



MEMORANDUM

To: Board of Town Commissioners

From: Sarah Franklin, Mayor

Date: Monday, November 21, 2023

Re: October 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 November & December, 2023.

Major Projects Underway	
Codification:	Codification is underway. They are waiting for Property Standards to be updated this is on track to be completed in May. 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 to the Board of Commissioners. The Board will look at a Charter Change timeline starting in May after the Budget has been adopted.
Event Planning	Planning for Volunteer Appreciation Event along with Town Annual Event Calendar.
Beautification	This project is 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.
Property Purchase	The Property has been purchased and reimbursement of funds has been approved by the MD Board of Public Works soon. Completing paperwork for reimbursement.
Playground	This project is being overseen by the Public Works Department.
PAMC Trail Study	Trail Study Team had a site visit and is working on feasibility and alternatives. They will begin stakeholder interviews in the next weeks.
ParkMobile	The Town is looking into to pilot a validation code program with business community.
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 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. Unknown timeframe for the work to be completed. They are also coordinating with agencies on the Rt.4 and MD 717 bridge replacements (four

Town of Upper Marlboro

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	total bridges). This replacement is scheduled to begin construction in March of 2025.
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Office Statistics:

	November	December
Room Rentals:	2	2
Notaries:	3	0
Parking Permits:	8	8
Food Truck Permits:	0	5(?)

Outreach Statistics:
Facebook & Instagram-

