



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, October 18th, 2022
Re: October 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government undertaken in September 2022.

The Town has hired former intern Aiden Thomas part-time as a special assistant, assisting the Town Administrator with special projects and general office support. This helps offset the lost man hours of the currently vacant positions (grant manager, bookkeeper, and events coordinator which we are hiring for). Town is still distributing COVID-19 tests at Town Hall during office hours.

Major Projects Underway	
Event Planning	Staff has been planning many events, including Old Crain Hwy Centennial, Happy Leaf Arts Festival (canceled), Trunk or Treat, Horse Show Food Trucks, Blood Drive, Christmas Towne, and several smaller misc. events.
Codification	The Town Clerk is working with the Municode team, with the legal review will be submitted to the Town Attorney in February / March, 2023. This is a 10 month process
Annual Audit	The Town Administrator working with the Auditing and Accounting firms to complete the FY22 annual audit.
Town Financial Policies & Legislation	One Charter Amendment, one Procurement Ordinance, and a set of financial policies introduced September Town meeting.
Grant Applications	PEPCO Grant applications for the pocket park and emergency generators have been submitted. Gen
Playground	Phase 2 & 3 playground is in the planning & permitting phase, with equipment being delivered in October to the vendor. Vendor working with County and WSSC permitting.
Beautification	Gen Gov staff are working with Town DPW to purchase and coordinate beautification efforts before the horse shows. Also working with State & County agencies on their projects.
ParkMobile	Staff working with ParkMobile to set up the new mobile parking system and integrate it with the Town's existing IPS enforcement and parking equipment.
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution 2022-01 for Phase 3 Annexation.
State Highway Projects	Working with SHA teams on 1) Main St/ Water St sidewalk update 2) Water Street bridge 3) Water Street repaving (Completed!), 4) Ritchie Marlboro Rd exit reconstruction (Completed!)

Office Statistics:

- Phone Call Volume: 672 incoming calls (average of 33 calls per working day M-F)
- Room Rentals: 0
- Notaries: 3
- Parking Permits: 38
- Food Truck Permits: 0

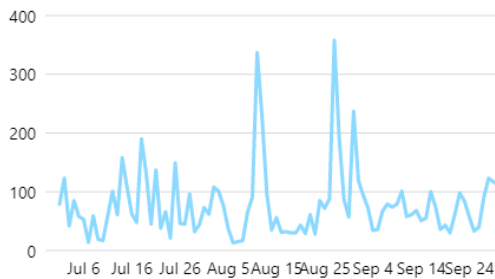
Outreach Statistics:

Facebook & Instagram-

Page and profile visits

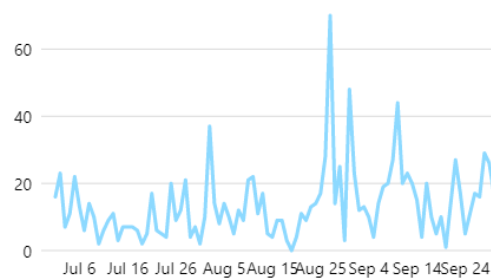
Facebook Page visits ⓘ

7,203 ↑ 49.8%



Instagram profile visits ⓘ

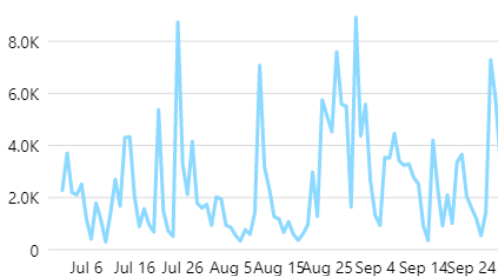
1,263 ↓ 14.5%



Reach

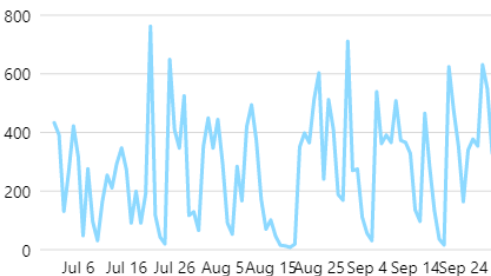
Facebook Page reach ⓘ

79,151 ↑ 37.2%



Instagram reach ⓘ

2,772 ↓ 38.1%



Constant Contact-

