

# County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. **5**

## Resolution No. 69 -2016

Introduced by: The Chairperson at the request of the County Executive

A RESOLUTION approving fee and rate schedules for:

- (1) Applying for approval of an industrial development revenue bond or MIDFA bond or loan;
- (2) Solicitor and Peddler Identification Card;
- (3) Weekend Prisoners - Room and board;
- (4) Prisoner - Health care provider fee;
- (5) Participation in work release program;
- (6) Participation in home detention program;
- (7) Marriage license fee charge for funding of domestic violence programs;
- (8) Annual registration of trespass towing companies and maximum rates to be charged by trespass towing services;
- (9) Fee and specifications for transcripts of administrative proceedings; and
- (10) Reproduction of public records.

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Introduced and read first time \_\_\_\_\_, 2016.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Read for a second time at a public hearing on \_\_\_\_\_, 2016.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

This Resolution was read the third time and was Adopted \_\_, Adopted with amendments \_\_, Failed \_\_, Withdrawn \_\_, by the County Council on \_\_\_\_\_, 2016.

Certified By \_\_\_\_\_  
Jessica Feldmark, Administrator

Approved by the County Executive \_\_\_\_\_, 2016

\_\_\_\_\_  
Allan H. Kittleman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment

1           **WHEREAS**, Section 22.600 of the Howard County Code provides for a fee, set by  
2 resolution of the County Council, to be charged for each new or refunded industrial development  
3 revenue bond or each new MIDFA loan or bond; and  
4

5           **WHEREAS**, Section 14.702 of the Howard County Code requires the County Council to  
6 annually adopt by Resolution an annual fee for the issuance of an identification card for a  
7 solicitor or peddler and for FY17, the Office of Consumer Protection has proposed to change that  
8 fee as shown in the attached fee schedule; and  
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10           **WHEREAS**, Section 11-801 of the Correctional Services Article of the Annotated Code  
11 of Maryland authorizes the County to charge a fee to “weekend inmates” in the Howard County  
12 Detention Center to cover the costs of the inmates’ food, clothing and lodging while confined;  
13 and  
14

15           **WHEREAS**, Section 11-203 of the Correctional Services Article of the Annotated Code  
16 of Maryland requires the local governing body to set a reasonable fee, not to exceed \$4, for each  
17 visit by an inmate of the County Detention Center to an institutional medical unit or non-  
18 institutional physician, dentist or optometrist; and  
19

20           **WHEREAS**, Section 11-715 of the Correctional Services Article of the Annotated Code  
21 of Maryland authorizes Howard County to establish a work release program and to require the  
22 inmate to reimburse the County for the County’s costs of providing food and lodging to the  
23 inmate and for the inmate’s participation in the work release program and for FY17, the  
24 Department of Corrections has proposed a change to the structure of that fee as shown in the  
25 attached fee schedule; and  
26

27           **WHEREAS**, Section 6-108 of the Correctional Services Article of the Annotated Code  
28 of Maryland which authorizes the County to establish a home detention program and to require  
29 the inmate to reimburse the County for the County’s costs of electronic monitoring; and  
30

1           **WHEREAS**, Section 2-404 of the Family Law Article of the Annotated Code of  
2 Maryland authorizes the County Council to direct the Clerk of the Court to charge an additional  
3 fee for a marriage license to partially fund battered spouse shelters and domestic violence  
4 programs; and

5  
6           **WHEREAS**, Section 17.602 of the Howard County Code requires trespass towing  
7 companies to register with the Office of Consumer Affairs and to pay annually in January a  
8 registration fee which is set annually by resolution of the County Council; and

9  
10           **WHEREAS**, Section 17.601 of the Howard County Code requires the County Council to  
11 annually adopt, by Resolution, a schedule of maximum rates to be charged by a tow operator for  
12 towing a vehicle from private property without the consent of the vehicle owner, and

13  
14           **WHEREAS**, Section 2.121 of the Howard County Code requires the County Council to  
15 establish, in connection with administrative proceedings, specifications for transcript preparation  
16 and a reasonable fee to be charged for the costs of transcription and certification; and

17  
18           **WHEREAS**, pursuant to Section 4-206 of the General Provisions Article of the  
19 Annotated Code of Maryland, the official custodian may charge a reasonable fee for the search,  
20 preparation and reproduction of public records.

21  
22           **NOW, THEREFORE, BE IT RESOLVED** by the County Council of Howard County,  
23 Maryland this \_\_\_\_\_ day of \_\_\_\_\_, 2016 that it adopts the attached schedules of fees;  
24 and

25  
26           **BE IT FURTHER RESOLVED** that the fee schedules adopted in this Resolution shall  
27 be effective July 1, 2016 and shall continue in effect until changed or repealed by subsequent  
28 resolution of the County Council.

**SCHEDULE OF FEES FOR APPLYING FOR INDUSTRIAL DEVELOPMENT REVENUE BONDS, MIDFA BONDS OR LOANS**

*These fees are set pursuant to Section 22.600 of the Howard County Code that provides for a fee, set by resolution of the County Council, to be charged for each new or refunded industrial development revenue bond or each new or refunded MIDFA loan or bond.*

**Industrial development revenue bond or MIDFA bond or loan applications**

Bond or loan up to \$500,000	\$500
Bond or loan \$500,000 or higher	\$1,000

## SOLICITOR AND PEDDLER FEES

*These fees are set pursuant to Section 14.702 of the Howard County Code that requires the County Council to annually adopt, by Resolution, an annual fee for issuance of an identification card for a solicitor or peddler.*

### **Peddler's Identification Card**

[[Annual fee for each card	\$100]]
FEE FOR AN IDENTIFICATION CARD REQUESTED ON OR AFTER JULY 1, 2016	\$100
FEE FOR AN IDENTIFICATION CARD REQUESTED ON OR AFTER JANUARY 1, 2017	\$50
CARDS EXPIRE ON JUNE 30, 2017	
Annual fee for each card issued to a person, company, firm or partnership that has adopted a code of ethics pursuant to Section 14.706(8) of the Howard County Code	\$50

## WEEKEND PRISONER FEE

*This fee is set pursuant to Section 11-801 of the Correctional Services Article of the Annotated Code of Maryland that authorizes the County to charge a fee, set by resolution of the County Council, to "weekend inmates" in the Howard County Detention Center to cover the costs of the inmates' food, clothing and lodging while confined*

Charge per day \$25.00

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## HEALTH CARE PROVIDER FEE

*This fee is set pursuant to Section 11-203 of the Correctional Services Article of the Annotated Code of Maryland that requires the local governing body to set a reasonable fee, not to exceed \$4, for each visit by an inmate of the County Detention Center to an institutional medical unit or noninstitutional physician, dentist, or optometrist.*

Charge per visit \$4.00

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## WORK RELEASE FEE

*This fee is set pursuant to Section 11-715 of the Correctional Services Article of the Annotated Code of Maryland that authorizes Howard County to establish a work release program and to require the inmate to reimburse the County for the County's costs of providing food and lodging to the inmate and for the inmate's participation in the work release program.*

[[Charge per day WEEKLY EARNINGS	\$15.00]] ROOM AND BOARD PAYMENT RATE
1. \$200.00 OR LESS PER WEEK	\$5.00 PER DAY
2. \$201.00 - \$400.00 PER WEEK	\$9.00 PER DAY
3. \$401.00 - \$600.00 PER WEEK	\$11.00 PER DAY
4. \$601.00 - \$800.00 PER WEEK	\$13.00 PER DAY
5. \$801.00 - \$1,000.00 PER WEEK	\$17.00 PER DAY
6. \$1,001.00 OR MORE PER WEEK	\$20.00 PER DAY

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## HOME DETENTION PROGRAM

*This fee is set pursuant to Section 6-108 of the Correctional Services Article of the Annotated Code of Maryland that authorizes Howard County to establish a home detention program and to require the inmate to reimburse the County for the County's costs of electronic monitoring.*

Charge per day \$12.00

## **MARRIAGE LICENSE FEE**

*This fee is set pursuant to Section 2-404 of the Family Law Article of the Annotated Code of Maryland that authorizes the County Council to direct the Clerk of the Court to charge an additional fee for a marriage license to partially fund battered spouse shelters and domestic violence programs.*

Marriage license fee \$50

Distributed as follows:

\$5	to the Clerk of the Court (set by State)
\$5	to Howard County General Fund (set by State)
\$40	to Howard County to fund battered spouse shelters and domestic violence programs.

## **FEE FOR ANNUAL REGISTRATION OF TOWING COMPANIES**

*This fee is set pursuant to Section 17.602 of the Howard County Code that requires trespass towing companies to register with the Office of Consumer Affairs and to pay an annual registration fee each January which is set by resolution of the County Council.*

Annual registration fee per trespass towing company	\$150
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## TRESPASS TOWING SERVICES MAXIMUM RATE SCHEDULE

*These rates are set pursuant to Section 17.601 of the Howard County Code that requires the County Council to set the maximum rates that a tow operator may charge when towing a vehicle from private property without the consent of the vehicle owner*

	<u>Service Performed</u>	<u>Maximum Fee</u>
1.	<p>Attaching the vehicle to the tow truck  This includes any other service needed to safely remove the vehicle such as unlocking, disconnecting and reconnecting the driveshaft, or securing the steering wheel. This does not include dollying and flatbedding.</p>	
	Vehicle weighing 8000 lbs or less	\$125
	Vehicle weighing over 8000 lbs	\$390
	<p>Other services to safely remove vehicle  Dollying or flatbedding when necessary in order to tow the vehicle in accordance with the recommendations of the American Automobile Association Towing Manual.</p>	\$15
2.	<p>Towing the vehicle  The charge is for the distance from the place where the vehicle was attached to the tow truck to the nearest storage site.</p>	\$0 per mile
3.	<p>Storing the vehicle**  Storage time begins when the vehicle arrives at the storage site or when the towing service notifies the Howard County Police Department that the vehicle has been towed, whichever is sooner.</p>	
	Vehicle weighing 8000 lbs or less	
	First 12 hours	\$12.50
	Second 12 hours	\$12.50
	Each additional 12 hours	\$12.50

Vehicle weighing over 8000 lbs	
First 12 hours	\$37.50
Second 12 hours	\$37.50
Each additional 12 hours	\$37.50

\*\* Per 17,601(b)(3) of the Howard County Code, no charge shall accrue for a time period until at least 6 hours of the time period has elapsed.

4. Releasing a vehicle after it has been attached but before it has been towed.

Vehicle weighing 8000 lbs or less	\$62.50
Vehicle weighing over 8000 lbs	\$195

Any other service is free unless specifically requested by vehicle owner

## **SPECIFICATIONS AND FEE FOR TRANSCRIPTION AND CERTIFICATION OF ADMINISTRATIVE PROCEEDINGS**

*This fee is set pursuant to Section 2.121 of the Howard County Code that, requires the County Council to prescribe, by resolution, a specification for transcript preparation and a fee to be charged for the costs of transcription and certification.*

### **Specifications:**

Paper size 8½" x 11  
25 lines per page  
12 point type, Courier font  
lines numbered, line numbering placed 1" from left edge of page  
text placed 1.3" from left edge of page  
right margin 0.8"

### **Fee**

\$4.00 per page, which includes:

- (a) one certified original transcript to be filed by the agency with the record for court review; and
- (b) one copy of the certified original

## REPRODUCTION OF PUBLIC RECORDS

*This fee is set pursuant to Section 4-206 of the General Provisions Article of the Annotated Code of Maryland, which provides that the official custodian may charge an applicant a reasonable fee for the search, preparation, and reproduction of a public record.*

Price per page, for paper copies, except as provided otherwise below:	\$ .25 for black and white \$ .50 for color
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1. The Department of Fire and Rescue Services may charge for the reproduction of:
  - a. Fire/ambulance reports \$2.50 per report
  - b. Fire/ambulance digital reports \$12 per cd
  
2. The Police Department may charge fees approved in a separate resolution for the search, preparation, and reproduction of public records.
  
3. The Department of County Administration or County Council may charge for the transfer of digital material to CD, DVD, or flash drive

	\$10/disk
	\$20/flash drive
  
4. The Department of Planning and Zoning may charge fees for the reproduction of public records in accordance with the Fee Schedule, attached as Exhibit A.

Notwithstanding the fees listed in Exhibit A, if the actual cost of a service or product the Department provides is different from the fee listed in Exhibit A, the Department may charge a different fee for the product or service, provided that the fee charged may not exceed the Department's actual cost to provide the product or service.

5. A Department may charge a fee approved in a separate Resolution for the reproduction of public records or policy for the reproduction of public records.

### Electronic Copies

Unless otherwise provided by the Maryland Public Information Act:

1. Electronic copies shall be provided when the record is routinely kept by the agency in an electronic format unless the requestor specifies paper copies;
2. The Public Information Office may, but need not, convert paper records to electronic records; and
3. Where an electronic response, or portion thereof, is too large to send electronically, the Public Information Office shall convert the response, or portion thereof, to paper, cd, DVD, or flash drive, as the requestor specifies.

## Search and Preparation of Public Records

In addition to any reproduction fees, a County department may charge fees for the search and preparation of public records, provided that no fee may be charged for the first two hours of search and preparation, and provided that the fee charged may not exceed the department's actual cost of search and preparation.

**LARGE FORMAT PRINTING, ELECTRONIC DOCUMENT PROCESSING,  
RECORDS HANDLING AND COPYING/PRINTING  
FEE SCHEDULE  
Effective July 1, 2016**

*These fees are authorized under Maryland State Law and the Howard County Charter which allows the County to charge a "reasonable fee" for the reproduction of records. (Annotated Code of Maryland State Government Article Section 10-621; Howard County Charter, Section 906.)*

<b>LARGE FORMAT DOCUMENTS</b>		
<b>Print Material/Size</b>	<b>Price Per Sheet</b>	
	Black/White	Color
<b>PLOT PAPER</b>		
18 x 24	\$1.00	\$3.00
24 x 36	\$1.50	\$4.50
36 x 42	\$2.00	\$6.00
36 x 60	\$2.50	\$7.50
<b>PLOT MYLAR</b>		
18 x 24	\$4.00	\$12.00
24 x 36	\$5.00	\$15.00
36 x 60	\$9.00	\$27.00
<b>PLOT WHITE FILM</b>		
18 x 24	\$5.00	\$15.00
24 x 36	\$7.50	22.50
CD OF PLOT (TIFF image)	\$5.00	
FULL COLOR TOPOGRAPHIC MAPS	\$32.00	
<b>COLOR GIS MAPS</b>		
24 x 36	\$16.00	
36 x 42	\$32.00	
<b>ELECTRONIC DOCUMENT PROCESSING</b>		
<b>Submission Fee</b>	<b>Price</b>	
ELECTRONIC SUBMISSION FEE FOR PLANS (per sheet) – ONE-TIME FEE	\$10.00	
PAPER SUBMISSION FEE FOR PLANS (per sheet) – PER SUBMISSION	\$10.00	
<b>ARCHIVED RECORDS RETRIEVAL</b>		
<b>Retrieval Fees</b>	<b>Price per Record</b>	
RETRIEVAL OF FILE/FILE BOX – BI-WEEKLY DELIVERY	\$5.00	
RETRIEVAL OF FILE/FILE BOX – HALF DAY DELIVERY	\$35.00	
RETRIEVAL OF FILE/FILE BOX – RUSH DELIVERY (2-3 HOURS)	\$59.00	
<b>PUBLICATIONS AND DOCUMENTS</b>		
<b>Regulations, Studies, Manuals and other publications</b>	<b>Price</b>	
ELECTRONIC FORMAT OF ALL DEPARTMENT OF PLANNING AND ZONING PUBLICATIONS, INCLUDING, BUT NOT LIMITED TO: Development Monitoring System Report Forest Conservation Manual PlanHoward 2030 General Plan Map General Plan Monitoring Report Landscape Manual Route 1 Design Manual Subdivision Regulations (includes Adequate Public Facilities, Forest Conservation, Scenic Roads and Cemetery Regulations) Zoning Regulations	\$5.00 each	
MAILING OF CD, COPIES OR LARGE FORMAT PRINTING	Calculated based on current postal rates	
<b>COPYING/PRINTING OF DOCUMENTS (8 ½ x 11, 8 ½ x 14, or 11 x 14)</b>		
Black and White	\$0.25 per page	
Color	\$0.50 per page	