

**CITY COUNCIL**

CHRISTINE M. JOHNSON  
At-Large

ADRIAN G. SIMMONS  
First Ward

JAMES KOLE  
First Ward

KYLA 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

JOANNE HALL BARR  
Deputy City Administrator

STEPHANIE P. ANDERSON  
City Solicitor

SARA A. GREEN, CPM, CMC  
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

**SIXTEENTH MEETING OF THE  
MAYOR AND CITY COUNCIL OF LAUREL  
MONDAY, SEPTEMBER 9, 2024**

**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.*

*Contact the Clerk for Zoom information at [clerk@laurel.md.us](mailto:clerk@laurel.md.us) no later than 2:00 pm the day of the meeting.*

1. Call to Order - James Kole, President
2. Roll Call - Sara A. Green, CPM, CMC, Clerk
3. Report of the Mayor and City Council
4. Appointments
  - Jimmy Rogers                      Tree Board                                      09/09/2024-09/09/2026
  - Oscar De La Puente              Historic District Commission              09/09/2024-09/09/2027
5. General Public Hearing
6. Ordinance No. 2029- An Ordinance Amending the General Operating Budget and Capital Improvement Program of the Mayor and City Council of Laurel, Maryland, for Fiscal Year July 1, 2024 through June 30, 2025 and to Provide an Effective Date
7. Bid Recommendation- Fourth and Fifth Street Roadway Improvements- Department of Public Works

8. Bid Recommendation- Compton Avenue Alley Improvements- Department of Public Works
9. Bid Recommendation- Virginia Manor Court Street Improvements- Department of Public Works
10. Purchase Requisition- Rehrig Vision Service Verification Hardware/Software- Environmental Programs
11. Bid Recommendation- Back-up Generator Replacement Project Phase I- Department of Community Resources and Emergency Management
12. Appointment of Monta Burrough, Director, Department of Economic and Community Development
13. Adjournment



# CITY OF LAUREL OFFICE OF THE MAYOR

8103 Sandy Spring Road, Laurel, MD 20707  
Phone: 301-725-5300 ext. 2125 • Fax: 301-725-6831

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Item 4.

**Keith R. Sydnor**  
Mayor

August 14, 2024

## MEMORANDUM

TO: James Kole, Council President  
Laurel City Councilmembers  
FROM: Keith R. Sydnor, Mayor *KRS*  
SUBJ: Mayoral Appointment

I plan to make the following appointments at the September 9, 2024, Mayor and City Council meeting.

### APPOINTMENTS

Jimmy Rogers	Tree Board	09/09/24 – 09/09/26
Oscar De La Puente	Historic District Commission	09/09/24 – 09/09/27

I look forward to your confirmation of these appointments.

ec: Sara A. Green, CPM, CMC, City Clerk



# CITY OF LAUREL, MARYLAND

**ORDINANCE NO. 2029**  
**September 6, 2024**

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

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

**WHEREAS**, the FY2025 General Operating Budget and Capital Improvement Program (CIP) was adopted on May 28, 2024 through Ordinance No. 2026, and

**WHEREAS**, there are savings realized in certain CIP projects which are proposed to be allocated to other projects, and

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

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

**GENERAL OPERATING BUDGET**

<u>REVENUES</u>	<b>FY2025 ADOPTED</b>
<u>REVENUE SUB-CATEGORY</u>	
4010 - R/E TAX REVENUE	\$27,384,119
4030 - PERSONAL PROP TAX	1,385,868
4040 - PERSONAL PROP-INT/PENTALTY	40,000
4050 - LOCAL TAXES	4,650,000
4060 - OTHER LOCAL TAXES	2,047,576
4110 - LICENSES	734,850
4130 - PERMITS	505,445
4210 - FEDERAL GRANTS	162,980
4230 - STATE GRANTS	737,825
4250 - COUNTY GRANTS	286,642
4310 - GENERAL GOV'T SERVICE CH	169,797
4340 - SANITATION SERVICE CHGS	176,000
4350 - SERVICE CHARGE-HEALTH	10,000
4370 - FACILITY RENTALS	163,890
4411 - SWIMMING POOL FEES	124,510
4413 - RECREATION PROGRAM FEES	82,500
4415 - P&R ACTIVITY FEES	89,800
4417 - P&R CONCESSION FEES	22,000
4430 - SENIOR PROGRAM FEES	15,300
4620 - POLICE FINES	2,780,600
4630 - CODE ENFORCEMENT FINES	3,250
4710 - INVESTMENT INTEREST	117,000

4720 - RENTAL INCOME	18,963
4730 - CONTRIBUTIONS/DONATIONS	600
4740 - SALE OF PROPERTY	14,500
4750 - MISC REFUNDS AND REBATES	86,780
4761 - POLICE ACCT RECEIPTS	45,000
4790 - OTHER MISC REVENUES	453,203
4840 - FUND TRANSFER	988,247
	<hr/>
<b>TOTAL REVENUE</b>	<b>\$43,297,245</b>

<b><u>EXPENDITURES</u></b>	<b>FY2025</b>
<b>DEPARTMENT</b>	<b>ADOPTED</b>
201 - CITY COUNCIL	\$122,513
205 - CLERK TO THE COUNCIL	243,333
210 - MAYOR	649,079
215 - CITY ADMINISTRATOR	679,268
220 - ELECTIONS	17,445
225 - BUDGET & PERSONNEL SVCS	1,230,403
235 - COMMUNICATIONS	701,304
240 - ECONOMIC & COMMUNITY DEV	1,032,943
244 - SUSTAINABILITY PROGRAMS	62,532
250 - INFORMATION TECHNOLOGY	2,860,863
270 - COMMUNITY PROMOTION	158,787
280 - GROUNDS MAINTENANCE	945,518
281 - JOSEPH R. ROBISON - LAUREL MUNICIPAL CENTER	177,616
284 - PUBLIC WORKS FACILITY	128,126
285 - ROBERT J. DIPIETRO COMMUNITY CENTER	168,869
286 - ARMORY COMMUNITY CENTER	104,561
287 - LAUREL MUSEUM	13,000
288 - GUDE LAKEHOUSE	31,000
289 - MAIN ST. POOL MAINTENANC	82,670
290 - LPD FACILITY	312,121
291 - GREENVIEW DR REC COMPLEX	47,180
292 - P&R MAINTENANCE FACILITY	47,750
293 - GUDE HOUSE	73,841
294 - CRAIG A. MOE LAUREL MULITSERVICE CENTER MAINT.	262,371
301 - POLICE	13,069,424
320 - FIRE MARSHAL & PERMIT SV	861,358
325 - OFFICE OF EMERGENCY MGT	728,452
326 - CRAIG A. MOE LAUREL MULTISERVICE CENTER PROGRAMS	463,417
401 - PUBLIC WORKS ADMIN	691,207
410 - AUTOMOTIVE MAINTENANCE	1,180,819
415 - WASTE COLLECTION	1,196,135
420 - RECYCLING	353,009
425 - HIGHWAYS & STREETS MAINT	1,272,735
430 - SNOW REMOVAL	198,155
435 - STREET LIGHTING	268,970
440 - ENGINEERING&TECH SERVICES	253,898
445 - TRAFFIC ENGINEERING	156,637
450 - TREE MANAGEMENT	99,781

Underlining indicates new language added.  
~~Strikethroughs indicate language deleted.~~  
 \* \* \* Asterisks indicate intervening language and section unchanged.

501 - PARKS & RECREATION ADMIN	877,205
505 - RECREATION	525,256
510 - MAIN ST POOL PROGRAMS	287,053
515 - ROBERT J. DIPIETRO COMMUNITY CENTER	328,708
520 - GREENVIEW DR PROGRAMS	129,133
525 - ARMORY COMMUNITY CTR PROG	214,021
530 - YOUTH SERVICES BUREAU	256,996
535 - GUDE LAKEHOUSE PROGRAMS	25,598
550 - SENIOR SERVICES	275,021
650 - PRINCIPAL	1,895,527
651 - INTEREST	93,227
652 - RETIREMENT	2,369,530
654 - PROPERTY INSURANCE	526,251
655 - BONDING INSURANCE	27,000
656 - EMPLOYEE INSURANCE	4,018,467
657 - MISC FINANCIAL USES	0
658 - SPECIAL TAXING DISTRICT	300,000
659 - AMERICAN RESCUE PLAN PROG	0
810 - EMPLOYEE TRAINING	194,591
820 - EMPLOYEE TUITION	6,571
	6,571

**TOTAL EXPENDITURES**                      **\$43,297,245**

	<b>ADOPTED</b>		<b>AMENDED</b>
	<b>ORD2026</b>	<b>CHANGE</b>	<b>ORD</b>
<b><u>CAPITAL IMPROVEMENT PROGRAM</u></b>			
TOTAL FUNDING - OTHER PROJECTS	\$29,924,486		\$29,924,486
EMERGENCY REPAIRS	71,300	(45,000)	26,300
VIRGINIA MANOR CT	122,000	45,000	167,000
<b>TOTAL AMENDED FUNDING</b>	<b>\$30,117,786</b>	<b>\$0</b>	<b>\$30,117,786</b>

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

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

     Underlining indicates new language added.  
 Strikethroughs indicate language deleted.  
 \* \* \* Asterisks indicate intervening language and section unchanged.

**ATTEST:**

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

\_\_\_\_\_  
**JAMES KOLE**  
President of the City Council

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

*\_\_\_\_ Underlining indicates new language added.  
~~Strikethroughs~~ indicate language deleted.  
\* \* \* Asterisks indicate intervening language and section unchanged.*



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

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

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

August 5, 2024

**MEMORANDUM**

To: Mayor Keith R. Sydnor  
 Council President James Kole  
 Laurel City Councilmembers

Thru: Joanne Hall Barr, Deputy City Administrator *JHB*

From: Tim Miller, Director of Public Works

Subject: Bid Recommendation - 4<sup>th</sup> and 5<sup>th</sup> Street Improvements

The Department of Public Works is requesting approval for Construction Project LA 24-004, 4<sup>th</sup> and 5<sup>th</sup> Street Improvements.

**Project Scope**

This project includes the milling and overlay, repair of concrete sidewalk, pedestrian ramps, concrete curbing, and striping and roadway signage of 4<sup>th</sup> Street from Main Street to Montgomery Street and 5<sup>th</sup> Street from Main Street to Gorman Avenue in the City of Laurel, Maryland.

**Bid Results**

At a sealed bid opening at 10:00 AM, on July 31, 2024, the City received a total of six (6) bids for this project. The bids received ranging from lowest to highest are as follows as were read aloud:

1. E & R Services	\$191,269.25
2. Ross Contracting	\$226,274.00
3. Espina Paving, Inc.	\$237,865.25
4. American Asphalt Paving Co.	\$241,868.75
5. ECM Corp.	\$281,105.00
6. Vino Construction, LLC	\$373,786.59



**Funding**

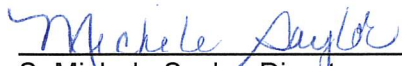
Funding for this project is provided in the Adopted FY2025 CIP, 4<sup>th</sup> Street Improvement Project and 5<sup>th</sup> Street Improvement Project.

**Recommendation**

It is recommended that the contract for this project be awarded to E & R Services, Inc. a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE), from Lanham, MD, 20706, for their bid of \$191,269.25, with an additional contingency of \$18,730.75, for a total of \$210,000.00. E & R Services, Inc. has previously completed projects for the city.

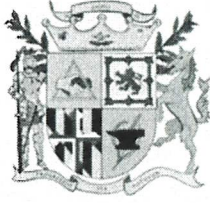
Should you have any questions or desire further information, please contact Timothy Miller, Director at 301-725-0088, extension 3206.

Financial Review:

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

8/110/2024  
Date

cc: Christian L. Pulley, CPM, City Administrator



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

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

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

August 6, 2024

**MEMORANDUM**

To: Mayor Keith R. Sydnor  
Council President James Kole  
Laurel City Councilmembers

Thru: Joanne Hall Barr, Deputy City Administrator *JHB*

From: Tim Miller, Director of Public Works

Subject: Bid Recommendation - Compton Alley

The Department of Public Works is requesting approval for Construction Project LA 25-001, Compton Alley Street Improvements.

**Project Scope**

This project includes the construction of new concrete aprons, sidewalks, curbing and 8” and 12” thick reinforced concrete alley, 10’ wide, with a portion being of stamped concrete. The work will take place between Compton Avenue and Talbott Avenue, running in the rear of 600-608 4<sup>th</sup> Street in the City of Laurel, Maryland.

**Bid Results**

At a sealed bid opening at 10:00 AM, on August 1, 2024, the City received a total of six (6) bids for this project. The bids received ranging from lowest to highest are as follows as were read aloud:

- |                             |              |
|-----------------------------|--------------|
| 1. SFMS, LLC                | \$72,550.75  |
| 2. E & R Services, Inc.     | \$77,717.00  |
| 3. Olney Masonry Corp.      | \$92,445.00  |
| 4. Espina Paving, Inc.      | \$116,696.25 |
| 5. INL Construction, LLC    | \$149,084.00 |
| 6. Patton Construction, Co. | \$175,878.00 |

**Funding**

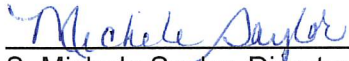
Funding for this project is provided for in the Adopted FY2025 CIP, Compton Alley Improvement Project.

**Recommendation**

It is recommended that the contract for this project be awarded to SFMA, LLC a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE), from Beechcraft Avenue, Gaithersburg, Maryland., for their bid of \$72,550.75, with an additional contingency of \$7,449.25, for a total of \$80,000.00. SFMS, LLC. has previously completed projects for the City.

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

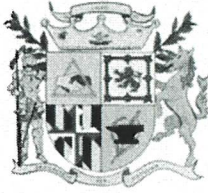
Financial Review:



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

\_\_\_\_\_  
Date

cc: Christian L. Pulley, CPM, City Administrator



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

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

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

August 6, 2024

**MEMORANDUM**

To: Mayor Keith Sydnor  
Council President James Kole  
Laurel City Councilmembers

Thru: Joanne Hall Barr, Deputy City Administrator *JHB*

From: Tim Miller, Director of Public Works

Subject: Bid Recommendations for Virginia Manor Court

The Department of Public Works is requesting approval for Construction Project LA 24-005, Virginia Manor Court Street Improvements.

**Project Scope**

This project includes the milling and overlay, placement of a Geotextile fabric, repair of concrete sidewalk, pedestrian ramps, concrete curbing, and striping for Virginia Manor Court in the City of Laurel, Maryland.

**Bid Results**

At a sealed bid opening at 10:00 AM, on July 31, 2024, the City received a total of six (6) bids for this project. The bids received ranging from lowest to highest are as follows as were read aloud:

1.	E & R Services	\$119,367.50
2.	SFMS, LLC	\$121,845.00
3.	American Asphalt Paving Co.	\$132,202.25
4.	Espina Paving, Inc.	\$145,585.00
5.	Ross Contracting, Inc.	\$151,045.00
6.	ECM Corp.	\$177,725.00

**Funding**

Funding for this project is provided in the Amended FY2025 CIP, Virginia Manor Court Street Improvement Project.

**Recommendation**

It is recommended that the contract for this project be awarded to E & R Services, Inc. a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE), from Lanham, MD, 20706, for their bid of \$119,367.50, with an additional contingency of \$11,632.50, for a total of \$131,000. E & R Services, Inc. has previously completed projects for the city.

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

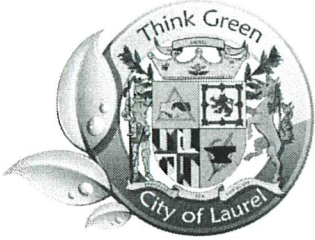
Financial Review:

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

8/21/2024  
Date

cc: Christian L. Pulley, CPM, City Administrator





**MAYOR AND CITY COUNCIL OF LAUREL  
OFFICE OF THE CITY ADMINISTRATOR  
ENVIRONMENTAL PROGRAMS**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2203

[www.cityoflaurel.org](http://www.cityoflaurel.org) • email – [GREENLIVING@LAUREL.MD.US](mailto:GREENLIVING@LAUREL.MD.US) Fax (301) 490-5068

August 19, 2024

**MEMORANDUM**

TO: Mayor Keith R. Sydnor  
Council President James Kole  
Laurel City Councilmembers

THRU: Joanne Hall Barr, Deputy City Administrator *JHB*

FROM: Michele Blair, Sustainability Manager *MB*

SUBJ: Purchase – Rehrig Vision Service Verification Hardware/Software

As part of the City's commitment to long-term sustainability, the Mayor and City Council passed Ordinance No. 2010, which established the organics composting program and defined compliance of collection and provided an effective date.

Education and Outreach as well as compliance is based on accurate reporting of collections and areas of compliance that need to be addressed. The Rehrig Vision Service Verification Hardware and Software is an addition to the existing Vision Inventory Software and will enable the City to gather data on city-wide collections, provide the collection crews with a means to safely and effectively report such issues, accurately manage the City's assets (trash/recycling and composting carts) and enable the Sustainability Division to provide focused educational information to residents.

**Background:**

The vendor for this purchase is Rehrig Pacific Company, under **Omina/US Communities contract pricing (Contract #00254)**. Rehrig Pacific is a sole source vendor for the vision-based service verification platform supporting the current inventory system used by the City – Vision Software. The hardware can be mounted on multiple vehicles to accommodate new vehicles or vehicles that are out of service as necessary.

**Specifications:**

One-time cost \$99,300.00

- a. Vision RFID Reader – quantity 8 units for all trash/recycling and composting vehicles. Verifies location and type of collection using the built-in RFID tags on the collection carts.
- b. Observation Panel Kit – quantity 8 for all trash/recycling and composting vehicles. Allows the driver to report issues and flags them for staff review.
- c. RFID Reader Camera – quantity 8 – allows for picture of the address and allows staff to customize outreach and education.

**Bid Recommendation – Rehrig Vision Service Verification**

August 16, 2024

Page 2 of 2

Software cost for 8 trucks -- \$14,400/year.

- a. Web-based collection data tracking, service verification reporting, live vehicle location, truck and route details in map center.

**Funding:**

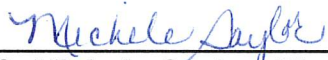
Funding for this purchase is provided in the Adopted FY2025 CIP - Environmental Programs Project.

**Recommendation:**

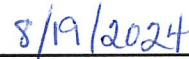
It is recommended that the City approve one-time purchase of the Rehrig Vision Service Verification Hardware (\$99,300) and provide for one year of the software costs (\$14,400) for a total purchase of \$113,700.

Should you have any questions or desire further information, please contact Michele Blair at 301-725-5300 extension 2203.

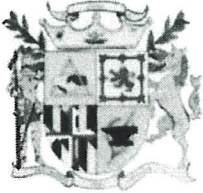
**Reviewed for funding:**



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



\_\_\_\_\_  
**Date**



**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF COMMUNITY RESOURCES & EMERGENCY MANAGEMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 x2232  
<http://www.cityoflaurel.org> • [ccornwell@laurel.md.us](mailto:ccornwell@laurel.md.us)

August 15, 2024

**MEMORANDUM**

TO: Honorable Keith R. Sydnor  
 Mayor

Honorable James Kole  
 Council President

Laurel City Councilmembers

THRU: Joanne Barr *JAB*  
 Deputy City Administrator

FROM: Christina L. Cornwell, CPM, CEM *CLC*  
 Director/Emergency Manager

SUBJ: Subaward Agreement for Hazard Mitigation Grant

The Department of Community Resources and Emergency Management (CREM) is requesting approval of a subaward agreement between the City of Laurel and the Maryland Department of Emergency Management (MDEM) regarding a reimbursable hazard mitigation grant for emergency back-up generators.

**Background:**

The emergency back-up generator project will consist of replacing aging diesel-powered generators with high efficiency state-of-the-art natural gas-powered generators at five (5) critical facilities.

Joseph R. Robinson Laurel Municipal Center  
 8103 Sandy Spring Road  
 Laurel, MD 20707

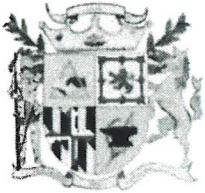
Barkman-Kaiser Public Safety Complex (Police Department)  
 3811 Fifth Street  
 Laurel, MD 20707

Fairall Foundry Public Works Complex  
 305-307 1st Street  
 Laurel, MD 20707

Parks & Recreation Maintenance Facility  
 7705 Old Sandy Spring Road  
 Laurel, MD 20707

Laurel Armory Anderson & Murphy Community Center  
 422 Montgomery Street  
 Laurel, MD 20707





**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF COMMUNITY RESOURCES & EMERGENCY MANAGEMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 x2232  
http://www.cityoflaurel.org • ccornwell@laurel.md.us

This project will be completed in two (2) phases. Phase 1 will consist of an electrical assessment and coordination with Baltimore Gas and Electric on any required gas service upgrades. Phase 2 is slated for the construction and installation of the generators.

**Funding:**

Funding for this project has been approved in the FY2025 Capital Improvement Projects (CIP) – Hazard Mitigation Project. The Federal Emergency Management Agency (FEMA) has approved phase 1 of this project at \$245,399.25. This grant is a 90% Federal share and 10% non-Federal share. Therefore, the City's cost share for phase 1 of the project is \$25,831.50.

	Federal Share	Non- Federal Share	Total Share
Project Costs	\$232,483.50(90%)	\$25,831.50(10%)	\$258,315.00
Subrecipient Management Costs	\$12,915.75(100%)	\$0.00 (0 %)	\$12,915.75
Total	\$245,399.25	\$25,831.50	\$271,230.75

**Recommendation:**

It is recommended that the City Council and Mayor approve this subaward to proceed with phase 1 of the back-up generator project.

Should you have any questions, please contact Christina Cornwell at 301-725-5300 x2232 or ccornwell@laurel.md.us.

**Reviewed for funding:**

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

8/19/2024  
Date

cc: Christian L. Pulley, CPM  
City Administrator

Michele Saylor  
Director – Budget and Personnel Services

Bill Bailey  
Director – Parks and Recreation

James Cornwell-Shiel  
Director – Information Technology

Pat Haag  
Risk Manager

Attachment



# CITY OF LAUREL OFFICE OF THE MAYOR

Item 12.

Joseph R. Robison – Laurel Municipal Center  
8103 Sandy Spring Road, Laurel, MD 20707-2502  
Phone: 301-725-5300 ext. 2124 • Fax: 301-725-6831

August 28, 2024

## MEMORANDUM

**RECEIVED**  
AUG 28 2024  
City of Laurel  
Office of the Clerk

**TO:** James Kole, Council President  
Laurel City Councilmembers  
**FROM:** Mayor Keith R. Sydnor *KRS*  
**SUBJ:** Appointment of Monta Burrough

I am pleased to appoint Monta Burrough as Director of the Department of Economic and Community Development. Mr. Burrough has served as the Deputy Director since 2022 and is currently Acting Director.

Mr. Burrough is professional and has a good understanding of his Department, the community of Laurel, and, most importantly, the City's policies, regulations, and processes to ensure residents and the business community are assisted in a timely manner. I believe Mr. Burrough is the best choice to be Laurel's next Director of the Department of Economic and Community Development.

Monta Burrough has over 20 years of customer service experience and over 10 years of leadership experience.

Mr. Burrough's appointment would be effective September 10, 2024. I look forward to your confirmation of this appointment at the September 9, 2024, meeting of the Mayor and City Council.

I am available to address any questions and comments you may have regarding this appointment and have attached his resume for your review.

### Attachment

cc: Christian L. Pulley, CPM, City Administrator  
Joanne Barr, Deputy City Administrator  
Ana R. Navarro, MMC, Executive Assistant to the Mayor  
Sara A. Green, CMC, CPM, Clerk to the Council  
Michele Saylor, Director, Budget and Personnel Services  
Melissa Klinger, Human Resources Officer