

City of Frostburg  
Monthly Reports



*For the month of July 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: July 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**

- First round of Rental Property Inspections sent to property owners.
- 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.
- Phone contact for noncompliance of property owners for yearly Licensing.
- Properties posted noninhabitable for noncompliance of licensing.
- Newly owner-occupied properties have been updated from rental status.
- Continued effort is being made to obtain all delinquent rental registrations and letters sent to owners about being posted in July of properties being uninhabitable.
- 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.
- Updates have been made to systems to reflect property transfers and changes. Pending changes will be updated upon confirmation from Finance.

## **Code Enforcement**

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

## **Boards and Commissions**

- *Historic District Commission* – The Historic District Commission met on July 8, to review proposals for a fence installation at 287 E. Main Street and a shed construction at 64 Frost Avenue. The shed construction proposal was unanimously approved, while the fence installation was approved by a vote of 3-1. Additionally, a staff approval was discussed for an in-kind asphalt shingle roof replacement at 47 S. Broadway.
- *Planning Commission* – The Frostburg Planning Commission met on July 10, to discuss the Annual Report to the MD Department of Planning and also held a discussion regarding the classification of Permanent Makeup Services as Body Art or Beauty Salon Services. After discussion, the Commissioners voted unanimously to consider permanent makeup as a Beauty Salon service. Furthermore, the Commissioners voted unanimously to create a text amendment to the Frostburg Zoning Ordinance that would classify Beauty Salons and Body Art Studios similarly with regard to type of land use. Additionally, staff gave an update on MD House Bill 805, which concerns the restrictions on cannabis licensee locations. Staff stated that they have reached out to the State and hope to have clarification on the provisions in the bill for the August 2024 Planning Commission Meeting. Staff also gave an update on the progress of the Comprehensive Plan and discussed the need to establish a steering committee; Chair Conrad Best and Commissioner Ray Rase expressed interest in serving on the steering committee.
- *Board of Zoning Appeals* – The Board of Zoning Appeals met on July 10, for a hearing regarding the construction of a garage on the property at 157 First Street. The property owner requested a variance to Section 6.5 of the Frostburg Zoning Ordinance which states that accessory uses are not permitted prior to principal structures. After a presentation from the property owner, comments from the public, and discussion by the Board members, the Board voted unanimously to approve the variance.

- *Green Team* – The Green Team met on Wednesday, July 31. Topics discussed include the upcoming PumpkinFest in collaboration with FrostburgFirst and the University of Maryland Extension Office, upcoming cleanup days, the Edible Arboretum storage shed mural, and the Green Team table at the Block Party. Members also discussed the Flower Foray hosted by FrostburgFirst, cardboard recycling dumpsters, potential change in leadership for the annual EV Expos, the potential of adding one additional EV to the municipal fleet, and ideas for a campaign to raise awareness about cardboard recycling best practices.

## **Director’s Report:**

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

- July 1: Meeting w/ MDP re: cannabis licensee locations (zoning)
- July 5: Meeting w/ Western Maryland Consortium
- July 8: Mayor Logsdon swearing in ceremony
- July 8: Historic District Commission meeting
- July 9: Work Session
- July 10: Board of Zoning Appeals public hearing
- July 10: Planning Commission meeting
- July 16: Orientation with Mayor Logsdon
- July 16: Preservation Planners roundtable
- July 16: Council meeting
- July 17: PumpkinFest planning meeting
- July 18: Attainable Housing workgroup meeting
- July 23: Solid Waste Management Board meeting
- July 24: FrostburgFirst Board Development Committee meeting
- July 31: Green Team meeting

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

Community Development staff have been collaborating with staff from Allegany County’s Economic Development department to create a “redevelopment district,” which would incentivize the rehabilitation of major structures in the downtown district and the creation of upper-story housing. Adam Strott submitted an SDF grant application to support this initiative.

### **On the Radar:**

- Subdivision and Land Use Regulations rewrite/update

- Comprehensive Plan & Housing Element – RFP being prepared related to a full rewrite of the 10-year Comprehensive Plan, a document required by state law
- Glendening signage project
- Development of an address assignment policy

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# Case Activity Report

07/01/2024 - 07/31/2024

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

7/15/2024	07/30/2024 Second Notice 08/10/2024	49 DEPOT ST	High Grass Debris	Inspection	Second Warning
<b>Group Total: 1</b>					

## Group: Phone Call/Email

7/29/2024	08/09/2024	130 CENTER ST	Mattress and Box springs in yard and on front porch	Phone Call/Email	Resolved
7/12/2024	07/10/2024 Second Notice 07/20/2024	127 HILL ST	Furniture in front yard	Phone Call/Email	Resolved
7/12/2024	08/03/2024	134 BOWERY ST	High Grass	Phone Call/Email	Final Warning
7/3/2024	07/17/2024 Second Notice 07/27/2024 Final Notice 08/14/2024	150 E MAIN ST	Unregistered vehicle	Phone Call/Email	Final Warning
<b>Group Total: 4</b>					

## Group: Re-Inspection

7/31/2024	08/09/2024	130 CENTER ST	Mattress and Box springs in yard and on front porch	Re-Inspection	Resolved
7/31/2024	07/31/2024	158 East Main Street	Unregistered vehicle in rear	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
7/31/2024	Second Warning 07/18/2024 Final Warning 07/29/2024	216 W. First Street	Over grown grass and Vacant property.	Re-Inspection	Monitoring
7/29/2024	07/25/2024	289 E MAIN ST		Re-Inspection	Resolved
7/31/2024	07/30/2024 Second Notice 08/10/2024	49 DEPOT ST	High Grass Debris	Re-Inspection	Second Warning
7/31/2024	07/17/2024 Second Notice 07/27/2024 Final Notice 08/14/2024	150 E MAIN ST	Unregistered vehicle	Re-Inspection	Final Warning
7/24/2024	08/03/2024	134 BOWERY ST	High Grass	Re-Inspection	Final Warning
7/22/2024	07/20/2024	84 HILL ST	Box springs in front yard	Re-Inspection	Resolved
7/19/2024	Second Warning 07/18/2024 Final Warning 07/29/2024	216 W. First Street	Over grown grass and Vacant property.	Re-Inspection	Monitoring
7/15/2024	07/10/2024 Second Notice 07/20/2024	127 HILL ST	Furniture in front yard	Re-Inspection	Resolved
7/11/2024	07/10/2024	166 E MAIN ST	Unregistered vehicle at rear of property	Re-Inspection	Resolved
7/10/2024	08/03/2024	134 BOWERY ST	High Grass	Re-Inspection	Final Warning
7/10/2024	07/10/2024	166 E MAIN ST	Unregistered vehicle at rear of property	Re-Inspection	Resolved
7/8/2024	Second Warning 08/08/2024	198 E MAIN ST	High Grass Front porch clasped	Re-Inspection	Second Warning

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
7/8/2024	Second Warning 07/18/2024 Final Warning 07/29/2024	216 W. First Street	Over grown grass and Vacant property.	Re-Inspection	Monitoring
7/8/2024	07/08/2024	162 E COLLEGE AVE	Trash storage	Re-Inspection	Resolved
7/8/2024	07/10/2024	11 W GRANT ST	Vehicle parked in front yard	Re-Inspection	Resolved
7/3/2024	07/08/2024	2 OLD MIDLOTHIAN ROAD SW	High grass	Re-Inspection	Resolved
7/1/2024	07/03/2024	162 CENTER ST	Furniture on front porch	Re-Inspection	Resolved

**Group Total: 19**

**Group: Walk-In**

7/3/2024	07/10/2024	11 W GRANT ST	Vehicle parked in front yard	Walk-In	Resolved
7/3/2024	07/10/2024 Second Notice 07/20/2024	127 HILL ST	Furniture in front yard	Walk-In	Resolved

**Group Total: 2**

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**Total Records: 26**

**8/2/2024**



## Case Detail Report

07/01/2024 - 07/31/2024

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
7/31/2024	08/10/2024	24 BEALL ST	Sofa on front porch and high weeds along street	First Warning
7/29/2024	08/09/2024	130 CENTER ST	Mattress and Box springs in yard and on front porch	Resolved
7/29/2024	08/09/2024	72 E COLLEGE AVE	Brush piled at side of property	First Warning
7/17/2024	07/27/2024	129 S WATER ST	Wild flowers, weeds and bushes encroaching on sidewalk and hindering line of sight at intersection.	First Warning
7/17/2024	07/31/2024	158 East Main Street	Unregistered vehicle in rear	Resolved
7/15/2024	07/25/2024	289 E MAIN ST		Resolved
7/12/2024	08/15/2024	191 SPRING ST	Vacant structure	First Warning
7/10/2024	07/20/2024	84 HILL ST	Box springs in front yard	Resolved
7/5/2024	07/10/2024 Second Notice 07/20/2024	127 HILL ST	Furniture in front yard	Resolved
7/5/2024	07/10/2024	11 W GRANT ST	Vehicle parked in front yard	Resolved

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
7/3/2024	07/17/2024 Second Notice 07/27/2024 Final Notice 08/14/2024	150 E MAIN ST	Unregistered vehicle	Final Warning
7/1/2024	07/08/2024	2 OLD MIDLOTHIAN ROAD SW	High grass	Resolved
7/1/2024	07/08/2024	162 E COLLEGE AVE	Trash storage	Resolved
7/1/2024	08/03/2024	134 BOWERY ST	High Grass	Final Warning
7/15/2024	07/30/2024 Second Notice 08/10/2024	49 DEPOT ST	High Grass Debris	Second Warning

**Total Records: 15**

**8/2/2024**



# Permit Report

07/01/2024 - 07/31/2024

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Accessory Structure	213 JAMES COURT	Construction of a 4' x 11' Wood Shed	Closed
Certificate of Appropriateness		259 E MAIN ST	In-kind Porch Roof Replacement	Closed
Fence		68 BOWERY ST	Installation of a 6' Wood Fence	Closed
Grading	Minor Grading	134 WASHINGTON ST	Grading of 16' x 20' Area	Closed
Fence		134 WASHINGTON ST	Installation of a 6' Wood Privacy Fence	Closed
Building	Accessory Structure	134 WASHINGTON ST	Construction of a 10' x 20' Shed	Closed
Certificate of Appropriateness		1 STANDISH ST	In-kind Roof Replacement	Closed
Solicitor - Seasonal Mobile		Citywide	Coffee/Beverage Sales	Closed
Building	Accessory Structure	157 W 1ST ST	Construction of 28' x 32' Garage	Open
Building	Renovation/Conversion	19 BEALLS LANE	Electric Rough In of Open Rooms	Pending
Certificate of Appropriateness		58 S. Broadway	In-kind Roof Replacement	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Accessory Structure	38 CENTENNIAL ST	Installation of 10' x 19' Porch Roof and Deck Expansion	Pending
Fence		195 W MAIN ST	Installation of 6' Wood Privacy Fence	Closed
Fence		46 BOWERY ST	Installation of a 4' and 6' Wood Fence	Closed
Fence		157 E COLLEGE AVE	Installation of 6' Vinyl Fence	Closed
Fence		287 E MAIN ST	Installation of 4' White Vinyl Fence	Closed
Certificate of Appropriateness		64 FROST AVE	Construction of a 14' x 28' Wooden Shed	Closed
Demolition		136 HILL ST	Demolition of Fire Damaged Structure	Pending
Certificate of Appropriateness		287 E MAIN ST	Installation of 4' White Vinyl Fence	Closed
Fence		121 BOWERY ST	Installation of 4' chain link fence	Closed
Burning		118 BOWERY ST	Burning Brush	Closed
Building	Accessory Structure	6 PRESTON PL	Deck Install	Open
Use & Occupancy		110 Buttermilk Circle	Residential Use and Occupancy	Closed
Certificate of Appropriateness		47 S BROADWAY	In-kind roof repairs	Closed
Use & Occupancy		204 Moonlight Drive	Residential Use and Occupancy	Closed
Sign		10601 NEW GEORGES CREEK RD	Commercial Sign	Pending



Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Use & Occupancy		10601 NEW GEORGES CREEK RD	Commercial Use & Occupancy	Closed

**Total Records: 27**

**8/5/2024**

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)	11,013,611.33
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	26,734.89
01-000-1008	RESTRICTED CASH-HEALTH INSUR COLLATERAL	20,519.00
01-000-1100	ACCOUNTS RECEIVABLE	59,142.42
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	11,175.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	2,605,692.68
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	2,078.03
01-000-1143	TAXES RECEIVABLE - CORPORATION	31,454.06
01-000-1200	PREPAID EXPENSE	25,683.81
01-000-1220	LEASE RECEIVABLE	840,335.00
01-000-1230	ACCRUED INTEREST RECEIVABLE	7,939.22
01-000-1500	FIXED ASSETS	23,917,397.85
01-000-1504	WIP - CHILDCARE CENTER	1,117,141.18
01-000-1506	WIP - GATEWAY IMPROVEMENT	720,337.76
01-000-1507	WORK IN PROCESS - MISC PROJECTS	306,186.95
01-000-1570	RIGHT OF USE ASSETS	538,139.38
01-000-1571	RIGHT OF USE ASSETS - INTANGIBLE	13,864.18
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	9,107,660.51-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	155,478.95-
01-000-1650	RESERVE FOR AMORTIZATION	82,529.44-
01-000-1900	DEFERRED FINANCING OUTFLOW	406,711.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	227,996.00
	Total Assets	<u><u>32,753,094.53</u></u>

Liabilities & Fund Balance

01-000-1655	ACCUMULATED AMORTIZATION - ROU	4,621.39
01-000-2000	ACCOUNTS PAYABLE	6,844.48
01-000-2010	PRICHARD FARMS RETSA PAYABLE	1,048.95
01-000-2080	INTEREST PAYABLE	24,489.84
01-000-2220	LEASE LIABILITY	385,555.26
01-000-2225	SUBSCRIPTION LIABILITY - ROU	8,949.30
01-000-2250	UNEARNED REVENUE	176,539.63
01-000-2251	UNEARNED REV - PLAYGROUND	26,734.89
01-000-2253	UNEARNED REVENUE - ARPA	4,133,951.39
01-000-2450	DEFERRED FINANCING INFLOW	124,086.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	43,848.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	823,472.06
01-000-2700	COMPENSATED ABSENCES	345,544.19
01-000-2855	OPEB OBLIGATION	640,591.00
01-000-2860	NET PENSION LIABILITY	1,292,726.00
01-000-2901	BONDS PAYABLE	2,344,000.00
01-000-2905	BOND PREMIUM	260,605.51
	Total Liabilities	<u>10,643,607.89</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	3,097,191.11
Less Expenses	<u>464,511.68</u>
Net	<u>2,632,679.43</u>
Total Fund Balance	<u>20,686,502.93</u>

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

2025

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Total Liabilities & Fund Balance

31,330,110.82

2025

Assets		
02-000-1000	CASH	715,310.79
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,329.85
02-000-1100	ACCOUNTS RECEIVABLE	6,862.53
02-000-1102	WATER ACCOUNTS RECEIVABLE	251,033.99
02-000-1140	INTEREST RECEIVABLE - WATER	450.16
02-000-1500	FIXED ASSETS	3,890,421.39
02-000-1570	RIGHT OF USE ASSETS	93,804.85
02-000-1600	RESERVE FOR DEPRECIATION	2,988,452.36-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	33,517.67-
02-000-1900	DEFERRED FINANCING OUTFLOW	62,675.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	43,132.00
	Total Assets	<u>2,097,050.53</u>
Liabilities & Fund Balance		
02-000-2000	ACCOUNTS PAYABLE	3,446.93
02-000-2220	LEASE LIABILITY	62,963.48
02-000-2450	DEFERRED FINANCING INFLOW	19,169.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	8,295.00
02-000-2700	COMPENSATED ABSENCES	104,640.70
02-000-2855	OPEB OBLIGATION	121,186.00
02-000-2860	NET PENSION LIABILITY	199,688.00
	Total Liabilities	<u>519,389.11</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	165,130.96
	Less Expenses	<u>86,274.39</u>
	Net	<u>78,856.57</u>
	Total Fund Balance	<u>1,442,137.16</u>
	Total Liabilities & Fund Balance	<u>1,961,526.27</u>

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2025

Assets

03-000-1000	CASH	895,721.67
03-000-1040	BAY RESTORATION FUND CASH	22,554.07
03-000-1041	CSO CASH	415,866.76
03-000-1100	ACCOUNTS RECEIVABLE	670,244.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	324,414.35
03-000-1120	BAY RESTORATION FUND RECEIVABLE	24,229.50
03-000-1121	CSO SURCHARGE RECEIVABLE	46,330.96
03-000-1141	INTEREST REC - CSO SURCHARGE	2,337.75
03-000-1142	INTEREST RECEIVABLE - SEWER	573.24
03-000-1500	FIXED ASSETS	28,348,996.47
03-000-1538	WIP - PHASE X-A	525,827.89
03-000-1539	WIP - PHASE X-B	121,451.60
03-000-1540	WIP - PHASE X-C	125,022.40
03-000-1570	RIGHT OF USE ASSETS	86,933.24
03-000-1600	RESERVE FOR DEPRECIATION	9,429,149.64-
03-000-1605	ACCUMULATED DEPRECIATION-ROU	5,795.55-
03-000-1900	DEFERRED FINANCING OUTFLOW	51,137.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	30,827.00
	Total Assets	<u>22,257,522.71</u>

Liabilities & Fund Balance

03-000-2000	ACCOUNTS PAYABLE	43.51
03-000-2080	INTEREST PAYABLE	1,843.29
03-000-2220	LEASE LIABILITY	81,322.29
03-000-2270	UNEARNED REVENUE - CSO	36,710.70
03-000-2271	UNEARNED REVENUE - BRF	18,983.90
03-000-2450	DEFERRED FINANCING INFLOW	15,637.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	5,929.00
03-000-2700	COMPENSATED ABSENCES	66,246.73
03-000-2855	OPEB OBLIGATION	86,613.00
03-000-2860	NET PENSION LIABILITY	162,904.00
03-000-2900	NOTES PAYABLE	216,476.23
	Total Liabilities	<u>692,709.65</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	214,431.37
Less Expenses	<u>125,999.16</u>
Net	<u>88,432.21</u>
Total Fund Balance	<u>20,262,635.34</u>
Total Liabilities & Fund Balance	<u>20,955,344.99</u>

2025

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Assets		
04-000-1000	CASH	985,581.45
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,613.49
04-000-1131	WATER SURCHARGE RECEIVABLE	58,448.48
04-000-1500	FIXED ASSETS	28,457,294.14
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	19,425,949.62
	Total Assets	<u>10,243,009.90</u>
Liabilities & Fund Balance		
04-000-2080	INTEREST PAYABLE	7,384.86
04-000-2250	UNEARNED REVENUE	55,559.02
04-000-2900	NOTES PAYABLE	2,458,595.89
	Total Liabilities	<u>2,521,539.77</u>
04-000-3000	INVESTED IN FIXED ASSETS	6,327,244.00
04-000-3250	FUND BALANCE	616,351.26
	Total	<u>6,943,595.26</u>
	Revenue	73,806.75
	Less Expenses	<u>42,332.30</u>
	Net	<u>31,474.45</u>
	Total Fund Balance	<u>6,975,069.71</u>
	Total Liabilities & Fund Balance	<u>9,496,609.48</u>

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

2025

Assets		
05-000-1000	CASH	150,838.55
05-000-1100	ACCOUNTS RECEIVABLE	50.00
05-000-1135	TRASH & GARBAGE RECEIVABLE	70,101.81
05-000-1140	INTEREST RECEIVABLE - TRASH	3,990.97
05-000-1500	FIXED ASSETS	596,937.03
05-000-1600	RESERVE FOR DEPRECIATION	330,759.30-
05-000-1900	DEFERRED FINANCING OUTFLOW	30,220.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	18,490.00
	Total Assets	<u>539,869.06</u>
Liabilities & Fund Balance		
05-000-2290	UNEARNED REVENUE - TRASH & GARBAGE	58,828.25
05-000-2450	DEFERRED FINANCING INFLOW	9,248.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	3,556.00
05-000-2700	COMPENSATED ABSENCES	40,054.47
05-000-2855	OPEB OBLIGATION	51,949.00
05-000-2860	NET PENSION LIABILITY	96,341.00
	Total Liabilities	<u>259,976.72</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	49,361.94
	Less Expenses	<u>27,677.01</u>
	Net	<u>21,684.93</u>
	Total Fund Balance	<u>263,156.80</u>
	Total Liabilities & Fund Balance	<u>523,133.52</u>

City of Frostburg  
COMM DEVELOPMENT SPECIAL PROJECTS FUND  
BALANCE SHEET  
AS OF: 07/31/24

2025

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Assets		
07-000-1000	CASH	<u>31,690.14</u>
	Total Assets	<u><u>31,690.14</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	2.95
	Less Expenses	<u>0.00</u>
	Net	<u>2.95</u>
	Total Fund Balance	<u>56,094.38</u>
	Total Liabilities & Fund Balance	<u><u>56,094.38</u></u>

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



City of Frostburg  
OPIOID SETTLEMENT FUND  
BALANCE SHEET  
AS OF: 07/31/24

2025

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Assets		
08-000-1000	CASH	<u>23,485.27</u>
	Total Assets	<u><u>23,485.27</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	2.19
	Less Expenses	<u>0.00</u>
	Net	<u>2.19</u>
	Total Fund Balance	<u>8,843.51</u>
	Total Liabilities & Fund Balance	<u><u>8,843.51</u></u>

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

**CITY OF FROSTBURG  
MONTHLY REPORT - TAXES  
FOR THE MONTH ENDING JULY 31, 2024**

Tax Type - Year	Principal		Receipts		Abatements/ Adjustments	Principal Receivable at 07/31/24
	Receivable at 06/30/24	Billings	Principal	Interest		
Real Estate - 20/21	\$ 237.32	\$ -	\$ -	\$ -	\$ -	\$ 237.32
Real Estate - 21/22	13,694.80	-	-	-	-	13,694.80
Real Estate - 22/23	40,922.47	-	-	-	-	40,922.47
Real Estate - 23/24	90,546.19	-	4,622.29	690.31	-	85,923.90
Real Estate - 24/25	-	2,936,643.98	471,169.09	-	(560.70)	2,464,914.19
Real Estate Total	<u>\$ 145,400.78</u>	<u>\$ 2,936,643.98</u>	<u>\$ 475,791.38</u>	<u>\$ 690.31</u>	<u>\$ (560.70)</u>	<u>\$ 2,605,692.68</u>
Personal Prop - 23/24	\$ 1,402.28	\$ -	\$ -	\$ -	\$ -	\$ 1,402.28
Personal Prop - 24/25	-	675.75	-	-	-	675.75
Personal Property	<u>\$ 1,402.28</u>	<u>\$ 675.75</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,078.03</u>
Public Utility - 23/24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporation - 21/22	\$ 13,214.15	\$ -	\$ 13,186.35	\$ 6,725.20	\$ -	\$ 27.80
Corporation - 22/23	16,718.31	-	13,186.35	3,956.00	-	3,531.96
Corporation - 23/24	13,928.40	-	3,405.00	57.58	-	10,523.40
Corporation - 24/25	-	18,074.25	703.35	-	-	17,370.90
Corporation Total	<u>\$ 43,860.86</u>	<u>\$ 18,074.25</u>	<u>\$ 30,481.05</u>	<u>\$ 10,738.78</u>	<u>\$ -</u>	<u>\$ 31,454.06</u>
NST - Returned Check Fee Taxes	<u>\$ 30.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30.00</u>
Total	<u><u>\$ 190,693.92</u></u>	<u><u>\$ 2,955,393.98</u></u>	<u><u>\$ 506,272.43</u></u>	<u><u>\$ 11,429.09</u></u>	<u><u>\$ (560.70)</u></u>	<u><u>\$ 2,639,254.77</u></u>

**CITY OF FROSTBURG**  
**JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

<b>Account Id</b>	<b>Account Description</b>	<b>Budget</b>	<b>July 2024 Rev/Expd</b>	<b>YTD Rev/Expd</b>	<b>% of Budget Incurred</b>
01-000-4000	TAXES-REAL ESTATE	2,908,000	2,936,643.98	2,936,643.98	101.0
01-000-4001	PERSONAL PROPERTY TAXES	7,000	675.75	675.75	9.7
01-000-4002	PUBLIC UTILITY TAXES	190,000	-	-	-
01-000-4003	CORPORATION TAXES	95,000	18,074.25	18,074.25	19.0
01-000-4004	PRIOR YEAR TAXES	1,000	-	-	-
01-000-4005	TRAILER TAX	1,600	-	-	-
01-000-4010	INTEREST ON TAXES	50,000	11,429.09	11,429.09	22.9
01-000-4011	TAX CREDITS	(32,400)	-	-	-
01-000-4012	TAX ABATEMENTS	(3,000)	(560.70)	(560.70)	18.7
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	16,200	-	-	-
01-000-4020	MARYLAND INCOME TAXES	640,000	2,036.36	2,036.36	0.3
01-000-4021	ADMISSION TAXES	24,000	-	-	-
01-000-4022	HOTEL MOTEL TAX	155,000	-	-	-
01-000-4023	HIGHWAY USE TAX	510,000	-	-	-
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	-	-	-
01-000-4040	POLICE GRANTS	40,000	-	-	-
01-000-4041	PARKING METERS	-	20.00	20.00	-
01-000-4043	POLICE PROTECTION GRANTS	135,000	-	-	-
01-000-4045	FINES & FORFEITURES	15,000	265.00	265.00	1.8
01-000-4047	FROSTBURG STATE UNIV - MOU	10,000	-	-	-
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	-	-
01-000-4050	PERMITS, PLANNING, ETC	2,000	550.00	550.00	27.5
01-000-4051	BUILDING PERMITS	1,500	125.00	125.00	8.3
01-000-4052	RENTAL REGISTRATION	74,000	930.00	930.00	1.3
01-000-4054	CONSTRUCTION INSPECTIONS	17,750	765.00	765.00	4.3
01-000-4055	CODE ENFORCEMENT CITATIONS	750	-	-	-
01-000-4056	COMM DEV GRANT REVENUE	50,000	-	-	-
01-000-4060	SWIMMING POOL	60,000	20,895.00	20,895.00	34.8
01-000-4062	DAY CAMP REGISTRATIONS	18,000	5,325.00	5,325.00	29.6
01-000-4063	RECREATION ACTIVITIES	22,000	2,410.00	2,410.00	11.0
01-000-4200	OPERATING TRANSFER - WATER FUND	95,600	7,967.00	7,967.00	8.3
01-000-4201	OPERATING TRANSFER - SEWER FUND	241,750	20,146.00	20,146.00	8.3
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	18,175	1,515.00	1,515.00	8.3
01-000-4250	NSF FEES	-	170.00	170.00	-
01-000-4301	RENTS	111,000	8,124.86	8,124.86	7.3
01-000-4302	HRD APPROPRIATION	10,700	-	-	-
01-000-4303	FRANCHISES - GAS, TV, ETC	72,000	-	-	-
01-000-4304	MISCELLANEOUS REVENUE	1,000	631.55	631.55	63.2
01-000-4306	PROJECT REIMBURSEMENT	1,948,000	-	-	-
01-000-4315	PROCEEDS FROM FUND BALANCE	173,870	-	-	-

**CITY OF FROSTBURG**  
**JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-000-4317	SPECIAL REVENUE	1,707,750	-	-	-
01-000-4600	INTEREST INCOME	400,000	60,242.97	60,242.97	15.1
<b>CORPORATE FUND Revenue Totals</b>		<b>9,858,745</b>	<b>3,098,381.11</b>	<b>3,098,381.11</b>	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	1,850.00	8.3
01-100-5010	SOCIAL SECURITY	1,700	141.55	141.55	8.3
01-100-5050	LEGISLATIVE CONTINGENCIES	6,000	-	-	-
01-100-5012	WORKERS COMP	175	42.00	42.00	24.0
01-100-5104	INSURANCE - PUBLIC OFFICIALS	7,000	8,072.00	8,072.00	115.3
01-100-5110	CONTRIBUTIONS	500,000	-	-	-
01-100-5150	TRAINING	2,800	-	-	-
01-100-5160	TRAVEL	5,700	-	-	-
01-100-5185	PROFESSIONAL FEES	20,000	9,350.00	9,350.00	46.8
<b>100 Executive</b>		<b>565,575</b>	<b>19,455.55</b>	<b>19,455.55</b>	
ADMINISTRATIVE					
01-110-5000	SALARIES	176,000	6,658.80	6,658.80	3.8
01-110-5010	SOCIAL SECURITY	13,300	482.56	482.56	3.6
01-110-5011	PENSION	16,000	-	-	-
01-110-5012	WORKERS COMP	600	142.00	142.00	23.7
01-110-5013	INSURANCE - HEALTH	46,500	7,604.00	7,604.00	16.4
01-110-5014	INSURANCE - HEALTH RETIREE	43,500	7,552.90	7,552.90	17.4
01-110-5015	CONTRIBUTION - 457	2,000	122.76	122.76	6.1
01-110-5030	EMPLOYEE WELLNESS	7,500	67.08	67.08	0.9
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	1,973.97	1,973.97	19.7
01-110-5100	INSURANCE - AUTO	700	-	-	-
01-110-5102	INSURANCE - GEN LIAB	175	112.00	112.00	64.0
01-110-5105	INSURANCE - PROPERTY	7,700	7,848.77	7,848.77	101.9
01-110-5106	INSURANCE - AD&D AND LIFE	4,500	598.92	598.92	13.3
01-110-5111	CONTRIBUTIONS - TOURISM	130,900	19,299.00	19,299.00	14.7
01-110-5150	TRAINING	450	715.00	715.00	158.9
01-110-5160	TRAVEL	1,800	-	-	-
01-110-5185	PROFESSIONAL FEES	1,100	-	-	-
01-110-5191	COMMUNICATIONS	8,000	449.00	449.00	5.6
01-110-5200	ADVERTISING	6,400	-	-	-
01-110-5205	LEGAL	42,500	-	-	-
01-110-5207	PENSION ADMINISTRATIVE FEE	7,350	-	-	-
01-110-5210	OFFICE SUPPLIES	11,000	741.79	741.79	6.7
01-110-5220	POSTAGE	23,000	2,632.79	2,632.79	11.5
01-110-5230	COMPUTER EXPENSE	9,000	740.00	740.00	8.2
01-110-5232	IT LICENSING AND FEES	33,000	-	-	-
01-110-5235	DIGITAL ENGAGEMENT	29,000	2,884.12	2,884.12	10.0
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,500	-	-	-

**CITY OF FROSTBURG**  
**JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-110-5500	BUILDING - ARMORY	12,000	256.11	256.11	2.1
01-110-5502	BUILDING MAINTENANCE	21,000	487.75	487.75	2.3
01-110-5550	UTILITIES - BUILDING	16,000	348.55	348.55	2.2
01-110-5700	BANK FEES	1,000	-	-	-
01-110-5807	CAPITAL OUTLAY	2,375,000	-	-	-
<b>110 Administrative</b>		<b>3,211,475</b>	<b>61,717.87</b>	<b>61,717.87</b>	
FINANCE					
01-120-5000	SALARIES	88,000	3,233.42	3,233.42	3.7
01-120-5010	SOCIAL SECURITY	6,700	240.33	240.33	3.6
01-120-5011	PENSION	8,000	-	-	-
01-120-5012	WORKERS COMP	250	59.00	59.00	23.6
01-120-5013	INSURANCE - HEALTH	32,500	2,981.10	2,981.10	9.2
01-120-5015	CONTRIBUTION - 457	625	37.28	37.28	6.0
01-120-5102	INSURANCE - GEN LIAB	175	112.00	112.00	64.0
01-120-5105	INSURANCE - PROPERTY	3,000	2,943.29	2,943.29	98.1
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	1,000	-	-	-
01-120-5310	AUDITING	75,000	-	-	-
01-120-5311	ACTUARIAL STUDY	5,000	-	-	-
01-120-5313	TAX COLLECTION	1,300	-	-	-
01-120-5810	RETSA OBLIGATION	9,600	-	-	-
<b>120 Finance</b>		<b>232,150</b>	<b>9,606.42</b>	<b>9,606.42</b>	
COMMUNITY DEV					
01-130-5000	SALARIES	125,000	4,760.00	4,760.00	3.8
01-130-5010	SOCIAL SECURITY	9,500	348.16	348.16	3.7
01-130-5011	PENSION	11,400	-	-	-
01-130-5012	WORKERS COMP	350	82.00	82.00	23.4
01-130-5013	INSURANCE - HEALTH	23,000	4,097.77	4,097.77	17.8
01-130-5015	CONTRIBUTION - 457	1,500	53.10	53.10	3.5
01-130-5100	INSURANCE - AUTO	700	720.00	720.00	102.9
01-130-5102	INSURANCE - GEN LIAB	175	112.00	112.00	64.0
01-130-5105	INSURANCE - PROPERTY	3,800	3,924.39	3,924.39	103.3
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	900	-	-	-
01-130-5185	PROFESSIONAL FEES	1,000	-	-	-
01-130-5320	ECONOMIC DEVELOPMENT	3,300	1,908.00	1,908.00	57.8
01-130-5322	PLANNING	155,000	-	-	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5401	AUTO EXPENSE	500	33.00	33.00	6.6
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	-	-	-
01-130-5822	SPECIAL PROJECTS	18,800	-	-	-
<b>130 Community Dev</b>		<b>407,425</b>	<b>16,038.42</b>	<b>16,038.42</b>	

**CITY OF FROSTBURG**  
**JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	CODE ENFORCEMENT				
01-140-5000	SALARIES	63,000	2,420.57	2,420.57	3.8
01-140-5010	SOCIAL SECURITY	4,800	171.00	171.00	3.6
01-140-5011	PENSION	5,700	-	-	-
01-140-5012	WORKERS COMP	200	48.00	48.00	24.0
01-140-5013	INSURANCE - HEALTH	22,800	4,106.91	4,106.91	18.0
01-140-5015	CONTRIBUTION - 457	750	46.60	46.60	6.2
01-140-5102	INSURANCE - GEN LIAB	175	112.00	112.00	64.0
01-140-5105	INSURANCE - PROPERTY	2,900	2,943.29	2,943.29	101.5
01-140-5150	TRAINING	500	-	-	-
01-140-5160	TRAVEL	500	-	-	-
01-140-5185	PROFESSIONAL FEES	400	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	-	-
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	20,000	-	-	-
01-140-5332	RENTAL INSPECTION	37,500	-	-	-
	<b>140 Code Enforcement</b>	<b>175,925</b>	<b>9,848.37</b>	<b>9,848.37</b>	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	76,000	2,856.60	2,856.60	3.8
01-150-5010	SOCIAL SECURITY	5,800	210.06	210.06	3.6
01-150-5011	PENSION	6,400	-	-	-
01-150-5012	WORKERS COMP	1,600	377.00	377.00	23.6
01-150-5013	INSURANCE - HEALTH	14,000	2,539.88	2,539.88	18.1
01-150-5015	CONTRIBUTION - 457	700	50.58	50.58	7.2
01-150-5100	INSURANCE - AUTO	700	717.00	717.00	102.4
01-150-5102	INSURANCE - GEN LIAB	175	112.00	112.00	64.0
01-150-5105	INSURANCE - PROPERTY	1,900	1,962.20	1,962.20	103.3
01-150-5150	TRAINING	1,000	-	-	-
01-150-5160	TRAVEL	1,000	-	-	-
01-150-5185	PROFESSIONAL FEES	2,100	-	-	-
01-150-5193	ONE CALL CONCEPTS	2,200	-	-	-
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	-	-
01-150-5341	MAPPING SUPPLIES	8,000	5,000.00	5,000.00	62.5
01-150-5342	PUBLIC WORKS	7,400	-	-	-
01-150-5400	GAS, OIL, GREASE	3,000	-	-	-
01-150-5420	FLEET LEASE	11,000	842.93	842.93	7.7
	<b>150 Public Works Admin</b>	<b>145,975</b>	<b>14,668.25</b>	<b>14,668.25</b>	
	PUBLIC SAFETY				
01-160-5000	SALARIES	1,062,000	41,075.76	41,075.76	3.9
01-160-5002	SALARIES - POLICE GRANTS	40,000	702.26	702.26	1.8
01-160-5003	COURT TIME	13,000	610.89	610.89	4.7

**CITY OF FROSTBURG**  
**JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-160-5010	SOCIAL SECURITY	85,000	3,116.95	3,116.95	3.7
01-160-5011	PENSION	285,000	-	-	-
01-160-5012	WORKERS COMP	72,000	16,959.00	16,959.00	23.6
01-160-5013	INSURANCE - HEALTH	257,000	39,063.58	39,063.58	15.2
01-160-5015	CONTRIBUTION - 457	7,500	468.04	468.04	6.2
01-160-5100	INSURANCE - AUTO	6,200	6,660.00	6,660.00	107.4
01-160-5102	INSURANCE - GEN LIAB	1,200	1,010.00	1,010.00	84.2
01-160-5103	INSURANCE - POLICE PROFESSIONAL	16,700	10,596.00	10,596.00	63.5
01-160-5105	INSURANCE - PROPERTY	6,000	5,948.58	5,948.58	99.1
01-160-5150	TRAINING	25,500	1,400.00	1,400.00	5.5
01-160-5170	UNIFORMS	15,000	-	-	-
01-160-5180	SAFETY EQUIPMENT	1,200	-	-	-
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	1,753.00	1,753.00	9.5
01-160-5191	COMMUNICATIONS	30,500	766.27	766.27	2.5
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	215.00	215.00	4.3
01-160-5230	COMPUTER EXPENSE	8,500	-	-	-
01-160-5350	FSU MOU	10,000	-	-	-
01-160-5380	POLICE REFORM	23,000	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	817.42	817.42	20.4
01-160-5400	GAS, OIL, GREASE	33,000	-	-	-
01-160-5401	AUTO EXPENSE	18,000	307.34	307.34	1.7
01-160-5420	FLEET LEASE	43,000	3,496.65	3,496.65	8.1
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	38.42	38.42	1.0
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	238.48	238.48	2.4
01-160-5851	FIRE DEPT APPROPRIATION	255,670	63,917.50	63,917.50	25.0
	<b>160 Public Safety</b>	<b>2,362,470</b>	<b>199,161.14</b>	<b>199,161.14</b>	
	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	296,000	11,635.81	11,635.81	3.9
01-170-5010	SOCIAL SECURITY	22,600	847.87	847.87	3.8
01-170-5011	PENSION	27,500	-	-	-
01-170-5012	WORKERS COMP	20,000	4,711.00	4,711.00	23.6
01-170-5013	INSURANCE - HEALTH	80,000	12,632.42	12,632.42	15.8
01-170-5015	CONTRIBUTION - 457	1,500	91.04	91.04	6.1
01-170-5018	UNEMPLOYMENT	200	-	-	-
01-170-5100	INSURANCE - AUTO	7,800	9,267.00	9,267.00	118.8
01-170-5102	INSURANCE - GEN LIAB	575	449.00	449.00	78.1
01-170-5105	INSURANCE - PROPERTY	6,000	5,329.02	5,329.02	88.8
01-170-5150	TRAINING	5,000	-	-	-
01-170-5170	UNIFORMS	8,000	-	-	-
01-170-5180	SAFETY EQUIPMENT	7,200	1,025.98	1,025.98	14.3
01-170-5191	COMMUNICATIONS	15,000	182.15	182.15	1.2
01-170-5210	OFFICE SUPPLIES	1,500	-	-	-

**CITY OF FROSTBURG**  
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*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-170-5400	GAS, OIL, GREASE	30,000	702.68	702.68	2.3
01-170-5420	FLEET LEASE	29,000	3,372.51	3,372.51	11.6
01-170-5550	UTILITIES - BUILDING	6,000	74.76	74.76	1.3
01-170-5711	SALT & ABRASIVES	150,000	-	-	-
01-170-5712	SIGN MAINTENANCE	15,000	-	-	-
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	110.73	110.73	0.1
01-170-5714	STREET LIGHTING	100,000	2,225.21	2,225.21	2.2
01-170-5715	STREET MAINTENANCE REPAIRS	100,000	1,532.12	1,532.12	1.5
01-170-5716	STREET SHOP EQUIPMENT	50,000	934.15	934.15	1.9
01-170-5717	STREET LIGHTING REPAIRS	20,000	-	-	-
01-170-5800	CAPITAL OUTLAY	565,750	-	-	-
01-170-5861	STREET PAVING	200,000	3,352.94	3,352.94	1.7
01-170-5865	PARKING LOT MAINTENANCE	13,000	510.00	510.00	3.9
<b>170 Public Works - Street</b>		<b>1,867,625</b>	<b>58,986.39</b>	<b>58,986.39</b>	
RECREATION					
01-180-5000	SALARIES	284,000	10,781.23	10,781.23	3.8
01-180-5010	SOCIAL SECURITY	21,700	792.39	792.39	3.7
01-180-5011	PENSION	23,600	-	-	-
01-180-5012	WORKERS COMP	18,200	4,287.00	4,287.00	23.6
01-180-5013	INSURANCE - HEALTH	65,000	10,326.39	10,326.39	15.9
01-180-5015	CONTRIBUTION - 457	1,750	75.02	75.02	4.3
01-180-5100	INSURANCE - AUTO	2,900	2,305.00	2,305.00	79.5
01-180-5102	INSURANCE - GEN LIAB	550	449.00	449.00	81.6
01-180-5105	INSURANCE - PROPERTY	14,500	13,633.05	13,633.05	94.0
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,800	-	-	-
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	9,000	60.50	60.50	0.7
01-180-5420	FLEET LEASE	23,000	1,863.65	1,863.65	8.1
01-180-5503	ARMORY EXPENSE - GYM	16,000	74.76	74.76	0.5
01-180-5504	COMMUNITY CENTER	10,000	292.26	292.26	2.9
01-180-5510	CITY PLACE	29,500	277.64	277.64	0.9
01-180-5550	UTILITIES	9,000	203.03	203.03	2.3
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	-	-	-
01-180-5722	REC LEAGUE APPROPRIATIONS	5,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,000	5,213.12	5,213.12	8.3
01-180-5724	STREET TREE MAINTENANCE	7,500	-	-	-
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	13,000	556.02	556.02	4.3
01-180-5800	CAPITAL OUTLAY	100,900	1,351.36	1,351.36	1.3
<b>180 Recreation</b>		<b>733,450</b>	<b>52,541.42</b>	<b>52,541.42</b>	



**CITY OF FROSTBURG**  
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*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	RECREATION-POOL				
01-181-5000	SALARIES	72,000	11,989.77	11,989.77	16.7
01-181-5010	SOCIAL SECURITY	5,500	917.29	917.29	16.7
01-181-5012	WORKERS COMP	4,600	1,084.00	1,084.00	23.6
01-181-5018	UNEMPLOYMENT	200	-	-	-
01-181-5507	POOL OPERATING	35,000	3,443.04	3,443.04	9.8
	<b>181 Recreation-Pool</b>	<b>117,300</b>	<b>17,434.10</b>	<b>17,434.10</b>	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	24,000	4,234.75	4,234.75	17.6
01-182-5010	SOCIAL SECURITY	1,850	324.00	324.00	17.5
01-182-5012	WORKERS COMP	1,500	354.00	354.00	23.6
01-182-5018	UNEMPLOYMENT	200	-	-	-
01-182-5507	DAY CAMP OPERATIONS	800	-	-	-
	<b>182 Recreation - Day Camp</b>	<b>28,350</b>	<b>4,912.75</b>	<b>4,912.75</b>	
	RECREATION - SEASONAL				
01-183-5000	SALARIES	9,500	-	-	-
01-183-5010	SOCIAL SECURITY	725	-	-	-
01-183-5012	WORKERS COMP	600	141.00	141.00	23.5
01-183-5108	UNEMPLOYMENT	200	-	-	-
	<b>183 Recreation - Seasonal</b>	<b>11,025</b>	<b>141.00</b>	<b>141.00</b>	
	<b>CORPORATE FUND Expenditure Totals</b>	<b>9,858,745</b>	<b>464,511.68</b>	<b>464,511.68</b>	
02-000-4000	WATER SERVICE REVENUE	1,488,000	164,717.62	164,717.62	11.1
02-000-4001	INTEREST EARNED - WATER	1,500	168.19	168.19	11.2
02-000-4317	SPECIAL REVENUE	363,500	-	-	-
02-000-4401	SALE OF BULK WATER	-	200.00	200.00	-
02-000-4402	SALE OF METERS	5,000	-	-	-
02-000-4403	TAPPING FEES	4,000	-	-	-
02-000-4404	SUNDRY SALES	10,000	40.00	40.00	0.4
02-000-4600	INTEREST INCOME	15,000	5.15	5.15	0.0
	<b>WATER FUND Revenue Totals</b>	<b>1,887,000</b>	<b>165,130.96</b>	<b>165,130.96</b>	
	WATER - ADMIN				
02-190-5000	SALARIES	72,000	2,748.82	2,748.82	3.8
02-190-5010	SOCIAL SECURITY	5,400	199.27	199.27	3.7
02-190-5011	PENSION	6,500	-	-	-
02-190-5012	WORKERS COMP	225	53.00	53.00	23.6
02-190-5013	INSURANCE - HEALTH	18,000	3,332.99	3,332.99	18.5
02-190-5015	CONTRIBUTION - 457	850	53.43	53.43	6.3
02-190-5313	COLLECTION EXPENSE	1,000	-	-	-
02-190-5370	FMHA BOND	750	832.00	832.00	110.9

**CITY OF FROSTBURG**  
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*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-190-5600	CORPORATE OVERHEAD	95,600	7,967.00	7,967.00	8.3
	<b>190 Water - Admin</b>	<b>200,325</b>	<b>15,186.51</b>	<b>15,186.51</b>	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,300	1,121.00	1,121.00	86.2
02-192-5105	INSURANCE - PROPERTY	12,500	12,714.77	12,714.77	101.7
02-192-5106	INSURANCE - BOILER & MACHINERY	6,000	5,757.41	5,757.41	96.0
02-192-5521	PUMPING SYSTEM EXPENSE	95,000	6,935.78	6,935.78	7.3
02-192-5522	PURIFICATION PLANT MAINTENANCE	50,000	45.00	45.00	0.1
02-192-5710	FILTRATION CONTRACT PAYMENT	654,000	-	-	-
	<b>192 Water - Filtration</b>	<b>818,800</b>	<b>26,573.96</b>	<b>26,573.96</b>	
	WATER - SUPPLY				
02-194-5000	SALARIES	34,000	1,320.00	1,320.00	3.9
02-194-5010	SOCIAL SECURITY	2,500	100.98	100.98	4.0
02-194-5011	PENSION	3,000	-	-	-
02-194-5012	WORKERS COMP	2,300	542.00	542.00	23.6
02-194-5015	CONTRIBUTION - 457	100	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	122.14	122.14	2.4
02-194-5730	WATER SUPPLY EXPENSE	50,000	83.02	83.02	0.2
	<b>194 Water - Supply</b>	<b>101,900</b>	<b>2,168.14</b>	<b>2,168.14</b>	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	275,000	9,890.00	9,890.00	3.6
02-196-5010	SOCIAL SECURITY	21,000	726.47	726.47	3.5
02-196-5011	PENSION	20,500	-	-	-
02-196-5012	WORKERS COMP	17,600	4,146.00	4,146.00	23.6
02-196-5013	INSURANCE - HEALTH	82,000	11,023.16	11,023.16	13.4
02-196-5015	CONTRIBUTION - 457	1,000	31.60	31.60	3.2
02-196-5100	INSURANCE - AUTO	4,000	3,861.00	3,861.00	96.5
02-196-5102	INSURANCE - GEN LIAB	1,300	1,121.00	1,121.00	86.2
02-196-5105	INSURANCE - PROPERTY	3,200	3,178.69	3,178.69	99.3
02-196-5150	TRAINING	3,500	-	-	-
02-196-5170	UNIFORMS	4,000	-	-	-
02-196-5180	SAFETY EQUIPMENT	6,575	90.00	90.00	1.4
02-196-5191	COMMUNICATIONS	13,000	707.18	707.18	5.4
02-196-5210	OFFICE SUPPLIES	1,000	-	-	-
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	-	-
02-196-5400	GAS, OIL, GREASE	17,000	-	-	-
02-196-5420	FLEET LEASE	33,000	2,606.94	2,606.94	7.9
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	64.39	64.39	0.5
02-196-5550	UTILITIES - WATER DISTRIBUTION	5,000	44.25	44.25	0.9
02-196-5700	DISTRIBUTION EXPENSE	51,000	1,615.84	1,615.84	3.2

**CITY OF FROSTBURG**  
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*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
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	-	-	-
02-196-5740	METERS EXPENSE	70,000	3,239.26	3,239.26	4.6
	<b>196 Water - Distribution</b>	<b>765,975</b>	<b>42,345.78</b>	<b>42,345.78</b>	
	<b>WATER FUND Expenditure Totals</b>	<b>1,887,000</b>	<b>86,274.39</b>	<b>86,274.39</b>	
03-000-4000	SEWER CHARGES	1,817,000	157,717.97	157,717.97	8.7
03-000-4001	INTEREST EARNED - SEWER	1,800	283.71	283.71	15.8
03-000-4315	PROCEEDS FROM FUND BALANCE	23,925	-	-	-
03-000-4317	SPECIAL REVENUE	3,500	-	-	-
03-000-4404	SUNDRY SALES	1,500	312.00	312.00	20.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	18,335.00	18,335.00	-
03-000-4503	SEWER TAP FEES	3,500	-	-	-
03-000-4600	INTEREST INCOME	25,000	-	-	-
	<b>000 Sewer - Operating</b>	<b>1,876,225</b>	<b>176,648.68</b>	<b>176,648.68</b>	
03-220-4317	SPECIAL REVENUE	800,000	-	-	-
03-220-4520	CSO SURCHARGE REVENUE	401,000	37,653.00	37,653.00	9.4
03-220-4521	INTEREST EARNED - CSO SURCHARGE	500	129.69	129.69	25.9
03-220-4530	PROJECT REIMBURSEMENTS	3,092,000	-	-	-
	<b>220 Sewer- CSO</b>	<b>4,293,500</b>	<b>37,782.69</b>	<b>37,782.69</b>	
	<b>SEWER FUND Revenue Totals</b>	<b>6,169,725</b>	<b>214,431.37</b>	<b>214,431.37</b>	
	SEWER - ADMIN				
03-210-5000	SALARIES	72,000	2,748.82	2,748.82	3.8
03-210-5010	SOCIAL SECURITY	5,400	199.27	199.27	3.7
03-210-5011	PENSION	6,500	-	-	-
03-210-5012	WORKERS COMP	225	53.00	53.00	23.6
03-210-5013	INSURANCE - HEALTH	18,000	3,333.01	3,333.01	18.5
03-210-5015	CONTRIBUTION - 457	850	53.43	53.43	6.3
03-210-5313	COLLECTION EXPENSE	1,000	-	-	-
	<b>210 Sewer - Admin</b>	<b>103,975</b>	<b>6,387.53</b>	<b>6,387.53</b>	
	SEWER - OPERATING				
03-211-5000	SALARIES	172,000	8,576.88	8,576.88	5.0
03-211-5010	SOCIAL SECURITY	13,000	604.75	604.75	4.7
03-211-5011	PENSION	19,000	-	-	-
03-211-5012	WORKERS COMP	11,000	2,591.00	2,591.00	23.6
03-211-5013	INSURANCE - HEALTH	71,000	14,281.79	14,281.79	20.1
03-211-5015	CONTRIBUTION - 457	1,800	111.24	111.24	6.2
03-211-5100	INSURANCE - AUTO	1,400	1,434.00	1,434.00	102.4
03-211-5102	INSURANCE - GEN LIAB	650	561.00	561.00	86.3

**CITY OF FROSTBURG  
JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

<b>Account Id</b>	<b>Account Description</b>	<b>Budget</b>	<b>July 2024 Rev/Expd</b>	<b>YTD Rev/Expd</b>	<b>% of Budget Incurred</b>
03-211-5105	INSURANCE - PROPERTY	6,800	6,935.62	6,935.62	102.0
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	-	-	-
03-211-5180	SAFETY EQUIPMENT	1,000	387.49	387.49	38.8
03-211-5191	COMMUNICATIONS	2,400	94.25	94.25	3.9
03-211-5396	BAY RESTORATION FUND EXPENSE	-	45,370.39	45,370.39	-
03-211-5400	GAS, OIL, GREASE	10,000	702.65	702.65	7.0
03-211-5420	FLEET LEASE	21,000	1,701.50	1,701.50	8.1
03-211-5520	PUMPING STATION MAINTENANCE	6,000	1,460.00	1,460.00	24.3
03-211-5600	CORPORATE OVERHEAD	241,750	20,146.00	20,146.00	8.3
03-211-5761	SANITARY COMMISSION CHARGES	1,100,000	-	-	-
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	2,929.05	2,929.05	24.8
03-211-5763	SEWER OPERATING EXPENSE	50,000	9,466.48	9,466.48	18.9
03-211-5764	SEWER PUMPING EXPENSE	6,000	33.31	33.31	0.6
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	30,000	-	-	-
	<b>211 Sewer - Operating</b>	<b>1,780,600</b>	<b>117,387.40</b>	<b>117,387.40</b>	
	CSO				
03-220-5391	INTEREST EXPENSE	3,200	2,224.23	2,224.23	69.5
03-220-5392	DEBT REDEMPTION	23,600	-	-	-
03-220-5800	CAPITAL OUTLAY	4,258,350	-	-	-
	<b>220 CSO</b>	<b>4,285,150</b>	<b>2,224.23</b>	<b>2,224.23</b>	
	<b>SEWER FUND Expenditure Totals</b>	<b>6,169,725</b>	<b>125,999.16</b>	<b>125,999.16</b>	
04-000-4000	WATER TAP SURCHARGE	668,000	73,632.64	73,632.64	11.0
04-000-4001	INTEREST EARNED SURCHARGE	1,000	174.11	174.11	17.4
04-000-4317	SPECIAL REVENUE	68,000	-	-	-
04-000-4600	INTEREST INCOME	20,000	-	-	-
	<b>PINEY SURCHARGE FUND Revenue Totals</b>	<b>757,000</b>	<b>73,806.75</b>	<b>73,806.75</b>	
	WATER SURCHARGE				
04-200-5313	COLLECTION EXPENSE	1,000	-	-	-
04-200-5390	MISCELLANEOUS EXPENSE	12,000	-	-	-
04-200-5391	INTEREST EXPENSE	56,900	1,753.55	1,753.55	3.1
04-200-5392	DEBT REDEMPTION	415,100	-	-	-
04-200-5802	CAPITAL REPAIRS	68,000	40,578.75	40,578.75	59.7
	<b>PINEY SURCHARGE FUND Expenditure Totals</b>	<b>553,000</b>	<b>42,332.30</b>	<b>42,332.30</b>	
05-000-4000	TRASH & GARBAGE CHARGES	473,000	48,751.00	48,751.00	10.3
05-000-4001	INTEREST EARNED - TRASH	800	210.94	210.94	26.4
05-000-4404	SUNDRY SALES	1,000	400.00	400.00	40.0
05-000-4600	INTEREST INCOME	3,000	-	-	-
	<b>GARBAGE FUND Revenue Totals</b>	<b>477,800</b>	<b>49,361.94</b>	<b>49,361.94</b>	

**CITY OF FROSTBURG**  
**JULY 2024 BUDGET REPORT**

*Note: Audit adjustments for the year ending 06/30/24 are incomplete.*

Account Id	Account Description	Budget	July 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	GARBAGE ADMIN.				
05-230-5000	SALARIES	72,000	2,748.74	2,748.74	3.8
05-230-5010	SOCIAL SECURITY	5,400	199.26	199.26	3.7
05-230-5011	PENSION	6,500	-	-	-
05-230-5012	WORKERS COMP	225	53.00	53.00	23.6
05-230-5013	INSURANCE - HEALTH	18,000	3,332.94	3,332.94	18.5
05-230-5015	CONTRIBUTION - 457	850	53.43	53.43	6.3
05-230-5313	COLLECTION EXPENSE	500	-	-	-
	<b>230 Garbage Admin.</b>	<b>103,475</b>	<b>6,387.37</b>	<b>6,387.37</b>	
	GARBAGE OPERATING				
05-232-5000	SALARIES	93,000	2,145.71	2,145.71	2.3
05-232-5010	SOCIAL SECURITY	7,100	156.60	156.60	2.2
05-232-5011	PENSION	8,500	-	-	-
05-232-5012	WORKERS COMP	6,000	1,414.00	1,414.00	23.6
05-232-5013	INSURANCE - HEALTH	22,500	2,059.84	2,059.84	9.2
05-232-5015	CONTRIBUTION - 457	750	-	-	-
05-232-5100	INSURANCE - AUTO	2,200	2,166.00	2,166.00	98.5
05-232-5102	INSURANCE - GEN LIAB	400	336.00	336.00	84.0
05-232-5105	INSURANCE - PROPERTY	4,500	3,745.92	3,745.92	83.2
05-232-5170	UNIFORMS	3,000	-	-	-
05-232-5180	SAFETY EQUIPMENT	1,000	227.99	227.99	22.8
05-232-5210	OFFICE SUPPLIES	1,000	-	-	-
05-232-5400	GAS, OIL, GREASE	14,000	702.67	702.67	5.0
05-232-5600	CORPORATE OVERHEAD	18,175	1,515.00	1,515.00	8.3
05-232-5770	ASH DUMPSTER	8,500	-	-	-
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	6,819.91	6,819.91	5.3
05-232-5773	SANITATION OPERATING EXPENSE	30,000	-	-	-
	<b>232 Garbage Operating</b>	<b>360,625</b>	<b>21,289.64</b>	<b>21,289.64</b>	
	<b>GARBAGE FUND Expenditure Totals</b>	<b>464,100</b>	<b>27,677.01</b>	<b>27,677.01</b>	

## **`CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of July 2024

Submitted by: Gene Bittinger maintenance Supervisor

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July 1 2024

Checked parks

Pressure washed Amphitheater at Hoffman

Cut grass and weed eated at Hoffman park

Filled gas jugs

Changed lock cores back at Lyons concession stand

July 2 2024

Checked parks

Took new refrigerators to Lyons concession stand

Took new microwave and tables to Lyons concession stand

Put old refrigerator and pepsi cooler back in concession stand

Cleaned concession stand

July 3 2024

Checked parks

Finished cutting grass at Glendening

Weed eated at Glendening

July 4 2024

Holiday

July 5 2024

Checked parks

Took paint and paint machine to Lyons

Worked on zero mower

Fixed bench at Glendening

Weed eated at the Cotton pond

July 8 2024

Checked parks

Sealed wood on Hoffman Amphitheater

Sealed deck on new trailer

Helped out at Glendening camp

Welded on new roller

Ordered from peppers

Picked up saw dust for pirates ahoy and took traffic cones to City Place

July 9 2024

Checked parks

Went to the Staff meeting

Meant with new Mayor at our shop

Hauled garbage away from the kids camp

July 10 2024

Checked parks

Helped at Kids camp

Filled gate post at Glendening

Started ship lap at Hoffman

July 11 2024

Checked parks

Helped at the Kids camp

Weed eated at Glendening

Cut grass at the Dog Park

Picked up concrete for pickle ball post

Unclogged sewer line at Lyons bathrooms

Took returns to mail room

July 12 2024

Checked parks

Installed pickle ball inserts

July 15 2024

Checked parks

Measured for hand rail at field 8

Got skunk out of the Gym

Cut and weed eated at the Dog Park

Checked for hose bib at Shaw street field

July 16 2024

Checked parks

Put supplies away at Hoffman

Hooked water up for pickle ball painter

Picked up trash from the pool

July 17 2024

Checked parks

Finished ship lap on Hoffman Amphitheater

Ground around post holes on pickle ball post

July 18 2024

Took new umbrellas to the pool

Put sweeps and kick plates on new Hoffman bathrooms

Took new chairs to Hoffman

Installed receptacle at Hoffman storage

Checked parks

July 19 2024

Checked parks

Cut tree off walking path at Lyons pond

Cut grass around the pool

Cleaned up Hoffman for city picnic

Finishers door sweeps

Went to city picnic

July 22 2024

Checked parks cleaned restrooms

Moved corn-hole boards out of daycare new play ground area

Weed eat areas around dumpster at the pool

Checked on dirty water at city place

Installed new ice machine at Hoffman

July 23 2024

Checked parks clean restrooms

Touch up paint at Hoffman

Install shelving units at Hoffman

Clean up area for the daycare center new play area

Cut grass below new daycare center

Installed signs on the fencing at the new pickle ball courts a Glendening park

Turned water for the pickle ball installer

July 24 2024

Checked parks cleaned restrooms

Put table rack together at Hoffman

Put chair rack together at Hoffman

Put carts together at Hoffman

Turned water on for the pickle ball installer.

Worked on the paper towel holders at football field

July 25 2024

Checked and cleaned parks

Unloaded some skids of fruit at city place

Fixed broken toilet bolts at small pool pavilion

Turned water on for pickle-ball court installer

Installed outside faucet at Shaw street field

Went to the start up of the new generator at the daycare center

July 26 2024

Checked parks and cleaned restrooms

Installed new pickle-ball post and nets. At Glendening Park

Haul tables to Hoffman

Cut and remove tree from the road at the shooting range



July 29 2024

Checked parks and cleaned restrooms

Cut grass Hoffman and St Michael's

Fixed tire on a mower.

Put the beer fest signs on sign post's

Hooked up the water hose up at Shaw street field

July 30 2024

Checked parks and Cleaned Restrooms

Cut grass and weed eating at the shop area and Armory

Checked on a leaking toilet at the armory and repaired

July 31 2024

Checked parks and cleaned restrooms pickup the trash

Cut grass and weed eat at East end park

Fixed Broken lock at Hoffman

Hooked up water hose for the pickle ball court installers

Installed event signs at lower main street, Hoffman entrance

Hauled supply's over to Hoffman for the Early childhood event

# CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: July 2024

Submitted by: Shane Elliott

July 1, 2024 – Monday

- Removed litter on Main Street
- Had Allegany Computers update computers and install new printer
- Watered street trees and flower baskets
- Marked miss utility tickets and checked them in on computer
- Checked and emptied city trash cans where needed
- Hauled several loads of debris from dump site to Miller Bottom
- Made new monthly report and sent out old one
- Cleaned off catch basin grates around town where needed
- Washed out beds of dump trucks after use
- Checked all sewer pumping stations and ran weekly tests
- Refilled water tank and fuel tank on jetter truck
- Checked all CSO'S for any issues
- Washed off work trucks and cleaned inside of cabs
- Replaced broken cleanout cap on Crestview

July 2, 2024 – Tuesday

- Picked up garbage route on west end of town
- Trimmed weeds along bottom of wall on Main St.
- Picked up supplies and materials for project from Lowes
- Removed litter on Main Street
- Organized pipe fittings in storage shed
- Marked miss utility tickets and checked them in on computer
- Repaired water leak in garage restroom area
- Checked all sewer pumping stations
- Trimmed around tree grates on Main St. in preparation for Derby Day
- Removed tree debris from roadway on College Ave.
- Checked on sewer odor complaint just off Village Parkway
- Picked up supplies from Frostburg Carquest
- Worked on smoke testing issue sites around town

## P.2

July 3, 2024 – Wednesday

- Picked up garbage route on east end of town
- Loaded up all signs, stands, barricades, and cones to be used for Derby Day event
- Removed litter off Main Street
- Picked up pay stubs from City Hall
- Contacted Cummins about generator service at Pump Station
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Fixed flag pole mount on Main St.
- Removed debris in front of culvert pipes in several locations
- Painted areas to be paved with white marking paint
- Installed new windshield wiper on Backhoe
- Organized storage shed and all incident and detour signs
- Cut and trimmed overhanging tree limb on Clary Ave.
- Replaced blade on metal Chop Saw

July 4, 2024 – Thursday – Independence Day

- Had crew come out and set up for derby day

July 5, 2024 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Unloaded all signs, stands, cones, and barricades from Derby Day
- Removed dead animal on Armstrong Avenue
- Put tool box back in truck #9 after use in derby day
- Picked up litter on Main Street, Water and Broadway
- Checked all sewer pumping stations
- Made repairs to broken flag pole holder
- Ran street sweeper on Main St. after Derby Day event
- Marked miss utility tickets and checked them in on computer
- Emptied out all shop trash cans and swept garage bay floors
- Cleaned rest room and lunch room
- Emptied and cleaned out sweeper over at dump site
- Removed tree branches from road way on Frost Ave.
- Used flail mower to cut roadsides on West end of Town

### P.3

July 6, 2024 – Saturday

July 7, 2024 – Sunday

July 8, 2024 – Monday

- Checked and emptied city trash cans on Main Street where needed
- Set out Road Work signs and cones on Water St.
- Picked up yard waste all over town
- Used jetter truck to water roadside flowers
- Sprayed bed of blacktop truck and latches with concentrate
- Marked miss utility tickets and checked them in on computer
- Picked up litter on Main Street, Bowery and Center Street
- Checked all sewer pumping stations – ran weekly electrical test
- Used bobcat milling machine to mill out a blacktop patch on Water St.
- Loaded debris into one ton dump truck with loader
- Put down blacktop on Water St. patching hole that was milled
- Fueled up roller with fuel and water
- Cleaned off all blacktop tools after use
- Filled jetter truck with water
- Installed new no parking sign and pole on Center St.

July 9, 2024 – Tuesday

- Picked up west end of town garbage route
- Removed two dead trees on Wood St.
- Checked all sewer pumping stations for any issues
- Attended staff meeting at City Hall
- Introduced the new mayor to Street Dept.
- Unloaded excavator off equipment trailer
- Picked up litter and debris around town where needed
- Made repairs to leaking fitting on plate compactor
- Installed new pins on hitch rigging of lowboy trailer
- Washed Truck 88 and cleaned tools
- Marked miss utility tickets and checked them in on computer
- Added enzymes to sewer pumping station
- Picked up garbage that had been missed during the route
- Removed dead animal from Bowery St.
- Worked over helping with water leak on Mill Street

## P.4

July 10, 2024 – Wednesday

- Picked up garbage route on east end of town
- Cleaned up broken glass in roadway on Bowery Street
- Marked emergency miss utility ticket on McCulloh Street
- Checked on sewer complaint on Hill Street- found no issues in sewer main
- Trimmed weeds along curb lines and sidewalks
- Checked all sewer pumping stations
- Removed litter and dead animal on Main Street
- Cleaned exhaust fans at Centennial Hill pumping station
- Marked miss utility tickets and checked them in on computer
- Replaced a few faded out street signs
- Emptied and cleaned out vector truck over at dump site
- Refilled water tank and cleaned screens on debris tank on vector truck
- Sharpened blade on flail mower and greased equipment
- Picked up package from over at MDE
- Trimmed tree limbs away from street signs where needed
- Conducted a few interviews at city hall

July 11, 2024 – Thursday

- Picked up garbage route in center section of town
- Swept up and removed gravel in roadways in several locations
- Cleaned off catch basin grates on east end of town
- Installed new manhole riser and cover
- Removed litter on Main Street
- Trimmed dead limbs on street trees where needed
- Checked all sewer pumping stations
- Installed new street sign and straighten post
- Marked miss utility tickets and checked them in on computer
- Filled out purchase order for new safety boots for employees
- Remarketed streets for the paving program where needed
- Made repairs to air system on street sweeper and replaced valve
- Cleaned air filter and filled fluids on garbage truck
- Took invoices to be paid to city hall
- Cleaned out catch basin, removed clog and reset grate
- Ran Jetter in sewer line to break up blockage off of Shaw St.

## P.5

July 12, 2024 – Friday

- Swept out garage bays and emptied trash cans
- Made repairs to water leak on Jetter Truck
- Loaded bags of concrete for Rec. Dept.
- Picked up litter on Main Street
- Used catch vac to suck out water vault for Water Dept.
- Cleaned lunch room and rest room
- Emptied and cleaned out catch vac at dump site
- Marked miss utility tickets and checked them in on computer
- Had some employees get new safety boots
- Checked and emptied city trash cans where needed
- Used jetter truck to water street trees and flower baskets
- Checked all sewer pumping stations
- Inspected possible handicap ramp installation
- Cut grass in several areas around town

July 13, 2024 – Saturday – Marked emergency miss utility ticket

July 14, 2024 - Sunday

July 15, 2024 – Monday

- Picked up litter on Main Street
- Couple of employees picked up their safety boots
- Worked on more smoke testing sites around town where it showed to have issues
- Checked all sewer pumping stations – ran weekly tests on electrical system
- Ran sewer camera on Main Street to try to locate sewer main due to complaint
- Marked miss utility tickets and checked them in on computer
- Emptied all city trash cans where needed on Main Street
- Washed off all sewer camera equipment after use
- Used Vac truck to water street trees and flower baskets
- Located and marked several troublesome areas in sewer main on wall
- Put degreaser in all sewer pumping stations and pressure washed floats
- Refilled water tank and other fluids where needed on Vac truck
- Met with contractor to discuss sewer main repair on Main Street
- Troubleshoot issues with sewer camera equipment

## P.6

July 16, 2024 – Tuesday

- Picked up west end of town garbage route
- Had Rubys fabricate a new catch basin grate
- Replaced several parking meter stickers on Main Street
- Checked all sewer pumping stations
- Ran sewer push camera in sewer main to mark service lines on Main Street
- Marked Miss Utility tickets and checked them in on computer
- Picked up some supplies needed for the sewer line project
- Checked on sites in need of blacktopping and curbing
- Installed the new catch basin grate just off Main Street
- Removed litter on Main Street
- Marked locations of sewer with flags and paint
- Removed dead animal in roadway on Center Street
- Packaged up old sewer push camera system to send off for repairs
- Cleaned debris from catch basin and storm line above the stone wall
- Worked on smoke testing site issues around town where needed

July 17, 2024 – Wednesday

- Picked up east end of town garbage route
- Took package to Mail Room to have shipped off for repair
- Cleaned debris from manhole on Welsh Hill
- Marked miss utility tickets and checked them in on computer
- Picked up sewer supplies from PVIS in Cumberland
- Checked all sewer pumping stations
- Picked up package and mail from city hall
- Helped a resident retrieve lost keys in storage container
- Removed litter off Main Street
- Met with City Hall to go over Main St. parking plan
- Investigated several smoke testing sites
- Had a phone meeting with Maryland Industrial Trucks about new street sweeper
- Worked on more smoke testing sites around town
- Installed additional 20 minute parking signs on Main St.
- Greased rear latches on Garbage Truck
- Organized backup pipe fittings in storage shed

## P.7

July 18, 2024 – Thursday

- Picked up garbage route in center section of town
- Called in an Emergency Miss Utility ticket for sewer repair
- Set up sidewalk closure along high wall on Main St.
- Used jetter truck to hydro excavate a sewer main off of Main St.
- Marked miss utility tickets and checked them in on computer
- Cut and removed section of sidewalk on Main St.
- Removed litter on Main Street
- Picked up supplies and materials from PVIS in LaVale
- Emptied jetter truck and filled with water after use
- Checked all sewer pumping stations
- Ran sewer camera on east end of town to locate laterals
- Tightened gear oil cap on Catch Vac truck
- Spread out sand to clean up oil Spill on N. Grant St.
- Installed new sewer cleanout and lamp post cover/ frame on Main St.
- Cleaned off catch basin on stone wall on Main St.
- Ran jetter in sewer line along High wall to flush out debris

July 19, 2024 – Friday

- Jetted a few troublesome sewer lines in need of cleaning
- Checked all sewer pumping stations
- Ran sewer camera and dye tested sewer main on Main Street
- Cleaned rest room, lunch room and emptied trash cans
- Refilled jetter truck after use
- Worked at Hoffman pumping station most of the morning
- Picked up litter on Main Street, Water and Broadway
- Marked miss utility tickets and checked them in on computer
- Picked up paystubs and mail from city hall
- Checked and emptied city trash cans where needed before weekend
- Washed off sewer camera equipment after use
- Swept out all garage bays
- Worked with contractor installing sewer cleanouts on sewer main

July 20, 2024 – Saturday

July 21, 2024 – Sunday



## P.8

July 22, 2024 – Monday

- Checked and emptied city trash cans where needed
- Picked up litter on Main Street, Broadway and Water Street
- Checked all sewer pumping stations – Ran weekly electrical test
- Replaced several faded street signs around town
- Made storm/sewer line repair on Main St Wall
- Inspected several sewer and storm line with inspection camera
- Picked up supplies from Bonds Home Center
- Laid down straw and seed over sewer repair sites
- Marked miss utility tickets and checked them in on computer
- Greased Catch Vac and cleaned suction tubes
- Weeded flower beds along Main St.
- Filled jetter with fuel and water after use
- Checked signage complaint on Maple Street
- Installed new sewer cleanout off of N Grant St.
- Picked up package that had been delivered to MDE
- Washed off all sewer camera equipment after use

July 23, 2024 – Tuesday

- Picked up on west end of town garbage route
- Attended staff meeting at city hall
- Removed litter on Main Street
- Picked up sewer supplies needed from Hajoca
- Used blowers to clean debris off Ormand Street
- Picked up sign order from Road Safe in Cumberland
- Checked all sewer pumping stations
- Removed dead animal off Main Street due to complaint
- Cleaned off beds of work trucks
- Marked miss utility tickets and checked them in on computer
- Cleaned up around traffic devices and took inventory
- Trimmed tree limbs on Bowery Street
- Checked curbing complaint on Warns Lane
- Picked up another package delivered to MDE
- Checked on a few locations in need of blacktopping
- Put down top soil, seed and mulch around town where needed

## P.9

July 24, 2024 – Wednesday

- Picked up east end of town garbage route
- Worked at Hoffman pumping station due to electrical issues
- Checked all sewer pumping stations
- Picked up supplies needed from Lowes and Tractor Supply
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Added more degreaser to all sewer pumping stations
- Ran sewer camera in sewer main on Grant Ext.
- Installed new safety rope to CSO blocks where needed
- Checked on a curbing complaint on Spring Street
- Worked on smoke testing sites around town where issues were found
- Put new supplies away in work trucks and storage shed
- Washed off all sewer camera equipment after use
- Had a special garbage pickup on Victoria Lane
- Replaced faded street sign on Hill Street and straightened bent sign post

July 25, 2024 – Thursday

- Picked up center section of town garbage route
- Set up sidewalk closure and safety devices around work area on Main St. Wall
- Excavated gravel from sidewalk section to be repaired
- Picked up concrete from Lowes
- Made repair to hydraulic system on vactor truck
- Checked all sewer pumping stations
- Poured new section of Sidewalk off of N. Grant St.
- Removed litter on Main Street
- Cleaned and washed mixer and all concrete tools after use
- Marked miss utility tickets and checked them in on computer
- Installed new chain on chainsaw
- Tested robot camera system and cleaned electrical connections
- Removed dead animal in roadway on Water Street
- Popped manholes around Baptist Street and First Street to locate flow of sewer main for future inspection with sewer camera
- Checked complaint of debris in roadway on Centennial Street

## P.10

July 26, 2024 – Friday

- Checked and emptied all city trash cans where needed
- Trimmed weeds on stone wall on Main Street
- Cleaned rest room and lunchroom
- Marked miss utility tickets and checked them in on computer
- Cut grass and weeds on North Grant Street and Lee Street
- Swept out garage bays and emptied shop trash cans
- Took all invoices to be paid to city hall
- Checked all sewer pumping stations
- Used tar machine to seal bad areas of blacktop on Victoria Lane
- Greased both garbage trucks and filled fluids where needed
- Trimmed vines and weeds along the sidewalk on Center Street
- Applied sealer to the newly poured concrete on Main Street
- Cut weeds along the wall on Mt Pleasant Street and cleaned up debris

July 27, 2024 – Saturday

July 28, 2024 – Sunday

July 29, 2024 – Monday

- Checked and emptied all city trash cans on Main St.
- Ran sewer camera systems in sewer main on First Street, Grant and Lee St.
- Marked Miss Utility tickets and checked them in on computer
- Checked all sewer pumping stations – Ran weekly tests on systems
- Picked up supplies from Lowes Home Center
- Ran street sweeper on Centennial Street
- Cut and trimmed grass all over town
- Discussed blacktop schedule with contractor
- Checked on the blacktop milling crew throughout the day
- A few men picked up their safety boots from Country Shoe & Leather
- Stripped forms from newly poured sidewalk on Main St. Wall
- Emptied and cleaned out debris hopper on sweeper over at dump site
- Washed off all sewer camera systems after use
- Removed litter off of Main, Water, and Broadway

## P.11

July 30, 2024 – Tuesday

- Picked up west end of town garbage route
- Ran Jetter truck to flush sewer and storm lines off of Mt. Pleasant
- Checked all sewer pumping stations
- Ran sewer camera to locate taps and inlets for Specs.
- Went through flint cross walk material inventory and called in an order
- Picked up litter on Main Street and Depot Street
- Investigated storm water infiltration on Mt. Pleasant St.
- Marked miss utility tickets and checked them in on computer
- Filled jetter with fuel and water after use
- Investigated a catch basin storm line just off Washington Street to see if it was still live or abandoned
- Put down flint manhole protectors on College Avenue
- Cleaned off all sewer camera equipment after use
- Trimmed weeds on Bowery Street lot
- Checked on blacktop crew throughout the day

July 31, 2024 – Wednesday

- Picked up east end of town garbage route
- Checked all sewer pumping stations
- Removed broken up curbing on Allegany Street
- Cleaned off blacktop tools and filled roller
- Removed litter off Main Street
- Blacktop patched potholes around town
- Picked up supplies from Lowes and Staples
- Marked miss utility tickets and checked them in on computer
- Installed new blacktop curbing and ramp on College Avenue
- Ran sewer camera to inspect sewer service line
- Picked up trash missed during route
- Washed off all sewer camera equipment after use
- Trimmed weeds along curblines and sidewalks where needed
- Cleaned blacktop from rear latches on tailgate on blacktop truck
- Had meeting at city hall to discuss CSO program
- Removed dead animal in roadway do to complaint

# City of Frostburg

## Monthly Report: Water Department

For the Month of July 2024

**Submitted by: Jim Williams, Supervisor**

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July 1, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Quarterly meter readings
- Assisted contractor with water tie ins on McCulloh St. & Washington St.

July 2, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Quarterly meter readings
- Cleaned the shop
- Hauled trash away
- Final reading Washington St.
- Delivered supplies to contractor on McCulloh St. for insulation of new meter for Mt. Ridge

July 3, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Quarterly meter readings
- Installed new meter N. Water St.
- Reread 5-meters due to high consumption or no read

- Hauled extra supplies to shop from the Centennial St. water job

July 4, 2024 City Holiday

July 5, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly Master Meters

July 8, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly Meters
- Cut the grass @ the shop

July 9, 2024

- Checked Pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Read Quarterly Meters
- Reread meter Shaw St.
- Looked for water leak chart was out (county had 2 breaks)
- Repaired a 4-inch water main on Mill St.

July 10, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Assisted W. T. P. with installing gravel to drying beds
- Data log Braddock Apartments

- Flushed fire hydrant @ the intersect of Mt. Pleasant St. & East St. (dirty water complaint)

July 11, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Washed the trucks
- Installed new side boards on dump truck
- Organize & took inventory

July 12, 2024

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Installed new meters Greenbriar Court & Spring St.
- Final reading E. Main St.

July 15, 2024

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Read quarterly meters
- Brought chemicals from treatment plant to finished water building
- Emergency Miss Utility ticket on Albert Ave
- Trimmed

July 16, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Installed new meter S. Water St.

- Cleaned the shop
- Hauled trash away

July 17, 2024

- Checked Pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Reread 3 meters due to apparent leak or negative consumption

July 18, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meters
- Emergency Miss Utility ticket E. Main St.
- Seeded & mulch yard Mill St. due to water leak

July 19, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new battery in truck 17
- Checked water meter Eastend Playground

July 22, 2024

- Checked pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency Miss Utility ticket Welsh Hill Rd.
- Repaired water meters Albert Ave. & Armstrong Ave.
- Turn water off Welsh Hill Rd. requested by fire department (house fire)



July 23, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Ticket
- Cleaned the shop
- Hauled trash away
- Repaired water meter Armstrong Ave.

July 24, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Greased the backhoes & dump truck

July 25, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired 2-fire hydrants Prichard Farm

July 26, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Loosen up valve boxes for blacktopping

July 29, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Turn water on for homeowner Bowery St.
- Reread 4-meters due to water repairs

- Turn water off for homeowner Centennial St. to due repairs

July 30, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final readings Armstrong Ave. & Linden St.
- Cleaned the shop
- Hauled trash away
- Reread water meter First St. had a leak

July 31, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned up Crestview Pump Station
- Reread water meter First St. had a leak
-