

MAYOR AND CITY COUNCIL OF FROSTBURG



Mayor W. Robert Flanigan
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

AGENDA

MAYOR AND COUNCIL WORK SESSION

Thursday, April 13, 2023 at 3:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

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1. CALL TO ORDER	
2. ROLL CALL	
3. COUNCIL MEETING TOPICS	
3.1. Public Hearings:	3 - 8
1. Constant Yield Tax Rate Hearing	
2. 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	
3. Ordinance 2023-02 - Amending the City Code regarding Tax Payments	
CYTR Hearing Ad	
Ord 2023-01 2023-02 Ad	
2023-01 Text Amendments Ordinance	
Ordinance 2023-02 Tax Ordinance	
3.2. Budget for Fiscal Year 2024	9 - 49
• Budget Presentation	
• Utility Rates	
• Budget Ordinance to be introduced at 4/20/23 Council Meeting, Public Hearing 5/18/23 Council Meeting	
FY24 Budget Presentation	
Budget ordinance FY24 v.0413	
Budget Ordinance FY24 Summary by Fund v.0413	
Utility Rate Summary FY24	
Utility Rate sample bill totals FY24	
Schedule of Municipal Fees FY24 (1)	
Hotel Motel Allocation FY24	
3.3. Maryland State Retirement.	50 - 54
1. Officer enrollment in LEOPS	
2. Employer Pick-Up	
230328 Transfer Resolution - City of Frostburg	
230409 Pick Up Resolution - City of Frostburg	
3.4. USDA Requirements for Congressional Community Project Funding Award for Frostburg Childcare Center	55
1. USDA Application	
2. Change Order to design contract	
Authorizing Resolution USDA Draft	
4. DISCUSSION ITEMS	

- 4.1. Building Improvement Grant award recommendations 56 - 57
[Building Improvement Grant Staff Recommendations](#)
- 4.2. Hazardous Waste Collection financial assistance request from Allegany County Solid Waste Management Board 58 - 59
[Household Hazardous Waste Collection Request](#)
- 4.3. General Discussion: Mayor and Council

5. 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 review specific, individual employee salary increases proposed.

MOTION TO ADJOURN AND ENTER INTO CLOSED SESSION.

**CITY OF FROSTBURG NOTICE OF A PROPOSED
REAL PROPERTY TAX INCREASE**

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.

A public hearing on the proposed real property tax rate increase will be held at 7:00 pm on Thursday, April 20, 2023 at 37 Broadway, Frostburg City Hall, Meeting Room 100, Frostburg, MD 21532.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call 301-689-6000 ext. 101 for further information.

PUBLIC NOTICE

NOTICE OF PUBLIC HEARINGS CITY OF FROSTBURG ORDINANCE 2023-01 & 2023-02

The Mayor and City Council for the City of Frostburg will conduct Public Hearings during their regular monthly meeting on **Thursday, April 20, 2023 at 7:00 pm**. The meeting will be held at 37 Broadway, in Meeting Room 100 of the Frostburg Municipal Center. The meeting will also be live streamed on the City's YouTube channel, which is accessible through the meeting portal: www.frostburgcity.civicweb.net. Those wishing to offer public comment may attend the meeting or submit comments in writing, attn: City Administrator, 37 Broadway, Frostburg, MD 21532 or email comments@frostburgcity.org.

The purpose of the Public Hearing is to hear public comments on Ordinances 2023-01 and 2023-02 which were introduced before the Mayor and City Council during their meetings on February 16, 2023 and March 16, 2023, respectively.

ORDINANCE 2023-01- Amend the City's Zoning Ordinance (Appendix A of the Frostburg Code) to add restaurants as a special exception use in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions.

ORDINANCE 2023-02- Amend the City Code pertaining to the collection of taxes. This Ordinance will amend Article III, Section IV of the City Code to change the calculation of interest on unpaid real property and personal property taxes to be consistent with state law.

The Ordinances may be viewed on the City's meeting portal at www.frostburgcity.civicweb.net or can be made available by calling 301-689-6000. Interested persons are encouraged to offer public comment in a manner outlined above. Questions about the Ordinances or about the public meeting may be directed to the City Administrator at 301-914-1781 or at estahlman@frostburgcity.org.

Adv.: Times - News April 6, 2023

ORDINANCE 2023-01

AN ORDINANCE TO AMEND THE CITY'S ZONING ORDINANCE (APPENDIX A OF THE FROSTBURG CODE) TO ADD RESTAURANTS AS SPECIAL EXCEPTION USES IN THE T-LI (TECHNOLOGY/LIGHT INDUSTRIAL) ZONING DISTRICT, SUBJECT TO SPECIFIED CONDITIONS.

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter ("Charter") adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended;

WHEREAS, Article V, Sections 501 and 502 of the Charter empowers the City to regulate matters of zoning within the City;

WHEREAS, the City of Frostburg Zoning Ordinance (the "Zoning Ordinance") is set forth in Appendix A of the Frostburg Code;

WHEREAS, the Department of Community Development proposed text changes, to add all types of restaurants as special exception uses in the T-LI District, but only if they are on lots with front lot lines abutting arterial or collector streets, as defined in Section 4.2 of the Frostburg Subdivision and Land Development Regulations (Appendix B of the Frostburg Code);

WHEREAS, the recommended changes would necessitate renumbering Subsection (6) of Section 3.11(C) of the Zoning Ordinance as Subsection (7) and inserting a new Subsection (6) to read as follows:

- (6) Restaurants. Special Exception use applies only to lots with a front lot line abutting an arterial or collector street, as defined by Article IV, Definitions, of the Frostburg Subdivision and Land Development Regulations.

WHEREAS, the Frostburg Planning Commission reviewed the proposed text changes during its January 11, 2023 public meeting and voted to recommend to the Mayor and Council that it adopt them; and

WHEREAS, by this Ordinance, the Mayor and Council are accepting those recommendations, subject to amendments, and are amending the Zoning Ordinance as set forth below.

NOW, THEREFORE,

SECTION 1: BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, that the Mayor and Council, having introduced the amendments to the Zoning Ordinance, having conducted one advertised Public Meeting, and having determined that additional special exception uses shall be permitted in the "T-LI"

Technology Light Industrial Zoning District, do hereby amend Section 3.11(C) of the Zoning Ordinance by renumbering Subsection (6) as Subsection (7) and inserting a new Subsection (6) to read as follows:

(6) Restaurants, Drive-In or Drive-Through, Fast Food, and Standard, but only if they are on lots with front lot lines abutting arterial or collector streets, as defined in Section 4.2 of the Frostburg Subdivision and Land Development Regulations (see Appendix B of the Frostburg Code).

SECTION 2: AND BE IT FURTHER ORDAINED, that this Ordinance shall take effect twenty (20) days from the date of its passage.

MAYOR AND CITY COUNCIL OF FROSTBURG

By: _____
W. Robert Flanigan, Mayor

Elizabeth Stahlman, City Administrator

Introduced: _____, 2023
1st Hearing: _____, 2023
Adopted: _____, 2023
Effective: _____, 2023

ORDINANCE 2023-02

AN ORDINANCE TO AMEND THE CITY CODE OF FROSTBURG TO PROVIDE FOR THE ADOPTION OF REGULATIONS PERTAINING TO THE COLLECTION OF TAXES.

WHEREAS: The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter ("Charter") adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended; and,

WHEREAS: Article III, Section IV of the City Code contains antiquated regulations regarding the calculation of interest on real property and personal property taxes; and,

WHEREAS: The Mayor and City Council have indicated their desire to change they manner in which interest is calculated to be consistent with the Annotated Code of Maryland Tax-Property Article, Section 10-102.

NOW THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND, that Article 3, Section 4 is repealed and re-enacted with amendments and shall read as follows:

Sec. 3-4. Taxes.

(a) *Real property taxes.*

- (1) *Annual payments.* Except as provided for in subsections (a)(2) and (3) of this section, bills for real property taxes shall be considered delinquent if not paid prior to October 1 of each year. Beginning on October 1 of each year, interest in the amount of one and one-half percent (1.5%) of the unpaid taxes for each month, shall be added to the amount due.
- (2) *Semi-annual payments.* For residential owner-occupied properties for which semi-annual payments are authorized under State law (presently, Md. Real Prop. Code Ann. § 10-204.3(b)), the installments shall be considered delinquent if not paid prior to September 30 and December 31, and interest at the aforesaid rate shall be added to the amount due.
- (3) *Half-year payments.* The bills for real property taxes on properties that are completed or otherwise initially added to the tax roll during the period from July 1 to December 31, both inclusive, shall be considered delinquent if not paid on or before thirty (30) days after the date the tax bill is mailed or made available. Interest at the aforesaid rate shall be applied retroactively to the billing date and shall be added to the amount due for any such delinquent tax bills.

(b) *Personal property taxes.*

- (1) Personal property tax may be paid without interest or penalty:

- (a) On or before September 30, if the bill is submitted on or before August 31 of a tax year; or
- (b) On or before the last day of the month following the month the tax bill is issued if the tax bill is submitted after September 1 of the tax year.
- (2) Interest on delinquent personal property taxes shall accrue at the rate of one and one-half percent (1.5%) per month.

[NOTE: A document showing the text changes to the City of Frostburg Ethics Code effected by this Ordinance is attached hereto for reference purposes]

SECTION 2: AND BE IT FURTHER ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND, that this Ordinance shall take effect from the date of its passage.

Introduced: _____
Public Hearing: _____
Adopted: _____
Effective: _____

MAYOR AND CITY COUNCIL OF FROSTBURG

by _____
W. Robert Flanigan, Mayor

ATTEST

Elizabeth Stahlman, City Administrator



CITY OF FROSTBURG

OPERATING BUDGET
FISCAL YEAR 23/24

CITY OF FROSTBURG
BUDGET ORDINANCE FOR THE YEAR ENDING JUNE 30, 2024
CONDENSED SUMMARY BY FUND AND DEPARTMENT

	Revenue	Expense	Net Income (Loss)
Corporate Fund			
Executive		\$ 550,575	
Administration		3,139,200	
Finance		198,375	
Community Development		400,075	
Code Enforcement		150,925	
Public Works Administration		121,650	
Public Safety		2,376,350	
Street		1,911,525	
Recreation		738,375	
Total Corporate Fund	\$ 9,587,050	\$ 9,587,050	\$ -
Water			
Administration		\$ 202,250	
Filtration		1,006,400	
Supply		99,625	
Distribution		892,125	
Total Water Fund	\$ 2,200,400	\$ 2,200,400	\$ -
Sewer			
Administration		\$ 94,400	
Operating		2,019,325	
Sewer subtotal	2,115,525	2,113,725	1,800
CSO subtotal	3,888,000	3,889,800	(1,800)
Total Sewer Fund	\$ 6,003,525	\$ 6,003,525	\$ -
Total Piney Surcharge	\$ 831,800	\$ 622,300	\$ 209,500
Garbage			
Administration		\$ 93,900	
Operating		367,800	
Total Garbage Fund	\$ 461,700	\$ 461,700	\$ -
City Total	\$ 19,084,475	\$ 18,874,975	\$ 209,500

FY24 Budget:

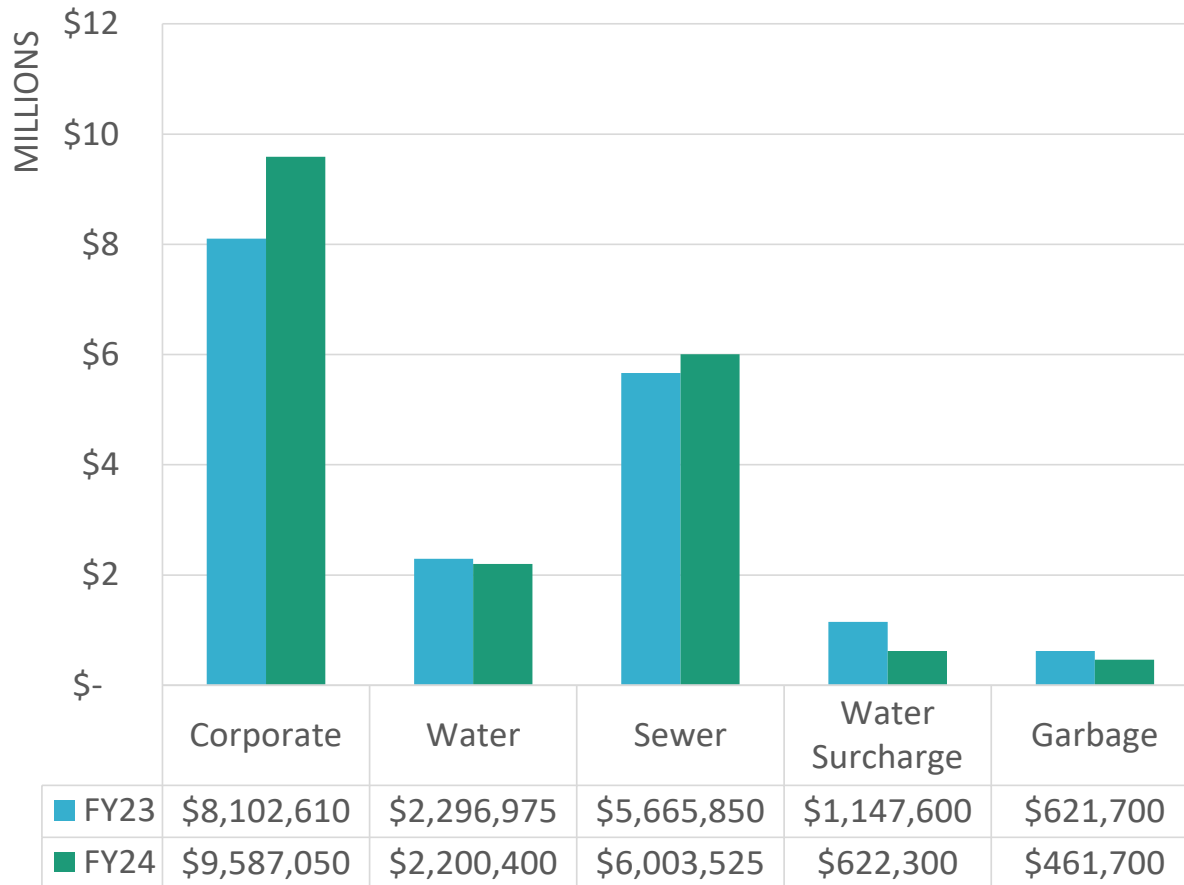
Real Estate Taxes

- Maintain the current tax rate of \$0.70 per \$100 of assessed value
- Net assessable base increased approximately \$25.6 million
- An increase in the Enterprise Zone Credit eligible assessments of \$11.1 million is included in the overall increase in the net assessable base

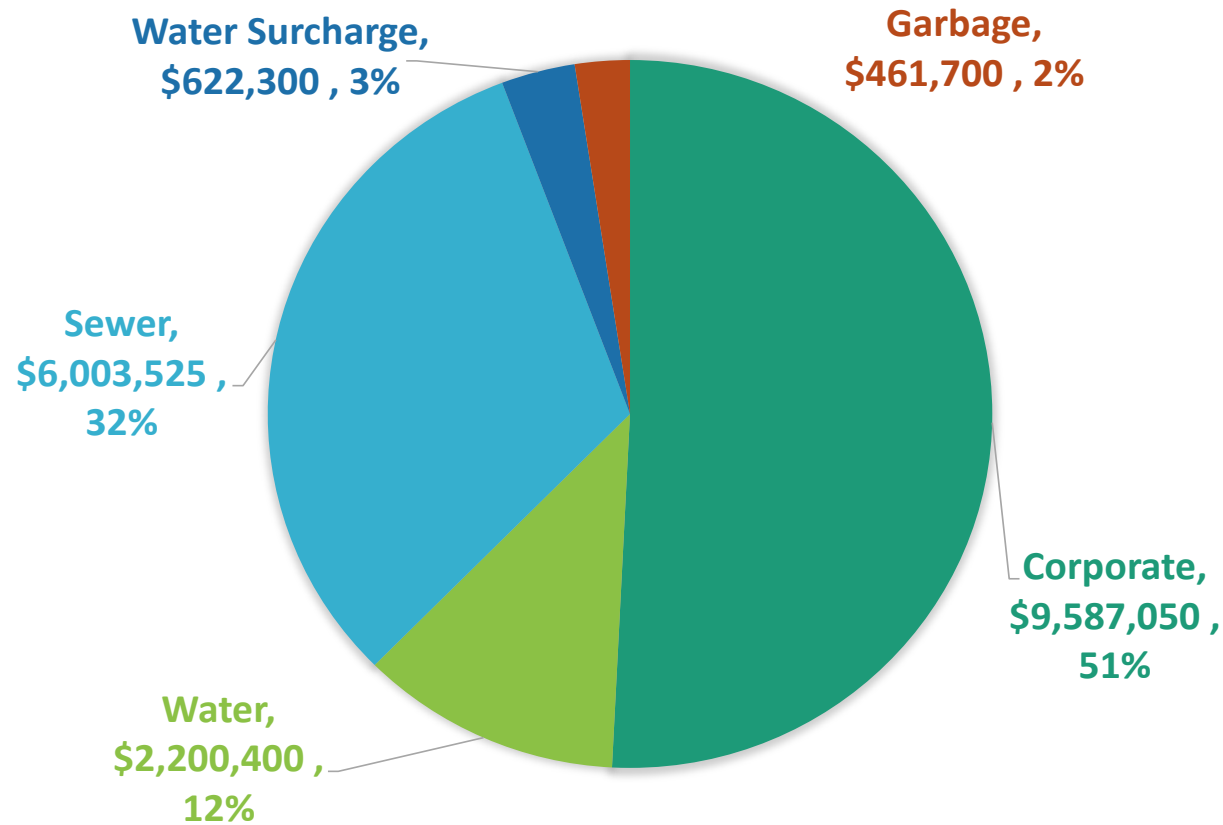
Utility Rates

- No changes in the Sewer rate, CSO Surcharge or Bay Restoration Fee
- Propose increasing **Water** consumption rates by 7%
- Propose decreasing **Water Surcharge** rates for all customers
- Propose increasing **Garbage** rates by \$3 per month per unit

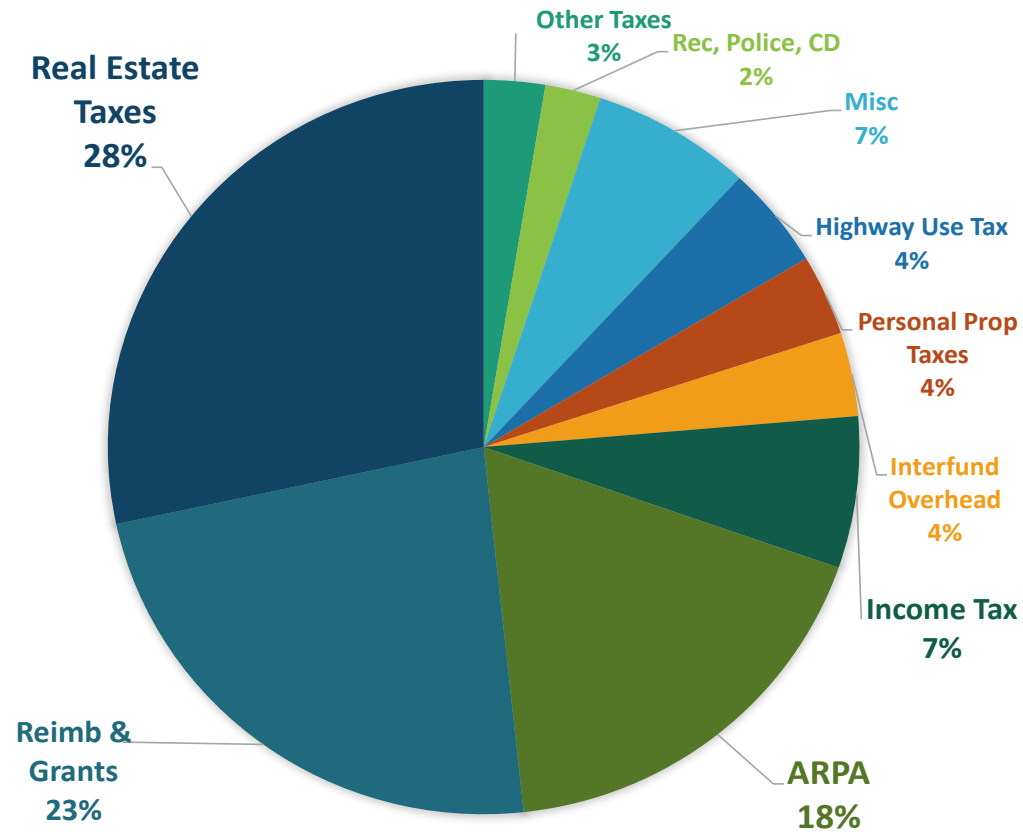
Expenses by Fund – FY23 and FY24



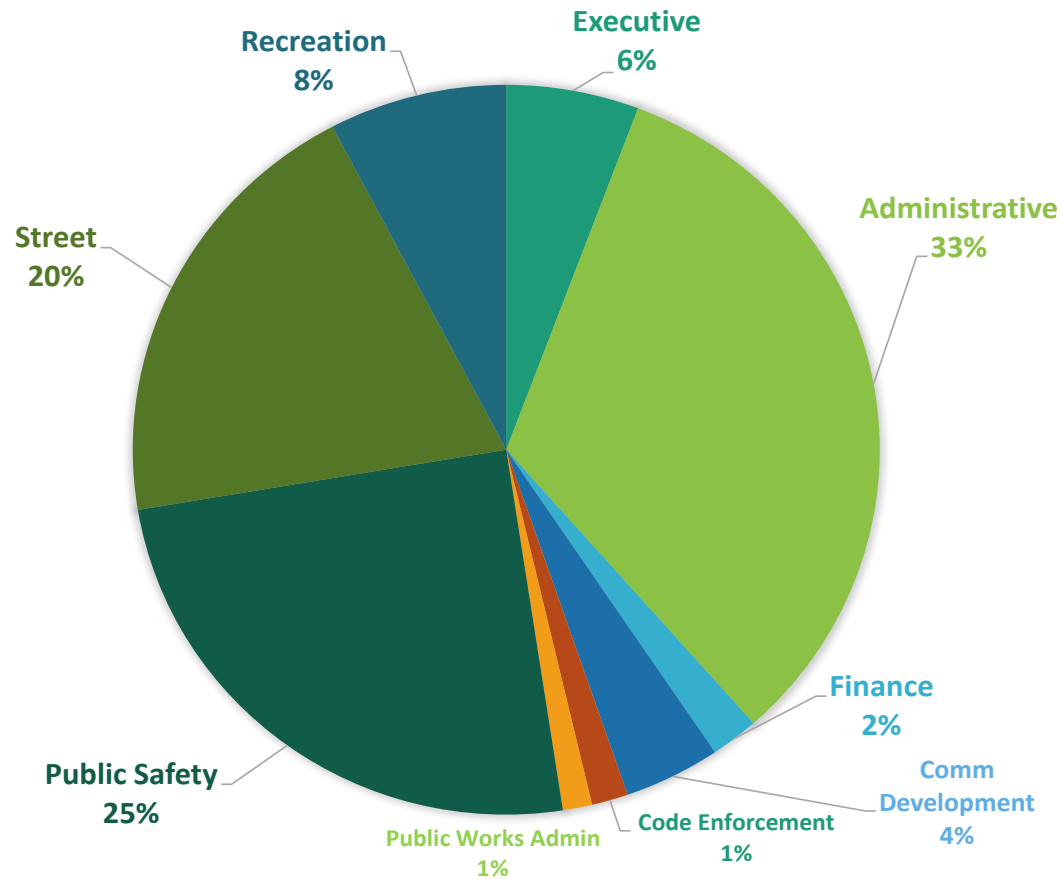
Expenses by Fund – FY24



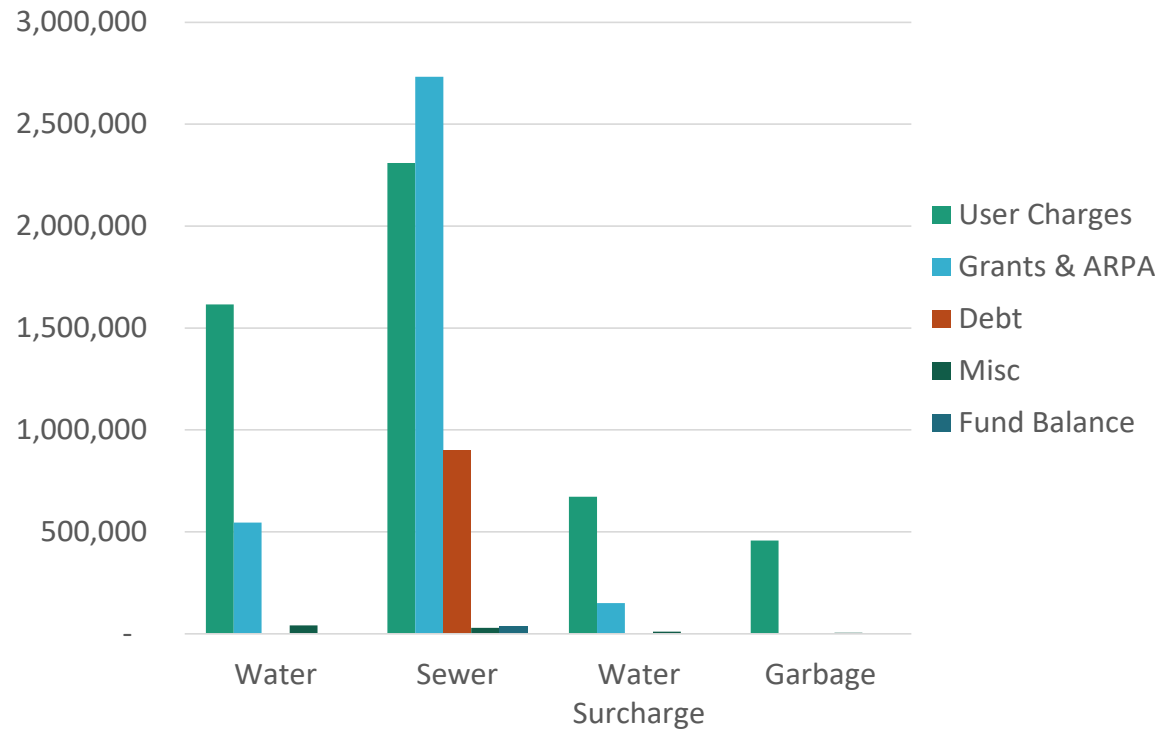
Corporate Fund Revenue



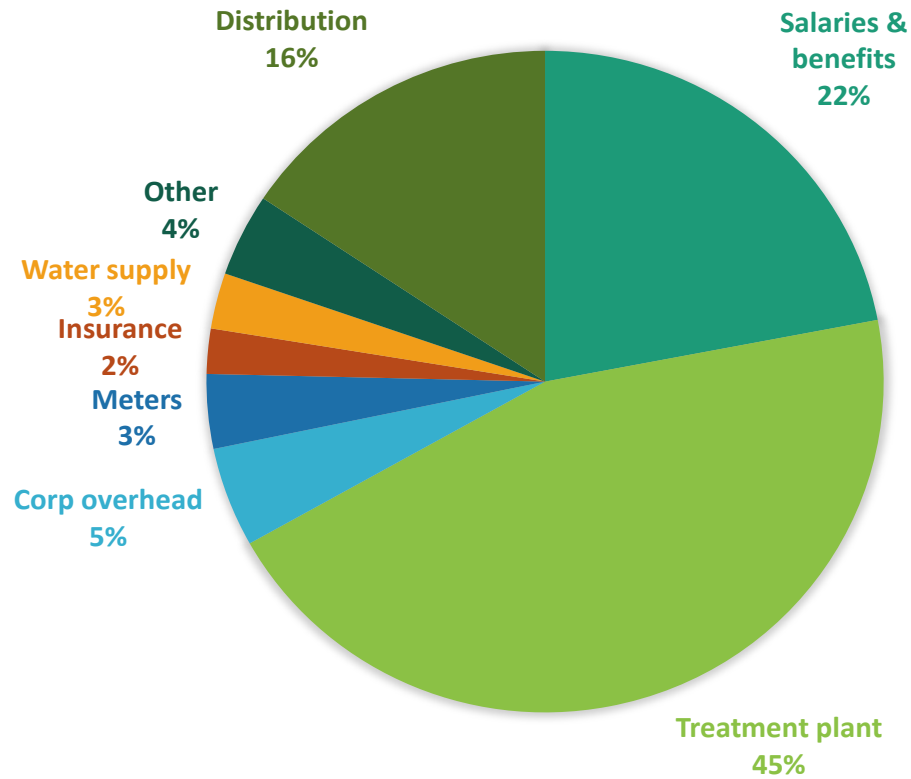
Corporate Fund Expenses By Department



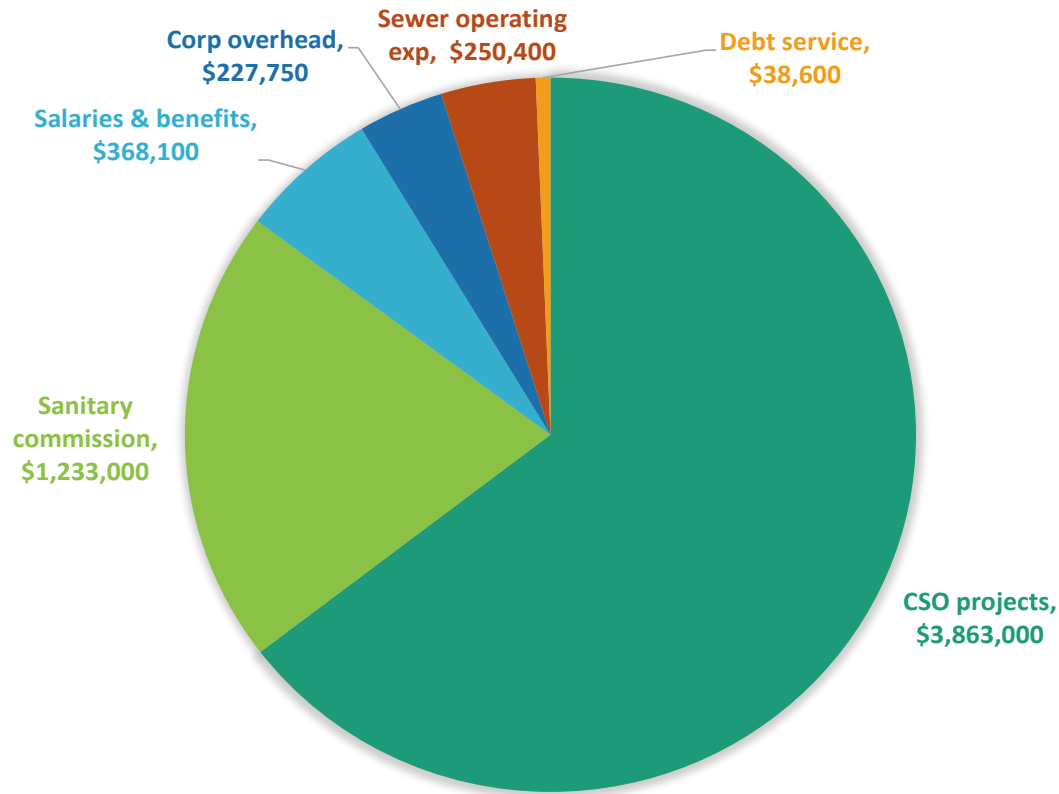
Proprietary Fund Revenue Sources



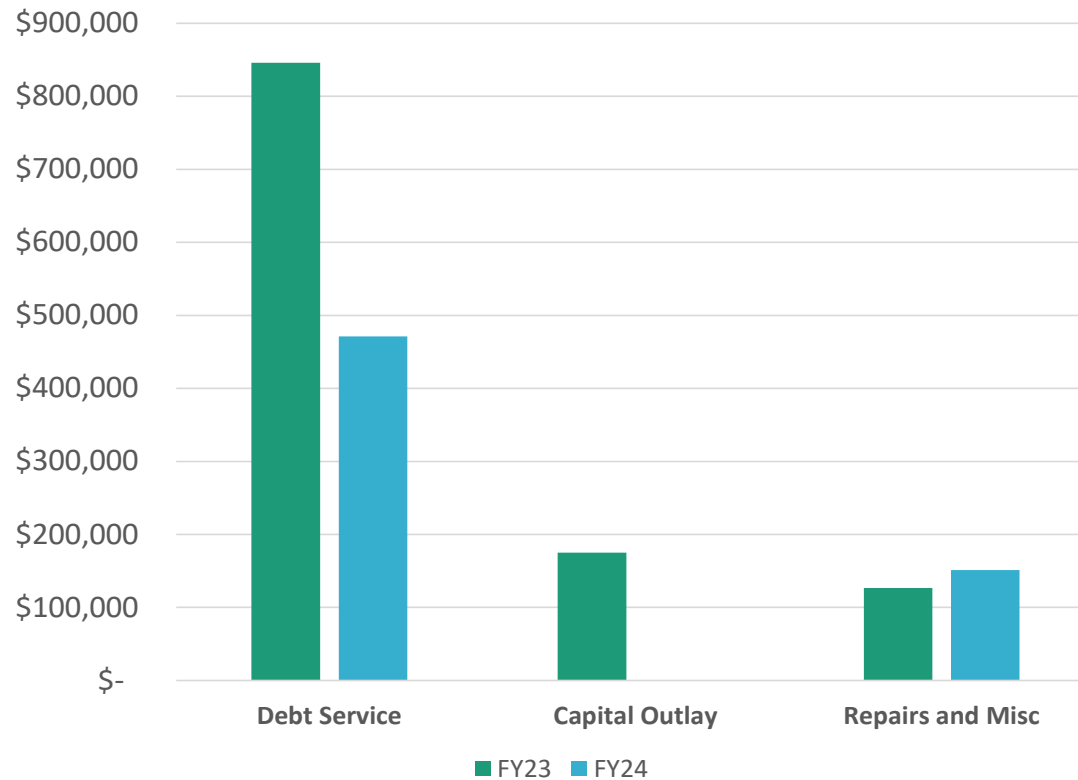
Water Fund Expenses



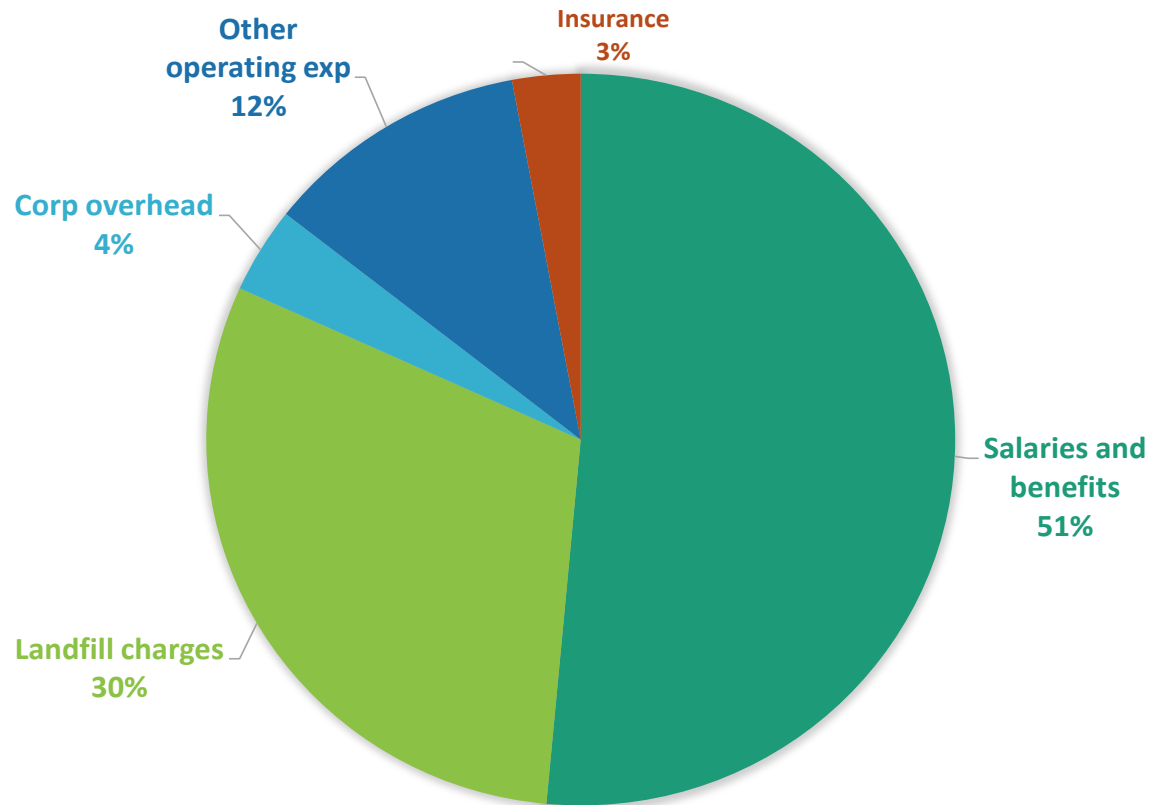
Sewer Fund Expenses



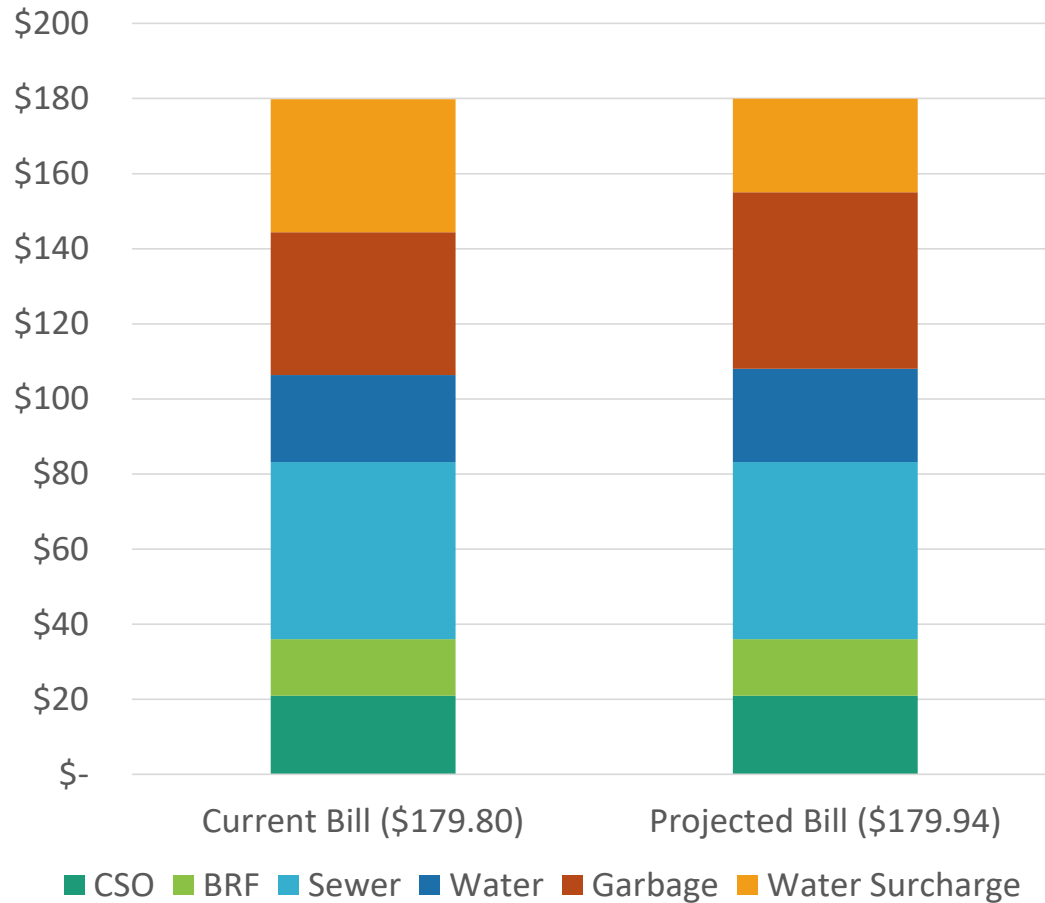
Water Surcharge Fund Expenses



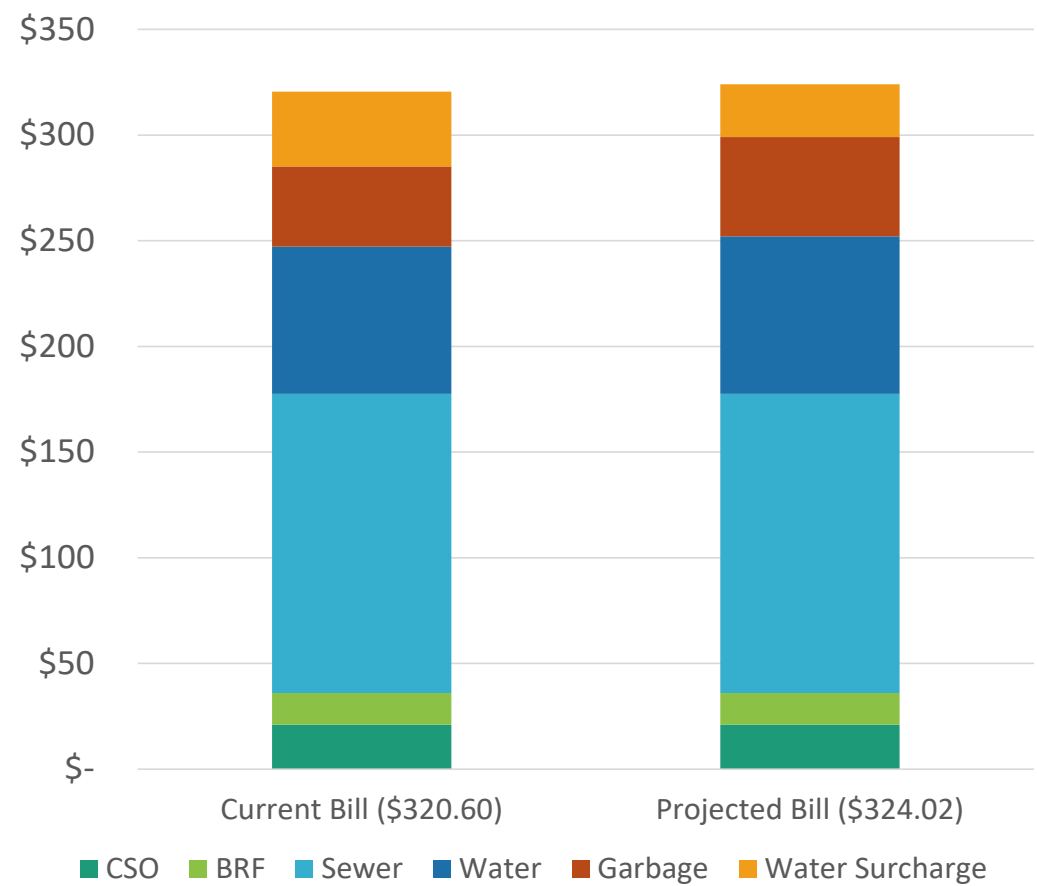
Garbage Fund Expenses



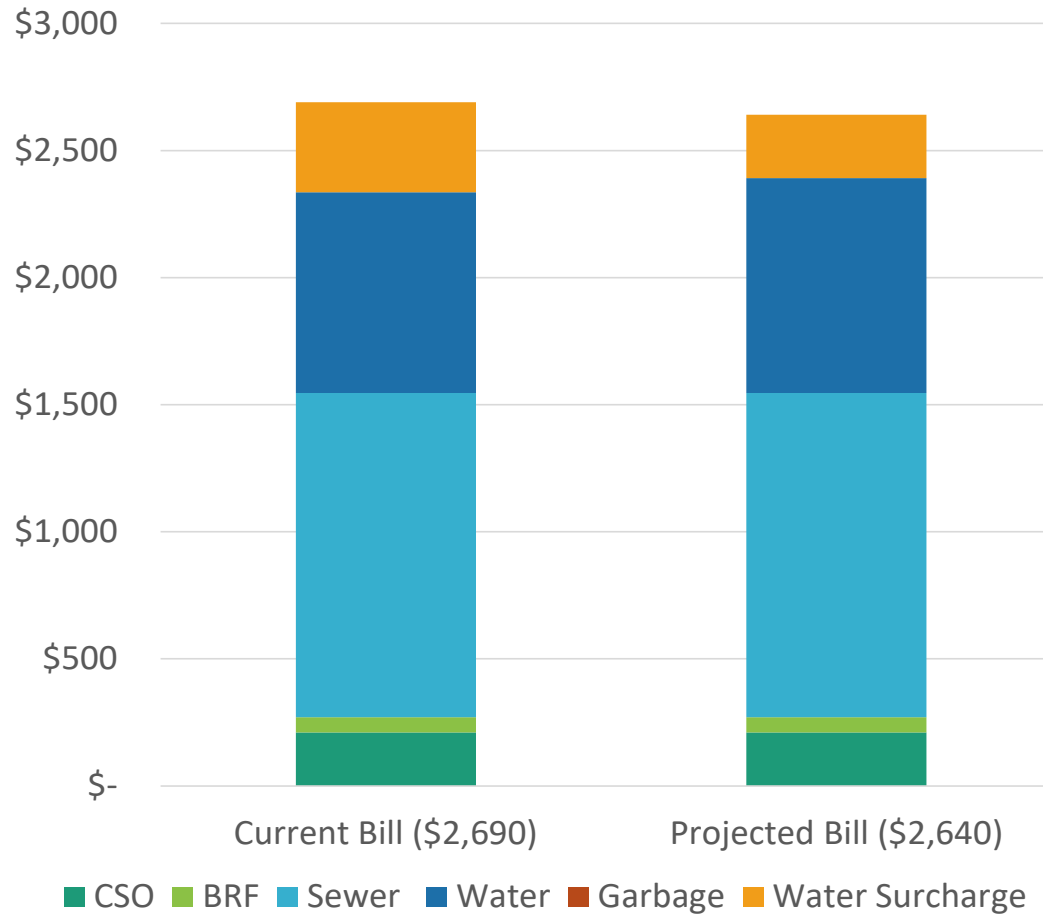
Quarterly Bill – Single Unit (4,000 gallons)



Quarterly Bill – Single Unit (12,000 gallons)



Monthly Bill – Multi-Unit (95,000 gallons)



**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
	Total Corporate Fund Revenue	\$ 9,587,050
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	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
	Total Executive	\$ 550,575
Administrative		
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	Princlpal 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>
Finance		
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>
Community Development		
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>
	Code Enforcement	
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>
	Public Works Administration	
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
	Public Safety	
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
	Public Works - Street	
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	<u>\$ 1,911,525</u>
	Recreation	
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
01-180-5181	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**

ACCOUNT	DESCRIPTION	AMOUNT
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
01-181-5108	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
Water Fund Revenues		
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
	Total Water Revenue	\$ 2,200,400
Water Fund Expenses		
Water - Administration		
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
	Total Water Administration	\$ 202,250
Water - Filtration		
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
	Total Water Filtration	\$ 1,006,400
Water - Supply		
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
	Total Water Supply	\$ 99,625

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

ACCOUNT	DESCRIPTION	AMOUNT
	Water - Distribution	
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	<u>\$ 892,125</u>
	Total Water Fund Expenses	<u><u>\$ 2,200,400</u></u>
	Total Water Fund Net Income (Loss)	<u><u>\$ -</u></u>

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

ACCOUNT	DESCRIPTION	AMOUNT
Sewer Fund Operating Revenues		
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
	Total Sewer Operating Revenue	\$ 2,115,525
Sewer Operating Expenses		
Sewer - Administration		
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
	Total Sewer Administration	\$ 94,400
Sewer - Operating		
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**

ACCOUNT	DESCRIPTION	AMOUNT
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>
	CSO Revenue	
03-220-4520	CSO Surcharge Revenue	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000
03-220-4530	Project Reimbursements	2,582,000
	Proceeds of Debt	900,000
	Total CSO Revenue	<u>\$ 3,888,000</u>
	CSO Expenses	
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>
	Sewer Fund Net Income (Loss)	<u><u>\$ -</u></u>
	Water Surcharge Fund Revenue	
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>
	Water Surcharge Fund Expenses	
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>
	Water Surcharge Net Income (Loss)	<u><u>\$ 209,500</u></u>

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

ACCOUNT	DESCRIPTION	AMOUNT
Garbage Fund Revenues		
05-000-4000	Trash & Garbage Charges	\$ 457,000
05-000-4104	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>
Garbage Fund Expenses		
Garbage Fund - Administration		
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>
Garbage Operating		
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>
	Garbage Net Income (Loss)	<u>\$ -</u>

CITY OF FROSTBURG
BUDGET ORDINANCE FOR THE YEAR ENDING JUNE 30, 2024
CONDENSED SUMMARY BY FUND AND DEPARTMENT

	Revenue	Expense	Net Income (Loss)
Corporate Fund			
Executive		\$ 550,575	
Administration		3,139,200	
Finance		198,375	
Community Development		400,075	
Code Enforcement		150,925	
Public Works Administration		121,650	
Public Safety		2,376,350	
Street		1,911,525	
Recreation		738,375	
Total Corporate Fund	\$ 9,587,050	\$ 9,587,050	\$ -
Water			
Administration		\$ 202,250	
Filtration		1,006,400	
Supply		99,625	
Distribution		892,125	
Total Water Fund	\$ 2,200,400	\$ 2,200,400	\$ -
Sewer			
Administration		\$ 94,400	
Operating		2,019,325	
Sewer subtotal	2,115,525	2,113,725	1,800
CSO subtotal	3,888,000	3,889,800	(1,800)
Total Sewer Fund	\$ 6,003,525	\$ 6,003,525	\$ -
Total Piney Surcharge	\$ 831,800	\$ 622,300	\$ 209,500
Garbage			
Administration		\$ 93,900	
Operating		367,800	
Total Garbage Fund	\$ 461,700	\$ 461,700	\$ -
City Total	\$ 19,084,475	\$ 18,874,975	\$ 209,500

CITY OF FROSTBURG
UTILITY BILL RATE ANALYSIS - FY24

Water (Current) per 1,000 gallons	Under 50K	Over 50K
Inside City	\$ 5.80	\$ 11.10
Outside City	\$ 8.70	\$ 16.65
County	\$ 3.97	\$ 3.97

Water (Alternatives) per 1,000 gallons	Under 50K	Over 50K	Under 50K	Over 50K	Under 50K	Over 50K
Percent Increase	4%	4%	7%	7%	10%	10%
Inside City	\$ 6.03	\$ 11.54	\$ 6.21	\$ 11.88	\$ 6.38	\$ 12.21
Outside City	\$ 9.05	\$ 17.31	\$ 9.32	\$ 17.82	\$ 9.57	\$ 18.32
County (no rate change)	N/A	N/A	N/A	N/A	N/A	N/A

Water Surcharge	Current Rate		Proposed Rate	
Per FDE unit	Monthly	Quarterly	Monthly	Quarterly
In-City	\$ 11.80	\$ 35.40	\$ 8.30	\$ 24.90
Out-of-City	\$ 11.35	\$ 34.05	\$ 8.30	\$ 24.90
County	\$ 9.75	N/A	\$ 8.30	N/A
Eckart	\$ 3.95	N/A	\$ 2.96	N/A

Decrease for all customers

Garbage (Quarterly)	Per Unit
Current	\$ 38.00
Proposed Rate	\$ 47.00

Increase of \$3.00 per month per unit

No Changes Proposed for the Following:

Sewer (Current) per 1,000 gallons	Under 50K	Over 50K
Inside City	\$ 11.80	\$ 15.25

CSO Surcharge	Monthly	Quarterly
Per FDE unit	\$ 7.00	\$ 21.00

Bay Restoration Fee (BRF)	Monthly	Quarterly
Per EDU	\$ 5.00	\$ 15.00

CITY OF FROSTBURG

UTILITY BILL RATE ANALYSIS - FY24

Rate Alternatives in this Analysis

Evaluation of Water Rate increase of 4%, 7% and 10% for all categories except County bulk sales

Inside Water Surcharge - Decrease of \$3.50 per unit per month (\$11.80 per month to \$8.30)

Outside Water Surcharge - Decrease of \$3.05 per unit per month (\$11.35 per month to \$8.30)

Eckhart Surcharge - Decrease of \$0.99 per unit per month (\$3.95 per month to \$2.96)

Garbage - Increase of \$3.00 per unit per month (\$38.00 per quarter to \$47.00)

No Changes to Sewer Rate, CSO, or BRF

Following is a summary of the impact of the various rate alternatives on a typical customer's bill. The dollar amount reflects the entire balance that would be billed to a customer including water, sewer, garbage, and surcharges as applicable.

One Unit Inside City (Quarterly Billing)				
Usage in Gallons	4,000	12,000	18,000	
Current Bill	\$ 179.80	\$ 320.60	\$ 426.20	
4% Increase	\$ 179.22	\$ 321.86	\$ 428.84	
7% Increase	\$ 179.94	\$ 324.02	\$ 432.08	
10% Increase	\$ 180.62	\$ 326.06	\$ 435.14	

4 Unit Residential (Quarterly Billing)				
Usage in Gallons	12,000	35,000	50,000	
Current Bill	\$ 603.80	\$ 1,023.60	\$ 1,344.00	
4% Increase	\$ 600.56	\$ 1,025.65	\$ 1,339.00	
7% Increase	\$ 602.72	\$ 1,031.95	\$ 1,348.00	
10% Increase	\$ 604.76	\$ 1,037.90	\$ 1,356.50	

One Unit Outside City (Quarterly Billing)				
Usage in Gallons	4,000	12,000	18,000	
Current Bill	\$ 68.85	\$ 138.45	\$ 190.65	
4% Increase	\$ 61.10	\$ 133.50	\$ 187.80	
7% Increase	\$ 62.18	\$ 136.74	\$ 192.66	
10% Increase	\$ 63.18	\$ 139.74	\$ 197.16	

20 Unit Residential (Monthly Billing)				
Usage in Gallons	25,000	60,000	95,000	
Current Bill	\$ 831.00	\$ 1,559.50	\$ 2,689.75	
4% Increase	\$ 766.75	\$ 1,505.40	\$ 2,616.05	
7% Increase	\$ 771.25	\$ 1,517.80	\$ 2,640.35	
10% Increase	\$ 775.50	\$ 1,529.60	\$ 2,663.70	

County (Except Eckhart) Monthly Billing				
Usage in Gallons	300,000	1,350,000	2,750,000	
Current Bill	\$ 3,667.50	\$ 7,836.00	\$ 13,394.00	
Projected Bill	\$ 3,299.20	\$ 7,467.70	\$ 13,025.70	

County (Eckhart) Monthly Billing				
Usage in Gallons	2,000,000	2,500,000	2,950,000	
Current Bill	\$ 10,420.60	\$ 12,405.60	\$ 14,192.10	
Projected Bill	\$ 9,798.88	\$ 11,783.88	\$ 13,570.38	

Individual worksheets are available with details of the billed amounts in each scenario.

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 card3.25% 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 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.....	\$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	<u>INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY</u>
0 – 50,000 gallons per billing.....	\$9.32/1,000 gallons
50,001 gallons per billing and over.....	\$17.82/1,000 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	\$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 <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, 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 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, 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
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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, 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 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, 2023

**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.....	\$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)

ORGANIZATION	AMOUNT
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
Total Allocated to Outside Organizations	\$ 117,299

R E S O L U T I O N [____]
OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF FROSTBURG, MARYLAND
AUTHORIZING A TRANSFER TO THE
LAW ENFORCEMENT OFFICERS' PENSION SYSTEM

WHEREAS, the Mayor and City Council of the City of Frostburg, Maryland, on behalf of the City of Frostburg, Maryland (collectively "Frostburg"), has determined it would be in the best interests of the City of Frostburg and its citizens, and the law enforcement officers employed by the Frostburg City Police Department ("Officers"), to withdraw eligible Officers from the Employees' Pension System ("EPS") and transfer them to the Law Enforcement Officers' Pension System ("LEOPS") operated and maintained by the Board of Trustees for the Maryland State Retirement and Pension System ("System") for eligible law enforcement personnel throughout the State of Maryland; and

WHEREAS, in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 31-2A-03(a), at least sixty percent (60%) of the eligible Officers have petitioned to become members of LEOPS, and have elected to withdraw and make a transfer from the EPS to the LEOPS under the terms and conditions appertaining thereto; and

WHEREAS, in accordance with SPP § 31-2A-03(a)(1), a Resolution of the Mayor and City Council is required by the System to approve and effectuate participation of eligible Officers in the LEOPS.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council, hereby authorize, approve, and agree to implement the LEOPS for eligible Officers in the Frostburg City Police Department, and further agree to the withdrawal of such Officers from the EPS and the transfer of such Officers to the LEOPS; and

BE IT FURTHER RESOLVED, that the Mayor and City Council, approve the withdrawal of Officers from the EPS effective on June 30, 2023 at 11:59 p.m., and participation in the LEOPS effective on July 1, 2023 at 12:00 a.m., pursuant to Maryland Annotated Code, State Personnel and Pension Article, § 31-2A-03(a) and § 31-302; and

BE IT FURTHER RESOLVED, by the Mayor and City Council, that in accordance with SPP § 26-202(b)(1)(vi)2 and (2), eligible Officers shall join and participate in the LEOPS effective July 1, 2023, by submitting a written application to the State Retirement Agency before July 1, 2023; and

BE IT FURTHER RESOLVED, by the Mayor and City Council, that in accordance with SPP §§ 26-201(a)(6), 26-202(a), and 31-2A-03(a)(2)(iii), all eligible Officers hired on or after July 1, 2023 shall not be entitled to join the EPS, but shall be in and part of the LEOPS; and

The above Resolution was introduced and passed at the regularly scheduled meeting of the Mayor and City Council, on April 20, 2023, and shall become effective on July 1, 2023.

INTRODUCED by the Mayor and City Council, at a Regular Meeting on April 20, 2023, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council, at a Regular Meeting on April 20, 2023, at which meeting copies were available to the public for inspection.

Adopted:_____

Attest:_____

W. Robert Flanigan, Mayor

Elizabeth Stahlman, City Administrator

Donny Carter, Commissioner

Adam Ritchey, Commissioner

Nina Forsythe, Commissioner

Kevin Grove, Commissioner

PICK-UP RESOLUTION
FOR THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM
OF THE CITY OF FROSTBURG, MARYLAND (EPS AND LEOPS)
RESOLUTION NO. ____

The Mayor and City Council of the City of Frostburg, Maryland ("Frostburg") met at a duly called and authorized meeting on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Council Members, and the following resolutions were made, seconded, and adopted by those present at the meeting.

WHEREAS, Frostburg is currently a participating governmental unit in the Employees' Pension System ("EPS"), and has elected to become a participating governmental unit in the Maryland Law Enforcement Officers' Pension System ("LEOPS") effective on July 1, 2023;

WHEREAS, all eligible law enforcement officers currently employed by Frostburg ("officers") will be enrolled in the LEOPS effective July 1, 2023, and all eligible new officers hired on or after July 1, 2023 will be enrolled in the LEOPS;

WHEREAS, the Mayor and City Council of the City of Frostburg, Maryland has the authority to adopt this resolution on behalf of the City of Frostburg, Maryland;

WHEREAS, the State Retirement Agency has adopted procedures for reporting picked-up contributions in order to provide consistency in the administration of State law;

WHEREAS, in accordance with Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 21-313, an approved employer may pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System; and

WHEREAS, the City of Frostburg, Maryland desires to become an approved employer in accordance with SPP § 21-313 with respect to the EPS and LEOPS, and to pick up all of the mandatory employee contributions for Frostburg employees participating in the EPS and Frostburg officers participating in the LEOPS;

NOW, THEREFORE, BE IT RESOLVED, that beginning on and after July 1, 2023, which is the effective date of Frostburg's participation in the LEOPS, Frostburg has determined to pick up all of the mandatory contributions by the employees who are members of the EPS and LEOPS through a payroll reduction;

BE IT FURTHER RESOLVED, that said picked-up contributions paid by payroll reduction, even though designated as employee contributions for state law purposes, are being paid by Frostburg in lieu of said contributions by the employee;

BE IT FURTHER RESOLVED, that the pick-up treatment shall apply to employees of Frostburg who participate in the EPS as well as officers of Frostburg who participate in the LEOPS; and

BE IT FURTHER RESOLVED, that said members of the EPS and LEOPS shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by Frostburg to the EPS and LEOPS. This pick-up applies to mandatory contributions that the employee is required to make to the EPS and LEOPS.

Dated this _____ day of _____, 2023, and effective July 1, 2023.

Adopted: _____

Attest: _____

W. Robert Flanigan, Mayor

Elizabeth Stahlman, City Administrator

Donny Carter, Commissioner

Adam Ritchey, Commissioner

Nina Forsythe, Commissioner

Kevin Grove, Commissioner

(Document continues on next page)

Notes:

1. Picked-up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal income tax withholding taxes, until distributed from the EPS and LEOPS.
2. Picked-up contributions will be included in the gross income of the employees, for employment tax purposes, if required, as the contributions are made to the EPS and LEOPS.
3. This resolution is designed to comply with the formal action requirement set forth in Revenue Ruling 2006-43, issued by the Internal Revenue Service. The resolution should only be used where the contributions to be picked up are mandatory employee contributions. This resolution does not apply if a participating employee from and after the date of the “pick-up” has a cash or deferred election right (within the meaning of Section 1.401(k)-1(a)(3)) with respect to designated employee contributions. Thus, for example, participating employees must not be permitted to opt out of the “pick-up”, or to receive the contributed amounts directly instead of having them paid by the employing unit to the System.



RESOLUTION NO. 2023-??

A resolution of the Mayor and Council of the City of Frostburg agreeing to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the Frostburg Childcare Center Project. Be it further resolved that the Mayor and Council of the City of Frostburg authorizes the Mayor and/or the City Administrator to sign all documents relating to the USDA Rural Development loan and/or grant. The applicant point of contact shall be

_____.

PASSED and APPROVED this 20th day of April, 2023.

W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

Building Improvement Grant Program Summary

by Bethany Fife

Total Awarded

\$100,000 (between FY22 and FY23)

Advertising

Applications have been solicited since August 2022. Since no applications were received during the first round of advertising, the deadline was extended until March 30, 2023, and targeted outreach was conducted. At this time, three property owners have submitted applications.

The following advertising methods/venues were utilized:

- Facebook
- City website
- FrostburgFirst newsletters
- Targeted outreach

Applications Received

- Frostburg Elks Lodge – 126 E. Main Street
 - Exterior ADA ramp installation
 - Intend to apply – dollar amount unknown
- Muddy Creek Crafts – 26 W. Main Street
 - Storefront window replacement
 - Total Amount Requested: \$5,493
- Chris and Eve Schott – 144 E. Main Street (Hocking House)
 - HVAC installation (highest priority)
 - Amount Requested: \$10,750
 - Entryway/Portico improvements
 - Amount requested: \$4,250
 - TOTAL REQUESTED: \$15,000
- Larry Guthrie – 84 E. Main Street (Nickel Building / Au Petit)
 - Framing/Structural/Windows
 - Amount Requested: \$64,625
 - Façade Masonry
 - Amount requested: \$35,366.38

- Sprinkler Installation
 - Amount requested: \$37,500
 - Electrical
 - Amount requested: \$37,500
 - TOTAL REQUESTED: \$174,991.38
- **TOTAL AMOUNT REQUESTED (all applicants): \$195,484.38**

Staff Recommendations:

FY22 CYCLE

- Fully fund Muddy Creek Crafts: \$5,493
- Fully fund Hocking House HVAC: \$10,750
- Award the remainder of the FY22 funds to the Nickel Building project: \$33,757

FY23 CYCLE

- Fully fund Hocking House entry/portico: \$4,250
- Fully fund Elks Lodge ADA ramp: amount unknown
- Award the remainder of the FY23 funds to the Nickel Building project

SOLID WASTE MANAGEMENT BOARD OF ALLEGANY COUNTY



March 29, 2023

The Honorable Robert Flanigan, Mayor
City of Frostburg
37 S. Broadway
Frostburg, Maryland 21532

Re: Household Hazardous Waste Collection

Dear Mayor Flanigan:

The County Solid Waste Management Board is hoping to hold a Household Hazardous Waste Collection on October 7, 2023. In 2021, when we held our last collection, 267 gallons of paint and 10,200 pounds of all manner of chemicals and related materials were collected and disposed of properly. It was a great success in removing these materials and keeping them from being dumped into sanitary sewer systems.

The collection is free of charge to residents of Allegany County, except for paint. A small fee of \$ 2.00 is levied per container for paint. Based on past experience, we believe that a collection in 2023 will cost in excess of \$35,000. The collection will be held at the Allegany County Fairgrounds where private contractors will be set up to deal with the various chemicals, fuels, and paints.

In the past there had been financial support from the Maryland Department of the Environment that, regrettable, is not available to us this time. As a result, we are seeking the financial support of appropriate public agencies and corporate participants to raise the necessary funding.

SOLID WASTE MANAGEMENT BOARD OF ALLEGANY COUNTY



Obviously, we would appreciate the support of the City to help make this project possible for the residents of Frostburg. It is a great service not included in weekly “trash” collection and keeps these toxic chemicals out of sewer systems.

I encourage you to discuss this collection with your staff and consider pledging an amount of funding that will benefit the City of Frostburg and its residents. Should you or staff have any questions, please have them contact Andrew Cowan, Recycling Coordinator at 301-777-5933 or at acowan@alleganygov.org.

Thank you for your kind consideration.

Sincerely,

John R. Kirby

John R. Kirby
Board Chair

Cc: Ms. Elizabeth Stahlman, City Administrator