



THE CITY OF FROSTBURG

Mayor and Council Meeting Agenda

Tuesday, May 21, 2024 at 5:30 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor W. Robert Flanigan

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

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 Month Council Meeting.
Motion and Second to Approval the Minutes for the Month Council Meeting.
7. **Special Presentations and Requests**
8. **Mayor and Commissioners Reports and Announcements**
 - A. Monthly Reports of the City Departments.
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council.
9. **Public Hearings**
 - A. FY 2025 Budget Ordinance Public Hearing
 - B. CSO Elimination Project Application
 - C. Combined Sewer Overflow Monthly Public Hearing
10. **Old Business**
 - A. Fiscal Year 2025 Operating Budget and Schedule of Rates and Fees - Elaine Jones, CPA, Director of Finance
Motion and Second to Approve the Ordinance on Second Reading; Vote of the Mayor and City Council.
11. **New Business**
 - A. **Resolution 2024-26** Authorize an application to the Maryland Community Development Block Grant Program up to \$800,000.00 for CSO Projects on North Grant Street and Center Street. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-26; PUBLIC COMMENT; Vote of the Mayor and City Council.

- B. Resolution 2024-27** Approve an Add-Alternate to the Salt Storage Building Construction Project in the amount of \$162,000.00 to Lashley Construction. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-27; PUBLIC COMMENT; Vote of the Mayor and City Council.

- C. RESOLUTION 2024-28** Approve American Rescue Plan Act Project - Glendening Playground Replacement. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-28; PUBLIC COMMENT; Vote of the Mayor and City Council.

- D. RESOLUTION 2024-29** Approve Change Order for the Frostburg Childcare Center Construction Project in the amount of \$1,981.58 to Daystar Builders. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-29; PUBLIC COMMENT; Vote of the Mayor and City Council.

- E. RESOLUTION 2024-30** Approve a Temporary Repeal of the Open Container Laws for Derby Day. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-30; PUBLIC COMMENT; Vote of the Mayor and City Council.

12. Report of the Frostburg Police Department

Chief Nicholas Costello

13. Open Public Comment

14. Adjournment



MINUTES

Mayor and Council Meeting

Tuesday, April 16, 2024 - 5:30 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Tuesday, April 16, 2024, at 5:30 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

*Moment of Silence in Remembrance of former Police Chief Bill Evans
Years of Frostburg Police Department Service: 1972-2010; Chief, 1995-2010*

4 ROLL CALL

5 APPROVAL OF THE AGENDA

Moved by Commissioner Forsythe, seconded by Commissioner Grove to Approve the Agenda.

6 APPROVAL OF THE MINUTES

- a) Minutes from the March Council Meeting.

5 - 7

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

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

Carried

[Mayor and Council Meeting Minutes 3-19-24](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Arbor Day Proclamation

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) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2024-01** Fiscal Year 2025 Operating Budget and Schedule of
Rates and Fees - Elaine Jones, CPA, Director of Finance

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Water, Parks, and Recreation Nina Forsythe

*Motion and Second to Approve the Ordinance on First Reading, and set the
May 20, 2024 Council Meeting as an advertised Public Hearing; PUBLIC
COMMENT; Vote of the Mayor and City Council.*

Carried

- b) **RESOLUTION 2024-17** Approve a contract for the Comprehensive Plan with
Wallace Montgomery in the amount of \$193,022.00. Bethany Fife, Director of
Community Development

8

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

*Motion and Second to Approve Resolution 2024-17; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2024-17 Comprehensive Plan](#)

- c) **RESOLUTION 2024-18** Approve a Change Order for the Centennial Hill Pumping Station Project with Belt Construction resulting in a credit of \$18,618.00. Hayden Lindsey, Director of Public Works 9

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

Motion and Second to Approve Resolution 2024-18; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2024-18-Centennial Hill Pump CO#2](#)

- d) **RESOLUTION 2024-19** Approve a change order for design services of the salt storage facility with Bennett, Brewer, and Associates, LLC for an increase in total contract amount of \$5,672.50 due to need to adjust scope & scale of facility. Hayden Lindsey, Director of Public Works 10

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

Motion and Second to Approve Resolution 2024-19; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2024-19 Road Salt Enclosure Change Order](#)

- e) **RESOLUTION 2024-20** Award Bid for Road Salt Enclosure Replacement to Lashley Construction in the amount of \$437,000.00. Hayden Lindsey, Director of Public Works 11

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

Motion and Second to Approve Resolution 2024-20; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2024-20 Road Salt Enclosure Const Contract](#)

- f) **RESOLUTION 2024-21** Authorize the Mayor to execute a lease with HRDC at the Frostburg Childcare Center for use as Headstart and Early Headstart childhood development services. Elizabeth Stahlman, City Administrator 12

Motion and Second to Approve Resolution 2024-21; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2024-21 HRDC Lease Childcare Facility](#)

- g) **RESOLUTION 2024-22** Approval contract with Percy Public Affairs for Maryland Government Relations and Representation Services for May 2024-December 2024 in the amount of \$14,000. Elizabeth Stahlman, City Administrator 13

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

Motion and Second to Approve Resolution 2024-22; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2024-22 Percy Public Affairs](#)

- h) **RESOLUTION 2024-23** Approve written exception to deed covenants for a parcel of land previously owned by the City of Frostburg. Elizabeth Stahlman, City Administrator 14

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

Motion and Second to Approve Resolution 2024-23; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2024-23 Written Deed Exceptions](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

13 OPEN PUBLIC COMMENT
There were none

14 ADJOURNMENT
There being no further business the meeting was adjourned at 5:55 pm.

Mayor

City Administrator



MINUTES
Mayor and Council Meeting
Tuesday, March 19, 2024 - 5:30 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Tuesday, March 19, 2024, at 5:30 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

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

EXCUSED:

	Page
1 CALL TO ORDER	
2 PLEDGE OF ALLEGIANCE	
3 FROSTBURG BLESSING	
4 ROLL CALL	
5 APPROVAL OF THE AGENDA Moved by Commissioner Forsythe, seconded by Commissioner Grove to Approve the Agenda.	
6 APPROVAL OF THE MINUTES	
a) Minutes from the February Council Meeting.	4 - 8
Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey	
<i>Motion and Second to Approve the Minutes for the February Council Meeting.</i>	
	Carried
<u>Mayor and Council Meeting Minutes 2-20-24</u>	
7 SPECIAL PRESENTATIONS AND REQUESTS	
8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	

Mayor and Council Meeting
March 19, 2024

- a) Monthly Reports of the City Departments

Moved by Commissioner of Public Works Adam Ritchey, 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) Combined Sewer Overflow Monthly Public Hearing

Director of Public Works Hayden Lindsey said that Phase X-A started and the
Phase X-B and X-C will be out for bid late summer.

10 OLD BUSINESS

11 NEW BUSINESS

- a) **RESOLUTION 2024-14** Appoint Karen Krogh to the Frostburg Planning Commission for a 5 year term. Bethany Fife, Director of Community Development 9

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

*Motion and Second to Approve Resolution 2024-14; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2024-14 K. Krogh Planning Comm.

- b) **RESOLUTION 2024-15** Approve Change Order 1 for the Frostburg Childcare Center. Elizabeth Stahlman, City Administrator 10

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

*Motion and Second to Approve Resolution 2024-15; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2024-15 Change Order Childcare Center

Mayor and Council Meeting
March 19, 2024

- c) **RESOLUTION 2024-16** Approve Frostburg State University Memorandums of Understanding: Law Enforcement Jurisdiction and Public Safety Initiatives. Elizabeth Stahlman, City Administrator 11

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

Motion and Second to Approve Resolution 2024-16; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2024-16 MOUs with FSU

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

13 OPEN PUBLIC COMMENT
There were none.

14 ADJOURNMENT
There being no further business the meeting was adjourned at 5:46 p.m.

15 REMINDERS

- a)
 - Deadline to File Certificate of Candidacy for Frostburg Municipal Election: Wednesday, March 20, 2024
 - **Frostburg Election Day - Tuesday, June 4, 2024**

UPCOMING MEETINGS AND EVENTS

- Introduction of Budget Ordinance - April 16, 2024
- Beautify the Burg - May 4, 2024

Mayor

City Administrator

RESOLUTION 2024-17

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING AN APPROVING A CONTRACT TO PREPARE THE FROSTBURG COMPREHENSIVE PLAN.

WHEREAS, the City of Frostburg is required by Maryland Statute to prepare a Comprehensive Plan once every 10 years; and,

WHEREAS, the Director of Community Development solicited proposals for the Comprehensive Plan through a Request for Proposal process and received three bids; and,

WHEREAS, the proposals were evaluated by a team of reviewers that ranked the proposals in accordance to criteria set forth in the Request for Proposal document.


NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, approves accepting the highest ranked proposal, submitted by Wallace Montgomery, in the amount of \$193,022.00 and further authorize the City Administrator to sign contract documents with Wallace Montgomery.

ADOPTED this 16th day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2024-18

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CHANGE ORDER FOR THE CENTENNIAL HILL PUMPING STATION PROJECT

WHEREAS, the Centennial Hill Pumping Station was funded by American Rescue Plan Act funds and the contract was completed; and,

WHEREAS, certain expenses were not incurred by Carl Belt, Inc., resulting in a credit to the City.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves Change Order No. 2 from Carl Belt, Inc. for a credit of \$18,618.00.

ADOPTED this 16^h day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2024-19

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CHANGE ORDER FOR THE DESIGN OF THE ROAD SALT ENCLOSURE REPLACEMENT

WHEREAS, The Road Salt Enclosure Replacement design had to be amended to align construction costs with available funding; and,

WHEREAS, the Design Consultant, Bennett, Brewer, and Associates, LLC incurred additional costs to modify the design and bid documents.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves Change Order No. 1 from Bennett, Brewer, and Associates, LLC, in the amount of \$5,672.50, increasing the total contract price for design to \$22,497.50.

ADOPTED this 16th day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2024-20

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AWARDING A CONTRACT FOR THE CONSTRUCTION OF A ROAD SALT ENCLOSURE REPLACEMENT

WHEREAS, The City identified the replacement of the Road Salt Enclosure as a priority project due to the poor condition of the current salt dome; and,

WHEREAS, The Mayor and Council approved the Road Salt Enclosure replacement as a project to be funded through the American Rescue Plan Act funding.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby awards the construction contract for the Road Salt Enclosure to Lashley Construction with a base bid of \$437,000.00.

BE IT FURTHER RESOLVED that the Add-Alternate bid of \$162,000.00 may be approved and accepted should funding be available prior to the completion of the project.

ADOPTED this 16th day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2024-21

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A LEASE FOR 202 S. WATER STREET BY THE ALLEGANY COUNTY HRDC TO HOUSE A HEAD START AND EARLY HEAD START PROGRAM IN FROSTBURG.

WHEREAS, the Allegany County Human Resources Development Commission (HRDC) has worked with the City on the project concept for the Frostburg Childcare Center located at 202 S. Water Street for use as the location for HeadStart, Early HeadStart, and Frostburg Day Camp programs; and,

WHEREAS, the City of Frostburg recognizes the necessity for affordable child care for the childhood development of the young people in our community.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor and Council do hereby approve a lease for the building located at 202 S. Water Street, and further authorize the Mayor to sign the lease agreement prepared by the Frostburg City Attorney.

ADOPTED this 16th day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2024-22

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CONTRACT FOR GOVERNMENT RELATIONS REPRESENTATION.

WHEREAS, the City of Frostburg recognizes that relationships are required for certain legislative requests, resolving administrative issues, and obtaining state funding from time to time; and,

WHEREAS, the City's City contracted with Percy Public Affairs to represent the City during the 2024 Legislative Session and now wishes to continue that relationship for the remainder of the calendar year.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves a contract with Percy Public Affairs, National Harbor, Maryland, for the period of May 1, 2024 through December 31, 2024 in the amount of \$14,000.00, or \$1,750 per month.

ADOPTED this 16th day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2024-23

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING WRITTEN EXCEPTIONS TO DEED COVENANTS ON A PROPERTY FORMERLY OWNED BY THE CITY OF FROSTBURG NEAR THE SAVAGE SPRINGS AND WELLS PROPERTY.

WHEREAS, the City of Frostburg obtained property for the purpose of source water protection in Garrett County and then subdivided and sold a 4-acre residential part of the total property; and,

WHEREAS, as recorded in the Land Records of Garrett County, Maryland, liber 2080, folio 397, certain deed covenants and restrictions were included to continue to protect the surrounding property from intensive land use; and,

WHEREAS, prospective buyers of the property have requested written permission to have a small number of livestock, as provided for in the deed.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves written permission be provided for Dylan and Sara Symons to keep no more than 8 chickens, 4 goats, and 2 horses on the property, in accordance with the provisions set forth in the letter prepared by the City Attorney.

ADOPTED this 16th day of April 2024.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

ORDINANCE 2024-01

FORMAL ADOPTION OF THE FISCAL 2024/2025 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 2024/2025 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, 2024 – June 30, 2025; 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 16, 2024
 Public Hearing: May 21, 2024
 Adoption: May 21, 2024
 Effective: June 10, 2024

ATTEST: MAYOR & CITY COUNCIL OF FROSTBURG

Elizabeth Stahlman, City Administrator

By: _____
W. ROBERT FLANIGAN, Mayor

ORDINANCE 2024-01

FORMAL ADOPTION OF THE FISCAL 2024/2025 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 2024/2025 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG”

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- TAXES:** See Attachment
- WATER RATES:** See Attachment
- SEWAGE RATES:** See Attachment
- GARBAGE RATES:** See Attachment
- MISCELLANEOUS FEES:** See Attachment

Introduction: April 16, 2024
 Public Hearing: May 21, 2024
 Adoption: May 21, 2024
 Effective: June 10, 2024

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, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
01-000-4000	Taxes - Real Estate	\$ 2,908,000
01-000-4001	Personal Property Taxes	7,000
01-000-4002	Public Utility Taxes	190,000
01-000-4003	Corporation Taxes	95,000
01-000-4004	Prior Year Taxes	1,000
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	24,000
01-000-4022	Hotel Motel Tax	155,000
01-000-4023	Highway Use Tax	510,000
01-000-4024	Coal Tax	2,600
01-000-4025	Housing Authority	14,000
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	40,000
01-000-4043	Police Protection Grant	135,000
01-000-4045	Fines & Forfeitures	15,000
01-000-4047	Frostburg State University MOU	10,000
01-000-4049	School Resource Reimbursement	30,000
01-000-4050	Permits, Planning	2,000
01-000-4051	Building Permits	1,500
01-000-4052	Rental Registration	74,000
01-000-4054	Construction Inspections	17,750
01-000-4055	Code Enforcement Citations	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	22,000
01-000-4200	Operating Transfer - Water Fund	95,600
01-000-4201	Operating Transfer - Sewer Fund	241,750
01-000-4202	Operating Transfer - Garbage Fund	18,175
01-000-4301	Rents	111,000
01-000-4302	HRD Appropriation	10,700
01-000-4303	Franchises	72,000
01-000-4304	Miscellaneous Revenue	1,000
01-000-4306	Project Reimbursement	1,948,000
01-000-4315	Proceeds from Fund Balance	173,870
01-000-4317	Special Revenue	1,707,750

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
01-000-4600	Interest Income	400,000
	Total Corporate Fund Revenue	\$ 9,858,745
 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	7,000
01-100-5110	Contributions	500,000
01-100-5150	Training	2,800
01-100-5160	Travel	5,700
01-100-5185	Professional Fees	20,000
	Total Executive	\$ 565,575
 Administrative		
01-110-5000	Salaries	\$ 176,000
01-110-5010	Social Security	13,300
01-110-5011	Pension	16,000
01-110-5012	Workers Comp	600
01-110-5013	Insurance - Health	46,500
01-110-5014	Insurance - Health Retiree	43,500
01-110-5015	Contribution - 457	2,000
01-110-5030	Employee Wellness	7,500
01-110-5050	Reserve For Contingencies	10,000
01-110-5100	Insurance - Auto	700
01-110-5102	Insurance - Gen Liab	175
01-110-5105	Insurance - Property	7,700
01-110-5106	Insurance - AD&D and Life	4,500
01-110-5111	Contributions - Tourism	130,900
01-110-5150	Training	450
01-110-5160	Travel	1,800
01-110-5185	Professional Fees	1,100
01-110-5191	Communications	8,000
01-110-5200	Advertising	6,400
01-110-5205	Legal	42,500
01-110-5207	Pension Administrative Fee	7,350
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	23,000
01-110-5230	Computer Exp	9,000
01-110-5232	IT Licensing and Fees	33,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
01-110-5235	Digital Engagement	29,000
01-110-5391	Princlpal and Interest on Debt Service	154,500
01-110-5500	Building - Armory	12,000
01-110-5502	Building Maintenance	21,000
01-110-5550	Utilities - Building	16,000
01-110-5700	Bank Fees	1,000
01-110-5807	Capital Outlay	2,375,000
	Total Administrative	<u>\$ 3,211,475</u>
	Finance	
01-120-5000	Salaries	\$ 88,000
01-120-5010	Social Security	6,700
01-120-5011	Pension	8,000
01-120-5012	Workers Comp	250
01-120-5013	Insurance - Health	32,500
01-120-5015	Contribution - 457	625
01-120-5102	Insurance - Gen Liab	175
01-120-5105	Insurance - Property	3,000
01-120-5150	Training	1,000
01-120-5185	Professional Fees	1,000
01-120-5310	Auditing	75,000
01-120-5311	Actuarial Study	5,000
01-120-5313	Tax Collection	1,300
01-120-5810	RETSA Obligation	9,600
	Total Finance	<u>\$ 232,150</u>
	Community Development	
01-130-5000	Salaries	\$ 125,000
01-130-5010	Social Security	9,500
01-130-5011	Pension	11,400
01-130-5012	Workers Comp	350
01-130-5013	Insurance - Health	23,000
01-130-5015	Contribution - 457	1,500
01-130-5100	Insurance - Auto	700
01-130-5102	Insurance - Gen Liab	175
01-130-5105	Insurance - Property	3,800
01-130-5150	Training	500
01-130-5160	Travel	900
01-130-5185	Professional Fees	1,000
01-130-5320	Economic Development	3,300
01-130-5322	Planning	155,000
01-130-5323	Public Art	2,000
01-130-5401	Auto Expense	500

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
01-130-5820	Community Legacy Projects	50,000
01-130-5822	Special Projects	18,800
	Total Community Development	\$ 407,425
	Code Enforcement	
01-140-5000	Salaries	\$ 63,000
01-140-5010	Social Security	4,800
01-140-5011	Pension	5,700
01-140-5012	Workers Comp	200
01-140-5013	Insurance - Health	22,800
01-140-5015	Contribution - 457	750
01-140-5102	Insurance - Gen Liab	175
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	20,000
01-140-5332	Rental Inspection	37,500
	Total Code Enforcement	\$ 175,925
	Public Works Administration	
01-150-5000	Salaries	\$ 76,000
01-150-5010	Social Security	5,800
01-150-5011	Pension	6,400
01-150-5012	Workers Comp	1,600
01-150-5013	Insurance - Health	14,000
01-150-5015	Contribution - 457	700
01-150-5100	Insurance - Auto	700
01-150-5102	Insurance - Gen Liab	175
01-150-5105	Insurance - Property	1,900
01-150-5150	Training	1,000
01-150-5160	Travel	1,000
01-150-5185	Professional Fees	2,100
01-150-5193	One Call Concepts	2,200
01-150-5340	Engineering Equipment	3,000
01-150-5341	Mapping Supplies	8,000
01-150-5342	Public Works	7,400
01-150-5400	Gas, Oil, Grease	3,000
01-150-5420	Fleet lease	11,000
	Total Public Works Administration	\$ 145,975

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
	Total Admin and Executive Expense	\$ 4,738,525
	Public Safety	
01-160-5000	Salaries	\$ 1,062,000
01-160-5002	Salaries - Police Grants	40,000
01-160-5003	Court Time	13,000
01-160-5010	Social Security	85,000
01-160-5011	Pension	285,000
01-160-5012	Workers Comp	72,000
01-160-5013	Insurance - Health	257,000
01-160-5015	Contribution - 457	7,500
01-160-5100	Insurance - Auto	6,200
01-160-5102	Insurance - Gen Liab	1,200
01-160-5103	Insurance - Police Professional	16,700
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	8,500
01-160-5350	FSU MOU	10,000
01-160-5380	Police Reform	23,000
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	43,000
01-160-5502	Jail and Office Maintenance	4,000
01-160-5550	Utilities - Public Safety	10,000
01-160-5851	Fire Dept Appropriation	255,670
	Total Public Safety	\$ 2,362,470
	Public Works - Street	
01-170-5000	Salaries	\$ 296,000
01-170-5010	Social Security	22,600
01-170-5011	Pension	27,500
01-170-5012	Workers Comp	20,000
01-170-5013	Insurance - Health	80,000
01-170-5015	Contribution - 457	1,500
01-170-5018	Unemployment	200
01-170-5100	Insurance - Auto	7,800

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
01-170-5102	Insurance - Gen Liab	575
01-170-5105	Insurance - Property	6,000
01-170-5150	Training	5,000
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	7,200
01-170-5191	Communications	15,000
01-170-5210	Office Supplies	1,500
01-170-5400	Gas, Oil, Grease	30,000
01-170-5420	Fleet Lease	29,000
01-170-5550	Utilities - Building	6,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	15,000
01-170-5713	Street Equipment Maintenance	90,000
01-170-5714	Street Lighting	100,000
01-170-5715	Street Maintenance Repairs	100,000
01-170-5716	Street Shop Equipment	50,000
01-170-5717	Street Lighting Repairs	20,000
01-170-5800	Capital Outlay	565,750
01-170-5861	Street Paving	200,000
01-170-5865	Parking Lot Maintenance	13,000
	Total Public Works - Street	\$ 1,867,625
	Recreation	
01-180-5000	Salaries	\$ 284,000
01-180-5010	Social Security	21,700
01-180-5011	Pension	23,600
01-180-5012	Workers Comp	18,200
01-180-5013	Insurance - Health	65,000
01-180-5015	Contribution - 457	1,750
01-180-5100	Insurance - Auto	2,900
01-180-5102	Insurance - Gen Liab	550
01-180-5105	Insurance - Property	14,500
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,800
01-180-5181	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	9,000
01-180-5420	Fleet Lease	23,000
01-180-5503	Armory Expense - Gym	16,000
01-180-5504	Community Center	10,000
01-180-5510	City Place	29,500
01-180-5550	Utilities	9,000
01-180-5720	Beautify The Burg Expense	2,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
01-180-5721	Rec Equipment Maintenance	5,000
01-180-5722	Rec League Appropriations	5,000
01-180-5723	Rec Park Maintenance Expense	63,000
01-180-5724	Street Trees	7,500
01-180-5725	Trailhead Maintenance Expense	2,000
01-180-5726	Recreational Programs	13,000
01-180-5800	Capital Outlay	100,900
	Total General Recreation	<u>\$ 733,450</u>
01-181-5000	Salaries	\$ 72,000
01-181-5010	Social Security	5,500
01-181-5012	Workers Comp	4,600
01-181-5108	Unemployment	200
01-181-5507	Pool Operating	35,000
	Total Pool	<u>\$ 117,300</u>
01-182-5000	Salaries	\$ 24,000
01-182-5010	Social Security	1,850
01-182-5012	Workers Comp	1,500
01-182-5108	Unemployment	200
01-182-5507	Day Camp Operations	800
	Total Day Camp	<u>\$ 28,350</u>
01-183-5000	Salaries	\$ 9,500
01-183-5010	Social Security	725
01-183-5012	Workers Comp	600
01-183-5108	Unemployment	200
	Total Seasonal	<u>\$ 11,025</u>
	Total Recreation	<u>\$ 890,125</u>
	Total Corporate Fund Expenses	<u>\$ 9,858,745</u>
	Corporate Fund Net Income (Loss)	<u>\$ -</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
Water Fund Revenues		
02-000-4000	Water Service Revenue	\$ 1,488,000
02-000-4001	Interest Earned - Water	1,500
02-000-4317	Special Revenue	363,500
02-000-4402	Sale of Meters	5,000
02-000-4403	Tapping Fees	4,000
02-000-4404	Sundry Sales	10,000
02-000-4600	Interest Income	15,000
	Total Water Revenue	<u>\$ 1,887,000</u>
Water Fund Expenses		
Water - Administration		
02-190-5000	Salaries	\$ 72,000
02-190-5010	Social Security	5,400
02-190-5011	Pension	6,500
02-190-5012	Workers Comp	225
02-190-5013	Insurance - Health	18,000
02-190-5015	Contribution - 457	850
02-190-5313	Collection Expense	1,000
02-190-5370	FMHA Bond	750
02-190-5600	Corporate Overhead	95,600
	Total Water Administration	<u>\$ 200,325</u>
Water - Filtration		
02-192-5102	Insurance - Gen Liab	\$ 1,300
02-192-5105	Insurance - Property	12,500
02-192-5106	Insurance - Boiler & Machinery	6,000
02-192-5521	Pumping System Expense	95,000
02-192-5522	Purification Plant Maintenance	50,000
02-192-5710	Filtration Contract Payment	654,000
	Total Water Filtration	<u>\$ 818,800</u>
Water - Supply		
02-194-5000	Salaries	\$ 34,000
02-194-5010	Social Security	2,500
02-194-5011	Pension	3,000
02-194-5012	Workers Comp	2,300
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	<u>\$ 101,900</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
	Water - Distribution	
02-196-5000	Salaries	\$ 275,000
02-196-5010	Social Security	21,000
02-196-5011	Pension	20,500
02-196-5012	Workers Comp	17,600
02-196-5013	Insurance - Health	82,000
02-196-5015	Contribution - 457	1,000
02-196-5100	Insurance - Auto	4,000
02-196-5102	Insurance - Gen Liab	1,300
02-196-5105	Insurance - Property	3,200
02-196-5150	Training	3,500
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	6,575
02-196-5191	Communications	13,000
02-196-5210	Office Supplies	1,000
02-196-5390	Miscellaneous Expense	1,000
02-196-5400	Gas, Oil, Grease	17,000
02-196-5420	Fleet Lease	33,000
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	5,000
02-196-5700	Distribution Expense	51,000
02-196-5701	Distribution Pipe Expense	11,000
02-196-5702	Equipment Maintenance	8,000
02-196-5703	Fire Hydrants Expense	8,000
02-196-5704	Transmission Mains Expense	95,800
02-196-5740	Meters Expense	70,000
	Total Water Distribution	<u>\$ 765,975</u>
	Total Water Fund Expenses	<u><u>\$ 1,887,000</u></u>
	Total Water Fund Net Income (Loss)	<u><u>\$ -</u></u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

ACCOUNT	DESCRIPTION	AMOUNT
<u>Sewer Fund Operating Revenues</u>		
03-000-4000	Sewer Charges	\$ 1,817,000
03-000-4001	Interest Earned - Sewer	1,800
03-000-4315	Proceeds from Fund Balance	23,925
03-000-4317	Special Revenue	3,500
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	3,500
03-000-4600	Interest Income	25,000
	Total Sewer Operating Revenue	<u>\$ 1,876,225</u>
 Sewer Operating Expenses		
<u>Sewer - Administration</u>		
03-210-5000	Salaries	\$ 72,000
03-210-5010	Social Security	5,400
03-210-5011	Pension	6,500
03-210-5012	Workers Comp	225
03-210-5013	Insurance - Health	18,000
03-210-5015	Contribution - 457	850
03-210-5313	Collection Expense	1,000
	Total Sewer Administration	<u>\$ 103,975</u>
 <u>Sewer - Operating</u>		
03-211-5000	Salaries	\$ 172,000
03-211-5010	Social Security	13,000
03-211-5011	Pension	19,000
03-211-5012	Workers Comp	11,000
03-211-5013	Insurance - Health	71,000
03-211-5015	Contribution - 457	1,800
03-211-5100	Insurance - Auto	1,400
03-211-5102	Insurance - Gen Liab	650
03-211-5105	Insurance - Property	6,800
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	21,000
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	241,750
03-211-5761	Sanitary Commission Charges	1,100,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	50,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
03-211-5764	Sewer Pumping Expense	6,000
03-211-5805	Capital Outlay - Sewer Projects	30,000
	Total Sewer Operating	<u>\$ 1,780,600</u>
	Total Sewer Operating Expenses	<u>\$ 1,884,575</u>
	Sewer Operating Net Income (Loss)	<u>\$ (8,350)</u>
	CSO Revenue	
03-220-4520	CSO Surcharge Revenue	\$ 401,000
03-220-4521	Interest Earned - CSO Surcharge	500
03-220-4317	Special Revenue	800,000
03-220-4530	Project Reimbursements	3,092,000
	Total CSO Revenue	<u>\$ 4,293,500</u>
	CSO Expenses	
03-220-5391	Interest Expense	\$ 3,200
03-220-5392	Debt Redemption	23,600
03-220-5800	Capital Outlay	4,258,350
	Total CSO Expense	<u>\$ 4,285,150</u>
	CSO Net Income (Loss)	<u>\$ 8,350</u>
	Sewer Fund Net Income (Loss)	<u><u>\$ -</u></u>
	Water Surcharge Fund Revenue	
04-000-4000	Water Tap Surcharge	\$ 668,000
04-000-4001	Interest Earned - Surcharge	1,000
04-000-4317	Special Revenue	68,000
04-000-4600	Interest Income	20,000
	Total Water Surcharge Revenue	<u>\$ 757,000</u>
	Water Surcharge Fund Expenses	
04-200-5313	Collection Expense	\$ 1,000
04-200-5390	Miscellaneous Expense	12,000
04-200-5391	Interest Expense	56,900
04-200-5392	Debt Redemption	415,100
04-200-5802	Capital Repairs	68,000
	Total Water Surcharge Expense	<u>\$ 553,000</u>
	Water Surcharge Net Income (Loss)	<u><u>\$ 204,000</u></u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDED JUNE 30, 2025**

Section 9, Item A.

ACCOUNT	DESCRIPTION	AMOUNT
Garbage Fund Revenues		
05-000-4000	Trash & Garbage Charges	\$ 473,000
05-000-4104	Interest Earned - Garbage	800
05-000-4404	Sundry Sales	1,000
05-000-4600	Interest Income	3,000
	Total Garbage Revenue	<u>\$ 477,800</u>
Garbage Fund Expenses		
Garbage Fund - Administration		
05-230-5000	Salaries	\$ 72,000
05-230-5010	Social Security	5,400
05-230-5011	Pension	6,500
05-230-5012	Workers Comp	225
05-230-5013	Insurance - Health	18,000
05-230-5015	Contribution - 457	850
05-230-5313	Collection Expense	500
	Total Garbage Administration	<u>\$ 103,475</u>
Garbage Operating		
05-232-5000	Salaries	\$ 93,000
05-232-5010	Social Security	7,100
05-232-5011	Pension	8,500
05-232-5012	Workers Comp	6,000
05-232-5013	Insurance - Health	22,500
05-232-5015	Contribution - 457	750
05-232-5100	Insurance - Auto	2,200
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	4,500
05-232-5170	Uniforms	3,000
05-232-5180	Safety Equipment	1,000
05-232-5210	Office Supplies	1,000
05-232-5400	Gas, Oil, Grease	14,000
05-232-5600	Corporate Overhead	18,175
05-232-5770	Ash Dumpster	8,500
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>\$ 360,625</u>
	Total Garbage Expenses	<u>\$ 464,100</u>
	Garbage Net Income (Loss)	<u>\$ 13,700</u>

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)

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

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

WATER RATES

WATER CONSUMPTION	<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

BULK DELIVERY TO ALLEGANY COUNTY

All water consumption.....	\$3.97/1,000 gallons
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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
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GARBAGE RATES

Residential customers.....	\$16.00/month or \$48.00/quarter per unit
Recycling credit (requires enrollment with Burgmeier’s Hauling)	\$9.00 per quarter

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Special Garbage Charges

A special garbage collection can be scheduled for a prepaid fee of \$75 per load.

An excess trash charge of \$75 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

**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

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

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

First 5,000 KWA.....	\$175.00
Price per additional KWA, up to 1 megawatt	\$25.00
Battery	\$50.00
Plan Review	\$80.00
Site visit in Lieu of Engineer for Structural Assessment.....	\$75.00
Car charger.....	\$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).....	\$75.00 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

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

Other Permit Fees

Open Cut Permit	\$25.00
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.

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

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**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

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 - FY25
REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)**

<u>ORGANIZATION</u>	<u>AMOUNT</u>
FrostburgFirst Operating	\$ 30,000
Classy Chassis Car Club/Cruisin Main Street	1,500
FSU Cultural Event Series	7,000
Elk's Derby Day	2,500
House and Garden Club	2,800
Frostburg Dog Park	3,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	2,000
Arion Band (Charter Provision)	500
Palace Theater	5,000
FSU Appalachian Festival	2,500
Holiday Lamppost Committee	5,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	2,000
FSU TV-3	1,999
FSU Center for Literary Arts	1,500
WMSR	20,000
FSU WFWM Radio 91.9 FM	1,500
Camp Hope	1,500
Habitat for Humanity (ReStore)	9,600
Frostburg Little League	2,000
MCCA - Beyond the Stage	1,001
Palace Theater - Raise the Roof pledge	5,000
Total Allocated to Outside Organizations	\$ 130,900

RESOLUTION 2024-26

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 CSO ELIMINATION PROJECT PHASES VIII-C NORTH GRANT STREET AND IX-D CENTER STREET EXTENDED.

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 in an amount up to \$800,000.00 for CSO Elimination Project Phases VIII-C North Grant Street and IX-D Center Street Extended.

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 21st day of May 2024.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-27

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING THE ADD-ALTERNATE BID FOR THE ROAD SALT ENCLOSURE REPLACEMENT PROJECT.

WHEREAS The City identified the replacement of the Road Salt Enclosure as a priority project due to the poor condition of the current salt dome; and,

WHEREAS, The Mayor and City Council of Frostburg, Maryland, previously awarded the construction contract for the Road Salt Enclosure to Lashley Construction with a base bid of \$437,000 as an American Rescue Plan Act project; and,

WHEREAS, the Add-Alternate bid of \$162,000 may be approved and accepted should funding be available prior to the completion of the project,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approve the Add-Alternate bid for the Road Salt Enclosure from Lashley Construction in the amount of \$162,000.

BE IT FURTHER RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approve the Add-Alternate bid for the Road Salt Enclosure will be paid from unrestricted City resources.

ADOPTED this 21st day of May 2024.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-28

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING CERTAIN PROJECTS AND PROGRAMS TO BE IMPLEMENTED USING THE AMERICAN RESCUE PLAN ACT FUNDS.

WHEREAS, The City of Frostburg has been allocated \$8.379 M through the State and Local Coronavirus Relief Funds as part of the American Rescue Plan Act; and,

WHEREAS, The City is to spend these funds in accordance with the Final Rule and supplementary guidelines issued by the U.S. Treasury; and,

WHEREAS, the Council will review projects and approve staff to proceed with project or program implementation in order to obligate the entirety of the funds by December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg approves the use of American Rescue Plan Act funds for the following programs and projects:

- Parris N. Glendening Recreation Complex Playground Equipment
- Construction of a Facility for the Frostburg Food Pantry

ADOPTED this 21st day of May 2024.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-29

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CHANGE ORDER FOR THE CONSTRUCTION OF THE FROSTBURG CHILDCARE CENTER

WHEREAS, the City of Frostburg has been awarded Community Project funding, administered by USDA, and Community Development Block Grant funds for the construction of a Childcare Center in the Frostburg Community Park; and,

WHEREAS, the City awarded the bid to Daystar Builders in the amount of \$1,490,000 and the project is currently under construction; and,

WHEREAS, a Change Order is needed to address some modifications to the security system, card access controls, and exterior and interior finishes.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves Change Order #2 from Daystar Builders, in the amount of \$1,981.58.

ADOPTED this 21st day of May, 2024.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-30

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A TEMPORARY REPEAL OF THE OPEN CONTAINER LAW

WHEREAS, the Frostburg Elks have submitted a request to the Council to permit the possession and consumption of alcoholic beverages on public property during Derby Day for the 2024 event.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Frostburg hereby approves the possession and consumption of alcoholic beverages on Main Street, Broadway and Water Streets during the 2024 Derby Day on July 4, 2024, or on the rain date of July 6, 2024 from 9AM to the end of the event, provided that no glass containers be carried on the streets or sidewalks and that all other related alcohol and traffic laws and regulations of the State of Maryland and Allegany County be observed by all participants.

ADOPTED this 21st day of May 2024.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator