



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, March 16, 2023 at 7:00 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 February Council Meeting.	3 - 39
Motion and Second to Approve the Minutes for the February Council Meeting. Mayor and Council Meeting - 16 Feb 2023 - Minutes - Pdf	
7. SPECIAL PRESENTATIONS AND REQUESTS	
7.1. Proclamation: Americorps Week	40 - 41
AmeriCorps week	
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	
8.1. Monthly Reports of the City Departments	42 - 93
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council. February 2023 Monthly Reports	
9. PUBLIC HEARINGS	
9.1. Combined Sewer Overflow Monthly Public Hearing	
10. OLD BUSINESS	
10.1. ORDINANCE 2023-01 Amending the City's Zoning Ordinance to Add Restaurants as Special Exception Uses in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions.	94 - 95
Motion and Second to Postpone Hearing for Ordinance 2023-01 to April 20, 2023; PUBLIC COMMENT; Vote of the Mayor and City Council. 2023-01 Text Amendments Ordinance	
11. NEW BUSINESS	
11.1. Presentation of the Draft FY 23/24 Budget. Elaine Jones, CPA, Director of Finance	96 - 111
DRAFT BUDGET OVERVIEW Draft budget FY24 summary by fund and department	

[Draft budget FY24 account detail](#)

- 11.2. **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments. Elaine Jones, CPA, Director of Finance. 112 - 113

Motion and Second to Approve the Ordinance on First Reading, and set the April 20, 2023 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Ordinance 2023-02 Tax Ordinance](#)

- 11.3. **RESOLUTION 2023-12** Accept a proposal for Auditing services for a 3-year period. Elaine Jones, CPA, Director of Finance 114

Motion and Second to Approve Resolution 2023-12; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-12 Audit Proposal for FY 23-24-25](#)

- 11.4. **RESOLUTION 2023-13** Reappoint a member to the Board of Zoning Appeals. Elizabeth Stahlman, City Administrator 115

Motion and Second to Approve Resolution 2023-13; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-13 BOZA Reappointment Davis](#)

- 11.5. **RESOLUTION 2023-14** Approve American Rescue Plan Act Projects/Programs. Elizabeth Stahlman, City Administrator. 116

Motion and Second to Approve Resolution 2023-14; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-14 American Rescue Plan Act Project Approvals](#)

- 11.6. **RESOLUTION 2023-15** Authorize increased cost for the purchase of the Police Department for in-car ruggedized laptops and mounts, due to the cost of the touchscreen option. Nicholas Costello, Chief of Police 117

Motion and Second to Approve Resolution 2023-15; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-15 Amend Police Purchase of Laptops](#)

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



MINUTES

Mayor and Council Meeting

Thursday, February 16, 2023 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, February 16, 2023, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT: Adam Ritchey, Commissioner of Public Works
Donny Carter, Commissioner of Finance
Kevin Grove, Commissioner of Public Safety
Nina Forsythe, Commissioner of Water, Parks, and Recreation
W. Robert Flanigan, Mayor

EXCUSED:

Page

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

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

6 APPROVAL OF THE MINUTES

a) Minutes from the December Council Meeting and January Special Meeting

7 - 11

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

Motion and Second to Approve the Minutes for the December Council Meeting and January Special Meeting

Carried

[Mayor and Council Meeting Minutes 12-20-22](#)

- b) Sealed Minutes and Summary of Closed Meeting on December 8, 2022 and February 9, 2023

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

Motion and Second to Approve Sealed Minutes and Summary of Closed Meeting on December 8, 2022 and February 9, 2023

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) **ORDINANCE 2022-08** Amending City Code Article II, Section II (The City of Frostburg Ethics Law)
- b) **ORDINANCE 2022-09** Amending the City Code to Provide for the Adoption of Regulations Pertaining to Solicitors and Mobile Business Vehicles
- c) Combined Sewer Overflow Monthly Public Hearing

Director of Public Works Hayden Lindsey gave the monthly CSO Report as required by law.

10 OLD BUSINESS

- a) **ORDINANCE 2022-08** Amending City Code Article II, Section II (The City of Frostburg Ethics Law)

12 - 25

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

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

Carried

[Ord. 2022-08 Amend-Ethics Laws](#)

- b) **ORDINANCE 2022-09** Amending the City Code to Provide for the Adoption of Regulations Pertaining to Solicitors and Mobile Business Vehicles 26 - 27

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

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

Carried

[Ord. 2022-09 Mobil Business Vehicles](#)

11 NEW BUSINESS

- a) Budget Process Schedule for Fiscal Year 2024
- b) **ORDINANCE 2023-01** Amending the City's Zoning Ordinance to Add Restaurants as Special Exception Uses in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions.

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

Motion and Second to Approve the Ordinance on First Reading, and set the March 16, 2023 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- c) **RESOLUTION 2023-02** Approve American Rescue Plan Act Projects/Programs. 28

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

Motion and Second to Approve Resolution 2023-02; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2023-02 Projects-Programs ARPA Funds](#)

- d) **RESOLUTION 2023-03** Approve mid-year Budget Amendments. Elaine Jones, CPA, Director of Finance 29
- Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove
- Motion and Second to Approve Resolution 2023-03; PUBLIC COMMENT; Vote of the Mayor and City Council.*
- Carried
- [Res. 2023-03 Amend FY 2022-23 budget](#)
- e) **RESOLUTION 2023-04** Approve a Contract with SPECS, Inc. for the engineering and design of Phase X-B and X-C of the Combined Sewer Overflow Separation Projects. Hayden Lindsey, Director of Public Works 30
- Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe
- Motion and Second to Approve Resolution 2023-04; PUBLIC COMMENT; Vote of the Mayor and City Council.*
- Carried
- [Res. 2023-04 CSO-Contract Specs](#)
- f) **RESOLUTION 2023-05** Approve a Contract for with Bennett, Brewer, and Associates for the engineering and design of the Mechanic Street Downtown Parking Lot. Hayden Lindsey, Director of Public Works 31
- Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Public Safety Kevin Grove
- Motion and Second to Approve Resolution 2023-05; PUBLIC COMMENT; Vote of the Mayor and City Council.*
- Carried
- [Res. 2023-05 Design Childcare Facility](#)
- g) **RESOLUTION 2023-06** Approve various Change Orders for 3 projects: CSO Separation Phase IX-C; Street Department Roof Replacement; Bulk Storage Tank at WTP Replacement. Hayden Lindsey, Director of Public Works 32
- Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe, seconded by Commissioner of Public Works Adam Ritchey
- Motion and Second to Approve Resolution 2023-02; PUBLIC COMMENT; Vote of the Mayor and City Council.*
- Carried
- [Res. 2023-06 Change Orders-CSO](#)

- h) **RESOLUTION 2023-07** Authorize purchases for the Police Department to include Tasers and in-car ruggedized laptops and mounts. Nicholas Costello, Chief of Police 33

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

Motion and Second to Approve Resolution 2023-07; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2023-07 Equipment-ARPA Funds](#)

- i) **RESOLUTION 2023-08** Authorize Frostburg Fire Department and allied agencies to use various residential acquired structures owned by the City for training purposes and further authorize the City Administrator to enter into Hold Harmless Agreements related to these properties. Elizabeth Stahlman, City Administrator. 34

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

Motion and Second to Approve Resolution 2023-08; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2023-08 Hold Harmless FFD](#)

- j) **RESOLUTION 2023-09** Appoint members to the Planning Commission and Recreation Commission. Elizabeth Stahlman, City Administrator 35

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

Motion and Second to Approve Resolution 2023-09; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2023-09 Members-Commissions](#)

- k) **RESOLUTION 2023-10** Adopt City policies pertaining to mileage reimbursement, per diem meal costs, and credit card issuance. Elizabeth Stahlman, City Administrator 36

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

Motion and Second to Approve Resolution 2023-10; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2023-10 Policy Travel-Credit Card Expenses](#)

- l) **RESOLUTION 2023-11** Approve a new personnel position to address current staffing needs, a full-time position to work part-time as Permits Clerk and Code Enforcement Officer and part-time as an MEO in the Parks and Recreation Department. Elizabeth Stahlman, City Administrator 37

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

Motion and Second to Approve Resolution 2023-11; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2023-11 Employee-City Hall Staff](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

13 OPEN PUBLIC COMMENT
a. Carl Dreesse, 104 Braddock Rd. asked how the City can allow a business to open up that sells Delta 8 tobacco close to a school.

14 ADJOURNMENT
There being no further business the meeting was adjourned at 7:49 p.m.

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Tuesday, December 20, 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 Tuesday, December 20, 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 of Water, Parks and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove.

6 APPROVAL OF THE MINUTES

- a) Minutes from the November Council Meeting.

6 - 8

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

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

Carried

Mayor and Council Meeting Minutes 11-17-22

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Spirit of Frostburg Award Presentation to Dr. Kara Rogers-Thomas
b) Certificate of Appreciation Presentation to Allegany County Tourism

Page 1 of 14

Page 7 of 37

Page 9 of 117

- c) Certificate of Appreciation to Western Maryland Scenic Railroad for a successful 2022 PEx Operation
- d) Police Department Introductions
 - Officer Tyler Davis
 - Officer Joshua Delaney
 - Officer Wesley Miller
 - Cadet Avery Painter
 - Appointment of Police Dept. Chaplain - Pastor Kristin Beeman, Trinity Assembly of God Midlothian
- e) Police Department Awards/Recognition
 - Sergeant Matthew Beeman - Outstanding Leadership and Service, MPTC Instructor of the Year
 - Corporal Jordan Cook - Life Saver & Outstanding Service (Two Recognitions)
 - Sergeant Nathan Curry - Recognition for MADD DWI/DUI Enforcement Award
 - Corporal Brooke McCarty - Recognition for Cumberland Valley Optimist Club LE Award
 - Sergeant Christopher Mullaney - Outstanding Leadership and Service
 - PCO II Mary Gracie - PCO of the Year 2022
 - Benito Reyes - Outstanding Community Member of the Year 2022

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Small Town Christmas with Megan Alexander in Frostburg on UPTv: Watch again on Thursday at 10:30 am on UPTv. Where to watch:
<https://uptv.com/episodes/frostburg-md/>
- b) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2022-08** Amending City Code Article II, Section II (The City of Frostburg Ethics Law)

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

Motion and Second to Approve the Ordinance on First Reading, and set the February 15, 2023 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- b) **ORDINANCE 2022-09** Amending the City Code to Provide for the Adoption of Regulations Pertaining to Solicitors and Mobile Business Vehicles

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

Motion and Second to Approve the Ordinance on First Reading, and set the February 15, 2023 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- c) **RESOLUTION 2022-55** Appoint member to the Board of Zoning Appeals. Elizabeth Stahlman, City Administrator

9

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

Motion and Second to Approve Resolution 2022-55; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-55 Member Planning Commission

- d) **RESOLUTION 2022-56** Approve American Rescue Plan Act Projects/Programs. Nick Costello, Chief of Police and Elizabeth Stahlman, City Administrator 10

- Police Livescan Fingerprinting Hardware/Software
- Disc Golf Course equipment for installation at Hoffman Park
- Frostburg Fire Department - Ladder Truck Grant for \$500,000 subject to agreement between City and FFD

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

Motion and Second to Approve Resolution 2022-56; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-56 ARPA Funds-Projects

- e) **RESOLUTION 2022-57** Approve 51 LED Light Kits for Street Lights from Tri-State Electric. 11

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

Motion and Second to Approve Resolution 2022-57; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-57 LED Light Kits for Street Lights

- f) **RESOLUTION 2022-58** Authorize the Purchase of 34 W. Mechanic Street as part of a downtown Municipal Parking Lot project. Elizabeth Stahlman, City Administrator 12

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

Motion and Second to Approve Resolution 2022-58; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-58 W. Mechanic St. Parking Lot

- g) **RESOLUTION 2022-59** Certify businesses to participate in the Enterprise Zone Program. Elizabeth Stahlman, City Administrator 13 - 14

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

Motion and Second to Approve Resolution 2022-59; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

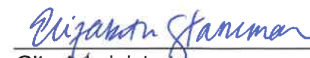
Res. 2022-59 Enterprise Zone Certificate List

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**
Chief Nicholas Costello

- 13 **OPEN PUBLIC COMMENT**
Fire Department Chief Nick Green gave the Monthly Report.

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


Mayor


City Administrator

ORDINANCE 2022-08

AN ORDINANCE TO AMEND THE CITY CODE ARTICLE II, SECTION II (THE CITY OF FROSTBURG ETHICS LAW)

WHEREAS, The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a Charter adopted in accordance with Article XI-E of the Constitution of Maryland and the Local Government Article of the Annotated Code of Maryland, as amended from time to time;

WHEREAS, Article II, Section II of the City Code of The City of Frostburg establishes the Frostburg Ethics Commission and sets forth rules and regulations relative to public ethics;

WHEREAS, from the Maryland General Assembly passed legislation effective October 1, 2011 (Md. State Govt. Code Ann. §§ 15-804(b) & 15-805(b)(2) requiring that local governments enact public ethics regulations for elected local officials relative to conflicts of interest and financial disclosure that are equivalent to or exceed State law standards;

WHEREAS, from time to time, the Maryland General Assembly passes legislation mandating changes to public ethics laws consistent with the standards set in the aforesaid 2011 enactments;

WHEREAS, in accordance with the regulations promulgated pursuant to the State law enactments, the City provided the State Ethics Commission with a draft of the revisions to the City of Frostburg's Ethics Code for its review and approval;

WHEREAS, by correspondence dated September 21, 2018, the State Ethics Commission notified the City Attorney that it reviewed the aforesaid revisions to the and determined that they comply with applicable State law provisions; and

WHEREAS, the City Code has been rewritten and recodified and, upon the passage of an ordinance adopting the City Code as rewritten and recodified, the City of Frostburg Ethics Law will appear in the City Code as Section 3.2. That is why the reenacted provisions are referred to as Section 3.2 rather than Article II, Section 2.

NOW THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND, that Article 3, Section 3-2 is repealed and re-enacted with amendments and shall read as follows:

Sec. 3-2. - City of Frostburg Ethics Code.

(a) *Short title/applicability.*

(1) This section may be cited as the City of Frostburg Public Ethics Law.

- (2) The provisions of this section apply to all City elected officials, employees, and appointees to boards and commissions of the City.
- (b) *Definitions.*
- (1) *Designated second home* means:
- If an individual owns one (1) second home, the individual's second home; or
 - If an individual owns more than one (1) second home, any one (1) second home the individual identifies to the Commission as the individual's designated second home.
- (2) *Home address* means the address of an individual's:
- Principal home; and
 - Designated second home, if any.
- (3) *Interest* means a legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly.
- For purposes of this section, interest includes any interest held at any time during the reporting period.
 - Interest does not include:
 - An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;
 - An interest in a time or demand deposit in a financial institution;
 - An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;
 - A common trust fund or a trust which forms part of a pension or profit sharing plan which has more than twenty-five (25) participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;
 - A college savings plan under the Internal Revenue Code; or
 - A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.
- (4) *Principal home* means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.
- (5) *Qualified relative* means a spouse, parent, child, brother, or sister.
- (6) *Quasi-governmental entity* means an entity that is created by state statute, that performs a public function, and that is supported in whole or in part by the state but is managed privately.
- (7) *Second home* means a residential property that:
- An individual occupies for some portion of the filing year; and
 - Is not a rental property or a time share.
- (c) *The Ethics Commission.*
- (1) There is a Frostburg Ethics Commission (the "Commission") that consists of five (5) members appointed by the Mayor and City Council. The Commission shall be the advisory body

responsible for interpreting this section and advising persons subject to this section as to its application.

(2) The Commission shall:

- a. Devise, receive and maintain all forms required by this section;
- b. Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this section as to the applicability of the provisions of this section to them;
- c. Develop procedures and policies for the processing of complaints and make appropriate determinations regarding complaints filed by any person alleging violations of this section;
- d. Conduct a public information program regarding the purposes and application of this section;
- e. Determine if changes to this Section are required to be in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, and forward any recommended amendments to the City Council; and
- f. Certify to the State Ethics Commission on or before October 1 of each year that the City is in compliance with the requirements of Ann. Code of Md., General Provisions Article, Title 5, Subtitle 8, for elected officials.

(3) The City attorney shall advise the Commission.

(4) The Commission may adopt other policies and procedures to assist in the implementation of its programs established in this section.

(d) *Conflicts of interest.*

(1) *[Applicability.]* This subsection applies to all City elected officials, officials appointed to boards and commissions, and employees.

(2) *Participation prohibitions.* Except as permitted by Commission regulation or opinion, a City official or employee may not participate, except in a ministerial or administrative capacity that does not affect the disposition of the matter, in any matter in which:

- a. To the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
- b. Any of the following is a party:
 1. A business entity in which the official or employee has a direct financial interest of which he or she may reasonably be expected to know;
 2. A business entity of which the official, employee, or qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 3. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has made any arrangement regarding prospective employment;
 4. A business entity that is a party to an existing contract with the official or employee or, to the knowledge of the official or employee, a qualified relative, to the extent that the contract could reasonably be expected to create a conflict between the private interests and official duties of the official or employee;
 5. An entity doing business with the City, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee could reasonably be expected to know of both direct financial interests; or

6. A business entity that the official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value and that is in a position to directly and substantially affect the interest of the official or employee or qualified relative.
 - c. An official or employee who is disqualified from participation pursuant to paragraphs a or b of this subsection shall disclose the nature of the conflict and may participate or act if:
 1. The disqualification leaves a body with less than a quorum capable of acting;
 2. The disqualified official or employee is required by law to act; or
 3. The disqualified official or employee is the only person authorized to act.
 - d. A former regulated lobbyist who is or becomes subject to this section as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one (1) calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.
- (3) *Employment and financial interest restrictions.*
- a. Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
 1. Be employed by or have a financial interest in any entity:
 - A. Subject to the authority of the official or employee or the City agency, board, commission with which the official or employee is affiliated; or
 - B. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 2. Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
 3. Hold any outside employment that impairs the employee's ability to perform or availability for the performance of the employee's job duties with the City,
 4. Wear the uniform of another employer or any other clothing with the name, logo or any other reference to the other employer.
 5. Solicit work for the employee's outside employer.
 - b. The prohibitions of paragraph a of this subsection do not apply to:
 1. An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
 2. Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;
 3. An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by and in accordance with regulations adopted by the Commission; or
 4. Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

- (4) *Post-employment limitations and restrictions.*
 - a. A former official or employee may not assist or represent any party other than the City for compensation in a contract, case, or other matter involving the City if that matter is one in which the former official or employee significantly participated as an official or employee.
 - b. A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one (1) calendar year after the elected official leaves office.
- (5) *Contingent compensation.* Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the City.
- (6) *Use of prestige of office.* Except for the performance of usual and customary constituent services by an elected official without additional compensation:
 - a. An official or employee may not intentionally use the prestige of office or public position for the private gain of himself or herself or the private gain of another, or to influence the award of a state or local contract to a specific person.
 - b. An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.
 - c. An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.
 - d. An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.
- (7) *Solicitation and acceptance of gifts.*
 - a. An official or employee may not solicit any gift.
 - b. An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
 - c. An official or employee may not knowingly accept a gift, directly or indirectly, from a person who the official or employee knows or has reason to know:
 - 1. Is doing business with or seeking to do business with the City office, agency, board, or commission with which the official or employee is affiliated;
 - 2. Has financial interests that may be substantially and materially affected, in a way distinguishable from the general public, by the performance or nonperformance of the duties of the official or employee;
 - 3. Is engaged in an activity regulated or controlled by the official's or employee's governmental unit;
 - 4. Is a lobbyist with respect to matters within the jurisdiction of the official or employee; or
 - 5. Is an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.
 - d. Paragraph e of this subsection does not apply to a gift:
 - 1. That would tend to impair the impartiality and independence of judgment of the official or employee receiving the gift;
 - 2. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

3. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
- e. Notwithstanding paragraph c of this subsection, an official or employee may accept the following:
 1. Meals and beverages consumed in the presence of the donor or sponsoring entity;
 2. Unsolicited gifts of nominal value, not exceeding \$20.00 in cost or trivial items of informational value;
 3. Ceremonial gifts or awards with insignificant monetary value;
 4. Reasonable expenses for food, travel, lodging, and scheduled entertainment given in return for the participation of the official or employee in a panel or speaking engagement;
 5. Free tickets or admission to a charitable, cultural, or political event extended as a courtesy to an elected official's office;
 6. A specific gift or class of gifts exempted by the Commission upon a written finding that the gift or class of gifts is purely personal and private in nature and that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City;
 7. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
 8. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is not related in any way to the official's or employee's official position.
- (8) *Disclosure of confidential information.* Other than in the discharge of official duties, an official or employee or former official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the individual's public position or former public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.
- (9) *Participation in procurement.* An individual or a person that employs an individual who assists a City agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement. The Commission may establish exemptions from the requirements of this paragraph for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.
- (10) *Retaliation prohibited.* An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics law or ordinance.
- (e) *Financial disclosure—Elected officials and candidates to be elected officials.*
 - (1) *Applicability/financial disclosure statements.*
 - a. This subsection applies to all local elected officials and candidates to be local elected officials.
 - b. A local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this section:
 1. On a form provided by the City Administrator;
 2. Under oath or affirmation; and

3. With the City Administrator, who shall forward a copy of the financial statement to the Commission.
- (2) *Deadlines for filing statements.*
- a. An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
 - b. An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within thirty (30) days after appointment.
 - c. An individual who, other than by reason of death, leaves an office for which a statement is required shall, within sixty (60) days after leaving the office, file a statement that covers the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and the portion of the current calendar year during which the individual held the office.
- (3) *Candidates to be local elected officials.*
- a. Except for an official who has filed a financial disclosure statement under another provision of this subsection for the reporting period, a candidate to be an elected local official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
 - b. The statement shall be filed:
 1. In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
 2. In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
 3. In all other years for which a statement is required, on or before April 30.
 - c. A candidate to be an elected official shall file the statement required under paragraph (3) of this subsection with the City Administrator.
 - d. If a statement required to be filed by a candidate is overdue and not filed within eight (8) days after written notice of the failure to file is provided by the City Administrator, the candidate shall be deemed to have withdrawn the candidacy.
 - e. The City Administrator may not accept any certificate of candidacy unless a statement has been filed in proper form.
 - f. Within thirty (30) days of the receipt of a statement required under this section, the City Administrator shall forward the statement to the Commission.
- (4) *Public record.*
- a. The City Administrator shall maintain all financial disclosure statements filed under this section.
 - b. Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the City.
 - c. If an individual other than a Commission member examines or copies a financial disclosure statement, the City Administrator shall record:
 1. The name and home address of the individual reviewing or copying the statement; and
 2. The name of the person whose financial disclosure statement was examined or copied.

- d. Upon request by the official or employee whose financial disclosure statement was examined or copied, the City Administrator shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.
 - e. For statements filed after January 1, 2019, the City Administrator may not provide public access to an individual's home address that the individual has designated as the individual's home address.
 - f. The City Administrator shall not provide public access to information related to consideration received from:
 - 1. The University of Maryland Medical System;
 - 2. A governmental entity of the State or a local government in the State; or
 - 3. A quasi-governmental entity of the State or local government in the State.
 - g. Retention requirements. The City Administrator shall retain financial disclosure statements for four (4) years from the date of receipt.
 - h. An individual who is required to disclose the name of a business under this section shall disclose any other names that the business is trading as or doing business as.
- (5) *Contents of Statement.*
- a. *Interests in real property.* A statement filed under this section shall include a schedule of all interests in real property wherever located. For each interest in real property, the schedule shall include:
 - 1. The nature of the property and the location by street address, mailing address, or legal description of the property;
 - 2. The nature and extent of the interest held, including any conditions and encumbrances on the interest;
 - 3. The date when, the manner in which, and the identity of the person from whom the interest was acquired;
 - 4. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
 - 5. If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
 - 6. The identity of any other person with an interest in the property.
 - b. *Interests in corporations and partnerships.* A statement filed under this subsection shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the City. For each interest reported under this paragraph, the schedule shall include:
 - 1. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation.
 - 2. The nature and amount of the interest held, including any conditions and encumbrances on the interest.
 - 3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the

consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred.

4. With respect to any interest acquired during the reporting period, the date when, the manner in which, and the identity of the person from whom the interest was acquired; and the nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
 5. An individual may satisfy the requirement to report the amount of the interest held under item (b)(ii) of this paragraph by reporting, for an equity interest in a corporation, the number of shares held, and unless the corporation's stock is publicly traded, the percentage of equity interest held; or for an equity interest in a partnership, the percentage of equity interest held.
- c. *Interests in business entities doing business with the City.* A statement filed under this subsection shall include a schedule of all interests in any business entity that does business with the City, other than interests reported under paragraph b of this subsection. For each interest reported under this paragraph, the schedule shall include:
1. The name and address of the principal office of the business entity;
 2. The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
 3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 4. With respect to any interest acquired during the reporting period; when, how, and from whom the interest was acquired; and the nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- d. *Gifts.* A statement filed under this section shall include a schedule of each gift in excess of \$20.00 in value or a series of gifts totaling \$100.00 or more received during the reporting period from or on behalf of, directly or indirectly, any one (1) person who does business with or is regulated by the City or from an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations. For each gift reported, the schedule shall include:
1. A description of the nature and value of the gift; and
 2. The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.
- e. *Employment with or interests in entities doing business with the City.* A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the City. For each position reported under this paragraph, the schedule shall include:
1. The name and address of the principal office of the business entity;
 2. The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
 3. The name of each City agency with which the entity is involved.
- f. *Indebtedness to entities doing business with or regulated by the individual's City unit or department.* A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons or entities doing business with or regulated by

the individual's City unit or department owed at any time during the reporting period by the individual or by a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability. For each liability reported under this paragraph, the schedule shall include:

1. The identity of the person to whom the liability was owed and the date the liability was incurred;
 2. The amount of the liability owed as of the end of the reporting period;
 3. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 4. The security given, if any, for the liability.
- g. *Employment of immediate family members.* A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the City in any capacity at any time during the reporting period.
- h. *Sources of earned income.* A statement filed under this section shall include:
1. A schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.
 2. A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
 3. For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the City, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.
- i. *Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity.*
1. An individual shall disclose the information specified in General Provisions Article §5-607(j)(1), Annotated Code of Maryland, for any financial or contractual relationship with:
 - (i) The University of Maryland Medical System;
 - (ii) A governmental entity of the State or a local government in the State; or
 - (iii) A quasi-governmental entity of the State or local government in the State.
 2. For each financial or contractual relationship reported, the schedule shall include:
 - (i) A description of the relationship;
 - (ii) The subject matter of the relationship; and
 - (iii) The consideration.
- j. *[Additional interests disclosure.]* A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.
- k. *[Interests of individual for consideration.]* For the purposes of subsection (E)(5)(a), (b), and (c), of this section, the following interests are considered to be the interests of the individual making the statement:

1. An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
 2. An interest held, at any time during the applicable period, by:
 - (i) A business entity in which the individual held a 10% or greater interest;
 - (ii) A business entity described in item (i) of this subsection in which the business entity held a 25% or greater interest;
 - (iii) A business entity described in item (ii) of this subsection in which the business entity held a 50% or greater interest; and
 - (iv) A business entity in which the individual directly or indirectly, through an interest in one or a combination of other business entities, holds a 10% or greater interest.
 3. An interest held by a trust or an estate in which, at any time during the reporting period, the individual held a reversionary interest or was a beneficiary; or, if a revocable trust, the individual was a settlor.
- (6) *Compliance.*
- a. The City Administrator shall review the financial disclosure statements submitted under this subsection for compliance with the provisions of this subsection and shall notify an individual submitting the statement of any omissions or deficiencies.
 - b. The City Administrator or the Commission may take appropriate enforcement action to ensure compliance with this subsection.
- (f) *Financial disclosure—Employees and appointed officials.*
- (1) This subsection applies only to the following appointed officials and employees:
 - a. City Administrator.
 - b. Director of Community Development.
 - c. Chief of Police.
 - d. Director of Finance.
 - e. Director of Public Works.
 - (2) A statement filed under this section shall be filed with the Commission under oath or affirmation.
 - (3) On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by the City, including the name of the donor of the gift and the approximate retail value at the time of receipt.
 - (4) An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.
 - (5) The Commission shall maintain all disclosure statements filed under this subsection as public records available for public inspection and copying as provided in subsection (e)(4) of this section.
- (g) *Lobbying.*
- (1) A person shall file a lobbying registration statement with the Commission if the person:
 - a. Personally appears before a City official or employee with the intent to influence that person in the performance of the official duties of the official or employee; and

- b. In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of \$200.00 on food, entertainment, or other gifts for officials or employees of the City.
- (2) A person shall file a registration statement required under this section on or before the later of January 15 of the calendar year or within five (5) days after first performing an act that requires registration in the calendar year.
- (3) The registration statement.
 - a. The registration statement shall identify:
 - 1. The registrant;
 - 2. Any other person on whose behalf the registrant acts; and
 - 3. The subject matter on which the registrant proposes to make appearances specified in paragraph (1)a. of this subsection.
 - b. The registration statement shall cover a defined registration period not to exceed one (1) calendar year.
- (4) Within thirty (30) days after the end of any calendar year during which a person was registered under this section, the person shall file a report with the Commission disclosing:
 - a. The value, date, and nature of any food, entertainment, or other gift provided to a City official or employee; and
 - b. If a gift or series of gifts to a single official or employee exceeds \$100.00 in value, the identity of the official or employee.
- (5) The City Administrator shall maintain the registrations and reports filed under this section as public records available for public inspection and copying for four (4) years after receipt by the City Administrator.
- (h) *Exemptions and modifications.* The Commission may grant exemptions and modifications to the provisions of subsections (d) and (f) of this section to employees and to appointed members of City boards and commissions when the Commission finds that an exemption or modification would not be contrary to the purposes of this section, and the application of this section would:
 - (1) Constitute an unreasonable invasion of privacy; and
 - (2) Significantly reduce the availability of qualified persons for public service.
- (i) *Enforcement.*
 - (1) The Commission or the City Administrator may:
 - a. Assess a late fee of \$5.00 per day up to a maximum of \$500.00 for a failure to timely file a financial disclosure statement required under subsection (e) or (f) of this section;
 - b. Assess a late fee of \$10.00 per day up to a maximum of \$1,000.00 for a failure to file a timely lobbyist registration or lobbyist report required under subsection (g) of this section; and
 - c. Issue a cease and desist order against any person found to be in violation of this section.
 - (2) Upon a finding of a violation of any provision of this section, the Commission or City Administrator may:
 - a. Issue an order of compliance directing the respondent to cease and desist from the violation;
 - b. Issue a reprimand; or
 - c. Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

- (3) If the Commission or City Administrator finds that a respondent has violated subsection (f) of this section, the Commission or City Administrator may:
 - a. Require a respondent who is a registered lobbyist to file any additional reports or information that is reasonably related to the information that is required under subsection G of this section;
 - b. Impose a fine not exceeding \$5,000.00 for each violation; and
 - c. Suspend the registration of an individual registered lobbyist if the Commission or City Administrator finds that the lobbyist has knowingly and willfully violated subsection (g) of this section or has been convicted of a criminal offense arising from lobbying activities.
- (4) Upon request by the Commission or City Administrator, the City Attorney may file a petition for injunctive or other relief in the Circuit Court for Allegany County, Maryland, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this section.
 - a. The court may:
 1. Issue an order to cease and desist from the violation;
 2. Except as provided in subparagraph b. of this paragraph, void an official action taken by an official or employee with a conflict of interest prohibited by this section when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within ninety (90) days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or
 3. Impose a fine of up to \$5,000.00 for any violation of the provisions of this section, with each day upon which the violation occurs constituting a separate offense.
 - b. A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.
- (5) In addition to any other enforcement provisions in this section, a person who the Commission, the City Administrator or a court finds has violated this section:
 - a. Is subject to termination or other disciplinary action; and
 - b. May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission, City Administrator or a court.
- (6) A City official or employee found to have violated this section is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or other sanction.
- (7) Violation of subsection (g) of this section shall be a misdemeanor subject to a fine of up to \$10,000.00 or imprisonment of up to one (1) year.
- (8) A finding of a violation of this section by the Commission or the City Administrator is public information.

[NOTE: A document showing the text changes to the City of Frostburg Ethics Code effected by this Ordinance is attached hereto for reference purposes]

SECTION 2: AND BE IT FURTHER ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND, that this Ordinance shall take effect from the date of its passage.

Introduced: December 20, 2022
Second Hearing: February 16, 2023
Adopted: February 16, 2023
Effective: February 16, 2023

FROSTBURG MAYOR AND CITY COUNCIL

By: 
W. Robert Flanigan, Mayor

ATTEST:


Elizabeth Stahlman, City Administrator

ORDINANCE 2022-09

AN ORDINANCE TO AMEND THE CITY CODE OF FROSTBURG TO PROVIDE FOR THE ADOPTION OF REGULATIONS PERTAINING TO SOLICITORS AND MOBILE BUSINESS VEHICLES.

WHEREAS: The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter ("Charter") adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended; and,

WHEREAS: Article VI, Section I of the City Code contains antiquated regulations regarding food and beverage sales upon or above any sidewalks; and,

WHEREAS: The Mayor and City Council have indicated their desire to change the way door-to-door solicitors are regulated by changing the authorization process from permit issuance to registration, increasing the amount of information acquired from solicitors, and enhancing the penalties for persons who violate these provisions on more than two (2) occasions, all for the purpose of protecting the public.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of Frostburg, in consideration of the foregoing do hereby amend the City Code of the City of Frostburg by repealing Subsections (a)(c)(d) and (e) of Section 7-1 in their entirety and reenacting them to read as follows:

(a) *Solicitor registration.*

(1) *Activities regulated.* Before engaging in the following activities, persons must register with the City:

- (i) Door-to-door solicitation or canvassing of orders for any goods, wares or merchandise, for subscriptions to magazines or periodicals, or for the rendition of any service;
- (ii) Door-to-door purchase and/or sale of goods, wares or merchandise; and
- (iii) Door-to-door solicitation of business or contributions, monetary or non-monetary, for any cause or purpose, charitable or non-charitable, but excluding religious purposes or fundraising solicitations by school age children.

(2) *Information to be provided.* At the time of registration, a registrant must fill out a form that requires the production of the following information:

- (i) The registrant's name, home address, home and cell phone numbers, and all email addresses, whether personal or work-related;
- (ii) If the registrant plans to engage in solicitations on behalf of an organization or employer, the organization's name, address, telephone number and website address and the name, telephone number and email address of the solicitor's employer; and
- (iii) A registrant must produce a copy of the registrant's driver's license or age of majority card for copying.

(3) *Annual registration.* Registrations are effective from the date of registration through the balance of the calendar year.

....

- (c) *Permit fees.* The fees for the permits and registrations described in this section shall be established in the Schedule of Municipal Fees in the annual budget ordinance.
- (d) *Compliance with other laws.* Permit holders and registrants under this section are required to comply with all applicable local, State and federal laws and regulations applicable to their businesses. Registration or issuance of a permit under this section shall not constitute or be deemed to be evidence of such compliance.
- (e) *Violations.* Any person who violates the provisions of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. Additionally, any person failing to register under subsection (a) on more than two (2) occasions shall be banned from engaging in door-to-door solicitation for the balance of the then-current calendar year and for the entire following calendar year and such persons shall be guilty of a misdemeanor punishable by ten (10) days incarceration and a five hundred (\$500.00) fine for each day solicitation activities are conducted without registration. These penalties are in addition to any civil or criminal penalties which may be imposed under other laws.

Introduced: December 20, 2022
Public Hearing: February 16, 2023
Adopted: February 16, 2023
Effective: February 16, 2023

MAYOR AND CITY COUNCIL OF FROSTBURG

by

W. Robert Flanigan, Mayor

ATTEST

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-02

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.

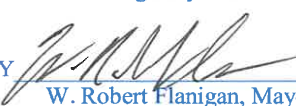
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg approves the use of American Rescue Plan Act funds for the following programs and projects:

- Rescind approval of Savage Well Rehab
- Rescind approval of Rental Housing Relief Program
- Coal Miner Memorial Park
- Welcome Sign
- City Smoke Testing and Mapping
- Design for Mechanic Street Parking Lot
- Centennial Street Water Line Replacement
- Police Taser Upgrade
- Police Incar Computer Upgrade
- CSO Elimination Phase X-A
- Childcare Center Construction

ADOPTED this 16th day of February, 2023.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-03

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING AN AMENDMENT TO THE FISCAL YEAR 2022-2023 BUDGET.

WHEREAS, The Mayor and Council approved the Operating Budget for Fiscal Year 2022-2023 in May 2023; and,

WHEREAS, During the course of the first half of Fiscal Year 2022/2023 certain revenues and expenses occurred, are expected to occur, or will not occur as predicted at the time the budget was developed and approved; and,

WHEREAS, The Director of Finance has presented a proposed Budget Amendment that details the changes known as of the mid-point of the budget year to the Council for consideration.

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

ADOPTED this 16th day of February 2023.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

RESOLUTION 2023-04

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR DESIGN SERVICES FOR CSO PROJECT PHASES X-B AND X-C.

WHEREAS, the City of Frostburg undertaken a 20 year, \$25 million commitment to reduce Combined Sewer Overflows, as required by Court Order; and

WHEREAS, the City's has assembled funding packages through the Maryland Department of the Environment to include low-interest loan, loan principal forgiveness, and grant funding for both projects; and,

WHEREAS, the SPECS Consulting Engineers has been providing Design Services for the City's CSO Projects and has significant familiarity with the City and these projects and has provided a proposal Phase X-B and X-C.

NOW, THEREFORE, be it resolved that the Council of the City of Frostburg hereby approves a contract with SPECS Consulting Engineers and Surveyors for CSO Phase X-B at a cost for Design and Bidding Services of \$136,820.00 as detailed in the proposal dated February 13, 2023 and CSO Phase X-C at a cost for Design and Bidding Services of \$159,000 as detailed in the proposal dated February 13, 2023.

ADOPTED this 16th day of February 2023.

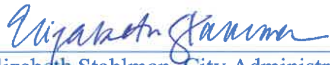
Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

RESOLUTION 2023-05

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR DESIGN SERVICES FOR A CHILDCARE FACILITY TO BE LOCATED IN THE COMMUNITY PARK.

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,

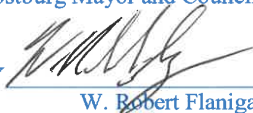
WHEREAS, the City seeks to use a portion of those funds to develop a parking lot in downtown Frostburg to serve City employees, Senior Center patrons, visitors to City buildings, the general community and provide for overnight parking for downtown residents without off-street parking; and,

WHEREAS, environmental testing needs to be completed on the existing buildings acquired by the City before they are razed and design services are needed to engineer and design a functional parking lot with lighting, green space, etc.

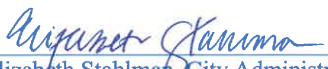
NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg hereby approves a professional services agreement with Bennett, Brewer, and Associates for the environmental testing, engineering and landscape design services, and construction documentation preparation for a child care facility in the amount not to exceed \$50,000.00

ADOPTED this 16th day of February 2023.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-06

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING CHANGE ORDERS FOR VARIOUS PUBLIC WORKS PROJECTS.

WHEREAS, the City of Frostburg manages various construction projects and at one time, and occasionally there are changes to the scope of work occur during construction projects due to discovering previous unknowns or identifying areas for improvement during the execution of the contract; and,

WHEREAS, the Director of Public Works has recommends several change orders to address issues during the CSO Phase IX-B Project, Street Department Roof Replacement, and Chlorine tank replacement at the Water Treatment Plant.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg hereby approve the following change orders in the respective amounts:

CSO Phase IX-B

Lashley Construction Co. Inc.
Change Order 2 \$67,677.00
Change Order 3 (\$1,279.07)

Street Department Roof

Vertex Roofing Contractors Inc.
Change Order 1 \$2,800.00
Change Order 2 \$39,500.00

Chlorine Tank Replacement at WTP

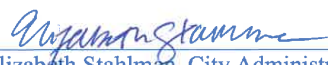
COM-BRO Contracting Inc.
Change Order 1 \$4,425.00
Change Order 2 \$24,235.00
Change Order 3 not to exceed \$39,110 (to add treatment capacity)

ADOPTED this 16th day of February, 2023.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-07

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's Police Department has equipment that has exceeded its useful life, which needs replaced.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves the purchase 10 ruggedized Dell Laptops through the City's IT Service provider, Allegany Computers in the amount of \$30,637.76, and the purchase of 15 Tasers and related accessories and training certifications from Axon Enterprise, Inc. in the amount of \$63,369.00. These purchases will be funded by the American Rescue Plan Act funds.

ADOPTED this 16th day of February 2023.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-08

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A HOLD HARMLESS AGREEMENTS BETWEEN THE CITY OF FROSTBURG AND THE FROSTBURG FIRE DEPARTMENT FOR THE PURPOSE OF TRAINING EXERCISES IN CITY OWNED ACQUIRED STRUCTURES.

WHEREAS, The City of Frostburg has acquired various residential structures to be razed for infrastructure projects; and,

WHEREAS, the Frostburg Fire Department seeks training opportunities in acquired structures; and,

WHEREAS, to limit the City's liability and provide for various hands-on training opportunities, the City seeks to enter into a hold harmless agreement with the FFD to allow training in multiple buildings.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg hereby authorizes the Mayor to sign hold harmless and release agreements for 167 Bowery Street and 28-32 W. Mechanic Street.

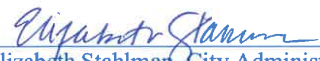
ADOPTED this 16th day of February 2023.

Frostburg Mayor and Council

BY 

W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-09

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE FROSTBURG PLANNING COMMISSION AND MEMBERS TO THE RECREATION 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 Recreation Commission; and,

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

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

Planning Commission

- Eric Stevens for a 5 year term to expire February 16, 2028

Recreation Commission

- Mark Roque for a 2 year term to expire February 16, 2025.
- Dottie Turner for a 2 year term to expire February 16, 2025.
- Sean White for a 2 year term to expire February 16, 2025.

ADOPTED this 16th day of February 2023.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-10

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING POLICIES RELATED TO TRAVEL EXPENSES AND CREDIT CARDS

WHEREAS, the City of Frostburg's employees travel from time to time and incur various costs related to meals and mileage on personal vehicles; and,

WHEREAS, the City seeks to authorize additional supervisors and members of the Council to possess City credit cards to reduce confusion and increase accountability; and,

WHEREAS, policies related to these matters have been prepared for the Mayor and Council's consideration.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve a per diem policy, a mileage reimbursement policy, and a credit card issuance policy effective March 1, 2023.

ADOPTED this 16th day of February 2023.

Frostburg Mayor and Council

BY


W. Robert Flanagan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2023-11

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE ADDITION OF AN EMPLOYEE TO CITY HALL STAFF.

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 City Administrator has provided a recommendation to the Council for a staffing change to meet the current workload and that employee has been working on a contractual basis for several months.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves a full-time, permanent position in which the employee works part time for the Community Development Department as the Code Enforcement Officer/Permits Clerk and part time for the Parks and Recreation Department as an MEO.

ADOPTED this 16th day of February, 2023.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

Proclamation

WHEREAS, the City of Frostburg recognizes the commitment of the Americans who have chosen to serve their country through AmeriCorps and encourage others to follow in their footsteps in service; and,

WHEREAS, ASTAR serves as a statewide AmeriCorps program with the base being Frostburg State University, and was the first funded AmeriCorps program in Maryland, starting in 1994. ASTAR has grown to be a statewide AmeriCorps program and being one of 16 programs in Maryland; and,

WHEREAS, ASTAR has placed over 2,000 individuals in service opportunities in over 75 partnering organizations across Maryland, with 68 of those positions serving and attending Frostburg State University this year; and,

WHEREAS, ECHOSTARS (as part of the ASTAR program) have partnered with the City for the Halloween Parade, Storybook Holiday, the Block Party, Beautiful the Burg, and other city wide events; and,

WHEREAS, AmeriCorps Week is a time to salute AmeriCorps members, AmeriCorps Seniors volunteers, and alumni for their service, and highlight AmeriCorps' impact on communities and on the lives of those who serve.

NOW, THEREFORE, LET IT BE KNOWN that the Mayor and Council of the City of Frostburg proclaim the week of March 12-18, 2023 as

AmeriCorps Week

and gives thanks to those AmeriCorps members who serve in our communities.

W. Robert Flanigan, Mayor

City of Frostburg
Monthly Reports



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

Community Development
[Finance]
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: February 2023

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

Permits

Please see attached permit report.

Rental Housing

- Primary inspections have continued to be processed to finalize catching up from the Governor's hold. Inspections will pick up as normal July 2023
- Newly owner-occupied properties have been updated from rental status
- RH spreadsheet was provided to Emergency Services
- Welcome packets were sent out to new and potential rental property owners
- New rental property owners were provided RH materials
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort for compliance was made with Code Enforcement with non-compliant properties.
- Confirmation of zero outstanding issues was given by RH and CE for per our Finance Department's request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes. Pending changes will be updated upon confirmation from Finance.

Code Enforcement

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

Boards and Commissions

- *Historic District Commission* – The Historic District Commission did not meet in February due to no applications received.

- *Planning Commission* – The Frostburg Planning Commission did not meet in February due to no applications received. Eric Stevens was appointed to the Planning Commission in late February to fill a vacant seat and will begin service in March.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in February due to no applications received.

Director's Report:

Meetings, Webinars, Conferences, and Trainings Attended:

- February 15: FrostburgFirst Board of Directors meeting
- February 15: MDOT grants webinar
- February 28: Webinar – “Developing Strong Downtowns”
- February 28: Green Team meeting

Planning & Economic Development:

Sustainable Communities redesignation is complete and has been approved by the DHCD review team. This 5-year designation creates an Action Plan for sustainable initiatives to help Frostburg become a more livable community, and also allows the City to be eligible for several grant programs through the Maryland Department of Housing and Community Development (DHCD).

Ongoing Subdivision development occurring at Prichard Farms and Sand Spring Run Phase 1 as well as Phase 2.

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

On the Radar:

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



Permit Report

02/01/2023 - 02/28/2023

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Demolition		295 E MAIN ST	Demolition of fire damaged area of building. All safety practices must be utilized during demolition.	Open
Use & Occupancy		18 E MAIN ST	Commercial Use & Occupancy	Closed
Building		106 MAPLE ST	Multi Family Apartment Building	Pending
Grading	Minor Grading	210 W MAIN ST	Final Reissue of Grading Permit 2021-031/2022-036	Closed
Use & Occupancy		295 E MAIN ST	Commercial Use & Occupancy	Closed
Use & Occupancy		18 S. Broadway	Commercial Use & Occupancy	Closed
Building	Renovation/Conversion	210 W MAIN ST	Phase II - Kitchen Renovations	Open

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	125 E MAIN ST	Interior remodel of an 7-11 existing site new finishes and new coffee. The total remodeled area is 263 sq ft and the entire store is 2638 sq ft. equipment	Open
Certificate of Appropriateness		226 E MAIN ST	In-Kind Roof Replacement	Closed
Utilities	Open Cut	101 BISHOP MURPHY DR	Open trench and Boring of utilities	Pending
Burning		170 MCCULLOH ST	Burning Brush	Closed

Total Records: 11

3/8/2023



Case Activity Report

02/01/2023 - 02/28/2023

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
----------------	---------------------	----------------	-------------	---------------	-------------

Group: Inspection

2/27/2023	03/10/2023	81 WASHINGTON ST	Untagged Vehicle in driveway	Inspection	First Warning
2/13/2023		50 PAUL ST	Parking Sec. 4-8 (Auto Repair shop across the street is using tenant parking along building for storage. Vehicles have not moved in weeks. All owners/tenants of 42-50 use this area to park. We own 44 and 50 and personally maintain this common area and mow the grass.)	Inspection	

Group Total: 2

Group: Phone Call/Email

2/27/2023	3/10/2023	326 E MAIN ST	Untagged Vehicle in side yard	Phone Call/Email	First Warning
-----------	-----------	---------------	-------------------------------	------------------	---------------

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
2/15/2023		164-166 MAPLE ST	yesterday afternoon i was walking my son and daughter up the road and I saw a rat run from the garbage pile on the side up across maple street. I seen that the side and back of the house was a mess. garbage like this attracts rats.	Phone Call/Email	
2/13/2023	2/27/2023	12 PAUL ST	Untagged Vehicle	Phone Call/Email	Monitoring

Group Total: 3

Group: Re-Inspection

2/24/2023	02/20/2023	217 MAIN ST	Untagged Vehicle	Re-Inspection	Resolved

Group Total: 1

Group: Verbal Warning

2/28/2023	02/15/2023	104 FROST AVE	Debris and construction materials	Verbal Warning	First Warning

Group Total: 1

--	--	--	--	--	--

Total Records: 7

3/8/2023



Case Detail Report

02/01/2023 - 02/28/2023

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/27/2023	3/7/2023	153 BOWERY ST	Trash in front yard	First Warning
2/24/2023	03/06/2023	81 BOWERY ST	Hot water heater laying in side yard	First Warning
2/24/2023	03/10/2023	81 WASHINGTON ST	Untagged Vehicle in driveway	First Warning
2/24/2023	3/10/2023	326 E MAIN ST	Untagged Vehicle in side yard	First Warning
2/17/2023	03/06/2023	268 W MECHANIC ST	Disabled/unregistered vehicle	First Warning
2/17/2023	03/06/2023	202 W MECHANIC ST	Vehicle with expired tags	First Warning
2/17/2023	3/06/2023	111 HIGH ST	Pick up Truck in backyard	First Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/14/2023		164-166 MAPLE ST	yesterday afternoon i was walking my son and daughter up the road and I saw a rat run from the garbage pile on the side up across maple street. I seen that the side and back of the house was a mess. garbage like this attracts rats.	
2/13/2023	2/27/2023	12 PAUL ST	Untagged Vehicle	Monitoring
2/8/2023		50 PAUL ST	Parking Sec. 4-8 (Auto Repair shop across the street is using tenant parking along building for storage. Vehicles have not moved in weeks. All owners/tenants of 42-50 use this area to park. We own 44 and 50 and personally maintain this common area and mow the grass.)	
2/8/2023	02/15/2023	104 FROST AVE	Debris and construction materials	First Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/6/2023	02/20/2023	6 S GRANT ST	Untagged Vehicle	Second Warning
2/6/2023	02/20/2023	217 MAIN ST	Untagged Vehicle	Resolved
2/6/2023	02/16/2023	143 MAPLE ST	Chair on front porch	First Warning

Total Records: 14

3/8/2023



Case Detail Report

02/01/2023 - 02/28/2023

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/27/2023	3/7/2023	153 BOWERY ST	Trash in front yard	First Warning
2/24/2023	03/06/2023	81 BOWERY ST	Hot water heater laying in side yard	First Warning
2/24/2023	03/10/2023	81 WASHINGTON ST	Untagged Vehicle in driveway	First Warning
2/24/2023	3/10/2023	326 E MAIN ST	Untagged Vehicle in side yard	First Warning
2/17/2023	03/06/2023	268 W MECHANIC ST	Disabled/unregistered vehicle	First Warning
2/17/2023	03/06/2023	202 W MECHANIC ST	Vehicle with expired tags	First Warning
2/17/2023	3/06/2023	111 HIGH ST	Pick up Truck in backyard	First Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/14/2023		164-166 MAPLE ST	yesterday afternoon i was walking my son and daughter up the road and I saw a rat run from the garbage pile on the side up across maple street. I seen that the side and back of the house was a mess. garbage like this attracts rats.	
2/13/2023	2/27/2023	12 PAUL ST	Untagged Vehicle	Monitoring
2/8/2023		50 PAUL ST	Parking Sec. 4-8 (Auto Repair shop across the street is using tenant parking along building for storage. Vehicles have not moved in weeks. All owners/tenants of 42-50 use this area to park. We own 44 and 50 and personally maintain this common area and mow the grass.)	
2/8/2023	02/15/2023	104 FROST AVE	Debris and construction materials	First Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/6/2023	02/20/2023	6 S GRANT ST	Untagged Vehicle	Second Warning
2/6/2023	02/20/2023	217 MAIN ST	Untagged Vehicle	Resolved
2/6/2023	02/16/2023	143 MAPLE ST	Chair on front porch	First Warning

Total Records: 14

3/8/2023

March 15, 2023
12:22 PM

City of Frostburg
CORPORATE FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 1

2023

Assets

01-000-1000	CASH	51,095.32
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	12,627,091.42
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,714.26
01-000-1007	RESTRICTED CASH CD - SANDSPRING	10,775.77
01-000-1010	CASH - PAYROLL	0.01
01-000-1050	INVESTMENTS - CDS	100,965.55
01-000-1100	ACCOUNTS RECEIVABLE	198,801.00
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,700.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	257,798.49
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	1,452.65
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	107,817.15
01-000-1143	TAXES RECEIVABLE - CORPORATION	92,687.17
01-000-1200	PREPAID EXPENSE	11,432.65
01-000-1220	LEASE RECEIVABLE	897,720.51
01-000-1230	ACCRUED INTEREST RECEIVABLE	5,156.38
01-000-1500	FIXED ASSETS	22,836,364.46
01-000-1504	WIP - CHILDCARE CENTER	55,896.18
01-000-1506	WIP - GATEWAY IMPROVEMENT	639,358.80
01-000-1507	WORK IN PROCESS - MISC PROJECTS	4,570.00
01-000-1570	RIGHT OF USE ASSETS	347,705.27
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	8,847,792.65-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	76,370.50-
01-000-1650	RESERVE FOR AMORTIZATION	72,213.26-
01-000-1900	DEFERRED FINANCING OUTFLOW	491,788.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	55,710.00
	Total Assets	<u>30,043,848.32</u>

Liabilities & Fund Balance

01-000-2000	ACCOUNTS PAYABLE	49,711.13
01-000-2005	CUSTOMER REFUND	5.02
01-000-2220	LEASE LIABILITY	268,638.03
01-000-2250	UNEARNED REVENUE	124,217.85
01-000-2251	UNEARNED REV - PLAYGROUND	25,714.26
01-000-2252	PERFORMANCE BOND LIABILITY	10,775.77
01-000-2253	UNEARNED REVENUE - ARPA	6,433,298.76
01-000-2450	DEFERRED FINANCING INFLOW	549,178.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	27,552.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	899,276.17
01-000-2700	COMPENSATED ABSENCES	338,094.45
01-000-2855	OPEB OBLIGATION	413,706.00
01-000-2860	NET PENSION LIABILITY	989,941.00
01-000-2901	BONDS PAYABLE	2,450,000.00
01-000-2905	BOND PREMIUM	267,946.52
	Total Liabilities	<u>12,848,054.96</u>
01-000-3000	INVESTED IN FIXED ASSETS	12,295,052.16
01-000-3200	FUND BALANCE	<u>4,397,759.85</u>
	Total	<u>16,692,812.01</u>

March 15, 2023
12:22 PM

City of Frostburg
CORPORATE FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 2

2023

Revenue	5,837,250.22
Less Expenses	<u>5,334,268.87</u>
Net	<u>502,981.35</u>
Total Fund Balance	<u>17,195,793.36</u>
Total Liabilities & Fund Balance	<u><u>30,043,848.32</u></u>

March 15, 2023
12:22 PM

City of Frostburg
WATER FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 3

2023

Assets		
02-000-1000	CASH	506,373.14
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,243.48
02-000-1100	ACCOUNTS RECEIVABLE	3,995.00
02-000-1102	WATER ACCOUNTS RECEIVABLE	61,578.93
02-000-1140	INTEREST RECEIVABLE - WATER	1,084.93
02-000-1500	FIXED ASSETS	3,714,113.49
02-000-1520	WORK IN PROGRESS	142,443.51
02-000-1570	RIGHT OF USE ASSETS	93,804.85
02-000-1600	RESERVE FOR DEPRECIATION	2,940,771.04-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	14,756.70-
02-000-1900	DEFERRED FINANCING OUTFLOW	79,017.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	10,836.00
	Total Assets	<u>1,712,962.59</u>
Liabilities & Fund Balance		
02-000-2000	ACCOUNTS PAYABLE	5,171.42
02-000-2220	LEASE LIABILITY	80,240.45
02-000-2450	DEFERRED FINANCING INFLOW	88,409.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	5,359.00
02-000-2700	COMPENSATED ABSENCES	100,650.11
02-000-2855	OPEB OBLIGATION	80,467.00
02-000-2860	NET PENSION LIABILITY	<u>159,363.00</u>
	Total Liabilities	519,659.98
02-000-3000	INVESTED IN FIXED ASSETS	793,202.65
02-000-3250	FUND BALANCE	<u>400,246.92</u>
	Total	1,193,449.57
	Revenue	1,043,557.08
	Less Expenses	<u>1,043,704.04</u>
	Net	<u>146.96-</u>
	Total Fund Balance	<u>1,193,302.61</u>
	Total Liabilities & Fund Balance	<u>1,712,962.59</u>

March 15, 2023
12:22 PM

City of Frostburg
SEWER FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 4

2023

Assets		
03-000-1000	CASH	1,371,243.54
03-000-1040	BAY RESTORATION FUND CASH	36,595.91
03-000-1041	CSO CASH	133,926.37
03-000-1100	ACCOUNTS RECEIVABLE	207,036.98
03-000-1103	SEWER ACCOUNTS RECEIVABLE	114,536.14
03-000-1120	BAY RESTORATION FUND RECEIVABLE	15,013.41
03-000-1121	CSO SURCHARGE RECEIVABLE	30,969.25
03-000-1141	INTEREST REC - CSO SURCHARGE	1,877.58
03-000-1142	INTEREST RECEIVABLE - SEWER	2,116.32
03-000-1500	FIXED ASSETS	23,729,545.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	363,757.55
03-000-1536	WIP - PHASE IX-B	2,124,520.21
03-000-1537	WIP - PHASE IX-C	677,307.52
03-000-1538	WIP - PHASE X-A	35,326.50
03-000-1600	RESERVE FOR DEPRECIATION	8,566,086.70-
03-000-1900	DEFERRED FINANCING OUTFLOW	62,951.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	7,734.00
	Total Assets	<u>20,348,370.80</u>
Liabilities & Fund Balance		
03-000-2000	ACCOUNTS PAYABLE	5,542.90
03-000-2030	BAY RESTORATION FUND PAYABLE	11,753.94
03-000-2450	DEFERRED FINANCING INFLOW	70,427.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	3,825.00
03-000-2700	COMPENSATED ABSENCES	73,135.09
03-000-2855	OPEB OBLIGATION	57,435.00
03-000-2860	NET PENSION LIABILITY	126,950.00
03-000-2900	NOTES PAYABLE	<u>239,827.15</u>
	Total Liabilities	588,896.08
03-000-3000	INVESTED IN FIXED ASSETS	17,126,340.66
03-000-3200	FUND BALANCE	<u>1,522,207.59</u>
	Total	18,648,548.25
	Revenue	2,112,893.06
	Less Expenses	<u>1,001,966.59</u>
	Net	<u>1,110,926.47</u>
	Total Fund Balance	<u>19,759,474.72</u>
	Total Liabilities & Fund Balance	<u>20,348,370.80</u>

March 15, 2023
12:22 PM

City of Frostburg
PINEY SURCHARGE FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 5

2023

Assets		
04-000-1000	CASH	1,118,094.11
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,006.46
04-000-1131	WATER SURCHARGE RECEIVABLE	52,188.34
04-000-1500	FIXED ASSETS	28,443,962.14
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	18,630,774.27
	Total Assets	<u>11,150,498.74</u>
Liabilities & Fund Balance		
04-000-2005	CUSTOMER REFUND	40.32
04-000-2250	UNEARNED REVENUE	5,821.10
04-000-2900	NOTES PAYABLE	<u>3,617,274.03</u>
	Total Liabilities	3,623,135.45
04-000-3000	INVESTED IN FIXED ASSETS	6,333,272.24
04-000-3250	FUND BALANCE	<u>373,425.81</u>
	Total	6,706,698.05
	Revenue	872,821.94
	Less Expenses	<u>52,156.70</u>
	Net	<u>820,665.24</u>
	Total Fund Balance	<u>7,527,363.29</u>
	Total Liabilities & Fund Balance	<u>11,150,498.74</u>

March 15, 2023
12:22 PM

City of Frostburg
GARBAGE FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 6

2023

Assets		
05-000-1000	CASH	135,533.24
05-000-1135	TRASH & GARBAGE RECEIVABLE	32,452.52
05-000-1140	INTEREST RECEIVABLE - TRASH	3,214.12
05-000-1500	FIXED ASSETS	406,937.03
05-000-1600	RESERVE FOR DEPRECIATION	288,294.70-
05-000-1900	DEFERRED FINANCING OUTFLOW	36,810.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	4,641.00
	Total Assets	<u>331,293.21</u>
Liabilities & Fund Balance		
05-000-2000	ACCOUNTS PAYABLE	2,979.14
05-000-2450	DEFERRED FINANCING INFLOW	41,207.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	2,295.00
05-000-2700	COMPENSATED ABSENCES	39,968.82
05-000-2855	OPEB OBLIGATION	34,461.00
05-000-2860	NET PENSION LIABILITY	74,280.00
	Total Liabilities	<u>195,190.96</u>
05-000-3000	INVESTED IN FIXED ASSETS	118,642.33
05-000-3200	FUND BALANCE	7,237.84
	Total	<u>125,880.17</u>
	Revenue	460,888.82
	Less Expenses	<u>450,666.74</u>
	Net	<u>10,222.08</u>
	Total Fund Balance	<u>136,102.25</u>
	Total Liabilities & Fund Balance	<u>331,293.21</u>

March 15, 2023
12:22 PM

City of Frostburg
COMM DEVELOPMENT SPECIAL PROJECTS FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 7

2023

Assets		
07-000-1000	CASH	<u>56,795.62</u>
	Total Assets	<u><u>56,795.62</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>56,742.36</u>
	Total	<u>56,742.36</u>
	Revenue	53.26
	Less Expenses	<u>0.00</u>
	Net	<u>53.26</u>
	Total Fund Balance	<u>56,795.62</u>
	Total Liabilities & Fund Balance	<u><u>56,795.62</u></u>

March 15, 2023
12:22 PM

City of Frostburg
OPIOID SETTLEMENT FUND
BALANCE SHEET
AS OF: 02/28/23

Page No: 8

2023

Assets		
08-000-1000	CASH	<u>7,783.74</u>
	Total Assets	<u><u>7,783.74</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
	Revenue	7,783.74
	Less Expenses	<u>0.00</u>
	Net	<u>7,783.74</u>
	Total Fund Balance	<u>7,783.74</u>
	Total Liabilities & Fund Balance	<u><u>7,783.74</u></u>

CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING FEBRUARY 28, 2023

Tax Type - Year	Principal Receivable at 01/31/23	Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 02/28/23
			Principal	Interest		
Real Estate - 17/18	\$ 227.70	\$ -	\$ -	\$ -	\$ -	\$ 227.70
Real Estate - 18/19	230.34	-	-	-	-	230.34
Real Estate - 19/20	448.45	-	124.43	-	-	324.02
Real Estate - 20/21	19,049.19	-	2,827.90	1,357.44	-	16,221.29
Real Estate - 21/22	65,784.27	-	2,132.04	635.11	-	63,652.23
Real Estate - 22/23	249,664.15	1,990.88	73,992.79	8,721.62	(519.33)	177,142.91
Real Estate Total	<u>\$ 335,404.10</u>	<u>\$ 1,990.88</u>	<u>\$ 79,077.16</u>	<u>\$ 10,714.17</u>	<u>\$ (519.33)</u>	<u>\$ 257,798.49</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Prop - 22/23	770.70	-	-	-	-	770.70
Personal Property	<u>\$ 1,452.65</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,452.65</u>
Public Utility - 22/23	<u>\$ -</u>	<u>\$ 107,817.15</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 107,817.15</u>
Corporation - 19/20	\$ 40.36	\$ -	\$ -	\$ -	\$ -	\$ 40.36
Corporation - 20/21	2,246.32	-	-	-	-	2,246.32
Corporation - 21/22	21,079.07	-	6,135.30	738.21	-	14,943.77
Corporation - 22/23	52,118.37	27,954.45	4,616.10	51.35	-	75,456.72
Corporation Total	<u>\$ 75,484.12</u>	<u>\$ 27,954.45</u>	<u>\$ 10,751.40</u>	<u>\$ 789.56</u>	<u>\$ -</u>	<u>\$ 92,687.17</u>
Total	<u>\$ 412,340.87</u>	<u>\$ 137,762.48</u>	<u>\$ 89,828.56</u>	<u>\$ 11,503.73</u>	<u>\$ (519.33)</u>	<u>\$ 459,755.46</u>

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	1,471.55	2,604,430.45	101.9
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	8,431.80	70.3
01-000-4002	PUBLIC UTILITY TAXES	190,000	107,817.15	201,078.75	105.8
01-000-4003	CORPORATION TAXES	130,000	27,954.45	152,321.18	117.2
01-000-4004	PRIOR YEAR TAXES	2,000	-	(227.31)	(11.4)
01-000-4005	TRAILER TAX	1,600	-	840.00	52.5
01-000-4010	INTEREST ON TAXES	50,000	11,503.72	33,553.60	67.1
01-000-4011	TAX CREDITS	(2,000)	-	(2,277.10)	-
01-000-4012	TAX ABATEMENTS	(3,000)	-	(1,121.99)	-
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	134,193.80	401,631.16	69.9
01-000-4021	ADMISSION TAXES	20,000	9,882.44	25,289.95	126.5
01-000-4022	HOTEL MOTEL TAX	130,000	10,010.45	96,038.81	73.9
01-000-4023	HIGHWAY USE TAX	343,700	45,420.92	152,104.53	44.3
01-000-4024	COAL TAX	2,500	-	-	-
01-000-4025	HOUSING AUTHORITY	12,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	10,000	-	389.50	3.9
01-000-4032	TRADERS LICENSES	10,000	778.30	2,951.16	29.5
01-000-4040	POLICE GRANTS	40,200	2,870.04	16,703.62	41.6
01-000-4041	PARKING METERS	18,000	115.25	10,567.84	58.7
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	73,918.00	54.8
01-000-4045	FINES & FORFEITURES	15,000	3,985.00	12,435.00	82.9
01-000-4046	METER VIOLATIONS	2,000	150.00	450.00	22.5
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	50,000.00	150,000.00	75.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	15,000.00	50.0
01-000-4050	PERMITS, PLANNING, ETC	2,500	75.00	1,725.00	69.0
01-000-4051	BUILDING PERMITS	2,500	50.00	885.00	35.4
01-000-4052	RENTAL REGISTRATION	74,000	26,570.00	54,490.00	73.6
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	4,206.25	20,201.90	134.7
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	500.00	28.6
01-000-4056	COMM DEV GRANT REVENUE	67,000	7,102.70	64,239.40	95.9
01-000-4060	SWIMMING POOL	50,000	-	29,254.00	58.5
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	7,037.00	58.6
01-000-4063	RECREATION ACTIVITIES	15,000	2,146.00	13,206.43	88.0
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	11,471.00	91,768.00	66.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	18,729.25	149,834.00	66.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	1,404.25	11,234.00	66.7
01-000-4250	NSF FEES	-	250.00	623.00	-
01-000-4301	RENTS	97,500	8,124.86	64,998.88	66.7
01-000-4302	HRD APPROPRIATION	10,350	4,335.00	6,885.00	66.5
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	21,273.61	43,623.07	49.6
01-000-4304	MISCELLANEOUS REVENUE	1,000	156.00	1,942.81	194.3
01-000-4306	PROJECT REIMBURSEMENT	1,411,000	-	904,973.85	64.1
01-000-4307	INSURANCE REIMBURSEMENTS	-	(2,751.86)	-	-
01-000-4315	PROCEEDS FROM FUND BALANCE	353,860	-	-	-
01-000-4317	SPECIAL REVENUE	661,000	-	165,366.20	25.0
01-000-4600	INTEREST INCOME	375,000	48,713.92	249,953.73	66.7
CORPORATE FUND Revenue Total		8,102,610	558,009.05	5,837,250.22	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	14,800.00	66.7
01-100-5010	SOCIAL SECURITY	1,700	141.55	1,132.40	66.6
01-100-5012	WORKERS COMP	175	10.75	110.00	62.9
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	77.25	1,097.17	21.9

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	-	6,656.00	66.6
01-100-5150	TRAINING	2,500	-	475.00	19.0
01-100-5160	TRAVEL	3,500	1,603.63	2,821.43	80.6
01-100-5185	PROFESSIONAL FEES	5,000	-	4,988.78	99.8
Department Total		50,075	3,683.18	32,080.78	

	ADMINISTRATIVE				
01-110-5000	SALARIES	188,500	11,310.00	90,885.43	48.2
01-110-5001	SALARIES - BONUS	51,000	-	50,700.00	99.4
01-110-5010	SOCIAL SECURITY	14,375	840.54	10,612.35	73.8
01-110-5011	PENSION	15,400	-	15,400.00	100.0
01-110-5012	WORKERS COMP	3,575	42.25	3,298.00	92.3
01-110-5013	INSURANCE - HEALTH	41,800	1,574.77	16,195.59	38.8
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	1,541.63	15,308.99	69.0
01-110-5015	CONTRIBUTION - 457	1,875	105.46	843.68	45.0
01-110-5030	EMPLOYEE WELLNESS	7,500	29.63	2,387.45	31.8
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	(119.76)	11,612.68	116.1
01-110-5100	INSURANCE - AUTO	600	-	527.00	87.8
01-110-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-110-5105	INSURANCE - PROPERTY	8,000	-	5,908.98	73.9
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	300.00	2,748.00	65.4
01-110-5111	CONTRIBUTIONS - TOURISM	107,500	9,202.68	71,673.86	66.7
01-110-5150	TRAINING	1,500	-	602.50	40.2
01-110-5160	TRAVEL	500	-	80.20	16.0
01-110-5185	PROFESSIONAL FEES	1,600	-	200.00	12.5
01-110-5191	COMMUNICATIONS	13,320	143.92	3,771.20	28.3
01-110-5192	CITY CODE HOSTING	3,000	-	984.53	32.8
01-110-5200	ADVERTISING	6,000	-	3,012.27	50.2
01-110-5205	LEGAL	34,500	17,503.38	29,049.11	84.2
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	3,737.46	46.7
01-110-5210	OFFICE SUPPLIES	11,000	538.18	6,097.90	55.4
01-110-5220	POSTAGE	14,000	3,000.00	10,224.59	73.0
01-110-5230	COMPUTER EXP	17,500	771.99	5,315.99	30.4
01-110-5232	IT LICENSING AND FEES	25,000	-	18,913.16	75.7
01-110-5235	DIGITAL ENGAGEMENT	9,000	-	7,911.80	87.9
01-110-5300	BOARD EXPENSE	11,000	-	10,212.13	92.8
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	-	25,292.98	16.3
01-110-5500	BUILDING - ARMORY	12,000	182.54	3,629.22	30.2
01-110-5502	BUILDING MAINTENANCE	16,100	635.48	14,016.17	87.1
01-110-5550	UTILITIES - BUILDING	16,000	1,322.08	7,010.36	43.8
01-110-5700	BANK FEES	2,700	131.96	1,430.79	53.0
01-110-5807	CAPITAL OUTLAY	925,000	36,194.50	689,098.43	74.5
Department Total		1,759,295	85,251.23	1,138,778.80	

	FINANCE				
01-120-5000	SALARIES	68,700	5,352.41	43,074.87	62.7
01-120-5010	SOCIAL SECURITY	5,225	400.42	3,209.32	61.4
01-120-5011	PENSION	6,300	-	5,613.00	89.1
01-120-5012	WORKERS COMP	200	12.25	126.00	63.0
01-120-5013	INSURANCE - HEALTH	15,500	949.76	8,966.20	57.9
01-120-5015	CONTRIBUTION - 457	675	23.07	184.46	27.3
01-120-5102	INSURANCE - GEN LIAB	125	-	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	-	2,871.00	99.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	700	-	554.00	79.1

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5310	AUDITING	60,700	60,645.00	60,645.00	99.9
01-120-5311	ACTUARIAL STUDY	4,000	-	-	-
01-120-5313	TAX COLLECTION	2,800	29.49	155.48	5.6
01-120-5810	RETSA OBLIGATION	750	-	-	-
Department Total		169,575	67,412.40	125,485.33	

	COMMUNITY DEV				
01-130-5000	SALARIES	59,200	4,272.00	49,303.23	83.3
01-130-5010	SOCIAL SECURITY	4,500	307.18	3,568.07	79.3
01-130-5011	PENSION	5,400	-	4,836.00	89.6
01-130-5012	WORKERS COMP	175	10.75	110.00	62.9
01-130-5013	INSURANCE - HEALTH	15,000	1,091.29	13,751.77	91.7
01-130-5015	CONTRIBUTION - 457	575	-	-	-
01-130-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-130-5105	INSURANCE - PROPERTY	4,950	-	3,828.00	77.3
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	700	43.00	535.33	76.5
01-130-5185	PROFESSIONAL FEES	850	-	879.00	103.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	500.00	4,310.00	53.9
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	67,000	3,060.60	67,300.00	100.5
01-130-5822	SPECIAL PROJECTS	4,000	-	-	-
Department Total		173,000	9,284.82	148,507.40	

	CODE ENFORCEMENT				
01-140-5000	SALARIES	75,100	3,767.20	28,712.06	38.2
01-140-5010	SOCIAL SECURITY	5,700	277.85	2,098.70	36.8
01-140-5011	PENSION	6,875	-	6,135.00	89.2
01-140-5012	WORKERS COMP	225	13.75	141.00	62.7
01-140-5013	INSURANCE - HEALTH	16,100	549.79	6,125.66	38.1
01-140-5015	CONTRIBUTION - 457	750	-	-	-
01-140-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	-	2,871.00	89.7
01-140-5150	TRAINING	2,400	198.00	198.00	8.3
01-140-5160	TRAVEL	600	-	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	20,000	300.00	15,666.00	78.3
01-140-5332	RENTAL INSPECTION	36,050	450.00	33,700.00	93.5
Department Total		184,150	5,556.59	107,390.91	

	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	53,400	4,146.00	33,763.59	63.2
01-150-5010	SOCIAL SECURITY	4,050	312.88	2,537.26	62.7
01-150-5011	PENSION	4,900	-	4,363.00	89.0
01-150-5012	WORKERS COMP	175	10.75	110.00	62.9
01-150-5013	INSURANCE - HEALTH	9,600	723.59	5,860.78	61.1
01-150-5015	CONTRIBUTION - 457	525	14.46	115.08	21.9
01-150-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-150-5105	INSURANCE - PROPERTY	2,200	-	1,913.99	87.0
01-150-5150	TRAINING	5,700	-	5,565.58	97.6
01-150-5160	TRAVEL	1,000	-	982.54	98.3
01-150-5185	PROFESSIONAL FEES	2,100	-	400.00	19.1
01-150-5193	ONE CALL CONCEPTS	1,000	54.40	865.10	86.5

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	513.17	17.1
01-150-5341	MAPPING SUPPLIES	7,500	1,986.50	7,621.44	101.6
01-150-5342	PUBLIC WORKS	7,400	-	1,130.26	15.3
Department Total		102,700	7,248.58	65,827.79	

	PUBLIC SAFETY				
01-160-5000	SALARIES	998,200	64,481.02	564,617.28	56.6
01-160-5002	SALARIES - POLICE GRANTS	40,200	4,074.92	32,936.89	81.9
01-160-5003	COURT TIME	13,000	1,381.83	9,211.55	70.9
01-160-5010	SOCIAL SECURITY	79,200	5,051.28	43,916.53	55.5
01-160-5011	PENSION	95,250	-	84,653.00	88.9
01-160-5012	WORKERS COMP	142,000	8,721.00	89,396.00	63.0
01-160-5013	INSURANCE - HEALTH	234,300	16,793.58	166,383.46	71.0
01-160-5015	CONTRIBUTION - 457	44,000	1,884.74	16,704.64	38.0
01-160-5100	INSURANCE - AUTO	5,500	-	4,740.00	86.2
01-160-5102	INSURANCE - GEN LIAB	900	-	702.00	78.0
01-160-5103	INSURANCE - POLICE PROFESSIONAL	12,000	-	11,552.00	96.3
01-160-5105	INSURANCE - PROPERTY	6,000	-	4,727.23	78.8
01-160-5150	TRAINING	25,500	-	7,965.78	31.2
01-160-5170	UNIFORMS	15,000	510.00	5,644.79	37.6
01-160-5180	SAFETY EQUIPMENT	1,200	79.95	659.01	54.9
01-160-5181	LAW ENFORCEMENT EQUIPMENT	96,500	-	9,811.32	10.2
01-160-5191	COMMUNICATIONS	30,160	15,050.95	30,696.40	101.8
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	2,431.04	40.5
01-160-5210	OFFICE SUPPLIES	5,000	215.00	3,200.91	64.0
01-160-5230	COMPUTER EXPENSE	31,000	-	-	-
01-160-5350	FSU MOU	25,000	-	15,000.00	60.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	11,200	7,345.83	9,294.41	83.0
01-160-5400	GAS, OIL, GREASE	33,000	2,222.28	14,610.28	44.3
01-160-5401	AUTO EXPENSE	18,000	1,011.59	8,282.65	46.0
01-160-5420	FLEET LEASE	22,000	3,496.65	25,098.58	114.1
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	290.98	2,150.53	53.8
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	881.40	4,697.33	47.0
01-160-5700	PARKING METERS	2,000	-	-	-
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	-	177,735.00	75.0
Department Total		2,256,290	133,493.00	1,346,818.61	

	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	243,300	18,082.69	144,718.02	59.5
01-170-5010	SOCIAL SECURITY	18,600	1,317.93	10,441.71	56.1
01-170-5011	PENSION	21,300	-	19,877.00	93.3
01-170-5012	WORKERS COMP	16,800	1,031.75	10,576.00	63.0
01-170-5013	INSURANCE - HEALTH	71,000	3,956.94	43,045.73	60.6
01-170-5015	CONTRIBUTION - 457	2,200	23.60	35.40	1.6
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	-	6,121.00	85.0
01-170-5102	INSURANCE - GEN LIAB	625	-	431.00	69.0
01-170-5105	INSURANCE - PROPERTY	5,600	-	4,466.86	79.8
01-170-5150	TRAINING	5,000	-	4,788.68	95.8
01-170-5170	UNIFORMS	8,000	348.49	4,536.59	56.7
01-170-5180	SAFETY EQUIPMENT	7,200	79.95	3,048.78	42.3
01-170-5191	COMMUNICATIONS	6,000	163.70	1,389.77	23.2
01-170-5210	OFFICE SUPPLIES	1,000	-	15.28	1.5

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5400	GAS, OIL, GREASE	28,500	1,834.35	14,323.08	50.3
01-170-5420	FLEET LEASE	42,000	2,375.86	19,006.88	45.3
01-170-5550	UTILITIES - BUILDING	6,000	1,186.04	5,056.48	84.3
01-170-5711	SALT & ABRASIVES	150,000	22,482.28	73,683.23	49.1
01-170-5712	SIGN MAINTENANCE	8,000	-	2,316.83	29.0
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	11,755.34	56,033.33	62.3
01-170-5714	STREET LIGHTING	155,000	7,703.75	54,020.16	34.9
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	1,126.17	46,932.60	44.4
01-170-5716	STREET SHOP EQUIPMENT	90,000	3,268.55	28,659.85	31.8
01-170-5717	STREET LIGHTING REPAIRS	30,000	1,822.00	16,566.39	55.2
01-170-5800	CAPITAL OUTLAY	278,500	134,200.00	214,260.00	76.9
01-170-5861	PARKING PAVING	1,170,000	-	1,162,105.03	99.3
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	350.75	2.3
Department Total		2,583,450	212,759.39	1,946,806.43	

RECREATION					
01-180-5000	SALARIES	205,750	16,396.80	131,231.06	63.8
01-180-5010	SOCIAL SECURITY	15,750	1,197.76	9,533.64	60.5
01-180-5011	PENSION	16,900	-	16,809.00	99.5
01-180-5012	WORKERS COMP	14,225	873.75	8,956.00	63.0
01-180-5013	INSURANCE - HEALTH	55,300	3,857.90	38,319.20	69.3
01-180-5015	CONTRIBUTION - 457	2,000	50.06	400.48	20.0
01-180-5100	INSURANCE - AUTO	2,500	-	2,073.00	82.9
01-180-5102	INSURANCE - GEN LIAB	450	-	344.00	76.4
01-180-5105	INSURANCE - PROPERTY	11,000	-	10,357.11	94.2
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	326.70	2,771.90	69.3
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	7,000	371.00	6,256.63	89.4
01-180-5420	FLEET LEASE	11,000	388.31	3,106.48	28.2
01-180-5503	ARMORY EXPENSE - GYM	10,000	1,365.03	5,166.57	51.7
01-180-5504	COMMUNITY CENTER	12,000	977.37	6,792.69	56.6
01-180-5510	CITY PLACE	9,500	1,169.30	7,174.88	75.5
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	281.70	14.1
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	178.71	2,817.86	56.4
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	2,752.46	47,926.90	70.5
01-180-5724	STREET TREE MAINTENANCE	7,500	-	5,232.58	69.8
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	800.00	5,238.03	58.2
01-180-5800	CAPITAL OUTLAY	191,000	1,714.20	46,385.34	24.3
Department Total		666,425	32,419.35	357,941.05	

RECREATION-POOL					
01-181-5000	SALARIES	66,000	-	36,705.68	55.6
01-181-5010	SOCIAL SECURITY	5,050	-	2,808.00	55.6
01-181-5012	WORKERS COMP	4,600	282.50	2,896.00	63.0
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	35,000	393.56	17,642.79	50.4
Department Total		111,150	676.06	60,052.47	

RECREATION - DAY CAMP					
01-182-5000	SALARIES	21,300	-	12,573.90	59.0
01-182-5010	SOCIAL SECURITY	1,650	-	961.96	58.3

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-182-5012	WORKERS COMP	1,500	92.00	943.00	62.9
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	-	229.59	45.9
Department Total		25,450	92.00	14,708.45	
RECREATION - SEASONAL					
01-183-5000	SALARIES	18,200	1,422.00	14,325.88	78.7
01-183-5010	SOCIAL SECURITY	1,425	108.78	1,095.95	76.9
01-183-5012	WORKERS COMP	925	56.75	582.00	62.9
01-183-5108	UNEMPLOYMENT	500	-	484.20	96.8
Department Total		21,050	1,587.53	16,488.03	
CORPORATE FUND Expend Total		8,102,610	559,464.13	5,360,886.05	
02-000-4000	WATER SERVICE REVENUE	1,420,000	74,136.21	806,202.10	56.8
02-000-4001	INTEREST EARNED - WATER	1,500	(842.84)	2,075.58	138.4
02-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	9,342.50	-
02-000-4315	PROCEEDS FROM FUND BALANCE	81,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	-	193,457.82	25.8
02-000-4402	SALE OF METERS	6,000	-	3,625.00	60.4
02-000-4403	TAPPING FEES	7,000	-	2,500.00	35.7
02-000-4404	SUNDRY SALES	20,000	2,117.95	19,472.13	97.4
02-000-4408	SUNDRY SALES - CASH BASIS	-	-	500.00	-
02-000-4600	INTEREST INCOME	11,000	4.66	6,381.95	58.0
WATER FUND Revenue Total		2,296,975	75,415.98	1,043,557.08	
WATER - ADMIN					
02-190-5000	SALARIES	57,500	4,445.21	35,775.94	62.2
02-190-5010	SOCIAL SECURITY	4,350	326.68	2,623.14	60.3
02-190-5011	PENSION	5,250	-	4,698.00	89.5
02-190-5012	WORKERS COMP	175	10.75	110.00	62.9
02-190-5013	INSURANCE - HEALTH	12,450	841.05	8,035.76	64.5
02-190-5015	CONTRIBUTION - 457	575	36.66	293.49	51.0
02-190-5313	COLLECTION EXPENSE	2,500	29.49	119.48	4.8
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	11,471.00	91,768.00	66.7
Department Total		221,200	17,160.84	144,089.81	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	1,100	-	862.00	78.4
02-192-5105	INSURANCE - PROPERTY	11,500	-	9,177.52	79.8
02-192-5106	INSURANCE - BOILER & MACHINERY	4,900	-	4,545.60	92.8
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	5,659.25	33,170.18	55.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	-	1,396.18	0.7
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	60,960.03	318,594.60	56.5
Department Total		831,500	66,619.28	367,746.08	
WATER - SUPPLY					
02-194-5000	SALARIES	27,700	2,238.40	18,011.12	65.0
02-194-5010	SOCIAL SECURITY	2,100	171.24	1,377.87	65.6
02-194-5011	PENSION	2,500	-	2,263.00	90.5
02-194-5012	WORKERS COMP	1,900	116.75	1,197.00	63.0
02-194-5015	CONTRIBUTION - 457	275	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	170.97	3.4
02-194-5550	UTILITIES / WATER SUPPLY	5,000	345.63	2,061.38	41.2
02-194-5730	WATER SUPPLY EXPENSE	50,000	209.03	32,316.17	64.6

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
Department Total		94,475	3,081.05	57,397.51	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	16,717.04	134,484.86	63.3
02-196-5010	SOCIAL SECURITY	16,250	1,229.58	9,846.34	60.6
02-196-5011	PENSION	19,550	-	17,352.00	88.8
02-196-5012	WORKERS COMP	14,700	902.75	9,254.00	63.0
02-196-5013	INSURANCE - HEALTH	55,700	3,598.28	37,793.05	67.9
02-196-5015	CONTRIBUTION - 457	2,050	27.74	221.92	10.8
02-196-5100	INSURANCE - AUTO	3,600	(265.00)	3,133.00	87.0
02-196-5102	INSURANCE - GEN LIAB	1,300	(6.00)	856.00	65.9
02-196-5105	INSURANCE - PROPERTY	3,300	-	2,294.38	69.5
02-196-5150	TRAINING	500	-	116.95	23.4
02-196-5170	UNIFORMS	4,000	307.85	1,908.67	47.7
02-196-5180	SAFETY EQUIPMENT	4,100	79.95	639.60	15.6
02-196-5191	COMMUNICATIONS	9,200	725.09	7,197.80	78.2
02-196-5210	OFFICE SUPPLIES	1,000	-	584.73	58.5
02-196-5390	MISCELLANEOUS EXPENSE	28,550	-	11,038.30	38.7
02-196-5400	GAS, OIL, GREASE	15,000	785.40	9,939.85	66.3
02-196-5420	FLEET LEASE	24,000	1,722.00	13,891.64	57.9
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	1,065.95	2,757.17	22.1
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	745.34	2,880.80	110.8
02-196-5700	DISTRIBUTION EXPENSE	90,000	17,683.42	86,591.96	96.2
02-196-5701	DISTRIBUTION PIPE EXPENSE	8,000	-	5,866.92	73.3
02-196-5702	EQUIPMENT MAINTENANCE	5,000	-	510.97	10.2
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	12.58	1,870.08	12.5
02-196-5704	TRANSMISSION MAINS EXPENSE	66,500	11,693.22	69,546.29	104.6
02-196-5740	METERS EXPENSE	80,000	1,035.36	31,462.36	39.3
02-196-5800	CAPITAL OUTLAY	455,000	20,479.88	133,822.01	29.4
Department Total		1,149,800	78,540.43	595,861.65	
WATER FUND Expend Total		2,296,975	165,401.60	1,165,095.05	
03-000-4000	SEWER CHARGES	1,925,000	53,399.73	926,018.58	48.1
03-000-4001	INTEREST EARNED - SEWER	2,700	(1,218.66)	3,789.34	140.4
03-000-4317	SPECIAL REVENUE	848,500	-	64,131.17	7.6
03-000-4404	SUNDRY SALES	1,500	-	1,236.17	82.4
03-000-4501	BAY RESTORATION FUND REVENUE	-	2,875.00	130,174.70	-
03-000-4503	SEWER TAP FEES	7,500	-	2,500.00	33.3
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
03-000-4600	INTEREST INCOME	25,000	-	14,906.60	59.6
Department Total		2,881,200	55,056.07	1,142,756.56	
03-220-4520	CSO SURCHARGE REVENUE	405,000	11,452.00	286,272.91	70.7
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	(109.62)	814.59	81.5
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	-	683,049.00	27.8
Department Total		2,867,450	11,342.38	970,136.50	
SEWER FUND Revenue Total		5,748,650	66,398.45	2,112,893.06	
	SEWER - ADMIN				
03-210-5000	SALARIES	57,500	4,445.21	35,775.94	62.2
03-210-5010	SOCIAL SECURITY	4,350	326.68	2,623.14	60.3
03-210-5011	PENSION	5,250	-	4,698.00	89.5
03-210-5012	WORKERS COMP	175	10.75	110.00	62.9
03-210-5013	INSURANCE - HEALTH	12,450	841.11	8,028.80	64.5
03-210-5015	CONTRIBUTION - 457	575	36.66	293.49	51.0

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
03-210-5313	COLLECTION EXPENSE	2,500	29.49	119.48	4.8
	Department Total	82,800	5,689.90	51,648.85	
	SEWER - OPERATING				
03-211-5000	SALARIES	151,200	14,081.20	95,720.65	63.3
03-211-5010	SOCIAL SECURITY	11,550	1,010.00	6,750.21	58.4
03-211-5011	PENSION	17,175	-	15,269.00	88.9
03-211-5012	WORKERS COMP	10,500	645.00	5,708.02	54.4
03-211-5013	INSURANCE - HEALTH	59,000	3,939.99	35,696.21	60.5
03-211-5015	CONTRIBUTION - 457	1,800	103.16	825.28	45.9
03-211-5100	INSURANCE - AUTO	2,000	-	304.00	15.2
03-211-5102	INSURANCE - GEN LIAB	625	-	420.00	67.2
03-211-5105	INSURANCE - PROPERTY	5,000	-	4,125.51	82.5
03-211-5150	TRAINING	1,000	-	100.00	10.0
03-211-5170	UNIFORMS	3,000	135.95	1,106.57	36.9
03-211-5180	SAFETY EQUIPMENT	1,000	-	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	-	1,263.42	52.6
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	89,693.37	-
03-211-5400	GAS, OIL, GREASE	9,750	469.00	6,083.56	62.4
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	-	-
03-211-5600	CORPORATE OVERHEAD	224,750	18,729.25	149,834.00	66.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	107,372.30	476,816.21	39.1
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	8,787.15	74.5
03-211-5763	SEWER OPERATING EXPENSE	267,800	(12,163.00)	23,537.56	8.8
03-211-5764	SEWER PUMPING EXPENSE	6,000	69.16	3,775.48	62.9
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	731,700	22,490.00	136,723.86	18.7
	Department Total	2,744,050	156,882.01	1,062,919.04	
	CSO				
03-220-5391	INTEREST EXPENSE	3,650	-	1,632.56	44.7
03-220-5392	DEBT REDEMPTION	23,150	-	23,138.18	99.9
03-220-5800	CAPITAL OUTLAY	2,895,000	-	860,830.45	29.7
	Department Total	2,921,800	-	885,601.19	
	SEWER FUND Expend Total	5,748,650	162,571.91	2,000,169.08	
	WATER SURCHARGE				
04-000-4000	WATER TAP SURCHARGE	913,000	37,686.00	643,217.44	70.5
04-000-4001	INTEREST EARNED SURCHARGE	1,600	(155.06)	1,284.92	80.3
04-000-4600	INTEREST INCOME	12,000	-	7,319.58	61.0
04-000-4603	RECEIPTS - OTHER	221,000	-	221,000.00	100.0
	PINEY SURCHARGE FUND Revenue Total	1,147,600	37,530.94	872,821.94	
	WATER SURCHARGE				
04-200-5313	COLLECTION EXPENSE	2,500	23.59	59.58	2.4
04-200-5390	MISCELLANEOUS EXPENSE	17,700	-	17,680.00	99.9
04-200-5391	INTEREST EXPENSE	79,625	-	29,437.97	37.0
04-200-5392	DEBT REDEMPTION	766,400	-	26,663.56	3.5
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	106,375	-	4,979.15	4.7
	PINEY SURCHARGE FUND Expend Total	1,147,600	23.59	78,820.26	
	TRASH & GARBAGE CHARGES				
05-000-4000	TRASH & GARBAGE CHARGES	368,000	-	266,145.35	72.3
05-000-4001	INTEREST EARNED - TRASH	1,200	-	1,013.79	84.5
05-000-4315	PROCEEDS FROM FUND BALANCE	56,000	-	-	-
05-000-4317	SPECIAL REVENUE	192,000	-	190,705.42	99.3
05-000-4404	SUNDRY SALES	1,000	50.00	1,150.00	115.0

**CITY OF FROSTBURG
FEBRUARY 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Feb 2023 Rev/Expd	YTD Rev/Expd	% of Budget
05-000-4600	INTEREST INCOME	3,500	-	1,874.26	53.6
	GARBAGE FUND Revenue Total	621,700	50.00	460,888.82	
	GARBAGE ADMIN.				
05-230-5000	SALARIES	57,500	4,445.19	35,775.71	62.2
05-230-5010	SOCIAL SECURITY	4,350	326.68	2,623.10	60.3
05-230-5011	PENSION	5,250	-	4,698.00	89.5
05-230-5012	WORKERS COMP	175	10.75	110.00	62.9
05-230-5013	INSURANCE - HEALTH	12,450	841.11	8,029.32	64.5
05-230-5015	CONTRIBUTION - 457	575	36.65	293.48	51.0
05-230-5313	COLLECTION EXPENSE	2,500	5.90	23.91	1.0
	Department Total	82,800	5,666.28	51,553.52	
	GARBAGE OPERATING				
05-232-5000	SALARIES	85,600	6,543.17	53,760.39	62.8
05-232-5010	SOCIAL SECURITY	6,550	464.71	3,807.98	58.1
05-232-5011	PENSION	7,875	-	6,993.00	88.8
05-232-5012	WORKERS COMP	5,925	364.00	3,731.00	63.0
05-232-5013	INSURANCE - HEALTH	24,900	1,742.38	16,199.14	65.1
05-232-5015	CONTRIBUTION - 457	825	53.96	431.68	52.3
05-232-5100	INSURANCE - AUTO	2,200	-	1,754.00	79.7
05-232-5102	INSURANCE - GEN LIAB	400	-	262.00	65.5
05-232-5105	INSURANCE - PROPERTY	3,600	-	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	100.70	709.15	23.1
05-232-5180	SAFETY EQUIPMENT	500	-	324.98	65.0
05-232-5210	OFFICE SUPPLIES	500	-	297.33	59.5
05-232-5400	GAS, OIL, GREASE	12,600	1,006.83	8,133.14	64.6
05-232-5600	CORPORATE OVERHEAD	16,850	1,404.25	11,234.00	66.7
05-232-5770	ASH DUMPSTER	7,500	1,066.63	4,362.67	58.2
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	7,147.33	71,574.63	55.1
05-232-5773	SANITATION OPERATING EXPENSE	30,000	324.00	22,561.31	75.2
05-232-5800	CAPITAL OUTLAY	190,000	-	190,000.00	100.0
	Department Total	538,900	20,217.96	399,113.22	
	GARBAGE FUND Expend Total	621,700	25,884.24	450,666.74	

CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of February, 2023

Submitted by: [Gene Bittinger maintenance Supervisor]

Feb.1 2023

Checked parks

Went to Beautify the Burg meeting

Worked on footer for new pool building

Checked gates at the Dog Park

Feb 2 2023

Checked parks

Picked up Lowes order

Got footer at new Pool building ready

Feb 3 2023

Checked parks

Finished getting footer ready

Salted lots and sidewalks

Feb 6 2023

Checked parks

Poured footer at new Pool building

Put tools away

Got Blessing box ready for paint

Feb 7 2023

Checked parks

Put camera up at Lyons

Worked on footer at new Pool building

Put new swing up at Glendening

Feb 8 2023

Checked parks

Covered glass on City Hall generator

Meant with Brian and Hayden at Lyons Park

Feb 9 2023

Checked parks

Borrowed backhoe and dump truck from Water Dept.

Cleaned up old block at Lyons bathrooms

Removed large oak tree from Lyons pond

Feb 10 2023
Checked parks
Picked up conduit for Lyons pavilion
Replaced batteries in dog park camera
Measured and checked for electric lines at Lyons pavilion
Turned time cards in
Replaced battery in bobcat
Ordered block and materials for new pool building
Feb 13 2023
Checked Parks
Went to excavator training
Checked parks
Installed new conduit and electric lines at Lyons pavilion
Dug ditch for electric at Lyons pavilion
Feb 14 2023
Checked parks
Went to Staff meeting
Finished hooking up electric at Lyons pavilion
Started digging footers for new Lyons bathrooms
Feb 15 2023
Checked parks
Cleaned up concrete and blacktop at new Lyons bathrooms
Cleaned up leaves at Armory
Borrowed dump and backhoe from Water Dept.
Feb 16 2023
Checked parks
Leveled narcan machine
Worked at Lyons bathrooms removing old electric wires
Unloaded concrete block for new pool building
Hung white board in Bethany's office
Feb 17 2023
Checked parks
Ordered singles for new pool building
Put rollers on pallets for the pool
Checked on Quote for trusses for new pool building
Feb 20 2023
Holiday
Feb 21 2023
Checked parks
Replaced water line at new pool building
Rolled L.L. field
Went to fertilizer school
Cleaned old lumber from Lyons bathrooms

Feb 22 2023

Checked parks

Picked up shingles for pool building

Meant with generator repair man at City Hall

Worked at Lyons new bathrooms

Cleaned up the shop

Fueled truck 40

Feb 23 2023

Checked parks

Started digging footers at new Lyons bathrooms

Feb 24 2023

Checked parks

Picked up Lowes order

Replaced two swings and removed old tire swing at East End

Ordered fuel from Southern States

Finished digging footer and poured concrete at new Lyons bathrooms

Covered broken side at Glendening playground

Plugged heaters in at East End building

Checked and replaced trash bags at Hoffman pavilion

Feb 27 2023

Checked parks

Installed Blessing box at Police Dept parking lot

Filled holes in on the L.L. field

Brought a mower back from Glendening

Checked heaters at East End

Feb 28 2023

Checked parks

Picked new door for pool building

Took banner down on Water Street

Picked up Lowes order

Meant with electricians at L.L. field

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: February 2023

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month

	2021	515	2022	632
ARRESTS	On-View/Citations		4	
	Warrants Served/Obtained		1	
	Summonses Served		6	
	Juvenile Arrests & Citations		2	
	TOTAL		13	
C3I INVESTIGATIONS	Cases		1	
COMMUNITY POLICING	Logged Activities		6	
PARKING	Parking Violations		121	
PRISONERS	Custodial Arrests		6	
PUBLIC SERVICE	Well-Being Checks		24	
	Emergency Petitions		4	
	Assist Other Agency		32	
	Request for Officer		39	
	Follow-Ups		12	
	Disturbance (Multiple Inc. Types)		35	
TRAFFIC	M/V Crashes		5	
	Traffic Details		81	
	DWI/DUI Arrests		3	
TRAFFIC STOPS	Total Number of Stops		59	
	Citations		21	
	Warnings		61	
	SEROs		0	
COLLECTIONS	Parking Meter Fines		\$150.00	
	Other Parking Fines		\$3,920.00	
	Parking Meter Collections		\$1,664.33	
	Municipal Infractions Paid		\$100.00	
	Parking Permits		\$60.00	
	Miscellaneous		\$50.00	
	Park Mobile		\$35.25	
This month year prior:		\$3,205.74	TOTAL	\$5,979.58

Respectfully Submitted,


Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: February 2023

Submitted by: (Supervisor) Shane Elliott

February 1, 2023 – Wednesday

- Picked up garbage route on east end of town
- Cleared off brush growth overhanging roadway on Russel Ave.
- Pushed up a few additional salt deliveries
- Checked all sewer pumping stations
- Patched potholes on High St. with cold patch
- Marked miss utility tickets and checked them in on computer
- Salted city streets in the west end due to winter conditions
- Fueled up loader after use
- Checked on trash complaint on Mechanic Street
- Had meeting at city hall
- Washed off loader and backhoe after use
- Removed litter on Main Street
- Picked up parts at Carquest to perform maintenance on vehicles
- Greased Truck 10 and all jetter/ vacuum components
- Used backhoe and dump trucks to fill potholes and smooth out Rifle Range Road

February 2, 2023 – Thursday

- Picked up garbage route in center section of town
- Cleaned off catch basins around town where needed
- Picked up dead animal on Victoria Lane
- Marked Miss Utility tickets and checked them in on computer
- Greased and tightened packing on Centennial Hill pumping station
- Removed litter on Main Street
- Manually operated pumps to Victoria Lane to break up grease blockage
- Checked all sewer pumping stations
- Picked up new pole saw from Western Maryland Outdoor Power
- Patched potholes around town with cold patch
- Had two employees attend web training for wastewater management
- Picked up supplies from Lowes and Tractor Supply
- Trimmed tree limbs in several Alleyways

P.2

February 3, 2023 – Friday

- Emptied all city trash cans where needed
- Loaded up all plow trucks and checked fluids
- Installed new spacers on plow rigging of truck #6
- Checked all sewer pumping stations
- Salted all city streets and alleyways where needed
- Marked miss utility tickets and checked them in on computer
- Cleaned rest room and lunch room
- Unloaded deliveries from Fastenal and Truck Enterprise
- Emptied out all shop trash cans
- Checked on a sewer complaint on Bowery Street – checked for issues in surrounding area and found none
- Picked up more supplies from Lowes and Surplus City
- Fueled up plow trucks and made repairs to tire chains
- Washed off wheel loader after use

February 4, 2023 – Saturday

February 5, 2023 – Sunday

February 6, 2023 – Monday

- Emptied city trash cans where needed
- Replaced tailgate assist system on blacktop trailer
- Cleaned debris off catch basin grates around town
- Worked on replacing exhaust system on truck #8
- Removed litter on Mian Street
- Set up date for excavator training
- Met with county utilities to discuss future sewer line installation at Depot
- Checked all sewer pumping stations – ran weekly electrical tests
- Removed litter in city streets all over town
- Made repairs to broken latch on trailer
- Picked up parts from Frostburg Carquest
- Marked miss utility tickets and checked them in on computer
- Removed a Handicap Parking sign on Frost Ave.

P.3

February 7, 2023 – Tuesday

- Picked up garbage route on west end of town
- Installed new fuel filters on garage fuel pump
- Took down and replaced No Parking signs in new City lot on Mechanic St.
- Marked miss utility tickets and checked them in on computer
- Picked up debris in Roadway on Mechanic St.
- Cleaned out beds of work trucks
- Straightened bent sign post on Water Street
- Patched potholes with cold patch around town
- Checked all sewer pumping stations
- Ran sewer push camera in sewer main on Depot Street
- Checked ash dumpster and resituated steps
- Removed litter on Main Street
- Washed off all sewer camera equipment after use
- Picked up tree debris in Alley 53
- Pressure washed work trucks

February 8, 2023 – Wednesday

- Picked up garbage route on east end of town
- Removed dead animal on Main Street a
- Marked miss utility tickets and checked them in on computer
- Checked status of new skid steer at American Rental
- Removed litter on Main Street
- Picked up supplies from Lowes Home Center
- Checked all sewer pumping stations
- Marked emergency miss utility ticket
- Ran jetter truck for Water Dept. on College Avenue
- Emptied and cleaned out beds on all plow trucks
- Ran sewer camera in sewer main and dye tested system
- Checked on sewer complaint on Ormand Street – found no issues in sewer main
- Patched more potholes around town with cold patch
- Washed off all camera equipment after use
- Installed new street sign and pole on College Avenue
- Replaced main door to office area at Street Dept.

P.4

February 9, 2023 – Thursday

- Picked up garbage route in center section of town
- Checked sewer complaint on Washington Street
- Picked up litter on Main Street and Depot Street
- Worked at Police Station due to odor complaint – sealed bad floor drain shut
- Removed everything from office area and laid down new flooring
- Marked Miss Utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Installed steal plate on Green Street over bad catch basin
- Picked up more supplies from Lowes and Staples
- Trimmed tree limb overhanging street sign on First Street
- Checked on ash dumpster
- Started cleaning off all office equipment
- Removed debris in roadway on Centennial Street
- Wired up the office computer and printer
- Reinstalled floor trim in office area
- Measured up catch basin to see what material is need for repairs

February 10, 2023 – Friday

- Picked up litter on Main Street
- Finished putting filing cabinets and files back into office area
- Checked all sewer pumping stations
- Removed dead animal in roadway on Center Street
- Delivered tools back to Rec. Dpt.
- Greased both garbage trucks and filled fluids
- Installed new street sign on Frost Avenue
- Cleaned rest room and lunch room
- Marked miss utility tickets and checked them in on computer
- Changed fluid and filters in company vehicle for Police Dept. and Rec. Dept
- Picked up litter all over town in city streets before weekend
- Checked and emptied city trash cans on Main Street where needed
- Emptied out all shop trash cans and swept out garage bays
- Picked up more supplies from Lowes Home Center
- Met with homeowner on Washington Street to discuss new sewer line installation

P.5

February 11, 2023 – Saturday

February 12, 2023 – Sunday – Called out due to clogged sewer line

February 13, 2023 – Monday

- Filled jetter truck water tank and checked fluids
- Cleaned out catch basin on Green Street
- Checked all sewer pumping stations - ran weekly electrical tests
- Had Mini Excavator training course at Street Dept.
- Picked up litter on Main Street, Bowery, and Center Street
- Removed catch basin grate in attempt to retrieve cats stuck in catch basin on Maple Street
- Checked and emptied city trash cans where needed
- Stained new door to office area
- Applied root killer to troublesome manhole on Frost Avenue
- Poured new concert floor in catch basin
- Marked miss utility tickets and checked them in on computer
- Started forming up new walls for a concrete pour on Green Street
- Picked up supplies from Lowes
- Removed debris in roadway on Water Street
- Washed off all concrete tools after use
- Installed new electrical baseboard heater in office area

February 14, 2023 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Installed new wood trim on map board at garage
- Greased loader and checked all fluids
- Put new first aid kits in work trucks
- Removed litter on Main Street
- Greased spreader bearings on all plow trucks
- Took inventory of catch basin grates and frames
- Checked all sewer pumping stations
- Worked on rebuilding catch basin on Blair St.
- Marked miss utility tickets and checked them in on computer
- Unloaded delivery from Uline
- Washed off all concrete tools after use
- Put new desks and file cabinets together and installed them in office area

P.6

February 15, 2023 – Wednesday

- Picked up garbage route on east end of town
- Made repairs to street mirror in Alley 11
- Used blowers to clean off sidewalks all around City Hall
- Marked miss utility tickets and checked them in on computer
- Sucked out and catch basin on Allegany St.
- Checked all sewer pumping stations
- Made repairs to and reinstalled stop ahead sign on Shaw St.
- Had special garbage pick up on Washington Street
- Cleaned out ditch and storm drain inlets/ outlets on Albert Ave.
- Removed litter on Main Street
- Emptied out Catch-Vac at dump site
- Assisted Rec. Department at MDE. cleaning up leaves around building
- Finished up concrete pour on catch basin rebuild on Blair St.
- Cleaned up debris on Albert Ave.
- Made repairs to gutter system on roof of garage
- Made repairs to plow damaged areas on Victoria Lane and Fieldstone Lane

February 16, 2023 – Thursday

- Picked up garbage route in center section of town
- Checked sewer main on Blair St. to verify open line
- Removed litter on Main Street
- Took delivery of new Bobcat skid loader
- Checked all sewer pumping stations
- Removed blockage from catch basin on Green St.
- Marked miss utility tickets and checked them in on computer
- Picked up dead animal on College Ave.
- Used loader and Dump Truck to haul out dirt from dump road
- Replaced fluids and filters on Sweeper
- Washed off loader after use
- Checked all CSO locations after rain event
- Drained water from diesel safety tanks
- Cleaned off catch basin grates around town
- Returned borrowed tools to county utilities after use
- Cleaned out beds of dump trucks after hauling dirt

P.7

February 17, 2023 – Friday

- Marked miss utility tickets and checked them in on computer
- Finished changing filters and fluids on street sweeper
- Checked sewer main for any issues on Centennial Street and Standish Street
- Installed new side cutting edges on new Bobcat
- Checked all sewer pumping stations
- Removed safety cones on Green Street
- Checked and emptied city trash cans where needed
- Emptied out all shop trash cans and swept garage floor
- Picked up litter on Main Street
- Cleaned off catch basin grates and curb inlets all over town
- Picked up parts from American Rent All in Cumberland
- Checked and fill all fluids in both garbage trucks
- Picked up litter along city streets all over town
- Took invoices to city hall
- Cleaned rest room, lunch room and emptied out shop trash cans
- Sent in a sign order to Ibis Signs
- Changed oil and filters on a police cruiser
- Put away Fastenal delivery
- Checked for any plow damaged areas around town
- Called back in to Salt Roads

February 18, 2023 – Saturday

February 19, 2023 – Sunday

February 20, 2023 – Monday – OFF – Presidents Day

P.8

February 21, 2023 – Tuesday

- Picked up west end of town garbage route
- Filled water tank and checked fluids on catch vac
- Removed dead animal in roadway on Blair Street
- Used catch vac to clean out catch basin
- Checked all sewer pumping stations – Ran weekly electrical test
- Picked up supplies from Lowes Home Center
- Marked miss utility tickets and checked them in on computer
- Started rebuilding catch basin on Victoria Lane
- Emptied out city trash cans where needed
- Had new computers installed in office area at Street Dept.
- Removed litter off Main Street, Water and Broadway
- Had crash course on skid steer training and service
- Picked up debris in roadway on Center Street
- Installed new display monitor on main computer
- Washed and cleaned off tracks on excavator
- Installed new blind spot mirror in Alley 54 on Pine Street
- Picked up garbage in several locations that was put out after route was complete

February 22, 2023 – Wednesday

- Picked up garbage route on east end of town
- Checked all CSO locations during rain event
- Picked up truck #6 from Truck Enterprise in WV
- Cut and cleared trees out of the right of way for Power Company at Rec. Complex
- Added another coat of stain to main door in office area
- Checked all sewer pumping stations
- Mopped lunchroom floors and vacuumed rugs
- Ran sewer camera to locate sewer main on Mechanic Street
- Checked city streets and alleyways for slick spots
- Installed new cutting chain on saw
- Marked miss utility tickets and checked them in on computer
- Removed litter on Main Street
- Washed off sewer camera equipment after use
- Cleaned debris off catch basins around town
- Made repairs to electrical junction box in garage bay
- Fastened and secured control switch for garage door

P.9

February 23, 2023 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Went over MOSH safety check list in garage area
- Removed litter on Main Street
- Cleaned up loose debris in catch basin on Victoria Lane
- Removed a piece of loose conduit in garage ceiling
- Marked miss utility tickets and checked them in on computer
- Formed up new walls in catch basin in preparation of concrete pour
- Set a steal plate and street cones around the work site
- Ran sewer camera in sewer main on Broadway and inside city hall to locate outfall and inlets under police station foundation
- Dye tested sewer lines in City Hall to determine outflow location
- Removed litter and debris from around dump site
- Picked up supplies from Frostburg Rental
- Removed dead animal on Main Street
- Washed off all sewer camera equipment after use
- Drilled holes in vent cap on Broadway

February 24, 2023 – Friday

- Picked up litter on Main Street, College Avenue and Depot Street
- Finished concrete pour on Victoria Lane and set out safety cones
- Checked all sewer pumping stations
- Patched several holes around town with cold patch
- Marked Miss Utility tickets and checked them in on computer
- Finalized shirt order at Final Touch in Cumberland
- Checked sewer complaint on South Water Street – ran camera and found no issues
- Swept out all garage bays
- Picked up supplies from Lowes Home Center
- Checked and emptied all city trash cans where needed
- Emptied out all shop trash cans
- Cleaned and disinfected cabs on garbage trucks
- Washed off concrete tools and camera system after use
- Removed debris in city streets all over town due to windy conditions

P.10

February 25, 2023 – Saturday

February 26, 2023 – Sunday

February 27, 2023 – Monday

- Checked all sewer pumping stations – ran weekly electrical test
- Reinstalled street pole and sign at intersection of Braddock and Park
- Cleaned off catch basin grates and culvert inlets around town
- Used Catch Vac to clean debris out of catch basin on Frost Ave.
- Marked miss utility tickets and checked them in on computer
- Cut blacktop around catch basin to perform repairs
- Removed litter on Main Street
- Greased both garbage trucks and checked fluids
- Checked and emptied city trash cans on Main Street where needed
- Emptied out catch-vac and filled with water at dump site
- Communicated with Enterprise fleet about two incoming lease vehicles
- Used backhoe to transport plate to Frost Ave. to cover catch basin hole
- Unloaded Truck 14 and sprayed out bed and body of truck
- Cleaned debris out from bed of Truck 350

February 28, 2023 – Tuesday

- Picked up garbage route on west end of town
- Checked on broken sewer line complaint on Center Street – found cleanout cap busted and notified the homeowner
- Loaded up all material needed to form new walls in catch basin
- Removed litter on Main Street
- Checked all CSO locations and made a report
- Attended staff meeting at city hall
- Built new forms for a concrete pour in catch basin on Frost Avenue
- Checked all sewer pumping stations
- Picked up supplies from Lowes Home Center
- Checked sewer main for any issues at Police Station/City Hall
- Marked miss utility tickets and checked them in on computer
- Drained water from diesel safety tanks
- Removed dead animal in roadway on Victoria Lane
- Cleaned up debris in roadways around town due to water runoff

City of Frostburg

Monthly Report: Water Department

For the Month of February, 2023

Submitted by: Jim Williams, Supervisor

February 1, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Greased backhoes
- Cleaned up back of garage area

February 2, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading W. Main St.
- Final reading Wood St.
- Installed new seal for homeowner due to plumber replacement of PRV

February 3, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reread meter on Blair St. for homeowner
- Replaced frayed and leaking hose on Back Hoe
- Treatment plant called said flow was up. Searched for leak. (Midland)
- Final reading on Maple St

- Read County Master Meters

February 6, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Master Meter
- Inspected line for contractor
- Final reading on Braddock Rd
- Replaced another frayed and leaking hose on the Back Hoe

February 7, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading on Ormand St
- Swept and Mopped shop got rid of trash
- Repaired transmitter on meter East End Playground
- Reading and make sure water is off on W. Mechanic St
- Turn Water on First St

February 8, 2023, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Excavated and replaced curb stop rod and box on W. College
- Emergency Miss Utility locate on Welsh Hill
- Acquired Data Log on Blair St.

February 9, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- SS Electric installed new lights in shop

February 10, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- 2 Final readings on Depot St.
- 1 Final reading on McCulloh St.

February 13, 2023

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Oil Changed in Truck 20
- Took Utility Truck to have estimate done for work to generator

February 14, 2023

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Cleaned Shop got rid of trash
- 1 Final reading Ormand St
- Washed equipment and trucks

February 15, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Residential water shut offs for non-payment

February 16, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Oak St.
- Turn water back on for residents when payment was made

February 17, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed meter on Hill St.
- Final reading Center St.
- Turn water back on for residents when payment was made

February 20, 2023 City Holiday

February 21, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned up shop
- Hauled trash away
- Pick up Utility Truck from getting service work to generator
- Final reading Washington St.

February 22, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Put tools back in Utility truck
- Installed meter Spring St.

- Dan participated in an employee wellness event
- Final reading Park Ave.

February 23, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new meters Ormand St. & W. Main St.
- Final reading McCulloh St.

February 24, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Bowery St.
- Painted @ City Hall

February 27, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings

February 28, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Attended staff meeting
- Cleaned the shop
- Hauled the trash away
- Final readings Linden St. & Teaberry Lane

- Checked water running on Frost Ave. (possible water leak)
- Repaired water meter on Blair St.

ORDINANCE 2023-01

AN ORDINANCE TO AMEND THE CITY'S ZONING ORDINANCE (APPENDIX A OF THE FROSTBURG CODE) TO ADD RESTAURANTS AS SPECIAL EXCEPTION USES IN THE T-LI (TECHNOLOGY/LIGHT INDUSTRIAL) ZONING DISTRICT, SUBJECT TO SPECIFIED CONDITIONS.

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter ("Charter") adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended;

WHEREAS, Article V, Sections 501 and 502 of the Charter empowers the City to regulate matters of zoning within the City;

WHEREAS, the City of Frostburg Zoning Ordinance (the "Zoning Ordinance") is set forth in Appendix A of the Frostburg Code;

WHEREAS, the Department of Community Development proposed text changes, to add all types of restaurants as special exception uses in the T-LI District, but only if they are on lots with front lot lines abutting arterial or collector streets, as defined in Section 4.2 of the Frostburg Subdivision and Land Development Regulations (Appendix B of the Frostburg Code);

WHEREAS, the recommended changes would necessitate renumbering Subsection (6) of Section 3.11(C) of the Zoning Ordinance as Subsection (7) and inserting a new Subsection (6) to read as follows:

- (6) Restaurants. Special Exception use applies only to lots with a front lot line abutting an arterial or collector street, as defined by Article IV, Definitions, of the Frostburg Subdivision and Land Development Regulations.

WHEREAS, the Frostburg Planning Commission reviewed the proposed text changes during its January 11, 2023 public meeting and voted to recommend to the Mayor and Council that it adopt them; and

WHEREAS, by this Ordinance, the Mayor and Council are accepting those recommendations, subject to amendments, and are amending the Zoning Ordinance as set forth below.

NOW, THEREFORE,

SECTION 1: BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, that the Mayor and Council, having introduced the amendments to the Zoning Ordinance, having conducted one advertised Public Meeting, and having determined that additional special exception uses shall be permitted in the "T-LI"

Technology Light Industrial Zoning District, do hereby amend Section 3.11(C) of the Zoning Ordinance by renumbering Subsection (6) as Subsection (7) and inserting a new Subsection (6) to read as follows:

(6) Restaurants, Drive-In or Drive-Through, Fast Food, and Standard, but only if they are on lots with front lot lines abutting arterial or collector streets, as defined in Section 4.2 of the Frostburg Subdivision and Land Development Regulations (see Appendix B of the Frostburg Code).

SECTION 2: AND BE IT FURTHER ORDAINED, that this Ordinance shall take effect twenty (20) days from the date of its passage.

MAYOR AND CITY COUNCIL OF FROSTBURG

By: _____
W. Robert Flanigan, Mayor

Elizabeth Stahlman, City Administrator

Introduced: _____, 2023
1st Hearing: _____, 2023
Adopted: _____, 2023
Effective: _____, 2023

DRAFT BUDGET OVERVIEW

FISCAL YEAR 2023-2024

EXTERNAL FORCES

Budget factors influenced by outside forces

Inflation

- Material & fuel costs
- Equipment costs
- Material/equipment availability
- Cost of living

Insurance Costs

Competitive salaries

AC Salary Study & increases at other state and local government agencies

Property Assessments



PRIORITIES

Maintain level of service to the community

Seek operational improvements/efficiencies where possible



Infrastructure

Safe drinking water. reliable sanitation, good streets and sidewalks

Retain Staff

Keep professional and capable staff by minimizing turnover and equitable compensation

Work Environment

Positive organizational culture with safe and efficient workplaces

Fiscal responsibility

Decision making in the face of uncertainty, ensuring adequate reserves



AREAS OF FOCUS

- FY 25: Water and Sewer Rates – Study Recommendations from NewGen Strategies

-
- Salaries
 - LEOPS Pension System for Police Officers
 - ARPA Projects continuing
 - CSO Projects (multiple phases)
 - Equipment/Vehicle purchases

CITY OF FROSTBURG
BUDGET ORDINANCE FOR THE YEAR ENDING JUNE 30, 2024
CONDENSED SUMMARY BY FUND AND DEPARTMENT

	Revenue	Expense	Net Income (Loss)
Corporate Fund			
Executive		\$ 550,575	
Administration		3,132,100	
Finance		196,350	
Community Development		394,675	
Code Enforcement		150,825	
Public Works Administration		120,675	
Public Safety		2,334,815	
Street		1,927,675	
Recreation		734,225	
Total Corporate Fund	\$ 9,056,170	\$ 9,541,915	\$ (485,745)
Water			
Administration		\$ 205,625	
Filtration		1,005,500	
Supply		101,100	
Distribution		959,000	
Total Water Fund	\$ 2,135,800	\$ 2,271,225	\$ (135,425)
Sewer			
Administration		\$ 91,475	
Operating		2,066,405	
Sewer subtotal	2,102,500	2,157,880	(55,380)
CSO subtotal	3,006,000	3,026,800	(20,800)
Total Sewer Fund	\$ 5,108,500	\$ 5,184,680	\$ (76,180)
Total Piney Surcharge	\$ 1,072,800	\$ 600,125	\$ 472,675
Garbage			
Administration		\$ 90,975	
Operating		356,915	
Total Garbage Fund	\$ 371,900	\$ 447,890	\$ (75,990)
City Total	\$ 17,745,170	\$ 18,045,835	\$ (300,665)

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

ACCOUNT	DESCRIPTION	22/23	23/24
		BUDGET As Amended	BUDGET
01-000-4000	Taxes - Real Estate	\$ 2,557,000	\$ 2,736,000
01-000-4001	Personal Property Taxes	12,000	12,000
01-000-4002	Public Utility Taxes	190,000	190,000
01-000-4003	Corporation Taxes	130,000	140,000
01-000-4004	Prior Year Taxes	2,000	2,000
01-000-4005	Trailer Tax	1,600	1,600
01-000-4010	Interest on Taxes	50,000	50,000
01-000-4011	Tax Credits	(2,000)	(2,500)
01-000-4012	Tax Abatements	(3,000)	(3,000)
01-000-4013	Enterprise Zone Reimbursement	1,000	1,200
01-000-4020	Maryland Income Tax	575,000	625,000
01-000-4021	Admission Taxes	20,000	32,000
01-000-4022	Hotel Motel Tax	130,000	150,000
01-000-4023	Highway Use Tax	343,700	344,525
01-000-4024	Coal Tax	2,500	3,000
01-000-4025	Housing Authority	12,000	12,000
01-000-4027	Payment in Lieu of Taxes	3,900	3,900
01-000-4031	Liquor Licenses	10,000	9,000
01-000-4032	Traders Licenses	10,000	9,000
01-000-4040	Police Grants	40,200	40,000
01-000-4041	Parking Meters	18,000	18,000
01-000-4043	Police Protection Grant	135,000	135,000
01-000-4045	Fines & Forfeitures	15,000	15,000
01-000-4046	Meter Violations	2,000	1,000
01-000-4047	Frostburg State University MOU	200,000	200,000
01-000-4049	School Resource Reimbursement	30,000	30,000
01-000-4050	Permits, Planning	2,500	2,000
01-000-4051	Building Permits	2,500	2,000
01-000-4052	Rental Registration	74,000	74,000
01-000-4054	Construction Inspections	15,000	17,750
01-000-4055	Code Enforcement Citations	1,750	1,750
01-000-4056	Comm Dev Grant Revenue	67,000	50,000
01-000-4060	Swimming Pool	50,000	60,000
01-000-4062	Day Camp Registrations	12,000	18,000
01-000-4063	Recreation Activities	15,000	20,000
01-000-4200	Operating Transfer - Water Fund	137,650	113,400
01-000-4201	Operating Transfer - Sewer Fund	224,750	201,155
01-000-4202	Operating Transfer - Garbage Fund	16,850	17,690
01-000-4301	Rents	97,500	97,500
01-000-4302	HRD Appropriation	10,350	10,500
01-000-4303	Franchises	88,000	88,000
01-000-4304	Miscellaneous Revenue	1,000	3,000
01-000-4306	Project Reimbursement	1,411,000	1,781,700
01-000-4315	Proceeds from Fund Balance	353,860	-
01-000-4317	Special Revenue	661,000	1,543,000
01-000-4600	Interest Income	375,000	200,000
Total Corporate Fund Revenue		\$ 8,102,610	\$ 9,056,170

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
Corporate Fund Expenses			
Executive			
01-100-5000	Salaries	\$ 22,200	\$ 22,200
01-100-5010	Social Security	1,700	1,700
01-100-5012	Workers Comp	175	175
01-100-5050	Legislative Contingencies	5,000	6,000
01-100-5104	Insurance - Public Officials	10,000	8,000
01-100-5110	Contributions	-	500,000
01-100-5150	Training	2,500	2,500
01-100-5160	Travel	3,500	4,000
01-100-5185	Professional Fees	5,000	6,000
	Total Executive	<u>\$ 50,075</u>	<u>\$ 550,575</u>
Administrative			
01-110-5000	Salaries	\$ 188,500	\$ 167,000
01-110-5001	Salaries - Bonus	51,000	-
01-110-5010	Social Security	14,375	12,700
01-110-5011	Pension	15,400	11,800
01-110-5012	Workers Comp	3,575	500
01-110-5013	Insurance - Health	41,800	28,000
01-110-5014	Insurance - Health Retiree	22,200	18,000
01-110-5015	Contribution - 457	1,875	1,600
01-110-5030	Employee Wellness	7,500	7,500
01-110-5050	Reserve For Contingencies	10,000	10,000
01-110-5100	Insurance - Auto	600	700
01-110-5102	Insurance - Gen Liab	150	150
01-110-5105	Insurance - Property	8,000	8,000
01-110-5106	Insurance - AD&D and Life	4,200	4,200
01-110-5111	Contributions - Tourism	107,500	118,000
01-110-5150	Training	1,500	2,000
01-110-5160	Travel	500	1,000
01-110-5185	Professional Fees	1,600	1,500
01-110-5191	Communications	13,320	10,000
01-110-5192	City Code Hosting	3,000	-
01-110-5200	Advertising	6,000	6,000
01-110-5205	Legal	34,500	34,500
01-110-5207	Pension Administrative Fee	8,000	8,900
01-110-5210	Office Supplies	11,000	11,000
01-110-5220	Postage	14,000	15,000
01-110-5230	Computer Exp	17,500	18,000
01-110-5232	IT Licensing and Fees	25,000	22,000
01-110-5235	Digital Engagement	9,000	22,000
01-110-5300	Board Expense	11,000	-
01-110-5301	Election	-	10,400
01-110-5391	Princlpal and Interest on Debt Service	154,900	154,750
01-110-5420	Fleet Lease	-	8,700
01-110-5500	Building - Armory	12,000	12,000

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
01-110-5502	Building Maintenance	16,100	14,000
01-110-5550	Utilities - Building	16,000	16,000
01-110-5700	Bank Fees	2,700	3,200
01-110-5807	Capital Outlay	925,000	2,373,000
	Total Administrative	<u>\$ 1,759,295</u>	<u>\$ 3,132,100</u>
	Finance		
01-120-5000	Salaries	\$ 68,700	\$ 80,000
01-120-5010	Social Security	5,225	6,100
01-120-5011	Pension	6,300	7,400
01-120-5012	Workers Comp	200	225
01-120-5013	Insurance - Health	15,500	12,200
01-120-5015	Contribution - 457	675	675
01-120-5102	Insurance - Gen Liab	125	150
01-120-5105	Insurance - Property	2,900	3,800
01-120-5150	Training	1,000	1,000
01-120-5185	Professional Fees	700	1,000
01-120-5310	Auditing	60,700	75,000
01-120-5311	Actuarial Study	4,000	4,000
01-120-5313	Tax Collection	2,800	2,800
01-120-5810	RETSA Obligation	750	2,000
	Total Finance	<u>\$ 169,575</u>	<u>\$ 196,350</u>
	Community Development		
01-130-5000	Salaries	\$ 59,200	\$ 111,000
01-130-5010	Social Security	4,500	8,500
01-130-5011	Pension	5,400	10,200
01-130-5012	Workers Comp	175	325
01-130-5013	Insurance - Health	15,000	36,750
01-130-5015	Contribution - 457	575	750
01-130-5102	Insurance - Gen Liab	150	150
01-130-5105	Insurance - Property	4,950	4,800
01-130-5150	Training	500	500
01-130-5160	Travel	700	700
01-130-5185	Professional Fees	850	1,000
01-130-5320	Economic Development	8,000	8,000
01-130-5322	Planning	-	150,000
01-130-5323	Public Art	2,000	2,000
01-130-5820	Community Legacy Projects	67,000	50,000
01-130-5822	Special Projects	4,000	10,000
	Total Community Development	<u>\$ 173,000</u>	<u>\$ 394,675</u>
	Code Enforcement		
01-140-5000	Salaries	\$ 75,100	\$ 57,000
01-140-5010	Social Security	5,700	4,400
01-140-5011	Pension	6,875	5,200
01-140-5012	Workers Comp	225	175
01-140-5013	Insurance - Health	16,100	8,500

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
01-140-5015	Contribution - 457	750	750
01-140-5102	Insurance - Gen Liab	150	150
01-140-5105	Insurance - Property	3,200	3,800
01-140-5150	Training	2,400	500
01-140-5160	Travel	600	500
01-140-5185	Professional Fees	300	400
01-140-5231	Software and Subscriptions	11,700	11,700
01-140-5330	Code Enforcement	5,000	5,000
01-140-5331	Construction Inspect	20,000	17,750
01-140-5332	Rental Inspection	36,050	35,000
	Total Code Enforcement	\$ 184,150	\$ 150,825
Public Works Administration			
01-150-5000	Salaries	\$ 53,400	\$ 64,000
01-150-5010	Social Security	4,050	4,800
01-150-5011	Pension	4,900	5,800
01-150-5012	Workers Comp	175	200
01-150-5013	Insurance - Health	9,600	9,600
01-150-5015	Contribution - 457	525	525
01-150-5102	Insurance - Gen Liab	150	150
01-150-5105	Insurance - Property	2,200	2,700
01-150-5150	Training	5,700	5,400
01-150-5160	Travel	1,000	1,000
01-150-5185	Professional Fees	2,100	2,100
01-150-5187	Temporary Staffing	-	4,500
01-150-5193	One Call Concepts	1,000	2,000
01-150-5340	Engineering Equipment	3,000	3,000
01-150-5341	Mapping Supplies	7,500	7,500
01-150-5342	Public Works	7,400	7,400
	Total Public Works Administration	\$ 102,700	\$ 120,675
	Total Admin and Executive Expense	\$ 2,438,795	\$ 4,545,200
Public Safety			
01-160-5000	Salaries	\$ 998,200	\$ 1,015,000
01-160-5002	Salaries - Police Grants	40,200	40,000
01-160-5003	Court Time	13,000	13,000
01-160-5010	Social Security	79,200	81,700
01-160-5011	Pension	95,250	341,500
01-160-5012	Workers Comp	142,000	70,000
01-160-5013	Insurance - Health	234,300	235,925
01-160-5015	Contribution - 457	44,000	7,000
01-160-5018	Unemployment	-	-
01-160-5100	Insurance - Auto	5,500	6,500
01-160-5102	Insurance - Gen Liab	900	900
01-160-5103	Insurance - Police Professional	12,000	13,500
01-160-5105	Insurance - Property	6,000	6,000
01-160-5150	Training	25,500	25,500

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
01-160-5170	Uniforms	15,000	15,000
01-160-5180	Safety Equipment	1,200	1,200
01-160-5181	Law Enforcement Equipment	96,500	18,500
01-160-5191	Communications	30,160	30,160
01-160-5206	C3I Clerical Support	6,000	6,000
01-160-5210	Office Supplies	5,000	5,000
01-160-5230	Computers	31,000	6,000
01-160-5350	FSU MOU	25,000	25,000
01-160-5380	Police Reform	11,200	17,000
01-160-5390	Miscellaneous Expense	11,200	4,000
01-160-5400	Gas, Oil, Grease	33,000	33,000
01-160-5401	Auto Expense	18,000	18,000
01-160-5420	Fleet Lease	22,000	22,000
01-160-5502	Jail and Office Maintenance	4,000	4,000
01-160-5550	Utilities - Public Safety	10,000	10,000
01-160-5700	Parking Meters	2,000	2,000
01-160-5705	Traffic Control	2,000	2,000
01-160-5851	Fire Dept Appropriation	236,980	259,430
	Total Public Safety	\$ 2,256,290	\$ 2,334,815
Public Works - Street			
01-170-5000	Salaries	\$ 243,300	\$ 273,000
01-170-5010	Social Security	18,600	21,000
01-170-5011	Pension	21,300	25,100
01-170-5012	Workers Comp	16,800	19,250
01-170-5013	Insurance - Health	71,000	63,000
01-170-5015	Contribution - 457	2,200	1,000
01-170-5018	Unemployment	1,000	500
01-170-5100	Insurance - Auto	7,200	8,200
01-170-5102	Insurance - Gen Liab	625	625
01-170-5105	Insurance - Property	5,600	5,800
01-170-5150	Training	5,000	5,000
01-170-5170	Uniforms	8,000	8,000
01-170-5180	Safety Equipment	7,200	7,200
01-170-5191	Communications	6,000	6,000
01-170-5210	Office Supplies	1,000	1,000
01-170-5400	Gas, Oil, Grease	28,500	28,500
01-170-5420	Fleet Lease	42,000	65,500
01-170-5550	Utilities - Building	6,000	6,000
01-170-5711	Salt & Abrasives	150,000	150,000
01-170-5712	Sign Maintenance	8,000	8,000
01-170-5713	Street Equipment Maintenance	90,000	90,000
01-170-5714	Street Lighting	155,000	155,000
01-170-5715	Street Maintenance Repairs	105,625	100,000
01-170-5716	Street Shop Equipment	90,000	90,000
01-170-5717	Street Lighting Repairs	30,000	30,000
01-170-5800	Capital Outlay	278,500	405,000
01-170-5861	Street Paving	1,170,000	352,000

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
01-170-5865	Parking Lot Maintenance	15,000	3,000
	Total Public Works - Street	<u>\$ 2,583,450</u>	<u>\$ 1,927,675</u>
	Recreation		
01-180-5000	Salaries	\$ 205,750	\$ 265,000
01-180-5010	Social Security	15,750	21,900
01-180-5011	Pension	16,900	20,300
01-180-5012	Workers Comp	14,225	16,950
01-180-5013	Insurance - Health	55,300	55,300
01-180-5015	Contribution - 457	2,000	1,500
01-180-5018	Unemployment	-	-
01-180-5100	Insurance - Auto	2,500	3,500
01-180-5102	Insurance - Gen Liab	450	500
01-180-5105	Insurance - Property	11,000	12,500
01-180-5150	Training	300	300
01-180-5160	Travel	750	750
01-180-5170	Uniforms	4,000	4,000
01-180-5181	Safety Equipment	500	500
01-180-5400	Gas, Oil, Grease	7,000	9,000
01-180-5420	Fleet Lease	11,000	5,000
01-180-5503	Armory Expense - Gym	10,000	8,500
01-180-5504	Community Center	12,000	10,500
01-180-5510	City Place	9,500	10,000
01-180-5720	Beautify The Burg Expense	2,000	2,000
01-180-5721	Rec Equipment Maintenance	5,000	5,000
01-180-5722	Rec League Appropriations	3,000	3,000
01-180-5723	Rec Park Maintenance Expense	68,000	72,000
01-180-5724	Street Trees	7,500	7,500
01-180-5725	Trailhead Maintenance Expense	2,000	2,000
01-180-5726	Recreational Programs	9,000	9,000
01-180-5800	Capital Outlay	191,000	29,000
	Total General Recreation	<u>\$ 666,425</u>	<u>\$ 575,500</u>
01-181-5000	Salaries	\$ 66,000	\$ 70,500
01-181-5010	Social Security	5,050	5,400
01-181-5012	Workers Comp	4,600	4,600
01-181-5108	Unemployment	500	500
01-181-5507	Pool Operating	35,000	35,000
	Total Pool	<u>\$ 111,150</u>	<u>\$ 116,000</u>
01-182-5000	Salaries	\$ 21,300	\$ 22,500
01-182-5010	Social Security	1,650	1,725
01-182-5012	Workers Comp	1,500	1,500
01-182-5108	Unemployment	500	500
01-182-5507	Day Camp Operations	500	500
	Total Day Camp	<u>\$ 25,450</u>	<u>\$ 26,725</u>
01-183-5000	Salaries	\$ 18,200	\$ 13,500
01-183-5010	Social Security	1,425	1,100

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
01-183-5012	Workers Comp	925	900
01-183-5108	Unemployment	500	500
	Total Seasonal	<u>\$ 21,050</u>	<u>\$ 16,000</u>
	Total Recreation	<u>\$ 824,075</u>	<u>\$ 734,225</u>
	Total Corporate Fund Expenses	<u>\$ 8,102,610</u>	<u>\$ 9,541,915</u>
	Corporate Fund Net Income (Loss)	<u>\$ -</u>	<u>\$ (485,745)</u>
	Water Fund Revenues		
02-000-4000	Water Service Revenue	\$ 1,420,000	\$ 1,550,000
02-000-4001	Interest Earned - Water	1,500	1,800
02-000-4315	Proceeds from Fund Balance	81,475	-
02-000-4317	Special Revenue	750,000	545,000
02-000-4402	Sale of Meters	6,000	5,000
02-000-4403	Tapping Fees	7,000	5,000
02-000-4404	Sundry Sales	20,000	20,000
02-000-4600	Interest Income	11,000	9,000
	Total Water Revenue	<u>\$ 2,296,975</u>	<u>\$ 2,135,800</u>
	Water Fund Expenses		
	Water - Administration		
02-190-5000	Salaries	\$ 57,500	\$ 66,000
02-190-5010	Social Security	4,350	5,000
02-190-5011	Pension	5,250	6,000
02-190-5012	Workers Comp	175	200
02-190-5013	Insurance - Health	12,450	12,700
02-190-5015	Contribution - 457	575	575
02-190-5313	Collection Expense	2,500	1,000
02-190-5370	FMHA Bond	750	750
02-190-5600	Corporate Overhead	137,650	113,400
	Total Water Administration	<u>\$ 221,200</u>	<u>\$ 205,625</u>
	Water - Filtration		
02-192-5102	Insurance - Gen Liab	\$ 1,100	\$ 1,100
02-192-5105	Insurance - Property	11,500	11,500
02-192-5106	Insurance - Boiler & Machinery	4,900	5,900
02-192-5521	Pumping System Expense	60,000	60,000
02-192-5522	Purification Plant Maintenance	190,000	275,000
02-192-5710	Filtration Contract Payment	564,000	652,000
	Total Water Filtration	<u>\$ 831,500</u>	<u>\$ 1,005,500</u>
	Water - Supply		
02-194-5000	Salaries	\$ 27,700	\$ 33,000
02-194-5010	Social Security	2,100	2,500

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
02-194-5011	Pension	2,500	3,025
02-194-5012	Workers Comp	1,900	2,300
02-194-5015	Contribution - 457	275	275
02-194-5506	Hydro Facility Expense	5,000	5,000
02-194-5550	Utilities - Water Supply	5,000	5,000
02-194-5730	Water Supply Expense	50,000	50,000
	Total Water Supply	<u>\$ 94,475</u>	<u>\$ 101,100</u>
	Water - Distribution		
02-196-5000	Salaries	\$ 212,400	\$ 245,000
02-196-5010	Social Security	16,250	18,750
02-196-5011	Pension	19,550	22,600
02-196-5012	Workers Comp	14,700	17,300
02-196-5013	Insurance - Health	55,700	58,200
02-196-5015	Contribution - 457	2,050	1,000
02-196-5050	Reserve For Contingencies	-	-
02-196-5100	Insurance - Auto	3,600	4,600
02-196-5102	Insurance - Gen Liab	1,300	1,300
02-196-5105	Insurance - Property	3,300	3,300
02-196-5150	Training	500	500
02-196-5170	Uniforms	4,000	4,000
02-196-5180	Safety Equipment	4,100	6,575
02-196-5191	Communications	9,200	9,200
02-196-5210	Office Supplies	1,000	1,000
02-196-5390	Miscellaneous Expense	28,550	3,100
02-196-5400	Gas, Oil, Grease	15,000	16,000
02-196-5420	Fleet Lease	24,000	32,000
02-196-5505	Crestview Pumping Station Expense	12,500	12,500
02-196-5550	Utilities - Water Distribution	2,600	3,600
02-196-5700	Distribution Expense	90,000	190,000
02-196-5701	Distribution Pipe Expense	8,000	10,000
02-196-5702	Equipment Maintenance	5,000	11,000
02-196-5703	Fire Hydrants Expense	15,000	5,000
02-196-5704	Transmission Mains Expense	66,500	51,275
02-196-5740	Meters Expense	80,000	80,000
02-196-5800	Capital Outlay	455,000	151,200
	Total Water Distribution	<u>\$ 1,149,800</u>	<u>\$ 959,000</u>
	Total Water Fund Expenses	<u>\$ 2,296,975</u>	<u>\$ 2,271,225</u>
	Total Water Fund Net Income (Loss)	<u>\$ -</u>	<u>\$ (135,425)</u>
	Sewer Fund Operating Revenues		
03-000-4000	Sewer Charges	\$ 1,925,000	\$ 1,925,000
03-000-4001	Interest Earned - Sewer	2,700	3,000
03-000-4317	Special Revenue	848,500	150,000
03-000-4404	Sundry Sales	1,500	1,500

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
03-000-4503	Sewer Tap Fees	7,500	5,000
03-000-4530	Project Reimbursements	71,000	-
03-000-4600	Interest Income	25,000	18,000
	Total Sewer Operating Revenue	\$ 2,881,200	\$ 2,102,500
 Sewer Operating Expenses			
	Sewer - Administration		
03-210-5000	Salaries	\$ 57,500	\$ 66,000
03-210-5010	Social Security	4,350	5,000
03-210-5011	Pension	5,250	6,000
03-210-5012	Workers Comp	175	200
03-210-5013	Insurance - Health	12,450	12,700
03-210-5015	Contribution - 457	575	575
03-210-5313	Collection Expense	2,500	1,000
	Total Sewer Administration	\$ 82,800	\$ 91,475
	Sewer - Operating		
03-211-5000	Salaries	\$ 151,200	\$ 186,000
03-211-5010	Social Security	11,550	14,200
03-211-5011	Pension	17,175	20,300
03-211-5012	Workers Comp	10,500	13,100
03-211-5013	Insurance - Health	59,000	51,000
03-211-5015	Contribution - 457	1,800	1,500
03-211-5100	Insurance - Auto	2,000	2,000
03-211-5102	Insurance - Gen Liab	625	550
03-211-5105	Insurance - Property	5,000	5,400
03-211-5150	Training	1,000	1,000
03-211-5170	Uniforms	3,000	3,000
03-211-5180	Safety Equipment	1,000	1,000
03-211-5191	Communications	2,400	2,400
03-211-5400	Gas, Oil, Grease	9,750	10,000
03-211-5520	Pumping Station Maintenance	6,000	6,000
03-211-5600	Corporate Overhead	224,750	201,155
03-211-5761	Sanitary Commission Charges	1,220,000	1,325,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800	11,800
03-211-5763	Sewer Operating Expense	267,800	205,000
03-211-5764	Sewer Pumping Expense	6,000	6,000
03-211-5805	Capital Outlay - Sewer Projects	731,700	-
	Total Sewer Operating	\$ 2,744,050	\$ 2,066,405
	Total Sewer Operating Expenses	\$ 2,826,850	\$ 2,157,880
	Sewer Operating Net Income (Loss)	\$ 54,350	\$ (55,380)

CSO Revenue

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
03-220-4520	CSO Surcharge Revenue	\$ 405,000	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000	1,000
	Special Revenue	-	800,000
03-220-4530	Project Reimbursements	2,461,450	1,800,000
	Total CSO Revenue	<u>\$ 2,867,450</u>	<u>\$ 3,006,000</u>
CSO Expenses			
03-220-5391	Interest Expense	\$ 3,650	\$ 3,450
03-220-5392	Debt Redemption	23,150	23,350
03-220-5800	Capital Outlay	2,895,000	3,000,000
	Total CSO Expense	<u>\$ 2,921,800</u>	<u>\$ 3,026,800</u>
	CSO Net Income (Loss)	<u>\$ (54,350)</u>	<u>\$ (20,800)</u>
	Sewer Fund Net Income (Loss)	<u>\$ -</u>	<u>\$ (76,180)</u>
Water Surcharge Fund Revenue			
04-000-4000	Water Tap Surcharge	\$ 913,000	\$ 913,000
04-000-4001	Interest Earned - Surcharge	1,600	1,800
04-000-4315	Proceeds from Fund Balance	-	-
04-000-4317	Special Revenue	-	150,000
04-000-4600	Interest Income	12,000	8,000
04-000-4603	Receipts - Other	221,000	-
	Total Water Surcharge Revenue	<u>\$ 1,147,600</u>	<u>\$ 1,072,800</u>
Water Surcharge Fund Expenses			
04-200-5313	Collection Expense	\$ 2,500	\$ 1,000
04-200-5390	Miscellaneous Expense	17,700	-
04-200-5391	Interest Expense	79,625	39,600
04-200-5392	Debt Redemption	766,400	409,525
04-200-5800	Capital Outlay	175,000	-
04-200-5802	Capital Repairs	106,375	150,000
	Total Water Surcharge Expense	<u>\$ 1,147,600</u>	<u>\$ 600,125</u>
	Water Surcharge Net Income (Loss)	<u>\$ -</u>	<u>\$ 472,675</u>
Garbage Fund Revenues			
05-000-4000	Trash & Garbage Charges	\$ 368,000	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,200	1,400
05-000-4315	Proceeds from Fund Balance	56,000	-
05-000-4317	Special Revenue	192,000	-
05-000-4404	Sundry Sales	1,000	1,000
05-000-4600	Interest Income	3,500	1,500
	Total Garbage Revenue	<u>\$ 621,700</u>	<u>\$ 371,900</u>

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

ACCOUNT	DESCRIPTION	22/23 BUDGET As Amended	23/24 BUDGET
Garbage Fund Expenses			
Garbage Fund - Administration			
05-230-5000	Salaries	\$ 57,500	\$ 66,000
05-230-5010	Social Security	4,350	5,000
05-230-5011	Pension	5,250	6,000
05-230-5012	Workers Comp	175	200
05-230-5013	Insurance - Health	12,450	12,700
05-230-5015	Contribution - 457	575	575
05-230-5313	Collection Expense	2,500	500
	Total Garbage Administration	<u>\$ 82,800</u>	<u>\$ 90,975</u>
Garbage Operating			
05-232-5000	Salaries	\$ 85,600	\$ 98,000
05-232-5010	Social Security	6,550	7,500
05-232-5011	Pension	7,875	9,025
05-232-5012	Workers Comp	5,925	7,000
05-232-5013	Insurance - Health	24,900	24,000
05-232-5015	Contribution - 457	825	900
05-232-5100	Insurance - Auto	2,200	3,000
05-232-5102	Insurance - Gen Liab	400	400
05-232-5105	Insurance - Property	3,600	3,900
05-232-5170	Uniforms	3,075	3,000
05-232-5180	Safety Equipment	500	1,000
05-232-5210	Office Supplies	500	500
05-232-5400	Gas, Oil, Grease	12,600	14,000
05-232-5600	Corporate Overhead	16,850	17,690
05-232-5770	Ash Dumpster	7,500	7,000
05-232-5771	Bulk Cleanup Expense	10,000	10,000
05-232-5772	Landfill Charges	130,000	130,000
05-232-5773	Sanitation Operating Expense	30,000	20,000
05-232-5800	Capital Outlay	190,000	-
	Total Garbage Operating	<u>\$ 538,900</u>	<u>\$ 356,915</u>
	Total Garbage Expenses	<u>\$ 621,700</u>	<u>\$ 447,890</u>
	Garbage Net Income (Loss)	<u>\$ -</u>	<u>\$ (75,990)</u>

ORDINANCE 2023-02

AN ORDINANCE TO AMEND THE CITY CODE OF FROSTBURG TO PROVIDE FOR THE ADOPTION OF REGULATIONS PERTAINING TO THE COLLECTION OF TAXES.

WHEREAS: The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter ("Charter") adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended; and,

WHEREAS: Article III, Section IV of the City Code contains antiquated regulations regarding the calculation of interest on real property and personal property taxes; and,

WHEREAS: The Mayor and City Council have indicated their desire to change they manner in which interest is calculated to be consistent with the Annotated Code of Maryland Tax-Property Article, Section 10-102.

NOW THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND, that Article 3, Section 4 is repealed and re-enacted with amendments and shall read as follows:

Sec. 3-4. Taxes.

(a) Real property taxes.

- (1) *Annual payments.* Except as provided for in subsections (a)(2) and (3) of this section, bills for real property taxes shall be considered delinquent if not paid prior to October 1 of each year. Beginning on October 1 of each year, interest in the amount of one and one-half percent (1.5%) of the unpaid taxes for each month, shall be added to the amount due.
- (2) *Semi-annual payments.* For residential owner-occupied properties for which semi-annual payments are authorized under State law (presently, Md. Real Prop. Code Ann. § 10-204.3(b)), the installments shall be considered delinquent if not paid prior to September 30 and December 31, and interest at the aforesaid rate shall be added to the amount due.
- (3) *Half-year payments.* The bills for real property taxes on properties that are completed or otherwise initially added to the tax roll during the period from July 1 to December 31, both inclusive, shall be considered delinquent if not paid on or before thirty (30) days after the date the tax bill is mailed or made available. Interest at the aforesaid rate shall be applied retroactively to the billing date and shall be added to the amount due for any such delinquent tax bills.

(b) Personal property taxes.

- (1) Personal property tax may be paid without interest or penalty:

- (a) On or before September 30, if the bill is submitted on or before August 31 of a tax year; or
- (b) On or before the last day of the month following the month the tax bill is issued if the tax bill is submitted after September 1 of the tax year.
- (2) Interest on delinquent personal property taxes shall accrue at the rate of one and one-half percent (1.5%) per month.

[NOTE: A document showing the text changes to the City of Frostburg Ethics Code effected by this Ordinance is attached hereto for reference purposes]

SECTION 2: AND BE IT FURTHER ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND, that this Ordinance shall take effect from the date of its passage.

Introduced: _____
Public Hearing: _____
Adopted: _____
Effective: _____

MAYOR AND CITY COUNCIL OF FROSTBURG

by _____
W. Robert Flanigan, Mayor

ATTEST

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-12

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION
OF THE STATE OF MARYLAND ACCEPTING A PROPOSAL FOR AUDITING
SERVICES FOR FISCAL YEARS 23, 24, AND 25.**

WHEREAS, the City of Frostburg's financial statements are required to be audited by an independent auditor on an annual basis; and,

WHEREAS, the City has used the local Certified Public Accounting firm Huber, Michaels, and Company for several years and staff have recommended continuing the relationship with them based on quality of work for a reasonable cost.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby accept a proposal by Huber, Michaels and Company dated February 2, 2023 for fiscal years 23, 24, and 25 in the amounts of \$55,000, \$58,000, and \$61,000, respectively, with additional fees for single audit, additional single audit programs, and examination engagement as outlined on Attachment A, attached hereto.

ADOPTED this 16th day of March, 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-13

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE FROSTBURG BOARD OF ZONING APPEALS.

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 Board of Zoning Appeals; 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 Ms. Catherine Davis to the Board of Zoning Appeals for a 3 year term expiring March 16, 2026.

ADOPTED this 16th day of March, 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-14

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:

- Construction of a salt storage facility at the Frostburg Street Department
- Construction of a Parking Lot at 28-34 W. Mechanic Streets

ADOPTED this 16th day of March, 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2023-15

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

WHEREAS, the Mayor and City Council previously approved Resolution 2023-07 authorizing equipment purchases for the Police Department including the purchase of ruggedized laptop computers for use in the patrol vehicles; and,

WHEREAS, the quote previously approved in the amount of \$30,637.76 did not include touchscreen functionality, an important feature for in-car laptops, as many of the law enforcement applications have touch-screen friendly user interfaces.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves the updated quote for the purchase 10 ruggedized Dell Laptops through the City's IT Service provider, Allegany Computers in the amount of \$33,582.00, This purchase will be funded by the American Rescue Plan Act funds.

ADOPTED this 16th day of March, 2023.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator