



MAYOR AND CITY COUNCIL OF FROSTBURG

Mayor W. Robert Flanigan

Donald L. Carter, Jr., Commissioner of Finance

Kevin G. Grove, Commissioner of Public Safety

Nina Forsythe, Commissioner of Water, Parks and Recreation

Adam Ritchey, Commissioner of Public Works

AGENDA

MAYOR AND COUNCIL MEETING

Thursday, June 15, 2023 at 4:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. FROSTBURG BLESSING	
4. ROLL CALL	
5. APPROVAL OF THE AGENDA	
6. APPROVAL OF THE MINUTES	
6.1. Minutes from the May Council Meeting	4 - 39
Motion and Second to Approve the Minutes for the May Council Meeting	
Mayor and Council Meeting - 18 May 2023 - Minutes - Pdf	
Mayor and Council Meeting - 18 May 2023 - Minutes - Html	
7. SPECIAL PRESENTATIONS AND REQUESTS	
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	
8.1. Monthly Reports of the City Departments	40 - 92
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council.	
May 2023 Monthly Reports	
9. PUBLIC HEARINGS	
9.1. Combined Sewer Overflow Monthly Public Hearing	
10. OLD BUSINESS	
11. NEW BUSINESS	
11.1. RESOLUTION 2023-21 Approve a temporary repeal of the open container laws for Derby Day. Elizabeth Stahlman, City Administrator	93
Motion and Second to Approve Resolution 2023-21; PUBLIC COMMENT; Vote of the Mayor and City Council.	
Resolution 2023-21 Derby Day Open Container Law Repeal	
11.2. RESOLUTION 2023-22 Approve FY 23 end of year Budget Amendments. Elizabeth Stahlman, City Administrator	94 - 99
Motion and Second to Approve Resolution 2023-22; PUBLIC COMMENT; Vote of the Mayor and City Council.	
Resolution 2023-22 End of Year Budget Amendment	

[FY23 proposed budget amendments-June 2023](#)

- 11.3. **RESOLUTION 2023-23** Approve changes to the Employee Retirement Contribution Program for Police Officers with regards to the City's contribution to the 457 Deferred Compensation Plan. Elizabeth Stahlman, City Administrator 100
- Motion and Second to Approve Resolution 2023-23; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2023-23 Police Pension Enhancement Suspension \(v1\)](#)
- 11.4. **RESOLUTION 2023-24** Acquire 1 vehicle under the Enterprise Fleet Master Lease Agreement: 1 F-150 for the Public Works Department, in lieu of the Ford Ranger Crew Cab approved in Resolution 2022-31. Elizabeth Stahlman, City Administrator 101
- Motion and Second to Approve Resolution 2023-24; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2023-24 Enterprise Fleet Lease F-150 Public Works](#)
- 11.5. **RESOLUTION 2023-25** Appointments to the Historic District Commission and the Ethics Commission. Elizabeth Stahlman, City Administrator 102
- Motion and Second to Approve Resolution 2023-25; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2023-25 Board Appointments HDC and Ethics](#)
- 11.6. **RESOLUTION 2023-26** Authorize a Property Tax Credit for the Frostburg Lion's Club. Elizabeth Stahlman, City Administrator. 103
- Motion and Second to Approve Resolution 2023-26; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2023-26 Lions Club Tax Abatement](#)
- 11.7. **RESOLUTION 2023-27** Approve an employee buy-out of excess Compensatory Time. Elizabeth Stahlman, City Administrator 104 - 105
- Motion and Second to Approve Resolution 2023-27; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2023-27 Comp Time Buyout
comp time payout as of 06-04-23.xlsx - Sheet1](#)
- 11.8. **RESOLUTION 2023-28** Approve American Rescue Plan Act Projects/Programs. Elizabeth Stahlman, City Administrator 106 - 108
- Motion and Second to Approve Resolution 2023-28; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2023-28 ARPA Approval Garbage Truck Repair
Invoice Garbage Truck Repair](#)
- 11.9. **RESOLUTION 2023-29** Authorize the City Administrator to execute a Microgrid Capital Grant Agreement with Maryland Energy Administration in the amount of \$1,000,000.00 109 - 146
- Motion and Second to Approve Resolution 2023-29; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-29 MEA Grant Microgrid](#)
[FY23 City of Frostburg Grant Agreement](#)

12. REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello
13. OPEN PUBLIC COMMENT
14. ADJOURNMENT



MINUTES

Mayor and Council Meeting

Thursday, May 18, 2023 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, May 18, 2023, at 7:00 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 for the May Council Meeting.

6 APPROVAL OF THE MINUTES

a) Minutes from the April Council Meeting.

4 - 8

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey

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

Carried

[Mayor and Council Meeting Minutes 4-20-23](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

- b) FY23 Resilient Maryland Award Notification, Commissioner Nina Forsythe
announced a One Million grant for Microgrid.

9 PUBLIC HEARINGS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of
Rates and Fees
- Final Budget Presentation & Public Hearing
- b) Combined Sewer Overflow Monthly Public Hearing - Director of Public Works
Hayden Lindsey gave the updated report as required by law.

10 OLD BUSINESS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of
Rates and Fees - Elaine Jones, CPA, Director of Finance 9 - 32

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on Second Reading; Vote of the
Mayor and City Council.*

Carried

[Ord. 2023-03 FY23-24 Budget](#)

11 NEW BUSINESS

- a) **RESOLUTION 2023-20** Authorize submission of Annual Report to the
Maryland Department of Planning. 33

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Resolution 2023-20; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2023-20 Annual Report MD Dept Planning](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello

13 OPEN PUBLIC COMMENT

There were none.

14 CLOSING STATEMENT

Under the Annotated Code of Maryland Article § 3-305(b)(1) , a closed session may be held "to discuss the appointment, employment, assignment, promotion, discipline, demotion, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction". A closed session is needed to discuss filling the Director of Community Development position.

MOTION TO ADJOURN AND ENTER INTO CLOSED SESSION. There being no further business the meeting was adjourned at 7:30 pm.

Mayor

City Administrator



MINUTES Mayor and Council Meeting

Thursday, April 20, 2023 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, April 20, 2023, at 7:00 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

Absent Nina Forsythe, Commissioner of of Water, Parks, and Recreation

5 APPROVAL OF THE AGENDA

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey.

6 APPROVAL OF THE MINUTES

a) Minutes from the March Council Meeting.

6 - 9

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

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

Carried

Mayor and Council Meeting Minutes 3-16-23

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- b) Sealed Minutes and Summary of Closed Meeting on April 13, 2023

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

*Motion and Second to Approve Sealed Minutes and Summary of Closed
Meeting on April 13, 2023*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Police Department Recognition

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

9 PUBLIC HEARINGS

- a) Constant Yield Tax Rate Hearing:
*The Mayor and City Council of the City of Frostburg proposes to increase real
property taxes.*

- 1. For the tax year beginning July 1, 2023, the estimated real property
assessable base will increase by 5.1%, from \$371,743,156 to
\$390,946,427.*
- 2. If the City of Frostburg maintains the current tax rate of \$0.70 per \$100
of assessment, real property tax revenues will increase by 5.1%
resulting in \$134,423 of new real property tax revenues.*
- 3. In order to fully offset the effect of increasing assessments, the real
property tax rate should be reduced to \$0.6656, the constant yield tax
rate.*
- 4. The City is considering not reducing its real property tax rate enough to
fully offset increasing assessments. The City proposes to adopt a real
property tax rate of \$0.70 per \$100 of assessment. This tax rate is 5.1%
higher than the constant yield tax rate and will generate \$134,423 in
additional property tax revenues.*

Public Comment: Rick Lemmert, 513 Grandview Dr. - tax cut instead of raises,
fewer employees in each department. He also mentioned about the garbage
on Main Street.

- b) **ORDINANCE 2023-01** Amending the City's Zoning Ordinance to Add Restaurants as Special Exception Uses in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions.
- c) **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments.
- d) Combined Sewer Overflow Monthly Public Hearing
Director of Public Works Hayden Lindsey gave the monthly CSO Report as required by law.

10 OLD BUSINESS

- a) **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments. 10 - 11

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on Second Reading; Vote of the
Mayor and City Council.*

Carried

Ord. 2023-02 Sec. 3-4 Interest on Taxes

11 NEW BUSINESS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 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 Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on First Reading, and set the
May 18, 2023 Council Meeting as an advertised Public Hearing; PUBLIC
COMMENT; No Comment. Vote of the Mayor and City Council.*

Carried

- b) **RESOLUTION 2023-16** Authorize a transfer to the Law Enforcement Officers' Pension System. Elizabeth Stahlman, City Administrator 12 - 13

Moved by Commissioner of Public Safety Kevin Grove, seconded by
Commissioner of Public Works Adam Ritchey

*Motion and Second to Approve Resolution 2023-16; PUBLIC COMMENT; No
Comment. Vote of the Mayor and City Council.*

Carried

Res. 2023-16 Transfer LEOPS

- c) **RESOLUTION 2023-17** Approve program for employer pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System. Elizabeth Stahlman, City Administrator 14 - 16

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve Resolution 2023-17; PUBLIC COMMENT; No Comment. Vote of the Mayor and City Council.

Carried

Res. 2023-17 Pick up Res. State Retirement

- d) **RESOLUTION 2023-18** Agree to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the Frostburg Childcare Center Project. Elizabeth Stahlman, City Administrator 17

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Finance Donny Carter

Motion and Second to Approve Resolution 2023-18; PUBLIC COMMENT; No Comment. Vote of the Mayor and City Council.

Carried

Res. 2023-18 Appl Childcare Center

- e) **RESOLUTION 2023-19** Approve a change order for the Frostburg Childcare Center design contract with Bennett, Brewer, and Associates in order for bid documents to be compliant with USDA standards. Elizabeth Stahlman, City Administrator 18

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Finance Donny Carter

Motion and Second to Approve Resolution 2023-19; PUBLIC COMMENT; No Comment. Vote of the Mayor and City Council.

Carried

Res. 2023-19 BB&A Change Order-Childcare

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**
Chief Nicholas Costello gave the March 2023 Police Report.

- 13 **OPEN PUBLIC COMMENT**
There were none.

- 14 **ADJOURNMENT**
There being no further business the meeting was adjourned at 8:00 p.m.

Mayor and Council Meeting
April 20, 2023



Mayor

City Administrator

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ORDINANCE 2023-03

FORMAL ADOPTION OF THE FISCAL 2023/2024 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 2023/2024 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, 2023 – June 30, 2024; 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 20, 2023
Public Hearing:	May 18, 2023
Adoption:	May 18, 2023
Effective:	June 7, 2023

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, 2024**

ACCOUNT	DESCRIPTION	AMOUNT
01-000-4000	Taxes - Real Estate	\$ 2,736,000
01-000-4001	Personal Property Taxes	12,000
01-000-4002	Public Utility Taxes	190,000
01-000-4003	Corporation Taxes	140,000
01-000-4004	Prior Year Taxes	2,000
01-000-4005	Trailer Tax	1,600
01-000-4010	Interest on Taxes	50,000
01-000-4011	Tax Credits	(32,400)
01-000-4012	Tax Abatements	(3,000)
01-000-4013	Enterprise Zone Reimbursement	16,200
01-000-4020	Maryland Income Tax	640,000
01-000-4021	Admission Taxes	32,000
01-000-4022	Hotel Motel Tax	150,000
01-000-4023	Highway Use Tax	432,000
01-000-4024	Coal Tax	3,000
01-000-4025	Housing Authority	12,000
01-000-4027	Payment in Lieu of Taxes	3,900
01-000-4031	Liquor Licenses	9,000
01-000-4032	Traders Licenses	5,000
01-000-4040	Police Grants	40,000
01-000-4041	Parking Meters	18,000
01-000-4043	Police Protection Grant	135,000
01-000-4045	Fines & Forfeitures	15,000
01-000-4046	Meter Violations	1,000
01-000-4047	Frostburg State University MOU	200,000
01-000-4049	School Resource Reimbursement	30,000
01-000-4050	Permits, Planning	2,000
01-000-4051	Building Permits	2,000
01-000-4052	Rental Registration	74,000
01-000-4054	Construction Inspections	17,750
01-000-4055	Code Enforcement Citations	1,750
01-000-4056	Comm Dev Grant Revenue	50,000
01-000-4060	Swimming Pool	60,000
01-000-4062	Day Camp Registrations	18,000
01-000-4063	Recreation Activities	20,000
01-000-4200	Operating Transfer - Water Fund	107,100
01-000-4201	Operating Transfer - Sewer Fund	227,750
01-000-4202	Operating Transfer - Garbage Fund	17,500
01-000-4301	Rents	97,500
01-000-4302	HRD Appropriation	10,500
01-000-4303	Franchises	88,000
01-000-4304	Miscellaneous Revenue	3,000
01-000-4306	Project Reimbursement	1,781,700
01-000-4315	Proceeds from Fund Balance	247,200

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

ACCOUNT	DESCRIPTION	AMOUNT
01-000-4317	Special Revenue	1,723,000
01-000-4600	Interest Income	200,000
	Total Corporate Fund Revenue	\$ 9,587,050
Corporate Fund Expenses		
Executive		
01-100-5000	Salaries	\$ 22,200
01-100-5010	Social Security	1,700
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	6,000
01-100-5104	Insurance - Public Officials	8,000
01-100-5110	Contributions	500,000
01-100-5150	Training	2,500
01-100-5160	Travel	4,000
01-100-5185	Professional Fees	6,000
	Total Executive	\$ 550,575
Administrative		
01-110-5000	Salaries	\$ 166,000
01-110-5010	Social Security	12,800
01-110-5011	Pension	12,000
01-110-5012	Workers Comp	600
01-110-5013	Insurance - Health	30,000
01-110-5014	Insurance - Health Retiree	24,000
01-110-5015	Contribution - 457	1,900
01-110-5030	Employee Wellness	7,500
01-110-5050	Reserve For Contingencies	10,000
01-110-5100	Insurance - Auto	1,200
01-110-5102	Insurance - Gen Liab	150
01-110-5105	Insurance - Property	6,800
01-110-5106	Insurance - AD&D and Life	4,200
01-110-5111	Contributions - Tourism	118,000
01-110-5150	Training	2,000
01-110-5160	Travel	1,000
01-110-5185	Professional Fees	1,500
01-110-5191	Communications	10,000
01-110-5200	Advertising	6,000
01-110-5205	Legal	34,500
01-110-5207	Pension Administrative Fee	8,900
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	15,000
01-110-5230	Computer Exp	18,000
01-110-5232	IT Licensing and Fees	22,000

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

ACCOUNT	DESCRIPTION	AMOUNT
01-110-5235	Digital Engagement	22,000
01-110-5301	Election	10,400
01-110-5391	Principal and Interest on Debt Service	154,750
01-110-5420	Fleet Lease	8,800
01-110-5500	Building - Armory	12,000
01-110-5502	Building Maintenance	14,000
01-110-5550	Utilities - Building	16,000
01-110-5700	Bank Fees	3,200
01-110-5807	Capital Outlay	2,373,000
	Total Administrative	<u>\$ 3,139,200</u>
Finance		
01-120-5000	Salaries	\$ 80,000
01-120-5010	Social Security	6,100
01-120-5011	Pension	7,300
01-120-5012	Workers Comp	225
01-120-5013	Insurance - Health	13,000
01-120-5015	Contribution - 457	500
01-120-5102	Insurance - Gen Liab	150
01-120-5105	Insurance - Property	2,900
01-120-5150	Training	1,000
01-120-5185	Professional Fees	1,000
01-120-5310	Auditing	75,000
01-120-5311	Actuarial Study	4,000
01-120-5313	Tax Collection	2,800
01-120-5810	RETSA Obligation	4,400
	Total Finance	<u>\$ 198,375</u>
Community Development		
01-130-5000	Salaries	\$ 115,000
01-130-5010	Social Security	8,800
01-130-5011	Pension	11,000
01-130-5012	Workers Comp	325
01-130-5013	Insurance - Health	38,000
01-130-5015	Contribution - 457	800
01-130-5102	Insurance - Gen Liab	150
01-130-5105	Insurance - Property	3,800
01-130-5150	Training	500
01-130-5160	Travel	700
01-130-5185	Professional Fees	1,000
01-130-5320	Economic Development	8,000
01-130-5322	Planning	150,000
01-130-5323	Public Art	2,000
01-130-5820	Community Legacy Projects	50,000

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

ACCOUNT	DESCRIPTION	AMOUNT
01-130-5822	Special Projects	10,000
	Total Community Development	\$ 400,075
	Code Enforcement	
01-140-5000	Salaries	\$ 58,000
01-140-5010	Social Security	4,500
01-140-5011	Pension	5,300
01-140-5012	Workers Comp	175
01-140-5013	Insurance - Health	8,800
01-140-5015	Contribution - 457	250
01-140-5102	Insurance - Gen Liab	150
01-140-5105	Insurance - Property	2,900
01-140-5150	Training	500
01-140-5160	Travel	500
01-140-5185	Professional Fees	400
01-140-5231	Software and Subscriptions	11,700
01-140-5330	Code Enforcement	5,000
01-140-5331	Construction Inspect	17,750
01-140-5332	Rental Inspection	35,000
	Total Code Enforcement	\$ 150,925
	Public Works Administration	
01-150-5000	Salaries	\$ 64,000
01-150-5010	Social Security	4,900
01-150-5011	Pension	5,900
01-150-5012	Workers Comp	1,500
01-150-5013	Insurance - Health	10,000
01-150-5015	Contribution - 457	400
01-150-5102	Insurance - Gen Liab	150
01-150-5105	Insurance - Property	1,900
01-150-5150	Training	5,400
01-150-5160	Travel	1,000
01-150-5185	Professional Fees	2,100
01-150-5187	Temporary Staffing	4,500
01-150-5193	One Call Concepts	2,000
01-150-5340	Engineering Equipment	3,000
01-150-5341	Mapping Supplies	7,500
01-150-5342	Public Works	7,400
	Total Public Works Administration	\$ 121,650
	Total Admin and Executive Expense	\$ 4,560,800

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

ACCOUNT	DESCRIPTION	AMOUNT
	Public Safety	
01-160-5000	Salaries	\$ 1,018,000
01-160-5002	Salaries - Police Grants	40,000
01-160-5003	Court Time	13,000
01-160-5010	Social Security	82,000
01-160-5011	Pension	342,550
01-160-5012	Workers Comp	72,000
01-160-5013	Insurance - Health	245,000
01-160-5015	Contribution - 457	7,500
01-160-5100	Insurance - Auto	5,800
01-160-5102	Insurance - Gen Liab	925
01-160-5103	Insurance - Police Professional	13,500
01-160-5105	Insurance - Property	6,000
01-160-5150	Training	25,500
01-160-5170	Uniforms	15,000
01-160-5180	Safety Equipment	1,200
01-160-5181	Law Enforcement Equipment	18,500
01-160-5191	Communications	30,500
01-160-5206	C3I Clerical Support	6,000
01-160-5210	Office Supplies	5,000
01-160-5230	Computers	6,000
01-160-5350	FSU MOU	25,000
01-160-5380	Police Reform	17,000
01-160-5390	Miscellaneous Expense	4,000
01-160-5400	Gas, Oil, Grease	33,000
01-160-5401	Auto Expense	18,000
01-160-5420	Fleet Lease	48,000
01-160-5502	Jail and Office Maintenance	4,000
01-160-5550	Utilities - Public Safety	10,000
01-160-5700	Parking Meters	2,000
01-160-5705	Traffic Control	2,000
01-160-5851	Fire Dept Appropriation	259,375
	Total Public Safety	\$ 2,376,350
	Public Works - Street	
01-170-5000	Salaries	\$ 278,000
01-170-5010	Social Security	21,000
01-170-5011	Pension	26,000
01-170-5012	Workers Comp	20,000
01-170-5013	Insurance - Health	65,000
01-170-5015	Contribution - 457	750
01-170-5018	Unemployment	500
01-170-5100	Insurance - Auto	7,200
01-170-5102	Insurance - Gen Liab	575

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

ACCOUNT	DESCRIPTION	AMOUNT
01-170-5105	Insurance - Property	5,800
01-170-5150	Training	5,000
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	7,200
01-170-5191	Communications	6,000
01-170-5210	Office Supplies	1,000
01-170-5400	Gas, Oil, Grease	28,500
01-170-5420	Fleet Lease	42,000
01-170-5550	Utilities - Building	6,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	8,000
01-170-5713	Street Equipment Maintenance	90,000
01-170-5714	Street Lighting	155,000
01-170-5715	Street Maintenance Repairs	100,000
01-170-5716	Street Shop Equipment	90,000
01-170-5717	Street Lighting Repairs	30,000
01-170-5800	Capital Outlay	405,000
01-170-5861	Street Paving	352,000
01-170-5865	Parking Lot Maintenance	3,000
	Total Public Works - Street	\$ 1,911,525
Recreation		
01-180-5000	Salaries	\$ 266,000
01-180-5010	Social Security	21,000
01-180-5011	Pension	22,000
01-180-5012	Workers Comp	17,200
01-180-5013	Insurance - Health	58,000
01-180-5015	Contribution - 457	1,500
01-180-5100	Insurance - Auto	2,800
01-180-5102	Insurance - Gen Liab	500
01-180-5105	Insurance - Property	11,600
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,000
01-180-5180	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	9,000
01-180-5420	Fleet Lease	6,000
01-180-5503	Armory Expense - Gym	8,500
01-180-5504	Community Center	10,500
01-180-5510	City Place	10,000
01-180-5720	Beautify The Burg Expense	2,000
01-180-5721	Rec Equipment Maintenance	5,000
01-180-5722	Rec League Appropriations	3,000
01-180-5723	Rec Park Maintenance Expense	72,000

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

ACCOUNT	DESCRIPTION	AMOUNT
01-180-5724	Street Trees	7,500
01-180-5725	Trailhead Maintenance Expense	2,000
01-180-5726	Recreational Programs	9,000
01-180-5800	Capital Outlay	29,000
	Total General Recreation	<u>\$ 579,650</u>
01-181-5000	Salaries	\$ 70,500
01-181-5010	Social Security	5,400
01-181-5012	Workers Comp	4,600
01-181-5018	Unemployment	500
01-181-5507	Pool Operating	35,000
	Total Pool	<u>\$ 116,000</u>
01-182-5000	Salaries	\$ 22,500
01-182-5010	Social Security	1,725
01-182-5012	Workers Comp	1,500
01-182-5108	Unemployment	500
01-182-5507	Day Camp Operations	500
	Total Day Camp	<u>\$ 26,725</u>
01-183-5000	Salaries	\$ 13,500
01-183-5010	Social Security	1,100
01-183-5012	Workers Comp	900
01-183-5108	Unemployment	500
	Total Seasonal	<u>\$ 16,000</u>
	Total Recreation	<u>\$ 738,375</u>
	Total Corporate Fund Expenses	<u>\$ 9,587,050</u>
	Corporate Fund Net Income (Loss)	<u>\$ -</u>

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

ACCOUNT	DESCRIPTION	AMOUNT
Water Fund Revenues		
02-000-4000	Water Service Revenue	\$ 1,615,000
02-000-4001	Interest Earned - Water	1,800
02-000-4317	Special Revenue	545,000
02-000-4402	Sale of Meters	5,000
02-000-4403	Tapping Fees	5,000
02-000-4404	Sundry Sales	20,000
02-000-4600	Interest Income	8,600
	Total Water Revenue	\$ 2,200,400
Water Fund Expenses		
Water - Administration		
02-190-5000	Salaries	\$ 68,000
02-190-5010	Social Security	5,100
02-190-5011	Pension	6,150
02-190-5012	Workers Comp	200
02-190-5013	Insurance - Health	13,200
02-190-5015	Contribution - 457	750
02-190-5313	Collection Expense	1,000
02-190-5370	FMHA Bond	750
02-190-5600	Corporate Overhead	107,100
	Total Water Administration	\$ 202,250
Water - Filtration		
02-192-5102	Insurance - Gen Liab	\$ 1,200
02-192-5105	Insurance - Property	12,200
02-192-5106	Insurance - Boiler & Machinery	6,000
02-192-5521	Pumping System Expense	60,000
02-192-5522	Purification Plant Maintenance	275,000
02-192-5710	Filtration Contract Payment	652,000
	Total Water Filtration	\$ 1,006,400
Water - Supply		
02-194-5000	Salaries	\$ 32,000
02-194-5010	Social Security	2,400
02-194-5011	Pension	2,900
02-194-5012	Workers Comp	2,225
02-194-5015	Contribution - 457	100
02-194-5506	Hydro Facility Expense	5,000
02-194-5550	Utilities - Water Supply	5,000
02-194-5730	Water Supply Expense	50,000
	Total Water Supply	\$ 99,625

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

ACCOUNT	DESCRIPTION	AMOUNT
	Water - Distribution	
02-196-5000	Salaries	\$ 247,000
02-196-5010	Social Security	18,750
02-196-5011	Pension	22,600
02-196-5012	Workers Comp	17,500
02-196-5013	Insurance - Health	60,400
02-196-5015	Contribution - 457	1,000
02-196-5100	Insurance - Auto	4,000
02-196-5102	Insurance - Gen Liab	1,200
02-196-5105	Insurance - Property	3,200
02-196-5150	Training	500
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	6,575
02-196-5191	Communications	9,200
02-196-5210	Office Supplies	1,000
02-196-5390	Miscellaneous Expense	3,100
02-196-5400	Gas, Oil, Grease	16,000
02-196-5420	Fleet Lease	32,000
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	3,600
02-196-5700	Distribution Expense	150,700
02-196-5701	Distribution Pipe Expense	10,000
02-196-5702	Equipment Maintenance	11,000
02-196-5703	Fire Hydrants Expense	5,000
02-196-5704	Transmission Mains Expense	51,300
02-196-5740	Meters Expense	80,000
02-196-5800	Capital Outlay	120,000
	Total Water Distribution	\$ 892,125
	Total Water Fund Expenses	\$ 2,200,400
	Total Water Fund Net Income (Loss)	\$ -

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

ACCOUNT	DESCRIPTION	AMOUNT
Sewer Fund Operating Revenues		
03-000-4000	Sewer Charges	\$ 1,904,000
03-000-4001	Interest Earned - Sewer	3,000
03-000-4315	Proceeds from Fund Balance	34,025
03-000-4317	Special Revenue	150,000
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	5,000
03-000-4600	Interest Income	18,000
	Total Sewer Operating Revenue	\$ 2,115,525
Sewer Operating Expenses		
Sewer - Administration		
03-210-5000	Salaries	\$ 68,000
03-210-5010	Social Security	5,100
03-210-5011	Pension	6,150
03-210-5012	Workers Comp	200
03-210-5013	Insurance - Health	13,200
03-210-5015	Contribution - 457	750
03-210-5313	Collection Expense	1,000
	Total Sewer Administration	\$ 94,400
Sewer - Operating		
03-211-5000	Salaries	\$ 183,000
03-211-5010	Social Security	14,200
03-211-5011	Pension	20,000
03-211-5012	Workers Comp	13,000
03-211-5013	Insurance - Health	53,000
03-211-5015	Contribution - 457	1,700
03-211-5100	Insurance - Auto	1,400
03-211-5102	Insurance - Gen Liab	575
03-211-5105	Insurance - Property	7,500
03-211-5150	Training	1,000
03-211-5170	Uniforms	3,000
03-211-5180	Safety Equipment	1,000
03-211-5191	Communications	2,400
03-211-5400	Gas, Oil, Grease	10,000
03-211-5420	Fleet Lease	18,000
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	227,750
03-211-5761	Sanitary Commission Charges	1,233,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	205,000

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

ACCOUNT	DESCRIPTION	AMOUNT
03-211-5764	Sewer Pumping Expense	6,000
	Total Sewer Operating	<u>\$ 2,019,325</u>
	Total Sewer Operating Expenses	<u>\$ 2,113,725</u>
	Sewer Operating Net Income (Loss)	<u>\$ 1,800</u>
	CSO Revenue	
03-220-4520	CSO Surcharge Revenue	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000
03-220-4530	Project Reimbursements	2,582,000
	Proceeds of Debt	900,000
	Total CSO Revenue	<u>\$ 3,888,000</u>
	CSO Expenses	
03-220-5391	Interest Expense	\$ 3,450
03-220-5392	Debt Redemption	23,350
03-220-5800	Capital Outlay	3,863,000
	Total CSO Expense	<u>\$ 3,889,800</u>
	CSO Net Income (Loss)	<u>\$ (1,800)</u>
	Sewer Fund Net Income (Loss)	<u>\$ -</u>
	Water Surcharge Fund Revenue	
04-000-4000	Water Tap Surcharge	\$ 672,000
04-000-4001	Interest Earned - Surcharge	1,800
04-000-4317	Special Revenue	150,000
04-000-4600	Interest Income	8,000
	Total Water Surcharge Revenue	<u>\$ 831,800</u>
	Water Surcharge Fund Expenses	
04-200-5313	Collection Expense	\$ 1,000
04-200-5391	Interest Expense	61,750
04-200-5392	Debt Redemption	409,550
04-200-5802	Capital Repairs	150,000
	Total Water Surcharge Expense	<u>\$ 622,300</u>
	Water Surcharge Net Income (Loss)	<u>\$ 209,500</u>

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

ACCOUNT	DESCRIPTION	AMOUNT
Garbage Fund Revenues		
05-000-4000	Trash & Garbage Charges	\$ 457,000
05-000-4001	Interest Earned - Garbage	1,400
05-000-4404	Sundry Sales	1,000
05-000-4600	Interest Income	2,300
	Total Garbage Revenue	\$ 461,700
Garbage Fund Expenses		
Garbage Fund - Administration		
05-230-5000	Salaries	\$ 68,000
05-230-5010	Social Security	5,100
05-230-5011	Pension	6,150
05-230-5012	Workers Comp	200
05-230-5013	Insurance - Health	13,200
05-230-5015	Contribution - 457	750
05-230-5313	Collection Expense	500
	Total Garbage Administration	\$ 93,900
Garbage Operating		
05-232-5000	Salaries	\$ 99,000
05-232-5010	Social Security	7,500
05-232-5011	Pension	9,000
05-232-5012	Workers Comp	7,000
05-232-5013	Insurance - Health	25,000
05-232-5015	Contribution - 457	900
05-232-5100	Insurance - Auto	2,200
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	3,800
05-232-5170	Uniforms	3,000
05-232-5180	Safety Equipment	1,000
05-232-5210	Office Supplies	500
05-232-5400	Gas, Oil, Grease	14,000
05-232-5600	Corporate Overhead	17,500
05-232-5770	Ash Dumpster	7,000
05-232-5771	Bulk Cleanup Expense	10,000
05-232-5772	Landfill Charges	130,000
05-232-5773	Sanitation Operating Expense	30,000
	Total Garbage Operating	\$ 367,800
	Total Garbage Expenses	\$ 461,700
	Garbage Net Income (Loss)	\$ -

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

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

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

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

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

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

NOTIFICATION OF WATER SHUT OFF

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

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

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

INSUFFICIENT FUND (CHECK OR ACH) CHARGES

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

REBILLING FEES

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

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

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

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

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

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

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

Card presented in person and entered electronically3.5%
Card presented by phone or entered manually4.5%

WATER RATES

WATER CONSUMPTION 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..... \$47.00 per unit per quarter
Recycling credit (requires enrollment with Burgmeier's Hauling)..... \$9.00 per quarter

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Special Garbage Charges

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

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

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

WATER CONNECTIONS

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

Tap Size	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for existing or razed 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 existing or razed structure(s))
Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot)	\$2,000.00		\$ -	\$1,500.00	\$500.00
Two-family & Multi-family *	\$2,500.00		\$ -	\$2,000.00	\$500.00
Commercial *	\$3,000.00		\$ -	\$2,500.00	\$500.00

* Fee may be higher if actual costs incurred are greater

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

WATER METER FEES complete with 1 check valve and 1 coupling

<i>Meter size</i>	<i>Meter + Registry</i>	<i>Additional Coupling</i>	<i>Additional Check Valve</i>
Water meter bottom	\$25.00	-	-
≤ 3/4"	\$450.00	\$25.00	\$125.00
1"	\$900.00	\$30.00	\$225.00
1 1/2"	\$1,000.00	\$85.00	Supplier cost plus 10%
2"	\$1,200.00	\$110.00	Supplier cost plus 10%
<i>Meters larger than 2" shall be priced by City Engineer</i>			
Water meter registry only	\$225.00		
Water meter excluding registry	"Meter + Registry" fee above less \$225.00		

EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL

Note: This extended sewer and water tap charge applies to new building and/or conversion building and shall be assessed at the time the building permit is issued.

Add \$0.00 for each additional unit over 1 \$0.00 each (water)

LAND USE AND BUILDING PERMIT FEES

Call City Hall for the number of inspections required as they vary by project. The inspection fee is based on use type.

Residential Permit Fees

Single Family \$75.00
Twin Dwelling/ Two-Family \$100.00
Renovation (Structural Changes) \$25.00

Single and Two-Family Sprinkler Rebate \$500.00

After the Use & Occupancy Permit has been issued by the City following the construction of a new single or two-family home with a sprinkler system (required by State Law), a rebate will be issued to the property owner.

Residential Inspection Fees

Inspections \$75.00 per inspection

Electric Service
100-200 amp \$100.00 per service
400 amp \$125.00 per service

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

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

Multi-Family	\$75.00 per inspection plus cost of electric service
Plan Review (non-refundable)	\$125.00 per hour
Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet.....	\$0.75 per square foot
Additional square footage	\$0.25 per square foot
Commercial Kitchen – Additional \$0.20 per square foot for the entire area including dining.	
Office Space	\$0.50 per square foot
Hotel	\$300 per room for first 20 rooms
Additional rooms	\$100.00 per room
Electric Service	
100-200 amp	\$90.00 per service
400 amp	starting at \$125.00 per service
600 amp	\$350.00 per service
800 amp	\$600.00 per service
1000 amp	\$800.00 per service
Transfer Switch -	\$25 in addition to service cost
Commercial re-inspections are minimum of \$95.00 per trip.	
Other occupancies, change of occupancy, and remodel prices are determined by the inspector.	

Residential and Commercial Accessory Structures and Additions (sq. ft. based on total floor area)

<300 square feet.....	\$10.00
300-899 square feet.....	\$40.00
>900 square feet.....	\$75.00
Fences/Swimming Pools.....	\$25.00
Retaining walls >30" in height	\$25.00

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

<i>Sign area is determined per the City Zoning Ordinance § 7</i>	
Replacement of lettering or light panel on existing sign structure	\$0.00
Directional, instructional, or "wayfinding" sign	\$0.00
Less than 25 square feet	\$30.00
25 to 60 square feet	\$45.00
61 to 180 square feet	\$75.00
Greater than 180 square feet	\$150.00
Electronic Messaging Centers (EMCs)	permit fee based on size + \$100.00

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

Door to Door (effective for one year from date of issuance)	\$25.00
Short-Term Mobile/Temporary Business Unit	\$50.00
Seasonal Mobile/Temporary Business Unit	\$75.00
Long-Term Mobile/Temporary Business Unit	\$150.00
One-Time Special Event	\$0.00

Subdivision Review

Consultation Meeting	\$0.00
Formal Application (water/sewer/public road available at site)	\$200.00
Formal Application (review of off-site infrastructure extension included)	\$400.00

Board of Zoning Appeals

Special Exception	\$250.00
Variance	\$250.00
Administrative Error	\$150.00

Re-Zoning Request

Zoning Map Error or Map Change	\$100.00
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MISCELLANEOUS PERMIT FEES

Special Event	TBD per Article VI, Section 4 of the City Code
Photographer	\$25.00
Transfer of Permit	\$1.00
Burning Permit	\$0.00
Chicken License	\$30.00

POLICE DEPARTMENT

Parking Violations

Meter	\$15.00
Handicap Only	\$50.00
Fire Hydrant Violations	\$50.00
All Others	\$30.00

Second offense or continuing violations may be doubled.

Late Fee: A fee of \$5 is added when parking tickets are delinquent. Thirty days after delinquency, a ticket may be flagged with MVA and the original fine will be doubled.

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

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

POLICE DEPARTMENT (continued)

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies\$10.00

RENTAL HOUSING REGISTRATION & INSPECTION

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

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

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

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

DOCUMENTS

Zoning Ordinance \$8.00
Subdivision Regulations..... \$5.00
Rental Housing Code.....\$5.00
Rental Unit Verification.....\$5.00
Comprehensive Plan..... \$5.00
Personnel Policy \$6.00
Miscellaneous copies..... \$0.10 per page
Audit reports \$5.00
Transcripts\$35.00 base fee plus \$5.00 for every 20 minutes of recorded speech

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JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES

	City Resident	Non-City Resident
Community Center	\$300.00/day \$ 40.00/hour	\$350.00/day (\$150.00 Security Deposit) \$ 50.00/hour
Preston Amphitheater	\$300.00/day \$ 40.00/hour	\$350.00/day (\$250.00 Security Deposit) \$ 50.00/hour
City Place		
Hall	\$300.00/day \$ 40.00/hour	\$350.00/day (\$150.00 Security Deposit) \$ 50.00/hour
Meeting Room	\$150.00/day \$ 25.00/hour	\$175.00/day \$ 35.00/hour
Pavilion Rentals	\$ 50.00/day	\$ 65.00/day

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

Armory Gym Rental	\$ 35.00/hour/month \$ 15.00/hour \$ 55.00/hour/month \$ 25.00/hour	\$ 50.00/hour/month \$ 20.00/hour
Armory Special Event	\$ 40.00/hour	\$ 50.00/hour (\$150.00 Security Deposit)
Field Rental	\$ 75.00/day \$ 25.00/hour	\$ 90.00/day \$ 35.00/hour
Rec Facility Key Deposit	\$40.00/key	\$40.00/key
Special Event Fee (all buildings; events ending after 11:00pm)		\$50.00 per hour
League Participation Fee (non-City residents)		\$5.00 per person

RECREATION FEES – DAY CAMP

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

JULY 1, 2023

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES – SWIMMING POOL

Daily Pool Admissions

Adults - \$6.00
Children (age 5 – 17) - \$5.00
Children (age 4 and under) – Free with a paying adult

Group Rate (15 or more ages 5 & up) - \$1.00 off each admission

Pool Passes		City Resident	Non-City Resident
Individual Season Pass	1 Pass	\$ 60.00	\$ 70.00
	2 Passes	\$115.00	\$135.00
	3 Passes	\$165.00	\$195.00
	4 Passes	\$210.00	\$250.00
	5 Passes	\$250.00	\$300.00
	6 Passes	\$285.00	\$345.00

Individual Season Passes can only be purchased in increments of 6 or less.

15 Swim Punch Pass:	1 for \$60.00	15 admissions ~	\$4.00/admission
	2 for \$110.00	30 admissions ~	\$3.67/admission
	3 for \$150.00	45 admissions ~	\$3.33/admission
	4 for \$180.00	60 admissions ~	\$3.00/admission

*If purchasing 4 or more punch passes, each additional 15 swim punch pass is \$45.00 if purchased on the same day. **Punch passes are valid for individual or group entry for up to 15 admissions per pass.**

W. Robert Flanigan, Mayor

ATTEST:

Elizabeth Stahlman, City Administrator

CITY OF FROSTBURG
HOTEL/MOTEL TAX ALLOCATIONS - FY24
REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)

ORGANIZATION	AMOUNT
FrostburgFirst Operating	\$ 35,000
Classy Chassis Car Club/Cruisin Main Street	1,500
FSU Cultural Event Series	6,000
Elk's Derby Day	2,500
House and Garden Club	2,800
Frostburg Dog Park	5,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	1,500
Arion Band (Charter Provision)	500
Palace Theater	5,000
FSU Appalachian Festival	2,000
Holiday Lamppost Committee	5,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	1,500
FSU TV-3	1,499
FSU Center for Literary Arts	1,500
WMSR	20,000
FSU WFWM Radio 91.9 FM	1,500
Camp Hope	1,500
Total Allocated to Outside Organizations	\$ 117,299

RESOLUTION 2023-20

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN ANNUAL PLANNING REPORT BE SUBMITTED TO THE MARYLAND DEPARTMENT OF PLANNING.

WHEREAS, the State of Maryland requires an annual report be submitted to the Maryland Department of Planning summarizing land development activity in the prior calendar year; and,

WHEREAS, the Frostburg Planning Commission approved the Annual Report and forwarded to the Mayor and Council.

NOW, THEREFORE, be it resolved that the Mayor and City Council of Frostburg hereby approves the Annual Planning Report to be forwarded to the Maryland Department of Planning.

ADOPTED this 18th day of May 2023.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator



MINUTES

Mayor and Council Meeting

Thursday, May 18, 2023 - 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, May 18, 2023, at 7:00 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:

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 for the May Council Meeting.

6 APPROVAL OF THE MINUTES

a) Minutes from the April Council Meeting.

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey

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

Carried

[Mayor and Council Meeting Minutes 4-20-23](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

- b) FY23 Resilient Maryland Award Notification, Commissioner Nina Forsythe
announced a One Million grant for Microgrid.

9 PUBLIC HEARINGS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of
Rates and Fees
- Final Budget Presentation & Public Hearing
- b) Combined Sewer Overflow Monthly Public Hearing - Director of Public Works
Hayden Lindsey gave the updated report as required by law.

10 OLD BUSINESS

- a) **ORDINANCE 2023-03** Fiscal Year 2024 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 Public Works Adam Ritchey

*Motion and Second to Approve the Ordinance on Second Reading; Vote of the
Mayor and City Council.*

Carried

[Ord. 2023-03 FY23-24 Budget](#)

11 NEW BUSINESS

- a) **RESOLUTION 2023-20** Authorize submission of Annual Report to the
Maryland Department of Planning.

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve Resolution 2023-20; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2023-20 Annual Report MD Dept Planning](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello

13 OPEN PUBLIC COMMENT

There were none.

14 CLOSING STATEMENT

Under the Annotated Code of Maryland Article § 3-305(b)(1) , a closed session may be held "to discuss the appointment, employment, assignment, promotion, discipline, demotion, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction". A closed session is needed to discuss filling the Director of Community Development position.

MOTION TO ADJOURN AND ENTER INTO CLOSED SESSION. There being no further business the meeting was adjourned at 7:30 pm.

Mayor

City Administrator

City of Frostburg
Monthly Reports



For the month of May 2023
Reports from the Departments of:

Community Development
Finance
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: May 2023

Submitted by: Bethany Fife, Planner / Interim Community Development Director; Taylor Richards, Rental Housing Program Coordinator; Jay Hovatter, Permits Clerk/Code Enforcement Officer

Permits

Please see attached permit report.

Rental Housing

- Next Request had one request submitted through the online portal. The request for general property information was fulfilled.
- Newly owner-occupied properties have been updated from rental status
- Welcome packets were sent out to new and potential rental property owners
- New rental property owners were provided RH materials
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort for compliance was made with Code Enforcement with non-compliant properties.
- Confirmation of zero outstanding issues was given by RH and CE for per our Finance Department's request for property transfers.
- Updates have been made to systems to reflect property transfers and changes. Pending changes will be updated upon confirmation from Finance.
- RH Coordinator attended HRDC Board of Directors meeting
- Property, owner, and manager information pertaining to 70 E. College Avenue was provided to the Frostburg Police Department for investigation purposes

Code Enforcement

- Detailed code enforcement action reports are attached. Please note that the Phone Call/Emails in the Activity Report reflect calls and emails from complainants, property owners, and/or tenants related to code enforcement matters.

Boards and Commissions

- *Historic District Commission* – The Historic District Commission met on Monday, May 8, to review several proposals for alterations in the Historic District, including a commercial signage and façade improvement project at 125 E. Main Street, the construction of a rear retaining wall at 91 W. Main Street, and a fence installation at 83 W. Main Street.
- *Planning Commission* – The Frostburg Planning Commission met on Wednesday, May 10, to review a preliminary site plan and stormwater management plan proposal for the development of a vacant parcel located within the Frostburg Plaza at 10701 New Georges Creek Road (the parcel has since been assigned the address of 10811 New Georges Creek Road). The parcel is planned to house an O'Reilly Auto Parts retail store. The Commissioners commended the applicants on a thorough application packet, and there were only two minor points that the Commissioners asked the applicants to address in their final site plan submission. The final site plan will be reviewed at a future Planning Commission meeting later this summer.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in May due to no applications received.
- *Green Team* – The Green Team met on Tuesday, May 23 to discuss a recap of the Buy Nothing, Give Freely event and to develop an action plan for the Edible Arboretum, located at Glendening Park.

Director's Report:

Meetings, Webinars, Conferences, and Trainings Attended:

- May 4 – “Frostburg Flyer” coach car unveiling at the Western Maryland Scenic Railroad
- May 8 – Historic District Commission meeting
- May 10 – Planning Commission meeting
- May 16 – FrostburgFirst Annual Meeting
- May 18-21 – Buy Nothing event – GREAT SUCCESS!
- May 23 – Buy Nothing event recap meeting
- May 23 – Green Team meeting
- May 24 – 31 – VACATION! ☺

Planning & Economic Development:

Ongoing development in the Industrial Park: The 58,000 SF addition to Sierra Hygiene is nearing completion. Final plans for Smitty's fuel stop are on hold.

Sustainable Maryland recertification is underway with a June 30 deadline. This recertification involves reporting Frostburg's "sustainability successes" over the last 3-year period and the development of an action plan to guide the Frostburg Green Team's efforts over the next 3-year certification cycle.

The preliminary site plan for the O'Reilly Auto Parts retail store was reviewed by the Planning Commission at their May 10 meeting. A few minor edits were noted by the Commissioners, and the applicants are preparing the final site plan for Planning Commission review later this summer.

On the Radar:

- Subdivision and Land Use Regulations rewrite/update
- Comprehensive Plan & Housing Element – RFP being prepared related to a full rewrite of the 10-year Comprehensive Plan, a document required by state law.



Case Activity Report

05/01/2023 - 05/31/2023

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
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Group: Phone Call/Email

5/12/2023	05/14/2023	254 TALCOTT AVE	large pile of trash in driveway	Phone Call/Email	Resolved
5/1/2023	05/08/2023	127 SPRING ST	Untagged Jeep Cherokee	Phone Call/Email	Monitoring

Group Total: 2

Group: Re-Inspection

5/22/2023	05/25/2023	201 WELSH HILL ROAD	High Grass	Re-Inspection	Resolved
5/5/2023	05/05/2023	104 FROST AVE	Debris and construction materials	Re-Inspection	Monitoring

Group Total: 2

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Total Records: 4

6/2/2023



Case Detail Report

05/01/2023 - 05/31/2023

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
5/31/2023	06/11/2023	200 E MAIN ST	High Grass	First Warning
5/31/2023	06/11/2023	248 E MAIN ST	High Grass	First Warning
5/31/2023	06/11/2023	254 E MAIN ST	High Grass	First Warning
5/31/2023	06/11/2023	108 WOOD ST	High Grass	First Warning
5/31/2023	6/11/2023	88 BOWERY ST	High grass	First Warning
5/22/2023	06/01/2023	242 E MAIN ST	High Grass	Monitoring
5/17/2023		16 WELSH ST	Appliances, mattresses, or other furniture intended for indoor use stored outdoors or on unenclosed porches or decks Any condition that may become a breeding place for pests or create an unsafe condition Unmaintained grass/weeds that reach 12 inches in height. I am not making this complaint	First Warning

against the property owners. David and Veronica McCusker have tried to help but live in Connecticut and have been unaware of the extent of the problem. My complaint is directed at PPM PROPERTY MANAGERS WHO ARE NOT TAKING CARE OF THE PROPERTY!!! The most serious concern is the open sewer line and hole only 8 feet from my kitchen door, I reported the problem to renters (who no longer live there) in October of 2022. A worker from PPM said the water I was seeing coming out from under the porch at 16 Welsh was just ground water and did not need attention. IN March of

2023 I noticed much more water flowing into my property but this time included feces. It had to be the sewer. It has been 2 months of phone calls and texts to the owners and PPM and the holes still remain open and filled with dark water and feces. The owner of PPM, Justin Tippen will not respond to my calls. His young and inexperienced workers have been here several times but did not have the tools or expertise to solve this problem, Shane from the Frostburg Sewer Dept gave them advise but could not help because the problem is on private property.. I am retired, in my 70's and live alone. I

			<p>need help. I don't know what to do please help. I am sending pictures of the property which also shows loft furniture that has been on the front porch for 2 months and weeds and grass in front and back yard higher than 12 inches. All these are issues that PPM should have dealt with. I appreciate any help you can give.</p>	
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Case Date	Compliance Deadline	Parcel Address	Description	Main Status
5/17/2023		16 WELSH ST	Appliances, mattresses, or other furniture intended for indoor use stored outdoors or on unenclosed porches or decks Any condition that may become a breeding place for pests or create an unsafe condition Unmaintained grass/weeds that reach 12 inches in height	
5/15/2023	05/25/2023	201 WELSH HILL ROAD	High Grass	Resolved
5/15/2023	05/25/2023	11 WASHINGTON ST	High Grass	First Warning
5/15/2023	05/25/2023	135 MCCULLOH ST	High Grass	First Warning
5/15/2023	05/29/2023	113 MCCULLOH ST	Untagged vehicle in back yard	First Warning
5/15/2023	05/25/2023	143 W MAIN ST	High Grass	First Warning
5/15/2023	05/25/2023	106 W COLLEGE AVE	High Grass	First Warning
5/15/2023	05/25/2023	121 BOWERY ST	High Grass	First Warning
5/5/2023	05/14/2023	254 TALCOTT AVE	large pile of trash in driveway	Resolved

Total Records: 16

6/2/2023

Page: 6 of 6



Permit Report

05/01/2023 - 05/31/2023

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building		7 STANDISH ST	Push Pier installation for footer stabilization	Open
Grading	Single Family Dwelling		Grading Lot for foundation	
Certificate of Appropriateness		26 W MAIN ST	Replacement of Storefront Windows	Closed
Burning		92 SPRING ST	Burning Brush	Closed
Building	Accessory Structure	109 BOWERY ST	12 x 20 Storage Shed	Pending
Grading	Minor Grading	254 CENTENNIAL ST	Driveway Replacement/ Sidewalk	Open
Building	Accessory Structure	227 SHAW ST	Replacement of existing storage shed	Open
Use & Occupancy	Renovation/Conversion	210 W MAIN ST	Phase II Kitchen Renovation	Open
Burning		68 HILL ST	Burning Brush	Closed
Building	Accessory Structure	417 TIMBER RIDGE DR	Addition of 8x36 deck	Pending
Fence		83 W MAIN ST	Installation of 5' Black Chain Link Fence	Closed
Certificate of Appropriateness		91 W MAIN ST	Rear Retaining Wall and Driveway Improvements	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Demolition	Single Family Dwelling	110 E. College Avenue	Demolition of the Parsonage	Open
Grading	Minor Grading	43 GREEN ST	Ground Level concrete patio and driveway	Open
Fence		240 CENTENNIAL ST	Installation of 4' Wood Fence	Closed
Fence		106 CANDLEWICK CT	Installation of 4' White Vinyl Fence	Closed
Burning		28 UHL ST	Burning of brush	Open
Building		64 E MAIN ST	Removal of faux stone veneer and existing window and replacement with 3 4' x 5' windows and true stone	Open
Fence	Accessory Structure	180 MOUNT PLEASANT ST	Backyard Chainlink Fence Installation	Closed
Building	Retaining Wall	236 E MAIN ST	Addition to the driveway using backyard space	Open
Certificate of Appropriateness		236 E MAIN ST	Put up block retaining wall and create driveway	Closed
Building	Accessory Structure	100 SUMMIT PL	Storage Shed	Open
Solicitor - Door-to-Door		Citywide	Community Solar Program	Pending
Use & Occupancy		10 S BROADWAY	Use & Occupancy	Pending

Total Records: 24

6/2/2023

Page: 3 of 3

June 11, 2023
03:42 PM

City of Frostburg
CORPORATE FUND
BALANCE SHEET
AS OF: 05/31/23

Page No: 1

2023

Assets		
01-000-1000	CASH	50,927.05
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	11,959,713.12
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,714.42
01-000-1100	ACCOUNTS RECEIVABLE	7,708.40
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,700.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	161,131.11
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	681.95
01-000-1143	TAXES RECEIVABLE - CORPORATION	54,975.03
01-000-1200	PREPAID EXPENSE	16,819.87
01-000-1220	LEASE RECEIVABLE	897,720.51
01-000-1230	ACCRUED INTEREST RECEIVABLE	5,156.38
01-000-1500	FIXED ASSETS	22,836,364.46
01-000-1504	WIP - CHILDCARE CENTER	69,577.18
01-000-1506	WIP - GATEWAY IMPROVEMENT	639,358.80
01-000-1507	WORK IN PROCESS - MISC PROJECTS	4,570.00
01-000-1570	RIGHT OF USE ASSETS	347,705.27
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	8,847,792.65-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	76,370.50-
01-000-1650	RESERVE FOR AMORTIZATION	72,213.26-
01-000-1900	DEFERRED FINANCING OUTFLOW	491,788.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	55,710.00
	Total Assets	<u>28,849,568.83</u>
Liabilities & Fund Balance		
01-000-2000	ACCOUNTS PAYABLE	8,094.62
01-000-2220	LEASE LIABILITY	268,638.03
01-000-2250	UNEARNED REVENUE	124,217.85
01-000-2251	UNEARNED REV - PLAYGROUND	25,714.42
01-000-2253	UNEARNED REVENUE - ARPA	5,644,073.56
01-000-2450	DEFERRED FINANCING INFLOW	549,178.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	27,552.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	899,276.17
01-000-2700	COMPENSATED ABSENCES	338,094.45
01-000-2855	OPEB OBLIGATION	413,706.00
01-000-2860	NET PENSION LIABILITY	989,941.00
01-000-2901	BONDS PAYABLE	2,398,000.00
01-000-2905	BOND PREMIUM	267,946.52
	Total Liabilities	<u>11,954,432.62</u>
01-000-3000	INVESTED IN FIXED ASSETS	12,295,052.16
01-000-3200	FUND BALANCE	<u>4,397,759.85</u>
	Total	<u>16,692,812.01</u>
	Revenue	6,917,362.66
	Less Expenses	<u>6,715,038.46</u>
	Net	<u>202,324.20</u>
	Total Fund Balance	<u>16,895,136.21</u>
	Total Liabilities & Fund Balance	<u>28,849,568.83</u>

2023

Assets		
02-000-1000	CASH	541,664.95
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,258.80
02-000-1100	ACCOUNTS RECEIVABLE	3,848.95
02-000-1102	WATER ACCOUNTS RECEIVABLE	125,252.52
02-000-1140	INTEREST RECEIVABLE - WATER	1,003.88
02-000-1500	FIXED ASSETS	3,714,113.49
02-000-1520	WORK IN PROGRESS	145,460.00
02-000-1570	RIGHT OF USE ASSETS	93,804.85
02-000-1600	RESERVE FOR DEPRECIATION	2,940,771.04-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	14,756.70-
02-000-1900	DEFERRED FINANCING OUTFLOW	79,017.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	10,836.00
	Total Assets	<u>1,814,732.70</u>
Liabilities & Fund Balance		
02-000-2220	LEASE LIABILITY	80,240.45
02-000-2450	DEFERRED FINANCING INFLOW	88,409.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	5,359.00
02-000-2700	COMPENSATED ABSENCES	100,650.11
02-000-2855	OPEB OBLIGATION	80,467.00
02-000-2860	NET PENSION LIABILITY	159,363.00
	Total Liabilities	<u>514,488.56</u>
02-000-3000	INVESTED IN FIXED ASSETS	793,202.65
02-000-3250	FUND BALANCE	400,246.92
	Total	<u>1,193,449.57</u>
	Revenue	1,609,715.65
	Less Expenses	<u>1,502,921.08</u>
	Net	<u>106,794.57</u>
	Total Fund Balance	<u>1,300,244.14</u>
	Total Liabilities & Fund Balance	<u>1,814,732.70</u>

2023

Assets		
03-000-1000	CASH	1,308,913.00
03-000-1040	BAY RESTORATION FUND CASH	32,764.58
03-000-1041	CSO CASH	238,929.22
03-000-1100	ACCOUNTS RECEIVABLE	207,036.98
03-000-1103	SEWER ACCOUNTS RECEIVABLE	135,059.53
03-000-1120	BAY RESTORATION FUND RECEIVABLE	18,386.39
03-000-1121	CSO SURCHARGE RECEIVABLE	37,152.23
03-000-1141	INTEREST REC - CSO SURCHARGE	1,981.43
03-000-1142	INTEREST RECEIVABLE - SEWER	1,867.08
03-000-1500	FIXED ASSETS	23,729,545.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	713,789.73
03-000-1536	WIP - PHASE IX-B	2,295,901.57
03-000-1537	WIP - PHASE IX-C	743,291.77
03-000-1538	WIP - PHASE X-A	35,326.50
03-000-1539	WIP - PHASE X-B	8,244.00
03-000-1600	RESERVE FOR DEPRECIATION	8,566,086.70-
03-000-1900	DEFERRED FINANCING OUTFLOW	62,951.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	7,734.00
	Total Assets	<u><u>21,012,787.53</u></u>
Liabilities & Fund Balance		
03-000-2030	BAY RESTORATION FUND PAYABLE	11,753.94
03-000-2450	DEFERRED FINANCING INFLOW	70,427.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	3,825.00
03-000-2700	COMPENSATED ABSENCES	73,135.09
03-000-2855	OPEB OBLIGATION	57,435.00
03-000-2860	NET PENSION LIABILITY	126,950.00
03-000-2900	NOTES PAYABLE	239,827.15
	Total Liabilities	<u>583,353.18</u>
03-000-3000	INVESTED IN FIXED ASSETS	17,126,340.66
03-000-3200	FUND BALANCE	<u>1,522,207.59</u>
	Total	<u>18,648,548.25</u>
	Revenue	3,233,459.99
	Less Expenses	<u>1,452,573.89</u>
	Net	<u>1,780,886.10</u>
	Total Fund Balance	<u>20,429,434.35</u>
	Total Liabilities & Fund Balance	<u><u>21,012,787.53</u></u>

June 11, 2023
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City of Frostburg
PINEY SURCHARGE FUND
BALANCE SHEET
AS OF: 05/31/23

Page No: 4

2023

Assets		
04-000-1000	CASH	548,747.28
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,170.20
04-000-1131	WATER SURCHARGE RECEIVABLE	80,605.10
04-000-1500	FIXED ASSETS	28,443,962.14
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	18,630,774.27-
	Total Assets	<u>10,609,732.41</u>
Liabilities & Fund Balance		
04-000-2250	UNEARNED REVENUE	7,477.06
04-000-2900	NOTES PAYABLE	<u>2,872,779.11</u>
	Total Liabilities	2,880,256.17
04-000-3000	INVESTED IN FIXED ASSETS	6,333,272.24
04-000-3250	FUND BALANCE	<u>373,425.81</u>
	Total	6,706,698.05
	Revenue	1,134,254.49
	Less Expenses	<u>111,476.30</u>
	Net	<u>1,022,778.19</u>
	Total Fund Balance	<u>7,729,476.24</u>
	Total Liabilities & Fund Balance	<u>10,609,732.41</u>

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City of Frostburg
GARBAGE FUND
BALANCE SHEET
AS OF: 05/31/23

Page No: 5

2023

Assets		
05-000-1000	CASH	97,480.28
05-000-1135	TRASH & GARBAGE RECEIVABLE	44,369.03
05-000-1140	INTEREST RECEIVABLE - TRASH	3,277.01
05-000-1500	FIXED ASSETS	406,937.03
05-000-1600	RESERVE FOR DEPRECIATION	288,294.70-
05-000-1900	DEFERRED FINANCING OUTFLOW	36,810.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	4,641.00
	Total Assets	<u>305,219.65</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	41,207.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	2,295.00
05-000-2700	COMPENSATED ABSENCES	39,968.82
05-000-2855	OPEB OBLIGATION	34,461.00
05-000-2860	NET PENSION LIABILITY	74,280.00
	Total Liabilities	<u>192,211.82</u>
05-000-3000	INVESTED IN FIXED ASSETS	118,642.33
05-000-3200	FUND BALANCE	7,237.84
	Total	<u>125,880.17</u>
	Revenue	566,586.00
	Less Expenses	<u>579,458.34</u>
	Net	<u>12,872.34-</u>
	Total Fund Balance	<u>113,007.83</u>
	Total Liabilities & Fund Balance	<u>305,219.65</u>

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City of Frostburg
COMM DEVELOPMENT SPECIAL PROJECTS FUND
BALANCE SHEET
AS OF: 05/31/23

Page No: 6

2023

Assets		
07-000-1000	CASH	<u>56,811.30</u>
	Total Assets	<u><u>56,811.30</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>56,742.36</u>
	Total	<u>56,742.36</u>
	Revenue	68.94
	Less Expenses	<u>0.00</u>
	Net	<u>68.94</u>
	Total Fund Balance	<u>56,811.30</u>
	Total Liabilities & Fund Balance	<u><u>56,811.30</u></u>

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City of Frostburg
OPIOID SETTLEMENT FUND
BALANCE SHEET
AS OF: 05/31/23

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2023

Assets		
08-000-1000	CASH	<u>7,785.90</u>
	Total Assets	<u><u>7,785.90</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
	Revenue	7,785.90
	Less Expenses	<u>0.00</u>
	Net	<u>7,785.90</u>
	Total Fund Balance	<u>7,785.90</u>
	Total Liabilities & Fund Balance	<u><u>7,785.90</u></u>

**CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING MAY 31, 2023**

Tax Type - Year	Principal Receivable at 04/30/23	Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 05/31/23
			Principal	Interest		
Real Estate - 17/18	\$ 227.70	\$ -	\$ -	\$ -	\$ -	\$ 227.70
Real Estate - 18/19	230.34	-	-	-	-	230.34
Real Estate - 19/20	232.98	-	-	-	-	232.98
Real Estate - 20/21	3,011.04	-	-	-	-	3,011.04
Real Estate - 21/22	55,559.76	-	2,154.36	714.71	-	53,405.40
Real Estate - 22/23	115,023.10		10,999.45	1,864.50	-	104,023.65
Real Estate Total	<u>\$ 174,284.92</u>	<u>\$ -</u>	<u>\$ 13,153.81</u>	<u>\$ 2,579.21</u>	<u>\$ -</u>	<u>\$ 161,131.11</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Prop - 22/23	-	-	-	-	-	-
Personal Property	<u>\$ 681.95</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 681.95</u>
Public Utility - 22/23	<u>\$ 81,732.75</u>	<u>\$ -</u>	<u>\$ 81,732.75</u>	<u>\$ 1,225.99</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation - 20/21	\$ 625.14	\$ -	\$ -	\$ -	\$ -	\$ 625.14
Corporation - 21/22	14,024.87	-	223.65	53.60	-	13,801.22
Corporation - 22/23	40,491.27	1,255.94	1,198.54	36.75	-	40,548.67
Corporation - overpayments	(125.05)	-	-	-	125.05	-
Corporation Total	<u>\$ 55,016.23</u>	<u>\$ 1,255.94</u>	<u>\$ 1,422.19</u>	<u>\$ 90.35</u>	<u>\$ 125.05</u>	<u>\$ 54,975.03</u>
Total	<u>\$ 311,715.85</u>	<u>\$ 1,255.94</u>	<u>\$ 96,308.75</u>	<u>\$ 3,895.55</u>	<u>\$ 125.05</u>	<u>\$ 216,788.09</u>

**CITY OF FROSTBURG
MAY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	-	2,604,430.45	101.9
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	8,431.80	70.3
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	201,078.75	105.8
01-000-4003	CORPORATION TAXES	130,000	1,255.94	155,352.37	119.5
01-000-4004	PRIOR YEAR TAXES	2,000	-	(352.36)	(17.6)
01-000-4005	TRAILER TAX	1,600	280.00	1,400.00	87.5
01-000-4010	INTEREST ON TAXES	50,000	3,895.55	56,391.45	112.8
01-000-4011	TAX CREDITS	(2,000)	-	(2,810.50)	-
01-000-4012	TAX ABATEMENTS	(3,000)	-	(1,121.99)	-
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	133,254.44	541,390.16	94.2
01-000-4021	ADMISSION TAXES	20,000	-	25,953.34	129.8
01-000-4022	HOTEL MOTEL TAX	130,000	8,389.37	118,536.95	91.2
01-000-4023	HIGHWAY USE TAX	343,700	56,415.21	208,519.74	60.7
01-000-4024	COAL TAX	2,500	-	-	-
01-000-4025	HOUSING AUTHORITY	12,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	10,000	-	389.50	3.9
01-000-4032	TRADERS LICENSES	10,000	5,285.86	8,319.45	83.2
01-000-4040	POLICE GRANTS	40,200	4,572.00	35,145.78	87.4
01-000-4041	PARKING METERS	18,000	1,542.10	15,603.68	86.7
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	110,877.00	82.1
01-000-4045	FINES & FORFEITURES	15,000	1,365.00	18,380.00	122.5
01-000-4046	METER VIOLATIONS	2,000	30.00	705.00	35.3
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	-	200,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	30,000.00	100.0
01-000-4050	PERMITS, PLANNING, ETC	2,500	300.00	2,175.00	87.0
01-000-4051	BUILDING PERMITS	2,500	120.00	1,440.00	57.6
01-000-4052	RENTAL REGISTRATION	74,000	2,460.00	67,900.00	91.8
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	590.00	30,997.90	206.7
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	500.00	28.6
01-000-4056	COMM DEV GRANT REVENUE	67,000	-	82,300.00	122.8
01-000-4060	SWIMMING POOL	50,000	11,469.37	41,343.37	82.7
01-000-4062	DAY CAMP REGISTRATIONS	12,000	1,798.00	10,911.00	90.9
01-000-4063	RECREATION ACTIVITIES	15,000	2,521.00	21,427.43	142.9
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	11,471.00	126,181.00	91.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	18,729.25	206,021.75	91.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	1,404.25	15,446.75	91.7
01-000-4250	NSF FEES	-	110.00	913.00	-
01-000-4301	RENTS	97,500	-	81,248.60	83.3
01-000-4302	HRD APPROPRIATION	10,350	1,734.00	8,619.00	83.3
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	21,772.77	66,895.84	76.0
01-000-4304	MISCELLANEOUS REVENUE	1,000	145.00	23,410.47	2,341.1
01-000-4306	PROJECT REIMBURSEMENT	1,411,000	-	914,850.58	64.8
01-000-4307	INSURANCE REIMBURSEMENTS	-	1,313.00	1,842.94	-
01-000-4315	PROCEEDS FROM FUND BALANCE	353,860	-	-	-
01-000-4317	SPECIAL REVENUE	661,000	-	488,743.43	73.9
01-000-4600	INTEREST INCOME	375,000	54,738.41	387,574.03	103.4
CORPORATE FUND Revenue Totals		8,102,610	346,961.52	6,917,362.66	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	20,350.00	91.7
01-100-5010	SOCIAL SECURITY	1,700	141.55	1,557.05	91.6
01-100-5012	WORKERS COMP	175	(12.56)	108.19	61.8

**CITY OF FROSTBURG
MAY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	110.00	1,326.56	26.5
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	-	6,656.00	66.6
01-100-5150	TRAINING	2,500	-	475.00	19.0
01-100-5160	TRAVEL	3,500	187.33	4,867.23	139.1
01-100-5185	PROFESSIONAL FEES	5,000	-	5,363.78	107.3
Department Total		50,075	2,276.32	40,703.81	

ADMINISTRATIVE					
01-110-5000	SALARIES	188,500	11,310.00	130,470.43	69.2
01-110-5001	SALARIES - BONUS	51,000	-	50,700.00	99.4
01-110-5010	SOCIAL SECURITY	14,375	841.60	13,556.36	94.3
01-110-5011	PENSION	15,400	-	15,400.00	100.0
01-110-5012	WORKERS COMP	3,575	(347.39)	2,992.86	83.7
01-110-5013	INSURANCE - HEALTH	41,800	1,574.77	20,772.79	49.7
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	1,553.81	20,339.82	91.6
01-110-5015	CONTRIBUTION - 457	1,875	105.46	1,212.79	64.7
01-110-5030	EMPLOYEE WELLNESS	7,500	298.94	3,957.00	52.8
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	1,734.10	11,638.32	116.4
01-110-5100	INSURANCE - AUTO	600	-	527.00	87.8
01-110-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-110-5105	INSURANCE - PROPERTY	8,000	(816.39)	5,092.59	63.7
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	312.00	3,678.00	87.6
01-110-5111	CONTRIBUTIONS - TOURISM	107,500	-	107,423.86	99.9
01-110-5150	TRAINING	1,500	-	702.50	46.8
01-110-5160	TRAVEL	500	-	89.20	17.8
01-110-5185	PROFESSIONAL FEES	1,600	-	805.00	50.3
01-110-5191	COMMUNICATIONS	13,320	583.27	5,914.92	44.4
01-110-5192	CITY CODE HOSTING	3,000	-	1,558.53	52.0
01-110-5200	ADVERTISING	6,000	432.39	5,677.47	94.6
01-110-5205	LEGAL	34,500	6,356.20	39,540.21	114.6
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	1,868.73	7,474.92	93.4
01-110-5210	OFFICE SUPPLIES	11,000	781.56	8,621.04	78.4
01-110-5220	POSTAGE	14,000	-	12,837.91	91.7
01-110-5230	COMPUTER EXPENSE	17,500	3,174.00	13,904.05	79.5
01-110-5232	IT LICENSING AND FEES	25,000	-	19,078.39	76.3
01-110-5235	DIGITAL ENGAGEMENT	9,000	-	7,911.80	87.9
01-110-5300	BOARD EXPENSE	11,000	-	19,589.73	178.1
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	-	125,524.73	81.0
01-110-5500	BUILDING - ARMORY	12,000	280.73	4,381.39	36.5
01-110-5502	BUILDING MAINTENANCE	16,100	5,094.68	24,091.42	149.6
01-110-5550	UTILITIES - BUILDING	16,000	743.27	9,955.11	62.2
01-110-5700	BANK FEES	2,700	59.42	1,602.06	59.3
01-110-5807	CAPITAL OUTLAY	925,000	90,098.65	792,878.08	85.7
Department Total		1,759,295	126,039.80	1,489,986.28	

FINANCE					
01-120-5000	SALARIES	68,700	5,352.43	61,808.36	90.0
01-120-5010	SOCIAL SECURITY	5,225	400.64	4,611.24	88.3
01-120-5011	PENSION	6,300	-	5,613.00	89.1
01-120-5012	WORKERS COMP	200	(14.38)	123.87	61.9
01-120-5013	INSURANCE - HEALTH	15,500	862.92	11,569.85	74.6
01-120-5015	CONTRIBUTION - 457	675	23.07	265.20	39.3
01-120-5102	INSURANCE - GEN LIAB	125	-	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	-	2,871.00	99.0

**CITY OF FROSTBURG
MAY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5150	TRAINING	1,000	-	234.90	23.5
01-120-5185	PROFESSIONAL FEES	700	-	610.00	87.1
01-120-5310	AUDITING	60,700	-	60,645.00	99.9
01-120-5311	ACTUARIAL STUDY	4,000	4,295.12	4,295.12	107.4
01-120-5313	TAX COLLECTION	2,800	98.66	372.01	13.3
01-120-5810	RETSA OBLIGATION	750	-	-	-
Department Total		169,575	11,018.46	153,105.55	
	COMMUNITY DEV				
01-130-5000	SALARIES	59,200	4,272.00	64,255.23	108.5
01-130-5010	SOCIAL SECURITY	4,500	307.18	4,643.20	103.2
01-130-5011	PENSION	5,400	-	4,836.00	89.6
01-130-5012	WORKERS COMP	175	(12.56)	108.19	61.8
01-130-5013	INSURANCE - HEALTH	15,000	1,091.29	17,471.73	116.5
01-130-5015	CONTRIBUTION - 457	575	-	-	-
01-130-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-130-5105	INSURANCE - PROPERTY	4,950	-	3,828.00	77.3
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	700	-	535.33	76.5
01-130-5185	PROFESSIONAL FEES	850	-	879.00	103.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	-	4,310.00	53.9
01-130-5322	PLANNING	-	-	15,000.00	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	67,000	-	67,300.00	100.5
01-130-5822	SPECIAL PROJECTS	4,000	-	14.98	0.4
Department Total		173,000	5,657.91	183,267.66	
	CODE ENFORCEMENT				
01-140-5000	SALARIES	75,100	3,891.20	42,218.41	56.2
01-140-5010	SOCIAL SECURITY	5,700	287.32	3,095.69	54.3
01-140-5011	PENSION	6,875	-	6,135.00	89.2
01-140-5012	WORKERS COMP	225	(16.09)	138.66	61.6
01-140-5013	INSURANCE - HEALTH	16,100	549.79	7,707.31	47.9
01-140-5015	CONTRIBUTION - 457	750	10.40	31.20	4.2
01-140-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	-	2,871.00	89.7
01-140-5150	TRAINING	2,400	-	198.00	8.3
01-140-5160	TRAVEL	600	-	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	-	20.00	6.7
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	-	180.00	3.6
01-140-5331	CONSTRUCTION INSPECT	20,000	3,756.00	21,967.00	109.8
01-140-5332	RENTAL INSPECTION	36,050	200.00	33,950.00	94.2
Department Total		184,150	8,678.62	130,255.76	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	53,400	4,306.00	48,834.60	91.5
01-150-5010	SOCIAL SECURITY	4,050	325.12	3,675.18	90.8
01-150-5011	PENSION	4,900	-	4,363.00	89.0
01-150-5012	WORKERS COMP	175	(12.56)	108.19	61.8
01-150-5013	INSURANCE - HEALTH	9,600	629.79	7,722.43	80.4
01-150-5015	CONTRIBUTION - 457	525	14.46	165.69	31.6
01-150-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-150-5105	INSURANCE - PROPERTY	2,200	-	1,913.99	87.0

**CITY OF FROSTBURG
MAY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-150-5150	TRAINING	5,700	2,748.24	8,313.82	145.9
01-150-5160	TRAVEL	1,000	-	982.54	98.3
01-150-5185	PROFESSIONAL FEES	2,100	-	400.00	19.1
01-150-5193	ONE CALL CONCEPTS	1,000	104.28	1,042.42	104.2
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	628.08	20.9
01-150-5341	MAPPING SUPPLIES	7,500	-	7,631.41	101.8
01-150-5342	PUBLIC WORKS	7,400	-	1,936.88	26.2
Department Total		102,700	8,115.33	87,804.23	

PUBLIC SAFETY					
01-160-5000	SALARIES	998,200	65,388.66	796,252.57	79.8
01-160-5002	SALARIES - POLICE GRANTS	40,200	6,574.67	47,599.46	118.4
01-160-5003	COURT TIME	13,000	921.97	12,256.66	94.3
01-160-5010	SOCIAL SECURITY	79,200	5,286.05	61,966.61	78.2
01-160-5011	PENSION	95,250	-	84,653.00	88.9
01-160-5012	WORKERS COMP	142,000	(10,204.14)	87,912.86	61.9
01-160-5013	INSURANCE - HEALTH	234,300	16,603.21	215,603.70	92.0
01-160-5015	CONTRIBUTION - 457	44,000	2,034.74	23,676.23	53.8
01-160-5100	INSURANCE - AUTO	5,500	-	4,740.00	86.2
01-160-5102	INSURANCE - GEN LIAB	900	-	702.00	78.0
01-160-5103	INSURANCE - POLICE PROFESSIONAL	12,000	-	11,552.00	96.3
01-160-5105	INSURANCE - PROPERTY	6,000	-	4,727.23	78.8
01-160-5150	TRAINING	25,500	2,384.58	16,425.16	64.4
01-160-5170	UNIFORMS	15,000	564.00	7,556.14	50.4
01-160-5180	SAFETY EQUIPMENT	1,200	87.00	905.91	75.5
01-160-5181	LAW ENFORCEMENT EQUIPMENT	96,500	1,315.66	13,485.91	14.0
01-160-5191	COMMUNICATIONS	30,160	1,310.77	39,210.80	130.0
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	3,402.82	56.7
01-160-5210	OFFICE SUPPLIES	5,000	727.30	4,415.70	88.3
01-160-5230	COMPUTER EXPENSE	31,000	-	-	-
01-160-5350	FSU MOU	25,000	-	25,000.00	100.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	11,200	221.87	10,831.68	96.7
01-160-5400	GAS, OIL, GREASE	33,000	1,665.47	20,829.13	63.1
01-160-5401	AUTO EXPENSE	18,000	2,128.47	14,001.85	77.8
01-160-5420	FLEET LEASE	22,000	3,496.65	35,588.53	161.8
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	815.18	3,493.57	87.3
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	495.53	6,581.89	65.8
01-160-5700	PARKING METERS	2,000	113.60	113.60	5.7
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	-	236,980.00	100.0
Department Total		2,256,290	101,931.24	1,790,465.01	

PUBLIC WORKS - STREET					
01-170-5000	SALARIES	243,300	18,606.00	209,472.37	86.1
01-170-5010	SOCIAL SECURITY	18,600	1,357.97	15,166.55	81.5
01-170-5011	PENSION	21,300	-	19,877.00	93.3
01-170-5012	WORKERS COMP	16,800	(1,207.20)	10,400.55	61.9
01-170-5013	INSURANCE - HEALTH	71,000	4,265.61	55,310.77	77.9
01-170-5015	CONTRIBUTION - 457	2,200	23.60	118.00	5.4
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	-	6,469.00	89.9
01-170-5102	INSURANCE - GEN LIAB	625	-	439.00	70.2
01-170-5105	INSURANCE - PROPERTY	5,600	-	4,466.86	79.8

**CITY OF FROSTBURG
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Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5150	TRAINING	5,000	-	4,788.68	95.8
01-170-5170	UNIFORMS	8,000	233.72	6,316.41	79.0
01-170-5180	SAFETY EQUIPMENT	7,200	623.52	4,115.54	57.2
01-170-5191	COMMUNICATIONS	6,000	178.38	1,939.40	32.3
01-170-5210	OFFICE SUPPLIES	1,000	-	1,071.97	107.2
01-170-5400	GAS, OIL, GREASE	28,500	2,277.81	18,976.99	66.6
01-170-5420	FLEET LEASE	42,000	2,375.86	29,651.89	70.6
01-170-5550	UTILITIES - BUILDING	6,000	389.47	7,013.34	116.9
01-170-5711	SALT & ABRASIVES	150,000	-	83,292.17	55.5
01-170-5712	SIGN MAINTENANCE	8,000	1,119.00	5,118.13	64.0
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	840.27	100,853.21	112.1
01-170-5714	STREET LIGHTING	155,000	882.08	69,566.84	44.9
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	3,079.50	60,525.43	57.3
01-170-5716	STREET SHOP EQUIPMENT	90,000	411.66	103,545.97	115.1
01-170-5717	STREET LIGHTING REPAIRS	30,000	465.00	45,679.87	152.3
01-170-5800	CAPITAL OUTLAY	278,500	-	253,760.00	91.1
01-170-5861	STREET PAVING	1,170,000	-	1,162,105.03	99.3
01-170-5865	PARKING LOT MAINTENANCE	15,000	371.02	721.77	4.8
Department Total		2,583,450	36,293.27	2,280,762.74	
RECREATION					
01-180-5000	SALARIES	205,750	18,004.80	193,358.55	94.0
01-180-5010	SOCIAL SECURITY	15,750	1,322.90	14,092.57	89.5
01-180-5011	PENSION	16,900	-	16,809.00	99.5
01-180-5012	WORKERS COMP	14,225	(1,022.29)	8,807.46	61.9
01-180-5013	INSURANCE - HEALTH	55,300	3,829.40	49,736.34	89.9
01-180-5015	CONTRIBUTION - 457	2,000	65.66	622.49	31.1
01-180-5100	INSURANCE - AUTO	2,500	87.00	2,160.00	86.4
01-180-5102	INSURANCE - GEN LIAB	450	-	344.00	76.4
01-180-5105	INSURANCE - PROPERTY	11,000	-	10,357.11	94.2
01-180-5150	TRAINING	300	68.00	68.00	22.7
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	335.31	3,629.93	90.8
01-180-5180	SAFETY EQUIPMENT	500	25.26	37.11	7.4
01-180-5400	GAS, OIL, GREASE	7,000	379.30	9,420.91	134.6
01-180-5420	FLEET LEASE	11,000	388.31	4,271.41	38.8
01-180-5503	ARMORY EXPENSE - GYM	10,000	389.47	7,123.41	71.2
01-180-5504	COMMUNITY CENTER	12,000	1,490.14	10,162.23	84.7
01-180-5510	CITY PLACE	9,500	619.00	10,359.72	109.1
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	1,077.50	1,608.97	80.5
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	650.22	3,703.50	74.1
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	1,135.21	37.8
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	4,089.82	59,929.76	88.1
01-180-5724	STREET TREE MAINTENANCE	7,500	4,800.00	10,032.58	133.8
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	867.74	8,275.88	92.0
01-180-5800	CAPITAL OUTLAY	191,000	8,909.08	112,532.84	58.9
Department Total		666,425	46,376.62	539,344.98	
RECREATION-POOL					
01-181-5000	SALARIES	66,000	-	36,705.68	55.6
01-181-5010	SOCIAL SECURITY	5,050	-	2,808.00	55.6
01-181-5012	WORKERS COMP	4,600	(330.56)	2,847.94	61.9
01-181-5018	UNEMPLOYMENT	500	-	-	-

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Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-181-5507	POOL OPERATING	35,000	12,620.76	37,207.76	106.3
	Department Total	111,150	12,290.20	79,569.38	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	21,300	-	12,573.90	59.0
01-182-5010	SOCIAL SECURITY	1,650	-	961.96	58.3
01-182-5012	WORKERS COMP	1,500	(107.64)	927.36	61.8
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	-	354.59	70.9
	Department Total	25,450	(107.64)	14,817.81	
	RECREATION - SEASONAL				
01-183-5000	SALARIES	18,200	-	15,045.88	82.7
01-183-5010	SOCIAL SECURITY	1,425	-	1,151.03	80.8
01-183-5012	WORKERS COMP	925	(66.43)	572.32	61.9
01-183-5108	UNEMPLOYMENT	500	-	484.20	96.8
	Department Total	21,050	(66.43)	17,253.43	
	CORPORATE FUND Expenditure Totals	8,102,610	358,503.70	6,807,336.64	
02-000-4000	WATER SERVICE REVENUE	1,420,000	121,459.53	1,275,468.30	89.8
02-000-4001	INTEREST EARNED - WATER	1,500	119.54	2,552.09	170.1
02-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	9,342.50	-
02-000-4315	PROCEEDS FROM FUND BALANCE	81,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	-	274,014.33	36.5
02-000-4401	SALE OF BULK WATER	-	100.00	200.00	-
02-000-4402	SALE OF METERS	6,000	450.00	5,875.00	97.9
02-000-4403	TAPPING FEES	7,000	-	4,500.00	64.3
02-000-4404	SUNDRY SALES	20,000	3,384.16	26,042.66	130.2
02-000-4408	SUNDRY SALES - CASH BASIS	-	-	500.00	-
02-000-4600	INTEREST INCOME	11,000	5.16	11,220.77	102.0
	WATER FUND Revenue Totals	2,296,975	125,518.39	1,609,715.65	
	WATER - ADMIN				
02-190-5000	SALARIES	57,500	4,445.23	51,334.23	89.3
02-190-5010	SOCIAL SECURITY	4,350	326.96	3,767.08	86.6
02-190-5011	PENSION	5,250	-	4,698.00	89.5
02-190-5012	WORKERS COMP	175	(12.56)	108.19	61.8
02-190-5013	INSURANCE - HEALTH	12,450	754.20	10,284.85	82.6
02-190-5015	CONTRIBUTION - 457	575	36.66	421.80	73.4
02-190-5313	COLLECTION EXPENSE	2,500	98.66	336.01	13.4
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	11,471.00	126,181.00	91.7
	Department Total	221,200	17,120.15	197,797.16	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,100	-	862.00	78.4
02-192-5105	INSURANCE - PROPERTY	11,500	-	9,177.52	79.8
02-192-5106	INSURANCE - BOILER & MACHINERY	4,900	-	4,545.60	92.8
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	4,468.02	49,989.01	83.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	10,058.71	13,577.62	7.2
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	35,059.85	495,483.08	87.9
	Department Total	831,500	49,586.58	573,634.83	
	WATER - SUPPLY				

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Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
02-194-5000	SALARIES	27,700	2,238.40	25,845.52	93.3
02-194-5010	SOCIAL SECURITY	2,100	171.24	1,977.21	94.2
02-194-5011	PENSION	2,500	-	2,263.00	90.5
02-194-5012	WORKERS COMP	1,900	(136.63)	1,177.12	62.0
02-194-5015	CONTRIBUTION - 457	275	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	170.97	3.4
02-194-5550	UTILITIES / WATER SUPPLY	5,000	181.19	3,160.57	63.2
02-194-5730	WATER SUPPLY EXPENSE	50,000	73.61	32,968.58	65.9
Department Total		94,475	2,527.81	67,562.97	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	16,404.80	192,213.90	90.5
02-196-5010	SOCIAL SECURITY	16,250	1,205.70	14,090.17	86.7
02-196-5011	PENSION	19,550	-	17,352.00	88.8
02-196-5012	WORKERS COMP	14,700	(1,056.30)	9,100.45	61.9
02-196-5013	INSURANCE - HEALTH	55,700	3,598.28	48,265.86	86.7
02-196-5015	CONTRIBUTION - 457	2,050	27.74	319.01	15.6
02-196-5100	INSURANCE - AUTO	3,600	-	3,133.00	87.0
02-196-5102	INSURANCE - GEN LIAB	1,300	-	856.00	65.9
02-196-5105	INSURANCE - PROPERTY	3,300	-	2,294.38	69.5
02-196-5150	TRAINING	500	-	116.95	23.4
02-196-5170	UNIFORMS	4,000	247.97	2,649.20	66.2
02-196-5180	SAFETY EQUIPMENT	4,100	941.75	1,741.25	42.5
02-196-5191	COMMUNICATIONS	9,200	960.29	10,959.54	119.1
02-196-5210	OFFICE SUPPLIES	1,000	110.00	856.10	85.6
02-196-5390	MISCELLANEOUS EXPENSE	28,550	500.00	16,329.94	57.2
02-196-5400	GAS, OIL, GREASE	15,000	540.55	11,898.94	79.3
02-196-5420	FLEET LEASE	24,000	1,722.00	19,057.64	79.4
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	616.03	4,092.53	32.7
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	206.40	4,087.87	157.2
02-196-5700	DISTRIBUTION EXPENSE	90,000	1,363.51	121,790.20	135.3
02-196-5701	DISTRIBUTION PIPE EXPENSE	8,000	-	7,717.72	96.5
02-196-5702	EQUIPMENT MAINTENANCE	5,000	554.98	4,364.69	87.3
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	2,250.00	6,650.57	44.3
02-196-5704	TRANSMISSION MAINS EXPENSE	66,500	3,557.56	74,653.85	112.3
02-196-5740	METERS EXPENSE	80,000	-	31,903.36	39.9
02-196-5800	CAPITAL OUTLAY	455,000	-	181,838.50	40.0
Department Total		1,149,800	33,751.26	788,333.62	
WATER FUND Expenditure Totals		2,296,975	102,985.80	1,627,328.58	
03-000-4000	SEWER CHARGES	1,925,000	109,462.00	1,435,067.20	74.6
03-000-4001	INTEREST EARNED - SEWER	2,700	181.47	4,661.74	172.7
03-000-4317	SPECIAL REVENUE	848,500	-	444,238.78	52.4
03-000-4404	SUNDRY SALES	1,500	-	2,470.56	164.7
03-000-4501	BAY RESTORATION FUND REVENUE	-	7,630.00	179,839.70	-
03-000-4503	SEWER TAP FEES	7,500	-	3,500.00	46.7
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
03-000-4600	INTEREST INCOME	25,000	-	27,266.83	109.1
Department Total		2,881,200	117,273.47	2,097,044.81	
03-220-4520	CSO SURCHARGE REVENUE	405,000	21,420.00	397,341.91	98.1
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	23.94	1,077.27	107.7
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	-	737,996.00	30.0
Department Total		2,867,450	21,443.94	1,136,415.18	

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Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
SEWER FUND Revenue Totals		5,748,650	138,717.41	3,233,459.99	
SEWER - ADMIN					
03-210-5000	SALARIES	57,500	4,445.23	51,334.23	89.3
03-210-5010	SOCIAL SECURITY	4,350	326.96	3,767.08	86.6
03-210-5011	PENSION	5,250	-	4,698.00	89.5
03-210-5012	WORKERS COMP	175	(12.56)	108.19	61.8
03-210-5013	INSURANCE - HEALTH	12,450	754.26	10,278.09	82.6
03-210-5015	CONTRIBUTION - 457	575	36.66	421.80	73.4
03-210-5313	COLLECTION EXPENSE	2,500	98.66	336.01	13.4
Department Total		82,800	5,649.21	70,943.40	
SEWER - OPERATING					
03-211-5000	SALARIES	151,200	14,081.20	145,437.28	96.2
03-211-5010	SOCIAL SECURITY	11,550	1,010.00	10,318.29	89.3
03-211-5011	PENSION	17,175	-	15,269.00	88.9
03-211-5012	WORKERS COMP	10,500	(660.71)	5,692.31	54.2
03-211-5013	INSURANCE - HEALTH	59,000	3,741.52	47,296.45	80.2
03-211-5015	CONTRIBUTION - 457	1,800	103.16	1,186.34	65.9
03-211-5100	INSURANCE - AUTO	2,000	-	304.00	15.2
03-211-5102	INSURANCE - GEN LIAB	625	-	420.00	67.2
03-211-5105	INSURANCE - PROPERTY	5,000	(175.00)	3,950.51	79.0
03-211-5150	TRAINING	1,000	-	100.00	10.0
03-211-5170	UNIFORMS	3,000	101.62	2,179.37	72.7
03-211-5180	SAFETY EQUIPMENT	1,000	-	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	135.18	1,999.65	83.3
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	139,822.12	-
03-211-5400	GAS, OIL, GREASE	9,750	1,086.34	9,281.93	95.2
03-211-5420	FLEET LEASE	-	1,713.25	1,713.25	-
03-211-5520	PUMPING STATION MAINTENANCE	6,000	1,278.00	1,278.00	21.3
03-211-5600	CORPORATE OVERHEAD	224,750	18,729.25	206,021.75	91.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	-	695,176.25	57.0
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	11,716.20	99.3
03-211-5763	SEWER OPERATING EXPENSE	267,800	4,073.63	40,490.83	15.1
03-211-5764	SEWER PUMPING EXPENSE	6,000	69.20	5,365.42	89.4
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	731,700	7,290.00	498,866.04	68.2
Department Total		2,744,050	52,576.64	1,844,263.97	
CSO					
03-220-5391	INTEREST EXPENSE	3,650	-	1,632.56	44.7
03-220-5392	DEBT REDEMPTION	23,150	-	23,138.18	99.9
03-220-5800	CAPITAL OUTLAY	2,895,000	73,028.25	1,106,440.06	38.2
Department Total		2,921,800	73,028.25	1,131,210.80	
SEWER FUND Expenditure Totals		5,748,650	131,254.10	3,046,418.17	
PINEY SURCHARGE FUND Revenue Totals					
04-000-4000	WATER TAP SURCHARGE	913,000	55,631.15	889,735.24	97.5
04-000-4001	INTEREST EARNED SURCHARGE	1,600	40.36	1,724.25	107.8
04-000-4317	SPECIAL REVENUE	-	-	4,979.15	-
04-000-4600	INTEREST INCOME	12,000	-	16,815.85	140.1
04-000-4603	RECEIPTS - OTHER	221,000	-	221,000.00	100.0
PINEY SURCHARGE FUND Revenue Totals		1,147,600	55,671.51	1,134,254.49	
WATER SURCHARGE					
04-200-5313	COLLECTION EXPENSE	2,500	78.93	232.80	9.3

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Account Id	Account Description	Amended Budget	May 2023 Rev/Expd	YTD Rev/Expd	% of Budget
04-200-5390	MISCELLANEOUS EXPENSE	17,700	-	17,680.00	99.9
04-200-5391	INTEREST EXPENSE	79,625	30,991.35	64,109.67	80.5
04-200-5392	DEBT REDEMPTION	766,400	739,780.27	771,158.48	100.6
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	106,375	1,979.31	29,453.83	27.7
PINEY SURCHARGE FUND Expend Total		1,147,600	772,829.86	882,634.78	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	11,399.00	369,606.35	100.4
05-000-4001	INTEREST EARNED - TRASH	1,200	-	1,388.66	115.7
05-000-4315	PROCEEDS FROM FUND BALANCE	56,000	-	-	-
05-000-4317	SPECIAL REVENUE	192,000	-	190,910.12	99.4
05-000-4404	SUNDRY SALES	1,000	150.00	1,450.00	145.0
05-000-4600	INTEREST INCOME	3,500	-	3,230.87	92.3
GARBAGE FUND Revenue Totals		621,700	11,549.00	566,586.00	
GARBAGE ADMIN.					
05-230-5000	SALARIES	57,500	4,445.13	51,333.71	89.3
05-230-5010	SOCIAL SECURITY	4,350	326.96	3,767.03	86.6
05-230-5011	PENSION	5,250	-	4,698.00	89.5
05-230-5012	WORKERS COMP	175	(12.56)	108.19	61.8
05-230-5013	INSURANCE - HEALTH	12,450	754.27	10,278.63	82.6
05-230-5015	CONTRIBUTION - 457	575	36.65	421.76	73.4
05-230-5313	COLLECTION EXPENSE	2,500	19.71	67.17	2.7
Department Total		82,800	5,570.16	70,674.49	
GARBAGE OPERATING					
05-232-5000	SALARIES	85,600	6,473.20	77,025.76	90.0
05-232-5010	SOCIAL SECURITY	6,550	459.36	5,462.32	83.4
05-232-5011	PENSION	7,875	-	6,993.00	88.8
05-232-5012	WORKERS COMP	5,925	(425.88)	3,669.12	61.9
05-232-5013	INSURANCE - HEALTH	24,900	1,642.38	20,922.44	84.0
05-232-5015	CONTRIBUTION - 457	825	53.96	620.54	75.2
05-232-5100	INSURANCE - AUTO	2,200	-	1,754.00	79.7
05-232-5102	INSURANCE - GEN LIAB	400	-	262.00	65.5
05-232-5105	INSURANCE - PROPERTY	3,600	-	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	80.56	1,704.50	55.4
05-232-5180	SAFETY EQUIPMENT	500	-	368.74	73.8
05-232-5210	OFFICE SUPPLIES	500	87.57	1,082.76	216.6
05-232-5400	GAS, OIL, GREASE	12,600	1,663.01	11,004.34	87.3
05-232-5600	CORPORATE OVERHEAD	16,850	1,404.25	15,446.75	91.7
05-232-5770	ASH DUMPSTER	7,500	567.94	7,911.15	105.5
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	9,174.79	103,899.50	79.9
05-232-5773	SANITATION OPERATING EXPENSE	30,000	34,470.27	57,680.11	192.3
05-232-5800	CAPITAL OUTLAY	190,000	-	190,000.00	100.0
Department Total		538,900	55,651.41	508,783.85	
GARBAGE FUND Expenditure Totals		621,700	61,221.57	579,458.34	

CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of May 2023

Submitted by: [Gene Bittinger maintenance Supervisor]

May 1 2023

Checked parks

Put new door on Shaw Street bathrooms

Fixed back stop at Lyons field

Hauled mulch to Dog Park

Measured for trusses for Lyons bathrooms

May 2 2023

Checked parks

Went to Beautify the Burg meeting

Turned water on at field8

Checked concession stands

Put new plug on refrigerator at Hoffman concession

Hauled mulch to switch backs

May 3 2023

Checked parks

Picked up bagged mulch

Dropped off mulch at City HALL

Spread mulch on trees at Glendening

May 4 2023

Checked parks

Meant with Morans at field 8

Cleaned concession stands

Fixed door lock someone stuff with wood into at MT Pleasant

Got tools ready for Beatify the burg

Covered door on new pool building

May 5 2023

Checked parks

Took truck load of mulch to MT Pleasant

Took trailer to City Hall

Cut field 6, 5, Lyons, Shaw ST. Hoffman

Made new trash can

Loaded trucks for Sat.

May 6 2023

Worked Beatify the Burg

May 8 2023

Checked parks

Put tools away from Buff the Burg

Cut ST Mikes

Fixed toilets at the pool

Cut grass around pool, Armory

May 9 2023

Checked parks

Painted freezer at Hoffman concession stand

Received new pickup truck

May 10 2023

Checked parks

Put new bulbs in Armory elevator

Put rain spout up at the new pool building

Replaced soffit at field 5 bathrooms

Started cutting Glendening

Cut MT. Pleasant, East End, Greene Street

May 11 2023

Checked parks

Cut Hoffman, Dog Park

Took door down at the pool for delivery

Cleaned up mulch at the post office

Meant with repair man at Hoffman

May 11 2023

Checked parks

Fixed concession door at Hoffman

Cut and weed eaten around the shop

Finished cutting Glendening

Worked on zero turn mower

May 15 2023

Checked parks

Fixed picnic table at Hoffman

Fixed wiring at the pool

Unplugged chlorine line at the pool pump house

Worked on zero mower

Cut the trail head Around pavilion and Parking lot

Stripped concrete form at the pool

May 16 2023

Checked parks

Filled holes in and new drainage pipe at Sowers pond

Hauled mulch to Depot for Rob

Cut around the pool, Armory, MT Pleasant, East End, Hoffman, Greene St.

May 17 2023
Checked parks
Hung garage door at new pool building
Helped Darrel with laying block
Put tools out for Lonnie's crew
May 18 2023
Checked parks
Cut downed trees at Hoffman
May 19 2023
Checked parks
Reset timers on park bathrooms
Cut grass at Glendening
Cleaned vent At the Armory
May 22 2023
Checked parks
Fixed feature on Comm. Playground
Transferred tools to new pickup
Clean up in shop
Ordered trusses for Lyons building
Chalked deck at the pool
May 23 2023
Helped with City Wide Clean up
Checked parks
Replaced lock on a gate at Glendening that the fire company cut off
May 24 2023
Helped with City Wide Cleanup
Checked parks
Removed tree from walking trail at Lions pond
May 25 2023
Helped with City Wide Cleanup
Checked parks
Hung new paper towel holders at MT Pleasant and Hoffman
May 26 2023
Checked parks
Cut grass around the pool and Armory
Cut and weed eated Hoffman
May 30 2023
Checked parks
Fixed water leak at the pool pump house
Helped Darrel with concrete block at Lyons bathrooms

May 31 2023

Checked parks

Put rollers on Pepsi machine at the pool concession

Put new door knob on LL. concession

Fixed water leak at the pool

Started cutting grass Glendening

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: May 2023

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month

	2022	752	2023	734
ARRESTS	On-View/Citations		6	
	Warrants Served/Obtained		1	
	Summonses Served		0	
	Juvenile Arrests & Citations		2	
	TOTAL		9	
C3I INVESTIGATIONS	Cases		1	
COMMUNITY POLICING	Logged Activities		2	
PARKING	Parking Violations		29	
PRISONERS	Custodial Arrests		6	
PUBLIC SERVICE	Well-Being Checks		21	
	Emergency Petitions		7	
	Assist Other Agency		37	
	Request for Officer		44	
	Follow-Ups		21	
	Disturbance (Multiple Inc. Types)		43	
TRAFFIC	M/V Crashes		10	
	Traffic Details		75	
	DWI/DUI Arrests		1	
TRAFFIC STOPS	Total Number of Stops		83	
	Citations		18	
	Warnings		77	
	SEROs		4	
COLLECTIONS	Parking Meter Fines		\$30.00	
	Other Parking Fines		\$1,090.00	
	Parking Meter Collections		\$2,258.01	
	Municipal Infractions Paid		\$0.00	
	Parking Permits		\$20.00	
	Miscellaneous		\$40.00	
	Park Mobile		\$66.19	
This month year prior:	\$4,179.77		TOTAL	\$3,505.20

Respectfully Submitted,


Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: May 2023

Submitted by: Shane Elliott

May 1, 2023 – Monday

- Removed litter on Main Street, College Ave and Center Street
- Cleaned up gravel from around sewer repair site on First Street
- Ran street sweeper on west end of town
- Installed mud flaps on the newer garbage truck
- Marked miss utility tickets and checked them in on computer
- Checked and emptied city trash cans where needed
- Made new monthly report and sent out old one
- Cleaned off catch basin grates around town where needed
- Sucked out clogged catch basins on Center Street
- Checked all sewer pumping stations and ran weekly tests
- Removed debris in ditch line that was clogging culvert pipe on Talcott Ave.
- Checked CSO'S and made report
- Used jetter truck in several locations to clean out culvert inlets and outfalls
- Emptied and cleaned out street sweeper and jetter truck over at dump site

May 2, 2023 – Tuesday

- Picked up garbage route on west end of town
- Used Bobcat with forks to bring back ash dumpster steps
- Cleaned up shattered light pole on Main St. after it was struck by truck
- Removed litter on Main Street
- Used Catch Vac to suck out a clogged inlet on Mechanic St.
- Marked miss utility tickets and checked them in on computer
- Ran Street Sweeper on West end of town
- Checked all sewer pumping stations
- Emptied out both Catch Vac and Sweeper at dump site and cleaned
- Made welding repairs to Truck 14 plow rigging
- Cleaned garage area and moved toolboxes and parts bins
- Swept out all garage bays
- Installed used tire and rim on Truck 2
- Uncovered catch basins around town during rain event

P.2

May 3, 2023 – Wednesday

- Picked up garbage route on east end of town
- Checked steps and signage at Depot to see what needs repaired
- Removed litter off Main Street
- Checked all CSO's and made a report
- Took invoices to be paid to city hall
- Ran street sweeper on west end of town
- Greased and checked fluids on truck #6
- Took down old garage door frame and track system
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Removed two old signs and debris at the Thrashers Museum on Depot – Installed caution tape on old catwalk leading to staircase
- Checked sewer line repair site on Stoyer Street
- Drained water from diesel safety tank
- Emptied and cleaned out sweeper over at dump site
- Cleaned off a few catch basin grates around town

May 4, 2023 – Thursday

- Picked up garbage route in center section of town
- Cleaned out the downspout on roof top of City Hall
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper on west end of town
- Checked on sewer complaint on Bowery Street
- Picked up litter on Main Street
- Checked all CSO locations and made a report
- Took plow and spreader off truck #8
- Picked up parts from Frostburg Carquest
- Checked all sewer pumping stations
- Posted streets where needed for the removal of the Bradford Pear trees
- Fabricated new sign wedges for realigning posts
- Put Napa and Kimball Midwest deliveries away
- Cleaned up gravel and debris in roadway on First Street
- Picked up sewer grinder pumps from IM Motors in Fort Ashby
- Emptied and cleaned out sweeper over at dump site
- Went over Dump Trucks and Backhoe in preparation for clean up week

P.3

May 5, 2023 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Met with contractor removing trees throughout town
- Ran sewer camera in line on Bowery St.
- Picked up litter on Main Street, Water and Broadway
- Checked all sewer pumping stations
- Ran street sweeper in center section of town
- Took old garbage truck to Cumberland and had new tires installed
- Marked miss utility tickets and checked them in on computer
- Picked up and removed no parking signs set out for tree removal
- Emptied out all shop trash cans and swept garage bay floors
- Installed crosswalk material in various areas where needed
- Cleaned rest room and lunch room
- Located 2 buried manholes to be risen at a later date
- Cut and trimmed grass all over town
- Emptied and cleaned out sweeper over at dump site
- Scheduled the street sweeper for the Prichard Farm area

May 6, 2023 – Saturday – Worked the Beatify the Burg - trash collection

May 7, 2023 – Sunday – Called out due to sewer issue on First Street

May 8, 2023 – Monday

- Checked and emptied city trash cans on Main Street where needed
- Used vacuor truck to clean out sewer repair site in preparation of blacktop
- Picked up yard waste all over town
- Blacktopped sewer repair site on First Street and pothole patched roadway on Depot Street Ext.
- Ran street sweeper in Prichard Farms
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera in several locations on Alley 22 and First Street
- Picked up litter on Main Street, Bowery and Center Street
- Checked all sewer pumping stations – ran weekly electrical test
- Took yard waste to Frostburg Grows dump site
- Washed off all sewer camera equipment after use
- Cleaned up debris left behind on Depot Street from Beatify the Burg Day
- Emptied and cleaned out sweeper over at dump site

P.4

May 9, 2023 – Tuesday

- Picked up west end of town garbage route
- Ran jetter truck in sewer main and service line to locate issues
- Checked all sewer pumping stations for any issues
- Ran sewer camera to locate service lines around a problem area
- Checked all CSO's and made a report
- Installed several new hydraulic lines on backhoe
- Picked up litter and debris around town where needed
- Installed new street signs and post on Frost Ave. that had been damaged
- Cleaned off catch basin grates and curb inlets where needed
- Washed off all sewer camera equipment after use
- Marked miss utility tickets and checked them in on computer
- Checked water runoff complaint on Crestview Drive
- Straightened a sign post on First Street
- Checked several areas in need on blacktop patching around town – prepped several areas to be blacktopped for the next day
- Straightened catch basin concrete lid on Water Street
- Emptied and cleaned out sweeper over at dump site

May 10, 2023 – Wednesday

- Picked up garbage route on east end of town
- Marked emergency miss utility ticket on Bowery Street
- Checked all sewer pumping stations
- Finished installation of hydraulic lines on backhoe and filled hydraulic tank
- Removed litter and dead animal on Main Street
- Cleaned off blacktop tools and filled roller
- Ran street sweeper on west end of town
- Marked miss utility tickets and checked them in on computer
- Blacktop patched water holes in Prichard Farm and on Washington Street
- Replaced blacktop curb and blacktopped a sewer repair site on Mt Pleasant Street
- Cut grass in front of Street Department garage
- Posted Ormand St. with No Parking flyers for street sweeping
- Met with Police Department to investigate trash dumping issue
- Emptied and cleaned out sweeper over at dump site
- Assisted plumber to locate sewer on Bowery St.
- Cleaned up trash debris on Mechanic St.

P.5

May 11, 2023 – Thursday

- Picked up garbage route in center section of town
- Cleaned off blacktop tools and filled roller
- Removed litter on Main Street
- Picked up delivery that was delivered to MDE
- Checked all sewer pumping stations
- Ran sewer camera to inspect sewer main and for possible manholes
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper on west end of town
- Washed off all sewer camera equipment after use
- Met with grinder pump rep. and look over Hoffman and Victoria Lane pumping stations for possible future upgrades
- Blacktop patched roadway on Village Parkway and Willow Drive
- Emptied and cleaned out sweeper over at dump site
- Cleaned tar off truck bed and sprayed with concentrate
- Posted Mechanic Street for next day street sweeping
- Straightened sign post on Victoria Lane

May 12, 2023 – Friday

- Swept out garage bays and emptied trash cans
- Ran street sweeper on west end of town
- Cleaned off blacktop tools and filled roller
- Picked up litter on Main Street
- Cleaned lunch room and rest room
- Marked miss utility tickets and checked them in on computer
- Checked and emptied city trash cans where needed
- Emptied and cleaned out sweeper over at dump site
- Checked all sewer pumping stations
- Removed all posted signs used for street sweeping and tree removal
- Trimmed bushes in empty lot at the end of Bowery Street
- Cut grass in several areas around town
- Monitored tree removal crew working in town
- Met with director to discuss sewer line replacement and repair on First St.
- Blacktop patched roadways on Mechanic Street and Blair Street
- Cleaned up debris in roadway and sidewalk on West Main Street

P.6

May 13, 2023 – Saturday

May 14, 2023 - Sunday - Checked CSO's

May 15, 2023 – Monday

- Picked up litter on Main Street
- Cleaned off blacktop tools and filled roller
- Ran street sweeper on west end of town
- Checked all sewer pumping stations – ran weekly tests on electrical system
- Blacktop patched roadways on west end of town
- Marked miss utility tickets and checked them in on computer
- Operated sewer camera in line on Water St. to inspect tap
- Emptied all city trash cans where needed on Main Street
- Cut grass on stone wall on Main Street
- Painted center divider line on Center Street
- Checked sink hole complaint on South Water Street
- Emptied and cleaned out sweeper over at dump site
- Cut grass around Frostburg sign on Route 36
- Met with homeowner on Welsh St. about sewer line

May 16, 2023 – Tuesday

- Picked up west end of town garbage route
- Used backhoe to excavate a sinkhole on Water Street
- Ran street sweeper on West end of town
- Checked all sewer pumping stations
- Operated robot camera in sewer line on Water Street
- Marked Miss Utility tickets and checked them in on computer
- Jetted and sucked out debris in sewer line with Catch Vac
- Removed litter on Main Street
- Emptied and cleaned out street sweeper and catch vac at dump sites
- Made repairs to damaged sewer line and supported with concrete surrounding
- Loaded gravel into dump truck and backfilled hole after repair
- Cleaned off all sewer camera equipment and organized trailer
- Removed all street cones and safety devices after job was complete
- Looked over a blacktop cubing complaint on Crestview

P.7

May 17, 2023 – Wednesday

- Picked up east end of town garbage route
- Cleaned off blacktop tools and filled roller
- Ran street sweeper on west end of town
- Marked miss utility tickets and checked them in on computer
- Went over specs for the new salt dome build
- Checked all sewer pumping stations
- Installed new blacktop curbing where needed on Shaw Street and Crestview
- Straightened several sign posts around town
- Cleaned up debris from around catch basin in swimming pool parking lot
- Blacktop patched roadways on west end of town
- Painted parking lines in lower parking lot at swimming pool
- Checked catch basin complaint and set out safety cones on Washington Street
- Ran sweeper in upper swimming pool parking area
- Emptied and cleaned out sweeper over at dump site
- Made repairs to parking meter on Main Street
- Picked up blacktop curb debris on Crestview

May 18, 2023 – Thursday

- Picked up garbage route in center section of town
- Cleaned off blacktop tools and filled roller
- Had special garbage pickup on Ormand Street
- Marked miss utility tickets and checked them in on computer
- Removed litter on Main Street, College Avenue and Water Street
- Met with plumbing contractor on Welsh Street due to sewer issues
- Checked all sewer pumping stations
- Blacktop patched Rec. Dept. roadway leading over to swimming pool and filled potholes in upper parking lot
- Jetted sewer line on Welsh Street to flush debris out of line
- Painted new lines in upper parking lot of swimming pool
- Washed jetter truck and disinfected all controls
- Cleaned out beds of all work trucks
- Picked up package and invoices from City Hall
- Cut and trimmed grass outside of garage area

P.8

May 19, 2023 – Friday

- Used blowers to clean along curb lines on Depot Street
- Checked all sewer pumping stations
- Used sweeper to clean up debris in parking areas on Depot Street
- Finished painting parking lines in swimming pool parking lot
- Cleaned rest room, lunch room and emptied trash cans
- Ran street sweeper on Uhl, Welsh and First Street
- Picked up litter on Main Street, Water and Broadway
- Went over equipment to be used for next week bulk cleanup
- Marked miss utility tickets and checked them in on computer
- Took all invoices to be paid to city hall
- Checked and emptied city trash cans where needed before weekend
- Emptied and cleaned out sweeper over at dump site
- Inspected sewer line repair site on Welsh Street
- Adjusted stack valves and greased sweeper

May 20, 2023 – Saturday

May 21, 2023 – Sunday

May 22, 2023 – Monday

- Checked and emptied city trash cans where needed
- Picked up litter on Main Street
- Installed mudflaps and light bulbs on truck #350
- Checked all sewer pumping stations – Ran weekly electrical test
- Put in a manhole riser order to East Jordan
- Checked fluids and made adjustments in all equipment being used for cleanup week
- Adjusted rear brakes on truck #6
- Checked on sewer line repair site complaint on Standish Street
- Marked miss utility tickets and checked them in on computer
- Picked up parts from Frostburg Carquest
- Washed off work trucks and cleaned out interior
- Had comp time meeting with employees
- Removed dead animal in roadway Welsh Street
- Clean up piles of road grit around town

P.9

May 23, 2023 – Tuesday

- Had bulk clean up on west end of town
- Removed litter on Main Street
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer

May 24, 2023 – Wednesday

- Had bulk clean up on east end of town
- Checked all sewer pumping stations
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera in sewer main on Mt Pleasant Street
- Unloaded sign delivery with bobcat
- Ran sewer camera in sewer main just off Village Parkway
- Washed off all sewer camera equipment after use

May 25, 2023 – Thursday

- Had bulk clean up in center section of town
- Set out street cones on Mian Street to block off parking for tree crew
- Checked all sewer pumping stations
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Installed new cleanout inspection cap on Washington St.

May 26, 2023 – Friday

- Checked and emptied all city trash cans where needed
- Picked up delivery from MDE
- Ran jetter in sewer and storm lines just off McCulloh Street
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera to locate sewer main and any issues
- Swept out garage bays and emptied shop trash cans
- Checked all sewer pumping stations
- Washed off all sewer camera equipment after use
- Cut grass and weed eat in several locations where needed

P.10

May 27, 2023 – Saturday - Called in for Sewer Issue

May 28, 2023 – Sunday

May 29, 2023 – Monday - Off for Memorial Day Holiday

May 30, 2023 – Tuesday

- Picked up west end of town garbage route
- Unbolted and reinstalled Bike Lockers in Depot parking lot at new location
- Checked all sewer pumping stations – ran weekly electrical tests
- Filled Jetter with water and fueled up after use
- Picked up litter on Main Street and Depot Street
- Used sewer camera in line on Federal St. to inspect pipe
- Marked miss utility tickets and checked them in on computer
- Cleaned off and disinfected sewer camera and all tools after use
- Ran Jetter truck in manhole on Village Parkway to break up blockage
- Installed forks on Backhoe to move bike lockers
- Retrieved lost keys from a catch basin on Center St.
- Picked up supplies from Frostburg Rental
- Installed new sewer tap and backflow preventor on McCulloh Street

May 31, 2023- Wednesday

- Picked up garbage route on east end of town
- Unloaded delivery of catch basin grates with Bobcat
- Adjusted traffic mirror on Pine Street
- Removed litter on Main Street
- Cleaned off blacktop tools and filled roller
- Blacktop patched several roadways on west end of town
- Ran street sweeper on west end of town
- Removed all posted signs from streets that had been swept
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Emptied and cleaned out sweeper over at dump site
- Set out safety cones on Main Street for Contractor tree removal

City of Frostburg

Monthly Report: Water Department

For the Month of May, 2023

Submitted by: Jim Williams, Supervisor

May 1, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Centennial St.
- Emergency Locate Victoria Lane
- Worked with contractor Beall's St.
- Repaired 16" water line with 4' of 16" pipe & 2-barrel dressers

May 2, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired 16" water line with 4' of 16" pipe & 2-barrel dressers
- Flushed fire hydrants in the area of the water leak
- Cleaned up tools from water leak

May 3, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Delivered new meter to contractor on Mt. Pleasant St. (the original one was stolen)

May 4, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water on Mt. Pleasant St. for contractor
- Worked with contractor Beall's St.
- Unloaded fire hydrant @ shop returned from contractor

May 5, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read master meters
- Read County Meters with Frank and Evan
- Final readings Broadway & Wood St.

May 8, 2023, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Mill St.
- Worked with contractor on Mill St. with laying out new water line

May 9, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Saw cut blacktop on Mill St.

May 10, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Saw cut blacktop on Mill St.
- Worked with contractor Beall's St.

May 11, 2023

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Read quarterly meter reading
- Turn water on Bowery Sy.
- Installed new meter Bowery St. & Barnard St.
- Final reading Bowery St.
- Turn water on for homeowner W. Main St.
- Worked with contractor Beall's St.
- Saw cut blacktop on Mill St.

May 12, 2023

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Installed new belts on blacktop saw
- Cleaned out trucks
- Saw cut blacktop on Mill St.

May 15, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency Locate Frost Village
- Checked leaking meter on Bowery St. tightened meter spud

- Repaired meter on Washington St. installed new transmitter
- Raised up curb box Green St. for contractor
- Final reading W. Mechanic St.

May 16, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cut grass shop
- Hauled millings to Greenbrier Ct.
- Data log Paul St.
- Cleaned the shop
- Hauled trash away
- Met with Ray Rase on next CSO project

May 17, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water off for nonpayment
- Final reading W. Mechanic St.
- Turn water back on from nonpayment

May 18, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Bowery St.
- Assisted with Rec. dept. with removal of down trees @ Hoffman Hollow Park.

May 19, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading S. Water St
- Grease backhoes & dump truck

May 22, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final readings E. Main St. & Maple St.
- Took truck 17 to Diehl Ford engine light stays on
- Final readings Bowery St and Center St

May 23, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Assisted with city wide clean up
- Tried to turn water off Heartwood Drive for plumber needs dig up
- Final reading Frost Ave.
- Assisted with water leak detection
- Emergency Locate McCulloh St.

May 24, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Dug up & installed new curb box & rod Heartwood Drive
- Assisted with city wide clean up
- Assisted with water leak detection

May 25, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired a 4"-water main on Victoria Lane
- Assisted with water leak detection
- Final reading Hawthorn Drive

May 26, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- 7 Final readings

May 29,2023

- City Observed holiday Memorial Day

May 30,2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly Meters
- 2 Final Readings
- Cleaned the shop
- Hauled trash away
- Assisted with water leak detection

May 31,2023

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Read Quarterly Meters
- Attempted to re-read 2 quarterly meters transmitter issues
- Unloaded supplies from L.B. Water truck

RESOLUTION 2023-21

**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 2023 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 2023 Derby Day on July 1, 2023, or on the rain date of July 4, 2023 from 12 noon 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 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-22

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN AMENDMENT TO THE FISCAL 2022/2023 BUDGET AT YEAR END

WHEREAS, The Mayor and Council approved the Operating Budget for Fiscal Year 2022/2022 on May 19, 2022; and,

WHEREAS, During the of the course of the fiscal year, certain revenues, expenses, and savings occurred that were not known at the time the budget was developed and approved; and,

WHEREAS, The Director of Finance has presented a proposed Budget Amendment that details the recommended changes to the Council for consideration in order to have a more accurate and balanced budget.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve a Budget Amendment to the Fiscal 2022/2023 Budget, which Amendment is attached hereto and made a part hereof this Resolution.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

CITY OF FROSTBURG
OPERATING BUDGET FOR THE YEAR ENDING JUNE 30, 2023
BUDGET AMENDMENTS - RESOLUTION 2023-22

Account	Account Description	Amended Budget as of Feb 2023	June 2023 Proposed Amendment	Final Amended Budget
CORPORATE FUND				
01-000-4000	TAXES-REAL ESTATE	2,557,000	45,000	\$ 2,602,000
01-000-4001	PERSONAL PROPERTY TAXES	12,000	(3,600)	8,400
01-000-4002	PUBLIC UTILITY TAXES	190,000	10,000	200,000
01-000-4003	CORPORATION TAXES	130,000	13,000	143,000
01-000-4004	PRIOR YEAR TAXES	2,000	6,000	8,000
01-000-4010	INTEREST ON TAXES	50,000	6,000	56,000
01-000-4011	TAX CREDITS	(2,000)	(1,000)	(3,000)
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	500	1,500
01-000-4020	MARYLAND INCOME TAXES	575,000	55,000	630,000
01-000-4021	ADMISSION TAXES	20,000	6,000	26,000
01-000-4040	POLICE GRANTS	40,200	9,000	49,200
01-000-4045	FINES & FORFEITURES	15,000	4,000	19,000
01-000-4046	METER VIOLATIONS	2,000	(1,000)	1,000
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	15,000	30,000
01-000-4056	COMM DEV GRANT REVENUE	67,000	15,000	82,000
01-000-4060	SWIMMING POOL	50,000	9,000	59,000
01-000-4063	RECREATION ACTIVITIES	15,000	7,000	22,000
01-000-4250	NSF FEES	-	900	900
01-000-4304	MISCELLANEOUS REVENUE	1,000	21,160	22,160
01-000-4315	PROCEEDS FROM FUND BALANCE	353,860	(353,860)	-
01-000-4317	SPECIAL REVENUE	661,000	(52,000)	609,000
01-000-4600	INTEREST INCOME	375,000	20,000	395,000
	CORPORATE FUND Revenue Total	5,130,060	(168,900)	4,961,160
EXECUTIVE				
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	(3,000)	7,000
01-100-5150	TRAINING	2,500	500	3,000
01-100-5160	TRAVEL	3,500	3,000	6,500
01-100-5185	PROFESSIONAL FEES	5,000	400	5,400
	Executive	21,000	900	21,900
ADMINISTRATIVE				
01-110-5000	SALARIES	188,500	(40,000)	148,500
01-110-5013	INSURANCE - HEALTH	41,800	(16,000)	25,800
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	3,500	13,500
01-110-5105	INSURANCE - PROPERTY	8,000	(2,000)	6,000
01-110-5191	COMMUNICATIONS	13,320	(4,000)	9,320
01-110-5205	LEGAL	34,500	16,000	50,500
01-110-5230	COMPUTER EXPENSE	17,500	3,000	20,500
01-110-5300	BOARD EXPENSE	11,000	3,500	14,500
01-110-5500	BUILDING - ARMORY	12,000	(5,500)	6,500
01-110-5502	BUILDING MAINTENANCE	16,100	10,000	26,100
01-110-5550	UTILITIES - BUILDING	16,000	(3,000)	13,000
01-110-5807	CAPITAL OUTLAY	925,000	(52,000)	873,000
	Administrative	1,293,720	(86,500)	1,207,220
FINANCE				

CITY OF FROSTBURG
OPERATING BUDGET FOR THE YEAR ENDING JUNE 30, 2023
BUDGET AMENDMENTS - RESOLUTION 2023-22

Account	Account Description	Amended Budget as of Feb 2023	June 2023 Proposed Amendment	Final Amended Budget
01-120-5013	INSURANCE - HEALTH	15,500	(2,900)	12,600
01-120-5311	ACTUARIAL STUDY	4,000	500	4,500
01-120-5313	TAX COLLECTION	2,800	(1,500)	1,300
	Finance	22,300	(3,900)	18,400
	COMMUNITY DEV			
01-130-5000	SALARIES	59,200	11,000	70,200
01-130-5010	SOCIAL SECURITY	4,500	700	5,200
01-130-5013	INSURANCE - HEALTH	15,000	4,000	19,000
01-130-5322	PLANNING	-	15,000	15,000
01-130-5323	PUBLIC ART	2,000	(1,500)	500
01-130-5820	COMMUNITY LEGACY PROJECTS	67,000	500	67,500
01-130-5822	SPECIAL PROJECTS	4,000	(2,500)	1,500
	Community Dev	151,700	27,200	178,900
	CODE ENFORCEMENT			
01-140-5000	SALARIES	75,100	(23,000)	52,100
01-140-5010	SOCIAL SECURITY	5,700	(1,500)	4,200
01-140-5013	INSURANCE - HEALTH	16,100	(6,600)	9,500
01-140-5150	TRAINING	2,400	(1,700)	700
01-140-5330	CODE ENFORCEMENT	5,000	(3,500)	1,500
01-140-5331	CONSTRUCTION INSPECT	20,000	5,000	25,000
	Code Enforcement	124,300	(31,300)	93,000
	PUBLIC WORKS ADMIN			
01-150-5000	SALARIES	53,400	3,000	56,400
01-150-5010	SOCIAL SECURITY	4,050	300	4,350
01-150-5150	TRAINING	5,700	2,800	8,500
01-150-5193	ONE CALL CONCEPTS	1,000	700	1,700
01-150-5341	MAPPING SUPPLIES	7,500	750	8,250
	Public Works Admin	71,650	7,550	79,200
	PUBLIC SAFETY			
01-160-5000	SALARIES	998,200	(32,000)	966,200
01-160-5002	SALARIES - POLICE GRANTS	40,200	9,000	49,200
01-160-5010	SOCIAL SECURITY	79,200	(4,500)	74,700
01-160-5012	WORKERS COMP	142,000	(42,000)	100,000
01-160-5015	CONTRIBUTION - 457	44,000	(12,000)	32,000
01-160-5181	LAW ENFORCEMENT EQUIPMENT	96,500	65,000	161,500
01-160-5420	FLEET LEASE	22,000	20,000	42,000
01-160-5705	TRAFFIC CONTROL	2,000	(2,000)	-
	Public Safety	1,424,100	1,500	1,425,600
	PUBLIC WORKS - STREET			
01-170-5000	SALARIES	243,300	4,000	247,300
01-170-5012	WORKERS COMP	16,800	(4,000)	12,800

CITY OF FROSTBURG
OPERATING BUDGET FOR THE YEAR ENDING JUNE 30, 2023
BUDGET AMENDMENTS - RESOLUTION 2023-22

Account	Account Description	Amended Budget as of Feb 2023	June 2023 Proposed Amendment	Final Amended Budget
01-170-5013	INSURANCE - HEALTH	71,000	(10,000)	61,000
01-170-5015	CONTRIBUTION - 457	2,200	(1,000)	1,200
01-170-5191	COMMUNICATIONS	6,000	(2,000)	4,000
01-170-5210	OFFICE SUPPLIES	1,000	400	1,400
01-170-5420	FLEET LEASE	42,000	(7,000)	35,000
01-170-5550	UTILITIES - BUILDING	6,000	3,000	9,000
01-170-5711	SALT & ABRASIVES	150,000	(55,000)	95,000
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	17,000	107,000
01-170-5714	STREET LIGHTING	155,000	(65,000)	90,000
01-170-5716	STREET SHOP EQUIPMENT	90,000	20,000	110,000
01-170-5717	STREET LIGHTING REPAIRS	30,000	19,000	49,000
01-170-5865	PARKING LOT MAINTENANCE	15,000	(10,000)	5,000
	Public Works - Street	918,300	(90,600)	827,700
	RECREATION			
01-180-5000	SALARIES	205,750	22,000	227,750
01-180-5010	SOCIAL SECURITY	15,750	750	16,500
01-180-5012	WORKERS COMP	14,225	(2,500)	11,725
01-180-5400	GAS, OIL, GREASE	7,000	4,000	11,000
01-180-5510	CITY PLACE	9,500	3,000	12,500
01-180-5724	STREET TREE MAINTENANCE	7,500	3,500	11,000
01-180-5800	CAPITAL OUTLAY	191,000	(32,000)	159,000
	Recreation	450,725	(1,250)	449,475
	RECREATION - POOL			
01-181-5507	POOL OPERATING	35,000	7,500	42,500
	Recreation - Pool	35,000	7,500	42,500
	CORPORATE FUND Expend Total	4,512,795	(168,900)	4,343,895
	WATER FUND			
02-000-4000	WATER SERVICE REVENUE	1,420,000	125,000	1,545,000
02-000-4001	INTEREST EARNED - WATER	1,500	1,000	2,500
02-000-4313	GAIN ON DISPOSAL OF ASSETS	-	9,000	9,000
02-000-4315	PROCEEDS FROM FUND BALANCE	81,475	(81,475)	-
02-000-4317	SPECIAL REVENUE	750,000	(387,000)	363,000
02-000-4403	TAPPING FEES	7,000	(2,000)	5,000
02-000-4404	SUNDRY SALES	20,000	6,000	26,000
	WATER FUND Revenue Total	2,279,975	(329,475)	1,950,500
	WATER - ADMIN			
02-190-5013	INSURANCE - HEALTH	12,450	(775)	11,675
02-190-5313	COLLECTION EXPENSE	2,500	(1,700)	800
	Water - Admin	14,950	(2,475)	12,475
	WATER - FILTRATION			
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	(150,000)	40,000

CITY OF FROSTBURG
OPERATING BUDGET FOR THE YEAR ENDING JUNE 30, 2023
BUDGET AMENDMENTS - RESOLUTION 2023-22

Account	Account Description	Amended Budget as of Feb 2023	June 2023 Proposed Amendment	Final Amended Budget
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	60,000	624,000
	Water - Filtration	754,000	(90,000)	664,000
				-
	WATER - DISTRIBUTION			
02-196-5000	SALARIES	212,400	5,000	217,400
02-196-5013	INSURANCE - HEALTH	55,700	(6,000)	49,700
02-196-5191	COMMUNICATIONS	9,200	3,000	12,200
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	3,000	5,600
02-196-5700	DISTRIBUTION EXPENSE	90,000	40,000	130,000
02-196-5704	TRANSMISSION MAINS EXPENSE	66,500	20,000	86,500
02-196-5740	METERS EXPENSE	80,000	(42,000)	38,000
02-196-5800	CAPITAL OUTLAY	455,000	(260,000)	195,000
	Water - Distribution	971,400	(237,000)	734,400
	WATER FUND Expend Total	1,740,350	(329,475)	1,410,875
	SEWER FUND			
03-000-4000	SEWER CHARGES	1,925,000	(30,000)	1,895,000
03-000-4001	INTEREST EARNED - SEWER	2,700	2,000	4,700
03-000-4317	SPECIAL REVENUE	848,500	(128,500)	720,000
03-000-4600	INTEREST INCOME	25,000	3,000	28,000
	SEWER FUND Revenue Total	2,801,200	(153,500)	2,647,700
	SEWER - ADMIN			
03-210-5313	COLLECTION EXPENSE	2,500	(1,700)	800
	Sewer - Admin	2,500	(1,700)	800
	SEWER - OPERATING			
03-211-5012	WORKERS COMP	10,500	(3,000)	7,500
03-211-5013	INSURANCE - HEALTH	59,000	(10,000)	49,000
03-211-5420	FLEET LEASE	-	7,500	7,500
03-211-5763	SEWER OPERATING EXPENSE	267,800	(128,500)	139,300
	Sewer - Operating	337,300	(134,000)	203,300
	CSO			
03-220-5800	CAPITAL OUTLAY	2,895,000	(17,800)	2,877,200
	CSO	2,895,000	(17,800)	2,877,200
	SEWER FUND Expend Total	3,234,800	(153,500)	3,081,300
	PINEY SURCHARGE FUND			
04-000-4317	SPECIAL REVENUE	-	5,000	5,000
	PINEY SURCHARGE FUND Revenue Total	-	5,000	5,000
	WATER SURCHARGE			
04-200-5313	COLLECTION EXPENSE	2,500	(1,700)	800
04-200-5800	CAPITAL OUTLAY	175,000	(160,000)	15,000
04-200-5802	CAPITAL REPAIRS	106,375	(50,000)	56,375

CITY OF FROSTBURG
OPERATING BUDGET FOR THE YEAR ENDING JUNE 30, 2023
BUDGET AMENDMENTS - RESOLUTION 2023-22

Account	Account Description	Amended Budget as of Feb 2023	June 2023 Proposed Amendment	Final Amended Budget
	PINEY SURCHARGE FUND Expend Total	283,875	(211,700)	72,175
	GARBAGE FUND			
05-000-4317	SPECIAL REVENUE	192,000	28,000	220,000
	GARBAGE FUND Revenue Total	192,000	28,000	220,000
	GARBAGE - ADMIN			
05-230-5013	INSURANCE - HEALTH	12,450	(1,700)	10,750
05-230-5313	COLLECTION EXPENSE	2,500	(2,000)	500
	Garbage - Admin	14,950	(3,700)	11,250
	GARBAGE OPERATING			
05-232-5000	SALARIES	85,600	3,200	88,800
05-232-5012	WORKERS COMP	5,925	(1,500)	4,425
05-232-5013	INSURANCE - HEALTH	24,900	(2,900)	22,000
05-232-5170	UNIFORMS	3,075	(900)	2,175
05-232-5210	OFFICE SUPPLIES	500	800	1,300
05-232-5770	ASH DUMPSTER	7,500	1,000	8,500
05-232-5773	SANITATION OPERATING EXPENSE	30,000	32,000	62,000
	Garbage Operating	157,500	31,700	189,200
	GARBAGE FUND Expend Total	172,450	28,000	200,450

Note: Only accounts impacted by proposed budget amendments are presented. For the complete Operating Budget, please refer to Ordinance 2022-04 and Resolution 2023-03.

RESOLUTION 2023-23

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND SUSPENDING THE “POLICE PENSION ENHANCEMENT PLAN” AND AMENDING A PRIOR RESOLUTION

WHEREAS, the Mayor and Council approved a “Police Pension Enhancement Plan” in 2016 and was most recently modified in 2021; and,

WHEREAS, the City of Frostburg contributed 5% of base salary to the employees’ Deferred Compensation Plan (457) Police Pension Enhancement Plan provided the employee contributed 1%; and,

WHEREAS, beginning July 1, 2023, the Police Officers will be enrolled in the Law Enforcement Officers Pension System (LEOPS) instead of the Employees’ Pension System as part of the Maryland State Retirement System, and the City’s contribution for Police Officers will be approximately 36.9% of the employees’ base salary and increase from the current 9.82%

WHEREAS, the City recognizes the significant benefit of the LEOPS as well as the significant additional cost.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby suspend the “Police Pension Enhancement Plan” and amend Resolution 2022-22 to include Police Officers, in which the City contributes 1% of base salary to the employee’s 457 Plan provided the employee contributes at least 1%.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-24

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE EQUITY LEASE OF 1 VEHICLE.

WHEREAS, In July 2020, the City of Frostburg entered into an Master Equity Lease Agreement with Enterprise Fleet Management as a solution for the City's light-duty fleet; and,

WHEREAS, The City is able to take advantage of government contract pricing and the Fleet Lease program has been evaluated to save the City money over a ten year period by accessing Enterprise Fleet pricing, reduced maintenance costs, and improved efficiency and safety; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg hereby authorizes the City Administrator to execute documents for an equity lease with Enterprise Fleet Management for a Ford F-150 due to production availability in lieu of the previously approved Ford Ranger Crew Cab XL 4x4 for use by Public Works in an amount estimated to be \$844 per month.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-25

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE FROSTBURG HISTORIC DISTRICT COMMISSION AND THE ETHICS COMMISSION

WHEREAS, the City of Frostburg has a number of Boards and Commissions established for specific purposes; and,

WHEREAS, certain vacancies and expired terms have been identified on the Frostburg Historic District Commission and Ethics Commission; and,

WHEREAS, staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to these Boards and Commissions.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby appoint:

Historic District Commission

- Dawn Hein for a 3 year term to expire June 15, 2026.
- Dr. Joe Hoffman for a 3 year term to expire June 15, 2026.

Ethics Commission

- Dr. James Saku for a 3 year term to expire June 15, 2026.
- Dr. Jesse Ketterman for a 3 year term to expire June 15, 2026.
- Carol Smith for a 3 year term to expire June 15, 2026.
- Spencer Deakin for a 3 year term to expire June 15, 2026.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-26

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING A PROPERTY TAX CREDIT FOR THE PROPERTY OWNED BY THE FROSTBURG LION'S CLUB.

WHEREAS, The City of Frostburg has the authority pursuant to Section 711 of the Charter to grant a property tax credit on the real or personal property or capital stock of any entity to the extent that such credit is authorized by the laws of the State of Maryland; and

WHEREAS, The State of Maryland has authorized a property tax credit for property owned by the Frostburg Lion's Club, pursuant to the Maryland Annotated Code, Tax Property Section 9-302 (b)5; and

WHEREAS, The Frostburg Mayor and Council desire to grant a property tax credit to property owned by the Frostburg Lion's Club.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg, Maryland that a property tax credit be hereby granted for the property owned by the Frostburg Lion's Club for Fiscal Year 2024.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-27

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING A BUYOUT OF EARNED COMPENSATORY TIME FROM FROSTBURG EMPLOYEES.

WHEREAS, the City of Frostburg’s employees earn compensatory time for hours in excess of 40 hours worked; and,

WHEREAS, certain employees have accumulated a large balance of compensatory time that they may or may not use in a timely manner, which is a liability for the City; and,

WHEREAS, it is the City Administrator’s recommendation to buy out compensatory time in the 2022/23 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg, Maryland approve a compensatory time buyout as follows:

- All hours in excess of 120 hours will be bought out prior to July 1, 2023.
- Employees with less than 120 hours may elect to participate in the compensatory time buyout and have up to 40 hours bought out prior to July 1, 2023.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

Emp Id	Name	Dept Id	Reg Rate	Pay Type	Available
		Gross Pay	P/R Taxes	Pension	WC
	Estimated comp time gross payout				
01160-0		24,280.53	1,857.46	2,233.81	1,417.98
01170-0		4,160.01	318.24	382.72	199.68
01180-0		5,051.11	386.41	464.70	242.45
02196-0		93.08	7.12	8.56	4.47
03211-0		3,148.68	240.87	289.68	151.14
05232-0		1,828.12	139.85	168.19	87.75
		38,561.52	2,949.96	3,547.66	2,103.47

RESOLUTION 2023-28

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:

- Unplanned repairs for Garbage Truck

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator



Division of THC Enterprises, Inc.

Remit to:

THC Enterprises, Inc.
P.O. Box 735343
Chicago, IL 60673-5343
receivable@mawaste.com

RECEIVED MAY - 1 2023

Customer
59643

I N V O I C E

Invoice
P09522

Pg
1

NET 30 DAYS

4/19/23

Sold To
FROSTBURG, CITY OF
~~59 EAST MAIN STREET~~
P O BOX 440
FROSTBURG MD 21535

Ship To
FROSTBURG, CITY OF
~~59 EAST MAIN STREET~~
P O BOX 440
FROSTBURG MD 21535

301/689-6111

FOB SHOP JOB

301/689-6111

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer P.O.
008		HL	612-3204	FP5802558		5,337 30,271	999	GARBAGE TRUCK

Ord	Ship	B/O	Description	Each	Amount
			Opened	4/06/23	
			Closed	4/19/23	

COMPLAINT: UPPER PANEL AND SWEEP BLADE NEED REPLACED.

CAUSE: UKN

CORRECTION: * DISCONNECT SWEEP BLADE CYLINDERS.
* REMOVE LOWER SHOE PANELS AND REMOVE OLD SHOES.
* REMOVE BLADE TO UPPER PANEL PINS
* REMOVE SWEEP BLADE
* DISCONNECT UPPER PANEL KICK OUT LEVER
* REMOVE UPPER SHOES FROM UPPER PANEL
* REMOVE UPPER PANEL PINS AND UPPER PANEL CYLINDERS
* REMOVE UPPER PANEL
* PAINT NEW SWEEP BLADE AND UPPER PANEL
* INSTALL NEW SWEEP BLADE, UPPER PANEL, SHOES, PINS AND
HARDWARE.
* REINSTALL ALL CYLINDERS AND KICK-OUT LEVER
* TOUCH UP PAINT
* TEST TAILGATE FUNCTIONS
* RETURN UNIT TO SERVICE.

PAID

MAY 10 2023

2	2	HL 015-3262	SHIM, SHOE BLOCK	CITY OF FROSTBURG	5.98
4	4	HL 028-0479	SLIDE SHOE	603.99	2,415.96
		PIN 048-7127 DOES NOT WORK ON BIG BITE UNIT, MUST USE 048-6269 (12/13/03 ET)			
4	4	HL 048-6268	BLADE CYLINDER PI	160.72	642.88

CONTINUED

11/2% Charge per month or 18% per year on accounts over 30 days will be added. ALL CLAIMS MUST BE MADE WITHIN 10 DAYS OF INVOICE.

MID-ATLANTIC WASTE SYSTEMS shall retain ownership of and title to the above machinery covered by this order until fully paid for in cash and until any note given in evidence of indebtedness, and any renewals thereof, have been fully paid. If any such note is not paid in full at its maturity, all other notes and obligations given in evidence of indebtedness hereof shall at once become due, and the said MID-ATLANTIC WASTE SYSTEMS shall have the right to take possession of said machinery wheresoever it may be situated and sell the same pursuant to the conditional sales statutes of Talbot County, Maryland.

The said machinery is ordered and will be purchased subject to written contract only, and are not affected by any verbal representations or agreements, nor is this order subject to cancellations by the purchaser without the seller's consent. The delivery date herein specified is subject to labor disputes, Acts of God, and all other causes beyond the seller's control. SUBJECT TO CREDIT APPROVAL. NO RETURNS ON SPECIAL ORDER PARTS.

Credit card payments are subjected to additional fees.



Division of THC Enterprises, Inc.

Remit to:

THC Enterprises, Inc.
P.O. Box 735343
Chicago, IL 60673-5343
receivable@mawaste.com

RECEIVED MAY - 1 2023

Customer
59643

I N V O I C E

Invoice
P09522

Pg
2

NET 30 DAYS

4/19/23

Sold To
FROSTBURG, CITY OF
59 EAST MAIN STREET
P O BOX 440
FROSTBURG MD 21535

Ship To
FROSTBURG, CITY OF
59 EAST MAIN STREET
P O BOX 440
FROSTBURG MD 21535

301/689-6111

FOB SHOP JOB

301/689-6111

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer P.O.
008		HL	612-3204	FP5802558		5,337	999	GARBAGE TRUCK

Ord	Ship	B/O	Description	Each	Amount
2	2		HL 048-7127 P/T SHOE BLOCK & P/T SHOE BLOCK & BLADE PIN	123.34	246.68
2	2		HL 048-7263 PIN, BLADE PIVOT	192.58	385.16
1	1		HL 113-2163-SER SLIDE WELDMENT - PART IS NON-RETURNABLE	8,258.15	8,258.15
1	1		HL 113-4186-001-SER PACKER BLADE WELD	8,215.50	8,215.50
13	13		I9 85002 GLOSS WHITE 16 OZ	11.64	151.32
4	4		I9 96262 STEEL FIT 37 C512	14.61	58.44
4	4		I9 96315 STEEL FIT 37 C522	7.27	29.08
			TOTAL PARTS		20,409.15
	1		SHIPPING AND HANDLING	.00	503.41
	1		SHIPPING & HANDLING	654.43	654.43
	1		ZZ XX-WF-2328220 D-RING	7.65	7.65
	1		SHOP LABOR	6,500.00	6,500.00
			SUPPLIES & ENVIRONMENTAL		780.00

SUBTOTAL
NON-TAXABLE MARYLAND

28,854.64
.00

PAID

MAY 10 2023

CITY OF FROSTBURG

PAY YOUR INVOICE ONLINE AT WWW.MAWASTE.COM
BOTTOM LEFT "PAY INVOICE" UNDER CONTACT OUR TEAM!

Total 28,854.64

1 1/2% Charge per month or 18% per year on accounts over 30 days will be added. ALL CLAIMS MUST BE MADE WITHIN 10 DAYS OF INVOICE.

MID-ATLANTIC WASTE SYSTEMS shall retain ownership of and title to the above machinery covered by this order until fully paid for in cash and until any note given in evidence of indebtedness, and any renewals thereof, have been fully paid. If any such note is not paid in full at its maturity, all other notes and obligations given in evidence of indebtedness hereof shall at once become due, and the said MID-ATLANTIC WASTE SYSTEMS shall have the right to take possession of said machinery wheresoever it may be situated and sell the same pursuant to the conditional sales statutes of Talbot County, Maryland.

The said machinery is ordered and will be purchased subject to written contract only, and are not affected by any verbal representations or agreements, nor is this order subject to cancellations by the purchaser without the seller's consent. The delivery date herein specified is subject to labor disputes, Acts of God, and all other causes beyond the seller's control. SUBJECT TO CREDIT APPROVAL. NO RETURNS ON SPECIAL ORDER PARTS.

Credit card payments are subjected to additional fees.

RESOLUTION 2023-29

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF
THE STATE OF MARYLAND, AUTHORIZING THE EXECUTION OF A CAPITAL GRANT
WITH MARYLAND ENERGY ADMINISTRATION**

WHEREAS, the City completed a Microgrid and Community Resiliency Study in 2022 with grant funding from Maryland Energy Administration; and,

WHEREAS, various projects were identified by in the Microgrid study by the City's consultant, Optimize Renewables, LLC.; and,

WHEREAS, the City applied and was subsequently awarded a \$1,000,000 capital grant to offset some of the construction costs of a microgrid allowing the City to maintain critical operations during a sustained power disruption and reduce its carbon footprint

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg authorize the City Administrator to execute the Grant Agreement and any other subsequent or related documents to the Grant from the Maryland Energy Administration.

ADOPTED this 15th day of June 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

**MARYLAND ENERGY ADMINISTRATION
RESILIENT MARYLAND PROGRAM
AREA OF INTEREST 2: MICROGRID CAPITAL
GRANT AGREEMENT**

**STATE OF MARYLAND
MARYLAND ENERGY ADMINISTRATION**
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230

hereinafter “MEA”

and

City of Frostburg
37 S Broadway, P.O. Box 440
Frostburg, MD 21532

hereinafter “Grantee”

PREMISES

The Maryland Energy Administration (“MEA”) administers the Strategic Energy Investment Program set forth in Md. Code Ann., State Government §§ 9-20B-01 et. seq. as a component of its overall mission to reduce energy demand and increase energy efficiency and the use of renewable energy resources. MEA has established the Fiscal Year 2023 Resilient Maryland Program (“Program”), Area of Interest 2: Microgrid Capital (“AOI 2”) to drive the adoption of microgrid and other distributed energy resource (“DER”) systems that provide cleaner, more affordable, and reliable power to key entities and infrastructure across the State of Maryland. The Program is designed to attract entities seeking highly reliable, resilient, clean and affordable energy, including: businesses, nonprofit organizations, local and State government facilities, hospital and medical facilities, electric distribution utilities, academic and institutional organizations, regional planning organizations, agricultural and food production operations, low-to-moderate income (“LMI”) multifamily housing communities, and others where such power solutions are necessary for optimal operation in both normal and grid outage situations. Grant funds are provided to assist with costs associated with the equipment and installation costs for microgrids and other DER systems that provide quantifiable and qualitative benefits to the buildings, infrastructure, and other electricity and thermal loads connected to them, as defined by the Program Funding Opportunity Announcement (“FOA”).

On November 16, 2022 MEA issued an FOA for a the AOI 2 application period for the Program in Fiscal Year 2023. Eligibility is limited to Maryland business entities, nonprofit organizations, local jurisdictions, State of Maryland agencies and departments, and other organizations that are legally authorized to transact business and operations within the State. MEA evaluated each eligible application on a competitive basis using the following competitive factors set forth in the FOA (“Evaluation Criteria”): value proposition, due diligence and practicality, ability to meet the identified outcome area(s), defined and quantified benefits, number of outcomes achieved, optimal selection of project partnerships conducive to the success of the proposed project, and clean energy education and economic development benefits that the project proposes to create.

Each Project is considered based on its ability to meet at least one (1) or more objective(s) included in two (2) potential Outcomes: (1) Resilience for Essential Organizations and Infrastructure, and (2) Socioeconomic Equity Enhancement,. An Outcome includes a set of objectives and benefits that for Outcome 1, accrue to an organization or infrastructure critical to public stability and safety; and, for Outcome 2, accrue to a community of Marylanders that have historically experienced socioeconomic vulnerabilities and challenges related to Maryland’s energy systems.

After evaluating **City of Frostburg**’s Application and supporting documents, MEA has selected Grantee to receive a Grant Award under the Program, as defined herein, subject to Grantee’s completion of the Project, more thoroughly described in Section 2, and compliance with all requirements, terms, and conditions of this Agreement and the Program.

NOW, THEREFORE, the parties hereby agree as follows:

1. Purpose of the Grant

The purpose of this MEA Resilient Maryland Grant (“Grant”), which falls under the Program’s **AOI 2, Outcome 1: Resilience for Essential Organizations and Infrastructure; and Outcome 2: Socioeconomic Equity Enhancement**, is to provide Grantee funding for the costs associated with certain equipment and construction activities as referenced and described in Section 2 and as described in Attachment B (hereafter “the Project”). The Project is in furtherance of installing a **Community Microgrid to serve a portion of the City of Frostburg’s most critical infrastructure and facilities housing essential services in Allegany County, MD.**

2. Project Description and Costs Eligible for Reimbursement

A. Project Components

- i. The Project includes the installation of a Community Microgrid comprised of solar photovoltaic (“PV”) systems, battery energy storage, microgrid control hardware and software, and all other necessary connection and distribution infrastructure and ancillary equipment necessary for the successful installation, commissioning, grid interconnection, and operation of the Community Microgrid. The Project is more specifically described in the Scope of Work (Attachment B), which is incorporated and made part of this Agreement.
- ii. The Community Microgrid’s various systems and componentry described in Attachment B will be located at seven (7) properties controlled by Grantee, as listed below, and collectively referred to as the “Project Site”:
 - a. City Hall: 37 S Broadway, Frostburg, MD 21532;
 - b. West Mechanic Street Parking Lot: 28 – 32 West Mechanic Street, Frostburg, MD 21532;
 - c. City Maintenance Building and Armory: 213 Lower Console Road NW, Frostburg, MD 21532;
 - d. City Park and Swimming Pool: 19329 Lower Console Road NW, Frostburg, MD 21532;
 - e. Piney Dam Reservoir: 2625 Piney Run Rd, Frostburg, MD 21532;
 - f. Water Treatment Plant: 19140 National Highway NW, Frostburg, MD 21532; and
 - g. Former Mine Land: The parcel of land, more formally known as Parcel No. 0058, District 26, Maryland State Department of Assessments and Taxation Account Number 006503 in the land records of Allegany County, MD.

B. Costs Eligible for Reimbursement

- i. Only those costs or expenditures incurred by Grantee for the Project, as defined by Section 1 of this Grant Agreement, are eligible for reimbursement under this Grant (Reimbursable Costs).
- ii. MEA will not reimburse Grantee for costs incurred prior to the Effective Date of the Grant Agreement.

3. Amount and Duration of the Grant

- A. The Grant Award shall not be greater than **One Million Dollars (\$1,000,000)** or fifty percent (50%) of the Project's total cost, whichever is less. The Grant Award amount will be determined by MEA at its discretion after considering the Project budget, the Project scope of work, and Grantee's resource contribution to the Project, which is described in Section 4.
- B. Unless an extension is permitted as described in Section 3 of the General Provisions (Attachment A), Grantee shall complete all activities and submit all final deliverables and reporting documentation required under the Grant Agreement by the deadline specified in Section 5(B).

4. Grantee's Resource Contribution

- A. Grantee shall contribute resources to the Project with, at a minimum, a value of **fifty percent (50%)** of the Project's total cost.
- B. Grantee shall provide verification of its contribution as specified in Section 5 of this Agreement.
- C. Grantee's resource contribution shall be in one of the following forms:
 - i. A cost match of at least 50% of the Project's total cost.
 - ii. Donated labor with a market value of at least 50% of the Project's total cost.
 - iii. A form of contribution with a market value of at least 50% of the Project's total costs that has been approved in writing by MEA.

5. Project Timing and Deadlines

Grantee shall comply with the following deadlines and time frames.

- A. Project Completion – By **July 1, 2026**, the **Community Microgrid** shall be fully-installed, commissioned, and operational; shall have received the final approval for each inspection required by any applicable authority having jurisdiction over the microgrid, and shall have obtained approval to operate from the local electric utility.
- B. By **August 1, 2026**, Grantee shall complete and submit to MEA the documents required in Section 6 of the Grant Agreement.
- C. Project Performance Monitoring – Promptly upon Project Completion, and for a subsequent period of one (1) year (“Period of Performance”), Grantee shall demonstrate that the **Community Microgrid** is operating according to final engineering specifications and performance projections, as may be applicable, within a reasonable margin of error as deemed appropriate by the MEA Program Manager (“Project Performance Monitoring”). Grantee shall monitor, meter, and report on energy metrics, performance metrics, and other metrics as deemed appropriate by MEA. Grantee shall submit the information to MEA as set forth in Section 6.

6. Reporting Requirements and Reimbursement

- A. Within thirty (30) days of the Grant Agreement’s Effective Date, as defined in Section 2(B) of the General Provisions, Grantee shall submit the following items to MEA for review and approval:
 - i. A preliminary work plan detailing the specific tasks, milestones, deadlines, and strategies that must be completed in order to successfully install the **Community Microgrid**, as described in Attachment B (Scope of Work);
 - ii. A proposed Project completion timeline in the form of a Gantt chart or similar spreadsheet diagram highlighting the activities (tasks or events) displayed against time; and
 - iii. A Project budget that, at a minimum, specifies each expenditure by cost category and line item. The Project budget must include the entire cost of the Project, and include the Grant award amount and any other funding source for the Project.

B. Grantee shall submit to MEA, in writing, the name(s) and address(es) of the contractor(s) for the Project within thirty (30) days of selecting the contractor(s). Grantee is not required to report a contractor's subcontractor(s) to MEA.

C. Grantee shall submit a completed Bimonthly Progress Report (Attachment C) to MEA by the tenth (10th) day of each month directly following the reporting period, or the next business day if the 10th falls on a weekend or State Holiday (as defined by the Maryland Department of Budget and Management).

D. Project Performance Verification

After Project Completion, Grantee shall document the performance of the **Community Microgrid** during the Period of Performance. Grantee shall report all figures requested by MEA in a Quarterly Performance Workbook, which shall be supplied to Grantee by the MEA Program Manager. Grantee shall submit each workbook to MEA by the deadlines specified by the MEA Program Manager.

E. Reimbursement of Reimbursable Costs

i. Consistent with Sections 8 and 9 of the General Provisions, upon verification of a Reimbursement Request submitted by Grantee, MEA will reimburse Grantee for Reimbursable Costs included in the request consistent with the following provisions.

a. **Final Engineering Completion Reimbursement** – Up to **fifteen percent (15%)** of the Grant Award will be available for disbursement upon verification that Grantee has completed all final engineering and preconstruction work necessary to commence construction of the Project (“Final Engineering Completion”). To be eligible for this reimbursement, the grantee must have submitted for any permits and interconnection agreements and paid required fees. To request the “Final Engineering Completion Disbursement”, Grantee shall submit to MEA a completed Final Engineering Completion Report and Reimbursement Request form (Attachment D), with all supporting documentation as specified by the form.

- b. **Groundbreaking Reimbursement – Up to seventy percent (70%)** of the Grant Award (inclusive of the available “Final Engineering Completion” disbursement) will be available for disbursement upon verification that Grantee has Project materials onsite and has commenced the construction process (“Project Groundbreaking”). To request the “Groundbreaking Reimbursement”, Grantee shall submit to MEA a completed Groundbreaking Report and Reimbursement Request form (Attachment E), with all supporting documentation as specified by the form.
- c. **Completion Reimbursement – Up to ninety percent (90%)** of the Grant Award (inclusive of the “Final Engineering Completion” disbursement and the “Groundbreaking” disbursement) will be available for disbursement upon verification that the **Community Microgrid** has reached Project Completion. To request the “Completion Reimbursement”, Grantee shall submit a completed Commissioning Report and Reimbursement Request form (Attachment F), with all supporting documentation as specified by the form.
- d. **Performance Verification Reimbursement** – The **remaining balance of the Grant Award** will be available for disbursement after notification from MEA that Grantee has completed Project Performance Monitoring (“Performance Verification”). To request the “Performance Verification Reimbursement”, Grantee shall submit to MEA a completed Performance Report and Reimbursement Request form (Attachment G), with all supporting documentation as specified by the form.
- ii. As part of the approval process for a reimbursement request, MEA may require Grantee to submit a compliance evaluation report, including requirements set by the MEA Program Manager, to demonstrate that the required project activities for reimbursement have occurred.

- iii. Consistent with Section 18 of the General Provisions, MEA may inspect the Project site to verify that the required Project activities for reimbursement have occurred.
- E. Consistent with Section 5 of the General Provisions (Attachment A), Grantee shall submit reporting information required by the Grant Agreement to RMP.MEA@Maryland.gov unless otherwise specified in the Grant Agreement. Any document mailed to MEA regarding this Project shall be sent to:

**Maryland Energy Administration
Attn: Resilient Maryland Program
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230**

7. Party Representatives

The following individuals shall have the authority to act under this Grant Agreement for their respective parties, subject to all necessary approvals:

Brandon Bowser, Energy Resilience Program Manager
Maryland Energy Administration
(443) 306-0304
BrandonW.Bowser@Maryland.gov
(Or any other person as may be designated by the Director of MEA).

Elizabeth Stahlman, City Administrator
City of Frostburg
301.914.1781
estahlman@frostburgcity.org
(Or any such person as may be designated in writing by Grantee's City Administrator).

8. General Provisions

The General Provisions of the Grant Agreement set forth in Attachment A are incorporated and made part of this Grant Agreement.

THIS GRANT AGREEMENT HAS BEEN APPROVED BY THE ATTORNEY GENERAL'S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS OR DELETIONS TO THIS AGREEMENT ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT

BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL'S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS TO THIS FORM AGREEMENT WILL RENDER MEA'S OBLIGATIONS UNDER THIS AGREEMENT VOIDABLE AT MEA'S ELECTION.

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.


IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

CITY OF FROSTBURG

By: _____ Date: _____

Elizabeth Stahlman
City Administrator

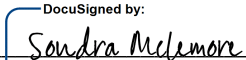
MARYLAND ENERGY ADMINISTRATION

By:  _____ Date: 6/9/2023
DocuSigned by:
Chris Rice
DDB0EC832C5040F...

Chris Rice
Chief of Staff

Approved for Form and Legal Sufficiency

This 6th day of June, 2023

By:  _____
DocuSigned by:
Sondra McLemore
BDF162E9FE91442...

Sondra McLemore,
Assistant Attorney General

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

ATTACHMENT A

General Provisions

1. Definitions

- A. “Grant Agreement” means a written agreement between MEA and a grantee with respect to a grant.
- B. “Grantee” means a recipient of a grant under an MEA grant program.
- C. “Environmental Standards” means all applicable environmental laws, rules, or regulations set by federal, state, or local jurisdictions that are applicable to a Project and related directly to the performance of the Grantee’s obligations pursuant to a Grant Agreement.
- D. “MEA Program Manager” means the individual specified in writing as the MEA representative for a Program or other person designated in writing by MEA to act on behalf of MEA regarding the Grant Agreement.
- E. “Program” means an MEA grant program identified and detailed on the MEA website.
- F. “Project” means an activity or undertaking that is consistent with the requirements of an MEA Program and for which a Grant has been awarded. A project includes all activities specified in the Scope of Work and all reporting required in the Grant Agreement except for submitting invoices.
- G. “Project Site” means the location of a Project or a portion of a Project.

2. MEA Grant Timeframes

- A. Unless the MEA Program Manager approves an extension in writing, a Grant Agreement executed by the Grantee(s) shall be received by MEA no later than ten business days from the date MEA electronically transmits the Grant Agreement to the Grantee for execution. If the properly executed Grant Agreement is not received by MEA within the required time as indicated above, the Grant Award will automatically be revoked.
- B. The Effective Date of a Grant Agreement is the date that the fully executed Grant Agreement is received by MEA, as determined by the official MEA date stamp on the first page of the Grant Agreement.
- C. To be eligible for reimbursement, all reimbursement requests for Project costs pursuant to a Grant Agreement must be received no later than 60 days after the completion of the Project, unless the MEA Program Manager approves an extension in writing.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

3. Extensions

An extension may be requested in writing by the Grantee in advance of a deadline but is not guaranteed. The MEA Program Manager may extend a deadline in writing up to 60 days, for good cause shown, such as circumstances outside of the Grantee's control.

4. Retention of documents

The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property, as well as reports, activity logs, timelines, estimated energy savings and/or generation, supporting documentation for any other expenses that are covered in whole or in part by any Grant funds, and any other information related to Grant activities for at least three years from the date that the Grantee receives final reimbursement from MEA. MEA, MEA's representatives, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor may examine and audit this evidence on request, at any reasonable time within the retention period. In addition, the Grantee shall also make the worksite available to MEA or its representatives, upon request at any reasonable time, for at least three years from the date that the Grantee receives final reimbursement from MEA.

5. Communications with MEA: Updating IRS W-9 form

A. The Grantee shall submit to MEA all reimbursement requests and other documentation required under the Grant Agreement at the MEA email address specified in the Grant Agreement, unless MEA has received as part of the application process notification that the Grantee has opted out of electronic communications. If the Grantee has opted out of electronic communications, the Grantee shall submit all reimbursement requests and other documentation required under the Grant Agreement by mail or hand-delivery to the applicable program at MEA.

B. The Grantee shall promptly provide MEA with an updated IRS W-9 form when information on a prior IRS W-9 form has changed.

6. Subject to Funding Availability

Prior to execution of the Grant Agreement, Grant funds are subject to change in amount and availability.

7. Location within Maryland

A Project must be located in Maryland or undertaken for the direct benefit of a Maryland resident, business, community, campus, or facility located entirely within the State of Maryland.

8. Payment of Grant Funds

A. After review of the reports, requests for reimbursement, and any supporting documents or information requested by MEA, MEA shall make a final determination whether the Grantee has

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

met all Program requirements, terms, and conditions, and shall process the Grant Award for payment as promptly as possible, if warranted.

B. MEA payments to Grantee are not assignable and all grant funds will be disbursed to the Grantee consistent with the Grant Agreement.

9. Non-payment of Grant Funds; Disallowance of Grant Funds for Violation of Grant Agreement; Reconsideration of Non-payment or Disallowance of Grant Funds

A. Unless otherwise specified in the Grant Agreement, MEA will not disburse grant funds for work that has yet to be performed; costs that have yet to be incurred or are not sufficiently documented; or costs that are inconsistent with the purpose, terms, and conditions of the Grant, as determined by MEA.

B. Any expenditure of Grant funds that is not consistent with the purposes of the Program, or that violates any requirement, term, or condition of a Program or the Grant Agreement, may, in the sole judgment of MEA, be disallowed. If MEA determines any expenditure to be ineligible after MEA has disbursed funds to the Grantee, the State may require repayment to MEA for reimbursement of the Strategic Energy Investment Fund, an offset from any State grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall immediately repay to the State any part of the Grant that is not used for the purposes of the Program.

C. If MEA withholds or disallows payment of Grant funds, MEA shall provide Grantee with its determination in writing and set forth a summary of the reasons for its determination. A Grantee may request reconsideration of a determination by MEA to withhold or disallow payment of Grant funds within 15 business days of the date of the written determination notifying the Grantee of the decision.

10. Nondiscrimination Provision

The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution, by-laws, or policies prohibit discrimination consistent with the Governor's Code of Fair Employment Practices.

11. Compliance with Relevant Certifications, Licenses, And Requirements

A. The Grantee shall be responsible for compliance with the following:

(1) All work performed on behalf of the Grantee pursuant to a Grant Agreement shall be carried out by the Grantee's staff and contractors holding all necessary Maryland certifications and licenses.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

(2) Any business or non-profit organization operating in Maryland with which the Grantee contracts or partners to carry out the purposes of the Grant shall be registered and in good standing with the Maryland State Department of Assessments and Taxation, if applicable.

(3) All work performed pursuant to a Grant shall comply with all applicable local, State, and federal building codes and other applicable laws and regulations.

B. If MEA determines that any activity undertaken under the Grant Agreement is inconsistent with subsection A of this section, MEA may rescind the Grant or take any other appropriate action, as determined by MEA.

12. False Statement or Report

A person may not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Program. For a SEIF-funded Grant, any violation of this provision is a misdemeanor and on conviction is subject to a fine not exceeding \$50,000.00 or imprisonment not exceeding 1 year or both, as specified in State Government Article §9-20B-11 of the Annotated Code of Maryland.

13. Historic Preservation Review

For each project being funded in whole or in part through a Grant Agreement, a historic preservation review must first be completed by the Maryland Historical Trust (MHT) or MEA's historic preservation expert. This review ensures that no historic property is "adversely affected" through building improvements, equipment installations, and related property modifications proposed for Projects funded wholly or in-part by a Program. Prior to starting construction, the Grantee shall ensure that MEA has received documentation from MHT or MEA's historic preservation expert indicating that the Project will have no adverse effect on a historic property.

14. Maryland Saved Harmless

To the extent allowed by Maryland law, and subject to appropriations if applicable, the Grantee agrees to defend, indemnify, and hold MEA harmless from and against any and all damages, claims, lawsuits, actions, and reasonable out-of-pocket costs and expenses, in whatever form, arising from or related to the Grant. MEA expressly reserves the right of any immunity MEA or its employees may possess under State or federal law. If the Grantee is a Maryland State agency or local government, then each party shall be responsible for its own liability associated with the Grant, and neither party waives any applicable immunities.

15. Environmental Standards and Liability

A. As relevant to the Project, the Grantee shall ascertain and comply with all applicable Environmental Standards, monitor compliance, and immediately halt and correct any incident of non-compliance. The Grantee is solely responsible for all steps in obtaining any required permits including, but not limited to, those related to air quality requirements, as applicable.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

B. In the event of any incident of non-compliance with Environmental Standards, the Grantee shall:

- (1) Immediately notify the MEA Program Manager or designee of the incident, providing as much detail as possible;
- (2) If requested by MEA, submit a written report to MEA, identifying the source or cause of the non-compliance and the method or action required to correct the problem; and
- (3) Cooperate with MEA and its designated representatives or contractors with respect to investigation of the incident.

C. Subject to Section 14 and to the limits allowed by Maryland law, the Grantee shall be liable for:

- (1) All environmental losses, including but not limited to, costs, expenses, losses, damages, actions, claims, penalties, fines and remedial or cleanup obligations arising from its failure to comply with Environmental Standards; and
- (2) Any hazardous material located or placed in the Project and any requirements imposed by any governmental authority with respect to hazardous materials, arising in connection with the Grant or the Project.

16. Liability Insurance

A. For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MEA, the Grantee shall purchase and maintain comprehensive third-party legal liability insurance or its equivalent, with minimum coverage of \$1,000,000 per occurrence. The Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a self-insured entity, such as a Maryland State or local government entity, a document detailing the basis for self-insurance, including when applicable, the statutory basis, may be accepted by MEA as an equivalent form of insurance under this paragraph.

B. The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers' Compensation Insurance and professional liability. The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured.

(1) Insurance requirements may be waived or modified by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated as part of the Grant Agreement.

(2) The Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MEA a provision or provisions requiring all contractors to

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed, with minimum coverage of \$1,000,000 per occurrence. All insurance provided by the contractor must name MEA as an additional insured.

(3) The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated into the Grant Agreement.

17. Monitoring and Evaluation

For monitoring and evaluation purposes, the Grantee shall make available to MEA or its representatives, during regular business hours, all applicable reports, activities logs, timelines, estimated energy savings and generated energy, operating hours, projected system efficiencies and other technical and engineering specifications, and other information related to the Grant.

18. MEA Access to Project Site

A. If a Project Site is controlled by the Grantee:

(1) Upon reasonable notice, the Grantee shall allow MEA employees or representatives access to the Project Site to monitor the Project and provide technical assistance to verify that Project requirements are fully satisfied.

(2) Except as provided in paragraph (5) of this subsection, the Grantee shall allow MEA employees or representatives access to the Project Site to take photographs or video of the Project for MEA use, upon request by MEA.

(3) Upon reasonable notice from MEA, the Grantee shall assist MEA in any efforts to remotely monitor and inspect the Project, including but not limited to supplying MEA with any relevant photograph or document.

(4) Except as provided in paragraph (5) of this subsection, the Grantee shall participate in recorded remote monitoring of the Project to verify that Project requirements are fully satisfied, upon request by MEA.

(5) MEA may in its sole discretion modify the requirements in paragraphs (2) and (4) of this subsection if the Grantee provides a written request due to concerns, including but not limited to security concerns.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

B. If a Project Site is controlled by a third party at any time during the Grant period:

The Grantee shall be responsible for obtaining written permission from the third party to allow MEA access to the Project Site for all purposes described in the Grant Agreement. Unless the Grantee provides good cause, to be determined solely by MEA, MEA shall not provide any further reimbursement of funds under the Grant Agreement until the Grantee provides the required written permission.

19. Participation in Marketing and Public Events: Signage

A. To the extent possible, and as requested by MEA, the Grantee shall participate in MEA-organized press events and host State government officials for visits and tours of the Project Site. MEA shall provide reasonable notice to the Grantee and coordinate with the Grantee prior to scheduling a press event or official visit.

B. The Grantee shall invite MEA in writing, which can include email, to any Grantee-organized media event regarding the Project.

C. The Grantee shall notify MEA prior to any media coverage regarding the Project including but not limited to press releases and announcements; and, unless otherwise specified in the Grant Agreement, shall reference MEA grant funds under the Grant Agreement in any such media coverage.

D. Within 90 days following the effective date of the Grant Agreement, the Grantee shall consult with MEA regarding the feasibility of displaying signage indicating MEA sponsorship of the Project. Based upon this consultation, MEA may require the Grantee to place signage indicating MEA's role in the Project in a prominent location and, if applicable, near the Project. If applicable, MEA may provide the official MEA logo for incorporation on existing Grantee-produced project signage and may elect to provide any required signage.

20. Maryland Public Information Act: Use of Project Information

A. All information submitted to MEA is subject to the Maryland Public Information Act, Md. Code Ann., General Provisions §§ 4-101 to 4-601, ("PIA"). If a grantee believes information is confidential and therefore should be exempt from disclosure under the PIA, the grantee should clearly mark this information and identify it by page and section or line number. Upon request for information from a third party, MEA is required to make an independent determination whether the information must be disclosed under the PIA. Designating information as confidential does not guarantee that it will be exempt from disclosure.

B. The Grantee understands and agrees that MEA may use information about the Project for reporting and marketing purposes, including but not limited to the project description, building type, energy measures, project costs, leveraged funds, energy and financial savings, and pictures and videos of the premises. MEA shall provide the Grantee an opportunity to review and consult

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

with MEA to ensure that a written case study, photo, or video taken of its facility will not disclose confidential personal and/or business information.

21. Project Location Workforce Requirement

The Grant shall comply with State Government Article § 9-20B-05, Annotated of Maryland, which requires that at least 80 percent of workers participating in a project or program that receives money from the SEIF must reside within 50 miles of the project or program. As the Program is a statewide program, MEA will determine compliance based on whether at least 80 percent of worksite workers reside in Maryland, or within 50 miles of Maryland's borders.

22. American Manufactured Goods

If the Grantee is a unit of State or local government, the Grant must comply with State Finance and Procurement Article §§ 14-416 and 17-303, Annotated Code of Maryland.

23. Maryland Law Prevails

The internal laws of Maryland shall govern the interpretation and enforcement of the Grant Agreement, except for any choice of law provisions utilized by Maryland.

24. Grant Agreement Binding on Successors and Assigns

The Grant Agreement shall bind the respective successors and assigns of the parties.

25. Transfer of Grant Agreement

The Grantee may not sell, transfer, or delegate any of its obligations under the Grant Agreement to another entity without prior written consent of MEA. Consent is not guaranteed and is at the sole discretion of MEA. Examples of factors that might lead to a denial of consent include a change in the Grantee's federal tax identification number, or a requested modification that is inconsistent with the requirements of the Program.

26. Amendments to the Grant Agreement

Other than an extension of up to 60 days approved pursuant to Section 3 of these General Provisions, no amendment to the Grant Agreement is binding unless it is in writing and signed by both parties.

27. Merger

The Grant Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole agreement of the parties. There are no promises, terms, conditions, or

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

obligations referring to the subject matter, other than those contained herein or incorporated herein by reference.

28. Non-waiver of Rights; Remedies

No failure on the part of the State or MEA to exercise, and no delay in exercising, any right under the Grant Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MEA from further exercising that or any other right. The remedies provided under the Grant Agreement are cumulative and not exclusive of any remedies provided by law.

29. Attestations

A person executing an Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

A. The person is authorized to sign the Agreement on behalf of the Grantee and to commit the Grantee to the obligations set forth in the Agreement;

B. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the United States;

C. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee has engaged in any practice regarding this Grant that is inconsistent with General Provisions Article § 5-502, Annotated Code of Maryland;

D. The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or the Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or the Agreement;

E. The Grantee, if a health or social welfare organization as defined by State Finance and Procurement Article § 7-403, Annotated Code of Maryland, shall keep financial records in accordance with uniform accounting standards, as more fully described in Section 7-403;

F. Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund-raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations; and

G. The Grantee is not in default on any financial obligation to the State or MEA.

ATTACHMENT B to Grant 2023-02-511S2

“Scope of Work”

Maryland Energy Administration (MEA)
Resilient Maryland Program

City of Frostburg

City of Frostburg (“Grantee”) has been selected to receive this Resilient Maryland **AOI 2, Outcome 1: Resilience for Essential Organizations and Infrastructure; and Outcome 2: Socioeconomic Equity Enhancement** Grant for the installation of a **Community Microgrid** to serve seven (7) properties controlled by Grantee, as described by §2(A)(ii) of the Grant Agreement, and collectively referred to as the “Project Site” (“Project Site”). Grantee shall use the funds awarded under this Grant Award toward the payment of the costs for mobilizing, procuring equipment, and completing installation of the **Community Microgrid**, which are more specifically described in Section 1 below (entitled “Project Scope”).

1. PROJECT SCOPE

A. Project components eligible for reimbursement under the Grant Agreement are as follows:

- i. City Hall (37 S Broadway, Frostburg, MD 21532): Grantee shall install the following Project measures at its City Hall property (“City Hall Measures”):
 - a. Solar Photovoltaic (“PV”) Canopy System: Grantee shall install a solar PV canopy system that is at least twelve (12) kilowatts of direct current (“kW_{DC}”) in rated capacity.
 - b. Electric Vehicle (“EV”) Charging: Grantee shall install at least two (2) Level 2 EV chargers that will be integrated with the Solar PV Canopy System.
 - c. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of City Hall Measures (a) and (b) described above.

- ii. West Mechanic Street Parking Lot (“WMSPL”) (28-32 West Mechanic Street, Frostburg, MD 21532): Grantee shall install the following Project measures at its WMSPL property (“WMSPL Measures”):
 - a. Solar Photovoltaic (“PV”) Canopy System: Grantee shall install a solar PV canopy system that is at least thirty-five (35) kW_{DC} in rated capacity.
 - b. Electric Vehicle (“EV”) Charging: Grantee shall install at least three (3) Level 2 EV chargers that will be integrated with the Solar PV Canopy System.
 - c. Battery Energy Storage: Grantee shall install at least one hundred (100) kilowatt-hours (“kWh”) of battery energy storage capacity.
 - d. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of WMSPL Measures (a) – (c) described above.
- iii. City Maintenance Building and Armory (“CMBA”) (213 Lower Console Road NW, Frostburg, MD 21532): Grantee shall install the following Project measures at its CMBA property (“CMBA Measures”):
 - a. Solar Photovoltaic (“PV”) Rooftop System: Grantee shall install a solar PV system on the rooftop that is at least twenty (20) kW_{DC} in rated capacity.
 - b. Electric Vehicle (“EV”) Charging: Grantee shall install at least two (2) Level 2 EV chargers.
 - c. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of CMBA Measures (a) and (b) described above.

- iv. City Park and Swimming Pool (“CPSP”) (19329 Lower Console Rd NW, Frostburg, MD 21532): Grantee shall install the following Project measures at its CPSP property (“CPSP Measures”):
 - a. Solar Photovoltaic (“PV”) Canopy System: Grantee shall install a solar PV canopy system that is at least thirty-two (32) kW_{DC} in rated capacity.
 - b. Electric Vehicle (“EV”) Charging: Grantee shall install at least two (2) Level 2 EV chargers.
 - c. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of CPSP Measures (a) and (b) described above.
- v. Piney Dam Reservoir (“PDR”) (2625 Piney Run Rd, Frostburg, MD 21532): Grantee shall install the following Project measures at its PDR property (“PDR Measures”):
 - a. Solar Photovoltaic (“PV”) Ground Mount System: Grantee shall install a solar PV ground mount system that is at least two hundred sixty (260) kW_{DC} in rated capacity.
 - b. Battery Energy Storage: Grantee shall install at least one thousand one hundred sixty (1,160) kWh of battery energy storage capacity.
 - c. Microgrid Controller: Grantee shall install a microgrid controller system.
 - d. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of PDR Measures (a) – (c) described above.
- vi. Water Treatment Plant (“WTP”) (19140 National Highway NW, Frostburg, MD 21532): Grantee shall install the following Project measures at its WTP property (“WTP Measures”):

- a. Solar Photovoltaic (“PV”) Ground Mount System: Grantee shall install a solar PV ground mount system that is at least seventy (70) kW_{DC} in rated capacity.
 - b. Solar Photovoltaic (“PV”) Rooftop System: Grantee shall install a solar PV system on the rooftop that is at least twenty (20) kW_{DC} in rated capacity.
 - c. Electric Vehicle (“EV”) Charging: Grantee shall install at least two (2) Level 2 EV chargers.
 - d. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of PDR Measures (a) – (c) described above.
- vii. Former Mine Land (“FML”) (The parcel of land, more formally known as Parcel No. 0058, District 26, Maryland State Department of Assessments and Taxation Account Number 006503 in the land records of Allegany County, MD): Grantee shall install the following Project measures at its FML property (“FML Measures”):
- a. Solar Photovoltaic (“PV”) Ground Mount System: Grantee shall install a solar PV ground mount system that is at least six hundred seventeen (617) kW_{DC} in rated capacity.
 - b. Necessary Ancillary Equipment: Grantee shall install all racking, mounting, wiring, communication, and other equipment necessary for the successful installation, commissioning, grid interconnection, and operation of FML Measure (a) described above.

2. **FINAL PROJECT REPORT**

- A. Grantee shall produce a report at the conclusion of Project Completion that summarizes the overall course of the Project’s progress, from start to finish (“Final Project Report”). The Final Project Report shall include, at minimum, the following information:

- i. A narrative description of the Project's progression from the Effective Date of the Grant Agreement to Project Completion, including milestones achieved;
 - ii. A narrative description of challenges and obstacles encountered, and efforts to mitigate with an explanation of their effectiveness;
 - iii. A summary of lessons learned, including what Project elements worked well and what Project elements could be improved in future projects of similar nature;
 - iv. Number and types of clean energy jobs created as a result of Project development and installation, and;
 - v. Discussion on the replicability and scalability of the Project.
- B. The Grantee shall solicit input from the local electric utility regarding the Project and is encouraged to include a representative of the local electric utility on the Project Planning Committee. MEA may require by written request, that Grantee make a good faith effort to include a representative of the local electric utility on the Project Planning Committee.
- C. Grantee shall actively engage and consult with the Project Planning Committee when applicable and beneficial to the outcomes of the Project.
- D. Grantee shall include in each Bimonthly Progress Report, a summary of the Planning Committee's activities, including but not limited to, engagement with the local electric utility (and natural gas/fuel utility provider, if applicable) and consultation with Grantee regarding the management and administration of the Project.

3. PROJECT SCHEDULE

- A. For the proposed Project Schedule, Grantee shall use a Gantt Chart or similar spreadsheet-based diagram highlighting the activities (tasks and events) displayed against time.

- B. As part of the bimonthly reporting requirement, Grantee shall provide a project schedule status report on its Bimonthly Progress Reports. If the project schedule changes, Grantee shall update the Project Schedule and include it as an attachment to the applicable Bimonthly Progress Report.

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Grant 2023-02-511S2



ATTACHMENT C
MEA Grant No. 2023-02-511S2

Grant 2023-02-511S2

**Resilient Maryland Program – AOI 2 Microgrid Capital
Bimonthly Progress Report Form**

Section 1: Grantee Information and Reporting Period

GRANTEE	MEA GRANT NUMBER
City of Frostburg	2023-02-511S2
GRANTEE ADDRESS	PROJECT SITE ADDRESS (ENTER EACH IF MULTIPLE)
City of Frostburg 37 S Broadway, P.O. Box 440 Frostburg, MD 21532	City of Frostburg 37 S Broadway, P.O. Box 440 Frostburg, MD 21532

REPORTING PERIOD*	YEAR
[TYPE MONTH] AND [TYPE MONTH]	[TYPE YEAR]

**The Reporting Period should be for the bimonthly period during which the progress described in this report took place.*

Section 2: Summary of Milestone Statuses

Project Milestones, as identified by §§ 6(E)(i) - 6(E)(iv) of the Grant Agreement, are listed below. Please indicate the status of each, using one of the following indicators: **Not Started; In Progress; Behind Schedule; Ahead of Schedule; Complete.**

PROJECT MILESTONE	STATUS
Final Engineering Completion	
Project Groundbreaking	
Project Completion	
Project Performance Monitoring	

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Section 3: Description of Project Status

Please provide a description of the status of the Project in the box below. Be sure to include a general update, all information on any roadblocks encountered and mitigative strategies, and any other pertinent information. **Please limit your response to 300 words or fewer.**

Section 4: Job Hours Worked

Please provide the number of hours worked during the Reporting Period by the respective parties toward the completion of the Project. Job hours should be inclusive all hours pertaining to planning, engineering, installation, commissioning, and administration of the Project.

GRANTEE HOURS	
CONTRACTOR(S) HOURS (Please specify all contractors separately)	
SUBCONTRACTOR(S) HOURS (Please specify all subcontractors separately)	

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Section 5: Photos & Attachments

If applicable, please provide photos of the Project's current stage as attachments to this report. Please name the photo files appropriately and provide a brief description in the section below of what is depicted in each photo.

Photo Title	Description

If applicable, please attach any additional documentation relevant to this Bimonthly Status Update and provide a description of its relevance to the Project in the box below.

**SUBMIT THIS COMPLETED MONTHLY PROGRESS REPORT FORM TO
MEA AT RMP.MEA@MARYLAND.GOV.**



ATTACHMENT D
MEA Grant No. 2023-02-511S2

Grant 2023-02-511S2

**RESILIENT MARYLAND PROGRAM – AOI 2 MICROGRID CAPITAL
GRANT FUNDS REIMBURSEMENT REQUEST – FINAL ENGINEERING**

Instructions: This reimbursement request form is to request reimbursement from Grant funds after achieving the **Final Engineering Completion milestone**, as specified by §6(E)(i)(a) of the Grant Agreement. **Reimbursable funds under this Reimbursement Request are limited to no more than fifteen percent (15%) of the total Grant amount.** Fill out this form in its **entirety**. All fields are required. Failure to complete one or more sections completely and accurately will result in delay of payment until the missing information is provided or errors are corrected. You must itemize the costs for which you are requesting reimbursement in the table on the second page of this Reimbursement Request form.

NOTE: An authorized representative for the Grantee organization must sign and date the form in the signature box below. Reimbursement requests will not be accepted without the signature of the authorized representative.

Date of Reimbursement Request:	
Grantee Invoice No. (optional):	
MEA Grant Number*:	

*The Grant number specified on the Grant Agreement (e.g. 2023-00-511S2)

Organization (Grantee) Name as Reported on IRS Form W9:					
Federal Tax ID Number:					
Grantee Street Address as Reported on IRS Form W9:					
City:		State:		Zip Code:	

Contact Person Name:		Title:	
Email Address:		Phone Number:	

AMOUNT REQUESTED**:	\$
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Amount of Grant funds for this reimbursement request. **This cannot exceed fifteen percent (15%) of the total Grant.

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

By signing this invoice, I affirm that the costs for which I have requested reimbursement are directly attributable to the Project Description pursuant to Attachment B of the Grant Agreement and that all applicable terms, conditions, and requirements of the Grant Agreement have been met. I affirm that I have correctly itemized all costs on the second page of this Reimbursement Request, and that I have provided all required attachments with the submission of this form, as listed on the second page of this Reimbursement Request.

Signature

Name (First and Last):	
Title:	

Date

ITEMIZED COST INFORMATION (REQUIRED)

Instructions: In the table below, list each itemized cost for which you are requesting reimbursement. Please attach all invoices/requests for payment from contractors related to each cost and, if applicable, supply the invoice number in the "Contractor Invoice No." box. If additional lines are needed, you may add as many as necessary to the table below.

Line Item No. (e.g. "01")	Description	Contractor/Vendor Invoice Number	Amount
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

REQUIRED ATTACHMENTS

The following attachments are **required** to receive the Final Engineering Completion Reimbursement. Failure to submit any of the documents below will result in delay of payment until all missing information is submitted to the Maryland Energy Administration ("MEA"). If you have any questions or concerns about providing the documents requested below, please contact MEA at RMP.MEA@Maryland.gov or by calling (410) 537-4000.

<input type="checkbox"/>	Invoice(s) for final engineering services.
<input type="checkbox"/>	Final Project design drawings (PDF preferred).
<input type="checkbox"/>	Final modeling, technical and financial projections, and any other pertinent engineering information.
<input type="checkbox"/>	Applications for permits required of all authorities having jurisdiction over the Project.
<input type="checkbox"/>	Copies of signed utility applications for interconnection of all DER equipment, as applicable.
<input type="checkbox"/>	Certificate(s) of Insurance evidencing that MEA has been named as an additional insured party in accordance with the General Provisions of the Grant Agreement.
<input type="checkbox"/>	Completed and signed copy of the Final Engineering Report and Reimbursement Request (this form).

REMINDER – ELIGIBILITY FOR REIMBURSEMENT OF GRANT FUNDS

Only costs that are consistent with the following requirements are eligible for reimbursement of Grant funds.

- Costs directly incurred by Grantee (i.e. invoiced);
- Costs directly attributable to the Project Scope of Work, set forth in Attachment B;
- Costs for projected future expenses yet to be incurred will not be reimbursed; and
- MEA will only disburse Grant funds to Grantee for eligible expenses up to the amount specified in the Grant Agreement.

**SUBMIT THIS COMPLETED REIMBURSEMENT REQUEST FORM TO
MEA AT RMP.MEA@MARYLAND.GOV.**

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ATTACHMENT E
MEA Grant No. 2023-02-511S2

Grant 2023-02-511S2

RESILIENT MARYLAND PROGRAM – AOI 2 MICROGRID CAPITAL GRANT FUNDS REIMBURSEMENT REQUEST – GROUNDBREAKING

Instructions: This reimbursement request form is to request reimbursement from Grant funds after achieving the **Project Groundbreaking milestone**, as specified by §6(E)(i)(b) of the Grant Agreement. **Reimbursable funds under this Reimbursement Request are limited to no more than seventy percent (70%) of the total Grant amount, INCLUSIVE OF THE FINAL ENGINEERING COMPLETION REIMBURSEMENT (if taken).** Fill out this form in its **entirety**. All fields are required. Failure to complete one or more sections completely and accurately will result in delay of payment until the missing information is provided or errors are corrected. You must itemize the costs for which you are requesting reimbursement in the table on the second page of this Reimbursement Request form.

NOTE: An authorized representative for the Grantee organization must sign and date the form in the signature box below. Reimbursement requests will not be accepted without the signature of the authorized representative.

Date of Reimbursement Request:	
Grantee Invoice No. (optional):	
MEA Grant Number*:	

*The Grant number specified on the Grant Agreement (e.g. 2023-00-511S2)

Organization (Grantee) Name as Reported on IRS Form W9:			
Federal Tax ID Number:			
Grantee Street Address as Reported on IRS Form W9:			
City:		State:	
		Zip Code:	
Contact Person Name:		Title:	
Email Address:		Phone Number:	

AMOUNT REQUESTED**:	\$
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Amount of Grant funds for this reimbursement request. **This cannot exceed seventy percent (70%) of the total Grant, and this 70% amount must include the Final Engineering Completion Reimbursement, if taken.

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

By signing this invoice, I affirm that the costs for which I have requested reimbursement are directly attributable to the Project Description pursuant to Attachment B of the Grant Agreement and that all applicable terms, conditions, and requirements of the Grant Agreement have been met. I affirm that I have correctly itemized all costs on the second page of this Reimbursement Request, and that I have provided all required attachments with the submission of this form, as listed on the second page of this Reimbursement Request.

Signature

Name (First and Last):	
Title:	

Date

ITEMIZED COST INFORMATION (REQUIRED)

Instructions: In the table below, list each itemized cost for which you are requesting reimbursement. Please attach all invoices/requests for payment from contractors related to each cost and, if applicable, supply the invoice number in the "Contractor Invoice No." box. If additional lines are needed, you may add as many as necessary to the table below.

Line Item No. (e.g. "01")	Description	Contractor/Vendor Invoice Number	Amount
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

REQUIRED ATTACHMENTS

The following attachments are **required** to receive the Groundbreaking Reimbursement. Failure to submit any of the documents below will result in delay of payment until all missing information is submitted to the Maryland Energy Administration ("MEA"). If you have any questions or concerns about providing the documents requested below, please contact MEA at RMP.MEA@Maryland.gov or by calling (410) 537-4000.

<input type="checkbox"/>	Executed Purchase Order(s) for Project Equipment, Materials, etc.
<input type="checkbox"/>	Photos of each area on the Project site where each DER and other system component(s), as applicable, will be located.
<input type="checkbox"/>	All system cutsheets and datasheets for each DER and other system component(s), as applicable, comprising the system.
<input type="checkbox"/>	Copies of all approved permits required of all authorities having jurisdiction over the Project.
<input type="checkbox"/>	Copy of the system commissioning plan. This may be submitted as multiple plans, one for each system comprising the system.
<input type="checkbox"/>	Completed and signed copy of the Groundbreaking Reimbursement Request (this form).

REMINDER – ELIGIBILITY FOR REIMBURSEMENT OF GRANT FUNDS

Only costs that are consistent with the following requirements are eligible for reimbursement of Grant funds.

- Costs directly incurred by Grantee (i.e. invoiced);
- Costs directly attributable to the Project Scope of Work, set forth in Attachment B;
- Costs for projected future expenses yet to be incurred will not be reimbursed; and
- MEA will only disburse Grant funds to Grantee for eligible expenses up to the amount specified in the Grant Agreement.

**SUBMIT THIS COMPLETED REIMBURSEMENT REQUEST FORM TO
MEA AT RMP.MEA@MARYLAND.GOV.**

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ATTACHMENT F
MEA Grant No. 2023-02-511S2

Grant 2023-02-511S2

RESILIENT MARYLAND PROGRAM – AOI 2 MICROGRID CAPITAL GRANT FUNDS REIMBURSEMENT REQUEST – COMPLETION

Instructions: This reimbursement request form is to request reimbursement from Grant funds after achieving the **Project Completion milestone**, as specified by §6(E)(i)(c) of the Grant Agreement. **Reimbursable funds under this Reimbursement Request are limited to no more than ninety percent (90%) of the total Grant amount, INCLUSIVE OF THE FINAL ENGINEERING COMPLETION REIMBURSEMENT AND GROUNDBREAKING REIMBURSEMENT (if taken).** Fill out this form in its **entirety**. All fields are required. Failure to complete one or more sections completely and accurately will result in delay of payment until the missing information is provided or errors are corrected. You must itemize the costs for which you are requesting reimbursement in the table on the second page of this Reimbursement Request form.

NOTE: An authorized representative for the Grantee organization must sign and date the form in the signature box below. Reimbursement requests will not be accepted without the signature of the authorized representative.

Date of Reimbursement Request:	
Grantee Invoice No. (optional):	
MEA Grant Number*:	

*The Grant number specified on the Grant Agreement (e.g. 2023-00-511S2)

Organization (Grantee) Name as Reported on IRS Form W9:					
Federal Tax ID Number:					
Grantee Street Address as Reported on IRS Form W9:					
City:		State:		Zip Code:	
Contact Person Name:				Title:	
Email Address:				Phone Number:	
AMOUNT REQUESTED**:				\$	

Amount of Grant funds for this reimbursement request. **This cannot exceed ninety percent (90%) of the total Grant, and this 90% amount must include the Final Engineering Completion Reimbursement and Groundbreaking Reimbursement, if taken.

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

By signing this invoice, I affirm that the costs for which I have requested reimbursement are directly attributable to the Project Description pursuant to Attachment B of the Grant Agreement and that all applicable terms, conditions, and requirements of the Grant Agreement have been met. I affirm that I have correctly itemized all costs on the second page of this Reimbursement Request, and that I have provided all required attachments with the submission of this form, as listed on the second page of this Reimbursement Request.

Signature

Name (First and Last):	
Title:	

Date

OFFICIAL USE ONLY	
<input type="checkbox"/> OK TO PAY INVOICE	
AMOUNT:	
MEA	
MEA PM APPROVAL SIGNATURE	
DATE:	

ITEMIZED COST INFORMATION (REQUIRED)

Instructions: In the table below, list each itemized cost for which you are requesting reimbursement. Please attach all invoices/requests for payment from contractors related to each cost and, if applicable, supply the invoice number in the "Contractor Invoice No." box. If additional lines are needed, you may add as many as necessary to the table below.

Line Item No. (e.g. "01")	Description	Contractor/Vendor Invoice Number	Amount
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

REQUIRED ATTACHMENTS

The following attachments are **required** to receive the Completion Reimbursement. Failure to submit any of the documents below will result in delay of payment until all missing information is submitted to the Maryland Energy Administration ("MEA"). If you have any questions or concerns about providing the documents requested below, please contact MEA at RMP.MEA@Maryland.gov or by calling (410) 537-4000.

<input type="checkbox"/>	All invoices for Project equipment, materials, labor, administrative fees, etc.
<input type="checkbox"/>	Final inspection documentation for all permits from all authorities having jurisdiction indicating an "approved" status.
<input type="checkbox"/>	Photos of each completed DER, transformer(s), switchgear, automatic transfer switches, and other components comprising the system, as applicable.
<input type="checkbox"/>	Copies of all approved permits required of all authorities having jurisdiction over the Project.
<input type="checkbox"/>	Copy of all utility interconnection approval(s).
<input type="checkbox"/>	Completed and signed copy of the Project Completion Report and Reimbursement Request (this form).

REMINDER – ELIGIBILITY FOR REIMBURSEMENT OF GRANT FUNDS

Only costs that are consistent with the following requirements are eligible for reimbursement of Grant funds.

- Costs directly incurred by Grantee (i.e. invoiced);
- Costs directly attributable to the Project Scope of Work, set forth in Attachment B;
- Costs for projected future expenses yet to be incurred will not be reimbursed; and
- MEA will only disburse Grant funds to Grantee for eligible expenses up to the amount specified in the Grant Agreement.

**SUBMIT THIS COMPLETED REIMBURSEMENT REQUEST FORM TO
MEA AT RMP.MEA@MARYLAND.GOV.**

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ATTACHMENT G
MEA Grant No. 2023-02-511S2

Grant 2023-02-511S2

**RESILIENT MARYLAND PROGRAM – AOI 2 MICROGRID CAPITAL
GRANT FUNDS REIMBURSEMENT REQUEST – PERFORMANCE VERIFICATION**

Instructions: This reimbursement request form is to request reimbursement from Grant funds after achieving the **Performance Verification milestone**, as specified by §6(E)(i)(d) of the Grant Agreement. **Reimbursable funds under this Reimbursement Request are the remaining balance of Grant funds; i.e., not previously paid out by prior Reimbursement Requests, if taken.** Fill out this form in its **entirety**. All fields are required. Failure to complete one or more sections completely and accurately will result in delay of payment until the missing information is provided or errors are corrected. You must itemize the costs for which you are requesting reimbursement in the table on the second page of this Reimbursement Request form.

NOTE: An authorized representative for the Grantee organization must sign and date the form in the signature box below. Reimbursement requests will not be accepted without the signature of the authorized representative.

OFFICIAL USE ONLY	
<input type="checkbox"/> OK TO PAY INVOICE	
AMOUNT:	
MEA	
MEA PM APPROVAL SIGNATURE	
DATE:	

Date of Reimbursement Request:	
Grantee Invoice No. (optional):	
MEA Grant Number*:	

*The Grant number specified on the Grant Agreement (e.g. 2023-00-511S2)

Organization (Grantee) Name as Reported on IRS Form W9:					
Federal Tax ID Number:					
Grantee Street Address as Reported on IRS Form W9:					
City:		State:		Zip Code:	
Contact Person Name:				Title:	
Email Address:				Phone Number:	
AMOUNT REQUESTED**:		\$			

Amount of Grant funds for this reimbursement request. **This cannot exceed the remaining balance of Grant funds; i.e., not previously paid out by prior Reimbursement Requests, as applicable.

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

By signing this invoice, I affirm that the costs for which I have requested reimbursement are directly attributable to the Project Description pursuant to Attachment B of the Grant Agreement and that all applicable terms, conditions, and requirements of the Grant Agreement have been met. I affirm that I have correctly itemized all costs on the second page of this Reimbursement Request, and that I have provided all required attachments with the submission of this form, as listed on the second page of this Reimbursement Request.

Signature

Name (First and Last):	
Title:	

Date

ITEMIZED COST INFORMATION (REQUIRED)

Instructions: In the table below, list each itemized cost for which you are requesting reimbursement. Please attach all invoices/requests for payment from contractors related to each cost and, if applicable, supply the invoice number in the "Contractor Invoice No." box. If additional lines are needed, you may add as many as necessary to the table below.

Line Item No. (e.g. "01")	Description	Contractor/Vendor Invoice Number	Amount
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

REQUIRED ATTACHMENTS

The following attachments are **required** to receive the Performance Verification Reimbursement. Failure to submit any of the documents below will result in delay of payment until all missing information is submitted to the Maryland Energy Administration ("MEA"). If you have any questions or concerns about providing the documents requested below, please contact MEA at RMP.MEA@Maryland.gov or by calling (410) 537-4000.

<input type="checkbox"/>	Four (4) consecutive Quarterly Performance Workbooks submitted to MEA.
<input type="checkbox"/>	Completed and signed copy of the Performance Report and Reimbursement Request (this form).

REMINDER – ELIGIBILITY FOR REIMBURSEMENT OF GRANT FUNDS

Only costs that are consistent with the following requirements are eligible for reimbursement of Grant funds.

- Costs directly incurred by Grantee (i.e. invoiced);
- Costs directly attributable to the Project Scope of Work, set forth in Attachment B;
- Costs for projected future expenses yet to be incurred will not be reimbursed; and
- MEA will only disburse Grant funds to Grantee for eligible expenses up to the amount specified in the Grant Agreement.

**SUBMIT THIS COMPLETED REIMBURSEMENT REQUEST FORM TO
MEA AT RMP.MEA@MARYLAND.GOV.**

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