

MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: ***Status Report***

DATE: March 8, 2012

Status Report

1. Copier Replacement

The Public Works Department has analyzed a contract between Prince William County and TML Enterprises, Inc. for the replacement of a copier in the administration office. The copier is scheduled for replacement in FY12 with a budget of \$7,300. The Public Works Department recommends replacing the unit with a Xerox W7775P copier-printer-scanner that allows for black and white as well as color copying at a cost of \$13,200.80. Although the cost is over budget by \$5,901, there are sufficient funds in the Equipment Acquisition and Replacement fund to cover the overage.

The maintenance cost for the current seven-year-old copier is \$113 per month and will be reduced to \$35 per month with the new copier. This represents a savings of approximately \$900 per year and \$5,400 over the expected six-year life of the equipment.

As provided by Section 62 of the City Charter, this will serve as the required seven (7) day notice of intent to issue a purchase order to TML Enterprises, Inc. of Manassas, Virginia in the amount of \$13,200.80.

2. Appeal of BV-1-12 (Butler Variance)

The applicant in Bowie variance application BV-1-12, Mr. David Butler, has appealed the Bowie Advisory Planning Board's February 28, 2012 denial of his variance request. A variance was requested to construct approximately 163 linear feet of a 202 linear foot long privacy fence, eight (8) feet high plus one-foot lattice, within the required side and rear yards at 6801 Garth Street. The motion to

deny passed by a vote of 3-2 (Rogers, Trass and Avery in favor, Willis and Loftin against). One resident, Ms. Vernelle Archer of 6803 Garth Street, spoke in opposition to the variance at the public hearing. The City Council appeal hearing has been scheduled on your March 19, 2012 agenda.

3. Bowie Green Team Kickoff Meeting

On Monday, March 5th, the Bowie Green Team held its Kickoff Meeting. A total of 27 residents responded to the City's recruitment effort earlier this year (see attached roster); 20 of these individuals, along with seven members of the City's Environmental Advisory Committee, attended the Kickoff Meeting held at the Kenhill Center. Presentations were made by the City's Planning Director and Ms. Lizbeth Fried, Program Manager for Sustainable Maryland Certified. The Green Team identified numerous actions as initial priorities. The next steps include creation of a Mission and Vision Statement, establishing topical subgroups, analyzing the results of the community survey, discussion of barriers and benefits relating to future actions, and drafting of a 3-Year Action Plan for submission to City Council. The Green Team will meet several times over the coming months to work on these tasks.

4. Maryland Bikeways Program Award

In late January 2012, City staff applied for funds, under the Maryland Department of Transportation's (MDOT) Bikeways Program, to continue implementing the On-Road Bicycle Route signage program as recommended in the City's adopted Trails Master Plan. (This application included the installation of signage on 14 City streets located south of U.S. Route 50, north of MD Route 214 (Central Avenue), east of Church Road and west of U.S. Route 301.) The new signage along these City streets will result in an additional 10.68 miles of the City's road network being identified in our On-Road Bicycle Route system.

On March 6th, the City was advised that Governor O'Malley announced the first round of grant awards under the Bikeways Program. Among the projects receiving funding was the City's application. MDOT and the State Highway Administration (SHA) will be following-up with the City to develop a detailed project scope and cost estimate in order to prepare grant agreements. (The estimated cost of the requested signage is \$5,000.) The funding levels noted in MDOT's project list are provisional – the funding levels for the award may change slightly as the scope details are worked out with the City.

5. Emergency Preparedness

As hurricane and tornado season approaches, we will be reminding residents about the importance of emergency preparedness. This week, as part of that initiative, homeowners associations, Neighborhood Watch groups, PTA/PTOs, and local houses of worship will receive a letter from the City offering to have staff speak to their group about personal preparedness. From past experience, these meetings are not only a good way to promote preparedness, they are also important in terms of community outreach and often allow residents to raise questions or express concerns on a variety of City issues. A copy of the letter is attached.

6. Holiday Lane Storm Drain Pipe Liner Repair

Hurricane Lee caused a section of six-foot diameter corrugated metal storm drain pipe to collapse. The repairs were made and are expected to be funded 75% by FEMA. However, for 160 feet downstream of the failed pipe section, the existing six-foot diameter pipe has significant corrosion in the bottom (invert) of the pipe. To assure there are no other failures downstream from the previous failure, Public Works recommends that 160 feet of pipe downstream be sprayed with a liner of high-strength concrete.

The Public Works Department located a contract for this type of work with Howard County on which we can piggyback at a price of \$22,020. Their contractor is Proshot Concrete, Incorporated. We plan to sign a contract and issue a purchase order to this contractor for this work. FEMA has indicated a probability that they will fund this work under a separate funding mechanism where they provide funds to help assure a failure doesn't occur in the future.

This notification is consistent with Charter Section 62 of the City Code regarding cooperative bidding.

7. Hosting National Council of Senior Centers State Delegates

NCOA's National Institute of Senior Centers (NISC) is a dynamic network of senior center professionals from around the country who believe that senior centers create opportunities for successful aging in their communities. NISC offers the nation's only National Senior Center Accreditation Program. Accreditation provides official recognition that a senior center meets NISC's nine standards of senior center operations. To date, more than 200 senior centers, including the Bowie Senior Center, have received accreditation.

NISC's national leadership group is called the NISC Delegate Council. The group seeks to improve the senior center field through advocacy, national standards, and by promoting senior center research along with senior center best practices. The NISC Delegate Council also encourages networking opportunities for senior center professionals. The Delegate Council is currently composed of state and at-large delegates and ten officers from across the country.

The Council will be in D.C. this year for the American Society on Aging (ASA) Conference and has approached the Bowie Senior Center to host their meeting on Tuesday, March 27, 2012. The Council will meet from 9:00 a.m. - 4:15 p.m.

The Mayor has been asked to provide welcoming remarks.

DJD/asf

Attachments



Bowie Green Team Membership Roster March 5, 2012

1	Ms. Lisa Avery	
2	Ms. Gwendalina McClain-Digby	
3	Ms. Crystal Faison	
4	Ms. Ina R. Mendoza-Wilson	
5	Mr. Onyemobi Desta Anyiwo	
6	Mr. Matthew Feinberg	
7	Mr. Maysen Gore-Duran	
8	Ms. Yvette Washington	
9	Ms. Janna Riggs	
10	Mr. Neil Potash	
11	Ms. Diana Bahr	
12	Ms. Becky Sunday	
13	Mr. Bruce Clark	
14	Ms. Cristabel Soady	
15	Ms. Donna Gomez	
16	Mr. Jamie Vavra	
17	Mr. Jim Flynn	
18	Ms. Kay Kane	
19	Ms. Linda Cooper	
20	Ms. Elizabeth Buckner	
21	Ms. Mira Panek	
22	Ms. Rhea Pechter	
23	Mr. Roberto Kaje	
24	Ms. Susan Livera	
25	Ms. Dana Puzey	
26	Ms. Barbara Vollmer	
27	Ms. Dina Hosnjak Shand	

Actions for Sustainable Communities:

To become Sustainable Maryland Certified, municipalities must complete and document actions from the list below. To achieve certification, municipalities will need to complete actions worth a total of 150 points (including two mandatory actions and two of six priority* actions) and submit the appropriate documents as evidence that the SMC requirements have been satisfied.

ACTION ITEM	POINTS
COMMUNITY ACTION	
Green Team	
Participate in SMC Green Team Training	5
Create a Green Team	10 M
Complete a Green Team Action Plan	10 M
Conduct Community Barriers and Benefits Assessment	15
Build SMC Resource Center	5
Participation in MD Green Schools	10
Innovative Demonstration Projects	5 to 20
COMMUNITY BASED FOOD SYSTEM	
Local Food Consumption	
Local Food Fair	10
Local Food Consumption & Preservation Classes	5 per class
Establish Local Farmers Market	15
Promote Local Farmers Market	5
Local Food Production	
Community Gardens	15*
Spring Transplant Sale	10
Fall Transplant Sale	10
Establish CSA Drop-off Location	10
Innovative Demonstration Projects	5 to 20
ENERGY	
Municipal Energy Audits	10 (1st bldg), 5 (consec bldgs)*
Residential Energy Efficiency	5 to 20+
Wind Energy Project	10
Innovative Demonstration Projects	5 to 20
GREENHOUSE GAS	
Municipal Carbon Footprint (pre-requisite)	15 *
Community Carbon Footprint (pre-requisite)	15
Climate Planning	
Climate Action Plan	10 to 25+
Climate Change Adaptation Element	5
Innovative Demonstration Projects	5 to 20
HEALTH & WELLNESS	
Let's Move	15
Workplace Wellness	
Join Healthiest Maryland Businesses	5
Workplace Wellness Program	5 to 15
Living Well Program	5 per class
Innovative Demonstration Projects	5 to 20
LOCAL ECONOMIES	
Buy Local	
Establish Local Business Directory	10
Promote Local Business Directory	5
Buy Local Campaign	15
Local Business Roundtable	5 per roundtable
Local Business Procurement Notices	10
Economic Analysis of Procurement Practices	15
Local Purchasing Preference Policy	10
Green Business Recognition	
Join Maryland Green Registry	5
Promote Maryland Green Registry	5 points per 2 businesses

Please note: Sustainable Maryland Certified actions and points may be subject to change.
Printed on 55% recycled & 30% post-consumer waste paper.

ACTION ITEM	POINTS
LOCAL ECONOMIES (CONTINUED)	
Green Business Certification Program	15
Green Purchasing	
Green Purchasing Policy (pre-requisite)	15*
Evaluate Current Purchasing Practices (pre-requisite)	10
Vendor Preference Statement (pre-requisite)	10
Purchase Recycled Products	10
Purchase Environmentally Preferable Products	10
Implement Waste Reduction Program	10
Innovative Demonstration Projects	5 to 20
NATURAL RESOURCES	
Watershed Stewardship	
Implement Watershed Stewardship/Pollution Prevention Outreach Program(s)	10
Facilitate Engagement in Existing Watershed Stewardship Opportunities	5 per event
Provide Voluntary Opportunities for Citizen Engagement in Watershed Stewardship	10
Provide Incentives for Watershed Stewardship on Private Lands	15
Create a Watershed Plan	20*
Stormwater Management	
Stormwater Management Program	15*
Stormwater Manager/Coordinator	15
Stormwater Fee Structure	20
Septic Management	
Septics System Assessment and Inventory	15
Septics System Management Plan	20
Dedicated Septic System Fund	20
Water Conservation	
Develop a Water Conservation Plan	15
Develop a Water Conservation Outreach Program	10
Tree City USA	15
Pet Waste	
Implement a Pet Waste Education Program	5
Develop a Pet Waste Program	5
Adopt a Pet Waste Ordinance	5
Innovative Demonstration Projects	5 to 20
PLANNING AND LAND USE	
Participation in DHCD Sustainable Communities	20
Housing and the Comprehensive Plan	10
Land Preservation	
Conduct Easement Outreach that Encourages Inspection, Evaluation, and Stewardship	15
Build Easement Inventory	10
Innovative Demonstration Projects	5 to 20

* denotes Priority Action M denotes Mandatory Action

To learn more visit

www.sustainablemaryland.com



Environmental Finance Center
www.efc.umd.edu





City of Bowie

15901 Excalibur Road
Bowie, Maryland 20716

March 6, 2012

Dear Community Leader:

We are approaching the season for tornadoes, hurricanes, and other forms of extreme weather and if recent events in the Midwest are any indication of what's to come, it could be another record breaking year in the U.S. in terms of storm damage.

The City of Bowie takes emergency preparedness very seriously. Our staff constantly plans and practices for how the government will respond when disaster strikes. But effective planning for emergencies isn't just government's responsibility; we also depend on individuals and families to do their part.

If a disaster were to occur in Bowie today, would you have the information and supplies you need to help get you and your family through it safely? If you don't know the answer to that question or could use some guidance in being better prepared, we'd like to help.

Staff members, who are trained in emergency preparedness planning and response, have created a short presentation on personal preparedness that they can give to your homeowners association, club, neighborhood watch group, scout troop or other organization. It can be tailored to the age, interests, special needs or abilities of a particular audience.

Remember disasters can happen anytime, anywhere, and often without warning. They can affect a single home, a single block or entire neighborhood. Help us to help you by learning more about emergency preparedness and about making your personal emergency plan.

I encourage you to contact Alan Creveling, Emergency Management Resources Coordinator (acreveling@cityofbowie.org or 301-809-3079) or Una Cooper, Communications Coordinator (ucooper@cityofbowie.org or 301-809-3032) about setting up a program for your organization.

Sincerely,

David J. Deutsch
City Manager

MAYOR G. Frederick Robinson **MAYOR PRO TEM** Diane M. Polangin

COUNCIL Dennis Brady ♦ Henri Gardner ♦ James L. Marcos ♦ Isaac C. Trough ♦ Todd M. Turner **CITY MANAGER** David J. Deutsch
City Hall (301) 262-6200 **FAX** (301) 809-2302 **TDD** (301) 262-5013 **WEB** www.cityofbowie.org