



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, January 10th, 2023
Re: January 2023 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 December 2022.

General Government will be back up to full staff for the first time in nearly a year as of Monday, January 9th, 2023, with the hiring of Town resident Crystal Nelson as the Town's new bookkeeper. She will be trained over the course of January to handle tasks currently being covered by the Town Administrator and Town Accounting firm.

Major Projects Underway	
Event Planning	Our new events Coordinator is already underway planning Marlboro Day and other Town events this year.
Codification	Municode has advanced the Town's project, with a meeting set up in February between the Clerk, Town Admin, Town Attorney, and Muncide Team.
Annual Audit	Audit is complete and submitted to the State. Approved by the Board in December, closing out this item.
Town Financial Policies & Legislation	Approved at the November Town meeting, John is working to advertise the Charter Amendment. Once it is advertised, we can begin making the changes.
Grant Applications	Town has applied for a \$550,000 stormwater management grant from the Chesapeake Bay Foundation to assist with curb and drainage upgrades to School and Wilson Lanes.
Playground	Permitting was submitted to the County. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline. Looking for a pool management company to manage the chemical levels of the splash pad system.
Finance	Town Administrator working to build up the Town cash flow by drawing down on all the pending State and County grants for reimbursement, working to get overdue Town Business Personal Property taxes payments paid, and sending overdue parking citations to collections. Also building the FY24 Budgeting process.
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 the Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Town is receiving inquiries from many surrounding HOAs and communities to join the Town.
State Highway Projects	Working with SHA teams on 1) Main St/ Water St sidewalk update and 2) Water Street bridge.

Office Statistics:

- Phone Call Volume: 1,213 incoming calls (average of 60 calls per working day M-F)
- Room Rentals: 2
- Notaries: 3
- Parking Permits: 51
- Food Truck Permits: 0

Outreach Statistics:

Facebook & Instagram-

Reach

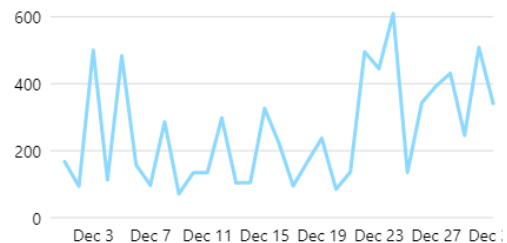
Facebook Page reach ⓘ

25,595 ↓ 9.7%



Instagram reach ⓘ

1,522 ↓ 13.4%



Page and profile visits

Facebook Page visits ⓘ

3,030 ↑ 54.4%



Instagram profile visits ⓘ

280 ↓ 16.9%



Constant Contact

Total Contacts 1,483

Email Open Rate 42%

New Contacts- 7

Un-Subscriptions- 4