



## MEMORANDUM

To: Board of Town Commissioners  
From: Carol Richardson, Town Administrator  
Date: Tuesday, May 28, 2024  
Re: April 2024: Monthly General Government Report

Commissioners,  
Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in April, 2024.

<b>Major Projects Underway</b>	
Business Licenses	Update of the on-line payment portal. Updated the list of businesses in Town.
Vacant properties	Identification of vacant properties in the Town.
Personal Property Taxes	Invoice sent to businesses located in the Town.
Grants	Determined the of all existing grants and bond bills. Establishment of grants database to track existing awards.
Codification:	Waiting for Property Standards to be updated. This is on track to be completed by May / June. Municode will update the Town of Upper Marlboro Municipal code and the final manuscript will be issued in 3 months.
Charter Review:	The Charter Review Board provided comments /recommendations to the Board of Commissioners. The Board will look at a Charter Change timeline starting in June after the Budget has been adopted.
Event Planning:	Marlboro Day planning. Meetings among staff and events committee.
Beautification:	This project in now moving forward using Streetscape grant funding. Traffic signal boxes are delayed by a new permitting process. Benches and trash cans are still being installed. (2 left)
Property Purchase:	The Property has been purchased and reimbursement of funds has been approved by the MD Board of Public Works soon. Paperwork has been completed for reimbursement. Waiting on the disbursement.
Playground:	This project is being overseen by the Public Works Department. (See Public Works Report)
PAMC Trail Study:	Discussing details with stakeholders who own adjacent property to finalize alignment options to present to the Town.

### Town of Upper Marlboro

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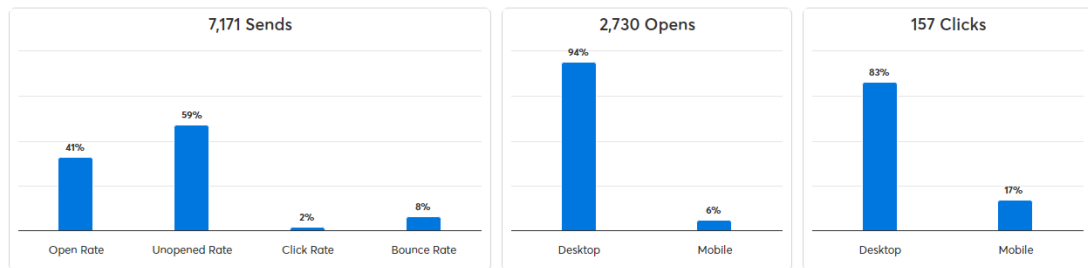
ParkMobile:	The Town is looking into to pilot a validation code program with business community. There has been increased demand for this.
Annexation:	Annexation Agreements just approved at the April Board Work Session (April 9, 2024) Working on drafting Annexation Resolution for Phase 3 Annexation.
State Highway Projects:	SHA has finally received signed consent forms from the one property owner downtown to complete the sidewalk work. The work is now completed. SHA is also coordinating with agencies on the Rt.4 and MD 717 bridge replacements (four total bridges). This replacement is scheduled to begin construction in March of 2025 – On Hold.
School & Wilson Lane:	The Town has submitted a FY 25 Congressionally Directed Spending Request for School & Wilson Lane.

Office Statistics: March

- Room Rentals: 1
- Notaries: 10
- Parking Permits: 6
- Food Truck Permits: 0

Outreach Statistics: **Past 30 Days:**

**Constant Contact-**



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