



THE CITY OF FROSTBURG

Mayor and Council Work Session Agenda

Tuesday, August 11, 2026 at 5:00 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor Todd J. Logsdon

Will Coburn, Commissioner of Public Works

Nina Forsythe, Commissioner of Water, Parks, and Recreation

Kevin G. Grove, Commissioner of Public Safety

Jennifer Smouse, Commissioner of Finance

1. Call to Order

2. Roll Call

3. Special Presentations and Requests

A. Special Guest: Dr. Shadow Robinson, President - Frostburg State University.

4. Council Topics

A. Community Development Software. Jon Miller, Director of Community Development.

B. Adjustments to Section 3.01 of Appendix D of the City Code. Jon Miller, Director of Community Development.

C. Resolution to Correct Permit Fees. Jon Miller, Director of Community Development.

D. Reappointment of Member to the Planning Commission. Jon Miller, Director of Community Development.

E. Electric Bike Ordinance. Patrick O'Brien, City Administrator.

F. Change Order for CSO Phase X-C. Hayden Lindsey, Director of Public Works.

G. FY26 Budget Amendments. Amy Phillips, CPA, Director of Finance.

5. Discussion Items

A. Abatement of Code Violations.

B. Community Solar.

C. Maryland Historical Trust RFP - North Water Street.

D. Demolition RFP - North Water Street.

E. Hallmark's Merriest Christmas Towns Contest.

F. Department of Housing and Community Development - Grant Application.

G. Microgrid and Sustainability Update.

H. Capital Funds for Water Resiliency Project.

I. Downtown Parking.

J. Dam Keepers House Renovations.

K. Prichard Building Sidewalk.

L. Planning Commission Ex Officio Member.

6. Adjournment

GOVWELL ORDER FORM

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. (“GovWell”) and the customer identified below (“Customer”), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

Customer: City of Frostburg, MD	Effective Date:
Customer Contact Name: Jon Miller	Customer Contact Email: jmiller@frostburgcity.org
Customer Contact Phone: 301-689-6000	Billing Contact Name: Jon Miller
Billing Contact Email: jmiller@frostburgcity.org	Billing Contact Phone: 301-689-6000

1. SOFTWARE MODULES AND SERVICES

The table below outlines the GovWell software modules and services included in Customer’s purchase:

Software Module	Description	Annual Subscription Fee	Deployment Services Fees	Data Migration Services	Data Migration Fees
Building Permits & Inspections	Manage building permits, inspections, plan review, and certificates of occupancy for vertical construction. Does not include site development, engineering permits, or contractor licensing.	\$8,000	\$3,200	Data Only	\$2,200
Code Enforcement	Manage code enforcement cases for property maintenance, nuisance, and zoning violations. Does not include lien tracking, parking tickets or rental registration programs.	\$4,000	\$800	Data Only	\$1,600
Rental Registration	Manage rental property registration and renewals. Does not include code enforcement violations or business licenses.	\$4,000	\$1,600	Data Only	\$1,600
AI Community Assistant - Premium (1 year trial)	Provide 24/7 support to your community in 80+ languages.	\$5,000 \$0	N/A	N/A	N/A
TOTALS		\$16,000	\$5,600		\$5,400

2. SCOPE OF WORK

By signing this Order Form, the Customer agrees to the Scope of Work (“SOW”) attached as Exhibit 2, which outlines the specific services GovWell will provide, as well as the responsibilities of the Customer with respect to Deployment Services, Data Migration Services, Continuous Deployment Services, and Product Support. The Customer acknowledges that GovWell’s obligations are limited to the hours and scope defined in the table below. Any services requested beyond these limits may incur additional fees, as described in the SOW.

Item	Quantity / Scope
Deployment Services	36 hours, conducted via Zoom.
Data Migration Services	14 hours
Staff Training	Five (5) 60-minute sessions conducted via Zoom
Continuous Deployment Services	20 hours / year
Product Support	Included for free.

3. INITIAL TERM

For AI Community Assistant: One (1) year, beginning on Effective Date.

For all other modules: Three (3) years and three (3) months, beginning on the Effective Date.

4. SUMMARY OF FEES AND TERMS

Item	Description
Deployment & Data Migration Services Fees (one-time)	\$11,000
Annual Subscription Fees	\$16,000
Total Year 1 Cost	\$27,000
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing. Invoice schedule: • \$27,000, invoiced on Effective Date • \$16,000, invoiced on Anniversary of Effective Date 2027 • \$16,000, invoiced on Anniversary of Effective Date 2028
Renewal Procedure	Automatic 1 year renewal term, unless 30 days notice provided prior to renewal date

5. TERMS OF SERVICE

The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer’s agreement to the Terms of Service located at <https://www.govwell.com/terms> (as amended from time to time, the “**Terms of Service**”). By signing below, Customer expressly acknowledges and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the
Effective Date.

Section 4, Item A.

CUSTOMER:

GOVWELL TECHNOLOGIES INC.:

By (Signature):

By (Signature):

Name (Printed):

Name (Printed):

Title:

Title:

Date signed:

Date signed:

Exhibit A: Scope of Work

Deployment Services, Data Migration Services, & Ongoing Support

This Scope of Work (“SOW”) outlines the services to be provided by GovWell in connection with the implementation of its software platform for the Customer, as well as the ongoing support and maintenance services that follow. It also defines the responsibilities of both the Customer and GovWell to ensure a smooth and effective onboarding experience and continued successful use of the platform. This SOW is incorporated into and governed by the terms of the applicable Order Form.

1. Deployment Services

GovWell and the Customer will collaborate to deploy the GovWell software platform for the Customer’s use. A dedicated GovWell Deployment Strategist will be assigned to the Customer to coordinate the deployment process and manage the activities necessary to ensure successful go-live of the platform (the “Deployment Services”).

1.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully deploy the GovWell platform.

- **Regular meetings with GovWell Deployment Strategist.** Mutual consultations between Customer and the GovWell Deployment Strategist will be conducted via Zoom to define and document Customer’s goals, timelines, and workflows; demonstrate deployment progress; and gather and incorporate Customer feedback throughout the deployment process.
- **System configuration.** GovWell will configure the software to reasonably align with the Customer’s expressed needs, including setup of the online portal, relevant modules, workflows, forms, document templates, fee structures, inspection settings, user roles and permissions, and other applicable system components. While every effort will be made to reflect the Customer’s requirements, configurations will be based on a commercially reasonable interpretation of those needs within the capabilities of the platform.
- **Staff training.** GovWell to conduct virtual training sessions for Customer staff via Zoom. Training sessions are limited to the quantity and duration specified in the Order Form. GovWell will also provide a library of digital training materials and guides, including video demonstrations of key functionality.
- **Integration with Geographic Information System (GIS).** GovWell will configure a one-way, read-only integration that pulls GIS data from the Customer's GIS system into GovWell. No data will be written back to the Customer's GIS system. GovWell will coordinate directly with the Customer's designated GIS contact to initiate the integration. The Customer is responsible for providing accurate contact information, facilitating introductions, and ensuring their GIS team provides all necessary data and access in a timely manner. GovWell's ability to complete the integration is dependent on the completeness and responsiveness of the Customer's GIS team.
- **Configuration of online payment processing through GovWell.** The Customer is responsible for completing all onboarding forms required by GovWell’s integrated payment processor, Finix. GovWell does not support the use of alternative payment processors.

1.2 Timeline

GovWell is committed to bringing the Customer live as quickly as possible and will make commercially reasonable efforts to do so. While the deployment timeline will be discussed and generally targeted during the deployment kickoff meeting, the inherently variable nature of deployment processes means that no specific timeline is guaranteed. GovWell is not responsible for delays resulting from incomplete or inaccurate inputs, delayed responses, or changes in the availability of key Customer personnel, including due to vacations, leave, or other time off.

1.3 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is necessary to achieve a smooth and effective deployment. Customer responsibilities include, but are not limited to:

- Assign a primary point of contact for each software module to coordinate deployment activities.
- Participate in scheduled virtual meetings with the GovWell Deployment Strategist.
- Submit all requested information and materials in the required formats and within specified timeframes.
- Review and test configurations, provide feedback and approvals to GovWell promptly.
- Complete all onboarding forms required by GovWell’s integrated payment processor, Finix (GovWell does not support alternative payment processors).
- Facilitate an introduction to a point of contact responsible for GIS.

1.4 Exclusions & Terms

- Deployment Services do not include custom application development or third-party integrations (other than the ones specified in Section 1.1 (Scope)).
- Additional Deployment Services beyond the initial scope may be subject to additional fees specified in section 4 of this SOW.

2. Data Migration Services

GovWell and the Customer will collaborate to migrate the Customer’s data into the GovWell software platform for the modules specified in the Order Form. A dedicated GovWell Data Expert will be assigned to coordinate the data migration process and manage the activities necessary to prepare the Customer’s data for use within the platform (the “Data Migration Services”).

2.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully migrate data into GovWell.

- Review and consultation with a GovWell Data Expert to determine project goals, which legacy data is relevant for migration, and appropriate mappings from into GovWell database model.

- Preparation of a written data migration plan for Customer approval.
- One-time import of structured tabular data into GovWell.

2.2 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is required to achieve a smooth and effective data migration. Customer responsibilities include, but are not limited to:

- **Primary point of contact.** Assign a primary point of contact to coordinate data migration activities in collaboration with GovWell representatives.
- **Data extraction and transfer.** Customer will extract or export source data from legacy systems and transfer to GovWell in structured file formats (e.g., CSV, Excel). GovWell requires two main exports: one export for analysis and planning, and a final export immediately prior to migration. If files are included in the Order Form, Customer will extract and transfer files and attachments to GovWell via SSH File Transfer Protocol or Secure File Transfer Protocol (SFTP). If Customer cannot export source data independently, Customer will be solely responsible for coordinating with their current software vendor to obtain the necessary data.
- **Meeting participation.** Participate in scheduled virtual meetings with a GovWell Data Expert to consult on project goals, answer questions, and facilitate the mapping of source data to the GovWell data model.
- **Migration Plan Approval.** The Customer is responsible for carefully reviewing the written data migration plan and must digitally approve it prior to execution. By approving the plan, the Customer acknowledges that the accuracy, completeness, and alignment of the migration with their expectations are their sole responsibility. GovWell is not liable for any errors, omissions, or outcomes resulting from decisions made or information provided by the Customer. In the event of adverse consequences arising from the approved plan, GovWell will make commercially reasonable efforts to remediate the issue; however, additional costs may apply.
- **Complete migration tasks.** GovWell will make reasonable efforts to place migrated records in the appropriate steps within workflows and minimize the work required by Customer. However, limitations in the source data—such as missing or incompatible information—may prevent certain records from being automatically mapped into the current workflows. In these cases, Customers may be responsible for manually moving records to the correct workflow steps, validating data accuracy, and relocating attachments as needed.

2.3 Exclusions & Terms

In connection with GovWell's standard data migration services, the following are not in scope:

- Verification of source data accuracy, completeness, or quality.
- Data cleaning or validation of source data (e.g., spelling corrections, field splitting, schema mismatch resolution).
- Digitization of physical documents.
- Transforming scanned or handwritten documents into structured data.

- Imports of data that lack sufficient detail to generate a complete and usable entity in GovWell, permit without a permit number or an inspection without a date of completion.
- Training sessions for Customer residents or the public.
- Additional Deployment Services beyond the scope may be subject to additional fees specified in section 4 of this SOW.

2.4 Timelines

GovWell is committed to making the data migration process as smooth and efficient as possible and will make commercially reasonable efforts to support Customer throughout. While timelines will be established and generally targeted during the deployment kickoff meeting, the complexity and variability of data migration means that no specific timeline or outcome can be guaranteed. GovWell is not responsible for delays or limitations resulting from incomplete, inconsistent, or improperly formatted source data, lack of access to required systems, or delays in Customer responses or availability—including due to vacations, leave, or other time off taken by key Customer personnel. This also includes situations where third-party vendors fail to provide data in a timely manner or where the Customer provides critical data, such as large files or datasets, at the last minute (e.g., under 5 days before the scheduled migration). Such circumstances can impact the migration timeline and overall project success, and any resulting delays or additional costs will not be the responsibility of GovWell.

To maintain the integrity and accuracy of the data migration, all configuration changes must be completed prior to the migration process. Because many configuration changes commonly occur after go-live as the platform is fine-tuned to meet the Customer's needs (e.g. modifying the process for a Solar Panel permit or adding required inspections for an Electrical permit), GovWell schedules data migration to take place only after the platform has gone live with the finalized configuration. Performing data migration before finalizing these changes risks data inconsistencies and errors, which can lead to significant additional work and may result in additional fees. This approach helps ensure a clean, reliable migration and a stable platform for ongoing use.

There will be a minimum of five (5) business days between GovWell's receipt of final data and the point at which that data will be accessible and usable within the GovWell system.

Longer timeframes may result from:

- Incomplete or incorrect file formatting.
- Customer-requested changes to migration plan or platform configuration.
- Transfer issues or SFTP protocol delays.

2.5 Limitations

Customer acknowledges that GovWell is not responsible for the quality, completeness, or accuracy of the source data provided for migration. The quality of the source data can directly impact the quality of the data as it appears and functions within the GovWell platform. Data migrations are inherently imperfect, and not all data or structures from legacy systems can be mapped precisely to the new environment. While GovWell will make commercially reasonable efforts to ensure a successful and functional migration, some migrated records may not process as expected. This may include data appearing differently than in the original system, missing or partially mapped fields, or workflows and automations not functioning as intended.

2.6 Post-Migration Support and Customer Responsibilities

Customer is responsible for carefully reviewing the migration plan to ensure it aligns with their expectations and digitally signing prior to execution. Any data not listed in the migration plan will not be migrated by GovWell. Following the completion of the data migration, GovWell is committed to supporting Customer in addressing issues that may arise, including assisting with reasonable data adjustments if certain records did not migrate as intended. GovWell will make good faith efforts to resolve issues resulting from errors or discrepancies within the scope of the approved plan. Any post-migration adjustments must be scheduled in advance and are subject to GovWell's availability. Significant or time-intensive requests may incur additional charges, as outlined in section 4 of the SOW.

2.7 Service Hours

Data migration service hours are limited to the number of hours specified in the applicable Order Form. These hours cover all activities related to the data migration process, including planning, execution, validation, issue resolution, and consultations. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in section 4 of this SOW.

2.8 Data Security

- If data that Customer intends to migrate contains Sensitive Personally Identifiable Information (SPII), Customer must notify GovWell in advance of sharing the data. SPII includes, but is not limited to, Social Security Numbers, Federal Tax Identification Numbers, Employer Identification Numbers, and other sensitive personal or organizational identifiers,
- All SPII must be transferred via GovWell's secure SFTP channel.
- GovWell is not responsible for data exposure resulting from insecure transmission methods (e.g., email).

3. Continuous Deployment & Product Support Services

GovWell will collaborate with the Customer to provide ongoing support and ensure the GovWell software platform continues to meet Customer's needs following deployment. A new GovWell Deployment Strategist will be assigned after go-live to coordinate support activities and manage the services necessary to ensure the continued successful use and optimization of the platform. In addition to this service, GovWell also offers regular product support channels to address general inquiries, technical issues, and troubleshooting needs.

3.1 Overview

Following the initial deployment, GovWell will provide ongoing support to help the Customer maintain effective use of the platform. This includes two types of services: (1) Continuous Deployment Services: for configuration changes, training, and strategic guidance, and (2) Product Support: for general inquiries, technical support and issue resolution. GovWell may adjust the nature and frequency of these support activities over time based on the Customer's usage of the platform and evolving needs.

3.2 Scope

Requests involving configuration changes, consultations, or training sessions may count against the Customer's allotted Continuous Deployment Services hours as outlined in the Order Form. Technical support inquiries—such as those related to login issues, bug reports, or basic troubleshooting—are not counted against service hours and are addressed through GovWell's regular support channels.

All major service requests submitted through any channel—regardless of whether routed through Deployment Strategists or general support—will be assessed for inclusion in Deployment Services hours. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in Section 4 of this SOW. GovWell will notify Customer in advance of reaching their service hour limit.

The following activities are included in Continuous Deployment Services:

- Configuration changes: Any updates to settings, record types, workflows, fields, templates, etc.
- Consultations: Strategic guidance, best practices, and process mapping.
- Training sessions: Live or recorded training for new staff, refresher sessions, or training on specific modules or features.
- Other service-related tasks: Any request that requires a GovWell team member to perform work beyond a basic fix or answer—for example, correcting misentered data, adjusting a process flow, or preparing a custom report.

The following are not included in Continuous Deployment Services, and are covered by Product Support:

- Bug reports and resolution.
- Login/access issues.
- Basic troubleshooting and how-to questions (e.g., "How do I export a report?").

4. Out-of-Scope Services & Hourly Rates

GovWell is committed to delivering successful Deployment, Data Migration, Continuous Deployment, and Product Support services within the scope and hours outlined in the Order Form. GovWell understands that needs may evolve and additional work may sometimes be necessary to ensure a smooth experience. If the required effort exceeds the included hours or scope, GovWell will communicate with the Customer before proceeding. Any work beyond the agreed scope will only move forward with mutual consent and may be billed at GovWell's standard rates as a last resort.

- Deployment Services: \$150 per hour
- Data Migration Services: \$200 per hour
- Continuous Deployment Services: \$150 per hour

ORDINANCE NO. 2026-06

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, ENTITLED “AN ORDINANCE TO REPEAL AND REENACT SECTION 3.01 OF APPENDIX D OF THE CITY CODE (THE RENTAL HOUSING CODE) PERTAINING TO THE REGISTRATION OF DWELLING UNITS AS RENTAL HOUSING UNITS FOR THE PURPOSE OF CLARIFYING THOSE TERMS.”

WHEREAS, the City’s Rental Housing Ordinance is set forth in the City Code as Appendix D.

WHEREAS, Subsection (a) of Section 3.01 of the Rental Housing Ordinance establishes requirements for registering dwelling units as rental units based on the occupancy of those units.

WHEREAS, staff has recommended that this provision be rewritten to clarify its contents.

WHEREAS, the Mayor and City Council are enacting this Ordinance for that purpose.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 3.01 of Appendix D of the City Code is repealed and reenacted, to read as follows:

- 3.01 Registration; Occupancy
- a. No dwelling unit may be rented or otherwise occupied unless it is registered and has passed inspection in accordance with this ordinance, subject to the following exceptions:
 - (i) A dwelling unit occupied the owners and members of their immediate family who reside there rent free is not subject to the registration and inspection requirements.
 - (ii) A dwelling unit owned by a trust and occupied by the trust beneficiaries and/or members of their immediate family, all of whom reside there rent-free, is not subject to the registration and inspection requirement.
 - b. Occupancy limits shall be determined by the Zoning Ordinance, subject to reasonable accommodation pursuant to the Fair Housing Amendments Act of 1988.

SECTION 2: BE IT FURTHER ORDAINED that this Ordinance shall become effective on the twenty-first day after its passage.

THE CITY OF FROSTBURG

By: _____
Todd Logsdon, Mayor

ATTEST:

Patrick O’Brien,
City Administrator

Introduced:
Adopted:
Effective:

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

REAL ESTATE TAXES: \$0.70 per \$100 of Assessed Value
The interest rate on real estate taxes is 1.5% per month after the due date.

TRAILER/MOBILE HOME TAXES: \$5.00 per lot per month on each occupied mobile home lot;
taxes are payable monthly by the landowner

PERSONAL PROPERTY TAXES: \$1.50 per \$100 of Assessed Value

Personal property taxes are assessed and billed monthly throughout the fiscal year by the City as assessment certifications are received from the State Department of Assessments and Taxation. The due date for personal property taxes is not less than 30 days after the billing date. The interest rate on personal property tax is 1.5% and is added monthly to any delinquent amount due.

WATER SHUT OFF PENALTY: \$48

AFTER HOURS WATER RECONNECTION FEE: \$80

SUPPLEMENTAL WATER METER READINGS \$10

REJECTED PAYMENT CHARGES (CHECK, ACH, CREDIT AND DEBIT CARD)

First Offense	\$30
Second and Continuing Offense	\$50

OTHER FEES

Administrative rebilling fee	\$10 per billing
Interest	1½ % per month on unpaid balances

ELECTRONIC PAYMENT PROCESSING FEES (For payments processed in person at the Municipal Center at 37 Broadway and online tax payments and utility payments)

Credit Cards	percentage of the total transaction as required per Vendor (not less than 2.95%)
E-Checks (Remitted via the City's website)	Transaction fee is paid by the City

ELECTRONIC PAYMENT PROCESSING FEES (Permit and rental licensing online payments only)

Credit or debit card	3.25% of the total transaction amount (\$2.00 minimum)
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ELECTRONIC PAYMENT PROCESSING FEES (Debit or credit card payments through Square only)

Card presented in person and entered electronically	3.75%
Card entered manually	4.75%

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

WATER RATES

WATER CONSUMPTION	<u>IN CITY CUSTOMERS</u>
0 – 50,000 gallons per billing	\$7.39/1,000 gallons
50,001 gallons per billing and over	\$14.14 /1,000 gallons

Based on an evaluation of water consumption on an annual basis in February each year, in-city customers who typically consume an average of 1,000,000 gallons per month over a 12 month period are billed for water consumption as follows:

0 – 500,000 gallons per billing	\$7.39/1,000 gallons
500,001 gallons per billing and over	\$14.14/1,000 gallons

WATER CONSUMPTION	<u>INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY</u>
0 – 50,000 gallons per billing	\$11.09/1,000 gallons
50,001 gallons per billing and over	\$21.21/1,000 gallons

	<u>BULK DELIVERY TO ALLEGANY COUNTY</u>
All water consumption	\$4.38/1,000 gallons

SEWER RATES

Billed based on water consumption	<u>ALL CUSTOMERS</u>
0 – 50,000 gallons per billing	\$11.80/1,000 gallons
50,001 gallons per billing and over	\$15.25/1,000 gallons

WATER SURCHARGE

Surcharge per unit or equivalent	
In-City Frostburg customers	\$8.30/month
Out of City customers	\$8.30/month
County customers except Eckhart	\$8.30/month
County customers - Eckhart	\$2.96/month

CSO (Combined Sewer Overflow) SURCHARGE

Surcharge per unit or equivalent	\$7.00/month
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ServLine Residential Leak Insurance.....\$1.70/month

Single family residential units are automatically enrolled in the program coverage unless the customer opts out of this service by contacting ServLine at 1-888-752-0339.

GARBAGE RATES

Residential customers	\$18.00/month
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CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

In-City residential recycling credit (requires enrollment with Burgmeier's) \$3.00 per month
Special Garbage Charges

A special garbage collection can be scheduled for a prepaid fee of \$75 per load.

An excess trash charge of \$75 will be assessed to the property owner for each load over the first pick-up truck sized load during bulk pick-up.

SALE OF BULK WATER – \$100 is due with the Application for Bulk Water. Upon approval by the Director of Public Works, water is billed at \$10 per 1,000 gallons and payable within 30 days. Written documentation of water usage must be provided by the approved user.

WATER CONNECTIONS

Fee applicable to in-city and out-of-city connections – credits applicable to in-city connections only

Tap Size	Tap & Connection Fee	le ss ap pli ca bl e co nn ec tio n cr ed it	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure for sprinkler system)
3/4"	\$1,500		-	\$1,000	\$1,000	\$600
1"	\$1,800		-	\$1,200	\$1,200	\$800
1 1/2"	\$3,000		-	\$2,000	\$2,000	\$1,500
2"	\$4,500		-	\$2,500	\$2,500	\$2,500
4"	\$6,000		-	n/a	\$3,000	\$3,000
6"	\$9,000		-	n/a	\$4,500	\$4,500
8"	\$12,000		-	n/a	\$6,000	\$6,000
Taps 10" and larger will be priced by City Engineer						

SEWER CONNECTIONS

Use Type	Tap & Connection Fee	le ss ap pli ca bl e co nn ec tio n cr ed it	New Connection Credit (new tap is made to line by City Street Dept.)	Existing Tap Credit (issued if tap is pre-existing (e.g. subdivisions))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure(s))
Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot)	\$2,000		\$ -	\$1,500	\$500
Two-family & Multi-family *	\$2,500		\$ -	\$2,000	\$500

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Commercial *	\$3,000	increased	\$ -	\$2,500	\$500
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* Fee may be higher if actual costs incurred are greater

WATER METER FEES complete with 1 check valve and 1 coupling

Meter size	Meter + Registry	Additional Coupling	Additional Check Valve
Water meter bottom	\$25	-	-
≤ 3/4"	\$450	\$25	\$125
1"	\$900	\$30	\$225
1 1/2"	\$1,000	\$85	Supplier cost plus 10%
2"	\$1,200	\$110	Supplier cost plus 10%
<i>Meters larger than 2" shall be priced by City Engineer</i>			
Water meter registry only	\$225		
Water meter excluding registry	"Meter + Registry" fee above less \$225		

EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL

Note: This extended sewer and water tap charge applies to new building and/or conversion building and shall be assessed at the time the building permit is issued.

Add \$0 for each additional unit over 1

\$0 each (water)

LAND USE AND BUILDING PERMIT FEES

Call City Hall for the number of inspections required as they vary by project. The inspection fee is based on use type.

Residential Permit Fees

Single Family	\$150.00 + \$.05 for every sq ft finished or unfinished
Twin Dwelling/ Two-Family	\$175.00 + \$.05 for every sq ft finished or unfinished
Renovation (Structural Changes)	\$50.00

Single and Two-Family Sprinkler Rebate	\$500
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After the Use & Occupancy Permit has been issued by the City following the construction of a new single or two-family home with a sprinkler system (required by State Law), a rebate will be issued to the property owner.

Residential Inspection Fees

Inspections	\$105.00 per inspection
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CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

Electric Service	
100-200 amp	\$135.00 per service
400 amp	\$160.00 per service

Plan Review (non-refundable) \$125.00 per hour

Plan Review Deposit Required with Application Fee TBD

Commercial and Multi-Family Permit Fees

Multi-Family Housing	\$50/unit + \$.10 for every sq ft finished or unfinished
Commercial	\$150.00 + \$0.10 for every sq ft finished or unfinished
Renovation (Structural Changes)	\$100.00

Commercial and Multi-Family Housing Inspection Fees

Multi-Family \$105.00/unit inspection plus cost of electric service

Plan Review (non-refundable) \$150.00 per hour

Plan Review Deposit Required with Application Fee TBD

Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet	\$1.05 per square foot
Additional square footage	\$0.38 per square foot
Commercial Kitchen	\$0.25 per square foot
Office Space	\$0.80 per square foot
Hotel	\$400.00 per room for first 20 rooms
Hotel Additional rooms	\$200 per room

Commercial Medical/Educational/Assembly With Alcohol/Live Band1st 5000 Sq Ft
\$1.30 per square foot

Commercial Medical/Educational/Assembly With Alcohol/Live Band Over 5000 Sq Ft
\$0.70 per square foot

Special Occupancies Not Listed Call For Pricing

Commercial Electric Service	
100-200 amp	\$135.00 per service
400 amp	starting at \$160.00 per service
600 amp	\$405.00 per service
800 amp	\$735.00 per service
1000 amp	\$1005.00 per service
Transfer Switch -	\$50 in addition to service cost

Residential re-inspection \$105.00 per trip

Commercial re-inspections are minimum of \$135.00 per trip.

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

Other occupancies, change of occupancy, and remodel prices are determined by the inspector.

Residential and Commercial Accessory Structures and Additions (sq. ft. based on total floor area)

Less than 300 square feet	\$105.00 per trip	\$50.00
300-899 square feet	\$105.00 per trip	\$75.00
Greater than 900 square feet	\$105.00	\$100.00
Fences/Swimming Pools	\$105.00	\$50.00
Retaining walls >30" in height	\$105.00	\$50.00

Residential and Light Commercial Photovoltaic Inspection

First 5,000 KWA - 5 KVA	\$195.00
Price per additional KWA, KVA up to 1 megawatt	\$35.00
Battery	\$135.00
Plan Review (residential installations)	\$130.00 per hour
Plan Review (commercial installations)	\$155.00 per hour
Car charger	\$135.00
<u>Energy/Telecom Structure</u> (per new structure)	\$60.00
<i>Plan review, inspections, and/or grading permit may be required depending on project</i>	

Demolition Permit & Inspection Fees

Demolition	\$50.00
Demolition of Structure damaged by fire or other natural disaster, or listed on the Code Enforcement Blighted Property List	\$0.00
Inspections (typically 2)	\$100.00 per inspection

Emergency or re-inspections if work is not ready for inspection

\$160.00 per trip

Grading

If an Allegany Soil Conservation District review is required, ASCD will charge fees based on the official ASCD fee schedule, in addition to, or in lieu of, City of Frostburg fees.

Forest Harvest	\$40.00
Minor/Standard Plan	\$40.00
Major Plan	\$130.00
Street Entrance	\$50.00
Stormwater Facility	\$150.00

Sign Permits (See City Zoning Ordinance § 7 for Signs requiring a Permit)

Sign area is determined per the City Zoning Ordinance § 7

Replacement of lettering or light panel on existing sign structure	\$25.00
Directional, instructional, or "wayfinding" sign	\$25.00

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

Less than 25 square feet	\$50.00
25 to 60 square feet	\$65.00
61 to 180 square feet	\$105.00
Greater than 180 square feet	\$185.00
Electronic Messaging Centers (EMCs)	permit fee based on size + \$135.00

Other Permit Fees

Open Cut Permit	\$45.00
Zoning Certification	\$25.00
Home Occupation Permit	\$45.00
Residential Occupancy Permit	\$35.00
Commercial Use and Occupancy Permit	\$45.00

Solicitor Permits	
Door to Door (effective for one year from date of issuance)	\$75.00
Short-Term Mobile/Temporary Business Unit	\$150.00
Seasonal Mobile/Temporary Business Unit	\$175.00
Long-Term Mobile/Temporary Business Unit	\$225.00
One-Time Special Event	\$50.00

Subdivision Review

Consultation Meeting	\$50.00
Formal Application (water/sewer/public road available at site)	\$300.00
Formal Application (review of off-site infrastructure extension included)	\$600.00

Board of Zoning Appeals

Special Exception	\$350.00
Variance	\$350.00
Administrative Error	\$250.00

Re-Zoning Request

Zoning Map Error or Map Change	\$200.00
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MISCELLANEOUS PERMIT FEES

Burning Permit	\$0
Chicken License 1 Year Expiration	\$55.00

POLICE DEPARTMENT

Parking Violations	
Handicap Only	\$50

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

Fire Hydrant Violations	\$50
All Others	\$30
Second offense or continuing violations may be doubled.	

Late Fee: A fee of \$5 is added when parking tickets are delinquent. Thirty days after delinquency, a ticket may be flagged with MVA and the original fine will be doubled.

Vehicles may be towed if they have accumulated three or more unpaid violations thirty (30) days after the issuance of first violation.

Parking Permits (City Place lot)
The permit fee is \$40 per month or \$400 for an annual permit which is purchased in advance.

Parking Permits (all other City parking lots)
The permit fee is \$20 per month or \$200 for an annual permit which is purchased in advance.

Copies	\$10.00
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RENTAL HOUSING LICENSING & INSPECTION

Initial Rental Licensing	
License per unit, prior to occupancy.....	\$48.00

Rental License Renewal	
Annual License per unit, by February 1.....	\$48.00
Annual License per unit, by March 1.....	\$58.00
Annual License per unit, by April 1.....	\$110.00
Annual License per unit, after April 1.....	\$150.00 + \$275.00 citation

Rental units will forfeit any “grandfathering” if not licensed and fees paid by June 1st.

Rental Housing Annual License Fee includes one primary rental housing inspection to occur once every three (3) years by City licensed Rental Housing Inspector, and one reinspection (if required).

Second and Subsequent Re-inspection Fee (if required); to be paid to the City.....	\$50.00
--	---------

DOCUMENTS

Zoning Ordinance	\$12.00
Subdivision Regulations	\$12.00
Rental Housing Code	\$12.00
Rental Unit Verification	\$12.00
Comprehensive Plan	\$12.00

JULY 1, 2026
(Amended August 2026)

Section 4, Item C.

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

Personnel Policy
Miscellaneous copies

\$12.00
\$0.20 per page

(Remainder of page is intentionally blank.)

**CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES**

RECREATION FEES

	City Resident	Non-City Resident	
Community Center	\$300/day \$ 40/hour	\$350/day \$ 50/hour	(\$150 Security Deposit)
Preston Amphitheater	\$300/day \$ 40/hour	\$350/day \$ 50/hour	(\$250 Security Deposit)
City Place			
Hall	\$300/day \$ 40/hour	\$350/day \$ 50/hour	(\$150 Security Deposit)
Meeting Room	\$150/day \$ 25/hour	\$175/day \$ 35/hour	
Pavilion Rentals			
8:00 am – 2:00 pm	\$ 40/6 hours	\$ 50/6 hours	
2:00 pm – 8:00 pm	\$ 40/6 hours	\$ 50/6 hours	
Full Day	\$ 75/day	\$ 90/day	

Additional charges may apply for damages and police response as set forth in the rental agreement.

Armory Gym Rental	\$ 35/hour/month \$ 15/hour	\$ 50/hour/month \$ 20/hour	
	\$ 55/hour/month \$ 25/hour		
Armory Special Event	\$ 40/hour	\$ 50/hour	(\$150 Security Deposit)
Field & Court Rentals	\$ 100/day \$ 25/hour	\$ 130/day \$ 35/hour	
Rec Facility Key Deposit	\$40/key	\$40/key	
Special Event Fee (all buildings; events ending after 11:00pm)			\$50 per hour
League Participation Fee (non-City residents)			\$5 per person

RECREATION FEES – DAY CAMP

Daily Rate.....	\$22 per child
Weekly Rate (5 day weeks).....	\$105 per child
Weekly Rate (3 day weeks).....	\$66 per child

CITY OF FROSTBURG
SCHEDULE OF MUNICIPAL FEES

RECREATION FEES – SWIMMING POOL

Daily Pool Admissions

Adults - \$6.00

Children (age 5 – 17) - \$5.00

Children (age 4 and under) – Free with a paying adult

Group Rate (15 or more ages 5 & up) - \$1.00 off each admission

Pool Passes		City Resident	Non-City Resident
Individual Season Pass	1 Pass	\$ 60.00	\$ 70.00
	2 Passes	\$115.00	\$135.00
	3 Passes	\$165.00	\$195.00
	4 Passes	\$210.00	\$250.00
	5 Passes	\$250.00	\$300.00
	6 Passes	\$285.00	\$345.00

Individual Season Passes can only be purchased in increments of 6 or less.

15 Swim Punch Pass:	1 for \$60.00	15 admissions ~	\$4.00/admission
	2 for \$110.00	30 admissions ~	\$3.67/admission
	3 for \$150.00	45 admissions ~	\$3.33/admission
	4 for \$180.00	60 admissions ~	\$3.00/admission

*If purchasing 4 or more punch passes, each additional 15 swim punch pass is \$45.00 if purchased on the same day. **Punch passes are valid for individual or group entry for up to 15 admissions per pass.**



City of Frostburg

MEMORANDUM

Todd J. Logsdon
Mayor

To: Mayor, City Council, and Patrick O'Brien, City Administrator
From: Jamie Klink, Planner *JK*
Date: August 4, 2026
Subject: Planning Commission Appointment

Commissioners

Jennifer Smouse
*Commissioner of
Finance*

The five year term of service to the Planning Commission, held by Ray Rase, is expiring on August 19, 2026. Commissioner Rase has indicated he would be willing to serve another five year term on the Commission. Commissioner Rase has represented the City of Frostburg with distinction and expertise as a planning board member, and his service to our community has been invaluable to the positive growth and development of the City of Frostburg.

Kevin G. Grove
*Commissioner of
Public Safety*

Staff recommends that Mr. Rase be reappointed to a new five year term, beginning August 19, 2026 and expiring August 19, 2031.

Will Coburn
*Commissioner of
Public Works*

Please provide Staff with recommendations for the Planning Commission vacancy, request Staff to solicit letters of interest, or reappoint the current member during your August Mayor and Council meeting.

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

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

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

Patrick O'Brien
City Administrator

City of Cumberland

EXHIBIT A

Sec. 13-166. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bicycle has the meaning assigned to it under Md. Transp. Code Ann. § 11-104, as amended from time to time. The definition in effect as of January 1, 2026 is as follows:

“Bicycle” means:

- (1) A vehicle that:
 - (i) Is designed to be operated by human power;
 - (ii) Has two (2) or three (3) wheels, of which one is more than 14 inches in diameter; and
 - (iii) Has a drive mechanism other than by pedals directly attached to a drive wheel;
- (2) An electric or powered bicycle;
- (3) A moped; or
- (4) An electric low speed scooter.

Caster board means a human-powered wheeled device consisting of two narrow platforms connected by a flexible or torsional member, mounted on two independently swiveling wheels, designed to be stood upon and propelled by the side-to-side motion of the operator, and not equipped with a motor, pedals, handlebars, or a seat.

Electric bicycle has the meaning assigned to it by Md. Transp. Code Ann. § 11-117.1, as amended from time to time. The definition in effect as of January 1, 2026 is as follows:

- (a) “Electric bicycle” means a vehicle that:
 - (1) Is designed to be operated by human power with the assistance of an electric motor;
 - (2) Is equipped with fully operable pedals;
 - (3) Has two or three wheels;
 - (4) Has a motor with a rating of 750 watts or less; and
 - (5) Meets one of the requirements of subsection (b) of this section.
- (b)
 - (1) A Class 1 electric bicycle is equipped with a motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.
 - (2) A Class 2 electric bicycle is equipped with a motor that provides assistance whether or not the rider is pedaling the bicycle and ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.
 - (3) A Class 3 electric bicycle is equipped with a motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour.

Electric Board means a personal transportation device designed for use by a single rider, powered by an electric motor, lacking handlebars, pedals, and a seat, and intended to be stood upon during operation, including hoverboards, electric skateboards, and similar devices, regardless of the number of wheels or method of balance. A device shall be deemed to be an electric board regardless of whether it is marketed as a toy, recreational device or personal transportation device. The term electric board does not include any other recreational conveyance.

Electric low speed scooter has the meaning assigned to it by Md. Transp. Code Ann. § 11-117.2, as amended from time to time. The definition in effect as of January 1, 2026 is as follows:

- (a) “Electric low speed scooter” means a vehicle that:

- (1) Is designed to transport only the operator;
 - (2) Weighs less than 100 pounds;
 - (3) Has single wheels in tandem or a combination of one or two wheels at the front and rear of the vehicle;
 - (4) Is equipped with handlebars and a platform designed to be stood on while riding;
 - (5) Is solely powered by an electric motor and human power; and
 - (6) Is capable of operating at a speed of up to 20 miles per hour.
- (b) "Electric low speed scooter" does not include:
- (1) An electric personal assistive mobility device; or
 - (2) An electric wheelchair or other mobility aid used by a disabled individual.

Highway means the entire width between the boundary lines of any street, alley or thoroughfare of which any part is used by the public for vehicular travel, whether or not the way or thoroughfare has been dedicated to the public and accepted by any proper authority.

Play vehicle means a vehicle that:

- (1) Is typically designed for recreational use, low speed operation and use by children;
- (2) Has two or more wheels;
- (3) Is propelled only by human power;
- (4) Is not a recreational conveyance; and
- (5) Is not designed or intended for highway travel.

Examples of play vehicles include wagons, toy cars, ride-on toys, tricycles, and big wheel-style ride-on toys.

Recreational conveyances means bicycles, electric bicycles, electric boards, scooters, electric low speed scooters, skateboards, caster boards, roller skates, inline skates, and similar unregistered modes of conveyance that are used for recreational purposes.

Scooter means a two-wheeled non-motorized vehicle that has handles and is designed to be stood upon by the operator.

Skateboard means a device consisting of a flat board mounted on wheels, designed to be stood upon and propelled by human power or by an electric motor, including traditional skateboards, longboards, and electric skateboard.

Operate means the use, putting into action or causing to function of a bicycle by a person mounted thereon.

Personal delivery device (see Md. Transp. Code Ann. § 12.104.3, as amended from time to time) means a powered device that:

- (i) Is operated primarily on shoulders, sidewalks, and crosswalks;
- (ii) Is intended for the transport of property on public rights-of-way;
- (iii) Weighs not more than 550 pounds, excluding cargo; and
- (iv) Is capable of navigating with or without the active control or monitoring of an individual.

Sec. 13-167. State law.

Subtitle 12 of Title 21 of the Transportation Article of the Annotated Code of Maryland includes State laws relative to the operation of bicycles and play vehicles. This article is intended to establish standards which are in addition to and set forth higher safety standards than State law.

Sec. 13-168. Trick riding.

No person shall, while operating a recreational conveyance, indulge or engage in any kind of trick or unsafe riding on any highway, sidewalk or city-owned parking lot or garage.

Sec. 13-169. Riding on sidewalks and in parking areas prohibited.

Recreational conveyances may not be operated on sidewalks or in city-owned parking lots or parking garages.

Sec. 13-170. Personal delivery devices.

The owner or operator of a personal delivery device must register it with the police department no less than thirty (30) days before it commences operations in the City.

Sec. 13-171. Seizure of recreational conveyance.

- (a) The seizure of recreational conveyances is intended to prevent the continuation or repetition of violations of this article.
- (b) A police officer may temporarily seize a recreational conveyance that is being operated in violation of this article.
- (b) Any seizure authorized by this section shall be incident to the issuance of a citation.
- (c) A recreational vehicle seized pursuant to this section shall be:
 - 1. Logged and secured by the enforcing agency; and
 - 2. Released to the owner, or in the case of a minor, to the owner's parent or legal guardian, without fee, upon resolution of the citation or thirty (30) days, whichever is first to occur.
- (d) No recreational conveyance shall be permanently forfeited pursuant to this section.
- (e) The seizure of a recreational conveyance under this section shall not be construed as a penalty, but as a temporary measure to abate a public safety violation.

Sec. 13-172. Penalties.

Any violation of any provision of this article shall be a municipal violation, punishable by a fine of fifty dollars (\$50.00). A citation may not be issued unless the individual cited has been issued a written violation for any provision of this article within one (1) year of the date of the issuance of the citation.

SPECS, Inc.

105 S. Centre S
Cumberland, MD 21502
301.777.2510 p
301.777.8419 fax

PROJECT: Phase X-A
CLIENT: City of Frostburg
DATE: 13-Aug-24
PROJECT NO. 5736

Print Date: 21-Jul-26

Z:\jobs\5909 Frostburg Phase X-C CA\correspondence\Change Orders\5909 Phase X-C Change Orders.xlsx\Change Order 1

CHANGE ORDER 1

This is for 15" storm which was missed in the take -off.

No	Item	Description	Quantity	Units	Unit Price	Total Price
1	3009	15 INCH CORRUGATED POLYETHYLENE PIPE, TYPE S	300	LINEAR FEET	\$ 100.00	\$ 30,000.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
SUBTOTAL						\$ 30,000.00

Total This Change Order		\$ 30,000.00
Contract Sum Modifications by Previous Change Orders	\$	-
Contract Sum Modification this Change Order	\$	30,000.00
Revised Contract Sum of all Change Order	\$	30,000.00
Original Contract Sum		\$ 2,468,200.00
Final Contract Sum Including All Change Orders		\$ 2,498,200.00
Contract Time Charge Start Date:		May 14, 2026
Original Time to Completion (Calendar Days)		872
Original Completion Date		October 2, 2028
Time Requested Per Previous Change Orders		0
Time Requested This Change Order		0
Total Time Requested		0
Revised Completion Date		October 2, 2028

RECOMMENDED BY: Raymond Rase
Raymond Rase (Jul 21, 2026 14:32:31 EDT)
President
SPECS, Inc.

21/07/2026
DATE: _____

ACCEPTED BY: Kristen Weimer
Kristen Weimer (Jul 22, 2026 08:07:33 EDT)
Title: President
Braddock Construction

22/07/2026
DATE: _____

APPROVED BY: Hayden Lindsey
Hayden Lindsey (Jul 28, 2026 14:38:28 EDT)
Director of Engineering
City of Frostburg

28/07/2026
DATE: _____

5909 Phase X-C Change Order 1 2026-07-21

Final Audit Report

2026-07-28

Created:	2026-07-21
By:	Raymond Rase (rrase@specseng.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtduA0y_ILEXjRCu0GMFUDnyLFMW2Nsrl

"5909 Phase X-C Change Order 1 2026-07-21" History

-  Document created by Raymond Rase (rrase@specseng.com)
2026-07-21 - 6:30:31 PM GMT- IP address: 207.255.211.132
-  Document emailed to Raymond Rase (ray@specseng.com) for signature
2026-07-21 - 6:30:35 PM GMT
-  Document emailed to Hayden Lindsey (hlindsey@frostburgcity.org) for signature
2026-07-21 - 6:30:36 PM GMT
-  Document emailed to Allana Weir (allana@braddockconstructionllc.com) for signature
2026-07-21 - 6:30:36 PM GMT
-  Email viewed by Hayden Lindsey (hlindsey@frostburgcity.org)
2026-07-21 - 6:30:41 PM GMT- IP address: 74.125.210.133
-  Email viewed by Raymond Rase (ray@specseng.com)
2026-07-21 - 6:31:24 PM GMT- IP address: 207.255.211.132
-  Document e-signed by Raymond Rase (ray@specseng.com)
Signature Date: 2026-07-21 - 6:32:31 PM GMT - Time Source: server- IP address: 207.255.211.132 - Signature Appearance Selected: TYPE
-  Email viewed by Allana Weir (allana@braddockconstructionllc.com)
2026-07-21 - 6:53:11 PM GMT- IP address: 207.255.193.35
-  Signer Allana Weir (allana@braddockconstructionllc.com) entered name at signing as Kristen Weimer
2026-07-22 - 12:07:31 PM GMT- IP address: 207.255.193.35
-  Document e-signed by Kristen Weimer (allana@braddockconstructionllc.com)
Signature Date: 2026-07-22 - 12:07:33 PM GMT - Time Source: server- IP address: 207.255.193.35 - Signature Appearance Selected: TYPE

 Email viewed by Hayden Lindsey (hlindsey@frostburgcity.org)

2026-07-28 - 6:37:51 PM GMT- IP address: 74.125.210.129

 Document e-signed by Hayden Lindsey (hlindsey@frostburgcity.org)

Signature Date: 2026-07-28 - 6:38:28 PM GMT - Time Source: server- IP address: 50.144.116.138 - Signature Appearance Selected: DRAW

 Agreement completed.

2026-07-28 - 6:38:28 PM GMT

CITY OF FROSTBURG
BUDGET ORDINANCE FOR THE YEAR ENDING JUNE 30, 2026
CONDENSED SUMMARY BY FUND AND DEPARTMENT

	ORIGINAL BUDGET			WITH JANUARY AMENDMENTS			WITH JUNE AMENDMENTS		
	Revenue	Expense	Net Income (Loss)	Revenue	Expense	Net Income (Loss)	Revenue	Expense	Net Income (Loss)
Corporate Fund									
Executive		\$ 78,275			\$ 78,275			\$ 78,275	
Administration		3,118,550			3,151,250			912,250	
Finance		227,175			343,675			343,675	
Community Development		234,300			327,300			327,300	
Code Enforcement		173,950			158,950			158,950	
Public Works Administration		165,550			159,550			159,550	
Public Safety		2,567,525			2,595,025			2,595,025	
Street		2,103,300			2,065,300			2,082,800	
Recreation		894,650			832,650			837,650	
Total Corporate Fund	\$ 9,559,765	\$ 9,563,275	\$ (3,510)	\$ 9,712,965	\$ 9,711,975	\$ 990	\$ 7,480,020	\$ 7,495,475	\$ (15,455)
Water									
Administration		\$ 234,050			\$ 226,050			\$ 226,050	
Filtration		802,600			802,600			807,600	
Supply		103,000			103,000			103,000	
Distribution		704,800			703,800			741,800	
Total Water Fund	\$ 1,844,450	\$ 1,844,450	\$ -	\$ 1,844,450	\$ 1,835,450	\$ 9,000	\$ 1,672,550	\$ 1,878,450	\$ (205,900)
Sewer									
Administration		\$ 107,350			\$ 99,350			\$ 99,350	
Operating		1,946,950			1,980,950			1,730,950	
Sewer subtotal	1,854,275	2,054,300	(200,025)	1,854,275	2,080,300	(226,025)	1,851,775	1,830,300	21,475
CSO subtotal	2,993,800	2,793,775	200,025	2,993,800	2,793,775	200,025	1,681,800	1,474,930	206,870
Total Sewer Fund	\$ 4,848,075	\$ 4,848,075	\$ -	\$ 4,848,075	\$ 4,874,075	\$ (26,000)	\$ 3,533,575	\$ 3,305,230	\$ 228,345
Total Piney Surcharge	\$ 815,000	\$ 683,300	\$ 131,700	\$ 815,000	\$ 718,300	\$ 96,700	\$ 695,000	\$ 606,300	\$ 88,700
Garbage									
Administration		\$ 80,100			\$ 76,100			\$ 76,100	
Operating		410,750			371,250			386,250	
Total Garbage Fund	\$ 543,050	\$ 490,850	\$ 52,200	\$ 543,050	\$ 447,350	\$ 95,700	\$ 543,050	\$ 462,350	\$ 80,700
Opioid Settlement Fund	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
City Total	\$ 17,610,340	\$ 17,429,950	\$ 180,390	\$ 17,767,540	\$ 17,587,150	\$ 180,390	\$ 13,928,195	\$ 13,747,805	\$ 180,390

CITY OF FROSTBURG
OPERATING BUDGET FYE 06/30/26
PROPOSED AMENDMENTS - JUNE 2026

Section 4, Item G.

ACCOUNT	DESCRIPTION	Original Budget	January Amendment	Amended Budget	June Amendment	Final FY26 Budget	June Notes
01-000-4000	Taxes - Real Estate	\$ 3,080,000	\$ 34,000	\$ 3,114,000	\$ -	\$ 3,114,000	
01-000-4011	Tax Credits	(30,000)	-	(30,000)	30,000	-	EZ designation was not renewed for FY26
01-000-4013	Enterprise Zone Reimbursement	16,000	-	16,000	(16,000)	-	EZ designation was not renewed for FY26
01-000-4020	Maryland Income Tax	700,000	-	700,000	145,000	845,000	Adjust to actual receipts
01-000-4021	Admission Taxes	18,000	-	18,000	(13,000)	5,000	Adjust to actual
01-000-4022	Hotel Motel Tax	150,000	25,000	175,000	-	175,000	
01-000-4023	Highway Use Tax	550,000	19,000	569,000	-	569,000	
01-000-4027	Payment in Lieu of Taxes	390	-	390	3,510	3,900	Original budget should have been \$3,900
01-000-4043	Police Protection Grant	120,000	-	120,000	(13,000)	107,000	Adjust to actual grant award
01-000-4047	Frostburg State University MOU	10,000	10,000	20,000	-	20,000	
01-000-4055	Code Enforcement Citations	1,250	1,500	2,750	-	2,750	
01-000-4056	Comm Dev Grant Revenue	110,000	-	110,000	(100,000)	10,000	Move N. Water St. MHT grant to FY27
01-000-4306	Project Reimbursement	2,169,000	39,000	2,208,000	(2,100,000)	108,000	Move Roundabout project to FY27
01-000-4307	Insurance Reimbursements	-	53,670	53,670	-	53,670	
01-000-4315	Proceeds from Fund Balance	268,425	(28,970)	239,455	(239,455)	-	Use of fund balance not required
01-000-4317	Special Revenue	666,000	-	666,000	175,000	841,000	ARPA
01-000-4600	Interest Income	475,000	-	475,000	(105,000)	370,000	Adjust to actual
	Total Corporate Fund Revenue	\$ 8,304,065	\$ 153,200	\$ 8,457,265	\$ (2,232,945)	\$ 6,224,320	
Corporate Fund Expenses							
Administrative							
01-110-5000	Salaries	\$ 175,800	\$ (15,500)	\$ 160,300	\$ -	\$ 160,300	
01-110-5013	Insurance - Health	34,600	(21,000)	13,600	-	13,600	
01-110-5014	Insurance - Health Retiree	30,600	(16,000)	14,600	-	14,600	
01-110-5111	Contributions - Tourism	120,000	-	120,000	15,000	135,000	Adjust to actual payments
01-110-5207	Pension Administrative Fee	7,800	(7,800)	-	-	-	
01-110-5500	Building - Armory	12,000	82,000	94,000	-	94,000	
01-110-5502	Building Maintenance	26,000	11,000	37,000	16,000	53,000	HVAC repairs - 37 S. Broadway
01-110-5807	Capital Outlay	2,270,000	-	2,270,000	(2,270,000)	-	Roundabout design, N. Water St. projects moved to FY27
	Total Administrative	\$ 2,676,800	\$ 32,700	\$ 2,709,500	\$ (2,239,000)	\$ 470,500	
Finance							
01-120-5000	Salaries	\$ 82,000	5,000	87,000	-	87,000	
01-120-5013	Insurance - Health	13,000	96,000	109,000	-	109,000	
	Travel	-	1,500	1,500	-	1,500	
01-120-5810	RETSA Obligation	16,000	14,000	30,000	-	30,000	
	Total Finance	\$ 111,000	\$ 116,500	\$ 227,500	\$ -	\$ 227,500	
Community Development							
01-130-5000	Salaries	\$ 128,500	\$ (14,000)	\$ 114,500	-	114,500	
01-130-5013	Insurance - Health	26,700	(18,000)	8,700	-	8,700	
01-130-5322	Planning	15,000	125,000	140,000	-	140,000	
	Total Community Development	\$ 170,200	\$ 93,000	\$ 263,200	\$ -	\$ 263,200	
Code Enforcement							
01-140-5000	Salaries	\$ 81,000	(2,500)	78,500	-	78,500	
01-140-5013	Insurance - Health	26,700	(15,000)	11,700	-	11,700	
01-140-5332	Rental Inspection	1,000	2,500	3,500	-	3,500	
	Total Code Enforcement	\$ 108,700	\$ (15,000)	\$ 93,700	\$ -	\$ 93,700	

CITY OF FROSTBURG
OPERATING BUDGET FYE 06/30/26
PROPOSED AMENDMENTS - JUNE 2026

Section 4, Item G.

ACCOUNT	DESCRIPTION	Original Budget	January Amendment	Amended Budget	June Amendment	Final FY26 Budget	June Notes
Public Works Administration							
01-150-5000	Salaries	\$ 82,500	5,500	88,000	-	88,000	
01-150-5013	Insurance - Health	20,600	(13,000)	7,600	-	7,600	
01-150-5160	Travel	1,000	1,500	2,500	-	2,500	
	Total Public Works Administration	<u>\$ 104,100</u>	<u>\$ (6,000)</u>	<u>\$ 98,100</u>	<u>\$ -</u>	<u>\$ 98,100</u>	
Public Safety							
01-160-5000	Salaries	\$ 1,152,300	61,000	1,213,300	-	1,213,300	
01-160-5013	Insurance - Health	259,700	(46,000)	213,700	-	213,700	
01-160-5181	Law Enforcement Equipment	18,500	(4,000)	14,500	-	14,500	
01-160-5230	Computers	8,500	2,500	11,000	-	11,000	
01-160-5350	FSU MOU	10,000	10,000	20,000	-	20,000	
01-160-5390	Miscellaneous Expense	4,000	4,000	8,000	-	8,000	
	Total Public Safety	<u>\$ 1,453,000</u>	<u>\$ 27,500</u>	<u>\$ 1,480,500</u>	<u>\$ -</u>	<u>\$ 1,480,500</u>	
Public Works - Street							
01-170-5000	Salaries	\$ 340,000	(18,000)	322,000	-	322,000	
01-170-5013	Insurance - Health	99,300	(70,000)	29,300	-	29,300	
01-170-5711	Salt & Abrasives	150,000	50,000	200,000	10,000	210,000	Adjust to actual
01-170-5714	Street Lighting	100,000	-	100,000	7,500	107,500	Adjust to actual
	Total Public Works - Street	<u>\$ 689,300</u>	<u>\$ (38,000)</u>	<u>\$ 651,300</u>	<u>\$ 17,500</u>	<u>\$ 668,800</u>	
Recreation							
01-180-5000	Salaries	\$ 305,000	(6,000)	299,000	-	299,000	
01-180-5013	Insurance - Health	91,700	(55,000)	36,700	-	36,700	
	Total General Recreation	<u>\$ 396,700</u>	<u>\$ (61,000)</u>	<u>\$ 335,700</u>	<u>\$ -</u>	<u>\$ 335,700</u>	
Recreation-Pool							
01-181-5000	Salaries	\$ 72,000	2,500	74,500	-	74,500	
01-181-5507	Pool Operating	39,000	-	39,000	5,000	44,000	Adjust to actual
	Total Pool	<u>\$ 111,000</u>	<u>\$ 2,500</u>	<u>\$ 113,500</u>	<u>\$ 5,000</u>	<u>\$ 118,500</u>	
Recreation - Day Camp							
01-182-5000	Salaries	\$ 24,000	(3,500)	20,500	-	20,500	
	Total Day Camp	<u>\$ 24,000</u>	<u>\$ (3,500)</u>	<u>\$ 20,500</u>	<u>\$ -</u>	<u>\$ 20,500</u>	
	Total Recreation	<u>\$ 531,700</u>	<u>\$ (62,000)</u>	<u>\$ 469,700</u>	<u>\$ 5,000</u>	<u>\$ 474,700</u>	
Total Corporate Fund Expenses		<u>\$ 5,844,800</u>	<u>\$ 148,700</u>	<u>\$ 5,993,500</u>	<u>\$ (2,216,500)</u>	<u>\$ 3,777,000</u>	
Corporate Fund Net Income (Loss)		<u>\$ 2,459,265</u>	<u>\$ 4,500</u>	<u>\$ 2,463,765</u>	<u>\$ (16,445)</u>	<u>\$ 2,447,320</u>	

CITY OF FROSTBURG
OPERATING BUDGET FYE 06/30/26
PROPOSED AMENDMENTS - JUNE 2026

Section 4, Item G.

ACCOUNT	DESCRIPTION	Original Budget	January Amendment	Amended Budget	June Amendment	Final FY26 Budget	June Notes
Water Fund Revenues							
02-000-4315	Proceeds from Fund Balance	180,000	-	180,000	(180,000)	-	Use of fund balance not required
02-000-4317	Special Revenue	-	-	-	8,100	8,100	ARPA
	Total Water Revenue	\$ 180,000	\$ -	\$ 180,000	\$ (171,900)	\$ 8,100	
Water Fund Expenses							
Water - Administration							
02-190-5000	Salaries	\$ 73,000	2,000	75,000	-	75,000	
02-190-5013	Insurance - Health	15,300	(10,000)	5,300	-	5,300	
	Total Water Administration	\$ 88,300	\$ (8,000)	\$ 80,300	\$ -	\$ 80,300	
Water - Filtration							
02-192-5521	Pumping System Expense	95,000	-	95,000	5,000	100,000	Adjust to actual
	Total Water Filtration	\$ 95,000	\$ -	\$ 95,000	\$ 5,000	\$ 100,000	
Water - Distribution							
02-196-5000	Salaries	\$ 273,000	39,000	312,000	-	312,000	
02-196-5013	Insurance - Health	76,400	(46,000)	30,400	-	30,400	
02-196-5505	Crestview Pumping Station Expense	12,500	4,000	16,500	5,000	21,500	Adjust to actual
02-196-5702	Equipment Maintenance	8,000	2,000	10,000	-	10,000	
02-196-5700	Distribution Expense	61,800	-	61,800	14,000	75,800	Adjust to actual
02-196-5704	Transmission Mains Expense	80,000	-	80,000	5,000	85,000	Adjust to actual
02-196-5740	Meters Expense	20,000	-	20,000	14,000	34,000	Adjust to actual
	Total Water Distribution	\$ 531,700	\$ (1,000)	\$ 530,700	\$ 38,000	\$ 568,700	
	Total Water Fund Expenses	\$ 715,000	\$ (9,000)	\$ 706,000	\$ 43,000	\$ 749,000	
	Total Water Fund Net Income (Loss)	\$ (535,000)	\$ 9,000	\$ (526,000)	\$ (214,900)	\$ (740,900)	
Sewer Fund Operating Revenues							
03-000-4600	Interest Income	44,000	-	44,000	(2,500)	41,500	Adjust to actual
	Total Sewer Operating Revenue	\$ 44,000	\$ -	\$ 44,000	\$ (2,500)	\$ 41,500	
Sewer Operating Expenses							
Sewer - Administration							
03-210-5000	Salaries	\$ 73,000	2,000	75,000	-	75,000	
03-210-5013	Insurance - Health	15,300	(10,000)	5,300	-	5,300	
	Total Sewer Administration	\$ 88,300	\$ (8,000)	\$ 80,300	\$ -	\$ 80,300	
Sewer - Operating							
03-211-5000	Salaries	\$ 202,000	39,000	241,000	-	241,000	
03-211-5013	Insurance - Health	53,500	(30,000)	23,500	-	23,500	
03-211-5761	Sanitary Commission Charges	1,216,000	-	1,216,000	(172,000)	1,044,000	Adjustment based on actual charges
03-211-5763	Sewer Operating Expense	50,000	25,000	75,000	(30,500)	44,500	June amendment included \$25K for Hill St. School sidewalk reimb - charged to Parking Lot Maint
03-211-5805	Capital Outlay - Sewer Projects	50,000	-	50,000	(47,500)	2,500	Budgeted sewer line replacement was not undertaken
	Total Sewer Operating	\$ 1,571,500	\$ 34,000	\$ 1,605,500	\$ (250,000)	\$ 1,355,500	
	Total Sewer Operating Expenses	\$ 1,659,800	\$ 26,000	\$ 1,685,800	\$ (250,000)	\$ 1,435,800	
	Sewer Operating Net Income (Loss)	\$ (1,615,800)	\$ (26,000)	\$ (1,641,800)	\$ 247,500	\$ (1,394,300)	

CITY OF FROSTBURG
OPERATING BUDGET FYE 06/30/26
PROPOSED AMENDMENTS - JUNE 2026

Section 4, Item G.

ACCOUNT	DESCRIPTION	Original Budget	January Amendment	Amended Budget	June Amendment	Final FY26 Budget	June Notes
CSO Revenue							
03-220-4317	Special Revenue	150,000	-	150,000	90,000	240,000	ARPA - CSO X-A
03-220-4530	Project Reimbursements	1,489,000	-	1,489,000	(450,000)	1,039,000	Less than expected spending for CSO X-B & X-C through 06/30/26
03-200-4540	Proceeds of Debt	952,000	-	952,000	(952,000)	-	CSO bonds moved to FY27
	Total CSO Revenue	<u>\$ 2,591,000</u>	<u>\$ -</u>	<u>\$ 2,591,000</u>	<u>\$ (1,312,000)</u>	<u>\$ 1,279,000</u>	
CSO Expenses							
03-220-5391	Interest Expense	\$ 3,025	-	3,025	6,155	9,180	To balance amendments
03-220-5800	Capital Outlay	2,767,000	-	2,767,000	(1,325,000)	1,442,000	CSO expenditures transferred to FY27
	Total CSO Expense	<u>\$ 2,770,025</u>	<u>\$ -</u>	<u>\$ 2,770,025</u>	<u>\$ (1,318,845)</u>	<u>\$ 1,451,180</u>	
	CSO Net Income (Loss)	<u>\$ (179,025)</u>	<u>\$ -</u>	<u>\$ (179,025)</u>	<u>\$ 6,845</u>	<u>\$ (172,180)</u>	
	Sewer Fund Net Income (Loss)	<u>\$ (1,794,825)</u>	<u>\$ (26,000)</u>	<u>\$ (1,820,825)</u>	<u>\$ 254,345</u>	<u>\$ (1,566,480)</u>	
Water Surcharge Fund Revenue							
04-000-4315	Proceeds from Fund Balance	120,000	-	120,000	(120,000)	-	Use of fund balance not required
	Total Water Surcharge Revenue	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ (120,000)</u>	<u>\$ -</u>	
Water Surcharge Fund Expenses							
04-200-5800	Capital Outlay	172,000	-	172,000	(112,000)	60,000	Well project moved to FY27
04-200-5802	Capital Repairs	45,000	35,000	80,000	-	80,000	
	Total Water Surcharge Expense	<u>\$ 217,000</u>	<u>\$ 35,000</u>	<u>\$ 252,000</u>	<u>\$ (112,000)</u>	<u>\$ 140,000</u>	
	Water Surcharge Net Income (Loss)	<u>\$ (97,000)</u>	<u>\$ (35,000)</u>	<u>\$ (132,000)</u>	<u>\$ (8,000)</u>	<u>\$ (140,000)</u>	
Garbage Fund Expenses							
Garbage Fund - Administration							
05-230-5000	Salaries	\$ 55,000	4,000	59,000	-	59,000	
05-230-5013	Insurance - Health	12,200	(8,000)	4,200	-	4,200	
	Total Garbage Administration	<u>\$ 67,200</u>	<u>\$ (4,000)</u>	<u>\$ 63,200</u>	<u>\$ -</u>	<u>\$ 63,200</u>	
Garbage Operating							
05-232-5000	Salaries	\$ 91,000	(6,000)	85,000	-	85,000	
05-232-5013	Insurance - Health	34,400	(25,000)	9,400	-	9,400	
05-232-5015	Contribution - 457	750	-	750	-	750	
05-232-5100	Insurance - Auto	2,600	-	2,600	-	2,600	
05-232-5102	Insurance - Gen Liab	400	-	400	-	400	
05-232-5770	Ash Dumpster	8,500	(8,500)	-	-	-	
05-232-5771	Bulk Cleanup Expense	10,000	-	10,000	5,000	15,000	increased landfill rates, scheduled pickups
05-232-5772	Landfill Charges	130,000	-	130,000	10,000	140,000	increased landfill rates
	Total Garbage Operating	<u>\$ 277,650</u>	<u>\$ (39,500)</u>	<u>\$ 238,150</u>	<u>\$ 15,000</u>	<u>\$ 253,150</u>	
	Total Garbage Expenses	<u>\$ 344,850</u>	<u>\$ (43,500)</u>	<u>\$ 301,350</u>	<u>\$ 15,000</u>	<u>\$ 316,350</u>	

CITY OF FROSTBURG
OPERATING BUDGET FYE 06/30/26
PROPOSED AMENDMENTS - JUNE 2026

Section 4, Item G.

ACCOUNT	DESCRIPTION	Original Budget	January Amendment	Amended Budget	June Amendment	Final FY26 Budget	June Notes
	Garbage Net Income (Loss)	<u>\$ (344,850)</u>	<u>\$ 43,500</u>	<u>\$ (301,350)</u>	<u>\$ (15,000)</u>	<u>\$ (316,350)</u>	
	Opioid Settlement Fund						
08-000-4800	Opioid Settlement Receipts	-	4,000	4,000	-	4,000	
	Total Opioid Settlement Fund Revenue	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ -</u>	<u>\$ 4,000</u>	
	Total Amendments:						
	Revenue		157,200		(3,839,345)		
	Expenses		157,200		(3,839,345)		

Vacant Building

Purpose.

The purpose of this ordinance is to promote and assure public safety, health and welfare, to prevent deterioration of vacant structures in the City of Frostburg, to support property values and to encourage responsible management and use of vacant structures through licensing and inspection.

Definitions.

Active Work

Regular ongoing modifications to bring the structure up to code and which involve two or more systems, including but not limited to constructing, enlarging, moving, demolishing, erecting, installing, removing, converting, or replacing any electrical, plumbing, or mechanical system. "Active work" also includes modifications to the structure itself.

Blighted Condition

A condition is blighted when it exhibits objectively determined signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.

City

City of Frostburg, Maryland

Department

Department of Community Development

Owner

- A. Any person, partnership, association, company, corporation, or other entity having legal or equitable interest in or control of real property.
- B. Any person who, alone, jointly, or severally, shall have the charge, care or control of any premises as executor, administrator, trustee, or guardian of the estate of the owner.
- C. Any person having any interest in a partnership, association, company, corporation or other entity which owns or has any ownership interest of the premises.
- D. Any person, firm partnership, association, company, corporation or other entity whose name appears on the deed or property tax bill for the premises shall be the owner of the premises.

Premises

Any single parcel or lot of real property in the City, including the land and all improvements or structures, upon which a vacant structure or blighted vacant structure is located.

Vacant

Not occupied as a domicile, principle residence or place of business.

Vacant Blighted Structure

Any building, residential structure, single or multi-family, that is vacant with a pending action to foreclose a mortgage or deed of trust; or is vacant with blighted conditions; or has been placarded by the City as uninhabitable. For properties with multiple structures, such as apartment complexes, if any individual structure meets this definition, that structure shall be subject to the terms of this ordinance.

Vacant Building or structure

- A. Any building, residential structure, single or multi-unit, that has been vacant for a continuous six-month period. For the properties with multiple structures, such as apartment complexes, if any individual structure is vacant for a continuous six-month period, that structure shall be subject to the terms of this ordinance. For calculation of the continuous six-month period required to satisfy the definition of “vacant building or structure” the following periods of time shall not be included:
 - (1) The one-year period immediately following the issuance of certificate of occupancy permit for new construction;
 - (2) Any period of time during which active work is being legally performed pursuant to a valid permit issued by the City;
 - (3) The six-month period immediately following the issuance of a certificate of occupancy permit for existing construction; or
 - (4) The first year of vacancy of a non-blighted structure while being marketed via a currently licensed real estate agent through Maryland’s Department of Labor, Licensing and Regulation.
 - (5) A property occupied by an active member of the military who is currently on deployment shall not be considered vacant.

License Required

It shall be unlawful for the owner(s) of any vacant building or structure or blighted vacant structure to fail to apply for and obtain a vacant structure license and abide by the inspection requirements contained in this ordinance.

Application; license fee.

In addition to the inspection requirements set forth in this ordinance, an applicant for a vacant building or structure license shall provide the following information for each vacant, blighted vacant or abandoned building or structure on the appropriate application form provided by the Department.

- A. Address of vacant structure;
- B. The number of dwelling units contained in the structure;
- C. The name, street address and telephone number of all owners of the vacant structure;
- D. If the owner of the vacant structure is not an individual or lives outside the 25 mile radius of the corporate City limits of Frostburg, the applicant shall provide the name, street address, resident agent, resident agent address and telephone number;
- E. A certificate of property insurance in the amount equivalent to or greater than the assessed tax value;
- F. A nonrefundable annual license fee pursuant to the following for each:
 - (1) Vacant blighted building or structure: \$500 at initial application and at each annual renewal.

- (2) Vacant building or structure.
 - (a) One hundred dollars(\$100) at initial application and first annual application renewal;
 - (b) Two hundred fifty dollars(\$250) at second and third annual application renewal;
 - (c) Five hundred dollars(\$500) at fourth and subsequent annual application renewal;
- G. Payment for said license shall be in full from the owner within 30 days from the application mailing. Failure to remit payment may result in collection pursuant a lien against the property.
- H. When a vacant blighted property is purchased by a bona fide purchaser for the value who promptly registers the structure in the vacant structures program in accordance with the requirements of this ordinance, the license fee may be refunded if the owner is issued building permits for comprehensive renovation of the structure within six-months of purchase.

Inspections.

- A. In connection with the application requirements contained in this ordinance, the exterior of the vacant building or structure shall be inspected at the time of initial application and on an annual basis thereafter. Required re-inspections for noted conditions shall be as directed by the Department.
- B. Interior inspections shall be conducted in accordance with the following schedule:
 - (1) Vacant blighted buildings or structures: at initial application and on an annual basis thereafter.
 - (2) Vacant buildings or structures: at first renewal and annually thereafter.
- C. All inspections conducted hereunder shall be conducted by the Department and shall be performed to ensure compliance with all applicable property maintenance requirements set forth in the City Code.
- D. In the event that any noted violations are not corrected at the time of re-inspection requested by the owner or owner's agent, or the premises in not safely accessible, the Code Official may impose a re-inspection fee as established by the City of Frostburg's fee schedule for each additional visit for the same violation.

Maintenance standards.

In addition to the inspection requirements of this ordinance and Section 8-2 Property Maintenance Standards, an owner of a vacant building or structure or vacant blighted building or structure shall maintain the structure to the following standards.

- A. Doors
 - (1) All entry doors shall have engaged deadbolt locks.
 - (2) Doors not capable of deadbolt locks shall be secured in an approved manner
 - (3) All exterior sliding doors shall have lift and slide protections.
- B. Windows shall have lift and slide protection.
- C. All shrubbery, hedges, trees, or similar vegetation shall be maintained so that a clear view of the entry doors from the public sidewalk or street is not impeded.
- D. Vacant blighted or abandoned buildings and structures that cannot be secured by the means listed in this section shall be boarded to the following standard;
 - (1) All openings in the basement; all first floor doors and windows; and all points of entry accessible from a porch, fire escape or potential climbing points must be barricaded with

- plywood, 2-by-4 braces, carriage bolt sets and nails. Particle board, wafer board, Masonite, or other similar products are not to be used for this purpose.
- (2) Openings that are at least 10ft above ground level and are not accessible from a porch, fire escape or other climbing point can be secured with nails or screws in each brace and every 12 inches around the perimeter.
 - (3) The structure must be posted with “No Trespassing” signs at completion of the board up.

Issuance of license; renewal.

Upon receipt of a completed application form and full payment of appropriate fee, the Department shall issue a license for the subject vacant building or structure or vacant blighted building or structure. Said license shall expire on its anniversary date, and shall be renewable annually, with application for said renewal being made 60 days prior to the expiration date of current license. License renewal shall be made on the form provided by the Department.

Violations and penalties.

Any owner violating the provisions of this ordinance shall be guilty of a municipal infraction and subject to a fine of up to \$250.00. Each day a structure is not in compliance with ordinance shall be deemed a separate and distinct violation.

CITATION, ABATEMENT, AND FEE SCHEDULE

**In Budget Fee Schedule

INITIAL ENFORCEMENT

Initial Inspection	FREE
Notice of Violation	FREE
First Reinspection	FREE
Administrative Compliance Extension	FREE

CITATIONS

First Citation	\$250
Second and subsequent Citation (Same incident)	\$250-\$500
First Citation (Repeated Violation)	\$300
Second and subsequent Citation (Repeated Violation)	\$300-\$600

Citations may be issued daily until the violation is corrected by the responsible party or abated by the City.

ABATEMENTS

FIRST ABATEMENT

Administrative Fee	\$150
Cost Recovery	Actual

SECOND ABATEMENT (REPEAT VIOLATION)

Administrative Fee	\$200
Cost Recovery	Actual

THIRD AND SUBSEQUENT ABATEMENTS (REPEAT VIOLATION)

Administrative Fee	\$300
Cost Recovery	Actual

EMERGENCY ADMINISTRATIVE FEES

Emergency fees may be added to any abatement cost where emergency response is required.

After Hours, Weekend, or Holiday Inspection Response	\$200
After Hours Abatement Response	\$150

Weekend or Holiday Abatement Response

\$300

COST RECOVERY FEE

The cost recovery fee associated with an abatement shall include actual third-party costs, materials, and city labor costs.

ACTUAL THIRD-PARTY COSTS

The responsible party shall reimburse the City for all actual outside expenses incurred, including but not limited to:

1. Contractor invoices;
2. Tree removal services;
3. Roll-off dumpster rental;
4. Landfill or disposal fees;
5. Hazardous material disposal;
6. Pest control services;
7. Locksmith services;
8. Engineering consultants;
9. Environmental consultants;
10. Laboratory or testing costs;
11. Surveying services;
12. Towing services;
13. Utility company charges;
14. Court costs;
15. Attorney fees where recoverable by law; and
16. Recording and lien filing fees.

MATERIALS

The responsible party shall reimburse the City for all actual material expenses incurred, including but not limited to:

1. Trash bags
2. Contractor-grade garbage bags
3. Tarps
4. Rope
5. Chain
6. Weed control materials
7. Plywood
8. Lumber
9. Fasteners (nails, screws, bolts)
10. Locks
11. Padlocks
12. Temporary fencing
13. Caution tape
14. Warning signs
15. Temporary lighting
16. Cleaning supplies
17. Disposable towels
18. Gloves

- 19. Respirators
- 20. Protective clothing
- 21. Plastic sheeting
- 22. Traps
- 23. Traffic cones
- 24. Printing costs for notices posted on the property
- 25. Shipping and delivery charges

CITY LABOR COSTS

For abatements performed in full or in part by city staff, standard labor rates apply as follows. Labor is billed in half hour increments with a minimum of 1 hour.

One Employee	\$50/Hour
Two Employee Crew	\$100/Hour
Three Employee Crew	\$150/Hour

An additional \$50/ hour for every additional employee.



A Trusted Path to Community Solar for Your Residents

A municipal education partnership that protects residents from misinformation and delivers guaranteed savings.

100+

Municipal Partnerships

6

States Served

\$14M+

Credits Generated

0

Formal Complaints

The Problem in Maryland

Community solar lets Potomac Edison customers subscribe to a local solar farm and receive credits on their utility bill — no panels, no installation, no change in utility service. Maryland residents are being overwhelmed by door knockers, telemarketers, and commission-driven marketers. Some are legitimate. Many are not. Residents can't tell the difference and they're missing out on real, state-regulated savings because the noise has made the entire category feel like a scam.

Why Solar Simplified Is Different

- **No door knocking. No telemarketing.** We never canvass and never outsource enrollment to commission-based vendors. Residents only learn about us through channels their town has approved.
- **Municipal oversight on every communication.** Mailers, newsletter copy, social posts, press releases — all reviewed and approved by the municipality before distribution.
- **Low lift for municipal staff.** We write, design, print, mail, and track. Total municipal staff time across a typical 6-week campaign is approximately 3 hours.
- **Resident-first agreements.** Month-to-month, no sign-up fees, no participation fees, and no cancellation fees.
- **Registered Provider with the Maryland Public Service Commission:** MD PSC No. 25D3152170007962

How This Works The municipality **does not endorse** Solar Simplified. The municipality's role is to share vetted educational information with residents through standard channels — the same way municipalities help residents access LIHEAP, weatherization assistance, or property tax relief. Every resident-facing communication is reviewed and approved by the municipality before it goes out.

Program Overview

- **Guaranteed 10% discount** on all applied solar credits — among the highest savings rates available in Potomac Edison.
- **Guaranteed 20% discount** on all applied solar credits for Income-qualified customers.
- **1,400 household spots** currently available for eligible Potomac Edison customers.

Civic Contribution to the Municipality

\$50 per enrolled account — up to **\$70,000**, if all spots are filled. Funds can be paid directly to the municipality or a nonprofit recipient of your choosing and can be used for sustainability initiatives, park benches, food pantries, etc.

Next Steps

Before any meeting, we're happy to send you a **customized outreach plan** — including draft mailer copy, suggested newsletter language, a sample press release, and a 6-week campaign timeline. You can review the full campaign before deciding whether to schedule a 15-minute conversation.

Just reply to either of the contacts below and let us know if you'd like to see the customized plan or learn more.

Sasha Lukovenko

VP of Sales & Marketing
sasha@solarsimplified.com

Kim Danna

Community Relations Manager
kim@solarsimplified.com

PART I - PURPOSE

The purpose of this RFP is to obtain a qualified consultant to conduct an intensive-level survey of three (3) sites, resulting in the production of new or expanded Maryland Inventory of Historic Properties forms (collectively, Maryland Inventory forms). The consultant will coordinate the project with City of Frostburg Community Development Department. Work is to be completed no later than November 30, 2026.

PART II - PROFESSIONAL REQUIREMENTS AND EXPERIENCE

- A. Respondents must demonstrate expertise in the areas of Maryland history; architectural history; and eighteenth, nineteenth, and twentieth-century resources. They must have experience in the documentation and assessment of historic and cultural resources. The respondent must also have experience coordinating and conducting a complex field survey.
- B. Respondents should clearly state their experience in these areas and cite current and previous projects.

PART III - SCOPE OF SERVICES

PROJECT BACKGROUND

A 2022 Regional Housing Study by the I-68 Alliance indicated that Frostburg experiences an “Above Average” demand for housing. According to major employers in the region, the area’s housing market lacks a variety of housing types, and existing stock is in need of significant repairs.

Revitalizing the blighted neighborhood on North Water Street involves acquiring and demolishing derelict structures, conducting feasibility and site planning studies, improving infrastructure, and performing essential sitework to pave the way for future townhome development. The City has already acquired 3 of the 5 parcels on North Water Street and is in the process of purchasing a fourth. Additionally, the owner of the fifth parcel has expressed keen interest in selling to the City.

SCOPE OF SERVICES

Provide **approximately three (3) Maryland Inventory forms** prepared at the intensive level of survey documentation, in accordance with the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (2019). All forms will include as supporting documentation:

- a. digital images in both TIFF and jpeg formats;
- b. chain of title; and
- c. two copies of a USGS map showing the location of the property—one at 1:12,000 scale and one at 1:24,000 scale.

DELIVERABLES

Electronic drafts of the Maryland Inventory forms for review and comment.

One (1) final hard copy and one (1) final digital copy of each form in Microsoft Word (.docx) format.

PART IV - MINIMUM QUALIFICATIONS

Education and Experience: The successful candidate must have a Master's Degree in Historic Preservation, Architectural History or related field; or, a Bachelor's degree in these fields and two years of experience directly related to architectural surveys and research of historic resources. Experience must have been full-time, or its equivalent, in order to be considered as qualifying. The Consultant shall be appropriately qualified in conformance with the Secretary of the Interior's Professional Qualification Standards in History, Architectural History, Architecture, or Historic Architecture (36 CFR Part 61).

Demonstrated ability to conduct and oversee architectural field surveys and scholarly research is preferred. Demonstrated writing and research skills, and strong interpersonal abilities, are necessary.

This project is to be conducted in consultation with City of Frostburg Community Development Department. All work will be undertaken utilizing the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* and the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (2019). Such standards and guidelines will be incorporated into the field investigation and preparation of the Maryland Inventory forms. All digital products will utilize the *Standards for Submission of Digital Images to the Maryland Inventory of Historic Properties*.

PART V - PROPOSAL FORMAT

All proposals shall be prepared in a straightforward and concise manner, delineating the Offeror's capabilities to satisfy the requirements of this RFP and, specifically, the requirements for each task in Part III, Scope of Services.

Proposals must be enclosed in a sealed envelope addressed to the City of Frostburg and clearly marked "CITY OF FROSTBUG – MHIT REVIEW" on the outside. Proposal may be mailed or hand delivered to:

Attn: Jon Miller
City of Frostburg
P.O. Box 440
37 S Broadway

Frostburg, MD 21532

Proposals must be received no later than **10:00 AM on Tuesday, September 8, 2026** at which time proposals will be publicly opened and read.

The individual proposals shall contain the following information:

1. Resumes for principal consultant and any **specific team members who will be assigned to this project, to include titles and assigned project tasks.**
2. A list of comparable projects completed or implemented.
3. A list of two client references (names, addresses, and telephone numbers) for whom Offeror has carried out comparable work.
4. An outline of the proposed work program based on the Scope of Services, including a **schedule for the project/timeframe for completion** and the **division of responsibility among members of the team.** Work program shall outline how Offeror intends to perform the work.
5. Cost of services.
6. Signature of individual authorized to respond to this RFP

PART VI - EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria in descending order of importance.

- A. Compliance with Professional Requirements and Qualifications
- B. Expertise as Demonstrated on Comparable Projects
- C. Proposed Work Program
- D. References
- E. Time Frame for Completion
- F. Cost of Services

