

The Town of Upper Marlboro

RESOLUTION: 2024-05
SESSION: Regular Town Meeting
DATED: February 27, 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO ESTABLISHING FEES AND CHARGES FOR THE TOWN OF UPPER MARLBORO

WHEREAS, MD Code Ann., Local Gov't, § 5-205-(d) authorizes a municipality to establish and collect reasonable fees and charges for franchises, licenses, and permits granted by the municipality, and to establish and collect reasonable fees and charges associated with the exercise of a governmental and proprietary functions by the municipality; and

WHEREAS, pursuant to § 82-37 of the Town Charter, the Treasurer under, the supervision of the President, has the authority and is required to bill for and collect all taxes, special assessments charges, license fees, liens, and all other revenues (including utility revenues) of the Town, and all other revenues for whose collections the Town is responsible, and receive any funds receivable by the Town; and

WHEREAS, pursuant to this authority the Board of Commissioners has established various fees and charges for services that it provides; and

WHEREAS, the Commissioners find that, in conjunction with developing the annual budget, it is in the best interest of the Town to evaluate the various fees and charges assessed by the Town and determine whether it is necessary to change them.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro, Maryland, that the fees set forth in the Miscellaneous Fees Schedule, attached hereto as Exhibit 1 and incorporated herein by reference, shall be the fees charged by the Town of Upper Marlboro effective immediately, and shall remain in effect until a new Fees Resolution is passed.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 27th day of February, 2024.

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

Sarah Franklin, President

The Town of Upper Marlboro

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Alma Prevatte, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 27th day of February, 2024.

John Hoatson, Town Clerk

FEE SCHEDULE NEXT PAGE

The Town of Upper Marlboro

Exhibit 1. – Miscellaneous Fees Schedule

The following fees will be imposed for the services listed below as approved by the Board of Commissioners for the Town of Upper Marlboro:

Copies (up to 3 pages no charge)	\$ 0.25 per additional page
Faxes (up to 3 pages no charge)	\$ 0.50 per additional page
Notary Public	\$ 4.00 per seal
Returned Check Fee	\$ 35.00
Vehicle Impound Release Form	\$ 50.00
Police Report / Accident Report	\$ 10.00
Special Event Permit	\$ 75.00
Daily Food Truck Permit	\$ 50.00
Event Vendor Fee	\$ 30.00 Town Business / Resident
	\$ 70.00 Non-Town Business / Resident
	\$ 15.00 Non-Value-Added Produce Only
Dumpster Permit	\$ 125.00 + non-refundable deposit
Credit Card Processing Fee	3.5 percent
Parking Permit	\$ 40.00 per month — \$ 12.00 per week
	\$ 100.00 for three months/quarter
Public Information Act (MDPIA) requests:	
– up to 2 hours staff search & preparation time:	no charge
– research/copying time, beyond 2 hours:	The hourly rate of the individual who is required to conduct the research and copying.
– additional research and review by Legal	
Counsel not included in the initial 2 hours:	Actual Cost