



# 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 17, 2022 at 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

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1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. FROSTBURG BLESSING	
4. ROLL CALL	
5. APPROVAL OF THE AGENDA	
6. APPROVAL OF THE MINUTES	
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Motion and Second to Approve the Minutes for the February Council Meeting. <a href="#">Mayor and Council Meeting - 17 Feb 2022 - Minutes - Pdf</a>	
6.2. Sealed Minutes and Summary of Closed Meeting held on February 28, 2022	47
Motion and Second to Approve the Sealed Minutes and Summary of the Closed Meeting held on February 28, 2022. <a href="#">Closed Session Summary 2022 02 28</a>	
7. SPECIAL PRESENTATIONS AND REQUESTS	
7.1. Frostburg Police Department Retirement Recognition: Lt. Irvin A. Buskirk	
7.2. American Red Cross Month Proclamation presented to American Red Cross Volunteer, Steve Finger	48
<a href="#">City of Frostburg - 2022 Red Cross Month Proclamation</a>	
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	
8.1. Monthly Reports of the City Departments	49 - 104
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council. <a href="#">February 2022 Monthly Reports</a>	
9. PUBLIC HEARINGS	
9.1. Combined Sewer Overflow Monthly Public Hearing	
10. NEW BUSINESS	
10.1. Presentation of the Draft FY 22/23 Budget. Elaine Jones, CPA, Director of Finance	105 - 118
<a href="#">FY23 Draft Budget - Council Meeting 03-17-22</a> <a href="#">FY23 Draft Budget 03-17-22</a> <a href="#">FY23 Draft Budget - Condensed Summary 03-17-22</a>	

- 10.2. **RESOLUTION 2022-06** Authorize transfer of property at 59 E. Main Street (former City Hall) to Frostburg State University as a donation. Elizabeth Stahlman, City Administrator 119 - 122

Motion and Second to Approve Resolution 2022-06; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-06 59 E Main Street Transfer deed from City of Frostburg to FSU](#)

- 10.3. **RESOLUTION 2022-07** Approve American Rescue Plan Act Projects/Programs. Elizabeth Stahlman, City Administrator. 123

Motion and Second to Approve Resolution 2022-07; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-07 American Rescue Plan Project Program Approvals](#)

- 10.4. **RESOLUTION 2022-08** Authorize the City Administrator to execute Reimbursement Agreements with employees that are required to attend Entry-Level Driver Training as a pre-requisite to obtaining their CDL License. Elizabeth Stahlman, City Administrator. 124 - 127

Motion and Second to Approve Resolution 2022-08; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-08 Repayment Agreement CDL Class Employment Agreement - CDL holder](#)

- 10.5. **RESOLUTION 2022-09** Approve Open Container Repeal for the Spring Arts Walk, as requested by FrostburgFirst. 128

Motion and Second to Approve Resolution 2022-09; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-09 Open Container Repeal](#)

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



# MINUTES

## Mayor and Council Meeting

Thursday, February 17, 2022 - 7:00 PM  
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, February 17, 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**

**6 APPROVAL OF THE MINUTES**

- a) Minutes from the January Council Meeting.

5 - 8

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

*Motion and Second to Approve the Minutes for the January Council Meeting.*

Carried

[Mayor and Council Meeting Minutes 1-18-22](#)

**7 SPECIAL PRESENTATIONS AND REQUESTS**

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

- a) Monthly Reports of the City Departments

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

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

Carried

**9 PUBLIC HEARINGS**

- a) Combined Sewer Overflow Monthly Public Hearing. Hayden Lindsey, Director  
of Public Works
- b) **ORDINANCE 2022-01** Town and Gown Committee: removing sunset  
provisions, administrative changes. Elizabeth Stahlman, City Administrator.
- c) **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations  
for Bed and Breakfasts and include provisions for short-term vacation rentals.  
L.J. Bennett, Director of Community Development
- d) **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations  
for the Historic Preservation Overlay District. L.J. Bennett, Director of  
Community Development

**10 OLD BUSINESS**

- a) **ORDINANCE 2022-01** Town and Gown Committee: removing sunset  
provisions, administrative changes. Elizabeth Stahlman, City Administrator.

9 - 11

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

*Motion and Second to Approve Ordinance 2022-01 on second reading; Vote of  
the Mayor and City Council.*

Carried

[Ord. 2022-01 Town and Gown Committee](#)

- b) **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations for Bed and Breakfasts and include provisions for short-term vacation rentals. L.J. Bennett, Director of Community Development 12 - 28

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

*Motion and Second to Approve Ordinance 2022-02 on second reading; Vote of the Mayor and City Council.*

Carried

[Ord. 2022-02 Short Term Vacation Rentals B&Bs Zoning Amendments](#)

- c) **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations for the Historic Preservation Overlay District. L.J. Bennett, Director of Community Development 29 - 41

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

*Motion and Second to Approve Ordinance 2022-03 on second reading; Vote of the Mayor and City Council.*

Carried

[Ord. 2022-03 Historic Preservation Overlay District Zoning Amendment](#)

## 11 NEW BUSINESS

- a) **RESOLUTION 2022-03** Approve Lighting Agreement with Potomac Edison for a term of 10 years, at no additional cost to City. Hayden Lindsey, Director of Public Works 42

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

*Motion and Second to Approve Resolution 2022-03; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

[Res. 2022-03 Potomac Edison Lighting Agreement](#)

- b) **RESOLUTION 2022-04** Appoint member to the Frostburg Housing Authority 43

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

*Motion and Second to Approve Resolution 2022-04; PUBLIC COMMENT;  
Kevin Grove recused himself from the vote. Vote of the Mayor and City  
Council.*

Carried

[Res. 2022-04 Housing Authority Appt](#)

- c) **RESOLUTION 2022-05** Appoint members to the Frostburg Recreation  
Commission. 44

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

*Motion and Second to Approve Resolution 2022-03; PUBLIC COMMENT; Vote  
of the Mayor and City Council.*

Carried

[Res. 2022-05 Rec. Commission Appt](#)

**12 REPORT OF THE FROSTBURG POLICE DEPARTMENT**

Chief Nicholas Costello gave the January 2021 monthly report.

**13 OPEN PUBLIC COMMENT**

**14 ADJOURNMENT**

There being no further business the meeting was adjourned at 7:20 pm.

**15 REMINDER**

Special Work Session to Discuss ARPA Funding: Monday, February 28, 3 pm, 37  
Broadway

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Mayor

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City Administrator



## MINUTES

### Mayor and Council Meeting

Tuesday, January 18, 2022 - 7:00 PM  
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Tuesday, January 18, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

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

**EXCUSED:**

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**

- a) Minutes from the December Council Meeting.

5 - 9

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

*Motion and Second to Approve the Minutes for the December Council Meeting.*

Carried

Mayor and Council Meeting Minutes 12-16-21

**7 SPECIAL PRESENTATIONS AND REQUESTS**

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

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- a) Monthly Reports of the City Departments

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

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

Carried

- b) FY 23 Budget Preparation Schedule. Commissioner Donny Carter

**9 PUBLIC HEARINGS**

- a) Combined Sewer Overflow Monthly Public Hearing - Hayden Lyndsey, Director  
of Public Works gave the monthly report as required by law.

**10 OLD BUSINESS**

**11 NEW BUSINESS**

- a) **ORDINANCE 2022-01** Town and Gown Committee: removing sunset  
provisions, administrative changes. Elizabeth Stahlman, City Administrator.

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

*Motion and Second to Approve the Ordinance on First Reading, and set the  
February 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC  
COMMENT; Vote of the Mayor and City Council.*

Carried

- b) **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations  
for Bed and Breakfasts and include provisions for short-term vacation rentals.  
L.J. Bennett, Director of Community Development

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

*Motion and Second to Approve the Ordinance on First Reading, and set the  
February 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC  
COMMENT; Vote of the Mayor and City Council.*

Carried



- c) **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations for the Historic Preservation Overlay District. L.J. Bennett, Director of Community Development

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 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

- d) **RESOLUTION 2022-01** Amend the FY 22 Budget mid-year. Elaine Jones, CPA, Director of Finance 10 - 12

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

*Motion and Second to Approve Resolution 2022-01; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

Res. 2022-01 Amend FY 21-22 budget

- e) **RESOLUTION 2022-02** Authorize a contract for the purchase of 167 Bowery Street. Elizabeth Stahlman, City Administrator 13

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

*Motion and Second to Approve Resolution 2022-02; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

Res. 2022-02 167 Bowery St. Purchase

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**  
Chief Nicholas Costello gave the December 2021 monthly report  
a) 2021 Annual Report of the Frostburg Police Department

13 **OPEN PUBLIC COMMENT**

- 14 **ADJOURNMENT**  
There being no further business the meeting was adjourned at 7:13 pm.

Mayor and Council Meeting  
January 18, 2022

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Administrator

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**ORDINANCE 2022-01**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO REPEAL AND REENACT ARTICLE 13 OF THE FROSTBURG CODE (2018 EDITION) PERTAINING TO THE CREATION, COMPOSITION, APPOINTMENT, TERMS, AND DUTIES OF THE TOWN AND GOWN COMMITTEE.”**

**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 V, Section 502(9) of the City Charter empowers the Mayor and City Council to appoint such boards, commissions and committees as may be necessary for the health, welfare and safety of City residents;

**WHEREAS**, as is set forth in Article 13 of the Frostburg Code, the Mayor and City Council created a Town and Gown Committee to consider programs and policies to foster harmonious relations between City residents and the Frostburg State University community; and

**WHEREAS**, the purpose of this Ordinance is to amend provisions pertaining to the scope of its duties, the individuals who will serve as its members, the applicability of the Maryland Open Meetings Act, and the removal of restrictions on the duration of its existence.

**NOW, THEREFORE:**

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND**, that Article 13 of the Frostburg Code is hereby repealed and reenacted to read as follows:

Article 13

**TOWN AND GOWN COMMITTEE**

**Sec. 13-1. *Creation of Town and Gown Committee; purposes, duties.***

A Town and Gown Committee (referred to in this article as the “Committee”) is hereby established for the purpose of advising the Mayor and City Council on matters concerning the relationship between the City and Frostburg State University. In carrying out its purpose, the Committee may make recommendations to the Mayor and City Council regarding:

- (i) Programs and policies to improve the relations between City residents and the University community;
- (ii) Projects or programs to enhance the community of Frostburg; and

- (iii) Other tasks consistent with the purpose of the Committee.

**Sec. 13-2. Composition; rules of procedure.**

(a) *Composition.* The Committee shall consist of five (5) members: the Mayor, the Chief of the Police Department or the Chief's designee, the President of Frostburg State University or the President's designee, a representative from the Frostburg State University Student Government Association, and a representative from the Frostburg Community Coalition.

(b) *Rules of procedure.* The Committee may establish its own rules of procedure. At each meeting, or less frequently if its rules allow, the Committee shall select a chairperson from its membership to preside over the meeting.

**Sec. 13-3. Meetings.**


The Committee shall hold meetings in March and October of each year. It may schedule additional meetings upon the agreement of a majority of its members. The meetings are open meetings, subject to the terms of the Maryland Open Meetings Act, including, but not limited to, those applicable to advance notice of such meetings and the conduct thereof.

Introduced: January 18, 2022  
Public Hearing: February 17, 2022  
Adopted: February 17, 2022  
Effective: March 9, 2022

MAYOR AND CITY COUNCIL OF  
FROSTBURG

By:   
W. Robert Flanigan, Mayor

ATTEST:

  
Elizabeth Stahlman, City Administrator

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## FOR INFORMATION PURPOSES ONLY FORMER VERSION OF ARTICLE 13

### Article 13 TOWN AND GOWN COMMITTEE

#### **Sec. 13-1. Creation of Town and Gown Committee; purposes, duties.**

A Town and Gown committee (referred to in this article as the "Committee") is hereby established for the purpose of advising the Mayor and City Council on matters concerning the relationship between the City and Frostburg State University. In carrying out its purpose, the Committee may make recommendations to the Mayor and City Council regarding:

- (1) Programs and policies to limit the impact of off-campus student housing on non-student residents;
- (2) Programs and policies to improve the relations between City residents and the university community;
- (3) Other projects and tasks consistent with the purpose of the Committee.

( Ord. No. 2018-06, § 1, 1-17-2019 )

#### **Sec. 13-2. Composition; terms; rules of procedure.**

- (a) *Composition.* The Committee shall consist of five (5) members. A representative from the Mayor and City Council shall serve on the Committee. The Chief of the Police Department shall appoint a police officer to serve on the Committee. The President of Frostburg State University, the Frostburg State University Student Government Association, and the Frostburg Community Coalition shall each appoint one (1) member to represent the interests of their respective organizations.
- (b) *Terms.* The initial members of the Committee shall serve from the date of their appointment (as soon as practicable following the effective date of this article) through May 15, 2019. Thereafter, the members shall serve for one-year terms. In the case of a vacancy, an appointment to fill the unexpired term shall be made as soon as practicable.
- (c) *Rules of procedure.* The Committee may establish its own rules of procedure. At each meeting, or less frequently if its rules allow, the Committee shall select a chairperson from its membership to preside over the meeting.

( Ord. No. 2018-06, § 1, 1-17-2019 )

#### **Sec. 13-3. Meetings.**

The Committee shall hold meetings in March and October of each year. It may schedule additional meetings upon the agreement of a majority of its members.

( Ord. No. 2018-06, § 1, 1-17-2019 )

#### **Sec. 13-4. Sunset.**

Three (3) years from the date of the approval of this article, the Mayor and City Council shall review the activities of the Committee in order to ascertain whether to retain this article as a part of the Code. Subsequent reviews shall occur every three (3) years thereafter.

( Ord. No. 2018-06, § 1, 1-17-2019 )

**ORDINANCE 2022-02**

**AN ORDINANCE TO REPEAL AND REENACT SECTION 8.4 OF THE CITY ZONING ORDINANCE (APPENDIX A OF THE FROSTBURG CODE) FOR THE PURPOSE OF (I) ESTABLISHING A SHORT-TERM VACATION RENTAL USE SO AS TO DISTINGUISH SUCH USE FROM A BED AND BREAKFAST USE, (II) REVISING THE STANDARDS APPLICABLE TO BED AND BREAKFASTS, (III) ESTABLISHING STANDARDS AND REQUIREMENTS APPLICABLE TO SHORT-TERM VACATION RENTALS; (IV) ESTABLISHING OTHER STANDARDS AND CRITERIA APPLICABLE TO SHORT-TERM VACATION RENTALS; TO AMEND SECTION 2.1 OF THE ZONING ORDINANCE TO REVISE THE DEFINITION FOR BED AND BREAKFASTS AND ESTABLISH A DEFINITION FOR SHORT-TERM VACATION RENTALS; TO AMEND THE PRIMARY DISTRICT REGULATIONS IN PART 3 OF THE ZONING ORDINANCE TO IDENTIFY THE ZONING DISTRICTS SHORT-TERM VACATION RENTALS ARE PERMITTED AS A MATTER OF RIGHT OR BY SPECIAL EXCEPTION; AND TO AMEND SECTION 6.12 OF THE ZONING ORDINANCE TO SET FORTH PARKING REQUIREMENTS APPLICABLE TO SHORT-TERM VACATION RENTALS.**

**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 of Frostburg 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 changes for the purposes set forth in the title to this Ordinance.

**WHEREAS**, the Department of Community Development proposed these changes due to the growing markets for the rental of entire homes or portions thereof for short-term rental, such as those advertised on-line through Airbnb, Flipkey, Home Away, and VRBO. For zoning purposes, the City treated short-term vacation rentals as bed and breakfasts even though they are different uses. Staff recognized that the traditional bed and breakfast model was not intended to accommodate short-term vacation rentals and that the Code should be amended so as to separately regulate such uses.

**WHEREAS**, the Frostburg Planning Commission reviewed the proposed text changes during its Wednesday, January 12, 2022, public meeting and voted to recommend that the Mayor and Council adopt them.

**WHEREAS**, this Ordinance implements the Planning Commission's proposals, subject to minor changes correcting non-substantive grammatical and typographical errors and otherwise adjusting the recommended language.

**NOW, THEREFORE:**

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG** that section 4.1 of the Zoning Ordinance is repealed and reenacted to read as is set forth in the Exhibit A attached hereto. [NOTE: Exhibit B is a text edited version of Section 4.1 which shows the change made to its terms.]

**SECTION 2: BE IT FURTHER ORDAINED** that the definition of *bed and breakfast* set forth in Section 2.1 of the Zoning Ordinance is deleted and replaced with the following language:

*Bed and Breakfast:* A private owner-occupied, single-family detached residential dwelling containing as the primary use, an aggregate of lodging rooms offered for rent with breakfast service to transient guests within a setting reflecting a residential rather than commercial character.

**SECTION 3: BE IT FURTHER ORDAINED** that Section 2.1 of the Zoning Ordinance is amended by adding a definition for *short-term vacation rental* which shall read as follows:

*Short Term Vacation Rental:* A dwelling unit in which the entire unit or separate portions thereof is available for rent for periods of less than forty-five (45) consecutive days to transient guests. A short-term vacation rental shall conform to all applicable requirements set forth in the short-term vacation rental regulations set forth in Section 8.4 of the Zoning Ordinance.

**SECTION 4: BE IT FURTHER ORDAINED** that the primary district regulations set forth in Part 3 of the Zoning Ordinance are amended as follows:

**§ 3.2. “R2” Neighborhood Residential District**

- Add short term vacation rentals as a use permitted by special exception

**§ 3.3. “R2-A” Town Residential District**

- Add short term vacation rentals as a principal permitted use

**§ 3.4. “R3” General Residential District**

- Add short term vacation rentals as a principal permitted use

**§ 3.5. “R4” Gateway Residential District**

- Add short term vacation rentals as a use permitted by special exception

**§ 3.6. “RO” Residential Office District**

- Add short term vacation rentals as a principal permitted use

**§ 3.7. “C1” University Corridor/Mixed-Use District**

- Add short term vacation rentals as a principal permitted use

**§ 3.8. "C2" Highway Commercial District**

- Add short term vacation rentals as a principal permitted use

**§ 3.9. "C3" Town Center District**

- Add short term vacation rentals as a principal permitted use

The Use Regulations Table set forth at the beginning of Part 3 of the Zoning Ordinance shall be amended consistent with the foregoing terms of this section of this Ordinance,

**SECTION 5: BE IT FURTHER ORDAINED** that the off-street parking requirements of Section 6.12 of the Zoning Ordinance are amended by adding short-term vacation rentals to the residential portion of the table in section 6.12.A.

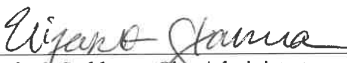
Passed this 17<sup>th</sup> day of February, 2022.

Introduced: January 18, 2022  
 1<sup>st</sup> Hearing: February 17, 2022  
 Adopted: February 17, 2022  
 Effective: March 9, 2022

MAYOR AND CITY COUNCIL OF FROSTBURG

By:   
 W. Robert Flanigan, Mayor

ATTEST:

  
 Elizabeth Stahlman, City Administrator



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## Sec. 8.4. Bed and breakfasts and Short Term Vacation Rentals.

### A. Definitions

- a. *Bed and Breakfast*: A private owner-occupied, single-family detached residential dwelling containing as the primary use, an aggregate of lodging rooms offered for rent with breakfast service to transient guests within a setting reflecting a residential rather than commercial character.
- b. *Short Term Vacation Rental*: A furnished dwelling unit in which the entire unit or separate portions thereof is available for rent for periods of less than forty-five (45) consecutive days to transient guests. A short term vacation rental shall conform to all applicable requirements set forth in the short term vacation rental regulations proposed in Section 8.4 of the Zoning Ordinance.

### B. General Provisions

- a. Bed and Breakfasts are permitted by type and by district, as specified in the table below

Zoning District	R1	R2	R2-A	R3	R4	RO	C1	C2	C3	C4	T-LI
Bed and Breakfast		¥	¥	¥	¥	◆	◆	◆	◆		
Short-Term Vacation Rental		¥	o	o	¥	o	o	o	o		

**Key:**

- ◆ Principal permitted use, Commercial Use & Occupancy permit required
- o Short-Term Vacation Rental License is required

¥ Special Exception by Board of Zoning Appeals required, and Zoning Occupancy Permit required

- b. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging are responsible for collecting and remitting Lodging Tax to the Allegany County Finance Office, in accordance with the Annotated Code of Maryland, Division IV. Local Finance, Title 20. Taxes and Development Impact Fees, Subtitle 4. Hotel Rental Taxes, Part I. County Hotel Rental Taxes.
- c. No bed and breakfast or short-term vacation rental shall contain more than five (5) sleeping rooms.
- d. Only designated rooms shall be used for sleeping.
- e. No more than four (4) adult persons shall simultaneously occupy any one (1) guestroom.
- f. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging must provide one (1) off-street parking space per bedroom, plus one, in accordance with Section 6.12.A.

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- C. Bed and breakfasts shall meet the following standards:
- a. A minimum of one (1) full lavatory, toilet and shower or tub or combination thereof shall be available for every two (2) guestrooms as well as one (1) for the owner occupant.
  - b. No guestroom shall contain more than two (2) beds.
  - c. No cooking facilities shall be permitted in any guestroom.
  - d. Upon conversion of an existing dwelling to a bed and breakfast, no additional entrance shall be permitted in the front facade.
  - e. No guest shall be permitted to stay in a bed and breakfast for more than ~~ten (10)~~ fourteen (14) consecutive nights.
  - f. An owner or full-time manager must live in the bed and breakfast.
  - g. There shall be no more than two (2) nonresident employees in or about the bed and breakfast.
  - h. Signs shall comply with the regulations applicable to home occupation signs. See Section 7.5E.
  - i. Meal service shall be limited to overnight guests.
  - j. The bed and breakfast shall not be used as a gathering place, meeting hall or dining facility.
- D. Short-Term Vacation Rentals
- a. Short-Term Vacation Rental License Required
    - i. Short-Term Vacation Rentals must be licensed as such. These licenses are issued by the Community Development Director and/or their designees pursuant to the requirements set forth in this chapter and any applicable requirements set forth in the Rental Housing Ordinance. As part of this license, a Short-Term Vacation Rental host must:
      - 1. Provide documentation and a signed declaration of compliance attesting to compliance with subsections (2) through (8);
      - 2. Comply with all applicable City, State, and federal laws;
      - 3. Ensure that all dwelling units have approved working smoke alarms and carbon monoxide alarms in every bedroom and/or on every level of the dwelling unit as required by the Rental Housing Ordinance;
      - 4. Post the following information in a conspicuous place within each dwelling unit or part thereof used as a Short-Term Vacation Rental:
        - a. Emergency contact information;
        - b. Contact information for the Short-Term Vacation Rental host and/or designated Owner's Agent;
        - c. Street address;
        - d. Floor plan indicating fire exits and escape routes;
        - e. The owner rules and regulations;
        - f. Community Development Department contact information; and
        - g. City of Frostburg rules regarding parking, noise, and trash;
      - 5. Maintain and keep readily available for inspection, a guest registry that includes, at a minimum:

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- 
- a. The name of each renter/guest;
    - b. Check in/out dates; and
    - c. Rent paid.
  - 6. Post valid license number on all listings advertising the Short-Term Vacation Rental;
  - 7. Remit all local taxes and required fees; and
  - 8. Submit proof of notification to all neighboring property owners sharing a property line of the intent to apply for a short-term vacation rental license.
  - ii. Upon receipt of a properly completed application and the associated license fee, the Community Development Director and/or their designee(s) shall issue a rental housing or short-term vacation rental license and shall cause an inspection to be made of the premises described in the application. The license shall be posted in a conspicuous place on the premises or maintained in the custody of the property owner and/or Owner's Agent
  - b. Short-term vacation rentals must comply with all provisions detailed in the City's Rental Housing Ordinance, as well as all applicable property maintenance, electrical, plumbing, and building codes.
  - c. Properties hosting a short-term vacation rental must have no outstanding taxes or liens, and the property must remain free from violations of the City Code, Zoning Ordinance, and Rental Housing Ordinance.
  - d. Short-term vacation rentals shall be inspected annually.
  - e. No guest shall be permitted to stay in a Short-Term Vacation Rental for more than forty-five (45) consecutive nights.
  - f. Hourly rentals or rentals for less than one overnight stay are prohibited.
  - g. Once a Short-Term Vacation Rental license has been obtained, property owners are required to post their license number on Airbnb or other short-term rental websites along with their listing to rent their home or a room in their home
  - h. The Owner's Agent must reside within 25 miles of the unit and be accessible for the entirety of any contract where the property owner is not present
  - i. The Owner's Agent is responsible for responding within one hour to complaints regarding the condition, operation, or conduct of occupants of the Short-Term Vacation Rental and taking remedial action to resolve any such complaints
  - j. No outdoor advertising signs related to the Short-Term Vacation Rental shall be allowed on the property.

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## Sec. 8.4. Bed and breakfasts and Short Term Vacation Rentals.

### A. See definition, Section 2.1. Definitions

- a. *Bed and Breakfast*: A private owner-occupied, single-family detached residential dwelling containing as the primary use, an aggregate of lodging rooms offered for rent with breakfast service to transient guests within a setting reflecting a residential rather than commercial character.
- b. *Short Term Vacation Rental*: A furnished dwelling unit in which the entire unit or separate portions thereof is available for rent for periods of less than forty-five (45) consecutive days to transient guests. A short term vacation rental shall conform to all applicable requirements set forth in the short term vacation rental regulations proposed in Section 8.4 of the Zoning Ordinance.

### B. General Provisions

- a. Bed and Breakfasts are permitted by type and by district, as specified in the table below

Zoning District	R1	R2	R2-A	R3	R4	RO	C1	C2	C3	C4	T-LI
Bed and Breakfast		¥	¥	¥	¥	◆	◆	◆	◆		
Short-Term Vacation Rental		¥	○	○	¥	○	○	○	○		

Key:

◆ Principal permitted use, Commercial Use & Occupancy permit required

○ Short-Term Vacation Rental License is required

¥ Special Exception by Board of Zoning Appeals required, and Zoning Occupancy Permit required

- b. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging are responsible for collecting and remitting Lodging Tax to the Allegany County Finance Office, in accordance with the Annotated Code of Maryland, Division IV. Local Finance, Title 20. Taxes and Development Impact Fees, Subtitle 4. Hotel Rental Taxes, Part I. County Hotel Rental Taxes.
- c. No bed and breakfast or short-term vacation rental shall contain more than five (5) sleeping rooms.
- d. Only designated rooms shall be used for sleeping.
- e. No more than four (4) adult persons shall simultaneously occupy any one (1) guestroom-in-a-bed and-breakfast.
- f. Property owners who rent their property, or part of their property, for bed and breakfast or short-term vacation rental lodging must provide one (1) off-street parking space per bedroom, plus one, in accordance with Section 6.12.A.

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- C. Bed and breakfasts shall meet the following standards:
- a. ~~No bed and breakfast shall contain more than six (6) sleeping rooms.~~
  - b. ~~Only designated rooms shall be used for sleeping.~~
  - c. A minimum of one (1) full lavatory, toilet and shower or tub or combination thereof shall be available for every two (2) guestrooms as well as one (1) for the owner occupant.
  - d. No guestroom shall contain more than two (2) beds.
  - e. No cooking facilities shall be permitted in any guestroom.
  - f. Upon conversion of an existing dwelling to a bed and breakfast, no additional entrance shall be permitted in the front facade.
  - g. No guest shall be permitted to stay in a bed and breakfast for more than ~~ten (10)~~ fourteen (14) consecutive nights.
  - h. ~~No more than four (4) adult persons shall simultaneously occupy any one (1) guestroom in a bed and breakfast.~~
  - i. An owner or full-time manager must live in the bed and breakfast.
  - j. There shall be no more than two (2) nonresident employees in or about the bed and breakfast.
  - k. Signs shall comply with the regulations applicable to home occupation signs. See Section 7.5E.
  - l. Meal service shall be limited to overnight guests.
  - m. ~~A sidewalk shall be placed connecting the parking area to the main building.~~
  - n. The bed and breakfast shall not be used as a gathering place, meeting hall or dining facility.
- D. Short-Term Vacation Rentals
- a. Short-Term Vacation Rental License Required
    - i. Short-Term Vacation Rentals must be licensed as such. These licenses are issued by the Community Development Director and/or their designees pursuant to the requirements set forth in this chapter and any applicable requirements set forth in the Rental Housing Ordinance. As part of this license, a Short-Term Vacation Rental host must:
      - 1. Provide documentation and a signed declaration of compliance attesting to compliance with subsections (2) through (8);
      - 2. Comply with all applicable City, State, and federal laws;
      - 3. Ensure that all dwelling units have approved working smoke alarms and carbon monoxide alarms in every bedroom and/or on every level of the dwelling unit as required by the Rental Housing Ordinance;
      - 4. Post the following information in a conspicuous place within each dwelling unit or part thereof used as a Short-Term Vacation Rental:
        - a. Emergency contact information;
        - b. Contact information for the Short-Term Vacation Rental host and/or designated Owner's Agent;
        - c. Street address;
        - d. Floor plan indicating fire exits and escape routes;

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- e. The owner rules and regulations;
  - f. Community Development Department contact information; and
  - g. City of Frostburg rules regarding parking, noise, and trash;
5. Maintain and keep readily available for inspection, a guest registry that includes, at a minimum:
- a. The name of each renter/guest;
  - b. Check in/out dates; and
  - c. Rent paid.
6. Post valid license number on all listings advertising the Short-Term Vacation Rental;
7. Remit all local taxes and required fees; and
8. Submit proof of notification to all neighboring property owners sharing a property line of the intent to apply for a short-term vacation rental license.
- ii. Upon receipt of a properly completed application and the associated license fee, the Community Development Director and/or their designee(s) shall issue a rental housing or short-term vacation rental license and shall cause an inspection to be made of the premises described in the application. The license shall be posted in a conspicuous place on the premises or maintained in the custody of the property owner and/or Owner's Agent
- b. Short-term vacation rentals must comply with all provisions detailed in the City's Rental Housing Ordinance, as well as all applicable property maintenance, electrical, plumbing, and building codes.
- c. Properties hosting a short-term vacation rental must have no outstanding taxes or liens, and the property must remain free from violations of the City Code, Zoning Ordinance, and Rental Housing Ordinance.
- d. Short-term vacation rentals shall be inspected annually.
- e. No guest shall be permitted to stay in a Short-Term Vacation Rental for more than forty-five (45) consecutive nights.
- f. Hourly rentals or rentals for less than one overnight stay are prohibited.
- g. Once a Short-Term Vacation Rental license has been obtained, property owners are required to post their license number on AirBnb or other short-term rental websites along with their listing to rent their home or a room in their home
- h. The Owner's Agent must reside within 25 miles of the unit and be accessible for the entirety of any contract where the property owner is not present
- i. The Owner's Agent is responsible for responding within one hour to complaints regarding the condition, operation, or conduct of occupants of the Short-Term Vacation Rental and taking remedial action to resolve any such complaints
- j. No outdoor advertising signs related to the Short-Term Vacation Rental shall be allowed on the property.

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**Sec. 6.12. Off-street parking requirements.**

A. *Numbers of Parking Spaces.* There shall be provided at the time of change of use, erection or enlargement of any principal building or structure, the following minimum off-street parking spaces, with adequate provision for ingress and egress:

- (1) The City recognizes that the uses listed for parking requirements may not be comprehensive. In instances not specifically listed herein, the parking requirement of the most similar use, as determined by the Community Development Director, shall apply. No building or occupancy permit shall be issued for any new use until the required parking has been evaluated and the requirements satisfied.

<i>Residential</i>	
Dwelling Unit	1/occupant &gt;= 18 years old + 1/each unrelated person &gt;= 18 years old
Bed and Breakfasts	1/bedroom + 1
Boarding Units	1/two occupants
Group Home	1/two occupants
Short Term Vacation Rentals	1/bedroom + 1
Treatment Center	1/two occupants
Home Occupations (Accessory Use)	2 + required dwelling unit spaces
<i>Institutional</i>	
Adult Day Care Center	1/four clients
Assisted Living Centers or Nursing Homes	1/five beds
Childcare Centers	1/four clients
Churches and Places of Worship	1/four persons permitted by State Fire Marshal
Civic & Service Clubs, Fraternal Organizations	1/three persons permitted by State Fire Marshal
Colleges, Trade or Hobby Schools	1/200 sq ft
Community Centers	1/three persons permitted by State Fire Marshal
Funeral Homes	1/50 sq ft
Hospices	1/five beds
Hospitals	1/five beds
Libraries	1/400 sq ft
Primary School	1/ten classroom seats
Secondary School	1/eight classroom seats
<i>Retail &amp; Amusement</i>	
Adult Use	1/300 sq ft
Auction Houses	1/400 sq ft
Bars, Lounges, Taverns	1/three persons permitted by State Fire Marshal
Bowling Alleys, Billiard Parlors, Arcades & similar indoor amusement	3/lane
Building/Lumber Sales and Storage	1/300 sq ft of retail or 1/1,000 sq ft of storage, whichever is greater
Clubs and Lodges, Dance Halls, Nightclubs	1/three persons permitted by State Fire Marshal
Country Clubs, golf, tennis, & swim clubs	1/three persons permitted by State Fire Marshal
Restaurants (with drive-through service)	1/100 sq ft (not including kitchen/storage areas)
Restaurants (without drive-through service)	1/100 sq ft (not including kitchen/storage areas)
Retail	1/250 sq ft
Supermarkets, Farmers Markets, and Grocery	1/300 sq ft

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Theatres	1/three persons permitted by State Fire Marshal
<i>Service</i>	
Animal Groomers	1/200 sq ft
Automobile Service Stations and Repair Garages	1/300 sq ft + adequate space for service/fueling
Banks/Financial Institutions (with drive-through service)	1/200 sq ft
Banks/Financial Institutions (without drive-through service)	1/200 sq ft
Beauty shop, barber shop, nail salon, tanning, spas	1/100 sq ft
Body Art Studios	1/300 sq ft
Cleaners, Laundromats, etc.	1/200 sq ft
Contractor Offices	1/500 sq ft
Fitness Centers	1/200 sq ft
Kennels	1/300 sq ft of indoor kennel space
Medical Laboratories	1/200 sq ft
Medical or Dental Services	1/200 sq ft
Motels and Hotels	1/sleeping room + 2
Personal service	1/300 sq ft
Professional Offices	1/300 sq ft
Sales, Service, Commercial Washing of Motor Vehicles	1/300 sq ft + adequate space for service/fueling
Truck Stops and Rest Areas	1/300 sq ft + adequate space for service/fueling
Veterinary Services	1/300 sq ft
<i>Industrial/Technology</i>	
Light wholesale and distribution establishments	1/2,000 sq ft
Manufacturing and Incidental Sales	1/1,000 sq ft
Research, Experimental, or Testing Laboratories	1/500 sq ft
Technological or Communication Enterprises	1/300 sq ft
Warehousing	1/2,000 sq ft

**B. Town Center Parking Requirements.**

- (1) Town Center. In the C3 Town Center district, additional numbers of off-street parking spaces are not required to be provided unless:
  - (a) A new principal building or building expansion of over five thousand (5,000) square feet of total floor area is constructed or
  - (b) The number of dwelling units or rooming house units on the lot would be increased.
    - (i) Required off-street parking shall be provided to accommodate only the newly added square footage or dwelling units.

**C. University Corridor Parking Requirements.**

- (1) University Corridor.
  - (a) Commercial Uses. In the C1 University Corridor district, required off-street parking spaces for commercial uses may be reduced by up to fifty percent (50%) of the requirements specified in Section 6.12A.
  - (b) Residential Uses. In the C1 University Corridor district, required off-street parking spaces for residential uses shall meet the requirements as set forth in Section 6.12A.

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- D. *Front Yard Requirements.* All new vehicle parking spaces shall be located outside of the minimum required front yard. On a corner lot, such restriction shall only apply the front yard adjacent to the street more frequently traveled, as determined by the Community Development Director.
- E. *Location of Parking.* Required off-street parking spaces shall be located on the same lot where the principal buildings or structures are located, except as provided for herein:
- (1) *Off-Site Parking.* In situations where on-site parking cannot be accommodated due to landscape limitations, the parking requirements may be met through provision of off-site parking on nearby land owned by the property owner or through a lease effective throughout the duration of the use.
    - (a) Prior to issuance of an occupancy permit or acceptance of a rental housing registration, a copy of the lease must be provided to the Community Development Department.
    - (b) Off-site parking areas shall be subject to the following restrictions:
      - (i) Required parking spaces serving residential uses may be placed up to two hundred (200) feet from the lot containing the residential uses;
      - (ii) Required parking spaces serving nonresidential uses may be placed up to four hundred (400) feet from the lot containing such uses; and
      - (iii) Required parking spaces serving nonresidential uses in the C3 Town Center District may be located up to eight hundred (800) feet from the lot containing such uses.
    - (c) Revocation of permits. Failure to maintain a lease of the required parking as specified in this subsection shall constitute a violation of this Code and may be cause for revocation of a certificate of occupancy.
  - (2) *Shared Parking.* At the request of the developer(s) and owner(s), shared parking facilities may be permitted by the Community Development Director the following structures constructed after the effective date of this Ordinance: buildings housing multiple uses, mixed-use developments, shopping centers, and/or accessory structures relative to the foregoing.. A parking impact study shall be provided by the developer(s) or owner(s) establishing that the estimated peak demand for parking required by the users will be satisfied due to differing hours of peak demand. A shared parking plan approved by the Community Development Director shall be enforced through a written covenant.
    - (a) *Covenant for shared parking plan.* A notarized copy of the written covenant made by the owner(s) of record shall be submitted to the Community Development Director, who shall forward a copy to the City Attorney for review. Proof of recordation of the covenant shall be presented to the Community Development Director prior to issuance of a certificate of occupancy. The agreement shall:
      - (i) List the name(s) and ownership interest of all parties to the agreement and contain the signatures of those parties;
      - (ii) Provide a legal description of the land;
      - (iii) Include a site plan showing the area of the parking lot;
      - (iv) Describe the area of the parking lot and designate and reserve it for shared parking unencumbered by any conditions which would interfere with its use;
      - (v) Ensure the continued availability of the spaces for joint use and provide assurance that all spaces will be usable to all participating uses;
      - (vi) Describe the obligations of each party, including the maintenance responsibility for the parking area and any open space.

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- (vii) Incorporate the parking impact study by reference; and
- (viii) Describe the method by which the covenant shall, if necessary, be revised or terminated contingent upon approval from the Community Development Director.
- (b) Change in use. Should any of the shared parking uses be changed, or should the Community Development Director find that any of the conditions described in the approved parking impact study or agreement no longer exist, the owner shall have the option of submitting a revised parking impact study and an amended shared parking covenant in accordance with the standards of this subsection, or if necessary, provide the number of spaces required for each use as if computed separately.
- (c) Revocation of permits. Failure to comply with the shared parking provisions of this subsection shall constitute a violation of this Code and may be cause for revocation of a certificate of occupancy.

F. *Parking Lot Design and Construction.*

- (1) Any parking lot consisting of six (6) or more parking spaces that is to be constructed shall be subject to the City of Frostburg Subdivision and Land Development Regulations in addition to the regulations set forth herein.
- (2) All parking areas and driveways shall be surfaced with a dustless and durable material and shall be graded to prevent the accumulation of surface water. If there are six (6) or more parking spaces on a lot, all of the parking spaces shall be paved in asphalt, concrete or paving block.
- (3) The first ten (10) feet of length of a driveway measured from the edge of paved roadway shall be paved in asphalt or concrete. Asphalt shall not be placed over a concrete sidewalk.
- (4) Required parking spaces shall be arranged to allow each vehicle to be moved onto a street or alley without requiring the movement of any other vehicle. This requirement shall not apply to a lot with a single dwelling unit in Zoning Districts where occupancy is limited to two (2) unrelated persons.

Aisle Width	Parking Angle				
	0	30	45	60	90
One-Way Traffic	15	15	16	18	24
Two-Way Traffic	22	22	22	23	24

- (5) No more than two (2) spaces on a lot shall be configured in a manner that will cause a vehicle to back onto a street. No more than three (3) spaces on a lot shall be configured in a manner that will cause a vehicle to back on to an alley.

G. *Parking Space and Aisle Sizes.*

- (1) Each required off-street parking space shall consist of a minimum rectangle of nine (9) by eighteen (18) feet. However, within the C3 Town Center, a maximum of thirty percent (30%) of the required parking spaces may each be a minimum rectangle of eight and a half (8.5) by sixteen (16) feet, provided they are clearly marked as being for "Compact Cars Only."
- (2) In configurations in which drive aisles will be created between parking spaces, the parking area drive aisle widths shall conform to the following table, which varies the width requirement according to the angle of parking.
- (3) Drive aisles providing access to parking lots shall be not less than ten (10) feet or exceed fifteen (15) feet in width for one-way traffic and less than eighteen (18) feet or exceed thirty (30) feet in width for two-way traffic, except that ten (10)-feet-wide driveways are permissible for two-way-traffic when a.)

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the drive aisle is not longer than fifty (50) feet, and b.) it provides access to not more than six (6) commercial, or ten (10) residential spaces, and c.) sufficient turning space is provided so the vehicles need not back onto a public street.

- H. **Handicapped Parking.** Handicap Parking spaces shall be provided in accordance with the Maryland Accessibility Code Regulations; COMAR 05.02.02.
- I. **Bicycle Parking.** Any new use required to provide six (6) or more new off-street parking spaces shall include a suitable area for the parking of bicycles, at a quantity equal to ten percent (10%) of the parking space count or two (2) bicycle spaces, whichever is greater. Such area should allow for locking of bicycles to a secure feature, but shall not result in obstructions to fire exits or handicapped access.
- J. **Off-street Loading.**
- (1) All permitted uses requiring truck loading and unloading space for normal operations shall provide adequate loading space so that no vehicle being loaded or unloaded in connection with the normal operations shall stand in or project into any public street.
  - (2) **Size.** The minimum loading space size should be twelve (12) feet by thirty (30) feet.
  - (3) **Number.** The standards for minimum required off-street loading spaces are as follows:
    - (a) For assisted living centers; nursing homes; colleges, trade, or hobby schools; community centers; hospices; hospitals; primary and secondary schools; auction houses; building/lumber yards sales and storage; general retail; supermarkets and grocery stores; all industrial/technology uses; and other similar uses.

Building area	Minimum off-street loading spaces required
Less than 6,000 square feet	0
6,000 to 25,000 square feet	1
25,000 to 75,000 square feet	2
Greater than 75,000 square feet	1 space per additional 50,000 square feet

- (b) For bars, lounges, and taverns; clubs and lodges, dance halls, and nightclubs; country clubs; restaurants; theatres; cleaners, Laundromats; contractor offices; medical laboratories; motels and hotels; and other similar uses:

Building area	Minimum off-street loading spaces required
Less than 25,000 square feet	0
25,000 square feet to 100,000 square feet	1
100,000 square feet to 175,000 square feet	2
Greater than 175,000 square feet	1 space per additional 75,000 square feet

- (c) The number of off-street loading spaces are standardized requirements. The applicant may provide evidence acceptable to the Community Development Director that the standard number of required off-street loading spaces exceeds the requirements of the proposed use, and that the proposed number of spaces will be sufficient for the proposed use.
  - (d) A reduction in the required off-street loading spaces in the C3, Town Center District, may be made by the Community Development Director, provided the applicant offers evidence that the space(s) are unnecessary or loading/unloading can otherwise be accommodated.

- K. **Parking Lot Landscaping.**

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- (1) Any parking lot that will include six (6) or more parking spaces, or as otherwise specified by this Ordinance, shall be required to provide shade trees within or adjacent to paved areas.
- (2) One deciduous tree shall be required for every six (6) required off-street parking spaces.
- (3) Trees required by this section shall meet the following standards:
  - (a) Type of Trees Permitted. Required trees shall be chosen from the list of approved street trees shown on the following page.
    - (i) A tree not listed on the approved street tree list may be planted if the applicant demonstrates to the Community Development Director or Planning Commission that another type of tree is native, would shade paved areas, be resistant to disease, road salt and air pollution and be attractive.

RECOMMENDED TREES TO MEET ORDINANCE REQUIREMENTS						
		Plant Characteristics				
Scientific Name	Common Name	Soil Compaction	Salt Tolerant	Shade Tolerant	Roots	
<b>Large Canopy Trees</b>		<b>40'-70' Height</b>				
Acer rubrum	Red Maple	moderate	high	moderate	shallow	
Acer Saccharum	Sugar Maple	low	low	moderate	fibrous	
Celtis jessoensis	Jesso Hackberry					
Celtis occidentalis	Common Hackberry	high	high	moderate	moderate	
Fraxinus americana	White Ash	high	moderate	moderate	deep	
Fraxinus pennsylvanica	Green Ash	high	moderate	moderate	deep	
Ginko biloba	Ginko	high	moderate	low	fibrous	
Gleditsia triacanthos	Honey Locust "Moraine" or "Shademaster"	high	high	low	fibrous	
Gymnocladus dioicis	Kentucky Coffee Tree		low	low	deep	
Liquidamber styraciflua	Sweet Gum	high	moderate	low	fibrous	
Platanus acerifolius	London Plane Tree	high	low	moderate	deep	
Quercus alba	White Oak	moderate	moderate	low	deep	
Quercus robur	English Oak	low	high	moderate	deep	
Quercus rubra	Red Oak	low	med	low	deep	
Tilia cordate specxies	Littleleaf Linden	moderate	moderate	moderate	fibrous	
Ulmus parvifolia	Chinese Elm	moderate		low	shallow	
Zelkova serrata	Japanese Zelkova			moderate	deep	
<b>Medium Canopy Trees</b>		<b>25'-40' Height</b>				
Acer campestre	Hedge Maple	moderate	moderate	moderate	fibrous	
Crataegus lavellei	Carrier Hawthorn	moderate		moderate	deep	
Crataegus oxyacantha	English Hawthorn			low	deep	
Crataegus phaenopyrum	Washington Hawthorn	high	high	low	deep	
Prunus acolade	Flowering Cherry			low		
Prunus serrulata	Japanese Cherry			low		
Sorbus aucuparia	Mountain Ash	low	high	low	fibrous	
Sophora Japonica	Japanese Pagoda Tree	high	high	low	shallow	
Syringa amurensis japonica	Japanese Tree Lilac		moderate	low	fibrous	
<b>Small Canopy Trees</b>		<b>&lt; 25' Height</b>				
Acer ginnala	Amur Maple		moderate	low	shallow	
Acer platanoides "Globosum"	Globe Norway Maple	high	high	low	shallow	
Amelanchier alnifolia	Saskatoon Serviceberry			moderate	fibrous	
Koelreuteria paniculata	Golden Rain Tree			moderate	fibrous	
Malus species	Crabapple	high	high	low	fibrous	
Prunus cerasifera	Flowering Plum	moderate	moderate	low	fibrous	
Pyrus calleryana 'Bradford'	Bradford Pear	moderate	moderate	low	deep	

- (b) Quality of Trees. Required trees shall be of symmetrical growth and free of insect pests and disease.

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- (c) **Minimum Size.** The trunk shall be a minimum of one (1) inch DBH (diameter at breast height).  
**Note-** This section only regulates the species of trees that are used to meet requirements of the Parking Regulations per the City's Zoning Ordinance.
- (d) **Planting and Maintenance.** Required trees shall be:
- (i) Selected based on minimum tree lawn (the area between the curb and the sidewalk) requirement:
    - Three (3)-foot lawn - small trees.
    - Three (3)- to six (6)-foot lawn - medium trees.
    - Six (6)- to eight (8)-foot lawn - large trees.
  - (ii) Planted in conformance with good landscaping practices, with adequate unpaved surface around each for water and air,
  - (iii) Properly protected by raised curbs, distance or other devices from damage from vehicles, and
  - (iv) Surrounded by a minimum of sixteen (16) square feet of pervious ground that is properly maintained for plant growth.
- (e) Where there are overhead wires, trees expected to reach a maximum height of less than twenty-five (25')-thirty (30') in height, should be used. Larger trees can be planted on lots with overhead wires if space is available between buildings and the sidewalk or street. Planting near underground power lines should be avoided.
- (f) Trees should not obstruct the vision of drivers at intersections (the setback depends on the size, shape, and growth pattern of the tree.).
- (g) A required tree(s) shall not be removed without being replaced within eight (8) months by the current landowner by another tree(s) that meets the requirements of this section.
- L. **Buffering of Parking and Loading Areas.**
- (1) **Buffering of Parking:** Any new or expanded parking lot consisting of six (6) or more new parking spaces, shall be buffered from view from any primarily residential use on an immediately abutting lot with a row of evergreen plants. Such plants shall be of a species that can reasonably be expected to reach a height of six (6) feet within four (4) years.
  - (2) Where insufficient room exists for such plants or upon the written request of the adjoining property owners, the Community Development Director may allow the installation of an attractive mostly solid weather-resistant wood fence or decorative masonry wall in place of the plants.
- M. **Parking as a Principal Use.** In instances where parking will be the primary principal use of a lot comprised of six (6) or more new parking spaces, the parking lot shall also be buffered from view from the street. The selected plant species should be able to reach a height of six (6) feet within four (4) years. The plants may be placed in the required front yard subject to visibility requirements.
- N. **Main Street.** If any new or expanded parking lot results in the development of six (6) or more spaces adjacent to and visible from Main Street, it shall be buffered from Main Street by an attractive planting strip or a decorative masonry wall.
- O. **Loading Areas.** If any new or expanded loading or unloading area routinely involves the parking of two (2) or more tractor-trailer trucks, such area shall be buffered from view from any primarily residential use on an adjacent lot or across the street by a row of attractive evergreen plants. Such plants shall be of a species that can reasonably be expected to reach a height of six (6) feet within four (4) years.

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- P. Where insufficient room exists for such plants, the Community Development Director may allow the installation of an attractive mostly solid weather-resistant wood fence or attractive masonry wall in place of the plants.

**ORDINANCE 2022-03**

**AN ORDINANCE TO AMEND THE CITY'S ZONING ORDINANCE TO MAKE CHANGES TO SECTION 4.1 OF THE ZONING ORDINANCE PERTAINING TO THE HISTORIC PRESERVATION DISTRICT FOR THE PURPOSE OF REVISING CERTAIN TEXT AND ADDING DEFINITIONS FOR THE SAKE OF CONSISTENCY AND CLARITY.**

**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 of Frostburg 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 changes to the Zoning Ordinance to revise text and add definitions for the sake of consistency and in order to clarify section 4.1 related to the Historic Preservation District; and,

**WHEREAS**, the Frostburg Planning Commission reviewed the proposed text changes during its Wednesday, January 12, 2022 public meeting and voted to recommend to the Mayor and Council that it adopt the proposed text changes.

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG** that section 4.1 of the Zoning Ordinance is amended to read as is set forth in the Exhibit A attached hereto. [NOTE: Exhibit B is a text edited version of Section 4.1 which shows the change made to its terms.]

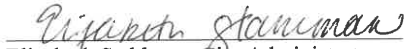
Passed this 17<sup>th</sup> day of February, 2022.

Introduced: January 19, 2022  
1<sup>st</sup> Hearing: February 17, 2022  
Adopted: February 17, 2022  
Effective: March 9, 2022

MAYOR AND CITY COUNCIL OF FROSTBURG

by   
W. Robert Flanigan, Mayor

ATTEST:

  
Elizabeth Stahlman, City Administrator

# EXHIBIT A

## Sec. 4.1. "HP" Historic Preservation Overlay District.

### A. *Historic District Definitions.*

*Administrative Approval:* An approval granted by Community Development Staff for minor alterations, as defined by the Administrative Approval Guidelines developed by the Historic District Commission, to noncontributing resources, in accordance with Zoning Ordinance Section 4.1.J.4.

*Alley:* A public way that primarily provides a means of access or travel between abutting properties and which has a maximum right-of-way of less than twenty (20) feet.

*Alteration:* Any exterior change that would affect the historic, archeological, or architectural significance of a designated site or structure, any portion of which is visible or intended to be visible from a public way street, including, but not limited to, construction, reconstruction, moving or demolition.

*Certificate of Appropriateness:* A certificate issued by Community Development Staff on behalf of the Historic District Commission showing approval of plans for construction, alteration, demolition, or relocation of structures that would affect a designated historic structure, landmark, or district.

*Commission:* For the purposes of Section 4.1, shall mean the Historic District Commission of the City of Frostburg, Allegany County, Maryland.

*Contributing Resource:* Structures or physical features within a site or district which help to define the historic significance or architectural character of that site or district and may be associated with events that have made a significant contribution to the broad patterns of local, state, or national history, or may be associated with the lives of persons significant in the City's past.

*Demolition:* Any willful neglect in maintenance and repair of a structure that does not result from financial inability to maintain and repair the structure and that threatens to result in any substantial deterioration of the exterior features of the structure.

*Demolition by Neglect:* Improper maintenance or lack of maintenance of any property in a historic district, or any historic landmark or landmark site, which results in substantial deterioration of such a property and threatens its continued stability and preservation.

*Historic District:* A designated area with a significant concentration, linkage or continuity of sites, structures or objects united historically or aesthetically by plan or physical development.

*Noncontributing Resource:* Structures or physical features that may exist within a historic site or district, but are not of historic significance per se; however, the relationship of these structures with the surrounding contributing structures may be important in the preservation of the site or district.

*Replacement In Kind:* A process of rehabilitation utilized in which deteriorated materials or features are repaired in a manner that matches the original in design, materials, color, texture, other visible qualities or any combination of the foregoing, based on physical evidence of essential form and detailing of historic materials, or features in-situ (in context), or through photographic documentation.

*Routine Maintenance:* Work that does not alter the exterior fabric or features of a site or structure and has no material effect on the historic, archeological or architectural significance of the historical site or structure.

*Site:* The location of an event of historic significance or a structure, whether ruined or standing, which possesses historic or architectural significance.

*Street, Public:* A street that is, or will be at the conclusion of construction, a City of Frostburg right-of-way, in which the street is, or will be, maintained by the City.

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*Structure:* A combination of materials to form a construction that is stable, including, but not limited to, buildings, communications towers, water tanks, paving, sheds, shelters, fences and display signs visible or intended to be visible from a street. The term shall be construed as if followed by the words "or part thereof".

- B. *Purpose.* It is the intent hereof to provide as authorized by Title 8 of the Maryland Land Use Article of the Annotated Code of Maryland, for the preservation of structures in the City of Frostburg which have historic value and/or significance together with their appurtenances and environmental settings in order to:
- (1) Safeguard the heritage of the City by preserving the sites, structures or district(s) therein which reflect elements of its cultural, social, economic, political, or architectural history
  - (2) Stabilize and improve property values of such sites, structures and district(s);
  - (3) Foster civic beauty;
  - (4) Strengthen the local economy; and
  - (5) Promote the preservation and appreciation of the sites, structures and district(s) for the education and welfare of the residents of the City.
- C. *Power to Establish Districts.* For the purposes of this section, the Mayor and Council may designate boundaries for sites, structures or districts which are deemed to be of historic, archeological or architectural significance, following the procedures which are set forth in Section 1.9 of this Ordinance for the reclassification of zoning. Such districts may include structures, lots, and tracts of land, as well as portions thereof.
- D. *Provisions are in Addition to Other District Provisions.* The provisions of this Part relative to the HP district are in addition to the district regulations set forth in the other portions of this Ordinance. In all cases of conflicting requirements, the provision which represents the greater restriction upon the property or higher standard shall govern.
- E. *Membership of Historic District Commission.* The Historic District Commission shall have either five (5) or seven (7) members, appointed by the Mayor and Council.
- (1) *Qualifications.* Each member appointed after the adoption of this Ordinance shall possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines.
    - (a) The requirement for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one (1) of the above-listed fields, or active membership in a preservation-related organization, or past or present membership on a Historic District Commission or Planning Commission or City Council or Board of Zoning Appeals, or active participation in activities or proceedings of a Historic District Commission, or active membership in downtown or neighborhood-based community activities and programs.
    - (b) The requirement for membership under the categories of specific knowledge or professional or academic training may be satisfied by post-secondary education, employment and/or practical experience in one (1) or more of the above-listed fields.
  - (2) *Residency.* A majority of the members of the Commission shall be residents of the City of Frostburg. The City may grant preference in membership to residents of the City.
  - (3) *Compensation.* The members shall serve without compensation.
  - (4) *Terms.* The Commission members shall be appointed for staggered terms of three (3) years each, with existing terms of office being continued. Members of the Historic District Commission shall be eligible for reappointment. Any vacancy on the Historic District Commission shall be filled by the Mayor and

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Council for the unexpired term of the particular position. The Mayor and Council may consult private societies, agencies, or organizations to request the names of possible members to serve on the Historic District Commission.

- (5) *Finances.* The Historic District Commission shall have the right to accept and use grants and gifts from whatever source for the exercise of its functions. The Mayor and Council will have final approval of the Historic District Commission's budget.

F. *Powers and Duties.* The Historic District Commission shall have the following powers and duties:

- (1) To direct studies, reports, and surveys to identify historical, archeological, or architecturally significant sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the City of Frostburg;
- (2) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures regarding the acceptance and use of gifts by public officials, to accept and use gifts for the exercise of its functions;
- (3) To prescribe appropriate rules and regulations for transaction of its business;
- (4) To recommend for adoption by the Mayor and Council rehabilitation and new construction design guidelines and criteria for construction, alteration, reconstruction, moving, and demolition of designated landmarks, sites, structures, and districts which are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68). Guidelines may include design characteristics intended to meet the needs of particular types of sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature do not affect historic, archeological, or architectural significance, do not require review by the Commission. These guidelines shall be used in the Commission's review of applications.
- (5) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures governing the acquisition of easements, to accept or otherwise acquire historic preservation easements on designated landmarks, structures, or sites and, when deemed appropriate by the Commission, sites or structures located in, or adjacent to, a designated district; and to undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this article.

G. *Report by Maryland Historical Trust.* The Maryland Historical Trust may be designated by the Historic District Commission to make an analysis of and recommendation concerning the preservation of structures of historic and architectural value/significance within the area served by the Historic District Commission. Such report may include proposed boundaries of districts as well as identify and designate particular structures recommended to be preserved and protected.

H. *Architectural Easements.* The Historic District Commission may acquire easements in connection with individual sites or structures located in or adjacent to any historic district. Such easement may grant to the Historic District Commission, the residents of the historic district, and the general public, the perpetual right to ensure that any site or structure and surrounding property upon which it is applied is protected, in perpetuity, from changes which would affect its historic, archeological or architectural significance.

I. *Application for Permission to Alter a Site or Structure.* Before the construction, alteration, reconstruction, or demolition of any site or structure or portion thereof as defined in Section 4.1A, including additions to or moving of an existing structure, is begun within the Historic Preservation Overlay District, if any changes are involved which would affect the exterior appearance of said site or structure that are visible or intended to be visible from a public street, the person proposing to make the construction or change shall file with the Historic District Commission an application for permission to build, alter, reconstruct, move, demolish, or construct the addition.

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- (1) Every such application shall be submitted in accordance with the Rules of Procedure of the Historic District Commission. This application shall be accepted or rejected by the Historic District Commission as provided herein.
- J. *Factors for Consideration in Reviewing Plans for Construction or Alteration.*
- (1) In reviewing the plan for any such construction or change, the Historic District Commission shall give consideration to:
- (a) The historic or architectural significance of the building and its relationship to the historic and architectural significance of the surrounding area
  - (b) The relationship of the exterior architectural features of a building to the remainder of the structure and to the surrounding area;
  - (c) The general compatibility of exterior design, scale, proportion, arrangement, texture, and materials proposed to be used; and
  - (d) The appearance or view of proposed changes from the street.
  - (e) Any other factors including aesthetic factors which the Historic District Commission deems to be pertinent.
- (2) The Historic District Commission shall also consider the following design guidelines and criteria, as applicable:
- (a) The Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68), as amended, which are hereby incorporated by reference, and accompanying explanatory guidelines and reports, as officially issued by the National Park Service;
  - (b) The proportional relationship between the width and the height of the front of the building;
  - (c) The proportional relationship between the width and the height of windows and location of windows;
  - (d) The maintenance of a rhythm and ratio of solid wall areas and windows and doors;
  - (e) The maintenance of any rhythm of building masses to spaces between them, if such a rhythm exists along a street;
  - (f) The maintenance of a rhythm of entrances and building projections and roof lines;
  - (g) The use of exterior materials that are closely similar in appearance to original materials of significant buildings in the District;
  - (h) The discouragement of the use of colors that are clearly and seriously incompatible;
  - (i) The maintenance and continuance of architectural details, such as cornices, arches, chimneys, porch railings, and other porch details;
  - (j) The use of compatible roof shapes and lines;
  - (k) The continuance of building setbacks from the street that are similar to historic buildings along that block;
  - (l) The continuance of any predominately vertical or horizontal orientation of windows, doors and building shape;
  - (m) The use of units of construction and architectural details that provide a scale related to the size of people; and
  - (n) The avoidance of building walls that have few or no windows or doors along sidewalks.

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- (3) The Commission may establish additional written guidelines and criteria to provide guidance in its decisions.
  - (4) In specific cases, such as where the proposed work involves substantially identical replacement "in kind," or as delegated by the Commission, the staff of the Department, in consultation with the Community Development Director, may determine that an application meets all requirements of these regulations, in which case a historic district Certificate of Appropriateness may be issued at the administrative level and Commission review and approval shall not be required.
- K. *Limitations on Regulations.*
- (1) The Commission shall not regulate features that are not visible or intended to be visible from a public street or sidewalk, and shall not regulate interior arrangements, but may offer preservation advice in such matters.
  - (2) Features that are only visible from an alley shall not be regulated by this Section 4.1.
  - (3) The Commission may not stipulate colors, but colors shall be chosen from a manufacturer's collection of historic colors, or be a palette approved by the Commission. Use of bright, metallic, or other non-historic colors is generally not acceptable. The Commission shall not disapprove an application except in consideration of some or all of the factors specified in this Section 4.1.
- L. *Strictness and Leniency in Judgment of Plans.* Limiting Architectural Style to one (1) Period: The Historic District Commission shall be strict in its judgment of plans for sites or structures determined by research to be of historic or architectural significance. The Historic District Commission shall be lenient in its judgment of plans for sites or structures of little historic or architectural significance, or for plans involving new construction, unless such plans would seriously impair the historic or architectural significance of surrounding sites or structures. The Historic District Commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one (1) period.
- M. *Application for Changes to Structures of Unusual Importance.*
- (1) If an application under Section 4.1I affects a site or the exterior of a building that the Historic District Commission considers to be of unusual importance to the County or the City or unusual importance to the entire State or nation, the Historic District Commission shall:
    - (a) Attempt with the owner of the building to formulate an economically feasible plan for the preservation of the site or building.
    - (b) Reject the application unless the Commission is satisfied that the proposed construction, alteration or reconstruction will not materially impair the historic or architectural significance of the site or building.
      - (i) In such case, if the application is rejected, the Commission shall file a copy of its rejection with the Community Development Director.
  - (2) For a site or building that the Commission determines to be of unusual importance, if the Historic District Commission concludes that no economically feasible plan can be formulated, the Commission shall have 90 days from the time it so concludes to negotiate further with the owner, and other parties, in an effort to find a means of preserving the site or building.
- N. *Approval under Certain Circumstances.* In the case of a site or building considered to be valuable for its historic or architectural significance, the Historic District Commission may approve the proposed construction, reconstruction, alterations, moving, or demolition despite the provisions of Section 4.1M if:
- (1) The site or structure is a deterrent to a major improvement program which will be of substantial benefit to the City;

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- (2) Retention of the site or structure would cause undue financial hardship to the owner, and the level of rehabilitation required is so extensive and costly that it could be construed as a "taking." Financial hardship is not related to the income or wealth of the applicant, nor is it applicable when a property owner has willfully neglected his or her property; or
- (3) The retention of the site or structure would not be to the best interest of a majority of persons in the City as determined through an advertised public hearing. .
- O. *Commission Meetings.* The Commission shall adopt such rules and regulations as may be necessary for the proper transaction of its business. Any interested person or a person's representative is entitled to appear and be heard at any public hearing conducted by the Commission.
- P. *Certificate of Appropriateness. Modification or Rejection of Application and Plans.* The Historic District Commission shall file with the Community Development Director a certificate of its approval, modification or rejection of applications and plans submitted to it for review. Work shall not be commenced on any such change project until such a Certificate of Appropriateness has been filed, and no building permit for such change or construction shall be issued unless and until such a Certificate of Appropriateness has been received.
- (1) The failure of the Historic District Commission to act upon a completed application within forty-five (45) days from the date the completed application was filed shall be deemed to constitute automatic approval of the proposed change unless an extension of this forty-five (45)-day period is agreed upon mutually by the applicant and the Historic District Commission.
- (2) The Commission may request that the Community Development Director institute any of the remedies and penalties provided by law for any violation of this Section 4.1.
- Q. *Limit on Approval Period.*
- (1) Certificate of Appropriateness shall only be valid for a period of twenty-four (24) months.
- (a) Extension. A Certificate of Appropriateness may be extended for no more than one (1) additional six (6)-month period for a good cause as determined by the Development Staff.
- (2) If a permit is required, the permit shall be obtained prior to the expiration of the Certificate of Appropriateness.
- R. *Routine Maintenance Not Affected. Completion of Work Under Prior Permit.*
- Nothing in this Section 4.1 shall be taken or construed to prevent "routine maintenance" (as defined below), customary farming operations or landscaping which will have no material effect on the historic or architectural significance of a designated site, structure or district. Nothing in this Section 4.1 affects the right to complete any work covered by a permit issued prior to the date upon which such historic district(s) or designation(s) was established.
- S. *Appeals.* An applicant may appeal a decision from the Historic District Commission to the Board of Zoning Appeals on the sole grounds of alleged "hardship." Any other appeal of a decision from the Historic District Commission or any decision regarding "hardship" by the Board of Zoning Appeals may be appealed to the courts in the same manner as any other appeal of a decision by the Board of Zoning Appeals.
- T. *Violations.*
- (1) Any willful violation of the provisions of this article, by willfully performing or allowing any work to be performed without first obtaining a Certificate of Appropriateness, or for failing to comply with a Final Notice issued pursuant to this article, or disregarding a decision of the Commission will be in violation of this Ordinance. Violations are subject to the penalties defined in Section 1.21.

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## EXHIBIT B

### Sec. 4.1. "HP" Historic Preservation Overlay District.

#### A. Historic District Definitions.

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Alley: A public way that primarily provides a means of access or travel between abutting properties and which has a maximum right-of-way of less than twenty (20) feet.

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Demolition: Any willful neglect in maintenance and repair of a structure that does not result from financial inability to maintain and repair the structure and that threatens to result in any substantial deterioration of the exterior features of the structure.

Demolition by Neglect: Improper maintenance or lack of maintenance of any property in a historic district, or any historic landmark or landmark site, which results in substantial deterioration of such a property and threatens its continued stability and preservation.

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Site: The location of an event of historic significance or a structure, whether ruined or standing, which possesses historic or architectural significance.

Street, Public: A street that is, or will be at the conclusion of construction, a City of Frostburg right-of-way, in which the street is, or will be, maintained by the City, dedicated for the public use and accepted by the City for that purpose, a City of Frostburg right-of-way, in which the street is, or will be, maintained by the City.

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*Structure:* A combination of materials to form a construction that is stable, including, but not limited to, buildings, communications towers, water tanks, paving, sheds, shelters, fences and display signs visible or intended to be visible from a street. The term shall be construed as if followed by the words "or part thereof".

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- (1) To direct studies, reports, and surveys to identify historical, archeological, or architecturally significant sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the City of Frostburg;
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- (3) To prescribe appropriate rules and regulations for transaction of its business;
- (4) To recommend for adoption by the Mayor and Council rehabilitation and new construction design guidelines and criteria for construction, alteration, reconstruction, moving, and demolition of designated landmarks, sites, structures, and districts which are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68). Guidelines may include design characteristics intended to meet the needs of particular types of sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature do not affect historic, archeological, or architectural significance, do not require review by the Commission. These guidelines shall be used in the Commission's review of applications.
- (5) Consistent with the City's Charter, ordinances, resolutions, local public law, policies and procedures governing the acquisition of easements, to accept or otherwise acquire historic preservation easements on designated landmarks, structures, or sites and, when deemed appropriate by the Commission, sites or structures located in, or adjacent to, a designated district; and to undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this article.

G. *Report by Maryland Historical Trust.* The Maryland Historical Trust may be designated by the Historic District Commission to make an analysis of and recommendation concerning the preservation of structures of historic and architectural value/significance within the area served by the Historic District Commission. Such report may include proposed boundaries of districts as well as identify and designate particular structures recommended to be preserved and protected.

H. *Architectural Easements.* The Historic District Commission may acquire easements in connection with individual sites or structures located in or adjacent to any historic district. Such easement may grant to the Historic District Commission, the residents of the historic district, and the general public, the perpetual right to ensure that any site or structure and surrounding property upon which it is applied is protected, in perpetuity, from changes which would affect its historic, archeological or architectural significance.

I. *Application for Permission to Alter a Site or Structure.* Before the construction, alteration, reconstruction, or demolition of any site or structure or portion thereof as defined in Section 4.1A, including additions to or moving of an existing structure, is begun within the Historic Preservation Overlay District, if any changes are involved which would affect the exterior appearance of said site or structure that are visible or intended to be visible from a public street, the person proposing to make the construction or change shall file with the Historic District Commission an application for permission to build, alter, reconstruct, move, demolish, or construct the addition.

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- (1) Every such application shall be submitted in accordance with the Rules of Procedure of the Historic District Commission. This application shall be accepted or rejected by the Historic District Commission as provided herein.

J. *Factors for Consideration in Reviewing Plans for Construction or Alteration.*

- (1) In reviewing the plan for any such construction or change, the Historic District Commission shall give consideration to:
  - (a) The historic or architectural significance of the building and its relationship to the historic and architectural significance of the surrounding area
  - (b) The relationship of the exterior architectural features of a building to the remainder of the structure and to the surrounding area;
  - (c) The general compatibility of exterior design, scale, proportion, arrangement, texture, and materials proposed to be used; and
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  - (f) The maintenance of a rhythm of entrances and building projections and roof lines;
  - (g) The use of exterior materials that are closely similar in appearance to original materials of significant buildings in the District;
  - (h) The discouragement of the use of colors that are clearly and seriously incompatible;
  - (i) The maintenance and continuance of architectural details, such as cornices, arches, chimneys, porch railings, and other porch details;
  - (j) The use of compatible roof shapes and lines;
  - (k) The continuance of building setbacks from the street that are similar to historic buildings along that block;
  - (l) The continuance of any predominately vertical or horizontal orientation of windows, doors and building shape;
  - (m) The use of units of construction and architectural details that provide a scale related to the size of people; and
  - (n) The avoidance of building walls that have few or no windows or doors along sidewalks.

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(Supp. No. 3)

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- (3) The Commission may establish additional written guidelines and criteria to provide guidance in its decisions.
- (4) In specific cases, such as where the proposed work involves substantially identical replacement "in kind," or as delegated by the Commission, the staff of the Department, in consultation with the Community Development Director, may determine that an application meets all requirements of these regulations, in which case a historic district ~~Certificate of approval~~ *Appropriateness* may be issued at the administrative level and Commission review and approval shall not be required.
- K. *Limitations on Regulations.*
- (1) The Commission shall not regulate features that are not visible or intended to be visible from a public street or sidewalk, and shall not regulate interior arrangements, but may offer preservation advice in such matters.
- (2) Features that are only visible from an alley shall not be regulated by this Section 4.1.
- (3) The Commission may not stipulate colors, but colors shall be chosen from a manufacturer's collection of historic colors, or be a palette approved by the Commission. Use of bright, metallic, or other non-historic colors is generally not acceptable. The Commission shall not disapprove an application except in consideration of some or all of the factors specified in this Section 4.1.
- L. *Strictness and Leniency in Judgment of Plans.* Limiting Architectural Style to one (1) Period: The Historic District Commission shall be strict in its judgment of plans for sites or structures determined by research to be of historic or architectural significance. The Historic District Commission shall be lenient in its judgment of plans for sites or structures of little historic or architectural significance, or for plans involving new construction, unless such plans would seriously impair the historic or architectural significance of surrounding sites or structures. The Historic District Commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one (1) period.
- M. *Application for Changes to Structures of Unusual Importance.*
- (1) If an application under Section 4.1I affects a site or the exterior of a building that the Historic District Commission considers to be of unusual importance to the County or the City or unusual importance to the entire State or nation, the Historic District Commission shall:
- (a) Attempt with the owner of the building to formulate an economically feasible plan for the preservation of the site or building.
- (b) Reject the application unless the Commission is satisfied that the proposed construction, alteration or reconstruction will not materially impair the historic or architectural significance of the site or building.
- (i) In such case, if the application is rejected, the Commission shall file a copy of its rejection with the Community Development Director.
- (2) For a site or building that the Commission determines to be of unusual importance, if the Historic District Commission concludes that no economically feasible plan can be formulated, the Commission shall have 90 days from the time it so concludes to negotiate further with the owner, and other parties, in an effort to find a means of preserving the site or building.
- N. *Approval under Certain Circumstances.* In the case of a site or building considered to be valuable for its historic or architectural significance, the Historic District Commission may approve the proposed construction, reconstruction, alterations, moving, or demolition despite the provisions of Section 4.1M if:
- (1) The site or structure is a deterrent to a major improvement program which will be of substantial benefit to the City;

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- (2) Retention of the site or structure would cause undue financial hardship to the owner, and the level of rehabilitation required is so extensive and costly that it could be construed as a "taking." Financial hardship is not related to the income or wealth of the applicant, nor is it applicable when a property owner has willfully neglected his or her property; or
- (3) The retention of the site or structure would not be to the best interest of a majority of persons in the City as determined through an advertised public hearing. .
- O. *Commission Meetings.* The Commission shall adopt such rules and regulations as may be necessary for the proper transaction of its business. Any interested person or a person's representative is entitled to appear and be heard at any public hearing conducted by the Commission.
- P. *Certificate of ~~Approval Appropriateness~~.* Modification or Rejection of Application and Plans. The Historic District Commission shall file with the Community Development Director a certificate of its approval, modification or rejection of applications and plans submitted to it for review. Work shall not be commenced on any such change project until such a ~~C~~ertificate of ~~approval Appropriateness~~ has been filed, and no building permit for such change or construction shall be issued unless and until such a ~~C~~ertificate of ~~approval Appropriateness~~ has been received.
- (1) The failure of the Historic District Commission to act upon a completed application within forty-five (45) days from the date the completed application was filed shall be deemed to constitute automatic approval of the proposed change unless an extension of this forty-five (45)-day period is agreed upon mutually by the applicant and the Historic District Commission.
- (2) The Commission may request that the Community Development Director institute any of the remedies and penalties provided by law for any violation of this Section 4.1.
- Q. *Limit on Approval Period.*
- (1) Certificate of ~~Approval Appropriateness~~ shall only be valid for a period of twenty-four (24) months.
- (a) Extension. A Certificate of ~~Approval Appropriateness~~ may be extended for no more than one (1) additional six (6)-month period for a good cause as determined by the Development Staff.
- (2) If a permit is required, the permit shall be obtained prior to the expiration of the Certificate of ~~Approval Appropriateness~~.
- R. *Routine Maintenance Not Affected. Completion of Work Under Prior Permit.*
- Nothing in this Section 4.1 shall be taken or construed to prevent "routine maintenance" (as defined below), customary farming operations or landscaping which will have no material effect on the historic or architectural significance of a designated site, structure or district. Nothing in this Section 4.1 affects the right to complete any work covered by a permit issued prior to the date upon which such historic district(s) or designation(s) was established.
- S. *Appeals.* An applicant may appeal a decision from the Historic District Commission to the Board of Zoning Appeals on the sole grounds of alleged "hardship." Any other appeal of a decision from the Historic District Commission or any decision regarding "hardship" by the Board of Zoning Appeals may be appealed to the courts in the same manner as any other appeal of a decision by the Board of Zoning Appeals.
- T. *Violations.*
- (1) Any willful violation of the provisions of this article, by willfully performing or allowing any work to be performed without first obtaining a Certificate of Appropriateness, or for failing to comply with a Final Notice issued pursuant to this article, or disregarding a decision of the Commission will be in violation of this Ordinance. Violations are subject to the penalties defined in Section 1.21.

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(Supp. No. 3)

**RESOLUTION 2022-03**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING LIGHTING AGREEMENT WITH POTOMAC EDISON.**

**WHEREAS**, Potomac Edison provides certain street lighting in the City of Frostburg; and,

**WHEREAS**, Potomac Edison is responsible for the installation and maintenance of the fixtures and the City is obligated to pay the electric bill for the lights; and,

**WHEREAS**, Potomac Edison is upgrading the bulb fixtures to LED at the request of the City and in effort to achieve energy efficiency.


**NOW, THEREFORE BE IT RESOLVED** that the Frostburg Mayor and Council do hereby authorize the City Administrator to execute a Lighting Agreement with Potomac Edison for a period of 10 years.

**ADOPTED** this 17<sup>th</sup> day of February, 2022.

Frostburg Mayor and Council

BY   
W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

**RESOLUTION 2022-04**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER OF THE BOARD OF COMMISSIONERS FOR THE HOUSING AUTHORITY**

**WHEREAS**, The City of Frostburg, in compliance with a long standing Agreement, is the Appointing Authority for the Board of Commissioners and Executive Staff of the Housing Authority of the City of Frostburg; and

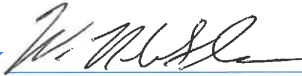
**WHEREAS**, The Board Chair of the Housing Authority has submitted a written request for the Council to consider an appointment for a vacancy on their Board of Commissioners.

**NOW, THEREFORE BE IT RESOLVED** that the Frostburg Mayor & City Council do hereby appoint Ms. Nancy L. Hughes be appointed to the Frostburg Housing Authority Board to serve a five-year term to begin March 2022.

**ADOPTED** this 17<sup>th</sup> day of February, 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

**RESOLUTION 2022-05**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPOINTING 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 in the Frostburg Recreation Commission; and,

**WHEREAS**, staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to the Recreation Commission.

**NOW, THEREFORE BE IT RESOLVED** that the Frostburg Mayor & City Council do hereby approve the following appointments to the Frostburg Recreation Commission:

- Bob Stevenson, 2-Year Term Ending February 16, 2024
- Christena Kreiling, 2-Year Term Ending February 16, 2024


**ADOPTED** this 17<sup>th</sup> day of February, 2022.

Frostburg Mayor and Council

BY

  
W. Robert Flanagan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

## SUMMARY OF CLOSED SESSION HELD ON FEBRUARY 28, 2022

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

Time of closed session: 4:25 pm \_\_\_\_\_

Place (location) of closed session: 37 Broadway, Meeting Room 100, Frostburg, MD \_\_\_\_\_

Purpose of the closed session: To discuss offers on real property in Frostburg, MD after receiving appraisals for the real property; a closed session is required to protect the City's bargaining power.

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

Names of members voting aye: 5 \_\_\_\_\_

Members opposed: 0 \_\_\_\_\_ Abstaining: 0 \_\_\_\_\_

**3. Statutory authority to close session:**

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

**4. Topic #1: § 3-305(b) ( 3 )**

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

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1:consider real estate acquisition	Flanigan, Carter, Forsythe, Grove, Ritchey, & Stahlman	Authorized an offer to be made to property owner
#2:		
#3:		

September 24, 2018



## **American Red Cross** Central Appalachia Region

### **AMERICAN RED CROSS MONTH PROCLAMATION City of Frostburg**

- Whereas, In times of crisis, people in Western Maryland come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by our local American Red Cross volunteers and donors.
- Whereas, In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering.
- Whereas, Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in West Virginia, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially or learn vital life-preserving skills through the Red Cross.
- Whereas, In West Virginia, the contributions of local Red Cross volunteers give hope to the most vulnerable in their darkest hours — whether it's providing emergency shelter, food and comfort for families devastated by local disasters like home fires and severe weather; donating essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease; supporting service members and veterans, along with their families and caregivers, through the unique challenges of military life; helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid.
- Whereas, Last year in the Central Appalachia Region, with the challenges of the pandemic, the Red Cross assisted nearly 650 families impacted by the disaster, installed over 1,200 smoke alarms, educated nearly 2,000 students in preparedness education, collected almost 35,000 units of lifesaving blood at over 2,100 blood drives, trained over 18,000 in lifesaving skills such as CPR and first aid, provided almost 3,000 services to over 1,300 military members, veterans and their families through the efforts of over 600 volunteers.
- Whereas, Their work to prevent and alleviate human suffering is vital to strengthening Western Maryland's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

NOW, THEREFORE, the City of Frostburg dedicates March 2022 as Red Cross Month to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on volunteers and the generosity of the public to perform its mission.



City of Frostburg  
Monthly Reports



*For the month of February 2022*  
**Reports from the Departments of:**

Community Development  
Finance  
Grants  
Parks and Recreation  
Police  
Street  
Water

## **CITY OF FROSTBURG**

Monthly Report: Community Development Department

For the Month of: February 2022

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

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### Permits

Please see attached permit report.

### Rental Housing & Code Enforcement

#### Rental Housing:

- License submission reminders were sent to all rental owners and agents who did not meet the first deadline of February 1, 2022. All property owners were advised that the fee through February is \$50.00 per unit.
- Two complaints were filed with our office for the month of February.
  - 23 Bowery Street, Apartment A, Tara Skiff:
    - The tenant complained of mold in the basement, no heat, gaps in flooring and upstairs neighbors being disruptive. Performance Property Mgmt. was alerted to the issue. They began remediation that the tenant later described as harmful to her and her family because of the fumes produced by the cleaning agent. She proceeded to contact the fire department who advised PPM to air out the space that was cleaned. She stated that she turned off her gas heat because of the fumes. Our office advised the tenant to open the windows of the unit longer enough to allow fresh air in if any scent lingered. She was also advised to avoid turning off the heat unless told to do so by emergency personnel or the landlord. The tenant has since moved out. PPM advised the tenant had ongoing issues and broke the lease. We provided Ms. Skiff with the Attorney General's Phone number and understand from all conversations with Ms. Skiff that she has already been connected with local housing assistance that originally helped her secure 23 Bowery Street.
  - 48 Broadway, Unit 7, Maura Brennen:
    - The tenant complained of a window in her unit that had not been replaced since November of 2021. There was a temporary board placed in the window space. Performance Property Mgmt. was alerted and

advised that the window was awaiting pick up in Oakland. The window was replaced within 24 hours.

- Combined effort with Code Enforcement was made for non-compliant properties.
- Clearance 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.
- iWorQ's team is still working through getting the Licensing portion of the program up and running. Inspection notices were held after the team advised we could not condense all inspections for one property owner on one page. We now have one inspection per paper, which is not what we had hoped for. Our goal is to use as little paper as possible. Clear window envelopes were ordered to cut down on label printing. Property owners with more than one letter will receive one envelope with all of the letters inside. iWorQ will help us adjust this process to streamline it more.

#### Code Enforcement

- Detailed code enforcement action reports are attached.
- 205 McCulloh Street Nuisance Property: **CD Director was in communication with property owner, but owner has since vacated the premises and is now residing with relatives elsewhere in the City. Exterior cleanup on the front porch and front yard areas have begun. Staff continues to work with the mortgage servicing company to achieve compliance.**
- 216 W. First Street/Nuisance Property/Condemnation: **CD staff are in receipt of engineer-stamped renovation plans, plan review has been completed, and the renovation permit has been issued.**
- SE Spring Street/Nuisance Property/Condemnation: **No status change since last report. However, a local realtor, Doug Macy, is working with clients who may be interested in the property.**

#### Boards and Commissions

- *Historic District Commission* – The Historic District Commission met on Monday, February 14, to review a proposal for façade repairs, sign board replacement, and the replacement of two windows at 23 E. Main Street, which was passed unanimously.
- *Planning Commission* – The Frostburg Planning Commission met on Wednesday, February 16, to discuss whether a concrete batch plant would be considered a principally permitted use in the T-LI zoning district. After a majority vote from the Commissioners present, it was determined that a concrete batch facility would be

considered a principally permitted use within the zoning district, and the applicant would not be required to request a Special Exception from the Board of Zoning Appeals. The applicant will submit a preliminary site plan for the Planning Commission's review sometime in the next few months.

- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in February due to no applications received.

#### Planning & Economic Development:

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

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

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

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

Ongoing Subdivision development occurring at Prichard Farms and Sand Spring Run Phase 1 as well as Phase 2. Ongoing coordination with Public Works and Allegany County on Connection Permits and addressing, respectively.

Ongoing development in the Industrial Park: Berkeley Springs Instruments (BSI) is complete and the water/sewer connection permits have been issued. Use and Occupancy has also been issued for BSI operations. The 58,000 SF addition to Sierra Hygiene is underway. Final plans for Smitty's fuel stop are on hold. We worked in conjunction with Allegany County to determine potential needs for stop lighting and intersection improvements at Rte. 36 and Village Parkway. An updated traffic study for a signal light warrant has been completed by Bennett, Brewer and Associates and no current warrants for signal lighting have been satisfied.

Community Development staff met with Grants Manager, Laura Michael, and has agreed to take over the DHCD Community Legacy grant application and management process to continue to develop façade and building improvement grant opportunities for our business district. We are currently in contact with our Regional Project Manager and working toward reimbursements. Numerous projects have received approval from both MHT and DHCD, several check requests for reimbursement have been completed, and will be delivered by hand.

Community Development Director participating in an Enterprise Zone Work Group led by Delegate Julie Palakovich Carr to determine how well the program is working, if it should be consolidated with another economic development program, or if it should remain as an independent credit. Or, should the income tax credit continue unchanged, be reformed, eliminated, or consolidated with another credit. And, many other questions have arisen for consideration. Meetings have concluded. A legislative proposal is pending, but an MML representative expects it to not leave committee as there are still many questions regarding implementation.

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

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

Attended Dunkin Donuts Grand Opening in LaVale, Saturday, January 22, 2022. Spoke with owner Mr. Parmar who advised engineered plans for the Frostburg location are in the works. Subsequently, spoke with the engineer who advised more demolition than was previously thought would be required. Communication with Cliff Bennett of MEGCO to determine extent of demolition and required inspections.

Received notice from Pennmark Properties that not only Goodwill, but also Big Lots have signed leases at the Frostburg Plaza. There is currently less than 5000 SF available now.

Met with Commissioner Carter to discuss next fiscal year's budget. Discussed proposed changes, went over suggestions, and completed the submission to Finance.

Attended the MEDA Economic Development Director's Meeting, February 14, 2022.

Met with Public Works, Street, Water, and Rental Housing representatives at College Gardens to discuss individual, in home emergency shut offs for water service, water service in general, the alley uphill from College Gardens, and the subsidence occurring directly uphill of College Gardens on 02/28/2022. ARPA discussion ongoing.



## Case Activity Report

2/1/2022 - 2/28/2022

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

2/17/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Door Hanger	Citation Issued

Group Total: 1

### Group: Inspection

2/17/2022	2/27/2022	125-127 BOWERY ST	Couch on front porch and dresser in side yard	Inspection	First Warning
2/17/2022	ASAP	46 E COLLEGE AVE	Commercial sign installed without a permit	Inspection	Resolved
2/22/2022	12/22/2021	132 MAPLE ST	Improper storage of solid waste and construction materials	Inspection	Resolved
2/23/2022	ASAP	70 OAK ST	trash in yard, bagged and unbagged	Inspection	Verbal Warning

Group Total: 4

### Group: Phone Call/Email

2/3/2022	2/10/2022	143 BOWERY ST	Furniture in front yard	Phone Call/Email	Resolved
2/3/2022	ASAP	48 W MECHANIC ST	Loose Trash	Phone Call/Email	Resolved
2/7/2022	ASAP	32 W MECHANIC ST	Pile of boxes/trash in front of the property	Phone Call/Email	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
2/8/2022	ASAP	32 W MECHANIC ST	Pile of boxes/trash in front of the property	Phone Call/Email	Resolved
2/8/2022	12/23/2021 (court), 01/02/2022 (pay)	108 S BROADWAY	Furniture Intended for Indoor Use	Phone Call/Email	Resolved
2/9/2022	ASAP	197 WELSH HILL ROAD	Furniture in the front yard	Phone Call/Email	Resolved
2/11/2022	2/10/2022	143 BOWERY ST	Furniture in front yard	Phone Call/Email	Resolved
2/15/2022	Tuesday, 02/15/2022	15 S BROADWAY	Used Appliance Stored Outdoors	Phone Call/Email	Resolved
2/16/2022	12/23/2021 (court), 01/02/2022 (pay)	108 S BROADWAY	Furniture Intended for Indoor Use	Phone Call/Email	Resolved
2/17/2022	12/22/2021	132 MAPLE ST	Improper storage of solid waste and construction materials	Phone Call/Email	Resolved
2/28/2022		56 GREEN ST	Referral to FPD	Phone Call/Email	Referred to FPD

**Group Total: 11**

**Group: Re-Inspection**

2/9/2022	12/22/2021	132 MAPLE ST	Improper storage of solid waste and construction materials	Re-Inspection	Resolved
2/9/2022	2/16/2022, 2/19/2022	167 MAPLE ST	Improper storage of solid waste, used appliances, and untagged vehicle	Re-Inspection	On Hold



Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
2/9/2022	3/11/2022	57 WASHINGTON ST	Gutters falling down and weeds covering house	Re-Inspection	Final Warning
2/17/2022	2/16/2022, 2/19/2022	167 MAPLE ST	Improper storage of solid waste, used appliances, and untagged vehicle	Re-Inspection	On Hold
2/17/2022	2/16/2022	70 E COLLEGE AVE	Improper storage of solid waste	Re-Inspection	Resolved
2/17/2022	2/19/2022	121 CENTER ST	Used appliance in driveway	Re-Inspection	Resolved
2/17/2022	2/16/2022	123 CENTER ST	Improper storage of solid waste	Re-Inspection	Resolved
2/17/2022	2/16/2022	127 WOOD ST	Trash bags piled in side yard	Re-Inspection	Resolved
2/22/2022	12/23/2021 (court), 01/02/2022 (pay)	108 S BROADWAY	Furniture Intended for Indoor Use	Re-Inspection	Resolved
2/23/2022	03/05/2022	129 WOOD ST	Couch on front porch	Re-Inspection	Resolved

**Group Total: 10**

**Group: Send Letter**

2/9/2022	03/05/2022	129 WOOD ST	Couch on front porch	Send Letter	Resolved
2/9/2022	2/16/2022	70 E COLLEGE AVE	Improper storage of solid waste	Send Letter	Resolved
2/9/2022	2/16/2022	123 CENTER ST	Improper storage of solid waste	Send Letter	Resolved
2/9/2022	2/16/2022	127 WOOD ST	Trash bags piled in side yard	Send Letter	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
2/23/2022	03/05/2022	164 MAPLE ST	Washing machine in front yard	Send Letter	First Warning
2/23/2022	03/05/2022	157 CENTER ST	Couch on sidewalk in front of property	Send Letter	First Warning

**Group Total: 6**

**Group: Verbal Warning**

2/10/2022	Tuesday, 02/15/2022	15 S BROADWAY	Used Appliance Stored Outdoors	Verbal Warning	Resolved
2/18/2022	ASAP	6 BOB CAT CT		Verbal Warning	Verbal Warning

**Group Total: 2**

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**Total Records: 34**

**3/1/2022**



## Case Detail Report

2/1/2022 - 2/28/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/23/2022		205 MCCULLOH ST	Blighted property - numerous violations	Final Warning
2/23/2022	03/02/2022	109 MAPLE ST	Loose trash in yard and on porch	First Warning
2/23/2022	03/05/2022	157 CENTER ST	Couch on sidewalk in front of property	First Warning
2/23/2022	03/05/2022	164 MAPLE ST	Washing machine in front yard	First Warning
2/23/2022	ASAP	70 OAK ST	trash in yard, bagged and unbagged	Verbal Warning
2/18/2022	ASAP	4 BOB CAT CT	Mattress near dumpster	Verbal Warning
2/18/2022	ASAP	6 BOB CAT CT		Verbal Warning
2/17/2022	ASAP	46 E COLLEGE AVE	Commercial sign installed without a permit	Resolved
2/17/2022	2/27/2022	125-127 BOWERY ST	Couch on front porch and dresser in side yard	First Warning
2/10/2022	Tuesday, 02/15/2022	15 S BROADWAY	Used Appliance Stored Outdoors	Resolved
2/9/2022	ASAP	197 WELSH HILL ROAD	Furniture in the front yard	Resolved
2/9/2022	03/05/2022	129 WOOD ST	Couch on front porch	Resolved

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
2/9/2022	2/16/2022	127 WOOD ST	Trash bags piled in side yard	Resolved
2/9/2022	2/16/2022	123 CENTER ST	Improper storage of solid waste	Resolved
2/9/2022	2/19/2022	121 CENTER ST	Used appliance in driveway	Resolved
2/9/2022		26 TAYLOR ST	Multifamily	On Hold
2/9/2022	2/16/2022	70 E COLLEGE AVE	Improper storage of solid waste	Resolved
2/7/2022	ASAP	32 W MECHANIC ST	Pile of boxes/trash in front of the property	Resolved

**Total Records: 18**

**3/1/2022**



## Permit Report

02/01/2022 - 2/28/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Accessory Structure	105 MOONLIGHT DR	12' x 8' Outdoor Storage Shed	Closed
Use & Occupancy		20 E. Main Street	Use and Occupancy - FYI Fingerprints	Closed
Sign		22 S WATER ST	Commercial Sign - Yellow K Record Store	Closed
Building	Accessory Structure	14 S GRANT ST	Lean To Shed	Closed
Use & Occupancy		46 E COLLEGE AVE	Use and Occupancy Burg Mountain Pub Co.	Closed
Sign		6 HAMPTON INN DR	4 BK Logo Signs, 1 Burger King Channel letter Sign, and 1 Flame Grilled Sign	Closed
Sign		10701 NEW GEORGES CREEK ROAD SW	Commercial Sign - Goodwill	Closed
Building	Renovation/Conversion	216 W. First Street	Partial Demolition and Major Renovation of Existing Structure	Open

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	210 W MAIN ST	Phase I of Commercial Renovations (This permit only applies to plumbing/electrical updates in the bar area and to the renovation of two bathrooms)	Pending
Building	Accessory Structure	22 GREEN ST	12' x 36' Storage Shed	Closed
Sign		167 E. Main Street	Commercial Sign Installation - DeDi's Kitchen (48" diameter circular logo)	Closed
Grading		64 E MAIN ST	Improving driveway to rear parking area. See plans in permit file 2021-009	Closed
Use & Occupancy		18 E MAIN ST	Use and Occupancy for Pop-Up Frostburg	Closed
Building	Renovation/Conversion	6 HAMPTON INN DR	Interior Dining and Exterior renovation to bring the Burger King up to BK Corporates new standards.	Open
		1125 W 400 N		

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status

**Total Records: 14**

**3/1/2022**

## **CITY OF FROSTBURG**

Monthly Report: Grants/ Administration

For the Month of: February, 2022

Submitted by: Laura Beeman, Grant Manager

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### **Frostburg Municipal Center Project:**

\$ 500,000 **MD State Capital Projects Grant** (No required match)

\$ 100,000 **MD State Bond- Senate** (\$100,000 Match required)

\$ 100,000 **MD State Bond- House** (No required match)

\$ 160,000 **City Cash** (approximate)

\$ 2,800,000 **CDA Loan – MD DHCD** (Excess funds will be allocated to FY22 Projects)

The Capital grant and both Bond bills have been approved by the BPW. The Department of General Services (DGS) approved the construction contract and final change order and a reimbursement eligibility letter was received from the Comptroller's office. Full reimbursement of the \$ 500,000 Capital Grant was received, and work continues to access the two bond bills.

### **2020 Frostburg Building Improvements and ADA Upgrades:**

\$ 50,000 **FY20 DHCD Community Legacy Funding**

(Participating property owners/ businesses provide matching funds)

This grant supports various projects in the Frostburg business district to make general building improvements, with priority to those including Americans with Disability Act (ADA) compliant components. Over \$ 225,000 of improvements have been leveraged from the \$ 50,000 grant within Frostburg's business district. All funds have been allocated at this time and ten projects are currently in various stages of completion.

### **2022 Frostburg Façade and Building Improvements Program:**

\$ 50,000 **FY22 DHCD Community Legacy Funding**

(Participating property owners/ businesses provide matching funds)

This grant will fund the continuation of the Façade Program in 2022-2023. The agreement was signed by the City and is being processed by DHCD. A request for applications for new projects will be advertised later this year.

### **Frostburg Gateway Improvement Project- Phase I: Design** (No required match)

\$ 450,000 **Appalachian Regional Commission** – The Preliminary Design (PI) phase

(30% completion) documents for the roundabout have been approved by MDOT-SHA. The 90% design completion or advertising point is expected to be reached in late 2022, with construction planned to begin in spring 2023. Phase I is complete, and Phase II is now underway.

### **Frostburg Gateway Improvement Project- Phase II: Construction** (No required match)

\$ 1,500,000 **Appalachian Regional Commission** – Funding for the second phase of the Gateway project was awarded to support construction of the roundabout and associated improvements. Due to increased scope during the design phase, \$ 450,000 of Phase II construction funds were reallocated to support design and MDOT-SHA administrative fees. The NEPA environmental package for Design was approved and Final Design is now underway. Design is expected to be



complete in late 2022, and the project will likely be advertised for construction in early 2023. A second NEPA approval must be sought prior to construction.

**Frostburg Gateway Improvement Project- Phase III: Construction (No required match)**

\$ 1,000,000 **Appalachian Regional Commission** - The third phase of the Gateway project will fund construction of the roundabout and associated improvements in addition to partial funds from Phase II. Efforts continue to identify other sources to bridge the gap in funding prior to construction, which is anticipated to begin in 2023.

**CSO Elimination Project Phase IX-A: Charles St. Corridor**

\$ 2,033,199 Total Project / \$ 1,779,049 MDE/ \$ 254,150 City Cash

The final inspection was completed, as-builts are being processed by SPECS, and the project is in the process of being closed out. Final request for payment will be submitted with the as-builts in March.

**CSO Elimination Project Phase IX-B: Stoyer St. Corridor**

\$ 2,578,000 Total Project / \$ 2,255,750 MDE/ \$ 322,250 City Cash

The project was approximately 68% complete at winter shutdown and reimbursement requests in the amounts of \$ 48,518.36 and \$ 307,679.81 were processed and should be received soon.

**CSO Elimination Project Phase IX-C: Beall St. Corridor**

\$ 1,582,500 Total Project / \$ 1,384,688 MDE/ \$ 197,812 City Cash

Low bidder for Phase IX-C was Braddock Construction at a cost of \$ 1,267,535.00 for the base bid. A Pre-Construction meeting was held, supplies have been ordered, and construction will begin in spring 2022.

**CSO Elimination Project Phase X-A: George's Creek Headwaters**

Proposed Budget: \$ 1,121,500 Total Project/ \$ 981,312.50 MDE/ \$ 140,187.50 City Cash

Phase X-A addresses the swamp area near the bottom of Green Street that is a major source of Inflow and Infiltration to the George's Creek Interceptor line. It will seal the interceptor and repair sections of sewer line where significant leaks have been identified through recent field studies. The project is in the final design phase and will begin construction in summer 2022.

**Maryland Smart Energy Communities (MSEC) 2021:**

\$ 55,000 – **Talcott Pumping Station Replacement** – Replacement of pumps and motors with energy efficient upgrades; addition of a natural gas backup generator to power the station during outages.

\$ 16,777.30 – **Renewable Energy Installation for Pumping Station** – including solar panels, inverter, and electrical components.

In addition to the MSEC grants, the balance of construction costs will be paid with stimulus funds. The project was advertised for bidding and the contract was awarded to low bidder, Carl Belt, at a cost of \$ 822,813. Considering current lead times for materials, construction will likely begin in April or May 2022.

**Maryland Smart Energy Communities (MSEC) 2020:**

\$ 10,000 – The City was awarded a grant to support the purchase of a Chevy Bolt Electric Vehicle (EV) Police Cruiser and charging hardware for the Frostburg Police Department. The EV is currently in service, being used primarily as the School Resource Officer Vehicle and at events to increase visibility. Work continues to establish baseline fuel usage data and begin recording savings to support the City's fuel reduction policy. A spreadsheet is in development to establish the baseline fuel usage and the project will require continued tracking of fuel usage over the next 2-4 years. The grant funds have been reimbursed in full.

**59 East Main Building Improvements:**

\$ 75,000 **FY21 DHCD Community Legacy Funding**

[Matching funds to be provided by Frostburg State University (FSU)]

This grant supports improvements to the former City Hall building including the preparation of an architectural and engineering study to determine the necessary changes for its new intended use. The grant agreement was received and staff met with project partner, FSU, to discuss the timeline and plan for the pre-construction activities that will be funded by the grant. Staff continued to coordinate with FSU and the first invoices were submitted for reimbursement in February.

**East End Park Improvements:**

\$ 26,250 – **FY21 Community Parks and Playgrounds (CP&P)**

\$ 9,563 – **FY22 Program Open Space (POS) funding**

\$ 956.30 – **City cash match (POS match) The match requirement will likely be eliminated.**

**Unknown amount to be funded by Local Parks & Playgrounds Infrastructure (LPPI) to reduce City match dollars.**

This project includes interior improvements to the East End Park kitchen and bathroom in the existing building, energy efficient upgrades such as a high efficiency tankless hot water heater, LED lighting, and associated electrical upgrades, and construction of a pavilion. The City recently received word that Allegany County forwarded the application for funding approval through another POS-related program that requires no match, therefore it is likely that no City funds will be invested in the project, but approval of this grant is pending.

**Transit Hub at Frostburg State University (FSU):**

\$ 210,000, funded through Allegany County (20% Match required, 10% of which is in-kind) – The City is partnering with Allegany County and FSU on this project to establish an innovative transit hub in the Guild Center lot. The hub will facilitate several modes of public transportation, including County Transit buses, BayRunner shuttles, and other potential additions. Design of the shelter for the hub was completed by Bennett, Brewer, & Associates (BB&A). Additional funding is currently being sought to cover the balance of construction costs, and a new application to the Statewide Transit Innovation Grant program is planned for May.

**East End Pedestrian Connector Study:** BB&A has designed a second partner project with Allegany County, which proposed safer walking and biking facilities for citizens travelling to the shopping plazas, call centers, and other large employers on the east end of Frostburg, with an extension to Hoffman Park. The design was finalized based on feedback from the County and

City, however construction is on hold until additional planning occurs to separate the project into a phased approach and secure funding for each stage. Staff communicated with MDOT in February about phasing the project for separate applications to four of their grant programs.

**Center Street Redevelopment:**

\$ 180,000 **FY19 DHCD Community Legacy Funding**

\$ 120,000 **FY20 DHCD Strategic Demolition**

\$ 412,000 **Allegany County Community Enhancement Grants**

All grant funds for the project have been expended and reimbursed at this time. Demolition of the structures is complete, and work continues to secure a developer for the site. A Request for Proposals for development of the site will be advertised later in 2022.

**Pending Approval**

**CSO Elimination Project Phase X-B: Cemetery Lane**

Proposed Budget: \$ 3,398,000.00 Total Project/ \$ 2,973,250.00 MDE/ \$ 424,750.00 City  
Phase X-B addresses sewer and water line issues that are a major source of Inflow and Infiltration in the neighborhood from Sleeman Street west to Mountain Ridge High School. Phase X-B was presented at the virtual PACE meeting, and followed up with an application submitted to MDE for funding in January 2021. **Phase X-B received an offer of funding in the form of a loan with 50% forgiveness, which was declined. Staff are working with MDE to apply for an alternate funding source through MDE/EPA called the Sewer Overflow and Stormwater Reuse Grant Program (OSG), and the application will be submitted in May.**

**CSO Elimination Project Phase X-C: East Washington Street**

Proposed Budget: \$ 4,067,000.00 Total Project/ \$ 3,558,625 MDE/ \$ 508,375 City  
Phase X-C addresses sewer and water line issues that are a major source of Inflow and Infiltration in the neighborhood from the boundaries of Phase X-B east to Mountain Ridge High School. Phase X-C was presented at the virtual PACE meeting, and followed up with an application submitted to MDE for funding in January 2022.

**Frostburg Armory Field LED Retrofit:**

\$ 38,920.00 Total Project Cost / \$ 26,544.00 Potomac Edison SBDI Rebate / \$ 12,376.00 Proposed **FY22 Community Parks & Playgrounds (CP&P)**

An application was submitted to fund the retrofit of the stadium lights at the Armory Field to energy efficient LED lighting. CP&P grants are typically awarded in the late winter season, and if received, the project would be completed in spring or summer 2022. Grant awards will be announced in April.

March 4, 2022  
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City of Frostburg  
CORPORATE FUND  
BALANCE SHEET  
AS OF: 02/28/22

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2022

Assets		
01-000-1000	CASH	2,549,131.56
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	7,659,852.32
01-000-1005	PETTY CASH	150.00
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,711.52
01-000-1007	RESTRICTED CASH CD - SANDSPRING	10,748.80
01-000-1050	INVESTMENTS - CDS	100,712.87
01-000-1100	ACCOUNTS RECEIVABLE	225,809.95
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,880.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	233,264.22
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	1,475.43
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	86,879.55
01-000-1143	TAXES RECEIVABLE - CORPORATION	35,792.04
01-000-1200	PREPAID EXPENSE	12,847.60
01-000-1250	RECEIVABLE FROM BOND ISSUANCE	214,412.00
01-000-1500	FIXED ASSETS	22,190,157.20
01-000-1505	WIP - 37 BROADWAY	1,600.00
01-000-1506	WIP - GATEWAY IMPROVEMENT	371,784.56
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	8,293,782.96-
01-000-1650	RESERVE FOR AMORTIZATION	61,897.08-
01-000-1900	DEFERRED FINANCING OUTFLOW	380,480.00
01-000-1910	DEFERRING FINANCING OUTFLOW - OPEB	56,473.00
	Total Assets	<u>26,022,106.27</u>
Liabilities & Fund Balance		
01-000-2000	ACCOUNTS PAYABLE	12,730.44
01-000-2250	UNEARNED REVENUE	4,374,535.84
01-000-2251	UNEARNED REV - PLAYGROUND	25,711.52
01-000-2252	PERFORMANCE BOND LIABILITY	10,748.80
01-000-2450	DEFERRED FINANCING INFLOW	127,199.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	6,393.00
01-000-2700	COMPENSATED ABSENCES	335,041.87
01-000-2855	OPEB OBLIGATION	410,162.00
01-000-2860	NET PENSION LIABILITY	1,310,819.00
01-000-2870	OTHER LIABILITIES	4,874.05
01-000-2901	BONDS PAYABLE	2,500,500.00
01-000-2905	BOND PREMIUM	277,690.03
	Total Liabilities	<u>9,396,405.55</u>
01-000-3000	INVESTED IN FIXED ASSETS	12,824,946.90
01-000-3200	FUND BALANCE	<u>2,712,396.35</u>
	Total	<u>15,537,343.25</u>
	Revenue	4,550,864.13
	Less Expenses	<u>3,462,506.66</u>
	Net	<u>1,088,357.47</u>
	Total Fund Balance	<u>16,625,700.72</u>
	Total Liabilities & Fund Balance	<u>26,022,106.27</u>

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City of Frostburg  
WATER FUND  
BALANCE SHEET  
AS OF: 02/28/22

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2022

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Assets		
02-000-1000	CASH	318,860.87
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,178.78
02-000-1100	ACCOUNTS RECEIVABLE	3,605.13
02-000-1102	WATER ACCOUNTS RECEIVABLE	67,274.53
02-000-1140	INTEREST RECEIVABLE - WATER	1,163.96
02-000-1500	FIXED ASSETS	3,589,055.82
02-000-1600	RESERVE FOR DEPRECIATION	2,875,113.86-
02-000-1900	DEFERRED FINANCING OUTFLOW	66,907.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	10,110.00
	Total Assets	<u>1,237,042.23</u>
Liabilities & Fund Balance		
02-000-2450	DEFERRED FINANCING INFLOW	18,040.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	1,132.00
02-000-2700	COMPENSATED ABSENCES	93,363.13
02-000-2855	OPEB OBLIGATION	79,778.00
02-000-2860	NET PENSION LIABILITY	<u>201,742.00</u>
	Total Liabilities	394,055.13
02-000-3000	INVESTED IN FIXED ASSETS	713,941.96
02-000-3250	FUND BALANCE	<u>93,067.82</u>
	Total	807,009.78
	Revenue	866,799.74
	Less Expenses	<u>830,822.42</u>
	Net	<u>35,977.32</u>
	Total Fund Balance	<u>842,987.10</u>
	Total Liabilities & Fund Balance	<u>1,237,042.23</u>

2022

<b>Assets</b>		
03-000-1000	CASH	1,240,340.09
03-000-1040	BAY RESTORATION FUND CASH	35,918.71
03-000-1041	CSO CASH	130,890.03
03-000-1100	ACCOUNTS RECEIVABLE	191,056.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	128,873.48
03-000-1120	BAY RESTORATION FUND RECEIVABLE	15,124.87
03-000-1121	CSO SURCHARGE RECEIVABLE	28,606.23
03-000-1141	INTEREST REC - CSO SURCHARGE	1,737.74
03-000-1142	INTEREST RECEIVABLE - SEWER	2,028.58
03-000-1500	FIXED ASSETS	23,870,686.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	36,801.04
03-000-1532	WIP - PHASE IX-A	2,700.00
03-000-1536	WIP - PHASE IX-B	1,283,599.48
03-000-1537	WIP - PHASE IX-C	95,755.97
03-000-1538	WIP - PHASE X-A	13,005.00
03-000-1600	RESERVE FOR DEPRECIATION	7,921,050.81-
03-000-1900	DEFERRED FINANCING OUTFLOW	57,336.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	7,225.00
	<b>Total Assets</b>	<b><u>19,220,633.63</u></b>
<b>Liabilities &amp; Fund Balance</b>		
03-000-2450	DEFERRED FINANCING INFLOW	16,493.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	809.00
03-000-2700	COMPENSATED ABSENCES	70,482.25
03-000-2855	OPEB OBLIGATION	56,943.00
03-000-2860	NET PENSION LIABILITY	162,045.00
03-000-2900	NOTES PAYABLE	262,965.33
	<b>Total Liabilities</b>	<b><u>569,737.58</u></b>
03-000-3000	INVESTED IN FIXED ASSETS	16,538,866.90
03-000-3200	FUND BALANCE	1,003,167.70
	<b>Total</b>	<b><u>17,542,034.60</u></b>
	<b>Revenue</b>	<b>2,025,176.91</b>
	<b>Less Expenses</b>	<b><u>916,315.46</u></b>
	<b>Net</b>	<b><u>1,108,861.45</u></b>
	<b>Total Fund Balance</b>	<b><u>18,650,896.05</u></b>
	<b>Total Liabilities &amp; Fund Balance</b>	<b><u>19,220,633.63</u></b>

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City of Frostburg  
PINEY SURCHARGE FUND  
BALANCE SHEET  
AS OF: 02/28/22

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2022

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Assets		
04-000-1000	CASH	873,425.68
04-000-1130	SURCHARGE INTEREST RECEIVABLE	2,714.19
04-000-1131	WATER SURCHARGE RECEIVABLE	47,206.45
04-000-1500	FIXED ASSETS	28,414,129.14
04-000-1540	LAND	114,021.96
04-000-1600	RESERVE FOR DEPRECIATION	17,821,705.88
	Total Assets	<u>11,629,791.54</u>
Liabilities & Fund Balance		
04-000-2250	UNEARNED REVENUE	5,177.51
04-000-2900	NOTES PAYABLE	<u>4,360,278.13</u>
	Total Liabilities	4,365,455.64
04-000-3000	INVESTED IN FIXED ASSETS	6,319,842.33
04-000-3250	FUND BALANCE	<u>359,134.59</u>
	Total	6,678,976.92
	Revenue	622,521.24
	Less Expenses	<u>37,162.26</u>
	Net	585,358.98
	Total Fund Balance	<u>7,264,335.90</u>
	Total Liabilities & Fund Balance	<u>11,629,791.54</u>

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City of Frostburg  
GARBAGE FUND  
BALANCE SHEET  
AS OF: 02/28/22

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2022

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Assets		
05-000-1000	CASH	187,341.12
05-000-1135	TRASH & GARBAGE RECEIVABLE	34,645.28
05-000-1140	INTEREST RECEIVABLE - TRASH	3,145.68
05-000-1500	FIXED ASSETS	406,937.03
05-000-1600	RESERVE FOR DEPRECIATION	264,830.10
05-000-1900	DEFERRED FINANCING OUTFLOW	32,055.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	4,698.00
	Total Assets	<u>403,992.01</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	8,575.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	528.00
05-000-2700	COMPENSATED ABSENCES	29,852.31
05-000-2855	OPEB OBLIGATION	34,166.00
05-000-2860	NET PENSION LIABILITY	<u>104,320.00</u>
	Total Liabilities	177,441.31
05-000-3000	INVESTED IN FIXED ASSETS	142,106.93
05-000-3200	FUND BALANCE	<u>55,411.79</u>
	Total	197,518.72
	Revenue	268,867.97
	Less Expenses	<u>239,835.99</u>
	Net	<u>29,031.98</u>
	Total Fund Balance	<u>226,550.70</u>
	Total Liabilities & Fund Balance	<u>403,992.01</u>



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City of Frostburg  
COMM DEVELOPMENT SPECIAL PROJECTS FUND  
BALANCE SHEET  
AS OF: 02/28/22

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2022

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Assets		
07-000-1000	CASH	<u>72,152.13</u>
	Total Assets	<u><u>72,152.13</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>72,131.04</u>
	Total	<u>72,131.04</u>
	Revenue	21.09
	Less Expenses	<u>0.00</u>
	Net	<u>21.09</u>
	Total Fund Balance	<u>72,152.13</u>
	Total Liabilities & Fund Balance	<u><u>72,152.13</u></u>

**CITY OF FROSTBURG**  
**MONTHLY REPORT - TAXES**  
**FOR THE MONTH ENDING FEBRUARY 28, 2022**

<b>Tax Type - Year</b>	<b>Principal Receivable at 01/31/22</b>	<b>Billings</b>	<b>Receipts</b>		<b>Abatements/ Adjustments</b>	<b>Principal Receivable at 02/28/22</b>
			<b>Principal</b>	<b>Interest</b>		
Real Estate - 16/17	\$ 206.08	\$ -	\$ -	\$ -	\$ -	\$ 206.08
Real Estate - 17/18	449.68	-	-	-	-	449.68
Real Estate - 18/19	1,258.18	-	-	120.11	-	1,258.18
Real Estate - 19/20	48,447.41	-	24,269.16	11,221.58	-	24,178.25
Real Estate - 20/21	99,608.60	-	48,837.84	14,533.90	-	50,770.76
Real Estate - 21/22	295,005.64	-	138,604.37	18,263.12	-	156,401.27
Real Estate Total	<u>\$ 444,975.59</u>	<u>\$ -</u>	<u>\$ 211,711.37</u>	<u>\$ 44,138.71</u>	<u>\$ -</u>	<u>\$ 233,264.22</u>
Personal Prop - 18/19	\$ 20.96	\$ -	\$ -	\$ -	\$ -	\$ 20.96
Personal Prop - 19/20	146.72	-	-	-	-	146.72
Personal Prop - 20/21	293.45	-	-	-	-	293.45
Personal Prop - 21/22	1,014.30	-	-	-	-	1,014.30
Personal Property	<u>\$ 1,475.43</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,475.43</u>
Public Utility - 21/22	<u>\$ 86,952.90</u>	<u>\$ -</u>	<u>\$ 73.35</u>	<u>\$ 1.10</u>	<u>\$ -</u>	<u>\$ 86,879.55</u>
Corporation - 17/18	\$ 385.08	\$ -	\$ -	\$ -	\$ -	\$ 385.08
Corporation - 18/19	1,802.46	-	-	-	-	1,802.46
Corporation - 19/20	2,126.64	-	-	-	-	2,126.64
Corporation - 20/21	3,743.01	-	114.86	25.80	-	3,628.15
Corporation - 21/22	28,291.42	1,553.74	1,995.45	4.92	-	27,849.71
Corporation Total	<u>\$ 36,348.61</u>	<u>\$ 1,553.74</u>	<u>\$ 2,110.31</u>	<u>\$ 30.72</u>	<u>\$ -</u>	<u>\$ 35,792.04</u>
Total	<u>\$ 569,752.53</u>	<u>\$ 1,553.74</u>	<u>\$ 213,895.03</u>	<u>\$ 44,170.53</u>	<u>\$ -</u>	<u>\$ 357,411.24</u>

CITY OF FROSTBURG  
FEBRUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Feb 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,484,000	-	2,523,672.80	101.6
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	10,246.13	85.4
01-000-4002	PUBLIC UTILITY TAXES	200,000	-	200,149.80	100.1
01-000-4003	CORPORATION TAXES	130,000	1,553.74	106,530.72	82.0
01-000-4004	PRIOR YEAR TAXES	2,000	-	-	-
01-000-4005	TRAILER TAX	1,600	-	840.00	52.5
01-000-4010	INTEREST ON TAXES	50,000	44,159.73	64,917.73	129.8
01-000-4011	TAX CREDITS	(2,000)	-	(2,597.00)	129.9
01-000-4012	TAX ABATEMENTS	(3,500)	-	(557.67)	15.9
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	545,000	123,834.32	385,332.02	70.7
01-000-4021	ADMISSION TAXES	15,100	-	16,638.48	110.2
01-000-4022	HOTEL MOTEL TAX	110,000	7,063.50	81,661.07	74.2
01-000-4023	HIGHWAY USE TAX	310,000	-	102,012.26	32.9
01-000-4024	COAL TAX	2,000	-	-	-
01-000-4025	HOUSING AUTHORITY	12,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	7,000	178.13	211.38	3.0
01-000-4032	TRADERS LICENSES	7,000	-	729.82	10.4
01-000-4040	POLICE GRANTS	28,000	7,835.42	16,959.78	60.6
01-000-4041	PARKING METERS	18,000	20.00	8,766.44	48.7
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	68,207.50	50.5
01-000-4045	FINES & FORFEITURES	15,000	2,200.00	11,465.00	76.4
01-000-4046	METER VIOLATIONS	2,000	-	1,725.00	86.3
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	7,500.00	22,500.00	75.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	260.00	1,635.00	81.8
01-000-4051	BUILDING PERMITS	2,500	100.00	1,390.00	55.6
01-000-4052	RENTAL REGISTRATION	74,000	16,700.00	57,940.00	78.3
01-000-4054	CONSTRUCTION INSPECTIONS	12,000	1,770.00	14,665.00	122.2
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	750.00	42.9
01-000-4056	COMM DEV GRANT REVENUE	160,000	10,000.00	75,000.00	46.9
01-000-4060	SWIMMING POOL	44,000	-	28,805.24	65.5
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	9,790.00	81.6
01-000-4063	RECREATION ACTIVITIES	14,000	1,680.00	12,145.85	86.8
01-000-4200	OPERATING TRANSFER - WATER FUND	105,200	8,766.75	70,134.00	66.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	235,440	19,620.00	156,960.00	66.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,815	1,401.25	11,210.00	66.7
01-000-4250	NSF FEES	-	90.00	340.00	-
01-000-4301	RENTS	97,500	8,124.86	65,000.88	66.7
01-000-4302	HRD APPROPRIATION	10,200	850.00	5,100.00	50.0
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	25,152.33	47,766.22	54.3
01-000-4304	MISCELLANEOUS REVENUE	113,000	341.00	115,104.20	101.9
01-000-4306	PROJECT REIMBURSEMENT	260,500	-	96,235.00	36.9
01-000-4313	GAIN ON DISPOSAL OF ASSETS	-	(458.50)	3,743.00	-
01-000-4317	SPECIAL REVENUE	672,000	-	-	-
01-000-4600	INTEREST INCOME	10,000	2,460.22	7,738.48	77.4
<b>CORPORATE FUND Revenue Total</b>		<b>6,246,005</b>	<b>341,202.75</b>	<b>4,550,864.13</b>	
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	14.75	151.00	86.3
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	-	3,795.69	75.9

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Account Id	Account Description	Amended Budget	Feb 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	-	8,332.00	83.3
01-100-5150	TRAINING	2,500	-	455.00	18.2
01-100-5160	TRAVEL	3,500	-	683.73	19.5
01-100-5185	PROFESSIONAL FEES	5,000	90.00	4,650.93	93.0
<b>Department Total</b>		<b>50,075</b>	<b>2,096.30</b>	<b>34,000.75</b>	

	ADMINISTRATIVE				
01-110-5000	SALARIES	172,000	13,863.61	104,507.09	60.8
01-110-5001	SALARIES - BONUS	19,500	-	19,500.00	100.0
01-110-5010	SOCIAL SECURITY	14,600	1,034.88	9,257.21	63.4
01-110-5011	PENSION	12,800	-	11,623.02	90.8
01-110-5012	WORKERS COMP	400	40.50	244.00	61.0
01-110-5013	INSURANCE - HEALTH	25,425	1,608.18	14,877.38	58.5
01-110-5014	INSURANCE - HEALTH RETIREE	30,825	1,494.32	22,071.91	71.6
01-110-5050	RESERVE FOR CONTINGENCIES	14,265	2,442.53	13,190.45	92.5
01-110-5100	INSURANCE - AUTO	600	-	428.00	71.3
01-110-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-110-5105	INSURANCE - PROPERTY	5,500	-	7,200.76	130.9
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	324.00	2,778.00	66.1
01-110-5111	CONTRIBUTIONS - TOURISM	74,500	5,000.00	56,155.73	75.4
01-110-5150	TRAINING	1,500	59.00	59.00	3.9
01-110-5160	TRAVEL	500	-	64.54	12.9
01-110-5185	PROFESSIONAL FEES	1,100	50.00	200.00	18.2
01-110-5191	COMMUNICATIONS	13,320	38.09	4,972.78	37.3
01-110-5192	CITY CODE HOSTING	3,000	-	1,771.98	59.1
01-110-5200	ADVERTISING	6,000	-	2,977.93	49.6
01-110-5205	LEGAL	34,500	3,819.90	19,881.20	57.6
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	3,537.38	44.2
01-110-5210	OFFICE SUPPLIES	11,000	1,570.86	7,670.16	69.7
01-110-5220	POSTAGE	14,000	-	6,793.57	48.5
01-110-5230	COMPUTER EXP	17,500	707.00	11,375.01	65.0
01-110-5232	IT LICENSING AND FEES	25,000	-	20,428.33	81.7
01-110-5235	DIGITAL ENGAGEMENT	15,000	7,950.00	13,593.99	90.6
01-110-5300	BOARD EXPENSE	9,500	-	10,413.00	109.6
01-110-5301	ELECTION	8,000	-	-	-
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	155,050	-	26,098.71	16.8
01-110-5500	BUILDING - ARMORY	12,000	469.76	4,171.57	34.8
01-110-5502	BUILDING MAINTENANCE	19,000	647.42	8,280.51	43.6
01-110-5550	UTILITIES - BUILDING	14,000	2,379.18	10,705.72	76.5
01-110-5700	BANK FEES	-	25.00	25.00	-
01-110-5807	CAPITAL OUTLAY	175,000	400.00	400.00	0.2
<b>Department Total</b>		<b>917,685</b>	<b>43,924.23</b>	<b>415,345.93</b>	

	FINANCE				
01-120-5000	SALARIES	65,500	5,098.00	41,201.20	62.9
01-120-5010	SOCIAL SECURITY	5,000	377.49	3,047.86	61.0
01-120-5011	PENSION	6,000	-	5,422.00	90.4
01-120-5012	WORKERS COMP	200	16.75	172.00	86.0
01-120-5013	INSURANCE - HEALTH	14,500	720.31	7,344.35	50.7
01-120-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-120-5105	INSURANCE - PROPERTY	2,700	-	2,700.29	100.0
01-120-5150	TRAINING	700	-	-	-
01-120-5185	PROFESSIONAL FEES	650	-	372.00	57.2
01-120-5310	AUDITING	47,000	-	41,561.00	88.4

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01-120-5311	ACTUARIAL STUDY	4,000	-	1,967.00	49.2
01-120-5313	TAX COLLECTION	200	3.00	213.00	106.5
<b>Department Total</b>		<b>146,550</b>	<b>6,215.55</b>	<b>104,092.70</b>	
	COMMUNITY DEV				
01-130-5000	SALARIES	54,000	4,420.80	34,641.04	64.2
01-130-5010	SOCIAL SECURITY	4,125	329.36	2,574.89	62.4
01-130-5011	PENSION	4,900	-	4,470.00	91.2
01-130-5012	WORKERS COMP	150	12.50	128.00	85.3
01-130-5013	INSURANCE - HEALTH	14,350	509.86	5,469.43	38.1
01-130-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-130-5105	INSURANCE - PROPERTY	4,950	-	3,600.39	72.7
01-130-5150	TRAINING	400	-	-	-
01-130-5160	TRAVEL	400	-	-	-
01-130-5185	PROFESSIONAL FEES	600	-	50.00	8.3
01-130-5320	ECONOMIC DEVELOPMENT	15,500	840.00	1,840.00	11.9
01-130-5322	PLANNING	120,000	-	75,117.01	62.6
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	75,000	-	-	-
<b>Department Total</b>		<b>296,475</b>	<b>6,112.52</b>	<b>127,982.76</b>	
	CODE ENFORCEMENT				
01-140-5000	SALARIES	68,000	5,539.20	44,839.53	65.9
01-140-5010	SOCIAL SECURITY	5,200	397.38	3,206.10	61.7
01-140-5011	PENSION	6,200	-	5,629.00	90.8
01-140-5012	WORKERS COMP	200	16.75	172.00	86.0
01-140-5013	INSURANCE - HEALTH	23,350	1,523.06	13,918.06	59.6
01-140-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-140-5105	INSURANCE - PROPERTY	3,000	-	2,700.29	90.0
01-140-5150	TRAINING	200	-	-	-
01-140-5160	TRAVEL	300	-	-	-
01-140-5185	PROFESSIONAL FEES	-	-	50.00	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	22,500	99.00	16,291.90	72.4
01-140-5330	CODE ENFORCEMENT	3,500	-	75.00	2.1
01-140-5331	CONSTRUCTION INSPECT	14,000	755.00	9,265.09	66.2
01-140-5332	RENTAL INSPECTION	28,550	50.00	1,750.00	6.1
<b>Department Total</b>		<b>175,100</b>	<b>8,380.39</b>	<b>97,988.97</b>	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	51,000	3,946.00	36,697.07	72.0
01-150-5010	SOCIAL SECURITY	3,900	292.98	2,740.67	70.3
01-150-5011	PENSION	4,700	-	4,222.00	89.8
01-150-5012	WORKERS COMP	200	16.75	172.00	86.0
01-150-5013	INSURANCE - HEALTH	19,500	509.86	4,191.60	21.5
01-150-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-150-5105	INSURANCE - PROPERTY	2,000	-	1,800.20	90.0
01-150-5150	TRAINING	500	-	-	-
01-150-5160	TRAVEL	1,000	-	42.42	4.2
01-150-5185	PROFESSIONAL FEES	500	-	13.25	2.7
01-150-5193	ONE CALL CONCEPTS	1,000	101.55	630.46	63.1
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	451.59	15.1
01-150-5341	MAPPING SUPPLIES	7,500	-	3,076.03	41.0
01-150-5342	PUBLIC WORKS	2,000	138.00	1,488.88	74.4
<b>Department Total</b>		<b>96,900</b>	<b>5,005.14</b>	<b>55,618.17</b>	

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	PUBLIC SAFETY				
01-160-5000	SALARIES	973,000	74,177.60	592,845.39	60.9
01-160-5002	SALARIES - POLICE GRANTS	25,000	2,630.67	19,914.15	79.7
01-160-5003	COURT TIME	13,000	-	5,384.42	41.4
01-160-5010	SOCIAL SECURITY	77,300	5,619.25	45,474.89	58.8
01-160-5011	PENSION	128,000	2,080.40	99,563.10	77.8
01-160-5012	WORKERS COMP	136,500	11,476.00	117,634.00	86.2
01-160-5013	INSURANCE - HEALTH	221,000	14,543.58	131,693.48	59.6
01-160-5018	UNEMPLOYMENT	500	-	-	-
01-160-5100	INSURANCE - AUTO	5,300	-	4,716.00	89.0
01-160-5102	INSURANCE - GEN LIAB	700	-	732.00	104.6
01-160-5103	INSURANCE - POLICE PROFESSIONAL	11,300	-	10,759.00	95.2
01-160-5105	INSURANCE - PROPERTY	5,900	-	4,451.40	75.5
01-160-5150	TRAINING	20,000	6,081.26	23,302.57	116.5
01-160-5170	UNIFORMS	15,000	3,000.00	11,874.29	79.2
01-160-5180	SAFETY EQUIPMENT	900	114.95	194.90	21.7
01-160-5181	LAW ENFORCEMENT EQUIPMENT	14,000	9,096.88	14,695.66	105.0
01-160-5191	COMMUNICATIONS	30,160	459.40	14,933.29	49.5
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	682.57	2,861.59	57.2
01-160-5350	FSU MOU	25,000	-	10,000.00	40.0
01-160-5390	MISCELLANEOUS EXPENSE	4,000	150.00	2,412.19	60.3
01-160-5400	GAS, OIL, GREASE	26,000	2,051.62	12,806.35	49.3
01-160-5401	AUTO EXPENSE	18,000	838.80	10,123.01	56.2
01-160-5420	FLEET LEASE	22,000	2,629.46	15,700.95	71.4
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	715.30	3,241.38	81.0
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	940.18	4,800.65	48.0
01-160-5700	PARKING METERS	2,000	347.46	569.98	28.5
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5850	AMBULANCE FINANCING	30,000	-	22,500.00	75.0
01-160-5851	FIRE DEPT APPROPRIATION	223,760	-	167,820.00	75.0
	<b>Department Total</b>	<b>2,055,320</b>	<b>137,635.38</b>	<b>1,351,004.64</b>	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	219,000	19,056.95	135,900.73	62.1
01-170-5010	SOCIAL SECURITY	16,750	1,380.50	9,769.34	58.3
01-170-5011	PENSION	20,100	-	18,128.00	90.2
01-170-5012	WORKERS COMP	13,675	1,150.00	11,787.00	86.2
01-170-5013	INSURANCE - HEALTH	74,275	4,520.82	42,837.29	57.7
01-170-5018	UNEMPLOYMENT	500	230.44	1,054.04	210.8
01-170-5100	INSURANCE - AUTO	6,600	-	5,528.00	83.8
01-170-5102	INSURANCE - GEN LIAB	500	-	458.00	91.6
01-170-5105	INSURANCE - PROPERTY	5,300	-	4,130.20	77.9
01-170-5150	TRAINING	1,000	-	-	-
01-170-5170	UNIFORMS	8,000	487.67	2,786.95	34.8
01-170-5180	SAFETY EQUIPMENT	7,200	250.94	2,924.09	40.6
01-170-5191	COMMUNICATIONS	70,600	158.16	66,548.45	94.3
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	16,000	1,881.55	8,997.92	56.2
01-170-5420	FLEET LEASE	32,000	2,378.28	19,026.24	59.5
01-170-5550	UTILITIES - BUILDING	6,000	1,062.94	3,999.31	66.7
01-170-5711	SALT & ABRASIVES	150,000	45,951.15	54,400.78	36.3
01-170-5712	SIGN MAINTENANCE	8,000	-	1,583.32	19.8

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01-170-5713	STREET EQUIPMENT MAINTENANCE	94,000	18,594.56	79,025.44	84.1
01-170-5714	STREET LIGHTING	155,000	27,351.47	120,041.68	77.5
01-170-5715	STREET MAINTENANCE REPAIRS	95,625	666.73	56,606.93	59.2
01-170-5716	STREET SHOP EQUIPMENT	550,000	2,520.31	12,972.04	2.4
01-170-5800	CAPITAL OUTLAY	100,000	-	74,157.11	74.2
01-170-5861	STREET PAVING	195,000	-	169,196.47	86.8
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	2,750.00	18.3
<b>Department Total</b>		<b>1,861,125</b>	<b>127,642.47</b>	<b>904,609.33</b>	

RECREATION					
01-180-5000	SALARIES	164,000	13,784.81	106,047.53	64.7
01-180-5010	SOCIAL SECURITY	12,550	995.94	7,614.55	60.7
01-180-5011	PENSION	15,000	-	13,575.00	90.5
01-180-5012	WORKERS COMP	10,275	863.75	8,854.00	86.2
01-180-5013	INSURANCE - HEALTH	55,300	3,939.58	33,689.36	60.9
01-180-5018	UNEMPLOYMENT	1,000	-	-	-
01-180-5100	INSURANCE - AUTO	1,800	-	1,712.00	95.1
01-180-5102	INSURANCE - GEN LIAB	400	-	365.00	91.3
01-180-5105	INSURANCE - PROPERTY	10,500	-	8,991.40	85.6
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	152.40	2,214.00	55.4
01-180-5180	SAFETY EQUIPMENT	400	31.16	442.76	110.7
01-180-5400	GAS, OIL, GREASE	6,500	410.77	2,708.76	41.7
01-180-5503	ARMORY EXPENSE - GYM	10,500	1,062.95	4,572.61	43.6
01-180-5504	COMMUNITY CENTER	11,000	1,107.68	5,827.63	53.0
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	19,000	55.38	1,623.15	8.5
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	1,250.00	41.7
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,500	2,370.74	35,417.30	55.8
01-180-5724	STREET TREE MAINTENANCE	8,500	-	6,621.08	77.9
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,500	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	9,000	200.00	7,037.76	78.2
01-180-5800	CAPITAL OUTLAY	53,000	5,766.99	19,554.09	36.9
<b>Department Total</b>		<b>464,475</b>	<b>30,742.15</b>	<b>268,117.98</b>	

RECREATION-POOL					
01-181-5000	SALARIES	62,000	-	36,584.36	59.0
01-181-5010	SOCIAL SECURITY	4,700	-	2,798.70	59.6
01-181-5012	WORKERS COMP	4,100	344.75	3,534.00	86.2
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	41,500	308.18	20,834.66	50.2
<b>Department Total</b>		<b>112,800</b>	<b>652.93</b>	<b>63,751.72</b>	

RECREATION - DAY CAMP					
01-182-5000	SALARIES	19,500	-	12,490.66	64.1
01-182-5010	SOCIAL SECURITY	1,500	-	955.55	63.7
01-182-5012	WORKERS COMP	1,300	109.00	1,118.00	86.0
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	120.00	253.38	50.7
<b>Department Total</b>		<b>23,300</b>	<b>229.00</b>	<b>14,817.59</b>	

RECREATION - SEASONAL					
01-183-5000	SALARIES	40,000	2,040.00	21,266.25	53.2
01-183-5010	SOCIAL SECURITY	3,050	156.06	1,626.87	53.3

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01-183-5012	WORKERS COMP	2,650	222.75	2,283.00	86.2
01-183-5108	UNEMPLOYMENT	500	-	-	-
<b>Department Total</b>		<b>46,200</b>	<b>2,418.81</b>	<b>25,176.12</b>	
<b>CORPORATE FUND Expenditure Total</b>		<b>6,246,005</b>	<b>371,054.87</b>	<b>3,462,506.66</b>	
02-000-4000	WATER SERVICE REVENUE	1,420,000	78,047.14	836,432.66	58.9
02-000-4001	INTEREST EARNED - WATER	1,500	28.05	828.35	55.2
02-000-4317	SPECIAL REVENUE	442,000	-	-	-
02-000-4402	SALE OF METERS	4,550	-	5,450.00	119.8
02-000-4403	TAPPING FEES	3,000	-	4,700.00	156.7
02-000-4404	SUNDRY SALES	18,000	6,108.87	18,295.61	101.6
02-000-4408	SUNDRY SALES - CASH BASIS	-	350.00	1,077.00	-
02-000-4600	INTEREST INCOME	-	4.66	16.12	-
<b>WATER FUND Revenue Total</b>		<b>1,889,050</b>	<b>84,538.72</b>	<b>866,799.74</b>	
WATER - ADMIN					
02-190-5000	SALARIES	53,000	4,270.80	33,577.28	63.4
02-190-5010	SOCIAL SECURITY	4,050	314.26	2,464.98	60.9
02-190-5011	PENSION	4,800	-	4,387.00	91.4
02-190-5012	WORKERS COMP	160	13.50	138.00	86.3
02-190-5013	INSURANCE - HEALTH	15,000	720.31	7,195.37	48.0
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	105,200	8,766.75	70,134.00	66.7
<b>Department Total</b>		<b>182,960</b>	<b>14,085.62</b>	<b>118,562.63</b>	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	800	-	915.00	114.4
02-192-5105	INSURANCE - PROPERTY	11,200	-	8,153.78	72.8
02-192-5106	INSURANCE - BOILER & MACHINERY	3,500	-	4,410.94	126.0
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	4,769.05	38,414.60	64.0
02-192-5522	PURIFICATION PLANT MAINTENANCE	290,000	34,377.94	93,280.78	32.2
02-192-5710	FILTRATION CONTRACT PAYMENT	512,000	38,181.50	208,572.29	40.7
<b>Department Total</b>		<b>877,500</b>	<b>77,328.49</b>	<b>353,747.39</b>	
WATER - SUPPLY					
02-194-5000	SALARIES	26,500	2,078.40	17,073.04	64.4
02-194-5010	SOCIAL SECURITY	2,025	159.00	1,306.11	64.5
02-194-5011	PENSION	2,400	-	2,194.00	91.4
02-194-5012	WORKERS COMP	1,700	143.00	1,466.00	86.2
02-194-5506	HYDRO FACILITY EXPENSE	8,000	-	1,181.98	14.8
02-194-5550	UTILITIES / WATER SUPPLY	5,000	341.23	2,535.05	50.7
02-194-5730	WATER SUPPLY EXPENSE	50,000	563.48	9,546.35	19.1
<b>Department Total</b>		<b>95,625</b>	<b>3,285.11</b>	<b>35,302.53</b>	
WATER - DISTRIBUTION					
02-196-5000	SALARIES	204,000	17,140.95	128,737.17	63.1
02-196-5010	SOCIAL SECURITY	15,600	1,255.42	9,373.36	60.1
02-196-5011	PENSION	18,700	-	16,886.00	90.3
02-196-5012	WORKERS COMP	12,650	1,064.00	10,905.00	86.2
02-196-5013	INSURANCE - HEALTH	52,375	3,431.22	33,347.02	63.7
02-196-5050	RESERVE FOR CONTINGENCIES	9,600	-	9,600.00	100.0
02-196-5100	INSURANCE - AUTO	3,500	-	2,568.00	73.4
02-196-5102	INSURANCE - GEN LIAB	1,000	-	915.00	91.5
02-196-5105	INSURANCE - PROPERTY	3,100	-	2,038.44	65.8



CITY OF FROSTBURG  
FEBRUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Feb 2022 Rev/Expd	YTD Rev/Expd	% of Budget
02-196-5150	TRAINING	500	-	-	-
02-196-5170	UNIFORMS	4,000	234.52	1,709.59	42.7
02-196-5180	SAFETY EQUIPMENT	4,100	79.95	960.89	23.4
02-196-5191	COMMUNICATIONS	14,200	502.34	12,934.22	91.1
02-196-5210	OFFICE SUPPLIES	500	1,321.94	1,456.64	291.3
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	217.58	21.8
02-196-5400	GAS, OIL, GREASE	8,000	867.51	5,779.14	72.2
02-196-5420	FLEET LEASE	14,500	651.37	5,210.96	35.9
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	325.83	2,167.78	17.3
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	565.67	2,122.96	81.7
02-196-5700	DISTRIBUTION EXPENSE	110,000	4,258.18	45,859.33	41.7
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	-	600.00	12.0
02-196-5702	EQUIPMENT MAINTENANCE	6,550	-	5,637.12	86.1
02-196-5703	FIRE HYDRANTS EXPENSE	10,000	-	6,842.00	68.4
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	-	-	-
02-196-5740	METERS EXPENSE	190,000	8,995.00	17,341.67	9.1
<b>Department Total</b>		<b>715,975</b>	<b>40,693.90</b>	<b>323,209.87</b>	
<b>WATER FUND Expenditure Total</b>		<b>1,872,060</b>	<b>135,393.12</b>	<b>830,822.42</b>	
03-000-4000	SEWER CHARGES	1,925,000	67,580.02	990,433.68	51.5
03-000-4001	INTEREST EARNED - SEWER	2,700	52.08	1,719.33	63.7
03-000-4313	GAIN ON DISPOSAL OF ASSETS	-	942.50	942.50	-
03-000-4317	SPECIAL REVENUE	600,000	-	-	-
03-000-4404	SUNDRY SALES	1,000	250.00	1,567.47	156.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	2,345.00	126,300.12	-
03-000-4503	SEWER TAP FEES	4,000	-	7,500.00	187.5
<b>Department Total</b>		<b>2,532,700</b>	<b>71,169.60</b>	<b>1,128,463.10</b>	
03-220-4520	CSO SURCHARGE REVENUE	390,000	10,157.00	276,043.76	70.8
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	8.19	698.05	69.8
03-220-4530	PROJECT REIMBURSEMENTS	2,675,000	307,680.00	619,972.00	23.2
<b>Department Total</b>		<b>3,066,000</b>	<b>317,845.19</b>	<b>896,713.81</b>	
<b>SEWER FUND Revenue Total</b>		<b>5,598,700</b>	<b>389,014.79</b>	<b>2,025,176.91</b>	
SEWER - ADMIN					
03-210-5000	SALARIES	53,000	4,270.80	33,577.28	63.4
03-210-5010	SOCIAL SECURITY	4,050	314.26	2,464.98	60.9
03-210-5011	PENSION	4,800	-	4,387.00	91.4
03-210-5012	WORKERS COMP	160	13.50	138.00	86.3
03-210-5013	INSURANCE - HEALTH	15,000	720.31	7,221.26	48.1
<b>Department Total</b>		<b>77,010</b>	<b>5,318.87</b>	<b>47,788.52</b>	
SEWER - OPERATING					
03-211-5000	SALARIES	139,000	(5,222.60)	91,115.55	65.6
03-211-5010	SOCIAL SECURITY	10,625	(461.53)	6,445.69	60.7
03-211-5011	PENSION	12,800	-	14,312.00	111.8
03-211-5012	WORKERS COMP	8,975	(298.87)	6,680.63	74.4
03-211-5013	INSURANCE - HEALTH	38,350	741.31	32,566.09	84.9
03-211-5100	INSURANCE - AUTO	1,600	-	1,712.00	107.0
03-211-5102	INSURANCE - GEN LIAB	500	-	458.00	91.6
03-211-5105	INSURANCE - PROPERTY	4,500	-	3,887.94	86.4
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	101.94	938.18	31.3
03-211-5180	SAFETY EQUIPMENT	1,000	-	323.98	32.4

CITY OF FROSTBURG  
FEBRUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Feb 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-211-5191	COMMUNICATIONS	2,400	71.44	901.54	37.6
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	74,651.91	-
03-211-5400	GAS, OIL, GREASE	8,000	346.50	3,799.43	47.5
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	1,659.00	27.7
03-211-5600	CORPORATE OVERHEAD	235,440	19,620.00	156,960.00	66.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	70,199.21	428,517.63	35.1
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	2,929.05	8,787.15	74.5
03-211-5763	SEWER OPERATING EXPENSE	55,000	5,733.99	18,039.00	32.8
03-211-5764	SEWER PUMPING EXPENSE	6,000	88.84	2,138.97	35.7
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	647,000	839.17	20,259.64	3.1
<b>Department Total</b>		<b>2,412,990</b>	<b>94,688.45</b>	<b>874,154.33</b>	
CSO					
03-220-5391	INTEREST EXPENSE	3,865	-	1,756.06	45.4
03-220-5392	DEBT REDEMPTION	22,925	-	22,927.00	100.0
03-220-5800	CAPITAL OUTLAY	3,080,000	88,842.43	549,353.88	17.8
<b>Department Total</b>		<b>3,106,790</b>	<b>88,842.43</b>	<b>574,036.94</b>	
<b>SEWER FUND Expenditure Total</b>		<b>5,596,790</b>	<b>188,849.75</b>	<b>1,495,979.79</b>	
04-000-4000	WATER TAP SURCHARGE	885,000	35,020.70	621,406.62	70.2
04-000-4001	INTEREST EARNED SURCHARGE	1,600	13.81	1,114.62	69.7
04-000-4315	PROCEEDS FROM FUND BALANCE	12,425	-	-	-
04-000-4317	SPECIAL REVENUE	50,000	-	-	-
<b>PINEY SURCHARGE FUND Revenue Total</b>		<b>949,025</b>	<b>35,034.51</b>	<b>622,521.24</b>	
WATER SURCHARGE					
04-200-5391	INTEREST EXPENSE	97,225	-	35,021.88	36.0
04-200-5392	DEBT REDEMPTION	752,100	-	26,324.76	3.5
04-200-5802	CAPITAL REPAIRS	99,700	-	2,140.38	2.2
<b>PINEY SURCHARGE FUND Expenditure Total</b>		<b>949,025</b>	<b>-</b>	<b>63,487.02</b>	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	-	267,026.03	72.6
05-000-4001	INTEREST EARNED - TRASH	1,200	-	941.94	78.5
05-000-4315	PROCEEDS FROM FUND BALANCE	2,225	-	-	-
05-000-4404	SUNDRY SALES	500	-	900.00	180.0
<b>GARBAGE FUND Revenue Total</b>		<b>371,925</b>	<b>-</b>	<b>268,867.97</b>	
GARBAGE ADMIN.					
05-230-5000	SALARIES	53,000	4,270.80	34,308.63	64.7
05-230-5010	SOCIAL SECURITY	4,050	314.26	2,520.95	62.3
05-230-5011	PENSION	4,800	-	4,387.00	91.4
05-230-5012	WORKERS COMP	160	13.50	138.00	86.3
05-230-5013	INSURANCE - HEALTH	15,000	720.31	7,195.42	48.0
<b>Department Total</b>		<b>77,010</b>	<b>5,318.87</b>	<b>48,550.00</b>	
GARBAGE OPERATING					
05-232-5000	SALARIES	78,900	7,167.17	52,708.20	66.8
05-232-5010	SOCIAL SECURITY	6,025	517.22	3,768.19	62.5
05-232-5011	PENSION	7,300	-	6,531.00	89.5
05-232-5012	WORKERS COMP	5,350	449.75	4,610.00	86.2
05-232-5013	INSURANCE - HEALTH	23,400	1,523.06	16,549.66	70.7
05-232-5100	INSURANCE - AUTO	2,000	-	1,712.00	85.6
05-232-5102	INSURANCE - GEN LIAB	350	-	275.00	78.6
05-232-5105	INSURANCE - PROPERTY	3,200	-	2,797.97	87.4

CITY OF FROSTBURG  
FEBRUARY 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Feb 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5170	UNIFORMS	3,075	84.66	924.73	30.1
05-232-5180	SAFETY EQUIPMENT	500	108.79	424.77	85.0
05-232-5210	OFFICE SUPPLIES	500	122.49	204.82	41.0
05-232-5400	GAS, OIL, GREASE	10,000	1,034.29	4,465.61	44.7
05-232-5600	CORPORATE OVERHEAD	16,815	1,401.25	11,210.00	66.7
05-232-5770	ASH DUMPSTER	3,500	1,976.88	3,054.95	87.3
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	107,000	11,272.10	73,888.14	69.1
05-232-5773	SANITATION OPERATING EXPENSE	17,000	4,480.43	8,160.95	48.0
<b>Department Total</b>		<b>294,915</b>	<b>30,138.09</b>	<b>191,285.99</b>	
<b>GARBAGE FUND Expenditure Total</b>		<b>371,925</b>	<b>35,456.96</b>	<b>239,835.99</b>	

## **CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of: February, 2022

Submitted by: [Gene Bittinger Maintenance Supervisor]

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February 1 2022

Checked parks

Worked on East End building

February 2 2022

Checked parks

Met with Liz about park projects

Worked on East End building

Took cabinets to East End

February 3 2022

Checked parks

Salted sidewalks

Worked on East End building

February 4 2022

Checked parks

Salted sidewalks

Worked on East End building

Picked up supplies for East End

February 7 2022

Checked parks

Worked on East End building

Checked outlet at Armory

February 8 2022

Checked parks

Fixed outlet at Bureau of Mines

Fixed fence at City Place Lot

Worked on East End building

February 9 2022

Checked parks

Picked up J channel for East End

Went to fertilizer class

Worked on East End building

February 10 2022  
Checked parks  
Worked on East End building  
Replaced expansion tank at Comm. Center  
Fixed faucet at Comm. Center  
February 11 2022  
Took Christmas wreaths down  
Worked on East End building  
Replaced faucet at our shop  
Checked parks  
February 14 2022  
Checked parks  
Salted lots and Sidewalks  
Worked on East End building  
Filled dump full of salt  
February 15 2022  
Checked parks  
Took garage door to East End  
Installed garage door on East End building  
February 16 2022  
Checked parks  
Fixed furnace at Bureau of Mines  
Worked on East End building  
Meant with Brian  
February 17 2022  
Checked parks  
Worked on East End building  
February 18 2022  
Checked parks  
Worked on East End Park  
Took scaffold from City Place  
Hung patch box at Police Dept.  
Greased backboards at Gym  
February 21 2022  
Holiday  
February 22 2022  
Checked parks  
Worked on East End building  
Unloaded old block from East End

February 23 2022

Checked parks

Worked on East End building

Unloaded metal for East End

Unloaded old block from East End

February 24 2022

Checked parks

Worked on East End building

February 25 2022

Checked parks

Salted and plowed lots

Worked on East End building

February 28 2022

Checked parks

Unlocked pool for electrician

Worked on East End building

Picked up paint and supplies for East End

**CITY OF FROSTBURG**

Monthly Report: Police Department

For the Month of: February 2022

Submitted by: PCO Mary Gracie

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		February
2021	696	2022 515
ARRESTS	On-View/Citations	12
	Warrants Served	2
	Summonses Served	0
	Juvenile Arrests & Citations	0
	TOTAL	14
CIVIL CITATIONS	State Law	0
	Municipal	0
C3I INVESTIGATIONS	Cases	0
PARKING	Parking Violations	59
PRISONERS	Custodial Arrests	4
PUBLIC SERVICE	Well-Being Checks	14
	Emergency Petitions	4
	Assist Other Agency	15
	Request for Officer	18
	Follow-Ups	10
	Disturbance (Multiple Inc. Types)	21
TRAFFIC	M/V Crashes	7
	Traffic Details	80
	DWI/DUI Arrests	1
TRAFFIC STOPS	Total Number of Stops	79
	Citations	26
	Warnings	53
	SEROs	0
COLLECTIONS	Parking Meter Fines	\$0.00
	Other Parking Fines	\$2,055.00
	Parking Meter Collections	\$1,080.74
	Municipal Infractions Paid	\$0.00
	Parking Permits	\$40.00
	Miscellaneous	\$30.00
This month year prior: \$2,250.00		TOTAL \$3,205.74

Respectfully Submitted,



Chief of Police

## **CITY OF FROSTBURG**

Monthly Report: Street Department

For the Month of: February 2022

Submitted by: (Supervisor) Shane Elliott & Tony Frenzel (Assistant Supervisor)

February 1, 2022 – Tuesday

- Picked up garbage route on west end of town
- Installed new spinner motor on truck #14
- Removed litter on Main Street where visible
- Used V-plow to plow snow drifts in Alleyways
- Checked all sewer pumping stations
- Removed dead animal in roadway on Grandview Drive
- Had new tires installed on old garbage truck at Smitty's Tire Shop
- Marked miss utility tickets and checked them off computer
- Put Napa delivery away
- Removed rusted out pans on old garbage truck
- Straightened sign post that had been hit on Mechanic Street
- Picked up trash that was put out behind garbage truck
- Cleaned around ash dumpster and leveled off ashes
- Put Kimball Midwest delivery away
- Retrieved jetter head and hose from McKenzie Excavation after digging up sewer clog in the Frostburg Village
- Changed oil and rotated tires on truck #45 and truck #88
- Used loader to bust up chunks of salt and grit inside salt dome
- Picked up tree limb along roadway on First Street
- Cleaned up debris in roadway at the intersection of Bowery Street and Braddock Road
- Set dumpster steps back around ash dumpster after it was emptied out
- Washed off loader after use and checked fluids
- Checked on garbage complaint on Mechanic Street – Had more than the allowed amount at curb line



## **P.2**

February 2, 2022 – Wednesday

- Picked up garbage route on east end of town
- Installed new battery and cable ends on street sweeper
- Removed litter on Main Street and College Avenue
- Met with Bug Boys on placement of traps in the garage area
- Removed busted trash can off Main Street
- Marked miss utility tickets and checked them in on computer
- Cleaned up glass in roadway on Taylor Street
- Installed new air valve and fittings on old garbage truck
- Changed oil in truck #1 and filled all fluids
- Removed dead animal on West Main Street
- Checked sewer line off Centennial Street for obstructions or any other issues
- Picked up package from over at MDE
- Changed oil in truck #3 and filled all fluids
- Ran sewer camera in sewer main on College Avenue due to sewer complaint
- Checked all sewer pumping stations – tested electrical systems
- Repaired storm line on Victoria Lane that Northern Pipeline had damaged
- Washed off sewer camera equipment after use

February 3, 2022 – Thursday

- Picked up garbage route in center section of town
- Salted city streets and Alleyways due to icy conditions
- Cleaned off catch basin grates around town for water drainage issues
- Removed litter off Main Street
- Drained water from diesel safety tank
- Had special garbage pick up on Hill Street
- Picked up parts from Frostburg Carquest
- Made repairs to tire chains on plow trucks
- Removed dead animal on First Street due to complaint
- Checked all CSO locations
- Tightened bolts on bobcat bucket and cutting edge
- Installed new airline and valve on truck #4
- Checked all sewer pumping stations
- Picked up paystubs and meal money from city hall
- Marked miss utility tickets and checked them in on computer
- Washed off loader before putting it away

### **P.3**

February 4, 2022 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Swept out garage bays and emptied shop trash cans
- Marked miss utility tickets and checked them in on computer
- Picked up litter on Main Street and College Avenue
- Cleaned up around salt dome and grit pile
- Greased manual tail gate latches on garbage truck
- Salted icy spots around town
- Checked all sewer pumping stations
- Put Fastenal delivery away
- Cleaned lunch room and rest room
- Made repairs to wheel loaders seat and side consul
- Checked all CSO locations
- Fuel up all plowing equipment and checked fluids
- Checked on sewer complaint on Mechanic Street
- Patched pot holes around town with cold patch

February 5, 2022 – Saturday – Called in to salt city streets

February 6, 2022 – Sunday – Called in due to sewer clog

February 7, 2022 – Monday

- Emptied city trash cans where needed
- Patched several potholes with cold patch around town
- Checked the sewer main below garage for any obstructions or flow issues
- Emptied out all plow trucks into salt dome
- Used loader and bobcat to push up salt & antiskid
- Checked all sewer pumping stations
- Washed off work trucks and dump trucks with steam jenny
- Marked miss utility tickets and checked them in on computer
- Removed litter on Main Street, Bowery and Center Street
- Dropped off truck #3 at Chevrolet garage in Cumberland for a recall
- Checked on sewer line that Northern Pipeline damaged on Victoria Lane – Ran sewer camera and patched all damaged locations
- Set out new trash can on Main Street where one had been damaged
- Washed off and sanitized all sewer camera equipment after use
- Picked up broken blacktop chunks along roadway on First Street
- Washed off loader and bobcat after use

#### P.4

February 8, 2022 – Tuesday

- Picked up garbage route on west end of town
- Installed new grease fittings in plow A-frames
- Marked miss utility tickets and checked them in on computer
- Removed dead animal in roadway on East Main Street
- Checked all sewer pumping stations – tested electrical systems
- Picked up truck #3 from Chevrolet garage
- Took V-plow off chevy one ton dump truck
- Removed litter on Main Street
- Tightened tire chains and replaced links where needed
- Inspected troublesome sewer main just off Green Street through the swamp for any flow issues
- Greased all dump trucks and equipment
- Met with Northern Pipeline on Victoria Lane
- Made up and installed new hydraulic line on truck #6 spreader box
- Had meeting with Core & Main
- Sprayed out the beds on both one-ton dump trucks
- Picked up parts from Frostburg Carquest
- Greased electrical connectors on both of the one-ton spreader boxes

February 9, 2022 – Wednesday

- Picked up garbage route on east end of town
- Checked all sewer pumping stations
- Installed new transmission line on truck #3
- Removed litter on Main Street
- Checked sewer complaint on Ormand Street and found no issues in main lines
- Made up new hydraulic line and fittings
- Repaired hydraulic line on top of garbage truck
- Met with Northern Pipeline on Victoria Lane to look over a manhole
- Replaced stop sign and post on College Avenue that had been hit
- Cleaned up broken glass in roadway on Park Street
- Marked miss utility tickets and checked them in on computer
- Filled a few potholes with cold patch
- Picked up garbage around Victoria Lane that had been put out after garbage route
- Made an attempt to replace meter heads on Water Street but all locks wouldn't open
- Checked on troublesome sewer main just off Centennial Street for flow issues

## P.5

February 10, 2022 – Thursday

- Picked up garbage route in center section of town
- Had Gano Communications take city radio out of one vehicle and install in into another, also trouble shoot a radio issue in another plow truck
- Checked all sewer pumping stations
- Salted icy spots around town
- Took all invoices to be paid to city hall
- Removed litter on Main Street
- Checked on a water runoff complaint on Oak Street
- Marked miss utility tickets and checked them in on computer
- Cleaned out cab on the ford one-ton dump truck
- Removed dead animal in roadway on Frost Avenue
- Checked on Northern Pipeline on Victoria Lane
- Removed litter and trash from in front of main gate
- Made welding repair on plow rigging to truck #4
- Filled pot hole with cold patch on Water Street
- Cleaned up broken glass and debris in roadway on South Broadway
- Worked on parking meters on Water Street
- Straightened sign post on Mechanic Street

February 11, 2022 – Friday

- Helped Rec. Dept take down Christmas wreaths on Main Street and then put them away in storage
- Emptied all city trash cans on Main Street
- Checked ash dumpster and resituated steps
- Removed litter on Main Street
- Took out all trash at the Street Department
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Worked on several parking meters on Main Street
- Greased Centennial Hill Pumping Station and applied lift station cleaner to the wet well
- Ran sewer camera on First Street to locate sewer main and taps for the Gas Company
- Washed off all sewer equipment and put it away
- Cleaned bathroom, breakroom and office area
- Ran jetter in sewer main on Frost Avenue and Alleyway

## **P.6**

February 12, 2022 – Saturday – Checked CSO'S

February 13, 2022 – Sunday - Salted city streets and alleyways

February 14, 2022 – Monday

- Got called in early to salt streets and alleyways
- Removed dead animal in roadway on Depot Street
- Marked Miss Utility tickets and checked them in on computer
- Checked and emptied city trash cans where needed on Main Street
- Picked up litter on Main Street where visible
- Checked on a sewer complaint on Bealls Lane
- Ran sewer camera on Bealls Lane and First Street
- Checked all sewer pumping stations
- Salted streets and alleyways a second time throughout the day
- Greased garbage truck and filled fluids
- Adjusted tire chains on plow trucks and filled fluids
- Washed off sewer camera equipment after use
- Ran jetter in sewer main just off Frost Avenue in alleyway
- Called in a 160-ton order of road salt \
- Checked on sewer complaint in Braddock Estates

February 15, 2022 – Tuesday

- Picked up garbage route on west end of town
- Installed new arm rest in wheel loader
- Removed litter on Main Street and Water Street
- Straightened rear step on garbage truck
- Marked miss utility tickets and turned them in
- Installed new plow blots in plow rigging
- Pushed up salt deliveries as they arrived
- Took tags and city decals off old work truck
- Washed off loader and bobcat after use
- Took old work truck over to recycle yard
- Put Kimball Midwest delivery away
- Greased rear manual locks on garbage truck
- Worked on air valve switch on old garbage truck
- Inspected catch basins around town in need of repair
- Checked on sewer complaint on College Avenue – Sewer main was ok

## P.7

February 16, 2022 – Wednesday

- Picked up garbage route on east end of town
- Went over street sweeper – greased fittings and filled fluids
- Checked all sewer pumping stations
- Inspected more catch basins around town and added some to repair list
- Removed debris in roadway on College Avenue
- Marked Miss Utility tickets and checked them in on computer
- Swept lunchroom and put down clean rugs
- Checked on catch basin complaint on Green Street
- Removed litter on Main Street
- Filled jetter truck water tank and checked fluids
- Cleaned up glass in roadway on Baptist Street
- Used blowers to clean off sidewalks around city hall
- Adjusted stack valves on street sweeper
- Got new tires installed on truck #3 at Smitty's Tire Shop
- Swept garage floor and emptied out trash cans
- Removed tree limb in roadway on Depot Street

February 17, 2022 – Thursday

- Picked up garbage route in center section of town
- Worked on catch basin/culvert pipe repair list
- Attended ARPA meeting at city hall
- Trimmed tree limbs away from road sign on Depot Street
- Removed litter on Main Street
- Checked on Northern Pipeline on Victoria Lane
- Picked up mail and pay stubs at city hall
- Marked miss utility tickets and checked them in on computer
- Applied cold patch around town where needed
- Picked up repaired plow at Ruby's
- Checked all sewer pumping stations
- Ran street sweeper around city hall
- Cleaned up around flower beds at Police Station
- Emptied and washed out streetsweeper over at dump site
- Remarked several miss utilities around town
- Worked on waste gate on street sweeper and tested system

## P.8

February 18, 2022 – Friday

- Cleaned up litter and debris on Main Street
- Salted all city streets and alleyways
- Emptied city trash cans where needed around town
- Drove all streets on the blacktop program list to see what's needed
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Leveled off ash dumpster with backhoe
- Cleaned up around the fourth bay garage
- Fueled up all plowing equipment and filled fluids
- Checked on curb damage complaint on Grandview Drive & Barnard Street
- Repaired hydraulic line on truck #4
- Checked on a damaged storm drain on Washington Street where Northern Pipeline is working
- Greased fittings on backhoe and changed filters
- Cleaned lunch room and rest room
- Swept garage bays and emptied trash cans
- Cleaned up salt and grit from in front of the fourth bay garage door
- Salted streets a second time where necessary
- Cleaned up litter on Water and Broadway
- Made contact with Gas Company on Ditch line complaints on east ends of town

February 19, 2022 – Saturday

- Called in to salt city streets

February 20, 2022 – Sunday

February 21, 2022 – Monday - Presidents Day

## P.9

February 22, 2022 – Tuesday

- Picked up garbage route on west end of town
- Removed litter on Main Street
- Marked miss utility tickets and cleared them on the computer
- Checked all sewer pumping stations
- Checked fluids in both garbage trucks and added fluids where needed
- Ran street sweeper around City Hall parking lot
- Cleaned up City Hall parking lot with push brooms where the sweeper couldn't reach and removed dirty snow from the flower beds
- Took sweeper to the dump site to cleaned out debris tank
- Replaced front brakes and drums on truck #6
- Looked at a sewer complaint @ Summit & Grandview
- Picked up parts from Truck Enterprises in Keyser WV
- Checked on sink hole at 191 West Main Street – set out safety cones in the surrounding area
- Installed sign post and stop sign on Mt Pleasant Street @ Victoria Lane
- Picked up traffic barrel along roadway on Bowery Street
- Checked on a sewer issue on Frost Avenue – ran sewer camera to inspect sewer main and tap
- Washed off all sewer camera equipment

February 23, 2022 – Wednesday

- Picked up garbage route on east end of town
- Repaired sewer line that Northern Pipeline had hit at the intersection of Sleeman Street and Washington Street
- Checked all sewer pumping stations
- Picked up litter on Main Street, Water and Broadway
- Marked miss utility tickets and checked them in on computer
- Pushed up salt deliveries as they arrived
- Started measuring manhole, catch basin and water stop risers on streets to be blacktopped this summer
- Picked up supplies from Lowes Home Center and Potomac Valley
- Removed meter post, drilled new hole in sidewalk and installed square post and handicap street sign on Main Street
- Poured concrete in old meter post hole on Main Street
- Removed timbers and set new ones in 7-11 parking lot where loader had damaged planter box
- Washed off loader after use



## **P.10**

February 24, 2022 – Thursday

- Picked up garbage route in center section of town
- Removed dead animal in roadway on Hill Street
- Filled fuel tanks and checked fluids in all plow trucks
- Pushed up salt deliveries as they arrived
- Checked all sewer pumping stations
- Looked at signage complaint on Mt Pleasant Street
- Hauled old tires away to Smitty's Tire Shop for recycling
- Picked up litter on Main Street
- Loaded up all plow trucks with salt and grit
- Marked miss utility tickets and checked them in on computer
- Took measurements to have a tarper protector fabricated for truck #4
- Salted city streets and alleyways due to freezing rain
- Fueled up loader and washed off salt debris
- Inspected sewer/storm line on Washington Street that Northern Pipeline had damaged and determined it was no longer in use
- Ordered supplies from Kimball Midwest
- Took more measurements on manhole and catch basin risers needed for blacktopping program
- Called out to salt streets and alleyways

February 25, 2022 – Friday

- Salted streets and Alleyways due to freezing rain
- Checked and emptied city trash cans where needed
- Installed new plow bolts on rigging to truck #6
- Took invoices to be paid to city hall
- Made repair to truck #8 spreader box auger motor
- Checked all sewer pumping stations
- Made repairs to tire chains on plow trucks
- Checked all CSO locations and made a report
- Removed dead animal on Main Street
- Cleaned off catch basin grates around town for water runoff
- Marked miss utility tickets and checked them in on computer
- Removed tree limbs in roadways all over town
- Cleaned rest room, lunch room and emptied out all trash cans
- Fueled up all plowing equipment and checked fluids
- Cleaned up salt and grit around salt dome and fourth bay
- Ran jetter in sewer main on Bobcat Court due to sewer clog

## **P.11**

February 26, 2022 – Saturday

- Called out due to sewer and manhole issue

February 27, 2022 – Sunday

February 28, 2022 – Monday

- Checked and emptied city trash cans on Main Street
- Filled jetter truck water tank and checked fluids
- Picked up litter on Main Street and Center Street
- Checked on sewer line repair in progress on Bobcat Court
- Removed dead animal in roadway on Main Street
- Measured more manholes and catch basins on streets to be blacktopped this summer for a riser order
- Checked all sewer pumping stations
- Had meeting on Park Lane to discuss future plans of alley way improvements
- Marked miss utility tickets and checked them in on computer
- Installed new riser and manhole cover on Delano Avenue
- Ran jetter in sewer main on Bobcat Court and washed down all manholes in the surrounding location
- Patched potholes around town with cold patch
- Looked over street sweeper to order parts that are needed
- Put Kimball Midwest delivery away
- Worked on garbage truck driveline universal issues – Made repairs, reinstalled driveline and greased fittings
- Picked up street sign and post hit on Main Street and dropped it off at State Highway location
- Checked on Northern Pipeline on Washington Street and Allegany Street locations
- Removed dead animal in roadway on State Street due to complaint

# City of Frostburg

## Monthly Report: Water Department

For the Month of: February, 2022

Submitted by: Jim Williams, Supervisor

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February 1, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Stoyer St
- Recall on meter reader truck (air bag)
- Treated the fuel in the trash pumps
- New meter Candlewick
- Cleaned up the shop
- Hauled the trash away
- Retrieved meter serials numbers for city hall

February 2, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- 7-final readings
- Installed 7-new meters
- Retrieved meter serials numbers for city hall

February 3, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets

- Data log E. College Ave.
- Checked for water leak (chart out)
- Final reading E.Main St.

February 4, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read monthly master meters
- Met with Elizabeth & Hayden to go over concerns about our building & new projects

February 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- 7-final reading
- Remarked water lines for the Gas Company

February 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled the trash away
- Put cold mix in hole on Victoria Lane from water leak
- Final reading on Broadway
- Reread master meter on Braddock Road (high reading)
- Checked water line on Mt.Plesant St. for Gas Company

February 9, 2022

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Final readings on Allegany St. & Wood St.
- Repaired a 4"-water main on Catherine St.
- Data log laundromat

February 10, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Met with Hayden on Glen St. about outside meter pit
- Checked possible water leak on Oak St. (snow melting possible)
- Checked size & see if we could change meter @ laundromat (had to order one)
- Pushed up 4-loads of crusher run @ shop
- Made sure we had everything ready to take down Christmas wreaths on Friday
- Checked stopped master meter on Depot St. (need to schedule with plumber)

February 11, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Took Christmas wreaths down
- Final reading Centennial St.
- Data log Mt. Pleasant St.
- Installed new meter Candlewick Ct.

February 14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Put cold mix in holes

February 15, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled the trash away
- Installed new curb box for Gas Company on Washington St.
- Read meter on Mill St. ( busted pipes)

February 16, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utilities
- Installed new meters Laundry Mat & 158-Depot Rd. ( schadt Plumbing )
- Reread 4 meters due to high usages

February 17, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Repaired two leaks Washington St.
- Repaired service line Washington St
- Attended budget meeting

February 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Took truck 69 to Ruby's for estimate
- Final readings W. Main St. & W. Mechanic St.
- Data log Mt. Pleasant St.

February 21, 2022 City Holiday

February 22, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Did some touch up painting @ City Hall
- Cleaned the shop
- Hauled trash away
- Installed new meters @ American Ave. & W.Mechanic St.
- Turn water off & back on for plumber on Broadway for repairs
- Put cold mix in holes
- Help unload water meters for meter project

February 23, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water off for nonpayment
- Final reading Bowery St.
- Turn water back on for nonpayment
- Help Rec.Dept. with unloading tin for Eastend Playground
- Located service lines on Washington St. for Gas Company

February 24, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Maryland Ave.
- Turn water back on for nonpayment

- Repaired water meter on Bowery St.
- Reread water meter @ A.E.L @ F.S.U. for high consumption possible leak
- Installed new valve box lid on Stoyer St.

February 25, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading W.Mechanic St.
- Reread meters @ Industrial Park & on Mt.Pleasant St. for high consumption possible leak
- Turn water back on Broadway leak was repaired

February 28, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Final Reading on S.Water St.



**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
01-000-4000	Taxes - Real Estate	\$ 2,484,000	\$ 2,557,000
01-000-4001	Personal Property Taxes	12,000	12,000
01-000-4002	Public Utility Taxes	200,000	190,000
01-000-4003	Corporation Taxes	130,000	130,000
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)	(2,000)
01-000-4012	Tax Abatements	(3,500)	(3,000)
01-000-4013	Enterprise Zone Reimbursement	1,000	1,000
01-000-4020	Maryland Income Tax	545,000	575,000
01-000-4021	Admission Taxes	15,100	20,000
01-000-4022	Hotel Motel Tax	110,000	130,000
01-000-4023	Highway Use Tax	310,000	343,700
01-000-4024	Coal Tax	2,000	2,500
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	7,000	10,000
01-000-4032	Traders Licenses	7,000	10,000
01-000-4040	Police Grants	28,000	40,200
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	2,000
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	2,000	2,500
01-000-4051	Building Permits	2,500	2,500
01-000-4052	Rental Registration	74,000	74,000
01-000-4054	Construction Inspections	12,000	15,000
01-000-4055	Code Enforcement Citations	1,750	1,750
01-000-4056	Comm Dev Grant Revenue	160,000	50,000
01-000-4060	Swimming Pool	44,000	50,000
01-000-4062	Day Camp Registrations	12,000	12,000
01-000-4063	Recreation Activities	14,000	15,000
01-000-4200	Operating Transfer - Water Fund	105,200	137,770
01-000-4201	Operating Transfer - Sewer Fund	235,440	225,110
01-000-4202	Operating Transfer - Garbage Fund	16,815	16,870
01-000-4301	Rents	97,500	97,500
01-000-4302	HRD Appropriation	10,200	10,350
01-000-4303	Franchises	88,000	88,000
01-000-4304	Miscellaneous Revenue	113,000	1,000
01-000-4306	Project Reimbursement	260,500	1,350,000

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
01-000-4315	Proceeds from Fund Balance	-	81,610
01-000-4317	Special Revenue	672,000	826,000
01-000-4600	Interest Income	10,000	15,000
	<b>Total Corporate Fund Revenue</b>	<b>\$ 6,246,005</b>	<b>\$ 7,557,860</b>
<b>Corporate Fund Expenses</b>			
	<b>Executive</b>		
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	5,000
01-100-5104	Insurance - Public Officials	10,000	10,000
01-100-5150	Training	2,500	2,500
01-100-5160	Travel	3,500	3,500
01-100-5185	Professional Fees	5,000	5,000
	<b>Total Executive</b>	<b>\$ 50,075</b>	<b>\$ 50,075</b>
	<b>Administrative</b>		
01-110-5000	Salaries	\$ 172,000	\$ 188,500
01-110-5001	Salaries - Bonus	19,500	-
01-110-5010	Social Security	14,600	14,375
01-110-5011	Pension	12,800	13,800
01-110-5012	Workers Comp	400	575
01-110-5013	Insurance - Health	25,425	41,800
01-110-5014	Insurance - Health Retiree	30,825	22,200
New Acct	Contribution - 457	-	1,875
01-110-5050	Reserve For Contingencies	14,265	2,000
New Acct	Employee Wellness	-	7,500
01-110-5100	Insurance - Auto	600	600
01-110-5102	Insurance - Gen Liab	100	150
01-110-5105	Insurance - Property	5,500	8,000
01-110-5106	Insurance - AD&D and Life	4,200	4,200
01-110-5111	Contributions - Tourism	74,500	95,000
01-110-5150	Training	1,500	1,500
01-110-5160	Travel	500	500
01-110-5185	Professional Fees	1,100	1,600
01-110-5191	Communications	13,320	13,320
01-110-5192	City Code Hosting	3,000	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	8,000
01-110-5210	Office Supplies	11,000	11,000

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
01-110-5220	Postage	14,000	14,000
01-110-5230	Computer Exp	17,500	17,500
01-110-5232	IT Licensing and Fees	25,000	25,000
01-110-5235	Digital Engagement	15,000	5,000
01-110-5300	Board Expense	9,500	11,000
01-110-5301	Election	8,000	-
01-110-5391	Principal and Interest on Debt Service	155,050	154,900
01-110-5500	Building - Armory	12,000	12,000
01-110-5502	Building Maintenance	19,000	10,100
01-110-5550	Utilities - Building	14,000	16,000
01-110-5807	Capital Outlay	175,000	1,500,000
	Total Administrative	<u>\$ 917,685</u>	<u>\$ 2,245,495</u>
	<b>Finance</b>		
01-120-5000	Salaries	\$ 65,500	\$ 68,700
01-120-5010	Social Security	5,000	5,225
01-120-5011	Pension	6,000	6,300
01-120-5012	Workers Comp	200	200
01-120-5013	Insurance - Health	14,500	15,500
New Acct	Contribution - 457	-	675
01-120-5102	Insurance - Gen Liab	100	125
01-120-5105	Insurance - Property	2,700	2,900
01-120-5150	Training	700	1,000
01-120-5185	Professional Fees	650	700
01-120-5310	Auditing	47,000	52,000
01-120-5311	Actuarial Study	4,000	4,000
01-120-5313	Tax Collection	200	2,800
01-120-5810	RETSA Obligation	-	750
	Total Finance	<u>\$ 146,550</u>	<u>\$ 160,875</u>
	<b>Community Development</b>		
01-130-5000	Salaries	\$ 54,000	\$ 59,200
01-130-5010	Social Security	4,125	4,500
01-130-5011	Pension	4,900	5,400
01-130-5012	Workers Comp	150	175
01-130-5013	Insurance - Health	14,350	7,900
New Acct	Contribution - 457	-	575
01-130-5102	Insurance - Gen Liab	100	150
01-130-5105	Insurance - Property	4,950	4,950
01-130-5150	Training	400	500
01-130-5160	Travel	400	700
01-130-5185	Professional Fees	600	850
01-130-5320	Economic Development	15,500	8,000

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
01-130-5322	Planning	120,000	150,000
01-130-5323	Public Art	2,000	2,000
01-130-5820	Community Legacy Projects	75,000	50,000
01-130-5822	Special Projects	-	4,000
	Total Community Development	<u>\$ 296,475</u>	<u>\$ 298,900</u>
	<b>Code Enforcement</b>		
01-140-5000	Salaries	\$ 68,000	\$ 75,100
01-140-5010	Social Security	5,200	5,700
01-140-5011	Pension	6,200	6,875
01-140-5012	Workers Comp	200	225
01-140-5013	Insurance - Health	23,350	23,200
New Acct	Contribution - 457	-	750
01-140-5102	Insurance - Gen Liab	100	150
01-140-5105	Insurance - Property	3,000	3,200
01-140-5150	Training	200	2,400
01-140-5160	Travel	300	600
01-140-5185	Professional Fees	-	300
01-140-5231	Software and Subscriptions	22,500	11,700
01-140-5330	Code Enforcement	3,500	5,000
01-140-5331	Construction Inspect	14,000	14,000
01-140-5332	Rental Inspection	28,550	28,550
	Total Code Enforcement	<u>\$ 175,100</u>	<u>\$ 177,750</u>
	<b>Public Works Administration</b>		
01-150-5000	Salaries	\$ 51,000	\$ 53,400
01-150-5010	Social Security	3,900	4,050
01-150-5011	Pension	4,700	4,900
01-150-5012	Workers Comp	200	175
01-150-5013	Insurance - Health	19,500	9,600
New Acct	Contribution - 457	-	525
01-150-5102	Insurance - Gen Liab	100	150
01-150-5105	Insurance - Property	2,000	2,200
01-150-5150	Training	500	1,500
01-150-5160	Travel	1,000	1,000
01-150-5185	Professional Fees	500	2,100
01-150-5193	One Call Concepts	1,000	1,000
01-150-5340	Engineering Equipment	3,000	3,000
01-150-5341	Mapping Supplies	7,500	7,500
01-150-5342	Public Works	2,000	7,400
	Total Public Works Administration	<u>\$ 96,900</u>	<u>\$ 98,500</u>
	Total Admin and Executive Expense	<u>\$ 1,682,785</u>	<u>\$ 3,031,595</u>

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
<b>Public Safety</b>			
01-160-5000	Salaries	\$ 973,000	\$ 998,200
01-160-5002	Salaries - Police Grants	25,000	25,000
01-160-5003	Court Time	13,000	13,000
01-160-5010	Social Security	77,300	79,200
01-160-5011	Pension	128,000	95,250
01-160-5012	Workers Comp	136,500	142,000
01-160-5013	Insurance - Health	221,000	234,300
New Acct	Contribution - 457	-	44,000
01-160-5018	Unemployment	500	-
01-160-5100	Insurance - Auto	5,300	5,500
01-160-5102	Insurance - Gen Liab	700	900
01-160-5103	Insurance - Police Professional	11,300	12,000
01-160-5105	Insurance - Property	5,900	6,000
01-160-5150	Training	20,000	25,500
01-160-5170	Uniforms	15,000	15,000
01-160-5180	Safety Equipment	900	1,200
01-160-5181	Law Enforcement Equipment	14,000	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
01-160-5350	FSU MOU	25,000	25,000
01-160-5390	Miscellaneous Expense	4,000	4,000
New Acct	Police Reform	-	11,200
01-160-5400	Gas, Oil, Grease	26,000	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
01-160-5850	Ambulance Financing	30,000	-
01-160-5851	Fire Dept Appropriation	223,760	236,980
	Total Public Safety	\$ 2,055,320	\$ 2,124,890
<b>Public Works - Street</b>			
01-170-5000	Salaries	\$ 219,000	\$ 231,300
01-170-5010	Social Security	16,750	17,650
01-170-5011	Pension	20,100	21,300
01-170-5012	Workers Comp	13,675	16,000
01-170-5013	Insurance - Health	74,275	71,000
New Acct	Contribution - 457	-	2,200

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
01-170-5018	Unemployment	500	1,000
01-170-5100	Insurance - Auto	6,600	7,200
01-170-5102	Insurance - Gen Liab	500	625
01-170-5105	Insurance - Property	5,300	5,600
01-170-5150	Training	1,000	1,000
01-170-5170	Uniforms	8,000	8,000
01-170-5180	Safety Equipment	7,200	7,200
01-170-5191	Communications	70,600	6,000
01-170-5210	Office Supplies	1,000	1,000
01-170-5400	Gas, Oil, Grease	16,000	28,500
01-170-5420	Fleet Lease	32,000	42,000
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	94,000	90,000
01-170-5714	Street Lighting	155,000	155,000
01-170-5715	Street Maintenance Repairs	95,625	105,625
01-170-5716	Street Shop Equipment	550,000	90,000
New Acct	Street Lighting Repairs	-	30,000
01-170-5800	Capital Outlay	100,000	60,000
01-170-5861	Street Paving	195,000	600,000
01-170-5865	Parking Lot Maintenance	15,000	15,000
	Total Public Works - Street	<u>\$ 1,861,125</u>	<u>\$ 1,777,200</u>
<b>Recreation</b>			
01-180-5000	Salaries	\$ 164,000	\$ 205,750
01-180-5010	Social Security	12,550	15,750
01-180-5011	Pension	15,000	13,400
01-180-5012	Workers Comp	10,275	14,225
01-180-5013	Insurance - Health	55,300	55,300
New Acct	Contribution - 457	-	2,000
01-180-5018	Unemployment	1,000	-
01-180-5100	Insurance - Auto	1,800	2,500
01-180-5102	Insurance - Gen Liab	400	450
01-180-5105	Insurance - Property	10,500	11,000
01-180-5150	Training	-	300
01-180-5160	Travel	750	750
01-180-5170	Uniforms	4,000	4,000
01-180-5181	Safety Equipment	400	500
01-180-5400	Gas, Oil, Grease	6,500	7,000
New Acct	Fleet Lease	-	11,000
01-180-5503	Armory Expense - Gym	10,500	10,000
01-180-5504	Community Center	11,000	12,000

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
New Acct	City Place	-	9,500
01-180-5720	Beautify The Burg Expense	2,000	2,000
01-180-5721	Rec Equipment Maintenance	19,000	5,000
01-180-5722	Rec League Appropriations	3,000	3,000
01-180-5723	Rec Park Maintenance Expense	63,500	68,000
01-180-5724	Street Trees	8,500	7,500
01-180-5725	Trailhead Maintenance Expense	2,500	2,000
01-180-5726	Recreational Programs	9,000	9,000
01-180-5800	Capital Outlay	53,000	-
	Total General Recreation	<u>\$ 464,475</u>	<u>\$ 471,925</u>
01-181-5000	Salaries	\$ 62,000	\$ 66,000
01-181-5010	Social Security	4,700	5,050
01-181-5012	Workers Comp	4,100	4,600
01-181-5108	Unemployment	500	500
01-181-5507	Pool Operating	41,500	35,000
	Total Pool	<u>\$ 112,800</u>	<u>\$ 111,150</u>
01-182-5000	Salaries	\$ 19,500	\$ 21,300
01-182-5010	Social Security	1,500	1,650
01-182-5012	Workers Comp	1,300	1,500
01-182-5108	Unemployment	500	500
01-182-5507	Day Camp Operations	500	500
	Total Day Camp	<u>\$ 23,300</u>	<u>\$ 25,450</u>
01-183-5000	Salaries	\$ 40,000	\$ 13,200
01-183-5010	Social Security	3,050	1,025
01-183-5012	Workers Comp	2,650	925
01-183-5108	Unemployment	500	500
	Total Seasonal	<u>\$ 46,200</u>	<u>\$ 15,650</u>
	Total Recreation	<u>\$ 646,775</u>	<u>\$ 624,175</u>
	<b>Total Corporate Fund Expenses</b>	<u><b>\$ 6,246,005</b></u>	<u><b>\$ 7,557,860</b></u>
	<b>Corporate Fund Net Income (Loss)</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
<b>Water Fund Revenues</b>			
02-000-4000	Water Service Revenue	\$ 1,420,000	\$ 1,420,000
02-000-4001	Interest Earned - Water	1,500	1,500
02-000-4315	Proceeds from Fund Balance	-	92,595
02-000-4317	Special Revenue	442,000	750,000
02-000-4402	Sale of Meters	4,550	6,000
02-000-4403	Tapping Fees	3,000	7,000
02-000-4404	Sundry Sales	18,000	20,000
	<b>Total Water Revenue</b>	<b>\$ 1,889,050</b>	<b>\$ 2,297,095</b>
<b>Water Fund Expenses</b>			
<b>Water - Administration</b>			
02-190-5000	Salaries	\$ 53,000	\$ 57,500
02-190-5010	Social Security	4,050	4,350
02-190-5011	Pension	4,800	5,250
02-190-5012	Workers Comp	160	175
02-190-5013	Insurance - Health	15,000	12,450
New Acct	Contribution - 457	-	575
New Acct	Collection Expense	-	2,500
02-190-5370	FMHA Bond	750	750
02-190-5600	Corporate Overhead	105,200	137,770
	<b>Total Water Administration</b>	<b>\$ 182,960</b>	<b>\$ 221,320</b>
<b>Water - Filtration</b>			
02-192-5102	Insurance - Gen Liab	\$ 800	\$ 1,100
02-192-5105	Insurance - Property	11,200	11,500
02-192-5106	Insurance - Boiler & Machinery	3,500	4,900
02-192-5521	Pumping System Expense	60,000	60,000
02-192-5522	Purification Plant Maintenance	290,000	190,000
02-192-5710	Filtration Contract Payment	512,000	564,000
	<b>Total Water Filtration</b>	<b>\$ 877,500</b>	<b>\$ 831,500</b>
<b>Water - Supply</b>			
02-194-5000	Salaries	\$ 26,500	\$ 27,700
02-194-5010	Social Security	2,025	2,100
02-194-5011	Pension	2,400	2,500
02-194-5012	Workers Comp	1,700	1,900
New Acct	Contribution - 457	-	275
02-194-5506	Hydro Facility Expense	8,000	5,000
02-194-5550	Utilities - Water Supply	5,000	5,000
02-194-5730	Water Supply Expense	50,000	50,000



**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
	Total Water Supply	\$ 95,625	\$ 94,475
	<b>Water - Distribution</b>		
02-196-5000	Salaries	\$ 204,000	\$ 212,400
02-196-5010	Social Security	15,600	16,250
02-196-5011	Pension	18,700	19,550
02-196-5012	Workers Comp	12,650	14,700
02-196-5013	Insurance - Health	52,375	55,700
New Acct	Contribution - 457	-	2,050
02-196-5050	Reserve For Contingencies	9,600	-
02-196-5100	Insurance - Auto	3,500	3,600
02-196-5102	Insurance - Gen Liab	1,000	1,300
02-196-5105	Insurance - Property	3,100	3,300
02-196-5150	Training	500	500
02-196-5170	Uniforms	4,000	4,000
02-196-5180	Safety Equipment	4,100	4,100
02-196-5191	Communications	14,200	9,200
02-196-5210	Office Supplies	500	500
02-196-5390	Miscellaneous Expense	1,000	28,550
02-196-5400	Gas, Oil, Grease	8,000	8,000
02-196-5420	Fleet Lease	14,500	24,000
02-196-5505	Crestview Pumping Station Expense	12,500	12,500
02-196-5550	Utilities - Water Distribution	2,600	2,600
02-196-5700	Distribution Expense	110,000	90,000
02-196-5701	Distribution Pipe Expense	5,000	5,000
02-196-5702	Equipment Maintenance	6,550	5,000
02-196-5703	Fire Hydrants Expense	10,000	15,000
02-196-5704	Transmission Mains Expense	12,000	12,000
02-196-5740	Meters Expense	190,000	190,000
02-196-5800	Capital Outlay	-	410,000
	Total Water Distribution	\$ 715,975	\$ 1,149,800
	<b>Total Water Fund Expenses</b>	<b>\$ 1,872,060</b>	<b>\$ 2,297,095</b>
	<b>Total Water Fund Net Income (Loss)</b>	<b>\$ 16,990</b>	<b>\$ -</b>

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
<b><u>Sewer Fund Operating Revenues</u></b>			
03-000-4000	Sewer Charges	\$ 1,925,000	\$ 1,925,000
03-000-4001	Interest Earned - Sewer	2,700	2,700
03-000-4317	Special Revenue	600,000	654,000
03-000-4404	Sundry Sales	1,000	1,500
03-000-4503	Sewer Tap Fees	4,000	7,500
03-000-4530	Project Reimbursements	-	71,000
	<b>Total Sewer Operating Revenue</b>	<b>\$ 2,532,700</b>	<b>\$ 2,661,700</b>
 <b><u>Sewer Operating Expenses</u></b>			
<b><u>Sewer - Administration</u></b>			
03-210-5000	Salaries	\$ 53,000	\$ 57,500
03-210-5010	Social Security	4,050	4,350
03-210-5011	Pension	4,800	5,250
03-210-5012	Workers Comp	160	175
03-210-5013	Insurance - Health	15,000	12,450
New Acct	Contribution - 457	-	575
New Acct	Collection Expense	-	2,500
	<b>Total Sewer Administration</b>	<b>\$ 77,010</b>	<b>\$ 82,800</b>
 <b><u>Sewer - Operating</u></b>			
03-211-5000	Salaries	\$ 139,000	\$ 151,200
03-211-5010	Social Security	10,625	11,550
03-211-5011	Pension	12,800	17,175
03-211-5012	Workers Comp	8,975	10,500
03-211-5013	Insurance - Health	38,350	59,000
New Acct	Contribution - 457	-	1,800
03-211-5100	Insurance - Auto	1,600	2,000
03-211-5102	Insurance - Gen Liab	500	625
03-211-5105	Insurance - Property	4,500	5,000
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	8,000	9,750
03-211-5520	Pumping Station Maintenance	6,000	6,000
03-211-5600	Corporate Overhead	235,440	225,110
03-211-5761	Sanitary Commission Charges	1,220,000	1,220,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800	11,800
03-211-5763	Sewer Operating Expense	55,000	55,000

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
03-211-5764	Sewer Pumping Expense	6,000	6,000
03-211-5805	Capital Outlay - Sewer Projects	647,000	725,000
	Total Sewer Operating	<u>\$ 2,412,990</u>	<u>\$ 2,524,910</u>
	Total Sewer Operating Expenses	<u>\$ 2,490,000</u>	<u>\$ 2,607,710</u>
	Sewer Operating Net Income (Loss)	<u>\$ 42,700</u>	<u>\$ 53,990</u>
	<b>CSO Revenue</b>		
03-220-4520	CSO Surcharge Revenue	\$ 390,000	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000	1,000
03-220-4530	Project Reimbursements	2,675,000	2,461,810
	Total CSO Revenue	<u>\$ 3,066,000</u>	<u>\$ 2,867,810</u>
	<b>CSO Expenses</b>		
03-220-5391	Interest Expense	\$ 3,865	\$ 3,650
03-220-5392	Debt Redemption	22,925	23,150
03-220-5800	Capital Outlay	3,080,000	2,895,000
	Total CSO Expense	<u>\$ 3,106,790</u>	<u>\$ 2,921,800</u>
	CSO Net Income (Loss)	<u>\$ (40,790)</u>	<u>\$ (53,990)</u>
	<b>Sewer Fund Net Income (Loss)</b>	<u><u>\$ 1,910</u></u>	<u><u>\$ -</u></u>

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
	<b>Water Surcharge Fund Revenue</b>		
04-000-4000	Water Tap Surcharge	\$ 885,000	\$ 913,000
04-000-4001	Interest Earned - Surcharge	1,600	1,600
04-000-4315	Proceeds from Fund Balance	12,425	-
04-000-4317	Special Revenue	50,000	175,000
	Total Water Surcharge Revenue	<u>\$ 949,025</u>	<u>\$ 1,089,600</u>
	<b>Water Surcharge Fund Expenses</b>		
New Acct	Collection Expense	\$ -	\$ 2,500
04-200-5391	Interest Expense	97,225	79,625
04-200-5392	Debt Redemption	752,100	766,400
04-200-5800	Capital Outlay	-	175,000
04-200-5802	Capital Repairs	99,700	66,075
	Total Water Surcharge Expense	<u>\$ 949,025</u>	<u>\$ 1,089,600</u>
	<b>Water Surcharge Net Income (Loss)</b>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF FROSTBURG  
DRAFT OPERATING BUDGET  
FOR THE YEAR ENDING JUNE 30, 2023**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>21/22 BUDGET As Amended</b>	<b>22/23 BUDGET Draft</b>
<b>Garbage Fund Revenues</b>			
05-000-4000	Trash & Garbage Charges	\$ 368,000	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,200	1,200
05-000-4315	Proceeds from Fund Balance	2,225	44,520
05-000-4404	Sundry Sales	500	1,000
	Total Garbage Revenue	<u>\$ 371,925</u>	<u>\$ 414,720</u>
<b>Garbage Fund Expenses</b>			
<b>Garbage Fund - Administration</b>			
05-230-5000	Salaries	\$ 53,000	\$ 57,500
05-230-5010	Social Security	4,050	4,350
05-230-5011	Pension	4,800	5,250
05-230-5012	Workers Comp	160	175
05-230-5013	Insurance - Health	15,000	12,450
New Acct	Contribution - 457	-	575
New Acct	Collection Expense	-	2,500
	Total Garbage Administration	<u>\$ 77,010</u>	<u>\$ 82,800</u>
<b>Garbage Operating</b>			
05-232-5000	Salaries	\$ 78,900	\$ 85,600
05-232-5010	Social Security	6,025	6,550
05-232-5011	Pension	7,300	7,875
05-232-5012	Workers Comp	5,350	5,925
05-232-5013	Insurance - Health	23,400	24,900
New Acct	Contribution - 457	-	825
05-232-5100	Insurance - Auto	2,000	2,200
05-232-5102	Insurance - Gen Liab	350	400
05-232-5105	Insurance - Property	3,200	3,600
05-232-5170	Uniforms	3,075	3,075
05-232-5180	Safety Equipment	500	500
05-232-5210	Office Supplies	500	500
05-232-5400	Gas, Oil, Grease	10,000	12,600
05-232-5600	Corporate Overhead	16,815	16,870
05-232-5770	Ash Dumpster	3,500	3,500
05-232-5771	Bulk Cleanup Expense	10,000	10,000
05-232-5772	Landfill Charges	107,000	130,000
05-232-5773	Sanitation Operating Expense	17,000	17,000
	Total Garbage Operating	<u>\$ 294,915</u>	<u>\$ 331,920</u>
	Total Garbage Expenses	<u>\$ 371,925</u>	<u>\$ 414,720</u>
	<b>Garbage Net Income (Loss)</b>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF FROSTBURG**  
**DRAFT BUDGET FOR THE YEAR ENDING JUNE 30, 2023**  
**CONDENSED SUMMARY BY FUND AND DEPARTMENT**

	Revenue	Expense	Net Income (Loss)
Corporate Fund			
Executive		\$ 50,075	
Administration		2,245,495	
Finance		160,875	
Community Development		298,900	
Code Enforcement		177,750	
Public Works Administration		98,500	
Public Safety		2,124,890	
Street		1,777,200	
Recreation		624,175	
Total Corporate Fund	\$ 7,557,860	\$ 7,557,860	\$ -
Water			
Administration		\$ 221,320	
Filtration		831,500	
Supply		94,475	
Distribution		1,149,800	
Total Water Fund	\$ 2,297,095	\$ 2,297,095	\$ -
Sewer			
Administration		\$ 82,800	
Operating		2,524,910	
Sewer subtotal	2,661,700	2,607,710	53,990
CSO subtotal	2,867,810	2,921,800	(53,990)
Total Sewer Fund	\$ 5,529,510	\$ 5,529,510	\$ -
Total Piney Surcharge	\$ 1,089,600	\$ 1,089,600	\$ -
Garbage			
Administration		\$ 82,800	
Operating		331,920	
Total Garbage Fund	\$ 414,720	\$ 414,720	\$ -
City Total	\$ 16,888,785	\$ 16,888,785	\$ -

**RESOLUTION 2022-06**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE REPAYMENT AGREEMENTS WITH EMPLOYEES ON BEHALF OF THE CITY.**

**WHEREAS,** the City of Frostburg is currently leasing 59 E. Main Street, formerly City Hall, to Frostburg State University; and,

**WHEREAS,** Frostburg State University intends to transform the property into a Regional Science Education Center and a Challenger Center; and,

**WHEREAS,** in order to support the rehabilitation of the building required to develop this new attraction in Frostburg, the property should be owned by Frostburg State University.

**NOW, THEREFORE, BE IT RESOLVED** the Mayor and City Council of The City of Frostburg hereby approved the transfer of the 59 E. Main Street to Frostburg State University for \$0.00 consideration, and further authorizes the Mayor to sign the deed at a time in which the University is authorized to accept the real property donation.

**ADOPTED** this 17<sup>th</sup> day of March 2022.

Frostburg Mayor and Council

BY \_\_\_\_\_  
W. Robert Flanigan, Mayor

Attest:

\_\_\_\_\_  
Elizabeth Stahlman, City Administrator

EXEMPT FROM RECORDATION TAX PURSUANT TO SECTION 12-108(a) OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND

EXEMPT FROM TRANSFER TAX PURSUANT TO SECTION 13-207(a)(1) OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND

THIS DEED, made this \_\_\_\_ day of \_\_\_\_\_, 2022 by and between the **THE CITY OF FROSTBURG**, a Maryland municipal corporation, "GRANTOR", and the **State of Maryland to the use of the University System of Maryland, on behalf of its constituent institution, FROSTBURG STATE UNIVERSITY**, "GRANTEE".

WITNESSETH: that in consideration of the sum of Zero Dollars (\$0.00) actual consideration being a gift from the Grantor to the Grantee, the receipt and sufficiency of which is hereby acknowledged, the said Grantor does hereby grant, convey and assign unto the said Grantee, its successors and assigns, in fee simple, all those lots of ground situate in Allegany County, Maryland and described as set forth on Exhibit A attached hereto and made a part hereof.

TOGETHER WITH the improvements thereupon; and the rights, alleys, ways, water, privileges, appurtenances and advantages to the same belonging or in anywise appertaining.

TO HAVE AND TO HOLD the said described lot of ground, unto and to the use of the said Grantee, its successors and assigns, in fee simple.

[Signatures on Following Page]



WITNESS the hand of the said Grantor as of the date first above written.

**GRANTOR:**

**Witness:**

**THE CITY OF FROSTBURG**

\_\_\_\_\_

\_\_\_\_\_  
By: W. Robert Flanigan,  
Mayor

Approved for form and legal sufficiency for Grantee this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jeffrey C. Palkovitz, Assistant Attorney General

STATE OF MARYLAND, CITY/COUNTY OF \_\_\_\_\_, To Wit:

On this \_\_\_\_ day of \_\_\_\_\_, 2022, before me the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to me to be the person set forth herein, who acknowledged himself to be the \_\_\_\_\_ of The City of Frostburg. and, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of The City of Frostburg., by himself in the foregoing capacity.

**AS WITNESS** my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

THIS IS TO CERTIFY that the within instrument was prepared by or under the supervision of the undersigned Maryland attorney or by a party to this instrument.

\_\_\_\_\_  
\_\_\_\_\_, Attorney at Law

Exhibit A  
Description of Land Conveyed

**RESOLUTION 2022-07**

**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:

- Water Treatment Plant System Upgrade
- Street Paving
- Comprehensive Plan
- Vacuum Truck Dry Bed
- Water Department Roof
- Street Department Roof
- Mainstreet Trashcans & Benches
- Utility Rate Consultant
- Salt Dome Design

**ADOPTED** this 17th day of March, 2022.

Frostburg Mayor and Council

BY \_\_\_\_\_  
W. Robert Flanigan, Mayor

Attest:

\_\_\_\_\_  
Elizabeth Stahlman, City Administrator

**RESOLUTION 2022-08**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE REPAYMENT AGREEMENTS WITH EMPLOYEES ON BEHALF OF THE CITY.**

**WHEREAS**, new requirements to obtain a Commercial Drivers License (CDL) went into effect in February 2022, requiring new CDL to complete Entry Level Drivers Training which is estimated to cost \$2,500 per person.

**NOW, THEREFORE, BE IT RESOLVED** the Mayor and City Council of The City of Frostburg hereby authorizes the City Administrator to execute Repayment Agreements with City Employees required to obtain their CDL, in which a template Repayment Agreement is attached hereto.

**ADOPTED** this 17<sup>th</sup> day of March 2022.

Frostburg Mayor and Council

BY \_\_\_\_\_  
W. Robert Flanigan, Mayor

Attest:

\_\_\_\_\_  
Elizabeth Stahlman, City Administrator

## **CDL TRAINING REIMBURSEMENT AGREEMENT**

**THIS CDL TRAINING REIMBURSEMENT AGREEMENT (“Agreement”)** is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between **The City of Frostburg (the “City”)** and \_\_\_\_\_ (**the “Employee”**).

### **RECITALS**

**WHEREAS**, under law effective February 7, 2022, all applicants for a commercial driver’s license (“CDL”) must complete Entry-Level Driver Training (“ELDT”) by a registered training provider:

**WHEREAS**, the City is extending an offer of employment to the Employee as a \_\_\_\_\_;

**WHEREAS**, the job description requires persons working in this position to hold a CDL;

**WHEREAS**, the offer of employment is contingent upon the Employee successfully completing ELDT;

**WHEREAS**, the cost of the ELDT is approximately \$2,500.00; and

**WHEREAS**, the City will pay the cost of the ELDT for the Employee subject to the terms of this Agreement.

### **WITNESSETH**

**NOW, THEREFORE**, in consideration of the premises and the stipulations hereinafter set forth, it is mutually covenanted and agreed between the parties hereto, as follows:

**1. Recitals.** The Recitals set forth hereinbefore are not merely prefatory. They are incorporated by reference herein, it being the intention of the parties hereto that they form a part of this Agreement.

**2. Employment.** The City has extended an offer of employment to Employee which is contingent upon the Employee completing and passing ELDT and obtaining a CDL. The Employee accepts this employment subject to that contingency.

**3. Reimbursement Obligation for ELDT.** The City will pay the cost of ELDT on the Employee’s behalf. Except in the event of a Disability Termination (as defined below), the Employee shall reimburse the City for the cost of the ELDT if the Employee (i)

fails to satisfactorily complete the ELDT, (ii) does not obtain a CDL, or (iii) fails to complete three (3) years of employment with the City. A "Disability Termination" is the discontinuance of the Employee's employment due to injury or illness resulting in the Employee's permanent inability to perform his job duties.

4. **Term.** The term of this Agreement shall commence effective the date first written above and it shall continue for three (3) years following the date the Employee successfully completes ELDT and obtains a CDL.

5. **Restrictive Covenant.** The City would not have paid for Employee's ELDT but for his/her commitment to work for it as a \_\_\_\_\_ for the term of this Agreement. In consideration of the foregoing, except in the event of a Disability Termination, the Employee shall be prohibited from performing work with requires a CDL within thirty (30) miles of the City's municipal boundaries for three (3) years following the date of the Employee obtains a CDL.

6. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland. It is and shall be exclusively enforceable with an action commenced in the Circuit Court for Allegany County, Maryland or the District Court of Maryland for Allegany County, and the Employee agrees to be subject to the jurisdiction of such courts and further waives any claim that any action or proceeding arising out of or relating to this Agreement and commenced in either of such courts is commenced in an inconvenient forum or one that lacks proper venue.

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties and may be amended, waived, changed modified, extended or rescinded only by writing signed by the parties.

8. **Jury Trial Waiver.** **THE EMPLOYEE HEREBY WAIVES TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH HE/SHE AND THE CITY MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS AGREEMENT. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS, INCLUDING CLAIMS AGAINST PARTIES WHO ARE NOT PARTIES TO THIS AGREEMENT.**

9. **Severability.** If any term or provision of this Agreement or the application thereof to any person, property or circumstance shall to any extent be invalid or unenforceable as to the remainder of this Agreement, then the application of such term or provision to persons, properties and circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**10. Gender/Tense/Conjugation.** The use of any gender, tense, or conjugation herein shall be applicable to all genders, tenses and conjugations. The use of the singular shall include the plural and the plural shall include the singular.

**IN WITNESS WHEREOF**, the parties hereto have executed this CDL Training Reimbursement Agreement the date first written above.

**WITNESS/ATTEST:**

**THE CITY OF FROSTBURG**

\_\_\_\_\_

By: \_\_\_\_\_  
Elizabeth Stahlman,  
City Administrator

\_\_\_\_\_

\_\_\_\_\_  
Employee signature

**RESOLUTION 2022-09**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION  
OF THE STATE OF MARYLAND, APPROVING THE TEMPORARY REPEAL OF  
THE OPEN CONTAINER LAW**

**WHEREAS,** The Annual Spring Arts Walk is sponsored by FrostburgFirst to showcase local artists and draw residents and visitors to downtown Frostburg, and is scheduled to take place on Saturday, April 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** the Mayor and City Council of The City of Frostburg hereby approves the possession and consumption of alcoholic beverages on Main Street, Broadway and Water Streets during the 2022 Spring Arts Walk from 11:00 p.m. until 8:00 p.m. provided that no glass containers be carried on the streets or sidewalks and that all other related alcohol and traffic laws and regulations of the State of Maryland and Allegany County be observed by all participants.

**ADOPTED** this 17<sup>th</sup> day of March 2022.

Frostburg Mayor and Council

BY \_\_\_\_\_  
W. Robert Flanigan, Mayor

Attest:

\_\_\_\_\_  
Elizabeth Stahlman, City Administrator