

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 10, 2022 at 3:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. COUNCIL MEETING TOPICS	
3.1. Transfer of 59 E. Main Street to Frostburg State University for the development of the Regional Science Education Center/Challenger Center deed from City of Frostburg to FSU	2 - 4
3.2. ARPA Project Approvals as discussed in 2/28/22 Special Work Session Priority List March 10 22 ARPA proposals March22	5 - 12
3.3. Employment Agreement Approval for CDL Drivers Employment Agreement - CDL holder	13 - 15
3.4. Open Container Repeal Request: Spring Arts Walk - FrostburgFirst open container repeal request - ARTS WALK	16
4. DISCUSSION ITEMS	
4.1. Draft Budget Review <ul style="list-style-type: none">• Hotel/Motel Tax Requests• Employee Salary and Benefits• Other budget priorities Hotel Motel Request List FY 23 Hotel Motel Requests FY23 Draft Budget - Condensed Summary FY23 Draft Budget	17 - 76
4.2. Community Center/City Place Rentals - Alcohol Permit Applications	
4.3. General Discussion: Mayor and Council	
5. ADJOURNMENT	
REMINDERS	
UPCOMING MEETINGS AND EVENTS	

EXEMPT FROM RECORDATION TAX PURSUANT TO SECTION 12-108(a) OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND

EXEMPT FROM TRANSFER TAX PURSUANT TO SECTION 13-207(a)(1) OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND

THIS DEED, made this ____ day of _____, 2022 by and between the **THE CITY OF FROSTBURG**, a Maryland municipal corporation, "GRANTOR", and the **State of Maryland to the use of the University System of Maryland, on behalf of its constituent institution, FROSTBURG STATE UNIVERSITY**, "GRANTEE".

WITNESSETH: that in consideration of the sum of Zero Dollars (\$0.00) actual consideration being a gift from the Grantor to the Grantee, the receipt and sufficiency of which is hereby acknowledged, the said Grantor does hereby grant, convey and assign unto the said Grantee, its successors and assigns, in fee simple, all those lots of ground situate in Allegany County, Maryland and described as set forth on Exhibit A attached hereto and made a part hereof.

TOGETHER WITH the improvements thereupon; and the rights, alleys, ways, water, privileges, appurtenances and advantages to the same belonging or in anywise appertaining.

TO HAVE AND TO HOLD the said described lot of ground, unto and to the use of the said Grantee, its successors and assigns, in fee simple.

[Signatures on Following Page]

WITNESS the hand of the said Grantor as of the date first above written.

GRANTOR:

Witness:

THE CITY OF FROSTBURG

By: W. Robert Flanigan,
Mayor

Approved for form and legal sufficiency for Grantee this ____ day of _____, 2022.

Jeffrey C. Palkovitz, Assistant Attorney General

STATE OF MARYLAND, CITY/COUNTY OF _____, To Wit:

On this ____ day of _____, 2022, before me the undersigned officer, personally appeared _____, known to me or satisfactorily proven to me to be the person set forth herein, who acknowledged himself to be the _____ of The City of Frostburg. and, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of The City of Frostburg., by himself in the foregoing capacity.

AS WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

THIS IS TO CERTIFY that the within instrument was prepared by or under the supervision of the undersigned Maryland attorney or by a party to this instrument.

_____, Attorney at Law

Exhibit A
Description of Land Conveyed

Completed Projects
Priority Project - Immediate Need
Priority Project - Need
Potential Project/Idea
Outside Requests

PROJECT/ PROGRAM NAME

EST. TOTAL
PROJECT COST

EST. ARPA
ALLOCATION

NOTES

Completed Projects			
A	Labor for wiring required for WAPs at Washington Ridge	\$ 2,925	\$ 2,925
A	Vaccine incentive program(s) for City employees	\$ 19,500	\$ 19,500
A	Transition to online permitting/code enforcement	\$ 15,350	\$ 15,350
			Future costs will be incorporated into the regular budget
		\$ 37,775	

Priority Project - Immediate Need			
A	Administration	\$ 290,000	\$ 290,000
A	COVID sick leave for employees - Isolation/Quartentine	TBD \$10,000	\$ 22,640
A	Centennial Hill Pump Station and Force Main Repalcement	\$ 895,000	\$ 822,813
A	General Sewer	\$ 150,000	\$ 150,000
A	Genral Water	\$ 150,000	\$ 150,000
A	General Water Treatment Plant	\$ 150,000	\$ 150,000
A	QCT Project: Childcare/Day Camp Building - Design	\$ 59,435	\$ 59,435
A	Radio Read Meter Replacement of Manual Reads	\$ 400,000	\$ 400,000
A	WTP HVAC	\$ 52,275	\$ 52,275
A	Disinfectant tank repair/replacement at Water Treatment Plant	\$ 116,800	\$ 116,800
A	Savage Well Rehab	\$ 25,000	\$ 25,000
A	Vaccum Truck Purchase	\$ 520,974	\$ 520,974
A	Rental Housing Relief Program	\$ 160,000	\$ 160,000
Cumulative Total		\$ 2,957,712	

	Water Treatment Plant System Upgrade	\$ 300,000	\$ 300,000	PLC Upgrade, cyber security, fire alarm, etc.
	Street Paving	\$ 800,000	\$ 400,000	
	Comprehensive Plan		\$ 150,000	
	VAC Truck Dry Bed	\$ 25,000	\$ 25,000	
	Piney Dam Upgrades and Repairs	\$ 400,000	\$ 400,000	Pump replacement, 4th pump, air system to replace hydraulic, cone valve replacement, pump building repairs
	Water Dept Roof	\$ 35,000	\$ 35,000	
	Street Dept Roof	\$ 45,000	\$ 45,000	
	Mainstreet Trashcans & Benches	\$ 20,000	\$ 20,000	7,300 cans
	Utilitiy Rate Consultant		\$ 60,000	
	Salt Dome Design	\$ 25,000	\$ 25,000	
Cumulative Total		\$ 4,417,712		

Priority Project - Need				
	QCT Project: Childcare/Day Camp Building - Construction	\$ 800,000	\$ 300,000	CBDG Funding \$500,000 possible
	Street Lighting + Retrofit Dimmers	\$ 30,000	\$ 30,000	
	Downtown Parking Lot south of Main Street	\$ 650,000	\$ 450,000	Actual Cost TBD, CDA Funds possibly available
	College Gardens Road Repair (South Water/Park Lane)	\$ 60,000	\$ 60,000	Might need to aquire rights, research, tar and chip possibly
	Complete GIS Mapping of infrastructure assets	\$ 275,000	\$ 275,000	
	Transite Water Line Replacement - Grahamtown area	\$ 75,000	\$ 75,000	
	Hydrant Replacement/Repainting	\$ 100,000	\$ 100,000	
	Sewer - Smoke testing, Rain leader &/or backflow preventer installation program	\$ 250,000	\$ 250,000	
	Standish/Beals Lane Sidewalk and Road	\$ 100,000	\$ 100,000	
	Cumulative Total		\$ 6,057,712	

Potential Project/Idea			
	Façade/Outdoor Commerce upgrades for Businesses (possible match to County program)	\$ 200,000	\$ 200,000
	Raw Water Transmission Main Project	\$ 800,000	\$ 600,000
	Complete Uility replacement in areas where infrastructure is aging (Meadow Road, Grandview)	\$ 500,000	\$ 500,000
	CSO Elimination Project Matching Funds	\$ 3,500,000	\$ 437,500
	*Commercial Grease Trap Incentive Program	\$ 60,000	\$ 60,000
	Premium Pay for City employees that worked in person	\$ 100,000	\$ 100,000
	FSU Transit Hub Construction	\$ 400,000	\$ 50,000
	Glendenning Park Drainage Work	\$ 25,000	\$ 25,000
	General Water	\$ 300,000	\$ 300,000
	Genral Sewer	\$ 300,000	\$ 300,000
	General WTP	\$ 300,000	\$ 300,000
	Police Retention Bonus		
	Parks and Recreation Upgrades and Repairs	\$ 289,500	\$ 289,500
	North Grant CSO	\$ 350,000	\$ 350,000
	Accessible Fishing Peir at Piney Dam	\$ 75,000	
Cumulative Total		\$ 9,569,712	

Outside Requests			
	FFD	\$ 800,000	\$ 800,000
	FSU Challenger Center (59 East Main)	\$ 6,000,000	\$ 500,000
	Coal Miner Memorial Park	\$ 350,000	\$ 75,000
		\$ 1,375,000	

\$ 10,944,712	Request Grand Total
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NON-PRIORITY PROJECTS			
Premium Pay Grant Program for employees working in congregate healthcare settings	\$ 600,000	\$ 450,000	Feasibility TBD (Subrecipient Monitoring)
Braddock Estates Drainage/SWM	\$ 1,000,000	\$ 1,000,000	This would require a lot of leg work to make happen
Frost Ave CSO	\$ 3,000,000	\$ 3,000,000	Other funding likely available
Police Body Cameras			
Indivual City Shut-offs for College Gardens	\$ 100,000	\$ 100,000	QCT Project, (Not Feasable)



American Rescue Plan Act (ARPA)

ARPA Project Proposal

Project or Program Name:

Est. Project Budget Total:

Est. ARPA Funds:

Est. Start Date:

Est. Completion Date:

Project/Program Description:

ARPA Eligibility:



American Rescue Plan Act (ARPA)

ARPA Project Proposal

Project or Program Name:

Est. Project Budget Total:

Est. ARPA Funds:

Est. Start Date:

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Project/Program Description:

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American Rescue Plan Act (ARPA)

ARPA Project Proposal

Project or Program Name:

Est. Project Budget Total:

Est. ARPA Funds:

Est. Start Date:

Est. Completion Date:

Project/Program Description:

ARPA Eligibility:

CDL TRAINING REIMBURSEMENT AGREEMENT

THIS CDL TRAINING REIMBURSEMENT AGREEMENT (“Agreement”) is made effective this _____ day of _____, 2022, by and between **The City of Frostburg (the “City”)** and _____ (**the “Employee”**).

RECITALS

WHEREAS, under law effective February 7, 2022, all applicants for a commercial driver’s license (“CDL”) must complete Entry-Level Driver Training (“ELDT”) by a registered training provider:

WHEREAS, the City is extending an offer of employment to the Employee as a _____;

WHEREAS, the job description requires persons working in this position to hold a CDL;

WHEREAS, the offer of employment is contingent upon the Employee successfully completing ELDT;

WHEREAS, the cost of the ELDT is approximately \$2,500.00; and

WHEREAS, the City will pay the cost of the ELDT for the Employee subject to the terms of this Agreement.

WITNESSETH

NOW, THEREFORE, in consideration of the premises and the stipulations hereinafter set forth, it is mutually covenanted and agreed between the parties hereto, as follows:

1. Recitals. The Recitals set forth hereinbefore are not merely prefatory. They are incorporated by reference herein, it being the intention of the parties hereto that they form a part of this Agreement.

2. Employment. The City has extended an offer of employment to Employee which is contingent upon the Employee completing and passing ELDT and obtaining a CDL. The Employee accepts this employment subject to that contingency.

3. Reimbursement Obligation for ELDT. The City will pay the cost of ELDT on the Employee’s behalf. Except in the event of a Disability Termination (as defined below), the Employee shall reimburse the City for the cost of the ELDT if the Employee (i)

fails to satisfactorily complete the ELDT, (ii) does not obtain a CDL, or (iii) fails to complete three (3) years of employment with the City. A "Disability Termination" is the discontinuance of the Employee's employment due to injury or illness resulting in the Employee's permanent inability to perform his job duties.

4. **Term.** The term of this Agreement shall commence effective the date first written above and it shall continue for three (3) years following the date the Employee successfully completes ELDT and obtains a CDL.

5. **Restrictive Covenant.** The City would not have paid for Employee's ELDT but for his/her commitment to work for it as a _____ for the term of this Agreement. In consideration of the foregoing, except in the event of a Disability Termination, the Employee shall be prohibited from performing work with requires a CDL within thirty (30) miles of the City's municipal boundaries for three (3) years following the date of the Employee obtains a CDL.

6. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland. It is and shall be exclusively enforceable with an action commenced in the Circuit Court for Allegany County, Maryland or the District Court of Maryland for Allegany County, and the Employee agrees to be subject to the jurisdiction of such courts and further waives any claim that any action or proceeding arising out of or relating to this Agreement and commenced in either of such courts is commenced in an inconvenient forum or one that lacks proper venue.

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties and may be amended, waived, changed modified, extended or rescinded only by writing signed by the parties.

8. **Jury Trial Waiver.** **THE EMPLOYEE HEREBY WAIVES TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH HE/SHE AND THE CITY MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS AGREEMENT. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS, INCLUDING CLAIMS AGAINST PARTIES WHO ARE NOT PARTIES TO THIS AGREEMENT.**

9. **Severability.** If any term or provision of this Agreement or the application thereof to any person, property or circumstance shall to any extent be invalid or unenforceable as to the remainder of this Agreement, then the application of such term or provision to persons, properties and circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

10. Gender/Tense/Conjugation. The use of any gender, tense, or conjugation herein shall be applicable to all genders, tenses and conjugations. The use of the singular shall include the plural and the plural shall include the singular.

IN WITNESS WHEREOF, the parties hereto have executed this CDL Training Reimbursement Agreement the date first written above.

WITNESS/ATTEST:

THE CITY OF FROSTBURG

By: _____
Elizabeth Stahlman,
City Administrator

Employee signature



March 17, 2022

City of Frostburg
37 S Broadway
Frostburg, Maryland 21532

Dear Mayor and City Council,

FrostburgFirst would like to request a temporary repeal of the Open Container Law on Main Street, Broadway, and Water Street during our Arts Walk event on Saturday, April 30, 2022, from 11 AM - 8 PM, under the conditions that all beverages are kept in plastic ware.

Arts Walk is an event which truly represents our Frostburg Arts and Entertainment District. Business owners provide gallery space for local artists to display works of art. Guests to our downtown district enjoy glasses of wine during these gallery openings, and the repeal of the Open Container Law allows guests to move from one space to another without having to rush through their beverage. If granted, we will not publicly advertise the repeal, but will inform our downtown business owners of the temporary repeal to allow a more pleasant experience for their customers and guests.

If this repeal is passed, FrostburgFirst will send a memorandum to the Frostburg Police Department as a reminder of the repeal for the day of the event. Thank you for considering this repeal.

Should you have further questions or need additional information, please do not hesitate to contact me at (301) 689-6900 or frostburgfirst@gmail.com.

With appreciation,

A handwritten signature in blue ink, appearing to read "Deirdre Robertson".

Deirdre Robertson
Executive Director/Main Street Manager

frostburgfirst@gmail.com
www.downtownfrostburg.com

*To develop and foster a prosperous, vibrant, sustainable,
and resilient designated Frostburg Main Street Community.*

ORGANIZATION	FY 22 Allocation	FY 23 Request	FY 23 Recommended Allocation	Notes
FrostburgFirst Operating	\$ 25,000.00	\$ 35,000.00		\$5k match to Heritage Area grant
FrostburgFirst Trolley Expenses	\$ -			
FrostburgFirst A&E District	\$ -			
Classy Chassis Car Club/Cruisin Main Street	\$ 1,500.00	\$ 1,500.00		
FSU Cultural Event Series	\$ 3,000.00	\$ 5,000.00		
Elk's Derby Day	\$ 2,000.00	\$ 2,500.00		
House and Garden Club	\$ 2,000.00	\$ 2,000.00		
FBPA/Free Saturday Parking	\$ 1,000.00	\$ 1,000.00		Meters show free parking on Saturdays, as will Park Mobile
Frostburg Dog Park	\$ 5,000.00	\$ 8,769.62		\$5,130 requested for fence replacement - also in Parks and Rec ARPA request
Children's Lit. Center/Storybook Holiday	\$ 2,500.00	\$ 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	\$ 3,000.00		
FSU Appalachian Festival	\$ 2,500.00	\$ 2,500.00		
Holiday Lamppost Committee	\$ 2,100.00	\$ 3,000.00		
Mountain Maryland Trails	\$ 4,250.00	\$ 5,000.00		
Allegany Museum/Thrasher Carriage Museum	\$ 4,000.00	\$ 5,000.00		
Savage Mountain Punk Fest	\$ 750.00	\$ 1,500.00		
FSU TV-3	\$ -	\$ 9,946.00		
City Place Shade Structure (Foundation for Frostburg)	\$ 1,000.00	\$ -		
Foundation for Frostburg	\$ 200.00	\$ -		
FSU Center for Literary Arts	\$ 700.00	\$ -		
WMSR		\$ 10,000.00		Depot Area Improvements
FSU WFWM Radio 91.9 FM	-	\$ -		
UMCES Watershed Moments	\$ -	\$ -		
Miss Frostburg/Miss Mt. City/Miss Preston Fest	\$ -	\$ -		
American Red Cross - Blood Drive Vehicle Campaign	\$ 2,000.00	\$ -		
Subtotal from Outside Organizations	\$ 74,500.00	\$ 110,715.62		

February 2022

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 you past support and for the opportunity to request funding from the 202-23 Hotel/Motel Tax Revenue. For the 2022 Christmas season, (*our 15th year*) the Committee is respectfully requesting \$3000.00 to assist in the replenishment of our fund; \$1,700 of which will be allocated for the Annual Tree Lighting event, \$500 to be used to fund promotional material for a Candlelight tour of homes and the remaining \$800 for wreath related supplies including replacement bulbs and bows. The increase from last years' request is due to an increase in the cost of operating the Tree Lighting Ceremony and the addition of a Candlelight tour this year. Money raised from the Candlelight home tours will be deposited in the Foundation Fund.

Expenses for the Lamppost project itself include expenditures for replacement bows, greenery, replacement lights, plastic zip ties, wreath frame maintenance supplies and other supplies to maintain the project. The city has generously financed electrical troubleshooting by Steven's Electric. Mr. Steven's graciously donates much of his own time which for which we very grateful. We are also grateful for the support of the Parks and Rec. Department staff and the Water Dept. staff for their assistance installing and taking down the wreaths.

The generosity and support of the Mayor and Council along with financial contributions from our private citizens through the Foundation for Frostburg has made this project a mainstay of the Frostburg Christmas Season. Our crew has received great accolades and consistent support from the Frostburg Community through the years.

Our financials are monitored, audited, and managed by the Foundation for Frostburg, and are available to everyone for review.

Thank you in advance for considering our request.

With our sincere thanks,

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



February 10, 2022

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 15-17, 2022. 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 Traditions Program of the Maryland State Arts Council. More funding raised for the Festival means more Maryland Traditions funding can be invested in Mountain City Traditional Arts, which will be increasing its program and event offerings as we emerge from the pandemic. We always host those performers locally, using Frostburg-based lodging.

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 JR's.

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. 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. Over the seventeen years of the Festival's existence, however, we've seen a significant increase in advertising and facility costs. We'd like to ask the City of Frostburg to consider a contribution of \$2500.

Sincerely,

Kara Rogers Thomas

Dr. Kara Rogers Thomas

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

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

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: \$9946

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 channel 3 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 are in production currently include "The Teaching Kitchen", a student-produced show featuring a guest chef who teaches viewers how to prepare various dishes. Students also produce a news magazine program called "Good Morning Frostburg," which highlights news and activities within the university and surrounding communities. Other student-produced content includes an annual Halloween show, an awards show recognizing the creative work of FSU students, and various informational programs.

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.

The primary technological infrastructure responsible for transmitting programming from the FSU campus to the surrounding communities is going to be replaced this spring. However, financial support is needed to help with yearly maintenance and licensing agreements. The financial support requested would not only allow for the continued transmission of programming to the surrounding areas via Comcast Cable, it would also provide both real-time and on-demand program streaming to the channel, the channel's website and to a new mobile app. These services would expand programming access to non-Comcast Cable subscribers as well.

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.

Funding on Hand	\$556.17	
Items Requested:		
	CASTUS-Video on Demand Annual Renewal	\$5,099.00
	CASTUS- Cloud Services for Mobile App Annual Renewal	\$2,099.00
	CASTUS Annual Support Contract	\$1,200
	CASTUS Stream Key Static IP Address	\$1,548
Total Ask:		\$9,946



Mountain Maryland Trails

P.O. Box 28 ▪ Cumberland, MD 21501-0028

"Where the passage begins and the connections are endless."

www.mountainmdtrails.org

February 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 120,000² Allegany County trail tourists, with ~30,000 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. In 2020, MMT has expanded the trail ambassador program with an increase to two trail ambassadors. This addition has shown an increase in collaboration between MMT and the local Wheelman cycling club. Wheelmen 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 (\$7,500 - Maryland section of GAP)

In 2021, MMT continued to work with local resident and MMT member, Andy Crowe, who volunteered countless hours, in collaboration with Allegany County, maintaining the surface of the GAP in the

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

surrounding Frostburg area. In November/December 2021, MMT funded an extensive \$5,000 maintenance and repair to Andy's tractor via the Frostburg local business - Bill Miller Equipment. This commitment to local residents and a local business are an example of how the city's support brings more spotlight and revenue to the city.

Events (\$2,650 - 3M expense, \$300 - Home & Garden)

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 \$16,000 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). Finally, 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

FY21 Profit & Loss Statement



MMT2021-FY21PL-3[
2109].pdf

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.



Elizabeth Stahlman <estahlman@frostburgcity.org>

City of Frostburg Hotel/Motel Tax Requests for FY 2022-23

Mike Fetchero <mfetchero@gmail.com>
To: estahlman@frostburgcity.org
Cc: Vic Rezendes <vicrezendes@gmail.com>

Thu, Jan 20, 2022 at 9:14 AM

Hi Elizabeth,

First, allow me to thank the City of Frostburg for the ongoing support of Allegany Museum. Our mission includes day to day operation of the Thrasher Carriage Museum in conjunction with the Western Maryland Scenic Railroad schedule. In addition to the train schedule, we make the facility available to groups and organizations on a special request basis. Our organization uses the services of volunteers to fulfill the commitment.


Our responsibilities include cleaning and light maintenance of the facility. We also perform regular, professional "detailing" of the carriages. We are responsible for outside plantings.

We have implemented a new professionally produced video which was partially funded by prior Frostburg Hotel/Motel tax proceeds. The video is designed to give visitors an overview of the collection. It is especially helpful for visitors that are on a tight train schedule.

Our financial needs are endless as you can imagine. Our cleaning supplies are in constant use as we maintain a presentable facility with decent restrooms. Our seasonal plantings are another expense. Overall, Thrasher Carriage Museum is part of what makes Frostburg attractive and inviting. Allegany Museum and our volunteers are what keeps Thrasher going.

I have enclosed our 2021 year end P&L for your review. We would like to request continued support in the amount of \$4000.00. Please advise of any questions! Thanks in advance for your consideration.

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

 **Receipt_2022-01-05_094114.pdf**
16702K



January 31, 2022

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. 2022 will be the 46th 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



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

February 18, 2022

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 2022-23 City Hotel/Motel Tax Fund in the amount of \$5,000.

CES produces an annual performing arts series featuring high-caliber professional artists. Each year, CES presents 12 to 15 public performances in Frostburg. Performers include national and international artists drawn from diverse genres within the disciplines of theatre, music and dance. Through our program, the community has access to masterful artists who have appeared at venues like the Kennedy Center, Lincoln Center and Wolf Trap. In our 66-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. A robust educational program of lectures, workshops and discussions reaches people of all ages, allowing community members to engage with professional artists beyond simple performance attendance.

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 6,000 to 7,500 people into Frostburg to not only attend performances but to visit local restaurants, bars and businesses and over 2000 school children from across the tri-state region come to the campus each year, providing them with access to 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 outside of the FSU Campus into 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 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 \$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 FY2021-2022 BUDGET

	TOTALS BUDGET
EXPENSES	
Personnel Salaries/Benefits & Fees	
Administrative salaries	
Production Coordinator	\$74,562
Director	\$84,474
Grants Associate	\$48,520
Artistic salaries & fees*	\$101,400
Technical fees	\$18,373
Other Personnel salaries & fees	\$18,256
Box Office Manager Salaries	\$77,108
Box Office Students Salaries	\$9,450
CES Student Production Team	\$9,504
Administration & Operations	
Staff Uniforms	\$2,000
Misc Supplies	\$3,512
Utilities/telephone	\$720
Box Office supplies	\$4,000
Security	\$0
Housing/per diem	\$6,415
Dues & association memberships	\$2,500
Service contracts	\$5,000
Hospitality	\$1,500
Artist Meals/Hospitality	\$3,388
Crew Meals	\$750
Equipment	\$1,000
Professional Staff Training/Development	\$5,000
Student Staff Training/Development	\$1,000
Brochure Printing	\$10,000
Programming	
Educational expenses	\$500
Facility/equipment rental	\$17,890
Sound Equipment	\$968
Sound Engineer	\$4,160
Lights	\$100
Backline	\$1,000
Piano Moving	\$1,000
Piano Tuning	\$100
Printing	\$1,300
Printing---Programs	\$3,000
Program Supplies	\$3,200
Program Misc.(laundry)	\$550
Patron Receptions/Dinners	\$5,003
Fundraising/Marketing/Retail	
Paid advertising	\$16,700
Direct mail	\$5,000
Marketing/PR	\$4,000
TOTAL EXPENSES	\$552,903

INCOME	
Earned Income	
General Public Tickets	\$52,945
Stud. Act. Fee Allocation	\$58,894
21st Century	\$1,500
Fiscal Year Carry-over	
CES Peoplesoft	\$64,878
Foundation Account	\$33,000
Private: (identify below)	
Individual donations	\$11,000
Corporate support	\$5,000
Sponsor support	\$0
Foundation support(FSU)	
Endowment Revenue	\$1,416
FSU Partner	\$5,000
FSU Salary Contribution	\$254,400
Other Private Foundations	\$2,000
FSU Grant	\$2,000
FSU Collaboration	\$0
Public: (via MSAC)	\$3,000
National Endowment for the Arts	\$0
Other federal (identify below)	\$0
County arts councils	\$1,000
Other county	\$0
City arts councils	\$0
Other city (Frostburg)	\$3,000
Maryland State Arts Council	\$1929.74
MAAF	\$11,940
Other state (identify below)	\$0
TOTAL INCOME:	\$552,903
NET PROFIT(LOSS)	\$0



February 21, 2022

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 2022. 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 as an organization relates to the attraction of tourism to our community through the arts. In 2021, we partnered with FrostburgFirst for a very successful program, QuiltWalk, which displayed quilts by local artists in businesses in both Cumberland and Frostburg, with the goal of highlighting redevelopment opportunities. Based upon the success of that initiative, our Board of Directors has approved establishment of a national quilt competition which will take place this year from June 3-5, 2022, a multi-day opportunity to bring additional occupancy dollars to our area.

In addition, this past year we partnered again with FrostburgFirst and other partners to conduct a tourism marketing campaign, "Allegany Loves the Arts," which highlighted artistic and cultural events happening during a full weekend, and we again conducted our Artist Studio Tour program with participating artists in Frostburg.

Through our continued efforts with signature events like our Annual Plein Air Competition, and new shows and programs which bring artists from around the country, our goal is to 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, stylized manner.

Julie Westendorff
Executive Director



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 2023

Operations & Grant Match Request



February 21, 2022

City of Frostburg
59 East Main Street
Frostburg, MD 21532

Dear Mayor and City Council,

Thank you for your generous support of \$25,000 in Hotel/Motel tax revenue in the Fiscal Year 2021-2022, particularly in consideration of the challenges resulting from the coronavirus pandemic. With your support, we were able to create a much-needed full-time Events & Promotions Coordinator position and maintain our promotional activities for the downtown district despite the pandemic. Using these funds as leverage, we have been able to more than triple the City's investment in our program through fundraising, grants, program investments, and event revenue. Currently, FrostburgFirst has secured over \$80,000 in Fiscal Year 2022 grant funds for individual projects, Arts and Entertainment District operations and marketing, the new Small Business Resource Program, Pop-Up Frostburg, and more.

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 held multiple events, including the annual Fall and Spring Arts Walk, the 3rd Annual Pig Out in the Park BBQ Bash, the annual Cocoa Crawl, the inaugural Bite of the Burg Restaurant Week, and the launch of Second Saturdays. We successfully launched a 3-month long Pop-Up Frostburg shop hosting multiple local vendors, and have secured new premises on Main Street for a year-long Pop-Up program. Through grant funds, private donations, and our fundraising efforts, FrostburgFirst was able to allocate \$120,000 in mini-grants to local small businesses struggling as a result of the pandemic. We worked with the City of Frostburg to install new public art and begin the process for two new public art projects in 2022-2023. Among other projects, FrostburgFirst has also created and implemented an ongoing marketing and promotion strategy to highlight our beautiful downtown, including TV and streaming advertisements, online ads, social media campaigns, and through our partnership with local media. 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 has been able to maintain regular postings to three different social media outlets, create and maintain a comprehensive community calendar on our website, and maintain Frostburg's business listings and events listings on the Allegany County Tourism Website (mdmountainside.com). At present, FrostburgFirst's combined social media platforms have approximately 9,000 followers, with an average monthly reach between 50,000 – 60,000 individuals, and



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 2,000 and 2,500 followers daily, and a regularly maintained website (downtownfrostburg.com) 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 2023, 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. We anticipate that this will remain our average annual request for operational support in the future, excluding extraordinary circumstances.

Sourcing funding to support operational expenses is 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.

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 2023, 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 2021
- III. FrostburgFirst: Financial Overview of Fiscal Year 2020-2021
- IV. FrostburgFirst: Strategic Plan

We will be happy to provide any and all 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 2022):*Executive Committee:*

Jenni Georgeson – President

Dr. Sarah O’Neal – Vice President

Joseph Hoffman – Treasurer

Jacki Dixon – Secretary

Directors:

Meg Roque

Abigail Linder

Michael Miller

William Mandicott

Meagan Guthrie

Kyle Durbin

L.J. Bennett (City of Frostburg Staff Representative)

Donald Carter, Jr. (City of Frostburg Mayor & Council Representative)

Staff:

Deirdre Robertson - Executive Director

Dana Bridges – Events & Promotions Coordinator

Summary of Activities

Historic Frostburg – A Maryland Main Street Community, Inc. (doing business as FrostburgFirst), a non-profit, non-stock 501(c)3 corporation established under the laws of the State of Maryland, is nationally accredited and has been a designated Maryland Main Street Program since 2001. FrostburgFirst is an economic development and revitalization organization formed and operated exclusively for the purpose of promoting and advancing downtown Frostburg, a college town in Western Maryland. Specifically, FrostburgFirst engages the community, enhances streetscape aesthetics, supports and promotes small businesses, and organizes programs and events to make Frostburg a wonderful place to live, work, and visit.

In carrying out our mission, FrostburgFirst uses the guiding principles established by Main Street Maryland, a comprehensive downtown revitalization program created in 1998 by the Maryland Department of Housing and Community Development, in partnership with the National Trust for Historic Preservation’s National Main Street Center.

Community engagement is central to achieving the FrostburgFirst mission. To ensure our programs and activities align with the vision, priorities, and needs of our community, we recruit our Board of Directors and committees from across a diverse set of stakeholders, including individuals,



corporations, organizations, and associations who have direct input and representation on issues that matter most to them. Investment is a requirement to serve on the FrostburgFirst Board of Directors. FrostburgFirst currently has 85 investors, including small businesses and local organizations, Frostburg State University, local banking institutions, and local artists and community members. Businesses currently represent approximately 70% of our total investors. Throughout the year, FrostburgFirst provides our business investors with a host of benefits aimed at supporting their exposure and growth, including learning and networking opportunities, marketing and advertising, and a monthly newsletter to keep them informed about news and events happening in Frostburg.

FrostburgFirst regularly engages the broader community for partnerships and collaboration for special programs, initiatives and events. Staff and board members of FrostburgFirst serve on committees of other nonprofits and community organizations whose work supports our mission, including the City of Frostburg Green Team, Western Maryland Scenic Railroad Board, Mountain Maryland Trails Alliance, and the Arts & Entertainment District Committee. FrostburgFirst regularly takes on interns from the University and assists students from the business and mass communications programs with class projects by providing volunteer opportunities and connections with local businesses and government.

One of FrostburgFirst's primary functions is to facilitate and organize community events that engage residents, encourage tourism and economic development, and meet member-identified needs and interests, such increased cultural activities in Western Maryland.

FrostburgFirst plans and hosts the annual Frostburg Arts Walk, a day-long event in downtown Frostburg on the last Saturday of April, and the Fall Arts Walk in early October. The event encompasses the Arts & Entertainment District and Historic District. FrostburgFirst encourages collaboration between local businesses and artists by providing a walkable tour, including artists, craft vendors, musicians, and other live performances throughout the downtown business district.

As part of the national Small Business Saturday® initiative led by the U.S. Small Business Administration, FrostburgFirst organizes marketing and promotional activities to support downtown district businesses; provides resources and support to small businesses; and conducts outreach activities aimed at getting Frostburg residents to support their local economy.

An example of our cross-promotional events designed to increase Frostburg tourism is the annual Pig Out in the Park: A Backyard BBQ Bash that FrostburgFirst organized in partnership with Kansas City Barbecue Society and the City of Frostburg. FrostburgFirst led the planning, marketing and logistics, including managing the cooking contest, securing sponsors, recruiting and local art and craft vendors, and organizing the free activities for children and live entertainment.

FrostburgFirst also engages local businesses in organized monthly promotions that encourage foot traffic and awareness. The 4th Annual Cocoa Crawl is an example of the coordinated effort between businesses and the promotional power of FrostburgFirst.

As a designated Maryland Main Street program, FrostburgFirst serves as a central resource for local businesses, new property owners, developers, residents, and community organizations. Often functioning as a liaison between the City of Frostburg and business community, FrostburgFirst works with partners to serve the business community as a whole rather than individual entities. FrostburgFirst conducts marketing campaigns, community surveys, and economic development market research on behalf of the community and provides local businesses with resources to implement effective management and promotion strategies. FrostburgFirst also manages the Maryland designated Arts & Entertainment (A&E) district and works to provide local artists and art enterprises with resources to assist



with arts projects and arts-related development.

Recent Testimonials:

“A united business district is important to our survival as a Main Street.” – *Local Small Business Owner*

“FrostburgFirst greatly benefits the entire business community.” – *Local Small Business Owner*

“I am an artist who recently moved here and am glad to have the support and advertising of the FrostburgFirst organization.” – *Artist Investor*

“I love the town and believe in the work that FrostburgFirst does to propel the downtown forward.” – *Community Investor*

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.



OPERATIONS

JANUARY 1, 2021 - DECEMBER 31, 2021

- Applied for and was awarded a total of \$261,264 in grant funds for the organization's operations, special projects, and COVID-19 relief (Joint FY21 & FY22)
- Ensured membership benefits were implemented while providing a free year of membership to businesses impacted by the pandemic.
- 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 meetings and training sessions, National Main Street Center annual conference, and marketing seminars and training to enhance current practices.
- Managed A&E District reporting and program implementation as part of responsibilities.
- Shifted from membership structure to investment structure.
- Successfully completed Keep America Beautiful affiliate process and completed multiple downtown clean-up efforts prior to events.
- Attended and participated in regular committee meetings (i.e. Frostburg Green Team, City Council meetings, Chamber of Commerce Economic Development, etc.).
- 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.
- Welcomed new board members and officers, including new President Jenni Georgeson, Vice-President Dr. Sarah O'Neal, and Michael Miller of Somerset Trust Company
- FrostburgFirst Board of Directors completed a 3-hour training session with The Word Woman, LLC on committee development and best practices.
- Hired Dana Bridges as the full-time Events & Promotions Coordinator.
- Hosted 2 student interns from Frostburg State University; Olivia Howard & Jaelen Bernard.
- Successfully planned and executed signature events including the 3rd Annual Cocoa Crawl, annual Spring Arts Walk, 3rd Annual Wellness Weekend, 3rd Annual Pig Out in the Park, 2nd Annual Fall Arts Walk, and Small Business Saturday & Shop Small Holiday Market.
- Launched new events including the 1st annual "Bite of the Burg" Restaurant Week, Second Saturdays, and Moonlight Madness.
- Assisted with other community events planning and promotion including Pirates Ahoy and Beautify the Burg.
- Developed new social media promotion/marketing strategies for social media, and established the "Behind the Counter" video series on TikTok.
- Increased social media reach by 55% with an average monthly reach of 70k and a total annual reach of over 800k.
- Maintained and updated all online platforms, including website, social media, and newsletter.
- Worked with the City of Frostburg to host 7 ribbon-cutting ceremonies.
- Worked with Allegany Arts Council to jointly host Quilt Walk 2021 display.



SPECIAL PROJECTS

JANUARY 1, 2021 - DECEMBER 31, 2021

- Successfully launched the "Burg Bucks" City-Wide Gift Certificate program in partnership with Somerset Trust Company.
- Completed a 4-month Pop-Up Frostburg Program and secured funding through Project Restore to launch a year-long Pop-Up Frostburg location on Main Street.
- Developed and implemented the Small Business Recovery Mini-Grant Program; disbursed \$120,000 to eligible small businesses. Funding was made available through the MD Strong Economic Recovery Initiative, the MD Department of Housing and Community Development Main Street Improvement program, donations from Armstrong Insurance Company, and FrostburgFirst fundraising efforts.
- Developed multiple video advertisements and paid for a month-long Shop Small Season ad on local tv networks and online streaming including FreeForm, MSNBC, CBS, Lifetime & Lifetime Movie Network, Hallmark, and Food Network.
- Worked with the City of Frostburg and Allegany County Tourism to identify sites within Main Street District in need of public art, and held 2 public Requests for Proposals for public art projects. Began the process to move forward with the "Trellis to Remember" art installation in Spring of 2022, and the "Gateway" Public Art Project including a wall mural at the top of Depot Hill, painting a historic timeline on the sidewalk leading up from the Depot Stairway, and renovation of the defunct phone booth at the base of the stairs into a visitor kiosk. Expect project completion by 2023.
- Worked with the City of Frostburg and Filmmaker/Photographer Michael Snyder to print 8 large-scale banners of Mountain Traditions Artwork to display throughout downtown Frostburg.
- Designed, published, and distributed new tourism-focused brochure to promote downtown Frostburg with grant funding provided through Maryland State Arts Council and Passages of the Western Potomac Heritage Area.
- Worked with the Frostburg Green Team to conduct the 1st annual Community Litter Index.

SUMMARY



- Successfully continued to pivot operations and programs in response to the ongoing COVID-19 pandemic while providing resources and financial assistance to local small businesses.
- Increased revenue and operational funding through aggressive grant applications and increased fundraising activities.
- Initiated projects and grant funding to carry through 2023.
- 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

Historic Frostburg - A Maryland Main Street Community, Inc. **Operating Budget: July 1, 2021 - June 30, 2022**

FY 2022 Projected Expenses			
Operations			
Salary Expenses and Benefits			
		Executive Director Salary (Gross)	\$31,759.00
		FT Marketing Coordinator	\$25,480.00
		Salary Related Expenses (Taxes, WC, & LIAB)	\$9,000.00
	Total		\$66,239.00
Operating Expenses			
		Rent	\$4,800.00
		Utilities	\$4,000.00
		Office Supplies	\$1,000.00
		Postage	\$150.00
		Accounting Services	\$2,000.00
		Chamber Membership	\$300.00
		Website Hosting/Software	\$300.00
		Carbonite	\$150.00
		Microsoft Office	\$100.00
		Travel	\$2,500.00
		Other	\$500.00
	Total		\$15,800.00
Marketing			
		General	\$3,000.00
		Brochure/Booklet	\$1,500.00
	Total		\$4,500.00
Grant Funded Activities			
		Small Business Support Program	\$20,000.00
		MIP FY20 Carryover (apply to salary exp.)	\$5,000.00
		Clean Up Green Up Project	\$1,500.00
		Public Art Implementation	\$5,000.00
		Heritage Area Grant Projects	\$5,000.00



41 E. Main Street
 Frostburg, MD 21532
 (301) 689-6900
 downtownfrostburg.com

info@frostburgfirst.com
 frostburgfirst@gmail.com

President: Jenni Georgeson
 Treasurer: Joseph Hoffman
 Executive Director: Deirdre Robertson

Approved: June 16, 2021

		A&E Marketing	\$2,500.00
Total			\$39,000.00
	Frostburg	First Sponsored Programs and Projects	
		Pig Out	\$10,000.00
		Arts Walk	\$750.00
		Small Business Saturday	\$500.00
		Mix and Mingles	\$750.00
		Annual Membership Meeting	\$250.00
	Total		\$12,250.00
	Miscellaneous		\$1,000.00
	FY 2022 Expense Total		\$138,789.00
		Estimated FY22 Surplus (Conservative)	\$16,204.00

FY 2022 Budget: 6-Month Snapshot

Hotel/Motel			Original Projection	Current/Pending
	Frostburg	First Operations	\$25,000.00	\$15,000.00
Total			\$25,000.00	\$15,000.00
Investment Drive			\$9,000.00	\$4,398.00
Total			\$9,000.00	\$6,300.00
Interest				
	First People's		\$400.00	\$331.00
Fundraising Goals				
	Pig Out		\$12,000.00	\$14,179.00
	Arts Walk		\$200.00	\$190.00
	Small Business Saturday		\$150.00	\$97.00
	Other		\$1,000.00	\$150.00
Total			\$13,350.00	\$14,616.00
Grant Funding FY2022				
	DHCD MIP FY22		\$16,000.00	\$27,000.00
	MIPFY21 (Carryover)		\$20,000.00	\$20,000.00
	Heritage Area (Canal Place)		\$2,500.00	\$2,500.00
	MSAC A&E Operations		\$13,500.00	\$16,500.00
	MSAC Public Art Implementation		\$10,000.00	\$0.00
	MD Clean Up & Green Up		\$1,500.00	\$0.00
	PPP		\$6,093.00	\$6,093.00
	MSAC TAG		\$2,500.00	\$0.00
	MD Humanites Operating		\$0.00	\$10,000.00
Total			\$72,093.00	\$82,093.00
Total			\$110,843.00	\$118,340.00
Estimated General Carry Over FY 2021			\$60,000.00	\$60,000.00
Grand Total			\$170,843.00	\$178,340.00
FY 2022 Projected Expenses				
Operations				
	Salary Expenses and Benefits			
	Executive Director Salary (Gross)		\$31,759.00	\$17,105.00
	FT Marketing Coordinator		\$25,480.00	\$10,970.00
	Salary Related Expenses (Taxes, WC, & LIAB)		\$9,000.00	\$7,168.00
	Intern Stipend		\$2,000.00	\$750.00
Total			\$68,239.00	\$35,993.00

	Operating Expenses		
	Rent	\$4,800.00	\$2,400.00
	Utilities	\$4,000.00	\$2,022.00
	Office Supplies	\$1,500.00	\$1,396.00
	Postage	\$200.00	\$103.00
	Accounting Services	\$2,000.00	\$1,020.00
	Chamber Membership	\$300.00	\$300.00
	Website Hosting/Software	\$500.00	\$30.00
	Carbonite	\$150.00	\$150.00
	Microsoft Office	\$100.00	\$100.00
	Travel	\$2,500.00	\$1,225.00
	Other	\$1,500.00	\$375.00
	Total	\$17,550.00	\$9,121.00
	Marketing		
	General	\$5,000.00	\$2,806.00
	Brochure/Booklet	\$1,500.00	\$551.00
	Tourism Guide	\$1,100.00	\$1,080.00
	Kiosk Downtown Maps	\$300.00	
	Total	\$7,900.00	\$4,437.00
	Grant Funded Activities		
	Small Business Support Program	\$20,000.00	\$20,000.00
	MIP FY20 Carryover (apply to salary exp.)	\$5,000.00	\$5,000.00
	Clean Up Green Up Project	\$1,500.00	\$1,500.00
	Public Art Implementation	\$5,000.00	\$0.00
	Heritage Area Grant Projects	\$5,000.00	\$0.00
	A&E Marketing	\$5,000.00	\$3,595.00
	Total	\$41,500.00	\$30,095.00
	FrostburgFirst Sponsored Programs and Projects		
	Pig Out	\$12,000.00	\$7,817.00
	Arts Walk	\$1,000.00	\$108.00
	Small Business Saturday	\$500.00	\$234.00
	Mix and Mingles	\$750.00	\$563.00
	Burg Bucks	\$1,000.00	\$525.00
	Annual Membership Meeting	\$250.00	\$260.00
	Total	\$15,500.00	\$9,507.00
	Miscellaneous	\$1,000.00	\$404.00
	FY 2022 Expense Total	\$151,689.00	\$89,557.00



VISION

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

MISSION

To develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community.

GOALS

1. Cultivate Community Engagement
2. Strengthen Frostburg's Economic Base
3. Develop and Strengthen Organization Infrastructure
4. Establish and Support Organizational Programming

OBJECTIVES

- 1a. Expand Membership Base & Diversity
- 1b. Strengthen and Increase Partnerships
- 1c. Increase FSU and ACM Student Involvement
- 1d. Develop and Sustain Volunteer Pool

- 2a. Expand Marketing Reach
- 2b. Cultivate Frostburg as a Tourism and Development Destination
- 2c. Encourage Entrepreneurship
- 2d. Lead Downtown Beautification Efforts

- 3a. Develop Plan for Management of Affiliate Programs (A&E, KAB)
- 3b. Plan and Develop Move Strategy
- 3c. Strengthen Organization Functions
- 3d. Develop New Revenue Streams for Organization

- 4a. Support Existing Signature Programming
- 4b. Implement New Signature Programming

To develop and foster a prosperous, vibrant, sustainable, and resilient designated Frostburg Main Street Community.



STRATEGIC PLAN – FISCAL YEAR 2020 – 2023

(LAST UPDATED 09/16/20)

ACTION PLAN

1. Reach out to new businesses and self-employed/contractors in the Frostburg area with membership opportunities. DAILY OPERATIONS
2. Seek REGULAR feedback from members regarding satisfaction and suggestions.
3. Tell the FrostburgFirst story through social media, website, and interpersonal interactions. DAILY OPERATIONS
4. Conduct an annual student evaluation in the Spring to assist in developing programming and business recruitment.
5. Maintain database for volunteers and engage in regular recruitment efforts.
6. Increase Regularly evaluate video and image content on social media and engage in targeted online marketing.
7. Work with Destination Marketing Organizations to develop programming and promotional strategies that reach outside Frostburg region. DAILY OPERATIONS
8. Continue to implement the Pop-Up Retail Program in Downtown Frostburg.
9. Develop and implement up to 2 new streetscape improvements annually.
10. Work with Green Team and other community organizations to implement changes and programs associated with Keep America Beautiful Affiliation.
11. Continue to implement committee strategies to build and cultivate Arts & Entertainment Committee and Keep Frostburg Beautiful Committee.
12. ~~Research office space possibilities and develop a plan for moving,~~
accommodating new budget needs, and making new location accessible to public. COMPLETE
13. ~~Adopt~~ needed policies and procedures to streamline organizational processes. COMPLETE
14. Research and apply for new grants and funding opportunities as they become available. DAILY OPERATIONS
15. Successfully transition to 501(c)3 and obtain MD Standards of Excellence designation.
16. Successfully plan and implement existing and new programs that further the aims and requirements of the 5-Point Approach of MD Main Street, MD Arts & Entertainment District, MD Heritage Area, and Keep America Beautiful Affiliation.
17. Increase public and business community awareness of state-issued guidance regarding health and safety practices.

*To develop
and foster a*



February 20, 2022

Dear Mayor and City Council:

The Frostburg Business and Professional Association (FBPA), has a long history of serving the Frostburg community. Our purpose is to advance the business, commercial, civic, and general interest of its members and the City of Frostburg. FBPA has always appreciated the support of the City Administrator, Mayor, and City Council. We take pride in promoting business activity in Frostburg through activities such as discounted radio spots with Forever Media. We work collaboratively to promote the Allegany Passage, Western Maryland Scenic Railroad, Frostburg State University, and FrostburgFirst.

FBPA is requesting \$1000 to promote free parking on Main Street on Saturdays throughout the year. It is evident that in December free parking increases foot traffic on Main Street and increases traffic to local businesses. The Association will promote free parking on the radio and newspaper. Additionally, the businesses will advertise free parking on their Facebook pages, websites, and flyers. The overall goal is to increase the number of individuals visiting the City of Frostburg and promoting local businesses.

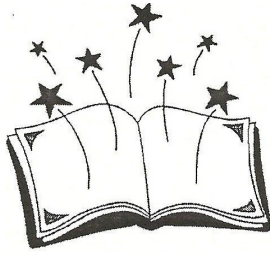
FBPA collects annual dues of \$50 and represents 20-30 businesses. The dues are used to support activities in the association, discounted advertising during the holiday season, and requested donations. Attached is a financial report as requested.

We thank you for taking time to consider this request. We look forward to continued support and partnership with the City of Frostburg.

Sincerely,

George Pappas

George Pappas, President



CHILDREN'S LITERATURE CENTRE

February 20, 2022

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

Dear Members of Frostburg City Council,

On behalf of The Children's Literature Centre, we would like to request \$3000 from the Hotel/Motel Tax Fund to support Frostburg's 19th annual Storybook Holiday celebration, to be held on Saturday, December 4, 2021.

We are looking forward to hosting Storybook Holiday 2022 this coming December. The crowds returned this past year after missing the in person event in 2020. We were able to continue with the "Jack Frost Toss" this year as well as all of our other activities that make the day so magical.

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. 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 18 years, and look forward to another successful Storybook Holiday in 2022. Please contact us if you have any questions or require additional information.

Sincerely,

Sarah O'Neal William Bingman
Barbara Ornstein

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

Elizabeth Stahlman (estahlman@frostburgcity.org)To:you

Wed, Jan 19, 2022 9:38 am

+ 1 more Details

Hello,

The Frostburg Mayor and City Council will accept requests from organizations, groups, and affiliated agencies who wish to be considered for an appropriation from the City's Hotel/Motel Tax Revenue for the new fiscal year beginning July 1, 2022. This year the Mayor and Council intend to allocate a portion of the hotel/motel tax revenue collected within the City to organizations like yours that promote and/or enhance the community. Based on hotel/motel tax remittance through October 2021, the City currently expects to see revenues similar to pre-pandemic levels, which speaks to the community's assets and resiliency.

In order to be considered for funding, a written request must be provided by Monday, February 21; it should include a description of the organization, details on the use of the funds being requested and a copy of the group's most recent financial report. The Mayor and Council will not be asking organizations to make a presentation at the regular Monthly Council Meeting. Rather, the Mayor and Council will review the applications received and make recommendations during their March Work Session.

Written requests are to be submitted to the City Administrator at estahlman@frostburgcity.org or by mail/delivery to City Hall, 37 Broadway, Frostburg, Maryland 21532. Questions should be directed to the City Administrator at 301-914-1781.

If your organization is allocated funds for the 2022-2023 Fiscal Year, you will be notified following the adoption of the budget in May. Information about the disbursement of the funds will be included in the notification.

The Mayor and Council thanks you and your organization for making Frostburg the special place that it is. ❁❁❁

Regards,

Elizabeth

Elizabeth Stahlman
City Administrator | City of Frostburg
37 Broadway | PO Box 440 | Frostburg, MD 21532
301.689.6000
direct 301.914.1781
cell 301.697.6149



Frostburg Elks #470
126 E. Main Street
Frostburg, Maryland 21532
January 24, 2022

Mayor Flanigan and City Council
59 East Main Street
Frostburg, Maryland 21532

Dear Mayor and City Council,

The Frostburg Elks Lodge #470 is planning to celebrate the 46th Anniversary of Derby Day, on Saturday, July 2nd, 2022, with a rain date of Monday July 4th.

This event has become an important tradition in the City of Frostburg. The annual Derby Day celebration is a significant fundraiser for the Elks Lodge and will be especially vital to the community this year.

The Elks hereby request **\$2,000** for fiscal year 2022-2023 from the Hotel/Motel Tax. The funds will be used for the purchase of the hay that is used as a safety barrier along the race route, insurance or trophies associated with the event. Additional planning or financial information is available for your review.

The event will also greatly contribute to the number of people visiting the area and seeking accommodations for the summer holiday. Any assistance that can be provided for this event will be greatly appreciated by the youth and the citizens of our community and surrounding area. Please notify me if you require any additional information to process this request.

Sincerely,

William J. DeVore
Exalted Ruler

cc: Jim Meyers
Sharon Kyle
Joene Patterson



January 27, 2022

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

Re: Hotel/Motel Tax Allocation Request

Dear Ms. Stahlman:

First of all, the 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 can not overstate how important your funding has been to our Museum, for which we are truly thankful.

As we look forward to the new Fiscal Year set to begin on July 1, 2022, 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 our organization to continue the work of collection, organizing, preserving and presenting the items, artifacts and stories of our community's share heritage. It will also help us maintain our support for Frostburg's holiday traditions, as the Community Christmas Tree is in our court yard and the Lamp Post Wreaths are now stored in the basement of our building at 56 E. Main Street.

In this current fiscal year, we are investing in a new heating system for the Museum Building (50 E. Main). This new boiler system will end our dependence on heating from St. Michael's Church, which is required by our purchase agreement. Additionally, we are undertaking the replacement of the floors in the hallways of the first-floor display area. This will complete repairs to the main floor to address damage from a water leak and years of use. Both of these projects are funded by Maryland State grant sources.

As for the collection, we are current working on developing the large front room on the second floor to house new displays acknowledging three areas of community life. First, we have been working with the Frostburg Volunteer Fire Department to show case the Fire Department through historical displays, including uniforms, badges and helmets. The second area is to catalogue and display the many schools and educational institutions that serviced the community, from the earliest one-room schools to our modern public school system. Finally, there will be an effort to showcase the many organizations that were a part of our community's past.

To help attract visitors to the second floor, we are working on a project to line the front staircase called "Frostburg Hero's". A series of photos or drawings with brief text will honor those persons or groups from our past that sacrificed

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

VIEWING THE PAST • EMBRACING THE FUTURE

or accepted great risk. These individual displays will only contain a brief reference, but will hopefully attract visitors upstairs to continue learning about our best citizens.

As with all such organizations, our challenges are three-fold. First and foremost is the difficulty in recruiting volunteers for days we are open to the public. These special volunteers not only monitor the facility and the collection during public days, but are expected to be able to give guided tours and answer questions about the collection. Without committed volunteers, there is no way to open the Museum or provide the insight visitors really enjoy.

The second challenge is of course the annual financial resources required to operate. Just our Building Insurance and the routine annual Inspections and Updates for our sprinkler system, fire alarm system and related items now exceeds the \$10,000 we are requesting. Maintaining these items is the first priority of our operations. Your support makes this effort possible.

Finally, the third challenge we are addressing is long-term Financial Stability. We believe that it is vital that we build a structure that will support the operation of the Museum, protect and enhance the Collection and provide for future opportunities. This effort is completely dependent upon attracting younger volunteers that will take on leadership roles on our Board and in meeting our desire for more Public Days.

You will find attached our Financial Report for December 2021. Our Fiscal Year is July 1 to June 30, so the December Report also provides you with Year-to-Date information for the first half of the year. We have been successful in attracting a number of COVID grants from the State of Maryland, which have helped significantly during these most difficult times. We recognize that these funding sources for operating expenses are likely to be ending this year.

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

Sincerely,



Elizabeth Eshleman
President

Cc: Board of Directors

Frostburg Museum Association
Monthly Financial Report – December 2021

<u>Acct. Number</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>
<u>Income</u>			
101	\$190.00	\$7,891.71	\$6,300.00
102	\$2,836.52	\$3,609.52	\$750.00
103	\$20,000.00	\$20,000.00	\$10,000.00
104	0.00	\$9,000.00	\$9,000.00
105	\$694.37	\$1,997.43	\$7,212.00
Total	\$23,026.52	\$42,498.66	\$33,262.00
<u>Expenditures</u>			
201	\$143.13	\$619.73	\$1,300.00
202	\$30.61	\$313.36	\$450.00
203	\$959.28	\$1,834.89	\$6,243.00
204	0.00	\$153.36	\$388.00
205	0.00	\$401.34	\$545.00
206	0.00	0.00	\$2,107.00
207	\$33.07	\$168.07	\$404.00
208	0.00	\$7,853.37	\$8,387.00
209	0.00	0.00	\$503.00
210	0.00	0.00	\$125.00
211	0.00	0.00	\$210.00
212	\$41.00	\$260.88	\$500.00
213	\$0.00	\$263.75	\$1,200.00
214	0.00	\$48.00	\$250.00
215	0.00	\$257.52	\$250.00
216	0.00	\$75.00	\$100.00
217	0.00	\$123.00	\$300.00
218	0.00	0.00	\$10,000.00
Total	\$1,207.09	\$12,372.27	\$33,262.00

**Frostburg Museum Association
Chart of Accounts
July 1, 2021 – June 30, 2022**

<u>Account Number</u>	<u>Account Description</u>
	<u>Income</u>
101	Memberships
102	Donations
103	Grants (Government or Private)
104	Hill Street Purchase Payment
105	Pre-School Utilities Reimbursement
	<u>Expenditures</u>
201	Potomac Edison (50 E. Main)
202	Potomac Edison (56 E. Main)
203	Columbia Gas (56 E. Main)
204	City Water and Sewer (50 E. Main)
205	City Water and Sewer (56 E. Main)
206	Heat (50 E. Main)
207	Verizon
208	Insurance (Property and Director/Officers)
209	Annual Contracts (Fire Alarm/Cloud Storage/Extinguishers)
210	Post Office Box Rental
211	Postage and Shipping
212	Office and Cleaning Supplies
213	Facility Maintenance and Repairs
214	Printing/Advertising
215	Membership Drive
216	Dues and Subscriptions
217	Miscellaneous
218	Reserve For Contingencies



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

EIN: 85-3105106

11 February 2022

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 year, 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, and smaller events that encourage people to patronize local businesses. Because of our commitment to the City, we are excited about our new office above Clatter (though our mailing address continues to remain on Mechanic Street for the time being).

For FY 2023 SMPA plans to host two major events this year in Frostburg—our annual Punk Against Cancer show, in coordination with the American Cancer Society on Campus, and our annual punk picnic. More, we will host monthly 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.

The 2021 Punk Picnic had over 150 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.

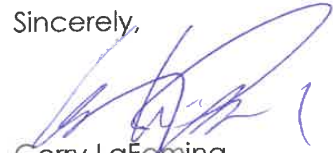
With this in mind, SMPA seeks Motel/Hotel Tax support of its programming; and is making a request of \$1500 for the coming fiscal year to help with event and general operating costs to continue and further develop this work and our relationship with the businesses in Frostburg.

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.

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

Thanks again

Sincerely,



Gerry LaFemina
President, Savage Mountain Punk Arts



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

February 8, 2022

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 2022 event is noteworthy, as this event will be our 20th year for "Cruisin' Main Street". Given the setbacks that Covid 19 has presented the past two years, we believe 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
- Mineral County Vo-Tech – Auto Depart.
- Allegany Fire Police
- The League – A Children's Place
- Toys for Happiness
- Elks Derby Day
- Frostburg City Employees
- Frostburg Elks Club
- Frostburg Fire Department
- Frostburg Food Pantry
- Western Maryland Food Bank
- Mountain Ridge High School – Scholarship
- Mountain Ridge After Prom
- Fort Ashby Historical District
- Salvation Army

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 black ink, appearing to read "David Snyder", written over a light blue horizontal line.

David Snyder
President – Classy Chassis Car Club



February 11, 2022

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

Dear Elected Officials –

Another year of pandemic brings another year of limited events at The Palace Theatre. Among the many hardships brought about by the pandemic, entertainment venues have been hard hit as we are the largest gathering places. Our original intent was to re-open in September 2021 but all the events on our calendar were cancelled due to the spike in infections. With the decline in Covid numbers in the area, we are planning a limited re-opening of the theater in March with additional events in April and May. We'll look at going forward with our regular schedule of movies, concerts and other entertainments after we see the numbers on spring attendance.

Thanks to careful use of our finances again this past year, the theater has been able to meet our expenses and keep afloat. Utility bills, insurance, taxes and license fees will still need to be paid in 2022. Again in 2022, our only method of generating income was through our marquee rentals which brought in about \$800.00 for the year. Our financial report is very simple. The Palace currently has \$38,000.00 in two checking accounts. Our request from the 2022/2023 hotel/motel funding is \$3000.00 to be used to keep The Palace heated, lighted and insured until we are able to fully re-open to the public.

Thank you for considering The Palace's request. Please feel free to contact me if you have any questions.

We'll see you at The Palace in 2022!

Sincerely,



Fred Powell
Board member

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

February 17, 2022

Elizabeth Stahlman
City Administrator, City of Frostburg
37 Broadway Street
Frostburg, MD 21532

Dear Ms. Stahlman,


The House and Garden Club of Frostburg is requesting consideration by the City for a **\$2,000** appropriation from the hotel/motel tax revenue to support the Club's civic beautification efforts throughout the City of Frostburg.


Our \$15 yearly membership dues covers club business expenses and we rely on generous donations to help with the purchase of flowers and materials to keep the light pole baskets beautiful throughout the year. Our fundraising efforts help to defray some costs and the membership spends countless volunteer hours to do the work required to raise funds. But, donations are the major source of revenue for our organization.

In past years, as the basket structures through time and weathering have deteriorated, we have relied on the generosity of the City through the hotel/motel tax revenue to purchase replacement baskets. Six baskets are currently needing replacement. Through the generosity of a materials donation from Hunter Douglas and the skill of local craftsman, Keith Skidmore, we were able to have these baskets made locally at a more reasonable cost than if we were to order same and have them shipped. So you see, we are doing our very best to be fiscally responsible and by acknowledging the work of local craftsmen, the Garden Club is also fostering community spirit.

On behalf of the members of the House and Garden Club of Frostburg we thank the City for considering this request.

Sincerely,


Karen Bambacus, President


Sandra Durst, Treasurer

Date: February 17, 2022
To: City of Frostburg
From: House and Garden Club of Frostburg
Subject: Expenses for the year 2021

In order to decorate the baskets for the holiday season we had to resort to left over seasonal lights and members buying new lights at their own expense. We never received our order for the season.

USPS Post Office Box 615 (yearly rental)	\$	76
Main Street & Depot Basket Flowers	\$	2006
East End Flowers	\$	106
Trailhead Flowers	\$	80
Office Supplies	\$	142
Christmas Lights/ Zip Ties	\$	78
Replacement ribbon for Basket Bows	\$	59
Printing Costs	\$	149

Total Expended in 2021	\$	2,696
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**The House and Garden Club of Frostburg
Projected Operating Budget
2022-2023**

Income

Yearly Dues \$15/43 members	\$645
Hotel/Motel Tax Allotment	\$2000
Foundation for Frostburg (varies)	\$1500

TOTAL INCOME..... \$4,145

Expenses

Meeting Place/Community Center	n/c
Printing cost	\$75
P.O. Box Rent (yearly)	\$76
Yard Sale advertising/posters, flyers	\$100

Project Related

Spring Basket Flowers (\$40/62 baskets)	\$2480
11 New Baskets (\$900 parts donated/ \$1100 Labor)	\$1100
Misc. supplies to maintain baskets (fertilizer, soil)	\$224
Flowers and supplies (8 public beds)	\$450
Holiday LED Lights (200 mini lights per basket)	\$950
Bows (2 fabric bows per basket)	\$950

Other

Gratuities/supplies	\$250
Office supplies	\$50
Outgoing Officer Gifts/Installation	\$50
Derby Day Ad	\$60
Picnic Supplies	\$100

TOTAL EXPENSES.....\$6915

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

February 20, 2022

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. In yet another year of Covid, the Frostburg Dog Park continues to see more usage than ever.

Although our standard fundraisers were affected by our inability to host or attend events, we WERE able to host the Dog Splash this past summer, and the weather cooperated on BOTH days. I am proud to say that the Splash, Kennel Club donations, raffles and food sales totaled \$1693.00 for a wonderful weekend! Of the expenses this year, the Upper Potomac Valley Kennel Club paid \$2240.00 for lawn maintenance, and an additional \$190.00 for trash cans, gate locks, garbage bags, posters and flyers for promotions. Other miscellaneous expenses were paid through the Foundation account. The first phase of fencing repairs totaled \$5130.00. The current financial report is available through our Foundation for Frostburg Dog Park account.

Our expenses for 2021:

Lawn maintenance	\$ 2240.00
Dumpster	\$ 853.65
Misc.: bags, supplies, pools water bowls, trash cans, signs, fees	\$ 545.97
Fence repair/replacement	\$ 5130.00
	\$ 8769.62

In 2021, the Dog Park saw a continued increase in activity. Once again, with no true way to monitor usage, we ordered more poop bags than in previous years. And again this year, the park usage created a need for more upkeep: supplies, attention to fences, trash removal, TIME spent at the park, and sadly, more supervision. I received more calls this year about irresponsible dog handlers, damages to gates and trash cans, dumpster issues, and rule violations than ever before. I have been cussed out no less than five times in the past 6 months for kindly asking people to respect others and to follow the rules posted at the park. Because visitors are having "difficulties" in following the park rules, I have already ordered new signs for each of the rings which will incorporate the Dog Park logo. All three of the existing signs have been damaged, weathered or vandalized.

This past summer, we began the first phase of fencing repair and replacement. What we did NOT address, were the many spots where the bottom of the fencing is damaged. Brian Vought suggested that we consider placing a board along the bottoms of the fence, and mounting it on the existing posts. Travis from Overland Fence agreed. Given the current cost of wood, and the length of fencing, this would be a daunting task! When the fence was originally installed, the jagged edge of the chain link was placed on the bottom. This has created all kinds of safety issues with pets AND people, so the "board" option would at least prevent the cuts that we have already seen over the years. In addition, it would save from replacing entire sections of fence. Again, fencing replacement and repairs will have to be done in stages.

In addition, I strongly feel that at least ONE of the rings should be ADA compliant and accessible. This renovation would require reconfiguring the entrance to the ring to allow for wheelchair turning radius, and would be a perfect opportunity to pour concrete, or at least put gravel down at the gate entrance to minimize the mud situation at the ring entrance. Really, EVERY ring entrance needs attention – something to minimize the slippery, mud access. Proper pathways to each gate should be considered as well.

The primary focus for 2022 will once again be fencing, along with a handicap solution to the ring entrances. In addition, I am pursuing a park logo sign for the press box. This new sign will be visible from Welsh Hill, and should help visitors traveling off of Midlothian Road find the park. I will also be replacing the bag dispensers at the park.

Again this year, 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". The ink is dark and the signature is fluid.

Becky Rephan



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, 2022. We respectfully request the amount of \$10,000 to utilize in the execution of promoting the center of activities located around the Frostburg Depot and enhancing the premises surrounding the structure for the community.

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:

- Purchasing additional and replacing the weathered picnic tables located adjacent to the Depot. Additional tables to be placed between the railroad's turntable and tunnel bore.
- Removal of debris, limbs, and tree refuse between the railroad's turntable and tunnel bore to create a shaded greenspace for seating and the enjoyment of the public.
- Creating signage to be installed in the previously mentioned greenspace, highlighting railroad's history there.
- Installation of lighting adjacent to our railroad arrival/departure tracks, and previously mentioned greenspace.
- Creating signage to be installed alongside our arrival/departure tracks, highlighting WMSR and C&P railroad lore.
- Proper landscaping maintenance and/or replacement of trees, shrubs, and flower beds located around the perimeter of the Depot and arrival/departure
- Installation of digital signage highlighting Western Maryland Scenic, Traks & Yaks, and the City of Frostburg scheduling/events.

Thank you for trusting our organization with this appropriation to make improvements and promote the City of Frostburg through being custodians of the Frostburg Depot experience area.

Regards,

Wesley Heinz
Executive Director

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

CITY OF FROSTBURG
DRAFT BUDGET FOR THE YEAR ENDING JUNE 30, 2023
CONDENSED SUMMARY BY FUND AND DEPARTMENT

	Revenue	Expense	Net Income (Loss)
Corporate Fund			
Executive		\$ 50,075	
Administration		2,255,580	
Finance		159,100	
Community Development		297,785	
Code Enforcement		175,280	
Public Works Administration		96,845	
Public Safety		2,079,065	
Street		1,769,550	
Recreation		622,950	
Total Corporate Fund	\$ 7,458,475	\$ 7,506,230	\$ (47,755)
Water			
Administration		\$ 219,400	
Filtration		831,500	
Supply		94,455	
Distribution		1,143,855	
Total Water Fund	\$ 2,204,500	\$ 2,289,210	\$ (84,710)
Sewer			
Administration		\$ 585,900	
Operating		2,019,525	
Sewer subtotal	2,661,700	2,605,425	56,275
CSO subtotal	2,865,525	2,921,800	(56,275)
Total Sewer Fund	\$ 5,527,225	\$ 5,527,225	\$ -
Total Piney Surcharge	\$ 1,089,600	\$ 1,089,600	\$ -
Garbage			
Administration		\$ 81,615	
Operating		329,335	
Total Garbage Fund	\$ 370,200	\$ 410,950	\$ (40,750)
City Total	\$ 16,650,000	\$ 16,823,215	\$ (173,215)

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
01-000-4000	Taxes - Real Estate	\$ 2,484,000	\$ 2,557,000
01-000-4001	Personal Property Taxes	12,000	12,000
01-000-4002	Public Utility Taxes	200,000	190,000
01-000-4003	Corporation Taxes	130,000	130,000
01-000-4004	Prior Year Taxes	2,000	2,000
01-000-4005	Trailer Tax	1,600	1,600
01-000-4010	Interest on Taxes	50,000	50,000
01-000-4011	Tax Credits	(2,000)	(2,000)
01-000-4012	Tax Abatements	(3,500)	(3,000)
01-000-4013	Enterprise Zone Reimbursement	1,000	1,000
01-000-4020	Maryland Income Tax	545,000	575,000
01-000-4021	Admission Taxes	15,100	20,000
01-000-4022	Hotel Motel Tax	110,000	130,000
01-000-4023	Highway Use Tax	310,000	338,000
01-000-4024	Coal Tax	2,000	2,500
01-000-4025	Housing Authority	12,000	12,000
01-000-4027	Payment in Lieu of Taxes	3,900	3,900
01-000-4031	Liquor Licenses	7,000	10,000
01-000-4032	Traders Licenses	7,000	10,000
01-000-4040	Police Grants	28,000	30,000
01-000-4041	Parking Meters	18,000	18,000
01-000-4043	Police Protection Grant	135,000	135,000
01-000-4045	Fines & Forfeitures	15,000	15,000
01-000-4046	Meter Violations	2,000	2,000
01-000-4047	Frostburg State University MOU	200,000	200,000
01-000-4049	School Resource Reimbursement	30,000	30,000
01-000-4050	Permits, Planning	2,000	2,500
01-000-4051	Building Permits	2,500	2,500
01-000-4052	Rental Registration	74,000	74,000
01-000-4054	Construction Inspections	12,000	15,000
01-000-4055	Code Enforcement Citations	1,750	1,750
01-000-4056	Comm Dev Grant Revenue	160,000	50,000
01-000-4060	Swimming Pool	44,000	50,000
01-000-4062	Day Camp Registrations	12,000	12,000
01-000-4063	Recreation Activities	14,000	15,000
01-000-4200	Operating Transfer - Water Fund	105,200	137,035
01-000-4201	Operating Transfer - Sewer Fund	235,440	224,170
01-000-4202	Operating Transfer - Garbage Fund	16,815	16,670
01-000-4301	Rents	97,500	97,500
01-000-4302	HRD Appropriation	10,200	10,350
01-000-4303	Franchises	88,000	88,000
01-000-4304	Miscellaneous Revenue	113,000	1,000
01-000-4306	Project Reimbursement	260,500	1,350,000

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
01-000-4317	Special Revenue	672,000	826,000
01-000-4600	Interest Income	10,000	15,000
	Total Corporate Fund Revenue	\$ 6,246,005	\$ 7,458,475
Corporate Fund Expenses			
Executive			
01-100-5000	Salaries	\$ 22,200	\$ 22,200
01-100-5010	Social Security	1,700	1,700
01-100-5012	Workers Comp	175	175
01-100-5050	Legislative Contingencies	5,000	5,000
01-100-5104	Insurance - Public Officials	10,000	10,000
01-100-5150	Training	2,500	2,500
01-100-5160	Travel	3,500	3,500
01-100-5185	Professional Fees	5,000	5,000
	Total Executive	\$ 50,075	\$ 50,075
Administrative			
01-110-5000	Salaries	\$ 172,000	\$ 183,500
01-110-5001	Salaries - Bonus	19,500	-
01-110-5010	Social Security	14,600	14,000
01-110-5011	Pension	12,800	13,600
01-110-5012	Workers Comp	400	550
01-110-5013	Insurance - Health	25,425	41,800
01-110-5014	Insurance - Health Retiree	30,825	22,200
New Acct	Contribution - 457	-	1,835
01-110-5050	Reserve For Contingencies	14,265	2,000
New Acct	Employee Wellness	-	7,500
01-110-5100	Insurance - Auto	600	600
01-110-5102	Insurance - Gen Liab	100	150
01-110-5105	Insurance - Property	5,500	8,000
01-110-5106	Insurance - AD&D and Life	4,200	4,200
01-110-5111	Contributions - Tourism	74,500	110,725
01-110-5150	Training	1,500	1,500
01-110-5160	Travel	500	500
01-110-5185	Professional Fees	1,100	1,600
01-110-5191	Communications	13,320	13,320
01-110-5192	City Code Hosting	3,000	3,000
01-110-5200	Advertising	6,000	6,000
01-110-5205	Legal	34,500	34,500
01-110-5207	Pension Administrative Fee	8,000	8,000
01-110-5210	Office Supplies	11,000	11,000
01-110-5220	Postage	14,000	14,000

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
01-110-5230	Computer Exp	17,500	17,500
01-110-5232	IT Licensing and Fees	25,000	25,000
01-110-5235	Digital Engagement	15,000	5,000
01-110-5300	Board Expense	9,500	11,000
01-110-5301	Election	8,000	-
01-110-5391	Princlpal and Interest on Debt Service	155,050	154,900
01-110-5500	Building - Armory	12,000	12,000
01-110-5502	Building Maintenance	19,000	10,100
01-110-5550	Utilities - Building	14,000	16,000
01-110-5807	Capital Outlay	175,000	1,500,000
	Total Administrative	<u>\$ 917,685</u>	<u>\$ 2,255,580</u>
Finance			
01-120-5000	Salaries	\$ 65,500	\$ 67,200
01-120-5010	Social Security	5,000	5,100
01-120-5011	Pension	6,000	6,150
01-120-5012	Workers Comp	200	200
01-120-5013	Insurance - Health	14,500	15,500
New Acct	Contribution - 457	-	675
01-120-5102	Insurance - Gen Liab	100	125
01-120-5105	Insurance - Property	2,700	2,900
01-120-5150	Training	700	1,000
01-120-5185	Professional Fees	650	700
01-120-5310	Auditing	47,000	52,000
01-120-5311	Actuarial Study	4,000	4,000
01-120-5313	Tax Collection	200	2,800
01-120-5810	RETSA Obligation	-	750
	Total Finance	<u>\$ 146,550</u>	<u>\$ 159,100</u>
Community Development			
01-130-5000	Salaries	\$ 54,000	\$ 58,200
01-130-5010	Social Security	4,125	4,425
01-130-5011	Pension	4,900	5,350
01-130-5012	Workers Comp	150	175
01-130-5013	Insurance - Health	14,350	7,900
New Acct	Contribution - 457	-	585
01-130-5102	Insurance - Gen Liab	100	150
01-130-5105	Insurance - Property	4,950	4,950
01-130-5150	Training	400	500
01-130-5160	Travel	400	700
01-130-5185	Professional Fees	600	850
01-130-5320	Economic Development	15,500	8,000
01-130-5322	Planning	120,000	150,000

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
01-130-5323	Public Art	2,000	2,000
01-130-5820	Community Legacy Projects	75,000	50,000
01-130-5822	Special Projects	-	4,000
	Total Community Development	<u>\$ 296,475</u>	<u>\$ 297,785</u>
	Code Enforcement		
01-140-5000	Salaries	\$ 68,000	\$ 73,000
01-140-5010	Social Security	5,200	5,550
01-140-5011	Pension	6,200	6,675
01-140-5012	Workers Comp	200	225
01-140-5013	Insurance - Health	23,350	23,200
New Acct	Contribution - 457	-	730
01-140-5102	Insurance - Gen Liab	100	150
01-140-5105	Insurance - Property	3,000	3,200
01-140-5150	Training	200	2,400
01-140-5160	Travel	300	600
01-140-5185	Professional Fees	-	300
01-140-5231	Software and Subscriptions	22,500	11,700
01-140-5330	Code Enforcement	3,500	5,000
01-140-5331	Construction Inspect	14,000	14,000
01-140-5332	Rental Inspection	28,550	28,550
	Total Code Enforcement	<u>\$ 175,100</u>	<u>\$ 175,280</u>
	Public Works Administration		
01-150-5000	Salaries	\$ 51,000	\$ 52,000
01-150-5010	Social Security	3,900	3,950
01-150-5011	Pension	4,700	4,750
01-150-5012	Workers Comp	200	175
01-150-5013	Insurance - Health	19,500	9,600
New Acct	Contribution - 457	-	520
01-150-5102	Insurance - Gen Liab	100	150
01-150-5105	Insurance - Property	2,000	2,200
01-150-5150	Training	500	1,500
01-150-5160	Travel	1,000	1,000
01-150-5185	Professional Fees	500	2,100
01-150-5193	One Call Concepts	1,000	1,000
01-150-5340	Engineering Equipment	3,000	3,000
01-150-5341	Mapping Supplies	7,500	7,500
01-150-5342	Public Works	2,000	7,400
	Total Public Works Administration	<u>\$ 96,900</u>	<u>\$ 96,845</u>
	Total Admin and Executive Expense	<u>\$ 1,682,785</u>	<u>\$ 3,034,665</u>

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
	Public Safety		
01-160-5000	Salaries	\$ 973,000	\$ 976,500
01-160-5002	Salaries - Police Grants	25,000	25,000
01-160-5003	Court Time	13,000	13,000
01-160-5010	Social Security	77,300	77,500
01-160-5011	Pension	128,000	93,225
01-160-5012	Workers Comp	136,500	139,000
01-160-5013	Insurance - Health	221,000	234,300
New Acct	Contribution - 457	-	36,800
01-160-5018	Unemployment	500	-
01-160-5100	Insurance - Auto	5,300	5,500
01-160-5102	Insurance - Gen Liab	700	900
01-160-5103	Insurance - Police Professional	11,300	12,000
01-160-5105	Insurance - Property	5,900	6,000
01-160-5150	Training	20,000	25,500
01-160-5170	Uniforms	15,000	15,000
01-160-5180	Safety Equipment	900	1,200
01-160-5181	Law Enforcement Equipment	14,000	18,500
01-160-5191	Communications	30,160	30,160
01-160-5206	C3I Clerical Support	6,000	6,000
01-160-5210	Office Supplies	5,000	5,000
01-160-5350	FSU MOU	25,000	25,000
01-160-5390	Miscellaneous Expense	4,000	5,000
01-160-5400	Gas, Oil, Grease	26,000	33,000
01-160-5401	Auto Expense	18,000	18,000
01-160-5420	Fleet Lease	22,000	22,000
01-160-5502	Jail and Office Maintenance	4,000	4,000
01-160-5550	Utilities - Public Safety	10,000	10,000
01-160-5700	Parking Meters	2,000	2,000
01-160-5705	Traffic Control	2,000	2,000
01-160-5850	Ambulance Financing	30,000	-
01-160-5851	Fire Dept Appropriation	223,760	236,980
	Total Public Safety	\$ 2,055,320	\$ 2,079,065
	Public Works - Street		
01-170-5000	Salaries	\$ 219,000	\$ 225,000
01-170-5010	Social Security	16,750	17,200
01-170-5011	Pension	20,100	20,700
01-170-5012	Workers Comp	13,675	15,650
01-170-5013	Insurance - Health	74,275	71,000
New Acct	Contribution - 457	-	2,250
01-170-5018	Unemployment	500	1,000
01-170-5100	Insurance - Auto	6,600	7,200

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
01-170-5102	Insurance - Gen Liab	500	625
01-170-5105	Insurance - Property	5,300	5,600
01-170-5150	Training	1,000	1,000
01-170-5170	Uniforms	8,000	8,000
01-170-5180	Safety Equipment	7,200	7,200
01-170-5191	Communications	70,600	6,000
01-170-5210	Office Supplies	1,000	1,000
01-170-5400	Gas, Oil, Grease	16,000	28,500
01-170-5420	Fleet Lease	32,000	42,000
01-170-5550	Utilities - Building	6,000	6,000
01-170-5711	Salt & Abrasives	150,000	150,000
01-170-5712	Sign Maintenance	8,000	8,000
01-170-5713	Street Equipment Maintenance	94,000	90,000
01-170-5714	Street Lighting	155,000	155,000
01-170-5715	Street Maintenance Repairs	95,625	105,625
01-170-5716	Street Shop Equipment	550,000	90,000
New Acct	Street Lighting Repairs	-	30,000
01-170-5800	Capital Outlay	100,000	60,000
01-170-5861	Street Paving	195,000	600,000
01-170-5865	Parking Lot Maintenance	15,000	15,000
	Total Public Works - Street	<u>\$ 1,861,125</u>	<u>\$ 1,769,550</u>
Recreation			
01-180-5000	Salaries	\$ 164,000	\$ 202,300
01-180-5010	Social Security	12,550	15,425
01-180-5011	Pension	15,000	16,125
01-180-5012	Workers Comp	10,275	14,025
01-180-5013	Insurance - Health	55,300	55,300
New Acct	Contribution - 457	-	2,025
01-180-5018	Unemployment	1,000	-
01-180-5100	Insurance - Auto	1,800	2,500
01-180-5102	Insurance - Gen Liab	400	450
01-180-5105	Insurance - Property	10,500	11,000
01-180-5150	Training	-	300
01-180-5160	Travel	750	750
01-180-5170	Uniforms	4,000	4,000
01-180-5181	Safety Equipment	400	500
01-180-5400	Gas, Oil, Grease	6,500	7,000
New Acct	Fleet Lease	-	11,000
01-180-5503	Armory Expense - Gym	10,500	10,000
01-180-5504	Community Center	11,000	12,000
New Acct	City Place	-	9,500
01-180-5720	Beautify The Burg Expense	2,000	2,000

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
01-180-5721	Rec Equipment Maintenance	19,000	5,000
01-180-5722	Rec League Appropriations	3,000	3,000
01-180-5723	Rec Park Maintenance Expense	63,500	68,000
01-180-5724	Street Trees	8,500	7,500
01-180-5725	Trailhead Maintenance Expense	2,500	2,000
01-180-5726	Recreational Programs	9,000	9,000
01-180-5800	Capital Outlay	53,000	-
	Total General Recreation	<u>\$ 464,475</u>	<u>\$ 470,700</u>
01-181-5000	Salaries	\$ 62,000	\$ 66,000
01-181-5010	Social Security	4,700	5,050
01-181-5012	Workers Comp	4,100	4,600
01-181-5108	Unemployment	500	500
01-181-5507	Pool Operating	41,500	35,000
	Total Pool	<u>\$ 112,800</u>	<u>\$ 111,150</u>
01-182-5000	Salaries	\$ 19,500	\$ 21,300
01-182-5010	Social Security	1,500	1,650
01-182-5012	Workers Comp	1,300	1,500
01-182-5108	Unemployment	500	500
01-182-5507	Day Camp Operations	500	500
	Total Day Camp	<u>\$ 23,300</u>	<u>\$ 25,450</u>
01-183-5000	Salaries	\$ 40,000	\$ 13,200
01-183-5010	Social Security	3,050	1,025
01-183-5012	Workers Comp	2,650	925
01-183-5108	Unemployment	500	500
	Total Seasonal	<u>\$ 46,200</u>	<u>\$ 15,650</u>
	Total Recreation	<u>\$ 646,775</u>	<u>\$ 622,950</u>
	Total Corporate Fund Expenses	<u>\$ 6,246,005</u>	<u>\$ 7,506,230</u>
	Corporate Fund Net Income (Loss)	<u>\$ -</u>	<u>\$ (47,755)</u>

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
Water Fund Revenues			
02-000-4000	Water Service Revenue	\$ 1,420,000	\$ 1,420,000
02-000-4001	Interest Earned - Water	1,500	1,500
02-000-4317	Special Revenue	442,000	750,000
02-000-4402	Sale of Meters	4,550	6,000
02-000-4403	Tapping Fees	3,000	7,000
02-000-4404	Sundry Sales	18,000	20,000
	Total Water Revenue	\$ 1,889,050	\$ 2,204,500
Water Fund Expenses			
Water - Administration			
02-190-5000	Salaries	\$ 53,000	\$ 56,500
02-190-5010	Social Security	4,050	4,275
02-190-5011	Pension	4,800	5,150
02-190-5012	Workers Comp	160	175
02-190-5013	Insurance - Health	15,000	12,450
New Acct	Contribution - 457	-	565
New Acct	Collection Expense	-	2,500
02-190-5370	FMHA Bond	750	750
02-190-5600	Corporate Overhead	105,200	137,035
	Total Water Administration	\$ 182,960	\$ 219,400
Water - Filtration			
02-192-5102	Insurance - Gen Liab	\$ 800	\$ 1,100
02-192-5105	Insurance - Property	11,200	11,500
02-192-5106	Insurance - Boiler & Machinery	3,500	4,900
02-192-5521	Pumping System Expense	60,000	60,000
02-192-5522	Purification Plant Maintenance	290,000	190,000
02-192-5710	Filtration Contract Payment	512,000	564,000
	Total Water Filtration	\$ 877,500	\$ 831,500
Water - Supply			
02-194-5000	Salaries	\$ 26,500	\$ 27,700
02-194-5010	Social Security	2,025	2,075
02-194-5011	Pension	2,400	2,500
02-194-5012	Workers Comp	1,700	1,900
New Acct	Contribution - 457	-	280
02-194-5506	Hydro Facility Expense	8,000	5,000
02-194-5550	Utilities - Water Supply	5,000	5,000
02-194-5730	Water Supply Expense	50,000	50,000
	Total Water Supply	\$ 95,625	\$ 94,455

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
	Water - Distribution		
02-196-5000	Salaries	\$ 204,000	\$ 207,600
02-196-5010	Social Security	15,600	15,850
02-196-5011	Pension	18,700	19,075
02-196-5012	Workers Comp	12,650	14,400
02-196-5013	Insurance - Health	52,375	55,700
New Acct	Contribution - 457	-	2,080
02-196-5050	Reserve For Contingencies	9,600	-
02-196-5100	Insurance - Auto	3,500	3,600
02-196-5102	Insurance - Gen Liab	1,000	1,300
02-196-5105	Insurance - Property	3,100	3,300
02-196-5150	Training	500	500
02-196-5170	Uniforms	4,000	4,000
02-196-5180	Safety Equipment	4,100	4,100
02-196-5191	Communications	14,200	9,200
02-196-5210	Office Supplies	500	500
02-196-5390	Miscellaneous Expense	1,000	28,550
02-196-5400	Gas, Oil, Grease	8,000	8,000
02-196-5420	Fleet Lease	14,500	24,000
02-196-5505	Crestview Pumping Station Expense	12,500	12,500
02-196-5550	Utilities - Water Distribution	2,600	2,600
02-196-5700	Distribution Expense	110,000	90,000
02-196-5701	Distribution Pipe Expense	5,000	5,000
02-196-5702	Equipment Maintenance	6,550	5,000
02-196-5703	Fire Hydrants Expense	10,000	15,000
02-196-5704	Transmission Mains Expense	12,000	12,000
02-196-5740	Meters Expense	190,000	190,000
02-196-5800	Capital Outlay	-	410,000
	Total Water Distribution	<u>\$ 715,975</u>	<u>\$ 1,143,855</u>
	Total Water Fund Expenses	<u><u>\$ 1,872,060</u></u>	<u><u>\$ 2,289,210</u></u>
	Total Water Fund Net Income (Loss)	<u><u>\$ 16,990</u></u>	<u><u>\$ (84,710)</u></u>

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
Sewer Fund Operating Revenues			
03-000-4000	Sewer Charges	\$ 1,925,000	\$ 1,925,000
03-000-4001	Interest Earned - Sewer	2,700	2,700
03-000-4317	Special Revenue	600,000	654,000
03-000-4404	Sundry Sales	1,000	1,500
03-000-4503	Sewer Tap Fees	4,000	7,500
03-000-4530	Project Reimbursements	-	71,000
	Total Sewer Operating Revenue	\$ 2,532,700	\$ 2,661,700
Sewer Operating Expenses			
Sewer - Administration			
03-210-5000	Salaries	\$ 53,000	\$ 56,500
03-210-5010	Social Security	4,050	4,275
03-210-5011	Pension	4,800	5,150
03-210-5012	Workers Comp	160	175
03-210-5013	Insurance - Health	15,000	12,450
New Acct	Contribution - 457	-	575
New Acct	Collection Expense	-	2,500
03-210-5800	Capital Outlay	-	500,000
	Total Sewer Administration	\$ 77,010	\$ 585,900
Sewer - Operating			
03-211-5000	Salaries	\$ 139,000	\$ 148,000
03-211-5010	Social Security	10,625	11,300
03-211-5011	Pension	12,800	16,700
03-211-5012	Workers Comp	8,975	10,300
03-211-5013	Insurance - Health	38,350	59,000
New Acct	Contribution - 457	-	1,480
03-211-5100	Insurance - Auto	1,600	2,000
03-211-5102	Insurance - Gen Liab	500	625
03-211-5105	Insurance - Property	4,500	5,000
03-211-5150	Training	1,000	1,000
03-211-5170	Uniforms	3,000	3,000
03-211-5180	Safety Equipment	1,000	1,000
03-211-5191	Communications	2,400	2,400
03-211-5400	Gas, Oil, Grease	8,000	9,750
03-211-5520	Pumping Station Maintenance	6,000	6,000
03-211-5600	Corporate Overhead	235,440	224,170
03-211-5761	Sanitary Commission Charges	1,220,000	1,220,000
03-211-5762	Sanitary Comm-Transmission Projects	11,800	11,800

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
03-211-5763	Sewer Operating Expense	55,000	55,000
03-211-5764	Sewer Pumping Expense	6,000	6,000
03-211-5805	Capital Outlay - Sewer Projects	647,000	225,000
	Total Sewer Operating	<u>\$ 2,412,990</u>	<u>\$ 2,019,525</u>
	Total Sewer Operating Expenses	<u>\$ 2,490,000</u>	<u>\$ 2,605,425</u>
	Sewer Operating Net Income (Loss)	<u>\$ 42,700</u>	<u>\$ 56,275</u>
	CSO Revenue		
03-220-4520	CSO Surcharge Revenue	\$ 390,000	\$ 405,000
03-220-4521	Interest Earned - CSO Surcharge	1,000	1,000
03-220-4530	Project Reimbursements	2,675,000	2,459,525
	Total CSO Revenue	<u>\$ 3,066,000</u>	<u>\$ 2,865,525</u>
	CSO Expenses		
03-220-5391	Interest Expense	\$ 3,865	\$ 3,650
03-220-5392	Debt Redemption	22,925	23,150
03-220-5800	Capital Outlay	3,080,000	2,895,000
	Total CSO Expense	<u>\$ 3,106,790</u>	<u>\$ 2,921,800</u>
	CSO Net Income (Loss)	<u>\$ (40,790)</u>	<u>\$ (56,275)</u>
	Sewer Fund Net Income (Loss)	<u>\$ 1,910</u>	<u>\$ -</u>

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
	Water Surcharge Fund Revenue		
04-000-4000	Water Tap Surcharge	\$ 885,000	\$ 913,000
04-000-4001	Interest Earned - Surcharge	1,600	1,600
04-000-4315	Proceeds from Fund Balance	12,425	-
04-000-4317	Special Revenue	50,000	175,000
	Total Water Surcharge Revenue	<u>\$ 949,025</u>	<u>\$ 1,089,600</u>
	Water Surcharge Fund Expenses		
New Acct	Collection Expense	\$ -	\$ 2,500
04-200-5391	Interest Expense	97,225	79,625
04-200-5392	Debt Redemption	752,100	766,400
04-200-5800	Capital Outlay	-	175,000
04-200-5802	Capital Repairs	99,700	66,075
	Total Water Surcharge Expense	<u>\$ 949,025</u>	<u>\$ 1,089,600</u>
	Water Surcharge Net Income (Loss)	<u>\$ -</u>	<u>\$ -</u>

**CITY OF FROSTBURG
DRAFT OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2023**

ACCOUNT	DESCRIPTION	21/22 BUDGET As Amended	22/23 BUDGET Draft
Garbage Fund Revenues			
05-000-4000	Trash & Garbage Charges	\$ 368,000	\$ 368,000
05-000-4104	Interest Earned - Garbage	1,200	1,200
05-000-4315	Proceeds from Fund Balance	2,225	-
05-000-4404	Sundry Sales	500	1,000
	Total Garbage Revenue	<u>\$ 371,925</u>	<u>\$ 370,200</u>
Garbage Fund Expenses			
Garbage Fund - Administration			
05-230-5000	Salaries	\$ 53,000	\$ 56,500
05-230-5010	Social Security	4,050	4,275
05-230-5011	Pension	4,800	5,150
05-230-5012	Workers Comp	160	175
05-230-5013	Insurance - Health	15,000	12,450
New Acct	Contribution - 457	-	565
New Acct	Collection Expense	-	2,500
	Total Garbage Administration	<u>\$ 77,010</u>	<u>\$ 81,615</u>
Garbage Operating			
05-232-5000	Salaries	\$ 78,900	\$ 83,700
05-232-5010	Social Security	6,025	6,375
05-232-5011	Pension	7,300	7,675
05-232-5012	Workers Comp	5,350	5,800
05-232-5013	Insurance - Health	23,400	24,900
New Acct	Contribution - 457	-	840
05-232-5100	Insurance - Auto	2,000	2,200
05-232-5102	Insurance - Gen Liab	350	400
05-232-5105	Insurance - Property	3,200	3,600
05-232-5170	Uniforms	3,075	3,075
05-232-5180	Safety Equipment	500	500
05-232-5210	Office Supplies	500	500
05-232-5400	Gas, Oil, Grease	10,000	12,600
05-232-5600	Corporate Overhead	16,815	16,670
05-232-5770	Ash Dumpster	3,500	3,500
05-232-5771	Bulk Cleanup Expense	10,000	10,000
05-232-5772	Landfill Charges	107,000	130,000
05-232-5773	Sanitation Operating Expense	17,000	17,000
	Total Garbage Operating	<u>\$ 294,915</u>	<u>\$ 329,335</u>
	Total Garbage Expenses	<u>\$ 371,925</u>	<u>\$ 410,950</u>
	Garbage Net Income (Loss)	<u>\$ -</u>	<u>\$ (40,750)</u>