



# 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, April 20, 2023 at 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. FROSTBURG BLESSING	
4. ROLL CALL	
5. APPROVAL OF THE AGENDA	
6. APPROVAL OF THE MINUTES	
6.1. Minutes from the March Council Meeting.	4 - 22
Motion and Second to Approve the Minutes for the March Council Meeting. <a href="#">Mayor and Council Meeting - 16 Mar 2023 - Minutes - Pdf</a>	
6.2. Sealed Minutes and Summary of Closed Meeting on April 13, 2023	23
Motion and Second to Approve Sealed Minutes and Summary of Closed Meeting on April 13, 2023 <a href="#">Closed Session Summary 2023 04 13</a>	
7. SPECIAL PRESENTATIONS AND REQUESTS	
7.1. Police Department Recognition	
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS	
8.1. Monthly Reports of the City Departments	24 - 76
Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council. <a href="#">March 2023 Monthly Reports</a>	
9. PUBLIC HEARINGS	
9.1. Constant Yield Tax Rate Hearing:	
<i>The Mayor and City Council of the City of Frostburg proposes to increase real property taxes.</i>	
1. <i>For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 5.1%, from \$371,743,156 to \$390,946,427.</i>	
2. <i>If the City of Frostburg maintains the current tax rate of \$0.70 per \$100 of assessment, real property tax revenues will increase by 5.1% resulting in \$134,423 of new real property tax revenues.</i>	
3. <i>In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.6656, the constant yield tax rate.</i>	

4. *The City is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of \$0.70 per \$100 of assessment. This tax rate is 5.1% higher than the constant yield tax rate and will generate \$134,423 in additional property tax revenues.*
- 9.2. **ORDINANCE 2023-01** Amending the City's Zoning Ordinance to Add Restaurants as Special Exception Uses in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions. 77 - 78  
[Ordinance 2023-01 Zoning Ord Text Amendments](#)
- 9.3. **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments. 79 - 80  
[Ordinance 2023-02 Sec 3-4 Interest on taxes](#)
- 9.4. Combined Sewer Overflow Monthly Public Hearing
10. OLD BUSINESS
- 10.1. **ORDINANCE 2023-01** Amending the City's Zoning Ordinance to Add Restaurants as Special Exception Uses in the T-LI (Technology/Light Industrial) Zoning District, subject to specified conditions. 81 - 82  
 Motion and Second to Approve the Ordinance on Second Reading; Vote of the Mayor and City Council.  
[Ordinance 2023-01 Zoning Ord Text Amendments](#)
- 10.2. **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments. 83 - 84  
 Motion and Second to Approve the Ordinance on Second Reading; Vote of the Mayor and City Council.  
[Ordinance 2023-02 Sec 3-4 Interest on taxes](#)
11. NEW BUSINESS
- 11.1. **ORDINANCE 2023-03** Fiscal Year 2024 Operating Budget and Schedule of Rates and Fees - Elaine Jones, CPA, Director of Finance 85 - 108  
 Motion and Second to Approve the Ordinance on First Reading, and set the May 18, 2023 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.  
[Budget Ordinance 2023](#)  
[Budget ordinance FY24 04-13-23](#)  
[Hotel Motel Allocation FY24](#)  
[Schedule of Municipal Fees FY24](#)
- 11.2. **RESOLUTION 2023-16** Authorize a transfer to the Law Enforcement Officers' Pension System. Elizabeth Stahlman, City Administrator 109 - 110  
 Motion and Second to Approve Resolution 2023-16; PUBLIC COMMENT; Vote of the Mayor and City Council.  
[Resolution 2023-16 Transfer Resolution - LEOPS](#)
- 11.3. **RESOLUTION 2023-17** Approve program for employer pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System. Elizabeth Stahlman, City Administrator 111 - 113

Motion and Second to Approve Resolution 2023-17; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-17 Pick Up Resolution State Retirement](#)

- 11.4. **RESOLUTION 2023-18** Agree to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the Frostburg Childcare Center Project. Elizabeth Stahlman, City Administrator 114 - 115

Motion and Second to Approve Resolution 2023-18; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-18 USDA Application for Frostburg Childcare Center](#)

- 11.5. **RESOLUTION 2023-19** Approve a change order for the Frostburg Childcare Center design contract with Bennett, Brewer, and Associates in order for bid documents to be compliant with USDA standards. Elizabeth Stahlman, City Administrator 116

Motion and Second to Approve Resolution 2023-19; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2023-19 BB&A Change Order 2 Frostburg Childcare Center](#)

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



# MINUTES

## Mayor and Council Meeting

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

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

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

**EXCUSED:** Donny Carter, Commissioner of Finance

Page

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 FROSTBURG BLESSING**

**4 ROLL CALL**

**5 APPROVAL OF THE AGENDA**

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

**6 APPROVAL OF THE MINUTES**

a) Minutes from the February Council Meeting.

5 - 10

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

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

Carried

[Mayor and Council Meeting Minutes 2-16-23](#)

**7 SPECIAL PRESENTATIONS AND REQUESTS**

a) Proclamation: Americorps Week

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

- a) Monthly Reports of the City Departments

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

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

Carried

**9 PUBLIC HEARINGS**

- a) Combined Sewer Overflow Monthly Public Hearing  
Director of Public Works Hayden Lindsey gave the monthly CSO Report as  
required by law.

**10 OLD BUSINESS**

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

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

*Motion and Second to Postpone Hearing for Ordinance 2023-01 to April 20,  
2023; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

**11 NEW BUSINESS**

- a) Presentation of the Draft FY 23/24 Budget. Elaine Jones, CPA, Director of  
Finance
- b) **ORDINANCE 2023-02** Amending the City Code regarding Tax Payments.  
Elaine Jones, CPA, Director of Finance.

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

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

Carried

- c) **RESOLUTION 2023-12** Accept a proposal for Auditing services for a 3-year period. Elaine Jones, CPA, Director of Finance 11 - 16

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

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

Carried

[Res. 2023-12 Auditing Services Proposal](#)

- d) **RESOLUTION 2023-13** Reappoint a member to the Board of Zoning Appeals. Elizabeth Stahlman, City Administrator 17

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

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

Carried

[Res. 2023-13 Member BOZA](#)

- e) **RESOLUTION 2023-14** Approve American Rescue Plan Act Projects/Programs. Elizabeth Stahlman, City Administrator. 18

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

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

Carried

[Res. 2023-14 ARPA Programs](#)

- f) **RESOLUTION 2023-15** Authorize increased cost for the purchase of the Police Department for in-car ruggedized laptops and mounts, due to the cost of the touchscreen option. Nicholas Costello, Chief of Police 19

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

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

Carried

[Res. 2023-15 Amend Police Purchase-Laptops](#)

**12 REPORT OF THE FROSTBURG POLICE DEPARTMENT**

Chief Nicholas Costello

**13 OPEN PUBLIC COMMENT**

**14 ADJOURNMENT**

There being no further business the meeting was adjourned at 7:22 pm

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Mayor

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City Administrator



## MINUTES Mayor and Council Meeting

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

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

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

**EXCUSED:**

Page

**1 CALL TO ORDER**

**2 PLEDGE OF ALLEGIANCE**

**3 FROSTBURG BLESSING**

**4 ROLL CALL**

**5 APPROVAL OF THE AGENDA**

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

**6 APPROVAL OF THE MINUTES**

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

7 - 11

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

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

Carried

Mayor and Council Meeting Minutes 12-20-22

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

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

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

Carried

**7 SPECIAL PRESENTATIONS AND REQUESTS**

**8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS**

- a) Monthly Reports of the City Departments

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

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

Carried

**9 PUBLIC HEARINGS**

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

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

**10 OLD BUSINESS**

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

12 - 25

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

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

Carried

Ord. 2022-08 Amend-Ethics Laws

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

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

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

Carried

Ord. 2022-09 Mobil Business Vehicles

**11 NEW BUSINESS**

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

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

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

Carried

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

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

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

Carried

Res. 2023-02 Projects-Programs ARPA Funds

- d) **RESOLUTION 2023-03** Approve mid-year Budget Amendments. Elaine Jones, CPA, Director of Finance 29

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

*Motion and Second to Approve Resolution 2023-03; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

Res. 2023-03 Amend FY 2022-23 budget

- e) **RESOLUTION 2023-04** Approve a Contract with SPECS, Inc. for the engineering and design of Phase X-B and X-C of the Combined Sewer Overflow Separation Projects. Hayden Lindsey, Director of Public Works 30

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

*Motion and Second to Approve Resolution 2023-04; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

Res. 2023-04 CSO-Contract Specs

- f) **RESOLUTION 2023-05** Approve a Contract for with Bennett, Brewer, and Associates for the engineering and design of the Mechanic Street Downtown Parking Lot. Hayden Lindsey, Director of Public Works 31

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

*Motion and Second to Approve Resolution 2023-05; PUBLIC COMMENT; Vote of the Mayor and City Council.*

Carried

Res. 2023-05 Design Childcare Facility

- g) **RESOLUTION 2023-06** Approve various Change Orders for 3 projects: CSO Separation Phase IX-C; Street Department Roof Replacement; Bulk Storage Tank at WTP Replacement. Hayden Lindsey, Director of Public Works 32

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

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

Carried

Res. 2023-06 Change Orders-CSO

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

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

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

Carried

Res. 2023-07 Equipment-ARPA Funds

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

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

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

Carried

Res. 2023-08 Hold Harmless FFD

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

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

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

Carried

Res. 2023-09 Members-Commissions

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

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

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

Carried

Res. 2023-10 Policy Travel-Credit Card Expenses

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

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

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

Carried

Res. 2023-11 Employee-City Hall Staff

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

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

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

  
Mayor

  
City Administrator

**RESOLUTION 2023-12**

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

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

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

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

**ADOPTED** this 16<sup>th</sup> day of March, 2023.

Frostburg Mayor and Council

BY

  
W. Robert Hanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

**CITY OF FROSTBURG, MARYLAND**

**COST PROPOSAL FOR PROFESSIONAL  
AUDITING SERVICES**

**HUBER, MICHAELS & COMPANY**

**Keith C. Brode, CPA**

110 S. Centre Street

Cumberland, MD 21502

Telephone: (301) 722-4455

**February 2, 2023**



**Huber, Michaels  
& Company**

**Certified Public Accountants**

110 S. Centre Street, Cumberland, MD 21502 • PH (301)722-4455 • FAX (301)722-5004 • [www.hmccpa.com](http://www.hmccpa.com)

February 2, 2023

To the Director of Finance  
City of Frostburg, Maryland  
37 S Broadway Street, P.O. Box 440  
Frostburg, MD 21532

Dear Mrs. Jones:

Huber, Michaels & Company appreciates the opportunity to submit this proposal.

Our firm has been and continues to be dedicated to preserving the highest of standards within our profession. Huber, Michaels & Company has a long association with the American Institute of Certified Public Accountants, the Maryland Association of Certified Public Accountants, and the West Virginia Society of Certified Public Accountants. We are confident that the attached detailed information will confirm our dedication to quality.

I am the individual authorized to make representations for the Firm and can be contacted at the above address or telephone number.

Respectfully submitted,

HUBER, MICHAELS & CO.

Keith C. Brode, CPA



## PROPOSAL

Our audit of the City of Frostburg, Maryland's financial statements would be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement or instances of non-compliance. If, during the course of our audit, any information would come to our attention which would require us to issue an opinion other than an unmodified opinion, the nature of the change and the reasons therefore would be discussed with you prior to submission of our report.

In addition to expressing our opinion on the financial statements, we would obtain an understanding of your internal controls sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Important weaknesses in internal control or significant ideas are reported periodically during our work to allow action to be taken when necessary or desirable. In addition, these weaknesses will be reported to you in writing at the completion of our audit.

In order to achieve an efficient performance of our audit, we would require assistance from your personnel. Included in this area would be locating and submitting documents and records, performing certain reconciliations and listings, accumulation of data for financial reporting purposes, preparation of managements' discussion and analysis and the accumulation of information to prepare financial statement footnotes.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit would involve judgment about the number of transactions to be examined and the areas to be tested. We would plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriations of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our proposed fees for completion of the audited financial statements for the next three years are in Attachment A, Audit Work Cost Proposal Form. The cost proposal form is based on current auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States as of the date of this proposal. In the event that new standards must be adopted within the period covered by this proposal that requires significant additional work, we reserve the right to negotiate a new fee. The new fee will be discussed with you prior to the start of the additional required work. When possible, you will be notified of changes in fees prior to the start of the audit work for that year or earlier if practical.

Any additional requests for special reports or testing outside the scope of the "Technical Proposal for Professional Auditing Services" would be billed at the standard hourly rates of the individuals responsible for completing such additional requests. The current ranges of our hourly rates by position are also included in Attachment A.

Our invoices for these services will be rendered as work progresses and are payable upon presentation. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If you agree to the terms of this proposal, please indicate by signing this document and returning one copy to us.

**ACKNOWLEDGED:**

Name: Rigoberto Stamen  
Title: City Administrator  
Date: 3/17/23

**Attachment A**

**AUDIT WORK COST PROPOSAL FORM**

<b>Service</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
City Audit and Related Reports	\$ 55,000	\$ 58,000	\$ 61,000
Single Audit and Related Reports (with one major program)	\$ 10,000	\$ 10,750	\$ 11,500
Each additional program	\$ 4,000	\$ 4,300	\$ 4,600
Examination Engagement	\$ 7,000	\$ 7,500	\$ 8,000

Schedule of Professional Fees as of February 2, 2023:

	<u>Hourly Rates</u>
Partners	\$275 - \$295
Managers	\$130 - \$185
Professional Staff	\$75 - \$110
Administrative Staff	\$60

**RESOLUTION 2023-13**

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

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

**WHEREAS**, certain vacancies and expired terms have been identified on the Frostburg Board of Zoning Appeals; and,

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


**NOW, THEREFORE BE IT RESOLVED** that the Frostburg Mayor & City Council do hereby approve reappointing Ms. Catherine Davis to the Board of Zoning Appeals for a 3 year term expiring March 16, 2026.

**ADOPTED** this 16<sup>th</sup> day of March, 2023.

Frostburg Mayor and Council

BY   
W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

**RESOLUTION 2023-14**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING CERTAIN PROJECTS AND PROGRAMS TO BE IMPLEMENTED USING THE AMERICAN RESCUE PLAN ACT FUNDS.**

**WHEREAS**, The City of Frostburg has been allocated \$8.379 M through the State and Local Coronavirus Relief Funds as part of the American Rescue Plan Act; and,

**WHEREAS**, The City is to spend these funds in accordance with the Final Rule and supplementary guidelines issued by the U.S. Treasury; and,

**WHEREAS**, the Council will review projects and approve staff to proceed with project or program implementation in order to obligate the entirety of the funds by December 31, 2024.

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

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

**ADOPTED** this 16<sup>th</sup> day of March, 2023.

Frostburg Mayor and Council

BY

  
W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

**RESOLUTION 2023-15**

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

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

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


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

**ADOPTED** this 16<sup>th</sup> day of March, 2023.

Frostburg Mayor and Council

BY   
W. Robert Flanigan, Mayor

Attest:

  
Elizabeth Stahlman, City Administrator

## SUMMARY OF CLOSED SESSION HELD ON APRIL 13, 2023

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

Time of closed session: 3:56 pm

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

Purpose of the closed session: To discuss specific employees and their compensation and to consider the acquisition of real estate

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

Names of members voting aye: Flanigan, Grove, Ritchey, Carter, Forsythe

Members opposed: None Abstaining: None

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

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

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

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

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Personnel	Mayor Flanigan, Commissioner Carter, Commissioner Grove, Commissioner Ritchey, Commissioner Forsythe Staff: E. Stahlman	Reviewed proposed salary increases for all employees, by employee, no concerns raised by M&C. City Administrator salary set.
#2:		

City of Frostburg  
Monthly Reports



*For the month of March 2023*  
**Reports from the Departments of:**

Community Development  
Finance  
Grants  
Parks and Recreation  
Police  
Street  
Water



## **CITY OF FROSTBURG**

Monthly Report: Community Development Department

For the Month of: March 2023

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

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### **Permits**

Please see attached permit report.

### **Rental Housing**

- RH Coordinator attended Frostburg Community Coalition meeting
- Newly owner-occupied properties have been updated from rental status
- Welcome packets were sent out to new and potential rental property owners
- New rental property owners were provided RH materials
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort for compliance was made with Code Enforcement with non-compliant properties.
- Confirmation of zero outstanding issues was given by RH and CE for per our Finance Department's request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes. Pending changes will be updated upon confirmation from Finance.

### **Code Enforcement**

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

### **Boards and Commissions**

- *Historic District Commission* – The Historic District Commission met on Monday, March 13, to review several proposals for alterations in the Historic District, including a fence installation at 52 W. Main Street, an after-the-fact review of HVAC coverings installed on the side façade of 115 E. Main Street, and a façade improvement at 64 E. Main Street, all of which were unanimously approved. The HDC also reviewed a façade improvement project at 147 E. Main

Street, which was unanimously voted to be tabled until the April meeting so that the applicant could provide a more thorough presentation of the proposed project.

- *Planning Commission* – The Frostburg Planning Commission did not meet in March due to no applications received.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in March due to no applications received.

### **Director's Report:**

#### **Meetings, Webinars, Conferences, and Trainings Attended:**

- March 9: HUD Technical Assistance webinar
- March 13: Ribbon cutting at Runner's Wings (18 E. Main Street)
- March 13: Historic District Commission meeting
- March 20: Brownsville Public Art Steering Committee meeting
- March 27: Pre-Application meeting with developers
- March 28: Infrastructure and Jobs Act Funding Roundtable
- March 28: Green Team meeting
- March 29: Heritage Area expansion workshop
- March 30: Meeting w/ Acorn Hill Strategies (heritage area expansion consultant)

#### **Planning & Economic Development:**

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

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

Ongoing development in the Industrial Park: The 58,000 SF addition to Sierra Hygiene is nearing completion. Final plans for Smitty's fuel stop are on hold. We worked in conjunction with Allegany County to determine potential needs for stop lighting and intersection improvements at Rte. 36 and Village Parkway. An updated traffic study for a signal light warrant has been completed by Bennett, Brewer and Associates and no current warrants for signal lighting have been satisfied.

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

**On the Radar:**

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



## Case Activity Report

03/01/2023 - 03/31/2023

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

3/27/2023	04/05/2023	23 S GRANT ST	Trash not properly stored, placed out to soon for pick up.	Door Hanger	First Warning

Group Total: 1

### Group: Phone Call/Email

3/16/2023		205 MCCULLOH ST	Complaint about work being done at 205 McCulloh	Phone Call/Email	First Warning
3/7/2023	03/15/2023	39 GREEN ST	Untagged Vehicle	Phone Call/Email	Monitoring

Group Total: 2

### Group: Re-Inspection

3/31/2023	04/08/2023	140 BOWERY ST	Siding Blowing off structure	Re-Inspection	Resolved
3/31/2023	04/07/2023	31 BEALLS LANE	Un registered vehicles, Junkyard Conditions	Re-Inspection	First Warning
3/31/2023	Furniture and appliances 3/11/2023. Gutters (exterior Maintenance) 3/31/2023)	154 BOWERY ST	Furniture and appliances on front porch. Rain Gutters detached from 2nd story facia.	Re-Inspection	First Warning
3/31/2023	01/19/2023	75 LOCUST ST	Furniture on front porch	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
3/31/2023	03/06/2023	268 W MECHANIC ST	Disabled/unregistered vehicle	Re-Inspection	Resolved
3/31/2023	3/10/2023	326 E MAIN ST	Untagged Vehicle in side yard	Re-Inspection	Resolved
3/31/2023	03/10/2023	81 WASHINGTON ST	Untagged Vehicle in driveway	Re-Inspection	Resolved
3/27/2023	2/27/2023	12 PAUL ST	Untagged Vehicle	Re-Inspection	Resolved
3/6/2023	3/06/2023	111 HIGH ST	Pick up Truck in backyard	Re-Inspection	Resolved
3/6/2023	03/06/2023	202 W MECHANIC ST	Vehicle with expired tags	Re-Inspection	Resolved
3/6/2023	03/06/2023	81 BOWERY ST	Hot water heater laying in side yard	Re-Inspection	Resolved

Group Total: 11

Group: Verbal Warning

3/4/2023	04/08/2023	140 BOWERY ST	Siding Blowing off structure	Verbal Warning	Resolved

Group Total: 1

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Total Records: 15

4/3/2023



## Case Detail Report

03/01/2023 - 03/31/2023

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
3/29/2023	04/08/2023	157-159 CENTER ST	Trash accumulation around property and furniture on front porch	Monitoring
3/29/2023	04/05/2023	155 CENTER ST	Trash around the property Broken glass in side yard	First Warning
3/29/2023	04/05/2023	23 S GRANT ST	Trash not properly stored, placed out to soon for pick up.	First Warning
3/29/2023	4/12/2023	117 MCCULLOH ST	Vehicle parked on street with flat tire furniture in front of residence.	First Warning
3/24/2023	04/07/2023	31 BEALLS LANE	Un registered vehicles, Junkyard Conditions	First Warning
3/16/2023		205 MCCULLOH ST	Complaint about work being done at 205 McCulloh	First Warning
3/9/2023		30 WASHINGTON ST	Dog owners leaving dog poo in her rear parking area	Monitoring

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
3/8/2023	04/08/2023	140 BOWERY ST	Siding Blowing off structure	Resolved
3/1/2023	03/15/2023	56 GREEN ST	Untagged vehicles	First Warning
3/1/2023	03/15/2023	39 GREEN ST	Untagged Vehicle	Monitoring
3/1/2023	Furniture and appliances 3/11/2023. Gutters (exterior Maintenance) 3/31/2023)	154 BOWERY ST	Furniture and appliances on front porch. Rain Gutters detached from 2nd story facia.	First Warning

**Total Records: 11**

**4/3/2023**



## Permit Report

03/01/2023 - 03/31/2023

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	415 CRESTVIEW DR	Foundation Support / Repair	Open
Burning		159 MCCULLOH ST	Burning Brush	Open
Burning		155 BOWERY ST	Burn Permit 155 Bowery Street	Abandoned Project
Building		164 BOWERY ST	Reissue of Permit 2020-041 (delayed due to supply shortage)	Closed
Burning		101 PEARSON ST	Burning Brush	Closed
Building		10711 New Georges Creek Road	Dunkin Donuts Shell Building (Phase 1 includes shell only. Estimated value reflects only the Phase 1 value.)	Open
Dumpster - Temporary		157-159 CENTER ST	Temporary Dumpster Permit	Open
Utilities	Open Cut	331 BARNARD ST	Utility line across Barnard Street	Pending
Fence		52 W MAIN ST	Installation of 4' Aluminum Spear-Tipped Picket Fence	Closed



Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Certificate of Appropriateness		64 E MAIN ST	Removal of faux stone veneer and existing window and replacement with three 4'x5' windows and true stone veneer	Closed
Certificate of Appropriateness		147 E. Main Street	Facade material replacement	Closed
Certificate of Appropriateness		115 E MAIN ST	After the fact review: HVAC piping covers	Closed
Certificate of Appropriateness		52 W MAIN ST	4' Aluminum Spear-Tipped Picket Fence Installation	Closed
Certificate of Appropriateness		150 E MAIN ST	Exterior Paint - Williamsburg Blue	Closed

**Total Records: 14**

**4/3/2023**

2023

<b>Assets</b>		
01-000-1000	CASH	51,045.46
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	11,802,232.16
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,714.42
01-000-1100	ACCOUNTS RECEIVABLE	199,113.00
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,700.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	209,282.27
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	1,452.65
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	81,732.75
01-000-1143	TAXES RECEIVABLE - CORPORATION	66,847.69
01-000-1200	PREPAID EXPENSE	11,432.65
01-000-1220	LEASE RECEIVABLE	897,720.51
01-000-1230	ACCRUED INTEREST RECEIVABLE	5,156.38
01-000-1500	FIXED ASSETS	22,836,364.46
01-000-1504	WIP - CHILDCARE CENTER	55,896.18
01-000-1506	WIP - GATEWAY IMPROVEMENT	639,358.80
01-000-1507	WORK IN PROCESS - MISC PROJECTS	4,570.00
01-000-1570	RIGHT OF USE ASSETS	347,705.27
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	8,847,792.65-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	76,370.50-
01-000-1650	RESERVE FOR AMORTIZATION	72,213.26-
01-000-1900	DEFERRED FINANCING OUTFLOW	491,788.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	55,710.00
	<b>Total Assets</b>	<b>29,007,069.93</b>
<b>Liabilities &amp; Fund Balance</b>		
01-000-2220	LEASE LIABILITY	268,638.03
01-000-2250	UNEARNED REVENUE	124,217.85
01-000-2251	UNEARNED REV - PLAYGROUND	25,714.42
01-000-2253	UNEARNED REVENUE - ARPA	5,644,073.56
01-000-2450	DEFERRED FINANCING INFLOW	549,178.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	27,552.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	899,276.17
01-000-2700	COMPENSATED ABSENCES	338,094.45
01-000-2855	OPEB OBLIGATION	413,706.00
01-000-2860	NET PENSION LIABILITY	989,941.00
01-000-2901	BONDS PAYABLE	2,398,000.00
01-000-2905	BOND PREMIUM	267,946.52
	<b>Total Liabilities</b>	<b>11,946,338.00</b>
01-000-3000	INVESTED IN FIXED ASSETS	12,295,052.16
01-000-3200	FUND BALANCE	4,397,759.85
	<b>Total</b>	<b>16,692,812.01</b>
	<b>Revenue</b>	<b>6,329,273.41</b>
	<b>Less Expenses</b>	<b>5,961,353.49</b>
	<b>Net</b>	<b>367,919.92</b>
	<b>Total Fund Balance</b>	<b>17,060,731.93</b>
	<b>Total Liabilities &amp; Fund Balance</b>	<b>29,007,069.93</b>

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City of Frostburg  
WATER FUND  
BALANCE SHEET  
AS OF: 03/31/23

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2023

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Assets		
02-000-1000	CASH	502,331.18
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,248.64
02-000-1100	ACCOUNTS RECEIVABLE	2,479.85
02-000-1102	WATER ACCOUNTS RECEIVABLE	114,938.33
02-000-1140	INTEREST RECEIVABLE - WATER	1,122.48
02-000-1500	FIXED ASSETS	3,714,113.49
02-000-1520	WORK IN PROGRESS	142,443.51
02-000-1570	RIGHT OF USE ASSETS	93,804.85
02-000-1600	RESERVE FOR DEPRECIATION	2,940,771.04-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	14,756.70-
02-000-1900	DEFERRED FINANCING OUTFLOW	79,017.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	10,836.00
	Total Assets	<u>1,760,807.59</u>
Liabilities & Fund Balance		
02-000-2220	LEASE LIABILITY	80,240.45
02-000-2450	DEFERRED FINANCING INFLOW	88,409.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	5,359.00
02-000-2700	COMPENSATED ABSENCES	100,650.11
02-000-2855	OPEB OBLIGATION	80,467.00
02-000-2860	NET PENSION LIABILITY	159,363.00
	Total Liabilities	<u>514,488.56</u>
02-000-3000	INVESTED IN FIXED ASSETS	793,202.65
02-000-3250	FUND BALANCE	400,246.92
	Total	<u>1,193,449.57</u>
	Revenue	1,342,032.04
	Less Expenses	<u>1,289,162.58</u>
	Net	<u>52,869.46</u>
	Total Fund Balance	<u>1,246,319.03</u>
	Total Liabilities & Fund Balance	<u>1,760,807.59</u>

2023

Assets		
03-000-1000	CASH	1,233,996.39
03-000-1040	BAY RESTORATION FUND CASH	50,128.75
03-000-1041	CSO CASH	167,687.25
03-000-1100	ACCOUNTS RECEIVABLE	207,036.98
03-000-1103	SEWER ACCOUNTS RECEIVABLE	220,769.00
03-000-1120	BAY RESTORATION FUND RECEIVABLE	30,215.57
03-000-1121	CSO SURCHARGE RECEIVABLE	59,060.45
03-000-1141	INTEREST REC - CSO SURCHARGE	2,056.15
03-000-1142	INTEREST RECEIVABLE - SEWER	2,237.26
03-000-1500	FIXED ASSETS	23,729,545.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	646,777.18
03-000-1536	WIP - PHASE IX-B	2,295,901.57
03-000-1537	WIP - PHASE IX-C	678,507.52
03-000-1538	WIP - PHASE X-A	35,326.50
03-000-1600	RESERVE FOR DEPRECIATION	8,566,086.70-
03-000-1900	DEFERRED FINANCING OUTFLOW	62,951.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	7,734.00
	Total Assets	<u>20,863,844.09</u>
Liabilities & Fund Balance		
03-000-2030	BAY RESTORATION FUND PAYABLE	11,753.94
03-000-2450	DEFERRED FINANCING INFLOW	70,427.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	3,825.00
03-000-2700	COMPENSATED ABSENCES	73,135.09
03-000-2855	OPEB OBLIGATION	57,435.00
03-000-2860	NET PENSION LIABILITY	126,950.00
03-000-2900	NOTES PAYABLE	<u>239,827.15</u>
	Total Liabilities	583,353.18
03-000-3000	INVESTED IN FIXED ASSETS	17,126,340.66
03-000-3200	FUND BALANCE	<u>1,522,207.59</u>
	Total	18,648,548.25
	Revenue	2,919,744.74
	Less Expenses	<u>1,287,802.08</u>
	Net	<u>1,631,942.66</u>
	Total Fund Balance	<u>20,280,490.91</u>
	Total Liabilities & Fund Balance	<u>20,863,844.09</u>

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City of Frostburg  
PINEY SURCHARGE FUND  
BALANCE SHEET  
AS OF: 03/31/23

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2023

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Assets		
04-000-1000	CASH	1,178,147.71
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,295.51
04-000-1131	WATER SURCHARGE RECEIVABLE	101,096.19
04-000-1500	FIXED ASSETS	28,443,962.14
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	18,630,774.27-
	Total Assets	<u>11,259,749.24</u>
Liabilities & Fund Balance		
04-000-2250	UNEARNED REVENUE	4,464.89
04-000-2900	NOTES PAYABLE	<u>3,612,559.38</u>
	Total Liabilities	3,617,024.27
04-000-3000	INVESTED IN FIXED ASSETS	6,333,272.24
04-000-3250	FUND BALANCE	<u>373,425.81</u>
	Total	6,706,698.05
	Revenue	1,013,191.33
	Less Expenses	<u>77,164.41</u>
	Net	<u>936,026.92</u>
	Total Fund Balance	<u>7,642,724.97</u>
	Total Liabilities & Fund Balance	<u>11,259,749.24</u>

2023

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Assets		
05-000-1000	CASH	117,331.15
05-000-1135	TRASH & GARBAGE RECEIVABLE	74,392.23
05-000-1140	INTEREST RECEIVABLE - TRASH	3,444.78
05-000-1500	FIXED ASSETS	406,937.03
05-000-1600	RESERVE FOR DEPRECIATION	288,294.70-
05-000-1900	DEFERRED FINANCING OUTFLOW	36,810.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	4,641.00
	Total Assets	<u>355,261.49</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	41,207.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	2,295.00
05-000-2700	COMPENSATED ABSENCES	39,968.82
05-000-2855	OPEB OBLIGATION	34,461.00
05-000-2860	NET PENSION LIABILITY	74,280.00
	Total Liabilities	<u>192,211.82</u>
05-000-3000	INVESTED IN FIXED ASSETS	118,642.33
05-000-3200	FUND BALANCE	7,237.84
	Total	<u>125,880.17</u>
	Revenue	528,572.39
	Less Expenses	<u>491,402.89</u>
	Net	<u>37,169.50</u>
	Total Fund Balance	<u>163,049.67</u>
	Total Liabilities & Fund Balance	<u>355,261.49</u>

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City of Frostburg  
COMM DEVELOPMENT SPECIAL PROJECTS FUND  
BALANCE SHEET  
AS OF: 03/31/23

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2023

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Assets		
07-000-1000	CASH	<u>56,800.93</u>
	Total Assets	<u><u>56,800.93</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>56,742.36</u>
	Total	<u>56,742.36</u>
	Revenue	58.57
	Less Expenses	<u>0.00</u>
	Net	<u>58.57</u>
	Total Fund Balance	<u>56,800.93</u>
	Total Liabilities & Fund Balance	<u><u>56,800.93</u></u>

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City of Frostburg  
OPIOID SETTLEMENT FUND  
BALANCE SHEET  
AS OF: 03/31/23

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2023

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Assets		
08-000-1000	CASH	<u>7,784.47</u>
	Total Assets	<u><u>7,784.47</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
	Revenue	7,784.47
	Less Expenses	<u>0.00</u>
	Net	<u>7,784.47</u>
	Total Fund Balance	<u>7,784.47</u>
	Total Liabilities & Fund Balance	<u><u>7,784.47</u></u>



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

<b>Tax Type - Year</b>	<b>Principal Receivable at 02/28/23</b>	<b>Billings</b>	<b>Receipts</b>		<b>Abatements/ Adjustments</b>	<b>Principal Receivable at 03/31/23</b>
			<b>Principal</b>	<b>Interest</b>		
Real Estate - 17/18	\$ 227.70	\$ -	\$ -	\$ -	\$ -	\$ 227.70
Real Estate - 18/19	230.34	-	-	-	-	230.34
Real Estate - 19/20	324.02	-	91.04	-	-	232.98
Real Estate - 20/21	16,221.29	-	1,839.88	909.60	-	14,381.41
Real Estate - 21/22	63,652.23	-	3,275.68	945.30	-	60,376.55
Real Estate - 22/23	177,142.91		43,309.62	5,771.68		133,833.29
Real Estate Total	<u>\$ 257,798.49</u>	<u>\$ -</u>	<u>\$ 48,516.22</u>	<u>\$ 7,626.58</u>	<u>\$ -</u>	<u>\$ 209,282.27</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Prop - 22/23	770.70	-	-	-	-	770.70
Personal Property	<u>\$ 1,452.65</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,452.65</u>
Public Utility - 22/23	<u>\$ 107,817.15</u>	<u>\$ -</u>	<u>\$ 26,084.40</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 81,732.75</u>
Corporation - 19/20	\$ 40.36	\$ -	\$ 40.36	\$ 14.03	\$ -	\$ -
Corporation - 20/21	2,246.32	-	613.52	257.60	-	1,632.80
Corporation - 21/22	14,943.77	-	38.85	9.86	-	14,904.92
Corporation - 22/23	75,456.72	1,300.35	27,031.65	140.98	584.55	50,309.97
Corporation Total	<u>\$ 92,687.17</u>	<u>\$ 1,300.35</u>	<u>\$ 27,724.38</u>	<u>\$ 422.47</u>	<u>\$ 584.55</u>	<u>\$ 66,847.69</u>
Total	<u>\$ 459,755.46</u>	<u>\$ 1,300.35</u>	<u>\$ 102,325.00</u>	<u>\$ 8,049.05</u>	<u>\$ 584.55</u>	<u>\$ 359,315.36</u>

**CITY OF FROSTBURG  
MARCH 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	-	2,604,430.45	101.9
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	8,431.80	70.3
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	201,078.75	105.8
01-000-4003	CORPORATION TAXES	130,000	1,300.35	153,621.53	118.2
01-000-4004	PRIOR YEAR TAXES	2,000	-	(227.31)	(11.4)
01-000-4005	TRAILER TAX	1,600	280.00	1,120.00	70.0
01-000-4010	INTEREST ON TAXES	50,000	8,049.05	41,602.65	83.2
01-000-4011	TAX CREDITS	(2,000)	(533.40)	(2,810.50)	-
01-000-4012	TAX ABATEMENTS	(3,000)	-	(1,121.99)	-
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	6,504.56	408,135.72	71.0
01-000-4021	ADMISSION TAXES	20,000	-	25,289.95	126.5
01-000-4022	HOTEL MOTEL TAX	130,000	5,191.58	101,230.39	77.9
01-000-4023	HIGHWAY USE TAX	343,700	-	152,104.53	44.3
01-000-4024	COAL TAX	2,500	-	-	-
01-000-4025	HOUSING AUTHORITY	12,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	10,000	-	389.50	3.9
01-000-4032	TRADERS LICENSES	10,000	-	2,951.16	29.5
01-000-4040	POLICE GRANTS	40,200	7,743.64	24,447.26	60.8
01-000-4041	PARKING METERS	18,000	1,768.91	12,336.75	68.5
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	73,918.00	54.8
01-000-4045	FINES & FORFEITURES	15,000	3,125.00	15,560.00	103.7
01-000-4046	METER VIOLATIONS	2,000	30.00	480.00	24.0
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	-	150,000.00	75.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	15,000.00	30,000.00	100.0
01-000-4050	PERMITS, PLANNING, ETC	2,500	50.00	1,775.00	71.0
01-000-4051	BUILDING PERMITS	2,500	350.00	1,235.00	49.4
01-000-4052	RENTAL REGISTRATION	74,000	10,300.00	64,790.00	87.6
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	9,001.00	29,202.90	194.7
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	500.00	28.6
01-000-4056	COMM DEV GRANT REVENUE	67,000	18,060.60	82,300.00	122.8
01-000-4060	SWIMMING POOL	50,000	-	29,254.00	58.5
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	7,037.00	58.6
01-000-4063	RECREATION ACTIVITIES	15,000	3,040.00	16,251.43	108.3
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	11,471.00	103,239.00	75.0
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	18,729.25	168,563.25	75.0
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	1,404.25	12,638.25	75.0
01-000-4250	NSF FEES	-	30.00	653.00	-
01-000-4301	RENTS	97,500	8,124.86	73,123.74	75.0
01-000-4302	HRD APPROPRIATION	10,350	-	6,885.00	66.5
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	1,500.00	45,123.07	51.3
01-000-4304	MISCELLANEOUS REVENUE	1,000	165.00	2,112.83	211.3
01-000-4306	PROJECT REIMBURSEMENT	1,411,000	9,876.73	914,850.58	64.8
01-000-4307	INSURANCE REIMBURSEMENTS	-	529.94	529.94	-
01-000-4315	PROCEEDS FROM FUND BALANCE	353,860	-	-	-
01-000-4317	SPECIAL REVENUE	661,000	323,377.23	488,743.43	73.9
01-000-4600	INTEREST INCOME	375,000	27,543.62	277,497.35	74.0
<b>CORPORATE FUND Revenue Total</b>		<b>8,102,610</b>	<b>492,013.17</b>	<b>6,329,273.41</b>	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	16,650.00	75.0
01-100-5010	SOCIAL SECURITY	1,700	141.55	1,273.95	74.9
01-100-5012	WORKERS COMP	175	10.75	120.75	69.0
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	119.39	1,216.56	24.3

**CITY OF FROSTBURG  
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Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	-	6,656.00	66.6
01-100-5150	TRAINING	2,500	-	475.00	19.0
01-100-5160	TRAVEL	3,500	1,858.47	4,679.90	133.7
01-100-5185	PROFESSIONAL FEES	5,000	285.00	5,273.78	105.5
<b>Department Total</b>		<b>50,075</b>	<b>4,265.16</b>	<b>36,345.94</b>	

	ADMINISTRATIVE				
01-110-5000	SALARIES	188,500	16,965.00	107,850.43	57.2
01-110-5001	SALARIES - BONUS	51,000	-	50,700.00	99.4
01-110-5010	SOCIAL SECURITY	14,375	1,260.81	11,873.16	82.6
01-110-5011	PENSION	15,400	-	15,400.00	100.0
01-110-5012	WORKERS COMP	3,575	42.25	3,340.25	93.4
01-110-5013	INSURANCE - HEALTH	41,800	1,427.66	17,623.25	42.2
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	1,907.22	17,216.21	77.6
01-110-5015	CONTRIBUTION - 457	1,875	158.19	1,001.87	53.4
01-110-5030	EMPLOYEE WELLNESS	7,500	730.61	3,118.06	41.6
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	(736.33)	10,876.35	108.8
01-110-5100	INSURANCE - AUTO	600	-	527.00	87.8
01-110-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-110-5105	INSURANCE - PROPERTY	8,000	-	5,908.98	73.9
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	306.00	3,054.00	72.7
01-110-5111	CONTRIBUTIONS - TOURISM	107,500	10,000.00	81,673.86	76.0
01-110-5150	TRAINING	1,500	-	602.50	40.2
01-110-5160	TRAVEL	500	9.00	89.20	17.8
01-110-5185	PROFESSIONAL FEES	1,600	-	200.00	12.5
01-110-5191	COMMUNICATIONS	13,320	617.41	4,388.61	33.0
01-110-5192	CITY CODE HOSTING	3,000	-	984.53	32.8
01-110-5200	ADVERTISING	6,000	482.53	3,494.80	58.3
01-110-5205	LEGAL	34,500	4,134.90	33,184.01	96.2
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	1,868.73	5,606.19	70.1
01-110-5210	OFFICE SUPPLIES	11,000	1,228.15	7,326.05	66.6
01-110-5220	POSTAGE	14,000	613.32	10,837.91	77.4
01-110-5230	COMPUTER EXP	17,500	2,797.17	8,113.16	46.4
01-110-5232	IT LICENSING AND FEES	25,000	165.23	19,078.39	76.3
01-110-5235	DIGITAL ENGAGEMENT	9,000	-	7,911.80	87.9
01-110-5300	BOARD EXPENSE	11,000	-	10,212.13	92.8
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	100,231.75	125,524.73	81.0
01-110-5500	BUILDING - ARMORY	12,000	289.55	3,918.77	32.7
01-110-5502	BUILDING MAINTENANCE	16,100	4,645.60	18,661.77	115.9
01-110-5550	UTILITIES - BUILDING	16,000	1,076.58	8,086.94	50.5
01-110-5700	BANK FEES	2,700	52.86	1,483.65	55.0
01-110-5807	CAPITAL OUTLAY	925,000	-	689,098.43	74.5
<b>Department Total</b>		<b>1,759,295</b>	<b>150,274.19</b>	<b>1,289,052.99</b>	

	FINANCE				
01-120-5000	SALARIES	68,700	8,028.64	51,103.51	74.4
01-120-5010	SOCIAL SECURITY	5,225	600.64	3,809.96	72.9
01-120-5011	PENSION	6,300	-	5,613.00	89.1
01-120-5012	WORKERS COMP	200	12.25	138.25	69.1
01-120-5013	INSURANCE - HEALTH	15,500	857.38	9,823.58	63.4
01-120-5015	CONTRIBUTION - 457	675	34.60	219.06	32.5
01-120-5102	INSURANCE - GEN LIAB	125	-	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	-	2,871.00	99.0
01-120-5150	TRAINING	1,000	234.90	234.90	23.5
01-120-5185	PROFESSIONAL FEES	700	-	554.00	79.1

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Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5310	AUDITING	60,700	-	60,645.00	99.9
01-120-5311	ACTUARIAL STUDY	4,000	-	-	-
01-120-5313	TAX COLLECTION	2,800	117.87	273.35	9.8
01-120-5810	RETSA OBLIGATION	750	-	-	-
<b>Department Total</b>		<b>169,575</b>	<b>9,886.28</b>	<b>135,371.61</b>	

	COMMUNITY DEV				
01-130-5000	SALARIES	59,200	6,408.00	55,711.23	94.1
01-130-5010	SOCIAL SECURITY	4,500	460.77	4,028.84	89.5
01-130-5011	PENSION	5,400	-	4,836.00	89.6
01-130-5012	WORKERS COMP	175	10.75	120.75	69.0
01-130-5013	INSURANCE - HEALTH	15,000	1,060.94	14,812.71	98.8
01-130-5015	CONTRIBUTION - 457	575	-	-	-
01-130-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-130-5105	INSURANCE - PROPERTY	4,950	-	3,828.00	77.3
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	700	-	535.33	76.5
01-130-5185	PROFESSIONAL FEES	850	-	879.00	103.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	-	4,310.00	53.9
01-130-5322	PLANNING	-	15,000.00	15,000.00	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	67,000	-	67,300.00	100.5
01-130-5822	SPECIAL PROJECTS	4,000	-	-	-
<b>Department Total</b>		<b>173,000</b>	<b>22,940.46</b>	<b>171,447.86</b>	

	CODE ENFORCEMENT				
01-140-5000	SALARIES	75,100	5,723.94	34,436.00	45.9
01-140-5010	SOCIAL SECURITY	5,700	422.35	2,521.05	44.2
01-140-5011	PENSION	6,875	-	6,135.00	89.2
01-140-5012	WORKERS COMP	225	13.75	154.75	68.8
01-140-5013	INSURANCE - HEALTH	16,100	482.07	6,607.73	41.0
01-140-5015	CONTRIBUTION - 457	750	10.40	10.40	1.4
01-140-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	-	2,871.00	89.7
01-140-5150	TRAINING	2,400	-	198.00	8.3
01-140-5160	TRAVEL	600	-	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	20.00	20.00	6.7
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	180.00	180.00	3.6
01-140-5331	CONSTRUCTION INSPECT	20,000	1,920.00	17,586.00	87.9
01-140-5332	RENTAL INSPECTION	36,050	50.00	33,750.00	93.6
<b>Department Total</b>		<b>184,150</b>	<b>8,822.51</b>	<b>116,213.42</b>	

	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	53,400	6,459.00	40,222.59	75.3
01-150-5010	SOCIAL SECURITY	4,050	487.68	3,024.94	74.7
01-150-5011	PENSION	4,900	-	4,363.00	89.0
01-150-5012	WORKERS COMP	175	10.75	120.75	69.0
01-150-5013	INSURANCE - HEALTH	9,600	602.07	6,462.85	67.3
01-150-5015	CONTRIBUTION - 457	525	21.69	136.77	26.1
01-150-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-150-5105	INSURANCE - PROPERTY	2,200	-	1,913.99	87.0
01-150-5150	TRAINING	5,700	-	5,565.58	97.6
01-150-5160	TRAVEL	1,000	-	982.54	98.3
01-150-5185	PROFESSIONAL FEES	2,100	-	400.00	19.1

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Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-150-5193	ONE CALL CONCEPTS	1,000	18.16	883.26	88.3
01-150-5340	ENGINEERING EQUIPMENT	3,000	114.91	628.08	20.9
01-150-5341	MAPPING SUPPLIES	7,500	9.97	7,631.41	101.8
01-150-5342	PUBLIC WORKS	7,400	254.00	1,384.26	18.7
<b>Department Total</b>		<b>102,700</b>	<b>7,978.23</b>	<b>73,806.02</b>	

	PUBLIC SAFETY				
01-160-5000	SALARIES	998,200	97,758.16	662,375.44	66.4
01-160-5002	SALARIES - POLICE GRANTS	40,200	6,272.18	39,209.07	97.5
01-160-5003	COURT TIME	13,000	1,719.35	10,930.90	84.1
01-160-5010	SOCIAL SECURITY	79,200	7,644.50	51,561.03	65.1
01-160-5011	PENSION	95,250	-	84,653.00	88.9
01-160-5012	WORKERS COMP	142,000	8,721.00	98,117.00	69.1
01-160-5013	INSURANCE - HEALTH	234,300	15,178.76	181,562.22	77.5
01-160-5015	CONTRIBUTION - 457	44,000	2,902.11	19,606.75	44.6
01-160-5100	INSURANCE - AUTO	5,500	-	4,740.00	86.2
01-160-5102	INSURANCE - GEN LIAB	900	-	702.00	78.0
01-160-5103	INSURANCE - POLICE PROFESSIONAL	12,000	-	11,552.00	96.3
01-160-5105	INSURANCE - PROPERTY	6,000	-	4,727.23	78.8
01-160-5150	TRAINING	25,500	3,243.84	11,209.62	44.0
01-160-5170	UNIFORMS	15,000	386.64	6,031.43	40.2
01-160-5180	SAFETY EQUIPMENT	1,200	79.95	738.96	61.6
01-160-5181	LAW ENFORCEMENT EQUIPMENT	96,500	2,223.34	12,034.66	12.5
01-160-5191	COMMUNICATIONS	30,160	2,977.70	33,674.10	111.7
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	2,431.04	40.5
01-160-5210	OFFICE SUPPLIES	5,000	215.00	3,415.91	68.3
01-160-5230	COMPUTER EXPENSE	31,000	-	-	-
01-160-5350	FSU MOU	25,000	-	15,000.00	60.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	11,200	714.74	10,009.15	89.4
01-160-5400	GAS, OIL, GREASE	33,000	2,013.45	16,623.73	50.4
01-160-5401	AUTO EXPENSE	18,000	3,025.19	11,307.84	62.8
01-160-5420	FLEET LEASE	22,000	3,496.65	28,595.23	130.0
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	333.60	2,484.13	62.1
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	678.57	5,375.90	53.8
01-160-5700	PARKING METERS	2,000	-	-	-
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	-	177,735.00	75.0
<b>Department Total</b>		<b>2,256,290</b>	<b>159,584.73</b>	<b>1,506,403.34</b>	

	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	243,300	28,152.35	172,870.37	71.1
01-170-5010	SOCIAL SECURITY	18,600	2,055.57	12,497.28	67.2
01-170-5011	PENSION	21,300	-	19,877.00	93.3
01-170-5012	WORKERS COMP	16,800	1,031.75	11,607.75	69.1
01-170-5013	INSURANCE - HEALTH	71,000	3,610.64	46,656.37	65.7
01-170-5015	CONTRIBUTION - 457	2,200	35.40	70.80	3.2
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	348.00	6,469.00	89.9
01-170-5102	INSURANCE - GEN LIAB	625	8.00	439.00	70.2
01-170-5105	INSURANCE - PROPERTY	5,600	-	4,466.86	79.8
01-170-5150	TRAINING	5,000	-	4,788.68	95.8
01-170-5170	UNIFORMS	8,000	1,312.38	5,848.97	73.1
01-170-5180	SAFETY EQUIPMENT	7,200	313.39	3,362.17	46.7
01-170-5191	COMMUNICATIONS	6,000	192.92	1,582.69	26.4

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Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5210	OFFICE SUPPLIES	1,000	1,024.90	1,040.18	104.0
01-170-5400	GAS, OIL, GREASE	28,500	971.33	15,294.41	53.7
01-170-5420	FLEET LEASE	42,000	2,375.86	21,382.74	50.9
01-170-5550	UTILITIES - BUILDING	6,000	921.18	5,977.66	99.6
01-170-5711	SALT & ABRASIVES	150,000	4,599.26	78,282.49	52.2
01-170-5712	SIGN MAINTENANCE	8,000	1,439.64	3,756.47	47.0
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	37,071.83	93,105.16	103.5
01-170-5714	STREET LIGHTING	155,000	7,537.86	61,558.02	39.7
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	1,593.78	48,526.38	45.9
01-170-5716	STREET SHOP EQUIPMENT	90,000	71,191.23	99,851.08	111.0
01-170-5717	STREET LIGHTING REPAIRS	30,000	25,557.00	42,123.39	140.4
01-170-5800	CAPITAL OUTLAY	278,500	39,500.00	253,760.00	91.1
01-170-5861	STREET PAVING	1,170,000	-	1,162,105.03	99.3
01-170-5865	PARKING LOT MAINTENANCE	15,000	-	350.75	2.3
<b>Department Total</b>		<b>2,583,450</b>	<b>230,844.27</b>	<b>2,177,650.70</b>	

RECREATION					
01-180-5000	SALARIES	205,750	26,117.89	157,348.95	76.5
01-180-5010	SOCIAL SECURITY	15,750	1,913.13	11,446.77	72.7
01-180-5011	PENSION	16,900	-	16,809.00	99.5
01-180-5012	WORKERS COMP	14,225	873.75	9,829.75	69.1
01-180-5013	INSURANCE - HEALTH	55,300	3,464.41	41,783.61	75.6
01-180-5015	CONTRIBUTION - 457	2,000	90.69	491.17	24.6
01-180-5100	INSURANCE - AUTO	2,500	-	2,073.00	82.9
01-180-5102	INSURANCE - GEN LIAB	450	-	344.00	76.4
01-180-5105	INSURANCE - PROPERTY	11,000	-	10,357.11	94.2
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	261.36	3,033.26	75.8
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	7,000	2,403.38	8,660.01	123.7
01-180-5420	FLEET LEASE	11,000	388.31	3,494.79	31.8
01-180-5503	ARMORY EXPENSE - GYM	10,000	921.16	6,087.73	60.9
01-180-5504	COMMUNITY CENTER	12,000	1,134.51	7,927.20	66.1
01-180-5510	CITY PLACE	9,500	1,072.72	8,247.60	86.8
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	281.70	14.1
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	235.42	3,053.28	61.1
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	1,135.21	1,135.21	37.8
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	2,177.93	50,104.83	73.7
01-180-5724	STREET TREE MAINTENANCE	7,500	-	5,232.58	69.8
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	1,830.38	7,068.41	78.5
01-180-5800	CAPITAL OUTLAY	191,000	33,470.67	79,856.01	41.8
<b>Department Total</b>		<b>666,425</b>	<b>77,490.92</b>	<b>435,431.97</b>	

RECREATION-POOL					
01-181-5000	SALARIES	66,000	-	36,705.68	55.6
01-181-5010	SOCIAL SECURITY	5,050	-	2,808.00	55.6
01-181-5012	WORKERS COMP	4,600	282.50	3,178.50	69.1
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	35,000	5,666.54	23,309.33	66.6
<b>Department Total</b>		<b>111,150</b>	<b>5,949.04</b>	<b>66,001.51</b>	

RECREATION - DAY CAMP					
01-182-5000	SALARIES	21,300	-	12,573.90	59.0

**CITY OF FROSTBURG  
MARCH 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
01-182-5010	SOCIAL SECURITY	1,650	-	961.96	58.3
01-182-5012	WORKERS COMP	1,500	92.00	1,035.00	69.0
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	125.00	354.59	70.9
<b>Department Total</b>		<b>25,450</b>	<b>217.00</b>	<b>14,925.45</b>	
RECREATION - SEASONAL					
01-183-5000	SALARIES	18,200	720.00	15,045.88	82.7
01-183-5010	SOCIAL SECURITY	1,425	55.08	1,151.03	80.8
01-183-5012	WORKERS COMP	925	56.75	638.75	69.1
01-183-5108	UNEMPLOYMENT	500	-	484.20	96.8
<b>Department Total</b>		<b>21,050</b>	<b>831.83</b>	<b>17,319.86</b>	
<b>CORPORATE FUND Expend Total</b>		<b>8,102,610</b>	<b>679,084.62</b>	<b>6,039,970.67</b>	
02-000-4000	WATER SERVICE REVENUE	1,420,000	208,975.19	1,015,177.29	71.5
02-000-4001	INTEREST EARNED - WATER	1,500	246.24	2,321.82	154.8
02-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	9,342.50	-
02-000-4315	PROCEEDS FROM FUND BALANCE	81,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	80,556.51	274,014.33	36.5
02-000-4402	SALE OF METERS	6,000	1,350.00	4,975.00	82.9
02-000-4403	TAPPING FEES	7,000	2,000.00	4,500.00	64.3
02-000-4404	SUNDRY SALES	20,000	518.36	19,990.49	100.0
02-000-4408	SUNDRY SALES - CASH BASIS	-	-	500.00	-
02-000-4600	INTEREST INCOME	11,000	4,828.66	11,210.61	101.9
<b>WATER FUND Revenue Total</b>		<b>2,296,975</b>	<b>298,474.96</b>	<b>1,342,032.04</b>	
WATER - ADMIN					
02-190-5000	SALARIES	57,500	6,667.84	42,443.78	73.8
02-190-5010	SOCIAL SECURITY	4,350	490.02	3,113.16	71.6
02-190-5011	PENSION	5,250	-	4,698.00	89.5
02-190-5012	WORKERS COMP	175	10.75	120.75	69.0
02-190-5013	INSURANCE - HEALTH	12,450	720.26	8,756.02	70.3
02-190-5015	CONTRIBUTION - 457	575	54.99	348.48	60.6
02-190-5313	COLLECTION EXPENSE	2,500	117.87	237.35	9.5
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	11,471.00	103,239.00	75.0
<b>Department Total</b>		<b>221,200</b>	<b>19,532.73</b>	<b>163,622.54</b>	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	1,100	-	862.00	78.4
02-192-5105	INSURANCE - PROPERTY	11,500	-	9,177.52	79.8
02-192-5106	INSURANCE - BOILER & MACHINERY	4,900	-	4,545.60	92.8
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	7,180.67	40,350.85	67.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	2,122.73	3,518.91	1.9
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	108,127.79	426,722.39	75.7
<b>Department Total</b>		<b>831,500</b>	<b>117,431.19</b>	<b>485,177.27</b>	
WATER - SUPPLY					
02-194-5000	SALARIES	27,700	3,357.60	21,368.72	77.1
02-194-5010	SOCIAL SECURITY	2,100	256.86	1,634.73	77.8
02-194-5011	PENSION	2,500	-	2,263.00	90.5
02-194-5012	WORKERS COMP	1,900	116.75	1,313.75	69.1
02-194-5015	CONTRIBUTION - 457	275	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	170.97	3.4
02-194-5550	UTILITIES / WATER SUPPLY	5,000	550.49	2,611.87	52.2

**CITY OF FROSTBURG  
MARCH 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
02-194-5730	WATER SUPPLY EXPENSE	50,000	510.19	32,826.36	65.7
	<b>Department Total</b>	<b>94,475</b>	<b>4,791.89</b>	<b>62,189.40</b>	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	24,919.44	159,404.30	75.1
02-196-5010	SOCIAL SECURITY	16,250	1,832.43	11,678.77	71.9
02-196-5011	PENSION	19,550	-	17,352.00	88.8
02-196-5012	WORKERS COMP	14,700	902.75	10,156.75	69.1
02-196-5013	INSURANCE - HEALTH	55,700	3,276.25	41,069.30	73.7
02-196-5015	CONTRIBUTION - 457	2,050	41.61	263.53	12.9
02-196-5100	INSURANCE - AUTO	3,600	-	3,133.00	87.0
02-196-5102	INSURANCE - GEN LIAB	1,300	-	856.00	65.9
02-196-5105	INSURANCE - PROPERTY	3,300	-	2,294.38	69.5
02-196-5150	TRAINING	500	-	116.95	23.4
02-196-5170	UNIFORMS	4,000	246.28	2,154.95	53.9
02-196-5180	SAFETY EQUIPMENT	4,100	79.95	719.55	17.6
02-196-5191	COMMUNICATIONS	9,200	1,399.86	8,597.66	93.5
02-196-5210	OFFICE SUPPLIES	1,000	161.37	746.10	74.6
02-196-5390	MISCELLANEOUS EXPENSE	28,550	4,500.00	15,538.30	54.4
02-196-5400	GAS, OIL, GREASE	15,000	772.93	10,712.78	71.4
02-196-5420	FLEET LEASE	24,000	1,722.00	15,613.64	65.1
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	392.67	3,149.84	25.2
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	598.08	3,478.88	133.8
02-196-5700	DISTRIBUTION EXPENSE	90,000	14,761.70	101,353.66	112.6
02-196-5701	DISTRIBUTION PIPE EXPENSE	8,000	-	5,866.92	73.3
02-196-5702	EQUIPMENT MAINTENANCE	5,000	2,654.41	3,165.38	63.3
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	-	1,870.08	12.5
02-196-5704	TRANSMISSION MAINS EXPENSE	66,500	-	69,546.29	104.6
02-196-5740	METERS EXPENSE	80,000	441.00	31,903.36	39.9
02-196-5800	CAPITAL OUTLAY	455,000	45,000.00	178,822.01	39.3
	<b>Department Total</b>	<b>1,149,800</b>	<b>103,702.73</b>	<b>699,564.38</b>	
	<b>WATER FUND Expend Total</b>	<b>2,296,975</b>	<b>245,458.54</b>	<b>1,410,553.59</b>	
03-000-4000	SEWER CHARGES	1,925,000	267,153.31	1,193,171.89	62.0
03-000-4001	INTEREST EARNED - SEWER	2,700	481.88	4,271.22	158.2
03-000-4317	SPECIAL REVENUE	848,500	380,107.61	444,238.78	52.4
03-000-4404	SUNDRY SALES	1,500	-	1,236.17	82.4
03-000-4501	BAY RESTORATION FUND REVENUE	-	28,750.00	158,924.70	-
03-000-4503	SEWER TAP FEES	7,500	1,000.00	3,500.00	46.7
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
03-000-4600	INTEREST INCOME	25,000	12,360.23	27,266.83	109.1
	<b>Department Total</b>	<b>2,881,200</b>	<b>689,853.03</b>	<b>1,832,609.59</b>	
03-220-4520	CSO SURCHARGE REVENUE	405,000	61,824.00	348,096.91	86.0
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	227.65	1,042.24	104.2
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	54,947.00	737,996.00	30.0
	<b>Department Total</b>	<b>2,867,450</b>	<b>116,998.65</b>	<b>1,087,135.15</b>	
	<b>03 SEWER FUND Revenue Total</b>	<b>5,748,650</b>	<b>806,851.68</b>	<b>2,919,744.74</b>	
	SEWER - ADMIN				
03-210-5000	SALARIES	57,500	6,667.84	42,443.78	73.8
03-210-5010	SOCIAL SECURITY	4,350	490.02	3,113.16	71.6
03-210-5011	PENSION	5,250	-	4,698.00	89.5
03-210-5012	WORKERS COMP	175	10.75	120.75	69.0
03-210-5013	INSURANCE - HEALTH	12,450	720.34	8,749.14	70.3



**CITY OF FROSTBURG  
MARCH 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
03-210-5015	CONTRIBUTION - 457	575	54.99	348.48	60.6
03-210-5313	COLLECTION EXPENSE	2,500	117.87	237.35	9.5
<b>Department Total</b>		<b>82,800</b>	<b>8,061.81</b>	<b>59,710.66</b>	
SEWER - OPERATING					
03-211-5000	SALARIES	151,200	21,554.23	117,274.88	77.6
03-211-5010	SOCIAL SECURITY	11,550	1,548.08	8,298.29	71.9
03-211-5011	PENSION	17,175	-	15,269.00	88.9
03-211-5012	WORKERS COMP	10,500	645.00	6,353.02	60.5
03-211-5013	INSURANCE - HEALTH	59,000	3,993.80	39,690.01	67.3
03-211-5015	CONTRIBUTION - 457	1,800	154.74	980.02	54.5
03-211-5100	INSURANCE - AUTO	2,000	-	304.00	15.2
03-211-5102	INSURANCE - GEN LIAB	625	-	420.00	67.2
03-211-5105	INSURANCE - PROPERTY	5,000	-	4,125.51	82.5
03-211-5150	TRAINING	1,000	-	100.00	10.0
03-211-5170	UNIFORMS	3,000	862.42	1,968.99	65.6
03-211-5180	SAFETY EQUIPMENT	1,000	-	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	123.83	1,387.25	57.8
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	89,693.37	-
03-211-5400	GAS, OIL, GREASE	9,750	769.42	6,852.98	70.3
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	-	-
03-211-5600	CORPORATE OVERHEAD	224,750	18,729.25	168,563.25	75.0
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	218,360.04	695,176.25	57.0
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	8,787.15	74.5
03-211-5763	SEWER OPERATING EXPENSE	267,800	6,406.96	29,944.52	11.2
03-211-5764	SEWER PUMPING EXPENSE	6,000	1,165.91	4,941.39	82.4
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	731,700	3,460.00	423,203.49	57.8
<b>Department Total</b>		<b>2,744,050</b>	<b>277,773.68</b>	<b>1,623,712.35</b>	
CSO					
03-220-5391	INTEREST EXPENSE	3,650	-	1,632.56	44.7
03-220-5392	DEBT REDEMPTION	23,150	-	23,138.18	99.9
03-220-5800	CAPITAL OUTLAY	2,895,000	172,581.36	1,033,411.81	35.7
<b>Department Total</b>		<b>2,921,800</b>	<b>172,581.36</b>	<b>1,058,182.55</b>	
<b>SEWER FUND Expend Total</b>		<b>5,748,650</b>	<b>458,416.85</b>	<b>2,741,605.56</b>	
04-000-4000	WATER TAP SURCHARGE	913,000	125,524.85	768,742.29	84.2
04-000-4001	INTEREST EARNED SURCHARGE	1,600	369.12	1,654.04	103.4
04-000-4317	SPECIAL REVENUE	-	4,979.15	4,979.15	-
04-000-4600	INTEREST INCOME	12,000	9,496.27	16,815.85	140.1
04-000-4603	RECEIPTS - OTHER	221,000	-	221,000.00	100.0
<b>PINEY SURCHARGE FUND Revenue Total</b>		<b>1,147,600</b>	<b>140,369.39</b>	<b>1,013,191.33</b>	
WATER SURCHARGE					
04-200-5313	COLLECTION EXPENSE	2,500	94.29	153.87	6.2
04-200-5390	MISCELLANEOUS EXPENSE	17,700	-	17,680.00	99.9
04-200-5391	INTEREST EXPENSE	79,625	3,680.35	33,118.32	41.6
04-200-5392	DEBT REDEMPTION	766,400	-	26,663.56	3.5
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	106,375	21,233.07	26,212.22	24.6
<b>PINEY SURCHARGE FUND Expend Total</b>		<b>1,147,600</b>	<b>25,007.71</b>	<b>103,827.97</b>	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	65,745.00	331,890.35	90.2
05-000-4001	INTEREST EARNED - TRASH	1,200	327.26	1,341.05	111.8
05-000-4315	PROCEEDS FROM FUND BALANCE	56,000	-	-	-

**CITY OF FROSTBURG  
MARCH 2023 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Mar 2023 Rev/Expd	YTD Rev/Expd	% of Budget
05-000-4317	SPECIAL REVENUE	192,000	204.70	190,910.12	99.4
05-000-4404	SUNDRY SALES	1,000	50.00	1,200.00	120.0
05-000-4600	INTEREST INCOME	3,500	1,356.61	3,230.87	92.3
<b>05 GARBAGE FUND Revenue Total</b>		<b>621,700</b>	<b>67,683.57</b>	<b>528,572.39</b>	
	GARBAGE ADMIN.				
05-230-5000	SALARIES	57,500	6,667.70	42,443.41	73.8
05-230-5010	SOCIAL SECURITY	4,350	490.01	3,113.11	71.6
05-230-5011	PENSION	5,250	-	4,698.00	89.5
05-230-5012	WORKERS COMP	175	10.75	120.75	69.0
05-230-5013	INSURANCE - HEALTH	12,450	720.35	8,749.67	70.3
05-230-5015	CONTRIBUTION - 457	575	54.98	348.46	60.6
05-230-5313	COLLECTION EXPENSE	2,500	23.55	47.46	1.9
<b>Department Total</b>		<b>82,800</b>	<b>7,967.34</b>	<b>59,520.86</b>	
	GARBAGE OPERATING				
05-232-5000	SALARIES	85,600	10,318.97	64,079.36	74.9
05-232-5010	SOCIAL SECURITY	6,550	735.62	4,543.60	69.4
05-232-5011	PENSION	7,875	-	6,993.00	88.8
05-232-5012	WORKERS COMP	5,925	364.00	4,095.00	69.1
05-232-5013	INSURANCE - HEALTH	24,900	1,438.54	17,637.68	70.8
05-232-5015	CONTRIBUTION - 457	825	80.94	512.62	62.1
05-232-5100	INSURANCE - AUTO	2,200	-	1,754.00	79.7
05-232-5102	INSURANCE - GEN LIAB	400	-	262.00	65.5
05-232-5105	INSURANCE - PROPERTY	3,600	-	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	834.23	1,543.38	50.2
05-232-5180	SAFETY EQUIPMENT	500	-	324.98	65.0
05-232-5210	OFFICE SUPPLIES	500	697.86	995.19	199.0
05-232-5400	GAS, OIL, GREASE	12,600	489.01	8,622.15	68.4
05-232-5600	CORPORATE OVERHEAD	16,850	1,404.25	12,638.25	75.0
05-232-5770	ASH DUMPSTER	7,500	1,970.09	6,332.76	84.4
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	14,111.30	85,685.93	65.9
05-232-5773	SANITATION OPERATING EXPENSE	30,000	324.00	22,885.31	76.3
05-232-5800	CAPITAL OUTLAY	190,000	-	190,000.00	100.0
<b>Department Total</b>		<b>538,900</b>	<b>32,768.81</b>	<b>431,882.03</b>	
<b>GARBAGE FUND Expend Total</b>		<b>621,700</b>	<b>40,736.15</b>	<b>491,402.89</b>	

## Monthly Grant Update

March 2023

### **Centennial Hill**

*MSC5-2-01A (PUMP)* \$49,500/ \$55,000

*MSC5-2-01B (SOLAR)* \$0/ \$16,777

### **Childcare Center**

*CDBG*

Waiting on release of funds in the amount of \$350,000. All other requirements have been satisfied.

*USDA*

Working on the USDA application for funding in the amount of \$531,718.

### **Recreation & Parks**

*LPPI-21-02 Community Park* \$46,684.74 /\$58,900.00

(submitting for reimbursement, or requesting additional uses)

*POS-23-01 Pool Chemical Storage Building* \$10,963.24 / \$34,560.00

*POS-23-02 Lions Concession* \$4,627.76 / \$61,200.00

*POS-23-03 Hoffman Field Backstop Fencing* \$0.00/\$29,160.00

*LPPI-23-01 Sowers Field* \$13,842.90/\$13,842.90 (local match \$1,538.10)

(submitting for final reimbursement)

*Armory Field Light Retrofit* \$0.00/\$12,376.00

**CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of March, 2023

Submitted by: [Gene Bittinger maintenance Supervisor]

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March 1 2023

Checked parks

Started laying block at the pool

Picked up concrete for pool building

Hauled stone for pool building

Sealed roof on City Place

March 2 2023

Checked parks

Replaced lock on Hoffman field gate

Worked on new pool building

Checked trash at City Hall

Unplugged heaters at East End

Unloaded tractor trailer

March 3 2023

Checked parks

Picked up plumbing supplies for new pool building

Worked on new pool building

Worked in the shop doing repairs

Shoveled and salted sidewalks and lots

March 6 2023

Checked parks

Checked blown down trees

Worked on new pool building

Took heaters to City Hall

Removed caboose from Glendening playground

March 7 2023

Checked parks

Filled dog bags

Worked on new pool building

Picked up concrete mix for new pool building

March 8 2023

Checked parks

Picked up supplies for new pool building

Went through houses on Mechanic Street

Worked on new pool building roof

March 9 2023

Checked parks

Worked on new pool building

March 10 2023

Checked parks

Removed scaffolding from pool took to Lyons bathrooms

Salted lots and sidewalks

Cleaned up old and scrap lumber up from new pool building

Meant with Water Dept

March 13 2023

Checked parks

Salted sidewalks

Picked up supplies for pool building

Worked on pool building

Hauled stone

March 14 2023

Checked parks

Went to Staff meeting

Worked on pool building

Cleaned electric building

March 15 2023

Checked parks

Salted sidewalks

Built and replaced door on Blessing box at Police Dept

Worked on new pool building

Unloaded street light bulbs into electric building

March 16 2023

Checked parks

Worked on new pool building

March 17 2023

Checked parks

Worked on new pool building

Picked up paint for Comm. Field fence post

March 20 2023

Checked parks

Checked all city buildings for trash

Worked on new pool building

Started painting community. Field fence post

March 21 2021

Poured concrete in new pool building

Put soffit and fascia up at new pool building

March 22

Checked parks

Dug holes for Disc Golf at Hoffman

Cleaned leaves up at Hoffman

Picked up totes from Manns Choice

Sealed concrete in new pool building

Cleaned totes out

Got infield mix at Glendening

March 23

Checked parks

Cut tree off walking trail at Hoffman

Made vise bracket for water Dept

Started installing eye wash and mop sink at new pool building

Pick up skids and van from City Place

Oiled locks and hinges at Armory

Removed tree limbs from Armory

March 24 2023

Checked parks

Meant with electrician at Lyons field

Worked on new pool building

March 27 2023

Checked parks

Put new bases on Community field

Transferred chlorine to new pool building

Painted new pool building

March 28 2023

Checked parks

Went to Staff meeting

Worked field 5 baseball field

Worked on Lyons baseball field

Took roller to field 6

March 29 2023

Checked parks

Worked on baseball fields at Glendening

Turned water on at Hoffman

Fixed exhaust fan vent at the Armory

March 30 2023

Checked parks

Turned water on at Hoffman, Shaw Street fields

Put new bases in on Lyons field and Field 5

Shoveled footer off at new Lyons bathrooms

March 31 2023

Checked parks

Fixed water leaks at East End

Started laying block at new Lyons building

Picked up supplies from Lowes

Helped Fire Company with stuck truck

Meant with narcan lady



**CITY OF FROSTBURG**

Monthly Report: Police Department

For the Month of: March 2023

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

**IDENTIFIED INCIDENTS & COMPLAINTS for the Month**

	<b>2022</b>	<b>621</b>	<b>2023</b>	<b>724</b>
<b>ARRESTS</b>				
			On-View/Citations	9
			Warrants Served/Obtained	8
			Summonses Served	2
			Juvenile Arrests & Citations	0
			<b>TOTAL</b>	<b>19</b>
<b>C3I INVESTIGATIONS</b>			Cases	1
<b>COMMUNITY POLICING</b>			Logged Activities	6
<b>PARKING</b>			Parking Violations	53
<b>PRISONERS</b>			Custodial Arrests	10
<b>PUBLIC SERVICE</b>			Well-Being Checks	31
			Emergency Petitions	6
			Assist Other Agency	30
			Request for Officer	56
			Follow-Ups	25
			Disturbance (Multiple Inc. Types)	38
<b>TRAFFIC</b>			M/V Crashes	10
			Traffic Details	81
			DWI/DUI Arrests	3
<b>TRAFFIC STOPS</b>			Total Number of Stops	65
			Citations	20
			Warnings	63
			SEROs	1
<b>COLLECTIONS</b>			Parking Meter Fines	\$30.00
			Other Parking Fines	\$2,605.00
			Parking Meter Collections	\$1,657.50
			Municipal Infractions Paid	\$400.00
			Parking Permits	\$60.00
			Miscellaneous	\$60.00
			Park Mobile	\$44.58
			<b>TOTAL</b>	<b>\$4,857.08</b>
		This month year prior:	\$2,940.00	

Respectfully Submitted,

  
Chief of Police

## **CITY OF FROSTBURG**

Monthly Report: Street Department

For the Month of: March 2023

Submitted by: (Supervisor) Shane Elliott

March 1, 2023 – Wednesday

- Picked up garbage route on east end of town
- Changed over monthly report and made up new one
- Picked up supplies from Frostburg Carquest
- Checked all sewer pumping stations
- Finished concrete pour on Frost Avenue catch basin project
- Marked miss utility tickets and checked them in on computer
- Tried making repairs to old cement mixer
- Used vactor truck to help Water Dept. locate water leak on Frost Avenue
- Washed off all concrete tools after use
- Removed litter on Main Street and glass in roadway on Center Street
- Emptied out vactor truck and cleaned out debris tanks at dump site
- Removed dead animal in roadway on West Main Street
- Used backhoe to bring back steel plates from Frost Avenue project
- Ordered a new concrete cement mixer
- Took possession of a new Enterprise Fleet vehicle – Added city seal and truck numbers

March 2, 2023 – Thursday

- Picked up garbage route in center section of town
- Trimmed blacktop curb on Bannard St. due to complaint
- Removed files and trash from old City Hall
- Straightened several sign posts around town
- Put both sets of steps back around ash dumpster after it was emptied out
- Marked Miss Utility tickets and checked them in on computer
- Cleaned out the inside and bed of Truck 5
- Removed litter on Main Street, Broadway and Park Avenue
- Picked up paystubs and bills from City Hall
- Checked all sewer pumping stations – added degreaser to Victoria Pump house
- Made repairs to bench grinder due to MOSH standards
- Removed safety cones on Frost Avenue
- Patched a few potholes with cold patch on Water Street and Depot Street
- Cleaned up debris and glass in roadway on West Main Street
- Removed dead animal in roadway on Maple Drive

## P.2

March 3, 2023 – Friday

- Emptied all city trash cans where needed
- Installed new sign post and sign on Broadway
- Checked all sewer pumping stations
- Swept off garage floors and cleaned work benches
- Picked up supplies from Lowes
- Marked miss utility tickets and checked them in on computer
- Cleaned rest room and lunch room
- Removed litter on Main Street
- Cleaned up debris in roadway due to car accident on Broadway
- Loaded up plow trucks and checked fluids
- Emptied out all shop trash cans
- Removed dead animal in roadway on Main Street
- Greased garbage truck and filled fluids
- Plowed and salted city streets due to snow storm

March 4, 2023 – Saturday - Called out to assist Fire Dept and tree removal

March 5, 2023 – Sunday – Checked pumps for electrical issues

March 6, 2023 – Monday

- Emptied all city trash cans where needed
- Checked catch basin complaint on Washington Street – Cleaned up debris around curb inlet
- Removed tree limbs and debris in roadways all over town
- Took a delivery to The Mail Room in LaVale
- Removed litter on Main Street and all city streets where needed
- Took delivery of new Ford work truck from Enterprise Fleet
- Worked on electrical issue on truck #14
- Checked all sewer pumping stations – Ran electrical tests
- Resituated traffic barrels on Main Street
- Marked miss utility tickets and checked them in on computer
- Worked at Victoria Lane pumping station most of the day due to electrical issues
- Filled a couple potholes with cold patch on Center Street
- Removed the train trolley with backhoe from playground due to wind damage
- Made repairs to several street signs around town
- Investigated water runoff complaint on Grant Street
- Assembled and tested new concrete mixer

### **P.3**

March 7, 2023 – Tuesday

- Picked up garbage route on west end of town
- Had Ruby's Welding Shop cut new catch basin grate
- Installed new Do Not Enter sign at the bottom of Warns Lane
- Marked miss utility tickets and checked them in on computer
- Removed old catch basin grate and installed new one on Depot Street
- Checked on odor complaint at Police Dept.
- Pulled and cleaned sewer pump at Victoria Lane pumping station
- Set sewer pump and ran electrical tests on system
- Checked all sewer pumping stations
- Installed new street broom on street sweeper and greased system
- Went through Flint Crosswalk inventory to see what needs ordered
- Removed litter off Main Street
- Used street sweeper to clean off parking lot
- Picked up supplies from Carquest and Frostburg Rental
- Used blowers to clean off sidewalks on Depot Road
- Picked up an order from Final Touch in Cumberland
- Emptied and cleaned out sweeper over at dump site
- Replaced old floats in Victoria Lane pumping Station

March 8, 2023 – Wednesday

- Picked up garbage route on east end of town
- Filled water tanks and checked fluids on street sweeper
- Plowed back dirt and debris along the roadside on Depot
- Marked miss utility tickets and checked them in on computer
- Finished cleaning off sidewalks on Depot
- Removed litter on Main Street
- Used sweeper to finish cleaning debris out of parking lot
- Checked all sewer pumping stations
- Picked up supplies from Lowes and Tractor Supply
- Cleaned off catch basins and installed another new grate at the Intersection of Depot Street and Depot Road
- Installed a new tool box in work truck
- Ran street sweeper on Depot Road
- Emptied and cleaned out street sweeper at dump site
- Ran jetter in sewer main on Bobcat Court due to sewer clog
- Filled water tanks and fluids on street sweeper
- Cleaned up debris left behind while street sweeping

#### **P.4**

March 9, 2023 – Thursday

- Picked up garbage route in center section of town
- Filled sweeper water tanks and checked fluids
- Picked up litter on Main Street and Depot Street
- Filled Jetter truck with water and performed manual regen
- Ran street sweeper in swimming pool parking lot
- Marked Miss Utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Removed dead animal in roadway on Bowery Street
- Emptied and cleaned out debris tank on street sweeper at dump site
- Poured concrete floor in newly rebuilt catch basin on Frost Ave.
- Assisted contractor in Bobcat Ct. with repairing sewer main.
- Removed stuck jetter hose from sewer line and reinstalled on truck
- Checked on signage complaint in Braddock Heights – straightened stop sign post
- Ran jetter truck in 2 sewer mains and sucked out manhole debris
- Checked on catch basin complaint on Victoria Lane
- Washed out concrete mixer after use
- Unloaded catch vac debris tank and washed out after use
- Used camera to determine condition of sewer line after repair

March 10, 2023 – Friday

- Loaded up all plow trucks and checked fluids
- Checked all sewer pumping stations
- Pre-salted all city streets due to pending weather
- Cleaned rest room and lunch room
- Marked miss utility tickets and checked them in on computer
- Picked up an order from Final Touch in Cumberland
- Checked and emptied city trash cans on Main Street where needed
- Took all invoices to be paid to city hall
- Replaced double stack valve on street sweeper
- Checked on another catch basin complaint
- Picked up new city seals and numbers from Commercial Sign & Graphics
- Emptied out all shop trash cans and swept out garage bays
- Used vac truck to wash down several manholes and flush sewer main
- Put Share Corporation delivery away
- Straightened sign post and replaced street sign on Beall Street
- Picked up supplies from PVIS in Cumberland
- Handed out new uniform t-shirts and sweatshirts
- Washed off wheel loader after use and filled fuel tank

## **P.5**

March 11, 2023 – Saturday – Called out to salt streets and checked CSO's

March 12, 2023 – Sunday

March 13, 2023 – Monday

- Salted city streets where needed
- Checked all sewer pumping stations – Ran weekly electrical tests
- Worked on Victoria Lane pumping station due to float issues
- Checked and filled fluids where needed on all plow trucks after use
- Picked up litter on Main Street
- Checked and emptied all city trash cans where needed
- Washed off wheel loader after use and greased front bucket
- Picked up an order from Carquest
- Marked miss utility tickets and checked them in on computer
- Fueled up loader and checked fluids
- Replaced several faded out street signs around town
- Installed visors on the newer fleet work truck
- Popped manholes in Bobcat Ct. to check flow rate
- Installed new city seal and numbers on new Truck 7
- Straightened several sign posts around town

March 14, 2023 – Tuesday

- Called out to salt city street and alleyways
- Installed 2 new water pumps on Sweeper
- Picked up garbage route on west end of town
- Broke up grease blockage and added degreaser to manhole
- Attended staff meeting at city hall
- Picked up metal debris in roadway on Park Ave.
- Removed litter on Main Street due to windy conditions
- Changed water filter and installed new housing on sweeper
- Made electrical repair to water pump
- Checked all sewer pumping stations
- Cleaned up salt spillage in parking lot
- Marked miss utility tickets and checked them in on computer
- Removed sections of wall in city hall to determine location of sewer vent
- Swept out garage bays and emptied trash cans
- Organized bags of concrete and cold patch in garage
- Checked and added fluids to work trucks where needed

## P.6

March 15, 2023 – Wednesday

- Picked up garbage route on east end of town
- Checked on Frostburg City sign complaint
- Put away street sign delivery
- Marked miss utility tickets and checked them in on computer
- Picked up debris in roadway on Bowery St. and Victoria Lane
- Checked all sewer pumping stations
- Pushed up salt deliveries as they came in
- Checked all CSO locations for any issues and debris
- Salted all city streets due to windy and cold conditions
- Cleaned up salt spillage on Redstone Terrace
- Removed litter on Main Street
- Cleaned up debris at Police Station
- Put Napa delivery away
- Washed off wheel loader after use
- Picked up debris all over town due to windy conditions
- Checked sewer flow just off Green Street for any issues

March 16, 2023 – Thursday

- Picked up garbage route in center section of town
- Ran street sweeper on Main Street in preparation for Shamrock Shuffle
- Removed litter on Main Street
- Emptied and cleaned out street sweeper at dump site
- Checked all sewer pumping stations
- Ran camera in sewer line on Mechanic St. to locate tap
- Marked miss utility tickets and checked them in on computer
- Cleaned off sewer camera after use
- Removed dead animal in roadway on Mill Street
- Set up new sidewalk traffic pattern with cones on Main Street
- Used jetter truck to wash and jet sewer line and manhole off Wenck's Lane
- Inspected sewer vent pipe on roof of City Hall
- Filled jetter tanks with water after use
- Looked over schematics with sewer plans of the Police Department
- Water plugged around out pipe in catch basin on Frost Ave.
- Cleaned out cab, bed, and toolboxes of Truck 3
- Met with Steven's Electric to go over issues with Victoria Lane pump station

## **P.7**

March 17, 2023 – Friday

- Marked miss utility tickets and checked them in on computer
- Installed new toolbox on Truck 9
- Picked up tree debris on Main Street
- Approved and sent out dumpster permit application
- Checked all sewer pumping stations
- Set a new pump float on Victoria Lane and had Steven's Electric wire it up
- Checked and emptied city trash cans where needed
- Used blowers to clear sidewalks on Main St. of grit
- Patched potholes with cold patch on Park Ave. and Armstrong Ave.
- Picked up litter on Main Street
- Cleaned up around the Veteran Monument at the bottom of town
- Fueled up both garbage trucks
- Picked up litter along city streets all over town
- Cleaned rest room, lunch room and emptied out shop trash cans
- Picked up a dead animal on Centennial St.

March 18, 2023 – Saturday

March 19, 2023 – Sunday

March 20, 2023 – Monday

- Removed litter and emptied city trash cans on Main Street
- Set new sewer pump at Victoria Lane pump station
- Checked all sewer pumping stations and ran weekly tests
- Ran street sweeper on east end of town
- Cleaned debris and opened catch basin on Maple Dr.
- Marked miss utility tickets and checked them in on computer
- Pressure washed off old pump to be sent out for repairs
- Disinfected and cleaned all sewer tools after use
- Used blowers to remove grit from sidewalks on Water Street and Broadway
- Wired up connections for pump and tested
- Inspected water runoff issue on East Main St. sidewalk
- Emptied and cleaned out sweeper over at dump site
- Replaced water jet nozzles on Sweeper's center broom
- Purged out an airlocked sewer pump on Victoria Lane and replaced a capacitor



## P.8

March 21, 2023 – Tuesday

- Picked up west end of town garbage route
- Used catch vac to hydro-excavate a sewer leak on Grant St.
- Ran sewer camera to inspect for debris in sewer main
- Checked all sewer pumping stations
- Emptied and cleaned out debris tank on catch vac
- Worked on sweepers center broom
- Filled jetter with water and fuel
- Marked miss utility tickets and checked them in on computer
- Cleaned off all sewer equipment after use
- Used backhoe to load gravel in dump truck for backfill
- Disassembled sewer camera and made repairs to wire connection
- Went through inventory of Safety PPE
- Removed litter off Main Street, Water and Broadway
- Organized parts shelf in locker room
- Tested stack valves on street sweeper air system
- Cleaned up salt in parking lot and around gravel pile
- Picked up supplies from Frostburg Rental and Carquest
- Made sewer repair and installed new cleanout on Grant Street Ext.

March 22, 2023 – Wednesday

- Picked up garbage route on east end of town
- Went through key cabinet and labeled new key slots for trucks
- Installed new stack valve on street sweeper
- Pushed up one salt delivery in salt dome
- Checked all sewer pumping stations
- Picked up supplies for pumping station from Allegany Motors
- Ran street sweeper on Victoria Lane and Summit Pl.
- Marked miss utility tickets and checked them in on computer
- Installed flag pole holder on parking meter on Main Street
- Removed litter on Main Street
- Placed order through Maryland Industrial Trucks for sweeper parts
- Checked on trash complaint on Grant St.
- Picked up parts from Carquest to perform services on 2 police cars
- Fuel up sweeper and checked all fluids
- Installed sewer cleanout cover and gravel on North Grant St.
- Put away Napa delivery

## P.9

March 23, 2023 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Ran Jetter in sewer line on Willow Drive
- Removed litter on Main Street
- Filled all jetter water tanks with water
- Picked up supplies and tools from Lowes home improvement
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper on Victoria Lane
- Checked all CSO locations during rain event
- Straightened the street mirror on Mechanic Street
- Emptied and cleaned out sweeper at dump site
- Checked on sewer complaint on Maple Place
- Picked up shirt order from Final Touch in Cumberland
- Straightened sign post on College Avenue
- Used Vactor truck to clean out several catch basins around town
- Removed V plow from Truck 350
- Used Jetter truck to clean and open a sewer line filled with roots on Allegany St.
- Emptied and cleaned out debris hopper on Vactor over at dump site
- Clean off catch basins on Summit, Victoria, and Grandview

March 24, 2023 – Friday

- Picked up litter on Main Street
- Straightened barricades and street cones on Main Street
- Checked all sewer pumping stations
- Emptied off all plow trucks into salt dome
- Marked Miss Utility tickets and checked them in on computer
- Checked all CSO locations and made a report
- Washed out beds on all plow trucks
- Checked and emptied all city trash cans where needed
- Used loader to push up salt into salt dome
- Swept and cleaned out all garage bays
- Emptied out all shop trash cans
- Fabricated street sign straightening wedges
- Washed off wheel loader after use
- Cleaned lunch room and rest room
- Picked up litter all over town where needed before weekend
- Cleaned off catch basin grates and culvert inlets where needed all over town

**P.10**

March 25, 2023 – Saturday - Checked CSO's

March 26, 2023– Sunday - Checked CSO's

March 27, 2023 – Monday

- Checked all sewer pumping stations – Ran weekly electrical tests – Worked at Hoffman pumping station most of the day due to electrical issues
- Greased and checked fluids on both garbage trucks
- Ran street sweeper most of the day on east end of town
- Cleaned off catch basin grates and culvert inlets where needed
- Marked miss utility tickets and checked them in on computer
- Put down Flint cross walk material around town
- Checked all CSO's locations
- Pulled pump and dislodged debris from pump at Victoria Lane pump house
- Straightened several street sign posts around town
- Removed litter on Main Street
- Checked and emptied city trash cans on Main Street where needed
- Removed dead animal in roadway Water Street
- Changed filters and fluids for Police Dept. on fleet vehicle
- Emptied and cleaned out debris hopper on street sweeper at dump site

March 28, 2023 – Tuesday

- Picked up garbage route on west end of town
- Installed flint cross walk material in several locations
- Ran street sweeper most of the day in center section of town
- Attended staff meeting at city hall
- Checked on a road sinking complaint on Water Street
- Removed litter on Main Street
- Met with County Utilities on Depot Street to discuss signage issues
- Ran sewer camera in sewer main on Grant Street and Main Street
- Checked all sewer pumping stations
- Inspected manholes on Water Street for any issues
- Marked miss utility tickets and checked them in on computer
- Greased fittings on sweeper, adjusted stack valves and filled fluids
- Washed off all sewer camera equipment after use
- Emptied and cleaned out sweeper over at dump site
- Checked sewer complaint on Welsh Street – Met with contractor
- Took a return package to The Mail Room in LaVale

## **P.11**

March 29, 2023 – Wednesday

- Picked up garbage route on east end of town
- Set up detour signs and stands on Water Street
- Marked emergency miss utility ticket on Willow Drive
- Used street saw to cut roadway on Water Street
- Removed handicap sign on Mechanic Street
- Used vactor truck to clean up debris around collapsed manhole on Water Street
- Marked miss utility tickets and checked them in on computer
- Poured concrete around manhole and up to the surface of roadway on Water Street
- Dropped off gloves and trash liners to Police Station for Adopt a Street Program
- Ran street sweeper all day in center section of town
- Checked all sewer pumping stations
- Removed detour signs and stands from roadways after work was finished
- Emptied and cleaned out sweeper over at dump site
- Washed off all concrete tools after use
- Put street cones, signs and stands in lower storage shed
- Picked up supplies from Frostburg Rental
- Installed new drive belt on concrete mixer
- Emptied out Catch Vac at dump site
- Straightened sign poles on Water St. and Mt. Vernon St.
- Dropped off saw to be repaired at Carquest

March 30, 2023 – Thursday

- Picked up garbage route in center section of town
- Used Street Sweeper on Bowery and Center Streets
- Remove litter on Main Street, Water and Broadway
- Checked on catch basin complaint on Green St.
- Put down Stop Bar, Center Divider Line, and Right and Left turn arrows on Broadway
- Picked up plate off of Water St. and brought back to garage with Bobcat
- Jetted sewer line and cleaned out manhole on Willow Dr.
- Inspected rear blade on garbage truck and sent pictures to repair shop for estimates
- Ran camera in sewer line to locate another buried manhole
- Uncovered buried manhole on Willow Dr. and brought to surface with risers
- Checked all sewer pumping stations
- Made repairs to Truck 2 radio
- Cleaned off sewer camera after use
- Marked miss utility tickets and checked them in on computer

**P.12**

March 31, 2023 – Friday

- Finished several crosswalks where needed
- Checked all sewer pumping stations
- Worked on center broom on the sweeper and made repairs
- Placed an order for risers and catch basin grates
- Attended new salt dome zoom meeting at City Hall
- Picked up parts from Frostburg Rental
- Ran sewer camera in line on Ormand St.
- Cleaned off all sewer equipment after use
- Had a meeting at City Hall to discuss Legacy cross bore program
- Changed oil and filters on Blacktop Roller
- Ran street sweeper in center section of town
- Put away Fastenal delivery
- Used blowers to remove debris off sidewalks on Main Street
- Trimmed bushes in City Hall parking lot and around generator
- Checked on water runoff issue on Main Street
- Picked up supplies from Frostburg Carquest
- Emptied and cleaned out sweeper over at dump site

# City of Frostburg

## Monthly Report: Water Department

For the Month of March, 2023

Submitted by: Jim Williams, Supervisor

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March 1, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Went over budget with Hayden
- Dug two holes on Frost Ave. for possible water leak
- Turn water on Maple St.

March 2, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Reread 8 meters due to high consumption
- Located & marked curb box for homeowner on Braddock Rd.

March 3, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- 5-final readings
- Reread 2 meters due to high consumption

- Went over budget with Hayden
- Read County Master Meters
- Showed homeowner on Broadway where her main shut off is
- Checked high reading Braddock Rd. (outside meter is moving)
- Tried to turn water on Beall's St. (contractor was a no show)

March 6, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Read Master Meter
- Final reading on Maple St.
- Turn water off on Wood St. Fail to make payment
- Took back hoe to Ruby's to get hydraulic cylinder repaired
- Located & marked water line & curb stops on Washington St. McCulloh St. c s o project

March 7, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Checked an outside meter pit W. Main St.
- Swept and Mopped shop got rid of trash
- Final reading Bowery St.

March 8, 2023, 2023

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

- Turn water off for nonpayment
- Located & marked water line & curb stops on Washington St. McCulloh St. c s o project
- Hauled away junk dirt from shop
- Checked leaking water meter on Mt. Pleasant St. Everything check out good
- Final reading Washington St.

March 9, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Hauled away junk dirt from shop
- Reread 7 meters due to high consumption or meter did not transmit
- Turn water back on McCulloh St. & S. Water St.

March 10, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Read quarterly meter reading
- Turned water on Shaw St
- Repaired valve box Spring St.

March 13, 2023

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Read quarterly meter reading
- Pick up backhoe from Ruby's
- Repaired meter Linden St.
- Final reading Bowery St.



March 14, 2023

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Read quarterly meter reading
- Attended shaft meeting
- Turn water on for homeowner Spring St.
- Installed new meter Spring St.

March 15, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Final readings McCulloh St. & Wood St.
- Reread 9 meters due to high consumption or meter did not transmit
- Turn water off Fire Station 1
- Turn water on Center St. requested by homeowner
- Repaired water meter on Center St.

March 16, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Reread water meter W. College Ave. Possible leak
- Cleaned the shop
- Hauled trash away

March 17, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed meter on W. Main St.
- Turned water off on Grandview Dr. for valve replacement
- Turn water off on Pearson St. for valve replacement
- Traced service line from house to curb on Frost Ave.

March 20, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Obtain data log E. Main St.

March 21, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Obtain data log E. Main St.
- Final reading Spring St.
- Obtain data log E. Main St.
- Cleaned the shop
- Hauled trash away
- Located & marked water line & curb stops on Washington St. McCulloh St. c s o project
- Marked out for new fire hydrant insulation Industrial Park

March 22, 2023

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

- Read quarterly meter reading
- Reread 9 meters to due to high consumption or meter did not transmit
- Final readings Hill St. & Welsh Hill

March 23, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter reading
- Repaired water meter Wood St. installed new transmitter

March 24, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Repaired water meter W. Mechanic St. installed new transmitter

March 27, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Turn water on for homeowner Bowery St.
- Saw cut blacktop on W. Mechanic St. to terminated water service to City owned properties

March 28, 2023

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

- Dug up & terminated 3-water services on W. Mechanic St. to City owned properties
- Final readings W. College Ave. & Hill St.

March 29, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Installed 2-new meters Spring St. & Welsh Hill
- Final reading N. Water St.

March 30, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Final readings Broadway & First St.
- Reread 3 meters due to high consumption
- Installed new meter Oak St.
- Obtain data log E. Main St.

March 31, 2023

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Turn water off E. Main St. leaking on homeowner side
- Hauled concrete blocks from city parking lot to the shop

## **ORDINANCE 2023-01**

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

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

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

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

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

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

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

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

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

### **NOW, THEREFORE,**

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

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

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

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

MAYOR AND CITY COUNCIL OF FROSTBURG

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

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

Introduced: \_\_\_\_\_, 2023  
1<sup>st</sup> Hearing: \_\_\_\_\_, 2023  
Adopted: \_\_\_\_\_, 2023  
Effective: \_\_\_\_\_, 2023

## ORDINANCE 2023-02

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

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

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

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

#### NOW THEREFORE:

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

#### **Sec. 3-4. Taxes.**

##### *(a) Real property taxes.*

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

##### *(b) Personal property taxes.*

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

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

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

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

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

MAYOR AND CITY COUNCIL OF FROSTBURG

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

ATTEST

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



## **ORDINANCE 2023-01**

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

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

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

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

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

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

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

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

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

### **NOW, THEREFORE,**

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

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

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

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

MAYOR AND CITY COUNCIL OF FROSTBURG

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

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

Introduced: \_\_\_\_\_, 2023  
1<sup>st</sup> Hearing: \_\_\_\_\_, 2023  
Adopted: \_\_\_\_\_, 2023  
Effective: \_\_\_\_\_, 2023

## ORDINANCE 2023-02

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

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

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

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

#### NOW THEREFORE:

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

#### **Sec. 3-4. Taxes.**

##### *(a) Real property taxes.*

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

##### *(b) Personal property taxes.*

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

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

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

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

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

MAYOR AND CITY COUNCIL OF FROSTBURG

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

ATTEST

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

# ORDINANCE 2023-03

## FORMAL ADOPTION OF THE FISCAL 2023/2024 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED “**FORMAL ADOPTION OF THE FISCAL YEAR 2023/2024 CORPORATE, WATER, SEWER, GARBAGE AND WATER SURCHARGE FUND OPERATING BUDGETS FOR THE CITY OF FROSTBURG**”

WHEREAS: Section 702 and 703 amended of the Frostburg City Charter provides for the adoption of a fiscal year budget beginning July 1, 2023 – June 30, 2024; and

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

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

BE IT FURTHER RESOLVED that the following be set forth:

<b>OPERATING BUDGETS:</b>	<b>See Attachment</b>
<b>TAXES:</b>	<b>See Attachment</b>
<b>WATER RATES:</b>	<b>See Attachment</b>
<b>SEWAGE RATES:</b>	<b>See Attachment</b>
<b>GARBAGE RATES:</b>	<b>See Attachment</b>
<b>MISCELLANEOUS FEES:</b>	<b>See Attachment</b>

Introduction:	April 20, 2023
Public Hearing:	May 18, 2023
Adoption:	May 18, 2023
Effective:	June 7, 2023

ATTEST: MAYOR & CITY COUNCIL OF FROSTBURG

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

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

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

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

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

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

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

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



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

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

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

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

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

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
01-170-5105	Insurance - Property	5,800
01-170-5150	Training	5,000
01-170-5170	Uniforms	8,000
01-170-5180	Safety Equipment	7,200
01-170-5191	Communications	6,000
01-170-5210	Office Supplies	1,000
01-170-5400	Gas, Oil, Grease	28,500
01-170-5420	Fleet Lease	42,000
01-170-5550	Utilities - Building	6,000
01-170-5711	Salt & Abrasives	150,000
01-170-5712	Sign Maintenance	8,000
01-170-5713	Street Equipment Maintenance	90,000
01-170-5714	Street Lighting	155,000
01-170-5715	Street Maintenance Repairs	100,000
01-170-5716	Street Shop Equipment	90,000
01-170-5717	Street Lighting Repairs	30,000
01-170-5800	Capital Outlay	405,000
01-170-5861	Street Paving	352,000
01-170-5865	Parking Lot Maintenance	3,000
	Total Public Works - Street	<u>\$ 1,911,525</u>
	<b>Recreation</b>	
01-180-5000	Salaries	\$ 266,000
01-180-5010	Social Security	21,000
01-180-5011	Pension	22,000
01-180-5012	Workers Comp	17,200
01-180-5013	Insurance - Health	58,000
01-180-5015	Contribution - 457	1,500
01-180-5100	Insurance - Auto	2,800
01-180-5102	Insurance - Gen Liab	500
01-180-5105	Insurance - Property	11,600
01-180-5150	Training	300
01-180-5160	Travel	750
01-180-5170	Uniforms	4,000
01-180-5181	Safety Equipment	500
01-180-5400	Gas, Oil, Grease	9,000
01-180-5420	Fleet Lease	6,000
01-180-5503	Armory Expense - Gym	8,500
01-180-5504	Community Center	10,500
01-180-5510	City Place	10,000
01-180-5720	Beautify The Burg Expense	2,000
01-180-5721	Rec Equipment Maintenance	5,000
01-180-5722	Rec League Appropriations	3,000
01-180-5723	Rec Park Maintenance Expense	72,000

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

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

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

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

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

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

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

ACCOUNT	DESCRIPTION	AMOUNT
<b>Sewer Fund Operating Revenues</b>		
03-000-4000	Sewer Charges	\$ 1,904,000
03-000-4001	Interest Earned - Sewer	3,000
03-000-4315	Proceeds from Fund Balance	32,225
03-000-4317	Special Revenue	150,000
03-000-4404	Sundry Sales	1,500
03-000-4503	Sewer Tap Fees	5,000
03-000-4600	Interest Income	18,000
	<b>Total Sewer Operating Revenue</b>	<b>\$ 2,113,725</b>
<b>Sewer Operating Expenses</b>		
<b>Sewer - Administration</b>		
03-210-5000	Salaries	\$ 68,000
03-210-5010	Social Security	5,100
03-210-5011	Pension	6,150
03-210-5012	Workers Comp	200
03-210-5013	Insurance - Health	13,200
03-210-5015	Contribution - 457	750
03-210-5313	Collection Expense	1,000
	<b>Total Sewer Administration</b>	<b>\$ 94,400</b>
<b>Sewer - Operating</b>		
03-211-5000	Salaries	\$ 183,000
03-211-5010	Social Security	14,200
03-211-5011	Pension	20,000
03-211-5012	Workers Comp	13,000
03-211-5013	Insurance - Health	53,000
03-211-5015	Contribution - 457	1,700
03-211-5100	Insurance - Auto	1,400
03-211-5102	Insurance - Gen Liab	575
03-211-5105	Insurance - Property	7,500
03-211-5150	Training	1,000
03-211-5170	Uniforms	3,000
03-211-5180	Safety Equipment	1,000
03-211-5191	Communications	2,400
03-211-5400	Gas, Oil, Grease	10,000
03-211-5420	Fleet Lease	18,000
03-211-5520	Pumping Station Maintenance	6,000
03-211-5600	Corporate Overhead	227,750
03-211-5761	Sanitary Commission Charges	1,233,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800
03-211-5763	Sewer Operating Expense	205,000

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

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



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

ACCOUNT	DESCRIPTION	AMOUNT
<b>Garbage Fund Revenues</b>		
05-000-4000	Trash & Garbage Charges	\$ 457,000
05-000-4104	Interest Earned - Garbage	1,400
05-000-4404	Sundry Sales	1,000
05-000-4600	Interest Income	2,300
	Total Garbage Revenue	<u>\$ 461,700</u>
<b>Garbage Fund Expenses</b>		
<b>Garbage Fund - Administration</b>		
05-230-5000	Salaries	\$ 68,000
05-230-5010	Social Security	5,100
05-230-5011	Pension	6,150
05-230-5012	Workers Comp	200
05-230-5013	Insurance - Health	13,200
05-230-5015	Contribution - 457	750
05-230-5313	Collection Expense	500
	Total Garbage Administration	<u>\$ 93,900</u>
<b>Garbage Operating</b>		
05-232-5000	Salaries	\$ 99,000
05-232-5010	Social Security	7,500
05-232-5011	Pension	9,000
05-232-5012	Workers Comp	7,000
05-232-5013	Insurance - Health	25,000
05-232-5015	Contribution - 457	900
05-232-5100	Insurance - Auto	2,200
05-232-5102	Insurance - Gen Liab	400
05-232-5105	Insurance - Property	3,800
05-232-5170	Uniforms	3,000
05-232-5180	Safety Equipment	1,000
05-232-5210	Office Supplies	500
05-232-5400	Gas, Oil, Grease	14,000
05-232-5600	Corporate Overhead	17,500
05-232-5770	Ash Dumpster	7,000
05-232-5771	Bulk Cleanup Expense	10,000
05-232-5772	Landfill Charges	130,000
05-232-5773	Sanitation Operating Expense	30,000
	Total Garbage Operating	<u>\$ 367,800</u>
	Total Garbage Expenses	<u>\$ 461,700</u>
	<b>Garbage Net Income (Loss)</b>	<u>\$ -</u>

**CITY OF FROSTBURG**  
**HOTEL/MOTEL TAX ALLOCATIONS - FY24**  
**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	6,000
Elk's Derby Day	2,500
House and Garden Club	2,800
Frostburg Dog Park	5,000
Children's Lit. Center/Storybook Holiday	3,000
Frostburg Museum	10,000
Allegany Arts Council	1,500
Arion Band (Charter Provision)	500
Palace Theater	5,000
FSU Appalachian Festival	2,000
Holiday Lamppost Committee	5,000
Mountain Maryland Trails	5,000
Allegany Museum/Thrasher Carriage Museum	5,000
Savage Mountain Punk Fest	1,500
FSU TV-3	1,499
FSU Center for Literary Arts	1,500
WMSR	20,000
FSU WFWM Radio 91.9 FM	1,500
Camp Hope	1,500
<b>Total Allocated to Outside Organizations</b>	<b>\$ 117,299</b>

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

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

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

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

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

**NOTIFICATION OF WATER SHUT OFF**

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

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

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

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

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

**REBILLING FEES**

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

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

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

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

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

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

Card presented in person and entered 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>\$6.21/1,000 gallons</b>
50,001 gallons per billing and over.....	<b>\$11.88 /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>\$6.21/1,000 gallons</b>
500,001 gallons per billing and over.....	<b>\$11.88/1,000 gallons</b>

WATER CONSUMPTION	<u>INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY</u>
0 – 50,000 gallons per billing.....	<b>\$9.32/1,000 gallons</b>
50,001 gallons per billing and over.....	<b>\$17.82/1,000 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 .....	\$8.30/month or \$24.90/quarter
Out of City customers .....	\$8.30/month or \$24.90/quarter
County customers except Eckhart.....	\$8.30/month or \$24.90/quarter
County customers - Eckhart.....	\$2.96/month or \$8.88/quarter

**CSO (Combined Sewer Overflow) SURCHARGE**

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

**GARBAGE RATES**

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

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**Special Garbage Charges**

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

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

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

**WATER CONNECTIONS**

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

Tap Size	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for <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, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

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

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

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

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

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

**LAND USE AND BUILDING PERMIT FEES**

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

Residential Permit Fees

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

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

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

Residential Inspection Fees

Inspections ..... \$75.00 per inspection

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

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

**JULY 1, 2023**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

Multi-Family ..... \$75.00 per inspection plus cost of electric service

Plan Review (non-refundable)..... \$125.00 per hour

Commercial (retail, assembly, restaurant and similar spaces)

    First 5,000 square feet..... \$0.75 per square foot

    Additional square footage..... \$0.25 per square foot

Commercial Kitchen – Additional \$0.20 per square foot for the entire area including dining.

Office Space ..... \$0.50 per square foot

Hotel ..... \$300 per room for first 20 rooms

    Additional rooms ..... \$100.00 per room

Electric Service

    100-200 amp ..... \$90.00 per service

    400 amp ..... starting at \$125.00 per service

    600 amp ..... \$350.00 per service

    800 amp ..... \$600.00 per service

    1000 amp ..... \$800.00 per service

    Transfer Switch - \$25 in addition to service cost

Commercial re-inspections are minimum of \$95.00 per trip.

Other occupancies, change of occupancy, and remodel prices are determined by the inspector.

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

<300 square feet..... \$10.00

300-899 square feet..... \$40.00

>900 square feet..... \$75.00

Fences/Swimming Pools..... \$25.00

Retaining walls >30" in height ..... \$25.00

**JULY 1, 2023**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

*Sign area is determined per the City Zoning Ordinance § 7*

Replacement of lettering or light panel on existing sign structure .....	\$0.00
Directional, instructional, or “wayfinding” sign .....	\$0.00
Less than 25 square feet.....	\$30.00
25 to 60 square feet .....	\$45.00
61 to 180 square feet .....	\$75.00
Greater than 180 square feet .....	\$150.00
Electronic Messaging Centers (EMCs) .....	permit fee based on size + \$100.00



**JULY 1, 2023**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

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

Subdivision Review

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

Board of Zoning Appeals

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

Re-Zoning Request

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

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

**POLICE DEPARTMENT**

Parking Violations

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

Second offense or continuing violations may be doubled.

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

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

**JULY 1, 2023**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**POLICE DEPARTMENT (continued)**

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies .....\$10.00

**RENTAL HOUSING REGISTRATION & INSPECTION**

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

Rental units will forfeit any “*grandfathering*” if not registered and fees paid by June 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

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JULY 1, 2023

**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	\$ 50.00/hour/month \$ 20.00/hour
	\$ 55.00/hour/month \$ 25.00/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.....	\$22.00 per child
Weekly Rate (5 day weeks).....	\$105.00 per child
Weekly Rate (3 day weeks).....	\$66.00 per child

JULY 1, 2023

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**RECREATION FEES – SWIMMING POOL**

**Daily Pool Admissions**

Adults - \$6.00

Children (age 5 – 17) - \$5.00

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

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

<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

## **RESOLUTION 2023-16**

### **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND AUTHORIZING A TRANSFER TO THE LAW ENFORCEMENT OFFICERS' PENSION SYSTEM**

**WHEREAS**, the Mayor and City Council of the City of Frostburg, Maryland, on behalf of the City of Frostburg, Maryland (collectively "Frostburg"), has determined it would be in the best interests of the City of Frostburg and its citizens, and the law enforcement officers employed by the Frostburg City Police Department ("Officers"), to withdraw eligible Officers from the Employees' Pension System ("EPS") and transfer them to the Law Enforcement Officers' Pension System ("LEOPS") operated and maintained by the Board of Trustees for the Maryland State Retirement and Pension System ("System") for eligible law enforcement personnel throughout the State of Maryland; and

**WHEREAS**, in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 31-2A-03(a), at least sixty percent (60%) of the eligible Officers have petitioned to become members of LEOPS, and have elected to withdraw and make a transfer from the EPS to the LEOPS under the terms and conditions appertaining thereto; and

**WHEREAS**, in accordance with SPP § 31-2A-03(a)(1), a Resolution of the Mayor and City Council is required by the System to approve and effectuate participation of eligible Officers in the LEOPS.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council, hereby authorize, approve, and agree to implement the LEOPS for eligible Officers in the Frostburg City Police Department, and further agree to the withdrawal of such Officers from the EPS and the transfer of such Officers to the LEOPS; and

**BE IT FURTHER RESOLVED**, that the Mayor and City Council, approve the withdrawal of Officers from the EPS effective on June 30, 2023 at 11:59 p.m., and participation in the LEOPS effective on July 1, 2023 at 12:00 a.m., pursuant to Maryland Annotated Code, State Personnel and Pension Article, § 31-2A-03(a) and § 31-302; and

**BE IT FURTHER RESOLVED**, by the Mayor and City Council, that in accordance with SPP § 26-202(b)(1)(vi)2 and (2), eligible Officers shall join and participate in the LEOPS effective July 1, 2023, by submitting a written application to the State Retirement Agency before July 1, 2023; and

**BE IT FURTHER RESOLVED**, by the Mayor and City Council, that in accordance with SPP §§ 26-201(a)(6), 26-202(a), and 31-2A-03(a)(2)(iii), all eligible Officers hired on or after July 1, 2023 shall not be entitled to join the EPS, but shall be in and part of the LEOPS; and

The above Resolution was introduced and passed at the regularly scheduled meeting of the Mayor and City Council, on April 20, 2023, and shall become effective on July 1, 2023.

INTRODUCED by the Mayor and City Council, at a Regular Meeting on April 20, 2023, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council, at a Regular Meeting on April 20, 2023, at which meeting copies were available to the public for inspection.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

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

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

\_\_\_\_\_  
Donny Carter, Commissioner

\_\_\_\_\_  
Adam Ritchey, Commissioner

\_\_\_\_\_  
Nina Forsythe, Commissioner

\_\_\_\_\_  
Kevin Grove, Commissioner

## **RESOLUTION 2023-17**

### **PICK-UP RESOLUTION FOR THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM OF THE CITY OF FROSTBURG, MARYLAND (EPS AND LEOPS)**

The Mayor and City Council of the City of Frostburg, Maryland (“Frostburg”) met at a duly called and authorized meeting on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Council Members, and the following resolutions were made, seconded, and adopted by those present at the meeting.

**WHEREAS**, Frostburg is currently a participating governmental unit in the Employees’ Pension System (“EPS”), and has elected to become a participating governmental unit in the Maryland Law Enforcement Officers’ Pension System (“LEOPS”) effective on July 1, 2023;

**WHEREAS**, all eligible law enforcement officers currently employed by Frostburg (“officers”) will be enrolled in the LEOPS effective July 1, 2023, and all eligible new officers hired on or after July 1, 2023 will be enrolled in the LEOPS;

**WHEREAS**, the Mayor and City Council of the City of Frostburg, Maryland has the authority to adopt this resolution on behalf of the City of Frostburg, Maryland;

**WHEREAS**, the State Retirement Agency has adopted procedures for reporting picked-up contributions in order to provide consistency in the administration of State law;

**WHEREAS**, in accordance with Annotated Code of Maryland, State Personnel and Pensions Article (“SPP”), § 21-313, an approved employer may pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System; and

**WHEREAS**, the City of Frostburg, Maryland desires to become an approved employer in accordance with SPP § 21-313 with respect to the EPS and LEOPS, and to pick up all of the mandatory employee contributions for Frostburg employees participating in the EPS and Frostburg officers participating in the LEOPS;

**NOW, THEREFORE, BE IT RESOLVED**, that beginning on and after July 1, 2023, which is the effective date of Frostburg’s participation in the LEOPS, Frostburg has determined to pick up all of the mandatory contributions

by the employees who are members of the EPS and LEOPS through a payroll reduction;

**BE IT FURTHER RESOLVED**, that said picked-up contributions paid by payroll reduction, even though designated as employee contributions for state law purposes, are being paid by Frostburg in lieu of said contributions by the employee;

**BE IT FURTHER RESOLVED**, that the pick-up treatment shall apply to employees of Frostburg who participate in the EPS as well as officers of Frostburg who participate in the LEOPS; and

**BE IT FURTHER RESOLVED**, that said members of the EPS and LEOPS shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by Frostburg to the EPS and LEOPS. This pick-up applies to mandatory contributions that the employee is required to make to the EPS and LEOPS.

Dated this 20<sup>th</sup> day of April, 2023, and effective July 1, 2023.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

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

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

\_\_\_\_\_  
Donny Carter, Commissioner

\_\_\_\_\_  
Adam Ritchey, Commissioner

\_\_\_\_\_  
Nina Forsythe, Commissioner

\_\_\_\_\_  
Kevin Grove, Commissioner



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Notes:

1. Picked-up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal income tax withholding taxes, until distributed from the EPS and LEOPS.
2. Picked-up contributions will be included in the gross income of the employees, for employment tax purposes, if required, as the contributions are made to the EPS and LEOPS.
3. This resolution is designed to comply with the formal action requirement set forth in Revenue Ruling 2006-43, issued by the Internal Revenue Service. The resolution should only be used where the contributions to be picked up are mandatory employee contributions. This resolution does not apply if a participating employee from and after the date of the “pick-up” has a cash or deferred election right (within the meaning of Section 1.401(k)-1(a)(3)) with respect to designated employee contributions. Thus, for example, participating employees must not be permitted to opt out of the “pick-up”, or to receive the contributed amounts directly instead of having them paid by the employing unit to the System.

**RESOLUTION 2023-18**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION  
OF THE STATE OF MARYLAND AGREEING TO APPLY FOR FINANCIAL  
ASSISTANCE WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE,  
RURAL DEVELOPMENT TO FINANCE THE FROSTBURG CHILDCARE CENTER  
PROJECT**

**WHEREAS**, the Mayor and City Council requested Community Project Funding through the offices of Senator Cardin, Senator VanHollen, and Congressman Trone for the Frostburg Childcare Center and the project was selected for federal funding; and,

**WHEREAS**, USDA-RD will administer the federal grant award and as such the City must comply with USDA rules and procedures, including submitting a application for financial assistance.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of Frostburg, Maryland, hereby agrees to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the Frostburg Childcare Center Project.

**BE IT FURTHER RESOLVED** that the Mayor and Council of the City of Frostburg authorizes the Mayor and/or the City Administrator to sign all documents relating to the USDA Rural Development loan and/or grant. The applicant point of contact shall be Lydia Claar, Project Manager.

**PASSED** and **APPROVED** this 20<sup>th</sup> day of April, 2023.

Frostburg Mayor and Council

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

Attest:

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



**RESOLUTION 2023-19**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVE A CHANGE ORDER FOR THE FROSTBURG CHILDCARE CENTER DESIGN CONTRACT WITH BENNETT, BREWER, AND ASSOCIATES IN ORDER FOR BID DOCUMENTS TO BE COMPLIANT WITH USDA STANDARDS.**

**WHEREAS,** the Mayor and City Council requested Community Project Funding through the offices of Senator Cardin, Senator VanHollen, and Congressman Trone for the Frostburg Childcare Center and the project was selected for federal funding; and,

**WHEREAS,** USDA-RD will administer the federal grant award and as such the City must comply with USDA rules and procedures affecting the preparation of the bid package.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of Frostburg, Maryland, approves Change Order No. 2 with Bennett, Brewer & Associates, LLC., in the amount \$6,400.00, increasing the total contract to \$74,435.00 to make required changes to the Bid Package for the Frostburg Childcare Center.

**ADOPTED** this 20<sup>th</sup> day of April, 2023.

Frostburg Mayor and Council

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

Attest:

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