

Charles Colbert, Mayor
Derrick Brooks, Vice Mayor
Sarah Franklin, Councilmember
Karen Lott, Councilmember
Joseph "Joe" Hourcle, Councilmember



Clayton A. Anderson, Town Manager
Telaya Bush, Deputy Town Manager

MEMORANDUM

To: Town Council

From: Clayton A. Anderson, Town Manager

Date: January 27, 2026

Re: December 2025 Monthly General Government Report

Below is an update on some projects and statistics from the Town of Upper Marlboro General Government that were undertaken in December 2025. The Town Clerk's report is not included in this report.

Projects Underway	
Reports	<ul style="list-style-type: none">• Final Beautification Grant report submitted to DHCD for reimbursement• Reviewed draft delinquent business license report
Community Engagement	<ul style="list-style-type: none">• Attended several engagements at Michaels Restaurant• Met with a local pastor to discuss parking concerns• Met with a local business to discuss assistance• Discussed marketing and permitting with a business owner• Attended the town holiday event• Quarterly edition of the Landings started• City Council approved assistance for Marlboro Mustangs 6U football team (Earned 3rd place in the National Tournament)

Town of Upper Marlboro

14211 School Lane | Upper Marlboro, MD 20772 | (301) 627 6905 |

canderson@uppermarlboromd.gov

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Volunteer Committee Participation	<ul style="list-style-type: none"> • Economic Development Working Group • Events Committee • Preparing the advertisements for all committees
RFP/ Agreements	<ul style="list-style-type: none"> • Accounting RFP submittals reviewed • Human Resources RFP submittals reviewed
Finances	<ul style="list-style-type: none"> • Town was informed that tax-exempt status was corrected and reinstated • Updated M and T Bank users • Confirmed collateralization of M and T bank accounts
Budget/Finances	<ul style="list-style-type: none"> • MOU from Prince George's County RDA reviewed • Processed Personal Property Taxes • CIP allocation received • State Aid received (PD) • Highway Revenue HUR received (PW) • Updated line items to clarify the budget
Economic Development	<ul style="list-style-type: none"> • Completed CIP allocation guidelines • Coordinated with County Economic Development to develop entrepreneurial training
Administrative Statistics	<ul style="list-style-type: none"> • Town staff received 288 phone calls • Town staff responded to 2345 emails • Town staff assisted 11 people conducting business inside the lobby • Town staff responded to approximately 36 people arriving at the front door

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