

Highlights of 2011



City of Laurel, Maryland
Annual Report

Mayor Moe's Message



Dear Resident:

I am very pleased to provide the Laurel Community with the City's first on-line **Annual Report** – "**Highlights of 2011**". Through this special publication we will share with you several accomplishments of a very busy year at City Hall.

The Mayor & City Council are very proud of our men and women of our work force and what they have accomplished this past year, while working to save tax payer dollars.

I hope that you enjoy reading Highlights of 2011. I encourage you and all residents of Laurel to become involved in your City government, because when everyone works together, Laurel will be the best!

As always, please do not hesitate to contact my office if I, or members of the City Staff can be of assistance to you.

Sincerely,
Craig A. Moe
Mayor

Laurel City Council



On behalf of the members of the Laurel City Council I am very happy and pleased to present the many accomplishments that the City of Laurel completed this past year.

The Laurel community, I know is very proud of the City staff and their dedication to the Laurel community. On behalf of the City Council I want to thank the City staff for their tireless efforts on behalf of the citizens of Laurel.

Again, thank you and best of luck in the coming year.

Sincerely,
Donna Crary
Council President



Highlights of 2011

The City of Laurel is pleased to present
Highlights of 2011, featuring the
accomplishments for the past year.

City of Laurel Standing Goals

- ▶ Improve the long-term financial stability of the City of Laurel
- ▶ Public safety enhancements to better serve the residents and businesses
- ▶ Promote economic development
- ▶ Recruitment and retention of quality City Staff and professional City services delivery
- ▶ Government to the People Program
- ▶ Improve community outreach efforts





Brief History of Laurel

Gertrude L. Poe

The year 1870 marked the beginning of Laurel's incorporation as a town. That is the year the General Assembly of Maryland passed an act to "put Laurel on its own", so to speak. The Act was signed by Governor Oden Bowie on April 4, 1870.

Laurel, however, had its beginnings long before the General Assembly of Maryland bestowed its Charter. Located in the apex of Prince George's County, 28 miles distant from its County seat, Laurel has progressed without very much assistance from County sources ever since it has been "on its own", so capable has it been of solving its own problems. In spite of its rise near the turn of the century as the most important city in Prince George's County, a status it is once again approaching, it has often been referred to as "an orphan" of the County.

Its existence and operation and complete independence as a corporate entity, one time led the late Capt. Vinton D. Cockey, a former County Commissioner and well-known land surveyor and engineer, to promote the idea that "Laurel should be carved out of Prince George's County and become a county of its own."

Many former and present residents have contributed to the content of this document. There may be areas which lack depth of coverage. There may be names and dates and places omitted. Fading memories, inadequate chronicling of events as they occurred, lack of time for extended research, and limited staff and space we offer as reasons. We have deliberately dealt more with its early history than its recent, for the latter is easily accessible to the inquisitive. And people make the history of any town. In the case of Laurel, we hope we have peeled away enough patina to bestow pride in her past and faith in her future.

(Reprinted from the 1870 - 1970 Centennial Historical Souvenir Booklet. Much of the information contained in this Web Site is derived from this publication.)

Your City

- ▶ Mayor serves as the Chief Executive
- ▶ City Council serves as Legislative Branch
- ▶ Population is 25,115 per 2010 Census count
- ▶ City size is over 4 est. square miles
- ▶ Full Service Police Department
- ▶ Full time Fire Marshal
- ▶ Full Service City (Administration, Planning, Zoning, Police, Parks, Roads, Recreation, Code Enforcement, Emergency Management)
- ▶ City employs: 186 full time position
 - Two part time positions
 - Sixty-five recreational positions

Office of the Mayor

- ▶ In Annapolis during the 90 day Legislative Session, supporting legislation for Laurel and other municipalities
- ▶ In Washington, DC to meet with Federal legislators to secure funding support for City projects
- ▶ Meetings with Legislators at the Local, County, State and Federal levels
- ▶ Hosted meetings with Governor, Lt. Governor, State Senators and Delegates, County Executive, County Council Members, State's Attorney, U.S. Congressman
- ▶ Continued the City of Laurel Employee Wellness Program
- ▶ Appointed the City's first Ambassador of Health and Wellness to promote health, fitness and nutrition on a community level, and the creation of the first City promoted exercise program ***“Let’s Move and Keep Moving!”***
- ▶ Participated on the Laurel Regional Hospital Strategic Planning Council
- ▶ Attended numerous Neighborhood Watch Program and Homeowners Association meetings throughout the City

Office of the Mayor



- ▶ Hosted “City Hall in the Park” town meetings around the City
- ▶ Continued participation with Anne Arundel and Howard Counties for participation in BRAC Grant Funding opportunities
- ▶ Continued the “Mayor’s Summer Jobs Program” for the 3rd year, employing 10 students ages 14 – 16 for 7 weeks
- ▶ Executive Assistant appointed to the Maryland Municipal League Legislative Committee
- ▶ Executive Assistant earned Designation as Certified Municipal Clerk from the International Institute of Municipal Clerks

Laurel City Council

- ▶ Councilmembers Fred Smalls and Donna Crary ~~attended~~ were elected to the Maryland Municipal League Board of Directors.
- ▶ Councilmembers appointed to MML Committees: President Donna L. Crary, Hometown Emergency Preparedness Committee; Councilmember Michael R. Leszcz, Convention Planning Committee and Councilmember Fred Smalls, Communications Committee.
- ▶ Councilmember Michael Leszcz reappointed to the Patuxent River Commission ~~as Vice Chair~~ by Governor Martin O'Malley; elected Chair by fellow Commissioners
- ▶ Councilmember's Crary and Smalls attended the Maryland Municipal League Fall Conference in Cambridge, Maryland, October 29 – 31, 2011
- ▶ Prince George's County Municipal Association (PGCMA) Legislative Dinner – Thursday, November 17, 2011 – Four Points Sheraton, New Carrollton, Maryland
- ▶ Councilmember Fred Smalls elected President of the PGCMA.
- ▶ Councilmember Leszcz served as chair of the PGCMA Scholarship Committee
- ▶ New City Council sworn in on November 28, 2011
- ▶ Councilmember Donna L. Crary elected President of the Council on Monday, November 28, 2011. She appoints Councilmember Smalls her pro tem.
- ▶ Council appointed Valerie M.A. Nicholas to the vacant Ward 1 seat in September 2011.
- ▶ 28 ordinances, 1 charter resolution and 23 resolution taken up by the City Council

Clerk to the City Council

- ▶ Municipal Government Works Month – November 2011 – Since 1993, Cities and towns throughout the state have been celebrating Municipal Government Week in an effort to educate citizens about the role and function of the government closest to them. This was the second year the celebration was in the month of November.
- ▶ Kimberley Rau assigned to Annapolis during the 90 day Legislative Session, supporting legislation for Laurel and other municipalities
- ▶ Kimberley Rau, CMC, Clerk attended the International Institute of Municipal Clerks (IMC) Region II Annual Conference – January 2011 – Atlantic City, New Jersey
- ▶ Kimberley Rau, CMC, Clerk, attended the International Institute of Municipal Clerks Annual Conference Nashville, TN, May 7 – 13, 2011
- ▶ Kimberley Rau, CMC, Clerk served on the Maryland Municipal League Legislative Committee for the 2010 – 2011 General Assembly Session
- ▶ Kimberley Rau, CMC, Clerk, received her Master Municipal Clerk designation on July 21, 2011.
- ▶ Patricia Haag, CMC, Deputy Clerk serves on the PGCMA Scholarship Committee.
- ▶ City of Laurel's Risk Management Committee continues for the fifth year with the Safety Incentive Awards Program; Deputy Clerk is Chair of the Risk Management Committee.

Clerk to the City Council

- ▶ Provided staff support to members of the City Council
- ▶ Worked with City Attorney to update Election Code and City Charter
- ▶ Clerk's office provided written guidelines for security of ballots and early voting procedures.
- ▶ Updated all election guidelines and materials
- ▶ Update all election materials for City election webpages
- ▶ Updated Candidate Packets for those wishing to run for office
- ▶ City of Laurel General Election – Tuesday, November 1, 2011
 - New Election Date
 - Two New Polling Locations were established
 - Early Voting was held on three days
 - Voting by Ward



City Administrator

- ▶ Implemented loss control plan for the City's insurance program;
- ▶ Supported Ethics Commission in developing and new City's Ethics Ordinance provisions as mandated by the State of Maryland; forwarded recommended ordinance to Mayor and City Council for enactment.
- ▶ Continued "Mayor's Challenge" exercise program to improve health and well-being of City employees;
- ▶ Community Services Officer assisted Laurel Cable Public Access Channel with taping and editing Public Service Announcements and other City Events throughout the area;
- ▶ Assisted Department of Community Planning and Business Services, with the City Solicitor, with interpretation and implementation of the City of Laurel Unified Development Code;
- ▶ Continued to hold update meetings with Greenberg Gibbons, new development partner, regarding the renamed Laurel Town Center (Laurel Mall) project as required by City Council legislation to maintain the City TIF for this project;
- ▶ Worked with Clerk to the Council and the City Solicitor to implement new election law changes resulting from the Special Elections Referendum;

City Administrator

- ▶ Assisted the Department of Information Technology with support to the City's Webmaster, and keeping information updated on the City's website. Added Facebook and Twitter to City's tool box for information release. Also provided input and updated information on the new website design and currently working on social media applications for public notifications;
- ▶ With the Director and Deputy Director of the City of Laurel Department of Community Planning and Business Services, represented the City with BRAC related community groups, i.e. the Fort George G. Meade Regional Council and the BRAC Military Council. The Deputy City Administrator was assigned to and served on the BRAC Emergency Services Committee and was appointed to a Sub-Committee to review current levels of service capabilities vs. additional BRAC impacts;
- ▶ Public Information Officer responded to approximately 5 major callouts in addition to routine press releases and media calls;
- ▶ Coordinated negotiations, selection of vendor and execution of a new speed photo enforcement contract;
- ▶ Oversaw the development of plans and construction of the Partnership Hall annex to the police department. Participated in arrangements for September grand opening and public open house;
- ▶ Coordinated Main Street, 4th of July, Holiday Parade and Main Street Trick-or-Treat celebrations;

City Administrator

- ▶ Coordinated contracts for the renovations of recently acquired 7703 and 7705 Sandy Spring Road properties for a new Parks and Recreation maintenance facility; Participated in arrangements for November grand opening and public open house.
- ▶ Working with the City of Laurel Volunteer Coordinator, the Volunteer Database was continuously refurbished, and recruitment efforts for new volunteers increased. Press releases initiated to highlight key volunteers and the work they do. Increased emphasis was placed on certifying new volunteers, refresher courses for existing volunteers and additional training in for Incident Command System; Implemented Mayor's Employee Holiday Volunteer Program;
- ▶ Coordinated City efforts to respond, recover and mitigate Tropical Storm (formerly Hurricane) Irene Impacts;
- ▶ Coordinated successful efforts to apply and recover funds from FEMA under a presidential disaster declaration for Tropical Storm Irene, resulting in approximately \$14,000 being awarded to the City;
- ▶ Developed presentation and conducted public briefing on BGE's response to Tropical Storm Irene power outages;
- ▶ Coordinated flood map revisions with Federal, State and County officials;
- ▶ Coordinated and directed review and revision of the City Emergency Operations Guide and; worked with the Information Technology Department to develop methods and a committee to revise the City Continuity of Operations Plan;
- ▶ Assisted LARS in returning their operations to their newly reconstructed Laurel Avenue facility;

City Administrator

- ▶ Deputy City Administrator was re-appointed to MML Ad-Hoc Committee, for Hometown Security. A project to assist in developing training curriculum for elected and appointed officials to start or improve their preparedness efforts was undertaken and presented at the 2010 MML Convention in Ocean City and again in 2011;
- ▶ Worked with several property owners in an effort to bring their properties into compliance with City Codes.
- ▶ Mayor Moe appointed City Administrator to represent City as ex officio member of the CMRT Board of Directors.
- ▶ Deputy City Administrator represented City, and coordinated City participation, in the 2011 PGCVFRA Annual Convention hosted by the Laurel Volunteer Fire Department.
- ▶ Assisted in the negotiation of the Laurel Museum lease renewal.
- ▶ Worked with Maryland Department of Transportation on the State MARC TOD project for Main Street and U. S. Route 1
- ▶ Represented City with the Greater Beltsville Business Association developing a working relationship on comment interests and concerns.
- ▶ Received steel from World Trade Center, held dedication ceremony and provided facilities for a temporary memorial. Established a Committee to address a permanent memorial site and format.
- ▶ Provided oversight to the preparation of the City's COOP Plan

Information Technology



- ▶ Oversaw the build out of all security, network and phone cabling renovated Parks & Recreation maintenance facility.
- ▶ Upgraded all City computers to Windows 7 and Office 2010.
- ▶ Trained all City staff on the use of Windows 7 and Office 2010.
- ▶ Constructed a telecommunications fiber path from the Municipal Center to the Parks & Recreation maintenance facility.
- ▶ Upgraded the City business radio system to meet new FCC narrowband requirements. This upgrade includes the ability to monitor vehicle activities.
- ▶ Upgraded our network security and enhanced our ability to manage remote computers.
- ▶ Upgraded all our police vehicle GPS modules.
- ▶ Created a new Intranet site with Department custom reporting.
- ▶ Added a custom email list to our web site for citizen notification.
- ▶ Created a social media presence on Facebook and Twitter with links to our web site.

Community Planning & Business Services



- ▶ City received Sustainable Communities Designated by the Maryland Department of Housing and Community Development and Maryland Department of Housing.
- ▶ Prepared Unified Land Development Code (City Ordinance Number 1702) to replace City of Laurel Zoning Ordinance and Subdivision Regulations.
- ▶ Prepared Arts and Entertainment Overlay as a part of the Unified Land Development Code designating a part of the Main Street business area as a arts and entertainment center.
- ▶ Prepared City Landscape Manual.
- ▶ Prepared Main Street Business Relocation Grant Program.
- ▶ Prepared Community Initiative Grant Program.
- ▶ Staffed the Transportation and Public Safety Committee, as well as the Planning Commission, Board of Appeals, and Historic District Commission.
- ▶ Participated in the Fort George G. Meade Regional Growth Management Base Realignment and Closure (BRAC) Committee, including the transportation subcommittee for the Lt. Governor's BRAC Report.

Community Planning & Business Services

- ▶ Maintained membership in the Greater Washington Initiative and the ABDOC, Area Business Development Officials Committee for regional marketing.
- ▶ Participated in Regional meetings of the Greater Washington Initiative and the Area Business Development Officials Committee.
- ▶ Participated in the Transportation Summit planning group of the Baltimore Washington Chamber of Commerce.
- ▶ Participated in the Central Maryland Regional Transit (CMRT) Sustainability group, as well as the TRIP Board for affordable transit.
- ▶ Participated in the Maryland State Sustainable Growth Commission representing the Maryland Municipal League.
- ▶ Continued City Code enforcement sweeps in the neighborhoods.
- ▶ Continued inspections as at the Crescent at Cherry Lane subdivision.
- ▶ Participated in Envision Main Street, a group to coordinate improvements and necessary code compliance to improve the Main Street business area.
- ▶ Participated in LADEC, the Laurel Arts District Exploratory Committee with the local arts and business community.

Community Planning & Business Services

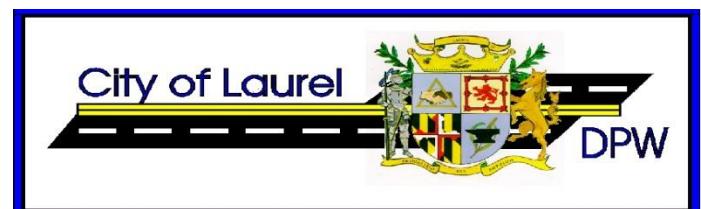
- ▶ Coordinated applications for small businesses in the Neighborhood Business Works program of the Maryland Department of Housing and Community Development.
- ▶ Began administrative responsibility of the City's Business License program. Revamped the entire program, created new application forms and made the program more accessible to citizens and businesses via the City's website.
- ▶ Staffed the Employee Relations Committee.
- ▶ Revised all permit fee schedules to make them easier to use for citizens and contractors.
- ▶ Began an outreach program to citizens requesting updated emergency contact information in association with alarm permits.
- ▶ Implemented a new registration program for vacant/foreclosed properties within the City.
- ▶ Began scanning property files (permits, correspondence, etc.) into Laserfiche system.
- ▶ Continuing coordination with the Maryland Transit Administration on the proposed mixed-use facility for Transit Oriented Development at the Main Street MARC Rail Station.
- ▶ Participated in the Mid-Atlantic Idea Exchange of the International Council of Shopping Centers at the Gaylord Convention Center at National Harbor.

Public Works

- ▶ Vehicle maintenance shop completed installation of emergency equipment and markings on 5 new police cruisers.
- ▶ Installed a new storm drain system in the Department of Public Works yard and paved this area too allow travel from one side of DPW to the rear of the shop area.
- ▶ Hired and completed a Department of Public Works property resurvey and are presently making preparations to have the fence relocated to enclose all identified City property.
- ▶ Coordinated efforts with the Laurel Police Department and the Information Technology Department to have the new radio systems installed in all police vehicles.
- ▶ Completed Fourth Street from Cherry Lane to Ashford Boulevard with 650 tons of 2 inch asphalt top.

Work performed by others at DPW request and coordination:

- ▶ New Pedestrian Crosswalks at Route 197 and Route 198 done by SHA.
- ▶ SHA made improvements to the pedestrian handicapped ramps and redesigned the intersection radius at Bowie Road and Second Street.
- ▶ Storm water Basin Improvements in various areas in Laurel by Prince Georges County.
- ▶ Storm water management issues along Route 197 done by SHA and Prince Georges County.
- ▶ Storm water management issues in the rear of the businesses along the east side of US Route 1 and Cherry Lane by Prince Georges County.
- ▶ New light installed by BGE in North Lake Court and upgrades to the lighting in the 800 and 900 block of Fifth Street.



Public Works

- ▶ Completed renovations of the former sanctuary at 811 Fifth Street into a modern new community room (Partnership Activity Center) now part of the new Public Safety Complex (home of the Laurel Police Department).
- ▶ Upgraded traffic signals and improved pedestrian safety by adding pedestrian countdown signals and a camera system to replace existing loop detection at two intersections (South Arbory Way and Van Dusen Road; Cherry Lane and Ashford Boulevard; and Fourth Street and Cherry Lane).
- ▶ Completed phase 2 of the Laurel Bikeway along Laurel Lakes Avenue, Mulberry Street and Laurel Lakes Court.
- ▶ Coordinated with SHA to complete new installation of sidewalks along southbound U.S.Rt.1 from Laurel Lakes Court to the shopping center at Contee Road.
- ▶ Increased residential recycling compliance by 5%; increased multi-family (apartments) compliance by 2% and commercial businesses participation by 4%.
- ▶ Enhanced the recycling program by initiating a new CD and DVD recycling program.
- ▶ Completed sidewalk improvement projects along Cherry Lane and along Van Dusen Road. All engineering and inspection was done in-house.
- ▶ Continued Main Street enhancement work by installing signs along Main Street onto the existing light poles and removing the wooden 4x4 posts.
- ▶ Enhanced the visibility of the crosswalk at Fifth Street and Main Street with hot tape coloring placed over the concrete brick pattern.

Public Works

- ▶ Coordinated with Parks and Recreation to cut back overgrowth along Van Dusen Road.
- ▶ Awarded and completed 28,659 square feet of new sidewalks, 4 upgraded handicapped ramps plus 2484 square feet of deep asphalt patching, 945 linear feet of new curbs and gutter and 671 linear feet of remove and replace curb and gutter; work was done by contract at various areas throughout many City communities.
- ▶ Procured two Ford 350 diesel trucks complete with snow plow and salt spreader. (1 for LVFD and 1 for LVRS). Installed special emergency lights and radios. Added special markings for the LVFD vehicle.
- ▶ Completed spring and fall tree planting throughout the City. Planted 25 trees.
- ▶ Applied for and was granted a CDBG grant of nearly \$100,000 for repairs to Bowie Road.
- ▶ Procured 3 new traffic counters with built in speed sensors and computer download performance features. LPD has the ability to see all information captured by these new counters and can determine the exact time for maximum traffic code infractions for enhanced personnel enforcement efficiency
- ▶ Completed and submitted required paper work seeking reimbursements from FEMA for the August/September Hurricane. This action was approved by FEMA and the City is slated to recover over \$10,000.
- ▶ Continued providing coordination between the City and WSSC contractors working in the City on the replacement of water and sewer lines to fully restore the roads, sidewalks, lane markings, crosswalks, curbs and gutters with satisfactory completion of this three year project.
- ▶ Continued to provide engineering /design review services for numerous new developments within the City (Lord Snowden Place, The Crescents and the Anderson Property). Provided inspection services for all right-of-way construction on these projects
- ▶ Met all refuse collection, street repair and maintenance goals for 2011.

Emergency Services Management



- ▶ Directed Planning/Logistics for Main Street Festival;
- ▶ Directed Planning/Logistics for the City of Laurel's Fourth of July Celebration;
- ▶ Directed Planning/Logistics for the annual City of Laurel and Laurel Lions Club Auto Show;
- ▶ Participated in the Baltimore Gas & Electric (BGE) Outage and Emergency Operations training program at the BGE Arlington Training Center;
- ▶ Assisted the City's Volunteer Coordinator with facilitating the enrollment and participation of City residents in Community Emergency Response Team (CERT) training;
- ▶ Participated in the City's Annual Flood Watch/Warning Preparations;
- ▶ Participated in the Washington Suburban Sanitary Commission's (WSSC) Annual Dam Failure Exercise;
- ▶ Participated in the annual planning meeting and exercise of the Maryland State Citizen Corps Council;
- ▶ Participated in the first annual planning meeting and implementation of the Maryland State Community Emergency Response Team RODEO held at the Maryland Emergency management Agency;
- ▶ Coordinated City response to County wide wildfires. Received State recognition for our use of volunteers.
- ▶ Hired Emergency Management Specialist

Emergency Services Management

- ▶ Attended meetings and testified before County Committee looking into revising the scope and structure of the Prince George's County Fire Commission;
- ▶ Coordinated discussions with Maryland Emergency Management Administration (MEMA) Exercise/Training Coordinator, Paul Hajek for additional training/exercise opportunities for the City;
- ▶ Coordinated, assisted and participated with Urban Search and Rescue (USAR) training exercise for the City's CERT volunteers at the NCR USAR training Center in Linthicum, MD;
- ▶ Participated in review and update of the County/City All Hazards Mitigation Plan with Prince George's County Department of Environmental Services, Fire/EMS Department, Police Department, Public Works and Health Department;
- ▶ Conducted Fire Prevention Presentations for 4 County and private schools located in the City;
- ▶ Served as an evaluator for annual MEMA Exercise at MEMA;
- ▶ BGE Tropical Storm Irene After Action Review
- ▶ Hosted Crises Management Workshop
- ▶ Hazard Mitigation Plan
- ▶ PG MDE MEETING RE: Mall
- ▶ Baltimore Infraguard conference
- ▶ PGCMA Emergency Preparedness Conference
- ▶ Laurel Church of Christ Emergency Preparedness
- ▶ Crimeline fund raiser
- ▶ Awarded contract for new command vehicle

Police Department

Major Accomplishments

- ▶ Institution of Homeland Security Director
- ▶ Increased working relationships with State and Federal Agencies
- ▶ Finalized COOP planning
- ▶ Finalized Emergency Operations Guide
- ▶ Dedicated the new Partnership Activity Center
- ▶ Finalized the installation and utilization of a new radio system capable of interoperability within the National Capital Region
- ▶ Developed and implemented a Domestic Violence Program
- ▶ Implemented Anti-bullying and cyber bullying education program
- ▶ CALEA reaccreditation awarded
- ▶ Maintained and added to the “Safe School Zone” automated speed program

Patrol Division

Calls for Service January to October:

- ▶ 37,848 Calls for service
- ▶ 1036 Adult arrests
- ▶ 159 Juvenile arrests
- ▶ 147 DUI/DWI arrests



Police Department

License Plate Reader (LPR):

- ▶ Approximately 31,000 tags per month read
- ▶ Drug Arrests – 5
- ▶ Warrant arrests – 8
- ▶ Stolen tag arrests – 3
- ▶ Terrorist watch list stops – 2
- ▶ Recovered Occupied Stolen Vehicles – 3 in Laurel, 3 out of Laurel. Arrests resulted in numerous closures of Fraud, Assault and Theft charges.
- ▶ Recovered Un–Occupied Stolen Vehicles – 15
- ▶ Recovered occupied vehicles with stolen tags – 3
- ▶ Impounded Vehicles – 203

Recruitment

- ▶ Hired 3 police officers
- ▶ Hired 2 communication specialists
- ▶ Hired 1 animal warden/parking enforcement officer

CID

- ▶ Investigations have obtained a 40% closure rate of all part 1 offenses
- ▶ Detectives assigned over 400 cases

Police Department



Special Crimes Unit

- ▶ Investigated and arrested 38 suspects for narcotics and vice crimes
- ▶ Obtained and executed 26 search warrants
- ▶ Converted \$75,000.00 of seized currency to asset forfeiture

Training

- ▶ Developed and implemented new reporting procedures for Training that has made the documentation and recording easier and more efficient.
- ▶ Centralized all training documentation, recording and vendor contact.
- ▶ Total Training Hours – over 10,466 hours
- ▶ Sworn – Maryland Police and Correctional Training Commission (MPCTC) Approved Over 8,400 hours

Specialized Training

- ▶ Field Training Officer
- ▶ Accident Reconstruction
- ▶ Armor School
- ▶ ERT Prep School
- ▶ First Line Supervisor

Police Department

Grants

- ▶ Centralized Grant documentation and recording
- ▶ Reorganized Grant documentation for better availability and research Grants

Grants Obtained In 2011:

- ▶ Governor's Office of Crime Control & Prevention
- ▶ Body Armor – Matching Fund To Purchase Three Sets
- ▶ Grant Number BARM 2012-1007
- ▶ Total Funds \$ 1,797.00

Records

- ▶ Livescan fingerprinting for civilians being done by Records
- ▶ Red Light Camera program continued
- ▶ Additional Unified Crime Reporting (U.C.R.) training has been completed
- ▶ Extended hours of operation on Tuesday to mirror City Hall hours

Communications

- ▶ Two Police Communications Specialists hired.
- ▶ Installation of repeater in basement of Police Facility

Police Department

Community Events

Special Olympics

- ▶ Tip A Cop Fundraiser – Winter Games – Regional Meeting
- ▶ Unified Games – MXD. Torch Run – Summer Games
- ▶ Cops on Roof Tops – Deep Creek Dunk – Photo – Op for Plunge

Other Community Events

American Legion's Armed Forces Day Celebration –

Laurel Board of Trade Main Street Fest – 4th of July Event –

Hosted West African Delegation Citizen Police Academy –

Hosted South American Delegation Citizen Police Academy –

Laurel Board of Trade Main Street Trick or Treating –

Laurel Board of Trade Board Meetings – Wounded Warrior Program – National Law Enforcement Unity Bike Ride – Side-By-Side Prayer Breakfast

Prince George's County Fire Convention – Laurel Volunteer Fire Department Open House –
City of Laurel Safety Prevention Program – DEA Take Back Program – Bethany Community Church Breakfast – Career Days Numerous Schools – Laurel H.S. Graduation Night – Ryan Mance's Memorial Scholarship Walk – 1st Generation College Bound 5 K – Run – Walk

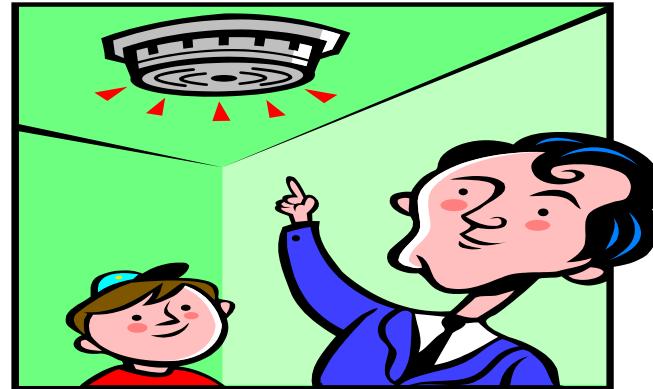
Laurel Board of Trade River Fest – LARS Mini Walk – LARS Holiday Basket Distribution –
LARS Turkey Trot – Scotchtown Hills Elementary School Walk for Hunger

Fire Marshal

- ▶ Participated in the Emergency Services Commission Meetings.
- ▶ Inspected and oversaw renovation of Laurel Elementary School.
- ▶ Inspected and oversaw renovation of chemistry labs at Laurel High School.
- ▶ Conducted inspections of various City businesses for fireworks prohibition.
- ▶ Conducted inspections of various City businesses to ensure compliance with novelty lighter prohibition.
- ▶ Conducted inspections of various City businesses during the holiday season to ensure that live Christmas trees were not present.
- ▶ Served as Vice Chairman of the State Fire Marshal's Sub-Committee and attended monthly Committee meetings.
- ▶ Continued sprinkler inspections at the Crescent at Cherry Lane subdivision.
- ▶ Continued inspections at the Laurel Ridge subdivision.
- ▶ Completed inspections on the new LARS building on Laurel Avenue.
- ▶ Completed plan review and inspections of the City's Parks and Recreation Department Maintenance Facility at 7705 Old Sandy Spring Road.



Fire Marshal



- ▶ Completed inspections and oversaw renovation at the new Laurel Police Department facility and Partnership Hall.
- ▶ Reviewed plans and inspected tenant fit-up project of Tepanyaki Grill.
- ▶ Reviewed plans and inspected tenant fit-up project of Sake restaurant.
- ▶ Produced Fire Prevention Month shows at four local schools
- ▶ Conducted all inspections of daycare facilities.
- ▶ Completed plan review and began inspections of the L.A. Fitness renovation/construction project.
- ▶ Developed and implemented the City's Green Building Standards and Code.
- ▶ Prepared monthly Public Safety Newsletters.
- ▶ Created and produced monthly public safety cable shows.

Budget & Personnel Services

- ▶ Bid employee insurance
- ▶ Reorganizing employee files to include reorganization of the file room and scanning folder contents into document imaging system
- ▶ Worked with Information Technology and Parks & Recreation to accept online payments
- ▶ Prepared legislation and work with bank and bond counsel to assist Laurel Volunteer Rescue Squad with the purchase of a heavy-duty rescue truck
- ▶ Recommendation and preparation of necessary budget ordinance to advance the payoff of the 1996 Public Improvement Bond to reduce the debt service requirement for the FY2012 operating budget
- ▶ Participation in successful FEMA application for reimbursement for Hurricane Irene
- ▶ Implementation of recordkeeping procedures for Speed Camera Monitoring Program
- ▶ Implementation of new credit card processing system
- ▶ Implementation of recordkeeping, including accounts payable and cash receipts for the City of Laurel 4th of July Committee and the Laurel Citizens Police Academy Alumni
- ▶ Assist local youth athletic programs with the collections of donations and disbursements for equipment and travel



Budget & Personnel Services



- ▶ Preparation of the application to participate in the State of Maryland, Department of Housing and Community Development's Local Government Infrastructure Financing Program to fund projects in the CIP
- ▶ Continued training of other departments regarding procedures for financial and personnel matters
- ▶ Streamline accounts payable with online payments to vendors whenever possible
- ▶ Reorganizing and content review of the fire-rated cabinet
- ▶ Collected over \$57,000 in real property liens for delinquent special trash, grass cutting violations and municipal infractions

Parks & Recreation



RECREATION

- ▶ Internet registration for classes and facility rental
- ▶ Introduced Dog Park membership to assist in maintenance of Park
- ▶ Relocation of Division of Senior Services to Armory and relocation of classes and events to other Parks and Recreation facilities.
- ▶ Received a new handicapped accessible senior van from Prince George's County
- ▶ Reconfigured front lobby entrance of Robert J. DiPietro Community Center for added security
- ▶ New city resident maps at community centers
- ▶ New Youth Sports Alliance
- ▶ Use of new LPD Partnership Activity Center for departmental special events
- ▶ Took over programming and implementation of bike rodeo and dog show
- ▶ Expanded number of classes offered at both community centers and now experience full use of all centers for programs, classes, leagues, and youth sports activities

FACILITIES AND GROUNDS

- ▶ Automated phone system allowing for prescreening and transfers of calls to other facilities

Cypress Field

- ▶ Field Renovations complete
- ▶ Pavilion added

**** Playful City Award for 3rd consecutive year ****

Parks & Recreation

New Purchases

- ▶ Purchased new rider mower and self propelled mower

7703/7705 Properties

- ▶ Renovated and moved maintenance operation into 7705 Old Sandy Spring Road
- ▶ Demolished house at 7703 Old Sandy Spring Road

Granville Gude Park and Lake

- ▶ Added extension of the walking path at Gude Park to Fourth Street. Added a retaining wall to Lake Path

Snowden Park

- ▶ New Playground installed with grant from Community Parks and Playgrounds.

Police Department

- ▶ Took possession day to day operations of Partnership Activity Center
- ▶ Relocated the custodian from Phelps Center, provide additional coverage for nights and weekends

Wilson Park

- ▶ Relocated fence at small dog area and added new trees at Dog Park

Riverfront Park

- ▶ Water way grant from Maryland Department of Natural Resources – cleared trees in the Patuxent River

**** Tree City Award for 17th consecutive year ****

Parks & Recreation

Main St. Pool

- ▶ Completed white coating of lap pool
- ▶ Added air conditioning units to concession and office area

Greenview Drive Pool

- ▶ Repaired leak in main pool

Anderson-Murphy Community Center

- ▶ Ice machine at Armory
- ▶ New Roof
- ▶ Relocated Laurel Literacy to Park Maintenance Shop
- ▶ Removed back lot fence to provide additional public parking

Laurel Municipal Center

- ▶ Renovated a portion of the roof
- ▶ Replaced the generator

Robert J. DiPietro Community Center

- ▶ New countertop in RJDCC multi purpose room
- ▶ Painted preschool room and added student lockers

Outside Groups

- ▶ Worked with following outside groups in clean ups: Revere Bank, Church Groups, Riverfront Cleanup, Earth Day, Eagle Scouts. Assisted with field maintenance for youth organizations.

We still have much to do, but
working together we can achieve
much!

The End of Year 2011

Wishing you and your family a safe and
enjoyable 2012. Please contact any of your
elected officials or City staff if you have any
questions or need assistance.