



## MEMORANDUM

To: Board of Town Commissioners

From: Clayton A. Anderson, Town Administrator

Date: May 20, 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 April 2025.

Projects Underway	
Reports	<ul style="list-style-type: none"><li>Completed the Maryland State Retirement Association audit</li><li>ARPA report submitted</li></ul>
Community Engagement	<ul style="list-style-type: none"><li>Replaced the towns audio equipment</li><li>Pop- Up Food Distribution for those impacted by Federal job cuts</li><li>Sustainable Maryland Virtual meeting</li><li>MNCPPC Easter event</li></ul>
Volunteer Committee Participation	<ul style="list-style-type: none"><li>Attended Economic Development Work Group meeting</li><li>Attended Events Committee meeting</li></ul>
Local Legislation	<ul style="list-style-type: none"><li>Codification completed</li><li>Charter Amendments drafted</li></ul>
Stone Building	<ul style="list-style-type: none"><li>Staff is evaluating viability of the building</li></ul>
Budget/Finances	<ul style="list-style-type: none"><li>Held budget meetings</li><li>Processed Personal Property Taxes</li><li>Processed Utility Certifications</li><li>Completed Comcast Franchise agreement</li></ul>

### Town of Upper Marlboro

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	<ul style="list-style-type: none"><li>• Updated Business License records</li></ul>
Economic Development	<ul style="list-style-type: none"><li>• Parking Agreement for downtown businesses complete</li><li>• Provided a letter of support for a small business seeking to locate in downtown</li></ul>
Grant Updates	<ul style="list-style-type: none"><li>• MIP grant application submitted</li><li>• Submitting FIP application</li><li>• Submitting Circuit Rider application</li></ul>

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