



# THE CITY OF FROSTBURG

## Mayor and Council Meeting Agenda

Tuesday, December 17, 2024 at 5:30 PM

Frostburg Municipal Center Meeting Room 100  
37 S. Broadway, Frostburg, MD 21532

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Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

**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 November Council Meeting.

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

**B.** Summary and Minutes from the Closed Session Meeting on December 10, 2024.

Motion and second to approve Closed Session Summary and Meeting Minutes.

**7. Special Presentations and Requests**

**8. Mayor and Commissioners Reports and Announcements**

**A.** Monthly Reports of the City Departments.

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

**B.** 2025 Garbage and Special Collection Calendar

**9. Public Hearings**

**A.** Combined Sewer Overflow Monthly Public Hearing

**10. Old Business**

**11. New Business**

**A. Resolution 2024-77** Approve Change Orders 1, 2, & 3 for the Salt Storage Building Construction for Lashely Construction. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-77; PUBLIC COMMENT; Vote of the Mayor and City Council.

**B. Resolution 2024-78** Approve contract with Brudis & Associates, Inc. to complete the engineering and design for the Gateway Roundabout at Braddock Road, Bowery and Center Streets. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-78; PUBLIC COMMENT; Vote of the Mayor and City Council.

- C. Resolution 2024-79** Approve transition from third party Rental Housing Inspectors to in-house Rental Housing Inspector, to be effective July 1, 2025. Bethany Fife, Director of Community Development

Motion and Second to Approve Resolution 2024-79; PUBLIC COMMENT; Vote of the Mayor and City Council.

- D. Resolution 2024-80** Amend Overtime Meal Reimbursement Policy by increasing reimbursement amount from \$8 to \$11 per meal. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-80; PUBLIC COMMENT; Vote of the Mayor and City Council.

- E. Resolution 2024-81** Approve contract with Percy Public Affairs for State lobbying services on behalf of the City of Frostburg. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-81; PUBLIC COMMENT; Vote of the Mayor and City Council.

- F. Resolution 2024-82** Authorize the executing of a legal services agreement related to AFFF/PFAS litigation services with Stag Liuzza, L.L.C. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-82; PUBLIC COMMENT; Vote of the Mayor and City Council.

- G. Resolution 2024-83** Amend the City of Frostburg Personnel Policy as it pertains to Overtime, Comp Time, and Vacation, effective January 1, 2025. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-83; PUBLIC COMMENT; Vote of the Mayor and City Council.

## **12. Report of the Frostburg Police Department**

Chief Nicholas Costello

## **13. Open Public Comment**

## **14. Adjournment**

- A.** Under the Annotated Code of Maryland General Provisions Article § 3-305(b) (1), a closed session may be held "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; ". A closed session is needed in order for the Mayor and Council to discuss filling a vacant position.



# THE CITY OF FROSTBURG

## Mayor and Council Meeting Minutes

Tuesday, November 19, 2024 at 5:30 PM

Frostburg Municipal Center Meeting Room 100  
37 S. Broadway, Frostburg, MD 21532

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Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

1. **Call to Order**
2. **Pledge of Allegiance**
4. **Roll Call**

PRESENT

Mayor Todd Logsdon

Commissioner of Finance Donald Carter

Commissioner of Public Safety Kevin Grove

Commissioner of Water, Parks and Recreation Nina Forsythe

Commissioner of Public Works Adam Ritchey

5. **Approval of the Agenda**
6. **Approval of the Minutes**

A. Minutes from the October Council Meeting.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion Carried.

7. **Special Presentations and Requests**

A. Spirit of Frostburg Award: Coal Miner Memorial Committee

B. Proclamation: Small Business Saturday. Presented to Deirdre

C. Proclamation: Municipal Government Works Month

8. **Mayor and Commissioners Reports and Announcements**

A. Monthly Reports of the City Departments.

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Public Works Ritchey.

Motion Carried

B. Holiday Announcements:

- Small Business Saturday - Saturday, November 30
- Tree Lighting Ceremony - Sunday, December 1
- Storybook Holiday - Saturday, December 7

Shop Local all season long!

9. Public Hearings

- A. **Ordinance 2024-05** To amend the property maintenance standards in the City of Frostburg to improve definitions for certain infractions.

Bethany Fife highlighted notable changes. No public comment.

- B. Combined Sewer Overflow Monthly Public Hearing

10. Old Business

- A. **Ordinance 2024-05** To amend the property maintenance standards in the City of Frostburg to improve definitions for certain infractions. Bethany Fife, Director of Community Development.

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Public Works Ritchey.

Motion Carried

11. New Business

- A. **Resolution 2024-67** Approve renumbering of Change Orders for CSO Phase X-A project. Hayden Lindsey, Director of Public Works.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion Carried.

- B. **Resolution 2024-68** Amend Fee Schedule to change fees and penalties associated with Water Shut-offs. Elaine Jones, CPA, Director of Finance

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion Carried.

- C. **Resolution 2024-69** Approve Deed for acceptance of public infrastructure for Prichard Farms Phases 1-A-2 and 1-A-3. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Finance Carter.

Motion Carried.

- D. **Resolution 2024-70** Approve Real Estate Tax Set Aside Agreement for Prichard Farms Phase 1-A-4. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Public Works Ritchey.

Motion Carried.

- E. **Resolution 2024-71** Approve projects to be funded with the American Rescue Plan Act. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Finance Carter.

Motion Carried.

- F. **Resolution 2024-72** Adjust terms for Frostburg Housing Authority Board Members to comply with bylaws. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion Carried.

- G. **Resolution 2024-73** Authorize \$25,000 grant to Greenbench Companies for stabilization work at the Diamond Building, as a municipal match for George Edwards Fund grant. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove. Public Comment made by Barb Armstrong, Bernie Miltenberger.

Motion Carried.

- H. **Resolution 2024-74** Dismiss Value Drug Company from Opioid Litigation. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion Carried.

- I. **Resolution 2024-75** Award bid and approve contract to low bidder, Kauffman Metals, in the amount of \$75,403.00, for the construction of the MDE storage building, in the Mud Lot. Hayden Lindsey, Director of Public Works

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Finance Carter.

Motion Carried.

- J. **Resolution 2024-76** Authorize a lease of a Chevrolet Blazer EV Police Package through the Enterprise Fleet Management Program for the Police Department. Elizabeth Stahlman, City Administrator

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion Carried.

**12. Report of the Frostburg Police Department**

Chief Nicholas Costello

- A. Report for October 2024 presented by Chief Costello.

**13. Open Public Comment**

Bernie Miltenberger reported turbine was his suggestion he is the president of the pure water committee. There is a lawsuit Circuit federal Court against EPA. Fluoridation lowers IQ by 3-7 pts in children. Sept. Judge ruled 0.7 ppm FL unreasonable risk-citizen won ME case. EPA will renew or appeal in two months. Several cities in TX, WI, NY ceasing to include fluoride in water, RFK Jr-stop fluoridating. Doesn't think dental lobby cares as much now. Inform yourselves prudent to take pause on fluoride. will provide an update in hopes to finding a resolution

**14. Adjournment**

**Mayor Logsdon adjourned meeting at 06:39 PM.**

MINUTES OF CLOSED SUMMARY HELD ON December 10, 2024

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

Time of closed session: 5:41 pm

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

Purpose of the closed session: To discuss specific employees and their compensation.

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

Names of members voting aye: Forsythe, Grove, Logsdon (Carter & Ritchey Absent)

Members opposed: None Abstaining: None

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

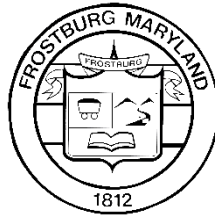
This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

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

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

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Discuss the terms of an employment contract by the Mayor and City Council for a specific employee.	Commissioner Forsythe, Commissioner Grove, Mayor Logsdon, & Elizabeth Stahlman – City Administrator	Discussion of employment end terms and date.

City of Frostburg  
Monthly Reports



*For the month of November 2024*  
**Reports from the Departments of:**

- Community Development
- Finance
- Parks and Recreation
- Street
- Water



**CITY OF FROSTBURG**

Monthly Report: Community Development Department

For the Month of: November 2024

Submitted by: Bethany Fife, Director of Community Development; Jamie Klink, Planner; Mary Gracie, Rental Housing Program Coordinator; Jay Hovatter, Code Enforcement Officer

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**Permits**

Please see attached permit report.

**Rental Housing**

- Inquiry emails sent to A1 Inspections and Megco to see if several inspections from round one is completed before deadline of December 31, 2024 and received confirmation from both.
- RH Coordinator assisted property owners with general zoning inquiries.
- Emailed copies of rental license and receipts for 2024 to property owners.
- Spoke with several tenants due to tenant landlord issues and referred tenants to Tenant/Landlord helpline with successful help for issues for tenants. Also handled issues through emails to tenants and landlords with great success.
- Owner and Agent information was provided to the Frostburg Police Department when requested. Updated spreadsheet sent to both Police Department and Fire Department
- Mailing address updates were made for property owners who needed them.
- Updating IWORQ and Rental Housing Spreadsheet in reference to tri- yearly inspections.
- Attended Second Coalition Meeting of the semester, information of homecoming, Halloween problem houses(rentals).
- Newly owner-occupied properties have been updated from rental status.
- Attended monthly Landlord Tenant Meeting HRDC
- New rental properties brought into program and property owners were provided RH materials.
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort for compliance was made with Code Enforcement with non-compliant properties.
- Confirmation of outstanding registration issues were given by RH and CE per our Finance Department's request.

- All properties that was to be inspected by October 31<sup>st</sup> deadline has come into compliance or are scheduled for the next two weeks.

## **Code Enforcement**

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

## **Boards and Commissions**

- *Historic District Commission* – The Historic District Commission did not meet in November due to a lack of applications received.
- *Planning Commission* – The Frostburg Planning Commission met on Wednesday, November 13 to review a sketch plan for the proposed 168,000 square-foot Vertical Converting Addition to their existing facility located along Hoffman Hollow Road in the Frostburg Industrial Park. The sketch plan was approved, with a preliminary and final site plan to be reviewed by the Planning Commission at a later date. Additionally, staff gave an update on the Frostburg Comprehensive Plan, including discussion related to the Steering Committee kickoff meeting on October 31.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in November due to a lack of applications received.
- *Green Team* – The Green Team did not meet in November due to scheduling conflicts and lack of agenda items.

## **Director's Report:**

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

- November 6 – Solid Waste Management Board
- November 7 – Pre-Development meeting (potential residential subdivision)
- November 8 – Submitted Sustainable Communities Action Grant application
- November 12 – Work Session
- November 14 – Pre-Development meeting (major commercial renovation project)

- November 15 – Comp Plan meeting with consultant
- November 15 – Enterprise Zone meeting w/ MD Dept. of Commerce
- November 19 – City Council meeting
- November 20 – FrostburgFirst Board of Directors meeting
- November 20 – Transportation Committee meeting
- November 20 – Preservation Planners Roundtable (MD Historic Trust)
- November 25 – MD BusinessWorks meeting w/ MD DHCD
- November 26 – Senator Cardin’s send-off reception

### **Planning, Economic Development, & Current Projects:**

Waiting to hear from DHCD whether Strategic Demolition funds were awarded to support blight elimination and other necessary sitework on North Water Street. Award expected to be announced any day now...

The Edible Arboretum Committee is working diligently to wrap up Phase II of development before the end of the fall season. This month, staff submitted an application for Sustainable Maryland’s brand new “Action Grants” program, which, if awarded, would support the third and final phase of planting/development at the Arboretum.

### **Currently Working On & On the Radar:**

- Edible Arboretum development
- Text amendments re: common code enforcement issues (solid waste and real property standards)
- Subdivision and Land Use Regulations rewrite/update
- Comprehensive Plan & Housing Element
- Glendening signage project
- Development of an address assignment policy



## Case Activity Report

11/01/2024 - 11/30/2024

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

11/25/2024		191 PARK AVE	Broken windows	Inspection	Monitoring
11/25/2024	11/29/2024	220 CENTER ST	Broken second floor window	Inspection	Resolved
11/20/2024		21 CENTENNIAL ST	trash, junk in front yard. parking on wrong side of street	Inspection	No CE Action Necessary
<b>Group Total: 3</b>					

### Group: Phone Call/Email

11/25/2024	11/16/2024	28 W COLLEGE AVE	Unregistered motor vehicle (s)	Phone Call/Email	First Warning
11/14/2024		80 W MECHANIC ST	Unsecure structure	Phone Call/Email	Monitoring
11/1/2024	11/08/2024	16 GREEN ST	Unregistered Motor vehicle (s)	Phone Call/Email	Resolved
<b>Group Total: 3</b>					

### Group: Re-Inspection

11/27/2024		206 PINECREST DR	Sea Containers in field across from 204	Re-Inspection	Resolved
11/18/2024		206 PINECREST DR	Sea Containers in field across from 204	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
11/6/2024	11/08/2024	16 GREEN ST	Unregistered Motor vehicle (s)	Re-Inspection	Resolved
11/6/2024		351 ALLEGANY ST	Deck rails do not meet code International Residential Code 2018 Section R312.1.3. Opening Limitations	Re-Inspection	Resolved

**Group Total: 4**

**Group: Return Mail**

11/15/2024	10/25/2024	118 W MECHANIC ST	Posted Not to be Occupied/High Grass	Return Mail	Monitoring

**Group Total: 1**

**Group: Walk-In**

11/25/2024	11/29/2024	220 CENTER ST	Broken second floor window	Walk-In	Resolved

**Group Total: 1**

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**Total Records: 12**

**12/2/2024**



# Case Detail Report

11/01/2024 - 11/30/2024

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
11/25/2024	11/29/2024	220 CENTER ST	Broken second floor window	Resolved
11/25/2024		191 PARK AVE	Broken windows	Monitoring
11/19/2024		21 CENTENNIAL ST	trash, junk in front yard. parking on wrong side of street	No CE Action Necessary
11/6/2024	11/16/2024	28 W COLLEGE AVE	Unregistered motor vehicle (s)	First Warning
11/4/2024	Courtesy Warning	256 CENTENNIAL ST	Trash set out too early.	Verbal/Courtesy Warning

Total Records: 5

12/2/2024



# Permit Report

11/01/2024 - 11/30/2024

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	157 BOWERY ST	Enclosing an Existing Porch	Pending
Building	Renovation/Conversion	72 MOUNT SAVAGE RD	Renovation of 2,063 sf Single-Family Residence	Pending
Fence		71 HIGH ST	Installation of 4' Black Chain Link Fence	Closed
Building	Renovation/Conversion	157 BOWERY ST	Reissue of Permit 2023-038	Open
Building	Accessory Structure	256 CENTENNIAL ST	Construction of an 8' x 8' Shed and a 12' x 20' Shed and Grading of a 936 sf Area for a Driveway	Closed
Certificate of Appropriateness		126 E. MAIN ST	Roof Replacement to Match Existing Rear Roof	Closed
Grading		114 WASHINGTON ST	208 sf Gravel Driveway Expansion	Closed
Building	Renovation/Conversion	52 S. Broadway	Church Boiler Room Renovation	Pending
Burning		245 TALCOTT AVE	Burning Brush	Closed

Total Records: 9

12/5/2024

2025

Assets

01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	10,374,738.91
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	27,428.68
01-000-1008	RESTRICTED CASH-HEALTH INSUR COLLATERAL	20,519.00
01-000-1100	ACCOUNTS RECEIVABLE	176,210.65
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	11,175.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	635,819.18
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	3,762.23
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	200,112.30
01-000-1143	TAXES RECEIVABLE - CORPORATION	37,143.56
01-000-1200	PREPAID EXPENSE	17,466.26
01-000-1220	LEASE RECEIVABLE	780,013.55
01-000-1230	ACCRUED INTEREST RECEIVABLE	10,838.26
01-000-1500	FIXED ASSETS	24,248,474.29
01-000-1504	WIP - CHILDCARE CENTER	1,627,414.25
01-000-1506	WIP - GATEWAY IMPROVEMENT	778,556.90
01-000-1507	WORK IN PROCESS - MISC PROJECTS	853,227.87
01-000-1570	RIGHT OF USE ASSETS	588,251.69
01-000-1571	RIGHT OF USE ASSETS - INTANGIBLE	196,633.48
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	9,491,147.14-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	263,587.51-
01-000-1650	RESERVE FOR AMORTIZATION	92,845.62-
01-000-1900	DEFERRED FINANCING OUTFLOW	505,273.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	191,069.00
	Total Assets	<u>31,643,171.48</u>

Liabilities & Fund Balance

01-000-1655	ACCUMULATED AMORTIZATION - ROU	45,184.07
01-000-2010	PRICHARD FARMS RETSA PAYABLE	3,055.85
01-000-2220	LEASE LIABILITY	335,097.34
01-000-2225	SUBSCRIPTION LIABILITY - ROU	95,100.57
01-000-2250	UNEARNED REVENUE	156,517.86
01-000-2251	UNEARNED REV - PLAYGROUND	27,428.68
01-000-2253	UNEARNED REVENUE - ARPA	2,545,899.71
01-000-2450	DEFERRED FINANCING INFLOW	65,759.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	184,710.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	747,667.95
01-000-2700	COMPENSATED ABSENCES	494,225.81
01-000-2855	OPEB OBLIGATION	506,723.00
01-000-2860	NET PENSION LIABILITY	1,434,463.00
01-000-2901	BONDS PAYABLE	2,344,000.00
01-000-2905	BOND PREMIUM	253,264.50
	Total Liabilities	<u>9,239,097.34</u>

01-000-3000	INVESTED IN FIXED ASSETS	13,118,573.00
01-000-3200	FUND BALANCE	4,935,250.50
	Total	<u>18,053,823.50</u>

Revenue	5,184,863.75
Less Expenses	<u>3,178,442.23</u>
Net	<u>2,006,421.52</u>
Total Fund Balance	<u>20,060,245.02</u>
Total Liabilities & Fund Balance	29,299,342.36

Audit adjustments for the year ending 6/30/24 are incomplete



2025

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2025

Assets		
02-000-1000	CASH	1,026,060.47
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,350.15
02-000-1100	ACCOUNTS RECEIVABLE	1,464.26
02-000-1102	WATER ACCOUNTS RECEIVABLE	114,700.63
02-000-1140	INTEREST RECEIVABLE - WATER	392.66
02-000-1500	FIXED ASSETS	4,095,203.29
02-000-1520	WORK IN PROGRESS	206,286.03
02-000-1570	RIGHT OF USE ASSETS	140,277.91
02-000-1600	RESERVE FOR DEPRECIATION	2,984,026.14-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	54,602.29-
02-000-1900	DEFERRED FINANCING OUTFLOW	90,253.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	31,845.00
	Total Assets	<u>2,723,204.97</u>
Liabilities & Fund Balance		
02-000-2220	LEASE LIABILITY	88,475.40
02-000-2450	DEFERRED FINANCING INFLOW	11,747.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	30,785.00
02-000-2700	COMPENSATED ABSENCES	129,340.88
02-000-2855	OPEB OBLIGATION	84,454.00
02-000-2860	NET PENSION LIABILITY	256,226.00
	Total Liabilities	<u>601,028.28</u>
02-000-3000	INVESTED IN FIXED ASSETS	907,116.00
02-000-3250	FUND BALANCE	456,164.59
	Total	<u>1,363,280.59</u>
	Revenue	699,690.40
	Less Expenses	<u>645,267.95</u>
	Net	<u>54,422.45</u>
	Total Fund Balance	<u>1,417,703.04</u>
	Total Liabilities & Fund Balance	<u>2,018,731.32</u>

2025

Assets		
03-000-1000	CASH	1,311,544.09
03-000-1040	BAY RESTORATION FUND CASH	28,204.17
03-000-1041	CSO CASH	535,653.26
03-000-1100	ACCOUNTS RECEIVABLE	50,943.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	87,319.09
03-000-1120	BAY RESTORATION FUND RECEIVABLE	12,342.87
03-000-1121	CSO SURCHARGE RECEIVABLE	25,196.38
03-000-1141	INTEREST REC - CSO SURCHARGE	2,433.88
03-000-1142	INTEREST RECEIVABLE - SEWER	446.33
03-000-1500	FIXED ASSETS	28,294,006.47
03-000-1538	WIP - PHASE X-A	1,001,620.29
03-000-1539	WIP - PHASE X-B	126,147.70
03-000-1540	WIP - PHASE X-C	146,606.10
03-000-1541	WIP - PHASE IX-D	3,000.00
03-000-1542	WIP - PHASE VIII-C	3,000.00
03-000-1570	RIGHT OF USE ASSETS	86,933.24
03-000-1600	RESERVE FOR DEPRECIATION	10,300,066.20-
03-000-1605	ACCUMULATED DEPRECIATION-ROU	23,182.20-
03-000-1900	DEFERRED FINANCING OUTFLOW	71,776.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	26,537.00
	Total Assets	<u>21,490,461.47</u>
Liabilities & Fund Balance		
03-000-2220	LEASE LIABILITY	66,362.62
03-000-2450	DEFERRED FINANCING INFLOW	9,341.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	25,654.00
03-000-2700	COMPENSATED ABSENCES	124,936.78
03-000-2855	OPEB OBLIGATION	70,378.00
03-000-2860	NET PENSION LIABILITY	203,770.00
03-000-2900	NOTES PAYABLE	216,476.23
	Total Liabilities	<u>716,918.63</u>
03-000-3000	INVESTED IN FIXED ASSETS	18,368,433.00
03-000-3200	FUND BALANCE	<u>1,805,770.13</u>
	Total	20,174,203.13
	Revenue	957,358.94
	Less Expenses	<u>600,994.09</u>
	Net	<u>356,364.85</u>
	Total Fund Balance	<u>20,530,567.98</u>
	Total Liabilities & Fund Balance	<u>21,247,486.61</u>

2025

Assets		
04-000-1000	CASH	1,197,505.09
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,778.09
04-000-1131	WATER SURCHARGE RECEIVABLE	60,105.66
04-000-1500	FIXED ASSETS	28,467,670.69
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	<u>20,222,047.29</u>
	Total Assets	<u><u>9,671,034.20</u></u>
Liabilities & Fund Balance		
04-000-2250	UNEARNED REVENUE	11,226.72
04-000-2900	NOTES PAYABLE	<u>2,453,820.29</u>
	Total Liabilities	2,465,047.01
04-000-3000	INVESTED IN FIXED ASSETS	6,327,244.00
04-000-3250	FUND BALANCE	<u>616,351.26</u>
	Total	6,943,595.26
	Revenue	366,533.83
	Less Expenses	<u>64,821.20</u>
	Net	<u>301,712.63</u>
	Total Fund Balance	<u>7,245,307.89</u>
	Total Liabilities & Fund Balance	<u><u>9,710,354.90</u></u>

2025

Assets		
05-000-1000	CASH	136,642.14
05-000-1100	ACCOUNTS RECEIVABLE	50.00
05-000-1135	TRASH & GARBAGE RECEIVABLE	36,507.48
05-000-1140	INTEREST RECEIVABLE - TRASH	4,145.16
05-000-1500	FIXED ASSETS	596,937.03
05-000-1600	RESERVE FOR DEPRECIATION	373,223.90-
05-000-1900	DEFERRED FINANCING OUTFLOW	43,350.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	15,922.00
	Total Assets	<u>460,329.91</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	5,642.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	15,392.00
05-000-2700	COMPENSATED ABSENCES	32,326.17
05-000-2855	OPEB OBLIGATION	42,227.00
05-000-2860	NET PENSION LIABILITY	123,069.00
	Total Liabilities	<u>218,656.17</u>
05-000-3000	INVESTED IN FIXED ASSETS	266,178.00
05-000-3200	FUND BALANCE	24,706.13-
	Total	<u>241,471.87</u>
	Revenue	204,988.03
	Less Expenses	<u>172,254.05</u>
	Net	<u>32,733.98</u>
	Total Fund Balance	<u>274,205.85</u>
	Total Liabilities & Fund Balance	<u>492,862.02</u>

City of Frostburg  
COMM DEVELOPMENT SPECIAL PROJECTS FUND  
BALANCE SHEET  
AS OF: 11/30/24

2025

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Assets		
07-000-1000	CASH	<u>18,250.17</u>
	Total Assets	<u><u>18,250.17</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>56,091.43</u>
	Total	<u>56,091.43</u>
	Revenue	13.48
	Less Expenses	<u>13,450.50</u>
	Net	<u>13,437.02</u>
	Total Fund Balance	<u>42,654.41</u>
	Total Liabilities & Fund Balance	<u><u>42,654.41</u></u>

2025

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Assets		
08-000-1000	CASH	29,086.43
	Total Assets	<u>29,086.43</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
08-000-3200	FUND BALANCE	8,841.32
	Total	<u>8,841.32</u>
	Revenue	5,603.35
	Less Expenses	<u>0.00</u>
	Net	<u>5,603.35</u>
	Total Fund Balance	<u>14,444.67</u>
	Total Liabilities & Fund Balance	<u>14,444.67</u>

**CITY OF FROSTBURG  
MONTHLY REPORT - TAXES  
FOR THE MONTH ENDING NOVEMBER 30, 2024**

Tax Type - Year	Principal Receivable at 10/31/24	Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 11/30/24
			Principal	Interest		
Real Estate - 20/21	\$ 237.32	\$ -	\$ -	\$ -	\$ -	\$ 237.32
Real Estate - 21/22	13,694.80	-	13,450.50	-	-	244.30
Real Estate - 22/23	37,673.23	-	15,037.94	91.06	-	22,635.29
Real Estate - 23/24	70,106.39	-	15,278.90	2.10	-	54,827.49
Real Estate - 24/25	627,957.01	-	70,082.23	1,056.47	-	557,874.78
Real Estate - overpayments	(1,734.53)	-	15,528.46	-	17,262.99	-
<b>Real Estate Total</b>	<b>\$ 747,934.22</b>	<b>\$ -</b>	<b>\$ 129,378.03</b>	<b>\$ 1,149.63</b>	<b>\$ 17,262.99</b>	<b>\$ 635,819.18</b>
Personal Prop - 23/24	\$ 1,402.28	\$ -	\$ -	\$ -	\$ -	\$ 1,402.28
Personal Prop - 24/25	2,359.95	-	-	-	-	2,359.95
<b>Personal Property</b>	<b>\$ 3,762.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,762.23</b>
Public Utility - 23/24	\$ 127,901.85	\$ 93,940.50	\$ 21,730.05	\$ -	\$ -	\$ 200,112.30
Corporation - 21/22	\$ 27.80	\$ -	\$ -	\$ -	\$ -	\$ 27.80
Corporation - 22/23	3,523.86	-	-	-	-	3,523.86
Corporation - 23/24	8,097.30	-	-	-	-	8,097.30
Corporation - 24/25	32,135.85	6,017.55	12,658.80	39.58	-	25,494.60
<b>Corporation Total</b>	<b>\$ 43,784.81</b>	<b>\$ 6,017.55</b>	<b>\$ 12,658.80</b>	<b>\$ 39.58</b>	<b>\$ -</b>	<b>\$ 37,143.56</b>
NST - Returned Check Fee	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00
<b>Total</b>	<b>\$ 923,413.11</b>	<b>\$ 99,958.05</b>	<b>\$ 163,766.88</b>	<b>\$ 1,189.21</b>	<b>\$ 17,262.99</b>	<b>\$ 876,867.27</b>



**CITY OF FROSTBURG  
NOVEMBER 2024 BUDGET REPORT**

Section 8, Item A.

*Note: Audit adjustments for the year ended June 30, 2024 are incomplete.*

Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-000-4000	TAXES-REAL ESTATE	2,908,000	-	2,936,643.98	101.0
01-000-4001	PERSONAL PROPERTY TAXES	7,000	-	7,081.05	101.2
01-000-4002	PUBLIC UTILITY TAXES	190,000	93,940.50	221,842.35	116.8
01-000-4003	CORPORATION TAXES	95,000	6,017.55	52,012.20	54.8
01-000-4004	PRIOR YEAR TAXES	1,000	-	-	-
01-000-4005	TRAILER TAX	1,600	-	280.00	17.5
01-000-4010	INTEREST ON TAXES	50,000	1,189.21	18,167.08	36.3
01-000-4011	TAX CREDITS	(32,400)	(1,454.60)	(33,684.70)	104.0
01-000-4012	TAX ABATEMENTS	(3,000)	-	(2,801.94)	93.4
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	16,200	-	-	-
01-000-4020	MARYLAND INCOME TAXES	640,000	170,740.23	265,104.55	41.4
01-000-4021	ADMISSION TAXES	24,000	-	10,097.46	42.1
01-000-4022	HOTEL MOTEL TAX	155,000	14,469.42	32,588.93	21.0
01-000-4023	HIGHWAY USE TAX	510,000	49,888.62	49,888.62	9.8
01-000-4024	COAL TAX	2,600	-	-	-
01-000-4025	HOUSING AUTHORITY	14,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	10,000	-	-	-
01-000-4032	TRADERS LICENSES	10,000	531.81	1,659.81	16.6
01-000-4040	POLICE GRANTS	40,000	840.00	17,714.68	44.3
01-000-4041	PARKING METERS (& PERMITS)	-	1.02	763.90	-
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	30,635.00	22.7
01-000-4045	FINES & FORFEITURES	15,000	580.00	1,665.00	11.1
01-000-4047	FROSTBURG STATE UNIV - MOU	10,000	-	10,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	7,500.00	25.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	50.00	1,305.00	65.3
01-000-4051	BUILDING PERMITS	1,500	780.00	1,395.00	93.0
01-000-4052	RENTAL REGISTRATION	74,000	40.00	1,210.00	1.6
01-000-4054	CONSTRUCTION INSPECTIONS	17,750	8,410.00	14,805.00	83.4
01-000-4055	CODE ENFORCEMENT CITATIONS	750	-	250.00	33.3
01-000-4056	COMM DEV GRANT REVENUE	50,000	-	13,010.82	26.0
01-000-4060	SWIMMING POOL	60,000	-	29,676.50	49.5
01-000-4062	DAY CAMP REGISTRATIONS	18,000	-	16,355.00	90.9
01-000-4063	RECREATION ACTIVITIES	22,000	525.00	7,135.00	32.4
01-000-4200	OPERATING TRANSFER - WATER FUND	95,600	7,967.00	39,835.00	41.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	241,750	20,146.00	100,730.00	41.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	18,175	1,515.00	7,575.00	41.7
01-000-4250	NSF FEES	-	130.00	470.00	-
01-000-4301	RENTS	111,000	16,249.72	44,479.30	40.1
01-000-4302	HRD APPROPRIATION	10,700	-	10,761.00	100.6
01-000-4303	FRANCHISES - GAS, TV, ETC	72,000	18,218.96	18,218.96	25.3
01-000-4304	MISCELLANEOUS REVENUE	1,000	150.00	3,819.02	381.9
01-000-4306	PROJECT REIMBURSEMENT	1,948,000	-	24,081.60	1.2
01-000-4307	INSURANCE REIMBURSEMENTS	-	5,477.75	5,477.75	-
01-000-4315	PROCEEDS FROM FUND BALANCE	173,870	-	-	-
01-000-4317	SPECIAL REVENUE	1,707,750	-	964,769.00	56.5

**CITY OF FROSTBURG**  
**NOVEMBER 2024 BUDGET REPORT**

Section 8, Item A.

*Note: Audit adjustments for the year ended June 30, 2024 are incomplete.*

Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-000-4600	INTEREST INCOME	400,000	55,958.96	254,356.83	63.6
<b>CORPORATE FUND Revenue Totals</b>		<b>9,858,745</b>	<b>472,362.15</b>	<b>5,186,873.75</b>	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	9,250.00	41.7
01-100-5010	SOCIAL SECURITY	1,700	141.55	707.75	41.6
01-100-5012	WORKERS COMP	175	13.00	94.00	53.7
01-100-5050	LEGISLATIVE CONTINGENCIES	6,000	253.12	1,944.32	32.4
01-100-5104	INSURANCE - PUBLIC OFFICIALS	7,000	-	8,072.00	115.3
01-100-5110	CONTRIBUTIONS	500,000	-	500,000.00	100.0
01-100-5150	TRAINING	2,800	250.00	1,600.00	57.1
01-100-5160	TRAVEL	5,700	290.78	706.66	12.4
01-100-5185	PROFESSIONAL FEES	20,000	1,750.00	16,350.00	81.8
<b>100 Executive</b>		<b>565,575</b>	<b>4,548.45</b>	<b>538,724.73</b>	
ADMINISTRATIVE					
01-110-5000	SALARIES	176,000	13,225.04	68,268.68	38.8
01-110-5010	SOCIAL SECURITY	13,300	951.61	4,931.67	37.1
01-110-5011	PENSION	16,000	-	-	-
01-110-5012	WORKERS COMP	600	51.00	346.00	57.7
01-110-5013	INSURANCE - HEALTH	46,500	3,065.90	20,271.50	43.6
01-110-5014	INSURANCE - HEALTH RETIREE	43,500	1,653.86	14,070.46	32.4
01-110-5015	CONTRIBUTION - 457	2,000	132.23	712.50	35.6
01-110-5030	EMPLOYEE WELLNESS	7,500	31.06	431.96	5.8
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	262.47	6,417.83	64.2
01-110-5100	INSURANCE - AUTO	700	-	-	-
01-110-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-110-5105	INSURANCE - PROPERTY	7,700	-	11,421.70	148.3
01-110-5106	INSURANCE - AD&D AND LIFE	4,500	305.66	1,827.76	40.6
01-110-5111	CONTRIBUTIONS - TOURISM	130,900	-	60,799.00	46.5
01-110-5150	TRAINING	450	-	833.00	185.1
01-110-5160	TRAVEL	1,800	-	1,154.88	64.2
01-110-5185	PROFESSIONAL FEES	1,100	-	87.88	8.0
01-110-5191	COMMUNICATIONS	8,000	614.23	4,484.90	56.1
01-110-5200	ADVERTISING	6,400	218.06	1,523.53	23.8
01-110-5205	LEGAL	42,500	-	10,526.25	24.8
01-110-5207	PENSION ADMINISTRATIVE FEE	7,350	-	1,831.90	24.9
01-110-5210	OFFICE SUPPLIES	11,000	2,110.98	6,304.52	57.3
01-110-5220	POSTAGE	23,000	2,632.79	8,511.10	37.0
01-110-5230	COMPUTER EXPENSE	9,000	595.00	3,265.00	36.3
01-110-5232	IT LICENSING AND FEES	33,000	9,303.35	29,902.07	90.6
01-110-5235	DIGITAL ENGAGEMENT	29,000	7,567.24	17,898.76	61.7
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,500	-	24,758.96	16.0
01-110-5500	BUILDING - ARMORY	12,000	3,439.58	7,458.73	62.2
01-110-5502	BUILDING MAINTENANCE	21,000	594.08	8,127.54	38.7
01-110-5550	UTILITIES - BUILDING	16,000	492.06	4,328.25	27.1

**CITY OF FROSTBURG  
NOVEMBER 2024 BUDGET REPORT**

Section 8, Item A.

*Note: Audit adjustments for the year ended June 30, 2024 are incomplete.*

Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-110-5700	BANK FEES	1,000	-	3.00	0.3
01-110-5807	CAPITAL OUTLAY	2,375,000	45,000.00	998,278.19	42.0
	<b>110 Administrative</b>	<b>3,211,475</b>	<b>92,246.20</b>	<b>1,318,889.52</b>	
	FINANCE				
01-120-5000	SALARIES	88,000	5,403.91	33,338.86	37.9
01-120-5010	SOCIAL SECURITY	6,700	395.95	2,465.73	36.8
01-120-5011	PENSION	8,000	-	-	-
01-120-5012	WORKERS COMP	250	18.00	131.00	52.4
01-120-5013	INSURANCE - HEALTH	32,500	1,255.61	8,027.16	24.7
01-120-5015	CONTRIBUTION - 457	625	38.36	209.91	33.6
01-120-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-120-5105	INSURANCE - PROPERTY	3,000	-	3,448.39	115.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	1,000	-	396.00	39.6
01-120-5310	AUDITING	75,000	-	-	-
01-120-5311	ACTUARIAL STUDY	5,000	-	-	-
01-120-5313	TAX COLLECTION	1,300	52.47	183.89	14.2
01-120-5810	RETSA OBLIGATION	9,600	-	-	-
	<b>120 Finance</b>	<b>232,150</b>	<b>7,164.30</b>	<b>48,312.94</b>	
	COMMUNITY DEV				
01-130-5000	SALARIES	125,000	9,520.00	47,600.05	38.1
01-130-5010	SOCIAL SECURITY	9,500	696.32	3,481.60	36.7
01-130-5011	PENSION	11,400	-	-	-
01-130-5012	WORKERS COMP	350	25.00	182.00	52.0
01-130-5013	INSURANCE - HEALTH	23,000	1,730.48	11,136.82	48.4
01-130-5015	CONTRIBUTION - 457	1,500	53.90	295.65	19.7
01-130-5100	INSURANCE - AUTO	700	-	720.00	102.9
01-130-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-130-5105	INSURANCE - PROPERTY	3,800	-	4,597.85	121.0
01-130-5150	TRAINING	500	-	640.00	128.0
01-130-5160	TRAVEL	900	-	257.66	28.6
01-130-5185	PROFESSIONAL FEES	1,000	175.00	175.00	17.5
01-130-5320	ECONOMIC DEVELOPMENT	3,300	-	3,091.45	93.7
01-130-5322	PLANNING	155,000	6,080.00	7,390.00	4.8
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5401	AUTO EXPENSE	500	-	94.00	18.8
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	-	23,507.00	47.0
01-130-5822	SPECIAL PROJECTS	18,800	-	702.24	3.7
	<b>130 Community Dev</b>	<b>407,425</b>	<b>18,280.70</b>	<b>103,983.32</b>	
	CODE ENFORCEMENT				
01-140-5000	SALARIES	63,000	3,913.92	20,976.01	33.3
01-140-5010	SOCIAL SECURITY	4,800	278.16	1,487.77	31.0
01-140-5011	PENSION	5,700	-	-	-

**CITY OF FROSTBURG**  
**NOVEMBER 2024 BUDGET REPORT**

Section 8, Item A.

*Note: Audit adjustments for the year ended June 30, 2024 are incomplete.*

Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-140-5012	WORKERS COMP	200	15.00	108.00	54.0
01-140-5013	INSURANCE - HEALTH	22,800	1,816.78	11,466.29	50.3
01-140-5015	CONTRIBUTION - 457	750	38.82	230.19	30.7
01-140-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-140-5105	INSURANCE - PROPERTY	2,900	-	3,448.39	118.9
01-140-5150	TRAINING	500	-	-	-
01-140-5160	TRAVEL	500	-	36.50	7.3
01-140-5185	PROFESSIONAL FEES	400	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,500.00	98.3
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	20,000	7,497.25	10,472.25	52.4
01-140-5332	RENTAL INSPECTION	37,500	3,150.00	8,200.00	21.9
<b>140 Code Enforcement</b>		<b>175,925</b>	<b>16,709.93</b>	<b>68,037.40</b>	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	76,000	5,353.20	27,396.01	36.1
01-150-5010	SOCIAL SECURITY	5,800	392.60	2,011.20	34.7
01-150-5011	PENSION	6,400	-	-	-
01-150-5012	WORKERS COMP	1,600	116.00	841.00	52.6
01-150-5013	INSURANCE - HEALTH	14,000	1,087.73	6,918.47	49.4
01-150-5015	CONTRIBUTION - 457	700	53.50	291.34	41.6
01-150-5100	INSURANCE - AUTO	700	-	717.00	102.4
01-150-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-150-5105	INSURANCE - PROPERTY	1,900	-	2,298.93	121.0
01-150-5150	TRAINING	1,000	-	1,500.00	150.0
01-150-5160	TRAVEL	1,000	-	-	-
01-150-5185	PROFESSIONAL FEES	2,100	400.00	400.00	19.1
01-150-5193	ONE CALL CONCEPTS	2,200	209.84	427.00	19.4
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	352.08	11.7
01-150-5341	MAPPING SUPPLIES	8,000	-	5,000.00	62.5
01-150-5342	PUBLIC WORKS	7,400	65.26	314.34	4.3
01-150-5400	GAS, OIL, GREASE	3,000	224.58	841.48	28.1
01-150-5420	FLEET LEASE	11,000	842.93	4,214.65	38.3
<b>150 Public Works Admin</b>		<b>145,975</b>	<b>8,745.64</b>	<b>53,635.50</b>	
	PUBLIC SAFETY				
01-160-5000	SALARIES	1,062,000	75,425.73	383,089.01	36.1
01-160-5002	SALARIES - POLICE GRANTS	40,000	1,626.05	10,971.81	27.4
01-160-5003	COURT TIME	13,000	1,474.49	6,251.64	48.1
01-160-5010	SOCIAL SECURITY	85,000	5,755.73	29,366.30	34.6
01-160-5011	PENSION	285,000	-	-	-
01-160-5012	WORKERS COMP	72,000	5,218.00	37,831.00	52.5
01-160-5013	INSURANCE - HEALTH	257,000	16,213.29	105,782.87	41.2
01-160-5015	CONTRIBUTION - 457	7,500	476.84	2,609.02	34.8
01-160-5100	INSURANCE - AUTO	6,200	-	7,304.00	117.8
01-160-5102	INSURANCE - GEN LIAB	1,200	-	1,041.00	86.8

**CITY OF FROSTBURG**  
**NOVEMBER 2024 BUDGET REPORT**

Section 8, Item A.

*Note: Audit adjustments for the year ended June 30, 2024 are incomplete.*

Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-160-5103	INSURANCE - POLICE PROFESSIONAL	16,700	-	10,596.00	63.5
01-160-5105	INSURANCE - PROPERTY	6,000	-	5,136.05	85.6
01-160-5150	TRAINING	25,500	2,835.70	11,170.92	43.8
01-160-5170	UNIFORMS	15,000	283.72	1,878.98	12.5
01-160-5180	SAFETY EQUIPMENT	1,200	180.00	360.00	30.0
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	1,903.62	9,133.22	49.4
01-160-5191	COMMUNICATIONS	30,500	813.70	14,538.81	47.7
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	352.54	1,573.56	31.5
01-160-5230	COMPUTER EXPENSE	8,500	-	-	-
01-160-5350	FSU MOU	10,000	-	10,000.00	100.0
01-160-5380	POLICE REFORM	23,000	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	865.82	2,146.48	53.7
01-160-5400	GAS, OIL, GREASE	33,000	1,572.97	6,860.37	20.8
01-160-5401	AUTO EXPENSE	18,000	2,358.94	7,237.23	40.2
01-160-5420	FLEET LEASE	43,000	4,214.60	20,974.53	48.8
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	225.92	875.77	21.9
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	363.28	2,829.05	28.3
01-160-5851	FIRE DEPT APPROPRIATION	255,670	-	127,835.00	50.0
<b>160 Public Safety</b>		<b>2,362,470</b>	<b>122,160.94</b>	<b>817,392.62</b>	

	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	296,000	22,466.77	111,441.58	37.7
01-170-5010	SOCIAL SECURITY	22,600	1,634.18	8,102.66	35.9
01-170-5011	PENSION	27,500	-	-	-
01-170-5012	WORKERS COMP	20,000	1,449.00	10,507.00	52.5
01-170-5013	INSURANCE - HEALTH	80,000	5,219.61	34,239.73	42.8
01-170-5015	CONTRIBUTION - 457	1,500	93.44	511.52	34.1
01-170-5018	UNEMPLOYMENT	200	-	-	-
01-170-5100	INSURANCE - AUTO	7,800	-	9,267.00	118.8
01-170-5102	INSURANCE - GEN LIAB	575	-	846.20	147.2
01-170-5105	INSURANCE - PROPERTY	6,000	-	8,093.05	134.9
01-170-5150	TRAINING	5,000	-	100.00	2.0
01-170-5170	UNIFORMS	8,000	701.25	1,773.09	22.2
01-170-5180	SAFETY EQUIPMENT	7,200	1,485.00	4,199.55	58.3
01-170-5191	COMMUNICATIONS	15,000	222.29	1,005.17	6.7
01-170-5210	OFFICE SUPPLIES	1,500	-	478.40	31.9
01-170-5400	GAS, OIL, GREASE	30,000	1,441.57	7,198.90	24.0
01-170-5420	FLEET LEASE	29,000	3,372.51	16,862.55	58.2
01-170-5550	UTILITIES - BUILDING	6,000	274.40	1,039.79	17.3
01-170-5711	SALT & ABRASIVES	150,000	-	-	-
01-170-5712	SIGN MAINTENANCE	15,000	67.50	8,419.72	56.1
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	11,899.41	31,298.44	34.8
01-170-5714	STREET LIGHTING	100,000	2,033.41	26,749.83	26.8
01-170-5715	STREET MAINTENANCE REPAIRS	100,000	5,414.55	18,823.46	18.8
01-170-5716	STREET SHOP EQUIPMENT	50,000	9,023.10	25,002.66	50.0

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01-170-5717	STREET LIGHTING REPAIRS	20,000	8,197.75	9,078.13	45.4
01-170-5800	CAPITAL OUTLAY	565,750	-	95,293.54	16.8
01-170-5861	STREET PAVING	200,000	-	223,126.03	111.6
01-170-5865	PARKING LOT MAINTENANCE	13,000	-	3,028.35	23.3
<b>170 Public Works - Street</b>		<b>1,867,625</b>	<b>74,995.74</b>	<b>656,486.35</b>	
RECREATION					
01-180-5000	SALARIES	284,000	21,508.48	107,646.79	37.9
01-180-5010	SOCIAL SECURITY	21,700	1,580.60	7,911.02	36.5
01-180-5011	PENSION	23,600	-	-	-
01-180-5012	WORKERS COMP	18,200	1,319.00	9,563.00	52.5
01-180-5013	INSURANCE - HEALTH	65,000	4,483.52	28,743.59	44.2
01-180-5015	CONTRIBUTION - 457	1,750	76.30	418.37	23.9
01-180-5100	INSURANCE - AUTO	2,900	-	2,305.00	79.5
01-180-5102	INSURANCE - GEN LIAB	550	-	449.00	81.6
01-180-5105	INSURANCE - PROPERTY	14,500	-	15,164.13	104.6
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,800	255.12	1,718.39	35.8
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	9,000	1,263.94	2,987.95	33.2
01-180-5420	FLEET LEASE	23,000	1,863.65	9,318.25	40.5
01-180-5503	ARMORY EXPENSE - GYM	16,000	274.41	1,365.81	8.5
01-180-5504	COMMUNITY CENTER	10,000	8,414.09	13,399.52	134.0
01-180-5510	CITY PLACE	29,500	430.29	3,007.75	10.2
01-180-5550	UTILITIES	9,000	215.73	1,162.11	12.9
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	814.84	899.69	18.0
01-180-5722	REC LEAGUE APPROPRIATIONS	5,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,000	7,818.41	34,325.96	54.5
01-180-5724	STREET TREE MAINTENANCE	7,500	-	2,343.00	31.2
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	13,000	1,332.73	7,395.88	56.9
01-180-5800	CAPITAL OUTLAY	100,900	5,271.32	229,703.55	227.7
<b>180 Recreation</b>		<b>733,450</b>	<b>56,922.43</b>	<b>479,828.76</b>	
RECREATION-POOL					
01-181-5000	SALARIES	72,000	-	43,737.88	60.8
01-181-5010	SOCIAL SECURITY	5,500	-	3,346.01	60.8
01-181-5012	WORKERS COMP	4,600	334.00	2,420.00	52.6
01-181-5018	UNEMPLOYMENT	200	-	-	-
01-181-5507	POOL OPERATING	35,000	11,429.09	24,813.11	70.9
<b>181 Recreation-Pool</b>		<b>117,300</b>	<b>11,763.09</b>	<b>74,317.00</b>	
RECREATION - DAY CAMP					
01-182-5000	SALARIES	24,000	-	14,723.45	61.4

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01-182-5010	SOCIAL SECURITY	1,850	-	1,126.41	60.9
01-182-5012	WORKERS COMP	1,500	109.00	790.00	52.7
01-182-5018	UNEMPLOYMENT	200	-	-	-
01-182-5507	DAY CAMP OPERATIONS	800	-	159.42	19.9
<b>182 Recreation - Day Camp</b>		<b>28,350</b>	<b>109.00</b>	<b>16,799.28</b>	
RECREATION - SEASONAL					
01-183-5000	SALARIES	9,500	-	-	-
01-183-5010	SOCIAL SECURITY	725	-	-	-
01-183-5012	WORKERS COMP	600	43.00	313.00	52.2
01-183-5108	UNEMPLOYMENT	200	-	-	-
<b>183 Recreation - Seasonal</b>		<b>11,025</b>	<b>43.00</b>	<b>313.00</b>	
<b>CORPORATE FUND Expenditure Totals</b>		<b>9,858,745</b>	<b>413,689.42</b>	<b>4,176,720.42</b>	
02-000-4000	WATER SERVICE REVENUE	1,488,000	122,210.46	597,360.52	40.2
02-000-4001	INTEREST EARNED - WATER	1,500	34.78	535.91	35.7
02-000-4317	SPECIAL REVENUE	363,500	-	74,685.64	20.6
02-000-4401	SALE OF BULK WATER	-	87.50	458.25	-
02-000-4402	SALE OF METERS	5,000	1,900.00	4,150.00	83.0
02-000-4403	TAPPING FEES	4,000	4,000.00	5,600.00	140.0
02-000-4404	SUNDRY SALES	10,000	780.00	7,229.76	72.3
02-000-4408	SUNDRY SALES - CASH BASIS	-	-	12.50	-
02-000-4600	INTEREST INCOME	15,000	4.99	9,657.82	64.4
<b>WATER FUND Revenue Totals</b>		<b>1,887,000</b>	<b>129,017.73</b>	<b>699,690.40</b>	
WATER - ADMIN					
02-190-5000	SALARIES	72,000	5,497.61	27,488.07	38.2
02-190-5010	SOCIAL SECURITY	5,400	398.51	1,992.54	36.9
02-190-5011	PENSION	6,500	-	-	-
02-190-5012	WORKERS COMP	225	16.00	117.00	52.0
02-190-5013	INSURANCE - HEALTH	18,000	1,456.23	9,087.13	50.5
02-190-5015	CONTRIBUTION - 457	850	54.94	300.66	35.4
02-190-5313	COLLECTION EXPENSE	1,000	52.47	183.89	18.4
02-190-5370	FMHA BOND	750	-	832.00	110.9
02-190-5600	CORPORATE OVERHEAD	95,600	7,967.00	39,835.00	41.7
<b>190 Water - Admin</b>		<b>200,325</b>	<b>15,442.76</b>	<b>79,836.29</b>	
WATER - FILTRATION					
02-192-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-192-5105	INSURANCE - PROPERTY	12,500	-	18,426.56	147.4
02-192-5106	INSURANCE - BOILER & MACHINERY	6,000	-	5,757.41	96.0
02-192-5521	PUMPING SYSTEM EXPENSE	95,000	10,244.69	30,172.17	31.8
02-192-5522	PURIFICATION PLANT MAINTENANCE	50,000	81.98	3,659.97	7.3
02-192-5710	FILTRATION CONTRACT PAYMENT	654,000	-	156,204.62	23.9
<b>192 Water - Filtration</b>		<b>818,800</b>	<b>10,326.67</b>	<b>215,341.73</b>	

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	WATER - SUPPLY				
02-194-5000	SALARIES	34,000	2,640.00	13,200.00	38.8
02-194-5010	SOCIAL SECURITY	2,500	201.96	1,009.80	40.4
02-194-5011	PENSION	3,000	-	-	-
02-194-5012	WORKERS COMP	2,300	167.00	1,210.00	52.6
02-194-5015	CONTRIBUTION - 457	100	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	299.42	1,373.74	27.5
02-194-5730	WATER SUPPLY EXPENSE	50,000	83.02	6,651.14	13.3
	<b>194 Water - Supply</b>	<b>101,900</b>	<b>3,391.40</b>	<b>23,444.68</b>	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	275,000	19,580.00	98,260.00	35.7
02-196-5010	SOCIAL SECURITY	21,000	1,437.63	7,215.70	34.4
02-196-5011	PENSION	20,500	-	-	-
02-196-5012	WORKERS COMP	17,600	1,275.00	9,246.00	52.5
02-196-5013	INSURANCE - HEALTH	82,000	4,792.33	30,415.95	37.1
02-196-5015	CONTRIBUTION - 457	1,000	32.40	177.40	17.7
02-196-5100	INSURANCE - AUTO	4,000	-	3,861.00	96.5
02-196-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-196-5105	INSURANCE - PROPERTY	3,200	-	4,606.64	144.0
02-196-5150	TRAINING	3,500	-	2,700.00	77.1
02-196-5170	UNIFORMS	4,000	359.88	1,075.69	26.9
02-196-5180	SAFETY EQUIPMENT	6,575	90.00	360.00	5.5
02-196-5191	COMMUNICATIONS	13,000	584.23	4,304.10	33.1
02-196-5210	OFFICE SUPPLIES	1,000	57.13	193.13	19.3
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	-	-
02-196-5400	GAS, OIL, GREASE	17,000	2,229.95	3,910.95	23.0
02-196-5420	FLEET LEASE	33,000	2,606.94	13,034.70	39.5
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	467.68	2,015.61	16.1
02-196-5550	UTILITIES - WATER DISTRIBUTION	5,000	173.48	823.63	16.5
02-196-5700	DISTRIBUTION EXPENSE	51,000	5,045.22	31,526.44	61.8
02-196-5701	DISTRIBUTION PIPE EXPENSE	11,000	-	-	-
02-196-5702	EQUIPMENT MAINTENANCE	8,000	-	-	-
02-196-5703	FIRE HYDRANTS EXPENSE	8,000	-	-	-
02-196-5704	TRANSMISSION MAINS EXPENSE	95,800	-	83,074.63	86.7
02-196-5740	METERS EXPENSE	70,000	24,775.00	28,722.68	41.0
	<b>196 Water - Distribution</b>	<b>765,975</b>	<b>63,506.87</b>	<b>326,645.25</b>	
	<b>WATER FUND Expenditure Totals</b>	<b>1,887,000</b>	<b>92,667.70</b>	<b>645,267.95</b>	
03-000-4000	SEWER CHARGES	1,817,000	82,276.83	520,657.04	28.7
03-000-4001	INTEREST EARNED - SEWER	1,800	59.92	942.94	52.4
03-000-4315	PROCEEDS FROM FUND BALANCE	23,925	-	-	-
03-000-4317	SPECIAL REVENUE	3,500	-	-	-
03-000-4404	SUNDRY SALES	1,500	-	624.27	41.6
03-000-4501	BAY RESTORATION FUND REVENUE	-	2,705.00	76,782.95	



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03-000-4503	SEWER TAP FEES	3,500	4,000.00	5,500.00	157.1
03-000-4600	INTEREST INCOME	25,000	-	13,021.54	52.1
<b>Sewer Operations Total</b>		<b>1,876,225</b>	<b>89,041.75</b>	<b>617,528.74</b>	
03-220-4317	SPECIAL REVENUE	800,000	-	-	-
03-220-4520	CSO SURCHARGE REVENUE	401,000	11,424.00	172,901.78	43.1
03-220-4521	INTEREST EARNED - CSO SURCHARGE	500	13.86	424.42	84.9
03-220-4530	PROJECT REIMBURSEMENTS	3,092,000	-	166,504.00	5.4
<b>CSO Total</b>		<b>4,293,500</b>	<b>11,437.86</b>	<b>339,830.20</b>	
<b>SEWER FUND Revenue Totals</b>		<b>6,169,725</b>	<b>100,479.61</b>	<b>957,358.94</b>	
SEWER - ADMIN					
03-210-5000	SALARIES	72,000	5,497.61	27,488.07	38.2
03-210-5010	SOCIAL SECURITY	5,400	398.51	1,992.54	36.9
03-210-5011	PENSION	6,500	-	-	-
03-210-5012	WORKERS COMP	225	16.00	117.00	52.0
03-210-5013	INSURANCE - HEALTH	18,000	1,456.27	9,087.33	50.5
03-210-5015	CONTRIBUTION - 457	850	54.94	300.66	35.4
03-210-5313	COLLECTION EXPENSE	1,000	52.47	183.89	18.4
<b>210 Sewer - Admin</b>		<b>103,975</b>	<b>7,475.80</b>	<b>39,169.49</b>	
SEWER - OPERATING					
03-211-5000	SALARIES	172,000	16,257.09	81,282.20	47.3
03-211-5010	SOCIAL SECURITY	13,000	1,140.88	5,704.16	43.9
03-211-5011	PENSION	19,000	-	-	-
03-211-5012	WORKERS COMP	11,000	797.00	5,779.00	52.5
03-211-5013	INSURANCE - HEALTH	71,000	6,068.83	38,961.20	54.9
03-211-5015	CONTRIBUTION - 457	1,800	113.64	622.62	34.6
03-211-5100	INSURANCE - AUTO	1,400	-	1,434.00	102.4
03-211-5102	INSURANCE - GEN LIAB	650	-	561.00	86.3
03-211-5105	INSURANCE - PROPERTY	6,800	-	6,900.97	101.5
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	153.70	751.80	25.1
03-211-5180	SAFETY EQUIPMENT	1,000	-	637.49	63.8
03-211-5191	COMMUNICATIONS	2,400	527.05	1,121.29	46.7
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	35,938.30	-
03-211-5400	GAS, OIL, GREASE	10,000	440.15	2,888.24	28.9
03-211-5420	FLEET LEASE	21,000	1,701.50	8,507.50	40.5
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	2,817.15	47.0
03-211-5600	CORPORATE OVERHEAD	241,750	20,146.00	100,730.00	41.7
03-211-5761	SANITARY COMMISSION CHARGES	1,100,000	81,098.96	230,898.04	21.0
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	5,858.10	49.6
03-211-5763	SEWER OPERATING EXPENSE	50,000	5,769.96	24,090.61	48.2
03-211-5764	SEWER PUMPING EXPENSE	6,000	1,177.02	5,959.99	99.3
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	30,000	-	-	-
<b>211 Sewer - Operating</b>		<b>1,780,600</b>	<b>135,391.78</b>	<b>561,443.66</b>	

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	CSO				
03-220-5391	INTEREST EXPENSE	3,200	-	380.94	11.9
03-220-5392	DEBT REDEMPTION	23,600	-	-	-
03-220-5800	CAPITAL OUTLAY	4,258,350	107,646.57	488,168.95	11.5
	<b>220 CSO</b>	<b>4,285,150</b>	<b>107,646.57</b>	<b>488,549.89</b>	
	<b>SEWER FUND Expenditure Totals</b>	<b>6,169,725</b>	<b>250,514.15</b>	<b>1,089,163.04</b>	
04-000-4000	WATER TAP SURCHARGE	668,000	41,262.64	352,948.79	52.8
04-000-4001	INTEREST EARNED SURCHARGE	1,000	16.44	563.50	56.4
04-000-4317	SPECIAL REVENUE	68,000	-	-	-
04-000-4600	INTEREST INCOME	20,000	-	13,021.54	65.1
	<b>PINEY SURCHARGE FUND Revenue Totals</b>	<b>757,000</b>	<b>41,279.08</b>	<b>366,533.83</b>	
	WATER SURCHARGE				
04-200-5313	COLLECTION EXPENSE	1,000	41.98	147.12	14.7
04-200-5390	MISCELLANEOUS EXPENSE	12,000	-	-	-
04-200-5391	INTEREST EXPENSE	56,900	-	15,832.58	27.8
04-200-5392	DEBT REDEMPTION	415,100	-	4,775.60	1.2
04-200-5802	CAPITAL REPAIRS	68,000	-	48,841.50	71.8
	<b>PINEY SURCHARGE FUND Expenditure Totals</b>	<b>553,000</b>	<b>41.98</b>	<b>69,596.80</b>	
05-000-4000	TRASH & GARBAGE CHARGES	473,000	624.00	201,036.50	42.5
05-000-4001	INTEREST EARNED - TRASH	800	-	667.76	83.5
05-000-4404	SUNDRY SALES	1,000	-	1,500.00	150.0
05-000-4600	INTEREST INCOME	3,000	-	1,783.77	59.5
	<b>GARBAGE FUND Revenue Totals</b>	<b>477,800</b>	<b>624.00</b>	<b>204,988.03</b>	
	GARBAGE ADMIN.				
05-230-5000	SALARIES	72,000	5,497.58	27,487.83	38.2
05-230-5010	SOCIAL SECURITY	5,400	398.50	1,992.50	36.9
05-230-5011	PENSION	6,500	-	-	-
05-230-5012	WORKERS COMP	225	16.00	117.00	52.0
05-230-5013	INSURANCE - HEALTH	18,000	1,456.28	9,086.99	50.5
05-230-5015	CONTRIBUTION - 457	850	54.94	300.64	35.4
05-230-5313	COLLECTION EXPENSE	500	10.49	36.78	7.4
	<b>230 Garbage Admin.</b>	<b>103,475</b>	<b>7,433.79</b>	<b>39,021.74</b>	
	GARBAGE OPERATING				
05-232-5000	SALARIES	93,000	6,553.07	30,182.95	32.5
05-232-5010	SOCIAL SECURITY	7,100	472.10	2,177.08	30.7
05-232-5011	PENSION	8,500	-	-	-
05-232-5012	WORKERS COMP	6,000	435.00	3,154.00	52.6
05-232-5013	INSURANCE - HEALTH	22,500	1,720.70	10,374.98	46.1
05-232-5015	CONTRIBUTION - 457	750	-	-	-
05-232-5100	INSURANCE - AUTO	2,200	-	2,166.00	98.5

**CITY OF FROSTBURG**  
**NOVEMBER 2024 BUDGET REPORT**

Section 8, Item A.
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*Note: Audit adjustments for the year ended June 30, 2024 are incomplete.*

Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
05-232-5102	INSURANCE - GEN LIAB	400	-	336.00	84.0
05-232-5105	INSURANCE - PROPERTY	4,500	-	4,476.93	99.5
05-232-5170	UNIFORMS	3,000	311.90	690.75	23.0
05-232-5180	SAFETY EQUIPMENT	1,000	-	381.99	38.2
05-232-5210	OFFICE SUPPLIES	1,000	57.14	193.12	19.3
05-232-5400	GAS, OIL, GREASE	14,000	449.84	3,462.32	24.7
05-232-5600	CORPORATE OVERHEAD	18,175	1,515.00	7,575.00	41.7
05-232-5770	ASH DUMPSTER	8,500	406.50	406.50	4.8
05-232-5771	BULK CLEANUP EXPENSE	10,000	2,573.92	2,573.92	25.7
05-232-5772	LANDFILL CHARGES	130,000	8,998.71	43,217.29	33.2
05-232-5773	SANITATION OPERATING EXPENSE	30,000	2,259.22	21,863.48	72.9
	<b>232 Garbage Operating</b>	<b>360,625</b>	<b>25,753.10</b>	<b>133,232.31</b>	
	<b>GARBAGE FUND Expenditure Totals</b>	<b>464,100</b>	<b>33,186.89</b>	<b>172,254.05</b>	

**`CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of November 2024

Submitted by: Gene Bittinger maintenance Supervisor

---

November 1 2024

Checked parks

Started servicing zero mowers

Picked up new blades for the zero mowers

Dropped off bills to City Hall

Unloaded a pool feature

November 4 2024

Checked parks

Hung a banner for Story book holiday

Sorted out bathroom partitions

Took hay back to Liz's farm

Picked up pvc for a new sign

November 5 2024

Checked parks

Built new sign frame and installed it along RT 40

Winterized L.L. concession stand

November 6 2024

Checked parks

Removed bathroom partitions and toilets from field 5 bathrooms

Cleaned up outside of our shop

November 7 2024

Checked parks

Serviced the bobcat

Worked on the tree farm

Hauled top soil for tree farm

Welded on truck 40 bed

November 8 2024

Checked parks

Winterized water fountain at the trail head

Finished winterizing the swimming pool

Put buck board and rear view mirrors on the tool cat

Installed a tool box on the tool cat

November 11 2024

Holiday

November 12 2024

Checked parks Went to the Staff Meeting

Started filling the pool

November 13 2024

Checked parks

Put bench's together for the Dog Park

Fixed roof at City Place

November 14 2024

Checked parks

Picked up boots for Jay

Turned invoices in

Meant with Brian

Turned furnaces off and back on at the Bureau of Mines

Hung Story Book holiday banner

Hooked up new v plow on the Tool Cat

November 15 2024

Checked parks

Tore boarder out around Glendening playground

Brought tent to City Place

Took bobcat to Glendening

Got a quote for new mower and tires for bobcat and truck 41

November 18 2024

Checked parks

Tore out Glendening playground

Hauled topsoil to Hoffman Amphitheater

November 19 2024

Checked parks

Worked on digging the dirt out of Glendening playground

Hauled topsoil to Hoffman

November 20 2029

Checked parks

Hauled topsoil to Hoffman

Fixed light switch at the Community Center

Put cones out for the Wreaths

November 21 2024

Checked parks

Hauled topsoil to Hoffman

Cleaned up after the food giveaway

Got ready to put wreaths up

November 25 2024

Checked parks

Put up all of the city's Christmas critters

Fixed light above entrance door at the shop

November 26 2024

Checked parks

Put salt spreader on truck 41

Fished a skunk out of Cotton pond

Went to the staff meeting

Took bobcat out to Broadway ST for water dept.

Loaded bleachers on a trailer for Story book holiday

Fixed ground fault receptacle At tans parking lot

November 27 2024

Checked parks

Brought scaffolding back to shop

Cleaned leaves up at the Armory

Took benches to the Dog Park

Locked down the kids on dumpsters

Turned invoices in

Checked boilers at the Community Center

November 28 2024

Thanksgiving

November 29 2024

Off

# **CITY OF FROSTBURG**

Monthly Report: Street Department

For the Month of: November 2024

Submitted by: (Supervisor) Shane Elliott & Ryan Whitaker

November 1, 2024 – Friday

- Worked on air actuator on truck #14 due to mechanical failure
- Removed litter and debris all over town in city streets where needed
- Took invoices to be paid to city hall
- Cleaned rest room, lunch room and swept out garage bays
- Picked up litter glass in roadway on Main Street at Bowery
- Hauled a few loads of debris away from dump site to Miller Bottom
- Ran sewer camera in sewer line on Barnard Street and Mt Pleasant Street
- Checked all sewer pumping stations
- Removed tarps and blocks on salt storage at dump site
- Checked and emptied all city trash cans where needed on Main Street
- Marked Miss Utility tickets and checked them in on the computer
- Emptied out all shop trash cans
- Cleaned off sewer camera equipment after use
- Replaced street sign on Center Street
- Cleaned off blacktop trailer and put blacktop roller away for the winter months
- Picked up package that had been delivered to MDE
- Cleaned off dump truck bed and greased locks after hauling debris

November 2, 2024 – Saturday

November 3, 2024 – Sunday

**P.2**

November 4, 2024 – Monday

- Emptied all city trash cans where needed
- Met with contractor to discuss sewer line repair
- Picked up yard waste all over town
- Worked on freeing up tail gates on dump trucks and greased fittings
- Removed litter off Main Street
- Applied sealant to new concrete catch basin
- Spread topsoil, grass seed and mulch on sewer repair site
- Marked emergency miss utility ticket for sewer repair
- Checked all sewer pumping stations and ran weekly tests
- Unloaded tire chain delivery from Chemung Supply
- Marked miss utility tickets and checked them in on computer
- Installed electrical charging station in locker room
- Picked up packages from MDE building
- Added degreasing agent to sewer pumping stations
- Installed new beacon warning light on Backhoe
- Trimmed overhanging limbs on Linden St.
- Assisted plumber with specs on sewer line

November 5, 2024 – Tuesday

- Picked up west end of town garbage route
- Cleaned out locker room and scrubbed floors
- Put Fastenal and Share deliveries away
- Marked emergency miss utility ticket
- Removed litter off Main Street
- Installed jackhammer on skid steer and greased fittings
- Straightened a few bent sign posts around town
- Helped water dept. with water leak on Frost Avenue
- Took truck #88 to dodge garage to have serviced
- Checked all sewer pumping stations
- Replaced missing street sign on Maple Sreet
- Marked miss utility tickets and checked them off on the computer
- Checked two locations where concrete needs repaired on Centennial Street
- Picked up truck 88 after being repaired
- Installed new parking lines and handicap stencil in MDE parking lot
- Picked up traffic cones on James Court



**P.3**

November 6, 2024 – Wednesday

- Picked up garbage route on east end of town
- Checked on signage complaint on Bowery St.
- Picked up sewer pump after being repaired at IM Motors in Fort Ashby
- Checked all sewer pumping stations
- Used street saw to cut roadway and began work on concrete curb on Centennial St.
- Marked miss utility tickets and checked them in on computer
- Picked up order of new uniforms at the Final Touch
- Removed litter on Main Street
- Cleaned out beds of work trucks of catch basin debris
- Replaced broken stop sign on American Ave.
- Picked up supplies from Lowes
- Formed up concrete slab and poured on Centennial St.
- Washed off mixer and all concrete tools after use
- Put Napa delivery away
- Dropped off traffic cones to police department
- Removed dead deer in roadway and cleaned up debris

November 7, 2024 – Thursday

- Picked up garbage route in center section of town
- Turned in all invoices to be paid to City Hall
- Checked all sewer pumping stations
- Measured repair sites for tonnage of blacktop needed
- Removed litter on Main Street
- Had meeting with salt dome contractor to discuss gutter issue
- Marked miss utility tickets and checked them in on computer
- Cleaned off blacktop tools and filled roller
- Picked up pay stubs and dropped off invoices at city hall
- Blacktopped water repair site on Frost Avenue
- Applied sealer to concrete on Centennial St.
- Used sewer camera to locate issue for contractor on Main St.
- Blacktopped sewer and water tap site on State Street
- Picked up dead animal on Linden St.
- Cleaned off and disinfected sewer camera after use

**P.4**

November 8, 2024 – Friday

- Used vactor truck to help water dept. with water shut off valve repair
- Greased both garbage trucks and filled fluids where needed
- Picked up litter on Main Street
- Started another concrete apron repair on Centennial Street
- Checked and emptied city trash cans where needed on Main Street
- Looked over a few possible Christmas trees in different locations
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Emptied and cleaned out vactor truck at dump site after use
- Cleaned rest room and lunch room
- Emptied out all shop trash cans in garage area
- Removed litter and debris in city streets before the weekend
- Took measurements to have custom signs made for parking areas
- Cleaned debris from sewer manhole on Mechanic Street
- Straightened sign post and installed new stop sign
- Removed dead animal in roadway on west main Street

November 9, 2024 – Saturday – Called out to check on sewer issue

November 10, 2024 – Sunday

November 11, 2024 – Monday – Veterans Day

- Called out due to oil spill in roadway

**P.5**

November 12, 2024 – Tuesday

- Picked up garbage route on west end of town
- Checked on sewer complaint on Washington Street
- Attended staff meeting at city hall
- Picked up cones and parking lot signs from Roadsafe
- Replaced parking lot signs on Mechanic and Water St.
- Checked all sewer pumping stations – Ran weekly tests
- Picked up supplies from Lowes
- Ran jetter truck in sewer line on Washington Street
- Emptied out catch vac over at dump site
- Removed litter off Main Street
- Filled jetter with water and fuel after use
- Replaced fuel tank straps and hangers on Truck 8
- Painted new safety cones with signifying street department color
- Marked miss utility tickets and checked them in on computer
- Picked up parts from Carquest
- Reinstalled fuel tank and reprimed fuel system
- Investigated sewer complaint on Depot Terrace

November 13, 2024 – Wednesday

- Picked up east end of town garbage route
- Checked fluids and chains on all plowing equipment
- Marked miss utility tickets and checked them in on computer
- Relocated a few street signs on Water Street
- Checked all sewer pumping stations
- Removed litter on Main Street
- Finished installing fuel tank brackets and straps on truck #8
- Picked up supplies from PVIS in Cumberland
- Loaded up plow trucks with salt
- Ran jetter in sewer main on Barnard Street and First Street
- Took 60 safety street cones to police station
- Cleaned off several catch basin grates around town
- Removed dead animal in roadway on Depot Street
- Dye tested sewer main and service lines
- Ran sewer camera to locate service lines in sewer main
- Washed off all sewer camera equipment after use
- Refilled water tank and checked fluids on jetter truck

**P.6**

November 14, 2024 – Thursday

- Picked up garbage route in center section of town
- Dropped off supplies to contractor performing sewer repair work for City
- Removed litter on Main Street
- Put away Fastenal order
- Checked all sewer pumping stations
- Had a meeting with electrical contractor regarding salt dome lights
- Straightened a few sign posts around town
- Picked up batteries from Carquest
- Checked on contractor during sewer line repair
- Installed replacement batteries in key fob of Truck 9
- Called in an order of Concrete sealer for salt dome
- Picked up more supplies from PVIS in Cumberland
- Checked and filled fluids where needed on Loader
- Picked up garbage laying in roadway in Bobcat Ct.
- Installed new wipers on Truck 8
- Checked ash dumpster and straightened steps

November 15, 2024 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Picked up a truck load of concrete sealer in Pittsburg PA
- Checked all sewer pumping stations
- Ran sewer camera to inspect sewer line on Laurel Hill Rd
- Took invoices to be paid to city hall
- Washed off sewer camera equipment after use
- Removed dead animal in roadway on Main Street
- Checked status of sewer repair on Barnard Street
- Emptied out all shop trash cans and swept garage bays
- Picked up supplies from Lowes
- Marked miss utility tickets and checked them in on computer
- Inspected a sewer line repair on Main Street
- Removed litter off Main Street
- Wired up a new light switch to lower storage shed
- Cleaned restroom, lunch room and office area
- Dye tested sewer system along University Drive

**P.7**

November 16, 2024– Saturday

November 17, 2024 – Sunday

November 18, 2024 – Monday

- Emptied city trash cans where needed on Main Street
- Removed debris and concrete dust from inside and outside of salt dome
- Picked up yard waste all over town
- Helped Rec. Dept. remove old playground at Glendening Park – Hauled debris away with dump trucks
- Checked all sewer pumping stations – Ran weekly tests
- Unleaded a freightliner parts delivery with skid steer
- Started applying concrete sealer to the exterior of salt dome
- Had street tree pruning day and trimmed street trees around town where needed
- Cleaned up street tree debris that was left behind around town
- Took both garbage trucks to landfill
- Marked miss utility tickets and checked them in on computer
- Dropped off garbage truck to Cober Cummins to have brake system repaired
- Used blowers to clean and dry the interior of salt dome
- Took invoices to be paid to city hall

November 19, 2024 – Tuesday

- Picked up garbage route on west end of town
- Used concrete sprayers to finish sealing remaining concrete on Salt Dome
- Loaded up all parts needed for brake system repair on garbage truck
- Cut up bigger tree limbs and removed them off Frost Ave.
- Dropped off all new brake parts to Cober Cummins
- Removed litter off Main Street
- Washed out concrete sprayers after use
- Marked miss utility tickets and checked them in on computer
- Picked up yard waste missed during yesterday’s route
- Checked all sewer pumping stations
- Picked up supplies from Frostburg Rental
- Took warrantied vac-con equipment to Mailroom in LaVale
- Picked up supplies from Southern States
- Helped seed and mulch sewer repair site on First Street

**P.8**

November 20, 2024 – Wednesday

- Picked up garbage route on east end of town
- Cut down Christmas Tree and hauled to town from Mount Savage
- Removed litter on Main Street
- Installed Christmas trees and all lights and star
- Marked miss utility tickets and checked them in on computer
- Investigated sewer complaint on Jenkins St.
- Checked all sewer pumping stations
- Dropped off Truck 01 to have recall fixed at Chevy Garage
- Returned trailer back to Rec. Department after use
- Installed new chains on Chainsaws after using for Christmas Tree
- Ran sewer camera in sewer main on Jenkins St.
- Popped several manholes to check for any sewer flow issues
- Washed off all sewer camera equipment after use
- Dropped off street cones at St Michaels for ceremony
- Picked up truck from Timbrook in Keyser after being repaired

November 21, 2024 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Leveled off ash dumpster with backhoe
- Removed litter on Main Street
- Checked on sewer issue on Linden Street
- Marked miss utility tickets and checked them in on computer
- Cut up and removed tree in roadway on Uhl Street
- Ran sewer camera in sewer main
- Cleaned leaves off catch basin grates where needed
- Took backhoe over to salt storage site
- Cleared tree limbs from roadways due to windy conditions
- Picked up garbage truck from Cober Cummins
- Washed off sewer camera equipment after use
- Installed V-plows on one ton dump trucks
- Made sure all salting equipment is ready for predicted weather
- Patched hole in Alley #14 with cold patch
- Few men worked overnight helping install Christmas wreaths on Main Street

**P.9**

November 22, 2024 – Friday

- Checked and emptied all city trash cans where needed
- Salted city streets and alleyways due to weather conditions
- Emptied out all shop trash cans and swept out garage bays
- Removed litter on Main Street
- Decorated small Christmas tree in front of high school
- Marked miss utility tickets and checked them in on the computer
- Straightened the Christmas tree on Main Street
- Checked all sewer pumping stations
- Had a fire prevention walk through with AtEase Security
- Reloaded salt trucks after use
- Cleaned bathroom, breakroom and office area
- Removed dead animal in roadway on East Main Street
- Filled fuel tanks and checked other fluids on all plowing equipment
- Removed several tree limbs in roadways due to windy conditions
- Plowed and salted roadways throughout the evening hours

November 23, 2024 – Saturday

November 24, 2024 – Sunday

November 25, 2024 – Monday

- Emptied city trash cans where needed on Main Street
- Marked emergency miss utility ticket on Centennial Street
- Checked all sewer pumping stations – Ran weekly tests on systems
- Installed and reinforced street sign posts on Lee Street
- Removed litter on Main Street, Water and Broadway
- Called in an order of antiskid to Keystone Lime Co
- Marked miss utility tickets and checked them in on computer
- Checked sewer complaint on Main Street
- Dye tested a few sewer lines to check for any issues
- Ran sewer camera on Main Street and at Victoria Lane
- Finished cleaning debris from ditch line on Frost Avenue Ext
- Took garbage truck to Smitty's Tire Shope for a steer tire repair
- Washed off sewer camera equipment after use
- Started replacing rear axle seals on plow truck #6

**P.10**

November 26, 2024 – Tuesday

- Picked up garbage route on west end of town
- Straightened sign posts on Water St.
- Attended staff meeting at city hall
- Used Vac Truck to hydro excavate a line for the Water Dept.
- Checked all sewer pumping stations
- Filled jetter with fuel and water
- Emptied out Catch Vac over at dump site
- Used wheel loader to push up road grit deliveries as they came in
- Marked miss utility tickets and checked them in on computer
- Called in a large order of Rock Salt
- Removed litter on Main Street
- Installed the salt spreader and tire chains on truck #14
- Had plow truck #6 towed to Truck Enterprise for major repairs
- Washed off wheel loader after use and checked fluids

November 27, 2024 – Wednesday

- Picked up garbage route on east end of town
- Set out cones for Turkey Day race tomorrow
- Emptied all trash cans in garage area
- Made adjustments to brakes on Truck 14
- Removed litter on Main Street
- Pushed up more incoming road chips delivery as they came in
- Checked all sewer pumping stations
- Picked up package that was delivered to Police Department
- Marked all miss utility tickets and checked them in on computer
- Used Catch Vac to suck out debris from Victoria Lane pumping station
- Assisted with light pole wreaths and bows on Main St.
- Emptied out Catch Vac over at Dump Site

November 28, 2024 – Thursday – Thanksgiving

November 29, 2024 – Friday

November 30, 2024 – Saturday



## Monthly Report: Water Department

For the Month of November, 2024

**Submitted by: Jim Williams, Supervisor**

---

November 1, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new meter Clary Ave.

November 4, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency locate Mt. Pleasant St.
- Level out a new pad for fuel tank
- Final reading Centennial St.

November 5, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly Master Meters
- Repaired an 8"-water main Frost Ave. 11' of pipe & 2-hymaxs

November 6, 2024

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

- Cleaned the shop
- Hauled the trash away
- Checked to see if the water was off W. Mechanic St.
- Assisted with installing new fuel tank
- Pushed up 4-loads of crusher run
- Witness flow test Pichard Farm

November 7, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Prepared hole on Frost Ave. to be black top from water leak
- Took backhoe to Andy Ruby's to get seat fix & a hooked welded on back bucket
- Hauled top soil for Rec. Dept.

November 8, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency locate E. Main St.
- Installed new curb box & rod Victoria Lane with the assisted by Street Dept. & vac truck
- Data log Bowery St.
- Turn water off Trailhead for the season

November 11, 2024 City Holiday

November 12, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Attended staff meeting

- Cleaned the shop
- Hauled trash away
- 3-final readings
- Pickup back hoe from Andy's Ruby's
- Turned the water off St. Michael's Cemetery for the winter

November 13, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Checked for water leak. The chart @ W. T. P. is out.
- Final reading Center St.
- Installed new meter Armstrong Ave.

November 14, 2024

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Prepared Crestview Pump Station for winter
- Turn water off for homeowner W. Main St. empty

November 15, 2024

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Located & marked water line for Carl Belt Laurel Hill

November 18, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new meter Green St.

- Hauled junk dirt from the shop

November 19, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Delivered valve box raisers for contractors
- Assisted Wayne from Meshach Frost Village with trying to locate water leak

November 20, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water off for nonpayment
- Delivered valve box raisers for contractors
- Turn water back on from nonpayment list
- Informed of fire hydrant not completely turned off Park Lane
- Final reading W. College Ave.

November 21, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water back on for nonpayment
- Made sure we have everything ready to put up Christmas Wreaths tonight
- Had Rice Tires put 4-new tires on truck 20
- Installed new meter Braddock Rd.

November 22, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Assisted with hanging up Christmas Wreath's
- Turn water back on for nonpayment
- Had Schadt Plumbing fix heater @ shop

November 25, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired the 8"-water main Braddock Rd. with assisted of contractor/ 2-hymaxs & 4'-pice of pipe

November 26, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new curb box & rod Broadway with the assisted by Street Dept. & vac truck
- Turn water off Broadway for nonpayment

November 27, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Turn water back on Heartwood Drive

November 28, 2024 City Holiday

November 29, 2024 City Holiday



# CITY OF FROSTBURG

Adam Ritchey

Commissioner of Public Works

## Garbage and Special Collections for 2025

### Christmas Tree Curbside Collections

The City will provide curbside collection of **clean** Christmas Trees on Monday, January 6, 2025 and Monday, January 13, 2025.

### Regular Garbage Collection

For collection dates falling on these Holidays:

**New Years Day** – Wednesday, January 1 garbage will be collected on Friday, January 3.

**Juneteenth** – Thursday, June 19 garbage will be collected on Friday, June 20.

**Veterans Day** - Tuesday, November 11 garbage will be collected on Monday, November 10.

**Thanksgiving** - Thursday, November 28 garbage will be collected on Monday, December 1.

**Christmas Eve** – Wednesday, December 24 garbage will be collected on Monday, December 22.

**Christmas Day** – Thursday, December 25 garbage will be collected on Friday, December 26.

### Yard Waste Collection

Second Monday of each month beginning on April 14 through September 8  
 Monday, October 6 and Monday, October 20  
 Monday, November 3 and Monday, November 17

Residents are reminded that yard waste must be set out on the curbside in either biodegradable paper yard waste bags or reusable cans.

### Bulk Clean Up

Annual Bulk Pickup will be held on Tuesday, May 20, Wednesday, May 21, and Thursday, May 22 (Note this is the week prior to Memorial Day). Collections will be on the same day as normal garbage collections. The Bulk Pickup is provided for **only City residential garbage customers**. Commercial or dumpster customers are not eligible.

The Street Department will **NOT PICK UP** appliances with Freon-based refrigerants, tires, batteries, televisions or computer monitors with “picture tubes”, paint or other chemicals or hazardous materials.

### Notes:

1. Collections subject to weather conditions or unrelated emergencies.
2. All approved requirements apply for each type of waste.
3. Special Pick Ups can be arranged for a pre-paid fee of \$75.

*For More Information Call City Hall at 301-689-6000 or the Street Department at 301-689-6111.*

**RESOLUTION 2024-77**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING CHANGE ORDERS 1, 2, & 3 WITH LASHLEY CONSTRUCTION FOR THE SALT STORAGE BUILDING AT THE STREET DEPARTMENT.**

**WHEREAS,** The City contracted with Lashley Construction for the construction of the Salt Storage Building at the Frostburg Street Department; and,

**WHEREAS,** The City decided to pursue an Add-Alternate after construction began, in addition to other work that was discovered needed to be completed during the course of the project; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Frostburg hereby approves the following Change Orders as part of the contract with Lashley Construction for the Salt Storage Building:

Change Order 1: Add 60 Calendar Days to contract period as a result of the inclusion of the Add-Alternate

Change Order 2: \$21,893.00 additional costs to remove unsuitable fill material and replace with clean fill

Change Order 3: \$1,528.00 for 2 light fixtures and associated wiring and labor.

**ADOPTED,** this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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

November 25, 2024

Mr. Hayden Lindsey  
Director of Public Works  
37 S Broadway Street, Frostburg, MD 21532

Subject: MD 736 Roundabout Project Final Design

Dear Mr. Hayden:

Brudis & Associates, Inc. (BAI) is pleased to submit this proposal to provide professional engineering design services for MD 736 (Braddock Road) and Park Avenue Roundabout and associated improvements in Frostburg, Maryland.

Please refer to our Scope of Work Plan (Attachment A), Man-Hour Estimate (Attachment B), and Cost and Price Summary (Attachment C) for detailed information regarding this proposal.

The total proposed fee to perform these services is **\$ 108,621.05** with **\$ 87,250.11** allocated to BAI and **\$ 21,370.94** to CV, Inc.

Should you have any questions, or require any additional information, please do not hesitate to contact me or Ray Dagher, at 410-884-3607. We look forward to working with the City of Frostburg on this project.

Very truly yours,  
BRUDIS & ASSOCIATES, INC.



Habeeb Mohammed, P.E.  
Senior Project Manager

cc: Ray Dagher, P.E., Operations Manager, Primary Liaison  
Puskar Kar, P.E., PTOE, Transportation Director, Secondary Liaison

P:\24-008 District 6 Survey and Engineering (BCS 2023-01C)\Task\_ MD 736 Roundabout\Correspondence\Proposals\Drafts\11-25-24



## ATTACHMENT A – SCOPE OF SERVICES

### **Purpose/Overview:**

This Task aims to provide professional transportation engineering design services to advance the project to the Final Review and Advertisement. Listed below are the activities of BAI and its sub-consultant CV, Inc.:

### PHASE A: FINAL DESIGN PHASE (FINAL REVIEW MILESTONE TO PS&E)

#### **Subtask 1 – Project Coordination Activities**

- a. BAI will coordinate, manage, and provide oversight of our sub-consultant, CV Inc., to resurvey the existing trees and additional utility test holes. Please refer to CV's proposal. BAI will provide mark-up plans and target data tables (station, offsets, latitude, longitude) for the utility test hole request. We will also review CV's submittals for accuracy and completeness.

#### **Subtask 2 – Highway Design Activities**

The following items will be completed for the Final Review & PS&E milestone submittal:

- a. **Roundabout Design Approval.** Roundabout is considered a form of Traffic Control, and the design of such on a State Highway must be reviewed and approved by SHA. BAI will provide the MicroStation DGN files for the design linework and coordinate with the SHA Office of Traffic & Safety - Traffic Development & Safety Division to review the roundabout design and approval.
- b. **Pedestrian Maintenance of Traffic** – In compliance with the Maryland Manual on Uniform Traffic Control Devices for Streets and Highways, 2011 edition, BAI will prepare detailed pedestrian maintenance of traffic plans. The pedestrian traffic must be maintained throughout construction to retain ADA access to the University of Maryland Frostburg campus. The pedestrian maintenance of traffic may involve developing pedestrian detour plans and the design of temporary ADA-accessible sidewalks and curb ramps. These design elements were not included in the Semi Final Design milestone plans. They were inadvertently missed from the scope of work of the original February 2020 project task proposal submitted to SHA.
- c. **Utility Coordination** - BAI will coordinate with public utility owners, including impacts on the City of Frostburg, Verizon, and Potomac Edison. BAI will review and update the previously prepared utility conflict matrix. This will involve preparing and submitting color-coded utility plans and cross sections with the utility owners, attending meetings with the utility owners, design revisions to minimize utility impacts, and developing a project schedule based on inputs from the utility owners on the timeframes for relocation design and construction. BAI will also seek input from the utility owners regarding utility relocation costs and assemble the third-party (non-city) reimbursement estimates for these relocations.
- d. **FHWA/Appalachian Regional Commission Review** – BAI will submit the Final Review and PS&E milestone plans, itemized cost estimate, and specifications to the City of Frostburg for FHWA and ARC review. It is anticipated that one round of comments will be received, and BAI will need to address these comments, provide a point-by-point response, and then resubmit for concurrence.

#### **Subtask 3 – Lighting Design Activities**

BAI will complete the following items for the FR, PS&E milestone submittal:

- a. Address comments from the City of Frostburg on the final roundabout lighting plans, prepare construction details, and update the specifications and itemized cost estimates.



- b. Address all applicable Constructability Review design comments on lighting plans. Revise the plans, cost estimates, and special provisions, provide point-by-point comment responses, QA/QC Review, and complete the lighting PS&E package.

#### **Subtask 4 – Drainage, SWM, and E&SC Design**

The following items will be completed for the FR & PS&E milestone submittal:

- a. Based on initial Allegany SCD submittal comments, BAI will revise the plans, cost estimates, special provisions, and SWM report and provide point-by-point comment responses. Although addressing Allegany SCD submittal comments was part of the original February 2020 task proposal submitted to SHA, BAI did not receive any previous comments from the SCD and has already advanced the drainage, SWM, and ESC design to the final design stages. The comments received from the SCD were minimal. However, it will impact the ESC plans and require BAI to provide a point-by-point response.
- b. Review and prepare additional test hole requests to confirm elevations of utility crossings not completed during initial test pits.
- c. Constructability review of SWM design and revisions to plans, reports, profiles, and details as needed. The review will include a compliance check of FHWA requirements associated with SWM, ESC, and drainage design for anticipated federal review.
- d. Revise drainage layout revisions to minimize utility relocation requirements based on available test pit information. Horizontal and vertical alignment revisions will be assessed in coordination with hydraulic requirements.
- e. Coordination and meetings with City/County reviewers as required.
- f. FHWA Reviews - BAI will submit the final package to the City for final approval. Due to ARC funding associated with this task, reviews by FHWA are anticipated. Two rounds of submittals (one round of comments) are anticipated for final approval of drainage and SWM design based on federal review. Major revisions to SWM, ESC, and drainage design are not anticipated.
- g. NOI application: BAI will prepare and submit NOI application to MDE as required for statewide discharge permit under the latest 20-CP requirements effective April 1, 2023.
- h. Per latest coordination, BAI will remove all Filterra SWM facilities from all design plans, report, details, cost estimate, etc. The removal of associated SWM treatment provided by these facilities will result in shortfall of IAT and ESDv/CPv. Due to the limited available right-of-way, urbanized corridor, and advanced milestone phase, providing additional SWM facilities to compensate for lost treatment is not feasible. Thus, design of any additional SWM facilities and associated supplemental survey/geotechnical needs are not anticipated or included within this scope of work. Design services for any additional SWM facilities will be included in a future task modification if required. BAI will coordinate with the City of Frostburg to provide any required waiver or variance requests for SWM shortfalls.

#### **Subtask 5 – Modular Wall Design**

The following items will be completed for the Final Review & PS&E milestone submittal:

- a. Verify and update the retaining wall plans to comply with current design codes.
- b. Based on comments from City and SHA reviews, BAI will revise the plans, details, and special provisions and provide point-by-point comment responses.
- c. Update the cost estimate for structural work items to current costs.

**Items Not Provided Under This Scope of Services**

- Right-of-way services such as appraisal, acquisition, and public involvement activities
- Traffic analysis and Signal Design
- Construction Management and Construction Inspection Services
- Pavement design recommendations (to be completed by the City of Frostburg)
- NEPA documentation
- Baseline stakeout
- Phase V Services
- Public Involvement Services - Property Owners, Taskforce Meetings renderings, attendance or minutes
- Noise Analysis
- Design of light pole foundations
- Reviews by SHA HHD or PRD related to SWM, drainage, and ESC design.
- Design of any additional SWM facilities.

**Anticipated Schedule**

- Final Review (90%) ..... 12 weeks from NTP
- PS&E (100%) ..... 8 weeks from Final Review
- Advertise ..... 8 weeks from PS&E

**ATTACHMENT B  
MANHOOR ESTIMATE**

Section 11, Item B.

City of Frostburg  
ESTIMATE OF HOURS  
DESCRIPTION OF WORK ACTIONS  
TASK NAME: **MD 736 Roundabout**  
TASK NUMBER: **1**

Subtask	Task Description	Project Manager	Highway/Traffic/Structural Engineer	Hydrologic/Hydraulic Engineer	Transportation Engineer/Designer	CADD/Draftsman	Total
<b>1</b>	<b>Project Coordination Activities</b>						
a.	Project Coordination Activities	16	16				32
	Total Subtask 1	16	16	0	0	0	32
<b>2</b>	<b>Highway Design Activities</b>						
a.	Roundabout Design Approval.	2	4		6	8	20
b.	Pedestrian Maintenance of Traffic	2	6		12	16	36
c.	Utility Coordination	2	6		6	4	18
d.	FHWA/Appalachian Regional Commission Review	6	16		16	20	58
	Total Subtask 2	12	32	0	40	48	132
<b>3</b>	<b>Lighting Design Activities</b>						
a.	Address comments from the City of Frostburg	4	14		12	12	42
b.	Address all Constructability Review design comments	6	16		20	6	48
	Total Subtask 3	10	30	0	32	18	90
<b>4</b>	<b>Drainage, SWM, and E&amp;SC Design</b>						
a.	Address Allegany SCD Comments	2		10	6	6	24
b.	Review and prepare additional test hole requests	2		6	4		12
c.	Address Constructability review comments.	4		20	10	18	52
d.	Drainage layout revisions	2		12	20	12	46
e.	Coordination and meetings with City/County reviewers	2		12			14
f.	FHWA Review	4		20	24	12	60
g.	NOI application	2		6	6	10	24
h.	Removal of filterra SWM facilities	2		12		10	24
	Total Subtask 4	20	0	98	70	68	256
<b>5</b>	<b>Modular Wall Design</b>						
a.	Comply with current design codes	4	8			6	18
b.	Plan revisions to address SHA review comments	2	4			6	12
c.	Update cost estimate	2	2				4
	Total Subtask 5	8	14	0	0	12	34
<b>TOTAL MAN-HOUR ESTIMATE</b>		<b>66</b>	<b>92</b>	<b>98</b>	<b>142</b>	<b>146</b>	<b>544</b>

**City of Frostburg**

## AVERAGE HOURLY RATE / ESTIMATE OF HOURS

TASK NAME: MD 736 Roundabout  
 TASK NUMBER: 1

**Bar Chart Review & Verification**

<b>Cost Derivation (Office)</b>					
<b><u>Classification</u></b>	<b><u>Hours</u></b>	<b><u>Hourly/Rate</u></b>	<b><u>Total</u></b>		
Project Manager	66	@ \$87.30	=	\$	5,761.80
Highway/ Traffic/ Structural Engineer	92	@ \$79.61	=	\$	7,324.12
Hydrologic/ Hydraulic Engineer	98	@ \$60.96	=	\$	5,974.08
Transportation Engineer/ Designer	142	@ \$49.41	=	\$	7,016.22
CADD/ Draftsman	146	@ \$33.34	=	\$	4,867.64
<b>SUBTOTAL</b>	<b>544</b>		<b>=</b>	<b>\$</b>	<b>30,943.86</b>
		<b>Average Hourly Rate</b>	<b>=</b>	<b>\$</b>	<b>56.88</b>

**MARYLAND DEPARTMENT OF TRANSPORTATION  
COST AND PRICE SUMMARY - CONSULTANT SERVICES CONTRACT**

**Administration** City of Frostburg  
**Contract** \_\_\_\_\_  
FMIS No. TBD

**Consultant** Brudis & Associates, Inc.  
**Subcontractor** CV, Inc.

**Task Name** MD 736 Roundabout

**Task Number** 1

**Phase or Task Function or Total Summary (if applicable)** \_\_\_\_\_

<b>1. Direct Labor Office:</b>	<u>544</u>	Man Hours	x	<u>\$56.88</u>	Average Hourly Rate	\$ <u>30,943.86</u>	
<b>1a. Direct Labor Field:</b>		Man Hours	x	-	Average Hourly Rate	\$ -	
<b>2. Escalation Office:</b>		% of Item 1				\$ <u>0.00</u>	
<b>2a. Escalation Field:</b>		% of Item 1				\$ -	
<b>2b.</b>					<b>SUBTOTAL</b>	\$ <u>30,943.86</u>	
<b>3. Payroll Additives:</b>		P.B.			% of item 1 & 2: Append Itemization	\$ <u>0.00</u>	
		O.H. Office		<u>159.88</u>	% of item 1 & 2: Append Itemization	\$ <u>49,473.04</u>	
		O.H. Field			% of item 1 & 2: Append Itemization	\$ -	
<b>4. Total of Items 1, 2, and 3 above</b>						\$ <u>80,416.90</u>	
<b>5. Fixed Fee:</b>		a. Dollar amounts to cover Profit and Other Profits				\$ <u>6,498.21</u>	
		b. Line 5a. Represents		<u>21</u>	% of Line 2a.		
<b>6. Direct Expenses:</b>		Append justification as necessary					
a. Local Travel	<u>500</u>	miles at		<u>0.67</u>	cents/mile	\$ <u>335.00</u>	
b. Long Distance Travel, if required						\$ _____	
c. Printing						\$ _____	
d. Other:						\$ _____	
e. Other: (Specify)		Postage/Shipping				\$ _____	
					<b>TOTAL DIRECT COSTS</b>	\$ <u>335.00</u>	
<b>7. Subcontractor:</b>		Separate Cost and price Summary for each form to be appended					
		<u>Name</u>					
a.		<u>CV Inc.</u>				\$ <u>21,370.94</u>	
b.		_____				\$ _____	
c.		_____				\$ _____	
					<b>TOTAL SUBCONTRACTORS</b>	\$ <u>21,370.94</u>	
<b>8. Other:</b>		(Specify)					
a.		_____				\$ _____	
b.		_____				\$ _____	
c.		_____				\$ _____	
					<b>TOTAL OTHER</b>	\$ <u>0.00</u>	
<b>9. Total Proposed Fee for this Task</b>						\$ <u>108,621.05</u>	

**10. Will your firm accept this Portion on a lump sum basis?** Yes \_\_\_\_\_ No  **X**  
 If yes, in what amount \$ \_\_\_\_\_

610 Professional Drive, Suite 108  
Gaithersburg, Maryland 20879  
Ph: (301) 637.2510  
Fax: (240) 252.5612

November 22, 2024

Habeeb Mohammed, P.E.  
Project Manager  
Brudis & Associates, Inc.  
9240 Rumsey Road, Suite C  
Columbia, Maryland 21045

E: hmohammed@brudis.com  
P: (410) 884-3607 ext. 225

Re: City of Frostburg - MD 736 Roundabout  
Frostburg, Allegany County, Maryland

CV Job No. 20221139C.02

Dear Mr. Mohammed:

Pursuant to your request, we are pleased to submit our fee proposal to provide referenced services.

**Project Understanding:** BAI has been requested to provide additional survey of tree sizes and locations within the original survey limits and five additional test holes for the development of the intersection of East College Avenue and Center Street in the City of Frostburg in Allegany County, Maryland. CV, Inc. is a sub to BAI and is tasked with providing Survey and Testpitting services. Following is our project understanding and scope of work.

#### **Field Surveys\Property Surveys**

CV, Inc. will perform survey of existing trees (size and location) in case conditions have changed since the time of the original topographic field survey.

- CV will perform a topographic field survey—limited to tree diameter and locations—for the area highlighted on the attached map.
- The project will be tied to the NAD83\91 horizontal datum and tied vertically to NAVD88. CV will utilize the existing traverse points along MD736 from the previous survey performed by MDSHA.
- The field survey will be done in accordance with MDSHA CAD Standards, using the MDSHA survey feature table.
- The field files will be processed using MDSHA seed file in MicroStation V8i.
- CV will not identify existing trees and will only provide diameter and location.

#### **Utility Testpits:**

CV, Inc. will conduct test pits (Quality Level A) and provide test hole reports at up to 5 locations.

- A quantity of 5 test holes is assumed for this project (50% 6' deep max, 50% 8' deep max)
- Client will provide preliminary test hole locations to CV, Inc.
- Apply for digging permit(s) based on preliminary locations

2022139C.02 / MD 736 Roundabout  
Mr. Habeeb Mohammed / Brudis & Associates, Inc.  
November 22, 2024 / Page 2 of 5

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- Client will provide finalized coordinates for test pits
- Stake out the prescribed locations in the field
- Submit Miss Utility tickets for all test hole locations and apply for utility and MOT permits
- Perform air-vac excavation to expose the target utility
- Test pits at intersection/crossing of multiple utilities will provide only the elevation and confirmation of the uppermost utility. The underlying utilities will require a separate hole to be excavated to ensure accuracy, and safety to the subject utility.
- Complete and provide individual utility test hole reports (TPR). Test hole locations will be surveyed and microstation file of the surveyed test hole locations will be provided.

Sincerely,  
**CV, INC.**



Chinmay G Vyas, PE, CFM, LEED® AP  
President



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Mr. Habeeb Mohammed / Brudis & Associates, Inc.  
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**Limit of Work for Tree Survey**

2022139C.02 / MD 736 Roundabout  
 Mr. Habeeb Mohammed / Brudis & Associates, Inc.  
 November 22, 2024 / Page 4 of 5

TASK DESCRIPTION	DETAILED SCOPE	Project Manager	Highway Engineer	Transportation Engineer / Designer	Land/Line Surveyor	Survey Party Chief	Survey Party Instrument Man	TOTAL
<b>SURVEYING</b>		1		4	1	10	10	26
Topographic Survey		1		4	1	10	10	26
	Tree sizes and locations	1		4	1	10	10	26
<b>UTILITY INVESTIGATIONS</b>		6	13	14		8	8	49
Test Pits		6	13	14		8	8	49
	Miss U Ticket & Coordination	1	2	4				7
	Test Pit Reports	1	3	10				14
	Permitting	4	8					12
	Survey Test Hole Locations & Elevations					8	8	16
<b>TOTAL MAN-HOURS</b>		7	13	18	1	18	18	75

MD 736 Roundabout

AVERAGE HOURLY RATES

CLASSIFICATION	AVERAGE HOURLY RATE	MAN-HOURS	EXTENSION
PROJECT MANAGER	\$85.00	X 7	= \$595.00
HIGHWAY ENGINEER	\$56.25	X 13	= \$731.25
TRANSPORTATION ENGINEER / DESIGNER	\$44.71	X 18	= \$804.78
LAND/LINE SURVEYOR	\$67.00	X 1	= \$67.00
SURVEY PARTY CHIEF	\$44.02	X 18	= \$792.36
SURVEY PARTY INSTRUMENT MAN	\$30.75	X 18	= \$553.50
<b>TOTAL</b>		<b>75</b>	<b>\$3,543.89</b>
<b>Average Rate = \$47.252</b>			

2022139C.02 / MD 736 Roundabout  
 Mr. Habeeb Mohammed / Brudis & Associates, Inc.  
 November 22, 2024 / Page 5 of 5

<b>Administration</b>	City of Frostburg				<b>Consultant</b>	Brudis and Associates			
<b>Contract</b>					<b>Subcontractor</b>	CV, Inc.			
<b>Task Name</b>	MD 736 Roundabout				<b>Task Number</b>	Task 06			
<b>Phase or Task Function or Total Summary (if applicable)</b>									
<b>1. Direct Labor Office:</b>	75	Man Hours	x	\$47,252	Average Hourly Rate			\$	3,543.89
<b>2. Escalation Office:</b>	0	% of Item 1						\$	0
<b>2b.</b>								<b>SUBTOTAL</b>	<b>\$ 3,543.89</b>
<b>3. Payroll Additives:</b>		P.B.	154.21%		% of item 1 & 2: Append Itemization			\$	5,465.03
<b>4. Total of Items 1, 2, and 3 above</b>								\$	9,008.92
<b>5. Fixed Fee:</b>		a. Dollar amounts to cover Profit and Other Profits						\$	744.22
		b. Line 5a. Represents			21	% of Line 2b.			
								<b>Total CV Labor Cost =</b>	<b>\$ 9,753.14</b>
<b>6. Direct Expenses:</b>					Append justification as necessary				
a. Local Travel	840	miles at	0.670	\$/mile				562.80	
b. Long Distance Travel, if required			5 persons/2 nights					1,150	
c. Per diem			5 persons/2 days					630	
								<b>TOTAL DIRECT COST</b>	<b>\$ 2,342.80</b>
<b>7. Subcontractor:</b>					Separate Cost and price Summary for each form to be appended				
		Name							
a.									
								<b>TOTAL SUBCONTRACTORS</b>	<b>\$ 0.00</b>
<b>8. Other:</b>									
		<b>Item</b>	<b>Units</b>	<b>Rate</b>				<b>Cost</b>	
		<b>Test Pits</b>							
		Mobilization	1	850			\$	850	
		4.01 to 6.0 ft test pits	2	850			\$	1,700	
		6.01 to 8.0 ft test pits	3	1000			\$	3,000	
		Breaking through Asphalt Patch/Repair	5	85			\$	425	
		MOT for Test Pits	2	1650			\$	3,300	
								<b>TOTAL OTHER</b>	<b>\$ 9,275</b>
<b>9. Total Proposed Fee for this Task</b>								\$	21,370.94
<b>10. Will your firm accept this Portion on a lump sum basis?</b>					Yes			No	<b>X</b>
<b>If yes, in what amount</b>		\$							

**RESOLUTION 2024-78**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT WITH BRUDIS ASSOCIATES, INC. TO COMPLETE THE ENGINEERING AND DESIGN FOR THE GATEWAY ROUNDABOUT AT BRADDOCK ROAD AND CENTER AND BOWERY STREETS**

**WHEREAS**, The City has been pursuing the “Gateway Enhancement” project with Appalachian Regional Commission (ARC) – Access Road funding for several years; and,

**WHEREAS**, the ARC-Access Road funding allocated to engineering and design costs has been exhausted, but it is estimated that sufficient funding remains for construction of the project, likely in 2026; and,

**WHEREAS**, Brudis & Associates have prepared a contract for the completion of engineering and design services through the Advertisement for Bid for the City of Frostburg so that the City may use ARPA funding have the design completed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Frostburg hereby approve a contract with Brudis & Associates, Inc., in the amount of \$108,621.05.

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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

**RESOLUTION 2024-79**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING TRANSITIONING THE RENTAL HOUSING PROGRAM TO USE AN IN-HOUSE INSPECTOR IN LIEU OF THIRD-PARTY INSPECTORS**

**WHEREAS**, The City has had a Rental Housing Program for several decades due to the large number of rental properties within the City and the desire to ensure safe housing for all City residents; and,

**WHEREAS**, the Rental Housing Program is administered by the Department of Community Development; and,

**WHEREAS**, the staff of the Department of Community Development has made a series of recommendations to improve and address existing issues with the Rental Housing program, which will be later proposed to the Mayor and Council as an Ordinance; and,

**WHEREAS**, one recommendation is that, effective July 1, 2025, the Rental Housing Inspector will be a City Staff position rather than a 3<sup>rd</sup> party inspector, due to desired consistency and a streamlined process, with a commitment to fairness and professionalism.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Frostburg to hereby authorize the Director of Community Development to take the necessary actions to transition the Rental Housing Inspector from a third-party contract inspector to an in-house inspector.

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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

# CITY OF FROSTBURG

## Meal Purchasing Policy for Overtime Work

December 2024 (Resolution 2024-##)

### I. Purpose:

The purpose of this policy is to outline and provide direction for meal allowance for the City’s field workers when emergency situations require employees of the Water, Street, and/or Parks and Recreation Departments to work longer than their typical 8-hr shift. Overtime shifts may be required to respond to winter storm conditions, water line breaks, sewer backups, facility emergencies, fires, and other events and activities directly related to government services. Generally, during overtime service, City employees are eligible for a meal allowance as follows.

### II. Policy:

- A. The meal allowance for City employees is \$11.00 per meal.
- B. On weekends or non-work days, an employee who works at least 5 hours, but less than 8 hours is eligible for one meal allowance.
  - i. Example: An employee works from 6 am to 12 pm on a Saturday, which would entitle them to one meal allowance.
  - ii. Example: An employee works from 9 am to 12 pm on a Saturday. They are called back to work from 6 pm to 9 pm. The employee would be eligible for one meal allowance.
- C. On weekends or non-work days, an employee who works 8 hours or more is eligible for 2 meal allowances.
  - i. Example: An employee works from 6 am to 6 pm on Saturday. The employee would be eligible for 2 meal allowances.
- D. On a scheduled work day, an employee who works at least 3 hours longer than a normal 8-hour shift is eligible for one meal allowance.
  - i. Example: An employee who works a normal shift from 7 am to 3 on and then is held for overtime until 6:00 pm. The employee would be eligible for one meal allowance.
  - ii. Example: An employee works a normal sift from 7 am to 3 pm. The employee is called back to work from 6 to 9 pm. The employee would be eligible for one meal allowance.
- E. On a scheduled work day, an employee who works at least 6 hours longer than a normal 8-hour work day is eligible for 2 meal allowances.
  - i. Example: An employee is called into work early at 5 am, works their normal 7 to 3 pm shift, and then is called back to work from 6 to 10 pm. The employee would be entitled to 2 meal allowances.

**RESOLUTION 2024-80**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN INCREASE IN THE OVERTIME MEAL REIMBURSEMENT POLICY.**

**WHEREAS**, The City has an overtime meal reimbursement policy; and,

**WHEREAS**, due to inflation and the overall increase in food costs, it has been recommended that the meal reimbursement amount is increased from \$8 to \$11 with no other changes to the policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Frostburg hereby approve an increase in the meal reimbursement to \$11 in accordance with the Overtime Meal Reimbursement Policy, attached hereto.

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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

**RESOLUTION 2024-81**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CONTRACT FOR GOVERNMENT RELATIONS REPRESENTATION.**

**WHEREAS**, the City of Frostburg recognizes that relationships are required for certain legislative requests, resolving administrative issues, and obtaining state funding from time to time; and,

**WHEREAS**, the City’s City contracted with Percy Public Affairs to represent the City during the 2024 Legislative Session and now wishes to continue that relationship for the remainder of the calendar year.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of Frostburg, Maryland, hereby approves a contract with Percy Public Affairs, National Harbor, Maryland, for the period of December 31, 2024 through December 31, 2025 in the amount of \$1,750 per month.

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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



**RESOLUTION 2024-82**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING THE EXECUTION OF THE LEGAL SERVICES’ AGREEMENT RELATED TO AFFF/PFAS LITIGATION SERVICES.**

**WHEREAS**, the City of Frostburg (“the City”) is committed to delivering clean drinking water to its customers; and,

**WHEREAS**, the City is also committed to identifying parties and taking reasonable steps to avoid passing on the costs to its consumers for the treatment and remediation of contamination; and,

**WHEREAS**, STAG LIUZZA, L.L.C. has put together a team of uniquely qualified and experienced attorneys (the “Firm”) who have joined together to assist public entities facing the challenges posed by contamination with per- and polyfluoroalkyl substances (“PFAS”); and,

**WHEREAS**, the Firm is comprised of experienced attorneys in both in PFAS litigation and in the representation of public entities and water suppliers in cases involving groundwater contamination; and,

**WHEREAS**, the City has determined it to be in the City’s best interest to enter into the Agreement with the Firm and pursue any claims it may have related to PFAS; and,

**WHEREAS**, the City desires to authorize the execution of the as Exhibit “A”; and,

**NOW THEREFORE BE IT RESOLVED** that the Mayor is hereby authorized to execute the Legal Services’ Agreement with the Firm based upon the terms and conditions set forth herein and, in a manner, substantially similar to the Agreement attached hereto as Exhibit “A.”

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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

## **AMENDMENTS TO PERSONNEL MANUAL**

**(The following provisions supersede and take the place of any terms of the Personnel Manual that conflict with them.)**

### **CHAPTER 6. Wages and Hours**

#### **601. Wages and Increases**

- a. The City's pay system and work schedules must fit the fiscal and service requirements, as determined by the City's budget. City taxpayers expect responsible fiscal management, including our pay system. As a City employee, you share this commitment and responsibility to our tax-paying citizens.
- b. Time sheets should be completed to reflect actual hours worked.
- c. All wage determinations are contingent upon budgetary approval.
- d. For the Police Department Only:
  - i. Shift differential pay applies to all hours worked between 7:00 pm and 7:00 am, regardless of whether the hours are part of a regularly scheduled shift or overtime.

#### **602. Paid Lunch/Breaks.**

- a. Regular Full-Time Employees are entitled to a paid 60-minute lunch break. For the Street, Water, and Parks and Recreation Departments, breaks may be taken at the discretion of the Supervisor, provided Employees are entitled to a total of 60 minutes of break time for every 8 hours worked (i.e., 2 15-minute breaks + 30-minute lunch, or 60-minute lunch).

#### **603. Daylight Savings Time.**

- a. In the spring, when DST goes into effect, the employees working a shift at 2 am will receive pay for their normal 12 hour shift. In the fall, when DST ends, the Employees working a shift at 2 am will receive pay for the actual hours worked (1 hour more than normal).

#### **604. Overtime and Compensatory Time for non-exempt Employees**

- a. Policy statement. Non-exempt employees are provided compensation in the form of overtime pay or compensatory time, for work in excess of their normal work week.

- b. Overtime and compensatory time must be authorized by the employee's supervisor before it is worked. Employees reporting unauthorized overtime may be subject to disciplinary action,
- c. Overtime pay and comp time are accrued at 1.5 times an employee's regular hourly rate for hours worked in excess of 40 in a workweek (Monday through Sunday), in excess of 80 hours in a 14-day work period [Police Department only], or outside of a regularly scheduled shift. Overtime pay and comp time shall be predicated upon hours actually worked.
- d. When an employee is called out by their supervisor requiring work outside of normal work hours, the employee shall earn a minimum of 2 hours overtime pay or comp time.
- e. Overtime will be the default compensation for hours worked in excess of 40 hours in a workweek (Monday through Sunday) or in excess of 80 hours in a 14-day work period [Police Department only]. Employees must indicate their compensation preference (overtime pay or compensatory time) in the payroll system or to their supervisor.
- f. Employees are encouraged to use their comp time within 60 days of the date it is earned.
- g. Employees are encouraged to use comp time before using annual leave.
- h. Comp time is capped at 160 hours. Employees are not eligible to accrue additional comp time beyond this limit and will be paid overtime for any hours worked in excess of the cap.
- i. The City reserves the right at any time to pay overtime in lieu of granting comp time.
- j. Comp Time must be paid out upon cessation of employment or retirement at the employee's rate of pay at that time.
- k. Comp time shall be paid out when an employee moves from a non-exempt job to an exempt job at the rate last paid to the employee while in the non-exempt position.
- l. Employees with more than 160 hours of comp time on the effective date will retain their comp time balance. They are encouraged to use comp time to reduce balance to 160 hours by June 30, 2025, as practicable. Employees with more than 160 hours of comp time are not eligible to earn additional comp time and therefore will only be compensated with overtime pay.

#### 605. Exempt Employees

- a. Policy Statement. The City of Frostburg wishes to recognize that in some situations, employees who are exempt from the overtime provisions of the Fair Labor Standards Act and equivalent Maryland law (collectively referred to herein as "Exempt") may be

required to work in excess of 40 hours per week. This policy is designed to treat such situations equitably and to recognize the work commitment and dedication of exempt employees who work extended hours. The policy applies to all employees designated as exempt and is the only compensatory time policy applicable to them.

- b. Purpose of Compensatory Time. Full-time exempt employees are generally expected to work 40 hours per week, and depending on their schedule, as many hours as are necessary to complete their jobs. Exempt employees are required to work more than 40 hours per week when circumstances require that they work a greater number of hours. Such circumstances include, but are not limited to:
  - i. Temporary high priority project assignments with mandatory deadlines,
  - ii. Overload work performed while vacancies in department are being filled,
  - iii. High volume of service calls,
  - iv. Meeting required work deadlines related to the administrative cycle, or
  - v. Meetings outside of working hours.
- c. How Earned. Comp Time is granted on an hour-for-hour basis. Exempt employees are ineligible for overtime pay. Comp time will be earned and used in 15-minute increments.
- d. How used. Employees are encouraged to use comp time before using annual leave. Exempt employees may not exceed 80 hours of comp time. Employees are encouraged to use comp time within 60 days of the date it is earned.

**606. Acting Pay**

- a. At times, when an employee is required to assume the duties of a higher pay grade employee who is absent from work on an extended basis, an employee may be assigned to perform the tasks of the higher pay grade employee. Examples of such absences include, but are not limited to, vacancies resulting from resignation or retirement or temporary absences. If an employee is assigned duties of a higher pay grade position for more than two pay periods, that employee shall be entitled to an increase in salary equal to the entry level salary for the position being filled or a 5% increase in pay, whichever is greater.
- b. The employee’s supervisor or the head of the department in which the employee works is responsible for obtaining the City Administrator’s approval before assigning an employee to an acting position. If the City Administrator recommends the assignment of an employee to an acting position, he/she shall review the change with the appropriate Commissioner and the Mayor. The Commissioner and the Mayor must approve of the assignment before the employee is assigned to an acting position.

- c. From time to time, an employee may be required to perform tasks that other employees typically perform. In such circumstances, the employee will not be entitled to acting pay. Acting pay is only appropriate when an employee assumes most, if not all, of the duties of the position he/she is filling,
- d. Upon returning to the duties and responsibilities of the employee's original position, the additional compensation shall cease.

## CHAPTER 8. Employee Leave

### 801. Holidays:

- a. The following holidays (13) are observed as paid holidays for full-time City Employees:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

All references to "holidays" in this Chapter shall mean the holidays listed above and no others.

- b. When any of the above holidays fall on Saturday, the immediately preceding Friday shall be granted as the day off. When any of the above holidays fall on a Sunday, the immediately following Monday shall be granted as the day off.
- c. For staff that are required to work on a holiday, the holiday is observed as the actual day, not the observed day. (If Christmas falls on a Sunday, the holiday pay is earned on December 25 not December 26).

- d. For essential workers, holiday pay is as follows:
- i. Regularly Scheduled Days Off (24/7- Police Only). If a holiday occurs on the employee's regular day off, the employee shall be paid for 8 hours of holiday pay at the Employee's regular rate of pay. If an employee was scheduled to work a holiday and requested and took the day off, the employee shall receive 8 hours of holiday pay, regardless of the length of the shift taken off.]
  - ii. Working 8-Hour Day on Holiday (all employees). An employee who works an 8-hour shift on a holiday shall be paid for 8 hours at his/her regular rate as holiday pay and 8 hours of overtime pay.
  - iii. Working 12-Hour Day on Holiday (all employees). An employee who works a 12-hour shift on a holiday shall be paid for 12 hours at his/her regular rate as holiday pay and 12 hours of overtime pay.
  - iv. Hourly Rate for Holiday Pay. Holiday pay is paid at the employee's regular hourly rate of pay.

**802. Annual Leave**

- a. About Paid Time Off. Employees enjoy a generous leave time program. All employees are expected to provide the maximum notice possible in requesting any leave time. Employees must obtain their supervisors' approval before taking annual leave so as to ensure that there is coverage for the fulfillment of the Employee's responsibilities during the leave. Supervisors may not deny requests to take annual leave unless there is good cause for doing so. Annual leave is intended to be used for vacation and/or general time off. Note: With the adoption of this new handbook, "Admin Days" or "Personal Days" have been eliminated. Those days and vacation days have been combined to determine the allotted annual leave accruals.
- b. Commencing January 1, 2025, all regular full-time employees accrue annual leave at the following rates:

Months of completed service	Hours of annual leave earned per 2-week pay	Total 8-hour days per year
1 to 11 (up to 1 year)	2.15	7
12 to 60 (1-5 years)	4.00	13
61 to 120 (6-10 years)	5.54	18
121 to 180 (11-15 years)	6.77	22
181 to 240 (16-20 years)	8.00	26
241+ (over 20 years)	8.92	29

*\*It is important to note that with the adoption of this version of the Personnel Manual, there are no longer separate categories of leave classified as “administrative” or “personal” days. Rather, additional days have been added to the “annual leave”.\**

- c. Employees will not get a lump sum of annual leave on January 1 as was the past practice. Instead, Employees are able to take annual leave not yet earned until December 31, 2025, so long as leave taken does not exceed the maximum annual leave an employee is eligible to earn. If an Employee resigns during calendar year 2025 with a negative annual leave balance, the employee shall be liable for amounts paid in excess of annual leave earned.
- d. Annual leave may be taken at any time during the calendar year; however, in no event may more than 280 hours be accrued at any given time, except in extreme circumstances caused by the employer. Employees who are not eligible for comp time shall be paid for their overtime. If an extension is desired due to extreme circumstances, a written explanation must be submitted by the employee to the City Administrator. The request must include a timeframe in which the annual leave carried forward will be used. Upon the approval of the City Administrator, the employee must use the leave in excess of 280 hours within 120 days except as provided in subsections (i) – (iii) below.
  - i. Employees that have earned annual leave in excess of 280 hours as of January 1, 2025 may keep those hours, but may not carry over more than 280 hours into future years and may not exceed 280 hours of accrued leave at any time after December 31, 2025.
  - ii. For employees with 20 or more years of service as of January 1, 2025, the following maximum leave cap will be phased in:
    - 2025: 420 hours
    - 2026: 380 hours
    - 2027: 340 hours
    - 2028: 300 hours

The phasing in applies to annual leave carryover from year to year and the maximum number of hours of overtime an employee can accrue at any one time.
  - iii. Employees that retire from the City and are vested in the Maryland State Retirement System in the next 3 years will receive a prorated payout for annual leave at retirement, so they are not unduly affected by the change in policy.

- 2025: Employees who retire in calendar year 2025 will be entitled to 100% of the vacation hours that they would be eligible to accrue for pay dates from January 1, 2025 through December 31, 2025. The unposted accrual from their retirement date through December 31, 2025 will be added to their available vacation hours and paid out at retirement.
  - 2026: Employees who retire in calendar year 2026 will be entitled to not less than 60% of the vacation hours that they would be eligible to accrue for pay dates from January 1, 2026 through December 31, 2026. The unposted accrual to reach 60% of the annual accrual will be added to their available vacation hours and paid out at retirement.
  - 2027: Employees who retire in calendar year 2027 will be entitled to not less than 30% of the vacation hours that they would be eligible to accrue for pay dates from January 1, 2027 through December 31, 2027. The unposted accrual to reach 30% of the annual accrual will be added to their available vacation hours and paid out at retirement.
- iv. Annual leave is given to employees as a benefit, as it is recognized that, within limits, paid time off is beneficial to the employee's well-being and sense of self. Beginning January 1, 2025, there is no option to convert annual leave to sick leave, nor is there an option to "sell back" time as annual leave is provided with the intent that it be used as time off rather than for other reasons. Other than the provisions made in subsection d. above, the annual leave is a "use it or lose it" policy.
- e. As an exception to the accrual formula described above, no additional leave will be credited on the first pay following a 30-day absence due to any cause other than scheduled vacation, maternity/paternity leave, or an on-the-job injury. In the case of absence due to a scheduled vacation, maternity/paternity leave, or an on-the-job injury, annual leave will accrue for the first 13 pay periods of the absence. No annual leave will accrue beginning on the 14<sup>th</sup> pay of the absence.
- f. When an employee resigns from employment with the City, the employee will receive payment for no more than 280 hours of accrued annual leave. The estate of an employee who dies while employed by the City is eligible for payment of the employee's accrued annual leave. Accrued annual leave not paid out within 3 years of an employee's separation from employment will be forfeited.



**RESOLUTION 2024-83**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AMENDMENTS TO THE PERSONNEL MANUAL RELATED TO EMPLOYEES' WAGES, HOURS, AND LEAVE.**

**WHEREAS**, the City of Frostburg maintains a Personnel Manual that establishes policies, rules and procedures applicable to the City’s employees; and,

**WHEREAS**, the City Administrator from time to time makes recommendations to the Mayor and Council to amend the Personnel Manual; and,

**WHEREAS**, the Amendments to Personnel Manual attached hereto transition to overtime pay being the standard form of compensation when hours in excess of full-time are worked, provides clarity on holiday pay, limits the number of comp time hours that can be accrued, creates a new comp time policy for exempt employees and transitions annual leave from a lump sum basis to an accrual basis, with accommodations for the transition years.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of Frostburg, Maryland, hereby adopt the Amendments to Personnel Manual, the terms of which supersede all terms of the Personnel Manual that conflict with its terms.

**BE IT FURTHER RESOLVED**, the provisions related to Wages and Hours in Chapter 6 will become effective retroactively on December 16, 2024, and the provisions related to Employee Leave in Chapter 8 will become effective on January 1, 2025.

**ADOPTED**, this 17<sup>th</sup> day of December, 2024.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

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