

City of Frostburg  
Monthly Reports



*For the month of January 2025*  
**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: January 2025

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**

- Processed Rental Licenses, MDE Lead Certificates, and Owner's Agent Certification Forms. At this time, approximately 80% of rental properties have renewed their Rental License.
- RH Coordinator assisted property owners with general zoning inquiries.
- Working on emailing copies of rental license and receipts for 2025 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.
- Sent several emails to owners in reference to completing owners agent form and providing a copy of their drivers license
- 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 owners were sent emails to request a copy of the most current lead licenses for their rental properties

## **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 January due to a lack of applications received.
- *Planning Commission* – The Frostburg Planning Commission did not meet in January due to a lack of applications received.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in January due to a lack of applications received.
- **Green Team** – The Green Team met on January 29, 2025. Topics of discussion mostly included mapping out spring programs/activities. Notable topics included planning for the next phase of Edible Arboretum development, planning for Earth Day activities, and the kickoff for this year's Buy Nothing, Give Freely event, which is scheduled for May 17 and 18.

## **Director's Report:**

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

- January 9 – Co-Chaired the Leadership Allegany Rising class's Economic Development Day
- January 15 – FrostburgFirst Board of Directors meeting
- January 21 – City Council meeting
- January 22 – FrostburgFirst Board Development Committee meeting
- January 28 – Special Work Session
- January 29 – Green Team meeting
- January 30 – Comp Plan Check in with consultant

- 

### **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

01/01/2025 - 01/31/2025

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
----------------	---------------------	----------------	-------------	---------------	-------------

### Group: Door Hanger

1/10/2025	01/13/2024	4 ORMAND ST	Snow covered sidewalks	Door Hanger	Resolved
1/10/2025	01/13/2025	85 S BROADWAY	Failure to clear snow	Door Hanger	Resolved
1/10/2025	01/13/2025	47 S BROADWAY	Snow covered sidewalks	Door Hanger	Resolved
1/10/2025	01/13/2025	69 S BROADWAY	Snow covered sidewalks	Door Hanger	Resolved
1/10/2025	01/13/2025	7 W COLLEGE AVE	Snow covered sidewalks	Door Hanger	Resolved

Group Total: 5

### Group: Inspection

1/22/2025	01/23/2025	101 MAPLE ST	Furniture in front yard	Inspection	Resolved
1/21/2025	Snow Complaint	100 Braddock Street		Inspection	Monitoring
1/17/2025	01/20/2025	164 E MAIN ST	Snow covered sidewalk	Inspection	Resolved
1/15/2025	01/13/2025	220 CENTER ST	Unregistered/ Disabled vehicle at rear of property.	Inspection	Resolved
1/13/2025	01/13/2025	220 CENTER ST	Unregistered/ Disabled vehicle at rear of property.	Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
1/10/2025	01/13/2025	28 E COLLEGE AVE	Snow covered sidewalks	Inspection	Resolved

**Group Total: 6**

**Group: Phone Call/Email**

1/30/2025	01/13/2025	220 CENTER ST	Unregistered/ Disabled vehicle at rear of property.	Phone Call/Email	Resolved
1/29/2025	ASAP	135 SPRING ST	Hanging rain gutter	Phone Call/Email	First Warning
1/29/2025	ASAP	135 SPRING ST	Hanging rain gutter	Phone Call/Email	First Warning
1/29/2025	01/13/2025	108 S BROADWAY	Furniture in front yard. Compliance date 01/13/2025	Phone Call/Email	First Warning
1/24/2025	01/13/2025	108 S BROADWAY	Furniture in front yard. Compliance date 01/13/2025	Phone Call/Email	First Warning
1/20/2025	1/22/2025	217 MAIN ST	Snow covered sidewalks	Phone Call/Email	Resolved
1/16/2025	01/13/2025	220 CENTER ST	Unregistered/ Disabled vehicle at rear of property.	Phone Call/Email	Resolved
1/17/2025	01/23/2025	101 MAPLE ST	Furniture in front yard	Phone Call/Email	Resolved
1/13/2025	01/13/2025	108 S BROADWAY	Furniture in front yard. Compliance date 01/13/2025	Phone Call/Email	First Warning
1/10/2025	01/13/20025		Snow covered sidewalks	Phone Call/Email	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
1/3/2025	01/13/2025	220 CENTER ST	Unregistered/ Disabled vehicle at rear of property.	Phone Call/Email	Resolved

**Group Total: 11**

**Group: Re-Inspection**

1/22/2025	01/20/2025	200 E MAIN ST	Snow covered sidewalks	Re-Inspection	Resolved
1/22/2025	01/20/2025	278 E MAIN ST	Snow covered sidewalk	Re-Inspection	Resolved
1/22/2025	01/20/2025	276 E MAIN ST	Snow covered sidewalks	Re-Inspection	Resolved
1/8/2025	12/16/2024	48 MCCULLOH ST	Dismantled in operative vehicles	Re-Inspection	Resolved

**Group Total: 4**

**Group: Verbal Warning**

1/7/2025	ASAP	135 SPRING ST	Hanging rain gutter	Verbal Warning	First Warning

**Group Total: 1**

**Group: Walk-In**

1/31/2025	ASAP	135 SPRING ST	Hanging rain gutter	Walk-In	First Warning

**Group Total: 1**

--	--	--	--	--	--

**Total Records: 28**

**2/3/2025**



# Permit Report

01/01/2025 - 01/31/2025

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Grading	Major Grading	18601 CHERRY LANE SW	Major Grading, Prichard Farms, Phase 1-A-4	Closed

Total Records: 1

2/7/2025





## Case Detail Report

01/01/2025 - 01/31/2025

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
1/29/2025		212 LOWER CONSOL ROAD NW	dumpster overflowing with furniture on ground around it.	First Warning
1/29/2025	ASAP weather dependent	57 W MAIN ST	Loose siding on front of property	Verbal/Courtesy Warning
1/22/2025	Snow Complaint	100 Braddock Street		Monitoring
1/15/2025	1/22/2025	217 MAIN ST	Snow covered sidewalks	Resolved
1/15/2025	01/25/2025	175 MAPLE ST	Snow covered sidewalks	Resolved
1/13/2025	01/20/2025	150 E MAIN ST	Snow covered sidewalk	Resolved
1/13/2025	01/20/2025	166 E MAIN ST	Snow covered sidewalk	Resolved
1/13/2025	01/20/2025	198 E MAIN ST	Snow covered sidewalks	First Warning
1/13/2025	01/20/2025	200 E MAIN ST	Snow covered sidewalks	Resolved
1/13/2025	01/20/2025	204 E MAIN ST	Snow covered sidewalks	Resolved
1/13/2025	01/20/2025	164 E MAIN ST	Snow covered sidewalk	Resolved
1/13/2025	01/20/2025	276 E MAIN ST	Snow covered sidewalks	Resolved
1/13/2025	01/20/2025	278 E MAIN ST	Snow covered sidewalk	Resolved
1/13/2025	01/20/2025	286 E MAIN ST	Snow covered sidewalks	Resolved
1/13/2025	01/20/2025	290 E MAIN ST	Snow covered Sidewalks	Resolved
1/13/2025	01/13/2025	28 E COLLEGE AVE	Snow covered sidewalks	Resolved

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
1/13/2025	01/13/20025		Snow covered sidewalks	Resolved
1/13/2025	01/13/2025	7 W COLLEGE AVE	Snow covered sidewalks	Resolved
1/13/2025	01/13/2025	69 S BROADWAY	Snow covered sidewalks	Resolved
1/13/2025	01/13/2025	47 S BROADWAY	Snow covered sidewalks	Resolved
1/13/2025	01/13/2025	85 S BROADWAY	Failure to clear snow	Resolved
1/13/2025	01/13/2024	4 ORMAND ST	Snow covered sidewalks	Resolved
1/7/2025	ASAP	135 SPRING ST	Hanging rain gutter	First Warning
1/3/2025	01/23/2025	101 MAPLE ST	Furniture in front yard	Resolved
1/3/2025	01/13/2024	116 MAPLE ST	Furniture on front porch	Resolved
1/3/2025	01/13/2025	220 CENTER ST	Unregistered/ Disabled vehicle at rear of property.	Resolved

Total Records: 26

2/3/2025

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 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	220,000	-	221,842.35	100.8
01-000-4003	CORPORATION TAXES	95,000	12,440.40	67,248.15	70.8
01-000-4004	PRIOR YEAR TAXES	1,000	-	-	-
01-000-4005	TRAILER TAX	1,600	-	560.00	35.0
01-000-4010	INTEREST ON TAXES	50,000	1,414.36	21,449.19	42.9
01-000-4011	TAX CREDITS	(32,400)	-	(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	1,715.23	266,819.78	41.7
01-000-4021	ADMISSION TAXES	24,000	-	10,097.46	42.1
01-000-4022	HOTEL MOTEL TAX	155,000	12,207.72	88,439.03	57.1
01-000-4023	HIGHWAY USE TAX	510,000	89,871.79	139,760.41	27.4
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	-	9.50	0.1
01-000-4032	TRADERS LICENSES	10,000	39.28	1,790.15	17.9
01-000-4040	POLICE GRANTS	40,000	3,705.88	21,840.56	54.6
01-000-4041	PARKING METERS	1,000	-	765.42	76.5
01-000-4043	POLICE PROTECTION GRANTS	135,000	30,635.00	61,270.00	45.4
01-000-4045	FINES & FORFEITURES	15,000	405.00	2,615.00	17.4
01-000-4047	FROSTBURG STATE UNIV - MOU	10,000	-	10,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	-	15,000.00	50.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	100.00	1,430.00	71.5
01-000-4051	BUILDING PERMITS	1,500	2,995.00	4,455.00	297.0
01-000-4052	RENTAL REGISTRATION	74,000	43,700.00	44,910.00	60.7
01-000-4054	CONSTRUCTION INSPECTIONS	17,750	1,510.00	17,150.00	96.6
01-000-4055	CODE ENFORCEMENT CITATIONS	750	-	250.00	33.3
01-000-4056	COMM DEV GRANT REVENUE	50,000	29,000.00	42,010.82	84.0
01-000-4060	SWIMMING POOL	60,000	-	29,596.50	49.3
01-000-4062	DAY CAMP REGISTRATIONS	18,000	-	15,835.00	88.0
01-000-4063	RECREATION ACTIVITIES	22,000	2,445.00	9,855.00	44.8
01-000-4200	OPERATING TRANSFER - WATER FUND	95,600	7,967.00	55,769.00	58.3
01-000-4201	OPERATING TRANSFER - SEWER FUND	241,750	20,146.00	141,022.00	58.3
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	18,175	1,515.00	10,605.00	58.4
01-000-4250	NSF FEES	-	330.00	930.00	-
01-000-4301	RENTS	111,000	9,249.86	64,104.02	57.8
01-000-4302	HRD APPROPRIATION	10,700	-	10,761.00	100.6
01-000-4303	FRANCHISES - GAS, TV, ETC	72,000	-	18,218.96	25.3
01-000-4304	MISCELLANEOUS REVENUE	4,000	165.57	4,129.59	103.2
01-000-4306	PROJECT REIMBURSEMENT	88,000	100,627.78	171,410.96	194.8
01-000-4315	PROCEEDS FROM FUND BALANCE	173,870	-	-	-
01-000-4317	SPECIAL REVENUE	2,103,000	-	1,776,838.44	84.5
01-000-4600	INTEREST INCOME	400,000	(5,448.39)	306,472.97	76.6
<b>CORPORATE FUND Revenue Totals</b>		<b>8,427,995</b>	<b>366,737.48</b>	<b>6,562,499.65</b>	

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	EXECUTIVE				
01-100-5000	SALARIES	22,200	1,850.00	12,950.00	58.3
01-100-5010	SOCIAL SECURITY	1,700	141.55	990.85	58.3
01-100-5012	WORKERS COMP	175	13.00	120.00	68.6
01-100-5050	LEGISLATIVE CONTINGENCIES	6,000	634.64	2,607.95	43.5
01-100-5104	INSURANCE - PUBLIC OFFICIALS	8,100	-	8,072.00	99.7
01-100-5110	CONTRIBUTIONS	524,750	-	524,730.00	100.0
01-100-5150	TRAINING	2,800	-	1,600.00	57.1
01-100-5160	TRAVEL	5,700	455.60	1,806.96	31.7
01-100-5185	PROFESSIONAL FEES	20,000	1,880.00	20,488.00	102.4
	<b>100 Executive</b>	<b>591,425</b>	<b>4,974.79</b>	<b>573,365.76</b>	
	ADMINISTRATIVE				
01-110-5000	SALARIES	176,000	18,679.27	99,709.67	56.7
01-110-5001	SALARIES - BONUS	15,115	-	15,115.00	100.0
01-110-5010	SOCIAL SECURITY	13,300	1,339.43	8,343.58	62.7
01-110-5011	PENSION	17,800	-	17,765.00	99.8
01-110-5012	WORKERS COMP	600	51.00	448.00	74.7
01-110-5013	INSURANCE - HEALTH	46,500	(1,186.57)	22,311.57	48.0
01-110-5014	INSURANCE - HEALTH RETIREE	43,500	1,738.21	17,537.51	40.3
01-110-5015	CONTRIBUTION - 457	2,000	186.78	1,026.88	51.3
01-110-5030	EMPLOYEE WELLNESS	7,500	175.49	5,297.75	70.6
01-110-5050	RESERVE FOR CONTINGENCIES	16,000	1,219.59	10,775.37	67.4
01-110-5100	INSURANCE - AUTO	700	-	-	-
01-110-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-110-5105	INSURANCE - PROPERTY	11,700	-	11,421.70	97.6
01-110-5106	INSURANCE - AD&D AND LIFE	4,500	293.26	2,426.68	53.9
01-110-5111	CONTRIBUTIONS - TOURISM	130,900	17,000.00	85,299.00	65.2
01-110-5150	TRAINING	1,200	-	1,096.64	91.4
01-110-5160	TRAVEL	1,800	225.12	1,637.26	91.0
01-110-5185	PROFESSIONAL FEES	1,100	-	87.88	8.0
01-110-5191	COMMUNICATIONS	8,000	1,152.23	7,328.64	91.6
01-110-5200	ADVERTISING	6,400	-	1,523.53	23.8
01-110-5205	LEGAL	42,500	3,036.25	17,491.25	41.2
01-110-5207	PENSION ADMINISTRATIVE FEE	7,350	-	3,663.80	49.9
01-110-5210	OFFICE SUPPLIES	11,000	885.61	7,971.13	72.5
01-110-5220	POSTAGE	23,000	-	10,933.16	47.5
01-110-5230	COMPUTER EXPENSE	9,000	574.00	4,869.00	54.1
01-110-5232	IT LICENSING AND FEES	33,000	-	29,902.07	90.6
01-110-5235	DIGITAL ENGAGEMENT	29,000	-	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	424.97	8,312.46	69.3
01-110-5502	BUILDING MAINTENANCE	22,800	10,056.01	18,930.87	83.0
01-110-5550	UTILITIES - BUILDING	16,000	2,538.92	8,483.90	53.0
01-110-5700	BANK FEES	1,000	6.00	9.00	0.9
01-110-5807	CAPITAL OUTLAY	656,000	240.00	998,518.19	152.2
	<b>110 Administrative</b>	<b>1,521,940</b>	<b>58,635.57</b>	<b>1,461,006.21</b>	

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	FINANCE				
01-120-5000	SALARIES	88,000	8,076.61	46,643.88	53.0
01-120-5010	SOCIAL SECURITY	6,700	591.71	3,439.98	51.3
01-120-5011	PENSION	8,900	-	8,883.00	99.8
01-120-5012	WORKERS COMP	250	18.00	167.00	66.8
01-120-5013	INSURANCE - HEALTH	32,500	1,262.00	10,558.17	32.5
01-120-5015	CONTRIBUTION - 457	625	57.54	305.81	48.9
01-120-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-120-5105	INSURANCE - PROPERTY	3,500	-	3,448.39	98.5
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	1,000	170.00	566.00	56.6
01-120-5310	AUDITING	75,000	73,050.00	73,050.00	97.4
01-120-5311	ACTUARIAL STUDY	5,000	-	-	-
01-120-5313	TAX COLLECTION	1,300	113.11	363.58	28.0
01-120-5810	RETSA OBLIGATION	9,600	2,869.80	2,869.80	29.9
	<b>120 Finance</b>	<b>233,550</b>	<b>86,208.77</b>	<b>150,407.61</b>	
	COMMUNITY DEV				
01-130-5000	SALARIES	125,000	14,280.01	71,400.08	57.1
01-130-5010	SOCIAL SECURITY	9,500	1,044.48	5,222.40	55.0
01-130-5011	PENSION	12,650	-	12,617.00	99.7
01-130-5012	WORKERS COMP	350	25.00	232.00	66.3
01-130-5013	INSURANCE - HEALTH	23,000	1,626.72	14,562.87	63.3
01-130-5015	CONTRIBUTION - 457	1,500	80.85	430.40	28.7
01-130-5100	INSURANCE - AUTO	800	-	720.00	90.0
01-130-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-130-5105	INSURANCE - PROPERTY	4,600	-	4,597.85	100.0
01-130-5150	TRAINING	750	-	640.00	85.3
01-130-5160	TRAVEL	900	-	257.66	28.6
01-130-5185	PROFESSIONAL FEES	1,000	-	175.00	17.5
01-130-5320	ECONOMIC DEVELOPMENT	6,800	-	3,851.45	56.6
01-130-5322	PLANNING	155,000	-	10,215.00	6.6
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5401	AUTO EXPENSE	500	39.00	133.00	26.6
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	-	23,507.00	47.0
01-130-5822	SPECIAL PROJECTS	13,300	-	702.24	5.3
	<b>130 Community Dev</b>	<b>407,825</b>	<b>17,096.06</b>	<b>149,375.95</b>	
	CODE ENFORCEMENT				
01-140-5000	SALARIES	63,000	5,893.52	30,783.45	48.9
01-140-5010	SOCIAL SECURITY	4,800	418.98	2,184.91	45.5
01-140-5011	PENSION	5,700	-	6,359.00	111.6
01-140-5012	WORKERS COMP	200	15.00	138.00	69.0
01-140-5013	INSURANCE - HEALTH	22,800	1,762.30	15,120.35	66.3
01-140-5015	CONTRIBUTION - 457	750	58.22	327.23	43.6
01-140-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-140-5105	INSURANCE - PROPERTY	2,900	-	3,448.39	118.9

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-140-5150	TRAINING	500	69.00	213.96	42.8
01-140-5160	TRAVEL	500	-	36.50	7.3
01-140-5185	PROFESSIONAL FEES	400	-	20.00	5.0
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	13,700	-	11,500.00	83.9
01-140-5330	CODE ENFORCEMENT	5,000	9.00	9.00	0.2
01-140-5331	CONSTRUCTION INSPECT	20,000	160.00	12,167.25	60.8
01-140-5332	RENTAL INSPECTION	19,500	4,250.00	15,150.00	77.7
<b>140 Code Enforcement</b>		<b>159,925</b>	<b>12,636.02</b>	<b>97,570.04</b>	

	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	76,000	8,029.80	40,779.01	53.7
01-150-5010	SOCIAL SECURITY	5,800	588.90	3,013.39	52.0
01-150-5011	PENSION	7,700	-	7,671.00	99.6
01-150-5012	WORKERS COMP	1,600	116.00	1,073.00	67.1
01-150-5013	INSURANCE - HEALTH	14,000	1,113.82	9,150.91	65.4
01-150-5015	CONTRIBUTION - 457	700	80.25	425.09	60.7
01-150-5100	INSURANCE - AUTO	800	-	717.00	89.6
01-150-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-150-5105	INSURANCE - PROPERTY	2,600	-	2,298.93	88.4
01-150-5150	TRAINING	1,750	-	1,500.00	85.7
01-150-5160	TRAVEL	1,000	-	-	-
01-150-5185	PROFESSIONAL FEES	2,100	640.00	1,040.00	49.5
01-150-5193	ONE CALL CONCEPTS	2,200	43.82	563.54	25.6
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	352.08	11.7
01-150-5341	MAPPING SUPPLIES	8,000	718.00	5,718.00	71.5
01-150-5342	PUBLIC WORKS	7,400	78.24	833.45	11.3
01-150-5400	GAS, OIL, GREASE	3,000	241.31	1,210.22	40.3
01-150-5420	FLEET LEASE	11,000	842.93	5,900.51	53.6
<b>150 Public Works Admin</b>		<b>148,825</b>	<b>12,493.07</b>	<b>82,358.13</b>	

	PUBLIC SAFETY				
01-160-5000	SALARIES	1,062,000	128,643.61	591,770.46	55.7
01-160-5002	SALARIES - POLICE GRANTS	40,000	2,613.22	15,705.15	39.3
01-160-5003	COURT TIME	13,000	1,362.50	8,221.25	63.2
01-160-5010	SOCIAL SECURITY	85,000	9,761.59	45,207.87	53.2
01-160-5011	PENSION	190,000	-	187,419.00	98.6
01-160-5012	WORKERS COMP	72,000	5,218.00	48,267.00	67.0
01-160-5013	INSURANCE - HEALTH	257,000	15,862.36	138,666.64	54.0
01-160-5015	CONTRIBUTION - 457	7,500	670.49	3,756.35	50.1
01-160-5100	INSURANCE - AUTO	7,800	-	7,304.00	93.6
01-160-5102	INSURANCE - GEN LIAB	1,200	-	1,041.00	86.8
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	1,159.31	13,870.23	54.4
01-160-5170	UNIFORMS	15,000	1,992.42	6,121.40	40.8
01-160-5180	SAFETY EQUIPMENT	1,200	90.00	540.00	45.0
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	-	11,027.03	59.6

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-160-5191	COMMUNICATIONS	30,500	2,238.02	20,075.80	65.8
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	849.16	2,693.36	53.9
01-160-5230	COMPUTER EXPENSE	8,500	1,235.00	5,442.10	64.0
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	186.48	3,799.46	95.0
01-160-5400	GAS, OIL, GREASE	33,000	2,186.03	10,392.45	31.5
01-160-5401	AUTO EXPENSE	18,000	252.45	7,518.72	41.8
01-160-5420	FLEET LEASE	61,000	3,864.60	29,053.73	47.6
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	230.57	2,362.55	59.1
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	1,692.61	5,599.48	56.0
01-160-5851	FIRE DEPT APPROPRIATION	255,670	63,917.50	191,752.50	75.0
<b>160 Public Safety</b>		<b>2,287,070</b>	<b>244,025.92</b>	<b>1,383,339.58</b>	

	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	296,000	47,847.75	183,789.89	62.1
01-170-5010	SOCIAL SECURITY	22,600	3,533.54	13,425.96	59.4
01-170-5011	PENSION	30,000	-	29,878.00	99.6
01-170-5012	WORKERS COMP	20,000	1,449.00	13,405.00	67.0
01-170-5013	INSURANCE - HEALTH	80,000	5,413.32	45,170.09	56.5
01-170-5015	CONTRIBUTION - 457	1,500	140.16	745.12	49.7
01-170-5018	UNEMPLOYMENT	200	-	-	-
01-170-5100	INSURANCE - AUTO	9,800	-	9,267.00	94.6
01-170-5102	INSURANCE - GEN LIAB	975	-	846.20	86.8
01-170-5105	INSURANCE - PROPERTY	9,000	-	8,093.05	89.9
01-170-5150	TRAINING	5,000	-	100.00	2.0
01-170-5170	UNIFORMS	8,000	332.20	2,563.29	32.0
01-170-5180	SAFETY EQUIPMENT	7,200	90.00	4,379.55	60.8
01-170-5191	COMMUNICATIONS	15,000	856.48	2,058.75	13.7
01-170-5210	OFFICE SUPPLIES	1,500	-	509.20	34.0
01-170-5400	GAS, OIL, GREASE	30,000	3,914.02	13,027.34	43.4
01-170-5420	FLEET LEASE	29,000	3,372.51	23,607.57	81.4
01-170-5550	UTILITIES - BUILDING	6,000	1,348.95	3,220.63	53.7
01-170-5711	SALT & ABRASIVES	250,000	87,833.02	157,858.18	63.1
01-170-5712	SIGN MAINTENANCE	15,000	175.00	8,594.72	57.3
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	15,538.54	54,735.04	60.8
01-170-5714	STREET LIGHTING	100,000	13,184.77	47,332.23	47.3
01-170-5715	STREET MAINTENANCE REPAIRS	100,000	3,153.50	25,475.37	25.5
01-170-5716	STREET SHOP EQUIPMENT	50,000	3,696.23	46,192.11	92.4
01-170-5717	STREET LIGHTING REPAIRS	48,500	485.00	7,706.13	15.9
01-170-5800	CAPITAL OUTLAY	420,150	108,566.68	530,936.73	126.4
01-170-5861	STREET PAVING	223,500	-	223,126.03	99.8
01-170-5865	PARKING LOT MAINTENANCE	13,000	4,982.59	8,010.94	61.6
<b>170 Public Works - Street</b>		<b>1,881,925</b>	<b>305,913.26</b>	<b>1,464,054.12</b>	

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	RECREATION				
01-180-5000	SALARIES	284,000	33,390.69	162,545.96	57.2
01-180-5010	SOCIAL SECURITY	21,700	2,457.18	11,948.80	55.1
01-180-5011	PENSION	28,800	-	28,667.00	99.5
01-180-5012	WORKERS COMP	18,200	1,319.00	12,201.00	67.0
01-180-5013	INSURANCE - HEALTH	65,000	4,604.43	38,005.32	58.5
01-180-5015	CONTRIBUTION - 457	1,750	114.45	609.12	34.8
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	15,885	53.00	15,217.13	95.8
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,800	311.05	2,438.28	50.8
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	9,000	558.96	4,358.62	48.4
01-180-5420	FLEET LEASE	23,000	1,863.65	13,045.55	56.7
01-180-5503	ARMORY EXPENSE - GYM	16,000	1,348.97	3,567.18	22.3
01-180-5504	COMMUNITY CENTER	17,500	949.65	15,396.61	88.0
01-180-5510	CITY PLACE	29,500	6,320.64	11,919.94	40.4
01-180-5550	UTILITIES	9,000	208.89	1,688.75	18.8
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	12,400	7,153.34	10,849.10	87.5
01-180-5722	REC LEAGUE APPROPRIATIONS	5,000	5,000.00	5,000.00	100.0
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,000	1,782.38	40,557.68	64.4
01-180-5724	STREET TREE MAINTENANCE	7,500	-	6,358.00	84.8
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	97.00	4.9
01-180-5726	RECREATIONAL PROGRAMS	13,000	376.75	8,446.88	65.0
01-180-5800	CAPITAL OUTLAY	384,800	-	245,803.55	63.9
	<b>180 Recreation</b>	<b>1,038,835</b>	<b>67,813.03</b>	<b>641,475.47</b>	
	RECREATION-POOL				
01-181-5000	SALARIES	72,000	-	43,737.88	60.8
01-181-5010	SOCIAL SECURITY	5,500	-	3,346.01	60.8
01-181-5012	WORKERS COMP	4,600	334.00	3,088.00	67.1
01-181-5018	UNEMPLOYMENT	200	-	-	-
01-181-5507	POOL OPERATING	35,000	1,025.49	26,538.00	75.8
	<b>181 Recreation-Pool</b>	<b>117,300</b>	<b>1,359.49</b>	<b>76,709.89</b>	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	24,000	-	14,723.45	61.4
01-182-5010	SOCIAL SECURITY	1,850	-	1,126.41	60.9
01-182-5012	WORKERS COMP	1,500	109.00	1,008.00	67.2
01-182-5018	UNEMPLOYMENT	200	-	-	-
01-182-5507	DAY CAMP OPERATIONS	800	-	159.42	19.9
	<b>182 Recreation - Day Camp</b>	<b>28,350</b>	<b>109.00</b>	<b>17,017.28</b>	



**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	RECREATION - SEASONAL				
01-183-5000	SALARIES	9,500	-	-	-
01-183-5010	SOCIAL SECURITY	725	-	-	-
01-183-5012	WORKERS COMP	600	43.00	399.00	66.5
01-183-5108	UNEMPLOYMENT	200	-	-	-
	<b>183 Recreation - Seasonal</b>	<b>11,025</b>	<b>43.00</b>	<b>399.00</b>	
	<b>CORPORATE FUND Expenditure Totals</b>	<b>8,427,995</b>	<b>811,307.98</b>	<b>6,097,079.04</b>	
02-000-4000	WATER SERVICE REVENUE	1,716,000	137,543.30	957,482.27	55.8
02-000-4001	INTEREST EARNED - WATER	1,500	186.47	1,032.36	68.8
02-000-4317	SPECIAL REVENUE	85,500	-	79,334.96	92.8
02-000-4401	SALE OF BULK WATER	-	-	458.25	-
02-000-4402	SALE OF METERS	5,000	-	4,150.00	83.0
02-000-4403	TAPPING FEES	5,600	-	5,600.00	100.0
02-000-4404	SUNDRY SALES	10,000	70.00	8,165.76	81.7
02-000-4408	SUNDRY SALES - CASH BASIS	-	550.00	562.50	-
02-000-4409	FUND BALANCE	75,400	-	-	-
02-000-4600	INTEREST INCOME	15,000	15,837.05	25,500.03	170.0
	<b>WATER FUND Revenue Totals</b>	<b>1,914,000</b>	<b>154,186.82</b>	<b>1,082,286.13</b>	
	WATER - ADMIN				
02-190-5000	SALARIES	72,000	8,246.41	41,232.09	57.3
02-190-5010	SOCIAL SECURITY	5,400	597.75	3,009.48	55.7
02-190-5011	PENSION	7,300	-	7,268.00	99.6
02-190-5012	WORKERS COMP	225	16.00	149.00	66.2
02-190-5013	INSURANCE - HEALTH	18,000	1,333.23	11,890.02	66.1
02-190-5015	CONTRIBUTION - 457	850	82.41	438.01	51.5
02-190-5313	COLLECTION EXPENSE	1,000	113.11	363.58	36.4
02-190-5370	FMHA BOND	850	-	832.00	97.9
02-190-5600	CORPORATE OVERHEAD	95,600	7,967.00	55,769.00	58.3
	<b>190 Water - Admin</b>	<b>201,225</b>	<b>18,355.91</b>	<b>120,951.18</b>	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-192-5105	INSURANCE - PROPERTY	18,500	-	18,426.56	99.6
02-192-5106	INSURANCE - BOILER & MACHINERY	6,000	-	5,757.41	96.0
02-192-5521	PUMPING SYSTEM EXPENSE	95,000	15,833.26	54,910.76	57.8
02-192-5522	PURIFICATION PLANT MAINTENANCE	50,000	-	3,659.97	7.3
02-192-5710	FILTRATION CONTRACT PAYMENT	654,000	40,233.22	339,846.41	52.0
	<b>192 Water - Filtration</b>	<b>824,800</b>	<b>56,066.48</b>	<b>423,722.11</b>	
	WATER - SUPPLY				
02-194-5000	SALARIES	34,000	3,960.00	19,800.00	58.2
02-194-5010	SOCIAL SECURITY	2,500	302.94	1,514.70	60.6
02-194-5011	PENSION	3,500	-	3,432.00	98.1
02-194-5012	WORKERS COMP	2,300	167.00	1,544.00	67.1
02-194-5015	CONTRIBUTION - 457	100	-	-	-

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	558.47	2,437.41	48.8
02-194-5730	WATER SUPPLY EXPENSE	50,000	518.81	7,282.95	14.6
<b>194 Water - Supply</b>		<b>102,400</b>	<b>5,507.22</b>	<b>36,011.06</b>	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	275,000	30,609.80	147,729.80	53.7
02-196-5010	SOCIAL SECURITY	21,000	2,251.29	10,849.54	51.7
02-196-5011	PENSION	27,800	-	27,758.00	99.9
02-196-5012	WORKERS COMP	17,600	1,275.00	11,796.00	67.0
02-196-5013	INSURANCE - HEALTH	82,000	4,762.05	40,108.84	48.9
02-196-5015	CONTRIBUTION - 457	1,000	48.60	258.40	25.8
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	4,700	-	4,606.64	98.0
02-196-5150	TRAINING	3,500	-	2,700.00	77.1
02-196-5170	UNIFORMS	4,000	344.09	2,431.48	60.8
02-196-5180	SAFETY EQUIPMENT	6,575	90.00	540.00	8.2
02-196-5191	COMMUNICATIONS	13,000	1,475.65	7,027.89	54.1
02-196-5210	OFFICE SUPPLIES	1,000	26.65	476.90	47.7
02-196-5390	MISCELLANEOUS EXPENSE	1,000	120.83	120.83	12.1
02-196-5400	GAS, OIL, GREASE	17,000	472.13	9,661.67	56.8
02-196-5420	FLEET LEASE	33,000	2,606.94	18,248.58	55.3
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	159.93	2,711.49	21.7
02-196-5550	UTILITIES - WATER DISTRIBUTION	5,000	878.34	2,279.77	45.6
02-196-5700	DISTRIBUTION EXPENSE	61,800	3,834.15	42,190.80	68.3
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	2,626.94	96,459.71	100.7
02-196-5740	METERS EXPENSE	70,000	-	35,492.68	50.7
<b>196 Water - Distribution</b>		<b>785,575</b>	<b>51,582.39</b>	<b>468,431.02</b>	
<b>WATER FUND Expenditure Totals</b>		<b>1,914,000</b>	<b>131,512.00</b>	<b>1,049,115.37</b>	
03-000-4000	SEWER CHARGES	1,817,000	142,116.70	954,714.93	52.5
03-000-4001	INTEREST EARNED - SEWER	1,800	334.28	1,854.60	103.0
03-000-4315	PROCEEDS FROM FUND BALANCE	239,825	-	-	-
03-000-4317	SPECIAL REVENUE	8,000	-	7,950.00	99.4
03-000-4404	SUNDRY SALES	1,500	527.69	1,151.96	76.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	14,839.20	91,774.08	-
03-000-4503	SEWER TAP FEES	3,500	-	5,500.00	157.1
03-000-4600	INTEREST INCOME	25,000	20,960.52	33,982.06	135.9
<b>Sewer Operations Total</b>		<b>2,096,625</b>	<b>178,778.39</b>	<b>1,096,927.63</b>	
03-220-4317	SPECIAL REVENUE	606,500	-	44,390.12	7.3
03-220-4520	CSO SURCHARGE REVENUE	401,000	33,299.24	206,505.85	51.5

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
03-220-4521	INTEREST EARNED - CSO SURCHARGE	500	208.36	877.92	175.6
03-220-4530	PROJECT REIMBURSEMENTS	572,500	42,165.00	404,264.00	70.6
	<b>CSO Total</b>	<b>1,580,500</b>	<b>75,672.60</b>	<b>656,037.89</b>	
	<b>SEWER FUND Revenue Totals</b>	<b>3,677,125</b>	<b>254,450.99</b>	<b>1,752,965.52</b>	
	SEWER - ADMIN				
03-210-5000	SALARIES	72,000	8,246.41	41,232.09	57.3
03-210-5010	SOCIAL SECURITY	5,400	597.75	3,009.48	55.7
03-210-5011	PENSION	7,300	-	7,268.00	99.6
03-210-5012	WORKERS COMP	225	16.00	149.00	66.2
03-210-5013	INSURANCE - HEALTH	18,000	1,333.27	11,890.30	66.1
03-210-5015	CONTRIBUTION - 457	850	82.41	438.01	51.5
03-210-5313	COLLECTION EXPENSE	1,000	113.11	363.58	36.4
	<b>210 Sewer - Admin</b>	<b>104,775</b>	<b>10,388.95</b>	<b>64,350.46</b>	
	SEWER - OPERATING				
03-211-5000	SALARIES	172,000	11,026.15	109,860.43	63.9
03-211-5010	SOCIAL SECURITY	13,000	689.29	7,633.40	58.7
03-211-5011	PENSION	21,500	-	21,456.00	99.8
03-211-5012	WORKERS COMP	11,000	(99.61)	6,476.39	58.9
03-211-5013	INSURANCE - HEALTH	71,000	2,168.88	47,606.65	67.1
03-211-5015	CONTRIBUTION - 457	1,800	170.46	906.72	50.4
03-211-5100	INSURANCE - AUTO	1,500	-	1,434.00	95.6
03-211-5102	INSURANCE - GEN LIAB	650	-	561.00	86.3
03-211-5105	INSURANCE - PROPERTY	6,950	-	6,900.97	99.3
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	157.65	1,035.57	34.5
03-211-5180	SAFETY EQUIPMENT	1,000	-	637.49	63.8
03-211-5191	COMMUNICATIONS	2,400	167.05	1,455.39	60.6
03-211-5396	BAY RESTORATION FUND EXPENSE	-	32,138.18	68,076.48	-
03-211-5400	GAS, OIL, GREASE	10,000	1,053.31	4,910.60	49.1
03-211-5420	FLEET LEASE	21,000	1,701.50	11,910.50	56.7
03-211-5520	PUMPING STATION MAINTENANCE	6,000	-	2,817.15	47.0
03-211-5600	CORPORATE OVERHEAD	241,750	20,146.00	141,022.00	58.3
03-211-5761	SANITARY COMMISSION CHARGES	1,100,000	77,570.47	313,279.19	28.5
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	2,929.05	8,787.15	74.5
03-211-5763	SEWER OPERATING EXPENSE	50,000	189.90	30,755.18	61.5
03-211-5764	SEWER PUMPING EXPENSE	6,000	389.97	7,555.01	125.9
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	30,000	-	-	-
	<b>211 Sewer - Operating</b>	<b>1,783,350</b>	<b>150,398.25</b>	<b>795,077.27</b>	
	CSO				
03-220-5391	INTEREST EXPENSE	3,200	1,001.17	1,382.11	43.2
03-220-5392	DEBT REDEMPTION	23,600	-	-	-
03-220-5800	CAPITAL OUTLAY	1,762,200	28,504.94	683,504.65	38.8
	<b>220 CSO</b>	<b>1,789,000</b>	<b>29,506.11</b>	<b>684,886.76</b>	
	<b>SEWER FUND Expenditure Totals</b>	<b>3,677,125</b>	<b>190,293.31</b>	<b>1,544,314.49</b>	

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
04-000-4000	WATER TAP SURCHARGE	668,000	68,130.00	421,380.25	63.1
04-000-4001	INTEREST EARNED SURCHARGE	1,000	290.43	1,186.53	118.7
04-000-4600	INTEREST INCOME	20,000	18,730.67	31,752.21	158.8
<b>PINEY SURCHARGE FUND Revenue Totals</b>		<b>689,000</b>	<b>87,151.10</b>	<b>454,318.99</b>	
04-200-5313	WATER SURCHARGE COLLECTION EXPENSE	1,000	90.49	290.87	29.1
04-200-5390	MISCELLANEOUS EXPENSE	12,000	-	-	-
04-200-5391	INTEREST EXPENSE	56,900	831.50	20,220.32	35.5
04-200-5392	DEBT REDEMPTION	415,100	-	9,614.36	2.3
04-200-5802	CAPITAL REPAIRS	68,000	-	48,841.50	71.8
<b>PINEY SURCHARGE FUND Expenditure Totals</b>		<b>553,000</b>	<b>921.99</b>	<b>78,967.05</b>	
05-000-4000	TRASH & GARBAGE CHARGES	473,000	39,583.89	240,632.78	50.9
05-000-4001	INTEREST EARNED - TRASH	800	370.16	1,490.17	186.3
05-000-4404	SUNDRY SALES	1,950	-	1,575.00	80.8
05-000-4600	INTEREST INCOME	3,000	2,006.86	3,790.63	126.4
<b>GARBAGE FUND Revenue Totals</b>		<b>478,750</b>	<b>41,960.91</b>	<b>247,488.58</b>	
05-230-5000	GARBAGE ADMIN. SALARIES	72,000	8,246.38	41,231.79	57.3
05-230-5010	SOCIAL SECURITY	5,400	597.76	3,009.46	55.7
05-230-5011	PENSION	7,300	-	7,268.00	99.6
05-230-5012	WORKERS COMP	225	16.00	149.00	66.2
05-230-5013	INSURANCE - HEALTH	18,000	1,333.27	11,889.96	66.1
05-230-5015	CONTRIBUTION - 457	850	82.41	437.99	51.5
05-230-5313	COLLECTION EXPENSE	500	22.61	72.70	14.5
<b>230 Garbage Admin.</b>		<b>104,275</b>	<b>10,298.43</b>	<b>64,058.90</b>	
05-232-5000	GARBAGE OPERATING SALARIES	93,000	14,120.13	52,052.13	56.0
05-232-5010	SOCIAL SECURITY	7,100	1,036.37	3,777.03	53.2
05-232-5011	PENSION	9,400	-	9,387.00	99.9
05-232-5012	WORKERS COMP	6,000	435.00	4,024.00	67.1
05-232-5013	INSURANCE - HEALTH	22,500	1,622.65	13,759.82	61.2
05-232-5015	CONTRIBUTION - 457	750	-	-	-
05-232-5100	INSURANCE - AUTO	2,200	-	2,166.00	98.5
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	150.95	986.46	32.9
05-232-5180	SAFETY EQUIPMENT	1,000	-	381.99	38.2
05-232-5210	OFFICE SUPPLIES	1,000	26.65	419.43	41.9
05-232-5400	GAS, OIL, GREASE	14,000	2,307.98	7,810.13	55.8
05-232-5600	CORPORATE OVERHEAD	18,175	1,515.00	10,605.00	58.4
05-232-5770	ASH DUMPSTER	8,500	2,420.38	2,912.14	34.3
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	2,573.92	25.7

**CITY OF FROSTBURG**  
**JANUARY 2025 BUDGET REPORT**

Account Id	Account Description	Amended Budget	Jan 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
05-232-5772	LANDFILL CHARGES	130,000	10,706.16	67,156.78	51.7
05-232-5773	SANITATION OPERATING EXPENSE	30,000	538.22	26,712.24	89.0
	<b>232 Garbage Operating</b>	<b>361,525</b>	<b>34,879.49</b>	<b>209,537.00</b>	
	<b>GARBAGE FUND Expenditure Totals</b>	<b>465,800</b>	<b>45,177.92</b>	<b>273,595.90</b>	

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)	9,569,124.81
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	64,541.65
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	11,175.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	348,646.07
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	3,762.23
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	106,171.80
01-000-1143	TAXES RECEIVABLE - CORPORATION	37,602.41
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	24,882,666.88
01-000-1504	WIP - CHILDCARE CENTER	1,627,654.25
01-000-1506	WIP - GATEWAY IMPROVEMENT	778,556.90
01-000-1507	WORK IN PROCESS - MISC PROJECTS	214,052.69
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>30,340,491.03</u>

Liabilities & Fund Balance

01-000-1655	ACCUMULATED AMORTIZATION - ROU	45,184.07
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	1,676,840.83
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>8,366,982.61</u>

01-000-3000	INVESTED IN FIXED ASSETS	14,712,902.00
01-000-3200	FUND BALANCE	<u>5,684,750.62</u>
	Total	<u>20,397,652.62</u>

Revenue	6,674,416.65
Less Expenses	<u>5,098,560.85</u>
Net	<u>1,575,855.80</u>
Total Fund Balance	<u>21,973,508.42</u>
Total Liabilities & Fund Balance	<u>30,340,491.03</u>

2025

---

Assets

02-000-1000	CASH	998,227.07
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,360.48
02-000-1100	ACCOUNTS RECEIVABLE	1,298.93
02-000-1102	WATER ACCOUNTS RECEIVABLE	121,263.15
02-000-1140	INTEREST RECEIVABLE - WATER	566.85
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>2,701,953.28</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	1,314,663.00
02-000-3250	FUND BALANCE	753,091.24
	Total	<u>2,067,754.24</u>

Revenue	1,082,286.13
Less Expenses	<u>1,049,115.37</u>
Net	<u>33,170.76</u>
Total Fund Balance	<u>2,100,925.00</u>
Total Liabilities & Fund Balance	<u>2,701,953.28</u>

2025

---

Assets

03-000-1000	CASH	1,541,238.01
03-000-1040	BAY RESTORATION FUND CASH	40,971.71
03-000-1041	CSO CASH	565,472.35
03-000-1100	ACCOUNTS RECEIVABLE	50,943.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	125,592.90
03-000-1120	BAY RESTORATION FUND RECEIVABLE	14,461.29
03-000-1121	CSO SURCHARGE RECEIVABLE	28,786.17
03-000-1141	INTEREST REC - CSO SURCHARGE	2,763.74
03-000-1142	INTEREST RECEIVABLE - SEWER	743.21
03-000-1500	FIXED ASSETS	28,294,006.47
03-000-1538	WIP - PHASE X-A	1,154,790.99
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	27,165.00
03-000-1542	WIP - PHASE VIII-C	21,000.00
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>22,002,686.48</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	<u>192,910.41</u>
	Total Liabilities	693,352.81

03-000-3000	INVESTED IN FIXED ASSETS	18,618,002.00
03-000-3200	FUND BALANCE	<u>1,799,175.99</u>
	Total	20,417,177.99

Revenue	1,752,965.52
Less Expenses	<u>860,809.84</u>
Net	<u>892,155.68</u>
Total Fund Balance	<u>21,309,333.67</u>
Total Liabilities & Fund Balance	<u>22,002,686.48</u>



City of Frostburg  
PINEY SURCHARGE FUND  
BALANCE SHEET  
AS OF: 01/31/25

2025

---

Assets

04-000-1000	CASH	1,253,057.38
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,690.34
04-000-1131	WATER SURCHARGE RECEIVABLE	64,439.30
04-000-1500	FIXED ASSETS	28,467,670.69
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	20,222,047.29-
	Total Assets	<u>9,730,832.38</u>

Liabilities & Fund Balance

04-000-2250	UNEARNED REVENUE	10,351.78
04-000-2900	NOTES PAYABLE	2,431,239.74
	Total Liabilities	<u>2,441,591.52</u>

04-000-3000	INVESTED IN FIXED ASSETS	5,951,050.00
04-000-3250	FUND BALANCE	953,224.56
	Total	<u>6,904,274.56</u>

Revenue	454,318.99
Less Expenses	<u>69,352.69</u>
Net	<u>384,966.30</u>
Total Fund Balance	<u>7,289,240.86</u>
Total Liabilities & Fund Balance	<u>9,730,832.38</u>

2025

---

Assets

05-000-1000	CASH	69,212.85
05-000-1100	ACCOUNTS RECEIVABLE	50.00
05-000-1135	TRASH & GARBAGE RECEIVABLE	44,480.06
05-000-1140	INTEREST RECEIVABLE - TRASH	4,760.57
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>401,488.61</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	223,712.00
05-000-3200	FUND BALANCE	14,772.24-
	Total	<u>208,939.76</u>

Revenue	247,488.58
Less Expenses	<u>273,595.90</u>
Net	<u>26,107.32-</u>
Total Fund Balance	<u>182,832.44</u>
Total Liabilities & Fund Balance	<u>401,488.61</u>

2025

<hr/>		
Assets		
07-000-1000	CASH	18,253.58
	Total Assets	<u>18,253.58</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	31,687.19
	Total	<u>31,687.19</u>
	Revenue	16.89
	Less Expenses	<u>13,450.50</u>
	Net	<u>13,433.61-</u>
	Total Fund Balance	<u>18,253.58</u>
	Total Liabilities & Fund Balance	<u>18,253.58</u>

2025

<hr/>		
Assets		
08-000-1000	CASH	29,091.86
	Total Assets	<u>29,091.86</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
08-000-3200	FUND BALANCE	23,483.08
	Total	<u>23,483.08</u>
	Revenue	5,608.78
	Less Expenses	<u>0.00</u>
	Net	<u>5,608.78</u>
	Total Fund Balance	<u>29,091.86</u>
	Total Liabilities & Fund Balance	<u>29,091.86</u>

**CITY OF FROSTBURG  
MONTHLY REPORT - TAXES  
FOR THE MONTH ENDING JANUARY 31, 2025**

<b>Tax Type - Year</b>	<b>Principal Receivable at 12/31/24</b>	<b>Billings</b>	<b>Receipts</b>		<b>Abatements/ Adjustments</b>	<b>Principal Receivable at 01/31/25</b>
			<b>Principal</b>	<b>Interest</b>		
Real Estate - 20/21	\$ 237.32	\$ -	\$ -	\$ -	\$ -	\$ 237.32
Real Estate - 21/22	244.30	-	-	-	-	244.30
Real Estate - 22/23	21,257.69	-	900.38	381.12	-	20,357.31
Real Estate - 23/24	54,170.82	-	657.53	157.76	-	53,513.29
Real Estate - 24/25	295,685.06	-	21,391.21	875.48	-	274,293.85
Real Estate - overpayments	-	-	-	-	-	-
Real Estate Total	<u>\$ 371,595.19</u>	<u>\$ -</u>	<u>\$ 22,949.12</u>	<u>\$ 1,414.36</u>	<u>\$ -</u>	<u>\$ 348,646.07</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>\$ 106,171.80</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 106,171.80</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	15,597.15	12,440.40	2,084.10	-	-	25,953.45
Corporation Total	<u>\$ 27,246.11</u>	<u>\$ 12,440.40</u>	<u>\$ 2,084.10</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,602.41</u>
NST - Returned Check Fee	<u>\$ 30.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30.00</u>
Total	<u><u>\$ 508,805.33</u></u>	<u><u>\$ 12,440.40</u></u>	<u><u>\$ 25,033.22</u></u>	<u><u>\$ 1,414.36</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 496,212.51</u></u>

## **`CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of January 2024

Submitted by: Gene Bittinger maintenance Supervisor

---

January 2 2025

Checked parks

Worked on tool cat shovel holder

January 3 2025

Checked parks

Got all plow equipment ready for snow storm

January 6 2025

Checked parks

Plowed and shoveled sidewalks and parking lots

January 7 2025

Checked parks

Plowed and shoveled sidewalks and parking lots

January 8 2025

Checked parks

Plowed and shoveled sidewalks and parking lots

Fixed a urinal at Community Center

Checked wiring at City Place

Got trucks ready for the next day

January 9 2025

Checked parks

Plowed and shoveled sidewalks and parking lots

Filled salt spreader

January 9 2025

Took day off to go hunting

January 13 2025

Checked parks

Cleaned sidewalks off by MT Ridge

Re lite pilot light at the Community Center

Started tearing out City Place kitchen

January 14 2025

Checked parks

Plowed Glendening open

Worked on City Place kitchen

January 15 2025

Checked parks

Plowed and salted sidewalks and parking lots

Put fuel stabilizer in City Hall and Day Care Center generators

Worked on City Place kitchen

January 16 2025

Checked parks

Meant with floor people at City Place kitchen

Took Pepsi cooler yo Hoffman

Brought old cabinets back to the shop

Fueled up truck 41

Fixed the sink in the police dept

Fixed a urinal in the Community Center

January 17 2025

Checked parks

Shoveled and plowed parking lots and sidewalks

Picked up a diving board for the pool

Worked on City Hall generator

January 19 2025

Plowed and salted sidewalks and parking lots

January 21 2025

Checked parks

Shoveled and plowed parking lots and sidewalks

Worked on City Place kitchens

January 22 2025

Checked parks

Worked on City Place kitchen

January 23 2025

Checked parks

Worked on City Place kitchen

Cleaned up after food give away

Picked up supplies for City Place

January 24 2025

Checked parks

Worked on City Place kitchen

January 27 2025

Checked parks

Worked on City Place kitchen

January 28 2025

Checked parks

Went to the Staff meeting

Worked on City Place kitchen

Picked up supplies for City Place kitchen

January 29 2025

Checked parks

Worked on City Place kitchens

Picked up paint and mop holder for City Place kitchen

January 30 2025

Checked parks

Worked on City Place kitchen

Salted Community Center sidewalk

January 31 2025

Checked parks

Measured for partition for Field 5 bathrooms and the Gym bathrooms

Went to Liza's going away party



# CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: January 2025

Submitted by: Shane Elliott & Ryan Whitaker

January 1, 2025 – Wednesday – Holiday – New Year's Day – Called out to salt streets

January 2, 2025 – Thursday

- Picked up garbage route in the center section of town
- Handed out earned meal money to employees
- Marked Miss Utility tickets and checked them off on computer
- Salted west end of town due to icy spots in roadways
- Checked all sewer pumping stations – Worked on troubleshooting issues with Centennial pumping station
- Refilled plow trucks with salt and fuel after use
- Hooked up snow plow to Backhoe
- Removed litter in roadway all throughout center section of town
- Picked up litter on Main Street
- Fueled up backhoe and checked air in all tires
- Contacted Stevens Electric to have phase dropping issue fixed at pump station
- Installed new headlight bulb in loader

January 3, 2025 – Friday

- Picked up garbage route on the east end of town due to holiday
- Checked all sewer pumping stations
- Marked Miss Utility tickets and checked them off on computer
- Installed V plow's on work trucks in preparation for storm
- Salted streets throughout the day
- Made repairs to salt spreader on Truck 5
- Picked up litter on Main Street and emptied city trash cans where needed
- Cleaned rest room and break room
- Used the one ton dump trucks to salt alleyways throughout the day
- Picked up and disposed of recyclable material at City Hall
- Emptied out shop trash cans and swept garage bays
- Greased auger bearings on all the salt spreader boxes
- Added coolant to Truck 4 and checked all other fluids

## **P.2**

January 4, 2025 – Saturday – Called out to plow and salt streets

January 5, 2025 – Sunday – Called out to plow streets

January 6, 2025 – Monday

- Plowed and salted streets throughout the night and through the day
- Welded broken plow rigging on truck #4
- Replaced missing plow rigging bolts on truck #88
- Checked all sewer pumping stations
- Ran V plows through alleyways most of the day
- Picked up Christmas trees around town where visible
- Marked miss utility tickets and checked them in on computer
- Replaced plow marker on truck #6
- Checked and emptied city trash cans where needed on Main Street
- Replace tire chains where needed on all plow trucks
- Used snow pusher to clear parking areas
- Plowed and salted streets into the evening hours

January 7, 2025 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Worked throughout the night plowing and salting streets
- Repaired side mirror on truck #8
- Used v plows to plow all alleyways in town
- Removed litter on Main Street where visible
- Pushed back intersections and parking areas with small plow truck
- Marked miss utility tickets and checked them in on computer
- Checked on a few plowing complaints around town
- Made repairs to tire chains on plow trucks
- Checked all sewer pumping stations
- Refueled plow trucks and other fluids where needed
- Checked damaged street pole complaint
- Worked throughout the evening hours plowing and salting streets

### **P.3**

January 8, 2025 – Wednesday

- Called in early to plow and salt all city street
- Picked up garbage route on east end of town
- Called to check status of salt orders that hasn't arrived yet
- Marked miss utility tickets and turned them in
- Plowed and salted streets most of the day
- Used wheel loader to pre-mix salt and antiskid
- Checked all sewer pumping stations
- Replaced rear tire on truck #14
- Checked fluids and fueled up all plow trucks
- Used small plow truck to push back parking areas along streets
- Tightened tire chains on truck #8 and #6
- Greased bearings on all the salt augers
- Used the snow pusher to clean off parking lot
- Filled fluids in wheel loader and greased fittings
- Drained water from the diesel safety tanks
- Replaced hydraulic line and fittings on plow truck #4 and filled hydraulic tank
- Took bills to be paid to city hall

January 9, 2025 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Plowed and salted city streets and alleyways
- Marked Miss Utility tickets and checked them in on computer
- Replaced a few cross chains on plow trucks
- Checked plow damage complaint
- Removed dead animal in roadway on Armstrong
- Had a surprise visit from MOSH – Had a conference and a walk around to discuss any and all safety issues
- Resalted any areas in need of salting before schools let out
- Used the little plows to push back snow drifts and parking areas along city streets
- Used loader to remove frozen salt and grit piles in from of salt dome
- Checked on sewer odor complaint on First Street
- Pushed back intersections where needed
- Checked status of ash dumpster and cleaned off steps

## **P.4**

January 10, 2025 – Friday

- Checked all sewer pumping stations
- Took bills to be paid to city hall
- Marked Miss Utility tickets and checked them in on computer
- Repaired side mirror on plow truck
- Cleaned up around the breakroom & restroom
- Made some welding repairs on plows and plow riggings
- Salted slick spots around town where needed
- Fueled up and checked fluids in all snow removal equipment for the next incoming weather event
- Had OSHA safety meeting with employees
- Emptied out all shop trash cans
- Took damaged plow over to Ruby's for repair
- Started OSHA repair list and picture taking for report

January 11, 2025 – Saturday – Called out to plow and salt streets

January 12, 2025 – Sunday

January 13, 2025 – Monday

- Picked up litter on Main Street
- Called in a diesel fuel order to Southern States
- Picked up supplies from PVIS in Cumberland
- Marked miss utility tickets and checked them in on computer
- Reset traffic barrels on Main Street
- Checked all sewer pumping stations – ran weekly tests on systems
- Picked up Christmas trees around town
- Greased all plow trucks and filled fluids where needed
- Checked and emptied all city trash cans where needed on Main Street
- Ran diagnostics on chevy one ton due to mechanical issues
- Pushed up salt deliveries as they arrived
- Replaced auger, auger motor and bearings on plow truck
- Washed off wheel loader after use
- Picked up supplies from American Rent All and Roadsafe in Cumberland
- Worked on OSHA compliance list

## **P.5**

January 14, 2025 – Tuesday

- Picked up garbage route on west end of town
- Took invoices to be paid to city hall
- Removed litter on Main Street where viable
- Took one-ton chevy dump truck to Timbrook Chevrolet for mechanical issues
- Salted icy spots around town where needed
- Checked all sewer pumping stations
- Pushed up salt and grit deliveries as they arrived
- Washed inside of cabs of work trucks
- Relocated street signs and posts on Water Street and Mechanic Street
- Unloaded delivery from Beltway International
- Marked miss utility tickets and checked them in on computer
- Picked up a few Christmas trees missed during yesterday's route
- Washed off wheel loader after use
- Plowed back some parking areas where vehicles have moved
- Installed new cutting edge on backhoe snow plow
- Set appointment to have a recall repair made on truck 01
- Called in an order for a skid of cold patch
- Worked throughout evening plowing and salting streets

January 15, 2025 – Wednesday

- Picked up garbage route on east end of town
- Called in early to plow and salt streets
- Removed tree limbs in roadway on First Street
- Worked on mechanical issue on wheel loader
- Marked miss utility tickets and checked them in on computer
- Pushed up salt and grit deliveries as they arrived
- Checked all sewer pumping stations
- Straightened a few bent sign posts around town
- Put in an order to Uline Products
- Worked on plow light electrical issues
- Reloaded all plow trucks after use and filled fluids where needed
- Straightened curb finders on truck #4
- Removed litter and debris from busted garbage bag on Broadway
- Salted alleyways where needed
- Replaced front brakes and rotors on ford one ton dump truck

## **P.6**

January 16, 2025 – Thursday

- Picked up garbage route in center section of town
- Straightened barricades that were knocked over at sidewalk closure
- Removed litter on Main Street where visible
- Salted a few spots around town where needed
- Added hydraulic fluid to Backhoe
- Picked up paystubs and bills from city hall
- Checked all sewer pumping stations
- Had Stevens Electric look over OSHA compliance list for any electrical issues
- Marked miss utility tickets and turned them in
- Pushed up deliveries with wheel loader as they arrived
- Checked status of ash dumpster and resituated both sets of steps
- Picked up garbage that was missed during yesterday's route
- Took truck 01 to Timbrook for vehicle recall
- Put away Napa and Uline deliveries
- Washed off wheel loader after use
- Greased fittings on wheel loader and skid steer
- Worked over plowing and salting streets

January 17, 2025 – Friday

- Worked throughout the night plowing and salting streets
- Replaced trip cylinder on snow plow
- Plowed off MDE parking area
- Marked miss utility tickets and checked them in on computer
- Salted a few parking lots
- Installed new plow marker on snow plow
- Checked all sewer pumping stations
- Filled fuel tanks and checked fluids on all snow plowing equipment
- Made repairs to tire chains on all plow trucks
- Checked and emptied city trash cans where needed on Main Street
- Took truck #350 to Garrett Equipment Rentals
- Cleaned the lunch room & rest room
- Picked up truck #01 from Timbrook Chevrolet
- Checked status of plow truck #6 at Truck Enterprise
- Pushed up deliveries as they arrived
- Installed new set of tire chains on truck #8
- Called in to mark emergency miss utility ticket for gas company

## **P.7**

January 18, 2025 – Saturday

January 19, 2025 – Sunday – Plowed and salted streets

January 20, 2025 – Monday – Holiday – Plowed and salted streets

January 21, 2025 – Tuesday

- Picked up west end of town garbage route
- Took truck #8 to Ruby's for major repairs on bed lift system
- Checked and emptied city trash cans where needed on Main Street
- Worked on mechanical issues on both garbage trucks
- Checked all sewer pumping stations – Ran weekly tests on systems
- Pushed back intersections and salted where needed
- Marked miss utility tickets and checked them in on computer
- Installed new plow foot on truck #88 plow
- Picked up supplies from Ruby's
- Checked on possible water or sewer leak in April Alleyway
- Replaced cutting edge on truck #4
- Put away Kimball Midwest delivery

January 22, 2025 – Wednesday

- Picked up garbage route on east end of town
- Removed dead animal in roadway on Broadway
- Checked all sewer pumping stations
- Dropped off Truck 4 plow to have repaired at Rubys
- Straightened spreader pan on truck #4
- Put away Napa order
- Washed off all work trucks
- Marked miss utility tickets and checked them in on computer
- Pushed up salt deliveries with wheel loader as they came in
- Installed spare snow plow on Truck 4 and adjusted lift chain
- Removed litter on Main Street
- Picked up parts from Carquest

## **P.8**

January 23, 2025 – Thursday

- Picked up garbage route in center section of town
- Installed new cutting edge on Truck 350
- Picked up package that was delivered next door
- Washed off several work trucks
- Picked up litter on Main Street
- Took both garbage trucks to landfill
- Marked miss utility tickets and checked them in on computer
- Picked up parts from Frostburg Carquest
- Checked all sewer pumping stations
- Picked up parts from Garrett Equipment
- Removed dead animal in roadway on High Street
- Measured fuel tanks and drained water from safety tank
- Removed debris in roadway on First Street
- Turned in all bills and invoices to be paid at City Hall
- Replaced street sign on Bowery Street

January 24, 2025 – Friday

- Picked up litter on Main Street
- Checked on driveway lip complaint on Washington St.
- Marked Miss Utility tickets and checked them in on computer
- Checked and emptied all City trash cans
- Salted streets around town due to winter weather event
- Cleaned off catch basins all around town
- Rebuilt tire chains and reinstalled on Truck 4
- Picked up Truck 5 from Weimer Chevrolet in Cumberland
- Reinstalled v plow on Truck 5
- Pushed back snow on all streets as vehicles moved
- Installed new blacktop ramp with cold patch



## **P.9**

January 25, 2025 – Saturday

January 26, 2025 – Sunday

January 27, 2025 – Monday

- Straightened traffic barrels on Main Street
- Took invoices to be paid to city hall
- Checked all sewer pumping stations
- Picked up parts from Carquest
- Emptied city trash cans where needed
- Took garbage truck to Mack garage in Hagerstown for service
- Picked up tree limbs from in front of main entrance
- Marked miss utility tickets and checked them in on computer
- Checked sewer complaint on South Grant Street
- Picked up supplies from Ruby's
- Salted streets in Braddock Estates where water leak was last week
- Installed rear brakes on truck #5
- Patched a few potholes around town with cold patch

January 28, 2025 – Tuesday

- Picked up garbage route on west end of town
- Went to staff meeting at city hall
- Straightened traffic barrels again on Main Street
- Removed litter on Main Street
- Picked up repaired snow plow from Ruby's
- Worked on new budget worksheets
- Picked up tree limbs and litter all over town due to windy conditions
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Added degreaser to all sewer pumping stations
- Filled holes around town with cold patch
- Worked on sewer issue on Washington Street and ran sewer camera to inspect service line and sewer main
- Ordered parts to repair plow truck #14
- Reinstalled stop sign on McCulloh at Washinton Street

## **P.10**

January 29, 2025 – Wednesday

- Picked up garbage route on east end of town
- Investigated sinkhole complaint off of Frost Ave.
- Picked up Truck 01 from Timbrook Chevrolet
- Checked all sewer pumping stations
- Installed new brakes on Truck 45
- Gathered supplies for sewer project from Lowes
- Marked miss utility tickets and checked them in on computer
- Straightened cones at Main St. sidewalk closure after high winds
- Removed litter on Main Street
- Continued working on budget worksheets
- Picked up parts from Frostburg Carquest
- Greased auger bearings on spreader boxes
- Picked up package from City Hall
- Brought back plow after repairs at Shoes Diesel
- Added extra barrel weights from Roadsafe to traffic barrels

January 30, 2025 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Washed off wheel loader and greased all fittings
- Marked miss utility tickets and checked them in on computer
- Installed plow makers on snow plow
- Removed litter on Main Street
- Picked up tree limbs and debris in roadway all over town
- Marked an emergency Miss Utility ticket
- Pressure washed all plow trucks and other snow removal equipment
- Straightened a bent sign post on College Avenue
- Checked on sewer issue on Washington Street
- Ran sewer camera to inspect sewer main and service line
- Unloaded a delivery that had arrived
- Remade tire chains for plow trucks
- Washed off all sewer camera equipment after use
- Replaced a few damaged street signs around town

## **P.11**

January 31, 2025 – Friday

- Checked and emptied city trash cans where needed
- Installed new valve proportioning valve on Truck 14
- Picked up dead animal in roadway on Main Street
- Had one employee take CDL test at MVA
- Removed litter on Main Street
- Picked up parts from Carquest
- Took invoices to city hall to be paid
- Added hub oil to Truck 4 front axle
- Checked all sewer pumping stations
- Scheduled follow up appointment with OSHA
- Marked miss utility tickets and checked them in on computer
- Cleaned up and removed tree branches from wall on Main St.
- Checked and leveled off ash dumpster
- Had a meeting at City Hall
- Removed litter on city streets all around town
- Checked troublesome sewer line before weekend
- Finished working on budget worksheets

# City of Frostburg

## Monthly Report: Water Department

For the Month of January, 2025

**Submitted by: Jim Williams, Supervisor**

---

January 2, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Changed meter Espy Ave.

January 3, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Checked leak Bealls Lane
- Final reading Wood St.
- Data log Hill St.

January 6, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly meters
- Plowed snow
- Read master meters
- Cleaned out back building to put plow truck in

January 7, 2025

- Checked Pumps @ Crestview Pump Station
- Attended staff meeting
- Marked Miss Utility Tickets
- Read Monthly Meters
- Plowed snow @ shop
- Final reading Mt. Pleasant
- Turn water off & back on, Center St. for homeowner to do repairs

January 8, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Regular reading Depto
- Removed ice from Beall's Lane due to water leaking

January 9, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reread water meters Albert Ave. & W. Mechanic St. High usage
- Checked for water leak chart was out @ the plant

January 10, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Mt. Pleasant St.
- Installed new meter Albert Ave.

January 13, 2025

- Checked Pumps @ Crestview Pump Station

- Marked Missed Utility Tickets
- Repaired a 4" water main leak Beall's Lane with contractor
- Changed meter Dog Wood Circle

January 14, 2025

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Reread meters that are on the nonpayment list
- Turn water on Victoria Lane

January 15, 2025

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Cleaned the shop
- Hauled the trash away

January 16, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new meter Talloct Ave.
- Check for a water leak chart was out @ the plant
- Final reading Welsh St.

January 17, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Took truck 17 to Red Ridge for service

- Cleared the road going to savage

January 20, 2025 City Holiday

January 21, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Plowed snow @ shop
- Cleared the road going to savage
- Repaired water meter S. Water St.
- Restored water to customer First St. off for nonpayment

January 22, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Checked no water compilate Maple St. frozen pipes inside

January 23, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired water leak W. Mechanic St.
- Repaired water leak Braddock Estates

January 24, 2025

- Checked pumps @ Crestview Pumping Station

- Marked Miss Utility Tickets
- Checked water seeping into basement E. Main St.
- Cleaned up equipment from water leaks
- Open roadway behind shop for chemicals to be delivered

January 27,2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Check for a water leak chart was out @ the plant
- Final reading Taylor St.
- Pushed up 4-loads of crusher run @ shop
- Checked no water compile Ormand St. frozen pipes inside
- Hauled chemicals to finish water building for W.T.P.

January 28,2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Cleaned shop
- Hauled trash away
- Installed new meter East Main St.
- Repaired a 4"-water main East Main St. with assisted from contractor

January 29, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Final reading Wenck's Lane
- Repaired a 6"-water main Tarn' Terrance with assisted from contractor



January 30, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Hauled 5-loads of junk dirt from shop to Miller Bottom
- Turn water off & back on Taylor St. for plumber to do repairs
- Cut & remove down tree across roadway @ Savage
- Restocked truck 69 with clamps & accessories that is needed for water leaks

January 31, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Installed brighter lights in the tool areas on truck 69
- Turn water off & back on Paul St. for plumber to do repairs
- Installed new meter E. College Ave.
- Repaired water meter Washington St. & Mt. Pleasant St. (Brass bottom)