

RESOLUTION 2024-68

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN AMENDMENT TO THE FISCAL YEAR 2024/25 SCHEDULE OF FEES TO AMEND FEES AND PENALTIES ASSOCIATED WITH WATER SHUT-OFFS.

WHEREAS, The Mayor and Council of the City of Frostburg need to adjust fees and rates from time to time; and,

WHEREAS, The Mayor and Council have previously amended the City Code regarding water shut-offs and now desire to amend the fee schedule to eliminate the penalty for notification of water shut off and eliminate the water reconnection fee (during normal work hours), and add a flat rate water shut-off penalty of \$48.00, and change the water reconnection fee (after normal Water Department Hours) from \$75 to \$80.

NOW, THEREFORE BE IT RESOLVED, the Frostburg Mayor & City Council do hereby approve an amendment to the Fiscal 2024/25 Schedule of Fees attached hereto.

ADOPTED this 19th day of November, 2024.

Frostburg Mayor and Council

BY


Todd Legsdon, Mayor

Attest:


Elizabeth Stahlman, City Administrator

JULY 1, 2024

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES
AS AMENDED NOVEMBER 2024**

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 landowner

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.

WATER SHUT OFF PENALTY:\$48

AFTER HOURS WATER RECONNECTION FEE:\$80

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

INSUFFICIENT FUND (CHECK OR ACH) CHARGES

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

REBILLING FEES

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

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

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

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

Credit or debit card3.25% of the total transaction amount (\$2.00 minimum)

JULY 1, 2024

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES
AS AMENDED NOVEMBER 2024

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

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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	<i>less applicable connection credit</i>	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	<i>less applicable connection credit</i>	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

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**CITY OF FROSTBURG
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* Fee may be higher if actual costs incurred are greater

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

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400 amp\$125.00 per service
Plan Review (non-refundable)..... \$100.00 per hour

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

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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

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Greater than 180 square feet \$150.00
Electronic Messaging Centers (EMCs)permit fee based on size + \$100.00

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

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

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**CITY OF FROSTBURG
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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
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RENTAL HOUSING REGISTRATION & INSPECTION

Initial Rental Registration

Registration per unit, prior to occupancy.....	\$40.00
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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
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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	\$.10 per page
Audit reports	\$5.00

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

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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