



MEMORANDUM

To: Town Council

From: Clayton A. Anderson, Town Manager

Date: September 23, 2025

Re: 2025 Monthly General Government Report

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in August 2025.

| Projects Underway | |
|-----------------------------------|---|
| Reports | <ul style="list-style-type: none">• DHCD Circuit Rider Audit• Opioid Reporting Opioid Relief Fund (ORF) |
| Community Engagement | <ul style="list-style-type: none">• National Night Out• Community Day• Met with Judge Cotton to discuss food truck program• Met with Employ Prince Georges• Met with the new States Attorney• Landings mailed• Continued to work with downtown business owner• UCAP Housing Resources Fair |
| Volunteer Committee Participation | <ul style="list-style-type: none">• Community Day Planning• Economic Development Working Group• Met with Board of Supervisors of Elections |
| Local Legislation | <ul style="list-style-type: none">• Codification• Charter Amendments• Elections ordinance review |

Town of Upper Marlboro

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|----------------------|--|
| Personnel | <ul style="list-style-type: none">• Job descriptions updated• Town Clerk hired• Working with a new background investigation vendor• Townhall staff met with 457B retirement• Working to complete State Retirement Certification training |
| Budget/Finances | <ul style="list-style-type: none">• Met with stop sign camera representative• Main Street Improvement Program Grant (MIP) received• Processed Personal Property Taxes• Processed Business License renewals• Updated Business License records• Mailed Business license renewals• Conference Room Rentals (4)• Notaries (3) |
| Economic Development | <ul style="list-style-type: none">• Drafting a use plan for RDA allocation• Worked with DHCD on FIP grant |
| Administration stats | <ul style="list-style-type: none">• 8/11-8/29- Staff answered 276 phone calls TM approximately 25 from outside of town hall |

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