



# MINUTES

## Mayor and Council Meeting

Thursday, May 18, 2023 - 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, May 18, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:**

Adam Ritchey, Commissioner of Public Works  
Donny Carter, Commissioner of Finance  
Kevin Grove, Commissioner of Public Safety  
Nina Forsythe, Commissioner of Water, Parks, and Recreation  
W. Robert Flanigan, Mayor

**EXCUSED:**

Page

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 FROSTBURG BLESSING**

**4 ROLL CALL**

**5 APPROVAL OF THE AGENDA**

Moved by Commissioner Forsythe, seconded by Commissioner Grove to Approve the Agenda for the May Council Meeting.

**6 APPROVAL OF THE MINUTES**

a) Minutes from the April Council Meeting.

4 - 8

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Minutes for the April Council Meeting.*

Carried

[Mayor and Council Meeting Minutes 4-20-23](#)

**7 SPECIAL PRESENTATIONS AND REQUESTS**

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

- a) Monthly Reports of the City Departments

Moved by Commissioner of Public Works Adam Ritchey, seconded by  
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Monthly Reports of the City Departments; Vote  
of the Mayor and City Council.*

Carried

- b) FY23 Resilient Maryland Award Notification, Commissioner Nina Forsythe  
announced a One Million grant for Microgrid.

## 9 PUBLIC HEARINGS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of  
Rates and Fees
- Final Budget Presentation & Public Hearing
- b) Combined Sewer Overflow Monthly Public Hearing - Director of Public Works  
Hayden Lindsey gave the updated report as required by law.

## 10 OLD BUSINESS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of  
Rates and Fees - Elaine Jones, CPA, Director of Finance 9 - 32

Moved by Commissioner of Finance Donny Carter, seconded by  
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on Second Reading; Vote of the  
Mayor and City Council.*

Carried

[Ord. 2023-03 FY23-24 Budget](#)

## 11 NEW BUSINESS

- a) **RESOLUTION 2023-20** Authorize submission of Annual Report to the  
Maryland Department of Planning. 33

Moved by Commissioner of Public Works Adam Ritchey, seconded by  
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Resolution 2023-20; PUBLIC COMMENT; Vote  
of the Mayor and City Council.*

Carried

[Res. 2023-20 Annual Report MD Dept Planning](#)

**12 REPORT OF THE FROSTBURG POLICE DEPARTMENT**

Chief Nicholas Costello

**13 OPEN PUBLIC COMMENT**

There were none.

**14 CLOSING STATEMENT**

Under the Annotated Code of Maryland Article § 3-305(b)(1) , a closed session may be held "to discuss the appointment, employment, assignment, promotion, discipline, demotion, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction". A closed session is needed to discuss filling the Director of Community Development position.

MOTION TO ADJOURN AND ENTER INTO CLOSED SESSION. There being no further business the meeting was adjourned at 7:30 pm.

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Mayor

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City Administrator



# **MINUTES**

## **Mayor and Council Meeting**

**Thursday, April 20, 2023 - 7:00 PM**  
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, April 20, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

**PRESENT:** Adam Ritchey, Commissioner of Public Works  
Donny Carter, Commissioner of Finance  
Kevin Grove, Commissioner of Public Safety  
Nina Forsythe, Commissioner of Water, Parks, and Recreation  
W. Robert Flanigan, Mayor

**EXCUSED:**

Page

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 FROSTBURG BLESSING**

**4 ROLL CALL**

Absent Nina Forsythe, Commissioner of Water, Parks, and Recreation

**5 APPROVAL OF THE AGENDA**

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey.

**6 APPROVAL OF THE MINUTES**

a) Minutes from the March Council Meeting.

6 - 9

Moved by Commissioner of Public Safety Kevin Grove, seconded by Commissioner of Finance Donny Carter

*Motion and Second to Approve the Minutes for the March Council Meeting.*

Carried

Mayor and Council Meeting Minutes 3-16-23

- b) Sealed Minutes and Summary of Closed Meeting on April 13, 2023

Moved by Commissioner of Public Safety Kevin Grove, seconded by  
Commissioner of Finance Donny Carter

*Motion and Second to Approve Sealed Minutes and Summary of Closed  
Meeting on April 13, 2023*

Carried

**7 SPECIAL PRESENTATIONS AND REQUESTS**

- a) Police Department Recognition

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

- a) Monthly Reports of the City Departments

Moved by Commissioner of Finance Donny Carter, seconded by  
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve Monthly Reports of the City Departments; Vote  
of the Mayor and City Council.*

Carried

**9 PUBLIC HEARINGS**

- a) Constant Yield Tax Rate Hearing:  
*The Mayor and City Council of the City of Frostburg proposes to increase real  
property taxes.*

- 1. For the tax year beginning July 1, 2023, the estimated real property  
assessable base will increase by 5.1%, from \$371,743,156 to  
\$390,946,427.*
- 2. If the City of Frostburg maintains the current tax rate of \$0.70 per \$100  
of assessment, real property tax revenues will increase by 5.1%  
resulting in \$134,423 of new real property tax revenues.*
- 3. In order to fully offset the effect of increasing assessments, the real  
property tax rate should be reduced to \$0.6656, the constant yield tax  
rate.*
- 4. The City is considering not reducing its real property tax rate enough to  
fully offset increasing assessments. The City proposes to adopt a real  
property tax rate of \$0.70 per \$100 of assessment. This tax rate is 5.1%  
higher than the constant yield tax rate and will generate \$134,423 in  
additional property tax revenues.*

Public Comment: Rick Lemmert, 513 Grandview Dr. - tax cut instead of raises,  
fewer employees in each department. He also mentioned about the garbage  
on Main Street.

- b) **ORDINANCE 2023-01** Amending the City's Zoning Ordinance to Add Restaurants as Special Exception Uses in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions.
- c) **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments.
- d) Combined Sewer Overflow Monthly Public Hearing  
Director of Public Works Hayden Lindsey gave the monthly CSO Report as required by law.

**10 OLD BUSINESS**

- a) **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments. 10 - 11

Moved by Commissioner of Finance Donny Carter, seconded by  
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on Second Reading; Vote of the  
Mayor and City Council.*

Carried

Ord. 2023-02 Sec. 3-4 Interest on Taxes

**11 NEW BUSINESS**

- a) **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of Rates and Fees - Elaine Jones, CPA, Director of Finance

Moved by Commissioner of Finance Donny Carter, seconded by  
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on First Reading, and set the  
May 18, 2023 Council Meeting as an advertised Public Hearing; PUBLIC  
COMMENT; No Comment. Vote of the Mayor and City Council.*

Carried

- b) **RESOLUTION 2023-16** Authorize a transfer to the Law Enforcement Officers' Pension System. Elizabeth Stahlman, City Administrator 12 - 13

Moved by Commissioner of Public Safety Kevin Grove, seconded by  
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve Resolution 2023-16; PUBLIC COMMENT; No  
Comment. Vote of the Mayor and City Council.*

Carried

Res. 2023-16 Transfer LEOPS

- c) **RESOLUTION 2023-17** Approve program for employer pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System. Elizabeth Stahlman, City Administrator 14 - 16

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Resolution 2023-17; PUBLIC COMMENT; No Comment. Vote of the Mayor and City Council.*

Carried

Res. 2023-17 Pick up Res. State Retirement

- d) **RESOLUTION 2023-18** Agree to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the Frostburg Childcare Center Project. Elizabeth Stahlman, City Administrator 17

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Finance Donny Carter

*Motion and Second to Approve Resolution 2023-18; PUBLIC COMMENT; No Comment. Vote of the Mayor and City Council.*

Carried

Res. 2023-18 Appl Childcare Center

- e) **RESOLUTION 2023-19** Approve a change order for the Frostburg Childcare Center design contract with Bennett, Brewer, and Associates in order for bid documents to be compliant with USDA standards. Elizabeth Stahlman, City Administrator 18

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Finance Donny Carter

*Motion and Second to Approve Resolution 2023-19; PUBLIC COMMENT; No Comment. Vote of the Mayor and City Council.*

Carried

Res. 2023-19 BB&A Change Order-Childcare

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**  
Chief Nicholas Costello gave the March 2023 Police Report.

- 13 **OPEN PUBLIC COMMENT**  
There were none.

- 14 **ADJOURNMENT**  
There being no further business the meeting was adjourned at 8:00 p.m.

Mayor and Council Meeting  
April 20, 2023

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
City Administrator

# ORDINANCE 2023-03

## FORMAL ADOPTION OF THE FISCAL 2023/2024 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED "FORMAL ADOPTION OF THE FISCAL YEAR 2023/2024 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG"

WHEREAS: Section 702 and 703 amended of the Frostburg City Charter provides for the adoption of a fiscal year budget beginning July 1, 2023 – June 30, 2024; and

WHEREAS: Said Charter mandates that the budget shall be adopted by the governing body in the form of an ordinance;

NOW, THEREFORE, in consideration of the foregoing, the Mayor and City Council of the City of Frostburg ordain and establish this ordinance as follows:

BE IT FURTHER RESOLVED that the following be set forth:

|                            |                       |
|----------------------------|-----------------------|
| <b>OPERATING BUDGETS:</b>  | <b>See Attachment</b> |
| <b>TAXES:</b>              | <b>See Attachment</b> |
| <b>WATER RATES:</b>        | <b>See Attachment</b> |
| <b>SEWAGE RATES:</b>       | <b>See Attachment</b> |
| <b>GARBAGE RATES:</b>      | <b>See Attachment</b> |
| <b>MISCELLANEOUS FEES:</b> | <b>See Attachment</b> |

|                 |                |
|-----------------|----------------|
| Introduction:   | April 20, 2023 |
| Public Hearing: | May 18, 2023   |
| Adoption:       | May 18, 2023   |
| Effective:      | June 7, 2023   |

ATTEST:

MAYOR & CITY COUNCIL OF FROSTBURG

  
Elizabeth Stahlman, City Administrator

By

  
W. ROBERT FLANIGAN, Mayor

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT     | DESCRIPTION                       | AMOUNT       |
|-------------|-----------------------------------|--------------|
| 01-000-4000 | Taxes - Real Estate               | \$ 2,736,000 |
| 01-000-4001 | Personal Property Taxes           | 12,000       |
| 01-000-4002 | Public Utility Taxes              | 190,000      |
| 01-000-4003 | Corporation Taxes                 | 140,000      |
| 01-000-4004 | Prior Year Taxes                  | 2,000        |
| 01-000-4005 | Trailer Tax                       | 1,600        |
| 01-000-4010 | Interest on Taxes                 | 50,000       |
| 01-000-4011 | Tax Credits                       | (32,400)     |
| 01-000-4012 | Tax Abatements                    | (3,000)      |
| 01-000-4013 | Enterprise Zone Reimbursement     | 16,200       |
| 01-000-4020 | Maryland Income Tax               | 640,000      |
| 01-000-4021 | Admission Taxes                   | 32,000       |
| 01-000-4022 | Hotel Motel Tax                   | 150,000      |
| 01-000-4023 | Highway Use Tax                   | 432,000      |
| 01-000-4024 | Coal Tax                          | 3,000        |
| 01-000-4025 | Housing Authority                 | 12,000       |
| 01-000-4027 | Payment in Lieu of Taxes          | 3,900        |
| 01-000-4031 | Liquor Licenses                   | 9,000        |
| 01-000-4032 | Traders Licenses                  | 5,000        |
| 01-000-4040 | Police Grants                     | 40,000       |
| 01-000-4041 | Parking Meters                    | 18,000       |
| 01-000-4043 | Police Protection Grant           | 135,000      |
| 01-000-4045 | Fines & Forfeitures               | 15,000       |
| 01-000-4046 | Meter Violations                  | 1,000        |
| 01-000-4047 | Frostburg State University MOU    | 200,000      |
| 01-000-4049 | School Resource Reimbursement     | 30,000       |
| 01-000-4050 | Permits, Planning                 | 2,000        |
| 01-000-4051 | Building Permits                  | 2,000        |
| 01-000-4052 | Rental Registration               | 74,000       |
| 01-000-4054 | Construction Inspections          | 17,750       |
| 01-000-4055 | Code Enforcement Citations        | 1,750        |
| 01-000-4056 | Comm Dev Grant Revenue            | 50,000       |
| 01-000-4060 | Swimming Pool                     | 60,000       |
| 01-000-4062 | Day Camp Registrations            | 18,000       |
| 01-000-4063 | Recreation Activities             | 20,000       |
| 01-000-4200 | Operating Transfer - Water Fund   | 107,100      |
| 01-000-4201 | Operating Transfer - Sewer Fund   | 227,750      |
| 01-000-4202 | Operating Transfer - Garbage Fund | 17,500       |
| 01-000-4301 | Rents                             | 97,500       |
| 01-000-4302 | HRD Appropriation                 | 10,500       |
| 01-000-4303 | Franchises                        | 88,000       |
| 01-000-4304 | Miscellaneous Revenue             | 3,000        |
| 01-000-4306 | Project Reimbursement             | 1,781,700    |
| 01-000-4315 | Proceeds from Fund Balance        | 247,200      |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT                        | DESCRIPTION                         | AMOUNT              |
|--------------------------------|-------------------------------------|---------------------|
| 01-000-4317                    | Special Revenue                     | 1,723,000           |
| 01-000-4600                    | Interest Income                     | 200,000             |
|                                | <b>Total Corporate Fund Revenue</b> | <b>\$ 9,587,050</b> |
| <b>Corporate Fund Expenses</b> |                                     |                     |
| <b>Executive</b>               |                                     |                     |
| 01-100-5000                    | Salaries                            | \$ 22,200           |
| 01-100-5010                    | Social Security                     | 1,700               |
| 01-100-5012                    | Workers Comp                        | 175                 |
| 01-100-5050                    | Legislative Contingencies           | 6,000               |
| 01-100-5104                    | Insurance - Public Officials        | 8,000               |
| 01-100-5110                    | Contributions                       | 500,000             |
| 01-100-5150                    | Training                            | 2,500               |
| 01-100-5160                    | Travel                              | 4,000               |
| 01-100-5185                    | Professional Fees                   | 6,000               |
|                                | <b>Total Executive</b>              | <b>\$ 550,575</b>   |
| <b>Administrative</b>          |                                     |                     |
| 01-110-5000                    | Salaries                            | \$ 166,000          |
| 01-110-5010                    | Social Security                     | 12,800              |
| 01-110-5011                    | Pension                             | 12,000              |
| 01-110-5012                    | Workers Comp                        | 600                 |
| 01-110-5013                    | Insurance - Health                  | 30,000              |
| 01-110-5014                    | Insurance - Health Retiree          | 24,000              |
| 01-110-5015                    | Contribution - 457                  | 1,900               |
| 01-110-5030                    | Employee Wellness                   | 7,500               |
| 01-110-5050                    | Reserve For Contingencies           | 10,000              |
| 01-110-5100                    | Insurance - Auto                    | 1,200               |
| 01-110-5102                    | Insurance - Gen Liab                | 150                 |
| 01-110-5105                    | Insurance - Property                | 6,800               |
| 01-110-5106                    | Insurance - AD&D and Life           | 4,200               |
| 01-110-5111                    | Contributions - Tourism             | 118,000             |
| 01-110-5150                    | Training                            | 2,000               |
| 01-110-5160                    | Travel                              | 1,000               |
| 01-110-5185                    | Professional Fees                   | 1,500               |
| 01-110-5191                    | Communications                      | 10,000              |
| 01-110-5200                    | Advertising                         | 6,000               |
| 01-110-5205                    | Legal                               | 34,500              |
| 01-110-5207                    | Pension Administrative Fee          | 8,900               |
| 01-110-5210                    | Office Supplies                     | 11,000              |
| 01-110-5220                    | Postage                             | 15,000              |
| 01-110-5230                    | Computer Exp                        | 18,000              |
| 01-110-5232                    | IT Licensing and Fees               | 22,000              |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT                      | DESCRIPTION                            | AMOUNT              |
|------------------------------|--|---------------------|
| 01-110-5235                  | Digital Engagement                     | 22,000              |
| 01-110-5301                  | Election                               | 10,400              |
| 01-110-5391                  | Principal and Interest on Debt Service | 154,750             |
| 01-110-5420                  | Fleet Lease                            | 8,800               |
| 01-110-5500                  | Building - Armory                      | 12,000              |
| 01-110-5502                  | Building Maintenance                   | 14,000              |
| 01-110-5550                  | Utilities - Building                   | 16,000              |
| 01-110-5700                  | Bank Fees                              | 3,200               |
| 01-110-5807                  | Capital Outlay                         | 2,373,000           |
|                              | Total Administrative                   | <u>\$ 3,139,200</u> |
| <b>Finance</b>               |  |                     |
| 01-120-5000                  | Salaries                               | \$ 80,000           |
| 01-120-5010                  | Social Security                        | 6,100               |
| 01-120-5011                  | Pension                                | 7,300               |
| 01-120-5012                  | Workers Comp                           | 225                 |
| 01-120-5013                  | Insurance - Health                     | 13,000              |
| 01-120-5015                  | Contribution - 457                     | 500                 |
| 01-120-5102                  | Insurance - Gen Liab                   | 150                 |
| 01-120-5105                  | Insurance - Property                   | 2,900               |
| 01-120-5150                  | Training                               | 1,000               |
| 01-120-5185                  | Professional Fees                      | 1,000               |
| 01-120-5310                  | Auditing                               | 75,000              |
| 01-120-5311                  | Actuarial Study                        | 4,000               |
| 01-120-5313                  | Tax Collection                         | 2,800               |
| 01-120-5810                  | RETSA Obligation                       | 4,400               |
|                              | Total Finance                          | <u>\$ 198,375</u>   |
| <b>Community Development</b> |  |                     |
| 01-130-5000                  | Salaries                               | \$ 115,000          |
| 01-130-5010                  | Social Security                        | 8,800               |
| 01-130-5011                  | Pension                                | 11,000              |
| 01-130-5012                  | Workers Comp                           | 325                 |
| 01-130-5013                  | Insurance - Health                     | 38,000              |
| 01-130-5015                  | Contribution - 457                     | 800                 |
| 01-130-5102                  | Insurance - Gen Liab                   | 150                 |
| 01-130-5105                  | Insurance - Property                   | 3,800               |
| 01-130-5150                  | Training                               | 500                 |
| 01-130-5160                  | Travel                                 | 700                 |
| 01-130-5185                  | Professional Fees                      | 1,000               |
| 01-130-5320                  | Economic Development                   | 8,000               |
| 01-130-5322                  | Planning                               | 150,000             |
| 01-130-5323                  | Public Art                             | 2,000               |
| 01-130-5820                  | Community Legacy Projects              | 50,000              |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT     | DESCRIPTION                        | AMOUNT              |
|-------------|------------------------------------|---------------------|
| 01-130-5822 | Special Projects                   | 10,000              |
|             | Total Community Development        | <u>\$ 400,075</u>   |
|             | <b>Code Enforcement</b>            |                     |
| 01-140-5000 | Salaries                           | \$ 58,000           |
| 01-140-5010 | Social Security                    | 4,500               |
| 01-140-5011 | Pension                            | 5,300               |
| 01-140-5012 | Workers Comp                       | 175                 |
| 01-140-5013 | Insurance - Health                 | 8,800               |
| 01-140-5015 | Contribution - 457                 | 250                 |
| 01-140-5102 | Insurance - Gen Liab               | 150                 |
| 01-140-5105 | Insurance - Property               | 2,900               |
| 01-140-5150 | Training                           | 500                 |
| 01-140-5160 | Travel                             | 500                 |
| 01-140-5185 | Professional Fees                  | 400                 |
| 01-140-5231 | Software and Subscriptions         | 11,700              |
| 01-140-5330 | Code Enforcement                   | 5,000               |
| 01-140-5331 | Construction Inspect               | 17,750              |
| 01-140-5332 | Rental Inspection                  | 35,000              |
|             | Total Code Enforcement             | <u>\$ 150,925</u>   |
|             | <b>Public Works Administration</b> |                     |
| 01-150-5000 | Salaries                           | \$ 64,000           |
| 01-150-5010 | Social Security                    | 4,900               |
| 01-150-5011 | Pension                            | 5,900               |
| 01-150-5012 | Workers Comp                       | 1,500               |
| 01-150-5013 | Insurance - Health                 | 10,000              |
| 01-150-5015 | Contribution - 457                 | 400                 |
| 01-150-5102 | Insurance - Gen Liab               | 150                 |
| 01-150-5105 | Insurance - Property               | 1,900               |
| 01-150-5150 | Training                           | 5,400               |
| 01-150-5160 | Travel                             | 1,000               |
| 01-150-5185 | Professional Fees                  | 2,100               |
| 01-150-5187 | Temporary Staffing                 | 4,500               |
| 01-150-5193 | One Call Concepts                  | 2,000               |
| 01-150-5340 | Engineering Equipment              | 3,000               |
| 01-150-5341 | Mapping Supplies                   | 7,500               |
| 01-150-5342 | Public Works                       | 7,400               |
|             | Total Public Works Administration  | <u>\$ 121,650</u>   |
|             | Total Admin and Executive Expense  | <u>\$ 4,560,800</u> |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT                      | DESCRIPTION                     | AMOUNT       |
|------------------------------|---------------------------------|--------------|
| <b>Public Safety</b>         |                                 |              |
| 01-160-5000                  | Salaries                        | \$ 1,018,000 |
| 01-160-5002                  | Salaries - Police Grants        | 40,000       |
| 01-160-5003                  | Court Time                      | 13,000       |
| 01-160-5010                  | Social Security                 | 82,000       |
| 01-160-5011                  | Pension                         | 342,550      |
| 01-160-5012                  | Workers Comp                    | 72,000       |
| 01-160-5013                  | Insurance - Health              | 245,000      |
| 01-160-5015                  | Contribution - 457              | 7,500        |
| 01-160-5100                  | Insurance - Auto                | 5,800        |
| 01-160-5102                  | Insurance - Gen Liab            | 925          |
| 01-160-5103                  | Insurance - Police Professional | 13,500       |
| 01-160-5105                  | Insurance - Property            | 6,000        |
| 01-160-5150                  | Training                        | 25,500       |
| 01-160-5170                  | Uniforms                        | 15,000       |
| 01-160-5180                  | Safety Equipment                | 1,200        |
| 01-160-5181                  | Law Enforcement Equipment       | 18,500       |
| 01-160-5191                  | Communications                  | 30,500       |
| 01-160-5206                  | C3I Clerical Support            | 6,000        |
| 01-160-5210                  | Office Supplies                 | 5,000        |
| 01-160-5230                  | Computers                       | 6,000        |
| 01-160-5350                  | FSU MOU                         | 25,000       |
| 01-160-5380                  | Police Reform                   | 17,000       |
| 01-160-5390                  | Miscellaneous Expense           | 4,000        |
| 01-160-5400                  | Gas, Oil, Grease                | 33,000       |
| 01-160-5401                  | Auto Expense                    | 18,000       |
| 01-160-5420                  | Fleet Lease                     | 48,000       |
| 01-160-5502                  | Jail and Office Maintenance     | 4,000        |
| 01-160-5550                  | Utilities - Public Safety       | 10,000       |
| 01-160-5700                  | Parking Meters                  | 2,000        |
| 01-160-5705                  | Traffic Control                 | 2,000        |
| 01-160-5851                  | Fire Dept Appropriation         | 259,375      |
|                              | Total Public Safety             | \$ 2,376,350 |
| <b>Public Works - Street</b> |                                 |              |
| 01-170-5000                  | Salaries                        | \$ 278,000   |
| 01-170-5010                  | Social Security                 | 21,000       |
| 01-170-5011                  | Pension                         | 26,000       |
| 01-170-5012                  | Workers Comp                    | 20,000       |
| 01-170-5013                  | Insurance - Health              | 65,000       |
| 01-170-5015                  | Contribution - 457              | 750          |
| 01-170-5018                  | Unemployment                    | 500          |
| 01-170-5100                  | Insurance - Auto                | 7,200        |
| 01-170-5102                  | Insurance - Gen Liab            | 575          |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT           | DESCRIPTION                  | AMOUNT       |
|-------------------|------------------------------|--------------|
| 01-170-5105       | Insurance - Property         | 5,800        |
| 01-170-5150       | Training                     | 5,000        |
| 01-170-5170       | Uniforms                     | 8,000        |
| 01-170-5180       | Safety Equipment             | 7,200        |
| 01-170-5191       | Communications               | 6,000        |
| 01-170-5210       | Office Supplies              | 1,000        |
| 01-170-5400       | Gas, Oil, Grease             | 28,500       |
| 01-170-5420       | Fleet Lease                  | 42,000       |
| 01-170-5550       | Utilities - Building         | 6,000        |
| 01-170-5711       | Salt & Abrasives             | 150,000      |
| 01-170-5712       | Sign Maintenance             | 8,000        |
| 01-170-5713       | Street Equipment Maintenance | 90,000       |
| 01-170-5714       | Street Lighting              | 155,000      |
| 01-170-5715       | Street Maintenance Repairs   | 100,000      |
| 01-170-5716       | Street Shop Equipment        | 90,000       |
| 01-170-5717       | Street Lighting Repairs      | 30,000       |
| 01-170-5800       | Capital Outlay               | 405,000      |
| 01-170-5861       | Street Paving                | 352,000      |
| 01-170-5865       | Parking Lot Maintenance      | 3,000        |
|                   | Total Public Works - Street  | \$ 1,911,525 |
| <b>Recreation</b> |                              |              |
| 01-180-5000       | Salaries                     | \$ 266,000   |
| 01-180-5010       | Social Security              | 21,000       |
| 01-180-5011       | Pension                      | 22,000       |
| 01-180-5012       | Workers Comp                 | 17,200       |
| 01-180-5013       | Insurance - Health           | 58,000       |
| 01-180-5015       | Contribution - 457           | 1,500        |
| 01-180-5100       | Insurance - Auto             | 2,800        |
| 01-180-5102       | Insurance - Gen Liab         | 500          |
| 01-180-5105       | Insurance - Property         | 11,600       |
| 01-180-5150       | Training                     | 300          |
| 01-180-5160       | Travel                       | 750          |
| 01-180-5170       | Uniforms                     | 4,000        |
| 01-180-5180       | Safety Equipment             | 500          |
| 01-180-5400       | Gas, Oil, Grease             | 9,000        |
| 01-180-5420       | Fleet Lease                  | 6,000        |
| 01-180-5503       | Armory Expense - Gym         | 8,500        |
| 01-180-5504       | Community Center             | 10,500       |
| 01-180-5510       | City Place                   | 10,000       |
| 01-180-5720       | Beautify The Burg Expense    | 2,000        |
| 01-180-5721       | Rec Equipment Maintenance    | 5,000        |
| 01-180-5722       | Rec League Appropriations    | 3,000        |
| 01-180-5723       | Rec Park Maintenance Expense | 72,000       |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| <b>ACCOUNT</b> | <b>DESCRIPTION</b>               | <b>AMOUNT</b>       |
|----------------|----------------------------------|---------------------|
| 01-180-5724    | Street Trees                     | 7,500               |
| 01-180-5725    | Trailhead Maintenance Expense    | 2,000               |
| 01-180-5726    | Recreational Programs            | 9,000               |
| 01-180-5800    | Capital Outlay                   | 29,000              |
|                | Total General Recreation         | <u>\$ 579,650</u>   |
| 01-181-5000    | Salaries                         | \$ 70,500           |
| 01-181-5010    | Social Security                  | 5,400               |
| 01-181-5012    | Workers Comp                     | 4,600               |
| 01-181-5018    | Unemployment                     | 500                 |
| 01-181-5507    | Pool Operating                   | 35,000              |
|                | Total Pool                       | <u>\$ 116,000</u>   |
| 01-182-5000    | Salaries                         | \$ 22,500           |
| 01-182-5010    | Social Security                  | 1,725               |
| 01-182-5012    | Workers Comp                     | 1,500               |
| 01-182-5108    | Unemployment                     | 500                 |
| 01-182-5507    | Day Camp Operations              | 500                 |
|                | Total Day Camp                   | <u>\$ 26,725</u>    |
| 01-183-5000    | Salaries                         | \$ 13,500           |
| 01-183-5010    | Social Security                  | 1,100               |
| 01-183-5012    | Workers Comp                     | 900                 |
| 01-183-5108    | Unemployment                     | 500                 |
|                | Total Seasonal                   | <u>\$ 16,000</u>    |
|                | Total Recreation                 | <u>\$ 738,375</u>   |
|                | Total Corporate Fund Expenses    | <u>\$ 9,587,050</u> |
|                | Corporate Fund Net Income (Loss) | <u>\$ -</u>         |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT                       | DESCRIPTION                       | AMOUNT              |
|-------------------------------|-----------------------------------|---------------------|
| <b>Water Fund Revenues</b>    |                                   |                     |
| 02-000-4000                   | Water Service Revenue             | \$ 1,615,000        |
| 02-000-4001                   | Interest Earned - Water           | 1,800               |
| 02-000-4317                   | Special Revenue                   | 545,000             |
| 02-000-4402                   | Sale of Meters                    | 5,000               |
| 02-000-4403                   | Tapping Fees                      | 5,000               |
| 02-000-4404                   | Sundry Sales                      | 20,000              |
| 02-000-4600                   | Interest Income                   | 8,600               |
|                               | <b>Total Water Revenue</b>        | <b>\$ 2,200,400</b> |
| <b>Water Fund Expenses</b>    |                                   |                     |
| <b>Water - Administration</b> |                                   |                     |
| 02-190-5000                   | Salaries                          | \$ 68,000           |
| 02-190-5010                   | Social Security                   | 5,100               |
| 02-190-5011                   | Pension                           | 6,150               |
| 02-190-5012                   | Workers Comp                      | 200                 |
| 02-190-5013                   | Insurance - Health                | 13,200              |
| 02-190-5015                   | Contribution - 457                | 750                 |
| 02-190-5313                   | Collection Expense                | 1,000               |
| 02-190-5370                   | FMHA Bond                         | 750                 |
| 02-190-5600                   | Corporate Overhead                | 107,100             |
|                               | <b>Total Water Administration</b> | <b>\$ 202,250</b>   |
| <b>Water - Filtration</b>     |                                   |                     |
| 02-192-5102                   | Insurance - Gen Liab              | \$ 1,200            |
| 02-192-5105                   | Insurance - Property              | 12,200              |
| 02-192-5106                   | Insurance - Boiler & Machinery    | 6,000               |
| 02-192-5521                   | Pumping System Expense            | 60,000              |
| 02-192-5522                   | Purification Plant Maintenance    | 275,000             |
| 02-192-5710                   | Filtration Contract Payment       | 652,000             |
|                               | <b>Total Water Filtration</b>     | <b>\$ 1,006,400</b> |
| <b>Water - Supply</b>         |                                   |                     |
| 02-194-5000                   | Salaries                          | \$ 32,000           |
| 02-194-5010                   | Social Security                   | 2,400               |
| 02-194-5011                   | Pension                           | 2,900               |
| 02-194-5012                   | Workers Comp                      | 2,225               |
| 02-194-5015                   | Contribution - 457                | 100                 |
| 02-194-5506                   | Hydro Facility Expense            | 5,000               |
| 02-194-5550                   | Utilities - Water Supply          | 5,000               |
| 02-194-5730                   | Water Supply Expense              | 50,000              |
|                               | <b>Total Water Supply</b>         | <b>\$ 99,625</b>    |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT     | DESCRIPTION                               | AMOUNT              |
|-------------|---|---------------------|
|             | <b>Water - Distribution</b>               |                     |
| 02-196-5000 | Salaries                                  | \$ 247,000          |
| 02-196-5010 | Social Security                           | 18,750              |
| 02-196-5011 | Pension                                   | 22,600              |
| 02-196-5012 | Workers Comp                              | 17,500              |
| 02-196-5013 | Insurance - Health                        | 60,400              |
| 02-196-5015 | Contribution - 457                        | 1,000               |
| 02-196-5100 | Insurance - Auto                          | 4,000               |
| 02-196-5102 | Insurance - Gen Liab                      | 1,200               |
| 02-196-5105 | Insurance - Property                      | 3,200               |
| 02-196-5150 | Training                                  | 500                 |
| 02-196-5170 | Uniforms                                  | 4,000               |
| 02-196-5180 | Safety Equipment                          | 6,575               |
| 02-196-5191 | Communications                            | 9,200               |
| 02-196-5210 | Office Supplies                           | 1,000               |
| 02-196-5390 | Miscellaneous Expense                     | 3,100               |
| 02-196-5400 | Gas, Oil, Grease                          | 16,000              |
| 02-196-5420 | Fleet Lease                               | 32,000              |
| 02-196-5505 | Crestview Pumping Station Expense         | 12,500              |
| 02-196-5550 | Utilities - Water Distribution            | 3,600               |
| 02-196-5700 | Distribution Expense                      | 150,700             |
| 02-196-5701 | Distribution Pipe Expense                 | 10,000              |
| 02-196-5702 | Equipment Maintenance                     | 11,000              |
| 02-196-5703 | Fire Hydrants Expense                     | 5,000               |
| 02-196-5704 | Transmission Mains Expense                | 51,300              |
| 02-196-5740 | Meters Expense                            | 80,000              |
| 02-196-5800 | Capital Outlay                            | 120,000             |
|             | Total Water Distribution                  | \$ 892,125          |
|             | <b>Total Water Fund Expenses</b>          | <b>\$ 2,200,400</b> |
|             | <b>Total Water Fund Net Income (Loss)</b> | <b>\$ -</b>         |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT                              | DESCRIPTION                          | AMOUNT              |
|--------------------------------------|--------------------------------------|---------------------|
| <b>Sewer Fund Operating Revenues</b> |                                      |                     |
| 03-000-4000                          | Sewer Charges                        | \$ 1,904,000        |
| 03-000-4001                          | Interest Earned - Sewer              | 3,000               |
| 03-000-4315                          | Proceeds from Fund Balance           | 34,025              |
| 03-000-4317                          | Special Revenue                      | 150,000             |
| 03-000-4404                          | Sundry Sales                         | 1,500               |
| 03-000-4503                          | Sewer Tap Fees                       | 5,000               |
| 03-000-4600                          | Interest Income                      | 18,000              |
|                                      | <b>Total Sewer Operating Revenue</b> | <b>\$ 2,115,525</b> |
| <b>Sewer Operating Expenses</b>      |                                      |                     |
| <b>Sewer - Administration</b>        |                                      |                     |
| 03-210-5000                          | Salaries                             | \$ 68,000           |
| 03-210-5010                          | Social Security                      | 5,100               |
| 03-210-5011                          | Pension                              | 6,150               |
| 03-210-5012                          | Workers Comp                         | 200                 |
| 03-210-5013                          | Insurance - Health                   | 13,200              |
| 03-210-5015                          | Contribution - 457                   | 750                 |
| 03-210-5313                          | Collection Expense                   | 1,000               |
|                                      | <b>Total Sewer Administration</b>    | <b>\$ 94,400</b>    |
| <b>Sewer - Operating</b>             |                                      |                     |
| 03-211-5000                          | Salaries                             | \$ 183,000          |
| 03-211-5010                          | Social Security                      | 14,200              |
| 03-211-5011                          | Pension                              | 20,000              |
| 03-211-5012                          | Workers Comp                         | 13,000              |
| 03-211-5013                          | Insurance - Health                   | 53,000              |
| 03-211-5015                          | Contribution - 457                   | 1,700               |
| 03-211-5100                          | Insurance - Auto                     | 1,400               |
| 03-211-5102                          | Insurance - Gen Liab                 | 575                 |
| 03-211-5105                          | Insurance - Property                 | 7,500               |
| 03-211-5150                          | Training                             | 1,000               |
| 03-211-5170                          | Uniforms                             | 3,000               |
| 03-211-5180                          | Safety Equipment                     | 1,000               |
| 03-211-5191                          | Communications                       | 2,400               |
| 03-211-5400                          | Gas, Oil, Grease                     | 10,000              |
| 03-211-5420                          | Fleet Lease                          | 18,000              |
| 03-211-5520                          | Pumping Station Maintenance          | 6,000               |
| 03-211-5600                          | Corporate Overhead                   | 227,750             |
| 03-211-5761                          | Sanitary Commission Charges          | 1,233,000           |
| 03-211-5762                          | Sanitary Comm-Transmission Projects  | 11,800              |
| 03-211-5763                          | Sewer Operating Expense              | 205,000             |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| <b>ACCOUNT</b> | <b>DESCRIPTION</b>                       | <b>AMOUNT</b>       |
|----------------|--|---------------------|
| 03-211-5764    | Sewer Pumping Expense                    | 6,000               |
|                | Total Sewer Operating                    | <u>\$ 2,019,325</u> |
|                | Total Sewer Operating Expenses           | <u>\$ 2,113,725</u> |
|                | Sewer Operating Net Income (Loss)        | <u>\$ 1,800</u>     |
|                | <b>CSO Revenue</b>                       |                     |
| 03-220-4520    | CSO Surcharge Revenue                    | \$ 405,000          |
| 03-220-4521    | Interest Earned - CSO Surcharge          | 1,000               |
| 03-220-4530    | Project Reimbursements                   | 2,582,000           |
|                | Proceeds of Debt                         | 900,000             |
|                | Total CSO Revenue                        | <u>\$ 3,888,000</u> |
|                | <b>CSO Expenses</b>                      |                     |
| 03-220-5391    | Interest Expense                         | \$ 3,450            |
| 03-220-5392    | Debt Redemption                          | 23,350              |
| 03-220-5800    | Capital Outlay                           | 3,863,000           |
|                | Total CSO Expense                        | <u>\$ 3,889,800</u> |
|                | CSO Net Income (Loss)                    | <u>\$ (1,800)</u>   |
|                | <b>Sewer Fund Net Income (Loss)</b>      | <u>\$ -</u>         |
|                | <b>Water Surcharge Fund Revenue</b>      |                     |
| 04-000-4000    | Water Tap Surcharge                      | \$ 672,000          |
| 04-000-4001    | Interest Earned - Surcharge              | 1,800               |
| 04-000-4317    | Special Revenue                          | 150,000             |
| 04-000-4600    | Interest Income                          | 8,000               |
|                | Total Water Surcharge Revenue            | <u>\$ 831,800</u>   |
|                | <b>Water Surcharge Fund Expenses</b>     |                     |
| 04-200-5313    | Collection Expense                       | \$ 1,000            |
| 04-200-5391    | Interest Expense                         | 61,750              |
| 04-200-5392    | Debt Redemption                          | 409,550             |
| 04-200-5802    | Capital Repairs                          | 150,000             |
|                | Total Water Surcharge Expense            | <u>\$ 622,300</u>   |
|                | <b>Water Surcharge Net Income (Loss)</b> | <u>\$ 209,500</u>   |

**CITY OF FROSTBURG  
OPERATING BUDGET  
FOR THE YEAR ENDED JUNE 30, 2024**

| ACCOUNT                              | DESCRIPTION                      | AMOUNT            |
|--------------------------------------|----------------------------------|-------------------|
| <b>Garbage Fund Revenues</b>         |                                  |                   |
| 05-000-4000                          | Trash & Garbage Charges          | \$ 457,000        |
| 05-000-4001                          | Interest Earned - Garbage        | 1,400             |
| 05-000-4404                          | Sundry Sales                     | 1,000             |
| 05-000-4600                          | Interest Income                  | 2,300             |
|                                      | Total Garbage Revenue            | <u>\$ 461,700</u> |
| <b>Garbage Fund Expenses</b>         |                                  |                   |
| <b>Garbage Fund - Administration</b> |                                  |                   |
| 05-230-5000                          | Salaries                         | \$ 68,000         |
| 05-230-5010                          | Social Security                  | 5,100             |
| 05-230-5011                          | Pension                          | 6,150             |
| 05-230-5012                          | Workers Comp                     | 200               |
| 05-230-5013                          | Insurance - Health               | 13,200            |
| 05-230-5015                          | Contribution - 457               | 750               |
| 05-230-5313                          | Collection Expense               | 500               |
|                                      | Total Garbage Administration     | <u>\$ 93,900</u>  |
| <b>Garbage Operating</b>             |                                  |                   |
| 05-232-5000                          | Salaries                         | \$ 99,000         |
| 05-232-5010                          | Social Security                  | 7,500             |
| 05-232-5011                          | Pension                          | 9,000             |
| 05-232-5012                          | Workers Comp                     | 7,000             |
| 05-232-5013                          | Insurance - Health               | 25,000            |
| 05-232-5015                          | Contribution - 457               | 900               |
| 05-232-5100                          | Insurance - Auto                 | 2,200             |
| 05-232-5102                          | Insurance - Gen Liab             | 400               |
| 05-232-5105                          | Insurance - Property             | 3,800             |
| 05-232-5170                          | Uniforms                         | 3,000             |
| 05-232-5180                          | Safety Equipment                 | 1,000             |
| 05-232-5210                          | Office Supplies                  | 500               |
| 05-232-5400                          | Gas, Oil, Grease                 | 14,000            |
| 05-232-5600                          | Corporate Overhead               | 17,500            |
| 05-232-5770                          | Ash Dumpster                     | 7,000             |
| 05-232-5771                          | Bulk Cleanup Expense             | 10,000            |
| 05-232-5772                          | Landfill Charges                 | 130,000           |
| 05-232-5773                          | Sanitation Operating Expense     | 30,000            |
|                                      | Total Garbage Operating          | <u>\$ 367,800</u> |
|                                      | Total Garbage Expenses           | <u>\$ 461,700</u> |
|                                      | <b>Garbage Net Income (Loss)</b> | <u>\$ -</u>       |

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**REAL ESTATE TAXES:** \$0.70 per \$100 of Assessed Value

The interest rate on real estate taxes is 1.5% per month after the due date.

**TRAILER/MOBILE HOME TAXES:** \$5.00 per lot per month on each occupied mobile home lot; taxes are payable monthly by the land owner

**PERSONAL PROPERTY TAXES:** \$1.50 per \$100 of Assessed Value

Personal property taxes are assessed and billed monthly throughout the fiscal year by the City as assessment certifications are received from the State Department of Assessments and Taxation. The due date for personal property taxes is not less than 30 days after the billing date. The interest rate on personal property tax is 1.5% and is added monthly to any delinquent amount due.

**NOTIFICATION OF WATER SHUT OFF**

The penalty for Notification of Water Shut-off is 10% of the total amount due or \$20.00, whichever is greater. The penalty is applicable upon notification to the customer regardless of whether the water service is actually terminated.

Water reconnection fee (during normal Water Department working hours) .....\$20.00  
Water reconnection fee (after normal Water Department working hours) .....\$75.00

**SUPPLEMENTAL WATER METER READINGS**.....\$10.00

**INSUFFICIENT FUND (CHECK OR ACH) CHARGES**

First Offense .....\$30.00  
Second and Continuing Offense .....\$50.00

**REBILLING FEES**

Administrative fee .....\$10.00 per billing  
Interest..... 1½ % per month on unpaid balance

**ELECTRONIC PAYMENT PROCESSING FEES (For payments processed in person at the Municipal Center at 37 Broadway and online tax payments and utility payments)**

Credit Cards..... 2.95% of the total transaction amount  
E-Checks (Remitted via the City's website)..... Transaction fee is paid by the City

**ELECTRONIC PAYMENT PROCESSING FEES (Permit and rental licensing online payments only)**

Credit or debit card .....3.25% of the total transaction amount (\$2.00 minimum)

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**ELECTRONIC PAYMENT PROCESSING FEES (Debit or credit card payments through Square only)**

Card presented in person and entered electronically .....3.5%  
Card presented by phone or entered manually .....4.5%

**WATER RATES**

**WATER CONSUMPTION** IN CITY CUSTOMERS  
0 – 50,000 gallons per billing..... **\$6.21/1,000 gallons**  
50,001 gallons per billing and over..... **\$11.88 /1,000 gallons**

Based on an evaluation of water consumption on an annual basis in February each year, in-city customers who typically consume an average of 1,000,000 gallons per month over a 12 month period are billed for water consumption as follows:

0 – 500,000 gallons per billing..... **\$6.21/1,000 gallons**  
500,001 gallons per billing and over..... **\$11.88/1,000 gallons**

**WATER CONSUMPTION** INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY  
0 – 50,000 gallons per billing..... **\$9.32/1,000 gallons**  
50,001 gallons per billing and over..... **\$17.82/1,000 gallons**

BULK DELIVERY TO ALLEGANY COUNTY  
All water consumption..... **\$3.97/1,000 gallons**

**SEWER RATES**

Billed based on water consumption ALL CUSTOMERS  
0 – 50,000 gallons per billing..... **\$11.80/1,000 gallons**  
50,001 gallons per billing and over..... **\$15.25/1,000 gallons**

**WATER SURCHARGE**

Surcharge per unit or equivalent  
In-City Frostburg customers .....\$8.30/month or \$24.90/quarter  
Out of City customers .....\$8.30/month or \$24.90/quarter  
County customers except Eckhart.....\$8.30/month or \$24.90/quarter  
County customers - Eckhart.....\$2.96/month or \$8.88/quarter

**CSO (Combined Sewer Overflow) SURCHARGE**

Surcharge per unit or equivalent .....\$7.00/month or \$21.00/quarter

**GARBAGE RATES**

Residential customers..... \$47.00 per unit per quarter  
Recycling credit (requires enrollment with Burgmeier's Hauling)..... \$9.00 per quarter

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**Special Garbage Charges**

A special garbage collection can be scheduled for a prepaid fee of \$50 per load.

An excess trash charge of \$50 will be assessed to the property owner for each load over the first pick-up truck sized load during bulk pick-up.

**SALE OF BULK WATER** – \$100 is due with the Application for Bulk Water. Upon approval by the Director of Public Works, water is billed at \$10 per 1,000 gallons and payable within 30 days. Written documentation of water usage must be provided by the approved user.

**WATER CONNECTIONS**

Fee applicable to in-city and out-of-city connections – credits applicable to in-city connections only

| Tap Size  | Tap & Connection Fee | less applicable connection credit | New Connection Credit (new tap is made to line by City Water Dept.) | Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions)) | Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center)) | Redevelopment Credit (issued when new tap is made to line for existing or razed structure for sprinkler system) |
|---|----------------------|-----------------------------------|---|--|--|---|
| 3/4"  | \$1,500.00           |                                   | -   | \$1,000.00   | \$1,000.00   | \$600.00  |
| 1"  | \$1,800.00           |                                   | -   | \$1,200.00   | \$1,200.00   | \$800.00  |
| 1 1/2"  | \$3,000.00           |                                   | -   | \$2,000.00   | \$2,000.00   | \$1,500.00  |
| 2"  | \$4,500.00           |                                   | -   | \$2,500.00   | \$2,500.00   | \$2,500.00  |
| 4"  | \$6,000.00           |                                   | -   | n/a  | \$3,000.00   | \$3,000.00  |
| 6"  | \$9,000.00           |                                   | -   | n/a  | \$4,500.00   | \$4,500.00  |
| 8"  | \$12,000.00          |                                   | -   | n/a  | \$6,000.00   | \$6,000.00  |
| Taps 10" and larger will be priced by City Engineer |                      |                                   |   |  |  |   |

**SEWER CONNECTIONS**

| Use Type   | Tap & Connection Fee | less applicable connection credit | New Connection Credit (new tap is made to line by City Street Dept.) | Existing Tap Credit (issued if tap is pre-existing (e.g. subdivisions)) | Redevelopment Credit (issued when new tap is made to line for existing or razed structure(s)) |
|--|----------------------|-----------------------------------|--|---|---|
| Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot) | \$2,000.00           |                                   | \$ -   | \$1,500.00  | \$500.00  |
| Two-family & Multi-family *  | \$2,500.00           |                                   | \$ -   | \$2,000.00  | \$500.00  |
| Commercial *   | \$3,000.00           |                                   | \$ -   | \$2,500.00  | \$500.00  |

\* Fee may be higher if actual costs incurred are greater

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**WATER METER FEES complete with 1 check valve and 1 coupling**

| <i>Meter size</i>   | <i>Meter + Registry</i>                    | <i>Additional Coupling</i> | <i>Additional Check Valve</i> |
|---|--|----------------------------|-------------------------------|
| Water meter bottom  | \$25.00                                    | -                          | -                             |
| ≤ 3/4"  | \$450.00                                   | \$25.00                    | \$125.00                      |
| 1"  | \$900.00                                   | \$30.00                    | \$225.00                      |
| 1 1/2"  | \$1,000.00                                 | \$85.00                    | Supplier cost plus 10%        |
| 2"  | \$1,200.00                                 | \$110.00                   | Supplier cost plus 10%        |
| <i>Meters larger than 2" shall be priced by City Engineer</i> |  |                            |                               |
| Water meter registry only                                     |  | \$225.00                   |                               |
| Water meter excluding registry                                | "Meter + Registry" fee above less \$225.00 |                            |                               |

**EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL**

Note: This extended sewer and water tap charge applies to new building and/or conversion building and shall be assessed at the time the building permit is issued.

Add \$0.00 for each additional unit over 1 ..... \$0.00 each (water)

**LAND USE AND BUILDING PERMIT FEES**

*Call City Hall for the number of inspections required as they vary by project. The inspection fee is based on use type.*

Residential Permit Fees

Single Family ..... \$75.00  
Twin Dwelling/ Two-Family..... \$100.00  
Renovation (Structural Changes)..... \$25.00  
  
Single and Two-Family Sprinkler Rebate ..... \$500.00

After the Use & Occupancy Permit has been issued by the City following the construction of a new single or two-family home with a sprinkler system (required by State Law), a rebate will be issued to the property owner.

Residential Inspection Fees

Inspections ..... \$75.00 per inspection  
  
Electric Service  
    100-200 amp ..... \$100.00 per service  
    400 amp ..... \$125.00 per service  
  
Plan Review (non-refundable)..... \$100.00 per hour

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

Multi-Family Housing..... \$50.00 per unit  
Commercial..... \$100.00 plus \$0.05 per square foot  
Renovation (Structural Changes) ..... \$25.00

Commercial and Multi-Family Housing Inspection Fees

Multi-Family ..... \$75.00 per inspection plus cost of electric service

Plan Review (non-refundable) ..... \$125.00 per hour

Commercial (retail, assembly, restaurant and similar spaces)

First 5,000 square feet..... \$0.75 per square foot

Additional square footage ..... \$0.25 per square foot

Commercial Kitchen – Additional \$0.20 per square foot for the entire area including dining.

Office Space ..... \$0.50 per square foot

Hotel ..... \$300 per room for first 20 rooms

Additional rooms ..... \$100.00 per room

Electric Service

100-200 amp ..... \$90.00 per service

400 amp ..... starting at \$125.00 per service

600 amp ..... \$350.00 per service

800 amp ..... \$600.00 per service

1000 amp ..... \$800.00 per service

Transfer Switch - \$25 in addition to service cost

Commercial re-inspections are minimum of \$95.00 per trip.

Other occupancies, change of occupancy, and remodel prices are determined by the inspector.

Residential and Commercial Accessory Structures and Additions (sq. ft. based on total floor area)

<300 square feet..... \$10.00

300-899 square feet..... \$40.00

>900 square feet..... \$75.00

Fences/Swimming Pools..... \$25.00

Retaining walls >30" in height ..... \$25.00

**JULY 1, 2023**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

|   |         |
|---|---------|
| Price per 3500 watts .....                                    | \$50.00 |
| Inverter .....  | \$50.00 |
| Service tie-in 200A or less .....                             | \$50.00 |
| Each additional 200A .....                                    | \$50.00 |
| Battery < 12 cells .....                                      | \$50.00 |
| Each additional 12 cells .....                                | \$50.00 |
| Plan Review .....   | \$80.00 |
| Site visit in Lieu of Engineer for Structural Assessment..... | \$50.00 |

Energy/Telecom Structure (per new structure) ..... \$50.00  
*Plan review, inspections, and/or grading permit may be required depending on project*

Demolition Permit & Inspection Fees

|  |                        |
|--|------------------------|
| Demolition .....   | \$25.00                |
| Demolition of Structure damaged by fire or other natural disaster, or listed on the<br>Code Enforcement Blighted Property List ..... | \$0.00                 |
| Inspections (typically 2) .....  | \$50.00 per inspection |

**Emergency or re-inspections if work is not ready for inspection ..... \$50.00**

Grading

*If an Allegany Soil Conservation District review is required, ASCD will charge fees based on the  
official ASCD fee schedule, in addition to, or in lieu of, City of Frostburg fees.*

|                           |          |
|---------------------------|----------|
| Forest Harvest .....      | \$25.00  |
| Minor/Standard Plan ..... | \$25.00  |
| Major Plan .....          | \$100.00 |
| Street Entrance .....     | \$25.00  |
| Stormwater Facility ..... | \$100.00 |

Sign Permits (See City Zoning Ordinance § 7 for Signs requiring a Permit)

|  |                                     |
|--|-------------------------------------|
| <i>Sign area is determined per the City Zoning Ordinance § 7</i>         |                                     |
| Replacement of lettering or light panel on existing sign structure ..... | \$0.00                              |
| Directional, instructional, or "wayfinding" sign .....                   | \$0.00                              |
| Less than 25 square feet .....   | \$30.00                             |
| 25 to 60 square feet .....   | \$45.00                             |
| 61 to 180 square feet .....  | \$75.00                             |
| Greater than 180 square feet .....                                       | \$150.00                            |
| Electronic Messaging Centers (EMCs) .....                                | permit fee based on size + \$100.00 |

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

|   |         |
|---|---------|
| Zoning Certification .....                | \$0.00  |
| Home Occupation Permit .....              | \$25.00 |
| Residential Occupancy Permit .....        | \$0.00  |
| Commercial Use and Occupancy Permit ..... | \$25.00 |

Solicitor Permits

|   |          |
|---|----------|
| Door to Door (effective for one year from date of issuance) ..... | \$25.00  |
| Short-Term Mobile/Temporary Business Unit .....                   | \$50.00  |
| Seasonal Mobile/Temporary Business Unit .....                     | \$75.00  |
| Long-Term Mobile/Temporary Business Unit .....                    | \$150.00 |
| One-Time Special Event .....                                      | \$0.00   |

Subdivision Review

|   |          |
|---|----------|
| Consultation Meeting .....  | \$0.00   |
| Formal Application (water/sewer/public road available at site) .....            | \$200.00 |
| Formal Application (review of off-site infrastructure extension included) ..... | \$400.00 |

Board of Zoning Appeals

|                            |          |
|----------------------------|----------|
| Special Exception .....    | \$250.00 |
| Variance .....             | \$250.00 |
| Administrative Error ..... | \$150.00 |

Re-Zoning Request

|                                      |          |
|--------------------------------------|----------|
| Zoning Map Error or Map Change ..... | \$100.00 |
|--------------------------------------|----------|

**MISCELLANEOUS PERMIT FEES**

|                          |  |
|--------------------------|--|
| Special Event .....      | TBD per Article VI, Section 4 of the City Code |
| Photographer .....       | \$25.00  |
| Transfer of Permit ..... | \$1.00   |
| Burning Permit .....     | \$0.00   |
| Chicken License .....    | \$30.00  |

**POLICE DEPARTMENT**

Parking Violations

|                               |         |
|-------------------------------|---------|
| Meter .....                   | \$15.00 |
| Handicap Only .....           | \$50.00 |
| Fire Hydrant Violations ..... | \$50.00 |
| All Others .....              | \$30.00 |

Second offense or continuing violations may be doubled.

Late Fee: A fee of \$5 is added when parking tickets are delinquent. Thirty days after delinquency, a ticket may be flagged with MVA and the original fine will be doubled.

Vehicles may be towed if they have accumulated three or more unpaid violations thirty (30) days after the issuance of first violation.

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**POLICE DEPARTMENT** (continued)

**Parking Permits (City Place lot)**

The permit fee is \$40.00 per month or \$400.00 for an annual permit which is purchased in advance.

**Parking Permits (all other City parking lots)**

The permit fee is \$20.00 per month or \$200.00 for an annual permit which is purchased in advance.

Copies .....\$10.00

**RENTAL HOUSING REGISTRATION & INSPECTION**

**Initial Rental Registration**

Registration per unit, prior to occupancy.....\$40.00

**Rental Registration Renewal**

Annual Registration per unit, by February 1.....\$40.00

Annual Registration per unit, by March 1.....\$50.00

Annual Registration per unit, by April 1.....\$100.00

Annual Registration per unit, after April 1.....\$40.00 + \$250 citation

Rental units will forfeit any "grandfathering" if not registered and fees paid by June 1<sup>st</sup>.

Rental Housing Annual Registration Fee includes one primary rental housing inspection to occur once every three (3) years by City licensed Rental Housing Inspector.

Re-inspection Fee (if required); to be paid to the Rental Housing Inspector.....\$25.00

**DOCUMENTS**

Zoning Ordinance ..... \$8.00

Subdivision Regulations..... \$5.00

Rental Housing Code.....\$5.00

Rental Unit Verification.....\$5.00

Comprehensive Plan..... \$5.00

Personnel Policy ..... \$6.00

Miscellaneous copies.....\$0.10 per page

Audit reports ..... \$5.00

Transcripts .....\$35.00 base fee plus \$5.00 for every 20 minutes of recorded speech

(Remainder of page is intentionally blank.)

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES**

|                             | <b>City Resident</b>          | <b>Non-City Resident</b>                                  |
|-----------------------------|-------------------------------|---|
| <b>Community Center</b>     | \$300.00/day<br>\$ 40.00/hour | \$350.00/day (\$150.00 Security Deposit)<br>\$ 50.00/hour |
| <b>Preston Amphitheater</b> | \$300.00/day<br>\$ 40.00/hour | \$350.00/day (\$250.00 Security Deposit)<br>\$ 50.00/hour |
| <b>City Place</b>           |                               |   |
| Hall                        | \$300.00/day<br>\$ 40.00/hour | \$350.00/day (\$150.00 Security Deposit)<br>\$ 50.00/hour |
| Meeting Room                | \$150.00/day<br>\$ 25.00/hour | \$175.00/day<br>\$ 35.00/hour                             |
| <b>Pavilion Rentals</b>     | \$ 50.00/day                  | \$ 65.00/day  |

Additional charges may apply for damages and police response as set forth in the rental agreement.

|   |                                      |   |
|---|--------------------------------------|---|
| <b>Armory Gym Rental</b>  | \$ 35.00/hour/month<br>\$ 15.00/hour | \$ 50.00/hour/month<br>\$ 20.00/hour      |
|   | \$ 55.00/hour/month<br>\$ 25.00/hour |   |
| Armory Special Event  | \$ 40.00/hour                        | \$ 50.00/hour (\$150.00 Security Deposit) |
| <b>Field Rental</b>   | \$ 75.00/day<br>\$ 25.00/hour        | \$ 90.00/day<br>\$ 35.00/hour             |
| <b>Rec Facility Key Deposit</b>   | \$40.00/key                          | \$40.00/key                               |
| <b>Special Event Fee</b> (all buildings; events ending after 11:00pm) ..... | \$50.00 per hour                     |   |
| <b>League Participation Fee (non-City residents)</b> .....                  | \$5.00 per person                    |   |

**RECREATION FEES – DAY CAMP**

|                                |                    |
|--------------------------------|--------------------|
| Daily Rate.....                | \$22.00 per child  |
| Weekly Rate (5 day weeks)..... | \$105.00 per child |
| Weekly Rate (3 day weeks)..... | \$66.00 per child  |

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES – SWIMMING POOL**

**Daily Pool Admissions**

Adults - \$6.00

Children (age 5 – 17) - \$5.00

Children (age 4 and under) – Free with a paying adult

Group Rate (15 or more ages 5 & up) - \$1.00 off each admission

| Pool Passes            |          | City Resident | Non-City Resident |
|------------------------|----------|---------------|-------------------|
| Individual Season Pass | 1 Pass   | \$ 60.00      | \$ 70.00          |
|                        | 2 Passes | \$115.00      | \$135.00          |
|                        | 3 Passes | \$165.00      | \$195.00          |
|                        | 4 Passes | \$210.00      | \$250.00          |
|                        | 5 Passes | \$250.00      | \$300.00          |
|                        | 6 Passes | \$285.00      | \$345.00          |

Individual Season Passes can only be purchased in increments of 6 or less.

|                     |                |                 |                  |
|---------------------|----------------|-----------------|------------------|
| 15 Swim Punch Pass: | 1 for \$60.00  | 15 admissions ~ | \$4.00/admission |
|                     | 2 for \$110.00 | 30 admissions ~ | \$3.67/admission |
|                     | 3 for \$150.00 | 45 admissions ~ | \$3.33/admission |
|                     | 4 for \$180.00 | 60 admissions ~ | \$3.00/admission |

\*If purchasing 4 or more punch passes, each additional 15 swim punch pass is \$45.00 if purchased on the same day. **Punch passes are valid for individual or group entry for up to 15 admissions per pass.**

\_\_\_\_\_  
W. Robert Flanigan, Mayor

ATTEST: \_\_\_\_\_  
Elizabeth Stahlman, City Administrator

**CITY OF FROSTBURG**  
**HOTEL/MOTEL TAX ALLOCATIONS - FY24**  
**REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)**

| <b>ORGANIZATION</b>                             | <b>AMOUNT</b>     |
|---|-------------------|
| FrostburgFirst Operating                        | \$ 35,000         |
| Classy Chassis Car Club/Cruisin Main Street     | 1,500             |
| FSU Cultural Event Series                       | 6,000             |
| Elk's Derby Day                                 | 2,500             |
| House and Garden Club                           | 2,800             |
| Frostburg Dog Park                              | 5,000             |
| Children's Lit. Center/Storybook Holiday        | 3,000             |
| Frostburg Museum                                | 10,000            |
| Allegany Arts Council                           | 1,500             |
| Arion Band (Charter Provision)                  | 500               |
| Palace Theater                                  | 5,000             |
| FSU Appalachian Festival                        | 2,000             |
| Holiday Lamppost Committee                      | 5,000             |
| Mountain Maryland Trails                        | 5,000             |
| Allegany Museum/Thrasher Carriage Museum        | 5,000             |
| Savage Mountain Punk Fest                       | 1,500             |
| FSU TV-3  | 1,499             |
| FSU Center for Literary Arts                    | 1,500             |
| WMSR  | 20,000            |
| FSU WFWM Radio 91.9 FM                          | 1,500             |
| Camp Hope                                       | 1,500             |
| <b>Total Allocated to Outside Organizations</b> | <b>\$ 117,299</b> |

**RESOLUTION 2023-20**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN ANNUAL PLANNING REPORT BE SUBMITTED TO THE MARYLAND DEPARTMENT OF PLANNING.**

**WHEREAS**, the State of Maryland requires an annual report be submitted to the Maryland Department of Planning summarizing land development activity in the prior calendar year; and,

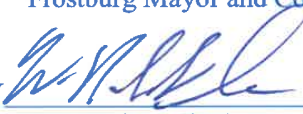
**WHEREAS**, the Frostburg Planning Commission approved the Annual Report and forwarded to the Mayor and Council.

**NOW, THEREFORE**, be it resolved that the Mayor and City Council of Frostburg hereby approves the Annual Planning Report to be forwarded to the Maryland Department of Planning.

**ADOPTED** this 18<sup>th</sup> day of May 2023.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator