



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, April 11<sup>th</sup>, 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 has undertaken in March 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 <sup>st</sup> 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).
PAMC Trail Study	The Town has approved a draft Scope of Work for the Chesapeake Beach Rail Trail Segment PAMC Project prepared by M-NCPPC staff.
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. 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: 1,232 incoming calls (average of 61 calls per working day M-F)
- Room Rentals: 1
- Notaries: 2
- Parking Permits: 54
- Food Truck Permits: 8

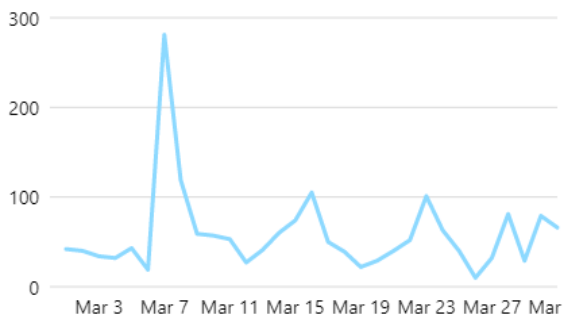
### Outreach Statistics:

#### *Facebook & Instagram-*

#### **Page and profile visits**

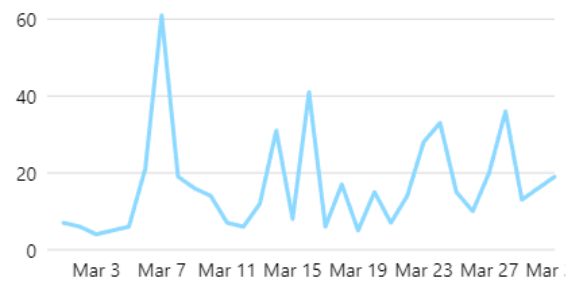
##### Facebook Page visits ⓘ

1,819 ↓ 4.2%



##### Instagram profile visits ⓘ

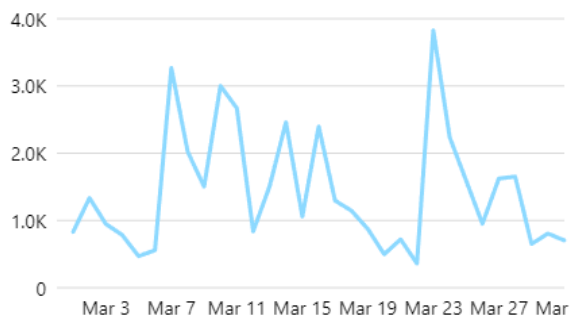
518 ↑ 150.2%



#### **Reach**

##### Facebook Page reach ⓘ

19,107 ↓ 63.6%



##### Instagram reach ⓘ

2,467 ↑ 3.8%

