



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Commissioner Charles Colbert & Kyle Snyder, Town Administrator  
Date: Friday August 5<sup>th</sup>, 2022  
Re: Economic Development Corporation Enabling Legislation

Commissioners,

As you are aware there has been discussion with the Commissioners on overhauling the structure of the Town's Sustainable Communities Workgroup. Staff recommendation is the creation of a new entity, of which the Sustainable Communities Work Group would become a part, codified with set authorizations via a Town ordinance that provides a checks and balance system and sets up a Board appointed by the Commissioners. Below are some rough/draft language that could be included in an ordinance to establish this new entity. Language is not set, and is simply meant to help guide the conversation.

### The Governing Body:

The Board of the Town of Upper Marlboro Economic Development Corporation (working title) shall be made up of five board members. Once appointed, the Board members shall select their own Chair, and forward their selection to the Board of Town Commissioners. The standing Town Commissioner on the UMEDC cannot serve as the Chair of the Board. The Board of Directors shall be made up of the below category of members (who are at least 18 years of age):

- One current Town resident of the Town of Upper Marlboro.
- One Property Owner who owns commercially zoned real property within the Town's corporate limits who is in good standing with Town, County, and State regulations.
- One Business Owner who owns or manages a registered business within the Town limits which is in in good standing with Town, County, and State regulations.
- One standing Town Commissioner of the Town of Upper Marlboro.
- One additional stakeholder with interests within either the Town limits or just outside Town limits.

Additional Members- Town Staff, Maryland-National Capitol Parks & Planning Staff, relevant State Agency staff, and other stakeholders may work with and assist the Governing Board, but do not have a formal vote or decision-making capability. The Town Board of Commissioners may formally appoint a designated Town-staff person to assist and be a liaison to the UMBEDC.

### Meetings:

The Governing Board of Directors shall meet no less frequently than quarterly and provide the Town Clerk's office with a formal agenda at least one week prior, and minutes within 14 calendar days of the meeting. The BOD can have additional work sessions or special meetings as needed.

Approval of Grants and Funding:

The function of the current SCWG would continue with the most recently approved policy and bylaws. This process can change once the EDC becomes its own nonprofit and has its own financial system to become a “pass-through” for the grant system. The Town may also wish to allocate operational funds to the EDC from the Town Business License program and/or Entertainment Tax.

Ultimate Goal: The ultimate goal is to have a separate non-profit organization that is supported by a mix of County, State, and Federal grants, along with Town Funds and possible Town staff member, to

- Manage both the State Community Legacy Grants
- Serve as a centralized voice for the Town’s Business Community
- Help plan and organize community events (Street festivals, Food Truck events, ect)
- Business Recruitment & Retention
- Coordinate the Public Art Initiative (coordinating with Arts Council to act as their non-profit arm)

*\*Due to the timeline of this item being added to the agenda, this memo has not yet been discussed with the current SCWG members, but discussions with the group will be held and are welcome.*

Potential Ordinance Timeline:

Board Discussion- August Work Session

Introduction & Public Comment- August Town Meeting

Board Discussion & Public Comment - September Work Session

Board Approval & Public Comment- September Town Meeting