

MAYOR AND CITY COUNCIL OF FROSTBURG



Mayor W. Robert Flanigan
Donald L. Carter, Jr., Commissioner of Finance
Kevin G. Grove, Commissioner of Public Safety
Nina Forsythe, Commissioner of Water, Parks and Recreation
Adam Ritchey, Commissioner of Public Works

AGENDA

MAYOR AND COUNCIL WORK SESSION

Thursday, March 9, 2023 at 3:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. BUDGET DISCUSSION	
3.1. Utility Rate Study Presentation - NewGen Strategies	
3.2. Budget FY 2024	3 - 60
• Draft Budget	
○ LEOPS	
○ Employee Salaries	
• Tax Rate Discussion	
• Garbage Rate	
• Fee Schedule review	
• Hotel/Motel Tax Requests	
DRAFT budget FY24 summary by fund and department (unbalanced)	
CYTR Form #1 - Frostburg in Allegany County	
Hotel Motel Request 24	
Hotel Motel Request	
4. COUNCIL MEETING TOPICS	
4.1. Reappointment to the Board of Zoning Appeals	61
Davis BOZA Reappointment Memo 03.06.2023	
4.2. Cost Proposal for Auditing Services	62 - 66
Audit Proposal 020323	
4.3. Amendment to City Code regarding Tax Payments	67 - 73
Proposed revisions to City Code for taxes	
MD statutes - property tax	
4.4. ARPA Project Approvals	
• Salt Facility Construction	
• Parking Lot Construction	
5. DISCUSSION ITEMS	
5.1. Meeting Portal - Software change	
5.2. Piney Dam Upgrades - Discussion	
5.3. General Discussion: Mayor and Council	

6. ADJOURNMENT

REMINDERS

UPCOMING MEETINGS AND EVENTS

1. Council Meeting - 3/16/23 at 7 pm
2. Closed Session - 3/28 at 2:30 pm - City of Cumberland City Hall - Opioid Litigation Update

CITY OF FROSTBURG
BUDGET ORDINANCE FOR THE YEAR ENDING JUNE 30, 2024
CONDENSED SUMMARY BY FUND AND DEPARTMENT

	Revenue	Expense	Net Income (Loss)
Corporate Fund			
Executive		\$ 550,575	
Administration		3,132,100	
Finance		196,350	
Community Development		394,675	
Code Enforcement		150,825	
Public Works Administration		120,675	
Public Safety		2,334,815	
Street		1,927,675	
Recreation		734,225	
Total Corporate Fund	\$ 9,056,170	\$ 9,541,915	\$ (485,745)
Water			
Administration		\$ 205,625	
Filtration		1,005,500	
Supply		101,100	
Distribution		959,000	
Total Water Fund	\$ 2,135,800	\$ 2,271,225	\$ (135,425)
Sewer			
Administration		\$ 91,475	
Operating		2,066,405	
Sewer subtotal	2,102,500	2,157,880	(55,380)
CSO subtotal	3,006,000	3,026,800	(20,800)
Total Sewer Fund	\$ 5,108,500	\$ 5,184,680	\$ (76,180)
Total Piney Surcharge	\$ 1,072,800	\$ 600,125	\$ 472,675
Garbage			
Administration		\$ 90,975	
Operating		356,915	
Total Garbage Fund	\$ 371,900	\$ 447,890	\$ (75,990)
City Total	\$ 17,745,170	\$ 18,045,835	\$ (300,665)

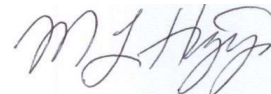
2023 Constant Yield Tax Rate Certification

Taxing authority: **Frostburg
in Allegany County**

1	1-Jul-2022	Gross assessable real property base	\$	372,165,223
2	1-Jul-2022	Homestead Tax Credit	-	422,067
3	1-Jul-2022	Net assessable real property base		371,743,156
4	1-Jul-2022	Actual local tax rate (per \$100)	x	0.7000
5	1-Jul-2022	Potential revenue	\$	2,602,202
6	1-Jul-2023	Estimated assessable base	\$	395,612,175
7	1-Jan-2023	Half year new construction	-	540,500
8	1-Jul-2023	Estimated full year new construction*	-	250,000
9	1-Jul-2023	Estimated abatements and deletions**	-	3,875,248
10	1-Jul-2023	Net assessable real property base	\$	390,946,427

11	1-Jul-2022	Potential revenue	\$	2,602,202
12	1-Jul-2023	Net assessable real property base	÷	390,946,427
13	1-Jul-2023	Constant yield tax rate	\$	0.6656

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2023, including Homestead Tax Credit.

Form CYTR #1

ORGANIZATION	FY 23 Allocation	FY 24 Request	FY 24 Allocation	Notes
FrostburgFirst Operating	\$ 35,000.00	\$ 35,000.00		\$5k match to Heritage Area grant
Classy Chassis Car Club/Cruisin Main Street	\$ 1,500.00	\$ 1,500.00		
FSU Cultural Event Series	\$ 5,000.00	\$ 6,000.00		
Elk's Derby Day	\$ 2,500.00	\$ 2,500.00		
House and Garden Club	\$ 2,000.00	\$ 2,800.00		
Frostburg Dog Park	\$ 4,000.00	\$ 5,000.00		Wood at bottom of fence
Children's Lit. Center/Storybook Holiday	\$ 3,000.00	\$ 3,000.00		
Frostburg Museum	\$ 10,000.00	\$ 10,000.00		
Allegany Arts Council	\$ 1,500.00	\$ 1,500.00		
Arion Band (Charter Provision)	\$ 500.00	\$ 500.00		
Palace Theater	\$ 3,000.00	\$ 5,000.00		
FSU Appalachian Festival	\$ 2,500.00	\$ 2,000.00		
Holiday Lamppost Committee	\$ 3,000.00	\$ 5,000.00		
Mountain Maryland Trails	\$ 5,000.00	\$ 5,000.00		
Allegany Museum/Thrasher Carriage Museum	\$ 5,000.00	\$ 5,000.00		
Savage Mountain Punk Fest	\$ 1,500.00	\$ 1,500.00		
FSU TV-3		\$ 1,499.00		CASTUS Streaming License
FSU Center for Literary Arts		\$ 1,500.00		
WMSR	\$ 10,000.00	\$ 20,000.00		
FSU WFWM Radio 91.9 FM		\$ 1,500.00		
Camp Hope		\$ 1,500.00		
Subtotal from Outside Organizations		\$ 117,299.00		



February 2, 2023

Ms. Elizabeth Stahlman
City Administrator
City of Frostburg
P.O. Box 440
Frostburg, Maryland 21532

Re: Hotel/Motel Tax Allocation Request \$10,000.00

Dear Ms. Stahlman:

First of all, Board of Directors of the Frostburg Museum Association wish to express our deep appreciation for the financial support that has been provided by the City of Frostburg through the allocation of Hotel/Motel Taxes. We understand the requests for Hotel/Motel Taxes far exceeds the anticipated revenue. We appreciate the tough decisions the Mayor and Council face each year regarding this funding source. These funds provide vital financial support for many Events, Organizations and Activities that are part of what makes Frostburg **"Cooler"!**

As we look forward to the new Fiscal Year set to begin on July 1, 2023, the Frostburg Museum Association is requesting an allocation of \$10,000 in Hotel/Motel Taxes. This would continue the multi-year relationship between the City and the Museum in support of our location at the center of Frostburg's Main Street business, cultural and tourism district. These funds will enable us to continue the work of collecting, organizing, preserving and presenting the items, artifacts and stories of our community's heritage. In just the last year we have received and placed on display significant items of the Frost Family as well as items from the Moody Family honoring both Father Moody and his sister Mary during their years in military service. Mary Moody was a "battlefield" nurse during World War II, including in Normandy. We also did a multi-month display of trains on loan from the Community Railroad Club to promote the Club's operations in City Place and to celebrate the arrival of Engine 1309 of the Western Maryland Scenic Railroad. ***"If you believe, the whistle will blow!"***

In sharing all the treasures in our collection, we have seen an expected post-Covid increase in visitors. These included many from the Western Maryland Scenic Railroad, Beall High Alumni in town for reunions, and new FSU students with their parents. We also saw the return of grade school students from the Mount Savage School, courtesy of former Commissioner Brian Alderton. We also hosted presentations during the 2022 Fall Arts Walk, which brought large numbers of first timers to the Museum. We also saw an increase in visitors who were sent our way courtesy of other Main Street businesses such as the Gunter Hotel and Main Street Books. Much of our activities were in partnership with Frostburg First/Main Street Program and we are very thankful for their support.

50 E. Main St. PO Box 92, Frostburg, MD 21532 | (301) 689-1195 | frostburgmuseum@verizon.net |

frostburgmuseum.org

VIEWING THE PAST • EMBRACING THE FUTURE

In addition to our primary activities, your funding enables the Museum to maintain our support for Frostburg's holiday traditions. These include the Community Christmas Tree, which is seasonally located in our court yard at 50 E. Main and Tree Lighting Ceremony. The amazing Holiday Lamp Post Wreaths are stored in the basement of our building at 56 E. Main Street. The Holiday Lamp Post Committee uses that space to prepare the wreaths for their annual installation as well as the lights and materials for the Community Christmas Tree.

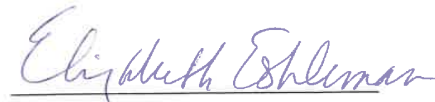
The Museum has also been very active in completing the following major capital improvements: New Flooring for the first-floor hallway and entrances \$9,048.50; New Heating System for Museum Building \$27,248.00; and Renovation of the Second Floor Rest Rooms \$15,574.44. These significant investments, totaling \$51,870.94, were funded by a series of grant sources that enables our organization to continue our work of preserving the historic buildings we own on Main Street. Capital projects funding is usually easier to source than the funds needed to pay the routine operating expenses. We estimate that the current fiscal year expenses for Property insurance, Electricity, Natural Gas, Water and Sewer and Telecommunications will exceed \$15,000. These costs are not too exciting to the average person, but we are certain you understand the need to provide for the basics so you can focus on the exciting.

Attached you will find our Monthly Budget Report for December 2022. It includes Year-To-Date numbers that detail the first six months of our Fiscal Year. Please note the following:

1. We began our Annual Membership Drive in June and as a result \$4,669.30 of Income from Memberships is not reflected in the July to December 2022 numbers since they were collected in June. A more comprehensive number for Memberships would be \$6,467.76 as of December 31, 2022.
2. During the current Fiscal Year, we deposited additional funds in our Savings Account including the final two payments from the sale of the Hill Street School and a significant donation from the Moody Family. This was part of our Priority to provide for "Long-Term Financial Stability". This financial Priority is partnered with another vital Priority, the securing of committed Volunteers for current needs and for future Museum leadership roles.

Should you, Mayor Flanigan, any member of the Council or Ms. Jones have any questions, please do not hesitate to contact me or our Treasurer John Kirby. Again, thank you.

Sincerely,



Elizabeth Eshleman
President

Cc: Hon. W. Robert Flanigan, Mayor
Elaine Jones, CPA, Finance Director

**Frostburg Museum Association
Monthly Financial Report – December 2022**

Acct. Number	Current Month	Year to Date	Budget
<u>Income</u>			
101. Memberships	20.00	1,798.46	\$7,000.00
102. Donations	1,532.00	17,428.00	\$2,500.00
103. Grants	195.11	195.11	\$10,000.00
104. Hill Street Purchase Payment	-	9,000.00	\$9,000.00
105. Pre-School Utilities Reimbursement	-	5,505.61	\$7,500.00
106. Transfer from Other Accounts	53.19	53.19	\$1,000.00
Total	<u>\$1,800.30</u>	<u>\$33,980.37</u>	<u>\$37,000.00</u>

Expenditures

201. Potomac Edison (50 E. Main)	166.37	977.97	1,500.00
202. Potomac Edison (56 E. Main)	-	307.15	850.00
203. Columbia Gas (56 E. Main)	965.99	2,041.97	6,000.00
204. City Water and Sewer (50 E. Main)	-	150.20	425.00
205. City Water and Sewer (56E. Main)	-	326.90	750.00
206. Heat (50 E. Main)	1,570.97	2,120.03	2,500.00
207. Verizon	33.70	202.25	350.00
208. Insurance (Property and Director/Officers)	-	8,367.04	9,500.00
209. Annual Contracts (Fire Alarm/Cloud Storage/Extinguishers)	-	-	1,400.00
210. Post Office Box Rental	-	-	125.00
211. Postage and Shipping	-	24.00	200.00
212. Office and Cleaning Supplies	-	672.75	900.00
213. Facility Maintenance and Repairs	-	1,143.24	1,500.00
214. Printing/Advertising	-	-	250.00
215. Membership Drive	-	-	250.00
216. Dues and Subscriptions	-	-	100.00
217. Miscellaneous	-	1.00	400.00
218. Reserve for Contingencies	-	-	10,000.00
Total	<u>\$2,737.03</u>	<u>\$16,334.50</u>	<u>\$37,000.00</u>

Account Balances

As of December 31, 2022	
M&T Simple Checking	\$76,976.39
M&T Commercial Savings	\$89,790.23
M&T Non-Profit Checking	\$681.25
Edward Jones 6 Mutual Funds	\$81,765.03

Notes:

1. The \$195.11 Grant received was from the City for Christmas decorations. *Thank you!*
2. \$1,500 of the Donations received was from the Beall Family Foundation. *Thank you!*
3. Account 206 - Columbia Gas (Heat) for 50 E. Main (Museum) is going to exceed our estimate for the first year of the new year heating system. Remember that unlike the boiler in 56 E. Main (Pre-School), the heating system for the Museum will be turned off for the warm months.

The House and Garden Club of Frostburg
P.O.Box 615
Frostburg, MD 21532

February 14, 2023

Elizabeth Stahlman
City Administrator
37 Broadway Street
Frostburg, MD 21532

Dear Ms. Stahlman,

On behalf of the House and Garden Club of Frostburg, I would like to thank you for the opportunity to request funding from the Hotel/Motel tax revenue. This source of income for the Club's beautification efforts has made it possible for us to continue to provide a showcase of color within the City that is appreciated by residents and visitors. It continues to be a draw of compliments and admiration that increases the interest of potential members of this 50+ year old organization.

We are requesting **\$2,800** in support for our Main Street flower basket project. Every element (flowers, soil, fertilizer, lights) of the lamppost baskets and gardens are increasing in costs and we are doing our best to manage this impact. This past year, the money awarded by the City covered about 50% of the total cost of the lamppost basket program and other city flower beds.

Our basket and plant expenditures are supplemented by donations from individuals, often through the Foundation, and other fundraising efforts. We are increasing our focus on additional fundraising, in light of rising costs and declining local donations. Over the past four years the garden club has spent additional significant dollars to replace as many as 8 aging baskets each year. However, this year we are unable to budget for the basket replacement effort, due to the significant jump in costs to provide flowers, lights, and most likely an increase in the cost to purchase new baskets. In light of this, we are asking the City to consider an additional \$800 to allow us to replace 4 of the baskets that no longer meet safety expectations. It is estimated that over 25% of the baskets need replacements now or in the very near future and it is important for us as a community to stay on top of the replacement process.

Garden club volunteers currently maintain 67 baskets and 8 different flower beds throughout Frostburg including the train station and Trail Head. Each plot varies in size and needs. The weather and the occasional vehicle collisions coupled with the advancing age of the metal baskets presents the challenge of funding replacements. Our operational budget along with managing the purchase and maintenance of planting gives little left to purchase replacement baskets. Thank you for your consideration.

Sincerely,


Karen Bambacus, President

The House and Garden Club of Frostburg Projected Operating Budget 2023-2024

Income	Yearly dues/ \$15 @ 55 members	\$825.00
	Hotel/Motel tax allotment (requested)	\$2,000.00
	Basket Replacement Grant (requested)	\$800.00
	Donations received from Citizens and Projects (estimated)	\$1,600.00
	Ways and Means Fundraising (estimated)	\$849.00
	Total Projected Income	\$6,074.00
Club Expenses	Meeting Place/Community Place	n/c
	Speaker gift x 7 meetings @ \$25	\$175.00
	Refreshments x7 @ \$30	\$210.00
	USPS P.O. Box Annual Expense	\$84.00
	Office Supplies, Copies	\$100.00
	Advertising, Club Activities	\$375.00
	Total Club Expenses	\$944.00
City Beautification Expenses		
	Spring Flowers 67 baskets @ \$40 each	\$2,680.00
	Soil, Fertilizer	\$200.00
	Plastic Inserts-replaced	\$100.00
	Holiday Lights, Replacement Bows	\$750.00
	Holiday Pine for Baskets	\$150.00
	8 public flower beds	\$450.00
	Replacing Baskets- 4 per year at \$200 ea	\$800.00
	Total Beautification Expenses	\$5,130.00
	Total Projected Expenses	\$6,074.00

2/14/2023



January 23, 2023

Dear Mayor Flanigan and Commissioners,

The Frostburg Elks Lodge #470 is again requesting financial assistance for Derby Day.

This is annual event that has become a City of Frostburg tradition that has carried on for the past 40+ years. 2023 will be the 47th year.

In years past the city of Frostburg has contributed funding from the Hotel/Motel Tax for the purchase of hay to be used as safety barriers along the race route. The cost has risen and we will be needing approx. \$2,500.00 this year to purchase the hay and other safety barriers.

Any assistance that you can contribute to help us continue this great tradition for the youth of our surrounding area will be greatly appreciated.

Sincerely,

B. Joene Patterson, Secretary Frostburg Elks Lodge #470

Cc:Jim Meyers, Treas./ Derby Day Chairman

Friends of the Frostburg Dog Park
Becky Rephan
11106 Upper Georges Creek Rd
Frostburg, MD 21532
(240) 727-7399 phone rar@ltol.com

February 16, 2023

I am once again representing the Friends of the Frostburg Dog Park, and I am an active board member of the Upper Potomac Valley Kennel Club.

Although most of our fundraisers continued to be affected by Covid, we WERE able to host the Dog Splash this past summer. I am proud to say that the Splash, Kennel Club donations, and raffles totaled \$1688.00. Of the expenses this year, the Upper Potomac Valley Kennel Club paid \$2,250.00 for lawn maintenance, and an additional \$ 212.00 for trash cans, gate locks, garbage bags, posters and flyers for promotions. Other miscellaneous expenses were paid through the Foundation account. The current financial report is available through our Foundation for Frostburg Dog Park account.

Our expenses for 2022:

Lawn maintenance	\$ 2250.00
Dumpster	\$ 1035.17
Annual project fee to Foundation	\$ 100.00
Misc: bags, supplies, pools, water bowls, trash cans, signs, chairs	\$ 266.03
<u>Commercial Graphics and Signs</u>	<u>\$ 1675.00</u>
	\$ 5326.20

Park use (and abuse) in 2022 created a need for more upkeep: supplies, attention to fences, trash removal, TIME spent at the park, and again, more supervision. Again this year, I received more calls about irresponsible dog handlers, damages to gates and trash cans, dumpster issues, and rule violations. This activity included a Police Dept. incident report which resulted in written notice to a resident prohibiting him from using the park. Visitors continue to have "difficulties" in following the park rules.

This summer, we purchased new "rules" signs for each of the rings which incorporate the Dog Park logo. In addition, we purchased new signage for the "press" box which can be seen from Welsh Hill! This beautiful sign welcomes visitors from the Midlothian Road access.

Our Parks and Rec Department fulfilled a major renovation on our Dog Park wish list when they reconfigured the entrance gates to each of the rings. All three rings now accommodate handicap access! Proper pathways to each gate were added.

In 2021 we began the first phase of actual chain link fencing repair and replacement. This summer, the next phase of repairs will be to begin to install wood along the bottom bottoms of the fence, and mount it on the existing posts. When the fence was originally installed, the jagged edge of the chain link was placed on the bottom. Our hope is that the "board" option would at least eliminate some of the safety concerns that we have already seen over the years. In addition, it would save from replacing entire sections of fence. Because of the cost of wood, the fencing replacement and repairs will continue to have to be done in stages of priority.

Our Hotel/Motel tax request: \$5000.00

The Frostburg Dog Park is a wonderful asset to the City, and it is important that we maintain a safe place for people and their pets to enjoy! Our dog park continues to be open 365 days a year, and I am amazed at the increasing number of out of town guests. As always, I want to thank you for your help and consideration in improving the park and making it a place that our community deserves.

Sincerely,

A handwritten signature in cursive script that reads "Becky Rephan".

Becky Rephan

February 17, 2023

Elizabeth Stahlman
City Administrator, City of Frostburg
PO Box 440
Frostburg, MD 215132

Dear Mrs. Stahlman:

On behalf of the Frostburg Holiday Lamppost Committee, I would like to thank you, the Mayor and City Council members for your past support of our projects and for the opportunity to request funding from the 2023-24 Hotel/Motel Tax Revenue. For the 2023 Christmas season, (our 16th year) the Committee is respectfully requesting \$5000.00 to help offset the cost of maintaining the 52 lamppost wreaths including replacing worn bows; promoting and financing the Christmas Tree Lighting Event and promoting a Candlelight Home Tour which we are sponsoring this year to help fund the projects. Our only other source of funding comes from individual donations through the Foundation for Frostburg. They have decreased by 50% each of the last three years.

We are requesting an increase for the coming year. Supplies have increased in the last few years and we have added more entertainment at our Christmas Tree Lighting, in particular the Carriage rides. They were so popular 2 years ago that we added an hour more last year. As the program has expanded, Tree Lighting expenses now exceed the total amount of our request in past years. We hope you will agree that these additions have helped to make the tree lighting one of the nicest and best attended events of the holiday season. The Christmas Tree is a centerpiece of Downtown Main Street and the lampposts make Frostburg a holiday attraction we can all enjoy and be proud of.

The Holiday Lamppost Wreath project begins in the spring during Beautify the Burg. With the assistance of FSU students and Lamppost volunteers, all of the wreaths are carried out to the yard of the former Saint Michaels Convent from the basement, sprayed with cleaning solution, rinsed and blown with a blower and returned to the basement. The Frostburg Museum generously provides the space and has upgraded the lighting and electrical system for our project.

The projects involve lots of volunteers and it begins in October when we start reconditioning each wreath. Some of the committee works evenings and some during the day. We are occasionally assisted in the evenings by FSU students. It takes 45min-1hour to do each of the 52 wreaths and takes 3 or 4 weeks to finish them prior to putting them up on the lampposts in mid-November.

Wreath installation night involves our committee, Frostburg City Streets and Parks and Recreation Staff, and FSU Fraternity, Sorority and Athletic team members. They get the wreaths out of storage and distribute them to each lamppost from Water Street to Grant Street. The Sunday morning following the wreath installation, a crew of 4, two person teams of volunteers climb ladders to put bows on the wreaths. The Christmas Tree Lighting involves members of the committee and some others who only work on that project. They locate the tree; work with a city crew that harvests, installs and decorates it; and plan, set up and staff the Tree Lighting Ceremony.

All of our funds are managed by the Foundation for Frostburg. Our financials are monitored and audited by the Foundation and are available to anyone to review.

Thank you in advance for considering our request.

With our sincere thanks,

Rob Rephan, Frostburg Holiday Lamppost Committee
263 East Main Street
Frostburg, MD 21532
240-362-8492

City of Frostburg Hotel Motel Tax Revenue Proposal

Applicant: FSU-TV3 and the Department of Communication at Frostburg State University
Project Name: Operating expenses for FSU-TV3's educational access channel
Name of Project Contact: Melanie Lombardi, 301.687.3011
Funding Ask: \$1499

Project Description:

FSU-TV3 is an educational access channel assigned to Frostburg State University as part of the City of Frostburg's cable franchise agreement with Comcast. This channel provides educational programming to Frostburg State University, the City of Frostburg, and surrounding areas including Mt. Savage, Lonaconing, and Westernport. In addition to providing educational programming, FSU-TV3 provides educational opportunities for FSU students, works directly with educational outreach initiatives in area K-12 programs, and provides a free venue for non-profit organizations to promote their mission and initiatives.

Programming options for FSU-TV3 viewers include cultural programming from organizations such as the Smithsonian Institution and Heritage Broadcasting Service. One such program, STRATA Portraits of Humanity, features the many layers of the human experience with topics from all around the world. FSU-TV3 also provides programming centered around literature, life and leisure, and other areas.

FSU-TV3 is the only source for university and community-produced programming. Some of the community-based programming that is in production include "The Teaching Kitchen", a student-produced show featuring a guest chef who teaches viewers how to prepare various in-expensive dishes. Additional student-produced content includes an annual Halloween show, an awards show recognizing the creative work of FSU students, and various informational programs.

The technological infrastructure responsible for transmitting programming from the FSU campus to the surrounding communities was replaced in 2022 and was funded by the University. This update allows the channel to stream meetings, games and other activities. However, financial support is needed to help with the yearly streaming software licensing. The financial support requested would not only allow for the transmission of the meetings live to the surrounding areas via Comcast Cable, it would also provide the community opportunity to watch the meetings on the FSU-TV3's website via an on-demand viewing option. It would also allow content to be streamed on our recently launched mobile streaming app. This capability serves to expand programming access to cable and non-cable subscribers alike.

The current budgetary model, under which FSU-TV3 operates, does not ensure access to consistent funding sources. Instead, the channel, as part of an academic unit, must request funds through donations, sponsorships, the University's technology fund, and revenue streams like this. While the University continues to invest in staffing, outside funds are often needed for expansions like this.

To serve the university, the City of Frostburg, and the surrounding area, Frostburg State University has committed one full-time staff member and access to state-of-the art video production facilities. Funding of this proposal is imperative to ensure the continued delivery and expansion of educational programming to area residents and mission-specific promotional activities by area non-profit organizations.

Funding on Hand		\$ 367.97
Item Requested:	CASTUS Streaming license (1 year)	\$1,499.00
Total Requested:		\$1,499.00

Camp Hope, Inc.
PO Box 420
Frostburg, Md. 21532
February 9, 2023

Charles F. Yarnall
Administrative Director

February 9, 2023

Mayor and City Council
City of Frostburg
City Hall
37 Broadway
Frostburg, Md. 21532

Greetings Mayor and Council,

I would like to take this opportunity to apply for grant funding from the Hotel/Motel tax for Camp Hope, Inc. During the past 47 years Camp Hope, Inc. has been based in Frostburg. We are a mission project that performs free home repairs to eligible homeowner occupied homes. In an average year we have about 475 campers which we arrange and pay to house on the campus of Frostburg State University during the month of July. Most of our campers are from out the area and come from a wide variety of backgrounds throughout the Mid Atlantic region. Our work teams are comprised of teenage workers with adults serving as team leaders. We are an organization that works diligently to improve the quality of life for deserving local families while at the same time paying a significant amount of money into the hotel/motel tax fund each year as a result of our housing bill at Frostburg State University.

CAMP HOPE-----

Christian Appalachian Mission Project/Helping Other People Enthusiastically.

Listed below is a summary of a portion of our footprint in Frostburg and Allegany County.

1977—Formation of the first work mission project Camp Hope.

Since 1978 our work camp lasts for four weeks each summer with about 125 new campers each week.

Since 1978 Camp Hope has raised and spent about \$165,000 each summer. All of these funds are spent locally. Our total economic footprint in Allegany County easily reaches in to the millions of dollars total throughout our 47 year history. We have completed home repairs to over 2,500 homes and associated families in Allegany County through the years.

Funds spent locally include:

Housing expenses via Frostburg State University

Allegany County Hotel/Motel Tax

Building Supply Centers{Lowes, 84 lumber, Ternents, Bonds, Naylor's as well as other local building material suppliers}

Food Service Business'---We purchase a considerable amount of food from local wholesale vendors as well as from local supermarkets in order to feed our campers.

Salaries---15 part time seasonal employees

Gasoline and automotive expenses---We have over 50 vehicles in use throughout the summer.

Insurance---We purchase liability and workman's compensation policies from local insurance brokers each year.

Our campers are fed breakfast locally at the Frostburg United Methodist Church each morning. In addition, evening meals are provided by local churches as well as civic organizations.

Since the pandemic we have had to reorganize in an effort to return to our pre-pandemic proportions. During the two years of the pandemic we still held our sessions but it done virtually and did not include on site home repairs. During the summer of 2022 we restarted our residential home repair program with two weeks of summer mission camps in Frostburg. We completed repairs last summer on 35 Allegany County homes utilizing about 200 campers. During the summer of 2023 we will again host a two week camp based out of Frostburg State University. We anticipate working on 35 homes with about 200 campers.

As I'm sure most of our city council members are aware, the price of home repair materials has increased significantly since the pandemic as well as inflation across the board on just about everything that we purchase. We are attempting to rebuild our program to pre pandemic proportions. Financing our program this year is very challenging considering all of the issues listed above.

We would ask the Mayor and City County to consider our request and grant us \$1,500 or more which would be spent locally to help cover our increasing expenses. Please keep in mind that in most years we contribute significantly more than our \$1,500 request as we pay our portion of the hotel/motel tax to Allegany County via our housing bill at Frostburg State University.

Camp Hope, Inc. has a positive impact on many families in Allegany County and our dedicated Board of Directors are making a special effort this year to ensure that we are able to continue to serve our area for many years to come.

Thank you for your consideration,

Charles F. Yarnall
Administrative Director
Camp Hope, Inc.

	2022 actuals	2023 Budget
<i>Number of weeks</i>	2	2
<i>Number of churches</i>	11	10
<i>Number of teams</i>	21	21
<i>Number of campers</i>	142	155
Camper Expenses		
Lodging FSU (\$100/Camper)	\$9,793.44	\$15,500.00
Lodging AMY (included in FSU lodging)	\$0.00	\$0.00
Breakfast(Food and supplies)	\$4,710.02	\$4,750.00
Friday evening	\$252.00	\$250.00
Program/dorm supplies	\$1,056.46	\$1,000.00
Scholarships	\$0.00	\$900.00
Tee Shirts	\$2,795.00	\$1,800.00
BOD picnic	\$93.50	\$300.00
emergency dinner fund	\$2,795.00	\$500.00
ROCK Expenses	\$0.00	\$0.00
	\$21,495.42	\$25,000.00
Expenses for program		
Postage/copier	\$0.00	\$300.00
Camp Hope Domain		\$246.00
Lap top repairs/replacement	\$0.00	\$500.00
Phone Internet	\$1,316.48	\$1,400.00
Insurance/Workmans Comp	\$2,947.00	\$3,000.00
Gifts/memorials	\$0.00	\$300.00
Publicity	\$250.00	\$400.00
office supplies	\$315.90	\$400.00
Payroll Software	\$0.00	\$300.00
Custodian gratuity	\$0.00	\$75.00
	\$4,829.38	\$6,921.00
Expenses for home repair		30 teams
Home repair-building supplies =Teams x \$900	\$13,214.36	\$18,900.00
PPE (COVID)	\$0.00	\$0.00
Mileage	\$3,005.07	\$3,500.00
landfill/dump	\$200.00	\$1,333.00
	\$16,419.43	\$23,733.00
Payroll		
AdmDirector-projects	\$9,000.00	\$9,000.00
Projects Director Jim	\$5,000.00	\$5,000.00
Projects Director Assitant	\$4,166.67	\$4,166.00
Program Director(Amy)	\$12,500.00	\$12,500.00
Asst. Adminstrator (Secretary)	\$9,430.00	\$9,430.00
Driver-1	\$0.00	\$1,100.00
Driver-2	\$0.00	\$1,100.00
Driver 3	\$0.00	\$0.00

	2022 actuals	2023 Budget
Dorm/Spiritual	\$1,850.00	\$1,600.00
Dorm/Program Co Leaders	\$1,675.00	\$1,575.00
Dorm/Program Co Leaders	\$0.00	\$1,575.00
Dorm Spiritual Life Assistant	\$0.00	\$1,425.00
Dorm Staff Retention	\$0.00	\$0.00
Head cook	\$1,000.00	\$1,000.00
Assistant Cook	\$500.00	\$500.00
Server	\$500.00	\$500.00
Total salary	\$45,621.67	\$50,471.00
Camper Fees		
\$325/Camper	\$46,150.00	\$50,375.00
\$900/Team	\$19,800.00	\$18,900.00
\$150/Church - Application Fee	\$1,650.00	\$1,500.00
Late fees & additional Camper fees	\$4,907.00	
	\$72,507.00	\$70,775.00
Other Income		
Donations	\$26,815.00	\$500.00
Pictures/Tee shirts	\$3,097.00	\$2,100.00
Income total	\$102,419.00	\$73,375.00
Expenses For Campers	\$21,495.42	\$25,000.00
Expenses For Program	\$4,829.38	\$6,921.00
Expences for Home Repair	\$16,419.43	\$23,733.00
Payroll	\$45,621.67	\$50,471.00
Total Expenses	\$88,365.90	\$106,125.00
Total Income (Including Donations)	\$102,419.00	\$73,375.00
Total Expenses (including Taxes)	(\$88,365.90)	(\$106,125.00)
NET	\$14,053.10	(\$32,750.00)

Assets		
Checking-BB&T (8/30/22)	\$32,215.91	
2022 Expenses paid in FY2023	(\$10,158.72)	
Checking Balance FY2023	\$22,057.19	\$22,057.19
Savings ACTFCU	\$8,377.63	\$8,377.63
ACTFCE CD's	\$7,580.88	\$7,580.88
Asset Summary	\$38,015.70	\$38,015.70

Checking Balance from FY2021
Donations
Taxes
PPP
Fees/Deposits
Expenses
Checking Balance FY2022

Expenses lower than projection due to low



One University. A World of Experiences.

Center for Literary Arts
Frostburg State University
101 Braddock Road
Frostburg, MD 21532-2303
301.687.4340

20 February 2023

The Honorable W. Robert Flanigan, Mayor
and The City Council of Frostburg, Maryland
59 East Main St.
Frostburg, MD 21532

RE: \$1500 Funding Request for FY 2023-2024 Hotel/Motel Tax Revenue

Mayor Flanigan and members of the Frostburg City Council:

As you know, The Center for Literary Arts (CLA) is a Frostburg State University sponsored community literary hub. Although we have been pulled back to campus and no longer occupy storefront space on Main Street, the CLA still serves Western Maryland and the surrounding region by celebrating the literary arts through a variety of public events and productions, by educating and broadening an audience for literature, and by fostering new writers and their work. Our goals are to provide varied and high-quality arts programming to diverse audiences; to engage new participants; to enrich the cultural life of Frostburg; to collaborate with university, community, and business partners to strengthen our collective work in the region; and to better publicize through varied media the programming and services available at the CLA.

We have been an appreciative recipient of city hotel/motel tax funding in the past, and we hope to be again. That funding has supported programs that encourage creative placemaking within Frostburg and out-of-town tourism to Frostburg, especially our One-Act Play Festival and the Western Maryland Independent Literature Festival (Indie Lit).

In this first year of hosting post-pandemic events, we've been pleased to see local and out-of-town audiences return, as presenters and participants joined us from places as far afield as Olympia, WA; Los Angeles, CA; Flagstaff, AZ; Erie, CO; Tampa, FL; Danville, NY; Cleveland, OH and as nearby as locations in Maryland, Pennsylvania, Virginia, and DC.

Whether visiting Main Street Books, Clatter, The Hotel Gunter, Allegheny Trail House, Mountain City Traditional Arts, or Giuseppe's—to name but a few of our partners—our arts audiences have enjoyed all that Frostburg has to offer.

If granted hotel/motel tax revenue funding, we will continue to broaden our offerings and to seek out new audiences. We have just started a new women's writing meetup, and we have a monologue project in development. We're always looking for new ways to bring the literary arts into the community, with projects like Random Acts of Poetry (300 handwritten poems-on-

postcards that we sent to addresses selected randomly from an Allegany County phone book), and we'll use hotel/motel funding to support those events which pull audiences to town—our annual One-Act Play Festival and Indie Lit. To support these and other literary arts programs in Frostburg, we are making a request of \$1500.

We hope that you will, again, help us do all that we can to make Frostburg a vibrant literary arts community.

A handwritten signature in black ink, appearing to read 'Jennifer Browne', with a stylized flourish at the end.

Jennifer Browne
Director, Center for Literary Arts
jabrowne@frostburg.edu
301.687.4340



CHILDREN'S LITERATURE CENTRE

February 14, 2023

Mayor and Commissioners
City of Frostburg
City Hall
37 Broadway Street
Frostburg, MD 21532

Dear Members of Frostburg City Council,

On behalf of The Children's Literature Centre, we would like to request \$3,000 from the Hotel/Motel Tax Fund to support Frostburg's 20th annual Storybook Holiday celebration, to be held on Saturday, December 2, 2023.

We are looking forward to celebrating our 20th year for Storybook Holiday in 2023! We will bring the magic as always and are excited to welcome the crowds of children, families, and elves to the streets, shops, and restaurants of Frostburg once again!

The Hotel/Motel tax funding will assist the Centre, and the Storybook Holiday Planning Committee, in continuing this literary and holiday event for children and families. Held on the first Saturday in December, it continues to be a perfect example of how Frostburg State University, through the Children's Literature Centre, collaborates with the City of Frostburg to provide a weekend that ushers in the holiday season for families, FSU students, visitors, and businesses. Traditionally, we welcome over 800 children and their families, who spend the day in Frostburg, participating in a wide variety of activities in City Place and throughout the City. In 2022 we had over 2,000 people come through City Place! Children are able to make crafts, have a photo taken with an elf, meet a children's author/illustrator, cheer on a favorite elf in Elf Olympics, write letters to Santa, attend a parade, and have breakfast with an elf. Additionally, families are able to check out vendors, visit shops and restaurants, meet Santa, enjoy a vintage movie, as well as other activities throughout our town.

Each year, this event continues to draw more people to our city, and provides an opportunity for local businesses to showcase their products and services. Storybook Holiday is one of the biggest retail days for many of our businesses. Through our "Sticker Stops", it is always our hope that visitors will return to patronize Frostburg's businesses in the future.

In addition to financial support from the City of Frostburg, the ongoing success of "Frostburg's Storybook Holiday" can be attributed to the consistent support of hundreds of volunteers, FSU students, Frostburg City employees, the Parks & Recreation Department, Frostburg First, and the Frostburg Student Education Association. In addition to the City's generous support in past years, we depend upon additional funding from sponsors, and by selling advertisements on our placemats. We are extremely appreciative of the City's continuing support of this event over the past 19 years, and look forward to another successful Storybook Holiday in 2023. Please contact us if you have any questions or require additional information.

Sincerely,

Sarah O'Neal William Bingman
Barbara Ornstein Emily Milleson

Phone 301.687-3133 • Fax 301.687.7032 • Email clc@frostburg.edu
206 Frampton Hall, Frostburg State University, 101 Braddock Road, Frostburg, MD 21532-2303



P.O. Box 434
Mt. Savage, MD 21545-0434

January 26, 2023

The City of Frostburg
37 Broadway Street
Frostburg, MD 21532
ATTN: ELIZABETH STAHLMAN, CITY ADMINISTRATOR

RE: CITY HOTEL / MOTEL TAX APPROPRIATION REQUEST

Dear Ms. Stahlman:

On behalf of the Classy Chassis Car Club, we would like to request funds again this year from the Hotel/Motel Tax Revenue. Previously, the Mayor and City Council have generously presented our Organization with \$1,500.00 to assist with our "Cruisin' Main Street, Frostburg" expenses. As the single largest one-night yearly event in Frostburg, it draws visitors in from Ohio, Pennsylvania, West Virginia, and Virginia, as well as across the State of Maryland. On an average year, we draw in an estimated 700 vehicles as well as thousands of spectators who walk through Frostburg, patronizing local businesses and enjoying the "coolest place" on what we would like to think is the coolest night!

Our 2023 event will be our 21st year for "Cruisin' Main Street". This funding, as well as the partnership that we receive from the City of Frostburg, is essential to keep the event rolling along.

With proceeds from our "Cruisin' Main Street" and 50/50 sales, we have contributed \$4,000.00 to the following charities and serviced organizations last year:

- | | |
|--|--|
| • Allegany County Public Schools—Auto Care | • Frostburg Fire Department |
| • Mineral County Vo-Tech – Auto Depart. | • Frostburg Food Pantry |
| • Allegany Fire Police | • Western Maryland Food Bank |
| • The League – A Children's Place | • Mountain Ridge High School – Scholarship |
| • Toys for Happiness | • Mountain Ridge After Prom |
| • Elks Derby Day | • Fort Ashby Historical District |
| • Frostburg City Employees | • Salvation Army |
| • Frostburg Elks Club | |

I look forward to partnering once again with the City of Frostburg. Your providing us with a grant from these funds will help us to ensure we can continue to make "Cruisin' Main Street" the family friendly event that people look forward to attending year after year.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Snyder", is written over a horizontal line.

David Snyder
President – Classy Chassis Car Club



Frostburg State University
Cultural Events Series
101 Braddock Road
Frostburg MD 21532-2303
301.687.3137
ces@frostburg.edu

February 20, 2023

Frostburg Mayor and Council
59 East Main Street
Frostburg, MD 21532

Honorable Mayor and Council:

CES (Cultural Events Series) at Frostburg State University respectfully requests funding from the 2023-24 City Hotel/Motel Tax Fund in the amount of \$6,000.

CES produces an annual series that features high-caliber professional performing artists. Each season includes multiple public performances from national and international artists in diverse genres of theatre, music and dance. A robust educational program of workshops, lectures, master classes and discussions allow community members and visitors to connect with visiting artists beyond performance attendance.

We pride ourselves on our multi-cultural programming and the presentation of events that embrace cultural, racial and gender diversity. In the past 10 years alone, visiting artists, who have appeared at prestigious venues like the Kennedy Center, Carnegie Hall, Lincoln Center and the Palais Garnier, have come from India, the People's Republic of China, South Korea, New Zealand, Australia, South Africa, Kenya, Guinea, Russia, Greece, Ireland, Scotland, France, Switzerland, Spain, Cuba, the Dominican Republic, Trinidad and Tobago, the Bahamas, Argentina, Venezuela, Brazil, Mexico and Canada. Over the course of our 67-year history, we have hosted multiple Grammy, Tony and Emmy award-winning performers, and legends like Dave Brubeck, Jack Klugman, Herbie Hancock and Maya Angelou, to name just a few.

Engaging touring artists that will successfully attract visitors to Frostburg involves sizeable production costs and artist fees. Our request of \$6,000 would support roughly 50% of the cost of the artist fee for a single engagement.

CES is not an FSU academic department but is a program within the Division of Regional Development and Engagement. We are committed to using the power of the arts to connect with community members from the campus, city and tri-state region. In a typical season, CES brings an average of 4,000 to 5,500 people into Frostburg to not only attend performances but to visit local restaurants, bars and businesses. School children from across the tri-state region come to the campus each year to experience school-day performances that connect with classroom curricula. CES guest artists use an average of 150-200 hotel room nights each year.

We strive to maintain a ticket cost that allows accessibility to all in our community. We work to ensure that no one, regardless of economic situation, is denied admittance to these events. We firmly believe that everyone has a right to experience the arts and that the arts are a powerful tool for building community.

CES will continue to work with the FrostburgFirst and the Main Street Manager to increase our presence beyond the FSU campus in the downtown City of Frostburg. This includes supporting the Children's Literature Festival's *Pirate Ahoy!* and *Storybook Holiday* programs; A&E District Arts Walk; the annual Block Party; and Small Business Saturday.

CES receives only 30% of its annual budget from university funds. This funding is provided through an approximate \$22.27 per student allocation from student activity fees; the student activity fee requires that CES offer free tickets to FSU student tickets. The remaining 70% of the CES annual budget must be funded through ticket sales revenues,

sponsorships, business partnerships, individual donations and grant funding. We are grateful to the City of Frostburg for its recent support of \$5,000 in 2022-23, \$3,000 in 2021-22, \$3,000 in 2019-20, \$3,000 in 2018-19, \$2,500 in 2017-18, \$3,000 in 2016-17 and \$2,000 in 2015-16. We appreciate your consideration of this ongoing request.

Recognition of City of Frostburg funding will be provided on all marketing components produced throughout the season. This includes press releases, the annual CES brochure, electronic marketing and social media, performance programs, color posters and flyers, promotion on CES and FSU websites, feature articles in area publications, print advertisements, and special mailings to school districts and private schools.

In addition, CES will provide the City of Frostburg with quality photography documentation of these projects with the appropriate releases to allow the city to use such materials for ongoing promotional purposes.

The CES operating budget is included on the following page. Please feel free to contact me with any questions or concerns.

Submitted by:

Melanie Moore

Director
CES at Frostburg State University
101 Braddock Road
Frostburg, MD 21532
301.687.7495
mamoore@frostburg.edu

CULTURAL EVENTS SERIES FY2022-2023 BUDGET

EXPENSES		INCOME	
Personnel Salaries/Benefits & Fees		Earned Income	
Administrative salaries		General Public Tickets	\$40,531
Director	\$102,903	Stud, Act. Fee Allocation	\$55,000
Production Coordinator	\$86,032	Arts for Afterschool	\$1,500
Grants Associate	\$47,468	Fiscal Year Carry-over	\$36,871
Artistic salaries & fees	\$91,000	Contributed Support	
Technical fees	\$15,438	Private: (identify below)	
Marketing salaries & fees	\$24,849	Individual donations	\$17,000
Box Office Manager Salaries	\$8,967	Corporate support	\$5,000
CES Student Production Team	\$8,028	FSUF Endowment Revenue	\$1,781
Administration & Operations		FSU Partner	\$25,150
Staff Uniforms	\$1,000	FSU Salary Contribution	\$222,751
Misc Supplies (Melanie)	\$3,000	Other Private Foundations	\$3,000
Utilities/telephone	\$1,440	FSUF Grant	\$2,000
Box Office supplies	\$2,000	Public	
Housing/per diem	\$6,222	Other city (Frostburg)	\$5,000
Dues & association memberships	\$2,500	Maryland State Arts Council	\$37,180
Service contracts	\$5,000	MAAF	\$16,900
Hospitality	\$1,500	TOTAL INCOME:	\$469,665
Artist Meals/Hospitality	\$3,150		
Crew Meals	\$810		
Equipment	\$1,000	NET PROFIT(LOSS)	\$0
Professional Staff Training/Development	\$5,000		
Student Staff Training/Development	\$1,000		
Brochure Printing	\$10,000		
Programming			
Educational expenses	\$500		
Facility/equipment rental	\$2,545		
Sound Equipment	\$680		
Sound Engineer	\$2,400		
Lights	\$0		
Backline	\$1,200		
Piano Moving	\$600		
Piano Tuning	\$100		
Printing	\$2,000		
Printing---Programs	\$1,400		
Program Supplies	\$1,200		
Program Misc.(laundry)	\$175		
Event Receptions/Dinners	\$3,158		
Fundraising/Marketing/Retail			
Paid advertising	\$12,400		
Direct mail	\$8,000		
Marketing/PR	\$5,000		
TOTAL EXPENSES	\$469,665		



Historic Frostburg –
A Maryland Main Street Community

FrostburgFirst
41 East Main Street
Frostburg, MD 21532
301-689-6900

info@frostburgfirst.com

Hotel/Motel Tax Revenue Request
Fiscal Year 2024

Operations & Grant Match Request



February 20, 2023

City of Frostburg
37 S Broadway
Frostburg, MD 21532

Dear Mayor and City Council,

Thank you for your generous support of \$35,000 in Hotel/Motel tax revenue in the Fiscal Year 2022-2023. As a rebuilding year in the wake of the challenges resulting from the pandemic, operational support was key in maintaining and expanding FrostburgFirst programs and services. With your support, we were able to plan and implement multiple creative place-making and public art projects, on-board new staff, and build stronger community buy-in to local events and programs. Using these funds as leverage, we have returned the City's investment in our program 662:1 through fundraising, grants, program investments, and event revenue. Currently, FrostburgFirst has secured over \$200,000 in Fiscal Year 2023 grant funds for individual projects, Arts and Entertainment District operations and marketing, the new Small Business Resource Program, Pop-Up Frostburg, and more. Over half of these funds are completely earmarked for projects that benefit the business and A&E district, with FrostburgFirst not receiving any operational or administrative support, despite being responsible for implementation and reporting. For example, the Community Safety Works grant, for which we were awarded \$47,000 to install security cameras and additional security lighting in vulnerable locations identified within the Main Street District and the Project Restore grant, for which we were awarded \$30,000 to rent 2 W. Main, do not provide any operational support to our program.

The presence of a designated Main Street Maryland program in our community helps to attract new businesses and sustain and expand existing businesses and art enterprises. Our ability to leverage funding from state and national grant programs only available to Main Street organizations provides Frostburg with resources lacking in many other cities. We regularly act as a facilitator for existing and potential business owners in finding resources, local artists to find appropriate venues, and we work closely with our county tourism department to highlight the area's attractions, including the Great Allegheny Passage, the Western Maryland Scenic Railroad, and the natural beauty of Western Maryland.

During the past year, FrostburgFirst successfully held multiple events, including the annual Fall and Spring Arts Walk, the 4th Annual Pig Out in the Park BBQ Bash, and the 4th annual Cocoa Crawl. We successfully launched a 1 - year Pop-Up Frostburg program hosting 13 total local vendors and entrepreneurs, and have already opened applications for our new Pop-Up Frostburg premises at 2 W. Main Street for another year, including a direct collaboration with Western Maryland Small Business Development Center to help participants take the next step. We worked closely with Allegany County Tourism, Frostburg State University Childrens' Literature Centre and the City of Frostburg to successfully navigate the "Small Town Christmas" filming. Additionally, FrostburgFirst secured grant funding to significantly increase our marketing footprint, including the production of two professional video ads and 30-second spots on TV and streaming, ad placement in national magazines like Travel + Taste + Tour, and seasonal ads with regional distributors like Maryland Road Trips. The FrostburgFirst staff and Board of Directors make a daily effort to promote downtown Frostburg, support the small business and artist community, and participate in local economic development in meaningful ways.

In addition to our success in projects and events, we've increased our public outreach through social media exponentially. Our program maintains regular postings to three different social media outlets, maintain Frostburg's business listings and events listings on the Allegany County Tourism website. At present, FrostburgFirst's combined social media platforms have approximately 10,000 followers, with an average monthly reach between 40,000 – 60,000 individuals, and have seen a 1,350% organic growth rate on our website (downtownfrostburg.com) since 2018, with a projected 200% increase in the coming year alone.



We maintain a monthly newsletter mailing list of over 1,800 individuals, organizations, and businesses. On average, a social media post by FrostburgFirst reaches between 2,500 and 4,000 followers daily, and our website provides links to local events, activities, attractions, and projects. We provide all required quarterly and annual reporting to the Maryland State Arts Council, Maryland Main Street and National Main Street, Keep America Beautiful, and the Passages of the Western Potomac Heritage Area.

For Fiscal Year 2024, FrostburgFirst is requesting a level of support from the City of Frostburg of **\$30,000.00 for operations**. These funds will be applied directly to operational expenses to ensure that the basic functions of salary, rent, utilities, and general marketing will be able to continue uninterrupted.

Sourcing funding to support operational expenses is still a significant challenge, which makes the City's investment in our Main Street Program essential to successfully addressing the needs of our Main Street Community. According to the Main Street Maryland Economic Impact and Investment report, since Frostburg's 2001 designation, our program has resulted in \$1.9 million in 101 private investment projects, \$11 million in 26 public improvement projects, 90 new businesses, 313 jobs created, 117,397 volunteer hours valued at \$2.9 million. The FrostburgFirst Main Street program is the community's crossroad, a place in our hearts and minds that evokes strong emotions and helps define our identity. FrostburgFirst serves as a catalyst for economic development and facilitates collaboration and cooperation throughout the community.

Like last year, FrostburgFirst is also requesting an additional **\$5,000 in support to provide a grant match** for the Passages of the Western Potomac Heritage Area grant program which requires 1:1 matching funds. In FY 2024, we plan to apply for \$5,000 in funds to create new heritage area programming, design and print new brochures for the City, and update kiosk maps.

The total funding request of **\$35,000** will support FrostburgFirst operations, programming, and marketing efforts. In the following pages, you will find:

- I. About FrostburgFirst, A Maryland Main Street Community, Inc.
- II. FrostburgFirst: Executive Director Annual Report 2022
- III. FrostburgFirst: Financial Overview of Fiscal Year 2022-2023
- IV. Letters of Support
- V. Examples of Marketing

We will be happy to provide any additional financial records for the fiscal year to date.

Thank you for your time and consideration,

Deirdre Robertson
Executive Director



About FrostburgFirst – a Maryland Main Street Community, Inc

Vision Statement: Downtown Frostburg is a thriving arts, cultural, and business community in the midst of Appalachian beauty.

Mission Statement: To develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community

Board of Directors (FY 2023):

Executive Committee:

Jenni Georgeson – President

Dr. Sarah O’Neal – Vice President

Joseph Hoffman – Treasurer

Jacki Dixon – Secretary

Dana Bridges - Board Liaison

Directors:

Dave Robertson

Abigail Linder

Michael Miller

Meagan Guthrie

Kyle Durbin

Jessie Woods

Bethany Fife (City of Frostburg Staff Representative)

Staff:

Deirdre Robertson - Executive Director

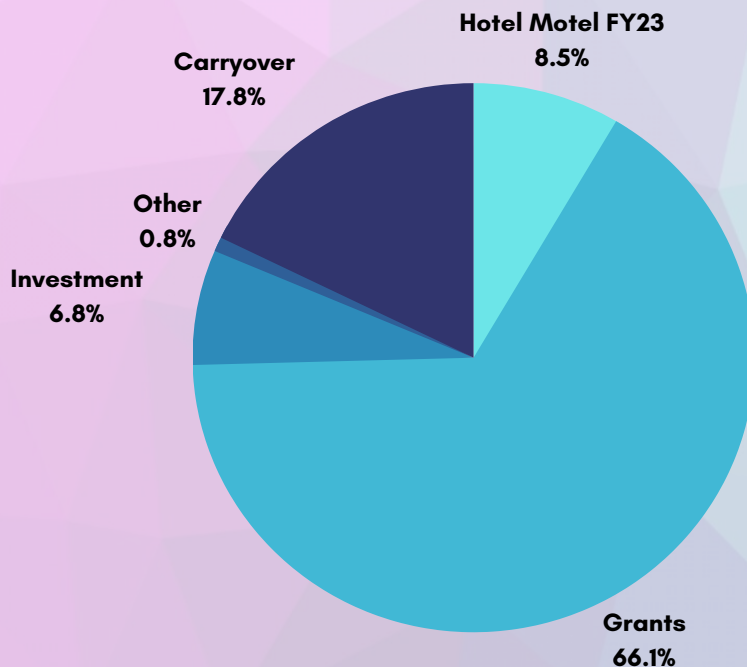
Katie Lesko– Events & Promotions Coordinator

FrostburgFirst is proud to serve the Frostburg community and strives to contribute to the overall quality of life for residents, to encourage tourism, and to participate in economic development that will enhance Frostburg.

Main Street Program in Numbers



FUNDING SOURCES



FROSTBURGFIRST REINVESTMENT RATIO

\$662.86: \$1

Hotel/Motel Tax Revenue Allocation

SOCIAL MEDIA



Facebook

6,750 followers

Estimated Monthly Reach: 48,000



Web Traffic

95,270 Page Views

downtownfrostburg.com

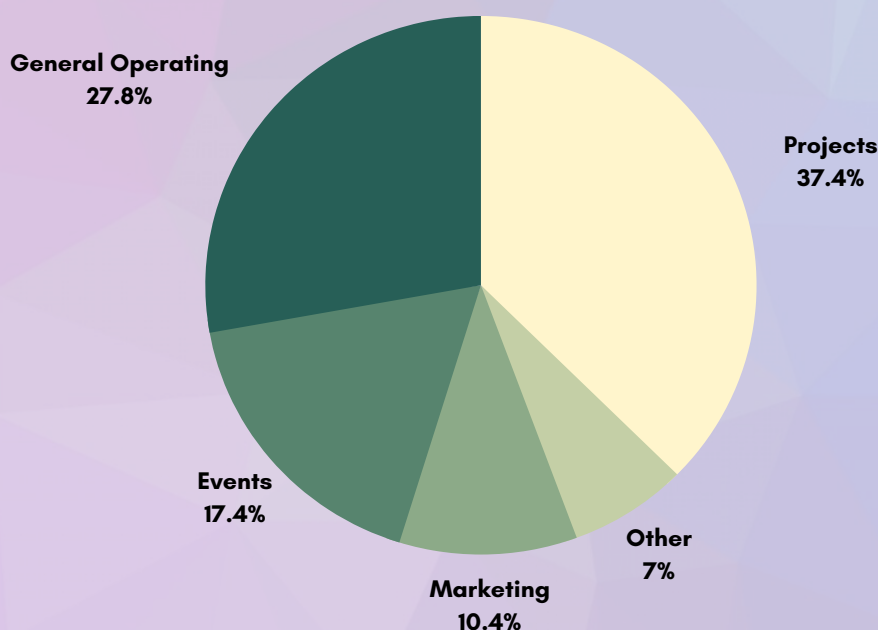


Instagram

2,029 followers

Estimated Monthly Reach: 6,500

SPENDING





What We Do

ECONOMIC DEVELOPMENT

- **Advocacy** – Ensuring downtown is a priority
- **Marketing** – Putting downtown on the map (literally!)
- **Business** – Empowering small businesses & entrepreneurs
- **Resources** – Providing information, funding, and opportunities
- **Communications** – Delivering news & updates
- **Placemaking** – Creating a sensory experience of downtown
- **Partnerships** – Establishing critical stakeholder relationships
- **Events** – Hosting/Facilitating signature events & collaborations

MAIN STREET'S 4-POINT APPROACH: FEATURED 2022 ACCOMPLISHMENTS

Economic Vitality

- Awarded MD Project Restore grant to implement the Pop-Up Frostburg program at 2 W. Main
- Successfully launched the "Burg Bucks" City-Wide E-Gift Certificate program
- Participated in multiple roundtable discussions with state and federal government representatives and advocated for downtown Frostburg interests.
- Provided assistance and resources to businesses

Design

- Awarded Community Safety Works grant to install security cameras in vulnerable locations in the downtown district.
- Planning began for the Brownsville/Park Lane Public Art Project with a projected completion date in 2024
- Completed of the "Trellis to Remember" public art installation by artist Frank Asher
- Began implementation of the "Gateway" Public Art project with a projected completion date in late spring of 2023
- Launched the Frostburg Honors Banner program – honoring local veterans on banners throughout the downtown from Memorial Day – Veterans' Day.

Promotion

- Successfully planned and executed signature events including the 4th Annual Cocoa Crawl, annual Spring Arts Walk, 4th Annual Pig Out in the Park, Annual Fall Arts Walk, "Bite of the Burg" Restaurant Week, and Small Business Saturday & Shop Small Holiday Market.
- Played a key role in facilitating the filming of "Small Town Christmas" for UPtv
- Produced video ad campaigns for the downtown in 2023/2024
- Organized and purchased marketing campaigns in regional and national outlets including Maryland Road Trips and Travel + Taste + Tour magazine.

Organization

- Implemented a new Investment/Donor structure
- Hired new Events/Promotions Coordinator
- Welcomed new Board of Directors
- Attended relevant seminars and training to enhance current practices.
- Conducted reporting responsibilities to MD DHCD, Main Street Maryland, POWPHA, Keep America Beautiful, Keep Maryland Beautiful, MD Humanities, SBA, etc.)



FROSTBURG

2022
EXECUTIVE DIRECTOR'S
REPORT

PREPARED BY
DEIRDRE ROBERTSON



OPERATIONS

JANUARY - DECEMBER 2022

- Applied for and was awarded a total of \$227,000 in grant funds for the organization's operations, special projects, and programming (Joint FY22 as of Jan. 2022 & FY23 to date).
- Implemented a new Investment/Donor structure to engage greater community support, decrease the burden on small businesses, and strengthen the organizational mission of overall economic development of Frostburg Main Street District.
- Conducted daily operations and met deadlines for reporting responsibilities (grants, DHCD, Main Street Maryland, Passages of Western Potomac Heritage Area, Keep America Beautiful, Keep Maryland Beautiful, Maryland Humanities, Small Business Administration, etc.)
- Attended Maryland Main Street and Maryland State Arts Council meetings and training sessions, National Main Street Center annual conference, and additional relevant seminars and training to enhance current practices.
- Applied for and was awarded a second round of Project Restore funding for 2023 to continue the Pop-Up Frostburg program in 2 W. Main.
- Worked regularly with City of Frostburg staff and Council to improve relationships and assist with projects where appropriate.
- Participated in multiple roundtable discussions with state and federal government representatives and advocated for downtown Frostburg interests.
- Hired Katie Lesko as Promotions & Events Coordinator and welcomed former staff member Dana Bridges to the Board of Directors.
- Welcomed new board members and officers, including executive committee member Dana Bridges of Mountain City Traditional Arts, Dave Robertson of Muddy Creek Crafts, Jessie Woods of Baker Babes, and Bethany Fife (interim City representative).
- Hosted 2 student interns from Frostburg State University; Piper Schenk & Rabiātu Ladan.
- Successfully planned and executed signature events including the 4th Annual Cocoa Crawl, annual Spring Arts Walk, 4th Annual Pig Out in the Park, Annual Fall Arts Walk, "Bite of the Burg" Restaurant Week, and Small Business Saturday & Shop Small Holiday Market.
- Launched new events/promotions including the 1st annual Midsummer's Eve
- Assisted with other community events planning and promotion including Storybook Holiday.
- Played a key role in facilitating the filming of "Small Town Christmas" for UPTv.
- Worked with Ty & Sam DeMartino to produce video ad campaigns for the downtown in 2023
- Increased social media reach by 38% with a total annual reach of over 500k
- Maintained and updated all online platforms, including website, social media, and newsletter.



SPECIAL PROJECTS

JANUARY - DECEMBER 2022

- Successfully launched the "Burg Bucks" City-Wide E-Gift Certificate program in partnership with Yiftee & Mastercard, with over 20 participating businesses.
- Awarded and began implementation of Community Safety Works grant to install security cameras in vulnerable locations in downtown district.
- Planning began for the Brownsville/Park Lane Public Art Project with a projected completion date in 2024.
- Successfully funded and oversaw the completion of the "Trellis to Remember" public art installation by artist Frank Asher in City Place parking lot.
- Successfully funded and began implementation of the "Gateway" Public Art project - now in progress and with a projected completion date in late spring of 2023.
- Utilized DHCD Project Restore grant program to support a year of Pop-Up Frostburg at 18 E. Main, hosting a total of thirteen artists and local entrepreneurs as pop-up shops at the location. Implemented a second Pop-Up Frostburg location at 2 W. Main for the holiday season, hosting a total of 5 local entrepreneurs. **In total, the Pop-Up Frostburg program served 18 local artists/entrepreneurs in 2022, and every eligible applicant to the Pop-Up Frostburg program was given an opportunity to host a shop!**
- Successfully launched and completed the Frostburg Honors Banner program - honoring local veterans on banners throughout the downtown from Memorial Day - Veterans' Day.

SUMMARY



- Successfully continued to pivot operations and programs in response to the ongoing pandemic recovery period while providing resources and financial assistance to local small businesses.
- Increased revenue and operational funding through aggressive grant applications and increased fundraising activities.
- Demonstrated long-term viability of Pop-Up Frostburg program to support local artists and entrepreneurs.
- Expanded methods and mediums for marketing downtown Frostburg to reach a broader audience.
- Initiated projects and grant funding to carry through 2024.
- Provided resources and opportunities to business and artist members.
- Launched a new "Investment" structure to reach a broader community base and provide streamlined ways to contribute to FrostburgFirst mission and activities.

DOWNTOWNFROSTBURG.COM

INFO@FROSTBURGFIRST.COM

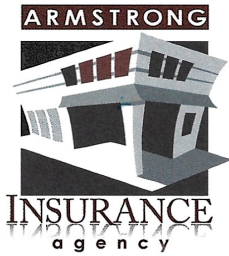
(301) 689-6900

FrostburgFirst Fiscal Year 2023 Budget				Projected	ACTUAL 1.31.23
FY 2023 Projected Income					
Hotel/Motel					
	FrostburgFirst Operations			\$35,000.00	
Total				\$35,000.00	\$17,500.00
Memberships/Investors				\$9,500.00	
Total				\$9,500.00	\$2,410.00
Interest					
	First People's			\$450.00	\$540.06
Fundraising Goals					
	Pig Out			\$10,000.00	\$10,795.42
	Arts Walk			\$400.00	\$303.35
	Small Business Saturday			\$100.00	\$30.00
	Other			\$2,500.00	\$1,042.72
	Frostburg Honors Banners (Carryover FY22)			\$7,000.00	\$7,000.00
Total				\$20,000.00	\$19,171.49
Expected Grant Funding FY2023 (earmarked)					
	DHCD MIP FY23			\$25,000.00	\$25,000.00
	MIPFY22 (Carryover)			\$27,000.00	\$27,000.00
	Heritage Area (Canal Place) FY 22 Carryover			\$7,200.00	\$7,200.00
	MSAC A&E Operations			\$17,000.00	\$40,898.81
	MSAC Public Art Planning FY22 (carryover)			\$5,000.00	\$5,000.00
	MSAC Public Art Implementation FY22 (carryover)			\$20,000.00	\$20,000.00
	MSAC TAG FY22 (carryover)			\$10,000.00	\$10,000.00
	MSAC TAG FY23	(still in application phase)		\$5,000.00	
	MD Clean Up & Green Up (FY22 carryover)			\$3,000.00	\$3,000.00
	Community Safety FY22			\$47,000.00	\$47,000.00
	POWPHA FY23				\$2,000.00
	MD Humanities SHINE				\$10,000.00
	Project Restore 2023				\$30,000.00
Total				\$166,200.00	\$227,098.81
Total Estimated Income				\$231,150.00	\$266,720.36
Estimated General Carry Over FY 2022				\$74,000.00	
Grand Total				\$305,150.00	

FrostburgFirst Fiscal Year 2023 Budget

FY 2023 Projected Expenses				Projected	Actual 1.31.23
	Operations				
	Salary Expenses and Benefits				
		Executive Director Salary (Gross)		\$41,500.00	\$21,126.80
		PT Promotions Coordinator		\$23,500.00	\$14,630.40
		Salary Related Expenses (Taxes, WC, & LIAB)		\$6,000.00	\$8,325.71
	Total			\$71,000.00	\$44,082.91
	Operating Expenses				
		Rent		\$5,700.00	\$3,325.00
		Utilities		\$4,500.00	\$2,440.45
		Office Supplies		\$2,000.00	\$1,295.00
		Postage		\$200.00	\$125.04
		Accounting Services		\$2,000.00	\$870.00
		Chamber Membership		\$300.00	\$300.00
		Website Hosting/Software		\$1,000.00	\$658.00
		Carbonite		\$150.00	\$150.00
		Microsoft Office		\$100.00	\$99.00
		Travel & Professional Development		\$6,500.00	\$1,456.00
		Other		\$500.00	
		Technology Upgrades		\$8,000.00	\$3,845.00
	Total			\$30,950.00	\$14,563.49
	Marketing				
		General		\$4,500.00	\$2,042.70
		Brochure/Booklet		\$1,500.00	\$200.00
	Total			\$6,000.00	\$2,242.70
	Grant Funded Activities				
		Small Business Support Program		\$20,000.00	\$5,000.00
		Travel & Professional Development		\$5,000.00	\$500.00
		Clean Up Green Up Project		\$3,000.00	\$1,000.00
		National Memberships		\$800.00	\$375.00
		Public Art Planning		\$5,000.00	\$116.32

			Public Art Implementation	\$20,000.00	\$7,047.47
			Community Safety	\$47,000.00	
			Video Advertising	\$10,000.00	\$3,250.00
			Heritage Area Grant Projects	\$7,200.00	\$3,200.00
			A&E Marketing	\$10,000.00	\$9,014.00
	Total			\$128,000.00	\$29,502.79
			FrostburgFirst Sponsored Programs and Projects		
			Pig Out	\$8,000.00	\$7,446.76
			Arts Walk	\$750.00	\$240.00
			Small Business Saturday	\$750.00	\$972.00
			Mix and Mingles	\$750.00	
			Annual Membership Meeting	\$500.00	\$376.37
			Cocoa Crawl	\$300.00	\$287.00
			Monthly Promotions	\$750.00	\$426.00
			Restaurant Week	\$500.00	
			Burg Bucks	\$1,000.00	\$200.00
			Frostburg Honors Banners	\$2,500.00	
			Pop-Up Frostburg	\$3,000.00	\$2,689.10
	Total			\$18,800.00	\$9,948.13
			Miscellaneous	\$1,000.00	\$778.64
			FY 2023 Expense Total	\$255,750.00	\$101,118.66



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armstrong@itscoolerhere.net

February 7, 2023

Mayor and City Council
The City of Frostburg
37 S. Broadway
Frostburg, MD 21532

Re: Hotel/Motel Funding for Historic Frostburg (FrostburgFirst)

Dear Mayor and Council:

I am writing this letter in support of our Main Street Program, known locally as FrostburgFirst. The program, in place for over 20 years, has provided a way for businesses in our historic downtown, and beyond, to join together in support of our small local businesses. In addition to coordinating two arts walks each year, FrostburgFirst helps to coordinate other events, such as Storybook Holiday, Pirates Ahoy, the Cocoa Crawl, Elf on the Shelf, etc. to bring patrons to town where they eat in our restaurants and shop in our stores. The program coordinates joint advertising for many retail stores, supports grants for pop-up shops, grants for business improvements, and promotes the sponsorship of veteran banners in our downtown. The program is also a town-gown participant, willing to host internships for FSU students. I'm sure I have missed naming many other tasks that this organization takes on.

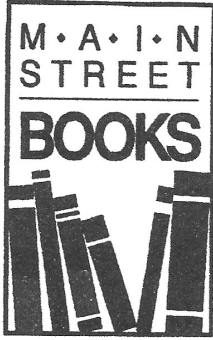
Downtown is really the heart of Frostburg, where residents gather and visitors land. A clean, healthy downtown without storefront vacancy is every small town's dream, and the Main Street Program is in place to keep the ship afloat and headed in the right direction. Its membership is the wind in the sails.

As the true purpose of the hotel/motel fund is to regenerate and energize our community so that we have more heads in beds, and therefore even more hotel/motel dollars to invest, the Main Street Program is one of the major players to nurture. If there was ever a good use of these dollars, it is done by the continued investment in the Main Street Program.

I encourage the Mayor and Council to continue to make this investment.

Many Thanks,

Barbara V. Armstrong
Barbara Armstrong, Principal/Partner
Armstrong Insurance Agency



FRED POWELL, OWNER
2 EAST MAIN STREET
FROSTBURG, MD 21532
PHONE: 301-689-5605
E-MAIL:
mainstreetbooks@comcast.net

February 13, 2023

Mayor and City Council
City of Frostburg
59 E. Main St.
Frostburg, MD 21532

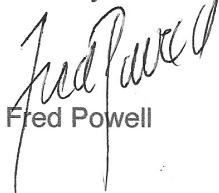
Dear Mayor and City Council –

2022 was a banner year in downtown Frostburg and I feel much of this success has come from the amazing efforts of Frostburg First. From the Cocoa Crawl in January to Arts Walks in the spring and fall and Small Business Saturday at the end of November, these events have brought large numbers of shoppers and new faces to downtown. I know that 2022 was a record setting year in sales for the bookstore. This list of events was just a few of this year's offerings. Certainly, this past Storybook Holiday and the arrival of UpTV to our town made December a month we will never forget.

Through all these events, Frostburg First was the guide to enable our businesses to succeed. As you consider the upcoming allocation of hotel/motel funding, please give generously to Frostburg First. Without their hard work, downtown Frostburg would not be experiencing all its current success.

Please feel free to contact me if you would like to learn more about my experiences with Frostburg First.

Thank you.



Fred Powell

February 14, 2023

Mayor and City Council
City of Frostburg
37 S Broadway
Frostburg, MD 21532

RE: FrostburgFirst FY24 Hotel/Motel Tax Revenue Operational Support Request

Dear Mayor and City Council:

Baker Babes is pleased to support FrostburgFirst, a Maryland Main Street Community's request for operational support from the City of Frostburg's Hotel/Motel Tax Revenue. FrostburgFirst's mission to develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community is an essential contribution to the ongoing economic development efforts of the City, County, and State. FrostburgFirst provides vital services to the Frostburg business community, and the Arts & Entertainment district, and engages in programs and activities to improve the quality of life for the community as a whole.

FrostburgFirst played an integral role in me being able to open my business. Most people are unaware of grant funding available and with their knowledge and support, I was informed of options available for me. FrostburgFirst made it very clear that they would help me with anything through the process of grant applications, preparing for my opening and any advertising that I wanted to do. They are such an amazing asset to the community for many reasons but knowing that I wasn't alone through such an intimidating process meant the world to me. Now that my business is open, FrostburgFirst works with me to advertise events and specials to help my little business continue to grow! I got my start setting up at an Arts Walk and the rest is history. They foster so much growth in our wonderful town and truly want to see everyone succeed.

Should you have further questions or need additional information, please do not hesitate to contact me at 301-616-0292 or jessiewoodsju@yahoo.com.

Sincerely,

Jessie Woods, Owner



February 6, 2023

Mayor and City Council
City of Frostburg
37 S Broadway
Frostburg, MD 21532

RE: FrostburgFirst FY24 Hotel/Motel Tax Revenue Operational Support Request

Dear Mayor and City Council:

The Frostburg Museum is pleased to support FrostburgFirst, a Maryland Main Street Community's request for operational support from the City of Frostburg's Hotel/Motel Tax Revenue.

FrostburgFirst's mission to develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community is an essential contribution to the ongoing economic development efforts of the City, County, and State. FrostburgFirst provides vital services to the Frostburg business community, and the Arts & Entertainment district, and engages in programs and activities to improve the quality of life for the community as a whole.

FrostburgFirst has always been supportive and helpful to the Frostburg Museum, including us in community events, coordinating projects amongst various local organizations, providing current notification about grant opportunities and distributing general knowledge of opportunities for businesses, groups and visitors to Frostburg. Their online promotions of local events, projects and businesses serve as a great way for the community to stay up-to-date on all the wonderful things happening in Frostburg.

Should you have further questions or need additional information, please do not hesitate to contact me at frostburgmuseum@verizon.net or 240-727-1864.

Sincerely,

Elizabeth Eshleman
President, Board of Directors
Frostburg Museum Association, Inc.



February 6, 2023

Mayor and City Council
City of Frostburg
37 S Broadway
Frostburg, MD 21532

RE: FrostburgFirst FY24 Hotel/Motel Tax Revenue Operational Support Request

Dear Mayor and City Council:

Pet Wants is pleased to support FrostburgFirst, a Maryland Main Street Community's request for operational support from the City of Frostburg's Hotel/Motel Tax Revenue. FrostburgFirst's mission to develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community is an essential contribution to the ongoing economic development efforts of the City, County, and State. FrostburgFirst provides vital services to the Frostburg business community, and the Arts & Entertainment district, and engages in programs and activities to improve the quality of life for the community as a whole.

FrostburgFirst has truly made a difference for our business. They always share our social media posts and stories. They also make sure that we are aware of events like the Arts Walk and the Cocoa Crawl so that we have the opportunity to fully participate. Plus, they are great next door neighbors!

Should you have further questions or need additional information, please do not hesitate to contact me at (240) 267-9778 or jjenkins@petwants.com.

Sincerely,

Jeff Jenkins

Pet Wants Mountain Maryland



February 10, 2023

Mayor and City Council
City of Frostburg
37 S Broadway
Frostburg, MD 21532

RE: FrostburgFirst FY24 Hotel/Motel Tax Revenue Operational Support Request

Dear Mayor and City Council:

Allegany County Tourism is pleased to support FrostburgFirst, a Maryland Main Street Community's request for operational support from the City of Frostburg's Hotel/Motel Tax Revenue. FrostburgFirst's mission to develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community is an essential contribution to the ongoing economic development efforts of the City, County, and State. FrostburgFirst provides vital services to the Frostburg business community and the Arts & Entertainment district and engages in programs and activities to improve the quality of life for the community as a whole.

As a Tourism office, having an engaging and connected partner in the Main Street community is vital. FrostburgFirst plays such an important role in being a liaison between the Tourism team and downtown businesses. An immediate example is our recent success with UPtv on the filming of Frostburg for 'Small Town Christmas.' Our PR agency and the film crew were impressed by how buttoned up the process was and were blown away with the level of community support. We continue to value the synergy that exists between our office, FrostburgFirst and the City of Frostburg.

Should you have further questions or need additional information, please do not hesitate to contact me by phone – 301.876.9585 or email – aworkman@alleganygov.org.

Sincerely,

Ashli Workman
Director of Tourism
Allegany County Tourism

ALLEGANY COUNTY TOURISM, 701 KELLY ROAD, CUMBERLAND, MD 21502



(301) 777-5132



mdmountainside.com

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Produced 2022/2023 – to air 2023/2024

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TASTE + TOUR

AWESOME

Autumn
ADVENTURES

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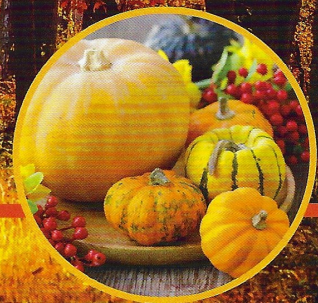
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SIP & SAVOR

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FROSTBURG, MD



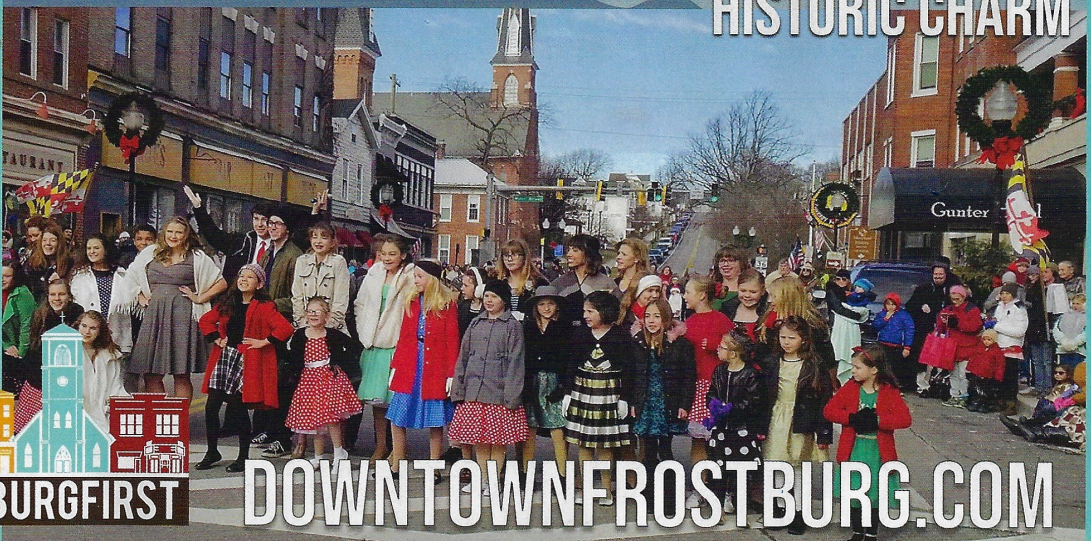
OUTDOOR RECREATION

ARTS & ENTERTAINMENT



HISTORIC CHARM

It's just cooler here!



DOWNTOWNFROSTBURG.COM



Elizabeth Stahlman <estahlman@frostburgcity.org>

City of Frostburg Hotel/Motel requests for 2023-24

Mike Fetchero <mfetchero@gmail.com>

Wed, Jan 18, 2023 at 9:44 AM

To: Elizabeth Stahlman <estahlman@frostburgcity.org>

Cc: Vic Rezendes <vicrezendes@gmail.com>

Hi Elizabeth,

Thanks for the notification of funds availability.

We appreciate the support provided by the City of Frostburg. Your recent awards have helped us keep the collection and facility in good, presentable condition. Additionally, your past funding helped us produce a video that explains the collection. To that point, Thrasher continues to be considered as one of the top tourist destinations in the City of Frostburg and Allegany County. Good reviews are regularly posted on popular travel websites.

We operate Thrasher on behalf of the Allegany County Commissioners. Scheduling follows the scenic railroad operating schedule with the availability of tours by special request. Our activities include cleaning and detailing of the collection, outside plantings and basic maintenance of the facility. Our volunteers are able to provide visitors with insight about the collection and its history.

Our financial needs are continuous as we must constantly provide cleaning and detailing supplies as well as flowers for the outside. We also provide for the needs of the restrooms. Thrasher is part of the formula that keeps Frostburg attractive and inviting. All of our activities at Thrasher are conducted by volunteers. We were short of volunteers during the early part of 2022. That situation was largely taken care of by the second half of the year.

Our financials (P&L) for 2022 are enclosed. While we operated in the black, much of that came from grants that were awarded to us for the establishment of a Creative Center in Cumberland. If you take the capital transactions out of the P&L, you can easily see that we operate on narrow margins.

We would like to request continued support from the Frostburg Hotel/Motel funding in the amount of \$5000. Please let me know of any questions. Thanks in advance for your consideration!

Mike Fetchero, Treasurer
Allegany Museum, Inc.
301-697-2237 cell

 **2022 P&L.pdf**
5751K



February 14, 2023

Mayor and City Council
City of Frostburg
59 E. Main St.
Frostburg, MD 21532

Dear Elected Officials –

Frostburg's Palace Theatre is celebrating its 20th anniversary of the re-opening of the historic theater on Main Street. It seems like time have flown by since 2003 when we screened our first movie to a sold-out crowd. Over the years, we have hosted hundreds of events and seated thousands of people in our theater for films, music, theater, lectures, birthday parties and, perhaps, an upcoming wedding. The 2022 schedule had 25 events with over 2100 people attending. During the past year, we have partnered with The Center for Literary Arts, The Appalachian Festival and Cultural Events Series all at FSU, Mountain Ridge High School's jazz orchestra and documentary film class, and Clatter, who now provide a coffee cart in our next-door retail space.

The City of Frostburg has been an integral part of our success and longevity. Each year, City Council have allocated monies to our organization through the hotel/motel tax. This year, we are requesting \$5000.00 from this fund. These funds assist in keeping the lights on in the theater, the marquee lite and welcoming visitors to our town and on-going programming in a theater that is operated entirely by volunteers.

For additional information, please contact me by phone - 301-689-5605 or by e-mail - mainstreetbooks@comcast.net.

Hope to see you in our audience in 2023.

Thank you.

Fred Powell
Board member



Elizabeth Stahlman, City Administrator
Frostburg City Hall
37 Broadway
Frostburg, MD 21532

07 February 2023

Dear Ms. Stahlman,

WFWM Public Radio respectfully requests an allocation of \$1,500.00 from the City's Hotel/Motel Revenue for the 2023-2024 Fiscal Year. If awarded this allocation, WFWM Public Radio will use the funds to help pay for our annual programming costs, which are our single largest annual expenses.

WFWM Public Radio is, not only, the only radio station broadcasting from the City of Frostburg, but also, the only local public radio station located in Allegany County. We are proud to be a part of the Frostburg community, both on- and off-campus, and look forward to serving the City, the University, Western Maryland and surrounding areas of West Virginia and Pennsylvania.

Attached with this request are a brief description of WFWM Public Radio and our latest financial report conducted by Turnbull, Hoover and Kahl.

Thank you for providing this funding opportunity to WFWM Public Radio. We appreciate it.

Best,

A handwritten signature in black ink, appearing to read 'Chuck Decker', written over a horizontal line.

WFWM Director



Elizabeth Stahlman
City Administrator
City Hall
37 Broadway
Frostburg, Maryland 21532

Administrator Stahlman:

The Western Maryland Scenic Railroad (WMSR) would appreciate being considered for an appropriation from the Frostburg Hotel/Motel Tax Revenue for the fiscal year beginning July 1, 2023. We respectfully request the amount of \$20,000 to utilize in promoting activities in downtown Frostburg utilizing shuttle service, originating at the Frostburg Depot. In 2022, WMSR transported approximately 30,000 visitors on our Flyer and Ice Cream trains and 7,000 during the holiday season to Frostburg. Unfortunately, without dedicated shuttle service the full revenue potential for local businesses wasn't being realized. Operating our own, consistent shuttle service will encourage revenue growth in the downtown shopping district.

WMSR is a nonprofit 501(c)3 organization providing a scenic railroad journey through Mountain Maryland along the original rights-of-way of the Western Maryland Railway and the Cumberland & Pennsylvania Railroad. Our organization has been a centerpiece of Allegany County tourism for over 30 years and has been one of the primary visitor experiences offered in your city, by our terminating destination at the Frostburg Depot. The WMSR serves as a bridge to our railroading past, educating the public on the significance of freight and passenger rail service in the community, and serving as an economic engine for the future.

WMSR envisions using the funds for the following:

- Maintaining the operation of a former school bus to bring passengers up to downtown Frostburg. The operational bus was donated to WMSR by the generous efforts of one of our own staff.
- Creation and installation of a vinyl wrap representing all that Frostburg has to offer.
- Driver compensation
- Fuel
- Insurance
- Provide a mass transit solution to moving passengers quickly from the depot area to the downtown hospitality and retail district.
- Shuttle financials to be administered by the WMSR staff and made available upon request to the Frostburg City Council. Funds to be deposited and held in a Frostburg impacting banking institution.

Thank you for trusting our organization with this appropriation to make this strategic improvement and deliver revenue potential to the City of Frostburg's many small businesses.

Regards,

Wesley Heinz
Executive Director

WESTERN MARYLAND SCENIC RAILROAD
13 CANAL STREET, 2nd FLOOR CUMBERLAND, MARYLAND 21502
301-759-4400 www.wmsr.com



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"Where the passage begins and the connections are endless."
www.mountainmdtrails.org

Ma 2, 2022

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

RE: Hotel/Motel Distribution Request

Dear Mrs. Stahlman:

On behalf of the Mountain Maryland Trails (MMT)¹ Board of Directors, I am **requesting a hotel/motel revenue share from the City of Frostburg of \$5,000**. As the primary steward of the Great Allegheny Passage (GAP), MMT strives daily to work with the cities of Frostburg and Cumberland, as well as the Allegany County government, to provide a first class outdoor experience for Frostburg residents, as well as over 160,000² Allegany County trail tourists, with ~50,000 of those tourists lodging in Allegany County. Below is a list of functional areas and activities where MMT continues to focus on benefiting the City of Frostburg.

Marketing (\$3,881 - Frostburg specific)

Annually, MMT covers costs directly associated with the City of Frostburg in relation to GAP maintenance and marketing³. Specific examples include, design and production cost of the *Trail Town* brochure and an extensive feature in the *TrailGuide*⁴. Both publications are critical resources to the promotion of the City of Frostburg and local business community in relation to tourists (cyclists, hikers and runners) who plan visits/trips along the GAP and connecting C&O Canal Towpath. MMT has expanded the trail ambassador program with an increase in trail ambassadors. This addition has shown an increase in collaboration between MMT and the local Wheelman cycling club. Members consistently ride the trail and roads with branded jerseys providing "eyes and ears" regarding trail conditions, visitor engagement and a physical human presence on the GAP trail and surrounding road routes.

Maintenance and Development (\$10,000 - Maryland section of GAP)

¹ Allegheny Highlands Trail of Maryland DBA Maryland Mountain (EIN 52-2018889) is a 501(c)(3) nonprofit organization.

² Summary data provided by trail counters and volunteers on an on-going basis.

³ Appendix I

⁴ Appendix II

In 2022, MMT continued to work in collaboration with Allegany County, maintaining the surface of the GAP in the surrounding Frostburg area. As an example in 2022, MMT provided \$5,000.00 of direct funds to Allegany County or the purchase of a dump trailer to help maintain the GAP Trail.

Events (\$3,450 - 3M expense)

From an event perspective, MMT annually features Frostburg as the finish line of the 3M Challenge. This Machine vs. Man vs. Mountain bicycle time trial attracts riders for both trail and rail, as cyclists race from Cumberland to Frostburg on the GAP trail. The lunch hour then brings the WMSR train on a mission to beat the times posted by the pedal-powered teams. This event, since 2018, has allowed MMT to raise over \$24,000 for GAP projects and maintenance, while also **highlighting Frostburg as the “finish line town” and after party destination** for our riders and guests. MMT regularly supports the **Home and Garden Club of Frostburg** in relation to the costs associated with flowers and planters at the GAP Riley Trailhead (New Hope Rd). MMT also featured two trail volunteer service days on the GAP trail to engage local trail enthusiasts in addition to helping beautify the trail for our daily users and tourists.

Conclusion

After considering the annual commitments, both financial and goodwill, that MMT executes in support and promotion of the City of Frostburg, I am requesting a \$5,000 distribution award from the hotel/motel tax revenues. I appreciate your continued support and consideration.

Sincerely,

Zach Bittinger
Treasurer
Mountain Maryland Trails

Appendix I

FY22 Profit & Loss Statement



MMT FY22 P&L

Appendix II

TrailGuide Description

TrailGuide is the official, authorized guidebook for the Great Allegheny Passage and C&O Canal Towpath, covering two scenic trails - one amazing journey.

TrailGuide is packed with Trail descriptions, town maps, business listings and services for tourists. Included is a two-sided, weatherproof 16" x 24 1/2" map, showing both trails and hundreds of features. Mileage charts, elevation tables are also provided, as well as planning checklists and mile-by-mile highlights between Washington, D.C. and Pittsburgh.



209 W. Mechanic Street • Frostburg, MD 21532
www.savagemountainpunkarts.org • @svgmntnpunkarts

EIN: 85-3105106

6 March 2023

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

Dear Mayor, City Council, and Elizabeth,

First, on behalf of the Board of Directors of SMPA, I would like to thank all of you for the City's prior support of Savage Mountain Punk Arts. In the last two years, we've been able to do positive things in Western Maryland, and we're excited to continue doing so in Frostburg, with both major events such as the Punk Picnic at Hoffman Park, Punktober Fest at City Place, and smaller events that encourage people to patronize local businesses. Because of our commitment to the city, we are excited about our office space above Clatter (though our mailing address continues to remain on Mechanic Street).

For FY 2024 SMPA plans to host two major events this year in Frostburg—our annual Punktober Fest and our annual punk picnic. More, we will continue our DJ nights at Main Street Pub, put on literary and acoustic performances at Clatter, and will continue to work with the Appalachian Festival, Frostburg First, and The Center for Literary Arts to host/coordinate panels, host artists at the Artswalks, and support other programming. As we grow our partnerships, new events at The Deep End and the Palace Theater are in the planning stage.

The 2022 Punk Picnic had over 90 audience members from seven states and Washington, DC; and supported not only local hotels and restaurants, but also supported artisan businesses as vendors. Our downtown programming continues to bring people out to eat at local restaurants and stay in local hotels.

With this in mind, SMPA seeks Motel/Hotel Tax support of its programming, and is making a request of \$1500 for the coming fiscal year to help with event costs and general operating costs to continue and further develop this work and our relationship with the businesses in Frostburg.

We are looking forward to growing our organization, which includes the development of a Western Maryland Punk Archive in conjunction with the Maryland State Arts Council. It's a

fascinating look at, among other things, the changing face of Main Street. As we roll out our new website, much of this archive will be easily available online.

If you have any questions, please don't hesitate to reach out to me. I can be reached at 240.580.6677 or at gerry@savagemountainpunkarts.org.

Thanks again

Sincerely,

Gerry LaFemina
President, Savage Mountain Punk Arts



March 6, 2023

Dear Ms. Elizabeth Stahlman, Mayor and City Council Members:

I am writing to ask for your continued support from the Frostburg Hotel and Motel Tax Funds for the annual Frostburg State University Appalachian Festival, slated for September 14-16, 2023. Featuring more than 150 artists, musicians, and presenters, the event celebrates all that is unique to our region—its culture, history, environment and artistic and musical traditions. Events take place on Frostburg's Main Street, in the Palace Theatre, and on FSU's Campus.

The Festival is directed through Folklore and Folklife Programming at Frostburg State University, which also manages Mountain City Traditional Arts, a shop and venue on Frostburg's Main Street. Both are supported in part via a partnership with the Maryland State Arts Council's Folklife Network. Funding raised for the Festival means more grant funding can be invested in Mountain City Traditional Arts, which has increased its program and event offerings as we emerge from the pandemic. We always host those performers locally, using Frostburg-based lodging. This summer, we're excited to launch a Friday afternoon Performance Series for Children.

The FSU Appalachian Festival has become a cornerstone event for our community. Each year, we expand our advertising reach. We have ads in the Visitor's Guide, the Trail Guide, Off I-68, and several other monthly or quarterly planners. In addition, we have rack cards available at Maryland Rest Stops and Visitors Center and on some stops along the Pennsylvania Turnpike. We also take out a significant amount of radio and newspaper advertising near the date of the event. We also source Festival T-shirts and hats locally, using JRs.

It's difficult to estimate crowd size given the uncertainty of the pandemic, but we generally expect up to 5,000 attendees for the event. A number of our out of town guests make plans to stay for the entire weekend, spending time exploring the Frostburg community. Moreover, the Festival has become something of an institution, with local families making a tradition of attending year after year. I've met people who travel from New Jersey, Florida and Texas each year to attend this event. We've also had individuals from Germany, Australia, and Estonia attend our events.

At present, the Festival includes two music stages, each highlighting acoustic music performances by regional musicians throughout the day, three presentation areas, including a performance tent for children's programs, an artisan tent, and a public service tent for local organizations. We are delighted to host aspects of the Festival on Frostburg's Main Street. The event kicks off Thursday evening at the Palace Theatre on Main Street with a Film Festival or theatrical event focusing on Appalachian issues and closes with a concert at the Palace Theatre. On Friday, FSU hosts a Learn-In Symposium on campus which tackles issues of economic development, community and environmental sustainability. This year, we plan on featuring "Women of Appalachia" and recognizing the 125th Anniversary of Frostburg State University and its role in the community. That event is open to community members and draws on the expertise of regional businesses, leaders and residents. Paired with the on campus Saturday Festival, these events present multiple opportunities for community engagement.

We greatly appreciate the support of the City of Frostburg and look forward to our continued collaboration. We'd like to ask the City of Frostburg to consider a contribution of \$2000.

Sincerely,

Kara Rogers Thomas

Professor of Folklore and Sociology, krogerstomas@frostburg.edu, 301-687-3124

Frostburg State University, 101 Braddock Road, Frostburg, MD 21532



March 7, 2023

Ms. Elizabeth Stahlman, City Administrator
City of Frostburg
City Hall
59 E. Main Street
Frostburg, MD 21532

Re: Hotel/Motel Tax Allocation Request

Dear Ms. Stahlman:

On behalf of the Allegany Arts Council, I would like to make a request for an appropriation from the City's Hotel/Motel Tax Revenue for FY 2023. We are sincerely appreciative of the opportunity to continue applying for this funding and for the City of Frostburg's continued support of our work in the community.

We are requesting \$1500 to support general operations in this budget year.

The Allegany Arts Council has served as the umbrella organization for the arts in our community since 1975 and is charged, as one of 24 County arts agencies across the state, with five primary strategic goals:

- Promoting awareness, appreciation and engagement in the arts
- Supporting local artists and arts organizations
- Sustaining our operations
- Promoting health and well-being through the arts
- Contributing to economic development through the arts

Part of our success relates to the attraction of tourism to our community through the arts. During the summer of 2023, we will organize two major events that will draw tourists to our area. The 12th Annual Mountain Maryland Plein Air Competition & Exhibition will bring 30 painters from across the United States from June 12-17 to capture the natural beauty, architectural splendor, and vibrant energy of our region. In addition, we will partner with Frostburg State University, Allegany County Tourism, and the City of Cumberland to premiere the Levitt AMP Cumberland Concert Series. This exciting addition to our county's event lineup will bring 10 free concerts featuring nationally-touring bands to our county each

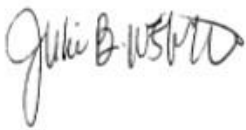
Thursday evening from June 1-August 3. The concerts will serve as an ideal way for visitors to kick-off a weekend enjoying all our region has to offer.

In June of 2024, the Arts Council will once again host a national quilt competition, a multi-day opportunity to bring additional occupancy dollars to our area. This will build on the success of our 2022 quilt competition which attracted quilters and fiber art enthusiasts from across the mid-Atlantic.

These signature events, along with recurring programs such as our Artist Studio Tour program and regular gallery and workshop offerings, elevate all of our community and make it a destination where the arts are a central focus.

Per your instructions, I am attaching a copy of the Allegany Arts Council's final budget summary for our most recently completed fiscal year. Please let me know if you require any additional information pertaining to these funding requests. Thank you in advance for your consideration and continued support.

Sincerely,

A handwritten signature in dark ink, appearing to read "Julie Westendorff". The signature is fluid and cursive, with the first name "Julie" being more prominent and the last name "Westendorff" written in a more compact, connected style.

Julie Westendorff
Executive Director



W. Robert Flanigan
Mayor

Commissioners

Donald L. Carter, Jr.
*Commissioner of
Finance*

Kevin G. Grove
*Commissioner of
Public Safety*

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

Adam Ritchey
*Commissioner of
Public Works*

Elizabeth Stahlman
City Administrator

City of Frostburg

MEMORANDUM

To: Mayor, City Council, and Elizabeth Stahlman, City Administrator
From: Bethany Fife, Interim Community Development Director 
Date: March 6, 2024
Subject: BOZA Appointment

The Frostburg Board of Zoning Appeals has one expired Commission seat. Board member Kitty Davis has indicated she is willing to serve another three year term. Mrs. Davis has represented the City of Frostburg with distinction and expertise as a zoning appeals board member, and her service to our community has been invaluable to the positive growth and development of the City of Frostburg.

Staff recommends that Mrs. Williams be reappointed to a new three year term beginning March 17, 2023, and expiring March 17, 2026.

Please provide staff with recommendations for the Board of Zoning Appeals vacancy, request staff to solicit letters of interest, or reappoint the current member listed above during your March 2023 Mayor and Council meeting.

The Mayor and Council have the authority to appoint individuals of their choice to this board.

If you have any questions or concerns please contact me at your convenience.

CITY OF FROSTBURG, MARYLAND

**COST PROPOSAL FOR PROFESSIONAL
AUDITING SERVICES**

HUBER, MICHAELS & COMPANY

Keith C. Brode, CPA

110 S. Centre Street
Cumberland, MD 21502
Telephone: (301) 722-4455

February 2, 2023



Certified Public Accountants

110 S. Centre Street, Cumberland, MD 21502 • PH (301)722-4455 • FAX (301)722-5004 • www.hmccpa.com

February 2, 2023

To the Director of Finance
City of Frostburg, Maryland
37 S Broadway Street, P.O. Box 440
Frostburg, MD 21532

Dear Mrs. Jones:

Huber, Michaels & Company appreciates the opportunity to submit this proposal.

Our firm has been and continues to be dedicated to preserving the highest of standards within our profession. Huber, Michaels & Company has a long association with the American Institute of Certified Public Accountants, the Maryland Association of Certified Public Accountants, and the West Virginia Society of Certified Public Accountants. We are confident that the attached detailed information will confirm our dedication to quality.

I am the individual authorized to make representations for the Firm and can be contacted at the above address or telephone number.

Respectfully submitted,

HUBER, MICHAELS & CO.

A handwritten signature in dark ink, appearing to read 'Keith C. Brode', is written over a horizontal line.

Keith C. Brode, CPA

PROPOSAL

Our audit of the City of Frostburg, Maryland's financial statements would be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement or instances of non-compliance. If, during the course of our audit, any information would come to our attention which would require us to issue an opinion other than an unmodified opinion, the nature of the change and the reasons therefore would be discussed with you prior to submission of our report.

In addition to expressing our opinion on the financial statements, we would obtain an understanding of your internal controls sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Important weaknesses in internal control or significant ideas are reported periodically during our work to allow action to be taken when necessary or desirable. In addition, these weaknesses will be reported to you in writing at the completion of our audit.

In order to achieve an efficient performance of our audit, we would require assistance from your personnel. Included in this area would be locating and submitting documents and records, performing certain reconciliations and listings, accumulation of data for financial reporting purposes, preparation of managements' discussion and analysis and the accumulation of information to prepare financial statement footnotes.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit would involve judgment about the number of transactions to be examined and the areas to be tested. We would plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriations of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our proposed fees for completion of the audited financial statements for the next three years are in Attachment A, Audit Work Cost Proposal Form. The cost proposal form is based on current auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States as of the date of this proposal. In the event that new standards must be adopted within the period covered by this proposal that requires significant additional work, we reserve the right to negotiate a new fee. The new fee will be discussed with you prior to the start of the additional required work. When possible, you will be notified of changes in fees prior to the start of the audit work for that year or earlier if practical.

Any additional requests for special reports or testing outside the scope of the "Technical Proposal for Professional Auditing Services" would be billed at the standard hourly rates of the individuals responsible for completing such additional requests. The current ranges of our hourly rates by position are also included in Attachment A.

Our invoices for these services will be rendered as work progresses and are payable upon presentation. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If you agree to the terms of this proposal, please indicate by signing this document and returning one copy to us.

ACKNOWLEDGED:

Name: _____

Title: _____

Date: _____

Attachment A

AUDIT WORK COST PROPOSAL FORM

<u>Service</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
City Audit and Related Reports	\$ 55,000	\$ 58,000	\$ 61,000
Single Audit and Related Reports (with one major program)	\$ 10,000	\$ 10,750	\$ 11,500
Each additional program	\$ 4,000	\$ 4,300	\$ 4,600
Examination Engagement	\$ 7,000	\$ 7,500	\$ 8,000

Schedule of Professional Fees as of February 2, 2023:

	<u>Hourly Rates</u>
Partners	\$275 - \$295
Managers	\$130 - \$185
Professional Staff	\$75 - \$110
Administrative Staff	\$60

Sec. 3-4. Taxes.

(a) Real property taxes.

- (1) *Annual payments.* Except as provided for in subsections (a)(2) and (3) of this section, bills for real property taxes shall be considered delinquent if not paid prior to October 1 of each year. Beginning on October 1 of each year, interest in the amount of one and one-half percent (1.5%) of the unpaid taxes for each month, ~~retroactively to July 1 of that year,~~ shall be added to the amount due.
- (2) *Semi-annual payments.* For residential owner-occupied properties for which semi-annual payments are authorized under State law (presently, Md. Real Prop. Code Ann. § 10-204.3(b)), the installments shall be considered delinquent if not paid prior to September 30 and December 31, and interest at the aforesaid rate shall ~~apply retroactively to July 1 and shall~~ be added to the amount due.
- (3) *Half-year payments.* The bills for real property taxes on properties that are completed or otherwise initially added to the tax roll during the period from July 1 to December 31, both inclusive, shall be considered delinquent if not paid on or before thirty (30) days after the date the tax bill is mailed or made available. Interest at the aforesaid rate shall be applied retroactively to the billing date and shall be added to the amount due for any such delinquent tax bills.

(b) Personal property taxes. *(Proposed changes remove the retroactive statements and simplify the billing description since we only bill personal property once a month with the new software.)*

- (1) ~~Personal property taxes billed in July are due by September 30. If they are paid late, interest retroactive to July 1 shall be added to the amount due.~~
- (2) ~~Personal property taxes billed on or before the fifteenth day of the month in months other than July are due by the last day of the month following the month of billing, and personal property taxes billed after the fifteenth day of the month are due by the end of the second month following the month of billing. If they are paid late, interest retroactive to the first day of the month following the month of billing shall be added to the amount due.~~

(1) Personal property tax may be paid without interest or penalty:

- (a) On or before September 30, if the bill is submitted on or before August 31 of a tax year; or
- (b) On or before the last day of the month following the month the tax bill is issued if the tax bill is submitted after September 1 of the tax year.

- ~~(3)~~ (2) Interest on delinquent personal property taxes shall accrue at the rate of one and one-half percent (1.5%) per month.

2021 Maryland Statutes

Tax - Property

Title 10 - Property Tax Payment

Subtitle 1 - Time of Payment -- in General

Section 10-102 - Annual Property Tax Due Dates

Universal Citation: MD. Tax - Property Code Ann. § 10-102 (2021)

(a) Except as otherwise provided in this title, property tax is due on July 1 in each taxable year.

(b) Except as provided in § 10-204.3 of this title, property tax that is due on July 1 of the tax year may be paid without interest on or before September 30 of the tax year, and is in arrears after September 30 of the tax year.

(c) Property tax for a full year that is imposed as of a semiannual date of finality may be paid without interest:

(1) on or before September 30, if the bill is submitted on or before August 31 of a tax year; or

(2) on or before 30 days after the date the tax bill is received or reasonably should have been received or available if the tax bill is submitted after September 1 of the tax year.

(d) Personal property tax may be paid without interest or penalty:

(1) on or before September 30, if the bill is submitted on or before August 31 of a tax year; or

(2) on or before 30 days after the date the tax bill is received or reasonably should have been received or available if the tax bill is submitted after September 1 of the tax year.

2021 Maryland Statutes

Tax - Property

Title 10 - Property Tax Payment

Subtitle 1 - Time of Payment -- in General

Section 10-103 - Payment of 1/2-Year Taxes

Universal Citation: MD. Tax - Property Code Ann. § 10-103 (2021)

(a) Except as provided by § 10-104 of this subtitle, real property that during the period from July 1 to December 31, both inclusive, is completed or is otherwise initially added to the tax roll shall be taxed for the 6-month period from January 1 to the following June 30, both inclusive, at 50% of the annual State, county, municipal corporation, or taxing district property tax rate that is in effect for that taxable year.

(b) The property tax imposed under this section is due on the later of:

(1) January 1 of the taxable year; or

(2) the date after January 1 of the taxable year that the tax bill is received or reasonably should have been received or available.

(c) Property tax imposed under this section may be paid without interest or penalty on or before 30 days after the date the tax bill is mailed or made available.

2021 Maryland Statutes

Tax - Property

Title 10 - Property Tax Payment

Subtitle 2 - Time of Payment --

Variations

Part I - Deferrals

Section 10-204.3 - Semiannual Payment Schedule for Property Tax

Universal Citation: MD. Tax - Property Code Ann. § 10-204.3 (2021)

- (a) (1) In this section the following words have the meanings indicated.
- (2) “Business property” means real property:
 - (i) that has been assigned a commercial use code by the Department; and
 - (ii) for which the total State, county, municipal corporation, and special taxing district property taxes for the taxable year do not exceed \$100,000.
- (3) “Owner–occupied residential property” means the principal residence of a homeowner as defined in § 9–105 of this article.
- (b) Notwithstanding Subtitle 1 of this title and subject to § 10–208 of this subtitle:
 - (1) the governing body of a county shall provide a semiannual payment schedule for State, county, and special taxing district property taxes due on owner–occupied residential property or business property; and
 - (2) the governing body of a municipal corporation shall provide a semiannual payment schedule for municipal corporation and special taxing district property taxes due on owner–occupied residential property or business property.
- (c) A semiannual payment schedule under this section shall apply:
 - (1) at the time of the transfer of property purchased on or after July 1, 2000; and
 - (2) to any current or future owner of owner–occupied residential property or business property, regardless of whether the property was purchased before July 1, 2000.

- (d) (1) The semiannual payment schedule under this section shall apply to:
- (i) the property tax due for the tax year following transfer of the property; and
 - (ii) the property tax due and not in arrears for the current tax year for any transfer occurring on or after July 1 but on or before September 30.
- (2) The first installment of a semiannual payment shall be paid on or before September 30.
- (e) A semiannual payment schedule may include a service charge to be paid with the second installment.
- (f) A service charge:
- (1) shall be:
 - (i) adopted by the taxing authority that collects the property taxes after obtaining the prior approval of the amount of the service charge from the Department, as part of adoption of the property tax rate under §§ 6–301 through 6–303 of this article;
 - (ii) applicable to all property tax being collected by the taxing authority on the semiannual payment schedule for itself and for any other taxing authority;
 - (iii) expressed as a percent of the amount of tax due at the second installment and shown on the tax bill as a percent and actual dollar amount charged; and
 - (iv) calculated in an amount:
 - 1. reasonably equivalent to the anticipated lost interest income associated with the 3-month delay in payment of the second installment by multiplying the amount of the second installment by a rate not exceeding 1.5%; and
 - 2. covering administrative expenses associated with the semiannual payment not exceeding the lesser of the actual expenses incurred in the preceding fiscal year per semiannual tax account as approved by the State Department of Assessments and Taxation or 10% of the charge for the anticipated lost interest income as calculated in item 1 of this item;
- (2) does not apply if both installments of property tax are paid on or before September 30 of the taxable year; and
- (3) may not be considered to be a property tax for the purposes of any provision of a local law or charter that limits the property tax rate or property tax revenues.
- (g) The local taxing authority shall provide to the Department by May 1 of each year, information that substantiates that the proposed service charge for the anticipated lost interest is reasonably equivalent to the amount of interest that will be lost as a result of the semiannual payment.

(h) (1) The property tax bill under a semiannual payment schedule:

(i) shall state:

1. the amount of the tax due if paid in full, including any applicable discounts for early payment;
2. the amount of the tax due if paid in semiannual installments, including any applicable discounts for early payment of the first installment;
3. the amount of any service charge to be paid with the second installment unless the second installment is paid on or before September 30 of the taxable year;
4. that the service charge does not apply if both installments are paid on or before September 30 of the taxable year; and
5. the date the tax payment is due; and

(ii) shall be subject to approval by the Department of Assessments and Taxation.

(2) The Department shall approve any local semiannual payment schedule collection that:

- (i) provides efficient and cost-effective collection of taxes; and
 - (ii) provides two semiannual coupons, two semiannual billing forms, or a similar method that allows taxpayers to pay on a semiannual basis.
- (3) Local semiannual payment schedule collection systems that are not approved by the Department shall utilize 2 semiannual payment coupons that shall be submitted with the appropriate payment.

(i) A payment under a semiannual schedule:

- (1) for the first installment:
 - (i) is due on July 1 of the tax year; and
 - (ii) may be paid without interest on or before September 30 of the tax year; and
- (2) for the second installment:
 - (i) is due on December 1 of the tax year;
 - (ii) except for the service charge, may be paid without interest on or before December 31 of the tax year; and
 - (iii) may be prepaid without the service charge or interest on or before September 30 of the tax year.

(j) (1) If an escrow account is established for the payment of the property tax, the escrow account servicer shall pay tax in semiannual installments unless the escrow account servicer has received written direction from the property owner or borrower to pay property tax in annual payments.

(2) If a taxpayer provides written direction to an escrow account servicer at least 60 days prior to the beginning of the tax year, property taxes shall be paid on an annual payment basis on behalf of that taxpayer by the escrow account servicer in the tax year that begins immediately following the year in which the written direction was received.

(3) If a taxpayer provides written direction to an escrow account servicer less than 60 days prior to the beginning of the tax year, property taxes may be paid on an annual payment basis on behalf of that taxpayer by the escrow account servicer in the tax year that begins immediately following the year in which the written direction was received.