City of Bowie
Regular City Council Meeting

Monday, May 15, 2023
Council Chambers - 8 p.m.

AGENDA

I. CALL MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. QUORUM

IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS

V. CITIZEN PARTICIPATION

VI. PRESENTATIONS

- **A.** City of Bowie Women Trailblazers Awards
- **B.** Approval and Presentation of Proclamation P-11-23 Proclaiming the First Friday of June to be National Gun Violence Awareness Day in the City of Bowie

VII. CITY BOARDS AND COMMITTEES

- **A.** Appointments/Re-Appointemnts/Swearing In

VIII. COUNCIL ANNOUNCEMENTS

IX. CITY MANAGER'S REPORT

X. CONSENT AGENDA

- **A.** Approval of Proclamation P-9-23 Celebrating Memorial Day 2023 in the City of Bowie
- **B.** Approval of Proclamation P-10-23 Proclaiming the Week of June 3-11, 2023 as Chesapeake Bay Awareness Week in the City of Bowie
- **C.** Adoption of Resolution R-29-23 Accepting a Bid Proposal for Planning, Design, Engineering & Permitting Services for New Single Sheet Ice Arena from JLG Architects in the Amount of $1,596,781
- **D.** Adoption of Resolution R-30-23 Awarding a Contract to Hercules Fence of Maryland, Inc. for Bowie Senior Center Bus Lot Security Fence
- **E.** Adoption of Resolution R-31-23 Accepting a Bid Proposal From SFMS, LLC of Bethesda, Maryland in the Amount of $51,653 for the Northview Drive Bituminous Trail Replacement Project
- **F.** Introduction of Ordinance O-7-23 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023, as Adopted by Ordinance O-1-22 and Amended by Ordinances O-5-22 and O-6-23, to Appropriate Funds for Planning, Design, Engineering, and Permitting Services for the City's New Single Sheet Ice Arena.

XI. OLD BUSINESS

A. FY 2024 Budget Ordinance O-5-23, Capital Improvements Program Resolution R-25-23 and Constant Yield Tax Rate - Adoption of Fiscal Year 2024 Budget, CIP and CYTR - **Public Hearing/Eligible for Action**

B. Adoption of Ordinance O-6-23 Supplemental Appropriations for the Annual Budget for the Fiscal Year ending June 30, 2023 - **Public Hearing/Eligible for Action**

XII. NEW BUSINESS

A. Plastic Bag Ban - Council will discuss a letter of support for CB-32-2023 County Better Bag Bill

XIII. ADJOURNMENT

Note: The Ethics Commission has advised that under certain circumstances, members of the public may qualify as lobbyists when they testify before the City Council. If so, the Bowie Ethics Ordinance requires that certain information be filed with the Ethics Commission. Please review the information about lobbying that is provided with the City Clerk. If you have any questions about lobbying, please contact the Ethics Commission or the Assistant City Manager.

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 5/17/23 and 5/20/23 at 7:00 p.m., and web-streamed live.

For a closed-captioned version of the meeting video, please go to https://www.youtube.com/user/cityofbowiemd/playlists and select the 2023 Council Meetings list. Once the meeting video opens, be sure to click on "CC" button to turn on closed captioning.

NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - MONDAY, JUNE 5, 2023 - COUNCIL CHAMBERS - 8:00 P.M.

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE AWARENESS DAY IN THE CITY OF BOWIE

WHEREAS, every day more than 120 Americans die in gun-related homicides, suicides, and tragic accidents; and

WHEREAS, Americans are many times more likely to die or be wounded in gun-related suicides, homicides, and tragic accidents than people in other high-income countries; and

WHEREAS, there is a concerning and tragic increase in gun-related suicides and homicides; in the United States; and

WHEREAS, there is a concerning and tragic increase in gun-related crimes, including car jackings, muggings, and assaults, in the United States; and

WHEREAS, there is a further concerning and tragic increase in calls to suicide and domestic violence hotlines in the United States; and

WHEREAS, protecting public safety is local government's highest responsibility; and

WHEREAS, municipalities across the nation, including Bowie, are working to raise awareness to help reduce senseless gun violence; and

WHEREAS, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and

WHEREAS, to recognize Hadiya Pendleton's birthday, June 2, 1997, people across the United States will recognize National Gun Violence Awareness Day; and

WHEREAS, the idea of recognizing this day was inspired by Hadiya's family and friends, who asked their neighbors and classmates to commemorate her life by wearing the color orange; and

WHEREAS, the color orange was chosen as hunters wear orange to announce themselves to other hunters–a color that has come to symbolize the value of human life; and

WHEREAS, by wearing orange on June 2, 2023, Americans will raise awareness about gun violence, and honor the lives of gun violence victims and survivors; and

WHEREAS, anyone can join this campaign by pledging to wear orange on June 2, the first Friday in June, 2023, to help raise awareness about gun violence

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland, hereby proclaims the first Friday in June, June 2, 2023, to be National Gun Violence Awareness Day in the City of Bowie in order to raise awareness of gun violence, to remember the many Americans who have died or suffered as a result of gun-related suicides, homicides, and tragic accidents, and to honor and recognize the value of human life.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 15, 2023.

Attest:

_____
Timothy J. Adams, Mayor

_____
Awilda Hernandez, City Clerk

Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: Committee Appointments and Swearing In

DATE: 05/11/2023

Committee Appointments and Swearing-in:

1. Ms. Shalina Hayes was interviewed on May 1 for appointment to the Arts Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please move to appoint her.
2. Ms. Rita Phelps was interviewed on May 1 for appointment to the Arts Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please move to appoint her.
3. Dr. Kelechi Fluitt was interviewed on May 1 for appointment to the Education Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please move to appoint her.

ATTACHMENTS: None

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
CELEBRATING MEMORIAL DAY 2023, BY HONORING THOSE WHOSE LIVES WERE GIVEN IN SERVICE TO THEIR COUNTRY

WHEREAS, the tradition of Memorial Day dates back to an order issued by General John A. Logan, Commander-In-Chief of the Grand Army of the Republic, calling for the graves of fallen soldiers to be strewn with flowers or otherwise decorated on May 30, 1868; and

WHEREAS, this simple act of remembrance has evolved over time, through military regulations and practice, into fitting testimonials of respect for the heroism and patriotism of those fallen soldiers and has become a traditional ceremony held each May on Memorial Day; and

WHEREAS, the veteran's organizations of Bowie join together each Memorial Day to remember and to honor all those who gave their lives in the service of their country.

NOW, THEREFORE, BE IT PROCLAIMED that on Memorial Day 2023, the Council of the City of Bowie, Maryland expresses its undying gratitude to all those who gave their lives to protect our freedom and offers this proclamation as a token of respect for those Americans.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 15, 2023.

Attest:

_____
Timothy J. Adams, Mayor

_____
Awilda Hernandez, City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Chesapeake Bay Awareness Week in the City of Bowie
Proclamation P-10-23

DATE: 05/11/2023

ATTACHMENTS: 1. 20230515 - Proclamation P-10-23

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND PROCLAIMING JUNE 3-11, 2023, AS CHESAPEAKE BAY AWARENESS WEEK IN THE CITY OF BOWIE

WHEREAS, the Chesapeake Bay is the largest and was, at one time, the most productive estuary in the United States; and

WHEREAS, the Chesapeake Bay stretches 200 miles from Havre de Grace, Maryland, to Norfolk, Virginia, with an average depth of 21 feet and width between 3.4 and 35 miles, supporting more than 3,600 species of plant and animal life; and

WHEREAS, the Chesapeake Bay watershed drains 64,000 square miles of land stretching from New York to Virginia and is home to more than 18 million people; and

WHEREAS, the City has more than 50 miles of stream leading to the Patuxent River and the Chesapeake Bay, and has many projects and initiatives to improve the water quality of those streams; and

WHEREAS, the City understands the environmental, educational, recreational, and economic importance of this vital resource, and acknowledges its integral role in the history of the State of Maryland; and

WHEREAS, the Maryland State Legislature, the Metropolitan Washington Council of Governments, and the Commonwealths of Pennsylvania and Virginia have recognized the importance of Chesapeake Bay Week Awareness Week.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby proclaims the week of June 3-11 2023, as Chesapeake Bay Awareness Week in the City of Bowie and urges all residents to discover the connections between themselves, the City, and the Bay.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on the Fifteenth Day of May 2023.

Attest:

_____
Timothy J. Adams, Mayor

_____
Awilda Hernandez, City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award-Planning, Design, Engineering & Permitting Services for New Single Sheet Ice Arena - Resolution R-29-23

DATE: 05/11/2023

A legal notice advertising a Request for Proposals (RFP) for the Planning, Design, Engineering & Permitting Services for the New Single Sheet Ice Arena was placed on eMaryland Marketplace Advantage and on the City's website on January 17, 2023. Proposals were received from the following firms on March 1, 2023:

*CJL Engineering	Frederick, MD
Michael Marshall Design	Washington, DC
*HTG Architects	Hopkins, MN
Morgan Gick McBeath & Associates, PC	Falls Church, VA
*Convergence Design	Kansas City, MO
*JLG Architects	Minneapolis, MN
Grimm + Parker	Calverton, MD

Proposals were evaluated by a four (4) member panel made up of City staff. The proposals were evaluated as required by City Charter, City Code and the Procurement Policy. Criteria for selection included the firm's experience, qualifications, capacity, reputation, price and understanding of the City requirements. The selection panel also conducted interviews/discussions with the top four (4) firms (as indicated with *).

The City requested all Best and Final Offers (BAFO's) from the top four (4) firms by April 19, 2023, at 1:00 pm. As of the due date, BAFO's were received from CJL Engineering, JLG Architects and HTG Architects.

After careful review and negotiation, it was determined that JLG Architects of Minneapolis, MN, had submitted the most responsive and responsible proposal that was in the best interest of the City in the amount of $1,596,781.00. This project will be funded through the CIP for the Ice Arena. This is over the budgeted amount of $1,300,000.00, however tonight Finance will be introducing a supplemental budget request for this project.

I concur with the above recommendation and request your approval of R-29-23.

ATTACHMENTS: 1. 20230515 - Resolution R-29-23

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING A BID PROPOSAL FOR PLANNING, DESIGN, ENGINEERING & PERMITTING SERVICES FOR NEW SINGLE SHEET ICE ARENA FROM JLG ARCHITECTS IN THE AMOUNT OF $1,596,781.00

WHEREAS, pursuant to Section 61 of the City Charter, on January 17, 2023, a Request for Proposals was issued on eMaryland Marketplace Advantage and on the City's website for the Planning, Design, Engineering & Permitting Services for the New Single Sheet Ice Arena; and

WHEREAS, on the March 1, 2023, due date, the City received seven (7) proposals; and

WHEREAS, after evaluation and review of the seven (7) proposals and interviews were conducted with the top four (4) firms; and

WHEREAS, after careful review and negotiation, it was determined that JLG Architects of Minneapolis, MN had submitted the most responsive and responsible proposal that was in the best interest of the City in the amount of $1,596,781.00.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the proposal of JLG Architects of Minneapolis, MN and authorizes the City Manager to enter into a contract with JLG Architects of Minneapolis, MN in the amount of $1,596,781.00.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on May 15, 2023.

ATTEST: **THE CITY OF BOWIE, MARYLAND**

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for Bowie Senior Center Bus Lot Security Fence Project Resolution R-30-23

DATE: 05/11/2023

On March 17, 2023, the Department of Community Services issued an Invitation For Bid (IFB) for the installation of a security fence around the bus lot at the Bowie Senior Center.

On May 4, 2023, one (1) bid was received and opened. The results were as follows:

Bidder's Name	**Total Bid**
Hercules Fence of Maryland, Inc.	$288,000

The submitted bid meets the needs outlined in the (IFB) and sufficient funds are available in the FY23 Facility Security CIP budget. When evaluating the bid, staff considered the expertise and experience of the firm, successful completion of similar fencing projects, as well as experience with the City of Bowie.

Upon confirming the understanding of the scope of work, completion timeline, and verifying references for Hercules Fence of Maryland, Inc., the Department of Community Services recommends a contract be awarded to Hercules Fence of Maryland, Inc. of Jessup, Maryland in the amount of $288,000. I concur with the recommendation of the Department of Community Services and request your approval of R-30-23.

ATTACHMENTS: 1. 20230515 - Resolution R-30-23

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT TO
HERCULES FENCE OF MARYLAND, INC.
FOR BOWIE SENIOR CENTER BUS LOT SECURITY FENCE

WHEREAS, the City of Bowie owns and operates the Bowie Senior Center; and

WHEREAS, the City intends to install a security fence around the Senior Center bus lot; and

WHEREAS, an Invitation For Bids was issued for the work that had a closing date of May 4, 2023 at 11:00 a.m., at which time one bid was received; and

WHEREAS, staff has reviewed the bid received and determined the $288,000 bid submitted by Hercules Fence of Maryland, Inc. of Jessup, Maryland is a responsive and responsible bid; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland that the City Manager is hereby authorized to enter into an Agreement with Hercules Fence of Maryland in the amount of $288,000 to install a security fence around the bus lot at the Bowie Senior Center.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 15, 2023.

ATTEST: **THE CITY OF BOWIE, MARYLAND**

_____ _____
Awilda Hernandez, City Clerk Timothy J. Adams, Mayor

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bid Award for Northview Drive Bituminous Trail Replacement Project
Resolution R-31-23

DATE: 05/11/2023

A legal notice was placed on eMaryland Marketplace and on the City's website on March 23, 2023 for the Northview Drive Bituminous Trail Replacement Project. Bids were opened and publicly read on Monday, April 17, 2023. The following is a tabulation of the bids received:

SFMS, LLC Bethesda, MD	$62,687
E&R Services, Inc. Lanham, MD	$69,550
M.T. Laney Co., Inc. Eldersburg, MD	$79,000
Espina Paving, Inc. Woodbridge, VA	$83,400
Ross Contracting, Inc. Mount Airy, MD	$95,700
Arya Civil, LLC Laurel, MD	$105,500
The American Asphalt Paving, Co., LLC Baltimore, MD	$123,380

The bids came in over the budgeted amount of $57,000 for this project. Public Works reduced the linear feet of trail to be replaced from 1,100 linear feet to 900 linear feet and requested an updated price, using the unit price submitted on the bid from SFMS, LLC of Bethesda, MD. The updated price was received on Monday, May 8, 2023 in the amount of $51,653.

After careful review, it was determined that SFMS, LLC had submitted the most responsive and responsible bid in the amount of $51,653. Public Works recommends awarding the bid in the amount

of $51,653. This is within the amount budgeted in the FY23 CIP Hiker Biker Trails Budget.

I concur with the above recommendation and request your approval of R-31-23.

ATTACHMENTS: 1. 20230515 - Resolution R-31-23

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING A BID PROPOSAL FROM SFMS, LLC OF BETHESDA, MARYLAND IN THE AMOUNT OF $51,653 FOR THE NORTHVIEW DRIVE BITUMINOUS TRAIL REPLACEMENT PROJECT

WHEREAS, pursuant to Section 61 of the City Charter, on March 23, 2023 a request for bid proposals was issued on eMaryland Marketplace and on the City's website for the Northview Drive Bituminous Trail Replacement Project; and

WHEREAS, at the bid opening on April 17, 2023, the City received seven (7) bids; and

WHEREAS, after careful review of all the bids submitted, it was determined that SFMS, LLC of Bethesda, MD has submitted the most responsive and responsible bid in the amount of $51,653; and

WHEREAS, Public Works recommends awarding the bid in the amount of $51,653. This is within the amount budgeted in the FY23 CIP Hiker Biker Trails Budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, the Council hereby accepts the bid of SFMS, LLC of Bethesda, MD and authorizes the City Manager to enter into a contract with SFMS, LLC of Bethesda, MD in the amount of $51,653.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on May 15, 2023.

ATTEST: **THE CITY OF BOWIE, MARYLAND**

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Supplemental Appropriations for the Annual Budget for the Fiscal Year ending June 30, 2023 – Ordinance O-7-23

DATE: 05/11/2023

Ordinance O-7-23 provides supplemental appropriations for the fiscal year ending June 30, 2023 for the following purposes:

Council meeting on May 15, 2023, Council instructed staff to issue a contract to JLG Architects of Minneapolis, for the Planning, Design, Engineering & Permitting Services of a New Single Sheet Ice Arena. Additional funding of $302,000, is required for the project.

CITY OF BOWIE
SUPPMENTAL BUDGET APPROPRIATION 0-7-23
FOR FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

GENERAL FUND

Revenues				
01	48005	Appropriated Fund Balalance	$	302,000
		Total Revenues	$	302,000
Expenditure Appropriation				
01920	59005	Capital Project Fund	$	302,000
		Total Appropriations	$	302,000

CAPITAL IMPROVEMENT PROJECTS

Revenues				
10	49010	Transfer From General Fund	$	302,000
		Total Revenues	$	302,000
Expenditure Appropriation				
10532	57010	Bowie Ice Arena	$	302,000
		Total Appropriations	$	302,000

The council's approval of Ordinance O-7-23 providing supplemental appropriations for the annual budget for the fiscal year ending June 30,2023 is requested.

ATTACHMENTS: 1. 20230515 - Ordinance O-7-23

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, AS ADOPTED BY ORDINANCE O-1-22, AND AMENDED BY ORDINANCES O-5-22 AND O-6-23, TO APPROPRIATE FUNDS FOR PLANNING, DESIGN, ENGINEERING, & PERMITTING SERVICES FOR THE CITY'S NEW SINGLE SHEET ICE ARENA.

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland and Section 12 and Sections 41-48 of the Charter of the City of Bowie ("the City"), the City is empowered and required to establish an annual budget; and

WHEREAS, the City Council adopted Ordinance O-1-22, to appropriate funds for the several objects and purposes for which the City intended to provide for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023; and

WHEREAS, the City Council amended Ordinance O-1-22 through Ordinances O-5-22 and O-6-23 to provide supplemental appropriations for expenditures not foreseen at the time of the adoption of Ordinance O-1-22; and

WHEREAS, in accordance with Section 45 of the City Charter, no public money may be expended without having been appropriated by the City Council; and

WHEREAS, supplemental appropriations are necessary to reflect new or additional sources of revenues and expenditures not included in Ordinances O-1-22; O-5-22; and O-6-23;

WHEREAS, it has become necessary to appropriate additional funding for the planning, design, engineering & permitting services for a new single sheet Ice Arena; and

WHEREAS, pursuant to Md. Code Ann., Local Gov't Article, § 5-205, the City may spend money for a purpose different from the purpose for which the money was appropriated or spend money for a purpose different from the purpose for which the money was appropriated

or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the Council.

Section 1: NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, that the Budget for the Fiscal Year beginning July 1, 2022, ending June 30, 2023, as adopted by Ordinance O-1-22 and amended by O-5-22 and O-6-23 is further amended as follows:

GENERAL FUND

***

ESTIMATED REVENUES			
Appropriated Fund Balance	$	[10,259,900]	$ 10,561,900
Total revenues	$	[69,115,900]	$ 69,417,900

***

APPROPRIATION BY ACTIVITY			
Transfers	$	[96,500]	$ 398,500
Total appropriations	$	[69,115,900]	$ 69,417,900

***

CAPITAL PROJECTS FUND

***

ESTIMATED REVENUES			
Transfer from General Fund	$	[96,500]	$ 398,500
Total revenues	$	[13,489,900]	$ 13,791,900

***

APPROPRIATION BY ACTIVITY			
Bowie Ice Arena	$	[1,300,000]	$ 1,602,000
Total appropriations	$	[13,489,900]	$ 13,791,900

Section 2: BE IT FURTHER ORDAINED, that this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, provided that it is adopted by a 2/3 vote of all of the members of the City Council and further provided that a fair summary

of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland, at a Regular Meeting on May 15, 2023.

PASSED by the Council of the City of Bowie, Maryland, at a Regular Meeting on _____, 2023.

ATTEST:

_____
Awilda Hernandez
City Clerk

THE CITY OF BOWIE, MARYLAND

_____
Timothy J. Adams
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Elissa D. Levan
City Attorney

Asterisks * * * : Indicate matter retained in existing law but omitted herein
[Brackets] : [Indicate matter deleted from existing law]

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Adoption of Fiscal Year 2024 Budget, Capital Improvements Program and Constant Yield Tax Rate - FY24 Budget Ordinance O-5-23 and CIP Resolution R-25-23

DATE: 05/11/2023

ATTACHMENTS:

1. 20230515 - FY2024 FAC Letter to Council
2. 20230501 - 2023 CYTR Ad
3. 20230515 - Amended Ordinance O-5-23
4. 20230515 - Amended Resolution R-25-23

The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2024 Annual Budget

To: City of Bowie Council

Date: 10 May 2023

Re: Proposed FY2024 Annual Budget

The Financial Advisory Committee (FAC) was formed in 1998 to review and advise the Council on the City's fiscal condition and to enhance the distribution of financial information to the community. In keeping with its mission, the committee reviewed the Fiscal Year 2024 proposed budget and prepared this letter directed to the Council.

First, as active citizens of the City of Bowie, we wish to recognize and commend the City Council, City Manager, Finance Department Director and all associated staff and personnel for your hard work in providing this budget draft.

This Committee worked closely with the Finance Department Director and know first-hand how responsive and efficient that office is in coordinating the budget process. They have exercised due diligence and creativity in ensuring that all important activities across the City Departments and Funds are adequately addressed. We are proud of our city!

Second, the Committee would like to draw attention to five key areas of the proposed FY2024 budget: (1) General Fund Balance Policy Review; (2) Revenue and Expenditure Strategy Development; (3) Golf Course Expenditure Reconsideration; (4) Rising Cost: Citizen Accountability Measures; and (5) More Routine Water Plant Engineering and Project Management. The specific recommendations, background, and related discussion of these five key areas are enclosed as an appendix to this letter. We appreciate City Council's consideration of these recommendations.

Finally, the Committee wishes to thank you for entrusting the Financial Advisory Committee with this responsibility to serve the city of Bowie, its residents, and the Council. We remain ready to serve the City in accordance with our Committee Charter.

Signed by members of the City of Bowie's Financial Advisory Committee: Ms. Patricia Peterson, Ms. Meglan Knights, Mr. William Olukoya, and Mr. Carl Robinson.

Sincerely,

Carl Robinson

Carl Robinson,
Chair City of Bowie Financial Advisory Committee

The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2024 Annual Budget

Recommendations to City Council

General Fund Balance Policy Change

Recommendation 1:

- The City Council consider adjusting the General Fund Balance policy from the current 25% of expenditures threshold.
    - Recommend the Council review options, to include the pros and cons of tying the General Fund Balance to a threshold that Caps Capital Improvement Program Transfers to a percentage of the tax rate.

Background:

- As detailed in the FY2024 Proposed Budget, the City's General Fund balance has been declining steeply and is projected to reach 9% of expenditures in FY2029.

- The City's General Fund supports the balancing of the City's shortfall in revenues over expenditures. The City Council adopted a policy to maintain the General Fund's balance at a level no lower than 25% of expenditures.

Discussion:

- Although the FY2024 Proposed Budget indicates the City will comply with its 25% Fund Balance Policy beginning in FY2030, it is prudent to address the precipitous drop in the Fund Balance over the next five years.

- While this metric is a mainstay of most municipalities and the Government Finance Officers Association (GFOA), the realities of today's post- pandemic fiscal challenges may necessitate a policy relook.

- Given that the bulk of the City's expenditures relate to the Human Capital and the Capital Improvement Program (CIP), we propose Council considers a metric that more closely ties the CIP transfers from the General Fund to a level equal to the City's property tax rate.

- For example, capping transfers to CIP from the General Fund, at an agreed upon percent of the property tax rate, will limit the FY2024 General Fund transfer to a pragmatic vs. an unaffordable amount.

- This helps achieve a better balance between revenue expectations and expenditures while ensuring the future year availability of the General Fund.

- Personnel Expense is essential in maintaining high level of services; however, given that this expenditure represents 57% of the FY2024 Proposed Budget it has to be monitored carefully. Given the spiral in inflation and limited funds, it may be necessary to do more with less. Alternative solutions to a tight labor market may be incentives for hard to fill positions coupled with a continuing service agreement and or contractors vs. Full Time Employees.

Revenue and Expenditure Strategy Development

Recommendation 2:

- *In addition to considering a cap on the Capital Improvement Program, the FAC recommends the Council reconsider a strategy to optimize Revenues (increase) and decrease expenditures.*
    - *This strategy should consider the implications of a decline in revenues related to Bowie Town Center and the Golf course.*

Background:

- General Fund Revenue: General Fund Revenues from all financing sources increased to accommodate the 9% increase in General Fund expenditures.

- Property taxes remain the largest source of revenue (62%).

- This year, the estimated increase is attributable to the increase in taxable assessed basis as well as a proposed $.05 property tax increase. Despite the projected $6.2M projected increase in revenue from the assessable property tax base and the increase in real property tax, a $7.8M Appropriated Fund Balance is projected.

- As a reminder, the revenue projections are void of added benefit from potential revenue from the Sears Building located in the Bowie Town Center. In this regard, we applaud the implementation of a new Economic Development strategy to focus on growing the economic base across the City.

Discussion:

- Despite increasing revenues, the escalating burn rate of Fund Balance is concerning.

- This situation demands attention which should include a strategy for increasing revenues and decreasing expenditures with a path to achieving equilibrium.

Expenditure Reconsideration

Recommendation 3:

- *Given the current financial constraints, we do not believe that the high level of expenditure on the Bowie Golf Course bears commensurate benefits for the residents of Bowie.*
    - *Accordingly, we ask for the review and reconsideration of the proposed expenditure as it does not seem appropriate (from a cost-benefit standpoint) at this time.*

Background:

- The Bowie Golf Course level of proposed expenditure is high despite the facility being managed, run, and maintained by a third party.

Discussion:

- Whereas the total multiyear expenditure up to 2029 and beyond was estimated at $4.49M in FY2022 is now estimated at $9.3M over the same period.

- Of particular concern are the Cart Path Improvements, which were estimated a year ago at $1.68M for execution in FY2023, but have now been divided into 5 phases of $500K each (total $2.5M), an increase of nearly 49%.

Expenditure Monitoring

General Note: Increase in Contract Services Expenditures: Although we recognize the benefit of additional personnel support, we would ask you to continue to monitor the "contractual services" expenditures.

The FY23 Proposed budget anticipates these costs to increase 11%. The breakdown of these costs is clearly explained and are relevant; however, it would seem that the huge spike begs questions around planning.

Rising Cost: Citizen Accountability Measures

Recommendation 4:

- *Create accountability measures to stem significant variations from initial cost estimates and firm-up current high-cost estimates.*

Background:

Supply chain issues remain a concern due to the pandemic, causing prices to escalate more than anticipated or planned for. Although many of these increases may be unavoidable, we recommend putting in place a process that ensures the city is questioning these increases, validating their legitimacy, and sharing the rationale for the increase with the Citizens of Bowie.

Discussion:

- **Stormwater Management:** We note that the estimated cost for the Green Leaf Pond Restoration – Construction has increased by over 80% from $100K to $182K from a year ago. We realize that there is always the possibility of a cost increase involving a multi-year project, but this is a sizeable increase over what was originally proposed and should be explained further to the citizens of Bowie.

- **Bowie Playhouse:** Similar to the Stormwater Management, we also note a significant variation in cost estimates for the Fly-Tower Roof Replacement & Lower Roof Repairs. Whereas these were estimated to cost $105K just a year ago, new cost estimates are now $140K, an increase of over 33%.

- **Bowie Golf Course:** The increase in multi-year expenditures estimates, and the increase in Cart Path Improvements estimates, as discussed above, should also be held to a Citizen Accountability process given the significant shift.

- **Bowie Ice Arena**: Following the termination of the Bowie IcePlex Project in FY2020 and the related termination costs, we note that the unspent bond proceeds were applied to other capital expenditures. We encourage the Council to firm up the cost estimates for the design and construction of the new Bowie Ice Arena facility to gauge the adequacy of the current multiyear expenditure of over $12M.

Water Plant Engineering and Project Management

Recommendation 5:

- *Ensure routine infrastructure maintenance***.**

Background:

Water Plant: The Water Plant is yet another project where we noted significant year-over-year variation in cost estimates. Whereas the Well 5 Replacement was estimated to cost $75K a year ago, it is now estimated to cost $250K, an increase of 233%. A wide increase of this magnitude may indicate the need for better and timely engineering and/or project management involvement in the cost estimation process.

Water Distribution System Recapitalization: While acknowledging the need for the overhaul of the City's public water distribution system, we must highlight the substantial increase in the multiyear cost estimates. Whereas the total multiyear expenditure up to 2028 and beyond was estimated at $11.89M a year ago, this total multiyear expenditure is now estimated at $13.6M over the same period, despite Federal grant awards totaling $4.75M. The estimated cost for replacing damaged water pipes and water meters throughout the City, which is anticipated to be funded by loans, was estimated at $3.9M a year ago and is now estimated at $7.3M, an increase of 102%.

Discussion:

A wide increase of this magnitude may indicate the need for better and timely engineering and/or project management involvement in the cost estimation process.

The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2024 Annual Budget

Recommendations to City Council

Recommendation Summary

1 **- General Fund Balance Policy Review**: *We recommend the City Council consider changing the policy related to General Fund Balance from its 25% of expenditures threshold. We recommend a review of multiple options, to include the pros and cons of an option to tie the General Fund Balance to a threshold that Caps Capital Improvement Program Transfers to a percentage of the tax rate.*

2 **- Revenue and Expenditure Strategy Development:** *In addition to considering a plan that adjusts expenditures, the FAC recommends the Council develops an optimal strategy for both revenues (increase) and expenditures (decrease). This strategy should consider the implications of zero revenue from the vacant Sears building located in the Bowie Town Center and a decline in revenue from the Golf course.*

3 **- Golf Course Expenditure Reconsideration:** *Given the current financial constraints, we do not believe that the high level of expenditure on the Bowie Golf Course bears commensurate benefits for the residents of Bowie. Accordingly, we ask for a review and reconsideration of the proposed expenditure as it does not seem appropriate (from a cost-benefit standpoint).*

4 **- Rising Cost: Citizen Accountability Measures**: *Create accountability measures to stem significant variations from initial cost estimates and firm-up current high-cost estimates.*

5 - More Routine Water Plant Engineer and Project Management: *Ensure routine infrastructure maintenance***.**

MUNICIPAL NEWSPAPER NOTICE REQUIREMENTS

Headline must be all capital letters and bold type as shown. Remainder must be both upper and lower case characters. Notices must be 12 point. Municipal advertisements must be a minimum of 1/8 page in size and must not be placed with legal notices or classified ads.

CITY OF BOWIE, MARYLAND
NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The City Council of the City of Bowie, Maryland proposes to increase real property taxes.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 4.6%, from $8,296,388,407 to $8,679,489,507.
2. If City of Bowie, Maryland maintains the current tax rate of $0.40 per $100 of assessment, real property tax revenues will increase by 4.6% resulting in $1,532,404 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to $0.3823, the constant yield tax rate.
4. The City of Bowie, Maryland is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City of Bowie, Maryland proposes to adopt a real property tax rate of $0.4500 per $100 of assessment. This tax rate is 17.7% higher than the constant yield tax rate and will generate $5,876,014 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 8:00 p.m. on Monday, May 1, 2023 at Bowie City Hall, 15901 Fred Robinson Way, Bowie, MD 20716. The hearing is open to the public, and public testimony is encouraged.

Those wishing to submit testimony for the public hearing can email written testimony/comments to cityclerk@cityofbowie.org . Deadline for submittal of written testimony/comments is 7:00 p.m., Monday, May 1, 2023. For more information, contact the City Clerk at 301-809-3029 or ahernandez@cityofbowie.org.

Residents may also view the meeting online at www.cityofbowie.org/viewmeetings or on Verizon channel 10 or Comcast channel 71 and 996.
Persons with questions regarding this hearing may call (301) 262-6200 for further information.

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, in accordance with Section 44 of the City Charter, it is the determination of the City Council that an ordinance should be enacted to budget and appropriate funds for the several objects and purposes for which the City of Bowie must provide in the fiscal year beginning July 1, 2023, and ending June 30, 2024 ("Fiscal Year 2024"); and

WHEREAS, the City Manager, as required by the City Charter, between the 10th and the 15th of April, 2023 presented to the City Council a proposed budget outlining the anticipated expenditures and transfers for Fiscal Year 2024. The budget includes the estimated revenues and other financing sources required; establishes the proposed tax rate for all real property taxes, and establishes the tax rates for the various taxing districts; and

WHEREAS, the Council held scheduled budget worksessions and two public hearings on April 10, 2023 and May 1, 2023 after two weeks' notice thereof in a newspaper or newspapers having general circulation in Bowie.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Bowie, Maryland, with at least four of the total elected membership concurring:

Section 1: That from and out of the moneys and balances known to be in the General Fund, Equipment Acquisition and Replacement Fund, Capital Projects Fund, and Water and Sewer Fund, of the City of Bowie, Maryland, and from all moneys anticipated to come into all funds during the twelve (12) month period ending June 30, 2024, there shall be, and hereby are, appropriated the following sums for use by the several departments and offices of the City, and for the objects and purposes for which the City must provide during Fiscal Year 2024.

Underlining indicates amendments to ordinance.
~~Strike out~~ indicates matter stricken from the ordinance by amendment.

APPROPRIATION ORDINANCE
THE CITY OF BOWIE, MARYLAND

GENERAL FUND

ESTIMATED REVENUES		
Real Property Taxes:		
Assessed Value of Land and Improvements subject to Taxation	$8,735,020,000	
Tax Rate .450/$100 of Assessed Value	.00450	$39,307,600
Special Taxing District 1 - There is hereby established a levy in the amount of $.075 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as University of Maryland Science and Technology Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-19-87 and for those properties which are currently within the district or which will subsequently be placed within the district.		
Assessed Value of Land and Improvements Subject to Taxation	$186,246,400	
Tax Rate .075/$100 of Assessed Value	.00075	139,700
Special Taxing District 2 - There is hereby established a levy in the amount of $.017 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Bowie Town Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-20-87 and as amended by Ordinance Numbers O-11-91, O-4-96 and O-20-98 and for those properties which are currently within the district or which will subsequently be placed within the district.		

Assessed Value of Land and Improvements Subject to Taxation	$285,840,000	
Tax Rate .017/$100 of Assessed Value	.00017	48,600

Special Taxing District 5 -

There is hereby established a levy in the amount of $.008 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Highbridge Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-28-88 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	$16,101,600	
Tax Rate .008/$100 of Assessed Value	.00008	1,300

Special Taxing District 6 -

There is hereby established a levy in the amount of $.027 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as International Renaissance Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-2-89 and as amended by Ordinance Numbers O-11-91 and O-22-98 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	$152,853,700	
Tax Rate .027/$100 of Assessed Value	.00027	41,300

Special Taxing District 7-

There is hereby established a levy in the amount of $.038 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Pin Oak Plaza Storm Water Management Special Taxing District as more particularly described

in Ordinance Number O-16-90, and for
those properties which are currently within the district
or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	$18,438,200	
Tax Rate .038/$100 of Assessed Value	.00038	7,000

Special Taxing District 8-

There is hereby established a levy in the amount of $.007 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Elder Oaks Apartments Storm Water Management Special Taxing District as more particularly described in Ordinance Number 0-17-90, and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	$67,114,200	
Tax Rate .007/$100 of Assessed Value	.00007	4,700

Special Taxing District 11-

There is hereby established a levy in the amount of $.027 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Collington Plaza Storm Water Management Special Taxing District as more particularly described in Ordinance Number 0-7-95, and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	$29,702,900	
Tax Rate .027/$100 of Assessed Value	.00027	8,000

Personal Property Tax:		
Assessed Value of Tangible Personal Property of Ordinary Incorporated and Unincorporated Businesses, Operating Property (except land) of Public Utilities and Contract Carriers, and/or Operating Property (except land) of Railroads.	$217,503,000	
Tax Rate 1.125/$100 of Assessed Value	.011250	2,446,900
Total Real & Personal Property Tax Revenue		42,005,100
Total All other Anticipated Revenue		26,455,600
Appropriated Fund Balance	~~7,835,300~~	8,167,600
TOTAL REVENUES	~~76,296,000~~	$76,628,300
APPROPRIATIONS BY ACTIVITY		
City Council		$ 424,300
City Manager		1,743,400
Human Resources		932,700
Elections		85,700
Finance		1,563,400
Information Technology		4,281,900
Legal Services		202,500
Communications		947,500
Business Operations		1,882,000
City Clerk		247,000
Community Services		1,533,600
Building Maintenance		1,721,800
Planning Division		650,400
Sustainability Division	~~303,300~~	338,300
Economic Development Division		1,192,800
Housing Inspection and Code Compliance		1,077,900
Emergency Management	~~615,200~~	623,100
Police Department	~~15,650,400~~	15,699,400
Public Works Administrative Division		2,435,300
Equipment Maintenance and Garage Division		933,400
Solid Waste Division	~~8,248,600~~	8,377,000
Street Maintenance Division		8,323,000
Storm Water Management Division		825,400
Storm Water Management Division - Special Tax Districts		15,500
Senior Services		1,487,300
Youth Services Bureau		1,505,800
Animal Control Program		263,000
Recreation and Parks		1,467,900
Bowie Playhouse		227,800

Parks and Grounds	~~4,625,800~~	4,664,100
Ice Arena	~~1,233,500~~	1,271,800
Historic Properties	~~742,500~~	761,600
Gymnasium		948,200
Debt Service		2,219,200
Unclassified and Non-departmental		881,700
Transfers	~~4 ,856,300~~	4,872,600
TOTAL APPROPRIATIONS	~~76,296,000~~	$76,628,300
Total General Fund Revenues	~~76,296,000~~	$76,628,300
Total General Fund Appropriations	~~76,296,000~~	$76,628,300
Difference		$ NONE

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

ESTIMATED REVENUES		
Appropriated Fund Balance		$ 2,171,900
Transfers from General Fund	~~2,388,000~~	2,404,300
Total All other Anticipated Revenue		589,200
TOTAL REVENUES	~~5,149,100~~	$5,165,400
APPROPRIATIONS		
General Government		$ 366,500
Public Safety	~~811,500~~	827,800
Public Works		1,200,000
Parks and Recreation		524,000
Reserve for Replacements		2,247,100
TOTAL APPROPRIATIONS	~~5,149,100~~	$ 5,165,400
Total Equipment Acquisition Fund Revenues	~~5,149,100~~	$5,165,400
Total Equipment Acquisition Fund Appropriations	~~5,149,100~~	$5,165,400
Difference		$ NONE

CAPITAL PROJECTS FUND

ESTIMATED REVENUES		
Appropriated Fund Balance	~~$6,943,200~~	$7,123,200
Transfers from General Fund		2,468,300
Intergovernmental Revenues	~~3,024,600~~	1,549,600
Other Revenues		921,500
TOTAL REVENUES	~~13,357,600~~	$12,062,600

APPROPRIATIONS		
Land Acquisition		$ 1,526,000
Energy Efficiency Improvements		50,000
Emergency Operations Center		200,000
Facility Preventive Maintenance		742,000
Stormwater Management		364,800
Sediment Control-Maryland Science and Technology Center		132,400
Sediment Control-Bowie Town Center		61,000
Sediment Control-Gateway		40,300
Sediment Control-Pin Oak Plaza		5,400
Sediment Control-Elder Oaks		3,000
Sediment Control-Collington		5,700
Sediment Control-Reserve City Parcel		16,000
Golf Course		2,100,000
Chesapeake Bay		3,332,800
Belair Mansion	~~20,000~~	200,000
Allen Pond Park Development		1,000,000
Bowie Trails		598,000
Racetrack Road Property	~~1,475,000~~	0
Parks and Grounds Annex (Entzian Farm)		25,000
Glen Allen Park		55,000
City Hall		35,000
Public Art		140,200
Bowie Railroad Museum		780,000
Centennial Park		150,000
Facility Security		500,000
TOTAL APPROPRIATIONS	~~13,357,600~~	$12,062,600
Total Capital Projects Fund Revenues	~~13,357,600~~	$12,062,600
Total Capital Projects Fund Appropriations	~~13,357,600~~	$12,062,600
Difference		$ NONE

WATER AND SEWER FUND

Section 2: That the following water and sewerage rate structure shall be effective for all water consumption and sewerage service used after July 1, 2023:

Water Consumption Charge

Residential and all other users - $6.27 per 1,000 gallons of water used.

Sewerage Surcharge – 143.4% of Water Charge

Residential and all other users - $8.99 per 1,000 gallons of water billed.

Section 3: That the following additional charges shall be imposed upon all users of the system based upon service meter size except that users providing service to individual customers, lessees, homeowners, or other persons, by a master meter system shall pay the minimum user fee for each customer, lessee, homeowner or other person served, and the revenues derived from the assessment based upon minimum users fees equals or exceeds that which would be assessed from an assessment based upon meter size.

Minimum Charges - Both Water and Sewer		Water or Sewer Only	
1 inch meter	$ 120 Annually	$ 60	Annually
1-1/2 inch meter	480 Annually	240	Annually
2-inch meter	780 Annually	390	Annually
3-inch meter	1,440 Annually	720	Annually
4-inch meter	2,400 Annually	1,200	Annually
6-inch meter	4,800 Annually	2,400	Annually
8-inch meter	9,600 Annually	4,800	Annually
10-inch meter	15,000 Annually	7,500	Annually

Section 4: Each new customer applying for service shall pay an Account Processing Fee of $50.00, such fee being nonreturnable.

Section 5: That from the effective date of this Ordinance all new users of the Bowie Water and Sewer System shall be required to place a security advance with the City, such advance to be applied to the users' final bill upon discontinuing service.

3/4, 5/8 and/or 1 inch meter	$ 50.00
1-1/2-inch meter	200.00
2-inch meter	300.00
3-inch meter	500.00
4-inch meter	750.00
6-inch meter	1,000.00
8-inch meter	2,000.00
10-inch meter	3,000.00

Section 6: That from the effective date of this Ordinance all new users applying for initial connection to the Water and/or Sewer System shall before connection be required to pay a nonrefundable charge as follows:

3/4, 5/8 and/or 1 inch meter	$ 1,000.00
1-1/2-inch meter	1,500.00
2- and 3-inch meters	2,000.00
4-inch meter	3,000.00
6-inch meter	4,000.00
8-inch meter	5,000.00
10-inch meter	6,000.00

Section 7: Each customer applying for installation of a submeter to measure outside water usage shall obtain a City of Bowie Permit. A nonrefundable account processing fee of $50.00 will be charged for this permit. Also, the homeowner will pay to the City the cost of the submeter according to meter size. Customers with a submeter installed shall be exempt from sewerage surcharges for outside water use.

Section 8: That the date of payment for all services rendered shall not exceed 20 days from date of billing. Failure to pay within this period will subject the user to the payment of a $15.00 late charge, and failure to pay within forty-five (45) days from billing date will subject the user to disconnection of service. Any check tendered as payment of an account and returned because of Insufficient Funds, is considered nonpaid and subject to late charge of $15.00,

returned check charge of $35.00, and disconnection. There shall be a $40.00 reconnection charge for all disconnections due to nonpayment.

Section 9: That any user requesting a meter replacement or testing of a meter shall be required to pay a fee of $120.00 when such test indicates that the meter was operating within normal limits as established by the manufacturer.

Section 10: That each user will pay a quarterly charge of $23.44 to cover the cost associated with the Water Distribution System Recapitalization Program.

OPERATING BUDGET

ESTIMATED REVENUES		
Water Sales		$ 3,034,700
Sewerage Surcharge		3,656,000
Minimum Charges		1,040,000
Other Revenues		871,700
Renewal/Replacement		740,000
Proceeds -Loan	~~5,000,000~~	7,000,000
Federal Grant	~~2,000,000~~	0
State Grants – Projects		146,600
Appropriated Retained Earnings	~~1,031,700~~	1,139,900
TOTAL REVENUES	~~17,520,700~~	$17,628,900
APPROPRIATIONS		
Billing and Accounting		$ 735,800
Water Supply Division		10,664,400
Wastewater Division	~~4,885,600~~	4,902,500
Debt Retirement	~~350,500~~	441,800
Miscellaneous and Non-departmental		380,700
Transfers to General Fund		503,700
TOTAL APPROPRIATIONS	~~17,520,700~~	$17,628,900
Total Water & Sewer Fund Revenues	~~17,520,700~~	$17,628,900
Total Water & Sewer Fund Appropriations	~~17,520,700~~	$17,628,900
Difference		$NONE

Section 11: That should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

Section 12: The Budget Document is hereby approved, which includes the Plan of Compensation, City Rental and User Fees Schedule, Classification Plan, Protective Inspection and Licensing Fee and the Permit Fee Schedule. Furthermore, the Budget Document is hereby incorporated by reference into this Ordinance.

Section 13: Outstanding encumbrances at Fiscal Year 2023 year end shall be considered revenues for Fiscal Year 2024 at June 30, 2023 and re-appropriated, by this budget ordinance, in Fiscal Year 2024 for the purposes set forth in the budget ordinance for the Fiscal Year 2023, unless otherwise appropriated by the City Council.

Section 14: That any transfer of funds between appropriations by the City Manager must be approved by the City Council in the form of an ordinance by at least a two-thirds vote before becoming effective.

Section 15: The City Manager is hereby directed to establish and incorporate in the accounting system of the City a reserve account for the accumulation of funds for future preventative maintenance of City facilities. Such account shall be recorded in the Capital Projects Fund.

Section 16: **BE IT FURTHER ORDAINED**, that this Ordinance shall become effective twenty (20) days after its enactment by the Council of the City of Bowie, Maryland provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland at a Special Meeting on April 10, 2023.

PASSED by the Council of the City of Bowie, Maryland by a favorable vote of at least a majority of the total elected membership of the Council at a Regular Meeting on _____, 2023.

_____ By: _____
Awilda Hernandez Timothy J. Adams, Mayor
City Clerk

APPROVED AS TO FORM AND SUFFICIENCY:

_____
Elissa D. Levan, City Attorney

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ADOPTING A CAPITAL IMPROVEMENTS PROGRAM
FOR THE FISCAL YEARS 2024-2029

WHEREAS, Section 43 of the City Charter requires that the City Manager prepare a proposed Capital Improvements Program; and

WHEREAS, the Capital Improvements Program must include a listing of all capital improvements proposed to be undertaken during the next six years, including funding sources, recommended time schedules, and cost estimates; and

WHEREAS, the City Council is required to adopt a Capital Improvements Program at the same time as the adoption of the City Operating Budget; and

WHEREAS, the City Manager shall include in his proposed Operating Budget, those Capital Improvement Projects adopted by the City Council for the ensuing fiscal year; and

WHEREAS, the City Manager has prepared and presented to the City Council the required proposed Capital Improvements Program, which has been included as a portion of the Fiscal Year 2024 Proposed Budget Document.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland that the Capital Improvements Program for Fiscal Years 2024-2029, as reflected in the City's FY2024 Proposed Budget Document, is hereby adopted.

INTRODUCED by the Council of the City of Bowie, Maryland at a Special Meeting on April 10, 2023.

PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 15, 2023, after public hearings on April 10, 2023, and May 1, 2023.

_____
Timothy J. Adams, Mayor

Attest:

_____
Awilda Hernandez, City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Supplemental Appropriations for the Annual Budget for the Fiscal Year ending June 30, 2023 - Ordinance O-6-23

DATE: 05/11/2023

Ordinance O-6-23 provides supplemental appropriations for the fiscal year ending June 30, 2023 for the following purposes:

1. Council meeting on March 20, 2023, Council instructed staff to issue a contract to Sandy Audio Visual, LLC of Laurel, Maryland to update the audio/visual technology at the Bowie Senior Center. Additional funding of $42,519, is required for the project.
2. Council meeting on March 20, 2023, Council instructed staff to issue a contract to Patapsco Mechanical, LLC of Hanover, Maryland to remove and replace sixteen (16) roof top HVAC units at the Kenhill Center. Additional funding of $47,358, is required for the project.
3. Strickland Fire Protection submitted a change order in the total amount of $58,844.57, requesting additional funding to install miscellaneous grilles and dampers which will allow free venting of IT-related equipment. Additional funding of $6,485, is required for the project.

CITY OF BOWIE
SUPPMENTAL BUDGET APPROPRIATION 0-6-23
FOR FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

GENERAL FUND

Revenues				
01	48005		Appropriated Fund Balalance	$ 96,500
			Total Revenues	$ 96,500
Expenditure Appropriation				
01920	59005		Capital Project Fund	$ 96,500
			Total Appropriations	$ 96,500

CAPITAL IMPROVEMENT PROJECTS

Revenues				
10	49010		Transfer From General Fund	$ 96,500
			Total Revenues	$ 96,500
Expenditure Appropriation				
10192	57010	22003	Fire Suppression System Modification	$ 6,500
10187	57010		Kenhill Center- HVAC	$ 47,400
10184	57010	23003	Senior Center - Audio/Visual	$ 42,600
			Total Appropriations	$ 96,500

The council's approval of Ordinance O-6-23 providing supplemental appropriations for the annual budget for the fiscal year ending June 30, 2023 is requested.

ATTACHMENTS: 1. 20230501 - Ordinance O-6-23

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, AS EMBODIED IN ORDINANCE O-1-22, AND AMENDED BY O-5-22 TO APPROPRIATE FUNDS TO UPDATE AUDIO/VISUAL TECHNOLOGY AT THE BOWIE SENIOR CENTER; TO REPLACE SIXTEEN (16) ROOF TOP HVAC UNITS AT KENHILL CENTER; AND TO INSTALL ADDITIONAL FIRE SUPPRESSION MATERIALS TO THE IT SERVER ROOM

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland and to Section 12 and Sections 41-48 of the Charter of the City of Bowie ("the City"), the City is empowered and required to establish an annual budget; and

WHEREAS, the City Council of the City of Bowie, Maryland (hereinafter, "the City") adopted Ordinance Number O-1-22 and O-5-22 to appropriate funds for the several objects and purposes for which the City intended to provide for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023; and

WHEREAS, in accordance with Section 45 of the City Charter, no public money may be expended without having been appropriated by the City Council; and

WHEREAS, supplemental appropriations are necessary to reflect new or additional sources of revenues and expenditures not included in ordinance O-1-22; and O-5-22;

WHEREAS, it has become necessary to appropriate additional funding for projects due to increased cost of the design and update to the audio/visual technology in the Great Room located at the Senior Center, to remove and replace sixteen (16) rooftop HVAC units that have outlived their useful life as well as provide material and labor to furnish and install vent grilles and dampers to allow for free venting of IT equipment; and

WHEREAS, pursuant to Md. Code Ann., Local Gov't Article, § 5-205, the City may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote

of all the individuals elected to the Council.

Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, that the Budget for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023, as adopted by Ordinance O-1-22 and amended by O-5-22 is amended as follows:

GENERAL FUND			
***			
ESTIMATED REVENUES			
Appropriated Fund Balance	$	[10,163,400]	10,259,900
Total revenues	$	[69,019,400]	$ 69,115,900
***			
APPRORIATION BY ACTIVITY			
Transfers	$	[0]	$ 96,500
Total appropriations	$	[69,019,400]	$ 69,115,900
***			
CAPITAL PROJECTS FUND			
***			
ESTIMATED REVENUES			
Transfer from General Fund	$	[0]	$ 96,500
Total revenues	$	[13,393,400]	$ 13,489,900
***			
APPRORIATION BY ACTIVITY			
City Hall- fire Suppression System	$	[25,000]	$ 31,500
Kenhill Center - HVAC	$	[495,000]	$ 542,400
Senior Center - Audio/Visual	$	[105,000]	$ 147,600
Total appropriations	$	[13,393,400]	$ 13,489,900
***			

Section 2: BE IT FURTHER ORDAINED that this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, provided that it is adopted by a 2/3 vote of all of the members of the City Council and further provided that a fair summary

of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland, at a Regular Meeting on May 1, 2023.

PASSED by the Council of the City of Bowie, Maryland, at a Regular Meeting on _____, 2023.

ATTEST: **THE CITY OF BOWIE, MARYLAND**

_____ _____
Awilda Hernandez, Clerk Timothy J. Adams, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Elissa D. Levan
City Attorney

Asterisks * * * : Indicate matter retained in existing law but omitted herein
[Brackets] : Indicate matter deleted from existing]

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Letter of Support for CB-32-2023

DATE: 05/11/2023

ATTACHMENTS: 1. 20230515 - Plastic Bag Ban

Greetings from the City Council of the City of Bowie, Maryland. We write today in strong support of The Prince George's County Better Bag Bill (CB-32-2023) and urge its passing by the Prince George's County Council.

As you are aware, plastic bags pollute local streams, marshes, and natural areas, and pose a threat to wildlife and public health. Littered plastic bags collect in waterways where they disintegrate into smaller pieces and absorb toxins. Intact plastic pieces and microplastics end up in the stomachs of marine wildlife, killing fish, seabirds, and marine mammals. On land, they are ingested by wildlife and livestock consumed by people.

Scientists estimate that a typical person ingests as much as a credit card's worth of plastic every week. Microplastics are increasingly found in human tissue, along with the additives and toxins disintegrated plastics absorb. The impact on human health, while still little understood, is deeply troubling.

The Prince George's County Better Bag Bill (CB-32-2023), sponsored by Council Chair Tom Dernoga, is a critical step in reducing the amount of plastics in our local environment by promoting reusable bag use.

The bill would end the automatic distribution of single-use plastic bags at the point of sale in retail settings. It would require retailers to charge 10 cents for carryout bags. This would not be a tax: no revenue would go to the government, and retailers would retain the funds to pay for bags. The bill would have retailers record customers' bag charges on receipts, listed alongside other merchandise.

The bill would go into effect after a 6 month public education campaign. It would make available reusable bags to low income residents who would not otherwise easily acquire them. It would also further the County's Climate Action Plan recommendation to reduce waste and ban plastic carryout bags.

In conclusion, the City Council of the City of Bowie, Maryland urges the passing of The Prince George's County Better Bag Bill (CB-32-2023) within the earliest possible time frame and thanks the County Council for their commitment to reducing local plastic waste.