

**The Town of Upper Marlboro**

RESOLUTION: 2022-12

SESSION: Regular Town Meeting

INTRODUCED: June 28<sup>th</sup>, 2022

DATED: July 26<sup>th</sup>, 2022

**A RESOLUTION AUTHORIZING SETTING OF FEES FOR VEHICLE PARKING LOT RATES AND PERMITS, FOIA REQUESTS, NOTARY, COPY AND PERMIT SERVICES**

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate in the State of Maryland under its Charter and as a municipal corporation; 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**, the Commissioners find that it is in the best interest of the Town to establish or change various fees from time to time.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, Maryland, that the following fees, attached hereto and incorporated herein by reference, be set effective August 1<sup>st</sup>, 2022, and remain in effect until a new Resolution is passed.

**PASSED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 26<sup>th</sup> day of July, 2022.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Janice Duckett, Commissioner

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

**The Town of Upper Marlboro**

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Thomas Hanchett, 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was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.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 26th day of July, 2022.

\_\_\_\_\_  
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	\$ 100.00 per event
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: \$ 35.00 per hour
- additional research by Legal Counsel: per quote