



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, September 20th, 2022
Re: September 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 August 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, Fire Dept Parade (canceled), Christmas Towne, and several smaller misc. events.
Codification	The Town Clerk is working with the Municode team to set up a timeline meeting with them, the Town staff and Town Attorney.
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 up for introduction at the September Town meeting.
Grant Applications	Town Administrator has submitted a DNR grant requesting \$180,000 for pocket park improvements. Greenwill track grant funding through the 2023 State Legislative session. If awarded, funds will be available on July 1, 2023.
Playground	Phase 2 & 3 playground is in the planning & permitting phase, with equipment being delivered in October to the vendor. Staff setting up timeline meetings this month.
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, 4) Ritchie Marlboro Rd exit reconstruction.

Office Statistics:

- Phone Call Volume: 688 incoming calls (average of 29 calls per working day M-F)
- Room Rentals: 2
- Notaries: 4

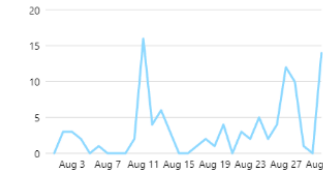
Outreach Statistics:

Facebook & Instagram-

New likes and follows

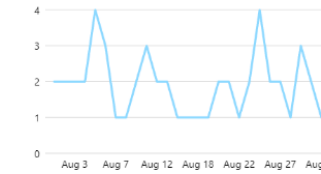
Facebook Page new likes ⓘ

101 ↑ 14.8%



Instagram new followers ⓘ

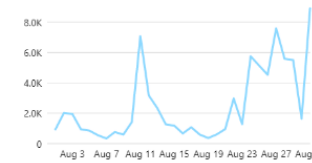
52 ↑ 40.5%



Reach

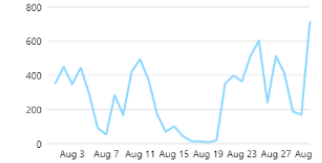
Facebook Page reach ⓘ

35,383 ↑ 10.6%



Instagram reach ⓘ

1,591 ↑ 5%



Constant Contact-

2,213 “opens”, 5 unsubscribes, 7 subscribers