



MEMORANDUM

To: Board of Town Commissioners

From: Clayton A. Anderson, Town Administrator

Date: August 26, 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 July 2025.

Projects Underway	
Reports	<ul style="list-style-type: none">Chesapeake Workers Compensation Insurance audit
Community Engagement	<ul style="list-style-type: none">Completed Landings NewsletterMet with local businesses to discuss retention and recruitmentRenewed Towns domain name through CISAYouth summer employment program startedMet with new business owner downtownMet with a small business owner downtown
Volunteer Committee Participation	<ul style="list-style-type: none">Community Day PlanningVendors secured for Community Day
Local Legislation	<ul style="list-style-type: none">Codification completed/ verifiedCharter Amendments
Personnel	<ul style="list-style-type: none">Job descriptions updatedSummer youth program startedInterviewed for Deputy Town Administrator position

Town of Upper Marlboro

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Budget/Finances	<ul style="list-style-type: none">• Economic Development plan drafted and presented to RDA for CIP funds• Completed the vehicle registration count and sent it to PG County Office of Finance• FY 25 budget closed out• Processed Personal Property Taxes• Processed Business License renewals• Updated Business License records• Conference Room Rentals (4)• Notaries (3)
Economic Development	<ul style="list-style-type: none">• Working with RDA on a strategic plan for town• Completed a business relocation assistance plan• Completed an existing business assistance plan

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