military command. Employees shall be required to use their own accrued leave or take Leave without Pay for any additional training throughout the year that is outside the once monthly drills and two-week training outlined above. If the employee chooses to use Leave without Pay for any period of training, they remain obligated to pay such typical deductions as Pension Contributions, Health and Dental insurance premiums and repayment of any outstanding debt to the City. Any such amount shall be deducted in full from the employee's next pay check.
4. **Military Differential** - Eligible employees shall receive partial compensations for any active military service they are called to perform if their military pay is less than their regular base gross pay. This compensation shall be the difference between their regular straight time base City pay (without overtime, shift differential or other bonus pay) and their military pay (taxable income reported on a military pay voucher), for the duration of their active military service. This compensation shall be adjusted with each change in income provided by the military and with any Step increase or Market Adjustment the employee would be entitled to if they had remained actively at work for the City. While on active duty for a period of more than thirty (30) days, these

differential wage payments are exempt from Federal Insurance Contributions Act (FICA), but are subject to Federal and State income tax withholding.

It is incumbent upon the Employee to provide the City a leave and earnings statement as soon as possible after entry into active service, and any time thereafter when their military compensation changes, so the calculation can be made to determine the actual compensation due from the City.

## **ARTICLE X - INSURANCE**

### **Section A - Health Insurance**

In addition to setting and determining the Group Health, Dental, and Prescription Drug Insurance Plans, the City shall have the right in its sole discretion to make such changes in the plan of insurance or insurance provider and premium split, and provided that at least the middle tier insurance plan shall maintain the current eighty (80%) percent City twenty (20%) percent Employee premium split.

In the event that the City determines to make such changes, it shall provide the F.O.P. with twenty (20) days advance written notice of the changes and an opportunity to discuss such changes. The City does not have any obligation to bargain with the F.O.P. concerning such changes.

### **Section B - Life Insurance**

The City shall continue to provide, at no cost to the Employee, Basic Group Life Insurance coverage in an amount equal to one and one-half (1 1/2) times the Employee's annual base salary rounded to the next higher one thousand (\$1,000.00) dollars (if not already a multiple thereof) and capped at one hundred thousand (\$100,000.00) dollars.

The City shall continue to offer additional individual life insurance coverage to the Employee, at the Employee's expense, to the same extent and the same cost as the City provides to all other City Employees.

### **Section C - Accidental Death and Dismemberment Insurance**

The City shall continue to provide, at no cost to the Employee, Basic Group Accidental Death and Dismemberment (AD&D) Insurance coverage with a principal sum equal to one and one-half (1 1/2) times the Employee's annual base salary rounded to the next higher one thousand (\$1,000.00) dollars (if not already a multiple thereof) and capped at one hundred thousand (\$100,000.00) dollars.

### **Section D - Police Accidental Death and Dismemberment Insurance**

The City shall continue to provide, at no cost to the Employee, additional Group AD&D Insurance coverage for Police personnel with a principal sum equal to one hundred thousand (\$100,000.00) dollars.

### **Section E - Disability Insurance**

The City shall continue to provide, at no cost to the Employee, Group Long-Term Disability Insurance designed to provide sixty (60%) percent of the Employee's base salary (not to exceed five thousand (\$5,000.00) dollars per month) starting on the ninety-first (91st) day of an absence caused by an off-duty injury or the ninety-ninth (99th) day of an off-duty illness provided the disability is documented to the satisfaction of the carrier.

In addition, the City shall continue to self-insure short term disability coverage designed to provide sixty (60%) percent of the Employee's base salary starting on the first day of an absence caused by an off-duty injury or the eighth day of an absence caused by an off-duty illness through the ninetieth (90th) day of the absence, provided the disability is documented to the satisfaction of the City.



## **ARTICLE XI- REFERRAL SERVICES**

The City shall continue to provide a City-wide Employee Assistance Program that provides free, confidential short-term counselling of up to four (4) visits per issue per year when the identified problem can be resolved with limited intervention, and thereafter coordinate services with mental health plan and community resources as needed. These benefits are available to full-time and part-time employees and their immediate family members.

## **ARTICLE XII - DEATH BENEFITS**

In the event of the death of an Employee, the City shall:

1. Pay to the appropriate beneficiary, in accordance with law, any accrued wages due, all unused compensatory time and all unused annual leave.
2. Assist designated beneficiaries with claims for death benefits due under the relevant City provided insurance plans outlined in Article XI.
3. Assist designated beneficiaries with claims for benefits due under the City's Police Retirement Plans and Deferred Retirement Option Plan.

## **ARTICLE XIII - TUITION ASSISTANCE**

The City shall provide Employees with Tuition Assistance as outlined in City Policy 7-001.02, dated February 11, 2022, provided requests are made during preparation of the budget for the year in which assistance is desired and funding is made available in the adopted budget.

## **ARTICLE XIV - GRIEVANCE PROCESS**

All grievances, other than those arising from the interpretation, application or alleged violation of this Agreement, shall be handled in accordance with the existing General Orders. Grievances arising from the interpretation, application or alleged violation of this Agreement shall be addressed in accordance with Section 4-112 of the City's Labor Code.

## **ARTICLE XV - PERSONNEL FILES**

### **Section A - Employee Access**

The City shall permit inspection and copying of an Employees' personnel file as provided in City Policy 1-004.00. All personnel records shall be treated as confidential information. The F.O.P. shall not have the right to review or examine the contents of an Employee's personnel file without the prior written consent of the Employee on forms provided by the City. Items not available for examination, review or copying include outside confidential records relating to original employment or promotion, criminal history records protected by the FBI's Criminal Justice Information System Security Policy and medical records protected by the Federal Health Insurance Portability and Privacy Act (HIPPA).

### **Section B - Employee Response**

Employees shall have the right to respond in writing to any information contained in their personnel file, which shall be kept in said file.

**ARTICLE XVI - CITY OF LAUREL POLICE RETIREMENT PLAN**

**Section A — Condition of Employment**

The City shall continue to operate the City of Laurel Police Retirement Plan under the same terms as it currently does, subject to changes in the plan required by Federal and State laws and regulations. All employees shall participate in the Police Retirement Plan in accordance with its terms, and the City and the Employees shall make contributions in accordance with City Ordinances and the regulations established by the City and the Board of Trustees of the City of Laurel Retirement Plans.

**ARTICLE XVII - NO STRIKE OR LOCKOUT CLAUSE**

During the term of this Agreement, the F.O.P. and Employees shall not engage in, initiate, sponsor, support, or direct a strike or secondary boycott or directly or indirectly picket the City or any of its property in furtherance of a strike. The City shall not lockout the employees during the terms of this Agreement.

**ARTICLE XVIII - SAVINGS CLAUSE**

Any Article or Section of this Agreement found to be in conflict with the City of Laurel Charter, or with any law, ordinance, statute, City or government regulation, or declared invalid by decree of a court of competent jurisdiction, shall be void *ab initio* and the parties shall enter into negotiations for a substitute provision. All other Articles and Sections of this Agreement shall remain in full force and effect for the duration of the Agreement.

**ARTICLE XIX - MISCELLANEOUS**

**Section A - Designees**

As used herein, the terms Chief of Police and President of the F.O.P. shall include individuals identified by them to the other Party to be their designees for all purposes for which the designation is made.

**Section B - Supervisory Responsibilities of Sergeants**

The Parties recognize and agree that Employees at the rank of Sergeant regularly exercise certain assignment, supervisory and evaluation authority over, and other duties in connection with, the work of employees in lower ranks. Nothing in this Agreement shall restrict or limit those duties and authorities as they have been assigned and performed historically prior to the commencement of this Agreement.

The F.O.P. and Employees shall not commence any internal charge or take any internal disciplinary or other adverse action affecting the membership of Sergeant in retaliation for the exercise of duties identified in this Article.

**Section C - Notices**



Unless otherwise specified, all notices and correspondence required by this Agreement shall be sent by Departmental mail deposited in the Departmental mailbox of the recipient and via e-mail. The Parties may mutually agree in writing to waive this form of notice requirement in any individual situation. Each Party shall provide the other Party with e-mail addresses and timely updates in the event of changes in names and addresses of its officials who are required to send or receive notices under this Agreement.

## **ARTICLE XX - DURATION AND FINALITY OF AGREEMENT**

### **Section A -**

This Agreement shall become effective as of July 1, 2026, and remain in full force and effect through June 30, 2030. Any Party desiring to negotiate a new agreement shall give notice to the other Party no later than August 1st of the year preceding the date of termination. A notice by one Party shall satisfy the requirement for both Parties.

### **Section B -**

This Agreement can only be added to, amended or modified by a document, in writing, signed by both parties through their duly authorized representatives.

### **Section C -**

Provided that there is timely notice of intent to negotiate a new agreement under this Article, the Parties shall commence negotiations for a successor agreement on reasonable days and times in the beginning of September prior to the year that the Agreement expires. If, after a reasonable period of negotiation over the terms of a memorandum of understanding, a dispute exists between the City and the F.O.P., or if no understanding has been reached within a reasonable period of time, but not later than February 1st, prior to the final preparation date for setting the municipal budget, it shall be deemed that an impasse has been reached, at which time the matters in dispute shall be presented jointly by the parties in writing to the Mayor and City Council for hearing and resolution as provided in the City's Labor Code adopted November 26, 2012.



FOR THE MAYOR & CITY COUNCIL OF LAUREL

FOR F.O.P. LODGE 11

\_\_\_\_\_  
Keith R. Sydnor, Mayor

\_\_\_\_\_  
Aaron Waddell, President

\_\_\_\_\_  
Christian L. Pulley, CPM, City Administrator

\_\_\_\_\_  
Zachary Rexine, Vice President

\_\_\_\_\_  
Nekesa Matlock, Deputy City Administrator

\_\_\_\_\_  
Jesse Conyngham, State F.O.P. Delegate

\_\_\_\_\_  
Melissa Klinger, Human Resources Officer

\_\_\_\_\_  
Darwin Paredes, Member

\_\_\_\_\_  
Mark Plazinski, Deputy Chief

\_\_\_\_\_  
Karena Jackson, Member

\_\_\_\_\_  
Robert DiPietro, Captain

APPROVED FOR LEGAL SUFFICIENCY

\_\_\_\_\_  
Stephanie P. Anderson, City Solicitor

FY 2027 - FY 2030 LPD PAYSCALE PER COLLECTIVE BARGAINING AGREEMENT

8% MKT & 3% STEP																				
Effective July 1, 2026	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
PO	\$70,269	\$72,376	\$74,548	\$76,785	\$79,088	\$81,461	\$83,904	\$86,422	\$89,015	\$91,684	\$94,435	\$97,268	\$100,186	\$103,192	\$106,287	\$109,476	\$112,761	\$116,143	\$119,627	\$123,216
PFC	\$74,484	\$76,719	\$79,020	\$81,392	\$83,833	\$86,348	\$88,939	\$91,607	\$94,355	\$97,186	\$100,101	\$103,104	\$106,197	\$109,383	\$112,665	\$116,045	\$119,526	\$123,112	\$126,805	\$130,610
MPO	\$78,953	\$81,323	\$83,763	\$86,275	\$88,863	\$91,529	\$94,275	\$97,103	\$100,017	\$103,017	\$106,108	\$109,291	\$112,569	\$115,947	\$119,425	\$123,008	\$126,698	\$130,499	\$134,414	\$138,446
CPL	\$83,691	\$86,201	\$88,788	\$91,451	\$94,195	\$97,021	\$99,931	\$102,929	\$106,017	\$109,198	\$112,473	\$115,848	\$119,324	\$122,903	\$126,590	\$130,388	\$134,299	\$138,329	\$142,479	\$146,753
SGT	\$92,060	\$94,822	\$97,667	\$100,597	\$103,614	\$106,723	\$109,925	\$113,223	\$116,619	\$120,118	\$123,722	\$127,432	\$131,256	\$135,193	\$139,250	\$143,427	\$147,730	\$152,161	\$156,726	\$161,428

3% MKT & 3% STEP																				
Effective July 1, 2027	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
PO	\$72,377	\$74,547	\$76,785	\$79,088	\$81,461	\$83,905	\$86,421	\$89,014	\$91,685	\$94,435	\$97,268	\$100,186	\$103,192	\$106,288	\$109,476	\$112,761	\$116,143	\$119,627	\$123,216	\$126,913
PFC	\$76,719	\$79,020	\$81,391	\$83,834	\$86,348	\$88,939	\$91,607	\$94,355	\$97,186	\$100,102	\$103,104	\$106,197	\$109,383	\$112,665	\$116,044	\$119,526	\$123,112	\$126,806	\$130,609	\$134,528
MPO	\$81,322	\$83,763	\$86,276	\$88,863	\$91,529	\$94,275	\$97,104	\$100,016	\$103,017	\$106,107	\$109,291	\$112,569	\$115,947	\$119,425	\$123,008	\$126,698	\$130,499	\$134,414	\$138,446	\$142,600
CPL	\$86,202	\$88,787	\$91,452	\$94,195	\$97,021	\$99,931	\$102,929	\$106,017	\$109,198	\$112,474	\$115,848	\$119,324	\$122,904	\$126,590	\$130,388	\$134,300	\$138,328	\$142,478	\$146,753	\$151,155
SGT	\$94,822	\$97,667	\$100,597	\$103,614	\$106,723	\$109,925	\$113,222	\$116,620	\$120,118	\$123,721	\$127,433	\$131,255	\$135,193	\$139,249	\$143,427	\$147,730	\$152,162	\$156,726	\$161,428	\$166,270

3% MKT & 3% STEP																				
Effective July 1, 2028	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
PO	\$74,549	\$76,784	\$79,088	\$81,461	\$83,905	\$86,422	\$89,014	\$91,685	\$94,436	\$97,268	\$100,186	\$103,192	\$106,288	\$109,476	\$112,760	\$116,143	\$119,628	\$123,216	\$126,913	\$130,720
PFC	\$79,020	\$81,391	\$83,833	\$86,349	\$88,938	\$91,607	\$94,355	\$97,186	\$100,102	\$103,105	\$106,197	\$109,383	\$112,665	\$116,045	\$119,526	\$123,112	\$126,805	\$130,610	\$134,527	\$138,564
MPO	\$83,762	\$86,275	\$88,864	\$91,529	\$94,275	\$97,103	\$100,017	\$103,016	\$106,108	\$109,291	\$112,570	\$115,946	\$119,425	\$123,008	\$126,698	\$130,499	\$134,414	\$138,446	\$142,599	\$146,878
CPL	\$88,788	\$91,451	\$94,195	\$97,021	\$99,932	\$102,929	\$106,017	\$109,198	\$112,474	\$115,848	\$119,323	\$122,904	\$126,591	\$130,388	\$134,299	\$138,329	\$142,478	\$146,753	\$151,156	\$155,690
SGT	\$97,667	\$100,597	\$103,615	\$106,723	\$109,924	\$113,223	\$116,619	\$120,118	\$123,722	\$127,433	\$131,256	\$135,193	\$139,249	\$143,427	\$147,730	\$152,162	\$156,727	\$161,428	\$166,271	\$171,259

4% MKT & 3% STEP																				
Effective July 1, 2029	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
PO	\$77,530	\$79,855	\$82,252	\$84,719	\$87,261	\$89,879	\$92,574	\$95,352	\$98,213	\$101,159	\$104,194	\$107,319	\$110,539	\$113,855	\$117,270	\$120,789	\$124,413	\$128,145	\$131,989	\$135,949
PFC	\$82,181	\$84,647	\$87,186	\$89,803	\$92,496	\$95,271	\$98,130	\$101,073	\$104,106	\$107,229	\$110,445	\$113,759	\$117,172	\$120,687	\$124,307	\$128,037	\$131,877	\$135,834	\$139,908	\$144,106
MPO	\$87,112	\$89,727	\$92,418	\$95,190	\$98,046	\$100,987	\$104,017	\$107,137	\$110,352	\$113,662	\$117,073	\$120,584	\$124,202	\$127,928	\$131,766	\$135,719	\$139,791	\$143,984	\$148,303	\$152,753
CPL	\$92,340	\$95,109	\$97,963	\$100,901	\$103,929	\$107,046	\$110,258	\$113,566	\$116,973	\$120,482	\$124,096	\$127,820	\$131,654	\$135,603	\$139,671	\$143,862	\$148,177	\$152,623	\$157,202	\$161,917
SGT	\$101,573	\$104,621	\$107,759	\$110,992	\$114,321	\$117,752	\$121,284	\$124,923	\$128,670	\$132,530	\$136,506	\$140,601	\$144,819	\$149,164	\$153,639	\$158,248	\$162,996	\$167,885	\$172,922	\$178,109



## CITY OF LAUREL, MARYLAND

### ORDINANCE NO. 2054

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND, AMENDING CHAPTER 18, ARTICLE XI DIVISION 2 "ACCUMULATIONS AND OBNOXIOUS CONDITIONS, ETC." RENUMBERING AND RENAMING OF SECTIONS 18-181.1 THROUGH SECTION 18-181.3, AND SUBSEQUENT ADDITION OF NEW SECTIONS NUMBERS 18-181.4 AND SECTION 18-181.5 OF THE LAUREL CITY CODE TO PERMIT INTENTIONAL NATIVE PLANTINGS, POLLINATOR GARDENS, AND OTHER MANAGED LANDSCAPES AS AN EXEMPTION FROM THE WEED HEIGHT REQUIREMENT, AND TO UPDATE REQUIREMENTS FOR THE TRIMMING AND MAINTENANCE OF HEDGES, SHRUBS, AND TREES ALONG STREETS AND SIDEWALKS TO ENSURE PEDESTRIAN ACCESS, VISIBILITY, AND PUBLIC SAFETY.

*Sponsored by Councilmember James Kole*

**WHEREAS**, the Mayor and City Council of Laurel recognize the importance of maintaining property in a manner that supports public health, safety, and neighborhood quality of life; and

**WHEREAS**, the City's current property maintenance code establishes maximum grass and weed height standards and trimming requirements for vegetation along streets and sidewalks, in order to prevent nuisances, maintain accessibility, and protect community aesthetics; and

**WHEREAS**, native plant gardens, pollinator habitats, and similar intentional landscapes provide significant environmental benefits, including stormwater management, erosion control, improved biodiversity, and increased support for pollinators and wildlife; and

**WHEREAS**, untrimmed hedges, shrubs, and trees along public rights-of-way can obstruct sidewalks, limit visibility for motorists and pedestrians, and interfere with streetlights and other public infrastructure, thereby creating safety hazards; and

**WHEREAS**, the Mayor and City Council desire to amend Sections 18-181 and 18-181.3 and subsequent addition of new Sections 18-181.4 and Section 181.5 of the Laurel City Code to allow residents to establish and maintain intentional plantings as an alternative to turf lawns, while also updating vegetation trimming standards along streets and sidewalks to ensure safety, accessibility, and compatibility with surrounding properties; as set forth herein; and

**WHEREAS**, the Mayor and City Council find that it is in the best interest of the City of Laurel and its residents to promote sustainable landscaping practices while preserving public safety, pedestrian access, and property maintenance standards; and

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Mayor and City Council of Laurel, Maryland, that Sections 18-181 through 18-181.3 of the Laurel City Code be and are hereby amended as follows:

CHAPTER 18  
BUILDINGS AND BUILDING REGULATIONS

Article XI – PROPERTY STANDARDS

DIVISION 2. – ACCUMULATIONS AND OBNOXIOUS CONDITIONS, ETC

**Sec. 18-181. Height of wWeeds.**

It shall be the duty of every person as owner, occupant, lessee or agent in charge of land lying within the city to keep all weeds and grass cut to a height of ~~not over eight (8) inches~~ not to exceed eight (8) inches, except as provided in this section.

**Sec. 18-181-1.1. Definitions.**

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Intentional Planting means an area deliberately established and actively maintained according to a plan for the purposes identified in Sec. 18-181-1.2

Managed Edge means a clearly defined and maintained boundary separating an intentional planting from adjacent areas, which demonstrates active maintenance and limits the spread or encroachment of vegetation beyond the designated planting area.

Native Plant means a species identified by the U.S. Fish and Wildlife Service for Maryland's Piedmont or Coastal Plain regions or recognized by the Maryland Department of Agriculture

**Sec. 18-181-1.2 Intentional Plantings Exemption.**

Occupied residential properties that are intentionally cultivated and actively maintained for a purpose other than a traditional turf lawn, including wildflower gardens, meadows, pollinator or native plant gardens, wildlife habitat gardens, and vegetable or herb gardens, are not in violation of this section, provided the conditions in subsection (a) are met.

Underlining indicates new language added.

~~Strikethroughs indicate language deleted.~~

~~\*\*\* Asterisks indicate intervening language and section unchanged.~~

(a) Conditions - The exemption in Sec. 18-181-1.2 applies only if:

- (1) The planting does not create a health or safety hazard or fire risk, including but not limited to providing harborage for rats or other vermin, creating standing water conditions for mosquito breeding, or allowing accumulations of dead vegetation that increase fire risk.
- (2) The planting does not obstruct public rights-of-way, sidewalks, or visibility at intersections; does not conceal any building street number required by Section 18-29 from visibility from the street; and does not extend beyond the property line. Compliance with Section 18-181-1.2 is required.
- (3) The planting is kept free of noxious and invasive plants and weeds in accordance with the Annotated Code of Maryland- Article – Agriculture Section 9.5–101 and that are prohibited by the State as shown on the Consolidated List of Maryland Invasive Plant Species published by the State of Maryland Department of Agriculture, and amended from time to time, and any invasive species prohibited by City law.
- (4) The planting shows evidence of active maintenance and stewardship.
- (5) A clearly defined border or managed edge is maintained along sidewalks, driveways, alleys, and adjacent properties so the intentional planting is readily distinguishable from unmanaged weed growth.

(b) Managed edge. Where an intentional planting abuts a sidewalk, improved right of way, driveway, or an adjacent property, the owner shall maintain a managed edge at least twelve (12) inches in width, consisting of a mowed strip, mulched border, herbaceous perennial less than twelve (12) inches, path, hedge, fence or other clearly defined boundary that distinguishes the intentional planting from unmanaged vegetation and demonstrates active maintenance. Any hedge used as a managed edge must be kept trimmed in accordance with Section 18-181-1.2.

(c) Registration Required. To claim the exemption in Sec. 18-181-1.2, the owner or occupant shall provide written or electronic notice of intent to maintain an intentional planting to the Department of the Fire Marshal and Permit Services or its designee. Notice shall be submitted prior to installation of the planting or after the planting has been established. The City shall provide a standard form to facilitate submission of the registration. Submission of registration under this

subsection does not require payment of a fee and does not constitute a permit application.

(d) Evaluation Criteria. In administering this section, the City shall consider the presence of native plant species, wildflowers, vegetables, or herbs; whether the planting provides wildlife essentials such as food, water, and cover; the observed presence of pollinators or beneficial wildlife; the clarity of borders or managed edges; and evidence of ongoing maintenance. Recognition or certification by a gardening, conservation, or habitat organization may be considered but is not required.

(e) Relationship to Other Law. Nothing in this section authorizes vegetation to encroach upon or obstruct sidewalks or public rights-of-way, to impair visibility at intersections, or to conflict with Sec. 18-181 or any other applicable provision of the City Code.

#### **Sec. 18-181.1.43 Trimming of hedges, shrubs and trees.**

All hedges composed of ~~Hawthorne, Buckthorn, Osage orange, or other shrubs,~~  
~~or trees, or similar vegetation~~ planted along the line of any street in the eCity shall be trimmed, so that the branches thereof shall not extend to or over the inside portion of the sidewalk on any street, nor shall they obstruct pedestrian passage, streetlights, or visibility for vehicular traffic at intersections and driveways. Vegetation shall be maintained to provide a clear vertical space of not less than seven (7) feet above any sidewalk and not less than fourteen (14) feet above any street or roadway open to vehicular traffic.

#### **Sec. 18-181.24. - Snow and ice removal**

\* \* \*

#### **Sec. 18-181.35. - Prohibited disposal of refuse on property of another without consent.**

\* \* \*

Underlining indicates new language added.

~~Strikethroughs indicate language deleted.~~

\* \* \* Asterisks indicate intervening language and section unchanged.

**BE IT FURTHER ENACTED AND ORDAINED**, that this Ordinance shall become effective upon its passage.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**ATTEST:**

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

\_\_\_\_\_  
**BRENCIS D. SMITH**  
President of the City Council

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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

\_\_\_\_ Underlining indicates new language added.

~~\_\_\_\_\_~~ Strikethroughs indicate language deleted.

\* \* \* Asterisks indicate intervening language and section unchanged.