



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Monday, June 5th, 2023
Re: May 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 has undertaken in May 2023. General Government staff has been busy working on both finalizing the Fiscal Year 2024 Budget process, holding a special Town election, as well as executive the Marlboro Day Festival (rain date).

Major Projects Underway	
Event Planning	Staff are gearing up for Marlboro Day Parade & Festival 2023 (Sat 5/14)
Codification	The Town has received the first draft of the new Code of Ordinances from Municode. It is being reviewed by Town staff and commissioners, with the Board discussing a timeline and public input in June and July, with Board approval tentative for the July Town meeting.
Property Purchase	We are waiting for the appraisals from M-NCPPC to finalize the purchase contract, a deposit will be made and contract signed, then the Board will pass a land purchase ordinance, the balance of the sale paid, then the Town will be fully reimbursed from the State/M-NCPPC Program Open Space grant program. The Town has discussed the purchase and addition of land with insurance carrier.
Grant Applications	The Town will be submitting a new application for the FY24 Circuit Rider Manager program with the Town of Morningside and the Town of Eagle Harbor. Adding another municipality to our “circuit” helps strengthen the grant application and makes us eligible for additional funding.
Playground	Permitting was submitted to the County months ago and is still being held for stormwater review. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline.
PAMC Trail Study	MNCPPC has placed the trail study out for bid.
ParkMobile	System is live and performing well, and for the month of may seems to have resulted in an additional \$2,500 in parking revenue (system only live for two weeks in May).
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Mailings have gone out to all properties. Commissioners are setting up door-knocking efforts. The 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 prior 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.
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Office Statistics:

- Phone Call Volume: 1,231 incoming calls (average of 62 calls per working day M-F)
- Room Rentals: 1
- Notaries: 3
- Parking Permits: 56
- Food Truck Permits: 13

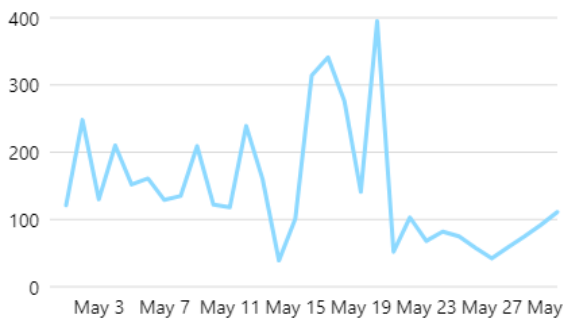
Outreach Statistics:

Facebook & Instagram-

Page and profile visits

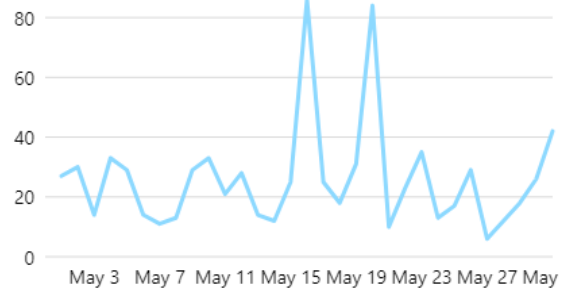
Facebook Page visits ⓘ

4,558 ↑ 57.7%



Instagram profile visits ⓘ

808 ↑ 31%



Reach

Facebook Page reach ⓘ

25,206 ↓ 37.4%



Instagram reach ⓘ

2,258 ↑ 11.1%

