



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, September 15, 2022 at 3:00 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 August Council Meeting	3 - 16
Motion and Second to Approve the Minutes for the August Council Meeting. Mayor and Council Meeting - 18 Aug 2022 - Minutes - Pdf	
6.2. Sealed Minutes and Summary of Closed Meeting on September 8, 2022	17
Motion and Second to Approve Sealed Minutes and Summary of Closed Meeting on September 8, 2022. Closed Session Summary 2022 09 08	
7. SPECIAL PRESENTATIONS AND REQUESTS	
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	
8.1. Monthly Reports of the City Departments	18 - 77
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council. August 2022 Monthly Reports	
9. PUBLIC HEARINGS	
9.1. Combined Sewer Overflow Monthly Public Hearing	
10. OLD BUSINESS	
11. NEW BUSINESS	
11.1. RESOLUTION 2022-42 Approve American Rescue Plan Act Projects/Programs	78
<ul style="list-style-type: none">• Storage building for Parks and Recreation Department• Design for Accessible Fishing Pier at Piney Dam	
Motion and Second to Approve Resolution 2022-42; PUBLIC COMMENT; Vote of the Mayor and City Council. Resolution 2022-42 American Rescue Plan Project Program Approvals	

- 11.2. **RESOLUTION 2022-43** Approve proposal from Micro-Tech Designs, Inc. to enter into a contract for a system upgrade at the Frostburg Water Treatment Plant in the amount of \$255,367.00. 79

Motion and Second to Approve Resolution 2022-43; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-43 MicroTech WTP System Upgrade](#)

- 11.3. **RESOLUTION 2022-44** Award contract to Hite Roofing (Hite Associates, Inc.) in the amount of \$45,000 for the replacement of the roof at the Frostburg Water Department. 80

Motion and Second to Approve Resolution 2022-44; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-44 Hite Roofing Water Dept Roof Replacement](#)

- 11.4. **RESOLUTION 2022-45** Approve Reimbursement and Release Agreement with Columbia Gas of Maryland, Inc. 81

Motion and Second to Approve Resolution 2022-45; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-45 Columbia Gas Paving Agreement](#)

- 11.5. **RESOLUTION 2022-46** Authorize Change Order to Design Contract with Bennett, Brewer & Associates, LLC for the Day Camp/Childcare facility A/E Services 82 - 84

Motion and Second to Approve Resolution 2022-46; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-46 Day Care Design BB&A Change Order 1](#)
[Day Camp Change Order 001 \(V.1\)](#)

- 11.6. **RESOLUTION 2022-47** Approve proposal for Utility Rate Study services and Authorize the execution of a contract. 85 - 98

Motion and Second to Approve Resolution 2022-47; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-47 Utility Rate Study Approval of Contract](#)
[RFP Frostburg Utility Rate Study](#)
[Bid Tab](#)

12. REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello
13. REPORT OF THE FROSTBURG FIRE DEPARTMENT
Matt McMorran, Logistics Chief/PIO
14. OPEN PUBLIC COMMENT
15. ADJOURNMENT

Halloween Parade - Thursday, October 27

Trick or Treating - Sunday, October 30



MINUTES

Mayor and Council Meeting

Thursday, August 18, 2022 - 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, August 18, 2022, 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 Nina Forsythe and seconded by Commissioner Kevin Grove to Approve the Agenda for the August Council Meeting.

6 APPROVAL OF THE MINUTES

a) Minutes from the July 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 July Council Meeting.

Carried

- b) Sealed Minutes and Summary of Closed Meeting on July 21, 2022

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

*Motion and Second to Approve Sealed Minutes and Summary of Closed
Meeting on July 21, 2022*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

11 NEW BUSINESS

- a) **RESOLUTION 2022-33** Authorize an Application to the Maryland State Retirement and Pension System for the Law Enforcement Officers Pension System for Police Officers and a preliminary actuarial valuation by the Agency to determine the City's cost of participation. 6

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

*Motion and Second to Approve Resolution 2022-33; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2022-33 LEOPS Appl. & Acturaial Valuation](#)

- b) **RESOLUTION 2022-34** Approve American Rescue Plan Act Projects/Programs. 7
- Purchase of 2020 Used Freightliner Garbage Truck
 - Refinishing of Armory floor

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

*Motion and Second to Approve Resolution 2022-34; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2022-34 ARPA Program Approvals](#)

- c) **RESOLUTION 2022-35** Authorize Purchase of 2020 Used Freightliner Garbage Truck from Maryland Industrial Trucks, Baltimore, MD for \$190,000.00 8

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

*Motion and Second to Approve Resolution 2022-35; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2022-35 Purchase Garbage Truck](#)

- d) **RESOLUTION 2022-36** Approve a new job title in the Street Department of Foreman, with no net increase in number of employees. 9

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

*Motion and Second to Approve Resolution 2022-36; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2022-36 Street Dept. Foreman.](#)

- e) **RESOLUTION 2022-37** Approve a contract for the implementation of a planned Timber Sale for the Piney Reservoir Watershed, as identified in the Forest Stewardship Plan and in continued partnership with Maryland DNR Forest Service. 10

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

Motion and Second to Approve Resolution 2022-37; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-37 Timber Sale Contract](#)

- f) **RESOLUTION 2022-38** Authorize the Purchase of 32 W. Mechanic Street as part of a downtown Municipal Parking Lot project. 11

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

Motion and Second to Approve Resolution 2022-38; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-38 Purchase W. Mechanic Property](#)

- g) **RESOLUTION 2022-39** Approve a short-term land lease with Borden Mining Company for the use of their field for parking, adjacent to Field 8 (Cougar Field). 12

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

Motion and Second to Approve Resolution 2022-39; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-39 Borden Mining Lease-Field 8](#)

- h) **RESOLUTION 2022-40** Reappoint Jeff Snyder to the Frostburg Planning Commission. 13

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

Motion and Second to Approve Resolution 2022-40; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-40 Planning Com. Appt.](#)

- i) **RESOLUTION 2022-41** Amend Personnel Manual to include Health Insurance Opt-Out Payment Policy 14

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

*Motion and Second to Approve Resolution 2022-41; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2022-41 Hlth Ins. Opt Out Policy](#)

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**
Chief Nicholas Costello gave the monthly report for July 2022.
- 13 **OPEN PUBLIC COMMENT**
Mayor Flannigan announced there will be an ARPA Work Session on Thursday,
August 25, 2022 at 3:00 pm.
- 14 **ADJOURNMENT**
There being no further business, the meeting was adjourned at 7:20 p.m.

Mayor

City Administrator

RESOLUTION 2022-33

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING AN APPLICATION TO THE LAW ENFORCEMENT OFFICERS' PENSION SYSTEM (LEOPS) AND A PRELIMINARY ACTUARIAL VALUATION BY THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM.

WHEREAS, the City of Frostburg participates in the Employees' Pension System managed by the Maryland State Retirement and Pension System, in which the retirement age for new enrollees is age + years of service = 90 or more; and,

WHEREAS, the majority of law enforcement agencies in the region participate in the Law Enforcement Officer's Pension System (LEOPS), which affords police officers the ability to retire with 25 years of service; and,

WHEREAS, the Mayor and Council understand there are significant costs associated with enrolling the law enforcement officers of the City in the LEOPS Program; and,

WHEREAS, the Mayor and Council recognize that police work is dangerous and stressful and the City evaluate LEOPS in order to better compete with allied agencies to successfully recruit and retain officers.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do approve the submission of a Participating Governmental Unit Entry Application to the Maryland State Retirement and Pension System and further authorize the System's actuary must perform a preliminary actuarial valuation to determine the City's cost of participation, estimated to cost \$5,000-\$ 6,700.

BE IT FURTHER RESOLVED, this does not commit the City to participating in LEOPS, but rather will provide the necessary information to the Mayor and Council to evaluate affordability as part of strategic decision making for the Frostburg Police Department.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-34

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:

- Purchase of used 2020 Freightliner garbage truck in the amount of \$190,000 to replace 2006 Peterbuilt garbage truck with serious mechanical issues and non-operable, exigent need to continue to provide reliable sanitation services.
- Complete refinishing of gymnasium floor in Armory, not to exceed \$20,000.00.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-35

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING THE PURCHASE OF EQUIPMENT.

WHEREAS, the City recognizes the need to replace equipment and/or purchase equipment from time to time; and,

WHEREAS, the City maintains 2 garbage trucks so that there is a.) Additional capacity if needed and b.) A backup truck in case of a breakdown; and,

WHEREAS, in June 2022 both the 2006 Peterbuilt and the 2017 Mack Garbage trucks suffered mechanical failures and were inoperable; and,

WHEREAS, the Mack truck has had the PTO replaced and is operable but the 2006 Peterbuilt is not; and,

WHEREAS, the City was provided the opportunity to test a used 2020 Freightliner Demo/Rental Garbage Truck for several weeks in July with the option to buy.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves the purchase of 2020 Freightliner Garbage Truck from Maryland Industrial Trucks in Baltimore, Maryland in the amount of \$190,000.00. The purchase will be funded by the American Rescue Plan Act, in which the guidance suggests cost savings by purchasing quality used equipment.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-36

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE CREATION OF A NEW JOB TITLE IN THE STREET DEPARTMENT.

WHEREAS, from time to time the City has the opportunity to evaluate positions and work load which may demonstrate areas where improvement are needed; and,

WHEREAS, the Director of Public Works has provided a recommendation to the Council for a new title of Foreman the Street Department due to the size of the department, varied nature of the Departments work: streets, sewer, storm sewer, garbage, and plowing, and to provide additional supervision in the field.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves the creation of the job title of "Foreman" in the Street Department without a net increase in the number of employees within the Department.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY


W. Robert Planigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-37

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR TIMBER MARKING IN PREPARATION OF A TIMBER SALE AT PINEY RESERVOIR WATERSHED.

WHEREAS, the City has an approved Forest Stewardship Plan for the land owned in the Piney Reservoir watershed; and,

WHEREAS, a timber sale is recommended in accordance with the Plan for an area of 95 acres +/-.

WHEREAS, Maryland Forest Service has recommended the City partnering with a consultant to work with Maryland Forest Service and administer all aspects of timber sale on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves a contract with Oak Tree Outdoors, LLC of Lonaconing, Maryland to administer the timber sale for 8% of gross stumpage value received.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-38

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING THE PURCHASE OF A PROPERTY ON W. MECHANIC STREET FOR THE PURPOSE OF CONSTRUCTING A DOWNTOWN MUNICIPAL PARKING LOT.

WHEREAS, The City of Frostburg has identified the need to create downtown parking opportunities from resident and business owner feedback in addition to parking available for the employees working at the Frostburg Municipal Center and visitors to City Place; and,

WHEREAS, The opportunity to purchase 32 W. Mechanic Street was presented and the Mayor and Council were able to successfully negotiate a contract for that property that includes the purchase of the property by the City and the City transferring the "City Lot" adjacent to 42 W. Mechanic Street to the seller; and,

WHEREAS, this are in close proximity to 37 Broadway, downtown businesses, and City Place, and has been identified as an ideal spot for construction of a parking area.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the purchase of 32 W. Mechanic in the amount of \$200,000 and transfer of the City Parking Lot adjacent to 42 W. Mechanic, plus any closing costs, and to authorize the Mayor or City Administrator to sign all related documents.


ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY


W. Robert Planigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-39

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING A SHORT TERM LEASE WITH BORDEN MINING COMPANY.

WHEREAS, The City of Frostburg owns and operates Glendening Park; and,

WHEREAS, Field 8, or Cougar Field, is used by the Frostburg Cougar Youth Football team, in which there are over 100 players and additional cheerleaders; and,

WHEREAS, The Cougar families have used the field across from Field 8 without written permission of the landowner, Borden Mining Company for several years.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby a lease with Borden Mining Company for a period through January 1, 2023 for the field across from Field 8, 4 acres +/-, in the amount of \$1,000.00.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-40

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE FROSTBURG PLANNING 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 Planning 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 approve reappointing Jeff Snyder to Planning Commission for a 5 year term expiring August 18, 2027.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-41

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AMENDING THE FROSTBURG PERSONNEL MANUAL TO INCLUDE A HEALTH AND DENTAL INSURANCE "OPT-OUT" PAYMENT.

WHEREAS, the City of Frostburg offers health and dental insurance to its employees; and,

WHEREAS, certain employees obtain health and/or dental insurance from their spouse or parent resulting in significant cost savings to the City; and,

WHEREAS, the Mayor and Council seek to offer a financial incentive payment to these employees.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby amend the Frostburg Personnel Manual to include the the Health Insurance Opt-Out Payment Policy, attached hereto.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

CLOSED SESSION SUMMARY FOR MEETING HELD ON SEPTEMBER 8, 2022

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 4:31 pm

Place (location) of closed session: 37 Broadway, Frostburg Municipal Center, Meeting Room 100

Purpose of the closed session: In order to protect the City's bargaining power in a real estate transaction, the session was closed to discuss a properties considered for a real property acquisition to facilitate the development of a public parking lot

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Flanigan, Forsythe, Grove, Ritchey, Carter (by phone)

Members opposed: None Abstaining: None

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

➔ **Topic #1:** § 3-305(b) (3) ➔ **Topic #2:** § 3-305(b) () ➔ **Topic #3:** § 3-305(b) ()
(add others as needed)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Consider the acquisition of real property for a public purpose and matters directly related to the acquisition	Mayor Flanigan, Commissioner Carter (by phone), Commissioner Forsythe, Commissioner Grove, Commissioner Ritchey Staff: E. Stahlman, L. Claar	Concurrence to allow staff to proceed with approaching property owner to negotiate to purchase of property properties.
#2:		
#3:		

City of Frostburg
Monthly Reports



For the month of August 2022
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: August 2022

Submitted by: L.J. Bennett, Community Development Director, Taylor Richards, Rental Housing Program Coordinator, Bethany Fife, Planner

Permits

Please see attached permit report.

Rental Housing & Code Enforcement

Rental Housing:

- Combined effort with Code Enforcement was made for non-compliant properties.
- Confirmation of no outstanding issues was given by RH and CE for per our Finance Department's request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes. Pending changes will be updated upon confirmation from Finance.
- Updates have been made to reflect new Owner's Agents.
- RH Coordinator attended the iWorQ Summit Webinar for both Citizen Portal Operations as well as License Management through the program.
- Inspections are moving along as planned, inspectors are successfully using the iWorQ platform as intended. All parties have access to iWorQ staff for assistance as needed.
- Influx of calls for potential housing picked up as students have returned for classes. Our Owner and Agent list has been provided for those interested.
- Compliance was achieved for 235 Centennial Street and water was restored after months of correspondence with the property owner and tenant. The property is now licensed with the RH Program and is scheduled to be inspected. The utility payment plan arranged through Finance and City Administrator was agreed upon and signed off on prior to water restoration.
- Frostburg State University is migrating their financial information system over to a new technology platform which as caused a delay in financial aid being dispersed. Owners and Agents have been advised by RH Coordinator that students who have been directly affected may obtain a letter from the Financial Aid office confirming deferment which they may provide to landlords until funds have been distributed.

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.
- 205 McCulloh Street Nuisance Property: **CD Director was in communication with property owner, but owner has since vacated the premises and is now residing with relatives elsewhere in the City. Exterior cleanup on the front porch and front yard areas have begun. Staff continues to work with the mortgage servicing company to achieve compliance.**
- SE Spring Street/Nuisance Property/Condemnation: **Citation issued on 6/2/2022 to each owner of record for failure to maintain grass and weeds at a height of 12” or less, but were returned unclaimed/undeliverable. Per standard procedure when a citation is returned as undeliverable, L.J. and Bethany visited the property on 7/22/2022 to post laminated copies of the citations in the yard at the property, and citations were sent via regular USPS. During that visit, broken windows were observed, and 4 additional citations totaling \$4,000.00 were issued (two per owner of record) for “failure to maintain window glazing free from cracks and/or holes,” and for “failure to maintain vacant structure in a clean, safe, secure, and sanitary condition”. Awaiting guidance from City Counsel on moving forward with declaration as a nuisance property.**

Boards and Commissions

- *Historic District Commission* – The Historic District Commission held their monthly meeting on Monday, August 8, to review a proposal several public art projects planning in the “Depot Gateway” area, which is located approximately between the Thrasher Carriage Museum and the uphill portion of Depot Road. The proposal was unanimously approved.
- *Planning Commission* –
 - The Frostburg Planning Commission did not meet in August due to no applications received.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in August due to no applications received.

Planning & Economic Development:

Routine attendance at monthly Board of Directors for meetings for Frostburg First. Community and Economic Development updates provided. Community Development Staff also serves on the Arts and Entertainment District Committee for Frostburg First. CD Staff has also been recruited to sit as Co-Chair on the Advisory Board and has actively assisted Frostburg First President Jenni Georgeson to conduct outreach to fill the Advisory Board with a diverse group of stakeholders to guide the corporation. Staff has also been recruited to serve on the Pig Out in the Park Committee. Staff is also assisting with Board Development.

Routine attendance at the Allegany County Economic Development Roundtable initiated. No meetings held since Mr. Hildreth's departure from Allegany County Government. Regular updates and contacts provided to both Jeff Barclay of Allegany County and Deirdre Robertson of Frostburg First.

Subdivision and Land Use Regulations under review for rewrite and update by Planning Commission and CD Director. Completion of this document expected to be done in house and without consultation. Protection and maintenance of water taps discussed among Finance and Public Works departments and noted for update not only in S & LD Regulations, but also Article 6 of City Code.

Comprehensive Plan and Housing Element: Due in 2021, staff is attending MDP webinars in preparation for this update. Staff is actively working with MDP for support in this initiative since the budget drain for the consulting line item due to COVID-19 wiped out any possibility of consultation in 2020. Budget for next fiscal year includes a budget for consultation, and RFP documents are in preparation.

Ongoing Subdivision development occurring at Prichard Farms and Sand Spring Run Phase 1 as well as Phase 2. Ongoing coordination with Public Works and Allegany County on Connection Permits and addressing, respectively. Our Annual Report to MDP reflected 9 new single family homes in Frostburg for the 2021 calendar year, all due to these developments.

Ongoing development in the Industrial Park: Berkeley Springs Instruments (BSI) is complete and the water/sewer connection permits have been issued. Use and Occupancy has also been issued for BSI operations. The 58,000 SF addition to Sierra Hygiene is underway. Final plans for Smitty's fuel stop are on hold. We worked in conjunction with Allegany County to determine potential needs for stop lighting and intersection improvements at Rte. 36 and Village Parkway. An updated traffic study for

a signal light warrant has been completed by Bennett, Brewer and Associates and no current warrants for signal lighting have been satisfied.

Collaboration underway with Allegany Arts Council, Allegany County Tourism, and Frostburg First to improve the Depot Gateway to the Business District. Application for funds made to DHCD, and Frostburg First is applying MSAC funds. Improvements currently based on public art projects including stenciling the sidewalk up to the business district with a timeline of Frostburg's history, improving way finding signage toward the business district, updating the "phone booth" adjacent to the turntable, and muralizing the wall below the Shogun rear deck area. Future plans include determining the best route to improve the rear deck area and building façade at the Shogun location.

CD Staff currently implementing software from iWorQ for web based tracking of permits, code enforcement, and rental housing. Software capabilities include, tracking processes, documenting requirements for inspections and follow ups, and generating notifications. CD and Finance have worked out online payment options and reporting. Online credit card payment capability went live late February, and Community Development and Finance worked out the reporting for such payments.



Case Activity Report

8/1/2022 - 8/31/2022

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
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Group: Door Hanger

8/17/2022	8/11/2022 (trial request); 8/21/2022 (pay fine)	SE Spring Street	Vacant, unsecure structure; broken window(s)	Door Hanger	Citation Issued

Group Total: 1

Group: Inspection

8/26/2022	ASAP (30 days)	127 WASHINGTON ST	Dilapidated fence	Inspection	First Warning
8/3/2022	8/11/2022	131-133 CENTER ST	Couches on front porch	Inspection	Resolved

Group Total: 2

Group: Issue Citation

8/9/2022	8/29/2022 (request court date); 9/8/2022 (pay fine)	26 TAYLOR ST	High Grass	Issue Citation	Citation Issued

Group Total: 1

Group: Phone Call/Email

8/29/2022	9/8/2022	162 CENTER ST	Furniture and solid waste	Phone Call/Email	First Warning
8/25/2022	ASAP (30 days)	127 WASHINGTON ST	Dilapidated fence	Phone Call/Email	First Warning
8/18/2022	8/19/2022	135 MCCULLOH ST	High grass	Phone Call/Email	Monitoring
8/9/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Phone Call/Email	Resolved

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Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
8/8/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Phone Call/Email	Resolved
8/2/2022	8/11/2022	131-133 CENTER ST	Couches on front porch	Phone Call/Email	Resolved

Group Total: 6

Group: Re-Inspection

8/29/2022	8/11/2022	131-133 CENTER ST	Couches on front porch	Re-Inspection	Resolved
8/24/2022	8/19/2022	135 MCCULLOH ST	High grass	Re-Inspection	Monitoring
8/24/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Re-Inspection	Resolved
8/24/2022	8/19/2022	127 BOWERY ST	Couch on front porch	Re-Inspection	Resolved
8/24/2022	8/16/2022	161 BOWERY ST	Loose trash all over back yard	Re-Inspection	Monitoring
8/19/2022	8/19/2022	85 S. Broadway	High grass	Re-Inspection	Resolved
8/9/2022	8/6/2022	139 E MECHANIC ST	Mattress on front porch	Re-Inspection	Resolved
8/9/2022	8/6/2022	143 BOWERY ST	Furniture and used appliance in side yard	Re-Inspection	Resolved
8/9/2022	8/6/2022	130 CENTER ST	Mattress on front porch	Re-Inspection	Resolved
8/9/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	Re-Inspection	Resolved
8/9/2022	8/6/2022	43 McCulloh Street	Furniture	Re-Inspection	Resolved
8/9/2022	8/19/2022	135 MCCULLOH ST	High grass	Re-Inspection	Monitoring
8/9/2022	ASAP	44 MAPLE ST	Untagged vehicle	Re-Inspection	Resolved
8/9/2022	8/6/2022	53 W MAIN ST	Furniture intended for indoor use	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
8/9/2022	8/6/2022	88 OAK ST	Furniture on porch	Re-Inspection	Resolved
8/5/2022	8/1/2022	110 S. Broadway (shared dumpster)	Furniture near shared dumpster	Re-Inspection	Resolved

Group Total: 16

Group: Return Mail

8/29/2022	8/29/2022 (request court date); 9/8/2022 (pay fine)	26 TAYLOR ST	High Grass	Return Mail	Citation Issued

Group Total: 1

Group: Send Letter

8/29/2022	ASAP (30 days)	127 WASHINGTON ST	Dilapidated fence	Send Letter	First Warning
8/24/2022	ASAP	203 E MAIN ST	Sign permit required	Send Letter	Final Warning
8/9/2022	8/19/2022	85 S. Broadway	High grass	Send Letter	Resolved
8/9/2022	8/19/2022	127 BOWERY ST	Couch on front porch	Send Letter	Resolved
8/9/2022	8/16/2022	161 BOWERY ST	Loose trash all over back yard	Send Letter	Monitoring
8/9/2022	8/19/2022	106 MAPLE ST	High grass	Send Letter	First Warning
8/9/2022	9/1/2022	109 HILL ST	Mattress on front porch	Send Letter	Second Warning
8/4/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Send Letter	Resolved
8/3/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Send Letter	Resolved

Group Total: 9

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
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Group: Walk-In

8/25/2022	8/11/2022 (trial request); 8/21/2022 (pay fine)	SE Spring Street	Vacant, unsecure structure; broken window(s)	Walk-In	Citation Issued
8/9/2022	n/a	116 ORMAND ST	Possible junkyard conditions	Walk-In	No CE Action Necessary
8/1/2022	8/11/2022 (trial request); 8/21/2022 (pay fine)	SE Spring Street	Vacant, unsecure structure; broken window(s)	Walk-In	Citation Issued
8/1/2022	6/22/2022 (court date); 7/2/2022 (pay fine)	SE Spring Street	High grass	Walk-In	Monitoring

Group Total: 4

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Total Records: 40

9/6/2022



Case Detail Report

8/1/2022 - 8/31/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
8/29/2022	9/8/2022	162 CENTER ST	Furniture and solid waste	First Warning
8/29/2022	ASAP (30 days)	127 WASHINGTON ST	Dilapidated fence	First Warning
8/10/2022	n/a	116 ORMAND ST	Possible junkyard conditions	No CE Action Necessary
8/9/2022	8/19/2022	106 MAPLE ST	High grass	First Warning
8/9/2022	8/16/2022	161 BOWERY ST	Loose trash all over back yard	Monitoring
8/9/2022	9/1/2022	109 HILL ST	Mattress on front porch	Second Warning

Total Records: 6

9/6/2022



Permit Report

8/1/2022 - 8/31/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	131-133 CENTER ST	Installation of Access Doorway in Twin Dwelling	Pending
Building	Accessory Structure	403 - 405 PARK ST	Installation of Exterior Stairwell	Pending
Fence	Accessory Structure	509 GRANDVIEW DR	Backyard Fence	Closed
Certificate of Appropriateness		101 E MAIN ST	Posts with a beam and rafters and purlins and metal roof panels	Pending
Sign		11020 NEW GEORGES CREEK RD	Installation of commercial signs - 96.77"x28.35" and 3'x7' LED EMC	Closed
Building	Accessory Structure	4 HILLTOP DR	Installation of a 10' x 16' Utility Shed	Pending
Certificate of Appropriateness		147 E. Main Street	Administrative Approval - Installation of Commercial Signage	Closed
Sign		147 E. Main Street	Installation of 8"x24", 12"x48", and 3'x5' Commercial Signs	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Fence		104 PINECREST DR	Installation of 6' Vinyl Fence to Enclose Rear Yard	Closed
Burning		301 SHAW ST	Burning Brush	Closed
Use & Occupancy		230 Redstone Terrace	Residential Use and Occupancy	Closed
Use & Occupancy		48 TARN TER	Commercial Use & Occupancy (update of Permit #2022-047)	Closed
Use & Occupancy		10 Hampton Inn Drive	Apex Heating and Cooling - Commercial Use & Occupancy	Closed
Sign		10701 NEW GEORGES CREEK ROAD SW	Installation of 6' x 34'5" Illuminated Commercial Sign	Closed
Certificate of Appropriateness		37 E MAIN ST	HDC approval - Gateway Public Art Project	Closed
Use & Occupancy		225 Redstone Terrace	Residential Use and Occupancy	Pending
Sign		41 E. Main Street	Installation of 16"x24" Projecting Sign	Closed
Certificate of Appropriateness		41 E. Main Street	Administrative Approval - Commercial Sign Installation	Closed
Building	Accessory Structure	25 PARK AVE	2 Car Carport	Open

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Grading	Major Grading	151 MAPLE ST	Preparing ground and installation of a new driveway beside the house	Closed
Solicitor - Short-Term Mobile	Single Family Dwelling	Corner of Bowery Street & E. College Avenue	Advertising products and services to FSU students (Valid from 8/18/2022 through 9/1/2022)	Closed

Total Records: 21

9/6/2022

CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING AUGUST 31, 2022

Tax Type - Year	Principal Receivable at 07/31/22	Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 08/31/22
			Principal	Interest		
Real Estate - 17/18	\$ 227.70	\$ -	\$ -	\$ -	\$ -	\$ 227.70
Real Estate - 18/19	580.63	-	113.23	-	-	467.40
Real Estate - 19/20	1,030.92	-	-	-	-	1,030.92
Real Estate - 20/21	25,783.14	-	2,401.54	905.48	-	23,381.60
Real Estate - 21/22	81,793.17	-	7,107.83	1,490.67	-	74,685.34
Real Estate - 22/23	2,272,659.65	-	524,198.57	-	-	1,748,461.08
Real Estate Total	<u>\$ 2,382,075.21</u>	<u>\$ -</u>	<u>\$ 533,821.17</u>	<u>\$ 2,396.15</u>	<u>\$ -</u>	<u>\$ 1,848,254.04</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Prop - 22/23	680.85	51.30	607.80	-	-	124.35
Personal Property	<u>\$ 1,362.80</u>	<u>\$ 51.30</u>	<u>\$ 607.80</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 806.30</u>
Public Utility - 22/23	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation - 19/20	\$ 40.36	\$ -	\$ -	\$ -	\$ -	\$ 40.36
Corporation - 20/21	2,246.32	-	-	-	-	2,246.32
Corporation - 21/22	25,595.72	-	3,464.46	558.84	-	22,131.26
Corporation - 22/23	23,397.33	8,308.20	21,194.13	-	-	10,511.40
Corporation Total	<u>\$ 51,279.73</u>	<u>\$ 8,308.20</u>	<u>\$ 24,658.59</u>	<u>\$ 558.84</u>	<u>\$ -</u>	<u>\$ 34,929.34</u>
Total	<u>\$ 2,434,717.74</u>	<u>\$ 8,359.50</u>	<u>\$ 559,087.56</u>	<u>\$ 2,954.99</u>	<u>\$ -</u>	<u>\$ 1,883,989.68</u>

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	2,602,202.10	2,602,202.10	101.8
01-000-4001	PERSONAL PROPERTY TAXES	12,000	732.15	732.15	6.1
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	-	-
01-000-4003	CORPORATION TAXES	130,000	31,705.53	31,705.53	24.4
01-000-4004	PRIOR YEAR TAXES	2,000	(227.31)	(227.31)	-
01-000-4005	TRAILER TAX	1,600	140.00	140.00	8.8
01-000-4010	INTEREST ON TAXES	50,000	4,053.39	4,053.39	8.1
01-000-4011	TAX CREDITS	(2,000)	-	-	-
01-000-4012	TAX ABATEMENTS	(3,000)	(1,121.99)	(1,121.99)	-
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	79,334.23	79,334.23	13.8
01-000-4021	ADMISSION TAXES	20,000	-	-	-
01-000-4022	HOTEL MOTEL TAX	130,000	-	-	-
01-000-4023	HIGHWAY USE TAX	343,700	-	-	-
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	-	-	-
01-000-4032	TRADERS LICENSES	10,000	950.82	950.82	9.5
01-000-4040	POLICE GRANTS	40,200	3,479.52	3,479.52	8.7
01-000-4041	PARKING METERS	18,000	1,887.98	1,887.98	10.5
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	-	-
01-000-4045	FINES & FORFEITURES	15,000	1,265.00	1,265.00	8.4
01-000-4046	METER VIOLATIONS	2,000	220.00	220.00	11.0
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	50,000.00	50,000.00	25.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	-	-
01-000-4050	PERMITS, PLANNING, ETC	2,500	405.00	405.00	16.2
01-000-4051	BUILDING PERMITS	2,500	425.00	425.00	17.0
01-000-4052	RENTAL REGISTRATION	74,000	160.00	160.00	0.2
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	5,875.00	5,875.00	39.2
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	-	-
01-000-4056	COMM DEV GRANT REVENUE	50,000	-	-	-
01-000-4060	SWIMMING POOL	50,000	28,520.00	28,520.00	57.0
01-000-4062	DAY CAMP REGISTRATIONS	12,000	7,227.00	7,227.00	60.2
01-000-4063	RECREATION ACTIVITIES	15,000	5,463.20	5,463.20	36.4
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	22,942.00	22,942.00	16.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	37,458.50	37,458.50	16.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	2,808.50	2,808.50	16.7
01-000-4250	NSF FEES	-	110.00	110.00	-
01-000-4301	RENTS	97,500	16,249.72	16,249.72	16.7
01-000-4302	HRD APPROPRIATION	10,350	1,700.00	1,700.00	16.4
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	-	-	-
01-000-4304	MISCELLANEOUS REVENUE	1,000	541.67	541.67	54.2
01-000-4306	PROJECT REIMBURSEMENT	1,350,000	-	-	-
01-000-4307	INSURANCE REIMBURSEMENTS	-	1,585.06	1,585.06	-
01-000-4315	PROCEEDS FROM FUND BALANCE	99,860	-	-	-

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4317	SPECIAL REVENUE	826,000	-	-	-
01-000-4600	INTEREST INCOME	15,000	26,847.63	26,847.63	179.0
CORPORATE FUND Revenue Total		7,575,610	2,932,939.70	2,932,939.70	
EXECUTIVE					
01-100-5000	SALARIES	22,200	3,700.00	3,700.00	16.7
01-100-5010	SOCIAL SECURITY	1,700	283.10	283.10	16.7
01-100-5012	WORKERS COMP	175	45.50	45.50	26.0
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	400.00	400.00	8.0
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	6,656.00	6,656.00	66.6
01-100-5150	TRAINING	2,500	-	-	-
01-100-5160	TRAVEL	3,500	569.84	569.84	16.3
01-100-5185	PROFESSIONAL FEES	5,000	4,594.78	4,594.78	91.9
Department Total		50,075	16,249.22	16,249.22	
ADMINISTRATIVE					
01-110-5000	SALARIES	188,500	17,370.37	17,370.37	9.2
01-110-5010	SOCIAL SECURITY	14,375	1,270.29	1,270.29	8.8
01-110-5011	PENSION	13,800	-	-	-
01-110-5012	WORKERS COMP	575	156.50	156.50	27.2
01-110-5013	INSURANCE - HEALTH	41,800	6,894.08	6,894.08	16.5
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	5,117.27	5,117.27	23.1
01-110-5015	CONTRIBUTION - 457	1,875	158.19	158.19	8.4
01-110-5030	EMPLOYEE WELLNESS	7,500	-	-	-
01-110-5050	RESERVE FOR CONTINGENCIES	2,000	1,520.89	1,520.89	76.0
01-110-5100	INSURANCE - AUTO	600	527.00	527.00	87.8
01-110-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-110-5105	INSURANCE - PROPERTY	8,000	7,655.98	7,655.98	95.7
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	930.00	930.00	22.1
01-110-5111	CONTRIBUTIONS - TOURISM	95,000	20,812.65	20,812.65	21.9
01-110-5150	TRAINING	1,500	503.50	503.50	33.6
01-110-5160	TRAVEL	500	-	-	-
01-110-5185	PROFESSIONAL FEES	1,600	200.00	200.00	12.5
01-110-5191	COMMUNICATIONS	13,320	1,023.63	1,023.63	7.7
01-110-5192	CITY CODE HOSTING	3,000	230.53	230.53	7.7
01-110-5200	ADVERTISING	6,000	34.27	34.27	0.6
01-110-5205	LEGAL	34,500	1,925.00	1,925.00	5.6
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	-	-
01-110-5210	OFFICE SUPPLIES	11,000	1,688.66	1,688.66	15.4
01-110-5220	POSTAGE	14,000	4,485.01	4,485.01	32.0
01-110-5230	COMPUTER EXP	17,500	1,014.00	1,014.00	5.8
01-110-5232	IT LICENSING AND FEES	25,000	10,354.76	10,354.76	41.4
01-110-5235	DIGITAL ENGAGEMENT	5,000	2,539.80	2,539.80	50.8
01-110-5300	BOARD EXPENSE	11,000	10,212.13	10,212.13	92.8
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	-	-	-
01-110-5500	BUILDING - ARMORY	12,000	564.82	564.82	4.7

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-110-5502	BUILDING MAINTENANCE	10,100	7,086.15	7,086.15	70.2
01-110-5550	UTILITIES - BUILDING	16,000	930.97	930.97	5.8
01-110-5700	BANK FEES	-	56.00	56.00	-
01-110-5807	CAPITAL OUTLAY	1,500,000	114,000.00	114,000.00	7.6
Department Total		2,245,495	219,348.45	219,348.45	

FINANCE					
01-120-5000	SALARIES	68,700	8,284.24	8,284.24	12.1
01-120-5010	SOCIAL SECURITY	5,225	606.55	606.55	11.6
01-120-5011	PENSION	6,300	-	-	-
01-120-5012	WORKERS COMP	200	52.50	52.50	26.3
01-120-5013	INSURANCE - HEALTH	15,500	3,167.32	3,167.32	20.4
01-120-5015	CONTRIBUTION - 457	675	34.54	34.54	5.1
01-120-5102	INSURANCE - GEN LIAB	125	86.00	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	2,871.00	2,871.00	99.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	700	384.00	384.00	54.9
01-120-5310	AUDITING	52,000	-	-	-
01-120-5311	ACTUARIAL STUDY	4,000	-	-	-
01-120-5313	TAX COLLECTION	2,800	-	-	-
01-120-5810	RETSA OBLIGATION	750	-	-	-
Department Total		160,875	15,486.15	15,486.15	

COMMUNITY DEV					
01-130-5000	SALARIES	59,200	10,847.62	10,847.62	18.3
01-130-5010	SOCIAL SECURITY	4,500	779.70	779.70	17.3
01-130-5011	PENSION	5,400	-	-	-
01-130-5012	WORKERS COMP	175	45.50	45.50	26.0
01-130-5013	INSURANCE - HEALTH	7,900	5,191.89	5,191.89	65.7
01-130-5015	CONTRIBUTION - 457	575	-	-	-
01-130-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-130-5105	INSURANCE - PROPERTY	4,950	3,828.00	3,828.00	77.3
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	700	-	-	-
01-130-5185	PROFESSIONAL FEES	850	760.00	760.00	89.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	1,000.00	1,000.00	12.5
01-130-5322	PLANNING	150,000	-	-	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	-	-	-
01-130-5822	SPECIAL PROJECTS	4,000	-	-	-
Department Total		298,900	22,538.71	22,538.71	

CODE ENFORCEMENT					
01-140-5000	SALARIES	75,100	5,801.76	5,801.76	7.7
01-140-5010	SOCIAL SECURITY	5,700	413.33	413.33	7.3
01-140-5011	PENSION	6,875	-	-	-

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-140-5012	WORKERS COMP	225	58.50	58.50	26.0
01-140-5013	INSURANCE - HEALTH	23,200	2,894.64	2,894.64	12.5
01-140-5015	CONTRIBUTION - 457	750	-	-	-
01-140-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	2,871.00	2,871.00	89.7
01-140-5150	TRAINING	2,400	-	-	-
01-140-5160	TRAVEL	600	7.59	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	11,649.90	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	14,000	625.00	625.00	4.5
01-140-5332	RENTAL INSPECTION	28,550	7,950.00	7,950.00	27.9
Department Total		177,750	32,357.72	32,357.72	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	53,400	6,733.55	6,733.55	12.6
01-150-5010	SOCIAL SECURITY	4,050	497.35	497.35	12.3
01-150-5011	PENSION	4,900	-	-	-
01-150-5012	WORKERS COMP	175	45.50	45.50	26.0
01-150-5013	INSURANCE - HEALTH	9,600	1,820.31	1,820.31	19.0
01-150-5015	CONTRIBUTION - 457	525	21.09	21.09	4.0
01-150-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-150-5105	INSURANCE - PROPERTY	2,200	1,913.99	1,913.99	87.0
01-150-5150	TRAINING	1,500	-	-	-
01-150-5160	TRAVEL	1,000	803.86	803.86	80.4
01-150-5185	PROFESSIONAL FEES	2,100	-	-	-
01-150-5193	ONE CALL CONCEPTS	1,000	273.27	273.27	27.3
01-150-5340	ENGINEERING EQUIPMENT	3,000	12.59	12.59	0.4
01-150-5341	MAPPING SUPPLIES	7,500	-	-	-
01-150-5342	PUBLIC WORKS	7,400	372.59	372.59	5.0
Department Total		98,500	12,580.10	12,580.10	
	PUBLIC SAFETY				
01-160-5000	SALARIES	998,200	112,191.38	112,191.38	11.2
01-160-5002	SALARIES - POLICE GRANTS	25,000	4,012.72	4,012.72	16.1
01-160-5003	COURT TIME	13,000	2,325.34	2,325.34	17.9
01-160-5010	SOCIAL SECURITY	79,200	8,460.57	8,460.57	10.7
01-160-5011	PENSION	95,250	-	-	4.2
01-160-5012	WORKERS COMP	142,000	37,070.00	37,070.00	26.1
01-160-5013	INSURANCE - HEALTH	234,300	60,474.90	60,474.90	25.8
01-160-5015	CONTRIBUTION - 457	44,000	4,033.03	4,033.03	9.2
01-160-5100	INSURANCE - AUTO	5,500	4,397.00	4,397.00	80.0
01-160-5102	INSURANCE - GEN LIAB	900	693.00	693.00	77.0
01-160-5103	INSURANCE - POLICE PROFESSIONAL	12,000	11,552.00	11,552.00	96.3
01-160-5105	INSURANCE - PROPERTY	6,000	4,727.23	4,727.23	78.8
01-160-5150	TRAINING	25,500	4,704.29	4,704.29	18.5

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-160-5170	UNIFORMS	15,000	1,141.93	1,141.93	7.6
01-160-5180	SAFETY EQUIPMENT	1,200	2,149.03	2,149.03	179.1
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	678.00	678.00	3.7
01-160-5191	COMMUNICATIONS	30,160	5,352.76	5,352.76	17.8
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	1,015.23	1,015.23	20.3
01-160-5350	FSU MOU	25,000	10,000.00	10,000.00	40.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	530.65	530.65	13.3
01-160-5400	GAS, OIL, GREASE	33,000	2,164.73	2,164.73	6.6
01-160-5401	AUTO EXPENSE	18,000	1,693.08	1,693.08	9.4
01-160-5420	FLEET LEASE	22,000	5,307.24	5,307.24	24.1
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	261.22	261.22	6.5
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	644.35	644.35	6.4
01-160-5700	PARKING METERS	2,000	-	-	-
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	59,245.00	59,245.00	25.0
Department Total		2,124,890	344,824.68	344,824.68	
PUBLIC WORKS - STREET					
01-170-5000	SALARIES	243,300	29,272.69	29,272.69	12.0
01-170-5010	SOCIAL SECURITY	18,600	2,071.59	2,071.59	11.1
01-170-5011	PENSION	21,300	-	-	-
01-170-5012	WORKERS COMP	16,800	4,385.50	4,385.50	26.1
01-170-5013	INSURANCE - HEALTH	71,000	18,064.08	18,064.08	25.4
01-170-5015	CONTRIBUTION - 457	2,200	-	-	-
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	6,121.00	6,121.00	85.0
01-170-5102	INSURANCE - GEN LIAB	625	431.00	431.00	69.0
01-170-5105	INSURANCE - PROPERTY	5,600	4,153.86	4,153.86	74.2
01-170-5150	TRAINING	5,000	2,463.68	2,463.68	49.3
01-170-5170	UNIFORMS	8,000	2,648.43	2,648.43	33.1
01-170-5180	SAFETY EQUIPMENT	7,200	1,403.85	1,403.85	19.5
01-170-5191	COMMUNICATIONS	6,000	352.65	352.65	5.9
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	28,500	2,461.84	2,461.84	8.6
01-170-5420	FLEET LEASE	42,000	4,751.72	4,751.72	11.3
01-170-5550	UTILITIES - BUILDING	6,000	162.16	162.16	2.7
01-170-5711	SALT & ABRASIVES	150,000	-	-	-
01-170-5712	SIGN MAINTENANCE	8,000	-	-	-
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	8,918.34	8,918.34	9.9
01-170-5714	STREET LIGHTING	155,000	8,786.37	8,786.37	5.7
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	22,661.10	22,661.10	21.5
01-170-5716	STREET SHOP EQUIPMENT	90,000	4,967.83	4,967.83	5.5
01-170-5717	STREET LIGHTING REPAIRS	30,000	4,207.00	4,207.00	14.0
01-170-5800	CAPITAL OUTLAY	60,000	20,770.00	20,770.00	34.6

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5861	STREET PAVING	600,000	3,282.00	3,282.00	0.6
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	-	-
Department Total		1,794,950	152,336.69	152,336.69	
RECREATION					
01-180-5000	SALARIES	205,750	24,202.39	24,202.39	11.8
01-180-5010	SOCIAL SECURITY	15,750	1,713.81	1,713.81	10.9
01-180-5011	PENSION	13,400	-	-	-
01-180-5012	WORKERS COMP	14,225	3,713.50	3,713.50	26.1
01-180-5013	INSURANCE - HEALTH	55,300	12,332.06	12,332.06	22.3
01-180-5015	CONTRIBUTION - 457	2,000	75.09	75.09	3.8
01-180-5100	INSURANCE - AUTO	2,500	2,073.00	2,073.00	82.9
01-180-5102	INSURANCE - GEN LIAB	450	344.00	344.00	76.4
01-180-5105	INSURANCE - PROPERTY	11,000	10,357.11	10,357.11	94.2
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	245.13	245.13	6.1
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	7,000	2,112.52	2,112.52	30.2
01-180-5420	FLEET LEASE	11,000	776.62	776.62	7.1
01-180-5503	ARMORY EXPENSE - GYM	10,000	210.80	210.80	2.1
01-180-5504	COMMUNITY CENTER	12,000	1,338.16	1,338.16	11.2
01-180-5510	CITY PLACE	9,500	682.83	682.83	7.2
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	535.61	535.61	10.7
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	13,430.37	13,430.37	19.8
01-180-5724	STREET TREE MAINTENANCE	7,500	-	-	-
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	766.00	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	1,593.26	1,593.26	17.7
Department Total		471,925	76,502.26	76,502.26	
RECREATION-POOL					
01-181-5000	SALARIES	66,000	28,043.99	28,043.99	42.5
01-181-5010	SOCIAL SECURITY	5,050	2,145.38	2,145.38	42.5
01-181-5012	WORKERS COMP	4,600	1,201.00	1,201.00	26.1
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	35,000	9,680.50	9,680.50	27.7
Department Total		111,150	41,070.87	41,070.87	
RECREATION - DAY CAMP					
01-182-5000	SALARIES	21,300	12,573.90	12,573.90	59.0
01-182-5010	SOCIAL SECURITY	1,650	961.96	961.96	58.3
01-182-5012	WORKERS COMP	1,500	391.00	391.00	26.1
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	142.59	142.59	28.5

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BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
Department Total		25,450	14,069.45	14,069.45	
RECREATION - SEASONAL					
01-183-5000	SALARIES	13,200	4,420.25	4,420.25	33.5
01-183-5010	SOCIAL SECURITY	1,025	338.15	338.15	33.0
01-183-5012	WORKERS COMP	925	241.50	241.50	26.1
01-183-5108	UNEMPLOYMENT	500	484.20	484.20	96.8
Department Total		15,650	5,484.10	5,484.10	
CORPORATE FUND Expenditure Total		7,575,610	952,848.40	952,848.40	
02-000-4000	WATER SERVICE REVENUE	1,420,000	224,678.77	224,678.77	15.8
02-000-4001	INTEREST EARNED - WATER	1,500	678.38	678.38	45.2
02-000-4315	PROCEEDS FROM FUND BALANCE	92,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	-	-	-
02-000-4402	SALE OF METERS	6,000	2,250.00	2,250.00	37.5
02-000-4403	TAPPING FEES	7,000	2,500.00	2,500.00	35.7
02-000-4404	SUNDRY SALES	20,000	5,834.94	5,834.94	29.2
02-000-4600	INTEREST INCOME	-	14.28	14.28	-
WATER FUND Revenue Total		2,296,975	235,956.37	235,956.37	
WATER - ADMIN					
02-190-5000	SALARIES	57,500	6,882.08	6,882.08	12.0
02-190-5010	SOCIAL SECURITY	4,350	499.72	499.72	11.5
02-190-5011	PENSION	5,250	-	-	-
02-190-5012	WORKERS COMP	175	45.50	45.50	26.0
02-190-5013	INSURANCE - HEALTH	12,450	3,017.56	3,017.56	24.2
02-190-5015	CONTRIBUTION - 457	575	55.21	55.21	9.6
02-190-5313	COLLECTION EXPENSE	2,500	-	-	-
02-190-5370	FMHA BOND	750	666.00	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	22,942.00	22,942.00	16.7
Department Total		221,200	34,108.07	34,108.07	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	1,100	862.00	862.00	78.4
02-192-5105	INSURANCE - PROPERTY	11,500	9,177.52	9,177.52	79.8
02-192-5106	INSURANCE - BOILER & MACHINERY	4,900	4,545.60	4,545.60	92.8
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	7,512.79	7,512.79	12.5
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	-	-	-
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	36,399.95	36,399.95	6.5
Department Total		831,500	58,497.86	58,497.86	
WATER - SUPPLY					
02-194-5000	SALARIES	27,700	3,461.52	3,461.52	12.5
02-194-5010	SOCIAL SECURITY	2,100	264.81	264.81	12.6
02-194-5011	PENSION	2,500	-	-	-
02-194-5012	WORKERS COMP	1,900	496.50	496.50	26.1

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
02-194-5015	CONTRIBUTION - 457	275	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	300.61	300.61	6.0
02-194-5730	WATER SUPPLY EXPENSE	50,000	905.56	905.56	1.8
Department Total		94,475	5,429.00	5,429.00	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	25,380.08	25,380.08	12.0
02-196-5010	SOCIAL SECURITY	16,250	1,820.08	1,820.08	11.2
02-196-5011	PENSION	19,550	-	-	-
02-196-5012	WORKERS COMP	14,700	3,837.50	3,837.50	26.1
02-196-5013	INSURANCE - HEALTH	55,700	12,332.39	12,332.39	22.1
02-196-5015	CONTRIBUTION - 457	2,050	41.61	41.61	2.0
02-196-5100	INSURANCE - AUTO	3,600	3,280.00	3,280.00	91.1
02-196-5102	INSURANCE - GEN LIAB	1,300	862.00	862.00	66.3
02-196-5105	INSURANCE - PROPERTY	3,300	2,294.38	2,294.38	69.5
02-196-5150	TRAINING	500	16.95	16.95	3.4
02-196-5170	UNIFORMS	4,000	246.28	246.28	6.2
02-196-5180	SAFETY EQUIPMENT	4,100	159.90	159.90	3.9
02-196-5191	COMMUNICATIONS	9,200	1,816.19	1,816.19	19.7
02-196-5210	OFFICE SUPPLIES	500	210.00	210.00	42.0
02-196-5390	MISCELLANEOUS EXPENSE	28,550	-	-	-
02-196-5400	GAS, OIL, GREASE	8,000	1,208.89	1,208.89	15.1
02-196-5420	FLEET LEASE	24,000	3,551.82	3,551.82	14.8
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	313.33	313.33	2.5
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	198.20	198.20	7.6
02-196-5700	DISTRIBUTION EXPENSE	90,000	7,055.13	7,055.13	7.8
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	-	-	-
02-196-5702	EQUIPMENT MAINTENANCE	5,000	-	-	-
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	-	-	-
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	1,450.00	1,450.00	12.1
02-196-5740	METERS EXPENSE	190,000	6,853.00	6,853.00	3.6
02-196-5800	CAPITAL OUTLAY	410,000	-	-	-
Department Total		1,149,800	72,927.73	72,927.73	
WATER FUND Expenditure Total		2,296,975	170,962.66	170,962.66	
03-000-4000	SEWER CHARGES	1,925,000	232,162.97	232,162.97	12.1
03-000-4001	INTEREST EARNED - SEWER	2,700	1,110.01	1,110.01	41.1
03-000-4317	SPECIAL REVENUE	654,000	-	-	-
03-000-4404	SUNDRY SALES	1,500	-	-	-
03-000-4501	BAY RESTORATION FUND REVENUE	-	21,140.00	21,140.00	-
03-000-4503	SEWER TAP FEES	7,500	2,500.00	2,500.00	33.3
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
Department Total		2,661,700	256,912.98	256,912.98	
03-220-4520	CSO SURCHARGE REVENUE	405,000	48,755.00	48,755.00	12.0

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	173.20	173.20	17.3
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	-	-	-
	Department Total	2,867,450	48,928.20	48,928.20	
	SEWER FUND Revenue Total	5,529,150	305,841.18	305,841.18	
	SEWER - ADMIN				
03-210-5000	SALARIES	57,500	6,882.08	6,882.08	12.0
03-210-5010	SOCIAL SECURITY	4,350	499.72	499.72	11.5
03-210-5011	PENSION	5,250	-	-	-
03-210-5012	WORKERS COMP	175	45.50	45.50	26.0
03-210-5013	INSURANCE - HEALTH	12,450	3,011.31	3,011.31	24.2
03-210-5015	CONTRIBUTION - 457	575	55.21	55.21	9.6
03-210-5313	COLLECTION EXPENSE	2,500	-	-	-
	Department Total	82,800	10,493.82	10,493.82	
	SEWER - OPERATING				
03-211-5000	SALARIES	151,200	21,791.89	21,791.89	14.4
03-211-5010	SOCIAL SECURITY	11,550	1,531.51	1,531.51	13.3
03-211-5011	PENSION	17,175	-	-	-
03-211-5012	WORKERS COMP	10,500	2,741.00	2,741.00	26.1
03-211-5013	INSURANCE - HEALTH	59,000	12,635.93	12,635.93	21.4
03-211-5015	CONTRIBUTION - 457	1,800	154.74	154.74	8.6
03-211-5100	INSURANCE - AUTO	2,000	798.00	798.00	39.9
03-211-5102	INSURANCE - GEN LIAB	625	431.00	431.00	69.0
03-211-5105	INSURANCE - PROPERTY	5,000	4,125.51	4,125.51	82.5
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	329.60	329.60	11.0
03-211-5180	SAFETY EQUIPMENT	1,000	378.98	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	301.61	301.61	12.6
03-211-5400	GAS, OIL, GREASE	9,750	1,680.13	1,680.13	17.2
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	-	-
03-211-5600	CORPORATE OVERHEAD	224,750	37,458.50	37,458.50	16.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	80,006.78	80,006.78	6.6
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	2,929.05	2,929.05	24.8
03-211-5763	SEWER OPERATING EXPENSE	55,000	4,550.62	4,550.62	8.3
03-211-5764	SEWER PUMPING EXPENSE	6,000	3,316.25	3,316.25	55.3
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	725,000	-	-	-
	Department Total	2,524,550	175,161.10	175,161.10	
	CSO				
03-220-5391	INTEREST EXPENSE	3,650	2,438.05	2,438.05	66.8
03-220-5392	DEBT REDEMPTION	23,150	-	-	-
03-220-5800	CAPITAL OUTLAY	2,895,000	56,968.22	56,968.22	2.0
	Department Total	2,921,800	59,406.27	59,406.27	
	SEWER FUND Expenditure Total	5,529,150	245,061.19	245,061.19	

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Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
04-000-4000	WATER TAP SURCHARGE	913,000	120,700.80	120,700.80	13.2
04-000-4001	INTEREST EARNED SURCHARGE	1,600	279.66	279.66	17.5
04-000-4317	SPECIAL REVENUE	175,000	-	-	-
PINEY SURCHARGE FUND Revenue Total		1,089,600	120,980.46	120,980.46	
04-200-5313	WATER SURCHARGE COLLECTION EXPENSE	2,500	-	-	-
04-200-5391	INTEREST EXPENSE	79,625	1,911.10	1,911.10	2.4
04-200-5392	DEBT REDEMPTION	766,400	-	-	-
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	66,075	-	-	-
PINEY SURCHARGE FUND Expenditure Total		1,089,600	1,911.10	1,911.10	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	38,102.00	38,102.00	10.4
05-000-4001	INTEREST EARNED - TRASH	1,200	192.01	192.01	16.0
05-000-4315	PROCEEDS FROM FUND BALANCE	44,500	-	-	-
05-000-4404	SUNDRY SALES	1,000	600.00	600.00	60.0
GARBAGE FUND Revenue Total		414,700	38,894.01	38,894.01	
GARBAGE ADMIN.					
05-230-5000	SALARIES	57,500	6,882.02	6,882.02	12.0
05-230-5010	SOCIAL SECURITY	4,350	499.72	499.72	11.5
05-230-5011	PENSION	5,250	-	-	-
05-230-5012	WORKERS COMP	175	45.50	45.50	26.0
05-230-5013	INSURANCE - HEALTH	12,450	3,011.31	3,011.31	24.2
05-230-5015	CONTRIBUTION - 457	575	55.20	55.20	9.6
05-230-5313	COLLECTION EXPENSE	2,500	-	-	-
Department Total		82,800	10,493.75	10,493.75	
GARBAGE OPERATING					
05-232-5000	SALARIES	85,600	10,015.43	10,015.43	11.7
05-232-5010	SOCIAL SECURITY	6,550	694.47	694.47	10.6
05-232-5011	PENSION	7,875	-	-	-
05-232-5012	WORKERS COMP	5,925	1,547.00	1,547.00	26.1
05-232-5013	INSURANCE - HEALTH	24,900	5,332.10	5,332.10	21.4
05-232-5015	CONTRIBUTION - 457	825	80.94	80.94	9.8
05-232-5100	INSURANCE - AUTO	2,200	1,596.00	1,596.00	72.6
05-232-5102	INSURANCE - GEN LIAB	400	259.00	259.00	64.8
05-232-5105	INSURANCE - PROPERTY	3,600	2,976.82	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	118.00	118.00	3.8
05-232-5180	SAFETY EQUIPMENT	500	324.98	324.98	65.0
05-232-5210	OFFICE SUPPLIES	500	131.00	131.00	26.2
05-232-5400	GAS, OIL, GREASE	12,600	588.17	588.17	4.7
05-232-5600	CORPORATE OVERHEAD	16,850	2,808.50	2,808.50	16.7
05-232-5770	ASH DUMPSTER	3,500	-	-	-
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5772	LANDFILL CHARGES	130,000	17,468.96	17,468.96	13.4
05-232-5773	SANITATION OPERATING EXPENSE	17,000	20,879.62	20,879.62	122.8
	Department Total	331,900	64,820.99	64,820.99	
	GARBAGE FUND Expenditure Total	414,700	75,314.74	75,314.74	

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	2,602,202.10	2,602,202.10	101.8
01-000-4001	PERSONAL PROPERTY TAXES	12,000	732.15	732.15	6.1
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	-	-
01-000-4003	CORPORATION TAXES	130,000	31,705.53	31,705.53	24.4
01-000-4004	PRIOR YEAR TAXES	2,000	(227.31)	(227.31)	-
01-000-4005	TRAILER TAX	1,600	140.00	140.00	8.8
01-000-4010	INTEREST ON TAXES	50,000	4,053.39	4,053.39	8.1
01-000-4011	TAX CREDITS	(2,000)	-	-	-
01-000-4012	TAX ABATEMENTS	(3,000)	(1,121.99)	(1,121.99)	-
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	79,334.23	79,334.23	13.8
01-000-4021	ADMISSION TAXES	20,000	-	-	-
01-000-4022	HOTEL MOTEL TAX	130,000	-	-	-
01-000-4023	HIGHWAY USE TAX	343,700	-	-	-
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	-	-	-
01-000-4032	TRADERS LICENSES	10,000	950.82	950.82	9.5
01-000-4040	POLICE GRANTS	40,200	3,479.52	3,479.52	8.7
01-000-4041	PARKING METERS	18,000	1,887.98	1,887.98	10.5
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	-	-
01-000-4045	FINES & FORFEITURES	15,000	1,265.00	1,265.00	8.4
01-000-4046	METER VIOLATIONS	2,000	220.00	220.00	11.0
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	50,000.00	50,000.00	25.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	-	-
01-000-4050	PERMITS, PLANNING, ETC	2,500	405.00	405.00	16.2
01-000-4051	BUILDING PERMITS	2,500	425.00	425.00	17.0
01-000-4052	RENTAL REGISTRATION	74,000	160.00	160.00	0.2
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	5,875.00	5,875.00	39.2
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	-	-
01-000-4056	COMM DEV GRANT REVENUE	50,000	-	-	-
01-000-4060	SWIMMING POOL	50,000	28,520.00	28,520.00	57.0
01-000-4062	DAY CAMP REGISTRATIONS	12,000	7,227.00	7,227.00	60.2
01-000-4063	RECREATION ACTIVITIES	15,000	5,463.20	5,463.20	36.4
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	22,942.00	22,942.00	16.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	37,458.50	37,458.50	16.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	2,808.50	2,808.50	16.7
01-000-4250	NSF FEES	-	110.00	110.00	-
01-000-4301	RENTS	97,500	16,249.72	16,249.72	16.7
01-000-4302	HRD APPROPRIATION	10,350	1,700.00	1,700.00	16.4
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	-	-	-
01-000-4304	MISCELLANEOUS REVENUE	1,000	541.67	541.67	54.2
01-000-4306	PROJECT REIMBURSEMENT	1,350,000	-	-	-
01-000-4307	INSURANCE REIMBURSEMENTS	-	1,585.06	1,585.06	-
01-000-4315	PROCEEDS FROM FUND BALANCE	99,860	-	-	-

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4317	SPECIAL REVENUE	826,000	-	-	-
01-000-4600	INTEREST INCOME	15,000	26,847.63	26,847.63	179.0
CORPORATE FUND Revenue Total		7,575,610	2,932,939.70	2,932,939.70	
EXECUTIVE					
01-100-5000	SALARIES	22,200	3,700.00	3,700.00	16.7
01-100-5010	SOCIAL SECURITY	1,700	283.10	283.10	16.7
01-100-5012	WORKERS COMP	175	45.50	45.50	26.0
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	400.00	400.00	8.0
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	6,656.00	6,656.00	66.6
01-100-5150	TRAINING	2,500	-	-	-
01-100-5160	TRAVEL	3,500	569.84	569.84	16.3
01-100-5185	PROFESSIONAL FEES	5,000	4,594.78	4,594.78	91.9
Department Total		50,075	16,249.22	16,249.22	
ADMINISTRATIVE					
01-110-5000	SALARIES	188,500	17,370.37	17,370.37	9.2
01-110-5010	SOCIAL SECURITY	14,375	1,270.29	1,270.29	8.8
01-110-5011	PENSION	13,800	-	-	-
01-110-5012	WORKERS COMP	575	156.50	156.50	27.2
01-110-5013	INSURANCE - HEALTH	41,800	6,894.08	6,894.08	16.5
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	5,117.27	5,117.27	23.1
01-110-5015	CONTRIBUTION - 457	1,875	158.19	158.19	8.4
01-110-5030	EMPLOYEE WELLNESS	7,500	-	-	-
01-110-5050	RESERVE FOR CONTINGENCIES	2,000	1,520.89	1,520.89	76.0
01-110-5100	INSURANCE - AUTO	600	527.00	527.00	87.8
01-110-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-110-5105	INSURANCE - PROPERTY	8,000	7,655.98	7,655.98	95.7
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	930.00	930.00	22.1
01-110-5111	CONTRIBUTIONS - TOURISM	95,000	20,812.65	20,812.65	21.9
01-110-5150	TRAINING	1,500	503.50	503.50	33.6
01-110-5160	TRAVEL	500	-	-	-
01-110-5185	PROFESSIONAL FEES	1,600	200.00	200.00	12.5
01-110-5191	COMMUNICATIONS	13,320	1,023.63	1,023.63	7.7
01-110-5192	CITY CODE HOSTING	3,000	230.53	230.53	7.7
01-110-5200	ADVERTISING	6,000	34.27	34.27	0.6
01-110-5205	LEGAL	34,500	1,925.00	1,925.00	5.6
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	-	-
01-110-5210	OFFICE SUPPLIES	11,000	1,688.66	1,688.66	15.4
01-110-5220	POSTAGE	14,000	4,485.01	4,485.01	32.0
01-110-5230	COMPUTER EXP	17,500	1,014.00	1,014.00	5.8
01-110-5232	IT LICENSING AND FEES	25,000	10,354.76	10,354.76	41.4
01-110-5235	DIGITAL ENGAGEMENT	5,000	2,539.80	2,539.80	50.8
01-110-5300	BOARD EXPENSE	11,000	10,212.13	10,212.13	92.8
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	-	-	-
01-110-5500	BUILDING - ARMORY	12,000	564.82	564.82	4.7

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-110-5502	BUILDING MAINTENANCE	10,100	7,086.15	7,086.15	70.2
01-110-5550	UTILITIES - BUILDING	16,000	930.97	930.97	5.8
01-110-5700	BANK FEES	-	56.00	56.00	-
01-110-5807	CAPITAL OUTLAY	1,500,000	114,000.00	114,000.00	7.6
Department Total		2,245,495	219,348.45	219,348.45	

FINANCE					
01-120-5000	SALARIES	68,700	8,284.24	8,284.24	12.1
01-120-5010	SOCIAL SECURITY	5,225	606.55	606.55	11.6
01-120-5011	PENSION	6,300	-	-	-
01-120-5012	WORKERS COMP	200	52.50	52.50	26.3
01-120-5013	INSURANCE - HEALTH	15,500	3,167.32	3,167.32	20.4
01-120-5015	CONTRIBUTION - 457	675	34.54	34.54	5.1
01-120-5102	INSURANCE - GEN LIAB	125	86.00	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	2,871.00	2,871.00	99.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	700	384.00	384.00	54.9
01-120-5310	AUDITING	52,000	-	-	-
01-120-5311	ACTUARIAL STUDY	4,000	-	-	-
01-120-5313	TAX COLLECTION	2,800	-	-	-
01-120-5810	RETSA OBLIGATION	750	-	-	-
Department Total		160,875	15,486.15	15,486.15	

COMMUNITY DEV					
01-130-5000	SALARIES	59,200	10,847.62	10,847.62	18.3
01-130-5010	SOCIAL SECURITY	4,500	779.70	779.70	17.3
01-130-5011	PENSION	5,400	-	-	-
01-130-5012	WORKERS COMP	175	45.50	45.50	26.0
01-130-5013	INSURANCE - HEALTH	7,900	5,191.89	5,191.89	65.7
01-130-5015	CONTRIBUTION - 457	575	-	-	-
01-130-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-130-5105	INSURANCE - PROPERTY	4,950	3,828.00	3,828.00	77.3
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	700	-	-	-
01-130-5185	PROFESSIONAL FEES	850	760.00	760.00	89.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	1,000.00	1,000.00	12.5
01-130-5322	PLANNING	150,000	-	-	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	-	-	-
01-130-5822	SPECIAL PROJECTS	4,000	-	-	-
Department Total		298,900	22,538.71	22,538.71	

CODE ENFORCEMENT					
01-140-5000	SALARIES	75,100	5,801.76	5,801.76	7.7
01-140-5010	SOCIAL SECURITY	5,700	413.33	413.33	7.3
01-140-5011	PENSION	6,875	-	-	-

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-140-5012	WORKERS COMP	225	58.50	58.50	26.0
01-140-5013	INSURANCE - HEALTH	23,200	2,894.64	2,894.64	12.5
01-140-5015	CONTRIBUTION - 457	750	-	-	-
01-140-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	2,871.00	2,871.00	89.7
01-140-5150	TRAINING	2,400	-	-	-
01-140-5160	TRAVEL	600	7.59	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	11,649.90	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	14,000	625.00	625.00	4.5
01-140-5332	RENTAL INSPECTION	28,550	7,950.00	7,950.00	27.9
Department Total		177,750	32,357.72	32,357.72	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	53,400	6,733.55	6,733.55	12.6
01-150-5010	SOCIAL SECURITY	4,050	497.35	497.35	12.3
01-150-5011	PENSION	4,900	-	-	-
01-150-5012	WORKERS COMP	175	45.50	45.50	26.0
01-150-5013	INSURANCE - HEALTH	9,600	1,820.31	1,820.31	19.0
01-150-5015	CONTRIBUTION - 457	525	21.09	21.09	4.0
01-150-5102	INSURANCE - GEN LIAB	150	86.00	86.00	57.3
01-150-5105	INSURANCE - PROPERTY	2,200	1,913.99	1,913.99	87.0
01-150-5150	TRAINING	1,500	-	-	-
01-150-5160	TRAVEL	1,000	803.86	803.86	80.4
01-150-5185	PROFESSIONAL FEES	2,100	-	-	-
01-150-5193	ONE CALL CONCEPTS	1,000	273.27	273.27	27.3
01-150-5340	ENGINEERING EQUIPMENT	3,000	12.59	12.59	0.4
01-150-5341	MAPPING SUPPLIES	7,500	-	-	-
01-150-5342	PUBLIC WORKS	7,400	372.59	372.59	5.0
Department Total		98,500	12,580.10	12,580.10	
	PUBLIC SAFETY				
01-160-5000	SALARIES	998,200	112,191.38	112,191.38	11.2
01-160-5002	SALARIES - POLICE GRANTS	25,000	4,012.72	4,012.72	16.1
01-160-5003	COURT TIME	13,000	2,325.34	2,325.34	17.9
01-160-5010	SOCIAL SECURITY	79,200	8,460.57	8,460.57	10.7
01-160-5011	PENSION	95,250	-	-	4.2
01-160-5012	WORKERS COMP	142,000	37,070.00	37,070.00	26.1
01-160-5013	INSURANCE - HEALTH	234,300	60,474.90	60,474.90	25.8
01-160-5015	CONTRIBUTION - 457	44,000	4,033.03	4,033.03	9.2
01-160-5100	INSURANCE - AUTO	5,500	4,397.00	4,397.00	80.0
01-160-5102	INSURANCE - GEN LIAB	900	693.00	693.00	77.0
01-160-5103	INSURANCE - POLICE PROFESSIONAL	12,000	11,552.00	11,552.00	96.3
01-160-5105	INSURANCE - PROPERTY	6,000	4,727.23	4,727.23	78.8
01-160-5150	TRAINING	25,500	4,704.29	4,704.29	18.5

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-160-5170	UNIFORMS	15,000	1,141.93	1,141.93	7.6
01-160-5180	SAFETY EQUIPMENT	1,200	2,149.03	2,149.03	179.1
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	678.00	678.00	3.7
01-160-5191	COMMUNICATIONS	30,160	5,352.76	5,352.76	17.8
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	1,015.23	1,015.23	20.3
01-160-5350	FSU MOU	25,000	10,000.00	10,000.00	40.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	530.65	530.65	13.3
01-160-5400	GAS, OIL, GREASE	33,000	2,164.73	2,164.73	6.6
01-160-5401	AUTO EXPENSE	18,000	1,693.08	1,693.08	9.4
01-160-5420	FLEET LEASE	22,000	5,307.24	5,307.24	24.1
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	261.22	261.22	6.5
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	644.35	644.35	6.4
01-160-5700	PARKING METERS	2,000	-	-	-
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	59,245.00	59,245.00	25.0
Department Total		2,124,890	344,824.68	344,824.68	
PUBLIC WORKS - STREET					
01-170-5000	SALARIES	243,300	29,272.69	29,272.69	12.0
01-170-5010	SOCIAL SECURITY	18,600	2,071.59	2,071.59	11.1
01-170-5011	PENSION	21,300	-	-	-
01-170-5012	WORKERS COMP	16,800	4,385.50	4,385.50	26.1
01-170-5013	INSURANCE - HEALTH	71,000	18,064.08	18,064.08	25.4
01-170-5015	CONTRIBUTION - 457	2,200	-	-	-
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	6,121.00	6,121.00	85.0
01-170-5102	INSURANCE - GEN LIAB	625	431.00	431.00	69.0
01-170-5105	INSURANCE - PROPERTY	5,600	4,153.86	4,153.86	74.2
01-170-5150	TRAINING	5,000	2,463.68	2,463.68	49.3
01-170-5170	UNIFORMS	8,000	2,648.43	2,648.43	33.1
01-170-5180	SAFETY EQUIPMENT	7,200	1,403.85	1,403.85	19.5
01-170-5191	COMMUNICATIONS	6,000	352.65	352.65	5.9
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	28,500	2,461.84	2,461.84	8.6
01-170-5420	FLEET LEASE	42,000	4,751.72	4,751.72	11.3
01-170-5550	UTILITIES - BUILDING	6,000	162.16	162.16	2.7
01-170-5711	SALT & ABRASIVES	150,000	-	-	-
01-170-5712	SIGN MAINTENANCE	8,000	-	-	-
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	8,918.34	8,918.34	9.9
01-170-5714	STREET LIGHTING	155,000	8,786.37	8,786.37	5.7
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	22,661.10	22,661.10	21.5
01-170-5716	STREET SHOP EQUIPMENT	90,000	4,967.83	4,967.83	5.5
01-170-5717	STREET LIGHTING REPAIRS	30,000	4,207.00	4,207.00	14.0
01-170-5800	CAPITAL OUTLAY	60,000	20,770.00	20,770.00	34.6

CITY OF FROSTBURG
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NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5861	STREET PAVING	600,000	3,282.00	3,282.00	0.6
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	-	-
Department Total		1,794,950	152,336.69	152,336.69	
RECREATION					
01-180-5000	SALARIES	205,750	24,202.39	24,202.39	11.8
01-180-5010	SOCIAL SECURITY	15,750	1,713.81	1,713.81	10.9
01-180-5011	PENSION	13,400	-	-	-
01-180-5012	WORKERS COMP	14,225	3,713.50	3,713.50	26.1
01-180-5013	INSURANCE - HEALTH	55,300	12,332.06	12,332.06	22.3
01-180-5015	CONTRIBUTION - 457	2,000	75.09	75.09	3.8
01-180-5100	INSURANCE - AUTO	2,500	2,073.00	2,073.00	82.9
01-180-5102	INSURANCE - GEN LIAB	450	344.00	344.00	76.4
01-180-5105	INSURANCE - PROPERTY	11,000	10,357.11	10,357.11	94.2
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	245.13	245.13	6.1
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	7,000	2,112.52	2,112.52	30.2
01-180-5420	FLEET LEASE	11,000	776.62	776.62	7.1
01-180-5503	ARMORY EXPENSE - GYM	10,000	210.80	210.80	2.1
01-180-5504	COMMUNITY CENTER	12,000	1,338.16	1,338.16	11.2
01-180-5510	CITY PLACE	9,500	682.83	682.83	7.2
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	535.61	535.61	10.7
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	13,430.37	13,430.37	19.8
01-180-5724	STREET TREE MAINTENANCE	7,500	-	-	-
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	766.00	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	1,593.26	1,593.26	17.7
Department Total		471,925	76,502.26	76,502.26	
RECREATION-POOL					
01-181-5000	SALARIES	66,000	28,043.99	28,043.99	42.5
01-181-5010	SOCIAL SECURITY	5,050	2,145.38	2,145.38	42.5
01-181-5012	WORKERS COMP	4,600	1,201.00	1,201.00	26.1
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	35,000	9,680.50	9,680.50	27.7
Department Total		111,150	41,070.87	41,070.87	
RECREATION - DAY CAMP					
01-182-5000	SALARIES	21,300	12,573.90	12,573.90	59.0
01-182-5010	SOCIAL SECURITY	1,650	961.96	961.96	58.3
01-182-5012	WORKERS COMP	1,500	391.00	391.00	26.1
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	142.59	142.59	28.5

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
Department Total		25,450	14,069.45	14,069.45	
RECREATION - SEASONAL					
01-183-5000	SALARIES	13,200	4,420.25	4,420.25	33.5
01-183-5010	SOCIAL SECURITY	1,025	338.15	338.15	33.0
01-183-5012	WORKERS COMP	925	241.50	241.50	26.1
01-183-5108	UNEMPLOYMENT	500	484.20	484.20	96.8
Department Total		15,650	5,484.10	5,484.10	
CORPORATE FUND Expenditure Total		7,575,610	952,848.40	952,848.40	
02-000-4000	WATER SERVICE REVENUE	1,420,000	224,678.77	224,678.77	15.8
02-000-4001	INTEREST EARNED - WATER	1,500	678.38	678.38	45.2
02-000-4315	PROCEEDS FROM FUND BALANCE	92,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	-	-	-
02-000-4402	SALE OF METERS	6,000	2,250.00	2,250.00	37.5
02-000-4403	TAPPING FEES	7,000	2,500.00	2,500.00	35.7
02-000-4404	SUNDRY SALES	20,000	5,834.94	5,834.94	29.2
02-000-4600	INTEREST INCOME	-	14.28	14.28	-
WATER FUND Revenue Total		2,296,975	235,956.37	235,956.37	
WATER - ADMIN					
02-190-5000	SALARIES	57,500	6,882.08	6,882.08	12.0
02-190-5010	SOCIAL SECURITY	4,350	499.72	499.72	11.5
02-190-5011	PENSION	5,250	-	-	-
02-190-5012	WORKERS COMP	175	45.50	45.50	26.0
02-190-5013	INSURANCE - HEALTH	12,450	3,017.56	3,017.56	24.2
02-190-5015	CONTRIBUTION - 457	575	55.21	55.21	9.6
02-190-5313	COLLECTION EXPENSE	2,500	-	-	-
02-190-5370	FMHA BOND	750	666.00	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	22,942.00	22,942.00	16.7
Department Total		221,200	34,108.07	34,108.07	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	1,100	862.00	862.00	78.4
02-192-5105	INSURANCE - PROPERTY	11,500	9,177.52	9,177.52	79.8
02-192-5106	INSURANCE - BOILER & MACHINERY	4,900	4,545.60	4,545.60	92.8
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	7,512.79	7,512.79	12.5
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	-	-	-
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	36,399.95	36,399.95	6.5
Department Total		831,500	58,497.86	58,497.86	
WATER - SUPPLY					
02-194-5000	SALARIES	27,700	3,461.52	3,461.52	12.5
02-194-5010	SOCIAL SECURITY	2,100	264.81	264.81	12.6
02-194-5011	PENSION	2,500	-	-	-
02-194-5012	WORKERS COMP	1,900	496.50	496.50	26.1

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
02-194-5015	CONTRIBUTION - 457	275	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	300.61	300.61	6.0
02-194-5730	WATER SUPPLY EXPENSE	50,000	905.56	905.56	1.8
Department Total		94,475	5,429.00	5,429.00	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	25,380.08	25,380.08	12.0
02-196-5010	SOCIAL SECURITY	16,250	1,820.08	1,820.08	11.2
02-196-5011	PENSION	19,550	-	-	-
02-196-5012	WORKERS COMP	14,700	3,837.50	3,837.50	26.1
02-196-5013	INSURANCE - HEALTH	55,700	12,332.39	12,332.39	22.1
02-196-5015	CONTRIBUTION - 457	2,050	41.61	41.61	2.0
02-196-5100	INSURANCE - AUTO	3,600	3,280.00	3,280.00	91.1
02-196-5102	INSURANCE - GEN LIAB	1,300	862.00	862.00	66.3
02-196-5105	INSURANCE - PROPERTY	3,300	2,294.38	2,294.38	69.5
02-196-5150	TRAINING	500	16.95	16.95	3.4
02-196-5170	UNIFORMS	4,000	246.28	246.28	6.2
02-196-5180	SAFETY EQUIPMENT	4,100	159.90	159.90	3.9
02-196-5191	COMMUNICATIONS	9,200	1,816.19	1,816.19	19.7
02-196-5210	OFFICE SUPPLIES	500	210.00	210.00	42.0
02-196-5390	MISCELLANEOUS EXPENSE	28,550	-	-	-
02-196-5400	GAS, OIL, GREASE	8,000	1,208.89	1,208.89	15.1
02-196-5420	FLEET LEASE	24,000	3,551.82	3,551.82	14.8
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	313.33	313.33	2.5
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	198.20	198.20	7.6
02-196-5700	DISTRIBUTION EXPENSE	90,000	7,055.13	7,055.13	7.8
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	-	-	-
02-196-5702	EQUIPMENT MAINTENANCE	5,000	-	-	-
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	-	-	-
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	1,450.00	1,450.00	12.1
02-196-5740	METERS EXPENSE	190,000	6,853.00	6,853.00	3.6
02-196-5800	CAPITAL OUTLAY	410,000	-	-	-
Department Total		1,149,800	72,927.73	72,927.73	
WATER FUND Expenditure Total		2,296,975	170,962.66	170,962.66	
03-000-4000	SEWER CHARGES	1,925,000	232,162.97	232,162.97	12.1
03-000-4001	INTEREST EARNED - SEWER	2,700	1,110.01	1,110.01	41.1
03-000-4317	SPECIAL REVENUE	654,000	-	-	-
03-000-4404	SUNDRY SALES	1,500	-	-	-
03-000-4501	BAY RESTORATION FUND REVENUE	-	21,140.00	21,140.00	-
03-000-4503	SEWER TAP FEES	7,500	2,500.00	2,500.00	33.3
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
Department Total		2,661,700	256,912.98	256,912.98	
03-220-4520	CSO SURCHARGE REVENUE	405,000	48,755.00	48,755.00	12.0

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	173.20	173.20	17.3
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	-	-	-
	Department Total	2,867,450	48,928.20	48,928.20	
	SEWER FUND Revenue Total	5,529,150	305,841.18	305,841.18	
	SEWER - ADMIN				
03-210-5000	SALARIES	57,500	6,882.08	6,882.08	12.0
03-210-5010	SOCIAL SECURITY	4,350	499.72	499.72	11.5
03-210-5011	PENSION	5,250	-	-	-
03-210-5012	WORKERS COMP	175	45.50	45.50	26.0
03-210-5013	INSURANCE - HEALTH	12,450	3,011.31	3,011.31	24.2
03-210-5015	CONTRIBUTION - 457	575	55.21	55.21	9.6
03-210-5313	COLLECTION EXPENSE	2,500	-	-	-
	Department Total	82,800	10,493.82	10,493.82	
	SEWER - OPERATING				
03-211-5000	SALARIES	151,200	21,791.89	21,791.89	14.4
03-211-5010	SOCIAL SECURITY	11,550	1,531.51	1,531.51	13.3
03-211-5011	PENSION	17,175	-	-	-
03-211-5012	WORKERS COMP	10,500	2,741.00	2,741.00	26.1
03-211-5013	INSURANCE - HEALTH	59,000	12,635.93	12,635.93	21.4
03-211-5015	CONTRIBUTION - 457	1,800	154.74	154.74	8.6
03-211-5100	INSURANCE - AUTO	2,000	798.00	798.00	39.9
03-211-5102	INSURANCE - GEN LIAB	625	431.00	431.00	69.0
03-211-5105	INSURANCE - PROPERTY	5,000	4,125.51	4,125.51	82.5
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	329.60	329.60	11.0
03-211-5180	SAFETY EQUIPMENT	1,000	378.98	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	301.61	301.61	12.6
03-211-5400	GAS, OIL, GREASE	9,750	1,680.13	1,680.13	17.2
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	-	-
03-211-5600	CORPORATE OVERHEAD	224,750	37,458.50	37,458.50	16.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	80,006.78	80,006.78	6.6
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	2,929.05	2,929.05	24.8
03-211-5763	SEWER OPERATING EXPENSE	55,000	4,550.62	4,550.62	8.3
03-211-5764	SEWER PUMPING EXPENSE	6,000	3,316.25	3,316.25	55.3
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	725,000	-	-	-
	Department Total	2,524,550	175,161.10	175,161.10	
	CSO				
03-220-5391	INTEREST EXPENSE	3,650	2,438.05	2,438.05	66.8
03-220-5392	DEBT REDEMPTION	23,150	-	-	-
03-220-5800	CAPITAL OUTLAY	2,895,000	56,968.22	56,968.22	2.0
	Department Total	2,921,800	59,406.27	59,406.27	
	SEWER FUND Expenditure Total	5,529,150	245,061.19	245,061.19	

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
04-000-4000	WATER TAP SURCHARGE	913,000	120,700.80	120,700.80	13.2
04-000-4001	INTEREST EARNED SURCHARGE	1,600	279.66	279.66	17.5
04-000-4317	SPECIAL REVENUE	175,000	-	-	-
PINEY SURCHARGE FUND Revenue Total		1,089,600	120,980.46	120,980.46	
04-200-5313	WATER SURCHARGE COLLECTION EXPENSE	2,500	-	-	-
04-200-5391	INTEREST EXPENSE	79,625	1,911.10	1,911.10	2.4
04-200-5392	DEBT REDEMPTION	766,400	-	-	-
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	66,075	-	-	-
PINEY SURCHARGE FUND Expenditure Total		1,089,600	1,911.10	1,911.10	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	38,102.00	38,102.00	10.4
05-000-4001	INTEREST EARNED - TRASH	1,200	192.01	192.01	16.0
05-000-4315	PROCEEDS FROM FUND BALANCE	44,500	-	-	-
05-000-4404	SUNDRY SALES	1,000	600.00	600.00	60.0
GARBAGE FUND Revenue Total		414,700	38,894.01	38,894.01	
GARBAGE ADMIN.					
05-230-5000	SALARIES	57,500	6,882.02	6,882.02	12.0
05-230-5010	SOCIAL SECURITY	4,350	499.72	499.72	11.5
05-230-5011	PENSION	5,250	-	-	-
05-230-5012	WORKERS COMP	175	45.50	45.50	26.0
05-230-5013	INSURANCE - HEALTH	12,450	3,011.31	3,011.31	24.2
05-230-5015	CONTRIBUTION - 457	575	55.20	55.20	9.6
05-230-5313	COLLECTION EXPENSE	2,500	-	-	-
Department Total		82,800	10,493.75	10,493.75	
GARBAGE OPERATING					
05-232-5000	SALARIES	85,600	10,015.43	10,015.43	11.7
05-232-5010	SOCIAL SECURITY	6,550	694.47	694.47	10.6
05-232-5011	PENSION	7,875	-	-	-
05-232-5012	WORKERS COMP	5,925	1,547.00	1,547.00	26.1
05-232-5013	INSURANCE - HEALTH	24,900	5,332.10	5,332.10	21.4
05-232-5015	CONTRIBUTION - 457	825	80.94	80.94	9.8
05-232-5100	INSURANCE - AUTO	2,200	1,596.00	1,596.00	72.6
05-232-5102	INSURANCE - GEN LIAB	400	259.00	259.00	64.8
05-232-5105	INSURANCE - PROPERTY	3,600	2,976.82	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	118.00	118.00	3.8
05-232-5180	SAFETY EQUIPMENT	500	324.98	324.98	65.0
05-232-5210	OFFICE SUPPLIES	500	131.00	131.00	26.2
05-232-5400	GAS, OIL, GREASE	12,600	588.17	588.17	4.7
05-232-5600	CORPORATE OVERHEAD	16,850	2,808.50	2,808.50	16.7
05-232-5770	ASH DUMPSTER	3,500	-	-	-
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-

CITY OF FROSTBURG
BUDGET REPORT - JULY AND AUGUST 2022

NOTE: Audit adjustments for the year ending June 30, 2022 are incomplete.

Account Id	Account Description	Amended Budget	July-Aug 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5772	LANDFILL CHARGES	130,000	17,468.96	17,468.96	13.4
05-232-5773	SANITATION OPERATING EXPENSE	17,000	20,879.62	20,879.62	122.8
	Department Total	331,900	64,820.99	64,820.99	
	GARBAGE FUND Expenditure Total	414,700	75,314.74	75,314.74	

`CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of August, 2022

Submitted by: [Gene Bittinger maintenance Supervisor]

August 1 2022

Checked parks

Took equipment to Dog Park

Started working on entrances to Dog Park

August 2 2022

Checked parks

Worked on fence and trail at the Dog Park

Checked breaker at Field 8

Meant with Brian and Hayden at Lyons bathrooms

Picked up fence and concrete for Dog Park

Cleaned inside East End building

August 3 2022

Checked parks

Cut MT. Pleasant, East End, Greene ST. ST Mikes, Dog Park

Worked on fence at Dog Park

Took paint supplies to Hoffman

August 4 2022

Checked parks

Cut and weed eated Trail Head and Hoffman

Worked on fence at Dog Park

Aug 5 2022

Checked parks and City Hall, Police Dept.

Worked on Fence and trail at Dog Park

Got back hoe from Water Dept.

Aug 8 2022
Checked parks
Worked on fence at Dog Park
Wired trailer up to tractor
Aug 9 2022
Checked parks
Fixed hand rail on fishing dock at Lyons pond
Worked on blacktop roller
Worked on fence at Dog Park
Picked up doors for Dog Park
Aug 10 2022
Checked parks
Installed door at Dog Park
Rolled millings at Dog Park
Finished fence at Dog Parks
Aug 11 2022
Checked parks
Installed second door at Dog Park
Installed new lights at Dog Park bathrooms
Cut grass and weed eated Hoffman Park
Cut MT. Pleasant, East End, ST Mikes
Aug 12 2022
Checked parks
Put extra trash cans out at Hoffman
Cut around the Pool and Armory, Shop
Started cutting Glendening
Put sign together for Beverage festival
Aug 15 2022
Checked parks
Picked up new freezer for Hoffman
Picked up supplies for Christmas decorations
Worked on Flamingos
Aug 16 2022
Checked parks
Worked on Flamingos
Pressure washed Hoffman Amphitheater
Put Pig out sign up
Picked up paint for Amphitheater
Aug 17 2022
Checked parks
Sealed concrete at the Hoffman Amphitheater
Finished Flamingos

Aug 18 2022
Checked parks
Cut Grass at Hoffman
Aug 19 2022
Checked parks
Unlocked Hoffman
Cut grass around the pool
Took tables and chairs to Hoffman
Set up and tore down Farmers market
Aug 22 2022
Checked parks
Put tables, chairs, away from Pig Out
Cleaned up Hoffman
Cut East End, MT. Pleasant
Fixed receptacle at Hoffman
Fixed gates on basketball court at Comm. Field
Filled dog bags
Aug 23 2022
Check parks
Started cutting Glendening
Went to Staff meeting
Checked tire pump at Trail Head
Ordered mulch for Hoffman
Aug 24 2022
Checked parks
Spread mulch at Hoffman Playground
Aug 25 2022
Checked parks
Put new shelves up at Hoffman
Cut trees and stumps at Hoffman
Aug 26 2022
Checked parks
Cut trees and removed stumps at Hoffman
Cut grass around shop, pool and Armory
Aug 29 2022
Checked parks
Took paint to soccer fields
Worked on stumps at Hoffman
Fixed tire pump at the trail head

Aug 30 2022

Checked parks

Cut grass at Hoffman

Removed more stumps at Hoffman

Picked up a load of mulch and spread it at Hoffman

Killed bees nest at Lyons concession stand

Aug 31 2022

Checked parks

Cut ST Mikes, East End, MT. Pleasant, Dog Park, Greene ST.

Trimmed trees at Hoffman

Painted steepes on Amphitheater

Hauled millings to Hoffman and spread it

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: August 2022

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		August
2021	2022	
495	667	
ARRESTS	On-View/Citations	6
	Warrants Served	3
	Summonses Served	1
	Juvenile Arrests & Citations	1
	TOTAL	11
C3I INVESTIGATIONS	Cases	2
COMMUNITY POLICING	Logged Activities	7
PARKING	Parking Violations	15
PRISONERS	Custodial Arrests	2
PUBLIC SERVICE	Well-Being Checks	23
	Emergency Petitions	11
	Assist Other Agency	10
	Request for Officer	42
	Follow-Ups	17
	Disturbance (Multiple Inc. Types)	21
TRAFFIC	M/V Crashes	12
	Traffic Details	34
	DWI/DUI Arrests	2
TRAFFIC STOPS	Total Number of Stops	106
	Citations	19
	Warnings	115
	SEROs	1
COLLECTIONS	Parking Meter Fines	\$100.00
	Other Parking Fines	\$485.00
	Parking Meter Collections	\$2,211.43
	Municipal Infractions Paid	\$0.00
	Parking Permits	\$60.00
	Miscellaneous	\$60.00
	Park Mobile	\$79.97
This month year prior:		TOTAL \$2,996.40
\$3,215.25		

Respectfully Submitted,



Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: August 2022

Submitted by: Shane Elliott & Tony Frenzel

August 1, 2022 – Monday

- Removed litter on Main Street
- Hauled out multiple truckloads of fill to Miller Bottom
- Checked all sewer pumping stations
- Made repairs to Truck 14 tailgate locks
- Marked miss utility tickets and checked them in on computer
- Diagnosed a broken zero-turn for Rec. Dept.
- Checked and emptied city trash cans where needed
- Made new monthly report and sent out old one
- Cleaned off catch basin grates around town
- Trimmed weeds on Center, Bowery, and Main Streets
- Pushed up gravel pile at garage
- Picked up new chainsaw chains from Cumberland outdoor power
- Checked CSO'S and made report due to rainfall (9/16")
- Attended meeting at City Hall to discuss garbage truck
- Replaced No Parking signs on Park Lane St.

August 2, 2022 – Tuesday

- Picked up garbage route on west end of town
- Hauled loads of milling up to rifle range road
- Checked on repair status of Garbage truck at Cober Cummins
- Removed litter on Main Street
- Used backhoe to spread and level out millings on rifle range road
- Marked miss utility tickets and checked them in on computer
- Popped manholes around Centennial Street, ran sewer camera in preparation of replacing the sewer line
- Checked all sewer pumping stations – Cleaned off floats at Hoffman station
- Ordered parts for the Parks and Rec dept zero turn mower
- Washed off sewer camera systems after use
- Greased all fittings on backhoe and replaced the bad ones
- Applied concrete sealer around previously poured catch basins

P.2

August 3, 2022 – Wednesday

- Picked up garbage route on east end of town
- Used vac truck to suck up debris on Barnard Street
- Removed litter off Main Street
- Put down more millings on rifle range road where needed
- Set out road caution signs on Barnard Street
- Checked all sewer pumping stations
- Prepped around catch basins on Centennial Street and Warns Lane for blacktop
- Emptied vac truck and cleaned out debris hopper – greased rear fittings
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera in sewer main just off Bealls Lane
- Couple employees picked up safety boots from Super Shoes
- Washed off all sewer camera equipment after use
- Met with Northern Pipeline on Victoria Lane
- Removed dead animal in roadway on Willow Drive
- Measured out ditch line in preparation of installing a temporary culvert pipe and roadway at Rec. Complex
- Picked up old garbage truck from Coburn Cummings

August 4, 2022 – Thursday

- Picked up garbage route in center section of town
- Cleaned off blacktop tools and filled roller
- Marked miss utility tickets and checked them in on computer
- Blacktopped ditch line on Barnard Street
- Picked up litter on Main Street and removed glass in roadway on Depot Street
- Used bobcat sweeper bucket to clean up debris in parking lot
- Checked all sewer pumping stations
- Blacktop patched on Armstrong, Centennial Street and First Street
- Had special garbage pick-up on Wood Street
- Removed caution signs and stands on Barnard Street
- Checked sewer complaint on Grandview Drive
- Picked up mail and paystubs from city hall
- Used concentrate to clean out the bed on blacktop truck
- Couple employees went to get safety boots
- Unloaded Fastenal delivery
- Had meeting at Rec Complex to discuss road conditions

P.3

August 5, 2022 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Measured up sewer repair site to see what material is needed
- Serviced newer garbage truck and greased all fittings
- Checked water runoff complaint in Braddock Estates and set out sandbags until blacktop curbing can be repaired
- Picked up litter on Main Street, Water and Broadway
- Checked all sewer pumping stations
- Picked up sewer repair material from PVIS in Cumberland
- Cleaned off catch basin grates around town
- Marked miss utility tickets and checked them in on computer
- Checked all CSO's and made a report
- Emptied out all shop trash cans and swept garage bay floors
- Put Fastenal delivery away and organized the inventory
- Cleaned rest room and lunch room
- Removed tree limb in roadway on Pine Street
- Checked sewer main around FSU to make sure of no flow issues

August 6, 2022 – Saturday – Checked CSO's

August 7, 2022 – Sunday

August 8, 2022 – Monday

- Checked and emptied city trash cans on Main Street where needed
- Picked up yard waste all over town
- Called in an emergency miss utility ticket for sewer repair
- Marked miss utility tickets and checked them in on computer
- Checked on sewer complaint on Tarn Terrace – popped manholes and cleanout caps in surrounding area, found no issues
- Picked up litter on Main Street, Bowery and Center Street
- Started replacing troublesome sewer main just off Centennial Street adjacent to Standish Street - Dug up several feet of old pipe and installed new
- Took splash blocks to home owner on Tarn Terrace – advised to remove downspouts
- Checked all sewer pumping stations – ran weekly electrical test
- Ran sewer camera in sewer main on Centennial Street
- Took yard waste to Frostburg Grows dump site
- Washed off all sewer camera equipment after use

P.4

August 9, 2022 – Tuesday

- Picked up west end of town garbage route
- Checked all sewer pumping stations
- Removed dead animal in roadway on State Street
- Installed more lengths of sewer pipe on sewer replacement job just off Centennial Street
- Picked up litter around town where needed
- Marked emergency miss utility ticket on Washington Street
- Removed litter and glass in roadway on Main Street
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera in sewer main on Center Street and Alleyway between Center and Bowery Street
- Picked up a dead animal on Main Street
- Ran push rod to open sewer service line on Center Street
- Washed off sewer camera equipment and push rods after use
- Picked up supplies from Frostburg Rental Store
- Straightened a sign post on First Street
- Popped manholes on Bowery and Center Street to check for any flow issues
- Cleaned up debris in roadway in Braddock Estates

August 10, 2022 – Wednesday

- Picked up garbage route on east end of town
- Removed broken tree limb overhanging roadway on Shaw Street
- Checked all sewer pumping stations
- Picked up a piece of equipment from American Rental in Cumberland
- Removed litter and dead animal on Main Street
- Checked on a drainage ditch complaint on McCulloh Street
- Installed more lengths of sewer pipe and replaced service line on Centennial Street
- Helped unload a delivery from Select Specialty Products
- Posted Broadway no parking for Potomac Edison
- Used bobcat to backfill work area on sewer repair site
- Marked miss utility tickets and checked them in on computer
- Checked sewer complaint on McCulloh Street – Ran sewer camera to make sure of no flow issues or obstructions
- Took splash blocks to homeowner on Standish Street – they are removing downspouts from going into sewer main
- Washed off all sewer camera equipment after use

P.5

August 11, 2022 – Thursday

- Picked up garbage route in center section of town
- Had special garbage pickup on Bowery Street
- Worked on sewer repair site just off Centennial Street all day – replacing more lengths of sewer main
- Removed litter on Main Street
- Added degreaser to Hoffman pumping station and cleaned off floats
- Checked all sewer pumping stations
- Picked up parts from Cumberland Outdoor Power
- Had special garbage pickup on Wood Street
- Marked miss utility tickets and checked them in on computer
- Put new sweeper attachment together
- Had special garbage pickup on Maple Street
- Cleaned out water dispenser and cleaned all attachments
- Trimmed weeds around town where needed
- Checked sewer main just off Braddock Road for flow issues
- Replaced street sign in Mt Pleasant Street
- Started replacing the old parts on the zero turn

August 12, 2022 – Friday

- Cleaned up around the shop and took out all of the trash
- Trimmed weeds around tree grates where needed
- Checked all sewer pumping stations
- Worked on sewer main just off Standish Street most of the day
- Picked up litter on Main Street
- Returned machine to American rental in Cumberland
- Checked all sewer overflow sites
- Greased garbage truck and fixed an air leak
- Marked miss utility tickets and checked them in on computer
- Had meeting at city hall
- Checked and emptied city trash cans where needed
- Turned in invoices to be paid to city hall
- Picked up supplies at Carquest
- Cut grass on stone wall on Main Street
- Worked on zero turn mower replacing parts
- Checked traffic complaint on Bealls Lane and First Street

P.6

August 13, 2022 – Saturday

August 14, 2022 - Sunday

August 15, 2022 – Monday

- Picked up litter on Main Street and emptied city trash cans where needed
- Cleaned and organized tools on Truck #45
- Purchased new chains for chainsaws
- Checked all sewer pumping stations – ran weekly test on electrical system
- Used camera in manhole on Bowery Ext. to locate sewer line
- Investigated sewer complaint on Park Ave.
- Marked miss utility tickets and checked them in on computer
- Trimmed curb lines on Center and Bowery Streets
- Removed litter in city streets all over town
- Checked all CSO locations for any issues
- Washed off sewer camera and equipment after use
- Replaced street signs on Linden and Mill Streets
- Cut and removed tree limbs on Lovell Ave.
- Finished reassembling Rec. Dept mower
- Picked up street saw from Cumberland Outdoor Power

August 16, 2022 – Tuesday

- Picked up west end of town garbage route
- Trimmed grass around Frostburg sign on 36
- Swept floors in garage bays
- Checked all sewer pumping stations
- Removed litter and debris from empty lot on Maple Street
- Marked Miss Utility tickets and checked them in on computer
- Cleaned up debris in roadway on College Avenue
- Removed litter on Main Street
- Trimmed tree limbs from around street signs where needed
- Removed dead animal in roadway Water Street
- Trimmed more weeds around town along curb lines and tree grates
- Replaced street sign on First Street
- Checked on sewer complaint on Frost Avenue – Ran sewer camera and found no issues in sewer main
- Washed off all sewer camera equipment after use

P.7

August 17, 2022 – Wednesday

- Picked up east end of town garbage route
- Cut grass and weed eat empty lot at the end of Bowery Street
- Removed dead animal along roadway on Braddock Road
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera in sewer main on Grandview Drive
- Checked all sewer pumping stations
- Trimmed weeds along curb lines in Prichard's Alleyway
- Put Napa delivery away after it arrived
- Straightened several sign posts around town
- Checked on Belt Paving for any issues while milling roadways on east end of town
- Washed off all sewer camera equipment after use
- Removed litter on Main Street and glass in roadway on State Street
- Used loader to push up blacktop millings in Rec. Complex
- Trimmed weeds and grass along curb lines on College Avenue and Broadway
- Washed off loader and greased fittings
- Checked sewer main from High School down to Green Street for any flow issues or obstructions

August 18, 2022 – Thursday

- Picked up garbage route in center section of town
- Cleaned up debris in roadways around town due to heavy rain event
- Used loader to push up more blacktop milling up Rec. Complex
- Removed litter on Main Street
- Checked all sewer pumping stations
- Several employees off due to taking safety course
- Checked on the blacktop crew and Potomac Edison crew that in boring and installing electric lines.
- Removed dead animal in roadway on West Main Street
- Drained water from diesel safety tanks
- Cleaned off catch basin grates around town
- Marked miss utility tickets and checked them in on computer
- Checked on sewer main on Jenkins Street running east for any issues
- Only had two people working in the shop all day
- Checked all CSO locations and made a report

P.8

August 19, 2022 – Friday

- Picked up litter all over town
- Greased loader and checked fluids
- Emptied and cleaned out beds of work trucks
- Cleaned bathrooms and took out all trash at the shop
- Picked up litter on Main Street
- Checked on the paving crew off and on all day
- Marked miss utility tickets and checked them in on computer
- Pushed up millings as needed
- Checked and emptied city trash cans where needed
- Marked an emergency Miss Utility ticket on Bowery Ext
- Checked all sewer pumping stations
- Looked at a complaint of water coming up in the roadway on Allegany Street
- Checked on status of our mini-X at American Rental. It came in and currently awaiting inspection and should be ready next week
- Cleaned breakroom and office area

August 20, 2022 – Saturday

August 21, 2022 – Sunday

August 22, 2022 – Monday

- Checked and emptied city trash cans where needed
- Had special garbage pick up on Wood Street
- Checked all sewer pumping stations – Ran weekly electrical test
- Used vac truck to help Water Dept. repair water leak on Allegany Street
- Cut grass around tide gate and CSO locations
- Started setting out manhole risers in locations to be blacktopped
- Cleaned off blacktop tools and filled blacktop roller
- Marked miss utility tickets and checked them in on computer
- Repaired air leak on truck #3
- Cleaned off catch basin grates around town due to heavy rainfall
- Picked up litter on Main Street
- Cleaned up excessive amounts of debris in roadways after rain event
- Repaired gear oil leak on catchvac truck
- Checked all CSO's after rain event

P.9

August 23, 2022 – Tuesday

- Picked up west end of town garbage route
- Cut up tree limb and removed off Main Street
- Attended staff meeting at city hall
- Looked over roadway in Rec. Complex to see what's needed for repairs
- Removed litter on Main Street
- Trimmed tree limbs away from road sign on High Street
- Checked all sewer pumping stations
- Went through blacktop riser inventory and loaded up what's needed for paving project
- Cut grass and weed eat around fence line at armory building
- Picked up supplies from Carquest
- Marked miss utility tickets and checked them in on computer
- Checked CSO's and reset blocks
- Repaired an electrical issue on truck #4
- Checked on standing water in roadway complaint on Barnard Street
- Removed dead animal in roadway on Village Parkway
- Checked sewer main on Barnard Street and Allegany Street for any issues
- Straightened bent sign post on American Avenue

August 24, 2022 – Wednesday

- Picked up garbage route on east end of town
- Marked two emergency miss utility tickets
- Checked all sewer pumping stations
- Met with Gas Company on South Water Street
- Received new mini excavator and had a short operation and safety demonstration
- Have one employee attending CDL driving school in Grantsville
- Trimmed off dead tree limb on Main Street
- Removed litter on Main Street and glass in roadway on Depot Street
- Checked on blacktop crew working on Allegany Street
- Marked miss utility tickets and checked them in on computer
- Checked broken catch basin complaint on Allegany Street and made a temporary repair
- Greased rear manual locks on garbage truck
- Checked on sewer odor complaint on Bishop Murphy Drive – checked main and service line and found no issues
- Disposed of furniture found in city roadway
- Checked on sewer issue in Braddock Estates – Twigg Plumbing got it open in the service line

P.10

August 25, 2022 – Thursday

- Picked up garbage route in center section of town
- Used Rec. Dept. tractor and rake to level off work area and remove rocks from previous sewer repair site just off Standish Street
- Checked all sewer pumping stations
- Ran sewer camera in sewer main on Allegany Street
- Had special garbage pick up on Wood Street
- Ran sewer camera in storm line on State Street
- Removed litter on Main Street
- Have one employee attending CDL driving school in Grantsville
- Marked miss utility tickets and checked them in on computer
- Picked up supplies from Southern States in Cumberland
- Went over sewer pumping stations with Mark from filtration plant to check signal for possible future alert system
- Set out manhole risers for blacktop crew in locations where needed
- Repaired broken sewer line on Allegany Street
- Trimmed a few tree limbs around town overhanging street signs
- Washed off all sewer camera equipment after use

August 26, 2022 – Friday

- Checked and emptied all city trash cans where needed
- Trimmed weeds around town where visible
- Removed dead animal in roadway on First Street
- Checked on Belt Paving progress on East end of town
- Trimmed off broken tree branch in Alleyway between Bowery and Center Street
- Swept out garage bays and emptied shop trash cans
- Have one employee attending CDL schooling in Grantsville
- Checked all sewer pumping stations
- Put down more topsoil, grass seed and mulch on the Standish Street sewer project
- Checked and filled all fluids where needed in the garbage truck
- Put Napa delivery away
- Cleaned up litter all over town in city streets
- Marked miss utility tickets and checked them in on computer
- Cleaned bathroom, breakroom and office area. Also disinfected everything and put down the new rugs
- Cleaned up debris in roadway on Standish Street
- Helped unload catch basin grates and manhole rings that arrived
- Installed new manhole cover on State Street

P.11

August 27, 2022 – Saturday

August 28, 2022 – Sunday

August 29, 2022 – Monday

- Set out blacktop risers where needed for Belt Paving
- Checked all sewer pumping stations – Ran weekly tests
- Removed dead animal in roadway on Centennial Street
- Cleaned off blacktop tools and filled roller
- Removed litter on Main Street & emptied all city trash cans
- Took invoices to be paid to city hall
- Marked miss utility tickets and checked them in on computer
- Replaced a faded out stop sign and straightened sign post
- Blacktop patched Alleyways on west end of town
- Cut grass and weed eat where needed around town
- Patched pot holes in lower parking lot
- Sprayed out bed of blacktop truck with concentrate and removed tar from latches
- Organized surplus risers and manhole covers returned by contractor
- Unloaded old garbage truck due to being inoperational

August 30, 2022. – Tuesday

- Picked up west end of town garbage route
- Set out more manhole risers for Belt Paving on east end of town
- Checked all sewer pumping stations
- Attended Beautify the Burg meeting at city hall
- Picked up litter on Main Street and Depot Street
- Installed temporary culvert pipe in Rec. Complex
- Marked miss utility tickets and checked them in on computer
- Took deliveries and mail over to MDE
- Installed signage at CSO locations where needed
- Hauled loads of milling and dumped on Rec. Complex Road – Used loader and backhoe to level out roadway
- Checked all CSO'S
- Put a load of gravel over temporary pipe and leveled off for an excess point to basketball court at Rec. Complex
- Measured up future sewer repair site to see what material is needed

P.12

August 31, 2022- Wednesday

- Picked up garbage route on east end of town
- Hauled more milling to parking area in Rec. Complex
- Set out more risers where needed for blacktop crew
- Removed litter on Main Street
- Used backhoe to level off millings and roller to compact work area
- Removed dead animal in roadway on West Main Street
- Put Fastenal delivery away
- Cleaned up glass and debris in roadway on Main Street
- Attended meeting at city hall
- Marked miss utility tickets and checked them in on computer
- Picked up parts from Carquest
- Checked all sewer pumping stations
- Repaired coolant leak on garbage truck
- Made up a new monthly report
- Checked on road and curbing complaint on Grandview Drive – Met with homeowner and discussed any issues
- Went through all the inventory needed for the Cruisin
- Checked garbage complaint on Washington Street
- Finished cleaning up around all CSO locations

City of Frostburg

Monthly Report: Water Department

For the Month of August, 2022

Submitted by: Jim Williams, Supervisor

August 1, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Spring St.
- Changed 1 meter
- Assisted with installing a new ¾ tap on the 16 "water line on E. College Ave with Lashley Construction

August 2, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- 1 final readings
- Turn water off on Center St. for Braddock Construction to cut & cap 4" line
- Located & marked water valves for contractor @ Prichard Farm
- Cleaned up the shop
- Hauled trash away

August 3, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Assisted Schact's plumbing with installing new meter on Honey Suckle Lane
- Cut the grass @ shop

- Assisted Braddock Construction with installing new water line on Center St.
- Final readings on Lee St. & Welsh Hill Rd.

August 4, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Paul St.
- Assisted Braddock Construction with repairing 4" line on Center St.
- Read monthly master meters
- Attended meeting @ City Hall containing with reading meters in new system

August 5, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read monthly master meters
- Checked dirty water complaint on Uhl St.
- Turn water on Beall St.

August 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Taylor St.
- Installed curb box & rod on E. Main St. due to contractor

August 9, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Swept and mopped floors shop

- Hauled trash away
- Assisted contractors with making a 6" tap on the 16" water line on E. College Ave.

August 10, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- 3-finalings readings
- Assisted water treatment plant with loading material
- Home owner on Frost Ave. called to request someone to inspect meter stated it was making noise. No noise heard when inspected.
- Disassembled, inspected, and cleaned Romac Tap machine

August 11, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Checked running water on Teaberry. No conflict was on home owner
- Assisted contractor with repair of ½" water service on College Ave

August 12, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Sealed cracks in sidewalk East Main St.
- Greased Backhoe
- Final readings on College Ave. and wood St.
- Checked out leak Park Ave.

August 15, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Redstone Terrace
- Removed defected air compressor
- Checked dirty water complain Grandview Drive

August 16, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled the trash away
- Final reading Wood St. & Bowery St.
- Lower two curb boxes on E. Main St. for contractor

August 17, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water for nonpayment
- Located & marked water valves for blacktopping grew
- Turn water back on from nonpayment

August 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading S. Broadway
- Assisted with installing a new $\frac{3}{4}$ tap on the 16 "water line on E. College Ave with Braddock Construction
- Turn water back on from nonpayment

August 19, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Charles St. & Hill St.
- Turn water back on from nonpayment
- Turn water off University Park due to main water leak
- Checked for water leak chart is out
- Assisted with installing a new $\frac{3}{4}$ tap on the 16 "water line on E. College Ave with Braddock Construction
- Turn water back on University Park

August 22, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading E. Main St.
- Repaired a 6" water main on Allegany St. & Barnard St.

August 23, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Attended staff meeting
- Cleaned the shop
- Hauled the trash away
- Turn water on Centennial
- Loosen up valve box lids for blacktopping crew
- Installed 2-valve box lids on Spring St.
- Assisted Lashley with cut & cap 3"-water line on Stoyer St.

August 24,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Top soil, seeded & mulch yard on Barnard St. due to water leak
- Loosen up valve box lids for blacktopping crew

August 25,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final readings Braddock Hgt's & Grandview Drive
- Repaired a 6" water main on Allegany St.

August 26,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Maple St.
- Cleaned up tools from water leak
- Checked water service line on Beall St. for Lashley Construction

August 29,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Eight final readings
- Hauled junk dirt away
- Loosened valve box lid for blacktop

August 30,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Marked out State St. for new water line insulation
- Cleaned the shop
- Hauled trash away
- Turn water off on Talcott for homeowner

August 31,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Started saw cutting State St.
- Installed outside meter lid & ring on Beall St. for contractor

RESOLUTION 2022-42

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:

- Purchase of materials and concrete for a Storage Building for the Parks and Recreation Department
- Design of an Accessible Fishing Pier at Piney Dam, in anticipation of Garrett County Project Open Space grant funding the majority of construction costs.

ADOPTED this 15th day of September, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-43

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR A SYSTEM UPGRADE WITH MICRO-TECH DESIGNS, INC. TO UPGRADE THE WATER TREATMENT PLANT.

WHEREAS, the City of Frostburg owns the Frostburg Water Treatment Plant and contracts Maryland Environment Service to operate the plant; and

WHEREAS, the technology at the plant and the various controllers are antiquated and a complete system upgrade has been recommended to achieve long term operating stability while also maintaining the highest standards to prevent cyber threats; and

WHEREAS, Micro-Tech Designs, Inc., have managed the control and communication hardware and software at the Frostburg Water Treatment Plant for many years and possess a high level of familiarity with the plant.

NOW, THEREFORE, be it resolved that the Council of the City of Frostburg hereby approves a proposal with Micro-Tech Designs, Inc. in the amount of \$255,367.00 and further authorize the City Administrator or Director of Public Works to execute any and all documents related to the performance of the following work:

SCADA Computer Upgrade	\$28,839.00
Main Control Panel PLC.....	\$49,376.00
Filter Control Panel PLC	\$46,116.00
Finished Water PLC	\$32,021.00
Equalization Level Monitoring.....	\$14,783.00
Hydro PLC.....	\$21,635.00
Piney Dam PLC.....	\$43,012.00
Instrumentation/Spare Upgrade	\$19,585.00

ADOPTED this 15th day of September, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-44

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING A CONTRACT FOR THE REPLACEMENT OF THE ROOF OF THE FROSTBURG WATER DEPARTMENT.

WHEREAS, The City of Frostburg's Water Department's Roof has exceeded its useful life and is leaking; and,

WHEREAS, the City of Frostburg solicited quotes from various roofing contractors and advertised on e-Maryland Marketplace Advantage and received only 2 bids; and,

WHEREAS, The Director of Public Works considered re-bidding, but based on multiple conversations with area firms, they would not submit a bid at this time, and in consultation with the Commissioner of Water, Parks and Recreation, it is recommended that the contract is approved for the sole bidder.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg, Maryland authorize the Director of Public Works to award the contract to the low bidder, Hite Roofing (Hite Associates, Inc.) in the amount of \$45,000.00 for the replacement of the Water Department roof.

ADOPTED this 15th day of September, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-45

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A REIMBURSEMENT AND RELEASE AGREEMENT WITH COLUMBIA GAS RELATED TO REPAVING A PORTION OF CITY STREETS.

WHEREAS, Columbia Gas has offered to pay for the paving of certain streets or a portion thereof, that were affected by the gas line replacement work during 2022 and the impact they had on the condition of the City's roadways; and,

WHEREAS, in order to receive the funds to cover the cost of paving, Columbia Gas has requested the City release Columbia Gas from future claims in the specific area.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor and Council do hereby approve a Reimbursement and Release Agreement with Columbia Gas, in which the City will be reimbursed up to \$904,973.85 for the completion of the work.

ADOPTED this 15th day of September 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-46

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION
OF THE STATE OF MARYLAND, APPROVING CHANGE ORDER 1 FOR THE
DESIGN OF THE FROSTBURG DAY CAM AND CHILD CARE FACILITY.**

WHEREAS, the original design contract did not call for the design engineer to provide a complete contract bid package, advertise the bid, and assist the Director of Public Works in evaluating the bids and review contract documents as needed; and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg hereby approves Change Order Number 1 with Bennett, Brewer & Associates, LLC., in the amount of \$8,600.00, for a new contract total of \$68,035.00

ADOPTED this 15th day of September 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

Change Order No. 001

Date of Issuance: 09/06/22	Effective Date: 09/06/22
Owner: City of Frostburg	Owner's Contract No.:
Contractor: TBD	Contractor's Project No.:
Engineer: Bennett Brewer & Associates, LLC	Engineer's Project No.: 2021144
Project: Day Camp / Child Care facility	Contract Name: Civil Design

The Contract is modified as follows upon execution of this Change Order:

Description: Fee increase required due to:

1. Prepare a complete contract bid package with all necessary documents, forms, etc...
2. Advertise for bid. Coordinate and attend pre-bid meeting. Respond to bidder's questions.
3. Assist the Owner with bid review and contractor selection.
4. Assist the Owner with interpretation and decision of matters under the requirements of the contract documents during bidder selection process.

NOTE – Construction Administration will be provided by the Owner. This does not include day to day inspections/observations, shop drawing / submittal review, change order documentation, Field Order Adjustments, pay applications, progress meetings, etc...

Summary per Contract Task

Task 1 – Contract and Bid Support Services - \$8,600.00 Increase

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>59,435.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>000</u> to No. <u>001</u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>000</u> to No. <u>001</u> : Substantial Completion: _____ Ready for Final Payment: _____
Contract Price prior to this Change Order: \$ <u>59,435.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____
[Increase] [Decrease] of this Change Order: \$ <u>8,600.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____
Contract Price incorporating this Change Order: \$ <u>68,035.00</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____

RECOMMENDED:			ACCEPTED:		ACCEPTED:
By: _____	By: _____	By: _____			
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: Civil Engineer	Title _____	Title _____			
Date: _____	Date _____	Date _____			
Approved by Funding Agency (if applicable)					
By: _____		Date: _____			
Title: _____					

RESOLUTION 2022-47

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING ENTERING INTO A CONTRACT FOR THE PERFORMANCE OF A UTILITY RATE STUDY.

WHEREAS, the City of Frostburg's water, sewer, water surcharge, and sewer surcharge rates have been structured in the same manner for at least 15 years; and,

WHEREAS, the City anticipates changes in the future debt service and operating and maintenance costs for both water and sewer; and,

WHEREAS, there are several factors complicating the City's utility rate structure, including a Public Service Commission ruling affecting the water rates for City customers, outside of City customers, and the customers supplied water through County systems; and, Consent Order requirements related to Combined Sewer Overflows, and the costs for sewage treatment from the City of Cumberland, passed through from LaVale Sanitary Commission, and Allegany County Utilities; and,

WHEREAS, the need to reevaluate the utility rate structure has been recognized by the Mayor and City Council and staff issued a request for proposals accordingly; and,

WHEREAS, four competitive proposals were received and evaluated by the City staff in Finance and Administration, and the proposal was selected, in accordance with the Procurement Policy, staff have recommended a proposal that best addresses the needs of Frostburg.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg hereby accepts a proposal from NewGen Strategies and Solutions, LLC, in the estimated amount of \$44,900, and further authorizes the City Administrator to execute a contract with the firm and sign any and all related documents.

ADOPTED this 15th day of September 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator



CITY OF FROSTBURG UTILITY RATE STUDY

August 5, 2022

PROPOSALS DUE
SEPTEMBER 9, 2022

Issued by:

City of Frostburg
37 Broadway
Frostburg, MD 21532

www.frostburgcity.org

1. PURPOSE:

The purpose of this document is to solicit proposals from qualified consultants to provide professional services for a “Utility Rate Study” for the City of Frostburg. The document describes the task requirements and deliverables for this study. All the services are for the City of Frostburg.

2. OBJECTIVE:

The Objective of the “Utility Rate Study” is to review existing rate structures, utility fees, surcharges, and billing rates to make recommendations for changes that may be needed to support the operational and capital improvement funding for the next ten (10) years. This will include developing and evaluating current and future financial data for determining appropriate strategies and plans for continuing a financial solvent operation, amidst changes in debt obligations, increased operational costs, compliance with Consent Decree, and pass through rates beyond the City’s control. The City seeks to have a rate structure that is sustainable and equitable.

3. BACKGROUND INFORMATION:

The City of Frostburg is located in Allegany County in Western Maryland, and is part of the Cumberland Metropolitan Statistical Area. The City is home to Frostburg State University, a historic business district, 2 business parks, and residential neighborhoods. The 2020 Census indicated that the City’s population is 7,027, and the City has 2,540 utility accounts.

The City operates Enterprise Funds for its water and sewer service and strives to generate revenue that covers all expenses on an annual basis. The population of Frostburg has various income segments, but more than 50% of the population is considered low-moderate income, so rate affordability is critical. There are several complexities affecting the rates for the funds.

The following documents are attached for reference:

- Utility Rates (FY 2023 Fee Schedule)
- FY 23 Budget

A. Water Fund.

The City owns two raw water sources, Piney Reservoir and Savage Springs and Wells. The water sources are both located to the west of the City on the other side of the ridge of Big Savage Mountain and the water must be pumped to overcome the elevation. Just uphill of the Water Treatment Plant, the City has an in-line hydroelectric turbine installed on the water line that is net metered on the pumping station bill. The City has contracted with Maryland Environmental Service to operate the Water Treatment Plant and assist

with the maintenance of Piney Dam and Savage Springs and Wells, and is very pleased with this relationship. The City serves several outlying communities, mostly through systems owned by Allegany County and billed through master meters. It is estimated that 12,000 people are served by the City of Frostburg's water system, including those on campus at Frostburg State University. The fee structure is volumetric only and is more favorable to residential and small commercial uses; the rates significantly increase for high volume users. The City currently produces on average 1.1 MGD but is permitted to produce 2.0 MGD.

In 2006-2007, the City was engaged in litigation with Allegany County over the water rate structure charged to Allegany County for their customers. As a result, the City uses formulas mandated by the Public Service Commission to determine the County rates once every three years.

- B. Water Surcharge Fund. The Water Surcharge Fund generates revenue on a "FDE" basis. A Frostburg dwelling equivalent ("FDE"), is an equivalent dwelling unit determined by the City for the purpose of determining "surcharges", based on the volume of water consumed for water and sewer service. An FDE represents a single family home or thirty-eight thousand (38,000) gallons per year (or an average of one hundred four (104) gallons per day for other use types. The Water Surcharge Fund primarily funds debt service related to raw water or water treatment plant projects. The most significant portion of the of the debt will be paid off in 2028. The water surcharge rates the City passes on to out-of-City or County customers was part of the PSC decision, but there is no formula to determine surcharge increases. See Public Service Commission Case # 9040: <https://www.psc.state.md.us/search-results/?q=9040&x.x=10&x.y=7&search=all&search=case>
- C. Sewer Fund. The City operates a sanitary sewer collection system, which is then pumped through Allegany County's Braddock Run Sanitary District to LaVale Sanitary Commission to the City of Cumberland. The City's sanitary sewer treatment costs are dependent on Cumberland's charges and their formula, and largely outside of the City's control, other than reducing inflow into the sewer system.

As part of the Sewer Enterprise Fund, the City also collects a CSO Surcharge, based on FDE's. The CSO surcharge was established in 2003 to fund Combined Sewer Overflow separation projects. The City has used the revenue generated annually to fund design and the City's match to various separation projects and pay debt service. To date, over \$20M in construction projects have been largely funded by grants and City cash; loans to date total about \$740,000. As the 20 year consent order deadline approaches, and there are several more separation projects to complete; the City has been recently advised that grant funding through MDE may no longer be available for such projects, and loans with partial loan forgiveness through the WQSRF program may be best available option for the City to complete its separation efforts.

D. Other Considerations.

- i. Due to anticipated changes in debt, infusion of American Rescue Plan funds into water and sewer infrastructure, and future capital investments, the City recognizes that it is appropriate to analyze water and sewer rate structure and make necessary changes at this time.
- ii. The City is currently completing a meter replacement program to upgrade all meters to radio read. It is expected that with the completion of this effort in 2023 the City will transition to monthly billing, which has been requested by the users for family budgeting and affordability.
- iii. Prior to the Combined Sewer Overflow Elimination projects, the City had limited stormwater conveyance systems. Annually, these systems grow through CSO separation projects and through new subdivisions. Maintenance and repairs to the stormwater conveyance systems are currently funded through the general fund – Street Department budget.

4. CONSULTANT REQUIREMENTS

- A. To be considered for award, a Consultant shall meet or exceed each of the following minimum requirements. Failure to meet a requirement will result in the disqualification of the proposal and consequently the proposal will not be considered for award.
- B. The Consultant Organization or its principles shall have a minimum of 10 years' documented experience in conducting the required water and sewer revenue & rate analysis.
- C. The Consultant or its principles shall have extensive knowledge of the current American Water Works Association's M-1 Manual methodologies for reviewing and developing water and sewer utility rate structures and capital connection charges for enterprise funds.
- D. The Consultant shall have human, managerial, and fiscal resources to complete the project within the six-month time period.
- E. The proposed Project Manager shall have at least five years' recent demonstrated experience working with public agencies in comparable rate analysis and studies.

5. SCOPE OF WORK:

The City's objective is to receive a fully documented Water/Sewer Fund rate study with appropriate analysis and recommendations. The rate study shall be conducted using sound methodologies to support charges to users of services on a fee basis.

A. Summary of Scope of Work

- i. Document all current fees and charges levied by the City:
 - (a) Water Rate
 - (b) Sewer Rate
 - (c) Water Surcharge
 - (d) CSO Surcharge
 - (e) Connection Fees
- ii. Document the current rate and fee structure used by the City.
- iii. Identify and analyze the costs (personnel, operating, capital, debt service, etc.) incurred to provide each service (may include interviewing appropriate City personnel.)
- iv. Compile data to develop the total costs associated with each fee area and develop the total costs to include direct plus indirect costs of each service.
- v. Develop and justify rate and user fee recommendations, taking the factors identified above into consideration.
- vi. Project impact of implementing the rate and fee recommendations.
- vii. Recommend up to three scenarios best suited to meeting the City's goals of a user- equitable, self-supporting structure that will also encourage conservation.
- viii. Present to the Mayor and Council the completed study methods, results, analyses and recommendations.

B. Minimum Rate Study Elements

- i. *Revenue Requirements.* The Consultant shall identify and develop revenue requirements separately for both water and sewer operations for a ten year period. The revenue requirements shall include forecasts of operating and maintenance expenses, documentation of existing debt service, capital investments and financing for these projects. The revenue requirements shall

also provide an evaluation of the City's planned investment in replacement of infrastructure compared to the necessary replacement of assets. Lastly, the revenue requirements shall include reserves as appropriate for each utility.

- ii. *Demand Forecast.* The Consultant shall develop a forecast of customer growth and demand within the City's service area. The demand forecast shall take into account historical growth patterns, the City's comprehensive plan and all other relevant planning documentation. The consultant shall evaluate the usage patterns of residential, commercial, and institutional uses to inform the development of the rate structures.
- iii. *Customer Usage Patterns.* The Consultant shall examine the usage patterns for the City's various customer types and identify at a minimum the average usage per customer account, seasonal usage patterns, and customer type peaking factors.
- iv. *Cost of Service.* The Consultant shall prepare a cost of service analysis to appropriately allocate costs among the City's customers. The Consultant shall use industry standard approaches to the cost of service analysis including those described by the American Water Works Association. The cost of service analysis shall identify the City's fixed and variable costs in providing water, sewer, and storm water service.
- v. *Rate Design.* The study shall include an evaluation of the City's current water and sewer rate structures and development of alternative rate structures. The Consultant shall evaluate the rate structure based on pricing goals and objectives developed during the study based on input from City staff. The Consultant shall document the customer impacts based on various rate structure alternatives. The Consultant shall provide a recommended rate structure with specific recommended rates for a five year projection period and 10 year projection period. The study shall articulate the advantages and disadvantages of the existing and alternative rate structures. Recommendations for funding storm water system maintenance should be addressed as well.
- vi. *Benchmarking.* The Consultant shall identify similar water and sewer utilities in the region and benchmark the City's water and sewer operations and financials to them.
- vii. *Financial Policies.* The Consultant shall evaluate and document the current financial policies maintained by the City for the water and sewer enterprise fund, including level of reserves, and other applicable financial policies. Consultant shall understand the City policies and goals for the funds and make recommendations in accordance with industry standards and best

practices as warranted.

- viii. *Meetings & Public Education.* The Consultant shall provide a minimum of 2 briefings to the Mayor and City Council related to the findings of the study during public meetings. The briefings shall be presented in a manner that are easily understood by the general public and ensures that the study is completed in an open and transparent manner.
- ix. *Public Service Commission.* If the recommended and selected rate structure deviates from the current rate structure and formula provided by the Public Service Commission, the Consultant shall facilitate the process to amend the formula structure amongst all parties.
- x. *Rate Formula or Model.* The Consultant shall provide or develop a user-friendly formula or Excel based financial model or other model that can utilized by the City to make updates. The Consultant shall provide the City with a no-cost, perpetual license to use the formula or model. The Consultant shall provide complete documentation and training for City staff on the financial formula or model to ensure that it is a useful tool for future rate calculations and tracking of the utility funds. The model shall incorporate the selected rate structure and be able to run various iterations based on capital and operational spending and determine rates for City, out-of-City, and Allegany County customers in a methodological manner.
- xi. *Documentation.* The Consultant shall provide the Final Report in a concise “public- friendly” format that outlines the analysis, key assumptions, findings, conclusions and study recommendations.

C. Work Schedule. The allotted time to complete all work is six months from the date of the signed contract. All work shall be initiated and pursued on a schedule to be mutually established between the City and Consultant after award.

D. Meetings.

- i. The Consultant shall participate in at least one in-person progress meeting at City Hall and five teleconference or web-based meetings with City personnel to review progress and coordinate procedures and data.
- ii. The Consultant shall make a formal presentation of its Final Report to the Mayor and Council of Frostburg at one of the City’s regularly schedule meetings on the third Thursday of the month at 7 pm. At least one presentation at a Work Session prior to the Final Report is expected as well (2nd Thursday at 3 pm).
- iii. The Consultant may be required to participate in additional meetings /

presentations if required (Citizens / Rate-payers' meetings, Resolution adoption, etc.)

E. Deliverables.

i. *Draft Report.*

- (a) The Consultant shall submit a draft report (preliminary recommendations and draft report, which shall be due within five months after Contract approval) prior to completion and submission of the final report for review and comment by the City.
- (b) The Consultant shall deliver the files of the Draft Report that include all worksheets and models.
- (c) Any comments by City staff and all agreed upon revisions shall be incorporated prior to submission of the final report. Following the City's approval of the Final Report, all electronic files (rate model, etc.) shall be provided to the City's Finance Department.

ii. The Consultant shall provide the City with at least two weeks for review of submittals, the preliminary recommendations and the draft report.

iii. *Final Report.*

- (a) The Consultant shall prepare and submit its Final Report, which must include the recommended rates, the methodologies used, alternative structures considered, and justification for the recommended rate structure.
- (b) The report shall include an executive summary that summarizes the findings of the funds analysis and clearly states the results.
- (c) Sections of the report shall include at a minimum:
 - Executive Summary
 - Scope
 - Project Information
 - Discussion on Consumption Projections and Population Growth Estimates
 - Analysis of Model Results

- Alternative Rate Structures Considered
- Recommended Rate Structure

(d) The Consultant shall deliver at least 10 professionally developed and bound Final Reports and two USB drives of the Final Report that includes the presentation Power Point(s) at least seven days before the scheduled presentation to the Mayor and Council.

F. City Responsibilities.

The City will provide the following to the Consultant:

- i. General Guidance
- ii. Background Material.
- iii. All Existing Data Regarding the Consumption of Water, Planning and Other Related Areas
- iv. Current Rate Model
- v. Current billing Output
- vi. Other data as requested.

G. Potential Additional Projects.

- i. The City reserves the right to negotiate with the awarded Consultant to conduct additional rate analysis and/or studies without further competition. The City may invite the awarded Consultant to offer a proposal in accordance with the pricing structures of the awarded contract based upon the City's requirements.
- ii. The City makes no commitment that any additional project(s) will be negotiated or awarded.

6. RFP RESPONSE

A. Proposed Schedule.

The following dates are proposed by the City; however, the dates and times may be changed as the needs of the City change. It is solely your responsibility to stay informed on the dates and times.

- i. RFP release date – August 12, 2022

- ii. Final date to receive written questions–August 29, 2022
- iii. Release date for answers to written questions –September 2, 2022
- iv. RFP closing date – Friday, September 9, 2022 at 2:00 P.M. local time.**
- v. Proposer interviews /presentations/ demonstrations, if requested – September 12-14, 2022
- vi. Anticipated award of contract –September 19, 2022
- vii. Anticipated project start date –September 20, 2022
- viii. Anticipated project completion date – March 16, 2022

B. Delivery of Proposals.

- i. Deliver Proposal Package(s) to City of Frostburg
37 Broadway
Frostburg, MD 21532
- ii. Mark each package: **FROSTBURG UTILITY RATE STUDY
PROPOSAL**
- iii. **A proposal will not be considered for award if received after the official closing date and time regardless of when or how it was received by the City.**
- iv. The City will not consider facsimile (fax) or electronic submission of a proposal.

C. No Pre-proposal Conference.

D. Questions Concerning RFP.

- i. Questions, inquiries, suggestions, or requests concerning interpretation, clarification or additional information concerning any portion of this RFP should be made in writing by e-mail and sent to the below named individual who will be the official point of contact for this RFP.

E. RFP Point of Contact:.

- i. Submit questions to:
Elizabeth Stahlman

City Administrator

E-mail: estahlman@frostburgcity.org

- ii. Failure by a Consultant to ask questions, request changes, or submit objections by the dates indicated above shall constitute the Proposer's acceptance of all of the terms, conditions and requirements set forth in this RFP.
- iii. No answers given in response to questions submitted shall be binding upon this RFP unless released in writing as an addendum to this RFP.

F. Proposer's Representative:

- i. If you intend to respond to this RFP, promptly provide the name, mailing address, telephone number, and e-mail address of your liaison person to the Point of Contact above in order for the City to send any communications regarding this RFP.
- ii. You should designate within your proposal package an individual acceptable to the City to act as the project management liaison between you and the City's designated representative(s) regarding the performance of service(s) under the terms of the proposed contract.

7. EVALUATION CRITERIA

- A. The Selection Committee will recommend the firm (or project team) to the City Council that best meets the following criteria (in no particular order and with no particular weighting):
 - i. Price Proposal
 - ii. Consultant's Experience
 - iii. Consultant's Project Team's Qualifications and Experience
 - iv. Proposed Work Plan
 - v. References (Direct and Indirect)

8. TERMS & CONDITIONS OF THIS RFP:

- i. The City reserves the right to reject any and all responses to this RFP, and even if the City does elect to begin negotiations with any firm that responds to this RFP, the Project Description described above is in no way binding on the City.
- ii. The City shall not pay any costs incurred by any responding company for time and/or materials used to prepare the response or make any

presentation(s) related to this RFP.

- iii. Any submitted responses become the property of the City of Frostburg. The City of Frostburg and its agency partners will review the responses and investigate the qualifications of the team members and the demonstrated ability to perform satisfactorily, as well as the financial stability of the firms submitting the responses. The City of Frostburg reserves the right to require either telephone or personal interviews with each firm submitting a response. The City of Frostburg reserves the right to reject any or all responses in any order or combination, accept or reject any portion of a response, make modifications to the project after submission of the responses, and waive any formalities in responses if they deem it is in the best interest of the City of Frostburg do so, without liability on the part of the City.
- iv. Neither this Request for Proposals nor the City's consideration of any proposal shall create any contract, express or implied any contractual obligation by the City to any respondent, or any other obligation by the City to any respondent. The City makes no promise, express or implied, regarding whether it will enter into an agreement with any respondent or regarding the manner in which it will consider the submitted responses to this RFP.
- v. Applicants should note that freedom of information statutes give any person ("a requesting party") the right to obtain government documents unless the documents (or portions thereof) are exempt from disclosure as specifically enumerated in the applicable statute. The City does not intend to release proposal documents until such time as a development agreement is entered into with the successful applicant as such earlier release may cause substantial harm to bidders' competitive positions. Information that is exempt from disclosure includes, for example, trade secrets and confidential commercial and financial information. Applicants are solely responsible for marking the applicable portions of their proposals as "confidential". Failure to designate information as confidential or marking substantial portions or the entirety of a bid submission as confidential in an arbitrary manner may result in disclosure to a requesting party.

9. OTHER CONDITIONS

- A. American Rescue Plan Act Funding. This study will be funded with American Rescue Plan Act funding received by the City of Frostburg. The contract provisions to follow must be incorporated into the contract to be executed by the Frostburg Mayor and City Council and the Proposer.

Frostburg Utility Rate Study

Proposals Due 9/9/22 at 2 pm

Consultant	Proposed Fee	Notes
Baker Tilly	\$ 55,725.00	Task 5 and travel for additional fee
Raftelis	\$ 49,580.00	
Perry	\$ 29,540.00	
NewGen Strategies, LLC	\$ 44,900.00	

Present for Opening:
Elizabeth Stahlman
Trevor Sisler
Lydia Claar