

# 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:

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

Introduction:	April 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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
01-000-4600	Interest Income	400,000
	<b>Total Corporate Fund Revenue</b>	<b>\$ 9,858,745</b>
 <b>Corporate Fund Expenses</b>		
<b>Executive</b>		
01-100-5000	Salaries	\$ 22,200
01-100-5010	Social Security	1,700
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	6,000
01-100-5104	Insurance - Public Officials	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
	<b>Total Executive</b>	<b>\$ 565,575</b>
 <b>Administrative</b>		
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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
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>
	<b>Finance</b>	
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>
	<b>Community Development</b>	
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**

ACCOUNT	DESCRIPTION	AMOUNT
01-130-5820	Community Legacy Projects	50,000
01-130-5822	Special Projects	18,800
	Total Community Development	<u>\$ 407,425</u>
	<b>Code Enforcement</b>	
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	<u>\$ 175,925</u>
	<b>Public Works Administration</b>	
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	<u>\$ 145,975</u>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	Total Admin and Executive Expense	\$ 4,738,525
	<b>Public Safety</b>	
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
	<b>Public Works - Street</b>	
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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
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
	<b>Total Public Works - Street</b>	<b>\$ 1,867,625</b>
	<b>Recreation</b>	
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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
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>
	<b>Total Corporate Fund Expenses</b>	<u><b>\$ 9,858,745</b></u>
	<b>Corporate Fund Net Income (Loss)</b>	<u><b>\$ -</b></u>



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

ACCOUNT	DESCRIPTION	AMOUNT
<b>Water Fund Revenues</b>		
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
	<b>Total Water Revenue</b>	<b>\$ 1,887,000</b>
<b>Water Fund Expenses</b>		
<b>Water - Administration</b>		
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
	<b>Total Water Administration</b>	<b>\$ 200,325</b>
<b>Water - Filtration</b>		
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
	<b>Total Water Filtration</b>	<b>\$ 818,800</b>
<b>Water - Supply</b>		
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
	<b>Total Water Supply</b>	<b>\$ 101,900</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	<b>Water - Distribution</b>	
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>
	<b>Total Water Fund Expenses</b>	<u><u>\$ 1,887,000</u></u>
	<b>Total Water Fund Net Income (Loss)</b>	<u><u>\$ -</u></u>

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

ACCOUNT	DESCRIPTION	AMOUNT
<b>Sewer Fund Operating Revenues</b>		
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
	<b>Total Sewer Operating Revenue</b>	<b>\$ 1,876,225</b>
<b>Sewer Operating Expenses</b>		
<b>Sewer - Administration</b>		
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
	<b>Total Sewer Administration</b>	<b>\$ 103,975</b>
<b>Sewer - Operating</b>		
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**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
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>
	<b>CSO Revenue</b>	
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>
	<b>CSO Expenses</b>	
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>
	<b>Sewer Fund Net Income (Loss)</b>	<u><u>\$ -</u></u>
	<b>Water Surcharge Fund Revenue</b>	
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>
	<b>Water Surcharge Fund Expenses</b>	
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>
	<b>Water Surcharge Net Income (Loss)</b>	<u><u>\$ 204,000</u></u>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	<b>Garbage Fund Revenues</b>	
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>
	<b>Garbage Fund Expenses</b>	
	<b>Garbage Fund - Administration</b>	
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>
	<b>Garbage Operating</b>	
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>
	<b>Garbage Net Income (Loss)</b>	<u>\$ 13,700</u>

**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
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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
<b>Total Allocated to Outside Organizations</b>	<b>\$ 130,900</b>

**JULY 1, 2024**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

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

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

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

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

**NOTIFICATION OF WATER SHUT OFF**

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

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

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

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

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

**REBILLING FEES**

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

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

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

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

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

JULY 1, 2024

CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES

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

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

**WATER RATES**

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

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

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

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

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

**SEWER RATES**

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

**WATER SURCHARGE**

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

**CSO (Combined Sewer Overflow) SURCHARGE**

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

**GARBAGE RATES**

Residential customers ..... \$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

JULY 1, 2024

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, 2024

**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, 2024

**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

JULY 1, 2024

**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.

JULY 1, 2024

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**POLICE DEPARTMENT (continued)**

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies .....\$10.00

**RENTAL HOUSING REGISTRATION & INSPECTION**

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

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

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

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

**DOCUMENTS**

Zoning Ordinance .....\$8.00

Subdivision Regulations.....\$5.00

Rental Housing Code.....\$5.00

Rental Unit Verification.....\$5.00

Comprehensive Plan.....\$5.00

Personnel Policy .....\$6.00

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

Audit reports .....\$5.00

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

(Remainder of page is intentionally blank.)

JULY 1, 2024

CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES

RECREATION FEES

	City Resident	Non-City Resident
<b>Community Center</b>	\$300.00/day \$ 40.00/hour	\$350.00/day (\$150.00 Security Deposit) \$ 50.00/hour
<b>Preston Amphitheater</b>	\$300.00/day \$ 40.00/hour	\$350.00/day (\$250.00 Security Deposit) \$ 50.00/hour
<b>City Place</b>		
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
<b>Pavilion Rentals</b>	\$ 50.00/day	\$ 65.00/day

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

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

RECREATION FEES – DAY CAMP

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

JULY 1, 2024

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

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