



City of Bowie

Regular City Council Meeting

Tuesday, February 20, 2024
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**
 - A.** City Committee Appointments/Reappointments/Swearing-In
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A.** Adoption of Resolution R-7-24 Accepting a Proposal for Consulting Services for a City-Wide Wayfinding Plan from Guide Studio, Inc. in the Amount of \$89,000
 - B.** Introduction of Ordinance O-1-24 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2023, and ending June 30, 2024, as Embodied in Ordinance O-5-23, and Amended by O-11-23 to Appropriate Funds for the Purchase of a Pickup Truck for Community Services and to Increase the Appropriation for the Emergency Operations Center
- XI. OLD BUSINESS**
 - A.** New Bowie Ice Arena Design Progress Presentation - City Staff and JLG Architects will provide a comprehensive progress update on the replacement Bowie Ice Arena.
- XII. NEW BUSINESS**
 - A.** Bike and Pedestrian Outreach Initiative - Council will be briefed on the Outreach Initiative the Planning Department has been developing to educate grade school students concerning bicycle and pedestrian safety.
 - B.** FY24 Mid-Year Budget Report - Staff will update Council on City finances and progress towards the completion of budget objectives.
 - C.** Bowie Strategic Plan Discussion.
- XIII. ADJOURNMENT**

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

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 2/21/2024 and 2/24/2024 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 2024 Council Meetings list. Once the meeting video opens, be sure to click on “CC” button to turn on closed captioning.

NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - MONDAY, MARCH 4, 2024 - COUNCIL CHAMBERS - 8:00 P.M.



Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: City Committee Appointments/Reappointments/Swearing-In

DATE: 02/15/2024

Committee Appointments and Swearing-in:

1. Ms. Bakir Lawson was interviewed on October 2, 2023 for appointment to the Public Safety Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please have Councilmember Brady move to appoint her.
2. Mr. Jason Pagel was interviewed on October 2, 2023 for appointment to the Public Safety Committee. Council concurred to appoint him to the committee as a member for a 2-year term. Please have Councilmember Brady move to appoint him.
3. Mr. Cameron Davis was interviewed on February 5, 2024 for appointment to the Financial Advisory Committee. Council concurred to appoint him to the committee as a member for a 2-year term. Please have Mayor Pro Tem Woolfley move to appoint him.
4. Ms. Cheryl Moore was interviewed on February 5, 2024 for appointment to the Community Outreach Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please have Councilmember Estève move to appoint her.
5. Ms. Romie Duvert was interviewed on February 5, 2024 for appointment to the Community Recreation Committee. Council concurred to appoint her to the committee as a member for a 2-year term. Please have Councilmember Truesdale move to appoint her.

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: City-wide Wayfinding Plan
Resolution R-7-24

DATE: 02/15/2024

A legal notice advertising a Request for Proposals was issued on eMaryland Marketplace Advantage and on the City's website on November 9, 2023. Proposals were received from the following firms on January 12, 2024:

Associated Space Design*
Century Engineering, LLC, a Kleinfelder Company
Guide Studio, Inc.*

Proposals were evaluated by a two (2) member panel made up of City Staff. The proposals were evaluated as required by the City Charter and Procurement Policy. Criteria for selection included the firm's experience, qualifications, capacity, reputation price and understanding of the City's requirements. The selection panel also conducted interviews/discussions with the top two (2) firms (as indicated with *)

The City requested all Best and Final Offers (BAFOs) from the top two (2) firms by February 2, 2024. As of the due date, only one BAFO was received from Guide Studio, Inc.

After careful review and negotiation, it was determined that Guide Studio, Inc. of Cleveland, OH, had submitted the most responsive and responsible proposal that was in the best interest of the City in the amount of \$89,000. This is under the budget of \$100,000.

I concur with the above recommendation and request your approval of R-7-24.

ATTACHMENTS: 1. 20240220 - Resolution R-7-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING A PROPOSAL FOR CONSULTING SERVICES FOR A CITY-WIDE
WAYFINDING PLAN FROM GUIDE STUDIO, INC. IN THE AMOUNT OF \$89,000

WHEREAS, pursuant to Section 61 of the City Charter, on November 9, 2023, a Request for Proposals was issued on eMaryland Marketplace Advantage and on the City's website for the consulting services related to the preparation of a City-wide Wayfinding Plan; and

WHEREAS, on January 12, 2024, the City received three (3) proposals; and

WHEREAS, after evaluation and review of the three (3) proposals and interviews were conducted with the top two (2) firms; and

WHEREAS, after careful review and negotiation, it was determined that Guide Studio, Inc. of Cleveland, OH, had submitted the most responsive and responsible proposal that was in the best interest of the City in the amount of \$89,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid proposal of Guide Studio, Inc. and authorizes the award of a contract to Guide Studio, Inc. in the amount of \$89,000.00.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on February 20, 2024.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Ordinance Approving Supplemental Appropriations for the Annual Budget for Fiscal Year 2024
Ordinance O-1-24

DATE: 02/15/2024

Ordinance O-1-24 proposes to amend the City's Fiscal Year 2024 Annual Budget to provide supplemental appropriations for the following purposes:

1. Vehicle #15 was damaged by a fallen tree. The replacement 2023 Chevy Colorado pickup truck will cost \$43,334.00. Therefore, it is requested that an additional amount of \$43,400 be appropriated for this pickup truck.
2. The bids received for the construction of the new Emergency Operations Center exceeded the \$200,000 appropriated in the FY2024 Budget. Staff is requesting an additional \$40,000 to match the lowest bid offer of \$237,474. Therefore, it is requested that an additional amount of \$40,000 be appropriated for the Emergency Operations Center.

CITY OF BOWIE
SUPPLEMENTAL BUDGET APPROPRIATION O-1-24
FOR FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

GENERAL FUND

<u>Revenues</u>				
	01	48005	Appropriated Fund Balance	\$ 83,400
			Total Revenues	<u>\$ 83,400</u>
<u>Expenditure Appropriation</u>				
	01920	59005	Capital Projects Fund	\$ 40,000
	01920	59015	Equipment Acquisition and Replacement Fund	\$ 43,400
			Total Appropriations	<u>\$ 83,400</u>

Equipment Acquisition and Replacement Fund

<u>Revenues</u>				
	03	49010	Transfer From General Fund	\$ 43,400
			Total Revenues	<u>\$ 43,400</u>
<u>Expenditure Appropriation</u>				
	03101	57020	General - Machinery and Equipment	\$ 43,400
			Total Appropriations	<u>\$ 43,400</u>

Capital Projects Fund

<u>Revenues</u>				
	10	49010	Transfer From General Fund	\$ 40,000
			Total Revenues	<u>\$ 40,000</u>
<u>Expenditure Appropriation</u>				
	10178	57010	Emergency Operation Center	\$ 40,000
			Total Appropriations	<u>\$ 40,000</u>

Council's approval of Ordinance O-1-24 providing supplemental appropriations for the annual budget for the fiscal year ending June 30,2024 is requested.

ATTACHMENTS: 1. 20240220 - Ordinance O-1-24

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2023, AND ENDING JUNE 30, 2024, AS EMBODIED IN ORDINANCE
O-5-23, AND AMENDED BY O-11-23 TO APPROPRIATE FUNDS FOR THE
PURCHASE OF A PICKUP TRUCK FOR COMMUNITY SERVICES AND TO
INCREASE THE APPROPRIATION FOR THE EMERGENCY
OPERATIONS CENTER

WHEREAS, as required by the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Bowie, the City Council of the City of Bowie, Maryland (hereinafter, “the City”) adopted Ordinance No. O-5-23 to appropriate funds for the several objects and purposes for which the City intended to provide for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024; and

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

WHEREAS, supplemental appropriations are necessary to reflect additional sources of expenditures that were not included in Ordinances O-5-23; and amended by O-11-23; and

WHEREAS, it has become necessary to appropriate additional funding for the replacement of vehicle #15 damaged by a fallen tree and to increase the appropriation for the Emergency Operation Center; and

WHEREAS, an additional appropriation of \$83,400 from the General Fund Appropriated Fund Balance is requested to the purchase of a 2023 Chevy Colorado 4WD pickup truck costing \$43,400 and \$40,000 to increase the appropriation for the Emergency Operation Center; and

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

WHEREAS, City Charter, Sec. 12 “Procedure for enacting ordinances” requires that ordinances become effective at the expiration of thirty (30) calendar days following their passage by the Council.

Section 1: NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, that the Budget for the Fiscal Year beginning July 1, 2023, ending June 30, 2024, as adopted by Ordinance O-5-23; and amended by O-11-23; is further amended as follows:

APPROPRIATION ORDINANCE
THE CITY OF BOWIE, MARYLAND

<u>GENERAL FUND</u>			
<u>ESTIMATED REVENUES</u>			

Appropriated Fund Balance		\$ [12,964,300]	\$ 13,047,700
TOTAL REVENUES		\$ [76,785,600]	\$ 76,829,000
<u>APPROPRIATIONS BY ACTIVITY</u>			

Nondepartmental - Capital Projects Fund		\$ [2,468,300]	\$ 2,508,300
Nondepartmental - Equipment Acquisition and Replacement Fund		\$ [2,460,800]	\$ 2,504,200
TOTAL APPROPRIATIONS		\$ [76,785,600]	\$ 78,869,000

Total General Fund Revenues		\$ [76,785,600]	\$ 78,869,000
Total General Fund Appropriations		\$ [76,785,600]	\$ 78,869,000
<u>EQUIPMENT ACQUISITION AND REPLACEMENT FUND</u>			
<u>ESTIMATED REVENUES</u>			

Transfer from General Fund		\$ [2,460,800]	\$ 2,504,200
TOTAL REVENUES		\$ [5,221,900]	\$ 5,265,300
<u>APPROPRIATIONS</u>			

General Government		\$ [366,500]	\$ 409,900
TOTAL APPROPRIATIONS		\$ [5,221,900]	\$ 5,265,300

Total Equipment Acquisition Fund Revenues		\$ [5,221,900]	\$ 5,265,300
Total Equipment Acquisition Fund Appropriations		\$ [5,221,900]	\$ 5,265,300

CAPITAL PROJECTS FUND**ESTIMATED REVENUES**

Transfer from General Fund	\$ [2,468,300]	\$ 2,508,300
TOTAL REVENUES	<u>\$ [12,062,600]</u>	<u>\$ 12,102,600</u>

APPROPRIATIONS

Emergency Operation Center	\$ [200,000]	\$ 240,000
TOTAL APPROPRIATIONS	<u>\$ [12,062,600]</u>	<u>\$ 12,102,600</u>

Total Capital Project Fund Revenues	\$ [12,062,600]	\$ 12,102,600
Total Capital Project Fund Appropriations	<u>\$ [12,062,600]</u>	<u>\$ 12,102,600</u>

Section 2: BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF

BOWIE, that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, provided that it is adopted by a 2/3 vote of the members of the City Council and further provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland, at a Regular Meeting on February 20, 2024.

PASSED by the Council of the City of Bowie, Maryland, at a Regular Meeting on _____, 2024.

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

Approved as to Form and Legal Sufficiency

Elissa D. Levan
City Attorney



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: New Bowie Ice Arena Design Progress Presentation

DATE: 02/15/2024

Attached, please find a PowerPoint presentation capturing the design progress of the replacement 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 their December visit. This includes floor plans, a site plan, a selected interior and exterior views, as well as an updated cost estimate.

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 and JLG Architects (Minneapolis, MN) offer a progress update toward those goals.

Mr. Tom Betti and Mr. Derek Kieckhafer will present our comprehensive progress to date, with a focus on development since our last presentation.

ATTACHMENTS: 1. 20240220 - Bowie Ice Arena Presentation without Video

City of Bowie New Ice Arena

February 20, 2024

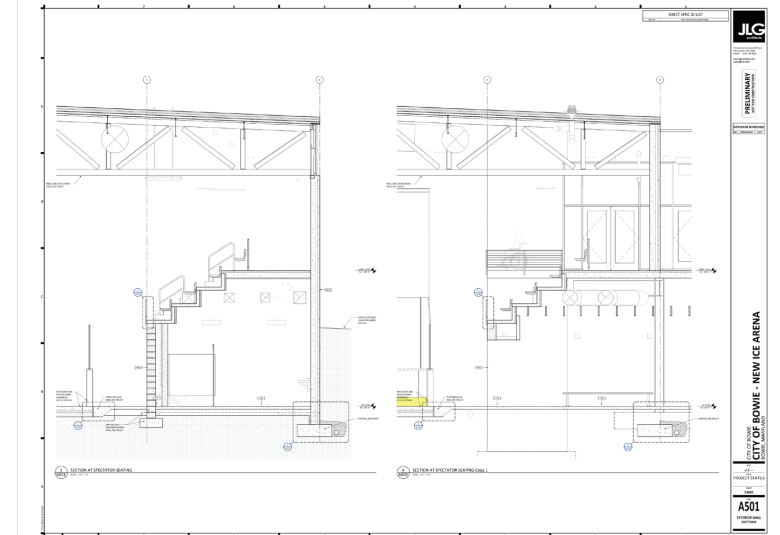
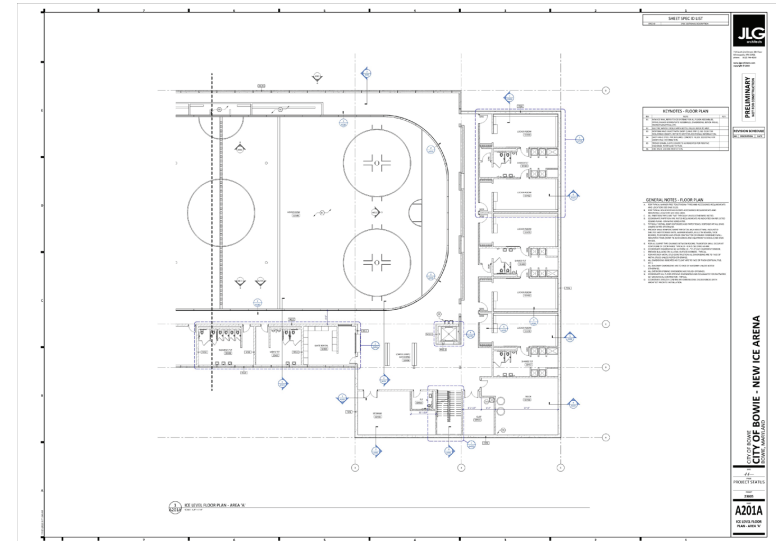
JLG Architects | Dewberry | B32° Engineering | Nelson-Rudie & Associates
CMTA | Specialized Engineering | Henry Adams Commissioning

Big Picture Summary

Project Progress

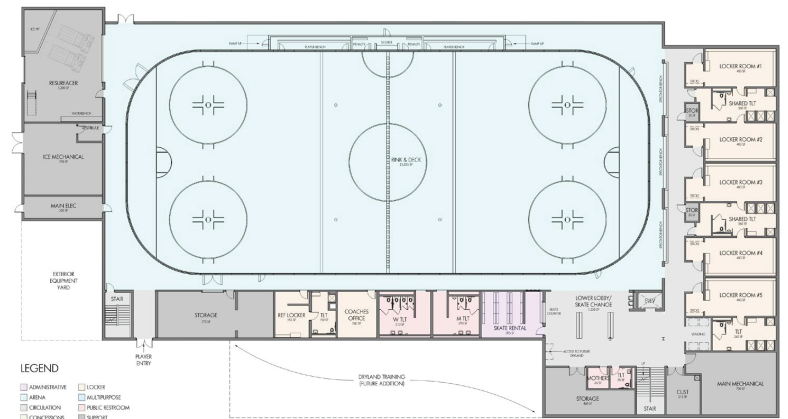
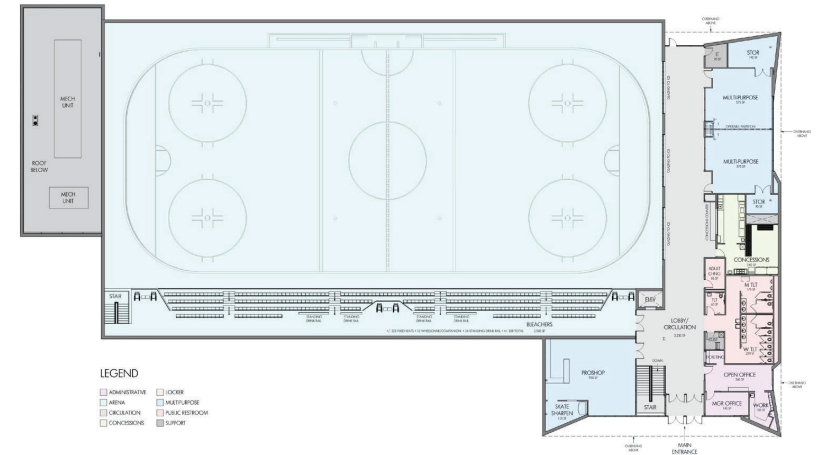
- Construction Documents commenced mid-December 2023
- Public Stakeholder Meeting #2 held January 23 at Kenhill Center
- 65% CD deliverable to City PM Team on February 9.
- Design team roughly 70-75% complete with CD package.
- Construction Documents to be completed April 12.
 - Prior to issuing final documents for bidding, documents will be submitted for Permitting.
- Bidding and contractor procurement tentatively starting early May 2024.

City of Bowie New Ice Arena: February 20, 2024



Value Engineering

- Continual Value Engineering and stakeholder engagement throughout the entire project process.
- Design team holds weekly progress meetings with the City PM Team to determine where scope could be removed and/or reduced.
- Floor plan and overall design is as efficient as possible.
- 1-for-1 space program allocation with existing Ice Arena.



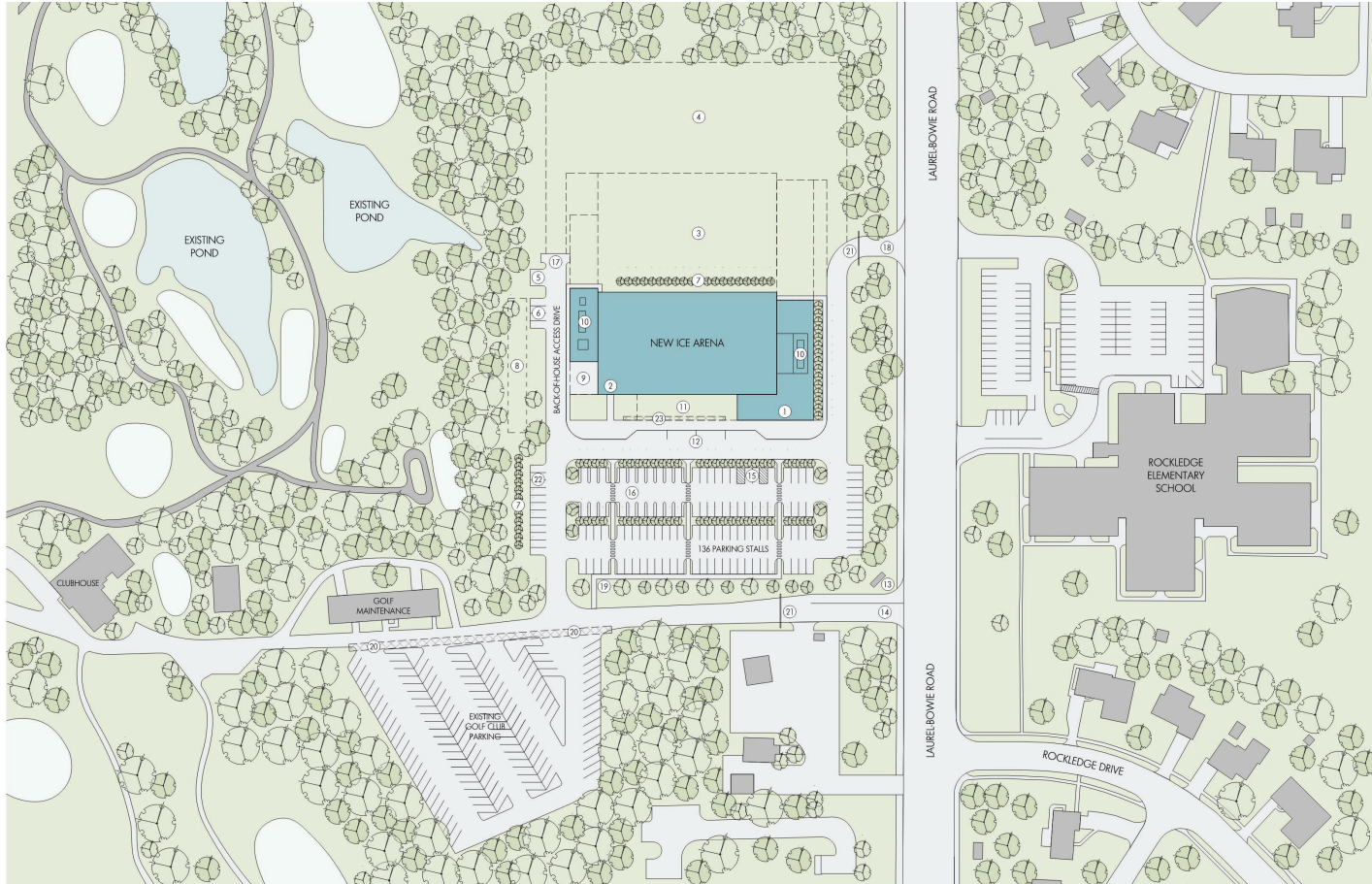
Value Engineering – Accepted Revisions

- 1) Dryland Training – project started as an Add Alternate in original scope; now planned as a future expansion.
 - Approx. \$1.5 Million savings
- 2) Removed EV Parking Stalls – Approx. \$20,000
 - Electrical infrastructure will be installed for potential future EV connection (14 stalls)
 - LEED credits can still be achieved
- 3) Access to player entry – simplification of sitework
 - Original concept provided accessible ramp from Main Entry to Player Entry
 - All portions of site not required to meet ADA – patrons are provided access to lower level from elevator inside building.
- 4) Reduction of Locker Room plumbing fixtures
 - Reduce (1) toilet, (1) sink and (1) shower from each locker room (9 total fixtures) – Approx. \$45,000
 - Reduce (1) toilet and (1) sink per Public Toilets on ice level (4 total fixtures) – Approx. \$20,000
- 5) Reduce building footprint at Main Electrical room – Approx. \$50,000
 - Design team determined an Emergency Electrical room was no longer required.
 - Reduced SF footprint by 185 SF.

Value Engineering – Potential Scope Revisions

- 1) Remove translucent glazing on high walls of Ice Arena
 - Omit glazing on North Wall – **Approx. \$195,000** – Omit glazing on South Wall – **Approx. \$95,000**
 - Negative LEED impact – will affect natural daylighting and negative impact on lighting and energy utilization
 - Negative overall design impact – aesthetics and user experience
- 2) Remove Lobby clerestory window and high volume roof structure – less glazing and structure.
- 3) Alternate metal panel material at main entrance
 - Extruded aluminum/ single profile metal panel options can provide more cost effective solutions, but are less durable and have lesser aesthetic capabilities.
 - City PM Team likes architectural design of the current exterior metal panels.
- 4) Acoustic Baffle Ceilings in Public Areas
 - City PM Team may entertain slight reductions in material/arrangement
- 5) Heat Recovery
 - City PM Team elected to retain this scope.
- 6) Spectator Guardrail
 - City PM elected to proceed with glass infill in lieu of cable rail.
 - Additionally, there are safety concerns with horizontal cable rail.

Site Plan



LEGEND

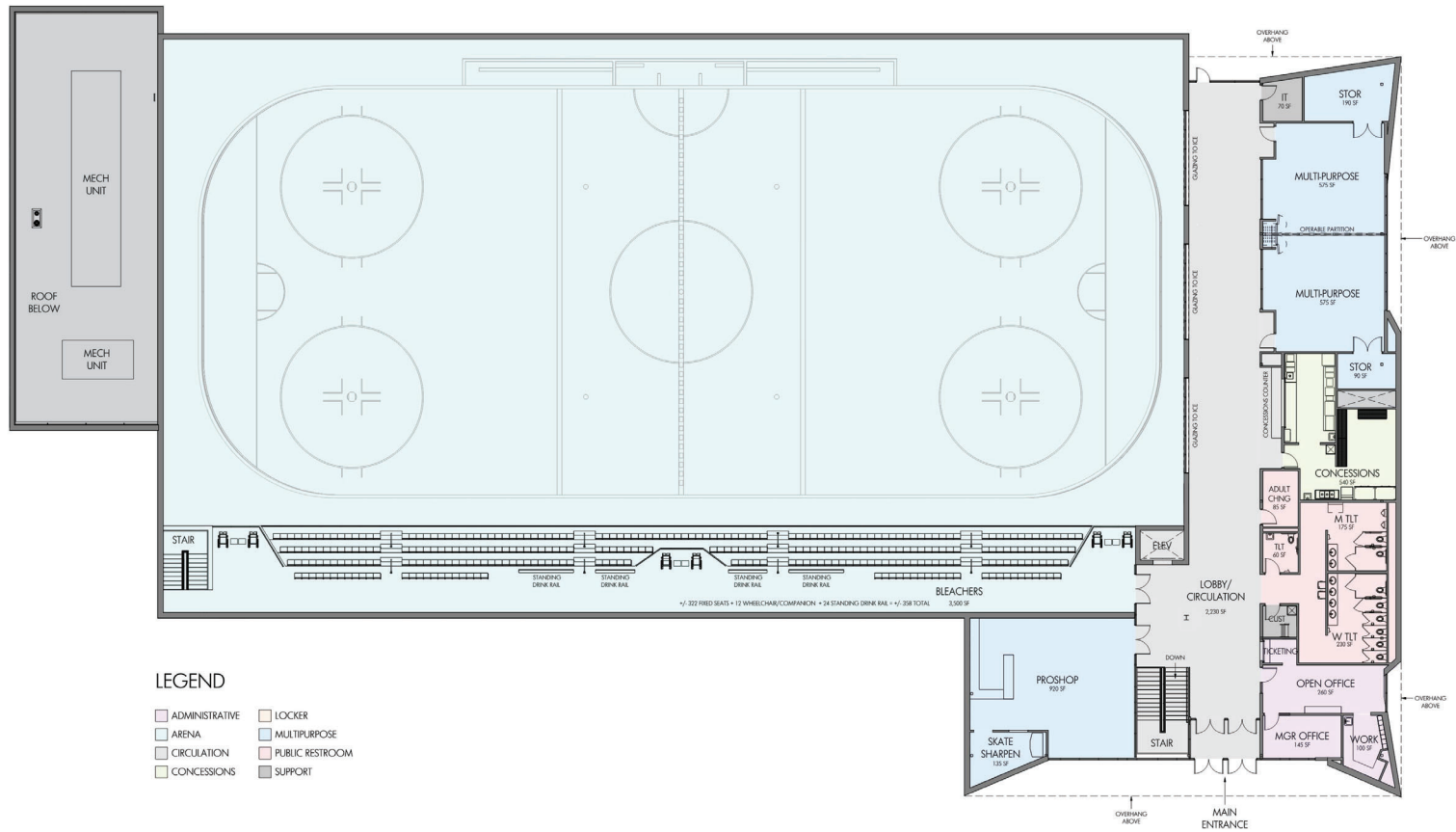
1. Main building entrance.
2. Dedicated player entrance.
3. Future building expansion.
4. Future parking.
5. Trash enclosure
6. Employee/building operations staff parking (4 stalls).
7. Stormwater bioswale, Depressed grade with plantings/shrubbery.
8. Underground stormwater storage tank.
9. Exterior 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



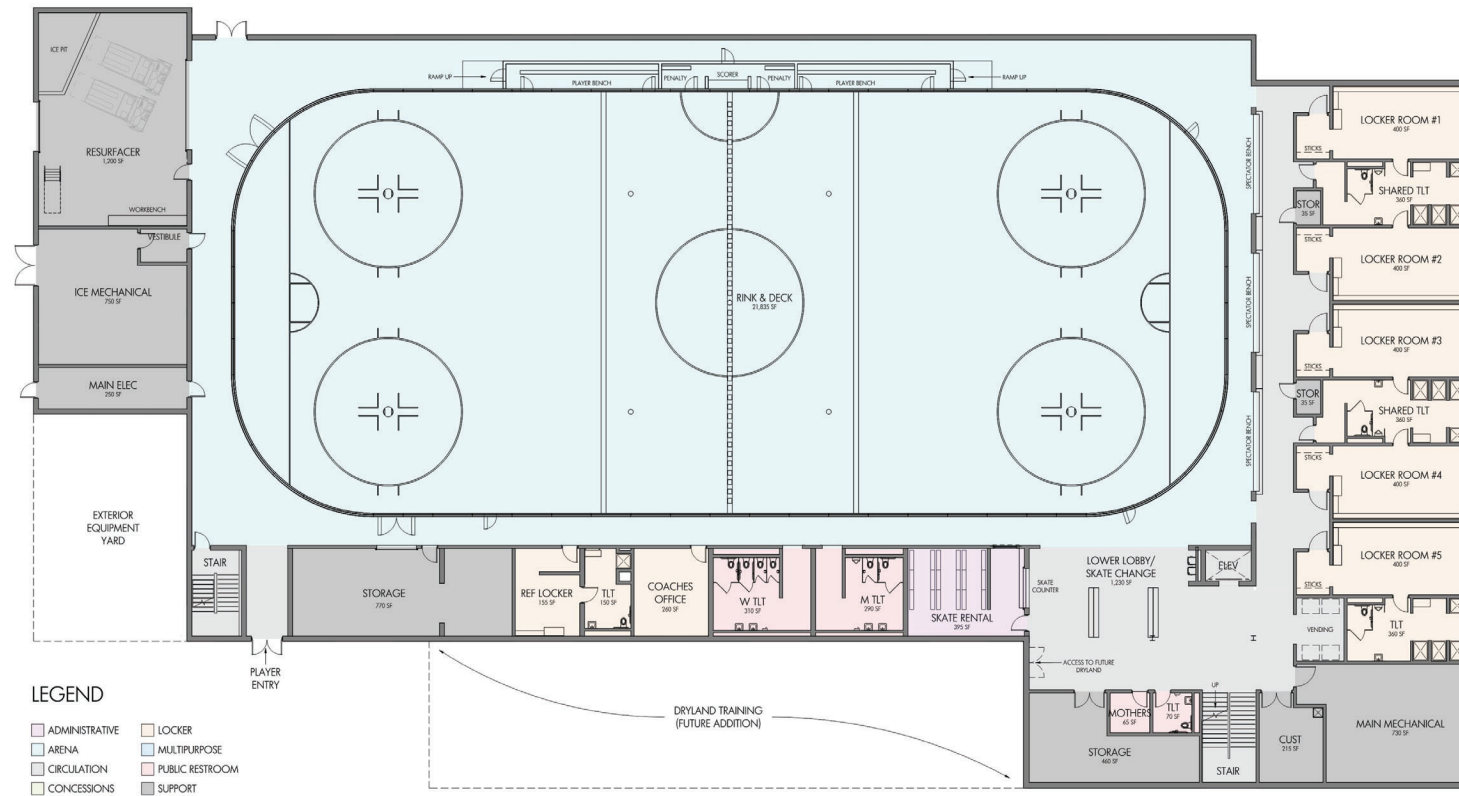
City of Bowie New Ice Arena: February 20, 2024

Lobby Level Floor Plan



City of Bowie New Ice Arena: February 20, 2024

Ice Level Floor Plan



Main Entrance Perspective



City of Bowie New Ice Arena: February 20, 2024

Ice Arena Perspective



City of Bowie New Ice Arena: February 20, 2024

View to Ice from Bleachers



City of Bowie New Ice Arena: February 20, 2024

Locker Room



City of Bowie New Ice Arena: February 20, 2024

Interior Lobby at Main Entrance



City of Bowie New Ice Arena: February 20, 2024

Cost Estimate

CONSTRUCTION COSTS			
New Construction	Cost/SF	Area (SF)	
General	\$243	49,000	\$ 11,897,335.00
Mechanical	\$91	49,000	\$ 4,454,240.00
Electrical	\$57	49,000	\$ 2,800,820.00
		SUBTOTAL	\$ 19,152,395.00
Site Improvements			
Site Improvements			\$ 2,075,000.00
Subtotal	\$433	49,000	\$ 21,227,395.00
Escalation	3.0%		\$636,822
Design and Pricing Contingency	8%		\$1,749,137
		SUBTOTAL	\$ 23,613,354.20
General Conditions	5%		\$1,180,667.71
General Requirements	3%		\$708,400.63
Bonds	1%		\$236,133.54
Insurance	0.5%		\$118,066.77
Overhead and Profit	2.5%		\$590,333.85
Total Construction Budget	\$540	TOTAL	\$26,446,957
SOFT COSTS (OWNER)			
<i>*All softcosts are estimated at 12% - Owner to Confirm all Softcost</i>			
TOTAL SOFT COSTS			\$3,173,635
TOTAL PROJECT COST			
TOTAL PROJECT COST			\$29,620,592

City of Bowie New Ice Arena: February 20, 202-

Questions?



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bike and Pedestrian Outreach Initiative

DATE: 02/15/2024

Council will be briefed on the Outreach Initiative the Planning Department has been developing to educate grade school students concerning bicycle and pedestrian safety and how we can further implement this initiative in our local schools.

ATTACHMENTS: 1. 20240220 - Bicycling School Outreach Presentation



Bike & Pedestrian Outreach Initiative

BY: RIDWAN COKER

Facts and Figures

PGCPS is the nation's 20th largest school districts in the United States and the second largest school system in Maryland

20

In 2022, a total of 83,650 pupils were transported to/from schools in PGCPS and a total of 636,960 pupils were transported to/from schools in the entire state.

In 2022, a total of 9,227,020 Non-Disabled miles and a Total of 6,410,745 miles for a total of 15,637,765 total miles were driven in PGCPS.

In 2022, a total of 9,831,140 non-disabled route driver hours and a total of 8,398,865 disabled route driver hours we billed for a total number of 18,230,005 driver hours.

Bicycling Health Benefits

- ◆ Riding a bike takes skill. Specifically, it takes gross motor skills. Children who ride bikes learn spatial reasoning, sharpen visual motor skills and strengthen sensory-motor skills.
- ◆ They build strong muscles and bones. Riding a bike engages muscles that support balance and coordination.
- ◆ Biking promotes a healthy mind.
- ◆ Biking can relieve stress and boost mood by releasing endorphins and allowing kids to feel accomplished.
- ◆ Learning to ride a bike is considered a milestone for many kids and parents, and it should be as it engages the entire body.



Bicycling Safety Benefits

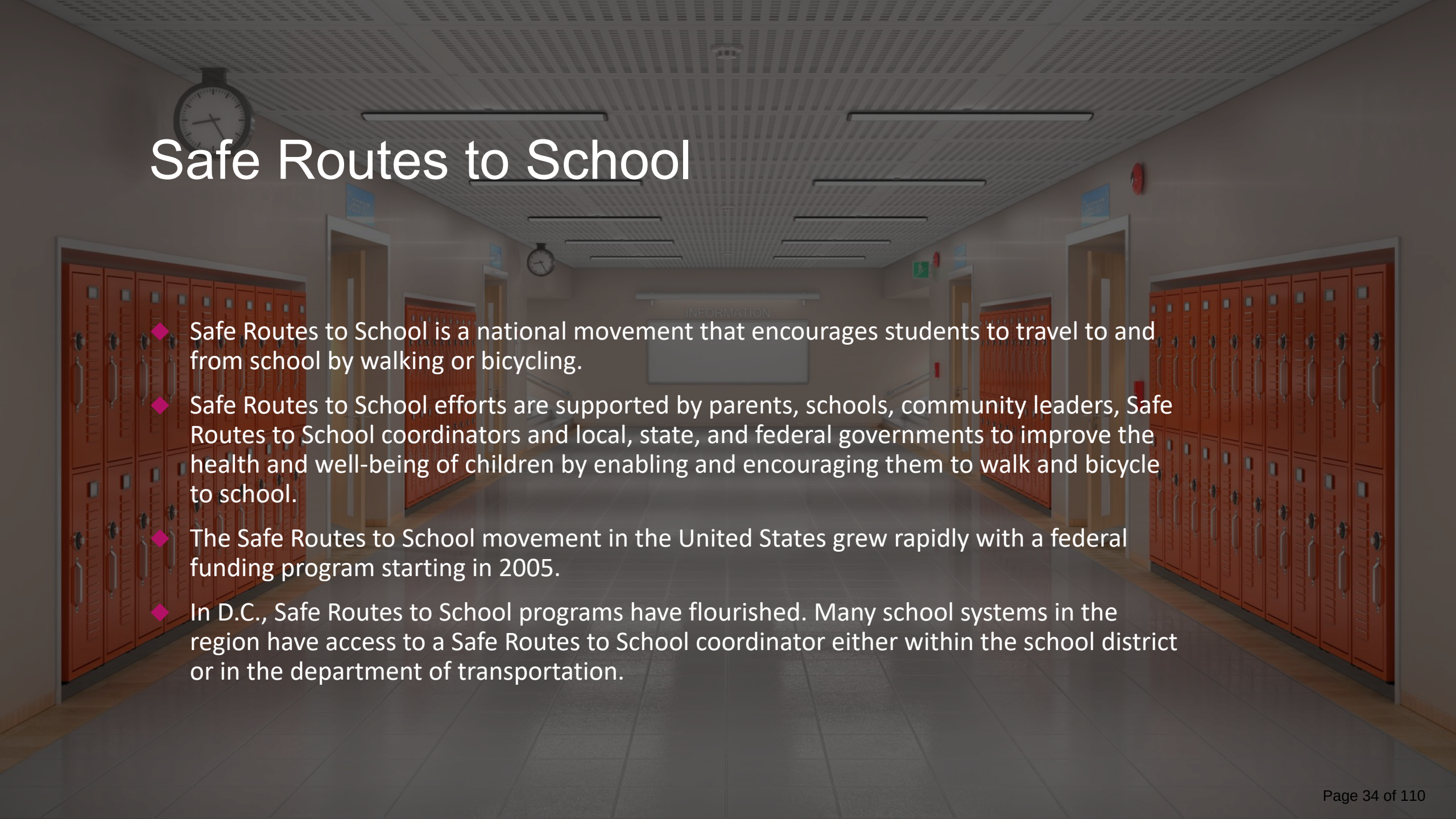
- ◆ Learning the rules of the road as a child is knowledge that will stick with kids their whole lives.
- ◆ Identifying traffic signs, knowing how to use crosswalks and obeying traffic lights are just a few examples that can keep kids safe when riding.
- ◆ We suggest teaching the rules of the road a little at a time. For younger kids start with helmet safety. Talk about the importance of properly wearing a helmet every time they bike or ride. Consider reviewing and identifying traffic signs and practicing looking left, right, left before crossing too.
- ◆ With older kids, the goal is to ensure they know the rules so they can be independently safe.



Pedestrian Benefits

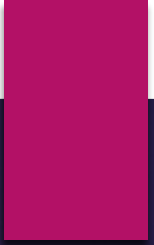
- ◆ Strengthen the heart: Walking at least 30 minutes a day, five days a week can reduce your risk for coronary heart disease by about
- ◆ Boosts energy: Going for a walk when you're tired may be a more effective energy boost than grabbing a cup of coffee. Walking increases oxygen flow through the body and can increase levels of cortisol, epinephrine, which are hormones that help elevate energy levels.
- ◆ Boosts brain function: Walking can help improve cognitive function, including memory and attention.





Safe Routes to School

- ◆ Safe Routes to School is a national movement that encourages students to travel to and from school by walking or bicycling.
- ◆ Safe Routes to School efforts are supported by parents, schools, community leaders, Safe Routes to School coordinators and local, state, and federal governments to improve the health and well-being of children by enabling and encouraging them to walk and bicycle to school.
- ◆ The Safe Routes to School movement in the United States grew rapidly with a federal funding program starting in 2005.
- ◆ In D.C., Safe Routes to School programs have flourished. Many school systems in the region have access to a Safe Routes to School coordinator either within the school district or in the department of transportation.



SO, WHAT'S NEXT?

Presentation/ Workshop

- ◆ Host an interactive Bike/Ped Safety Workshop in our District 5 schools to promote safe and healthy transportation habits in our local schools and community.
- ◆ Workshop will provide students pedestrian and bicycle safety training such as: proper equipment, traffic rules and signals, be one another's keeper, and what to watch for in their surroundings.
- ◆ Sustainability manager will provide insight on the benefits bike/ped can contribute to the environment.



Presentation/Workshop

- ◆ The proposed workshop will contain several stations with displays highlighting proper equipment, traffic rules and signs, a bike demo, and SWAG that the students can win.



Timeline

- ◆ With the approval from Council and the school's administration, we want to set up an all-hands meeting with all parties to determine exact dates and the orchestration of this program. The ideal time we would like to rollout this workshop is in April-May barring any setbacks. With the help of Prince George's County, WABA, and others we can make this program advantageous to our youth and give them the necessary tools to help protect them and others.



Vision Zero Resources (County Initiative)

Vision Zero Prince George's and You!

What is Vision Zero?
Vision Zero is a goal to create safe roads that support all ages and abilities!

Bike Safety

- Always wear a buckled helmet.
- Always stop at stop signs, lights, and intersections.
- Always look both ways when crossing the road.

Walking Safety

- Always look left, right, and left again before crossing the road.
- Stay on sidewalks and cross the street at crosswalks.
- Wear something bright and carry a light. Be seen and be safe.
- Phones down, eyes up, and pay attention.

Take the VISION ZERO Prince George's Safety Pledge for Teens and Kids!

- I will look left, right & left again making sure it's clear before crossing the street.
- I will stay on sidewalks & cross the street at crosswalks when possible.
- I will be alert and keep my eyes on the road while walking or biking.
- I will wear bright, white, or reflective clothing, and carry a light so drivers can see me.
- When biking, I will always wear a helmet.
- When in a car, I will always wear my seatbelt and ask others to buckle up too.
- I will share the Vision Zero Prince George's Safety Pledge with my friends and family.

dpwt.mypgc.us #PGCountyDPWT 301-883-5800

Prince Georges Proud
Get to Know Us

Terry L. Bellamy
Director

Tips for Safe Bicycling

1. Wear a helmet with a hard shell.
2. Ride with traffic and on the right side of road.
3. Don't carry passengers on your bike.
4. Signal other bicyclists, motorists and pedestrians.
5. Ride a bike that is the right size for you and has:
 - Bell or horn
 - White headlight
 - Rear reflector
 - Wheel reflectors

roads.maryland.gov

PRINCE GEORGE'S COUNTY, MARYLAND BE SEEN, BE ALERT AND BE SAFE BICYCLE & PEDESTRIAN SAFETY CAMPAIGN

**BE SEEN, BE ALERT AND BE SAFE
while biking and walking in Prince George's County!**

BE SEEN

- Wear bright and reflective clothing while biking and walking.
- When it's dark, use a white front light and red rear light, while biking.
- Bike with traffic - never against it.
- While walking, carry a flashlight or use the light from your phone to be seen by motorists.
- Walk on sidewalks and cross at crosswalks and intersections. If a sidewalk isn't available, walk on the shoulder far from vehicles facing traffic.

BE ALERT

- Eliminate distractions. No texting or talking on the phone while walking or biking.
- Obey traffic signs, signals and road markings.
- Look ahead for hazards, blindspots and situations to avoid.

BE SAFE

- Always look left, right and left again. Make sure it's safe before crossing the street.
- When biking, always wear a helmet with a hard shell and use hand signals when turning or stopping.

For more information, visit VisionZeroPrinceGeorges.com
or email BeSeenBeAlertBeSafe@co.pg.md.us.

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Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: FY24 Mid-Year Budget Report

DATE: 02/15/2024

Staff will update Council on City finances and progress towards the completion of budget objectives.

ATTACHMENTS: 1. 20240220 - Mid-Year 2024 Final



FIND IT ONLINE HERE



FY2024 MID-YEAR BUDGET REVIEW

City Council

Timothy J. Adams, Mayor

Dufour Woolfley - Mayor Pro Tem, District 2

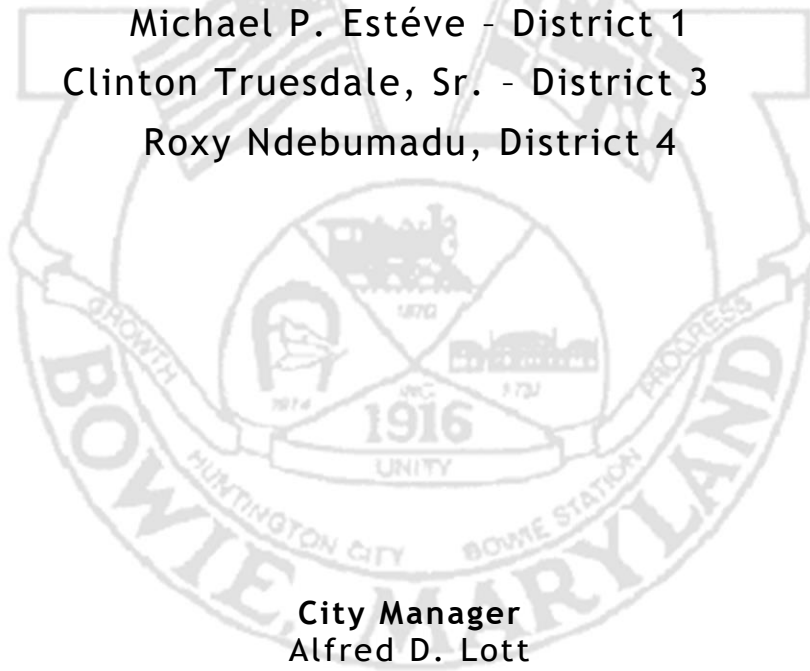
Dennis Brady - At-Large

Wanda Rogers - At-Large

Michael P. Estéve - District 1

Clinton Truesdale, Sr. - District 3

Roxy Ndebumadu, District 4



City Manager

Alfred D. Lott

Assistant City Manager

Daniel J. Mears

"Growth, Unity, Progress"

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<https://www.cityofbowie.org>

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<https://www.youtube.com/user/cityofbowiemd>



City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

February 15, 2024

Honorable Members of the Bowie City Council:

I am pleased to submit for your review the Fiscal Year 2023-2024 Mid-Year Budget Review. The report covers the status of the objectives committed to in the budget as well as a midyear financial summary.

General Fund revenues and expenditures appear to be on target with the FY2024 Adopted Budget. Revenues at the midpoint are \$45.3 million while expenditures are \$28 million. The City's major revenue source Real and Personal Property Taxes increased by \$797,720, compared to the same time last year but less than the \$1.3 million increase in fiscal year 2023. This could indicate a slowing of assessed values during the first year of the tri-annual assessment cycle.

General Fund expenditures increased by \$2.4 million in the first half of the fiscal year and is most attributable to the transfer to Capital Projects Fund totaling \$1.4 million with most of the remaining increase allocated to Public Works.

The change in Net Position for the Water and Sewer Division increased by \$540,081, because of increases in the water and sewer rates. Actual water consumption has improved over the last year but continues to grow at a slow rate due to efficiency improvements in household fixtures and homeowner conservation practices.

The City's economic outlook is stable and positive. However, with increasing expenditures, coupled with nagging inflationary, and without new revenues, it will be difficult to produce a balance budget without using significant amounts of the City's reserve funds.

Revenues and expenditures for all funds are explained in the Financial Summary.

This report also describes the status of each department's objectives and the progress of each capital improvement project. I hope that this information will illuminate the significant accomplishments made during the year, as well as provide a schedule for the completion of other objectives in the remaining months of the fiscal year.

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

MAYOR Timothy J. Adams

MAYOR PRO TEM Dufour Woolfley

COUNCIL Dennis Brady • Michael P. Estève • Roxy Ndebumadu • Wanda Rogers • Clinton Truesdale, Sr. **CITY MANAGER** Alfred D. Lott
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

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PART I

Status of FY2023 - 2024 Objectives

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024City Manager

	Adopted	Updated
Operating expenditures per capita	\$1,184	\$1,184
Number of residents per City employee	144	144

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

STATUS - This objective is 100 percent complete. Orientation sessions were held for the two new At-Large Councilmembers and an updated Council Reference Guide was sent to all Councilmembers.

Human Resources

	Adopted	Updated
Number of applications received	1,200	1,554
Number of recruitments	50	59
Number of employees enrolled in HSA plan	235	239
% of eligible employees participating in 401(k) Plan	85	64
Average number of days to complete recruitments	45	51

1. **Create a New Employee Orientation Program, including quarterly seminars by September 30, 2023.**

STATUS - Onboarding process within BambooHR, which is associated with the orientation process has been implemented.

2. **Ensure that the City participates in at least three in-person or virtual job/recruitment fairs by June 30, 2024.**

STATUS - The City has participated in two in-person recruitment events. This objective will be completed as scheduled.

3. **Conduct ten employee wellness-related events by June 30, 2024.**

STATUS - Five employee wellness-related events have been completed. This objective will be completed as scheduled.

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.

STATUS - A partnership with the Bowie State University Career Development Office has been established. All applicable job vacancies are posted to the BSU student website. The HR Office will continue assessing opportunities to participate in upcoming in-person recruitment opportunities. Completed, and will continue to identify additional inroads to expand this relationship.

Elections

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

STATUS - This objective is 100 percent complete. The City election was held on November 7, 2023, with no issues. Five incumbents were re-elected to their seats and two new councilmembers At-Large were elected.

Communications

	Adopted	Updated
City newsletter issues published	56	56
Alert Bowie registrations	9,200	10,500
Alert messages sent	700	720
Meetings and events televised	47	52
Public access shows produced	300	228
Website pages managed	875	548
Videos produced	125	160
Social media posts	2,500	2,800

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.

STATUS - This objective is complete. Monthly engagement metrics reports are being generated and used to refine outreach efforts and identify areas of needed improvement. Some metrics were used to determine layout and menu changes for the new website.

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.

STATUS - This objective is complete. Due to outreach efforts, total registrations have already increased 6% in the first half of FY2024. Staff has completed analysis of Alert Bowie accounts by neighborhoods and will be targeting further efforts in neighborhoods with low registration rates.

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.

STATUS - Communications staff has researched best practices for government LinkedIn pages and developed a preliminary list of enhancements to the City's LinkedIn presence to make it more engaging and is working with Human Resources to showcase employee wellness and team building initiatives.

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.

STATUS - This objective is complete. FY 24 video productions have showcased activities and programs sponsored by various City departments. Videos air on Bowie government television, YouTube, the City website, and social media. The multiple viewing platforms and a new featured video offering on the website have helped to increase viewership metrics over FY2023 levels. These include videos on the election, snow plowing, sustainability webinars, events, and public safety.

Business Operations

	Adopted	Updated
Number of Resident Complaints	47	52
Number of Meetings	120	83
Review of Contracts and Agreements	20	12
Review of Utility Expenses	48	24
Number of Annexation Presentations	3	1

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 construction of the fiber should be ready by fall of 2023.**

STATUS - The City's fiber optic redundancy network infrastructure project's initial construction phase is delayed until the renegotiated franchise agreement is executed. This agreement is crucial as it secures the funding needed to propel this transformative project forward.

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.**

STATUS - Along with the Power Purchase Agreement partner, the completion date for this fiscal year will not be met. Factors including permitting delays and addressing interconnection with the electric utility prompt the schedule to now anticipate successful culmination in the Fall of 2024.

City Clerk

	Adopted	Updated
Number of boards and committees	17	16
Number of board/committee members	130	112
Number of code revisions	3	0

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

STATUS - This objective is 100 percent complete. Orientation sessions were held for the two new At-Large Councilmembers and an updated Council Reference Guide was sent to all Councilmembers.

2. **Update Rules of Procedure for City Council and present to Council for adoption by December 4, 2023.**

STATUS - This objective is 50 percent complete. Draft copy is being finalized and sent to Council by February 2024.

3. Transfer permanent records to the Maryland State Archives for permanent retention in accordance with the approved records retention schedules by June 30, 2024.

STATUS - This objective is 30 percent complete. Collection of records from departments will begin in March and transfers should be completed by June 30, 2024.

4. Update templates for proclamations, resolutions, and ordinances, and create a new template for status report items by October 2023.

STATUS - This objective is 50 percent complete. Working with City Attorney on wording for resolutions and ordinances. Objective should be completed by March 30, 2024.

Economic Development

	Adopted	Updated
Square feet of retail space in Bowie (thousands)	3,290	3,290
Square feet of retail space vacant (thousands)	215	215
Retail space vacancy rate	6.5%	6.5%
Square feet of office space in Bowie (thousands)	1,667	1,667
Square feet of office space vacant (thousands)	180	180
Office space vacancy rate	10.8%	10.8%
Square feet of flex space in Bowie (thousands)	527	527
Square feet of flex space vacant (thousands)	80	80
Flex space vacancy rate	15.2%	15.2%
Square feet of industrial space in Bowie (thousands)	208	208
Percent of real property tax base-commercial	14.4%	14.4%

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.

STATUS - A consultant prepared a 5-year strategy plan that was received in September 2023. The EDC discussed the plan and on January 22, 2024. Staff will hold a community meeting in Old Town Bowie to discuss the plan with the residents. Additional implementation may occur after the January 2024 community meeting.

A successful festival was conducted in October 2023. Planning is underway for 2024.

The Economic Development Intern developed a bus tour of Old Town Bowie for use by the Senior Center. The tour highlights the early history of pre-Levitt Bowie.

Staff continues coordination with the Huntington Heritage Society (HHS) and the Huntington City Community Development Corporation (HCCDC).

- 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).**

STATUS - The Business Retention Specialist held a business outreach event on January 18, 2024 in partnership with the MWBC.

Staff verified Top Employers (100 or more employees) and almost top employers (75 to 99 employees).

Staff updated Restaurant Guide and will update again in the spring.

The Business Retention Specialist created a business survey and is working with our vendor, SizeUp, for distribution and data collection.

Staff are planning a spring 2024 business outreach event to be held at a local meeting/business location.

Staff assisted with permitting concerns and issues with existing and new businesses by liaising between the business owner, management company, and County DPIE.

- 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.**

STATUS - "Locate in Bowie" advertising placed in selected business publications to remind businesses 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.

Inovalon met the criteria for the sixth \$100,000 incentive payment in the 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. Prospect activity has remained low.

4. Continue efforts for retail tenant attraction and retention.

STATUS - 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.

Retail specific location advertising was placed nationally in Shopping Center Business magazine - this advertising program identifies Bowie as a desirable and profitable retail location.

Staff attended the ICSC Mid Atlantic session in September 2023 to promote Bowie retail locations and to support our existing shopping centers in their search for tenants.

Staff coordinated a retail roundtable in September 2023 for Council to interact with retail center owners and developers.

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.

STATUS - Staff provided oversight of the Bowie Business Innovation Center (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.

The City continued to receive small business assistance and counseling services from the Maryland APEX, formerly Procurement Technical Assistance Program (APEX/PTAP), the Capital Region Small Business Development Center (SBDC), and the Maryland Women's Business Center (MWBC).

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

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

Emergency Management

	Adopted	Updated
Internal training seminar attendance	500	100
Number of emergency preparation packets distributed	2,500	1,000
Emergency preparation/management outreach meetings organized	35	10
Staff trained in CPR/AED/First Aid	150	0
Emergency Operations Center Activations	10	2

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

STATUS - Completed Emergency Action Plan for Bowie Gym. Will start plan for Ice Arena once staff vacancies are filled.

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

STATUS - A 3-day class for EOC Intermediate Functions is scheduled for February 2024.

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.**

STATUS - Conducted Winter Weather Preparation Meeting with Staff, met three times with Public Safety Committee to provide updates. Will continue CPR/AED training once staff vacancies are filled.

4. **Develop a Strategic Plan for the Office of Emergency Management by May 31, 2024.**

STATUS - Will be completed once staff vacancies are filled.

5. **Conduct an emergency response related functional or tabletop exercise by May 31, 2024.**

STATUS - Conducted a full-scale exercise with Police Department on an active shooter at City Hall in October 2023.

6. **Conduct a functional exercise to test EOC Operations by May 31, 2024.**

STATUS - Functional exercise will be part of the 3-day EOC Intermediate class in February.

CIP PROJECTS FOR 2023-2024**1. Land Acquisition****Annual Transfer:**

- STATUS - Trying to identify suitable land.
- Percentage of completion - 0%
- Estimated completion date - End of Fiscal year.
- Reasons for any delays - Identifying suitable property.
- Expected results by fiscal year end - Acquire a property if identified.
- Any other pertinent details - N/A

Budget: \$1,526,000

Obligated: \$0

Percentage Used: 0%

2. Emergency Operations Center**Construction:**

- STATUS - RFP had been advertised for the project.
- Percentage of completion - 15%
- Estimated completion date - Anticipated by June 30, 2024.
- Reasons for any delays - RFP development delays.
- Expected results by fiscal year end - Completed project.
- Any other pertinent details - N/A

Budget: \$200,000

Obligated: \$24,000

Percentage Used: 12%

3. City Hall**Police Department records room renovation:**

- STATUS - Completed
- Percentage of completion - 100%
- Estimated completion date - November 2023
- Reasons for any delays- N/A
- Expected results by fiscal year end - Project Completed
- Any other pertinent details - Walls and flooring were installed in the Police Records room, establishing two new offices. This project is complete.

Budget: \$35,000

Obligated: \$34,935

Percentage Used: 99.8%

4. Energy Efficiency Improvements**Retrofit of Lighting at Ice Arena and Skatepark:**

- STATUS - In-progress
- Percentage of completion - 0%
- Estimated completion date - Spring 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - Project completed.
- Any other pertinent details - Project for Ice Arena is expected to be completed in Spring 2024. Project cost is estimated at \$10,000, with significant rebates. The Skate Park will not be completed in FY2024.

Budget: \$30,000

Obligated: \$0

Percentage Used: 0%

Tier EV charging station at City Hall:

- STATUS - Deferred
- Percentage of completion - 0%
- Estimated completion date - N/A
- Reasons for any delays - Insufficient budget to install EV charging stations.
- Expected results by fiscal year end - N/A
- Any other pertinent details - This project is deferred.

Budget: \$20,000

Obligated: \$0

Percentage Used: 0%

5. Facility Security**Phased Security- Physical Security improvements and hardware, closed Circuit television (CCTV) visitor management system, access control systems, alarm systems for other City owned facilities:**

- STATUS - In-Progress
- Percentage of completion - 45%
- Estimated completion date - Spring 2024
- Reasons for any delays- N/A
- Expected results by fiscal year end - CCTV wiring installed on City Hall Roof, City Hall interior, the Police Department, the Senior Center, and the Kenhill Center. Cameras installed at all of these locations.
- Any other pertinent details - N/A

Budget: \$500,000

Obligated: \$219,648

Percentage Used: 43.9%

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024**Police Department**

	Adopted	Current
Residential burglary reports	21	26
Commercial burglary reports	25	27
Assault reports	248	342
Auto theft reports	116	229
Robbery reports	21	33
Theft reports	641	990
Moving violations	3,129	4370
Code, Ranger, Animal Control Assignments	2,338	1431
Total police calls for service	26,247	38,196
Speed camera infractions	16,147	39,627

- 1. Conduct a desk audit on sworn administrative positions to determine benefits of civilianization by December 31, 2024.**

STATUS - The Records Supervisor position has been converted from a sworn supervisory position to a civilian position effective 1/1/2024. Other positions will be evaluated in the future; however, a desk audit is not expected to be completed in FY2024.

- 2. Implement scenario-based training for First Line Supervisors to ensure confidence and competence in managing critical scenes.**

STATUS - Two patrol squads participated in a full-scale active assailant exercise at City Hall. Additional training will be conducted for each patrol squad that will focus on clearing buildings and managing critical incidents. This objective will be completed by June 30, 2023.

- 3. Utilize trained volunteers to conduct citizen contacts for cases with no obvious leads.**

STATUS - Several volunteers were interviewed to serve in this capacity. However, most were not willing to submit to the comprehensive background investigation that is required for access to sensitive and confidential matters. Civilian volunteers are currently utilized to support community events and community outreach. This objective has been completed.

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024Information Technology

	Adopted	Updated
Citizen service requests	9,400	9,400
Number of computers	395	395
Number of servers	85	85
Networked facilities	15	15
GIS Layers	450	450
Telephone calls (in/out bound) in thousands	315	320
Web page total users (in thousands)	435	435
Web page percent viewed by mobile users	36%	36%
IT tickets resolved	3,700	3800

1. **Implement the new Code Enforcement, Animal Control, and Permitting software that was selected in FY2023. Implementation to be completed by June 30, 2024.**

STATUS - Request for proposal documentation has been created. A vendor will be selected by April 30, 2024. Implementation will start after vendor selection and will continue into FY2025.

2. **Redesign the network at the core to improve the topology and flow of network traffic. This will be completed by May 31, 2024.**

STATUS - Redesign documentation is 50% complete. Full redesign documentation will be completed by May 3, 2024. Equipment needed to complete redesign will be purchased once the plan is complete.

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.**

STATUS - The SharePoint framework for the new intranet has been set up and the key stakeholders have been identified. Requirements gathering from various departments will conclude by June 30, 2024. The "go live" date will need to be moved to FY2025 due to unforeseen delays with other large projects.

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.

STATUS - The space at Kenhill was cleaned and recarpeted by Community Services in August 2023. New network connections were installed in all the offices in December 2023. All network connections at Kenhill Center are currently being upgraded to new equipment and the server room wiring is being cleaned up. That work will be completed by January 31, 2024. New office furniture will be selected and purchased by May 1, 2024.

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024**Finance**

	Adopted	Updated
Bond Credit Rating - Moody's	Aaa	Aaa
Bond Credit Rating - Standard & Poor's	AAA	AAA
Bond Credit Rating - Fitch	AAA	AAA
Accounts Payable invoices paid	15,123	15,080
Payroll checks/direct deposits issued	11,646	11,999
Number of purchase orders issued	465	458
Number of cash receipt transactions	50,782	47,731
Number of mulching mower/blade rebates	139	153
Number of real property tax accounts	22,088	22,088
Number of personal property tax bills issued	1,186	1,060
Percent of current property tax levy delinquent	1.20%	1.60%

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

STATUS- Submitted the FY2023 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-nine consecutive years (Fiscal Years 1974-2022).

Received the Distinguished Budget Presentation Award for the FY2024 Adopted Budget. The City has received a Distinguished Budget Presentation award for the last twenty-nine consecutive years (Fiscal Years 1996-2024).

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

STATUS-The annual budget process began in January 2024 with the annual budget guidance meeting. The budget process will conclude with Council adoption of the FY2025 budget in May 2024. The audit for the period covering July 1, 2022, through June 30, 2023, concluded on December 30, 2023. The Annual Comprehensive Report and Uniform Financial Report were both submitted to the State of Maryland.

The mid-year process began on December 7, 2023. Information from each department was compiled by the City Manager's office and the Finance Department and presented to the City Council on February 15, 2024.

Billing and Accounting**Water and Sewer Fund**

	Adopted	Updated
Number of water and/or sewer customers-residential	7,685	7,685
Number of water and/or sewer customers-commercial	251	250
Average quarterly residential water and sewer bill	\$245	5,252
Number of bills or late fee notices issued	38,650	38,000
Number of new accounts processed	600	500
Allowance for Uncollectible Accounts	\$2,607	\$4,715

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024**Community Services**

	Adopted	Updated
Number of Projects	98	93
Events sponsored/ co-sponsored	370	351
Number of Buildings in Department	32	32
Number of City parks	23	23
Number of City playgrounds	11	11
City committees supported	7	7
Number of City committee Activities	97	104
Dwelling Units per Code Compliance Officer	4,186	4,186
Rental Units Per Rental Inspector	1,900	1,900
Residents Served per Animal Control Officer	29,057	29,057

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.**

STATUS - Staff is prepared to initiate training once software is procured.

2. **Develop a fee waiver/discount program for low-income residents to provide affordable participation in City recreation programs by December 31, 2023.**

STATUS - This objective is complete.

3. **Evaluate Public Facilities on ADA accessibility and develop a budget that phases in improvements. Budget proposal to be submitted by January 2024.**

STATUS - This objective is complete. The first phase of this initiative is proposed ADA enhancements at Allen Pond Park, with funding requested through the FY2025 CIP budget.

4. **Collaborate with the Communications Division to integrate the City's new branding into all relevant communications across the Department by April 30, 2024.**

STATUS - This objective is complete.

5. **Work in partnership with Department of Public Works to design the new Bowie Ice Arena by June 30, 2024.**

STATUS - This objective is ongoing.

Building Maintenance

	Adopted	Updated
Square Feet of Building Cleaned	201,000	201,000
Square Feet Cleaned Per Full-Time Equiv.	22,333	22,333
Square Feet of Building Maint. and Repairs	299,800	390,800
Square Feet Maintained Per Full-Time Equiv.	74,950	97,700
Total Number of Workorders	2,300	2,960
Percentage of Completion	97%	96%

1. Implement the stratification of the Plumber, HVAC, and Building Maintenance Worker series by July 31, 2023.

STATUS - Stratification for Plumber and HVAC positions was completed in FY2024. The stratification for Building Maintenance Workers and Building Maintenance Mechanics will be completed in FY2025.

2. Install motorized ADA door hardware on all City Hall conference room doors by August 31, 2023.

STATUS - This objective is complete.

3. Complete Playhouse HVAC and roof replacement projects by October 30, 2023.

STATUS- This objective is complete.

4. Facilitate the Information Technology Department expansion to the Kenhill Center by November 30, 2023.

STATUS - This objective is complete.

5. Develop a phased plan for replacement of flooring at City Hall by December 31, 2023.

STATUS - An eight-year phased flooring replacement will be proposed in the FY2025 budget. This objective is complete.

6. Manage and complete the HVAC replacements at Kenhill Center by June 30, 2024.

STATUS - Completion of this project is anticipated in Spring 2024.

Housing Inspection and Code Compliance

	Adopted	Updated
Number of Complaints/Cases initiated	4,500	3,500
Number of Code Violations cited	5,200	4,500
Number of Municipal Infractions Issued	600	900
Number of Cases Taken to Court	300	450
Number of ARB Cases (submitted/heard)	10/5	20/10
Number of Rental Inspections/Reinspection	3,500	3,500
Number of Violations from Inspections	675	700
Number of Building Permits Issued	500	800
Income From Building Permit Fees	\$409,800	\$500,000

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.

STATUS - This objective is complete.

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.

STATUS - This objective is complete.

3. In collaboration with Emergency Management, conduct quarterly Damage Assessment field exercises with division staff by May 31, 2024.

STATUS - One field exercise was completed in August 2023. Three additional field training exercises are being planned for 2024.

Senior Services

	Adopted	Updated
Number of Class Offerings	425	445
Total Number of Participants in Classes	6,300	7,200
Number of Trips, Special Events, Meetings	85	65
Number of Participants - Trips, Events, Meetings	5,200	3,000
Number of Other Programs - Activities	890	1,065
Number of Participants Programs -Activities	15,200	19,800
Meeting Room hours reserved	350	35
Number of Bus Passengers	16,800	16,800
Number of Bus Passenger Miles	60,000	40,000
Number of Meals Served*	1,900	3,400
Number of Food Pantry Deliveries	1,700	1,800
Number of Shoppers	3,300	3,300
Number of Medical Trips	1,600	1,600
Number of Wheelchair Specific Trips	245	300
Average Weekday Daytime Attendance	200	230
Average Saturday Attendance	50	50
Average Daily Evening Attendance	20	30

*Data provided by Prince George's County

1. Implement stratification of Bus Driver position to Bus Driver I and Bus Driver II by July 1, 2023.

STATUS - This objective is complete.

2. Expand annual Senior Information Fair to include Social and Mental Health service and referral information by October 31, 2023.

STATUS - The annual Senior Information Fair 2023 included representation from City Youth & Family staff and several other community Mental Health service organizations. They will participate in the 2024 Information Fair. This objective is complete.

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.

STATUS - Senior Center staff collaborated with Grants Office staff to research available grants funding for additional social services. No cost effective and reasonable grant has been identified at this time.

Youth Services Bureau

	Adopted	Updated
Unduplicated Adults and Youths Counseled	625	625
Number of Counselor and outreach staff Contacts	5,500	7,500
Digital Media Viewership and participation	12,000	12,000
Total Number of Cases, Formal and Informal	250	250
Persons Receiving Referrals	450	450
Persons Served in Crisis Intervention	40	40
Persons Served in Suicide Intervention	40	40
Persons Receiving Substance Abuse Assessment	150	150
Youth Served in Substance Abuse Referral	60	60
Number of Educational and Therapy Groups	5	5
Number of Alcohol/Drug-Free Events for Youth	20	15
Number of Teen Mentoring Matches	42	40

1. Implement stratification of the Family Counselor I and II positions by July 31, 2023.

STATUS - This objective is complete.

2. Plan and host a Youth Forum on mental health and bullying, featuring the film, *"The Upstanders"* by March 30, 2024.

STATUS - This event is scheduled for February 26, 2024.

3. Organize a *"Substance Abuse & Your Mental Health Awareness Day"* by April 30, 2024.

STATUS- This event is scheduled for April 25, 2024.

Animal and Disease Control Program

	Adopted	Updated
Number of Service Reports Taken	825	649
Number of Live Animals Picked Up	70	58
Number of Deceased Wildlife Picked Up	220	178
Number of Deceased Deer Picked Up	55	26
Number of Warnings Issued	80	30
Number of Municipal Infractions Issued	90	23
Number of Running-at-large Calls	170	128
Number of Nuisance Cases (Domestic Pets)	70	52
Number of Bite Cases	25	22
Number of Wildlife Complaints	170	169
Number of Traps and Deterrent Devices Issued	5	3
Number of Cruelty Evaluations	30	32
Number of Licenses Sold	800	715
Number of Pets in Temporary Holding Facility	15	13
Number of RTO from Temporary Holding Facility	10	7
Number of Feral Kittens TNR to Rescue	200	225

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.

STATUS - This objective is complete.

2. In partnership with Bowie CLAW, host a “Fill the Van” pet pantry donation drive at the Dog Park by October 31, 2023.

STATUS- Within the first hour of this event, the Animal Control Van was filled with donations. This objective is complete.

3. Collaborate with Bowie CLAW to host two (2) kitten adoption clinics by June 30, 2024.

STATUS - The first kitten adoption was completed with great success. Approximately 15 kittens were adopted at the event, with many more pre-adopted. The second event is tentatively scheduled for February, and a third anticipated in May.

Recreation and Parks

	Adopted	Updated
Resident Group Picnics	70	136
Non-resident Group Picnics	15	45
Revenue from Picnic Reservations	\$48,000	\$42,340
Concession and campfire Permit	4	1
Concession and Campfire Revenue	\$2,000	\$25
Soccer/football Fields Allocated	69	69
Softball/baseball Fields Allocated	58	58
Revenue from Athletic Field Fees	\$130,000	\$130,000
Special Events Expenditures	\$163,100	\$100,000
Revenues from Special Events	\$7,000	\$23,000
Number of Special Events	27	27
Number of City Concerts	15	13
Parks/facilities Patrolled	31	31
Total Acreage of Parks/Facilities Patrolled	851	851
Average Hours per Week Park Patrol	256	256
Number of Days Boathouse Open	30	34
Number of Seasonal Boat Rentals	650	750
Boathouse Season Revenue	\$10,000	\$10,000

1. **Analyze the impact of Liberty Sports Park on Bowie athletic field usage and revenue by August 31, 2023.**

STATUS - This objective is complete. Evidence indicates that there is no significant impact on field utilization in Bowie.

2. **Develop a marketing strategy to increase picnic reservations and boat rentals at Allen Pond Park by September 30, 2023.**

STATUS - All 2024 picnic rental reservation holders will receive one voucher for a boat rental to promote additional rentals by our customers using picnic sites. Discount rental opportunities will be offered to Bowie residents through social media marketing. This objective is complete.

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.**

STATUS - This objective is complete.

4. **Investigate, and if feasible, establish a Food Truck program to encourage and foster community spirit by May 31, 2024.**

STATUS - This objective is complete.

Bowie Playhouse

	Adopted	Updated
Total Number of In-residence productions	6	6
Total Number of In-residence performances	72	75
Total Facility Permits Issued	9	11
Revenue from Bowie Playhouse	\$51,700	\$53,100

1. Research, identify, and procure sound system hardware and software needed to replace outdated existing equipment by September 1, 2023.

STATUS - This objective is complete.

2. Initiate a film/cinema program that will enhance usage of the facility during downtime. This initiative will embrace and promote the arts and education. This initiative will provide seasonal entertainment offerings by December 31, 2023.

STATUS - The facility successfully hosted three (3) holiday themed movies in December of 2023. This program will be an ongoing objective for as long as there is community interest and support. This objective is complete.

Parks and Grounds

	Adopted	Updated
Acres of Parks and Facilities Grass Maintained	248	248
Average Number of Times Mowed Per Year	32	32
Acres of ROW Maintained	320	320
Inventoried Acres of Parkland	765	765
Acres of Athletic Field Turf Maintained	130	130
Number of Fields Maintained	65	65
Number of Times Fields are Painted	450	450
Number of Times Fields are Groomed	1,250	1,250
Number of Fields Irrigated	27	27
Number of Fields Lighted	23	23
Miles of Trail Maintained	39	39
Number of Tree Related Service Requests	800	800
Number of Trees in Right of Way Inventoried	18,500	18,500
Number of Trees Maintained (Pruned)	3,000	3,000
Number of Trees Planted in Right of Way	300	300
Number of Annuals Planted	10,780	10,780
Curb Miles of Leaf Collection	415	415
Capital Construction Projects Completed	1	1

1. Budget for the implementation of Sustainability division recycling goals in City Parks by November 30, 2023.

STATUS - In order to meet the sustainability goal of having one recycling container placed next to every trash receptacle in City parks, the City needs to acquire 110 recycling containers with an estimated cost of \$70,000 installed. Additionally, \$166,000 is needed for a dedicated recycling collection mini truck. There is a 2 FTE impact including a Crew Leader and Laborer.

2. Replace deteriorating White Pine trees (Phase 2) along Northview Drive adjacent to Allen Pond by December 31, 2023.

STATUS - Phase 2 of this project is complete.

3. Develop a stratification proposal for trades positions within Parks and Grounds division and submit a recommendation in the FY2025 budget by December 31, 2023.

STATUS - This objective is complete.

4. Install warning tracks on Blacksox Park fields #3 and #4 by March 31, 2024.

STATUS - This objective will be completed in Spring 2024.

5. Replace roof on the East Pavilion at Allen Pond Park by June 30, 2024.

STATUS - A metal roof was used in the replacement to enhance life expectancy and reduce ongoing maintenance. This objective is complete.

Ice Arena

	Adopted	Updated
Length of Skating Season	10 months	10 months
Total Number of Admissions: Child, Adult, Individual and Group	19,000	19,200
Number of Family Session Participants	2,300	2,250
Number of Skate Rentals	8,000	8,250
Number of Skate Sharpenings	40	30
Number of Group Lesson Participants	1,900	1,900
Number of Summer Camp Participants	350	357
Total Number of Frequent Skater Cards	75	110
Public Skating hours - July - September	120	120
Public Skating Hours - October - April	860	860

1. Collaborate with the Special Events division to provide a market/craft fair event by June 30, 2024.

STATUS - A Community Flea Market will be held on June 8, 2024.

2. Develop a relocation plan for the Bowie Ice Arena by June 30, 2024.

STATUS - Development of a relocation plan is ongoing. Completion is deferred to FY2025.

Historic Properties and Museums

	Adopted	Updated
Belair Mansion - Total Visitors	3,900	4,500
Railroad Museum - Total Visitors	2,900	2,250
Welcome Center - Total Visitors	2,700	2,000
Belair Stable - Total Visitors	1,000	2,000
Genealogy Library - Total Visitors	300	300
Radio/Television Museum -Total Visitors	1,000	975
Special Events, Program, Lectures, etc.	75	75

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.

STATUS - This objective is complete.

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.

STATUS - This is a three-part lecture series. The first lecture was on September 23, 2023. The second lecture is scheduled for March 2024. The last lecture is scheduled for April 20, 2024.

3. Create and lead two educational off-site trips that will enhance participant's knowledge of thoroughbred racing by May 31, 2024.

STATUS - The first educational off-site trip was completed on November 7, 2023. Second trip will be completed in Spring of 2024.

Gymnasium

	Adopted	Updated
Total operating hours	4,500	4,500
Number of Groups Served	43	43
Number of Memberships	950	550
Guest Passes Issued	2,100	2,500
Annual Number of Visits	86,250	75,000
Special Events	20	22
Court Hours Reserved	12,500	12,500
Revenue from Court Rentals	\$200,000	\$160,000
Meeting Room Hours Reserved	600	600
Open gym hours programmed	8,000	8,000

1. Perform recommended 10-year deep sanding of basketball court, to include the addition of permanent pickle ball lines by September 30, 2023.

STATUS - This objective has been deferred to the regular maintenance closure in FY2025.

2. Investigate collaborative opportunities to host a regional Pickle ball tournament. Objective to be completed by December 31, 2023.

STATUS- Staff is collaborating with the Prince George's County Pickleball Club to host a Spring 2024 tournament on April 5, 2024.

3. Design and host two (2) Friday night teen events by June 30, 2024.

STATUS- A Teen Fun Night with a DJ, games and dance workout is scheduled for March 15, 2024. Staff has scheduled a basketball clinic and workout for middle school aged students on April 26, 2024.

CIP PROJECTS FOR 2023 - 2024**1. Allen Pond Park**

Permitting, construction management and replacement of the amphitheater stage at current location:

- STATUS - Architectural Engineering underway.
- Percentage of completion - 10%
- Estimated completion date - Construction anticipated Fall 2024. Completion estimated for Spring 2025.
- Reasons for any delays - N/A
- Expected results by fiscal year end - AE completed Summer 2024. Construction to be completed in FY2025.
- Any other pertinent details - Construction is estimated to begin in Fall 2024, after the summer programming at Allen Pond Park.

Budget: \$1,000,000

Obligated: \$149,246

Percentage Used: 14.9%

2. Parks & Grounds Annex (Entzian Property)

Architecture and engineering new cold storage building:

- STATUS - AE Cancelled.
- Percentage of completion - 0%
- Estimated completion date - N/A
- Reasons for any delays - Construction of this type of structure will include AE in the physical construction project, prescribed by the manufacturer of the pole barn. Foundation requirements are dependent on the building manufacturer.
- Expected results by fiscal year end - N/A
- Any other pertinent details - N/A

Budget: \$25,000

Obligated: \$0

Percentage Used: 0%

3. Belair Mansion

Architecture and engineering design Memorial Garden:

- STATUS - Taskforce exploring design options.
- Percentage of completion - 10%
- Estimated completion date - FY2026.
- Reasons for any delays - Taskforce has decided to focus on the design plan for fiscal year 2025 to allow more time for additional historical research.
- Expected results by fiscal year end - Taskforce to have a design concept.
- Any other pertinent details - Taskforce is made up of staff, the Maryland Historical Society, Bowie State University faculty, and interested community members. It is expected that no funds will be expended in FY2024.

Budget: \$20,000

Obligated: \$0

Percentage Used: 0%

Management and Elevator Replacement:

- STATUS - Project deferred.
- Percentage of completion - 0%
- Estimated completion date - N/A
- Reasons for any delays - N/A
- Expected results by fiscal year end - N/A
- Any other pertinent details - Current elevator is functioning, meets ADA requirements, and continues to pass Maryland annual safety standards. There are insufficient funds to cover the cost of replacement of the current elevator.

Budget: \$180,000

Obligated: \$0

Percentage Used:0%

4. Bowie Golf Course**Clubhouse structural repair and improvements:**

- STATUS - Project cancelled.
- Percentage of completion - 0%
- Estimated completion date - N/A
- Reasons for any delays - Structural report indicates significant safety concerns regarding the foundation and the framing of the old section of the building. Renovation is not cost effective. The historic part of the building has been closed.
- Expected results by fiscal year end - N/A
- Any other pertinent details - Public restrooms have been added to the design of the new Driving Range structure since the original restrooms in the clubhouse are unusable.

Budget: \$300,000

Obligated: \$0

Percentage Used: 0%

New driving range tee box facility:

- STATUS - Project under design.
- Percentage of completion - 95% design completed.
- Estimated completion date - Construction is estimated in FY2025
- Reasons for any delays - N/A
- Expected results by fiscal year end - 100% design.
- Any other pertinent details - The new driving range tee box project is part of a larger project including the driving range safety enhancements, range lighting, range irrigation, and improvements to the cart path adjacent to the tee box facility. These improvements will be bid out as one larger project.

Budget: \$300,000

Obligated: \$0

Percentage Used: 0%

Driving range safety enhancements, lighting, irrigation, and cart paths:

- STATUS - Project under design.
- Percentage of completion - 95% design completed
- Estimated completion date - Design will be completed in FY2024.
- Reasons for any delays - N/A
- Expected results by fiscal year end - Design completed.
- Any other pertinent details - Project directly tied to Tee Box Facility.

Budget: \$1,400,000

Obligated: \$3,470

Percentage Used: <1%

Tree & stump removal:

- STATUS - In-progress
- Percentage of completion - 5%
- Estimated completion date - June 30, 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - This phase completed.
- Any other pertinent details - Annual tree and stump removal funding to improve golf course.

Budget: \$60,000

Obligated: \$0

Percentage Used: 0%

Storm damage tree and debris removal:

- STATUS - In-progress
- Percentage of completion - 5%
- Estimated completion date - June 30, 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - Completed
- Any other pertinent details - N/A

Budget: \$40,000

Obligated: \$0

Percentage Used: 0%

5. Public Art

“Bowie” sign on Kenhill Dr. & Rt. 197:

- STATUS - In-Progress
- Percentage of completion - 20%
- Estimated completion date - Fall 2024
- Reasons for any delays - State Highway Administration
- Expected results by fiscal year end - Receiving approval from SHA on work permit, followed by presentation to City Council.
- Any other pertinent details - Department of Community Services staff are working with the Business Operations Manager. We are waiting on an official MOU from State Highway Administration before we can get a work site permit.

Budget: \$125,000

Obligated: \$0

Percentage Used: 0%

Annual Addition:

- STATUS - Defer and combine with FY2025 funding to have a greater impact.
- Percentage of completion - 0%
- Estimated completion date- N/A
- Reasons for any delays - N/A
- Expected results by fiscal year end - N/A
- Any other pertinent details - N/A

Budget: \$15,200

Obligated: \$0

Percentage Used: 0%

6. Bowie Railroad Museum

- STATUS - In October, a \$90,000 grant was received from the Maryland Heritage Areas Authority (MHAA). The Department of Public Works assigned a new project manager and, in January, obtained the services of a consultant to assist in permitting and construction management. Construction bid documents are being prepared for advertisement in early 2024.
- Percentage of completion - 15%
- Estimated completion date - Fall, 2024
- Reasons for any delays - Staffing vacancy at Public Works
- Expected results by fiscal year end - A general contractor will be hired and site work started.
- Any other pertinent details -

Budget: \$780,000

Obligated: \$0

Percentage Used: 0%

7. Glen Allen Park

Renovate tennis courts, repaving and restriping to include pickle ball striping:

- STATUS - In-progress
- Percentage of completion - 0%
- Estimated completion date - May 31, 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - Project completion.
- Any other pertinent details - N/A

Budget: \$55,000

Obligated: \$0

Percentage Used: 0%

8. Centennial Park

Replacement of outdoor fitness equipment at seven (7) fitness stations with modern equipment including park improvements:

- STATUS - Procurement
- Percentage of completion - 20%
- Estimated completion date - June 30, 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - Project completed.
- Any other pertinent details - Project to be advertised by February 2024.

Budget: \$150,000

Obligated: \$0

Percentage Used: 0%

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024Planning

	Adopted CY 2023	Updated CY 2023
Development Review Applications (representing the entire planning area) - Total	28	11
Subdivision Reviews - Total	2	0
Zoning Reviews - Total	4	2
a. Zoning Map Amendments	-	-
b. Special Exceptions	2	1
c. Other (Departures, HMAs, CDPs, ROSP)	2	1
Site Plans - Total	19	5
a. Conceptual Site Plans	-	-
b. Specific Design Plans	1	1
c. Detailed Site Plans	16	3
d. Site Plan Revisions	2	1
Variances - Total	3	4
Number of Major Mailings (FY)	9	11
Number of Public Notice Letters Mailed (FY)	1,500	2,384
Number of Hearing Signs Posted (FY)	35	34
Number of Status Reports Written (FY)	55	77
Number of Stakeholder Meetings	9	4
Number of special studies underway	4	3
Number of county legislative bills reviewed	40	32

1. Complete a Wayfinding Plan for The Bowie Byway trail system by June 30, 2024.

STATUS - A Request for Proposals was issued in November and bids were received in January. City Council approved the awarding of a contract at the January 16 meeting.

2. Design and disseminate a new Bicycle Map to residents and trail users by March 31, 2024.

STATUS - Quotes were received in December and a contract signed in January.

3. Apply for grant funding for design and engineering of the MD 214 Pedestrian Overpass project.

STATUS - After researching several opportunities, a grant application was submitted in September to the Federal Reconnecting Neighborhoods and Communities (RCN) program.

- 4. Coordinate with Prince George's County Department of Public Works and Transportation on Race Track Road improvement project as it proceeds to construction.**

STATUS - The project has been moving through the design and engineering process and is approximately 80% designed.

- 5. Develop a public information and outreach campaign to educate drivers, bicyclists and pedestrians concerning bicycle and pedestrian safety by December 31, 2023.**

STATUS - The Prince George's County Vision Zero and State of Maryland Safe Routes to School programs were reviewed and meetings were held with the Green Team Executive Committee's subgroups. Internal discussions with City staff, including the Communications Division, and staff from Prince George's County and M-NCPPC were held in the fall, and a draft outline of a program was prepared.

- 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.**

STATUS - The project start was delayed but began in October with data collection activities involving 78 benchmark neighborhoods. A software onboarding session was held with the consultant in December.

- 7. Complete an analysis of American Community Survey data for the Bowie Center by June 30, 2024.**

STATUS- A summary of ACS data for 2018-2022 was provided in the December 14, 2023 status report and demographic information on the City website was updated. A staff draft analysis document was prepared.

Sustainability

	Adopted CY 2023	Updated CY 2023
Certified National Wildlife Federation habitats	5	6
Energy audit rebates issued by City	50	30
Food waste program participants	10	18
Lawn mower rebates issued	150	140
Trees planted with Plant One Tree on Us	85	75
Number of Green Bowie Businesses	3	1
Number (cumulative total) of Green Bowie e-Newsletter subscribers	1,500	1,313

1. **Launch a new composting drop-off program, in collaboration with Public Works and Community Services, by December 31, 2023.**

STATUS - Successfully launched by Mid- December. Sustainability staff are working with Communications for outreach.

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.**

STATUS - Completed in August 2023.

3. **Host an Environmental Forum or Town Hall by June 30, 2024.**

STATUS - Details of this event are still under development.

OPERATING DEPARTMENT OBJECTIVES FOR 2023-2024Public Works Administrative Division

	Adopted	Updated
Total number of engineering plan reviews	190	214
Number of plan reviews performed in-house	35	70
Number of plan reviews contracted out	160	144
Number of RFPs issued above \$25,000	18	12
Number of RFPs issued below \$25,000	13	11
Number of contracts administered	203	190
Number of auctions posted on Public Surplus	12	16
Number of utility/ROW permits issued	15	39
Number of SWM permits issued	10	3
Number of driveway permits issued	5	1
Number of ESC permits issued	15	5
Number of annual MS4 inspections completed	120	40

1. Provide cost estimates for all construction CIP projects.

STATUS - This objective is complete.

2. Provide Beehive training to Inspectors to collect culvert inspection information.

STATUS - This objective will be completed by June 30, 2024.

3. Provide assistance to Planning for Race Track property transfer.

STATUS - This objective is complete. The project has been postponed until the City takes ownership of the property.

Equipment Maintenance & Garage Division

	Adopted	Updated
Number of vehicles in service	238	238
Total number of vehicle miles driven	8,735,100	8,735,100
Average annual mileage per vehicle	46,700	46,700
Gallons of gasoline purchased for all vehicles	120,172	130,706
Gallons of diesel purchased for all vehicles	115,237	121,370
Number of preventive maintenance jobs done by contract	396	408
Number of repairs performed in-house	269	377
Number of repairs contracted out	49	43

1. To have the customer service plan functional with the help of IT to supply equipment (desktop computer and monitor).

STATUS - In progress. The equipment is on-site waiting for contractor installation.

2. All technicians to be Automotive Service Excellence (ASE) certified.

STATUS - All mechanics currently on staff are certified.

Solid Waste Division

	Adopted	Updated
Number of households served	21,730	21,785
Households served per employee	395	396
Total number of tons collected	29,040	30,000
Number of tons landfilled	19,520	22,000
Number of tons recycled	9,519	9,000
Single stream tons recycled	4,694	5,000
Percent of solid waste stream recycled	33%	32%
Sales revenues from recyclables	\$7,764	\$15,000
Number of tons of white metal collected	54	60

1. Hold a shredding/Styrofoam recycling event in Fall 2023 and Spring 2024.

STATUS - Fall 2023 Shredding/Styrofoam recycling event complete.

In progress. Shredding/Styrofoam recycling event scheduled for June 2024.

In progress. E-waste recycling event was held in January 2024.

2. Develop plan to incorporate service to South Lake, Melford by December 2023.

STATUS - Plan is implemented, and crews have already begun to pick up in these neighborhoods.

Street Maintenance Division

	Adopted	Updated
Miles of street maintained by City	193.4	193.4
Square yards of streets resurfaced	153,008	147,282
Miles of street resurfaced	10.5	10.97
Linear feet of curb replaced	41,770	32,936
Street patching by staff (tons)	262	596
Curb-miles of street swept by City	1,934	1,678
Miles of sidewalks maintained by City	140.2	140.2
Square feet of sidewalk repaired or replaced	8,924	28,682
Square feet of apron repaired or replaced	5,962	5,849
Number of street signs maintained	7,088	7,106
Number of street signs replaced	87	110
Crosswalks, arrows, stop bars maintained	445	445
Number of streetlights maintained by City	5,943	6,140

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.

STATUS - This objective is complete.

2. Use Transconomy to contrast and compare sign reflectivity ratings collected in FY2023.

STATUS - This objective will be completed by June 30, 2024.

3. Establish and implement a 25-year streetlight cable replacement program to upgrade the current cable infrastructure.

STATUS - This objective is complete.

Stormwater Management

	Adopted	Updated
Number of SWM facilities maintained	82	82
Number of SWM outfalls and drainage areas maintained	76	76

1. Create an inventory of valves for SWM structures.

STATUS - Complete. Data is in Beehive.

2. Establish and implement a valve exercise program to determine valve operation on the City Ponds and other City Stormwater structures.

STATUS - Complete. Schedule is set in Beehive.

3. Establish and implement a routine and corrective maintenance schedule for the City's stormwater facilities, outfalls, and drainage areas.

STATUS - Complete. Schedule is set in Beehive.

Water Division

	Adopted	Updated
Miles of pipeline	90	90
Number of pipeline repairs	14	15
Number of meters installed/repared	163	47
Number of fire hydrants	525	525
Number of fire hydrants repaired/replaced	14	23
Millions of gallons treated/delivered	510	510
Customer complaints about water quality	90	68

1. Continue fire hydrant painting program.

STATUS - Painted 45 fire hydrants this year to date.

2. Implement a biannual inspection of all inner connectors.

STATUS - Started the inspection program in July 2023 and have set up scheduled inspections on Beehive Asset Management Database.

3. Plan replacement programs for cla-valve, motor starters and finished water pump.

STATUS - Planning complete. Two finished water pumps rebuilt.

Wastewater Division

	Adopted	Updated
Miles of collection mains in the system	85	85
Miles of collection system inspected with TV	31	62
Miles of collection system cleaned	37	66
Number of lift stations in system	9	9
Number of lift station repairs	28	24
Number of emergency call/stoppages	3	5
Million gallons of wastewater treated	548	520
Tons of sludge produced	2,762	2,604
Number of days in compliance with discharge requirement	365	364

1. Establish an inspection routine of the City's sewer mains by June 30, 2024.

Status - This objective is complete. Inspection routine ongoing.

2. Establish a cleaning routine of the City's sewer mains by June 30, 2024.

Status - This objective is complete. Cleaning routine is ongoing.

3. Establish and implement a 5-year sewer lateral replacement program to eliminate the backlog of high priority replacements.

Status - This objective is complete.

4. Establish and implement an annual trunk sewer main inspection program in the City's right of ways.

Status - Deferred to Fiscal Year 2025.

5. Plan the upgrade of the RAS/WAS pump station for wastewater treatment plant by December 2023.

Status - This objective is complete.

CIP Projects for 2023-2024**1. Street Resurfacing****Resurfacing of Streets:**

- STATUS - Project was awarded to Reliable Contracting Co. Inc., Purchase Order was issued October 18, 2023.
- Percentage of completion - 0%
- Estimated completion date - June 30th, 2024.
- Reasons for any delays - The contract was awarded after the optimal construction season.
- Expected results by fiscal year end - Resurface an estimated 10.97 miles of Roadway beginning this spring.
- Any other pertinent details - None

Budget: \$1,955,600 Obligated: \$1,955,600 Percentage Used: 100%

Complete Streets on Kenhill Drive at MD 197 intersection:

- STATUS - Design completed.
- Percentage of construction completion - 0%
- Estimated completion date - June 30, 2024
- Reasons for any delays - None - Proposed bid schedule March 1, 2024
- Expected results by fiscal year end - Completed.
- Any other pertinent details - None

Budget: \$570,000 Obligated: \$0 Percentage Used: 0%

Consulting services for pavement maintenance planning:

- STATUS - Pavement data collection completion early Spring 2024.
- Percentage of completion - 90%
- Estimated completion date - June 30, 2024
- Reasons for any delays - None
- Expected results by fiscal year end - An updated inventory of pavement condition in the City.
- Any other pertinent details - None

Budget: \$30,000 Obligated: \$20,500 Percentage Used: 68.3%

2. Sediment Control - Maryland Science and Technology Center (Melford)

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$132,400 In reserve: \$132,400 Percentage Used: 100%

3. Sediment Control - Bowie Town Center (Centennial Park)

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$61,000 In reserve: \$61,000 Percentage Used: 100%

4. Sediment Control - Gateway Center - UNDER DESIGN

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$40,300 In reserve: \$40,300 Percentage Used: 100%

5. Sediment Control - Covington City Share

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$16,000 In reserve: \$16,000 Percentage Used: 100%

6. Sediment Control - Pin Oak Plaza

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$5,400 In reserve: 5,400 Percentage Used: 100%

7. Sediment Control - Elder Oaks

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$3,000 In reserve: \$3,000 Percentage Used: 100%

8. Sediment Control - Collington

- STATUS - No work planned for FY2024. Funding held in reserve account for future maintenance.

Budget: \$5,700 In reserve: \$5,700 Percentage Used: 100%

9. Stormwater Management**Neighborhood drainage solutions:**

- STATUS - Active
- Percentage of completion - 0% - out for bid
- Estimated completion date - June 30, 2024
- Reasons for any delays - NA
- Expected results by fiscal year end - Complete.
- Any other pertinent details - No

Budget: \$45,000

Obligated: \$0

Percentage Used: 0%

Consultant dredging survey, two per year:

- STATUS - Active
- Percentage of design/survey completion - 0%
- Estimated completion date - June 30, 2024
- Reasons for any delays - proposed bid March 1, 2024
- Expected results by fiscal year end - Complete one dredging survey and cost estimate.
- Any other pertinent details - none

Budget: \$19,800

Obligated: \$0

Percentage Used: 0%

Safety Turn Pond Maintenance:

- STATUS - In progress
- Percentage of completion - 0%
- Estimated completion date - June 30, 2024
- Reasons for any delays - None
- Expected results by fiscal year end - Completed.
- Any other pertinent details - This is seasonal maintenance.

Budget: \$300,000

Obligated: \$0

Percentage Used: 0%

10. Chesapeake Bay**Pin Oak Village SWM pond improvement :**

- STATUS - In progress.
- Percentage of completion - 4% transitioning out of design phase
- Estimated completion date - April 2026
- Reasons for any delays - Permitting and design.
- Expected results by fiscal year end - Design complete. Ready for bidding in FY2025
- Any other pertinent details - None

Budget: \$1,169,000

Obligated: \$0

Percentage Used:0%

Gateway Harbor SWM pond improvements:

- STATUS - In design
- Percentage of completion - 60%
- Estimated completion date - September 2024
- Reasons for any delays - Permitting.
- Expected results by fiscal year end - Unknown due to permitting.
- Any other pertinent details - Awarded in FY2022.

Budget: \$1,072,600

Obligated: \$ 20,889

Percentage Used: 1.9%

Stream Restoration MB-MS-4-Construction:

- STATUS - In design
- Percentage of completion - 60% Design
- Estimated completion date - Mid 2025
- Reasons for any delays - Permitting.
- Expected results by fiscal year end - Unknown due to permitting.
- Any other pertinent details -

Budget: \$1,064,200

Obligated: \$0

Percentage Used: 0%

Saddlebrook Stream Restoration:

- STATUS - Post construction 5-year monitoring. 2023 monitoring complete.
- Percentage of completion - 50%
- Estimated completion date - 6/30/2024
- Reasons for any delays -
- Expected results by fiscal year end - Complete
- Any other pertinent details - N/A

Budget: \$27,000

Obligated: \$25,406

Percentage Used: 94.1%

11. Hiker Bike Trails**Bituminous trail repairs/replacements along Northview Drive: Evergreen Pkwy to Enfield Chase Park**

- STATUS - Complete
- Percentage of completion - 100% Construction
- Estimated completion date - September 2023
- Reasons for any delays - N/A
- Expected results by fiscal year end - Trail in Service
- Any other pertinent details - N/A

Budget: \$76,000

Obligated: \$51,653

Percentage Used: 68%

Pin Oak Parkway Trail Extension (Design)

- STATUS - Design Pending
- Percentage of completion - 0%
- Estimated completion date - July 1, 2024
- Reasons for any delays - NA
- Expected results by fiscal year end - Construction Bid Package
- Any other pertinent details - N/A

Budget: \$252,000

Obligated: \$0

Percentage Used: 0%

Jericho Park Trail Segment Construction Completion

- STATUS - Re-Design, Under Attorney Review for Construction
- Percentage of completion - 0% Design
- Estimated Design completion date - March 1, 2024
- Reasons for any delays - litigation
- Expected results by fiscal year end - Design complete
- Any other pertinent details - N/A

Budget: \$170,000

Obligated: \$0

Percentage Used: 0%

Wayfinding Plan

- Status: Proposal Review
- Percentage of completion: Has not started (0%)
- Estimated Date of Completion: July 29th, 2024
- Reasons for any delays: N/A
- Expected Results by Fiscal Year End: Wayfinding Plan Completion
- Any other Pertinent Details: N/A

Budget: \$100,000

Obligated: \$0

Percentage Used: 0%

12. Water Plant**Low Lift Pump Rehabilitation Sedimentation Electrical & Control:**

- STATUS - In progress
- Percentage of Design completion - 0%
- Estimated Design completion date - June 30, 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - Completed
- Any other pertinent details - N/A

Budget: \$ 1,700,000

Obligated: \$0

Percentage Used: 0%

Filter System Replacement:

- STATUS - In design
- Percentage of Design completion - 70%
- Estimated Design completion date - June 30, 2024
- Reasons for any delays - Coordination with low lift design
- Expected results by fiscal year end - Completed Design
- Any other pertinent details - Bid Phase Services

Budget: \$8,900

Obligated: \$0

Percentage Used: 0%

Hatch and Ladder Improvements:

- STATUS - In design
- Percentage of Design completion - 0%
- Estimated Design completion date - June 30, 2024
- Reasons for any delays - None
- Expected results by fiscal year end - Completed
- Any other pertinent details - N/A

Budget: \$25,000

Obligated: \$0

Percentage Used: 0%

WTP SCADA Implementation:

- STATUS - Deferred pending a master design completed in FY2024.
- Percentage of completion -
- Estimated completion date -
- Reasons for any delays - Need engineering design to proceed with next installation.
- Expected results by fiscal year end -
- Any other pertinent details N/A

Budget: \$250,000

Obligated: \$0

Percentage Used: 0%

Well 5 Replacement:

- STATUS - RFP preparation
- Percentage of completion - 5%
- Estimated completion date - 6/30/2023
- Reasons for any delays - Material supply
- Expected results by fiscal year end - Partially completed
- Any other pertinent details - N/A

Budget: \$472,200 Obligated: \$370,140 Percentage Used: 78.4%

Aeration System Repair and Upgrade:

- STATUS - Design In progress
- Percentage of Design completion - 50%
- Estimated Design completion date - N/A
- Reasons for any delays - Need additional funding
- Expected results by fiscal year end - Partially completed
- Any other pertinent details - N/A

Budget: \$30,000 Obligated: \$0 Percentage Used: 0%

13. Repainting Water Storage Tanks**Bradford Lane Tank Painting/ Repair Construction:**

- STATUS - In progress
- Percentage of completion - 0%
- Estimated completion date - June 2024
- Reasons for any delays - Pressure reducing valve needs to be fixed first.
- Expected results by fiscal year end - June 30, 2024
- Any other pertinent details - N/A

Budget: \$255,200 Obligated: \$0 Percentage Used: 0%

Media Lane Tank Painting/Repair Construction:

- STATUS - Contract in progress
- Percentage of completion - 0%
- Estimated completion date - June 30, 2024
- Reasons for any delays -
- Expected results by fiscal year end - June 30, 2024
- Any other pertinent details - N/A

Budget: \$6,000 Obligated: \$0 Percentage Used: 0%

14. Wastewater Treatment Plant**RAS-WAS Upgrade:**

- STATUS - In progress
- Percentage of completion - 5%
- Estimated completion date - 6/30/2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - Completed
- Any other pertinent details - N/A

Budget: \$800,000

Obligated: \$115,400

Percentage Used: 14.4%

Copper Permit Compliance:

- STATUS - Has not started yet
- Percentage of completion - 0%
- Estimated completion date - June 30, 2024
- Reasons for any delays - None
- Expected results by fiscal year end - Completed
- Any other pertinent details -

Budget: \$60,000

Obligated: \$0

Percentage Used: 0%

WWTP Miscellaneous Equipment Replacement:

- STATUS - In Construction
- Percentage of completion - 25%
- Estimated completion date - June 2024
- Reasons for any delays - Material supply
- Expected results by fiscal year end - Construction Complete
- Any other pertinent details - Pump-station 7 replacement

Budget: \$80,000

Obligated: \$19,981

Percentage Used: 25%

Sewer Lateral Replacement:

- STATUS - Near Completion
- Percentage of completion - 95%
- Estimated completion date - June 1, 2024
- Reasons for any delays - None
- Expected results by fiscal year end - Completed
- Any other pertinent details -

Budget: \$150,000

Obligated: \$150,000

Percentage Used: 100%

WWTP SCADA Implementation:

- STATUS - Near completion
- Percentage of completion - 95%
- Estimated completion date - 2/28/2023
- Reasons for any delays -
- Expected results by fiscal year end - Completed
- Any other pertinent details -

Budget: \$345,000

Obligated: \$130

Percentage Used: <1%

In-line Monitoring Probes:

- STATUS - In progress
- Percentage of completion - 5%
- Estimated completion date - 6/30/2023
- Reasons for any delays -
- Expected results by fiscal year end - Completed
- Any other pertinent details -

Budget: \$50,000

Obligated: \$31,915

Percentage Used: 63.8%

15. Water Distribution System Recapitalization**Meter replacement (Year 7 of 7):**

- STATUS - Contract awarded to Vanguard Utility Services-NTP March 1, 2024
- Percentage of completion - 0%
- Estimated completion date - June 30, 2024
- Reasons for any delays -
- Expected results by fiscal year end - Completed
- Any other pertinent details -

Budget: \$275,000

Obligated: \$0

Percentage Used: 0%

Water Main Replacement Construction & Inspection/Management Services:

- STATUS -In Progress
- Percentage of completion - 0
- Estimated completion date - September 30, 2024
- Reasons for any delays - N/A
- Expected results by fiscal year end - N/A
- Any other pertinent details - Contract is ongoing for required services.

Budget: \$5,100,000

Obligated: \$112,324

Percentage Used: 2.2%

PART II

Financial Summary

CITY OF BOWIE
GENERAL FUND MAJOR REVENUE SOURCES
MID-YEAR REPORT
FISCAL YEAR 2024

	Actual 2022-2023	Revised Budget 2023-2024	Year-to-date Dec. 31, 2023	Year-to-date Dec. 31, 2022	Percent Earned 2023-2024
Real and Personal Property Taxes	\$ 35,279,031	\$ 37,365,700	\$ 35,892,143	\$ 35,094,423	96.1%
Intergovernmental:					
Business Taxes	558,629	511,400	-	153,608	0.0%
Federal Grants	176,890	394,300	71,330	63,758	18.1%
State and Local Grants	540,218	410,900	15,518	57,025	3.8%
State Shared Revenues	16,303,809	16,470,800	5,198,885	4,393,855	31.6%
Total Intergovernmental	17,579,546	17,787,400	5,285,733	4,668,246	29.7%
Licenses and Permits	1,439,065	1,118,900	540,138	522,906	48.3%
Other:					
Charges for Services and Fines	3,984,479	3,698,400	2,051,905	1,696,562	55.5%
Other Revenues	2,766,837	3,346,200	1,235,448	896,105	36.9%
Total Other	6,751,316	7,044,600	3,287,353	2,592,667	46.7%
Sale of Capital Assets	6,621	1,000	1,165	4,405	116.5%
Appropriated Fund Balance	-	12,964,300	-	-	0.0%
Transfers from Other Funds	533,700	503,700	293,825	266,850	58.3%
Grand Total for Appropriation	\$ 61,589,279	\$ 76,785,600	\$ 45,300,357	\$ 43,149,497	59.0%

**CITY OF BOWIE
MID-YEAR REPORT
GENERAL FUND EXPENDITURES
FOR FISCAL YEAR 2024**

	<u>Actual</u> <u>2022-2023</u>	<u>Revised</u> <u>Budget</u> <u>2023-2024</u>	<u>Year-to-date</u> <u>As of</u> <u>Dec. 31, 2023</u>	<u>Year-to-date</u> <u>As of</u> <u>Dec. 31, 2022</u>	<u>Percent</u> <u>Used</u>
City Manager's Department					
City Council	\$ 443,281	\$ 424,300	\$ 295,098	\$ 224,317	69.5%
City Manager	1,250,207	1,743,400	539,080	499,523	30.9%
Human Resources	818,894	932,700	346,898	345,207	37.2%
Elections	-	85,700	49,708	-	58.0%
Legal Services	279,932	202,500	124,357	76,258	61.4%
Communications	746,017	947,500	382,425	314,766	40.4%
Business Operations	591,109	1,882,000	258,796	217,534	13.8%
City Clerk	200,339	247,000	71,638	98,940	29.0%
Emergency Management	377,239	623,100	74,360	110,852	11.9%
Economic Development	880,363	1,192,800	319,579	409,452	26.8%
Total City Manager's Department	5,587,381	8,281,000	2,461,939	2,296,849	29.7%
Police Department	13,382,894	15,800,200	7,168,466	7,138,422	45.4%
Information Technology	3,143,497	4,281,900	1,378,793	1,206,729	32.2%
Finance Department	1,378,412	1,563,400	673,798	618,118	43.1%
Department of Community Services					
Community Services	1,135,175	1,533,600	421,753	437,886	27.5%
Building Maintenance	1,331,186	1,721,800	639,736	589,443	37.2%
Housing Inspection and Code Compliance	909,303	1,077,900	448,460	367,549	41.6%
Senior Services	1,048,890	1,487,300	530,964	464,518	35.7%
Youth Services Bureau	1,343,510	1,505,800	590,109	606,781	39.2%
Animal Control	202,474	263,000	92,063	82,270	35.0%
Recreation and Parks	1,088,959	1,467,900	498,108	481,328	33.9%
Bowie Playhouse	139,384	227,800	54,271	60,046	23.8%
Parks and Grounds	3,933,478	4,664,100	1,620,445	1,663,328	34.7%
Ice Arena	1,033,731	1,271,800	544,699	484,239	42.8%
Historic Properties	510,277	761,600	227,064	231,923	29.8%
Gymnasium	680,742	948,200	312,427	303,003	32.9%
Total Department of Community Services	13,357,109	16,930,800	5,980,099	5,772,314	35.3%
Planning and Sustainability					
Planning	753,238	650,400	252,926	327,981	38.9%
Sustainability	-	338,300	100,631	-	29.7%
Total Planning and Sustainability	753,238	988,700	353,557	327,981	35.8%
Public Works					
Administrative Division	1,813,367	2,435,300	719,825	782,800	29.6%
Equipment Maintenance and Garage Division	797,941	933,400	327,490	318,251	35.1%
Solid Waste Division	6,801,279	8,377,000	2,995,423	2,731,545	35.8%
Street Maintenance Division	6,563,805	8,323,000	1,719,065	1,496,694	20.7%
Stormwater Management Division	644,679	825,400	247,496	272,678	30.0%
Stormwater Special Taxing Districts	10,696	15,500	5,615	6,112	36.2%
Total Public Works	16,631,767	20,909,600	6,014,916	5,608,080	28.8%
Nondepartmental and Transfers					
Nondepartmental	850,771	881,700	320,835	336,258	36.4%
Debt Service	2,534,338	2,219,200	2,219,054	2,257,228	100.0%
Transfers to Other Funds	2,769,844	4,929,100	1,439,840	-	29.2%
Total Nondepartmental and Transfers	6,154,953	8,030,000	3,979,729	2,593,486	49.6%
Total Appropriations	<u>\$ 60,389,251</u>	<u>\$ 76,785,600</u>	<u>\$ 28,011,298</u>	<u>\$ 25,561,979</u>	36.5%

General Fund

At the mid-year point of FY 2024, General Fund revenues surpassed revenues generated as of the mid-year point of FY 2023, by 2.2 million. This increase is attributed to increased revenues from sources including Property Taxes of \$0.8 million; Intergovernmental Revenues of \$0.6 million as well as an increase of \$0.8 million in Other Revenues, Transfers and Licenses and Permits compared to the same period in FY2023. General Fund revenues recognized at mid-year was \$45,342,531 representing 59.1 percent of total budgeted revenues for Fiscal Year 2024, as compared to \$43,149,497 in revenues recognized as of mid-year FY2023, which constituted 62.5 percent of the budget last year at this time.

Real Property Taxes of \$35.9 million increased by \$0.8 million from the same period last year. As of December 31, 2023, Income Tax receipts were \$4.4 million, - an increase of \$0.6 million from income tax receipts as of December 31, 2022. Motor Vehicle Fuel Taxes of \$0.2 million in FY2024 increased by \$0.16 million compared to FY2023 mid-year of \$0.06 million.

Street/Storm Drain Permits revenues of \$0.2 million increased by 0.07 million from the mid-year point of the prior fiscal year. Athletic Field Fees and Gymnasium Fees of \$0.2 million and Ice Arena Revenues of \$0.6 million in mid-year point of Fiscal Year 2024 was same as that received by mid-year point of Fiscal Year 2023. Traffic Infractions revenues of \$0.7 million increased by \$0.4 million from the mid-year point of the prior fiscal year.

Exhibit 1 illustrates the cumulative pace of revenue growth over the course of the fiscal year, for the completed Fiscal Year 2023, in comparison with the current Fiscal Year 2024 revenues recorded from July 1, 2023, through December 31, 2023.

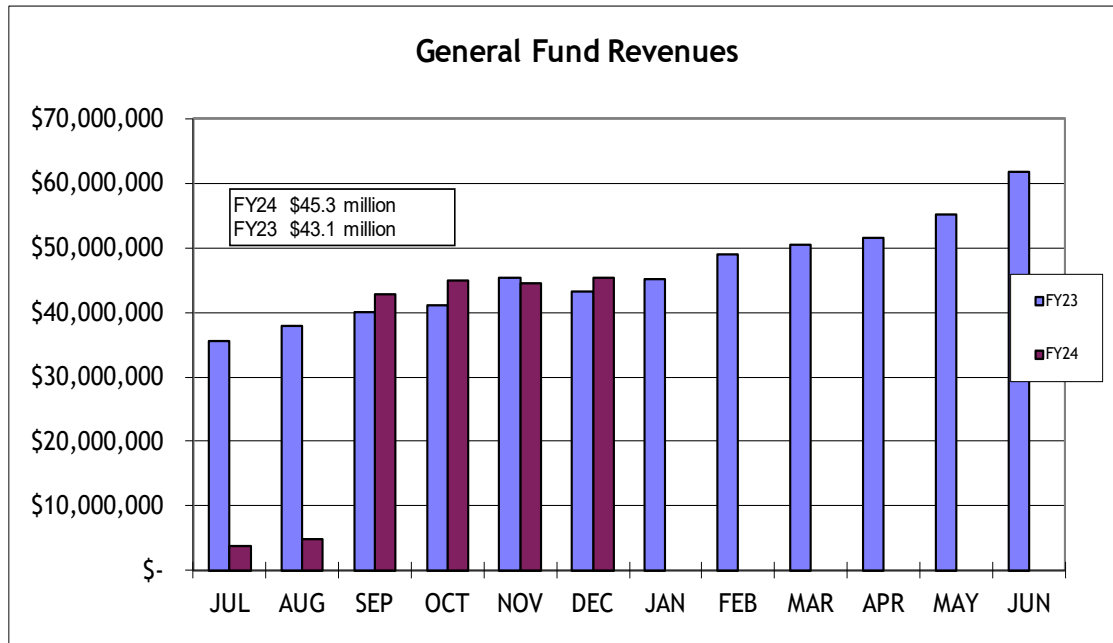


Exhibit 1

General Fund expenditures during the first six months of FY 2024 totaled \$28.0 million which was 37 percent of the FY 2024 budget, compared to \$25.6 million for the same time last year, which was also 37 percent of the FY 2023 budget.

Expenditures for Personal Services of as of December 31, 2023, including payroll taxes and benefits, were \$18.1 million, compared to \$17.8 million as of December 31, 2022. All other operating expenditures (Contractual Services, Commodities, Debt Service, Interfund Transfers and Other Charges) totaled \$9.9 million as of December 31, 2023, versus \$7.8 million at the mid-point of FY 2023.

As was shown for revenues, the following chart shows the cumulative pace of expenditure growth for Fiscal Year 2024 compared with expenditures recorded in FY 2023.

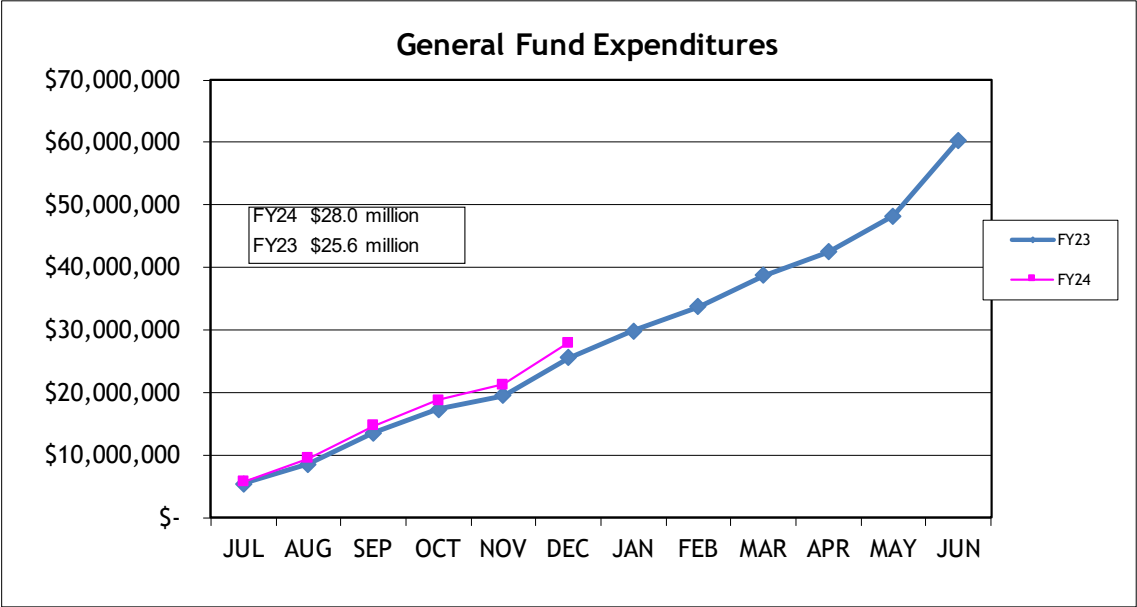


Exhibit 2

EQUIPMENT ACQUISITION and REPLACEMENT FUND

Revenues earned by the fund totaled \$203,743 which includes the sale of capital assets and interest income. Expenditures as of December 31, 2023 in the Equipment Acquisition and Replacement Fund totaled \$190,922. Acquisitions include body camera for \$ 100,000 (expense incurred in FY2022, however, expense allocated over five years) transfer kit for in-camera system for 11 police cars for \$14,325 and two Toro mowers for \$76,597.

CAPITAL PROJECTS FUND

FY 2024 mid-year capital expenditures of \$536,357 major expenditures include \$413,307 for the Bowie Ice Arena, \$48,120 for the Trails master plan, \$32,814 for Facility and for various other projects \$42,116.

CITY OF BOWIE
MID-YEAR REPORT
WATER AND SEWER FUND - REVENUES
FOR FISCAL YEAR 2024

	<u>Actual</u> <u>2022-2023</u>	<u>Revised</u> <u>Budget</u> <u>2023-2024</u>	<u>Year-to-date</u> <u>As of</u> <u>Dec. 31, 2023</u>	<u>Year-to-date</u> <u>As of</u> <u>Dec. 31, 2022</u>	<u>Percent</u> <u>Earned</u> <u>2023-2024</u>
Appropriated Retained Earnings	\$ -	\$ 1,302,100	\$ -	\$ -	
Renewal and Replacement	716,480	740,000	369,068	358,195	49.9%
Water Sales	2,764,568	3,034,700	972,455	1,026,551	32.0%
Sewage Surcharges	3,338,011	3,656,000	1,436,241	1,269,767	39.3%
Minimum Charges	1,020,162	1,040,000	402,791	382,037	38.7%
Other Revenues	518,936	870,700	326,063	356,032	37.4%
Federal Grant	-	-	-	-	
State Grant	146,668	146,600	126,828	146,668	86.5%
Other Financing Sources	33,200	1,000	66,400	-	6640.0%
Proceeds- Loan	<u>-</u>	<u>7,000,000</u>	<u>-</u>	<u>-</u>	0.0%
Total Revenue	<u>\$ 8,538,025</u>	<u>\$ 17,791,100</u>	<u>\$ 3,699,846</u>	<u>\$ 3,539,250</u>	20.8%

**CITY OF BOWIE
MID-YEAR REPORT
WATER AND SEWER EXPENDITURES
FOR FISCAL YEAR 2024**

	<u>Actual</u> <u>2022-2023</u>	<u>Revised</u> <u>Budget</u> <u>2023-2024</u>	<u>As of</u> <u>Dec. 31, 2023</u>	<u>As of</u> <u>Dec. 31, 2022</u>	<u>Percent</u> <u>Used</u>
Billing and Accounting	\$ 673,401	\$ 735,800	\$ 334,898	\$ 294,168	45.5%
Water Supply	4,551,271	10,826,600	955,050	962,056	8.8%
Sewage Treatment	3,833,672	4,902,500	1,481,087	1,327,808	30.2%
Debt Service	116,835	441,800	9,387	-	2.1%
Nondepartmental	97,487	380,700	85,518	290,724	22.5%
Transfers-Central Support Service	<u>533,700</u>	<u>503,700</u>	<u>293,825</u>	<u>266,850</u>	58.3%
Total Expenditures	<u>\$ 9,806,366</u>	<u>\$ 17,791,100</u>	<u>\$ 3,159,765</u>	<u>\$ 3,141,605</u>	17.8%

Water and Sewer Fund

Water and Sewer revenues of \$3.7 million as of December 31, 2023, the mid-point of the 2024 fiscal year is 0.2 million more than the revenues generated as of December 31, 2022. Water consumption at the mid-point of fiscal year 2024 was 227,421 compared to 233,211 gallons in mid-year of fiscal year 2023. Water sales decreased by \$54,096 or 5.27% decrease and sewer surcharges increased by \$166,474 or 13.11%.

Exhibit 3 shows year-to-date revenues as of December 31, 2023 for Fiscal Year 2024 compared to Fiscal Year 2023.

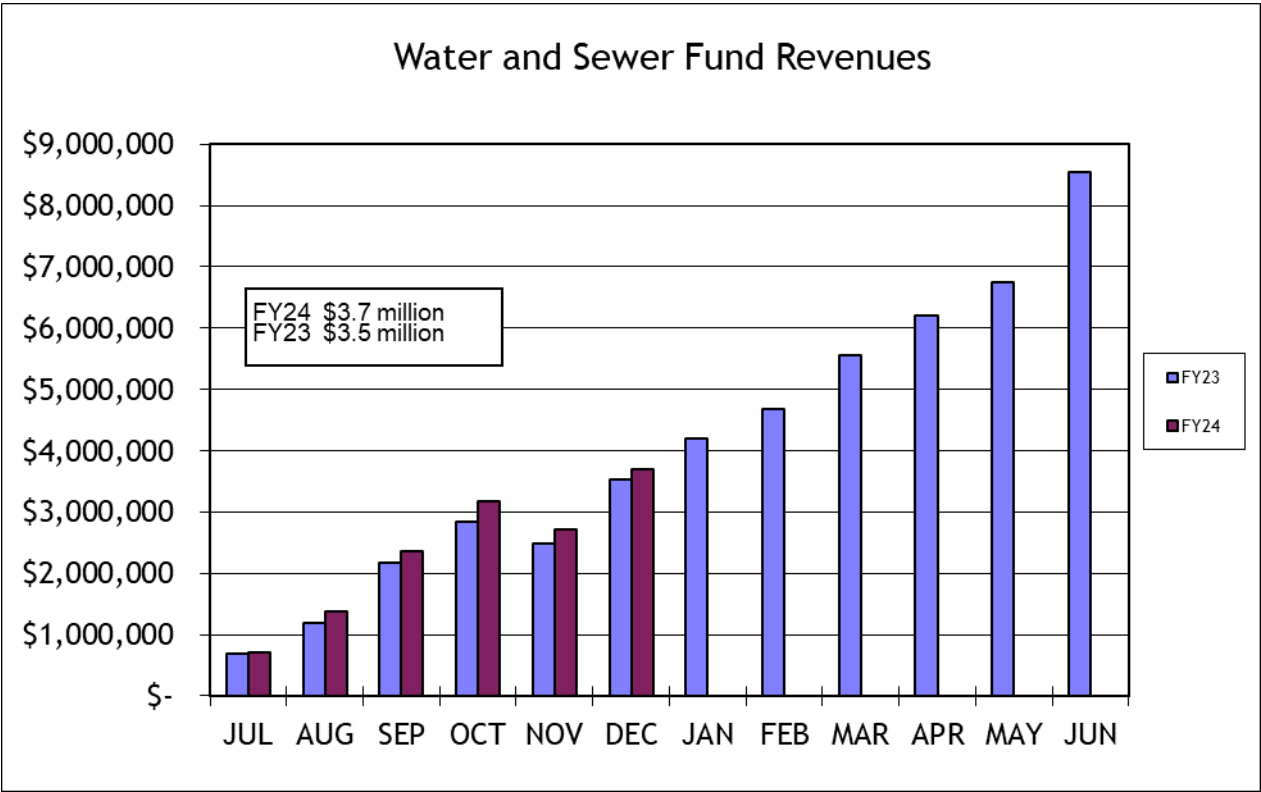


Exhibit 3

Water and Sewer Fund expenditures at the mid-point of Fiscal Year 2024 totaled \$3.2 million compared to \$3.1 million at the mid-year point of FY2023. Commodities expenditures as of mid-year 2024 were 3.8% lower than mid-year of last Fiscal Year, while Capital Outlay was 97.1% higher than mid-year of last Fiscal Year due to the water recapitalization project. Total expenditures of mid-year FY2024 represented 18% of the annual budget, while total expenditures as of mid-year FY2023 represented 21% of the annual budget.

Exhibit 4 displays Water and Sewer Fund cumulative year-to-date expenditures for Fiscal Year 2024 compared with Fiscal Year 2023.

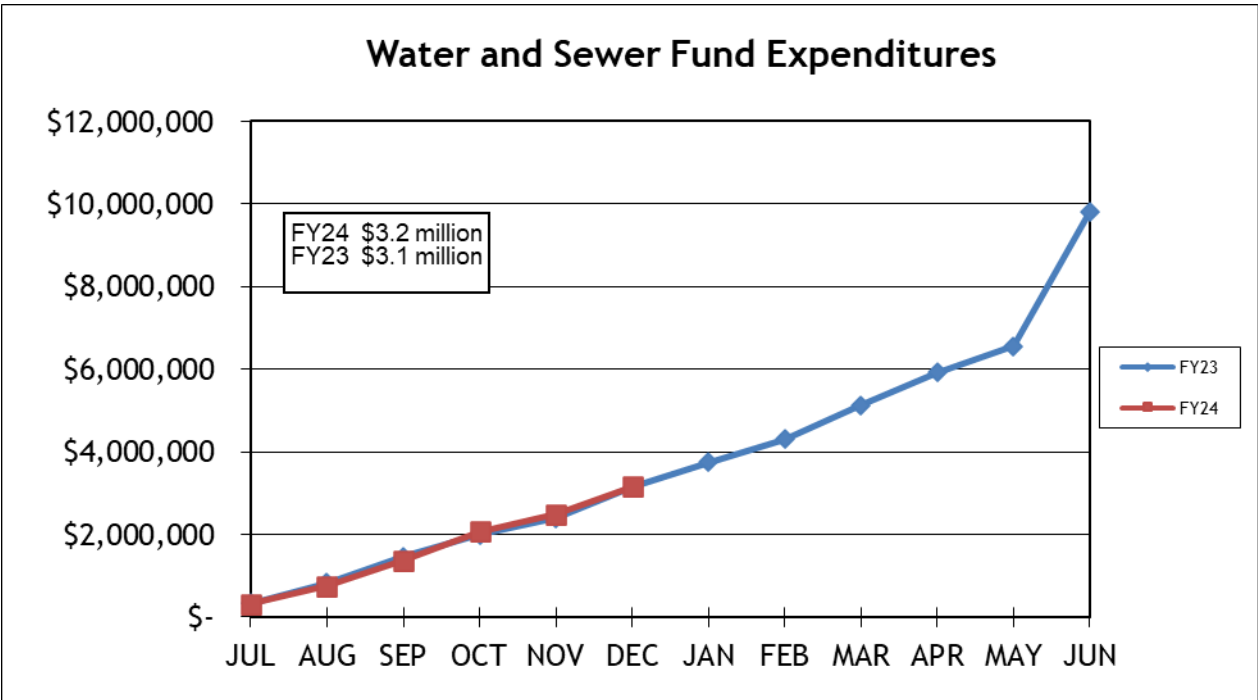


Exhibit 4

Notes:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bowie Strategic Plan Discussion

DATE: 02/15/2024

This item was placed on the agenda by Councilmember Rogers.

ATTACHMENTS: None