



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday June 19th, 2022
Re: July 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects that the Town has currently underway. We are also in the hiring process of a Grant Coordinator and a bookkeeper. A reminder Town Hall is reopened during normal office hours, but please note new security measures. The Town is still distributing free COVID tests and masks at Town Hall during regular office hours once we get a resupply from the County. We are hosting two interns at Town Hall over the summer months, a mix of both local college students working for credit hours, and one from the County program. The FY22 Audit is underway, and the Town has opened a Bill.com account to assist with processing and paying invoices more efficiently in the absence of a staff bookkeeper. The Town Clerk is also coordinating the codification process, and Gen Gov Staff are working to prep for our next round of large events later summer and fall.

Project Name	Overview	Update
Capitol Trail Coalition Partnership	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Working with MNCPPC and SHA on grant programs to begin planning for the first leg of the Chesapeake Beach RR trail between Old Crain Highway and MD 725.
New Town Playground Construction	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	Phase 1 open! Working with vendor on the permitting and construction process for Phase 2 & 3, hoping for Oct 2022 groundbreaking.
Town Financial Policies	A set of policies to govern the Town's Financial operations.	August 2022
Road Improvements	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Project handed over to Director Bond, will show up in DPW report in the future.
Church Street Parking Lot Upgrade & Pocket Park	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Waiting for reimbursement from the State for the 20K for the purchase of the pocket park. DPW working with Mead & Hunt for designs for the Church street lot.
Structure of Government	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.
Codification	The process of integrating all individual Town Ordinances into one cohesive code document.	Town Clerk is working with the vendor to this project completed. Unknown completion timeline.

Rebranding	Working with MNCPPC and County Economic Development Team to rebrand the Upper Marlboro Area as horse country.	Additional details to come after additional meetings with County.