



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday August 16th, 2022
Re: August 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects that the Town General Government has currently underway. We are also in the hiring process of a Grant Coordinator and a bookkeeper. A reminder Town Hall has been OPEN for the past few months. The Town is still distributing free COVID tests at Town Hall during regular office hours. Last week as the last week for our summer interns, Savannah and Aiden. During their time with the Town they assisted with numerous projects (Annual vehicle count, annexation prep, business mixer, outreach, general office support, and more). Permitting for the playground is underway, staff is working closely with the contractors to coordinate with DPIE, DPW&T, and Health Department. Equipment has been ordered and will begin to arrive within the next two months. Staff is also working with the County on beautification for the horse shows. Gen Gov is hiring both a bookkeeper and a part-time Events Coordinator, which is placing additional tasks on the current staff. Town is also sending regular communication to the business community by email. Staff is also planning for other events such as the Old Crain Hwy event, Trunk or Treat, Christmas Towne, Car Show, and more.

Project Name	Overview	Update
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.
Town Financial Policies	A set of policies to govern the Town's Financial operations.	Staff is working on drafts for the Board to review at the September Board WS.
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.
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. A estimated completion date will be provided in the next report.
Rebranding	Working with MNCPPC and County Economic Development Team to rebrand the Upper Marlboro Area as horse country.	Placed on hold until after the horse shows.