



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, November 15th, 2022
Re: November 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 October 2022.

We wrapped up a busy and successful month in October filled with amazing events and initiatives, including the installation of a mural and three life-sized, painted horse statues. We are working to onboard a new part-time events coordinator and actively recruiting for an Administrative Assistant/Bookkeeper. The town is still distributing COVID-19 tests at Town Hall during office hours.

Major Projects Underway	
Event Planning	Staff has been planning and implementing many events, including Old Crain Hwy Centennial, 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 is 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 were introduced September Town meeting and up for approval in Nov.
Grant Applications	PEPCO Grant applications for the pocket park and emergency generators have been submitted.
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 and also working with State & County agencies on their projects.
ParkMobile	Staff working with Park Mobile 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: 1,219 incoming calls (average of 60 calls per working day M-F)
- Room Rentals: 1
- Notaries: 1
- Parking Permits: 22
- Food Truck Permits: 11

Outreach Statistics:

Facebook & Instagram-

Reach

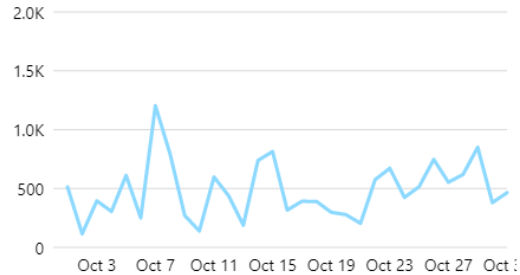
Facebook Page reach ⓘ

50,873 ↑ 23.9%



Instagram reach ⓘ

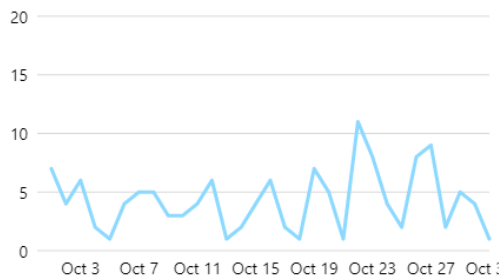
3,873 ↑ 116.7%



New likes and follows

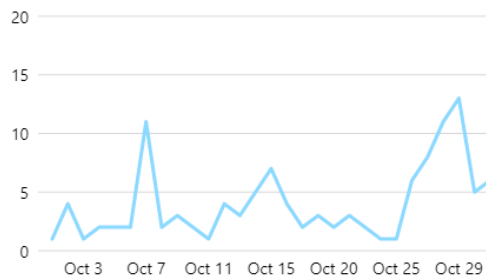
Facebook Page new likes ⓘ

132 ↑ 38.9%



New Instagram followers ⓘ

117 ↑ 112.7%



Constant Contact-

