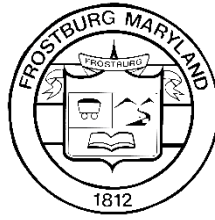


City of Frostburg
Monthly Reports



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

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 31st 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

Group Total: 3

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

Group Total: 3

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

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	1,805,770.13
	Total	<u>20,174,203.13</u>
	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

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>

City of Frostburg
OPIOID SETTLEMENT FUND
BALANCE SHEET
AS OF: 11/30/24

2025

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

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

Tax Type - Year	Principal		Receipts		Abatements/ Adjustments	Principal Receivable at 11/30/24
	Receivable at 10/31/24	Billings	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	-
Real Estate Total	<u>\$ 747,934.22</u>	<u>\$ -</u>	<u>\$ 129,378.03</u>	<u>\$ 1,149.63</u>	<u>\$ 17,262.99</u>	<u>\$ 635,819.18</u>
Personal Prop - 23/24	\$ 1,402.28	\$ -	\$ -	\$ -	\$ -	\$ 1,402.28
Personal Prop - 24/25	2,359.95	-	-	-	-	2,359.95
Personal Property	<u>\$ 3,762.23</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,762.23</u>
Public Utility - 23/24	<u>\$ 127,901.85</u>	<u>\$ 93,940.50</u>	<u>\$ 21,730.05</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,112.30</u>
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
Corporation Total	<u>\$ 43,784.81</u>	<u>\$ 6,017.55</u>	<u>\$ 12,658.80</u>	<u>\$ 39.58</u>	<u>\$ -</u>	<u>\$ 37,143.56</u>
NST - Returned Check Fee	<u>\$ 30.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30.00</u>
Total	<u>\$ 923,413.11</u>	<u>\$ 99,958.05</u>	<u>\$ 163,766.88</u>	<u>\$ 1,189.21</u>	<u>\$ 17,262.99</u>	<u>\$ 876,867.27</u>

CITY OF FROSTBURG
NOVEMBER 2024 BUDGET REPORT

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
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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
01-000-4600	INTEREST INCOME	400,000	55,958.96	254,356.83	63.6
CORPORATE FUND Revenue Totals		9,858,745	472,362.15	5,186,873.75	
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
100 Executive		565,575	4,548.45	538,724.73	
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

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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
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
110 Administrative		3,211,475	92,246.20	1,318,889.52	
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	-	-	-
120 Finance		232,150	7,164.30	48,312.94	
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
130 Community Dev		407,425	18,280.70	103,983.32	
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	-	-	-

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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
	140 Code Enforcement	175,925	16,709.93	68,037.40	
	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
	150 Public Works Admin	145,975	8,745.64	53,635.50	
	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

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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
160 Public Safety		2,362,470	122,160.94	817,392.62	

	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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Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
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
170 Public Works - Street		1,867,625	74,995.74	656,486.35	
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
180 Recreation		733,450	56,922.43	479,828.76	
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
181 Recreation-Pool		117,300	11,763.09	74,317.00	
RECREATION - DAY CAMP					
01-182-5000	SALARIES	24,000	-	14,723.45	61.4

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Account Id	Account Description	Budget	Nov 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
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
182 Recreation - Day Camp		28,350	109.00	16,799.28	
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	-	-	-
183 Recreation - Seasonal		11,025	43.00	313.00	
CORPORATE FUND Expenditure Totals		9,858,745	413,689.42	4,176,720.42	
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
WATER FUND Revenue Totals		1,887,000	129,017.73	699,690.40	
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
190 Water - Admin		200,325	15,442.76	79,836.29	
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
192 Water - Filtration		818,800	10,326.67	215,341.73	

CITY OF FROSTBURG
NOVEMBER 2024 BUDGET REPORT

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
	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
	194 Water - Supply	101,900	3,391.40	23,444.68	
	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
	196 Water - Distribution	765,975	63,506.87	326,645.25	
	WATER FUND Expenditure Totals	1,887,000	92,667.70	645,267.95	
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	-

CITY OF FROSTBURG
NOVEMBER 2024 BUDGET REPORT

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
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
Sewer Operations Total		1,876,225	89,041.75	617,528.74	
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
CSO Total		4,293,500	11,437.86	339,830.20	
SEWER FUND Revenue Totals		6,169,725	100,479.61	957,358.94	
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
210 Sewer - Admin		103,975	7,475.80	39,169.49	
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	-	-	-
211 Sewer - Operating		1,780,600	135,391.78	561,443.66	

CITY OF FROSTBURG
NOVEMBER 2024 BUDGET REPORT

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
	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
	220 CSO	4,285,150	107,646.57	488,549.89	
	SEWER FUND Expenditure Totals	6,169,725	250,514.15	1,089,163.04	
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
	PINEY SURCHARGE FUND Revenue Totals	757,000	41,279.08	366,533.83	
	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
	PINEY SURCHARGE FUND Expenditure Totals	553,000	41.98	69,596.80	
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
	GARBAGE FUND Revenue Totals	477,800	624.00	204,988.03	
	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
	230 Garbage Admin.	103,475	7,433.79	39,021.74	
	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

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
	232 Garbage Operating	360,625	25,753.10	133,232.31	
	GARBAGE FUND Expenditure Totals	464,100	33,186.89	172,254.05	

`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

City of Frostburg

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