

ORDINANCE 2020-03

FORMAL ADOPTION OF THE FISCAL 2020/2021 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 2020/2021 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, 2020 – June 30, 2021; 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:

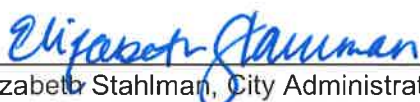
BE IT FURTHER RESOLVED that the following be set forth:

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, 2020
Public Hearing:	May 21, 2020
Adoption:	<u>May 21, 2020</u>
Effective:	<u>June 10, 2020</u>

ATTEST:

MAYOR & CITY COUNCIL OF FROSTBURG


Elizabeth Stahlman, City Administrator

By: 
W. ROBERT FLANIGAN, Mayor

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

ACCOUNT	DESCRIPTION	20/21 BUDGET
01-000-4000	Taxes - Real Estate	\$ 2,367,700
01-000-4001	Personal Property Taxes	11,500
01-000-4002	Public Utility Taxes	140,000
01-000-4003	Corporation Taxes	130,000
01-000-4004	Prior Year Taxes	100
01-000-4005	Trailer Tax	2,000
01-000-4010	Interest on Taxes	45,000
01-000-4011	Tax Credits	(3,500)
01-000-4012	Tax Abatements	(10,000)
01-000-4013	Enterprise Zone Reimbursement	2,300
01-000-4020	Maryland Income Tax	425,000
01-000-4021	Admission Taxes	500
01-000-4022	Hotel Motel Tax	68,000
01-000-4023	Highway Use Tax	275,000
01-000-4024	Coal Tax	2,500
01-000-4025	Housing Authority	10,000
01-000-4027	Payment in Lieu of Taxes	3,900
01-000-4031	Liquor Licenses	9,000
01-000-4032	Traders Licenses	9,000
01-000-4040	Police Grants	32,000
01-000-4041	Parking Meters	16,000
01-000-4043	Police Protection Grant	135,000
01-000-4045	Fines & Forfeitures	18,000
01-000-4046	Meter Violations	800
01-000-4047	Frostburg State University MOU	200,000
01-000-4049	School Resource Reimbursement	30,000
01-000-4050	Permits, Planning	1,500
01-000-4051	Building Permits	1,000
01-000-4052	Rental Registration	72,000
01-000-4054	Construction Inspections	8,000
01-000-4055	Code Enforcement Citations	-
01-000-4056	Comm Dev Grant Revenue	145,000
01-000-4060	Swimming Pool	38,000
01-000-4061	Amusement Park Ticket Sales	8,000
01-000-4062	Day Camp Registrations	10,000
01-000-4063	Recreation Activities	17,000
01-000-4200	Operating Transfer - Water Fund	79,530
01-000-4201	Operating Transfer - Sewer Fund	167,650
01-000-4202	Operating Transfer - Garbage Fund	13,140
01-000-4301	Rents	97,500
01-000-4302	HRD Appropriation	10,000
01-000-4303	Franchises	98,000
01-000-4304	Miscellaneous Revenue	2,000
01-000-4306	Project Reimbursement	2,475,450
01-000-4315	Proceeds from Fund Balance	397,470
01-000-4600	Interest Income	3,600
	Total Corporate Fund Revenue	\$ 7,564,640

CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

ACCOUNT	DESCRIPTION	20/21 BUDGET
Corporate Fund Expenses		
Executive		
01-100-5000	Salaries	\$ 17,400
01-100-5010	Social Security	1,340
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	8,000
01-100-5104	Insurance - Public Officials	10,000
01-100-5110	Contributions	-
01-100-5150	Training	2,000
01-100-5160	Travel	1,800
01-100-5185	Professional Fees	5,000
	Total Executive	<u>\$ 45,715</u>
Administrative		
01-110-5000	Salaries	\$ 136,725
01-110-5010	Social Security	10,450
01-110-5011	Pension	11,600
01-110-5012	Workers Comp	400
01-110-5013	Insurance - Health	29,025
01-110-5014	Insurance - Health Retiree	50,875
01-110-5050	Reserve For Contingencies	7,000
01-110-5100	Insurance - Auto	450
01-110-5102	Insurance - Gen Liab	100
01-110-5105	Insurance - Property	5,000
01-110-5106	Insurance - AD&D and Life	3,300
01-110-5111	Contributions - Tourism	68,000
01-110-5160	Travel	500
01-110-5185	Professional Fees	1,000
01-110-5190	Cell Phone	960
01-110-5192	City Code Hosting	1,675
01-110-5200	Advertising	7,000
01-110-5205	Legal	42,000
01-110-5207	Pension Administrative Fee	8,000
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	14,000
01-110-5230	Computer Exp	30,000
01-110-5235	Digital Engagement	1,500
01-110-5300	Board Expense	8,500
01-110-5301	Election	200
01-110-5391	Princlpal and Interest on Debt Service	155,050
01-110-5500	Building - Armory	10,000
01-110-5501	Building Expense	4,000
01-110-5502	Building Maintenance	15,000
01-110-5550	Utilities - Building	23,000
01-110-5807	Capital Outlay	2,410,000
	Total Administrative	<u>\$ 3,066,310</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

ACCOUNT	DESCRIPTION	20/21 BUDGET
Finance		
01-120-5000	Salaries	\$ 62,575
01-120-5010	Social Security	4,800
01-120-5011	Pension	5,300
01-120-5012	Workers Comp	200
01-120-5013	Insurance - Health	20,425
01-120-5102	Insurance - Gen Liab	100
01-120-5105	Insurance - Property	3,100
01-120-5150	Training	700
01-120-5160	Travel	100
01-120-5185	Professional Fees	600
01-120-5310	Auditing	45,000
01-120-5311	Actuarial Study	5,500
01-120-5313	Tax Collection	300
	Total Finance	\$ 148,700
Community Development		
01-130-5000	Salaries	\$ 49,900
01-130-5010	Social Security	3,800
01-130-5011	Pension	4,250
01-130-5012	Workers Comp	150
01-130-5013	Insurance - Health	14,975
01-130-5102	Insurance - Gen Liab	100
01-130-5105	Insurance - Property	4,950
01-130-5150	Training	400
01-130-5160	Travel	400
01-130-5185	Professional Fees	600
01-130-5190	Cell Phone	480
01-130-5201	Social Media Tourism	-
01-130-5320	Economic Development	15,500
01-130-5322	Planning	-
01-130-5323	Public Art	-
01-130-5820	Community Legacy Projects	145,000
01-130-5822	Special Projects	4,000
	Total Community Development	\$ 244,505
Code Enforcement		
01-140-5000	Salaries	\$ 63,100
01-140-5010	Social Security	4,825
01-140-5011	Pension	5,375
01-140-5012	Workers Comp	200
01-140-5013	Insurance - Health	22,775
01-140-5102	Insurance - Gen Liab	100
01-140-5105	Insurance - Property	3,000
01-140-5150	Training	200
01-140-5160	Travel	300
01-140-5190	Cell Phone	-
01-140-5231	Software and Subscriptions	6,500

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>20/21 BUDGET</u>
01-140-5330	Code Enforcement	3,500
01-140-5331	Construction Inspect	14,000
01-140-5332	Rental Inspection	28,550
	Total Code Enforcement	<u>\$ 152,425</u>
	Public Works Administration	
01-150-5000	Salaries	\$ 63,050
01-150-5010	Social Security	4,800
01-150-5011	Pension	5,375
01-150-5012	Workers Comp	200
01-150-5013	Insurance - Health	19,000
01-150-5102	Insurance - Gen Liab	100
01-150-5105	Insurance - Property	3,000
01-150-5150	Training	500
01-150-5160	Travel	1,400
01-150-5185	Professional Fees	500
01-150-5190	Cell Phone	960
01-150-5193	One Call Concepts	1,000
01-150-5340	Engineering Equipment	3,000
01-150-5341	Mapping Supplies	7,500
01-150-5342	Public Works	1,000
	Total Public Works Administration	<u>\$ 111,385</u>
	Total Admin and Executive Expense	<u>\$ 3,769,040</u>
	Public Safety	
01-160-5000	Salaries	\$ 973,700
01-160-5002	Salaries - Police Grants	32,000
01-160-5003	Court Time	21,000
01-160-5010	Social Security	78,500
01-160-5011	Pension	117,075
01-160-5012	Workers Comp	136,500
01-160-5013	Insurance - Health	230,125
01-160-5018	Unemployment	3,000
01-160-5100	Insurance - Auto	5,300
01-160-5102	Insurance - Gen Liab	700
01-160-5103	Insurance - Police Professional	11,300
01-160-5105	Insurance - Property	5,900
01-160-5150	Training	20,000
01-160-5170	Uniforms	15,000
01-160-5181	Law Enforcement Equipment	14,000
01-160-5190	Cell Phone	7,440
01-160-5191	Communications	22,000
01-160-5206	C3I Clerical Support	6,000
01-160-5210	Office Supplies	6,000
01-160-5350	FSU MOU	25,000
01-160-5390	Miscellaneous Expense	5,000
01-160-5400	Gas, Oil, Grease	26,000

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>20/21 BUDGET</u>
01-160-5401	Auto Expense	20,000
01-160-5420	Fleet Lease	27,100
01-160-5502	Jail and Office Maintenance	18,000
01-160-5700	Parking Meters	2,000
01-160-5800	Capital Outlay	-
01-160-5850	Ambulance Financing	30,000
01-160-5851	Fire Dept Appropriation	221,925
01-160-5852	Fire Dept Donation - Apparatus	-
	Total Public Safety	\$ 2,080,565
	Public Works - Street	
01-170-5000	Salaries	\$ 206,000
01-170-5010	Social Security	15,800
01-170-5011	Pension	17,500
01-170-5012	Workers Comp	13,675
01-170-5013	Insurance - Health	81,650
01-170-5018	Unemployment	4,000
01-170-5100	Insurance - Auto	4,100
01-170-5102	Insurance - Gen Liab	500
01-170-5105	Insurance - Property	5,300
01-170-5150	Training	1,000
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	5,000
01-170-5190	Cell Phone	560
01-170-5191	Communications	1,600
01-170-5210	Office Supplies	1,000
01-170-5400	Gas, Oil, Grease	15,000
01-170-5420	Fleet Lease	21,900
01-170-5710	Loader Rental	18,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	10,000
01-170-5713	Street Equipment Maintenance	80,000
01-170-5714	Street Lighting	155,000
01-170-5715	Street Maintenance Repairs	80,000
01-170-5716	Street Shop Equipment	30,000
01-170-5800	Capital Outlay	22,000
01-170-5861	Street Paving	120,000
	Total Public Works - Street	\$ 1,067,585
	Recreation	
01-180-5000	Salaries	\$ 154,860
01-180-5010	Social Security	11,850
01-180-5011	Pension	13,175
01-180-5012	Workers Comp	10,275
01-180-5013	Insurance - Health	57,900
01-180-5018	Unemployment	1,000
01-180-5100	Insurance - Auto	1,375
01-180-5102	Insurance - Gen Liab	400
01-180-5105	Insurance - Property	7,300

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

ACCOUNT	DESCRIPTION	20/21 BUDGET
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,000
01-180-5190	Cell Phone	1,440
01-180-5400	Gas, Oil, Grease	6,500
01-180-5503	Armory Expense - Gym	6,500
01-180-5504	Community Center	11,000
01-180-5720	Beautify The Burg Expense	2,000
01-180-5721	Rec Equipment Maintenance	4,500
01-180-5722	Rec League Appropriations	3,000
01-180-5723	Rec Park Maintenance Expense	63,500
01-180-5724	Street Trees	8,500
01-180-5725	Trailhead Maintenance Expense	2,500
01-180-5726	Recreational Programs	9,000
01-180-5727	Amusement Park Tickets	8,000
01-180-5800	Capital Outlay	75,000
	Total General Recreation	\$ 464,625
01-181-5000	Salaries	\$ 62,000
01-181-5010	Social Security	4,700
01-181-5012	Workers Comp	4,100
01-181-5108	Unemployment	4,000
01-181-5507	Pool Operating	35,500
	Total Pool	\$ 110,300
01-182-5000	Salaries	\$ 16,200
01-182-5010	Social Security	1,250
01-182-5012	Workers Comp	1,075
01-182-5108	Unemployment	1,000
01-182-5507	Day Camp Operations	750
	Total Day Camp	\$ 20,275
01-183-5000	Salaries	\$ 44,000
01-183-5010	Social Security	3,350
01-183-5012	Workers Comp	2,900
01-183-5108	Unemployment	2,000
	Total Seasonal	\$ 52,250
	Total Recreation	\$ 647,450
	Total Corporate Fund Expenses	\$ 7,564,640
	Corporate Fund Net Income (Loss)	\$ -

CITY OF FROSTBURG
 OPERATING BUDGET
 FOR THE YEAR ENDING JUNE 30, 2021

ACCOUNT	DESCRIPTION	20/21 BUDGET
Water Fund Revenues		
02-000-4000	Water Service Revenue	\$ 1,348,000
02-000-4001	Interest Earned - Water	800
02-000-4402	Sale of Meters	2,400
02-000-4403	Tapping Fees	4,800
02-000-4404	Sundry Sales	18,000
02-000-4600	Interest Income	100
	Total Water Revenue	\$ 1,374,100
Water Fund Expenses		
Water - Administration		
02-190-5000	Salaries	\$ 55,200
02-190-5010	Social Security	4,200
02-190-5011	Pension	4,700
02-190-5012	Workers Comp	160
02-190-5013	Insurance - Health	18,425
02-190-5370	FMHA Bond	750
02-190-5600	Corporate Overhead	79,530
	Total Water Administration	\$ 162,965
Water - Filtration		
02-192-5102	Insurance - Gen Liab	\$ 800
02-192-5105	Insurance - Property	11,200
02-192-5106	Insurance - Boiler & Machinery	3,300
02-192-5521	Pumping System Expense	63,000
02-192-5522	Purification Plant Maintenance	40,000
02-192-5710	Filtration Contract Payment	509,600
	Total Water Filtration	\$ 627,900
Water - Supply		
02-194-5000	Salaries	\$ 25,525
02-194-5010	Social Security	1,950
02-194-5011	Pension	2,150
02-194-5012	Workers Comp	1,700
02-194-5190	Cell Phone	480
02-194-5506	Hydro Facility Expense	1,000
02-194-5550	Utilities - Water Supply	7,000
02-194-5730	Water Supply Expense	50,000
	Total Water Supply	\$ 89,805

CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

ACCOUNT	DESCRIPTION	20/21 BUDGET
	Water - Distribution	
02-196-5000	Salaries	\$ 190,600
02-196-5010	Social Security	14,580
02-196-5011	Pension	16,200
02-196-5012	Workers Comp	12,650
02-196-5013	Insurance - Health	61,850
02-196-5050	Reserve For Contingencies	1,650
02-196-5100	Insurance - Auto	2,800
02-196-5102	Insurance - Gen Liab	1,000
02-196-5105	Insurance - Property	2,900
02-196-5150	Training	500
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	2,000
02-196-5190	Cell Phone	2,400
02-196-5210	Office Supplies	500
02-196-5390	Miscellaneous Expense	1,000
02-196-5400	Gas, Oil, Grease	8,000
02-196-5420	Fleet Lease	8,300
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	5,000
02-196-5700	Distribution Expense	90,000
02-196-5701	Distribution Pipe Expense	4,000
02-196-5702	Equipment Maintenance	5,000
02-196-5703	Fire Hydrants Expense	5,000
02-196-5704	Transmission Mains Expense	4,000
02-196-5740	Meters Expense	37,000
02-196-5800	Capital Outlay	-
	Total Water Distribution	<u>\$ 493,430</u>
	Total Water Fund Expenses	<u>\$ 1,374,100</u>
	Total Water Fund Net Income (Loss)	<u>\$ -</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>20/21 BUDGET</u>
Sewer Fund Operating Revenues		
03-000-4000	Sewer Charges	\$ 1,871,950
03-000-4001	Interest Earned - Sewer	1,700
03-000-4315	Proceeds from Fund Balance	61,525
03-000-4404	Sundry Sales	700
03-000-4503	Sewer Tap Fees	2,000
	Total Sewer Operating Revenue	\$ 1,937,875
 Sewer Operating Expenses		
Sewer - Administration		
03-210-5000	Salaries	\$ 55,200
03-210-5010	Social Security	4,200
03-210-5011	Pension	4,700
03-210-5012	Workers Comp	160
03-210-5013	Insurance - Health	18,425
	Total Sewer Administration	\$ 82,685
 Sewer - Operating		
03-211-5000	Salaries	\$ 135,025
03-211-5010	Social Security	10,325
03-211-5011	Pension	11,475
03-211-5012	Workers Comp	8,975
03-211-5013	Insurance - Health	36,675
03-211-5100	Insurance - Auto	1,400
03-211-5102	Insurance - Gen Liab	500
03-211-5105	Insurance - Property	3,500
03-211-5150	Training	1,000
03-211-5170	Uniforms	3,000
03-211-5180	Safety Equipment	1,000
03-211-5190	Cell Phone	1,840
03-211-5400	Gas, Oil, Grease	10,000
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	167,650
03-211-5761	Sanitary Commission Charges	1,325,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	55,000
03-211-5764	Sewer Pumping Expense	3,500
03-211-5805	Capital Outlay - Sewer Projects	-
	Total Sewer Operating	\$ 1,793,665
	Total Sewer Operating Expenses	\$ 1,876,350
	Sewer Operating Net Income (Loss)	\$ 61,525

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>20/21 BUDGET</u>
	CSO Revenue	
03-220-4520	CSO Surcharge Revenue	\$ 390,000
03-220-4521	Interest Earned - CSO Surcharge	700
03-220-4530	Project Reimbursements	2,384,800
	Total CSO Revenue	<u>\$ 2,775,500</u>
	CSO Expenses	
03-220-5391	Interest Expense	\$ 4,100
03-220-5392	Debt Redemption	22,725
03-220-5800	Capital Outlay	2,810,200
	Total CSO Expense	<u>\$ 2,837,025</u>
	CSO Net Income (Loss)	<u>\$ (61,525)</u>
	Sewer Fund Net Income (Loss)	<u>\$ -</u>
	Water Surcharge Fund Revenue	
04-000-4000	Water Tap Surcharge	\$ 848,000
04-000-4001	Interest Earned - Surcharge	1,000
04-000-4315	Proceeds from Fund Balance	12,550
04-000-4600	Interest Income	300
	Total Water Surcharge Revenue	<u>\$ 861,850</u>
	Water Surcharge Fund Expenses	
04-200-5391	Interest Expense	\$ 114,450
04-200-5392	Debt Redemption	736,200
04-200-5800	Capital Outlay	-
04-200-5802	Capital Repairs	11,200
	Total Water Surcharge Expense	<u>\$ 861,850</u>
	Water Surcharge Net Income (Loss)	<u>\$ -</u>

**CITY OF FROSTBURG
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>20/21 BUDGET</u>
Garbage Fund Revenues		
05-000-4000	Trash & Garbage Charges	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,000
05-000-4404	Sundry Sales	300
05-000-4600	Interest Income	100
	Total Garbage Revenue	\$ 369,400
Garbage Fund Expenses		
Garbage Fund - Administration		
05-230-5000	Salaries	\$ 55,200
05-230-5010	Social Security	4,200
05-230-5011	Pension	4,700
05-230-5012	Workers Comp	160
05-230-5013	Insurance - Health	18,425
	Total Garbage Administration	\$ 82,685
Garbage Operating		
05-232-5000	Salaries	\$ 80,550
05-232-5010	Social Security	6,175
05-232-5011	Pension	6,850
05-232-5012	Workers Comp	5,350
05-232-5013	Insurance - Health	23,600
05-232-5050	Reserve For Contingencies	2,200
05-232-5100	Insurance - Auto	1,800
05-232-5102	Insurance - Gen Liab	350
05-232-5105	Insurance - Property	2,200
05-232-5170	Uniforms	2,600
05-232-5180	Safety Equipment	500
05-232-5210	Office Supplies	400
05-232-5400	Gas, Oil, Grease	10,000
05-232-5600	Corporate Overhead	13,140
05-232-5770	Ash Dumpster	3,000
05-232-5771	Bulk Cleanup Expense	9,000
05-232-5772	Landfill Charges	107,000
05-232-5773	Sanitation Operating Expense	12,000
05-232-5774	Yard Waste Composting	-
	Total Garbage Operating	\$ 286,715
	Total Garbage Expenses	\$ 369,400
	Garbage Net Income (Loss)	\$ -

JULY 1, 2020

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

REAL ESTATE TAXES: \$0.68 per \$100 of Assessed Value

The interest rate on real estate taxes is 1.5% per month beginning October 1 and is retroactive to July 1.

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

PERSONAL PROPERTY TAXES: \$1.41625 per \$100 of Assessed Value

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

NOTIFICATION OF WATER SHUT OFF

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

Water reconnection fee (during normal Water Department working hours) \$20.00
Water reconnection fee (after normal Water Department working hours) \$35.00

SUPPLEMENTAL WATER METER READINGS \$10.00

INSUFFICIENT FUND (CHECK OR ACH) CHARGES

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

ACCOUNT INFORMATION REQUESTS (Certification of tax and utility balances)

Individual account requests \$5.00 per tax account number
Entire tax file No charge for the default electronic file generated from the billing system

REBILLING FEES

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

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

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

JULY 1, 2020

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

ELECTRONIC PAYMENT PROCESSING FEES (Payments excluding those processed through Square) These fees are set by the processing company and subject to change.

E-Checks Flat fee up to \$1.99 per transaction
Credit Cards..... 2.95% of the total transaction amount
Tax Payments ONLY: Flat rate of \$3.95 if a debit card with a VISA emblem is used
(The flat rate for tax payments only applied for VISA debit. Any other debit card would be subject to the credit card fee as stated above.)

WATER RATES

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

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

BULK DELIVERY TO ALLEGANY COUNTY
All water consumption..... **\$3.36/1,000 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 \$11.80/month or \$35.40/quarter
Out of City customers \$10.75/month or \$32.25/quarter
County customers except Eckhart..... \$7.75/month or \$23.25/quarter
County customers - Eckhart..... \$1.65/month or \$4.95/quarter

CSO (Combined Sewer Overflow) SURCHARGE

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

GARBAGE RATES

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

JULY 1, 2020

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Special Garbage Charges

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

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

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

WATER CONNECTIONS

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

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

SEWER CONNECTIONS

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

* Fee may be higher if actual costs incurred are greater

JULY 1, 2020

**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 \$50.00 per inspection

 Electric Service
 100-200 amp \$75.00 per service
 400 amp \$125.00 per service

 Plan Review (non-refundable)..... \$100.00 per hour

JULY 1, 2020

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

Multi-Family	\$50.00 per inspection plus cost of electric service
Plan Review (non-refundable).....	\$125.00 per hour
Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet.....	\$0.75 per square foot
Additional square footage.....	\$0.25 per square foot
Commercial Kitchen – Additional	\$0.20 per square foot for the entire area including dining.
Office Space	\$0.50 per square foot
Hotel	\$300 per room for first 20 rooms
Additional rooms	\$100.00 per room
Electric Service	
100-200 amp	\$75.00 per service
400 amp	\$125.00 per service
600 amp	\$350.00 per service
800 amp	\$600.00 per service
1000 amp	\$800.00 per service
Transfer Switch - add 33% of cost of service	

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

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

Sign area is determined per the City Zoning Ordinance § 7

Replacement of lettering or light panel on existing sign structure	\$0.00
Directional, instructional, or "wayfinding" sign.....	\$0.00
Less than 25 square feet.....	\$30.00
25 to 60 square feet.....	\$45.00
61 to 180 square feet	\$75.00
Greater than 180 square feet	\$150.00
Electronic Messaging Centers (EMCs)	permit fee based on size + \$100.00

JULY 1, 2020

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

Door to Door (effective for one year from date of issuance)	\$25.00
Short-Term Mobile Unit (effective up to two consecutive weeks).....	\$150.00
Annual Mobile Unit (effective one year from date of issuance).....	\$250.00
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: After a violation is 30 days old and unpaid, the fine will be doubled.

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

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

POLICE DEPARTMENT (continued)

Parking Permits

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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JULY 1, 2020

**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	\$ 40.00/day \$ 50.00/day	\$ 55.00/day (rentals through 12/31/20) \$ 65.00/day (rentals after 12/31/20)

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
	\$ 40.00/hour/month \$ 20.00/hour	\$ 55.00/hour/month (rentals through 12/31/20) \$ 25.00/hour (rentals after 12/31/20)
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

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JULY 1, 2020

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
2020/21 HOTEL MOTEL TAX ALLOCATIONS**

Organization Name	20/21 Allocation
FrostburgFirst - Operations	\$ 45,000
Arion Band	500
Allegany County - Borden Tunnel Project	9,500
Subtotal to Outside Organizations (01-110-5111)	<u>\$ 55,000</u>
City Accounts	
Comm Development Special Projects (01-130-5822)	\$ 4,000
Beautify the Burg (01-180-5720)	1,200
Recreation Park Maintenance (01-180-5723)	2,000
Trail Head Maintenance (01-180-5725)	1,800
Recreation Programs (01-180-5726)	4,000
Subtotal to City Departments	<u>\$ 13,000</u>
Total Budgeted Allocation of Hotel/Motel Revenue	<u><u>\$ 68,000</u></u>