



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

Tuesday, December 20, 2022 at 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FROSTBURG BLESSING
4. ROLL CALL
5. APPROVAL OF THE AGENDA
6. APPROVAL OF THE MINUTES

- 6.1. Minutes from the November Council Meeting.

4 - 16

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

[Mayor and Council Meeting - 17 Nov 2022 - Minutes - Pdf](#)

7. SPECIAL PRESENTATIONS AND REQUESTS
 - 7.1. Spirit of Frostburg Award Presentation to Dr. Kara Rogers-Thomas
 - 7.2. Certificate of Appreciation Presentation to Allegany County Tourism
 - 7.3. Certificate of Appreciation to Western Maryland Scenic Railroad for a successful 2022 PEx Operation
 - 7.4. Police Department Introductions
 - Officer Tyler Davis
 - Officer Joshua Delaney
 - Officer Wesley Miller
 - Cadet Avery Painter
 - Appointment of Police Dept. Chaplain - Pastor Kristin Beeman, Trinity Assembly of God Midlothian
 - 7.5. Police Department Awards/Recognition
 - Sergeant Matthew Beeman - Outstanding Leadership and Service
 - Corporal Jordan Cook - Life Saver & Outstanding Service (Two Recognitions)
 - Sergeant Nathan Curry - Recognition for MADD DWI/DUI Enforcement Award
 - Corporal Brooke McCarty - Recognition for Cumberland Valley Optimist Club LE Award
 - Sergeant Christopher Mullaney - Outstanding Leadership and Service
 - PCO II Mary Gracie - PCO of the Year 2022
 - Benito Reyes - Outstanding Community Member of the Year 2022
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- 8.1. Small Town Christmas with Megan Alexander in Frostburg on UPtv: Watch again on Thursday at 10:30 am on UPtv. Where to watch: <https://uptv.com/episodes/frostburg-md/>

- 8.2. Monthly Reports of the City Departments

17 - 69

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

[November 2022 Monthly Reports](#)

9. PUBLIC HEARINGS

- 9.1. Combined Sewer Overflow Monthly Public Hearing

10. OLD BUSINESS

11. NEW BUSINESS

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

70 - 83

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

[Ordinance 2022-08 Ethics Code 2022](#)

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

84 - 85

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

[Ordinance 2022-09 Solicitors Registration](#)

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

86

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

[Resolution 2022-55 BOZA Appointment](#)

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

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

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

[Resolution 2022-56 American Rescue Plan Act Project Approvals](#)

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

88

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

[Resolution 2022-57 Street Light Light Kits from Capital Electric](#)

- 11.6. **RESOLUTION 2022-58** Authorize the Purchase of 34 W. Mechanic Street as part of a downtown Municipal Parking Lot project. Elizabeth Stahlman, City Administrator 89

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

[Resolution 2022-58 Purchase of 34 W. Mechanic Street](#)

- 11.7. **RESOLUTION 2022-59** Certify businesses to participate in the Enterprise Zone Program. Elizabeth Stahlman, City Administrator 90 - 92

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

[Resolution 2022-59 Enterprise Zone Certification](#)
[City EZ Certification List 2022](#)

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



MINUTES

Mayor and Council Meeting

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

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, November 17, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

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

EXCUSED:

Page

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

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 October Council Meeting.

4 - 8

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

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

Carried

[Mayor and Council Meeting Minutes 10-20-22](#)

- b) Sealed Minutes and Summary of Closed Meeting on October 13, 2022

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

*Motion and Second to Approve Sealed Minutes and Summary of Closed
Meeting on October 13, 2022*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Municipal Government Works Month Proclamation

Commissioner of Public Works Adam Ritchey presented Director of Public
Works, Hayden Lindsey with a Proclamation.

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) **ORDINANCE 2022-07** Amending Ordinance 2019-07 to amend the definition
of "Project" used therein to include the acquisition and demolition of certain
residential rental properties and the design, engineering and construction of a
new public parking lot.

9 - 10

[Ord. 2022-07 Amend Infrastructure Bond Ord.](#)

- b) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

- a) **ORDINANCE 2022-07** Amending Ordinance 2019-07 to amend the definition of "Project" used therein to include the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot. 11 - 12

Moved by Commissioner of Finance Donny Carter, 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. 2022-07 Amend Infrastructure Bond Ord.](#)

11 NEW BUSINESS

- a) **RESOLUTION 2022-54** Authorize additional staff member as a "Retirement Coordinator" with the Maryland State Pension System 13

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

Motion and Second to Approve Resolution 2022-54; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-54 Retirement Coordinator Designation](#)

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 7:09 pm.

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Thursday, October 20, 2022 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, October 20, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

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

EXCUSED:

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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 September Council Meeting.

6 - 10

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

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

Carried

Mayor and Council Meeting Minutes 9-15-22

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

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Page 4 of 13

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- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2022-07** Amending Ordinance 2019-07 to amend the definition
of "Project" used therein to include the acquisition and demolition of certain
residential rental properties and the design, engineering and construction of a
new public parking lot.

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

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

Carried

- b) **RESOLUTION 2022-48** Approve American Rescue Plan Act
Projects/Programs. Elizabeth Stahlman, City Administrator
- LED Street Lighting Upgrade
 - Lions Park Light Retrofit to LED

11

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

*Motion and Second to Approve Resolution 2022-48; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2022-48 ARPA Projects

- c) **RESOLUTION 2022-49** Approve an energy purchase agreement, brokered by Tradition Energy, for a 24-month period beginning May 1, 2023, as part of the 'Allegany County Coalition' agreement. Elizabeth Stahlman, City Administrator 12 - 22

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

Motion and Second to Approve Resolution 2022-49; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-49 Energy Purchase Agreement

- d) **RESOLUTION 2022-50** Award a contract for the replacement of the Street Department rubber membrane roof. Hayden Lindsey, EIT, Director of Public Works 23

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

Motion and Second to Approve Resolution 2022-50; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-50 Contract St. Dept. Roof

- e) **RESOLUTION 2022-51** Approve a quote for the rebuild of 1 valve for Piney Dam in the amount of \$30,240. Hayden Lindsey, EIT, Director of Public Works 24

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

Motion and Second to Approve Resolution 2022-51; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-51 Rebuild a Valve for Piney Dam

- f) **RESOLUTION 2022-52** Approve a proposal from RK&K, LLP, for a comprehensive City-wide smoke testing of sewer lines and GIS mapping of all City-owned stormwater and sewer assets, in the amount of \$247,400. Hayden Lindsey, EIT, Director of Public Works 25

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

Motion and Second to Approve Resolution 2022-52; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-52 RK&K Smoke Testing, GIS Mapping

- g) **RESOLUTION 2022-53** Declare miscellaneous equipment surplus and authorize sale of surplus equipment. Hayden Lindsey, EIT, Director of Public Works 26

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

Motion and Second to Approve Resolution 2022-53; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-53 Surplus Equip. and Vehicles

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

13 OPEN PUBLIC COMMENT

1. Lisa Vanhouten, asked if a speed trap or 4-way stop signs be put on the corners of Bowery and College Ave., wants a white line on Main and Victoria to keep people on their half of the road. Asked how much the City is saving on the Opt-out Insurance.
2. Melanie Lombardi-FSU TV- made the announcement that they are upgrading the cable channel. Video on demand for educational programs are now on Apple and Google Play Store Apps with additional capabilities.
3. Nina Forsythe announced the Halloween Parade on Thursday, October 27 at 6:00 pm, Trick or Treating on October 30th from 6:00pm to 8:00 pm

14 ADJOURNMENT

There being no further business, the meeting was adjourned at 7:30 p.m.



Mayor

Mayor and Council Meeting
October 20, 2022


City Administrator

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ORDINANCE 2022-07

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG AMENDING ORDINANCE 2019-07 TO AMEND THE DEFINITION OF "PROJECT" USED THEREIN TO INCLUDE THE ACQUISITION AND DEMOLITION OF CERTAIN RESIDENTIAL RENTAL PROPERTIES AND THE DESIGN, ENGINEERING AND CONSTRUCTION OF A NEW PUBLIC PARKING LOT, WITH GREEN SPACE, LIGHTING AND RELATED IMPROVEMENTS THEREON.

WHEREAS, The City of Frostburg (the "City") enacted Ordinance 2019-07 on September 19, 2019 (the "Existing Ordinance"), which authorized the issuance and sale of an aggregate principal amount of bonds of the City not to exceed Two Million Nine Hundred Thousand Dollars for the purpose of providing a portion of the funds necessary for financing and/or refinancing of the costs of improvements to the City's existing public safety building to establish the Frostburg Municipal Center, including ADA upgrades, additions to the building and related items (collectively, the "Original Project"); and

WHEREAS, pursuant to the Existing Ordinance, the City issued and sold The City of Frostburg Infrastructure Bond, 2019 Series B in the original principal amount of \$2,576,814.32 (the "Bond") to the Community Development Administration (the "Administration"); and

WHEREAS, the Original Project has been completed and proceeds of the Bond in the amount of \$214,412.00 remain unspent (the "Remaining Bond Proceeds"); and

WHEREAS, the City has requested and the Administration has agreed to allow the Remaining Bond Proceeds to be used to finance and refinance the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot, with green space, lighting and related improvements thereon (the "New Project"); and

WHEREAS, the City reasonably expects to spend the Remaining Bond Proceeds to finance and refinance the New Project on or before March 1, 2023; and

WHEREAS, the City wishes to amend the Existing Ordinance in order to amend the definition of "Project" therein to include the New Project.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, that the definition of "Project" in the Existing Ordinance is hereby amended to include (i) the costs of (A) improvements to the City's existing public safety building to establish the Frostburg Municipal Center, including ADA upgrades, additions to the building and related items and (B) the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot, with green space, lighting and related improvements thereon.

SECTION 2: BE IT FURTHER ORDAINED, that from and after the effective date hereof, the Existing Ordinance shall be deemed amended and supplemented as provided herein and all other terms and provisions of the Existing Ordinance shall remain in full force and effect.

SECTION 3: BE IT FURTHER ORDAINED, that in connection with the transactions contemplated by this Ordinance, any one or more of the Mayor of the City, the City Administrator of the City, and the Director of Finance of the City, acting within the scope of their respective authority, are hereby authorized and directed to approve, execute and deliver, on behalf of the City, any amendments, modifications or supplements to any documents, certificates or instruments executed and delivered by the City in connection with the issuance of the Bond and/or any additional documents, certificates or instruments deemed necessary or desirable by bond counsel to the City or bond counsel to the Administration in connection with the transactions contemplated by this Ordinance.

SECTION 4: BE IT FURTHER ORDAINED, that pursuant to the requirements of Section 311 of the Charter, the City shall promptly cause a copy of this Ordinance to be kept available for public inspection during normal business hours.

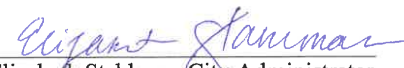
SECTION 5: BE IT FURTHER ORDAINED, that this Ordinance shall be effective the date it is adopted.

Introduced: October 20, 2022
Public Hearing: November 17 2022
Enacted: November 17, 2022
Effective: November 17, 2022

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: 
W. Robert Flanigan, Mayor

ATTEST:


Elizabeth Stahlman, City Administrator

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ORDINANCE 2022-07

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SECTION 3: BE IT FURTHER ORDAINED, that in connection with the transactions contemplated by this Ordinance, any one or more of the Mayor of the City, the City Administrator of the City, and the Director of Finance of the City, acting within the scope of their respective authority, are hereby authorized and directed to approve, execute and deliver, on behalf of the City, any amendments, modifications or supplements to any documents, certificates or instruments executed and delivered by the City in connection with the issuance of the Bond and/or any additional documents, certificates or instruments deemed necessary or desirable by bond counsel to the City or bond counsel to the Administration in connection with the transactions contemplated by this Ordinance.

SECTION 4: BE IT FURTHER ORDAINED, that pursuant to the requirements of Section 311 of the Charter, the City shall promptly cause a copy of this Ordinance to be kept available for public inspection during normal business hours.

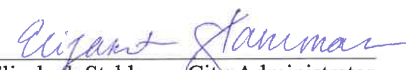
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MAYOR AND CITY COUNCIL OF
FROSTBURG

By: 
W. Robert Flanigan, Mayor

ATTEST:


Elizabeth Stahlman, City Administrator

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RESOLUTION 2022-54

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, DESIGNATING A NEW PENSION COORDINATOR FOR THE STATE PENSION SYSTEM

WHEREAS, The City of Frostburg is a participating local agency in the Employees' Pension System in the Maryland State Retirement System; and

WHEREAS, The State Retirement Agency requires that each participating agency or department must "Designate" a Pension Coordinator within their agency; and

WHEREAS, The State Retirement Agency further requires that Form 214 "Designation/Removal of Retirement Coordinator" be submitted.

NOW, THEREFORE, be it resolved that the Mayor and City Council of Frostburg designate Trevor Sisler as an additional Retirement Coordinator as required by the State Retirement Agency; and,

AND BE IT FURTHER RESOLVED, that Form 214 be submitted to the State Retirement Agency indicating the designation of as Trevor Sisler as Retirement Coordinator.

ADOPTED this 17th day of November, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

City of Frostburg
Monthly Reports



For the month of November 2022
Reports from the Departments of:

Community Development
Finance
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: November 2022

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

Permits

Please see attached permit report.

Rental Housing

- RH Coordinator attended Annual HRDC banquet. Meeting was held prior to banquet. Effort is being made to find ways to assist displaced citizens specifically in Frostburg in a timely manner to obtain temporary or permanent housing.
- Multifamily Capital Fund Initiative/Allocation Plan and Multifamily Rental Financing Program Guide information was sent to RH owners in which this program would be applicable to
- Welcome packets were sent out to new and potential rental property owners
- Phone meetings were conducted for new rental property owners to go over the RH program.
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort with Code Enforcement was made for 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.
- Updates have been made to reflect new Owner's Agents.
- Inspections are continuing to move along as planned, inspectors are successfully using the iWorQ platform as intended. Roughly 75% of primary inspections are complete

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 November 14 to consider a proposed fencing installation at 131-133 E. Main Street. The project was unanimously approved.
- *Planning Commission* – The Frostburg Planning Commission did not meet in November due to no applications received.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in November due to no applications received.

Director's Report:

Meetings, Webinars, Conferences, and Trainings Attended:

- November 4: Brownsville/Park Lane Public Art Project Steering Committee
- November 7: Sustainable Communities Redesignation Workgroup Meeting #1
- November 8: First Amendment Training
- November 14: Sustainable Communities Redesignation Workgroup Meeting #2
- November 17-18: Attendance at the Governor's Grants Conference. Sessions attended: Grant Writing Under the Uniform Guidance; The Performance Management Playbook; Time and Effort Documentation
- November 21: Site visit at 295 E. Main Street re: front parking area
- November 30: Meeting with DHCD staff

Planning & Economic Development:

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

Comprehensive Plan and Housing Element: Staff is gearing up to prepare an RFP for consulting services related to a full rewrite of the 10-year Comprehensive Plan, a document required by state law.

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

Ongoing development in the Industrial Park: The 58,000 SF addition to Sierra Hygiene is well underway and 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.

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

Code Activity Report

Case #	Activity Type	Activity Date	Scheduled Date	Completed Date	Description
207	Phone Call/Email	11/08/2022	01/01/1900	10/21/2022	Sign permit issued 10/21/22. Compliance achieved. BF
222	Phone Call/Email	11/30/2022	01/01/1900	11/30/2022	Contacted owner of property via phone and he stated he would address issue.
224	Inspection	11/23/2022	01/01/1900	01/01/1900	Follow up on previous violation. Situation has been resolved
227	Inspection	11/23/2022	01/01/1900	11/23/2022	Follow up on previous violation. Situation has been resolved.
235	Phone Call/Email	11/08/2022	01/01/1900	11/08/2022	Received a call from [REDACTED] somehow related to owner of record. He advised that the green truck on the jacks is actively having its brakes worked on and is PA licensed, insured, and runs once the tires are back on. He also advised that the truck would be being worked on in the garage, but the truck is too tall to fit in the garage. I told him that's fine, but we also need to discuss the other truck sitting in the middle of the yard without tags, to which he admitted that that vehicle is unlicensed and undrivable. Advised him that the easiest solution is to cover that truck and make it unable to be viewed from the street. He said okay and will work on that in the coming days. BF

Case #	Activity Type	Activity Date	Scheduled Date	Completed Date	Description
236	Inspection	11/23/2022	01/01/1900	11/23/2022	Follow up on previous violation. Situation has been corrected
237	Inspection	11/07/2022	01/01/1900	11/07/2022	Citizen contacted City Hall via telephone in reference to odor in neighborhood. Site visit to area and attempted to make contact with caller, but no answer. Upon investigating surrounding are unable to detect any odors.
239	Phone Call/Email	11/14/2022	01/01/1900	11/14/2022	(b)(7)(C) called this morning to appeal the CE warning she received about the unlicensed vehicle on her mother's property at 75 Washington Street. She indicated that the transmission needs replaced, and she had a major surgery that left her unable to drive for several months, so she turned the tags in; however, she does plan to have the car re-licensed sometime in the future. I recommended that a good temporary solution would be to purchase a car cover until the vehicle can be repaired or removed. She agreed and told me that she will call back with an update when she has one. BF
240	Phone Call/Email	11/22/2022	01/01/1900	11/22/2022	Tenant of 113 McCulloh Street called to state the car belongs to a friend of his. They have been working to have the vehicle removed but have been struggling to find a trailer that can haul the vehicle away. Requested two additional weeks and promised to stay in touch about the progress. Compliance

Case #	Activity Type	Activity Date	Scheduled Date	Completed Date	Description
241	Phone Call/Email	11/17/2022	01/01/1900	11/17/2022	deadline extended until 12/09/2023. BF — called me this morning to indicate that she has been out of town handling a family emergency and won't be back in time to meet the compliance deadline. I extended her compliance deadline until December 1 to give her more time to get the visibility concerns addressed. BF
242	Phone Call/Email	11/30/2022	01/01/1900	11/30/2022	Attempted to contact via phone no answer/unable to leave a message no mailbox
242	Phone Call/Email	11/30/2022	01/01/1900	11/30/2022	Email follow up after attempted phone call.



Case Detail Report

11/1/2022 - 11/30/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
11/28/2022	12/12/2022	82 Broadway Street	Expired registration on Subaru	First Warning
11/28/2022	12/05/2022	4 BOB CAT CT	Trash around property	First Warning
11/9/2022	12/01/2022	98 W COLLEGE AVE	Hedges impeding safe line of sight	First Warning
11/9/2022	12/22/2022	113 MCCULLOH ST	Untagged vehicle in back yard	Monitoring
11/9/2022	11/23/2022	75 WASHINGTON ST	Untagged vehicle in side yard	Monitoring
11/9/2022	11/19/2022	162 E COLLEGE AVE	Couch on front porch	Resolved
11/7/2022		126 Hill Street	Odor in neighborhood	No CE Action Necessary
11/4/2022	14 Days	114 Maple Street	Untagged Vehicle	Resolved
11/4/2022	14 Days	145 S Water	Untagged Vehicles	Resolved

Total Records: 9

12/9/2022



Permit Report

11/1/2022 - 11/30/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Use & Occupancy	Single Family Dwelling	93 Candlewick Court	Residential Use and Occupancy	Open
Grading	Minor Grading	295 E MAIN ST	Resurfacing front parking area, striping the parking area in accordance with previously approved parking plan, and installing signage stating "Compact Cars Only" in western parking spaces and a sign stating "Parked Vehicles Must Not Encroach on Sidewalk"	Closed
Building	Addition	72 VICTORIA LANE	Addition of 16' x 14' Sun room	Open
Use & Occupancy		10701 NEW GEORGES CREEK ROAD SW	Commercial Use and Occupancy	Closed
Building	Solar	38 LINDEN ST	Installation of 16 Roof-Mounted Solar Panels (5.52kw)	Pending

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Certificate of Appropriateness		147 E. Main Street	Administrative Approval - Commercial Sign	Pending
Building	Retaining Wall	17 MOUNT PLEASANT ST	Construction of 48" Tiered Retaining Wall in Rear Yard	Pending
Sign		147 E. Main Street	Installation of 3' x 4' commercial sign	Closed
Use & Occupancy		2 W MAIN ST	Commercial Use & Occupancy	Closed
Fence		133 E MAIN ST	Installation of 6' Chain Link Fencing in Rear Yard	Closed
Certificate of Appropriateness		133 E MAIN ST	Installation of Fencing in Rear Yard	Closed
Building	Renovation/Conversion	101 PEARSON ST	Addition of Rental Unit within the Existing Structure	Pending
Building	Accessory Structure	212 MCCULLOH ST	Storage Shed	Closed

Total Records: 13

12/9/2022

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

Tax Type - Year	Principal Receivable at 10/31/22	Billings	Receipts Principal	Interest	Abatements/ Adjustments	Principal Receivable at 11/30/22
Real Estate - 17/18	\$ 227.70	\$ -	\$ -	\$ -	\$ -	\$ 227.70
Real Estate - 18/19	236.22	-	5.88	-	-	230.34
Real Estate - 19/20	1,030.92	-	54.54	59.85	-	976.38
Real Estate - 20/21	21,892.89	-	205.98	8.95	-	21,686.91
Real Estate - 21/22	71,537.11	-	755.94	202.75	-	70,781.17
Real Estate - 22/23	573,524.95	52.08	44,486.09	2,143.90	-	529,090.94
Real Estate Total	<u>\$ 668,449.79</u>	<u>\$ 52.08</u>	<u>\$ 45,508.43</u>	<u>\$ 2,415.45</u>	<u>\$ -</u>	<u>\$ 622,993.44</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Prop - 22/23	1,848.30	-	1,077.60	16.16	-	770.70
Personal Property	<u>\$ 2,530.25</u>	<u>\$ -</u>	<u>\$ 1,077.60</u>	<u>\$ 16.16</u>	<u>\$ -</u>	<u>\$ 1,452.65</u>
Public Utility - 22/23	<u>\$ 93,192.00</u>	<u>\$ -</u>	<u>\$ 93,192.00</u>	<u>\$ 1,397.88</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation - 19/20	\$ 40.36	\$ -	\$ -	\$ -	\$ -	\$ 40.36
Corporation - 20/21	2,246.32	-	-	-	-	2,246.32
Corporation - 21/22	21,491.66	-	-	-	-	21,491.66
Corporation - 22/23	48,385.40	21,373.32	4,924.50	1.12	1.50	64,835.72
Corporation Total	<u>\$ 72,163.74</u>	<u>\$ 21,373.32</u>	<u>\$ 4,924.50</u>	<u>\$ 1.12</u>	<u>\$ 1.50</u>	<u>\$ 88,614.06</u>
Total	<u><u>\$ 836,335.78</u></u>	<u><u>\$ 21,425.40</u></u>	<u><u>\$ 144,702.53</u></u>	<u><u>\$ 3,830.61</u></u>	<u><u>\$ 1.50</u></u>	<u><u>\$ 713,060.15</u></u>

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	52.08	2,602,958.90	101.8
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	8,431.80	70.3
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	93,192.00	49.1
01-000-4003	CORPORATION TAXES	130,000	21,373.32	106,183.43	81.7
01-000-4004	PRIOR YEAR TAXES	2,000	-	(227.31)	(11.4)
01-000-4005	TRAILER TAX	1,600	280.00	420.00	26.3
01-000-4010	INTEREST ON TAXES	50,000	3,830.61	15,050.01	30.1
01-000-4011	TAX CREDITS	(2,000)	-	(2,277.10)	113.9
01-000-4012	TAX ABATEMENTS	(3,000)	-	(1,121.99)	37.4
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	145,111.57	245,358.66	42.7
01-000-4021	ADMISSION TAXES	20,000	-	15,407.51	77.0
01-000-4022	HOTEL MOTEL TAX	130,000	27,961.16	56,885.89	43.8
01-000-4023	HIGHWAY USE TAX	343,700	38,159.34	38,159.34	11.1
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	78.06	1,387.83	13.9
01-000-4040	POLICE GRANTS	40,200	2,474.74	9,869.62	24.6
01-000-4041	PARKING METERS	18,000	1,687.35	8,013.16	44.5
01-000-4043	POLICE PROTECTION GRANTS	135,000	36,959.00	36,959.00	27.4
01-000-4045	FINES & FORFEITURES	15,000	1,480.00	5,240.00	34.9
01-000-4046	METER VIOLATIONS	2,000	-	300.00	15.0
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	-	50,000.00	25.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	7,500.00	25.0
01-000-4050	PERMITS, PLANNING, ETC	2,500	105.00	1,295.00	51.8
01-000-4051	BUILDING PERMITS	2,500	20.00	620.00	24.8
01-000-4052	RENTAL REGISTRATION	74,000	-	360.00	0.5
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	400.00	13,655.65	91.0
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	250.00	14.3
01-000-4056	COMM DEV GRANT REVENUE	50,000	42,748.08	42,748.08	85.5
01-000-4060	SWIMMING POOL	50,000	-	29,194.00	58.4
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	7,227.00	60.2
01-000-4063	RECREATION ACTIVITIES	15,000	(365.00)	7,475.43	49.8
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	11,471.00	57,355.00	41.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	18,729.25	93,646.25	41.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	1,404.25	7,021.25	41.7
01-000-4250	NSF FEES	-	30.00	283.00	-
01-000-4301	RENTS	97,500	8,124.86	40,624.30	41.7
01-000-4302	HRD APPROPRIATION	10,350	-	2,550.00	24.6
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	22,349.46	22,349.46	25.4
01-000-4304	MISCELLANEOUS REVENUE	1,000	195.00	1,021.81	102.2
01-000-4306	PROJECT REIMBURSEMENT	1,350,000	-	904,973.85	67.0
01-000-4307	INSURANCE REIMBURSEMENTS	-	-	1,585.06	-
01-000-4315	PROCEEDS FROM FUND BALANCE	99,860	-	-	-
01-000-4317	SPECIAL REVENUE	826,000	-	54,304.76	6.6
01-000-4600	INTEREST INCOME	15,000	39,233.25	113,805.49	758.7
CORPORATE FUND Revenue Total		7,575,610	423,892.38	4,700,425.64	
01-100-5000	EXECUTIVE SALARIES	22,200	1,850.00	9,250.00	41.7

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5010	SOCIAL SECURITY	1,700	141.55	707.75	41.6
01-100-5012	WORKERS COMP	175	10.75	77.75	44.4
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	180.00	880.00	17.6
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	530.66	1,217.80	34.8
01-100-5185	PROFESSIONAL FEES	5,000	-	4,594.78	91.9
Department Total		50,075	2,712.96	23,859.08	

	ADMINISTRATIVE				
01-110-5000	SALARIES	188,500	11,310.01	56,955.42	30.2
01-110-5010	SOCIAL SECURITY	14,375	840.54	4,212.18	29.3
01-110-5011	PENSION	13,800	-	-	-
01-110-5012	WORKERS COMP	575	42.25	283.25	49.3
01-110-5013	INSURANCE - HEALTH	41,800	1,574.77	11,471.28	27.4
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	2,001.89	10,462.94	47.1
01-110-5015	CONTRIBUTION - 457	1,875	105.46	527.30	28.1
01-110-5030	EMPLOYEE WELLNESS	7,500	(232.63)	(213.63)	(2.9)
01-110-5050	RESERVE FOR CONTINGENCIES	2,000	8,380.87	7,251.26	362.6
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	-	7,655.98	95.7
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	288.00	1,854.00	44.1
01-110-5111	CONTRIBUTIONS - TOURISM	95,000	2,536.56	36,550.98	38.5
01-110-5150	TRAINING	1,500	-	602.50	40.2
01-110-5160	TRAVEL	500	-	-	-
01-110-5185	PROFESSIONAL FEES	1,600	-	200.00	12.5
01-110-5191	COMMUNICATIONS	13,320	518.94	2,629.01	19.7
01-110-5192	CITY CODE HOSTING	3,000	359.00	984.53	32.8
01-110-5200	ADVERTISING	6,000	-	975.12	16.3
01-110-5205	LEGAL	34,500	-	7,187.53	20.8
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	1,868.73	23.4
01-110-5210	OFFICE SUPPLIES	11,000	882.66	4,045.58	36.8
01-110-5220	POSTAGE	14,000	-	6,985.01	49.9
01-110-5230	COMPUTER EXP	17,500	507.00	2,535.00	14.5
01-110-5232	IT LICENSING AND FEES	25,000	8,438.41	18,913.16	75.7
01-110-5235	DIGITAL ENGAGEMENT	5,000	798.00	3,424.80	68.5
01-110-5300	BOARD EXPENSE	11,000	-	10,212.13	92.8
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	-	25,292.98	16.3
01-110-5500	BUILDING - ARMORY	12,000	1,023.99	2,088.59	17.4
01-110-5502	BUILDING MAINTENANCE	10,100	2,559.38	11,753.85	116.4
01-110-5550	UTILITIES - BUILDING	16,000	764.55	3,078.84	19.2
01-110-5700	BANK FEES	-	511.73	587.73	-
01-110-5807	CAPITAL OUTLAY	1,500,000	3,208.70	154,196.22	10.3
Department Total		2,245,495	46,420.08	395,185.27	

	FINANCE				
01-120-5000	SALARIES	68,700	5,352.41	27,017.66	39.3
01-120-5010	SOCIAL SECURITY	5,225	400.43	2,008.05	38.4
01-120-5011	PENSION	6,300	-	-	-
01-120-5012	WORKERS COMP	200	12.25	89.25	44.6
01-120-5013	INSURANCE - HEALTH	15,500	1,038.20	6,113.35	39.4

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5015	CONTRIBUTION - 457	675	23.06	115.25	17.1
01-120-5102	INSURANCE - GEN LIAB	125	-	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	-	2,871.00	99.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	700	-	384.00	54.9
01-120-5310	AUDITING	52,000	-	-	-
01-120-5311	ACTUARIAL STUDY	4,000	-	-	-
01-120-5313	TAX COLLECTION	2,800	-	-	-
01-120-5810	RETSA OBLIGATION	750	-	-	-
Department Total		160,875	6,826.35	38,684.56	
COMMUNITY DEVELOPMENT					
01-130-5000	SALARIES	59,200	4,272.00	36,487.22	61.6
01-130-5010	SOCIAL SECURITY	4,500	307.18	2,646.53	58.8
01-130-5011	PENSION	5,400	-	-	-
01-130-5012	WORKERS COMP	175	10.75	77.75	44.4
01-130-5013	INSURANCE - HEALTH	7,900	2,026.17	10,304.23	130.4
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	89.94	292.21	41.7
01-130-5185	PROFESSIONAL FEES	850	150.00	879.00	103.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	-	1,550.00	19.4
01-130-5322	PLANNING	150,000	-	-	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	7,102.70	57,136.70	114.3
01-130-5822	SPECIAL PROJECTS	4,000	-	-	-
Department Total		298,900	13,958.74	113,287.64	
CODE ENFORCEMENT					
01-140-5000	SALARIES	75,100	3,645.70	17,455.46	23.2
01-140-5010	SOCIAL SECURITY	5,700	268.54	1,268.61	22.3
01-140-5011	PENSION	6,875	-	-	-
01-140-5012	WORKERS COMP	225	13.75	99.75	44.3
01-140-5013	INSURANCE - HEALTH	23,200	549.79	4,476.29	19.3
01-140-5015	CONTRIBUTION - 457	750	-	-	-
01-140-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	-	2,871.00	89.7
01-140-5150	TRAINING	2,400	-	-	-
01-140-5160	TRAVEL	600	-	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	14,000	8,721.00	13,821.00	98.7
01-140-5332	RENTAL INSPECTION	28,550	6,550.00	28,000.00	98.1
Department Total		177,750	19,748.78	79,735.60	
PUBLIC WORKS ADMIN					
01-150-5000	SALARIES	53,400	4,146.00	21,325.58	39.9
01-150-5010	SOCIAL SECURITY	4,050	312.88	1,598.62	39.5
01-150-5011	PENSION	4,900	-	-	-

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-150-5012	WORKERS COMP	175	10.75	77.75	44.4
01-150-5013	INSURANCE - HEALTH	9,600	629.79	3,877.61	40.4
01-150-5015	CONTRIBUTION - 457	525	14.46	71.70	13.7
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	1,500	-	2,789.88	186.0
01-150-5160	TRAVEL	1,000	133.68	982.54	98.3
01-150-5185	PROFESSIONAL FEES	2,100	400.00	400.00	19.1
01-150-5193	ONE CALL CONCEPTS	1,000	77.71	700.25	70.0
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	248.18	8.3
01-150-5341	MAPPING SUPPLIES	7,500	-	5,000.00	66.7
01-150-5342	PUBLIC WORKS	7,400	487.68	874.79	11.8
Department Total		98,500	6,212.95	39,946.89	
	PUBLIC SAFETY				
01-160-5000	SALARIES	998,200	69,148.25	355,519.78	35.6
01-160-5002	SALARIES - POLICE GRANTS	25,000	5,044.63	22,690.91	90.8
01-160-5003	COURT TIME	13,000	1,322.30	6,471.54	49.8
01-160-5010	SOCIAL SECURITY	79,200	5,484.21	27,827.32	35.1
01-160-5011	PENSION	95,250	-	-	-
01-160-5012	WORKERS COMP	142,000	8,721.00	63,233.00	44.5
01-160-5013	INSURANCE - HEALTH	234,300	17,471.91	113,863.81	48.6
01-160-5015	CONTRIBUTION - 457	44,000	1,884.74	11,050.42	25.1
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	702.10	7,692.15	30.2
01-160-5170	UNIFORMS	15,000	142.28	1,605.77	10.7
01-160-5180	SAFETY EQUIPMENT	1,200	79.95	419.16	34.9
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	1,948.68	8,070.07	43.6
01-160-5191	COMMUNICATIONS	30,160	1,987.44	11,434.40	37.9
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	1,000.30	16.7
01-160-5210	OFFICE SUPPLIES	5,000	527.75	2,022.42	40.5
01-160-5350	FSU MOU	25,000	-	15,000.00	60.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	245.21	1,473.15	36.8
01-160-5400	GAS, OIL, GREASE	33,000	1,956.25	8,632.23	26.2
01-160-5401	AUTO EXPENSE	18,000	1,174.30	4,950.65	27.5
01-160-5420	FLEET LEASE	22,000	4,042.47	14,608.63	66.4
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	351.12	1,420.92	35.5
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	509.72	2,076.31	20.8
01-160-5700	PARKING METERS	2,000	-	-	-
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	-	118,490.00	50.0
Department Total		2,124,890	122,744.31	821,274.17	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	243,300	18,058.53	91,385.21	37.6
01-170-5010	SOCIAL SECURITY	18,600	1,302.73	6,547.58	35.2
01-170-5011	PENSION	21,300	-	-	-
01-170-5012	WORKERS COMP	16,800	1,031.75	7,480.75	44.5

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5013	INSURANCE - HEALTH	71,000	4,981.52	32,305.05	45.5
01-170-5015	CONTRIBUTION - 457	2,200	-	-	-
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	-	6,121.00	85.0
01-170-5102	INSURANCE - GEN LIAB	625	-	431.00	69.0
01-170-5105	INSURANCE - PROPERTY	5,600	-	4,466.86	79.8
01-170-5150	TRAINING	5,000	-	4,788.68	95.8
01-170-5170	UNIFORMS	8,000	231.68	3,527.32	44.1
01-170-5180	SAFETY EQUIPMENT	7,200	79.95	1,777.72	24.7
01-170-5191	COMMUNICATIONS	6,000	172.68	871.38	14.5
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	28,500	2,966.20	8,012.59	28.1
01-170-5420	FLEET LEASE	42,000	2,375.86	11,879.30	28.3
01-170-5550	UTILITIES - BUILDING	6,000	537.83	1,146.80	19.1
01-170-5711	SALT & ABRASIVES	150,000	5,211.64	5,211.64	3.5
01-170-5712	SIGN MAINTENANCE	8,000	835.00	2,316.83	29.0
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	15,818.16	36,054.05	40.1
01-170-5714	STREET LIGHTING	155,000	3,067.88	25,910.36	16.7
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	474.00	39,876.24	37.8
01-170-5716	STREET SHOP EQUIPMENT	90,000	5,110.58	16,758.48	18.6
01-170-5717	STREET LIGHTING REPAIRS	30,000	7,887.00	13,372.44	44.6
01-170-5800	CAPITAL OUTLAY	60,000	-	80,060.00	133.4
01-170-5861	STREET PAVING	600,000	28,779.19	843,863.12	140.6
01-170-5865	PARKING LOT MAINTENANCE	15,000	350.75	350.75	2.3
Department Total		1,794,950	99,272.93	1,244,515.15	
RECREATION					
01-180-5000	SALARIES	205,750	16,502.44	81,696.83	39.7
01-180-5010	SOCIAL SECURITY	15,750	1,205.84	5,914.05	37.6
01-180-5011	PENSION	13,400	-	-	-
01-180-5012	WORKERS COMP	14,225	873.75	6,334.75	44.5
01-180-5013	INSURANCE - HEALTH	55,300	3,743.27	26,544.74	48.0
01-180-5015	CONTRIBUTION - 457	2,000	50.06	250.30	12.5
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	1,857.14	46.4
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	7,000	603.14	4,110.53	58.7
01-180-5420	FLEET LEASE	11,000	388.31	1,941.55	17.7
01-180-5503	ARMORY EXPENSE - GYM	10,000	537.82	1,195.40	12.0
01-180-5504	COMMUNITY CENTER	12,000	711.37	3,472.60	28.9
01-180-5510	CITY PLACE	9,500	771.57	2,240.92	23.6
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	281.70	14.1
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	1,218.13	2,106.24	42.1
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	12,467.32	40,388.32	59.4
01-180-5724	STREET TREE MAINTENANCE	7,500	3,561.58	3,561.58	47.5
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	564.75	3,352.15	37.3

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-180-5800	CAPITAL OUTLAY	-	31,385.47	36,777.14	-
	Department Total	471,925	74,846.18	235,566.05	
	RECREATION-POOL				
01-181-5000	SALARIES	66,000	-	36,705.68	55.6
01-181-5010	SOCIAL SECURITY	5,050	-	2,808.00	55.6
01-181-5012	WORKERS COMP	4,600	282.50	2,048.50	44.5
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	35,000	1,298.23	15,780.17	45.1
	Department Total	111,150	1,580.73	57,342.35	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	21,300	-	12,573.90	59.0
01-182-5010	SOCIAL SECURITY	1,650	-	961.96	58.3
01-182-5012	WORKERS COMP	1,500	92.00	667.00	44.5
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	-	229.59	45.9
	Department Total	25,450	92.00	14,432.45	
	RECREATION - SEASONAL				
01-183-5000	SALARIES	13,200	1,239.75	10,127.38	76.7
01-183-5010	SOCIAL SECURITY	1,025	94.85	774.76	75.6
01-183-5012	WORKERS COMP	925	56.75	411.75	44.5
01-183-5108	UNEMPLOYMENT	500	-	484.20	96.8
	Department Total	15,650	1,391.35	11,798.09	
	CORPORATE FUND Expenditure Total	7,575,610	395,807.36	3,075,627.30	
02-000-4000	WATER SERVICE REVENUE	1,420,000	76,138.03	451,887.11	31.8
02-000-4001	INTEREST EARNED - WATER	1,500	348.03	1,909.84	127.3
02-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	9,342.50	-
02-000-4315	PROCEEDS FROM FUND BALANCE	92,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	-	122,845.20	16.4
02-000-4402	SALE OF METERS	6,000	-	2,250.00	37.5
02-000-4403	TAPPING FEES	7,000	-	2,500.00	35.7
02-000-4404	SUNDRY SALES	20,000	2,950.90	12,922.71	64.6
02-000-4600	INTEREST INCOME	-	4.99	3,241.11	-
	WATER FUND Revenue Total	2,296,975	79,441.95	606,898.47	
	WATER - ADMIN				
02-190-5000	SALARIES	57,500	4,445.22	22,440.32	39.0
02-190-5010	SOCIAL SECURITY	4,350	326.68	1,643.10	37.8
02-190-5011	PENSION	5,250	-	-	-
02-190-5012	WORKERS COMP	175	10.75	77.75	44.4
02-190-5013	INSURANCE - HEALTH	12,450	929.49	5,609.09	45.1
02-190-5015	CONTRIBUTION - 457	575	36.66	183.52	31.9
02-190-5313	COLLECTION EXPENSE	2,500	-	-	-
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	11,471.00	57,355.00	41.7
	Department Total	221,200	17,219.80	87,974.78	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,100	-	862.00	78.4

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
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	4,207.42	16,972.23	28.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	10,851.66	11,211.66	5.9
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	45,100.55	209,658.42	37.2
Department Total		831,500	60,159.63	252,427.43	
	WATER - SUPPLY				
02-194-5000	SALARIES	27,700	2,238.40	11,295.92	40.8
02-194-5010	SOCIAL SECURITY	2,100	171.24	864.15	41.2
02-194-5011	PENSION	2,500	-	-	-
02-194-5012	WORKERS COMP	1,900	116.75	846.75	44.6
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	268.16	990.64	19.8
02-194-5730	WATER SUPPLY EXPENSE	50,000	772.54	13,083.80	26.2
Department Total		94,475	3,567.09	27,252.23	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	16,404.80	82,796.88	39.0
02-196-5010	SOCIAL SECURITY	16,250	1,205.70	6,040.03	37.2
02-196-5011	PENSION	19,550	-	-	-
02-196-5012	WORKERS COMP	14,700	902.75	6,545.75	44.5
02-196-5013	INSURANCE - HEALTH	55,700	3,815.96	25,182.03	45.2
02-196-5015	CONTRIBUTION - 457	2,050	27.74	138.70	6.8
02-196-5100	INSURANCE - AUTO	3,600	-	3,398.00	94.4
02-196-5102	INSURANCE - GEN LIAB	1,300	-	862.00	66.3
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	1,046.69	26.2
02-196-5180	SAFETY EQUIPMENT	4,100	79.95	399.75	9.8
02-196-5191	COMMUNICATIONS	9,200	958.03	5,144.09	55.9
02-196-5210	OFFICE SUPPLIES	500	25.68	263.07	52.6
02-196-5390	MISCELLANEOUS EXPENSE	28,550	10.21	11,038.30	38.7
02-196-5400	GAS, OIL, GREASE	8,000	676.60	5,585.75	69.8
02-196-5420	FLEET LEASE	24,000	1,722.00	8,725.64	36.4
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	216.65	1,024.94	8.2
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	140.27	616.15	23.7
02-196-5700	DISTRIBUTION EXPENSE	90,000	14,497.95	50,287.84	55.9
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	104.26	3,591.43	71.8
02-196-5702	EQUIPMENT MAINTENANCE	5,000	-	-	-
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	157.50	1,857.50	12.4
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	-	53,103.07	442.5
02-196-5740	METERS EXPENSE	190,000	203.07	11,922.09	6.3
02-196-5800	CAPITAL OUTLAY	410,000	-	90,967.25	22.2
Department Total		1,149,800	41,395.40	372,948.28	
WATER FUND Expenditure Total		2,296,975	122,341.92	740,602.72	
03-000-4000	SEWER CHARGES	1,925,000	68,057.53	493,671.88	25.7
03-000-4001	INTEREST EARNED - SEWER	2,700	530.45	3,310.24	122.6
03-000-4317	SPECIAL REVENUE	654,000	-	615.36	0.1
03-000-4404	SUNDRY SALES	1,500	-	546.12	36.4

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-000-4501	BAY RESTORATION FUND REVENUE	-	2,875.00	84,664.70	-
03-000-4503	SEWER TAP FEES	7,500	-	2,500.00	33.3
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
03-000-4600	INTEREST INCOME	-	-	7,583.16	-
Department Total		2,661,700	71,462.98	592,891.46	
03-220-4520	CSO SURCHARGE REVENUE	405,000	11,452.00	184,980.88	45.7
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	25.60	540.42	54.0
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	166,167.00	310,860.00	12.6
Department Total		2,867,450	177,644.60	496,381.30	
SEWER FUND Revenue Total		5,529,150	249,107.58	1,089,272.76	
SEWER - ADMIN					
03-210-5000	SALARIES	57,500	4,445.22	22,440.32	39.0
03-210-5010	SOCIAL SECURITY	4,350	326.68	1,643.10	37.8
03-210-5011	PENSION	5,250	-	-	-
03-210-5012	WORKERS COMP	175	10.75	77.75	44.4
03-210-5013	INSURANCE - HEALTH	12,450	929.35	5,602.35	45.0
03-210-5015	CONTRIBUTION - 457	575	36.66	183.52	31.9
03-210-5313	COLLECTION EXPENSE	2,500	-	-	-
Department Total		82,800	5,748.66	29,947.04	
SEWER - OPERATING					
03-211-5000	SALARIES	151,200	14,096.34	71,091.25	47.0
03-211-5010	SOCIAL SECURITY	11,550	1,011.16	5,067.67	43.9
03-211-5011	PENSION	17,175	-	-	-
03-211-5012	WORKERS COMP	10,500	645.00	4,676.00	44.5
03-211-5013	INSURANCE - HEALTH	59,000	4,299.44	26,526.52	45.0
03-211-5015	CONTRIBUTION - 457	1,800	103.16	515.80	28.7
03-211-5100	INSURANCE - AUTO	2,000	-	798.00	39.9
03-211-5102	INSURANCE - GEN LIAB	625	-	431.00	69.0
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	108.76	725.91	24.2
03-211-5180	SAFETY EQUIPMENT	1,000	-	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	206.56	921.56	38.4
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	46,563.75	-
03-211-5400	GAS, OIL, GREASE	9,750	1,182.16	4,307.92	44.2
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	-	-
03-211-5600	CORPORATE OVERHEAD	224,750	18,729.25	93,646.25	41.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	67,519.50	227,147.76	18.6
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	5,858.10	49.6
03-211-5763	SEWER OPERATING EXPENSE	55,000	4,685.87	11,950.17	21.7
03-211-5764	SEWER PUMPING EXPENSE	6,000	64.69	3,555.36	59.3
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	725,000	55,534.46	58,099.53	8.0
Department Total		2,524,550	168,186.35	566,487.04	
CSO					
03-220-5391	INTEREST EXPENSE	3,650	-	417.57	11.4
03-220-5392	DEBT REDEMPTION	23,150	-	-	-
03-220-5800	CAPITAL OUTLAY	2,895,000	174,678.15	727,116.54	25.1
Department Total		2,921,800	174,678.15	727,534.11	

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Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
SEWER FUND Expenditure Total		5,529,150	348,613.16	1,323,968.19	
04-000-4000	WATER TAP SURCHARGE	913,000	37,686.00	413,569.56	45.3
04-000-4001	INTEREST EARNED SURCHARGE	1,600	95.54	840.37	52.5
04-000-4317	SPECIAL REVENUE	175,000	-	-	-
04-000-4600	INTEREST INCOME	-	-	3,568.55	-
PINEY SURCHARGE FUND Revenue Total		1,089,600	37,781.54	417,978.48	
04-200-5313	WATER SURCHARGE COLLECTION EXPENSE	2,500	-	-	-
04-200-5391	INTEREST EXPENSE	79,625	-	24,704.49	31.0
04-200-5392	DEBT REDEMPTION	766,400	-	-	-
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	66,075	-	-	-
PINEY SURCHARGE FUND Exp Total		1,089,600	-	24,704.49	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	-	174,129.35	47.3
05-000-4001	INTEREST EARNED - TRASH	1,200	-	589.49	49.1
05-000-4315	PROCEEDS FROM FUND BALANCE	44,500	-	-	-
05-000-4317	SPECIAL REVENUE	-	-	190,000.00	-
05-000-4404	SUNDRY SALES	1,000	50.00	900.00	90.0
05-000-4600	INTEREST INCOME	-	-	1,159.78	-
GARBAGE FUND Revenue Total		414,700	50.00	366,778.62	
GARBAGE ADMIN.					
05-230-5000	SALARIES	57,500	4,445.15	22,440.11	39.0
05-230-5010	SOCIAL SECURITY	4,350	326.67	1,643.07	37.8
05-230-5011	PENSION	5,250	-	-	-
05-230-5012	WORKERS COMP	175	10.75	77.75	44.4
05-230-5013	INSURANCE - HEALTH	12,450	929.43	5,602.67	45.0
05-230-5015	CONTRIBUTION - 457	575	36.66	183.51	31.9
05-230-5313	COLLECTION EXPENSE	2,500	-	-	-
Department Total		82,800	5,748.66	29,947.11	
GARBAGE OPERATING					
05-232-5000	SALARIES	85,600	6,690.69	32,943.63	38.5
05-232-5010	SOCIAL SECURITY	6,550	475.99	2,323.03	35.5
05-232-5011	PENSION	7,875	-	-	-
05-232-5012	WORKERS COMP	5,925	364.00	2,639.00	44.5
05-232-5013	INSURANCE - HEALTH	24,900	1,642.51	10,971.81	44.1
05-232-5015	CONTRIBUTION - 457	825	53.96	269.80	32.7
05-232-5100	INSURANCE - AUTO	2,200	-	2,248.00	102.2
05-232-5102	INSURANCE - GEN LIAB	400	-	273.00	68.3
05-232-5105	INSURANCE - PROPERTY	3,600	-	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	81.49	427.19	13.9
05-232-5180	SAFETY EQUIPMENT	500	-	324.98	65.0
05-232-5210	OFFICE SUPPLIES	500	25.69	184.07	36.8
05-232-5400	GAS, OIL, GREASE	12,600	2,285.85	4,005.02	31.8
05-232-5600	CORPORATE OVERHEAD	16,850	1,404.25	7,021.25	41.7
05-232-5770	ASH DUMPSTER	3,500	499.78	499.78	14.3
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	9,043.30	45,935.01	35.3

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Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5773	SANITATION OPERATING EXPENSE	17,000	250.00	21,797.05	128.2
05-232-5800	CAPITAL OUTLAY	-	-	190,000.00	-
	Department Total	331,900	22,817.51	324,839.44	
	GARBAGE FUND Expenditure Total	414,700	28,566.17	354,786.55	

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Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,557,000	52.08	2,602,958.90	101.8
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	8,431.80	70.3
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	93,192.00	49.1
01-000-4003	CORPORATION TAXES	130,000	21,373.32	106,183.43	81.7
01-000-4004	PRIOR YEAR TAXES	2,000	-	(227.31)	(11.4)
01-000-4005	TRAILER TAX	1,600	280.00	420.00	26.3
01-000-4010	INTEREST ON TAXES	50,000	3,830.61	15,050.01	30.1
01-000-4011	TAX CREDITS	(2,000)	-	(2,277.10)	113.9
01-000-4012	TAX ABATEMENTS	(3,000)	-	(1,121.99)	37.4
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	575,000	145,111.57	245,358.66	42.7
01-000-4021	ADMISSION TAXES	20,000	-	15,407.51	77.0
01-000-4022	HOTEL MOTEL TAX	130,000	27,961.16	56,885.89	43.8
01-000-4023	HIGHWAY USE TAX	343,700	38,159.34	38,159.34	11.1
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	78.06	1,387.83	13.9
01-000-4040	POLICE GRANTS	40,200	2,474.74	9,869.62	24.6
01-000-4041	PARKING METERS	18,000	1,687.35	8,013.16	44.5
01-000-4043	POLICE PROTECTION GRANTS	135,000	36,959.00	36,959.00	27.4
01-000-4045	FINES & FORFEITURES	15,000	1,480.00	5,240.00	34.9
01-000-4046	METER VIOLATIONS	2,000	-	300.00	15.0
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	-	50,000.00	25.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	7,500.00	25.0
01-000-4050	PERMITS, PLANNING, ETC	2,500	105.00	1,295.00	51.8
01-000-4051	BUILDING PERMITS	2,500	20.00	620.00	24.8
01-000-4052	RENTAL REGISTRATION	74,000	-	360.00	0.5
01-000-4054	CONSTRUCTION INSPECTIONS	15,000	400.00	13,655.65	91.0
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	-	250.00	14.3
01-000-4056	COMM DEV GRANT REVENUE	50,000	42,748.08	42,748.08	85.5
01-000-4060	SWIMMING POOL	50,000	-	29,194.00	58.4
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	7,227.00	60.2
01-000-4063	RECREATION ACTIVITIES	15,000	(365.00)	7,475.43	49.8
01-000-4200	OPERATING TRANSFER - WATER FUND	137,650	11,471.00	57,355.00	41.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	224,750	18,729.25	93,646.25	41.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,850	1,404.25	7,021.25	41.7
01-000-4250	NSF FEES	-	30.00	283.00	-
01-000-4301	RENTS	97,500	8,124.86	40,624.30	41.7
01-000-4302	HRD APPROPRIATION	10,350	-	2,550.00	24.6
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	22,349.46	22,349.46	25.4
01-000-4304	MISCELLANEOUS REVENUE	1,000	195.00	1,021.81	102.2
01-000-4306	PROJECT REIMBURSEMENT	1,350,000	-	904,973.85	67.0
01-000-4307	INSURANCE REIMBURSEMENTS	-	-	1,585.06	-
01-000-4315	PROCEEDS FROM FUND BALANCE	99,860	-	-	-
01-000-4317	SPECIAL REVENUE	826,000	-	54,304.76	6.6
01-000-4600	INTEREST INCOME	15,000	39,233.25	113,805.49	758.7
CORPORATE FUND Revenue Total		7,575,610	423,892.38	4,700,425.64	
01-100-5000	EXECUTIVE SALARIES	22,200	1,850.00	9,250.00	41.7

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5010	SOCIAL SECURITY	1,700	141.55	707.75	41.6
01-100-5012	WORKERS COMP	175	10.75	77.75	44.4
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	180.00	880.00	17.6
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	530.66	1,217.80	34.8
01-100-5185	PROFESSIONAL FEES	5,000	-	4,594.78	91.9
Department Total		50,075	2,712.96	23,859.08	

	ADMINISTRATIVE				
01-110-5000	SALARIES	188,500	11,310.01	56,955.42	30.2
01-110-5010	SOCIAL SECURITY	14,375	840.54	4,212.18	29.3
01-110-5011	PENSION	13,800	-	-	-
01-110-5012	WORKERS COMP	575	42.25	283.25	49.3
01-110-5013	INSURANCE - HEALTH	41,800	1,574.77	11,471.28	27.4
01-110-5014	INSURANCE - HEALTH RETIREE	22,200	2,001.89	10,462.94	47.1
01-110-5015	CONTRIBUTION - 457	1,875	105.46	527.30	28.1
01-110-5030	EMPLOYEE WELLNESS	7,500	(232.63)	(213.63)	(2.9)
01-110-5050	RESERVE FOR CONTINGENCIES	2,000	8,380.87	7,251.26	362.6
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	-	7,655.98	95.7
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	288.00	1,854.00	44.1
01-110-5111	CONTRIBUTIONS - TOURISM	95,000	2,536.56	36,550.98	38.5
01-110-5150	TRAINING	1,500	-	602.50	40.2
01-110-5160	TRAVEL	500	-	-	-
01-110-5185	PROFESSIONAL FEES	1,600	-	200.00	12.5
01-110-5191	COMMUNICATIONS	13,320	518.94	2,629.01	19.7
01-110-5192	CITY CODE HOSTING	3,000	359.00	984.53	32.8
01-110-5200	ADVERTISING	6,000	-	975.12	16.3
01-110-5205	LEGAL	34,500	-	7,187.53	20.8
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	-	1,868.73	23.4
01-110-5210	OFFICE SUPPLIES	11,000	882.66	4,045.58	36.8
01-110-5220	POSTAGE	14,000	-	6,985.01	49.9
01-110-5230	COMPUTER EXP	17,500	507.00	2,535.00	14.5
01-110-5232	IT LICENSING AND FEES	25,000	8,438.41	18,913.16	75.7
01-110-5235	DIGITAL ENGAGEMENT	5,000	798.00	3,424.80	68.5
01-110-5300	BOARD EXPENSE	11,000	-	10,212.13	92.8
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,900	-	25,292.98	16.3
01-110-5500	BUILDING - ARMORY	12,000	1,023.99	2,088.59	17.4
01-110-5502	BUILDING MAINTENANCE	10,100	2,559.38	11,753.85	116.4
01-110-5550	UTILITIES - BUILDING	16,000	764.55	3,078.84	19.2
01-110-5700	BANK FEES	-	511.73	587.73	-
01-110-5807	CAPITAL OUTLAY	1,500,000	3,208.70	154,196.22	10.3
Department Total		2,245,495	46,420.08	395,185.27	

	FINANCE				
01-120-5000	SALARIES	68,700	5,352.41	27,017.66	39.3
01-120-5010	SOCIAL SECURITY	5,225	400.43	2,008.05	38.4
01-120-5011	PENSION	6,300	-	-	-
01-120-5012	WORKERS COMP	200	12.25	89.25	44.6
01-120-5013	INSURANCE - HEALTH	15,500	1,038.20	6,113.35	39.4

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5015	CONTRIBUTION - 457	675	23.06	115.25	17.1
01-120-5102	INSURANCE - GEN LIAB	125	-	86.00	68.8
01-120-5105	INSURANCE - PROPERTY	2,900	-	2,871.00	99.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	700	-	384.00	54.9
01-120-5310	AUDITING	52,000	-	-	-
01-120-5311	ACTUARIAL STUDY	4,000	-	-	-
01-120-5313	TAX COLLECTION	2,800	-	-	-
01-120-5810	RETSA OBLIGATION	750	-	-	-
Department Total		160,875	6,826.35	38,684.56	
COMMUNITY DEVELOPMENT					
01-130-5000	SALARIES	59,200	4,272.00	36,487.22	61.6
01-130-5010	SOCIAL SECURITY	4,500	307.18	2,646.53	58.8
01-130-5011	PENSION	5,400	-	-	-
01-130-5012	WORKERS COMP	175	10.75	77.75	44.4
01-130-5013	INSURANCE - HEALTH	7,900	2,026.17	10,304.23	130.4
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	89.94	292.21	41.7
01-130-5185	PROFESSIONAL FEES	850	150.00	879.00	103.4
01-130-5320	ECONOMIC DEVELOPMENT	8,000	-	1,550.00	19.4
01-130-5322	PLANNING	150,000	-	-	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	7,102.70	57,136.70	114.3
01-130-5822	SPECIAL PROJECTS	4,000	-	-	-
Department Total		298,900	13,958.74	113,287.64	
CODE ENFORCEMENT					
01-140-5000	SALARIES	75,100	3,645.70	17,455.46	23.2
01-140-5010	SOCIAL SECURITY	5,700	268.54	1,268.61	22.3
01-140-5011	PENSION	6,875	-	-	-
01-140-5012	WORKERS COMP	225	13.75	99.75	44.3
01-140-5013	INSURANCE - HEALTH	23,200	549.79	4,476.29	19.3
01-140-5015	CONTRIBUTION - 457	750	-	-	-
01-140-5102	INSURANCE - GEN LIAB	150	-	86.00	57.3
01-140-5105	INSURANCE - PROPERTY	3,200	-	2,871.00	89.7
01-140-5150	TRAINING	2,400	-	-	-
01-140-5160	TRAVEL	600	-	7.59	1.3
01-140-5185	PROFESSIONAL FEES	300	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,649.90	99.6
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	14,000	8,721.00	13,821.00	98.7
01-140-5332	RENTAL INSPECTION	28,550	6,550.00	28,000.00	98.1
Department Total		177,750	19,748.78	79,735.60	
PUBLIC WORKS ADMIN					
01-150-5000	SALARIES	53,400	4,146.00	21,325.58	39.9
01-150-5010	SOCIAL SECURITY	4,050	312.88	1,598.62	39.5
01-150-5011	PENSION	4,900	-	-	-

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-150-5012	WORKERS COMP	175	10.75	77.75	44.4
01-150-5013	INSURANCE - HEALTH	9,600	629.79	3,877.61	40.4
01-150-5015	CONTRIBUTION - 457	525	14.46	71.70	13.7
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	1,500	-	2,789.88	186.0
01-150-5160	TRAVEL	1,000	133.68	982.54	98.3
01-150-5185	PROFESSIONAL FEES	2,100	400.00	400.00	19.1
01-150-5193	ONE CALL CONCEPTS	1,000	77.71	700.25	70.0
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	248.18	8.3
01-150-5341	MAPPING SUPPLIES	7,500	-	5,000.00	66.7
01-150-5342	PUBLIC WORKS	7,400	487.68	874.79	11.8
Department Total		98,500	6,212.95	39,946.89	
	PUBLIC SAFETY				
01-160-5000	SALARIES	998,200	69,148.25	355,519.78	35.6
01-160-5002	SALARIES - POLICE GRANTS	25,000	5,044.63	22,690.91	90.8
01-160-5003	COURT TIME	13,000	1,322.30	6,471.54	49.8
01-160-5010	SOCIAL SECURITY	79,200	5,484.21	27,827.32	35.1
01-160-5011	PENSION	95,250	-	-	-
01-160-5012	WORKERS COMP	142,000	8,721.00	63,233.00	44.5
01-160-5013	INSURANCE - HEALTH	234,300	17,471.91	113,863.81	48.6
01-160-5015	CONTRIBUTION - 457	44,000	1,884.74	11,050.42	25.1
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	702.10	7,692.15	30.2
01-160-5170	UNIFORMS	15,000	142.28	1,605.77	10.7
01-160-5180	SAFETY EQUIPMENT	1,200	79.95	419.16	34.9
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	1,948.68	8,070.07	43.6
01-160-5191	COMMUNICATIONS	30,160	1,987.44	11,434.40	37.9
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	1,000.30	16.7
01-160-5210	OFFICE SUPPLIES	5,000	527.75	2,022.42	40.5
01-160-5350	FSU MOU	25,000	-	15,000.00	60.0
01-160-5380	POLICE REFORM	11,200	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	245.21	1,473.15	36.8
01-160-5400	GAS, OIL, GREASE	33,000	1,956.25	8,632.23	26.2
01-160-5401	AUTO EXPENSE	18,000	1,174.30	4,950.65	27.5
01-160-5420	FLEET LEASE	22,000	4,042.47	14,608.63	66.4
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	351.12	1,420.92	35.5
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	509.72	2,076.31	20.8
01-160-5700	PARKING METERS	2,000	-	-	-
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5851	FIRE DEPT APPROPRIATION	236,980	-	118,490.00	50.0
Department Total		2,124,890	122,744.31	821,274.17	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	243,300	18,058.53	91,385.21	37.6
01-170-5010	SOCIAL SECURITY	18,600	1,302.73	6,547.58	35.2
01-170-5011	PENSION	21,300	-	-	-
01-170-5012	WORKERS COMP	16,800	1,031.75	7,480.75	44.5

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Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-170-5013	INSURANCE - HEALTH	71,000	4,981.52	32,305.05	45.5
01-170-5015	CONTRIBUTION - 457	2,200	-	-	-
01-170-5018	UNEMPLOYMENT	1,000	-	-	-
01-170-5100	INSURANCE - AUTO	7,200	-	6,121.00	85.0
01-170-5102	INSURANCE - GEN LIAB	625	-	431.00	69.0
01-170-5105	INSURANCE - PROPERTY	5,600	-	4,466.86	79.8
01-170-5150	TRAINING	5,000	-	4,788.68	95.8
01-170-5170	UNIFORMS	8,000	231.68	3,527.32	44.1
01-170-5180	SAFETY EQUIPMENT	7,200	79.95	1,777.72	24.7
01-170-5191	COMMUNICATIONS	6,000	172.68	871.38	14.5
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	28,500	2,966.20	8,012.59	28.1
01-170-5420	FLEET LEASE	42,000	2,375.86	11,879.30	28.3
01-170-5550	UTILITIES - BUILDING	6,000	537.83	1,146.80	19.1
01-170-5711	SALT & ABRASIVES	150,000	5,211.64	5,211.64	3.5
01-170-5712	SIGN MAINTENANCE	8,000	835.00	2,316.83	29.0
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	15,818.16	36,054.05	40.1
01-170-5714	STREET LIGHTING	155,000	3,067.88	25,910.36	16.7
01-170-5715	STREET MAINTENANCE REPAIRS	105,625	474.00	39,876.24	37.8
01-170-5716	STREET SHOP EQUIPMENT	90,000	5,110.58	16,758.48	18.6
01-170-5717	STREET LIGHTING REPAIRS	30,000	7,887.00	13,372.44	44.6
01-170-5800	CAPITAL OUTLAY	60,000	-	80,060.00	133.4
01-170-5861	STREET PAVING	600,000	28,779.19	843,863.12	140.6
01-170-5865	PARKING LOT MAINTENANCE	15,000	350.75	350.75	2.3
Department Total		1,794,950	99,272.93	1,244,515.15	
RECREATION					
01-180-5000	SALARIES	205,750	16,502.44	81,696.83	39.7
01-180-5010	SOCIAL SECURITY	15,750	1,205.84	5,914.05	37.6
01-180-5011	PENSION	13,400	-	-	-
01-180-5012	WORKERS COMP	14,225	873.75	6,334.75	44.5
01-180-5013	INSURANCE - HEALTH	55,300	3,743.27	26,544.74	48.0
01-180-5015	CONTRIBUTION - 457	2,000	50.06	250.30	12.5
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	1,857.14	46.4
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	7,000	603.14	4,110.53	58.7
01-180-5420	FLEET LEASE	11,000	388.31	1,941.55	17.7
01-180-5503	ARMORY EXPENSE - GYM	10,000	537.82	1,195.40	12.0
01-180-5504	COMMUNITY CENTER	12,000	711.37	3,472.60	28.9
01-180-5510	CITY PLACE	9,500	771.57	2,240.92	23.6
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	281.70	14.1
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	1,218.13	2,106.24	42.1
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	68,000	12,467.32	40,388.32	59.4
01-180-5724	STREET TREE MAINTENANCE	7,500	3,561.58	3,561.58	47.5
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	766.00	38.3
01-180-5726	RECREATIONAL PROGRAMS	9,000	564.75	3,352.15	37.3

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Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-180-5800	CAPITAL OUTLAY	-	31,385.47	36,777.14	-
	Department Total	471,925	74,846.18	235,566.05	
	RECREATION-POOL				
01-181-5000	SALARIES	66,000	-	36,705.68	55.6
01-181-5010	SOCIAL SECURITY	5,050	-	2,808.00	55.6
01-181-5012	WORKERS COMP	4,600	282.50	2,048.50	44.5
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	35,000	1,298.23	15,780.17	45.1
	Department Total	111,150	1,580.73	57,342.35	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	21,300	-	12,573.90	59.0
01-182-5010	SOCIAL SECURITY	1,650	-	961.96	58.3
01-182-5012	WORKERS COMP	1,500	92.00	667.00	44.5
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	-	229.59	45.9
	Department Total	25,450	92.00	14,432.45	
	RECREATION - SEASONAL				
01-183-5000	SALARIES	13,200	1,239.75	10,127.38	76.7
01-183-5010	SOCIAL SECURITY	1,025	94.85	774.76	75.6
01-183-5012	WORKERS COMP	925	56.75	411.75	44.5
01-183-5108	UNEMPLOYMENT	500	-	484.20	96.8
	Department Total	15,650	1,391.35	11,798.09	
	CORPORATE FUND Expenditure Total	7,575,610	395,807.36	3,075,627.30	
02-000-4000	WATER SERVICE REVENUE	1,420,000	76,138.03	451,887.11	31.8
02-000-4001	INTEREST EARNED - WATER	1,500	348.03	1,909.84	127.3
02-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	9,342.50	-
02-000-4315	PROCEEDS FROM FUND BALANCE	92,475	-	-	-
02-000-4317	SPECIAL REVENUE	750,000	-	122,845.20	16.4
02-000-4402	SALE OF METERS	6,000	-	2,250.00	37.5
02-000-4403	TAPPING FEES	7,000	-	2,500.00	35.7
02-000-4404	SUNDRY SALES	20,000	2,950.90	12,922.71	64.6
02-000-4600	INTEREST INCOME	-	4.99	3,241.11	-
	WATER FUND Revenue Total	2,296,975	79,441.95	606,898.47	
	WATER - ADMIN				
02-190-5000	SALARIES	57,500	4,445.22	22,440.32	39.0
02-190-5010	SOCIAL SECURITY	4,350	326.68	1,643.10	37.8
02-190-5011	PENSION	5,250	-	-	-
02-190-5012	WORKERS COMP	175	10.75	77.75	44.4
02-190-5013	INSURANCE - HEALTH	12,450	929.49	5,609.09	45.1
02-190-5015	CONTRIBUTION - 457	575	36.66	183.52	31.9
02-190-5313	COLLECTION EXPENSE	2,500	-	-	-
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	137,650	11,471.00	57,355.00	41.7
	Department Total	221,200	17,219.80	87,974.78	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,100	-	862.00	78.4

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
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	4,207.42	16,972.23	28.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	190,000	10,851.66	11,211.66	5.9
02-192-5710	FILTRATION CONTRACT PAYMENT	564,000	45,100.55	209,658.42	37.2
Department Total		831,500	60,159.63	252,427.43	

	WATER - SUPPLY				
02-194-5000	SALARIES	27,700	2,238.40	11,295.92	40.8
02-194-5010	SOCIAL SECURITY	2,100	171.24	864.15	41.2
02-194-5011	PENSION	2,500	-	-	-
02-194-5012	WORKERS COMP	1,900	116.75	846.75	44.6
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	268.16	990.64	19.8
02-194-5730	WATER SUPPLY EXPENSE	50,000	772.54	13,083.80	26.2
Department Total		94,475	3,567.09	27,252.23	

	WATER - DISTRIBUTION				
02-196-5000	SALARIES	212,400	16,404.80	82,796.88	39.0
02-196-5010	SOCIAL SECURITY	16,250	1,205.70	6,040.03	37.2
02-196-5011	PENSION	19,550	-	-	-
02-196-5012	WORKERS COMP	14,700	902.75	6,545.75	44.5
02-196-5013	INSURANCE - HEALTH	55,700	3,815.96	25,182.03	45.2
02-196-5015	CONTRIBUTION - 457	2,050	27.74	138.70	6.8
02-196-5100	INSURANCE - AUTO	3,600	-	3,398.00	94.4
02-196-5102	INSURANCE - GEN LIAB	1,300	-	862.00	66.3
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	1,046.69	26.2
02-196-5180	SAFETY EQUIPMENT	4,100	79.95	399.75	9.8
02-196-5191	COMMUNICATIONS	9,200	958.03	5,144.09	55.9
02-196-5210	OFFICE SUPPLIES	500	25.68	263.07	52.6
02-196-5390	MISCELLANEOUS EXPENSE	28,550	10.21	11,038.30	38.7
02-196-5400	GAS, OIL, GREASE	8,000	676.60	5,585.75	69.8
02-196-5420	FLEET LEASE	24,000	1,722.00	8,725.64	36.4
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	216.65	1,024.94	8.2
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	140.27	616.15	23.7
02-196-5700	DISTRIBUTION EXPENSE	90,000	14,497.95	50,287.84	55.9
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	104.26	3,591.43	71.8
02-196-5702	EQUIPMENT MAINTENANCE	5,000	-	-	-
02-196-5703	FIRE HYDRANTS EXPENSE	15,000	157.50	1,857.50	12.4
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	-	53,103.07	442.5
02-196-5740	METERS EXPENSE	190,000	203.07	11,922.09	6.3
02-196-5800	CAPITAL OUTLAY	410,000	-	90,967.25	22.2
Department Total		1,149,800	41,395.40	372,948.28	
WATER FUND Expenditure Total		2,296,975	122,341.92	740,602.72	

03-000-4000	SEWER CHARGES	1,925,000	68,057.53	493,671.88	25.7
03-000-4001	INTEREST EARNED - SEWER	2,700	530.45	3,310.24	122.6
03-000-4317	SPECIAL REVENUE	654,000	-	615.36	0.1
03-000-4404	SUNDRY SALES	1,500	-	546.12	36.4

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-000-4501	BAY RESTORATION FUND REVENUE	-	2,875.00	84,664.70	-
03-000-4503	SEWER TAP FEES	7,500	-	2,500.00	33.3
03-000-4530	PROJECT REIMBURSEMENTS	71,000	-	-	-
03-000-4600	INTEREST INCOME	-	-	7,583.16	-
Department Total		2,661,700	71,462.98	592,891.46	
03-220-4520	CSO SURCHARGE REVENUE	405,000	11,452.00	184,980.88	45.7
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	25.60	540.42	54.0
03-220-4530	PROJECT REIMBURSEMENTS	2,461,450	166,167.00	310,860.00	12.6
Department Total		2,867,450	177,644.60	496,381.30	
SEWER FUND Revenue Total		5,529,150	249,107.58	1,089,272.76	
SEWER - ADMIN					
03-210-5000	SALARIES	57,500	4,445.22	22,440.32	39.0
03-210-5010	SOCIAL SECURITY	4,350	326.68	1,643.10	37.8
03-210-5011	PENSION	5,250	-	-	-
03-210-5012	WORKERS COMP	175	10.75	77.75	44.4
03-210-5013	INSURANCE - HEALTH	12,450	929.35	5,602.35	45.0
03-210-5015	CONTRIBUTION - 457	575	36.66	183.52	31.9
03-210-5313	COLLECTION EXPENSE	2,500	-	-	-
Department Total		82,800	5,748.66	29,947.04	
SEWER - OPERATING					
03-211-5000	SALARIES	151,200	14,096.34	71,091.25	47.0
03-211-5010	SOCIAL SECURITY	11,550	1,011.16	5,067.67	43.9
03-211-5011	PENSION	17,175	-	-	-
03-211-5012	WORKERS COMP	10,500	645.00	4,676.00	44.5
03-211-5013	INSURANCE - HEALTH	59,000	4,299.44	26,526.52	45.0
03-211-5015	CONTRIBUTION - 457	1,800	103.16	515.80	28.7
03-211-5100	INSURANCE - AUTO	2,000	-	798.00	39.9
03-211-5102	INSURANCE - GEN LIAB	625	-	431.00	69.0
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	108.76	725.91	24.2
03-211-5180	SAFETY EQUIPMENT	1,000	-	378.98	37.9
03-211-5191	COMMUNICATIONS	2,400	206.56	921.56	38.4
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	46,563.75	-
03-211-5400	GAS, OIL, GREASE	9,750	1,182.16	4,307.92	44.2
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	-	-
03-211-5600	CORPORATE OVERHEAD	224,750	18,729.25	93,646.25	41.7
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	67,519.50	227,147.76	18.6
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	5,858.10	49.6
03-211-5763	SEWER OPERATING EXPENSE	55,000	4,685.87	11,950.17	21.7
03-211-5764	SEWER PUMPING EXPENSE	6,000	64.69	3,555.36	59.3
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	725,000	55,534.46	58,099.53	8.0
Department Total		2,524,550	168,186.35	566,487.04	
CSO					
03-220-5391	INTEREST EXPENSE	3,650	-	417.57	11.4
03-220-5392	DEBT REDEMPTION	23,150	-	-	-
03-220-5800	CAPITAL OUTLAY	2,895,000	174,678.15	727,116.54	25.1
Department Total		2,921,800	174,678.15	727,534.11	

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
SEWER FUND Expenditure Total		5,529,150	348,613.16	1,323,968.19	
04-000-4000	WATER TAP SURCHARGE	913,000	37,686.00	413,569.56	45.3
04-000-4001	INTEREST EARNED SURCHARGE	1,600	95.54	840.37	52.5
04-000-4317	SPECIAL REVENUE	175,000	-	-	-
04-000-4600	INTEREST INCOME	-	-	3,568.55	-
PINEY SURCHARGE FUND Revenue Total		1,089,600	37,781.54	417,978.48	
04-200-5313	WATER SURCHARGE COLLECTION EXPENSE	2,500	-	-	-
04-200-5391	INTEREST EXPENSE	79,625	-	24,704.49	31.0
04-200-5392	DEBT REDEMPTION	766,400	-	-	-
04-200-5800	CAPITAL OUTLAY	175,000	-	-	-
04-200-5802	CAPITAL REPAIRS	66,075	-	-	-
PINEY SURCHARGE FUND Exp Total		1,089,600	-	24,704.49	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	-	174,129.35	47.3
05-000-4001	INTEREST EARNED - TRASH	1,200	-	589.49	49.1
05-000-4315	PROCEEDS FROM FUND BALANCE	44,500	-	-	-
05-000-4317	SPECIAL REVENUE	-	-	190,000.00	-
05-000-4404	SUNDRY SALES	1,000	50.00	900.00	90.0
05-000-4600	INTEREST INCOME	-	-	1,159.78	-
GARBAGE FUND Revenue Total		414,700	50.00	366,778.62	
GARBAGE ADMIN.					
05-230-5000	SALARIES	57,500	4,445.15	22,440.11	39.0
05-230-5010	SOCIAL SECURITY	4,350	326.67	1,643.07	37.8
05-230-5011	PENSION	5,250	-	-	-
05-230-5012	WORKERS COMP	175	10.75	77.75	44.4
05-230-5013	INSURANCE - HEALTH	12,450	929.43	5,602.67	45.0
05-230-5015	CONTRIBUTION - 457	575	36.66	183.51	31.9
05-230-5313	COLLECTION EXPENSE	2,500	-	-	-
Department Total		82,800	5,748.66	29,947.11	
GARBAGE OPERATING					
05-232-5000	SALARIES	85,600	6,690.69	32,943.63	38.5
05-232-5010	SOCIAL SECURITY	6,550	475.99	2,323.03	35.5
05-232-5011	PENSION	7,875	-	-	-
05-232-5012	WORKERS COMP	5,925	364.00	2,639.00	44.5
05-232-5013	INSURANCE - HEALTH	24,900	1,642.51	10,971.81	44.1
05-232-5015	CONTRIBUTION - 457	825	53.96	269.80	32.7
05-232-5100	INSURANCE - AUTO	2,200	-	2,248.00	102.2
05-232-5102	INSURANCE - GEN LIAB	400	-	273.00	68.3
05-232-5105	INSURANCE - PROPERTY	3,600	-	2,976.82	82.7
05-232-5170	UNIFORMS	3,075	81.49	427.19	13.9
05-232-5180	SAFETY EQUIPMENT	500	-	324.98	65.0
05-232-5210	OFFICE SUPPLIES	500	25.69	184.07	36.8
05-232-5400	GAS, OIL, GREASE	12,600	2,285.85	4,005.02	31.8
05-232-5600	CORPORATE OVERHEAD	16,850	1,404.25	7,021.25	41.7
05-232-5770	ASH DUMPSTER	3,500	499.78	499.78	14.3
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	9,043.30	45,935.01	35.3

CITY OF FROSTBURG
NOVEMBER 2022 BUDGET REPORT

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

Account Id	Account Description	Budget	Nov 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5773	SANITATION OPERATING EXPENSE	17,000	250.00	21,797.05	128.2
05-232-5800	CAPITAL OUTLAY	-	-	190,000.00	-
	Department Total	331,900	22,817.51	324,839.44	
	GARBAGE FUND Expenditure Total	414,700	28,566.17	354,786.55	

`CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of November, 2022

Submitted by: [Gene Bittinger maintenance Supervisor]

Nov.1 2022

Checked parks

Went to Staff meeting

Hauled millings to Community field

Fuel truck 40

Gathered boxes for Christmas

Measured for banner at City Place

Fixed fence at Community field

Nov 2 2022

Checked parks

Took tools to ST Mikes for Lonnie

Hauled millings to Community field

Cleaned up trash at of City Hall and Police Dept.

Checked electric on city sign at Braddock Estates

Nov 3 2022

Checked parks

Brought mower back to shop

Dug and put millings down at Community field

Cleaned trash at Police Dept. City Hall, City Place, Community Center

Brought Christmas trees down at City Place

Nov 4 2022

Checked parks

Picked up supplies for City Hall

Started gutting Lyons bathrooms

Installed eye hooks at City Hall

Fixed sink at small pool bathroom

Nov 7 2022

Checked parks

Trimmed city trees

Put bleachers back in Gym

Nov8 2022

Checked parks

Winterized small pool pavilion bathroom and L. L. concessions

Put elephants up at MT Ridge

Fixed electric at War Memorial

Started hanging cable at City Place

Nov 9 2022

Checked parks

Winterized Hoffman, East End, MT Pleasant, Field 5 and 8

Took ladder to and unlocked City Place

Got tools ready for Lonnie's cleanup crew

Nov 10 2022

Checked parks

Hung cables at City Place

Winterized Dog Park and Trail Head

Brought Bleachers back to the shop for Christmas

Hung banner at City Place

Nov 14 2022

Checked parks

Picked up a skid of calcium and rock salt

Put banner up at McDonald's intersection

Started putting lights on the Lion

Nov 15 2022

Checked parks

Put plows on trucks

Fixed hydraulic hose on truck 40 plow

Put snow blower on tractor

Put salt spreader on truck 41

Got man basket ready for putting up wreaths

Took calcium and spreader to Police Dept.

Put two new spreaders together

Shoveled sidewalks at City Hall

Plowed and salted Bauru of Mines

Nov 16 2022

Checked parks

Hung wreaths on main street

Brought elf house down at City Place

Salted and shoveled sidewalks

Helped police dept with Christmas decorations

Put flamingos out at City Hall

Cleaned cardboard up at City Place

Nov 17 2022
Checked parks
Replaced thermostat at the Gym
Shoveled bleachers at MT. Ridge
Nov 21 2022
Checked parks
Picked up Santa's sleigh
Put lights up at City Place
Nov 22 2022
Checked parks
Put banners up at ST Mikes, and City Place
Went to Staff meeting
Nov 23 2022
Checked parks
Fixed hand rail at Police Dept
Replaced cove molding in Police dept. storage room
Hung lights at City Hall
Nov 28 2022
Checked parks
Put the Elf House up at City Place
Helped with decorations at the Police Dept.
Cleaned broken limbs off walking trails
Nov.29.202
We was off
Nov 30 2022
Checked parks
Made stakes for the lions
Finished Elf House door way

CITY OF FROSTBURG

Monthly Report: Police Department

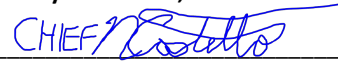
For the Month of: November 2022

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month

	2021	584	2022	722
ARRESTS	On-View/Citations		9	
	Warrants Served/Obtained		7	
	Summonses Served		4	
	Juvenile Arrests & Citations		1	
	TOTAL		21	
C3I INVESTIGATIONS	Cases		0	
COMMUNITY POLICING	Logged Activities		4	
PARKING	Parking Violations		28	
PRISONERS	Custodial Arrests		11	
PUBLIC SERVICE	Well-Being Checks		19	
	Emergency Petitions		9	
	Assist Other Agency		17	
	Request for Officer		36	
	Follow-Ups		13	
	Disturbance (Multiple Inc. Types)		29	
TRAFFIC	M/V Crashes		22	
	Traffic Details		74	
	DWI/DUI Arrests		3	
TRAFFIC STOPS	Total Number of Stops		134	
	Citations		28	
	Warnings		132	
	SEROs		5	
COLLECTIONS	Parking Meter Fines		\$0.00	
	Other Parking Fines		\$1,550.00	
	Parking Meter Collections		\$0.00	
	Municipal Infractions Paid		\$100.00	
	Parking Permits		\$40.00	
	Miscellaneous		\$70.00	
	Park Mobile Oct. 2022		\$109.43	
This month year prior:	\$5,935.20		TOTAL	\$1,869.43

Respectfully Submitted,



Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: November 2022

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

November 1, 2022 – Tuesday

- Picked up garbage route on west end of town
- Had special garbage pick-up on West Main Street
- Picked up supplies from PVIS in Cumberland
- Attended staff meeting at city hall
- Removed litter on Main Street
- Met with Belt Paving to go over work plan for paving streets
- Checked all sewer pumping stations
- Replaced sewer tap and backflow preventer on Mt Pleasant Street
- Checked all CSO locations during rain event
- Backfilled work area and coned off job site
- Marked miss utility tickets and checked them in on computer
- Washed off mini-ex after use on sewer job
- Removed dead animal in roadway on Main Street

November 2, 2022 – Wednesday

- Picked up garbage route on east end of town
- Worked with Belt Paving most of the day on Bowery Street removing manhole lids and installing new risers in all manholes
- Had special garbage pick-up on Welsh Street
- Put down top soil, seeded and mulched work area around sewer repair site
- Checked all sewer pumping stations
- Installed snow plow on Truck 6
- Measured all plow trucks in preparation of new decal installation
- Removed litter on Main Street
- Took truck loads of debris to Miller Bottom
- Checked on sewer odor complaint off Maryland Avenue
- Filled in sewer tap hole with gravel and brought to road surface
- Marked miss utility tickets and checked them in on computer
- Replaced hydraulic fittings on Truck 6
- Cleaned up piles of debris from city parking lot behind St Michaels

P.2

November 3, 2022 – Thursday

- Picked up garbage route in center section of town
- Installed new plow marker whips on plows
- Picked up mail and invoices at city hall
- Marked intersections and tie in areas for blacktop crew
- Removed litter off Main Street
- Picked up supplies and ordered parts at Carquest
- Checked all sewer pumping stations
- Worked on Water Dept's service truck
- Marked miss utility tickets and checked them in on computer
- Checked flow rate in sewer line on Mt. Pleasant
- Drained water system in old jetter truck
- Took old jetter and garbage truck up behind Water Dept. for storage
- Met with Belt Paving to discuss next step in the paving program
- Took truck #6 to Truck Enterprise to have more repairs made to air system
- Attended interviews at City Hall
- Tightened pump packing in sewer pumping station
- Replaced manhole riser on Bowery St.

November 4, 2022 – Friday

- Used loader at Rec. Complex to push up blacktop millings
- Checked and emptied city trash cans where needed on Main Street
- Worked with Belt Paving installing risers where needed
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera to inspect sewer connection
- Cleaned off catch basin grates and curb inlets before weekend
- Went through manhole riser inventory to prepare for next week's blacktopping
- Picked up litter on Main Street, Center, College, Water and Broadway
- Drilled side walk on Center Street and installed new sign post and stop sign
- Cleaned rest room, lunch room and emptied out all shop trash cans
- Added hydraulic fluid and worked on electrical issue on ford one ton dump truck
- Checked all sewer pumping stations – added degreaser to Hoffman station
- Washed off all sewer camera equipment after use
- Looked at curbing (water runoff) complaint on Welsh Hill
- Removed a broken manhole riser on Bowery Street
- Washed off loader after use and checked fluids
- Picked up truck #6 from Truck Enterprise in Keyser WV

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November 5, 2022 – Saturday

November 6, 2022 – Sunday

November 7, 2022 – Monday

- Checked and emptied city trash cans where needed on Main Street
- Picked up yard waste all over town
- One employee took CDL test at the MVA
- Met with Belt Paving in Braddock Estates to discuss drainage issues and where to install blacktop curbing
- Trimmed roadside trees on Main Street and Frost Avenue
- Removed litter on Main Street and College Avenue
- Marked miss utility tickets and checked them in on computer
- Used garbage truck to pick up tree limbs after yard waste route was complete
- Put Share Corporation deliveries away
- Called Ruby's to have new meter post welded on Main Street
- Tightened the main belt on Vetter truck
- Removed dead animal in roadway on Water Street
- Checked all sewer pumping stations
- Emptied garbage truck over at Frostburg Grows yard waste site

November 8, 2022 – Tuesday

- Picked up garbage route on west end of town
- Met with Belt Paving on White Ash to discuss paving ditch line
- Cleaned out catch basins on Mechanic Street at Bowery Street
- Marked miss utility tickets and checked them in on computer
- Helped Water Dept. with water leak on Spring Street
- Checked all sewer pumping stations
- Marked emergency miss utility ticket on Spring Street
- Filled the water and fuel tanks on jetter truck
- Ran sewer camera in sewer main just off Jenkins Street
- Attended a 10am meeting at city hall
- Picked up a few stops of yard waste that had been missed
- Removed litter on Main Street and emptied trash cans where needed
- Installed snow plow and spreader box on truck #14
- Replaced a few old filters on loader
- Emptied and cleaned out debris tank on jetter truck
- Washed off all sewer camera equipment after use

P.4

November 9, 2022 – Wednesday

- Picked up garbage route on east end of town
- Met with Belt Paving to discuss paving of Broadway
- Checked all sewer pumping stations
- Removed street tree on Main Street due to a complaint
- Used loader to push up millings at Rec. Complex
- Removed litter on Main Street
- Checked signage complaint on College Avenue
- Marked miss utility tickets and checked them in on computer
- Took manhole protectors out to Belt Paving
- Checked pothole complaint in city parking area behind City Place
- Marked locations on Frost Avenue to be paved
- Picked up debris left behind on White Ash Lane while paving
- Installed two new sign posts and several signs on College Avenue
- Picked up Rec. Dept tow trailer and loaded supplies needed for tomorrow's Christmas tree project
- Put delivery away that had arrived from Chemung Supply
- Picked up ratchet straps for Christmas Tree

November 10, 2022 – Thursday

- Picked up garbage route in center section of town
- Set out street cones on Main Street
- Removed debris in roadway on Water and Park Street
- Checked all sewer pumping stations
- Met with Belt Paving on Broadway and College Avenue
- Unloaded delivery of lumber at park for bridge project
- Removed dead animal in roadway on College Avenue
- Cut down and removed tree (Christmas tree) on Parkersburg Road
- Hauled Christmas tree with lowboy back to town
- Removed litter on Main Street
- Used loader to push up millings pile
- Marked miss utility tickets and checked them in on computer
- Set up and decorated new Christmas tree at St Michaels front lot
- Checked on curbing complaint in Braddock Estates
- Unloaded sandbags from bed of work truck
- Dropped off fasteners to be stored at Police Department
- Cleaned and put away chainsaw after use
- Put away Napa order delivery
- Called in to work on a sewer issue at Police Station

P.5

November 11, 2022 – Friday – Veterans Day

- Worked on sewer issues at Police Dept. / City Hall

November 12, 2022 – Saturday

- Worked on a water runoff / Storm clog complaint

November 13, 2022 – Sunday

November 14, 2022 – Monday

- Removed banners on Main Street, Broadway, and Depot Street
- Checked and emptied city trash cans where needed
- Painted meter post on Main Street
- Marked Miss Utility tickets and checked them in on computer
- Removed glass in roadway on Bowery Street
- Picked up litter on Main Street
- Pothole patched City Place parking lot and Depot Street
- Checked all sewer pumping stations
- Used torch to clean tar from backhoe bucket
- Cleaned off catch basin grates and inlets where needed
- Straightened several sign posts around town
- Checked all CSO locations
- Ran weekly electrical tests on pump stations
- Installed new wiper motor and arms on wheel loader
- Drained water from diesel safety tank
- Checked water runoff complaint in Braddock Estates
- Met with Belt Paving on Water Street to help with riser installation
- Removed dead animal in roadway on Main Street
- Contacted Ruby's Welding due to another broken off meter post in need of being sleeved and welded

P.6

November 15, 2022 – Tuesday

- Picked up garbage route on west end of town
- Installed new meter on meter post on Main Street
- Checked all fluids in snow removal equipment
- Removed litter on Main Street where visible
- Met with Belt Paving to discuss paving program
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Checked a garbage complaint on Ormand Street
- Dropped off supplies to Belt Paving on Broadway
- Had new tire installed at Smitty's Tire Shop
- Installed tire chains on all plow trucks
- Loaded up all plow trucks with salt and antiskid
- Helped unload a delivery from American Rent All
- Used wheel loader to mash up large chunks of salt and grit
- Salted all city streets during snow event
- Removed debris in roadway on North Water Street
- Straightened a bent sign post on Main Street that had been damaged
- Plowed and salted streets throughout the evening

November 16, 2022 – Wednesday

- Picked up garbage route on east end of town
- Salted streets where needed around town
- Checked all sewer pumping stations
- Made repairs to manhole riser that had been hit by snow plow
- Checked on a sewer complaint on Frost Avenue
- Marked Miss Utility tickets and checked them in on computer
- Ran sewer camera in sewer main and marked sewer tap location
- Installed new lift pin on plow truck #8
- Removed litter on Main Street where visible
- Emptied out bed of Truck #4 and removed plow and chains
- Picked up new rod stock for pins
- Called in a road salt order
- Washed off and fueled up loader after use
- Installed new air filters on street saw
- Had truck #4 towed to Freightliner of Hagerstown due to mechanical issues
- Installed new hydraulic line on truck #6
- Washed off all sewer camera equipment after use

P.7

November 17, 2022 – Thursday

- Salted streets throughout the night
- Helped install Christmas wreaths on Main Street
- Picked up garbage route in center section of town
- Cleaned garage work areas and organized tools
- Turned in bills and invoices to City Hall
- Removed litter on Main Street
- Salted and plowed city streets due to windy cold conditions
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Cleaned out bed on Truck #5
- Ran sewer camera to locate sewer tap on Frost Avenue
- Installed new whip on Truck 14
- Checked catch basins for debris
- Made repairs to tire chains where needed
- Checked plow damage complaint on Washington Street
- Washed off camera equipment after use
- Called to check status of truck #4 in Hagerstown

November 18, 2022 – Friday

- Emptied all city trash cans on Main Street
- Ran sewer camera and located service lines on Frost Avenue
- Checked all sewer pumping stations
- Emptied out all shop trash cans
- Met with contractor on Frost Avenue to discuss sewer repair
- Cleaned rest room and lunch room
- Adjusted and tightened mirrors on Truck 8
- Marked miss utility tickets and checked them in on computer
- Removed dead animal from roadway on Armstrong Avenue
- Pushed back snow on city streets
- Removed litter on Main Street
- Cleaned up salt and grit from around fourth bay entrance
- Washed off sewer camera equipment
- Helped Columbia gas locate a sewer line
- Checked manholes on Water St. to determine sewer flow rate
- Called back out by Police Department to salt and plow streets

P.8

November 19, 2022 – Saturday

- Call in for a sewer backup

November 20, 2022 – Sunday

November 21, 2022 – Monday

- Picked up yard waste all over town
- Checked sewer and storm drains on Green Street due to complaint
- Removed litter on Main Street
- Cleaned snow from around ash dumpster so it could be emptied
- Checked all sewer pumping stations – Ran weekly test
- Filled garbage truck with coolant and checked all other fluids
- Had meeting at city hall
- Marked miss utility tickets and checked them in on computer
- Installed new sewer cap plug in clean out at Police Station
- Fueled up and washed off Bobcat after use
- Added fuel stabilizer to all equipment stored outside
- Checked and emptied city trash cans where needed on Main Street
- Picked up a full bucket of paint in roadway on Water Street
- Installed fuel pump and new fuel lines on Water Dept. work truck
- Picked up graphics at Custom Graphics & Signage

November 22, 2022 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Straightened sign post on Mt Pleasant Street
- Removed litter on Main Street
- Checked sewer main off McCulloh Street and Green Street
- Removed parking meter on Main Street for decorating volunteers
- Marked miss utility tickets and checked them in on computer
- Ran sewer camera in sewer and storm lines on Route 36
- Met with plumber on First Street to investigate sewer issues
- Checked all sewer pumping stations
- Marked emergency miss utility ticket for Gas Company
- Added decals on dump trucks
- Washed off all camera equipment after use
- Cleaned snow and ice debris away from catch basins

P.9

November 23, 2022 – Wednesday

- Picked up garbage route on east end of town
- Loaded up safety cones and dropped them off in locations of the Turkey Day Race
- Checked all sewer pumping stations
- Picked up litter on Main Street
- Checked plow damage complaint on Ormand Street
- Marked miss utility tickets and checked them in on computer
- Added fluids to all plow trucks where needed
- Picked up Truck #4 from Hagerstown Freightliner
- Straightened sign post on High Street
- Used bobcat to clean up plow damaged sod and debris on Ormand Street
- Put deliveries away that had arrived
- Emptied all city trash cans before the holiday
- Picked up supplies and tools at Carquest
- Washed off truck #88 and cleaned out tool bed
- Picked up pay stubs from City Hall
- Took Garbage Truck to Smitty's to have tire repaired

November 24, 2022 – Thursday – Thanksgiving Day

November 25, 2022 – Friday - OFF

November 26, 2022 – Saturday

November 27, 2022 – Sunday

P.10

November 28, 2022 – Monday

- Checked and emptied city trash cans on Main Street
- Picked garbage in the middle section of town due to the Holiday
- Checked all C.S. O's, reset blocks where needed and made a report for City Hall
- Picked up litter on Main Street, Water and Broadway
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Greased manual locks and filled fluids on garbage truck
- Pushed up salt deliveries as they came in
- Washed off loader after use
- Installed chains on truck #4
- Picked up truck #88 from Armstrong Ins
- Removed the plow from #5 and cleaned out the bed
- Installed the plow on truck #4
- Dumped off truck #14 and washed out the bed
- Used blowers to clean off the sidewalks on Broadway, Water Street and Main Street

November 29, 2022 – Tuesday

- Picked up garbage route on west end of town
- Checked all sewer pumping stations
- Had a few guys and the new vac truck digging a hole trying to locate a water leak for the Water Department
- Ran streetsweeper on Main Street, Water Street and Broadway
- Dumped off street sweeper and cleaned out hopper at the dump site
- Picked up litter on Tarn Terrace
- Worked on the Ford one ton truck the bed is not going up and down properly
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Filled vac truck with water, checked and filled fluids where needed
- Dumped vac truck several times at the dump site and cleaned it out after use
- Picked up supplies from Carquest
- Cleaned off catch basin grates on east end of town

P.11

November 30, 20221 – Wednesday

- Picked up garbage route on the east end of town
- Checked all sewer pumping stations
- Picked up litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Cleaned up glass and debris in roadway on Main Street
- Pushed up salt deliveries as they came in
- Washed off loader after use
- Helped the Water Department dig up a water shutoff with the vac truck
- Picked up litter in Prichard's Alley
- Worked on new vac truck and repaired an antifreeze leak
- Picked up signs at City Hall
- Dumped vac truck at dump site and cleaned out hopper
- Removed debris from roadway on East St.
- Picked up barricades from bridge project at Lions Pond
- Installed several signs in City Hall parking lot
- Cleaned off catch basin grates around town

City of Frostburg

Monthly Report: Water Department

For the Month of November, 2022

Submitted by: Jim Williams, Supervisor

November 1, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency locate on Mt. Pleasant St. sewer dept.
- Final reading Welsh St.
- Turn water off & back on for plumber on Wood St. for repairs
- Cleaned the shop
- Hauled trash away
- Attended monthly staff meeting
- Loosen up valve box lids on Bowery St. & Hill St. for blacktopping crew

November 2, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Made sure that blacktopping crew had valve box risers
- Removed election signs that are on city property
- Dan attended first amendment training
- Delivered water meters to contractor Prichard's Farm

November 3, 2022

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Checked out sink hole Mechanic St. old meter pit filled with cold mix
- Regular reading McCulloh St.
- Final reading Linden St.
- Removed fuel tank truck 69. Fuel pump went bad.
- Turn water off & back on for plumber on Aspinall to do repairs

November 4, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read monthly master meters
- Emergency locate on Spring St.
- Checked water leak on Spring St. on property owner

November 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Painted fire hydrants
- Made sure that blacktopping grew had valve box risers

November 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Dan opens Community Center for voting today
- Painted fire hydrants

- Repaired water leak Spring St. service line

November 9, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Mill St.
- Assisted Eric from MRWA with checking our water system
- Turn water off W. Main St. for homeowner for winter

November 10, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- 6 -Final readings
- Turn water off Eastend Playground
- Turn water off Mt. Pleasant St. requested my homeowner
- Dug test pits Prichard Farm looking for water loss

November 11,2022 City Holiday

November14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Pick up cut off saws Carquest
- Worked on fuel tank truck 69
- Turn water off trailhead for the winter
- Unloaded 3inch water line pipe LB Water
- Final reading Talcott Ave.
- Pick up new blacktopping cutting saw Frostburg Rental

November 15, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final readings Ormand St. & Talcott Ave.
- Cleaned the shop
- Hauled trash away
- Made sure that blacktopping crew had valve box risers
- Pick up valve box risers Marshall Ruby's
- Turn water back on McCulloh St. requested my homeowner

November 16, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water off nonpayment
- Final reading E. Main St.
- Put up Christmas Wreaths on Main St.
- Turn water back on nonpayment
- Emergency locate Frost Ave.

November 17, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading E. Mechanic St.
- Turn water off E. Main St. fail to make payment

November 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Mill St.
- Help with clearing ice from Mt. Ridge High School Football Field

November 21, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Work on fuel tank truck 69
- Final reading Bowery St. Park St.
- Turn water off Depot requested by homeowner
- Had truck 69 towed to Gober's Garage to get new brakes lines installed

November 22, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Greased backhoe
- Emergency locate University Drive & Park Ave.
- Cleaned up garage area

November 23, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Hauled trash away
- Turn water on McCulloh St.
- Met with state inspector concerning air compressor
- Turn water off Depot Rd. requested by homeowner

November 24,2022 City Holiday

November 25,2022 City Holiday

November 28, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired water service line Greenbriar Ct.
- Final readings Maple St. & Spring St.
- Assisted Eric from MRWA with checking our water system
- Checked high water pressure Welsh Hill (bad pressure reducer)

November 29,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Tried to turn water off on W. Mechanic St. (needs dug up)
- Dug test pits Prichard Farm looking for water loss
- Turn water off & back on for plumber on Victoria Lane to do repairs
- Unloaded water meters from Core & Main

November 30,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters readings
- Dug up & installed new rod & curb box W Mechanic St.
- Reread water meter Beall St. (possible leak)
- Cleaned the shop
- Hauled trash away

ORDINANCE 2022-08

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

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

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

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

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

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

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

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

NOW THEREFORE:

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

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

(a) *Short title/applicability.*

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

- (2) The provisions of this section apply to all City elected officials, employees, and appointees to boards and commissions of the City.

(b) *Definitions.*

(1) *Designated second home* means:

- a. If an individual owns one (1) second home, the individual's second home; or
- b. If an individual owns more than one (1) second home, any one (1) second home the individual identifies to the Commission as the individual's designated second home.

(2) *Home address* means the address of an individual's:

- a. Principal home; and
- b. Designated second home, if any.

(3) *Interest* means a legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly.

- a. For purposes of this section, interest includes any interest held at any time during the reporting period.
- b. Interest does not include:
 1. An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;
 2. An interest in a time or demand deposit in a financial institution;
 3. An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;
 4. A common trust fund or a trust which forms part of a pension or profit sharing plan which has more than twenty-five (25) participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;
 5. A college savings plan under the Internal Revenue Code; or
 6. A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

(4) *Principal home* means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

(5) *Qualified relative* means a spouse, parent, child, brother, or sister.

(6) *Quasi-governmental entity* means an entity that is created by state statute, that performs a public function, and that is supported in whole or in part by the state but is managed privately.

(7) *Second home* means a residential property that:

- a. An individual occupies for some portion of the filing year; and
- b. Is not a rental property or a time share.

(c) *The Ethics Commission.*

- (1) There is a Frostburg Ethics Commission (the "Commission") that consists of five (5) members appointed by the Mayor and City Council. The Commission shall be the advisory body

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

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

(d) *Conflicts of interest.*

- (1) *[Applicability.]* This subsection applies to all City elected officials, officials appointed to boards and commissions, and employees.
- (2) *Participation prohibitions.* Except as permitted by Commission regulation or opinion, a City official or employee may not participate, except in a ministerial or administrative capacity that does not affect the disposition of the matter, in any matter in which:
 - a. To the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
 - b. Any of the following is a party:
 - 1. A business entity in which the official or employee has a direct financial interest of which he or she may reasonably be expected to know;
 - 2. A business entity of which the official, employee, or qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 - 3. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has made any arrangement regarding prospective employment;
 - 4. A business entity that is a party to an existing contract with the official or employee or, to the knowledge of the official or employee, a qualified relative, to the extent that the contract could reasonably be expected to create a conflict between the private interests and official duties of the official or employee;
 - 5. An entity doing business with the City, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee could reasonably be expected to know of both direct financial interests; or

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

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

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

3. With the City Administrator, who shall forward a copy of the financial statement to the Commission.

(2) *Deadlines for filing statements.*

- a. An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
- b. An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within thirty (30) days after appointment.
- c. An individual who, other than by reason of death, leaves an office for which a statement is required shall, within sixty (60) days after leaving the office, file a statement that covers the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and the portion of the current calendar year during which the individual held the office.

(3) *Candidates to be local elected officials.*

- a. Except for an official who has filed a financial disclosure statement under another provision of this subsection for the reporting period, a candidate to be an elected local official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
- b. The statement shall be filed:
 1. In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
 2. In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
 3. In all other years for which a statement is required, on or before April 30.
- c. A candidate to be an elected official shall file the statement required under paragraph (3) of this subsection with the City Administrator.
- d. If a statement required to be filed by a candidate is overdue and not filed within eight (8) days after written notice of the failure to file is provided by the City Administrator, the candidate shall be deemed to have withdrawn the candidacy.
- e. The City Administrator may not accept any certificate of candidacy unless a statement has been filed in proper form.
- f. Within thirty (30) days of the receipt of a statement required under this section, the City Administrator shall forward the statement to the Commission.

(4) *Public record.*

- a. The City Administrator shall maintain all financial disclosure statements filed under this section.
- b. Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the City.
- c. If an individual other than a Commission member examines or copies a financial disclosure statement, the City Administrator shall record:
 1. The name and home address of the individual reviewing or copying the statement; and
 2. The name of the person whose financial disclosure statement was examined or copied.

- d. Upon request by the official or employee whose financial disclosure statement was examined or copied, the City Administrator shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.
- e. For statements filed after January 1, 2019, the City Administrator may not provide public access to an individual's home address that the individual has designated as the individual's home address.
- f. The City Administrator shall not provide public access to information related to consideration received from:
 - 1. The University of Maryland Medical System;
 - 2. A governmental entity of the State or a local government in the State; or
 - 3. A quasi-governmental entity of the State or local government in the State.
- g. Retention requirements. The City Administrator shall retain financial disclosure statements for four (4) years from the date of receipt.
- h. An individual who is required to disclose the name of a business under this section shall disclose any other names that the business is trading as or doing business as.

(5) *Contents of Statement.*

- a. *Interests in real property.* A statement filed under this section shall include a schedule of all interests in real property wherever located. For each interest in real property, the schedule shall include:
 - 1. The nature of the property and the location by street address, mailing address, or legal description of the property;
 - 2. The nature and extent of the interest held, including any conditions and encumbrances on the interest;
 - 3. The date when, the manner in which, and the identity of the person from whom the interest was acquired;
 - 4. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
 - 5. If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
 - 6. The identity of any other person with an interest in the property.
- b. *Interests in corporations and partnerships.* A statement filed under this subsection shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the City. For each interest reported under this paragraph, the schedule shall include:
 - 1. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation.
 - 2. The nature and amount of the interest held, including any conditions and encumbrances on the interest.
 - 3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the

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

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

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

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

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

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

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

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

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

Introduced:
Second Hearing:
Adopted:
Effective:

FROSTBURG MAYOR AND CITY COUNCIL

By: _____
W. Robert Flanigan, Mayor

ATTEST:

Elizabeth Stahlman, City Administrator

ORDINANCE 2022-09

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

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

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

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

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

(a) *Solicitor registration.*

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

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

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

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

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

....

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

Introduced:
Public Hearing:
Adopted:
Effective:

MAYOR AND CITY COUNCIL OF FROSTBURG

by _____
W. Robert Flanigan, Mayor

ATTEST

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-55

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION
OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE FROSTBURG
PLANNING COMMISSION.**

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

WHEREAS, certain vacancies and expired terms have been identified on the Frostburg 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 Julia Williams to Board of Zoning Appeals for a 3 year term expiring December 20, 2025.

ADOPTED this 20th day of December, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-56

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:

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

ADOPTED this 20th day of December, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-57

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING THE PURCHASE OF LED LIGHT KITS FOR STREETS LIGHTS.

WHEREAS, The City of Frostburg's maintains many of the decorative street lights throughout the City; and,

WHEREAS, the City obtained grants over the last 10 or more years to convert the street lights to LED; and,

WHEREAS, the first generation lights that were installed have exceeded their useful life and are in needed of replacement.

NOW, THEREFORE, BE IT RESOLVED, the Mayor and City Council of Frostburg, Maryland authorize the purchase of 51 HADCO LED Light Kits from Capital Electric, as a sole source purchase due to the brand name light kit required and the vendor is the local distributor for HADCO, in the amount of \$25,092.000

ADOPTED this 20th day of December, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-58

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

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

WHEREAS, The opportunity to purchase 34 W. Mechanic Street was presented and the Mayor and Council were able to successfully negotiate a contract; and,

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

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the purchase of 34 W. Mechanic in the amount of \$115,000 and to authorize the Mayor or City Administrator to sign all related documents.

ADOPTED this 20th day of December, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-59

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, CERTIFYING PROPERTIES ELIGIBLE FOR PROPERTY TAX AND INCOME TAX CREDITS UNDER THE STATE OF MARYLAND'S ENTERPRISE ZONE PROGRAM.

WHEREAS, The Secretary of the Maryland Department of Business and Economic Development has approved an application by the City of Frostburg for re-designation of the Frostburg Enterprise Zone as of December 15, 2014 for a ten-year term expiring December 14, 2024; and

WHEREAS, A business entity meeting the requirements of Property Tax Article 9-103 of the Annotated Code of Maryland may benefit from property tax credits if the entity undertakes capital improvements to its property in the Frostburg Enterprise Zone; and a business entity meeting the requirements of General Tax Article 10-702 of the Annotated Code of Maryland may benefit from income tax credits if the entity hires employees for new positions at a property located in the Frostburg Enterprise Zone when the governing body of the City of Frostburg identifies eligible business entities and properties based on staff determination that the business entities have requested certification and are qualified to receive such property tax or income tax credits; and

WHEREAS, The City wishes to take action by resolution at its December 2022 public meeting to identify and certify eligibility of Frostburg Enterprise Zone properties or firms for both property and income tax credits to Allegany County and the State by the end of calendar year 2022.

NOW, THEREFORE BE IT RESOLVED THAT, the Frostburg Mayor and Council do hereby certify to Allegany County and the State of Maryland that the attached list of property owners or operating businesses are a) located in the Frostburg Enterprise Zone; b) have met all local Enterprise Zone standards; and c) have either completed - or have indicated a firm commitment to the City to complete – a) a capital investment or b) the hiring of new employees as would trigger a tax credit benefit under the Annotated Code of Maryland, Section 9-103 for Part 1, Property Tax Credits, or Section 10-702 for Part 2, Income Tax Credits.

ADOPTED this 20th day of December, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

Frostburg Enterprise Zone Certification List
Calendar Year 2022

	Property <u>Account #</u>	Street <u>Address</u>	Property <u>Owner</u>	Current Operating <u>Company(s)</u>	Certification <u>Date</u>	Located In <u>Focus Area</u>	Capital Credit <u>Eligible</u>	New Jobs <u>Credit Eligible</u>
1	112008643	227 E Main St	ADK Enterprises	Frostburg Rental & Sales	2014	No	Y	N
2	111003192	104 E. Main	BHB Enterprises LLC	Shogun Hibatchi	2014	No	Y	Y
3	124011771	1 Science Park	Allegany Co. (Bs. Pk.)	Hamilton Relay	2014	No	Y	Y
4	126004322	22 Water Street	Sky Vapors LLC	The Vapor Room	2014	No	Y	Y
5	126002327	131 Bowery Street	Spencer William P-Marianne D	Bills Grub Hub	2015	No	N	Y
6	126004330	2 W. Main Street	Jenkins Bros Realty, LLC	The Law Offices of Jayci Duncan	2016	No	N	Y
7	128005873	16 Maple Street	Evergreen Associates, LLC	Mountain City Center for the Arts, LLC	2016	No	N	Y
8	124104514	10800 Laurel Hill Drive	Five 5 Ninety LLC	Journey Pet Services LLC	2017	No	Y	Y
9	124011631	10 Hampton Inn Drive	Marlin Stanczyk	Marlin Stanczyk	2017	No	N	Y
10	126002621	15 Broadway	Clatter LLC (Jon & Lesley Felton)	Clatter, LLC	2017	No	Y	Y
11	128004621	37 E. Main Street	James and Alice Senka	Pet Wants Mountain Maryland	2017	No	N	Y
12	124000826	11046 New Georges Creek Road	Stacey & Kevin Warnick	School Therapy Services, Inc.	2017	No	Y	Y
13	112005725	297-307 E. Main Street	NCR Properties LLC	Valero and Rikki Ann's Family Hair Care	2018	No	Y	Y
14	126004292	114 W. Main Street	Evergreen Associates	Shoe's Diesel Performance, LLC	2018	No	Y	Y
15	111000479	19 Depot Street	Allegany Co. (Depot)	West. MD Adventures, LLC, Go Out & Play	2018	No	N	Y
16	128004176	4-6 Broadway	Mountain City Investments, LLC	Carter and Roque	2019	No	Y	Y
17	128006713	115 E. Main	Guthrie Real Estate LLC	LG's Pizzeria & Subs	2019	No	Y	Y
18	128003994	27 E. Main Street	Jason and Teresa Shook	J & S Pawn Shop	2019	No	Y	Y
19	124010317	10701 New Georges Creek Rd	Pennmark Frostburg Holdings LLC (Frostburg Plaza)	Frostburg Plaza businesses, Dollar Tree	2020	No	Y	Y
20	111004350	9 W. Main Street	Hotel Gunter 2018 LLC, Donny and Kristan Carter	Hotel Gunter and Toasted Goat Winery	2020	No	Y	Y
21	124010325	101 Frostburg Industrial Park	John A. Smith	Smitty's Tire	2020	No	Y	Y
22	124010937	11020 New Georges Creek Rd	Julie Christopher	Bedford Road Pharmacy, Inc., Pharmacare	2021	No	Y	Y
23	126009049	14 W. Main Street	14 West Main, LLC	The Deep End	2021	No	Y	Y
24	124104626	1 Quantum Circle	Allegany County Commissioners/Berkley Springs Instruments	Berkley Springs Instruments	2022	No	Y	Y
25	124000818	11201 Hoffman Hollow Road	Calumet Enterprises LLC	Calumet Enterprises LLC	2022	No	Y	Y
26	124010317	10701 New Georges Creek Rd	Pennmark Frostburg Holdings LLC (Frostburg Plaza)	Goodwill Industries	2022	No	Y	Y
27	124010317	10701 New Georges Creek Rd	Pennmark Frostburg Holdings LLC (Frostburg Plaza)	Big Lots	2022	No	Y	Y
28	124004694	351 E Main Street	Allegany Coal and Land Co.	Somerset Trust Company	2022	No	Y	Y
29	124104298	6 Hampton Inn Drive	KB Fast Foods LLC	KB Fast Foods LLC (Burger King)	2022	No	Y	Y