



# 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, May 19, 2022 at 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. FROSTBURG BLESSING	
4. ROLL CALL	
5. APPROVAL OF THE AGENDA	
6. APPROVAL OF THE MINUTES	
6.1. Minutes from the April Council Meeting.	4 - 16
Motion and Second to Approve the Minutes for the April Council Meeting. <a href="#">Mayor and Council Meeting - 21 Apr 2022 - Minutes - Pdf</a>	
6.2. Sealed Minutes and Summary of Closed Meeting held on April 14, 2022	17
Motion and Second to Approve the Sealed Minutes and Summary of the Closed Meeting held on April 14, 2022. <a href="#">Closed Session Summary 2022 04 14</a>	
7. SPECIAL PRESENTATIONS AND REQUESTS	
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	
8.1. Monthly Reports of the City Departments	18 - 69
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council. <a href="#">April 2022 Monthly Reports</a>	
9. PUBLIC HEARINGS	
9.1. <b>ORDINANCE 2022-04</b> Fiscal Year 2023 Operating Budget and Schedule of Rates and Fees. Elaine Jones, CPA, Director of Finance	70 - 94
<a href="#">Budget Ordinance FY23</a> <a href="#">Budget Ordinance 2022</a> <a href="#">FY23 Hotel Motel Ordinance Allocations</a> <a href="#">Fee Schedule FY23</a>	
9.2. <b>ORDINANCE 2022-05</b> Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code pertaining to the City's Procurement Processes and Policies, in order to revise the threshold amounts for certain exemptions to the competitive bidding requirements.	95 - 99
<a href="#">Ordinance 2022-05- Purch Policy Amendment</a>	

9.3. Combined Sewer Overflow Monthly Public Hearing

10. OLD BUSINESS

- 10.1. **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of Rates and Fees. Elaine Jones, CPA, Director of Finance 100 - 124

Motion and Second to Approve Ordinance 2022-04 on Second Reading; Vote of the Mayor and City Council.

[Budget Ordinance FY23](#)

[Budget Ordinance 2022](#)

[Fee Schedule FY23](#)

[FY23 Hotel Motel Ordinance Allocations](#)

- 10.2. **ORDINANCE 2022-05** Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code pertaining to the City's Procurement Processes and Policies, in order to revise the threshold amounts for certain exemptions to the competitive bidding requirements. Elaine Jones, CPA, Director of Finance 125 - 129

Motion and Second to Approve Ordinance 2022-05 on Second Reading; Vote of the Mayor and City Council.

[Ordinance 2022-05- Purch Policy Amendment](#)

11. NEW BUSINESS

- 11.1. **RESOLUTION 2022-14** Authorize submission of Annual Report to the Maryland Department of Planning. L.J. Bennett, Director of Community Development 130 - 132

Motion and Second to Approve Resolution 2022-14; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-14 MDP Annual Report](#)

[Annual Report - Short Form - City of Frostburg](#)

- 11.2. **RESOLUTION 2022-15** Appoint Maureen Brewer to the Frostburg Historic District Commission for a 3-year term. L.J. Bennett, Director of Community Development 133

Motion and Second to Approve Resolution 2022-15; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-15 HDC Appointment](#)

- 11.3. **RESOLUTION 2022-16** Declare intent to reimburse expenditures to be incurred with future project with funds from the proceeds to debt remaining from the 2019 CDA bond issuance for the renovations of 37 Broadway. Elaine Jones, CPA, Director of Finance 134

Motion and Second to Approve Resolution 2022-16; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-16 CDA Intent to Reimburse](#)

- 11.4. **RESOLUTION 2022-17** Approve application to the Community Development Block Grant program for funding of the construction of a new Frostburg childcare facility. 135

Motion and Second to Approve Resolution 2022-17; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-17 CDBG Application Childcare Center](#)

- 11.5. **RESOLUTION 2022-18** Authorize Maryland Department of Natural Resources to perform temperature and data monitoring and work with City representatives to adjust flow from Savage Springs and Wells, with the intent of studying options for improving native Brook Trout habitat in the Savage River, upstream of the dam. Hayden Lindsey, EIT, Director of Public Works 136

Motion and Second to Approve Resolution 2022-18; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-18 DNR Savage Spring Flow Study](#)

12. REPORT OF THE FROSTBURG POLICE DEPARTMENT  
Chief Nicholas Costello

- 12.1. Police Report for the month of April 137  
[Police Monthly Report April 2022](#)

13. OPEN PUBLIC COMMENT

14. ADJOURNMENT



# MINUTES

## Mayor and Council Meeting

Thursday, April 21, 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, April 21, 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**

Motion by Commissioner Donny Carter, and Seconded by Commissioner Kevin Grove to Approve the Agenda.

**6 APPROVAL OF THE MINUTES**

a) Minutes from the March Council Meeting.

6 - 9

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

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

Carried

[Mayor and Council Meeting Minutes 3-17-22](#)

**7 SPECIAL PRESENTATIONS AND REQUESTS**

a) Proclamation: Arbor Day

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

- a) Monthly Reports of the City Departments

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

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

Carried

**9 PUBLIC HEARINGS**

- a) Community Development Block Grant (CDBG) Hearing regarding a proposed  
Childcare and Day Camp Facility project and the opportunity to provide input  
on other needs to be considered by the City.

**PUBLIC COMMENT:**

a) Lisa Vanhouten, 318 Barnard St. - want to know the location for the  
Childcare and Day Camp building.

- b) Constant Yield Tax Rate Hearing:

*The Mayor and City Council of the City of Frostburg proposes to increase real  
property taxes.*

1. *For the tax year beginning July 1, 2022, the estimated real property  
assessable base will increase by 1.9%, from \$358,488,277 to  
\$365,357,456*
2. *If the City of Frostburg maintains the current tax rate of \$0.70 per \$100  
of assessment, real property tax revenues will increase by 1.9%  
resulting in \$48,084 of new real property tax revenues.*
3. *In order to fully offset the effect of increasing assessments, the real  
property tax rate should be reduced to \$0.6868, the constant yield tax  
rate.*
4. *The City is considering not reducing its real property tax rate enough to  
fully offset increasing assessments. The City proposes to adopt a real  
property tax rate of \$0.70 per \$100 of assessment. This tax rate is 1.9%  
higher than the constant yield tax rate and will generate \$48,084 in  
additional property tax revenues.*

**PUBLIC COMMENT**

a) Lisa Vanhouten, 318 Barnard St.-how is the ARPA fund being spent, why  
raise taxes. Opposed to raising taxes.

b) Terry McKenzie, 351 Allegany St.-no respect for Senior citizens - Opposed to  
raising taxes.

- c) Combined Sewer Overflow Monthly Public Hearing - Hayden Lindsey, Director  
of Public Works gave the report on the CSO Projects.

**10 OLD BUSINESS**

**11 NEW BUSINESS**

- a) **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of Rates and Fees - Elaine Jones, CPA, Director of Finance

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

*Motion and Second to Approve the Ordinance on First Reading, and set the May 19, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

- b) **ORDINANCE 2022-05** Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code pertaining to the City's Procurement Processes and Policies, in order to revise the threshold amounts for certain exemptions to the competitive bidding requirements.

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

*Motion and Second to Approve the Ordinance on First Reading, and set the May 19, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Lisa Vanhouten, 318 Barnard St.-can this be revoked after ARPA funding has been spent. Vote of the Mayor and City Council.*

Carried

- c) **RESOLUTION 2022-10** Amend the FY 2022 Fee Schedule to include fee increases for certain residential building inspections. 10

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

*Motion and Second to Approve Resolution 2022-10; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

[Res. 2022-10 Inspection Fee Amend](#)

- d) **RESOLUTION 2022-11** Approve Community Development Block Grant (CDBG) Citizen Participation Plan and Anti-Displacement and Relocation Plan. 11

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

*Motion and Second to Approve Resolution 2022-11; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

[Res. 2022-11 Anti-Displacement, Relocation Plan](#)

- e) **RESOLUTION 2022-12** Accept Public Infrastructure (water, sewer, stormwater conveyance, and streets) of Sand Spring Run Phase II-A Subdivision with a reduction in the bonding requirement for the duration of the 1-year warranty period(s). 12

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

*Motion and Second to Approve Resolution 2022-12; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

[Res. 2022-12 Sand Spring Run Phase II-A](#)

- f) **RESOLUTION 2022-13** Authorize the acquisition of real property located on National Highway for the purpose of future water system infrastructure. 13

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

*Motion and Second to Approve Resolution 2022-13; PUBLIC COMMENT; Lisa Vanhouten, 318 Barnard St.- is ARPA fund help paying for this purchase. Vote of the Mayor and City Council.*

Carried

[Res. 2022-13 Purchase Property Nat'l HWY NW](#)

**12 REPORT OF THE FROSTBURG POLICE DEPARTMENT**

Chief Nicholas Costello reviewed the report for March 2022.

**13 OPEN PUBLIC COMMENT**

- a) Matt McMorran-Fire Department- Thanked all involved in for traffic notifications for Emergency vehicles with street repairs.
- b) Lisa Vanhouten, 318 Barnard St.-redirect traffic due to gas work, checking with the people who has chickens that none of the chickens have HPIV virus.
- c) Terry McKenzie, 351 Allegany St.-coyotes around chickens on Allegany St., timeline for paving, having the Work Session at 3:00 pm is hard for anyone who works to attend, Center Street Project start date.
- d) Representative for FSU-TV3 Educational Access Channel - doing a survey on viewer opinions.

**14 ADJOURNMENT**

There being no further business the meeting was adjourned at 8:00 pm.

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Mayor

Mayor and Council Meeting  
April 21, 2022

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City Administrator





## MINUTES

### Mayor and Council Meeting

Thursday, March 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, March 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 February 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 February Council Meeting.*

Carried

Mayor and Council Meeting Minutes 2-17-22

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- b) Sealed Minutes and Summary of Closed Meeting held on February 28, 2022

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

*Motion and Second to Approve the Sealed Minutes and Summary of the  
Closed Meeting held on February 28, 2022.*

Carried

**7 SPECIAL PRESENTATIONS AND REQUESTS**

- a) Frostburg Police Department Retirement Recognition: Lt. Irvin A. Buskirk  
b) American Red Cross Month Proclamation presented to American Red Cross  
Volunteer, Steve Finger

**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, gave the report on the CSO projects - Phase 9B, 9C, 10A,  
and 10B are on winter shutdown.

**10 NEW BUSINESS**

- a) Presentation of the Draft FY 22/23 Budget. Elaine Jones, CPA, Director of  
Finance  
b) **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

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

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

Carried

- c) **RESOLUTION 2022-07** Approve American Rescue Plan Act Projects/Programs. Elizabeth Stahlman, City Administrator. 9

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

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

Carried

Res. 2022-07 ARPA Funds

- d) **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. 10 - 13

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

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

Carried

Res. 2022-08 CDL Agreement

- e) **RESOLUTION 2022-09** Approve Open Container Repeal for the Spring Arts Walk, as requested by FrostburgFirst. 14

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

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

Carried

Res. 2022-09 Spring Arts Walk

**11 REPORT OF THE FROSTBURG POLICE DEPARTMENT**

Chief Nicholas Costello reviewed the report for February 2022. He then mentioned that the Park Mobile app is running and that there were some trouble with the meters.

**12 OPEN PUBLIC COMMENT**

- a. Lisa Vanhouten, 318 Barnard St., Frostburg - asked about Dunkin Donuts coming to Frostburg.
- b. Terry McKenzie, 351 Allegany St., Frostburg - asked if the City had a plan for Street Repairs.

**13 ADJOURNMENT**

There being no further business the meeting was adjourned at 7:50 pm.

  
Mayor  
City Administrator

**RESOLUTION 2022-10**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN AMENDMENT TO THE FISCAL YEAR 2021/2022 SCHEDULE OF FEES TO AMEND CERTAIN RESIDENTIAL CONSTRUCTION INSPECTION FEES**

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

**WHEREAS,** the City's third-party licensed construction inspector seeks to increase certain inspection fees based on increased indirect costs and fees charged in comparable jurisdictions.

**NOW, THEREFORE BE IT RESOLVED THAT,** the Frostburg Mayor & City Council do hereby approve an amendment to the Fiscal 2021/2022 Schedule of Fees as follows:

Residential Inspection Fees, currently at \$50.00 per inspection, raised to \$65.00, and

Electric Service 100-200 amp Inspection, currently at \$90.00 per inspection, raised to \$100.00.

**ADOPTED** this 21<sup>st</sup> day of April 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

**RESOLUTION 2022-11**

**RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CITIZEN PARTICIPATION PLAN AND A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN.**

**WHEREAS**, the City of Frostburg intends to apply for funding from the Maryland Community Block Grant Program through the Maryland Department of Housing and Community Development; and

**WHEREAS**, certain provisions of the Federal Code of Regulations CFR require that communities desiring to be recipients of Community Block Grant funds approve and maintain certain processes that are designed to provide for Citizen Participation and Residential Anti-Displacement and Relocation Assistance; and

**WHEREAS**, the Mayor and City Council desire to meet or exceed all requirements of the Community Development Block Grant Program.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and City Council of Frostburg hereby approve a Citizen Participation Plan and a Residential Anti-Displacement and Relocation Assistance Plan, copies of which are attached hereto and made a part hereof this Resolution and do hereby further authorize the Mayor to sign both Plans.

**ADOPTED** this 21<sup>st</sup> day of April 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

**RESOLUTION 2022-12**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, ACCEPTING INFRASTRUCTURE CONSTRUCTED IN AN APPROVED SUBDIVISION, INCLUDING THE TRANSFER OF PROPERTY AND EASEMENTS TO THE CITY, AND APPROVING A REDUCTION IN THE BOND AMOUNT FOR THE WARRANTY PERIOD.**

**WHEREAS,** The Mayor and Council of the City of Frostburg permit new subdivisions to be constructed in the City in which the public streets and utilities are built to City standards and inspected and,

**WHEREAS,** the infrastructure in Sand Spring Run Phase II-A subdivision is largely complete, save for a top coat of asphalt and punch list items scheduled to be completed during the summer of 2022; and,

**WHEREAS,** the Director of Public Works has reviewed the work and the As-Built plans submitted by the project engineer, and has recommended the acceptance of the public infrastructure to include the streets, water, sewer, and storm water conveyance infrastructure.

**NOW, THEREFORE BE IT RESOLVED THAT,** the Frostburg Mayor & City Council do hereby accept the public infrastructure in Sand Spring Run Phase II-A subdivision, authorize the deed transferring the property and easements to the City to be executed, and further approve reducing the construction bond amount to \$300,000 for the 1-year warranty period, under the terms of the RETSA Agreement.

**ADOPTED** this 21<sup>st</sup> day of April 2022.

Frostburg Mayor and Council

BY

  
W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

**RESOLUTION 2022-13**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE PURCHASE OF A PROPERTY ON NATIONAL HIGHWAY FOR THE PURPOSE OF FUTURE IMPROVEMENTS TO THE CITY'S WATER TREATMENT AND DISTRIBUTION SYSTEM.**

**WHEREAS,** The City of Frostburg had previously identified property west of the Water Treatment Plant as an area that improvements to current infrastructure should be made as well as a location for new infrastructure; and,

**WHEREAS,** the City has the opportunity to purchase the previously identified property from an estate; and,

**NOW, THEREFORE BE IT RESOLVED** that the Frostburg Mayor & City Council do hereby approve the purchase the property described as 4A S/W/S RT 40 1.25 MI W of Frostburg, 416 x 419 and recorded in Allegany County Land Records Deed Liber 728, folio 270 and Deed Liber 291, folio 344, and Tax Account No. 26-005892 for the appraised value of \$50,000 plus any closing costs and to authorize the Mayor or City Administrator to sign all related documents.

**ADOPTED** this 21<sup>st</sup> day of April 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator



**MINUTES OF CLOSED SESSION HELD ON April 14, 2022**

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

Time of closed session: 4:00 pm \_\_\_\_\_

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

Purpose of the closed session: To discuss discipline of a City employee.

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

Names of members voting aye: 5 (Carter by phone) \_\_\_\_\_

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) ( 1 )**

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

<b>Topic description</b>	<b>Persons present for discussion</b>	<b>Action Taken/Each Recorded Vote</b>
#1: matters related to a discipline of a City employee	Flanigan, Forsythe, Grove, Ritchey, Stahlman, (Carter by Phone)	Disciplinary action agreed upon.

City of Frostburg  
Monthly Reports



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

Community Development  
Finance  
Parks and Recreation  
Street  
Water

## **CITY OF FROSTBURG**

Monthly Report: Community Development Department

For the Month of: April 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:

- The Rental License submission deadline was April 1. Three occupied properties were posted as “Uninhabitable” due to non-payment for the 2022 Rental License. All properties have since come into compliance.
- One returned check came back from a License submission. The property owner has paid the License fee as well as the returned check fee and is now in compliance.
- RH Program Coordinator attended monthly Frostburg Community Coalition meeting.
- Combined effort with Code Enforcement was made for non-compliant properties.
- Confirmation of no outstanding issues was given by RH and CE for per our Finance Department’s request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes.
- iWorQ’s team is continuing working through getting the Licensing portion of the program up and running. The second and third inspection mailings were downloaded and prepared to be mailed, the third will be processed next month and we will send them periodically until caught up and back on track with the pre-COVID schedule by the end of the year.
- Our Rental Housing Inspectors have had two trainings to become acclimated with the inspection portion of iWorQ. One more training will follow in May.

#### 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: **Demolition is complete, and a renovation permit has been issued. New owner demonstrates a commitment to completing the project in a timely manner, and progress at the worksite is being made at the worksite.**
- 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, April 11, to review two public art proposals, one for a large-scale mural at 115 E. Main Street (privately owned), and another for a sculptural installation in the W. Mechanic Street parking lot, which is owned by the City. Both proposals were passed unanimously and work on each will begin in the coming weeks.
- *Planning Commission* –
  - The Frostburg Planning Commission met on Wednesday, April 13, to hear a request for a favorable recommendation to the Board of Zoning Appeals for the addition of a rental unit to an existing four-unit structure. The property currently stands as an existing nonconformity in a zoning district where multifamily facilities are permitted by Special Exception only; therefore, in order to further contribute to the nonconformity, the owners must request a Special Exception from the Board of Zoning Appeals. The request for a favorable recommendation was unanimously granted, and the property owner will next present their proposal to the Board of Zoning Appeals in a public hearing. The hearing has not yet been scheduled, but staff expects this to be scheduled in the coming weeks.
  - At this meeting, the Planning Commission also voted to approve the annual report to the Maryland Department of Planning (MDP), which details building permits issued for the construction of single family dwellings during CY2021. The annual report was approved unanimously, and staff will present the report before the Mayor and Council for final approval before forwarding to the MDP.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in April due to no applications received.

### Planning & Economic Development:

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

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

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

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

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

Ongoing development in the Industrial Park: Berkeley Springs Instruments (BSI) is complete and the water/sewer connection permits have been issued. Use and Occupancy has also been issued for BSI operations. The 58,000 SF addition to Sierra Hygiene is underway. Final plans for Smitty's fuel stop are on hold. We worked in

conjunction with Allegany County to determine potential needs for stop lighting and intersection improvements at Rte. 36 and Village Parkway. An updated traffic study for a signal light warrant has been completed by Bennett, Brewer and Associates and no current warrants for signal lighting have been satisfied.

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

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



## Case Activity Report

4/1/2022 - 5/1/2022

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

4/18/2022	4/7/22 (court date); 4/17/22 (pay fine)	16 BOWERY ST	Numerous violations	Inspection	Monitoring
4/4/2022	ASAP	14 W MAIN ST	Partial Wall Collapse	Inspection	Monitoring

Group Total: 2

### Group: Issue Citation

4/25/2022	5/12/22, 5/22/22 (Citation #1); 5/15/22, 5/25/22 (Citation #2)	70 OAK ST	loose trash in yard	Issue Citation	Citation Issued
4/22/2022	5/12/22, 5/22/22 (Citation #1); 5/15/22, 5/25/22 (Citation #2)	70 OAK ST	loose trash in yard	Issue Citation	Citation Issued
4/11/2022	5/1/2022 (court date); 5/11/2022 (pay fine)	158 CENTER ST	Loose trash all over back yard	Issue Citation	Citation Issued

Group Total: 3

### Group: Phone Call/Email

4/12/2022	ASAP	197 WELSH HILL ROAD	Pile of furniture in front yard	Phone Call/Email	Resolved
4/7/2022	ASAP	235 CENTENNIAL ST	Junkyard conditions - 4 trailers and 3 UTVs	Phone Call/Email	First Warning

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
4/12/2022		205 MCCULLOH ST	Blighted property - numerous violations	Phone Call/Email	Final Warning
4/11/2022		205 MCCULLOH ST	Blighted property - numerous violations	Phone Call/Email	Final Warning
4/28/2022	4/7/22 (court date); 4/17/22 (pay fine)	57 WASHINGTON ST	Gutters falling down and weeds covering house	Phone Call/Email	Citation Issued
4/26/2022	5/1/2022 (court date); 5/11/2022 (pay fine)	158 CENTER ST	Loose trash all over back yard	Phone Call/Email	Citation Issued
4/14/2022	5/1/2022 (court date); 5/11/2022 (pay fine)	158 CENTER ST	Loose trash all over back yard	Phone Call/Email	Citation Issued
4/13/2022	4/7/22 (court date); 4/17/22 (pay fine)	57 WASHINGTON ST	Gutters falling down and weeds covering house	Phone Call/Email	Citation Issued
4/13/2022	4/7/22 (court date); 4/17/22 (pay fine)	57 WASHINGTON ST	Gutters falling down and weeds covering house	Phone Call/Email	Citation Issued

**Group Total: 9**

**Group: Re-Inspection**

4/22/2022	5/2/2022	157-159 CENTER ST	Two couches on front porch	Re-Inspection	Second Warning
4/22/2022	4/18/2022, 4/21/2022	15 S GRANT ST	Mattress in front yard, solid waste	Re-Inspection	Resolved
4/22/2022	4/21/2022	146 SPRING ST	Recliner in front yard	Re-Inspection	Resolved
4/22/2022	ASAP	197 WELSH HILL ROAD	Pile of furniture in front yard	Re-Inspection	Resolved



Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
4/21/2022	4/21/2022	24 W COLLEGE AVE	Furniture on front porch	Re-Inspection	Resolved
4/18/2022	4/21/2022	101 Meshach Frost Village, Unit 49	Furniture intended for indoor use	Re-Inspection	Resolved
4/14/2022	4/21/2022	99 S BROADWAY	Chair on sidewalk in front of house	Re-Inspection	Resolved
4/11/2022	4/14/2022	114 CENTER ST	Used appliance on the front porch	Re-Inspection	Resolved
4/11/2022	04/07/2022	53 BOWERY ST	Solid waste	Re-Inspection	Resolved
4/11/2022	3/31/2022	22 CHESTNUT ST	Used Appliance	Re-Inspection	Resolved
4/11/2022	04/07/2022	122 CENTER ST	Loose trash all over yard	Re-Inspection	Resolved
4/3/2022		210 W MAIN ST	Referral to FPD	Re-Inspection	Resolved
4/11/2022	04/07/2022	114 CENTER ST	Solid waste on porch and in yard areas	Re-Inspection	Monitoring
4/22/2022	5/2/2022	62 SPRING ST	Mattress propped against side of the house	Re-Inspection	Final Warning
4/11/2022	5/2/2022	62 SPRING ST	Mattress propped against side of the house	Re-Inspection	Final Warning

**Group Total: 15**

**Group: Send Letter**

4/11/2022	5/2/2022	157-159 CENTER ST	Two couches on front porch	Send Letter	Second Warning
4/11/2022	4/18/2022, 4/21/2022	15 S GRANT ST	Mattress in front yard, solid waste	Send Letter	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
4/11/2022	4/21/2022	99 S BROADWAY	Chair on sidewalk in front of house	Send Letter	Resolved
4/11/2022	4/21/2022	146 SPRING ST	Recliner in front yard	Send Letter	Resolved
4/11/2022	4/21/2022	101 Meshach Frost Village, Unit 49	Furniture intended for indoor use	Send Letter	Resolved
4/11/2022	4/21/2022	24 W COLLEGE AVE	Furniture on front porch	Send Letter	Resolved
4/4/2022	4/14/2022	114 CENTER ST	Used appliance on the front porch	Send Letter	Resolved
4/5/2022	n/a	346 GRANDVIEW DR	Problem tree	Send Letter	Problem Tree
4/22/2022	5/2/2022	56 SPRING ST	Furniture intended for indoor use	Send Letter	First Warning
4/22/2022	4/29/2022, 5/2/2022	68 SPRING ST	Trash & furniture on deck	Send Letter	First Warning
4/11/2022	5/12/22, 5/22/22 (Citation #1); 5/15/22, 5/25/22 (Citation #2)	70 OAK ST	loose trash in yard	Send Letter	Citation Issued

**Group Total: 11**

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**Total Records: 40**

**5/2/2022**



## Case Detail Report

4/1/2022 - 5/1/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
4/4/2022	4/14/2022	114 CENTER ST	Used appliance on the front porch	Resolved
4/4/2022	ASAP	14 W MAIN ST	Partial Wall Collapse	Monitoring
4/11/2022	5/1/2022 (court date); 5/11/2022 (pay fine)	158 CENTER ST	Loose trash all over back yard	Citation Issued
4/11/2022	4/21/2022	101 Meshach Frost Village, Unit 49	Furniture intended for indoor use	Resolved
4/11/2022	4/21/2022	24 W COLLEGE AVE	Furniture on front porch	Resolved
4/11/2022	4/21/2022	99 S BROADWAY	Chair on sidewalk in front of house	Resolved
4/11/2022	4/21/2022	146 SPRING ST	Recliner in front yard	Resolved
4/11/2022	4/18/2022, 4/21/2022	15 S GRANT ST	Mattress in front yard, solid waste	Resolved
4/11/2022	5/2/2022	157-159 CENTER ST	Two couches on front porch	Second Warning
4/14/2022	ASAP	197 WELSH HILL ROAD	Pile of furniture in front yard	Resolved
4/22/2022	4/29/2022, 5/2/2022	68 SPRING ST	Trash & furniture on deck	First Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
4/22/2022	5/2/2022	56 SPRING ST	Furniture intended for indoor use	First Warning

**Total Records: 12**

**5/2/2022**



## Permit Report

04/01/2022 - 5/1/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Swimming Pool	90 WASHINGTON ST	Installation of 21' x 56" Swimming Pool in Rear Yard	Pending
Building	Accessory Structure	203 W MAIN ST	Placing a 12'x20' Storage Shed on the Property	Closed
Building	Addition	10701 NEW GEORGES CREEK ROAD SW	Loading Dock & Retaining Wall	Open
Building	Accessory Structure	126 MAIN ST	ADA Access Ramp	Pending
Building	Renovation/Conversion	163 MAPLE ST	Conversion from SFD to two-family dwelling (one-over-one configuration)	Open
Burning		336 GRANDVIEW DR	Burning Brush	Closed
Burning		215 EAST ST	Burning Brush	Closed
Burning		23 HILL ST	Burning Brush	Closed
Burning		223 MCCULLOH ST	Burning Brush	Closed
Burning		92 SPRING ST	Burning Brush	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Burning		159 MCCULLOH ST	Brush Burning	Closed
Certificate of Appropriateness			Public Art in the W. Mechanic Street Parking Lot	Closed
Certificate of Appropriateness		115 E MAIN ST	Painting a colorful mural on the side of 115 E. Main Street	Closed
Certificate of Appropriateness		82 E MAIN ST	Administrative Approval - Commercial Signage on Painted Awning	Closed
Demolition		100 MAPLEHURST ROAD	Demolition of two structures (100'x60' and approx. 20'x20')	Open
Dumpster - Temporary		9 Ormand Street	Temporarily placing a dumpster on Ormand Street from 4/8/2022 and ending 4/18/2022	Closed
Fence		207 CENTENNIAL ST	Installation of 6' Wood Fence OR 4' Metal Fence	Closed
Grading	Minor Grading	101 Village Parkway	Remove island in front of shop	Closed
Sign		300 E MAIN ST	Installation of two (2) Signs - 14" x 24"	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Use & Occupancy		48 TARN TER	Updated U&O to reflect new ownership - Mountain City Center for Rehabilitation and Nursing	Closed

**Total Records: 20**

**5/2/2022**

CITY OF FROSTBURG  
APRIL 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Apr 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	(167.68)	10,078.45	84.0
01-000-4002	PUBLIC UTILITY TAXES	200,000	-	200,149.80	100.1
01-000-4003	CORPORATION TAXES	130,000	1,779.31	113,015.33	86.9
01-000-4004	PRIOR YEAR TAXES	2,000	-	-	-
01-000-4005	TRAILER TAX	1,600	280.00	1,120.00	70.0
01-000-4010	INTEREST ON TAXES	50,000	9,558.91	83,211.48	166.4
01-000-4011	TAX CREDITS	(2,000)	-	(2,597.00)	129.9
01-000-4012	TAX ABATEMENTS	(3,500)	(422.10)	(1,482.33)	42.4
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	545,000	-	390,137.25	71.6
01-000-4021	ADMISSION TAXES	15,100	485.59	17,124.07	113.4
01-000-4022	HOTEL MOTEL TAX	110,000	7,284.59	93,666.70	85.2
01-000-4023	HIGHWAY USE TAX	310,000	-	156,721.31	50.6
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	-	211.38	3.0
01-000-4032	TRADERS LICENSES	7,000	45.76	782.48	11.2
01-000-4040	POLICE GRANTS	28,000	3,001.86	20,763.14	74.2
01-000-4041	PARKING METERS	18,000	2,074.39	11,941.57	66.3
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	102,311.25	75.8
01-000-4045	FINES & FORFEITURES	15,000	1,720.00	16,010.00	106.7
01-000-4046	METER VIOLATIONS	2,000	90.00	1,885.00	94.3
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	50,000.00	200,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	22,500.00	75.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	105.00	1,840.00	92.0
01-000-4051	BUILDING PERMITS	2,500	85.00	1,570.00	62.8
01-000-4052	RENTAL REGISTRATION	74,000	2,980.00	72,790.00	98.4
01-000-4054	CONSTRUCTION INSPECTIONS	12,000	1,835.00	19,874.00	165.6
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	500.00	1,350.00	77.1
01-000-4056	COMM DEV GRANT REVENUE	160,000	5,000.00	92,700.00	57.9
01-000-4060	SWIMMING POOL	44,000	165.00	28,970.24	65.8
01-000-4062	DAY CAMP REGISTRATIONS	12,000	1,360.00	11,150.00	92.9
01-000-4063	RECREATION ACTIVITIES	14,000	3,420.00	18,073.85	129.1
01-000-4200	OPERATING TRANSFER - WATER FUND	105,200	8,766.75	87,667.50	83.3
01-000-4201	OPERATING TRANSFER - SEWER FUND	235,440	19,620.00	196,200.00	83.3
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,815	1,401.25	14,012.50	83.3
01-000-4250	NSF FEES	-	60.00	400.00	-
01-000-4301	RENTS	97,500	8,124.86	81,250.60	83.3
01-000-4302	HRD APPROPRIATION	10,200	2,550.00	8,500.00	83.3
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	-	47,766.22	54.3
01-000-4304	MISCELLANEOUS REVENUE	113,000	201.40	111,046.84	98.3
01-000-4306	PROJECT REIMBURSEMENT	260,500	-	96,235.00	36.9
01-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	3,743.00	-
01-000-4317	SPECIAL REVENUE	672,000	594,821.06	594,821.06	88.5
01-000-4600	INTEREST INCOME	10,000	2,763.14	13,399.33	134.0
<b>CORPORATE FUND Revenue Total</b>		<b>6,246,005</b>	<b>729,489.09</b>	<b>5,464,582.82</b>	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	18,500.00	83.3
01-100-5010	SOCIAL SECURITY	1,700	141.55	1,415.50	83.3
01-100-5012	WORKERS COMP	175	-	165.75	94.7
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	419.27	5,721.12	114.4



CITY OF FROSTBURG  
APRIL 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Apr 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	-	640.00	25.6
01-100-5160	TRAVEL	3,500	210.72	2,591.00	74.0
01-100-5185	PROFESSIONAL FEES	5,000	-	4,710.93	94.2
<b>Department Total</b>		<b>50,075</b>	<b>2,621.54</b>	<b>42,076.30</b>	
ADMINISTRATIVE					
01-110-5000	SALARIES	172,000	17,973.17	143,361.19	83.4
01-110-5001	SALARIES - BONUS	19,500	-	19,500.00	100.0
01-110-5010	SOCIAL SECURITY	14,600	1,349.26	12,167.61	83.3
01-110-5011	PENSION	12,800	-	11,623.02	90.8
01-110-5012	WORKERS COMP	400	-	369.00	92.3
01-110-5013	INSURANCE - HEALTH	25,425	1,603.18	17,565.57	69.1
01-110-5014	INSURANCE - HEALTH RETIREE	30,825	2,522.01	27,162.82	88.1
01-110-5050	RESERVE FOR CONTINGENCIES	14,265	416.12	16,035.53	112.4
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	(31.00)	7,169.76	130.4
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	300.00	3,402.00	81.0
01-110-5111	CONTRIBUTIONS - TOURISM	74,500	12,500.00	70,655.73	94.8
01-110-5150	TRAINING	1,500	1,952.55	2,171.55	144.8
01-110-5160	TRAVEL	500	173.58	275.27	55.1
01-110-5185	PROFESSIONAL FEES	1,100	720.00	920.00	83.6
01-110-5191	COMMUNICATIONS	13,320	533.50	6,477.32	48.6
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	2,109.80	22,768.00	66.0
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	1,768.69	7,074.76	88.4
01-110-5210	OFFICE SUPPLIES	11,000	513.44	8,523.14	77.5
01-110-5220	POSTAGE	14,000	3,000.00	10,282.22	73.4
01-110-5230	COMPUTER EXP	17,500	507.00	12,554.24	71.7
01-110-5232	IT LICENSING AND FEES	25,000	149.90	20,578.23	82.3
01-110-5235	DIGITAL ENGAGEMENT	15,000	-	18,330.99	122.2
01-110-5300	BOARD EXPENSE	9,500	-	10,413.00	109.6
01-110-5301	ELECTION	8,000	438.41	438.41	5.5
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	155,050	52,094.09	78,192.80	50.4
01-110-5500	BUILDING - ARMORY	12,000	605.46	24,059.78	200.5
01-110-5502	BUILDING MAINTENANCE	19,000	958.21	10,875.71	57.2
01-110-5550	UTILITIES - BUILDING	14,000	1,582.68	14,366.87	102.6
01-110-5700	BANK FEES	-	28.00	78.00	-
01-110-5807	CAPITAL OUTLAY	175,000	-	1,800.00	1.0
<b>Department Total</b>		<b>917,685</b>	<b>103,768.05</b>	<b>584,462.43</b>	
FINANCE					
01-120-5000	SALARIES	65,500	5,112.40	53,982.20	82.4
01-120-5010	SOCIAL SECURITY	5,000	378.60	3,995.57	79.9
01-120-5011	PENSION	6,000	-	5,422.00	90.4
01-120-5012	WORKERS COMP	200	-	188.75	94.4
01-120-5013	INSURANCE - HEALTH	14,500	720.31	8,645.68	59.6
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	-	542.00	83.4
01-120-5310	AUDITING	47,000	-	41,561.00	88.4

CITY OF FROSTBURG  
APRIL 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Apr 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5311	ACTUARIAL STUDY	4,000	-	1,967.00	49.2
01-120-5313	TAX COLLECTION	200	-	213.00	106.5
<b>Department Total</b>		<b>146,550</b>	<b>6,211.31</b>	<b>119,309.49</b>	
COMMUNITY DEV					
01-130-5000	SALARIES	54,000	4,420.80	45,693.05	84.6
01-130-5010	SOCIAL SECURITY	4,125	329.36	3,399.17	82.4
01-130-5011	PENSION	4,900	-	4,470.00	91.2
01-130-5012	WORKERS COMP	150	-	142.00	94.7
01-130-5013	INSURANCE - HEALTH	14,350	509.86	6,562.59	45.7
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	-	1,840.00	11.9
01-130-5322	PLANNING	120,000	-	85,117.01	70.9
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	75,000	-	15,400.73	20.5
<b>Department Total</b>		<b>296,475</b>	<b>5,260.02</b>	<b>166,366.94</b>	
CODE ENFORCEMENT					
01-140-5000	SALARIES	68,000	5,539.20	58,687.53	86.3
01-140-5010	SOCIAL SECURITY	5,200	397.38	4,202.12	80.8
01-140-5011	PENSION	6,200	-	5,629.00	90.8
01-140-5012	WORKERS COMP	200	-	190.00	95.0
01-140-5013	INSURANCE - HEALTH	23,350	1,598.97	16,779.02	71.9
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	-	-	200.00	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	22,500	99.00	16,489.90	73.3
01-140-5330	CODE ENFORCEMENT	3,500	-	960.42	27.4
01-140-5331	CONSTRUCTION INSPECT	14,000	-	11,195.09	80.0
01-140-5332	RENTAL INSPECTION	28,550	-	2,118.50	7.4
<b>Department Total</b>		<b>175,100</b>	<b>7,634.55</b>	<b>119,243.87</b>	
PUBLIC WORKS ADMIN					
01-150-5000	SALARIES	51,000	3,946.01	46,562.08	91.3
01-150-5010	SOCIAL SECURITY	3,900	292.98	3,474.00	89.1
01-150-5011	PENSION	4,700	-	4,222.00	89.8
01-150-5012	WORKERS COMP	200	-	192.00	96.0
01-150-5013	INSURANCE - HEALTH	19,500	509.86	5,107.73	26.2
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	-	11.00	2.2
01-150-5160	TRAVEL	1,000	325.00	367.42	36.7
01-150-5185	PROFESSIONAL FEES	500	-	13.25	2.7
01-150-5193	ONE CALL CONCEPTS	1,000	159.53	916.99	91.7
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	596.91	19.9
01-150-5341	MAPPING SUPPLIES	7,500	-	3,180.91	42.4
01-150-5342	PUBLIC WORKS	2,000	-	1,503.76	75.2
<b>Department Total</b>		<b>96,900</b>	<b>5,233.38</b>	<b>68,040.25</b>	

CITY OF FROSTBURG  
APRIL 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Apr 2022 Rev/Expd	YTD Rev/Expd	% of Budget
	PUBLIC SAFETY				
01-160-5000	SALARIES	973,000	67,382.17	799,585.87	82.2
01-160-5002	SALARIES - POLICE GRANTS	25,000	2,384.39	29,191.66	116.8
01-160-5003	COURT TIME	13,000	1,008.69	7,619.42	58.6
01-160-5010	SOCIAL SECURITY	77,300	5,182.64	61,567.91	79.7
01-160-5011	PENSION	128,000	1,863.68	104,559.02	81.7
01-160-5012	WORKERS COMP	136,500	-	128,762.50	94.3
01-160-5013	INSURANCE - HEALTH	221,000	12,653.01	158,594.29	71.8
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	960.82	28,007.49	140.0
01-160-5170	UNIFORMS	15,000	184.00	12,223.29	81.5
01-160-5180	SAFETY EQUIPMENT	900	159.90	434.75	48.3
01-160-5181	LAW ENFORCEMENT EQUIPMENT	14,000	4,981.88	21,580.48	154.2
01-160-5191	COMMUNICATIONS	30,160	2,179.42	20,423.61	67.7
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	382.50	3,250.98	65.0
01-160-5350	FSU MOU	25,000	-	25,000.00	100.0
01-160-5390	MISCELLANEOUS EXPENSE	4,000	474.85	3,438.64	86.0
01-160-5400	GAS, OIL, GREASE	26,000	2,136.69	17,217.26	66.2
01-160-5401	AUTO EXPENSE	18,000	14.75	11,524.80	64.0
01-160-5420	FLEET LEASE	22,000	2,629.46	20,959.87	95.3
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	162.52	3,819.80	95.5
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	700.04	6,362.42	63.6
01-160-5700	PARKING METERS	2,000	489.49	1,195.31	59.8
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5850	AMBULANCE FINANCING	30,000	7,500.00	30,000.00	100.0
01-160-5851	FIRE DEPT APPROPRIATION	223,760	55,940.00	223,760.00	100.0
	<b>Department Total</b>	<b>2,055,320</b>	<b>169,370.90</b>	<b>1,739,737.77</b>	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	219,000	17,074.42	179,134.14	81.8
01-170-5010	SOCIAL SECURITY	16,750	1,228.80	12,890.73	77.0
01-170-5011	PENSION	20,100	-	18,128.00	90.2
01-170-5012	WORKERS COMP	13,675	-	12,937.00	94.6
01-170-5013	INSURANCE - HEALTH	74,275	4,621.87	51,658.95	69.6
01-170-5018	UNEMPLOYMENT	500	-	1,054.04	210.8
01-170-5100	INSURANCE - AUTO	6,600	-	5,136.00	77.8
01-170-5102	INSURANCE - GEN LIAB	500	-	448.00	89.6
01-170-5105	INSURANCE - PROPERTY	5,300	-	4,130.20	77.9
01-170-5150	TRAINING	1,000	136.00	136.00	13.6
01-170-5170	UNIFORMS	8,000	589.65	4,260.12	53.3
01-170-5180	SAFETY EQUIPMENT	7,200	959.13	3,963.17	55.0
01-170-5191	COMMUNICATIONS	70,600	1,090.54	67,826.19	96.1
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	16,000	2,841.55	15,422.61	96.4
01-170-5420	FLEET LEASE	32,000	2,378.28	23,782.80	74.3
01-170-5550	UTILITIES - BUILDING	6,000	720.17	5,610.75	93.5
01-170-5711	SALT & ABRASIVES	150,000	18,691.54	88,644.80	59.1
01-170-5712	SIGN MAINTENANCE	8,000	-	1,583.32	19.8

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01-170-5713	STREET EQUIPMENT MAINTENANCE	94,000	17,452.43	107,216.87	114.1
01-170-5714	STREET LIGHTING	155,000	8,292.78	141,046.72	91.0
01-170-5715	STREET MAINTENANCE REPAIRS	95,625	8,175.27	75,686.77	79.2
01-170-5716	STREET SHOP EQUIPMENT	550,000	4,241.41	542,741.34	98.7
01-170-5800	CAPITAL OUTLAY	100,000	-	82,104.06	82.1
01-170-5861	STREET PAVING	195,000	860.48	170,056.95	87.2
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	3,523.50	23.5
<b>Department Total</b>		<b>1,861,125</b>	<b>89,354.32</b>	<b>1,619,123.03</b>	

RECREATION					
01-180-5000	SALARIES	164,000	13,308.80	139,472.07	85.0
01-180-5010	SOCIAL SECURITY	12,550	959.52	10,030.69	79.9
01-180-5011	PENSION	15,000	-	13,575.00	90.5
01-180-5012	WORKERS COMP	10,275	-	10,054.00	97.9
01-180-5013	INSURANCE - HEALTH	55,300	3,842.08	40,236.37	72.8
01-180-5018	UNEMPLOYMENT	1,000	-	-	-
01-180-5100	INSURANCE - AUTO	1,800	-	1,852.00	102.9
01-180-5102	INSURANCE - GEN LIAB	400	-	368.00	92.0
01-180-5105	INSURANCE - PROPERTY	10,500	-	8,991.40	85.6
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	365.83	2,783.03	69.6
01-180-5180	SAFETY EQUIPMENT	400	-	478.17	119.5
01-180-5400	GAS, OIL, GREASE	6,500	613.36	4,254.71	65.5
01-180-5420	FLEET LEASE	-	813.78	813.78	-
01-180-5503	ARMORY EXPENSE - GYM	10,500	760.16	6,224.04	59.3
01-180-5504	COMMUNITY CENTER	11,000	771.71	7,556.98	68.7
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	89.90	4.5
01-180-5721	REC EQUIPMENT MAINTENANCE	19,000	100.00	16,543.15	87.1
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	1,250.00	41.7
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,500	2,388.20	42,085.21	66.3
01-180-5724	STREET TREE MAINTENANCE	8,500	199.98	6,821.06	80.3
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,500	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	9,000	302.90	7,939.16	88.2
01-180-5800	CAPITAL OUTLAY	53,000	4,865.24	39,178.21	73.9
<b>Department Total</b>		<b>464,475</b>	<b>29,291.56</b>	<b>360,596.93</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	-	3,659.00	89.2
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	41,500	1,835.21	23,328.17	56.2
<b>Department Total</b>		<b>112,800</b>	<b>1,835.21</b>	<b>66,370.23</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	-	1,227.00	94.4
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	-	258.38	51.7
<b>Department Total</b>		<b>23,300</b>	<b>-</b>	<b>14,931.59</b>	

RECREATION - SEASONAL					
01-183-5000	SALARIES	40,000	2,440.00	27,302.15	68.3

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01-183-5010	SOCIAL SECURITY	3,050	186.66	2,088.62	68.5
01-183-5012	WORKERS COMP	2,650	-	2,458.00	92.8
01-183-5108	UNEMPLOYMENT	500	-	-	-
<b>Department Total</b>		<b>46,200</b>	<b>2,626.66</b>	<b>31,848.77</b>	
<b>CORPORATE FUND Expenditure Total</b>		<b>6,246,005</b>	<b>423,207.50</b>	<b>4,932,107.60</b>	
02-000-4000	WATER SERVICE REVENUE	1,420,000	145,491.00	1,151,424.71	81.1
02-000-4001	INTEREST EARNED - WATER	1,500	110.95	1,139.62	76.0
02-000-4307	INSURANCE REIMBURSEMENTS	-	3,355.00	3,355.00	-
02-000-4317	SPECIAL REVENUE	442,000	243,071.26	243,071.26	55.0
02-000-4401	SALE OF BULK WATER	-	100.00	100.00	-
02-000-4402	SALE OF METERS	4,550	-	5,675.00	124.7
02-000-4403	TAPPING FEES	3,000	-	4,700.00	156.7
02-000-4404	SUNDRY SALES	18,000	150.00	18,855.61	104.8
02-000-4408	SUNDRY SALES - CASH BASIS	-	41.70	1,160.40	-
02-000-4600	INTEREST INCOME	-	4.99	26.27	-
<b>WATER FUND Revenue Total</b>		<b>1,889,050</b>	<b>392,324.90</b>	<b>1,429,507.87</b>	
WATER - ADMIN					
02-190-5000	SALARIES	53,000	4,285.20	44,290.29	83.6
02-190-5010	SOCIAL SECURITY	4,050	315.36	3,254.59	80.4
02-190-5011	PENSION	4,800	-	4,387.00	91.4
02-190-5012	WORKERS COMP	160	-	153.00	95.6
02-190-5013	INSURANCE - HEALTH	15,000	720.31	8,496.71	56.6
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	105,200	8,766.75	87,667.50	83.3
<b>Department Total</b>		<b>182,960</b>	<b>14,087.62</b>	<b>148,915.09</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	1,935.42	49,389.04	82.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	290,000	28,475.00	135,640.28	46.8
02-192-5710	FILTRATION CONTRACT PAYMENT	512,000	38,750.70	328,195.80	64.1
<b>Department Total</b>		<b>877,500</b>	<b>69,161.12</b>	<b>526,704.84</b>	
WATER - SUPPLY					
02-194-5000	SALARIES	26,500	2,078.40	22,269.04	84.0
02-194-5010	SOCIAL SECURITY	2,025	159.00	1,703.61	84.1
02-194-5011	PENSION	2,400	-	2,194.00	91.4
02-194-5012	WORKERS COMP	1,700	-	1,609.00	94.7
02-194-5506	HYDRO FACILITY EXPENSE	8,000	-	1,181.98	14.8
02-194-5550	UTILITIES / WATER SUPPLY	5,000	324.80	3,587.02	71.7
02-194-5730	WATER SUPPLY EXPENSE	50,000	14,610.70	24,813.83	49.6
<b>Department Total</b>		<b>95,625</b>	<b>17,172.90</b>	<b>57,358.48</b>	
WATER - DISTRIBUTION					
02-196-5000	SALARIES	204,000	15,457.60	167,381.17	82.1
02-196-5010	SOCIAL SECURITY	15,600	1,126.62	12,195.36	78.2
02-196-5011	PENSION	18,700	-	16,886.00	90.3
02-196-5012	WORKERS COMP	12,650	-	11,965.00	94.6
02-196-5013	INSURANCE - HEALTH	52,375	3,728.76	40,151.31	76.7
02-196-5050	RESERVE FOR CONTINGENCIES	9,600	-	9,600.00	100.0

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02-196-5100	INSURANCE - AUTO	3,500	135.00	2,703.00	77.2
02-196-5102	INSURANCE - GEN LIAB	1,000	-	915.00	91.5
02-196-5105	INSURANCE - PROPERTY	3,100	-	2,038.44	65.8
02-196-5150	TRAINING	500	243.00	275.50	55.1
02-196-5170	UNIFORMS	4,000	234.52	2,120.00	53.0
02-196-5180	SAFETY EQUIPMENT	4,100	1,324.93	2,400.44	58.6
02-196-5191	COMMUNICATIONS	14,200	516.96	14,925.40	105.1
02-196-5210	OFFICE SUPPLIES	500	264.00	1,720.64	344.1
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	217.58	21.8
02-196-5400	GAS, OIL, GREASE	8,000	790.51	8,594.13	107.4
02-196-5420	FLEET LEASE	14,500	2,108.21	7,970.54	55.0
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	309.85	2,776.94	22.2
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	350.85	2,933.79	112.8
02-196-5700	DISTRIBUTION EXPENSE	110,000	7,403.92	61,818.29	56.2
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	780.54	1,380.54	27.6
02-196-5702	EQUIPMENT MAINTENANCE	6,550	-	5,637.12	86.1
02-196-5703	FIRE HYDRANTS EXPENSE	10,000	748.88	7,590.88	75.9
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	19,112.53	21,070.55	175.6
02-196-5740	METERS EXPENSE	190,000	4,447.54	124,039.54	65.3
<b>Department Total</b>		<b>715,975</b>	<b>59,084.22</b>	<b>529,307.16</b>	
<b>WATER FUND Expenditure Total</b>		<b>1,872,060</b>	<b>159,505.86</b>	<b>1,262,285.57</b>	
03-000-4000	SEWER CHARGES	1,925,000	182,441.63	1,409,798.36	73.2
03-000-4001	INTEREST EARNED - SEWER	2,700	228.71	2,417.82	89.6
03-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	942.50	-
03-000-4317	SPECIAL REVENUE	600,000	19,591.79	19,591.79	3.3
03-000-4404	SUNDRY SALES	1,000	353.10	1,670.57	167.1
03-000-4501	BAY RESTORATION FUND REVENUE	-	18,215.00	168,865.12	-
03-000-4503	SEWER TAP FEES	4,000	-	7,500.00	187.5
<b>Department Total</b>		<b>2,532,700</b>	<b>220,830.23</b>	<b>1,610,786.16</b>	
03-220-4520	CSO SURCHARGE REVENUE	390,000	37,254.00	365,761.13	93.8
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	123.56	955.63	95.6
03-220-4530	PROJECT REIMBURSEMENTS	2,675,000	-	489,813.00	18.3
<b>Department Total</b>		<b>3,066,000</b>	<b>37,377.56</b>	<b>856,529.76</b>	
<b>SEWER FUND Revenue Total</b>		<b>5,598,700</b>	<b>258,207.79</b>	<b>2,467,315.92</b>	
SEWER - ADMIN					
03-210-5000	SALARIES	53,000	4,285.20	44,290.29	83.6
03-210-5010	SOCIAL SECURITY	4,050	315.36	3,254.59	80.4
03-210-5011	PENSION	4,800	-	4,387.00	91.4
03-210-5012	WORKERS COMP	160	-	153.00	95.6
03-210-5013	INSURANCE - HEALTH	15,000	720.31	8,522.60	56.8
<b>Department Total</b>		<b>77,010</b>	<b>5,320.87</b>	<b>60,607.48</b>	
SEWER - OPERATING					
03-211-5000	SALARIES	139,000	13,401.20	125,585.33	90.4
03-211-5010	SOCIAL SECURITY	10,625	963.24	8,933.70	84.1
03-211-5011	PENSION	12,800	-	14,312.00	111.8
03-211-5012	WORKERS COMP	8,975	-	7,580.63	84.5
03-211-5013	INSURANCE - HEALTH	38,350	5,042.76	41,018.95	107.0
03-211-5100	INSURANCE - AUTO	1,600	-	1,504.00	94.0
03-211-5102	INSURANCE - GEN LIAB	500	-	452.00	90.4
03-211-5105	INSURANCE - PROPERTY	4,500	-	3,887.94	86.4

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03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	169.90	1,244.00	41.5
03-211-5180	SAFETY EQUIPMENT	1,000	-	323.98	32.4
03-211-5191	COMMUNICATIONS	2,400	71.44	1,385.80	57.7
03-211-5396	BAY RESTORATION FUND EXPENSE	-	47,623.02	122,274.93	-
03-211-5400	GAS, OIL, GREASE	8,000	1,182.34	6,102.54	76.3
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	1,659.00	27.7
03-211-5600	CORPORATE OVERHEAD	235,440	19,620.00	196,200.00	83.3
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	101,532.49	778,967.88	63.9
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	2,929.05	11,716.20	99.3
03-211-5763	SEWER OPERATING EXPENSE	55,000	982.72	23,756.19	43.2
03-211-5764	SEWER PUMPING EXPENSE	6,000	103.72	2,339.16	39.0
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	647,000	2,230.90	25,565.70	4.0
<b>Department Total</b>		<b>2,412,990</b>	<b>195,852.78</b>	<b>1,374,809.93</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	-	553,173.88	18.0
<b>Department Total</b>		<b>3,106,790</b>	<b>-</b>	<b>577,856.94</b>	
<b>SEWER FUND Expenditure Total</b>		<b>5,596,790</b>	<b>201,173.65</b>	<b>2,013,274.35</b>	
04-000-4000	WATER TAP SURCHARGE	885,000	82,932.20	813,186.07	91.9
04-000-4001	INTEREST EARNED SURCHARGE	1,600	202.68	1,525.03	95.3
04-000-4315	PROCEEDS FROM FUND BALANCE	12,425	-	-	-
04-000-4317	SPECIAL REVENUE	50,000	5,123.25	5,123.25	10.3
<b>PINEY SURCHARGE FUND Revenue Total</b>		<b>949,025</b>	<b>88,258.13</b>	<b>819,834.35</b>	
WATER SURCHARGE					
04-200-5391	INTEREST EXPENSE	97,225	39,405.34	78,198.43	80.4
04-200-5392	DEBT REDEMPTION	752,100	711,777.24	738,102.00	98.1
04-200-5802	CAPITAL REPAIRS	99,700	-	3,862.67	3.9
<b>PINEY SURCHARGE FUND Expenditure Total</b>		<b>949,025</b>	<b>751,182.58</b>	<b>820,163.10</b>	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	38,046.00	358,541.03	97.4
05-000-4001	INTEREST EARNED - TRASH	1,200	198.09	1,333.75	111.2
05-000-4315	PROCEEDS FROM FUND BALANCE	2,225	-	-	-
05-000-4317	SPECIAL REVENUE	-	344.40	344.40	-
05-000-4404	SUNDRY SALES	500	-	1,100.00	220.0
<b>GARBAGE FUND Revenue Total</b>		<b>371,925</b>	<b>38,588.49</b>	<b>361,319.18</b>	
GARBAGE ADMIN.					
05-230-5000	SALARIES	53,000	4,285.20	45,021.62	85.0
05-230-5010	SOCIAL SECURITY	4,050	315.36	3,310.57	81.7
05-230-5011	PENSION	4,800	-	4,387.00	91.4
05-230-5012	WORKERS COMP	160	-	153.00	95.6
05-230-5013	INSURANCE - HEALTH	15,000	720.31	8,496.77	56.7
<b>Department Total</b>		<b>77,010</b>	<b>5,320.87</b>	<b>61,368.96</b>	
GARBAGE OPERATING					
05-232-5000	SALARIES	78,900	6,113.18	68,414.29	86.7
05-232-5010	SOCIAL SECURITY	6,025	436.60	4,894.62	81.2
05-232-5011	PENSION	7,300	-	6,531.00	89.5
05-232-5012	WORKERS COMP	5,350	-	5,085.00	95.1

CITY OF FROSTBURG  
APRIL 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Apr 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5013	INSURANCE - HEALTH	23,400	1,523.06	19,288.95	82.4
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
05-232-5170	UNIFORMS	3,075	141.10	1,342.66	43.7
05-232-5180	SAFETY EQUIPMENT	500	329.50	754.27	150.9
05-232-5210	OFFICE SUPPLIES	500	65.50	270.32	54.1
05-232-5400	GAS, OIL, GREASE	10,000	2,232.92	9,555.43	95.6
05-232-5600	CORPORATE OVERHEAD	16,815	1,401.25	14,012.50	83.3
05-232-5770	ASH DUMPSTER	3,500	851.24	5,783.11	165.2
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	107,000	10,514.89	95,247.61	89.0
05-232-5773	SANITATION OPERATING EXPENSE	17,000	-	8,193.49	48.2
<b>Department Total</b>		<b>294,915</b>	<b>23,609.24</b>	<b>244,158.22</b>	
<b>GARBAGE FUND Expenditure Total</b>		<b>371,925</b>	<b>28,930.11</b>	<b>305,527.18</b>	



2022

<b>Assets</b>		
01-000-1000	CASH	2,442,392.23
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	6,366,071.61
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,711.94
01-000-1007	RESTRICTED CASH CD - SANDSPRING	10,748.80
01-000-1050	INVESTMENTS - CDS	100,712.87
01-000-1100	ACCOUNTS RECEIVABLE	226,683.95
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,880.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	153,695.16
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	1,256.45
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	86,879.55
01-000-1143	TAXES RECEIVABLE - CORPORATION	33,634.28
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
	<b>Total Assets</b>	<b><u>24,540,364.85</u></b>
<b>Liabilities &amp; Fund Balance</b>		
01-000-2005	CUSTOMER REFUND	322.61
01-000-2250	UNEARNED REVENUE	3,511,584.08
01-000-2251	UNEARNED REV - PLAYGROUND	25,711.94
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	2,450,000.00
01-000-2905	BOND PREMIUM	277,690.03
	<b>Total Liabilities</b>	<b><u>8,470,546.38</u></b>
01-000-3000	INVESTED IN FIXED ASSETS	12,824,946.90
01-000-3200	FUND BALANCE	<u>2,712,396.35</u>
	<b>Total</b>	<b><u>15,537,343.25</u></b>
	Revenue	5,464,582.82
	Less Expenses	<u>4,932,107.60</u>
	Net	<u>532,475.22</u>
	Total Fund Balance	<u>16,069,818.47</u>
	Total Liabilities & Fund Balance	<b><u>24,540,364.85</u></b>

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City of Frostburg  
WATER FUND  
BALANCE SHEET  
AS OF: 04/30/22

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2022

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Assets		
02-000-1000	CASH	340,150.60
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,188.93
02-000-1100	ACCOUNTS RECEIVABLE	849.93
02-000-1102	WATER ACCOUNTS RECEIVABLE	179,846.01
02-000-1140	INTEREST RECEIVABLE - WATER	1,292.78
02-000-1500	FIXED ASSETS	3,589,055.82
02-000-1520	WORK IN PROGRESS	12,825.00
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>1,381,112.21</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	1,429,507.87
	Less Expenses	<u>1,249,460.57</u>
	Net	<u>180,047.30</u>
	Total Fund Balance	<u>987,057.08</u>
	Total Liabilities & Fund Balance	<u>1,381,112.21</u>

2022

<b>Assets</b>		
03-000-1000	CASH	1,071,584.76
03-000-1040	BAY RESTORATION FUND CASH	16,497.96
03-000-1041	CSO CASH	193,220.28
03-000-1100	ACCOUNTS RECEIVABLE	60,647.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	259,207.75
03-000-1120	BAY RESTORATION FUND RECEIVABLE	29,354.86
03-000-1121	CSO SURCHARGE RECEIVABLE	55,848.87
03-000-1141	INTEREST REC - CSO SURCHARGE	1,929.80
03-000-1142	INTEREST RECEIVABLE - SEWER	2,364.87
03-000-1500	FIXED ASSETS	23,870,686.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	38,181.62
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	97,197.97
03-000-1538	WIP - PHASE X-A	15,383.00
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>19,141,914.63</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>569,737.58</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>17,542,034.60</b>
	<b>Revenue</b>	<b>2,467,315.92</b>
	<b>Less Expenses</b>	<b>1,437,173.47</b>
	<b>Net</b>	<b>1,030,142.45</b>
	<b>Total Fund Balance</b>	<b>18,572,177.05</b>
	<b>Total Liabilities &amp; Fund Balance</b>	<b>19,141,914.63</b>

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City of Frostburg  
PINEY SURCHARGE FUND  
BALANCE SHEET  
AS OF: 04/30/22

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2022

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Assets		
04-000-1000	CASH	247,500.84
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,022.71
04-000-1131	WATER SURCHARGE RECEIVABLE	112,086.32
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>11,069,055.09</u>
Liabilities & Fund Balance		
04-000-2250	UNEARNED REVENUE	3,804.03
04-000-2900	NOTES PAYABLE	<u>3,648,500.89</u>
	Total Liabilities	3,652,304.92
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	819,834.35
	Less Expenses	<u>82,061.10</u>
	Net	<u>737,773.25</u>
	Total Fund Balance	<u>7,416,750.17</u>
	Total Liabilities & Fund Balance	<u>11,069,055.09</u>

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City of Frostburg  
GARBAGE FUND  
BALANCE SHEET  
AS OF: 04/30/22

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Assets		
05-000-1000	CASH	178,010.11
05-000-1135	TRASH & GARBAGE RECEIVABLE	70,426.92
05-000-1140	INTEREST RECEIVABLE - TRASH	3,455.07
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>430,752.03</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	361,319.18
	Less Expenses	<u>305,527.18</u>
	Net	<u>55,792.00</u>
	Total Fund Balance	<u>253,310.72</u>
	Total Liabilities & Fund Balance	<u>430,752.03</u>

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City of Frostburg  
COMM DEVELOPMENT SPECIAL PROJECTS FUND  
BALANCE SHEET  
AS OF: 04/30/22

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2022

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Assets		
07-000-1000	CASH	<u>72,165.39</u>
	Total Assets	<u><u>72,165.39</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	34.35
	Less Expenses	<u>0.00</u>
	Net	<u>34.35</u>
	Total Fund Balance	<u>72,165.39</u>
	Total Liabilities & Fund Balance	<u><u>72,165.39</u></u>

**CITY OF FROSTBURG  
MONTHLY REPORT - TAXES  
FOR THE MONTH ENDING APRIL 30, 2022**

<b>Tax Type - Year</b>	<b>Principal Receivable at 03/31/22</b>	<b>Billings</b>	<b>Receipts</b>		<b>Abatements/ Adjustments</b>	<b>Principal Receivable at 04/30/22</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	1,222.23	-	114.92	-	-	1,107.31
Real Estate - 19/20	15,952.21	-	10,994.29	4,430.49	-	4,957.92
Real Estate - 20/21	43,507.21	-	8,342.02	2,746.53	-	35,165.19
Real Estate - 21/22	138,701.98	-	26,470.90	2,353.14	(422.10)	111,808.98
Real Estate Total	<u>\$ 200,039.39</u>	<u>\$ -</u>	<u>\$ 45,922.13</u>	<u>\$ 9,530.16</u>	<u>\$ (422.10)</u>	<u>\$ 153,695.16</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	-	51.30	3.85	-	963.00
Personal Property	<u>\$ 1,475.43</u>	<u>\$ -</u>	<u>\$ 51.30</u>	<u>\$ 3.85</u>	<u>\$ (167.68)</u>	<u>\$ 1,256.45</u>
Public Utility - 21/22	<u>\$ 86,879.55</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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	-	-	-	(1,495.70)	630.94
Corporation - 20/21	2,804.32	-	-	-	-	2,804.32
Corporation - 21/22	29,520.14	5,462.55	5,106.28	24.90	322.61	30,199.02
Corporation Total	<u>\$ 36,638.64</u>	<u>\$ 5,462.55</u>	<u>\$ 5,106.28</u>	<u>\$ 24.90</u>	<u>\$ (3,360.63)</u>	<u>\$ 33,634.28</u>
Total	<u>\$ 325,033.01</u>	<u>\$ 5,462.55</u>	<u>\$ 51,079.71</u>	<u>\$ 9,558.91</u>	<u>\$ (3,950.41)</u>	<u>\$ 275,465.44</u>

**CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of: April, 2022

Submitted by: Gene Bittinger maintenance Supervisor

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April 1 2022

Checked parks

Finished loading trees at the Pool

Checked garage door at City Place

Took coolers to Hoffman

Cleaned up shop for inspection

Turned on water at Trail Head

Meant with Liz

April 4 2022

Checked parks

Worked on outside of East End Park

April 5 2022

Checked parks

Worked on parking lot at East End

Worked in East End building

Unlocked pool for Jim

April 6 2022

Checked parks

Help with test holes at the Pool

Removed flag pole at East End

Turned water on at MT Pleasant, Hoffman, Little League

April 7 2022

Checked parks

Picked up material for pantry

Started building food pantry for City Hall

April 8 2022

Checked parks

Finished building food pantry

Turned water on at Lyons Pavilion and Shaw Street

Put receptacle in at Gym

Took brooms to City Place for F. S. U.

Meant with Julie at Bureau of Mines



April 11 2022

Checked parks

Unlocked pool for water dept.

Painted and fixed block at East End

Cut pools for markers at East End

Put bungee cords on City Place garage door

Put brooms away from week end clean up

April 12 2022

Checked parks

Cleared leaves out of pool

Hooked up water lines at the pool

Picked up parts for the pool pump house

April 13 2022

Checked parks

Turned water on at the pool

Checked water leak at Trail Head

Put features up at the pool

Helped water Dept. at the pool

Brought bobcat back from East End

April 13 2022

Checked parks

Unloaded truck for Patrick and brought book down from Lyons building

Brought hoe back from East End

Worked at the pool

April 18 2022

Checked parks

Hung sign at Eat End

Plowed lots and sidewalks

Helped street plow City Streets

April 19 2022

Checked parks

Shoveled and salted sidewalks

Replaced toilet at East End

Went to Staff meeting

Plowed parking lots

April 20 2022

Checked parks

Salted lots and sidewalks

Took books back to Lyons building

Took snow plow to Shoes for repair

Cleaned City Place

April 21 2022  
Checked parks  
Cleaned trash up at City Hall  
Picked up trees for Beall Elementary  
Put pool sign together  
Put new chains on chain saws  
Fueled truck 40  
April 22 2022  
Checked parks  
Cut trees around the Pool  
Took trees to Frost Elementary  
Cleaned brush at Pool  
April 25 2022  
Checked parks  
Turned water on at field 8  
Cut around pool and armory  
Cut trail head, MT Pleasant, Hoffman  
April 26 2022  
Checked parks  
Went to CPR class  
Spread grass seed at Hoffman  
Plugged bee holes at Hoffman  
Unloaded new picnic tables for East End  
Put table legs together for East End  
April 27 2022  
Checked parks  
Built picnic tables for East End  
April 28 2022  
Checked parks  
Hauled millings to East End  
Pressured washed picnic tables and took them to East End  
Spread millings and rolled at East End  
Cut grass at East End  
Fixed road and parking lots at Glendening  
April 29 2022  
Checked parks  
Took picnic table to the new gazebo at City Place  
Put new sign up for swimming pool  
Fixed water leak at the pool  
Replaced ceiling tile at the pool  
Fixed water leak in Little League concession  
Turned water at the Dog Park



## **CITY OF FROSTBURG**

Monthly Report: Street Department

For the Month of: April 2022

Submitted by: Shane Elliott (Supervisor)

April 1, 2022 – Friday

- Emptied city trash cans on Main Street where needed
- Checked CSO's and made a report
- Performed tune up on string trimmers and installed new drive shaft
- Had a brief meeting in the garage area
- Cleaned up debris around CSO locations where needed
- Picked up litter all around town in city streets
- Ran street sweeper on west end of town
- Cleaned and painted rusty surfaces on backhoe
- Put Fastenal delivery away and handed out new safety vests
- Checked all sewer pumping stations
- Patched a few holes with cold patch that had washed out
- Marked miss utility tickets and checked them in on computer
- Checked on signage complaint on Bowery Street
- Made welding repairs on Bobcat bucket to cover rust holes
- Installed new sign and post on Bowery Street at Oak Street
- Resituated steel plate and traffic cones over catch basin on First Street
- Emptied and cleaned out sweeper over at dump site
- Removed dead animal on Main Street due to complaint

April 2, 2022 – Saturday

April 3, 2022 – Sunday

- Called out to run jetter truck due to a clogged sewer line

## P.2

April 4, 2022 – Monday

- Marked miss utility tickets and checked them in on computer
- Picked up litter on Main Street and Depot Street
- Checked and emptied city trash cans on Main Street where needed
- Marked emergency miss utility ticket
- Checked all sewer pumping stations – ran weekly test
- Worked on Truck 3 starting issue and ordered parts to fix problem
- Pushed up several salt truck deliveries with loader
- Removed blockage debris from manhole that was previously jetted
- Washed off loader after use
- Used bobcat to bring back steel plate and street cones from catch basin project
- Filled both jetter trucks with fuel and water
- Met with USG on Spring Street due to a complaint of them jetting sewer main into a residence home
- Ran street sweeper on west end of town
- Blocked off inlet and outlet pipes in catch basin on First St. and filled hole in with gravel
- Made trip to MVA to have new jetter/catch vac truck licensed and registered
- Emptied and cleaned out sweeper over at dump site

April 5, 2022 – Tuesday

- Picked up garbage route on west end of town
- Swept garage floor and emptied trash cans
- Applied EV charging flint markers at Downtown charging station
- Checked all sewer pumping stations
- Posted no parking signs on Mechanic and Ormand Streets for street sweeping
- Ran street sweeper on west end of town
- Marked miss utility tickets and checked them in on computer
- Uncovered buried manhole on Warns Lane and used risers to bring up to road surface
- Changed oil and filters on city Jeep
- Picked up truck parts from Cumberland
- Installed new positive battery terminal and wire on Truck 3
- Located and unburied a manhole on First Street at C street
- Put new wire wheel on bench grinder
- Removed blockage in manhole on Warns Lane
- Emptied and cleaned out sweeper over at dump site
- Pushed up more salt deliveries as they arrived
- Washed off loader after use

### P.3

April 6, 2022 – Wednesday

- Picked up garbage route on east end of town
- Made welding repair on truck #14 spreader shield
- Checked all sewer pumping stations
- Took material to make sewer repair over to Frostburg Swimming Pool
- Removed litter on Main Street
- Checked sewer main on Village Parkway for any obstructions or issues
- Marked miss utility tickets and checked them in on computer
- Replaced mirror and bracket on truck #14
- Checked CSO's and made a report
- Pushed up salt deliveries as they arrived
- Checked on sink hole complaint on Washington Street
- Ran street sweeper on west end of town
- Washed off loader after use and greased bucket fittings
- Cleaned debris off catch basin grates where needed
- Drained water from diesel safety tanks
- Emptied and cleaned out sweeper over at dump site
- Greased all fitting on street sweeper
- Ran sewer camera in sewer main on Water Street and washed off camera system after use

April 7, 2022 – Thursday

- Picked up garbage route in center section of town
- Loaded up bobcat, milling attachment and bucket onto lowboy
- Checked all sewer pumping stations
- Filled street sweeper water and fuel tanks
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper all day on east end of town
- Checked all CSO locations and made a report
- Removed posted signs on Mechanic Street and Ormand Street
- Cleaned debris off catch basin grates all around town
- Took TK #5 to Smitty's and had new tires installed
- Picked up traffic barrel in roadway on Mechanic Street
- Milled out part of roadway on First Street due to damage & water runoff
- Had Fire Protection yearly inspection
- Patched hole with cold patch on Park Ave. and Frost Ave.
- Emptied and cleaned out debris tank on sweeper over at dump site
- Picked up dead animal on Shaw St.

#### **P.4**

April 8, 2022 – Friday

- Picked up litter on Main Street
- Inspected all CSO's and made a report
- Checked and emptied city trash cans where needed
- Had meeting with garbage men in lunch room
- Ran street sweeper on east end of town
- Greased all fittings on garbage truck and topped off fluids
- Marked miss utility tickets and checked them in on computer
- Checked on sewer complaint on Grant Street
- Took materials over to contractor at Frostburg Swimming Pool
- Emptied and cleaned out sweeper over at dump site
- Checked all sewer pumping stations
- Inspected and filled fluids where needed in all pickup trucks
- Made repairs to Truck 5 tailgate latches and greased dump hoist on bed
- Cleaned debris off catch basins where needed around town
- Met with Gas Company and camera crew on College Avenue to discuss gas and sewer line issues
- Picked up supplies from Lowes Home Center

April 9, 2022 – Saturday

April 10, 2022 – Sunday - Called out to clean up debris in roadway

April 11, 2022 – Monday

- Picked up yard waste all over town
- Used backhoe to level off millings and organized dumpsters behind Water Dept.
- Ran street sweeper on east end of town all day
- Emptied all city trash cans on Main Street and removed litter
- Checked all sewer pumping stations – Ran hand test on pumps
- Ran sewer camera in several locations for Gas Company locates
- Marked Miss Utility tickets and checked them in on computer
- Washed off all sewer camera equipment after use
- Checked on tree complaint in Alleyway off Mt Pleasant Street
- Took sewer repair material over to Frostburg swimming pool
- Picked up trash bags around town from this weekend's clean up
- Took yard waste over to Frostburg Grows dump site
- Checked on a catch basin complaint on First Street
- Emptied and cleanout sweeper over at dump site
- Checked on sewer complaint on Braddock Road

## P.5

April 12, 2022 – Tuesday

- Picked up garbage route on west end of town
- Filled fuel tanks and water tanks on sweeper and vactor trucks
- Ran street sweeper in Prichard Farm area
- Checked all sewer pumping stations
- Picked up litter on Main Street
- Removed dead animal in roadway on Main Street
- Marked miss utility tickets and checked them in on computer
- Checked sewer main just off Village Parkway for any issues
- Had Vac-Con training most of the day – Jetted sewer lines, went over general maintenance and used hydro wand for excavation
- Picked up supplies from Frostburg Rental Store
- Checked all CSO locations to make sure none went over
- Used Catchvac to clean out swimming pool
- Emptied and cleaned out sweeper over ta dump site
- Checked on signage complaint on Hill Street
- Emptied and cleaned out vactor over at dump site
- Put Kimball Midwest delivery away

April 13, 2022 – Wednesday

- Picked up garbage route on east end of town
- Removed root growth and added enzymes to manhole on Grandview Dr.
- Marked miss utility tickets and checked them in on computer
- Removed and returned broken lamp pole flower basket to Garden Club
- Checked all sewer pumping stations
- Attended Beautify the Burg meeting at city hall
- Picked up parts for sweeper in Grantsville
- Took both trucks to the landfill
- Adjusted tailgate chains on Truck 8
- Picked up trash for the garbage truck
- Used backhoe to take aggregate spreader off of dump truck
- Took garbage truck to Smitty's to have a tire repaired
- Removed chains and snow plow from blacktop truck
- Emptied all trash cans in garage
- Checked and measured fuel levels in garage fuel island
- Ran street sweeper on Hill St. Depot Street
- Checked on trash complaint on the west side of town
- Fabricated new shovel and scoop holder tubes on Truck 10



## P.6

April 14, 2022 – Thursday

- Picked up garbage route in center section of town
- Set up blacktop truck in preparation of hauling blacktop
- Filled blacktop roller with fuel and water
- Checked on catch basin complaint on Hill Street
- Removed litter on Main Street
- Called blacktop plant to see if they were mixing asphalt yet
- Ran street sweeper in college section of town
- Prepped areas to be blacktopped for next week – swept out holes and cleaned up debris
- Checked all sewer pumping stations
- Replaced taillight on truck #8 and repaired kill switch
- Emptied and cleaned out sweeper over at dump site
- Ran jetter in sewer main over at FSU due to clogged sewer line
- Marked miss utility tickets and checked them in on computer
- Unloaded big delivery from East Jordan with backhoe
- Filled the jetter truck water and fuel tanks
- Marked emergency miss utility ticket in Prichard Farm for Gas Company
- Cleaned excessive amount of road grit off sidewalks on Main Street
- Resituated steps at ash dumpster and cleaned up debris
- Called back out to jet out another sewer clog over at FSU

April 15, 2022 – Friday – OFF – Good Friday

April 16, 2022 – Saturday

April 17, 2022 – Sunday

**P.7**

April 18, 2022 – Monday

- Ran street sweeper in center section of town
- Checked and emptied city trash cans where needed on Main Street
- Loaded up all plow trucks with salt
- Removed dead animal in roadway on Main Street
- Installed snow plow, chains and spreader box on truck #8
- Checked on catch basin project on Victoria Lane
- Removed litter on Main Street
- Checked on Northern Pipelines steal plate placement on Green Street and Washington Street
- Picked up truck #4 in Hagerstown after being repaired
- Marked miss utility tickets and checked them in on computer
- Installed snow plow and tire chains on truck #4
- Plowed and salted streets and alleyways due to snow event
- Checked all sewer pumping stations – ran weekly tests
- Emptied and cleaned out street sweeper over at dump site
- Installed V-plow on one ton dump truck and loaded it full of salt
- Filled loader full of fuel, checked other fluids and greased front bucket
- Plow and salted streets throughout the evening

April 19, 2022 – Tuesday

- Plowed streets back and salted roadways where needed
- Checked plow damage complaint on First Street
- Picked up west end of town garbage route
- Marked miss utility tickets and checked them in on computer
- Plowed and salted alleyways with one-ton dump truck
- Attended staff meeting at city hall
- Put delivery away in lower storage shed
- Checked all sewer pumping stations
- Replaced broken hydraulic cylinder on truck #4
- Cleaned snow off catch basin grates around town where needed
- Repaired snow chains on all the plow trucks
- Took truck #88 to Timbrook Dodge for a recall
- Pushed off corners at intersections
- Used loader to clean parking lot and around ash dumpster
- Replaced fittings on auger motor on truck #6
- Checked fluids and fueled up all snow removal equipment
- Picked up invoices and mail from city hall
- Called back out to salt streets throughout the evening

## **P.8**

April 20, 2022 – Wednesday

- Picked up garbage route on east end of town
- Checked on plow damage complaint on Barnard Street
- Salted streets and alleyways where needed
- Made repair to passenger door hinges on truck #8
- Removed broken manhole riser on Victoria Lane
- Dropped off truck #45 and picked up truck #88 from Timbrook Dodge
- Cleaned up broken curbing and reinstalled bricks in sidewalk on Barnard Street
- Adjusted all the brakes on truck #8
- Marked miss utility tickets and checked them in on computer
- Emptied and cleaned out beds of all plow truck
- Checked all sewer pumping stations
- Picked up truck #45 from Timbrook Dodge
- Greased bearings on all spreader boxes
- Picked up mower deck in Cumberland at Outdoor Power
- Checked on a damaged manhole riser in Prichard Farm- removed damaged section of riser
- Washed off loader with steam jenny
- Checked all CSO locations due to snow melting
- Installed new mower deck onto riding mower

April 21, 2022 – Thursday

- Picked up garbage route in center section of town
- Used loader to clean up salt & grit in parking lot and around salt dome
- Checked all sewer pumping stations
- Made adjustments and tightened bolts on lowboy trailer hitch
- Picked up litter where visible on Main Street
- Retrieved broken manhole riser from Shaw Street
- Marked miss utility tickets and checked them in on computer
- Took all invoices to be paid to city hall
- Picked up supplies from Lowes Home Center and Frostburg Rent-All
- Ran street sweeper on east end of town
- Made repairs to storm drain pipe on Green Street that Northern Pipeline had damaged
- Checked all CSO locations and made a report
- Repaired sewer line on Washington Street that Northern Pipeline had damaged
- Cleaned up gravel and debris in roadway on First Street
- Emptied and cleaned out debris tank on street sweeper over at dump site
- Took both garbage truck to landfill

## **P.9**

April 22, 2022 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Inspected manhole found by Belt Contracting on Clary Street
- Filled water tank and checked fluids on street sweeper
- Ran street sweeper in upper and lower parking lots over at swimming pool
- Marked miss utility tickets and turned them in
- Ran sewer camera and marked location of buried manhole
- Checked all sewer pumping stations
- Made another sewer line repair on Washington Street due to Northern Pipeline damaging sewer main
- Removed dead animal on Main Street and another on Blair Street
- Checked all CSO locations and reset blocks where needed
- Removed litter in city streets before the weekend
- Cleaned rest room and lunch room
- Removed busted up blacktop curbing on Chestnut Street
- Cleaned off catch basin grates where needed around town
- Removed plow, chains and spreader box off truck #8

April 23, 2022 – Saturday

April 24, 2022 – Sunday

April 25, 2022 – Monday

- Emptied city trash cans where needed on Main Street
- Sprayed bed of blacktop truck with concentrate and checked fluids
- Put down 9 ton of blacktop – patched potholes on Village Parkway, Water Street, Bishop Murphy Drive, Bobcat Court, Hampton Drive and Depot Street
- Cleaned up busted curb line and debris on Broadway
- Removed litter on Main Street, Bowery and Center Street
- Uncovered buried manhole just off Shaw Street
- Checked all sewer pumping stations – ran electrical test
- Helped load up Allegany County Roads loader onto lowboy
- Replaced faded out street sign on Broadway
- Checked on plow damage complaint on Victoria Lane
- Marked miss utility tickets and checked them in on computer
- Cleaned up piles of road grit on Mill and Paul Street
- Removed dead animal in roadway on Main Street
- Cut grass and removed debris in empty lot on Victoria Lane
- Marked emergency miss utility ticket on Frost Avenue for Gas Company

## **P.10**

April 26, 2022 – Tuesday

- Picked up garbage route on west end of town
- Cleaned off catch basin grates and culvert inlets where needed
- Removed litter on Main Street and Water Street
- Attended blacktop pre bid meeting at city hall
- Checked all sewer pumping stations
- Half the crew attended CPR training class at city hall
- Ran street sweeper on east end of town
- Checked all CSO location during rain event
- Marked miss utility tickets and checked them in on computer
- Checked on water drainage complaint on Water Street
- Drained water from diesel safety tank
- Met with Roberts Oxygen over swimming pool to let them in to fill bulk tanks
- Straightened sign post leaning into roadway on Mt Pleasant Street
- Checked sewer main on Barnard Street for any flow issues
- Emptied and cleaned out street sweeper over at dump site
- Greased fittings and adjusted brooms on street sweeper
- Cleaned up debris in roadway that street sweeper couldn't get

April 27, 2022 – Wednesday

- Picked up garbage route on east end of town
- Took snow plow, chains and spreader box off truck #14
- Removed litter on Main Street
- Checked on a troublesome sewer line on Barnard Street
- Took truck #14 to Ruby's for a welding repair
- Ran streets weeper on east end of town
- Checked all sewer pumping stations
- Marked miss utility tickets and turned them in
- Emptied and cleaned out sweeper over at dump site
- Used bobcat to mill out 4 patches on First St. to prepare it for blacktop
- Filled sweeper with water and checked fluids after use
- Used Bobcat to pick up millings on First Street and load them onto dump truck
- Half the crew attended CPR and First Aid training at City Hall
- Removed spreader box from Truck 350
- Moved ash dumpster steps from Rec. Department back to Street Garage
- Took both garbage trucks to landfill and dumped
- Removed wind blown trash cans from roadways around town
- Checked on Northern Pipeline on Washington Street

## **P.11**

April 28, 2022 – Thursday

- Picked up garbage route in center section of town
- Used vactor truck to clean debris from city parking lot behind St Michaels
- Removed litter on Main Street
- Used sewer camera to inspect catch basin on Centennial Street
- Checked all sewer pumping stations
- Picked up supplies from Lowes Home Center
- Used vactor truck to clean out catch basin on Centennial Street
- Marked miss utility tickets and checked them in on computer
- Had special garbage pick on Center Street
- Dropped backflow preventers off to contractor performing work on Victoria Lane
- Picked up mail and paychecks from city hall
- Cleaned off blacktop tools and roller after use
- Removed battery from sewer camera generator
- Took materials to NPL to repair damaged sewer line
- Emptied and cleaned out vactor truck at dump site
- Picked up new ear safety protection and grease from Carquest

April 29, 2022 – Friday

- Installed new batteries on both generators
- Checked all sewer pumping stations
- Ran street sweeper on Grandview Dr.
- Removed litter on Main Street, Bowery and Center Street
- Made repair to leaking air line on sweeper
- Checked and emptied city trash cans where needed before weekend
- Cut and trimmed grass all around town
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera on Main Street to locate problem tap
- Took water sample from Grant St. to Water Treatment Plant and had them run test to determine if it was groundwater
- Installed new blind spot mirror in Alley 19 at Mechanic Street
- Removed dead animal on Water Street
- Filled Truck 10 with water
- Made arrangements with Garden Club to install new light pole baskets
- Checked and added fluids in all work trucks where needed

April 30, 2022 – Saturday

## City of Frostburg

### Monthly Report: Water Department

For the Month of: April, 2022

Submitted by: Jim Williams, Supervisor

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April 1, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Final reading Hawthorne
- Reread meter on Bowery St. possible leak
- Installed 5 new meters
- Hauled tress from swimming pool to shop
- Took new truck to get detailed @ Maryland Western Signs
- Turn water on @ Trail Head

April 4, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Repaired leak on Mt. Vernon St.
- Final reading S. Grant St.
- Reread meter Ormand St. possible leak

April 5, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Read monthly master meters
- Final reading Beall St.
- Reread water meter W. College Ave to verify leak is fixed
- Reread 5 meters due to high usage
- Data log Mill St.
- Installed 1 new meter

April 6, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Data logs on W. College Ave. & E. College Ave.
- Dug up curb box on Catherine St.
- Turn water off & back on after repairs on Catherine St.
- Turn water off & back on from the nonpayment list Mt. Savage Rd
- Installed 3 new meters

April 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Installed 3 new meters



April 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Installed 2 new meters
- Turn water on & get reading on Stoyer St.

April 11, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Installed 2 new meters

April 12, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Attended class concerning vac truck @ street dept.
- Installed 1 new meter
- Reread 3 meters due to negative consumption

April 13, 2022

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with contractor @ swimming pool
- Turn water on @ swimming pool
- Installed 5 new meters
- Checked water leak @ the trail head

April 14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Assisted contractor on seeding and mulching at Frostburg Swimming Pool
- Data log on Hawthorne
- 2 Data logs on Linden Ave

April 15, 2022 City Holiday

April 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utilities
- Reread 5 meters due to high usages & leaks
- Final reading Wood St.
- Put new truck 17 in service

April 19, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Cleaned the shop

- Hauled the trash away
- Attended staff meeting
- Reread water meter Hawthorne Drive possible leak
- Installed 4 new meters
- Regular reading Heartwood Drive

April 20, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Beall St. & Maple St.
- Marked water lines for gas company McCulloh St. & Green St.
- Picked up truck 69 from Ruby's from repairs
- Took truck 20 to Timbrook Dodge for a recall
- Installed 1 new meter

April 21, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed 1 new meter
- Turn water on Maple St. for plumber

April 22, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cut down trees @ the swimming pool

April 25, 2022

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Worked with Contractor with installing new water line @ the dog park
- Reread water meter on Bowery St. possible leak
- Final reading Wood St.
- Installed 1 new meter

April 26, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Worked with Contractor with installing new water line @ the dog park

April 27, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Worked with Contractor with installing new water line @ the dog park
- Installed 2 new meters
- Reread water meter on Spring St. possible leak
- Final readings on Beall St. & E. Main St.
- Regular reading on E. Main St.
- Tharon attended C P R class

April 28, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Worked with Contractor with installing new water line @ the dog park
- Turn water off & back on after repairs were made on Maple St.
- 3- final readings
- Checked for water leak chat was out

- Located & marked service lines on Wood St. for contractor

April 29, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Seeded & much dog park with contractor
- Installed new meter

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

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

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-000-4315	Proceeds from Fund Balance	99,860
01-000-4317	Special Revenue	826,000
01-000-4600	Interest Income	15,000
	<b>Total Corporate Fund Revenue</b>	<b>\$ 7,575,610</b>
<b>Corporate Fund Expenses</b>		
	<b>Executive</b>	
01-100-5000	Salaries	\$ 22,200
01-100-5010	Social Security	1,700
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	5,000
01-100-5104	Insurance - Public Officials	10,000
01-100-5150	Training	2,500
01-100-5160	Travel	3,500
01-100-5185	Professional Fees	5,000
	<b>Total Executive</b>	<b>\$ 50,075</b>
	<b>Administrative</b>	
01-110-5000	Salaries	\$ 188,500
01-110-5010	Social Security	14,375
01-110-5011	Pension	13,800
01-110-5012	Workers Comp	575
01-110-5013	Insurance - Health	41,800
01-110-5014	Insurance - Health Retiree	22,200
New Acct	Contribution - 457	1,875
01-110-5050	Reserve For Contingencies	2,000
New Acct	Employee Wellness	7,500
01-110-5100	Insurance - Auto	600
01-110-5102	Insurance - Gen Liab	150
01-110-5105	Insurance - Property	8,000
01-110-5106	Insurance - AD&D and Life	4,200
01-110-5111	Contributions - Tourism	95,000
01-110-5150	Training	1,500
01-110-5160	Travel	500
01-110-5185	Professional Fees	1,600
01-110-5191	Communications	13,320
01-110-5192	City Code Hosting	3,000
01-110-5200	Advertising	6,000
01-110-5205	Legal	34,500
01-110-5207	Pension Administrative Fee	8,000
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	14,000

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-110-5230	Computer Exp	17,500
01-110-5232	IT Licensing and Fees	25,000
01-110-5235	Digital Engagement	5,000
01-110-5300	Board Expense	11,000
01-110-5391	Principal and Interest on Debt Service	154,900
01-110-5500	Building - Armory	12,000
01-110-5502	Building Maintenance	10,100
01-110-5550	Utilities - Building	16,000
01-110-5807	Capital Outlay	1,500,000
	Total Administrative	\$ 2,245,495
<b>Finance</b>		
01-120-5000	Salaries	\$ 68,700
01-120-5010	Social Security	5,225
01-120-5011	Pension	6,300
01-120-5012	Workers Comp	200
01-120-5013	Insurance - Health	15,500
New Acct	Contribution - 457	675
01-120-5102	Insurance - Gen Liab	125
01-120-5105	Insurance - Property	2,900
01-120-5150	Training	1,000
01-120-5185	Professional Fees	700
01-120-5310	Auditing	52,000
01-120-5311	Actuarial Study	4,000
01-120-5313	Tax Collection	2,800
01-120-5810	RETSA Obligation	750
	Total Finance	\$ 160,875
<b>Community Development</b>		
01-130-5000	Salaries	\$ 59,200
01-130-5010	Social Security	4,500
01-130-5011	Pension	5,400
01-130-5012	Workers Comp	175
01-130-5013	Insurance - Health	7,900
New Acct	Contribution - 457	575
01-130-5102	Insurance - Gen Liab	150
01-130-5105	Insurance - Property	4,950
01-130-5150	Training	500
01-130-5160	Travel	700
01-130-5185	Professional Fees	850
01-130-5320	Economic Development	8,000
01-130-5322	Planning	150,000
01-130-5323	Public Art	2,000



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

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

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

ACCOUNT	DESCRIPTION	22/23 BUDGET
	<b>Public Safety</b>	
01-160-5000	Salaries	\$ 998,200
01-160-5002	Salaries - Police Grants	25,000
01-160-5003	Court Time	13,000
01-160-5010	Social Security	79,200
01-160-5011	Pension	95,250
01-160-5012	Workers Comp	142,000
01-160-5013	Insurance - Health	234,300
New Acct	Contribution - 457	44,000
01-160-5100	Insurance - Auto	5,500
01-160-5102	Insurance - Gen Liab	900
01-160-5103	Insurance - Police Professional	12,000
01-160-5105	Insurance - Property	6,000
01-160-5150	Training	25,500
01-160-5170	Uniforms	15,000
01-160-5180	Safety Equipment	1,200
01-160-5181	Law Enforcement Equipment	18,500
01-160-5191	Communications	30,160
01-160-5206	C3I Clerical Support	6,000
01-160-5210	Office Supplies	5,000
01-160-5350	FSU MOU	25,000
01-160-5390	Miscellaneous Expense	4,000
New Acct	Police Reform	11,200
01-160-5400	Gas, Oil, Grease	33,000
01-160-5401	Auto Expense	18,000
01-160-5420	Fleet Lease	22,000
01-160-5502	Jail and Office Maintenance	4,000
01-160-5500	Utilities - Public Safety	10,000
01-160-5700	Parking Meters	2,000
01-160-5705	Traffic Control	2,000
01-160-5851	Fire Dept Appropriation	236,980
	Total Public Safety	\$ 2,124,890
	<b>Public Works - Street</b>	
01-170-5000	Salaries	\$ 243,300
01-170-5010	Social Security	18,600
01-170-5011	Pension	21,300
01-170-5012	Workers Comp	16,800
01-170-5013	Insurance - Health	71,000
New Acct	Contribution - 457	2,200
01-170-5018	Unemployment	1,000
01-170-5100	Insurance - Auto	7,200

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-170-5102	Insurance - Gen Liab	625
01-170-5105	Insurance - Property	5,600
01-170-5150	Training	5,000
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	7,200
01-170-5191	Communications	6,000
01-170-5210	Office Supplies	1,000
01-170-5400	Gas, Oil, Grease	28,500
01-170-5420	Fleet Lease	42,000
01-170-5550	Utilities - Building	6,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	8,000
01-170-5713	Street Equipment Maintenance	90,000
01-170-5714	Street Lighting	155,000
01-170-5715	Street Maintenance Repairs	105,625
01-170-5716	Street Shop Equipment	90,000
New Acct	Street Lighting Repairs	30,000
01-170-5800	Capital Outlay	60,000
01-170-5861	Street Paving	600,000
01-170-5865	Parking Lot Maintenance	15,000
	Total Public Works - Street	<u>\$ 1,794,950</u>
	<b>Recreation</b>	
01-180-5000	Salaries	\$ 205,750
01-180-5010	Social Security	15,750
01-180-5011	Pension	13,400
01-180-5012	Workers Comp	14,225
01-180-5013	Insurance - Health	55,300
New Acct	Contribution - 457	2,000
01-180-5100	Insurance - Auto	2,500
01-180-5102	Insurance - Gen Liab	450
01-180-5105	Insurance - Property	11,000
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,000
01-180-5181	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	7,000
New Acct	Fleet Lease	11,000
01-180-5503	Armory Expense - Gym	10,000
01-180-5504	Community Center	12,000
New Acct	City Place	9,500
01-180-5720	Beautify The Burg Expense	2,000
01-180-5721	Rec Equipment Maintenance	5,000

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-180-5722	Rec League Appropriations	3,000
01-180-5723	Rec Park Maintenance Expense	68,000
01-180-5724	Street Trees	7,500
01-180-5725	Trailhead Maintenance Expense	2,000
01-180-5726	Recreational Programs	9,000
	Total General Recreation	<u>\$ 471,925</u>
01-181-5000	Salaries	\$ 66,000
01-181-5010	Social Security	5,050
01-181-5012	Workers Comp	4,600
01-181-5108	Unemployment	500
01-181-5507	Pool Operating	35,000
	Total Pool	<u>\$ 111,150</u>
01-182-5000	Salaries	\$ 21,300
01-182-5010	Social Security	1,650
01-182-5012	Workers Comp	1,500
01-182-5108	Unemployment	500
01-182-5507	Day Camp Operations	500
	Total Day Camp	<u>\$ 25,450</u>
01-183-5000	Salaries	\$ 13,200
01-183-5010	Social Security	1,025
01-183-5012	Workers Comp	925
01-183-5108	Unemployment	500
	Total Seasonal	<u>\$ 15,650</u>
	Total Recreation	<u>\$ 624,175</u>
	<b>Total Corporate Fund Expenses</b>	<u><b>\$ 7,575,610</b></u>
	<b>Corporate Fund Net Income (Loss)</b>	<u><b>\$ -</b></u>

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

ACCOUNT	DESCRIPTION	22/23 BUDGET
<b>Water Fund Revenues</b>		
02-000-4000	Water Service Revenue	\$ 1,420,000
02-000-4001	Interest Earned - Water	1,500
02-000-4315	Proceeds from Fund Balance	92,475
02-000-4317	Special Revenue	750,000
02-000-4402	Sale of Meters	6,000
02-000-4403	Tapping Fees	7,000
02-000-4404	Sundry Sales	20,000
	<b>Total Water Revenue</b>	<b>\$ 2,296,975</b>
<b>Water Fund Expenses</b>		
<b>Water - Administration</b>		
02-190-5000	Salaries	\$ 57,500
02-190-5010	Social Security	4,350
02-190-5011	Pension	5,250
02-190-5012	Workers Comp	175
02-190-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
02-190-5370	FMHA Bond	750
02-190-5600	Corporate Overhead	137,650
	<b>Total Water Administration</b>	<b>\$ 221,200</b>
<b>Water - Filtration</b>		
02-192-5102	Insurance - Gen Liab	\$ 1,100
02-192-5105	Insurance - Property	11,500
02-192-5106	Insurance - Boiler & Machinery	4,900
02-192-5521	Pumping System Expense	60,000
02-192-5522	Purification Plant Maintenance	190,000
02-192-5710	Filtration Contract Payment	564,000
	<b>Total Water Filtration</b>	<b>\$ 831,500</b>
<b>Water - Supply</b>		
02-194-5000	Salaries	\$ 27,700
02-194-5010	Social Security	2,100
02-194-5011	Pension	2,500
02-194-5012	Workers Comp	1,900
New Acct	Contribution - 457	275
02-194-5506	Hydro Facility Expense	5,000
02-194-5550	Utilities - Water Supply	5,000
02-194-5730	Water Supply Expense	50,000
	<b>Total Water Supply</b>	<b>\$ 94,475</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
	<b>Water - Distribution</b>	
02-196-5000	Salaries	\$ 212,400
02-196-5010	Social Security	16,250
02-196-5011	Pension	19,550
02-196-5012	Workers Comp	14,700
02-196-5013	Insurance - Health	55,700
New Acct	Contribution - 457	2,050
02-196-5100	Insurance - Auto	3,600
02-196-5102	Insurance - Gen Liab	1,300
02-196-5105	Insurance - Property	3,300
02-196-5150	Training	500
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	4,100
02-196-5191	Communications	9,200
02-196-5210	Office Supplies	500
02-196-5390	Miscellaneous Expense	28,550
02-196-5400	Gas, Oil, Grease	8,000
02-196-5420	Fleet Lease	24,000
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	2,600
02-196-5700	Distribution Expense	90,000
02-196-5701	Distribution Pipe Expense	5,000
02-196-5702	Equipment Maintenance	5,000
02-196-5703	Fire Hydrants Expense	15,000
02-196-5704	Transmission Mains Expense	12,000
02-196-5740	Meters Expense	190,000
02-196-5800	Capital Outlay	410,000
	Total Water Distribution	\$ 1,149,800
	<b>Total Water Fund Expenses</b>	<b>\$ 2,296,975</b>
	<b>Total Water Fund Net Income (Loss)</b>	<b>\$ -</b>

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

ACCOUNT	DESCRIPTION	22/23 BUDGET
<b>Sewer Fund Operating Revenues</b>		
03-000-4000	Sewer Charges	\$ 1,925,000
03-000-4001	Interest Earned - Sewer	2,700
03-000-4317	Special Revenue	654,000
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	7,500
03-000-4530	Project Reimbursements	71,000
	<b>Total Sewer Operating Revenue</b>	<b>\$ 2,661,700</b>
<b>Sewer Operating Expenses</b>		
<b>Sewer - Administration</b>		
03-210-5000	Salaries	\$ 57,500
03-210-5010	Social Security	4,350
03-210-5011	Pension	5,250
03-210-5012	Workers Comp	175
03-210-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
	<b>Total Sewer Administration</b>	<b>\$ 82,800</b>
<b>Sewer - Operating</b>		
03-211-5000	Salaries	\$ 151,200
03-211-5010	Social Security	11,550
03-211-5011	Pension	17,175
03-211-5012	Workers Comp	10,500
03-211-5013	Insurance - Health	59,000
New Acct	Contribution - 457	1,800
03-211-5100	Insurance - Auto	2,000
03-211-5102	Insurance - Gen Liab	625
03-211-5105	Insurance - Property	5,000
03-211-5150	Training	1,000
03-211-5170	Uniforms	3,000
03-211-5180	Safety Equipment	1,000
03-211-5191	Communications	2,400
03-211-5400	Gas, Oil, Grease	9,750
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	224,750
03-211-5761	Sanitary Commission Charges	1,220,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	55,000

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
03-211-5764	Sewer Pumping Expense	6,000
03-211-5805	Capital Outlay - Sewer Projects	725,000
	Total Sewer Operating	<u>\$ 2,524,550</u>
	 Total Sewer Operating Expenses	 <u>\$ 2,607,350</u>
	 Sewer Operating Net Income (Loss)	 <u>\$ 54,350</u>
	 <b>CSO Revenue</b>	
03-220-4520	CSO Surcharge Revenue	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000
03-220-4530	Project Reimbursements	2,461,450
	Total CSO Revenue	<u>\$ 2,867,450</u>
	 <b>CSO Expenses</b>	
03-220-5391	Interest Expense	\$ 3,650
03-220-5392	Debt Redemption	23,150
03-220-5800	Capital Outlay	2,895,000
	Total CSO Expense	<u>\$ 2,921,800</u>
	 CSO Net Income (Loss)	 <u>\$ (54,350)</u>
	 <b>Sewer Fund Net Income (Loss)</b>	 <u><u>\$ -</u></u>



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

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

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

ACCOUNT	DESCRIPTION	22/23 BUDGET
	<b>Garbage Fund Revenues</b>	
05-000-4000	Trash & Garbage Charges	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,200
05-000-4315	Proceeds from Fund Balance	44,500
05-000-4404	Sundry Sales	1,000
	Total Garbage Revenue	<u>\$ 414,700</u>
	<b>Garbage Fund Expenses</b>	
	<b>Garbage Fund - Administration</b>	
05-230-5000	Salaries	\$ 57,500
05-230-5010	Social Security	4,350
05-230-5011	Pension	5,250
05-230-5012	Workers Comp	175
05-230-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
	Total Garbage Administration	<u>\$ 82,800</u>
	<b>Garbage Operating</b>	
05-232-5000	Salaries	\$ 85,600
05-232-5010	Social Security	6,550
05-232-5011	Pension	7,875
05-232-5012	Workers Comp	5,925
05-232-5013	Insurance - Health	24,900
New Acct	Contribution - 457	825
05-232-5100	Insurance - Auto	2,200
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	3,600
05-232-5170	Uniforms	3,075
05-232-5180	Safety Equipment	500
05-232-5210	Office Supplies	500
05-232-5400	Gas, Oil, Grease	12,600
05-232-5600	Corporate Overhead	16,850
05-232-5770	Ash Dumpster	3,500
05-232-5771	Bulk Cleanup Expense	10,000
05-232-5772	Landfill Charges	130,000
05-232-5773	Sanitation Operating Expense	17,000
	Total Garbage Operating	<u>\$ 331,900</u>
	Total Garbage Expenses	<u>\$ 414,700</u>
	<b>Garbage Net Income (Loss)</b>	<u>\$ -</u>

# ORDINANCE 2022-04

## FORMAL ADOPTION OF THE FISCAL 2022/2023 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED “**FORMAL ADOPTION OF THE FISCAL YEAR 2021/2022 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG**”

WHEREAS: Section 702 and 703 amended of the Frostburg City Charter provides for the adoption of a fiscal year budget beginning July 1, 2022 – June 30, 2023; and

WHEREAS: Said Charter mandates that the budget shall be adopted by the governing body in the form of an ordinance;

NOW, THEREFORE, in consideration of the foregoing, the Mayor and City Council of the City of Frostburg ordain and establish this ordinance as follows:

BE IT FURTHER RESOLVED that the following be set forth:

**OPERATING BUDGETS:** **See Attachment**

**TAXES:** **See Attachment**

**WATER RATES:** **See Attachment**

**SEWAGE RATES:** **See Attachment**

**GARBAGE RATES:** **See Attachment**

**MISCELLANEOUS FEES:** **See Attachment**

Introduction:	April 14, 2022
Public Hearing:	May 19, 2022
Adoption:	May 19, 2022
Effective:	June 8, 2022

ATTEST: MAYOR & CITY COUNCIL OF FROSTBURG

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

By: \_\_\_\_\_  
W. ROBERT FLANIGAN, Mayor

**CITY OF FROSTBURG**  
**HOTEL/MOTEL TAX ALLOCATIONS - FY23**  
**REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)**

<b>ORGANIZATION</b>	<b>AMOUNT</b>
FrostburgFirst Operating	\$ 35,000
Classy Chassis Car Club/Cruisin Main Street	1,500
FSU Cultural Event Series	5,000
Elk's Derby Day	2,500
House and Garden Club	2,000
Frostburg Dog Park	4,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	1,500
Arion Band (Charter Provision)	500
Palace Theater	3,000
FSU Appalachian Festival	2,500
Holiday Lamppost Committee	3,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	1,500
WMSR	10,000
<b>Total Allocated to Outside Organizations</b>	<b>\$ 95,000</b>

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

The interest rate on real estate taxes is 1.5% per month beginning October 1 and is retroactive to July 1.

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

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

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

**NOTIFICATION OF WATER SHUT OFF**

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

Water reconnection fee (during normal Water Department working hours) .....\$20.00  
Water reconnection fee (after normal Water Department working hours) .....\$35.00

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

**INSUFFICIENT FUND (CHECK OR ACH) CHARGES**

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

**REBILLING FEES**

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

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

Credit Cards.....2.95% of the total transaction amount  
E-Checks (Remitted via the City's website after 12/01/21) .....Transaction fee is paid by the City

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

Credit or debit card .....3.25% of the total transaction amount (\$2.00 minimum)

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

Card presented in person and entered electronically .....3.5%  
Card presented by phone or entered manually .....4.5%

**WATER RATES**

WATER CONSUMPTION IN CITY CUSTOMERS  
0 – 50,000 gallons per billing.....**\$5.80/1,000 gallons**  
50,001 gallons per billing and over.....**\$11.10/1,000 gallons**

Based on an evaluation of water consumption on an annual basis in February each year, in-city customers who typically consume an average of 1,000,000 gallons per month over a 12 month period are billed for water consumption as follows:

0 – 500,000 gallons per billing.....**\$5.80/1,000 gallons**  
500,001 gallons per billing and over.....**\$11.10/1,000 gallons**

WATER CONSUMPTION INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY  
0 – 50,000 gallons per billing.....**\$8.70/1,000 gallons**  
50,001 gallons per billing and over.....**\$16.65/1,000 gallons**

BULK DELIVERY TO ALLEGANY COUNTY  
All water consumption .....**\$3.97/1,000 gallons**

**SEWER RATES**

Billed based on water consumption ALL CUSTOMERS  
0 – 50,000 gallons per billing.....**\$11.80/1,000 gallons**  
50,001 gallons per billing and over.....**\$15.25/1,000 gallons**

**WATER SURCHARGE**

Surcharge per unit or equivalent  
In-City Frostburg customers.....\$11.80/month or \$35.40/quarter  
Out of City customers .....\$11.35/month or \$34.05/quarter  
County customers except Eckhart .....\$9.75/month or \$29.25/quarter  
County customers - Eckhart.....\$3.95/month or \$11.85/quarter

**CSO (Combined Sewer Overflow) SURCHARGE**

Surcharge per unit or equivalent.....\$7.00/month or \$21.00/quarter

**GARBAGE RATES**

Residential customers .....\$38.00 per unit per quarter  
Recycling credit (requires enrollment with Burgmeier's Hauling) .....\$9.00 per quarter

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**Special Garbage Charges**

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

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

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

**WATER CONNECTIONS**

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

Tap Size	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure for sprinkler system)
3/4"	\$1,500.00		-	\$1,000.00	\$1,000.00	\$600.00
1"	\$1,800.00		-	\$1,200.00	\$1,200.00	\$800.00
1 1/2"	\$3,000.00		-	\$2,000.00	\$2,000.00	\$1,500.00
2"	\$4,500.00		-	\$2,500.00	\$2,500.00	\$2,500.00
4"	\$6,000.00		-	n/a	\$3,000.00	\$3,000.00
6"	\$9,000.00		-	n/a	\$4,500.00	\$4,500.00
8"	\$12,000.00		-	n/a	\$6,000.00	\$6,000.00

Taps 10" and larger will be priced by City Engineer

**SEWER CONNECTIONS**

Use Type	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Street Dept.)	Existing Tap Credit (issued if tap is pre-existing (e.g. subdivisions))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure(s))
Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot)	\$2,000.00		\$ -	\$1,500.00	\$500.00
Two-family & Multi-family *	\$2,500.00		\$ -	\$2,000.00	\$500.00
Commercial *	\$3,000.00		\$ -	\$2,500.00	\$500.00

\* Fee may be higher if actual costs incurred are greater

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**WATER METER FEES complete with 1 check valve and 1 coupling**

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

**EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL**

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

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

**LAND USE AND BUILDING PERMIT FEES**

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

Residential Permit Fees

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

Single and Two-Family Sprinkler Rebate .....\$500.00

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

Residential Inspection Fees

Inspections .....\$65.00 per inspection

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

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



**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

Multi-Family.....	\$50.00 per inspection plus cost of electric service
Plan Review (non-refundable) .....	\$125.00 per hour
Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet .....	\$0.75 per square foot
Additional square footage.....	\$0.25 per square foot
Commercial Kitchen – Additional \$0.20 per square foot for the entire area including dining.	
Office Space.....	\$0.50 per square foot
Hotel.....	\$300 per room for first 20 rooms
Additional rooms .....	\$100.00 per room
Electric Service	
100-200 amp .....	\$90.00 per service
400 amp .....	starting at \$125.00 per service
600 amp .....	\$350.00 per service
800 amp .....	\$600.00 per service
1000 amp .....	\$800.00 per service
Transfer Switch -	\$25 in addition to service cost
Commercial re-inspections are minimum of \$95.00 per trip.	
Other occupancies, change of occupancy, and remodel prices are determined by the inspector.	

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

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

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

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

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

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

Subdivision Review

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

Board of Zoning Appeals

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

Re-Zoning Request

Zoning Map Error or Map Change.....	\$100.00
-------------------------------------	----------

**MISCELLANEOUS PERMIT FEES**

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

**POLICE DEPARTMENT**

Parking Violations

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

Second offense or continuing violations may be doubled.

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

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

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**POLICE DEPARTMENT** (continued)

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies .....\$10.00

**RENTAL HOUSING REGISTRATION & INSPECTION**

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

Rental units will forfeit any “*grandfathering*” if not registered and fees paid by June 1<sup>st</sup>.

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

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

**DOCUMENTS**

Zoning Ordinance ..... \$8.00

Subdivision Regulations ..... \$5.00

Rental Housing Code .....\$5.00

Rental Unit Verification .....\$5.00

Comprehensive Plan ..... \$5.00

Personnel Policy ..... \$6.00

Miscellaneous copies .....\$0.10 per page

Audit reports ..... \$5.00

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

(Remainder of page is intentionally blank.)

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES**

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

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

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

**RECREATION FEES – DAY CAMP**

Daily Rate.....	\$20.00 per child
Weekly Rate (5 day weeks).....	\$95.00 per child
Weekly Rate (4 day weeks).....	\$80.00 per child

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES – SWIMMING POOL**

**Daily Pool Admissions**

Adults - \$6.00

Children (age 5 – 17) - \$5.00

Children (age 4 and under) – Free with a paying adult

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

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

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

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

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

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

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

**ORDINANCE 2022-05**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO AMEND SUBSECTIONS (e)(2), (e)(3), (e)(4)b AND (e)(4)c OF SECTION 3.6 OF THE FROSTBURG CODE (2018 EDITION), PERTAINING TO THE CITY’S PROCUREMENT PROCESSES AND POLICIES, IN ORDER TO REVISE THE THRESHOLD AMOUNTS FOR CERTAIN EXEMPTIONS TO THE COMPETITIVE BIDDING REQUIREMENTS.”**

**WHEREAS**, section 3.6 of the City Code sets forth the City’s procurement processes and policies;

**WHEREAS**, subsection (e) of Section 3.6 sets forth the purchases which are exempt from the competitive bidding requirement;

**WHEREAS**, the revisions to Subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 are for the purpose of aligning the procurement and policies to align with current federal guidelines for micropurchases; and

**WHEREAS**, City staff has determined that changing the applicable thresholds will facilitate the implementation of the aforesaid procurement processes and policies.

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND**, that Subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code are amended to read as follows: [NOTE: A TEXT-EDITED VERSION OF THE CODE IS ATTACHED HERETO AS EXHIBIT A]

**Sec. 3-6 – Procurement processes and policies.**

....

(e) *Purchases exempt from competitive bidding requirement.*

....

- (2) *Purchases of more than five hundred dollars (\$500.00) and through ten thousand dollars (\$10,000.00).* All purchases of more than five hundred dollars (\$500.00) and through ten thousand dollars (\$10,000.00) shall be made upon requisition of the appropriate department head if funds are available in an approved budget. If funds are not available, the

purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.

- (3) *Purchases of more than ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00).* All purchases of more than ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) may be made only after the department head solicits bids from no less than three (3) providers of the items to be purchased, provided it is practical to do so. Such purchases shall be made upon requisition of the applicable department head if funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.

. . . .

- (4) *Sole source purchases.*

. . . .

- b. *Purchases of ten thousand dollars (\$10,000.00) or less.* All sole source purchases of ten thousand dollars (\$10,000.00) or less shall be made upon requisition of the applicable department head if funds are available in an approved budget. Such purchases shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.
- c. *Purchases of more than ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00).* Sole source purchases of more than ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner. All such purchases shall be reported to the Council. The requirements relative to obtaining quotes from at least three (3) suppliers as is set forth in subsection (b)(3) may be waived in the discretion of the City Administrator.

. . . .

**SECTION 2: BE IT FURTHER ORDAINED**, that this Ordinance shall take effect on the date it is adopted.



MAYOR AND CITY COUNCIL OF  
FROSTBURG

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

ATTEST

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

Introduced: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Effective: \_\_\_\_\_

## EXHIBIT A

### **Text Edited Version of Section 3.6(e)(2), (e)(3), (e)(4)b and (e)(4)c**

....

- (e) *Purchases exempt from competitive bidding requirement.*

....

- (2) *Purchases of more than five hundred dollars (\$500.00) and through ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00). All purchases of more than five hundred dollars (\$500.00) and through ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) shall be made upon requisition of the appropriate department head ~~is if~~ funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*
- (3) *Purchases of more than ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00). All purchases of more than ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) may be made only after the department head solicits bids from no less than three (3) providers of the ~~purchase~~ items to be purchased, provided it is practical to do so. Such purchases shall be made upon requisition of the applicable department head if funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*

....

- (4) *Sole source purchases.*

....

- b. *Purchases of ten thousand dollars (\$10,000.00) ~~three thousand five hundred dollars (\$3,500.00)~~ or less. All sole source purchases of ten thousand dollars (\$10,000.00) ~~three thousand five hundred dollars (\$3,500.00)~~ or less shall be made upon requisition of the applicable department head if funds are available in an approved budget. Such purchases shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*

- c. Purchases of more than ~~ten thousand dollars (\$10,000.00)~~~~three thousand five hundred dollars (\$3,500.00)~~ and through twenty-five thousand dollars (\$25,000.00). Sole source purchases of more than ~~ten thousand dollars (\$10,000.00)~~~~three thousand five hundred dollars (\$3,500.00)~~ but less than or equal to twenty-five thousand dollars (\$25,000.00) shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner. All such purchases shall be reported to the Council. The requirements relative to obtaining quotes from at least three (3) suppliers as is set forth in subsection (b)(3) may be waived in the discretion of the City Administrator.

. . . .

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

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

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-000-4315	Proceeds from Fund Balance	99,860
01-000-4317	Special Revenue	826,000
01-000-4600	Interest Income	15,000
	<b>Total Corporate Fund Revenue</b>	<b>\$ 7,575,610</b>
<b>Corporate Fund Expenses</b>		
	<b>Executive</b>	
01-100-5000	Salaries	\$ 22,200
01-100-5010	Social Security	1,700
01-100-5012	Workers Comp	175
01-100-5050	Legislative Contingencies	5,000
01-100-5104	Insurance - Public Officials	10,000
01-100-5150	Training	2,500
01-100-5160	Travel	3,500
01-100-5185	Professional Fees	5,000
	<b>Total Executive</b>	<b>\$ 50,075</b>
	<b>Administrative</b>	
01-110-5000	Salaries	\$ 188,500
01-110-5010	Social Security	14,375
01-110-5011	Pension	13,800
01-110-5012	Workers Comp	575
01-110-5013	Insurance - Health	41,800
01-110-5014	Insurance - Health Retiree	22,200
New Acct	Contribution - 457	1,875
01-110-5050	Reserve For Contingencies	2,000
New Acct	Employee Wellness	7,500
01-110-5100	Insurance - Auto	600
01-110-5102	Insurance - Gen Liab	150
01-110-5105	Insurance - Property	8,000
01-110-5106	Insurance - AD&D and Life	4,200
01-110-5111	Contributions - Tourism	95,000
01-110-5150	Training	1,500
01-110-5160	Travel	500
01-110-5185	Professional Fees	1,600
01-110-5191	Communications	13,320
01-110-5192	City Code Hosting	3,000
01-110-5200	Advertising	6,000
01-110-5205	Legal	34,500
01-110-5207	Pension Administrative Fee	8,000
01-110-5210	Office Supplies	11,000
01-110-5220	Postage	14,000

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-110-5230	Computer Exp	17,500
01-110-5232	IT Licensing and Fees	25,000
01-110-5235	Digital Engagement	5,000
01-110-5300	Board Expense	11,000
01-110-5391	Principal and Interest on Debt Service	154,900
01-110-5500	Building - Armory	12,000
01-110-5502	Building Maintenance	10,100
01-110-5550	Utilities - Building	16,000
01-110-5807	Capital Outlay	1,500,000
	Total Administrative	\$ 2,245,495
<b>Finance</b>		
01-120-5000	Salaries	\$ 68,700
01-120-5010	Social Security	5,225
01-120-5011	Pension	6,300
01-120-5012	Workers Comp	200
01-120-5013	Insurance - Health	15,500
New Acct	Contribution - 457	675
01-120-5102	Insurance - Gen Liab	125
01-120-5105	Insurance - Property	2,900
01-120-5150	Training	1,000
01-120-5185	Professional Fees	700
01-120-5310	Auditing	52,000
01-120-5311	Actuarial Study	4,000
01-120-5313	Tax Collection	2,800
01-120-5810	RETSA Obligation	750
	Total Finance	\$ 160,875
<b>Community Development</b>		
01-130-5000	Salaries	\$ 59,200
01-130-5010	Social Security	4,500
01-130-5011	Pension	5,400
01-130-5012	Workers Comp	175
01-130-5013	Insurance - Health	7,900
New Acct	Contribution - 457	575
01-130-5102	Insurance - Gen Liab	150
01-130-5105	Insurance - Property	4,950
01-130-5150	Training	500
01-130-5160	Travel	700
01-130-5185	Professional Fees	850
01-130-5320	Economic Development	8,000
01-130-5322	Planning	150,000
01-130-5323	Public Art	2,000

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

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

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

ACCOUNT	DESCRIPTION	22/23 BUDGET
	<b>Public Safety</b>	
01-160-5000	Salaries	\$ 998,200
01-160-5002	Salaries - Police Grants	25,000
01-160-5003	Court Time	13,000
01-160-5010	Social Security	79,200
01-160-5011	Pension	95,250
01-160-5012	Workers Comp	142,000
01-160-5013	Insurance - Health	234,300
New Acct	Contribution - 457	44,000
01-160-5100	Insurance - Auto	5,500
01-160-5102	Insurance - Gen Liab	900
01-160-5103	Insurance - Police Professional	12,000
01-160-5105	Insurance - Property	6,000
01-160-5150	Training	25,500
01-160-5170	Uniforms	15,000
01-160-5180	Safety Equipment	1,200
01-160-5181	Law Enforcement Equipment	18,500
01-160-5191	Communications	30,160
01-160-5206	C3I Clerical Support	6,000
01-160-5210	Office Supplies	5,000
01-160-5350	FSU MOU	25,000
01-160-5390	Miscellaneous Expense	4,000
New Acct	Police Reform	11,200
01-160-5400	Gas, Oil, Grease	33,000
01-160-5401	Auto Expense	18,000
01-160-5420	Fleet Lease	22,000
01-160-5502	Jail and Office Maintenance	4,000
01-160-5500	Utilities - Public Safety	10,000
01-160-5700	Parking Meters	2,000
01-160-5705	Traffic Control	2,000
01-160-5851	Fire Dept Appropriation	236,980
	Total Public Safety	\$ 2,124,890
	<b>Public Works - Street</b>	
01-170-5000	Salaries	\$ 243,300
01-170-5010	Social Security	18,600
01-170-5011	Pension	21,300
01-170-5012	Workers Comp	16,800
01-170-5013	Insurance - Health	71,000
New Acct	Contribution - 457	2,200
01-170-5018	Unemployment	1,000
01-170-5100	Insurance - Auto	7,200



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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-170-5102	Insurance - Gen Liab	625
01-170-5105	Insurance - Property	5,600
01-170-5150	Training	5,000
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	7,200
01-170-5191	Communications	6,000
01-170-5210	Office Supplies	1,000
01-170-5400	Gas, Oil, Grease	28,500
01-170-5420	Fleet Lease	42,000
01-170-5550	Utilities - Building	6,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	8,000
01-170-5713	Street Equipment Maintenance	90,000
01-170-5714	Street Lighting	155,000
01-170-5715	Street Maintenance Repairs	105,625
01-170-5716	Street Shop Equipment	90,000
New Acct	Street Lighting Repairs	30,000
01-170-5800	Capital Outlay	60,000
01-170-5861	Street Paving	600,000
01-170-5865	Parking Lot Maintenance	15,000
	Total Public Works - Street	<u>\$ 1,794,950</u>
	<b>Recreation</b>	
01-180-5000	Salaries	\$ 205,750
01-180-5010	Social Security	15,750
01-180-5011	Pension	13,400
01-180-5012	Workers Comp	14,225
01-180-5013	Insurance - Health	55,300
New Acct	Contribution - 457	2,000
01-180-5100	Insurance - Auto	2,500
01-180-5102	Insurance - Gen Liab	450
01-180-5105	Insurance - Property	11,000
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,000
01-180-5181	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	7,000
New Acct	Fleet Lease	11,000
01-180-5503	Armory Expense - Gym	10,000
01-180-5504	Community Center	12,000
New Acct	City Place	9,500
01-180-5720	Beautify The Burg Expense	2,000
01-180-5721	Rec Equipment Maintenance	5,000

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
01-180-5722	Rec League Appropriations	3,000
01-180-5723	Rec Park Maintenance Expense	68,000
01-180-5724	Street Trees	7,500
01-180-5725	Trailhead Maintenance Expense	2,000
01-180-5726	Recreational Programs	9,000
	Total General Recreation	<u>\$ 471,925</u>
01-181-5000	Salaries	\$ 66,000
01-181-5010	Social Security	5,050
01-181-5012	Workers Comp	4,600
01-181-5108	Unemployment	500
01-181-5507	Pool Operating	35,000
	Total Pool	<u>\$ 111,150</u>
01-182-5000	Salaries	\$ 21,300
01-182-5010	Social Security	1,650
01-182-5012	Workers Comp	1,500
01-182-5108	Unemployment	500
01-182-5507	Day Camp Operations	500
	Total Day Camp	<u>\$ 25,450</u>
01-183-5000	Salaries	\$ 13,200
01-183-5010	Social Security	1,025
01-183-5012	Workers Comp	925
01-183-5108	Unemployment	500
	Total Seasonal	<u>\$ 15,650</u>
	Total Recreation	<u>\$ 624,175</u>
	<b>Total Corporate Fund Expenses</b>	<u><b>\$ 7,575,610</b></u>
	<b>Corporate Fund Net Income (Loss)</b>	<u><b>\$ -</b></u>

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

ACCOUNT	DESCRIPTION	22/23 BUDGET
<b>Water Fund Revenues</b>		
02-000-4000	Water Service Revenue	\$ 1,420,000
02-000-4001	Interest Earned - Water	1,500
02-000-4315	Proceeds from Fund Balance	92,475
02-000-4317	Special Revenue	750,000
02-000-4402	Sale of Meters	6,000
02-000-4403	Tapping Fees	7,000
02-000-4404	Sundry Sales	20,000
	<b>Total Water Revenue</b>	<b>\$ 2,296,975</b>
<b>Water Fund Expenses</b>		
<b>Water - Administration</b>		
02-190-5000	Salaries	\$ 57,500
02-190-5010	Social Security	4,350
02-190-5011	Pension	5,250
02-190-5012	Workers Comp	175
02-190-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
02-190-5370	FMHA Bond	750
02-190-5600	Corporate Overhead	137,650
	<b>Total Water Administration</b>	<b>\$ 221,200</b>
<b>Water - Filtration</b>		
02-192-5102	Insurance - Gen Liab	\$ 1,100
02-192-5105	Insurance - Property	11,500
02-192-5106	Insurance - Boiler & Machinery	4,900
02-192-5521	Pumping System Expense	60,000
02-192-5522	Purification Plant Maintenance	190,000
02-192-5710	Filtration Contract Payment	564,000
	<b>Total Water Filtration</b>	<b>\$ 831,500</b>
<b>Water - Supply</b>		
02-194-5000	Salaries	\$ 27,700
02-194-5010	Social Security	2,100
02-194-5011	Pension	2,500
02-194-5012	Workers Comp	1,900
New Acct	Contribution - 457	275
02-194-5506	Hydro Facility Expense	5,000
02-194-5550	Utilities - Water Supply	5,000
02-194-5730	Water Supply Expense	50,000
	<b>Total Water Supply</b>	<b>\$ 94,475</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
	<b>Water - Distribution</b>	
02-196-5000	Salaries	\$ 212,400
02-196-5010	Social Security	16,250
02-196-5011	Pension	19,550
02-196-5012	Workers Comp	14,700
02-196-5013	Insurance - Health	55,700
New Acct	Contribution - 457	2,050
02-196-5100	Insurance - Auto	3,600
02-196-5102	Insurance - Gen Liab	1,300
02-196-5105	Insurance - Property	3,300
02-196-5150	Training	500
02-196-5170	Uniforms	4,000
02-196-5180	Safety Equipment	4,100
02-196-5191	Communications	9,200
02-196-5210	Office Supplies	500
02-196-5390	Miscellaneous Expense	28,550
02-196-5400	Gas, Oil, Grease	8,000
02-196-5420	Fleet Lease	24,000
02-196-5505	Crestview Pumping Station Expense	12,500
02-196-5550	Utilities - Water Distribution	2,600
02-196-5700	Distribution Expense	90,000
02-196-5701	Distribution Pipe Expense	5,000
02-196-5702	Equipment Maintenance	5,000
02-196-5703	Fire Hydrants Expense	15,000
02-196-5704	Transmission Mains Expense	12,000
02-196-5740	Meters Expense	190,000
02-196-5800	Capital Outlay	410,000
	Total Water Distribution	\$ 1,149,800
	<b>Total Water Fund Expenses</b>	<b>\$ 2,296,975</b>
	<b>Total Water Fund Net Income (Loss)</b>	<b>\$ -</b>

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
<b>Sewer Fund Operating Revenues</b>		
03-000-4000	Sewer Charges	\$ 1,925,000
03-000-4001	Interest Earned - Sewer	2,700
03-000-4317	Special Revenue	654,000
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	7,500
03-000-4530	Project Reimbursements	71,000
	<b>Total Sewer Operating Revenue</b>	<b>\$ 2,661,700</b>
<b>Sewer Operating Expenses</b>		
<b>Sewer - Administration</b>		
03-210-5000	Salaries	\$ 57,500
03-210-5010	Social Security	4,350
03-210-5011	Pension	5,250
03-210-5012	Workers Comp	175
03-210-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
	<b>Total Sewer Administration</b>	<b>\$ 82,800</b>
<b>Sewer - Operating</b>		
03-211-5000	Salaries	\$ 151,200
03-211-5010	Social Security	11,550
03-211-5011	Pension	17,175
03-211-5012	Workers Comp	10,500
03-211-5013	Insurance - Health	59,000
New Acct	Contribution - 457	1,800
03-211-5100	Insurance - Auto	2,000
03-211-5102	Insurance - Gen Liab	625
03-211-5105	Insurance - Property	5,000
03-211-5150	Training	1,000
03-211-5170	Uniforms	3,000
03-211-5180	Safety Equipment	1,000
03-211-5191	Communications	2,400
03-211-5400	Gas, Oil, Grease	9,750
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	224,750
03-211-5761	Sanitary Commission Charges	1,220,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	55,000

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
03-211-5764	Sewer Pumping Expense	6,000
03-211-5805	Capital Outlay - Sewer Projects	725,000
	Total Sewer Operating	<u>\$ 2,524,550</u>
	Total Sewer Operating Expenses	<u>\$ 2,607,350</u>
	Sewer Operating Net Income (Loss)	<u>\$ 54,350</u>
	<b>CSO Revenue</b>	
03-220-4520	CSO Surcharge Revenue	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000
03-220-4530	Project Reimbursements	2,461,450
	Total CSO Revenue	<u>\$ 2,867,450</u>
	<b>CSO Expenses</b>	
03-220-5391	Interest Expense	\$ 3,650
03-220-5392	Debt Redemption	23,150
03-220-5800	Capital Outlay	2,895,000
	Total CSO Expense	<u>\$ 2,921,800</u>
	CSO Net Income (Loss)	<u>\$ (54,350)</u>
	<b>Sewer Fund Net Income (Loss)</b>	<u><u>\$ -</u></u>

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

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

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>22/23 BUDGET</b>
	<b>Garbage Fund Revenues</b>	
05-000-4000	Trash & Garbage Charges	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,200
05-000-4315	Proceeds from Fund Balance	44,500
05-000-4404	Sundry Sales	1,000
	Total Garbage Revenue	<u>\$ 414,700</u>
	<b>Garbage Fund Expenses</b>	
	<b>Garbage Fund - Administration</b>	
05-230-5000	Salaries	\$ 57,500
05-230-5010	Social Security	4,350
05-230-5011	Pension	5,250
05-230-5012	Workers Comp	175
05-230-5013	Insurance - Health	12,450
New Acct	Contribution - 457	575
New Acct	Collection Expense	2,500
	Total Garbage Administration	<u>\$ 82,800</u>
	<b>Garbage Operating</b>	
05-232-5000	Salaries	\$ 85,600
05-232-5010	Social Security	6,550
05-232-5011	Pension	7,875
05-232-5012	Workers Comp	5,925
05-232-5013	Insurance - Health	24,900
New Acct	Contribution - 457	825
05-232-5100	Insurance - Auto	2,200
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	3,600
05-232-5170	Uniforms	3,075
05-232-5180	Safety Equipment	500
05-232-5210	Office Supplies	500
05-232-5400	Gas, Oil, Grease	12,600
05-232-5600	Corporate Overhead	16,850
05-232-5770	Ash Dumpster	3,500
05-232-5771	Bulk Cleanup Expense	10,000
05-232-5772	Landfill Charges	130,000
05-232-5773	Sanitation Operating Expense	17,000
	Total Garbage Operating	<u>\$ 331,900</u>
	Total Garbage Expenses	<u>\$ 414,700</u>
	<b>Garbage Net Income (Loss)</b>	<u>\$ -</u>



# ORDINANCE 2022-04

## FORMAL ADOPTION OF THE FISCAL 2022/2023 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED “**FORMAL ADOPTION OF THE FISCAL YEAR 2021/2022 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG**”

WHEREAS: Section 702 and 703 amended of the Frostburg City Charter provides for the adoption of a fiscal year budget beginning July 1, 2022 – June 30, 2023; and

WHEREAS: Said Charter mandates that the budget shall be adopted by the governing body in the form of an ordinance;

NOW, THEREFORE, in consideration of the foregoing, the Mayor and City Council of the City of Frostburg ordain and establish this ordinance as follows:

BE IT FURTHER RESOLVED that the following be set forth:

**OPERATING BUDGETS:** **See Attachment**

**TAXES:** **See Attachment**

**WATER RATES:** **See Attachment**

**SEWAGE RATES:** **See Attachment**

**GARBAGE RATES:** **See Attachment**

**MISCELLANEOUS FEES:** **See Attachment**

Introduction:	April 14, 2022
Public Hearing:	May 19, 2022
Adoption:	May 19, 2022
Effective:	June 8, 2022

ATTEST: MAYOR & CITY COUNCIL OF FROSTBURG

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

By: \_\_\_\_\_  
W. ROBERT FLANIGAN, Mayor

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

The interest rate on real estate taxes is 1.5% per month beginning October 1 and is retroactive to July 1.

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

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

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

**NOTIFICATION OF WATER SHUT OFF**

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

Water reconnection fee (during normal Water Department working hours) .....\$20.00  
Water reconnection fee (after normal Water Department working hours) .....\$35.00

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

**INSUFFICIENT FUND (CHECK OR ACH) CHARGES**

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

**REBILLING FEES**

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

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

Credit Cards.....2.95% of the total transaction amount  
E-Checks (Remitted via the City's website after 12/01/21) .....Transaction fee is paid by the City

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

Credit or debit card .....3.25% of the total transaction amount (\$2.00 minimum)

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

Card presented in person and entered electronically .....3.5%  
Card presented by phone or entered manually .....4.5%

**WATER RATES**

WATER CONSUMPTION	<u>IN CITY CUSTOMERS</u>
0 – 50,000 gallons per billing.....	<b>\$5.80/1,000 gallons</b>
50,001 gallons per billing and over.....	<b>\$11.10/1,000 gallons</b>

Based on an evaluation of water consumption on an annual basis in February each year, in-city customers who typically consume an average of 1,000,000 gallons per month over a 12 month period are billed for water consumption as follows:

0 – 500,000 gallons per billing.....	<b>\$5.80/1,000 gallons</b>
500,001 gallons per billing and over.....	<b>\$11.10/1,000 gallons</b>

WATER CONSUMPTION	<u>INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY</u>
0 – 50,000 gallons per billing.....	<b>\$8.70/1,000 gallons</b>
50,001 gallons per billing and over.....	<b>\$16.65/1,000 gallons</b>

	<u>BULK DELIVERY TO ALLEGANY COUNTY</u>
All water consumption .....	<b>\$3.97/1,000 gallons</b>

**SEWER RATES**

Billed based on water consumption	<u>ALL CUSTOMERS</u>
0 – 50,000 gallons per billing.....	<b>\$11.80/1,000 gallons</b>
50,001 gallons per billing and over.....	<b>\$15.25/1,000 gallons</b>

**WATER SURCHARGE**

Surcharge per unit or equivalent

In-City Frostburg customers.....	\$11.80/month or \$35.40/quarter
Out of City customers .....	\$11.35/month or \$34.05/quarter
County customers except Eckhart .....	\$9.75/month or \$29.25/quarter
County customers - Eckhart.....	\$3.95/month or \$11.85/quarter

**CSO (Combined Sewer Overflow) SURCHARGE**

Surcharge per unit or equivalent.....\$7.00/month or \$21.00/quarter

**GARBAGE RATES**

Residential customers .....\$38.00 per unit per quarter  
Recycling credit (requires enrollment with Burgmeier's Hauling) .....\$9.00 per quarter

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**Special Garbage Charges**

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

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

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

**WATER CONNECTIONS**

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

Tap Size	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure for sprinkler system)
3/4"	\$1,500.00		-	\$1,000.00	\$1,000.00	\$600.00
1"	\$1,800.00		-	\$1,200.00	\$1,200.00	\$800.00
1 1/2"	\$3,000.00		-	\$2,000.00	\$2,000.00	\$1,500.00
2"	\$4,500.00		-	\$2,500.00	\$2,500.00	\$2,500.00
4"	\$6,000.00		-	n/a	\$3,000.00	\$3,000.00
6"	\$9,000.00		-	n/a	\$4,500.00	\$4,500.00
8"	\$12,000.00		-	n/a	\$6,000.00	\$6,000.00

Taps 10" and larger will be priced by City Engineer

**SEWER CONNECTIONS**

Use Type	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Street Dept.)	Existing Tap Credit (issued if tap is pre-existing (e.g. subdivisions))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure(s))
Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot)	\$2,000.00		\$ -	\$1,500.00	\$500.00
Two-family & Multi-family *	\$2,500.00		\$ -	\$2,000.00	\$500.00
Commercial *	\$3,000.00		\$ -	\$2,500.00	\$500.00

\* Fee may be higher if actual costs incurred are greater

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**WATER METER FEES complete with 1 check valve and 1 coupling**

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

**EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL**

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

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

**LAND USE AND BUILDING PERMIT FEES**

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

Residential Permit Fees

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

Single and Two-Family Sprinkler Rebate .....\$500.00

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

Residential Inspection Fees

Inspections .....\$65.00 per inspection

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

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

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

Multi-Family.....	\$50.00 per inspection plus cost of electric service
Plan Review (non-refundable) .....	\$125.00 per hour
Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet .....	\$0.75 per square foot
Additional square footage.....	\$0.25 per square foot
Commercial Kitchen – Additional \$0.20 per square foot for the entire area including dining.	
Office Space.....	\$0.50 per square foot
Hotel.....	\$300 per room for first 20 rooms
Additional rooms .....	\$100.00 per room
Electric Service	
100-200 amp .....	\$90.00 per service
400 amp .....	starting at \$125.00 per service
600 amp .....	\$350.00 per service
800 amp .....	\$600.00 per service
1000 amp .....	\$800.00 per service
Transfer Switch -	\$25 in addition to service cost
Commercial re-inspections are minimum of \$95.00 per trip.	
Other occupancies, change of occupancy, and remodel prices are determined by the inspector.	

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

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

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

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

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

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

Subdivision Review

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

Board of Zoning Appeals

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

Re-Zoning Request

Zoning Map Error or Map Change.....	\$100.00
-------------------------------------	----------

**MISCELLANEOUS PERMIT FEES**

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

**POLICE DEPARTMENT**

**Parking Violations**

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

Second offense or continuing violations may be doubled.

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

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



**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**POLICE DEPARTMENT** (continued)

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies .....\$10.00

**RENTAL HOUSING REGISTRATION & INSPECTION**

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

Rental units will forfeit any “*grandfathering*” if not registered and fees paid by June 1<sup>st</sup>.

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

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

**DOCUMENTS**

Zoning Ordinance ..... \$8.00

Subdivision Regulations ..... \$5.00

Rental Housing Code .....\$5.00

Rental Unit Verification .....\$5.00

Comprehensive Plan ..... \$5.00

Personnel Policy ..... \$6.00

Miscellaneous copies .....\$0.10 per page

Audit reports ..... \$5.00

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

(Remainder of page is intentionally blank.)

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES**

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

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

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

**RECREATION FEES – DAY CAMP**

Daily Rate.....	\$20.00 per child
Weekly Rate (5 day weeks).....	\$95.00 per child
Weekly Rate (4 day weeks).....	\$80.00 per child

JULY 1, 2022

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES – SWIMMING POOL**

**Daily Pool Admissions**

Adults - \$6.00

Children (age 5 – 17) - \$5.00

Children (age 4 and under) – Free with a paying adult

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

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

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

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

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

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

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

**CITY OF FROSTBURG**  
**HOTEL/MOTEL TAX ALLOCATIONS - FY23**  
**REFLECTED IN ACCOUNT 01-110-5111 (CONTRIBUTIONS - TOURISM)**

<b>ORGANIZATION</b>	<b>AMOUNT</b>
FrostburgFirst Operating	\$ 35,000
Classy Chassis Car Club/Cruisin Main Street	1,500
FSU Cultural Event Series	5,000
Elk's Derby Day	2,500
House and Garden Club	2,000
Frostburg Dog Park	4,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	1,500
Arion Band (Charter Provision)	500
Palace Theater	3,000
FSU Appalachian Festival	2,500
Holiday Lamppost Committee	3,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	1,500
WMSR	10,000
<b>Total Allocated to Outside Organizations</b>	<b>\$ 95,000</b>

**ORDINANCE 2022-05**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO AMEND SUBSECTIONS (e)(2), (e)(3), (e)(4)b AND (e)(4)c OF SECTION 3.6 OF THE FROSTBURG CODE (2018 EDITION), PERTAINING TO THE CITY’S PROCUREMENT PROCESSES AND POLICIES, IN ORDER TO REVISE THE THRESHOLD AMOUNTS FOR CERTAIN EXEMPTIONS TO THE COMPETITIVE BIDDING REQUIREMENTS.”**

**WHEREAS**, section 3.6 of the City Code sets forth the City’s procurement processes and policies;

**WHEREAS**, subsection (e) of Section 3.6 sets forth the purchases which are exempt from the competitive bidding requirement;

**WHEREAS**, the revisions to Subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 are for the purpose of aligning the procurement and policies to align with current federal guidelines for micropurchases; and

**WHEREAS**, City staff has determined that changing the applicable thresholds will facilitate the implementation of the aforesaid procurement processes and policies.

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND**, that Subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code are amended to read as follows: [NOTE: A TEXT-EDITED VERSION OF THE CODE IS ATTACHED HERETO AS EXHIBIT A]

**Sec. 3-6 – Procurement processes and policies.**

....

(e) *Purchases exempt from competitive bidding requirement.*

....

- (2) *Purchases of more than five hundred dollars (\$500.00) and through ten thousand dollars (\$10,000.00).* All purchases of more than five hundred dollars (\$500.00) and through ten thousand dollars (\$10,000.00) shall be made upon requisition of the appropriate department head if funds are available in an approved budget. If funds are not available, the

purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.

- (3) *Purchases of more than ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00).* All purchases of more than ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) may be made only after the department head solicits bids from no less than three (3) providers of the items to be purchased, provided it is practical to do so. Such purchases shall be made upon requisition of the applicable department head if funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.

. . . .

- (4) *Sole source purchases.*

. . . .

- b. *Purchases of ten thousand dollars (\$10,000.00) or less.* All sole source purchases of ten thousand dollars (\$10,000.00) or less shall be made upon requisition of the applicable department head if funds are available in an approved budget. Such purchases shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.
- c. *Purchases of more than ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00).* Sole source purchases of more than ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner. All such purchases shall be reported to the Council. The requirements relative to obtaining quotes from at least three (3) suppliers as is set forth in subsection (b)(3) may be waived in the discretion of the City Administrator.

. . . .

**SECTION 2: BE IT FURTHER ORDAINED**, that this Ordinance shall take effect on the date it is adopted.

MAYOR AND CITY COUNCIL OF  
FROSTBURG

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

ATTEST

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

Introduced: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Effective: \_\_\_\_\_

## EXHIBIT A

### Text Edited Version of Section 3.6(e)(2), (e)(3), (e)(4)b and (e)(4)c

....

- (e) *Purchases exempt from competitive bidding requirement.*

....

- (2) *Purchases of more than five hundred dollars (\$500.00) and through ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00). All purchases of more than five hundred dollars (\$500.00) and through ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) shall be made upon requisition of the appropriate department head ~~is if~~ funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*
- (3) *Purchases of more than ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) and through twenty-five thousand dollars (\$25,000.00). All purchases of more than ~~three thousand five hundred dollars (\$3,500.00)~~ ten thousand dollars (\$10,000.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) may be made only after the department head solicits bids from no less than three (3) providers of the ~~purchase~~ items to be purchased, provided it is practical to do so. Such purchases shall be made upon requisition of the applicable department head if funds are available in an approved budget. If funds are not available, the purchase shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*

....

- (4) *Sole source purchases.*

....

- b. *Purchases of ten thousand dollars (\$10,000.00) ~~three thousand five hundred dollars (\$3,500.00)~~ or less. All sole source purchases of ten thousand dollars (\$10,000.00) ~~three thousand five hundred dollars (\$3,500.00)~~ or less shall be made upon requisition of the applicable department head if funds are available in an approved budget. Such purchases shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner.*



- c. Purchases of more than ~~ten thousand dollars (\$10,000.00)~~~~three thousand five hundred dollars (\$3,500.00)~~ and through twenty-five thousand dollars (\$25,000.00). Sole source purchases of more than ~~ten thousand dollars (\$10,000.00)~~~~three thousand five hundred dollars (\$3,500.00)~~ but less than or equal to twenty-five thousand dollars (\$25,000.00) shall be subject to the approval of the City Administrator, the Director of Finance and the applicable Commissioner. All such purchases shall be reported to the Council. The requirements relative to obtaining quotes from at least three (3) suppliers as is set forth in subsection (b)(3) may be waived in the discretion of the City Administrator.

. . . .

**RESOLUTION 2022-14**

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

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

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

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

**ADOPTED** this 19<sup>th</sup> day of May 2022.

Frostburg Mayor and Council

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

Attest:

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



**W. Robert Flanigan**  
Mayor

**Commissioners**

**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

**Elizabeth Stahlman**  
City Administrator

# City of Frostburg

Office of the Secretary  
Maryland Department of Planning  
Attn: David Dahlstrom, AICP  
301 W. Preston St.  
Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2021

Dear Mr. Dahlstrom:

The City of Frostburg Planning Commission approved the following Annual Report for the Reporting Year 2021 as required under §1-207(b) of the Land Use Article on April 13, 2022. In addition, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA), §1-208(c)(1)(i) and (c)(3)(ii):

**Table 1: New Residential Permits Issued  
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2020	PFA	Non - PFA	Total
# New Residential Permits Issued	9	0	9

2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year, as required under §1-207(c)(6) of the Land Use Article? If yes, please submit the 5-Year Report as an attachment. Y ☐ N ☒

*Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at:*  
<https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

3. Were there any growth related changes, including Land Use Changes, Annexations, Zoning Ordinance Changes, Rezonings, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to §1-207(c)(1) of the Land Use Article? If yes, please list or map. Y ☐ N ☒
4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list.  
Y ☐ N ☒
5. Are there any issues that Planning can assist you with in 2021? If yes, please list.  
Y ☐ N ☒

6. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under §1-206(a)(2) of the Land Use Article?

Y ☒ N ☐

Sincerely,



L.J. Bennett  
Community Development Director

**RESOLUTION 2022-15**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION  
OF THE STATE OF MARYLAND APPOINTING MEMBERS TO THE FROSTBURG  
HISTORIC DISTRICT 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 Historic District Commission; and,

**WHEREAS,** Staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to the aforementioned Commissions.

**NOW, THEREFORE BE IT RESOLVED** that the Frostburg Mayor & City Council do hereby appoint Maureen Brewer to the Frostburg Historic District Commission for a 3 year term to expire May 19, 2025.

**ADOPTED** this 19<sup>th</sup> day of May 2022.

Frostburg Mayor and Council

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

Attest:

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

**RESOLUTION 2022-16**

**A RESOLUTION DECLARING THE OFFICIAL INTENT OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, TO REIMBURSE EXPENDITURES TO BE INCURRED WITH RESPECT TO CERTAIN PROJECTS OR PROGRAMS OR FROM CERTAIN FUNDS WITH THE PROCEEDS OF DEBT.**

**WHEREAS**, to facilitate an efficient borrowing program, the City of Frostburg (the “Issuer”) intends to expend money on certain projects or programs or from certain funds prior to the issuance of debt by the Issuer for such purposes; and,

**WHEREAS**, the Issuer intends to reimburse such expenditures from the proceeds of debt to be issued by the Issuer; and,

**WHEREAS**, to comply with applicable provisions of the Internal Revenue Code of 1986, as amended, and Section 1.150-2 of the Income Tax Regulations, it is necessary, in order to reimburse such expenditures with the proceeds of tax-exempt debt, that the Issuer declare its official intent to make such a reimbursement of expenditures;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of Frostburg that, as evidenced by this Resolution, the Issuer intends to expend money on the cost of the acquisition, construction, and improvements of the capital projects associated with a downtown parking lot design and construction to serve the residents, visitors, and employees in downtown, prior to the reallocation of bond proceeds or other debt obligations to reimburse such expenditures. With respect to such projects, the Issuer reasonably expects to issue debt obligations for these projects in the estimated maximum principal amount of two-hundred and fourteen thousand dollars and four hundred and twelve Dollars (\$214,412.00).

**ADOPTED** this 19<sup>th</sup> day of May 2022.

Frostburg Mayor and Council

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

Attest:

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

**RESOLUTION 2022-17**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING APPLICATION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FUNDING FOR THE CONSTRUCTION OF A CHILDCARE CENTER.**

**WHEREAS**, the State of Maryland through the Department of Housing and Community development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and,

**WHEREAS**, the City of Frostburg is eligible to apply for funds from the Maryland Community Development Block Grant Program through the Maryland department of Housing and Community Development; and,

**WHEREAS**, the Mayor and City Council have held the required public hearing related to the formulation of the City of Frostburg's Block Grant application; and,

**WHEREAS**, the Mayor and City Council understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary/

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg authorize the submittal of an application for Community Development Block Grant funds not to exceed \$350,000 for the Frostburg Childcare Center.

**BE IT FURTHER RESOLVED**, that the Mayor is authorized and empowered to execute any and all documents required for the submission of this application.

**ADOPTED** this 19<sup>th</sup> day of May 2022.

Frostburg Mayor and Council

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

Attest:

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

**RESOLUTION 2022-18**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING A STUDY ON CITY PROPERTY IN PARTNERSHIP WITH MARYLAND DEPARTMENT OF NATURAL RESOURCES.**

**WHEREAS**, the State of Maryland's Department of Natural Resources, Fishing and Boating Services has identified the Savage Springs site as a potential impact on cold water inputs in the Savage River watershed; and,

**WHEREAS**, the Department of Natural Resources has requested to collect water temperature and flow data at one location upstream and at 3-5 locations downstream of the Frostburg Springs pump site. Data will be recorded between June 1, 2022 and August 31, 2022; and,

**WHEREAS**, the Department of Natural Resources has requests three trial periods of voluntary reduced water use. These trials consist of 25 percent, 50 percent and 100 percent withdrawal reductions over approximately 12-24 hour periods when river base flows are low and stable and forecasts are absent of precipitation. The department will coordinate with city officials when conditions are suitable for each trial; and,

**WHEREAS**, additional temperature loggers will be used to record continuous 15 minute temperature readings from June 1, 2022 to August 31, 202 and trail cameras will be put up at each temperature location to collect images of the stream to determine the flow curve before, during, and after each trial period.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg approve the Department of Natural Resources to conduct the research outlined herein and work in coordination with the City to adjust flows when suitable with the understanding if the results show a significant positive flow and cooling effect downstream, the Department of Natural Resources would like to discuss possible ways to enhance the coldwater fishery in the Savage River while meeting water demands of the City of Frostburg.

**ADOPTED** this 19<sup>th</sup> day of May 2022.

Frostburg Mayor and Council

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

Attest:

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



**CITY OF FROSTBURG**

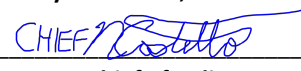
Monthly Report: Police Department

For the Month of: April 2022

Submitted by: PCO Mary Gracie &amp; Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of			April
2021	741	2022	664
ARRESTS	On-View/Citations	4	
	Warrants Served	1	
	Summonses Served	0	
	Juvenile Arrests & Citations	8	
	TOTAL	13	
C3I INVESTIGATIONS	Cases	2	
COMMUNITY POLICING	Logged Activities	13	
PARKING	Parking Violations	31	
PRISONERS	Custodial Arrests	5	
PUBLIC SERVICE	Well-Being Checks	15	
	Emergency Petitions	3	
	Assist Other Agency	20	
	Request for Officer	29	
	Follow-Ups	28	
	Disturbance (Multiple Inc. Types)	39	
TRAFFIC	M/V Crashes	12	
	Traffic Details	75	
	DWI/DUI Arrests	1	
TRAFFIC STOPS	Total Number of Stops	92	
	Citations	34	
	Warnings	87	
	SEROs	1	
COLLECTIONS	Parking Meter Fines	\$105.00	
	Other Parking Fines	\$1,605.00	
	Parking Meter Collections	\$1,992.30	
	Municipal Infractions Paid	\$0.00	
	Parking Permits	\$20.00	
	Miscellaneous	\$60.00	
This month year prior:		\$1,890.00	TOTAL \$3,782.30

Respectfully Submitted,


  
 Chief of Police