



City of Bowie

Regular City Council Meeting

Monday, June 5, 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. Excellence in Education Honorees Presentation
 - B. Art and Education Scholarship Presentation
- VII. CITY BOARDS AND COMMITTEES
- VIII. COUNCIL ANNOUNCEMENTS
- IX. CITY MANAGER'S REPORT
- X. CONSENT AGENDA
 - A. Adoption of Resolution R-38-23 Awarding a Contract to MJ Double K Farms, LLC for Barn, Farm Equipment & Materials Disposal Services at Entzien Farm Property in the Amount of \$27,700.00
 - B. Adoption of Resolution R-39-23 Awarding a Contract to Contracting Specialists DC, LLC for Belair Mansion North and South Stair Repair in the Amount of \$92,718.57
 - C. Introduction of Emergency Ordinance O-9-23 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023, Embodied in Ordinance O-1-22, as Amended by Ordinances O-5-22, O-6-23 and O-7-23, to Authorize the Transfer of Certain Amounts in the FY2023 Budget to Pay for Anticipated Expenses.
- XI. OLD BUSINESS
 - A. Adoption of Ordinance O-5-23 and Resolution R-25-23 - Adoption of Fiscal Year 2024 Budget and Capital Improvements Program - **Eligible for Action**
 - B. Adoption 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 - **Public Hearing/Eligible for Action**
- XII. NEW BUSINESS

- A. Bowie BIC Update - The Executive Director of the Bowie Business Innovation Center (Bowie BIC) will provide an update on the City's business incubator located at Bowie State University.
- B. Revision to Specific Design Plan SDP-8945-08 (Ternberry) – The developer, A.R. Builders, is requesting the City's approval recommendation for a Specific Design Plan revision to approve architecture, access, house locations and landscaping on 11 vacant lots situated at several locations on Pennsbury Drive currently owned by NAHB Research Center, Inc. The development proposal includes seven single-family detached homes and four townhouse units on 1.3 acres, to be developed under the R-S (Residential Suburban) standards within the LCD (Legacy Comprehensive Design) Zone - **Public Hearing/Eligible for Action**
- C. Bowie Golf Course Update - Representatives from Indigo Sports will provide an update on the status of the Bowie Golf Course to Council
- D. Legislative Action Request - City Attorney will brief Council on proposed City support for a potential Legislative Action Request seeking relief from requirements of publication in a newspaper of general circulation.

XIII. ADJOURNMENT AND MOVE TO CLOSE SESSION

To adjourn to closed session under the statutory authority of the Md. Annotated Code, General Provisions Article §3-305(b)(7): "To consult with counsel to obtain legal advice".

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 6/7/23 and 6/10/23 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 - TUESDAY, JUNE 20, 2023 - COUNCIL CHAMBERS - 8:00 P.M.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Excellence in Education Award Presentation

DATE: 06/01/2023

The City of Bowie Education Committee received the names of the school staff receiving the City's 37th Annual Excellence in Education Award. Teachers and staff were selected by the school principal for their exemplary service and dedication to students. The Education Committee is requesting City Council present the honorees with a certificate of recognition at the June 5, 2023 City Council meeting.

Excellence in Education Awardees

Teacher/Staff Name

Imon Parker
Kimberly Magruder
Jennifer Hinckley
Katie Bryant
Jade David
Erin Chilcote
Hasina Thomas
Jenifer Sanidad
Elizabeth Drummond
Michelle Wilson
Donna Mason
Michael Stewart
Melba Wills
Melody Dillon
Deitra Tasco

School

Kenilworth Elementary School
Kenilworth Elementary School
St. Pius X Regional School
St Pius X Regional School
Whitehall Elementary School
Whitehall Elementary School
Yorktown Elementary School
Yorktown Elementary School
Tulip Grove Elementary School
Tulip Grove Elementary School
Samuel Ogle Middle School
Samuel Ogle Middle School
Grace Christian School
Grace Christian School
High Bridge Elementary School

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: City of Bowie Art and Education Scholarship Award Presentation

DATE: 06/01/2023

The City of Bowie Arts and Education Committees have selected scholarship recipients for this year. Each student will pursue a four-year degree next fall. Art scholarship recipients must pursue a degree in an arts-related major; education scholarship recipients may pursue degrees in any field of study. The committees are requesting City Council present the honorees with a certificate of recognition at the June 5, 2023 City Council meeting.

Arts and Education Scholarship Awardees 2023

<u>Name</u>	<u>Scholarship</u>	<u>School</u>
Jordan McKnight	Education - \$1,750	Bowie High School
Lydia Girma	Education - \$1,750	Bowie High School
Amiya Davis	Education - \$750	Bowie High School
Dirk Wingate	Education - \$750	Bowie High School
Gabrielle McAllister	Arts - \$1,890	Elizabeth Seton High School
Malcolm Garnette	Arts - \$1,260	Key School

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for Barn, Farm Equipment & Materials Disposal Services Project
Resolution R-38-23

DATE: 06/01/2023

On April 18, 2023, the Department of Community Services issued an Invitation for Bids for barn, farm equipment & materials disposal services at the Entzien Farm property.

On May 11, 2023, five (5) bids were received and opened. The results were as follows:

<u>Bidder's Name</u>	<u>Total Bid</u>
Arc Construction Services, Inc.	\$42,000
BARCO Enterprises, Inc.	\$40,430
DEMO USA, Inc.	\$37,500
MJ Double K Farms, LLC	\$27,700
Stratified, Inc.	\$130,000

Adequate funds are available in the FY23 Capital Improvements Projects Fund (10538-57015) to award this project.

When evaluating the proposals received, staff considered the expertise and experience of each firm and successful completion of similar projects. The low bid submitted by MJ Double K Farms, LLC was determined to be both responsible and responsive.

Upon confirming the understanding of the scope of work, completion timeline, and verifying references for MJ Double K Farms, LLC, the Department of Community Services recommends a contract be awarded to MJ Double K Farms, LLC located in Frederick, Maryland in the amount of \$27,700.00 for the work specified in the Invitation for Bids.

I concur with the recommendation of the Department of Community Services and request your approval of R-38-23.

ATTACHMENTS: 1. 20230605 - Resolution R-38-23

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT TO MJ DOUBLE K FARMS, LLC FOR BARN, FARM
EQUIPMENT & MATERIALS DISPOSAL SERVICES AT ENTZIEN FARM
PROPERTY IN THE AMOUNT OF \$27,700

WHEREAS, the City of Bowie owns the Entzien Farm property; and

WHEREAS, the City intends to dispose of a barn, farm equipment and materials located on the property; and

WHEREAS, an Invitation for Bids was issued for the work that had a closing date of May 11, 2023 at 11:00 a.m., at which time five bids were received that ranged from \$22,700 to \$130,000; and

WHEREAS, staff has reviewed the five bids received and determined the \$27,700 bid submitted by MJ Double K Farms, LLC located in Frederick, Maryland is the lowest most responsive and responsible bid.

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 MJ Double K Farms, LLC in the amount of \$27,700 for barn, farm equipment & materials disposal services at the Entzien Farm property.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 5, 2023.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, MMC
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for Belair Mansion North and South Stair Repair Project
Resolution R-39-23

DATE: 06/01/2023

On April 5, 2023, the Department of Community Services issued an Invitation For Bids (IFB) for the Belair Mansion North and South Stair Repair.

On May 4, 2023, two (2) bids were received and opened. The results were as follows:

Bidder's Name	North Stair	South Stair	Discount	Total Bid
Contracting Specialists DC, LLC	\$38,985.00	\$55,833.57	(\$2,100.00)	\$92,718.57
EARN Contractors, Inc.	\$56,580.00	\$94,600.00	-0-	\$151,180.00

The FY2023 Budget Appropriation of \$30,000 was for the repair of the North stairs only. Subsequent to the adoption of the budget, it was determined that repair of the South stair was also required and that bidding these two similar projects out together would result in a savings to the City.

To offset the majority of the cost of these projects the City has received two separate reimbursable grants totaling \$79,038.57. Since both of these grants are reimbursable, \$62,800 must be transferred via Transfer Resolution O-9-23 to fund these projects. Do note that the ultimate cost to the City, after grant reimbursement, will be only \$13,679.64.

When evaluating the bids received, staff considered the expertise and experience of each firm and the successful completion of similar projects. The bid from Contracting Specialists DC, LLC meets the needs outlined in the Invitation For Bids (IFB).

Upon confirming the understanding of the scope of work, completion timeline, and verifying references for Contracting Specialists DC, LLC, the Department of Community Services recommends a contract be awarded to Contracting Specialists DC, LLC of College Park, Maryland in the amount of \$92,718.57.

I concur with the recommendation of the Department of Community Services and request your approval of R-39-23.

ATTACHMENTS: 1. 20230605 - Resolution R-39-23

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT TO CONTRACTING SPECIALISTS DC, LLC FOR
BELAIR MANSION NORTH AND SOUTH STAIR REPAIR
IN THE AMOUNT OF \$92,718.57

WHEREAS, the City of Bowie owns and operates the Belair Mansion; and

WHEREAS, the City intends to make repairs to the North and South stairs; and

WHEREAS, an Invitation For Bids was issued for the work that had a closing date of May 4, 2023 at 11:30 a.m., at which time two bids were received, that ranged from \$92,718.57 to \$151,180.00; and

WHEREAS, staff has reviewed the two bids received and determined the \$92,718.57 bid submitted by Contracting Specialists DC, LLC of College Park, Maryland is the lowest most responsive and responsible bid; and

WHEREAS, funds will be made available via Budget Transfer Ordinance O-9-23 to fund this project.

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 Contracting Specialists DC, LLC in the amount of \$92,718.57 to repair the North and South stairs at the Belair Mansion.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on June 5, 2023.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, MMC
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Ordinance Amending FY 2023 Budget - Emergency Ordinance O-9-23

DATE: 06/01/2023

During the fiscal year, it becomes necessary to transfer amounts within funds to provide for the proper operation of the City. Section 46 of the City Charter requires that any transfer of funds between appropriations proposed by the City Manager be approved by the City Council before becoming effective. Ordinance O-9-23 authorizes the transfer of certain amounts into accounts that at year-end, will have an excess of expenditures over appropriations. Where applicable, the transfers have been taken from accounts within the same department. Other transfers have been taken from the Reserve for Contingencies.

In the Proposed Budget for Fiscal Year 2024, many of these proposed changes were communicated to City Council under the estimated FY2023 expenditures column. Since these estimates were originally prepared in February, some adjustments have been made to the amounts submitted to the City Council in the Proposed Budget.

These adjustments in total amount to 1.79% percent of the adopted FY2023 final budget of \$102,462,800 (all funds).

Transfers of at least \$25,000 are as follows:

GENERAL FUND

HUMAN RESOURCES – RECRUITMENT & INSERVICE – A transfer of \$46,500 is requested to cover unexpected expenses associated with recruiting qualified employees in a competitive environment. The pandemic-induced nation-wide labor shortages coupled with low unemployment, resulted in increased competition for available candidates and additional recruitment costs for the City.

HUMAN RESOURCES- SUBSCRIPTIONS AND MEMBERSHIPS- A transfer of \$40,000 is requested to cover the cost of the new Human Resources Information System – Bamboo. Implementation of the system was delayed beyond the initial target date in FY2022 and was finalized in FY2023.

INFORMATION TECHNOLOGY – SUBSCRIPTION SERVICES- SOFTWARE - This new account was created after the FY2023 budget was adopted in order to identify software services related to the new Accounting standard GASB-96 Subscription-Based Information Technology Arrangements.

These costs were originally budgeted in the Information Technology Repair and Maintenance account. A transfer of \$300,000 is requested to move the funds to the newly created account.

INFORMATION TECHNOLOGY – SUBSCRIPTION SERVICES- MAINTENANCE - This new account was created after the FY2023 budget was adopted in order to identify software services related to the new Accounting standard GASB-96 Subscription-Based Information Technology Arrangements. These costs were originally budgeted in the Information Technology Repair and Maintenance account. A transfer of \$71,000 is requested to move the funds to the newly created account.

INFORMATION TECHNOLOGY – SUBSCRIPTION SERVICES- LICENSE - This new account was created after the FY2023 budget was adopted in order to identify software services related to the new Accounting standard GASB-96 Subscription-Based Information Technology Arrangements. These costs were originally budgeted in the Information Technology Repair and Maintenance account. A transfer of \$205,000 is requested to move the funds to the newly created account.

POLICE – REPAIR AND MAINTENANCE VEHICLES – Repair and maintenance costs for police vehicles were higher than anticipated due to higher maintenance costs of aging vehicles in the fleet. Transfer amount of \$90,000 requested.

POLICE – OPERATING SUPPLIES – A transfer of \$25,000 is requested to cover the unexpected increase in fuel costs and increased fuel consumption due to return to normalcy.

PLANNING – PROFESSIONAL SERVICES – A transfer of \$30,000 is requested to move the Plant One Tree On Us program budget from the Program Supplement account to Professional Services.

PUBLIC WORKS ADMIN – SUBSCRIPTION SERVICES- LICENSE - This new account was created after the FY2023 budget was adopted in order to identify software services related to the new Accounting standard GASB-96 Subscription-Based Information Technology Arrangements. A transfer of \$25,000 is requested to move the funds to the newly created account.

SOLID WASTE – REPAIR AND MAINTENANCE – Overall, repair and maintenance costs were higher due to the age of the vehicles. Also, Truck #111 (Rear Loading Packer) needed extensive repairs at a cost of \$20,600. Transfer of \$65,000 requested.

SOLID WASTE – OPERATING SUPPLIES - Costs were higher than anticipated due to increased wear and tear on aging vehicles as well as increased fuel consumption and costs. Transfer of \$81,000 requested.

RECREATION AND PARKS EQUIPMENT RENTAL – A transfer of \$25,000 is requested due to higher-than-expected rental prices for portable toilets for use in City parks.

PARKS AND GROUNDS – PUBLIC UTILITY SERVICES – Utility costs in FY2023 were under-budgeted due to COVID-related reductions in utility costs in recent fiscal year coupled with higher utility costs. Adjustments are required to reflect post-pandemic increased activity and utility consumption. Transfer of \$75,000 requested.

ICE ARENA – PUBLIC UTILITY SERVICES - Utility costs in FY2023 were under-budgeted due to COVID-related reductions in utility costs in recent fiscal year coupled with higher utility costs.

Adjustments are required to reflect post-pandemic increased activity and utility consumption. Transfer of \$45,000 requested.

EQUIPMENT AND ACQUISITION FUND

PUBLIC SAFETY – MACHINERY AND EQUIPMENT – A transfer of \$252,700 is requested to fund Police vehicles and equipment previously budgeted for in FY2022. \$161,000 of this amount is from the General Fund Transfer account, while \$91,700 is from the Reserve for Replacement account.

Body cameras budgeted for \$515,000 were purchased in FY2022. However, an accounting principle was applied to allocate the cost over five years, since the total cost was considered as a prepaid expense. \$100,000 from the requested transfer applies to the second-year cost of the body cameras.

Two vehicles 570 & 661 involved in an accident were replaced at a total cost of \$133,200. Also, other police vehicles replaced in FY2023 exceeded budgeted amounts by \$19,500.

CAPITAL PROJECTS FUND

CHESAPEAKE BAY – GLEN ALLEN POND– A transfer of \$30,200 is requested to cover additional costs incurred for the Chesapeake Bay project due to higher-than-expected costs.

BOWIE PLAYHOUSE - RTU #1 AND #2 – A transfer of \$26,400 is requested to cover higher costs for the project.

BELAIR MANSION – NORTH AND SOUTH STAIRS RENOVATION – The project was modified to renovate both the south and north stairs at the same time at a reduced rate. Transfer of \$62,800 is requested.

BOWIE GOLF COURSE – A&E restrooms - The Bowie Golf course project was modified to install restrooms at the driving range. A General Fund Transfer amount of \$36,000 is requested.

WATER AND SEWER FUND

BILLING AND ACCOUNTING – PROFESSIONAL SERVICES – A transfer of \$37,400 is requested to cover higher than budgeted costs for bank and transaction fees as well as software maintenance fees.

WATER DIVISION –OPERATING SUPPLIES – Water Division's costs for operating supplies were higher than budgeted. Transfer amount of \$29,200 requested.

WASTEWATER DIVISION – DISPOSAL FEES- The Wastewater costs for sewage disposal were higher than budgeted. Transfer amount of \$29,100 requested.

WASTEWATER DIVISION – PUBLIC UTILITIES - Utility costs in FY2023 were higher than anticipated. Transfer of \$34,600 requested.

WASTEWATER DIVISION – REPAIR AND MAINTENANCE – BUILDINGS - Wastewater Division's costs for physical plant repairs were higher than anticipated. Transfer amount of \$27,900 requested.

WASTEWATER DIVISION – MACHINERY AND EQUIPMENT – EMERGENCY GENERATOR AT PUMP STATION #4 – The generator at Pump Station #4 malfunctioned and cannot be repaired. A transfer amount of \$65,000 is requested for a replacement generator.

ADL/hbm

ATTACHMENTS: 1. 20230605 - Emergency Ordinance O-9-23

EMERGENCY 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, EMBODIED
IN ORDINANCE O-1-22, AS AMENDED BY ORDINANCES O-5-22,
O-6-23 AND O-7-23, TO AUTHORIZE THE TRANSFER OF CERTAIN
AMOUNTS IN THE FY2023 BUDGET TO PAY FOR ANTICIPATED
EXPENSES

WHEREAS, the City Council of the City of Bowie, Maryland (hereinafter, “the City”) adopted Ordinance Number O-1-22 appropriating funds for the several objects and purposes for which the City had to provide for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023 (“FY23”); 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, during the course of a fiscal year, it becomes necessary from time to time to transfer amounts appropriated in the annual budget for specific purposes to another category or line item to provide for the proper operation of the City government; and

WHEREAS, on November 7, 2022, the City Council by Ordinance O-5-22 amended the adopted budget for FY23; and

WHEREAS, on May 15, 2023, the City Council by Ordinance O-6-23 amended the adopted budget for FY23; and

WHEREAS, on June 5, 2023, the City Council by Ordinance O-7-23 amended the adopted budget for FY23; and

WHEREAS, the City Manager in conjunction with the City Finance Department has reviewed the FY23 Budget and anticipated expenditures for the remainder of FY23 and has determined that certain amendments to the budget are necessary to appropriate funds for purposes other than for which they were originally appropriated; and

WHEREAS, the City Manager has certified that the amounts to be transferred are unencumbered balances; and

WHEREAS, the City Council deems it to be in the best interest of the City to transfer appropriations in the FY23 Budget for the payment of all expenses; and

WHEREAS, City Charter, Sec. 12 “Procedures for enacting ordinances” provides that every ordinance shall become effective at the expiration of thirty (30) calendar days following its passage by the Council; however, the Council may, upon a two-thirds (2/3) vote of its members, provide that an emergency ordinance will take effect on a date earlier than thirty (30) days after its passage; and

WHEREAS, City Charter, Sec. 12, further provides that at least six days must elapse between introduction and passage of an ordinance, except that this requirement may be waived in case of emergency upon the unanimous vote of the members of the Council who are present; and

WHEREAS, the need to enact this Ordinance prior to the expiration of Fiscal Year ’23 constitutes an emergency warranting the waiver of the thirty-day waiting period and of the requirement of the Charter that at least six days elapse between introduction and adoption.

Section 1: NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland 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 Ordinances O-5-22, O-6-23 and O-7-23 is hereby amended as follows:

Asterisks * * * : Indicate matter in the adopted FY23 Budget, as amended, that remains unchanged, but is omitted herein
[Brackets] : [Indicate matter deleted from the adopted FY23 Budget, as amended.]

Bold underlining: Indicates numbers added to the budget.

GENERAL FUND

REVENUES

Appropriated Fund Balance	[10,561,900]	10,758,900
TOTAL REVENUES	69,417,900	69,614,900

APPROPRIATIONS BY ACTIVITY

City Manager's Office	[1,429,000]	1,394,000
Human Resources	[798,500]	862,000
Business Operations	[1,692,000]	1,663,500
Solid Waste	[7,451,900]	7,471,400
Stormwater Management	[763,300]	743,800
Bowie Playhouse	[199,300]	214,100
Parks & Grounds	[4,249,800]	4,245,000
Gymnasium	[900,800]	890,800
Non-Departmental - Transfers	[3,319,100]	3,516,100
TOTAL APPROPRIATIONS	69,417,900	69,614,900

EQUIPMENT ACQUISITION FUND

REVENUES

Transfer from General Fund	[2,920,600]	3,081,600
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APPROPRIATIONS BY ACTIVITY

Public Safety	[426,900]	679,600
Reserve for Replacements	[2,317,300]	2,409,000.00
TOTAL APPROPRIATIONS	3,979,900	4,140,900.00

CAPITAL PROJECTS FUND

REVENUES

Transfer from General Fund	[398,500]	434,500
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 [Brackets] : [Indicate matter deleted from the adopted FY23 Budget, as amended.]

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CAPITAL PROJECTS FUND
APPROPRIATIONS BY ACTIVITY

City Hall	[25,000]	40,000
Solid Waste	[50,500]	35,500
Bowie Playhouse	[206,000]	232,400
Allen Pond	[260,000]	170,300
Belair Mansion	[30,000]	92,800
Glen Allen Park	[225,000]	225,500
Bowie Golf Course	[2,510,000]	2,546,000
TOTAL APPROPRIATIONS	13,791,900	13,827,900

WATER AND SEWER FUND
APPROPRIATIONS BY ACTIVITY

Billing and Accounting	[700,900]	732,800
Water	[9,000,600]	8,978,700
Nondepartmental	[362,100]	352,100

Section 2: BE IT FURTHER ORDAINED, that the approved Budget Document is hereby amended as follows:

GENERAL FUND

Revenues

01	48005	Appropriated Fund Balance	\$ 197,000
		Total Revenues	<u>\$ 197,000</u>

Expenditure Appropriation

01920	59015	Equipment Acquisition and Replacement Fund	\$ 161,000
01920	59005	Capital Project Fund	36,000
		Total Appropriation	<u>\$ 197,000</u>

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Bold underlining: Indicates numbers added to the budget.

GENERAL FUND

Transfer To:				
Account Number		Account and Activity		Amount
HUMAN RESOURCES				
01125	51130	Recruitment & Inservice	\$	46,500
01125	55090	Subscriptions and Memberships		40,000
COMMUNICATIONS				
01155	51125	Professional Services		3,500
01155	51126	Subscriptions Services - Software		1,700
01155	51205	Communications		500
BUSINESS OPERATIONS				
01156	51145	Travel and Training		700
CITY CLERK'S OFFICE				
01160	52025	Reference Library		2,000
ECONOMIC DEVELOPMENT				
01197	51128	Subscriptions - Licenses		5,000
FINANCE				
01140	51126	Subscription Services - Software		20,000
01140	51230	Repair & Maintenance		300
INFORMATION TECHNOLOGY				
01145	51126	Subscription Services - Software		300,000
01145	51127	Subscription Services - Maintenance		71,000
01145	51128	Subscription Services - Licenses		205,000
BUILDING MAINTENANCE				
01180	51128	Subscriptions - Licenses		400
01180	52030	Repair and Maintenance - Supplies		200
HOUSING & CODE				
01210	52010	Operating Supplies		800
POLICE				
01230	51126	Subscription Services - Software		24,000
01230	51127	Subscription Services - Maintenance		12,700
01230	51128	Subscription Services - Licenses		10,300
01230	51230	Repair and Maintenance		90,000
01230	52010	Operating Supplies		25,000

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GENERAL FUND**Transfer To:****Account Number****Account and Activity****Amount****PLANNING AND COMMUNITY DEVELOPMENT**

01195	51125	15519 Professional Services	30,000
01195	52005	11521 Materials, Supplies and Minor Equipment	100

PUBLIC WORKS ADMINISTRATION

01310	51128	Subscription Services - Licenses	25,000
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EQUIPMENT MAINTENANCE & GARAGE

01320	52030	Repair and Maintenance - Supplies	1,500
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SOLID WASTE

01330	51220	Public Utility Services	1,500
01330	51230	Repair and Maintenance	65,000
01330	52010	Operating Supplies	81,000

STREETS

01340	51145	Travel and Training	500
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SENIOR CITIZEN SERVICES

01410	51128	Subscription Services - Licenses	6,600
01410	51220	Public Utility Services	19,500

YOUTH SERVICES BUREAU

01420	52005	Materials, Supplies and Minor Equipment	2,000
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RECREATION AND PARKS

01510	51215	Equipment Rental	25,000
01510	55090	Subscriptions and Memberships	200

BOWIE PLAYHOUSE

01511	51125	Professional Services	4,800
01511	51128	Subscription Services - Licenses	400
01511	51235	Repair and Maintenance - Building	10,000

PARKS AND GROUNDS

01520	51220	Public Utility Services	75,000
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ICE ARENA

01530	51128	Subscription Services - Licenses	700
01530	51220	Public Utility Services	45,000

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[Brackets] : [Indicate matter deleted from the adopted FY23 Budget, as amended.]

Bold underlining: Indicates numbers added to the budget.

GENERAL FUND

<u>Transfer To:</u>		<u>Account and Activity</u>	<u>Amount</u>
<u>Account Number</u>			
HISTORIC PROPERTIES & MUSEUMS			
01540	51220	Public Utility Services	22,000
01540	52030	Repair and Maintenance - Supplies	
GYMNASIUM			
01550	51125	Subscription Services - Licenses	400
Total			<u>\$ 1,275,800</u>

GENERAL FUND

<u>Transfer From:</u>		<u>Account and Activity</u>	<u>Amount</u>
<u>Account Number</u>			
CITY MANAGER'S OFFICE			
01120	51125	Professional Services	35,000
HUMAN RESOURCES			
01125	51125	Professional Services	10,000
01125	51145	Travel and Training	10,500
01125	52005	Materials, Supplies and Minor Equipment	2,500
COMMUNICATIONS			
01155	51120	Printing and Binding	5,200
01155	51145	Travel and Training	500
BUSINESS OPERATIONS			
01156	51105	Advertising	700
01156	55055	Postage	28,500
CITY CLERK'S OFFICE			
01160	52005	Materials, Supplies and Minor Equipment	2,000
ECONOMIC DEVELOPMENT			
01197	51125	Professional Services	5,000
FINANCE			
01140	51125	Professional Services	20,000
01140	51215	Equipment Rental	300
INFORMATION TECHNOLOGY			
01145	51230	Repair and Maintenance	576,000
BUILDING MAINTENANCE			
01180	52005	Materials, Supplies and Minor Equipment	600

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Bold underlining: Indicates numbers added to the budget.

<u>Transfer From:</u>		<u>GENERAL FUND</u>	
<u>Account Number</u>		<u>Account and Activity</u>	
		HOUSING & CODE	
01210	51125	Professional Services	800
		POLICE	
01230	51125	Professional Services	79,000
01230	51145	Travel and Training	25,000
01230	51205	Communications	13,000
01230	52005		25,000
01230	52020	Protective Apparel	20,000
		PLANNING AND COMMUNITY DEVELOPMENT	
01195	52005	Materials, Supplies and Minor Equipment	100
01195	55065	Program Supplement	30,000
		PUBLIC WORKS ADMIN	
01310	51125	Professional Services	25,000
		EQUIPMENT MAINTENANCE AND GARAGE	
01320	52010	Operating Supplies	1,500
		SOLID WASTE	
01330	51210	Disposal Fees	128,000
		STREETS DIVISION	
01340	51125	Professional Services	500
		STORMWATER MANAGEMENT	
01341	51230	Repair and Maintenance	19,500
		SENIOR CITIZEN SERVICES	
01410	51125	Professional Services	6,600
01410	51235	Repair and Maintenance- Buildings	7,000
01410	52010	Operating Supplies	12,500
		YOUTH SERVICES BUREAU	
01420	51145	Travel and Training	1,000
01420	55090	Subscriptions and Memberships	1,000
		RECREATION AND PARKS	
01510	51125	Professional Services	25,200
		BOWIE PLAYHOUSE	
01511	55090	Subscriptions and Memberships	400
		PARKS AND GROUNDS	
01520	51230	Repair and Maintenance	75,000
01520	51235	Repair and Maintenance- Buildings	4,800

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GENERAL FUND**Transfer From:**
Account Number**Account and Activity**
ICE ARENA**Amount**

01530	51105	Advertising	700
01530	52010	Operating Supplies	45,000

HISTORIC PROPERTIES & MUSEUMS

01540	51235	Repair and Maintenance - Bldg.	22,000
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GYMNASIUM

01550	51125	Professional Services	400
01550	51235	Repair and Maintenance- Buildings	10,000
Total			\$ 1,275,800

EQUIPMENT ACQUISITION AND REPLACEMENT FUND**Transfer To:****Account Number****Account and Activity****Amount**

03201	57020	Public Safety - Machinery & Equipment	\$ 91,700
Total			\$ 91,700

EQUIPMENT ACQUISITION AND REPLACEMENT FUND**Transfer From:****Account Number****Account and Activity****Amount**

03901	57020	Reserve for Future Replacement	\$ 91,700
Total			\$ 91,700

CAPITAL PROJECTS FUND**Transfer To:****Account Number****Account and Activity****Amount**

10192	57010	23005 City Hall - Goose Mngt. Fence	\$ 15,000
10326	57015	22011 Chesapeake Bay - Glen Allen Pond	30,200
10511	57010	23012 Bowie Playhouse - RTU #1 & #2	26,400
10516	57010	22016 Belair Mansion - South Stair renovations	62,800
10519	57010	23016 Belair Stable Museum - Replace Steel lintels	4,000
10524	57015	Glen Allen Park - Renovate playground	500
10545	57015	22017 Bowie Golf Course Tree & Stump removal	1,500
10545	57015	22019 Bowie Golf Course - Irrigation Replacement	2,000
Total			\$ 142,400

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CAPITAL PROJECTS FUND**Transfer From:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
10314 57010	23007 Solid Waste - Replace Sewer Pump	\$ 15,000
10326 57015	22009 Chesapeake Bay - Construction Pin	30,200
10515 57015	23013 Allen Pond Park - Replace Group Area	89,700
10519 57010	23015 Belair Stable Museum - Water Damage	4,000
10545 57015	23019 Bowie Golf Course - A&E and Construction	\$ 3,500
	Total	\$ 142,400

WATER AND SEWER FUND**Transfer To:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
	BILLING AND ACCOUNTING	
20141 51125	Professional Services	37,400
20141 51127	Subscriptions Services - Maintenance	3,500

WATER AND SEWER FUND**Transfer To:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
	WATER	
20350 51205	Communications	4,600
20350 51230	Repair and Maintenance	1,600
20350 51235	Repair and Maintenance - Buildings	19,700
20350 52010	Operating Supplies	29,200
20350 52020	Protective Apparel	1,000
20350 57010	Buildings	500
	WASTEWATER	
20360 51145	Travel and Training	700
20360 51210	Disposal Fees	29,100
20360 51220	Public Utilities	34,600
20360 51230	Repair and Maintenance	10,900
20360 51235	Repair and Maintenance - Buildings	24,200
20360 52005	Materials, Supplies and Minor Equipment	14,400
20360 57020	Generator at Pump Station #5 (Emergency)	65,000
20360 57010	21023 Buildings - Pump replacement	17,200
20360 57010	21022 Improvements Other Than Buildings - SCADA	21,400

NONDEPARTMENTAL

20911 51115	Insurance	4,300
	Total	\$ 319,300

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WATER AND SEWER FUND

<u>Transfer From:</u>			
<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
BILLING AND ACCOUNTING			
20141	51145	Travel and Training	\$ 1,000
20141	51215	Equipment Rental	1,000
20141	51230	Repair and Maintenance	7,000

WATER AND SEWER FUND

<u>Transfer From:</u>			
<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
WATER			
20350	51125	Professional Services	29,200
20350	52005	Materials, Supplies and Minor Equipment	26,900
20350	57015	21026 Improv. Other than Buildings-Pipe Replacement	22,400
WASTEWATER			
20360	51125	Professional Services	17,900
20360	57010	21024 Buildings -Inline Monitoring	14,400
20360	57010	21025 Buildings -Electrical Upgrade	163,800
20360	57020	Machinery and Equipment	21,400

WATER AND SEWER FUND

<u>Transfer From:</u>			
<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
NON-DEPARTMENTAL			
20911	55030	Incentive Award	\$ 4,300
20911	55075	Reserve - Personnel Adj.	10,000
Total			<u>\$ 319,300</u>

Section 3: AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE that, upon the favorable vote of at least two third (2/3) of the members of the City Council, this Ordinance is declared to be an Emergency Ordinance that shall become effective on June 30, 2023, prior to the end of FY2023.

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Section 4: AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE that a fair summary of this Ordinance shall be published 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 June 5, 2023.

ADOPTED by the Council of the City of Bowie, Maryland, at a Regular Meeting on June 20, 2023.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Elissa D. Levan, City Attorney



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

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

DATE: 06/01/2023

ATTACHMENTS:

1. 20230605 - Amended Ordinance O-5-23
2. 20230605 - Amended Resolution R-25-23

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; and

WHEREAS, on May 15, 2023, after much discussion, the Council decided to reduce the real property tax rate for FY 2024 proposed in Ordinance O-5-23 from .450/\$100 of assessed valuation to .400/\$100 of assessed valuation, which required changes to the proposed FY24 budget that are contained in this Amended Ordinance O-5-23.

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.

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~~ .400/\$100 of

Assessed Value ~~.00450~~ .0040 \$39,307,600 **\$34.940,100**

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

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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	<u>.00017</u>	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	<u>.00008</u>	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

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Tax Rate .027/\$100 of Assessed Value	<u>.00027</u>	41,300
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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
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Tax Rate .038/\$100 of Assessed Value	<u>.00038</u>	7,000
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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 O-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
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Tax Rate .007/\$100 of Assessed Value	<u>.00007</u>	4,700
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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

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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	<u>.00027</u>	<u>8,000</u>

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	2,466,900
Tax Rate 1.000/\$100 of Assessed Value	<u>.01000</u>	<u>2,175,000</u>
Total Real & Personal Property Tax Revenue		42,005,100 <u>37,365,700</u>
Total All other Anticipated Revenue		26,455,600
Appropriated Fund Balance	7,835,300	8,167,600 <u>12,807,000</u>
TOTAL REVENUES	76,296,000	<u>\$76,628,300</u>

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

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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	<u>\$76,628,300</u>
 Total General Fund Revenues	 76,296,000	 <u>\$76,628,300</u>
 Total General Fund Appropriations	 76,296,000	 <u>\$76,628,300</u>
 Difference		 \$ <u>NONE</u>

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	<u>\$5,165,400</u>

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	<u>\$ 5,165,400</u>

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Total Equipment Acquisition Fund Revenues	5,149,100	<u>\$5,165,400</u>
Total Equipment Acquisition Fund Appropriations	5,149,100	<u>\$5,165,400</u>
Difference		<u>\$ NONE</u>

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	<u>\$12,062,600</u>

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	<u>\$12,062,600</u>

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Total Capital Projects Fund Revenues	13,357,600	<u>\$12,062,600</u>
Total Capital Projects Fund Appropriations	13,357,600	<u>\$12,062,600</u>
Difference		<u>\$ NONE</u>

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.

<u>Minimum Charges - Both Water and Sewer</u>		<u>Water or Sewer Only</u>	
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

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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.

Underlined words: indicate amendments to the ordinance after its introduction.

Blue numbers: indicate numbers amended in the ordinance after its introduction.

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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	<u>\$17,628,900</u>

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

Underlined words: indicate amendments to the ordinance after its introduction.

Blue numbers: indicate numbers amended in the ordinance after its introduction.

~~Strike-out:~~ indicates matter stricken from the ordinance by amendment after its introduction.

		Amended O-5-23
Transfers to General Fund		<u>503,700</u>
TOTAL APPROPRIATIONS	17,520,700	<u>\$17,628,900</u>
Total Water & Sewer Fund Revenues	17,520,700	<u>\$17,628,900</u>
Total Water & Sewer Fund Appropriations	17,520,700	<u>\$17,628,900</u>
Difference		<u>\$NONE</u>

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.

Underlined words: indicate amendments to the ordinance after its introduction.

Blue numbers: indicate numbers amended in the ordinance after its introduction.

~~Strike out:~~ indicates matter stricken from the ordinance by amendment after its introduction.

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 June 5, 2023.

Awilda Hernandez
City Clerk

By: _____
Timothy J. Adams, Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

Elissa D. Levan, City Attorney

Underlined words: indicate amendments to the ordinance after its introduction.
Bold Blue numbers: indicate numbers amended in the ordinance after its introduction.
~~Strike-out~~: indicates matter stricken from the ordinance by amendment after its introduction.

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 June 5, 2023, after public hearings on April 10, 2023, May 1, 2023 and May 15, 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-7-23

DATE: 06/01/2023

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
SUPPLEMENTAL BUDGET APPROPRIATION O-7-23
FOR FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

GENERAL FUND

Revenues

01	48005	Appropriated Fund Balance	\$	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:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Elissa D. Levan
City Attorney



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bowie BIC Update

DATE: 06/01/2023

The Executive Director of the Bowie Business Innovation Center (Bowie BIC) will provide an update on the City's business incubator located at Bowie State University.

Council appropriated \$135,000 in FY 2023, the fiscal year ending June 30, 2023, for incubator support.

An appropriation of \$135,000 for incubator support in Fiscal Year 2024 is included in the pending budget. Staff will work with the Bowie BIC to identify appropriate performance milestones before the disbursement of funds.

Attached are the reports received to date from the Bowie BIC.

ATTACHMENTS:

1. 20230605 - CITY OF BOWIE REPORT_11.10.22v2
2. 20230605 - CITY OF BOWIE REPORT_12.07.22
3. 20230605 - CITY OF BOWIE REPORT_1.09.22
4. 20230605 - CITY OF BOWIE REPORT-4.09.23

CITY OF BOWIE REPORT NOVEMBER 10, 2022

2nd Payment in November 2022 = \$30,000 upon receipt and acceptance by the City of: a written report of the operations and activities of the BBIC from July 1 thru September 30, 2022; and acceptance by the City of the most recently filed IRS Form 990 (if the Form is not available at the time of this report this deliverable may be carried forward to the January report) and a financial statement for the most recently ended fiscal year. Report must be received by November 10th.

Operations and activities of the Bowie BIC—July 1 – September 30, 2022

JULY 2022

CLIENT UPDATE

As of June 30, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies is attached. Information on the prospect pipeline is included in the Entrepreneurship Community Manager's Report below.

COUNSELING AND TRAINING

Dates	Training/Counseling/Events	Instructor/Company	Attendees
June 14	Steps to Start a Business	Angie Duncanson/MWBC	10
June 16	Coffee & Connections	Angie Duncanson/MWBC	5
June 21	Intro to Entrepreneurship in Spanish	Angie Duncanson/MWBC	1
June 21	Small Bus in Digital Economy	Angie Duncanson/MWBC	42
June 21	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	10
	MWBC Counseling	Angie Duncanson/MWBC	13
	PTAC Counseling	Richard Paden/PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	60
	Total		141

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

- Bowie BIC hosted “Open Door” sessions in June on business-to-business sales with sales coach and author Thomas Ellis, EWC Consultants. Mr. Ellis will be returning in July to host additional Sales Strategies Open Door.

CLIENT SERVICES

Entrepreneurship Community Management (ECM) Performance Report, June 2022

The goal is to develop the Bowie BIC accelerator program, introducing support in the form of workspace, education, mentorship, and strategic engagement. The three areas of service include 1) Expansion Outreach & Recruitment, 2) Business Coaching of resident & affiliate clients, and 3) Strategic Engagement of Bowie Partners.

During this period of performance, the ECM has identified and qualified small businesses for the BBIC Accelerator Affiliate program. The activities included the following:

- Identified and pitched City of Bowie Businesses: **14**
- Growth Strategy Meeting: **3**
- Businesses indicated an interest in BBIC Affiliate: **5** (Senior Care Facility, Energy, Executive Coaching, Healthcare, and Bakery)
- Evaluated existing Bowie BIC programming, and it has been determined that the ECM must identify resources to support Affiliate offerings justifying the \$300/month cost to members.

Current BBIC Accelerator Affiliate Program Services:

- Open Door Sessions and Lunch & Learns are free services provided by BBIC to emerging businesses. This service is a BBIC capture strategy, through outreach & recruitment
- Workspace @ BSU Entrepreneurship Living Learning Community
- 5 growth strategy sessions/month by Entrepreneur in Residence (KFew)
- 5-month Wealth Education seminar (hosted free by First Financial Security (Aug-Dec 2022))
- Regional Referral Support for government, technology, and women-owned businesses

Proposal BBIC Accelerator Affiliate Program Services:

- 4-month Growth Wheel Coaching (onboard a BBIC Entrepreneur In Residence (KFew))
- Quarterly Think Tank to support industry targeting and business development
- Quarterly Professional Pitch networking events

Bowie BIC leadership to provide planning, programming, budgeting, and implementation management oversight to develop the Accelerator.

CENTER OF EXCELLENCE FOR 8(A) GOVERNMENT CONTRACTING

- Bowie BIC Board Chair Ragland working in conjunction with committee members Bussink and Buggs, submitted SF424, a revised budget narrative and back up materials, along with a proposed 3-year budget on June 24, 2022 to Tarsha Johnson, Grants Management Specialist, U.S. Small Business Administration.

ADMINISTRATION AND OPERATIONS

- The Bowie BIC Search Committee has identified a candidate for the position of Executive Director. The Committee Co-chairs will make a report at Bowie BIC's June Board of Directors Meeting.
- The Approved FY2023 Bowie BIC Budget is attached for Board review.
- Ms. Smith has submitted a proposed contract for Bowie BIC Board consideration (attached), to support Bowie BIC operations for the period July through September 2022, in the event that a new Executive Director is not yet in place. Specific tasks would be to continue to support COE planning and administration, as well as to handle administration for new and existing grant- funded activities.
- Ms. Clark attended the InBIA ICBI36 Conference in Atlanta, GA June 26-29th. Bowie BIC was awarded the Julius Morgan Diversity and Inclusion Award for the 8(a) Accelerator Program.
- Bowie BIC will be closed on Monday, July 4 for observation of the holiday.
Entrepreneurship Community Manager (ECM) Performance Report, May 2022
The goal is to implement the Bowie BIC accelerator program on a practical level, introducing support in the form of location, mentors and engagement, and communications. The three areas of services include 1) Expansion Outreach & Recruitment, 2) Business Coaching of existing resident & affiliate clients, and 3) Strategy Engagement of Bowie Partnerships.

Performance Spotlight:

Business	Contact Date	Affiliate Prospect	Coaching	Partnership
Rainbow Terrance, Senior Care Business	6/30	No		
Core Development Akim Brewly	6/25	No		
Maryland Women's Business Center (Director and Business Coach	6/27	Strategic Partnership Share information about events (upcoming WBC Conference – Sept)		
Fucha Coaching Mr. Frank Bryant	6/18	Maybe		
HCRS Brenda Doles	6/24	Maybe (Support Needs: Growth and Business Development)		

Learners Emerge Preparatory, LLC Ms. Tiescheka Stuart	6/4, 6/18	Maybe (Support Needs: Comprehensive Operations & Growth)		
Ready Set Grow, LLC Ms. Dawn Thurman	6/1	Maybe (Support Needs: Business Development)		
Day2Day Realty Akanni Oladeji	6/2	No		
Issues & Options, LLC Mr. Tyrone General	6/2	No		
Novesscomm, LLC Mr. Brian Franklin	6/2	Maybe (Schedule BBIC walkthrough)		
The Black Vote Ms. Jennifer Epps	6/2	No		
@your request cleaning company, LLC Ms. Lakela Lemons	6/2	No (Unaware of BBIC and no finance)		
Vocal Water Bryon Rhoads	6/16	Maybe (Support Needs: Comprehensive Operations & Growth)		
MWBC Morgan Wortham & Angie Duncanson	6/27			Growthwheel, etc
Ologie, LLC Mr. & Mrs. Wells	5/30, 6/21	Yes (8A Support)		
Nine27 Co Craig DeRonte	5/26			Open Doors- Marketing
Environmental Consultancy (Concept) Luz Garcia	5/30	Maybe (Support Needs: Entrepreneurship know-how)		
Vicky Persand @ BSU	6/8	No (Recommendation from Innovate Bowie)		
Wealth Management Curriculum Lisa Alexander Marcella Barnes Rudy Gonzalez	5/12, 6/20	Strategic Partnership		Joint Marketing Event Education Program
Follow-up: Companion Care, Samson Properties, The Patuxent Project, Healthcare Resolution Services, Ramsey Preferred Coach	6/10	ID and Qualify Prospects		
Sandler Training System	5/3 Tuesdays	Learning a great deal about selling to prospects		KFew invested funds/time to benefit BBIC
June 2002 Plans				
BBIC Scale Up Participant (20), and Referral Erica Dobbs		Direct calls to survey program participants Outcome		

Innovate Bowie Follow-up (Karen Parker, Charisse Holder, Richard White + registrations list)	Direct calls to survey program participants Outcome
Existing BBIC Affiliates- SAGE Services	Learn about outcome of Affiliate participation Ask for referrals
July 2022 Plans	
BBIC Summer Lunch & Learn (25 Participants)	Sponsored by First Financial Security Register BBIC Community
Open Doors Session (July 29, 2022)	Schedule for Growth Strategies & Marketing

To continue to enhance Bowie BIC current practices, for 3 months ECM will adopt policies & protocols to allow **accelerator affiliate** to have exposure to Business Operations, Business Development, Capture Management, and Solution Delivery programming.

The following Bowie BIC affiliate operation elements will encourage laser focused leadership, management, and design thinking that supports effective operations & project management: Bowie BIC **affiliate agreement** template, **active campaign** customer relationship platform, affiliate **program offering** promotion & incentives, and **ECM growth strategy** mentorship as she navigates City of Bowie, Prince George's County.

Approved 2022 Budget

July 2022 through June 2023

TOTAL

Income

43400 · Direct Public Support

43405 · Government Grants

	Jul -Sep 22	Oct- Dec 22	Jan - Mar 23	Apr-Jun 23	Jul '22 - Jun 23
43410 · Prince George's County	0.00	0.00	0.00	100,000.00	100,000.00
43415 · City of Bowie	30,000.00	25,000.00	55,000.00	25,000.00	135,000.00
43450 · State/Other	0.00	0.00	0.00	0.00	0.00
Total 43405 · Government Grants	30,000.00	25,000.00	55,000.00	125,000.00	235,000.00
Total 43400 · Direct Public Support	30,000.00	25,000.00	55,000.00	125,000.00	235,000.00
43500 · Direct Corporate Sponsorship	60,000.00	25,000.00	15,000.00	0.00	100,000.00
44300 · Rent Relief	0.00	0.00	0.00	0.00	0.00
45000 · Investments					
45030 · Interest-Savings	28.47	40.78	40.82	39.57	149.64
45000 · Investments - Other	0.00	0.00	0.00	0.00	0.00
Total 45000 · Investments	28.47	40.78	40.82	39.57	149.64
45200 · Other Client Fees	0.00	0.00			0.00
45500 · Tenant Rental Income	6,750.00	6,750.00	6,750.00	6,750.00	27,000.00
45510 · Affiliate Client Fees	10,800.00	13,500.00	16,200.00	19,000.00	59,500.00
45515 · 8(a) Program Fees	0.00	9,900.00	0.00	0.00	9,900.00
45520 · Client Parking Fee Income	0.00	0.00	0.00	0.00	0.00
45530 · Event Sponsorships	30,000.00	0.00	0.00	25,000.00	55,000.00
47200 · Other Program Income					
47220 · Lunch and Learn Sponsorship	0.00	0.00	0.00	0.00	0.00
47240 · Client Application Fee	0.00	0.00	0.00	0.00	0.00
47250 · Printing & Copying Fees	0.00	0.00	0.00	0.00	0.00
47260 · Client Postage and Misc Fees	0.00	0.00	0.00	0.00	0.00
47200 · Other Program Income - Other	0.00	0.00	0.00	0.00	0.00
Total 47200 · Other Program Income	0.00	0.00	0.00	0.00	0.00
48000 · COE Revenue	1,000,000.00	0.00	0.00	0.00	1,000,000.00
49000 · COE Cost Recovery	12,597.00	37,791.00	37,791.00	37,791.00	125,970.00

Total Income		1,150,175.47	117,981.78	130,781.82	213,580.57	1,612,519.64
Cost of Goods Sold						
50000	Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00

Bowie Business Innovation Center (Bowie BIC)

Approved 2022 Budget

July 2022 through June 2023

	TOTAL				
	<u>Jul - Sep 22</u>	<u>Oct- Dec 22</u>	<u>Jan - Mar 23</u>	<u>Apr-Jun 23</u>	<u>Jul '22 - Jun 23</u>
Total COGS	0.00	0.00	0.00	0.00	0.00
Gross Profit	1,150,175.47	117,981.78	130,781.82	213,580.57	1,612,519.64
Expense					
60500 · Gen. & Administrative Expenses					
60550 · Management Fees - Exe Dir	21,666.66	32,499.99	32,499.99	32,499.99	119,166.63
60555 · Program Salaries	8,076.90	16,153.80	16,153.80	18,846.10	59,230.60
60556 · Admin Support Salaries	6,346.15	12,692.31	12,692.31	14,807.69	46,538.46
60600 · Administrative Salaries					
60601 · Worker's Compensation Insurance	1,044.00	0.00	0.00	0.00	1,044.00
60602 · Student Entrepreneurship/Intern	450.00	2,250.00	1,800.00	1,350.00	5,850.00
60600 · Administrative Salaries - Other	21,538.48	18,461.55	21,538.48	18,461.49	80,000.00
Total 60600 · Administrative Salaries	23,032.48	20,711.55	23,338.48	19,811.49	86,894.00
60650 · Health Insurance	1,800.00	0.00	0.00	0.00	1,800.00
60660 · Employee Benefits	13,666.66	20,499.99	20,499.99	20,499.99	75,166.63
60700 · Payroll Expenses					
60725 · Payroll Fees	85.00	60.00	60.00	85.00	290.00
60750 · FICA/Social Security	1,275.35	1,098.36	1,098.36	1,406.53	4,878.60
60775 · Medicare	0.00	0.00	0.00	0.00	0.00
60800 · SUTA	0.00	0.00	459.01	88.31	547.32
60825 · FUTA	0.00	0.00	27.69	9.83	37.52
60700 · Payroll Expenses - Other					
Total 60700 · Payroll Expenses					
60900 · Business Expenses					
60920 · Business Registration Fees					
60900 · Business Expenses - Other					
Total 60900 · Business Expenses					
61125 · Services Beyond Scope					
61150 · Management Fees - Office Mgr					
62141 · Professional Fees					
62142 · Accounting Fees					
62143 · Legal Fees					
62141 · Professional Fees - Other			0.00	0.00	0.00

Bowie Business Innovation Center (Bowie BIC)

Approved 2022 Budget

July 2022 through June 2023

	TOTAL				
	Jul -Sep 22	Oct- Dec 22	Jan - Mar 23	Apr-Jun 23	Jul '22 - Jun 23
Total 62141 · Professional Fees	0.00	0.00	0.00	0.00	0.00
60500 · Gen. & Administrative Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 60500 · Gen. & Administrative Expenses	74,588.85	102,557.64	105,184.57	106,465.26	388,796.32
62145 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
62155 · BSU EIC Activity Support	0.00	1,000.00	0.00	0.00	1,000.00
62700 · Contract Services	48,386.00	51,664.00	11,664.00	11,664.00	123,378.00
62800 · Facilities and Equipment					
62810 · Depr and Amort -Allowable	291.78	291.78	291.78	291.78	1,167.12
62830 · Donated Facilities	0.00	0.00	0.00	0.00	0.00
62840 · Equip Rental and Maintenance	1,000.11	1,000.11	1,000.11	1,000.11	4,000.44
62845 · Computer/Equipment Install Svcs	500.01	500.01	500.01	500.01	2,000.04
62850 · Office Equipment	0.00	0.00	0.00	0.00	0.00
62870 · Property Insurance	0.00	0.00	0.00	0.00	0.00
62871 · Liability Insurance	1,376.00	0.00	0.00	0.00	1,376.00
62890 · Rent	10,500.00	10,500.00	10,500.00	10,500.00	42,000.00
62900 · Parking	1,035.00	0.00			1,035.00
62910 · Facilities - key acquisition	0.00	0.00			0.00
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00
Total 62800 · Facilities and Equipment	14,702.90	12,291.90	12,291.90	12,291.90	51,578.60
62860 · Software licenses expense	125.01	125.01	125.01	125.01	500.04
62880 · Website	642.95	336.33	5,873.78	3,410.96	10,264.02
65000 · Operations					
65010 · Books, Subscriptions, Reference	533.19	462.99	749.76	740.14	2,486.08
65020 · Postage, Mailing Service	143.30	371.13	25.80	143.00	683.23
65030 · Printing and Copying	375.00	375.00	375.00	375.00	1,500.00
65040 · Supplies	1,000.03	999.99	999.99	999.99	4,000.00
65050 · Telephone, Telecom	875.01	875.01	875.01	875.01	3,500.04
65060 · Internet Expense	875.01	875.01	875.01	875.01	3,500.04
65070 · Training and Development	500.15	499.95	499.95	499.95	2,000.00
65090 · Mgmt Suite Co-Work Upgrade	0.00	0.00	0.00	0.00	0.00
65000 · Operations - Other	0.00	0.00			0.00
Total 65000 · Operations	4,301.69	4,459.08	4,400.52	4,508.10	17,669.39

07/12/22

Accrual Basis

Approved 2022 Budget

July 2022 through June 2023

					TOTAL
	Jul -Sep 22	Oct- Dec 22	Jan - Mar 23	Apr-Jun 23	Jul '22 - Jun 23
65100 · Marketing Expense					
65120 · Graphic Arts Dev Fees			0.00	0.00	0.00
65121 · In Kind Lecture Series Expense		0.00	0.00	0.00	0.00
65160 · Special Event Expense		0.00	0.00	0.00	0.00
65165 · Meals and Entertainment		0.00	0.00	0.00	0.00
68330 · Entrepreneur Event Catering-L&L		0.00	0.00	0.00	0.00
65100 · Marketing Expense - Other		0.00	0.00	0.00	0.00
Total 65100 · Marketing Expense		0.00	0.00	0.00	0.00
65130 · Membership Expense		250.03	249.99	249.99	1,000.00
65140 · BSU Lecture Series Expense		0.00	0.00	0.00	0.00
66100 · Other Expenses		125.06	124.98	124.98	500.00
66900 · Reconciliation Discrepancies		0.00	0.00	0.00	0.00
68300 · Travel and Meetings					
68310 · Meeting/Conference Registration		250.03	249.99	249.99	1,000.00
68320 · Travel - Parking & Mileage		124.97	125.01	125.01	500.00
68300 · Travel and Meetings - Other		0.00	0.00	0.00	0.00
Total 68300 · Travel and Meetings		375.00	375.00	375.00	1,500.00
69000 · COE Expense		1,000,000.00	0.00	0.00	1,000,000.00
Total Expense		1,143,497.49	173,183.93	140,289.75	139,215.20
Net Income		6,677.98	-55,202.15	-9,507.93	74,365.37
					16,333.27

AUGUST 2022

CLIENT UPDATE

As of July 31, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies is attached. Information on the prospect pipeline is included in the Entrepreneurship Community Manager's Report below.

COUNSELING AND TRAINING

Dates	Training/Counseling/Events	Instructor/Company	Attendees
July 5	How to Write a Business Plan Session 1	Angie Duncanson/MWBC	3
July 11	Summer Lunch and Learn Series	Kellyann Few/BIC	41
July 19	Intro to Entrepreneurship	Angie Duncanson/MWBC	20
July 22	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	6
July 26	How to Write a Business Plan Session 2	Angie Duncanson/MWBC	1
July 28	Coffee & Connections	Angie Duncanson/MWBC	1
July 29	Growth Strategies Open Door	Kellyann Few/BIC	12
	MWBC Counseling	Angie Duncanson/MWBC	6
	PTAC Counseling	Richard Paden/PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	49
	Total		139

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

- Bowie BIC hosted "Open Door" sessions in June on business-to-business sales with sales coach and author Thomas Ellis, EWC Consultants. Mr. Ellis will be returning in July to host additional Sales Strategies Open Door.

CLIENT SERVICES

Status of Task Order Services Provided by Lisa Smith

Task	Status
Prepare and submit the final report to the City of Bowie on the BIC Operating grant for FY2022, which was due the week of July 18, and will trigger both the final grant payment of \$10,000.	COMPLETED. Final report submitted to the City of Bowie on 8/5/2022. Payment of \$10K is likely to be received by August 31. Requested that C. Clark pick up check at City Hall, given BSU mail service.
Zoom meeting with Dane Moist/Capital One and C. Clark scheduled on 8/12 to review preparation of final application for the \$40k grant to partially fund the Bowie BIC Fall 2022 8(a) Accelerator Program.	Draft program goals and outputs prepared, for call on 8/12, as well as draft budget.
Preparing and submitting Bowie BIC grant funding applications/proposals for Fall 2022 to: • M&T Foundation • PilieroMazza • Amazon	• Draft Application for M&T Bank Foundation nearly complete. Call with J. Halley/M&T 8/12 to discuss application prior to submission. • Preparing Contributing Partner proposal for S. Miller/PilieroMazza. • Call scheduled with P. Phillipi /Amazon 8/18
Review proposed edits requested by Nolan Mackenzie (NM) to its \$10,000 consulting contract, plus schedule changes. Recommend to the Bowie BIC Chair any modifications needed to execute a \$10K consulting agreement with NM.	COMPLETED. Contract review with NM on 8/8 and recommendations submitted to Bowie BIC Chair on 8/8

Entrepreneurship Community Management (ECM) Performance Report, July 2022

During this period of performance, the ECM has identified and qualified small businesses for the BBIC Accelerator Affiliate program. The activities included the following.

- Identified and pitched City of Bowie Businesses: 37 + 11 (via July 11 BBIC Summer

- Lunch & Learn and Open Doors)
- Growth Strategy Meeting: 11 (via BBIC Open Doors-Growth Session)
- Businesses indicated an interest in BBIC Affiliate: 5 (Vocalwater (product), Tekremedy (marketing), Laugh House (services), Berenice (services), ProcessForFuture (IT)).
- Strategic Partnership: 7 businesses referred to FSC First, Level Up Launch Camp Program (July 18th)

Evaluated existing Bowie BIC programming, and it has been determined that the ECM must identify resources to support Affiliate offerings justifying the \$300/month cost to members.

Current BBIC Accelerator Affiliate Program Services:

- Open Door Sessions and Lunch & Learns are free services provided by BBIC to emerging businesses. This service is a BBIC capture strategy, through outreach & recruitment
- Workspace @ BSU Entrepreneurship Living Learning Community
- 5 growth strategy sessions/month by Entrepreneur In Residence (KFew)
- 5-month Wealth Education seminar (hosted free by First Financial Security (Aug-Dec 2022) | Programming not approved by Bowie BIC leadership - Working with FFS directly with City of Bowie businesses.
- Regional Referral Support for government, technology, and women-owned

businesses Proposal BBIC Accelerator Affiliate Program Services:

- 4-month GrowthWheel Coaching (onboard a BBIC Entrepreneur In Residence (KFew))
- Quarterly Think Tank to support industry targeting and business development
- Quarterly Professional Pitch networking events

Bowie BIC leadership to provide planning, programming, budgeting, and implementation management oversight to develop the Accelerator.

July Events

1. Bowie BIC Lunch & Learn sponsored by First Financial Security (Lisa Alexander) on July 11, 2022, 11:30 am-1:30 pm in person at Bowie Business Innovation Center. Educate businesses on how to utilize financial knowledge to grow small businesses. Hosted by a team of wealth management professionals who service business executives with annual revenue above \$5M.
2. Business Growth Strategies Open Door One-on-One July 29, 2022, 10:30 am to 3:30 pm In Person at the Bowie Business Innovation Center. One-on-One with entrepreneurs and growth- stage companies who have questions about

accelerating their businesses. Hosted by Kellyann Few, Executive Business Coach and Bowie BIC Entrepreneurship Community Management/Entrepreneur In Resident, Priority will be given to entrepreneurs located in the City of Bowie business community.

ADMINISTRATION AND OPERATIONS

- The new Executive Director for the Bowie BIC, June Evans, accepted the position on July 19, 2022, and will begin on September 19, 2022 (signed letter attached). An announcement and roll out strategy will be forthcoming.
- The signed contract for NorthStar Innovation Partners to perform task order-based services through December 31, 2022, is attached.
- The signed contract for Nolan Mackenzie to work on the Fall 8(a) Accelerator Program is attached. There is one outstanding \$10K contract with Nolan Mackenzie which is still being negotiated with the assistance of Ms. Smith.
- Funding from the Prince George's County Council for FY2022 was received on August 3, 2022 and will be reflected in the August financials.
- There is nothing new to report on the SBA grant. With a September deadline to award, we should be hearing from them soon.

SEPTEMBER 2022

CLIENT UPDATE

As of August 31, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies is attached. Information on the prospect pipeline is included in the Entrepreneurship Community Manager's Report below.

COUNSELING AND TRAINING

Dates	Training/Counseling/Events	Instructor/Company	Attendees
Aug 2	QuickBooks/Bookkeeping Open Door	Donna Bryant/D. Bryant Consulting	15

Aug 17	Accounting Open Door	Jamie Lewis/CLA	4
Aug 25	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	6
Aug 30	Growth Strategy Open Door	Kellyann Few/Bowie BIC	7
	MWBC Counseling	Angie Duncanson/MWBC	20
	PTAC Counseling	Richard Paden/PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	80
	Total		132

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

- Bowie BIC hosted "Open Door" sessions in August on business-to-business sales, accounting, QuickBooks and growth strategy.

CLIENT SERVICES

North Star Innovation Partners in August 2022

City of Bowie final FY2022 Grant Quarterly Report prepared and submitted 8/5/2022. \$10K payment received from the City of Bowie 8/25/22.

Calls with Nolan Mackenzie to finalize contract to manage the Fall 2022 8(a) Accelerator program. Updates recommended and \$40K contract executed by Bowie BIC 8/16/2022.

Zoom meeting with Capital One on 8/15/2022 re: Fall 2022 8(a) Accelerator Program sponsorship. Capital One increased current \$40K funding by \$10K to \$50K for Fall 2022 8(a) Accelerator. 11-month 8(a) Accelerator Program Report for Fall 2021 prepared and submitted 8/19/2022 to Capital One. Grant application for Fall 2022 8(a) Accelerator for \$50K submitted 8/25/2022.

Telephone conversation with EzGovOpps on 8/11/2022 requesting new \$3K 8(a) Accelerator sponsorship. \$3K sponsorship invoiced by Bowie BIC 8/15/2022.

Telephone conversations with PilieroMazza on 8/15/2022 led to a Contributing Partner Proposal for \$2,000 submitted to PilieroMazza 8/25/2022. Decision anticipated 9/16/2022.

Telephone conversation 8/18/2022 with Amazon re: their Bowie BIC program engagement and sponsorship in FY2023. Amazon plans to increase FY2022 funding of \$25K by an additional \$10K to \$25K in FY2023.

Amazon is interested in continued InnovateBOWIE! sponsorship and sponsoring Bowie BIC's "Entrepreneur Open Mike Night" during Global Entrepreneurship Week in November. Decision on final FY2023 funding amount anticipated November 1, 2022.

Calls with M&T Bank re: \$10K foundation grant proposal and employee recommendations to support the application. Proposed Bowie BIC Non-Discrimination Policy needed for grant is drafted by North Star, reviewed by PilieroMazza, and approved by Bowie BIC Board 8/12/2022. Grant application submitted 8/26/2022.

Decision anticipated by September 30.

Task Order Services financial and development results in August 2022:

- \$10,000 in operating funds from City of Bowe grant received by Bowie BIC
- \$15,000 in new funding approved/invoiced/requested for 8(a) Accelerator Program (Capital One, EzGovOps and PilieroMazza) with receipt anticipated by September 30, 2022
- \$10,000 grant application submitted for expanded GovCon Connection program with M&T Bank. Decision anticipated by October 31, 2022
- \$10,000-\$25,000 in additional Amazon sponsorship under consideration; decision by November 30, 2022.

Entrepreneurship Community Management (ECM) Performance Report, August 2022

The goal is to develop the Bowie BIC accelerator program, introducing support in the form of workspace, education, mentorship, and strategic engagement. The three areas of service include 1) Expansion Outreach & Recruitment, 2) Business Coaching of resident & affiliate clients, and 3) Strategic Engagement of Bowie Partners. During this period of performance, the ECM has identified and qualified small businesses for the BBIC Accelerator Affiliate program. The activities included the following:

Marketing w/ Thomas Ellis (8/25/22)

Growth Strategies w/ Kellyann Few

(8/30/22) Jermaine Dent (Referral from

FSC First, Level Up)

Donovan Oubre (Referral from Mayor

Adams)

Chelsea Calhoun

Tamika Chance

Musharaf Rashid

Businesses indicated an interest in BBIC Affiliate: 2 | Donovan Oubre and Chelsea Calhoun

Strategic Partnership: 1 business referred to Women's Business Center | Naa Nyanin (budget-conscious business)

Good News: The Board of Directors has hired a new Executive Director and onboarding will begin in September 2022. In the meantime, the ECM was instructed to meet with regional business leaders until the direction for BBIC programming is designed and developed by leadership.

Evaluated existing Bowie BIC programming, and it has been determined that the ECM must identify resources to support Affiliate offerings justifying the \$300/month cost to members.

Current BBIC Accelerator Affiliate Program Services:

- Open Door Sessions and Lunch & Learns are free services provided by BBIC to emerging businesses. This service is a BBIC capture strategy, through outreach & recruitment
- Workspace @ BSU Entrepreneurship Living Learning Community
- 5 growth strategy sessions/month by Entrepreneur In Residence (KFew)
- 5-month Wealth Education seminar (hosted free by First Financial Security (Aug-Dec 2022) | Programming not approved by Bowie BIC leadership - Working with FFS directly with City of Bowie businesses.
- Regional Referral Support for government, technology, and women-owned

businesses Proposal BBIC Accelerator Affiliate Program Services:

- 4-month GrowthWheel Coaching (onboard a BBIC Entrepreneur In Residence (KFew))
- Quarterly Think Tank to support industry targeting and business development
- Quarterly Professional Pitch networking events

Bowie BIC leadership to provide planning, programming, budgeting, and implementation management oversight to develop the Accelerator.

*****August Events:

1. Business Growth Strategies Open Door One-on-One August 30, 2022, 10:30 am to 3:30 pm In Person at the Bowie Business Innovation Center. One-on-One with entrepreneurs and growth- stage companies who have questions about accelerating their businesses. Hosted by Kellyann Few, Executive Business Coach and Bowie BIC Entrepreneurship Community Management/Entrepreneur In Resident, Priority will be given to entrepreneurs located in the City of Bowie business community.
2. Attended Financial Workshop sponsored by First Financial Security (Lisa Alexander) for City of Bowie businesses | August 31, 2022
3. Participated in Bowie BIC summer networking outing (Crab Fest) | August 24, 2022)
4. Observed meeting with Bowie BIC leadership w/ Women Business Center and Secretary Rhee's staffers (Oct 13th showcase event) | August 29, 2022

ADMINISTRATION AND OPERATIONS

- Bowie BIC, MWBC and BSU will host Secretary Rhee on October 13th from 2:00 pm to 3:30 pm. The Secretary has requested to meet with Bowie business owners and tour the ELLC facilities. Preparations for this meeting are being made.
- Bowie BIC held its annual Lazy Day of Summer event on August 24th.
- Bowie BIC was closed on September 5, 2022, in observation of the Labor Day holiday.

Bowie BIC most IRS Form 990

The Bowie BIC is in the process of filing the IRS Form 990.

Financial statement for June 30, 2022

Bowie Business Innovation Center (Bowie BIC)

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · WesBanco Money Market	237,451
10001 · WesBanco Checking	69,971
Total Checking/Savings	307,422
Accounts Receivable	
11000 · Accounts Receivable	-2,025
Total Accounts Receivable	-2,025
Total Current Assets	305,397
Fixed Assets	
15000 · Furniture and Equipment	15,128
15010 · Accum Depreciation - Furn & Fix	-12,890
Total Fixed Assets	2,238
Other Assets	
18700 · Security Deposits Asset	1,325
Total Other Assets	1,325
TOTAL ASSETS	308,960
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
22000 · WesBanco Credit Card 9119 LS	-3,497
22001 · WesBanco Credit Card 9135 CC	5,390
Total Credit Cards	1,893
Other Current Liabilities	
21000 · BSU Accrued Rent Payable	40,899
26500 · Tenant Security Deposit	5,245
Total Other Current Liabilities	46,144
Total Current Liabilities	48,037
Long Term Liabilities	
26600 · Advance Affiliate Fee	1,785
Total Long Term Liabilities	1,785
Total Liabilities	49,822
Equity	
32000 · Unrestricted Net Assets	294,755
Net Income	-35,617
Total Equity	259,138
TOTAL LIABILITIES & EQUITY	308,960

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
Income	
43400 · Direct Public Support	
43405 · Government Grants	
43415 · City of Bowie	180,121.35
Total 43405 · Government Grants	180,121.35
Total 43400 · Direct Public Support	180,121.35
43500 · Direct Corporate Sponsorship	90,000.00
45000 · Investments	
45030 · Interest-Savings	142.84
Total 45000 · Investments	142.84
45200 · Other Client Fees	12,640.00
45500 · Tenant Rental Income	25,650.00
45510 · Affiliate Client Fees	22,380.00
Total Income	330,934.19
Gross Profit	330,934.19
Expense	
60500 · Gen. & Administrative Expenses	
60550 · Management Fees - Exe Dir	119,664.67
60555 · Program Salaries	2,459.85
60600 · Administrative Salaries	
60601 · Worker's Compensation Insurance	1,011.00
60602 · Student Entrepreneurship/Intern	900.00
60600 · Administrative Salaries - Other	64,990.65
Total 60600 · Administrative Salaries	66,901.65
60650 · Health Insurance	2,648.70
60700 · Payroll Expenses	
60725 · Payroll Fees	180.00
60750 · FICA/Social Security	5,034.73
60800 · SUTA	524.21
60825 · FUTA	49.26
Total 60700 · Payroll Expenses	5,788.20
60900 · Business Expenses	701.37
62141 · Professional Fees	
62142 · Accounting Fees	2,525.00
Total 62141 · Professional Fees	2,525.00
Total 60500 · Gen. & Administrative Expenses	200,689.44
62700 · Contract Services	70,565.90
62800 · Facilities and Equipment	
62810 · Depr and Amort - Allowable	1,167.12
62840 · Equip Rental and Maintenance	7,891.13
62845 · Computer/Equipment Install Svcs	4,565.69
62871 · Liability Insurance	1,424.00
62890 · Rent	42,488.63
62900 · Parking	1,173.00
62800 · Facilities and Equipment - Other	150.00

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
Total 62800 · Facilities and Equipment	58,859.57
62860 · Software licenses expense	378.17
62880 · Website	3,115.96
65000 · Operations	
65010 · Books, Subscriptions, Reference	2,552.17
65020 · Postage, Mailing Service	354.48
65030 · Printing and Copying	177.52
65040 · Supplies	4,974.22
65050 · Telephone, Telecom	2,515.11
65060 · Internet Expense	3,653.40
Total 65000 · Operations	14,226.90
65100 · Marketing Expense	
65160 · Special Event Expense	5,474.95
65165 · Meals and Entertainment	610.54
65100 · Marketing Expense - Other	9,086.40
Total 65100 · Marketing Expense	15,171.89
65130 · Membership Expense	175.00
66100 · Other Expenses	1,406.08
68300 · Travel and Meetings	
68310 · Meeting/Conference Registration	1,477.00
68320 · Travel - Parking & Mileage	403.29
68300 · Travel and Meetings - Other	82.17
Total 68300 · Travel and Meetings	1,962.46
Total Expense	366,551.37
Net Income	-35,617.18

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget Overview
July 2021 through June 2022

	<u>Jul 21</u>	<u>Aug 21</u>	<u>Sep 21</u>	<u>Oct 21</u>
Income				
43400 · Direct Public Support				
43405 · Government Grants				
43410 · Prince George's County	0	0	0	0
43415 · City of Bowie	25,000	20,000	20,000	25,000
43450 · State/Other	0	0	0	0
Total 43405 · Government Grants	<u>25,000</u>	<u>20,000</u>	<u>20,000</u>	<u>25,000</u>
Total 43400 · Direct Public Support	<u>25,000</u>	<u>20,000</u>	<u>20,000</u>	<u>25,000</u>
43500 · Direct Corporate Sponsorship	0	0	10,000	40,000
44300 · Rent Relief	0	0	0	0
45000 · Investments				
45030 · Interest-Savings	20	19	16	16
45000 · Investments - Other				
Total 45000 · Investments	<u>20</u>	<u>19</u>	<u>16</u>	<u>16</u>
45200 · Other Client Fees	0	0	0	0
45500 · Tenant Rental Income	1,200	2,100	2,100	2,100
45510 · Affiliate Client Fees	1,850	1,850	1,850	2,150
45515 · 8(a) Program Fees	0	0	19,875	0
45520 · Client Parking Fee Income				
45530 · Event Sponsorships	0	0	0	0
47200 · Other Program Income				
47220 · Lunch and Learn Sponsorship	0	0	0	0
47240 · Client Application Fee	0	0	0	50
47250 · Printing & Copying Fees	0	0	0	0
47260 · Client Postage and Misc Fees	0	0	0	0
47200 · Other Program Income - Other	0	0	0	0
Total 47200 · Other Program Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>50</u>
48000 · COE Revenue				
49000 · COE Cost Recovery				
Total Income	<u>28,070</u>	<u>23,969</u>	<u>53,841</u>	<u>69,316</u>
Cost of Goods Sold				
50000 · Cost of Goods Sold	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total COGS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Gross Profit	<u>28,070</u>	<u>23,969</u>	<u>53,841</u>	<u>69,316</u>
Expense				
60500 · Gen. & Administrative Expenses				
60550 · Management Fees - Exe Dir	9,694	9,694	9,694	9,694
60555 · Program Salaries	3,333	3,333	3,333	3,333
60556 · Admin Support Salaries				
60600 · Administrative Salaries				
60601 · Worker's Compensation Insurance	270	0	0	0
60602 · Student Entrepreneurship/Intern	417	417	417	417
60600 · Administrative Salaries - Other	4,976	4,976	4,976	4,976
Total 60600 · Administrative Salaries	<u>5,663</u>	<u>5,393</u>	<u>5,393</u>	<u>5,393</u>

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	Jul 21	Aug 21	Sep 21	Oct 21
60650 · Health Insurance	705	705	705	705
60660 · Employee Benefits				
60700 · Payroll Expenses				
60725 · Payroll Fees	20	30	30	40
60750 · FICA/Social Security	500	500	500	500
60775 · Medicare				
60800 · SUTA	267	267	267	267
60825 · FUTA	40	40	40	40
60700 · Payroll Expenses - Other	0	0	0	0
Total 60700 · Payroll Expenses	827	837	837	847
60900 · Business Expenses				
60920 · Business Registration Fees	0	0	0	0
60900 · Business Expenses - Other	0	0	0	0
Total 60900 · Business Expenses	0	0	0	0
61125 · Services Beyond Scope	0	0	0	0
61150 · Management Fees - Office Mgr	0	0	0	0
62141 · Professional Fees				
62142 · Accounting Fees	0	0	0	2,500
62143 · Legal Fees	0	0	0	0
62141 · Professional Fees - Other	0	0	0	0
Total 62141 · Professional Fees	0	0	0	2,500
60500 · Gen. & Administrative Expenses - Other	0	0	0	0
Total 60500 · Gen. & Administrative Expenses	20,222	19,962	19,962	22,472
62145 · Bad Debt Expense	0	0	0	0
62155 · BSU EIC Activity Support	0	0	750	0
62700 · Contract Services	0	21,000	11,500	11,500
62800 · Facilities and Equipment				
62810 · Depr and Amort - Allowable	97	97	97	97
62830 · Donated Facilities	0	0	0	0
62840 · Equip Rental and Maintenance	417	417	417	417
62845 · Computer/Equipment Install Svcs	417	417	417	417
62850 · Office Equipment	0	3,000	0	0
62870 · Property Insurance	0	0	0	0
62871 · Liability Insurance	1,334	0	0	0
62890 · Rent	0	4,778	4,778	4,778
62900 · Parking	0	0	300	0
62910 · Facilities - key acquisition	0	0	0	0
62800 · Facilities and Equipment - Other	0	0	0	0
Total 62800 · Facilities and Equipment	2,265	8,709	6,009	5,709
62860 · Software licenses expense	180	500	0	0
62880 · Website	83	83	83	83
65000 · Operations				
65010 · Books, Subscriptions, Reference	204	109	208	109
65020 · Postage, Mailing Service	0	38	59	0

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	<u>Jul 21</u>	<u>Aug 21</u>	<u>Sep 21</u>	<u>Oct 21</u>
65030 · Printing and Copying	0	1,000	1,000	0
65040 · Supplies	300	300	300	300
65050 · Telephone, Telecom	583	583	583	583
65060 · Internet Expense	250	250	250	250
65070 · Training and Development	0	0	0	0
65090 · Mgmt Suite Co-Work Upgrade	0	0	0	0
65000 · Operations - Other	0	0	0	0
Total 65000 · Operations	1,337	2,280	2,400	1,242
65100 · Marketing Expense				
65120 · Graphic Arts Dev Fees	0	0	0	0
65121 · In Kind Lecture Series Expense	0	0	0	0
65160 · Special Event Expense	0	500	500	450
65165 · Meals and Entertainment	167	167	167	167
68330 · Entrepreneur Event Catering-L&L	0	0	0	0
65100 · Marketing Expense - Other	0	0	0	0
Total 65100 · Marketing Expense	167	667	667	617
65130 · Membership Expense	0	0	0	0
65140 · BSU Lecture Series Expense	0	0	0	0
66100 · Other Expenses	167	167	167	167
66900 · Reconciliation Discrepancies	0	0	0	0
68300 · Travel and Meetings				
68310 · Meeting/Conference Registration	150	150	150	150
68320 · Travel - Parking & Mileage	50	50	50	50
68300 · Travel and Meetings - Other	0	0	0	0
Total 68300 · Travel and Meetings	200	200	200	200
69000 · COE Expense				
Total Expense	24,621	53,568	41,738	41,990
Net Income	<u>3,449</u>	<u>-29,599</u>	<u>12,103</u>	<u>27,326</u>

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	Nov 21	Dec 21	Jan 22	Feb 22
Income				
43400 · Direct Public Support				
43405 · Government Grants				
43410 · Prince George's County	0	0	0	0
43415 · City of Bowie	0	0	30,000	0
43450 · State/Other	0	0	0	0
Total 43405 · Government Grants	0	0	30,000	0
Total 43400 · Direct Public Support	0	0	30,000	0
43500 · Direct Corporate Sponsorship	0	0	0	0
44300 · Rent Relief	0	0	0	0
45000 · Investments				
45030 · Interest-Savings	15	16	16	11
45000 · Investments - Other			0	0
Total 45000 · Investments	15	16	16	11
45200 · Other Client Fees	0	0	0	0
45500 · Tenant Rental Income	2,100	2,100	2,100	2,100
45510 · Affiliate Client Fees	3,050	3,950	4,850	5,750
45515 · 8(a) Program Fees	0	0	0	0
45520 · Client Parking Fee Income			0	0
45530 · Event Sponsorships	0	0	0	0
47200 · Other Program Income				
47220 · Lunch and Learn Sponsorship	0	0	0	0
47240 · Client Application Fee	0	0	50	0
47250 · Printing & Copying Fees	0	0	0	0
47260 · Client Postage and Misc Fees	0	0	0	0
47200 · Other Program Income - Other	0	0	0	0
Total 47200 · Other Program Income	0	0	50	0
48000 · COE Revenue			0	0
49000 · COE Cost Recovery			0	0
Total Income	5,165	6,066	37,016	7,861
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0
Total COGS	0	0	0	0
Gross Profit	5,165	6,066	37,016	7,861
Expense				
60500 · Gen. & Administrative Expenses				
60550 · Management Fees - Exe Dir	10,261	10,261	10,261	10,261
60555 · Program Salaries	3,333	3,333	3,333	3,333
60556 · Admin Support Salaries			0	0
60600 · Administrative Salaries				
60601 · Worker's Compensation Insurance	0	0	0	0
60602 · Student Entrepreneurship/Intern	417	417	417	417
60600 · Administrative Salaries - Other	7,464	4,976	4,976	4,976
Total 60600 · Administrative Salaries	7,881	5,393	5,393	5,393

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	Nov 21	Dec 21	Jan 22	Feb 22
60650 · Health Insurance	705	705	705	705
60660 · Employee Benefits			0	0
60700 · Payroll Expenses				
60725 · Payroll Fees	55	30	30	40
60750 · FICA/Social Security	500	500	500	500
60775 · Medicare			0	0
60800 · SUTA	267	267	267	267
60825 · FUTA	40	40	40	40
60700 · Payroll Expenses - Other	0	0	0	0
Total 60700 · Payroll Expenses	862	837	837	847
60900 · Business Expenses				
60920 · Business Registration Fees	200	0	0	0
60900 · Business Expenses - Other	0	0	0	0
Total 60900 · Business Expenses	200	0	0	0
61125 · Services Beyond Scope	0	0	0	0
61150 · Management Fees - Office Mgr	0	0	0	0
62141 · Professional Fees				
62142 · Accounting Fees	0	0	0	0
62143 · Legal Fees	0	0	0	0
62141 · Professional Fees - Other	0	0	0	0
Total 62141 · Professional Fees	0	0	0	0
60500 · Gen. & Administrative Expenses - Other	0	0	0	0
Total 60500 · Gen. & Administrative Expenses	23,242	20,529	20,529	20,539
62145 · Bad Debt Expense	0	0	0	0
62155 · BSU EIC Activity Support	750	0	0	250
62700 · Contract Services	11,500	11,500	13,000	13,000
62800 · Facilities and Equipment				
62810 · Depr and Amort - Allowable	97	97	97	97
62830 · Donated Facilities	0	0	0	0
62840 · Equip Rental and Maintenance	417	417	417	417
62845 · Computer/Equipment Install Svcs	417	417	417	417
62850 · Office Equipment	0	0	0	0
62870 · Property Insurance	0	0	0	0
62871 · Liability Insurance	0	0	0	0
62890 · Rent	4,778	4,778	4,778	4,778
62900 · Parking	0	0	0	0
62910 · Facilities - key acquisition	0	0	0	0
62800 · Facilities and Equipment - Other	0	0	0	0
Total 62800 · Facilities and Equipment	5,709	5,709	5,709	5,709
62860 · Software licenses expense	0	0	0	0
62880 · Website	83	83	83	83
65000 · Operations				
65010 · Books, Subscriptions, Reference	493	109	110	75
65020 · Postage, Mailing Service	0	44	0	22

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	Nov 21	Dec 21	Jan 22	Feb 22
65030 · Printing and Copying	0	0	0	250
65040 · Supplies	300	300	300	300
65050 · Telephone, Telecom	583	583	583	583
65060 · Internet Expense	250	250	250	250
65070 · Training and Development	0	0	0	0
65090 · Mgmt Suite Co-Work Upgrade	0	0	0	0
65000 · Operations - Other	0	0	0	0
Total 65000 · Operations	1,626	1,286	1,243	1,480
65100 · Marketing Expense				
65120 · Graphic Arts Dev Fees	0	0	0	0
65121 · In Kind Lecture Series Expense	0	0	0	0
65160 · Special Event Expense	450	400	0	500
65165 · Meals and Entertainment	167	167	167	167
68330 · Entrepreneur Event Catering-L&L	0	0	0	0
65100 · Marketing Expense - Other	0	0	0	0
Total 65100 · Marketing Expense	617	567	167	667
65130 · Membership Expense	0	0	375	525
65140 · BSU Lecture Series Expense	0	0	0	0
66100 · Other Expenses	167	167	167	167
66900 · Reconciliation Discrepancies	0	0	0	0
68300 · Travel and Meetings				
68310 · Meeting/Conference Registration	150	150	150	150
68320 · Travel - Parking & Mileage	50	50	50	50
68300 · Travel and Meetings - Other	0	0	0	0
Total 68300 · Travel and Meetings	200	200	200	200
69000 · COE Expense			0	0
Total Expense	43,894	40,041	41,473	42,620
Net Income	-38,729	-33,975	-4,457	-34,759

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	Mar 22	Apr 22	May 22	Jun 22
Income				
43400 · Direct Public Support				
43405 · Government Grants				
43410 · Prince George's County	0	0	0	100,000
43415 · City of Bowie	0	30,000	0	30,000
43450 · State/Other	0	0	0	0
Total 43405 · Government Grants	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>130,000</u>
Total 43400 · Direct Public Support	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>130,000</u>
43500 · Direct Corporate Sponsorship	0	10,000	0	0
44300 · Rent Relief	0	0	0	0
45000 · Investments				
45030 · Interest-Savings	0	4	13	5
45000 · Investments - Other	0	0	0	0
Total 45000 · Investments	<u>0</u>	<u>4</u>	<u>13</u>	<u>5</u>
45200 · Other Client Fees	0	0	0	0
45500 · Tenant Rental Income	2,100	2,100	2,100	2,100
45510 · Affiliate Client Fees	6,650	7,550	8,450	9,350
45515 · 8(a) Program Fees	0	19,875	0	0
45520 · Client Parking Fee Income	0	0	0	0
45530 · Event Sponsorships	0	0	0	0
47200 · Other Program Income				
47220 · Lunch and Learn Sponsorship	0	0	0	0
47240 · Client Application Fee	0	0	0	0
47250 · Printing & Copying Fees	0	0	0	0
47260 · Client Postage and Misc Fees	0	0	0	0
47200 · Other Program Income - Other	0	0	0	0
Total 47200 · Other Program Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
48000 · COE Revenue	0	0	0	0
49000 · COE Cost Recovery	0	0	0	0
Total Income	<u>8,750</u>	<u>69,529</u>	<u>10,563</u>	<u>141,455</u>
Cost of Goods Sold				
50000 · Cost of Goods Sold	0	0	0	0
Total COGS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Gross Profit	<u>8,750</u>	<u>69,529</u>	<u>10,563</u>	<u>141,455</u>
Expense				
60500 · Gen. & Administrative Expenses				
60550 · Management Fees - Exe Dir	10,261	10,261	10,261	10,261
60555 · Program Salaries	3,333	3,333	3,333	3,333
60556 · Admin Support Salaries	0	0	0	0
60600 · Administrative Salaries				
60601 · Worker's Compensation Insurance	0	0	0	0
60602 · Student Entrepreneurship/Intern	417	417	417	417
60600 · Administrative Salaries - Other	4,976	7,464	4,976	4,976
Total 60600 · Administrative Salaries	<u>5,393</u>	<u>7,881</u>	<u>5,393</u>	<u>5,393</u>

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	Mar 22	Apr 22	May 22	Jun 22
60650 · Health Insurance	705	705	705	705
60660 · Employee Benefits	0	0	0	0
60700 · Payroll Expenses				
60725 · Payroll Fees	30	55	30	30
60750 · FICA/Social Security	500	500	500	500
60775 · Medicare	0	0	0	0
60800 · SUTA	267	267	267	267
60825 · FUTA	40	40	40	40
60700 · Payroll Expenses - Other	0	0	0	0
Total 60700 · Payroll Expenses	837	862	837	837
60900 · Business Expenses				
60920 · Business Registration Fees	0	0	300	0
60900 · Business Expenses - Other	0	0	0	0
Total 60900 · Business Expenses	0	0	300	0
61125 · Services Beyond Scope	0	0	0	0
61150 · Management Fees - Office Mgr	0	0	0	0
62141 · Professional Fees				
62142 · Accounting Fees	0	0	0	0
62143 · Legal Fees	0	0	0	0
62141 · Professional Fees - Other	0	0	0	0
Total 62141 · Professional Fees	0	0	0	0
60500 · Gen. & Administrative Expenses - Other	0	0	0	0
Total 60500 · Gen. & Administrative Expenses	20,529	23,042	20,829	20,529
62145 · Bad Debt Expense	0	0	0	0
62155 · BSU EIC Activity Support	0	250	0	0
62700 · Contract Services	13,000	13,000	5,500	5,500
62800 · Facilities and Equipment				
62810 · Depr and Amort - Allowable	97	97	97	97
62830 · Donated Facilities	0	0	0	0
62840 · Equip Rental and Maintenance	417	417	417	417
62845 · Computer/Equipment Install Svcs	417	417	417	417
62850 · Office Equipment	0	0	0	0
62870 · Property Insurance	0	0	0	0
62871 · Liability Insurance	0	0	0	0
62890 · Rent	4,778	4,778	4,778	4,778
62900 · Parking	0	0	0	0
62910 · Facilities - key acquisition	0	0	0	0
62800 · Facilities and Equipment - Other	0	0	0	0
Total 62800 · Facilities and Equipment	5,709	5,709	5,709	5,709
62860 · Software licenses expense	99	0	0	0
62880 · Website	83	83	83	83
65000 · Operations				
65010 · Books, Subscriptions, Reference	564	133	61	251
65020 · Postage, Mailing Service	0	0	0	0

Bowie Business Innovation Center (Bowie BIC)
Profit & Loss Budget Overview
July 2021 through June 2022

	<u>Mar 22</u>	<u>Apr 22</u>	<u>May 22</u>	<u>Jun 22</u>
65030 · Printing and Copying	0	250	0	0
65040 · Supplies	300	300	300	300
65050 · Telephone, Telecom	583	583	583	583
65060 · Internet Expense	250	250	250	250
65070 · Training and Development	1,000	0	0	1,000
65090 · Mgmt Suite Co-Work Upgrade	0	0	0	0
65000 · Operations - Other	0	0	0	0
Total 65000 · Operations	2,697	1,516	1,194	2,384
65100 · Marketing Expense				
65120 · Graphic Arts Dev Fees	0	0	0	0
65121 · In Kind Lecture Series Expense	0	0	0	0
65160 · Special Event Expense	400	10,300	500	0
65165 · Meals and Entertainment	167	167	167	167
68330 · Entrepreneur Event Catering-L&L	0	0	0	0
65100 · Marketing Expense - Other	0	0	0	0
Total 65100 · Marketing Expense	567	10,467	667	167
65130 · Membership Expense	350	0	250	0
65140 · BSU Lecture Series Expense	0	0	0	0
66100 · Other Expenses	167	167	167	167
66900 · Reconciliation Discrepancies	0	0	0	0
68300 · Travel and Meetings				
68310 · Meeting/Conference Registration	150	150	150	150
68320 · Travel - Parking & Mileage	50	50	50	50
68300 · Travel and Meetings - Other	0	0	0	0
Total 68300 · Travel and Meetings	200	200	200	200
69000 · COE Expense	0	0	0	0
Total Expense	43,401	54,434	34,599	34,739
Net Income	<u>-34,651</u>	<u>15,095</u>	<u>-24,036</u>	<u>106,716</u>

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	TOTAL
	Jul '21 - Jun 22
Income	
43400 · Direct Public Support	
43405 · Government Grants	
43410 · Prince George's County	100,000
43415 · City of Bowie	180,000
43450 · State/Other	0
Total 43405 · Government Grants	280,000
Total 43400 · Direct Public Support	280,000
43500 · Direct Corporate Sponsorship	60,000
44300 · Rent Relief	0
45000 · Investments	
45030 · Interest-Savings	151
45000 · Investments - Other	0
Total 45000 · Investments	151
45200 · Other Client Fees	0
45500 · Tenant Rental Income	24,300
45510 · Affiliate Client Fees	57,300
45515 · 8(a) Program Fees	39,750
45520 · Client Parking Fee Income	0
45530 · Event Sponsorships	0
47200 · Other Program Income	
47220 · Lunch and Learn Sponsorship	0
47240 · Client Application Fee	100
47250 · Printing & Copying Fees	0
47260 · Client Postage and Misc Fees	0
47200 · Other Program Income - Other	0
Total 47200 · Other Program Income	100
48000 · COE Revenue	0
49000 · COE Cost Recovery	0
Total Income	461,601
Cost of Goods Sold	
50000 · Cost of Goods Sold	0
Total COGS	0
Gross Profit	461,601
Expense	
60500 · Gen. & Administrative Expenses	
60550 · Management Fees - Exe Dir	120,864
60555 · Program Salaries	39,996
60556 · Admin Support Salaries	0
60600 · Administrative Salaries	
60601 · Worker's Compensation Insurance	270
60602 · Student Entrepreneurship/Intern	5,004
60600 · Administrative Salaries - Other	64,688
Total 60600 · Administrative Salaries	69,962

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	TOTAL
	Jul '21 - Jun 22
60650 · Health Insurance	8,460
60660 · Employee Benefits	0
60700 · Payroll Expenses	
60725 · Payroll Fees	420
60750 · FICA/Social Security	6,000
60775 · Medicare	0
60800 · SUTA	3,204
60825 · FUTA	480
60700 · Payroll Expenses - Other	0
Total 60700 · Payroll Expenses	10,104
60900 · Business Expenses	
60920 · Business Registration Fees	500
60900 · Business Expenses - Other	0
Total 60900 · Business Expenses	500
61125 · Services Beyond Scope	0
61150 · Management Fees - Office Mgr	0
62141 · Professional Fees	
62142 · Accounting Fees	2,500
62143 · Legal Fees	0
62141 · Professional Fees - Other	0
Total 62141 · Professional Fees	2,500
60500 · Gen. & Administrative Expenses - Other	0
Total 60500 · Gen. & Administrative Expenses	252,386
62145 · Bad Debt Expense	0
62155 · BSU EIC Activity Support	2,000
62700 · Contract Services	130,000
62800 · Facilities and Equipment	
62810 · Depr and Amort - Allowable	1,164
62830 · Donated Facilities	0
62840 · Equip Rental and Maintenance	5,004
62845 · Computer/Equipment Install Svcs	5,004
62850 · Office Equipment	3,000
62870 · Property Insurance	0
62871 · Liability Insurance	1,334
62890 · Rent	52,558
62900 · Parking	300
62910 · Facilities - key acquisition	0
62800 · Facilities and Equipment - Other	0
Total 62800 · Facilities and Equipment	68,364
62860 · Software licenses expense	779
62880 · Website	996
65000 · Operations	
65010 · Books, Subscriptions, Reference	2,426
65020 · Postage, Mailing Service	163

Bowie Business Innovation Center (Bowie BIC)

Profit & Loss Budget Overview

July 2021 through June 2022

	TOTAL
	Jul '21 - Jun 22
65030 · Printing and Copying	2,500
65040 · Supplies	3,600
65050 · Telephone, Telecom	6,996
65060 · Internet Expense	3,000
65070 · Training and Development	2,000
65090 · Mgmt Suite Co-Work Upgrade	0
65000 · Operations - Other	0
Total 65000 · Operations	20,685
65100 · Marketing Expense	
65120 · Graphic Arts Dev Fees	0
65121 · In Kind Lecture Series Expense	0
65160 · Special Event Expense	14,000
65165 · Meals and Entertainment	2,004
68330 · Entrepreneur Event Catering-L&L	0
65100 · Marketing Expense - Other	0
Total 65100 · Marketing Expense	16,004
65130 · Membership Expense	1,500
65140 · BSU Lecture Series Expense	0
66100 · Other Expenses	2,004
66900 · Reconciliation Discrepancies	0
68300 · Travel and Meetings	
68310 · Meeting/Conference Registration	1,800
68320 · Travel - Parking & Mileage	600
68300 · Travel and Meetings - Other	0
Total 68300 · Travel and Meetings	2,400
69000 · COE Expense	0
Total Expense	497,118
Net Income	-35,517

CITY OF BOWIE REPORT December 7, 2022

3rd Payment in December 2022 = \$10,000 upon receipt of a report that answers these questions:

What is the Bowie BIC currently doing to locate Bowie BIC clients/graduates within the City of Bowie? Currently, the Bowie BIC does not have a formal program dedicated to assisting clients and graduates from the 8(a) Accelerator program with identifying office space for their business. However, when clients and graduates express a need or interest in office space we refer them to John Henry King, City of Bowie Economic Development Director to learn more about **structured incentive packages that attract new businesses to the City of Bowie, stimulate private investment, encourage the expansion and retention of existing companies, and provide businesses with workforce training and financial assistance.**

What can the Bowie BIC do to increase the number of clients/graduates that locate within the City of Bowie? The Bowie BIC would like to partner with the City of Bowie to bring awareness and promote the City of Bowie's business community. This outreach and awareness campaign could brand Bowie as an upcoming business district that is small business friendly. This type of outreach campaign is greatly needed during an era where cost for businesses are increasing and more small businesses are opting for home-based offices. An outreach campaign can include the following:

- Branding Bowie as small business friendly and an up-and-coming business district.
- Create a Bowie Business district logo and marketing materials
- Include the Bowie Business district logo and information into the Bowie BIC's marketing materials
- Share this information with Bowie BIC clients and graduates of the 8(a) Accelerator program

IRS 990

Documents attached.

November 2022

CLIENT UPDATE

As of November 30, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

CLIENT SERVICES/EVENTS

- Bowie BIC and BSU met with legislative aids for the Small Business Administration and the Department of Education to learn more about our partnership and programs.

- Executive director, June Evans, attended the Black Wealth Summit the Hotel UMD in College Park, MD on October 27-29, 2022.
- *Bowie Business Briefing:* The Bowie BIC was asked by the City of Bowie to host Jimmy H. Rhee, Special Secretary of Small, Minority, & Women Business Affairs on Thursday, October 13, 2022. The event will take place at the Entrepreneurship Living and Learning Community at 2:30 – 4:00 pm.

COUNSELING AND TRAINING

Bowie BIC counseling and training is now conducted in person, online or by phone.

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Sep 9	Marketing Plan	Angie Duncanson/MWBC	8
Sep 15	Revenue Models Webinar	Angie Duncanson/MWBC	6
Sep 20	Engage with Entrepreneurship	Angie Duncanson/MWBC	5
Sep 23	8(a) Accelerator Program Briefing	QC Jones/Bowie BIC	29
Sep 23	Financial Plan	Angie Duncanson/MWBC	8
Sep 29	QuickBooks/Bookkeeping Open Door	Donna Bryant/D Bryant Consulting	7
Sep 29	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	2
Sep 30	Executive Summary	Angie Duncanson/MWBC	8
	MWBC Counseling	Angie Duncanson/MWBC	19
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	54
	Total		146

BOWIE BIC OPERATIONS UPDATE

Accounting & Financial Management: The Bowie BIC worked with FS Taylor and CliftonLarsonAllen, LLP and FS Taylor & Associates, P.C. to complete the IRS Form 990, due November 15th.

The Bowie BIC has drafted financial policies and procedures. A draft is submitted for review and comments with the October staff report.

Business Development: The Bowie BIC approved a new task order to North Star Innovation Partners to continue nonprofit development services for the Bowie BIC. This task order ends 12/31/22.

The Bowie BIC received notification from the Prince George's County Council that we were *tentatively selected* by the Prince George's County Council to receive a Non-Departmental Grant of \$90,000 in FY 2023 (July 1, 2022, through June 30, 2023). Lisa Smith with North Star Innovation Partners will work with the Bowie BIC to complete the application. In addition, she will work with newly elected County Councilwoman Ingrid Harrison to apply for a \$10,000.00 non-departmental grant.

HR Management: The Bowie BIC has contracted with AlcottHR Professional Employer Organization (PEO) to provide full-service human resource co-employment. They will perform various employee administration tasks such as—payroll, benefits administration, HR policy development, and risk management.

The Bowie BIC is working with NFP to provide medical and health benefits for staff. Collectively, we have selected the following healthcare plans.

- Carefirst Blue Cross Blue Shield Blue Choice Advantage Gold (100% coverage for employee only)
- Carefirst Blue Cross Blue Shield Blue Dental Plus Plan (100% coverage for employees only)
- Blue Vision Plans Option B (100% for employees only)

Legal: Nothing to report for the month of October 2022.

Marketing: The Bowie BIC continues to promote our Open Doors consultations through email distribution and resource partners. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

PROGRAM UPDATES

8(a) Government Contracting Center of Excellence

The executive director met with Greg Bussink, Jesse Buggs, and Crystal Clark to discuss the financial needs and management system needed to support the 8(a) Center of Excellence. During that we discussed creating financial policies and procedures to include procurement policies and procedures. Maintaining good financial policies and procedures is a requirement when managing federal grants. Also, we should have financial policies and procedures in place prior to awarding BSU their subaward agreement.

Bowie BIC hosted their kick-off meeting with the BSU team on October 18, 2022.

8(a) Accelerator

- The Bowie BIC launched its 5th cohort on Friday, October 7, 2022.
- 18 companies were accepted into the program
- Revenues range from \$210,000.00 – 12,000,000.00
- 72% of the companies are in the IT industry.
- Sessions 1-4 were held in October. Topics include
 - Value Proposition
 - Revenue diversification & Pipeline development & management
 - Sales planning

- Financial Planning

BSU PARTNERSHIP

On October 6, 2022, The Bowie BIC participated in the Bowie State HBCU Entrepreneurship Conference. June Evans, executive director, served as a panelist on the “Leveraging university-based entrepreneurship centers to advance entrepreneurial outcomes for students, faculty, alumni, and community stakeholders” workshop.

On October 5, 2022, June Evans, executive director, met with Dr. Aminta Breaux, president, Gail Bassett, director of economic development, and Derrick Cooley, director of government relations. This was an introduction meeting.

CITY OF BOWIE REPORT
January 12, 2023

4th Payment in January 2023 = \$30,000– upon receipt and acceptance by the City of: a written report of the operations and activities of the BBIC from October 1 thru December 31, 2022; plus, a report on BBIC efforts to continue to build visibility, further expand its corporate sponsorship support and leverage new program and counseling resources; plus a copy of the most recently filed IRS Form 990 if one was not provided as part of the October report.

October 2022

CLIENT UPDATE

As of September 30, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies and prospect pipeline is attached.

BOWIE BIC OPERATIONS UPDATE

BSU COVID-19 Update: The following protocols will be implemented across campus if a positivity rate of 2% or lower is maintained.

1. Masks optional on campus (except in medical locations)
2. Testing protocols remain the same until end of semester (vaccinated test once/month and exempt test twice/week)
3. Event capacities will increase. Proof of vaccinations or a green badge will be required for indoor event
4. Residential halls with 95% booster rate can resume inter-hall visitation with guidance from Residence Life.
5. Badging will not be required to enter student's own residence hall. Residence Life will provide further information.
6. Daily symptom screening remains a requirement for all members of the campus community. Ask yourself daily if you are having COVID-like symptoms. It is your responsibility to stay home if you are ill and report symptoms through the tracker to initiate Wellness Center contact tracing.
7. If you are ill or have been exposed to COVID-19, it is your responsibility to get tested and isolate. Isolation for five days is required with a positive test. Testing options include:
 - Self-test (tests available at Student Center's Ticket Booth 9-3 and Campus Police office in McKeldin Gym)
 - Wellness Center Testing in Library 8 a.m. - 3:30 p.m.
 - Local pharmacy
 - Doctor's office

- Note: Wear a mask if you have symptoms

Accounting & Financial Management: Currently, Greg and Crystal provide accounting and financials for the Bowie BIC. As we implement the Center of Excellence for 8(a) Government Contracting, we need to look at the financial infrastructure needed to maintain compliance with the Uniform Grant Guidelines (UGG). Greg, Crystal, Jesse, and I will meet over the next week or two to identify gaps in our current system and present a plan on how to close the gaps at our next Board meeting.

HR Management: Charlene, Crystal, and I meet on September 26th to discuss benefits and retirement plans options for staff. We decided to look further into hiring a full-service HR firm to assist the Bowie BIC with all HR responsibilities, to include developing a HR manual, recruiting, on-boarding, benefits, and payroll. The top candidate is Alcott HR, and we are scheduled to meet with them on Monday, October 10th. Current benefits end December 31st; therefore, we are looking to contract with a new firm and offer new benefit and retirement packages January 1, 2023.

Business Development:

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	No	Al Lott, City Manager, Bowie	Received the new grant agreement. There are new outcomes associated established this year.
FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Maintain engagement with the 8(a) Accelerator program
FY23	FSC First	Approved	\$10,000.00	No	Shelly Gross-Wade, President & CEO	Confirm with Shelly in Oct. 22. Level Up program begins Feb. 23
FY23	EZGov Ops	Approved	\$3,000.00	Yes	Jamie Bratten, CEO	
FY23	PileroMazza	Approved	\$2,000.00	No	Sheryl Miller, Client Engagement	Check billing preference in September 2022
FY23	Prince George's County Council	Pending	\$90,000	No	Councilman Todd Turner	Grant process begins 2/23.
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	Follow up with grant status in Oct. 2022
FY23	M&T Bank	Pending	\$10,000.00	No	John Halley, VP-Business Banking	Decision will be made by Oct. 31st

Prospects	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	Clifton Larson Allen		\$15,000.00		Sarah Curfman	Invitation to apply sent in October 2022 (2-yr cycle)
FY23	Truist Bank		TBD		Trusit Foundation	Grant submission due by 11/30/22. Awards made 4/2023
FY23	Citi Foundation		TBD		Reginal Exum, Citi Foundation	Need to follow up
FY23	Bank of America		TBD		Foundation	2023 RFPs announced in Jan. 2023
FY23	WesBanco		\$5,000.00		LaReta Lowther, Sr. VP Community Development	Request application
FY23	Wells Fargo Bank		TBD		Wells Fargo Foundation/Community Giving	Submit a grant interest form for invitation to apply.
FY23	State Farm		TBD		Dwayne Redd, Corporate Responsibility for MD	Contact for invitation to apply

Legal: With an annual budget of over \$1 million and a team of 6, The Bowie BIC should investigate solidifying access to a legal team if needed.

Marketing: The Bowie BIC continues to distribute e-newsletter to promote “Open Door” sessions with Bowie BIC counselors. The team will begin soliciting for proposals to hire a firm to assist us with re-branding and marketing efforts.

The Bowie BIC in conjunction with SBA hosted an 8(a) Accelerator outreach virtual event. 29 businesses attended.

PROGRAM UPDATES/EVENTS

8(a) Center of Excellence - \$3M payment received September 29, 2022

Client Counseling & Training

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Sep 9	Marketing Plan	Angie Duncanson/MWBC	8
Sep 15	Revenue Models Webinar	Angie Duncanson/MWBC	6
Sep 16	Operations Plan & Risk Management	Angie Duncanson/MWBC	8
Sep 20	Engage with Entrepreneurship	Angie Duncanson/MWBC	5
Sep 23	8(a) Accelerator Program Briefing	QC Jones/Bowie BIC	29
Sep 23	Financial Plan	Angie Duncanson/MWBC	8
Sep 29	QuickBooks/Bookkeeping Open Door	Donna Bryant/D Bryant Consulting	7
Sep 29	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	2
Sep 30	Executive Summary	Angie Duncanson/MWBC	8
	MWBC Counseling	Angie Duncanson/MWBC	19
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	54
	Total		146

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

CLIENT SERVICES

- Bowie BIC Executive Director, June Evans, facilitated an introduction to connect Bowie BIC Affiliate Kaz Parker to Malcolm Tyson at TEDCO. Malcolm is the new Venture Growth Advisor for Prince George's County, Rural Business Innovation Initiative mentor.

8(a) Accelerator

- The Executive Director, June Evans, met with QC Jones program manager of the 8(a) Accelerator program. We discussed the scope of work in his current contract and my role in the weekly sessions. Cohort 5 is scheduled to launch October 7th.
- Participated in an 8(a) Accelerator briefing and outreach session on Friday, September 23, 2022.

Bowie Business Briefing

- The Bowie BIC was asked by the City of Bowie to host Jimmy H. Rhee, Special Secretary of Small, Minority, & Women Business Affairs on Thursday, October 13, 2022. The event will take place at the Entrepreneurship Living and Learning Community at 2:30 – 4:00 pm.

BSU PARTNERSHIP

- The Executive Director, June Evans, invited Johnetta Hardy and Dr. Breaux to attend and provide opening remarks at the Bowie Business Briefing with Special Secretary Jimmy H. Rhee.
- The Executive Director, June Evans, invited a student entrepreneur to participate in the open discussion and networking activities at the Bowie Business Briefing.
- The Executive Director, June Evans, will be a panelist at the BSU HBCU Entrepreneurship Conference on Thursday, October 6, 2022.

November 2022

CLIENT UPDATE

As of October 31, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies. A list of the current companies and prospect pipeline are attached.

BOWIE BIC OPERATIONS UPDATE

Accounting & Financial Management: The Bowie BIC worked with FS Taylor and CliftonLarsonAllen, LLP and FS Taylor & Associates, P.C. to complete the IRS Form 990, due November 15th.

The Bowie BIC has drafted financial policies and procedures. A draft is submitted for review and comments with the October staff report.

The Bowie BIC approved a new task order to North Star Innovation Partners to continue nonprofit development services for the Bowie BIC. This task order ends 12/31/22.

HR Management: The Bowie BIC has contracted with AlcottHR Professional Employer Organization (PEO) to provide full-service human resource co-employment. They will perform various employee administration tasks such as—payroll, benefits administration, HR policy development, and risk management.

The Bowie BIC is working with NFP to provide medical and health benefits for staff. Collectively, we have selected the following healthcare plans.

- Carefirst Blue Cross Blue Shield Blue Choice Advantage Gold (100% coverage for employee only)
- Carefirst Blue Cross Blue Shield Blue Dental Plus Plan (100% coverage for employees only)
- Blue Vision Plans Option B (100% for employees only)

Business Development:

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	Yes	Al Lott, City Manager, Bowie	First payment of \$30,000.00 was received.
FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Maintain engagement with the 8(a) Accelerator program
FY23	FSC First	Approved	\$10,000.00	No	Shelly Gross-Wade, President & CEO	Confirm with Shelly in Oct. 22. Level Up program begins Feb. 23
FY23	EZGov Ops	Approved	\$3,000.00	Yes	Jamie Bratten, CEO	
FY23	PileroMazza	Approved	\$2,000.00	No	Sheryl Miller, Client Engagement	Check billing preference in September 2022
FY23	Prince George's County Council	Pending	\$90,000	No	Councilman Todd Turner	Grant application is in the process.
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	Follow up with grant status in Oct. 2022
FY23	M&T Bank	Pending	\$5,000.00	No	John Halley, VP-Business Banking	Bowie BIC was awarded \$5,000.00. John Halley is following up on status of payment.
FY23	County Council Member District 4	Pending	\$10,000.00	No	County Councilmember Ingrid Harrison	Lisa Smith is working with Todd Turner and newly elected County Councilmember Ingrid Harrison to apply for a \$10,000.00 non-departmental grant. This grant

						will help subsidize the initial grant award.
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The Bowie BIC approved a new task order to North Star Innovation Partners to continue nonprofit development services for the Bowie BIC. This task order ends 12/31/22.

The Bowie BIC received notification from the Prince George's County Council that we were **tentatively selected** by the Prince George's County Council to receive a Non-Departmental Grant of \$90,000 in FY 2023

(July 1, 2022, through June 30, 2023). Lisa Smith with North Star Innovation Partners will work with the Bowie BIC to complete the application. In addition, she will work with newly elected County Councilwoman Ingrid Harrison to apply for a \$10,000.00 non-departmental grant.

Legal: Nothing to report for the month of October 2022.

Marketing: The Bowie BIC continues to promote our Open Doors consultations through email distribution and resource partners.

PROGRAM UPDATES

8(a) Center of Excellence

The executive director met with Greg Bussink, Jesse Buggs, and Crystal Clark to discuss the financial needs and management system needed to support the 8(a) Center of Excellence. During that we discussed creating financial policies and procedures to include procurement policies and procedures. Maintaining good financial policies and procedures is a requirement when managing federal grants. Also, we should have financial policies and procedures in place prior to awarding BSU their subaward agreement.

Bowie BIC hosted their kick-off meeting with the BSU team on October 18, 2022.

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Oct 7	Business Plan-Entrepreneurs w/ Disabilities	Angie Duncanson/MWBC	1
Oct 7	8(a) Accelerator Program	QC Jones/Nolan Makenzie	18
Oct 20	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	1
Oct 27	Bookkeeping Open Door	Donna Bryant/D Bryant Consulting	2
Oct 13	Coffee & Connections - Marketing	Angie Duncanson/MWBC	8
Oct 18	Version Networking Event	Angie Duncanson/MWBC	25
Oct 18	Engage with Entrepreneurship	Angie Duncanson/MWBC	1
Oct 19	Verizon Networking Event	Angie Duncanson/MWBC	2
	MWBC Counseling	Angie Duncanson/MWBC	13
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	73
	Total		144

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

CLIENT SERVICES/EVENTS

- Bowie BIC and BSU met with legislative aids for the Small Business Administration and the Department of Education to learn more about our partnership and programs.
- Executive director, June Evans, attended the Black Wealth Summit the Hotel UMD in College Park, MD on October 27-29, 2022.

8(a) Accelerator

- The Bowie BIC launched its 5th cohort on Friday, October 7, 2022.
- 18 companies were accepted into the program
- Revenues range from \$210,000.00 – 12,000,000.00
- 72% of the companies are in the IT industry.
- Sessions 1-4 were held in October. Topics include
 - Value Proposition
 - Revenue diversification & Pipeline development & management
 - Sales planning
 - Financial Planning

Bowie Business Briefing

- The Bowie BIC was asked by the City of Bowie to host Jimmy H. Rhee, Special Secretary of Small, Minority, & Women Business Affairs on Thursday, October 13, 2022. The event will take place at the Entrepreneurship Living and Learning Community at 2:30 – 4:00 pm.

BSU PARTNERSHIP

On October 6, 2022, The Bowie BIC participated in the Bowie State HBCU Entrepreneurship Conference. June Evans, executive director, served as a panelist on the "Leveraging university-based entrepreneurship centers to advance entrepreneurial outcomes for students, faculty, alumni, and community stakeholders" workshop.

On October 5, 2022, June Evans, executive director, met with Dr. Aminta Breaux, president, Gail Bassett, director of economic development, and Derrick Cooley, director of government relations. This was an introduction meeting.

DECEMBER 2022

CLIENT UPDATE

As of November 30, 2022, there are 9 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

BOWIE BIC OPERATIONS UPDATE

Accounting & Financial Management: The IRS Form 990 was submitted on November 15, 2022. The Bowie BIC is working with FS Taylor to complete the financial review.

The Bowie BIC staff received feedback concerning the proposed financial policies and procedures. We will work with Jesse Buggs and Greg Bussink to incorporate the changes and submit to the board for approval at our January 2023 board meeting.

The Bowie BIC has begun the budget process for FY 24.

HR Management: The Bowie BIC has contracted with AlcottHR Professional Employer Organization (PEO) to provide full-service human resource co-employment. They will perform various employee administration tasks such as—payroll, benefits administration, HR policy development, and risk management.

The Bowie BIC is working with NFP to provide medical and health benefits for staff. Collectively, we have selected the following healthcare plans.

- Carefirst Blue Cross Blue Shield Blue Choice Advantage Gold (100% coverage for employee only)
- Carefirst Blue Cross Blue Shield Blue Dental Plus Plan (100% coverage for employees only)
- Blue Vision Plans Option B (100% for employees only)

Business Development:

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	Yes	Al Lott, City Manager, Bowie	2nd payment of \$30,000.00 was received.
FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Cohort 5 ended on Nov. 18, 2022. Bowie BIC hosted a holiday networking event on Dec. 7, 2022. Cohort 6 will begin in spring 2023

FY23	FSC First	Approved	\$10,000.00	No	Shelly Gross-Wade, President & CEO	Confirm with Shelly in Oct. 22. Level Up program begins Feb. 23
FY23	EZGov Ops	Approved	\$3,000.00	Yes	Jamie Bratten, CEO	
FY23	PileroMazza	Approved	\$2,000.00	Yes	Sheryl Miller, Client Engagement	
FY23	Prince George's County Council	Approved	\$90,000	No	Councilman Ingrid Harrison	Grant application is due December 2022
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	We will reconnect in January 2023
FY23	M&T Bank	Approved	\$5,000.00	No	John Halley, VP-Business Banking	Bowie BIC was awarded \$5,000.00. John Halley is following up on status of payment.
FY23	County Council Member District 4	Pending	\$10,000.00	No	County Councilmember Ingrid Harrison	Lisa Smith is working with Todd Turner and newly elected County Councilmember Ingrid Harrison to apply for a \$10,000.00 non-departmental grant. This grant will help subsidize the initial grant award.

Legal: Nothing to report for the month of October 2022.

Marketing: The Bowie BIC continues to promote our Open Doors consultations through email distribution and resource partners.

PROGRAM UPDATES

8(a) Center of Excellence

- Jesse Buggs and Greg Bussink will present at the December board meeting on major items for the CoE Project and Preparation for SBA monitoring Session.
- Bowie BIC facilitated a design session with BSU and other stakeholders on November 2, 2022.
- SBA will conduct their first site visit on February 27, 2023.

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Nov 10	Define & Build Your Brand	Angie Duncanson/MWBC	11
Nov 17	QuickBooks/Bookkeeping Open Door	Donna Bryant/D Bryant Consulting	7
Nov 17	Sales Strategies Open Door	Thomas Ellis/EWC Consultants	4
Nov 15	Bookkeeping Open Door	Donna Bryant/D Bryant Consulting	6
	MWBC Counseling	Angie Duncanson/MWBC	13
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	85
	Total		126

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

CLIENT SERVICES/EVENTS

- Executive director, June Evans, attended the SBA Grand Opening for the WBC and HBCU partnership at BSU.
- Lisa Smith and the executive director, June Evans, met with Patrick Philippi with Amazon to discuss program funding opportunities. Amazon has developed a small business program and would like to offer it at the Bowie BIC. Amazon is interested in learning more about the Bowie BIC's strategic priorities for FY24. We will meet again in late January 2023.
- The Bowie BIC hosted a retirement dinner for Lisa Smith at Blackwall Barn and Lodge on Monday, November 21, 2022.
- Executive director, June Evans, and Board Chair, Sherman Ragland, met with Rikki Ragland Media Group to discuss coordinating a Proactive PR Strategy for announce the new executive director.
- The Bowie BIC hosted a virtual Open MIC Night during Global Entrepreneurship Week on Wednesday, November 16, 2023. Six local entrepreneurs (including a BSU student entrepreneur) shared their entrepreneurial journey with participants. Executive Director, June Evans, hosted and facilitated the event.
- The Bowie BIC Board Retreat was rescheduled for January 18, 2023. This will be a full day facilitated retreat at a off-site location.

8(a) Accelerator

- The Bowie BIC concluded its 5th cohort on Friday, November 18, 2022.
- 18 companies were accepted into the program
- Revenues range from \$210,000.00 – 12,000,000.00
- 72% of the companies are in the IT industry.
- Sessions 5-6 were held in November. Topics include
 - Legal and Capture Strategies
 - Pricing
- The Bowie BIC will host a holiday networking event “Bowie BIC Connect” for all 8(a) Accelerator participants at Overdue Recognition on Wednesday, December 7, 2022.

BSU PARTNERSHIP

Nothing to report during the month of November 2022.

BBIC efforts to continue to build visibility, further expand its corporate sponsorship support and leverage new program and counseling resources.

Business development and marketing is a top priority for the Bowie BIC in FY23. Please see below several changes and implementations established in FY23 to assist with building visibility, expanding corporate sponsorship, and leveraging new counseling resources.

- Included a business development table in the monthly Executive Director’s report.
- Contracted with North Star Innovations to finalize business development deals identified in the FY23 approved budget and to identify new corporate sponsors (see the business development table in the monthly activity report).
- Met with United Bank to discuss sponsoring the Bowie BIC Scale UP Accelerator program. This program proposal includes partnering with United Bank to become a \$20,000 Corporate Partner and Sponsor for its Scale-Up Business Accelerator Program, which Bowie BIC proposes to deliver to three separate cohorts of small businesses during calendar 2023.
- Met with Truist Bank to identify corporate sponsorship opportunities. We will met with them again to discuss partnering with the 8(a) Government Contracting Center of Excellence.
- Met with Nine27 Marketing firm to discuss providing the Bowie BIC with a proposal to refresh our brand, implement social media advertising and marketing, and redo and maintain the website.
- Met with a Rikki Ragland Media Group firm to provide a 30-day roll-out to introduce the new executive director and Bowie BIC strategic priorities and brand.
- Seeking funding to expand INNOVATE Bowie! to include ongoing counseling and technical assistance for local businesses interested in product and technology development.

IRS Form 990

Filed on November 14, 2022 and submitted with the December 2022 report.

Bowie BIC Operation's Report

January – March 2023

CLIENT UPDATE

January 2023

- 9 Bowie BIC client companies in our core business accelerator program
 - 3 Resident companies
 - 6 Affiliate/Non-Resident/Graduate companies.

February 2023

- 9 Bowie BIC client companies in our core business accelerator program
 - 3 Resident companies
 - 6 Affiliate/Non-Resident/Graduate companies.

March 2023

- 8 Bowie BIC client companies in our core business accelerator program
 - 3 Resident companies
 - 5 Affiliate/Non-Resident/Graduate companies.

April 2023

- 8 Bowie BIC client companies in our core business accelerator program
 - 3 Resident companies
 - 5 Affiliate/Non-Resident/Graduate companies.

BOWIE BIC OPERATIONS UPDATE

January 2023

Accounting & Financial Management: The Bowie BIC is working with FS Taylor to complete the financial review. The first round of changes was made to the financial policies and procedures. The Bowie BIC's approved budget included \$100,000 for corporate sponsorships. To date, we have confirmed \$85,000.00. We are working with North Star Innovations to secure the remaining \$15,000.00 needed to support the operations budget.

The Bowie BIC has begun the budget process for FY 24.

HR Management: The Bowie BIC staff successfully completed the onboarding process. Bowie BIC's Paid Time Off (PTO) policies and procedures are finalized.

Legal: Nothing to report for the month of December 2022

Marketing: The Bowie BIC plans to contract with a PR firm to coordinate a 30-day roll out for the new executive director. Two proposals were submitted to the board for review and approval.

The Bowie BIC plans to contract with a marketing firm to revamp Bowie BIC's brand, coordinate social media advertising, and update and manage the website. We met with Nine27 Digital Marketing firm (BSU Alum) to request a proposal. We are looking to solicit proposals from two more firms.

February 2023

Accounting & Financial Management: The Bowie BIC is working with FS Taylor to complete the financial review. The last opportunity to submit changes to the financial policies and procedures is due on Wednesday, February 8, 2023. The Bowie BIC's approved budget included \$100,000 for corporate sponsorships. To date, we have confirmed \$90,000.00. We are working with North Star Innovations to secure the remaining \$10,000.00 needed to support the operations budget.

The Bowie BIC has begun the budget process for FY 24.

HR Management: The Bowie BIC staff successfully completed the onboarding process. Bowie BIC's Paid Time Off (PTO) policies and procedures are finalized. Alcott HR are working with the Bowie BIC to draft position descriptions for the 8(a) COE.

Legal: Nothing to report for the month of January 2022

Marketing: The Bowie BIC selected Gabtics LLC to coordinate a 30-day roll out for the new executive director. The 30-day timeline begins February 2 and ends March 2nd.

The Bowie BIC is soliciting for a marketing firm to revamp the Bowie BIC's brand, coordinate social media advertising, and update and manage the website. We met with Nine27 Digital Marketing firm (BSU Alum) to request a proposal. We have solicited proposals from two additional firms. Currently, we are working Three|E Consulting Group to update the website prior to releasing the press release on February 22nd.

March 2023

Accounting & Financial Management: The Bowie BIC is working with FS Taylor to complete the financial review. Financial policies and procedures were approved during our February board meeting. The Bowie BIC's approved budget included \$100,000 for corporate sponsorships. To date, we have confirmed \$90,000.00. We are working with North Star Innovations to secure the remaining \$10,000.00 needed to support the operations budget.

The Bowie BIC started working with D. Bryant Consulting to review our chart of accounts and establish a budget for the 8(a) COE.

HR Management: The Bowie BIC staff successfully completed the onboarding process. Bowie BIC's Paid Time Off (PTO) policies and procedures are finalized. All position descriptions and Administrative Policies and Procedures are complete.

Legal: The Bowie BIC must engage in a contractual agreement with a law firm that can assist us with reviewing our 8(a) COE contracts and partnership agreements. Currently, our budget doesn't

account for this cost. The Bowie BIC is looking for a firm that can provide temporary pro-bono services.

Marketing: The Executive Director 30-day Rollout is complete. The activity report is attached.

The Bowie BIC is soliciting for a marketing firm to revamp the Bowie BIC's brand, coordinate social media advertising, and update and manage the website. We met with Nine27 Digital Marketing firm (BSU Alum) to request a proposal. We have solicited proposals from two additional firms.

April 2023

Accounting & Financial Management: The Bowie BIC is still in the process of working with FS Taylor to complete the financial review. The Bowie BIC's approved budget included \$100,000 for corporate sponsorships. To date, we have confirmed \$95,500.00. We are working with North Star Innovations to secure the remaining \$10,000.00 needed to support the operations budget.

The Bowie BIC started working with D. Bryant Consulting to review our chart of accounts and establish a budget for the 8(a) COE.

HR Management: The Bowie BIC staff successfully completed the onboarding process. Bowie BIC's Paid Time Off (PTO) policies and procedures are finalized. All position descriptions and Administrative Policies and Procedures are complete.

Legal: The Bowie BIC must engage in a contractual agreement with a law firm that can assist us with reviewing our 8(a) COE contracts and partnership agreements. Currently, our budget doesn't account for this cost. The Bowie BIC is looking for a firm that can provide temporary pro-bono services.

Marketing: The Executive Director 30-day Rollout is complete.

The Bowie BIC is soliciting for a marketing firm to revamp the Bowie BIC's brand, coordinate social media advertising, and update and manage the website. We met with Nine27 Digital Marketing firm (BSU Alum) to request a proposal. We have solicited proposals from two additional firms.

BUSINESS DEVELOPMENT

January 2023

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	Yes	Al Lott, City Manager, Bowie	3rd payment of \$10,000.00 was received.

FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Cohort 5 ended on Nov. 18, 2022. Bowie BIC hosted a holiday networking event on Dec. 7, 2022. Cohort 6 will begin in spring 2023
FY23	FSC First	Approved	\$10,000.00	No	Shelly Gross-Wade, President & CEO	Level Up program begins Feb. 23
FY23	EZGov Ops	Approved	\$3,000.00	Yes	Jamie Bratten, CEO	
FY23	PileroMazza	Approved	\$2,000.00	Yes	Sheryl Miller, Client Engagement	
FY23	Prince George's County Council	Approved	\$90,000	No	Councilman Ingrid Harrison	Grant application was submitted.
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	We will reconnect in January 2023
FY23	M&T Bank	Approved	\$5,000.00	No	John Halley, VP-Business Banking	Bowie BIC was awarded \$5,000.00. John Halley is following up on status of payment.
FY23	County Council Member District 4	Pending	\$10,000.00	No	County Councilmember Ingrid Harrison	Grant application was submitted.

Prospects	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	Clifton Larson Allen		\$15,000.00		Sarah Curfman	Invitation to apply sent in October 2022 (2-yr cycle)
FY23	Truist Bank		TBD		Trusit Foundation	Meeting scheduled for Wednesday, December 27, 2023

FY23	Citi Foundation		TBD		Reginal Exum, Citi Foundation	Need to follow up
FY23	Bank of America		TBD		Foundation	2023 RFPs announced in Jan. 2023
FY23	WesBanco		\$5,000.00		LaReta Lowther, Sr. VP Community Development	Request application
FY23	Wells Fargo Bank		TBD		Wells Fargo Foundation/Community Giving	Submit a grant interest form for invitation to apply.
FY23	State Farm		TBD		Dwayne Redd, Corporate Responsibility for MD	Contact for invitation to apply
FY23	United Bank		\$20,000		Joseph LeMense Steve Barczy	Proposal submitted to sponsor three Scale Up Accelerator programs in FY23-24

February 2023

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	Yes	Al Lott, City Manager, Bowie	<i>4th payment of \$30,000.00 was received.</i>
FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Cohort 5 ended on Nov. 18, 2022. Bowie BIC hosted a holiday networking event on Dec. 7, 2022. Cohort 6 will begin in spring 2023
FY23	FSC First	Approved	\$15,000.00	No	Shelly Gross-Wade, President & CEO	Level Up program begins Feb. 23
FY23	EZGov Ops	Approved	\$3,000.00	Yes	Jamie Bratten, CEO	
FY23	PileroMazza	Approved	\$2,000.00	Yes	Sheryl Miller, Client Engagement	

FY23	Prince George's County Council	Approved	\$90,000	No	Councilman Ingrid Harrison	Grant application was submitted.
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	Meeting scheduled for February 7th
FY23	M&T Bank	Approved	\$5,000.00	No	John Halley, VP-Business Banking	Bowie BIC was awarded \$5,000.00.
FY23	County Council Member District 4	Pending	\$10,000.00	No	County Councilmember Ingrid Harrison	Grant application was submitted.

Prospects	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	Clifton Larson Allen		\$15,000.00		Sarah Curfman	Invitation to apply sent in October 2022 (2-yr cycle)
FY23	Truist Bank		TBD		Trusit Foundation	Meeting scheduled for Wednesday, December 27, 2023
FY23	Citi Foundation		TBD		Reginal Exum, Citi Foundation	Need to follow up
FY23	Bank of America		TBD		Foundation	2023 RFPs announced in Jan. 2023
FY23	WesBanco		\$5,000.00		LaReta Lowther, Sr. VP Community Development	Request application
FY23	Wells Fargo Bank		TBD		Wells Fargo Foundation/Community Giving	Submit a grant interest form for invitation to apply.
FY23	State Farm		TBD		Dwayne Redd, Corporate Responsibility for MD	Contact for invitation to apply
FY23	United Bank		\$20,000		Joseph LeMense Steve Barczy	Proposal submitted to sponsor three Scale Up Accelerator programs in FY23-24. Follow up meeting is scheduled for February 2023.

March 2023

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	Yes	Al Lott, City Manager, Bowie	4th payment of \$30,000.00 was received.
FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Cohort 6 will begin in April 14, 2023.
FY23	FSC First	Approved	\$15,000.00	No	Shelly Gross-Wade, President & CEO	Level Up program begins Feb 24, 2023
FY23	EZGov Ops	Approved	\$3,000.00	Yes	Jamie Bratten, CEO	Cohort 5 &6
FY23	PileroMazza	Approved	\$2,000.00	Yes	Sheryl Miller, Client Engagement	
FY23	Prince George's County Council	Approved	\$90,000	No	Councilman Ingrid Harrison	Grant application was submitted.
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	On hold until Amazon releases budget for community grants
FY23	M&T Bank	Approved	\$5,000.00	No	John Halley, VP-Business Banking	Funding received.
FY23	County Council Member District 4	Pending	\$10,000.00	No	County Councilmember Ingrid Harrison	Grant application was submitted.

Prospects	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	Clifton Larson Allen		\$15,000.00		Sarah Curfman	Invitation to apply sent in Mar 2023 (2-yr cycle)
FY23	Truist Bank		TBD		Trusit Foundation	TBD
FY23	United Bank		\$20,000		Joseph LeMense Steve Barczy	Proposal submitted to sponsor three Scale Up Accelerator programs in FY23-24. Follow up

						meeting is scheduled for February 2023.
FY23	Dragos	Proposal Submitted	\$5,000.00		Nathaniel Elliott	Waiting for approval
FY23	Citi Foundation		TBD		Reginal Exum, Citi Foundation	Tabled
FY23	Bank of America		TBD		Foundation	<i>Tabled</i>
FY23	WesBanco		\$5,000.00		LaReta Lowther, Sr. VP Community Development	<i>Tabled</i>
FY23	Wells Fargo Bank		TBD		Wells Fargo Foundation/Community Giving	Tabled
FY23	State Farm		TBD		Dwayne Redd, Corporate Responsibility for MD	Tabled

April 2023

Fiscal Year	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	City of Bowie	Approved	\$135,000.00	Yes	Al Lott, City Manager, Bowie	<i>4th payment of \$30,000.00 was received.</i>
FY23	Capital One	Approved	\$75,000.00	Yes	Dane Moist, Community Investment & Impact	Cohort 6 will begin in May 12, 2023.
FY23	FSC First	Approved	\$15,000.00	No	Shelly Gross-Wade, President & CEO	Level Up program Cohort II begins June 7, 2023
FY23	EZGov Ops	Approved	\$6,000.00	Yes	Jamie Bratten, CEO	\$3,000 received for Cohort 5. Need to bill for cohort 6.
FY23	PileroMazza	Approved	\$2,000.00	Yes	Sheryl Miller, Client Engagement	Funding received

FY23	Prince George's County Council	Approved	\$90,000	Yes	Councilman Ingrid Harrison	Grant application was submitted.
FY23	Amazon	Pending	\$35,000.00	No	Patrick Phillipi, External Affairs	On hold until Amazon releases budget for community grants
FY23	M&T Bank	Approved	\$5,000.00	Yes	John Halley, VP-Business Banking	Funding received.
FY23	County Council Member District 4	Pending	\$10,000.00	No	County Councilmember Ingrid Harrison	Grant application was submitted.

Prospects	Funding Source	Current Status	Funding Amount	Funding received	POC	Next Steps
FY23	Clifton Larson Allen	Application Submitted	\$15,000.00		Sarah Curfman	Waiting for response
FY23	Truist Bank		TBD		Trusit Foundation	TBD
FY23	United Bank	No Response	\$20,000		Joseph LeMense Steve Barczy	Proposal submitted to sponsor three Scale Up Accelerator programs in FY23-24. Follow up meeting is scheduled for February 2023.
FY23	Dragos	Proposal Submitted	\$5,000.00		Nathaniel Elliott	Waiting for approval
FY23	Citi Foundation		TBD		Reginal Exum, Citi Foundation	Tabled
FY23	Bank of America		TBD		Foundation	<i>Tabled</i>
FY23	WesBanco		\$5,000.00		LaReta Lowther, Sr. VP Community Development	<i>Tabled</i>
FY23	Wells Fargo Bank		TBD		Wells Fargo Foundation/Community Giving	Tabled
FY23	State Farm		TBD		Dwayne Redd, Corporate Responsibility for MD	Tabled

FY23	Nolan McKenzie Consulting	Sponsorship	\$2,500.00	Yes	QC Jones, President	Funding Received
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PROGRAM UPDATES

January 2023

8(a) Center of Excellence

- Jesse Buggs and Greg Bussink presented at the December board meeting on major items for the CoE Project and Preparation for SBA monitoring Session.
- Bowie BIC and BSU met to identify the roles and responsibilities and further define the program scope of work. A draft for both will be provided to the board prior to the Board retreat on January 18th.
- SBA will conduct their first site visit on February 27, 2023.

8(a) Accelerator

- The Bowie BIC concluded its 5th cohort on Friday, November 18, 2022.
- 18 companies were accepted into the program.
- Revenues range from \$210,000.00 – 12,000,000.00.
- 72% of the companies are in the IT industry.
- 1 8(a) Company was in the City of Bowie
- Sessions 5-6 were held in November. Topics include the following:
 - Legal and Capture Strategies
 - Pricing
- The Bowie BIC will host a holiday networking event “Bowie BIC Connect” for all 8(a) Accelerator participants at Overdue Recognition on Wednesday, December 7, 2022.

February 2023

8(a) Center of Excellence

- The Bowie BIC is working on a solicitation for program design support. The Bowie BIC is looking for qualified firms and/or ways to post the opportunity.
- SBA will conduct their first site visit on February 27, 2023.

8(a) Accelerator

The Bowie BIC 6th cohort is scheduled for the Spring. See below proposed dates for both the spring and fall 2023.

- Briefing – March 24th or 31st

- Sessions – April 14th – May 19th
- Procurement Day – May 26th

Fall Session

- Briefing – Sept 29th
- Sessions – October 13th - November 17th
- Procurement Day – December 1st
- Holiday Connections – Thursday, December 7th

The Bowie BIC is adding a Procurement Day Event to coincide with the conclusion of each 8(a) Accelerator session.

March 2023

8(a) Center of Excellence

- The Bowie BIC created a solicitation for program design support. We are in the process of reviewing the proposals.
- SBA will conduct their first site visit on March 8, 2023.

8(a) Accelerator

The Bowie BIC 6th cohort is scheduled for the Spring. See below proposed dates for both the spring and fall 2023.

- Briefing – March 24th or 31st
- Sessions – April 14th – May 19th
- Procurement Day – May 26th

Fall Session

- Briefing – Sept 29th
- Sessions – October 13th - November 17th
- Procurement Day – December 1st
- Holiday Connections – Thursday, December 7th

The Bowie BIC is adding a Procurement Day Event to coincide with the conclusion of each 8(a) Accelerator session or with our InnovateBowie! event.

Bowie BIC Membership Program

The Bowie BIC has hired a part-time program manager to develop, manage, and promote our Bowie BIC Membership Program. Currently, the team is researching incubators, accelerators, and co-working spaces nationwide to develop a sustainable business model. The team will present the business model at the April board meeting.

The Bowie BIC Membership Program Manager is finalizing a survey to collect data on our residents, affiliates, and 8(a) Accelerator participants. This data will be used to identify progress, needs, and gaps.

Bowie BIC Business Spotlight: In March we will highlight Bowie BIC resident Donna Wright, founder of Aurora Technical Systems. This information was shared with County Councilmember Ingrid Harrison-Watson for District 4's March Newsletter.

Quarterly Networking Events: Our upcoming networking event, Coffee & Connections, will be held on Wednesday, April 5th from 8-10:00 am at Love Life Café.

April 2023

8(a) Center of Excellence

- The Bowie BIC created a solicitation for program design support. Mindful Analytic Solutions was selected as the vendor. We are in the process of drafting a contract for program design support.
- The Bowie BIC is seeking legal representation for the organization. We are exploring various legal firms to provide pro-bono services. In the meantime, we have reached out to Sonenthal & Overall, P.C. to discuss a small contract to help us develop all our contract agreements and teaming arrangements for the 8(a) Center of Excellence.
- Our next hire will be an Administrative Assistant (50% Operations Support and 50% COE Support)

8(a) Accelerator

The Bowie BIC 6th cohort is scheduled for the Spring. See below proposed dates for both the spring and fall 2023.

- Briefing – April 21st
- Sessions – May 12th – June 23rd
- Procurement Day – June 27th

Fall Session

- Briefing – Sept 29th
- Sessions – October 13th - November 17th
- Procurement Day – December 1st
- Holiday Connections – Thursday, December 7th

The Bowie BIC is adding a Procurement Day Event to coincide with the conclusion of each 8(a) Accelerator session or with our InnovateBowie! event.

Level Up Accelerator

- Level Up Accelerator took place February 24-March 17, 2023
- 40 entrepreneurs participated in the program.
- 4 participants were located in the City of Bowie.

Bowie BIC Membership Program

The Bowie BIC has hired a part-time program manager to develop, manage, and promote our Bowie BIC Membership Program. Currently, the team is researching incubators, accelerators, and co-working spaces nationwide to develop a sustainable business model. The team will present the business model at the April board meeting.

The Bowie BIC Membership Program Manager is finalizing a survey to collect data on our residents, affiliates, and 8(a) Accelerator participants. This data will be used to identify progress, needs, and gaps.

Bowie BIC Business Spotlight: In April we will highlight Bowie BIC Affiliate Tisa Silver Canady, Managing Director, Silver Canady & Associates, LLC

Quarterly Networking Events, Coffee & Connections, was held on Wednesday, April 5th from 8-10:00 am at Love Life Café. We had 50 entrepreneurs attend the networking event. Twenty small businesses located in the City of Bowie attended the event.

Client Counseling & Training

January 2023

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Dec 7	8(a) Connections	June Evans/BIC	44
Dec 16	Increase and Maintain Your Network	Angie Duncanson/MWBC	11
Dec 20	Engage with Entrepreneurship	Angie Duncanson/MWBC	1

February 2023

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Jan 17	Steps to Start a Business	Angie Duncanson/MWBC	6

Jan 20	Reporting Your 2022 Taxes (English)	Angie Duncanson/MWBC	7
Jan 20	Reporting Your 2022 Taxes (Spanish)	Angie Duncanson/MWBC	1
Jan 24	Develop Your business Plan	Angie Duncanson/MWBC	3
Jan 26	Coffee & Connections	Angie Duncanson/MWBC	1
Jan 31	Marketing with a Purpose	Angie Duncanson/MWBC	7

March 2023

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Feb 15	Marketing Plan	Angie Duncanson/MWBC	6
Feb 21	Revenue Models Webinar	Angie Duncanson/MWBC	3
Feb 23	Operations Plan & Risk Management	Angie Duncanson/MWBC	2
Feb 24	Scale Up Accelerator	June Evans & Crystal Clark/Bowie BIC	35
Feb 28	Engage with Entrepreneurship	Angie Duncanson/MWBC	7
	MWBC Counseling	Angie Duncanson/MWBC	13
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	85
	Total		151

Four entrepreneurs that attended the Level Up Accelerator were in the City of Bowie.

April 2023

Dates	December Training/Counseling/Events	Instructor/Program	Attendees
Mar 1	Franchise 101	Angie Duncanson/MWBC	17
Mar 7	Branding Your Childcare	Angie Duncanson/MWBC	2
Mar 20	Pre-K Training Session	Angie Duncanson/MWBC	4

Mar 21	Procurement Event	Angie Duncanson/MWBC	5
Mar 27	TEDCO Open Door	Crystal Clark/BIC	10
Mar 27	Business Plan Snapshot	Angie Duncanson/MWBC	3
	MWBC Counseling	Angie Duncanson/MWBC	14
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	114
	Total		169

Four entrepreneurs that attended the TEDCO Product & Innovation Open Door session were in the City of Bowie.

Bowie BIC counseling and training is now conducted in person, online or by phone. Webinars and other training provided by our counselors' organizations and our sponsors are promoted in Bowie BIC's "This Week" e-blast. All counseling and training clients are added to the Bowie BIC "This Week" distribution list.

January 2023

CLIENT SERVICES/EVENTS

- Executive director, June Evans, participated in a roundtable discussion with Dr. Dietra Trent with the White House on partnering with HBCUs.
- Hosted and 8(a) Government Contracting COE follow up meeting on December 7, 2022.
- Meeting with BSU and National Association of Community College Entrepreneurship to discuss partnering on the Verizon Small Business Digital Ready program.
- June Evans and Lisa Smith met with United Bank on December 14, 2022, to discuss corporate sponsorship opportunities.
- June Evans attended BSU's MBDA's strategic partnership meeting on December 19, 2022.
- June Evans presented the Bowie BIC's proposed budget to the City of Bowie City Manager on December 27, 2022.
- June Evans and Lisa Smith met with Trusit Bank to discuss corporate sponsorship opportunities.

February 2023

CLIENT SERVICES/EVENTS

- Executive director, June Evans, conducted a follow up meeting with United Bank to discuss the sponsorship proposal submitted in December 2022. We are waiting to see if the recommended \$20,000 sponsorship is approved.
- The executive director attended the MBDA Capital Readiness Grant Competition Live Webinar on program priorities on January 10, 2023.

- The executive director attended BSU's EIC MBDA Strategic Supporter Meeting on January 13, 2023.
- The executive director met with Sharon Pinder, President and CEO of Capital Region Capital Region Minority Supplier Development Council (CRMSDC) to partner on the MBDA Capital Readiness grant.
- The City of Bowie's report was due on January 11, 2023.
- The executive director attended the second live webinar for the MBDA Capital Readiness Grant Competition.
- The executive director met with UMD on January 13th to provide a letter of support for their NSF Engines Quantum Technologies Mid-Atlantic consortium.
- The executive director attends the third and final webinar for the MBDA Capital Readiness grant competition.
- The executive director coordinated and attended the Bowie BIC Board Retreat at the Bowie Courtyard by Marriot on January 18th.
- The executive director and operations director met with FSC First to present the schedule for the spring and summer cohorts for Level Up. The spring cohort is scheduled for Friday mornings February 24 – March 17, 2023. The summer cohort is scheduled for Friday morning June 2 – June 23, 2023.
- Nolan McKenzie facilitated a 8(a) Accelerator cohort 5 wrap up session and pre-planning session for cohort 6th.

CLIENT SERVICES/EVENTS

- Executive director, June Evans, conducted a follow up meeting with United Bank to discuss the sponsorship proposal submitted in December 2022. We are waiting to see if the recommended \$20,000 sponsorship is approved.
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- The executive director attends the third and final webinar for the MBDA Capital Readiness grant competition.
- The executive director coordinated and attended the Bowie BIC Board Retreat at the Bowie Courtyard by Marriot on January 18th.
- The executive director and operations director met with FSC First to present the schedule for the spring and summer cohorts for Level Up. The spring cohort is scheduled for Friday

mornings February 24 – March 17, 2023. The summer cohort is scheduled for Friday morning June 2 – June 23, 2023.

- Nolan McKenzie facilitated a 8(a) Accelerator cohort 5 wrap up session and pre-planning session for cohort 6th.

March 2023

CLIENT SERVICES/EVENTS

- Executive director, June Evans, met with Donna Bryant, bookkeeper, and QuickBooks Consultant, to review Bowie BIC financials.
- The executive met with Sharon Pinder, CEO of the Capital Region Minority Supplier Development Council, to discuss partnering on the MBDA Capital Readiness Grant.
- The executive director met with small business owner, Crystal Richardson, about her idea of starting an incubator in Bowie for Creative Entrepreneurs.
- The executive director met with Dane Moist, Capital One Community Engagement Manager to discuss expanding our partnership, so that the 8(a) Accelerator aligns with the 8(a).
- The Executive Director was invited to a MBDA Capital Readiness grant strategy session with BSU and Innucvate Consulting, LLC.
- The Bowie BIC engaged in an MOU with the Federal Business Accelerator in Washington, DC to offer an 8(a) pre-accelerator through their online platform.
- The executive director attended the PGCOG State of the Chamber Breakfast on February 15th.
- The executive director received media training with Gabtics LLC on February 15th.
- The executive director met with Malcom Tyson, advisor, and consultant with TEDCO, on February 16th.
- Scale Up Accelerator Session 1 began February 24th.
- The executive director attended the Greater Bowie Chamber “State of the City” Address.
- The executive director attended PGEDC Innovation Stations 5th Anniversary celebration.

April 2023

CLIENT SERVICES/EVENTS

- Executive Director, June Evans, participated in the Bowie BIC Level Up Accelerator.
- Executive Director, June Evans, met with Capital One to discuss expanding the 8(a) Accelerator to support the 8(a) Center of Excellence.
- Executive Director, staff, and Board of Directors participated in the SBA 8(a) COE Site Visit.
- The executive director provided the introduction for the Banker’s Roundtable on 3.17.23.
- The executive director participated in an interview with Adrianna Hopkins on Channel 7 news.
- The executive director and staff met with the SBA to finalize the 8(a) Accelerator for cohort 6.
- The executive director attended the PGCOG State of the Chamber Breakfast on February 15th.
- The executive director met with Amazon’s community relations representative to discuss sponsoring InnovateBowie! 2023.

BSU PARTNERSHIP

January 2023

BSU and the Bowie BIC are working together to further define our partnership in the 8(a) Government Contracting Center of Excellence.

February 2023

BSU and the Bowie BIC are working together to finalize the solicitation for program design support for the 8(a) Government Contracting Center of Excellence.

March 2023

BSU and the Bowie BIC are working together to prepare for the 8(a) Government Contracting Center of Excellence site visit.

April 2023

BSU and the Bowie BIC are working together to offer a Social Media Marketing workshop through the Verizon Small Business Digital Ready program.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Revision to Specific Design Plan SDP-8945-08, Ternberry

DATE: 06/01/2023

Please see attached staff report.

ATTACHMENTS: 1. 20230605 - Ternberry SDP Staff Report

LAND USE PETITION IN THE BOWIE PLANNING AREA

Maryland - National Capital Park and Planning Commission ID: Specific Design Plan SDP-8945-08

Ternberry Infill Development

Bowie Advisory Planning Board #23-05

Date: June 1, 2023

INTRODUCTORY NOTE: The proposed application is a request for approval:

- ☐ (a) of a zoning type case involving the specific use of land;
☐ (b) of a conceptual site plan;
☐ (c) to subdivide property into building lots and obtain adequate public facilities approval;
☒ (d) of a site plan for building and parking design, landscaping, architecture, etc. under the development regulations of Prince George's County. The application has been referred to the City for our review and recommendation. The position of the Bowie Advisory Planning Board in this matter is advisory to the City Council. The City Council will also conduct a public hearing on this application and their vote will become the final City recommendation. Persons wishing to participate in these hearings must submit written testimony or sign up to speak at each public hearing. Each person wishing to speak at the City's hearings will be given up to five minutes. To participate in the County's hearings, you must make a separate, written request to become a person of record.

GENERAL DATA:

1. Nature of Petition: Specific Design Plan
2. Petitioner: A.R. Builders, Inc.
3. Represented by: Edward Gibbs, Gibbs and Haller, P.A.
4. Location of Petitioned Property: Eight of the 11 lots front on Pennsbury Drive and three of the lots front on Pengrove Court.
5. Proposed Use of Petitioned Property: Revision to approve architecture, access, house locations and landscaping for seven single-family detached homes and four townhouse units
6. Size/Zone of Petitioned Property: 1.3 acres/Zoned: LCD (Legacy Comprehensive Design)
7. Date of Hearing before BAPB: Tuesday, May 23, 2023 at 7:00 P.M.
8. Date of Hearing before City Council: Monday, June 5, 2023 at 8:00 P.M.
9. Date of Hearing before M-NCPPC: June 22, 2023 at 10:00 a.m.
10. Date of Hearing before Hearing Examiner: N/A
11. Date of Hearing before District Council: N/A

NOTICES/LEGALS

	Date	Number of Mailing/Signs
Notice sent to Adj. Properties:	5/1/23	175
Notice sent to Parties of Record:	N/A	
Date Signs Posted:	5/1/23	5
Date Legal Sent:	N/A	
Date Legal Appeared:	N/A	

RECOMMENDATIONS:

12. Department of Planning and Sustainability Recommendation:
The Department of Planning and Sustainability staff recommends **APPROVAL** with conditions.
13. Bowie Advisory Planning Board Recommendation:
The Bowie Advisory Planning Board recommends **APPROVAL** in accordance with the staff recommendation, and with the recommendation that the builder address the issue of structural separation of the two interior townhouse units by the date of the City Council public hearing.



City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, ICMA-CM, CPM
City Manager

SUBJECT: Revision to Specific Design Plan SDP-8945-08
Ternberry

DATE: June 1, 2023

I. Background and Proposal

A.R. Builders has filed an application to revise Specific Design Plan SDP-8945-08 for several vacant, infill lots located on Pennsbury Drive in the Ternberry subdivision. The proposal is a revision to approve architecture, access, house locations and landscaping for seven single-family detached homes and four townhouse units. The amount of land involved in the SDP revision totals 1.3 acres, and the zoning of the properties is LCD (Legacy Comprehensive Design). The sites will be developed under the provisions of the R-S (Residential Suburban) zone, which was the zoning granted in the original Comprehensive Design Zone (CDZ) approval for Ternberry. The subject proposal involves the last remaining 11 lots in the Ternberry development.

Eight of the 11 lots front on Pennsbury Drive and three of the lots front on Pengrove Court (see Attachment #1). Seven of the 11 lots will be improved with single family detached residences. The remaining four lots will be improved with single family attached townhomes (see Attachment #2).

The District Council rezoned the property to the R-S (Residential Suburban) Comprehensive Design Zone (CDZ) on January 14, 1985 via Zoning Map Amendment #A-9490. In 1989, the District Council approved the revised Comprehensive Design Plan (CDP 8810) for the Ternberry project. The Planning Board approved the corresponding Preliminary Plan of subdivision in 1989, and final plats of the National Research Home Park subdivision, which includes the subject properties, were recorded in 1990. When the Planning Board approved the Specific Design Plan for the site in October 1989, the subject properties were included in the approval, but were not analyzed for development. The City annexed the entire subdivision in 1989.

At the time of the 1989 CDP amendment, it was made clear that William L. Berry would develop 144 of the 167 lots in the development, with the original owner, the National Association of Home Builders (NAHB), retaining the remainder. The NAHB constructed the first four units in the development using experimental building technology and materials.

In 2001, the NAHB obtained approval of a Specific Design Plan for four single-family detached lots, on Lots 63-66, located off Pennsbury Drive. The homes were completed in 2003. No other development activity has occurred since that time.

A Statement of Justification was submitted for this application (see Attachment #3).

II. Stakeholders Meeting

A Virtual Stakeholders Meeting was held on Thursday, May 18th. A total of 12 Stakeholders attended the meeting. Questions were asked about the size and height of the homes, the impact of construction on existing streets and the neighborhood, the timeframe for completion, the anticipated sales price for the units, and architectural compatibility.

III. Analysis of Specific Design Plan SDP-8945-08

The prior County Zoning Ordinance, in Section 27-530, provides that revisions to approved Specific Design Plans shall be in accordance with the criteria for the initial approval. The criteria for the initial approval of a CDZ are contained in Section 27-528 (a). According to the Zoning Ordinance, the Planning Board must make the following findings prior to approval of a Specific Design Plan:

- (1) The plan conforms to the approved CDP and applicable standards of the Landscape Manual;
- (2) The development will be adequately served within a reasonable time period by existing or programmed public facilities;
- (3) Adequate provisions have been made for draining surface water so there are no adverse effects on the subject property or adjacent properties; and,
- (4) The SDP is in conformance with an approved Tree Conservation Plan (TCP).

The applicant's Statement of Justification reviews the SDP-8945-08 revision's compliance with the Zoning Ordinance's criteria for approval. Staff concurs with the Statement of Justification, except for several items noted below.

1. CDP Conformance

The CDP text contains design principles to guide development in Ternberry (see Attachment #4). The introductory information in the CDP discusses the objectives for the project. Regarding the NAHB sections, the text states:

NAHB will retain twenty-three lots to be located in clusters throughout the community. NAHB's homes will be a combination of attached and detached homes for building model research homes over the course of time originally anticipated...NAHB will retain the flexibility to utilize innovative housing designs and techniques on its own lots.

On page 12, the CDP text states:

Decks and fences will be addressed at the time of Specific Design Plan, and will be governed by the following guidelines:

Decks – Design standards for style, materials and locations will be set forth in the Specific Design Plan and in the Homeowner Association covenants. Decks are to be considered part of the green space of the lots.

Specific Design Plan 8945-08, Ternberry

Fences – Fences may be used to create a sense of style and enhance privacy. At the time of Specific Design Plan, fence designs and locations for fences to be built at the time of construction will be set forth. Fencing to be constructed by the homeowner will be governed by the Architectural Review provisions of the Homeowners Association.

Staff notes that in the review of Specific Design Plan #8945, there was some concern about future additions to single-family dwellings, such as decks, sunrooms, and patios. The City had recommended that detailed drawings for decks and sunrooms be provided. In addition, the City recommended detailed drawings showing the materials, size and location of patios be reviewed and approved by the homeowner's association. The City Council also recommended a condition stipulating that the size of patios/decks for the single-family detached units shall have a ground coverage of not greater than 50% of the size of the unit's building pad, excluding the sidewalk and driveway. (The Planning Board did not adopt this condition, however.) Since the CDP specifically allows decks to be counted as part of the green space of each lot, staff recommends a condition that limits the ground coverage to no more than 50% of the lot's building area, excluding decks, sidewalks, and driveways.

Staff has a similar concern regarding the compatibility of future improvements, including fencing, on the subject lots included in SDP-8945-08. The Building Envelope Guidelines on page 8 in the CDP set forth minimum setback requirements.

Section 27-480 of the Zoning Ordinance states that the dimensions for yards, building lines, lot area, lot frontage, lot coverage, and building height shown on an approved Specific Design Plan shall constitute the development regulations applicable to the development of the land area addressed by that particular Specific Design Plan. To maintain some continuity with the approved CDP standards, the setback requirements established by the City Code, and City Guidelines, the following alternative standards are recommended for incorporation into this SDP:

Front Building Line – There shall be a front building line established at 20' from the property line. This line shall be considered a "Build To" line for all principal structures. Encroachments of up to six feet for porches or decks shall be permitted. Accessory buildings (e.g. sheds) shall not be permitted forward of the front building line.

Rear Yard Setback – All lot lines located opposite the front building lines shall be considered rear lot lines, requiring a 15' rear yard setback. Driveways and private access easements may be located within the required rear yard.

Side Street Yard – A 10' side street yard setback shall be required along Pennsbury Drive and Penterra Lane. Accessory structures (e.g. sheds) may not be located closer to Pennsbury Drive or Penterra Lane than the side building line of the dwelling.

Fences – Fencing shall not be permitted forward of the front building line. A maximum fence height of six feet shall be permitted.

To ensure that all fences will be compatible with the proposed architecture and the surrounding community, it is recommended that fence details be incorporated into the SDP prior to signature approval.

The CDP text also discusses landscaping concepts for Ternberry. Landscaping between private areas of yards is encouraged. According to the CDP, screening will be comprised mainly of evergreen trees and large evergreen shrubs. Staff recommends the installation of foundation plantings. These plantings were provided in the other single-family detached sections of Ternberry and are in keeping with the Landscaping Concept discussed in the CDP. It is therefore recommended that foundation planting details be provided for each dwelling unit prior to signature approval of the SDP.

The City's Development Review Guidelines (City Guidelines) were updated in 2017 and again in 2021. Anticipating the approval of a new County Zoning Ordinance, which included more comprehensive and stringent urban design standards, the City deleted numerous longstanding guidelines in the 2017 update in favor of the new Ordinance (see Attachment #5). Since SDP 8945-08 is being reviewed under the prior Zoning Ordinance, earlier versions of the City Guidelines remain appropriate for consideration.

The City Guidelines suggest that units should be sited on lots to provide the greatest functional rear yard possible. To accomplish this, City Guidelines recommend dwelling units should be sited at or as close to the front building line to provide for the greatest amount of functional rear yard. This emphasis has been carried through on many projects review by the City over the years, most notably in Glen Allen, Covington and Saddlebrook. City Guidelines also address accessory structures, noting that these structures should be sited to be functionally efficient and should be made visually attractive through use of architectural embellishments or landscaping.

City Guidelines also encourage a minimum of two endwall features on all end elevations. Two single-family, detached models are proposed: The "Spruce" at 2,600 square feet and The "Magnolia" at 2,400 square feet. The Spruce model is proposed on Lots 2, 49, 51, and 53. The Magnolia model is proposed on Lots 50, 52 and 54. Only one set of building elevations was provided for each model. The left side elevation for the Spruce model only has one endwall feature—a double window. In keeping with City policy, this elevation should include at least two endwall features.

City Guidelines also recommend that new development be comparable in architecture and size to existing units in the same project phase or section. Furthermore, for highly visible units, a minimum of four architectural features (including decorative trim, shutters) shall be encouraged. City Guidelines also encourage facades to be made of brick or other natural materials (e.g. stone, stucco). A means of satisfying the above guidelines on these highly visible lots, it is recommended that brick or other similar masonry materials be provided in the water table element of all building elevations and all windows facing the streets include shutters. The highly visible lots are: Lots 2, 49, 51 and 52.

The footprints for the four townhouse units are the same for each unit, except for the unit on Lot 28, which has an attached garage that is recessed considerably behind the front building line to accommodate access from the side street (Pasadena Place).

Several City Guidelines apply to the proposed townhouse product:

- On highly visible townhouse units, and selected detached units, the front facade and (visible) endwall should be constructed of the same material.

- Townhouse units should be offset a minimum of four feet. Side entry of end townhouse units should be encouraged. Townhouse rooflines should be varied in height. Townhouse roofline pitch should be no less than 8/12.

The end units are highly visible and should include additional architectural treatment, such as using brick and including shutters on all windows. The creative use of porches and projections along the front façade of all units would address the intent of providing building offsets.

2. Adequate Public Facilities Condition

Condition #5 of CDP 8810 and SDP-8945 requires the construction of a 500-foot-long acceleration lane on northbound US 301, north of the Pennsbury Drive crossover as a condition of the final building permit for the Ternberry development. As this proposal will trigger conformance with Condition #5, it is recommended that this condition be reiterated in approval of SDP-8945-08.

IV. Outstanding Issues

- Architectural compatibility with the existing neighborhood

V. Recommendation

With the conditions set forth below, staff finds the revision to Specific Design Plan SDP-8945-08 proposed for the 11 infill lots at Ternberry will meet the findings for approval set forth in Section 27-528 (a) of the Zoning Ordinance. Therefore, staff recommends **APPROVAL** of SDP-8945-08, with the following conditions, which are intended to improve the site design and address conformance with the County Zoning Ordinance and City Development Review Guidelines:

1. Lot coverage for the single-family detached lots shall be limited to no more than 50% of the lot's building area, excluding decks, sidewalks, and driveways.
2. To maintain some continuity with the approved CDP standards, the setback requirements established by the City Code, and City Guidelines, the following alternative regulations shall be incorporated into this SDP:

Front Building Line – There shall be a front building line established at 20' from the property line. This line shall be considered a "Build To" line for all principal structures. Encroachments of up to six feet for porches or decks shall be permitted. Accessory buildings (e.g. sheds) shall not be permitted forward of the front building line.

Rear Yard Setback – All lot lines located opposite the front building lines shall be considered rear lot lines, requiring a 15' rear yard setback. Driveways and private access easements may be located within the required rear yard.

Side Street Yard – A 10' side street yard setback shall be required along Pennsbury Drive and Penterra Lane. Accessory structures (e.g. sheds)

shall not be located closer to Pennsbury Drive or Penterra Lane than the side building line of the dwelling.

Fences – Fencing shall not be permitted forward of the front building line. A maximum fence height of six feet shall be permitted.

3. Fence details shall be incorporated into the SDP prior to signature approval.
4. Foundation planting details shall be provided for each dwelling unit prior to signature approval of the SDP.
5. All single-family detached dwellings shall be sited at or as close to the front building line to provide for the greatest amount of functional rear yard.
6. The left side elevation for the Spruce model shall be revised to include at least two endwall features.
7. For Lots 2, 49, 51 and 52, which are highly visible lots, brick or other similar masonry materials shall be provided in the water table element of all building elevations and all windows facing the streets shall include shutters.
8. The end units of the townhouse row on Lots 28-31 are highly visible and shall include additional architectural treatment, such as using brick and including shutters on all windows.
9. Creative use of porches and projections shall be used along the front façade of all townhouse units on Lots 28-31 to address the intent of providing building offsets.
10. Prior to the issuance of the final building permit for the proposed 11 infill dwelling units, the applicant, his heirs or assigns shall design and construct a 500-foot acceleration lane along the northbound median of US 301, at the intersection of US 301 and Pennsbury Drive.



City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

MEMORANDUM

TO: City Council

FROM: Mr. Michael Byrd, Chair
Bowie Advisory Planning Board

SUBJECT: Specific Design Plan SDP-8945-08
Ternberry Infill Lots

DATE: May 31, 2023

The Bowie Advisory Planning Board (BAPB) met on Tuesday, May 23rd, to review Specific Design Plan SDP-8945-08 for the 11 remaining undeveloped lots in the Ternberry subdivision. The proposal is a revision to approve architecture, access, house locations and landscaping for seven single-family detached homes and four townhouse units. Eight of the 11 lots front on Pennsbury Drive and three of the lots front on Pengrove Court. Seven of the 11 lots will be improved with single family detached residences. The remaining four lots will be improved with single family attached townhomes. The land area involved includes approximately 1.3 acres in the LCD (Legacy Comprehensive Design) zone.

Presentations

Mr. Joe Meinert, City Planning Director, reviewed the staff report and concluded by stating that staff recommends approval of SDP-8945-08 with ten conditions, most of which are related to architectural compatibility and conformance with the approved Comprehensive Design Plan (CDP).

Attorney Edward Gibbs provided some background and history of the subject property. He then reviewed a Powerpoint presentation showing the site plans and architecture for this proposal. He introduced the builder, A.R. Builders, who was represented by Albert Retowsky.

Questions by BAPB Members

Questions by BAPB members included:

- **Q: Why is the project being proposed now, with the high interest rates and weak economy?** A: Bowie is a place where people want to live. It is unclear why the 11 lots were not built upon sooner, but larger builders passed these sites up probably because it would have taken too much for them to mobilize for such a small project. This site suits a small builder.
- **Q: How long will it take to build the project, and what is the expected price range?** A: The builder will construct 2-3 homes at a time, which will take approximately 4-5 months to complete. The entire project will most likely be completed in one to one-and-a-half years. The expected sale prices are mid-\$600s for the single-family detached and the \$500s for the townhouses.

MAYOR Timothy J. Adams

MAYOR PRO TEM Roxy Ndebumadu

COUNCIL Michael P. Estève • Henri Gardner • Jarryd Hawkins • Clinton Truesdale, Sr. • Dufour Woolfley **CITY MANAGER** Alfred D. Lott
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

- **Q: Will this construction fit into the neighborhood?** A: Yes, there are a lot of architectural features on the units, and they are custom built. In addition, the builder will meet with the neighbors, as needed, to ensure that the construction project is acceptable to the neighborhood.
- **Q: What is the square footage of the homes?** A: The single-family homes in the neighborhood are in the 2,000 square foot range. The proposed homes include the Spruce at 2,600-2,700 square feet and the Magnolia at 2,400 square feet. The square footages do not count the basement. The proposed construction fits well within the range of the community.
- **Q: Has there been any interaction with the Homeowners Association (HOA)?** A: The builder has been interacting with the HOA and has handed out his business cards. He is working closely with a HOA representative.
- **Q: What is the builder doing to address impacts to the immediate neighborhood?** A: During the construction phase the builder will provide silt fencing around the entire site and yellow caution tape where necessary. The streets will be kept clean.
- **Q: What is the base price of the single-family homes and what options are available?** A: The base price is \$549,000. There are many choices, including hardwood floors, carpeting, cabinetry. A finished basement would add another \$30,000 - \$40,000 to the sales price. Ultimately, the price could go as high as \$700,000.

Attorney Edward Gibbs addressed the concerns about impacts, stating that the builder will follow noise ordinances and monitor rodent control and trash. He said that the builder will help protect the community by providing fencing and thoughtfully scheduling deliveries. Mr. Retowsky will give out his personal cell phone number to anyone who wants to contact him about issues during construction of the homes. No fire hydrants will be moved, and currently there is only one street tree intended to be removed for driveway entrance construction, and that tree will be replaced. Regarding the concern about where visitors to the townhouse units would park, Mr. Gibbs noted that each of the townhouse lots includes several parking spaces and that there are additional on-street parking spaces existing across the street in front of the HOA open space parcel. Finally, he said, architectural improvements have been made to the products so that the new homes will blend in with the community.

- **Q: What types of innovation or green building techniques will be used?** A: The existing Building Codes now require many of the items that were once considered innovative technologies. The builder provides argon filled windows, fire suppression sprinklers, insulation, building materials, etc. that are well advanced.
- **Q: Was market research done, and does the builder have the capacity to finish the project, once it is started?** A: Proper market research was done. There is a lot of cushion in the pricing and they are working with Century 21 marketing people. They looked at the pricing of a nearby Ryan Homes project, for example.

Public Hearing

Mr. Jeffrey Smith, 16231 Presidio Way, stated that he is Vice-President of the HOA and they have been talking with the builder. The HOA is aware of the vacant 11 lots and that they are approved for development. Regarding existing homes in the neighborhood, Mr. Smith stated that townhouses are about 1,500 – 1,900 square feet, and the single-family homes are 2,000 square feet or more. He observed that the proposed townhouse elevations show the two interior units with a common roofline. Mr. Smith pointed out

Revision to Specific Design Plan SDP-8945-08
Ternberry

that if the interior space is not properly separated below the roofline, one homeowner may have problems with the other homeowner, for example, if there is a fire. If the units are truly separated, the other homeowner would not have to get involved.

Ms. Tamara Beeson, 806 Pasadena Place, said she moved to Ternberry 1 ½ years ago and wants to see the new homes respect the existing community, which has a lot of character. She asked how the townhouse construction might hinder her access to Pasadena Place. She asked if the driveway on Pasadena Place could be moved to Pennsbury Drive. She stated that the builder should be proactive about a potential rodent problem.

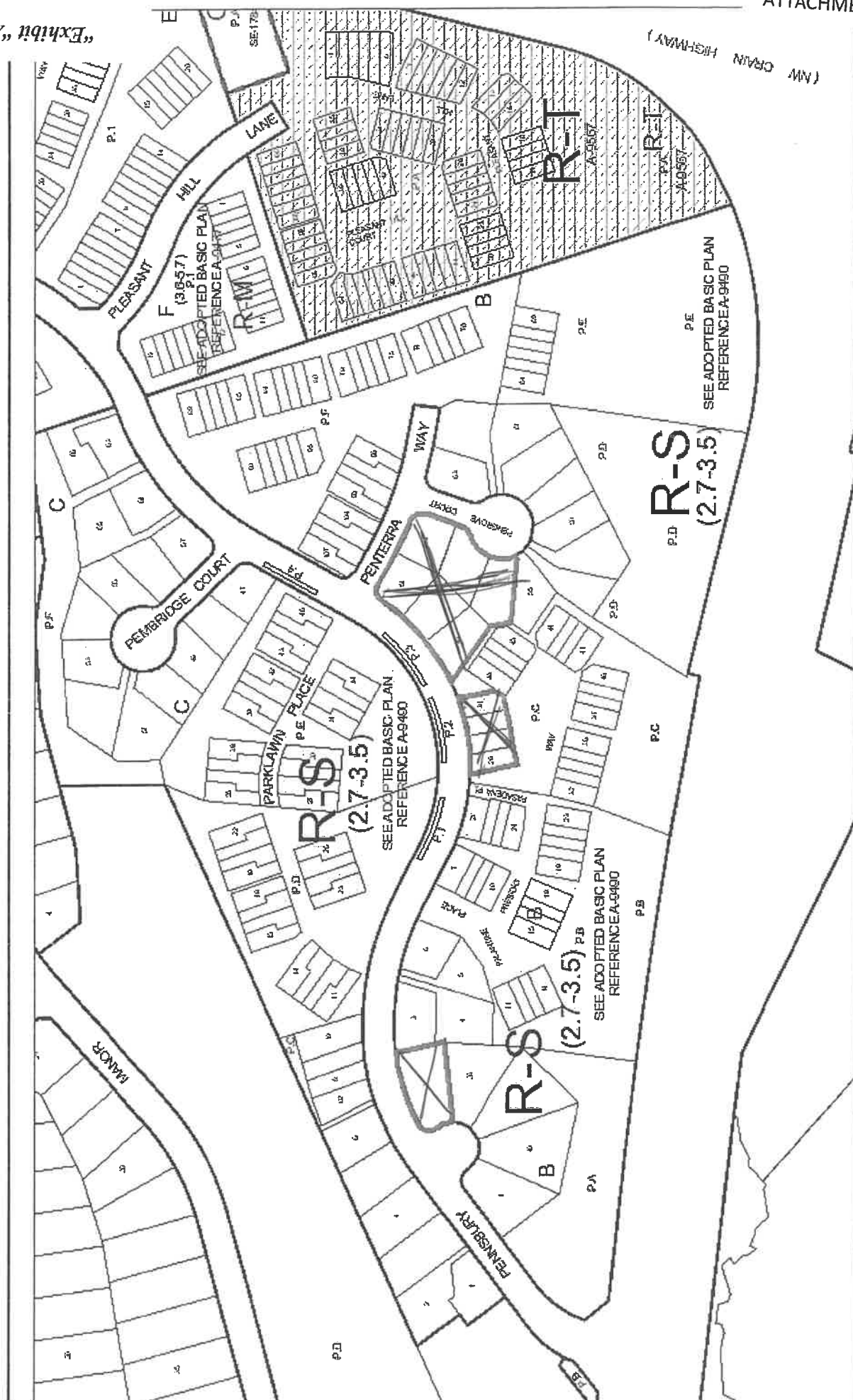
Ms. Jenny Plummer-Welker, 16307 Pennsbury Drive, stated that she takes her morning walk by these vacant lots. She said that with the original project of the National Association of Homebuilders (NAHB) there was an emphasis on innovation. She asked that this builder continue in that spirit and innovate to look beyond just what is required. She asked that features like green building techniques be incorporated to make this project extra special.

BAPB members discussed the roofline issue raised by Mr. Smith of the HOA and asked the builder if they could address it. Attorney Edward Gibbs stated that the builder will talk to their architect and provide an answer at the City Council public hearing. Some members of the BAPB felt that the builder should go beyond the current building features and work with the architect to see what additional features could be added.

Chair Michael Byrd asked whether there would be a model home. The builder stated their intent was not to include a model, but they would start with a spec home on a single lot, which could be a model home.

BAPB Motion

Mr. Terry Rogers moved to recommend **APPROVAL** of Specific Design Plan SDP-8945-08, with the ten conditions recommended by staff and that the issue with the roofline be addressed by the City Council's public hearing. Mr. Robert Day seconded the motion, and it passed unanimously.



TERNBERRY DEVELOPMENT SPECIFIC DESIGN PLAN BOWIE, MARYLAND

SUBDIVISION 6456, BLOCK B LOT 2: 16009 PENNSBURY DR;
LOTS 28-31: 16241, 16239, 16237, AND 16235 PRESIDIO WAY;
LOTS 49-51: 16201, 16203, AND 16205 PENNSBURY DR;
LOTS 52-54: 814, 810, AND 806 PENGROVE CT



SHEET INDEX

1	COVER SHEET
2	APPROVAL SHEET
3	EXISTING CONDITIONS
4	EXISTING UTILITIES
5	CONCEPT SITE LAYOUT
6	CONCEPT SITE LAYOUT
7	CONCEPT SITE LAYOUT
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15	CONCEPT SITE LAYOUT

AREA OF DEVELOPMENT
SINGLE FAMILY HOMES

AREA OF DEVELOPMENT
TOWNHOUSES

AREA OF DEVELOPMENT
SINGLE FAMILY HOMES

0 100' 200' 300'
SCALE 1"=100'



HOUSE A
WHITE HOUSE LEFT GARAGE
1111 SF

TOWNHOUSE LEFT GARAGE

HOUSE B
MAGNOLIA HOUSE LEFT GARAGE
1022 SF

NOTE: HOUSE PLANS CAN BE ADAPTED TO DIFFERENT LOTS TO ACCOMMODATE 8'-0" CONTAINERS AND TO USER'S DESIRE

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CALL: "TERRITORY" AT
1-800-357-7777
© 2023 Ternberry Development, Inc.

SDP-8945-08
PROJECT NO.: 211059.00
DRAWING
REVISION
DATE
BY
REVISION

1 of 15

ABOVE-GRADE FOUNDATION WALLS SHALL EITHER BE CLAD WITH FINISH MATERIALS COMPATIBLE WITH THE PRIMARY FACADE DESIGN (BRICK), OR SHALL BE TEXTURED OR FORMED TO SIMULATE A CLAD FINISHED MATERIAL, SUCH AS BRICK, STONE OR STUCCO. SPECIFICATIONS TO BE GIVEN AT BUILDING PERMIT APPLICATION.

[illegible]

**SPECIFIC DESIGN PLAN
TOWNHOUSE ELEVATIONS**

TERNBERRY INFILL DEVELOPMENT
14230, 14236, 14237, AND 14235 PRESIDIO WAY; 14509, 14201, 14203,
AND 14205 PENNSBURT DR, S14, S16, AND S28 PENNSBURT CT
BOWIE, MD 20716

EC. DISTRICT: 7

PROFESSIONAL

CERTIFICATION

FROM OUR 1980S TO PRESENT
DOCUMENTS WE'RE PREPARED ON
A VASTLY DIFFERENT SCALE

ONLY UNCOLORED PAPER IS SUITABLE
FOR LINING THE LAYERS OF THIS

STATE OF MARYLAND
JUL 1 1987

EXPIRATION DATE: 2022/03/24

APPROVED BY: _____	REVIEW BY: _____	DATE: _____
APPROVED BY: _____	REVIEW BY: _____	DATE: _____

DATE	AS SHOWN	DRAWING
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DATE	AS SHOWN	DRAWING:
PROJECT No: 211059.00		15 of 15



RIGHT SIDE ELEVATION
1016'-11-07"

TOWNHOUSES
BUILDING HEIGHT: 28' ±

LEFT SIDE ELEVATION

CALL MISS UTILITY AT
1-800-257-7777

STATEMENT OF JUSTIFICATION

SPECIFIC DESIGN PLAN REVISION (SDP-8945-08)

TERNBERRY

Applicant:

A.R. Builders, Inc.
163 Ryan Road
Pasadena, Maryland 21122
Contact: Albert Retowsky
(410) 360-1721
arbuildersinc79@gmail.com

Owner:

Home Innovation Research Labs, Inc.
400 Prince George's Boulevard
Upper Marlboro, Maryland 20772
Contact: Michael Luzier
(301) 249-4000
mluzier@homeinnovation.com

Civil Engineer:

Century Engineering
16901 Melford Boulevard, Suite 129
Bowie, Maryland 20715
Contact: Pete Mellits
(443) 589-2400
pmellits@kleinfelder.com

Attorney:

Edward C. Gibbs, Jr.
Gibbs and Haller
1300 Caraway Court, Suite 102
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APPLICANT/OWNER

The Applicant in this case is A.R. Builders, Inc. ("Applicant"). The Applicant is the contract purchaser of the property forming the subject matter of this Specific Design Plan amendment application. The owner of the property is Home Innovation Research Labs, Inc. ("Owner"), which is a wholly owned subsidiary of NAHB¹ Research Center, Inc.

THE PROPERTY

The property forming the subject matter of this application comprises 11 infill lots which are zoned LCD (Legacy Comprehensive Design). The lots are located within the Ternberry community. The Ternberry community is situated generally on the north side of Central Avenue (MD 214), just west of its intersection with US 301. An aerial photograph outlining the 11 lots in red is marked Exhibit "A" and attached hereto. On Exhibit "A," the westernmost lot is identified as Lot 2. Lot 2 is shown on a Plat of Correction recorded among the Land Records of Prince George's County in Plat Book NLP 152, Plat 90, a copy of which is marked Exhibit "B" and attached hereto. It should be noted that Lot 2 was formerly identified as Lot 37 on a Final Plat recorded in Plat Book NLP 132, Plat 1, a copy of which is marked Exhibit "C" and attached hereto. Lot 37 was originally 15,650 square feet. Due to an

¹ As discussed below, "NAHB" is an acronym for the National Association of Homebuilders.

engineering error, the Plat of Correction was filed which reduced the area to 12,854 square feet and re-identified Lot 37 as Lot 2.

The four townhouse lots which are outlined in red on Exhibit "A" are more particularly identified as Lots 28 through 31 inclusive as shown on a Final Plat recorded in Plat Book VJ 159, Plat 58. A copy of this Final Plat is marked Exhibit "D" and attached hereto. Finally, the easternmost lots which are outlined on Exhibit "A" are identified as Lots 49 through 54 inclusive as shown on a Final Plat recorded in Plat Book NLP 151, Plat 91. A copy of this Final Plat is marked Exhibit "E" and attached hereto. (Lots 2, 28-31 inclusive and 49-54 inclusive are collectively referred to hereinafter as the "Property").

DEVELOPMENT HISTORY

The 11 infill lots are included within a larger overall development known as "Ternberry" which consists of approximately 51.32 acres. This land area was rezoned to the R-S (Residential Suburban) Zone on January 14, 1985, pursuant to the adoption of Zoning Map Amendment Application A-9490. Under the prior Zoning Ordinance, the R-S Zone was a Comprehensive Design Zone which is subject to a multi-layered review process. After achieving a rezoning through approval of a Basic Plan, development in the R-S Zone required approval of a Comprehensive Design Plan, a Preliminary Plan of Subdivision, a Specific Design Plan, and a Final Plat of Subdivision.

An initial CDP (CDP-8310) was approved by the Planning Board on February 21, 1985. CDP-8310 had as its subject matter the 51.32 acres which comprises the overall Ternberry development. It proposed 167 lots, including 41 single family detached units and 126 single family attached (townhouse) units. Pursuant to CDP-8310, the development was intended as a research home park with a wide diversity of housing types.

In 1986, the 51.32-acre Ternberry property was the subject of a Preliminary Plan of Subdivision (4-86146).² A Specific Design Plan (SDP-8644) was then approved by the Planning Board on February 26, 1987. However, this approval was for Lots 37 through 41 only. A copy of the Resolution approving SDP-8644 is marked Exhibit "F" and attached hereto. As noted above, Lot 37 which was the subject of SDP-8644 is now identified as Lot 2 which is included in this application. SDP-8644 was revised in 1989. A copy of the Resolution approving SDP-8644-01 is marked Exhibit "G" and attached hereto. As stated in Exhibit "G," the revision was reviewed for conformance with CDP-8310. It proposed an amendment to the design of the house

² Many of the initial Orders and Resolutions relating to earlier development plans for the Ternberry property are not among the records maintained by the Maryland - National Capital Park and Planning Commission. It is presumed that these missing documents were lost when the lower level of the County Administration Building was flooded in 2011. Among the missing documents are those relating to CDP-8310 and Preliminary Plan 4-86146.

for Lot 39 and proposed an entirely new house type for Lot 37 (now Lot 2).

In 1988, a well-known residential development company, William L. Berry Company, Inc. ("Berry"), teamed with the National Association of Homebuilders ("NAHB") and filed an application to amend CDP-8310. The application was assigned a new number (CDP-8810) and was approved by the Planning Board on June 1, 1989. A copy of the Planning Board Resolution (PGCPB No. 89-261) approving CDP-8810 is marked Exhibit "H" and attached hereto. The revision changed building types and proposed cluster layouts but retained the ability to use innovative housing designs and techniques for 23 of the 167 lots. Those 23 lots were to be retained by NAHB.³ The remaining 144 lots were to be conveyed to, and developed by, Berry. CDP-8810, as approved by the Planning Board, confirmed the maximum density of 167 dwelling units. As abovementioned, CDP-8310 allowed 41 single family detached units and 126 single family attached (townhouse) units. CDP-8810 continued to approve 167 total units. However, the mix was changed to allow 45 single family detached units and 122 single family attached (townhouse) units.

In April of 1989, Berry filed a Preliminary Subdivision Plan application seeking approval of 167 lots and 10 parcels. The case was assigned the number 4-89077. Berry had requested that the

³ Among the 23 lots retained by NAHB are the 11 lots forming the subject matter of this application.

Preliminary Plan be heard by the Planning Board on the same date that CDP-8810 was heard. A hearing on the Preliminary Plan occurred on June 1, 1989. However, on June 29, 1989, the Planning Board reconsidered its original action and approved Preliminary Plan 4-89077 subject to five conditions and certain "Specific Design Plan Considerations." A copy of the Planning Board's amended Resolution (PGCPG No. 89-260) which approved Preliminary Plan 4-89077 is marked Exhibit "I" and attached hereto. Condition 1 requires that the application must conform with all conditions of approval contained in CDP-8810. The remaining conditions relate to stormwater management, floodplain approval and provision of recreational facilities.

A Specific Design Plan (SDP-8945) was then reviewed and approved by the Planning Board on October 5, 1989. A copy of the Planning Board's Resolution approving SDP-8945 (PGCPB No. 89-510) is marked Exhibit "J" and attached hereto. The relationship between SDP-8945, and the 11 lots in this application, warrants further discussion. The Planning Board Resolution (Exhibit "J") does not contain a description of the property which is subject to SDP-8945. Moreover, the approved drawings for SDP-8945 contain a note for 10 of the 11 lots (all but Lot 2), which states, "NOT INCLUDED IN THIS SDP." However, a review of the Staff Report for SDP-8945 confirms that the 11 lots were nonetheless part of the land area subject to SDP-8945, despite not being analyzed for development.

A copy of the Staff Report for SDP-8945 is marked Exhibit "K" and attached hereto. On page 2 of Exhibit "K," under the heading "Development Summary," it is stated that the 23 lots proposed to be retained by NAHB were not included in SDP-8945. However, the development list on page 3 includes the full acreage of the site and all units. Consequently, only the 144 lots acquired by Berry were analyzed for development in SDP-8945. The Final Plats for the 11 lots provide further evidence that they were in fact part of the land area subject to SDP-8945 (see Exhibits "B," "D" and "E"). Each Final Plat contains a note with the following statement:

Development of this property must conform to the Specific Design Plan SDP-8945 approved on Oct. 5, 1989 (in compliance with the Comprehensive Design Plan CDP-8810 approved on June 1, 1989) or as amended by any subsequent revisions thereto.

It should be noted that SDP-8945 was approved subject to 14 conditions. Condition 1 dealt with amendments arising from "marketing conditions." If such an amendment related to "location and percentage of different model units," it could be approved at staff level subject to three limitations. The first limitation required retention of the basic concepts for access, grading and unit location. The second limitation prohibited the introduction of new housing designs or the elimination of model types. The third limitation sought to avoid excessive repetition of housing types. Give the nature of the proposed development, and after correspondence with staff, it was determined that the instant

application should be processed as a revision to SDP-8945. This is evidenced by emails from staff dated July 18, 2021, copies of which are marked Exhibit "L" and attached hereto. There have been seven previous revisions to SDP-8945, none of which impacted the 11 lots subject to this application.

DEVELOPMENT PROPOSAL

The Applicant proposes to develop Lot 2, and Lots 49-54, with two-story single-family detached dwellings. Lots 28-31 will further be developed with single-family attached townhomes. The architectural renderings and landscape plan submitted with this application depict in greater detail the design of each dwelling unit and the landscaping which will be provided. It is the Applicant's intent that this project will serve to complete the Ternberry development as originally envisioned.

CONFORMANCE WITH MASTER PLAN AND GENERAL PLAN RECOMMENDATIONS

The Property is located in Planning Area 71B and is within the municipal limits of the City of Bowie. It is also subject to the Bowie, Mitchellville & Vicinity Master Plan, most recently adopted by the District Council on March 8, 2022. The Future Land Use Map found on page 50 of the Master Plan text document recommends low density residential development for Lot 2 and Lots 49-54, and medium density residential development for Lots 28-31. Like the Master Plan, the General Plan's "Generalized Future Land

Use Map" recommends residential development for the Property. The Property is also designated within the "Established Communities" Growth Policy Area. Finally, while no longer technically applicable, the Property is in the Developing Tier of the 2002 General Plan. The purpose of the Developing Tier is to provide for a pattern of medium density, suburban residential development with distinct commercial centers and employment areas. The Applicant submits that the proposed development conforms with the above recommendations for low to medium density development of the Property.

CONFORMANCE WITH APPLICABLE PROVISIONS OF
SUBTITLE 27/ZONING ORDINANCE

As noted above, the Property is zoned LCD. Section 27-4205(c)(1) of the new Zoning Ordinance provides that the LCD Zone is intended to recognize properties which were in Comprehensive Design Zones under the old Zoning Ordinance and which were the subject of an approved Basic Plan, Comprehensive Design Plan or Specific Design Plan. Section 27-4205(c)(3) further provides that development in the LCD Zone shall comply with the previous development approvals in accordance with Section 27-1700, Transitional Provisions. Section 27-1704 applies to projects which were approved prior to April 1, 2022. Section 27-1704(e) permits amendments and revisions to "grandfathered" projects, while Section 27-1704(h) permits property in the LCD Zone to develop

pursuant to the prior Zoning Ordinance, subject to the terms and conditions of previous approvals. As abovementioned, staff has advised that this application should be processed as a revision to SDP-8945 (see Exhibit "L").

Section 27-530 of the prior Zoning Ordinance provides that amendments to approved Specific Design Plans shall be made in accordance with the criteria for initial approval. The criteria for initial approval of a Specific Design Plan are set forth in Section 27-528(a). The criteria are as follows:

(a) Prior to approving a Specific Design Plan, the Planning Board shall find that:

- (1) The plan conforms to the approved Comprehensive Design Plan, the applicable standards of the Landscape Manual, and except as provided in Section 27-528(a)(1.1), for Specific Design Plans for which an application is filed after December 30, 1996, with the exception of the V-L and V-M Zones, the applicable design guidelines for townhouses set forth in Section 27-274(a)(1)(B) and (a)(11), and the applicable regulations for townhouses set forth in Section 27-433(d) and, as it applies to property in the L-A-C Zone, if any portion lies within one-half (1/2) mile of an existing or Washington Metropolitan Area Transit Authority Metrorail station, the regulations set forth in Section 27-480(d) and (e);**

It should be reiterated that the Property consists of 11 record platted lots within an existing development. As depicted on the elevations filed with this application, the building design proposed by the Applicant is at least equal to, and harmonious with, the quality of surrounding development. With respect to the above criterion, the Applicant submits the proposed Plan is in

conformance with approved CDP-8810. As discussed above, CDP-8810 approved a total of 167 dwelling units, including 45 single-family detached units and 122 single-family attached (townhouse) units. Of these 167 approved dwelling units, all but 11 have been developed. The development proposed in this Plan accounts for the 11 remaining lots. It should be noted that CDP-8810 was approved subject to several conditions. Of relevance is Condition 5, which states:

Prior to the issuance of the final building permit(s) for the 167 dwelling units, the applicant, his heirs or assigns shall design and construct a 500 foot acceleration lane along the northbound median of US Route 301 at the intersection of U.S. Route 301 and Pennsbury Drive.

Given that the Applicant proposes the development of the final dwelling unit approved in CDP-8810, this Condition is applicable. The Applicant proposes to construct the acceleration lane in conformance with this Condition. As reflected on the attached landscape plan, this Plan also conforms to all requirements of the Prince George's County Landscape Manual.

The single-family homes, to be constructed on Lot 2, and Lots 49 through 54, are depicted in detail on the attached elevations. As can be seen, two model types are proposed (Magnolia and Spruce). The front face of each model will include a mix of brick and horizontal siding with a porch, two car-garage and attractive landscaping. Both models will also include a number of features

creating visual offsets, including windows, numerous façade recesses, roofline variations, and color changes.

Finally, the townhouses proposed in this application will conform to Section 27-274(a)(1)(B) and (a)(11), as well as Section 27-433(d). Section 27-274(a)(1)(B) states:

The applicant shall provide justification for, and demonstrate to the satisfaction of the Planning Board or District Council, as applicable, the reasons for noncompliance with any of the design guidelines for townhouses and three-family dwellings set forth in paragraph (11), below.

The Applicant submits that the proposal complies with the design guidelines for townhouses as provided in Section 27-274(a)(11). An analysis of conformance with the design guidelines of Section 27-274(a)(11) is set forth below:

(11) Townhouses and three-family dwellings.

(A) Open space areas, particularly areas separating the rears of buildings containing townhouses, should retain, to the extent possible, single or small groups of mature trees. In areas where trees are not proposed to be retained, the applicant shall demonstrate to the satisfaction of the Planning Board or the District Council, as applicable, that specific site conditions warrant the clearing of the area. Preservation of individual trees should take into account the viability of the trees after the development of the site.

As depicted on the attached Landscape Plan, the Applicant does not propose the removal of any trees which exist to the rear of the proposed townhouse units.

(B) Groups of townhouses should not be arranged on curving streets in long, linear strips. Where feasible, groups of townhouses should be at right angles to each other, and should facilitate a courtyard design. In a more urban environment, consideration should be given to fronting the units on roadways.

The townhouse units located on Lots 29 through 31 will be accessed from Pennsbury Drive. The townhouse unit to be located on Lot 28 will be accessed from Pasadena Place, which is immediately west of Lot 28. The units will not be fronting on a curved street, nor are they proposed as a "long linear strip." To the contrary, the existing and proposed townhouses are located in small strips comprising only four units each. The proposed units are oriented at an angle relative to the orientation of existing townhouses which creates a visual offset of the type encouraged by the Zoning Ordinance. Finally, as depicted on Exhibit "A" as well as the Site Plan attached hereto, the unit layout creates a courtyard design which is marked by the parking area and cul-de-sac of Presidio Way, which is located in the rear (south) of the townhouse lots.

(C) Recreational facilities should be separated from dwelling units through techniques such as buffering, differences in grade, or preservation of existing trees. The rears of buildings, in particular, should be buffered from recreational facilities.

The townhouse units will face Pennsbury Drive, while the rear of each unit will face Presidio Way. There are no recreational facilities located to the rear of the proposed units.

There are, however, recreational facilities in the form of a playground and walking trail located across Pennsbury Drive to the north. As depicted on the attached Landscape Plan, there are existing trees located on the north side of Pennsbury Drive which will remain undisturbed. Ornamental and shade trees will also be planted in front of each townhouse unit to provide additional visual separation from the recreational facilities.

(D) To convey the individuality of each unit, the design of abutting units should avoid the use of repetitive architectural elements and should employ a variety of architectural features and designs such as roofline, window and door treatments, projections, colors, and materials. In lieu of this individuality guideline, creative or innovative product design may be utilized.

The Applicant submits that the proposed townhouses certainly represent a creative and innovative design. It should be reiterated that the Property is located within a community which was intended to provide unique and diverse housing types. As depicted on the attached elevations, the individuality of each unit is primarily emphasized through the creative layout of each townhouse and garage unit. The townhouses will be served by offset single-car garages. Each garage will be 13.5' x 20' and will be located to the side of each unit. Through this design feature, the proposal will accomplish the type of aesthetic variations envisioned by the Zoning Ordinance.

(E) To the extent feasible, the rears of townhouses should be buffered from public rights-of-way and parking lots. Each application shall include a visual mitigation plan that identifies effective buffers between the rears of townhouses abutting public rights-of-way and parking lots. Where there are no existing trees, or the retention of existing vegetation is not practicable, landscaping, berming, fencing, or a combination of these techniques may be used. Alternatively, the applicant may consider designing the rears of townhouse buildings such that they have similar features to the fronts, such as reverse gables, bay windows, shutters, or trim.

As can be seen from a review of the attached Landscape Plan, there are existing trees located to the rear of the proposed townhouse lots. These trees will remain in place and will provide a degree of buffering from the small parking area located on the cul-de-sac of Presidio Way. The Landscape Plan further demonstrates conformance with all other requirements of the Landscape Manual.

(F) Attention should be given to the aesthetic appearance of the offsets of buildings.

As noted above, the townhouse units will be offset as a result of garages being located to the side of each unit. This unique design creates a roofline variation which improves the aesthetic appearance and reduces the type of monotony which is discouraged by the Zoning Ordinance.

An analysis of conformance with the provisions of Section 27-433(d) is set forth below:

(d) Dwellings.

(1) All dwellings shall be located on record lots shown on a record plat.

Each proposed unit will be located on record lots shown on Final Plats of Subdivision (see Exhibits "B," "D" & "E").

(2) There shall be not more than six (6) nor less than three (3) dwelling units (four (4) dwelling units for one-family attached metropolitan dwellings) in any horizontal, continuous, attached group, except where the Planning Board or District Council, as applicable, determines that more than six (6) dwelling units (but not more than eight (8) dwelling units) or that one-family semidetached dwellings would create a more attractive living environment, would be more environmentally sensitive, or would otherwise achieve the purposes of this Division. In no event shall the number of building groups containing more than six (6) dwelling units exceed twenty percent (20%) of the total number of building groups, and the end units on such building groups shall be a minimum of twenty-four (24) feet in width.

This criterion is satisfied given that the Applicant is only proposing one group of four (4) townhouse units.

(3) The minimum width of dwellings in any continuous, attached group shall be at least twenty (20) feet for townhouses, and twenty-two (22) feet for one-family attached metropolitan dwellings. Attached groups containing units all the same width and design should be avoided, and within each attached group attention should be given to the use of wider end units.

Each townhouse unit is proposed to be 22' x 48'. Although each unit will be the same width, the Applicant submits that the unique design proposed for the townhouse units will overcome the concern of each unit being the same width. First, the two outside

units (on Lots 28 and 31) are essentially freestanding, whereas the two middle units (on Lots 28 and 30) are connected. When viewed in connection with the offset garages, this creates the perception of varying townhouse width. Moreover, the offset garages for each end unit (on Lots 28 and 31) are located outside each unit. So, while the end units themselves are not actually wider, they nonetheless maintain the appearance of being wider given that the garages will be located outside each unit. With these perspectives in mind, the Applicant submits that the site design satisfies the spirit of this criterion.

(4)The minimum gross living space, which shall include all interior space except garage and unfinished basement or attic area, shall be one thousand two hundred and fifty (1,250) square feet for townhouses, and two thousand two hundred (2,200) square feet for one-family attached metropolitan dwellings.

At 22' x 48' and two stories in height, the living space for each unit far exceeds the minimum stated above.

(5)Side and rear walls shall be articulated with windows, recesses, chimneys, or other architectural treatments. All endwalls shall have a minimum of two (2) architectural features. Buildings on lots where endwalls are prominent (such as corner lots, lots visible from public spaces, streets, or because of topography or road curvature) shall have additional endwall treatments consisting of architectural features in a balanced composition, or natural features which shall include brick, stone, or stucco.

The side and rear walls for each townhouse unit will be marked by prominent architectural features. Windows will be provided, not just on the end wall of the townhouse unit, but

also on the end wall of each garage unit. Further, the location of garage units beyond the end walls provides a distinct recess. Similar features are provided in the rear of each unit, including two doors which lead to the garage and to the main unit. Decks and attractive landscaping will also be provided in the rear of each unit which add to the aesthetic appearance.

(6) Above-grade foundation walls shall either be clad with finish materials compatible with the primary facade design, or shall be textured or formed to simulate a clad finished material such as brick, decorative block, or stucco. Exposed foundation walls of unclad or unfinished concrete are prohibited.

While exact textures and materials comprising above grade foundation walls have not yet been determined, they will not contain prohibited unclad or unfinished concrete. Exact materials and textures will be determined at building permit application.

(7) A minimum of sixty percent (60%) of all townhouse units in a development shall have a full front facade (excluding gables, bay windows, trim, and doors) of brick, stone, or stucco. Each building shall be deemed to have only one "front."

The full front façade of each unit will be composed primarily of brick and thus satisfy this criterion.

(8) One-family attached metropolitan dwellings shall be designed with a single architecturally integrated "Front Wall." A minimum of one hundred percent (100%) of the "Front Wall", excluding garage door areas, windows, or doorways shall be constructed of high quality materials such as brick or stone and contain other distinctive architectural features.

As depicted on the attached elevations, this criterion is satisfied given that the front wall of each unit will be composed primarily of brick.

- (1.1) For a regional Urban Community, the plan conforms to the requirements stated in the definition of the use and satisfies all requirements for the use in Section 27-508 of the Zoning Ordinance;**

The subject project is not a Regional Urban Community. Therefore, this provision is not applicable.

- (2) The development will be adequately served within a reasonable period of time with existing or programmed public facilities either shown in the appropriate Capital Improvement Program, provided as part of the private development or, where authorized pursuant to Section 24-128(a)(8) of the County Subdivision Regulations, participation by the developer in a road club;**

The Applicant submits that existing public facilities are sufficient to serve the proposed development. The Property is the subject of an approved Preliminary Subdivision Plan and Final Plats of Subdivision. Adequacy of public facilities for this development was evaluated as part of the subdivision process. The 11 units proposed herein will generate only a *de minimis* increase in traffic trips.

- (3) Adequate provision has been made for draining surface water so that there are no adverse effects on either the subject property or adjacent properties;**

A Conceptual Stormwater Management Plan has been approval by the City of Bowie. A copy of that Plan and the Approval Letter have been submitted with this application. Implementation of the

stormwater management facilities as approved will ensure that adequate provision has been made for the drainage of surface water.

(4) The plan is in conformance with an approved Type 2 Tree Conservation Plan; and

The Applicant has received three Woodland Conservation Exemption Letters and three Natural Resources Inventory Equivalency Letters which correspond to each area of development. Copies of these letters have been submitted with this application.

(5) The plan demonstrates that the regulated environmental features are preserved and/or restored to the fullest extent possible in accordance with the requirements of Subtitle 24-130(b)(5).

As noted in the Natural Resources Inventory Equivalency Letters, there are no regulated environmental features on site. Therefore, the requirements of Section 24-130(b)(5) are not applicable.

(b) Prior to approving a Specific Design Plan for Infrastructure, the Planning Board shall find that the plan conforms to the approved Comprehensive Design Plan, prevents offsite property damage, and prevents environmental degradation to safeguard the public's health, safety, welfare, and economic well-being for grading, reforestation, woodland conservation, draining, erosion, and pollution discharge.

This is not an application for infrastructure. Therefore, this provision is inapplicable.

PRIOR CONDITIONS OF APPROVAL

As discussed in greater detail above, the Property has been the subject of several development approvals. An analysis of relevant conditions of the prior approvals is set forth below:

CDP-8310:

- Condition 5: Prior to the issuance of the final building permit(s) for the 167 dwelling units, the applicant, his heirs or assigns shall design and construct a 500 foot acceleration lane along the northbound median of U.S. Route 301 at the intersection of U.S. Route 301 and Pennsbury Drive.

The Applicant's proposal will require issuance of the final building permit and therefore this Condition is applicable. The Applicant has agreed to construct the required 500-foot acceleration lane.

- Condition 6: If further amendments regarding density, intensity of development, or change in dwelling unit type in the Comprehensive Design Plan occur, the applicant shall submit a revised traffic impact analysis which will include a revised estimate of background traffic consisting of traffic generated by all record plats in the vicinity of the proposed development, as well as growth in through traffic.

The instant proposal does not involve any amendments regarding density, intensity of development or change in dwelling type. Therefore, the Applicant submits that a traffic impact analysis is not required.

- Condition 11: The developer, his successors, and assigns, shall satisfy the Planning Board that there are adequate provisions to ensure the retention and all future maintenance of proposed private recreational facilities.

As noted above, the Ternberry community is subject to a Recreational Facilities Agreement dated August 15, 1989 and recorded among the Land Records of Prince George's County in Liber 7543 Folio 361.

Preliminary Plan 4-89077:

- Condition 4: The developer, his successors and/or assigns, shall execute and record a formal agreement before submitting the record plat to the Subdivision Office to provide recreational facilities to Department of Parks and Recreation standards I phase with the site development, and shall submit a performance bond or other suitable financial guarantee (suitability to be judged by the General Counsel's Office of The Maryland-National Capital Park and Planning Commission) within two weeks prior to applying for a building permit.
- Condition 5: The developer, his successors, and assigns, shall satisfy the Planning Board that there are adequate provisions to ensure the retention and all future maintenance of proposed private recreational facilities.

As noted above, the Property is already the subject of final record plats of subdivision, and a Recreational Facilities Agreement has been executed.

- Finding 3: Compliance with the following, Condition #5 of the Approved CDP, ensures that public facilities are adequate to support this subdivision:
 - (5) Prior to the issuance of the final building permit(s) for the 167 dwelling units, the applicant, his heirs or assigns shall design and construct a 500 foot acceleration lane along the northbound median of U.S. Route 301 at the intersection of U.S. Route 301 and Pennsbury Drive.

As noted above, the Applicant has agreed to construct the required 500-foot acceleration lane in satisfaction of this finding.

SDP-8945:

- Condition 5: Prior to the issuance of the final building permit(s) for the 167 dwelling units, the applicant, his heirs or assigns shall design and construct a 500 foot acceleration lane along the northbound median of U.S. Route 301 at the intersection of U.S. Route 301 and Pennsbury Drive.

See above response.

CONCLUSION

In conclusion, the Applicants submit that the proposed Specific Design Plan satisfies the criteria for approval as set forth in the Zoning Ordinance. Therefore, the Applicant respectfully requests approval of SDP-8945-08.

Respectfully submitted



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Ternberry CDP

2.2 DESIGN PRINCIPLES

The design principles which will govern the site closely reflect the concepts introduced in the approved plan:

2.2(1) BUILDING DESIGN AND ENVELOPE

The Berry building design concepts will unify the diverse housing types and create neighborhood transitions for the entire site. The concept of integrating single family and townhome clusters has been maintained, and in avoiding the obvious option of grouping all of the single family detached homes in one part of the site, the community benefits both functionally and aesthetically. The development will appear unified while featuring an extensive variety of housing types in a relatively small area.

The use of various types of residential structures permits selective siting in response to both on-site and off-site features. For example, upon entering the park from either direction one will be struck by the balance between variety and continuity. Single family detached homes either back up to the woods and the park beyond or are clustered in cul-de-sacs forming groupings that are natural neighborhood units. The attached homes also form elements of cohesive neighborhood structure. In addition, the visual counterpoint between and among the different unit types adds zest to the community without being discordant. The identity created in the several enclaves gives a sense of "belongingness" to those areas, presenting compatible and harmonious forms that contrast and fit together.

The architectural concepts to be presented by William L. Berry & Company at the time of Specific Design Plan offer refreshing variety while creating harmonious neighborhood transitions. The diversity of housing types feature single family homes with multiple and varied roof lines, an abundance of interesting windows on all visible sides, and column and pillar treatment not often seen in this traditional market. The two lines of townhomes each echo the peaked roof line and window treatments of the single family homes, while each presenting its own unique features, such as the innovative interlock lot configuration. All will have garages and dramatic presentations to the streetscape views.

Several different types of housing are considered to be possible candidates for inclusion in the Home Park. In addition to types that are popular today, flexibility is built into this Plan for the National Association of Home Builders to accommodate housing types that could be developed over the course of the next 4-8 years. Therefore, notwithstanding that certain housing types are not shown on the Illustrative Layout Plan, NAHB may propose innovative concepts which meet the Comprehensive Design Plan design standards during the Specific Design Plan Phase (Phase III). Accordingly, no footprints have been shown on the NAHB lots on the Illustrative Layout Plan.

Another desirable retained design concept is that of grouping the homes into small clusters which gain their access to garages or parking via a tertiary-type street. This concept applies to townhomes and single family homes in varied locations. As in the approved plan, the single family home courts will have the appearance of a tertiary-type courtyard cul de sac, with underlying ownership of a shared right of way connected to a public street. (See Figure 4b.) This creates a sense of community among neighbors, introduces a varied and interesting streetscape, and avoids the standard parallel rows of homes. By siting the housing in this manner, the number of driveway entrances onto public streets has been minimized to the point that the street takes on a very uncluttered appearance. This new plan further reduces access to the main drive even beyond the minimum achieved in the approved CDP.

Maximizing solar energy access remains an objective in this amended plan. In fact, this plan has actually increased the number of building sites whose orientation allows for prime exposure for living-areas, i.e., maximizing south facing spaces that benefit from the most suitable sun exposure.

The following guidelines will govern the building envelopes:

BUILDING ENVELOPE GUIDELINES

Minimum Setbacks

Central Avenue-to nearest house wall*	150'
Front Yard	
Public Right of Ways-to nearest house wall*	20'
Private Street/Drive-lot line to nearest house wall*	20'
Side Yard	
Single family detached (other than zero lot line)	3'
Single family detached Zero lot line (one side only)	5'
Side Yard adjacent to a street - from lot line to nearest house wall*	10'
Rear Yard	
Single family detached	15'
Townhomes/attached	15'
Setback for Decks	0'

*Nearest house wall does not include chimneys, covered porches, bay windows and similar extensions.

Minimum Lot Sizes

Single family/detached units	8,000 sq. ft.
Townhome/attached units	1,500 sq. ft.

SINGLE FAMILY ATTACHED UNITS
MINIMUM LOT SIZE = 1500 SQ. FT.

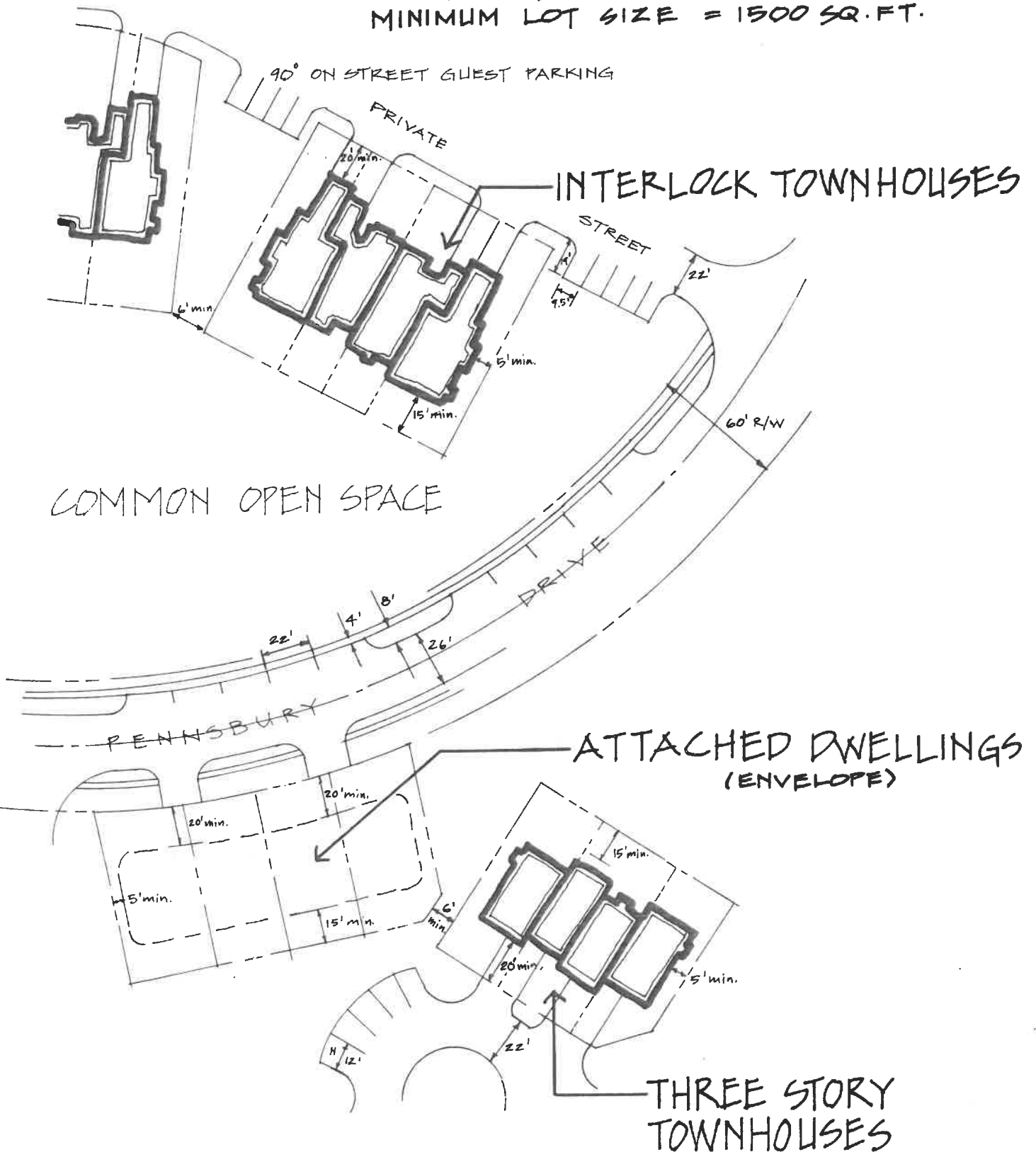
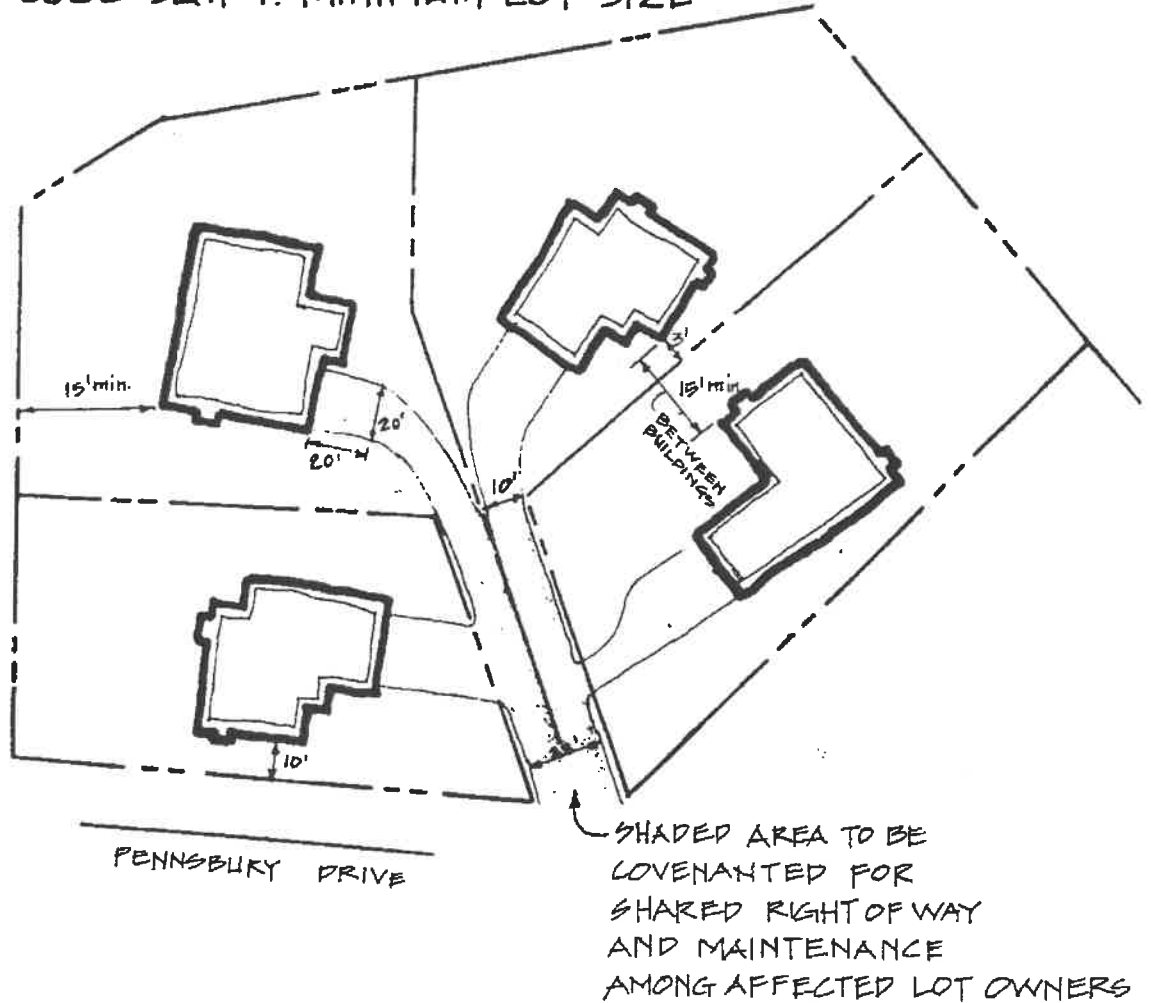


FIGURE 4a

SINGLE FAMILY DETACHED
8000 SQ. FT. MINIMUM LOT SIZE



Illustrative Diagram from CDP Text
 (NOT A SITE PLAN PROPOSAL - ONLY HYPOTHETICAL)

FIGURE 4b

Deleted W/Approval of 2017 Update - See Oct 16, 2017 Memo
R-65-17 approved 11/6/2017

ATTACHMENT 5

Development Review Guidelines Superseded by County Zoning Ordinance Rewrite Standards

DRG #	Content	Replaced By
General 1	Large development projects should be designed with a "theme" to unify buildings and facades, and to create a distinctive identity that should be integrated into the surrounding communities.	27-5.1103.D2
3	All projects should be sensitive to the surrounding environment and community, with regard to architecture, scale, and mass.	27-5.905.C 27-5.1103
4	Facades are encouraged to be brick, or other natural materials (stucco, stone)	27-5.904.D
5	Parking areas should be designed to be convenient, efficient, safe and attractive. Concrete curbing should be provided around single trees and landscape islands proposed within parking fields. Landscaping should be provided in sufficient quantities and distribution to achieve adequate canopy coverage, such that the "heat island effect" is minimized.	27-5.109.B.4 27-5.205.B.2
7	Dumpsters should be screened on three sides by an eight foot high fence or wall and should include visually solid gates using natural materials compatible with the primary structure or by the use of heavy landscaping	27-5.1000.E 27-5.904.H
8	Ornamental lighting fixtures in accordance with City standards, other than Cobra heads, are encouraged, provided they are compatible with those found in the immediate neighborhood. Ornamental fixtures should be of the full cut-off design wherever possible.	27-5.606
12	The use of alternate paving (e.g. concrete pavers or stamped decorative concrete or asphalt) is encouraged at building entrances and pedestrian crossings to create a cohesive streetscape design and to highlight areas of pedestrian activity for enhanced safety and circulation.	27-5.109.B.4
16	Lane striping and pavement painted arrows delineating vehicular traffic flow should be provided in parking lots with high traffic volumes.	27-5.205.D
18	New construction or renovation of existing structures should be compatible and reflect the prevailing character of the area.	27-5.1103.D.2
20	Developers and builders should consider landscaping techniques and materials to shade dwelling units and reduce energy consumption. Generally, landscaping should be provided on the south and west sides of buildings.	27-5.1103.D.2
22	Mechanical equipment (e.g. air conditioning condensers, heat pumps, etc.) should be screened	27-5.904.F.3

Development Review Guidelines Superseded by County Zoning Ordinance Rewrite Standards

	from view and should be shaded, where possible, to reduce energy consumption.	
23	Blank walls and large masses should be visually broken by landscaping, architectural features, and varied building materials. Articulated storefronts should be provided on large buildings and should be designed to relate to adjacent streetscape.	27-5.904.A
24	On multi-building sites, architecture should be designed to relate buildings to one another while maintaining proper proportions of size and scale. New buildings should also be constructed with adequate setbacks to provide streetscapes	27-5.904.A.3
25	Unattractive architectural features (e.g. downspouts, roof-mounted mechanical equipment) should be screened from street level.	27-5.904.C.3
26	Parking lots should be bermed and landscaped, while allowing for safe sight distance for drivers, in order to encourage concealment of parking from street. Generally, parking should be located to the side or rear of buildings, not in front of them. Compact parking spaces should be discouraged in favor of universal-sized parking spaces (9' x 18'). Surplus parking areas containing 20 spaces or more should be constructed with 50/50 pavers to reduce the amount of impervious surface.	27-5.905.E 27-5.904.G
28	Porous paving materials (e.g. concrete pavers, grass pavers and porous pavement) are encouraged at parking areas, driveways, sidewalks and trails in order to allow rainwater to permeate through hard surfaces into the ground at the site rather than run off the site.	27-5.205.B.2
29	Development plans should include the provision of bike racks at publicly accessible buildings and park facilities.	27-5.110
Residential 3	On corner lots, or where the chimney is highly visible, the chimney should be constructed entirely of brick. Where the chimney faces public space, brick is encouraged. All fireplace chimneys and prefabricated inserts should extend to grade or be landscap	27-5.804.F 27-5.804.H
5	Vehicular access to corner lots should be provided from streets of lower classification or streets that are anticipated to have less traffic volume.	27-5.108.D.2.c
11	A minimum of two architectural features should be provided in a balanced composition on each endwall. Such features should include, but not be limited to, standard windows, doors, fireplace chimneys. For highly visible units, a minimum of four architectural	27-5.804.F τ

Development Review Guidelines Superseded by County Zoning Ordinance Rewrite Standards

	features (including decorative trim, shutters) is encouraged.	
12	On highly visible townhouse units, and selected detached units, the front facade and (visible) endwall should be constructed of the same material.	27-5.804.F
13	Townhouse units should be offset a minimum of four feet. Side entry of end townhouse units should be encouraged. Townhouse rooflines should be varied in height. Townhouse roofline pitch should be no less than 8/12.	27-5.804.F
28	To enhance the aesthetics of townhouse communities, parking should be located to the rear of buildings, and rear load garages are encouraged.	27-5.804.B
29	Design of townhouse communities should include courtyards and common green spaces in front of townhouse units.	27-5.804.C.2
Commercial 10	Convenient and safe pedestrian access to, and within, commercial developments should be provided . All sidewalks in projects accessible to the public should be a minimum of six (6) feet in width.	27-5.108.G 27-5.109.B.4
Transportation 3	Pedestrian movement should be a priority in any street system design.	27-5.108.G
4	New and replacement street lighting should use full cut-off fixtures in order to reduce glare, light pollution and light trespass.	27-5.606.A
8	Sidewalks and streetlights shall be required along all City, County and State roads.	27-5.109
11	Crosswalks should be located and lighted where high volumes of pedestrian traffic exist or are anticipated, and where they are warranted by standard engineering practices.	27-5.109
12	Generally, unless there are no feasible alternatives, vehicular access to individual properties having frontage on arterial and collector roads should be discouraged.	27-5.108.D
13	The interconnection of the City's street system for access to developing properties should be encouraged as a means of reducing the number of local vehicle trips on the overall road network, improving circulation, and increasing emergency access potential.	27-5.108.D
14	The City discourages the creation of new communities containing more than 100 units with only a single point of vehicular access unless there is no other feasible alternative to provide access. An upper limit of 200 units is established for which no support will be given by the City for any proposed development having a single access.	27-5.108.K.4

Development Review Guidelines Superseded by County Zoning Ordinance Rewrite Standards

21	Use of plant species indigenous to the area or native to the region, including BayScaping techniques should be used in the landscape design.	27-5.400 (Section 4.9 of Landscape Manual)



Memorandum

TO: City Council

FROM: Daniel Mears, Assistant City Manager

SUBJECT: Bowie Golf Course Update

DATE: 06/01/2023

Justin Smith from Indigo Sports will provide an overview of operations at the Bowie Golf Course since they began managing the course on behalf of the City in November 2021.

ATTACHMENTS: 1. 20230605 - Bowie Golf Course Presentation



Bowie Golf Club

Bowie City Council Update

June 2023



BOWIE
GOLF CLUB

Table of Contents

1. Partnership
2. City of Bowie Funded Improvement Projects
3. Operationally Funded Improvements
4. Results Through First 18 Months
5. Community Update
6. Course Update
7. Marketing Update



Partnership

The City of Bowie and Troon/Indigo Sports entered into an agreement for management services in November 2021 after the course had been closed for one month following the exit of the previous lessee. Troon/Indigo Sports manages the operations of the golf course for the City. The agreement is for 5 years.

City of Bowie Funded Improvement Projects

The City has or currently will be funding the following improvement projects:

**State-of-the-art
Golf Course
Irrigation
System**

Completed

**State-of-the-art
Driving Range**

Design Phase

**New Golf
Course
Maintenance
Building**

Design Phase

Tree Work

In Progress

Operationally Funded Improvements

The operations have also funded the following improvements:

- 75 new golf carts
- 1 new range cart
- 1 new beverage cart
- 4 new utility carts
- New maintenance equipment - awaiting delivery
- State-of-the-art Point of Sale system
- New technology - phones, tablets, networking
- Painted interior



Results through first 18 months

November, 2021

April, 2023

Rounds

Total	52,711
Public	33,000
Resident	11,000
Outings	2,500

Revenue

Total Revenue	\$1.7 Mil
Greens/Cart Fees	\$1.4 Mil
F&B (began 6/22)	\$100 K
ProShop	\$59 K
Memberships	\$100 K
Range Fees	\$35 K

Modern Memberships

- Sold 1,400 since start of Program in February of 2022
- About 250 monthly members in season (Mar-Oct months) and 100 off season (Nov-Feb months)
- 40% of members are residents

EBITDA - FY22 + projected results for FY23

<u>FY22</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
	\$(32,625)	\$52,513	+\$85,138
<u>FY23</u>	<u>Budget</u>	<u>Projected</u>	<u>Difference</u>
	\$81,168	\$157,888	+\$76,720

Community Update

Junior Programs

- PGA Jr Camps – 60 Kids in 2022/
Possibly more 2023
- Other junior programs
YOC/Excel Golf Group/ Junior
Membership
- Children 15 and under are free
with a paying adult

City Residents

City residents who are employees
(Currently 15 employees live within
city limits)

Bowie State Partnership

Course Update

- Successful Overseeding
- Increased Greens Aeration
- Spray Program to Enhance Playability of The Greens
- Better Water Utilization
- Increased Equipment Maintenance Schedule
- Improved Conditions Overall
- Updated Course Supplies; Tee Markers, Flags, Flagsticks etc.
- Retained Existing Employees
- Focusing on Detail Work
- Cleaning and Re-Planting existing Flower Beds

Marketing Update

November 3rd, 2021

April 4th, 2023



203 Fans
136 Posts
44K Page Impressions



27 Followers
37 Posts
347 Profile Reach



1,099 Downloads
26,373 Devices Pushes Sent to
248 Offer Lockers Redeemed
\$399,604 Revenue



373 Reviews Left
3.92 Average Star Rating
Positive Mentions: Course, Green, Fairway, Shape, Condition

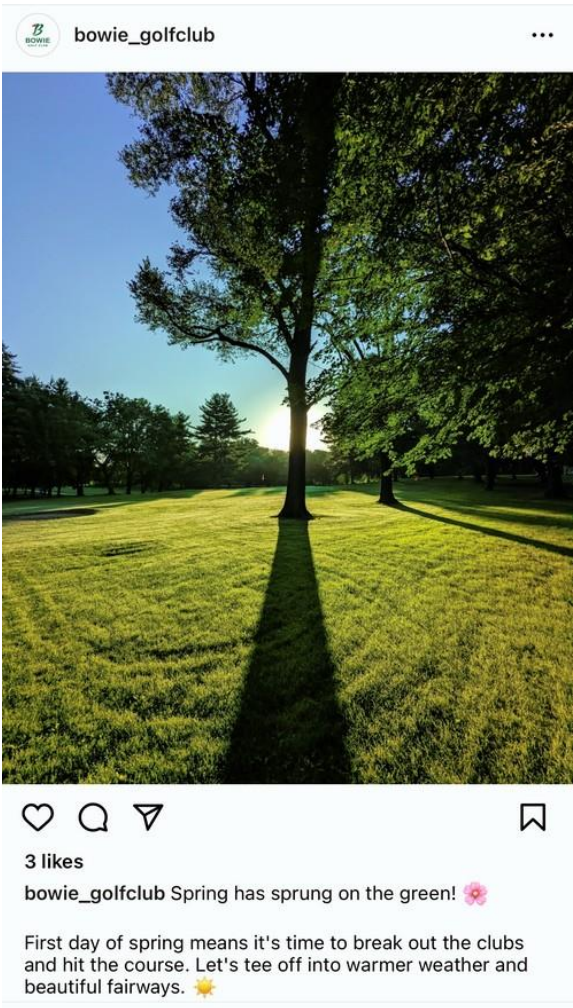


Responded

Nice course and good value for the area. Greens are kept in good shape and they are always working on improving the course.

KEYWORDS
[Report an issue](#)

POSITIVE (5)
nice course value green





Thank You!





Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Potential Legislative Action Request

DATE: 06/01/2023

Recommended memo from City Attorney attached.

ATTACHMENTS: 1. 20230605 - Memo re potential LAR



Levan Ruff, LLC
2007 Tidewater Colony Drive
Annapolis, Maryland 21401

Elissa Levan, Esq.
443-853-9009
Elevan@Levanruff.com

MEMORANDUM

TO: Bowie City Council

FROM: Elissa D. Levan, City Attorney

CC: Al Lott, City Manager

SUBJECT: Potential Legislative Action Request.

DATE: June 1, 2023

There are a number of State law provisions that require local governments to publish notices of various actions in a newspaper of general circulation. These include:

- Local Gov't Art. ("LG"), § 4-304 (charter amendments)
- LG § 4-406 (annexations)
- LG § 19-304 (Sale of bonds)
- Land Use Art., § 6-103 (Planning Comm'n plat adoption) (not applicable to Pr. Geo. municipalities)
- Transp. Art., § 21-809 – speed camera citations

Constant yield tax notices must also be published in a newspaper of general circulation (Tax-Prop. Art., § 6-308), but amendments to that provision in the last legislative session decreased the likelihood that a particular jurisdiction would have to public.

Many local governments have already altered their own notice procedures for matters for which there is no State law requirement. Such alterations often provide for notice in, among other ways, including it in a municipal newsletter, posting it on the municipal website, posting in social media, and sometimes supplementing using text messages when a mechanism is available for that.

Over the last decade, some efforts have been made to alter the State's requirements for publication, because newspaper publication is expensive and not the best tool for reaching residents in the current environment. Gaithersburg sponsored some bills in the 2014-2015 timeframe that were unsuccessful, at least in part because of the print media lobby.

Gaithersburg made another attempt last session, but decided to pursue a narrow path, seeking a change for the time being only as to Charter Amendment Resolutions. Their government relations

specialists have reached out to inquire whether other jurisdictions would be interested in joining that push in the coming session. Separately, I have raised with the Maryland Municipal Attorneys Association (“MMAA”), a department of the Municipal League, the question of whether the MMAA wants to submit a Legislative Action Request to the League’s Legislative Committee for consideration in its annual process of recommending to the Board the League’s primary legislative focuses. The deadline for the submission of LARs is July 1, so the MMAA will have to discuss it at our summer meeting at the Ocean City conference.

I ask for your support for the filing of a Legislative Action Request seeking relief from the onerous requirement of publication in a newspaper of general circulation as to some or all of the above-listed statutes.