



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday June 21st, 2022
Re: Resolution 2022-12 Setting Town Service Fees

Commissioners,

Before you is Resolution 2022-12, “A resolution authorizing setting of fees for vehicle parking lot rates and permits, FOIA requests, notary, copy and permit services”. This type of Resolution is passed from time to time by the Board to adjust fees for different services the Town provides. The last time fees were adjusted was in 2019 with Resolution 2019-03.

Changes Being Made in this Resolution:

- Addition of Vendor Fee of \$100, this fee amount was initially set by Resolution 2020-04 Marlboro Day at \$50.
- Changing “Church Street Parking Lot Permit” to “Parking Permit” to reflect the parking passes being sold for Governor Oden Bowie Drive.
- Removal of “Reproductions (onto compact disc) \$20 per disk and “Police Report \$10” as these items are no longer used.
- Adjusting Food Truck Permit from \$200 per day to \$75 as required by new County Law.

If passed at the June 28th, 2022, Regular Town meeting, the fees would take effect on July 1st, 2022, with the new Fiscal Year.