



MAYOR AND CITY COUNCIL OF FROSTBURG

Mayor W. Robert Flanigan

Donald L. Carter, Jr., Commissioner of Finance

Kevin G. Grove, Commissioner of Public Safety

Nina Forsythe, Commissioner of Water, Parks and Recreation

Adam Ritchey, Commissioner of Public Works

AGENDA

MAYOR AND COUNCIL MEETING

Thursday, April 21, 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 March Council Meeting. 4 - 17

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

[Mayor and Council Meeting - 17 Mar 2022 - Minutes - Pdf](#)
7. SPECIAL PRESENTATIONS AND REQUESTS
 - 7.1. Proclamation: Arbor Day 18

[Arbor Day](#)
8. MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS
 - 8.1. Monthly Reports of the City Departments 19 - 79

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

[March 2022 Monthly Reports](#)
9. PUBLIC HEARINGS
 - 9.1. Community Development Block Grant (CDBG) Hearing regarding a proposed Childcare and Day Camp Facility project and the opportunity to provide input on other needs to be considered by the City.
 - 9.2. Constant Yield Tax Rate Hearing:

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

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

rate of \$0.70 per \$100 of assessment. This tax rate is 1.9% higher than the constant yield tax rate and will generate \$48,084 in additional property tax revenues.

9.3. Combined Sewer Overflow Monthly Public Hearing

10. OLD BUSINESS

11. NEW BUSINESS

- 11.1. **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of Rates and Fees - Elaine Jones, CPA, Director of Finance 80 - 104

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

[FY23 Hotel Motel Ordinance Allocations](#)

[Budget Ordinance FY23](#)

[Budget Ordinance 2022](#)

[Fee Schedule FY23](#)

- 11.2. **ORDINANCE 2022-05** Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code pertaining to the City's Procurement Processes and Policies, in order to revise the threshold amounts for certain exemptions to the competitive bidding requirements. 105 - 109

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

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

- 11.3. **RESOLUTION 2022-10** Amend the FY 2022 Fee Schedule to include fee increases for certain residential building inspections. 110 - 120

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

[Resolution 2022-10 Fee Schedule Amendment](#)

[Fee Schedule FY23](#)

- 11.4. **RESOLUTION 2022-11** Approve Community Development Block Grant (CDBG) Citizen Participation Plan and Anti-Displacement and Relocation Plan. 121 - 127

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

[Resolution 2022-11 CDBG CPP and Relo Draft Resolution Childcare Ctr](#)

[CDBG Citizen Participation Plan](#)

[Anti-Displacement Relocation Plan](#)

- 11.5. **RESOLUTION 2022-12** Accept Public Infrastructure (water, sewer, stormwater conveyance, and streets) of Sand Spring Run Phase II-A Subdivision with a reduction in the bonding requirement for the duration of the 1-year warranty period(s). 128

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

[Resolution 2022-12 Acceptance of Infrastructure](#)

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

129 - 134

Motion and Second to Approve Resolution 2022-13; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-13 Purchase of W National Hwy Property Contract](#)

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



MINUTES

Mayor and Council Meeting

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

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

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

EXCUSED:

Page

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

6 APPROVAL OF THE MINUTES

- a) Minutes from the February Council Meeting.

5 - 8

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

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

Carried

[Mayor and Council Meeting Minutes 2-17-22](#)

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

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

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

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

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

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing - Hayden Lindsey, Director
of Public Works, gave the report on the CSO projects - Phase 9B, 9C, 10A,
and 10B are on winter shutdown.

10 NEW BUSINESS

- a) Presentation of the Draft FY 22/23 Budget. Elaine Jones, CPA, Director of
Finance
b) **RESOLUTION 2022-06** Authorize transfer of property at 59 E. Main Street
(former City Hall) to Frostburg State University as a donation. Elizabeth
Stahlman, City Administrator

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

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

Carried

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

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

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

Carried

[Res. 2022-07 ARPA Funds](#)

- d) **RESOLUTION 2022-08** Authorize the City Administrator to execute Reimbursement Agreements with employees that are required to attend Entry-Level Driver Training as a pre-requisite to obtaining their CDL License. Elizabeth Stahlman, City Administrator. 10 - 13

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

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

Carried

[Res. 2022-08 CDL Agreement](#)

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

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

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

Carried

[Res. 2022-09 Spring Arts Walk](#)

11 REPORT OF THE FROSTBURG POLICE DEPARTMENT

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

12 OPEN PUBLIC COMMENT

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

13 ADJOURNMENT

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

Mayor

City Administrator



MINUTES Mayor and Council Meeting

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

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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

6 APPROVAL OF THE MINUTES

a) Minutes from the January Council Meeting.

5 - 8

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

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

Carried

Mayor and Council Meeting Minutes 1-18-22

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

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- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

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

10 OLD BUSINESS

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

9 - 11

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

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

Carried

Ord. 2022-01 Town and Gown Committee

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

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

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

Carried

Ord. 2022-02 Short Term Vacation Rentals B&Bs Zoning Amendments

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

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

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

Carried

Ord. 2022-03 Historic Preservation Overlay District Zoning Amendment

11 NEW BUSINESS

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

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

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

Carried

Res. 2022-03 Potomac Edison Lighting Agreement

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

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

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

Carried

Res. 2022-04 Housing Authority Appt

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

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

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

Carried

Res. 2022-05 Rec. Commission Appt

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**
Chief Nicholas Costello gave the January 2021 monthly report.
- 13 **OPEN PUBLIC COMMENT**
- 14 **ADJOURNMENT**
There being no further business the meeting was adjourned at 7:20 pm.
- 15 **REMINDER**
Special Work Session to Discuss ARPA Funding: Monday, February 28, 3 pm, 37
Broadway



Mayor



City Administrator

RESOLUTION 2022-07

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

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

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

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

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

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

ADOPTED this 17th day of March, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-08

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

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

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

ADOPTED this 17th day of March 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

CDL TRAINING REIMBURSEMENT AGREEMENT

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

RECITALS

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

WHEREAS, the City is extending an offer of employment to the Employee as a _____;

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

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

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

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

WITNESSETH

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

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

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

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

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

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

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

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

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

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

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

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

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

WITNESS/ATTEST:

THE CITY OF FROSTBURG

By: _____
Elizabeth Stahlman,
City Administrator

Employee signature

RESOLUTION 2022-09

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

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

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

ADOPTED this 17th day of March 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, W. Robert Flanigan, Mayor of the City of Frostburg, do hereby proclaim Friday, April 22, 2022, as

Arbor Day

In the City of Frostburg, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, as the City will celebrate with the 4th grade classes of Frost Elementary; and,

FURTHER, I urge all citizens to plant trees to gladden their hearts and promote the well-being of this and future generations.

Dated this 21st day of April, 2022

W. Robert Flanigan, Mayor

City of Frostburg
Monthly Reports



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

Community Development
Finance
Grants
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: March 2022

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

Permits

Please see attached permit report.

Rental Housing & Code Enforcement

Rental Housing:

- License submission reminders were sent to all rental owners and agents who did not meet the second deadline of March 1, 2022. All property owners were advised that the fee through March is \$100.00 per unit.
- Combined effort with Code Enforcement was made for non-compliant properties.
- Clearance was given by RH and CE for per our Finance Department's request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes.
- iWorQ's team is continuing working through getting the Licensing portion of the program up and running. The first round of inspection notices were sent out after we got the go ahead from iWorQ when updates were made.
- 87 W. Main St. – Water was shut off for non-payment while one unit was occupied. RH Program Coordinator contacted Social Services who was able to secure a room in a local motel for the tenant until water was restored to the property. The tenant immediately sought out new housing and moved, as this issue has happened numerous times in the past.
- 42 W. Mechanic St. (also known as 21 Park street) – The manager of this property filed a complaint with our office and indicated that they had what they felt was an uninhabitable unit due to neglect from the tenants. The tenants happened to be individuals our office has dealt with in the past for the same type of complaint. A complaint inspection was conducted and the unit was deemed "Uninhabitable" and was posted as such. The unit was in violation of sanitation codes and was in an unlivable condition. The tenants have vacated the unit at this time.

.Code Enforcement

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

Boards and Commissions

- *Historic District Commission* – The Historic District Commission met on Monday, March 14, to review a proposal for the construction of an ADA access ramp at the Frostburg Elks building, located at 126 E. Main Street. The proposal was passed unanimously with the stipulation that the contractor forward a copy of the construction and site plans to the Office of the State Fire Marshal for their review.
- *Planning Commission* – The Frostburg Planning Commission did not meet in March due to no applications brought forward for consideration.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in February due to no applications received.

Planning & Economic Development:

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

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

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

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

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

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

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

Community Development Director participating in an Enterprise Zone Work Group led by Delegate Julie Palakovich Carr to determine how well the program is working, if it

should be consolidated with another economic development program, or if it should remain as an independent credit. Or, should the income tax credit continue unchanged, be reformed, eliminated, or consolidated with another credit. And, many other questions have arisen for consideration. Meetings have concluded. A legislative proposal is pending, but an MML representative expects it to not leave committee as there are still many questions regarding implementation.

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

CD Staff currently implementing software from iWorQ for web based tracking of permits, code enforcement, and rental housing. Software capabilities include, tracking processes, documenting requirements for inspections and follow ups, and generating notifications. CD and Finance 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.

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

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

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

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

Staff assisted Cliff Bennett of MEGCO with set up and facilitation of Continuing Education requirements for inspectors at City Place on March 30, 2022, and certified training hours.



Case Activity Report

03/01/2022 - 03/31/2022

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

3/16/2022	03/16/2022	141 MAPLE ST	Front Door Removed from Premises	Inspection	Referred to FPD

Group Total: 1

Group: Issue Citation

3/22/2022	4/11/22 (court date); 4/21/22 (pay citation)	158 CENTER ST	trash in back yard	Issue Citation	Resolved
3/18/2022	4/7/22 (court date); 4/17/22 (pay fine)	57 WASHINGTON ST	Gutters falling down and weeds covering house	Issue Citation	Citation Issued

Group Total: 2

Group: Phone Call/Email

3/22/2022	ASAP	137 BOWERY ST	Referral from FSUPD	Phone Call/Email	Monitoring
3/21/2022	3/27/2022	157 WARNS LANE	Couch near side stairwell	Phone Call/Email	Resolved
3/16/2022	03/16/2022	141 MAPLE ST	Front Door Removed from Premises	Phone Call/Email	Referred to FPD
3/8/2022	3/12/2022	156 SPRING ST	Dresser near the street	Phone Call/Email	Resolved
3/2/2022	2/27/2022	125-127 BOWERY ST	Couch on front porch and dresser in side yard	Phone Call/Email	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
3/2/2022	ASAP	6 BOB CAT CT		Phone Call/Email	Verbal Warning

Group Total: 6

Group: Re-Inspection

3/31/2022	04/07/2022	70 OAK ST	loose trash in yard	Re-Inspection	Second Warning
3/31/2022	04/07/2022	122 CENTER ST	Loose trash all over yard	Re-Inspection	First Warning
3/31/2022	3/27/2022	157 WARNS LANE	Couch near side stairwell	Re-Inspection	Resolved
3/31/2022	04/07/2022	115 BOWERY ST	solid waste in rear yard	Re-Inspection	Second Warning
3/31/2022	04/07/2022	114 CENTER ST	Solid waste on porch and in yard areas	Re-Inspection	Second Warning
3/31/2022	3/21/2022	36 STOYER ST	Mattress and box spring in yard	Re-Inspection	Resolved
3/31/2022	3/29/2022	212 CENTER ST	Solid waste on front porch and in yard areas	Re-Inspection	Monitoring
3/31/2022	4/3/2022	101 Meshach Frost Village	Mattress propped against the side of the structure	Re-Inspection	Resolved
3/24/2022	4/11/22 (court date); 4/21/22 (pay citation)	158 CENTER ST	trash in back yard	Re-Inspection	Resolved
3/22/2022	3/21/2022	36 STOYER ST	Mattress and box spring in yard	Re-Inspection	Resolved
3/22/2022	3/29/2022	212 CENTER ST	Solid waste on front porch and in yard areas	Re-Inspection	Monitoring
3/17/2022	3/27/2022	157 WARNS LANE	Couch near side stairwell	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
3/16/2022	03/16/2022	141 MAPLE ST	Front Door Removed from Premises	Re-Inspection	Referred to FPD
3/11/2022	2/27/2022	125-127 BOWERY ST	Couch on front porch and dresser in side yard	Re-Inspection	Resolved
3/7/2022	03/14/2022	109 MAPLE ST	Loose trash in yard and on porch	Re-Inspection	Resolved
3/2/2022	03/05/2022	164 MAPLE ST	Washing machine in front yard	Re-Inspection	Resolved
3/2/2022	03/05/2022	157 CENTER ST	Couch on sidewalk in front of property	Re-Inspection	Resolved
3/2/2022	12/25/21	6 CHESTNUT ST	Fridge on front porch	Re-Inspection	Citation Issued
3/2/2022	03/05/2022	129 WOOD ST	Couch on front porch	Re-Inspection	Resolved

Group Total: 19

Group: Send Letter

3/31/2022	04/07/2022	53 BOWERY ST	Solid waste	Send Letter	First Warning
3/31/2022	04/10/2022	62 SPRING ST	Mattress propped against side of the house	Send Letter	First Warning
3/24/2022	4/3/2022	101 Meshach Frost Village	Mattress propped against the side of the structure	Send Letter	Resolved
3/22/2022	04/07/2022	70 OAK ST	loose trash in yard	Send Letter	Second Warning
3/22/2022	04/07/2022	115 BOWERY ST	solid waste in rear yard	Send Letter	Second Warning
3/21/2022	ASAP	104 PINECREST DR	Shed Permit Required	Send Letter	Verbal Warning

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
3/18/2022	3/25/22, 3/28/22	121 MCCULLOH ST	Mattress on porch; solid waste on porch and in front yard	Send Letter	Final Warning
3/15/2022	04/07/2022	114 CENTER ST	Solid waste on porch and in yard areas	Send Letter	Second Warning
3/15/2022	ASAP	155 CENTER ST	Roof Sitting	Send Letter	Resolved
3/15/2022	3/29/2022	212 CENTER ST	Solid waste on front porch and in yard areas	Send Letter	Monitoring
3/11/2022	3/21/2022	36 STOYER ST	Mattress and box spring in yard	Send Letter	Resolved
3/11/2022	3/31/2022	22 CHESTNUT ST	Used Appliance	Send Letter	First Warning
3/4/2022	n/a	346 GRANDVIEW DR	Problem tree	Send Letter	Problem Tree
3/2/2022	3/27/2022	157 WARNS LANE	Couch near side stairwell	Send Letter	Resolved
3/2/2022	3/12/2022	156 SPRING ST	Dresser near the street	Send Letter	Resolved

Group Total: 15

Group: Verbal Warning

3/21/2022	ASAP	28 Paul Street	Unlicensed, unpermitted, food service establishment	Verbal Warning	Resolved

Group Total: 1

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Total Records: 44

4/1/2022



Case Detail Report

03/01/2022 - 03/31/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
3/2/2022	3/12/2022	156 SPRING ST	Dresser near the street	Resolved
3/2/2022	3/27/2022	157 WARNS LANE	Couch near side stairwell	Resolved
3/4/2022	n/a	346 GRANDVIEW DR	Problem tree	Problem Tree
3/8/2022		10030 WINNERS LANE NW	high grass	On Hold
3/11/2022	3/21/2022	36 STOYER ST	Mattress and box spring in yard	Resolved
3/11/2022	3/31/2022	22 CHESTNUT ST	Used Appliance	First Warning
3/15/2022	ASAP	155 CENTER ST	Roof Sitting	Resolved
3/15/2022	04/07/2022	114 CENTER ST	Solid waste on porch and in yard areas	Second Warning
3/15/2022	3/29/2022	212 CENTER ST	Solid waste on front porch and in yard areas	Monitoring
3/16/2022	03/16/2022	141 MAPLE ST	Front Door Removed from Premises	Referred to FPD
3/18/2022	3/25/22, 3/28/22	121 MCCULLOH ST	Mattress on porch; solid waste on porch and in front yard	Final Warning
3/21/2022	ASAP	104 PINECREST DR	Shed Permit Required	Verbal Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
3/22/2022	4/7/22 (court date); 4/17/22 (pay fine)	16 BOWERY ST	Numerous violations	Citation Issued
3/22/2022	4/11/22 (court date); 4/21/22 (pay citation)	158 CENTER ST	trash in back yard	Resolved
3/22/2022	ASAP	137 BOWERY ST	Referral from FSUPD	Monitoring
3/22/2022	04/07/2022	115 BOWERY ST	solid waste in rear yard	Second Warning
3/24/2022	4/3/2022	101 Meshach Frost Village	Mattress propped against the side of the structure	Resolved
3/25/2022	ASAP	28 Paul Street	Unlicensed, unpermitted, food service establishment	Resolved
3/29/2022	ASAP	235 CENTENNIAL ST	Junkyard conditions - 4 trailers and 3 UTVs	First Warning
3/31/2022	04/10/2022	62 SPRING ST	Mattress propped against side of the house	First Warning
3/31/2022	04/07/2022	53 BOWERY ST	Solid waste	First Warning

Total Records: 21

4/1/2022



Permit Report

03/01/2022 - 03/31/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Accessory Structure	104 PINECREST DR	10' x 14' Outdoor Storage Shed	Pending
Building	Renovation/Conversion	216 W. First Street	Partial Demolition and Major Renovation of Existing Structure	
Building	Accessory Structure	121 MCCULLOH ST	Installation of a 12' x 20' Outdoor Storage Shed	Closed
Building	Renovation/Conversion	171 CENTER ST	Window Opening Widening	Open
Building	Renovation/Conversion	157 BOWERY ST	Conversion of existing structure from SFD to Two-Family Dwelling	Open
Building	Accessory Structure	164 BOWERY ST	Reissue of Permit 2020-041 (delayed due to supply shortage)	Open
Building	Accessory Structure	105 MOONLIGHT DR	12' x 8' Outdoor Storage Shed	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	210 W MAIN ST	Phase I of Commercial Renovations (This permit only applies to plumbing/electrical updates in the bar area and to the renovation of two bathrooms	Pending
Burning		245 ARMSTRONG AVE	Burning brush from yard/yard waste	Closed
Burning		64 SPRING ST	Brush Burning at 64 Spring Street	Closed
Burning		136 WASHINGTON ST	Brush Burning	Closed
Burning			Burning Permit	
Certificate of Appropriateness		22 E. Main Street	Application of Vinyl Lettering/Logo to front door/window - 22 E. Main Street	Open
Certificate of Appropriateness		126 MAIN ST	Construction of an ADA access ramp on the east side of the existing structure	Closed
Demolition		10711 New Georges Creek Road	Partial demolition of 60'x90' of existing structure	Open

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Fence		170 MCCULLOH ST	Installation of a 6' Fence to Enclose the Rear Yard	Closed
Grading	Accessory Structure	52 W MAIN ST	Per design (See attachment), propose regrading our rear yard to install small walkway with stairs, patio (18 x 25' of historically appropriate pavers), pavilion (16 x 20' on like-sized paver pad), and hot tub. Proposed wall is ~30" with 5' setback maintained between pavilion and property line.	Pending
Grading	Minor Grading	210 W MAIN ST	Grading Rear Entrance	Open
Grading	Minor Grading	83 PINE ST	Reissue of Permit #2020-043 (delayed due to sewer line break)	Open
Sign		82 E MAIN ST	The awning on the front of the building	Pending
Use & Occupancy		82 E MAIN ST	Use and Occupancy Permit	Pending
Use & Occupancy		10701 NEW GEORGES CREEK RD SW, Ste. 9	Use & Occupancy - Horizon Goodwill Industries	Open

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Use & Occupancy		7 W MAIN ST	Use & Occupancy for Old 40 Trading Co. LLC	Pending

Total Records: 23

4/1/2022

2022

Assets		
01-000-1000	CASH	2,442,086.40
01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	6,924,152.99
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	25,711.88
01-000-1007	RESTRICTED CASH CD - SANDSPRING	10,748.80
01-000-1050	INVESTMENTS - CDS	100,712.87
01-000-1100	ACCOUNTS RECEIVABLE	226,150.93
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	13,880.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	200,039.39
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	1,475.43
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	86,879.55
01-000-1143	TAXES RECEIVABLE - CORPORATION	36,638.64
01-000-1200	PREPAID EXPENSE	12,847.60
01-000-1250	RECEIVABLE FROM BOND ISSUANCE	214,412.00
01-000-1500	FIXED ASSETS	22,190,157.20
01-000-1505	WIP - 37 BROADWAY	1,600.00
01-000-1506	WIP - GATEWAY IMPROVEMENT	371,784.56
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	8,293,782.96-
01-000-1650	RESERVE FOR AMORTIZATION	61,897.08-
01-000-1900	DEFERRED FINANCING OUTFLOW	380,480.00
01-000-1910	DEFERRING FINANCING OUTFLOW - OPEB	56,473.00
	Total Assets	<u>25,147,174.89</u>
Liabilities & Fund Balance		
01-000-2005	CUSTOMER REFUND	52.54
01-000-2250	UNEARNED REVENUE	4,374,535.84
01-000-2251	UNEARNED REV - PLAYGROUND	25,711.88
01-000-2252	PERFORMANCE BOND LIABILITY	10,748.80
01-000-2450	DEFERRED FINANCING INFLOW	127,199.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	6,393.00
01-000-2700	COMPENSATED ABSENCES	335,041.87
01-000-2855	OPEB OBLIGATION	410,162.00
01-000-2860	NET PENSION LIABILITY	1,310,819.00
01-000-2870	OTHER LIABILITIES	4,874.05
01-000-2901	BONDS PAYABLE	2,500,500.00
01-000-2905	BOND PREMIUM	277,690.03
	Total Liabilities	<u>9,383,728.01</u>
01-000-3000	INVESTED IN FIXED ASSETS	12,824,946.90
01-000-3200	FUND BALANCE	<u>2,712,396.35</u>
	Total	<u>15,537,343.25</u>
	Revenue	4,735,093.73
	Less Expenses	<u>4,508,990.10</u>
	Net	<u>226,103.63</u>
	Total Fund Balance	<u>15,763,446.88</u>
	Total Liabilities & Fund Balance	<u>25,147,174.89</u>

2022

Assets		
02-000-1000	CASH	166,132.54
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,183.94
02-000-1100	ACCOUNTS RECEIVABLE	1,381.81
02-000-1102	WATER ACCOUNTS RECEIVABLE	107,742.87
02-000-1140	INTEREST RECEIVABLE - WATER	1,243.05
02-000-1500	FIXED ASSETS	3,589,055.82
02-000-1520	WORK IN PROGRESS	12,825.00
02-000-1600	RESERVE FOR DEPRECIATION	2,875,113.86-
02-000-1900	DEFERRED FINANCING OUTFLOW	66,907.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	10,110.00
	Total Assets	<u>1,135,468.17</u>
Liabilities & Fund Balance		
02-000-2450	DEFERRED FINANCING INFLOW	18,040.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	1,132.00
02-000-2700	COMPENSATED ABSENCES	93,363.13
02-000-2855	OPEB OBLIGATION	79,778.00
02-000-2860	NET PENSION LIABILITY	<u>201,742.00</u>
	Total Liabilities	394,055.13
02-000-3000	INVESTED IN FIXED ASSETS	713,941.96
02-000-3250	FUND BALANCE	<u>93,067.82</u>
	Total	807,009.78
	Revenue	1,037,182.97
	Less Expenses	<u>1,102,779.71</u>
	Net	65,596.74-
	Total Fund Balance	<u>741,413.04</u>
	Total Liabilities & Fund Balance	<u>1,135,468.17</u>

2022

Assets		
03-000-1000	CASH	1,071,295.40
03-000-1040	BAY RESTORATION FUND CASH	47,623.02
03-000-1041	CSO CASH	159,980.98
03-000-1100	ACCOUNTS RECEIVABLE	60,647.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	211,377.35
03-000-1120	BAY RESTORATION FUND RECEIVABLE	27,712.82
03-000-1121	CSO SURCHARGE RECEIVABLE	51,953.74
03-000-1141	INTEREST REC - CSO SURCHARGE	1,833.67
03-000-1142	INTEREST RECEIVABLE - SEWER	2,277.13
03-000-1500	FIXED ASSETS	23,870,686.22
03-000-1529	WIP - CENTENNIAL PUMP STATION	37,102.52
03-000-1532	WIP - PHASE IX-A	2,700.00
03-000-1536	WIP - PHASE IX-B	1,283,599.48
03-000-1537	WIP - PHASE IX-C	97,197.97
03-000-1538	WIP - PHASE X-A	15,383.00
03-000-1600	RESERVE FOR DEPRECIATION	7,921,050.81
03-000-1900	DEFERRED FINANCING OUTFLOW	57,336.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	7,225.00
	Total Assets	19,084,880.49
Liabilities & Fund Balance		
03-000-2450	DEFERRED FINANCING INFLOW	16,493.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	809.00
03-000-2700	COMPENSATED ABSENCES	70,482.25
03-000-2855	OPEB OBLIGATION	56,943.00
03-000-2860	NET PENSION LIABILITY	162,045.00
03-000-2900	NOTES PAYABLE	262,965.33
	Total Liabilities	569,737.58
03-000-3000	INVESTED IN FIXED ASSETS	16,538,866.90
03-000-3200	FUND BALANCE	1,003,167.70
	Total	17,542,034.60
	Revenue	2,209,108.13
	Less Expenses	1,235,999.82
	Net	973,108.31
	Total Fund Balance	18,515,142.91
	Total Liabilities & Fund Balance	19,084,880.49

April 18, 2022
09:31 AM

City of Frostburg
PINEY SURCHARGE FUND
BALANCE SHEET
AS OF: 03/31/22

Page No: 4

2022

Assets		
04-000-1000	CASH	934,684.86
04-000-1130	SURCHARGE INTEREST RECEIVABLE	2,860.85
04-000-1131	WATER SURCHARGE RECEIVABLE	87,234.45
04-000-1500	FIXED ASSETS	28,414,129.14
04-000-1540	LAND	114,021.96
04-000-1600	RESERVE FOR DEPRECIATION	17,821,705.88
	Total Assets	<u>11,731,225.38</u>
Liabilities & Fund Balance		
04-000-2005	CUSTOMER REFUND	2,809.34
04-000-2250	UNEARNED REVENUE	4,864.32
04-000-2900	NOTES PAYABLE	4,355,654.34
	Total Liabilities	<u>4,363,328.00</u>
04-000-3000	INVESTED IN FIXED ASSETS	6,319,842.33
04-000-3250	FUND BALANCE	359,134.59
	Total	<u>6,678,976.92</u>
	Revenue	731,576.22
	Less Expenses	<u>42,655.76</u>
	Net	<u>688,920.46</u>
	Total Fund Balance	<u>7,367,897.38</u>
	Total Liabilities & Fund Balance	<u>11,731,225.38</u>

2022

Assets		
05-000-1000	CASH	169,452.41
05-000-1135	TRASH & GARBAGE RECEIVABLE	69,479.90
05-000-1140	INTEREST RECEIVABLE - TRASH	3,301.41
05-000-1500	FIXED ASSETS	406,937.03
05-000-1600	RESERVE FOR DEPRECIATION	264,830.10
05-000-1900	DEFERRED FINANCING OUTFLOW	32,055.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	4,698.00
	Total Assets	<u>421,093.65</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	8,575.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	528.00
05-000-2700	COMPENSATED ABSENCES	29,852.31
05-000-2855	OPEB OBLIGATION	34,166.00
05-000-2860	NET PENSION LIABILITY	<u>104,320.00</u>
	Total Liabilities	177,441.31
05-000-3000	INVESTED IN FIXED ASSETS	142,106.93
05-000-3200	FUND BALANCE	<u>55,411.79</u>
	Total	197,518.72
	Revenue	322,730.69
	Less Expenses	<u>276,597.07</u>
	Net	<u>46,133.62</u>
	Total Fund Balance	<u>243,652.34</u>
	Total Liabilities & Fund Balance	<u>421,093.65</u>

April 18, 2022
09:31 AM

City of Frostburg
COMM DEVELOPMENT SPECIAL PROJECTS FUND
BALANCE SHEET
AS OF: 03/31/22

Page No: 6

2022

Assets		
07-000-1000	CASH	<u>72,158.87</u>
	Total Assets	<u><u>72,158.87</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>72,131.04</u>
	Total	<u>72,131.04</u>
	Revenue	27.83
	Less Expenses	<u>0.00</u>
	Net	<u>27.83</u>
	Total Fund Balance	<u>72,158.87</u>
	Total Liabilities & Fund Balance	<u><u>72,158.87</u></u>

CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING MARCH 31, 2022

Tax Type - Year	Principal Receivable at 02/28/22	Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 03/31/22
			Principal	Interest		
Real Estate - 16/17	\$ 206.08	\$ -	\$ -	\$ -	\$ -	\$ 206.08
Real Estate - 17/18	449.68	-	-	-	-	449.68
Real Estate - 18/19	1,258.18	-	35.95	83.00	-	1,222.23
Real Estate - 19/20	24,178.25	-	8,226.04	3,997.76	-	15,952.21
Real Estate - 20/21	50,770.76	-	7,252.67	2,050.63	(10.88)	43,507.21
Real Estate - 21/22	156,401.27	-	17,688.09	2,418.72	(11.20)	138,701.98
Real Estate Total	<u>\$ 233,264.22</u>	<u>\$ -</u>	<u>\$ 33,202.75</u>	<u>\$ 8,550.11</u>	<u>\$ (22.08)</u>	<u>\$ 200,039.39</u>
Personal Prop - 18/19	\$ 20.96	\$ -	\$ -	\$ -	\$ -	\$ 20.96
Personal Prop - 19/20	146.72	-	-	-	-	146.72
Personal Prop - 20/21	293.45	-	-	-	-	293.45
Personal Prop - 21/22	1,014.30	-	-	-	-	1,014.30
Personal Property	<u>\$ 1,475.43</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,475.43</u>
Public Utility - 21/22	<u>\$ 86,879.55</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 86,879.55</u>
Corporation - 17/18	\$ 385.08	\$ -	\$ -	\$ -	\$ -	\$ 385.08
Corporation - 18/19	1,802.46	-	-	-	-	1,802.46
Corporation - 19/20	2,126.64	-	-	-	-	2,126.64
Corporation - 20/21	3,628.15	-	823.83	148.32	-	2,804.32
Corporation - 21/22	27,849.71	4,705.30	3,087.41	36.41	52.54	29,520.14
Corporation Total	<u>\$ 35,792.04</u>	<u>\$ 4,705.30</u>	<u>\$ 3,911.24</u>	<u>\$ 184.73</u>	<u>\$ 52.54</u>	<u>\$ 36,638.64</u>
Total	<u>\$ 357,411.24</u>	<u>\$ 4,705.30</u>	<u>\$ 37,113.99</u>	<u>\$ 8,734.84</u>	<u>\$ 30.46</u>	<u>\$ 325,033.01</u>

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Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-000-4000	TAXES-REAL ESTATE	2,484,000	-	2,523,672.80	101.6
01-000-4001	PERSONAL PROPERTY TAXES	12,000	-	10,246.13	85.4
01-000-4002	PUBLIC UTILITY TAXES	200,000	-	200,149.80	100.1
01-000-4003	CORPORATION TAXES	130,000	4,705.30	111,236.02	85.6
01-000-4004	PRIOR YEAR TAXES	2,000	-	-	-
01-000-4005	TRAILER TAX	1,600	-	840.00	52.5
01-000-4010	INTEREST ON TAXES	50,000	8,734.84	73,652.57	147.3
01-000-4011	TAX CREDITS	(2,000)	-	(2,597.00)	129.9
01-000-4012	TAX ABATEMENTS	(3,500)	(502.56)	(1,060.23)	30.3
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	1,000	-	-	-
01-000-4020	MARYLAND INCOME TAXES	545,000	4,804.73	390,137.25	71.6
01-000-4021	ADMISSION TAXES	15,100	-	16,638.48	110.2
01-000-4022	HOTEL MOTEL TAX	110,000	4,721.04	86,382.11	78.5
01-000-4023	HIGHWAY USE TAX	310,000	54,709.05	156,721.31	50.6
01-000-4024	COAL TAX	2,000	-	-	-
01-000-4025	HOUSING AUTHORITY	12,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	7,000	-	211.38	3.0
01-000-4032	TRADERS LICENSES	7,000	6.90	736.72	10.5
01-000-4040	POLICE GRANTS	28,000	801.50	17,761.28	63.4
01-000-4041	PARKING METERS	18,000	1,100.74	9,867.18	54.8
01-000-4043	POLICE PROTECTION GRANTS	135,000	34,103.75	102,311.25	75.8
01-000-4045	FINES & FORFEITURES	15,000	2,825.00	14,290.00	95.3
01-000-4046	METER VIOLATIONS	2,000	70.00	1,795.00	89.8
01-000-4047	FROSTBURG STATE UNIV - MOU	200,000	-	150,000.00	75.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	22,500.00	75.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	100.00	1,735.00	86.8
01-000-4051	BUILDING PERMITS	2,500	95.00	1,485.00	59.4
01-000-4052	RENTAL REGISTRATION	74,000	11,870.00	69,810.00	94.3
01-000-4054	CONSTRUCTION INSPECTIONS	12,000	3,374.00	18,039.00	150.3
01-000-4055	CODE ENFORCEMENT CITATIONS	1,750	100.00	850.00	48.6
01-000-4056	COMM DEV GRANT REVENUE	160,000	12,700.00	87,700.00	54.8
01-000-4060	SWIMMING POOL	44,000	-	28,805.24	65.5
01-000-4062	DAY CAMP REGISTRATIONS	12,000	-	9,790.00	81.6
01-000-4063	RECREATION ACTIVITIES	14,000	2,508.00	14,653.85	104.7
01-000-4200	OPERATING TRANSFER - WATER FUND	105,200	8,766.75	78,900.75	75.0
01-000-4201	OPERATING TRANSFER - SEWER FUND	235,440	19,620.00	176,580.00	75.0
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	16,815	1,401.25	12,611.25	75.0
01-000-4250	NSF FEES	-	-	340.00	-
01-000-4301	RENTS	97,500	8,124.86	73,125.74	75.0
01-000-4302	HRD APPROPRIATION	10,200	850.00	5,950.00	58.3
01-000-4303	FRANCHISES - GAS, TV, ETC	88,000	-	47,766.22	54.3
01-000-4304	MISCELLANEOUS REVENUE	113,000	(4,258.76)	110,845.44	98.1
01-000-4306	PROJECT REIMBURSEMENT	260,500	-	96,235.00	36.9
01-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	3,743.00	-
01-000-4317	SPECIAL REVENUE	672,000	-	-	-
01-000-4600	INTEREST INCOME	10,000	2,897.71	10,636.19	106.4
CORPORATE FUND Revenue Total		6,246,005	184,229.10	4,735,093.73	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	16,650.00	75.0
01-100-5010	SOCIAL SECURITY	1,700	141.55	1,273.95	74.9
01-100-5012	WORKERS COMP	175	14.75	165.75	94.7
01-100-5050	LEGISLATIVE CONTINGENCIES	5,000	1,506.16	5,301.85	106.0

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Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-100-5104	INSURANCE - PUBLIC OFFICIALS	10,000	-	8,332.00	83.3
01-100-5150	TRAINING	2,500	185.00	640.00	25.6
01-100-5160	TRAVEL	3,500	1,696.55	2,380.28	68.0
01-100-5185	PROFESSIONAL FEES	5,000	60.00	4,710.93	94.2
Department Total		50,075	5,454.01	39,454.76	

ADMINISTRATIVE					
01-110-5000	SALARIES	172,000	20,880.93	125,388.02	72.9
01-110-5001	SALARIES - BONUS	19,500	-	19,500.00	100.0
01-110-5010	SOCIAL SECURITY	14,600	1,561.14	10,818.35	74.1
01-110-5011	PENSION	12,800	-	11,623.02	90.8
01-110-5012	WORKERS COMP	400	125.00	369.00	92.3
01-110-5013	INSURANCE - HEALTH	25,425	1,085.01	15,962.39	62.8
01-110-5014	INSURANCE - HEALTH RETIREE	30,825	2,568.90	24,640.81	79.9
01-110-5050	RESERVE FOR CONTINGENCIES	14,265	2,428.96	15,619.41	109.5
01-110-5100	INSURANCE - AUTO	600	-	428.00	71.3
01-110-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-110-5105	INSURANCE - PROPERTY	5,500	-	7,200.76	130.9
01-110-5106	INSURANCE - AD&D AND LIFE	4,200	324.00	3,102.00	73.9
01-110-5111	CONTRIBUTIONS - TOURISM	74,500	2,000.00	58,155.73	78.1
01-110-5150	TRAINING	1,500	160.00	219.00	14.6
01-110-5160	TRAVEL	500	37.15	101.69	20.3
01-110-5185	PROFESSIONAL FEES	1,100	-	200.00	18.2
01-110-5191	COMMUNICATIONS	13,320	971.04	5,943.82	44.6
01-110-5192	CITY CODE HOSTING	3,000	-	1,771.98	59.1
01-110-5200	ADVERTISING	6,000	-	2,977.93	49.6
01-110-5205	LEGAL	34,500	777.00	20,658.20	59.9
01-110-5207	PENSION ADMINISTRATIVE FEE	8,000	1,768.69	5,306.07	66.3
01-110-5210	OFFICE SUPPLIES	11,000	339.54	8,009.70	72.8
01-110-5220	POSTAGE	14,000	488.65	7,282.22	52.0
01-110-5230	COMPUTER EXP	17,500	672.23	12,047.24	68.8
01-110-5232	IT LICENSING AND FEES	25,000	-	20,428.33	81.7
01-110-5235	DIGITAL ENGAGEMENT	15,000	4,737.00	18,330.99	122.2
01-110-5300	BOARD EXPENSE	9,500	-	10,413.00	109.6
01-110-5301	ELECTION	8,000	-	-	-
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	155,050	-	26,098.71	16.8
01-110-5500	BUILDING - ARMORY	12,000	19,282.75	23,454.32	195.5
01-110-5502	BUILDING MAINTENANCE	19,000	1,636.99	9,917.50	52.2
01-110-5550	UTILITIES - BUILDING	14,000	2,078.47	12,784.19	91.3
01-110-5700	BANK FEES	-	25.00	50.00	-
01-110-5807	CAPITAL OUTLAY	175,000	1,400.00	1,800.00	1.0
Department Total		917,685	65,348.45	480,694.38	

FINANCE					
01-120-5000	SALARIES	65,500	7,668.60	48,869.80	74.6
01-120-5010	SOCIAL SECURITY	5,000	569.11	3,616.97	72.3
01-120-5011	PENSION	6,000	-	5,422.00	90.4
01-120-5012	WORKERS COMP	200	16.75	188.75	94.4
01-120-5013	INSURANCE - HEALTH	14,500	581.02	7,925.37	54.7
01-120-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-120-5105	INSURANCE - PROPERTY	2,700	-	2,700.29	100.0
01-120-5150	TRAINING	700	-	-	-
01-120-5185	PROFESSIONAL FEES	650	170.00	542.00	83.4
01-120-5310	AUDITING	47,000	-	41,561.00	88.4

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Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-120-5311	ACTUARIAL STUDY	4,000	-	1,967.00	49.2
01-120-5313	TAX COLLECTION	200	-	213.00	106.5
Department Total		146,550	9,005.48	113,098.18	
COMMUNITY DEV					
01-130-5000	SALARIES	54,000	6,631.21	41,272.25	76.4
01-130-5010	SOCIAL SECURITY	4,125	494.92	3,069.81	74.4
01-130-5011	PENSION	4,900	-	4,470.00	91.2
01-130-5012	WORKERS COMP	150	14.00	142.00	94.7
01-130-5013	INSURANCE - HEALTH	14,350	583.30	6,052.73	42.2
01-130-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-130-5105	INSURANCE - PROPERTY	4,950	-	3,600.39	72.7
01-130-5150	TRAINING	400	-	-	-
01-130-5160	TRAVEL	400	-	-	-
01-130-5185	PROFESSIONAL FEES	600	-	50.00	8.3
01-130-5320	ECONOMIC DEVELOPMENT	15,500	-	1,840.00	11.9
01-130-5322	PLANNING	120,000	10,000.00	85,117.01	70.9
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5820	COMMUNITY LEGACY PROJECTS	75,000	15,400.73	15,400.73	20.5
Department Total		296,475	33,124.16	161,106.92	
CODE ENFORCEMENT					
01-140-5000	SALARIES	68,000	8,308.80	53,148.33	78.2
01-140-5010	SOCIAL SECURITY	5,200	598.64	3,804.74	73.2
01-140-5011	PENSION	6,200	-	5,629.00	90.8
01-140-5012	WORKERS COMP	200	18.00	190.00	95.0
01-140-5013	INSURANCE - HEALTH	23,350	1,261.99	15,180.05	65.0
01-140-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-140-5105	INSURANCE - PROPERTY	3,000	-	2,700.29	90.0
01-140-5150	TRAINING	200	-	-	-
01-140-5160	TRAVEL	300	-	-	-
01-140-5185	PROFESSIONAL FEES	-	150.00	200.00	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	22,500	99.00	16,390.90	72.9
01-140-5330	CODE ENFORCEMENT	3,500	885.42	960.42	27.4
01-140-5331	CONSTRUCTION INSPECT	14,000	1,930.00	11,195.09	80.0
01-140-5332	RENTAL INSPECTION	28,550	368.50	2,118.50	7.4
Department Total		175,100	13,620.35	111,609.32	
PUBLIC WORKS ADMIN					
01-150-5000	SALARIES	51,000	5,919.00	42,616.07	83.6
01-150-5010	SOCIAL SECURITY	3,900	440.35	3,181.02	81.6
01-150-5011	PENSION	4,700	-	4,222.00	89.8
01-150-5012	WORKERS COMP	200	20.00	192.00	96.0
01-150-5013	INSURANCE - HEALTH	19,500	406.27	4,597.87	23.6
01-150-5102	INSURANCE - GEN LIAB	100	-	92.00	92.0
01-150-5105	INSURANCE - PROPERTY	2,000	-	1,800.20	90.0
01-150-5150	TRAINING	500	11.00	11.00	2.2
01-150-5160	TRAVEL	1,000	-	42.42	4.2
01-150-5185	PROFESSIONAL FEES	500	-	13.25	2.7
01-150-5193	ONE CALL CONCEPTS	1,000	127.00	757.46	75.8
01-150-5340	ENGINEERING EQUIPMENT	3,000	145.32	596.91	19.9
01-150-5341	MAPPING SUPPLIES	7,500	104.88	3,180.91	42.4
01-150-5342	PUBLIC WORKS	2,000	14.88	1,503.76	75.2
Department Total		96,900	7,188.70	62,806.87	

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Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
	PUBLIC SAFETY				
01-160-5000	SALARIES	973,000	139,358.31	732,203.70	75.3
01-160-5002	SALARIES - POLICE GRANTS	25,000	6,893.12	26,807.27	107.2
01-160-5003	COURT TIME	13,000	1,226.31	6,610.73	50.9
01-160-5010	SOCIAL SECURITY	77,300	10,910.38	56,385.27	72.9
01-160-5011	PENSION	128,000	3,132.24	102,695.34	80.2
01-160-5012	WORKERS COMP	136,500	11,128.50	128,762.50	94.3
01-160-5013	INSURANCE - HEALTH	221,000	14,247.80	145,941.28	66.0
01-160-5018	UNEMPLOYMENT	500	-	-	-
01-160-5100	INSURANCE - AUTO	5,300	-	4,716.00	89.0
01-160-5102	INSURANCE - GEN LIAB	700	-	732.00	104.6
01-160-5103	INSURANCE - POLICE PROFESSIONAL	11,300	-	10,759.00	95.2
01-160-5105	INSURANCE - PROPERTY	5,900	-	4,451.40	75.5
01-160-5150	TRAINING	20,000	3,744.10	27,046.67	135.2
01-160-5170	UNIFORMS	15,000	165.00	12,039.29	80.3
01-160-5180	SAFETY EQUIPMENT	900	79.95	274.85	30.5
01-160-5181	LAW ENFORCEMENT EQUIPMENT	14,000	1,902.94	16,598.60	118.6
01-160-5191	COMMUNICATIONS	30,160	3,310.90	18,244.19	60.5
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	6.89	2,868.48	57.4
01-160-5350	FSU MOU	25,000	15,000.00	25,000.00	100.0
01-160-5390	MISCELLANEOUS EXPENSE	4,000	551.60	2,963.79	74.1
01-160-5400	GAS, OIL, GREASE	26,000	2,274.22	15,080.57	58.0
01-160-5401	AUTO EXPENSE	18,000	1,387.04	11,510.05	63.9
01-160-5420	FLEET LEASE	22,000	2,629.46	18,330.41	83.3
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	415.90	3,657.28	91.4
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	861.73	5,662.38	56.6
01-160-5700	PARKING METERS	2,000	135.84	705.82	35.3
01-160-5705	TRAFFIC CONTROL	2,000	-	-	-
01-160-5850	AMBULANCE FINANCING	30,000	-	22,500.00	75.0
01-160-5851	FIRE DEPT APPROPRIATION	223,760	-	167,820.00	75.0
	Department Total	2,055,320	219,362.23	1,570,366.87	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	219,000	26,158.99	162,059.72	74.0
01-170-5010	SOCIAL SECURITY	16,750	1,892.59	11,661.93	69.6
01-170-5011	PENSION	20,100	-	18,128.00	90.2
01-170-5012	WORKERS COMP	13,675	1,150.00	12,937.00	94.6
01-170-5013	INSURANCE - HEALTH	74,275	4,199.79	47,037.08	63.3
01-170-5018	UNEMPLOYMENT	500	-	1,054.04	210.8
01-170-5100	INSURANCE - AUTO	6,600	(392.00)	5,136.00	77.8
01-170-5102	INSURANCE - GEN LIAB	500	(10.00)	448.00	89.6
01-170-5105	INSURANCE - PROPERTY	5,300	-	4,130.20	77.9
01-170-5150	TRAINING	1,000	-	-	-
01-170-5170	UNIFORMS	8,000	883.52	3,670.47	45.9
01-170-5180	SAFETY EQUIPMENT	7,200	79.95	3,004.04	41.7
01-170-5191	COMMUNICATIONS	70,600	187.20	66,735.65	94.5
01-170-5210	OFFICE SUPPLIES	1,000	-	-	-
01-170-5400	GAS, OIL, GREASE	16,000	3,583.14	12,581.06	78.6
01-170-5420	FLEET LEASE	32,000	2,378.28	21,404.52	66.9
01-170-5550	UTILITIES - BUILDING	6,000	891.27	4,890.58	81.5
01-170-5711	SALT & ABRASIVES	150,000	15,552.48	69,953.26	46.6
01-170-5712	SIGN MAINTENANCE	8,000	-	1,583.32	19.8

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01-170-5713	STREET EQUIPMENT MAINTENANCE	94,000	10,739.00	89,764.44	95.5
01-170-5714	STREET LIGHTING	155,000	12,712.26	132,753.94	85.7
01-170-5715	STREET MAINTENANCE REPAIRS	95,625	10,904.57	67,601.50	70.7
01-170-5716	STREET SHOP EQUIPMENT	550,000	525,527.89	538,499.93	97.9
01-170-5800	CAPITAL OUTLAY	100,000	7,946.95	82,104.06	82.1
01-170-5861	STREET PAVING	195,000	-	169,196.47	86.8
01-170-5865	PARKING LOT MAINTENANCE	15,000	773.50	3,523.50	23.5
Department Total		1,861,125	625,159.38	1,529,858.71	

RECREATION					
01-180-5000	SALARIES	164,000	20,115.74	126,163.27	76.9
01-180-5010	SOCIAL SECURITY	12,550	1,456.62	9,071.17	72.3
01-180-5011	PENSION	15,000	-	13,575.00	90.5
01-180-5012	WORKERS COMP	10,275	1,200.00	10,054.00	97.9
01-180-5013	INSURANCE - HEALTH	55,300	2,704.93	36,394.29	65.8
01-180-5018	UNEMPLOYMENT	1,000	-	-	-
01-180-5100	INSURANCE - AUTO	1,800	140.00	1,852.00	102.9
01-180-5102	INSURANCE - GEN LIAB	400	3.00	368.00	92.0
01-180-5105	INSURANCE - PROPERTY	10,500	-	8,991.40	85.6
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,000	203.20	2,417.20	60.4
01-180-5180	SAFETY EQUIPMENT	400	35.41	478.17	119.5
01-180-5400	GAS, OIL, GREASE	6,500	932.59	3,641.35	56.0
01-180-5503	ARMORY EXPENSE - GYM	10,500	891.27	5,463.88	52.0
01-180-5504	COMMUNITY CENTER	11,000	957.64	6,785.27	61.7
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	89.90	89.90	4.5
01-180-5721	REC EQUIPMENT MAINTENANCE	19,000	14,820.00	16,443.15	86.5
01-180-5722	REC LEAGUE APPROPRIATIONS	3,000	-	1,250.00	41.7
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,500	4,279.71	39,697.01	62.5
01-180-5724	STREET TREE MAINTENANCE	8,500	-	6,621.08	77.9
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,500	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	9,000	598.50	7,636.26	84.9
01-180-5800	CAPITAL OUTLAY	53,000	14,758.88	34,312.97	64.7
Department Total		464,475	63,187.39	331,305.37	

RECREATION-POOL					
01-181-5000	SALARIES	62,000	-	36,584.36	59.0
01-181-5010	SOCIAL SECURITY	4,700	-	2,798.70	59.6
01-181-5012	WORKERS COMP	4,100	125.00	3,659.00	89.2
01-181-5018	UNEMPLOYMENT	500	-	-	-
01-181-5507	POOL OPERATING	41,500	658.30	21,492.96	51.8
Department Total		112,800	783.30	64,535.02	

RECREATION - DAY CAMP					
01-182-5000	SALARIES	19,500	-	12,490.66	64.1
01-182-5010	SOCIAL SECURITY	1,500	-	955.55	63.7
01-182-5012	WORKERS COMP	1,300	109.00	1,227.00	94.4
01-182-5018	UNEMPLOYMENT	500	-	-	-
01-182-5507	DAY CAMP OPERATIONS	500	5.00	258.38	51.7
Department Total		23,300	114.00	14,931.59	

RECREATION - SEASONAL					
01-183-5000	SALARIES	40,000	3,595.90	24,862.15	62.2
01-183-5010	SOCIAL SECURITY	3,050	275.09	1,901.96	62.4

CITY OF FROSTBURG
MARCH 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
01-183-5012	WORKERS COMP	2,650	175.00	2,458.00	92.8
01-183-5108	UNEMPLOYMENT	500	-	-	-
Department Total		46,200	4,045.99	29,222.11	
CORPORATE FUND Expenditure Total		6,246,005	1,046,393.44	4,508,990.10	
02-000-4000	WATER SERVICE REVENUE	1,420,000	169,501.05	1,005,933.71	70.8
02-000-4001	INTEREST EARNED - WATER	1,500	200.32	1,028.67	68.6
02-000-4317	SPECIAL REVENUE	442,000	-	-	-
02-000-4402	SALE OF METERS	4,550	225.00	5,675.00	124.7
02-000-4403	TAPPING FEES	3,000	-	4,700.00	156.7
02-000-4404	SUNDRY SALES	18,000	410.00	18,705.61	103.9
02-000-4408	SUNDRY SALES - CASH BASIS	-	41.70	1,118.70	-
02-000-4600	INTEREST INCOME	-	5.16	21.28	-
WATER FUND Revenue Total		1,889,050	170,383.23	1,037,182.97	
WATER - ADMIN					
02-190-5000	SALARIES	53,000	6,427.81	40,005.09	75.5
02-190-5010	SOCIAL SECURITY	4,050	474.25	2,939.23	72.6
02-190-5011	PENSION	4,800	-	4,387.00	91.4
02-190-5012	WORKERS COMP	160	15.00	153.00	95.6
02-190-5013	INSURANCE - HEALTH	15,000	581.03	7,776.40	51.8
02-190-5370	FMHA BOND	750	-	666.00	88.8
02-190-5600	CORPORATE OVERHEAD	105,200	8,766.75	78,900.75	75.0
Department Total		182,960	16,264.84	134,827.47	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	800	-	915.00	114.4
02-192-5105	INSURANCE - PROPERTY	11,200	-	8,153.78	72.8
02-192-5106	INSURANCE - BOILER & MACHINERY	3,500	-	4,410.94	126.0
02-192-5521	PUMPING SYSTEM EXPENSE	60,000	9,039.02	47,453.62	79.1
02-192-5522	PURIFICATION PLANT MAINTENANCE	290,000	13,884.50	107,165.28	37.0
02-192-5710	FILTRATION CONTRACT PAYMENT	512,000	80,872.81	289,445.10	56.5
Department Total		877,500	103,796.33	457,543.72	
WATER - SUPPLY					
02-194-5000	SALARIES	26,500	3,117.60	20,190.64	76.2
02-194-5010	SOCIAL SECURITY	2,025	238.50	1,544.61	76.3
02-194-5011	PENSION	2,400	-	2,194.00	91.4
02-194-5012	WORKERS COMP	1,700	143.00	1,609.00	94.7
02-194-5506	HYDRO FACILITY EXPENSE	8,000	-	1,181.98	14.8
02-194-5550	UTILITIES / WATER SUPPLY	5,000	727.17	3,262.22	65.2
02-194-5730	WATER SUPPLY EXPENSE	50,000	656.78	10,203.13	20.4
Department Total		95,625	4,883.05	40,185.58	
WATER - DISTRIBUTION					
02-196-5000	SALARIES	204,000	23,186.40	151,923.57	74.5
02-196-5010	SOCIAL SECURITY	15,600	1,695.38	11,068.74	71.0
02-196-5011	PENSION	18,700	-	16,886.00	90.3
02-196-5012	WORKERS COMP	12,650	1,060.00	11,965.00	94.6
02-196-5013	INSURANCE - HEALTH	52,375	3,075.53	36,422.55	69.5
02-196-5050	RESERVE FOR CONTINGENCIES	9,600	-	9,600.00	100.0
02-196-5100	INSURANCE - AUTO	3,500	-	2,568.00	73.4
02-196-5102	INSURANCE - GEN LIAB	1,000	-	915.00	91.5
02-196-5105	INSURANCE - PROPERTY	3,100	-	2,038.44	65.8

CITY OF FROSTBURG
MARCH 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
02-196-5150	TRAINING	500	32.50	32.50	6.5
02-196-5170	UNIFORMS	4,000	175.89	1,885.48	47.1
02-196-5180	SAFETY EQUIPMENT	4,100	114.62	1,075.51	26.2
02-196-5191	COMMUNICATIONS	14,200	1,474.22	14,408.44	101.5
02-196-5210	OFFICE SUPPLIES	500	-	1,456.64	291.3
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	217.58	21.8
02-196-5400	GAS, OIL, GREASE	8,000	2,024.48	7,803.62	97.6
02-196-5420	FLEET LEASE	14,500	651.37	5,862.33	40.4
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	299.31	2,467.09	19.7
02-196-5550	UTILITIES - WATER DISTRIBUTION	2,600	459.98	2,582.94	99.3
02-196-5700	DISTRIBUTION EXPENSE	110,000	8,555.04	54,414.37	49.5
02-196-5701	DISTRIBUTION PIPE EXPENSE	5,000	-	600.00	12.0
02-196-5702	EQUIPMENT MAINTENANCE	6,550	-	5,637.12	86.1
02-196-5703	FIRE HYDRANTS EXPENSE	10,000	-	6,842.00	68.4
02-196-5704	TRANSMISSION MAINS EXPENSE	12,000	1,958.02	1,958.02	16.3
02-196-5740	METERS EXPENSE	190,000	102,250.33	119,592.00	62.9
Department Total		715,975	147,013.07	470,222.94	
WATER FUND Expenditure Total		1,872,060	271,957.29	1,102,779.71	
03-000-4000	SEWER CHARGES	1,925,000	236,923.05	1,227,356.73	63.8
03-000-4001	INTEREST EARNED - SEWER	2,700	469.78	2,189.11	81.1
03-000-4313	GAIN ON DISPOSAL OF ASSETS	-	-	942.50	-
03-000-4317	SPECIAL REVENUE	600,000	-	-	-
03-000-4404	SUNDRY SALES	1,000	-	1,317.47	131.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	24,350.00	150,650.12	-
03-000-4503	SEWER TAP FEES	4,000	-	7,500.00	187.5
Department Total		2,532,700	261,742.83	1,389,955.93	
03-220-4520	CSO SURCHARGE REVENUE	390,000	52,463.37	328,507.13	84.2
03-220-4521	INTEREST EARNED - CSO SURCHARGE	1,000	134.02	832.07	83.2
03-220-4530	PROJECT REIMBURSEMENTS	2,675,000	-	489,813.00	18.3
Department Total		3,066,000	52,597.39	819,152.20	
SEWER FUND Revenue Total		5,598,700	314,340.22	2,209,108.13	
SEWER - ADMIN					
03-210-5000	SALARIES	53,000	6,427.81	40,005.09	75.5
03-210-5010	SOCIAL SECURITY	4,050	474.25	2,939.23	72.6
03-210-5011	PENSION	4,800	-	4,387.00	91.4
03-210-5012	WORKERS COMP	160	15.00	153.00	95.6
03-210-5013	INSURANCE - HEALTH	15,000	581.03	7,802.29	52.0
Department Total		77,010	7,498.09	55,286.61	
SEWER - OPERATING					
03-211-5000	SALARIES	139,000	21,068.58	112,184.13	80.7
03-211-5010	SOCIAL SECURITY	10,625	1,524.77	7,970.46	75.0
03-211-5011	PENSION	12,800	-	14,312.00	111.8
03-211-5012	WORKERS COMP	8,975	900.00	7,580.63	84.5
03-211-5013	INSURANCE - HEALTH	38,350	3,410.10	35,976.19	93.8
03-211-5100	INSURANCE - AUTO	1,600	(208.00)	1,504.00	94.0
03-211-5102	INSURANCE - GEN LIAB	500	(6.00)	452.00	90.4
03-211-5105	INSURANCE - PROPERTY	4,500	-	3,887.94	86.4
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	135.92	1,074.10	35.8
03-211-5180	SAFETY EQUIPMENT	1,000	-	323.98	32.4

CITY OF FROSTBURG
MARCH 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
03-211-5191	COMMUNICATIONS	2,400	412.82	1,314.36	54.8
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	74,651.91	-
03-211-5400	GAS, OIL, GREASE	8,000	1,120.77	4,920.20	61.5
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	1,659.00	27.7
03-211-5600	CORPORATE OVERHEAD	235,440	19,620.00	176,580.00	75.0
03-211-5761	SANITARY COMMISSION CHARGES	1,220,000	248,917.76	677,435.39	55.5
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	8,787.15	74.5
03-211-5763	SEWER OPERATING EXPENSE	55,000	4,734.47	22,773.47	41.4
03-211-5764	SEWER PUMPING EXPENSE	6,000	96.47	2,235.44	37.3
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	647,000	10,458.61	23,334.80	3.6
Department Total		2,412,990	312,186.27	1,178,957.15	
CSO					
03-220-5391	INTEREST EXPENSE	3,865	-	1,756.06	45.4
03-220-5392	DEBT REDEMPTION	22,925	-	22,927.00	100.0
03-220-5800	CAPITAL OUTLAY	3,080,000	3,820.00	553,173.88	18.0
Department Total		3,106,790	3,820.00	577,856.94	
SEWER FUND Expenditure Total		5,596,790	323,504.36	1,812,100.70	
04-000-4000	WATER TAP SURCHARGE	885,000	108,847.25	730,253.87	82.5
04-000-4001	INTEREST EARNED SURCHARGE	1,600	207.73	1,322.35	82.7
04-000-4315	PROCEEDS FROM FUND BALANCE	12,425	-	-	-
04-000-4317	SPECIAL REVENUE	50,000	-	-	-
PINEY SURCHARGE FUND Revenue Total		949,025	109,054.98	731,576.22	
WATER SURCHARGE					
04-200-5391	INTEREST EXPENSE	97,225	3,771.21	38,793.09	39.9
04-200-5392	DEBT REDEMPTION	752,100	-	26,324.76	3.5
04-200-5802	CAPITAL REPAIRS	99,700	1,722.29	3,862.67	3.9
PINEY SURCHARGE FUND Expenditure Total		949,025	5,493.50	68,980.52	
05-000-4000	TRASH & GARBAGE CHARGES	368,000	53,469.00	320,495.03	87.1
05-000-4001	INTEREST EARNED - TRASH	1,200	193.72	1,135.66	94.6
05-000-4315	PROCEEDS FROM FUND BALANCE	2,225	-	-	-
05-000-4404	SUNDRY SALES	500	200.00	1,100.00	220.0
GARBAGE FUND Revenue Total		371,925	53,862.72	322,730.69	
GARBAGE ADMIN.					
05-230-5000	SALARIES	53,000	6,427.79	40,736.42	76.9
05-230-5010	SOCIAL SECURITY	4,050	474.26	2,995.21	74.0
05-230-5011	PENSION	4,800	-	4,387.00	91.4
05-230-5012	WORKERS COMP	160	15.00	153.00	95.6
05-230-5013	INSURANCE - HEALTH	15,000	581.04	7,776.46	51.8
Department Total		77,010	7,498.09	56,048.09	
GARBAGE OPERATING					
05-232-5000	SALARIES	78,900	9,592.91	62,301.11	79.0
05-232-5010	SOCIAL SECURITY	6,025	689.83	4,458.02	74.0
05-232-5011	PENSION	7,300	-	6,531.00	89.5
05-232-5012	WORKERS COMP	5,350	475.00	5,085.00	95.1
05-232-5013	INSURANCE - HEALTH	23,400	1,216.23	17,765.89	75.9
05-232-5100	INSURANCE - AUTO	2,000	-	1,712.00	85.6
05-232-5102	INSURANCE - GEN LIAB	350	-	275.00	78.6
05-232-5105	INSURANCE - PROPERTY	3,200	-	2,797.97	87.4

CITY OF FROSTBURG
MARCH 2022 BUDGET REPORT

Account Id	Account Description	Amended Budget	Mar 2022 Rev/Expd	YTD Rev/Expd	% of Budget
05-232-5170	UNIFORMS	3,075	276.83	1,201.56	39.1
05-232-5180	SAFETY EQUIPMENT	500	-	424.77	85.0
05-232-5210	OFFICE SUPPLIES	500	-	204.82	41.0
05-232-5400	GAS, OIL, GREASE	10,000	2,856.90	7,322.51	73.2
05-232-5600	CORPORATE OVERHEAD	16,815	1,401.25	12,611.25	75.0
05-232-5770	ASH DUMPSTER	3,500	1,876.92	4,931.87	140.9
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	107,000	10,844.58	84,732.72	79.2
05-232-5773	SANITATION OPERATING EXPENSE	17,000	32.54	8,193.49	48.2
Department Total		294,915	29,262.99	220,548.98	
GARBAGE FUND Expenditure Total		371,925	36,761.08	276,597.07	

CITY OF FROSTBURG

Monthly Report: Grants/ Administration

For the Month of: March, 2022

Submitted by: Laura Beeman, Grant Manager

Frostburg Municipal Center Project:

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

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

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

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

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

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

2020 Frostburg Building Improvements and ADA Upgrades:

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

(Participating property owners/ businesses provide matching funds)

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

2022 Frostburg Façade and Building Improvements Program:

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

(Participating property owners/ businesses provide matching funds)

This grant will fund the continuation of the Façade Program in 2022-2023. The fully executed grant agreement has been received. A request for applications for new projects will be advertised later this year.

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

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

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

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

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

package for Design was approved and Final Design is now underway. Design is expected to be complete in late 2022, and the project will likely be advertised for construction in early 2023. A second NEPA approval must be sought prior to construction. A meeting will be held with all stakeholders in late April or early May to gather comments before completing the final phase of design.

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

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

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

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

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

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

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

The project was approximately 68% complete at winter shutdown and will reopen in late April or May.

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

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

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

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

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

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

Maryland Smart Energy Communities (MSEC) 2021:

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

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

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

Maryland Smart Energy Communities (MSEC) 2020:

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

59 East Main Building Improvements:

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

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

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

East End Park Improvements:

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

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

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

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

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

Transit Hub at Frostburg State University (FSU):

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

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

into a phased approach and secure funding for each stage. Staff continued communications with MDOT about phasing the project for eligibility under separate applications to four of their grant programs.

Center Street Redevelopment:

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

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

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

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

Pending Approval

Frostburg Childcare Center

Proposed Budget: \$ 966,760.00 Total Project/ potential Congressional Earmark and CDBG
The Frostburg Childcare Center is currently under design and funding is being sought. Applications to Sen. Cardin and Van Hollen and Rep. Trone were submitted in April and an application for CDBG funding is in progress. The center will bring the HRDC Headstart program to Frostburg to provide childcare to low income families and those with younger aged children. It will also provide space for the City's Summer Day Camp.

CSO Elimination Project Phase X-B: Cemetery Lane

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

CSO Elimination Project Phase X-C: East Washington Street

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

Frostburg Armory Field LED Retrofit:

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

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

CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of: March, 2022

Submitted by: [Gene Bittinger maintenance Supervisor]

March 1 2022

Checked parks

Went to Staff meeting

Emptied storage container

Meant with Nick at Rifle Range

Dropped off dog bags at Dog Park

March 2 2022

Checked parks

Took storage shed to Rifle Range

Built meter top For Water Dept.

Worked on East End building

March 3 2022

Checked parks

Picked drains for East End

Started digging out for concrete

Fixed toilet at Comm. Center

March 4 2022

Checked parks

Filled all dog bags

Started draining pool

Waited on new mower to show up

Worked on East End building

Cleaned up in shop

March 7 2022

Checked parks

Worked on East End concrete drains

March 8 2022

Checked parks

Hauled millings to East End

Replaced swing at small pool pavilion

Worked on East End concrete pad

March 9 2022

Checked parks

Salted lot and sidewalks mutable times

Picked up shelving for City Hall

Put gas in pickup and Dump

March 10 2022

Checked parks

Put shelves up at City Hall

Picked up parts at Lowes

March 11 2022

Checked parks

Finished shelving and door holders at City Hall

Meant with Street Dept. at the pool

Brought mower back from Glendening

Worked on pitcher's mound at field 6

Took roller out of baseball storage shed

Filled truck with salt, got ready for snow storm

March 14 2022

Checked parks

Took pressure washer to the pool

Turned water on at the pool

Turned water on at field 5 bathrooms

Turned water on at Hoffman concession

Took Lumpy to pick up new van

Took plows off pickup and dump

March 15 2022

Checked parks

Went to Staff meeting

Ordered stickers for new van

Worked on concrete forms at East End

Fixed toilets at Hoffman

Took lime to field 6

March 16 2022

Checked parks

Took bases to field 6

Took supplies to Hoffman

Picked up paint for East End

Worked on concrete forms at East End

March 17 2022

Checked parks

Picked up Easter candy

Put lock box on City Hall

Put hoe and bucket back on Kubota

March 18 2022

Checked parks

Put ducks back on pond

Took van over for stickers

Hauled gravel to field 6

Spread gravel at field 6

Meant with Becky at Dog Park

Took salt spreader of dump truck

March 21 2022

Checked parks

Picked up gravel for East End Park

Put French drain in at East End Park

Took tables back to City Place

March 22 2022

Checked parks

Took timbers away from playground at East End

Graded around Playground at East End

Turned water on at East End

Took roller to East End

Built paths at East End

March 23 2022

Checked parks

Picked up wire for East End concrete

Cleaned out East End building

Painted East End bathroom

Put panic bar on East End door

March 24 2022

Checked parks

Worked at East End Park

Delivered Easter candy to F.S.U.

March 25 2022

Checked parks

Meant with Jim at Water Dept.

Worked on East End building

March 28 2022

Checked parks

Put heaters in park bathrooms

Worked at East End Park

March 29 2022

Checked parks

Replaced valve in toilet at field 5

Thawed water lines at field 5

Worked on East End building

Went to Staff meeting
Meant with Jim at Pool
March 30 2022
Checked parks
Poured concrete at East End
March 31 2022
Checked parks
Covered concrete at East End
Helped Water Dept. cut trees at the Pool
Painted floor at East End

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: March 2022

Submitted by: PCO Mary Gracie

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		March
2021	2022	
960	621	
ARRESTS	On-View/Citations	7
	Warrants Served	1
	Summonses Served	5
	Juvenile Arrests & Citations	0
	TOTAL	13
CIVIL CITATIONS	State Law	0
	Municipal	0
C3I INVESTIGATIONS	Cases	0
PARKING	Parking Violations	90
PRISONERS	Custodial Arrests	3
PUBLIC SERVICE	Well-Being Checks	15
	Emergency Petitions	4
	Assist Other Agency	20
	Request for Officer	36
	Follow-Ups	15
	Disturbance (Multiple Inc. Types)	22
TRAFFIC	M/V Crashes	4
	Traffic Details	82
	DWI/DUI Arrests	1
TRAFFIC STOPS	Total Number of Stops	62
	Citations	22
	Warnings	43
	SEROs	0
COLLECTIONS	Parking Meter Fines	\$75.00
	Other Parking Fines	\$2,805.00
	Parking Meter Collections	\$0.00
	Municipal Infractions Paid	\$0.00
	Parking Permits	\$20.00
	Miscellaneous	\$40.00
This month year prior:		TOTAL \$2,940.00
\$4,598.09		

Respectfully Submitted,



Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: March 2022

Submitted by: (Supervisor) Shane Elliott

March 1, 2022 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Worked on parking meters on Water Street
- Removed litter and broken glass on Main Street
- Finished inspecting street sweeper and ordered parts needed
- Checked all sewer pumping stations – tested electrical systems
- Measured more manholes and catch basins where risers are needed for the blacktop program
- Picked up supplies from PVIS in Cumberland
- Used jetter to wash down manholes and cleanouts on Bobcat Court
- Checked on sewer repair site on Bobcat Court – ran sewer inspection camera
- Marked miss utility tickets and checked them in on computer
- Washed off jetter rodder hose and sewer camera equipment after use
- Checked on sewer complaint on Spring Street – popped manholes in surrounding area and ran sewer camera

March 2, 2022 – Wednesday

- Picked up garbage route on east end of town
- Pushed up gravel deliveries with backhoe
- Checked all sewer pumping stations
- Dismantled Christmas tree on Main Street and disposed of
- Removed litter on Main Street, Water and Broadway
- Filled gas cans for generator and chainsaws
- Used robot and push cameras on Warns Lane to locate sewer main and unknown manholes
- Metal detected hillside behind Spring St. to find manhole
- Marked miss utility tickets and checked them in on computer
- Checked on damaged pipe on Washington Street that Northern pipeline had hit
- Picked up cones and checked on sinkhole off of First St.
- Checked on Contractor doing work on sewer line on Bobcat Ct.
- Trimmed trees in and around garage parking lot

P.2

March 3, 2022 – Thursday

- Picked up garbage route in center section of town
- Removed litter off Main Street
- Installed new stop sign and sign pole at Axon Ct. and Hoffman Hollow Rd.
- Emptied trash cans and swept garage floors
- Checked all sewer pumping stations
- Picked up parts from Carquest
- Installed new tail lights on sweeper
- Marked miss utility tickets and checked them in on computer
- Worked on Truck 3 brakes inspected and cleaned rear set
- Put away napa delivery
- Fixed sign pole on Clifton Terrace
- Picked up equipment that was borrowed by contractor doing work in Bobcat Ct.
- Worked on sewer issue on Spring St. with plumbing contractor
- Inspected streets with Core & Main to make accommodations to order catch basin risers

March 4, 2022 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Worked on sweeper installed new center broom and separator screens
- Marked miss utility tickets and checked them in on computer
- Ran camera and marked sewer line in several locations just off Spring Street and Warrens Lane
- Picked up litter on Main Street
- Measured various catch basin sizes
- Installed new reflective delineator on Main Street
- Picked up leftover materials from Bobcat Ct. job site
- Replaced street name sign on High Street
- Checked all sewer pumping stations
- Replaced full waste oil barrel with empty one
- Checked on Northern Pipeline working on Washington Street
- Removed litter all over town in city streets
- Emptied out old Truck 10 (catch vac)
- Dye tested sewer main off State Street and Bobcat Court
- Replaced stop sign in Alleyway
- Installed new front brakes on Truck 3

P.3

March 5, 2022 – Saturday

March 6, 2022 – Sunday

March 7, 2022 – Monday

- Checked and emptied city trash cans where needed on Main Street
- Measured more manholes and catch basins for riser order
- Replaced street sign and post on Maple Street
- Inspected sewer line repair site on Spring Street
- Got a quote for new welder from Airgas
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Installed new air cylinder on street sweeper
- Removed litter on Main Street, Water and Broadway
- Went through manhole cover inventory to see what needs to be ordered
- Checked all CSO locations due to rain
- Removed street brick from Frost Avenue
- Set out safety cones on damaged catch basins on Victoria Lane
- Called in an order to Petro Choice
- Removed dead animal in roadway on N Water Street

March 8, 2022 – Tuesday

- Picked up garbage route on west end of town
- Used jackhammer to locate buried manhole on East Street – Added risers to manhole to bring to surface
- Checked all CSO locations and made report
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Removed litter on Main Street, Bowery and Center Street
- Checked on sewer complaint on Shaw Street – No issues found
- Finalized manhole/catch basin blacktop riser order
- Picked up broken curb debris on High Street
- Attended jetter/catchvac meeting at city hall
- Raked out and seeded grass hillside in front of garage
- Painted curb with blue marking paint at EV charging station #2
- Ran Jetter to clean blockage from manhole on East St.
- Cleaned up trash on Depot Street that was in roadway
- Picked up State Highway sign on Main Street due to complaint

P.4

March 9, 2022 – Wednesday

- Picked up garbage route on east end of town
- Salted city streets where needed due to snow event
- Checked all sewer pumping stations
- Picked up a broken street sign on High Street
- Had special garbage pick up on Washington Street
- Checked on a damaged fiberoptic manhole riser on Mechanic Street and notified Verizon maintenance
- Worked on damaged plow rigging on truck #4
- Removed litter on Main Street
- Took possession of new vac truck and had a brief demo on unit
- Marked miss utility tickets and checked them in on computer
- Washed out plow truck beds and wheel loader after use
- Replaced cross chains where needed on plow trucks
- Tightened control handles on bobcat
- Fueled up and checked other fluids on all plow trucks
- Worked on fourth bay garage door mechanism

March 10, 2022 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Picked up street sign found laying on Main Street
- Took truck #4 to Ruby's for welding repair on plow rigging
- Removed dead animal in roadway on East Main Street
- Had special garbage pick up on Wood Street
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Fabricated crossmember on jetter/catch vac truck to lower overall height of vehicle
- Checked on a concrete structure on Cemetery Lane that Northern Pipeline had damaged
- Picked up new Muck Boots for 2 workers
- Checked sewer main on Bobcat Court for any flow issues
- Removed handicap signs on Mechanic Street, Park Ave and Hill Street per Police Dept. request
- Fabricated metal cover plate for over hydraulic fluid cooler on catch vac
- Reinstalled plow on Truck #4

P.5

March 11, 2022 – Friday

- Marked location of sewer lines around swimming pool for Rec. Dept.
- Emptied all city trash cans on Main Street where needed
- Took all invoices to be paid to city hall
- Removed litter on Main Street
- Washed off new jetter/ catch vac truck
- Checked all sewer pumping stations
- Drilled and reinforced front bumper/ rigging on Truck #4
- Marked miss utility tickets and checked them in on computer
- Swept and removed debris in parking lot behind library and painted EV Parking only on curb
- Made list of all parts for weed trimmers, blowers and saws and placed order for parts at Carquest
- Cleaned out beds of all work trucks
- Removed all parking meters on Ormand Street
- Used blower to remove debris around garage doors
- Removed dead animal in roadway on Armstrong Avenue

March 12, 2022 – Saturday

- Called out to plow and salt streets

March 13, 2022 – Sunday

March 14, 2022 – Monday

- Replaced broken manhole lid on Blair Street
- Checked and emptied city trash cans where needed
- Installed new vent pipe on sewer line just off Spring Street
- Marked Miss Utility tickets and checked them in on computer
- Installed new sign post on Grant Street at Hill Street
- Picked up litter on Main Street
- Met with USG in several locations to discuss sewer/storm line issues
- Checked all sewer pumping stations
- Made welding repair on plow to truck #4
- Worked on electrical issue and replaced marker lights on truck #8
- Removed broken manhole riser on Mechanic Street
- Made repairs to storm drain on Washington Street that Northern Pipeline had damaged
- Changed cutting edges and bolts on plow trucks where needed

P.6

March 15, 2022 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Swept garage parking lot and in front of garage doors
- Removed litter on Main Street
- Made welding repairs to Truck # 6 plow
- Marked miss utility tickets and checked them in on computer
- Replaced washer reservoir and motor on street sweeper
- Unloaded all Dump Trucks and pressured washed them off
- Cleaned air filter and tightened belt on street saw
- Pulled axel on truck #6 and applied gasket maker
- Located and dug up buried manhole by post office parking lot
- Cleaned up blacktop at entrance
- Ran street sweeper in parking area, Bobcat Court, State Street and Upper Consul Road
- Sprayed off loader and checked fluids
- Picked up supplies from Frostburg Rental
- Concreted old storm drain shut that Northern Pipe line had damaged

March 16, 2022 – Wednesday

- Picked up garbage route on east end of town
- Checked on Northern Pipeline on Washington Street
- Filled water and fuel tanks on sweeper
- Picked up supplies from PVIS in Cumberland
- Checked all sewer pumping stations
- Repaired plow damaged area on Park Avenue – put down top soil, grass seed and mulched area
- Checked on sewer odor complaint around the Spring Street area
- Marked Miss Utility tickets and checked them in on computer
- Ran sweeper in center section of town most of the day
- Installed new bucket latches on bobcat rigging
- Removed litter on Main Street and College Avenue
- Worked on advanced throttle switch on old garbage truck
- Ran sewer camera in sewer main on Mt Vernon Street – marked locations
- Worked with USG and looked over camera footage of sewer/storm lines
- Called in two miss utility ticket locates
- Emptied and cleaned out street sweeper over at dump site
- Washed off camera equipment after use

P.7

March 17, 2022 – Thursday

- Picked up garbage route in center section of town
- Filled water tank and fuel tank on street sweeper
- Removed litter on Main Street
- Organized jetter heads, tools and other equipment in new jetter truck
- Checked all sewer pumping stations
- Ran street sweeper all day on west end of town
- Marked miss utility tickets and checked them in on computer
- Picked up supplies from Lowes, Cumberland Outdoor Power and Tractor Supply
- Made repair on sewer line on Washington Street
- Swept off all sidewalks on Broadway and Water Street
- Installed new handheld equipment rack on garage wall
- Ran sewer camera in sewer/storm lines on McCulloh Street – marked all main storm/sewer locations
- Emptied and cleaned out sweeper over at dump site
- Washed off all camera equipment after use
- Greased fittings and adjusted stack valves on sweeper
- Called out due to sewer clog on Center Street – ran jetter to open sewer main

March 18, 2022 – Friday

- Ran street sweeper in center section of town most of the day
- Checked on USG and Northern Pipeline sewer/storm line issues
- Removed litter on Main Street
- Inspected sewer main on Victoria Lane with robot camera
- Ran jetter in sewer main on Uhl Street
- Marked miss utility tickets and checked them in on computer
- Installed temp tag and city decals on new jetter truck
- Checked all sewer pumping stations
- Ran electrical test on Hoffman pumping station
- Checked and emptied city trash cans where needed on Main Street
- Ran sewer camera in sewer main on Uhl Street and Main Street
- Located sewer manhole lid with metal detector at Uhl Street
- Marked location for EVP sign on Main Street
- Cleaned up blacktop chunks and debris around town in roadways
- Gathered all material and equipment needed for Monday's sewer line repair
- Emptied and cleaned out sweeper over at dump site
- Washed off all sewer camera equipment after use

P.8

March 19, 2022 – Saturday

March 20, 2022 – Sunday

March 21, 2022 – Monday

- Filled water and fuel tank on street sweeper
- Ran sewer inspection camera in sewer main on First Street and Route 36
- Made repairs to broken sewer line on First Street and installed new manhole, frame and cover
- Removed litter on Main Street, Bowery and Center Street
- Checked complaint of broken manhole cover on east end of town
- Picked up skid of cold patch from PVIS in Cumberland
- Checked all sewer pumping stations
- Ran sweeper all day on west end of town
- Marked miss utility tickets and checked them in on computer
- Patched potholes all over town with cold patch
- Checked and emptied city trash cans where needed on Main Street
- Worked with USG in several locations inspecting sewer/storm lines
- Emptied and cleaned out sweeper over at dump site
- Worked on electrical harness on street sweeper

March 22, 2022 – Tuesday

- Picked up garbage route on west end of town
- Filled ditch line with gravel and tamped work area around newly installed manhole on First Street
- Removed litter on Main Street and cleaned up broken glass on sidewalk
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper on west end of town all day
- Serviced blacktop roller and adjusted scrapers
- Checked all sewer pumping stations
- Repaired water filter system and bracket on street sweeper
- Checked on Northern Pipeline on Washington Street due to sewer line location issues
- Ran jetter in sewer main on East Main Street and Mt Pleasant Street to clean out excessive amount of debris
- Worked on coolant leak on garbage truck
- Emptied and cleaned out sweeper over at dump site
- Replaced broken manhole cover on East Main Street

P.9

March 23, 2022 – Wednesday

- Picked up garbage route on east end of town
- Drilled hole in sidewalk on Main Street for EVP sign installation
- Checked all sewer pumping stations – added degreaser in all pumping stations
- Replaced main shaft in weed trimmer
- Met with USG and look over camera footage of sewer main and an old manhole found on First Street
- Picked up litter on Main Street
- Called in several orders for sewer supplies and blacktop program supplies
- Ran street sweeper all day on west end of town
- Inspected side walk around City Place for any damage
- Marked miss utility tickets and checked them in on computer
- Checked all CSO's due to rain event
- Removed excessive amounts of litter and glass in roadway on Center Street
- Had tires installed on street sweeper at Smitty's Tire Shop
- Picked up debris left behind street sweeper
- Emptied and cleaned out street sweeper over at dump site
- Ran jetter in sewer main on Jenkins Street

March 24, 2022 – Thursday

- Picked up garbage route in center section of town
- Investigated trash complaint on Mt. Vernon St.
- Ran street sweeper in center section of town
- Marked emergency miss utility ticket on College Avenue
- Checked all sewer pumping stations
- Installed new coolant lines and added fluids on garbage truck
- Filled up jetter truck with water and fuel, also checked fluids
- Picked up litter on Main Street
- Changed oil in blacktop roller
- Marked miss utility tickets and checked them in on computer
- Patched a few deep potholes around town with cold patch
- Ran jetter in sewer main on West Main Street
- Performed tune up on several string trimmers
- Met with USG to discuss locations of two buried manholes on Mt Pleasant Street
- Emptied and cleaned out sweeper at dump site
- Restocked small engine oil inventory at garage
- Ran jetter in all of the sewer main on McCulloh Street to clean out debris

P.10

March 25, 2022 – Friday

- Checked and emptied city trash cans on Main Street before weekend
- Had safety meeting in lunchroom and went over the Safety Training Handbook with all employees
- Removed debris in manhole on Mt Pleasant Street
- Greased all fittings and checked fluids on street sweeper
- Went through riser and catch basin inventory behind Water Department
- Checked all sewer pumping stations – Ran weekly electrical tests
- Ran street sweeper on west end of town
- Used metal detector to try and locate a buried manhole
- Removed litter on Main Street and College Avenue
- Took drums of used motor oil over to Ruby's Welding Shop
- Swept garage floor, emptied shop trash cans and cleaned rest room
- Marked miss utility tickets and checked them in on computer
- Took all invoices to be paid to city hall
- Patched several deep potholes with cold patch
- Met with Northern Pipeline to look over a damaged storm line
- Swept off sidewalks going down Depot Street
- Emptied and cleaned out sweeper over at dump site

March 26, 2022 – Saturday

- Called out due to damaged sewer line

March 27, 2022 – Sunday

- Called out to salt streets and alleyways

P.11

March 28, 2022 – Monday

- Checked and emptied city trash cans on Main Street
- Greased wheel bearings on blacktop roller trailer
- Picked up litter on Main Street, Water and Broadway
- Checked all sewer pumping stations
- Worked on the DEF fluid system on truck #4
- Repaired sewer line on Washington Street that Miller Pipeline had damaged over the weekend
- Checked on sewer compliant on First Street
- Took plow and chains off truck #4
- Marked miss utility tickets and checked them in on computer
- Installed new sweeper curtain on street sweeper
- Helped load truck #4 onto a lowboy to be towed to Hagerstown for repairs
- Unloaded manhole delivery from East Jordan
- Salted streets and Alleyways where needed
- Ran jetter in sewer main on First Street due to clogged sewer
- Called in an order for 200 ton of road salt
- Picked up parts from Frostburg Carquest
- Installed new micro switch on rear of old garbage truck
- Worked on water pumping system issue on jetter truck

March 29, 2022 – Tuesday

- Picked up garbage route on west end of town
- Straightened up and organized upstairs sign storage room
- Patched a few deep holes with cold patch
- Checked all sewer pumping stations
- Took out and emptied all trash cans in garage
- Removed litter on Main Street, Bowery and Center Street
- Cleaned, sanitized lunch room and put down clean rugs
- Marked miss utility tickets and checked them in on computer
- Made repairs to the plumbing eye wash machine in rest room
- Attended staff meeting at city hall
- Filled new jetter truck with water at fire hydrant
- Changed oil and greased fittings in bobcat
- Ran jetter in sewer main on First Street and washed down the inside of two manholes due to grease
- Removed debris from manhole on Jenkins Street
- Added gravel to work area where manhole was installed on First Street

P.12

March 30, 2022 – Wednesday

- Picked up garbage route on the east end of town
- Salted streets and alleyways where needed due to icy conditions
- Removed dead animal on West Main Street
- Installed new safety chain on string trimmer rack
- Checked all sewer pumping stations
- Organized locker room and sorted batteries for power tools
- Picked up litter on Main Street
- Unloaded and washed off all dump trucks
- Marked miss utility tickets and checked them in on computer
- Put new safety bar covers on pole saw and chain saw
- Fueled up sweeper and filled water tanks
- Picked up parts for the bobcat in Cumberland
- Changed hydraulic fluid and filter on Bobcat skid steer
- Picked up package deliveries at city hall
- Checked troublesome sewer main just off Centennial Street
- Added fuel to all dump trucks after use
- Checked on Northern Pipeline and USG for any issues

March 31, 2022 – Thursday

- Picked up center section of town garbage route
- Washed salt and debris off wheel loader
- Removed litter on Main Street and along Grant Street
- Acquired parts for Bobcat from Cumberland
- Changed oil and filters on Backhoe
- Straightened sign pole on Frost Ave.
- Checked all sewer pumping stations and ran manual tests
- Ran street sweeper all day in center section of town
- Had meeting at city hall conference room
- Marked miss utility tickets and checked them in on computer
- Ran camera in sewer line on Main St. to locate buried manhole
- Checked all CSO locations due to rain
- Steam jetted backhoe to remove old grease
- Checked on catch basin complaint on east end of town
- Emptied and cleaned out sweeper over at dump site
- Greased fittings and adjusted brooms on street sweeper
- Put 22-ton jack together after it was delivered

City of Frostburg

Monthly Report: Water Department

For the Month of: March, 2022

Submitted by: Jim Williams, Supervisor

March 1, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Cleaned up the shop
- Hauled trash away
- Turn water off & back on Welsh Hill Road for repairs
- Took truck 69 to Atkins Welding for estimate
- Checked running water on Cherry Lane (surface water)

March 2, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Final reading Center St.
- Installed 5 new meters

March 3, 2022

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

- Worked with gas company on Washington St.

March 4, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Read monthly master meters
- Regular reading Depot St.

March 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with Paul McKenzie with installing drain pipe to outside meter pit on Glen St.
- Installed 2 new meters

March 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Cleaned the shop
- Hauled the trash away
- Worked with Paul McKenzie with installing drain pipe to outside meter pit on Glen St.
- Reread 5 meters due to high usage
- Attended meeting with Hayden concerning new vac truck

March 9, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Data log Mill St.
- Attended class concerning vac truck @ street dept.

March 10, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Final readings Heartwood Drive & Pine St.
- Installed new meter West Main St.
- Attended meeting with Brian & Matt Brewer concerning water details with new day care building

March 11, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Attended meeting with Hayden with scheduling meter replacements
- Final reading Grant St.
- Installed new meter Frost Ave.

March 14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Turned Swimming Pool on
- Data log on Broadway

- Two final readings Broadway and Washington St
- Read meter Main St. possible leak
- Installed new valve box by Crestview Pump Station

March 15, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Attended staff meeting
- Cleaned the shop
- Hauled the trash away
- Hauled junk dirt away from shop
- Final reading Linden St.

March 16, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utilities
- Read quarterly meters
- Installed 2 new meters Pine Crest Drive
- Turn water off for nonpayment
- Reread 3 meters due to high usages
- Turn water back on from nonpayment list

March 17, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Read quarterly meters
- Final readings Timber Ridge & Washington St.

- Installed new meters W. Main St. & Hawthorne
- Repaired two service lines on McCulloh St. for Gas Company
- Met the owner of the apt's on Lower Consol Rd to confirm water meters sizes
- Met with Paul McKenzie to discuss the water lines projects @ the dog park & swimming pool
- Called out for water leak on Center St. (sewer line was plugged up)

March 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Data log Washington St. & W. College Ave.
- Installed new meter Pinecrest
- Reread 3 meters due to high usage

March 21, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with Contractor with installing new water line @ the dog park
- Installed new meter @ the dog park
- Met with contractor @ the old pizza hut building
- Repaired a 1" water line on Barnard St.
- Final reading Grant St.
- Data logs @ E. Main St. & W. College Ave.

March 22, 2022

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with Contractor with installing new water line @ the dog park
- Final reading Washington St.
- Installed 3 new meters
- Installed new curb box & rod & drain back @ East End Play Ground
- Turn water on @ East End Play Ground
- Turn water on Albert Ave.
- Met with contractor @ the old pizza hut building
- Unloaded concrete buttress @ the shop (20)

March 23, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Cleaned the shop
- Hauled the trash away
- Worked with Contractor with installing new water line @ the dog park
- Final reading Allegany St. and timber Ridge

March 24, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Worked with Contractor with installing new water line @ the dog park
- Turn water back on Broadway leak was repaired

March 25, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Final reading Bowery St, North Water, W. College Ave. E. College Ave. and South Grant Timber Ridge
- Worked with Contractor with installing new water line @ the dog park
- Installed 5 new meters
- Reread 13 meters due to high usage
- Turned water off swimming pool

March 28, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Final reading Victoria Lane
- Installed 4 new meters
- Turn water off & back on for owner after repairs on McCulloh St.

March 29, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Cleaned the shop
- Hauled the trash away
- Attended staff meeting
- Installed 2 new meters
- Met the owner of the property on Maple St. to checked the location of water meter

- Data log Center St. possible leak

March 30, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Installed 3 new meters
- Final reading Locust St.
- Reading on W. Main St.

March 31, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Reread water meter on Bowery St. possible leak
- Installed 4 new meters
- Removed bushes & trees from swimming pool

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ORDINANCE 2022-04

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

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

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

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

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

BE IT FURTHER RESOLVED that the following be set forth:

OPERATING BUDGETS: **See Attachment**

TAXES: **See Attachment**

WATER RATES: **See Attachment**

SEWAGE RATES: **See Attachment**

GARBAGE RATES: **See Attachment**

MISCELLANEOUS FEES: **See Attachment**

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

ATTEST: MAYOR & CITY COUNCIL OF FROSTBURG

Elizabeth Stahlman, City Administrator

By: _____
W. ROBERT FLANIGAN, Mayor

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

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

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

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

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

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

NOTIFICATION OF WATER SHUT OFF

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

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

SUPPLEMENTAL WATER METER READINGS\$10.00

INSUFFICIENT FUND (CHECK OR ACH) CHARGES

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

REBILLING FEES

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

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

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

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

Credit or debit card3.25% of the total transaction amount (\$2.00 minimum)

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

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

Card presented in person and entered electronically3.5%
Card presented by phone or entered manually4.5%

WATER RATES

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

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

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

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

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

SEWER RATES

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

WATER SURCHARGE

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

CSO (Combined Sewer Overflow) SURCHARGE

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

GARBAGE RATES

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Special Garbage Charges

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

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

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

WATER CONNECTIONS

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

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

Taps 10" and larger will be priced by City Engineer

SEWER CONNECTIONS

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

* Fee may be higher if actual costs incurred are greater

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

WATER METER FEES complete with 1 check valve and 1 coupling

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

EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL

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

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

LAND USE AND BUILDING PERMIT FEES

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

Residential Permit Fees

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

Single and Two-Family Sprinkler Rebate\$500.00

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

Residential Inspection Fees

Inspections\$65.00 per inspection

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

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

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

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

Subdivision Review

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

Board of Zoning Appeals

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

Re-Zoning Request

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

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

POLICE DEPARTMENT

Parking Violations

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

Second offense or continuing violations may be doubled.

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

POLICE DEPARTMENT (continued)

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies\$10.00

RENTAL HOUSING REGISTRATION & INSPECTION

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

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

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

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

DOCUMENTS

Zoning Ordinance \$8.00

Subdivision Regulations \$5.00

Rental Housing Code\$5.00

Rental Unit Verification\$5.00

Comprehensive Plan \$5.00

Personnel Policy \$6.00

Miscellaneous copies\$0.10 per page

Audit reports \$5.00

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

(Remainder of page is intentionally blank.)

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES

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

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

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

RECREATION FEES – DAY CAMP

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES – SWIMMING POOL

Daily Pool Admissions

Adults - \$6.00

Children (age 5 – 17) - \$5.00

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

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

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

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

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

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

W. Robert Flanigan, Mayor

ATTEST: _____
Elizabeth Stahlman, City Administrator

ORDINANCE 2022-05

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

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

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

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

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

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

Sec. 3-6 – Procurement processes and policies.

....

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

....

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

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

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

. . . .

- (4) *Sole source purchases.*

. . . .

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

. . . .

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

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
W. Robert Flanigan, Mayor

ATTEST

Elizabeth Stahlman, City Administrator

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

EXHIBIT A

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

....

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

....

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

....

- (4) *Sole source purchases.*

....

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

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

. . . .

RESOLUTION 2022-10

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

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

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

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

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

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

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

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

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

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

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

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

NOTIFICATION OF WATER SHUT OFF

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

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

SUPPLEMENTAL WATER METER READINGS\$10.00

INSUFFICIENT FUND (CHECK OR ACH) CHARGES

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

REBILLING FEES

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

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

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

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

Credit or debit card3.25% of the total transaction amount (\$2.00 minimum)

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

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

Card presented in person and entered electronically3.5%
Card presented by phone or entered manually4.5%

WATER RATES

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

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

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

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

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

SEWER RATES

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

WATER SURCHARGE

Surcharge per unit or equivalent

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

CSO (Combined Sewer Overflow) SURCHARGE

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

GARBAGE RATES

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Special Garbage Charges

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

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

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

WATER CONNECTIONS

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

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

Taps 10" and larger will be priced by City Engineer

SEWER CONNECTIONS

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

* Fee may be higher if actual costs incurred are greater

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

WATER METER FEES complete with 1 check valve and 1 coupling

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

EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL

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

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

LAND USE AND BUILDING PERMIT FEES

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

Residential Permit Fees

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

Single and Two-Family Sprinkler Rebate\$500.00

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

Residential Inspection Fees

Inspections\$65.00 per inspection

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Commercial and Multi-Family Permit Fees

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

Commercial and Multi-Family Housing Inspection Fees

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

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Residential and Light Commercial Photovoltaic Inspection

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

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

Demolition Permit & Inspection Fees

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

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

Grading

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

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

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Other Permit Fees

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

Solicitor Permits

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

Subdivision Review

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

Board of Zoning Appeals

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

Re-Zoning Request

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

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

POLICE DEPARTMENT

Parking Violations

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

Second offense or continuing violations may be doubled.

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

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

POLICE DEPARTMENT (continued)

Parking Permits (City Place lot)

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

Parking Permits (all other City parking lots)

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

Copies\$10.00

RENTAL HOUSING REGISTRATION & INSPECTION

Initial Rental Registration

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

Rental Registration Renewal

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

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

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

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

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

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

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

DOCUMENTS

Zoning Ordinance \$8.00

Subdivision Regulations \$5.00

Rental Housing Code\$5.00

Rental Unit Verification\$5.00

Comprehensive Plan \$5.00

Personnel Policy \$6.00

Miscellaneous copies\$0.10 per page

Audit reports \$5.00

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

(Remainder of page is intentionally blank.)

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES

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

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

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

RECREATION FEES – DAY CAMP

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

JULY 1, 2022

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES – SWIMMING POOL

Daily Pool Admissions

Adults - \$6.00

Children (age 5 – 17) - \$5.00

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

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

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

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

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

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

W. Robert Flanigan, Mayor

ATTEST: _____
Elizabeth Stahlman, City Administrator

RESOLUTION 2022-11

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

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

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

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

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

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN**

The City of Frostburg has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities, and a review of program performance. Public hearings to cover community and economic development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location, or beneficiaries as defined by criteria established by the State;
- Provide citizens with the City of Frostburg Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely result in displacement of persons or businesses from their homes or businesses;
- Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit of general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

PROVISION OF INFORMATION, PUBLIC HEARINGS, AND COMMENTS

The City of Frostburg will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8 am and 4 pm at the Frostburg Municipal Center, 37 S Broadway, Frostburg, MD 21532. Where possible, the City of Frostburg will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in the Cumberland Times-News, a newspaper of general circulation. The City of Frostburg may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door, using the City website and/or social media, or at presentations made at community meetings.

The City of Frostburg will hold at least one public hearing to receive input by citizens on the housing and community and economic development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by the City of Frostburg at the following location: Frostburg Municipal Center, 37 S Broadway, Frostburg, MD 21532.

If necessary, the City of Frostburg will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to Laura Beeman at (301) 914-1789 or lbeeman@frostburgcity.org. At least 3 days advance notice is requested.

The City of Frostburg will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:

Elizabeth Stahlman, City Administrator
City of Frostburg
37 S Broadway
PO Box 440
Frostburg, MD 21532

TECHNICAL ASSISTANCE

When requested to provide technical assistance to groups representative of persons of low and moderate income, the City of Frostburg will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, the City of Frostburg may offer a referral to the State or to a consultant who can provide the necessary expertise.

COMPLAINTS AND GRIEVANCES

Citizens who wish to submit a complaint or grievance may do so by calling or writing:

Elizabeth Stahlman, City Administrator
City of Frostburg
37 S Broadway
PO Box 440
Frostburg, MD 21532

The City of Frostburg shall make reasonable effort to provide a response in writing to written complaints and grievances within 15 working days.

AMENDMENTS TO APPLICATIONS OR GRANTS

The City of Frostburg will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location, or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by the City of Frostburg on April 21, 2022. It is effective for a five (5) year period until April 21, 2027.

MAYOR, CITY OF FROSTBURG

WITNESS

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Frostburg will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, the City of Frostburg hereby agrees to comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, as described in 49 CFR Part 24; and with the Housing and Community Development Act of 1974 ("HCD Act of 1974"), as amended, as described in 24 CFR Part 42.

RELOCATION

The City of Frostburg will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

- Relocation assistance planning and advisory services;
- Moving expenses;
- Referral to comparable replacement unit; and
- Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwellings to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

- Security deposits and credit checks;
- Referral to comparable replacement unit; and
- Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

- Referral to at least one suitable, decent, safe, and sanitary replacement dwelling unit. The City of Frostburg shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601-3619, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and
- Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the "Total Tenant Payment." All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. § 1437f.

In addition, in consideration of the financial assistance received from the Maryland CDBG Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or conversion which results in temporary relocation, the City of Frostburg agrees to assist either the temporarily displaced

residential or business tenant or owner occupant during the time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- Interim living costs;
- Relocation assistance planning and advisory services;
- Reasonable moving expenses; and
- Rental Assistance (if moving to more expensive unit).

ONE FOR ONE REPLACEMENT HOUSING

In the event that low and moderate income dwelling units are demolished or converted to a use other than as low/moderate-income housing, the City of Frostburg will replace all units that were occupied or were vacant but deemed occupiable as required under Section 104(d) of the HCD Act of 1974, as amended.

All replaced housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Frostburg will make public and submit to the Maryland CDBG Office the following information in writing;

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- E. The source of funding and a time schedule for the provision of replacement dwelling units; and
- F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling for at least ten (10) years from the date of initial occupancy.

GENERAL POLICIES

1. The City of Frostburg will take every preventable action to minimize the involuntary displacements of persons or businesses during the implementation of our CDBG funded projects. Examples of actions that may be taken include:
 - a. Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first, so they can be rehabilitated first, and tenants moved in before rehabilitation of occupied units or buildings is begun.
 - b. Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.

- c. Provide counseling to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area being revitalized.
2. The City of Frostburg may enter into a written agreement with a subrecipient, or the owner of the assisted property, under which either may pay all or part of the cost of the required relocation assistance.
3. The City of Frostburg understands the cost of relocation assistance and other benefits shall be paid from CDBG funds or such other funds as may be available from any source including the jurisdiction's general funds.
4. The City of Frostburg will refer owners and/or tenants to the State CDBG Program if there is a disagreement with the determination that these requirements do not apply to an acquisition or a displacement.
5. The City of Frostburg will prepare a specific Relocation Plan in the event that funding is requested for a project where it is known that displacement will occur.

ATTEST/WITNESS

W. Robert Flanigan, Mayor

(Typed Name of Chief Elected Official)

(Signature)

This Anti-Displacement Plan is hereby adopted by the City of Frostburg on April 21, 2022. It is effective for a 5 year period until April 21, 2027.

RESOLUTION 2022-12

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

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

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

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

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

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-13

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

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

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

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

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

CONTRACT OF SALE

THIS CONTRACT OF SALE ("Contract") is made by and between **THE CITY OF FROSTBURG** ("the City") and **ROBERT LANGAN AND STEVEN LANGAN, PERSONAL REPRESENTATIVES OF THE ESTATE OF MARGARET MARSHALL LANGAN, and BETTY J. LANGAN, PERSONAL REPRESENTATIVE OF THE ESTATE OF JOHN LANGAN** ("Sellers") and is effective as of the date its execution is completed as shown in the signature provisions on the last page of this Contract.

Recitals:

WHEREAS, the below-defined Property was conveyed to Joseph Langan and Edward R. Langan as tenants in common by deed dated August 7, 1957 and recorded among the Land Records of Allegany County, Maryland in Deed Liber 291, folio 344.

WHEREAS, Edward R. Langan died on October 11, 2003 with a will admitted to probate before the Register of Wills for Allegany County, Maryland in proceedings designated Estate No. 27271. Pursuant to Article THIRD of the will, Edward R. Langan's residuary estate, which includes the hereinafter-identified Property, was distributable to the Edward R. Langan Revocable Trust dated June 12, 1996 ("the trust"). On March 5, 2004, the trust was terminated upon the final distribution of all trust assets to Margaret M. Langan, sole beneficiary of the trust. Pursuant to Maryland Code, Estates and Trusts, § 4-411, Margaret M. Langan, as Personal Representative of the Estate of Edward R. Langan, was authorized to distribute Edward R. Langan's 50% interest in the subject property in accordance with the terms of the trust directly to Margaret M. Langan.

WHEREAS, Margaret M. Langan died June 22, 2021, with a will admitted to probate before the Register of Wills for Allegany County, Maryland in proceedings designated Estate No. 38269. Robert Langan and Steven Langan were appointed as personal representatives of this Estate. As such, they are empowered to enter into this Contract and convey Margaret M. Langan's 50% interest in the Property to the Sellers.

WHEREAS, John Langan died August 1, 2020, with a will admitted to probate before the Register of Wills for Allegany County, Maryland in proceedings designated Estate No. 38269. Betty Langan was appointed as personal representative of this Estate. As such, she is empowered to enter into this Contract and convey John Langan's 50% interest in the Property to the Sellers.

NOW, THEREFORE, WITNESSETH, in consideration of the sum of \$50,000.00 paid by the City to the Sellers, these presents and other good and valuable consideration, the parties hereto agree as follows:

I. Property Description. Sellers agree to sell to the City, and the City agrees to purchase from Sellers, all of the following tract/parcel of land, together with the improvements

thereon, and the rights, roads, ways, waters, privileges and appurtenances thereto or in anywise appertaining which are owned by Sellers and are hereinafter referred to collectively as the "Property":

Legal Description: 4A S/W/S RT 40 1.25 MI W OF 416X419 FROSTBURG
Allegany County Land Records Deed Liber 728, folio 270 and Deed Liber 291,
folio 344
Tax Account No. 26-005892

2. **Purchase Price.** The purchase price for the Property (the "Purchase Price") is Fifty Thousand Dollars (\$50,000.00).

3. **Payment Terms.** The Purchase Price shall be paid at settlement.

4. **Estate.** The Property is being conveyed in fee simple.

5. **Contingencies.** This Contract and the consummation of the transaction contemplated by its terms are contingent upon the following:

- A. Sellers shall deliver the Property to the City free of tenants or inhabitants of any kind, with all of any such individuals' personal property and belongings having been removed. Sellers shall be responsible for legally evicting any tenants who may have been leasing the Property.
- B. Sellers shall be responsible for the termination of all utility services to the Property.
- C. Settlement shall be contingent upon the City's performance of a walk-through inspection of the Property within 48 hours prior to settlement in order to confirm that the Property will be delivered to the City in accordance with the terms of Sections 5 and 8 of this Contract. If Sellers do not have keys to the Property, the City may hire a locksmith, at its sole expense, in order to obtain entry. The City shall have the right to waive this contingency and proceed to settlement without conducting the said inspection. If Sellers do not have keys and the City does not hire a locksmith in time to perform the walk-through, then the City will be deemed to have waived the right to conduct the walk-through.

Notwithstanding the foregoing, the City shall have the right to insist that Sellers perform as required in subparagraphs A and B above. In that regard, the City shall have the right to bring an action to specifically enforce those provisions in the event they are not met within the time frame set for settlement as provided for hereinafter.

6. **Representations & Warranties.** The Property is being sold in as-is condition, without any express or implied warranties or representations made as to its condition or otherwise, and subject to all defects, if any, known or unknown except that they warrant that the matters and

facts set forth in the Recitals are true and correct to the best of their knowledge, information and belief.

7. **Risk of Loss.** The Property is to be held at the risk of Sellers until legal title has passed or possession has been given to the City.

8. **Possession.** Sellers agree to give the City possession and occupancy of the Property at the time of settlement. Sellers will deliver the Property in substantially the same physical condition as of the date of their execution of this Contract but free of Sellers' personal property and all junk, trash and debris. Any personal property, junk, trash or debris shall be deemed to be abandoned and the City may dispose of it in any manner it sees fit, including, but not limited to, selling it or disposing of it as rubbish.

9. **Taxes.** The City shall be responsible for the payment of all past and presently due real estate taxes.

10. **Deed and Title.** Upon payment of the Purchase Price, a deed conveying the Property from Sellers to the City containing covenants of special warranty and further assurances shall be executed by Sellers. The City shall prepare the deed at its expense. Title to the Property shall be good and merchantable, free of liens and encumbrances, except as specified herein and except use and occupancy restrictions of public record which are generally applicable to properties in the immediate neighborhood or the subdivision in which the Property is located and publicly recorded easements for public utilities and any other easements which may be observed by an inspection of the Property.

11. **Agency/Real Estate Commission.** Sellers and the City warrant and represent that no real estate broker participated in the procurement or negotiation of this Contract. Each party agrees to defend, indemnify, and hold the other harmless for any claim for real estate commissions arising by reason of the indemnifying party's breach of this warranty. The provisions of this paragraph shall survive settlement and the delivery, acceptance and recordation of the deed for the Property or the termination of this Contract.

12. **Settlement.** Settlement shall occur no later than forty-five (45) days after the effective date of this Contract. The City's Municipal Attorney is authorized to consent to extensions of the date for settlement on behalf of the City.

14. **Documentary Stamps, Recordation, Transfer Taxes.** All transfer and recordation taxes and fees payable in connection with the sale of the Property shall be paid by the City.

15. **Assignability.** This Contract may not be assigned without the written consent of Sellers, said consent not to be unreasonably withheld.

16. **Captions.** The marginal captions of this Contract are for convenience and in no way define or limit the intents, rights or obligations of the parties hereunder.

17. **Entire Agreement.** This Contract contains the final and entire agreement between the parties, and neither they nor their agents shall be bound by any terms, conditions, statements, warranties or representations, oral or written, not herein contained.

18. **Maryland Law Applies.** This Contract shall be governed and construed according to the laws of the State of Maryland without regard to principles of conflict of laws. It shall be enforceable exclusively by means of an action commenced in the Circuit Court for Allegany County, Maryland or the District Court of Maryland for Allegany County, and both parties waive the right to claim that such a proceeding is commenced in an inconvenient forum or one that lacks proper venue.

19. **Breach of Contract and Default.** The City and Sellers are required and agree to make full settlement in accordance with the terms of this Contract and acknowledge that failure to do so constitutes a breach hereof. In the event of a breach, each of the parties hereto is entitled to pursue such rights and remedies as may be available, in law or in equity, including, without limitation, an action for specific performance of this Contract and/or monetary damages. If either party defaults, the party committing the default, whether the City or Sellers, shall reimburse the non-defaulting party for the court costs, litigation expenses, and reasonable attorneys' fees that party incurred as a result of the default.

20. **Binding Effect.** This Contract shall be binding upon the parties hereto and each of their respective heirs, personal representatives, administrators, executors, successors, assigns, and guardians

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

22. **Jury Trial Waiver.** THE PARTIES HERETO WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH ANY OF THEM MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS CONTRACT. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS, INCLUDING CLAIMS AGAINST PARTIES WHO ARE NOT PARTIES TO THIS CONTRACT.

23. **Counterparts.** This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

24. **Signing by Facsimile or Other Electronic Means.** Each of the parties hereto expressly authorizes and agrees to sign facsimile and/or other electronically transmitted copies or counterparts of this Contract. Once said facsimile and/or other electronically transmitted signed copies or counterparts are executed by each of the parties hereto, they shall have the same binding effect as would a signed original Contract once delivered to the other party.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto as of the date written beneath those signatures.

WITNESS:

THE CITY OF FROSTBURG

By: _____
W. Robert Flanigan, Mayor

Date

Sandra Kay Langan

SELLERS:
Steven Langan
Steven Langan, Personal Representative of the
Estate of Margaret Langan

3-25-22
Date

Robert Langan, Personal Representative of the
Estate of Margaret Langan

Date

Betty Langan, Personal Representative of the Estate
of John Langan

Date