



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday March 14th, 2023
Re: March 2023 Monthly General Government Report

Commissioners,

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government undertaken in February 2023.

General Government staff has been busy working on both preparing the Fiscal Year 2024 Budget process, as well as preparing for Marlboro Day Parade & Festival 2023.

| Major Projects Underway | |
|-------------------------|---|
| Event Planning | Staff are gearing up for Marlboro Day Parade & Festival 2023 (Sat 5/14) |
| Codification | Town Staff and Town Attorney met with Municode has advanced the Town's project moving forward. Town is awaiting a 1 st draft of the code for initial review and feedback. |
| Property Purchase | The Town is working with the State DNR, M-NCCP, the property owner, to purchase 27 acres of forest property located at 5510 Old Crain Highway which has been listed for sale by the owner. This property included a large section of right of way of the Chesapeake Beach Railroad & future trail. The Town's acquisition of the property would be fully funded by the State Program Open Space. The Board will be discussing a property procurement ordinance in the coming months. If acquired, the property can be used for a segment of the CB Trail, and any other recreation and conservation based activities. |
| Grant Applications | Town has applied for a \$550,000 stormwater management grant from the Chesapeake Bay Foundation to assist with curb and drainage upgrades to School and Wilson Lanes. Additional public safety grants are being applied for as well. |
| Playground | Permitting submitted to the County, the construction completion date is set for mid-May 2023. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline. We are looking at a July opening for the Phase 2 Playground, and a later summer opening of the splash pad (depending on WSSC permitting). |
| Point of Sale System | The Town has installed and begun using a new Point of Sale (POS) system at Town Hall to better track and manage payments made at Town Hall. The new system includes a small cash drawer and the ability for staff to take credit card payments without handling visitor's credit card. |
| ParkMobile | Test transactions have gone through, once it is checked signage will go up with the next month or so along with a press release and social media campaign. |
| Annexation | Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Mailing have gone out to all properties; |

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|------------------------|--|
| | Commissioners are setting up door knocking efforts. Town is making good progress with several different developments planned and the property owners. |
| State Highway Projects | SHA continues to work on the Downtown sidewalk upgrade project, with a planned completion date of March 2023. There are issues with one property owner not signing or being responsive to SHA right of way agreements that is resulting in nearly 50% of the project not being completed. The Town has tried to work with SHA and property owners but to no avail as of yet. |

Office Statistics:

- Phone Call Volume: 1,119 incoming calls (average of 59 calls per working day M-F)
- Room Rentals: 1
- Notaries: 2
- Parking Permits: 51
- Food Truck Permits: 0

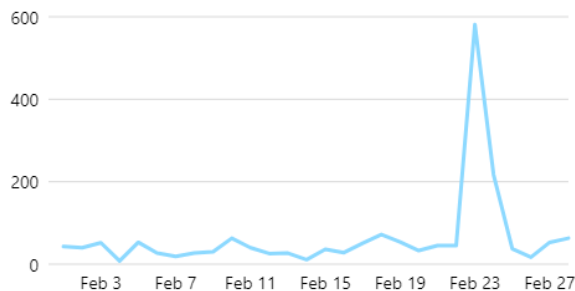
Outreach Statistics:

Facebook & Instagram-

Page and profile visits

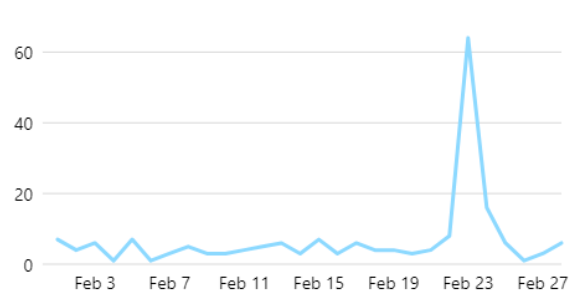
Facebook Page visits ⓘ

1,798 ↑ 45.5%



Instagram profile visits ⓘ

193 ↑ 20.6%



Reach

Facebook Page reach ⓘ

51,997 ↑ 252.2%



Instagram reach ⓘ

2,322 ↓ 5%

