



MEMORANDUM

To: Board of Town Commissioners

From: Clayton A. Anderson, Town Administrator

Date: July 22, 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 June 2025.

Projects Underway	
Reports	<ul style="list-style-type: none">• Main Street Improvement report submitted
Community Engagement	<ul style="list-style-type: none">• School Lane street project neighborhood meeting• Marlboro Day• Avery Meyer webinar Opioid Restitution webinar• Created youth summer employment program• Met with possible new business in downtown• Structuring parking agreement with an existing business• Initiating Food truck vendor program• Met with a small business owner downtown• Partnering with PGCO EDC to provide outreach to small businesses• Maryland Women's Business Center (virtual)• Creating Landings quarterly newsletter
Volunteer Committee Participation	<ul style="list-style-type: none">• Community Day Planning
Local Legislation	<ul style="list-style-type: none">• Codification completed/ verified

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Personnel	<ul style="list-style-type: none">• Staff is updating job descriptions• Human Resources functions are in-house
Budget/Finances	<ul style="list-style-type: none">• Engaged with PGCO RDA to release allocated Econ Dev funds• Processed Personal Property Taxes• Processed Utility Certifications• Processed Business License renewals• Updated Business License records• Corrected the broken payment link. Payments can be accepted online• Conference Room Rentals (7)• Notaries (9)
Economic Development	<ul style="list-style-type: none">• Working with RDA on a strategic plan for town• Drafted a business relocation assistance plan• Drafted an existing business assistance plan• PGCO Economic Development Work Group (slides)
Grant Updates	<ul style="list-style-type: none">• Reimbursement Request for Circuit Rider Program• FIP application submitted• Community Legacy Grant submitted• Application for Community Parks and Playgrounds (due 8/20/2025)• National League of Cities (SLFRF) reporting• Requested permission for the town to be in tier two of the program

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