

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

MAYOR AND CITY COUNCIL OF LAUREL

8103 Sandy Spring Road
Laurel, Maryland 20707-2502

**FOURTEENTH MEETING OF THE
MAYOR AND CITY COUNCIL OF LAUREL
MONDAY, JULY 22, 2024
6:00 PM**

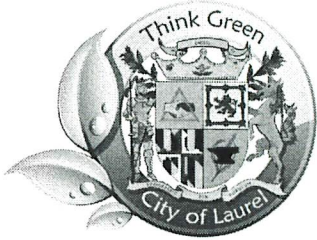
IN-PERSON MEETING

AGENDA *(revised as of 07/19/2024)*

***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 - Council President James Kole
2. Pledge of Allegiance - Mayor Keith R. Sydnor
3. Roll Call - Sara A. Green, CPM, CMC, Clerk
4. Approval of Minutes
 - May 28, 2024 Regular Meeting
 - June 5, 2024 Work Session
 - June 10, 2024 Regular Meeting
 - July 1, 2024 Ward 1 Council Vacancy Interviews
 - July 3, 2024 Work Session
 - July 8, 2024 Regular Meeting
5. Report of the Mayor and City Council
6. Fourth of July Committee Acknowledgement- Carreen Koubek, Chairwoman
7. General Public Hearing

8. Consideration of a Leasing Agreement- Bigbelly Compost Bins for Multi-family Compost Collection- Environmental Programs
9. Introduction and First Public Hearing on Ordinance No. 2028- 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, 2023 through June 30, 2024 and Providing an Effective Date
10. Adjournment



**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 • email – GREENLIVING@LAUREL.MD.US Fax (301) 490-5068

June 17, 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, Environmental Programs Manager *MB*

SUBJ: Leasing Bigbelly Smart Compost Bin -- Multi-family compost collection

As part of the City's commitment to long-term sustainability, the Mayor & City Council passed Ordinance 2010, which established the organics composting program; defined separation of materials; and provided an effective date for the mandatory separation of organics from the waste stream.

Prior to passing Ordinance 2010 – the Council expressed concerns about how we would offer composting to condos and multi-family communities. A new product that is part of the Bigbelly system currently in use by the City is able to offer a solution.

Background:

Bigbelly (currently providing public trash and recycling containers within the City) – has a subscription based program specifically designed for multi-family communities. This is a propriety system and will be integrated into the existing Clean Software system currently in use by the City.

- a. One Bigbelly unit will be placed in each trash corral – removing at least one trash cart.
- b. The app (which is free for residents) comes in 11 different languages and will allow residents to open the bin.
- c. Usage will be tracked via a cloud app provided by Bigbelly Clean Software.
- d. The units are solar powered – environmentally friendly.
- e. The cloud system will assist in helping to prepare more focused educational and outreach information based on usage and assist DPW in managing collections more efficiently.

Recommendation – Bigbelly Smart Compost Bins

June 17, 2024

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Specifications:

- a. The leasing agreement comes with yearly mechanical checkups and a “make it right” clause.
- b. Software upgrades will be provided at no additional costs.
- c. Units that are not performing correctly will be replaced at no cost, other than shipping.
- d. Pricing is stable for a period of five years.
- e. The carts are compatible with our lift gates.
- f. Monthly leasing/subscription fee for 40 units – which provides services to all condo communities within Laurel was \$6,582.80/month.

Funding:

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

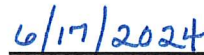
Recommendation:

It is recommended that the City approve the five-year leasing of these carts for a total annual of \$78,100.80 to Bigbelly.

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

	A	B	C	D	E	F	G	H
1	REVENUE NOTES							
2								
3	A	250,000	UNANTICIPATED REAL ESTATE TAX REVENUE					
4			TRANSFER TO CIP					
5	B	250,000	UNANTICIPATED LOCAL INCOME TAX REVENUE					
6			TRANSFER TO CIP					
7	C	35,479	CANNIBIS TAX					
8			CONTRIBUTION TO LMSC BOARD OF DIRECTORS>GRANT MA					
9		205,000	ADDITIONAL HIGHWAY USER REVENUE					
10			TRANSFER TO CIP-STREET PROJECTS					
11	D	2,681,470	FY2024 ARPA FUNDS USEAGE					
12			CORRESPONDING EXPENDITURE DEPT 659					
13								
14	E	45,485	INSURANCE PROCEEDS - VEHICLES					
15		11,723	WATER DAMAGE - ARMORY					
16		15,522	LGIT GRANT - VEHICLE BACKUP SENSORS					
17	TOTAL	3,494,679						
18								
19								
20	EXPENDITURE NOTES							
21								
22	F	50,000	BANKING FEES FOR PAYMENT RECEIPT PROCESSING					
23	G	20,000	TREE REMOVAL SERVICES; PARK BENCHES AND GRILLS					
24	H	10,000	HVAC COMPRESSOR					
25	I	23,000	RJDCC HVAC					
26	J	11,723	WATER DAMAGE - ARMORY>INSURANCE PROCEEDS					
27	K	3,000	MUSEUM HVAC REPAIR					
28	L	(15,000)	SAVINGS - LPD FACILITY					
29	M	(25,000)	SAVINGS - GUDE HOUSE					
30	N	13,000	P&R ADMIN TRANSFER - WRESTLING MAT					
31	O	(150,000)	SAVINGS - LMSC PROGRAMS					
32			CONTRIBUTION TO BOARD OF DIRECTORS					
33	P	15,522	BACKUP SENSOR GRANT					
34		34,478	VEHICLE REPAIRS>INSURANCE PROCEEDS					
35								
36	Q	(75,000)	SAVINGS - STREET MAINTENANCE					
37	N	(13,000)	P&R ADMIN - YSC GRANT - WRESTLING MAT					
38	I	(23,000)	RJDCC HVAC					
39	R	250,000	ADDITIONAL PENSION CONTRIBUTION					
40	S	(41,000)	SAVINGS - PROPERTY INSURANCE					
41	T	1,000	ADDITIONAL PREMIUM - BONDING INSURANCE					
42	R	(250,000)	SAVINGS - EMPLOYEE INSURANCE					
43								
44	U	185,479	CONTRIBUTION TO LMSC BOARD					
45		788,007	OPERATING TRANSFER TO CIP					
46								
47	D	2,681,470	FY2024 ARPA FUNDS USEAGE					
48	TOTAL	3,494,679						

	A	B	C	D	E	F	G	H
49								
50	**Direct offsets are color-coded and have the same letter notation							

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CITY OF LAUREL, MARYLAND

ORDINANCE NO. 2028

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, 2023 THROUGH JUNE 30, 2024 AND TO PROVIDE AN EFFECTIVE DATE

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

WHEREAS, the FY2024 General Operating Budget and Capital Improvement Program (CIP) was adopted on May 22, 2023 through Ordinance No. 2011, and subsequently amended through the adoption of Ordinance No. 2019, Ordinance No. 2021, and Ordinance No. 2022, and

WHEREAS, intradepartmental transfers have been made in the Department of Parks and Recreation and the Department of Public Works, and

WHEREAS, there are expenditure savings and unanticipated revenues to be appropriated for an additional contribution to the Pension Plans and the CIP, and

WHEREAS, insurance proceeds are to be allocated for repairs and the balance transferred to the CIP for future purchases of vehicles, and

WHEREAS, there was a market-based increase in bonding insurance which requires additional funding, and

WHEREAS, an adjustment is made to reflect actual ARPA revenues and expenditures for FY2024, and

WHEREAS, the operating transfer to the CIP is being allocated to fund certain projects, and

WHEREAS, the Mayor and City Council of Laurel, Maryland are required to amend the FY2024 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, 2023 through June 30, 2024 is hereby amended.

Note: B/T= Budget Transfer

GENERAL OPERATING BUDGET

<u>REVENUES BY CATEGORY</u>	<u>AMENDED ORD2022</u>	<u>B/T</u>	<u>CHANGE</u>	<u>AMENDED ORD2028</u>	
4010 - R/E TAX REVENUE	\$26,661,305		\$250,000	\$26,911,305	A
4030 - PERSONAL PROP TAX	1,410,000			1,410,000	
4040 - PERSONAL PROP-INT/PENTALTY	68,500			68,500	
4050 - LOCAL TAXES	4,400,000		250,000	4,650,000	B
4060 - OTHER LOCAL TAXES	1,718,892		240,479	1,959,371	C
4110 - LICENSES	632,075			632,075	
4130 - PERMITS	422,510			422,510	
4210 - FEDERAL GRANTS	90,595		2,681,470	2,772,065	D
4230 - STATE GRANTS	599,829			599,829	
4250 - COUNTY GRANTS	275,362			275,362	
4310 - GENERAL GOV'T SERVICE CH	156,097			156,097	
4340 - SANITATION SERVICE CHGS	164,000			164,000	
4350 - SERVICE CHARGE-HEALTH	10,000			10,000	
4370 - FACILITY RENTALS	127,090			127,090	
4411 - SWIMMING POOL FEES	124,010			124,010	
4413 - RECREATION PROGRAM FEES	74,000			74,000	
4415 - P&R ACTIVITY FEES	83,825			83,825	
4417 - P&R CONCESSION FEES	21,500			21,500	
4430 - SENIOR PROGRAM FEES	12,100			12,100	
4620 - POLICE FINES	2,609,457			2,609,457	
4630 - CODE ENFORCEMENT FINES	4,750			4,750	
4710 - INVESTMENT INTEREST	17,000			17,000	
4720 - RENTAL INCOME	18,963			18,963	
4730 - CONTRIBUTIONS/DONATIONS	600			600	
4740 - SALE OF PROPERTY	20,500			20,500	
4750 - MISC REFUNDS AND REBATES	78,780			78,780	
4761 - POLICE ACCT RECEIPTS	45,000			45,000	
4790 - OTHER MISC REVENUES	437,417		72,730	510,147	E
4840 - FUND TRANSFER	1,088,247			1,088,247	
TOTAL REVENUE	\$41,372,404	\$0	\$3,494,679	\$44,867,083	

<u>EXPENDITURES BY DEPARTMENT</u>	<u>AMENDED ORD2022</u>	<u>B/T</u>	<u>CHANGE</u>	<u>AMENDED ORD2028</u>	
201 - CITY COUNCIL	\$122,368			\$122,368	
205 - CLERK TO THE COUNCIL	210,175			\$210,175	
210 - MAYOR	680,153			\$680,153	
215 - CITY ADMINISTRATOR	758,811			\$758,811	
220 - ELECTIONS	82,590			\$82,590	
225 - BUDGET & PERSONNEL SVCS	1,122,150		50,000	\$1,172,150	F
235 - COMMUNICATIONS	697,393			\$697,393	
240 - ECONOMIC & COMMUNITY DEV	749,817			\$749,817	
250 - INFORMATION TECHNOLOGY	2,625,334			\$2,625,334	
270 - COMMUNITY PROMOTION	148,175			\$148,175	
280 - GROUNDS MAINTENANCE	803,768		20,000	\$823,768	G

281 - MUNICIPAL CENTER	183,173		10,000	\$193,173	H
284 - PUBLIC WORKS FACILITY	125,181			\$125,181	
285 - RJD COMMUNITY CENTER	156,527		23,000	\$179,527	I
286 - ARMORY COMMUNITY CENTER	108,595		11,723	\$120,318	J
287 - LAUREL MUSEUM	13,000		3,000	\$16,000	K
288 - GUDE LAKEHOUSE	30,100			\$30,100	
289 - MAIN ST. POOL MAINTENANC	78,970			\$78,970	
290 - LPD FACILITY	308,919		(15,000)	\$293,919	L
291 - GREENVIEW DR REC COMPLEX	45,680			\$45,680	
292 - P&R MAINTENANCE FACILITY	37,250	9,500		\$46,750	
293 - GUDE HOUSE	72,394	7,000	(25,000)	\$54,394	M
294 - BUILDING 204	180,228	(16,500)	13,000	\$176,728	N
301 - POLICE	12,208,940			\$12,208,940	
320 - FIRE MARSHAL & PERMIT SV	816,500			\$816,500	
325 - OFFICE OF EMERGENCY MGT	737,589			\$737,589	
326 - LMSC PROGRAMS	273,032		(150,000)	\$123,032	O
401 - PUBLIC WORKS ADMIN	715,088	817		\$715,905	
410 - AUTOMOTIVE MAINTENANCE	1,201,741	17,142	50,000	\$1,268,883	P
415 - WASTE COLLECTION	1,343,722	955		\$1,344,677	
420 - RECYCLING	331,662	19,697		\$351,359	
425 - HIGHWAYS & STREETS MAINT	963,766	6,988	(75,000)	\$895,754	Q
430 - SNOW REMOVAL	197,288	(44,884)		\$152,404	
435 - STREET LIGHTING	275,000			\$275,000	
440 - ENGINEERING&TECH SERVICES	151,426	700		\$152,126	
445 - TRAFFIC ENGINEERING	162,301	3,563		\$165,864	
450 - TREE MANAGEMENT	101,479	(4,978)		\$96,501	
501 - PARKS & RECREATION ADMIN	797,140		(13,000)	\$784,140	N
505 - RECREATION	468,225		(23,000)	\$445,225	I
510 - MAIN ST POOL PROGRAMS	276,311			\$276,311	
515 - RJD COMMUNITY CENTER	317,581			\$317,581	
520 - GREENVIEW DR PROGRAMS	124,267			\$124,267	
525 - ARMORY COMMUNITY CTR PROG	204,826			\$204,826	
530 - YOUTH SERVICES BUREAU	341,339			\$341,339	
535 - GUDE LAKEHOUSE PROGRAMS	26,389			\$26,389	
550 - SENIOR SERVICES	256,099			\$256,099	
650 - PRINCIPAL	841,027			\$841,027	
651 - INTEREST	66,192			\$66,192	
652 - RETIREMENT	2,563,075		250,000	\$2,813,075	R
654 - PROPERTY INSURANCE	437,901		(41,000)	\$396,901	S
655 - BONDING INSURANCE	20,100		1,000	\$21,100	T
656 - EMPLOYEE INSURANCE	3,977,641		(250,000)	\$3,727,641	R
657 - MISC FINANCIAL USES	1,334,235		973,486	\$2,307,721	U
658 - SPECIAL TAXING DISTRICT	300,000			\$300,000	
659 - AMERICAN RESCUE PLAN PROG	0		2,681,470	\$2,681,470	D
810 - EMPLOYEE TRAINING	179,528			\$179,528	
820 - EMPLOYEE TUITION	20,243			\$20,243	
	\$41,372,404	\$0	\$3,494,679	\$44,866,526	

	AMENDED ORD2022	CHANGE	AMENDED ORD2028
CAPITAL IMPROVEMENT PROGRAM			
TOTAL FUNDING - OTHER PROJECTS	\$41,071,893		\$41,071,893
ENVIRONMENTAL PROGRAMS	200,000	305,000	505,000
CITYWIDE FURNITURE REPLACEMENTS	0	25,000	25,000
PARK IMPROVEMENTS	289,493	103,007	392,500
SIDEWALK IMPROVEMENTS	393,182	100,000	493,182
C STREET - MAIN ST-FETTY ALLEY	0	35,000	35,000
VAN DUSEN ROAD	2,841,900	170,000	3,011,900
TOTAL AMENDED FUNDING	\$44,796,468	\$738,007	\$45,534,475

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

PASSED this _____ day of _____, 2024.

ATTEST:

SARA A. GREEN, CPM, CMC
City Clerk

JAMES KOLE
President of the City Council

APPROVED this _____ day of _____, 2024.

KEITH R. SYDNOR
Mayor