



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Friday December 8th, 2022
Re: December 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 November 2022.

We are working on boarding a new part-time events coordinator and actively recruiting 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 coordinating a donation drive site at Town Hall, as well as the Christmas Towne & Tree Lighting Event.
Codification	Municode has advanced the Town's project, with a meeting set up in February between the Clerk, Town Admin, Town Attorney, and Municode Team.
Annual Audit	Audit is complete and submitted to the State. Audit up for formal Board approval at the December Town meeting.
Town Financial Policies & Legislation	Approved at the November Town meeting, John is working to advertise the Charter Amendment
Grant Applications	The Town has been awarded a \$5,000 from a PEPCO Grant for emergency generators!
Playground	Permitting submitted to the County, the construction completion date is set for mid-May 2023. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline.
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 2023-01 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: 1,119 incoming calls (average of 59 calls per working day M-F)

- Room Rentals: 1
- Notaries: 2
- Parking Permits: 8
- Food Truck Permits: 0

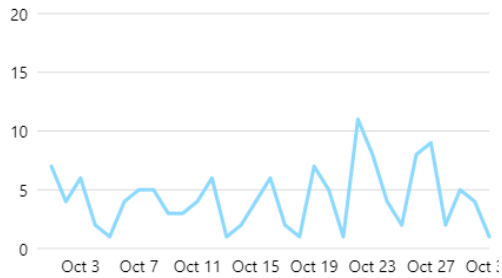
Outreach Statistics:

Facebook & Instagram-

New likes and follows

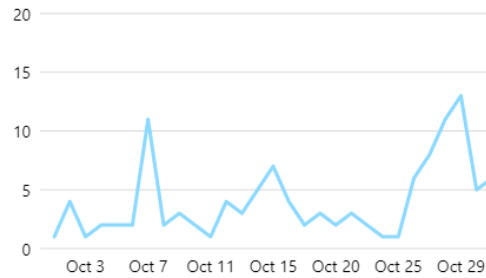
Facebook Page new likes ⓘ

132 ↑ 38.9%



New Instagram followers ⓘ

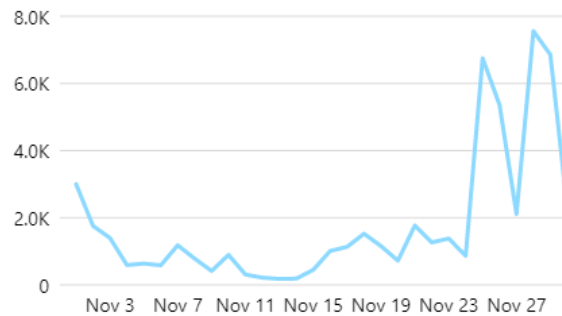
117 ↑ 112.7%



Reach

Facebook Page reach ⓘ

26,816 ↓ 47.3%



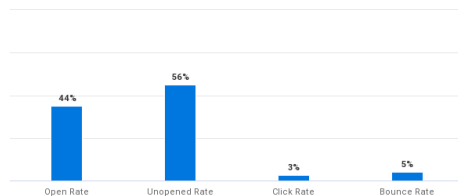
Instagram reach ⓘ

1,673 ↓ 56.8%



Constant Contact-

8,468 Sends



3,514 Opens

