



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday May 2<sup>nd</sup>, 2023  
Re: April 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 April 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	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 at the May work session.
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	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 late June 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	Ready to go live! Just working to install signage.
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.

### Office Statistics:

- Phone Call Volume: 870 incoming calls (average of 43 calls per working day M-F)
- Room Rentals: 1
- Notaries: 3
- Parking Permits: 56
- Food Truck Permits: 13

### Outreach Statistics:

#### *Facebook & Instagram-*

