

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

Mayor and City Council Work Session

Monday, January 6, 2025

6:00 PM

Agenda *(Revised 01/05/2025)*

Virtual Meeting

Watch the meeting using the following Zoom link: <https://cityoflaurel-org.zoom.us/j/86163275992> or via
audio: +1 301 715 8592 US (Washington DC) +1 646 931 3860 US

1. Call to Order – Kyla Clark, President
2. Charter Amendment No. 180- A Charter Resolution of the Mayor and City Council of Laurel, Maryland Amending Article 400 "Administration" of the Charter of the City of Laurel to Reflect the Dissolution of the Department of Community Resources and Emergency Management (CREM) and the Establishment of Two New Departments: The Department of Human Services and Emergency Management and Amending Section 469 to Reflect "Director of the Department of Emergency Management" and add Section 470 "Director of the Department of Human Services."
3. Ordinance No. 2036- 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 Providing an Effective Date.
4. Resolution No. 1-2025- A Resolution of the Mayor and City Council of Laurel, Maryland to Rename and Expand the Scope of the Citizens Advisory Committee for Persons with Disabilities.
5. Resolution No. 2-2025- A Resolution of the Mayor and City Council of Laurel, Maryland Authorizing the Purchase of 7701 Old Sandy Spring Road Laurel, Maryland 20707, for the Purpose of Acquiring Real Property for City Operations.
6. Adjournment



CITY OF LAUREL, MARYLAND

CHARTER RESOLUTION NO. 180

A CHARTER RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND AMENDING ARTICLE 400 "ADMINISTRATION" OF THE CHARTER OF THE CITY OF LAUREL TO REFLECT THE DISSOLUTION OF THE DEPARTMENT OF COMMUNITY RESOURCES AND EMERGENCY MANAGEMENT (CREM) AND THE ESTABLISHMENT OF TWO NEW DEPARTMENTS: THE DEPARTMENT OF HUMAN SERVICES AND EMERGENCY MANAGEMENT AND AMENDING SECTION 469 TO REFLECT "DIRECTOR OF THE DEPARTMENT OF EMERGENCY MANAGEMENT" AND ADD SECTION 470 "DIRECTOR OF THE DEPARTMENT OF HUMAN SERVICES."

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

WHEREAS, the Administration reviewed the operations of the Department of Community Resources and Emergency Management; and recognized the need to enhance the efficiency and scope of City services to better serve its residents and, therefore, determined it would be in the best interest to dissolve the Department and Community Resources (CREM) and create two (2) separate departments: Emergency Management and Human Services; and

WHEREAS, the Human Services department would manage the Craig A. Moe Laurel Multiservice Center, Laurel Helping Hands, and other social service programs for the City of Laurel; and

WHEREAS, the Department of Emergency Management would be responsible for emergency management, preparedness, response, mitigation, and other emergency operations for the City of Laurel; and

WHEREAS, the Administration proposes creating two (2) separate departments to allow the activities, and the responsibilities of each to be better monitored and supervised; and

WHEREAS, the creation of these two (2) separate departments allows for enhanced security of confidential records and lines of communication can be more effectively supported, all of which allows the City to better serve its residents and the greater Laurel community; and

WHEREAS, the Mayor and City Council believe that it would be in the best interests of the City to amend Article 400 of the City Charter, as set forth herein, to accurately reflect the existing Departments of the City.

NOW, THEREFORE, BE IT RESOLVED, that the City of Laurel's Charter Section 469 is hereby amended, and Section 470 is created as follows:

CHARTER AMENDMENT: Section.469,~~Section. 469.Director of the Department of Community Resources and Emergency.~~

~~(a) There shall be a Director of the Department of Community Resources and Emergency Management that will also serve as the emergency manager appointed by the Mayor, subject to the confirmation of the City Council. His or her compensation shall be determined by the operating budget. The director of the Department of Community Resources and Emergency Management shall serve at the pleasure of the Mayor and shall devote his or her full time and attention to the duties and responsibilities of this office.~~

~~(b) The Director of the Department of Community Resources and Emergency Management shall be responsible, under the direction of the City Administrator, for organizing, supervising, and administering that department, including any specific duties and responsibilities as directed by the Mayor and City Council.~~

Section. 469.Director of the Department of Emergency Management.

(a) There shall be a Director of the Department of Emergency Management that serves as the emergency manager appointed by the Mayor, subject to the confirmation of the City Council. His or her compensation shall be determined by the operating budget. The director of the Department of Emergency Management shall serve at the pleasure of the Mayor and shall devote his or her full time and attention to the duties and responsibilities of this office.

(b) The Director of the Department of Emergency Management shall be responsible, under the direction of the City Administrator, for organizing, supervising, and administering that department, including any specific duties and responsibilities as directed by the Mayor and City Council.

CHARTER AMENDMENT: Section.470,Section. 470.Director of the Department of Human Services

(a) There shall be a Director of the Department of Human Services appointed by the Mayor, subject to the confirmation of the City Council. His or her compensation shall be determined by the operating budget. The director of the Department of Human Services shall serve at the pleasure of the Mayor and shall devote his or her full time and attention to the duties and responsibilities of this office.

(b) The Director of the Department of Human Services shall be responsible, under the direction of the City Administrator, for organizing, supervising, and administering that department, including any specific duties and responsibilities as directed by the Mayor and City Council.

AND, BE IT FURTHER RESOLVED, that the date of adoption of this Charter Resolution is the 27th day of January, 2025, and that the amendment to the Charter of the City as herein adopted, shall be and become effective on the 18th day of March, 2025 unless on or before the 10th day of March, 2025, a Petition for Referendum on this Charter Resolution is filed in writing with the Mayor or City Administrator, by 5:00 pm pursuant to the provision of Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland.

AND, BE IT FURTHER RESOLVED, that this Resolution shall become effective on the 18th day of March, 2025.

PASSED this _____ day of _____, 2025.

SARA A. GREEN, CPM, CMC
 Clerk to the City Council

KYLA CLARK
 President of the City Council

APPROVED this _____ day of _____, 2025.

KEITH R. SYDNOR
 Mayor



CITY OF LAUREL, MARYLAND

ORDINANCE NO. 2036

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

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

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

WHEREAS, a proposal has been made to allocate available debt service funds and resources from the Unassigned Fund Balance to the Capital Improvement Fund to support the acquisition and enhancement of real property, and

WHEREAS, it is proposed to transfer available CIP project funds for the purpose of real property acquisition and improvements, 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>	AMENDED ORD2035	CHANGE	AMENDED ORD
REVENUE SUB-CATEGORY			
4010 - R/E TAX REVENUE	\$27,384,119		\$27,384,119
4030 - PERSONAL PROP TAX	1,385,868		1,385,868
4040 - PERSONAL PROP-INT/PENTALTY	40,000		40,000
4050 - LOCAL TAXES	4,650,000		4,650,000
4060 - OTHER LOCAL TAXES	2,047,576		2,047,576
4110 - LICENSES	734,850		734,850
4130 - PERMITS	505,445		505,445
4210 - FEDERAL GRANTS	162,980		162,980
4230 - STATE GRANTS	737,825		737,825
4250 - COUNTY GRANTS	386,642		386,642
4310 - GENERAL GOV'T SERVICE CH	169,797		169,797
4340 - SANITATION SERVICE CHGS	176,000		176,000
4350 - SERVICE CHARGE-HEALTH	10,000		10,000

4370 - FACILITY RENTALS	163,890		163,890
4411 - SWIMMING POOL FEES	124,510		124,510
4413 - RECREATION PROGRAM FEES	82,500		82,500
4415 - P&R ACTIVITY FEES	89,800		89,800
4417 - P&R CONCESSION FEES	22,000		22,000
4430 - SENIOR PROGRAM FEES	15,300		15,300
4620 - POLICE FINES	2,780,600		2,780,600
4630 - CODE ENFORCEMENT FINES	3,250		3,250
4710 - INVESTMENT INTEREST	117,000		117,000
4720 - RENTAL INCOME	18,963		18,963
4730 - CONTRIBUTIONS/DONATIONS	600		600
4740 - SALE OF PROPERTY	14,500		14,500
4750 - MISC REFUNDS AND REBATES	86,780		86,780
4761 - POLICE ACCT RECEIPTS	45,000		45,000
4790 - OTHER MISC REVENUES	453,203		453,203
4840 - FUND TRANSFER	988,247	200,000	1,188,247
TOTAL REVENUE	\$43,397,245	\$200,000	\$43,597,245

<u>EXPENDITURES</u>	AMENDED ORD2035	CHANGE	AMENDED ORD
DEPARTMENT			
201 - CITY COUNCIL	\$122,513		\$122,513
205 - CLERK TO THE COUNCIL	243,333		243,333
210 - MAYOR	649,079		649,079
215 - CITY ADMINISTRATOR	679,268		679,268
220 - ELECTIONS	17,445		17,445
225 - BUDGET & PERSONNEL SVCS	1,230,403		1,230,403
235 - COMMUNICATIONS	701,304		701,304
240 - ECONOMIC & COMMUNITY DEV	1,032,943		1,032,943
244 - SUSTAINABILITY PROGRAMS	62,532		62,532
250 - INFORMATION TECHNOLOGY	2,860,863		2,860,863
270 - COMMUNITY PROMOTION	184,287		184,287
280 - GROUNDS MAINTENANCE	945,518		945,518
281 - JOSEPH R. ROBISON - LAUREL MUNICIPAL CENTER	177,616		177,616
284 - PUBLIC WORKS FACILITY	128,126		128,126
285 - ROBERT J. DIPIETRO COMMUNITY CENTER	168,869		168,869
286 - ARMORY COMMUNITY CENTER	104,561		104,561
287 - LAUREL MUSEUM	13,000		13,000
288 - GUDE LAKEHOUSE	31,000		31,000
289 - MAIN ST. POOL MAINTENANC	82,670		82,670
290 - LPD FACILITY	312,121		312,121
291 - GREENVIEW DR REC COMPLEX	47,180		47,180
292 - P&R MAINTENANCE FACILITY	47,750		47,750
293 - GUDE HOUSE	73,841		73,841
294 - CRAIG A. MOE LAUREL MULTISERVICE CENTER	262,371		262,371
301 - POLICE	13,069,424		13,069,424
320 - FIRE MARSHAL & PERMIT SV	861,358		861,358
325 - OFFICE OF EMERGENCY MGT	702,952		702,952
326 - CRAIG A. MOE LAUREL MULTISERVICE CENTER PROGRAMS	563,417		563,417
401 - PUBLIC WORKS ADMIN	691,207		691,207
410 - AUTOMOTIVE MAINTENANCE	1,180,819		1,180,819
415 - WASTE COLLECTION	1,196,135		1,196,135
420 - RECYCLING	353,009		353,009
425 - HIGHWAYS & STREETS MAINT	1,272,735		1,272,735
430 - SNOW REMOVAL	198,155		198,155

435 - STREET LIGHTING	268,970		268,970
440 - ENGINEERING&TECH SERVICES	253,898		253,898
445 - TRAFFIC ENGINEERING	156,637		156,637
450 - TREE MANAGEMENT	99,781		99,781
501 - PARKS & RECREATION ADMIN	877,205		877,205
505 - RECREATION	525,256		525,256
510 - MAIN ST POOL PROGRAMS	287,053		287,053
515 - ROBERT J. DIPIETRO COMMUNITY CENTER	328,708		328,708
520 - GREENVIEW DR PROGRAMS	129,133		129,133
525 - ARMORY COMMUNITY CTR PROG	214,021		214,021
530 - YOUTH SERVICES BUREAU	256,996		256,996
535 - GUDE LAKEHOUSE PROGRAMS	25,598		25,598
550 - SENIOR SERVICES	275,021		275,021
650 - PRINCIPAL	1,895,527	(300,000)	1,595,527
651 - INTEREST	93,227	(11,789)	81,438
652 - RETIREMENT	2,369,530		2,369,530
654 - PROPERTY INSURANCE	526,251		526,251
655 - BONDING INSURANCE	27,000		27,000
656 - EMPLOYEE INSURANCE	4,018,467		4,018,467
657 - OTHER MISC FINANCING USES	-0-	511,789	511,789
658 - SPECIAL TAXING DISTRICT	-0-		200,000
810 - EMPLOYEE TRAINING	194,591		194,591
820 - EMPLOYEE TUITION	6,571		6,571
TOTAL EXPENDITURES	\$43,397,245	\$200,000	\$43,597,245

	AMENDED ORD2035	CHANGE	AMENDED ORD
<u>CAPITAL IMPROVEMENT PROGRAM</u>			
TOTAL FUNDING - OTHER PROJECTS	\$29,942,821		\$29,942,821
INFORMATION TECHNOLOGY-FY2023	\$200,000	(60,000)	140,000
TRASH CAPTURE	\$40,000	(37,000)	3,000
7701 SANDY SPRING ROAD	-0-	608,789	608,789
TOTAL AMENDED FUNDING	\$30,182,821	\$511,789	\$30,694,610

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

PASSED this _____ day of _____, 2025.

ATTEST:

SARA A. GREEN, CPM, CMC
City Clerk

KYLA M. CLARK
President of the City Council

APPROVED this _____ day of _____, 2025.

KEITH R. SYDNOR
Mayor



CITY OF LAUREL, MARYLAND

RESOLUTION NO. 1-2025

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO RENAME AND EXPAND THE SCOPE OF THE CITIZENS ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES

Sponsored by Councilman Adrian G. Simmons, and Councilwoman Christine M. Johnson

WHEREAS, the Mayor and City Council of Laurel, Maryland have determined that it is in the best interest of the City to rename and expand the Citizens Advisory Committee for Persons with Disabilities to include the aging population of Laurel to provide input to the City Council and staff about issues of concern; exchange information with aging persons, persons with disabilities and the general public about relevant programs and issues of interest and engage in outreach to aging persons and persons with disabilities to disseminate information and encourage active participation in the community, and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of Laurel, Maryland that the new name of the Citizens Advisory Committee will be "Citizens Advisory Committee for Aging Citizens and Persons with Disabilities" (hereinafter "the Committee") as set forth below:

1. Purpose and Duties. The following shall be the duties and purposes of the Committee:
 - (a) To identify programs and services that are either provided by the City or provided by other entities or organizations in the City that are specifically designed to address the needs of aging citizens and those with disabilities, and to report annually to the City regarding these programs and services.
 - (b) To evaluate the programs and services identified in paragraph (a) to determine if they effectively assist aging citizens and persons with disabilities as they are intended and to include such evaluation in its annual report.
 - (c) To identify the needs of the aging population and persons with disabilities and make recommendations to the Mayor, the City Council and the City Administrator as to how the needs could be better addressed.
 - (d) To advise and assist the City in cooperating with other groups and agencies serving persons with disabilities and the aging population.
 - (e) To review inquiries and complaints regarding the accessibility of City services and/or programs to persons with disabilities and the aging population that have been referred to the Committee by the City Administrator and to make recommendations thereon to the City Administrator.
 - (f) The Committee may recommend the initiation of programs to educate the public with regard to the special needs and aging communities to the Mayor and City Council and City Administrator.
 - (g) The Committee shall act in an advisory capacity only.
2. Membership. The Committee shall consist of seven (7) members as follows:

- (a) Two (2) of the members shall be either persons with disabilities or a relative or caretaker of a person with disabilities.
 - (b) Two (2) members shall be persons over the age of 65 or a caretaker of a person over the age of 65.
 - (c) Two (2) members shall be members of the general public.
 - (d) One (1) member shall be an incumbent member of the City Council.
 - (e) Members of the Committee shall be appointed by the Mayor and confirmed by the City Council. The Mayor shall have the authority to remove any member who has had more than two (2) unexcused absences in one consecutive 12-month period, and any member may be removed by the Mayor for cause.
 - (f) The Councilmember appointed shall serve as the Chair of the Committee.
 - (g) All members shall be residents of the City. However, if a sufficient number of qualified resident applicants are not available to or interested in serving on the Committee after reasonable efforts have been made to recruit such individuals, the City Council may open membership to non-residents who demonstrate the qualifications listed in (a) or (b) above and who also have a direct relationship to the City, such as:
 - I. Property ownership in the City, or;
 - II. Business ownership or operation within the City limits, or;
 - III. Employment by the City or business located within the City, or;
 - IV. Other substantial ties to the City that would qualify the individual to contribute to the work of the Committee
 - (h) Staff support assignment shall be set by the Mayor.
3. Term of Office. The term of office for each member shall be for a period of two years and until such member's successor is appointed and confirmed. However, the initial appointment of one (1) of the two (2) members representing persons over the age of 65 shall be one year. All reappointments shall be two-year terms after the expiration of the initial term.
4. Meetings; Reports.
- (a) The Committee shall meet at the call of the Chairperson as frequently as required to perform its duties; however, in no event shall the Committee meet less frequently than quarterly. A majority of all the members of the Committee shall constitute a quorum for the transaction of business. A vote of the majority of the entire Committee shall be required for any official action to be taken by the Committee.
 - (b) The Committee shall keep minutes of all of its meetings. The records and minutes shall be maintained on file at the Joseph R. Robison Laurel Municipal Center at the place to be designated by the City. Such minutes shall be subject to inspection and copying pursuant to applicable State law, except as may be required or permitted to be kept confidential pursuant to State law.
 - (c) The Committee may establish such subcommittees as may be deemed necessary and appropriate to assist in carrying out its functions and duties, but any recommendations or reports or other official actions of the Committee pursuant to this Resolution shall be made only upon approval of a majority of the entire Committee.

(d) All meetings shall be open to the public with reasonable public notice, subject to the right to meet in closed session as may be authorized by State law.

5. Compensation. The Committee shall serve without compensation.

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

ADOPTED this ____ day of _____, 2025.

ATTEST:

SARA A. GREEN, CPM, CMC
City Clerk

KYLA CLARK
President of the City Council

APPROVED this ____ day of _____, 2025.

KEITH R. SYDNOR
Mayor



CITY OF LAUREL, MARYLAND

RESOLUTION NO. 2-2025

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND APPROVING AND AUTHORIZING THE PURCHASE OF 7701 OLD SANDY SPRING ROAD, LAUREL, MARYLAND 20707, FOR THE PURPOSE OF ACQUIRING REAL PROPERTY FOR CITY OPERATIONS.

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

WHEREAS, the Mayor and City Council of Laurel (hereinafter, the "City") has desired to purchase real property in the City to enhance business operations for purposes of serving certain needs of the Parks and Recreations and Public Works Departments; and

WHEREAS, the City was been made aware of the proposed sale of the property located at 7701 Old Sandy Spring Road Laurel, Maryland 20707, in the City (hereinafter, the "Property"), that includes an existing house and two-car garage lift, and it has been determined that the 1/3 acre property is large enough to provide overflow parking for City fleet and equipment, as well as another dedicated garage bay for minor equipment maintenance; and

WHEREAS, the City had an appraisal on the property conducted and negotiated with the owner of the Property, and it was determined that the price of Four Hundred and Fifty Thousand Dollars (\$450,000) was fair market value for purchase; and

WHEREAS, the City is negotiating a contract to purchase the Property for operational purposes, for a sale price not to exceed Four Hundred and Fifty Thousand Dollars (\$450,000) and the Contract will be reviewed and recommended for approval by the City Solicitor to the Mayor; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Laurel, Maryland, that the Mayor be, and hereby is, authorized to negotiate and execute a contract to purchase the Property at a price not to exceed Four Hundred and Fifty Thousand Dollars (\$450,000), for the purpose of obtaining ownership of the property located at 7701 Old Sandy Spring Road, Laurel, Maryland 20707, and to execute all documents necessary to effectuate said purchase.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect upon its adoption.

ADOPTED this 27th day of January, 2025.

SARA A. GREEN, CPM, CMC
Clerk to the City Council

KYLA CLARK
President of the City Council

APPROVED this 27th day of January, 2025.

KEITH R. SYDNOR
Mayor