

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

Monday, November 4, 2024

5:00 PM

Agenda *(Revised 10/29/2024)*

****In-Person 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 - James Kole, President
2. Ordinance No. 2035- 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
3. Purchase Requisition- Curbside Composting Supplies- Sustainability Management
4. Bid Recommendation- Municipal Phone System Upgrade- Department of Information Technology
5. Purchase Requisition- Emergency Bearcat Vehicle- Laurel Police Department
6. Fleet Acquisition- TYMCO 435 Street Sweeper- Department of Public Works
7. Fleet Acquisition- Street Crack Sealer- Department of Public Works
8. Resolution No. 4-2024- A Resolution of the Laurel City Council to Approve the Rewrite of the Council Standing Rules
9. Adjournment



CITY OF LAUREL, MARYLAND

ORDINANCE NO. 2035

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 and Ordinance No. 2031, and

WHEREAS, additional funding is required for the purchase of an emergency response vehicle, and

WHEREAS, reallocations from completed projects are necessary to complete the funding of other projects in order to meet the ARPA deadlines, 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>	<u>AMENDED ORD2031</u>	<u>CHANGE</u>	<u>AMENDED ORD2035</u>
<u>REVENUE SUB-CATEGORY</u>			
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	988,247
TOTAL REVENUE	\$43,397,245	\$0 \$43,397,245

<u>EXPENDITURES</u>	FY2025	CHANGE	AMENDED
DEPARTMENT	ADOPTED		ORD2031
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 MULITSERVICE 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

Underlining indicates new language added.

~~Strikethroughs indicate language deleted.~~

* * * Asterisks indicate intervening language and section unchanged.

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	1,895,527
651 - INTEREST	93,227	93,227
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
658 - SPECIAL TAXING DISTRICT	300,000	300,000
810 - EMPLOYEE TRAINING	194,591	194,591
820 - EMPLOYEE TUITION	6,571	6,571

TOTAL EXPENDITURES	\$43,397,245	\$0	\$43,397,245
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	AMENDED ORD2031	CHANGE	AMENDED ORD2035
<u>CAPITAL IMPROVEMENT PROGRAM</u>			
TOTAL FUNDING - OTHER PROJECTS	\$28,410,444		\$28,410,444
EMERGENCY RESCUE VEHICLE	\$236,604	35,035	\$271,639
VAN DUSEN DAM IMPRVMTS	\$100,000	(50,645)	\$49,355
MORTON PLACE	\$80,000	(51,990)	\$28,010
STANLEY PLACE	\$95,000	(61,695)	\$33,305
COMPTON AVE	\$189,000	(3,557)	\$185,443
4TH STREET	\$366,000	(2,632)	\$363,368
PARK AVE IMPROVEMENTS	\$247,100	(9,908)	\$237,192
CURB & GUTTER IMPROVEMENTS	\$81,454	(15,727)	\$65,727
SIDEWALK IMPROVEMENTS	\$55,265	55,534	\$110,799
ALLEY IMPROVEMENTS	\$136,588	63,752	\$200,340
STREET LIGHT UPGRADES	150,331	76,868	\$227,199
TOTAL AMENDED FUNDING	\$30,147,786	\$35,035	\$30,182,821

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

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:

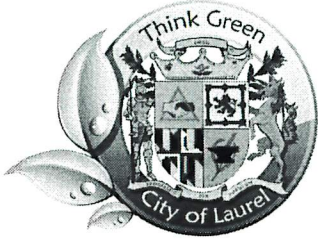
SARA A. GREEN, CPM, CMC
City Clerk

JAMES KOLE
President of the City Council

APPROVED this _____ day of _____, 2024.

KEITH R. SYDNOR
Mayor

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



**MAYOR AND CITY COUNCIL OF LAUREL
ECONOMIC AND COMMUNITY DEVELOPMENT
SUSTAINABILITY DIVISION**

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

www.cityoflaurel.org • email – GREENLIVING@LAUREL.MD.US <mailto:CAdmin@laurel.md.us>

Fax (301) 490-5068

October 22, 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: Request to Purchase: Curbside Composting Carts, Kitchen Countertop Carts, RFID tags and Compostable Bags

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.

Background:

In support of Ordinance 2010, the City is providing a composting "kit" to all single family and town home communities. The "kit" is comprised of a kitchen countertop container; a set of compostable bags; educational information on why and how to compost using the curbside collection system – including a refrigerator magnet for easy reference and the locking cart for outside.

To accommodate a variety of resident needs – we propose to purchase two different sized outdoor carts – a 12-gallon (townhome communities) and a the 35-gallon cart (single-family communities). RFID tags will be purchased to make the 12-gallon carts compatible with the current inventory and service verification software. Based on resident feedback, the countertop containers will be shorter and wider to better suite kitchen countertop usage. Compostable bags will be purchased in bulk.

Request to Purchase: Curbside Composting Carts, Kitchen Countertop Carts, RFID tags and Compostable Bags

October 22, 2024

Page 2 of 3

Specifications:

Multiple vendors will be used for these purchases.

- 35-gallon carts (RFID enabled): Rehrig Pacific Company, under **Omina/US Communities contract pricing (Contract #00254)**. Carts will work with both the Vision Inventory System and the Vision Service Verification System.

Unit pricing: \$52.81 – which includes delivery. Total cost for 4,000 units = \$211,240

- RFID tags (for the 12-gallon carts): 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. RFID tags will need to be purchased and placed on the 12-gallon outdoor carts.

Unit pricing for one roll of RFID tags: 1,500 tags per roll \$3,000 (the tags will be entered into the existing inventory system by Rehrig). Total cost for 2 rolls = \$6,000.

- 12-gallon carts: Orbis Corporation. Orbis is one of the few providers that manufacture 12-gallon curbside carts – both Howard County and College Park use the Orbis outdoor carts. The carts have a locking system and are on wheels. The carts will be fitted with RFID tags.

Unit pricing: \$18.59 – which includes delivery. Total cost for 3,000 units = \$55,770.

- 1.85 gallon kitchen countertop container: Orbis Corporation. The Orbis kitchen countertop container addresses the feedback received for residents requesting a smaller more compact countertop container.

Unit pricing: \$3.20 – which includes delivery. Total cost for 7,000 units = \$22,400.

- Compostable bags: Multiple vendors will be used to provide a starter set of bags (25 bags per roll) during the deployment of the carts city-wide. Unit pricing below is based on the most recent purchase.

Unit pricing: \$1.60 per roll. Delivery will depend on quantity. Total cost for 7,000 units = \$11,200

Request to Purchase: Curbside Composting Carts, Kitchen Countertop Carts, RFID tags and Compostable Bags

October 22, 2024
Page 3 of 3

Funding:

Funding for these purchases is provided in the Adopted FY2025 CIP – Environmental Programs Project.

Recommendation:

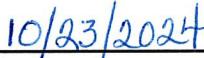
It is requested that the City approve one-time purchases of 35-gallon Rehrig Pacific outdoor carts and RFID tags; 12-gallon outdoor carts and 1.85 gallon kitchen countertop containers from Orbis Corporation; and compostable bags from multiple vendors for a total cost of: \$306,610.00 for the purpose of providing the necessary tools for residents to participate in the curbside organics recycling program.

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 INFORMATION TECHNOLOGY**


8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2240

<http://www.cityoflaurel.org> • email – jcornwell-shiel@laurel.md.us Fax (301) 490-5068

October 22, 2024

MEMORANDUM

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

THRU: Joanne Hall Barr, Deputy City Administrator 

FROM: James A. Cornwell-Shiel, Director, Department of Information Technology

SUBJ: **Bid Recommendation - Municipal Phone System Upgrade**

The Department of Information Technology has engaged ConvergeOne of Minneapolis, Minnesota to upgrade our core Voice Over IP phone servers and related systems to the latest version of the Avaya Aura system at the Municipal Center, Police Department, Public Works, and Community Centers.

Background:

This is a critical upgrade, as the current version has reached end-of-life and will no longer be expandable or be able to receive security updates and bug fixes. These complex, critical communications systems serve phone services at all City facilities, as well as providing voicemail, transcription, call recording, and E911 integrations.

There are several quality-of-life improvements in this upgrade that align with City priorities, including system improvements to data privacy, network resiliency, monitoring and visibility, improved scalability, and significant reductions in energy consumption and environmental impact.

Work on Avaya systems must be performed by Avaya Certified vendors, and ConvergeOne is our licensed and certified service and support provider under Master Sales Agreement #C12273-PSMTMS. ConvergeOne has served the City's phone system maintenance and support needs for over a decade and has an excellent record of service with us. As such we are requesting sole source authorization for this project.

Specifications:

One time cost: \$58,657.00.

Bid Recommendation - Municipal Phone System Upgrade

October 22, 2024

Page 2 of 2

There are no equipment costs as part of this project. Labor will include onsite and remote technicians to deploy and configure new virtual servers, upgrade gateway firmware, perform the migration and run extensive testing to ensure that all systems. The procedures followed will ensure minimal disruption to daily operations during the transition.

Funding:

Funding for this project is provided in the Adopted FY2025 Capital Improvement Plan.

Recommendation:

It is recommended that the City award this upgrade project of the Municipal Phone System for the amount of \$58,657.00 to ConvergeOne of Minneapolis, Minnesota.

Should you have any questions or desire further information, please contact me at extension 2240.

Reviewed for funding:

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

10/22/2024
Date



LAUREL POLICE DEPARTMENT OFFICE OF THE CHIEF

Item 5.

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

October 15, 2024

MEMORANDUM

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

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

FROM: Russ Hamill, Chief of Police

SUBJ: Emergency Bearcat Vehicle for LPD

The Laurel Police Department is requesting permission to purchase a Lenco Emergency Bearcat Vehicle.

Specifications:

This budget request is for the purchase of a Lenco Emergency Bearcat Vehicle, as approved in our current budget. This is an armored protected vehicle utilized to safely deploy officers, particularly Emergency Response Team members, into areas where safety may be extremely compromised for officers and the community alike. In order to assist in managing such events to safer conclusions, it is anticipated that the vehicle will enhance safety concerns by providing armored protection for officers executing their responsibilities in particularly vulnerable positions where gunfire and other dangers may result, to include managing armed conflicts, rescuing people in risk of being injured, or that may already be injured, and providing a safer environment for tactical movements utilized in the management of high-risk events.

Funding:

Funding for this purchase has been included in the FY2025 Capital Improvement Projects, with its cost projection to be \$236,604.00 at the time the request was generated. However, since receiving the price quote the vendor has advised that the cost for the vehicle is now \$271,639.00, requiring an additional \$35,035.00 for this purchase, which is included in Ordinance No. 2035.



LAUREL POLICE DEPARTMENT OFFICE OF THE CHIEF

Item 5.

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

Recommendation:

It is respectfully recommended that the Mayor and City Council approve the proposed purchase of a Lenco Emergency Bearcat Vehicle at the cost of \$271,639.00. Lenco is a sole source of this type of rescue vehicle.

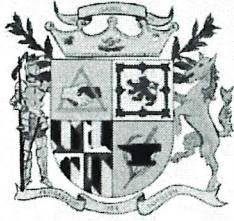
Should you have any questions or desire further information, please contact me at (301) 498-0092, extension 1130.

Reviewed for funding:

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

10/23/2024
Date

Cc: Christian Pulley, City Administrator
Joanne Hall Barr, Deputy 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 Fax (301) 498-5266

October 23, 2024

MEMORANDUM

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

THRU: Joanne Barr, Deputy City Administrator *JHB*

FROM: Timothy Miller, Director, Public Works

SUBJ: Fleet Acquisition – TYMCO 435 Street Sweeper

The Department of Public Works is requesting approval for the purchase of a TYMCO 435 Street Sweeper. This will be an addition to the fleet to meet the demand of the service with additional developments.

Specifications:

This Department solicited several quotes including from vendors on state and county contracts. The accepted quote is from Mid Atlantic Waste Systems of Easton, Maryland, through the Sourcewell contract #111522-TYM. This equipment will help us navigate alleys and narrow roadways efficiently while ensuring compliance with our County's Stormwater Pollution Prevention Plan.

Received Quotes:

Mid Atlantic Waste Systems - \$234,796.00
 Maryland Industrial Truck - \$289,876.55

Funding:

Funding is available through the Adopted FY2025 CIP – Fleet Replacement Project.

Recommendation:

It is recommended that the purchase of this equipment for a total cost of \$234,796.00 be awarded to Mid Atlantic Waste Systems, of Easton, Maryland.

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

Reviewed for Funding:

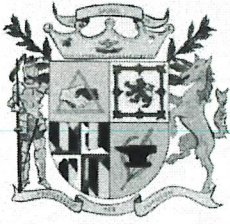
Michele Saylor

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

10/23/2024

 Date

cc: Christian 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 Fax (301) 498-5266

October 23, 2024

MEMORANDUM

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

THRU: Joanne Barr, Deputy City Administrator *JHB*

FROM: Timothy Miller, Director, Public Works

SUBJ: Fleet Acquisition – Street Crack Sealer

The Department of Public Works is requesting approval for the purchase of a Crack Pro 125 melter/applicator. It has been at least three (3) since the City has owned this piece of equipment: the last one became inoperable, and other purchases became a higher priority. It will be beneficial to seal cracks in the streets to mitigate the need in some instances for full asphalt repairs.

Specifications:

The Equalis Group is a purchasing cooperative organization that provides contracts competitively bid for the use of public agencies. The accepted quote is from Seal Master of Cockeysville, Maryland, through the Equalis Group contract #COG-2149D.

Funding:

Funding is available through the Adopted FY2025 CIP – Fleet Replacement Project. The cost for this equipment is \$82,228.91.

Recommendation:

It is recommended that the purchase of this equipment for a total cost of \$82,228.91 be awarded to Seal Master of Cockeysville, Maryland.

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

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

10/23/2024

Date

cc: Christian Pulley, CPM, City Administrator



CITY OF LAUREL, MARYLAND

RESOLUTION NO. 4-2024

A RESOLUTION OF THE LAUREL CITY COUNCIL TO APPROVE THE REWRITE OF THE COUNCIL STANDING RULES

Sponsored by Council President James Kole

WHEREAS, the Laurel City Council review and amend their Standing Rules from time to time; and

WHEREAS, after a review by Council President James Kole and the full City Council, the attached Laurel City Council Standing Rules have been rewritten in their entirety; and

WHEREAS, City Council Resolution No. 1-2020, a resolution to approve the amended Standing Rules for the Laurel City Council, adopted January 27, 2020, is superseded upon the passage of Resolution No. 4-2024.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Laurel, Maryland, that the Laurel City Council Standing Rules are hereby adopted.

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

ADOPTED 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

**CITY OF LAUREL
STANDING RULES FOR THE LAUREL CITY COUNCIL**

RULES OF ORDER

- 1. Regular Meetings of the City Council shall be held on the second and fourth Mondays of each month at 6:00 p.m. except as follows: (1) No meetings held during the Month of August when the City Councilmembers are on summer break; (2) when a meeting date falls on a holiday, such meeting shall be held on Wednesday, (3) Other days as directed by the President of the City Council.
- 2. Three members present and voting shall constitute a quorum to conduct official business.

OPEN MEETINGS

- 3. Regular Meetings, Work Sessions and Special Meetings of the Mayor and City Council shall be open for the public to observe except when such meetings are held in closed session pursuant to the provisions of the City Charter and Title 4 of the General Provisions Article of the Annotated Code of Maryland, Open Meetings Act.

NOTICE OF SPECIAL MEETING OR WORK SESSIONS

- 4. An agenda for a special meeting or work session to be held, together with the date, time, and location, as well as the purpose of such meeting or work session, shall be posted on the City Website within 48 hours of such meeting or work session.

ELECTION OF PRESIDENT

- 5. The City Council shall nominate and elect by majority vote one (1) of its members as President of the City Council annually at the second Mayor and City Council meeting in November.
- 6. The City Council shall then nominate and elect by majority vote one member of the Council to serve as the President Pro Tempore for the same term as the President.

DUTIES - PRESIDENT OF THE COUNCIL

- 7. The President shall take the chair at the scheduled hour, call the members to order and, on the appearance of a quorum, proceed with business.
- 8. In the absence of the President, the President Pro Tempore of the Council, who is present at the meeting, shall call the Council to order and preside over meetings until the President resumes the Chair. When both the President and President Pro Tempore are absent, the Councilmember with the most seniority will preside over the meeting.
- 9. If two (2) or more of the Councilmembers have the same seniority the three (3) remaining City Councilmembers shall appoint, by motion, a President Pro Tempore to conduct such meetings or work sessions.
- 10. The President shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal by the Council. The President shall declare all votes and may vote in all cases.
- 11. The President may call the President Pro Tempore to preside over a full Council meeting for reasonable purposes.
- 12. It shall be the duty of the City Council to examine and approve the records of each meeting. It shall, likewise, be the duty of the President or the President Pro Tempore to sign all legislative matters which have been passed at any meeting.

13. The President shall preside over all meetings of the Council, and shall have all the powers, duties, functions, obligations and rights of any other member of Council, including the right to vote.

14. The President shall arrange seating for the members of the City Council. The President and Mayor shall always sit in the center seats of the dais.

AGENDAS

15. The Clerk of the City Council shall prepare the agenda for each regular meeting, special meetings, and work sessions at least seven (7) days prior to each regular and special meeting and work session, the President, or in their absence the President Pro Tempore, shall approve and provide each member of the Council and the Mayor with a copy of the agenda for the forthcoming meeting.

16. The President or in their absence the President Pro Tempore may add or delete items from the agenda prior to the preparation of the agenda by the City Clerk at the discretion of the President.

17. The agenda of a Council meeting shall be subject to approval of the President and be posted in the same location as public meeting notices.

CONDUCT AND DECORUM OF MEMBERS

18. When a member speaks, they shall address the presiding officer and shall confine their remarks to the question under consideration. While speaking, members shall avoid personalities, and no member shall directly or indirectly impugn another member or conduct themselves in a manner unworthy or unbecoming of a Mayor or City Councilmember.

19. The "presiding officer" is properly addressed as President (surname). The use of Mr., Ms., Madame, or Mx. President is also acceptable.

20. No member of Council or member of the assembly may speak, unless they are first recognized by the presiding officer.

21. All Councilmembers and the Mayor shall be dressed appropriately. The dress code for all regular meetings is Business Formal. No hats shall be worn during the meeting, with exception given to those worn for religious purposes.

22. The Mayor shall be addressed by members and the public as "Mayor (surname)." "Your Honor," or the use of Mr., Ms., Madame, or Mx. Mayor is also acceptable.

23. Members of the Council shall be addressed according to their preference as "Councilmember (surname)," or "Mr./Mrs./Miss/Ms. (surname)." First names shall not be used in the Council Chamber or at other meetings of the Mayor and City Council.

24. No member shall be interrupted while speaking except by their consent or by a point of order or point of information; nor shall there be any conversation among the members while a question is being stated, while a member is speaking, or a paper is being read.

25. If a member repeatedly violates any of the rules of the Council or disrupts the orderly procedure of the Council, the presiding officer, after warning the member of such violations, shall call the member to order, and a member so called to order shall lose the right to speak on the pending subject matter but shall not be prevented from voting. A member so called to order shall remain silent until the presiding officer returns to the member their rights to the floor.

26. When a matter is being debated, no member may occupy more than five (5) minutes for each point under debate, nor shall they speak more than twice to the same question. No member shall speak a second time on the same matter until after all members have had a chance to speak. On general matters of discussion, and under the members' Council Report

no Councilmember shall occupy more than five (5) minutes when speaking on a particular subject.

27. No member shall vote on any matter or serve on any committee where their private interest is immediately distinct from that of the public.

28. No member shall leave without permission of the presiding officer if their presence is necessary to make a quorum.

29. The reading of any paper, email, letter or text, if objected to by any member, shall be decided by the Council President.

30. No member or member of the public shall stand up, to the inconvenience of others, while a member is speaking; pass unnecessary messages between the presiding officer and the member speaking; stand in the area in front of the chair; or stand at the City Clerk’s desk while a roll call is in progress. The use of electronic devices shall be restricted for Council business only during a meeting of the City Council.

31. The members of the Council shall not stand or leave their places until the presiding officer has declared the Council adjourned.

STANDING COMMITTEES – CITY COUNCIL

32. The Mayor shall appoint, with input from the President of the Council, Councilmembers to each Standing Committee or Commission of the City. In some cases, the Councilmember shall serve as the Chairperson. This is to be done annually, at the second meeting in November; these appointments shall be approved by the City Council.

ORDER OF BUSINESS

33. The business of all regular meetings of the Council shall be transacted in the following order:

- a. Call to order
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Roll Call
- d. Approval of Minutes
- e. General Public Hearing
- f. Report of the Mayor and City Council
- g. Appointments/Reappointments (other than Department Heads, which shall be listed as separate agenda items) (if any)
- h. Agenda Items
- i. Adjournment

34. Reading of the Minutes -- An electronic copy of the minutes shall be transmitted to the full Council and Mayor, at least forty-eight (48) hours in advance of any vote regarding those minutes.

35. The Agenda order may be changed, at any meeting, by the Council President or by a two-thirds (2/3) vote of the members present and, upon motion to change the order of business, no debate shall be allowed.

PUBLIC HEARING

36. Members of the public are invited to speak at each regular Council meeting. There will be a period to speak in public comment via remote participation whenever practicable, to be managed by the City Clerk’s Office. Members of the public will follow the below rules of Public

Hearing– Procedure. In order to promote fair and open discussion, once a public hearing is called to order, the presiding officer shall recognize members of the public who may speak in the order of recognition. Public hearings shall not be divided into time periods for proponents and opponents to speak.

37. Members of the public shall state their first and last name and address of residence for the record.

38. All comments are to be addressed to the Mayor and Council as a whole, not to individual members.

39. Speakers may speak about any topic relating to the City of Laurel.

40. Each speaker is limited to three (3) minutes. Time may not be donated to another speaker. If five (5) or more members of the public in attendance either in person or virtually, wish to speak on the same subject, they may choose a single representative who may speak for five (5) minutes.

41. The time limit shall also apply for all written comments that will be read aloud. Written comments requiring more than the time limit may be given to the City Clerk. The Clerk will transmit copies of written comments to the Council and include them in the official record of the meeting.

42. The public comment period is the time for the public to offer comments, not ask questions for which they expect to be answered. The Mayor, Council, and City Staff will not answer questions posed during this time. If an individual has specific questions, they shall be submitted in writing to the City Clerk for an appropriate response.

43. Demonstrations, such as clapping, cheering, booing, are not allowed. They disrupt the meeting and inhibit a speaker’s free speech rights.

44. PowerPoint presentations, recordings, or props from the public as part of public comment(s) are not allowed.

45. Public comment will not be held during work sessions or special meetings of the Council.

46. If any member of the public causes a disruption during any meeting or fails to comply with these guidelines or the reasonable instructions of the presiding officer, they will be asked to leave the meeting, or they may be ejected from the Chamber.

REPORT OF THE MAYOR AND CITY COUNCIL

47. The report is to be used to present any item or fact of interest by the City Council, report current or future events, and to permit the Mayor and staff to report on conditions in and on the City or departments; answers may be given to constituent questions from previous meetings, accept and read commission/committee reports, and to make presentations, and give awards. **Each member is limited to 5 minutes unless the City Council President allows the member more time.**

LEGISLATIVE PROCEEDINGS

48. All pending matters before the Council shall be presented by the President; and shall be read by the President, City Clerk or such other person as the President may request. They shall be acted upon in the order in which they are presented unless the Council shall otherwise direct.

49. All nominations/appointments made by the Mayor, subject to the confirmation of the Council, shall, when received by the Council, be placed on the Council agenda for confirmation at the next regular meeting.

50. Any proposed legislation from time-to-time may require a brief statement setting forth fiscal impact, which will be requested by the President to the Administration.

- 51. All matters involving the appropriation of monies in the treasury not otherwise appropriated, the intra-departmental transfer of monies from one account of the City to another, shall be referred to the President of the City Council for their action.
- 52. All ordinances and resolutions shall be distributed by the City Clerk to all members of the Council, the Mayor, the City Administrator, for the meetings at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such a meeting, the City Clerk shall ensure the member is provided with the meeting information.
- 53. If the Council so desires, any pending ordinance or resolution may be referred to the Mayor, any member, to any standing or special commission/committee for study or recommendations, to the City Solicitor, or to the City Administrator for study, recommendations, redrafting, etc.
- 54. Every member present, when a question is put forth, shall vote either "Yes", "No", or "Abstain". Each member casting a vote of "Yes" or "Yes, with explanation" or "No" or "No, with explanation" may make a brief statement explaining the reasons for their vote **after** the roll call vote is completed. The presiding officer shall call on each member who voted "with explanation" after the completion of the roll call vote. Comments on an abstention shall not be in order. Abstentions are considered as not casting a vote and shall not be included in the vote count.
- 55. Unless otherwise ordered, votes shall be taken by Roll Call vote by the City Clerk.

INTRODUCTION AND PASSAGE OF LEGISLATION

- 56. *INTRODUCTION OF LEGISLATION* - Ordinances, Resolutions, Charter Resolutions, and other legislation shall be introduced to the Council only in written or printed form.
- 57. *INTRODUCTION OF APPROPRIATIONS* - All ordinances except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances, shall be confined to one subject, and the subject or subjects or all ordinances shall be clearly expressed in the title.
- 58. Ordinances making appropriations shall be confined to the subject of appropriations.
- 59. No ordinance, resolution or other legislation may be introduced for first reading by any member of the City Council until reviewed by the City Attorney and placed on the agenda by the Council President.
- 60. No ordinance or resolution shall be passed until it has been read on two (2) separate days. Any reading of an ordinance, resolution or other legislation shall be by title only unless a full reading is required by a majority of the members of the City Council. The vote shall be taken upon the passage of all ordinances, resolutions or other legislation and entered into in the minutes of the proceedings.
- 61. No motion shall be stated, debated or put unless it is seconded.
- 62. *EMERGENCY ORDINANCES AND RESOLUTIONS* - When a motion to suspend the rules to dispense with the requirements for reading of ordinances and resolutions on two (2) separate days fails to receive an affirmative vote of the majority of members, the ordinance or resolution shall go over to the next regular meeting of the Council. (See Rule No. 92 regarding Suspension of Rules.)
- 63. *PRECEDENCE OF MOTIONS* - When a question is before the Council, no motion shall be entertained except; (a) to fix the hour of adjournment, (b) to adjourn, (c) to lay on the table, (d) for the previous questions, (e) to postpone to a certain time, (f) to refer, (g) to amend, (h) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, to postpone to a certain time, to refer, and to postpone indefinitely, shall be put to a vote without debate.
- 64. *AGENDA OUT OF REGULAR ORDER*- The presiding officer may at any time permit a member to introduce an agenda item out of the regular order.

65. MOTION TO ADJOURN, WHEN NOT IN ORDER, NOT DEBATABLE - A motion to adjourn shall be in order at any time, except as follows: (a) when repeated without intervening business or discussions; (b) when made as an interruption of a member while speaking; (c) when the previous question has been ordered; and (d) while a vote is being taken. A motion to adjourn is not debatable.

66. MOTION TO LAY ON THE TABLE - A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion prevails, the consideration of the subject may be resumed at any time by a majority vote under new business, at a subsequent meeting unless the motion was date specific.

67. THE PREVIOUS QUESTION - When the previous question is moved and seconded by one other member, it shall be put as follows: "Shall the main question now be put?" There shall be no further amendment or debate, but debate pending amendment shall be put in their order before the main question. If the question, "Shall the main question now be put?" be approved by a majority of the members present, the main question shall then be voted upon. If the question is decided in the negative, then the main question remains before the Council.

68. DIVISION OF QUESTION - If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

69. AMEND AN AMENDMENT - A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

70. MOTION TO POSTPONE - All motions to postpone to a certain time, except a motion to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is adopted, the principal question shall be declared lost.

71. RECONSIDERATION - (1) A motion to reconsider can only be made by a member who voted on the prevailing side. It may be seconded by any member. (2) A majority vote is required to pass a motion for reconsideration. (3) Reconsideration of legislation can only occur during the meeting where the adoption or defeat of the legislation occurred. (4) No legislation shall be reconsidered after going into effect.

72. POINT OF ORDER - may be called for by any Councilmember, if the President has neglected a rule, or neglected to enforce a rule of the meeting. The Councilmember calling for the Point of Order shall state the specific rule(s) alleged to have been broken or not enforced.

73. PERSONAL PRIVILEGE - may be requested by a Councilmember or the Mayor to speak on a particular matter of personal interest. The Councilmember must explain the nature of the request. The personal privilege must be approved by the President. Personal privilege shall not be used for political purposes.

74. PROCEDURE IN ABSENCE OF RULE - In the absence of a rule to govern a point of procedure, the practice approved of in the most recent edition of **Roberts Rule of Order** shall prevail.

75. TIE VOTES - In case of a tie in the vote on any proposal, the proposal shall be considered lost.

APPEAL

76. Any member may appeal to the Council of a ruling on the decision of the presiding officer. The member making the appeal may briefly state their reason for appeal, and the presiding officer may briefly explain their ruling, but there shall be no debate on the appeal. The presiding officer shall put the question, "Shall the decision of the presiding officer be sustained?" If a majority of the members present vote "Yes", the ruling of the presiding officer is sustained; otherwise, it is overruled.

VIRTUAL AND VIDEO MEETINGS

Item 8.

77. MAYOR AND CITY COUNCIL WORK SESSIONS – the first Wednesday of each Month will be virtual, unless changed by the President of the City Council to be In-Person. Additionally, when the agenda is ten (10) or more items of discussion, the Work Session will be in-person at the Joseph R. Robison Laurel Municipal Center Council Chamber.

78. MAYOR AND CITY COUNCIL MEETING – the first regular meeting (2nd Monday of Month) of the Mayor and City Council shall be virtual, and the second meeting (4th Monday of Month) will be held In-Person at the Joseph R. Robison Laurel Municipal Center.

79. City Councilmembers shall sign on to their computer at least fifteen (15) minutes prior to the scheduled meeting to ensure virtual settings are working well.

80. City Councilmembers shall keep their cameras on during the entire meeting. Any member that turns their camera off for longer than two (2) minutes shall be marked absent.

81. Councilmembers and the Mayor shall be in a secure, and stationary location during the virtual meeting. Councilmembers, Mayor or City staff shall not be in restaurants, bars, places of worship or other public places and shall be dressed appropriately during the entire virtual meeting.

82. Councilmembers shall state the City from which they are logging into the virtual meeting

83. The President and in the President's absence, the President Pro Tempore, has the right to turn off any Councilmember, Mayor or other City staff who, after being informed by the presiding officer that they are in violation of any of the Council Rules, continues to violate Council Rules, by directing the Clerk to remove the member in question from the virtual meeting. The member(s) in question will be marked as absent and will not be permitted to re-enter the meeting.

84. When a virtual meeting occurs, speakers shall email or call the City Clerk's Office and request to be added to the speaker sign-up sheet no later than 2:00 pm the day of the meeting. Public participation shall be enabled in accordance with Rules 36-46.

85. Councilmembers, the Mayor and other City staff must utilize a video feed when participating in a virtual meeting. If a Councilmember or Mayor loses video and audio feed during a meeting, no vote shall occur on any matter until after such time that a recess has occurred to troubleshoot the problem. If the Councilmember or Mayor has a video and audio feed that has not been reestablished within 10 minutes of recessing, the members shall proceed with any vote that has to be taken.

86. If the City Clerk loses video and audio feed during a meeting, Alternate Host to the Clerk shall call the roll and record all votes taken.

FILLING A TERM OF A VACANCY ON THE COUNCIL

87. In the event the Council must elect a person to complete the term of a Councilmember in accordance with City Charter, Article 300-Government, Section 319 -Vacancies: City Council, the procedure for filling such vacancy shall be as follows:

- a. Public Notice informing the public that the vacancy exists, and a new Councilmember is being sought shall be posted by the City Clerk within ten (10) days of the vacancy, an official press release shall be issued by the City and when possible, notice shall be given by immediate publication once in a newspaper of local circulation for not less than two (2) weeks on the City's website homepage.
- b. Individuals interested in filling the vacancy (hereinafter "Applicants") shall contact the City Clerk to confirm that they reside in the appropriate voting ward and by 12:00 pm on the 15th day following the Public Notice, applicants shall submit a letter of intent, resume, Candidate Financial Disclosure, and Candidate Affidavit to the Office of the City Clerk.

- c. Applicants who have complied with all the requirements of the City Charter shall be invited to a special meeting of the full Council; at which time all applicants will be given an opportunity to be interviewed by the Council. The public will be able to view the interviews in-person or live streamed on Laurel TV. Public testimony will not be permitted.
- d. Certified candidates will first report to the Council Chamber at which time all electronics including cell phones, smart watches, etc. will be collected and held for safe keeping until the candidate's interview is complete.
- e. Candidates will be sequestered in Meeting Room 2 and the order that candidates will be interviewed will be determined by random draw prior to the start of interviews.
- f. Candidates will be interviewed one at a time.
- g. There will be ten (10) questions asked by the Council and each candidate will be asked the same set of questions.
- h. Candidates will have two (2) minutes to answer each question.
- i. Each candidate will be allowed two (2) minutes after the questions are complete to make a closing statement.
- j. After a candidate's interview, they will be permitted to retrieve their electronics from staff and may either join the audience in the Council Chamber or leave the Municipal Center.
- k. After all applicants have been given an opportunity to address the Council, the presiding officer shall open the floor and entertain a motion made by one of the sitting Councilmembers to nominate one of the interviewed candidates for appointment to fill the vacancy.
- l. The motion shall be seconded by another sitting Councilmember. If the motion prevails and is seconded, the Clerk shall conduct the roll call vote. If the candidate receives the majority of the vote, that candidate shall be the successful candidate and fill the vacant seat for the remainder of the existing term. A motion that fails to receive a second shall be considered lost.
- m. If the first motion is not successful, the presiding officer shall once again open the floor to nominations, except that no candidate shall be motioned for a second time until all candidates have been motioned for nomination at least once and the process detailed in k. and l. above shall be repeated until a candidate is appointed to fill the vacancy.
- n. In the event that no applicant receives a majority of votes after at least five (5) cycles, the Council may table voting and continue with the process at the next scheduled meeting of the City Council or by majority vote of the Council, the Council may ask the Mayor to break the tie.

CITY COUNCIL – BOARDS/COMMISSION/COMMITTEES

88. All boards, commissions, and committees of the City and the function, authority, responsibilities, and the number of members and reports required of the boards, commissions, committees, and other pertinent information necessary for the proper functions of the commission/committee, shall be set forth by the City Council. Board, Commission and committee appointments shall be announced as an agenda item.

89. POWERS OF BOARDS/COMMISSIONS/COMMITTEES - No commission/committee of any kind shall have the power to employ any person for, or on behalf of the City or to incur any expense. The commission/committee may request the City Administrator and all Department Heads via the City Clerk to furnish information and assistance which may be granted provided it is pertinent to the matter before the commission/committee and is not in violation of provisions of the Charter or policies established by the Council.

90. REPORTS - Commission/committees shall submit reports from time-to-time as requested by the City Council. All reports shall be in writing and provided to the City Clerk in electronic

format or if in hardcopy enough copies shall be provided for each member of the Council, Mayor and City Administrator.

91. OPEN MEETINGS - All meetings of Boards, Commissions, and Committees shall be open to the public except when the Board, Commission or Committee, by a vote of the majority of its members, goes into a closed session in accordance with the Maryland Open Meetings Act. Notice of closed sessions shall be given in accordance with the Maryland Open Meetings Act.

MISCELLANEOUS

92. SUSPENSION OF RULES- Any rule may be **suspended by an affirmative vote of the majority of the members present**. When a motion to suspend a rule is made, the specific rule for which suspension is sought must be cited in the motion and the reason stated on the record.

93. Any rule may be amended or repealed by a vote of a majority of all the members of the Council, but the motion for such a purpose shall not be made and acted upon at the same meeting.

94. Recording, photographing and videotaping - The authority for these procedures/rules is stated in Md. Ann. Code, General Provisions Article § 3-303(b). The standard to be applied is one of reasonableness so as not to disrupt the Meeting. The citizen or member of the press must request permission before the Meeting of the Council President to proceed in this manner.

95. The use of the Council Chamber, or the Council Committee Room, shall not be granted to any person or organization without the permission of the City Clerk. Said request shall be in writing, and the City Clerk shall keep a suitable calendar noting the permitted uses hereon.

96. Demonstration or disorder among bystanders – If any confusion, demonstration, or disorder arises in the Council Chambers or at other locations of Mayor and City Council meetings, and virtual meetings, the presiding officer may upon his/her own initiative or upon the request of any member enforce order. If the offending person or persons be a spectator, he/she or they may be ejected from the meeting. If any member of the City Council shall object to the ruling of the presiding officer, he/she has the right to appeal to the Council as provided in Rule 76.

Revised/Actions

Rewrite in full, November ____, 2024, Resolution No. 4-2024