

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.



MAYOR AND CITY COUNCIL OF LAUREL

8103 Sandy Spring Road
Laurel, Maryland 20707-2502

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 Work Session

Wednesday, July 3, 2024

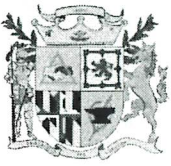
6:00 PM

Agenda

IN-PERSON MEETING

Watch the meeting on Laurel TV streaming live in your web browser at <https://laurel.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 - James Kole, President
2. Bid Recommendation- Granville Gude Park Path Banners- Department of Parks and Recreation
3. Leasing Agreement- Bigbelly Compost Bins for Multi-family Compost Collection- Environmental Programs
4. Fleet Acquisition- FY2025 CIP- Fleet Replacement Schedule- Department of Public Works
5. Fleet Leasing Purchase- FY2025- Laurel Police Department
6. Bid Recommendation- Ammunition Purchase- Laurel Police Department
7. Adjournment



MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF PARKS AND RECREATION

Item 2.

13910 Laurel Lakes Avenue • Laurel, Maryland 20707 (301) 725-7800

<http://www.cityoflaurel.org> • email – parks@laurel.md.us

June 10, 2024

MEMORANDUM

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

VIA: Joanne Barr, Deputy City Administrator *JHB*

FROM: Bill Bailey, Director, Parks and Recreation *BB*

SUBJECT: Granville Gude Path Banners

As you recall, the Department of Parks and Recreation worked with Century Engineering on a project to replace the existing path lights around the two Laurel Lakes with energy efficient and safety-feature lights. The project was completed in two phases. Phase one consisted of purchasing the lights and the second phase consisted of the materials and labor to install the provided lights. Along with the poles and necessary lights in phase one, we purchased one digital banner and prewired four additional poles.

Specifications:

The “Intellistreets” is a patented wireless disruptive technology which allows communication between individual luminaires and the web-based user interface. “Intellistreets” is the most effective way to maintain and conserve natural and human resources needed to protect and reduce our carbon footprint. The current poles support “Intellistreets”, a patented wireless disruptive technology. As it is a proprietary system, to allow for the continuity of the path lights, the additional four new digital banners must match the banner already installed.

Funding:

Funding is available in the Adopted FY2025 CIP – Park Improvement Project.

Recommendation:

It is recommended that the purchase of four additional digital banners at \$27,395.00 each for a total of \$109,580.00 from Chesapeake Lighting out of Columbia, Maryland be approved. Sternberg is the manufacturer and uses Chesapeake Lighting as the local sales representative responsible for promoting their products in the Baltimore/DC

area. Each banner purchase comes equipped with commissioning and system management services.

Should you have any questions or need further information, please contact me at 301-725-5300, extension 2233.

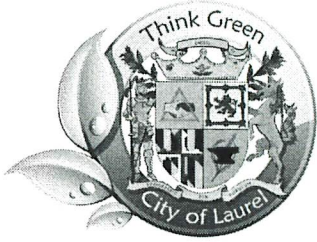
Reviewed:

S. Michele Saylor

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

6/17/2024

Date



**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

Page 2 of 2

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

6/17/2024

Date



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 Fax (301) 498-5266

June 17, 2024

MEMORANDUM

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

THRU: Joanne Barr, Deputy City Administrator 

FROM: Timothy Miller, Director, Public Works

SUBJ: Fleet Acquisition – FY2025 Fleet Replacement Schedule

The Department of Public Works is requesting approval for the purchase of eleven new vehicles to support the Departments of Parks and Recreation, Fire Marshal and Permit Services, Communications and Public Works.

Specifications:

This department solicited several quotes both locally and statewide, with the accepted quotes coming from Mid Atlantic Waste Systems of Easton who has the Sourcewell contract #091219-THC, Apple Ford of Columbia who has the Baltimore County contract #0004504, and Fred Frederick of Laurel. Please see the attachment for the detailed costing for the vehicles.

Vehicle Assignments/Replacements:

Based on the fleet schedule, the following equipment will be replaced or reassigned to other departments to address vehicle shortages resulting from staff increases.

- #730 a 2015 Chevy Silverado will be replaced with the new 2024 Ford F250.
- #756 a Ford E350 Handicap Van will be replaced with the new 2024 Ford Transit Handicap Van.
- #762 a Chevrolet Express Van will be replaced with the new 2024 Ford Transit 15 Passenger Van.
- #805 a 2015 Dodge Journey will be replaced with the new 2024 Ford Explorer.
- #729 a 2017 Ford Explorer will be replaced with the new 2024 Jeep Grand Cherokee.
- #19 a 2014 Ford F250 will be replaced with the new 2024 Ford F250.
- #23 a 2012 Freightliner refuse rear loader will be replaced with the new 2024 Peterbilt refuse rear loader.
- #718 a 2015 Chevrolet Silverado will be replaced with the new 2024 Ford F250.
- #812 a 2014 Ford Explorer will be replaced with the new 2024 Ford Explorer.
- #16 a 2007 Kenworth refuse rear loader will be replaced with the new 2024 Peterbilt refuse rear loader.
- #17 a 2006 GMC roll off will be replaced with the new 2025 Peterbilt.

Funding:

Funding is available through the Adopted FY2025 CIP – Fleet Replacement Project. The cost for this equipment is \$\$1,308,597.44

Recommendation:

It is recommended that the purchase of this equipment for a total cost of \$1,308,597.44 be divided as follows:


- Mid Atlantic Waste Systems of Easton - \$813,222.04
- Apple Ford of Columbia - \$445,479.40
- Fred Frederick of Laurel - \$49,896.00

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

Reviewed:

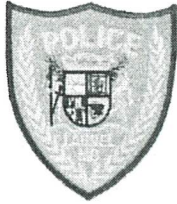


S. Michele Saylor, Director
Department of Budget and Personnel Services



Date

cc: Christian Pulley, CPM, City Administrator
Michele Saylor, Director, Budget & Personnel Services



LAUREL POLICE DEPARTMENT

OFFICE OF THE CHIEF

Russell E. Hamill, III
Chief of Police

811 Fifth Street, Laurel, MD 20707-5103 • Phone: 301-498-0092
www.cityoflaurel.org/police • lpd@laurel.md.us • Fax: 410-880-0817

June 6, 2024

MEMORANDUM

TO: Mayor Keith R. Sydnor
President Kole and the Laurel City Council

FROM: Russell E. Hamill, III, Chief of Police *RCH*

SUBJ: Enterprise Fleet Management Services Acquisition

The Laurel Police Department is requesting permission to continue our Enterprise Fleet Management Services for Fiscal Year 2025 for the continued acquisition of new vehicles for our fleet. These vehicles will not increase the fleet as they will replace existing older police vehicles through leasing services offered by Enterprise. We are requesting fifteen (15) Ford Police Interceptor Utility vehicles in line with our current replacement schedule as agreed upon during the initial acquisition of services. We are also requesting one (1) Ram Minivan (or similar model) for Animal Warden/Parking Enforcement and one (1) Chevy Bolt EV (or similar model) for our Public Relations Officer.

Specifications:

Pricing through Enterprise Fleet Management is projected with the current dealer and AME costs to include a nominal percentage increase to account for rising costs. We are requesting to acquisition of nine (9) Marked Patrol vehicles with Light bars (which could be changed to Marked Patrol vehicle without Lightbars at our discretion), one (1) Hybrid Patrol vehicle (SUV without lightbar), four (4) Administrative vehicles, and one (1) Marked k9 Patrol vehicle. Pricing for the Ram Minivan (or equivalent) and the Chevy Bolt EV (or equivalent) would be at the standard lease rate available at the time of acquisition with no extra AME costs.

Funding:

Funding for this leasing purchase is included in the Fiscal Year 2025 Adopted Capital Improvement Program (CIP).

Recommendation:

It is recommended that the Mayor and City Council approve the proposed lease agreement in the amount of \$287,016.96 as submitted by Enterprise Fleet Management. It is also recommended that the Mayor and City Council enter an intent to lease agreement with Enterprise Fleet Management for Fiscal Year 2025 as the ordering window for these vehicles is typically in August and is closed by Ford Motor Company prior to our September Council meeting. The ordering window for both of the non-police vehicles would be subject to availability at the time of approval and would not be part of an intent to purchase lease agreement.


Should you have any questions or desire further information, please contact me at (301) 498-0092. Extension 1130.

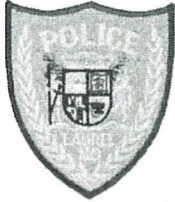
Enterprise Fleet Management Services Acquisition
Page 2

REVIEWED:

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

6/17/2024
Date

Cc: Christian Pulley, City Administrator
Joanne Barr, Deputy City Administrator 



LAUREL POLICE DEPARTMENT OFFICE OF THE CHIEF

Russell E. Hamill, III
Chief of Police

811 Fifth Street, Laurel, MD 20707-5103 • Phone: 301-498-0092
www.cityoflaurel.org/police • lpd@laurel.md.us • Fax: 410-880-0817

June 6, 2024

MEMORANDUM

TO: Mayor Keith R. Sydnor
President Kole and the Laurel City Council
FROM: Russell E. Hamill, Chief of Police *RHA*
SUBJ: Bid Recommendation for Purchase of Ammunition

The Laurel Police Department is requesting permission to purchase ammunition for Fiscal Year 2025 to be used in accordance with the training standards of the Maryland Police and Correctional Training Commission and this department.

Specifications:

We will be riding the Maryland State Contract #001B9400284 for this purchase through The Gun Shop.

Funding:

Funding for this purchase is included in the Adopted FY2025 Operating Budget in account #301-52571 entitled Ammunition Purchases with a line item total of \$55,000.

Recommendation:

It is recommended that the Mayor and City Council approve the purchase of ammunition in the amount of \$55,000 through the Maryland State Contract pricing with The Gun Shop.

Should you have any questions or desire further information, please contact me at (301) 498-0092, Extension 1130.

REVIEWED:

Michele Saylor

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

6/17/2024

Date

Cc: Christian Pulley, City Administrator
Joanne Hall-Barr, Deputy City Administrator *JHB*