City of Bowie
Regular City Council Meeting

Monday, December 4, 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

VII. CITY BOARDS AND COMMITTEES

VIII. COUNCIL ANNOUNCEMENTS

IX. CITY MANAGER'S REPORT

X. CONSENT AGENDA

A. Adoption of Resolution R-70-23 Regarding Variance Application BV-1-23, A Request by Mike and Lauren Lagua for a Variance to Validate Existing Lot Coverage at 39.6% at 1302 Pennypacker Lane When, According to the Prince George's County Zoning Ordinance, Lot Coverage in the RR Zone Shall Not Be More Than 30% at 1302 Pennypacker Lane

B. Approval of New Records Supervisor Position within the Police Department

XI. OLD BUSINESS

XII. NEW BUSINESS

A. Environmental Advisory Committee - Updates and Priorities

B. Bowie Ice Arena Design Development Presentation

C. "Accountability, Transparency, and Performance Reviews" Council Discussion
This item was placed on the agenda per the request of Councilmember Ndebumadu.

This item on accountability and performance reviews aims to enhance transparency and justification of expenditures within the budget process. This initiative aims to delve into the department's methodologies and approach to measuring programmatic success, highlighting key metrics routinely employed for operational evaluations. Additionally, the reviews will address questions about roles and responsibilities within divisions and subdivisions, shedding light on the organizational structure. In-depth discussions will explore spending pressures encountered in FY 23 and anticipated pressures for the remainder of the fiscal year. Furthermore, the department's strategies to mitigate delays in priority work orders caused by supply chain issues will be articulated, providing a comprehensive understanding of its responsiveness and adaptability to challenges. By addressing questions related to funding allocation and outcomes of specific initiatives, the hearings provide a comprehensive overview of the department's fiscal responsibility and effectiveness in

achieving its goals. This ensures a thorough understanding of resource utilization and facilitates informed decision-making during the budgetary considerations.

Adopted FY 2024 Budget and FY 2024-2029 Capital Improvements Program
Budget & Financial Reports Website Page

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)(1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"

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 12/6/23 and 12/9/23 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, JANUARY 2, 2024 - COUNCIL CHAMBERS - 8:00 P.M.

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Resolution R-70-23
BV-1-23 - 1302 Pennypacker Lane

DATE: 11/30/2023

Attached please find a copy of Resolution R-70-23 for BV-1-23. The Applicants, Mike and Lauren Lagua, are seeking a Variance from Section 27-442 (c) (Table II) of the Zoning Ordinance to validate existing lot coverage at 39.6%, above the 30% maximum prescribed by the Zoning Ordinance. City Council is authorized to adopt this Resolution via the adopted variance and departure procedures granted to the City. The Bowie Advisory Planning Board (BAPB) heard the above case on November 14, 2023 and voted to recommend APPROVAL of BV-1-23.

The attached resolution reflects BAPB's findings and recommendation and is eligible for final action by Council.

Recommendation
It is recommended that Council approve the attached Resolution R-70-23

ATTACHMENTS: 1. 20231204 - Resolution R-70-23

RESOLUTION

OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND REGARDING VARIANCE APPLICATION BV-1-23, A REQUEST BY MIKE AND LAUREN LAGUA FOR A VARIANCE TO VALIDATE EXISTING LOT COVERAGE AT 39.6% AT 1302 PENNYPACKER LANE WHEN, ACCORDING TO THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE, LOT COVERAGE IN THE RR ZONE SHALL NOT BE MORE THAN 30% AT 1302 PENNYPACKER LANE

WHEREAS, the City of Bowie (hereinafter the "City"), pursuant to Ordinance O-24-98 (hereafter the "Ordinance"), is authorized to hear requests for Variances from the terms of the Prince George's County Zoning Ordinance (hereafter the "Zoning Ordinance") with respect to building setbacks, height, lot coverage and so forth, and to make recommendations to the Bowie City Council in connection therewith; and,

WHEREAS, the City is authorized by the Ordinance to grant an application for a Variance if the Bowie Advisory Planning Board (hereinafter the "BAPB") makes the following findings pursuant to Section 27-230 of the Zoning Ordinance:

(1) A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions; and,

(2) The strict application of the Zoning Ordinance will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; and,

(3) The variance will not substantially impair the intent, purpose, or integrity of the General or Master Plan.

WHEREAS, the City Council is authorized by the Ordinance to accept or deny the recommendation of the BAPB with respect to departures and variances; and,

WHEREAS, on or about October 19, 2023, Mike and Lauren Lagua ("the Applicants"), owners of property located at 1302 Pennypacker Lane in the Pointer Ridge section of the City ("the Property"), submitted an application for a Variance from Section 27-442 (c) (Table II) of the Zoning Ordinance to validate existing lot coverage at 39.6%, above the 30% maximum prescribed by the Zoning Ordinance; and,

WHEREAS, the Property was posted with a public hearing advertisement on October 26, 2023 in accordance with the adopted Ordinance; and,

WHEREAS, the technical staff report recommended **APPROVAL** of the request validating existing lot coverage of 39.6%; and,

WHEREAS, on November 14, 2023, the BAPB heard testimony and accepted evidence with respect to whether it can make the necessary findings set forth in the Ordinance to grant a Variance; and,

WHEREAS, the Board voted to recommend **APPROVAL** of the request validating existing lot coverage of 39.6% in accordance with the staff recommendation; and,

WHEREAS, the BAPB's recommendation was based on the findings and analysis found in the technical staff report and testimony provided during the hearing; and,

WHEREAS, pursuant to the City Code, within 15 days of the BAPB's decision, persons of record may file an appeal or a City Councilmember may request oral argument if the BAPB's recommendation fails to comply with the criteria for approval; and,

WHEREAS, no person of record filed an appeal and no member of the City Council requested oral argument regarding the BAPB's decision; and,

WHEREAS, the City Council accepts the following findings of fact recommended by the BAPB, specifically as follows:

1. The lot is zoned RR (Rural Residential) and contains 11,362 square feet.

2. The lot is currently improved with a single-family detached dwelling, a 98 square foot shed, and a driveway.

3. The driveway widening was constructed many years before the Applicants purchased the home. It appears that the previous homeowner widened the driveway in 1982 and increased lot coverage to 37.2% and later expanded it further, resulting in lot coverage of 39.6%. Although the Applicants recently replaced the driveway with pervious pavers, they did not expand the driveway. All the excess lot coverage predates the Applicants' ownership of the Subject Property.

4. Section 27-442 (c) (Table II) of the Zoning Ordinance prescribes that lots in the RR zone shall not have lot coverage in excess of 30%.

5. The City sent notice of the Variance request to seven adjacent property owners. On October 30th, staff received a telephone call from the property owner of 1300 Pennypacker Lane regarding BV-1-23. The resident said he had no problem with the request. The City also received an email message on November 9th from the owners of 1211 Pennypacker Lane, who recommended approval of the request.

WHEREAS, the City Council hereby makes the following conclusions of law:

1. **"A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions."**

   The City Council concludes that an extraordinary situation exists because the previous owner received a permit from Prince George's County in 1982 for a garage addition and driveway that resulted in a lot coverage of 37.2%. That same owner further widened the driveway between 2000 and 2005, resulting in a total lot coverage of 39.6%. The City Council concurs that the parcel of land has an extraordinary situation by virtue of the previous owner increasing the lot coverage

beyond the maximum allowed, and because of the number of years the current lot coverage has existed, without any known complaints. The City Council therefore finds that this criterion has been met with respect to validating the existing lot coverage of 39.6%.

2. **"The strict application of the Zoning Ordinance will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property."**

The City Council finds that strict application of the Zoning Ordinance will result in a peculiar and unusual practical difficulty to the Applicants since having to remove a portion of the existing building or driveway to comply with the maximum 30% lot coverage requirement would result in a substantial inconvenience and cost to the property owners. The City Council concludes that having to remove the existing improvements would constitute a practical difficulty upon the owners of the property and therefore finds this criterion to be met with respect to validating existing improvements on the Subject Property.

3. **"The variance will not substantially impair the intent, purpose, or integrity of the General Plan or Master Plan."**

The Approved 2022 Bowie-Mitchellville and Vicinity Area Master Plan includes the following policy regarding Housing and Neighborhoods:

> **Policy HN 3**
> Encourage exterior home improvements that enhance the appearance and perceived safety of neighborhoods.

The City Council finds that the Applicants' widened driveway is not out of character with the neighborhood. Their improvement of the driveway with permeable pavers has improved the aesthetic quality and functionality of the driveway.

The City Council further finds that the existing lot coverage has been in place for many years and pre-dates the Applicants' acquisition of the Subject Property, and concurs that the driveway addition is not out of character with what currently exists in the neighborhood. From a review of the aerial photography in PGAtlas, the BAPB confirmed that numerous properties in the immediate neighborhood, including the lot located directly across the street from the Subject Property, have driveways that have been widened to at least a double car width. Based on these factors, the City Council concludes that approval of the Variance request to validate existing lot coverage at 39.6% will not substantially impair the intent, purpose or integrity of the Master Plan or the General Plan. Therefore, this criterion has been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the above "Whereas" clauses are hereby incorporated as operative provisions of this Resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Bowie hereby adopts Resolution R-70-23 for Variance BV-1-23 granting **APPROVAL** of a variance to validate existing lot coverage at 39.6% at 1302 Pennypacker Lane.

INTRODUCED AND PASSED on this Fourth day of December, 2023, by the City Council of the City of Bowie.

_____
Timothy J. Adams
Mayor

_____
Awilda Hernandez
City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: New Police Records Supervisor Position

DATE: 11/30/2023

As part of the Police Department’s three-year strategic plan, one of the goals is to convert positions that are currently occupied by sworn personnel to civilian positions. Currently, the Police Department's Records Section is supervised by a Sergeant. The cost of a civilian supervisor is significantly less than that of a sworn member. As we look for ways to reassign sworn officers from administrative assignments and non-patrol duties to civilian positions, this position conversion aligns well with that goal.

The position will be advertised as Police Records Supervisor - Pay Grade 117. The sworn position will be recaptured as an entry level officer position in our FY25 budget submission.

We are seeking approval for conversion of this position to be effective January 1, 2024.

ATTACHMENTS:
1. Records Supervisor Job Description Final
2. Form 6 - FY2024 Personnel Request Police Records Supervisor

City of Bowie, MD

JOB DESCRIPTION

The City of Bowie assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Police Records Supervisor

Department: **Police**

Pay Grade: **117**

FLSA Status: **Exempt**

JOB SUMMARY

The Police Records Supervisor is responsible for the overall day to day supervision, planning, coordinating, and appraising the activities of subordinate administrative personnel to accomplish organizational goals and objectives as part of the police records section.

ESSENTIAL JOB FUNCTIONS

- Exercises full range of supervisory duties and responsibilities over subordinate positions.
- Participates in the hiring process for administrative personnel.
- Supervision of the Safe Speed Program.
- Dissemination of court summons.
- Evaluates and prepares performance appraisals for subordinates.
- Ensures all subordinate administrative personnel obtain required training and maintain certifications.
- Monitors the functional operation of hardware and software of the records center.
- Maintain and update the Standard Operation Manual.
- Drafts new procedures in compliance with federal, state, and local regulations.
- Develop and maintain secondary employment program.
- Assistant Accreditation Manager for Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Maintain Tow Vehicle Disposal (Form CS78).
- Livescan administrator.
- Supervise and maintain records retention schedule.
- Perform other related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
High school diploma, two (2) years of administrative experience preferably with specific knowledge of public safety standards or equivalent combination of education and experience.

Licenses or Certifications:
Supervisory experience preferred.

Special Requirements:

None.

Knowledge, Skills and Abilities:

- Knowledge of Computer Aided Dispatch operation and procedures.
- Knowledge of departmental standard operating procedures, general orders, and operational directives.
- Knowledge of the geography of the City of Bowie.
- Knowledge of Records Management System (RMS).
- Knowledge of Uniform Crime Reporting procedures.
- Knowledge of personal computers, including word processing in the Windows environment, and current Microsoft Office programs (Word, Access, Excel, and PowerPoint).
- Knowledge of business English, accepted business practices, and basic mathematics.
- Ability to communicate effectively orally and in writing.
- Ability to supervise, delegate, and monitor subordinate level employee performance.
- Ability to identify and assess problem areas and recommend and implement effective solutions.
- Ability to exercise sound judgment, including dealing with confidential situations and material. Ability to maintain confidential and complex records.
- Ability to work on a variety of tasks concurrently.
- Ability to work with minimal supervision.
- Ability to show courtesy and tact in dealing with employees, supervisors, and the public under sometimes adverse conditions.

PHYSICAL DEMANDS

Sufficient physical condition to effectively use and operate various items of office related equipment and effectively make rational decisions through sound logic and deductive processes.

WORK ENVIRONMENT

Office environment that is dynamic and requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

_____ _____

Employee Signature Date

_____ _____

Supervisor (or HR) Signature Date

Form 6

Personnel Request Summary
Proposed Budget FY2024

Clerical	0.00%
Non-Clerical	0.00%
Police-Officers	0.00%
P/T Clerical	0.00%
P/T Non-Clerical	0.00%

Department	Status New or Current	Position Description	Request	F/T-P/T	Classification from	Classification to	Hours Worked from	Hours Worked to	FTE	Salary Cost	Fringe Pct.	Fringe Cost	Total Cost
Police	*New*	**Police Records Supervisor**	X-117	F/T	1/1/2024	6/30/2024				$ 50,700.50	32.23%	$ 16,340.77	$ 67,041.27
							Total		**0.0**	**$ 50,700.50**		**$ 16,340.77**	**$ 67,041.27**

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Environmental Advisory Committee - Updates and Priorities

DATE: 11/30/2023

The Environmental Advisory Committee Chair will present the results of the Midwood Lane stormwater pond pollinator planting and introduce other priorities for the rest of the fiscal year.

ATTACHMENTS: 1. 20231204 - Environmental Advisory Committee - Updates and Priorities Presentation

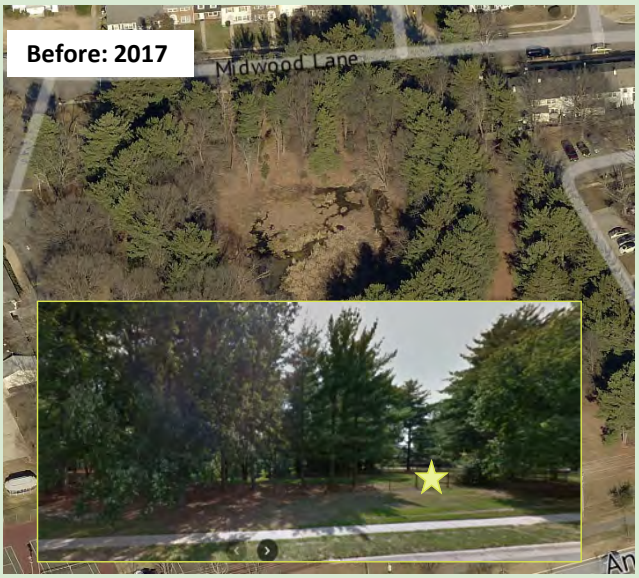
Environmental Advisory Committee Updates and Priorities

GREEN Bowie

Abby Snyder, EAC Chair
December 4, 2023

1

UPDATE: Midwood Lane Stormwater Pond Landscaping





2

Midwood Lane Stormwater Pond Landscaping, cont.



EAC Goals

- Execute a community building effort using people power
- Set an example for future stormwater projects
- Deliver better results for residents and meet their expectations

3

Midwood Lane Stormwater Pond Landscaping, cont.





4

Midwood Pond Planting Day!



5

Midwood Lane Stormwater Pond Next Steps



EAC Goals

- ✓ Execute a community building effort using people power
- ✓ Set an example for future stormwater management projects
- ✓ Deliver better results for residents

Staff To-Do

- Reduce erosion
  - Improve underlying soils
  - Minimize mowing
- Re-seed with native grasses
- Identify grants to supplement City funds

6

Remaining FY 24 Priorities

- Increase tree canopy & prioritize native plants
- Expand existing food waste program
- Update Sustainability Plan
- Support the County plastic bag law
- Prioritize water/sewer repairs
- Monitor development projects



7

Increase the City's Tree Canopy & Prioritize Native Plants

- Adopt updated stormwater landscaping requirements to increase native trees, shrubs, and pollinator plants
- Continue planting efforts at stormwater sites across the City
- Upgrade the City's Plant One Tree On Us program
- Fund Forest Stand Delineations for certain City-owned parcels



8

Reduce Food Waste

- ✓ Provide a food waste drop-off site at the Kenhill Center
- Implement recommendations from the upcoming food waste feasibility study
  - o Expand curbside pickup of food waste
  - o Educate and publicize these efforts



9

Build on Climate Action/Sustainability Plans

- Prioritize funding and support of the proposed FY25 Environmental Action Plan
- Provide input to the Sustainability Division during the development of the Plan



10

Support the County's Plastic Bag Law



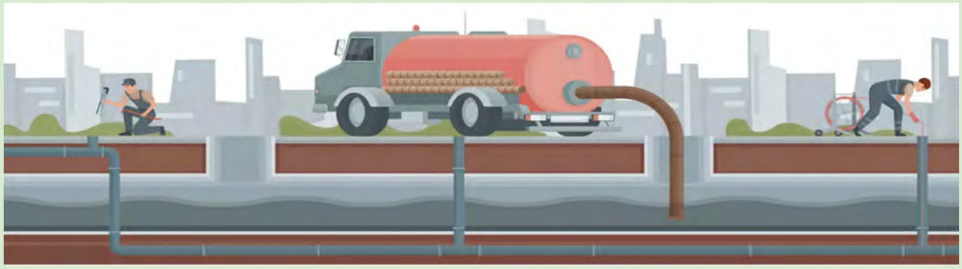




11

Prioritize City Water & Sewer Repairs

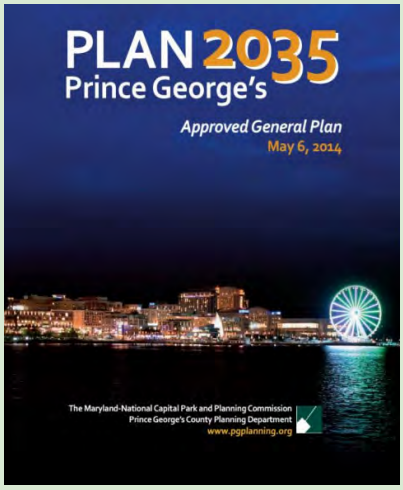
- Develop a long-term, equitable funding plan for upgrading water & sewer infrastructure
- Create a maintenance plan for new & existing infrastructure to minimize future repair and replacement costs



12

Monitor development to ensure compliance with approved County Plans





13

Thank you!

The EAC is grateful for Council's support of its initiatives and looks forward to working together for another successful year.



14

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bowie Ice Arena Design Development Presentation

DATE: 11/30/2023

Attached, please find a PowerPoint presentation and fly-through video illustrating the design progress of the replacement City of Bowie Ice Arena. This presentation is intended to provide a progress update to the City Council on the comprehensive design work that has been completed since July. This includes floor plans, a site plan, as well as selected interior and exterior views.

To date, the project is the culmination of the process that began in September of 2021, when costs to renovate the existing facility were determined to be excessive. The City completed a Feasibility Study for the Rt. 197 site in March of 2022. Pursuant to the stated Council goals of providing a replacement for the current facility with a similar building program, and the ability to accommodate future expansion, the City has contracted with JLG Architects in Minneapolis, Minnesota to bring that vision to fruition.

Mr. Tom Betti and Mr. Derek Kieckhafer will present our comprehensive progress to date.

ATTACHMENTS: 1. 20231204 - Bowie Ice Arena Presentation

City of Bowie New Ice Arena

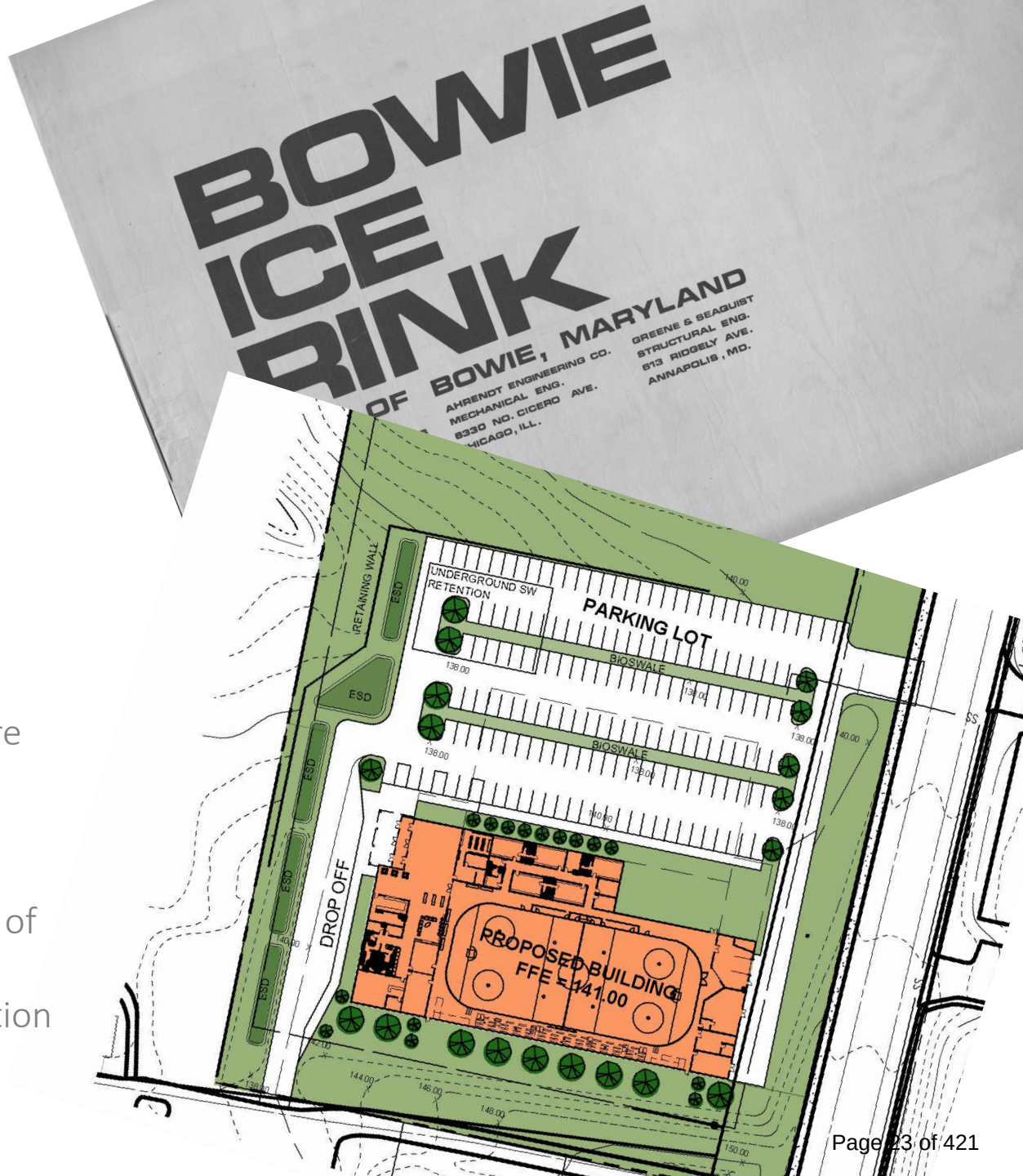
December 4, 2023

JLG Architects | Dewberry | B32° Engineering | Nelson-Rudie & Associates
CMTA | Specialized Engineering | Henry Adams Commissioning

Big Picture Summary

Where We Were

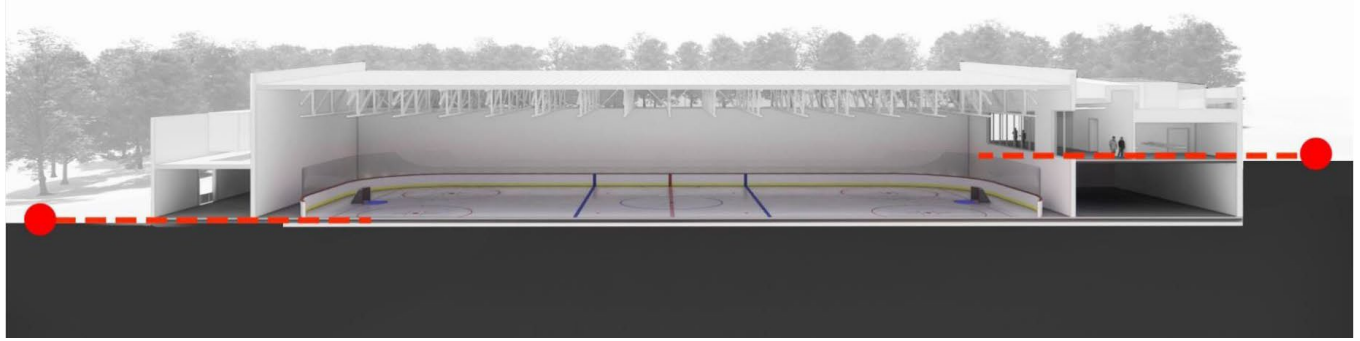
- Sept 2021: Existing Ice Arena Renovation - Feasibility Study
  - Required improvements determined to be extensive.
  - Costs of improvements high.
- March 2022: Explored alternate site for new construction.
  - Land parcel at Bowie Golf Club – directly across Rockledge Elementary
  - Site can accommodate single sheet arena & future expansion.
  - New arena elements comparable to existing.
  - Traffic study performed.
  - Borings drilled to determine geotechnical quality of site.
- Early 2023: New Ice Arena RFP and design team selection

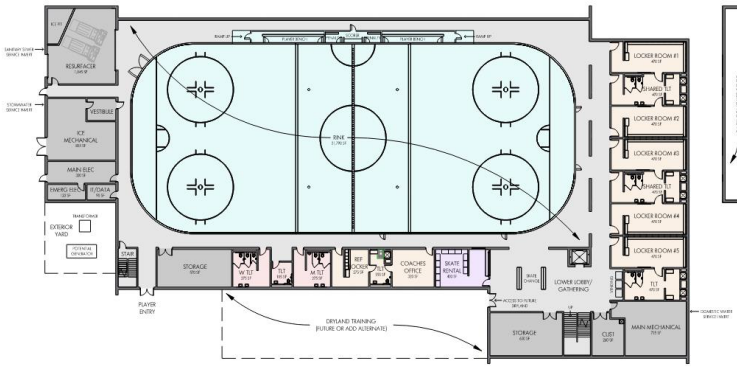


Big Picture Summary

Where We Are

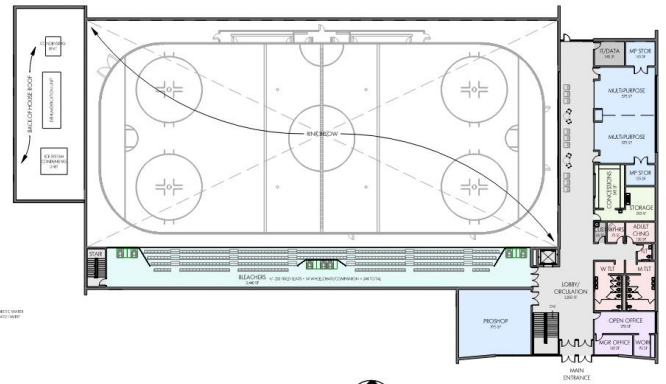
- Completed Schematic Design phase Early October 2023
- Held Public Stakeholders meeting November 15
- Currently in Design Development
  - Refining floor plans.
  - Engineering disciplines designing Structural/ MEP/ Ice systems.
  - Document sets started.
  - Value Engineering
- Design Development due to City of Bowie PM Team December 8, 2023.
- Updated Estimate of Probable Costs





SD FLOOR PLAN - ICE LEVEL

SCALE: 1" = 40'-0"



SD FLOOR PLAN - MAIN LEVEL

SCALE: 1" = 40'-0"

BUILDING AREA	
ICE LEVEL	37,000 SF
MAIN LEVEL	12,000 SF
TOTAL	49,000 SF

PROGRAM AREA	
SPACE DESCRIPTION	SF AREA
ADMINISTRATIVE	931 SF
ARENA	20,388 SF
CIRCULATION	10,791 SF
CONCESSIONS	541 SF
LOCKER	4,439 SF
MULTIPURPOSE	2,402 SF
PUBLIC RESTROOM	1,518 SF
SUPPORT	4,782 SF

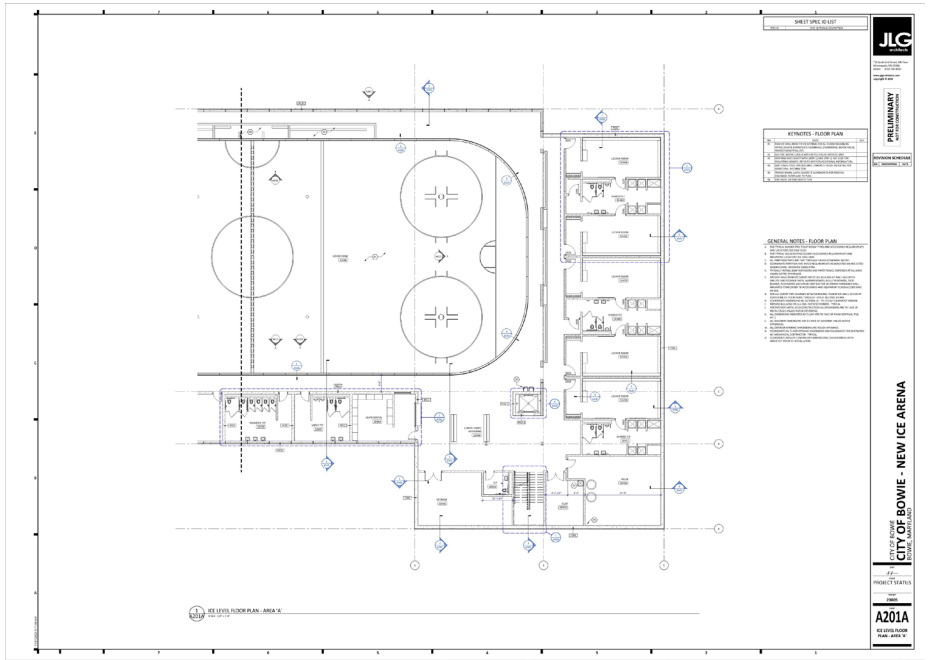
LEGEND

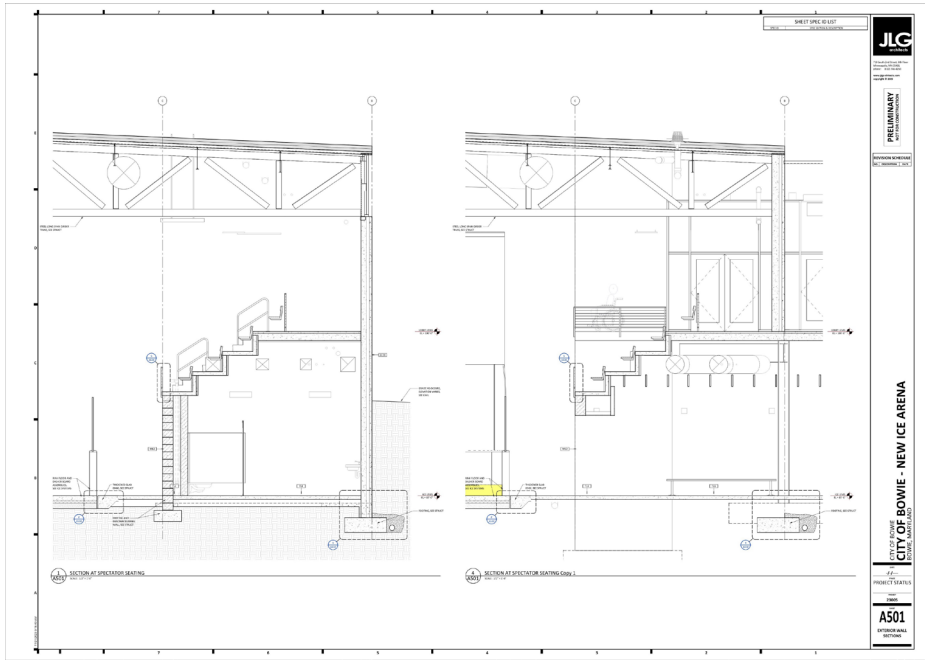
- ADMINISTRATIVE
- ARENA
- CIRCULATION
- CONCESSIONS
- LOCKER
- MULTIPURPOSE
- PUBLIC RESTROOM
- SUPPORT

Big Picture Summary

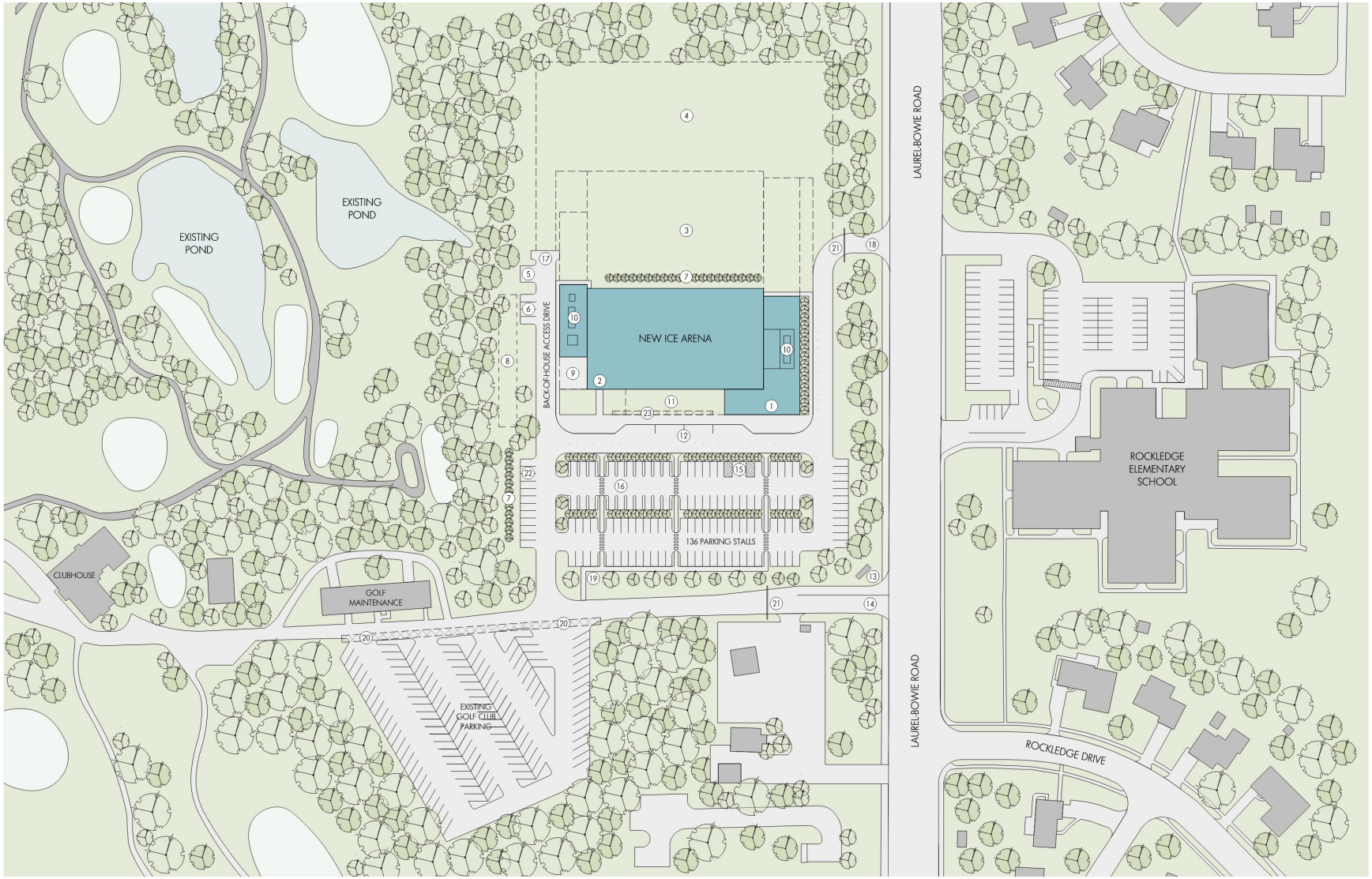
Where We're Going

- Construction Documents to commence December 18, 2023 – tentative start date assuming approval from City PM Team.
- Public Stakeholder Meeting #2 – January 23, 2024
- City Council Meeting #2 – February 20, 2024
- Construction Documents completed mid-April 2024
- Bidding and contractor procurement tentatively starting early May 2024.





Site Plan



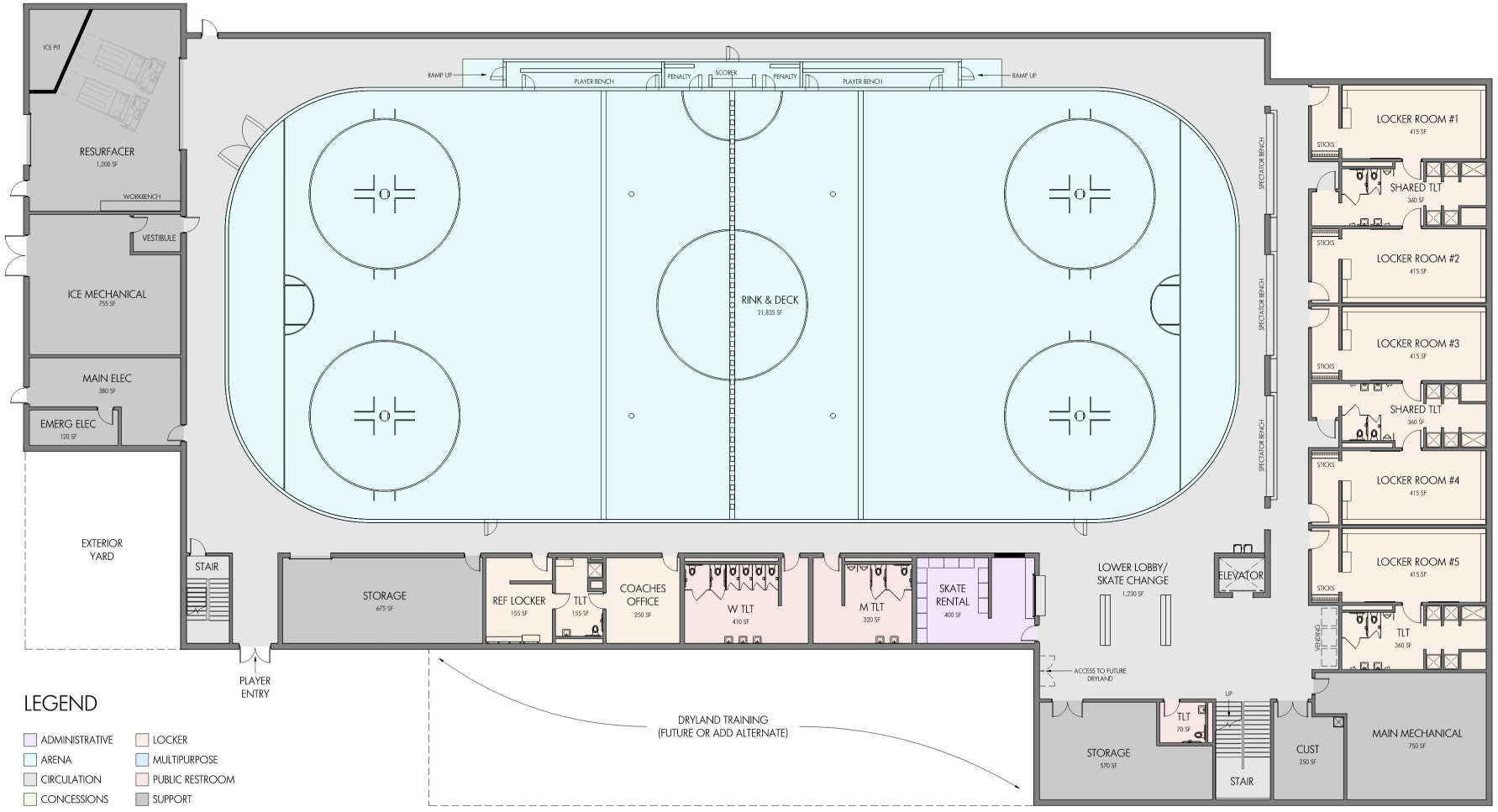
LEGEND

1. Main building entrance.
2. Dedicated player entrance.
3. Future building expansion.
4. Future parking.
5. Trash enclosure
6. Employee/building operations staff parking (4 stalls).
7. Stormwater bioswale. Depressed grade with plantings/shrubbery.
8. Underground stormwater storage tank.
9. Exterior equipment yard with screen wall.
10. Rooftop mounted mechanical units.
11. Future Dryland Training.
12. Drop-off lane - (4) bus spaces.
13. Monument sign.
14. Modified main site entry; 3 lane in/out. Utility lines above to be modified as required for adequate vehicle clearance (buses, garbage trucks, etc.)
15. Accessible parking stalls with unloading/ loading zones (4 stalls).
16. 8' wide parking stalls with 3' loading area (20 stalls). Located close proximity to dedicated player entrance.
17. Trash vehicle turnaround.
18. Right turn in, right turn out curb cut (buses exempt to left turn in from south). Utility lines above to be modified as required for adequate vehicle clearance (buses, garbage trucks, etc.)
19. Sidewalk connection to existing Golf Club parking. To be used for ice arena overflow.
20. Overhead utility/communication lines and power pole in parking lot proposed to be buried.
21. Security gate.
22. Electric vehicle charging stations (4 stalls).
23. Public art integration along front access walk (in hatched area).

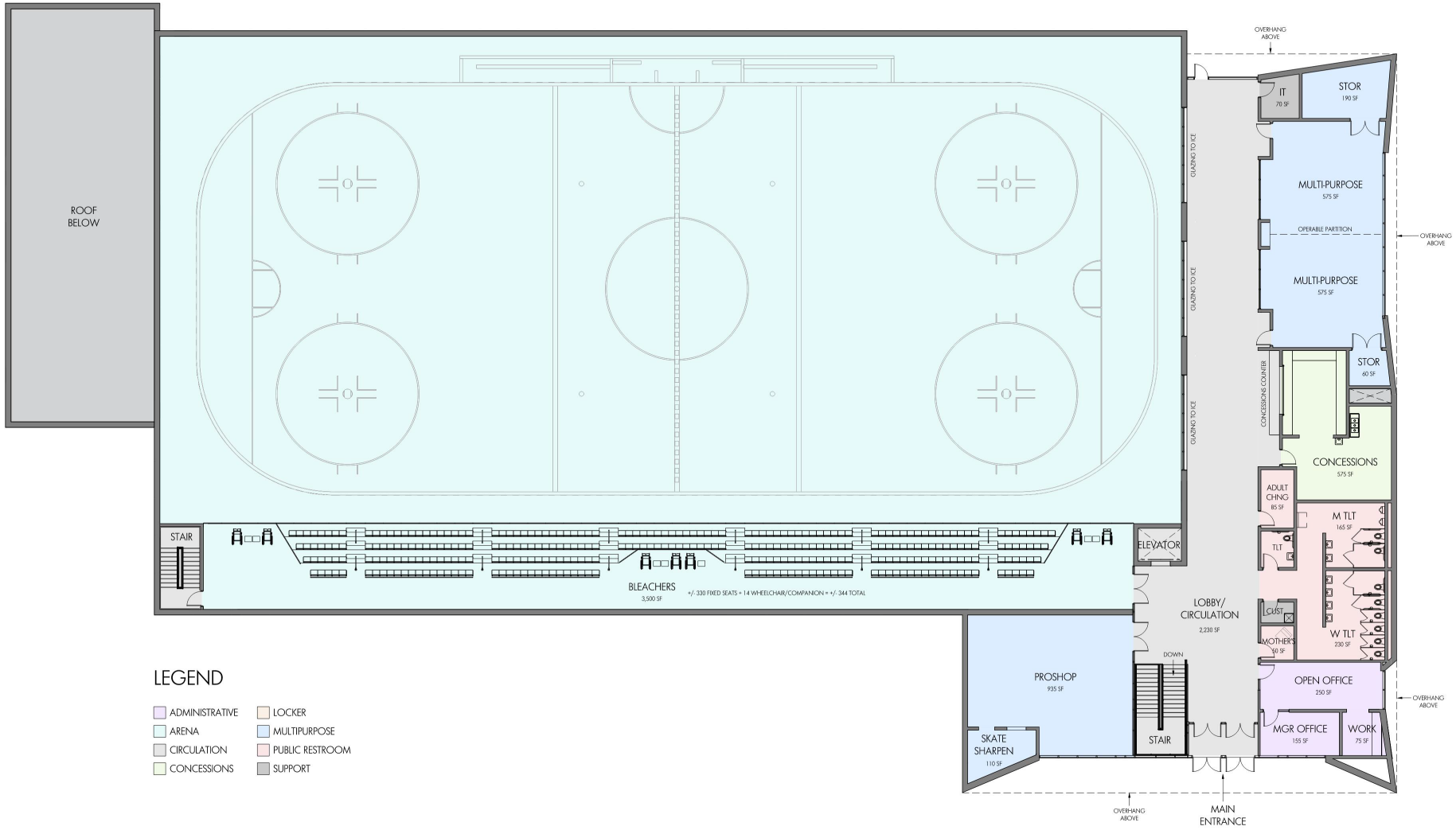
Site Plan Aerial



Level Level Floor Plan



Ice Level Floor Plan



Main Entrance Perspective



Interior Lobby Looking Down to Ice



Ice Arena Perspective



Interior Lobby at Main Entrance

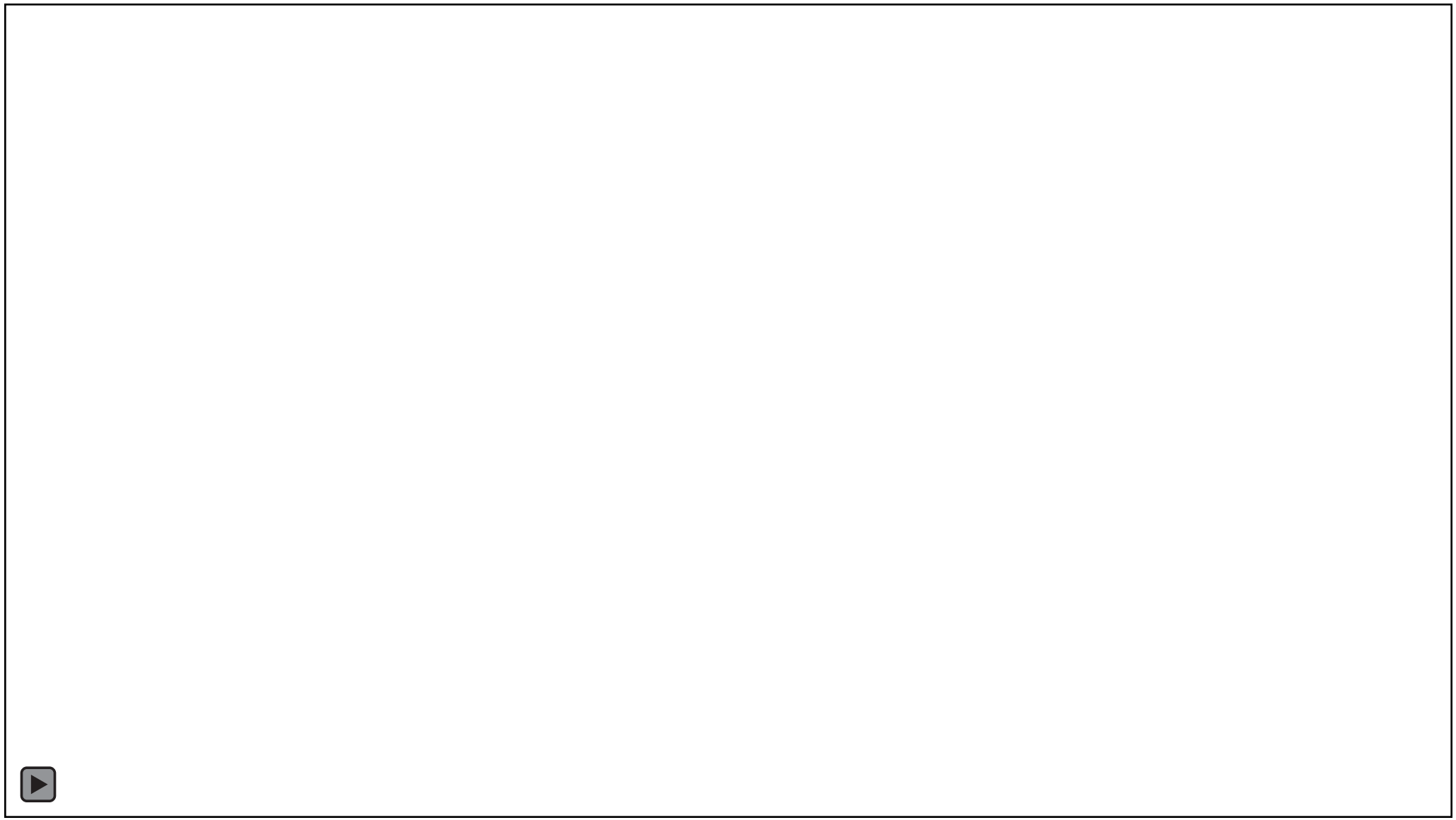


Cost Estimate

CONSTRUCTION COSTS				
New Construction		**Cost/SF**	**Area (SF)**	
General		$217	49,000	$ 10,639,090.00
Mechanical		$82	49,000	$ 4,018,000.00
Electrical		$60	49,000	$ 2,940,000.00
			SUBTOTAL	$ 17,597,090.00
Site Improvements				
Site Improvements				$ 2,353,000.00
Subtotal		$407	**49,000**	$ 19,950,090.00
Escalation	3.0%			$598,503
Design and Pricing Contingency	15%			$3,082,289
			SUBTOTAL	$ 23,630,881.61
General Conditions	5%			$1,181,544.08
General Requirements	3%			$708,926.45
Bonds	1%			$236,308.82
Insurance	0.5%			$118,154.41
Overhead and Profit	2.5%			$590,772.04
Total Construction Budget		$540	**TOTAL**	$26,466,587

SOFT COSTS (OWNER)	
**All softcosts are estimated at 10% - Owner to Confirm all Softcost*	
TOTAL SOFT COSTS	$2,646,659

TOTAL PROJECT COST	
TOTAL PROJECT COST	$29,113,246



Questions?

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Council Discussion on "Accountability, Transparency, and Performance Reviews" Initiative

DATE: 11/30/2023

This was placed on the agenda per the request of Councilmember Ndebumadu.

This item on accountability and performance reviews aims to enhance transparency and justification of expenditures within the budget process. This initiative aims to delve into the department's methodologies and approach to measuring programmatic success, highlighting key metrics routinely employed for operational evaluations. Additionally, the reviews will address questions about roles and responsibilities within divisions and subdivisions, shedding light on the organizational structure. In-depth discussions will explore spending pressures encountered in FY 23 and anticipated pressures for the remainder of the fiscal year. Furthermore, the department's strategies to mitigate delays in priority work orders caused by supply chain issues will be articulated, providing a comprehensive understanding of its responsiveness and adaptability to challenges. By addressing questions related to funding allocation and outcomes of specific initiatives, the hearings provide a comprehensive overview of the department's fiscal responsibility and effectiveness in achieving its goals. This ensures a thorough understanding of resource utilization and facilitates informed decision-making during the budgetary considerations.

Adopted FY 2024 Budget and FY 2024-2029 Capital Improvements Program
Budget & Financial Reports Website Page

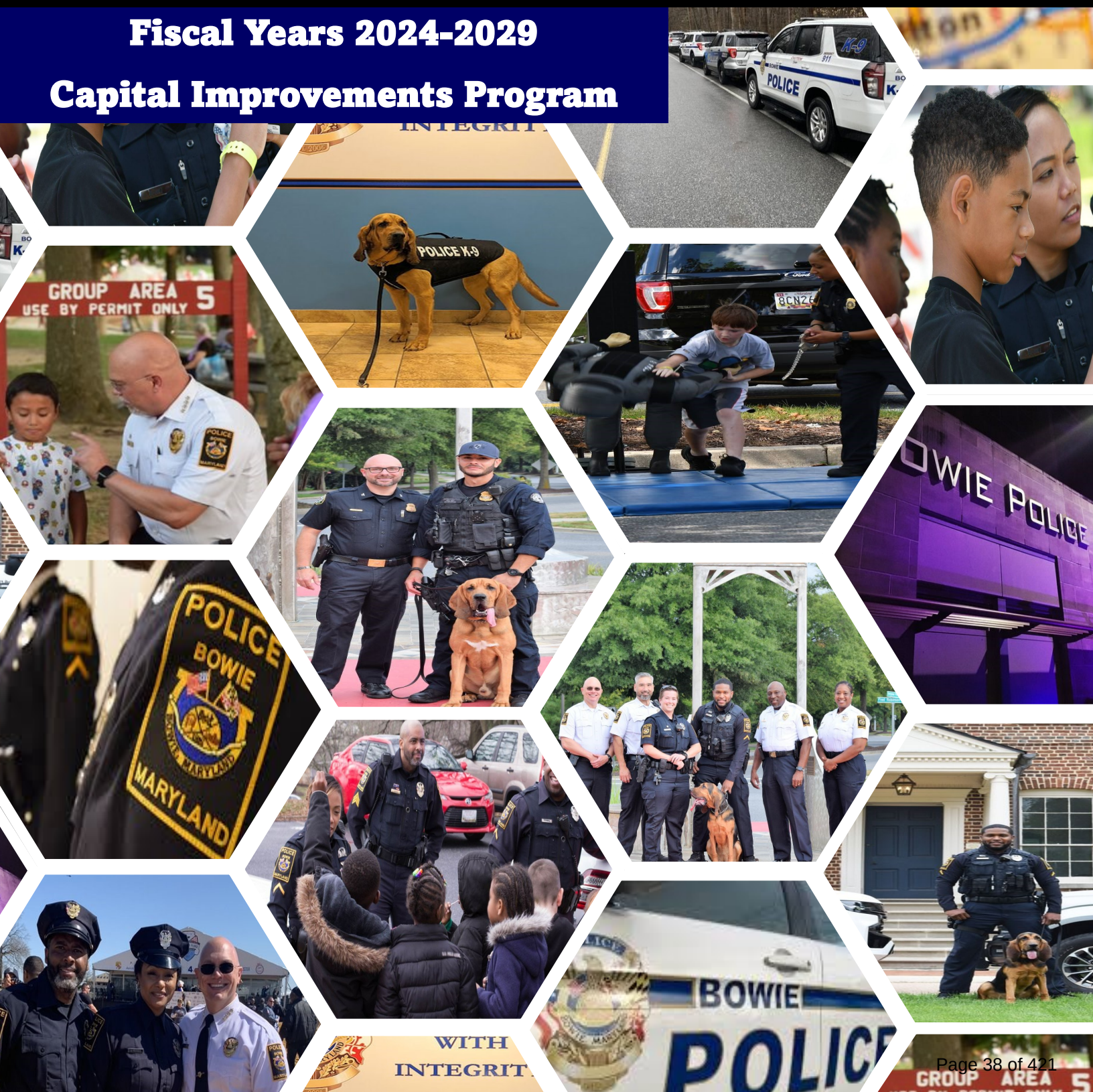
ATTACHMENTS: 1. 20231204 - City of Bowie MD FY2024 Adopted Budget

BOWIE

FY 2024 Adopted Budget

Fiscal Years 2024-2029

Capital Improvements Program



Represented on the Cover

The collage of photos selected for this year's cover include shots of a few of our police officers, including our K-9. The police department provides services to and protect the lives and property of citizens, businesses, and visitors of Bowie, while focusing on proactive community engagement, trust building and responsiveness. The Department strives to identify and adjust to community needs through communication, engagement, and partnerships. Duties include patrol, responding to calls for service, identifying and apprehending suspected criminals, traffic safety enforcement, along with community service and events.

Fiscal Year 2023 – 2024 Adopted Budget

and

Capital Improvements Program
Fiscal Years 2024 to 2029

City Council

Timothy J. Adams, Mayor

Roxy Ndebumadu, Mayor Pro Tem, District 4

Michael P. Estéve – District 1

Henri Gardner – At-Large

Jarryd Hawkins – At-Large

Clinton Truesdale, Sr. – District 3

Dufour Woolfley – District 2

City Manager
Alfred D. Lott

Assistant City Manager
Daniel J. Mears

Finance Director
H. Byron Matthews, CPA, CGFM, CGMA

Assistant Finance Director
Lola Ogunremi, CPA

Accountants
Shahnaz Ariff, CPFO
Joy Mitchell

Financial/Budget Specialist
Melissa Dawson

Website: https://www.cityofbowie.org
Twitter: https://twitter.com/CityofBowie
Facebook: https://www.facebook.com/bowiemd
Youtube: https://www.youtube.com/user/cityofbowiemd



"Growth, Unity, Progress"

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"Growth, Unity, Progress"

City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

April 6, 2023

Honorable Mayor and Members of the Bowie City Council:

I am pleased to submit for your review and approval the Proposed Budget for Fiscal Year 2024. This budget reflects the guidance provided by the City's various planning documents, recommendations from the City's talented staff, and my professional assessment with regard to what is necessary to deliver quality services to the residents of Bowie.

- The General Fund Budget for FY 2024 equals $76,296,000. This represents an increase of $7,276,000 or 10.5% over the prior fiscal year. This increase reflects a slight reduction in the transfer to the Equipment Acquisition and the Capital Improvement Program. This amount includes a transfer of $2,388,000 to the Equipment Acquisition Fund and $2.5 million to the Six Year Capital Improvement Program.
- The Water and Sewer Fund has a proposed budget of $17,520,700 representing a 14.7% increase over FY 2023, primarily due to capital spending.

Bowie Influence

There is a lot to be proud of as the City of Bowie. Near the nation's capital and minutes from Maryland's capital, Bowie has an enviable location. Air, rail, road, and even cruise travel options are nearby and make Bowie a great home for people who like to travel. As the fifth most populous municipality in Maryland, local governments across the State look to our City for leadership. Our well-maintained homes, access to great employment opportunities, and a healthy slate of traditional municipal services, including many recreation amenities, add to the City's desirability.

With all that is positive in Bowie, it is important to recognize the limitations the community has as well. Bowie's housing stock, infrastructure, and facilities are aging. The City's strong code enforcement program and community pride have helped its housing maintain its value well over the decades, but strong, reinforced codes and continued reinvestment are needed.

While Bowie is the largest municipality in Prince George's County, it is only 6.0% of the County's population. Statewide, Bowie makes up less than 1% of Maryland's population. This population percentage share of the County and the State has been decreasing over the past decade. This context is important to note for understanding Bowie's influence on County as well as statewide issues. Bowie is proportionately getting smaller.

Bowie remains the fifth largest City in Maryland after the 2020 Census. Bowie grew by 6.5% compared to the 12.0% of Prince George's County. Of the larger municipalities, Baltimore decreased by 5.6%, Frederick grew by 19.8%, Rockville grew by 9.6%, and Gaithersburg grew by 16.2% overtaking Rockville to be the third largest City. Smaller than Bowie, Hagerstown grew by 9.7% and Annapolis grew by 6.2%.

Bowie's policymaking input is further limited in that the City does not have any land use authority. That authority was ceded from local control with the establishment of the Maryland-National

Capital Park and Planning Commission in 1927. Bowie does have some control in decisions to annex properties into its municipal boundary in conjunction with the property owners. Over its history, that tool has varied in its use and many areas that could have been part of the incorporated City of Bowie were simply developed adjacent to its boundary. This left the City with the impacts of development without the benefits from economies of scale.

This is significant, as decisions made externally on land use have a direct impact on the City for economic development and commercial expansion. Decisions on State shared revenue sources remain under threat, as does the potential for legislation that impacts the City's budget. Two examples of this include the reduction of State shared revenue from the Motor Vehicle Fuel Tax and the State's NPDES permit requirements. The loss of shared fuel taxes resulted in millions in lost revenue that had historically been used for road maintenance for over a decade, which continues today. The NPDES requirements mandate water quality improvements associated with impervious services. The City has over $5.9 million in the current capital budget to work toward this mandate.

City Services

Providing reliable and efficient services has always been one of the hallmarks of Bowie City government. The City Council recognized this when it identified outstanding public service as one of its core values in the 2016 Strategic Plan.

Being outstanding means that service delivery must go beyond the basics. For example, not only does the city government provide routine services like trash and recycling collection and street maintenance, it also offers weekly curbside yard waste collection, leaf collection, special metal and tire pickup, street sweeping, snow plowing, community shredding events, and an electronics recycling event. The Police Department maintains the safety of our community, patrols the streets, and investigates crimes. It also teaches residents and businesses how to prevent crime, conducts self-defense classes, and participates in more than 50 community events and meetings each year. The same approach is evident in municipal services across departments and at all our facilities listed below.

Services

- Animal Control
- Communications & Outreach
- Concerts
- Development Review & Planning
- Economic Development
- Emergency Management (Full Service)
- Green Bowie
- Leaf Collection
- Mosquito Control
- Parks Maintenance
- Police
- Recreation
- Recycling Collection
- Rental Housing & Property Inspections
- Small Business Assistance
- Snow Plowing
- Special Events
- Stormwater Management
- Street Lighting – Install./Maint.
- Street, Sidewalk, & Trail Maintenance
- Trash Collection
- Water & Sewer (to 7,900 customers)
- Yard Waste Collection (weekly)
- Youth & Family Services

Recreational Facilities

- Ballfields
- City Gymnasium
- Ice Arena
- Museums
- Parks
- Playhouse
- Skate Park
- Senior Center

Revenue

The budget as presented reflects a **$0.05 increase** to the City's real property tax rate. During budget discussions with the City Council in January 2023, the City Manager advised that the forthcoming budget would be presented with a tax rate increase to fund anticipated expenditures. Previously planned increases to the City's property tax rate were deferred for FY 2019, FY 2020, FY 2021, FY 2022, and FY 2023. City staff intends to present planned property tax increases in future budgets as well. Further increases of .05 will be presented in the FY 2025 and $0.05 in the FY 2026 and FY 2027 budgets, and FY 2028 and 2029 will be presented with a $0.05 increase. In FY 2024, a one cent increase in the property tax represents $929,426 in additional revenue.

Property taxes are essential for the City to fund its expenditures. Property taxes of $40,095,100 will represent 61.4% of General Fund revenues collected by the City and are Bowie's largest revenue category.

It should be noted that the City experienced good growth in the assessable tax base. The State's net value of the real property assessable base for FY 2023 was $8,543,748,000 and is projected to increase to a net $8,963,161,000 in FY 2024. This represents a 4.91% increase for the year, like the projection from the prior year. The increase in real property assessable base and the increase in the real property tax adds $6,276,700 in revenue over the prior year. Fiscal Year 2024 is the fourth year of the triennial assessment cycle.

The future commercial and residential development planned for Melford, and the large commercial and residential development at South Lake (annexed in 2019), will be positive fiscally in the future and reduces the upward pressure on the tax rate. The aforementioned developments are consistent with the Strategic Plan adopted by the City Council because they increase the City tax base and create a more diversified business base.

In addition to property taxes, the other major revenue sources for the City are State shared revenues, primarily Income Tax ($11,905,900, down 1.7%) and Highway User Revenue ($3,231,300, up 21.1%). The next largest source of revenue is Cable TV Franchise fees, which is projected to generate $1,701,900 in the upcoming FY, which is 8.5% less than FY 2023. This returns the trend where Cable Franchise fees have historically been trending down, as people find alternative media sources.

Expenditures

The expenditure trend for the past several budgets have shown expenditures for the City of Bowie significantly exceeding revenues. This is expected to continue in FY 2024 and the budgets for 2025 through 2029, even with the proposed tax increases in future years. While the prior decisions to expand the Police force, add the call center, issue debt for the Bowie IcePlex, fund required stormwater improvements from the general fund, and maintain an excellent level of service to the community have benefited residents, they have also contributed to the opposing relationship between expenditures and revenue due to the challenges of trying to maintain property tax rates with the limited taxable base.

With conservative spending practices, the City has regularly come in below budgeted expectations. The City estimates revenue conservatively, while estimates of expenditures are less conservative. When position vacancies take time to fill, the City realizes reductions in expected

personnel costs. The City plans aggressively for capital projects, and some take time beyond the fiscal year to complete, extending their costs into future budget years. While this regular occurrence can reduce expected expenditures in a single year, it will not be sufficient to overcome the projected budget deficits over time, especially with the deferred capital expenses that will become more urgent.

The City's debt service for FY 2024 of $2.219 million represents about 2.91% of City General Fund expenditures. The City Council's policy is that the ratio of debt service expenditures as a percent of general fund revenues, exclusive of debt repaid by the Water and Sewer Fund, should not exceed eight percent. The borrowing for the Bowie IcePlex in FY 2020 resulted in a significant increase in prior year debt, but was still within the margin established by the City Council. The unspent bond proceeds were applied to capital expenditures after the IcePlex project was terminated in 2020. The City attained the highest possible bond rating (AAA) that was confirmed by Standards and Poor's, Moody's, and Fitch when it borrowed for the Bowie IcePlex.

Inflationary Spiral

The country is experiencing inflation at a level that has not been seen since the 1980's. An inflationary spiral is a situation where rising prices lead to higher wages, which in turn leads to further price increases, creating a self-reinforcing cycle. When this happens, the cost of goods and services increases at an accelerated rate, and the purchasing power of money decreases. This can create significant challenges for local governments as they struggle to maintain service levels and meet the needs of their communities while grappling with the rising cost of labor, materials, and supplies.

Operating the City of Bowie in an inflationary spiral can have several impacts on the budget. For one, the cost of personnel and benefits needs to rise, as employees demand higher wages to keep up with the rising cost of living. Without that, employees will seek other opportunities. The cost of materials and supplies can also increase, as manufacturers and distributors raise their prices to offset higher production costs. This can lead to a situation where the cost of providing essential services such as road maintenance, capital equipment, waste management, capital improvements, and public safety becomes prohibitively expensive, straining the resources of the City.

In an inflationary spiral environment, it is challenging to balance the need to maintain service levels with the need to ensure there are adequate resources to operate. Bowie has been seeing the impacts in multiple areas. One of the most noticeable has been in the supply chain, where low supply has impacted the City's ability to get capital equipment, and driven up commodity costs. The FY 2023 budget included new electric vehicles to replace aging vehicles in the City's fleet. During the year, staff has found that the vehicles it intends to acquire are simply not available and have long wait lists. Trash trucks that used to cost under $200,000 now cost over $300,000. A project to upgrade the AV in the Council Chambers has been on hold since last fiscal year despite over 90% of the equipment being in. A critical central component is simply on backorder due to the high demand.

As the Council has been approving the bids for various projects, the bid prices have regularly been exceeding the cost estimates developed for the budget last year. We expect that 80% of the bids that come in during FY 2024 will come in higher than estimates because of inflation. As staff seeks new price estimates, the professionals are offering higher estimates, increasing contingencies, and expressing the difficulty in committing to a forecast for future prices. We will continue to adjust our cost estimates in an effort to keep up with inflation.

Personnel Expense

The Personnel Expense section of this budget is essential to maintain the high level of services that our community expects and deserves. Our dedicated staff plays a critical role in delivering these services and maintaining our facilities, parks, roadways, and trails. As is typical of most municipalities, human capital is the backbone of the City of Bowie, with approximately two thirds of general fund expenditures allocated to staffing.

However, the labor market has become increasingly competitive, posing challenges in both hiring and retaining skilled professionals. During the pandemic, the labor market was flooded with people seeking work, but now, with low levels of unemployment, employers are struggling to fill open positions, particularly for skilled employees. The City of Bowie often hires professionals who require specific training, certifications, licenses, and experience, making recruitment even more challenging.

The City has experienced a higher pace of employee turnover recently, including retirements and departures, which places a significant burden on recruitment efforts and requires remaining employees to cover vacancies. In 2021, 66 employees left employment with the City, including six retirements and one death. In 2022, 65 employees left employment with the City, including four retirements and two City Council departures. Compared to before the pandemic, in calendar year 2017, there were 44 people that left employment with the City, including three retirements and three deaths. Then, in 2018, there were 57 people that left employment with the City, including three retirements. As of this writing, the City has 445 total employees (356 Full Time and 89 Part Time or Seasonal), this means in 2022, the City had over a 14% turnover rate. In order to combat the higher turnover, this budget includes funds for a retention program for public safety and other positions experiencing high turnover.

The City of Bowie's labor agreements limit flexibility in personnel costs, with compensation increases agreed upon for years to come to ensure competitiveness in the labor market. The City operates a defined contribution retirement system, which differs from many other governments that offer defined benefit programs. The budget includes cost-of-living and merit increases for employees to retain competitiveness in the labor market and ensure retention of skilled professionals.

In summary, this budget reflects the City's commitment to maintaining and improving our services while acknowledging the challenges in the current labor market. The City of Bowie remains dedicated to attracting and retaining skilled professionals and providing a competitive compensation package to support our workforce.

Staffing

Several changes to staff positions are proposed in the FY 2024 Budget. The costs shown for these additions reflect both salaries and fringe benefits.

City Manager's Office

The City has been very successful in acquiring federal earmarks and other grant funding. With that success, there is a significan tly higher compliance demand that has been placed on the Grants Office. A new **Project Manager** is requested at a total salary and benefit cost of $103,141.

In Human Resources, the Human Resources Generalist position is recommended to be stratified into Human Resource Generalist I, II, and III to provide promotional opportunity in the position with additional qualifications and experience. The budget is proposed with one promotional opportunity to **HR Generalist II** at a cost of $4,796.

With an expanding number of employees and residents, the City has a lot of responsibility to prepare for emergency situations, whether they be human, natural, or created by other external forces. To increase the City's training and preparedness, this budget recommends converting the part time **Emergency Management Specialist** to a full time position with an additional cost of $44,012.

Information Technology

Technological expansion and reliance on automation continues, and as such, support needs for employees has grown as well. The budget is presented with a new position for **Help Desk Lead** at a total salary and benefit cost of $84,429.

Community Services

Across Community Services, the budget is proposed to stratify several positions in a similar manner to the Human Resources Generalist position. The positions are recommended to be stratified in order to provide promotional opportunity in the position with additional qualifications and experience. The following positions are recommended to be stratified, **HVAC Mechanic, Plumber**, **Code Officer, Family Counselor,** and **Animal Control Officer**. In addition to this, the position of Building Maintenance Supervisor would increase one grade to become a **Building Maintenance Assistant Superintendent** and the Clinical Supervisor would increase one grade to become the **Youth Services Assistant Director**. The budget anticipates promotions across these newly stratified positions at a total cost of $59,671.

Additionally, the budget proposes the Community Outreach Specialist position be reclassified as **Community Outreach Program Manager**, Administrative Associate be reclassified as **Administrative Assistant,** the Parks Maintenance Supervisor position be reclassified to **Assistant Parks and Grounds Superintendent,** and the Administrative Assistant position be reclassified to **Administrative Specialist**. The reclassification of these positions is proposed in the budget at a cost of $33,179.

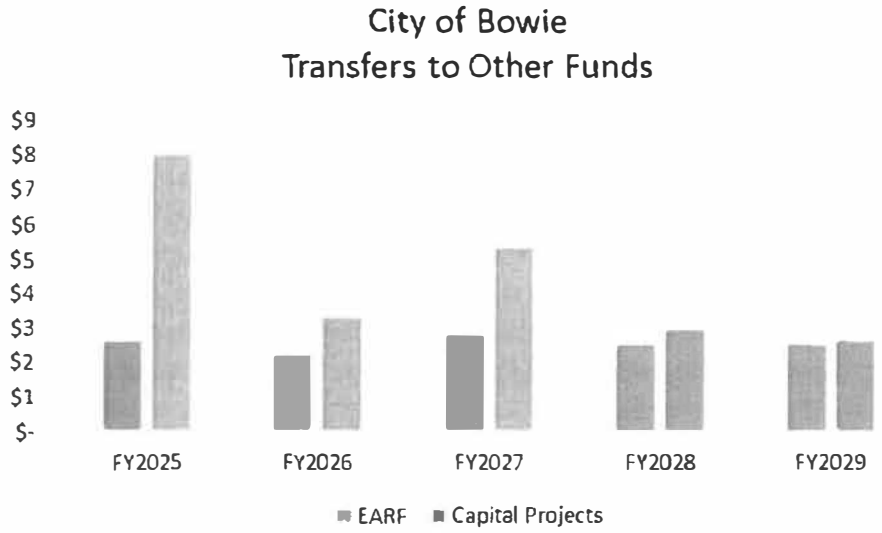
Finally in Community Services, the part time receptionist position be expanded by 0.1 FTE at a cost of $5,404.

Public Works

In Public Works, the budget contemplates the reclassification of four positions, with one, Street Light Specialist, to have a reduction of 0.2 FTEs. The positions to reclassify include Administrative Assistant to **Contracts, Permits, and Cost Estimates**, Vehicle Maintenance Technician to **Assistant Chief Vehicle Maintenance Technician,** and Street Maintenance Worker to **Senior Street Maintenance Worker**. These changes, which would impact six individuals, would be at a cost of $19,230.

Capital Improvements Program

To fund the Capital Improvements Program (CIP) at $13,357,600 for FY 2024, $2,468,300 will need to be transferred from the General Fund. As seen in the following chart, transfers from the General Fund for each fiscal year vary with anticipated capital spending.



Prominent capital projects contained in the proposed CIP for FY 2024 include:

Street Resurfacing – The City receives funds from the State of Maryland for street resurfacing work. These funds come from State motor fuel sales taxes and are distributed to local governments through the Highway User Revenue distribution formula. In FY 2024, the City will budget $2,555,600 of the Motor Vehicle Fuel Tax receipts for street resurfacing. The number of streets that can be resurfaced varies significantly with the market price of petroleum (asphalt) and labor contributing to most price fluctuations.

Allen Pond Park – Prior budgets have anticipated significant improvements at Allen Pond Park, mostly associated with a significant upgrade to the amphitheater, and land surrounding the amphitheater to improve seating, address parking, and relocate facilities. The project which was part of Allen Pond's Master Plan had been postponed for numerous budget cycles due to insufficient funding to meet all the City's anticipated capital program. This fiscal year, the budget is presented with a scaled down proposal to simply replace the existing amphitheater at $1,000,000 without any of the associated improvements.

Golf Course – At the end of 2021, the City started operating the golf course with a new contract management team. This change has brought a fresh perspective and significant golf management expertise to bear on capital planning for the golf course. While the course is budgeted to operate in a self-sufficient manner, the expense for planned capital improvements is to be borne through the Capital Project Program, like the City's other recreational amenities.

Work in 2023 has resulted in the installation of a new irrigation system, and a determination that improvements to the existing ponds are not necessary for providing sufficient water. In FY 2024,

the focus of improvements is directly on items that will improve operation of the course and enhance its profitability.

The budget includes the renovation and lighting of the Driving Range ($1,700,000) along with renovation of the Clubhouse. In total, $2,100,000 is anticipated to be expended in capital improvements at the course. The expanded driving range also necessitates the construction of a new maintenance building, which is under design for a future fiscal year, adjacent to the parking lot. Further, the improvements position the course to be ready for future improvements to cart paths and the clubhouse which will benefit from these items being completed first.

Chesapeake Bay TMDL - This program pertains to the requirements contained in the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS 4) Permit. The City's permit requires the City to meet Total Maximum Daily Load (TMDL) requirements designed to reduce the amount of pollutants that reach the Chesapeake Bay and its various tributaries. The revised permit requires permittees to restore 20% of the existing impervious area in the City developed prior to 2002 that is not already treated with water quality best management practices. Many of these areas are in the Levitt se ction of the City. The City must reach the 20% requirement by 2025. The CIP page proposed should allow the City to reach a sizable portion of this 20% objective. It should be noted that the City operates its storm water management program separate and apart from Prince George's County.

In FY 2024, the City has budgeted $1,169,000 for Pin Oak Village Stormwater Pond Improvements, $1,072,600 for Gateway Harbor Stormwater Pond Improvements, and $1,091,200 for two stream restoration projects. Over $3.3 million will be spent in this category in the next fiscal year.

Ice Arena – The contract for design is anticipated to be awarded in FY 2023 with design work continuing throughout FY 2024. Construction is anticipated to be ready to bid in FY 2025, therefore no funds for construction are budgeted for FY 2024.

Long Term Planning

The City of Bowie's Capital Improvements Program is an example of how the City looks ahead in order to plan for its operational and fiscal future. The CIP included in the budget looks ahead five years, however, there is opportunity for staff to include costs for anticipated projects beyond this timeframe. One example is the inclusion of work on stormwater management facilities anticipated decades in advance.

The Equipment Acquisition and Replacement Fund is another area where the City assures that there is adequate funding for the replacement of assets long into the future. The City has a full schedule of the vehicles and equipment that meet the criteria for this fund. The City allocates costs for the eventual replacement of these assets, and in some instances, this can be 20 years in the future or longer.

General Fund Future

The City of Bowie is a prosperous and financially stable community. The strong and growing property tax base has enabled the City to offer consistently great service to its residents over the years. Its successful residents have high and growing median household incomes, which further the City's ability to provide services through strong income taxes. As Bowie has grown in population, it has enhanced its services through the construction of a gymnasium and senior center. Expanding into a new City Hall, Bowie added a police force and 911 Call Center without adding a tax increase, despite the projected need for this expensive additional service. The State of Maryland mandated costly responsibility to local governments to improve the quality of stormwater in Bowie, these costs have also been absorbed by the City of Bowie without any change to the property tax rate.

Historically, part of the City's efforts to pay for both mandated service and to meet the growing service demands of its constituents has been to grow the City of Bowie. From the mid 1900's, the decision to grow by annexing land for the Levitt development forever changed the City with both opportunity and obligation. Over the years, numerous other annexations have brought new development into the City, despite the lack of direct authority to approve the growth. Some developments were left out, leaving Bowie with a complex and irregular municipal border. Two areas of significant potential development exist today, Melford and South Lake. Each of these developments have the potential to add significant tax base to the City of Bowie. In the future, this will not only fund the municipal service provided to these areas, but also add to the economies of scale which will help the City pay for its existing service load.

Bowie's service load is significant. In addition to the human capital required to provide direct service to the community, the City has many buildings and facilities that require maintenance, major rehabilitation, or complete replacement. With the history of development through the City, many of its amenities are seeing the ends of their life cycle where either the major rehabilitation or replacement are needed. There was a surge in residential development in Bowie associated with Levitt. Just as a strong code enforcement program is necessary to ensure the maintenance and reinvestment in those aging homes, the public works facility, parks, recreation amenities, and street infrastructure need reinvestment due to their age or obsolescence. Just as some of the items described above have put pressure on the City's General Fund through expanded service, the City's future Capital Improvements Program adds stress to the fund balance and general fund revenue to support future needs.

The City's General Fund balance has been declining. The General Fund balance is projected to be $37,371,00 on June 30, 2023, down $4.9 million from the prior year. This fund balance enables the City to make up the remaining shortage in revenues over expenditures. The Proposed Budget for FY 2024 uses $7.835 million in existing fund balance to level the budget.

The chart below shows the impact on the City's Fund Balance

	Revenues	Expenditures	Increase (Decrease)	Ending Fund Balance	Percent of Expenditures
Balance at July 1, 2022				42,297	77%
Estimated - FY2023	59,778	64,704	(4,926)	37,371	58%
Budget - FY2024	68,461	76,296	(7,835)	29,536	39%
Forecasts:					
FY2025	71,512	84,429	(12,917)	16,619	20%
FY2026	79,906	83,610	(3,704)	12,915	15%
FY2027	84,456	90,613	(6,157)	6,758	7%
FY2028	94,082	92,670	1,412	8,170	9%
FY2029	98,445	98,108	337	8,507	9%

Recommended tax increases in 2025, 2026, 2027, 2028, and 2029 will still be needed as efforts to hold off the depletion of the City's fund balance with the anticipated capital projects combined with the level of service offered to the community. The City of Bowie City Council will need to address the disparity between its desires for new amenities, rehabilitating existing amenities, available revenue, and other fiscal pressures.

Water and Sewer Fund

The Water and Sewer Fund represents a total budget of $17,520,700. Rates for the Water and Sewer Fund for FY 2024 are proposed at a combined rate of $15.26 per thousand gallons. This represents an increase of 5% over the rate level from FY 2022. The rate equates to the average household using an estimated 13 thousand gallons per quarter having a quarterly utility bill of $198.38. In FY 2025, the projected rate increase is 5%.

These rate increases are necessary because the City's Water and Sewer System is a constrained system where growth is limited, consumption has historically been dropping due to more efficient fixtures and appliances, and the infrastructure is aging. Additional rate increases are projected for future years beyond FY 2024.

The aged infrastructure associated with the City's water and sewer utility creates a constant financial challenge. Assessments completed over the past few years identified extensive needs for recapitalization beyond the already known needs associated with the water distribution mains. The CIP presented in this budget includes only those projects determined by staff and consultants to be most critical but still require a significant increased capital investment. Unplanned failures create further budget challenges.

The City's Water and Sewer System serves about 7,900 customers, of which approximately 7,700 are residential customers. Most of the system was constructed in the early 1960s. The water system consists of a water treatment plant, six water wells, three storage tanks, and 90 miles of water mains. The sewer system includes a wastewater treatment plant, eight pumping stations, and 85 miles of collection mains.

In December 2016, City staff presented to City Council an analysis of the problems being experienced by the water distribution system. Tuberculation is occurring in the City's pipes. This is caused by iron building up on the inside of these pipes. This build-up is causing increasing complaints about discolored water and is restricting the flow of water through these pipes, which is having an impact on fire flow in some areas of the City. The City has 90 miles of water distribution pipes in the City maintained portion of our system.

At the December 6, 2016 City Council meeting, staff presented a recapitalization plan for the City's water distribution system. Staff proposed that to sufficiently capitalize improvements to the water distribution system, estimated almost $15 million over a 12-year period, a special charge of $22.75/quarter be levied on customers of this fund beginning in FY 2018. It should be noted that this proposed recapitalization plan would only improve less than eight miles of the 90-mile system. The program focuses improvements on the worst part of the system. The entire system is not experiencing tuberculation today, however, over 50 miles of piping has been identified as needing to be addressed and an extension beyond the 12-year program is needed. The full cost of replacing water mains will be approximately one eighth of a billion dollars in the years beyond this 12-year program.

In the FY 2024 budget, staff proposes the first increase to this fee since implementation. The new proposed rate is $23.44 per quarter. This represents a 3% increase from the original rate set in 2018.

The City of Bowie has been active in pursuing additional funds for this program. During City Council discussions in January 2022, the City Council provided direction for the use of ARPA funding to supplement the recapitalization plan. The City is working to expend $2,000,000 from a prior Federal earmark and anticipates receiving an additional $2,000,000 through Federal earmarks in 2024. The City will plan to allocate those funds in the FY 2024 Capital Plan for additional recapitalization work. The budget reflects $3,470,000 for water main replacement in FY 2024.

Other capital projects proposed for the Water and Sewer Fund are as follows:

- At the Water Plant, the largest project is $1,700,000 for rehabilitation of the **Low Lift Pump**.
- There is $255,200 for **Bradford Lane Water Tank repainting**.
- In FY 2024, $345,000 is included for continuing **Waste Water Treatment Plant SCADA** implementation, and $150,000 for **Sewer Lateral Replacement**.
- $800,000 is allocated for an upgrade to the **Return Activated Sludge/Waste Activated Sludge System**.

The improvements outlined above for the Water and Sewer Fund are consistent with the Strategic Goals established by City Council, particularly, "Invest in public infrastructure to ensure reliability, long-term sustainability, and compliance with state and federal requirements".

Conclusion

As we look back on the past year, we continue to emerge from one of the most challenging periods in recent history. The COVID-19 pandemic has continued to have a significant impact on our community. We see it in continued supply challenges, inflationary pressure, and very strongly in the

labor market. Despite these challenges, the City of Bowie has remained strong and resilient, and our residents have continued to support one another through these difficult times.

The FY 2024 budget is a reflection of our commitment to maintaining and improving our municipal services for the benefit of all our residents. We recognize that the economic uncertainty caused by the pandemic has created additional challenges for many of our residents, and we have worked hard to ensure that this budget is fiscally responsible while still meeting the needs of our community.

We would like to thank H. Byron Matthews and his Finance staff, along with all the Department Directors and Assistant Directors, for their hard work and dedication in preparing the FY 2024 Budget. We are confident that this budget represents a sound financial plan that will help us continue to provide great services to our residents.

As we move forward, we know that there are still challenges ahead, but we remain optimistic about the future of our community. We are committed to working together to ensure that Bowie continues to be a great place to live, work, and raise a family. We look forward to working with the City Council to review this financial and programmatic plan and to continue to serve the residents of Bowie.



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

SUMMARY OF CITY COUNCIL BUDGET ACTIONS

Resolution R-25-23, Adopting a Capital Improvements Program for Fiscal Years 2024-2029, and Ordinance O-5-23, Approving and Adopting a Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, were introduced at a Special Meeting on April 10, 2023. The City Council held five budget work sessions and two public hearings on April 10, 2023, and May 1, 2023. The CIP resolution and Budget ordinance, as amended, were passed at a Regular Meeting on June 5, 2023.

Appropriations

Proposed budget appropriations and revenue sources were increased or (decreased) during budget work sessions as follows:

	Proposed Budget	Council Actions	Adopted Budget
General Fund			
Revenues	67,957,000	(4,639,400)	63,317,600
Appropriated Fund Balance	7,835,300	4,971,700	12,807,000
Transfers from Other Funds	503,700	-	503,700
Total Sources	76,296,000	332,300	76,628,300
City Manager	8,273,100	7,900	8,281,000
Police Department	15,650,400	49,000	15,699,400
Information Technology	4,281,900	-	4,281,900
Finance	1,563,400	-	1,563,400
Community Services	16,835,100	95,700	16,930,800
Planning and Sustainability	953,700	35,000	988,700
Public Works	20,781,200	128,400	20,909,600
Non-departmental	881,700	-	881,700
Debt Service	2,219,200	-	2,219,200
Transfers to Other Funds	4,856,300	16,300	4,872,600
Total Appropriations	76,296,000	332,300	76,628,300
Equipment Acquisition and Replacement Fund			
Revenues	589,200	-	589,200
Appropriated Fund Balance	2,171,900	-	2,171,900
Transfers from Other Funds	2,388,000	16,300	2,404,300
Total Sources	5,149,100	16,300	5,165,400
Total Appropriations	5,149,100	16,300	5,165,400
Capital Projects Fund			
Intergovernmental Revenues	3,024,600	(1,475,000)	1,549,600
Other Revenues	921,500	-	921,500
Appropriated Fund Balance	6,943,200	180,000	7,123,200
Transfers from Other Funds	2,468,300	-	2,468,300
Total Sources	13,357,600	(1,295,000)	12,062,600
Total Appropriations	13,357,600	(1,295,000)	12,062,600
Water and Sewer Fund			
Revenues	17,520,700	108,200	17,628,900
Total Sources	17,520,700	108,200	17,628,900
Total Appropriations	17,520,700	108,200	17,628,900
Total City Budget	112,323,400	(838,200)	111,485,200

General Fund

The proposed use of the General Fund's fund balance increased by $4,971,700 due to Council's decision to reduce the real property tax rate in the FY2024 Proposed Budget from 0.450/$100 of assessed valuation to 0.400/$100 of assessed valuation.

The budget for the Emergency Management Division within the City Manager's Department was increased by $7,900; $4,900 to cover salary and benefits for the Senior Emergency Management Specialist and $3,000 for Professional Services to cover fire protection engineering services. The City Council increased the funding for the Sustainability Department by $35,000 for Professional Services cost associated with conducted a study on establishing a Composting program for the City. The Police Department's Repair and Maintenance - Vehicles budget increased by $49,000 to cover anticipated repair costs.

Council's decision to provide recycling/trash pickup service on holidays which fall on Mondays resulted in an increase of $128,400 to the Solid Waste's Division's budget within the Public Works Department to cover salary overtime and benefits for the workers. The budget for the Community Services Department increased by $95,700 due to budget changes in several divisions. The Ice Arena Division had a budget increase of $12,000 for Repair and Maintenance – Buildings; and $26,300 for Public Utilities. The Public Utilities budgets for the Historic Properties Division and Parks and Grounds also increased by $19,100 and $38,300 respectively. Transfers to Other Funds increased by $16,300 to fund additional expenses in the Equipment Acquisition and Replacement Fund.

Equipment Acquisition and Replacement Fund

The Transfer from the General Fund and the Public Safety function increased by $16,300 to cover the cost of upfitting of Police vehicles.

Capital Projects Fund

The proposed use of the Capital Projects Fund's fund balance increased by $180,000 to fund the Belair Mansion project elevator replacement project. The Racetrack Road Property project cost and the corresponding State grant funding of $1,475,000 were removed from the budget due to project initiation delays.

Water and Sewer Fund

The proposed use of the Appropriated Retained Earnings of the Water and Sewer Fund increased by $108,200. The Wastewater Public Utilities budget increased by $16,900. Federal Grants of $2,000,000 anticipated for the Water Distribution System Recapitalization project did not materialize as expected, which resulted in increasing Loan Proceeds by $2,000,000 as an alternative funding source. The Loan Principal budget increased by $66,800 while the Loan Interest budget increased by $24,500.

Staff Objectives

Council considered the proposed staff objectives for Fiscal Year 2024 in detail and endorsed them or made additions and amendments.

INTRODUCTION TO THE CITY OF BOWIE, MARYLAND

The City of Bowie is approximately 19 square miles in size and located halfway between Washington, D.C. and Baltimore, Maryland. Bowie was incorporated as a town in 1916. Historically, the area is associated with thoroughbred horse breeding and railroading. The community of Huntington, the original Bowie, traces its roots to 1870, when the lands were subdivided by land developers into more than 500 residential building lots, to create a large town site at a major junction of the Baltimore and Potomac Railroad. In 1958, the firm of Levitt and Sons acquired the Belair Estate and two years later the town of Bowie chose to annex the Levitt properties. Today the City is the largest municipality in Prince George's County with a population of approximately 57,644 (United States Census Population Estimates, July 1, 2021).

The City is located in the northern part of Prince George's County, at the crossroads of U.S. highways 3/301 and 50. Although considered to be in the Washington, D.C. metropolitan area, the City's location gives it easy access to Baltimore and Annapolis.

Traditionally, the City's total assessed value has grown due to new single-family home construction, additional commercial development and annexations of adjacent properties. The City's real property tax base is approximately 85% residential. The majority of residential units are owner occupied single-family homes that are in the price range of $300,000 to $499,999, with a median value of $362,800 (2017 – 2021 American Community Survey, United States Census Bureau).

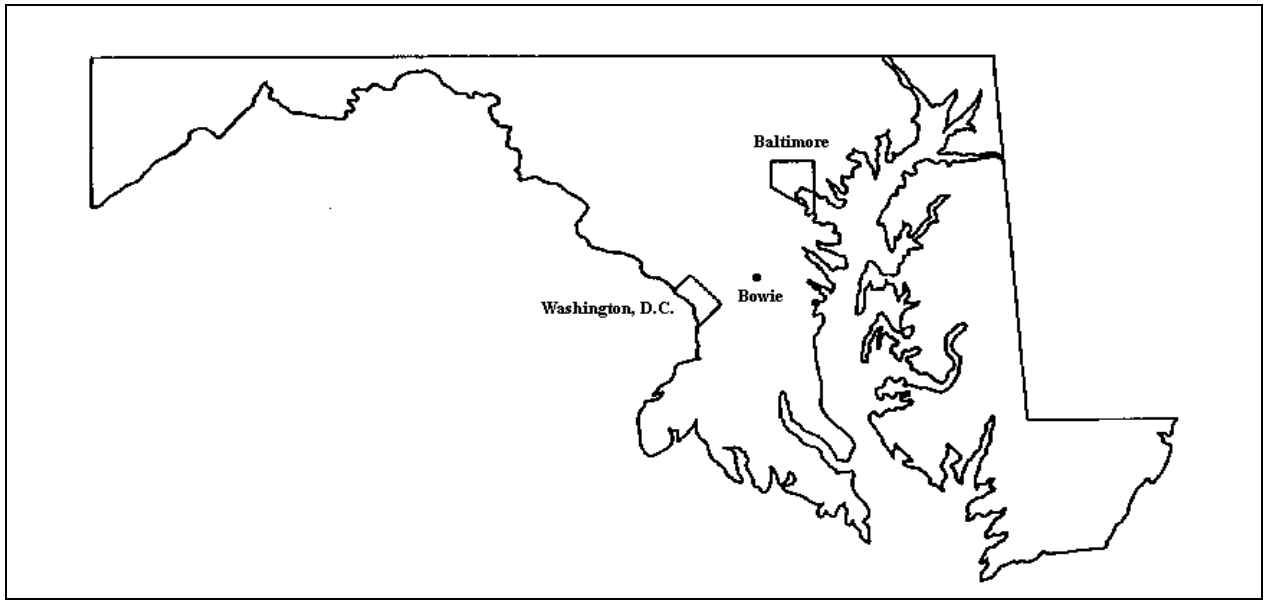
The median household income for the City of Bowie is $127,029, which exceeds the State of Maryland at $91,431 and the United States at $69,021 (2017 – 2021) American Community Survey, United States Census Bureau).

The City of Bowie has a Council/Manager form of government. The Council is composed of seven members (Mayor and six Councilmembers). Beginning with the November 2015 election the Council will be elected to four year terms. The City Manager is appointed by the City Council.

The City provides a range of municipal services including police, housing and property inspections, refuse and recycling collection, storm drainage control, street and bike trail maintenance, snow removal, street lighting, parks and recreation, planning, youth counseling, senior services and animal and disease control. In addition, the City of Bowie Water and Sewer System provides water and sewer services to an area comprising approximately 40% of City residents.

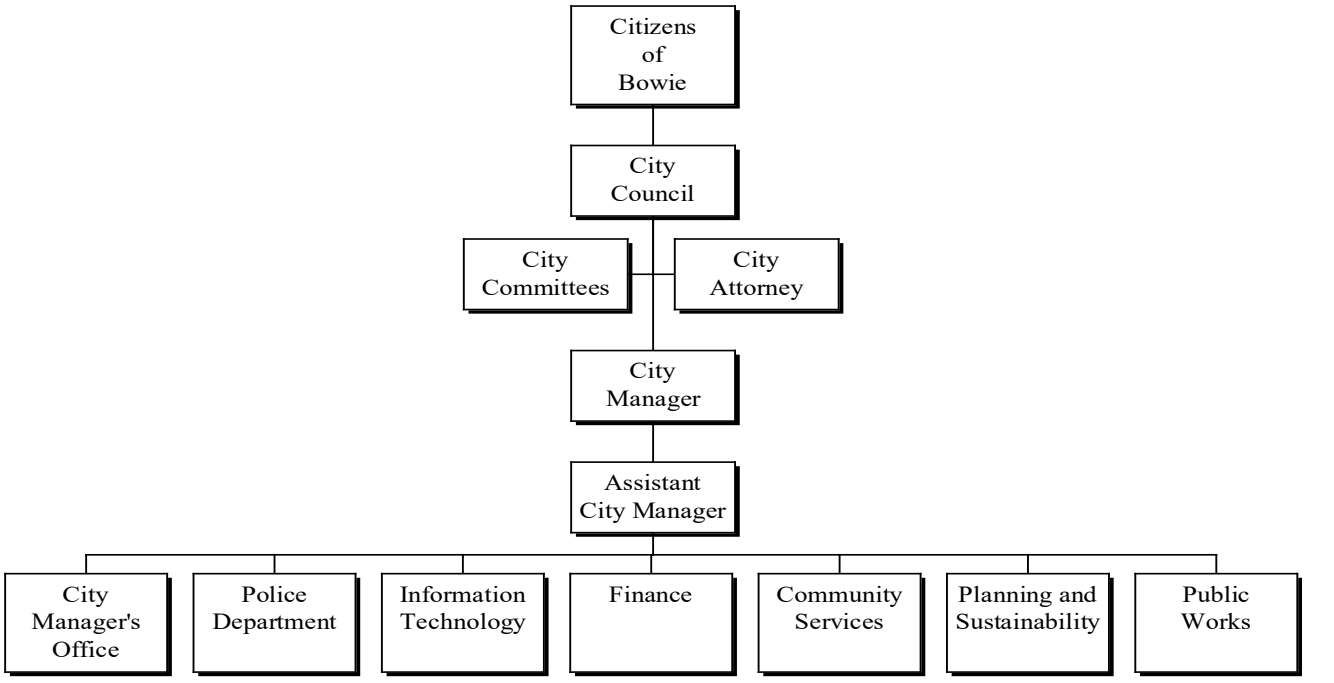
INTRODUCTION TO THE CITY OF BOWIE, MARYLAND

Washington Suburban Sanitary Commission provides water and sewer services to the remaining areas of the City. Education and fire services are provided by Prince George's County. Other services are provided by the Maryland-National Capital Park and Planning Commission and by the Washington Suburban Transit Commission.



ORGANIZATION CHART

City of Bowie, Maryland



City Manager's Office	Police Department	Information Technology	Finance	Community Services	Planning and Sustainability	Public Works
City Manager	Patrol	Network Services	Financial Reporting	Building Maintenance	Planning	Equipment Maintenance
Human Resources	Community Services	Voice Services	Budgeting	Code Compliance	Sustainability	Solid Waste Collection
Elections	Investigative Division	Data Services	Payroll	Senior Services		Street Maintenance
Legal Services	Criminal Investigation	Internet Services	Accounting	Youth Services		Street Lighting
Communications	Crime Analyst	GIS Services	Tax Billing	Animal Control		Snow Removal
Business Operations	Task Force		Water and Sewer Billing	Ice Arena		Water and Sewer
City Clerk			Debt Administration	Gymnasium		Engineering
Economic Development			Contract Management	Recreation and Parks		Project Management
Emergency Management				Parks and Grounds		Stormwater Management
Risk Management				Historic Properties		
Grants				Bowie Playhouse		

MISSION AND VISION STATEMENTS

Mission

The City of Bowie, in partnership with the community, provides a cost-effective system of City services and facilitates compatible economic development that enhances Bowie's quality of life within a positive and sustaining physical environment.

Vision

The City of Bowie is a safe, family friendly, multi-generational, diverse, inclusive, thriving community that values its 100-year history and traditions while embracing its future. As Bowie begins its next 100 years, this plan affirms the City's commitment to:

- Delivering outstanding public services to all residents
- Working collaboratively to define and shape the City's future
- Engaging residents in meaningful and productive ways
- Ensuring openness, transparency, and accessibility in government action
- Welcoming and supporting different perspectives in addressing community challenges
- Becoming a regional model for environmental sustainability
- Growing and thriving as a great, multi-generational place to live, work, do business, and play

Strategic Issues, Goals and Outcomes

Goal 1: Invest in public infrastructure to ensure reliability, long-term sustainability, and compliance with state and federal requirements

Outcomes

- Water pipe assessment completed and plan in place to address identified needs
- Enhanced use of technology to improve performance and provide better customer service
- Compliance with federal and state storm water management permitting requirements
- Successful collaboration with State and County government on improvements to infrastructure maintained by these levels of government including but not limited to widening Route 197
- Bike lanes and walking paths added to City-maintained roads where feasible

Goal 2: Promote economic development to expand the City's commercial tax base

Outcomes

- Increased City tax base
- Increased local employment opportunities
- Retention of current businesses
- A more diversified business base
- Significant progress on redevelopment of aging, deteriorated shopping centers

Goal 3: Continue to deliver reliable core services

Outcomes

- Positive resident feedback and satisfaction on all core services
- Assessment of solid waste cost management options completed including consideration of one-day-per week refuse collection.
- Increased public awareness of code compliance responsibilities
- Expanded use of technology to deliver core services and communicate with City residents to identify changing needs
- Significant progress on construction of indoor sports center to expand community recreation services

Goal 4: Maintain and enhance public safety and emergency services

Outcomes

- Increased public sense of security and community well being
- Improved awareness/understanding of public safety/crime statistics
- Continued positive police-community relations
- Updated emergency management plan in place with special attention to integration of technology to strengthen the plan
- Significant progress on CALEA Law Enforcement Accreditation for the Police Department
- Enhanced traffic and pedestrian safety

Goal 5: Ensure long-term financial stability to meet current and emerging community needs

Outcomes

- Sustained AAA bond rating
- Solid, conservative annual budgets where operating expenditures do not exceed operating revenues
- Continued self-evaluation of all City programs to assess cost effectiveness, need, and value
- Successful pursuit of Federal, State and County grants and shared revenues to support strategic plan priorities

Goal 6: Guide continued community growth that is compatible with Bowie's history and values and supports a successful future

Outcomes

- Fiscal impact analyses completed for all new developments
- Increased public awareness of the City's development review process
- Continued commitment to annex areas that provide beneficial growth opportunities and produce positive economic benefits
- Expanded housing mix to meet the needs of an aging population and make Bowie an attractive place to retire
- Sustained attention to open space, green space, and parks while the City grows

Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is a separate accounting entity. Each consists of a separate set of self-balancing accounts. The City uses the following funds groups:

GOVERNMENTAL FUND TYPES - Account for expendable financial resources other than those accounted for in Proprietary and Fiduciary Funds. The individual Governmental Funds are:

General Fund: Accounts for all revenues and expenditures of the City which are not accounted for in other funds.
Equipment Acquisition and Replacement Fund: Receives transfers from other funds to acquire and replace capital equipment.
Capital Projects Fund: Accounts for all resources used for the acquisition of capital facilities, except those financed by an Enterprise fund.

PROPRIETARY FUND TYPES - Account for operations that are financed in a manner similar to private business enterprises. The individual Enterprise Fund is:

Water and Sewer Fund: Accounts for the activities of the Water and Sewer System, which serves an area comprising about 40 percent of the City. It is a self-supporting entity financed entirely by user charges.

General Fund - Departments listed by Function

General Government		Public Safety	Social Services	Public Works	Parks, Culture& Recreation
City Council	Business Operations	Housing Inspection and Code Compliance	Senior Services	Administrative	Recreation and Parks
City Manager	City Clerk	Emergency Management	Youth Services Bureau	Equipment Maintenance and Garage	Bowie Playhouse
Human Resources	Finance	Police Department		Solid Waste	Parks and Grounds
Information Technology	Community Services	Animal Control		Street Maintenance	Ice Arena
Elections	Building Maintenance			Stormwater Management	Historic Properties
Legal Services	Planning and Sustainability			SWM-Special Taxing Districts	Gymnasium
Communications	Economic Development				

Water and Sewer Fund

Billing and Accounting	Water Supply	Sewage Treatment

Basis of Accounting

For financial reporting purposes, the Governmental Funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of a material amount that have not been received at the normal time of receipt are accrued, and any revenues received in advance are deferred. Expenditures are recorded at the time liabilities are incurred, except for accumulated sick leave, which is treated as an expenditure when paid.

Proprietary Fund uses the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when the liabilities are incurred.

Budgetary Basis of Accounting

The City uses a budget basis for expenditures that differs from the basis used in reporting under Generally Accepted Accounting Principles in the following ways:

In the Governmental Funds, the City uses the modified accrual basis of accounting with the following exception:

- Budget amounts are encumbered when contracts are signed for goods or services. At year-end, amounts which are encumbered but not yet expended are carried over to be paid when the goods or services are received. These amounts are included in budget-basis expenditures for the fiscal year in which they are encumbered, rather than the year in which goods or services are received and a liability incurred. Appropriations that are not spent or encumbered lapse at the end of the fiscal year.

In the Proprietary Funds, the City uses the accrual basis of accounting with the following exceptions:

- The budget basis includes expenditures for capital outlay, which are not considered expenses on the accrual basis of accounting.
- Depreciation and amortization, which are considered expenses on the accrual basis of accounting, are ignored under the budget basis because these items do not require an expenditure of funds.
- The budget basis includes expenditures for debt retirement, which are not considered expenses on the accrual basis of accounting.
- The budget basis recognizes receipt of debt proceeds, which are not considered revenues on the accrual basis of accounting.

Investments

The State of Maryland allows municipalities to invest surplus funds in financial institutions within the State if the financial institution provides collateral with a market value that equals or exceeds the amount by which a deposit exceeds the deposit insurance. The State defines acceptable collateral and requires municipalities to have an investment policy. By resolution, the City Council has adopted an investment policy. Within policy guidelines, management has decided to restrict investments to the use of an interest-bearing cash account for readily available funds, and certificates of deposit or the Maryland Local Government Investment Pool for cash amounts that are available for longer periods. Only financial institutions covered by the Federal Deposit Insurance Corporation are used.

Annual Audit

The City is required to have an annual audit performed by an independent Certified Public Accountant. It is performed in accordance with generally accepted auditing standards, which require that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatement. It includes examining on a test basis evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and significant estimates made by management and evaluating the overall financial statement presentation. The auditing firm is selected by and directs its report to the City Council.

FISCAL POLICIES

Budget Development

The City Manager is required to prepare and submit to the City Council a Capital Improvements Program and a Proposed Operating Budget for the ensuing fiscal year. In December/January of each year, the Finance Department makes a presentation to the City Council that provides an overview of the City's budget policy and fiscal condition. At this time, the City Council establishes budget priorities and guidelines. The City Manager conveys Council policy to department heads for guidance in preparing their budget requests. Each department head prepares and submits their budget proposal to the City Manager in early January. In February, each department head meets individually with the City Manager and Finance Director to review and discuss their budget submission. The Finance Department prepares the revenue projections in conjunction with other departments' estimates. At the conclusion of the meetings, the Finance Department compiles the budget submissions. The City Manager submits the Proposed Operating Budget and Capital Improvements Program to the City Council between April 10 and April 15. During the months of April and May, the City Council holds budget work sessions and at least two public hearings, all of which are televised and open to the public. Citizens are invited to share their thoughts at the public hearings. The annual budget is adopted by the City Council by ordinance which becomes effective twenty calendar days after passage.

Budget Calendar

November 9, 2022	Staff begins developing goals for the coming year and estimating costs for operating budget recommendations.
January 24 - February 14, 2023	City Manager meets with department heads to analyze new projects, evaluate progress on continuing projects, determine operating cost requirements and set priorities.
February 17, 2023	Finance Department makes revenue projections, prepares summaries, edits and assembles the Proposed Budget.
April 6, 2023	City Manager submits the Proposed Operating Budget and Capital Improvements Program to City Council between April 10th and April 15th, as required by the City Charter. The Proposed Budget document is made available and widely distributed to citizens.
April 10 - May 15, 2023	City Council holds budget work sessions and one or more public hearings, all of which are televised and open to the public. Citizens are invited to share their thoughts at the public hearings.
June 5, 2023	The Annual Budget Ordinance and the Capital Improvements Program Resolution are adopted as proposed or as amended by Council, at a regular meeting.
July 1, 2023	The Adopted Budget becomes the legal authority to levy taxes and expend funds.

Budget Amendments

A budget amendment to transfer funds between appropriations within the same fund must be approved by the City Council as a Council Ordinance. The City Manager typically proposes one transfer to re-appropriate funds late in the fiscal year. A budget amendment, which would increase total appropriations in any fund, must be adopted by the City Council as an Emergency Ordinance.

Balanced Budget

The budget must be balanced, meaning the total of the anticipated revenues, including fund balance carried over from previous years, must equal or exceed the total of the proposed expenditures.

Capital Improvements Program

The Capital Improvements Program covers a period of six years and is revised annually in light of new and changed conditions. It includes a description of each project, along with cost estimates, funding sources and recommended time schedules. The Council holds public hearings and adopts the program in the form of a Council Resolution, simultaneously with the adoption of the operating budget.

Funding for the upcoming budget year's portion of the Capital Improvements Program is incorporated into the various funds where costs will be financed. Projects for the Water and Sewer System are shown as Capital Outlay items in that enterprise fund. Projects to be financed from general city revenues are included in the Capital Projects Fund. Some projects such as the Street Resurfacing Program are highlighted in the Capital Improvements Program because of their magnitude or level of public interest, while their costs are included in the General Fund as operating expenditures.

Revenue Estimates

Each year, revenue estimates are determined by using objective analytical processes. The largest source of revenue is the property tax (58% of General Fund revenue in fiscal year 2024). Assessments are provided by the State Department of Assessment and Taxation. The estimated full value of all property is determined on a triennial basis, with the values phased-in over the three-year period. The taxable Assessed Value is set at 100 percent of full value for both real property and business personal property.

The City has no limit on the tax rate but must comply with State legislation which requires public advertising if a rate is proposed which exceeds the Constant Yield Tax Rate as determined by the Department of Assessment and Taxation.

The next largest source of revenue is State-shared revenue (25% of General Fund revenue in fiscal year 2024), consisting largely of the Income Tax, the Motor Vehicle License and Fuel Tax Revenue, Admission and Amusement Taxes and State Aid for Police Protection. The State and/or County establishes these rates, and allocations are distributed to municipalities based on proportional taxable income, population, road mileage and per capita police expenditure within the City.

The City aggressively seeks funding through available Federal, State and County grant programs. Grants are included in revenue estimates only when the City has confirmation that they will be received.

Locally established license, permit, fee and service charge rates are established as part of the budget ordinance each year, and revenues are estimated based on the expected level of activity.

Water and Sewer Rates are set at the level necessary to support the cost of providing service, including capital outlay and debt retirement.

Operating Expenditure Estimates

The City uses a zero-based budget approach to operating expenditures. Each year every activity and program is evaluated anew, goals and objectives are set for the coming year, and costs are analyzed on a line by line basis.

A Pay-for-Performance Plan has been established to ensure that personnel costs are related to the achievement of stated City goals and objectives. In FY2021, non command police officers were moved to a Grade and Step plan of compensation.

The Equipment Acquisition and Replacement Fund is used to accumulate reserves for replacement of major pieces of equipment, in order to minimize large year-to-year fluctuations in Capital Outlay expenditures

and help maintain a stable tax rate. The equipment replacement schedule is analyzed each year to determine the expected life and continued utility of each item.

The capitalization threshold for capital assets is $5,000. Minor equipment with a unit cost under $5,000 is included in the Commodities category of each separate operating activity rather than treated as Capital Outlay.

Workload and Performance Indicators

Beginning in fiscal year 1999, the City instituted a policy of reporting measures of work accomplished by the various operating activity centers. Indicators for years FY2019 through FY2022 are actual results, FY2023 are estimated and FY2024 are projected. For comparability among activities, the last two measures reported in each activity are ***Expenditures per Capita*** and ***Percent of City total expenditures***.

- ***Expenditures per Capita*** is computed by dividing the activity's operating and maintenance expenditures, exclusive of capital outlays and inter-fund transfers, by the population estimate as of July of each fiscal year.
- ***Percent of total City expenditures*** refers to the same operating and maintenance expenditures base, exclusive of capital outlays and inter-fund transfers. The City total for all budgeted funds is presented for fiscal years 2019-2024.

	FY19	FY20	FY21	FY22	FY23	FY24
City total operating and maintenance expenditures (in Thousands)	$47,129	$50,210	$49,051	$52,965	$59,385	$68,271
Estimated population, July 1	58,862	58,643	58,643	58,643	58,329	57,644

Population figures are based on US Census estimation of as of July 1.

Debt Policies

The City has adopted the following debt management policies:

1. The City will not use long-term borrowing to finance current operations or normal maintenance expenses.

2. All debt issued will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.

3. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements to minimize debt levels. Whenever possible, the City will first attempt to fund capital projects with general revenues (pay-as-you-go) before considering the issuance of debt.

4. The City will consider issuing debt to finance only those projects that have been included in the Capital Improvements Program.

5. Neither Maryland State law nor the City Charter mandates a limit on municipal debt. The City will maintain its tax-supported net bonded debt at a level not to exceed 0.8 percent of the assessed valuation of taxable property within the City.

6. The ratio of debt service expenditures as a percent of general fund revenues, exclusive of debt repaid by the Water and Sewer Fund, shall not exceed 10 percent.

7. Debt service requirements of the Water and Sewer System shall be self-supporting. Rates and charges will be reviewed annually as part of the budget process to ensure that water and sewer revenues are sufficient to cover debt service requirements of the utility system.

General obligation debt being retired from general tax revenues of the City, as of July 1, 2023 is as follows:

Public Improvement Refunding Bonds of 2015	$ 5,755,000
Public Improvement Bonds of 2019	22,610,000
Total	$ 28,365,000

General obligation debt being retired from revenues of the City of Bowie Water and Sewer System are excluded from the debt limit calculation. It would become subject to tax funding only if the Water and Sewer System were unable to comply. The amount outstanding as of July 1, 2023, is as follows:

State Revolving Loans of 2009	$ 692,295
State Revolving Loans of 2016	87,552
Total	$ 779,847

The City's bonds carry favorable ratings of AAA from Standard & Poor's, Aaa from Moody's, and AAA from Fitch.

Schedule of Legal Debt Margin

The debt margin for the City as of June 30, 2024 is estimated as follows:

Estimated Assessed Value, June 30, 2023	$ 8,735,020,000
Debt Limit – 0.8% of Assessed Value	69,880,200
Amount of Debt Applicable to Limit:	
Total Bonded Debt, June 30, 2023	26,944,000
Estimated Debt Margin, June 30, 2024	$ 42,936,200

Bonded Debt Per Capita

The following information is provided by the US Census Bureau as of July 1.

Fiscal Year	Bonded Debt	Population	Debt per Capita
2013	13,175,000	56,678	232.45
2014	12,400,000	57,279	216.48
2015	11,625,000	57,972	200.52
2016	11,625,000	58,455	198.87
2017	10,853,000	58,699	184.89
2018	10,058,000	58,859	170.88
2019	9,253,000	58,862	157.20
2020	8,380,000	58,643	142.89
2021	31,190,000	58,643	531.86
2022	29,783,000	58,643	507.87
2023	28,365,000	58,329	486.29
2024	26,944,000	57,644	467.42

City Plans Regarding Debt

The City anticipates borrowing $6.7 million in FY2024 to FY2026 to fund its water pipe replacement program. The City Water and Sewer Fund is a proprietary fund and no tax dollars can be used to fund its operation. In addition, the City plans to finance the construction of the new Ice Arena and the Indoor Court Facility in fiscal years FY2025 and FY2027 respectively.

Fund Balance Policies

The City Council adopted a policy to maintain the General Fund's fund balance at a level no lower than 25 percent of expenditures. Council adopted a similar policy to maintain the Water and Sewer Fund's budget basis unrestricted fund balance at a level no lower than 25 percent of expenditures.

Fund Balance Definition

Fund Balance is the excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures of all years since the fund's inception.

Fund Balance Forecast

A five-year forecast of the General Fund's fund balance indicates that the City will comply with its 25 percent fund balance policy with the exception of fiscal years 2025 through 2029, given the assumptions listed below.

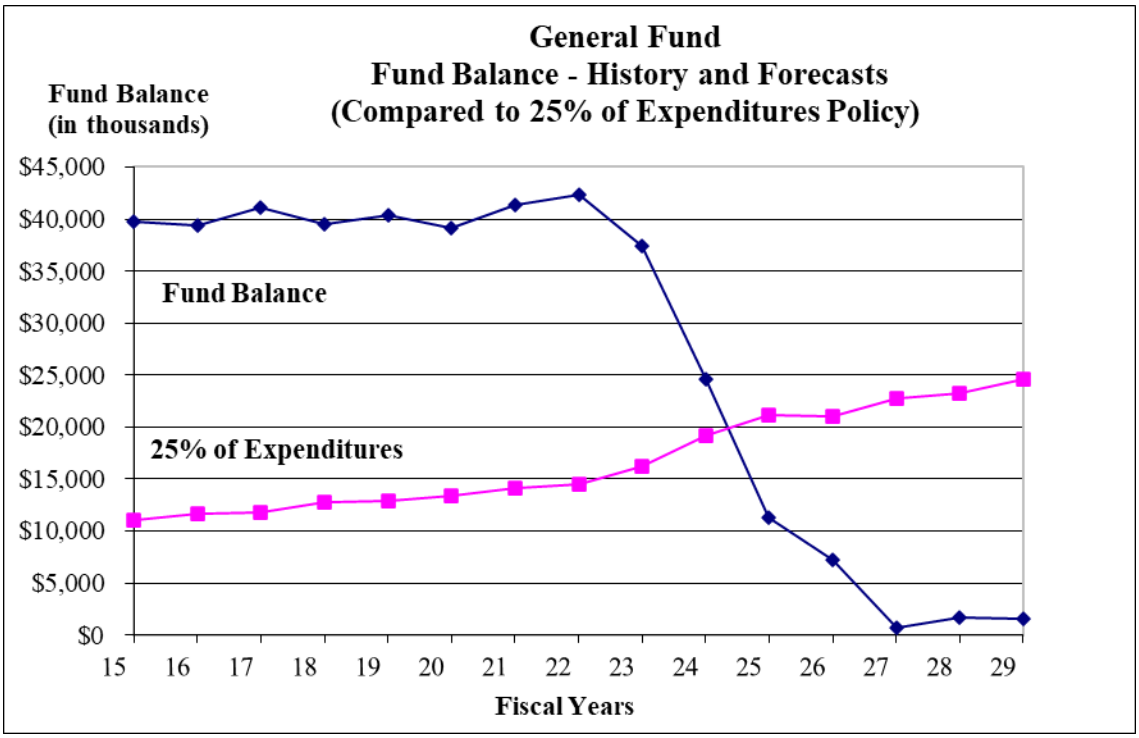
	Revenues	Expenditures	Increase (Decrease)	Ending Fund Balance	Percent of Expenditures
Balance at July 1, 2022				42,297	73%
Estimated - FY2023	59,778	64,704	(4,926)	37,371	58%
Budget - FY2024	63,821	76,628	(12,807)	24,564	32%
Forecasts:					
FY2025	71,511	84,765	(13,254)	11,310	13%
FY2026	79,892	83,967	(4,075)	7,235	9%
FY2027	84,442	90,993	(6,551)	684	1%
FY2028	94,052	93,074	978	1,662	2%
FY2029	98,414	98,538	(124)	1,538	2%

Forecast assumptions for fiscal years 2025 through 2029 are as follows:

- Real property assessments increase 5 percent in fiscal years 2025 through 2029 and the property tax rate gradually increases from $0.450 per $100 assessed value in FY2025 to $0.500 per $100 assessed value in FY2026 and FY2027, and increase to $0.550 per $100 assessed value in FY2028 and FY2029.
- State Shared Revenues, consisting of income taxes, motor fuel and vehicle taxes, admission and amusement taxes, state aid for police protection and financial corporation taxes, increase by 5 percent in FY2025 through FY2029. The minimal increase was based on a ten-year trend analysis and recognition of the modest upturn in the economy. All other revenues increase 3 percent a year.
- Debt service payments remain per the schedule existing at July 1, 2023.
- Transfers to the Capital Projects Fund are the amounts required by the FY2025-2029 Capital Improvements Program.
- Transfers for equipment acquisition are the amounts required by the Equipment Acquisition Schedule, plus $100,000 for estimated unscheduled additions.

- All expenditures for operating departments except for police department will increase by 7 percent in FY2025 through FY2029. The police department is expected to increase by 2 percent. The increase for all other operating departments was based on a ten-year trend analysis, inflationary considerations, and continued growth of the community and City services provided.

The following chart shows the actual fund balance of the General Fund for fiscal years 2015 through 2022, the estimated balance for fiscal year 2023, the projected balance for fiscal year 2024 based on the proposed budget, and the forecast amounts based on the above assumptions. This trend line is compared to a line showing the amounts that are 25 percent of expenditures for each year.



A forecast for the Water and Sewer budget basis unreserved fund balance is presented in the Water and Sewer Fund summary section of the budget.

Financial Reporting Policy

It is the City's policy to prepare an annual Comprehensive Annual Financial Report and to participate in award programs for both the financial report and the budget document. This allows the City to benefit from constructive comments offered by government finance professionals from around the nation.

Certificate of Achievement

The Government Finance Officers' Association of the United States and Canada awarded a *Certificate of Achievement for Excellence in Financial Reporting* to the City for its comprehensive annual financial reports for the fiscal years ended June 30, 1974 through June 30, 2021. In order to be awarded a Certificate of Achievement, a governmental unit must publish a comprehensive annual financial report, the contents of which conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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City of Bowie
Maryland

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morrill

Executive Director

SUMMARY OF TOTAL CITY BUDGET - FISCAL YEAR 2024

	Total All Funds	General Fund	Equipment Acquisition & Replacement Fund	Capital Projects Fund	Water & Sewer Fund
Revenues					
Appropriated Fund Balance	23,242,000	12,807,000	2,171,900	7,123,200	1,139,900
Property Taxes	37,455,700	37,455,700	-	-	-
Licenses and Permits	1,118,900	1,118,900	-	-	-
Intergovernmental Revenues	19,337,000	17,787,400	-	1,549,600	-
Charges for Services and Fines	12,169,100	3,698,400	-	-	8,470,700
Other Revenues and Sources	12,786,200	3,257,200	589,200	921,500	8,018,300
Transfers from other Funds	5,376,300	503,700	2,404,300	2,468,300	-
Total Revenues	111,485,200	76,628,300	5,165,400	12,062,600	17,628,900
Expenditures					
General Government	19,967,800	16,554,500	366,500	2,311,000	735,800
Economic Development	1,192,800	1,192,800	-	-	-
Public Safety	18,491,200	17,663,400	827,800	-	-
Social Services	2,993,100	2,993,100	-	-	-
Public Works	43,002,900	20,909,600	1,200,000	5,326,400	15,566,900
Parks, Culture and Recreation	14,290,600	9,341,400	524,000	4,425,200	-
Nondepartmental	1,262,400	881,700	-	-	380,700
Debt Service	2,661,000	2,219,200	-	-	441,800
Addition to Fund Reserves	2,247,100	-	2,247,100	-	-
Transfers to other Funds	5,376,300	4,872,600	-	-	503,700
Total Expenditures	111,485,200	76,628,300	5,165,400	12,062,600	17,628,900

Projected Unreserved Fund Balances

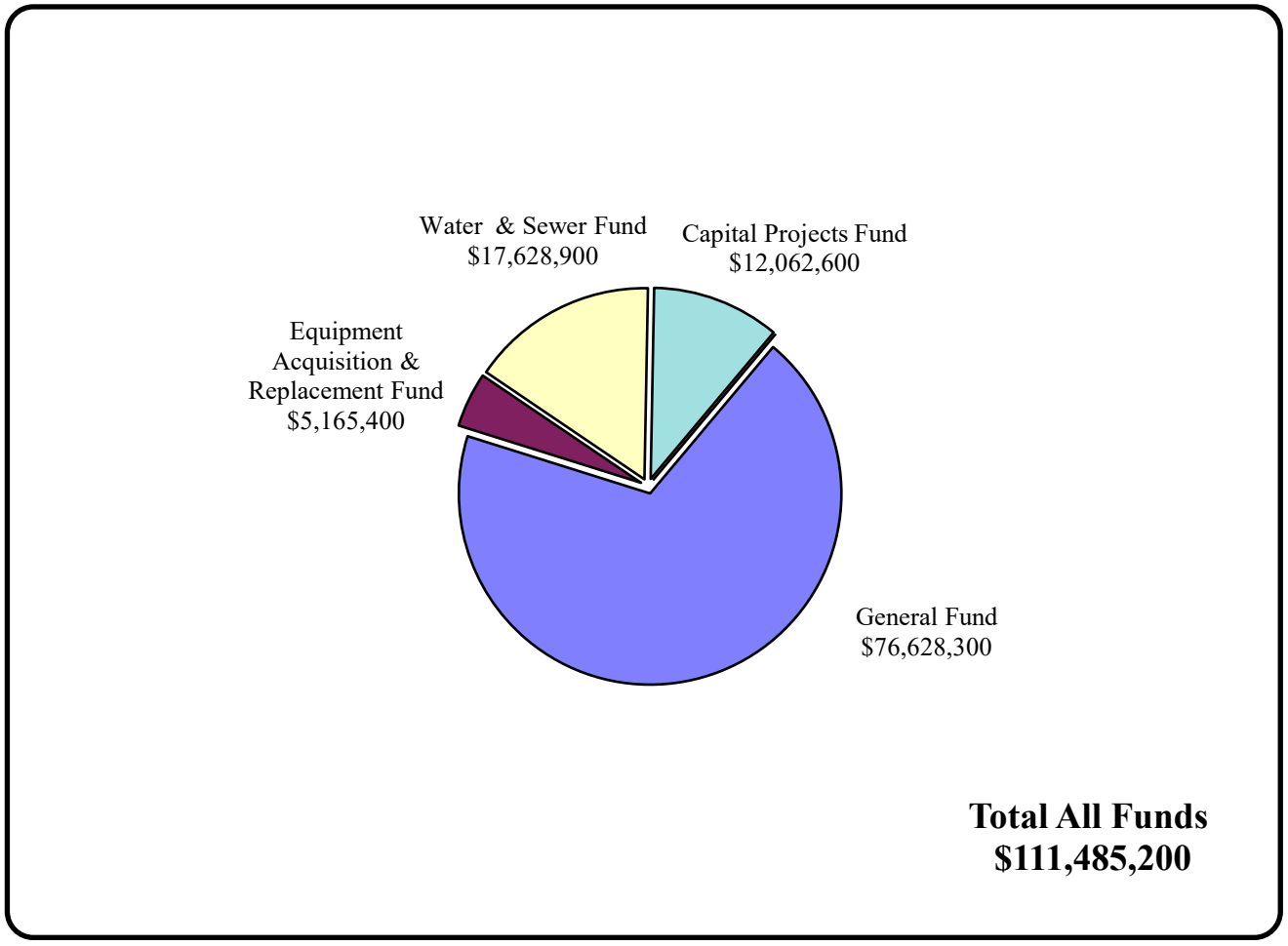
Balances at July 1, 2022	84,280,744	42,296,706	8,051,893	26,753,800	7,178,345 [(1)]
FY 2023 Expected Revenues	72,982,000	59,777,800	3,052,800	1,078,100	9,073,300
FY 2023 Expected Expenditures	(82,001,300)	(64,704,100)	(1,686,900)	(6,300,600)	(9,309,700)
Balances at June 30, 2023	75,261,444	37,370,406	9,417,793	21,531,300	6,941,945
FY 2024 Budget Revenues	88,243,200	63,821,300	2,993,500	4,939,400	16,489,000
FY 2024 Budget Expenditures	(109,238,100)	(76,628,300)	(2,918,300)	(12,062,600)	(17,628,900)
Balances at June 30, 2024	54,266,544	24,563,406	9,492,993	14,408,100	5,802,045

NOTES:

(1) In the Water and Sewer Fund, the amount referred to as Unassigned Fund Balance consists of total current assets, net of current liabilities.

SUMMARY OF TOTAL CITY BUDGET - FISCAL YEAR 2024

Appropriations by Fund - Fiscal Year 2024 Proposed



Explanation of Total City Budget

The $111,485,200 total depicted in the graph above is derived by aggregating the Total Appropriations for each budgeted fund. The appropriation amounts include transfers among the funds. If transfers of $5,376,300 are subtracted, the amount of total expenditures is $106,108,900. Resources are provided by $23,242,000 in appropriations of accumulated fund balances, and $82,866,900 in current revenues and financing sources.

The term "Total City Budget" must be further qualified, as it involves adding together funds which are different in scope and purpose. In particular, the Water and Sewer Fund is an enterprise which provides service to less than forty percent of City neighborhoods. Service is funded exclusively by Water and Sewer fees paid by users of the service, and not by general governmental revenues or taxes.

APPROPRIATION SUMMARY - ALL FUNDS

	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIGINAL BUDGET 2022-2023	FINAL BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
General Fund							
Revenues							
Appropriated Fund Balance	-	-	10,163,400	10,163,400	-	7,835,300	12,807,000
Property Taxes	32,995,650	34,191,451	35,818,400	35,818,400	35,851,400	42,095,100	37,455,700
Licenses and Permits	858,205	1,247,874	824,800	824,800	1,247,600	1,118,900	1,118,900
Intergovernmental Revenues	20,454,346	17,853,022	16,825,100	16,825,100	16,492,300	17,787,400	17,787,400
Charges for Services and Fines	3,197,743	3,732,074	3,882,500	3,882,500	3,662,800	3,698,400	3,698,400
Other Revenues and Sources	819,677	1,141,938	971,500	971,500	1,990,000	3,257,200	3,257,200
Transfers from other funds	515,600	560,300	533,700	533,700	533,700	503,700	503,700
Total Revenues	58,841,221	58,726,659	69,019,400	69,019,400	59,777,800	76,296,000	76,628,300
Expenditures							
General Government	10,703,983	11,636,199	14,910,400	14,910,400	13,453,000	16,519,500	16,554,500
Economic Development	929,659	783,536	1,175,100	1,175,100	812,100	1,192,800	1,192,800
Public Safety	14,144,577	14,736,189	16,711,100	16,711,100	15,784,300	17,606,500	17,663,400
Public Works	14,590,068	15,736,512	18,666,800	18,666,800	17,913,800	20,781,200	20,909,600
Social Services	1,941,642	2,261,051	2,846,700	2,846,700	2,671,600	2,993,100	2,993,100
Parks, Culture and Recreation	6,477,607	7,257,681	8,599,400	8,599,400	8,526,000	9,245,700	9,341,400
Debt Service	2,330,100	2,302,910	2,262,600	2,262,600	2,257,900	2,219,200	2,219,200
Nondepartmental	460,019	848,537	926,700	926,700	596,700	881,700	881,700
Transfers to other funds	4,893,332	2,754,400	2,920,600	2,920,600	2,688,700	4,856,300	4,872,600
Total Expenditures	56,470,987	58,317,015	69,019,400	69,019,400	64,704,100	76,296,000	76,628,300
Equipment Acquisition & Replacement Fund							
Revenues							
Appropriated Fund Balance	-	-	951,400	951,400	951,400	2,171,900	2,171,900
Other Revenues and Sources	75,554	290,449	107,900	107,900	364,100	589,200	589,200
Transfers from other funds	1,204,732	2,519,000	2,920,600	2,920,600	2,688,700	2,388,000	2,404,300
Total Revenues	1,280,286	2,809,449	3,979,900	3,979,900	4,004,200	5,149,100	5,165,400
Expenditures							
General Government	296,566	144,784	363,000	363,000	327,800	366,500	366,500
Public Safety	215,839	248,743	426,900	426,900	551,100	811,500	827,800
Public Works	790,897	733,823	582,700	582,700	536,100	1,200,000	1,200,000
Social Services	-	28,414	-	-	-	-	-
Parks, Culture and Recreation	279,500	416,939	290,000	290,000	271,900	524,000	524,000
Reserve for Replacements	-	-	2,317,300	2,317,300	2,317,300	2,247,100	2,247,100
Total Expenditures	1,582,802	1,572,703	3,979,900	3,979,900	4,004,200	5,149,100	5,165,400

APPROPRIATION SUMMARY - ALL FUNDS

	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIGINAL BUDGET 2022-2023	FINAL BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Capital Projects Fund							
Revenues							
Appropriated Fund Balance	-	-	10,421,200	10,421,200	5,222,500	6,943,200	7,123,200
Intergovernmental Revenues	444,271	332,281	2,949,600	2,949,600	25,000	3,024,600	1,549,600
Other Revenues and Sources	26,324	56,185	22,600	22,600	1,053,100	921,500	921,500
Transfers from other funds	3,688,600	235,400	-	-	-	2,468,300	2,468,300
Total Revenues	4,159,195	623,866	13,393,400	13,393,400	6,300,600	13,357,600	12,062,600
Expenditures							
General Government	187,363	164,575	2,646,700	2,646,700	1,230,500	2,311,000	2,311,000
Public Safety	-	-	-	-	-	-	-
Public Works	797,233	1,131,572	4,423,700	4,423,700	2,080,000	5,326,400	5,326,400
Social Services	342,967	87,489	105,000	105,000	137,600	-	-
Parks, Culture and Recreation	489,507	3,064,110	6,218,000	6,218,000	2,852,500	5,720,200	4,425,200
Other Financing Sources (Uses)	-	-	-	-	-	-	-
Total Expenditures	1,817,070	4,447,746	13,393,400	13,393,400	6,300,600	13,357,600	12,062,600
Water & Sewer Fund							
Revenues							
Appropriated Fund Balance	-	-	558,700	743,500	-	1,031,700	1,139,900
Charges for Services and Fines	7,734,336	7,760,418	8,555,100	8,555,100	8,127,300	8,470,700	8,470,700
Loan Proceeds	-	-	2,635,800	2,635,800	-	5,000,000	7,000,000
Other Revenues and Sources	534,727	3,238,384	3,338,700	3,338,700	946,000	3,018,300	1,018,300
Total Revenues	8,269,063	10,998,802	15,088,300	15,273,100	9,073,300	17,520,700	17,628,900
Expenditures							
General Government	600,068	669,237	700,900	700,900	705,400	735,800	735,800
Public Works	7,987,780	7,252,969	13,376,400	13,376,400	7,578,100	15,550,000	15,566,900
Debt Service	365,142	116,841	300,000	300,000	117,800	350,500	441,800
Nondepartmental	51,812	101,378	177,300	362,100	374,700	380,700	380,700
Transfers to other funds	515,600	560,300	533,700	533,700	533,700	503,700	503,700
Total Expenditures	9,520,402	8,700,725	15,088,300	15,273,100	9,309,700	17,520,700	17,628,900

APPROPRIATION SUMMARY - ALL FUNDS

	ACTUAL 2020-2021	ACTUAL 2021-2022	ORIGINAL BUDGET 2022-2023	FINAL BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Funds Summary							
General Fund							
Revenues	58,841,221	58,726,659	69,019,400	69,019,400	59,777,800	76,296,000	76,628,300
Expenditures	(56,470,987)	(58,317,015)	(69,019,400)	(69,019,400)	(64,704,100)	(76,296,000)	(76,628,300)
Change in net position	2,370,234	409,644	-	-	(4,926,300)	-	-
Equipment Acquisition & Replacement Fund							
Revenues	1,280,286	2,809,449	3,979,900	3,979,900	4,004,200	5,149,100	5,165,400
Expenditures	(1,582,802)	(1,572,703)	(3,979,900)	(3,979,900)	(4,004,200)	(5,149,100)	(5,165,400)
Change in net position	(302,516)	1,236,746	-	-	-	-	-
Capital Projects Fund							
Revenues	4,159,195	623,866	13,393,400	13,393,400	6,300,600	13,357,600	12,062,600
Expenditures	(1,817,070)	(4,447,746)	(13,393,400)	(13,393,400)	(6,300,600)	(13,357,600)	(12,062,600)
Change in net position	2,342,125	(3,823,880)	-	-	-	-	-
Water & Sewer Fund							
Revenues	8,269,063	10,998,802	15,088,300	15,273,100	9,073,300	17,520,700	17,628,900
Expenditures	(9,520,402)	(8,700,725)	(15,088,300)	(15,273,100)	(9,309,700)	(17,520,700)	(17,628,900)
Change in net position	(1,251,339)	2,298,077	-	-	(236,400)	-	-
Fund Totals							
Revenues	72,549,765	73,158,776	101,481,000	101,665,800	79,155,900	112,323,400	111,485,200
Expenditures	(69,391,261)	(73,038,189)	(101,481,000)	(101,665,800)	(84,318,600)	(112,323,400)	(111,485,200)
Change in net position	3,158,504	120,587	-	-	(5,162,700)	-	-



"Growth, Unity, Progress"

GENERAL FUND

This fund accounts for all revenues and expenditures which are not accounted for in other funds. It is the largest and most important accounting activity. It receives a great variety of general revenues and finances a wide range of programs. Most of the City's operation is financed from this fund.

GENERAL FUND SUMMARIES

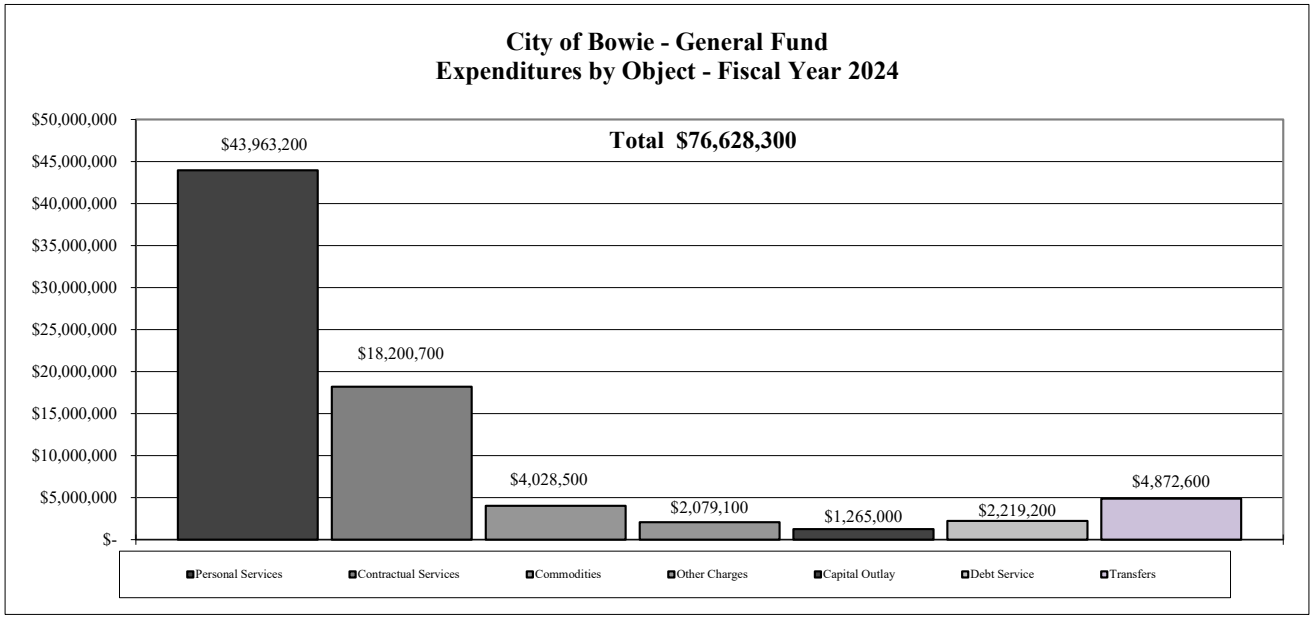
Fund Number: #01	Expenditure Appropriations
Fund: General	Summarized by **Object of Expenditure**

Summary of Expenditures by Object

General Fund expenditures can be summarized in several ways, each summary providing information with a different focus. The summary by Object of Expenditure shows ***how*** the City plans to accomplish its goals and objectives, in the categories of personal services, contractual services, commodities, other charges, capital outlay, debt service, and transfers to other funds. In this format, capital outlay refers to expenditures made by the General Fund directly.Transfers include transfers to the Equipment Acquisition and Replacement Fund and the Capital Projects Fund.

	Actual 2021 -2022		Budget 2022 -2023		Estimated 2022 -2023		Proposed 2023 -2024		Adopted 2023 -2024	
	Amount	Pct	Amount	Pct	Amount	Pct	Amount	Pct	Amount	Pct
Personal Services	36,486,174	61%	41,743,000	61%	39,692,600	62%	43,829,900	57%	43,963,200	57%
Contractual Services	12,061,810	21%	15,679,100	23%	14,951,500	23%	18,218,000	24%	18,200,700	24%
Commodities	2,843,186	5%	3,581,700	5%	3,460,700	5%	4,028,500	5%	4,028,500	5%
Other Charges	1,574,068	3%	1,640,400	2%	1,280,700	2%	1,879,100	3%	2,079,100	3%
Capital Outlay	294,467	1%	1,192,000	2%	372,000	1%	1,265,000	2%	1,265,000	2%
Debt Service	2,302,910	4%	2,262,600	3%	2,257,900	3%	2,219,200	3%	2,219,200	3%
Transfers	2,754,400	5%	2,920,600	4%	2,688,700	4%	4,856,300	6%	4,872,600	6%
Total Appropriations	58,317,015	100%	69,019,400	100%	64,704,100	100%	76,296,000	100%	76,628,300	100%

The graph below shows that the $76,628,300 cost of accomplishing City goals and objectives for FY2024 is expended primarily on Personal Services (employee salaries, wages and benefits) and Contractual Services.



GENERAL FUND SUMMARIES

Fund Number: #01	Expenditure Appropriations
Fund: General	Summarized by **Function**

Summary of Expenditures by Function

The summary by Function shows the ***purpose*** of each City activity in categories specified by State reporting requirements. This allows for comparison with other local governments in the State. Activities are grouped in the functional areas of general government, economic development, urban development, public safety, social services, public works and parks, culture and recreation.

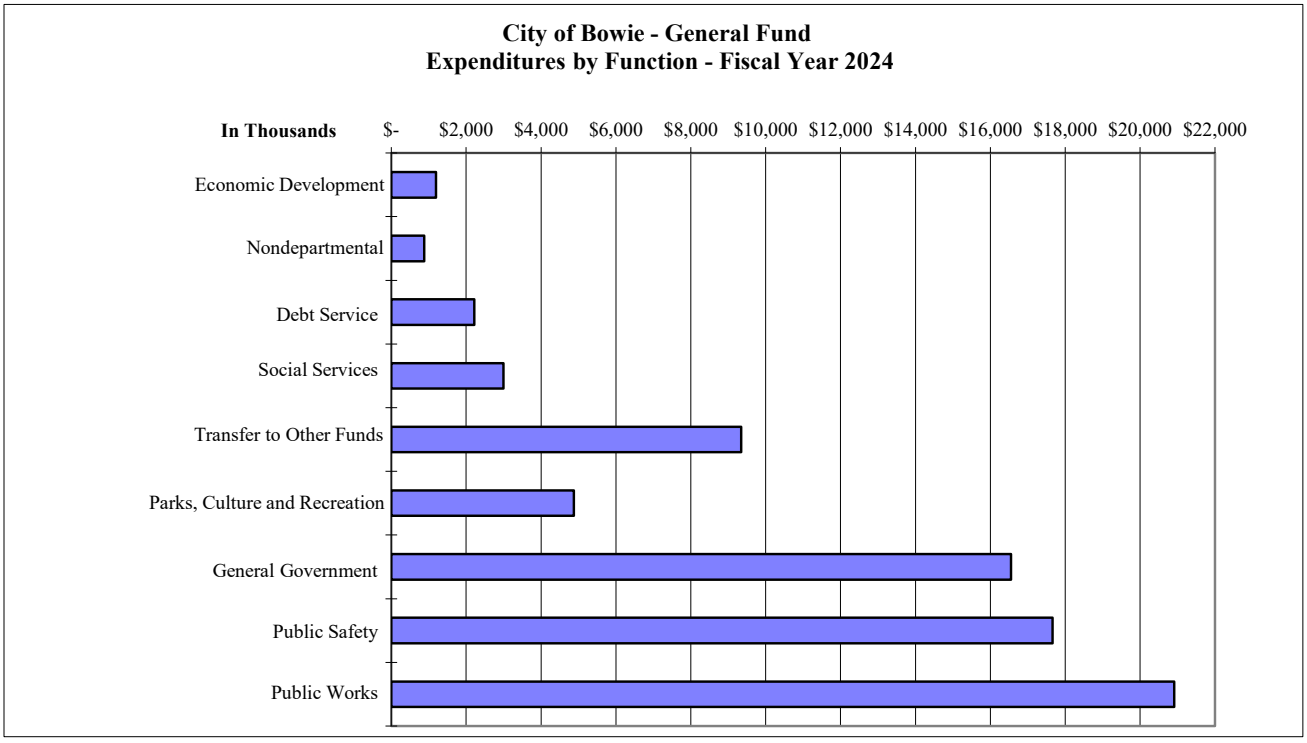
	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
General Government					
City Council	338,318	378,100	398,500	424,300	424,300
City Manager	1,472,282	1,429,000	1,363,100	1,743,400	1,743,400
Human Resources	708,860	798,500	830,100	932,700	932,700
Information Technology	2,969,477	3,994,100	3,804,400	4,281,900	4,281,900
Elections	-	500	-	85,700	85,700
Legal Services	209,010	200,000	151,000	202,500	202,500
Communications	1,038,408	1,042,500	996,400	947,500	947,500
Business Operations	478,243	1,692,000	796,700	1,882,000	1,882,000
City Clerk	212,965	233,800	220,500	247,000	247,000
Finance	1,267,145	1,481,500	1,463,600	1,563,400	1,563,400
Community Services	1,083,980	1,220,700	1,226,400	1,533,600	1,533,600
Building Maintenance	1,247,712	1,530,600	1,460,400	1,721,800	1,721,800
Planning	609,799	909,100	741,900	650,400	650,400
Sustainability	-	-	-	303,300	338,300
Total General Government	11,636,199	14,910,400	13,453,000	16,519,500	16,554,500
Economic Development	783,536	1,175,100	812,100	1,192,800	1,192,800
Public Safety					
Housing Inspection and Code Compliance	815,797	1,028,300	879,700	1,077,900	1,077,900
Emergency Management	356,440	527,400	471,500	615,200	623,100
Police Department	13,370,381	14,894,800	14,193,800	15,650,400	15,699,400
Animal Control	193,571	260,600	239,300	263,000	263,000
Total Public Safety	14,736,189	16,711,100	15,784,300	17,606,500	17,663,400
Social Services					
Senior Services	936,409	1,423,200	1,208,500	1,487,300	1,487,300
Youth Services Bureau	1,324,642	1,423,500	1,463,100	1,505,800	1,505,800
Total Social Services	2,261,051	2,846,700	2,671,600	2,993,100	2,993,100
Public Works					
Administrative	1,720,959	2,336,800	1,986,300	2,435,300	2,435,300
Equipment Maintenance and Garage	767,108	872,000	869,800	933,400	933,400
Solid Waste	6,404,259	7,451,900	7,203,300	8,248,600	8,377,000
Street Maintenance	6,223,497	7,228,200	7,127,000	8,323,000	8,323,000
Stormwater Management	612,226	763,300	712,800	825,400	825,400
SWM - Special Taxing Districts	8,463	14,600	14,600	15,500	15,500
Total Public Works	15,736,512	18,666,800	17,913,800	20,781,200	20,909,600

GENERAL FUND SUMMARIES

Fund Number: #01	Expenditure Appropriations
Fund: General	Summarized by **Function**

Summary of Expenditures by Function, continued

	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
Parks, Culture & Recreation					
Recreation and Parks	1,160,758	1,355,600	1,325,400	1,467,900	1,467,900
Bowie Playhouse	96,233	199,300	190,200	227,800	227,800
Parks and Grounds	3,669,419	4,249,800	4,427,900	4,625,800	4,664,100
Ice Arena	1,049,846	1,183,000	1,124,400	1,233,500	1,271,800
Historic Properties	563,762	710,900	644,800	742,500	761,600
Gymnasium	717,663	900,800	813,300	948,200	948,200
Total Parks, Culture & Recreation	7,257,681	8,599,400	8,526,000	9,245,700	9,341,400
Nondepartmental	848,537	926,700	596,700	881,700	881,700
Transfers to Other Funds	2,754,400	2,920,600	2,688,700	4,856,300	4,872,600
Debt Service	2,302,910	2,262,600	2,257,900	2,219,200	2,219,200
Total Appropriations	58,317,015	69,019,400	64,704,100	76,296,000	76,628,300



GENERAL FUND SUMMARIES

Fund Number: #01	Expenditure Appropriations
Fund: General	Summarized by **Department**

Summary of Expenditures by Department

The summary by Department shows ***who*** in the City organizational chart is most directly responsible for control and management of the various activities. The detailed General Fund expenditure pages for each budget activity are grouped in this order, with tabs for the City Manager, Police Department, Information Technology, Finance, Community Services, Planning and Public Works departments.

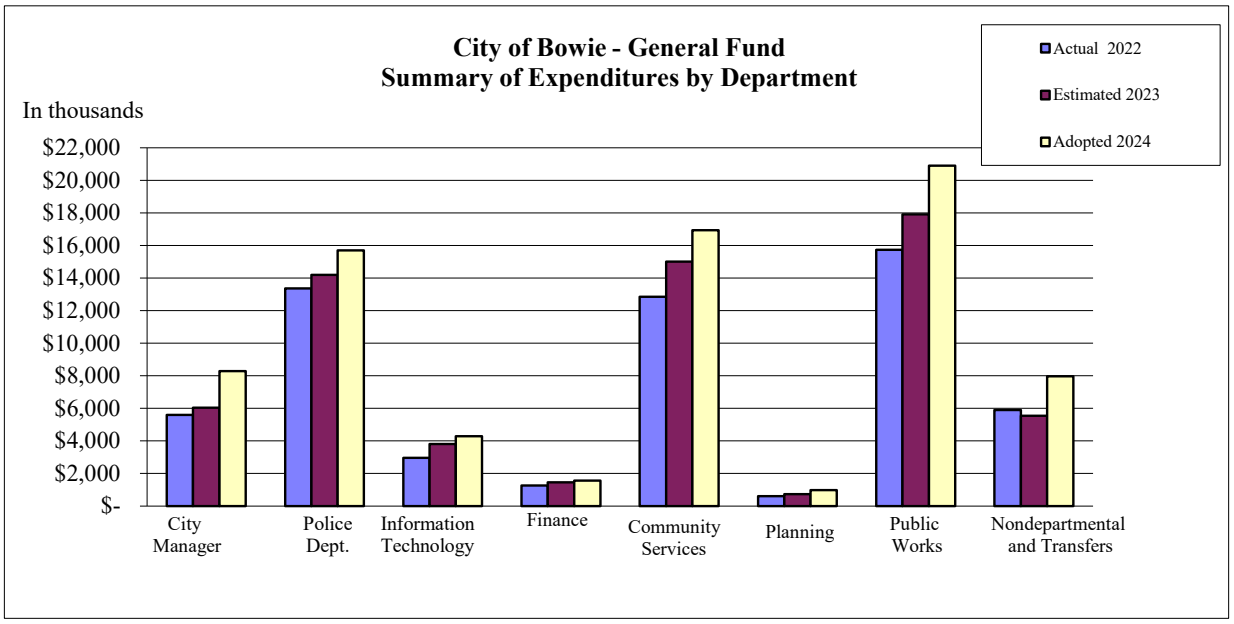
	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
City Manager's Department					
City Council	338,318	378,100	398,500	424,300	424,300
City Manager	1,472,282	1,429,000	1,363,100	1,743,400	1,743,400
Human Resources	708,860	798,500	830,100	932,700	932,700
Elections	-	500	-	85,700	85,700
Legal Services	209,010	200,000	151,000	202,500	202,500
Communications	1,038,408	1,042,500	996,400	947,500	947,500
Business Operations	478,243	1,692,000	796,700	1,882,000	1,882,000
City Clerk	212,965	233,800	220,500	247,000	247,000
Economic Development	783,536	1,175,100	812,100	1,192,800	1,192,800
Emergency Management	356,440	527,400	471,500	615,200	623,100
Total City Manager's Department	5,598,062	7,476,900	6,039,900	8,273,100	8,281,000
Police Department	13,370,381	14,894,800	14,193,800	15,650,400	15,699,400
Information Technology	2,969,477	3,994,100	3,804,400	4,281,900	4,281,900
Finance Department	1,267,145	1,481,500	1,463,600	1,563,400	1,563,400
Department of Community Services					
Community Services	1,083,980	1,220,700	1,226,400	1,533,600	1,533,600
Buildings Maintenance	1,247,712	1,530,600	1,460,400	1,721,800	1,721,800
Housing Inspection and Code Compliance	815,797	1,028,300	879,700	1,077,900	1,077,900
Senior Services	936,409	1,423,200	1,208,500	1,487,300	1,487,300
Youth Services Bureau	1,324,642	1,423,500	1,463,100	1,505,800	1,505,800
Animal Control	193,571	260,600	239,300	263,000	263,000
Recreation and Parks	1,160,758	1,355,600	1,325,400	1,467,900	1,467,900
Bowie Playhouse	96,233	199,300	190,200	227,800	227,800
Parks and Grounds	3,669,419	4,249,800	4,427,900	4,625,800	4,664,100
Ice Arena	1,049,846	1,183,000	1,124,400	1,233,500	1,271,800
Historic Properties	563,762	710,900	644,800	742,500	761,600
Gymnasium	717,663	900,800	813,300	948,200	948,200
Total Department of Community Services	12,859,792	15,486,300	15,003,400	16,835,100	16,930,800
Planning and Sustainability					
Planning	609,799	909,100	741,900	650,400	650,400
Sustainability	-	-	-	303,300	338,300
Total Planning	609,799	909,100	741,900	953,700	988,700

GENERAL FUND SUMMARIES

Fund Number: #01	Expenditure Appropriations
Fund: General	Summarized by **Department**

Summary of Expenditures by Department, continued

	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
Public Works					
Administrative Division	1,720,959	2,336,800	1,986,300	2,435,300	2,435,300
Equipment Maintenance and Garage Division	767,108	872,000	869,800	933,400	933,400
Solid Waste Division	6,404,259	7,451,900	7,203,300	8,248,600	8,377,000
Street Maintenance Division	6,223,497	7,228,200	7,127,000	8,323,000	8,323,000
Stormwater Management Division	612,226	763,300	712,800	825,400	825,400
Stormwater Special Taxing Districts	8,463	14,600	14,600	15,500	15,500
Total Public Works	15,736,512	18,666,800	17,913,800	20,781,200	20,909,600
Nondepartmental and Transfers					
Nondepartmental	848,537	926,700	596,700	881,700	881,700
Debt Service	2,302,910	2,262,600	2,257,900	2,219,200	2,219,200
Transfers to Other Funds	2,754,400	2,920,600	2,688,700	4,856,300	4,872,600
Total Nondepartmental and Transfers	5,905,847	6,109,900	5,543,300	7,957,200	7,973,500
Total Appropriations	58,317,015	69,019,400	64,704,100	76,296,000	76,628,300

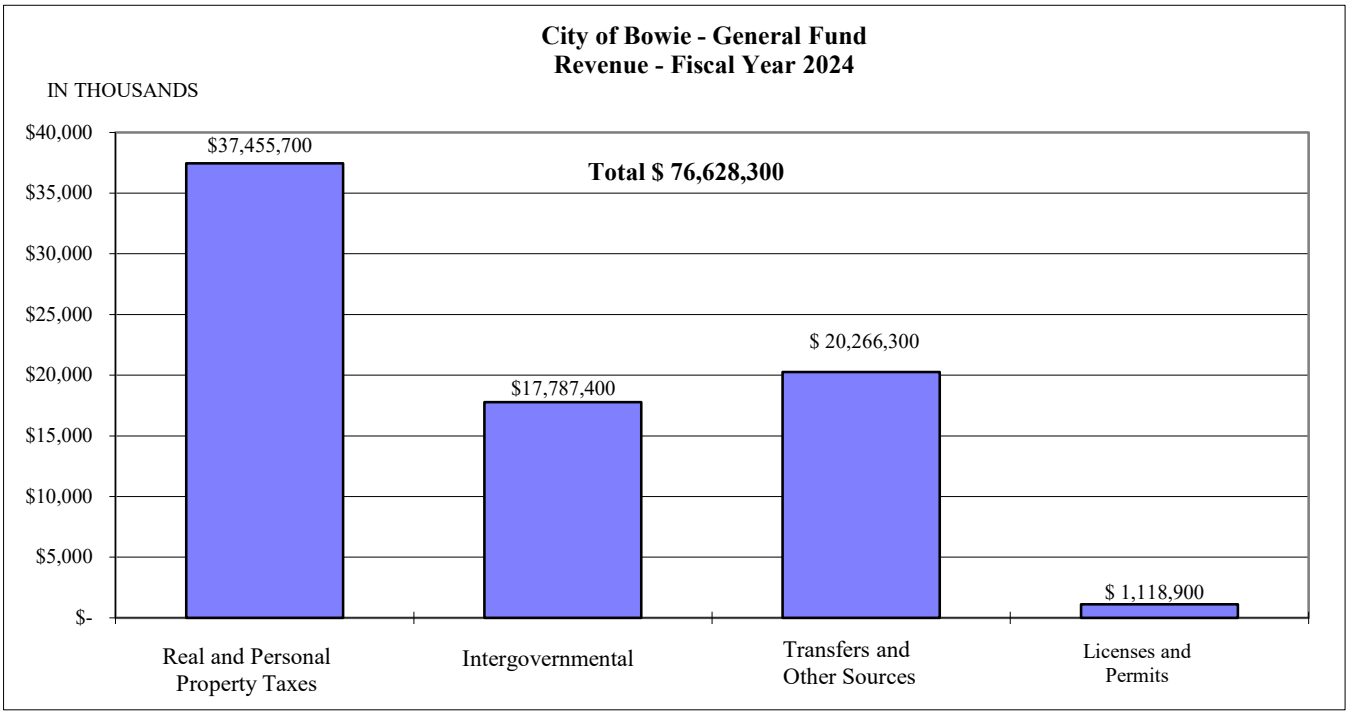


Summary of Revenue Sources

The summary of revenue sources presents major revenue classifications in a condensed table.

	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
Real and Personal Property Taxes	34,191,451	35,818,400	35,851,400	42,095,100	37,455,700
Intergovernmental:					
Federal Grants	340,174	206,400	214,100	394,300	394,300
State Grants	96,454	96,100	96,100	96,100	96,100
Business Taxes	473,286	410,900	509,300	511,400	511,400
State Shared Revenues	16,599,354	15,796,900	15,358,000	16,470,800	16,470,800
Grants from Other Local Units	343,754	314,800	314,800	314,800	314,800
Total Intergovernmental	17,853,022	16,825,100	16,492,300	17,787,400	17,787,400
Licenses and Permits	1,247,874	824,800	1,247,600	1,118,900	1,118,900
Other:					
Charges for Services and Fines	3,732,074	3,882,500	3,662,800	3,698,400	3,698,400
Other Revenues	1,141,938	971,500	1,990,000	3,257,200	3,257,200
Total Other	4,874,012	4,854,000	5,652,800	6,955,600	6,955,600
Appropriated Fund Balance	-	10,163,400	-	7,835,300	12,807,000
Transfers from Other Funds	560,300	533,700	533,700	503,700	503,700
Grand Total for Appropriations	58,726,659	69,019,400	59,777,800	76,296,000	76,628,300

The following graph shows that property tax levies constitute the City's largest source of general revenue funds at 48.9%. In FY2024 the second major source of funding is from Transfers and Other Sources at 26.5% the Appropriated Fund Balance at 16.7%.

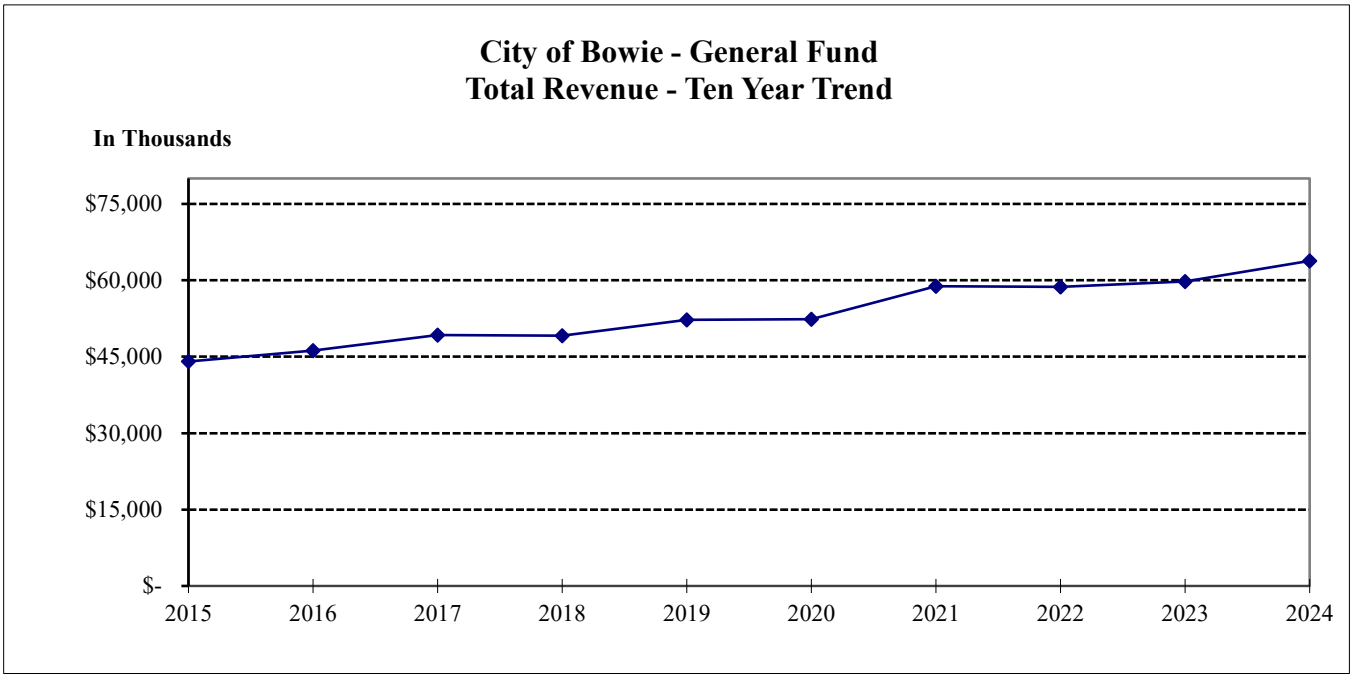


Total Revenue by Source - Ten Year Trend

The following table presents total General Fund revenue over a ten year period. Amounts are stated in thousands, and they exclude any appropriation of Fund Balance.

Fiscal Year	Total	General Property Tax	State Shared Revenues	Licenses and Permits	Revenue From Other Agencies	Service Charges and Miscellaneous	Fees and Fines	Transfers
2015	44,067	26,254	11,020	431	914	2,076	3,015	357
2016	46,196	26,970	11,865	524	1,365	2,169	2,896	407
2017	49,251	28,142	14,009	439	1,041	2,365	2,818	437
2018	49,147	28,988	12,506	643	1,077	2,649	2,790	494
2019	52,236	30,082	13,993	744	1,106	3,105	2,699	507
2020	52,349	31,315	13,854	630	1,087	2,454	2,503	506
2021	58,841	32,901	15,080	858	5,374	1,519	2,593	516
2022	58,727	34,100	16,599	1,248	1,254	2,323	2,643	560
2023	59,778	35,766	15,358	1,248	1,134	3,315	2,423	534
2024	63,821	37,366	16,471	1,119	1,316	4,563	2,482	504

The graph below shows the total revenue over the ten year period. There has been a steady increase in revenue over the years. Exception to the growth was in 2018, where there was a marginal decrease.

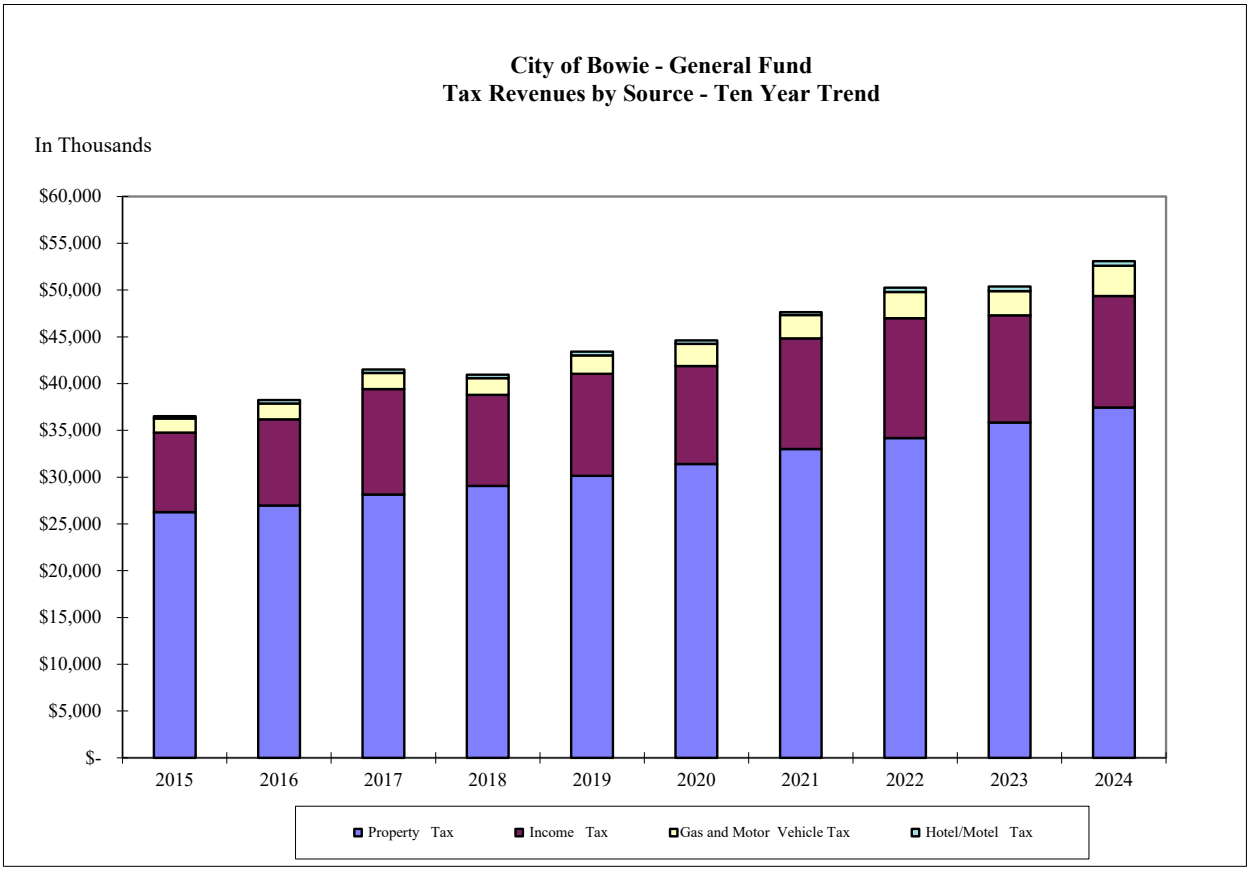


Tax Revenues by Source - Ten Year Trend

This chart displays tax revenue by source over the last ten years. Amounts are stated in thousands.

			State Shared Taxes					
Fiscal Year	Total	General Property Taxes	Income Tax	Admission and Amusement Taxes	Motor Vehicle Fuel Tax	Police Protection	Financial Corporation Tax	Hotel/Motel Tax
2015	37,527	26,254	8,501	519	1,512	487	1	253
2016	39,214	26,970	9,201	479	1,694	490	1	379
2017	42,523	28,142	11,270	461	1,735	542	1	372
2018	41,934	29,058	9,747	403	1,790	565	1	370
2019	44,540	30,140	10,914	529	1,971	578	1	407
2020	45,623	31,419	10,445	435	2,394	579	1	350
2021	48,380	32,996	11,842	148	2,493	596	1	304
2022	51,264	34,191	12,789	425	2,813	572	1	473
2023	51,718	35,851	11,448	558	2,575	776	1	509
2024	54,438	37,456	11,906	557	3,231	776	1	511

The following graph shows the trend of major tax revenues and the relative level from each source over the same ten year period.

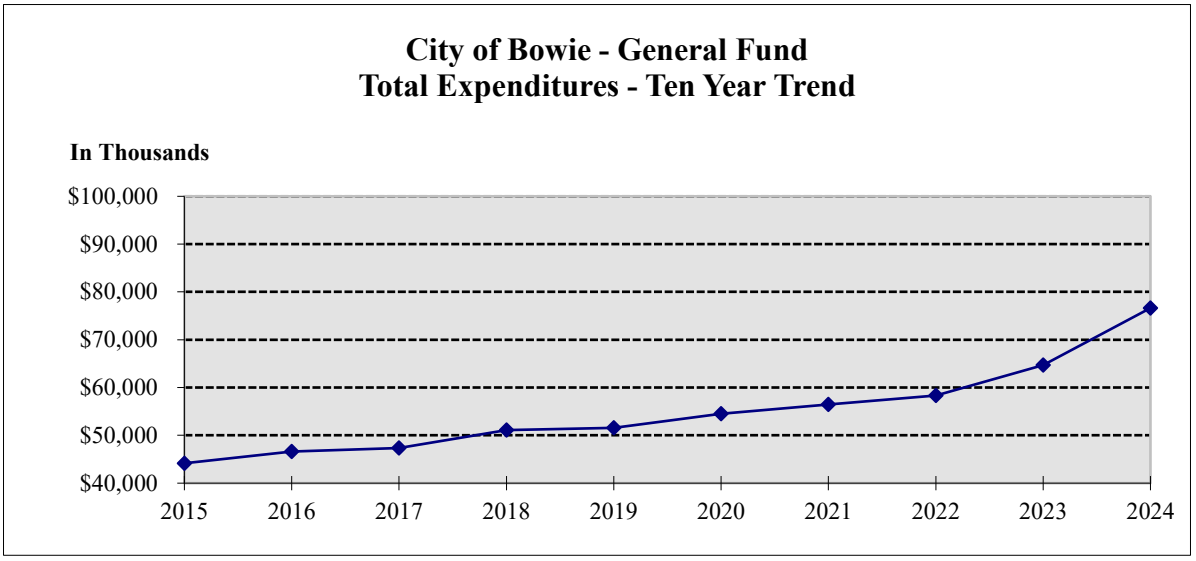


Expenditures by Function - Ten Year Trend

The following table presents total General Fund expenditures over a ten-year period. Amounts are stated in thousands. Economic Development expenditures are combined with General Government; Urban Development expenditures are combined in the Transfers, Nondepartmental and Other Column.

Fiscal Year	Total	General Government	Public Safety	Social Services	Public Works	Parks, Culture and Recreation	Transfers, Nondept., Other	Debt Service
2015	44,160	8,172	9,320	2,011	12,621	5,746	5,035	1,255
2016	46,625	8,824	10,655	2,169	12,567	6,251	5,041	1,118
2017	47,332	8,553	11,846	2,226	13,027	6,591	3,987	1,102
2018	51,083	9,478	12,957	2,348	13,473	6,740	5,007	1,080
2019	51,542	10,252	13,316	2,398	14,017	6,858	3,643	1,058
2020	54,513	10,824	14,779	2,362	14,741	6,953	3,653	1,201
2021	56,471	11,634	14,144	1,942	14,590	6,478	5,353	2,330
2022	58,317	12,420	14,736	2,261	15,736	7,258	3,603	2,303
2023	64,704	14,265	15,784	2,672	17,914	8,526	3,285	2,258
2024	76,628	17,747	17,664	2,993	20,910	9,341	5,754	2,219

The graph below shows the total trend over a ten-year period. The Adopted Fiscal Year 2024 budget shows an increase in expenditure of 11 percent compared to budgeted expenditure of Fiscal Year 2023. This increase is mainly attributed to 67 percent increase in expenditure in transfers. Transfer of $ 2.5 million to Capital Projects is a 100 percent increase compared to budgeted expenditures of Fiscal Year 2023. The next increase in expenditures is 12 percent to the Public Works function. Major increase was in Streets Division of Public Works.

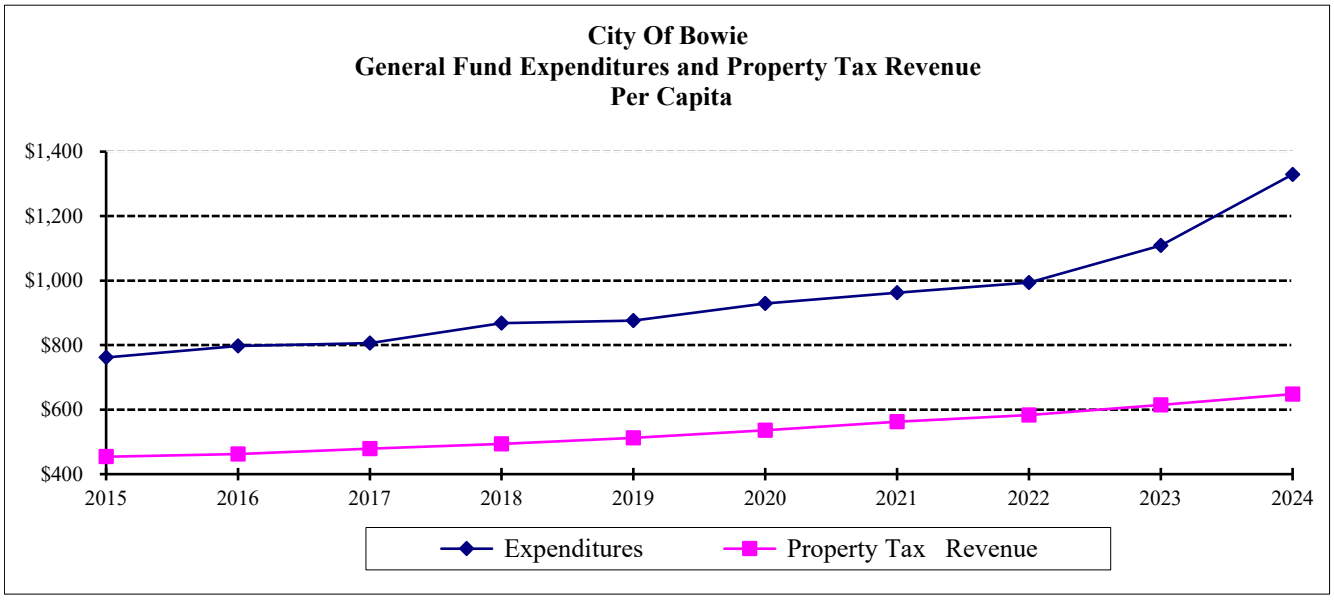


Per Capita Information - Ten Year Trend

This chart displays General Fund total expenditures and total property tax revenue on a per capita basis over the last ten years.

	Estimated	Expenditures		Revenue	
Fiscal	Population	General	Per	Property	Per
Year	July 1	Fund Total	Capita	Taxes	Capita
2015	57,972	44,159,453	761.74	26,316,890	453.96
2016	58,455	46,625,021	797.62	27,040,434	462.59
2017	58,699	47,332,079	806.35	28,141,512	479.42
2018	58,859	51,083,559	867.90	29,058,310	493.69
2019	58,862	51,541,953	875.64	30,139,892	512.04
2020	58,643	54,512,857	929.57	31,419,377	535.77
2021	58,643	56,470,987	962.96	32,995,650	562.65
2022	58,643	58,317,015	994.44	34,191,451	583.04
2023	58,329	64,704,100	1,109.30	35,851,400	614.64
2024	57,644	76,628,300	1,329.34	37,365,700	648.21

The following graph shows the trend lines for total General Fund expenditures and total property tax revenues over the same ten-year period. Property tax rates were unchanged from FY2011 to FY2024. FY2024 expenditures are 11 percent higher than FY2023 budgeted expenditures. The increase in expenditures is mostly attributed to a 67 percent increase in transfer expenditures over the prior year budgeted expenditures.



Real Property Tax Rates – All Overlapping Governments

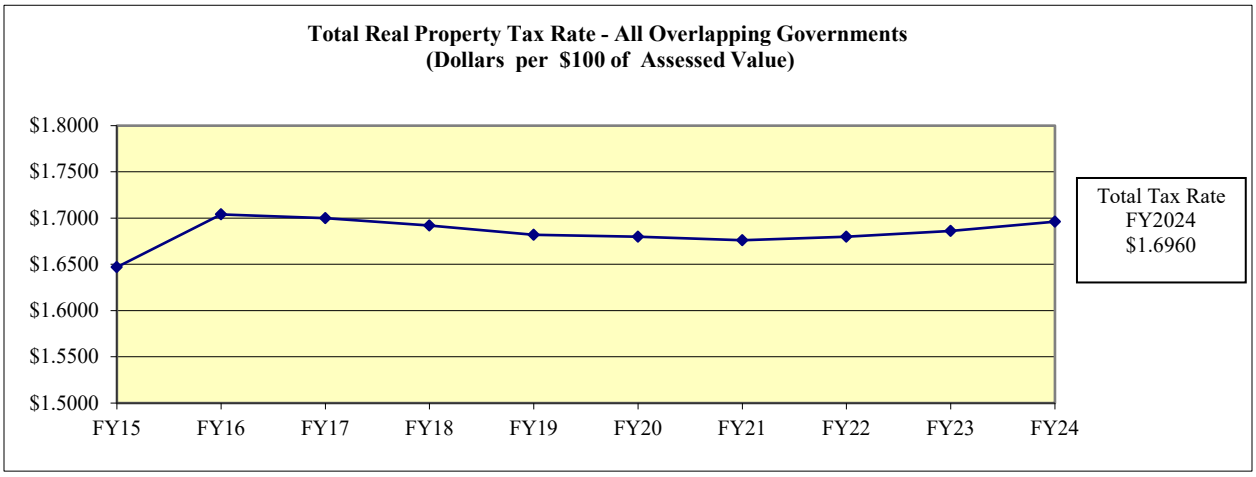
This chart displays the total real property tax rate paid by Bowie residents, including all overlapping government taxing authorities, over the last ten years.

		County						
Fiscal Year	City	Within Bowie	Memo Only [1]	State	Park and Planning	WSSC [2]	WSTC	Total Tax Rate
2015	0.4000	0.8300	*0.9600*	0.1120	0.2790	0.0000	0.0260	1.6470
2016	0.4000	0.8720	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.7040
2017	0.4000	0.8680	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.7000
2018	0.4000	0.8600	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6920
2019	0.4000	0.8520	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6840
2020	0.4000	0.8480	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6800
2021	0.4000	0.8440	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6760
2022	0.4000	0.8480	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6800
2023	0.4000	0.8540	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6860
2024	0.4000	0.8640	*1.0000*	0.1120	0.2940	0.0000	0.0260	1.6960

Notes: [1]The County tax rate within Bowie includes a tax differential reduction of $.136 in Fiscal Year 2024, to recognize services performed by the City rather than the County. The Memo Only column shows the County tax rate for unincorporated areas for comparison only, and is not included in the Total Tax Rate column.

[2]The WSSC tax is levied only for debt service on bonds issued prior to the City's assumption of costs of storm drainage within the City.

The following graph shows a trend line for the total tax rate over the same ten-year period.





"Growth, Unity, Progress"

GENERAL FUND
REVENUES

REVENUE DETAIL

Fund: #01
Fund: General

Real and Personal Property Taxes

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
40005	Real Property	31,558,773	33,141,600	33,280,300	39,307,600	34,940,100
40010	MD Science & Tech. Center Stormwater (Melford)	121,914	174,100	169,900	139,700	139,700
40015	Bowie Town Center (Centennial Park)	104,564	23,400	22,600	48,600	48,600
40030	Highbridge Stormwater	1,352	1,200	1,100	1,300	1,300
40035	Gateway Stormwater	34,670	39,500	35,900	41,300	41,300
40040	Pin Oak Stormwater	7,238	6,600	6,900	7,000	7,000
40045	Elder Oaks Stormwater	5,179	5,200	5,400	4,700	4,700
40060	Collington Plaza Stormwater	7,723	7,700	7,800	8,000	8,000
40105	Personal Property - Unincorporated Businesses	38,058	26,200	25,300	29,000	25,800
40110	Personal Property - Incorporated Businesses	1,660,377	1,713,400	1,653,800	1,860,500	1,653,800
40115	Property of Railroads and Public Utilities	559,616	577,500	557,400	557,400	495,400
40065	Interest and Penalties on Delinquent Taxes	91,987	102,000	85,000	90,000	90,000
	Total	34,191,451	35,818,400	35,851,400	42,095,100	37,455,700

Real Property - Taxes levied and becoming due during the fiscal year, determined by applying the adopted tax rate to the assessed value of all real estate within the City, including land, buildings, structures and improvements. The budget amount is based on an estimate of assessed value provided by the State Department of Assessments and Taxation. Fiscal Year 2024 is the First year of the triennial assessment cycle. Assessments are projected to increase by 5.4% in FY2024.

The Homestead Tax Credit acts as a cap limiting municipal taxable assessment increases from one year to the next. The current Homestead Tax Credit is 5 percent.

Assessed values and tax rates are as follows:

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Assessed Valuation	7,889,693,250	8,285,400,000	8,320,075,000	8,735,020,000	8,735,020,000
Tax Rate per $100 of Assessed Value:					
Proposed	-	-	-	$0.450	
Adopted	$0.400	$0.400	$0.400		$0.400
Tax Yield	31,558,773	33,141,600	33,280,300	39,307,600	34,940,100

FY2024 reflects an estimated 5.4% increase in taxable assessment values, which includes existing residential and commercial properties and an allowance for new construction.

Real Property - Special Tax Districts - Ad valorem taxes levied in addition to the regular city-wide real property tax, in districts which have been established for the purpose of funding stormwater management or rideshare/bus systems. No taxes have been levied for the ridershare/ bus system districts after FY1995, when the City's rideshare program was discontinued.

REVENUE DETAIL

Fund: #01
Fund: General

The districts are as follows:

District 1 - Stormwater Management, Maryland Science and Technology Center (Melford)
District 2 - Stormwater Management, Bowie Town Center (Centennial Park)
District 3 - Ridesharing/Bus Systems, Maryland Science and Technology Center (Melford)
District 4 - Ridesharing/Bus Systems, Bowie Town Center
District 5 - Stormwater Management, Highbridge
District 6 - Stormwater Management, Gateway Center
District 7 - Stormwater Management, Pin Oak Plaza
District 8 - Stormwater Management, Elder Oaks Apartments
District 9 - Ridesharing/Bus Systems, Pin Oak Village
District 10 - Ridesharing/Bus Systems, Jenkins
District 11 - Stormwater Management, Collington Plaza

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
STD #1 - Stormwater Management - MSTC (Melford)					
Assessed Valuations	171,709,900	181,359,500	176,979,200	186,246,400	186,246,400
Tax Rate	$0.071	$0.096	$0.096	$0.075	$0.075
Tax Yield	121,914	174,100	169,900	139,700	139,700
STD #2 - Stormwater Management - BTC (Centennial Park)					
Assessed Valuations	282,605,400	292,140,400	282,500,000	285,840,000	285,840,000
Tax Rate	$0.037	$0.008	$0.008	$0.017	$0.017
Tax Yield	104,564	23,400	22,600	48,600	48,600
STD #5 - Stormwater Management - Highbridge					
Assessed Valuations	16,900,000	16,903,900	15,714,286	16,101,600	16,101,600
Tax Rate	$0.008	$0.007	$0.007	$0.008	$0.008
Tax Yield	1,352	1,200	1,100	1,300	1,300
STD #6 - Stormwater Management - Gateway					
Assessed Valuations	157,590,900	158,063,600	143,600,000	152,853,700	152,853,700
Tax Rate	$0.022	$0.025	$0.025	$0.027	$0.027
Tax Yield	34,670	39,500	35,900	41,300	41,300
STD #7 - Stormwater Management - Pin Oak					
Assessed Valuations	16,832,600	16,831,600	17,692,300	18,438,200	18,438,200
Tax Rate	$0.043	$0.039	$0.039	$0.038	$0.038
Tax Yield	7,238	6,600	6,900	7,000	7,000
STD #8 - Stormwater Management - Elder Oaks					
Assessed Valuations	64,737,500	64,742,800	67,500,000	67,114,200	67,114,200
Tax Rate	$0.008	$0.008	$0.008	$0.007	$0.007
Tax Yield	5,179	5,200	5,400	4,700	4,700
STD #11 - Stormwater Management - Collington					
Assessed Valuations	29,703,800	29,702,900	30,000,000	29,702,900	29,702,900
Tax Rate	$0.026	$0.026	$0.026	$0.027	$0.027
Tax Yield	7,723	7,700	7,800	8,000	8,000

REVENUE DETAIL

Fund: #01
Fund: General

Personal Property - Determined by applying the adopted tax rate to assessed value of inventory, furnishings and fixtures on all businesses located within the City. Assessed value is determined by the State from annual reports filed by each business entity. The FY2024 estimate assumes a 6.1% decrease in taxable values of all other existing businesses in the City. The personal property tax rate is 2.5 times the real property tax rate.

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Assessed Valuations:					
Personal Property-Unincorporated	3,805,800	2,620,000	2,530,000	2,578,000	2,580,000
Personal Property-Incorporated	166,037,700	171,340,000	165,380,000	165,378,000	165,380,000
Railroads and Public Utilities	55,961,600	57,750,000	55,740,000	49,547,000	49,540,000
Total	225,805,100	231,710,000	223,650,000	217,503,000	217,500,000
Tax Rate per $100 of assessed value:					
Proposed	-	-	-	$1.13	-
Adopted	$1.00	$1.00	$1.00	-	$1.00
Tax yield:					
Personal Property-Unincorporated	38,058	26,200	25,300	29,000	25,800
Personal Property-Incorporated	1,660,377	1,713,400	1,653,800	1,860,500	1,653,800
Railroads and Public Utilities	559,616	577,500	557,400	557,400	495,400
Total	2,258,051	2,317,100	2,236,500	2,446,900	2,175,000

Interest and Penalties on Taxes - 2/3 of 1% per month interest and 1% per month penalty is collected on all taxes not paid by due date.

Business Taxes

ACCT#	SOURCE		ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
43220	Hotel/Motel Tax		473,286	410,900	509,300	511,400	511,400
		Total	473,286	410,900	509,300	511,400	511,400

Hotel/Motel Tax **-** This amount is an allocation of the County-imposed Hotel tax, rather than an additional municipal tax to the business owner. The FY2024 budget assumes a 24.5% increase from the adopted FY2023 budget.

Licenses and Permits

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
42005	Building Permits	42,866	45,000	401,900	409,800	409,800
42015	Street/Storm Drain Permits	693,958	315,000	488,600	353,500	353,500
42020	Traders/Peddlers Permits	81,051	68,900	54,100	52,600	52,600
44010	Variance Review Fees	4,370	5,000	3,000	3,000	3,000
44105	Protective Inspection Licensing Fees	425,629	390,900	300,000	300,000	300,000
	Total	1,247,874	824,800	1,247,600	1,118,900	1,118,900

Building Permits - Revenues from permits issued for building construction and renovation within the corporate limits. These revenues are non-recurring proceeds which will vary significantly, contingent upon the building industry. The budget amount is based on an assumption of $117 million in permitted constructions costs, at the City permit fee of $3.50 per $1,000.

REVENUE DETAIL

Fund: #01
Fund: General

Street and Storm Drainage Permits - Revenues from permits for street and storm drainage construction by developers. The budget estimate is based on an assumption of $2,946,000 in permitted construction costs, at the City permit rate of 12% of estimated construction cost.

Traders and Peddlers Permits - Receipts from licenses, the amount of which is determined by the State and issued and collected through the Clerk of the Court. Ninety-two percent (92%) of the license fee is paid to the municipality in which the business is located.

Variance Review Fees - Fees charged to process requests for variances from building and development standards.

Protective Inspection and Licensing Fees - Licensing and Inspection fees from rental property. FY2024 estimates reflect an 23.3% decrease from the FY2023 budget.

Federal Grants

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
43005	Community Development	315,764	196,400	204,100	384,300	384,300
43015	Federal Grant Projects	24,410	10,000	10,000	10,000	10,000
	Total	340,174	206,400	214,100	394,300	394,300

Community Development - Community Development Block Grant funds to provide financial assistance for home repairs to income qualified seniors.

Federal Emergency Management Agency - Federal grant administered by State of Maryland for cities burdened by severe weather conditions.

Federal Grant Projects - Federal grant issued by the State of Maryland to assist in providing proper body armor to sworn personnel.

State Grants

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
43105	State Grant	1,337	1,000	1,000	1,000	1,000
43155	Youth Services	95,117	95,100	95,100	95,100	95,100
	Total	96,454	96,100	96,100	96,100	96,100

State Grant - A state funded program to support electronics recycling.

Youth Program - State grant administered by Prince George's County for continuation of Bowie Youth Services Bureau for parents and youth. The Department of Juvenile Justice allocates specific amounts to various programs which must be matched by at least 25% local funds.

REVENUE DETAIL

Fund: #01
Fund: General

State Shared Revenue

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
40205	Income Taxes	12,789,065	12,118,700	11,447,900	11,905,900	11,905,900
40305	Admission and Amusement Taxes	425,138	435,600	558,600	557,000	557,000
43130	Motor Vehicle Fuel Tax	2,812,379	2,667,200	2,574,900	3,231,300	3,231,300
43135	Police Protection	571,964	574,600	775,800	775,800	775,800
43210	Financial Corporation Tax	808	800	800	800	800
	Total	16,599,354	15,796,900	15,358,000	16,470,800	16,470,800

Income Tax - The State Comptroller distributes an amount that equals the greater of (a) 8.5% of the State income tax liability of Bowie residents; (b) 17% of the county income tax liability of Bowie residents; or (c) 0.37% of the Maryland taxable income of Bowie residents. The FY2024 budget assumes a 1.8% decrease from the adopted FY2023 budget.

Admission and Amusement Tax - Tax on revenues derived from entertainment and amusement activities such as motion pictures, coin operated amusements and athletic facilities within municipal boundaries, collected by the State Comptroller and remitted to the muncipality within twenty days after the end of each calendar quarter, deducting only the cost of administration and collection. The City rate is 10% as permitted by law.

Motor Fuel and Vehicle Registration Tax (Highway User Revenues) - A portion of revenue from the State Transportation Fund is distributed to the Counties and Municipalities. The County receives one-half in the same ratio that road mileage bears to the total road mileage in the State, and one half in the same ratio that the number of vehicles in the county bears to the total number of vehicle registrations in the State. The City then receives an allocation based one-half on the ratio which the total mileage of the roads within the municipality bears to the total mileage of County roads in the County and one-half on the ratio that the total number of vehicles egistered to owners in the municipality bears to the total vehicles to owners in the County. This revenue must be expended solely for the construction, reconstruction or maintenance of roads or streets.

Police Protection - The State allocates funds directly to municipalities at a rate of $2.50 per capita. Municipal governments receive an additional $1,950 per full-time sworn police officer based on the number of police officers employed in the immediately preceding fiscal year. The remaining portion of the grant is divided between the County and its municipalities on the basis of relative police expenditures for the immediately preceding fiscal year.

Financial Corporation Tax - Received from the County in lieu of taxes on financial corporations.

Grants from Other Local Units

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
43205	County Grant	78,878	50,000	50,000	50,000	50,000
43230	Rebate Landfill Fees - PGC	149,876	149,800	149,800	149,800	149,800
43315	M-NCPPC Allen Pond Costs	115,000	115,000	115,000	115,000	115,000
	Total	343,754	314,800	314,800	314,800	314,800

County Grant - Prince George's County - Youth Services - Funds from Prince George's County Government in the amount of $50,000 for Youth Services.

Rebate Landfill Fees - Prince George's County - Rebates to municipalities that use County landfill sites, calculated on the basis of population and landfill tonnage.

M-NCPPC Share of Allen Pond Operating Costs - Maximum amount contributed to offset operating expenses of the facility.

REVENUE DETAIL

Fund: #01
Fund: General

Charges for Services

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
44005	Councilperson's Filing Fees	-	-	-	400	400
44020	Police Services Fees	14,980	14,000	14,900	14,900	14,900
44305	Park Concession and Fees	65,436	70,000	60,000	60,000	60,000
44306	Athletic Fields Fees	112,878	130,000	130,000	130,000	130,000
44316	Gymnasium Membership	12,735	15,000	25,000	25,000	25,000
44317	Gymnasium Room Rentals	450	1,000	2,000	2,000	2,000
44318	Gymnasium Court Rentals	167,135	150,000	200,000	200,000	200,000
44319	Gymnasium Concessions	17,878	19,500	20,000	20,000	20,000
44321	Gymnasium Drop-Ins	24,495	32,000	20,000	20,000	20,000
44325	Seniors Fitness Room Fees	1,458	3,000	3,800	3,800	3,800
45011	Abatement Fees	(500)	2,000	3,000	3,000	3,000
44335	Ice Arena Regular Admissions	56,163	55,000	75,000	56,000	56,000
44340	Ice Arena Discount Admissions	2,809	6,500	4,200	4,200	4,200
44345	Ice Arena Ice Rentals	507,397	500,000	570,000	570,000	570,000
44350	Ice Arena Skate Rentals	16,279	18,000	24,400	24,400	24,400
44355	Ice Arena Class Fees	168,788	175,000	160,000	160,000	160,000
44360	Ice Arena Concessions	11,116	10,000	11,000	11,000	11,000
44365	Ice Arena Other Revenues	(118)	100	100	100	100
44370	Ice Arena Dry Floor Rental	1,200	1,000	1,200	1,200	1,200
	Total	1,180,579	1,202,100	1,324,600	1,306,000	1,306,000

Councilperson's Filing Fees - Filing fees for election candidates.

Police Services Fees - Estimated amount of fees for police reports and vehicle release charges.

Park Concessions and Fees - Revenues collected at City parks. Picnic permits, boat rental and vending machine commissions are typical of this type of revenue.

Athletic Fields Fees **-** Estimated amount for use of ball fields.

Gymnasium Use Fees - Estimated amount of all fees for use of the City-owned indoor recreation Gymnasium.

Seniors Fitness Fees - Estimated amount of fees for nonresident use of the fitness equipment at Bowie Senior Center.

Abatement Fees - The fee will be applicable when a code compliance officer enforces a court ordered abatement or public nuisance violation.

Ice Arena Admissions and Fees - Consists of admissions and rental fees collected at the City-owned Ice Arena. Estimates are based on expected usage levels and existing fee schedules.

REVENUE DETAIL

Fund: #01
Fund: General

Fees and Fines

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
42010	CATV Franchise Fee	1,806,304	1,860,000	1,668,500	1,701,900	1,701,900
45005	Animal Control Fines	2,816	2,000	2,000	2,000	2,000
45010	Municipal Infractions	32,354	40,000	56,000	40,000	40,000
45015	Traffic Infractions	710,021	778,400	611,700	648,500	648,500
	Total	2,551,495	2,680,400	2,338,200	2,392,400	2,392,400

CATV Franchise Fee - The amount to be received under the franchise agreement, which provides a base amount of 5% of the two cable providers' estimated $21.3 million in annual subscription revenue, plus an additional 3% to be used for City purchases of capital equipment for cable access and for an institutional fiber network.

Animal Control Fines - Fines collected for violations of Animal Control Ordinance.

Municipal Infractions - Fines collected for violations of City Codes.

Traffic Infractions - Fines collected from the Speed Camera Program.

Other Revenues

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
46105	Interest Income	112,711	40,100	1,088,400	2,331,700	2,331,700
44390	Rental-Whitemarsh Park	-	49,300	49,300	50,100	50,100
44380	Rental-Bowie Playhouse	27,068	45,000	51,700	51,700	51,700
46210	Rental-Kenhill Center	77,028	125,200	150,800	149,700	149,700
46205	Rental-Bowie Commons	19,193	21,200	20,300	22,000	22,000
46215	Rental-Other Property	2,370	2,300	2,400	2,400	2,400
44375	Rental-Belair Mansion	2,400	4,000	-	-	-
46425	Rental-Cell Tower Leases	-	266,300	241,300	241,300	241,300
44310	Cultural and Special Events	22,446	7,000	7,000	7,000	7,000
46405	Claims & Reimbursements	171,177	200,000	200,000	200,000	200,000
44320	Museum Shops	4,227	4,000	4,000	4,000	4,000
46115	Lease Revenue	585,090	-	-	-	-
46420	Miscellaneous Revenues	42,450	100,000	60,000	60,000	60,000
46430	Sales of Recyclables	14,602	15,000	14,500	15,000	15,000
46305	Donations	1,540	1,000	1,000	1,000	1,000
46310	Donations-Friends of Belair	924	100	1,000	1,000	1,000
46315	Donations-Scholarship Fund	200	-	200	200	200
46320	Donations-Seniors Program	38,599	80,000	83,000	110,000	110,000
46330	Donations-Police Department	7,138	10,000	9,100	9,100	9,100
49050	Sale of Capital Assets	12,775	1,000	6,000	1,000	1,000
	Total	1,141,938	971,500	1,990,000	3,257,200	3,257,200

Interest Earned on Investments - Income from investing temporarily idle funds.

Rental-Whitemarsh Park - This is the annual amount to be received from leased facilities at Whitemarsh Park.

Rental-Bowie Playhouse - Revenues from rental of this facility.

Rental-Kenhill Center - Revenues from rental of office space in Kenhill Center.

Rental-Bowie Commons - Annual income from rental of Senior Citizen's housing complex land.

Rental-Other Property - Revenues from rental of other City properties.

REVENUE DETAIL

Fund: #01
Fund: General

Rental-Belair Mansion - Revenues from rental of this facility.

Rental-Cell Tower Leases - Revenue from rental of cell tower on the Jericho Park property, Black Sox Park, Allen Pond Park, and Public Works property.

Cultural and Special Events - Revenue received from activities such as Bowiefest and International Festival.

Claims and Reimbursements - Reimbursement for items such as insurance claims, damages to light poles and traffic signs and posts, the costs for which are charged to budget appropriations.

Museum Shops - Revenue from the sale of items at Museum Shops.

Miscellaneous and Unclassified - Revenues from any source not elsewhere classified. This type of revenue would include such items as charges for copying, bus shelter advertising and any other items for which separate accountability is not practical.

Sale of Recyclables - Revenues from the sale of recyclable materials consisting of newspapers, magazines, glass, white metal, steel cans, and aluminum.

Donations - Donations received in support of miscellaneous City programs.

Donations-Friends of Belair - Donations from the Friends of Belair Estate to be used in support of Belair Mansion.

Donations-Seniors Program - Donations made by participants of the transportation program and by the Bowie Senior Advisory Board.

Donations-Police Department - Donations made by individuals or businesses in support of the Police Department.

Appropriated Fund Balance

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
48005	Appropriated Fund Balance	-	10,163,400	-	7,835,300	12,807,000
	Total	-	10,163,400	-	7,835,300	12,807,000

Appropriated Fund Balance - Amount available for appropriation which is the difference between actual collections and expenditures for the year just ended less any required reserves. May also include any fund balance carried over from prior years which has not been appropriated.

Transfers and Other Financing Sources

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
	Transfers from Other Funds					
49020	Central Support Services - Water and Sewer Fund	560,300	533,700	533,700	503,700	503,700
		560,300	533,700	533,700	503,700	503,700

Central Support Services - Executive, administrative, legal, information technology and other overhead-type central support services. The transfer-in serves to reimburse the General Fund and charge the expenditure for these functions to the proper fund.

Total General Fund Revenue Summary

SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Revenues and Other Financing Sources	58,166,359	58,322,300	59,244,100	67,957,000	63,317,600
Appropriated Fund Balance-General Revenues	-	10,163,400	-	7,835,300	12,807,000
Transfer from Enterprise Fund	560,300	533,700	533,700	503,700	503,700
Total	58,726,659	69,019,400	59,777,800	76,296,000	76,628,300

CITY RENTAL AND USER FEES

Fund: #01
Fund: General

The following rental and user fees become effective July 1, 2023, unless indicated otherwise. The Resident rate applies to an individual who resides within the corporate limits of the City of Bowie. The Resident rate applies to a business when the street address of the business is within the corporate limits of the City of Bowie. Please note the 60% residency requirement for non-profit groups requesting the Resident rate for the Gymnasium, athletic fields and Ice Arena.

****A custodial fee of $50 per hour may be charged for all facility rentals including the Ice Arena room and locker room rental Picnic Areas and pavilions, BelAir Mansion, gym court rentals, playhouse rentals etc.****

Other special requirements may apply as listed.

CITY RENTAL AND USER FEES	Resident	Nonresident
Kenhill Center - Room Rental Fees during staffed hours		
Rental fees - Nonprofit	No Charge	$25 per hour
Rental fees - Commercial - 2 hour Minimum	$25 per hour	$50 per hour
Security Deposit - Nonprofit	$100	$100
Security Deposit - Commercial	$100	$100
Custodial fee, as necessary	$50 per hour	$50 per hour
City Hall - Staffed Hours		
Rental fees - Nonprofit	No Charge	$25 per hour
Rental fees - Commercial - 2 hour Minimum	$25 per hour	$50 per hour
Security Deposit - Nonprofit	$100	$100
Security Deposit - Commercial	$100	$100
Custodial fee, as necessary	$50 per hour	$50 per hour
Kenhill Center - Room Rental Fees during non-staffed hours		
Rental fees - Nonprofit	$50 per hour	$100 per hour
Rental fees - Commercial - 3 hour Minimum	$100 per hour	$200 per hour
Security Deposit - Nonprofit	$100	$100
Security Deposit - Commercial	$100	$100
Custodial fee, as necessary	$50 per hour	$50 per hour
City Hall - Room Rental Fees during non-staffed hours		
Rental fees - Nonprofit - 3 hour Minimum	$50 per hour	$100 per hour
Rental fees - Commercial - 3 hour Minimum	$100 per hour	200 per hour
Security Deposit - Nonprofit	$100	$100
Security Deposit - Commercial	$100	$100
Custodial fee, as necessary	$50 per hour	$50 per hour
Kenhill Center - Leased offices		
Nonprofit	$10.53 per sq ft	$13.16 per sq ft
For Profit organizations	$15.76 per sq ft	$15.76 per sq ft

Belair Mansion Rental	
Rental Time	**Fee**
Weekday, Monday through Friday 9am to 5pm (Minimum 3 hours)	$130 per hour
Weeknight, Monday through Thursday 5pm to 11pm (minimum 3 hours)	$130 per hour
Weekend, Friday evening to Sunday evening (minimum 6 hours)	
Resident	$1,300*
Nonresident	$1,600*

*Additional hours available at $250 per hour for residents and $300 per hour for nonresidents.

Studio User Fee	
Annual Fee (residents only)	$100

Note: This fee is collected by the Bowie Community Media Corporation (BCMC) and is considered part of the compensation that BCMC receives from the City of Bowie to operate the Bowie public access channel.

NOTE: For all rentals, a refundable security deposit of $500 is required 30 days in advance.
The maximum number of guests is 75.

CITY RENTAL AND USER FEES

Fund: #01
Fund: General

Bowie Playhouse Rental Fee

Groups In Residence	$65 per hour
Resident Nonprofit	$110 per hour
Nonresident Noprofit	$160 per hour
Resident Business	$175 per hour
Nonresident Business	$200 per hour
Security Deposit (All groups)	$500
Late payment fee (10 days after due date)	$25 per day
City Event Seat/Ticket Fee	As appropriate

Bowie Senior Center

	Resident	Nonresident
Fitness Center	No charge	$125 per year
Fitness Center Orientation	$5	$6
Bus Transportation - per ride	$1.00	N/A
Round trip	$2.00	N/A
Replacement ID Card	$5	$5

Meeting Room Fees- (Senior Center Room Rentals only available on evenings & Saturdays during operational hours)

	Resident	Nonresident
Rental Fee- Non Profit	No Charge	$25 per hour
Rental Fee- Commercial- 2 hour Minimum	$25 per hour	$50 per hour
Security Deposit- Non- Profit	$100	$100
Security Deposit- Commercial	$100	$100
Custodial Fee, as necessary	$50 per hour	

Bowie Gymnasium Fees

	Resident	Nonresident
Hourly Rate	$25 per hour	$60 per hour
Prime Time Surcharges		
Weekdays 6pm -8pm (September-May)	$5 Per Hour	$10 Per Hour
Saturdays 10am - 6pm (November- March)	$5 Per Hour	$10 Per Hour
Athletic Special Event		
Half Gym Two Quads	$150 per hour	$200 per hour
Full Gym Four Quads	$250 per hour	$300 per hour
Prime Time Surcharges		
Weekdays 6pm -8pm (September-May)	$5 Per Hour	$10 Per Hour
Saturdays 10am - 6pm (November- March)	$5 Per Hour	$10 Per Hour
Special Event Security Fee (Exclusive Use Groups Only as Needed)	$81 per hour	
Late payment fee (per rented court hour - Net 30 days)	$10	

NOTE: Organizations must be certified to consist of a minimum of 60% residents to receive resident rates.

***On designated City holidays, a facility surcharge will be assessed based on staffing requirements as determined by Gymnasium management.**

Priority for use:

1. Resident Nonprofit
2. Resident Nonprofit special event
3. Resident
4. Nonresident Nonprofit
5. Nonresident Nonprofit special event
6. Nonresident

CITY RENTAL AND USER FEES

Fund: #01
Fund: General

Annual Membership Fees	**Youth** Age 6 to 17	**Adult** Age 18 to Adult	**Seniors** 55 and over
Residents Only (membership)	$30	$60	No charge
Guest passes (per admission)	$10	$10	$10
Replacement Card (each)	$10	$10	$10

Bowie Gymnasium Fees (continued)

NOTE: Residents must reside within the corporate limits of the City of Bowie. Guest passes are available for purchase only by resident members. Guests must be accompanied by resident member with pass.

Rates for Youth, Adult or Seniors Drop In Sports and Activities Programs (Programmed during underutilized times). Rates are per session (Pickleball, Volleyball, Homeschooling sessions,etc.)

	Resident	**Nonresident**
Adult/Seniors - with membership	No Charge	NA
Adult/Seniors - without membership	$10 Per Session	$ 15 Per Session
Youth - with membership	No Charge	NA
Youth - without membership	$5 Per Session	$ 10 Per Session

Other Gymnasium Fees

Summer Day Camp, per week	**Resident**	**Nonresident**
Youth (Ages 8-14)		
Monday through Friday (9am-4pm)	$225 per person	$275 per person

Meeting Room Fees	**Resident**	**Nonresident**
Nonprofit	No charge	$25 per hour
Nonprofit Security Deposit	$100	$100
Custodial Fee, as necessary	$50 per hour	$50 per hour

Non-Refundable Camp Deposit

Two Quads	25% of Total Invoice
Four Quads	25% of Total Invoice

Special Events

Tournaments, etc.	25% due at time agreement is signed
Banner Advertisement (Annual Contract)	$500

Boat Rental Fees

Season of Operation: First weekend in May - First weekend in October
Hours of Operation: Open Saturday and Sunday, 1:00 p.m. - 7:30 p.m. or dusk
Open on Memorial Day, 4th of July and Labor Day

Paddleboat - Per Half-Hour	$12
Premium Character Paddleboat - Per Half-Hour	$18

NOTE: Adult must be present if youth is boating.

Ball Field Permit Fees

Synthetic Turf Fields (Murtagh 1 & Whitemarsh Field)

	Resident	**Nonresident**
Youth, Nonprofit - Hourly	$16	$130
Open Rentals - Weekend, Hourly	$210	

Grass Fields

Adult League Fees

Adult Team per Season (Fee per Team participating in League)	$260
Alcohol Permit (Adult Leagues Only - Fee Per Team Playing)	$100
Daytime senior league per team	No charge

CITY RENTAL AND USER FEES

Fund: #01
Fund: General

Youth Team Fees	**Resident**	**Nonresident**
Team (per Season)	No charge	$260

Tournament/Clinic Daily Field Fees	**Resident**	**Nonresident**
Youth, Nonprofit	$250 per day	$500 per day

Nonspecified/Open Rental	$1,000 per day
Security Deposit (Open Rental)	$1,000
Custodial fee (per park)	$300 per day
Security fee (large events as needed)	$81 per hour

Weekend Tournament Infield Maintenance (3+ fields per park; not available for individual fields)

Softball/Baseball	
Includes dragging infields one time in morning	$165 per field

City Park Permit Fees

Allen Pond Park	**Resident**	**Nonresident**
Pavilions (East & West) - Permit Fees	$150	$350
Pavilions (East & West) - Security Deposit	$150	$350
Group Areas 3, 4, 7 - Permit Fees	$100	$250
Group Areas 3, 4, 7 - Security Deposit	$100	$250
Group Areas 5, 6, 8 - Permit Fees	$75	$200
Group Areas 5, 6, 8 - Security Deposit	$75	$200
Electricity	No charge	

Whitemarsh Park	**Resident**	**Nonresident**
Permit Fee - Pavilion, Daily	$150	$350
Permit Fee - Pavilion, Daily- Security Deposit	$150	$350
Permit Fee - Pavilion, Seasonal	$6,500	N/A
Permit Fee - Pavilion, Seasonal - Security Deposit	N/A	N/A
[Seasonal- Memorial Day- Labor Day Monday- Friday (8am - 5pm)]		
Permit Fee Campfire Area	$25	$25
Permit Fee Campfire Area- Security Deposit	$25	$25
Cancellation/Change Fee	$25	$25

Special Events	**Resident**	**Nonresident**
Full Park Rental (No fee waivers)	$2,000	$4,000
Full Park Rental Security Deposit	$1,000	$1,000
Security fee (large events as needed)	$81 per hour	$81 per hour

Amphitheater	**Resident**	**Nonresident**
Permit Fee (large events as needed)	No Charge	N/A
Security fee (large events as needed)	$81 per hour	N/A
Security Deposit	$500	N/A

Park Concessions	**Resident**	**Nonresident**
Permit Fee Concession Facility - Daily (Blacksox Park Only)	$100	$200
Permit Fee Concession Facility - Daily (Blacksox Park Only)- Security Depos	$100	$200
Permit Fee Park Concession Stand - Daily (Mobile/Tent)	$100	$200
Permit Fee Park Concession Stand - Daily (Mobile/Tent) - Security Deposit	$100	$200

Mobile Concessionaires - Annual

Allen Pond - Ice Cream Truck	Annual Bid Award
Allen Pond - Food Truck	Annual Bid Award

All Other Parks	**Resident**	**Nonresident**
	$500	$500

CITY RENTAL AND USER FEES

Fund: #01
Fund: General

Alcohol Permit	**Resident**	**Nonresident**
Permit Fee - Group Areas	$100	$200
Permit Fee - Group Areas - Security Deposit	$200	$200
Permit Fee - Pavilions	$200	$400
Permit Fee - Pavilions - Security Deposit	$200	$200

Bowie Skate Park	**Resident**	**Nonresident**
Competition Event Rental (6 hr. minimum)	$200 per hour	$200 per hour
Competition Event Rental (6 hr. minimum) - Security Deposit	$500	$500
Security Fee (large events as needed)	$81/per hour	$81/per hour

Ice Arena

User Fees	**Resident**	**Nonresident**
General admission	$6.00	$8.00
Group Rates (10 or more people)	$5.00	$7.00
Disc Jockey Sessions (skates included)	$10.00	$13.00
Family Session (Up to 5 Family Members)	$15.00	$25.00

Season Pass- Frequent Skater Cards		
5 Admissions	$25	
10 Admission	$48	
20 Admissions	$90	
	Resident	**Nonresident**
Unlimited Admissions	$225	$500

Cancellation Fees	
Lessons and Camps	$10
Birthdays	$25

Ice Rentals	
Nonprime Time Rate (Seasonal contracts only 5am-8am)	$300 per hour
Prime Time Rate - Bowie Group (For Seasonal Contracts)	$350 per hour
Prime Time Rate - Non-Bowie Group	$400 per hour
Insurance Fee (For nonseasonal contracts)	$50
Late Fee (Per rented hour)	$10
Security fee (large events as needed)	$81 per hour

Skating Instruction Fees (Includes Skates Practice Card)	**Resident**	**Nonresident**
7 week series (30 minute class)	$125	$150
Beginner discount	$10	$10
Family Discount	$10	$10

Summer Camps (includes Skates)		
Full Day/week	$295	$345
Half-Day/week	$165	$180

Speciality Camps		
Freestyle Camp	$320	$340
Performance Camp	$170	$185

CITY RENTAL AND USER FEES

Fund: #01
Fund: General

Other Ice Arena Rates	**Resident**	**Nonresident**
Skate Rental	$3	$3
Skate Sharpening	$8	$8
Pickup Figure Skating	$12	$16
Pickup Hockey	$12	$16
Dry Floor		
Per hour	$70	
Half day	$500	
Major Events	$1,200	
Drop-In sessions (1.5 hours)	$10	
Room Rental		
Per hour	$25	

Birthday Party Package (Admission, skates, pizza, soda and room)	**Resident**	**Nonresident**
Up to 10 individuals	$170	$210
Each additional individual	$10	$10

Dasherboard Advertisement (Annual Contract)	$1,250
Locker Room Rental (per hour)	$25
Locker Room Security Deposit (per group)	$250

Fund: #01
Fund: General

Building Permits

$3.50 per $1,000 of estimated construction cost (minimum of $25)
Investigations fee, if applicable - $25
Permit reapplication or revision fee - $25
Raze Permit - $50

Storm Drain and Paving, Plan Review and Permits

Application Fee - 1/3 of DPW Approved Estimated Construction Cost (applied to Permit Fee) Mnimum $1,000
Bond Evaluation Fee for Plan Revisions (Approved Plans) Revisions that increase project cost ($500)
Permit Fee - 12% of approved estimated construction cost
Performance Bond - 125% of approved estimated construction cost
Payment Bond - 50% of approved estimated construction cost
Maintenance bond amount determined by the Department of Public Works and based upon the final plan approval estimated construction cost and any revisions but not less than 5% of all work covered by the permits
Review Fee for subsequent plan submissions beyond two per plan- $300
Review Fee for plan revisions to approved Plan 10% of the revised Cost Est.($500 minimum)
Permit Extensions Fee (25% of the original Permit Fee)of the unfinished work
Review Fee for Storm Drain As built Flat fee per each review ($500)
Bond Reduction Fee Per each bond Reduction request ($200)
City supplied use and Occupancy letter fro Prince Georges County Permits ($300) Fee Per Request

Stormwater Management Concept Application

$500 (Less than 1 acre); $1,000 (1-2 acres); $2,400 (2-5 acres) ; Greater than 5 acres , $2,400 plus $100 for each additional acre.
(Maximum 2 reviews, each additional review $300 per review)
Review Fee for subsequent plan submissions beyond two- $300
Stormwater Management Concept Plan Revisions to Approved Plans- $1,000

Stormwater Management Permits

Permit Fee - 12% of final approved estimated construction cost
Performance Bond - 125% of the final approved estimated construction cost
Payment Bond - 50% of the final approved estimated construction cost
Maintenance Bond - amount determined by the Department, no less than 5% of all work covered by the permit
Review Fee for SWM as built (Flat fee $500 per review)
Bond Reduction Fee Per each Bond Reduction Request ($200)
Bond Evaluation for Plan Revisions (Revisions that increase project cost) $500

Stormwater Management Plan Reviews

Review Fee for Subsequent Plan Submissions beyond four $300
(Including Site Development SWM Plan and Final SWM Plan Reviews)
Fee for Update Review and Approval -$500
(For SWM Plan approval expiring prior to permit or construction start with no plan change)
Review Fee for Plan Revisions to Approved Plan -$500
Permit Extensions (12 months 25% of the original permit fee)-25%

Stormwater Management Fee in Lieu of Control

(When a fee in lieu is approved as an alternative to construction of stormwater management facilities)
$1 per square foot of impervious area

Public Right of Way Rough Grading

Permit Fee - 7.5% of the approved estimated cost of the rough grading work in the public right of way
Restoration Bond - 100% of approved site restoration and stabilization cost

Soil Erosion and Sediment Control Permits

Application Fee - $50, plus
Permit Fee - $200 first disturbed acre (or portions thereof), plus
$100 per acre for acres 1.0 through 5, plus
$50 per acre for each additional disturbed acre

PERMITS AND OTHER FEES

Fund: #01
Fund: General

Utility Permits

For utility construction in the public right of way
Application Fee - $100
Permit Fee - 12% of approved estimated construction cost for restoration of all public right of way infrastructure

Maintenance Utility Permits

For maintenance and emergency repair of public utilities by utility companies
Permit Fee (annual) - $5,000 minimum or
$125 x anticipated number of underground jobs
$25 x anticipated number of overhead jobs

Residential Driveway Entrance Permit

This basis can be used for modifications to an existing residential driveway entrance on a public street. It may be used for a new entrance only if the construction is limited to construction of the entrance and driveway only.
Application Fee - $50, plus
Permit Fee - $150
Performance Bond - $2,000

Other Right of Way Permits

For minor construction in public right of way
Application Fee - 1/3 of approved estimated permit fee or $100 minimum (applied to permit fee)
Permit Fee - 7.5% of approved construction cost
Performance Bond - 125% of approved construction cost
Payment Bond - 50% of approved estimated construction cost

Forest Mitigation

Current County fee-in-lieu rate

Development Application Fees

Variances from County Zoning Ordinance	
For existing residential structures	$200
For new residential structures	$500
For commercial/industrial sites	$1,500
Departures	$2,000
Single-family attached or detached not to exceed 10 acres	$100
All Others	$2,000
Alternative compliance	$250
Nonconforming uses	$1,000
Church	No Fee
Minor revision to special exception	
Day care center for children in:	
Dwelling	$100
Church	No Fee
All Others	$1,250
Required public notice signage	$30 per sign

Tax Increment Financing Fees

Application fee (non-refundable)	$10,000

Other Permits and Fees

Block Party Permit	$25
Special Event Permit	$25
Carnival Permit (2 per property per calendar year)	
First 7 Days	$15 per ride (minimum $100)

Fund: #01
Fund: General

Portion of week thereafter	$100, plus security fees at cost
Solicitor's permit	$25 per year
Copy reproduction fee	
Black and white (Letter or Legal)	$.25 per page
Color (Letter or Legal)	$ 1 per page
Large Format Printing (Plotter size)	$ 10 per page
GIS Map Reproduction Fee	
First GIS map	$10
Additional GIS maps	$5 each
City map	$2 each
Returned check charge	$35
Animal trap security deposit	$50
Humane deterrent device security deposit	$75
Veterinarian - specimen transportation fee	$120
Running At Large - second violation in calendar year fee	$100
Reissue lost membership card for City of Bowie facility	$10
Administrative abatement fee	$100
Animal Temporary Holding Facility	
Redemption fee	$60
Boarding fee per day	$5

Special Event Concession Fees

Beer/Wine (nonprofit groups)	$100
Food/Drink (commercial groups)	$150
Food/Drink (nonprofit groups)	$75
Crafts/Novelty	$75
Games and Raffles (nonprofit groups)	$25
Information Booths (nonprofit groups)	No charge
Electrical Fee (commercial groups)	$20
Electrical Fee (nonprofit groups)	$20
Tent or Canopy Fee (Per Canopy) - PG County Permit Cost (Recovery)	$25

Housing and Property Inspection Program

Housing Rental Licensing Fee	
Single Family Units (detached houses, townhouses and condominiums)	$110
Apartment Units	$60
Reinspection Fee	$50
No show Fee	$50
Application Fee	$50
Reapplication Fee Before License Expiration	No charge
Reapplication Fee After License Expiration	$50
Fiscal Year 2024 Estimated Number of Rental Units	
Single Family Units	1,150
Apartment Units	2,269

Police Department Fees

	Resident	Nonresident
Police Report	No charge	$10
Vehicle Release Fee	$50	$50



"Growth, Unity, Progress"

CITY MANAGER

CITY COUNCIL

Activity: #110	Department: City Manager
Fund: General	Function: General Government

Description

The Council is the governing body of the City, elected by, and responsible to, the voters for the operation of the City. The Council is responsible for municipal policies. The Council appoints the City Manager, City Attorney, the Board of Supervisors of Elections, all standing advisory committees, special task force groups, and study committees.

Objectives for Fiscal Year 2023

None.

Objectives for Fiscal Year 2024

1. Coordinate with the City Clerk and the City Manager to provide orientation sessions for Council after the November 2023 City Election.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	138,156	143,500	148,800	153,600	153,600	7.0%
Contractual Services	97,907	115,700	133,800	154,700	154,700	33.7%
Commodities	160	3,000	-	100	100	-96.7%
Other Charges	102,095	115,900	115,900	115,900	115,900	0.0%
Total	338,318	378,100	398,500	424,300	424,300	12.2%

Personal Services – Not Full Time Equivalent

	FY22	FY23	FY24
Mayor	1.0	1.0	1.0
Council Persons	6.0	6.0	6.0
Public Health Officer	1.0	-	-
Total	8.0	7.0	7.0

♦ ***Salaries and Wages*** ***142,400***

Salaries and Wages paid to part time employees.

♦ ***Fringe Benefits*** ***11,200***

Fringe benefits related to part time salaries and wages: FICA, unemployment compensation and workers compensation.

Contractual Services

♦ ***Professional Services (01110-51125)*** ***134,000***

Lobbyist to assist with City's legislative issues, and other consultant services, and municipal sponsorships.

CITY COUNCIL

Activity: #110	Department: City Manager
Fund: General	Function: General Government

♦ ***Travel and Training (01110-51145)*** ***20,000***
Council attendance at the annual Maryland Municipal League (MML) Convention, MML Fall Conference, and the National League of Cities Conference. Also includes funds for meetings sponsored by the Council with State and County officials, the Bowie Chamber of Commerce, other municipalities and City meetings.

♦ ***Communications (01110-51205)*** ***700***
Cellular communication equipment.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01110-52005)*** ***100***
To provide for the procurement of office supplies and minor equipment incidental to the operation of the Council.

Other Charges

♦ ***Subscriptions and Memberships (01110-55090)*** ***115,900***
Maryland Municipal League, Council of Governments, COG Regional Environmental Fund, National League of Cities, Prince George's County Municipal Association and Bowie Chamber of Commerce.

CITY MANAGER

Activity: #120	Department: City Manager
Fund: General	Function: General Government

Description

The City Manager is the Chief Administrative Officer of the City. He supervises all staff and is responsible for the effective management of all financial and administrative actions of the City. The City Manager is appointed by and serves at the pleasure of the City Council. He is responsible for implementing all policy matters established by the City Council and for the enforcement of all City Ordinances. The City Manager keeps the City Council informed through a variety of reporting procedures that assist the Council in its policy making role.

Objectives and Results for Fiscal Year 2023

None.

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Operating expenditures per capita	$801	$856	$836	$903	$1,018	$1,184
Number of residents per City employee	156	155	153	152	147	144
City Manager activity expenditures per capita	$20.35	$19.87	$23.51	$25.11	$23.37	$30.24
City Manager activity expenditures as a percent of City total expenditures	2.54%	2.32%	2.81%	2.78%	2.30%	2.55%

Objectives for Fiscal Year 2024

1. Coordinate with the City Council and the City Clerk to provide orientation sessions for Council after the November 2023 City Election.

Significant Budget Changes

Addition of one FTE Project Manager-Housing and Community Development (Grade X-117) at $103,141.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,048,229	1,121,800	1,080,300	1,262,500	1,262,500	12.5%
Contractual Services	68,117	150,700	126,300	139,200	139,200	-7.6%
Commodities	922	3,000	3,000	3,000	3,000	0.0%
Other Charges	355,014	153,500	153,500	338,700	338,700	120.7%
Total	1,472,282	1,429,000	1,363,100	1,743,400	1,743,400	22.0%

CITY MANAGER

Activity: #120	Department: City Manager
Fund: General	Function: General Government

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
City Manager	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	1.0
Director, Grants	1.0	1.0	1.0
Grants Manager	1.0	1.0	1.0
Project Manager - Housing and Community Develop.	-	-	1.0
Grants Writer	1.0	1.0	1.0
Grants Intern	.4	.4	.4
Executive Office Manager	1.0	1.0	1.0
P/T Risk Manager	.6	.6	.6
Total	7.0	7.0	8.0

♦ ***Salaries and Wages*** ***969,500***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***293,000***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01120-51125)*** ***118,900***
Consultant to assist City with managing electricity and natural gas contracts and purchasing. Consultant to conduct fair housing training associated with the City's Community Development Block Grant (CDBG).

♦ ***Travel and Training (01120-51145)*** ***20,300***
Attendance at ICMA conference, Maryland Municipal League conferences, MCCMA meetings, grant training conferences, and professional development seminars.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01120-52005)*** ***3,000***
Minor office supplies, training materials and research materials. Risk Management supplies.

Other Charges

♦ ***Municipal Grants (01120-55050)*** ***331,500***
Community Development Block Grant program to provide financial assistance for home repairs to income qualified seniors.

♦ ***Subscriptions and Memberships (01120-55090)*** ***7,200***
Professional development materials, membership dues, publications, newspapers, legislative reference service, risk management materials, and grant writing materials.

HUMAN RESOURCES

Activity: #125	Department: City Manager
Fund: General	Function: General Government

Description

The Human Resources Office provides service, support, and staffing solutions to City operations. Taking a leading role in vital areas such as Talent Acquisition, Employee and Labor Relations, Benefits Administration, Performance Management and Compensation Analysis, is a primary objective of this office to ensure that the City of Bowie maintains the most talented, highly engaged, and well-equipped staff possible.

Objectives and Results for Fiscal Year 2023

A. Streamline new employee onboarding process through use of new Human Resources Management Information System, by December 31, 2022.
   - ♦ *Second RFP for HRMS did not glean vendor that met desired requirements. Alternative solutions currently being developed. Expected completion date March 31, 2023.*

B. Develop and implement New Manager's Training program for newly hired supervisors, by June 30, 2023.
   - ♦ *Program development underway. Anticipate meeting June 30, 2023 deadline.*

C. Conduct eight employee wellness activities, by June 30, 2023.
   - ♦ *Six employee wellness events held thus far. Anticipate meeting June 30, 2023 deadline.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of applications received	946	1,000	1,800	1,700	1,500	1,200
Number of recruitments	54	50	60	58	55	50
Number of employees enrolled in HSA plan	218	220	237	235	235	235
% of eligible employees participating in 401(k) Plan	-	-	-	-	-	85
Average number of days to complete recruitments	-	47	40	60	50	45
Expenditures per capita	$8.59	$10.67	$11.72	$12.09	$14.23	$16.18
Percent of City total expenditures	1.07%	1.25%	1.40%	1.34%	1.40%	1.37%

Objectives for Fiscal Year 2024

1. Create a New Employee Orientation Program, including quarterly seminars by September 30, 2023.
2. Ensure that the City participates in at least three in-person or virtual job/recruitment fairs by June 30, 2024.
3. Conduct ten employee wellness-related events by June 30, 2024.
4. Establish and cultivate partnerships within the Bowie State University administration, for the purpose of developing mutually beneficial recruitment, internship and other employment opportunities by December 31, 2023.

Significant Budget Changes

Reclassify one Human Resources Generalist (Grade X-112) to Human Resources Generalist II (Grade X-113) at $4,796.

HUMAN RESOURCES

Activity: #125	Department: City Manager
Fund: General	Function: General Government

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	617,074	657,900	680,000	692,100	692,100	5.2%
Contractual Services	87,077	131,500	141,000	231,500	231,500	76.0%
Commodities	3,652	6,000	6,000	6,000	6,000	0.0%
Other Charges	1,057	3,100	3,100	3,100	3,100	0.0%
Total	708,860	798,500	830,100	932,700	932,700	16.8%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Human Resources	1.0	1.0	1.0
Human Resources Administrator	1.0	1.0	1.0
Human Resources Generalist I	3.0	3.0	2.0
Human Resources Generalist II	-	-	1.0
Executive Office Associate	1.0	1.0	1.0
Total	6.0	6.0	6.0

♦ ***Salaries and Wages*** ***527,000***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***165,100***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01125-51125)*** ***139,000***
HRMS implementation and monthly maintenance.

♦ ***Recruitment and In-service Expenses (01125-51130)*** ***78,500***
All onboarding expenses for new employees, advertising for all vacant positions, interview expenses for all department vacancies, staff training seminars.

♦ ***Travel and Training (01125-51145)*** ***14,000***
Reimbursement of personal vehicle mileage and job-related training in connection with City business.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01125-52005)*** ***6,000***
Minor office supplies and equipment, training materials and research materials.

Other Charges

♦ ***Subscriptions and Memberships (01125-55090)*** ***3,100***
Professional association memberships and subscriptions to periodicals.

ELECTIONS

Activity: #130	Department: City Manager
Fund: General	Function: General Government

Description

This activity provides administrative, secretarial, and clerical services for City elections, voter registration, record keeping, and furnishes voting and registration information to Bowie residents and other governmental bodies and agencies. The objectives of this activity are to encourage all eligible residents of the City of Bowie to register and vote in all City elections, provide adequate information to residents, and continually improve and update the City's voting regulations and records.

Objectives and Results for Fiscal Year 2023

A. Work with County Board of Elections on updated voter registrations by December 30, 2022.

- ♦ *This objective is complete.*

B. Update the Candidates Election Handbook in preparation for the 2023 Election by December 30, 2022.

- ♦ *This objective is complete.*

Objectives for Fiscal Year 2024

1. Administer the City election on November 7, 2023.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	-	-	-	85,200	85,200	100.0%
Commodities	-	500	-	500	500	0.0%
Other Charges	-	-	-	-	-	0.0%
Total	-	500	-	85,700	85,700	17040%

Contractual Services

♦ ***Professional Services (01130-51125)*** ***38,900***

Media conversion and programming costs for voter machines, ballot layout as well as voting machine demonstration/training sessions and technicians. Mailing of Voter Notification Cards to voters.

♦ ***Board of Elections, Election Clerks and Judges (01130-51140)*** ***9,200***

Reimbursement of Election Supervisors, Election Judges and Chief Election Judges and training of all judges.

♦ ***Equipment Rental (01130-51215)*** ***37,100***

Rental costs for voting machines and ballot scanner.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01130-52005)*** ***500***

Procurement of items such as registration cards, books, and registration-by-mail forms.

LEGAL SERVICES

Activity: #150	Department: City Manager
Fund: General	Function: General Government

Description

This office provides legal services and advice to the City Council and City staff. The City Attorney attends Council meetings, represents the City in legal proceedings, both before the courts and administrative agencies, reviews contracts, leases, and covenants, and prepares ordinances and resolutions. The office also provides advice on City and State legislation where required. The City retains several law firms with differing specialties to handle such matters as bond issues and IRS tax issues. Separate legal counsel is also retained to support the Ethics Commission, the Board of Personnel Appeals, Telecommunication Legislation, and the Cable Franchise Renewal process. The City is also represented, without cost beyond the payment of premiums, by attorneys appointed by the Local Government Insurance Trust, to represent the City in connection with the defense of certain civil actions.

Significant Budget Changes

None.

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Expenditures per capita	$2.69	$2.62	$3.06	$3.56	$2.59	$3.51
Percent of City total expenditures	0.34%	0.31%	0.37%	0.39%	0.25%	0.30%

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	209,010	200,000	151,000	202,500	202,500	1.3%
Total	209,010	200,000	151,000	202,500	202,500	1.3%

Contractual Services

♦ ***Professional Services (01150-51125)*** ***202,500***

Provide legal services to City Council and City staff. Includes legal services for Ethics Commission, Board of Personnel Appeals, Telecommunication Legislation, and the Cable Franchise Renewal.

COMMUNICATIONS

Activity: #155	Department: City Manager
Fund: General	Function: General Government

Description

This division is responsible for providing residents with current information on City events, services and policies, through monthly newsletters, press releases, the City's website, social media, and cable television. It also broadcasts City Council meetings and special events.

Objectives and Results for Fiscal Year 2023

A. Expand field production offerings to broadcast live from at least 1 city-sponsored event each month. If in-person events are still limited by the pandemic, add a new virtual program each month about a city service or program.
   - *On target to exceed this goal by end of FY2023. Live video reports were done about elections, the Veterans Day 5K, tree lighting, pet social at the Dog Park, storm damage, and National Night Out.*

B. Establish a cross functional outreach team that will meet at least quarterly to share information and plan a coordinated approach to all City communications. The team will also review and help update the 2017 Communications Plan by June 30, 2023.
   - *Team membership was determined in January and meetings begin in February 2023.*

C. Integrate the city's newly articulated vision and brand logo into all communications. This will include regular training on use of the brand, auditing all print and electronic materials for brand consistency, and developing new marketing materials that promote Bowie.
   - *Rollout of new branding and messaging is underway. New materials are being developed and staff training will take place in spring 2023.*

D. Expand reach to young adult residents on social media platforms such as YouTube and Instagram, through use of more short videos and visually appealing posts, increase subscribership on each platform by at least 10% by June 30, 2023.
   - *Instagram and YouTube followers each increased by 12% from July to December 2022 and further growth is expected in the latter half of FY2023. Instagram Reels, popular with younger people, will be used more in the future as a short video format.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
City newsletter issues published	12	13	12	60	62	56
Alert Bowie registrations	6,400	6,800	7,900	8,525	9,000	9,200
Alert messages sent	680	750	1,100	1,000	800	700
Meetings & events televised	49	54	44	60	60	47
Public access shows produced	-	-	25	250	300	300
Website pages managed	800	940	910	950	850	875
Videos produced	80	85	140	100	110	125
Social media posts	900	1,200	2,000	2,000	2,200	2,500
Expenditures per capita	$9.31	$11.18	$10.93	$13.10	$14.82	$15.22
Percent of City total expenditures	1.16%	1.31%	1.31%	1.45%	1.46%	1.29%

COMMUNICATIONS

Activity: #155	Department: City Manager
Fund: General	Function: General Government

Objectives for Fiscal Year 2024

1. To better measure and evaluate the success of outreach efforts, beginning September 2023, the Division will produce a monthly report that tracks engagement metrics for various platforms used to disseminate information to the public.
2. By September 30, 2023, develop a new marketing campaign for Alert Bowie with a goal of increasing registrations in all Bowie neighborhoods by at least 5% by the end of FY2024.
3. By December 31, 2023, the Division will work with the Human Resources Office to expand and enhance the City's presence on LinkedIn to aid with recruitment and to increase visibility as a desirable employer.
4. By June 30, 2024, produce seven videos (one per department) that educate the public about some aspects of the department's work; and integrate the videos into the city website.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	593,181	724,000	701,100	710,600	710,600	-1.9%
Contractual Services	132,848	114,300	99,600	119,400	119,400	4.5%
Commodities	5,827	32,500	24,000	26,000	26,000	-20.0%
Other Charges	36,426	39,700	39,700	21,500	21,500	-45.8%
Capital Outlay	270,126	132,000	132,000	70,000	70,000	-47.0%
Total	1,038,408	1,042,500	996,400	947,500	947,500	-9.1%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Communications	1.0	1.0	1.0
Audio/Visual Specialist	1.0	1.0	1.0
Communications Analyst I	1.0	2.0	2.0
Communications Analyst II	1.0	1.0	1.0
Broadcast Specialist	1.0	1.0	1.0
Studio Technical Specialist	.6	.6	.6
P/T Communication Analyst	.6	-	-
Total	6.2	6.6	6.6

COMMUNICATIONS

Activity: #155	Department: City Manager
Fund: General	Function: General Government

♦ ***Salaries and Wages*** ***525,400***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***185,200***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Advertising (01155-51105)*** ***18,000***
Paid print and digital advertising to promote the City and publicize City services and events.

Printing and Binding (01155-51120) ***35,000***
Printing pieces for quarterly mailings and other printed materials for outreach.

♦ ***Professional Services (01155-51125)*** ***5,000***
Consulting and technical services for studio, audio/visual needs, and outreach.

♦ ***Subscription Services Software (01155-51126)*** ***5,800***
Software as a service (SaaS) solutions.

♦ ***Travel and Training (01155-51145)*** ***16,500***
Training classes, registration fees, travel job-related training, meetings and conferences and reimbursement of personal vehicle mileage.

♦ ***Communications (01155-51205)*** ***600***
Cellular communications incurred by the department.

♦ ***Equipment Rental (01155-51215)*** ***18,000***
Annual bandwidth rental for storing, indexing, and streaming City Council meetings and other video files.

♦ ***Repair and Maintenance (01155-51230)*** ***20,500***
Provides preventive maintenance and repair of studio equipment and other video equipment, and contracts for software and other services for video production and social media.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01155-52005)*** ***26,000***
Includes supplies and equipment for Division, including studio and other video productions, and outreach and marketing.
Some of these expenditures are eligible to be paid with cable provider grants funds.

Other Charges

♦ ***Municipal Grants (01155-55050)*** ***20,000***
Grant award for Public Access programming.

♦ ***Subscriptions and Memberships (01155-55090)*** ***1,500***
Includes annual membership fees for the City's City-County Communication and Marketing Association (3CMA) and Alliance for Community Media (ACM).

COMMUNICATIONS

Activity: #155	Department: City Manager
Fund: General	Function: General Government

Capital Outlay

♦ ***Machinery and Equipment (01155-57020)*** ***70,000***

Includes video equipment for video production for the City government outreach and public access channel. Funding for these items is through a grant from the City's two cable providers.

BUSINESS OPERATIONS

Activity: #156	Department: City Manager
Fund: General	Function: General Government

Description

The Business Operations Division handles critical and high-profile administrative management duties including negotiating and monitoring the City's cable franchise agreements, telecommunication agreements, and annexation agreements. The Business Operations Division is also responsible for overseeing the City's utilities and energy efficiency projects as well as negotiating and monitoring procurement contracts with various organizations. The Division serves as a liaison to various Federal, State and County governmental agencies/departments, as well as to Maryland utility companies. The Division manages various unique and sensitive issues directed by the City Manager. In addition, this Division provides central support to all other City offices in the areas of office supplies, printing, and graphics, as well as mail services.

Objectives and Results for Fiscal Year 2023

A. In coordination with the IT Department and CTC, Business Operations will continue the process of upgrading and expanding the City's fiber optic redundancy network infrastructure. In FY2023, we plan on continuing to enhance the use of technology to improve performance, increase network connectivity, provide better customer service, and improve delivery of core service on an ongoing basis by:

- *The project is temporarily on hold until the Council approval of the new I-Net and Comcast Franchise agreements, expected in March 2023. Upon approval, the project will commence again with the contracting of company to begin build-out of the redundant fiber project.*

B. In coordination with the IT Department, Business Operations will be employing energy management software by Fall 2022 which will help to leverage data for energy efficiency projects, track energy-saving initiatives, identify energy waste, and improve sustainability. The software will also help to track other utility uses on an ongoing basis and help the city to meet its Climate Action Plan and Sustainability Plan objectives.

- *This objective is complete.*

C. In coordination with Tesla Solar, Business Operations will be working on stage two of the solar array project. The project will be expanding the solar array system from a 2.5 Megawatts to a 5.0 Megawatts system by Summer 2024.

- *The City's Power Purchase Agreement partner is currently working on the design and development phase of stage two of the solar array. The City is providing all support documentation for this project. By the summer of 2023, the project should be ready for permitting and preliminary utility interconnection design phase.*

BUSINESS OPERATIONS

Activity: #156	Department: City Manager
Fund: General	Function: General Government

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of Resident Complaints	23	20	22	50	45	47
Number of Meetings	95	104	100	130	120	120
Review of Contracts and Agreements	22	30	30	17	20	20
Review of Utility Expenses	48	48	48	48	48	48
Number of Annexation Presentations	3	3	5	3	3	3
Expenditures per capita	$6.77	$7.94	$6.31	$7.74	$9.80	$12.18
Percentage of City total expenditures	0.85%	0.93%	0.75%	0.86%	0.96%	1.03%

Objectives for Fiscal Year 2024

1. Business Operations will continue upgrading and expanding the City's fiber optic redundancy network infrastructure to our city facilities. The first phase of the constructure of the fiber should be ready by fall of 2023.
2. In coordination with the City's Power Purchase Agreement partner, Business Operations will be working on stage two of the solar array project. The project will be expanding the solar array system from a 2.5 Megawatts to a 5.0 Megawatts system by Summer 2024.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	340,736	403,500	347,600	417,400	417,400	3.4%
Contractual Services	26,762	57,100	48,600	66,100	66,100	15.8%
Commodities	37,731	68,900	68,900	90,400	90,400	31.2%
Other Charges	48,673	117,500	106,600	128,100	128,100	9.0%
Capital Outlay	24,341	1,045,000	225,000	1,180,000	1,180,000	12.9%
Total	478,243	1,692,000	796,700	1,882,000	1,882,000	11.2%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Business Operations	-	-	1.0
Business Operations Manager	1.0	1.0	-
Executive Office Associate	1.0	1.0	1.0
Business Operations Specialist	1.0	1.0	1.0
P/T Security Guards (2)	-	1.0	1.0
P/T Receptionist (2)	1.0	1.0	1.0
Total	4.0	5.0	5.0

BUSINESS OPERATIONS

Activity: #156	Department: City Manager
Fund: General	Function: General Government

♦ ***Salaries and Wages*** ***321,700***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***95,700***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Advertising (01156-51105)*** ***13,000***
Paid print/electronic advertising to publicize City services and events. Also, to ensure sufficient public notice and to meet legal requirements for all City Ordinances, Annexation Resolutions, Charter Amendments, Special Meetings and Hearings, Elections and Special Voter Registration Drives, and Invitations to Bid. Advertising for the Grant Division's programs.

♦ ***Printing and Binding (01156-51120)*** ***47,000***
Publication of the City Newsletter, postcards, reproductions, printing forms, letterhead, etc. Also included is the printing of the City budget document and annual financial report as well as printing of all Grant Division program materials.

♦ ***Travel and Training (01156-51145)*** ***4,500***
Reimbursement of personal vehicle mileage and job-related training in connection with City business.

♦ ***Equipment Rental (01156-51215)*** ***700***
Annual rental and usage costs of postage meter.

♦ ***Repair and Maintenance (01156-51230)*** ***900***
Provides for preventive maintenance and repair of the following office equipment: postage machine.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01156-52005)*** ***90,400***
Central support for City departments which includes stationery, office, and computer supplies, copy machine paper and supplies, printing and graphics shop supplies, and cable supplies.

Other Charges

♦ ***Postage (01156-55055)*** ***120,500***
Includes routine mailing cost for all City departments. Additionally, bulk mailings for Grant and Communication Divisions.

♦ ***Subscriptions and Memberships (01156-55090)*** ***7,600***
Includes the City's membership in the National Association of Telecommunications Officers and Advisors (NATOA), the American Council for an Energy Efficient Economy (ACEEE), and the Maryland Municipal League. Subscriptions to Comcast and Verizon services.

BUSINESS OPERATIONS

Activity: #156	Department: City Manager
Fund: General	Function: General Government

Capital Outlay

♦ ***Machinery and Equipment (01156-57020)*** ***1,180,000***

Includes I-NET related upgrades, design and engineering of a CCTV security system, design, engineering, and construction of the fiber optic network redundancy project.

CITY CLERK

Activity: #160	Department: City Manager
Fund: General	Function: General Government

Description

The City Clerk Office provides support services and assistance to the City Council and the City Manager. This office, in conjunction with the Board of Elections, is responsible for and makes arrangements for the conduct, administration, preparation, and operation of City Elections, as well as the update and maintenance of Voter Registration rolls. Additionally, the office maintains and updates the City Code; makes arrangements and preparations for City Council meetings including setting up City Council agendas, taking notes and transcribing minutes. The City Clerk Office maintains official records and documents of the City; answers inquiries from outside agencies, citizens, and governmental bodies on behalf of the City. This office also arranges interviews for Committee applicants with the City Council; prepares and maintains City Council calendars, hearing date schedules, City Committee rosters, as well as Financial Disclosure/Conflict of Interest data. The City Clerk Office is also responsible for countersigning official City documents, maintaining the City Seal, setting up meetings for the City Council, assisting City Staff in researching projects as well as gathering material for Council packages and performing other related tasks as needed.

Objectives and Results for Fiscal Year 2023

A. Have all departments begin to go through all paper and electronic records to maintain, transfer, or destroy records in accordance with the new 2022 approved Records Retention Policy by June 30, 2023.

- *This objective is 90% complete. We received approved records retention schedules from the state in December 2022. Copies of the new schedules have been sent to departments and some records scheduled for destruction have been destroyed.*

B. Update Rules and Regulations for City Committees and present to Council for review and adoption by October 20, 2022.

- *This objective is complete.*

C. Briefing for City Committees and Staff Liaisons on new Rules and Regulations for City Committees by December 30, 2022.

- *This objective is complete.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of boards and committees	16	16	16	17	17	17
Number of board/committee members	123	125	130	130	109	130
Number of code revisions	2	1	2	4	2	3
Expenditures per capita	$2.29	$2.02	$2.96	$3.63	$3.78	$4.28
Percent of City total expenditures	0.29%	0.24%	0.35%	0.40%	0.37%	0.36%

CITY CLERK

Activity: #160	Department: City Manager
Fund: General	Function: General Government

Objectives for Fiscal Year 2024

1. Coordinate with the City Council and the City Manager to provide orientation sessions for Council after the November 2023 City Election.
2. Update Rules of Procedure for City Council and present to Council for adoption by December 4, 2023.
3. Transfer permanent records to the Maryland State Archives for permanent retention in accordance with the approved records retention schedules by June 30, 2024.
4. Update templates for proclamations, resolutions, and ordinances, and create a new template for status report items by October 2023.

Significant Budget Changes

Reclassification of the Executive Office Associate position (Grade X-111) to Assistant City Clerk (Grade X-113) at a cost of $6,048.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	199,848	208,200	212,400	227,100	227,100	9.1%
Contractual Services	8,645	12,900	3,700	14,000	14,000	8.5%
Commodities	4,042	12,100	4,100	5,200	5,200	-57.0%
Other Charges	430	600	300	700	700	16.7%
Total	212,965	233,800	220,500	247,000	247,000	5.6%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
City Clerk	1.0	1.0	1.0
Administrative Assistant	1.0	-	-
Executive Office Associate	-	1.0	-
Assistant City Clerk	-	-	1.0
Total	2.0	2.0	2.0

♦ ***Salaries and Wages*** ***173,800***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***53,300***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

CITY CLERK

Activity: #160	Department: City Manager
Fund: General	Function: General Government

Contractual Services

♦ ***Professional Services (01160-51125)*** ***1,000***

To provide interpreting services for City Council, Boards and Committee meetings, and other City events.

♦ ***Travel and Training (01160-51145)*** ***13,000***

Attendance at quarterly Maryland Municipal Clerks Association meetings, annual International Municipal Clerks conferences, Clerk Academy and local meetings (GBCC, PGCMA and MML Board).

Commodities

♦ ***Materials, Supplies & Minor Equipment (01160-52005)*** ***5,200***

For procurement of Council Meeting tapes, minute books, office supplies, and minor equipment.

Other Charges

♦ ***Subscriptions and Memberships (01160-55090)*** ***700***

Membership dues for International Institute of Municipal Clerks Association and Maryland Municipal Clerks Association.

ECONOMIC DEVELOPMENT

Activity: #197	Department: City Manager
Fund: General	Function: General Government

Description

The mission of the Economic Development Office is to increase the employment and non-residential tax base of the City through business retention, expansion, and attraction; tourism promotion; community development, redevelopment, and revitalization; and other business technical assistance. This office serves as a liaison to the business community and to the City's Economic Development Committee; and supports the local delivery of business assistance programs of various chambers of commerce, regional economic development entities, state offices and departments, and other agencies for economic and community development matters. This office is responsible for the implementation of economic development strategies adopted by the City Council.

Objectives and Results for Fiscal Year 2023

A. Begin implementation of a Council adopted Economic Development Strategy and Action Plan. Initial report to Council by October 17, 2022.

There are four strategic focus areas with a total of 12 recommended actions in the adopted Economic Development Strategy and Action Plan (the Plan). Staff is implementing the Plan.

- *Utilize creative placemaking to support economic development with an initial focus on Bowie Town Center.*
- *Staff is actively marketing Bowie's retail space through attendance at ICSC Mid Atlantic and an ongoing advertising campaign in Shopping Center Business magazine.*
- *Staff is reviewing the City's existing business attraction incentives program for use as a 'retail attraction fund'.*
- *Staff is reviewing the City's previous façade improvement grant program for possible re-implementation.*
- *Leverage Bowie State University as the City of Bowie's most natural anchor institution.*
- *The City has renewed its operating grant for the Bowie BIC. One of this fiscal year grant deliverables is an examination of why Bowie BIC graduates do not locate in the City and what work needs to be done to get those graduates to locate within the City.*
- *Distinguish the City of Bowie as an athletic recreation tourism hub.*
- *Staff is working with Council and Bowie State University on the future uses for the Bowie Race Track.*
- *Expand the City's business base through targeted business startup, attraction, expansion, and retention efforts.*
- *Staff is preparing new advertising messages to be used for targeted marketing to specific industry segments.*

B. Establish a formal business retention program to assist in retaining businesses in Bowie. These efforts will help the City identify all the businesses located in Bowie and assist in providing them with information and assistance to recover from the impacts of the COVID crisis.

- *Hired a Business Retention Specialist to oversee the business retention program.*
- *Identifying all existing businesses to establish the needs of our businesses and gain an understanding of what our prospective businesses are looking for.*

ECONOMIC DEVELOPMENT

Activity: #197	Department: City Manager
Fund: General	Function: General Government

- *Updated the business database with contact information on business owners, property managers and tenants.*
- *Partnered with the City of Bowie and Prince George's County Emergency Management offices to aid the business community.*
- *Creating a pre-disaster continuity plan for small businesses. This plan will identify some of the concerns businesses believe they will face during a disaster. This will allow the Economic Development Office to have key personal information to contact during an emergency. To be completed by June 30, 2023.*
- *Creating an outreach program that will allow the business retention specialist to build stronger relationships with business owners, managers, and management companies. Establish tier outreach levels, including surveys, target focus groups and in-person visits to key businesses. A first draft will be ready by June 30, 2023.*

C. Hire a consultant to prepare a revitalization plan for Old Town Bowie.
   - *Staff is developing a scope-of-work statement and issued an RFP.*

D. Cross departmental staff continues to provide technical assistance and support to citizen group efforts to establish an Arts & Entertainment District in Old Town Bowie and coordinate city staff involvement as needed.
   - *Cross-departmental staff provided support in preparation for an October event; that event was cancelled due to bad weather. Cross-departmental staff is assisting with efforts for a Fall 2023 event. Staff provided the city's EDC with assistance as they have devoted several meetings to the topic of revitalizing Old Town Bowie.*

E. Continue to diversify and expand Bowie's economic base by supporting business attraction. These efforts will support business attraction for office and flex properties at existing commercial locations in the City of Bowie.
   - *Inovalon, the City's largest private sector employer, met the criteria for the fourth $100,000 incentive payment in our ten-year incentive agreement with them to keep their corporate headquarters in Bowie with a minimum of 500 employees.*
   - *Staff continued to assist commercial office brokers and landlords with their efforts to convert interested prospects into Bowie building tenants. Office prospect activity has remained low due. FLEX use prospect activity is increasing.*
   - *"You Belong in Bowie" advertising was placed in selected business publications to remind businesspeople about Bowie as a business location. This year's program included ads in Shopping Center Business, and CityBizList. Ongoing outreach to the commercial real estate brokerage community continued through organizations such as NAIOP and CoreNET Global. The City continued sponsorship of the DC/Maryland chapter of NAIOP and was recognized in printed materials and at virtual events.*

F. Continue efforts for retail tenant attraction and retention.
   - *Retail specific location advertising was placed nationally in Shopping Center Business magazine – this advertising program identifies Bowie as a desirable and profitable retail location.*

ECONOMIC DEVELOPMENT

Activity: #197	Department: City Manager
Fund: General	Function: General Government

- *The city participated in ICSC Mid-Atlantic in September 2022 as part of the Prince George's Team. During this exposition, the city staff team provided information to retail site selectors and retail real estate site-location brokers.*
- *The City continues to work with other retail center owners and brokers to attract tenants to vacant retail space and to assist in efforts to revitalize our retail centers. City staff also talks with center owners and their leasing agents to keep informed about market trends and to identify any issues related to Bowie properties.*

G. Continue to provide City oversight and coordination for small business growth and assistance programs. The City provides oversight for the Bowie Business Innovation Center, and coordinate small business service providers' resources, including training and counseling.

- *The City continued to receive small business assistance and counseling services from the Maryland Procurement Technical Assistance Program (PTAP), the Capital Region Small Business Development Center (SBDC), and the Maryland Women's Business Center (MWBC).*
- *Staff provided oversight of the Bowie Business Innovation Center, Incorporated (BBIC) in several ways: a city staff member holds a seat on the Board and participated in Board meetings. Additionally, staff reviewed reports submitted by the BBIC, asked for any additional information if needed for report clarity, and forwarded those reports to the Finance Director.*

H. Continue to support the City's Economic Development Committee (EDC).

- *The staff liaison continues to provide administrative support for monthly meetings with read-ahead materials, agendas, and meeting packets. Staff also coordinates guest speakers and provides monthly status reports to Council.*

Workload and Performance Indicators

	CY19	CY20	CY21	CY22	CY23	CY24
Square feet of retail space in Bowie (thousands)	3,648	3,700	3,220	3,216	3,245	3,290
Square feet of retail space vacant (thousands)	99	100	241	216	193	215
Retail space vacancy rate	2.7%	2.7%	7.5%	6.7%	5.9%	6.5%
Square feet of office space in Bowie (thousands)	2,264	2,365	2,410	1,745	1,667	1,667
Square feet of office space vacant (thousands)	337	380	421	227	184	180
Office space vacancy rate	14.9%	16.1%	17.5%	15.9%	11.0%	10.8%
Square feet of flex space in Bowie (thousands)*	-	-	-	525	457	527
Square feet of flex space vacant (thousands)*	-	-	-	109	92	80
Flex space vacancy rate*	-	-	-	20.8%	20.1%	15.2%
Square feet of industrial space in Bowie (thousands)*	-	-	-	228	208	208
Square feet of industrial space vacant (thousands)*	-	-	-	3.5	-	-
Industrial space vacancy rate*	-	-	-	1.5%	0.0%	0.0%
Percent of real property tax base-commercial*	15.6%	14.9%	15.1%	19.7%	19.7%	-

Fiscal Year	2019	2020	2021	2022	2023	2024
Expenditures per capita	$12.23	$11.13	$15.85	$13.36	$13.92	$20.69
Percent of City total expenditures	1.53%	1.30%	1.90%	1.48%	1.37%	1.75%

*Prior to CY22 the data for the Office space included Flex and Industrial

*CY23 decreases in Office, Flex and Industrial from CY22 are due to data review and duplicate or bad data removal

ECONOMIC DEVELOPMENT

Activity: #197	Department: City Manager
Fund: General	Function: General Government

Objectives for Fiscal Year 2024

1. Establish a revitalization program for Old Town Bowie to coordinate and support multiple government and community efforts. Cross departmental staff will continue to provide technical assistance and support to citizen group efforts to establish an Arts & Entertainment District in Old Town Bowie and coordinate city staff involvement as needed.
2. Continue the business retention program by increasing promotion of existing tools and programs (e.g. small business training and assistance services and City backed loans).
3. Continue to diversify and expand Bowie's economic base by supporting business attraction. These efforts will support business attraction for office and flex properties at existing commercial locations in the City of Bowie.
4. Continue efforts for retail tenant attraction and retention.
5. Continue to provide City oversight and coordination for small business growth and assistance programs. The City provides oversight for the Bowie Business Innovation Center, and coordinates small business service providers' resources, including training and counseling.
6. Continue to support the City's Economic Development Committee (EDC).

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	209,674	333,000	219,200	344,300	344,300	3.4%
Contractual Services	376,597	609,400	404,600	496,600	496,600	-18.5%
Commodities	5,627	10,000	8,500	12,500	12,500	25.0%
Other Charges	191,638	222,700	179,800	339,400	339,400	52.4%
Total	783,536	1,175,100	812,100	1,192,800	1,192,800	1.5%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Economic Development	1.0	1.0	1.0
Business Retention Specialist	-	1.0	1.0
Economic Development Intern	.4	.4	.4
Total	1.4	2.4	2.4

ECONOMIC DEVELOPMENT

Activity: #197	Department: City Manager
Fund: General	Function: General Government

♦ ***Salaries and Wages*** ***251,300***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***93,000***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Advertising (01197-51105)*** ***115,000***
Advertising in local and regional publications to support business attraction, expansion, and retention. Includes support for commercial district revitalization events.

♦ ***Professional Services (01197-51125)*** ***164,000***
Includes funding to implement an adopted economic development strategy; and to fund the City's contribution to the Bowie Business Innovation Center, the Small Business Development Center, the Procurement Technical Assistance Center, Workforce Development, and the Maryland Women's Business Center; and service fees for maintenance and operation of the City's revolving loan program. Also includes hosting of brokers or prospect events, advertising, and graphic design agency support services.

♦ ***Travel and Training (01197-51145)*** ***16,400***
Attendance at meetings of Chambers of Commerce, and Prince George's and State agencies. Participation in various marketing trips and attendance for staff professional training.

♦ ***Rentals-Other (01197-51225)*** ***1,200***
Annual charge per long-term lease agreement to provide additional parking in Old Town Bowie.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01197-52005)*** ***12,500***
Purchase marketing materials for trade shows and local efforts.

Other Charges

♦ ***Municipal Grants (01197-55050)*** ***422,000***
To support the Arts and Entertainment District effort in Old Town Bowie; to support a commercial building façade improvement grant program in Old Town Bowie; and to the Prince George's Municipal Library System to provide services in Bowie.

♦ ***Revolving Loan/Grant Fund (01197-55080)*** ***50,000***
Incentives for Inovalon retention.

♦ ***Subscriptions and Memberships (01197-55090)*** ***67,400***
Memberships and subscriptions to Greater Washington BOT, BREI, CDFA, CoreNET Global, ICSC, NAIOP, NBIA, and other organizations and publications. Includes fees in various commercial real estate and retail databases.

EMERGENCY MANAGEMENT

Activity: #220	Department: City Manager
Fund: General	Function: Public Safety

Description

The Office of Emergency Management plans, organizes, and directs the Emergency Management programs for the City of Bowie and coordinates the planning, organization and execution of local Emergency Management activities. This office represents the community on all Emergency Management matters and coordinates activities with other local, State, Federal, non-profit and private agencies.

The Emergency Management Office oversees the development, maintenance, and annual review of the City's Emergency Operations Plan (EOP), the Continuity of Operations Plan, City Facility Emergency Action Plans and other emergency preparedness plans as required. In addition, the office establishes, maintains, and operates the City of Bowie Emergency Operations Center (EOC). During an emergency, the Office of Emergency Management coordinates City and community resources, reports activities and conditions to County and State Emergency Management, and requests assistance as needed. The office also coordinates damage assessment activities and promptly reports all damage assessment to the County and/or State.

Additionally, the Office of Emergency Management provides a wide variety of emergency preparedness and emergency response training opportunities for staff and various community groups, including classes on emergency preparedness, CPR, Emergency Operations Center management and Incident Command. This office also coordinates with the Bowie Police Department on active shooter preparedness and response. The Emergency Management Office is further responsible for the oversight of the City's purchase, training, and maintenance of Automatic External Defibrillators (AED).

As a member of the Facility Security Working Group, the Emergency Manager works with the group to develop security policies and procedures, conduct regular facility vulnerability assessments, coordinate site monitoring and security contract services at all City of Bowie facilities.

The City provides ongoing support to the Bowie Volunteer Fire Department (BVFD) to assist with the delivery of their services to the Bowie community. The Emergency Manager serves as the liaison between the Department and City management to ensure that both entities work towards common goals.

Objectives and Results for Fiscal Year 2023

A. Continue the development of Emergency Action Plans for all City-owned facilities.

- *The Emergency Action Plan for the Senior Center has been completed. The next facility Emergency Action Plan is the Gymnasium, which will begin in the spring.*

B. Continue training for Emergency Operations Center Staff on operations of the EOC.

- *The Office of Emergency Management has conducted 4 Emergency Operations Center training sessions to date. More are scheduled for the spring.*

EMERGENCY MANAGEMENT

Activity: #220	Department: City Manager
Fund: General	Function: Public Safety

C. Enhance employee preparedness, Public Safety Committee and Green Team knowledge by conducting quarterly training programs to include topics such as CPR, Emergency Preparedness, and Incident Command. This will be a continuous program.

- *To date, the Office of Emergency Management has conducted 3 CPR/AED training sessions for staff, with 3 more scheduled in the spring. Other training sessions conducted include Local Damage Assessment, Red Cross Sheltering, Emergency Action Plan for City Hall. The Office also conducted staff seminars on Hurricane and Winter Weather Preparedness.*

D. Conduct an emergency response related functional or tabletop exercise by May 31st, 2023.

- *An all-day tabletop exercise was conducted on October 25, 2022, concerning the Northridge Dam Emergency Action Plan. Most City Departments participated as well as outside agencies such as Prince George's County Fire Department and Office of Emergency Management, Maryland Department of Environment, Baltimore Gas and Electric, and Washington Suburban Sanitary Commission.*

E. Coordinate the COVID response for the City to include vaccinations, following prescribed safety guidelines, ensuring adequate personal protective equipment and resource management.

- *The Office of Emergency Management continued to provide guidance and resources for the prevention of and response to COVID. This included providing staff with the necessary Personal Protective Equipment and COVID rapid tests.*

F. Implement a multi-year Emergency Management training schedule to train staff on All Hazards response, mitigation, recovery, preparedness by June 30, 2023.

- *A multi-year training schedule is currently in draft form. A new Emergency Management Specialist was hired on November 21, 2022 with one of the first goals is to finalize and approve the schedule by June 30, 2023.*

EMERGENCY MANAGEMENT

Activity: #220	Department: City Manager
Fund: General	Function: Public Safety

Workload and Performance Indicators

Staff trained in CPR/AED/First Aid	40	150	150
Emergency Operations Center Activations	10	10	10

Fiscal Year	2022	2023	2024
Expenditures per capita	$6.08	$8.08	$10.81
Percent of City total expenditures	0.67%	0.79%	0.91%

Objectives for Fiscal Year 2024

1. Continue the development of Emergency Action Plans for all City-owned facilities.
2. Continue training for Emergency Operations Center Staff on operations of the EOC.
3. Enhance employee preparedness, Public Safety Committee and Green Team knowledge by conducting quarterly training programs to include topics such as CPR, Emergency Preparedness, and Incident Command.
4. Develop a Strategic Plan for the Office of Emergency Management by May 31, 2024.
5. Conduct an emergency response related functional or tabletop exercise by May 31, 2024.
6. Conduct a functional exercise to test EOC Operations by May 31, 2024.

Significant Budget Changes

Reclassification of the part time Emergency Management Specialist (Grade X-114) position to full time at $44,012.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	208,086	278,200	225,800	354,300	359,200	29.1%
Contractual Services	6,395	15,200	15,200	13,600	16,600	9.2%
Commodities	47,076	65,500	62,000	78,300	78,300	19.5%
Other Charges	94,883	168,500	168,500	169,000	169,000	0.3%
Total	356,440	527,400	471,500	615,200	623,100	18.1%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Emergency Management	1.0	1.0	1.0
Emergency Management Specialist	1.0	1.5	2.0
Total	2.0	2.5	3.0

EMERGENCY MANAGEMENT

Activity: #220	Department: City Manager
Fund: General	Function: Public Safety

♦ ***Salaries and Wages*** ***258,900***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***100,300***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01220-51125)*** ***3,000***
Lobbyist to assist with City's legislative issues, and other consultant services, and municipal sponsorships.

♦ ***Travel and Training (01220-51145)*** ***13,600***
Attendance at Emergency Management and public safety conferences, seminars, and disaster preparedness training.

Commodities

♦ ***Material, Supplies and Minor Equipment (01220-52005)*** ***78,300***
Medical supplies and equipment for shelter and first aid kits, disaster preparedness materials, CPR equipment, equipment for surveillance trailer, EOC equipment, food for training events and EOC activations, weather station and miscellaneous supplies. Replacement AEDs and parts for City facilities.

Other Charges

♦ ***Program Supplement (01220-55065)*** ***167,000***
Grant from City to Bowie Volunteer Fire Department to assist with CPR for Bowie, membership recruitment, fire prevention, training, fund drive, disability insurance, incentive life insurance, upgrade computer hardware and software, minor maintenance, and purchase of supplies at station, vehicle insurance, membership uniforms and emergency response vehicle supplies. In addition to this amount, the City transfers additional amounts to the Equipment Acquisition and Replacement Fund for future replacement of fire apparatus.

♦ ***Subscriptions and Memberships (01220-55090)*** ***2,000***
Subscription to periodicals and membership to professional organizations.

POLICE DEPARTMENT

Activity: #230	Department: Police Department
Fund: General	Function: Public Safety

Description

The Police Department protects the lives and property of our citizens and businesses, while focusing on proactive community engagement, trust building and responsiveness. Duties include patrol, responding to calls for service, identifying and apprehending suspected criminals, traffic safety enforcement along with community service and events.

The Department strives to identify and adjust to community needs through communication, engagement, and partnerships. The Communication Center serves as vital link between the Officers, the residents and other City Departments. The Department received certification on Accreditation for Law Enforcement Agencies (CALEA) on November 13, 2020. The Department currently has a Traffic Unit, Investigative Unit and a Community Services Unit, which includes the School Resource Officer. The Department continues to work in partnership with the Prince George's County Police Department. This partnership includes sharing training opportunities, joint initiatives, and information sharing. The Prince George's County Police Department provides follow up investigative services in the City of Bowie for rape, murder, as well as some technical support in the areas of drug analysis, fingerprint identification and special operations such as the helicopter unit, and hostage/barricade incidents.

Objectives and Results for Fiscal Year 2023

A. Create a three-year Strategic Plan for the Department that reflects the strategic goals of the City and provides stability for future leadership. To be completed by June 30, 2023.
   - ♦ *This objective is complete.*

B. Establish a Criminal Justice Information Services (CJIS) training room at the Kenhill Center to enable Bowie Officers to recertify without having to depend upon an outside agency. To be completed by January 31, 2023.
   - ♦ *This objective is complete.*

C. Establish a second bloodhound K9 Officer to assist with missing persons and suspects. To be completed by June 30, 2023.
   - ♦ *This objective is complete.*

POLICE DEPARTMENT

Activity: #230	Department: Police Department
Fund: General	Function: Public Safety

Workload and Performance Indicators

Calendar Year	2018	2019	2020	2021	2022
Residential burglary reports	50	35	31	32	21
Commercial burglary reports	33	17	37	16	25
Assault reports	214	166	217	206	248
Auto theft reports	49	63	42	54	116
Robbery reports	25	26	18	18	21
Theft reports	678	755	555	592	641
Moving violations	13,331	15,888	5,742	4,204	3,129
Code, Ranger, Animal Control Assignments	-	2,572	6,640	3,900	2,338
Total police calls for service*	39,718	36,287	37,898	32,438	26,247
Speed camera infractions	17,255	14,325	16,278	20,370	16,147

Calendar Year	2020	2021	2022	2023	2024
Sworn Officer Reported to State Aid	63	63	63	-	-
Fiscal Year	**2020**	**2021**	**2022**	**2023**	**2024**
Expenditures per Capita	$227.92	$219.09	$228.00	$243.34	$272.35
Percent of City total expenditures	26.62%	26.19%	25.24%	23.90%	23.00%

Objectives for Fiscal Year 2024

1. Conduct a desk audit on sworn administrative positions to determine benefits of civilianization by December 31, 2024.
2. Implement scenario-based training for First Line Supervisors to ensure confidence and competence in managing critical scenes.
3. Utilize trained volunteers to conduct citizen contacts for cases with no obvious leads.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	11,985,691	13,354,400	12,790,800	13,989,600	13,989,600	4.8%
Contractual Services	960,122	1,002,200	932,900	1,104,500	1,153,500	15.1%
Commodities	413,221	529,200	463,600	549,300	549,300	3.8%
Other Charges	11,347	9,000	6,500	7,000	7,000	-22.2%
Total	13,370,381	14,894,800	14,193,800	15,650,400	15,699,400	5.4%

POLICE DEPARTMENT

Activity: #230	Department: Police Department
Fund: General	Function: Public Safety

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Chief of Police	1.0	1.0	1.0
Deputy Chief of Police	1.0	1.0	1.0
Captain	1.0	1.0	1.0
Lieutenant	4.0	4.0	4.0
Sergeant	9.0	9.0	9.0
Corporals	11.0	19.0	19.0
Master Police Officer	22.0	9.0	9.0
Police Officer First Class	13.0	12.0	12.0
Police Officer	5.0	11.0	11.0
Executive Administrative Assistant	1.0	1.0	1.0
Public Information Intelligence Spec	1.0	1.0	1.0
Crime Scene Investigator	1.0	1.0	1.0
Administrative Assistant	2.0	2.0	2.0
Police Property/Evidence Manager	1.0	1.0	1.0
Communication Supervisor	1.0	1.0	1.0
Communication Specialist II	8.0	8.0	8.0
Communication Specialist III	4.0	4.0	4.0
Parking Enforcement Officer	.5	.5	.5
Total	86.5	86.5	86.5

♦ ***Salaries and Wages*** ***8,972,000***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***5,017,600***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Insurance (01230-51115)*** ***143,700***

Annual premium for automobile liability and police professional liability.

♦ ***Professional Services (01230-51125)*** ***539,300***

Includes Speed Camera Program costs and other contractual services which are outside the capabilities of City personnel and equipment.

♦ ***Subscription Software (01230-51126)*** ***35,300***

Software solutions.

♦ ***Subscription Maintenance (01230-51127)*** ***13,300***

Maintenance for software subscriptions.

♦ ***Subscription License (01230-51128)*** ***14,800***

Software licensing that provides use of the software.

POLICE DEPARTMENT

Activity: #230	Department: Police Department
Fund: General	Function: Public Safety

♦ ***Travel and Training (01230-51145)*** ***87,000***
Funds for Police Officer training and development.

♦ ***Communications (01230-51205)*** ***80,200***
For telephone services incurred by the Police Department.

♦ ***Repair and Maintenance Vehicles (01230-51230)*** ***239,900***
This provides for the preventative maintenance and repairs of all police vehicles.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01230-52005)*** ***199,700***
Computers, printers, telephones, cell phones and office furniture. Also includes minor office supplies, training materials, and research materials.

♦ ***Operating Supplies (01230-52010)*** ***200,000***
For the purchase of gasoline, motor oil, tires, and automobile parts for all Police vehicles.

♦ ***Weapons and Ammunition (01230-52011)*** ***73,700***
Weapons and ammunition.

♦ ***Operating Supplies – Police Explorers (01230-52016)*** ***12,000***
Uniforms, supplies and safety equipment for Police Explorer Program.

♦ ***Protective Apparel (01230-52020)*** ***63,900***
Uniforms and safety apparel.

Other Charges

♦ ***Program Supplement (01230-55065)*** ***3,000***
A grant from the City of Bowie to assist homeowners to install cameras in their homes.

♦ ***Subscriptions and Memberships (01230-55090)*** ***4,000***
Subscriptions and membership dues.

INFORMATION TECHNOLOGY

Activity: #145	Department: Information Technology
Fund: General	Function: General Government

Description

The Information Technology Department delivers economical technology products, solutions, and services to all City departments. The major goal of the department is to ensure sound technological solutions are implemented to assist departments with the delivery of City services, by providing reliable communications and modern infrastructure. This goal is accomplished by collaborating with City departments to plan for the efficient and effective use of technology.

Objectives and Results for Fiscal Year 2023

A. Improve endpoint security by reviewing current protection capabilities and procedures. Create security standards for all endpoint devices. Procure and deploy new endpoint security. This will be completed by September 30, 2022.
   - ♦ *Staff implemented Microsoft Endpoint Configuration Manager in August of 2022 to push software updates and security patches to endpoint computers. New endpoint security product was purchased in October 2022 and deployment was completed by the end of November 2022. New endpoint base images were created in January to ensure new endpoints have the most recent security patches and updated software.*

B. Work with Community Services and Public Works departments to implement a software to improve work processes for Code Enforcement, Animal Control and Permitting. This will be completed by June 30, 2023.
   - ♦ *The Information Technology staff worked with Community Services to release a request for proposals in January 2023 to find a vendor to meet the software needs of Code Enforcement and Animal Control. A vendor will be selected by June 30, 2023. Implementation will occur in FY2024.*

C. Review current server and backup infrastructure and create a three-year plan for the upgrade and replacement of aging equipment. Plan will consider the use of cloud infrastructure to replace existing physical equipment for cost savings. Plan to be completed by December 30, 2022.
   - ♦ *The three-year plan was created in December 2022 and will be reviewed and modified annually. Funding for the first phase of the project, replacing the main virtual server stack at City Hall, has been requested in the FY2024 budget.*

D. Utilize feasibility study created in FY2022 to create a sub-domain for the Police Department on the network. Work to be completed by May 31, 2023.
   - ♦ *After testing the sub-domain concept for the Police Department, it was determined that it was not feasible with our current environment. In order to improve network security for the Police Department, we are currently working on segregating their virtual private network (VPN) from other City employees. We are also working to isolate their network traffic to dedicated switches. These tasks will be completed by May 31, 2023.*

INFORMATION TECHNOLOGY

Activity: #145	Department: Information Technology
Fund: General	Function: General Government

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Citizen service requests	7,564	6,746	10,248	9,011	9,400	9,400
Number of computers	360	377	393	412	385	395
Number of servers	65	69	68	70	82	85
Networked facilities	14	15	15	15	15	15
GIS Layers	274	357	378	432	446	450
Telephone calls (in/out bound) in thousands	496	436	370	359	320	315
Web page total users (in thousands)	352	406	443	445	432	435
Web page percent viewed by mobile users	58%	52%	43%	39%	36%	36%
IT tickets resolved	3,129	3,266	2,588	3,584	3,600	3,700
Expenditures per capita	$44.24	$49.00	$46.44	$50.64	$65.22	$74.28
Percent of City total expenditures	5.53%	5.72%	5.55%	5.61%	6.41%	6.27%

Objectives for Fiscal Year 2024

1. Implement the new Code Enforcement, Animal Control, and Permitting software that was selected in FY2023. Implementation to be completed by June 30, 2024.
2. Redesign the network at the core to improve the topology and flow of network traffic. This will be completed by May 31, 2024.
3. Create an intranet for City employees that would serve as a portal to internal and external resources. This would enable employees to communicate, collaborate, and share documents and other information. Intranet to be completed by May 31, 2024.
4. Renovate the Information Technology space at Kenhill Center for staff use. This will include rooms for IT functionality as well as double space for continuity of operations for emergency situations. The department will work with Emergency Management on that functionality. Work to be completed by June 30, 2024.

Significant Budget Changes

Addition of one FTE Help Desk Lead (Grade X-114) at $84,429.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,625,511	1,957,200	1,833,500	2,127,100	2,127,100	8.7%
Contractual Services	1,058,684	1,689,400	1,645,400	1,756,200	1,756,200	4.0%
Commodities	285,282	346,500	325,000	398,100	398,100	14.9%
Other Charges	-	1,000	500	500	500	-50.0%
Total	2,969,477	3,994,100	3,804,400	4,281,900	4,281,900	7.2%

INFORMATION TECHNOLOGY

Activity: #145	Department: Information Technology
Fund: General	Function: General Government

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Information Technology	1.0	1.0	1.0
Assistant Director, Information Technology	1.0	1.0	1.0
GIS Program Manager	1.0	1.0	1.0
Digital Applications Specialist I	1.0	1.0	1.0
Digital Applications Specialist II	1.0	1.0	1.0
System Administrator	1.0	2.0	2.0
Technology Specialist	4.0	4.0	4.0
Telecom Administrator	1.0	1.0	1.0
Digital Infrastructure and Innovation Manager	1.0	1.0	1.0
Network Administrator	2.0	1.0	1.0
IT Operations Coordinator	1.0	1.0	1.0
GIS Specialist	1.0	1.0	1.0
Systems Architect	1.0	1.0	1.0
Help Desk Lead	-	-	1.0
Total	17.0	17.0	18.0

♦ ***Salaries and Wages*** ***1,620,400***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***506,700***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01145-51125)*** ***166,000***
Programming costs for systems modifications and offsite data storage.

♦ ***Subscription Services - Software (01145-51126)*** ***641,300***
Software as a service (SaaS) solutions.

♦ ***Subscription Maintenance (01145-51127)*** ***71,100***
Maintenance for software subscriptions.

♦ ***Subscription Licenses (01145-51128)*** ***265,500***
Software licensing that provides use of the software.

♦ ***Travel and Training (01145-51145)*** ***33,000***
Expenses for educational training of departmental staff and to provide ongoing training to all departments.

♦ ***Communications (01145-51205)*** ***365,500***
For communication services to all buildings, cellular devices, Wi-Fi, video conferencing and telephone maintenance contracts.

♦ ***Equipment Rental (01145-51215)*** ***1,500***
Provides for the Maryland Interagency Law Enforcement System (MILES) access fee.

INFORMATION TECHNOLOGY

Activity: #145	Department: Information Technology
Fund: General	Function: General Government

♦ ***Repair and Maintenance (01145-51230)*** ***198,300***
Annual maintenance contracts for hardware and software.

♦ ***Repair and Maintenance - Buildings (01145-51235)*** ***14,000***
Installation of cable for additional hardware on the network.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01145-52005)*** ***398,100***
To provide for cost of computers, servers, monitors, printers, print management services and other computer related supplies.

Other Charges

♦ ***Subscriptions and Memberships (01145-55090)*** ***500***
Subscriptions to periodicals and membership to professional organizations.

FINANCE

Activity: #140	Department: Finance
Fund: General	Function: General Government

Description

The Finance Department functions to provide financial information needed for policy and administrative decisions. The financial information is used: (1) to assess the existing financial position of the City as a whole, or of a particular fund, program or department; (2) to forecast this financial position over a given future time; and (3) to monitor and control the flow of revenues and expenditures so as to maintain accountability for funds, and to operate the City within legal and budgetary constraints.

Objectives and Results for Fiscal Year 2023

A. Maintain the City's Certificate of Achievement for Financial Reporting and Distinguished Budget Presentation Award.

- *Submitted the FY2022 Annual Comprehensive Financial Report for the Certificate of Achievement for Excellence in Financial Reporting Award. The current report conforms to Certificate of Achievement requirements and has been submitted to the Government Finance Officers Association. The City has received a Certificate of Achievement for the last forty-eight consecutive years (Fiscal Years 1974-2021).*
- *Received the Distinguished Budget Presentation Award for the FY2023 Adopted Budget. The City has received a Distinguished Budget Presentation award for the last twenty-eight consecutive years (Fiscal Years 1996-2023).*

B. Coordinate the annual budget process. Fiscal year-end audit and mid-year budget review presentation.

- *The annual budget process begins in January 2023 with the annual budget guidance meeting. The budget process will conclude with Council adoption of the FY2024 budget in May 2023. The audit for the period covering July 1, 2021 through June 30, 2022, concluded on December 20, 2022. The Annual Comprehensive Report and Uniform Financial Report were both submitted to the State of Maryland.*
- *The mid-year process began in December 2022. Information from each department was compiled by the City Manager's office and the Finance Department and presented to the City Council on February 16, 2023.*

FINANCE

Activity: #140	Department: Finance
Fund: General	Function: General Government

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Bond Credit Rating - Moody's	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Bond Credit Rating - Standard & Poor's	AAA	AAA	AAA	AAA	AAA	AAA
Bond Credit Rating - Fitch	AAA	AAA	AAA	AAA	AAA	AAA
Accounts Payable invoices paid	15,871	15,347	13,768	15,024	15,004	15,123
Payroll checks/direct deposits issued	11,982	11,796	11,436	11,626	11,726	11,646
Number of purchase orders issued	469	456	392	463	457	465
Number of cash receipt transactions	52,084	51,029	52,938	50,654	49,032	50,782
Number of mulching mower/blade rebates	240	72	130	144	142	139
Number of real property tax accounts	21,650	21,649	21,654	21,665	22,088	22,088
Number of personal property tax bills issued	1,382	1,365	1,190	1,196	1,176	1,186
Percent of current property tax levy delinquent	0.80%	1.40%	1.40%	1.20%	1.20%	1.20%
Expenditures per capita	$17.54	$18.45	$18.68	$21.61	$25.09	$27.12
Percent of City total expenditures	2.19%	2.15%	2.23%	2.39%	2.46%	2.29%

Objectives for Fiscal Year 2024

1. Maintain the City's Certificate of Achievement for Financial Reporting and Distinguished Budget Presentation Award.
2. Coordinate the annual budget process. Fiscal year-end audit and mid-year budget review presentation.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,143,356	1,281,800	1,305,800	1,350,200	1,350,200	5.3%
Contractual Services	112,939	165,900	144,200	200,900	200,900	21.1%
Commodities	7,085	29,000	8,600	7,000	7,000	-75.9%
Other Charges	3,765	4,800	5,000	5,300	5,300	10.4%
Total	1,267,145	1,481,500	1,463,600	1,563,400	1,563,400	5.5%

Activity: #140	Department: Finance
Fund: General	Function: General Government

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Finance	.7	.7	.7
Assistant Director, Finance	.8	.8	.8
Lead Accountant	.8	.8	.8
Chief Contracting Officer	1.0	1.0	1.0
Accountant II	.8	.8	1.6
Accountant I	.9	.9	-
Finance Budget Specialist	.8	.8	.8
Executive Office Associate	.7	.7	.7
Accounting Technician Supervisor	.8	.8	.8
Payroll Specialist	.8	.8	.8
Accounting Technician, Senior	3.0	3.0	3.0
Accounting Technician	.5	.5	.5
P/T Accounting Technician	.2	.2	.2
Total	11.8	11.8	11.7

♦ ***Salaries and Wages*** ***1,028,500***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***321,700***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Independent Auditing and Accounting (01140-51110)*** ***64,000***

Proportionate share of annual audit fees, costs for arbitrage compliance and calculation services, Government Finance Officers Association of the United States and Canada (GFOA) review of Annual Comprehensive Financial Report (ACFR) and Adopted Budget, and other related services.

♦ ***Professional Services (01140-51125)*** ***89,900***

Amounts provided for armored car services, bank fees, temporaries and actuaries.

♦ ***Subscription Services Software (01140-51126)*** ***10,500***

To provide the right to use software for operation of City business.

♦ ***Travel and Training (01140-51145)*** ***19,000***

Transportation and expenses, attendance of Finance Director at the national convention of GFOA. Attendance at Maryland Government Finance Officers' Association and other finance related conferences, seminars, and work sessions. The mileage reimbursement rate for use of personal automobiles is governed by Internal Revenue Service regulations.

♦ ***Equipment Rental (01140-51215)*** ***17,000***

Offsite record storage

Activity: #140	Department: Finance
Fund: General	Function: General Government

♦ ***Repair and Maintenance (01140-51230)*** ***500***

Repairs and maintenance on accounting equipment.

Commodities

♦ ***Material, Supplies and Minor Equipment (01140-52005)*** ***7,000***

To provide for the cost of the consumable items unique to the Finance Department such as forms and other office equipment and supplies.

Other Charges

♦ ***Subscriptions and Memberships (01140-55090)*** ***5,300***

Finance Director and staff dues for Government Finance Officers Association, Maryland Government Finance Officers Association and subscriptions to journals and periodicals including the Governmental Accounting Standards Board subscription service.

COMMUNITY SERVICES

COMMUNITY SERVICES

Activity: #170	Department: Community Services
Fund: General	Function: General Government

Description

The Department of Community Services' scope of responsibility encompasses a wide range of programs and facilities, including Recreation and Parks, Historic Properties, Building Maintenance, Kenhill Center, Parks and Grounds, Code Compliance, Animal Control, Senior Services, Special Events, the Youth Services Bureau, the Ice Arena, the Bowie Playhouse and the Gymnasium. The Department also facilitates outreach efforts in the community.

Objectives and results for Fiscal Year 2023

A. Migrate evening community meeting room usage from the Kenhill Center to the Bowie Senior Center by July 31, 2022.
   - *There remains community interest in using the Kenhill Center for evening meetings at this time. The Senior Center will be made available for expanded Saturday community use. This objective is complete.*

B. Collaborate with Indigo Golf to initiate golf course improvements by August 31, 2022.
   - *The following golf course improvements have been initiated:*
     (1) AE for driving range renovation and expansion
     (2) AE for Structural enhancements to Clubhouse
     (3) AE for new Maintenance Building
     (4) Installation of a new irrigation system.
     (5) Completion of a Water Source Study
     (6) Consolidation of the Clubhouse Proshop to the dining area.
     This objective is complete.

C. Collaborate with all City Departments and establish a five (5) year strategic plan for municipal utilization of the Kenhill Center. Plan to be developed by September 30, 2022.
   - *A needs assessment was completed. Additional space was allocated to requesting departments to address current and short term needs. Additional research may be needed to address mid and long range office and storage needs for the City.*

D. Establish a construction program for the new Ice Arena by January 31, 2023.
   - *An RFP was released in January for AE and Design. This objective is ongoing.*

E. Collaborate with the Arts Committee to commission an artist to design and replace the existing "Bowie" landscaped area on Rt. 197 and Kenhill Drive by June 30, 2023.
   - *A preliminary design has been submitted by an artist. Community input is being gathered. The preliminary design plans have been submitted to State Highway Administration for review. Council review will occur in Spring 2023. Completion may be delayed to FY2024.*

COMMUNITY SERVICES

Activity: #170	Department: Community Services
Fund: General	Function: General Government

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of Projects*	82	100	85	98	98	98
Events Sponsored / Cosponsored	456	323	146	242	346	370
Number of Buildings in Department	28	28	32	32	32	32
Number of City Parks	21	22	22	23	23	23
Number of City Playgrounds	9	10	10	11	11	11
City Committees Supported	6	6	7	7	7	7
Number of Committee Activities	96	89	82	92	95	97
Dwelling Units per Code Compliance Officer	2,997	3,332	3,871	3,906	4,289	4,186
Rental Units per Rental Inspector	3,463	3,500	1,760	1,663	1,700	1,900
Residents Served per Animal Control Officer	29,145	29,200	29,500	29,241	29,145	29,057
Expenditures per Capita	$11.06	$12.62	$16.28	$18.48	$21.03	$26.60
Percent of City Total Expenditures	1.38%	1.47%	1.95%	2.05%	2.07%	2.25%

Objectives for Fiscal Year 2024

1. With Information Technology, implement Code Compliance, Rental Housing Inspections, Animal Control and Construction Permitting software solution and train appropriate staff by December 31, 2023.
2. Develop a fee waiver/discount program for low-income residents to provide affordable participation in City recreation programs by December 31, 2023.
3. Evaluate Public Facilities on ADA accessibility and develop a budget that phases in improvements. Budget proposal to be submitted January 2024.
4. Collaborate with the Communications Division to integrate the City's new branding into all relevant communications across the Department by April 30, 2024.
5. Work in partnership with Department of Public Works to design the new Bowie Ice Arena by June 30, 2024.

Significant Budget Changes

Reclassification of the Administrative Associate position (Grade X-109) to Administrative Assistant (Grade X-110) for two (2) FTEs at a cost of $3,187. Reclassification of the Community Outreach Specialist (Grade X-114) to Community Outreach Program Manager (Grade X-116) at a cost of $9,947.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	892,393	969,800	980,800	1,022,100	1,022,100	5.4%
Contractual Services	2,035	10,200	11,400	264,100	264,100	2489.2%
Commodities	23,634	43,700	40,900	53,900	53,900	23.3%
Other Charges	165,918	197,000	193,300	193,500	193,500	-1.8%
Total	1,083,980	1,220,700	1,226,400	1,533,600	1,533,600	25.6%

COMMUNITY SERVICES

Activity: #170	Department: Community Services
Fund: General	Function: General Government

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Community Services	1.0	1.0	1.0
Assistant Director, Community Services	1.0	1.0	1.0
Project Manager	1.0	1.0	1.0
Community Outreach Specialist	1.0	1.0	-
Community Outreach Program Manager	-	-	1.0
Contracts/Permit Specialist	1.0	1.0	1.0
Administrative Supervisor	.5	-	-
Executive Office Manager	.5	1.0	1.0
Administrative Associate	2.0	2.0	-
Administrative Assistant	-	-	2.0
Total	8.0	8.0	8.0

Salaries and Wages ***751,600***

Salaries and Wages paid to full time and part time employees.

Fringe Benefits ***270,500***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01170 - 51125)*** ***252,000***

Contractual services for project management.

♦ ***Travel and Training (01170 – 51145)*** ***11,100***

Attendance at seminars and meetings, funds for employee training and development, travel and mileage reimbursements.

♦ ***Repair and Maintenance – Minor Equipment (01170 – 51230)*** ***1,000***

Items needed to perform various functions throughout the department.

Commodities

♦ ***Materials, Supplies and Minor Equipment (01170 – 52005)*** ***53,900***

To provide for the procurement of office supplies and minor equipment incidental to the operation of the department. Also includes expenditures of the Arts, Diversity, Education and Outreach Committees.

Other Charges

♦ ***Program Supplements (01170 – 55065)*** ***170,500***

Bowie Center for the Performing Arts, Community Based Social Service Program, Emergency Relief Fund, Arts, and Education and Outreach Committee grants.

♦ ***Scholarships (01170 – 55085)*** ***20,000***

Arts and Education Scholarships.

♦ ***Subscription and Memberships (01170 – 55090)*** ***3,000***

Subscriptions and memberships in professional organizations.

BUILDING MAINTENANCE

Activity: #180	Department: Community Services
Fund: General	Function: General Government

Description

This activity provides Centralized Building Maintenance at all City operated buildings, which includes HVAC, Plumbing, Electrical, Generator and Custodial Maintenance and Repairs for all City owned buildings.

Objectives and Results for Fiscal Year 2023

A. Implement reorganization of Building Maintenance division and onboard new Custodial Supervisor by August 31, 2022.
   - ♦ *Reorganization of Building Maintenance division is included in FY2024 budget submittal. New Custodial Supervisor started on October 31, 2022.*

B. Manage and complete the HVAC replacements at Kenhill Center by June 30, 2023.
   - ♦ *Project has been awarded. Due to supply chain challenges, installation will occur in FY2024.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Square feet of building cleaned*	151,534	201,000	201,000	201,000	201,000	201,000
Square feet cleaned per full-time equiv.*	25,256	29,558	28,309	28,309	22,333	22,333
Square feet of Building Maint and Repairs*	-	299,800	299,800	299,800	299,800	299,800
Square feet maintained per full-time equiv.*	-	74,950	74,950	74,950	74,950	74,950
Total Number of Workorders	-	3,899	1,571	1,790	2,296	2,300
Percentage of completion	-	97.70%	97.00%	96.00%	97.00%	97.00%
Expenditures per capita	$17.81	$20.15	$21.25	$21.28	$25.04	$29.87
Percent of City total expenditures	2.33%	2.52%	2.54%	2.36%	2.46%	2.52%

Objectives for Fiscal Year 2024

1. Implement the stratification of the Plumber, HVAC, and Building Maintenance Worker series by July 31, 2023.
2. Install motorized ADA door hardware on all City Hall conference room doors by August 31, 2023.
3. Complete Playhouse HVAC and roof replacement projects by October 30, 2023.
4. Facilitate the Information Technology Department expansion to the Kenhill Center by November 30, 2023.
5. Develop a phased plan for replacement of flooring at City Hall by December 31, 2023.
6. Manage and complete the HVAC replacements at Kenhill Center by June 30, 2024.

Significant Budget Changes

Reclassification of Building Maintenance Supervisor (Grade Y-113) to Building Maintenance Assistant Superintendent (Grade Y-114) at $4,608.

BUILDING MAINTENANCE

Activity: #180	Department: Community Services
Fund: General	Function: General Government

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	856,291	936,300	845,700	1,017,000	1,017,000	8.6%
Contractual Services	282,290	467,100	493,500	575,900	575,900	23.3%
Commodities	108,786	126,700	120,700	128,400	128,400	1.3%
Other Charges	345	500	500	500	500	0.0%
Total	1,247,712	1,530,600	1,460,400	1,721,800	1,721,800	12.5%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Building Maintenance Superintendent	1.0	1.0	1.0
Building Maintenance Supervisor	1.0	1.0	-
Building Maintenance Assistant Superintendent	-	-	1.0
Custodial Services Supervisor	-	1.0	1.0
HVAC Series (Trainee, I, II, & III)	1.0	1.0	1.0
Plumber Series (Trainee, I, II, & III)	1.0	1.0	1.0
Building Maintenance Mechanic	1.0	1.0	1.0
Building Maintenance Worker (I & II)	5.0	5.0	5.0
P/T Building Maintenance Worker	2.0	2.0	2.0
Total	12.0	13.0	13.0

♦ ***Salaries and Wages*** ***750,900***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***266,100***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01180-51125)*** ***40,000***

Contractual engineering services for HVAC, electrical, and structural repairs and improvements.

♦ ***Travel and Training (01180-51145)*** ***4,000***

Travel and training for custodial staff.

♦ ***Public Utility Services (01180-51220)*** ***184,900***

For purchase of gas and electricity for City Hall and Kenhill Center

♦ ***Repair & Maintenance - Buildings (01180-51235)*** ***347,000***

Includes contractual services for electrical, plumbing, heating, air conditioning and other repair services, which are beyond the capabilities of City staff.

BUILDING MAINTENANCE

Activity: #180	Department: Community Services
Fund: General	Function: General Government

Commodities

♦ ***Materials, Supplies & Minor Equipment (01180-52005)*** ***24,200***

Minor supplies and equipment.

♦ ***Operating Supplies (01180-52010)*** ***5,500***

Fuel for the generators.

♦ ***Protective Apparel (01180-52020)*** ***8,500***

Provides for protective clothing and the purchase of custodial uniforms.

♦ ***Repair & Maintenance - Supplies (01180-52030)*** ***90,200***

Lumber, nails, hardware, paint and other materials necessary for the performance of building maintenance. Provides for the purchase of cleaning supplies and paper products.

Other Charges

♦ ***Subscriptions and Memberships (01180-55090)*** ***500***

Subscriptions and memberships in professional organizations.

HOUSING INSPECTION AND CODE COMPLIANCE

Activity: #210	Department: Community Services
Fund: General	Function: Public Safety

Description

This division is responsible for the rental housing inspection program, code compliance enforcement and education, activities related to residential housing and commercial properties, and the licensing and building permit functions of the City are managed by this division.

Objectives and Results for Fiscal Year 2023

A. Collaborate with the Information Technology Department to implement new Housing and Code Compliance software that will enhance officer efficiency in the field by December 31, 2022.
   - *An RFP for new software is being advertised by the Information Technology Department. Code Compliance staff will implement once appropriate software has been procured.*

B. Replace Code Compliance truck # 6 with an all-electric truck, further increasing the City's electric vehicle fleet by March 31, 2023.
   - *Electric trucks are unavailable for government purchase at this time. Staff is replacing this vehicle with an electric sedan. This objective is complete.*

C. Develop a plan for restructuring the Code Compliance Division, to provide enhanced field coverage, more efficient operations and an internal growth program for officer advancements based on both enhanced training with accompanying certifications and years in service by December 31, 2022.
   - *This budget includes the stratification of the Housing and Code Compliance Officers. This objective is complete.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of complaints/cases initiated	4,332	4,391	3,940	4,819	4,500	4,500
Number of code violations cited	4,593	4,809	4,232	5,830	5,200	5,200
Number of municipal infractions issued	444	681	640	579	600	600
Number of cases taken to court	272	270	267	433	300	300
Number of ARB cases (submitted/heard)	41/11	30/6	15/11	10/2	37/27	10/5
Number of parking tickets issued	169	163	17	-	-	-
Number of rental inspections/reinspections	3,554	1,692	2,202	2,948	3,400	3,500
Number of violations from inspections	1,389	685	618	742	650	675
Number of building permits issued	428	371	447	513	500	500
Income from building permit fees	$52,066	$43,775	$31,312	$42,866	$401,900	$409,800
Expenditures per capita	$2.00	$14.24	$13.39	$13.91	$15.08	$18.70
Percent of City total expenditures	1.74%	1.66%	1.60%	1.54%	1.48%	1.58%

HOUSING INSPECTION AND CODE COMPLIANCE

Activity: #210	Department: Community Services
Fund: General	Function: Public Safety

Objectives for Fiscal Year 2024

1. Collaborate with Human Resources to update all division position descriptions to appropriately reflect current responsibilities to include the staff assignments outlined in the City's Emergency Operations plan by July 31, 2023.
2. Collaborate with the Communications Division to restructure the Code Compliance webpages to focus on direct and easy access to common questions and information. Objective to be completed by November 30, 2023.
3. In collaboaration with Emergency Management, conduct quarterly Damage Assessment field exercises with division staff by May 31, 2024.

Significant Budget Changes

Stratification results in the creation of Code Compliance Officer (CCO) Trainee (Grade X-110), CCO I (Grade X-112), CCO II (Grade X-113) and CCO III (Grade X-114) positions, resulting in a total increase of $25,823 for FY2024.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	795,719	943,600	796,000	990,500	990,500	5.0%
Contractual Services	13,408	73,200	72,400	74,600	74,600	1.9%
Commodities	5,854	10,900	10,700	12,200	12,200	11.9%
Other Charges	816	600	600	600	600	0.0%
Total	815,797	1,028,300	879,700	1,077,900	1,077,900	4.8%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Code Compliance Manager	1.0	1.0	1.0
Code Compliance Assistant Manager	-	1.0	1.0
Code Compliance Officer I, II, III	-	-	7.0
Code Compliance Officer, Senior	1.0	1.0	-
Code Compliance Officer	6.0	6.0	-
P/T Code Compliance Officer	.1	.1	-
P/T Community Enhancement Worker	-	-	.1
Total	8.1	9.1	9.1

♦ ***Salaries and Wages*** ***715,400***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***275,100***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

HOUSING INSPECTION AND CODE COMPLIANCE

Activity: #210	Department: Community Services
Fund: General	Function: Public Safety

Contractual Services

♦ ***Professional Services (01210-51125)*** ***67,700***

Includes printing code brochures and promotional materials, Court ordered abatements and grass mowing/property maintenance. The Court ordered abatements and grass mowing/property maintenance amounts are offset by revenues collected from property owners for these services.

♦ ***Travel and Training (01210-51145)*** ***6,000***

Attendance at meetings of the Maryland Code Enforcement and Zoning Officials Association; American Association of Code Enforcement Annual Conference; Code Enforcement and Zoning Officials Conference; additional training for code officers and Code Compliance certification.

♦ ***Repair & Maintenance (01210-51230)*** ***900***

Repair to vehicles and equipment.

Commodities

♦ ***Materials, Supplies, and Minor Equipment (01210-52005)*** ***4,200***

To provide for the cost of literature, business cards and consumable items necessary for program operation.

♦ ***Operating Supplies (01210-52010)*** ***4,000***

Electric, oil, gasoline, and necessary maintenance supplies for vehicles operated by Code Compliance Officers.

Other Charges

♦ ***Protective Apparel (01210-52020)*** ***4,000***

Includes uniforms.

♦ ***Subscriptions and Memberships (01210-55090)*** ***600***

Membership dues for Maryland Code Enforcement and Zoning Officials Association (CEZOA); American Association of Code Enforcement (AACE); and International Code Council (ICC).

SENIOR SERVICES

Activity: #410	Department: Community Services
Fund: General	Function: Social Services

Description

Senior Services is responsible for maintaining a multi-purpose Center offering classes, educational programs, trips, groups, clubs, special events, fitness facility, and activities for individuals 55 years and older. Transportation is available within the city limits of Bowie to seniors and adults with disabilities. The Nationally Accredited Senior Center also provides information and referral services for seniors, their families, and caregivers. Prince George's County Department of Family Services sponsors the Nutrition Program that offers both congregate and homebound meals during the week. The Center provides liaison services through its Advisory Board. Information about the Bowie Senior Center is available to the community through multifaceted communication plan, which includes a monthly newsletter and inclusion on the city website.

Objectives and Results for Fiscal Year 2023

A. Expand the existing volunteer program twenty percent by recruiting new volunteers and creating new volunteer job positions by March 31, 2023.

- *Twenty new volunteers have been welcomed, oriented, and trained in existing and new job positions, adding to our existing base of seventy volunteers. This objective is complete.*

B. Develop and conduct five new Exercise and Wellness programs that promote the Center's "Aging Well" philosophy by April 30, 2023.

- *Five new programs are being offered. Members are embracing the Campus Concept partnership through Learn to Play Pickleball, Chair-obics, and International Line Dance classes which are being held at the Bowie Gymnasium. A Falls Prevention course and Stronger Memory workshop were held at the Senior Center. This objective is complete.*

C. Collaborate with the Communications and Information Technology departments on the installation of a new Audio / Video conferencing solution in the Senior Center dining room by June 30, 2023.

- *This project is on target for completion by June 30, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of class offerings	670	401	287	404	420	425
Total number of participants in classes	9,954	8,381	5,217	4,994	6,000	6,300
Number of trips,special events, meetings	163	105	66	47	80	85
Number of participants - trips, events, mtgs.	6,693	5,461	8,100	4,314	5,000	5,200
Number of other programs - activities	840	611	95	883	890	890
Number of participants programs - activities	11,372	7,677	975	15,119	15,200	15,200
Meeting room hours reserved	-	-	-	-	200	350
Number of bus passengers	32,473	22,992	420	14,268	16,700	16,800
Number of bus passenger miles	80,372	55,980	5,500	28,775	45,000	60,000
Number of meals served*	4,794	3,400	-	1,728	1,800	1,900
Number of meals delivered**	7,236	12,395	24,388	1,554	-	-
Number of Food Pantry Deliveries	-	1,485	1,510	1,536	1,600	1,700
Number of shoppers	8,227	5,535	100	3,012	3,200	3,300
Number of medical trips	3,852	2,921	20	1,067	1,500	1,600
Number of wheelchair specific trips	1,487	992	8	239	245	245
Average weekday daytime attendance	239	283	45	176	190	200
Average Saturday attendance	63	82	-	32	45	50
Average daily evening attendance	20	27	-	-	20	20
Expenditures per capita	$20.24	$18.80	$10.81	$15.97	$20.72	$25.80
Percent of City total expenditures	2.53%	2.20%	1.29%	1.77%	2.04%	2.18%

*Data provided by Prince Georges County.
**County took over meal delivery in FY2022.

SENIOR SERVICES

Activity: #410	Department: Community Services
Fund: General	Function: Social Services

Objectives for Fiscal Year 2024

1. Implement stratification of Bus Driver position to Bus Driver I and Bus Driver II by July 1, 2023.
2. Expand annual Senior Information Fair to include Social and Mental Health service and referral information by October 31, 2023.
3. Investigate need for additional Social Services for Seniors in Bowie, collaborate with the Grants Office to research available grants funding, and if a need is validated, develop a proposal for inclusion in the FY2025 budget. Objective to be completed by December 30, 2023.

Significant Budget Changes

Increased hours for the part-time receptionist from 0.5 FTE to 0.6 FTE to support additional daytime coverage at a cost of $5,404.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	728,944	1,083,300	863,100	1,103,300	1,103,300	1.8%
Contractual Services	138,637	205,900	205,800	234,500	234,500	13.9%
Commodities	68,436	131,900	137,500	148,400	148,400	12.5%
Other Charges	392	2,100	2,100	1,100	1,100	-47.6%
Total	936,409	1,423,200	1,208,500	1,487,300	1,487,300	4.5%

Personal Services – Full Time Equivalents

	FY22	FY23	FY24
Senior Services Manager	1.0	1.0	1.0
Senior Services Assistant Manager	1.0	1.0	1.0
Transportation Supervisor	1.0	1.0	1.0
Transportation Assistant Supervisor	1.0	1.0	1.0
Receptionist	1.5	1.5	1.6
Wellness Coordinator	1.0	1.0	1.0
Bus Driver I, II	-	-	5.5
P/T Bus Driver	5.5	5.5	-
P/T Services Program Assistant	2.0	2.0	2.0
P/T Services Information & Referral Specialist	.8	.8	.8
Total	14.8	14.8	14.9

♦ ***Salaries and Wages*** ***859,300***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***244,000***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

SENIOR SERVICES

Activity: #410	Department: Community Services
Fund: General	Function: Social Services

Contractual Services

♦ ***Advertising (01410-51105)*** ***4,000***

Includes advertising major events in newspapers, printing of brochures, and printing of the annual report for the Senior Center.

♦ ***Professional Services (01410-51125)*** ***49,500***

Provides for services outside of staff capabilities, instructors for expanded senior citizen classes and workshops (offset by revenue from program/class fees) and printing of monthly newsletter.

♦ ***Travel and Training (01410-51145)*** ***4,000***

Reimbursement of travel expenses incurred by the Senior Services Program Manager and staff. Staff training emphasis on skills relating directly to a multi-purpose senior center.

♦ ***Communications (01410-51205)*** ***16,200***

Telephone service for the Senior Center. Cellular service for management and transportation program. Communication solutions for alarms.

♦ ***Public Utility Services (01410-51220)*** ***60,200***

Gas, electric and water service.

♦ ***Repair and Maintenance – Minor Equipment (01410-51230)*** ***13,500***

Maintenance agreements for copier and fitness room equipment. Miscellaneous maintenance and repairs.

♦ ***Repair and Maintenance – Building (01410-51235)*** ***87,100***

Maintenance agreement for alarm system, heating/air conditioning, fire protection system, pest control, selected painting of interior areas, water treatment, floor cleaning and other building repairs.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01410-52005)*** ***18,500***

Routine office and program supplies for daily operations.

♦ ***Operating Supplies (01410-52010)*** ***96,800***

Purchase of special supplies unique to senior program operations, and funds for social events and travel. These amounts are partially offset by revenue from program fees, fundraisers and donations. Also includes the cost of gasoline and diesel fuel for transportation program.

♦ ***Operating Supplies (01410-52020)*** ***8,000***

Includes uniform purchases.

♦ ***Repair & Maintenance Supplies (01410-52030)*** ***25,100***

Repair and maintenance supplies, including janitorial supplies.

Other Charges

♦ ***Subscriptions and Memberships (01410-55090)*** ***1,100***

Professional association memberships and miscellaneous subscriptions.

YOUTH SERVICES BUREAU

Activity: #420	Department: Community Services
Fund: General	Function: Social Services

Description

The Youth Services Bureau is jointly sponsored by the City of Bowie, the State of Maryland, and Prince George's County. The primary goals are to promote positive youth development, prevent juvenile delinquency, and reduce family tension and conflict. The staff provides direct services in counseling (family, group and individual), information and referral, crisis intervention, suicide intervention, substance abuse prevention, community consultation, drug and alcohol-free events, school intervention, teen mentoring programs, and a school liaison. Additional services added in FY2022 provide school-based assistance for elementary students who are struggling with a return to in-person instruction. Due to the ongoing stressors facing families, we continue to offer some of our programs in an online format and continue to post content on our webpage and social media. In FY2024, the Bureau expects to receive approximately 90% of its funding from the City of Bowie with the remainder coming from $95,117 in State funds processed through the Prince George's County Local Management Board, and $50,000 from the Prince George's County Council.

Objectives and Results for Fiscal Year 2023

A. Implement at least one event or activity identified by the participants of the 2022 Youth Forum by December 31, 2022.
   - *An after-school Mindfulness & Mental Health program has begun at Bowie High School. This objective is complete.*

B. Organize a Family Mental Health Awareness Day by April 30, 2023.
   - *A Family Substance Abuse and Mental Health Awareness Day, scheduled to take place at Bowie State University on April 29, 2023.*

Significant Budget Changes

Reclassification of Clinical Supervisor (Grade X-117) to Youth Services Assistant Director (Grade X-118) at $7,783. Stratification of Family Counselor (Grade X-114) position to include Family Counselor I (Grade X-114) and Family Counselor II (Grade X-116) at $15,714.

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Unduplicated adults and youths counseled	621	608	580	685	625	625
Number of counselor and outreach staff contacts	14,801	11,037	11,723	5,640	5,500	5,500
Digital media viewership and participation	-	11,825	19,594	12,913	12,000	12,000
Total number of cases, formal and informal	322	272	270	332	250	250
Persons receiving referrals	443	428	248	444	450	450
Persons served in crisis intervention	32	54	30	41	40	40
Persons served in suicide intervention	21	27	30	40	40	40
Persons receiving substance abuse assessment	149	150	156	176	150	150
Youth served in substance abuse referral	80	79	78	57	60	60
Number of educational and therapy groups	5	5	5	5	5	5
Number of alcohol/drug-free events for youth	57	58	2	30	20	20
Number of teen mentoring matches	42	47	35	35	42	42
Expenditures per capita	$20.24	$18.80	$10.81	$22.59	$25.08	$26.12
Percent of City total expenditures	2.53%	2.20%	1.29%	2.50%	2.46%	2.21%

YOUTH SERVICES BUREAU

Activity: #420	Department: Community Services
Fund: General	Function: Social Services

Objectives for Fiscal Year 2024

1. Implement stratification of the Family Counselor I and II positions by July 31, 2023.
2. Plan and host a Youth Forum on mental health and bullying, featuring the film, *The Upstanders* by March 30, 2024.
3. Organize a "*Substance Abuse & Your Mental Health Awareness Day"* by April 30, 2024.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,229,548	1,292,300	1,331,900	1,368,600	1,368,600	5.9%
Contractual Services	42,810	75,500	75,500	75,500	75,500	0.0%
Commodities	42,605	42,300	42,300	44,300	44,300	4.7%
Other Charges	9,679	13,400	13,400	17,400	17,400	29.9%
Total	1,324,642	1,423,500	1,463,100	1,505,800	1,505,800	5.8%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Youth Services	1.0	1.0	1.0
Assistant Director, Youth Services	-	-	1.0
Clinical Supervisor	1.0	1.0	-
Family Counselor I, II	-	-	5.5
Family Counselor	5.0	5.0	-
P/T Family Counselor	.5	.5	-
Prevention Coordinator	1.0	1.0	1.0
Community Coordinator	1.0	1.0	1.0
Executive Office Associate	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Customer Services Representative	.4	.4	.4
Total	11.9	11.9	11.9

♦ ***Salaries and Wages*** ***998,600***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***370,000***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

YOUTH SERVICES BUREAU

Activity: #420	Department: Community Services
Fund: General	Function: Social Services

Contractual Services

♦ ***Advertising (01420-51105)*** ***1,300***
Includes cost for online platforms, to increase social media exposure, and for user incentives.

♦ ***Professional Services (01420-51125)*** ***11,200***
Contracts with consultants on special cases or in emergencies, as needed. Also, consultant training of staff in areas significant to the delivery of services by the program.

♦ ***Professional Services (01420-51125-63122)*** ***49,300***
Consultant contracts for County Council Special Appropriations grant.

♦ ***Travel and Training (01420-51145)*** ***11,800***
Staff travel expenses for meetings and workshops.

♦ ***Communications (01420-51205)*** ***1,900***
Telephone service.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01420-52005)*** ***33,600***
Supplies required for administrative offices and mentoring program.

♦ ***Materials, Supplies & Minor Equipment (01420-52005-63122)*** ***10,700***
Supplies for Special Appropriations Grant-funded programs.

Other Charges

♦ ***Program Supplements (01420-55065)*** ***7,000***
Community Prevention Network program provides funds for alcohol/drug-free teen activities.

♦ ***Subscriptions and Memberships (01420-55090)*** ***10,400***
Professional association memberships, licensure fees. Limited subscriptions of magazines, books and newspapers.

ANIMAL CONTROL

Activity: #460	Department: Community Services
Fund: General	Function: Public Safety

Description

The City provides a comprehensive animal control program, with two full-time Animal Control Officers, to ensure public safety and the humane treatment of animals. Mosquito control is provided through the Maryland Department of Agriculture Mosquito Control Office.

Objectives and Results for Fiscal Year 2023

A. Establish a "Scoop the Poop" campaign, educating residents of the importance of responsible pet ownership to include cleaning up dog feces on walks and in their own yards by September 30, 2022.
   - ♦ *This objective is on target for completion by June 30, 2023.*

B. Host a Halloween costume event for pet owners and their pets by October 31, 2022.
   - ♦ *This objective is complete.*

C. Assess the Bowie Dog Park and determine if additional features or amenities are desired to ensure facility remains relevant. Recommendations will be budgeted for FY2024. Objective to be complete by January 31, 2023.
   - ♦ *After conversation with regular dog park customers, there is little interest in new features. No additional features or amenities are being considered at this time. This objective is complete.*

D. Partner with the Farmers Market and Bowie CLAW to host a pet adoption event by June 31, 2023.
   - ♦ *Collaborating with Bowie CLAW, a kitten adoption event will be held this spring at Bowie City Hall. This event will be scheduled to align with the kitten birthing season. This objective is on target for completion in June 24, 2023.*

Workload and Performance Indicators

	CY19	CY20	CY21	CY22	CY23	CY24
Number of service reports taken	1,223	1,049	993	825	825	825
Number of live animals picked up	*66	91	112	71	70	70
Number of deceased wildlife picked up	409	396	345	221	220	220
Number of deceased deer picked up	83	93	33	53	55	55
Number of warnings issued	135	75	64	80	80	80
Number of municipal infractions issued	121	113	102	92	90	90
Number of running-at-large calls	231	190	155	165	170	170
Number of nuisance cases (domestic pets)	69	75	51	70	70	70
Number of bite cases	26	24	34	24	25	25
Number of wildlife complaints	207	224	210	168	170	170
Number of traps and deterrent devices issued	28	11	8	1	5	5
Number of cruelty evaluations	56	35	47	33	30	30
Number of licenses sold	1,641	1,274	1,022	792	800	800
Number of pets in temporary holding facility	14	8	16	12	15	15
Number of RTO from temporary holding facility	11	5	16	8	10	10
Number of Feral Kittens TNR to rescue	92	189	285	205	200	200
Expenditures per capita	$4.00	$4.43	$3.49	$3.30	$4.10	$4.56
Percent of City total expenditures	50.00%	0.52%	0.42%	0.37%	0.40%	0.39%

*Data Entry Error

ANIMAL CONTROL

Activity: #460	Department: Community Services
Fund: General	Function: Public Safety

Objectives for Fiscal Year 2024

1. In partnership with Bowie CLAW, establish a Little Free Pet Pantry, similar in concept to the Little Free Library and Food Pantry, to be installed at the Bowie Dog Park by July 31, 2023.
2. In partnership with Bowie CLAW, host a "Fill the Van" pet pantry donation drive at the Dog Park by October 31, 2023.
3. Collaborate with Bowie CLAW to host two (2) kitten adoption clinics by June 30, 2024.

Significant Budget Changes

Reclassify one Animal Control Officer (Grade X-112) to Animal Control Officer II (Grade X-113) at $5,743.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	165,348	202,000	176,100	196,100	196,100	-2.9%
Contractual Services	16,976	33,400	37,400	40,300	40,300	20.7%
Commodities	5,517	17,500	18,100	18,900	18,900	8.0%
Other Charges	5,730	7,700	7,700	7,700	7,700	0.0%
Total	193,571	260,600	239,300	263,000	263,000	0.9%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Animal Control Officer (Trainee, I, II, III)	2.0	2.0	2.0
Total	2.0	2.0	2.0

♦ ***Salaries and Wages*** ***141,500***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***54,600***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01460-51125)*** ***37,500***

Emergency veterinarian services and animal boarding fees. Donation to Wildlife Refuge. Mosquito control program through the Maryland Department of Agriculture Mosquito Control Office.

♦ ***Travel & Training (01460-51145)*** ***1,800***

Attendance at seminars and meetings, funds for employee training and development, travel and mileage reimbursements.

♦ ***Repair & Maintenance (01460-51230)*** ***1,000***

Repairs to vehicles and equipment.

ANIMAL CONTROL

Activity: #460	Department: Community Services
Fund: General	Function: Public Safety

Commodities

♦ ***Materials, Supplies and Minor Equipment (01460-52005)*** ***11,000***

Safety equipment, first aid and office supplies. Includes microchip purchases. Informational neighborhood signage.

♦ ***Operating Supplies (01460-52010)*** ***5,400***

Oil, gasoline, and necessary maintenance supplies for vehicles operated by Animal Control Officers.

♦ ***Protective Apparel (01460-52020)*** ***2,500***

Includes uniforms.

Other Charges

♦ ***Program Supplement (01460-55065)*** ***7,500***

Bowie CLAW "Trap, Neuter, Return" Grant.

♦ ***Subscriptions and Memberships (01460-55090)*** ***200***

Subscriptions and memberships to animal control organizations and journals.

RECREATION AND PARKS

Activity: #510	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Description

The City provides recreational opportunities and park amenities for use by City residents and guests. This Division plans, provides logistical support, and staffs citywide events and programs designed to enhance the quality of life enjoyed by residents. Activities include but are not limited to the Farmers Market, Field of Honor, Memorial Day Parade, Sunday Sunset Concerts, Bowiefest, Old Bowie Celebrates, the Beautification Awards Program, Hall of Honor, and Holiday programs including Holiday Tree Lighting, Holiday House Decorating and Breakfast with Santa.

City parklands offer a broad spectrum of recreational opportunities and facilities that serve 2 million patrons annually. Recreation and Parks responsibilities include allocating athletic fields and reserving park areas for picnics, daily monitoring of activities in the parks, enforcement of park rules and regulations, and evening and weekend building and park visitor assistance and security.

Objectives and Results for Fiscal Year 2023

A. Establish new picnic sites to replace the Allen Pond Park West Pavilion and Group areas #4, 7 and 8 for implementation after the Amphitheater construction project. Proposed sites to be identified by September 30, 2022.
   - *Staff is developing a more affordable stage replacement project for Allen Pond Park. As the location of the stage will not change, these picnic areas no longer require relocation.*

B. Combine the Fall International Festival with the "Celebrate Old Bowie", focusing on a more robust single Fall Event. This new combined event, "Celebrate Old Bowie – Arts and International Festival" will be held in Fall 2022.
   - *The combined event was planned, however cancelled due to inclement weather. This objective is complete.*

C. Install a StoryWalk® trail at Centennial Park by November 30, 2022.
   - *This objective is complete.*

D. Complete a comprehensive conditions assessment and establish a replacement schedule for all benches, bleachers, grills, picnic tables, picnic sites, trash cans, and recycling containers by December 31, 2022.
   - *A comprehensive conditions assessment has been completed, including geolocating in the City's GIS system. A replacement schedule is being developed. This objective will be completed by April 30, 2023.*

E. Develop and implement a traveling Special Event program that promotes lesser used City parks and facilities by May 31, 2023.
   - *This objective will be completed by May 31, 2023.*

F. Collaborate with the Education Committee to promote literacy and inspire young readers by establishing a Little Free Library at Glen Allen Park by June 30, 2023.
   - *Project was cancelled because the collaborators backed out.*

RECREATION AND PARKS

Activity: #510	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Resident group picnics	347	72	168	70	70	70
Non-resident group picnics	40	15	48	17	15	15
Revenue from picnic reservations	$31,930	$9,500	$31,225	$49,993	$49,000	$48,000
Concession and campfire permits	4	1	2	2	4	4
Concession and campfire revenue	$1,200	$50	$50	$2,206	$2,000	$2,000
Soccer/football fields allocated	68	68	69	69	69	69
Softball/baseball fields allocated	58	58	58	58	58	58
Revenue from athletic field fees	$81,188	$35,963	$84,291	$112,878	$130,000	$130,000
Special events expenditures	$89,500	$95,851	$92,100	$86,200	$109,600	$163,100
Revenues from special events	$19,576	$7,200	$10,000	$22,446	$7,000	$7,000
Number of special events	16	20	22	27	19	27
Number of City concerts	24	10	5	13	15	15
Parks/facilities patrolled	31	31	31	31	31	31
Total acreage of parks/facilities patrolled	843	843	843	843	851	851
Average hours per week park patrol	296	296	296	296	256	256
Number of days boathouse open	33	34	8	35	29	30
Number of seasonal boat rentals	1,145	645	304	810	620	650
Boathouse season revenue	$15,498	$8,272	$3,294	$13,237	$9,000	$10,000
Expenditures per capita	$20.95	$20.37	$17.13	$19.79	$22.72	$25.46
Percent of City total expenditures	2.62%	2.38%	2.05%	2.19%	2.23%	2.15%

Objectives for Fiscal Year 2024

1. Analyze the impact of Liberty Sports Park on Bowie athletic field usage and revenue by August 31, 2023.
2. Develop a marketing strategy to increase picnic reservations and boat rentals at Allen Pond Park by September 30, 2023.
3. Collaborate with the Economic Development staff to survey the need or interest for establishing an Outdoor Market in Old Bowie by November 30, 2023.
4. Investigate, and if feasible, establish a Food Truck program to encourage and foster community spirit by May 31, 2024.

Significant Budget Changes

None.

RECREATION AND PARKS

Activity: #510	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	978,448	1,061,000	1,074,400	1,101,000	1,101,000	3.8%
Contractual Services	136,258	190,000	189,300	304,500	304,500	60.3%
Commodities	45,652	104,200	61,300	62,000	62,000	-40.5%
Other Charges	400	400	400	400	400	0.0%
Total	1,160,758	1,355,600	1,325,400	1,467,900	1,467,900	8.3%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Special Events Manager	1.0	1.0	1.0
Park Operations Manager	1.0	1.0	1.0
Park Operations Assistant Manager	1.0	1.0	1.0
Park Operations Supervisor	1.0	1.0	1.0
Park Operations Assistant Supervisor	1.0	1.0	1.0
Park Ranger	3.0	3.0	3.0
P/T Park Aide	2.8	2.8	2.8
P/T Park Attendant	.4	.4	.4
Building Monitor	1.4	1.4	1.4
Total	12.6	12.6	12.6

♦ ***Salaries and Wages*** ***833,900***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***267,100***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01510-51125)*** ***225,200***

Funds are included for City concerts, Bowiefest, the annual Holiday Programs, Farmers' Market, Old Bowie Celebrates, Memorial Day Parade, Hall of Honor, Beautification Awards, performance licensing, Activenet fees, and Event sponsorships. These amounts are partially offset by special events revenues.

♦ ***Travel and Training (01510-51145)*** ***6,400***

Training for division staff.

♦ ***Equipment Rental (01510-51215)*** ***72,900***

Rental of portable toilets for City parks and properties, utility vehicles, portable stages and radio rentals for special events.

Activity: #510	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Commodities

♦ ***Materials, Supplies & Minor Equipment (01510-52005)*** ***44,000***

Supplies for City sponsored special events, Park Operations supplies, purchase of tables, chairs, and canopies for Citywide use, purchase of holiday decorations, and office supplies.

♦ ***Protective Apparel (01510-52020)*** ***11,000***

Staff uniforms and protective equipment.

♦ ***Repair & Maintenance Supplies (01510-52030)*** ***7,000***

For the purchase of items for maintenance of trails, the skate park, as well as Park Operations equipment.

Other Charges

♦ ***Subscriptions and Memberships (01510-55090)*** ***400***

Subscriptions to periodicals and memberships in professional organizations.

BOWIE PLAYHOUSE

Activity: #511	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Description

This facility provides affordable, quality, live theater and musical entertainment to the citizens of Bowie and surrounding communities. The Bowie Playhouse is a 150 seat fully accessible theater that is equipped with a stage, dressing rooms, orchestra pit, technician booth, fly-rig system, and multi-use lobby. The majority of theater rental time is allocated to the City's "In-Residence" production companies. Remaining rental times/dates are available to eligible performing arts groups for plays, concerts, and dance recitals.

Objectives and Results for Fiscal Year 2023

A. Market Bowie Playhouse to attract additional alternative types of qualifying rentals.
   - ♦ *Since FY2022, the City has been able to attract and accommodate seven new users to the facility. This is an ongoing objective.*

B. Develop procedures and operations for use of new projection system and equipment by October 31, 2022.
   - ♦ *Objective will be completed by June 30, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Total number of In-residence productions	7	5	1	1	6	6
Total number of In-residence performances	73	43	1	12	72	72
Total Facility Permits Issued	-	-	-	9	11	9
Revenue from Bowie Playhouse	$39,913	$21,750	$2,000	$27,068	$51,700	$51,700
Expenditures per capita	$3.04	$2.18	$1.83	$1.64	$3.26	$3.95
Percent of City total expenditures	0.38%	0.26%	0.22%	0.18%	0.32%	0.33%

Objectives for Fiscal Year 2024

1. Research, identify, and procure sound system hardware and software needed to replace outdated existing equipment by September 1, 2023.
2. Initiate a film/cinema program that will enhance usage of the facility during down time. This initiative will embrace and promote the arts and education. This initiative will provide seasonal entertainment offerings by December 31, 2023.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	28,914	116,500	105,500	120,100	120,100	3.1%
Contractual Services	51,997	62,000	64,700	92,600	92,600	49.4%
Commodities	14,997	19,900	18,900	14,900	14,900	-25.1%
Other Charges	325	900	1,100	200	200	-77.8%
Total	96,233	199,300	190,200	227,800	227,800	14.3%

BOWIE PLAYHOUSE

Activity: #511	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
P/T Theater Technical Director	.5	.5	.5
P/T Theater Technician	1.5	1.5	1.5
Total	2.0	2.0	2.0

♦***Salaries and Wages*** ***102,800***
Salaries and Wages paid to full time and part time employees.

♦***Fringe Benefits*** ***17,300***
Fringe benefits related to part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation and workers compensation.

Contractual Services

♦***Professional Services (01511-51125)*** ***13,000***
Provides for services outside of staff's capabilities.

♦***Subscriptions & Licenses (01511-51128)*** ***1,400***
REACH Media annual subscription.

♦***Communications (01511-51205)*** ***3,800***
Telephone communications and client internet connection.

♦***Equipment Rental (01511-51215)*** ***2,000***
Genie lift rental for rigging maintenance.

♦***Public Utility Services (01511-51220)*** ***44,900***
Includes gas, electricity, and water charges.

♦***Repair and Maintenance-Building (01511-51235)*** ***27,500***
Provides funds for general repair and maintenance of building.

Commodities

♦***Materials, Supplies & Minor Equipment (01511-52005)*** ***14,900***
Administrative supplies, various mechanical and electrical equipment and parts.

Other Charges

♦***Subscriptions and Memberships (01511-55090)*** ***200***
Subscriptions to periodicals and memberships in professional organizations.

PARKS AND GROUNDS

Activity: #520	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Description

The responsibilities of this division include the maintenance of City owned grounds including parks, ballfields, trails, fences, playgrounds, and flower beds. This division is responsible for collection of refuse and recycling on these properties. This division maintains all trees on City rights-of-way, partners with public works with the annual leaf collection program and performs plowing and salting operations at City facilities.

Objectives and Results for Fiscal Year 2023

A. Contract for the replacement of the deteriorating White Pine trees along Northview Drive adjacent to Allen Pond. Replacements will be Green Giant Arborvitaes. Project to be completed by December 31, 2022.
   - ♦ *This objective is complete.*

B. Install warning tracks on Blacksox Park fields # 1 and #2 by March 31, 2023.
   - ♦ *This objective is complete.*

C. Renovate and repair drainage at City of Bowie Dog Park by April 30, 2023.
   - ♦ *This objective will be completed by April 30, 2023.*

D. Inspect and renovate plantings at all City electronic message boards by May 31, 2023.
   - ♦ *This objective will be completed by May 31, 2023.*

E. Contract for the replacement of the Glen Allen Park playground by June 30, 2023.
   - ♦ *This objective will be completed by June 30, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Acres of parks and facilities grass maintained	247	247	248	248	248	248
Average number of times mowed per year	32	31	32	32	32	32
Acres of ROW maintained	-	-	-	-	-	320
Inventoried Acres of parkland	-	-	-	-	-	765
Acres of athletic field turf maintained	130	130	130	130	130	130
Number of fields maintained	65	65	65	65	65	65
Number of times fields are painted	405	425	50	450	450	450
Number of times fields are groomed	1,150	1,250	50	1,250	1,250	1,250
Number of fields irrigated	27	27	27	27	27	27
Number of fields lighted	21	21	23	23	23	23
Miles of trail maintained	24	24.5	24.5	25	25	39
Number of tree related service requests	700	661	693	811	800	800
Number of trees in right of way inventoried	18,500	18,500	18,500	18,500	18,500	18,500
Number of trees maintained (pruned)	3,499	2,739	2,500	3,081	3,067	3,000
Number of trees planted in right of way	300	225	200	275	300	300
Number of annuals planted	10,300	10,050	10,500	10,780	10,780	10,780
Curb miles of leaf collection	450	415	415	415	415	415
Capital construction projects completed	1	2	1	1	1	1
Expenditures per capita	$54.35	$60.25	$60.72	$62.57	$75.91	$80.91
Percent of City total expenditures	6.79%	7.04%	7.26%	6.93%	7.46%	6.83%

PARKS AND GROUNDS

Activity: #520	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Objectives for Fiscal Year 2024

1. Budget for the implementation of Sustainability division recycling goals in City Parks by November 30, 2023.
2. Replace deteriorating White Pine trees (Phase 2) along Northview Drive adjacent to Allen Pond by December 31, 2023.
3. Develop a stratification proposal for trades positions within Parks and Grounds division and submit a recommendation in the FY25 budget by December 31, 2023.
4. Install warning tracks on Blacksox Park fields #3 and #4 by March 31, 2024.
5. Replace roof on the East Pavilion at Allen Pond Park by June 30, 2024.

Significant Budget Changes

Reclassify two Park Maintenance Supervisor (Grade Y-113) positions to Assistant Parks and Grounds Superintendent (Grade Y-114) at $10,984. Reclassify one Administrative Assistant (Grade X-110) to Administrative Specialist (Grade X-112) at $9,062.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	2,555,212	2,921,000	3,047,400	3,054,800	3,054,800	4.6%
Contractual Services	757,702	919,400	914,300	1,070,600	1,108,900	20.6%
Commodities	355,660	408,200	465,000	499,200	499,200	22.3%
Other Charges	845	1,200	1,200	1,200	1,200	0.0%
Total	3,669,419	4,249,800	4,427,900	4,625,800	4,664,100	9.7%

PARKS AND GROUNDS

Activity: #520	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Parks and Grounds Superintendent	1.0	1.0	1.0
Park Maintenance Supervisor	2.0	2.0	-
Assistant Parks and Grounds Superintendent	-	-	2.0
Community Forester	1.0	1.0	1.0
Parks Equipment Maintenance Technician	1.0	1.0	1.0
Apprentice Maintenance Technician	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	-
Administrative Specialist	-	-	1.0
Maintenance Carpenter	1.0	1.0	1.0
Carpenter Assistant	1.0	1.0	1.0
Tree Climber	2.0	2.0	2.0
Crew Leader	8.0	8.0	8.0
Laborer, Senior	6.0	6.0	6.0
Equipment Operator, Senior	2.0	2.0	2.0
Laborer	5.0	9.0	9.0
Laborer, Temporary	2.7	.6	.6
Office Support Specialist	.5	.5	.5
Seasonal Temp - Summer Laborer	.6	.1	.1
P/T Seasonal, Temporary Forester	.8	-	-
Total	36.6	37.2	37.2

♦ ***Salaries and Wages*** ***2,224,600***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***830,200***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Travel and Training (01520-51145)*** ***10,600***

Expenses for educational training. Includes training in Safety (CPR & First Aid) Horticulture, Arboriculture and Agronomy.

♦ ***Communications (01520-51205)*** ***4,000***

For telephone services to parks and grounds facilities. Includes local services charges and telephone equipment maintenance contract expenses.

♦ ***Equipment Rental (01520-51215)*** ***2,500***

To provide funds for the rental of equipment, which is required for projects, but not owned by the City, including loaders and bulldozers.

PARKS AND GROUNDS

Activity: #520	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

♦ ***Public Utility Services (01520-51220)*** ***189,000***
Provides for lighting and light maintenance at Whitemarsh Park, Allen Pond, Black Sox Park, Jericho Park, Church Road Park, and for the Parks Maintenance Facility. Also includes water for irrigation.

♦ ***Repair & Maintenance (01520-51230)*** ***829,700***
Professional fees to feed, prune, brace and preserve trees on Belair Drive, Sussex Lane, and Town Green and for services beyond staff capabilities. Includes maintenance and repair of irrigation systems. Electrician to provide professional services for Parks. Also includes contract trail and tree maintenance at Tanglewood Property. Includes contract landscape maintenance of Mitchellville Road, Evergreen Parkway, Route 450 and fencing along Route 197. Also includes contract street tree pruning and tree planting, removal of invasive plants on City owned properties, and for the Ash Tree infestation abatement program.

♦ ***Repair & Maintenance - Building (01520-51235)*** ***73,100***
Maintenance and costs at the Parks Maintenance Facility.

Commodities

♦ ***Materials, Supplies and Minor Equipment (01520-52005)*** ***190,300***
Provides for the purchase of such items as hand tools, rakes, shovels, lumber, fence repair material, and grass cutting equipment. Includes the purchase of park benches, trash and recycling receptacles in support of the City's sustainability and recycling practices, grills for various parks and wood safety surfacing for playgrounds and dog park. Also includes vehicle maintenance, parts and supplies.

♦ ***Operating Supplies (01520-52010)*** ***233,100***
To provide for necessary materials such as, fertilizer, herbicide, grass seed, marking lime ($90,000) and topsoil to maintain recreation fields and adjacent areas. Includes operating supplies for Whitemarsh Park and Trails, Allen Pond Park, and Mitchellville Road Soccer Complex. Also includes fuel purchases for Parks and Grounds equipment.

♦ ***Protective Apparel (01520-52020)*** ***34,000***
For rental of uniforms and purchase of rain gear, boots, gloves, etc., for this division.

♦ ***Repair & Maintenance Supplies (01520-52030)*** ***41,800***
This appropriation is for the purchase of trees and shrubs for City property and plants for beautification, including the City's flowerbeds. Includes trees, mulch and soil amendments.

Other Charges

♦ ***Subscriptions & Memberships (01520-55090)*** ***1,200***
Publications regarding forestry and turf management.

ICE ARENA

Activity: #530	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Description

The objective of the Ice Arena is to provide a recreational program of indoor ice skating for community residents. The program is administered by four full-time staff and is augmented by part-time employees. The majority of available ice time is devoted to public skating sessions, group lessons, and ice rentals (hockey and figure skating). The arena is open 10 months out of the year and celebrated 50 years in 2021. Summer activities include learn-to-skate camps, clinics for hockey and figure skating as well as public sessions, group lessons and other ice rentals. Dry floor activities are held in the facility in May and June, including the Bowiefest Home show.

Objectives and Results for Fiscal Year 2023

1. Provide subject matter expertise on the design and engineering for the new Bowie Ice Arena project through June 30, 2023.
   - ♦ *Objective is ongoing.*

2. Develop a move management plan for the Bowie Ice Arena by June 30, 2023.
   - ♦ *Deferred to coincide with new facility construction.*

3. Collaborate with local Police and Fire Departments to host a safety awareness event including a hockey game, skate with a cop, hands only CPR and self defense training by June 30, 2023.
   - ♦ *This event is tentatively scheduled for June 10, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Length of skating season	10 months	*8 months	**9 months	10 months	***9 months	10 months
Total number of admissions: child, adult, individual and group	17,899	19,281	17,694	17,984	18,500	19,000
Number of family session participants	2,114	2,398	2,092	2,268	2,000	2,300
Number of skate rentals	8,201	8,523	8,118	8,137	8,200	8,000
Number of skate sharpenings	38	42	34	28	30	40
Number of group lesson participants	1,822	1,938	1,803	1,811	1,900	1,900
Number of summer camp participants	228	364	325	309	352	350
Total number of frequent skater cards	138	147	131	129	125	75
Public skating hours - July - Sept.	88	120	130	122	124	120
Public skating hours - Oct. - April	884	892	772	790	860	860
Expenditures per capita	$17.30	$17.58	$16.34	$17.90	$19.28	$22.06
Percent of City total expenditures	2.26%	2.20%	1.91%	1.98%	1.89%	1.86%

* FY2020 facility closed early due to COVID-19 (March to July).
* FY2021 re-opening was delayed due to multiple mechanical system failures.
***FY2022 facility was closed for a month due to COVID-19.

Objectives for Fiscal Year 2024

1. Collaborate with the Special Events division to provide a market/craft fair event by June 30, 2024.
2. Develop a relocation plan for the Bowie Ice Arena by June 30, 2024.

Significant Budget Changes

None.

ICE ARENA

Activity: #530	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	638,765	731,500	712,100	747,700	747,700	2.2%
Contractual Services	349,660	331,400	344,800	362,500	400,800	20.9%
Commodities	60,046	116,500	63,900	119,700	119,700	2.7%
Other Charges	1,375	3,600	3,600	3,600	3,600	0.0%
Total	1,049,846	1,183,000	1,124,400	1,233,500	1,271,800	7.5%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Ice Arena Manager	1.0	1.0	1.0
Ice Arena Assistant Manager (Operations)	1.0	1.0	1.0
Ice Arena Facility Assistant	1.0	1.0	1.0
Ice Arena Supervisor	1.0	1.0	1.0
P/T Ice Arena Supervisor	1.1	1.1	1.1
P/T Ice Arena Maintenance Supervisor	.6	.6	.6
P/T Ice Arena Equipment Operator	.9	.9	.9
P/T Ice Arena Attendant	2.6	2.6	2.6
P/T Skating Program Coordinator	.4	.4	.4
Total	9.6	9.6	9.6

♦ ***Salaries and Wages*** ***581,500***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***166,200***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Advertising (01530-51105)*** ***3,000***

Includes advertising in newspapers, flyers, and sporting programs and the purchase of software license and player for REACH digital advertising platform.

♦ ***Professional Services (01530-51125)*** ***102,800***

Provides for disc jockey services, skating instructors, referees for Hero's Hockey League and ActiveNet fees.

♦ ***Travel and Training (01530-51145)*** ***1,000***

Conference and seminar training and health department food safety training.

ICE ARENA

Activity: #530	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

♦ ***Communications (01530-51205)*** ***5,800***
Includes Verizon landlines and wireless services.

♦ ***Public Utility Services (01530-51220)*** ***197,500***
Includes electricity, gas, and water charges.

♦ ***Repair & Maintenance – Minor Equipment (01530-51230)*** ***9,000***
Includes annual office machine contract services; repair and maintenance of office machines beyond staff capability; repair and maintenance of ice resurfacing machine, dasher boards, edgers, skate sharpening equipment and sound system.

♦ ***Repair & Maintenance – Buildings (01530-51235)*** ***81,700***
Includes electrical, plumbing, general building maintenance, preventative maintenance agreements for refrigeration system, and dehumidification system, fire alarm maintenance contract, maintenance contract for roof top HVAC units, roof maintenance, fire hydrant inspection, sprinkler inspection and backflow maintenance, water treatment and maintenance for the cooling tower, maintenance contract amd repairs for handicap chair lift and generator.

Commodities

♦ ***Operating Supplies (01530-52010)*** ***119,700***
Office and custodial supplies, fuel oil and parts for equipment, first aid supplies and uniforms, fuel for generator, supplies for programs. Includes purchase of rental skates as part of an annual replacement schedule.

Other Charges

♦ ***Subscriptions and Memberships (01530-55090)*** ***3,600***
Includes annual fees for Ice Skating Institute membership, licensing fees for summer camp (Health Department/DHMH), and professional organization membership for NARCE.

HISTORIC PROPERTIES

Activity: #540	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Description

The City of Bowie maintains six museum properties and a support facility with a purpose to collect, preserve and interpret the historical and cultural materials relevant to the development of this region, and namely for the histories of the structures of the Belair Mansion Museum (circa 1745), the Belair Stable Museum (circa 1907), the Bowie Railroad Station and Huntington Museum (circa 1910-1933), and the historic Building and Loan (circa 1929), opened as the Old Bowie Heritage Welcome Center. The circa 1906 Harmel House, an old Mitchellville storekeeper's residence, is home to the National Capital Radio and Television Museum operated by the Radio History Society, Inc. The support facility is a circa 1961 Levitt ranch house and is home to the Prince George's County Genealogical Library.

Objectives and Results for Fiscal Year 2023

A. Collaborate with the Special Events Coordinator to host a "Health and Wellness Expo" at Belair Mansion. The event will focus on educating the residents of Bowie on how to become healthier individuals while providing a historic perspective of how physical, spiritual and mental health were dealt with in centuries past. Objective to be completed by April 15, 2022.
   - ♦ *Event is scheduled for April 15, 2023.*

B. Upload the Belair Stable archival records to the Past Perfect online platform by April 30, 2023.
   - ♦ *The uploading of the Belair Stable archival records is at 40%. The completion date remains as projected.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Belair Mansion - total visitors	4,358	3,087	410	3,720	3,900	3,900
Railroad Museum - total visitors	2,281	1,637	341	2,745	2,900	2,900
Welcome Center - total visitors	2,260	1,529	338	2,556	2,700	2,700
Belair Stable - total visitors	2,032	977	135	836	1,000	1,000
Genealogy Library - total visitors	376	208	62	232	300	300
Radio/Television Museum - total visitors	1,376	718	92	656	1,000	1,000
Special events, program, lectures, etc.	84	70	4	66	75	75
Expenditures per capita	$8.30	$8.06	$7.45	$9.61	$10.80	$12.95
Percent of City total expenditures	1.04%	0.94%	0.89%	1.06%	1.06%	1.09%

*Reflects attendees at various centennial events

Objectives for Fiscal Year 2024

1. Collaborate with Daughters of the American Revolution, the Prince George's County African American Genealogical Society and other local institutions to develop and host a weekend genealogical workshop for both beginner and advanced participants by July 31, 2023.
2. Create a curator-led lecture or lecture series to update the public about the story of Belair's enslaved population by October 31, 2023.
3. Create and lead two educational off-site trips that will enhance participant's knowledge of thoroughbred racing by May 31, 2024.

HISTORIC PROPERTIES

Activity: #540	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	319,772	384,000	327,100	394,400	394,400	2.7%
Contractual Services	225,766	264,500	270,000	292,700	311,800	17.9%
Commodities	16,764	45,200	31,000	38,600	38,600	-14.6%
Other Charges	1,460	2,200	1,700	1,800	1,800	-18.2%
Capital Outlay	-	15,000	15,000	15,000	15,000	0.0%
Total	563,762	710,900	644,800	742,500	761,600	7.1%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Historic Properties Manager	1.0	1.0	1.0
Museum Manager	1.0	1.0	1.0
Museum Curator	1.0	1.0	1.0
P/T Museum Aide	2.4	2.4	2.4
Total	5.4	5.4	5.4

♦ ***Salaries and Wages*** ***312,900***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***81,500***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Advertising (01540-51105)*** ***10,000***

Promotional campaigns to encourage use and visitation.

♦ ***Professional Services (01540-51125)*** ***53,000***

Provides professional services for conservation of museum objects and exhibits design, furniture repairs, and exhibit maintenance. Includes fees for educational program consultants, incidental appraiser fees for possible collection additions, and A&E services for design and specifications for museums physical plant. Includes printing brochures, newsletter, and lorumipsheritage/outreach programming. Includes monthly service fees for credit card machine at Mansion.

HISTORIC PROPERTIES

Activity: #540	Department: Community Services
Fund: General	Function: Parks, Culture and Recreation

♦ ***Travel and Training (01540-51145)*** ***1,200***
Reimbursement of personal vehicle mileage and job related training in connection with the Historic Program and City business.

♦ ***Communications (01540-51205)*** ***8,300***
Telephone service.

♦ ***Public Utility Services (01540-51220)*** ***76,300***
Gas and electric service for all City historic properties and museums.

♦ ***Repair and Maintenance – Buildings (01540-51235)*** ***163,000***
Contractual services for electrical, plumbing, heating and air conditioning and other repair and cleaning services which are beyond the capabilities of City staff. Provides for alarm systems/repairs, exterior lighting maintenance and repair, elevator maintenance, window and other cleaning services. Includes incidental maintenance/repair painting at all historic properties, incidental plaster repair at Belair Mansion, and incidental maintenance painting at all sites.

Commodities

♦ ***Materials, Archival Supplies & Minor Equipment (01540-52005)*** ***5,600***
Office supplies, signage for events, archival and conservation supplies.

♦ ***Operating Office Supplies (01540-52010)*** ***5,500***
Museum program supplies and consumable operating expenses for all City historic properties and museums.

♦ ***Operating Museum Shop Supplies – Belair Mansion (01540-52015)*** ***20,000***
Operating supplies and purchase of items for sale in Belair Mansion Museum Shop as recommended by the Friends of Belair Estate. Amount offset by funds raised through donations and shop sales in previous fiscal years. Includes projects such as additional furnishings at the Belair Mansion and Stable Museum.

♦ ***Repair & Maintenance Supplies (01540-52030)*** ***7,500***
Repair and maintenance supplies such as paint, lumber and hardware for all City historic properties and museums, including janitorial supplies for those properties.

Other Charges

♦ ***Subscriptions and Memberships (01540-55090)*** ***1,800***
Subscriptions to American Association of Museums, Prince George's County Conference and Visitors Bureau, Prince George's County Museum Consortium, Association of Railway Museums, American Association for State and Local History, and various other memberships and subscriptions.

Capital Outlay

♦ ***Machinery and Equipment (01540-57020)*** ***15,000***
Funds raised by Friends of Belair Estate in previous fiscal years through donations and museum shop sales which are provided as capital outlay for purchase of collection items and specialized historic finishes to the interiors for the Belair Mansion and Stable museums.

GYMNASIUM

Activity: #550	Department: Community Services
Fund: Gymnasium	Function: Parks, Culture and Recreation

Description

The gymnasium provides court space for the community to participate in indoor athletic activities. Staff collaborates with local organizations to provide recreational activities that include basketball, volleyball, pickleball, cheer, and indoor walking. In keeping with the Gymnasium and Senior Center Campus concept, weekday morning programs support wellness activities to better serve our senior population. Two rooms are available for meetings, classes, and parties. Summer activities include sports camps and clinics. Local and regional tournaments are hosted throughout the year.

Objectives and Results for Fiscal Year 2023

A. Collaborate with Building Maintenance to have the interior walls of the gymnasium painted and the flooring in the lobby, hallways and concession area replaced during the annual facility maintenance closure. Objective to be completed by September 30, 2022.
   - ♦ *The hallway, concession area, meeting rooms and office were painted. The concession area was remodeled. New flooring was installed in the hallway, lobby, concession area and main office. The painting of the interior walls of the gymnasium was deferred. This objective is complete.*

B. Host early voting for Fall 2022 Statewide election in November 2022.
   - ♦ *This objective was completed as of November 4, 2022.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Total Operating Hours	5,190	4,160	2,100	4,600	4,500	4,500
Groups served	149	150	75	43	43	43
Memberships *	-	-	-	-	800	950
Guest Passes Issued*	-	-	-	-	2,100	2,100
Annual number of visits*	-	-	-	-	59,800	86,250
Special Events *	-	-	-	-	17	20
Court hours reserved *	10,625	8,400	1,000	12,435	12,500	12,500
Revenue from Court Rentals	$ 80,801	$ 130,643	$ 8,992	$ 167,135	$ 200,000	$ 200,000
Meeting room hours reserved	2,997	2,400	600	427	600	600
Open gym hours programmed	11,689	9,360	4,700	7,949	8,000	8,000
Expenditures per capita	$12.28	$11.35	$8.26	$12.24	$13.94	$16.45
Percent of City total expenditures	1.53%	1.33%	0.99%	1.35%	1.37%	1.39%

* New indicators being measured from Fiscal year 2023.

Objectives for Fiscal Year 2024

1. Perform recommended 10-year deep sanding of basketball court, to include the addition of permanent pickleball lines by September 30, 2023.
2. Investigate collaborative opportunities to host a regional Pickle ball tournament. Objective to be completed by December 31, 2023.
3. Design and host two (2) Friday night teen events by June 30, 2024.

Significant Budget Changes

None.

GYMNASIUM

Activity: #550	Department: Community Services
Fund: Gymnasium	Function: Parks, Culture and Recreation

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	514,141	612,700	560,800	636,800	636,800	3.9%
Contractual Services	170,265	244,200	210,500	263,400	263,400	7.9%
Commodities	32,961	42,900	41,400	47,400	47,400	10.5%
Other Charges	296	1,000	600	600	600	-40.0%
Total	717,663	900,800	813,300	948,200	948,200	5.3%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Gymnasium Manager	1.0	1.0	1.0
Assistant Gymnasium Manager	1.0	1.0	1.0
Gymnasium Supervisor, Senior	1.0	1.0	1.0
P/T Gymnasium Supervisor	3.8	3.8	3.8
P/T Gymnasium Attendant	.4	.4	.4
Total	7.2	7.2	7.2

♦ ***Salaries and Wages*** ***501,000***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***135,800***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Advertising (01550-51105)*** ***1,200***

Includes advertising in newspapers, magazines, and sporting programs.

♦ ***Professional Services (01550-5112)*** ***40,400***

Includes tournament, referees, deejays, and equipment for special City sponsored events.

♦ ***Travel and Training (01550-51145)*** ***2,400***

Conferences, staff training, workshops and mileage reimbursement for personal vehicle use.

♦ ***Communications (01550-51205)*** ***4,800***

Telephone, mobile phone or other communication contracts including alarm lines.

♦ ***Public Utility Services (01550-51220)*** ***71,600***

Includes gas, electricity and water charge.

GYMNASIUM

Activity: #550	Department: Community Services
Fund: Gymnasium	Function: Parks, Culture and Recreation

♦ ***Repair & Maintenance-Buildings (01550-51235)*** ***143,000***

Includes electrical, plumbing, HVAC and general building Maintenance. Also includes sanding and refinishing floor.

Commodities

♦ ***Materials, Supplies and Minor Equipment (01550-52005)*** ***8,200***

Administrative supplies.

♦ ***Operating Supplies (01550-52010)*** ***36,400***

Includes programs, first aid, concession and custodial supplies.

♦ **Protective Apparel (*01550-52020*)** ***2,800***

Staff uniform shirts

Other Charges

♦ ***Subscriptions and Memberships (01550-55090)*** ***600***

Includes annual fees for the Maryland State Health Department and Prince George County Health Department permit.



"Growth, Unity, Progress"

PLANNING

Activity: #195	Department: Planning and Sustainability
Fund: General	Function: General Government

Description

The Department of Planning and Sustainability provides professional support by making recommendations on development proposals to the City Manager and the City Council and conducting both short- and long-range special studies. An additional focus of the Department is working to preserve and protect our environment and planning for a sustainable future, through various activities and initiatives identified in the City Council's Approved Climate Action Plan and Approved Sustainability Plan.

Planning Division

The Planning Division's mission is to influence, in a positive and constructive way and with significant citizen involvement, the growth and physical development of the City, thereby ensuring its consistency with approved plans, the land use policies and guidelines of the City Council and development regulations of Prince George's County. The Division reviews individual development proposals, prepares and coordinates plans, studies, and recommendations, and participates in public policy planning. The Planning Division also provides technical assistance and staff liaison to the Bowie Advisory Planning Board and Environmental Advisory Committee. The Division also distributes land development and demographic information, reviews County and State legislation affecting the City, and negotiates annexation agreements.

Objectives and Results for Fiscal Year 2023

A. Update the City's Tree Canopy coverage estimate by March 31, 2023.
   - ♦ *The City's Watershed Manager prepared an estimate of 44.1%, using recently released information from 2018, and a report was provided to City Council.*

B. Create procedure checklist form for projects, simplify worksheets and update development review process guidelines by August 31, 2022.
   - ♦ *The new forms, worksheets and guidelines were completed in early 2023.*

C. Create a new handout "What is a Variance vs. Planning Director Variance?" by December 31, 2022.
   - ♦ *The new handout was completed in early 2023.*

PLANNING

Activity: #195	Department: Planning and Sustainability
Fund: General	Function: General Government

Workload and Performance Indicators

	CY18	CY19	CY20	CY21	CY22	CY23
Planning Division Indicators						
Development review applications (representing the entire planning area) - total	21	17	21	32	23	28
Subdivision reviews - total	2	2	2	4	5	2
Zoning reviews - total	1	-	4	5	2	4
a. Zoning map amendments	-	-	1	-	-	-
b. Special exceptions	-	-	-	1	-	2
c. Other (Departures, HMAs, CDPs, ROSP)	1	-	3	4	2	2
Site plans - total	5	8	5	11	13	19
a. Conceptual site plans	-	-	-	1	1	-
b. Specific design plans	-	-	-	-	1	1
c. Detailed site plans	3	4	3	3	6	16
d. Site plan revisions	2	5	2	7	5	2
Variances - total	13	6	10	17	3	3
Number of major mailings (FY)	12	22	14	9	16	9
Number of public notice letters mailed (FY)	1,978	6,724	1,752	1,152	2,319	1,500
Number of hearing signs posted (FY)	53	100	67	38	71	35
Number of status reports written (FY)	39	95	50	56	52	55
Number of stakeholder meetings	5	6	6	4	4	9
Number of special studies underway	4	4	4	3	5	4
Number of county legislative bills reviewed	31	21	20	66	27	40

	FY19	FY20	FY21	FY22	FY23	FY24
Expenditures per capita	$12.04	$11.18	$12.77	$10.40	$12.72	$11.28
Percent of City total expenditures	1.50%	1.31%	1.53%	1.15%	1.25%	0.95%

PLANNING

Activity: #195	Department: Planning and Sustainability
Fund: General	Function: General Government

Objectives for Fiscal Year 2024

1. Complete a Wayfinding Plan for The Bowie Byway trail system by June 30, 2024.
2. Design and disseminate a new Bicycle Map to residents and trail users by March 31, 2024.
3. Apply for grant funding for design and engineering of the MD 214 Pedestrian Overpass project.
4. Coordinate with Prince George's County Department of Public Works and Transportation on Race Track Road improvement project as it proceeds to construction.
5. Develop a public information and outreach campaign to educate drivers, bicyclists and pedestrians concerning bicycle and pedestrian safety by December 31, 2023.
6. Complete a State of Place Assessment of the Bowie Center and Old Town Bowie by September 30, 2023, and a General Plan Center Assessment for the Bowie Center by June 30, 2024.
7. Complete an analysis of American Community Survey data for the Bowie Center by June 30, 2024.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	565,330	804,300	665,000	608,200	608,200	-24.4%
Contractual Services	2,369	5,000	700	27,700	27,700	454.0%
Commodities	4,060	7,000	1,500	1,200	1,200	-82.9%
Other Charges	38,040	92,800	74,700	13,300	13,300	-85.7%
Total	609,799	909,100	741,900	650,400	650,400	-28.5%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Planning and Sustainability	1.0	1.0	1.0
Transportation Specialist II	1.0	1.0	1.0
Watershed Manager	1.0	1.0	1.0
Executive Office Associate	1.0	1.0	1.0
Sustainability Manager	-	1.0	-
Sustainability Planner	1.0	1.0	-
Total	5.0	6.0	4.0

PLANNING

Activity: #195	Department: Planning and Sustainability
Fund: General	Function: General Government

♦ ***Salaries and Wages*** ***441,600***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***166,600***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01195-51125)*** ***23,700***

Contract for technical services for various issues including traffic capacity, safety, environmental reviews, etc. and a Bicycle Map for the City trails network.

♦ ***Travel and Training (01195-51145)*** ***4,000***

Attend the annual Chesapeake Watershed Forum and local APA, COG, NACTO, MML, PGCMA, M-NCPPC, Maryland State, Prince George's County, and other technical seminars and training meetings.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01195-52005)*** ***1,200***

Purchase technical reports and ordinances, map updates, and minor equipment. Also includes materials and supplies for the Bowie Advisory Planning Board, Environmental Advisory Committee and for Bike to Work Day events in the City.

♦ ***Subscriptions and Memberships (01195-55090)*** ***13,300***

Membership/certifications in the American Planning Association, the American Institute of Certified Planners, the Chesapeake Water Environment Association and the Maryland Planning Commissioners Association. Subscriptions to Prince George’s Newsletter, other news publications, periodicals, and technical bulletins. Includes annual dues for membership in the Anacostia Trails Heritage Area (ATHA).

SUSTAINABILITY

Activity: #196	Department: Planning and Sustainability
Fund: General	Function: General Government

Description

The Sustainability Division was created out of the Planning and Sustainability Department in FY2024. The Sustainability Division works to preserve and protect our environment and plan for a sustainable future through various activities and initiatives identified in the City Council's approved Climate Action Plan and approved Sustainability Plan. The Division provides technical assistance and staff liaison to the Green Team Executive Committee and all its subgroups and completes several certifications for the City, including the Department of Housing and Community Development's Sustainable Communities application, Sustainable Maryland Certified recertification, and the National Wildlife Federation's Community Habitat Program. The Sustainability Division also oversees Green Bowie programs sponsored by the City and provides continuing education and outreach on a wide range of sustainability efforts to a wide and all-encompassing audience.

Objectives and Results for Fiscal Year 2023

A. Obtain re-certification in the Sustainable Maryland Certified Program by December 31, 2022.
   - *Re-certification was achieved in September 2022.*

B. Initiate a new City incentive rebate program for electric-powered lawn maintenance equipment by July 31, 2022.
   - *The new rebate program was initiated over the summer.*

C. Initiate a Sustainability Business incentive grant program by December 31, 2022.
   - *The program launched in December 2022, with small businesses, leasing offices, and the Greater Bowie Chamber of Commerce all directly notified and engaged in the process.*

D. Create yearly mailer Levitt neighborhoods regarding the Energy Audit Program and energy efficiency by June 30, 2023.
   - *The mailer was completed by February 1, 2023, and utilized a new graphic focused on energy efficiency and LED lights. This was the last direct mail effort of its kind, to save paper.*

E. Refresh the "Green Bowie" branding program by June 30, 2023.
   - *Sustainability Division staff participated in the branding project team meetings throughout the year and has formulated ideas to implement once the City's branding initiative is finalized. Green Bowie received templates and staff is working with Communications to replace the old Green Bowie image with the new templates while updating the webpages with new and relevant information, maps, etc.*

SUSTAINABILITY

Activity: #196	Department: Planning and Sustainability
Fund: General	Function: General Government

Workload and Performance Indicators

	CY18	CY19	CY20	CY21	CY22	CY23
Certified National Wildlife Federation habitat	8	8	6	1	9	5
Energy audit rebates issued by City	64	71	15	4	38	50
Food waste program participants	62	67	20	6	6	10
Lawn mower rebates issued	116	239	72	78	91	150
Trees planted with Plant One Tree on Us	24	57	77	72	49	85
Number of Green Bowie Businesses	2	1	-	-	1	3
Number (cumulative total) of Green Bowie e-Newsletter subscribers	751	954	982	990	1,104	1,500

	FY19	FY20	FY21	FY22	FY23	FY24
Expenditures per capita	-	-	-	-	-	$5.87
Percent of City total expenditures	-	-	-	-	-	0.50%

Objectives for Fiscal Year 2024

1. Launch a new composting drop-off program, in collaboration with Public Works and Community Services, by December 31, 2023.
2. Update the format and complete the State of the Environment Report, utilizing both Brightly and the International Council for Local Environmental Initiatives (ICLEI) systems for tracking environmental data, by September 1, 2023.
3. Host an Environmental Forum or Town Hall by June 30, 2024.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	-	-	-	221,000	221,000	0.0%
Contractual Services	-	-	-	1,800	36,800	0.0%
Commodities	-	-	-	8,000	8,000	0.0%
Other Charges	-	-	-	72,500	72,500	0.0%
Total	-	-	-	303,300	338,300	0.0%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Sustainability Manager	-	-	1.0
Sustainability Planner	-	-	1.0
Total	-	-	2.0

SUSTAINABILITY

Activity: #196	Department: Planning and Sustainability
Fund: General	Function: General Government

♦ ***Salaries and Wages*** ***159,200***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***61,800***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01196-51125)*** ***35,000***

Contractual Services

♦ ***Travel and Training (01196-51145)*** ***1,800***

Attend the annual Fall MML (Sustainability Manager), Smart Cities conference (conference is free but there is mileage and parking involved), LEED Green Associate Exam cost, and Course Catalog for CE.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01196-52005)*** ***8,000***

Purchase Green Bowie outreach materials such as energy efficiency and sustainability related giveaways, Farmers Market Bags, supplies for the annual Green Bowie Veterans 5K, and minor equipment like post cards, binder clips for public notice signs, etc. Also includes materials and supplies for the Green Team Executive Committee.

Other Charges

♦ ***Program Supplements (01196-55065)*** ***70,500***

Plant One Tree On Us (POTOU) Program- A turnkey program available to residents that involves the City planting canopy trees on 100 residential properties. The cost for the contractor is around $300 per tree.

Energy Audit Reimbursement Program- Eligible residents can apply to receive reimbursement from the City to offset the cost of a home performance energy audit.

Residential Rebate Program for Electric Powered Lawn Maintenance Equipment – A rebate program for residents who purchase electric lawn mowers, blowers, weedwhackers or hedge trimmers. Rebates are given at $50 for an electric mower and $25 for each subsequent item or a package rebate of $150 for buying all 4 pieces of equipment up front.

Sustainability Business Grant Program - Businesses can apply for grants to help fund sustainability projects/initiatives in their business.

♦ ***Subscriptions and Memberships (01196-55090)*** ***2,000***

Membership/certifications to be a part of the Maryland Recycling Network and its associated events/webinars, the U.S. Green Building Council (USGBC) for both the Planner and Manager to partake in the LEED Green Associate Exam at a discounted rate (exam and CE costs reflected in travel and training) and ICLEI for use of the Clear Path Community Greenhouse Gas assessment data. Purchase subscription to Canva Pro, which will allow access to many more creative templates and uses for our outreach efforts.



"Growth, Unity, Progress"

ADMINISTRATION

Activity: #310	Department: Public Works
Fund: General	Function: Public Works

Description

This division is the hub of all the Public Works services rendered to the City and its residents under the direction of the Public Works Director. The areas of responsibility for this department include solid waste collection and recycling, equipment maintenance, streets maintenance, capital project management, water filtration, wastewater treatment, and all related services for these divisions. This division is also responsible for management of the mosquito control program.

Objectives and Results for Fiscal Year 2023

A. Provide engineering support to Community Services and Planning by June 30, 2023.
   - ♦ *This objective is complete.*

B. Complete MS4 inspection program bi-annual report by October 31, 2022.
   - ♦ *This objective is complete.*

C. Identify a suitable location for a South side of Bowie Salt dome. Prepare necessary information to include in FY2024 budget.
   - ♦ *This objective is complete.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Total number of engineering plan reviews	136	17	106	180	190	190
Number of plan reviews performed in-house[1]	88	26	100	30	35	35
Number of plan reviews contracted out	48	10	6	150	160	160
Number of RFPs issued above $25,000	15	21	23	18	20	18
Number of RFPs issued below $25,000	25	22	17	8	14	13
Number of contracts administered	203	227	211	218	220	203
Number of auctions posted on Public Surplus	33	31	36	15	20	12
Number of utility/ROW permits issued	113	21	150	15	15	15
Number of SWM permits issued	9	12	15	10	10	10
Number of driveway permits issued	4	9	10	5	5	5
Number of ESC permits issued	8	10	15	15	15	15
Number of annual MS4 inspections completed*	109	200	200	120	205	120
Expenditures per capita	$26.25	$28.81	$31.21	$29.35	$34.05	$42.25
Percent of City total expenditures	3.28%	3.36%	3.73%	3.25%	3.34%	3.57%

*MS4 Inspections performed every 2 years

[1] The increase in plan reviews is a result of including all reviews for permits related to utility work in the City Right-of-ways. These reviews were not included in the performance indicators prior to FY2019.

Objectives for Fiscal Year 2024

1. Provide cost estimates for all construction CIP projects.
2. Provide Beehive training to Inspectors to collect culvert inspection information.
3. Provide assistance to Planning for Race Track property transfer.

Significant Budget Changes

Reclassification of one Administrative Assistant position (X-110) to Contracts, Permits and Cost Estimates Specialist (Grade X-113) at $7,845. Reclassify Permit Specialist (Grade X-113) to Street Light Specialist (Grade X-113)and reduce FTE by 0.2 resulting in a $12,972 cost reduction.

ADMINISTRATION

Activity: #310	Department: Public Works
Fund: General	Function: Public Works

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,411,463	1,581,900	1,451,400	1,581,700	1,581,700	0.0%
Contractual Services	293,485	736,400	521,000	829,400	829,400	12.6%
Commodities	15,604	17,800	13,500	23,700	23,700	33.1%
Other Charges	407	700	400	500	500	-28.6%
Total	1,720,959	2,336,800	1,986,300	2,435,300	2,435,300	4.2%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Public Works	1.0	1.0	1.0
Assistant Director, Public Works	1.0	1.0	1.0
Engineering Superintendent	1.0	1.0	1.0
Business Facility Manager	1.0	1.0	1.0
Contract/Permit Specialist	1.0	1.0	1.0
Project Manager	2.0	2.0	2.0
Street/Storm Drain Inspector	3.0	2.0	2.0
Administrative Assistant	2.0	2.0	1.0
Contracts, Permits, and Cost Estimates Specialist	-	-	1.0
Permit Specialist	.8	.8	-
Work Study/Intern	.5	.5	.5
Street Light Specialist	-	-	.6
Total	13.3	12.3	12.1

♦ ***Salaries and Wages*** ***1,157,600***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***424,100***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01310-51125)*** ***788,400***

This amount is for services such as soil testing, surveys, flood plain studies, engineering studies and review of plans and permits beyond the staff's capabilities.

♦ ***Subscription Services - Software (01310-51126)*** ***27,600***

This amount is for Software as a service (SaaS) solutions.

♦ ***Travel and Training (01310-51145)*** ***13,400***

Transportation and expenses for the Public Works Director and staff at County, State and regional meetings.

ADMINISTRATION

Activity: #310	Department: Public Works
Fund: General	Function: Public Works

Commodities

♦ ***Materials, Supplies & Minor Equipment (01310-52005)*** ***18,800***

Consumable items such as reproduction paper and other office supplies not available through central stores. Reference materials, engineering supplies and tools, office furnishings.

♦ ***Protective Apparel (01310-52020)*** ***4,900***

For rental of uniforms and purchase of rain gear, boots, gloves, safety apparel, etc., used by this division.

Other Charges

♦ ***Subscriptions and Memberships (01310-55090)*** ***500***

Subscriptions and memberships in professional organizations.

EQUIPMENT MAINTENANCE AND GARAGE

Activity: #320	Department: Public Works
Fund: General	Function: Public Works

Description

Maintaining and repairing City vehicles and equipment is the responsibility of this division.

Objectives and Results for Fiscal Year 2023

A. Implement a transparent customer service plan by October 31, 2022. The plan will be developed by eliciting improvement process suggestions from all Divisions of Public Works (DPW).

- *In progress. Expect to test with Solid Waste division by June 30, 2023.*

B. Install auto/truck and heavy-duty truck lifts by June 30, 2023.

- *On target to complete by June 30, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21*	FY22	FY23	FY24
Number of vehicles in service	253	249	179	183	187	187
Total number of vehicle miles driven	8,414,862	8,142,138	5,755,563	3,297,120	8,735,100	8,735,100
Average annual mileage per vehicle	33,260	32,699	32,154	18,017	46,700	46,700
Gallons of gasoline purchased for all vehicles	136,298	117,741	120,926	115,900	118,400	127,400
Gallons of diesel purchased for all vehicles	112,794	103,373	115,372	107,800	109,200	110,500
Number of preventive maintenance jobs done by contract	359	394	405	411	408	408
Number of repairs performed in-house	374	650	293	482	356	377
Number of repairs contracted out	52	100	30	51	48	43
Expenditures per capita	$10.47	$11.13	$11.85	$13.08	$14.91	$16.19
Percent of City total expenditures	1.31%	1.30%	1.42%	1.45%	1.46%	1.37%

*Beginning in FY2021, the performance indicators above will be exclusively for vehicles and equipment maintained by Public Works. Other vehicles, such as the Police fleet are maintained through contracted services.

Objectives for Fiscal Year 2024

1. To have the customer service plan functional with the help of IT to supply equipment (desktop computer and monitor).
2. All technicians to be Automotive Service Excellence (ASE) certified.

Significant Budget Changes

Reclassify one Vehicle Maintenance Technician (Grade Y-112) to Assistant Chief Vehicle Maintenance Technician (Grade Y-113) at $5,759.

EQUIPMENT MAINTENANCE AND GARAGE

Activity: #320	Department: Public Works
Fund: General	Function: Public Works

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	406,164	440,100	462,600	467,100	467,100	6.1%
Contractual Services	180,462	247,100	226,700	244,400	244,400	-1.1%
Commodities	180,482	184,800	180,500	221,900	221,900	20.1%
Total	767,108	872,000	869,800	933,400	933,400	7.0%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Vehicle Maintenance Superintendent	1.0	1.0	1.0
Assistant Vehicle Maintenance Superintendent	-	-	1.0
Vehicle Maintenance Technician	3.0	3.0	2.0
Total	4.0	4.0	4.0

♦ ***Salaries and Wages*** ***339,300***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***127,800***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01320-51125)*** ***8,400***

Services for GPS tracking of vehicles.

♦ ***Travel and Training (01320-51145)*** ***1,500***

Expenses for educational training and training materials.

♦ ***Public Utility Services (01320-51220)*** ***39,100***

This item provides for heating for the Public Works Garage and electricity for lighting, operation of equipment and air conditioning of office space in the garage and connected Public Works administrative building.

♦ ***Repair & Maintenance (01320-51230)*** ***152,800***

This item provides funding for contractual services for repair of vehicles which are outside the capabilities of City personnel and equipment. Such items as major transmission repairs, motor replacements and differentials are included. Provides for contractual preventive maintenance and inspection of vehicles. This item also provides funds for maintenance and repairs of all mobile radios in City vehicles, base station radios, and the City's radio repeater with the exception of mobile radios in the Solid Waste, Police, Water and Wastewater Divisions.

EQUIPMENT MAINTENANCE AND GARAGE

Activity: #320	Department: Public Works
Fund: General	Function: Public Works

♦ ***Repair & Maintenance – Building (01320-51235)*** ***42,600***

This item provides funding for maintenance and repairs to Public Works property and facilities including the garage, fencing, site utilities and grounds. Funds allow for contract repairs for such items as plumbing, electrical, overhead doors, air conditioning, heating units, overhead cranes, exterior siding, fencing and gates. Also provides for maintenance contracts for HVAC systems, alarm system, pest control, and cleaning services.

Commodities

♦ ***Materials, Supplies and Minor Equipment (01320-52005)*** ***16,300***

Small tools and equipment.

♦ ***Operating Supplies (01320-52010)*** ***194,600***

For the purchase of tools, auto parts, tires, hardware, gasoline and motor oil for all City vehicles other than the Police, Water, Wastewater and Solid Waste Divisions.

♦ ***Protective Apparel (01320-52020)*** ***3,000***

For rental of uniforms and purchase of rain gear, boots, gloves, safety apparel for this division.

♦ ***Repair & Maintenance Supplies (01320-52030)*** ***8,000***

Lumber, nails, paint, screws, bolts, etc., for minor repairs; janitorial supplies, paper towels, soap and cleaning solvent for the garage and office.

SOLID WASTE

Activity: #330	Department: Public Works
Fund: General	Function: Public Works

Description

The collection and disposal of the City's solid waste is this division's responsibility. Regular weekly residential collections include household refuse (twice weekly), household mixed recyclables and yard waste. The division also collects from residents by appointment: metal and tires for recycling. Funds also provide for the disposal or composting of other debris generated in the City including annual leaf collections and storm debris.

Objectives and Results for Fiscal Year 2023

A. Hold a shredding/Styrofoam recycling event in Fall 2022 and Spring 2023.

- *The Fall shredding event was held on October 8, 2022.*
- *The Spring shredding event is scheduled to be held on June 10, 2023.*

B. Hold one electronics recycling event in Spring 2023 if a vendor is available.

- *The electronics event is cost prohibitive and will not be held.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of households served	21,500	21,723	21,726	21,728	21,730	21,785
Households served per employee	391	395	395	391	395	396
Total number of tons collected	30,143	30,069	32,642	31,427	29,740	30,000
Number of tons landfilled	20,645	20,174	22,189	22,219	21,032	22,000
Number of tons recycled	9,498	9,895	10,453	9,200	8,708	9,000
Single stream tons recycled	4,792	4,962	5,390	5,056	4,877	5,000
Percent of solid waste stream recycled	32%	33%	32%	32%	32%	32%
Sales revenues from recyclables	$20,304	$8,817	$15,380	$14,602	$14,500	$15,000
Number of tons of white metal collected	99	95	151	93	50	60
Expenditures per capita	$98.47	$106.79	$104.05	$106.47	$123.49	$145.32
Percent of City total expenditures	12.30%	12.47%	12.44%	11.79%	12.13%	12.27%

Objectives for Fiscal Year 2024

1. Hold a shredding/Styrofoam recycling event in Fall 2023 and Spring 2024.
2. Develop plan to incorporate service to South Lake, Melford by December 2023.

Significant Budget Changes

None.

SOLID WASTE

Activity: #330	Department: Public Works
Fund: General	Function: Public Works

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	3,742,401	4,312,900	4,086,800	4,480,800	4,609,200	6.9%
Contractual Services	1,903,630	2,552,300	2,440,500	3,010,100	3,010,100	17.9%
Commodities	597,481	586,700	676,000	757,700	757,700	29.1%
Total	6,243,512	7,451,900	7,203,300	8,248,600	8,377,000	12.4%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Solid Waste Superintendent	1.0	1.0	1.0
Assistant Solid Waste Superintendent	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0
Solid Waste Driver	14.2	15.0	15.0
Solid Waste Driver/Collector	12.2	13.0	13.0
Solid Waste Collector	24.2	25.0	25.0
Driver/Facility Maintenance Worker	1.0	1.0	1.0
Total	55.6	58.0	58.0

♦ ***Salaries and Wages*** ***3,363,300***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***1,245,900***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01330-51125)*** ***202,800***

Charges for contractual collection and collection event services. Fees for GPS tracking services.

♦ ***Travel and Training (01330-51145)*** ***1,100***

Training, professional seminars and training materials.

♦ ***Disposal Fees (01330-51210)*** ***2,592,200***

Charges for disposal of all regular solid waste and bulk items collected on the special pickup program and recycling fees.

♦ ***Public Utility Services (01330-51220)*** ***15,300***

This item provides for heating and electricity for the solid waste facilities.

SOLID WASTE

Activity: #330	Department: Public Works
Fund: General	Function: Public Works

♦ ***Repair & Maintenance (01330-51230)*** ***156,500***

Provides maintenance and repairs for all vehicles and radio equipment. Includes major repairs such as transmissions, differentials, motor overhaul, and tailgate assemblies performed by manufacturers and dealers for all vehicles in this division. Includes contractual preventive maintenance and inspection.

♦ ***Repair & Maintenance - Building (01330-51235)*** ***42,200***

Provides funds for repairs and maintenance of building systems, service contracts, plumbing and cleaning services, etc.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01330-52005)*** ***90,900***

Funding provides for varied materials and supplies needed for the collection efforts. Includes safety materials, office supplies, and cleaning supplies. Also includes the purchase of recycling carts, compost bins and recycling rebate program.

♦ ***Operating Supplies (01330-52010)*** ***609,800***

This covers the cost of parts and supplies installed by City personnel, including tires, lights, batteries, ignition parts, anti-freeze, etc. Also, for the purchase of diesel fuel and oil for the solid waste division vehicles and recycling vehicles and equipment.

♦ ***Protective Apparel (01330-52020)*** ***57,000***

Includes uniform rental and purchase of rain gear, boots, gloves, etc., for this division.

STREETS

Activity: #340	Department: Public Works
Fund: General	Function: Public Works

Description

The responsibilities of this division include all street and sidewalk maintenance as well as street and traffic signs, posts, snow removal and ice control on 193 miles of city streets.

Objectives and Results for Fiscal Year 2023

A. Conduct survey to compare local jurisdictions snowplow contractor payment rates to evaluate our current prices.
   - ♦ *This objective is complete.*

B. Evaluate all Speed and Stop Signs (Regulatory) Reflectivity using Reflectometer meter and develop a replacement plan for FY2024.
   - ♦ *This objective will be completed by June 30, 2023.*

C. Continue annual sidewalk repair program to address sidewalks in worse condition by June 30, 2023.
   - ♦ *This objective is less than 10% complete, Contractor was behind in completing the FY2021 work therefore they are still completing the FY2022 work. Funding is in place, and we anticipate that the goal will be accomplished by June 30, 2023.*

D. Complete road asset inventory using Transconomy's pavement ranking which ranks surface condition based on visual surface defects and distresses. The inventory is to be completed by December 2022, after that a condition road assessment program will be performed bi-annually to plan resurfacing projects based on available budgets.
   - ♦ *This objective was completed in November, 2022.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Miles of street maintained by City	192.6	192.6	193.2	193.4	193.4	193.4
Square yards of streets resurfaced	145,000	63,600	165,000	160,937	143,292	156,410
Miles of street resurfaced	9.2	3.9	9.0	9.4	9.8	9.4
Linear feet of curb replaced	14,054	20,805	29,579	14,121	21,501	18,214
Street patching by staff (tons)	534	660	561	964	728	645
Curb-miles of street swept by City	1,926	1,926	1,932	1,934	1,934	1,934
Miles of sidewalks maintained by City	140.2	140.2	140.2	140.2	140.6	140.6
Square feet of sidewalk repaired or replaced	59,905	71,516	27,720	41,154	46,796	38,001
Square feet of apron repaired or replaced	5,629	8,030	6,469	5,117	6,538	5,345
Number of street signs maintained	6,997	7,050	7,080	7,080	7,088	7,090
Number of street signs replaced*	378	350	443	325	208	332
Crosswalks, arrows, stop bars maintained	445	445	445	445	447	447
Number of street lights maintained by City	5,980	5,980	6,005	5,943	5,943	5,943
Expenditures per capita	$93.03	$95.59	$90.73	$108.87	$122.19	$144.39
Percent of City total expenditures	11.62%	11.16%	10.85%	12.05%	12.00%	12.19%

* Includes name sign replacement program FY2019-FY2021.

STREETS

Activity: #340	Department: Public Works
Fund: General	Function: Public Works

Objectives for Fiscal Year 2024

1. Establish a program to systematically replace regulatory signs throughout the City. The Program will be based on recent condition assessment information collected using the reflectometer. Signs found to have been lacking in reflectivity as well as signs with significant age will be given priority.
2. Use Transconomy to contrast and compare sign reflectivity ratings collected in FY2023.
3. Establish and implement a 25-year streetlight cable replacement program to upgrade the current cable infrastructure.

Significant Budget Changes

Reclassify three Street Maintenance Workers (Grade Y-105) to Street Maintenance Worker, Senior (Grade Y-107) at $19,230.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	2,016,130	2,287,900	2,095,300	2,450,700	2,450,700	7.1%
Contractual Services	3,942,122	4,430,400	4,524,600	5,286,500	5,286,500	19.3%
Commodities	425,992	509,900	507,100	585,800	585,800	14.9%
Total	6,384,244	7,228,200	7,127,000	8,323,000	8,323,000	15.1%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Street Maintenance Superintendent	1.0	1.0	1.0
Assistant Maintenance Superintendent	2.0	2.0	2.0
Executive Office Associate	.6	.6	.6
Streets/Storm Drain Inspector	-	1.0	1.0
Traffic/Sign Technician Supervisor	1.0	1.0	1.0
Assistant Traffic/Sign Technician	-	1.0	1.0
Equipment Operator, Senior/Street Sweeper	1.0	1.0	1.0
Equipment Operator, Senior	2.0	2.0	2.0
Equipment Operator	5.0	5.0	5.0
Concrete Worker	3.0	3.0	3.0
Street Maintenance Worker	5.0	5.0	2.0
Street Maintenance Worker, Senior	-	-	3.0
Concrete Crew Leader	1.0	1.0	1.0
Asphalt Crew Leader	1.0	1.0	1.0
Streets Intern	.4	.4	.4
Seasonal Laborers	3.7	3.7	3.7
Total	26.7	28.7	28.7

STREETS

Activity: #340	Department: Public Works
Fund: General	Function: Public Works

♦ ***Salaries and Wages*** ***1,811,800***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***638,900***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Professional Services (01340-51125)*** ***37,000***
Amount provided for contractual services which are outside the capabilities of City personnel and equipment.

♦ ***Travel and Training (01340-51145)*** ***6,900***
Expenses for educational training.

♦ ***Equipment Rental (01340-51215)*** ***227,000***
This provides for the rental of equipment necessary for this division which is not owned by the City. Included would be such items as large loaders, dump trucks, graders, barricades, and additional equipment. Includes extra truck rental for loose-leaf pickup, scissor lift for radar sign relocations, and contract snow removal and equipment.

♦ ***Repair & Maintenance (01340-51230)*** ***781,300***
Provides for the use of contractors to expedite street repairs, including curb and sidewalk replacement program, driveway aprons and related asphalt patching. Also includes road striping.

♦ ***Repair & Maintenance – Building (01340-51235)*** ***21,200***
Provides funds for repairs and maintenance of building systems, service contracts, plumbing, cleaning services, etc.

♦ ***Street Lighting, Cleaning & Relamping (01340-51245)*** ***1,657,500***
This account provides for electric current throughout the City by Baltimore Gas and Electric Company, as well as City-owned streetlights and traffic control signals that are maintained by private contractors. Local distribution and maintenance rates are set and approved by the State Public Service Commission. Generation and transmission charges are now part of a deregulated environment. Includes streetlight pole repairs and painting. Also provides for repair of streetlights, poles and fixtures damaged by unknown individuals or storms. The City bills individuals for damage to poles and fixtures when it can be determined who is responsible for damage.

♦ ***Street Resurfacing (01340-51250)*** ***2,555,600***
Annual contract for resurfacing of City streets and replacement of paver sections.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01340-52005)*** ***136,800***
For the purchase of air hammer blades, shovels, picks, barricades, pumps, saws and diamond blades. Includes storm drain grates and risers, snow related equipment, and minor office furniture purchases.

STREETS

Activity: #340	Department: Public Works
Fund: General	Function: Public Works

♦ ***Operating Supplies (01340-52010)*** ***192,500***

To provide for the purchase of such items as crack sealer, topsoil, stone, gravel, mason sand, traffic paint, street signs, and posts. This also provides for the purchase of salt, road sand, magnesium chloride, and other materials related to snow removal.

♦ ***Protective Apparel (01340-52020)*** ***24,500***

For rental of uniforms and purchase of rain gear, boots, gloves, safety apparel, etc., used by this division.

♦ ***Repair & Maintenance Supplies (01340-52030)*** ***232,000***

Provides for the purchase of bituminous concrete and concrete for the repairs and maintenance of streets and sidewalks.

STORMWATER MANAGEMENT

Activity: #341	Department: Public Works
Fund: General	Function: Public Works

Description

To provide stormwater facility management to the City's stormwater system. Services to be provided include cleaning and mowing of grass drainage areas. This division also provides service to the special tax districts.

Objectives and Results for Fiscal Year 2023

A. Develop inspection operations and maintenance plans for high hazard dams in the city by June 30, 2023.
   - ♦ *First draft of operations and maintenance plans completed in October 2022.*

B. Provide routine and corrective maintenance for the City's stormwater facilities, outfalls, and drainage areas.
   - ♦ *This objective will be completed by June 30, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of SWM facilities maintained	82	82	82	82	82	82
Number of SWM outfalls and drainage areas maintained	40	76	76	76	76	76
Expenditures per capita	$9.74	$8.89	$10.19	$10.44	$12.22	$14.32
Percent of City total expenditures	1.22%	1.04%	1.22%	1.16%	1.20%	1.21%

Objectives for Fiscal Year 2024

1. Create an inventory of valves for SWM structures.
2. Establish and implement a valve exercise program to determine valve operation on the City Ponds and other City Stormwater structures.
3. Establish and implement a routine and corrective maintenance schedule for the City's stormwater facilities, outfalls, and drainage areas.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	531,649	598,400	565,300	639,200	639,200	6.8%
Contractual Services	52,547	105,500	90,800	120,300	120,300	14.0%
Commodities	28,030	59,400	56,700	65,900	65,900	10.9%
Total	612,226	763,300	712,800	825,400	825,400	8.1%

STORMWATER MANAGEMENT

Activity: #341	Department: Public Works
Fund: General	Function: Public Works

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Stormwater Management Supervisor	1.0	1.0	1.0
Equipment Operator, Senior	1.0	1.0	1.0
Laborer, Senior	1.0	1.0	1.0
Laborer	1.0	2.0	2.0
Crew Leader	2.0	2.0	2.0
Temporary Laborer	1.7	1.1	1.1
Total	7.7	8.1	8.1

♦ ***Salaries and Wages*** ***486,800***
Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***152,400***
Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Service

♦ ***Professional Services (01341-51125)*** ***500***
Amount provided for contractual services which are outside the capabilities of City personnel and equipment.

♦ ***Travel and Training (01341-51145)*** ***1,500***
Expenses for educational training.

♦ ***Equipment Rental (01341-51215)*** ***4,000***
To provide for the rental of equipment necessary for this division which is not owned by the City.

♦ ***Repair and Maintenance (01341-51230)*** ***114,300***
For repair and maintenance to existing stormwater management facilities, outfalls, drainage areas and storm drainage piping.

Commodities

♦ ***Materials, Supplies & Minor Equipment (01341-52005)*** ***26,400***
For the purchase of small tools, equipment, supplies and maintenance materials.

♦ ***Operating Supplies (01341-52010)*** ***30,300***
To provide for the necessary material such as grass seed, native trees and shrubs for drainage channels and fertilizer to maintain the stormwater areas. Also includes gasoline and oil for equipment.

♦ ***Protective Apparel (01341-52020)*** ***9,200***
For the purchase of rain gear, boots, gloves, etc., for this division. Includes uniform rental.

STORMWATER MANAGEMENT SPECIAL TAX DISTRICTS

Activity:	# Varies	Department:	Public Works
Fund:	General	Function:	Public Works

Description

To provide stormwater facility maintenance on several stormwater facilities within the City. Services to be provided include inlet and storm sewer cleaning as well as cleaning and mowing of grass drainage areas. Funding of this service is provided by the special tax districts and the general revenues of the City.

Objectives and Results for Fiscal Year 2023

A. Continue to provide ongoing maintenance through in-house staff and contractors.
- ♦ *Ongoing.*

Objectives for Fiscal Year 2024

1. Effectively manage work performed by contractors.

Significant Budget Changes

None.

Special Taxing District 1 – Maryland Science & Technology Center (Melford)

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	-	1,000	1,000	1,100	1,100	10.0%
Total	-	1,000	1,000	1,100	1,100	10.0%

Contractual Services

♦ ***Professional Services (01342-51125)*** ***1,100***

Technical review costs, legal services and administrative costs associated with the special tax district. Includes inlet and storm sewer cleaning, as well as trash removal and mowing of grass drainage areas. Funding is provided by the special taxing district (95%) and general revenues of the City (5%).

Special Taxing District 2 – Bowie Town Center (Centennial Park)

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	3,657	6,600	6,600	6,900	6,900	4.5%
Total	3,657	6,600	6,600	6,900	6,900	4.5%

STORMWATER MANAGEMENT SPECIAL TAX DISTRICTS

Activity:	# Varies	Department:	Public Works
Fund:	General	Function:	Public Works

Contractual Services

♦ ***Professional Services (01345-51125)*** ***6,900***

Technical review costs, legal services and administrative costs associated with the special tax districts. Includes inlet and storm sewer cleaning as well as trash removal and mowing of grass drainage areas. Funding is provided by the special taxing district (57%) and general revenues of the City (43%).

Special Taxing District 5 – Highbridge

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	1,167	1,600	1,600	1,700	1,700	6.3%
Total	1,167	1,600	1,600	1,700	1,700	6.3%

Contractual Services

♦ ***Professional Services (01348-51125)*** ***1,700***

Technical review costs, legal services and administrative costs associated with the special tax districts. Includes inlet and storm sewer cleaning as well as trash removal and mowing of grass drainage areas. Funding is provided by the special taxing district (13%) and general revenues of the City (87%).

Special Taxing District 6 – Gateway Center

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	1,535	2,400	2,400	2,500	2,500	4.2%
Total	1,535	2,400	2,400	2,500	2,500	4.2%

Contractual Services

♦ ***Professional Services (01349-51125)*** ***2,500***

Technical review costs, legal services and administrative costs associated with the special tax districts. Includes inlet and storm sewer cleaning as well as mowing of grass drainage areas.Funding is provided by the special taxing district (100%).

STORMWATER MANAGEMENT SPECIAL TAX DISTRICTS

Activity:	# Varies	Department:	Public Works
Fund:	General	Function:	Public Works

Special Taxing District 7 – Pin Oak

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	619	800	800	900	900	12.5%
Total	619	800	800	900	900	12.5%

Contractual Services

♦ ***Professional Services (01370-51125)*** ***900***

Technical review costs, legal services and administrative costs associated with the special tax districts. Includes inlet and storm sewer cleaning as well as trash removal and mowing of grass drainage areas. Funding is provided by the special taxing districts, Pin Oak (18%), Elder Oaks (10%) and Collington Plaza (19%), and by general revenues of the City (53%).

Special Taxing District 8 – Elder Oaks

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	619	800	800	900	900	12.5%
Total	619	800	800	900	900	12.5%

Contractual Services

♦ ***Professional Services (01372-51125)*** ***900***

Technical review costs, legal services and administrative costs associated with the special tax districts. Includes inlet and storm sewer cleaning as well as trash removal and mowing of grass drainage areas. Funding is provided by the special taxing districts, Pin Oak (18%), Elder Oaks (10%) and Collington Plaza (19%), and by general revenues of the City (53%).

STORMWATER MANAGEMENT SPECIAL TAX DISTRICTS

Activity:	# Varies	Department:	Public Works
Fund:	General	Function:	Public Works

Special Taxing District 11 – Collington Plaza

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Contractual Services	866	1,400	1,400	1,500	1,500	7.1%
Total	866	1,400	1,400	1,500	1,500	7.1%

Contractual Services

♦ ***Professional Services (01374-51125)*** ***1,500***

Technical review costs, legal services and administrative costs associated with the special tax districts. Includes inlet and storm sewer cleaning as well as trash removal and mowing of grass drainage areas. Funding is provided by the special taxing districts, Pin Oak (18%), Elder Oaks (10%) and Collington Plaza (19%), and by general revenues of the City (53%).



"Growth, Unity, Progress"

NONDEPARTMENTAL

Activity: #910	Department: Nondepartmental
Fund: General	Function: Nondepartmental

Description

This budget section provides for expenditures which are not directly or exclusively associated with specific activities or programs. It includes debt service, consulting services, comprehensive insurance coverage, allowances for contingencies, and transfers to other funds.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Debt Service	2,302,910	2,262,600	2,257,900	2,219,200	2,219,200	-1.9%
Contractual Services	345,825	446,700	396,700	446,700	446,700	0.0%
Other Charges	502,712	480,000	200,000	435,000	435,000	-9.4%
Transfers	2,754,400	2,920,600	2,688,700	4,856,300	4,872,600	66.3%
Total	5,905,847	6,109,900	5,543,300	7,957,200	7,973,500	30.2%

Debt Service

Public Improvement Bonds of 2015

♦ ***Principal Payment – 2015 Refunding bonds (01898-58005)*** ***861,000***

♦ ***Interest Payment – 2015 Refunding bonds (01898-58010)*** ***117,200***

Public Improvement Bonds of 2019

♦ ***Principal Payment – 2019 Bonds (01892-58005)*** ***560,000***

♦ ***Interest Payment – 2019 Bonds (01892-58010)*** ***680,700***

♦ ***Paying/Fiscal Agent* Fees *(01892-58015)*** ***300***

Required debt service on all general obligation bonds backed by full faith and credit of the City.

Contractual Services

♦ ***Insurance (01910-51115)*** ***346,700***

Annual premium for Comprehensive Insurance Coverage, insuring all real and personal property against loss and/or damage and any liability claims made against the City.

♦ ***Professional Services (01910-51125)*** ***100,000***

Amounts provided for consultant fees including insurance, employee benefits, and other consultant activities.

Other Charges

♦ ***Educational Reimbursements (01910-55020)*** ***30,000***

To enable employees to keep abreast of the changing trends within their positions, employees are encouraged to continue their education by receiving, from the City, a 2/3 reimbursement of educational expense.

Activity: #910	Department: Nondepartmental
Fund: General	Function: Nondepartmental

♦ ***Incentive Awards (01910-55030)*** ***25,000***

This amount is awarded to employees for their suggestions, achievements and outstanding service which ultimately benefits the City.

♦ ***Reserve for Contingencies (01910-55070)*** ***300,000***

Amount provided for appropriation deficiencies or expenditures which are unknown and/or unanticipated. An unanticipated expenditure might include an activity such as snow removal, land acquisition, legal fees or City emergency situations.

♦ ***Reserve for Personnel Adjustments (01910-55075)*** ***80,000***

Allowance for performance awards and other personnel adjustments.

Transfers

♦ ***Capital Project Fund (01920-59005)*** ***2,468,300***

This amount represents the City's annual share of contributions for the Capital Improvements Program.

♦ ***Equipment Acquisition & Replacement Fund (01920-59015)*** ***2,404,300***

Transfer of funds to reserve amounts for subsequent acquisitions and replacement of equipment as scheduled.

DEBT SERVICE

Fund Number: #01	Department: Finance
Fund: General Fund	

Debt Service Requirements

Public Improvement Refunding Bonds of 2015
Outstanding as of July 1, 2023
Total Bonds Issued: $6,988,000

Fiscal Year	Principal	Interest	Total
2023-2024	861,000	117,139	978,139
2024-2025	848,000	98,340	946,340
2025-2026	836,000	79,816	915,816
2026-2027	823,000	61,567	884,567
2027-2028	810,000	43,604	853,604
2028-2029	796,000	25,938	821,938
2029-2030	781,000	8,591	789,591
Total	5,755,000	434,995	6,189,995

DEBT SERVICE

Fund Number: #01 Department: Finance
Fund: General Fund

Taxable Public Improvement Bonds of 2019
Outstanding as of July 1, 2023
Total Bonds Issued: $24,200,000

Fiscal Year	Principal	Interest	Total
2023-2024	560,000	680,615	1,240,615
2024-2025	580,000	657,815	1,237,815
2025-2026	595,000	634,315	1,229,315
2026-2027	615,000	610,115	1,225,115
2027-2028	625,000	590,393	1,215,393
2028-2029	645,000	575,312	1,220,312
2029-2030	660,000	559,403	1,219,403
2030-2031	675,000	542,715	1,217,715
2031-2032	695,000	525,590	1,220,590
2032-2033	710,000	507,584	1,217,584
2033-2034	730,000	488,228	1,218,228
2034-2035	750,000	467,878	1,217,878
2035-2036	770,000	446,015	1,216,015
2036-2037	795,000	422,540	1,217,540
2037-2038	815,000	398,390	1,213,390
2038-2039	840,000	373,565	1,213,565
2039-2040	875,000	347,840	1,222,840
2040-2041	915,000	320,990	1,235,990
2041-2042	945,000	292,617	1,237,617
2042-2043	975,000	262,857	1,237,857
2043-2044	1,010,000	232,090	1,242,090
2044-2045	1,045,000	200,237	1,245,237
2045-2046	1,080,000	167,300	1,247,300
2046-2047	1,120,000	132,640	1,252,640
2047-2048	1,155,000	96,240	1,251,240
2048-2049	1,195,000	58,640	1,253,640
2049-2050	1,235,000	19,760	1,254,760
Total	22,610,000	10,611,684	33,221,684

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

This fund was established on June 4, 1979, to account for the acquisition and replacement of equipment. It serves as the depository of amounts transferred from other funds, not only to acquire and replace equipment during the current year, but to accumulate amounts appropriated each year as reserves to replace equipment scheduled for replacement in future years.

Effective in Fiscal Year 2019, the threshold for inclusion on the Schedule of Equipment Replacement and Budget Requirements is $10,000.

EQUIPMENT ACQUISITION AND REPLACEMENT

Fund Number: #03
Fund: Equipment Acquisition and Replacement

Revenue Estimates

ACCT#	SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
46105	Interest Income	13,774	7,900	353,000	489,200	489,200
48005	Appropriated Fund Balance	-	951,400	951,400	2,171,900	2,171,900
49010	Transfer from General Fund	2,519,000	2,920,600	2,688,700	2,388,000	2,404,300
49050	Sale of Capital Assets	276,675	100,000	11,100	100,000	100,000
	Total Revenue	2,809,449	3,979,900	4,004,200	5,149,100	5,165,400

Expenditures

FUNCTION	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
General Government	144,784	363,000	327,800	366,500	366,500
Public Safety	248,743	426,900	551,100	811,500	827,800
Public Works	733,823	582,700	536,100	1,200,000	1,200,000
Social Services	28,414	-	-	-	-
Parks and Recreation	416,939	290,000	271,900	524,000	524,000
Reserve for Replacements	-	2,317,300	2,317,300	2,247,100	2,247,100
Total Expenditures	1,572,703	3,979,900	4,004,200	5,149,100	5,165,400

EQUIPMENT ACQUISITION AND REPLACEMENT

Activity Proposal Detail
Fund: Equipment Acquisition and Replacement

		Funded from Reserve Through FY23	Funded from Current Year Additions	Total Cost
General Government (03101-57020)				
Information Technology				
Replace Server O/S Virtualization	#10565	220,700	29,300	250,000
Replace Backup System - Primary		30,000	-	30,000
Replace Call Recording Redundancy	#10567	34,800	11,700	46,500
Total - Information Technology		285,500	41,000	326,500
Buiding Maintenance				
New Compact Hybrid SUV - AWD		-	40,000	40,000
Total - Buiding Maintenance		-	40,000	40,000
Total - General Government		**285,500**	**81,000**	**366,500**
Public Safety (03201-57020)				
Police Department				
Replace Ford Taurus Sedan	#562	53,000	2,500	55,500
Replace Ford Taurus Sedan	#564	53,000	2,500	55,500
Replace Ford Explorer SUV	#571	53,600	5,100	58,700
Replace Ford Explorer SUV	#573	53,600	5,000	58,600
Replace Ford Interceptor Sedan	#581	52,300	3,200	55,500
Replace Ford Interceptor Sedan	#595	49,700	5,800	55,500
Replace Ford Interceptor Sedan	#606	52,300	3,200	55,500
Replace Ford Interceptor Sedan	#607	52,300	3,200	55,500
Replace Ford Interceptor Sedan	#612	52,300	3,200	55,500
Replace Ford Interceptor Sedan	#614	49,900	5,600	55,500
Replace Ford Interceptor Sedan	#616	49,900	5,600	55,500
Replace Ford Interceptor Sedan	#617	49,400	6,100	55,500
Replace Ford Interceptor Sedan	#627	38,600	16,900	55,500
Prepaid Amount for Body Cameras		100,000	-	100,000
Total - Police Department		759,900	67,900	827,800
Total - Public Safety		**759,900**	**67,900**	**827,800**
Public Works (03301-57020)				
Solid Waste Division				
Replace Freightliner Refuse Truck	#109	261,300	38,700	300,000
Replace Freightliner Refuse Truck	#125	202,400	97,600	300,000
Replace Freightliner Refuse Truck	#134	202,300	97,700	300,000
Replace Freightliner Refuse Truck	#135	200,400	99,600	300,000
Total - Solid Waste Division		866,400	333,600	1,200,000
Total - Public Works		**866,400**	**333,600**	**1,200,000**

EQUIPMENT ACQUISITION AND REPLACEMENT

Activity Proposal Detail
Fund: Equipment Acquisition and Replacement

		Funded from Reserve Through FY23	Funded from Current Year Additions	Total Cost
Parks and Recreations (03501-57020)				
Parks and Grounds				
Replace Ford Pick-Up	#309	50,000	30,000	80,000
Replace Toro Z-597D Mower	#337	13,100	1,900	15,000
Toro 331 Infield Groomer	#339	24,000	9,000	33,000
Replace Toro 4000D Mower	#341	80,000	12,000	92,000
Replace Core Aeration Machine	#359	35,000	5,000	40,000
Replace Leaf Vacuum	#392	58,000	28,000	86,000
New Toro Reelmaster 5410-D Riding Mower		-	92,000	92,000
New ODB LCT600 Leaf Vacuum		-	86,000	86,000
Total - Parks and Grounds		260,100	263,900	524,000
Total - Parks & Recreation		**260,100**	**263,900**	**524,000**
Total Acquisitions and Replacements		**2,171,900**	**746,400**	**2,918,300**
Reserve for Future Replacements (03901-57020)		**-**	**2,247,100**	**2,247,100**
Grand Total		**2,171,900**	**2,993,500**	**5,165,400**

EQUIPMENT ACQUISITION AND REPLACEMENT

Schedule of Equipment Replacement and Budget Requirements
Fund: Equipment Acquisition and Replacement

Id. Number	Year	Make-Model	Cost	Years Est. Life	Year Scheduled to Replace	Estimated Cost to Replace	Reserve through FY23	FY24	FY25	FY26	FY27	FY28
Administrative												
1	2020	2020 Chevy Traverse AWD (CMO)	31,419	8	2028	33,000	12,300	4,100	4,100	4,100	4,100	4,300
8	2015	2014 Dodge Caravan (Pool)	20,151	10	2025	22,000	17,400	2,300	2,300	-	2,600	2,600
14	2014	2013 Ford Focus (CMO)	15,955	11	2025	39,400	15,100	12,300	12,000	-	4,100	4,100
15	2012	2012 Ford Fusion Hybrid (Pool)	26,095	13	2025	35,000	32,000	1,500	1,500	-	3,100	3,100
18	2012	2011 Dodge Caravan (Pool)	20,590	13	2025	85,000	32,100	27,900	25,000	-	7,400	7,400
19	2019	2019 Ford Transit Cargo Van (IT)	29,716	10	2029	31,200	10,500	3,500	3,500	3,500	3,500	3,500
29	2019	2019 Ford Fusion Hybrid (Pool)	23,140	10	2029	24,300	8,100	2,700	2,700	2,700	2,700	2,700
Buiding Maintenance												
12	2014	2014 Ford Van E -250	20,182	11	2025	65,000	40,600	23,800	600	-	6,800	6,800
21	2020	2019 Ford Transit T-250 Mid-Roof	35,752	10	2030	37,500	11,400	3,800	3,800	3,800	3,800	3,800
22	2002	2002 Chevy Pick-Up	11,490	17	2024*	65,000	65,000	-	9,800	9,800	9,800	9,800
25	2020	2019 Ford WB Transit Van	31,745	10	2030	33,300	9,900	3,300	3,300	3,300	3,300	3,300
28	2019	2018 Ford Transit Cargo Van	32,602	10	2029	34,200	11,400	3,800	3,800	3,800	3,800	3,800
New		Compact Hybrid SUV - AWD	-	10	2024	40,000	-	40,000	-	4,700	4,700	4,700
Housing Inspection & Code Compliance												
2	2012	2012 Ford Fusion Hybrid	26,742	13	2025	35,000	30,400	4,300	300	-	3,100	3,100
4	2015	2015 Nissan Leaf	29,661	10	2025	35,000	25,300	4,900	4,800	-	4,100	4,100
5	2021	2020 Chevrolet Bolt	29,731	10	2031	35,000	3,900	3,900	3,900	3,900	3,900	3,900
6	2007	2007 Ford F-150 Pick-Up	13,197	11	2024*	62,300	62,300	-	6,500	6,500	6,500	6,500
11	2016	2016 Toyota RAV4 AWD	29,430	10	2027	30,900	16,700	3,500	3,500	3,600	3,600	-
16	2021	2020 Chevrolet Bolt EV	29,312	10	2031	35,000	3,900	3,900	3,900	3,900	3,900	3,900
24	2008	2008 Ford Ranger Truck	12,845	11	2025	62,300	44,300	9,000	9,000	-	6,500	6,500
32	2021	2020 Chevrolet Bolt EV	30,407	10	2031	35,000	3,900	3,900	3,900	3,900	3,900	3,900
New		Electric Vehicle		10	2024*	40,000	40,000	-	4,700	4,700	4,700	4,700
Animal Control												
20	2018	2018 Ford 150 Transit Van	47,757	11	2029	50,100	19,900	5,100	5,100	5,100	5,100	5,100
30	2014	2013 Chevy Van	34,227	11	2025	85,000	56,200	14,400	14,400	-	8,900	8,900
Park Ranger												
23	2017	2016 Chevy Extended Cab	28,897	8	2025	55,000	36,200	9,400	9,400	-	8,300	8,300
36	2023	2014 Ford F-150 Pick-Up	41,265	7	2030	43,300	-	-	7,200	7,200	7,200	7,200
Emergency Management												
9	2020	2019 Ford F250 4WD Crew	47,343	10	2030	49,700	15,000	5,000	5,000	5,000	5,000	5,000
557	2020	2019 Chevy Tahoe	60,000	10	2030	63,000	18,900	6,300	6,300	6,300	6,300	6,300
Senior Services												
70	2019	2019 Ford Champ 15-passgr	103,987	11	2030	109,200	24,500	12,100	12,100	12,100	12,100	12,100
71	2019	2019 Ford Champ 15-passgr	103,987	11	2030	109,200	24,500	12,100	12,100	12,100	12,100	12,100
72	2017	2017 Ford E450 Startrans Bus	74,540	11	2028	105,000	39,000	13,200	13,200	13,200	13,200	13,200
73	2018	2018 Ford E450 Cutaway Bus	76,377	11	2029	105,000	34,200	11,800	11,800	11,800	11,800	11,800
74	2018	2018 Ford E450 Cutaway Bus	76,377	11	2029	105,000	34,200	11,800	11,800	11,800	11,800	11,800
76	2016	2016 Dodge Van	22,851	11	2027	25,000	13,200	2,900	2,900	3,000	3,000	-
77	2018	2018 Ford E450 Cutaway Bus	76,377	11	2029	105,000	34,200	11,800	11,800	11,800	11,800	11,800
78	2019	2019 Ford Champ 15-passgr	103,987	11	2030	109,200	24,500	12,100	12,100	12,100	12,100	12,100
79	2017	2017 Ford E450 Startrans Bus	74,540	11	2028	105,000	42,000	12,600	12,600	12,600	12,600	12,600
80	2014	2014 Ford Bus	64,071	11	2025	105,000	78,500	15,500	11,000	-	11,000	11,000

EQUIPMENT ACQUISITION AND REPLACEMENT

Schedule of Equipment Replacement and Budget Requirements
Fund: Equipment Acquisition and Replacement

Id. Number	Year	Make-Model	Cost	Years Est. Life	Year Scheduled to Replace	Estimated Cost to Replace	Reserve through FY23	FY24	FY25	FY26	FY27	FY28
Public Works Administration & Garage												
7	2023	2022 Honda CR-V Hybrid	39,320	11	2034	41,300	-	-	4,100	4,100	4,100	4,100
10	2020	2019 Ford Fusion S	18,570	10	2030	19,500	6,000	2,000	2,000	2,000	2,000	2,000
13	2020	2019 Chevy Equinox	21,788	9	2029	22,900	7,500	2,500	2,500	2,500	2,500	2,500
52	2008	2007 Sport Utility Vehicle	19,909	12	2025	26,000	26,000	-	-	-	2,500	2,500
203	2021	2020 Ford F150 Pick Up Truck	27,425	11	2032	28,800	2,900	2,900	2,900	2,900	2,900	2,900
250	2022	2022 Ford F-250 Regular Cab	39,885	10	2033	41,900	-	4,300	4,300	4,300	4,300	4,300
Solid Waste Division												
100	2017	2016 Ford F250	24,383	8	2025	25,600	19,400	3,100	3,100	-	3,800	3,800
101	2020	2019 Ford F150 Cab	23,541	9	2029	24,700	8,100	2,700	2,700	2,700	2,700	2,700
102	2020	2019 Ford F150 Cab	23,541	9	2029	24,700	8,100	2,700	2,700	2,700	2,700	2,700
103	2023	Freightliner Refuse Truck	233,685	10	2033	300,000	-	-	33,300	33,300	33,300	33,300
104	2020	Freightliner Refuse Truck	174,767	10	2030	300,000	72,300	32,500	32,500	32,500	32,500	32,500
105	2019	Freightliner Refuse Truck	168,344	10	2029	300,000	87,400	35,400	35,400	35,400	35,400	35,400
106	2015	Freightliner Refuse Truck	149,872	11	2025	300,000	214,700	44,700	40,600	-	31,500	31,500
107	2017	Freightliner Refuse Truck	159,029	10	2025	300,000	148,500	75,200	76,300	-	35,000	35,000
108	2022	Freightliner Refuse Truck	192,106	10	2032	300,000	-	33,300	33,300	33,300	33,300	33,300
109	2015	Freightliner Refuse Truck	149,871	10	2024	300,000	261,300	38,700	-	35,000	35,000	35,000
110	2012	2011 Ford F-250 Pickup-Up	17,595	13	2025	25,000	25,000	-	-	-	2,200	2,200
111	2015	Freightliner Refuse Truck	149,871	11	2025	300,000	214,700	44,700	40,600	-	31,500	31,500
112	2019	Freightliner Refuse Truck	168,344	10	2029	300,000	87,400	35,400	35,400	35,400	35,400	35,400
113	2020	Freightliner Refuse Truck	174,767	10	2030	300,000	72,300	32,500	32,500	32,500	32,500	32,500
114	2023	2005 GMC Box Truck	85,620	16	2039	89,900	-	-	6,300	6,300	6,300	6,300
115	2021	Freightliner M-2 Grapple Truck	134,226	8	2029	140,900	20,100	20,100	20,100	20,100	20,100	20,100
118	2019	Freightliner Refuse Truck	168,344	10	2029	300,000	87,400	35,400	35,400	35,400	35,400	35,400
119	2019	Freightliner Refuse Truck	168,344	10	2029	300,000	87,400	35,400	35,400	35,400	35,400	35,400
121	2020	Freightliner Refuse Truck	174,767	10	2030	300,000	72,300	32,500	32,500	32,500	32,500	32,500
122	2020	Freightliner Refuse Truck	174,767	10	2030	300,000	72,300	32,500	32,500	32,500	32,500	32,500
125	2015	Freightliner Refuse Truck	149,475	10	2024	300,000	202,400	97,600	-	35,000	35,000	35,000
128	2020	Freightliner Refuse Truck	174,767	10	2030	300,000	72,300	32,500	32,500	32,500	32,500	32,500
132	2022	Freightliner Refuse Truck	179,928	10	2032	300,000	-	33,300	33,300	33,300	33,300	33,300
134	2015	Freightliner Refuse Truck	149,871	10	2024	300,000	202,300	97,700	-	35,000	35,000	35,000
135	2015	Freightliner Refuse Truck	149,475	10	2024	300,000	200,400	99,600	-	35,000	35,000	35,000
136	2017	Freightliner Refuse Truck	159,029	10	2025	300,000	147,200	76,400	76,400	-	35,000	35,000
Streets Division												
200	2023	2022 Ford F-550 Truck	105,666	8	2031	110,900	-	-	15,800	15,800	15,800	15,800
201	2016	2016 Ford F-150 Pick-Up	23,171	9	2025	24,300	17,700	3,300	3,300	-	3,200	3,200
202	2018	2017 F-550 Super Duty Dump Truck	80,835	8	2026	84,900	47,800	12,400	12,400	12,300	-	12,700
204	2018	2018 International 7400 SFA 4x2	137,256	8	2026	144,100	81,000	21,000	21,000	21,100	-	21,600
205	2015	International Dump Truck 3400	136,321	11	2025	160,000	142,500	8,500	9,000	-	16,800	16,800
206	2018	2018 International 7400 SFA 4x2	137,256	10	2028	144,100	63,000	16,200	16,200	16,200	16,200	16,300
207	2017	2016 Ford F250 Pick-Up	24,108	9	2026	25,300	15,500	3,300	3,300	3,200	-	3,300
208	2023	Ford 550 Dump Truck	120,687	11	2034	126,700	-	-	12,700	12,700	12,700	12,700
209	2017	2017 Ford F550 Super Duty	80,834	8	2025	84,900	62,800	11,000	11,100	-	12,700	12,700
210	2017	2017 Sterling Tri-Axle Dump Truck	172,636	12	2029	181,300	80,600	16,800	16,800	16,800	16,800	16,800
211	2015	Freightliner Truck	181,884	12	2027	195,000	128,700	16,600	16,600	16,600	16,500	-
213	2021	2020 Ford F250 Regular Cab Pick Up	38,750	11	2032	40,700	4,100	4,100	4,100	4,100	4,100	4,100
216	2021	Schwarze Street Sweeper	240,968	11	2032	253,000	25,300	25,300	25,300	25,300	25,300	25,300
217	2023	2022 Ford F-350 Dump Truck	67,427	8	2031	70,800	-	-	10,100	10,100	10,100	10,100
218	2019	2018 Ford F250 Pick-Up	35,458	9	2028	37,200	14,100	4,700	4,700	4,700	4,700	4,300
219	2018	2017 F-550 Reg Cab Dump Truck	80,834	8	2026	84,900	47,800	12,400	12,400	12,300	-	12,700
220	2018	2018 Silverado 2500 Pick-Up w/Plow	44,322	9	2027	46,500	22,900	5,900	5,900	5,900	5,900	-
221	2019	2018 Dodge Ram 2500	28,375	10	2029	29,800	9,900	3,300	3,300	3,300	3,300	3,300
251	2018	2017 3/4 Ton Chevy Pick-Up	33,155	9	2027	34,800	17,100	4,400	4,400	4,400	4,500	-
252	2017	2017 Ford 3/4 Ton Pick-Up	28,000	9	2026	29,400	18,000	3,800	3,800	3,800	-	3,900
253	2019	2018 Ford F-350 Crew P/U	39,839	9	2028	41,800	15,600	5,200	5,200	5,200	5,200	5,400
254	2023	2023 Ford F-550 Pick-Up	56,778	11	2034	59,600	-	-	6,000	6,000	6,000	6,000
255	2017	2017 International Dump Truck	135,000	10	2027	141,800	77,000	16,200	16,200	16,200	16,200	-
Stormwater Management												

EQUIPMENT ACQUISITION AND REPLACEMENT

Schedule of Equipment Replacement and Budget Requirements
Fund: Equipment Acquisition and Replacement

Id. Number	Year	Make-Model	Cost	Years Est. Life	Year Scheduled to Replace	Estimated Cost to Replace	Reserve through FY23	FY24	FY25	FY26	FY27	FY28
302	2017	2016 Chevy Silverado Pick-Up	25,465	9	2026	26,700	16,500	3,500	3,500	3,200	-	3,500
701	2021	Ford F 350 Extended Cab Pick Up	50,685	8	2029	53,200	7,600	7,600	7,600	7,600	7,600	7,600
702	2021	Ford F 350 Extended Cab Pick Up	50,685	11	2032	53,200	5,300	5,300	5,300	5,300	5,300	5,300
703	2023	2020 Freightliner M2-106	269,340	12	2035	282,800	-	-	25,700	25,700	25,700	25,700
Parks & Grounds Division												
300	2021	2021 Chevrolet 1500 Pick- Up	24,638	9	2030	25,900	3,200	3,200	3,200	3,200	3,200	3,200
303	2017	2016 Chevy Silverado Pick-Up	25,465	9	2026	26,700	16,500	3,500	3,500	3,200	-	3,500
304	2013	2012 Chevy Pick-Up	24,198	14	2027	37,000	24,700	3,000	3,000	3,000	3,300	-
305	2022	2022 Ford F-550 Regular Cab	60,955	14	2036	64,000	-	4,900	4,900	4,900	4,900	4,900
306	2015	2015 Chevy Pick-Up	34,318	10	2025	37,000	28,000	4,500	4,500	-	4,300	4,300
307	2022	2022 Ford F550 Regular Cab	56,230	13	2035	59,000	-	4,900	4,900	4,900	4,900	4,900
308	2013	2011 Ford F-750 Hook Lift Truck	100,585	12	2025	107,000	94,600	6,200	6,200	-	10,200	10,200
309	2008	2008 Ford Pick-Up	26,794	14	2024	80,000	50,000	30,000	-	6,500	6,500	6,500
310	2009	2009 Bucket Truck	78,668	14	2024*	150,000	150,000	-	12,100	12,100	12,100	12,100
311	2018	2017 SD Stake Body Dump Truck	69,363	10	2028	72,800	31,900	8,200	8,200	8,200	8,200	8,100
312	2019	2018 Ford F750 Aerial Truck	138,645	10	2029	145,600	48,600	16,200	16,200	16,200	16,200	16,200
313	2021	2020 Chevrolet 1500 Pick- Up	26,992	12	2033	28,300	2,600	2,600	2,600	2,600	2,600	2,600
314	2021	2020 Ford 250 Pick-Up	36,085	10	2031	37,900	4,200	4,200	4,200	4,200	4,200	4,200
316	2016	2016 Ford F-250 Pick-Up	28,398	9	2025	65,000	34,700	17,800	12,500	-	8,500	8,500
317	2019	2019 Ford F2-50 Pick-Up	24,169	10	2029	25,400	8,400	2,800	2,800	2,800	2,800	2,800
318	2006	2005 Chevy Pick-Up	25,625	13	2024*	50,000	50,000	-	4,400	4,400	4,400	4,400
319	2017	2017 Izuzu Refuse Truck	100,133	9	2026	105,100	64,200	13,600	13,600	13,700	-	13,800
320	2022	2022 Ford F-650 Regular Cab	74,782	11	2033	78,500	-	8,200	8,200	8,200	8,200	8,200
334	2014	2014 Dodge Ram Chipper Truck	58,843	11	2025	85,000	52,500	20,000	12,500	-	8,900	8,900
368	2017	John Deere HPX Gator	13,096	10	2027	13,800	7,600	1,600	1,600	1,600	1,400	-
369	2019	2019 Dodge Ram 1500 Pick-Up	24,007	10	2029	25,200	8,400	2,800	2,800	2,800	2,800	2,800
Police Department												
558	2013	2013 Ford Taurus Sedan	44,612	11	2025	55,500	45,000	5,000	5,500	-	5,800	5,800
560	2013	2013 Ford Taurus Sedan	41,061	11	2025	55,500	53,000	1,500	1,000	-	5,800	5,800
562	2013	2013 Ford Taurus Sedan	45,921	10	2024	55,500	53,000	2,500	-	6,500	6,500	6,500
564	2013	2013 Ford Taurus Sedan	42,581	10	2024	55,500	53,000	2,500	-	6,500	6,500	6,500
569	2014	2014 Ford Explorer SUV	52,186	11	2025	55,500	53,600	900	1,000	-	5,800	5,800
571	2014	2014 Ford Explorer SUV	52,186	10	2024	55,500	53,600	5,100	-	6,500	6,500	6,500
573	2014	2014 Ford Explorer SUV	52,186	10	2024	55,500	53,600	5,000	-	6,500	6,500	6,500
575	2014	2014 Ford Interceptor Sedan	58,260	11	2025	55,500	44,400	3,000	8,100	-	5,800	5,800
579	2014	2014 Ford Interceptor Sedan	44,676	11	2025	55,500	52,400	1,400	1,700	-	5,800	5,800
581	2014	2014 Ford Interceptor Sedan	39,109	10	2024	55,500	52,300	3,200	-	6,500	6,500	6,500
583	2014	2014 Ford Interceptor Sedan	33,246	11	2025	55,500	52,300	1,500	1,700	-	5,800	5,800
586	2014	2014 Ford Interceptor Sedan	39,382	11	2025	55,500	52,300	1,500	1,700	-	5,800	5,800
587	2014	2014 Ford Interceptor Sedan	39,383	11	2025	55,500	52,300	1,500	1,700	-	5,800	5,800
590	2015	2015 Ford Interceptor Sedan	31,696	11	2025	55,500	52,600	1,200	1,700	-	5,800	5,800
592	2015	2014 Electric Motorcycle	21,364	10	2025	24,000	19,200	2,400	2,400	-	2,800	2,800
593	2015	2014 Electric Motorcycle	21,363	10	2025	24,000	19,200	2,400	2,400	-	2,800	2,800
594	2015	2015 Ford Interceptor Sedan	41,553	10	2025	55,500	55,500	-	-	-	6,500	6,500
595	2015	2015 Ford Interceptor Sedan	33,264	9	2024	50,500	49,700	5,800	-	6,600	6,600	6,600
596	2015	2015 Ford Interceptor Sedan	33,264	10	2025	50,500	45,000	2,500	3,000	-	5,900	5,900
600	2015	2015 Ford Interceptor Sedan	38,471	10	2025	55,500	54,200	-	1,300	-	6,500	6,500
601	2015	2015 Ford Interceptor Sedan	42,713	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
602	2015	2015 Ford Interceptor Sedan	42,713	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
603	2015	2015 Ford Interceptor Sedan	42,713	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
604	2015	2015 Ford Interceptor Sedan	42,713	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
606	2015	2015 Ford Interceptor Sedan	42,713	9	2024	55,500	52,300	3,200	-	7,300	7,300	7,300
607	2015	2015 Ford Interceptor Sedan	43,618	9	2024	55,500	52,300	3,200	-	7,300	7,300	7,300
608	2015	2015 Ford Interceptor Sedan	43,611	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
609	2015	2015 Ford Interceptor Sedan	43,878	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
610	2015	2015 Ford Interceptor Sedan	43,879	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
611	2015	2015 Ford Interceptor Sedan	42,728	10	2025	55,500	52,300	1,600	1,600	-	6,500	6,500
612	2015	2015 Ford Interceptor Sedan	43,938	9	2024	55,500	52,300	3,200	-	7,300	7,300	7,300
613	2016	2015 Ford Interceptor Sedan	42,309	9	2025	55,500	49,500	3,000	3,000	-	7,300	7,300
614	2016	2015 Ford Interceptor Sedan	47,688	8	2024	55,500	49,900	5,600	-	8,300	8,300	8,300

EQUIPMENT ACQUISITION AND REPLACEMENT

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Id. Number	Year	Make-Model	Cost	Years Est. Life	Year Scheduled to Replace	Estimated Cost to Replace	Reserve through FY23	FY24	FY25	FY26	FY27	FY28
615	2016	2015 Ford Interceptor Sedan	47,688	9	2025	55,500	49,900	2,800	2,800	-	7,300	7,300
616	2016	2015 Ford Interceptor Sedan	47,688	8	2024	55,500	49,900	5,600	-	8,300	8,300	8,300
617	2016	2015 Ford Interceptor Sedan	40,638	8	2024	55,500	49,400	6,100	-	8,300	8,300	8,300
618	2016	2015 Ford Interceptor Sedan	47,688	9	2025	55,500	49,900	2,600	3,000	-	7,300	7,300
620	2016	2015 Ford Interceptor Sedan	36,201	9	2025	55,500	49,000	3,300	3,200	-	7,300	7,300
621	2016	2016 Ford Interceptor Sedan	35,028	9	2025	50,500	41,800	4,200	4,500	-	6,600	6,600
622	2016	2016 Ford Interceptor Sedan	39,099	9	2025	55,500	41,700	6,900	6,900	-	7,300	7,300
623	2017	2016 Ford Interceptor Sedan	38,111	8	2025	55,500	45,300	5,000	5,200	-	8,300	8,300
624	2017	2016 Ford Interceptor Sedan	38,111	8	2025	55,500	45,700	4,800	5,000	-	8,300	8,300
625	2017	2016 Ford Interceptor Sedan	34,116	8	2025	50,500	38,100	9,000	3,400	-	7,600	7,600
627	2017	2016 Ford Interceptor Sedan	38,528	8	2024	50,500	38,600	16,900	-	7,600	7,600	7,600
628	2018	2017 Ford Interceptor Sedan	38,417	8	2026	55,500	35,700	4,000	10,000	4,800	-	8,300
629	2018	2017 Ford Interceptor Sedan	37,709	8	2026	55,500	35,700	4,000	10,000	4,800	-	8,300
630	2018	2017 Ford Interceptor Sedan	37,709	8	2026	55,500	35,700	4,000	10,000	4,800	-	8,300
631	2018	2017 Ford Interceptor Sedan	38,417	8	2026	55,500	35,700	4,000	10,000	4,800	-	8,300
632	2018	2017 Ford Interceptor Sedan	33,554	8	2026	55,500	29,900	9,900	10,000	5,700	-	8,300
633	2018	2017 Chevy Tahoe SUV	47,739	8	2025	55,500	33,300	11,100	11,100	-	8,300	8,300
634	2018	2017 Ford-150 Pick Up Truck	36,544	8	2025	38,400	25,600	6,400	6,400	-	5,800	5,800
636	2019	2018 Chevy Tahoe SUV	42,345	8	2027	55,500	20,700	8,700	8,700	8,700	8,700	-
637	2019	2018 Chevy Tahoe SUV	42,044	8	2027	55,500	20,500	8,600	8,800	8,800	8,800	-
638	2019	2018 Chevy Tahoe SUV	42,345	8	2027	55,500	20,700	8,700	8,700	8,700	8,700	-
639	2019	2018 Chevy Tahoe SUV	42,345	8	2027	55,500	20,700	8,700	8,700	8,700	8,700	-
640	2019	2018 Chevy Tahoe SUV	42,345	8	2027	55,500	20,700	8,700	8,700	8,700	8,700	-
641	2019	2018 Chevy Tahoe SUV	42,345	8	2027	55,500	20,700	8,700	8,700	8,700	8,700	-
642	2019	2018 Chevy Tahoe SUV	45,207	8	2027	55,500	22,100	8,200	8,400	8,400	8,400	-
643	2021	2020 Ford Interceptor Sedan	53,021	8	2029	55,500	14,500	6,800	6,800	6,800	6,800	6,800
644	2021	2020 Ford Interceptor Sedan	49,296	8	2029	55,500	13,900	6,800	6,800	6,800	6,800	6,800
645	2021	Cargo Van	40,100	8	2029	42,100	11,200	5,200	5,200	5,200	5,200	5,200
650	2022	2020 Ford Interceptor Sedan	45,849	8	2030	55,500	-	7,900	7,900	7,900	7,900	7,900
651	2022	2021 Ford Interceptor SUV	52,526	8	2030	55,500	-	7,900	7,900	7,900	7,900	7,900
652	2022	2021 Ford Interceptor SUV	52,521	8	2030	55,500	-	7,900	7,900	7,900	7,900	7,900
653	2022	2021 Chevrolet Tahoe SUV	55,681	8	2030	58,500	-	8,400	8,400	8,400	8,400	8,400
655	2023	2022 Ford Interceptor SUV	54,453	11	2034	57,200	-	-	5,700	5,700	5,700	5,700
656	2023	2022 Ford Interceptor SUV	54,453	11	2034	57,200	-	-	5,700	5,700	5,700	5,700
657	2023	2022 Ford Interceptor SUV	54,454	11	2034	57,200	-	-	5,700	5,700	5,700	5,700
658	2023	2022 Ford Interceptor SUV	54,453	11	2034	57,200	-	-	5,700	5,700	5,700	5,700
659	2023	2022 Ford Interceptor SUV	54,453	11	2034	57,200	-	-	5,700	5,700	5,700	5,700
660	2023	2022 Ford Interceptor SUV	54,453	11	2034	57,200	-	-	5,700	5,700	5,700	5,700
661	2023	2022 Chevrolet Tahoe SUV	67,392	11	2034	70,800	-	-	7,400	7,400	7,400	7,400
662	2023	2022 Ford Interceptor SUV	54,453	8	2031	57,200	-	-	8,200	8,200	8,200	8,200

EQUIPMENT ACQUISITION AND REPLACEMENT

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Id. Number	Year	Make-Model	Cost	Years Est. Life	Year Scheduled to Replace	Estimated Cost to Replace	Reserve through FY23	FY24	FY25	FY26	FY27	FY28
					Equipment							
Information Technology												
3398	2017	Multifunction Printer (YFS)	11,978	8	2025	12,600	12,600	-	-	-	1,900	1,900
3405	2017	Multifunction Printer (PW Eng.)	9,917	8	2025	10,400	10,400	-	-	-	1,600	1,600
3417	2018	Bizhub C658 (Comm Svcs)	16,389	7	2025	17,200	17,200	-	-	-	3,000	3,000
3418	2018	Bizhub C658 (Planning)	15,073	7	2025	15,800	15,800	-	-	-	2,800	2,800
3450	2019	Konica Bizhub C458 (Finance)	11,727	7	2026	12,300	9,200	-	1,100	2,000	-	2,200
3451	2019	Konica Bizhub C458 (HR)	11,727	7	2026	12,300	9,200	-	1,100	2,000	-	2,200
3466	2021	Konica Minolta Bizhub C658 (PW Eng.	16,063	5	2026	16,900	4,200	4,200	4,200	4,300	-	4,400
3467	2021	Konica Minolta Bizhub C658 (Police)	16,063	5	2026	16,900	4,200	4,200	4,200	4,300	-	4,400
3468	2021	Konica Minolta Bizhub C658 (CMO)	16,497	5	2026	17,300	4,300	4,300	4,300	4,400	-	4,500
3469	2021	Konica Minolta Bizhub C450i (CMO)	13,239	5	2026	13,900	3,500	3,500	3,500	3,400	-	3,600
3485	2022	Sentry E911	32,799	10	2032	34,400	-	3,800	3,800	3,800	3,800	3,800
3486	2022	Phone System Upgrade	163,553	5	2027	171,700	-	42,900	42,900	42,900	43,000	-
3514	2022	Server Storage - City Hall	134,885	5	2027	141,600	-	35,400	35,400	35,400	35,400	-
3528	2023	Konica BizHub Copier	16,032	7	2030	16,800	-	-	2,800	2,800	2,800	2,800
10244	2010	Telephone System	127,179	11	2025	579,000	579,000	-	-	-	60,800	60,800
10565	2017	Server O/S Virtualization	210,162	7	2024	250,000	220,700	29,300	-	43,800	43,800	43,800
10567	2019	Call Recording Redundancy	44,302	5	2024	46,500	34,800	11,700	-	12,200	12,200	12,200
10651	2014	Document Mgt. System	7,408	7	2025	25,000	25,000	-	-	-	4,400	4,400
10658	2017	Backup Storage Server	209,679	8	2025	250,000	197,900	26,000	26,100	-	37,500	37,500
-	2018	Backup System - Primary	24,399	6	2024	30,000	30,000	-	-	6,300	6,300	6,300
-		Electronic Door Access Control	150,000	7	2024	200,000	200,000	-	35,000	35,000	35,000	35,000
-	2018	Time & Attendance	91,823	7	2025	96,400	63,300	16,500	16,600	-	16,900	16,900
600643	0	ERP / HR Implementation	40,000	10	2029	40,000	5,700	5,700	5,700	5,700	5,700	5,700
-	2003	ERP- (Munis)	358,941	11	2027	600,000	360,000	60,000	60,000	60,000	60,000	-
-	-	Recreation Software	-	16	2027	200,000	176,000	-	8,000	8,000	8,000	-
Emergency Management												
3482	2021	Mobile Surveillance Trailer	43,000	10	2031	45,200	5,000	5,000	5,000	5,000	5,000	5,000
Police Department												
648	2021	Radar Speed Trailer	10,300	20	2041	10,800	600	600	600	600	600	600
649	2021	Radar Speed Trailer	10,300	20	2041	10,800	600	600	600	600	600	600
3259	2010	License Plate Reader	18,850	10	2025	10,000	10,000	-	-	-	1,200	1,200
3455	2020	Milo Range M-SATS	30,485	6	2026	32,000	15,700	5,400	5,400	5,500	-	6,700
3365	2020	Metro Matrix Message Board	18,070	8	2028	19,000	7,200	2,400	2,400	2,400	2,400	2,200
3470	2021	Solar Message Board	18,070	8	2029	19,000	2,700	2,700	2,700	2,700	2,700	2,700
3390	2017	Radio & Accessories	9,583	8	2025	15,000	10,100	2,400	2,500	-	2,300	2,300
-	2022	Body Cameras / Car Video	500,000	5	2027	525,000	340,000	131,300	131,300	131,300	131,300	-
-	2019	Handheld Radios	24,070	6	2025	33,000	18,900	8,400	5,700	-	6,900	6,900
Public Works Administration & Garage												
10472	2023	Generator & Transfer Switch	60,000	15	2038	63,000	-	-	4,500	4,500	4,500	4,500
215	2020	Pneumatic Tire Forklift	24,200	15	2035	25,400	5,100	1,700	1,700	1,700	1,700	1,700
Solid Waste Division												
140	2017	Uniloader - Bobcat Skid Steer	31,705	10	2027	33,300	18,000	3,800	3,800	3,800	3,900	-
141	2000	Challenger Fork Lift	21,478	19	2025	33,300	33,300	-	-	-	1,900	1,900
Streets Division												
264	2018	Skid Steer Loader 49371-59	66,667	15	2033	70,000	19,600	5,100	5,100	5,100	5,100	5,100
265	2011	Bobcat Skid Loader S 650	39,129	16	2025	46,000	44,000	2,000	-	-	3,200	3,200
271	2006	Kraftsman Trailer	6,500	19	2025	10,000	10,000	-	-	-	600	600
273	2017	Rubber Tire Loader	145,246	10	2027	152,500	82,800	17,400	17,400	17,400	17,500	-
274	2017	Backhoe/Loader 420F2	105,822	9	2026	111,100	67,800	14,400	14,400	14,500	-	14,600
275	2013	John Deer Backhoe Loader	85,281	11	2025	106,000	91,000	7,500	7,500	-	11,100	11,100
277	2018	Portable Air Compressor - AIR 185	17,755	15	2033	18,600	5,100	1,300	1,300	1,300	1,300	1,300
282	2019	Caterpillar CB22B Utility Roller	36,039	15	2034	37,800	8,100	2,700	2,700	2,700	2,700	2,700
283	2001	Trail King Trailer TR 20	9,930	20	2025	12,500	12,500	-	-	-	700	700
284	2008	Dynapac Roller CC1000	25,275	16	2025	30,000	27,800	1,100	1,100	-	2,100	2,100
287	2007	Vehicle Ground Lift	59,140	20	2027	65,000	50,000	3,700	3,700	3,800	3,800	-

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266	2020	2019 JLG T350 Trailer with Lift	24,763	10	2030	26,000	7,800	2,600	2,600	2,600	2,600	2,600
Stormwater Management												
340	2013	Ventrac Tractor Diesel	27,044	13	2026	28,000	20,600	2,500	2,500	2,400	-	2,500
344	2014	Compact Excavator	49,786	15	2029	55,000	30,700	4,100	4,100	4,100	4,100	4,100
372	2016	Bri-Mar LPHD Dump Trailer	8,930	9	2025	10,800	10,800	-	-	-	1,400	1,400
740	2021	Ventrac Mower	28,630	14	2035	30,000	2,300	2,300	2,300	2,300	2,300	2,300
Senior Services												
3456	2020	T350 Stand On Scrubber	9,589	10	2030	10,100	3,000	1,000	1,000	1,000	1,000	1,000
3484	2022	LED Exterior Message Board	28,414	12	2034	29,800	-	2,800	2,800	2,800	2,800	2,800
Parks & Grounds Division												
322	2004	John Deere Tractor	23,760	20	2025	30,000	26,300	1,800	1,900	-	1,700	1,700
323	2019	K46312 Kubota Tractor Mower	61,771	15	2034	64,900	13,800	4,600	4,600	4,600	4,600	4,600
324	2020	John Deere 5075E Tractor	39,608	20	2040	41,600	6,300	2,100	2,100	2,100	2,100	2,100
325	2022	Bobcat 5600 Tractor Toolcat	55,236	16	2038	58,000	-	3,900	3,900	3,900	3,900	3,900
326	2021	Caterpillar Wheel Loader & Snow Push	108,565	17	2038	114,000	7,100	7,100	7,100	7,100	7,100	7,100
327	2015	Deere 250JD Skid Loader	40,822	15	2030	42,900	23,100	2,800	2,800	2,800	2,800	2,800
328	2004	Dakota Field Top Dresser	21,940	20	2025	35,000	30,000	2,500	2,500	-	1,900	1,900
332	2016	Toro 3300D Infield Groomer	23,000	10	2026	23,000	15,000	2,700	2,700	2,600	-	2,700
333	2017	Toro Groundmaster 4000D	61,984	8	2025	92,000	66,700	14,300	11,000	-	13,800	13,800
335	2007	Toro Riding Mower	38,221	18	2025	83,000	50,000	16,000	17,000	-	5,100	5,100
336	2019	Z 5976D Mower	9,899	10	2029	10,400	3,600	1,200	1,200	1,200	1,200	1,200
337	2014	Toro Z-597D Mower	12,755	10	2024	15,000	13,100	1,900	-	1,800	1,800	1,800
339	2009	Toro 331 Infield Groomer	17,831	15	2024	33,000	24,000	9,000	-	2,500	2,500	2,500
341	2016	Toro 4000D Mower	62,909	8	2024	92,000	80,000	12,000	-	13,800	13,800	13,800
342	2020	Ventrac Tractor	28,896	12	2032	30,300	7,500	2,500	2,500	2,500	2,500	2,500
345	2014	Vermeer Brush Chipper	35,999	12	2025	85,000	45,000	25,000	15,000	-	8,100	8,100
347	2020	Exmark Lazer S Mower 60"	10,399	5	2025	10,900	6,500	2,200	2,200	-	2,900	2,900
352	1999	Hydroseeder T-30	8,685	19	2025	25,000	15,000	5,000	5,000	1,500	1,500	1,500
359	2000	Core Aeration Machine	24,935	24	2024	40,000	35,000	5,000	-	1,800	1,800	1,800
361	2018	Aerovator w/Seed Box	17,460	15	2033	18,300	5,100	1,300	1,300	1,300	1,300	1,300
364	2006	Vermeer Stump Grinder	25,641	15	2025	60,000	50,000	5,000	5,000	-	4,500	4,500
367	2006	Redexim Turf Slicer	9,950	18	2025	20,000	15,000	2,500	2,500	-	1,200	1,200
371	2016	200 Gallon Spayer	16,347	9	2025	30,000	20,000	5,000	5,000	-	3,900	3,900
375	2013	HP Utility Tractor	32,773	12	2025	60,000	38,600	10,000	11,400	-	5,700	5,700
378-1	2021	2020 H&H Water Tank Trailer	11,999	15	2036	12,600	900	900	900	900	900	900
380	2014	Eager Beaver Trailer	15,831	12	2026	20,000	14,100	1,900	1,900	2,100	-	1,900
390	2014	Leaf Vacuum	19,941	12	2025	86,000	44,400	17,400	24,200	-	8,200	8,200
392	2011	Leaf Vacuum	17,141	12	2024	86,000	58,000	28,000	-	8,200	8,200	8,200
394	2012	Leaf Vacuum	17,141	12	2025	86,000	43,800	17,400	24,800	-	8,200	8,200
395	2011	Leaf Vacuum	17,141	11	2025	86,000	58,000	17,000	11,000	-	9,000	9,000
396	2010	Leaf Vacuum	16,239	12	2025	86,000	43,800	18,200	24,000	-	8,200	8,200
398	2020	Leaf Vacuum LCT600	52,305	11	2031	86,000	15,500	7,800	7,800	8,000	8,000	8,000
399	2020	Leaf Vacuum LCT600	52,305	11	2031	86,000	15,500	7,800	7,800	8,000	8,000	8,000
393	2023	2020 ODB LCT 600 Leaf Collector	55,485	11	2034	58,300	-	-	5,800	5,800	5,800	5,800
362	2022	Vermeer Brush Chipper	52,185	10	2032	54,800	-	6,100	6,100	6,100	6,100	6,100
397	2021	Power Turf Renovator	12,995	10	2031	13,600	1,500	1,500	1,500	1,500	1,500	1,500
376	2023	Toro Workman GTX (Battery Powered)	18,795	10	2033	19,700	-		2,200	2,200	2,200	2,200
356	2023	2022 Sweep All Machine	10,493	10	2033	11,000	-		1,200	1,200	1,200	1,200
NEW		Toro Reelmaster 5410-D Riding Mower		10	2024	92,000	-	92,000		10,700	10,700	10,700
NEW		ODB LCT600 Leaf Vacuum		10	2024	86,000	-	86,000		10,000	10,000	10,000
Ice Arena												
600	2014	Ice Resurfacing Machine	98,110	20	2034	140,000	39,100	9,100	9,100	9,100	9,100	9,200
601	2021	Ice Resurfacing Machine	107,000	20	2041	112,400	11,500	5,900	5,900	5,900	5,900	5,900
602	2018	Factory Cat Floor Scrubber	10,354	8	2026	10,900	6,200	1,600	1,600	1,500	-	1,600
Gymnasium												
3459	2020	LED Exterior Message Board	17,815	12	2032	18,700	4,700	1,600	1,600	1,600	1,600	1,600

EQUIPMENT ACQUISITION AND REPLACEMENT

Schedule of Equipment Replacement and Budget Requirements
Fund: Equipment Acquisition and Replacement

Id. Number	Year	Make-Model	Cost	Years Est. Life	Year Scheduled to Replace	Estimated Cost to Replace	Reserve through FY23	FY24	FY25	FY26	FY27	FY28
Miscellaneous												
10642	2013	Opportunity Park Playground	199,925	15	2028	220,000	119,000	20,200	20,200	20,200	20,200	20,200
3525	2023	Message Board - Route 450	23,000	12	2035	24,200	-	-	2,200	2,200	2,200	2,200
3457	2020	250Kw Generator - Kenhill	79,500	15	2035	83,500	16,800	5,600	5,600	5,600	5,600	5,600
133159	2015	Linear Park Playground	44,284	15	2030	46,500	22,600	3,400	3,400	3,400	3,400	3,400
3526	2023	Message Board -Northview Dr.	21,700	12	2035	22,800	-	-	2,100	2,100	2,100	2,100
-	-	Contribution - Fire Equipment	-	-	2029	165,000	165,000	-	-	-	-	-
3527	2023	Message Board - Pointer Ridge	21,700	12	2035	22,800	-	-	2,100	2,100	2,100	2,100
	2022	75 Golf Carts	205,080	5	2027	215,300	13,600	40,200	53,400	54,100	54,000	-
133176	2018	Message Board Town Green Park	14,652	12	2030	15,400	5,500	1,400	1,400	1,400	1,400	1,400
						24,338,200	11,815,900	2,993,500	2,509,700	2,135,800	2,714,200	2,409,900

* Prior Year

CAPITAL PROJECTS FUND

Capital Projects Funds are created to account for all resources used for the acquisition of capital facilities by a governmental unit except those financed by special assessments and enterprise funds.

Capital Projects are those capital outlays which involve the acquisition and/or construction of major, permanent facilities having a relatively long life. Capital Projects Funds should have their conception in the capital improvement program and capital budget of a governmental unit.

A capital budget may cover a single fiscal year or a period of time four to six years in length. If the latter, it is revised annually in light of new and changed conditions and is extended for one year to keep its length constant over time.

When the annual budget is adopted the capital requirements incorporated in the capital budget become legally binding authorizations to incur obligations and to make expenditures on a project basis.

CAPITAL PROJECTS FUND

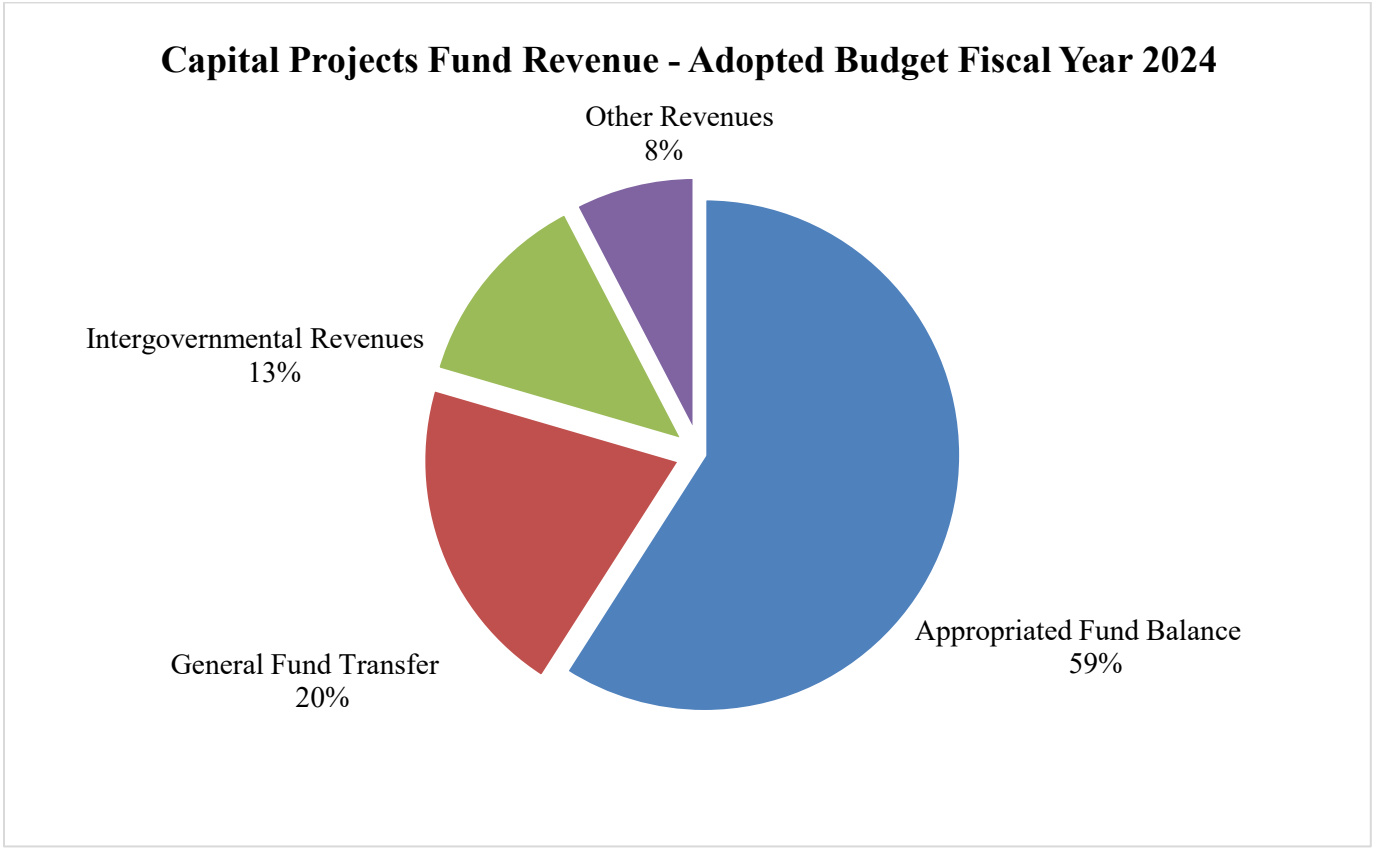
How the Capital Projects Fund is Used

The Capital Projects Fund works in conjunction with but is not the same as the Capital Improvements Program (CIP). The CIP is a six-year plan, which the Council adopts in the form of a Resolution, to authorize improvement or acquisition projects. The current budget year's portion of that plan must be funded by amounts appropriated in the annual Budget Ordinance. The Capital Projects Fund receives appropriations for projects that serve governmental purposes and are not accounted for in an enterprise fund such as the Water and Sewer Fund.

The Capital Projects Fund receives revenues that are earmarked for long-term capital purposes, such as bond proceeds, developers' contributions, grants from other agencies, and transfers from the General Fund, which may include collections from Special Taxing Districts. The receipts may be expended in the same fiscal year, or may be held as reserves to finance future projects. In Resolution R-34-96, the Council resolved that the interest earned on balances of the Capital Projects Fund be retained in the Capital Projects Fund for use on present and future capital projects.

Revenue Summarized by Source

	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
Appropriated Fund Balance	-	10,421,200	5,222,500	6,943,200	7,123,200
Transfer from General Fund	235,400	-	-	2,468,300	2,468,300
Intergovernmental Revenues	332,281	2,949,600	25,000	3,024,600	1,549,600
Other Revenues	56,185	22,600	1,053,100	921,500	921,500
Total	623,866	13,393,400	6,300,600	13,357,600	12,062,600



REVENUE ESTIMATES

Fund Number: #10
Fund: Capital Projects Fund

ACCT	SOURCE	Actual 2021-2022	Adopted 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
48005	**Appropriated Fund Balance**					
	Land Acquisition	-	77,100	41,100	55,200	55,200
	Energy Efficiency Improvements	-	40,500	40,500	29,300	29,300
	Emergency Operation Center	-	50,000	50,000	100,000	100,000
	City Hall	-	25,000	-	-	-
	Kenhill Center	-	495,000	574,400	-	-
	Ice Arena	-	1,300,000	824,000	-	-
	Facility Security	-	500,000	475,000	25,000	25,000
	Senior Center	-	105,000	-	-	-
	Railroad Museum	-	-	-	780,000	780,000
	Public Works Main Facility	-	242,100	80,000	-	-
	Parks and Grounds Annex	-	80,000	56,300	-	-
	The Bowie Heritage Trail	-	30,000		-	-
	Hiker-Biker Trail System	-	307,000		-	-
	Bowie Trails Master Plan	-	125,000	147,600	-	-
	Centennial Park	-	-	-	10,000	10,000
	Belair Stables	-	23,900	15,900	-	-
	Belair Mansion	-	30,000	105,600	20,000	200,000
	Bowie Playhouse	-	206,000	205,400	-	-
	Golf Course	-	2,510,000	680,000	2,100,000	2,100,000
	Tanglewood Park	-	25,000		-	-
	Stormwater Management	-	401,300	291,300	364,800	364,800
	Reserves for Sediment Control	-	249,600	249,600	-	-
	Solid Waste Administration Facility	-	50,500	13,000	-	-
	Facility Preventive Maintenance	-	746,600	746,600	-	-
	Public Art	-	125,000	-	126,100	126,100
	Glen Allen Park	-	225,000	225,000	-	-
	Allen Pond	-	260,000	-	-	-
	Chesapeake Bay	-	2,191,600	401,200	3,332,800	3,332,800
	Total	-	10,421,200	5,222,500	6,943,200	7,123,200
49010	**General Fund Transfers**					
	Facility Security	-	-	-	475,000	475,000
	Emergency Operation Center	-	-	-	20,700	20,700
	Land Acquisition	-	-	-	21,200	21,200
	Hiker-Biker Trail System	-	-	-	598,000	598,000
	Facility Preventive Maintenance	-	-	-	742,000	742,000
	Stormwater Management	-	-	-	140,000	140,000
	Reserves for Sediment Control	235,400	-	-	263,800	263,800
	Allen Pond Park	-	-	-	207,600	207,600
	Total	235,400	-	-	2,468,300	2,468,300
	Intergovernmental Revenues					
43005	**Federal Grant**					
	The Bowie Heritage Trail	55,995	-	-	-	-
	Subtotal	55,995	-	-	-	-
43110	**State Grant**					
	Land Acquisition - Open Space	-	1,449,600	-	1,449,600	1,449,600
	Whitemarsh Park - (DNR)	100,000	-	-	-	-
	Emergency Operation Center	-	-	-	100,000	100,000
	Senior Center Bond Bill	176,286	-	-	-	-
	Bowie Racetrack Recreation Facility	-	1,500,000	25,000	1,475,000	-
	Subtotal	276,286	2,949,600	25,000	3,024,600	1,549,600
	Intergovernmental Revenues					
	Total	332,281	2,949,600	25,000	3,024,600	1,549,600

REVENUE ESTIMATES

Fund Number: #10
Fund: Capital Projects Fund

ACCT	SOURCE	Actual 2021-2022	Adopted 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
	Other Revenue					
46105	**Interest Income**					
	Energy Efficiency Improvements	-	9,500	9,500	-	-
	Senior Center	-	-	137,600	-	-
	Bowie Trails Master Plan	-	-	94,400	-	-
	Glen Allen Park	-	-	500	-	-
	City Hall	-	-	40,000	35,000	35,000
	Ice Arena	-	-	476,000	-	-
	Tanglewood Park	-	-	22,000	-	-
	Glen Allen Park	-	-	-	55,000	55,000
	Parks and Grounds Annex	-	-	-	25,000	25,000
	Allen Pond Park	-	-	260,000	792,400	792,400
	Beliar Stables	-	13,100	13,100	-	-
	Unallocated	49,288	-	-	-	-
	Public Art	-	-	-	14,100	14,100
	Sediment Control	6,897	-	-	-	-
	Subtotal	56,185	22,600	1,053,100	921,500	921,500
	Grand Total Revenues	623,866	13,393,400	6,300,600	13,357,600	12,062,600

EXPENDITURE APPROPRIATIONS

Fund Number: #10
Fund: Capital Projects Fund

Capital Outlay	Actual 2021-2022	Budget 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Adopted 2023-2024
Energy Efficiency Improvements	11,142	50,000	50,000	50,000	50,000
Emergency Operations Center	-	50,000	50,000	200,000	200,000
Land Acquisition	-	1,526,700	41,100	1,526,000	1,526,000
Bowie Ice Arena	22,750	1,300,000	1,300,000	-	-
Senior Center	87,489	105,000	137,600	-	-
Gymnasium	971,054	-	-	-	-
Kenhill Center	8,000	495,000	574,400	-	-
Railroad Museum	10,500	-	-	780,000	780,000
Public Works Main Facility	330	242,100	80,000	-	-
Solid Waste Admininstration Facility	23,350	50,500	13,000	-	-
Bowie Trails	97,425	462,000	242,000	598,000	598,000
Chesapeake Bay	957,568	2,191,600	401,200	3,332,800	3,332,800
Facilities Preventive Maintenance	-	746,600	746,600	742,000	742,000
Stormwater Management	52,899	401,300	291,300	364,800	364,800
Sediment Control Reserve-Gateway	-	36,900	36,900	40,300	40,300
Sediment Control Reserve-MSTC	-	126,300	126,300	132,400	132,400
Sediment Control Reserve- Bowie Town Center	-	57,600	57,600	61,000	61,000
Sediment Control Reserve-Pin Oak Plaza	-	5,200	5,200	5,400	5,400
Sediment Control Reserve-Elder Oaks	-	2,900	2,900	3,000	3,000
Sediment Control Reserve-Collington	-	5,500	5,500	5,700	5,700
Sediment Control Reserve-City Parcel	-	15,200	15,200	16,000	16,000
Bowie Playhouse	-	206,000	205,400	-	-
Allen Pond Park Development	5,400	260,000	260,000	1,000,000	1,000,000
Belair Mansion	55,655	30,000	105,600	20,000	200,000
Whitemarsh Park	219,617	-	-	-	-
Belair Stable Museum	23,525	37,000	29,000	-	-
Church Road Park	118,600	-	-	-	-
Public Art	23,950	125,000	-	140,200	140,200
Centennial Park	-	-	-	150,000	150,000
Golf Course	1,613,059	2,510,000	680,000	2,100,000	2,100,000
Parks and Gounds Annex	-	80,000	56,300	25,000	25,000
Glen Allen Park	-	225,000	225,500	55,000	55,000
Tanglewood Park	-	25,000	22,000	-	-
Racetrack Road Property	-	1,500,000	25,000	1,475,000	-
City Hall	124,114	25,000	40,000	35,000	35,000
Facility Security	21,319	500,000	475,000	500,000	500,000
Total Appropriations	4,447,746	13,393,400	6,300,600	13,357,600	12,062,600

Fund Number: #10
Fund: Capital Projects Fund

Capital Outlay

Facility Security (10164-57010) ***500,000***
Phased Security – Physical security improvements & hardware, closed circuit television (CCTV) visitor management system, access control systems, alarm systems for other City owned facilities.

Energy Efficiency Improvements (10166-57015) ***50,000***
2 Tier EV station at City Hall, Retrofit of lighting at Ice Arena and Skatepark.

Emergency Operations Center (10178-57010) ***200,000***
Construction.

Reserve for Land Acquisition (10181-57005) ***1,526,000***
This amount is available to acquire open space areas around the City.

City Hall (10192-57010) ***35,000***
Police department records room renovation.

Bowie Railroad Museum (10199-57010) ***780,000***
Grace Fielder design implementation.

Bowie Trails (10322-57015) ***598,000***
Bituminous trail repairs/replacements along Northview Drive; Pin Oak Parkway Trail Extension (Design); Jericho Park Trail Segment Construction Completion and Way Finding Plan.

Chesapeake Bay (10326-57015) ***3,332,800***
Pin Oak Village SWM pond improvements; Gateway Harbor SWM pond improvements; Saddlebrook Stream Restoration and Stream Restoration MB-MS-4.

Facility Preventive Maintenance (10333-57010) ***742,000***
Annual Addition.

Stormwater Management (10336-57015) ***364,800***
Neighborhood drainage solutions; Consultant dredging reports, two per year and Safety turn pond maintenance.

Sediment Control Reserve - Gateway Center (10337-57015) ***40,300***
Sediment Control Reserve –Maryland Science &Technology Center-Melford (10339-57015) ***132,400***
Sediment Control Reserve – Bowie Town Center-Centennial Park (10344-57015) ***61,000***
Sediment Control Reserve - Pin Oak Plaza (10371-57015) ***5,400***
Sediment Control Reserve - Elder Oaks (10373-57015) ***3,000***
Sediment Control Reserve - Collington (10375-57015) ***5,700***
Sediment Control Reserve - Covington City Share (10376-57015) ***16,000***

Allen Pond Park (10515-57015) ***1,000,000***
Permitting, construction management and replacement of the amphitheater stage at current location.

Belair Mansion (10516-57010) ***200,000***
Architecture and engineering design of Memorial Garden. Management and Elevator Replacement.

EXPENDITURE APPROPRIATIONS

Fund Number: #10
Fund: Capital Projects Fund

Glen Allen Park (10524-57015) ***55,000***
Renovate tennis courts, repaving and restriping to include pickle ball striping.

Parks & Grounds Annex (Entzian Farm) (10538-57015) ***25,000***
Architecture and engineering new cold storage building.

Public Art (10544-57015) ***140,200***
"Bowie" sign on Kenhill Dr. & Rt. 197, Annual addition.

Bowie Golf Course (10545-57015) ***2,100,000***
Clubhouse structural repair and improvements, New driving range tee box facility, Driving range safety enhancements, lighting, irrigation, and cart paths. Tree & stump removal. Storm damage tree and debris removal.

Centennial Park (10549-57015) ***150,000***
Replacement of outdoor fitness equipment at seven (7) fitness stations with modern equipment including park improvements.

WATER AND SEWER FUND

This fund is operated to account for the activities of the Water and Sewer System. It is classified as an enterprise fund rendering services on a user charge basis. The system should be a self-supporting entity and the accounting must make it possible to show whether operated at a profit or loss. Rates are set based on the cash needs approach with revenues equaling or exceeding budgetary expenditure appropriations which include both Capital Outlay and Debt Retirement.

Fund: #20
Fund: Water and Sewer Fund

Description of Water and Sewer Fund Operation

The City of Bowie Water and Sewer system provides service in the following sections of the City, which comprise less than forty percent of City households:

Bowie Forest	Heather Hills	Rockledge
Buckingham	Idlewild	Somerset
Chapel Forge	Kenilworth	Tulip Grove
Derbyshire	Long Ridge	Victoria Heights
Foxhill	Meadowbrook	Whitehall
Grady's Walk	Overbrook	Yorktown

All other sections of the City fall within the franchise area of WSSC. Therefore, the City of Bowie Water and Sewer System remains essentially an enclave that, with a few limited exceptions, does not expand into newly developing areas. It maintains a stable customer base, averaging approximately 7,900 customer accounts, which are 97% residential.

The Levitt Corporation constructed the water and sewer system in the early 1960's. The City purchased it in 1971, issuing general obligation bonds in the amount of $9,725,000. In 1982, a new wastewater treatment plant was built using Federal, State, and local funding. The plant was extensively modified from 1985 to 1990 as part of a research pilot project for the Bio-Nutrient Removal (BNR) process.

In partnership with the Maryland Department of the Environment, the City introduced Enhanced Nutrient Removal (ENR) technology to its wastewater treatment plant. The new technology reduces nitrogen and phosphorus in the wastewater down to 3 mg/l total nitrogen and 0.3 mg/l total phosphorus. Enhanced Nutrient Removal (ENR) improvements at the wastewater treatment plant were completed in FY2011. Over eighty- two percent of the costs of the improvements were funded by the State via the Bay Restoration Fund. The remaining share of the costs was borrowed from the State's Revolving Loan Program.

The Water Distribution System Recapitalization program authorized in the FY2018 budget proposal is a multi-year project to remediate pipe corrosion. The project design includes the replacement of water mains and water pipes throughout the water system. Project cost will be funded by a quarterly Renewal and Replacement fee of $23.44, plus federal grants and direct loans. The estimated cost of the project is $16 million. City anticipates using $4.3 million of Coronavirus State and Local Fiscal Recovery Funds (SLFRF), $2 million from the Department of the Environment and direct borrowing $10 million to complete three phases of this multi-year pipe and water main replacement project..

The system's operations are supported by user fees, and not by any tax revenue. Rates must be set to cover the cost of operations plus debt service and capital outlay.

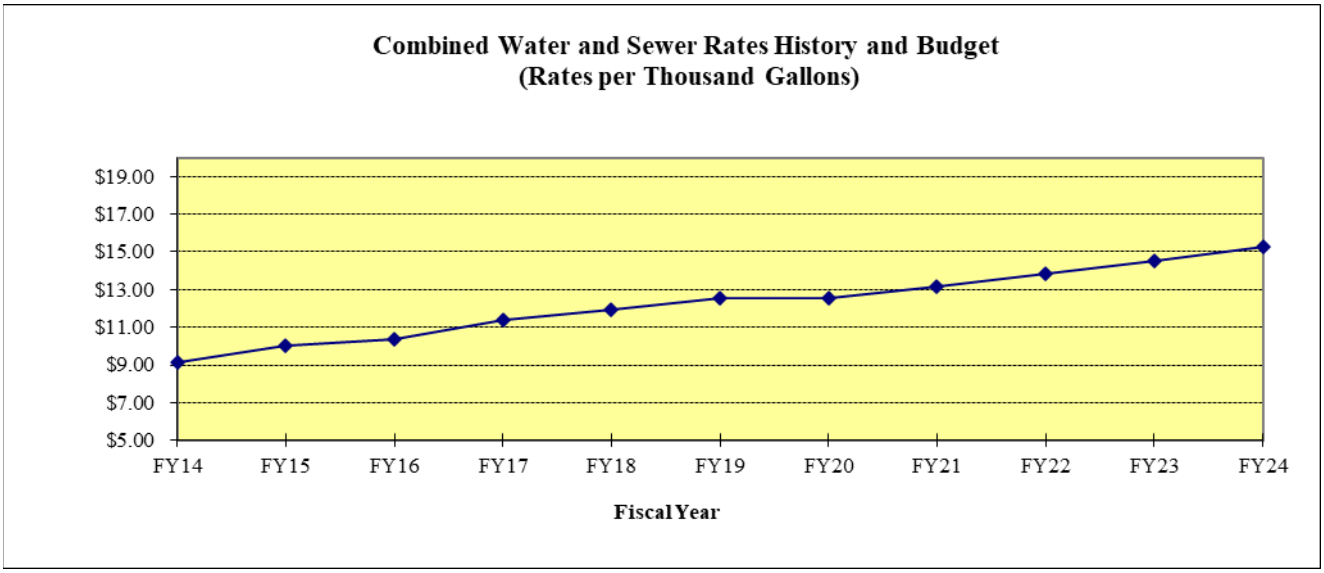
Rate History

This budget proposes an increase in water and sewer rates. The proposed increase of $0.30 per thousand gallons for water service and $0.43 for wastewater service equates to approximately $9.49 per quarter for the average household using an estimated 13 thousand gallons per quarter. The increase will help maintain the financial stability of the system.

	FY 2020	FY 2021	FY 2022	FY 2023	Proposed FY 2024	Adopted FY 2024
Water	$5.16	$5.42	$5.69	$5.97	$6.27	$6.27
Sewer	7.39	7.76	8.15	8.56	8.99	8.99
Total	$12.55	$13.18	$13.84	$14.53	$15.26	$15.26

Fund: #20
Fund: Water and Sewer Fund

The following graph displays the rate history over time.



Funds Required – Fiscal Year 2024

	Water	Sewer	Total
Division Operating Budgets	2,379,200	3,017,500	5,396,700
Billing and Accounting	251,100	484,700	735,800
Nondepartmental	72,800	307,900	380,700
Transfer - Central Support	211,400	292,300	503,700
Debt Service	393,900	47,900	441,800
Capital Outlay	8,285,200	1,885,000	10,170,200
Total Funds Required	11,593,600	6,035,300	17,628,900
Less: Other Revenue	(556,500)	(461,800)	(1,018,300)
Loan Proceeds	(6,187,500)	(812,500)	(7,000,000)
Renewal and Replacement	(740,000)	-	(740,000)
Balance Required from Rates	4,109,600	4,761,000	8,870,600
Amounts Provided by Rates:			
Metered Sales	3,034,700	3,656,000	6,690,700
Minimum Charges	426,400	613,600	1,040,000
Total Provided by Rates	3,461,100	4,269,600	7,730,700
Balance Required from (added to) Reserves	648,500	491,400	1,139,900

Fund: #20
Fund: Water and Sewer Fund

Forecasts

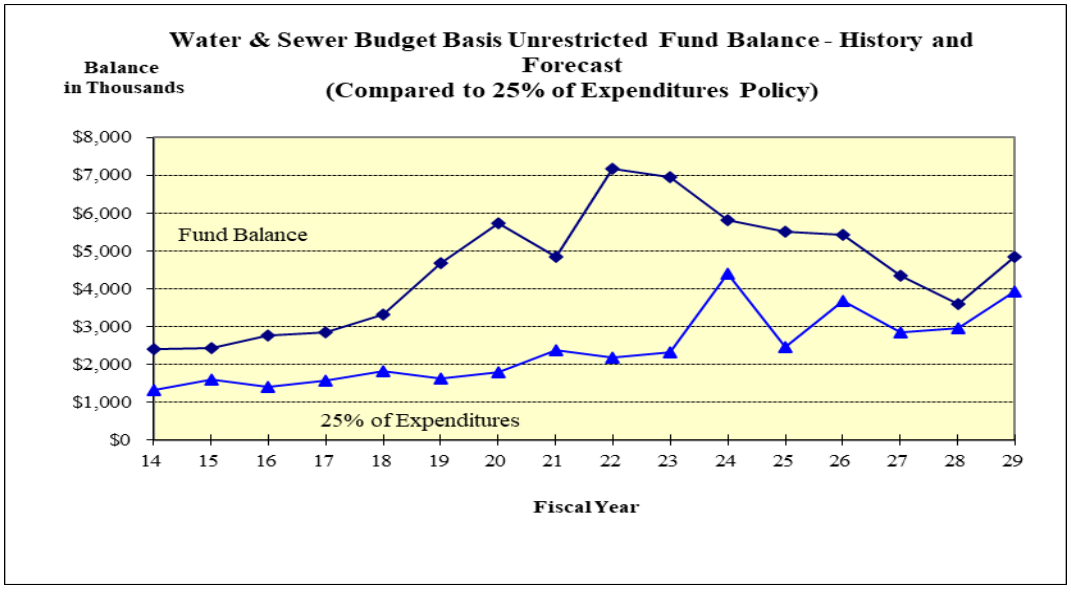
The following table shows revenue and expenditure amounts for Fiscal Years 2022 through 2029, and the resulting effect on an amount we have called the "Budget Basis Unassigned Fund Balance". This amount represents net current assets, derived by subtracting Current Liabilities from Current Assets. This amount is the best approximation, in an enterprise-type fund, of spendable resources available for appropriation.

	Revenues	Expenditures	Increase or (Decrease)	Budget Basis Unassigned Fund Balance	Percent of Expenditures
Balance July 1, 2022				7,178	
Estimate - FY2023	9,073	9,310	(237)	6,941	75%
Budget - FY2024	16,489	17,629	(1,140)	5,801	33%
Forecasts:					
FY2025	9,532	9,815	(283)	5,518	56%
FY2026	14,578	14,660	(82)	5,436	37%
FY2027	10,297	11,385	(1,088)	4,348	38%
FY2028	11,084	11,851	(767)	3,581	30%
FY2029	16,948	15,692	1,256	4,837	31%

The forecast amounts (in thousands) are based on the following assumptions for Fiscal Years 2025 through 2029

- Usage charges are based on 484 million gallons, with a combined rate increase of 10 percent in FY2027 and through FY2029.
- Minimum charges remain unchanged; all other revenues increase at 5% per year.
- Renewal and replacement $23.44 per quarter.
- Expenditures for operating departments increase by 5 percent, billing, and accounting at 6 percent, nondepartmental and overhead costs 8 percent per year.
- Debt Service is per the schedule existing at 6/30/22, also includes $5 million for water pipe and water main replacement and other plant improvements in fiscal years 2026 and 2029.
- Capital Outlay is per the FY2025-2029 Capital Improvements Program requirements, plus equipment replacements average $3.9 million per year for capitalized components.

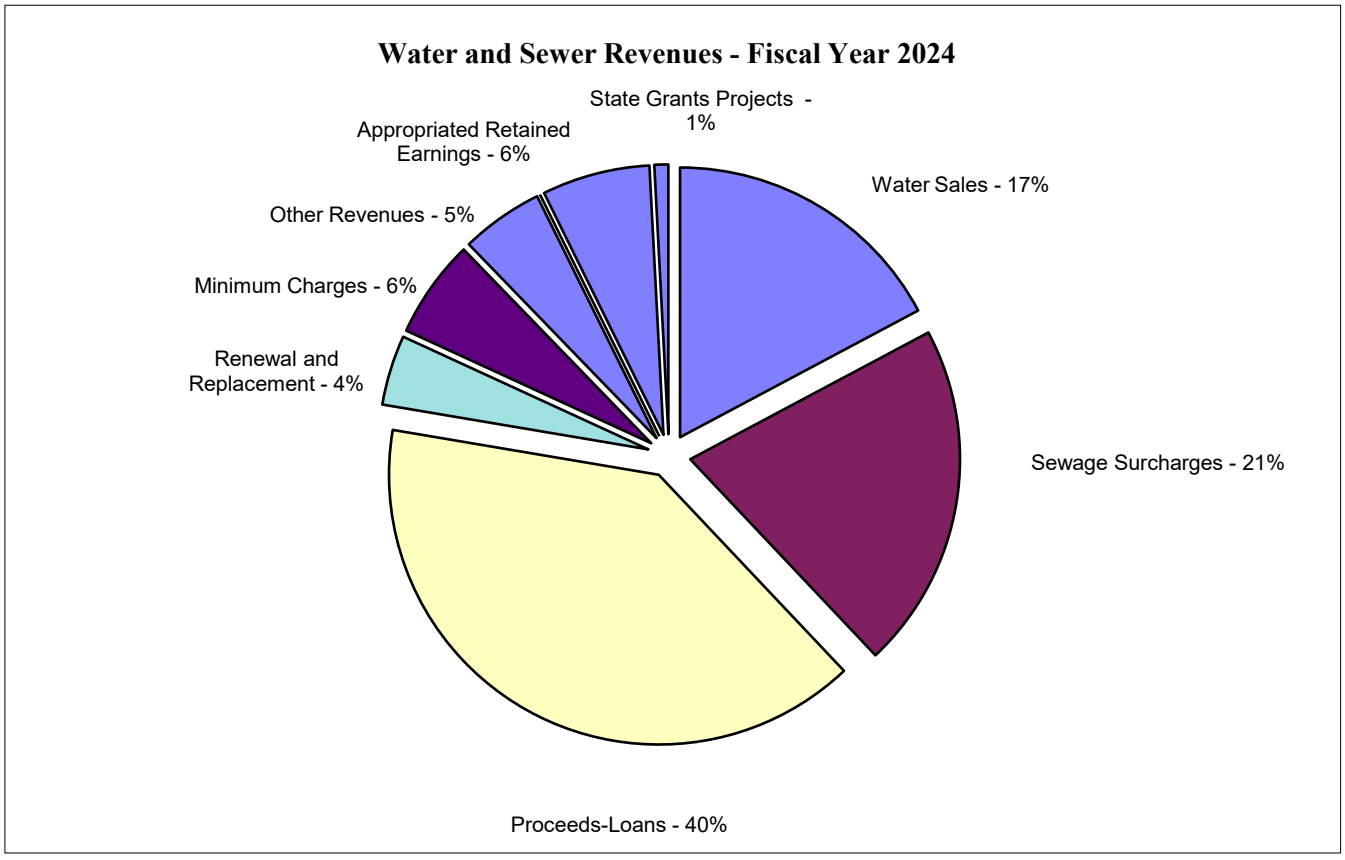
The graph below displays the forecast for Budget Basis Unassigned Fund Balance in relation to the line that shows 25% of Expenditures. The City will strive to maintain a reserve of no less than 25% of expenditures in the Water and Sewer Fund in accordance with the City's debt and financial management policies. Based on the above assumptions, the Water and Sewer Fund will comply with the 25% unassigned fund balance policy.



REVENUE SUMMARY

Fund Number: #20
Fund: Water and Sewer Fund

SOURCE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Appropriated Retained Earnings	-	743,500	-	1,031,700	1,139,900
Renewal and Replacement	730,178	718,900	716,800	740,000	740,000
Water Sales	2,542,438	3,064,300	2,889,400	3,034,700	3,034,700
Sewage Surcharges	3,428,820	3,731,900	3,481,100	3,656,000	3,656,000
Minimum Charges	1,058,982	1,040,000	1,040,000	1,040,000	1,040,000
Other Revenues	728,522	461,800	799,400	871,700	871,700
Proceeds-Loan	-	2,635,800	-	5,000,000	7,000,000
Federal Grant	2,377,105	2,744,200	-	2,000,000	-
State Grants - Projects	132,757	132,700	146,600	146,600	146,600
Grand Total	10,998,802	15,273,100	9,073,300	17,520,700	17,628,900



REVENUE ESTIMATES

Fund Number: #20
Fund: Water and Sewer Fund

		ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Water Sales						
44210	Residential	2,205,127	2,356,300	2,181,400	2,291,100	2,291,100
44215	Commercial and Public Facilities	337,311	708,000	708,000	743,600	743,600
	Total	2,542,438	3,064,300	2,889,400	3,034,700	3,034,700
Sewerage Surcharges						
44220	Residential	3,116,252	3,378,600	3,127,800	3,284,900	3,284,900
44225	Commercial and Public Facilities	312,568	353,300	353,300	371,100	371,100
	Total	3,428,820	3,731,900	3,481,100	3,656,000	3,656,000
Minimum Charges						
44230	Residential	939,391	920,000	920,000	920,000	920,000
44235	Commercial and Public Facilities	119,591	120,000	120,000	120,000	120,000
	Total	1,058,982	1,040,000	1,040,000	1,040,000	1,040,000
Other Revenues						
46105	Interest Income	15,370	8,500	282,800	337,300	337,300
46220	Rental-Water Tower Lease	457,122	322,600	322,800	337,400	337,400
46405	Claims, Reimbursements & Other Service Charges	17,532	18,800	17,800	18,000	18,000
46420	Miscellaneous Revenue	95,688	5,000	60,000	60,000	60,000
44255	Account Processing Fees	27,900	30,900	27,000	28,000	28,000
46415	Forfeited Discounts and Penalties	91,110	75,000	88,000	90,000	90,000
	Total	704,722	460,800	798,400	870,700	870,700
Other Financing Sources						
48010	Renewal/Replacement	730,178	718,900	716,800	740,000	740,000
48015	Appropriated Retained Earnings	-	743,500	-	1,031,700	1,139,900
49046	Proceeds-Loans	-	2,635,800	-	5,000,000	7,000,000
49050	Sale of Capital Assets	23,800	1,000	1,000	1,000	1,000
43110	State Grants - Projects	132,757	132,700	146,600	146,600	146,600
43005	Federal Grant	2,377,105	2,744,200	-	2,000,000	-
	Total	3,263,840	- 6,976,100	- 864,400	- 8,919,300	9,027,500
	Grand Total	10,998,802	15,273,100	9,073,300	17,520,700	17,628,900

REVENUE DETAIL

Fund: #20
Fund: Water and Sewer Fund

Water Sales - Residential - Projected at $6.27 per 1,000 gallons on sales of 365,406,700 gallons. Commercial and Public Facilities - Projected at $6.27 per 1,000 gallons on sales of 118,596,500 gallons.

Sewerage Surcharge - Residential - Projected at $8.99 per 1,000 gallons on 365,394,900 gallons. Commercial and Public Facilities - Projected at $8.99 per 1,000 gallons on 41,279,200 gallons.

Minimum Charge - Residential - Annual charge of $120.00 per residence whether served by individual or master meter. Commercial and Public Facilities - Annual charge based on meter size as follows:

1"	$120.00	4"	$2,400.00
1-1/2"	$480.00	6"	$4,800.00
2"	$780.00	8"	$9,600.00
3"	$1,440.00	10"	$15,000.00

Interest Income - Interest earned from investing temporary idle funds.

Rental – Water Tower Lease – Annual amount received for leased space on elevated water tower.

Renewal and Replacement – Quarterly amount received for replacement of water pipes throughout the City ($23.44).

Claims, Reimbursements and Other Service Charges - Reconnection charges ($40), meter tests ($120), and other revenue amounts not classified.

Account Processing Fee - $50 charge for all new customer accounts.

Forfeited Discounts and Penalties - Charge added for late payment of accounts ($15) and returned checks ($35).

New Users Security Advance - To be applied to the users' final bill upon discontinuing service, based on meter size:

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

Initial Connection Charge - A nonrefundable charge for initial connection to the Water and/or Sewer System, based on meter size:

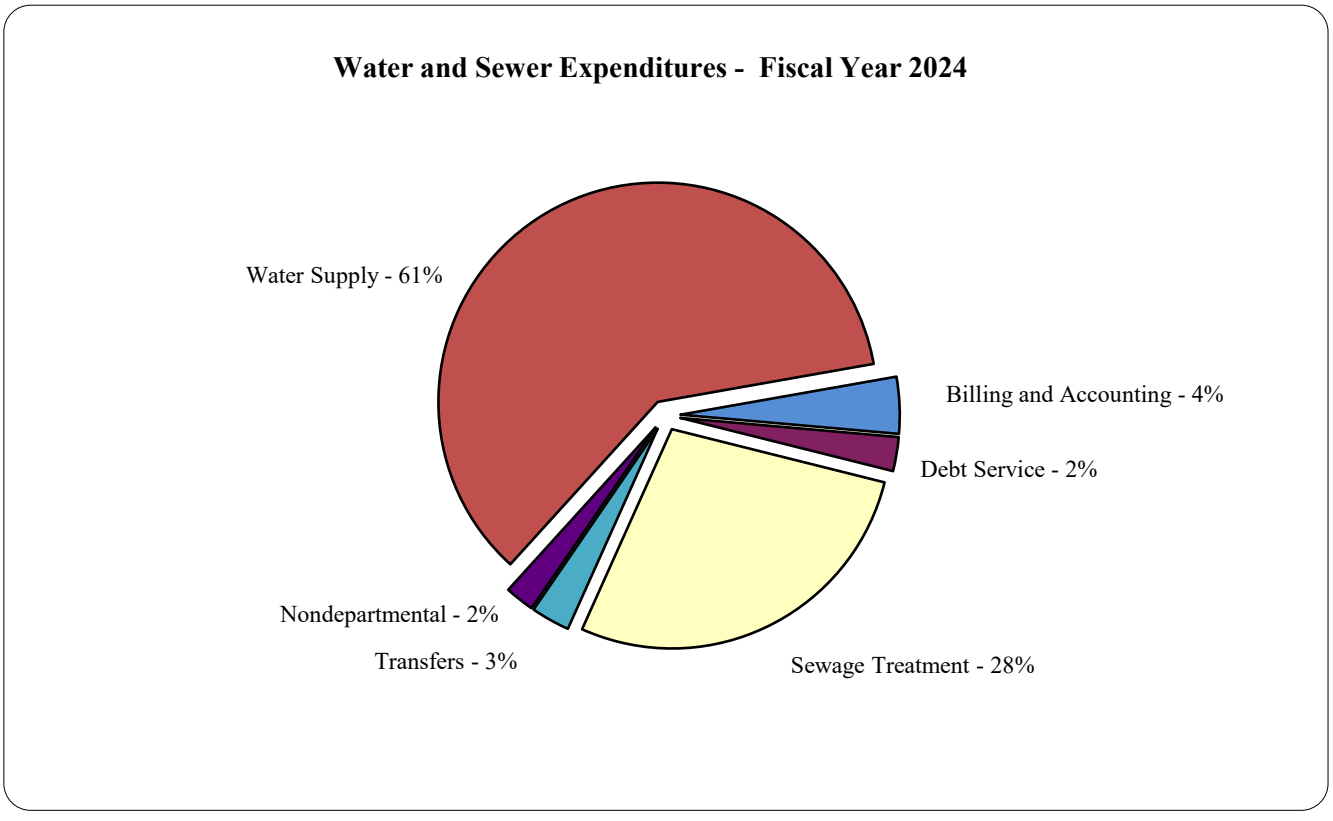
3/4", 5/8" or 1"	$1,000.00	4"	$3,000.00
1-1/2"	$1,500.00	6"	$4,000.00
2"	$2,000.00	8"	$5,000.00
3"	$2,000.00	10"	$6,000.00

Sub-Meter Installation - Customers applying for installation of a sub-meter shall pay a nonrefundable permit fee of $50.00, and shall also pay the cost of the sub-meter according to meter size. Customers with a sub-meter installed shall be exempt from sewerage surcharges for outside water use.

EXPENDITURE SUMMARY

Fund Number: #20
Fund: Water and Sewer Fund

PURPOSE	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024
Billing and Accounting	669,237	700,900	705,400	735,800	735,800
Water Supply	3,699,600	9,000,600	3,720,400	10,664,400	10,664,400
Sewage Treatment	3,553,369	4,375,800	3,857,700	4,885,600	4,902,500
Debt Service	116,841	300,000	117,800	350,500	441,800
Nondepartmental	101,378	362,100	374,700	380,700	380,700
Transfers-Central Support Service	560,300	533,700	533,700	503,700	503,700
Total Expenditures	8,700,725	15,273,100	9,309,700	17,520,700	17,628,900



BILLING AND ACCOUNTING

Activity:#141	Department: Finance
Fund: Water and Sewer	Function: General Government

Description

This activity is carried out by the staff of the Finance Department whose duties are so interrelated with the overall financial activity of the City, that separate personnel assignments are not practical. The department is responsible for the billing, collecting and accountability of all water and sewer charges. The monitoring and control of expense appropriations, maintaining and forecasting cash position, investment of temporary idle funds, and providing for debt service requirements are continuous programs of the department.

Objectives and Results for Fiscal Year 2023

A. Objectives are found in the Finance Department section of the General Fund.

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Number of water and/or sewer customers-residential	7,686	7,686	7,685	7,685	7,685	7,685
Number of water and/or sewer customers-commercial	245	248	249	249	250	251
Average quarterly residential water and sewer bill	$203	$205	$224	$222	$233	$245
Number of bills or late fee notices issued	39,608	39,348	39,193	38,781	68,600	38,650
Number of new accounts processed	640	628	724	656	550	600
Allowance for Uncollectible Accounts	$0	$46	$3,793	$2,607	$2,607	$2,607

Objectives for Fiscal Year 2024

1. Objectives are found in the Finance Department section of the General Fund.

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	474,487	485,800	490,700	506,100	506,100	4.2%
Contractual Services	173,182	189,100	188,400	203,200	203,200	7.5%
Commodities	4,521	6,000	6,000	6,000	6,000	0.0%
Other Charges	17,047	20,000	20,300	20,500	20,500	2.5%
Total	669,237	700,900	705,400	735,800	735,800	5.0%

BILLING AND ACCOUNTING

Activity:#141	Department: Finance
Fund: Water and Sewer	Function: General Government

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Director, Finance	.3	.3	.3
Assistant Director, Finance	.2	.2	.2
Lead Accountant	.2	.2	.2
Accountant II	.2	.2	.4
Accountant I	.1	.1	-
Finance Budget Specialist	.2	.2	.2
Executive Office Associate	.3	.3	.3
Accounting Technician Supervisor	.2	.2	.2
Payroll Specialist	.2	.2	.2
Utility Billing Specialist	1.0	1.0	1.0
Accounting Technician, Senior	1.0	1.0	1.0
Accounting Technician	.5	.5	.5
P/T Accounting Technician	.5	.5	.5
Total	4.9	4.9	5.0

♦ ***Salaries and Wages***
Salaries and Wages paid to full time and part time employees. ***390,400***

♦ ***Fringe Benefits***
Fringe benefits related to full time and part time salaries and wages: FICA, ***115,700***
contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

Contractual Services

♦ ***Auditing and Accounting (20141-51110)*** ***9,800***
Estimated cost of required annual audit.

♦ ***Professional Services (20141-51125)*** ***145,000***
To provide for computer program changes. Includes bank fees and armored car services for transporting cash receipts.

♦ ***Subscription Maintenance (20141-51127)*** ***36,400***
Maintenance for software subscriptions.

♦ ***Travel and Training (20141-51145)*** ***2,000***
Expenses and related material for attendance at meetings and instructions for staff personnel. Includes mileage allowance for use of personal cars. Also includes proportionate share of computer training for all personnel in this fund.

♦ ***Equipment Rental (20141-51215)*** ***7,000***
Offsite records storage.

♦ ***Repair and Maintenance (20141-51230)*** ***3,000***
Maintenance of office equipment owned by the Water and Sewer Fund, and a proportionate share of the maintenance contract on the computer system.

BILLING AND ACCOUNTING

Activity:#141	Department: Finance
Fund: Water and Sewer	Function: General Government

Commodities

♦ ***Materials, Supplies & Minor Equipment (20141-52005)*** ***6,000***

Cost of consumable items such as checks, envelopes, billing cards and other supplies for billing and accounting. Includes a proportionate share of the computer supplies.

Other Charges

♦ ***Postage (20141-55055)*** ***20,500***

Amount required for mailing approximately 8,000 quarterly bills, supplemental bills, delinquency notices and other notifications and correspondence.

WATER DIVISION

Activity:#350	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Description

This division is responsible for the production and purification of the water supply for the City, which meets or exceeds all State and Federal health standards. The water is fluoridated for health purposes and the iron is removed by a filtration-flocculation aeration-sedimentation process. The cost of maintaining the water distribution system is included in this division.

Objectives and Results for Fiscal Year 2023

A. Continue implementation of SCADA design and construction for the monitoring, control and automation at Water Plant by June 2023.

- ♦ *Plant SCADA system has integrated monitoring and control of low lift pump station, and montoring of chemical scales for chlorine and fluoride. Next phase should focus on establishing a master SCADA plan and design for all remaining plant treatment processes.*

B. Accomplish the rehabilitation and redevelopment of Raw Water Well No. 5 by June 30, 2023.

- ♦ *This project will be bid in FY2023 and completed in FY2024.*

C. Develop documentation and establish MOU with WSSC to exercise the two interconnections at Old Chapel Road and London Lane annually by FY2023.

- ♦ *Discussion with WSSC is underway. It is doubtful that a MOU can be established by June 30, 2023.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Miles of pipeline	90	90	90	90	90	90
Number of pipeline repairs	21	10	11	17	14	15
Number of meters installed/repaired	1,657	1,595	1,065	882	163	165
Number of fire hydrants	525	525	525	525	525	525
Number of fire hydrants repaired/replaced	1	-	1	2	5	2
Millions of gallons treated/delivered	562	568	505	514	510	510
Customer complaints about water quality	61	54	56	55	57	57

Objectives for Fiscal Year 2024

1. Continue fire hydrant painting program.
2. Implement a biannual inspection of all innerconnectors.
3. Plan replacement programs for cla-valve, motor starters and finished water pump.

Significant Budget Changes

None.

WATER DIVISION

Activity:#350	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,437,758	1,522,000	1,398,700	1,498,200	1,498,200	-1.6%
Contractual Services	346,490	500,900	509,500	511,700	511,700	2.2%
Commodities	458,557	297,400	305,700	367,400	367,400	23.5%
Other Charges	930	51,300	1,400	1,900	1,900	-96.3%
Capital Outlay	1,455,865	6,629,000	1,505,100	8,285,200	8,285,200	25.0%
Total	3,699,600	9,000,600	3,720,400	10,664,400	10,664,400	18.5%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Water Plant Superintendent	1.0	1.0	1.0
Chief Water Plant Operator	1.0	1.0	1.0
Water Plant Operator	4.0	4.0	4.0
Utilities Superintendent	.5	.5	.5
Utilities Supervisor	1.0	1.0	1.0
Pipeline Video Inspector	.5	.5	.5
Equipment Operator, Senior	1.0	1.0	1.0
Equipment Operator	1.0	1.0	1.0
Water Meter Technician	2.0	2.0	2.0
Executive Office Associate	.2	.2	.2
Utility Service Worker	2.0	2.0	2.0
Assistant Utilities Superintendent	.1	.1	.1
Maintenance Manager	.5	.5	.5
Total	14.8	14.8	14.8

♦ ***Salaries and Wages*** ***1,094,000***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***404,200***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

WATER DIVISION

Activity:#350	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Contractual Services

♦ ***Professional Services (20350-51125)*** ***75,800***
On an as-needed basis for water system operation.

♦ ***Subscription Services – Software (20350-51126)*** ***12,000***
Software as service.

♦ ***Travel and Training (20350-51145)*** ***7,300***
The training of personnel is required by State regulations. Operators will be encouraged to attend pertinent seminars and classes, as available, to maintain operator certification. Also, evaluation of employees for their ability to use respirators during chemical tank changeovers.

♦ ***Communications (20350-51205)*** ***10,000***
For telephone services incurred by the Water Division.

♦ ***Equipment Rental (20350-51215)*** ***1,500***
Various rental equipment needed of operations.

♦ ***Public Utility Services (20350-51220)*** ***260,300***
For the purchase of gas, electricity and telephone service for the plant. Also accounts for the cost of "Miss Utility" service.

♦ ***Repair & Maintenance – Vehicles (20350-51230)*** ***19,400***
Costs of vehicle maintenance when performed by other than City personnel. Includes preventive maintenance and repair of radios.

♦ ***Repair & Maintenance – Physical Plant (20350-51235)*** ***125,400***
Costs of material and/or labor on any system components, including replacements when performed by other than City personnel, and which do not extend the useful life of the asset being repaired or maintained.

Commodities

♦ ***Materials, Supplies & Minor Equipment (20350-52005)*** ***214,800***
Small valves, piping, wiring, tools and various short life items. Includes hydrant replacement parts, meter parts, laboratory supplies and other repair items installed and/or replaced by City personnel. Includes water meters and fire hydrant replacements.

♦ ***Operating Supplies (20350-52010)*** ***102,400***
Chemicals required for plant operations. Consumable materials such as top soil, gravel, straw, and various chemicals needed for utility operations.

♦ ***Protective Apparel (20350-52020)*** ***15,700***
For the purchase of rain gear, boots, gloves, safety apparel, etc., for this division. Includes uniform rental.

♦ ***Repair & Maintenance Supplies - Vehicles (20350-52030)*** ***34,500***
Parts, supplies and fuel for vehicles in this division.

Other Charges

♦ ***Subscriptions and Memberships (20350-55090)*** ***1,900***
Subscriptions to trade journals, etc.

WATER DIVISION

Activity:#350	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Capital Outlay

♦ ***Buildings (20350-57010)*** ***275,000***

Automatic Control System Implementation (SCADA)($250,000); Hatch and ladder improvement ($25,000).

♦ ***Improvements Other Than Buildings (20350-57015)*** ***7,685,100***

Meter replacements system wide($ 275,000); Distribution System Recapitalaztion, design, construct, CM/I Svcs (part A and B) ($5,100,000); Aeration System upgrade ($30,000); Well # 5 rehabilitation ($310,000); Filter System replacement ($8,900); Bradford Tank painting ($255,200); Media Lane Tank painting/repair construction ($6,000); Low Lift Pump rehabilitation ($1,700,000).

♦ ***Machinery & Equipment (20350-57020)*** ***325,100***

Pumps, motors etc. which extend useful life of equipment ($50,000); Brierdale Lane Generator Replacement ($135,000); Booster Station Generator replacement ($110,000); Truck # 401 replacement (50/50 split) ($30,100).

WASTEWATER

Activity:#360	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Description

This division is responsible for the collection and treatment of raw sewage. This sewage is treated and returned to the Patuxent River in full compliance with State and EPA permit standards. The cost of maintaining the sewer collection system is included in this division.

Objectives and Results for Fiscal Year 2023

A. Establish preventative major equipment replacement program to ensure reliable operation of critical processes by June 30, 2023. Existing aged pumps at sewer pumping stations will be replaced under this program first due to highest priority.

- *List of conditions was created in August 2022.*
- *Priority update completed.*

B. Implement ATS replacement program at sewer pumping stations to ensure reliable operation of sewer stations under emergency circumstances by June 30, 2023.

- *Program was created in October, 2022.*
- *ATS Replacements went out to bid for PS1, 3, 4 & 8 in early 2023.*

C. Fully adopt and train staff to utilize Beehive Asset Management Program for work planning, progress tracking and reporting by June 30, 2023.

- *Complete. Beehive Asset Management Program training is ongoing.*

Workload and Performance Indicators

	FY19	FY20	FY21	FY22	FY23	FY24
Miles of collection mains in the system	85	85	85	85	85	85
Miles of collection system inspected with TV	22	15	12	11	15	15
Miles of collection system cleaned	42	32	35	36	29	35
Number of lift stations in system	8	8	9	9	9	9
Number of lift station repairs	12	12	8	26	28	26
Number of emergency call/stoppages	3	6	2	-	3	3
Million gallons of wastewater treated	650	600	580	578	585	553
Tons of sludge produced	2,400	2,400	2,660	2,800	2,800	2,700
Number of days in compliance with discharge requirement	365	365	365	365	365	365

Objectives for Fiscal Year 2024

1. Establish an inspection routine of the City's sewer mains by June 30, 2024.
2. Establish a cleaning routine of the City's sewer mains by June 30, 2024.
3. Establish and implement a 5-year sewer lateral replacement program to eliminate the backlog of high priority replacements.
4. Establish and implement an annual trunk sewer main inspection program in the City's right of ways.
5. Plan the upgrade of the RAS/WAS pump station for wastewater treatment plant by December 2023.

WASTEWATER

Activity:#360	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Significant Budget Changes

None.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Personal Services	1,657,138	1,731,600	1,808,600	1,804,700	1,804,700	4.2%
Contractual Services	799,701	897,600	922,900	980,400	997,300	11.1%
Commodities	193,357	214,100	200,100	215,300	215,300	0.6%
Other Charges	-	700	200	200	200	-71.4%
Capital Outlay	903,173	1,531,800	925,900	1,885,000	1,885,000	23.1%
Total	3,553,369	4,375,800	3,857,700	4,885,600	4,902,500	12.0%

Personal Services - Full Time Equivalents

	FY22	FY23	FY24
Wastewater Superintendent	1.0	1.0	1.0
Assistant Wastewater Superintendent	1.0	1.0	1.0
Lab Technician	1.0	1.0	1.0
Wastewater Plant Operator	5.0	5.0	5.0
Maintenance Manager	.5	.5	.5
Utilities Superintendent	.5	.5	.5
Pipeline Video Inspector	.5	.5	.5
Equipment Operator, Senior	2.0	2.0	2.0
Equipment Operator	1.0	1.0	1.0
Wastewater Plant Maintenance Worker	1.0	1.0	1.0
Utility Service Worker	2.0	2.0	2.0
Executive Office Associate	.2	.2	.2
Assistant Utilities Superintendent	.9	.9	.9
Total	16.6	16.6	16.6

♦ ***Salaries and Wages*** ***1,312,900***

Salaries and Wages paid to full time and part time employees.

♦ ***Fringe Benefits*** ***491,800***

Fringe benefits related to full time and part time salaries and wages: FICA, contributions to employee annuities, unemployment compensation, workers compensation, hospitalization/medical insurance, prescription plan, life insurance and weekly indemnity, optical/dental plan.

WASTEWATER

Activity:#360	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Contractual Services

♦ ***Professional Services (20360-51125)*** ***217,700***

Consulting services for sludge monitoring and engineering services as required for maintenance improvements. Includes sewer system foam injection to retard tree growth.

♦ ***Travel and Training (20360-51145)*** ***5,900***

For Health Department certification of all operators.

♦ ***Communications (20360-51205)*** ***10,000***

For telephone services incurred by the Wastewater Division.

♦ ***Disposal Fees (20360-51210)*** ***254,000***

Charges for disposal of sludge and grease.

♦ ***Equipment Rental (20360-51215)*** ***1,500***

Various rental equipment needed for operations.

♦ ***Public Utility Services (20360-51220)*** ***301,800***

Electricity and telephone costs, as well as the cost of "Miss Utility" service.

♦ ***Repair & Maintenance - Vehicles (20360-51230)*** ***36,500***

This item is for the maintenance of trucks, tractors, radios and other equipment used by this division.

♦ ***Repair & Maintenance - Physical Plant (20360-51235)*** ***169,900***

Costs of material and/or labor on any system components including replacements when performed by other than own personnel. Includes sewer pump stations and plant which require periodic major maintenance. Appropriation also provides for many replacement items such as electrical fixtures, wiring, large transfer pump repairs, and meter maintenance at sewage treatment plant.

Commodities

♦ ***Materials, Supplies & Minor Equipment (20360-52005)*** ***75,700***

Small valves, piping, wiring, tools and similar items that are best purchased in various sized lots. Also included are items for laboratory and clerical use.

♦ ***Operating Supplies (20360-52010)*** ***79,900***

Chemical requirements needed to operate plant. Consumable materials such as top soil, gravel, straw, and various chemicals needed for utility operations.

♦ ***Protective Apparel (20360-52020)*** ***16,900***

For the purchase of rain gear, boots, gloves, safety apparel, etc., used by this division. Includes uniform rental.

♦ ***Repair & Maintenance Supplies - Vehicles (20360-52030)*** ***42,800***

Amount required to maintain vehicles and fuel for all equipment used by this division.

Other Charges

♦ ***Subscriptions and Memberships (20360-55090)*** ***200***

Subscriptions to trade journals, etc.

Activity:#360	Department: Public Works
Fund: Water and Sewer	Function: Public Works

Capital Outlay

♦ ***Improvements Other Than Buildings (20360-57015)*** ***1,485,000***

Lateral Replacements ($150,000); In-line Monitoring Probes/Instrumentation ($50,000); RAS-WAS PS Upgrade ($800,000); WWTP Miscellaneous Equipment Replacement ($80,000); Implementation of SCADA system in plant operations ($345,000); Copper Permit Compliance ($60,000).

♦ ***Machinery & Equipment (20360-57020)*** ***400,000***

Emergency replacements to pumps or other equipment ($50,000);Truck 404 replacement($63,600);PS#2(Belair Drive) generator replacement($60,000);Truck 401 replacment (50/50 split) ($30,100);plant generator replacement ($186,500);U: sewer camera and locator ($9,800).

Activity: #911	Department: Nondepartmental
Fund: Water and Sewer	Function: Nondepartmental

Description

This budget section provides for expenditures which are not directly or exclusively associated with specific activities or divisions. It includes debt service, comprehensive insurance coverage, allowances for contingencies, and transfers to other funds.

Expenditures

	ACTUAL 2021-2022	BUDGET 2022-2023	ESTIMATED 2022-2023	PROPOSED 2023-2024	ADOPTED 2023-2024	Pct. Change
Debt Service	116,841	300,000	117,800	350,500	441,800	47.3%
Contractual Services	57,082	62,300	59,700	65,700	65,700	5.5%
Other Charges	44,296	299,800	315,000	315,000	315,000	5.1%
Transfer - General Fund	560,300	533,700	533,700	503,700	503,700	-5.6%
Total	778,519	1,195,800	1,026,200	1,234,900	1,326,200	10.9%

Debt Service

Enhanced Nutrient Removal Upgrade

Loan Principal - State Loan	***(20809-58005)***	***96,000***
Loan Interest - State Loan	***(20809-58010)***	***7,000***
Paying & Fiscal Agent Fees	***(20809-58015)***	***5,000***

Commercial Loan

Loan Principal – Commercial	***(20810-58005)***	***233,500***
Loan Interest – Commercial	***(20810-58010)***	***85,700***
Paying & Fiscal Agent Fees	***(20810-58015)***	***5,000***

Wastewater Plant

Loan Principal – State Loan	***(20897-58005)***	***7,900***
Loan Interest - State Loan	***(20897-58010)***	***1,200***
Paying & Fiscal Agent Fees	***(20897-58015)***	***500***

Contractual Services

♦ ***Property and Casualty Insurance (20911-51115)*** ***65,700***

Annual premium for liability, property and environmental damage coverage applicable to utility's property and employees.

Other Charges

♦ ***Incentive Awards (20911-55030)*** ***5,000***

Employees' suggestions, achievements or outstanding service awards.

♦ ***Reserve for Contingencies (20911-55070)*** ***300,000***

To provide funds for appropriation deficiencies or expenses which are unknown or unanticipated.

Activity: #911	Department: Nondepartmental
Fund: Water and Sewer	Function: Nondepartmental

♦ ***Reserve for Personnel Adjustments (20911-55075)*** ***10,000***

Allowance for performance awards and other personnel adjustments.

Transfers

♦ ***General Fund -Central Support Service (20924-59020)*** ***503,700***

Department, utility costs, rental facilities, maintenance, and other charges. Includes allocated charge for computer network.

DEBT SERVICE

Fund Number: #20	Department: Finance
Fund: Water and Sewer	

Debt Service Requirements

State Loans for Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade
Total Loans Issued: $1,773,466, Outstanding as of July 1, 2023

Fiscal Year	Principal	Interest	Total
2023-2024	95,972	6,923	102,895
2024-2025	96,931	5,964	102,895
2025-2026	97,900	4,995	102,895
2026-2027	98,880	4,015	102,895
2027-2028	99,869	3,026	102,895
2028-2029	100,867	2,028	102,895
2029-2030	101,876	1,019	102,895
Total	692,295	27,970	720,265

State Loans for Wastewater Treatment Plant Building Addition & Renovation
Total Loans Issued: $140,099, Outstanding as of July 1, 2023

Fiscal Year	Principal	Interest	Total
2023-2024	7,933	1,226	9,159
2024-2025	8,044	1,115	9,159
2025-2026	8,157	1,002	9,159
2026-2027	8,271	888	9,159
2027-2028	8,387	772	9,159
2028-2029	8,504	655	9,159
2029-2030	8,623	536	9,159
2030-2031	8,744	415	9,159
2031-2032	8,866	293	9,159
2032-2033	8,990	169	9,159
2033-2034	3,033	42	3,075
Total	87,552	7,113	94,665

SCHEDULE OF EQUIPMENT REPLACEMENT

Fund Number: #20
Fund: Water and Sewer

ID Number	Acquis. Year	Make-Model	Cost	Years Est. Life	Year Scheduled Replacement	Estimated Replacement Cost
Vehicle						
404	2011	2011 Ford F250 4WDTow Pack	24,277	11	2024*	63,600
401	2013	2012 Ford F-350 Pick-Up	31,520	10	2024	60,200
409	2015	Chevy Express 4500 DRW	49,315	10	2025	51,800
410	2015	2015 Ford Dump Truck	72,000	10	2025	75,600
413	2015	Skid loader w/Trailer	52,664	10	2025	55,300
411	2018	2018 Ford Transit T350HD	374,671	8	2026	393,400
475	2014	2013 John Deere Loader	82,142	12	2026	86,200
406	2017	2016 Inter'l 7500 Sewer Vac Truck	357,686	10	2027	375,600
405	2019	2018 Dodge Ram 2500 Pick-Up	26,075	9	2028	27,400
408	2019	2018 Ford Fusion	17,463	10	2029	18,300
416	2019	2018 Dodge Ram 2500 Pick-Up	26,075	10	2029	27,400
400	2020	2020 Chevy Colorado PickUp	33,912	10	2030	35,600
402	2022	2022 Ford Pick F550	82,128	8	2030	86,300
418	2021	Chevy Express 2500 3/4 Ton Van	23,194	10	2031	24,400
407	2021	2020 Ford F550 Reg Cab 4x4	90,504	12	2033	95,000
415	2019	2018 Ford Meter Reading Transit Van	27,983	15	2034	29,400
417	2019	John Deere Mini Excavator	54,182	15	2034	56,900
703	2022	2020 Freightliner M2-106	67,335	12	2034	70,700
476	2023	2023 John Deere Backhoe Loader	145,992	11	2034	153,300
Equipment						
130408	2011	400 Kw Generator & Switch - WWTP	147,220	20	2024*	186,500
10464	1989	300 Kw Generator - Media	44,464	20	2024*	110,000
10403	2000	250 Kw Generator - Brierdale	60,560	21	2024*	135,000
10462	1989	60 Kw Generator - PS#2 Belair	90,861	21	2024*	60,000
10643	2013	Sewer Camera and Locator	9,294	10	2024	9,800
474	2009	Swivel Vac Trailer	50,545	22	2025	52,100
477	2001	2001 Ingersoll Rand Air Compressor	9,950	22	2025	17,600
10406	1998	60 Kw Generator - PS #6 Windover	24,330	22	2025	40,000
10407	1998	60 Kw Generator - PS #7 Rambling	23,840	22	2025	40,000
10444	1997	60 Kw Generator - PS #1 Rt 50/Rt 197	22,680	22	2025	40,000
10460	1997	100 Kw Generator - PS#3 Collington	27,410	22	2025	60,000
10463	1989	100 Kw Generator - PS#4 Brunswick	57,997	22	2025	60,000
120465	2007	Generator - Streets/Water	24,740	20	2027	30,000
133088	2010	1000 Kw Generator - Bradford	46,000	20	2030	412,500
3476	2021	Sewer Cleaning Kit	14,068	10	2031	14,800
3477	2021	Small Sewer Push Camera	42,821	10	2031	45,000
10635	2012	30 Kw Generator - PS#5 Safety	19,877	20	2032	30,000
-	-	13 Kw Generator - Belair Tank	-	20	2032	25,000
133160	2016	60 Kw Generator PS #8 Annapolis	26,270	20	2038	40,000
-	-	30 Kw Generator - PS Forest	-	20	2038	30,000
	2023	Hydraulic Excavator	195,000	15	2038	204,800
3489	2022	Super Nova Chain Cutter (Root Cutter)	13,995	20	2042	14,700
600769	2022	400 Kw Generator & Switch - WWTP	73,651	20	2042	77,300

*Indicates prior year

CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2024-2029

The Capital Improvements Program is a six year plan of proposed capital improvements and proposed methods of financing them.

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Description of Capital Improvements Program

The Capital Improvements Program (CIP) is a six-year plan, which Council adopts in the form of a Resolution to authorize improvement or acquisition projects. Projects listed in the Capital Improvements Program are discussed at one of the first budget work sessions in April of each year. If the City Council approves a project in concept for long-range planning, it is retained in the CIP and is "Authorized". Funding requirements for the current Budget Year are then included in the operating budget of the General Fund, the Capital Projects Fund, or the Water and Sewer Fund. The necessary funding is "Appropriated" via the annual budget ordinance.

Integration with Other Long-Term Planning Processes

- ***Recreation Master Plan*** - The Community Recreation Committee completed a ten-year revision to the Recreation Master Plan for the City. The plan identifies all existing facilities, specifies both immediate short term and long-term needs, and features a needs analysis for use in evaluating future development activities. Several projects for playing field development result from the identification of immediate needs in the Recreation Master Plan.
- ***Allen Pond Park Master Plan*** - The 2010 Allen Pond Park Master Plan identifies necessary improvements and specifies a phased approach to their implementation to ensure the park effectively serves residents and the City.
- ***Whitemarsh Park Master Plan*** - The 2011 Whitemarsh Park Master Plan identifies necessary improvements and specifies a phased approach to their implementation to ensure the park effectively serves residents and the City.
- ***Transportation and Environmental Impacts*** - In addition to providing recreational opportunities and open space, Bowie's system of hiker-biker trails provides an environmentally beneficial alternative to the use of automobiles for short trip transportation needs. The Planning Department has prepared an inventory of trails throughout the City. The inventory includes distances of trail segments and trail surfaces and conditions. Prioritization of the need for routine maintenance and identification of missing links have led to the inclusion of CIP projects that provide regular annual amounts toward maintenance, upgrades and expansion of the hiker/biker trail system. The City Council approved the Trails Master Plan on September 16, 2019, through approval of Council Resolution R-70-19. The Trails Master Plan sets a vision, goals and priorities for the City's trail network.
- ***Water and Sewer System Long-Term Needs*** - The Public Works Department commissioned an engineering study on the water distribution system which was constructed by the Levitt Corporation in the early 1960's. The study resulted in developing a ten-year plan to address the discoloration in City water caused by iron particles. The Water Distribution System Recapitalization Plan for the City of Bowie was presented to City Council on December 5, 2016. The plan provides an evaluation of the existing system, a detailed listing of immediate and long-term needs and the related cost estimates, are included in the Water Distribution System Recapitalization CIP project pages. In FY2023 the City continued a three-point five mile pipe replacement/lining project. Water main replacement construction & inspection/management services is scheduled for FY2024.

Long Term Funding Plan

The City's General Fund balance had grown through years of conservative revenue estimates and aggressive cost containment initiatives. In Fiscal Years 2000 through 2023, planned drawdowns of the fund balance was used to finance major portions of the Capital Improvements Program. The FY2024-2029 Capital Improvement Program assumes continued use of the General Fund balance.

The City of Bowie Water and Sewer Fund used loans from the State of Maryland Water Quality Revolving Loan Fund to fund improvements to the Wastewater plant in FY2011 and the renovation to administrative building in FY2017. The programs offer below market interest rates, low administration costs and interest-only debt service during the construction period. Repayment of principal began in FY2011 and FY2017 after construction was complete.

In FY2024 – 2026, the City anticipates borrowing approximately $8.7 million to fund the Water Distribution System Recapitalization program. This multi-year project will complete system hydraulic evaluations needed to validate needed pipe replacements, investigate alternative methods for replacing water mains and ultimately replace approximately 7.5 miles of the City's water main in order to improve flows and water quality.

In FY2019, Council approved funding to hire a professional consultant to evaluate the existing conditions of the golf course and provided management with a recommendation for improvements to the facility. In FY2022, the City began Phase 1 of the consultant's recommendation for irrigation replacement. As of FY2024, a $7.98 million investment over six years is required to revitalize the amenity.

Multi-Year Project Funding Requirements

GENERAL GOVERNMENT PROJECTS:	Budget Year FY2024	BY+1 FY2025	BY+2 FY2026	BY+3 FY2027	BY+4 FY2028	BY+5 FY2029	TOTAL
Facility Security	500,000	200,000	-	-	-	-	**700,000**
Energy Efficiency Improvements	50,000	50,000	50,000	50,000	50,000	50,000	**300,000**
Sediment Control Reserve	263,800	278,000	541,400	306,400	320,600	334,800	**2,045,000**
Maryland Science & Technology Center (Melford)	*132,400*	*138,500*	*144,600*	*150,700*	*156,800*	*162,900*	***885,900***
Bowie Town Center (Centennial Park)	*61,000*	*64,400*	*67,800*	*71,200*	*74,600*	*78,000*	***417,000***
Highbridge	-	-	-	-	-	-	**-**
Gateway Center	*40,300*	*43,700*	*296,300*	*50,500*	*53,900*	*57,300*	***542,000***
Covington	*30,100*	*31,400*	*32,700*	*34,000*	*35,300*	*36,600*	***200,100***
Streets and Utility Building	-	21,600	-	-	-	-	**21,600**
Genealogy Library	-	-	-	-	20,000	-	**20,000**
Land Acquisition	1,526,000	21,200	21,200	21,200	21,200	21,200	**1,632,000**
Senior Center	-	-	-	-	-	-	**-**
Gymnasium	-	35,000	-	-	-	-	**35,000**
Kenhill Center	-	-	88,000	-	-	-	**88,000**
Emergency Operations Center	200,000	-	-	-	-	-	**200,000**
Harmel House	-	-	-	-	-	-	**-**
City Hall	35,000	130,000	245,000	1,485,000	110,000	250,000	**2,255,000**
Bowie Railroad Museum	780,000	-	-	-	-	-	**780,000**
Solid Waste Administration Facility	-	-	-	-	-	-	**-**
Public Works Main Facility	-	-	-	-	-	-	**-**
Hiker-Biker Trails	-	-	-	-	-	-	**-**
Bowie Heritage Trail	-	-	-	-	-	-	**-**
Bowie Trails	598,000	550,000	50,000	238,500	50,000	139,000	**1,625,500**
Chesapeake Bay	3,332,800	1,535,800	90,000	63,000	63,000	-	**5,084,600**
Facility Preventive Maintenance	742,000	731,000	723,900	714,500	714,000	714,000	**4,339,400**
Stormwater Management	364,800	315,100	125,400	115,800	115,800	-	**1,036,900**
Bowie Playhouse	-	120,000	30,000	-	-	150,000	**300,000**
Allen Pond Park	1,000,000	100,000	140,000	600,000	600,000	100,000	**2,540,000**
Belair Mansion	200,000	200,000	-	90,000	500,000	50,000	**1,040,000**
Belair Stable Museum	-	-	-	-	20,000	200,000	**220,000**
Whitemarsh Park	-	700,000	-	-	-	-	**700,000**
Blacksox Park	-	-	-	250,000	33,000	-	**283,000**
Glen Allen Park	55,000	-	-	-	-	-	**55,000**
Church Road Park	-	-	-	-	-	-	**-**
Jericho Park	-	-	-	-	-	-	**-**
Public Art	140,200	25,000	25,000	25,000	25,000	25,000	**265,200**
Bowie Golf Course	2,100,000	2,600,000	820,000	1,040,000	710,000	710,000	**7,980,000**
Street Resurfacing	2,555,600	2,045,000	2,104,800	2,167,100	2,231,200	2,130,000	**13,233,700**
Centennial Park	150,000	-	-	-	-	-	**150,000**
Parks & Grounds Annex (Entzian Farm)	25,000	250,000	-	-	-	-	**275,000**
Bowie Ice Arena	-	18,000,000	-	500,000	-	-	**18,500,000**
Indoor Court Facility	-	-	650,000	7,150,000	-	-	**7,800,000**
Tanglewood Park	-	-	-	-	-	-	**-**
Racetrack Road Property	-	1,475,000	3,000,000	-	-	-	**4,475,000**
Southside Salt Facility	-	990,000	-	-	-	-	**990,000**
Pope Creek Park	-	-	-	-	-	-	**-**
Bowie Welcome Center	-	-	-	-	-	-	**-**
TOTAL GENERAL GOVERNMENT	**14,618,200**	**30,372,700**	**8,704,700**	**14,816,500**	**5,583,800**	**4,874,000**	**78,969,900**

WATER & SEWER BUSINESS							
Streets and Utility Building	-	14,400	-	-	-	-	**14,400**
Water Plant	2,323,900	420,000	1,700,000	880,000	1,120,000	5,850,400	**12,294,300**
Repainting Water Storage Tanks	261,200	6,000	-	-	-	-	**267,200**
Wastewater Treatment Plant	1,485,000	1,060,000	890,000	1,380,000	1,230,000	-	**6,045,000**
Water Distribution System Recapitalization	5,375,000	300,000	3,300,000		300,000	-	**9,275,000**
TOTAL WATER & SEWER BUSINESS	**9,445,100**	**1,800,400**	**5,890,000**	**2,260,000**	**2,650,000**	**5,850,400**	**27,895,900**

TOTAL CAPITAL PROJECTS	**24,063,300**	**32,173,100**	**14,594,700**	**17,076,500**	**8,233,800**	**10,724,400**	**106,865,800**

Funding Source Summary

Fiscal Years	Total Sources	General Obligation Bonds	General Revenues	Federal Aid	State Aid	Developers' and Other Contributions	Special Assessments	Loans	Water and Sewer Revenues
Thru FY 2022	19,612,041	-	11,359,410	2,377,200	-	-	2,837,300	-	3,038,131
FY 2023 Est.	10,265,200	-	8,110,600	-	25,000	-	203,300	-	1,926,300
Budget FY 2024	24,063,300	7,000,000	12,853,600	-	1,549,600	-	215,000	-	2,445,100
FY 2025	32,173,100	18,000,000	10,670,900	-	1,475,000	-	226,800	-	1,800,400
FY 2026	14,594,700	3,950,000	4,567,000	-	3,000,000	-	487,700	-	2,590,000
FY 2027	17,076,500	7,650,000	6,916,200	-	-	-	250,300	-	2,260,000
FY 2028	8,233,800	-	5,321,800	-	-	-	262,000	-	2,650,000
FY 2029	10,724,400	-	4,600,300	-	-	-	273,700	-	5,850,400
Beyond	7,680,000		7,680,000	-	-	-	-	-	-
Totals	**144,423,041**	**36,600,000**	**72,079,810**	**2,377,200**	**6,049,600**	**-**	**4,756,100**	**-**	**22,560,331**

Change in Total CIP Authorizations

Year Total Authorizations	144,961,668
Projects removed or completed Prior	(4,402,368)
Projects with changes in required funding levels	(4,176,659)
New Projects added in Fiscal Year 2024 through 2029	8,040,400
Total Authorizations	144,423,041

Funds Appropriated and Required

Funds Appropriated and Required

Previous and Current Year Expenditures	29,877,241
Budget Year Fiscal 2024 Appropriations	24,063,300
Future Years' Requirements	90,482,500
Total Program Requirements	144,423,041

Appropriations for Fiscal Year 2024

Funding for the budget year FY2024, is found in the following funds. Refer to the operating budget for each of the funds for further detail about sources of revenue. For example, in the General Fund, street resurfacing is included as an operating expense in the Streets division, funded by general governmental revenues, in particular the State Shared Motor Fuel and Vehicle Registration Tax revenue.

The Capital Projects Fund uses current transfers from the General Fund, along with any current revenues from sources earmarked for Capital Outlay. It also uses appropriations of fund balances accumulated in prior years. The Water and Sewer Fund uses current revenues, retained earnings or debt that is to be repaid solely from water and sewer revenues.

Project Number	Projects	Total	General Fund	Capital Projects Fund	Water and Sewer Fund
PBG - 1	Land Acquisition	1,526,000	-	1,526,000	-
PBG - 6	Emergency Operations Center	200,000	-	200,000	
PBG - 12	City Hall	35,000	-	35,000	-
PBG - 34	Energy Efficiency Improvements	50,000	-	50,000	-
PBG - 35	Facility Security	500,000	-	500,000	-
PW - 2	Street Resurfacing	2,555,600	2,555,600	-	-
	Sediment Control Reserve				
PW - 12	*Maryland Science & Technology Center (Melford)*	*132,400*	-	*132,400*	-
PW - 13	*Bowie Town Center (Centennial Park)*	*61,000*	-	*61,000*	-
PW - 15	*Gateway Center*	*40,300*	-	*40,300*	
PW - 16	*Covington*	*30,100*	-	*30,100*	-
PW - 17	Stormwater Management	364,800	-	364,800	-
PW - 25	Facility Preventive Maintenance	742,000	-	742,000	-
PW - 35	Chesapeake Bay	3,332,800	-	3,332,800	-
CR - 21	Allen Pond Park	1,000,000	-	1,000,000	-
CR - 34	Parks & Grounds Annex (Entzian Farm)	25,000	-	25,000	-
CR - 40	Belair Mansion	200,000	-	200,000	-
CR - 41	Bowie Golf Course	2,100,000	-	2,100,000	-
CR - 42	Public Art	140,200	-	140,200	-
CR - 46	Bowie Railroad Museum	780,000	-	780,000	-
CR - 48	Glen Allen Park	55,000	-	55,000	-
CR - 51	Bowie Trails	598,000	-	598,000	-
CR - 52	Centennial Park	150,000	-	150,000	-
WS - 2	Water Plant	2,323,900	-	-	2,323,900
WS - 5	Repainting Water Storage Tanks	261,200	-	-	261,200
WS - 8	Wastewater Treatment Plant	1,485,000	-	-	1,485,000
WS - 10	Water Distribution System Recapitalization	5,375,000	-	-	5,375,000
	Total	**24,063,300**	**2,555,600**	**12,062,600**	**9,445,100**

LAND ACQUISITION

Project Number: PBG-1	Department: City Council
Fund: Capital Projects Fund	Function: General Government

Description:

Funding has been identified for the acquisition of open space areas in and around the City. The amount available for the Fiscal Year 2024 appropriation is provided by prior year transfer from the General Fund ($55,200), current year appropriation from the Capital Projects Fund ($21,200) and State Program Open Space grants ($1,449,600).

The Program Open Space (POS) funds can be used for up to one hundred percent of property acquisition costs. Normally, a maximum of fifty percent of the City's POS allocation may be used as a seventy-five percent match for park development costs. The POS program has stringent process and pre-approval requirements which must be met before qualifying expenditures are made. Therefore, for FY2024, the only amount available for immediate disbursement is ($76,400 from general City revenues).

Location:

Various.

Project Funding for Budget Year 2024: $1,526,000

Council Action History:

This program was first authorized in budget year 1980-81, with an annual base amount of $50,000 transferred from the General Fund. When the Bowie Commons property was purchased in 1981, the annual lease revenue, now $21,200 per year, was earmarked for Land Acquisition as well.

LAND ACQUISITION

Project Number: PBG-1	Department: City Council
Fund: Capital Projects Fund	Function: General Government

Project Cost Summary

Fiscal Year	Expenditure Detail (10181-57005)	Total
Thru 2022		-
2023 (Est.)	Various land purchases.	41,100
2024	Annual transfer.	1,526,000
2025	Annual transfer.	21,200
2026	Annual transfer.	21,200
2027	Annual transfer.	21,200
2028	Annual transfer.	21,200
2029	Annual transfer.	21,200
Beyond		-
Total		1,673,100

Project Funding Summary

Fiscal Year	General Revenues	State Aid	Total
Thru 2022	-	-	-
2023 (Est.)	41,100	-	41,100
2024	76,400	1,449,600	1,526,000
2025	21,200	-	21,200
2026	21,200	-	21,200
2027	21,200	-	21,200
2028	21,200	-	21,200
2029	21,200	-	21,200
Beyond	-	-	-
Total	223,500	1,449,600	1,673,100

Impact on Operating Budget

None.

SENIOR CENTER

Project Number: PBG-2	Department: Community Services
Fund: Capital Projects Fund	Function: Social Services

Description:

This page provides for various facility upgrades required to maintain the Senior Center so that it may continue to meet its senior populations' needs and accreditation requirements.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was first authorized in Fiscal Year 2023.

SENIOR CENTER

Project Number: PBG-2	Department: Community Services
Fund: Capital Projects Fund	Function: Social Services

Project Cost Summary

Fiscal Year	Expenditure Detail (10184-57010)	Total
Thru 2022		-
2023 (Est.)	A/V System.	137,600
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY31 Generator Replacement ($150,000); FY31 Chiller Replacement ($300,000); FY44 Roof Replacement ($350,000).	800,000
Total		937,600

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	State Aid	General Revenues	Total
Thru 2022	-	-	-	-
2023 (Est.)	-	-	137,600	137,600
2024	-	-	-	-
2025	-	-	-	-
2026	-	-	-	-
2027	-	-	-	-
2028	-	-	-	-
2029	-	-	-	-
Beyond	800,000	-	-	800,000
Total	800,000	-	137,600	937,600

Impact on Operating Budget

None.

KENHILL CENTER

Project Number: PBG-3	Department: Public Works
Fund: Capital Projects Fund	Function: General Government

Description:

This facility is home to the City of Bowie Youth & Family Services and the Bowie Cable TV Studio. This page provides for various facility and systems & equipment upgrades required to maintain the Center so that it may continue to meet its tenants and user's needs.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was first authorized in Fiscal Year 2012.

KENHILL CENTER

Project Number: PBG-3	Department: Public Works
Fund: Capital Projects Fund	Function: General Government

Project Cost Summary

Fiscal Year	Expenditure Detail (10187-57010)	Total
Thru 2022	HVAC	15,000
2023 (Est.)	Architecture and Engineering (A&E) for HVAC Replacement ($35,000); HVAC Controls & Replacement – Units A3, B, C, C3, D, E, J, P, R, S, V, W, X & Y ($539,400).	574,400
2024		-
2025		-
2026	Multi-purpose Room Renovation- Flooring, 2x Doors and AE.	88,000
2027		-
2028		-
2029		-
Beyond	FY30 Restroom Renovations ($200,000); FY41 Roof Replacement ($600,000). FY30 AE and HVAC Replacements - RTU B2, B3, K and L to include web supervisor ($150,000)	950,000
Total		1,627,400

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	General Revenue	Total
Thru 2022	-	15,000	15,000
2023 (Est.)	300,300	274,100	574,400
2024	-	-	-
2025	-	-	-
2026	-	88,000	88,000
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	750,000	200,000	950,000
Total	1,050,300	577,100	1,627,400

Impact on Operating Budget

None.

EMERGENCY OPERATIONS CENTER

Project Number: PBG-6	Department: City Manager
Fund: Capital Projects Fund	Function: Public Safety

Description:

The purpose of this project is to design and build an Emergency Operations Center at City Hall where management decisions are made and coordinated responses are orchestrated related to an emergency incident or disaster. It will be equipped to provide staff support to key City of Bowie decision makers in the coordination and guidance in the prevention, preparedness, response, mitigation and recovery phases of any incident that threatens the safety, security and operations of City functions. The EOC will provide staff with a secure location with adequate communications and technology for command and control during any disaster, emergency or large scale planned event.

Location:



Project Funding for Budget Year 2024: $200,000

Council Action History:

This project was authorized in Fiscal Year 2020.

EMERGENCY OPERATIONS CENTER

Project Number: PBG-6	Department: City Manager
Fund: Capital Projects Fund	Function: Public Safety

Project Cost Summary

Fiscal Year	Expenditure Detail (10178-57010)	Total
Thru 2022		-
2023 (Est.)	Design and Engineering.	50,000
2024	Construction.	200,000
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		250,000

Project Funding Summary

Fiscal Year	State Aid	General Revenue	Total
Thru 2022	-	-	-
2023 (Est.)	-	50,000	50,000
2024	100,000	100,000	200,000
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	-	-	-
Total	100,000	150,000	250,000

Impact on Operating Budget

None

HARMEL HOUSE

Project Number: PBG-7	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The city continues to maintain the facility which is home of the National Capital Radio and Television Museum. The Museum opened in 1999 and hosts 1,800 visitors annually. No projects are planned for FY2024.

Location:



Project Funding for Budget Year 2024: -$0-

Council Action History:

This project was proposed in Fiscal Year 2016.

HARMEL HOUSE

Project Number: PBG-7	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10189-57010)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY36 AHU #2 and Controls.	20,000
Total		20,000

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	Total
Thru 2022	-	-
2023 (Est.)	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	20,000	20,000
Total	20,000	20,000

Impact on Operating Budget

None.

CITY HALL

Project Number: PBG-12	Department: City Manager
Fund: Capital Projects Fund	Function: General Government

Description:

Bowie City Hall is a 66,000 square foot, three level municipal building that provides administrative offices for the City Manager, Police, Information Technology, Finance, Community Services, and Planning Departments. Additionally, the building provides for the Mayor's Office, City Council Chambers, and several public meeting rooms.

Location:



Project Funding for Budget Year 2024: $35,000

Council Action History:

This project was first authorized in Fiscal Year 2014.

Project Number: PBG-12	Department: City Manager
Fund: Capital Projects Fund	Function: General Government

Project Cost Summary

Fiscal Year	Expenditure Detail (10192-57010)	Total
Thru 2022	Fire Suppression System Modification-IT.	67,457
2023 (Est.)	Police Department records & dispatch A&E modifications ($5,000); Goose Management Fence ($35,000).	40,000
2024	Police Department Records Room Renovation ($35,000).	35,000
2025	AE for Living/Green Roof Replacement ($20,000); A&E for RTU 1, 2, 3 Replacement ($110,000).	130,000
2026	Living/Green Roof Replacement and Construction Management ($220,000); AE Main Roof Replacement ($25,000).	245,000
2027	Main Roof Replacement and Construction Management ($275,000); RTU 1, 2, 3 Replacement and Construction Management ($1,210,000).	1,485,000
2028	HVAC Project Closeout.	110,000
2029	Generator Replacement.	250,000
Beyond	FY31 Boiler Replacement.	200,000
Total		2,562,457

Project Funding Summary

Fiscal Year	Preventive Maintenance	General Revenue	Total
Thru 2022	-	67,457	67,457
2023 (Est.)	-	40,000	40,000
2024	-	35,000	35,000
2025	-	130,000	130,000
2026	37,500	207,500	245,000
2027	474,500	1,010,500	1,485,000
2028	-	110,000	110,000
2029	90,000	160,000	250,000
Beyond	200,000	-	200,000
Total	802,000	1,760,457	2,562,457

Impact on Operating Budget

None.

GYMNASIUM

Project Number: PBG-13	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The City Gymnasium opened in 2001. It has steadily increased its program scope and number of participants. This page provides for various facility and systems & equipment upgrades required to maintain the facility so that it may continue to meet its user's needs.

Location:



Project Funding for Budget Year 2024: -$0-

Council Action History:

This project was first authorized in Fiscal Year 2014.

GYMNASIUM

Project Number: PBG-13	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10186-57010)	Total
Thru 2022	HVAC controls & equipment replacement.	923,791
2023 (Est.)		-
2024		-
2025	Exterior Hardscaping & Exterior Seating Improvements.	35,000
2026		-
2027		-
2028		-
2029		-
Beyond	FY31 Court Floor Replacement ($200,000); FY38 Boiler replacement ($200,000); FY45 Roof replacement ($200,000).	600,000
Total		1,558,791

Project Funding Summary

Fiscal Year	Preventive Maintenance	General Revenue	Total
Thru 2022	274,300	649,491	923,791
2023 (Est.)	-	-	-
2024	-	-	-
2025	-	35,000	35,000
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	600,000	-	600,000
Total	874,300	684,491	1,558,791

Impact on Operating Budget

These replacements will decrease the repair and maintenance costs associated with maintaining the old systems.

WELCOME CENTER

Project Number: PBG-14	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The Bowie Building Association office, built ca. 1929, now contains children's hands-on learning activities, exhibits on Old Bowie/Huntington City history, and a visitor information center.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was first authorized in Fiscal Year 2014.

WELCOME CENTER

Project Number: PBG-14	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10190-57015)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY2031 HVAC replacement ($50,000); FY2035 Roof replacement ($30,000).	80,000
Total		80,000

Project Funding Summary

Fiscal Year	Preventive Maintenance	Total
Thru 2022	-	-
2023 (Est.)	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	80,000	80,000
Total	80,000	80,000

Impact on Operating Budget

None.

GENEALOGY LIBRARY

Project Number: PBG-15	Department: Community Services
Fund: Capital Projects Fund	Function: Recreations and Parks

Description:

The City owns and maintains the building at 12219 Tulip Grove Drive as a Genealogical Library in cooperation with the Prince George's County Genealogical Society. The structure, a 1960's Levitt Rancher, also houses the Historic Properties Storage Facility. The Library hosts approximately 600 visitors per year.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was proposed in Fiscal Year 2014.

GENEALOGY LIBRARY

Project Number: PBG-15	Department: Community Services
Fund: Capital Projects Fund	Function: Recreations and Parks

Project Cost Summary

Fiscal Year	Expenditure Detail (10169-57010)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025		-
2026		-
2027		-
2028	HVAC Replacement.	20,000
2029		-
Beyond	FY2035 Roof replacement.	75,000
Total		95,000

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	Total
Thru 2022	-	-
2023 (Est.)	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	20,000	20,000
2029	-	-
Beyond	75,000	75,000
Total	95,000	95,000

Impact on Operating Budget

None.

ENERGY EFFICIENCY IMPROVEMENTS

Project Number: PBG-34	Department: City Manager
Fund: Capital Projects Fund	Function: Business Operations

Description:

This project provides for the development and implementation of energy efficiency improvements on City facilities or lands. A study was completed evaluating the feasibility of installing renewable energy technologies on city owned facilities. A priority list of future projects was established. This will be an ongoing project that satisfies Goal 6, Strategy 1 of the City's Energy Efficiency and Conservation Strategy.

Location:

Various locations.

Project Funding for Budget Year 2024: $50,000

Council Action History:

This project was authorized by Council in Fiscal Year 2013.

ENERGY EFFICIENCY IMPROVEMENTS

Project Number: PBG-34	Department: City Manager
Fund: Capital Projects Fund	Function: Business Operations

Project Cost Summary

Fiscal Year	Expenditure Detail (10166-57015)	Total
Thru 2022		-
2023 (Est.)	Retrofit of Interior Lights at Bowie Gym and Exterior Lights at City Hall ($30,000); 2 Tier EV charging station at City Hall ($20,000).	50,000
2024	2 Tier EV station at City Hall ($20,000), Retrofit of lighting at Ice Arena and Skatepark ($30,000).	50,000
2025	Energy Efficiency Improvements.	50,000
2026	Energy Efficiency Improvements.	50,000
2027	Energy Efficiency Improvements.	50,000
2028	Energy Efficiency Improvements.	50,000
2029	Energy Efficiency Improvements.	50,000
Beyond		-
Total		350,000

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	-	-
2023 (Est.)	50,000	50,000
2024	50,000	50,000
2025	50,000	50,000
2026	50,000	50,000
2027	50,000	50,000
2028	50,000	50,000
2029	50,000	50,000
Beyond	-	-
Total	350,000	350,000

Impact on Operating Budget

Anticipated energy savings will occur based upon the size and type of renewable energy and energy efficiency technologies that are chosen.

FACILITY SECURITY

Project Number: PBG-35	Department: City Manager
Fund: Capital Projects Fund	Function: Public Safety

Description:

The City of Bowie is committed to the safety and security for citizens visiting and staff working in all City owned facilities. Steps have been taken to identify safety and security risks and determine appropriate solutions to address gaps. This project will address prioritized solutions and provide security in the form of new physical security hardware, security technology, video surveillance and monitoring, and visitor management systems.

Location:



Project Funding for Budget Year 2024: $500,000

Council Action History:

This project was introduced in Fiscal Year 2021.

FACILITY SECURITY

Project Number: PBG-35	Department: City Manager
Fund: Capital Projects Fund	Function: Public Safety

Project Cost Summary

Fiscal Year	Expenditure Detail (10164-57010)	Total
Thru 2022	Phase 1 – Physical security improvements & hardware, closed circuit television (CCTV) visitor management system, access control systems, alarm systems for other City owned facilities.	146,591
2023 (Est.)	Phase 2 – Physical security improvements & hardware, closed circuit television (CCTV) ($300,000) visitor management system, access control systems, alarm systems for other City owned facilities. A&E Bus Lot Security Fence ($25,000); Bus Lot Security Fence & CCTV Installation ($150,000).	475,000
2024	Phased Security – Physical security improvements & hardware, closed circuit television (CCTV) visitor management system, access control systems, alarm systems for other City owned facilities.	500,000
2025	Phased Security – Physical security improvements & hardware, closed circuit television (CCTV) visitor management system, access control systems, alarm systems for other City owned facilities.	200,000
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		1,321,591

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	146,591	146,591
2023 (Est.)	475,000	475,000
2024	500,000	500,000
2025	200,000	200,000
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	1,321,591	1,321,591

Impact on Operating Budget

None

STREET RESURFACING

Project Number: PW-2	Department: Public Works
Fund: General Fund	Function: Public Works

Description:

This is an ongoing program provided throughout the City. The City currently maintains a street network of 193 miles. This program provides for expenditures related to paving and other improvement related projects. All streets are resurfaced with hot mix asphalt. Main Drives are generally resurfaced with a one and one-half (1 ½) inch layer of hot mix asphalt. Main Drives carrying heavier traffic volumes or located where more trucks are present may be resurfaced with a two (2) inch layer of asphalt. Lanes and Courts are generally resurfaced with a one (1) inch layer of hot mix asphalt. Heavily used streets require resurfacing every seven or eight years while lesser used streets require resurfacing much less frequently. Newly constructed streets should provide good service for approximately fifteen years before their condition would warrant resurfacing. In addition to the resurfacing of streets with asphalt, this program provides funding for replacement of concrete paver intersections located in the Northridge section. This project also includes those roadway improvements initiated per the City's Complete Streets Implementation Plan.

Location:

Various streets in the City.

Project Funding for Budget Year 2024: $2,555,600

Council Action History:

This is an ongoing program which began in Fiscal Year 1983-84.

STREET RESURFACING

Project Number: PW-2	Department: Public Works
Fund: General Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (01340-51250)	Total
Thru 2022	Various Improvements.	258,618
2023 (Est.)	Resurfacing of Streets ($1,873,300); Complete Streets implementation on Kenhill Drive at MD 197 intersection (Design) ($135,000). Consulting services for maintenance planning ($30,000).	2,038,300
2024	Resurfacing of Streets. ($1,955,600), Complete Streets on Kenhill Drive at MD197 Intersection (Construction) ($570,000), Consulting services for maintenance planning ($30,000).	2,555,600
2025	Resurfacing of Streets ($2,015,000). Consulting services for maintenance planning ($30,000).	2,045,000
2026	Resurfacing of Streets ($2,074,800). Consulting services for maintenance planning ($30,000).	2,104,800
2027	Resurfacing of Streets ($2,137,000). Consulting services for maintenance planning ($30,000).	2,167,100
2028	Resurfacing of Streets ($2,201,200). Consulting services for maintenance planning ($30,000).	2,231,200
2029	Resurfacing of Streets ($2,100,000). Consulting services for maintenance planning ($30,000).	2,130,000
Beyond		-
Total		15,530,618

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	258,618	258,618
2023 (Est.)	2,038,300	2,038,300
2024	2,555,600	2,555,600
2025	2,045,000	2,045,000
2026	2,104,800	2,104,800
2027	2,167,100	2,167,100
2028	2,231,200	2,231,200
2029	2,130,000	2,130,000
Beyond	-	-
Total	15,530,618	15,530,618

Impact on Operating Budget

This project is funded in the General Fund, as an operating expenditure in the Streets Division. The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

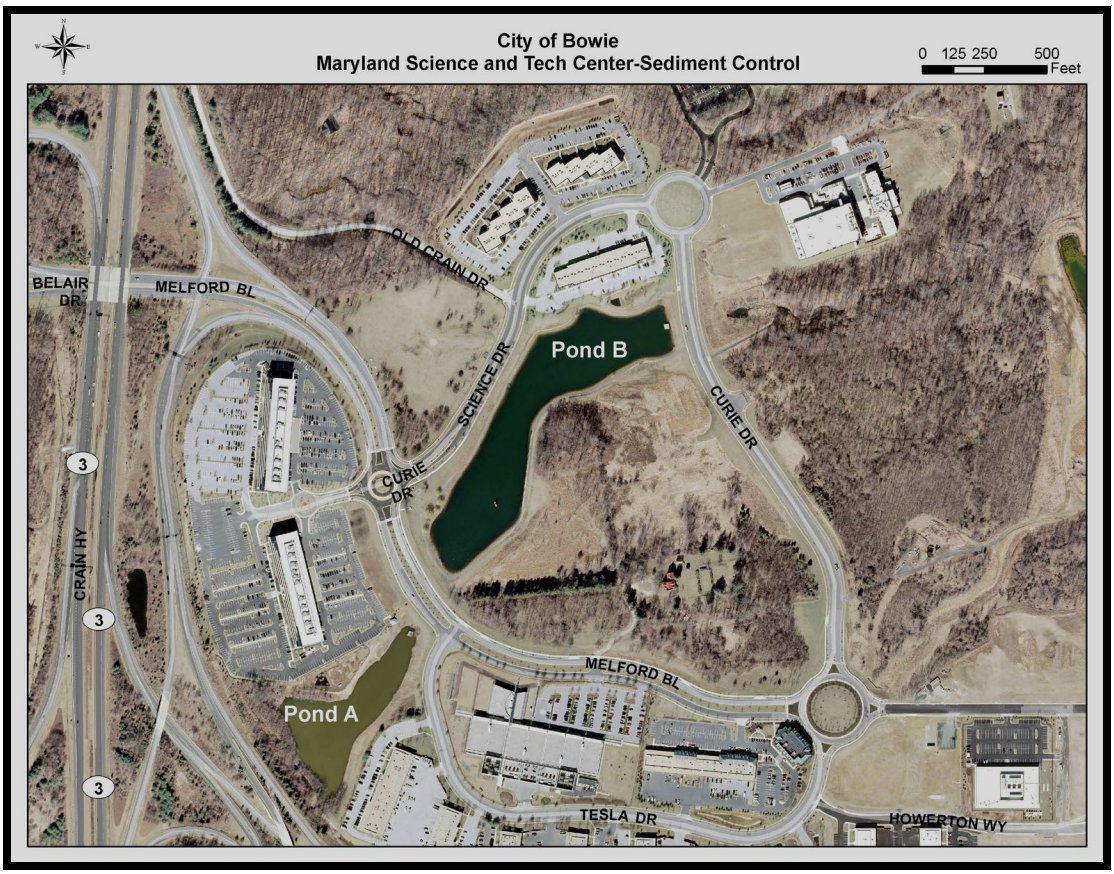
SEDIMENT CONTROL – MARYLAND SCIENCE AND TECHNOLOGY CENTER (MELFORD)

Project Number: PW-12	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

The Maryland Science and Technology Center (Melford) stormwater management district consists of two wet ponds. It is anticipated that the upper wet pond (Pond A) will need to be cleaned of sediment by FY2100 at an estimated cost of $9,518,254. The lower wet pond (Pond B) will need to be cleaned by FY2064 at an estimated cost of $13,507,038. Reserves will be set aside each year in anticipation of these dredging and other major maintenance costs. Annual additions and accumulated reserves are expected to generate the remaining funds needed in interest earnings. Hydrographic surveys were performed in 2008 for the lower pond and 2016 for the upper pond to accurately analyze life expectancy calculations. Funding for this project is provided by the special taxing district (95%) and general revenues of the City (5%).

Location:



Funding Required for Budget Year 2024: $132,400

Council Action History:

Council established the special taxing district in 1987 with Ordinance O-19-87, to construct, finance and maintain stormwater management facilities in the Maryland Science and Technology Center. In 1994, Council resolved in R-91-94 that the loss of District revenue arising from nontaxable federal ownership of the Census Bureau property would be absorbed by general City revenues.

SEDIMENT CONTROL – MARYLAND SCIENCE AND TECHNOLOGY CENTER (MELFORD)

Project Number: PW-12	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10339-57015)	Total
Thru 2022	Accumulated reserves.	1,787,000
2023 (Est.)	Annual addition.	126,300
2024	Annual addition.	132,400
2025	Annual addition.	138,500
2026	Annual addition.	144,600
2027	Annual addition.	150,700
2028	Annual addition.	156,800
2029	Annual addition.	162,900
Beyond		-
Total		2,799,200

Project Funding Summary

Fiscal Year	District Annual Addition	District Accumulated Reserves	General Fund Annual Addition	General Fund Accumulated Reserves	Total
Thru 2022	-	1,705,400	-	81,600	1,787,000
2023 (Est.)	120,000	-	6,300	-	126,300
2024	125,800	-	6,600	-	132,400
2025	131,600	-	6,900	-	138,500
2026	137,400	-	7,200	-	144,600
2027	143,200	-	7,500	-	150,700
2028	149,000	-	7,800	-	156,800
2029	154,800	-	8,100	-	162,900
Beyond	-	-	-	-	-
Total	961,800	1,705,400	50,400	81,600	2,799,200

Impact on Operating Budget

Revenues from the special taxing districts shield city homeowners from paying infrastructure costs caused by commercial development. Periodic additions to reserves for future dredging and other major maintenance fairly allocate the costs over time and helps to maintain a stable tax rate.

SEDIMENT CONTROL – BOWIE TOWN CENTER (CENTENNIAL PARK)

Project Number: PW-13	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

It is anticipated that the stormwater management pond will need to be cleaned of sediment in FY2115. Reserves have been set aside in anticipation of dredging and other major maintenance costs. Annual additions and accumulated reserves are expected to generate sufficient funding for this project. A hydrographic survey was performed in FY2008 to better analyze life expectancy calculations. In FY2010 a study was performed to recalculate the distribution of taxes. Funding of this project is provided by the special taxing district (57%) and general revenues of the City (43%).

Location:



Funding Required for Budget Year 2024: $61,000

Council Action History:

Council established the special taxing district in 1987 with Ordinance O-20-87, in lieu of requiring stormwater containment within the commercial areas. The original ordinance has been amended by O-11-91, O-4-96 and O-20-98 to re-draw boundaries and exclude areas ultimately developed as residential.

SEDIMENT CONTROL – BOWIE TOWN CENTER (CENTENNIAL PARK)

Project Number: PW-13 | Department: Public Works
Fund: Capital Projects Fund | Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10344-57015)	Total
Thru 2022	Accumulated reserves.	1,041,800
2023 (Est.)	Annual addition.	57,600
2024	Annual addition.	61,000
2025	Annual addition.	64,400
2026	Annual addition.	67,800
2027	Annual addition.	71,200
2028	Annual addition.	74,600
2029	Annual addition.	78,000
Beyond		-
Total		1,516,400

Project Funding Summary

Fiscal Year	District Annual Addition	District Accumulated Reserves	General Fund Annual Addition	General Fund Accumulated Reserves	Total
Thru 2022	-	643,800	-	398,000	1,041,800
2023 (Est.)	32,800	-	24,800	-	57,600
2024	34,800	-	26,200	-	61,000
2025	36,700	-	27,700	-	64,400
2026	38,600	-	29,200	-	67,800
2027	40,600	-	30,600	-	71,200
2028	42,500	-	32,100	-	74,600
2029	44,400	-	33,600	-	78,000
Beyond	-	-	-	-	-
Total	270,400	643,800	204,200	398,000	1,516,400

Impact on Operating Budget

Revenues from the special taxing districts shield city homeowners from paying infrastructure costs caused by commercial development. Periodic additions to reserves for future dredging and other major maintenance fairly allocate the costs over time and help to maintain a stable tax rate.

SEDIMENT CONTROL - HIGHBRIDGE

Project Number: PW-14	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

The Highbridge stormwater management district consists of a wet basin and wetlands. A hydrographic survey was completed in FY2018 and found that sedimentation was limited and cleaning of sediment could be deferred until FY2068. Reserves are expected to generate sufficient interest earnings to cover anticipated maintenance and dredging costs. Funding of this project is provided by the special taxing district (13%) as well as general revenues from the city (87%).

Location:



Funding Required for Budget Year 2024: $-0-

Council Action History:

Council established the special taxing district in 1987 with Ordinance O-28-88.

SEDIMENT CONTROL - HIGHBRIDGE

Project Number: PW-14	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10338-57015)	Total
Thru 2022	Accumulated reserves.	184,400
2023 (Est.)		-
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		184,400

Project Funding Summary

Fiscal Year	District Accumulated Reserves	General Fund Accumulated Reserves	Total
Thru 2022	29,300	155,100	184,400
2023 (Est.)	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	-	-	-
Total	29,300	155,100	184,400

Impact on Operating Budget

Revenues from the special taxing districts shield city homeowners from paying infrastructure costs caused by commercial development. Periodic additions to reserves for future dredging and other major maintenance fairly allocate the costs over time and helps to maintain a stable tax rate.

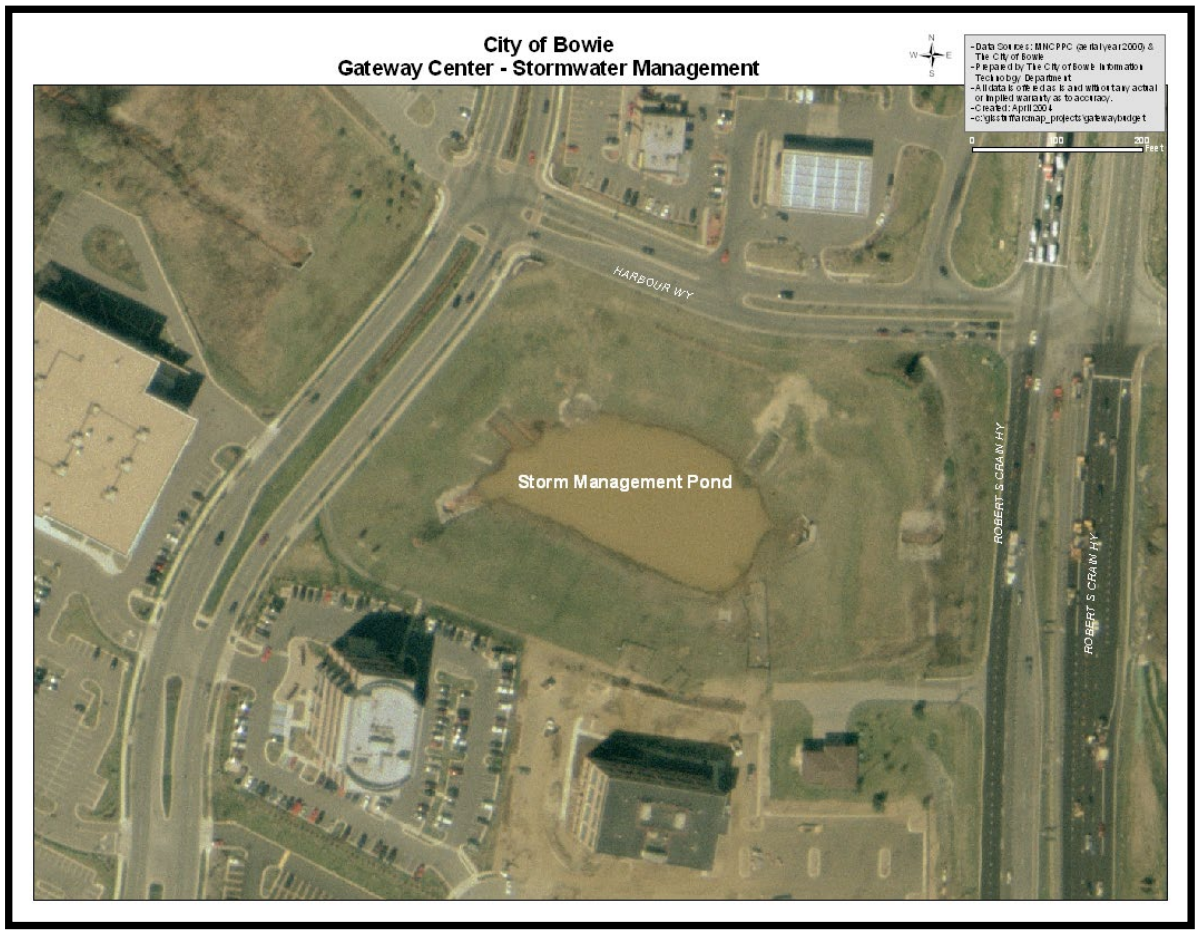
SEDIMENT CONTROL - GATEWAY CENTER

Project Number: PW-15	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description

The Gateway Center (formerly called International Renaissance Center) stormwater management district consists of a drainage channel and a wet pond. The pond was dredged in FY2010 at a cost of $206,000 and is expected to be dredged again in FY2026 at an estimated cost of $249,100. The accumulated reserves are expected to generate sufficient interest earnings to cover anticipated dredging costs. A hydrographic survey and analysis was performed in FY2010 to project the next dredging cycle. Funding for this project is provided by the special taxing district (100% commercial).

Location:



Funding Required for Budget Year 2024: $40,300

Council Action History:

Council established the special taxing district in 1988 with Ordinance O-2-89, as amended by 0-11-91 and O-22-98.

SEDIMENT CONTROL - GATEWAY CENTER

Project Number: PW-15	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10337-57015)	Total
Thru 2022	Accumulated reserves.	278,600
2023 (Est.)	Annual addition.	36,900
2024	Annual addition.	40,300
2025	Annual addition.	43,700
2026	Annual addition and Dredging costs.	296,300
2027	Annual addition.	50,500
2028	Annual addition.	53,900
2029	Annual addition.	57,300
Beyond		-
Total		857,500

Project Funding Summary

Fiscal Year	District Annual Addition	District Fund Accumulated Reserves	Total
Thru 2022	-	278,600	278,600
2023 (Est.)	36,900	-	36,900
2024	40,300	-	40,300
2025	43,700	-	43,700
2026	296,300	-	296,300
2027	50,500	-	50,500
2028	53,900	-	53,900
2029	57,300	-	57,300
Beyond	-	-	-
Total	578,900	278,600	857,500

Impact on Operating Budget

Revenues from the special taxing districts shield city homeowners from paying infrastructure costs caused by commercial development. Periodic additions to reserves for future dredging and other major maintenance fairly allocate the costs over time and help to maintain a stable tax rate.

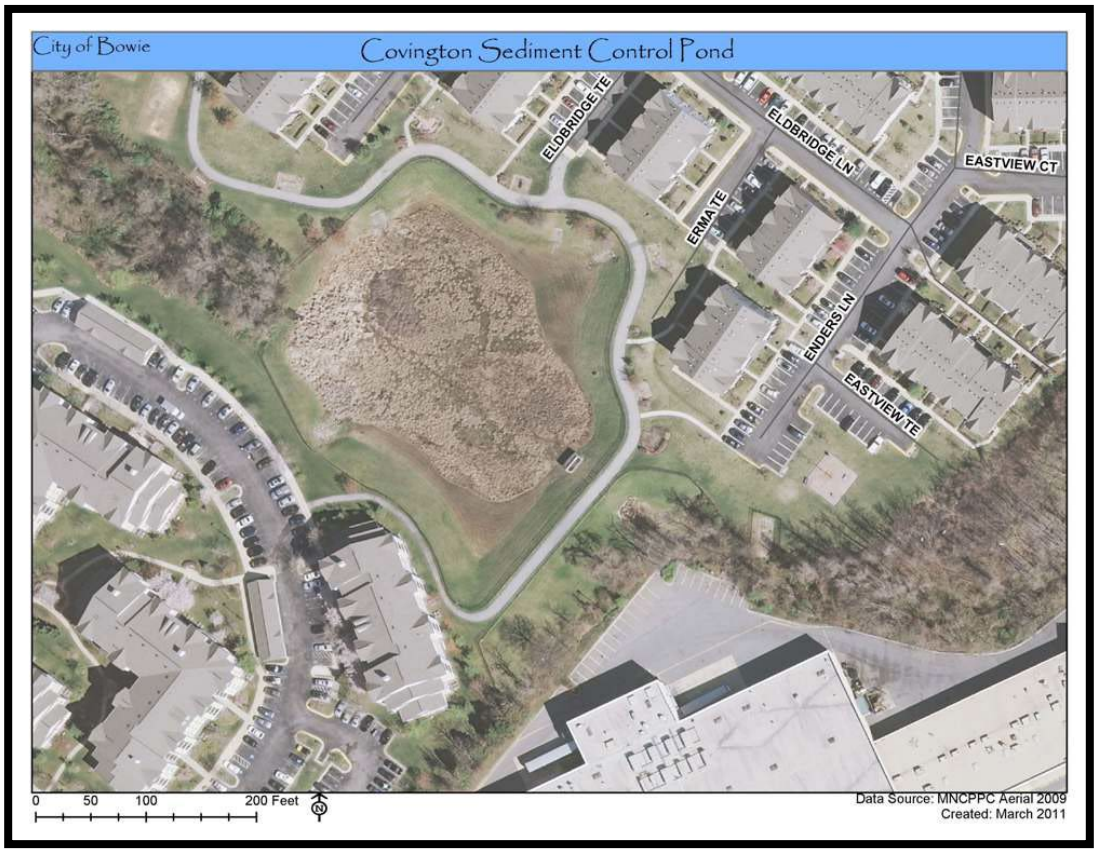
SEDIMENT CONTROL - COVINGTON

Project Number: PW-16	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

The stormwater management pond in the Covington area of the city serves three special taxing districts along with the surrounding residential areas. It is anticipated that the pond will need to be cleaned of sediment during FY2102 at an estimated cost of $4,782,200. Reserves will be set aside each year to meet these dredging and other major maintenance costs. Annual additions plus accumulated reserves are expected to generate the remaining funds needed in interest earnings. A hydrographic survey was performed in FY2008 to better analyze life expectancy calculations. Funding of this project is provided by the special taxing districts, Pin Oak Plaza (18%), Elder Oaks (10%) and Collington (19%), and by general revenues of the City (53%).

Location:



Funding Required for Budget Year 2024: $30,100

Council Action History:

Council established the Pin Oak Plaza special taxing district with Ordinance O-16-90 and the Elder Oaks district with O-17-90 during City review of the development plans for the Covington area, in lieu of requiring stormwater containment within the commercial areas. Ordinance O-7-95 created the Collington district to share costs of the Covington facility, which was enlarged to mitigate the impact of Collington Plaza.

SEDIMENT CONTROL - COVINGTON

Project Number: PW-16	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10371-57015/10373-57015/ 10375-57015/10376-57015)	Total
Thru 2022	Accumulated reserves.	383,900
2023 (Est.)	Annual addition.	28,800
2024	Annual addition.	30,100
2025	Annual addition.	31,400
2026	Annual addition.	32,700
2027	Annual addition.	34,000
2028	Annual addition.	35,300
2029	Annual addition.	36,600
Beyond		-
Total		612,800

Project Funding Summary

Fiscal Year	Pin Oak Plaza	Elder Oaks	Collington	General Fund Revenues	Total
Thru 2022	69,100	38,200	72,900	203,700	383,900
2023 (Est.)	5,200	2,900	5,500	15,200	28,800
2024	5,400	3,000	5,700	16,000	30,100
2025	5,700	3,100	6,000	16,600	31,400
2026	5,900	3,300	6,200	17,300	32,700
2027	6,100	3,400	6,500	18,000	34,000
2028	6,400	3,500	6,700	18,700	35,300
2029	6,600	3,700	6,900	19,400	36,600
Beyond	-	-	-	-	-
Total	110,400	61,100	116,400	324,900	612,800

Impact on Operating Budget

Revenues from the special taxing districts shield city homeowners from paying infrastructure costs caused by commercial development. Periodic additions to reserves for future dredging and other major maintenance fairly allocate the costs over time and helps to maintain a stable tax rate.

STORMWATER MANAGEMENT

Project Number: PW-17	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

The public stormwater management capital improvements program provides funding for corrective actions needed to maintain the City's stormwater infrastructure. This infrastructure includes storm sewers, storm drainage inlets, stormwater outfalls, public stormwater ponds and other control facilities, streams and channels. Projects are identified periodically based on the need to improve drainage on streets, correct problematic erosion, or repair storm sewers, culverts or other stormwater structures. These projects help prevent property damage that may otherwise occur due to flooding, ensure streets properly drain for safety and ensure public stormwater controls are operating correctly to limit bank erosion water pollution. In addition to the large scale projects individually listed, this program also provides some funding to address smaller neighborhood drainage problems that arise during the year.

The Department of Public Works routinely inspects approximately 71 public stormwater management facilities in January of each year. There are 18 stormwater management ponds of significant size between five (5) and thirty (30) years old which will require dredging at some point in the future. Soundings and analysis are required for each pond in order to predict when a pond will need to be dredged.

Prior to FY2018, this program also funded large projects needed to meet the Chesapeake Bay Total Maximum Daily Load requirements. These projects are now funded through a separate capital improvement program titled Chesapeake Bay.

Location:

Various locations.

Project Funding for Budget Year 2024: $364,800

Council Action History:

This program was first authorized by Council in FY2000.

STORMWATER MANAGEMENT

Project Number: PW-17	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10336-57015)	Total
Thru 2022		-
2023 (Est.)	Neighborhood drainage solutions ($40,000); Consultant dredging survey, two per year ($19,500); Green Leaf Pond Restoration – Construction ($181,800). Idlewild Lane drainage ditch improvement design ($25,000), North Bay Forebay Cleanup ($25,000).	291,300
2024	Neighborhood drainage solutions ($45,000); Consultant dredging reports, two per year ($19,800); Safety Turn Pond Maintenance ($300,000).	364,800
2025	Neighborhood drainage solutions ($45,000); Consultant dredging reports, two per year ($20,100); Idlewild Lane drainage ditch improvement construction ($250,000).	315,100
2026	Neighborhood drainage solutions ($50,000); City Senior Center SWM Repair ($55,000); Consultant dredging reports, two per year ($20,400).	125,400
2027	Neighborhood drainage solutions ($50,000); City Whitemarsh Park SWM Repair ($45,000); Consultant dredging reports, two per year ($20,800).	115,800
2028	Neighborhood drainage solutions ($50,000); City Whitemarsh Park SWM Repair ($45,000); Consultant dredging reports, two per year ($20,800).	115,800
2029		-
Beyond		-
Total		1,328,200

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	-	-
2023 (Est.)	291,300	291,300
2024	364,800	364,800
2025	315,100	315,100
2026	125,400	125,400
2027	115,800	115,800
2028	115,800	115,800
2029	-	-
Beyond	-	-
Total	1,328,200	1,328,200

Impact on Operating Budget

These corrections will decrease the cost of street repaving and channel reconstruction over the long term.

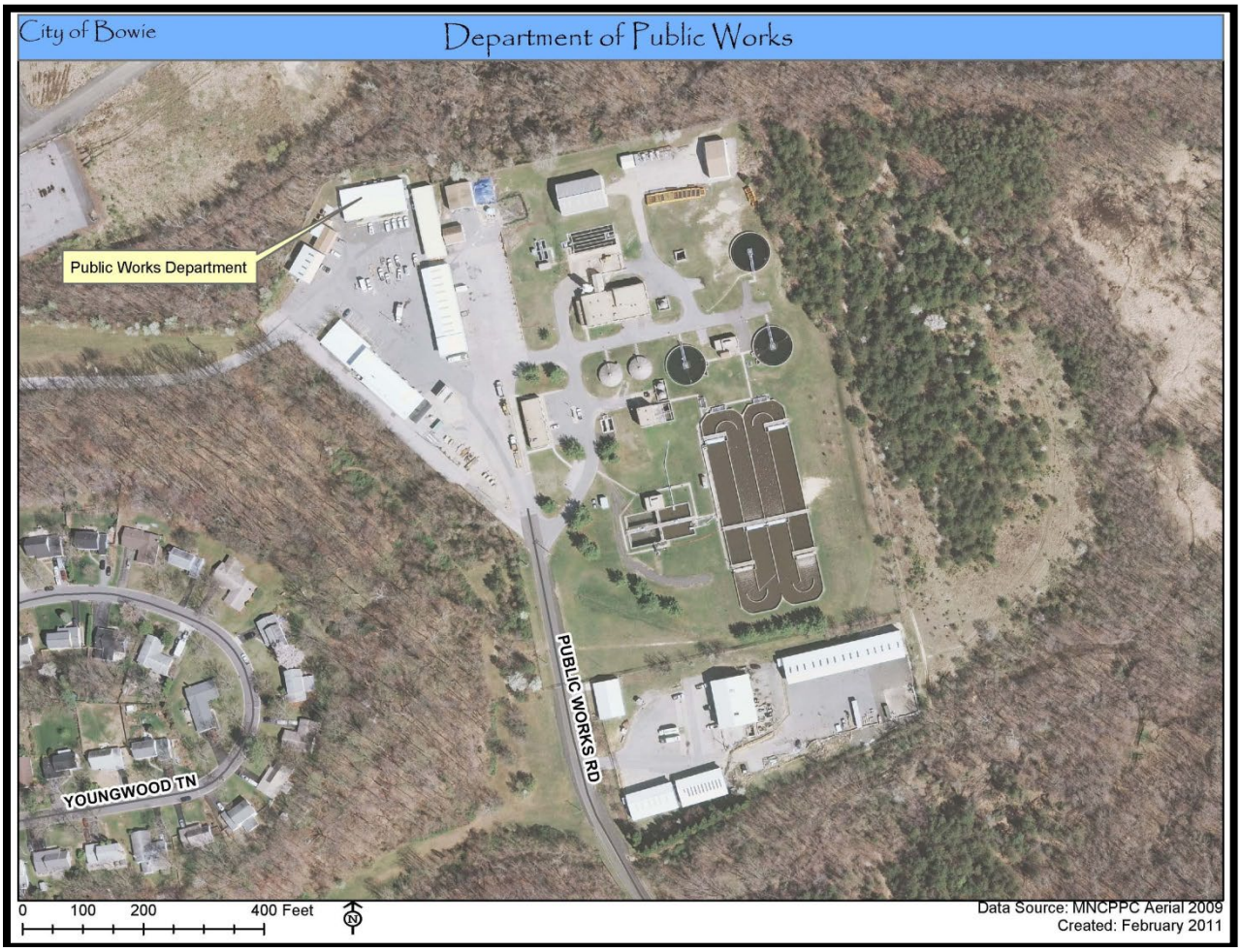
PUBLIC WORKS MAIN FACILITY

Project Number: PW-18	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

This project provides for major repairs, modifications and improvements to the Public Works Facility located off of Route 450. It includes additions to buildings, fencing, landscaping, interior renovation and security work. Improvements to the gates and access control, residing the lower salt barn, garage/admin building electrical panel replacement, and construction of a new vehicle storage bay and salt storage building are proposed in the beyond years.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was first authorized in Fiscal Year 1993-94.

PUBLIC WORKS MAIN FACILITY

Project Number: PW-18	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10315-57010)	Total
Thru 2022	Replace underground fuel storage tanks cont., Replace salt building, vehicle storage building and parking.	53,183
2023 (Est.)	Replace garage vehicle lifts.	80,000
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		133,183

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	General Revenues	Total
Thru 2022	-	53,183	53,183
2023 (Est.)	-	80,000	80,000
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	-	-	-
Total	-	133,183	133,183

Impact on Operating Budget

None.

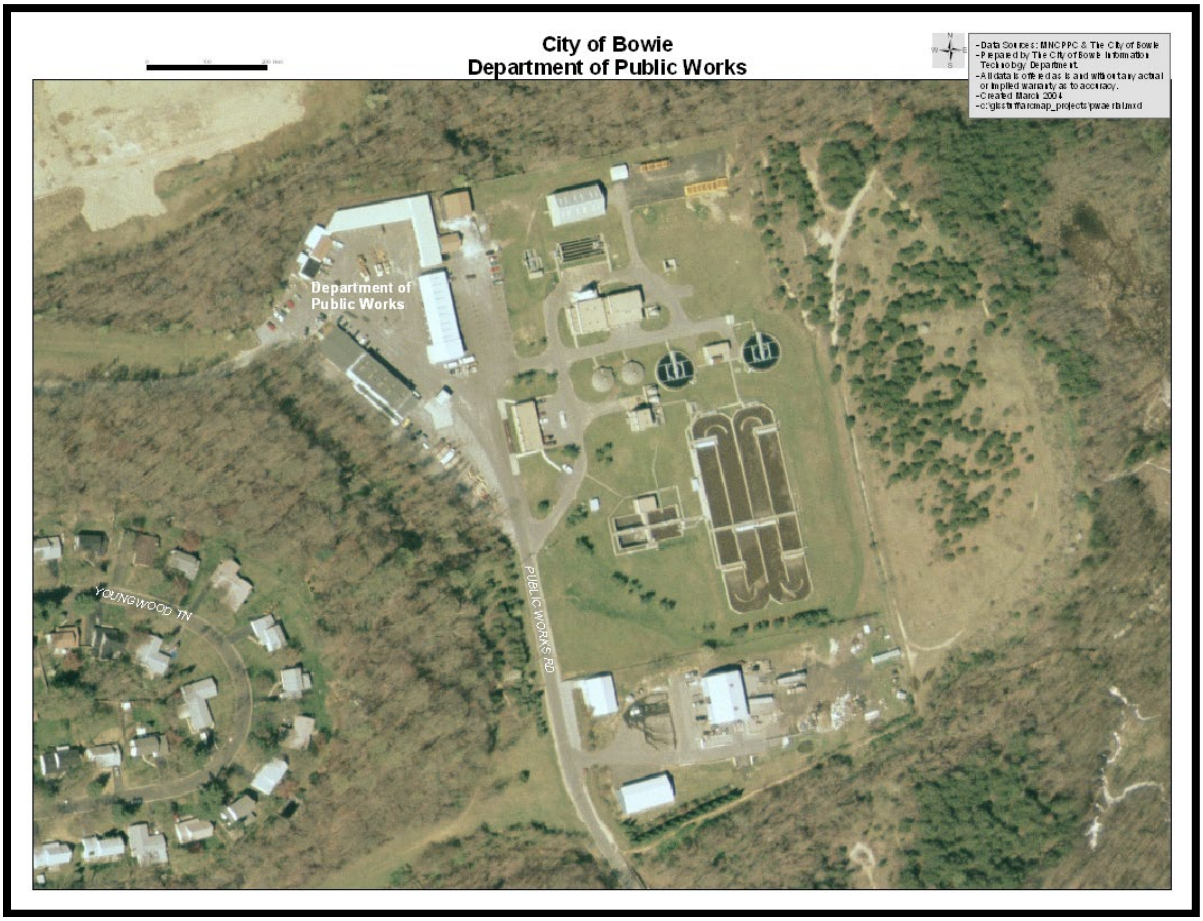
STREETS AND UTILITIES BUILDING

Project Number: PW-23	Department: Public Works
Fund: General and Water and Sewer Funds	Function: Public Works

Description:

This project provides for capital improvements to the Streets and Utilities Building in the Public Works area for the Streets (General Fund) and Utilities (Water and Sewer Fund) Divisions. It will be funded by the General Fund (60%) and equally by the Water Division and Wastewater Division (40%).

Location:



Project Funding for Budget Year 2024: -$0-

Council Action History:

This project was authorized by Council in Fiscal Year 2014.

STREETS AND UTILITIES BUILDING

Project Number: PW-23	Department: Public Works
Fund: General and Water and Sewer Funds	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10183-57010- 60%, 20350- 57010 20%, 20360-57010- 20%)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025	Replace HVAC.	36,000
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		36,000

Project Funding Summary

Fiscal Year	Preventive Maintenance Revenues	Water & Sewer Revenues	General Revenue	Total
Thru 2022	-	-	-	-
2023 (Est.)	-	-	-	-
2024	-	-	-	-
2025	9,000	14,400	12,600	36,000
2026	-	-	-	-
2027	-	-	-	-
2028	-	-	-	-
2029	-	-	-	-
Beyond	-	-	-	-
Total	9,000	14,400	12,600	36,000

Impact on Operating Budget

None.

FACILITY PREVENTIVE MAINTENANCE

Project Number: PW-25	Department: Public Works
Fund: Capital Projects Fund	Function: General Government

Description:

The City has a significant capital investment in its public facilities and structures. This project allows the City to pursue refurbishment and preservation of public facilities without the need to incur additional debt. A facilities assessment was performed to determine the status of city facilities. The assessment was used to establish maintenance and replacement schedules for the inevitable aging and obsolescence of public facilities. Funds will be set aside annually for major maintenance items. Examples of major maintenance items include roof replacement, heating ventilation and air conditioning replacements, electrical improvements and other major rehabilitations to City facilities.

There are no projects funded by the Facility Preventive Maintenance program in FY2024.

Project Funding for Budget Year 2024: $742,000

Council Action History:

This project was authorized by Council in Fiscal Year 2005.

FACILITY PREVENTIVE MAINTENANCE

Project Number: PW-25	Department: Public Works
Fund: Capital Projects Fund	Function: General Government

Project Cost Summary

Fiscal Year	Expenditure Detail (10333-57010)	Total
Thru 2022		-
2023 (Est.)	Annual addition.	746,600
2024	Annual addition.	742,000
2025	Annual addition.	731,000
2026	Annual addition.	723,900
2027	Annual addition.	714,500
2028	Annual addition.	714,000
2029	Annual addition	714,000
Beyond		-
Total		5,086,000

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	-	-
2023 (Est.)	746,600	746,600
2024	742,000	742,000
2025	731,000	731,000
2026	723,900	723,900
2027	714,500	714,500
2028	714,000	714,000
2029	714,000	714,000
Beyond	-	-
Total	5,086,000	5,086,000

Accumulated Balance Summary

Fiscal Year	Additions To Reserves	Reserves Used	Accumulated Balance
Thru 2022	-	-	1,497,131
2023 (Est.)	746,600	323,900	1,919,831
2024	742,000	-	2,661,831

Impact on Operating Budget

Transfers to the Capital Projects Fund from the General Fund based on the proposed schedule reduces the possible one time major transfer for capital improvements, thus allowing for fixed annual addition to be reserved.

SOLID WASTE ADMINISTRATION FACILITY

Project Number: PW-31	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

A new building was constructed in FY2012. Solid Waste is the largest division in Public Works, with 58 employees.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was previously included under the Public Works Main Facility project, which was originally authorized in Fiscal Year 1994.

SOLID WASTE ADMINISTRATION FACILITY

Project Number: PW-31	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10314-57010)	Total
Thru 2022	Replace pressure washer equipment.	23,350
2023 (Est.)	Replace Fencing.	13,000
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		36,350

Project Funding Summary

Fiscal Year	Preventive Maintenance	General Revenues	Total
Thru 2022	23,350	-	23,350
2023 (Est.)	-	13,000	13,000
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	-	-	-
Total	23,350	13,000	36,350

Impact on Operating Budget

This replacement will reduce repair and maintenance costs associated with maintaining the old system.

CHESAPEAKE BAY

Project Number: PW-35	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

On December 29, 2010, the U.S. Environmental Protection Agency established the Chesapeake Bay Total Maximum Daily Load (TMDL). The TMDL is a comprehensive "pollution diet" to restore clean water in the Chesapeake Bay and the region's streams, creeks, and rivers. A TMDL is the calculation of the maximum amount of pollution a body of water can receive and still meet state water quality standards. Water quality standards are designed to ensure waterways meet a national primary goal of being swimmable and fishable.

The Chesapeake Bay TMDL is designed to ensure that all pollution control measures needed to fully restore the Bay and its tidal rivers are in place by 2025. One of the actions taken by the State of Maryland to meet the TMDL was to modify the National Pollution Discharge Elimination System (NPDES) permit requirements for small Municipal Separate Storm Sewer Systems (MS4s). The revised permit is effective in 2017 and requires permittees to begin restoration for 20% of existing impervious area that is not already treated with water quality best management practices. These areas include land developed prior to 2002. By year 5 of the permit (2022), permittees must have developed an implementation schedule to show how the 20% requirement will be achieved by 2025.

The City has contracted with several engineering consultants and conducted the analysis to establish capital improvement plans in order to meet MS4 water quality permit requirement. The proposed Capital Improvement Plan lays out specific projects over the next several years to accomplish the requirement. Many of these projects are located in the Levitt section of the City that was developed prior to current Stormwater management standards.

Location:

Various locations.

Project Funding for Budget Year 2024: $3,332,800

Council Action History:

This program was initially authorized by Council in FY2015.

CHESAPEAKE BAY

Project Number: PW-35	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10326-57015)	Total
Thru 2022	Various Improvements.	1,495,365
2023 (Est.)	Design Pin Oak Village SWM pond improvements ($34,000); Gateway Harbor SWM pond improvements ($67,100); Stream Restoration MB-MS-3-Design ($50,000); Stream Restoration MB-MS-4-Construction ($99,200); Glen Allen Pond 2 Repair – Construction; Saddlebrook Stream Restoration ($23,500); Renovate drainage basin at Pin Oak and Hall Road – Construction ($127,400).	401,200
2024	Pin Oak Village SWM pond improvements ($1,169,000); Gateway Harbor SWM pond improvements ($1,072,600); Saddlebrook Stream Restoration ($27,000); Stream Restoration MB-MS-4 ($1,064,200).	3,332,800
2025	Saddlebrook Stream Restoration ($30,000); Stream Restoration MB-MS-4 ($77,000); Stream Restoration MB-MS-3 ($80,000), Stream Restoration MB-MS-3 ($1,348,800).	1,535,800
2026	Saddlebrook Stream Restoration ($33,000); Stream Restoration MB-MS-4 ($27,000); Stream Restoration MB-MS-3 ($30,000).	90,000
2027	Stream Restoration MB-MS-4 ($30,000); Stream Restoration MB-MS-3 ($33,000).	63,000
2028	Stream Restoration MB-MS-4 ($30,000); Stream Restoration MB-MS-3 ($33,000).	63,000
2029		-
Beyond		-
Total		6,981,165

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	1,495,365	1,495,365
2023 (Est.)	401,200	401,200
2024	3,332,800	3,332,800
2025	1,535,800	1,535,800
2026	90,000	90,000
2027	63,000	63,000
2028	63,000	63,000
2029	-	-
Beyond	-	-
Total	6,981,165	6,981,165

Impact on Operating Budget

None.

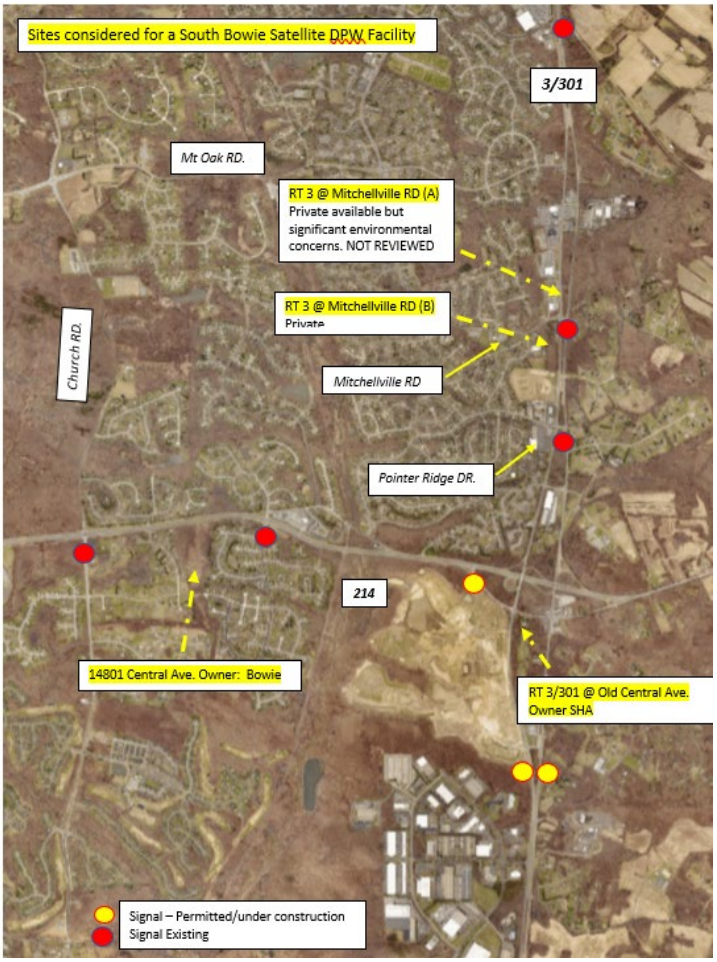
SOUTHSIDE SALT FACILITY

Project Number: PW-36	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Description:

This project provides the construction of a salt storage facility to be located in the south side of the City of Bowie. Its purpose is to minimize the risk that drivers salting the road have driving all the way to the Public Works compound where the existing salt barn is located. Three sites have been identified for its construction, during FY2024 the location will be selected.

Location:



Various locations.

Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was first introduced in Fiscal Year 2024.

SOUTHSIDE SALT FACILITY

Project Number: PW-36	Department: Public Works
Fund: Capital Projects Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (10323-57015)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025	South Side salt storage and parking facility.	990,000
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		990,000

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	-	-
2023 (Est.)	-	-
2024	-	-
2025	990,000	990,000
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	990,000	990,000

Impact on Operating Budget

None.

BOWIE PLAYHOUSE

Project Number: CR-15	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The Bowie Playhouse provides for affordable quality live theater, music, and arts related entertainment to Bowie and the regional area. This page provides for various facility and systems & equipment upgrades required to maintain the facility.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was authorized in Fiscal Year 2011.

BOWIE PLAYHOUSE

Project Number: CR-15	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10511-57010)	Total
Thru 2022		-
2023 (Est.)	RTU #1 & #2 replacement ($92,400); Roof Replacement ($65,000); Contingencies ($48,000).	205,400
2024		-
2025	HVAC AHU #3 A&E, Replacement and Controls ($90,000); Lobby Ceiling Insulation ($30,000).	120,000
2026	AHU #1 & #2 Replacement.	30,000
2027		-
2028		-
2029	Fly System Replacement.	150,000
Beyond	FY2038 Roof Replacement.	100,000
Total		605,400

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	General Revenues	Total
Thru 2022	-	-	-
2023 (Est.)	23,600	181,800	205,400
2024	-	-	-
2025	55,000	65,000	120,000
2026	16,000	14,000	30,000
2027	-	-	-
2028	-	-	-
2029	9,400	140,600	150,000
Beyond	100,000	-	100,000
Total	204,000	401,400	605,400

Impact on Operating Budget

None.

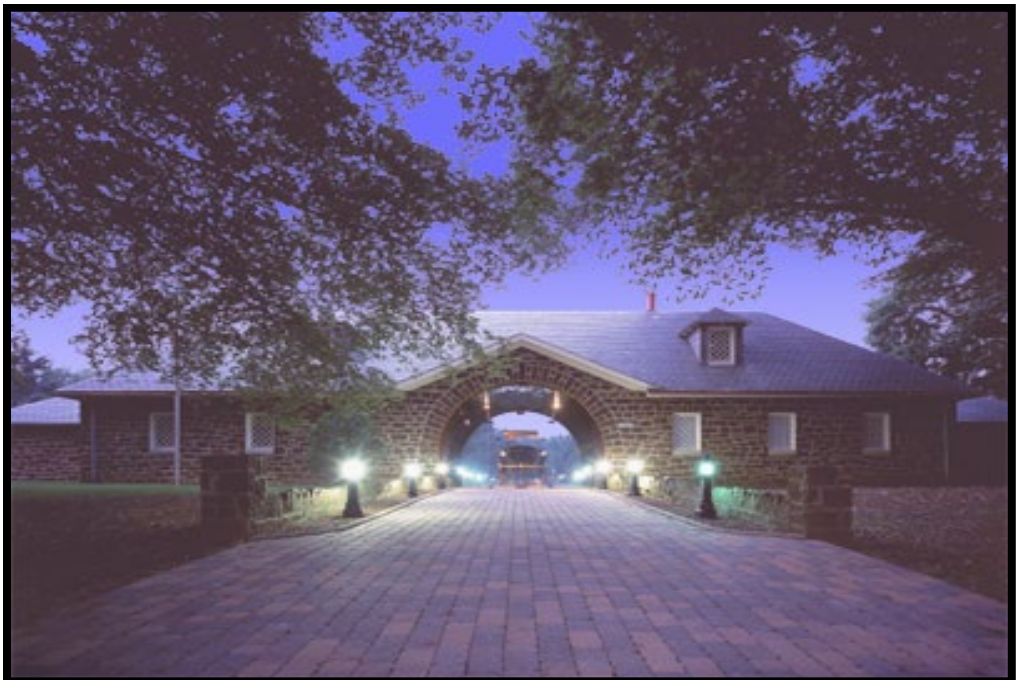
BELAIR STABLE MUSEUM

Project Number: CR-17	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Obtained by the City of Bowie in 1968, the Belair Stable is an important landmark of local history as the cradle of thoroughbred racing in America. This 1907 structure has been refurbished. This page provides for various facility and systems & equipment upgrades required to maintain the facility so that it may continue to function as a public museum.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was authorized in FY2011.

BELAIR STABLE MUSEUM

Project Number: CR-17	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10519-57010)	Total
Thru 2022	HVAC Controls; Equipment Replacement AHU#2 & #3.	23,525
2023 (Est.)	Repair Water Damage at Stable Museum ($4,000); Replace steel lintels ($25,000).	29,000
2024		-
2025		-
2026		-
2027		-
2028	AE for HVAC Replacement.	20,000
2029	Replacement for AHU #1 & #2, controls.	200,000
Beyond		-
Total		272,525

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	General Revenue	Total
Thru 2022	23,525	-	23,525
2023 (Est.)	-	29,000	29,000
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	20,000	20,000
2029	40,000	160,000	200,000
Beyond	-	-	-
Total	63,525	209,000	272,525

Impact on Operating Budget

This replacement will decrease the repair and maintenance costs associated with maintaining the old system.

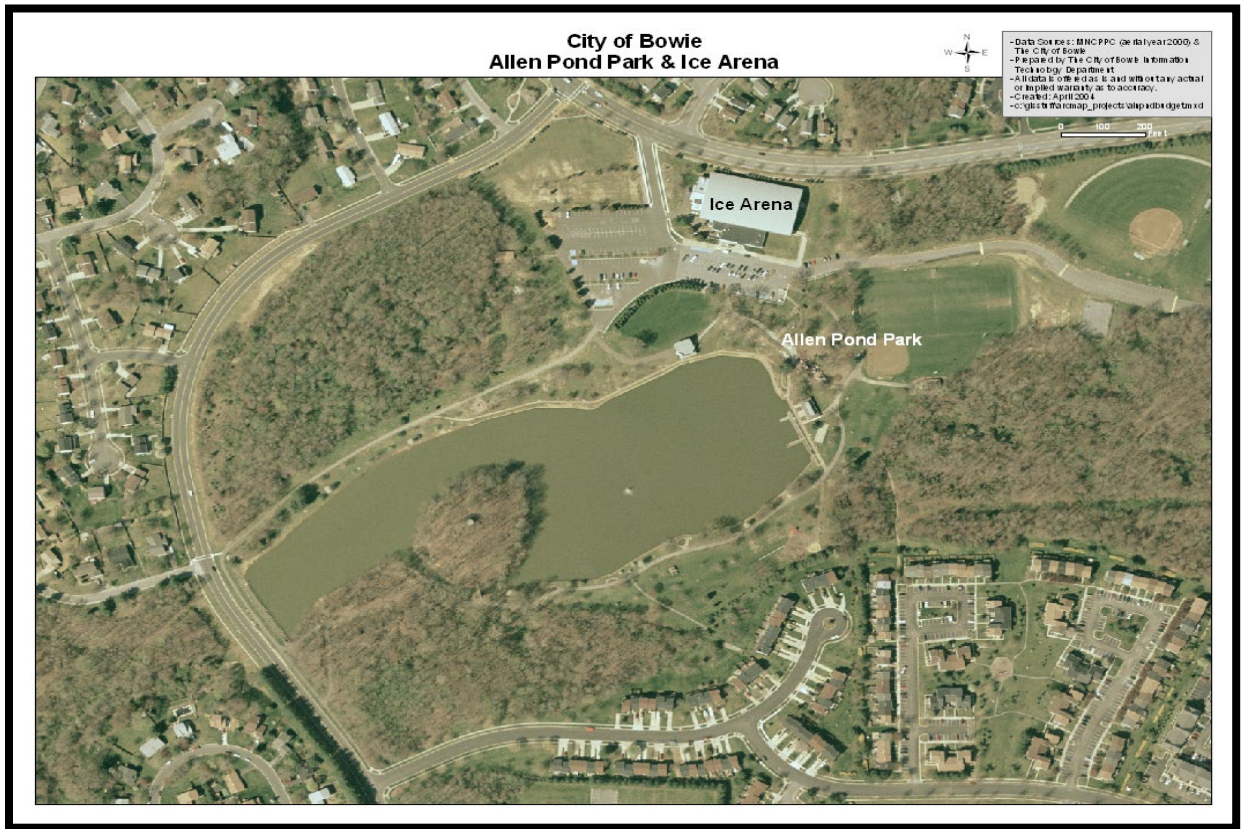
ALLEN POND PARK

Project Number: CR-21	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Allen Pond Park is over 35 years old and has become the City's most heavily utilized park. It receives year-round use from both organized and unstructured recreational users and is considered the City's premier park for hosting City special events. There are diverse recreational opportunities available to visitors within the park that include the Robert V. Setera Amphitheater, Bowie Ice Arena, the skate park, six athletic fields, picnic facilities, walking/biking trails, and age-appropriate playground areas. The current Park Master Plan (2010) identifies necessary improvements and a phased approach to upgrades to ensure the park effectively serves City residents.

Location:



Project Funding for Budget Year 2024: $1,000,000

Council Action History:

The 1981 Allen Pond Park Master Plan was implemented over a period of seventeen years through Fiscal Year 1997. Further improvements described here were identified in the 2010 Allen Pond Park Master Plan.

ALLEN POND PARK

Project Number: CR-21	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10515-57015)	Total
Thru 2022	Various Projects.	973,161
2023 (Est.)	AE&D for Amphitheater Replacement Project.	260,000
2024	Permitting, construction management and replacement of the Amphitheater Stage at current location.	1,000,000
2025	Amphitheater Stage project contingency.	100,000
2026	AE for replacement of water service supporting park restrooms (80,000). AE for Renovation of Boathouse and Brickhouse restrooms ($60,000).	140,000
2027	Installation of new water service to support year-round use of park restrooms.	600,000
2028	Renovate Boathouse and Brickhouse Restrooms.	600,000
2029	AE for Ballfield Restrooms.	100,000
Beyond	FY2030 Ballfield Restroom and Construction Management ($1,000,000). Synthetic Field Replacement ($600,000), Island Bridge Replacement ($50,000); FY2032 East & West Pavilion Replacements ($200,000).	1,850,000
Total		5,623,161

Project Funding Summary

Year	Preventive Maintenance Reserves	General Revenue	Total
Thru 2022	-	973,161	973,161
2023 (Est.)	-	260,000	260,000
2024	-	1,000,000	1,000,000
2025	-	100,000	100,000
2026	-	140,000	140,000
2027	-	600,000	600,000
2028	-	600,000	600,000
2029	-	100,000	100,000
Beyond	650,000	1,200,000	1,850,000
Total	650,000	4,973,161	5,623,161

Impact on Operating Budget

None.

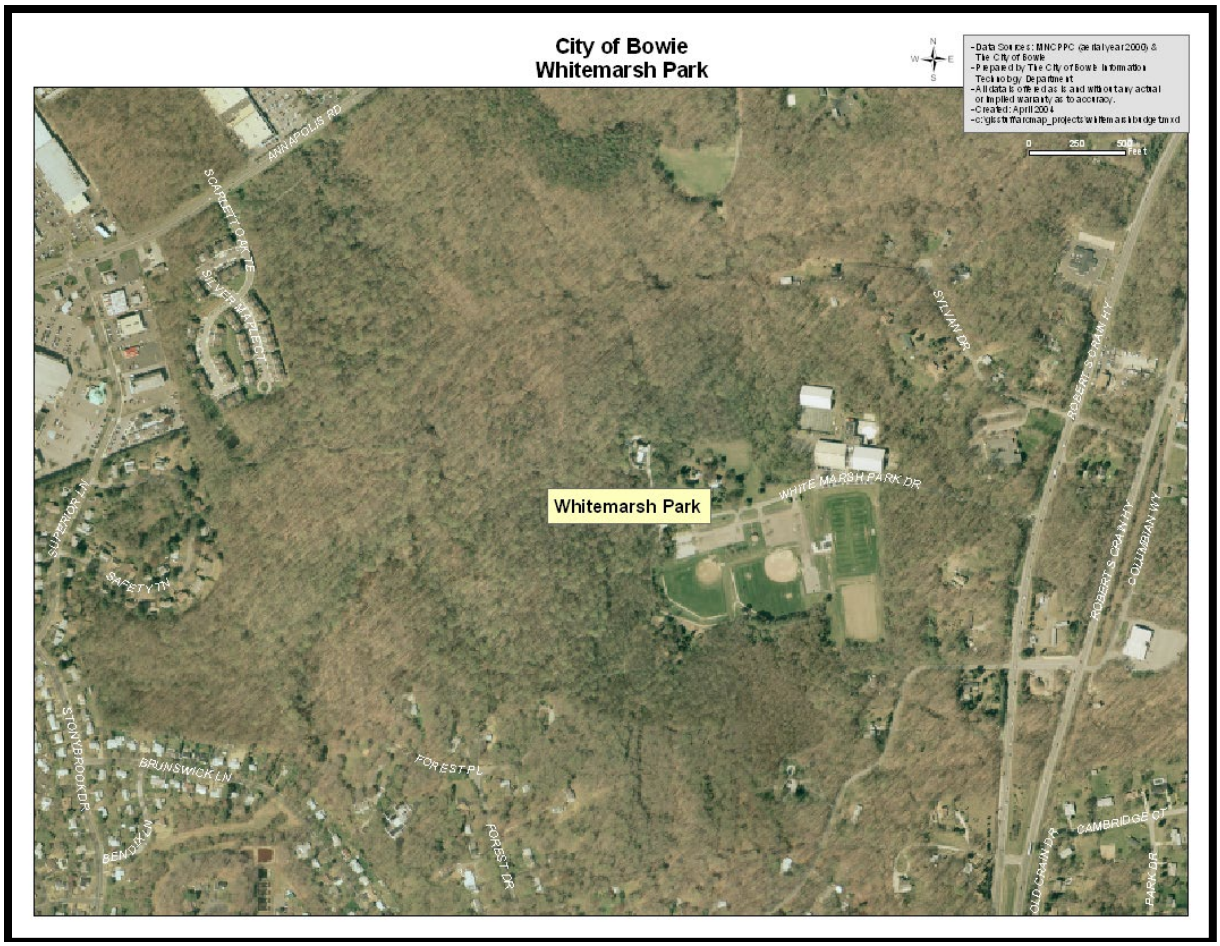
WHITEMARSH PARK

Project Number: CR-22	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Whitemarsh Park is a 200-acre park that receives year-round use for both organized and unstructured recreational activities. This park offers diverse recreational opportunities and has four athletic fields, two picnic facilities, walking/biking trails, an age-appropriate playground area, and is home to the Bowie Playhouse (where patrons can enjoy theatrical productions) and Sport Fit Bowie (private athletic club). The 2010 Whitemarsh Park Master Plan identifies necessary park improvements and specifies a phased approach to implementation to ensure the park effectively serves City residents.

Location:



Project Funding for Budget Year 2024: $0

Council Action History:

This project was authorized in Fiscal Year 2010.

WHITEMARSH PARK

Project Number: CR-22	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10521-57010)	Total
Thru 2022	Various Improvements.	4,151,904
2023 (Est.)		-
2024		-
2025	Renovate synthetic turf field.	700,000
2026		-
2027		-
2028		-
2029		-
Beyond	FY2030 Whitemarsh Park Playground Replacement at Picnic Pavilion with a Natural Exploration Area ($200,000). FY2035 Whitemarsh Park Playground Replacement at Pedestrian Plaza ($400,000).	600,000
Total		5,451,904

Project Funding Summary

Fiscal Year	Preventive Maintenance	State Aid	General Revenue	Total
Thru 2022	-	-	4,151,904	4,151,904
2023 (Est.)	-	-	-	-
2024	-	-	-	-
2025	545,200	-	154,800	700,000
2026	-	-	-	-
2027	-	-	-	-
2028	-	-	-	-
2029	-	-	-	-
Beyond	-	-	600,000	600,000
Total	545,200	-	4,906,704	5,451,904

Impact on Operating Budget

None.

BOWIE ICE ARENA

Project Number: CR-28	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The Bowie Ice Arena provides indoor ice skating for community residents. The majority of the available ice time is devoted to public skating sessions, group lessons and ice rentals (hockey and figure skating). This program provides for facility improvements to include major equipment replacements and facility renovations. In FY2025 the construction of a new Ice Arena at the Bowie Golf Course will begin.

Location:



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was first approved in Fiscal Year 2009.

BOWIE ICE ARENA

Project Number: CR-28	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10532-57010)	Total
Thru 2022		-
2023 (Est.)	Design and Permitting fees for construction of new Ice Arena at the Bowie Golf Course site.	1,300,000
2024		-
2025	New Ice Arena Construction.	18,000,000
2026		-
2027	Raze old Ice Arena building.	500,000
2028		-
2029		-
Beyond		-
Total		19,800,000

Project Funding Summary

Fiscal Year	General Obligation Bonds	General Revenues	Total
Thru 2022	-	-	-
2023 (Est.)	1,300,000	-	1,300,000
2024	-	-	-
2025	18,000,000	-	18,000,000
2026	-	-	-
2027	500,000	-	500,000
2028	-	-	-
2029	-	-	-
Beyond	-	-	-
Total	19,800,000	-	19,800,000

Impact on Operating Budget

This replacement will reduce the repair and maintenance costs associated with maintaining the old system.

POPE'S CREEK PARK

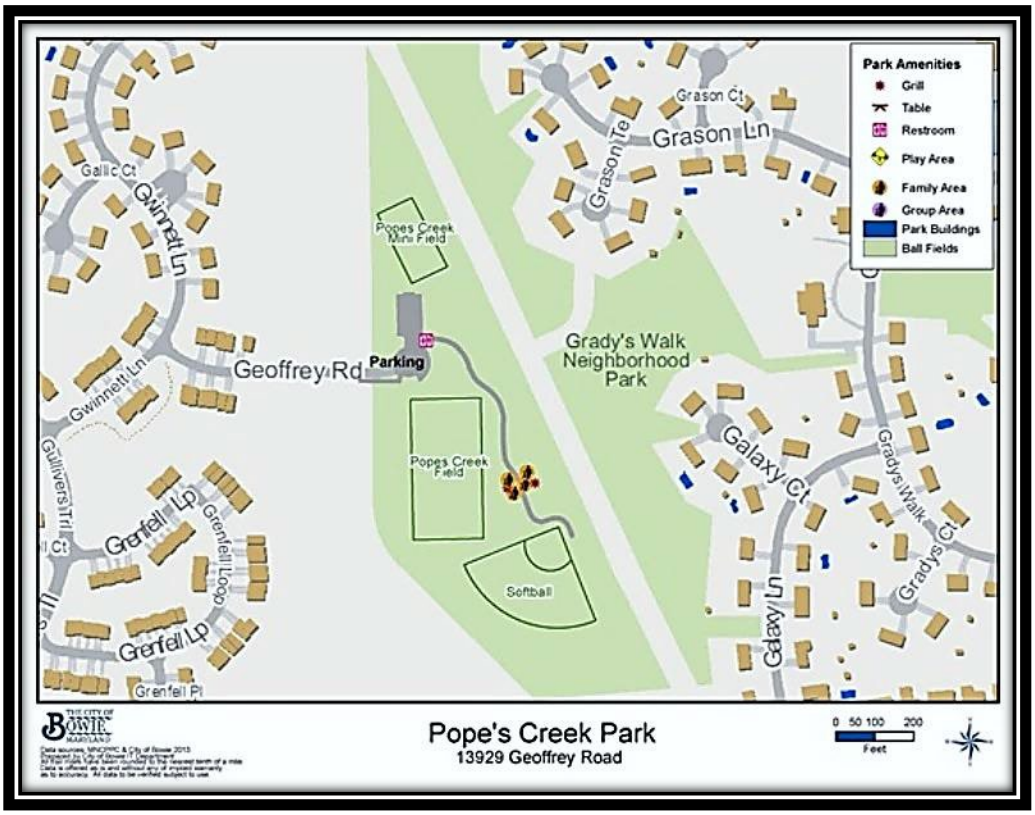
Project Number: CR-30	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Pope's Creek Park is a 12-acre park, located in the Highbridge Park development. The park currently has thirty parking spaces for three athletic fields. This project calls for adding approximately 100 parking spaces to accommodate field usage needs while minimizing sports activity parking in the adjacent neighborhood. It also calls for LED lighting of fields and regrading the softball/baseball field to create 2-3 additional soccer fields.

Location:

Highbridge Park subdivision.



Project Funding for Budget Year 2024: $-0-

Council Action History:

This project was proposed in Fiscal Year 2016.

POPE'S CREEK PARK

Project Number: CR-30	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10534-57015)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY2030 Parking Lot Addition ($300,000); FY2032 AE and Construction to renovate athletic fields w/irrigation, well and lights ($1,000,000).	1,300,000
Total		1,300,000

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	-	-
2023 (Est.)	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	1,300,000	1,300,000
Total	1,300,000	1,300,000

Impact on Operating Budget

None.

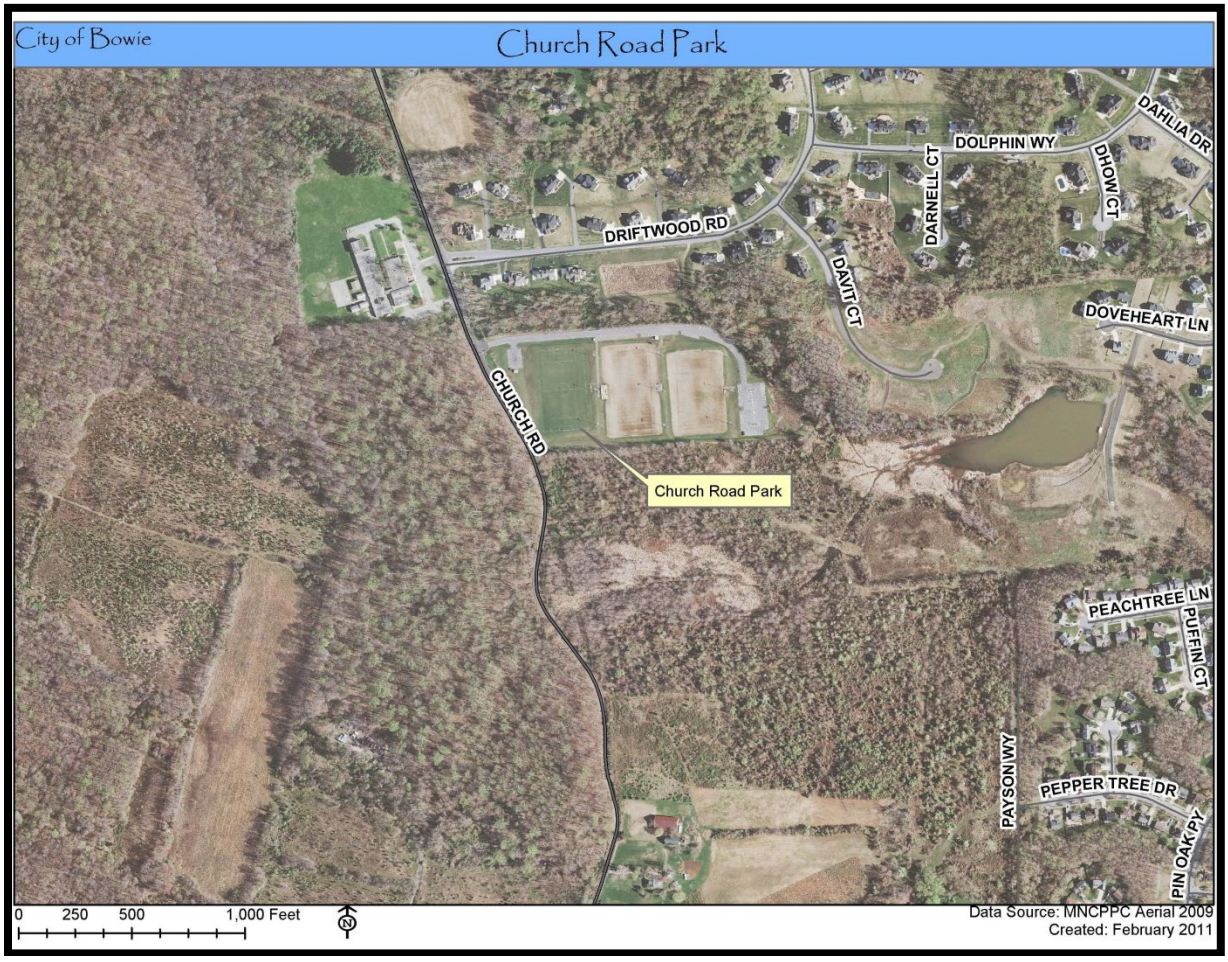
CHURCH ROAD PARK

Project Number: CR-32	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Church Road Park is a 94-acre park that provides a soccer field, football field, and a practice football field as well as acres of woodlands, fields, and open space. The park also has a restroom & concession facility.

Location:



Project Funding for Budget Year 2024: -$0-

Council Action History:

This project was first approved in Fiscal Year 2000.

CHURCH ROAD PARK

Project Number: CR-32	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10536-57015)	Total
Thru 2022	Replace internal drainage in fields #2 and #3.	118,600
2023 (Est.)		-
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY2034 bleacher replacement.	275,000
Total		393,600

Project Funding Summary

Fiscal Year	General Revenue	Total
Thru 2022	118,600	118,600
2023 (Est.)	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	275,000	275,000
Total	393,600	393,600

Impact on Operating Budget

This action provides better control of surface water runoff, prevents degradation problems such as muddiness and will reduce periodic expenditures to correct drainage issues.

PARKS AND GROUNDS ANNEX (ENTZIAN PROPERTY)

Project Number: CR-34	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The City owns property on Rt. 214 (formerly Entzian Property). The property is used as a storage and staging area for the Park & Grounds division. The site contains a combination of storage buildings and barns that are invaluable for the storage of seasonal equipment and hardgoods in a secure location.

Location:



Project Funding for Budget Year 2024: $25,000

Council Action History:

This project was first proposed in Fiscal Year 2003.

PARKS AND GROUNDS ANNEX (ENTZIAN PROPERTY)

Project Number: CR-34 | Department: Community Services
Fund: Capital Projects Fund | Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10538-57015)	Total
Thru 2022		-
2023 (Est.)	Tobacco Barn #1 ($16,300); Razing of Barn #2 & #3 ($40,000).	56,300
2024	AE new cold storage building.	25,000
2025	Installation of a cold storage building.	250,000
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		331,300

Project Funding Summary

Fiscal Year	General Revenue	Total
Thru 2022	-	-
2023 (Est.)	56,300	56,300
2024	25,000	25,000
2025	250,000	250,000
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	331,300	331,300

Impact on Operating Budget

None.

BELAIR MANSION

Project Number: CR-40	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The Belair Mansion, built circa 1745 and listed on the National Register of Historic Places, offers a look at Bowie's earliest history. The Mansion interprets the lives of residents from 1747-1950.

Location:



Project Funding for Budget Year 2024: $200,000

Council Action History:

This project was authorized in FY2010.

BELAIR MANSION

Project Number: CR-40	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10516-57010)	Total
Thru 2022	South stair renovation.	12,081
2023 (Est.)	Repair to North Entrance Stairs ($58,200); Renovate South Entrance Stair ($47,400).	105,600
2024	AE Design Memorial Garden (20,000); Management and Elevator Replacement ($180,000).	200,000
2025	Construct Memorial Garden ($200,000) AE, Construction	200,000
2026		-
2027	AE for HVAC Replacements AHU1-4 & Boilers ($50,000) Replace gutter membranes ($40,000).	90,000
2028	HVAC Replacement AHU 1-4 & Boilers & Construction Management.	500,000
2029	HVAC Closeout.	50,000
Beyond		-
Total		1,157,681

Project Funding Summary

Fiscal Year	Preventive Maintenance Reserves	General Revenues	Total
Thru 2022	-	12,081	12,081
2023 (Est.)	-	105,600	105,600
2024	-	200,000	200,000
2025	-	200,000	200,000
2026	-	-	-
2027	-	90,000	90,000
2028	213,400	286,600	500,000
2029	-	50,000	50,000
Beyond	-	-	-
Total	213,400	944,281	1,157,681

Impact on Operating Budget

These corrective actions will reduce repair and maintenance costs associated with maintaining the structural integrity of the building.

BOWIE GOLF COURSE

Project Number: CR-41	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The Bowie Golf Course is a 130-acre 18 hole golf course that is managed, run, and maintained by a 3rd party, through a lease agreement with Indigo Golf Partners. This page provides for various course improvements and systems & equipment upgrades required to maintain the course so that it may continue to meet golfers and the City's needs.

Location:



Project Funding for Budget Year 2024: $2,100,000

Council Action History:

This project was first authorized in Fiscal Year 2018.

BOWIE GOLF COURSE

Project Number: CR-41	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10545-57015)	Total
Thru 2022	Various Improvements.	21,700
2023 (Est.)	Water Source Study ($90,000); A&E Maintenance Building ($220,000); AE for the Renovation of Driving Range & Hole #9 ($220,000); Clubhouse Structural Analysis ($90,000). Tree & Stump Removal ($60,000).	680,000
2024	Clubhouse Structural Repair & Improvements: ($300,000). New Driving Range Tee Box Facility ($300,000), Driving Range safety enhancements, lighting, irrigation, and cart paths ($1,400,000). Tree & Stump Removal ($60,000). Storm Damage Tree and Debris Removal ($40,000).	2,100,000
2025	Construction Maintenance Building ($2,000,000) Phase 1 Clubhouse Renovation and Construction Management ($540,000). Tree & Stump Removal ($60,000).	2,600,000
2026	Water Source Improvements ($500,000). Tree & Stump Removal ($60,000), Cart Path Renovation - AE for all phases ($260,000).	820,000
2027	Tree & Stump Removal ($60,000), Cart Path Renovation Phase 1 ($650,000). Phase 2 Clubhouse Renovation/Improvements and Construction Management ($330,000).	1,040,000
2028	Cart Path Renovation Phase 2 ($650,000), Tree & Stump Removal ($60,000).	710,000
2029	Cart Path Renovation Phase 3 ($650,000), Tree & Stump Removal ($60,000).	710,000
Beyond	FY2030 Cart Path Renovation Phase 4.	650,000
Total		9,331,700

Project Funding Summary

Fiscal Year	General Revenue	Total
Thru 2022	21,700	21,700
2023 (Est.)	680,000	680,000
2024	2,100,000	2,100,000
2025	2,600,000	2,600,000
2026	820,000	820,000
2027	1,040,000	1,040,000
2028	710,000	710,000
2029	710,000	710,000
Beyond	650,000	650,000
Total	9,331,700	9,331,700

Impact on Operating Budget

These actions will reduce periodic expenditures to correct drainage issues, recurring manual irrigation expenditures as well as building repair and maintenance costs.

PUBLIC ART

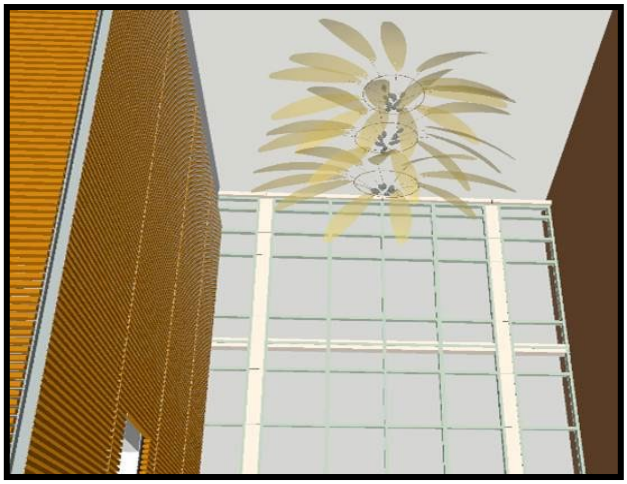
Project Number: CR-42	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Support for Public Art is an ongoing effort of the City of Bowie through its Arts Committee that administers the Public Art program. The City adopted a Public Art Master plan in January 2013. This page provides funding for various public art projects throughout the City.

Location:







Project Funding for Budget Year 2024: $140,200

Council Action History:

This project was authorized in FY2007.

PUBLIC ART

Project Number: CR-42	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10544-57015)	Total
Thru 2022	Various Improvements.	800
2023 (Est.)		-
2024	"Bowie" sign on Kenhill Dr. & Rt. 197. ($125,000); Annual Addition (15,200).	140,200
2025	Annual Addition.	25,000
2026	Annual Addition.	25,000
2027	Annual Addition.	25,000
2028	Annual Addition.	25,000
2029	Annual Addition.	25,000
Beyond		-
Total		266,000

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	800	800
2023 (Est.)	-	-
2024	140,200	140,200
2025	25,000	25,000
2026	25,000	25,000
2027	25,000	25,000
2028	25,000	25,000
2029	25,000	25,000
Beyond	-	-
Total	266,000	266,000

Impact on Operating Budget

None.

Accumulated Balance Summary

Fiscal Year	Additions To Reserves	Reserves Used	Accumulated Balance
Thru 2022	-	-	126,109
2023 (Est.)	34,800	-	160,909
2024	15,200	125,000	51,109

BLACKSOX PARK

Project Number: CR-43	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Blacksox Park is a 64-acre park, primarily designed for baseball and softball. The park is divided into two sections, with the ball fields in one section (off Mitchellville Road) and the playground in another section (off Mt. Oak Road). The park offers restrooms as well as a concession facility available for rental. A paved walking trail connects the playground with the athletic fields and to the City's system of hiker/biker trails. The five ball fields are utilized daily for eight months of the year. This page provides for various park improvements and enhancements necessary to maintain the park and to meet the needs of its users

Location:



Project Funding for Budget Year 2024: -$0-

Council Action History:

This project was first authorized in Fiscal Year 2016.

BLACKSOX PARK

Project Number: CR-43	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10522-57015)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025		-
2026		-
2027	Playground replacement.	250,000
2028	A&E for Concessions building roof replacement ($3,000); Roof replacement ($30,000).	33,000
2029		
Beyond		-
Total		283,000

Project Funding Summary

Fiscal Year	Preventive Maintenance	General Revenue	Total
Thru 2022	-	-	-
2023 (Est.)	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	-	250,000	250,000
2028	30,000	3,000	33,000
2029	-	-	-
Beyond	-	-	-
Total	30,000	253,000	283,000

Impact on Operating Budget

None.

BOWIE RAILROAD MUSEUM

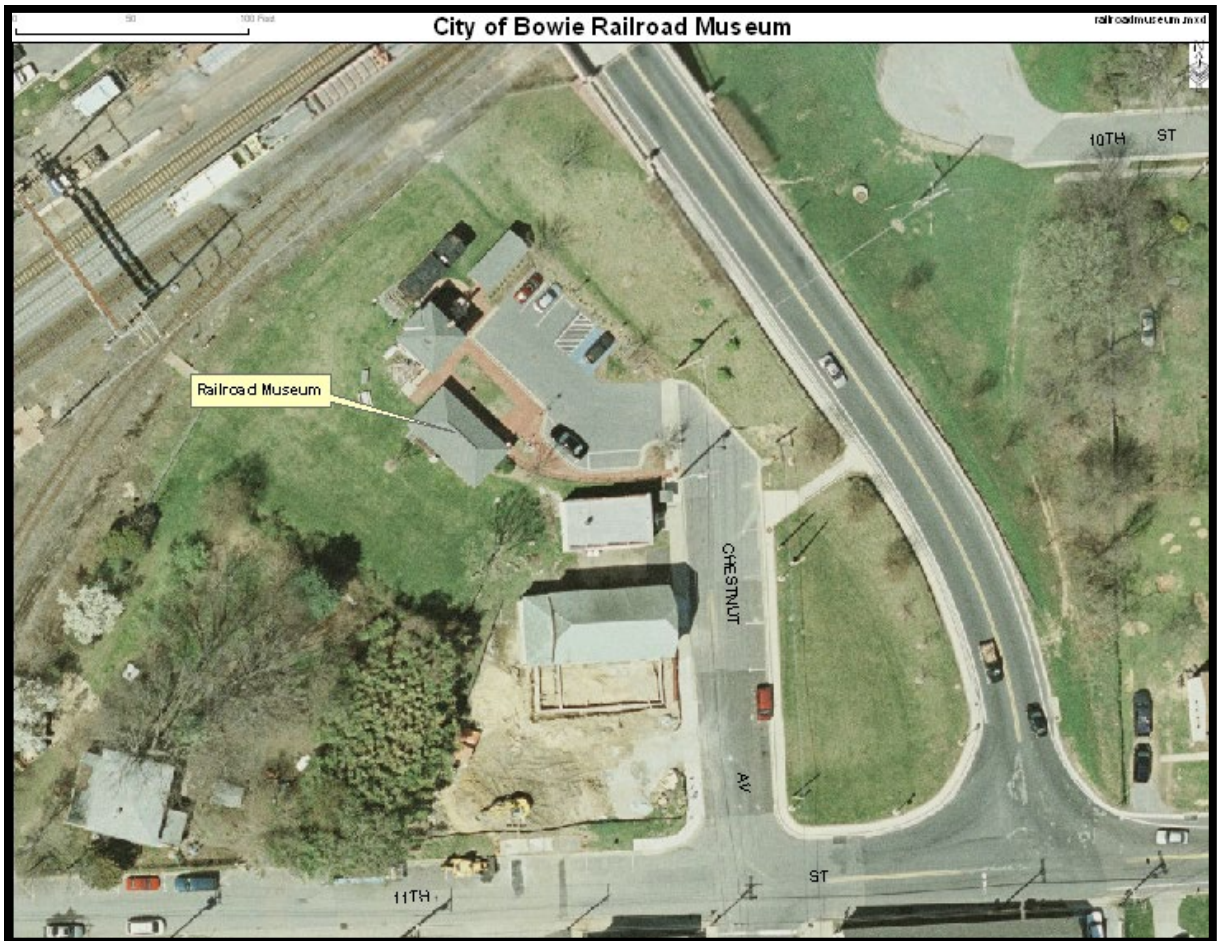
Project Number: CR-46	Department: Planning
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The Bowie Railroad Museum opened in 1994, after being moved and restored. It was joined, in 2006, by the restoration of the 1926 Bowie Building Association structure next door as the "Old Town Bowie Welcome Center and Museum". Today's Railroad Museum Campus, consisting of the Railroad Depot, Welcome Center, Tower, Caboose and Shed, depicts Bowie's earliest modern history as a railroad village.

The capital improvements planned include maintenance and repairs to HVAC systems and roofing, and implementation of several exterior improvements to substantially expand the experience for visitors.

Location:



Project Funding for Budget Year 2024: $780,000

Council Action History:

This project was proposed in FY2013.

BOWIE RAILROAD MUSEUM

Project Number: CR-46	Department: Planning
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10199-57010)	Total
Thru 2022	HVAC controls design for all buildings and replacement of Depot HVAC Unit AHU#2.	10,500
2023 (Est.)		-
2024	Grace Fielder Design Implementation.	780,000
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY2045 Roof Replacements (all buildings).	20,000
Total		810,500

Project Funding Summary

Fiscal Year	Preventive Maintenance	General Revenues	Total
Thru 2022	10,500	-	10,500
2023 (Est.)	-	-	-
2024	-	780,000	780,000
2025	-	-	-
2026	-	-	-
2027	-	-	-
2028	-	-	-
2029	-	-	-
Beyond	20,000	-	20,000
Total	30,500	780,000	810,500

Impact on Operating Budget

Additional repair and maintenance costs will be incurred after implementing the project.

GLEN ALLEN PARK

Project Number: CR-48	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Glen Allen Pond Park is 9-acre park with two tennis courts, a softball field, a soccer field, youth soccer field, and a children's play area with a family picnic pavilion. This page provides for various park improvements and enhancements necessary to maintain the park and to meet the needs of its users.

Location:



Project Funding for Budget Year 2024: $55,000

Council Action History:

None.

GLEN ALLEN PARK

Project Number: CR-48	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10524-57015)	Total
Thru 2022		-
2023 (Est.)	Renovate playground.	225,500
2024	Renovate Tennis courts, repaving and restriping to include pickle ball striping.	55,000
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		280,500

Project Funding Summary

Fiscal Year	General Revenue	Total
Thru 2022	-	-
2023 (Est.)	225,500	225,500
2024	55,000	55,000
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	280,500	280,500

Impact on Operating Budget

None.

INDOOR COURT FACILITY

Project Number: CR-49	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

During the FY2019 Budget Work Sessions, Council approved a feasibility study to assess options for the construction of an indoor basketball/volleyball sports facility.

Location:

To be determined.

Project Funding for Budget Year 2024: -$0-

Council Action History:

This project was first approved in Fiscal Year 2019.

INDOOR COURT FACILITY

Project Number: CR-49	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10548-57015)	Total
Thru 2022		-
2023 (Est.)		-
2024		-
2025		-
2026	A&E & Permitting for new Court Facility at Allen Pond Park.	650,000
2027	Construction of new Court Facility at Allen Pond Park ($6,500,000); Construction Management Services ($650,000).	7,150,000
2028		-
2029		-
Beyond		-
Total		7,800,000

Project Funding Summary

Fiscal Year	General Obligation Bonds	General Revenues	Total
Thru 2022	-	-	-
2023 (Est.)	-	-	-
2024	-	-	-
2025	-	-	-
2026	650,000	-	650,000
2027	7,150,000	-	7,150,000
2028	-	-	-
2029	-	-	-
Beyond	-	-	-
Total	7,800,000	-	7,800,000

Impact on Operating Budget

None.

BOWIE TRAILS

Project Number: CR-51	Department: Public Works
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

The City completed an inventory and condition rating of the City's hiker-biker trail system. A listing has been prepared of trails in need of repair/ This is an ongoing program to maintain, repair and safety modifications to the City's Hiker/Biker trails.

The 2005 Bowie and Vicinity Master Plan recommended an off-road pedestrian trail connection between Old Town Bowie and the MARC train station at Bowie State University. The City's Walkable Communities program, endorsed by City Council in 2006, recommended pedestrian improvements throughout Old Town Bowie. In November 2008, City Council passed Resolution R-78-08 approving a series of recommendations for the Old Town Bowie Trail System, updating the 2003 City Trails Master Plan. The Bowie Heritage concept was finalized through a series of community meetings held in 2009. The highest priority segment of The Bowie Heritage Trail system is the segment between 12th Street and 10th Street (Segment C or Phase 1), using the unimproved Railroad Avenue right-of way.

The City of Bowie's Trails Master Plan was originally approved in 2002 and it has been used to guide the City's Capital Improvement Program, grant applications and several revisions to City standards. An interim update occurred in 2008 when the Bowie Heritage Trail system was endorsed by the City Council. More recently, the City's 2016 Sustainability Plan targeted two new specific goals- to improve the City's walkability and expand biking, hiking and walking trails as part of a safe interconnected trail network. The City funded the update to the Trails Master Plan to address these goals and to set new priorities for future capital improvement projects to help achieve the goals. Updating the City Trails Master Plan presented an opportunity to address current issues and the needs of the trail system's users.

The City Council approved the Trails Master Plan on September 16, 2019 through approval of Council Resolution R-70-19. The Trails Master Plan sets a vision, goals and priorities for the City's trail network. In addition, the Plan identifies a recommended trail network and makes trail system design recommendations. The primary Trail Network will be created utilizing a combination of existing on-and off-road pedestrian and bicycle facilities to form a north-south spine referred to as Bowie-Byway. The Trails Master Plan recommends first establishing the Bowie Byway and then enhancing the route over time to improve the overall trail experience. An important purpose of the Trails Master Plan is to prioritize projects for inclusion in the City's Capital Improvement Program.

Location:

Various.

Project Funding for Budget Year 2024: $598,000

Council Action History:

This project was first approved in Fiscal Year 1999. Heritage Trail -The Council approved this project through R-78-08 in November 2008. Trails Master Plan - This project was first introduced in Fiscal Year 2021.

BOWIE TRAILS

Project Number: CR-51	Department: Public Works
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditures Detail (10322-57015)	Total
Thru 2022	Various projects.	2,215,384
2023 (Est.)	Bituminous trail repairs/replacements along Northview Drive (57,000); Jericho Park Trail Segment Third Party Evaluation & Erosion and Control Services. ($60,000); Inventory existing & scope out year projects with 30% design (125,000).	242,000
2024	Bituminous trail repairs/replacements along Northview Drive ($76,000); Pin Oak Parkway Trail Extension (Design) ($252,000); Jericho Park Trail Segment Construction Completion ($170,000); Way Finding Plan ($100,000).	598,000
2025	Bituminous trail repairs/replacements along Northview Drive ($57,000); Pin Oak Parkway Trail Extension (Construction) ($493,000).	550,000
2026	Bituminous trail repairs/replacements along Northview Drive.	50,000
2027	Bituminous trail repairs/replacements along Northview Drive ($79,000); Design Trail Segment Pin Oak to Mt Oak (4000ft) ($124,500); Inventory existing & scope out year projects with 30% design ($35,000).	238,500
2028	Bituminous trail repairs/replacements along Northview Drive.	50,000
2029	Construct Segment Pin Oak to Mt. Oak (4,000 ft).	139,000
Beyond		-
Total		4,082,884

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	2,215,384	2,215,384
2023 (Est.)	242,000	242,000
2024	598,000	598,000
2025	550,000	550,000
2026	50,000	50,000
2027	238,500	238,500
2028	50,000	50,000
2029	139,000	139,000
Beyond	-	-
Total	4,082,884	4,082,884

Impact on Operating Budget

While a part of this project will create new trails to be maintained, a larger part is in itself a performance of long-term maintenance and serves only to preserve existing infrastructure.

CENTENNIAL PARK

Project Number: CR-52	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

Centennial park is a 20-acre passive park located behind Bowie City Hall that offers a walking trail with adjacent outdoor fitness stations along the trail. This page provides for various park improvements and enhancements necessary to maintain the park and to meet the needs of its users. In FY2024 the original fitness stations will be replaced with alternative outdoor physical fitness equipment.

Location:



Funding Required for Budget Year 2024: $150,000

Council Action History:

This project was first proposed in Fiscal Year 2022.

CENTENNIAL PARK

Project Number: CR-52	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10549-57015)	Total
Thru 2022	Pedestrian bridge cleaning and repairs.	10,000
2023 (Est.)		-
2024	Replacement of Outdoor Fitness Equipment at seven (7) fitness stations with modern equipment including park improvements.	150,000
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond	FY2033 Replacement of Boardwalk ($100,000), Pier ($30,000) and Fishing Dock ($30,000).	160,000
Total		320,000

Project Funding Summary

Fiscal Year	General Revenues	Total
Thru 2022	10,000	10,000
2023 (Est.)	-	-
2024	150,000	150,000
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	160,000	160,000
Total	320,000	320,000

Impact on Operating Budget

None.

TANGLEWOOD PARK

Project Number: CR-53	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

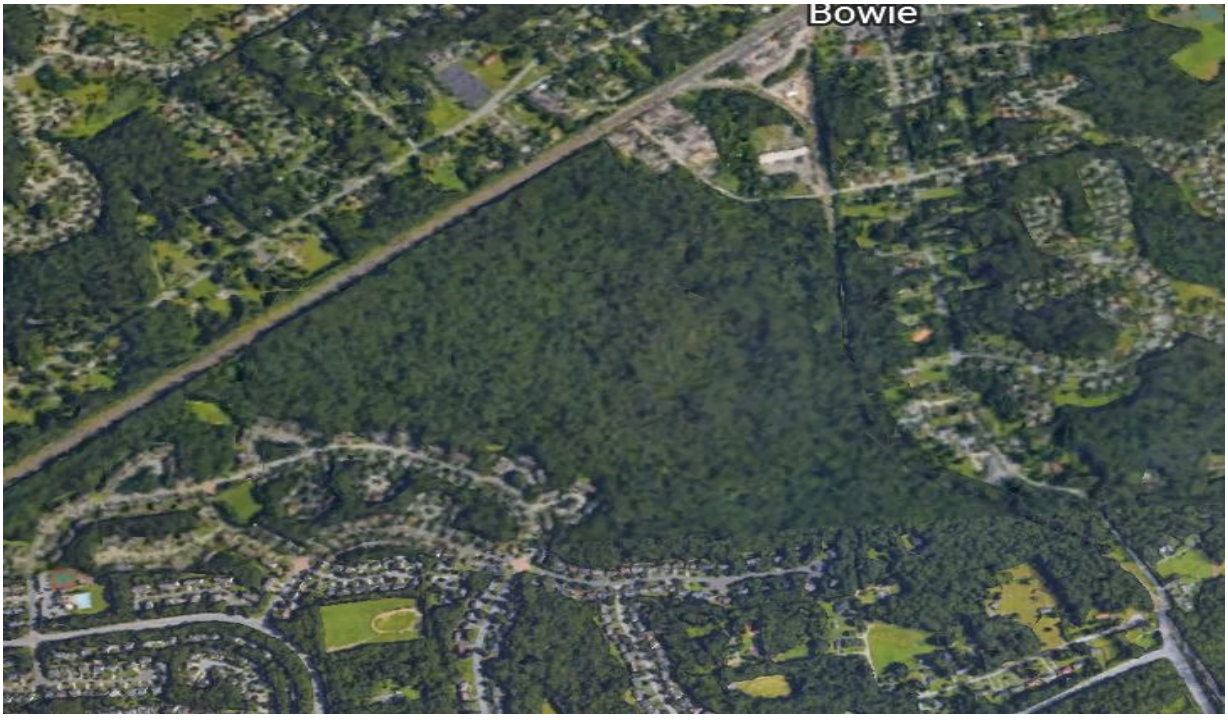
The Tanglewood property consists of approximately 135 acres, bounded by the railroad right-of-way, Zug Road, a stream, and the Northridge subdivision. This site has expansive existing natural trails throughout. The existing trail system requires significant maintenance to be considered safe.

The Tanglewood property represents a significant resource to the City of Bowie in terms of potential public use. The current state of the property, without a clearly defined plan and function, has led to uses that are not compatible with park usage or nearby residential areas.

Examples of past inappropriate uses include; hunting, discharging of weapons, use of motorized dirt bikes, and illegal dumping including vehicles. Concerted effort will need to be made to create synergy between desired uses and security enhancements.

This page provides for various property improvements and enhancements to meet community needs.

Location:



Funding Required for Budget Year 2024: -$0-

Council Action History:

This project was authorized by Council in Fiscal Year 2023.

TANGLEWOOD PARK

Project Number: CR-53	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10551-57015)	Total
Thru 2022		-
2023 (Est.)	Consulting Services for Master Plan Revision ($17,000), Site Survey ($5,000).	22,000
2024		-
2025		-
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		22,000

Project Funding Summary

Fiscal Year	General Revenue	Total
Thru 2022	-	-
2023 (Est.)	22,000	22,000
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	22,000	22,000

Impact on Operating Budget

None.

RACETRACK ROAD PROPERTY

Project Number: CR-54	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Description:

During the 2020 State Legislative Session, the, Racing and Community Development Act of 2020, SB 987 passed, which included "On or before December 31, 2023, the owner of the Bowie Race Course Training Center shall convey the Bowie Race Course Training Center Property to the City of Bowie "as is", with all defects that may exist, whether known or unknown, and without any express or implied warranty, guarantee by, or recourse against the conveyor of the property." The property may only be used for active recreational activities, including baseball, football, soccer, and cricket; and have only one structure that is up to 50,000 square feet constructed on the property. The City of Bowie entered into a joint use agreement, with Bowie State University as required by SB 987.

Location:



Project Funding for Budget Year 2024: -$0-

Council Action History:

City Council pursued acquiring land through statewide 2020 horse racing legislation.

RACETRACK ROAD PROPERTY

Project Number: CR-54	Department: Community Services
Fund: Capital Projects Fund	Function: Parks, Culture and Recreation

Project Cost Summary

Fiscal Year	Expenditure Detail (10552-57015)	Total
Thru 2022		-
2023 (Est.)	Environmental Assessment and Remediation of Property.	25,000
2024		-
2025	Environmental Assessment and Remediation of Property Continued.	1,475,000
2026	Acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of a Bowie Racetrack Recreational Facility.	3,000,000
2027		-
2028		-
2029		-
Beyond		-
Total		4,500,000

Project Funding Summary

Fiscal Year	State Aid	Total
Thru 2022	-	-
2023 (Est.)	25,000	25,000
2024	-	-
2025	1,475,000	1,475,000
2026	3,000,000	3,000,000
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	4,500,000	4,500,000

Impact on Operating Budget

None.

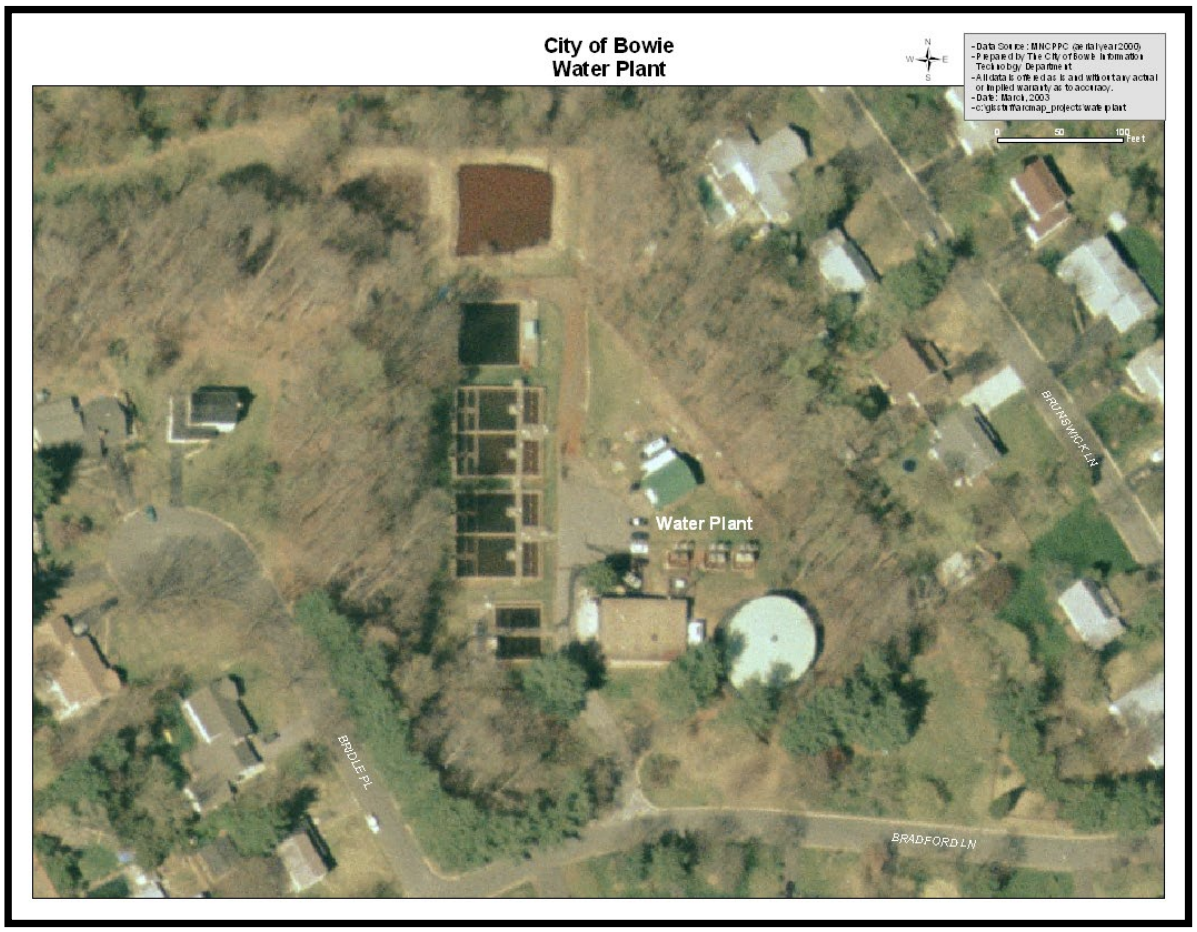
WATER PLANT

Project Number: WS-2	Department: Public Works
Fund: Water and Sewer Fund	Function: Public Works

Description:

This project provides for improvements, recapitalization, and major repairs to the City's water production, storage and distribution infrastructure including the water filtration plant, water wells, storage tanks, distribution piping and valves.

Location:



Project Funding for Budget Year 2024: $2,323,900

Council Action History:

This project was first authorized in Fiscal Year 1998.

WATER PLANT

Project Number: WS-2	Department: Public Works
Fund: Water and Sewer Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (20350-57010/57015)	Total
Thru 2022	Various Improvements.	455,654
2023 (Est.)	Filter System Replacement ($150,000); WTP SCADA Implementation ($50,000); Well 5 Replacement ($40,000); Aeration System Repair and Upgrade ($30,000).	270,000
2024	Low Lift Pump Rehab_Sed. Elec & Control ($1,700,000); WTP SCADA Implementation ($250,000); Hatch and Ladder Improvement ($25,000); Well 5 Replacement ($310,000); Aeration System Repair and Upgrade ($30,000); Filter System Replacement Bid Phase Services ($8,900).	2,323,900
2025	WTP SCADA Implementation ($300,000); Generator Replacement ($120,000).	420,000
2026	Filter System Replacement.	1,700,000
2027	Chemical Feed System Rehabilitation and Automation ($400,000); Sludge Recycle and Removal Replacement ($180,000); Flocculation and Sediment System Rehabilitation ($200,000); Backup Lime System Rehabilitation ($100,000).	880,000
2028	Aeration System Repair and Upgrade ($120,000); Flocculation and Sediment System Rehabilitation ($1,000,000).	1,120,000
2029	Aquire easements for water utilities at Freestate and Hilltop Plazas ($62,000); Priority 2 projects ($1,918,100); Priority 3 projects ($3,870,300).	5,850,400
Beyond		-
Total		13,019,954

Project Funding Summary

Fiscal Year	Loan	Water and Sewer Revenues	Total
Thru 2022		455,654	455,654
2023 (Est.)		270,000	270,000
2024	812,500	1,511,400	2,323,900
2025		420,000	420,000
2026		1,700,000	1,700,000
2027		880,000	880,000
2028		1,120,000	1,120,000
2029		5,850,400	5,850,400
Beyond		-	-
Total	812,500	12,207,454	13,019,954

Impact on Operating Budget

These improvements serve to maintain and prolong the utility of the existing plant.

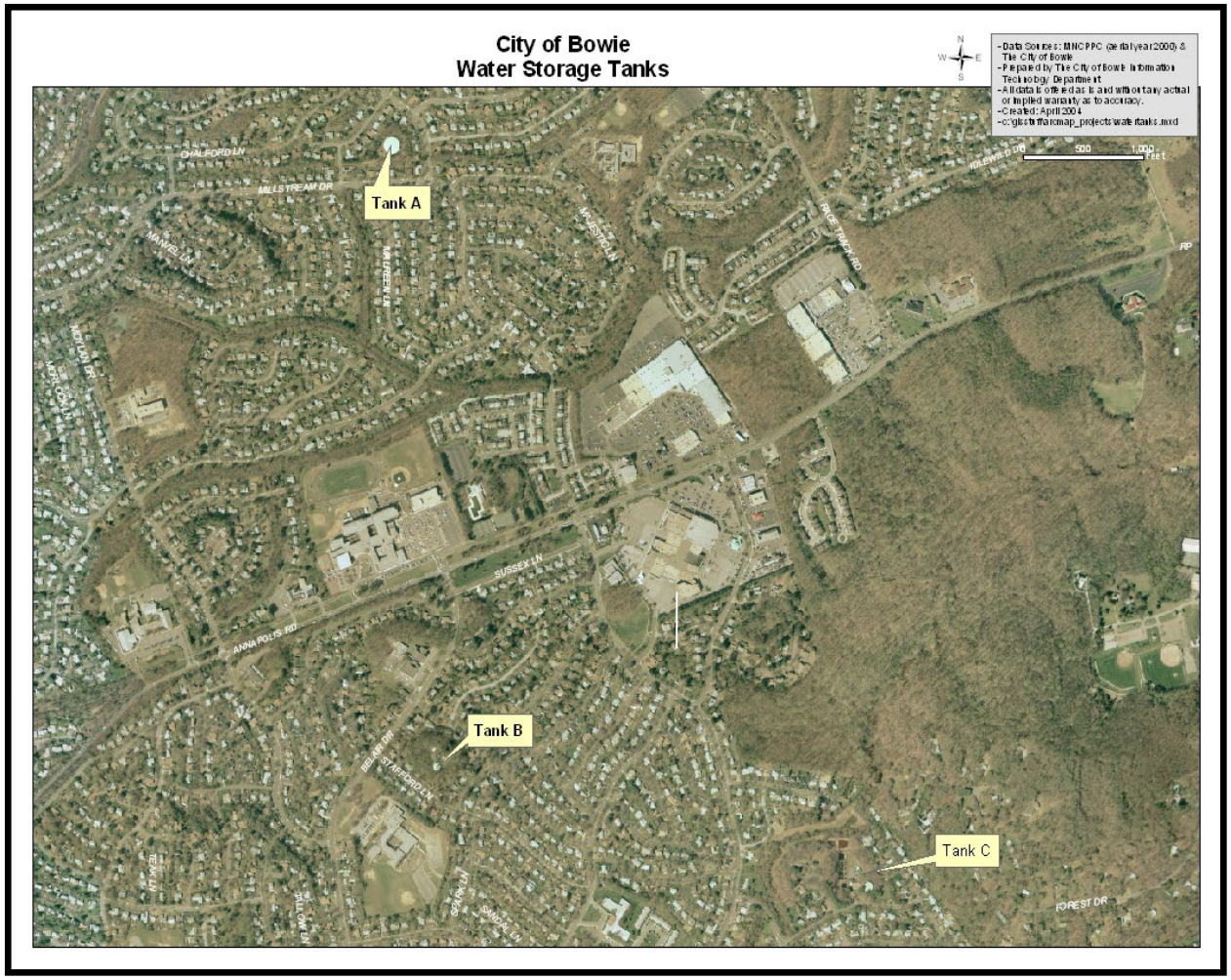
REPAINTING WATER STORAGE TANKS

Project Number: WS-5	Department: Public Works - Water Division
Fund: Water and Sewer Fund	Function: Public Works

Description:

The City has three water storage tanks. Tank at Media Lane (Tank A) has a total capacity of three Million gallons. Tank at Belair Drive (Tank B) and Bradford Lane (Tank C) each has a capacity of 600,000 gallons. The interior and exterior of the tanks require periodic repainting.

Location:



Project Funding for Budget Year 2024: $261,200

Council Action History:

This project was first authorized in Fiscal Year 1994.

REPAINTING WATER STORAGE TANKS

Project Number: WS-5	Department: Public Works - Water Division
Fund: Water and Sewer Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (20350-57015)	Total
Thru 2022	Various Improvements.	767,744
2023 (Est.)		-
2024	Media lane tank painting/repair construction ($6,000); Bradford Lane tank painting ($255,200).	261,200
2025	Media lane tank painting/repair construction.	6,000
2026		-
2027		-
2028		-
2029		-
Beyond		-
Total		1,034,944

Project Funding Summary

Fiscal Year	Water & Sewer Revenues	Total
Thru 2022	767,744	767,744
2023 (Est.)	-	-
2024	261,200	261,200
2025	6,000	6,000
2026	-	-
2027	-	-
2028	-	-
2029	-	-
Beyond	-	-
Total	1,034,944	1,034,944

Impact on Operating Budget

None.

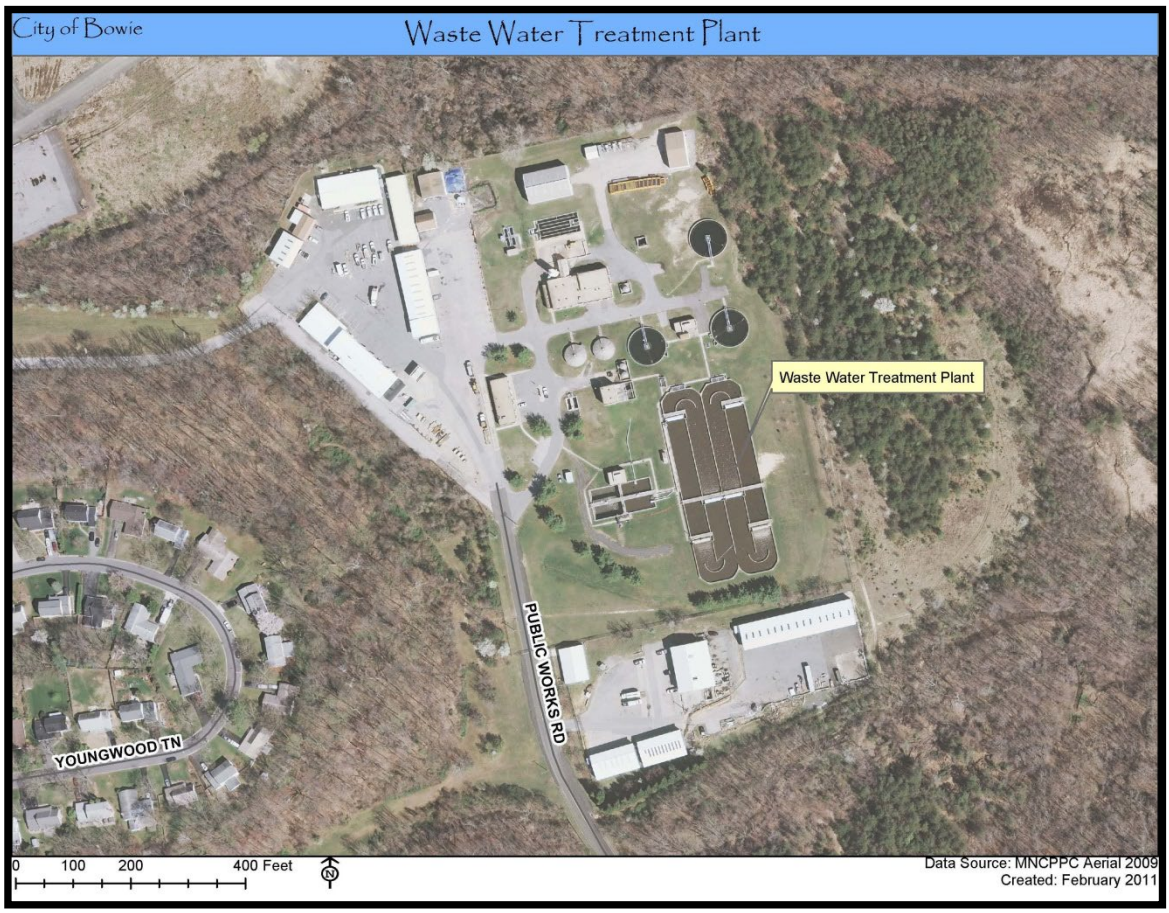
WASTEWATER TREATMENT PLANT

Project Number: WS-8	Department: Wastewater
Fund: Water and Sewer Fund	Function: Public Works

Description:

This project provides for major building renovations and improvements to the Wastewater Treatment Plant.

Location:



Project Funding for Budget Year 2024: $1,485,000

Council Action History:

This project was first authorized in Fiscal Year 1999.

WASTEWATER TREATMENT PLANT

Project Number: WS-8	Department: Wastewater
Fund: Water and Sewer Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (20360-57010/57015)	Total
Thru 2022	Various Improvements.	851,456
2023 (Est.)	Flow Equalization Electrical Upgrade- Electrical ($30,000); Sewer Lateral Replacement ($77,700); WWTP SCADA Implementation ($311,000). Return Activation Sludge (RAS) /Waste Activation Sludge (WAS) Upgrade (Design) ($80,000); WWTP Miscellaneous Equipment Replacement ($80,000); In-line Monitoring Probes ($50,000); Pump Station #8 ($17,200).	645,900
2024	Sewer lateral replacement ($150,000); RAS-WAS Upgrade ($800,000); WWTP SCADA Implementation ($345,000); WWTP Miscellaneous Equipment Replacement ($80,000); Copper Permit Compliance ($60,000); In-line Monitoring Probes/Implementation ($50,000).	1,485,000
2025	Sewer lateral replacement ($150,000); Flow Equalization Electrical Upgrade ($630,000); WWTP SCADA Implementation ($200,000); WWTP Miscellaneous Equipment Replacement ($80,000).	1,060,000
2026	Sewer lateral replacement ($150,000); Sludge, Blower, PW Building Electrical Upgrade ($660,000); WWTP Miscellaneous Equipment Replacement ($80,000).	890,000
2027	Sewer lateral replacement ($150,000); WWTP Miscellaneous Equipment Replacement ($80,000); Pump Station No. 1 Piping Repair ($150,000); Secondary Clarifier Rehab ($1,000,000).	1,380,000
2028	Sewer lateral replacement ($150,000); WWTP Miscellaneous Equipment Replacement ($80,000); Secondary Clarifier Rehab ($1,000,000).	1,230,000
2029		-
Beyond		-
Total		7,542,356

Project Funding Summary

Fiscal Year	Loans	Water & Sewer Revenues	Total
Thru 2022	-	851,456	851,456
2023 (Est.)	-	645,900	645,900
2024	812,500	672,500	1,485,000
2025	-	1,060,000	1,060,000
2026	-	890,000	890,000
2027	-	1,380,000	1,380,000
2028	-	1,230,000	1,230,000
2029	-	-	-
Beyond	-	-	-
Total	812,500	6,729,856	7,542,356

Impact on Operating Budget

These improvements serve mainly to prolong the utility and maintain the efficiency of the existing plant.

WATER DISTRIBUTION SYSTEM RECAPITALIZATION

Project Number: WS-10	Department: Public Works - Water Division
Fund: Water and Sewer Fund	Function: Public Works

Description:

The City of Bowie operates a public water utility that serves approximately 7,900 customers. The water distribution piping suffers from significant corrosion that has caused degradation of water quality and in some cases reduced flow rates.

Water meters need to be updated to simplify meter reading and improve metering accuracy. This multi-year project will complete system hydraulic evaluations needed to validate needed pipe replacements, investigate alternative methods for replacing water mains and ultimately replace approximately 7.5 miles of the City's water main in order to improve flows and water quality.

In addition, the project will replace all water service meters with modern meters to simplify meter reading and improve metering accuracy.

Location:

Various.

Project Funding for Budget Year 2024: $5,375,000

Council Action History:

This project was first authorized in Fiscal Year 2018.

WATER DISTRIBUTION SYSTEM RECAPITALIZATION

Project Number: WS-10	Department: Public Works - Water Division
Fund: Water and Sewer Fund	Function: Public Works

Project Cost Summary

Fiscal Year	Expenditure Detail (20350-57010/57015)	Total
Thru 2022	Various Improvements.	3,340,477
2023 (Est.)	Meter replacement (Year 7 of 7) ($60,500); Design for Second 3.5-mile replacement/lining project ($31,900); Construction & inspection/management services for Second 3.5-mile replacement/lining project Construction Part A ($400,000); Part B ($518,000).	1,010,400
2024	Water Main Replacement Construction & Inspection/Management services Part A ($2,100,000); Part B ($3,000,000); Meter Replacement ($275,000).	5,375,000
2025	Water Main Replacement.	300,000
2026	Water Main Replacement.	3,300,000
2027		
2028	Water Main Replacement.	300,000
2029		-
Beyond		-
Total		13,625,877

Project Funding Summary

Fiscal Year	Loan	Federal Grant	Water & Sewer Revenues	Total
Thru 2022	-	2,377,200	963,277	3,340,477
2023 (Est.)	-	-	1,010,400	1,010,400
2024	5,375,000	-	-	5,375,000
2025	-	-	300,000	300,000
2026	3,300,000	-	-	3,300,000
2027	-	-	-	-
2028	-	-	300,000	300,000
2029	-	-	-	-
Beyond	-	-	-	-
Total	8,675,000	2,377,200	2,573,677	13,625,877

Impact on Operating Budget

None.

APPENDIX

TOTAL PERSONNEL BY DEPARTMENT

	FY2022	FY2023	FY2024
City Manager:			
City Manager	7.0	7.0	8.0
Human Resources	6.0	6.0	6.0
Communications	6.2	6.6	6.6
Business Operations	4.0	5.0	5.0
City Clerk	2.0	2.0	2.0
Emergency Management	2.0	2.5	3.0
Economic Development	1.4	2.4	2.4
Total City Manager	28.6	31.5	33.0
Police Department	86.5	86.5	86.5
Information Technology	17.0	17.0	18.0
Finance	11.8	11.8	11.7
Community Services:			
Community Services	8.0	8.0	8.0
Building Maintenance	12.0	13.0	13.0
Housing Inspection and Code Compliance	8.1	9.1	9.1
Senior Services	14.8	14.8	14.9
Youth Services Bureau	11.9	11.9	11.9
Animal Control	2.0	2.0	2.0
Recreation and Parks	12.6	12.6	12.6
Bowie Playhouse	2.0	2.0	2.0
Parks and Grounds	36.6	37.2	37.2
Ice Arena	9.6	9.6	9.6
Historic Properties	5.4	5.4	5.4
Gymnasium	7.2	7.2	7.2
Total Community Services	130.2	132.8	132.9
Planning	5.0	6.0	4.0
Sustainability	-	-	2.0
Public Works:			
Administration	13.3	12.3	12.1
Equipment Maintenance and Garage	4.0	4.0	4.0
Solid Waste	55.6	58.0	58.0
Street Maintenance	26.7	28.7	28.7
Stormwater Management	7.7	8.1	8.1
Total Public Works	107.3	111.1	110.9
Total General Fund	386.4	396.7	399.0
Water and Sewer Fund:			
Billing and Accounting	4.9	4.9	5.0
Water	14.8	14.8	14.8
Wastewater	16.6	16.6	16.6
Total Water and Sewer Fund	36.3	36.3	36.4
Grand Total - City of Bowie	422.7	433.0	435.4

PLAN OF COMPENSATION

(As of July 1, 2023)

X Scale - based on 1,950 hours per year

Grade	Minimum	Midpoint	Maximum
101	26,820	34,866	42,912
102	28,671	37,271	45,872
103	30,649	39,844	49,038
104	32,763	42,592	52,421
105	35,024	45,531	56,038
106	37,442	48,674	59,906
107	40,024	52,031	64,039
108	42,785	55,620	68,457
109	45,738	59,459	73,180
110	48,894	63,561	78,230
111	52,267	67,948	83,627
112	55,874	72,637	89,398
113	59,729	77,648	95,566
114	63,850	83,006	102,161
115	68,257	88,733	109,210
116	72,966	94,855	116,746
117	78,001	101,401	124,802
118	83,383	108,398	133,412
119	89,137	115,876	142,617
120	95,287	123,873	152,458
121	101,861	132,420	162,978
122	108,889	141,557	174,223
123	116,403	151,323	186,244
124	124,434	161,765	199,095
125	133,021	172,928	212,833

Y Scale - based on 2,080 hours per year

Grade	Minimum	Midpoint	Maximum
101	28,609	37,190	45,772
102	30,582	39,756	48,930
103	32,692	42,500	52,307
104	34,947	45,432	55,916
105	37,359	48,566	59,774
106	39,937	51,919	63,899
107	42,692	55,500	68,308
108	45,637	59,329	73,021
109	48,787	63,423	78,059
110	52,154	67,798	83,445
111	55,752	72,478	89,203
112	59,599	77,478	95,358
113	63,710	82,824	101,938
114	68,108	88,540	108,972
115	72,806	94,649	116,490
116	77,830	101,179	124,528

PLAN OF COMPENSATION

(As of July 1, 2023)

Y Scale - based on 2,080 hours per year- Continued:

Grade	Minimum	Midpoint	Maximum
117	83,200	108,160	133,122
118	88,941	115,624	142,306
119	95,079	123,603	152,126
120	101,639	132,130	162,623
121	108,653	141,248	173,843
122	116,149	150,993	185,837
123	124,163	161,412	198,660
124	132,729	172,549	212,369
125	141,889	184,455	227,022

PLAN OF COMPENSATION

(As of July 1, 2023)

Hourly Scale

Grade	Minimum	Midpoint	Maximum
101	13.7537	17.8798	22.0060
102	14.7029	19.1138	23.5244
103	15.7171	20.4325	25.1476
104	16.8017	21.8421	26.8828
105	17.9610	23.3492	28.7376
106	19.2004	24.9603	30.7205
107	20.5252	26.6827	32.8403
108	21.9413	28.5237	35.1062
109	23.4554	30.4920	37.5285
110	25.0737	32.5959	40.1180
111	26.8038	34.8451	42.8862
112	28.6534	37.2493	45.8452
113	30.6303	39.8196	49.0085
114	32.7439	42.5669	52.3902
115	35.0034	45.5044	56.0050
116	37.4185	48.6440	59.8694
117	40.0005	52.0002	64.0004
118	42.7603	55.5885	68.4164
119	45.7109	59.4239	73.1371
120	48.9304	63.5239	78.1837
121	52.2366	67.9076	83.5782
122	55.8408	72.5932	89.3452
123	59.6939	77.6020	95.5099
124	63.8125	82.9563	102.1002
125	68.2158	88.6804	109.1451

PLAN OF COMPENSATION - POLICE OFFICERS

(As of July 1, 2023)

Non Command Officers

Step	PO	PFC	MPO	CPL	SGT
1	59,020	67,445	72,099	77,073	82,392
2	60,908	69,604	74,405	79,539	85,027
3	62,858	71,831	76,787	82,085	87,749
4	64,869	74,130	79,243	84,711	90,557
5	66,945	76,502	81,780	87,422	93,454
6	69,087	78,950	84,397	90,218	96,445
7	71,298	81,476	87,097	93,107	99,531
8	73,579	84,083	89,884	96,085	102,716
9	75,934	86,773	92,761	99,160	106,004
10	78,364	89,550	95,729	102,334	109,395
11	80,872	92,417	98,792	105,608	112,896
12	83,458	95,372	101,953	108,987	116,508
13	86,130	98,425	105,217	112,475	120,236
14	88,886	101,575	108,583	116,074	124,084
15	91,731	104,825	112,058	119,790	128,055

Command Officers

Grade	Minimum	Midpoint	Maximum
Lieutenant	99,739	129,660	159,583
Captain	113,979	148,172	182,365
Deputy Chief	121,843	158,395	194,948
Chief	139,235	181,007	222,778

Regular Positions

	SCHEDULE X		SCHEDULE Y	
GRADE	**CLASS**	**37 1/2 Hour Week**	**CLASS**	**40 Hour Week**
104	4091	Facility Monitor		
	4350	Museum Aide		
105	1032	Security Guard	4830	Building Maintenance Worker
	4987	Services Program Assistant	4984	Bus Driver I
	4411	Community Enhancement Worker	4695	Laborer
			4561	Skating Program Coordinator
			6293	Street Maintenance Worker
			6371	Utilities Service Worker
			6421	Wastewater Plant Maintenance Worker
106			4835	Building Maintenance Worker, Senior
			4240	Gymnasium Supervisor
			7010	Solid Waste Collector
			4120	Theater Technician
107	1181	Office Support Specialist	4992	Bus Driver II
			4530	Ice Arena Maintenance Supervisor
			4540	Ice Arena Supervisor
			4132	Park Aide
			6296	Street Maintenance Worker, Senior
108	3070	Accounting Technician	6289	Asst Traffic Sign Technician
	4951	Customer Service Representative	4820	Building Maintenance Mechanic
	1092	Receptionist	4630	Carpenter Assistant
			6230	Concrete Worker
			4650	Equipment Operator
			4230	Gymnasium Supervisor, Senior
			4685	Laborer, Senior
			7030	Solid Waste Driver
			7020	Solid Waste Driver/Collector
			7021	Solid Waste Driver/Facility Maintenanve Worker
			4121	Theater Technician - Certified
			6545	Wastewater Plant Operator Trainee
			6330	Water Meter Technician
			6450	Water Plant Operator Trainee
109	1031	Business Operations Specialist	4682	Apprentice Maintenance Technician
			6294	Asphalt Crew Leader
			1391	Communication Specialist I
			6295	Concrete Crew Leader
			4633	Crew Leader
			4140	Park Ranger
			4691	Tree Climber
			6540	Wastewater Plant Operator
			6420	Water Plant Operator
110	3060	Accounting Technician, Senior	1314	Administrative Assistant
	1314	Administrative Assistant/Contract Specialist Trainee	1409	Communication Specialist II
			4692	Equipment Operator, Senior
	4052	Animal Control Officer Trainee	6291	Equipment Operator, Senior/Street Sweeper
	4412	Code Compliance Officer Trainee	4812	HVAC Apprentice
	4991	Transportation Assistant Supervisor	4581	Ice Arena Facility Assistant
			4660	Maintenance Carpenter
			6350	Pipeline Video Inspector
			1313	Police Officer Trainee
			1302	Public Information Intelligence Specialist
111	1050	Executive Office Associate	4151	Custodial Services Supervisor
	5041	GIS Specialist	1050	Executive Office Associate
	4340	Museum Curator	4820	HVAC Mechanic I
	4330	Museum Manager	6560	Lab Technician
	1380	Police Personnel Associate	4822	Plumber I
	1311	Police Property/Evidence Manager	1171	Studio Technical Specialist
	4990	Services Information & Referral Specialist	4110	Theater Technical Director
			6550	Wastewater Plant Operator, Certified
			6440	Water Plant Operator, Certified

Regular Positions

	SCHEDULE X		SCHEDULE Y	
GRADE	**CLASS**	**37 1/2 Hour Week**	**CLASS**	**40 Hour Week**
112	3031	Accountant I	1393	Communication Specialist III
	1317	Administrative Specialist	4811	HVAC Mechanic II
	4050	Animal Control Officer	1305	Parking Enforcement Officer
	1163	Audio/Visual Specialist	4680	Parks Equipment Maintenance Technician
	4410	Code Compliance Officer I	4823	Plumber II
	1089	Communication Analyst I	6280	Street & Stormwater Drain Inspector
	1132	Human Resources Generalist I	4111	Theater Technical Director - Certified
	5042	I.T. Operations Coordinator	6370	Utilities Supervisor
	3051	Payroll Specialist	6110	Vehicle Maintenance Technician
	4989	Transportation Supervisor		
	3061	Utility Billing Specialist		
	4988	Wellness Coordinator		
113	4051	Animal Control Officer II	6151	Assistant Vehicle Maintenance Superintendent
	1111	Assistant City Clerk	4220	Assistant Gymnasium Manager
	4413	Code Compliance Officer II	4521	Assistant Ice Arena Manager
	4961	Community Coordinator	4640	Community Forrester
	6050	Contracts/Permit Specialist	4813	HVAC Mechanic III
	6060	Contracts/Permit/Cost Estimates Specialist	4621	Park Maintenance Supervisor
	1133	Human Resource Generalist II	4150	Park Operations Supervisor
	6051	Street Light Specialist	4824	Plumber III
	5030	Technology Specialist	4622	Stormwater Management Supervisor
			6290	Traffic/Sign Shop Supervisor
			6290	Traffic/Sign Shop Supervisor
114	3032	Accountant II	4621	Assistant Parks and Grounds Superintendent
	1161	Broadcast Specialist	7050	Assistant Solid Waste Superintendent
	4416	Code Compliance Officer III	6220	Assistant Street Maintenance Superintendent
	1090	Communication Analyst II	6361	Assistant Utilities Superintendent
	1301	Crime Scene Manager	4835	Assistant Building Maintenance Superintendent
	5051	Digital Applications Specialist I	4820	Building Maintenance Mechanic, Senior
	1101	Emergency Management Specialist	6221	Business Mgr./Asset Management Specialist
	1041	Executive Office Manager	6281	Chief Street & Stormwater Drain Inspector
	4930	Family Counselor	6150	Vehicle Maintenance Technician Superintendent
	3040	Financial/Budget Specialist		
	5043	Help Desk Lead (Network Infastructure Division)		
	1141	Human Resources Generalist III		
	4181	Park Operations Assistant Manager		
	1380	Police Personnel Specialist		
	4960	Prevention Coordinator		
	1302	Public Information and Intelligence Specialist		
	4985	Senior Services, Assistant Manager		
	2071	Sustainability Planner		
	5031	System Administrator		
	2020	Transportation Specialist I		
	5032	Telecom Administrator		
115	5070	GIS Program Manager	6561	Maintenance Manager
	1061	Grants Writer		
	4408	Code Compliance Assistant Manager		
116	3050	Accounting Technician Supervisor	6520	Assistant Wastewater Plant Superintendent
	4030	Community Outreach Program Manager	6080	Branch Business Manager/Lead Contract Specialist
	4932	Family Counselor II	4810	Building Maintenance Superintendent
	4311	Historic Properties Manager	6410	Chief Water Plant Operator
	5090	Network Administrator	4210	Gymnasium Manager
	4180	Park Operations Manager	4510	Ice Arena Manager
	4986	Senior Services Manager	4610	Parks & Grounds Superintendent
	4170	Special Events Coordinator/Facility Manager	7040	Solid Waste Superintendent
	1102	Emergency Management Specialist, Senior	6210	Street Maintenance Superintendent
			6360	Utilities Superintendent

CLASSIFICATION PLAN

Regular Positions

	SCHEDULE X		SCHEDULE Y	
GRADE	**CLASS**	**37 1/2 Hour Week**	**CLASS**	**40 Hour Week**
117	3030	Accountant III	6410	Assistant Water Plant Superintendent
	2060	Business Retention Specialist	1390	Communications Supervisor
	1110	City Clerk		
	4409	Code Compliance Manager		
	5050	Digital Applications Specialist II		
	1062	Grants Manager		
	1144	Human Resources Administrator		
	4160	Project Manager		
	1033	Project Manager - HCD		
	6075	Public Works Project Manager		
	1120	Risk Manager		
	2020	Transportation Specialist II		
	2070	Watershed Manager		
118	7052	Chief Contract Officer	6510	Wastewater Plant Superintendent
	3031	Lead Accountant	6430	Water Plant Superintendent
	2072	Sustainability Manager		
	4920	Youth Services Assistant Director		
119	5060	Digital Infrastructure and Innovation Manager	1309	Police Lieutenant
	5033	Systems Architect		
120	1080	Director, Communications		
	1071	Director, Office of Grants		
	4970	Director, Youth Services		
	6070	Engineering Superintendent		
121	4020	Assistant Director, Community Services	1312	Police Captain
	5080	Assistant Director, Information Technology		
	1030	Director, Business Operations		
	2050	Director, Economic Development		
	1100	Director, Emergency Management		
	1142	Director, Human Resources		
122	3020	Assistant Director, Finance	1303	Deputy Chief of Police
	6020	Assistant Director, Public Works		
123	4010	Director, Community Services		
	5010	Director, Information Technology		
	2010	Director, Planning and Sustainability		
124	3010	Director, Finance	1300	Chief of Police
	6010	Director, Public Works		
125	1020	Assistant City Manager		

Seasonal & Temporary Positions

Grade		Hourly Wage	CLASS	Position
A		$13.7537/hr.	1201	Work Study
B		$13.7537/hr.	4241	Gymnasium Attendant
			4570	Ice Arena Attendant
			4191	Park Attendant
Y-102		$14.7029/hr.	4550	Ice Arena Equipment Operator
X-102		$14.7029/hr.	2041	Interns
		As Required		

CITY OF BOWIE, MARYLAND
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS

Fiscal Year	Population	Personal Taxable Income[5]	Per Capita Income [8]	Median Age [3]	Educational Level[3]	School Enrollment[1]	Unemployment Rate[6]
2013	54,961 [2]	1,385,433,515	42,747	38.5	14.5	8,381	0.1
2014	56,014 [2]	1,425,223,764	43,164	39.2	14.6	8,160	5.5
2015	55,872 [2]	1,591,735,865	43,242	39.5	14.7	7,931	4.6
2016	56,143 [2]	1,635,418,274	43,692	39.6	14.7	8,151	3.7
2017	56,148 [2]	1,690,480,213	44,400	40.4	14.8	7,765	3.7
2018	58,859 [2]	1,625,979,193	45,643	41.0	14.8	7,884	3.8
2019	58,862 [7]	1,837,597,583	46,396	41.4	14.8	7,957	3.5
2020	58,643 [7]	1,910,847,665	46,698	42.6	14.8	8,074	9.3
2021	58,643 [7]	1,840,618,114	49,215	42.7	14.8	8,638	6.9
2022	58,329 [7]	[4]	53,674	42.7	14.8	7,839	4.6

1. Prince George's County Board of Education.
2. Estimate from City of Bowie Department of Planning and Community Development.
3. American Community Survey
4. 2022 information not available.
5. State of Maryland provides Net Taxable Income data.
6. Maryland Department of Labor, Career and Workforce.
7. US Census.gov
8. Department of Labor - CPI for All urban consumers (CPI-U) table

Source: Comprehensive Annual Financial Report Year Ended June 30, 2022

CITY OF BOWIE, MARYLAND
ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS
(amounts expressed in thousands)

Fiscal Year	Real Property: Residential Property	Real Property: Commercial Property	Personal Property [1]	Less: Tax-Exempt Property	Total Taxable Assessed Value	Estimated Total Actual Value
2013	$ 5,164,167	$ 922,723	$ 180,602	$ 281,574	$ 5,985,918	$ 6,248,399
2014	5,258,303	945,435	186,961	288,011	6,102,688	6,301,168
2015	5,374,921	935,248	192,712	259,580	6,243,301	6,373,317
2016	5,581,464	939,725	181,658	268,281	6,434,566	6,592,698
2017	5,745,993	1,017,060	201,303	282,648	6,681,708	6,818,193
2018	5,946,548	1,053,182	196,003	280,449	6,915,284	7,060,656
2019	6,144,473	1,134,725	203,103	307,914	7,174,387	7,363,742
2020	6,428,207	1,129,240	219,761	323,580	7,453,628	7,637,053
2021	6,732,736	1,157,790	167,292	339,429	7,718,389	7,910,085
2022	7,032,583	1,196,603	225,805	339,493	8,115,498	8,303,291

Note: Real property is assessed on a triennial basis.

(1) Assessed value and estimated actual for Personal Property are equal.

Source: Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2022.

CITY OF BOWIE, MARYLAND
PRINCIPAL PROPERTY TAXPAYERS
FISCAL YEAR ENDED JUNE 30, 2022

Name	Type of Business	Assessed Value	Percent of Total Assessed Value
Maryland Science and Technology	Commercial Leasing	$ 119,935,120	1.44 %
Governors Green Apartments LLC	Apartment Rental	98,111,034	1.18
Bowie Mall Company LLC	Shopping Center	91,761,734	1.11
Bowie 348 Owner LLC (Elder Oaks)	Apartment Rental	66,157,690	0.80
BE Harmony LLC	Apartment Rental	62,616,533	0.75
Heather Ridge Apts	Apartment Rental	56,977,620	0.69
New Market Free State LLC	Shopping Center	56,516,500	0.68
BE Bowie Residential LLC	Shopping Center	49,349,701	0.59
Hilltop Borrower LLC (Storch Hannah)	Shopping Center	43,898,870	0.53
Collington Plaza Inc.	Shopping Center	29,702,900	0.36
	Total	$ 675,027,702	8.13 %

Source: Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2022.

CITY OF BOWIE, MARYLAND
PRINCIPAL EMPLOYERS
FOR FISCAL YEAR 2022

Employer	Employees	Percentage of Total City Employment
Prince George's County Public Schools	1,078	4.29%
Inovalon (Formerly MedAssurant)	715	2.85
City of Bowie	431	1.72
Giant Food Inc	280	1.12
Wal-Mart	220	0.88
FTI Consulting	211	0.84
Insight Technology Solutions	185	0.74
Home Depot	182	0.73
Target	157	0.63
P.G. County Public Safety Comm Control (911 Call)	152	0.61
	3,611	14.41%

Source: Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2022.

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

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				

Special Taxing District as more particularly described in Ordinance Number O-20-87 and as amended by Ordinance Numbers O-11-91, O-4-96 and O-20-98 and for those properties which are currently within the district or which will subsequently be placed within the district.

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

Special Taxing District 5 -

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

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

Special Taxing District 6 -

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

Assessed Value of Land and Improvements Subject to Taxation	$152,853,700

Tax Rate .027/$100 of Assessed Value	.00027	41,300

Special Taxing District 7-

There is hereby established a levy in the amount of $.038 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Pin Oak Plaza Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-16-90, and for those properties which are currently within the district or which will subsequently be placed within the district.

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

Special Taxing District 8-

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

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

Special Taxing District 11-

There is hereby established a levy in the amount of $.027 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Collington Plaza Storm Water Management

Special Taxing District as more particularly described in Ordinance Number 0-7-95, and for those properties which are currently within the district or which will subsequently be placed within the district.			
Assessed Value of Land and Improvements Subject to Taxation	$29,702,900		
Tax Rate .027/$100 of Assessed Value	.00027		8,000
Personal Property Tax:			
Assessed Value of Tangible Personal Property of Ordinary Incorporated and Unincorporated Businesses, Operating Property (except land) of Public Utilities and Contract Carriers, and/or Operating Property (except land) of Railroads.	$217,503,000		
~~Tax Rate 1.125/$100 of Assessed Value~~	~~.011250~~	~~2,466,900~~	
Tax Rate 1.000/$100 of Assessed Value	.01000		2,175,000
Total Real & Personal Property Tax Revenue		~~42,005,100~~	37,365,700
Total All other Anticipated Revenue			26,455,600
Appropriated Fund Balance	~~7,835,300~~	~~8,167,600~~	12,807,000
TOTAL REVENUES	~~76,296,000~~		$76,628,300
APPROPRIATIONS BY ACTIVITY			
City Council			$ 424,300
City Manager			1,743,400
Human Resources			932,700
Elections			85,700
Finance			1,563,400
Information Technology			4,281,900
Legal Services			202,500
Communications			947,500
Business Operations			1,882,000
City Clerk			247,000
Community Services			1,533,600
Building Maintenance			1,721,800
Planning Division			650,400
Sustainability Division	~~303,300~~		338,300
Economic Development Division			1,192,800

Housing Inspection and Code Compliance		1,077,900
Emergency Management	~~615,200~~	623,100
Police Department	~~15,650,400~~	15,699,400
Public Works Administrative Division		2,435,300
Equipment Maintenance and Garage Division		933,400
Solid Waste Division	~~8,248,600~~	8,377,000
Street Maintenance Division		8,323,000
Storm Water Management Division		825,400
Storm Water Management Division - Special Tax Districts		15,500
Senior Services		1,487,300
Youth Services Bureau		1,505,800
Animal Control Program		263,000
Recreation and Parks		1,467,900
Bowie Playhouse		227,800
Parks and Grounds	~~4,625,800~~	4,664,100
Ice Arena	~~1,233,500~~	1,271,800
Historic Properties	~~742,500~~	761,600
Gymnasium		948,200
Debt Service		2,219,200
Unclassified and Non-departmental		881,700
Transfers	~~4,856,300~~	4,872,600
TOTAL APPROPRIATIONS	~~76,296,000~~	$76,628,300
Total General Fund Revenues	~~76,296,000~~	$76,628,300
Total General Fund Appropriations	~~76,296,000~~	$76,628,300
Difference		$ NONE

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

ESTIMATED REVENUES		
Appropriated Fund Balance		$ 2,171,900
Transfers from General Fund	~~2,388,000~~	2,404,300
Total All other Anticipated Revenue		589,200
TOTAL REVENUES	~~5,149,100~~	$5,165,400
APPROPRIATIONS		
General Government		$ 366,500
Public Safety	~~811,500~~	827,800
Public Works		1,200,000
Parks and Recreation		524,000
Reserve for Replacements		2,247,100
TOTAL APPROPRIATIONS	~~5,149,100~~	$ 5,165,400

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.

Total Equipment Acquisition Fund Revenues	~~5,149,100~~	$5,165,400
Total Equipment Acquisition Fund Appropriations	~~5,149,100~~	$5,165,400
Difference		$ NONE

CAPITAL PROJECTS FUND

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

APPROPRIATIONS		
Land Acquisition		$ 1,526,000
Energy Efficiency Improvements		50,000
Emergency Operations Center		200,000
Facility Preventive Maintenance		742,000
Stormwater Management		364,800
Sediment Control-Maryland Science and Technology Center		132,400
Sediment Control-Bowie Town Center		61,000
Sediment Control-Gateway		40,300
Sediment Control-Pin Oak Plaza		5,400
Sediment Control-Elder Oaks		3,000
Sediment Control-Collington		5,700
Sediment Control-Reserve City Parcel		16,000
Golf Course		2,100,000
Chesapeake Bay		3,332,800
Belair Mansion	~~20,000~~	200,000
Allen Pond Park Development		1,000,000
Bowie Trails		598,000
Racetrack Road Property	~~1,475,000~~	0
Parks and Grounds Annex (Entzian Farm)		25,000
Glen Allen Park		55,000
City Hall		35,000
Public Art		140,200
Bowie Railroad Museum		780,000
Centennial Park		150,000
Facility Security		500,000
TOTAL APPROPRIATIONS	~~13,357,600~~	$12,062,600

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.

Total Capital Projects Fund Revenues	~~13,357,600~~	$12,062,600
Total Capital Projects Fund Appropriations	~~13,357,600~~	$12,062,600
Difference		$ NONE

WATER AND SEWER FUND

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

Water Consumption Charge

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

Sewerage Surcharge – 143.4% of Water Charge

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

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

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

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

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

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

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

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

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

Section 8: That the date of payment for all services rendered shall not exceed 20 days from date of billing. Failure to pay within this period will subject the user to the payment of a $15.00 late charge, and failure to pay within forty-five (45) days from billing date will subject the user to disconnection of service. Any check tendered as payment of an account and returned because of Insufficient Funds, is considered nonpaid and subject to late charge of $15.00, returned check charge of $35.00, and disconnection. There shall be a $40.00 reconnection charge for all disconnections due to nonpayment.

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

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

OPERATING BUDGET

ESTIMATED REVENUES		
Water Sales		$ 3,034,700
Sewerage Surcharge		3,656,000
Minimum Charges		1,040,000
Other Revenues		871,700
Renewal/Replacement		740,000
Proceeds -Loan	~~5,000,000~~	7,000,000
Federal Grant	~~2,000,000~~	0
State Grants – Projects		146,600
Appropriated Retained Earnings	~~1,031,700~~	1,139,900
TOTAL REVENUES	~~17,520,700~~	$17,628,900
APPROPRIATIONS		
Billing and Accounting		$ 735,800
Water Supply Division		10,664,400
Wastewater Division	~~4,885,600~~	4,902,500
Debt Retirement	~~350,500~~	441,800
Miscellaneous and Non-departmental		380,700

Transfers to General Fund		503,700
TOTAL APPROPRIATIONS	~~17,520,700~~	$17,628,900
Total Water & Sewer Fund Revenues	~~17,520,700~~	$17,628,900
Total Water & Sewer Fund Appropriations	~~17,520,700~~	$17,628,900
Difference		$NONE

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

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

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

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

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

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

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

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

GLOSSARY

ACRONYMS and INITIALISMS

ADA - Americans with Disabilities Act. Several Capital Improvement Projects have been undertaken in order to comply with this federal legislation.

BRAVA - Bowie Regional Arts Vision Association.

BTC - Bowie Town Center, formerly known as Bowie New Town Center.

CARES – The Coronavirus Aid, Relief and Economic Security Act.

CDBG - Community Development Block Grant. The City is an entitlement community regarding this Federal grant program and provides administration for this program.

CIP - Capital Improvement Program - A six-year plan, which Council adopts in the form of a Resolution, to authorize improvement or acquisition projects.

COG - Council of Governments, also known as the Metropolitan Washington Council of Governments.

COVID-19 – Corona Virus Disease 2019 caused by SARS CoV-2.

FY – Fiscal Year.

GBCC - Greater Bowie Chamber of Commerce.

GFOA – Government Finance Officers Association.

GIS - Geographic Information System.

MDGFOA – Maryland Government Finance Officers Association.

MML - Maryland Municipal League.

M-NCPPC - Maryland-National Capital Park and Planning Commission.

MSTC - Maryland Science and Technology Center, formerly known as University of Maryland Science and Technology Center.

NPDES - National Pollutant Discharge Elimination System.

POS - Program Open Space. This State grant program is administered and allocated to municipalities by Prince George's County.

SHA - State Highway Administration.

TMDL – Total Maximum Daily Load. The TMDL is a comprehensive "pollution diet" to restore clean water in the Chesapeake Bay and the region's streams, creeks, and rivers.

WSSC - Washington Suburban Sanitary Commission. This regional utility provides water and sewer service to those areas not served by the City of Bowie Water and Sewer System. It also provided storm drainage prior to the City's assumption of that service within City limits.

WSTC - Washington Suburban Transit Commission.

GLOSSARY

TERMS

ACCRUAL - The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

ACTIVITY - The basic operation for which costs are defined and measurable activities or functions are performed.

AMMORTIZATION – The process of charging the cost of an asset to expense over its expected period of use, which shifts the asset from the balance sheet to the income statement. In lending, it is the process of making payments that gradually reduce the amount owed until the loan is paid off.

ANNUAL BUDGET - A budget applicable to a single fiscal year.

APPROPRIATED FUND BALANCE - The portion of a governmental fund's fund balance which is used to provide resources for budgeted expenditures.

APPROPRIATED RETAINED EARNINGS - The portion of a proprietary fund's retained earnings which is used to provide resources for budgeted expenditures.

APPROPRIATION - A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. Any transfer of funds between appropriations must be approved by City Council before becoming effective.

ASSESSED VALUE - A valuation set upon real estate or other property by the State Department of Assessment and Taxation as a basis for levying taxes.

AUDIT – An independent evaluation of an entity's financial statements to provide users of the financial statements with reasonable assurance that they can rely upon those statements to make informed decisions.

BALANCED BUDGET - The budget must be balanced, meaning the total of the anticipated revenues, including fund balance carried over from previous years, must equal or exceed the total of the proposed expenditures.

BONDS - Interest-bearing certificates of public indebtedness used to finance the City's capital projects.

BUDGET - A specific plan which identifies the program of operations for the fiscal year, states the expenditures required to meet the program, and identifies the revenues necessary to finance it. The annual City budget is established by the City Council by ordinance.

BUDGET BASIS UNASSIGNED FUND BALANCE - The City uses this term in discussing enterprise fund budget results, as an approximation of spendable resources which are available for appropriations. This amount represents net current assets, derived by subtracting Current Liabilities from Current Assets. This amount is useful to distinguish from total Retained Earnings which includes nonliquid amounts such as fixed assets.

CALENDAR YEAR - Twelve months beginning January 1 and ending December 31.

CAPITAL EQUIPMENT - Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than one year and a value over five thousand dollars ($5,000).

CAPITAL EXPENDITURES – Acquisition of land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

CAPITAL PROJECTS FUND - Accounts for all resources used to acquire or construct major capital facilities.

GLOSSARY

CAPITAL OUTLAY - A category of account codes which identify major expenditures of public funds for capital equipment and acquisition or construction of needed physical facilities.

CASH NEEDS APPROACH - A policy for setting user rates for a system or service. This approach requires that rates provide revenues which equal or exceed budgetary expenditure appropriations which include both Capital Outlay and Debt Retirement.

COMMODITIES - A category of account codes which identify expenditures of public funds for expendable supplies, parts, tools and minor equipment.

CONTRACTUAL SERVICES - A category of account codes which identify expenditures of public funds for services performed by non-employees. Such services include disposal fees, public utility services, insurance, communications, repair, maintenance, travel and training, as well as professional services.

COST - The amount of money or value exchanged for property or services.

DEBT - An obligation resulting from the borrowing of money.

DEBT SERVICE - The accounting for payments of principal and interest on long term debt.

DEFICIT – Occurs when expenditures exceed revenues.

DEPARTMENT - A separate functional and accounting entity within a certain fund type.

ENCUMBRANCE - A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

ENTERPRISE FUND - Accounts for operations that are financed in a manner similar to private business where the intent is that costs of providing goods and services to the general public on a continuing basis be financed or recovered through user charges. The City's Water and Sewer Fund falls under this fund type.

EQUIPMENT ACQUISITION AND REPLACEMENT FUND - The fund which accounts for acquisition of capital equipment in the current year and accumulates reserves for replacements scheduled for future years.

EQUITY - The excess of an enterprise fund's assets over its liabilities.

EXPENDITURE - A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

EXPENSES - Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges which are presumed to benefit the current fiscal year.

FISCAL YEAR - The twelve months running from July 1 through June 30, designated by the calendar year in which it ends.

FIXED ASSETS - Assets of a long term character which are intended to continue to be held or used. Examples of fixed assets include items such as building, vehicles, machinery, furniture and other equipment.

FULL-TIME EQUIVALENT (FTE) - The number of work hours which would equal the work hours of one full time employee for one full year. One FTE is equal to one or more employees working a total of 1,950 hours in X-Scale positions or a total of 2,080 hours in Y-Scale positions.

GLOSSARY

FUND - A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE - The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures of all years since the fund's inception.

FUND BALANCE - NONSPENDABLE - Resources that are nonspendable and are not available for appropriation or are legally restricted by outside parties or creditors for use for a specific purpose.

FUND BALANCE - RESTRICTED - Resources that have constraints placed on use by external parties such as creditors, grantors, contributors, or other levels of government.

FUND BALANCE - COMMITTED - Resources that can only be used for specific purposes due to formal action (legislation, resolution, ordinance, etc.) of the City Council, the City's highest level of decision-making authority. Also includes resources that are committed by contract, in which existing/current resources have been specifically committed for satisfying the contract.

FUND BALANCE - ASSIGNED - Resources that can only be used for specific purposes due to the City's intent but are not restricted or committed and may be subject to change by the City Council or management.

FUND BALANCE - UNASSIGNED - A residual classification for the General Fund, and for negative fund balance in a governmental fund, other than the General Fund. This classification consists of resources that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the General Fund.

GENERAL FUND - Accounts for the general operations of the City. This fund accounts for all financial transactions and resources not required to be accounted for in any other fund.

GENERAL OBLIGATION BOND - Bond for whose payment the full faith and credit of the City is pledged.

GOAL - A long range desirable development attained by completing staged objectives within an overall strategy.

GOVERNMENTAL FUNDS- Used to account for activities primarily supported by taxes, grants, and similar revenue sources.

LEASE – A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles and equipment. Any contract that meets this definition should be accounted for under the lease guidance, unless specifically excluded in this Statement.

LESSEE – A person who holds the lease of a property, a tenant.

LESSOR – A person who leases or lets a property to another, a landlord.

LEVY - To impose taxes, special assessments or service charges for support of the City.

LICENSES & PERMITS - Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

LINE ITEM - A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, operating supplies, etc. Defined by an object code number.

GLOSSARY

MODIFIED ACCRUAL - The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

OBJECTIVE - Something to be accomplished in specific well defined and measurable terms and that is achievable within a specific time frame.

OPERATING EXPENSES - Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity.

OPERATING REVENUES - City revenues which have been received and set aside to finance current operating expenses.

ORDINANCE - A formal legislative enactment by the City Council.

PROPRIETARY FUNDS- Used to account for activities that receive significant support from fees and charges.

PUBLIC HEARING - A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

RESERVE - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESERVE FOR CONTINGENCIES - The City uses this term for a separate line item appropriation for unknown and/or unanticipated expenditures, such as abnormal weather-related events or a City emergency situation. These annual appropriations lapse at year end if they are not spent or encumbered.

RESOLUTION - A formal expression of opinion, will or intent voted by the City Council.

REVENUE - Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

SPECIAL TAXING DISTRICT - An area within the corporate limits of the City for which a district is created by City ordinance for the purpose of financing projects, systems, facilities, programs or activities of special benefit to the district, through an ad valorem tax levied on real and/or personal property located within the special district.

SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS (SBITA) - This is a contract that conveys the control of the right to use another party's (a SBITA vendor's) IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

TAX BASE - The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments and Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

TAX RATE - The amount of tax stated in terms of a unit of the tax base; i.e., 40.5 cents per $100 of real property assessed valuation.

TRANSFERS - The amount of contribution from one fund to another. Transfers are made from the General Fund to the Capital Projects Fund and the Equipment Acquisition and Replacement Fund for acquisition of capital assets, and from the Water and Sewer Fund to the General Fund as reimbursement for administrative support activities.

GLOSSARY

WATER AND SEWER FUND - Accounts for the activities of the City of Bowie Water and Sewer System, which is a separate self-supporting entity, financed entirely by user charges.