



MINUTES

Mayor and Council Meeting

Thursday, May 19, 2022 - 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 19, 2022, 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:

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1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

6 APPROVAL OF THE MINUTES

- a) Minutes from the April Council Meeting.

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

- b) Sealed Minutes and Summary of Closed Meeting held on April 14, 2022

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

*Motion and Second to Approve the Sealed Minutes and Summary of the
Closed Meeting held on April 14, 2022.*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of
Rates and Fees. Elaine Jones, CPA, Director of Finance
- b) **ORDINANCE 2022-05** Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of
Section 3.6 of the Frostburg Code pertaining to the City's Procurement
Processes and Policies, in order to revise the threshold amounts for certain
exemptions to the competitive bidding requirements.
- c) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

- a) **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of
Rates and Fees. Elaine Jones, CPA, Director of Finance

6 - 30

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

*Motion and Second to Approve Ordinance 2022-04 on Second Reading; Vote
of the Mayor and City Council.*

Carried

[Ord. 2022-04 FY2022-2023 Budget](#)

- b) **ORDINANCE 2022-05** Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code pertaining to the City's Procurement Processes and Policies, in order to revise the threshold amounts for certain exemptions to the competitive bidding requirements. Elaine Jones, CPA, Director of Finance 31 - 35

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

Motion and Second to Approve Ordinance 2022-05 on Second Reading; Vote of the Mayor and City Council.

Carried

[Ord. 2022-05 Amend Procurement Policy](#)

11 NEW BUSINESS

- a) **RESOLUTION 2022-14** Authorize submission of Annual Report to the Maryland Department of Planning. L.J. Bennett, Director of Community Development 36 - 38

Moved by Commissioner of Public Safety Kevin Grove, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

Motion and Second to Approve Resolution 2022-14; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-14 Planning Report](#)

- b) **RESOLUTION 2022-15** Appoint Maureen Brewer to the Frostburg Historic District Commission for a 3-year term. L.J. Bennett, Director of Community Development 39

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

Motion and Second to Approve Resolution 2022-15; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-15 Members Hist. Dist Com.](#)

- c) **RESOLUTION 2022-16** Declare intent to reimburse expenditures to be incurred with future project with funds from the proceeds to debt remaining from the 2019 CDA bond issuance for the renovations of 37 Broadway. Elaine Jones, CPA, Director of Finance 40

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve Resolution 2022-16; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-16 Reimburse Expenditures](#)

- d) **RESOLUTION 2022-17** Approve application to the Community Development Block Grant program for funding of the construction of a new Frostburg childcare facility. 41

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

Motion and Second to Approve Resolution 2022-17; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-17 Childcare Center Funding](#)

- e) **RESOLUTION 2022-18** Authorize Maryland Department of Natural Resources to perform temperature and data monitoring and work with City representatives to adjust flow from Savage Springs and Wells, with the intent of studying options for improving native Brook Trout habitat in the Savage River, upstream of the dam. Hayden Lindsey, EIT, Director of Public Works

No Vote.

No Vote

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello

- a) Police Report for the month of April

13 OPEN PUBLIC COMMENT

- a) Jim Hinebaugh - Introduction - Candidate for Delegate for 1A
b) Lisa Van Houten - Posed questions re: ballot mail date, property tax revenue increase, ARPA funds, recycling and yard waste

14 ADJOURNMENT

Mayor

City Administrator

ORDINANCE 2022-04

FORMAL ADOPTION OF THE FISCAL 2022/2023 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 2021/2022 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, 2022 – June 30, 2023; 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:

OPERATING BUDGETS:	See Attachment
TAXES:	See Attachment
WATER RATES:	See Attachment
SEWAGE RATES:	See Attachment
GARBAGE RATES:	See Attachment
MISCELLANEOUS FEES:	See Attachment

Introduction:	April 14, 2022
Public Hearing:	May 19, 2022
Adoption:	May 19, 2022
Effective:	June 8, 2022

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, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
01-000-4000	Taxes - Real Estate	\$ 2,557,000
01-000-4001	Personal Property Taxes	12,000
01-000-4002	Public Utility Taxes	190,000
01-000-4003	Corporation Taxes	130,000
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	(2,000)
01-000-4012	Tax Abatements	(3,000)
01-000-4013	Enterprise Zone Reimbursement	1,000
01-000-4020	Maryland Income Tax	575,000
01-000-4021	Admission Taxes	20,000
01-000-4022	Hotel Motel Tax	130,000
01-000-4023	Highway Use Tax	343,700
01-000-4024	Coal Tax	2,500
01-000-4025	Housing Authority	12,000
01-000-4027	Payment in Lieu of Taxes	3,900
01-000-4031	Liquor Licenses	10,000
01-000-4032	Traders Licenses	10,000
01-000-4040	Police Grants	40,200
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	2,000
01-000-4047	Frostburg State University MOU	200,000
01-000-4049	School Resource Reimbursement	30,000
01-000-4050	Permits, Planning	2,500
01-000-4051	Building Permits	2,500
01-000-4052	Rental Registration	74,000
01-000-4054	Construction Inspections	15,000
01-000-4055	Code Enforcement Citations	1,750
01-000-4056	Comm Dev Grant Revenue	50,000
01-000-4060	Swimming Pool	50,000
01-000-4062	Day Camp Registrations	12,000
01-000-4063	Recreation Activities	15,000
01-000-4200	Operating Transfer - Water Fund	137,650
01-000-4201	Operating Transfer - Sewer Fund	224,750
01-000-4202	Operating Transfer - Garbage Fund	16,850
01-000-4301	Rents	97,500
01-000-4302	HRD Appropriation	10,350
01-000-4303	Franchises	88,000
01-000-4304	Miscellaneous Revenue	1,000
01-000-4306	Project Reimbursement	1,350,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
01-000-4315	Proceeds from Fund Balance	99,860
01-000-4317	Special Revenue	826,000
01-000-4600	Interest Income	15,000
	Total Corporate Fund Revenue	\$ 7,575,610
Corporate Fund Expenses		
Executive		
01-100-5000	Salaries	\$ 22,200
01-100-5010	Social Security	1,700
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	5,000
01-100-5104	Insurance - Public Officials	10,000
01-100-5150	Training	2,500
01-100-5160	Travel	3,500
01-100-5185	Professional Fees	5,000
	Total Executive	\$ 50,075
Administrative		
01-110-5000	Salaries	\$ 188,500
01-110-5010	Social Security	14,375
01-110-5011	Pension	13,800
01-110-5012	Workers Comp	575
01-110-5013	Insurance - Health	41,800
01-110-5014	Insurance - Health Retiree	22,200
New Acct	Contribution - 457	1,875
01-110-5050	Reserve For Contingencies	2,000
New Acct	Employee Wellness	7,500
01-110-5100	Insurance - Auto	600
01-110-5102	Insurance - Gen Liab	150
01-110-5105	Insurance - Property	8,000
01-110-5106	Insurance - AD&D and Life	4,200
01-110-5111	Contributions - Tourism	95,000
01-110-5150	Training	1,500
01-110-5160	Travel	500
01-110-5185	Professional Fees	1,600
01-110-5191	Communications	13,320
01-110-5192	City Code Hosting	3,000
01-110-5200	Advertising	6,000
01-110-5205	Legal	34,500
01-110-5207	Pension Administrative Fee	8,000
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	14,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
01-110-5230	Computer Exp	17,500
01-110-5232	IT Licensing and Fees	25,000
01-110-5235	Digital Engagement	5,000
01-110-5300	Board Expense	11,000
01-110-5391	Princlpal and Interest on Debt Service	154,900
01-110-5500	Building - Armory	12,000
01-110-5502	Building Maintenance	10,100
01-110-5550	Utilities - Building	16,000
01-110-5807	Capital Outlay	1,500,000
	Total Administrative	<u>\$ 2,245,495</u>
Finance		
01-120-5000	Salaries	\$ 68,700
01-120-5010	Social Security	5,225
01-120-5011	Pension	6,300
01-120-5012	Workers Comp	200
01-120-5013	Insurance - Health	15,500
New Acct	Contribution - 457	675
01-120-5102	Insurance - Gen Liab	125
01-120-5105	Insurance - Property	2,900
01-120-5150	Training	1,000
01-120-5185	Professional Fees	700
01-120-5310	Auditing	52,000
01-120-5311	Actuarial Study	4,000
01-120-5313	Tax Collection	2,800
01-120-5810	RETSA Obligation	750
	Total Finance	<u>\$ 160,875</u>
Community Development		
01-130-5000	Salaries	\$ 59,200
01-130-5010	Social Security	4,500
01-130-5011	Pension	5,400
01-130-5012	Workers Comp	175
01-130-5013	Insurance - Health	7,900
New Acct	Contribution - 457	575
01-130-5102	Insurance - Gen Liab	150
01-130-5105	Insurance - Property	4,950
01-130-5150	Training	500
01-130-5160	Travel	700
01-130-5185	Professional Fees	850
01-130-5320	Economic Development	8,000
01-130-5322	Planning	150,000
01-130-5323	Public Art	2,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
01-130-5820	Community Legacy Projects	50,000
01-130-5822	Special Projects	4,000
	Total Community Development	<u>\$ 298,900</u>
	Code Enforcement	
01-140-5000	Salaries	\$ 75,100
01-140-5010	Social Security	5,700
01-140-5011	Pension	6,875
01-140-5012	Workers Comp	225
01-140-5013	Insurance - Health	23,200
New Acct	Contribution - 457	750
01-140-5102	Insurance - Gen Liab	150
01-140-5105	Insurance - Property	3,200
01-140-5150	Training	2,400
01-140-5160	Travel	600
01-140-5185	Professional Fees	300
01-140-5231	Software and Subscriptions	11,700
01-140-5330	Code Enforcement	5,000
01-140-5331	Construction Inspect	14,000
01-140-5332	Rental Inspection	28,550
	Total Code Enforcement	<u>\$ 177,750</u>
	Public Works Administration	
01-150-5000	Salaries	\$ 53,400
01-150-5010	Social Security	4,050
01-150-5011	Pension	4,900
01-150-5012	Workers Comp	175
01-150-5013	Insurance - Health	9,600
New Acct	Contribution - 457	525
01-150-5102	Insurance - Gen Liab	150
01-150-5105	Insurance - Property	2,200
01-150-5150	Training	1,500
01-150-5160	Travel	1,000
01-150-5185	Professional Fees	2,100
01-150-5193	One Call Concepts	1,000
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>\$ 98,500</u>
	Total Admin and Executive Expense	<u>\$ 3,031,595</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
Public Safety		
01-160-5000	Salaries	\$ 998,200
01-160-5002	Salaries - Police Grants	25,000
01-160-5003	Court Time	13,000
01-160-5010	Social Security	79,200
01-160-5011	Pension	95,250
01-160-5012	Workers Comp	142,000
01-160-5013	Insurance - Health	234,300
New Acct	Contribution - 457	44,000
01-160-5100	Insurance - Auto	5,500
01-160-5102	Insurance - Gen Liab	900
01-160-5103	Insurance - Police Professional	12,000
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	30,160
01-160-5206	C3I Clerical Support	6,000
01-160-5210	Office Supplies	5,000
01-160-5350	FSU MOU	25,000
01-160-5390	Miscellaneous Expense	4,000
New Acct	Police Reform	11,200
01-160-5400	Gas, Oil, Grease	33,000
01-160-5401	Auto Expense	18,000
01-160-5420	Fleet Lease	22,000
01-160-5502	Jail and Office Maintenance	4,000
01-160-5500	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	236,980
	Total Public Safety	\$ 2,124,890
Public Works - Street		
01-170-5000	Salaries	\$ 243,300
01-170-5010	Social Security	18,600
01-170-5011	Pension	21,300
01-170-5012	Workers Comp	16,800
01-170-5013	Insurance - Health	71,000
New Acct	Contribution - 457	2,200
01-170-5018	Unemployment	1,000
01-170-5100	Insurance - Auto	7,200

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
01-170-5102	Insurance - Gen Liab	625
01-170-5105	Insurance - Property	5,600
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	105,625
01-170-5716	Street Shop Equipment	90,000
New Acct	Street Lighting Repairs	30,000
01-170-5800	Capital Outlay	60,000
01-170-5861	Street Paving	600,000
01-170-5865	Parking Lot Maintenance	15,000
	Total Public Works - Street	<u>\$ 1,794,950</u>
Recreation		
01-180-5000	Salaries	\$ 205,750
01-180-5010	Social Security	15,750
01-180-5011	Pension	13,400
01-180-5012	Workers Comp	14,225
01-180-5013	Insurance - Health	55,300
New Acct	Contribution - 457	2,000
01-180-5100	Insurance - Auto	2,500
01-180-5102	Insurance - Gen Liab	450
01-180-5105	Insurance - Property	11,000
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,000
01-180-5181	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	7,000
New Acct	Fleet Lease	11,000
01-180-5503	Armory Expense - Gym	10,000
01-180-5504	Community Center	12,000
New Acct	City Place	9,500
01-180-5720	Beautify The Burg Expense	2,000
01-180-5721	Rec Equipment Maintenance	5,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
01-180-5722	Rec League Appropriations	3,000
01-180-5723	Rec Park Maintenance Expense	68,000
01-180-5724	Street Trees	7,500
01-180-5725	Trailhead Maintenance Expense	2,000
01-180-5726	Recreational Programs	9,000
	Total General Recreation	<u>\$ 471,925</u>
01-181-5000	Salaries	\$ 66,000
01-181-5010	Social Security	5,050
01-181-5012	Workers Comp	4,600
01-181-5108	Unemployment	500
01-181-5507	Pool Operating	35,000
	Total Pool	<u>\$ 111,150</u>
01-182-5000	Salaries	\$ 21,300
01-182-5010	Social Security	1,650
01-182-5012	Workers Comp	1,500
01-182-5108	Unemployment	500
01-182-5507	Day Camp Operations	500
	Total Day Camp	<u>\$ 25,450</u>
01-183-5000	Salaries	\$ 13,200
01-183-5010	Social Security	1,025
01-183-5012	Workers Comp	925
01-183-5108	Unemployment	500
	Total Seasonal	<u>\$ 15,650</u>
	Total Recreation	<u>\$ 624,175</u>
	Total Corporate Fund Expenses	<u><u>\$ 7,575,610</u></u>
	Corporate Fund Net Income (Loss)	<u><u>\$ -</u></u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
Water Fund Revenues		
02-000-4000	Water Service Revenue	\$ 1,420,000
02-000-4001	Interest Earned - Water	1,500
02-000-4315	Proceeds from Fund Balance	92,475
02-000-4317	Special Revenue	750,000
02-000-4402	Sale of Meters	6,000
02-000-4403	Tapping Fees	7,000
02-000-4404	Sundry Sales	20,000
	Total Water Revenue	\$ 2,296,975
Water Fund Expenses		
Water - Administration		
02-190-5000	Salaries	\$ 57,500
02-190-5010	Social Security	4,350
02-190-5011	Pension	5,250
02-190-5012	Workers Comp	175
02-190-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
02-190-5370	FMHA Bond	750
02-190-5600	Corporate Overhead	137,650
	Total Water Administration	\$ 221,200
Water - Filtration		
02-192-5102	Insurance - Gen Liab	\$ 1,100
02-192-5105	Insurance - Property	11,500
02-192-5106	Insurance - Boiler & Machinery	4,900
02-192-5521	Pumping System Expense	60,000
02-192-5522	Purification Plant Maintenance	190,000
02-192-5710	Filtration Contract Payment	564,000
	Total Water Filtration	\$ 831,500
Water - Supply		
02-194-5000	Salaries	\$ 27,700
02-194-5010	Social Security	2,100
02-194-5011	Pension	2,500
02-194-5012	Workers Comp	1,900
New Acct	Contribution - 457	275
02-194-5506	Hydro Facility Expense	5,000
02-194-5550	Utilities - Water Supply	5,000
02-194-5730	Water Supply Expense	50,000
	Total Water Supply	\$ 94,475

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
	Water - Distribution	
02-196-5000	Salaries	\$ 212,400
02-196-5010	Social Security	16,250
02-196-5011	Pension	19,550
02-196-5012	Workers Comp	14,700
02-196-5013	Insurance - Health	55,700
New Acct	Contribution - 457	2,050
02-196-5100	Insurance - Auto	3,600
02-196-5102	Insurance - Gen Liab	1,300
02-196-5105	Insurance - Property	3,300
02-196-5150	Training	500
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	4,100
02-196-5191	Communications	9,200
02-196-5210	Office Supplies	500
02-196-5390	Miscellaneous Expense	28,550
02-196-5400	Gas, Oil, Grease	8,000
02-196-5420	Fleet Lease	24,000
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	2,600
02-196-5700	Distribution Expense	90,000
02-196-5701	Distribution Pipe Expense	5,000
02-196-5702	Equipment Maintenance	5,000
02-196-5703	Fire Hydrants Expense	15,000
02-196-5704	Transmission Mains Expense	12,000
02-196-5740	Meters Expense	190,000
02-196-5800	Capital Outlay	410,000
	Total Water Distribution	\$ 1,149,800
	Total Water Fund Expenses	\$ 2,296,975
	Total Water Fund Net Income (Loss)	\$ -

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
Sewer Fund Operating Revenues		
03-000-4000	Sewer Charges	\$ 1,925,000
03-000-4001	Interest Earned - Sewer	2,700
03-000-4317	Special Revenue	654,000
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	7,500
03-000-4530	Project Reimbursements	71,000
	Total Sewer Operating Revenue	\$ 2,661,700
Sewer Operating Expenses		
Sewer - Administration		
03-210-5000	Salaries	\$ 57,500
03-210-5010	Social Security	4,350
03-210-5011	Pension	5,250
03-210-5012	Workers Comp	175
03-210-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
	Total Sewer Administration	\$ 82,800
Sewer - Operating		
03-211-5000	Salaries	\$ 151,200
03-211-5010	Social Security	11,550
03-211-5011	Pension	17,175
03-211-5012	Workers Comp	10,500
03-211-5013	Insurance - Health	59,000
New Acct	Contribution - 457	1,800
03-211-5100	Insurance - Auto	2,000
03-211-5102	Insurance - Gen Liab	625
03-211-5105	Insurance - Property	5,000
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	9,750
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	224,750
03-211-5761	Sanitary Commission Charges	1,220,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	55,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
03-211-5764	Sewer Pumping Expense	6,000
03-211-5805	Capital Outlay - Sewer Projects	725,000
	Total Sewer Operating	<u>\$ 2,524,550</u>
	 Total Sewer Operating Expenses	 <u>\$ 2,607,350</u>
	 Sewer Operating Net Income (Loss)	 <u>\$ 54,350</u>
	 CSO Revenue	
03-220-4520	CSO Surcharge Revenue	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000
03-220-4530	Project Reimbursements	2,461,450
	Total CSO Revenue	<u>\$ 2,867,450</u>
	 CSO Expenses	
03-220-5391	Interest Expense	\$ 3,650
03-220-5392	Debt Redemption	23,150
03-220-5800	Capital Outlay	2,895,000
	Total CSO Expense	<u>\$ 2,921,800</u>
	 CSO Net Income (Loss)	 <u>\$ (54,350)</u>
	 Sewer Fund Net Income (Loss)	 <u><u>\$ -</u></u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
	Water Surcharge Fund Revenue	
04-000-4000	Water Tap Surcharge	\$ 913,000
04-000-4001	Interest Earned - Surcharge	1,600
04-000-4315	Proceeds from Fund Balance	-
04-000-4317	Special Revenue	175,000
	Total Water Surcharge Revenue	<u>\$ 1,089,600</u>
	Water Surcharge Fund Expenses	
New Acct	Collection Expense	\$ 2,500
04-200-5391	Interest Expense	79,625
04-200-5392	Debt Redemption	766,400
04-200-5800	Capital Outlay	175,000
04-200-5802	Capital Repairs	66,075
	Total Water Surcharge Expense	<u>\$ 1,089,600</u>
	Water Surcharge Net Income (Loss)	<u>\$ -</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2023**

ACCOUNT	DESCRIPTION	22/23 BUDGET
Garbage Fund Revenues		
05-000-4000	Trash & Garbage Charges	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,200
05-000-4315	Proceeds from Fund Balance	44,500
05-000-4404	Sundry Sales	1,000
	Total Garbage Revenue	<u>\$ 414,700</u>
Garbage Fund Expenses		
Garbage Fund - Administration		
05-230-5000	Salaries	\$ 57,500
05-230-5010	Social Security	4,350
05-230-5011	Pension	5,250
05-230-5012	Workers Comp	175
05-230-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
	Total Garbage Administration	<u>\$ 82,800</u>
Garbage Operating		
05-232-5000	Salaries	\$ 85,600
05-232-5010	Social Security	6,550
05-232-5011	Pension	7,875
05-232-5012	Workers Comp	5,925
05-232-5013	Insurance - Health	24,900
New Acct	Contribution - 457	825
05-232-5100	Insurance - Auto	2,200
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	3,600
05-232-5170	Uniforms	3,075
05-232-5180	Safety Equipment	500
05-232-5210	Office Supplies	500
05-232-5400	Gas, Oil, Grease	12,600
05-232-5600	Corporate Overhead	16,850
05-232-5770	Ash Dumpster	3,500
05-232-5771	Bulk Cleanup Expense	10,000
05-232-5772	Landfill Charges	130,000
05-232-5773	Sanitation Operating Expense	17,000
	Total Garbage Operating	<u>\$ 331,900</u>
	Total Garbage Expenses	<u>\$ 414,700</u>
	Garbage Net Income (Loss)	<u>\$ -</u>

CITY OF FROSTBURG
HOTEL/MOTEL TAX ALLOCATIONS - FY23
REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)

ORGANIZATION	AMOUNT
FrostburgFirst Operating	\$ 35,000
Classy Chassis Car Club/Cruisin Main Street	1,500
FSU Cultural Event Series	5,000
Elk's Derby Day	2,500
House and Garden Club	2,000
Frostburg Dog Park	4,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	1,500
Arion Band (Charter Provision)	500
Palace Theater	3,000
FSU Appalachian Festival	2,500
Holiday Lamppost Committee	3,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	1,500
WMSR	10,000
Total Allocated to Outside Organizations	\$ 95,000

JULY 1, 2022

**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 beginning October 1 and is retroactive to July 1.

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 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) \$35.00

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 after 12/01/21)..... 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, 2022

**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 electronically3.5%
Card presented by phone or entered manually4.5%

WATER RATES

WATER CONSUMPTION	<u>IN CITY CUSTOMERS</u>
0 – 50,000 gallons per billing	\$5.80/1,000 gallons
50,001 gallons per billing and over.....	\$11.10/1,000 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	\$5.80/1,000 gallons
500,001 gallons per billing and over.....	\$11.10/1,000 gallons

WATER CONSUMPTION	<u>INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY</u>
0 – 50,000 gallons per billing	\$8.70/1,000 gallons
50,001 gallons per billing and over.....	\$16.65/1,000 gallons

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

SEWER RATES

Billed based on water consumption	<u>ALL CUSTOMERS</u>
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.....	\$11.80/month or \$35.40/quarter
Out of City customers	\$11.35/month or \$34.05/quarter
County customers except Eckhart.....	\$9.75/month or \$29.25/quarter
County customers - Eckhart.....	\$3.95/month or \$11.85/quarter

CSO (Combined Sewer Overflow) SURCHARGE

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

GARBAGE RATES

Residential customers.....\$38.00 per unit per quarter
Recycling credit (requires enrollment with Burgmeier's Hauling)..... \$9.00 per quarter

JULY 1, 2022

**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 <u>existing or razed</u> 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 <u>existing or razed</u> 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, 2022

**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 \$65.00 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, 2022

**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 \$50.00 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, 2022

**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 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)

Sign area is determined per the City Zoning Ordinance § 7

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, 2022

**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
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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, 2022

**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 1st.

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, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES

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

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

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

RECREATION FEES – DAY CAMP

Daily Rate.....	\$20.00 per child
Weekly Rate (5 day weeks).....	\$95.00 per child
Weekly Rate (4 day weeks).....	\$80.00 per child

JULY 1, 2022

**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

ORDINANCE 2022-05

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO AMEND SUBSECTIONS (e)(2), (e)(3), (e)(4)b AND (e)(4)c OF SECTION 3.6 OF THE FROSTBURG CODE (2018 EDITION), PERTAINING TO THE CITY’S PROCUREMENT PROCESSES AND POLICIES, IN ORDER TO REVISE THE THRESHOLD AMOUNTS FOR CERTAIN EXEMPTIONS TO THE COMPETITIVE BIDDING REQUIREMENTS.”

WHEREAS, section 3.6 of the City Code sets forth the City’s procurement processes and policies;

WHEREAS, subsection (e) of Section 3.6 sets forth the purchases which are exempt from the competitive bidding requirement;

WHEREAS, the revisions to Subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 are for the purpose of aligning the procurement and policies to align with current federal guidelines for micropurchases; and

WHEREAS, City staff has determined that changing the applicable thresholds will facilitate the implementation of the aforesaid procurement processes and policies.

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, that Subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code are amended to read as follows: [NOTE: A TEXT-EDITED VERSION OF THE CODE IS ATTACHED HERETO AS EXHIBIT A]

Sec. 3-6 – Procurement processes and policies.

...

(e) *Purchases exempt from competitive bidding requirement.*

...

(2) *Purchases of more than five hundred dollars (\$500.00) and through ten thousand dollars (\$10,000.00).* All purchases of more than five hundred dollars (\$500.00) and through ten thousand dollars (\$10,000.00) shall be made upon requisition of the appropriate department head if funds are available in an approved budget. If funds are not available, the

purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.

- (3) *Purchases of more than ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00).* All purchases of more than ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) may be made only after the department head solicits bids from no less than three (3) providers of the items to be purchased, provided it is practical to do so. Such purchases shall be made upon requisition of the applicable department head if funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.

....

- (4) *Sole source purchases.*

....

- b. *Purchases of ten thousand dollars (\$10,000.00) or less.* All sole source purchases of ten thousand dollars (\$10,000.00) or less shall be made upon requisition of the applicable department head if funds are available in an approved budget. Such purchases shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.
- c. *Purchases of more than ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00).* Sole source purchases of more than ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner. All such purchases shall be reported to the Council. The requirements relative to obtaining quotes from at least three (3) suppliers as is set forth in subsection (b)(3) may be waived in the discretion of the City Administrator.

....

SECTION 2: BE IT FURTHER ORDAINED, that this Ordinance shall take effect on the date it is adopted.

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: 
W. Robert Flanigan, Mayor

ATTEST


Elizabeth Stahlman, City Administrator

Introduced: April 14, 2022
Public Hearing: May 19, 2022
Adopted: May 19, 2022
Effective: May 19, 2022

EXHIBIT A

Text Edited Version of Section 3.6(e)(2), (e)(3), (e)(4)b and (e)(4)c

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- (e) *Purchases exempt from competitive bidding requirement.*
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(2) *Purchases of more than five hundred dollars (\$500.00) and through ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00). All purchases of more than five hundred dollars (\$500.00) and through ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) shall be made upon requisition of the appropriate department head ~~is if~~ funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*

(3) *Purchases of more than ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00). All purchases of more than ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) may be made only after the department head solicits bids from no less than three (3) providers of the ~~purchase-items to be purchased~~, provided it is practical to do so. Such purchases shall be made upon requisition of the applicable department head if funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*

.....

(4) *Sole source purchases.*

.....

b. *Purchases of ten thousand dollars (\$10,000.00) ~~three thousand five hundred dollars (\$3,500.00)~~ or less. All sole source purchases of ten thousand dollars (\$10,000.00) ~~three thousand five hundred dollars (\$3,500.00)~~ or less shall be made upon requisition of the applicable department head if funds are available in an approved budget. Such purchases shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*

- c. *Purchases of more than ~~ten thousand dollars (\$10,000.00)~~ ~~three thousand five hundred dollars (\$3,500.00)~~ and through twenty-five thousand dollars (\$25,000.00).* Sole source purchases of more than *ten thousand dollars (\$10,000.00)* ~~three thousand five hundred dollars (\$3,500.00)~~ but less than or equal to twenty-five thousand dollars (\$25,000.00) shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner. All such purchases shall be reported to the Council. The requirements relative to obtaining quotes from at least three (3) suppliers as is set forth in subsection (b)(3) may be waived in the discretion of the City Administrator.

RESOLUTION 2022-14

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 19th day of May 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator



W. Robert Flanigan
Mayor

Commissioners

Donald L. Carter, Jr.
Commissioner of
Finance

Kevin G. Grove
Commissioner of
Public Safety

Nina Forsythe
Commissioner of
Water, Parks and
Recreation

Adam Ritchey
Commissioner of
Public Works

Elizabeth Stahlman
City Administrator

City of Frostburg

Office of the Secretary
Maryland Department of Planning
Attn: David Dahlstrom, AICP
301 W. Preston St.
Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2021

Dear Mr. Dahlstrom:

The City of Frostburg Planning Commission approved the following Annual Report for the Reporting Year 2021 as required under §1-207(b) of the Land Use Article on April 13, 2022. In addition, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA), §1-208(c)(1)(i) and (c)(3)(ii):

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2020	PFA	Non - PFA	Total
# New Residential Permits Issued	9	0	9

2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year, as required under §1-207(c)(6) of the Land Use Article? If yes, please submit the 5-Year Report as an attachment. Y ☐ N ☒

*Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at:
<https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>*

3. Were there any growth related changes, including Land Use Changes, Annexations, Zoning Ordinance Changes, Rezoning, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to §1-207(c)(1) of the Land Use Article? If yes, please list or map. Y ☐ N ☒
4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list.
Y ☐ N ☒
5. Are there any issues that Planning can assist you with in 2021? If yes, please list.
Y ☐ N ☒

6. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under §1-206(a)(2) of the Land Use Article?

Y ☒ N ☐

Sincerely,

A handwritten signature in cursive script, appearing to read "L.J. Bennett".

L.J. Bennett
Community Development Director

RESOLUTION 2022-15

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING MEMBERS TO THE FROSTBURG HISTORIC DISTRICT COMMISSION.

WHEREAS, The City of Frostburg has a number of Boards and Commissions established for specific purposes; and

WHEREAS, Certain vacancies and expired terms have been identified in the Frostburg Historic District Commission; and,

WHEREAS, Staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to the aforementioned Commissions.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby appoint Maureen Brewer to the Frostburg Historic District Commission for a 3 year term to expire May 19, 2025.

ADOPTED this 19th day of May 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-16

A RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, TO REIMBURSE EXPENDITURES TO BE INCURRED WITH RESPECT TO CERTAIN PROJECTS OR PROGRAMS OR FROM CERTAIN FUNDS WITH THE PROCEEDS OF DEBT.

WHEREAS, to facilitate an efficient borrowing program, the City of Frostburg (the “Issuer”) intends to expend money on certain projects or programs or from certain funds prior to the issuance of debt by the Issuer for such purposes; and,

WHEREAS, the Issuer intends to reimburse such expenditures from the proceeds of debt to be issued by the Issuer; and,

WHEREAS, to comply with applicable provisions of the Internal Revenue Code of 1986, as amended, and Section 1.150-2 of the Income Tax Regulations, it is necessary, in order to reimburse such expenditures with the proceeds of tax-exempt debt, that the Issuer declare its official intent to make such a reimbursement of expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg that, as evidenced by this Resolution, the Issuer intends to expend money on the cost of the acquisition, construction, and improvements of the capital projects associated with a downtown parking lot design and construction to serve the residents, visitors, and employees in downtown, prior to the reallocation of bond proceeds or other debt obligations to reimburse such expenditures. With respect to such projects, the Issuer reasonably expects to issue debt obligations for these projects in the estimated maximum principal amount of two-hundred and fourteen thousand dollars and four hundred and twelve Dollars (\$214,412.00).

ADOPTED this 19th day of May 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-17

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING APPLICATION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FUNDING FOR THE CONSTRUCTION OF A CHILDCARE CENTER.

WHEREAS, the State of Maryland through the Department of Housing and Community development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and,

WHEREAS, the City of Frostburg is eligible to apply for funds from the Maryland Community Development Block Grant Program through the Maryland department of Housing and Community Development; and,

WHEREAS, the Mayor and City Council have held the required public hearing related to the formulation of the City of Frostburg's Block Grant application; and,

WHEREAS, the Mayor and City Council understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary/

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of Frostburg authorize the submittal of an application for Community Development Block Grant funds not to exceed \$350,000 for the Frostburg Childcare Center.


BE IT FURTHER RESOLVED, that the Mayor is authorized and empowered to execute any and all documents required for the submission of this application.

ADOPTED this 19th day of May 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator