City of Bowie
Regular City Council Meeting

Monday, April 1, 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

- **A.** Diversity Committee Presentation on Arab American Heritage Month

VII. CITY BOARDS AND COMMITTEES

- **A.** City Committee Appointments/Reappointments/Swearing-in

VIII. COUNCIL ANNOUNCEMENTS

IX. CITY MANAGER'S REPORT

X. CONSENT AGENDA

- **A.** Approval of February 20, 2024 Council Meeting Minutes
- **B.** Adoption of Proclamation P-3-24 Proclaiming April 2024 as National Arab American Heritage Month in the City of Bowie
- **C.** Adoption of Proclamation P-4-24 Proclaiming April 22, 2024 as Earth Day in the City of Bowie
- **D.** Adoption of Resolution R-10-24 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie to Allow Negotiations with Independent Consultants & Engineers, Inc. and Authorizing the City Manager to Enter into an Agreement for Third Party Inspection Services for Driving Range Renovations at Bowie Golf Course in the Amount of $48,725.00
- **E.** Adoption of Resolution R-11-24 Approving a Memorandum of Understanding ("MOU") between the State Highway Administration ("SHA") and the City of Bowie, Maryland and Authorizing its Execution
- **F.** Approval of Letter to Prince George’s County Council in Reference to their FY 2025 Proposed Budget & Capital Improvement Program
- **G.** Approval of Letter to Maryland-National Capital Park and Planning Commission in Reference to their FY 2025 Proposed Budget/CIP

XI. OLD BUSINESS

A. Adoption of Ordinance O-3-24 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 and O-1-24, to Appropriate an Additional $85,100 for the Purchase of Thirteen (13) Police Vehicles - **Public Hearing/Eligible for Action**

XII. NEW BUSINESS

A. Prince George's County Office of Human Rights - Representatives with the Public Outreach and Engagement Division of Prince George's County Office of Human Rights will brief Council on their work and how they can be a resource to the City.

B. State of Place Analysis of City Activity Centers Presentation – Under the County's Planning Assistance to Municipalities and Communities (PAMC) Program, the State of Place consultant will summarize key findings and recommendations of their study, which includes Old Town Bowie, the Maryland Route 450 Mainstreet area, and Bowie Town Center.

C. Solid Waste General Rules and Special Agreements - Staff will brief Council regarding the City's solid waste general rules and special agreements.

D. Annexation Presentation - Staff will have an annexation discussion with Council that will include a listing of City assets.

E. Business Improvement Districts (BIDs) - Staff will provide a briefing on Business Improvement Districts (BIDs) followed by a discussion with Council.

F. Business Improvement Districts (BIDs) - Councilmember Ndebumadu will provide a briefing on Business Improvement Districts (BIDs).

G. Council Discussion on Cleaning Litter on State Highways in City Borders

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 4/3/2024 and 4/6/2024 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, APRIL 15, 2024 - COUNCIL CHAMBERS - 8:00 P.M.

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Arab American Heritage Month Presentation

DATE: 03/28/2024

The City of Bowie Diversity Committee will give a brief presentation of the importance of Arab American Heritage Month and spotlight various accomplishments by notable members of the community.

ATTACHMENTS: None

Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: City Committee Appointments/Reappointments/Swearing-in

DATE: 03/28/2024

Committee Appointments and Swearing-in:

1. Ms. Erica Kennedy was interviewed on March 18, 2024, for appointment to the Economic Development Committee. Council concurred to appoint her to the committee as a Regular Member for a 2-year term. Please have Councilmember Brady move to appoint her.
2. Ms. Olaoluwa Adeleke-Wales was interviewed on March 18, 2024, for appointment to the Environmental Advisory Committee. Council concurred to appoint her to the committee as a Youth Member for a 2-year term. Please have Mayor Pro Tem Woolfley move to appoint her.

ATTACHMENTS: None

REGULAR CITY COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 20, 2024

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Tuesday, February 20, 2024, in Council Chambers at City Hall. Mayor Pro Tem Woolfley called the meeting to order at 8:01 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Pro Tem Woolfley led the Pledge of Allegiance to the Flag.

QUORUM:

In attendance were Mayor Pro Tem Woolfley, Councilmembers Brady, Estève, Ndebumadu (virtual 8:04 p.m.), Rogers, and Truesdale, City Manager Lott, Assistant City Manager Mears, City Attorney Ruff, City Clerk Hernandez, and Staff.

AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Councilmember Rogers motioned to move New Business, Item C, Bowie Strategic Plan Discussion to the March 4th Council meeting. Councilmember Brady seconded the motion. Motion Passed 5-0 (Ndebumadu did not vote).

Councilmember Rogers motioned to move Consent Agenda, Item B, Introduction of Ordinance O-1-24 to New Business. Councilmember Esteve seconded the motion. Motion Passed 5-0 (Ndebumadu did not vote).

CITY BOARDS AND COMMITTES:

1. Councilmember Brady moved to appoint Ms. Bakir Lawson to the Public Safety Committee for a 2-year term. Councilmember Esteve seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).
2. Councilmember Brady moved to appoint Mr. Jason Pagel to the Public Safety Committee for a 2-year term. Councilmember Truesdale seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).
3. Councilmember Rogers moved to appoint Mr. Cameron Davis to the Financial Advisory Committee for a 2-year term. Councilmember Esteve seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).
4. Councilmember Esteve moved to appoint Ms. Cheryl Moore to the Community Outreach Committee for a 2-year term. Councilmember Brady seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).
5. Councilmember Truesdale moved to appoint Ms. Romie Duvert to the Community Recreation Committee for a 2-year term. Councilmember Esteve seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).

6. Mayor Pro Tem Woolfley swore in all the appointees to their respective committees.

COUNCIL ANNOUNCEMENTS:

Councilmember Truesdale recognized Black History Month.

CITY MANAGER'S REPORT:

City Manager Lott had no report.

CONSENT AGENDA:

Councilmember Esteve motioned to approve Consent Agenda items: 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. Councilmember Brady seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).

OLD BUSINESS:

A. New Bowie Ice Arena Design Progress Presentation – Mr. Tom Betti and Mr. Derek Kieckhafer presented to Council the comprehensive progress to date of the project. Construction documents commenced mid-December 2023, the second stakeholder meeting was held on January 23, 2024; construction documents expected to be completed April 12, 2024; with bidding and contractor procurement tentatively starting in early May 2024. Since last meeting with Council, revisions have been accepted that has given the City an approximate savings of $1.6 million. Aesthetic design has also been revised in certain parts of the building based on feedback during the stakeholders meeting. Construction cost has gone down by about $133k and soft cost has increased about 2%. Estimated total project cost is $29,620,592.

Councilmember Esteve asked if the busy times at the ice arena same as the golf course and will this affect traffic and parking. Nick Spurgeon, Community Services Director responded that sometimes might overlap but the golf course busiest time is early mornings.

Councilmember Brady asked what the projected life of this new construction is. Mr. Betti responded 50 to 75 years.

Mayor Pro Tem Woolfley thanked Mr. Betti and Mr. Kieckhafer for their presentation.

New Business:

A. Bike and Pedestrian Outreach Initiative – Mr. Ridwan Coker, City Transportation Specialist, presented to Council an initiative that the Planning Department is working on alongside with the County to educate students about bike safety as well as pedestrian safety. Safe Routes to School is a national movement that encourages students to travel to and from school by walking or bicycling. In Washington, DC, Safe Routes to School Programs have flourished.

Councilmember Rogers asked if Mr. Coker has contacted our district school representative about the program. Mr. Coker responded that he has and is working closely with Ms. Miller.

Councilmember Ndebumadu asked how they are planning to engage the kids on these workshops. Mr. Coker said that he is working with the County and School Board with giveaways.

Council had a consensus for the department to proceed with the initiative.

B. FY24 Mid-Year Budget Report – City Manager Lott summarized the mid-year report to Council. General Fund revenues and expenditures appear to be on target with the FY 2024 adopted budget. Revenues at the midpoint are $45.3 million and expenditures are $28 million. The City's economic outlook is stable and positive.

Councilmember Esteve asked what the status of the public art was on Kenhill Drive and Rt. 197. Mr. Spurgeon responded that they were still waiting on the Memorandum of Understanding with SHA to be finalized.

Councilmember Ndebumadu asked for more clarification on what resident complaints Business Operations handles. City Manager Lott responded that that department handles a lot of the issues that relate to Verizon and BGE.

C. 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 – Councilmember Esteve moved the introduction of Ordinance O-1-24. Councilmember Brady seconded the motion. Motion passed 5-0 (Ndebumadu did not vote).

ADJOURNMENT:

Councilmember Esteve motioned to adjourn the regular City Council meeting. Councilmember Rogers seconded the motion. Motion passed 6-0. The meeting adjourned at 11:18 p.m.

Respectfully submitted,

Awilda Hernandez, MMC
City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: National Arab American Heritage Month
Proclamation P-3-24

DATE: 03/28/2024

National Arab American Heritage Month
Proclamation P-3-24

ATTACHMENTS: 1. 20240401 - Proclamation P-3-24

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING APRIL 2024 AS NATIONAL ARAB AMERICAN HERITAGE MONTH IN THE CITY OF BOWIE

WHEREAS, for over a century, Arab Americans have been making valuable contributions to virtually every aspect of American society: in medicine, law, business, education, technology, government, military service, culture; and

WHEREAS, since migrating to America, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends, while also setting fine examples of model citizens and public servants; and

WHEREAS, Arab Americans brought with them to America their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our great democracy; and

WHEREAS, Arab Americans have also enriched our society by sharing in the entrepreneurial American spirit that makes our nation free and prosperous; and

WHEREAS, the history of Arab Americans in the US. remains neglected or defaced by misconceptions, bigotry, and anti-Arab hate in the forms of crimes and speech; and

WHEREAS, Arab American issues, such as civil rights abuses, harmful stereotyping, and bullying must be combated in the forms of education and awareness; and

WHEREAS, Arab Americans join all Americans in the desire to see a peaceful and diverse society, where every individual is treated equally and feels safe; and

WHEREAS, the incredible contributions and heritage of Arab Americans have helped us build a better nation.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby celebrates the contributions Arab Americans have made to society and declares April 2024 to be National Arab American Heritage Month in the City of Bowie.

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

Attest:

_____
Timothy J. Adams, Mayor

_____
Awilda Hernandez, City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Earth Day
Proclamation P-4-24

DATE: 03/28/2024

Earth Day
Proclamation P-4-24

ATTACHMENTS: 1. 20240401 - Proclamation P-4-24

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
PROCLAIMING APRIL 22, 2024, AS EARTH DAY
IN BOWIE

WHEREAS, the first Earth Day was celebrated fifty-four years ago and is now celebrated by communities across the globe; and

WHEREAS, the City seeks to involve all residents in Earth Day activities to increase awareness of and participation in environmental protection; and

WHEREAS, the City has held several events leading up to Earth Day to celebrate nature; and

WHEREAS, the City Council, Green Team, Environmental Advisory Committee, and staff work diligently to provide residents with a healthy, sustainable environment improving tree canopy, energy efficiency, and water resources.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby proclaims April 22, 2024, as Earth Day in the City of Bowie.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on April 1, 2024.

Attest:

_____
Timothy J. Adams, Mayor

_____
Awilda Hernandez, City Clerk

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Third Party Inspection Services for the Driving Range Renovations at Bowie Golf Course
Resolution R-10-24

DATE: 03/28/2024

City Council approved the renovations of the driving range at the Bowie Golf Course in the FY24 Capital Improvement Program.

Because Independent Consultants & Engineers, Inc is a respected firm providing third party inspections, staff believes it is in the City's best interest to work with Independent Consultants & Engineers, Inc to perform the third-party inspections as required by Prince George's County DPIE for the driving range renovations project.

On March 13, 2024 the Department of Community Services advertised a Notice of Intent to Negotiate for third party inspection services with the Independent Consultants & Engineers, Inc. for the Driving Range Renovations at the Bowie Golf Course.

In accordance with City Charter Section 61(b)(4), a fee of $48,725.00 for the required services was negotiated. This third-party inspection service shall be funded through the Capital Improvement Project fund (10545-57015).

The Department of Community Services recommends waiving bidding requirements for good cause shown, as allowed by Section 61(b) of the City Charter.

I concur with the recommendation of the Department of Community Services and request your approval of R-10-24.

ATTACHMENTS: 1. 20240401 - Resolution R-10-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 61 "PURCHASING AND CONTRACTING" OF THE CHARTER OF THE CITY OF BOWIE TO ALLOW NEGOTIATIONS WITH INDEPENDENT CONSULTANTS & ENGINEERS, INC. AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR THIRD PARTY INSPECTION SERVICES FOR DRIVING RANGE RENOVATIONS AT BOWIE GOLF COURSE IN THE AMOUNT OF $48,725.00.

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, "the City") requires, in section 61, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

WHEREAS, the City of Bowie owns the Bowie Golf Course located at 7420 Laurel-Bowie Road, Bowie, Maryland; and

WHEREAS, the City desires to renovate the driving range at the Bowie Golf Course; and

WHEREAS, third party inspections are required by Prince George's County DPIE; and

WHEREAS, the Independent Consultants & Engineers, Inc. has extensive experience qualifications to perform third party inspections; and

WHEREAS, the proposed contract price for the services to be procured will exceed twenty-five thousand dollars and the City Council deems the aforestated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least a two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 61 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to enter into an agreement with the Independent Consultants & Engineers, Inc for the above-mentioned services in the amount of $48,725.00.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on _____, 2024 by a vote of at least two-thirds of the members of the Council.

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

_____ _____

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Memorandum of Understanding between the City of Bowie and State Highway Administration
Resolution R-11-24

DATE: 03/28/2024

This memorandum serves as a formal request for the approval of the execution of a Memorandum of Understanding ("MOU") between the City of Bowie, Maryland ("CITY"), and the State Highway Administration ("SHA").

The proposed MOU pertains to the design, construction, and maintenance of public art (“ART”) on the hillside at Rt. 197 and Kenhill Drive, within SHA's Right-of-Way. The CITY has expressed interest in undertaking this ART project, and SHA has agreed to allow the CITY to proceed at its own cost and responsibility.

Key points of the MOU include:

The CITY will be solely responsible for the design, construction, and maintenance costs of the ART project.

SHA will provide approval for the design drawings of the ART project and will collaborate with the CITY throughout the process.

The MOU will have an initial term of five (5) years, renewable by mutual agreement, with provisions for termination by either party under certain circumstances.

The CITY will coordinate with SHA to ensure compliance with all applicable laws, regulations, and safety requirements.

The CITY will obtain necessary permits and insurance, and will be responsible for removing all items associated with the ART project and fully restoring the right-of-way upon termination of the MOU.

The MOU aligns with the CITY's goals of promoting safety, health, and the general welfare of residents, as well as enhancing the aesthetic appeal of the community. It has been reviewed and approved by legal counsel and is in accordance with Maryland law.

Staff Recommendation

Staff recommends that the City Council approve the execution of this MOU, as it presents an opportunity for the CITY to provide social benefits from the beautification of the area with this Art project.

ATTACHMENTS:

1. 20240401 - Resolution R-11-24
2. 20240401 - Exhibit 1 - MD 197 Bowie Art Signage MOU #5

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
APPROVING A MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE STATE HIGHWAY ADMINISTRATION ("SHA") AND THE CITY OF BOWIE, MARYLAND AND AUTHORIZING ITS EXECUTION

WHEREAS, the City of Bowie, Maryland ("CITY") requested SHA's permission to design, construct, and maintain public art ("ART") within SHA's right-of-way on the hillside at Rt. 197 (Mile Point 1.85N) and Kenhill Drive (1.90N) ("the Hillside"); and

WHEREAS, SHA has agreed to allow the CITY to undertake the design, construction, and maintenance of the ART at its own cost and responsibility; and

WHEREAS, the design, construction and maintenance of the Art is collectively referred to as the "Project"; and

WHEREAS, SHA and the CITY recognize the benefits of the Project to both parties and to the residents of the State, and agree that the Project will promote the safety, health, and general welfare of the residents of the State; and

WHEREAS, the proposed use of the right-of-way for the ART has been determined by SHA to serve the public interest and comply with relevant regulations and agreements; and

WHEREAS, SHA has waived the requirement for fair market rent for the non-highway use of the right-of-way, deeming the exception to be in the overall public interest; and

WHEREAS, SHA and the CITY desire to enter into a MOU setting forth the responsibilities and obligations of each party with respect to the Project, which MOU is attached hereto as Exhibit 1.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the MOU between the State Highway Administration and the City of Bowie, Maryland, for the Project is approved and the City Manager is hereby authorized to execute the MOU in a form substantially similar to that which is attached hereto as Exhibit 1.

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

ATTEST:	**THE CITY OF BOWIE, MARYLAND**
_____	_____
Awilda Hernandez City Clerk	Timothy J. Adams Mayor

MEMORANDUM OF UNDERSTANDING

for

MD 197 AT KENHILL DR.

DESIGN, CONSTRUCTION AND MAINTENANCE OF ART/LANDSCAPE ART

by and between

STATE HIGHWAY ADMINISTRATION

and

CITY OF BOWIE, MARYLAND

THIS MEMORANDUM OF UNDERSTANDING ("**MOU**"), made effective on this _____ day of _____, 2024 ("**EFFECTIVE DATE**") by and between the State Highway Administration, hereinafter called "**SHA**", acting for and on behalf of the State of Maryland, and the City of Bowie, Maryland, hereinafter called the "**CITY**", a Maryland municipal corporation.

WHEREAS, the CITY has requested and SHA has agreed to allow the CITY to design, construct, and maintain public art ("**ART**") in SHA's Right-of-Way on the hillside at Rt. 197 (Mile Point 1.85N) and Kenhill Drive (1.90N) (hereinafter, "**the Hillside**"); and

WHEREAS, the CITY shall be solely responsible for the design, construction, and maintenance costs of the ART; and

WHEREAS, the design, construction, and maintenance of the ART is collectively referred to herein as the "**PROJECT**"; and

WHEREAS, SHA and the CITY agree that the PROJECT will be a benefit to both parties to the MOU and will promote the safety, health, and general welfare of the residents of the State; and

WHEREAS, any non-highway use of the right-of-way must comply with the requirements of 23 CFR Part 710, and the Stewardship Agreement between SHA and the Federal Highway Administration ("**FHWA**"); and

WHEREAS, 23 CFR §1.23 provides that the FHWA Administrator has the authority to approve the temporary or permanent occupancy or use of the right-of-way if the FHWA Administrator determines that such occupancy or use is in the public interest and will not impair the highway or interfere with the free and safe flow of traffic; and

WHEREAS, pursuant to the Stewardship Agreement, the authority to make this determination has been delegated to the SHA Administrator; and

WHEREAS, by signing this MOU, the SHA Administrator affirms that he has determined that the use of the right-of-way described in this MOU will serve the public

interest and will not impair the highway or interfere with the free and safe flow of traffic; and

WHEREAS, 23 CFR § 710.403 requires the payment of fair market rent for the non-highway use of the right-of way unless SHA determines, with FHWA approval, that an exception is: 1) in the overall public interest for social, environmental, or economic purposes; or 2) for nonproprietary governmental use; and

WHEREAS, the SHA Administrator has determined, with FHWA approval, that the payment of fair market rent by the CITY for the non-highway use of the right-of-way is not required, and an exception is in the overall public interest, because the use of the SHA right-of-way by the CITY will provide social benefits from the beautification of the area, which often promotes local pride and economic development.

NOW, THEREFORE, THIS MEMORANDUM OF UNDERSTANDING WITNESSETH, that for and in consideration of the mutual promises and valuable considerations, the receipt and adequacy whereof is hereby acknowledged, be it understood that SHA and the CITY do hereby agree as follows:

I. PROJECT DESCRIPTION

The PROJECT shall generally consist of all activities to design, fabricate, construct, and maintain ART by the CITY on the Hillside. The ART shall consist of hardscape public art that is fabricated with Corten steel to spell "Bowie". The ART will be constructed in a meadow-like setting composed of hardy plantings of native perennial flowers and grasses. The maintenance of the ART include clearing, grading, stabilizing, and the replacement of dead shrubbery on the Hillside.

II. SHA RESPONSIBILITIES

A. SHA shall approve the design drawings of the ART before the ART is manufactured.

B. SHA shall provide the CITY with written comments on all data or materials provided by the CITY for review within fifteen (15) working days following receipt thereof.

C. SHA will provide the CITY with a right-of-entry District Permit from SHA's District 3 Office ("**DISTRICT PERMIT**"), with a term of one (1) year to be renewed annually, for the sole purpose of conducting the construction and maintenance activities described herein, provided the CITY has met all requirements for such activities (e.g., evidence of the public process referenced in Section III. B. has been provided to SHA, insurance, other permit requirements). The DISTRICT PERMIT shall grant a right-of-entry to the CITY's personnel and/or its agents, contractors, and/or assigns for the sole purpose of providing the

necessary construction and maintenance activities as stipulated herein, provided, however, that all of the CITY's agents, contractors, and/or assigns shall carry sufficient insurance as required by SHA and shall in writing indemnify SHA and hold SHA harmless for their respective actions or failures to act, under the DISTRICT PERMIT or concerning the construction and maintenance activities. In all cases the party shall provide evidence of such insurance to the CITY and to SHA.

D. 1. In the event the CITY fails to maintain the ART in accordance with Section III., Subsection F., below, and when corrective action is needed in SHA's sole opinion, SHA shall notify the CITY as to the corrective action required. The CITY shall commence the corrective action within no more than ten (10) business days from receipt of notification from SHA. If the CITY does not commence the corrective action within ten (10) business days, as may be directed by SHA, SHA reserves the right to perform such corrective action as may be needed, including, but not limited to, removal of said ART and invoicing the CITY for the cost any such corrective action.

2. SHA shall provide a detailed invoice to the CITY for all costs incurred by SHA for the performance of the required maintenance including SHA's direct salary and payroll burden and other direct costs, such as materials.

E. When SHA directs the CITY to perform additional maintenance and the CITY has completed said maintenance, SHA shall, upon notification by the CITY, inspect and document that the additional maintenance has been performed in accordance with Section III., Subsection F., below.

F. If SHA requires the CITY to remove or relocate the ART, SHA shall notify the CITY in writing at least forty-five (45) days prior of the date by which the ART must be removed or relocated.

III. CITY RESPONSIBILITIES

A. Prior to the ART being manufactured, the CITY shall submit design drawings for the ART to SHA for approval.

B. Prior to the CITY finalizing the design of the ART and receiving the DISTRICT PERMIT from SHA, the CITY shall utilize a public process to receive public input and ensure that the final design meets the needs and character of the community and avoids any detrimental harms, and the CITY shall provide evidence of the public process occurring to SHA.

C. The CITY shall provide SHA with four (4) sets of proposed final PROJECT plans for review and comment, and SHA shall have final authority regarding approval.

D. Prior to entering upon SHA's right-of-way, the CITY shall, on behalf of itself and its agents, contractors, and/or assigns, apply for, obtain, and comply with the

DISTRICT PERMIT as referenced in Section II., Subsection C., above, for the purpose of performing the construction and maintenance activities as described herein.

E. The CITY shall construct the ART in a manner acceptable to SHA.

F. The CITY shall be responsible for the design, construction, and maintenance costs of the ART.

G. The CITY shall perform, at the CITY's sole responsibility and cost, all maintenance of the ART, to consist of but not be limited to, landscaping repair, maintenance, aesthetic appearance, graffiti removal, painting, cleaning, and trash removal.

H. The CITY shall take action to correct any issues concerning the maintenance as directed by notification from SHA or by the CITY's awareness of the need for maintenance.

I. If the CITY fails to take corrective action within ten (10) business days of notification and SHA must perform any corrective action as to the maintenance, the CITY shall reimburse SHA within thirty (30) days of the date of the invoice for all documented costs incurred by SHA for such corrective action, including SHA's direct salary and payroll burden and other direct costs, such as materials. If payment of the overdue amount is not received within thirty (30) days of the date of the invoice, SHA will then notify the CITY in writing that SHA may refer the overdue amount to the Central Collection Unit, at 300 West Preston Street, Room 500, Baltimore, MD 21201-2365 for collection of the overdue amount.

J. During the term of this MOU and the DISTRICT PERMIT, the CITY shall provide written documentation that it, or any agent or contractor procured by the CITY to perform the work of the PROJECT, (i) carries a valid insurance policy with, as a minimum, the following limits: $2,000,000 for general liability, $1,000,000 per occurrence, and $1,000,000 for automobile liability; (ii) has added SHA and the State of Maryland as additional named insureds; and (iii) has a policy that may only be cancelled by the insurance company after thirty (30) days prior written notice to SHA. The CITY and/or its contractors shall also provide SHA with a current and valid workers compensation insurance policy with limits equal to or in excess of those required by law.

K. The CITY understands that when performing the maintenance and construction activities for the ART, traffic lane closures may be required. In that event, the CITY shall obtain a lane closure permit from SHA's District 3 Office.

L. With regard to the PROJECT, the CITY agrees that it shall comply with all applicable laws, rules, and regulations, including safety requirements imposed by SHA. The CITY shall also obtain all permits necessary for the PROJECT from SHA and as needed from any other entity.

M. The CITY and its agents, contractors, and employees assume the risk of performing activities related to the PROJECT and hereby releases SHA and the State of Maryland from any claims, losses, or costs for damages or injuries the CITY may incur or sustain in the course of performing the said activities, with the exception of claims, losses, or costs for damages attributable solely to the acts or omissions of SHA or its agents, employees, or contractors.

N. The initial term of this MOU shall be five (5) years from the EFFECTIVE DATE. The MOU may be amended and shall be renewable by mutual written agreement of the parties. However, SHA may terminate this MOU by providing thirty (30) days advance written notification to the CITY in the event the CITY fails to properly perform the PROJECT activities as required herein or in accordance with the specified standards of SHA. The CITY may terminate this MOU at upon thirty (30) days advance written notification to SHA. In the event of termination by the CITY or SHA, the CITY will be responsible for removing all items associated with the ART and complete restoration to original condition of the associated right-of-way, as required to do so by SHA.

O. The CITY shall coordinate with Miss Utility with regard to the PROJECT to ensure no damage occurs to utilities (both overhead and underground) during the performance and term of the PROJECT.

P. The CITY shall ensure proper distance of the ART from traffic control devices.

Q. The CITY will remove the ART at the CITY's own cost when requested by SHA within forty-five (45) days of the date of SHA's notification.

R. The CITY shall be responsible for all maintenance debris created under this MOU and the DISTRICT PERMIT. SHA will not be required to move, destroy, or store any debris.

IV. GENERAL

A. The parties hereto will cooperate with each other to accomplish the terms and conditions of this MOU.

B. SHA shall not be liable for any obligation, act, failure to act, or omission of the sponsor, its employees, contractors, or assigns.

C. This MOU and the duties and obligations of CITY hereunder are assignable only with the written consent of SHA.

D. This MOU shall inure to the benefit of and be binding upon the parties hereto, their agents, successors, and assigns.

E. This MOU and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.

F. The recitals (WHEREAS clauses) at the beginning of this MOU are incorporated herein as part of this MOU.

All notices, if to CITY, shall be addressed to:

Mati Bazurto
Business Operations Manager
City Manager's Office
15901 Fred Robinson Way
Bowie, MD 20716
Phone: 301-809-3031
E-mail: mbazurto@cityofbowie.org

If to SHA:

Elshaday Asrat
Utility Area Engineer
SHA District 3 Office
9300 Kenilworth Avenue
Greenbelt, MD 20770
Phone: 301.513.7300
E-mail: EAsrat@mdot.maryland.gov

with a copy to:

SHA Agreements Division
Office of Procurement and Contracts Management
MDOT State Highway Administration
Mail Stop C-405
707 N. Calvert Street
Baltimore MD 21202
Phone: 192.545.5547
E-mail:SHAAgreementsTeam@mdot.maryland.gov

SIGNATURE PAGES TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their proper and duly authorized officers on the EFFECTIVE DATE.

STATE HIGHWAY ADMINISTRATION

_____ By:_____

Witness William Pines, P.E. Date
SHA Administrator

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Assistant Attorney General

RECOMMENDED FOR APPROVAL:

_____
Andre Futrell, P.E.
Deputy Administrator/Chief Engineer for District Operations

_____
Derek Gunn, P.E.
District Engineer, D-3

_____
William J. Bertrand
Director
Office of Finance

CITY OF BOWIE, MARYLAND

_____ By:_____

Awilda Hernandez, City Clerk Alfred Lott, City Manager

APPROVED FOR FORM AND LEGAL SUFFICIENCY

_____

Elissa D. Levan

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Approval of Letter to Prince George's County Council in Reference to their FY 2025 Proposed Budget & Capital Improvement Program

DATE: 03/28/2024

Attached for the City Council's consideration is an updated annual letter to Prince George's County Council in reference to their FY 2025 Proposed Budget & Capital Improvement Program.

ATTACHMENTS: 1. 20240401 - County Budget Letter FY25

April 1, 2024

The Honorable Jolene Ivey, Chair
Prince George's County Council
Wayne K. Curry Administration Building
1301 McCormick Drive
Largo, MD 20774

RE: Prince George's County FY 2025 Proposed Budget & Capital Improvement Program

Dear Chair Ivey:

The Bowie City Council respectfully offers the following comments regarding the FY 2025 Proposed Operating Budget and FY 2025-2030 Capital Improvement Program. Comments on the Maryland-National Capital Park and Planning Commission Budget are offered in a separate letter. Thank you for your review and consideration of these issues of importance to the City of Bowie and its residents.

TRANSPORTATION

Chestnut Avenue Bridge Replacement
This project replaces the Chestnut Avenue bridge over Newstop Branch and reconstructs the approach roadways. The existing 19-foot span steel and reinforced concrete bridge is experiencing deterioration and needs structural replacement. The City looks forward to seeing the start of construction very soon, and we note that a substantial portion of the County's $5.8 million has already been spent. Chestnut Avenue is a key north-south route serving the Old Town Bowie, Northridge, and Highbridge neighborhoods. Although the proposed CIP indicates the estimated completion date is being moved back from FY 2025 to FY 2027, we hope to see the project completed on time during FY 2025.

Church Road
Unfortunately, the $9.6 million in County funding shown in the proposed CIP continues to appear in the "Beyond Six Years" category, representing no real effort to move this critical project toward fruition. Church Road is a major road serving a large portion of the Prince George's County's estate-home community. Redevelopment of Freeway Airport and other new developments in the area justify moving ahead with this $10 million project as soon as possible. The City owns the majority of land needed for straightening the dangerous S-curves, south of Tall Oaks Vocational School, and we are willing to partner with Prince George's County by donating the land needed for a roadway realignment at this location. Please contact the City regarding this opportunity for collaboration.

DRAFT

Pedestrian Safety Improvements - Race Track Road Project
The City Council strongly supports full funding of the Pedestrian Safety Improvements page in the CIP. The proposed improvement project for Race Track Road is funded through this program, which is oriented toward the enhancement of pedestrian safety.

As we understand it, the expected construction year was moved to 2026 due to limited funds available and that the Department of Public Works & Transportation intends to resume design activities this spring. Because of the urgent need to address safety issues on this busy County roadway, the City requests that the project be adequately funded for completion in the next two years.

Old Town Bowie Pedestrian Improvements
As the City's original neighborhood revitalizes, new sidewalks and crosswalks on Chestnut Avenue, Maple Avenue, Duckettown Road, and Old Laurel Bowie Road would greatly improve pedestrian safety on these County roads, which are the major transportation links to Old Town Bowie. Adding these facilities, where feasible, is consistent with the County's commitment to "Complete Streets".

FIRE DEPARTMENT

Annapolis Road Fire Station (Bowie Fire/EMS #839)
We are disappointed that this improvement project remains in the "Beyond Six Years" category, again, in the FY 2025 CIP. The project will provide $3.6 million in funding to complete a major renovation of the existing facility constructed in 1957. This key facility serves the central portion of our City and currently houses a basic life support ambulance, engine, ladder truck, and tanker. We request that funding for this project be moved into the first few years of the CIP.

Beechtree Fire/EMS Station
This project identifies funding in the out years for a new, $9.3 million, 3-bay Fire/EMS station. Construction of this station will improve response time in the US 301 corridor between Bowie and Upper Marlboro. Unfortunately, as the area continues to grow substantially, all funding remains in the "Beyond 6 Years" category.

A look at the development pipeline provides compelling evidence for immediate funding of this new fire station. These projects include the large amount of continuing development (such as the communities of Oak Creek Club and Beechtree) in the vicinity, was well as the ongoing construction of South Lake (380,000 square feet of retail use, 220,000 square feet of office use, two hotels, and 1,360 dwelling units, including 325 multi-family apartment units, 126 multi-family condominium units, 567 townhouse units, and 342 single-family detached units), National Capital Business Park (about three million square feet in 15 buildings, generating 3,000-4,000 jobs), additional thousands of square feet of light industrial and office development, such as Amazon Services and the NASA Federal Credit Union office complex, in the Collington Center Employment Park, Locust Hill (706 residential units) and the new multi-sport, tournament complex at Liberty Sports Park located off of US 301 in the Collington Center, which is expected to host 350,000 visitors annually between tournaments and daily league activity. It is very likely that the new commercial developments would fail the four-minute travel test from the closest Prince George's County Fire/EMS Station when applying the national standard.

DRAFT

Woodmore Fire/EMS Station
This project identifies future funding for a new station in the general area of Mount Oak Road and Church Road. The design will be a 3-bay drive-through design. However, the $8.6 million project remains in the "Beyond Six Years" category of the CIP, with no project completion date identified. Like the City's recommendation for improvements to Church Road noted above, the City Council urges you to accelerate this project to an earlier fiscal year to keep pace with new development occurring in the Church Road corridor. This station was identified as one of two stations needed to provide fire and emergency medical services within a seven-minute travel time standard in the Developing Tier by the Year 2035.

We appreciate the opportunity to comment on these matters of importance to the City of Bowie. Many thanks to you and your colleagues for your efforts and hard work on behalf of the residents of Prince George's County.

Sincerely,

Bowie City Council
Timothy J. Adams
Mayor

DRAFT

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Approval of Letter to Maryland-National Capital Park and Planning Commission in Reference to their FY 2025 Proposed Budget/CIP

DATE: 03/28/2024

Attached for the City Council's consideration is an updated annual letter to the Maryland-National Capital Park and Planning Commission in reference to their FY 2025 Proposed Budget/CIP.

ATTACHMENTS: 1. 20240401 - MNCPPC Budget Letter FY25 spring

April 1, 2024

The Honorable Jolene Ivey, Chair
Prince George's County Council
Wayne K. Curry Administration Building
1301 McCormick Drive
Largo, MD 20774

RE: M-NCPPC FY 2025 Proposed Budget/CIP

Dear Chair Ivey:

The Bowie City Council respectfully offers the following comments regarding the FY 2025 Proposed Maryland-National Capital Park and Planning Commission Budget and FY 2025-2030 Capital Improvement Program. Thank you for your review and consideration of these issues of importance to the City of Bowie and its residents.

TRAILS

The City supports funding for trail construction for the following specific projects, some of which are located beyond the City limits:

Bowie Heritage Trail – The Bowie Heritage Trail (BHT) is a 5-mile half circle that creates a complete loop from the WB&A Trail at Highbridge Road to the site of the Patuxent River Trail Bridge. The BHT has been divided into multiple segments. This project is for three segments of the BHT comprised of the link between the Bowie MARC station on the west end of the Bowie State University (BSU) campus, through the campus on the Loop Road, through forested BSU land on a dirt road, and across DNR lands (dirt road) to the Patuxent River Bridge site, a total distance of 1.3 miles. The City is pleased to see allocation of $329,000 proposed for Year 1 of the proposed program as it will complement the other trail extension projects the City is working on.

Collington Branch Stream Valley Park/Hall Road Sidewalk – The project includes construction of pedestrian facilities in front of M-NCPPC park property along the north side of Hall Road between the CSX railroad tracks and Pointer Ridge Drive. The pedestrian improvement will provide safe access for residents going to the County Library at Hall Station. It is critical that the $396,000 commitment currently shown in Year 1 of the proposed CIP be maintained to help encourage the Maryland State Highway Administration (SHA) to fund the construction of the much-needed pedestrian link between the CSX railroad tracks and Pointer Ridge Drive, and eventually a grade-separated crossing of MD 214. SHA recently advised that they have reinitiated the Hall Road sidewalk project, including a new

DRAFT

pedestrian bridge over Collington Branch. Preliminary design is underway, and SHA plans on completing the 30% design this fall.

PARKS AND RECREATION SITES

Recommendation for Multi-Generational Community Recreation Center – The City proposes constructing the next Multi-Generational Community Recreation Center in Area 3, ideally situated within the Green Branch Athletic Complex property owned by the Commission. This strategic location, nestled between Ball Park Drive and Mill Branch Road, offers ample space for the envisioned regional facility. A 2013 analysis underscored the pressing need for indoor aquatics and additional athletic courts, making them pivotal components in the design and construction plans. Specifically, the City advocates for the inclusion of indoor competitive swimming lanes, a recreational splash pad, and basketball courts to cater to diverse recreational needs.

Green Branch Athletic Complex Development – Echoing the aforementioned recommendation, the City reaffirms its stance on establishing the Multi-Generational Community Recreation Center at the Green Branch Athletic Complex. Emphasizing the integration of aquatics and court-based amenities aligns with the broader vision for this site. This space should be developed by the Commission to help support the recreational needs for the new developments at Mill Branch Crossing, Melford, and Southlake. The project will fund the construction of fields, restrooms, a concession pavilion, picnic areas, play areas, and associated infrastructure at a proposed regional recreation complex on 381 acres. The City urges the Commission to move funding up, to support an estimated completion in FY2026.

Enhancement of Foxhill Park – The City continues to support conversion of Fields 1, 2, and 4 to a baseball diamond with a field with a base path distance of 70'. This improved field should have permanent fencing as well as field lights. This park has field lights on baseball field #3 as well as the tennis court.

Hansel and Gretel Park – The City stands behind the Commission's initiative to replace the playground equipment at Hansel and Gretel Park, located on Pointer Ridge Drive. It is advisable that the new playground design incorporates pour-in-place surfacing instead of the mulch/wood fiber product previously utilized. This shift is prompted by past issues where weeds and tall grass have penetrated the mulch, leading to complaints.

South Bowie Community Center – We support the renovation of the restrooms at South Bowie Community Center. These facilities are heavily used and in need of an upgrade, as fixtures are regularly breaking and requiring maintenance investment.

DRAFT

We appreciate the opportunity to share the City of Bowie's perspective on these issues and thank you for your thoughtful consideration of them.

Sincerely,

Bowie City Council
Timothy J. Adams
Mayor

DRAFT

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: An Ordinance Approving Supplemental Appropriations for the Annual Budget for Fiscal Year 2024
Ordinance O-3-24

DATE: 03/28/2024

Ordinance O-3-24 proposes to amend the City's Fiscal Year 2024 Annual Budget to provide supplemental appropriations for the following purposes: The vehicle replacement order for the purchase and upfitting of eleven (11) marked Dodge police pursuit Durangos and two (2) black Dodge police pursuit Durangos (unmarked) has increased and will cost $85,100. Therefore, it is requested that an additional amount of $85,100 be appropriated for this purchase of thirteen (13) police vehicles.

CITY OF BOWIE
SUPPLEMENTAL BUDGET APPROPRIATION O-3-24
FOR FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

GENERAL FUND

Revenues			
01	48005	Appropriated Fund Balance	$ 85,100
		Total Revenues	$ 85,100
Expenditure Appropriation			
01920	59015	Equipment Acquisition and Replacement Fund	$ 85,100
		Total Appropriations	$ 85,100

Equipment Acquisition and Replacement Fund

Revenues			
03	49010	Transfer From General Fund	$ 85,100
		Total Revenues	$ 85,100
Expenditure Appropriation			
03201	57020	General - Machinery and Equipment	$ 85,100
		Total Appropriations	$ 85,100

Council's approval of Ordinance O-3-24 providing supplemental appropriations for the annual budget for the fiscal year ending June 30,2024 is requested.

ATTACHMENTS: 1. 20240401 - Ordinance O-3-24

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 AND O-1-24, TO APPROPRIATE AN ADDITIONAL $85,100 FOR THE PURCHASE OF THIRTEEN (13) POLICE VEHICLES

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 (FY 24); and

WHEREAS, funds were appropriated in the FY 24 Budget for the purchase of police vehicles, and an order was placed with Hertrich Fleet Sales in July, 2023 for the purchase of 13 vehicles; and

WHEREAS, in late February 2024, Hertrich Fleet Sales advised the City of Bowie that Ford Motor Company has suspended production of 2023 Police Package Explorer vehicles, has canceled production of its 2024 Police Explorers, and has cancelled the City's order. Ford Motor Company further advised that it would not honor pricing for a new order for model year 2025 Ford Explorers; and

WHEREAS, City staff researched other options for the acquisition of the police vehicles and determined that the Dodge Durango Police Pursuit vehicle would meet the City's needs; however, the cost of the Dodge Durango Police Pursuit vehicles is higher than the amount budgeted for the acquisition; 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 funds that were not included in Ordinances O-5-23, as amended by O-11-23 and O-1-24; and

WHEREAS, an additional appropriation of $85,100 from the General Fund Appropriated Fund Balance is requested to purchase and upfit thirteen (13) marked and unmarked police vehicles costing $74,000 and $11,100 respectively, and to increase the appropriation for the Equipment and Acquisition and Replacement Fund by a corresponding amount; 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.

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 and O-1-24; is further amended as follows:

APPROPRIATION ORDINANCE
THE CITY OF BOWIE, MARYLAND

GENERAL FUND

ESTIMATED REVENUES		
***		
Appropriated Fund Balance	$ [13,047,700]	$ 13,132,800
TOTAL REVENUES	$ [76,869,000]	$ 76,954,100
APPROPRIATIONS BY ACTIVITY		
***		
Nondepartmental - Equipment Acquisition and Replacement Fund	$ [2,504,200]	$ 2,589,300
TOTAL APPROPRIATIONS	$ [76,869,000]	$ 76,954,100
***		
Total General Fund Revenues	$ [76,869,000]	$ 76,954,100
Total General Fund Appropriations	$ [76,869,000]	$ 76,954,100

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

ESTIMATED REVENUES		
***		
Transfer from General Fund	$ [2,504,200]	$ 2,589,300
TOTAL REVENUES	$ [5,265,300]	$ 5,350,400
APPROPRIATIONS		
***		
General Government	$ [409,900]	$ 495,000
TOTAL APPROPRIATIONS	$ [5,265,300]	$ 5,350,400
***		
Total Equipment Acquisition Fund Revenues	$ [5,265,300]	$ 5,350,400
Total Equipment Acquisition Fund Appropriations	$ [5,265,300]	$ 5,350,400

AND, 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 _____, 2024.

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

ATTEST:

_____
Awilda Hernandez
City Clerk

THE CITY OF BOWIE, MARYLAND

_____
Timothy J. Adams
Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

_____
Elissa D. Levan, City Attorney

Memorandum

TO: City Council

FROM:

SUBJECT:

DATE: 03/28/2024

ATTACHMENTS: None

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: State of Place Analysis of City Activity Centers

DATE: 03/28/2024

Last June, City Council approved Resolution R-42-23 approving a Memorandum of Understanding (MOU) between the City of Bowie and the Maryland-National Capital Park and Planning Commission regarding the development of a State of Place Analysis for the Bowie Town Center, Maryland Route 450 Mainstreet, and Old Town Bowie. The State of Place product generates evidence-based urban design recommendations based on the economic outcomes the City wishes to optimize.

State of Place collects data on micro-scale, built environment features, automatically extracted from Google Street View or other comparable digital imagery of street-level urban design features. The benefits of the product include providing an accurate, robust measure of walkability and place quality and capturing aspects of the built environment related to convenience, safety, comfort, and pleasurability as opposed to existing walkability proxies that focus solely on number of destinations. The model developed for Bowie gives the City micro-scale, built environment data, allowing for first-ever comprehensive, robust understanding of baseline conditions of urban quality that impact the economic, social, and environmental well-being of the study areas.

The project was undertaken under the Planning Assistance to Municipalities and Communities (PAMC) program. The Prince George's County Planning Board approved the use of $80,000 in PAMC funding for the Bowie State of Place Analysis. The City also provided a share of the project cost in the amount of $15,000 from the Economic Development division's budget.

The Founder and CEO of State of Place, Inc., Ms. Mariela Alfonzo, will present preliminary recommendations and describe the model and process used to analyze the three areas of the study.

ATTACHMENTS: 1. 20240401 - State of Place Analysis Presentation

STATE OF PLACE

CITY OF BOWIE & STATE OF PLACE

Bowie MARYLAND

EVIDENCE-BASED, TECH-ENABLED ECONOMIC DEVELOPMENT TO FOSTER A MORE WALKABLE, LIVABLE, & THRIVING BOWIE

APRIL 1ST, 2024 CITY OF BOWIE CITY COUNCIL PRESENTATION

FUNDED BY THE PRINCE GEORGE'S PLANNING DEPARTMENT'S PLANNING ASSISTANCE TO MUNICIPALITIES AND COMMUNITIES (PAMC) PROGRAM

ADDITIONAL FUNDING ALSO PROVIDED BY THE CITY OF BOWIE'S ECONOMIC DEVELOPMENT DEPARTMENT

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Prince George's County Planning Department

City of Bowie Planning & Economic Development Goal:

Prioritize urban design changes to core economic development zones that optimize their walkability and economic value

STATE OF PLACE

STATE OF PLACE DATA-DRIVEN & EVIDENCE-BASED APPROACH

1) Identify & prioritize urban design changes most likely to optimize walkability & economic development

2) Quantify value-add & ROI of proposed built environment investments

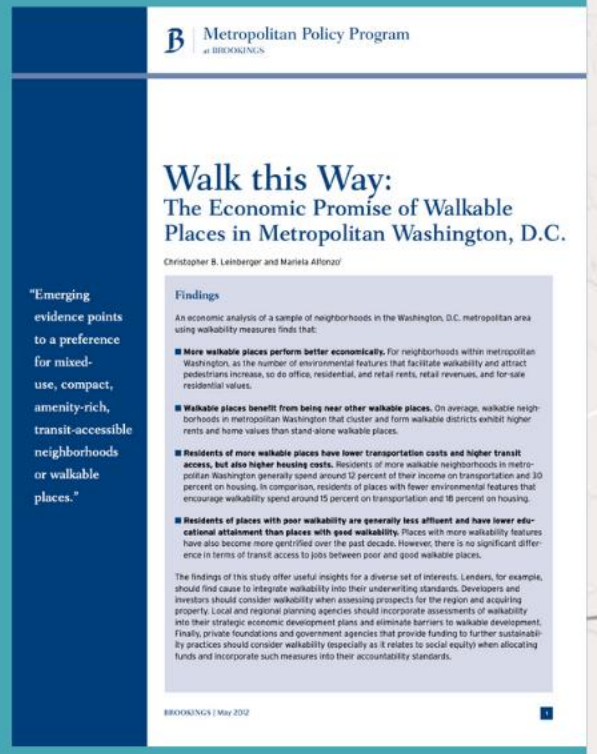
STATE OF PLACE

STATE OF PLACE VALUE TO CITY OF BOWIE:

1) Evidence-based urban design & economic development decisions increases effectiveness & cost-efficiency of available resources

2) Evidence-based justifications for proposed built environment investments makes it easier to get approvals, funding, and buy-in

Brookings Walk This Way study, 2012



Metropolitan Policy Program at BROOKINGS

Walk this Way:
The Economic Promise of Walkable Places in Metropolitan Washington, D.C.

Christopher B. Leinberger and Mariela Alfonzo

"Emerging evidence points to a preference for mixed-use, compact, amenity-rich, transit-accessible neighborhoods or walkable places."

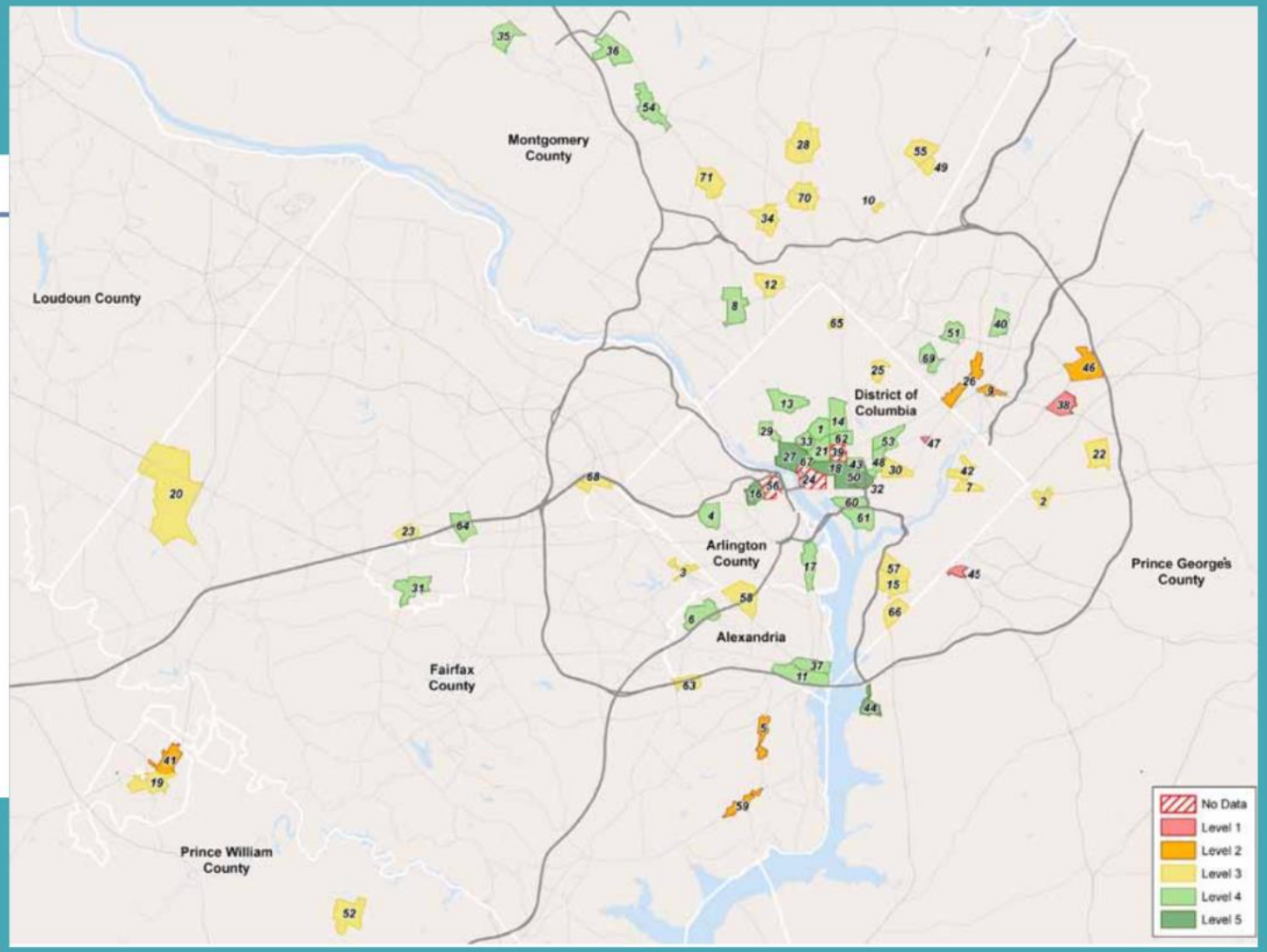
Findings

An economic analysis of a sample of neighborhoods in the Washington, D.C. metropolitan area using walkability measures finds that:

- **More walkable places perform better economically.** For neighborhoods within metropolitan Washington, as the number of environmental features that facilitate walkability and attract pedestrians increase, so do office, residential, and retail rents, retail revenues, and for-sale residential values.
- **Walkable places benefit from being near other walkable places.** On average, walkable neighborhoods in metropolitan Washington that cluster and form walkable districts exhibit higher rents and home values than stand-alone walkable places.
- **Residents of more walkable places have lower transportation costs and higher transit access, but also higher housing costs.** Residents of more walkable neighborhoods in metropolitan Washington generally spend around 12 percent of their income on transportation and 30 percent on housing. In comparison, residents of places with fewer environmental features that encourage walkability spend around 15 percent on transportation and 18 percent on housing.
- **Residents of places with poor walkability are generally less affluent and have lower educational attainment than places with good walkability.** Places with more walkability features have also become more gentrified over the past decade. However, there is no significant difference in terms of transit access to jobs between poor and good walkable places.

The findings of this study offer useful insights for a diverse set of interests. Lenders, for example, should find cause to integrate walkability into their underwriting standards. Developers and investors should consider walkability when assessing prospects for the region and acquiring property. Local and regional planning agencies should incorporate assessments of walkability into their strategic economic development plans and eliminate barriers to walkable development. Finally, private foundations and government agencies that provide funding to further sustainability practices should consider walkability (especially as it relates to social equity) when allocating funds and incorporate such measures into their accountability standards.

BROOKINGS | May 2012 1



Brookings Walk This Way study results, 2012

EACH 20+ INCREASE IN THE STATE OF PLACE INDEX WAS TIED TO:

RENTS

+$9/SF

+$7/SF

+ $300/UNIT

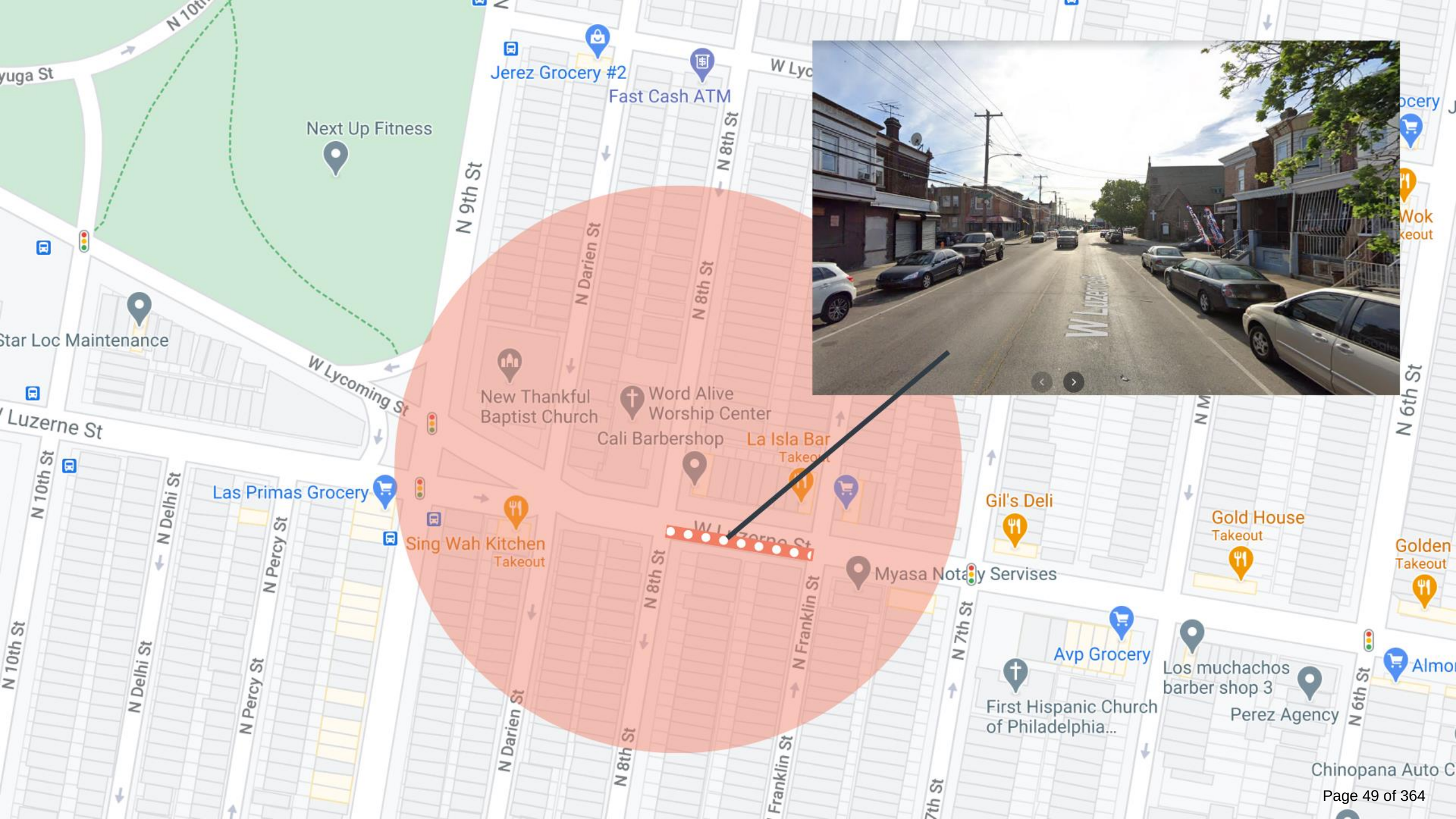
REVENUES

+80%/SF

HOME VALUES

+$81/SF

125+
TOTAL!
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15


N 10th
yuga St
Next Up Fitness
Jerez Grocery #2
Fast Cash ATM
W Lyc
N 8th St
N 9th St
N Darien St
N 8th St
Star Loc Maintenance
W Lycoming St
New Thankful Baptist Church
Word Alive Worship Center
Cali Barbershop
La Isla Bar
Takeout
Luzerne St
N 10th St
N Delhi St
Las Primas Grocery
N Percy St
Sing Wah Kitchen
Takeout
N 8th St
N Franklin St
Myasa Notary Servises
Gil's Deli
Gold House
Takeout
Golden
Takeout
N 7th St
Avp Grocery
Los muchachos barber shop 3
First Hispanic Church of Philadelphia...
Perez Agency
N 6th St
Chinopana Auto C
N 10th St
N Delhi St
N Percy St
N Darien St
N 8th St
N Franklin St
N 6th St
Wok
keout
ocery

Trees/
Vegetation
Buildings
Trees/
Vegetation
Cars
Cars

125+
TOTAL!
91.5
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

BUILT ENVIRONMENT DATA:

STATE OF PLACE INDEX & 10 DIMENSIONS

Density
Building Compactness & Height

Form
Streetscape Continuity & Enclosure

Connectivity
Ease of Access; Lack of Pedestrian/Bike barriers

Proximity
Access to Non-Residential Destinations & Diversity of Land Use

Public Spaces
Presence, Quality, & Access to Hard & Soft Scape Public Spaces

Rec. Facilities
Presence of Outdoor & Indoor Physical Activity Facilities

Ped/Bike Amenities
Features that Make it Comfortable for Pedestrians & Bicyclists

Traffic Safety
Quality & Safety of the Intersection; Traffic Calming Features

Aesthetics
Urban Design Features that Make Places Dynamic & Inviting

Personal Safety
Features that Influence Perceptions of Personal Safety

Downtown Asheville - Street Plans

23.8

SELECT LOCATIONS

HEAT MAP

BROWSE DATA

PRIORITIZE

ANALYZE SCENARIOS

FORECAST FINANCIALS

API

STATE OF PLACE

My projects Feedback Help Account

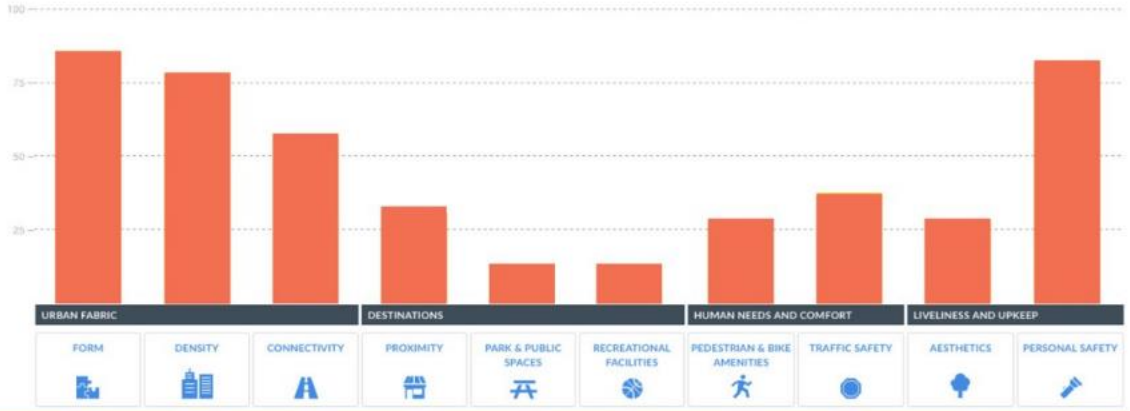
Browse data

Download report

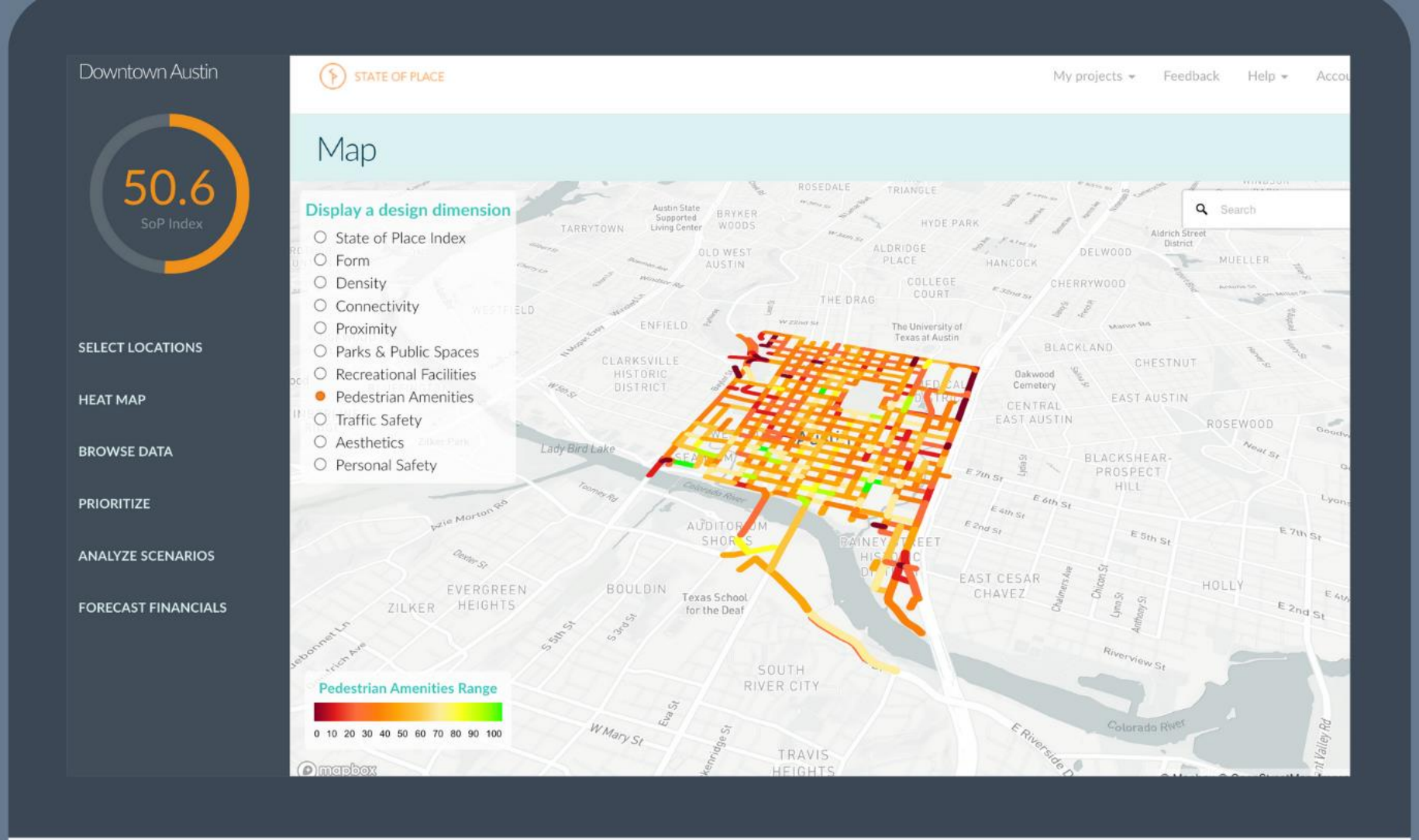
VIEW DATA FOR *All blocks in the project*

SoP Profile for all blocks in the project

The State of Place Index is composed of ten urban design dimensions empirically known to impact people's decisions to walk. Explore each dimension by clicking on it.



	FORM	DENSITY	CONNECTIVITY	PROXIMITY	PARK & PUBLIC SPACES	RECREATIONAL FACILITIES	PEDESTRIAN & BIKE AMENITIES	TRAFFIC SAFETY	AESTHETICS	PERSONAL SAFETY
Project Total	**85.7**	**77.8**	**56.3**	**30.5**	**0.0**	**0.0**	**28.2**	**37.4**	**28.2**	**81.4**
Coxe Avenue	85.7	77.8	56.3	30.5	0.0	0.0	28.2	37.4	28.2	81.4


Downtown Austin
50.6
SoP Index
SELECT LOCATIONS
HEAT MAP
BROWSE DATA
PRIORITIZE
ANALYZE SCENARIOS
FORECAST FINANCIALS
STATE OF PLACE
My projects
Feedback
Help
Map
Display a design dimension
State of Place Index
Form
Density
Connectivity
Proximity
Parks & Public Spaces
Recreational Facilities
Pedestrian Amenities
Traffic Safety
Aesthetics
Personal Safety
Pedestrian Amenities Range
0 10 20 30 40 50 60 70 80 90 100
Search
TARRYTOWN
BRYKER WOODS
OLD WEST AUSTIN
ROSEDALE
TRIANGLE
HYDE PARK
ALDRIDGE PLACE
HANCOCK
DELWOOD
MUELLER
CHERRYWOOD
COLLEGE COURT
THE DRAG
ENFIELD
CLARKSVILLE HISTORIC DISTRICT
The University of Texas at Austin
BLACKLAND
CHESTNUT
Oakwood Cemetery
CENTRAL EAST AUSTIN
EAST AUSTIN
ROSEWOOD
BLACKSHEAR-PROSPECT HILL
Lady Bird Lake
AUDITORIUM SHORES
EVERGREEN HEIGHTS
ZILKER
BOULDIN
Texas School for the Deaf
EAST CESAR CHAVEZ
HOLLY
SOUTH RIVER CITY
TRAVIS HEIGHTS
Colorado River
mapbox

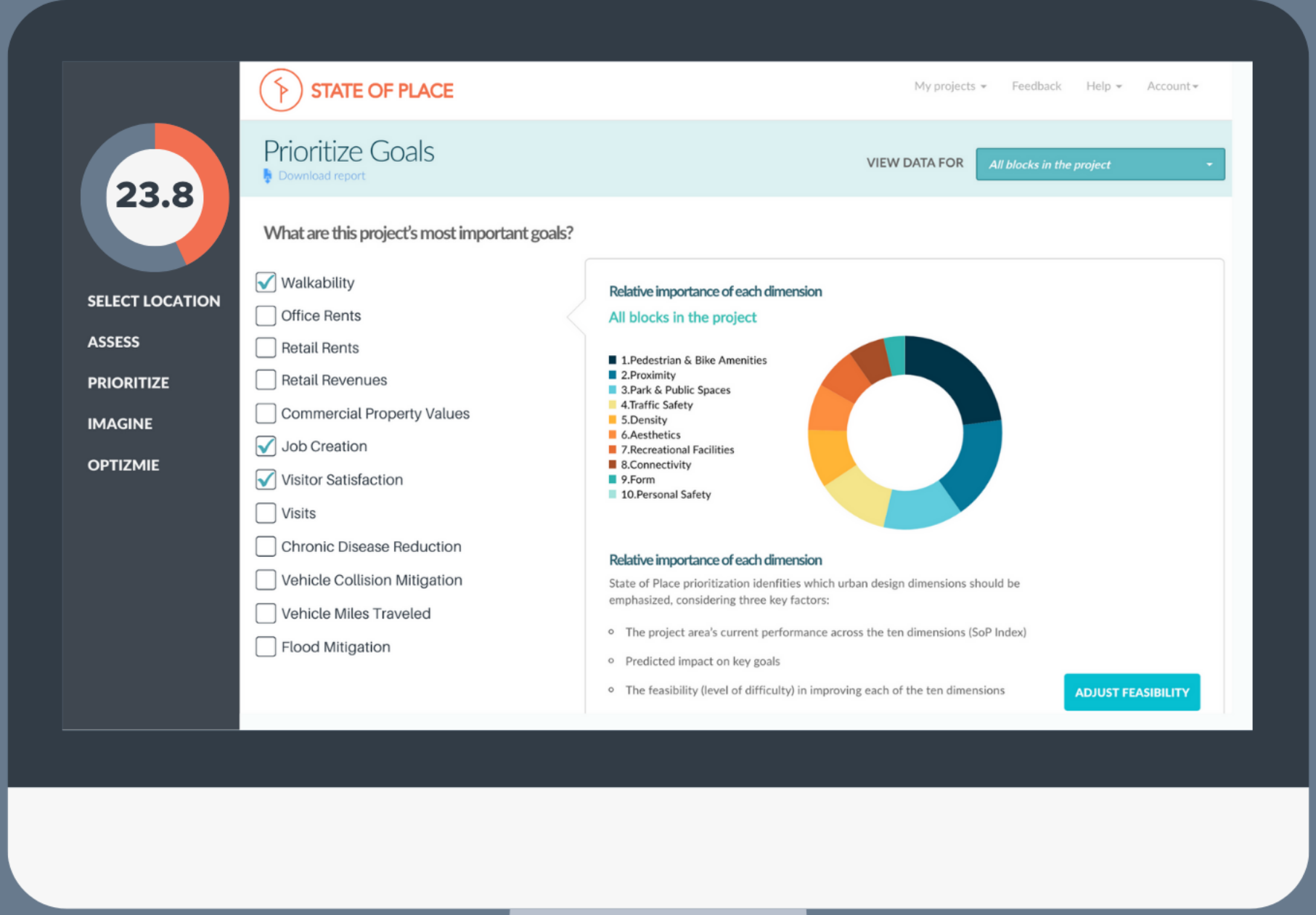
URBAN DESIGN

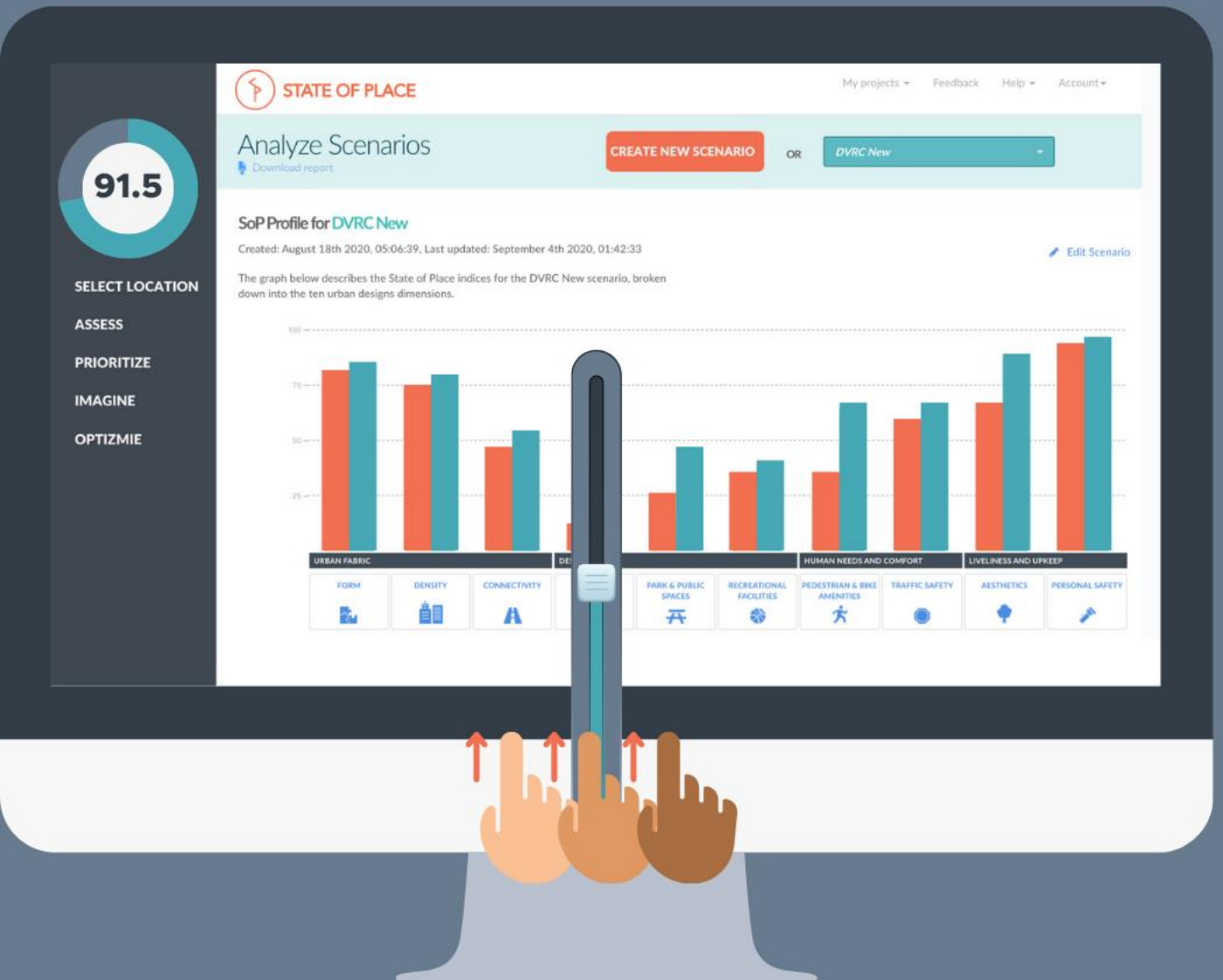
BEHAVIORS & PERCEPTIONS

QUALITY OF LIFE

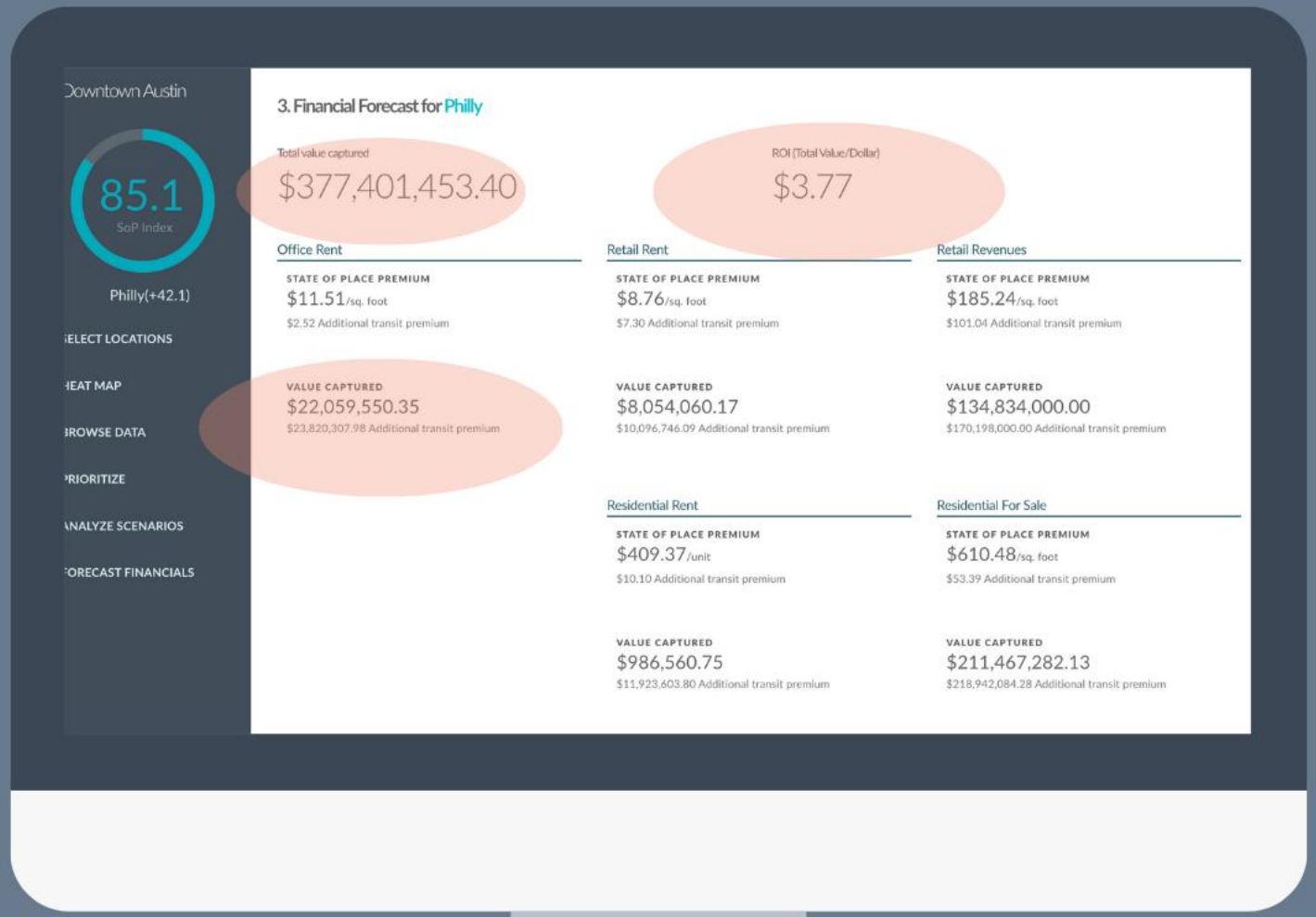
STATE OF PLACE

Thriving Places


STATE OF PLACE
My projects
Feedback
Help
Account
23.8
SELECT LOCATION
ASSESS
PRIORITIZE
IMAGINE
OPTIZMIE
Prioritize Goals
Download report
VIEW DATA FOR
All blocks in the project
What are this project's most important goals?
Walkability
Office Rents
Retail Rents
Retail Revenues
Commercial Property Values
Job Creation
Visitor Satisfaction
Visits
Chronic Disease Reduction
Vehicle Collision Mitigation
Vehicle Miles Traveled
Flood Mitigation
Relative importance of each dimension
All blocks in the project
1.Pedestrian & Bike Amenities
2.Proximity
3.Park & Public Spaces
4.Traffic Safety
5.Density
6.Aesthetics
7.Recreational Facilities
8.Connectivity
9.Form
10.Personal Safety
Relative importance of each dimension
State of Place prioritization idenfities which urban design dimensions should be emphasized, considering three key factors:
The project area's current performance across the ten dimensions (SoP Index)
Predicted impact on key goals
The feasibility (level of difficulty) in improving each of the ten dimensions
ADJUST FEASIBILITY


STATE OF PLACE
My projects
Feedback
Help
Account
91.5
SELECT LOCATION
ASSESS
PRIORITIZE
IMAGINE
OPTIZMIE
Analyze Scenarios
Download report
CREATE NEW SCENARIO
OR
DVRC New
SoP Profile for DVRC New
Created: August 18th 2020, 05:06:39, Last updated: September 4th 2020, 01:42:33
Edit Scenario
The graph below describes the State of Place indices for the DVRC New scenario, broken down into the ten urban designs dimensions.
URBAN FABRIC
HUMAN NEEDS AND COMFORT
LIVELINESS AND UPKEEP
FORM
DENSITY
CONNECTIVITY
PARK & PUBLIC SPACES
RECREATIONAL FACILITIES
PEDESTRIAN & BIKE AMENITIES
TRAFFIC SAFETY
AESTHETICS
PERSONAL SAFETY

23.8
91.5


Downtown Austin
85.1
SoP Index
Philly(+42.1)
SELECT LOCATIONS
HEAT MAP
BROWSE DATA
PRIORITIZE
ANALYZE SCENARIOS
FORECAST FINANCIALS
3. Financial Forecast for Philly
Total value captured
$377,401,453.40
ROI (Total Value/Dollar)
$3.77
Office Rent
STATE OF PLACE PREMIUM
$11.51/sq. foot
$2.52 Additional transit premium
VALUE CAPTURED
$22,059,550.35
$23,820,307.98 Additional transit premium
Retail Rent
STATE OF PLACE PREMIUM
$8.76/sq. foot
$7.30 Additional transit premium
VALUE CAPTURED
$8,054,060.17
$10,096,746.09 Additional transit premium
Retail Revenues
STATE OF PLACE PREMIUM
$185.24/sq. foot
$101.04 Additional transit premium
VALUE CAPTURED
$134,834,000.00
$170,198,000.00 Additional transit premium
Residential Rent
STATE OF PLACE PREMIUM
$409.37/unit
$10.10 Additional transit premium
VALUE CAPTURED
$986,560.75
$11,923,603.80 Additional transit premium
Residential For Sale
STATE OF PLACE PREMIUM
$610.48/sq. foot
$53.39 Additional transit premium
VALUE CAPTURED
$211,467,282.13
$218,942,084.28 Additional transit premium

23.8
91.5
$83,651
$169,787
Tax Revenue/Street Block

23.8
91.5
73.5%
Near
0%
Vehicle Collisions

STATE OF PLACE

BOWIE + MNCPPC + SOP: PURPOSE

Update original economic forecasting model (Brookings study) to reflect post-covid dynamics

Produce evidence-based urban design recommendations that optimize the walkability & economic value of Bowie's three core economic development areas

STATE OF PLACE

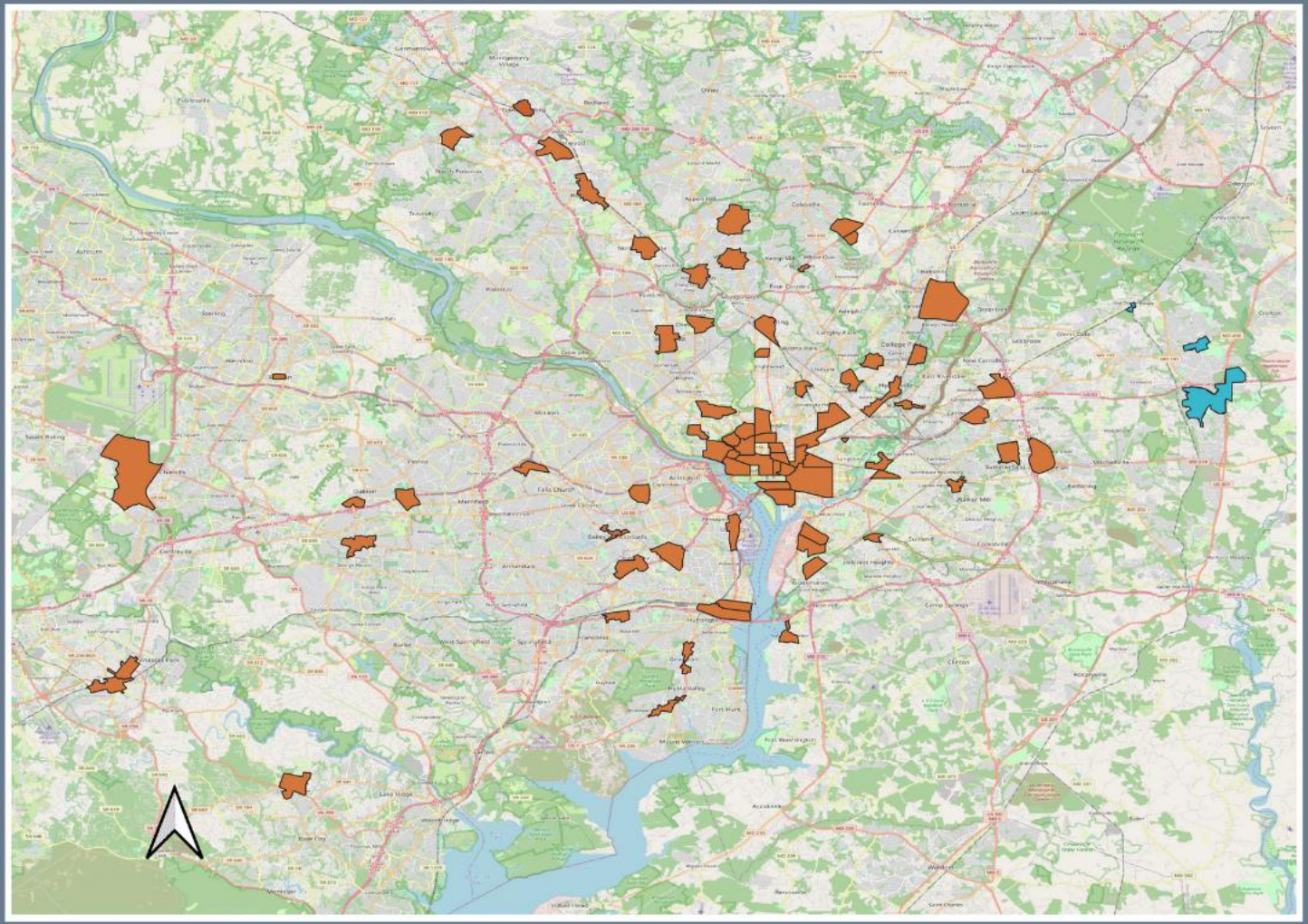
STATE OF PLACE & CITY OF BOWIE PROJECT STEPS:

1. DATA COLLECTION
2. STATE OF PLACE DATA ANALYSIS
3. STATE OF PLACE SOFTWARE
4. ECONOMIC FORECASTING
5. URBAN DESIGN RECOMMENDATIONS
6. SCENARIO ANALYSIS
7. FORECAST REPORT
8. SUMMARY REPORT & PRESENTATION

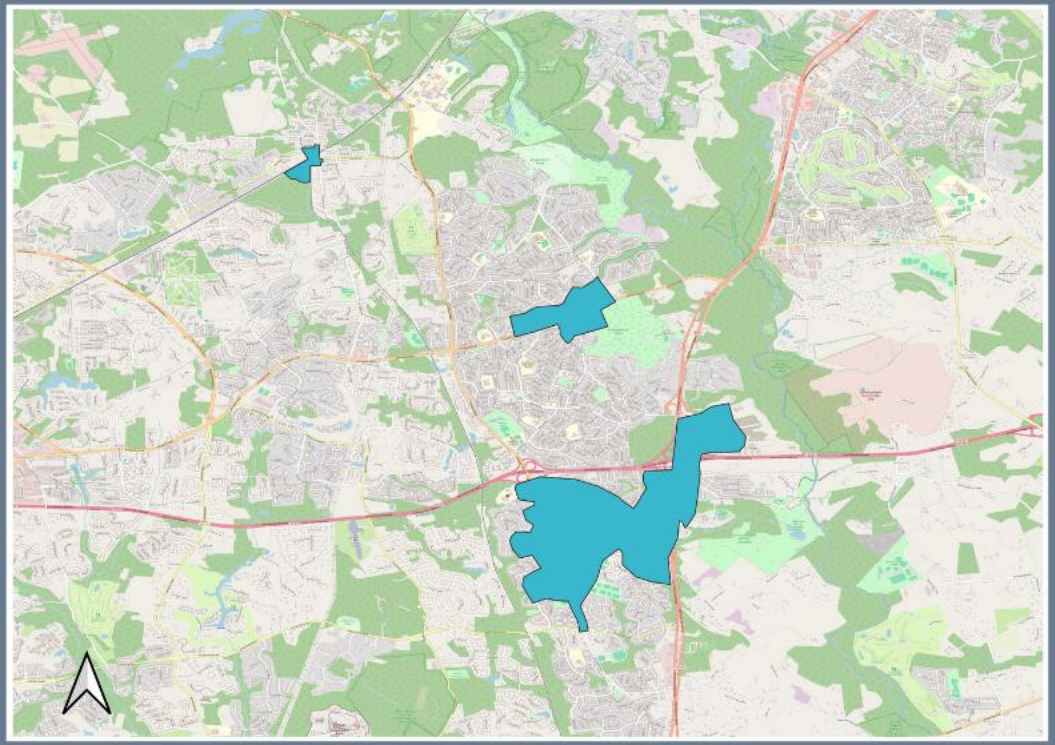
DATA COLLECTION:

MICRO-SCALE BUILT ENVIRONMENT FEATURES COLLECTED AT BLOCK LEVEL

GEOGRAPHIC SAMPLE: 78 NEIGHBORHOODS



THREE CORE BOWIE AREAS



BOWIE TOWN CENTER = 42 BLOCKS

OLD TOWN BOWIE = 13 BLOCKS

ROUTE 450 = 13 BLOCKS

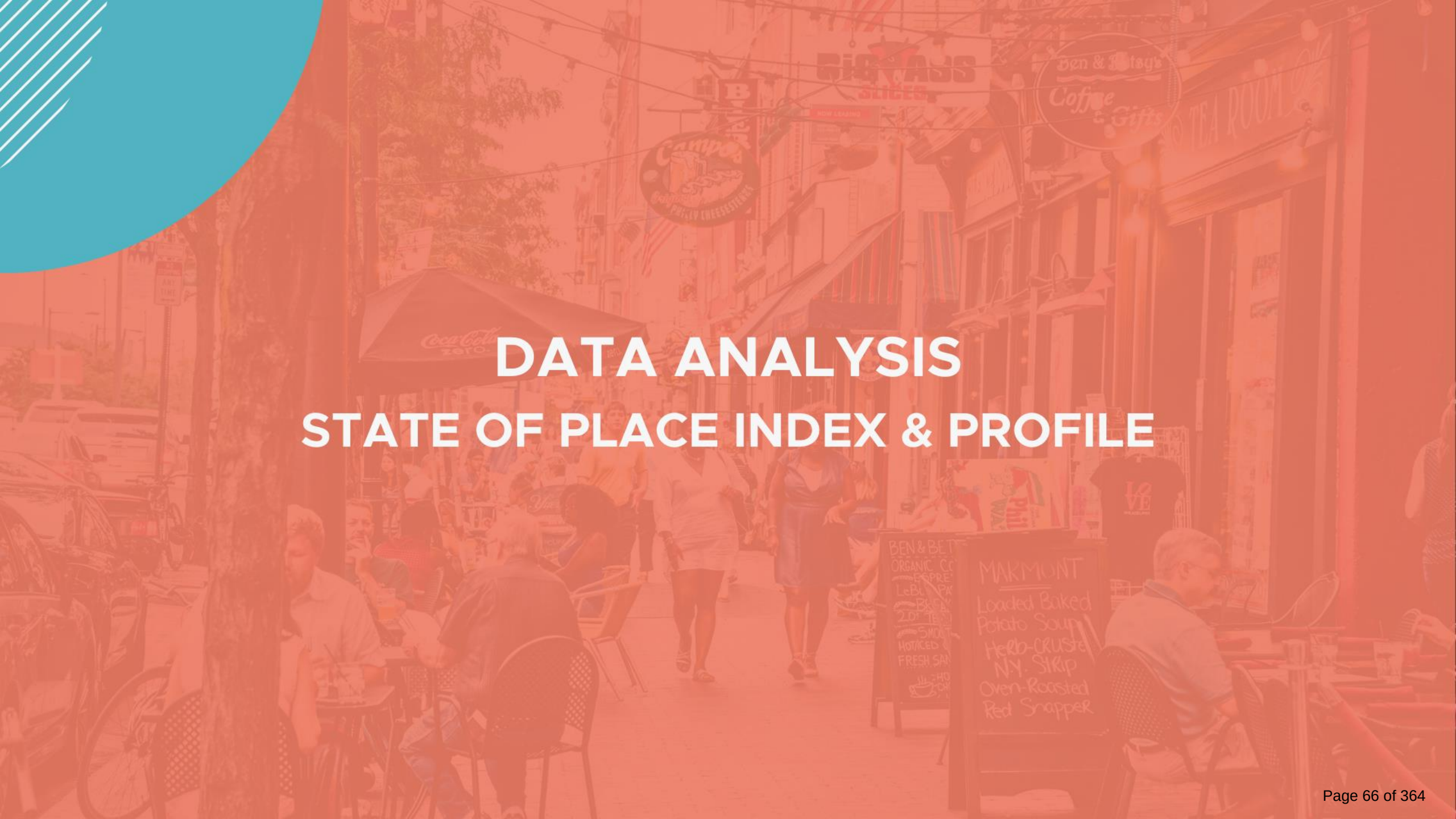
ECONOMIC DATA COLLECTION:

- Office Rents
- Residential Rents
- Retail Rents
- Residential Property Values

OTHER DATA COLLECTED FOR PURPOSES OF CREATING FORECASTING MODEL :

Income

Location

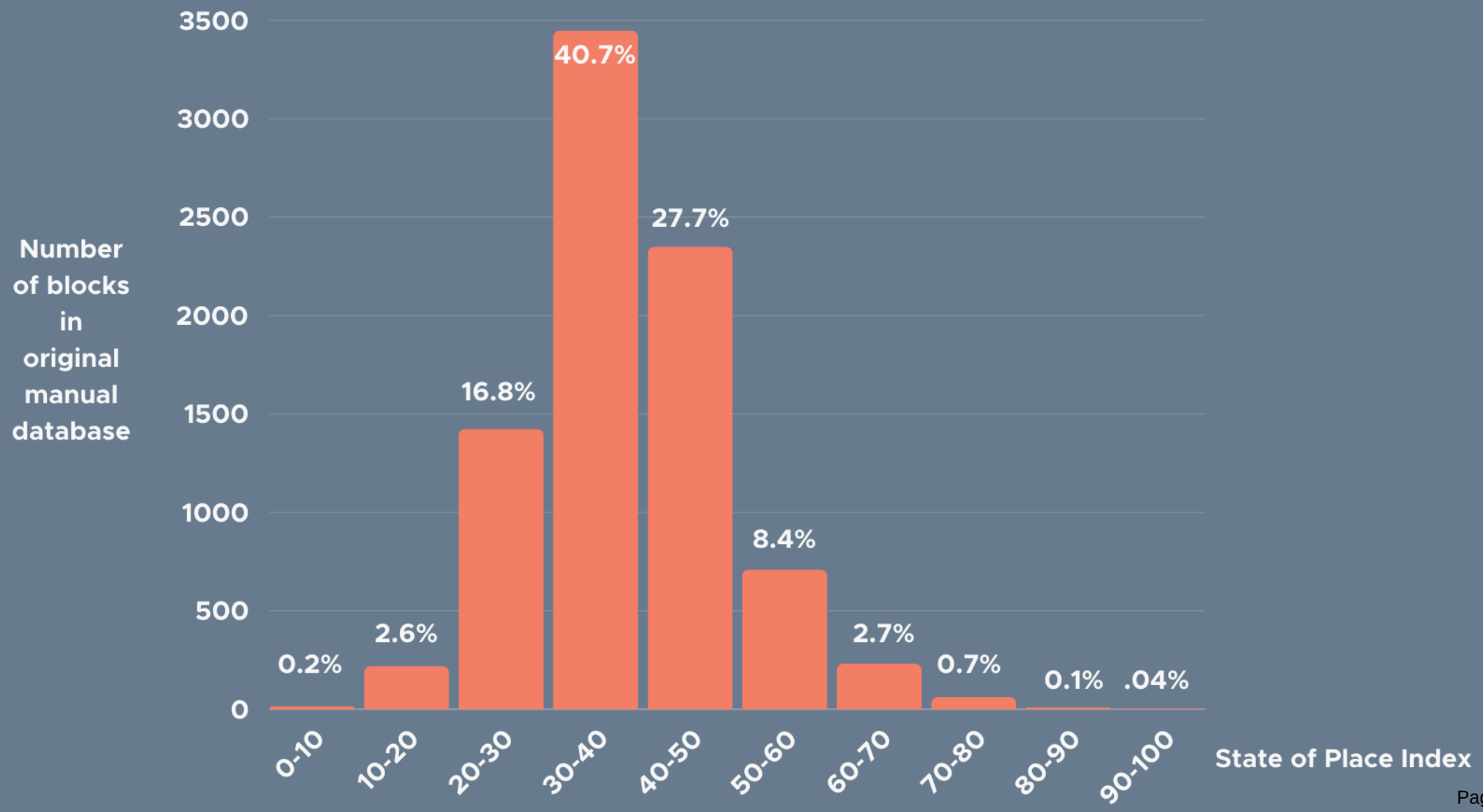


DATA ANALYSIS

STATE OF PLACE INDEX & PROFILE

125+
TOTAL!
91.5
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

SOP INDEX DATABASE DISTRIBUTION



STATE OF PLACE PROFILE

Density
Building Compactness & Height

Form
Streetscape Continuity & Enclosure

Connectivity
Ease of Access; Lack of Pedestrian/Bike barriers

Proximity
Access to Non-Residential Destinations & Diversity of Land Use

Public Spaces
Presence, Quality, & Access to Hard & Soft Scape Public Spaces

Rec. Facilities
Presence of Outdoor & Indoor Physical Activity Facilities

Ped/Bike Amenities
Features that Make it Comfortable for Pedestrians & Bicyclists

Traffic Safety
Quality & Safety of the Intersection; Traffic Calming Features

Aesthetics
Urban Design Features that Make Places Dynamic & Inviting

Personal Safety
Features that Influence Perceptions of Personal Safety

EXAMPLE FEATURES

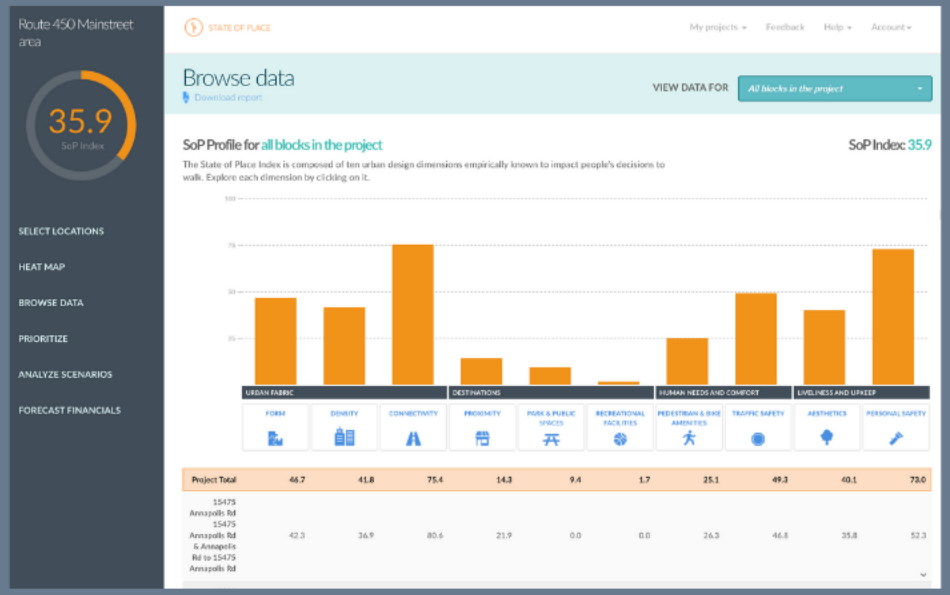
Ped/Bike Amenities

Features that Make it Comfortable for Pedestrians & Bicyclists

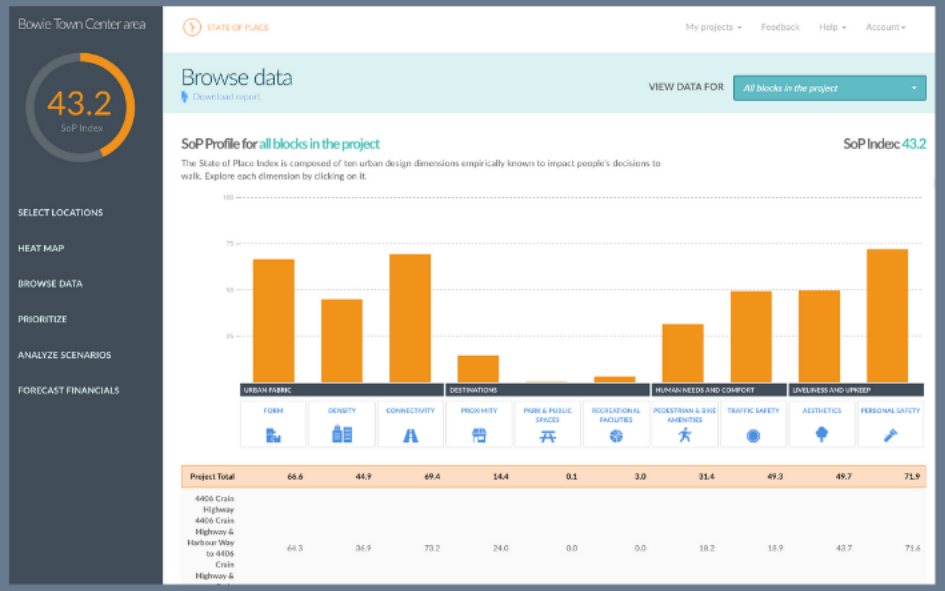
Traffic Safety

Quality & Safety of the Intersection; Traffic Calming Features

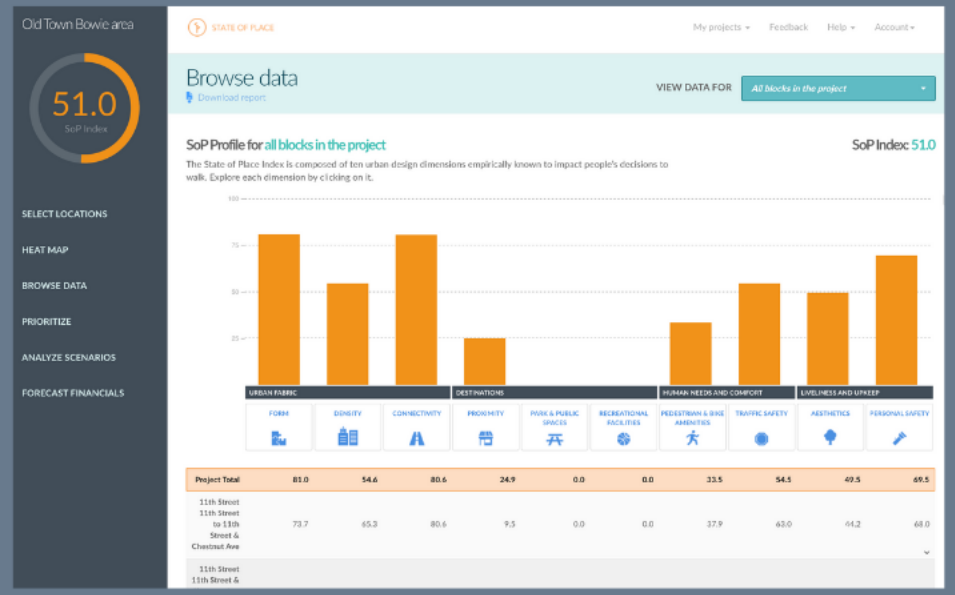
Route 450



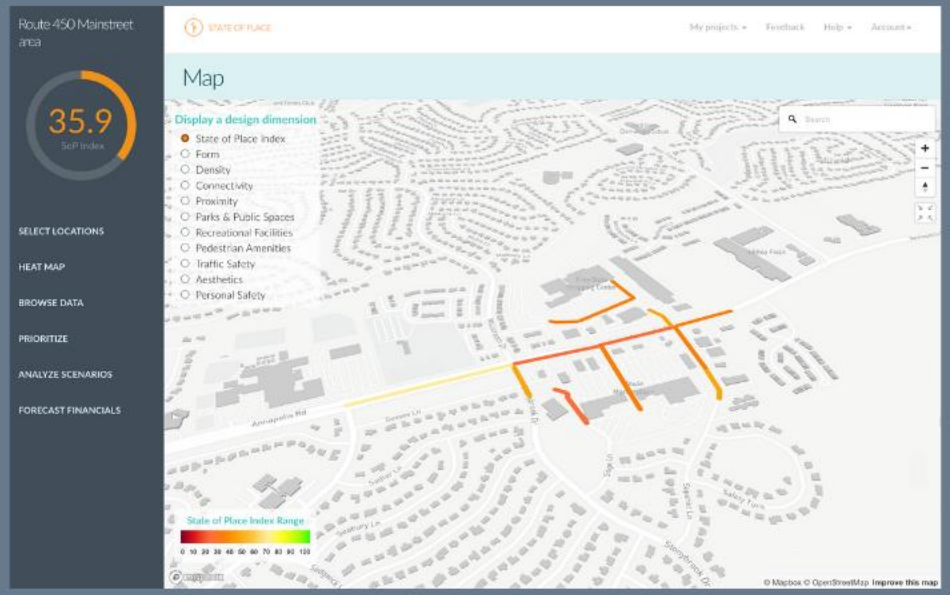
Bowie Town Center



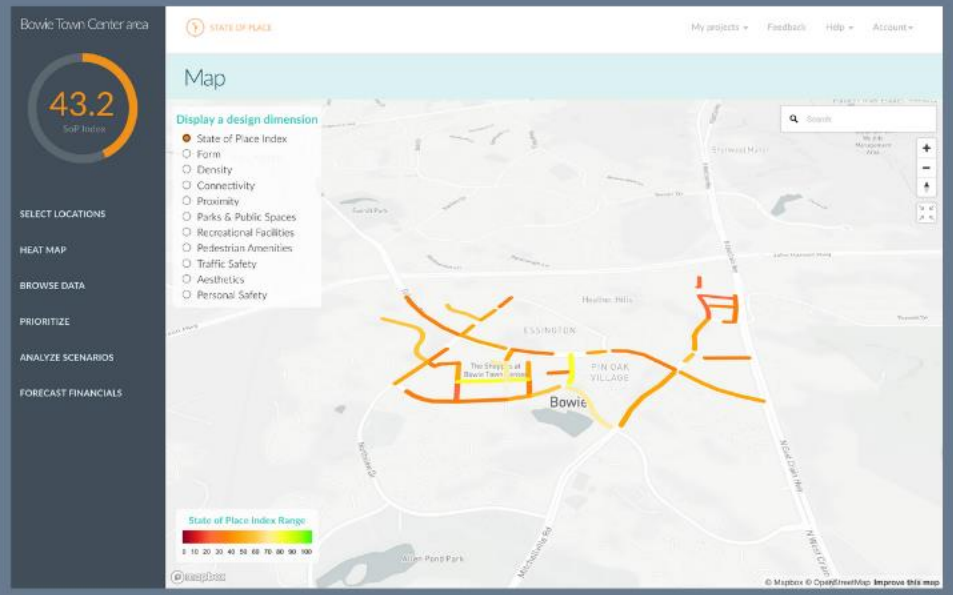
Old Town Bowie



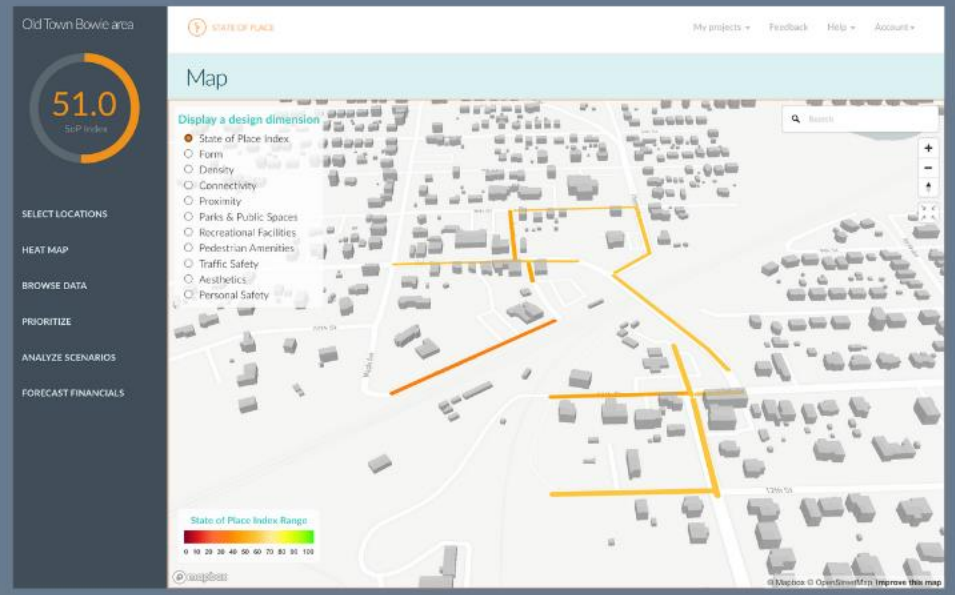
Route 450



Bowie Town Center



Old Town Bowie



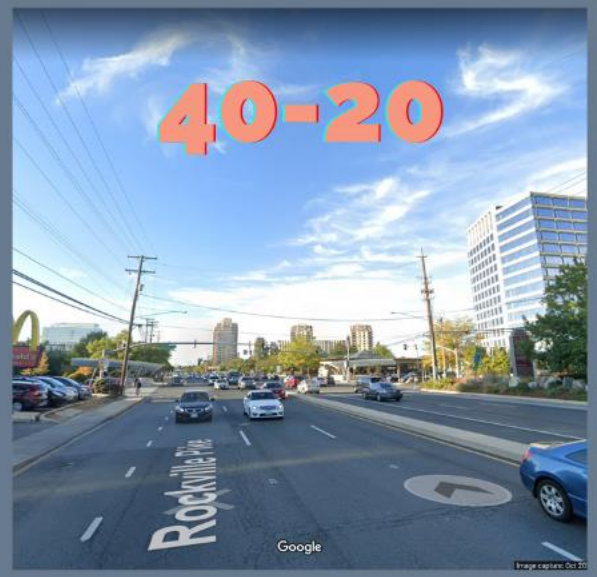
Example Neighborhoods for Each State of Place Index Level

Downtown, DC

Clarendon, VA

Rockville, MD

White Flint Metro Station, North Bethesda, MD



North Woodbridge, VA

TOP THREE URBAN DESIGN FACTORS PER ECONOMIC METRIC

Office Rents

- Public Spaces
- Proximity
- Traffic Safety

Residential Rents

- Ped/Bike Amenities
- Form
- Personal Safety

Retail Rents

- Traffic Safety
- Form
- Density

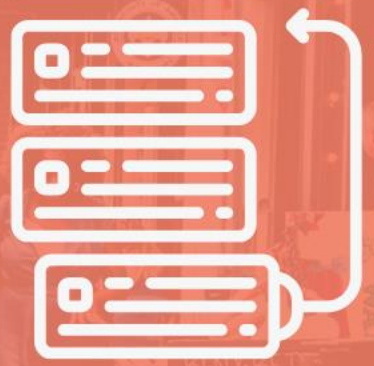
Residential Property Values

- Public Spaces
- Ped/Bike Amenities
- Proximity

EVIDENCE-BASED URBAN DESIGN PRIORITIES & RECS - BASED ON COMBINATION OF:

Existing Conditions (State of Place Index & Profile)

Desired Goals:



"Magnittude of Impact on Goal (Based on Updated Forecast Model)

Feasibility of Implementation

RECOMMENDATIONS: METHOD/APPROACH

1. PRIORITIZED BASED ON DIMENSIONS WITH BIGGEST IMPACT ON ECONOMIC VALUE
2. PREDICTED INCREASE FOR EACH FEATURE IS PROVIDED
3. PROVIDED BLOCK X BLOCK & FOR OVERAL AREAS

RECOMMENDATIONS: TYPES

1. Contextual - Example: Vehicle Lanes & Midblock Crossings
2. Parent-child - Example: Sidewalks & Arcades
3. Multi-select - Example: Different types of crosswalk markings
4. Not needed for every block - Example: Restaurants

RECOMMENDATION REPORT: SNAPSHOT

					Pedestrian & Bike Amenities					
					4			5		
Neighborhood	Block #	Blockname	Intersection	Intersection 2	Recommended Feature	Predicted score increase	Rec Direction	Recommended Feature	Predicted score increase	Rec Direction
Bowie Town Center	17	Evergreen Parkway	Evergreen Parkway	Fred Robinson Way	Awnings	2.2	Increase	Sidewalks with shading	1.2	Increase
Bowie Town Center	18	Emerald Lane	Emerald Lane (parking lane)	Emerald Lane (parking lane)	Benches/chairs	10	Increase	Sidewalks	2.9	Increase
Bowie Town Center	19	Emerald Way	Emerald Way	Evergreen Parkway	Sidewalks with shading	3	Increase	Awnings	3	Increase
Bowie Town Center	20	Emerald Way	Emerald Way	Town Center Blvd	Sidewalk completeness on either side	3	Increase			
Bowie Town Center	21	Emerald Way	Emerald Way	Town Center Blvd	Sidewalks with shading	1.4	Increase	Awnings	1.4	Increase
Bowie Town Center	22	Town Center Blvd	Collington Rd	Emerald Way	Sidewalks with shading	2.8	Increase	Awnings	2.8	Increase
Bowie Town Center	23	Town Center Blvd	Town Center Blvd	Emerald Way	Sidewalks with shading	3	Increase	Awnings	3	Increase
Bowie Town Center	24	Evergreen Parkway	Evergreen Parkway	Town Center Blvd	Sidewalks	4.3	Increase	Sidewalk completeness on either side	4.3	Increase
Bowie Town Center	25	Evergreen Parkway	Town Center Blvd	Evergreen Parkway	Sidewalks	14.5	Increase	Benches/chairs	7.9	Increase
Bowie Town Center	26	Emerald Way	Town Center Blvd	Emerald Way	Pedestrian Signal (Activated) 2	5.9	Increase	Pedestrian Signal (Activated)	5.9	Increase
Bowie Town Center	27	Excelsior Dr	Town Center Blvd	Excelsior Dr	Pedestrian Signal (Activated) 2	2.2	Increase	Pedestrian Signal (Activated)	2.2	Increase
Bowie Town Center	28	Emerald Way	Emerald Way	Evergreen Parkway	Benches/chairs	11.1	Increase	Sidewalks with shading	3.7	Increase

SCENARIO ANALYSIS - AUTOMATED

SCENARIO AUTOMATION: METHOD/PROCESS PER AREA

1. Run all combinations of recommendations for each block, per dimension

2. Predict before/after scores for each combination of recs for SoP Index & Dimensions

3. Rank scenarios based on:
   - Impact on SoP Index by # of features changed across all dimensions, for each block
   - Overall before/after change for SoP Index
   - Overal before/after change across all Dimensions

4. Select top 5% of before/after changes for each Dimensions across all blocks

SCENARIO AUTOMATION: METHOD/PROCESS PER AREA

5. Run combinations for those top 5% across all features total (regardless of Dimension)

6. Rank by highest impact for top three Dimensions by # of features changed for those Dimensions

7. Rank again by Impact on SoP Index by # of features changed across all dimensions for top scenarios,

8. Choose top scenario for each area based on 50%, 75%, & 90% of features changed

TOP SCENARIOS: 50% CHANGES

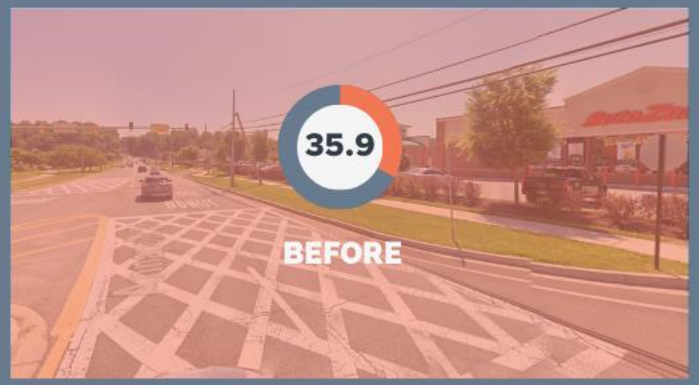
BOWIE TOWN CENTER: 12 BLOCKS

	Before	After
PERSONAL SAFETY	72.4	76.1
TRAFFIC SAFETY	50.9	58.1
PED & BIKE AMENITIES	31.4	43.6

OLD TOWN BOWIE 8 BLOCKS

	Before	After
PERSONAL SAFETY	70.5	74.3
TRAFFIC SAFETY	53.2	61.1
PED & BIKE AMENITIES	33.5	46.0

ROUTE 450 4 BLOCKS



	Before	After
PERSONAL SAFETY	73.3	83.7
TRAFFIC SAFETY	51.8	67.3
PED & BIKE AMENITIES	25.1	51.5

TOP SCENARIOS: 75% CHANGES

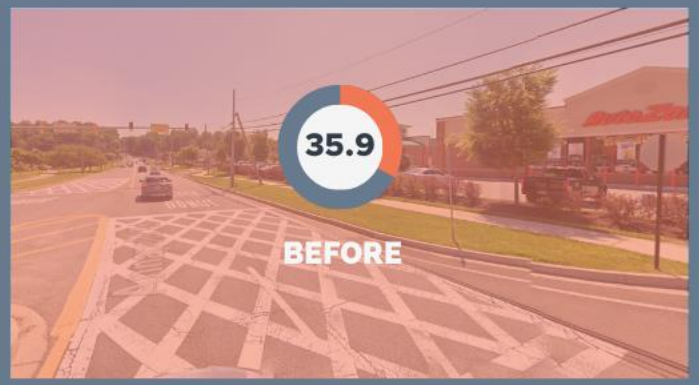
BOWIE TOWN CENTER 26 BLOCKS

PERSONAL SAFETY	72.4	79.2
TRAFFIC SAFETY	50.9	66.2
PED & BIKE AMENITIES	31.4	55.4

OLD TOWN BOWIE 13 BLOCKS

PERSONAL SAFETY	70.5	79.0
TRAFFIC SAFETY	53.2	68.0
PED & BIKE AMENITIES	33.5	55.3

ROUTE 450 8 BLOCKS



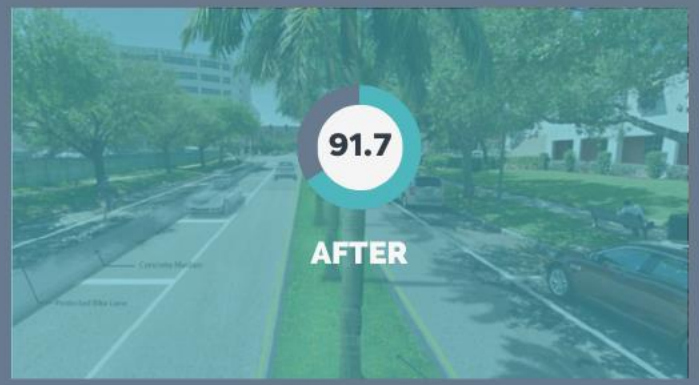
PERSONAL SAFETY	73.3	86.1
TRAFFIC SAFETY	51.8	69.9
PED & BIKE AMENITIES	25.1	64.6

TOP SCENARIOS: 90% CHANGES

BOWIE TOWN CENTER 42 BLOCKS

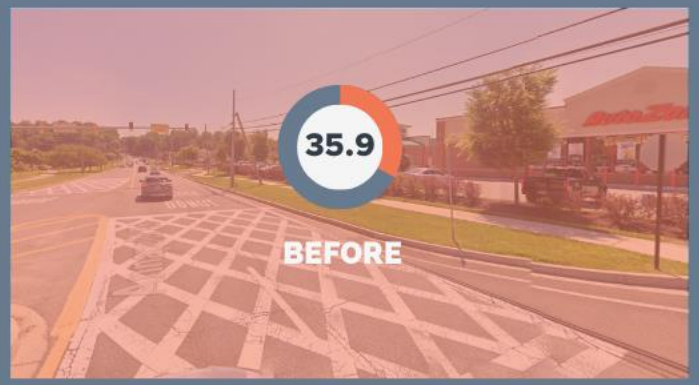
PERSONAL SAFETY	72.4	83.3
TRAFFIC SAFETY	50.9	72.9
PED & BIKE AMENITIES	31.4	66.3

OLD TOWN BOWIE 12 BLOCKS



PERSONAL SAFETY	70.5	85.0
TRAFFIC SAFETY	53.2	72.2
PED & BIKE AMENITIES	33.5	63.2

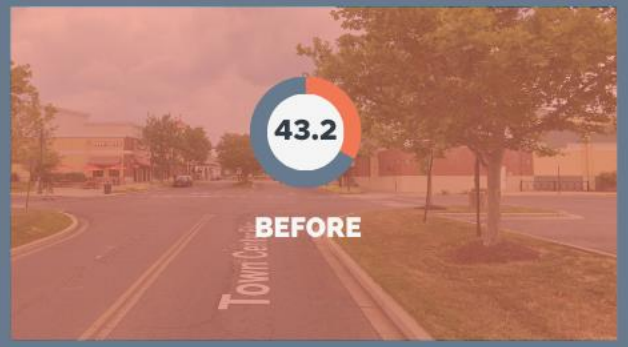
ROUTE 450 13 BLOCKS



PERSONAL SAFETY	73.3	86.8
TRAFFIC SAFETY	51.8	69.9
PED & BIKE AMENITIES	25.1	64.6

TOP SCENARIOS: PREDICTED VALUE ADD

BOWIE TOWN CENTER



+$12.07

OFFICE RENTS/SQFT

+$1,183

RESIDENTIAL RENTS/UNIT

+$4.42

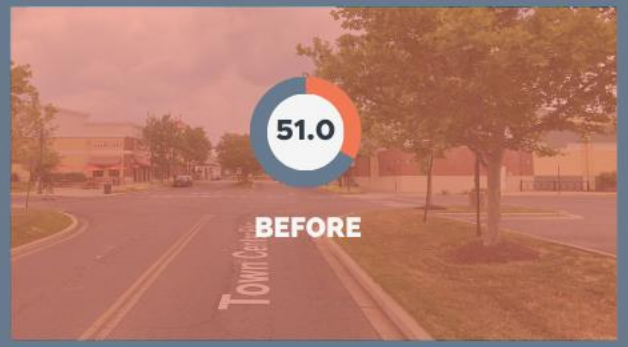
RETAIL RENTS/SQFT

+$543K

RESIDENTIAL PROPERTY VALUE

TOP SCENARIOS: PREDICTED VALUE ADD

OLD TOWN BOWIE



+$10.51

OFFICE RENTS/SQFT

+$1465

RESIDENTIAL RENTS/UNIT

+$3.51

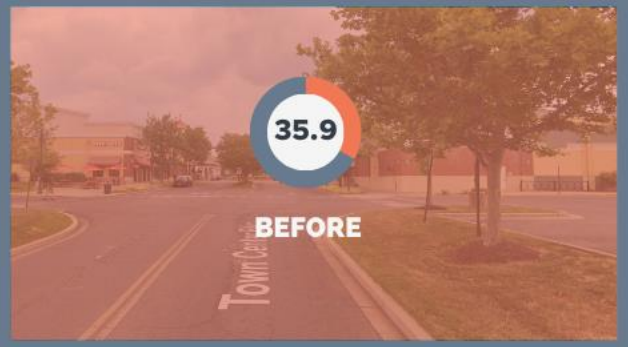
RETAIL RENTS/SQFT

+$680K

RESIDENTIAL PROPERTY VALUE

TOP SCENARIOS: PREDICTED VALUE ADD

ROUTE 450



+$14.64

OFFICE RENTS/SQFT

+$1877

RESIDENTIAL RENTS/UNIT

+$6.11

RETAIL RENTS/SQFT

+$873K

RESIDENTIAL PROPERTY VALUE

NEXT STEP - CALCULATE ROI BASED ON ESTIMATED COST TO IMPLEMENT SCENARIO: EXAMPLE

+$6.11

RETAIL RENTS/ SQFT/MO

50,000

TOTAL RETAIL SQUARE FOOT

10 YEARS

TOTAL RETURN PERIOD

$36.6M

PREDICTED TOTAL VALUE GENERATED

$5M

ESTIMATED COST

7.3X

PREDICTED ROI

NEXT STEPS

1. Review top automated scenarios with City of Bowie/MNCPPC
2. Make adjustments based on feasibility of changes/scenarios
3. Finalize top recommended scenarios
4. Calculate adjusted value increase of finalized scenarios, plus ROI, to help secure approvals, funding, & buy-in

STATE OF PLACE

Bowie MARYLAND

QUESTIONS?

FUNDED BY THE PRINCE GEORGE'S PLANNING DEPARTMENT'S PLANNING ASSISTANCE TO MUNICIPALITIES AND COMMUNITIES (PAMC) PROGRAM

ADDITIONAL FUNDING ALSO PROVIDED BY THE CITY OF BOWIE'S ECONOMIC DEVELOPMENT DEPARTMENT

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Prince George's County Planning Department

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Summary - Discuss Refuse and Recycling Pickup and Standards

DATE: 03/28/2024

As we strive to uphold the standards of our city and ensure effective waste management practices, I am pleased to announce an upcoming presentation dedicated to enlightening both the Council and our community on various facets of solid waste management.

The presentation aims to address critical aspects of our solid waste management system, including:

1. Trash pickup schedules and procedures
2. Recycling pickup guidelines
3. Yard waste collection protocols
4. Bulk item disposal procedures
5. Management of food scraps
6. Container maintenance and conditions
7. Guidelines for acceptable disposal items
8. Identification of unacceptable waste materials

Moreover, there will be a detailed overview of our solid waste fleet, elucidation on the designated collection routes, and clarification on any inquiries pertaining to special arrangements.

I am pleased to inform you that the Department has reaffirmed its commitment to adhere strictly to the standards outlined on the City's official website. These standards serve as our guiding principles in executing our responsibilities within the Solid Waste Division, ensuring consistency and transparency in our operations.

We believe that this presentation will foster a deeper understanding within the Council and the broader community regarding our solid waste management practices. By aligning ourselves with these standards and effectively communicating them, we aim to enhance the efficiency and sustainability of our waste management efforts.

Your attendance and participation in this presentation are highly valued, as your insights and feedback will further strengthen our initiatives in serving the community.

Thank you for your continued support and dedication to the betterment of our city.

ATTACHMENTS: 1. 20240401 - Trash and Recycling Presentation

Trash & Recycling Informative Discussion

Mission

- **Curbside collections:**
- Trash, recycling, and bulk pickup (Special pick up/yard waste)
- **Website**
    - https://www.cityofbowie.org/1137/Trash-Recycling

Recycling

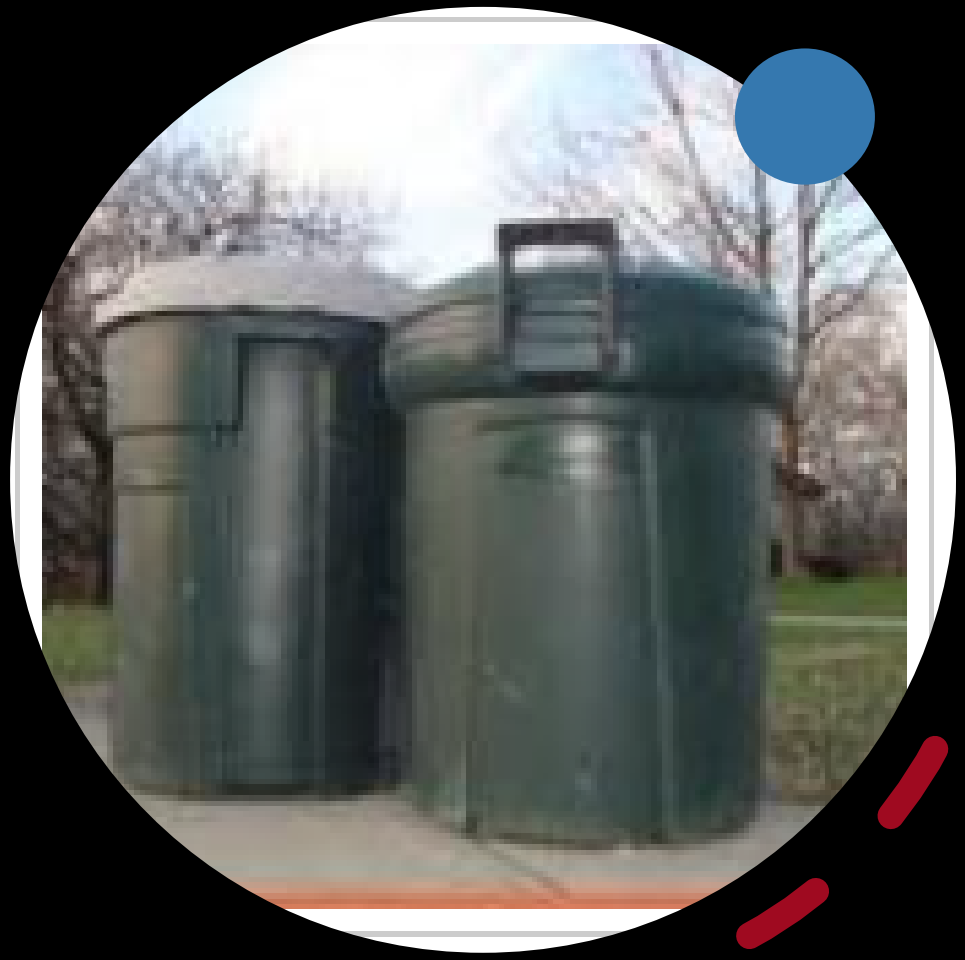
- Paper
- Plastic
- Cardboard
- Glass bottles
- Cans
- Motor Oil and Antifreeze **(done at the collection site on Public Works Rd., Bowie)**
  - Drops-offs are only allowed when the facility is open.
  - Motor oil and antifreeze are the only fluids accepted. They must be emptied into the collection tanks.
  - Full or partially full containers may not be left at the site.
  - Schedule:
    - **Monday – Friday: 8 a.m. to 3:30 p.m.**
    - **Weekends and Holidays: Closed**

Household Trash Collection

- Collected twice weekly (except holidays)
- Household trash includes all household waste and food scraps* that cannot be collected through the residential recycling or yard waste collections.
- Large items **(other than metal, appliances or tires)** can be included with the regular household trash curbside collection.

Preparing for Trash Collection

- **Place items for collection at the curb prior to 7 a.m. on the day of your collection**, but not prior to 5 p.m. the day before your collection.
- **Trash should be in closed containers** (32-gallon containers are a good size for household trash) or tied bags.
- **Containers and bags must weigh less than 50 lbs** when filled.
- **Place large trash items next to trash containers** for collection on regular scheduled trash collection days.



Preparing for Trash Collection (Cont.)

- **Animal Waste (kitty litter, dog waste) and human waste (diapers),** food scraps and other items that will attract animals must be placed in a plastic bag and then put in a trash can with a tight-fitting lid.
- **Medicines and Needles** and other sharp objects can be placed in puncture-proof, hard plastic containers you can't see through. Then place the sealed container with your household trash - - never in a recycling bin.
- **Mattresses must be sealed in a plastic bag or wrapped in plastic, secured with tape.** A mattress bag can be purchased at Home Depot, Lowe's, Target or other local hardware stores.

Acceptable Items

All regular household trash and food scraps.

Empty or dry latex paint cans. Oil-based paint is considered hazardous waste and cannot be accepted at curbside.

Large household items, such as furniture (except for metal and appliances) can also be disposed of with household trash.

Prohibited Items

- Items made of 98% metal, appliances, and tires - **these items require a special pick-up**
- Items that can be recycled through the City's Residential Recycling Program
- Liquids of any type
- Hazardous materials
- Compressed gas cylinders (propane, air, other gasses)
- Car parts
- **Construction debris** (concrete, bricks, lumber, windows, doors, drywall, tile, shingles & other roofing materials)
- Dirt, sod, mulch, rocks
- Yard Waste (The County prohibits yard waste in the landfill) – **these are picked up on Wednesdays**
- Stumps larger than 6" in diameter
- **Ammunition** or firearms

Large or Bulky Items

- **Large or bulky trash items** such as rugs, mattresses (must be wrapped in plastic), wooden furniture, upholstered furniture (couches, chairs) and plastic toys, etc. These items will be picked up on your regular trash day.
- **Large or bulky trash items** shall be at the curb by 7 a.m. on your normal trash collection day.
- **Metal items, appliances, and tires** are collected through a special pickup so they may be recycled. Please call to schedule an appointment at 301-809-2338 (or 2344).

Special Pickup

- Appliances and other items that are at least 98% metal - such as metal cabinets, metal shelving, grills and lawn mowers.
- Tires (up to 4 tires may be collected from a residence each year).
- Items such as lawn mowers must be **drained of all fluids (oil and gas)**
- Ensure refrigerator **doors are removed or tied shut** for safety prior to leaving on curb.
- Artificial Christmas trees

Yard Waste Collection (Wednesday)

- Place items for collection at the curb prior to 7 a.m. on Wednesday, the yard waste collection day, but not prior to 5 p.m. on Tuesday.
- Yard waste should be put out in one of the following ways:
- Loose within a container weighing no more than 50 lbs. (Do not use blue recycling carts or bins for yard waste.)
- Bagged in PAPER bags (Large yard wastepaper bags yard waste are available from BJ's, Giant, Home Depot, Lowes, Safeway, Target, Walmart, and other local stores. **(Plastic bags may not be used for yard waste.)**
- Branches up to 3 inches in diameter and 4 feet long must be tied in bundles; bundles must weigh no more than 50 lbs each.

Acceptable Items

- Grass clippings
- Leaves
- Small limbs/branches
- Christmas trees (January only). Trees must be placed at the curb and be free of decorations and lights.

Prohibited Items

- Apples
- Bamboo
- Dirt
- Landscape timbers
- Lumber
- Mulch
- Pumpkins
- Rocks
- Sod
- Logs
- Stumps

Questions & answers

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

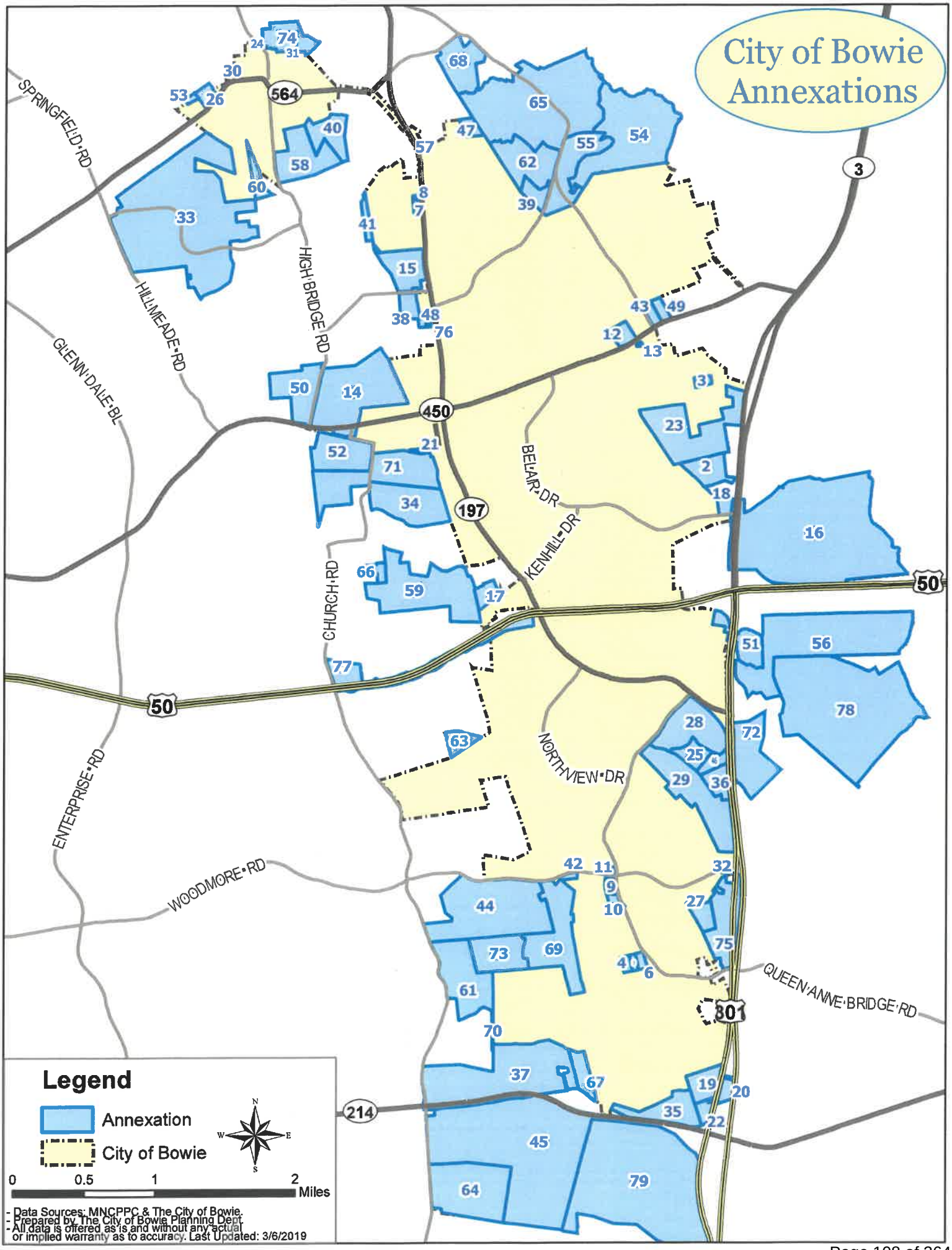
SUBJECT: Annexation Presentation

DATE: 03/28/2024

Councilmember Ndebumadu requested a briefing from staff on the City's current annexation strategy and procedures, as well as an overview of the City's property ownership assets. Staff will provide a Powerpoint presentation to review these topics and set the stage for City Council discussion. Attached are several documents relevant to this discussion.

ATTACHMENTS:

1. 20240401 - Annexation Handout - showing all City annexations from 1984 to the present
2. 20240401 - R-12-06 Current City of Bowie Annexation Policy
3. 20240401 - Bowie Planning Area Growth Limits Map
4. 20240401 - The Annexation Impact Analysis Worksheet
5. 20240401 - Annexation Staff Report from City Manager(January 2006)
6. 20240401 - Annexation Policy Memorandum (February 2006)
7. 20240401 - Annexation Property Tax Comparison
8. 20240401 - Map of City Owned Property
9. 20240401 - Listing of City Owned Property
10. 20240401 - Annexation PowerPoint Presentation


City of Bowie Annexations
SPRINGFIELD RD
HILLMEADE RD
GLENN DALE BL
HIGH BRIDGE RD
CHURCH RD
BELAIR DR
KENHILL DR
NORTHVIEW DR
ENTERPRISE RD
WOODMORE RD
QUEEN ANNE BRIDGE RD
564
450
197
50
3
801
214
Legend
Annexation
City of Bowie
0
0.5
1
2
Miles
- Data Sources: MNCPPC & The City of Bowie.
- Prepared by The City of Bowie Planning Dept.
- All data is offered as is and without any actual or implied warranty as to accuracy. Last Updated: 3/6/2019

#	RESOLUTION	PROPERTY NAME	YEAR
2	R-1-84	Derbyshire	1984
3	R-4-84	Dutko	1984
4	R-5-84	Octavia Blake	1984
5	R-11-84	S. Harrison	1984
6	R-10-84	H. Jones	1984
7	R-12-84	C. Barrett	1984
8	R-7-84	Helen Brannon	1984
9	R-8-84	James Peach	1984
10	R-3-84	Herndon Peach	1984
11	R-6-84	Cecelia Harmel	1984
12	R-9-84	MNCPPC	1984
13	R-13-84	G. Pitcher	1984
14	R-1-85	Highbridge	1985
15	R-25-85	O'Connor Tract (Belair Greens)	1985
16	R-50-85	University of MD Science & Tech Ctr.	1985
17	R-48-85	Princeton Square Addition	1985
18	R-17-85	Petrusas	1985
19	R-62-85	Ridgeview Estates Addition	1985
20	R-42-86	Lowes	1986
21	R-18-86	Heritage Square	1986
22	R-34-86	W.S.M & M Joint Venture	1986
23	R-68-87	Forest Drive	1988
24	R-11-88	Messersmith	1988
25	R-133-89	Elder Oaks Limited Partnership	1989
26	R-27-89	Ascension Church	1989
27	R-50-89	Amber Meadows II (Walker Property)	1989
28	R-90-89	Pin Oak Village	1989
29	R-95-89	Jenkins Property (Pin Oak Assoc. Ltd. Ptnshp.)	1989
30	R-24-89	Phelps Property	1989
31	R-26-89	Sixth Street Property	1989
32	R-96-89	Mitchellville East (Miller & Smith Homes)	1989
33	R-111-89	Northridge, et. al.	1990
34	R-31-90	Westview	1990
35	R-35-90	Ternberry/NAHB	1990
36	R-11-90	Mill Branch	1990
37	R-3-91	Grovehurst. Stogner, et.al.	1991
38	R-4-91	Lancaster Prop.	1991
39	R-45-91	Old Chapel Estates et. al.	1991
40	R-34-91	Huntington Crest	1991
41	R-70-92	Morrison/Flury prop.	1992
42	R-47-92	Halley's Addition	1992
43	R-62-92	Beal/Evans Prop.	1992

#	RESOLUTION	PROPERTY NAME	YEAR
44	R-13-93	Franklin Prop	1993
45	R-55-93	Collington Station, Collington Manor	1993
46	R-94-94	Collington Plaza	1994
47	R-4-96	Bates prop.	1996
48	R-76-96	Main Post Office - Rte. 197	1996
49	R-62-97	Cornerstone Assembly of God	1997
50	R-79-98	Fairview Subdivision	1998
51	R-1-98	Governor's Green, Comfort Inn, Alex's Foreign Car Service	1998
52	R-100-99	Stewarts Landing & Adj. Comm. Prop.	1999
53	R-23-00	Harvey Manor Subdivision	2000
54	R-100-00	Portion of Saddlebrook (East)	2000
55	R-5-00	Saddlebrook (East)	2000
56	R-01-01	Longleaf Community	2001
57	R-78-02	Pichler Property	2002
58	R-15-02	Rolling Hills	2002
59	R-23-02	Old Stage Knolls	2002
60	R-81-02	Dixon Property	2002
61	R-71-02	Hopkins Property	2003
62	R-1-03	Saddlebrook West (Phase I)	2003
63	R-20-03	Rodenhauser	2003
64	R-73-04	Woodmore at Oak Creek	2004
65	R-25-05	Saddlebrook West, Parcels 2, 3, 4 & Bowie Race Track	2005
66	R-57-05	Coleman Property	2005
67	R-9-06	Jones	2006
68	R-1-06	Colts Neck	2006
69	R-34-07	Ashleigh Phase I	2007
70	R-39-07	Woodson Landing	2007
71	R-1-11	Spring Meadows, Woodcliff Rd, Dixon Crossing	2011
72	R-11-12	Mill Branch Crossing	2012
73	R-56-13	Ashleigh, Phase 2	2013
74	R-7-14	Adnell Woods—Huntington City	2014
75	R-14-14	Route 301 Commercial Properties	2014
76	R-6-15	Bowie Veterinary Properties, LLC	2015
77	R-62-17	Bowie Ice Arena	2018
78	R-28-18	Prince George's Stadium Area	2018
79	R-71-18	South Lake (Karington)	2019

Annexation list updated March 2019

R-12-06

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND ADOPTING AN ANNEXATION POLICY ESTABLISHING THE PRINCIPLES TO BE USED BY THE CITY TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation processs, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.

B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.

C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:

1. The annexation involves property bordered on three sides by the existing corporate limits of the City;

2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;

3. The annexation will unify split neighborhoods; or

4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.

D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.

E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

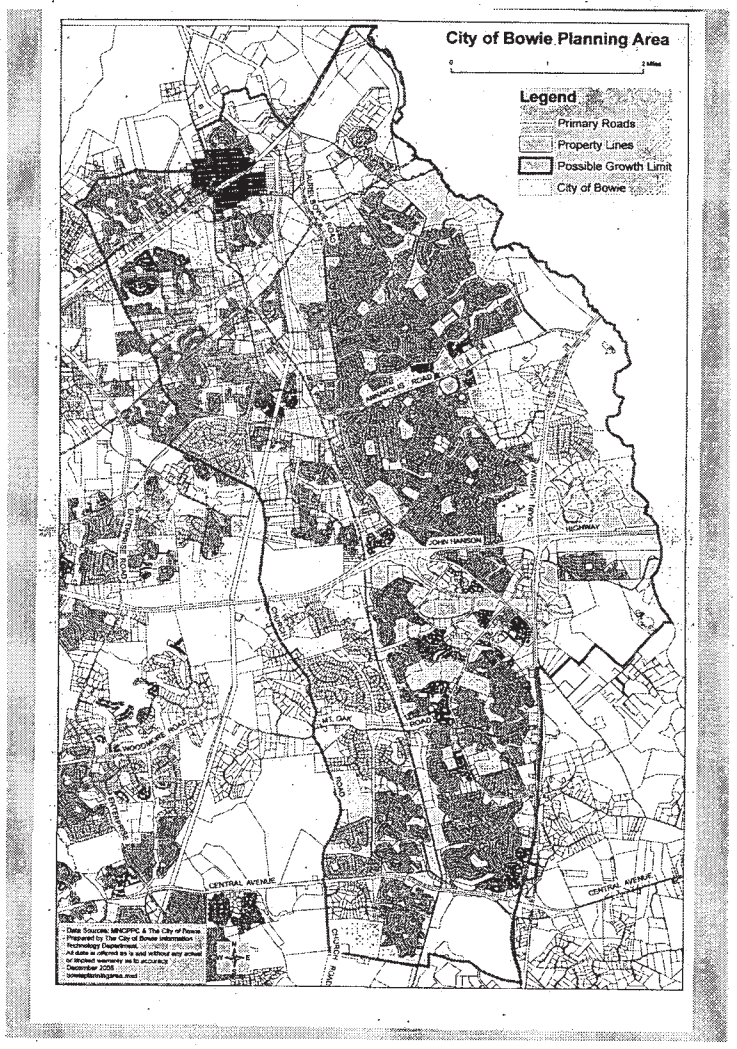
BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on March 6, 2006.

G. Frederick Robinson
Mayor

Attest:

Pamela A. Fleming
City Clerk


City of Bowie Planning Area
0
1
2 Miles
Legend
Primary Roads
Property Lines
Possible Growth Limit
City of Bowie
LAUREL BOWIE ROAD
MELLWOOD ROAD
JOHN HANSON
HIGHWAY
MT. OAK
ROAD
LE WOODYARD ROAD
CENTRAL AVENUE
CENTRAL AVENUE
CRAIGHILL ROAD
- Data Sources: MNCPPC & The City of Bowie
- Prepared by The City of Bowie Information
Technology Department.
- All data is offered as is and without any actual
or implied warranty as to accuracy.
- December 2008
bowieplanningarea.mxd

CITY PROCEDURES REGARDING ANNEXATION

A. Development Related Annexations

Note: There are three (3) types of Development Related Annexations:

A Detailed Outline of Departmental requirements for Annexation Types 1, 2 and 3 is provided in Exhibit A.

1. The Department of Planning and Economic Development (DPED) will be the lead City Department in all development related annexations.

INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, DPED will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-____-06.
3. DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

ANNEXATION AGREEMENT

4. DPED will provide the developer with a copy of a draft annexation agreement. **Annexations that bring the development into the City before the project is constructed are preferred over those that result in incorporation only after the project is completed.**
5. DPED will negotiate the terms of the Annexation Agreement, working in conjunction with the affected City Departments, the City Attorney and City Manager.
6. DPED shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement prior to DPED scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. DPED gives the go-ahead for the developer to execute the Annexation Agreement and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, DPED schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a

Resolution number from the City Clerk and prepares the Resolution and cover memorandum.

9. Upon approval of the Resolution by City Council, DPED provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to DPED. DPED transmits a copy of the recorded Annexation Agreement to the developer.

ANNEXATION RESOLUTION

11. At such time as stipulated by the Annexation Agreement, DPED will schedule a Council Resolution for Introduction of the annexation.
12. DPED shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties (other than the original property) are intended to be included in the annexation, DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. DPED will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
13. DPW will procure an Annexation Boundary Survey.
14. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, DPED will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.
15. DPED obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
16. DPED staff, the City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
17. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
18. DPED prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B). In preparing the Statement of Services memorandum, DPED consults with

appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.

19. DPED staff, the City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

REGISTRATION

20. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records.
21. The City Clerk provides a copy of the recorded Annexation Resolution to DPED.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names from DPED.

B. Resident Driven Annexations

1. The City Manager's Office (CMO) will be the lead City Department in all resident driven annexations.

INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, CMO will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-____-06.
3. CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

ANNEXATION AGREEMENT/PETITION FOR ANNEXATION

4. CMO will provide the interested residents with a copy of a draft annexation agreement or Petition for Annexation.
5. CMO will negotiate the terms of any Annexation Agreement, working in conjunction with the affected City Departments and the City Attorney. For a Petition for Annexation, a minimum of 75% residents' signatures is used as a guideline.

6. CMO shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement, if applicable, prior to CMO scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. CMO gives the go-ahead for the residents to execute the Annexation Agreement, if applicable, and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, if applicable. CMO schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a Resolution number from the City Clerk and prepares the Resolution and cover memorandum.
9. Upon approval of the Resolution by City Council, CMO provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to CMO. CMO transmits a copy of the recorded Annexation Agreement to the residents, if applicable.
11. CMO requests DPW and DCS to assess the impact of annexation on City services. A Detailed Outline of Departmental requirements for Annexation Type 4 is provided in Exhibit A.

ANNEXATION RESOLUTION

12. At such time as stipulated by the Annexation Agreement or Petition for Annexation, CMO will schedule a Council Resolution for Introduction of the annexation.
13. CMO shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties other than the original are intended to be included in the annexation, CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. CMO will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
14. DPW will procure an Annexation Boundary Survey.
15. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, CMO will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.

16. CMO obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
17. The City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
18. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
19. CMO prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B) prepared by DPED upon the request of CMO. In preparing the Statement of Services memorandum, DPED consults with appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.
20. The City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

REGISTRATION

21. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records. The City Clerk provides a copy of the recorded Annexation Resolution to DPED and CMO.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names, if applicable, from DPED.

EXHIBIT A

ANNEXATION PROCESS

Types of Annexations

1. **City Annexes planned subdivision and it is constructed to City Code.** (All items below are coordinated by Public Works)
   - Council Resolution Required.
   - City Permits and Bonds
   - Maintenance Bonds.
   - Easements and R/W obtained prior to permits.
   - City Inspections.
   - City Punch Lists.

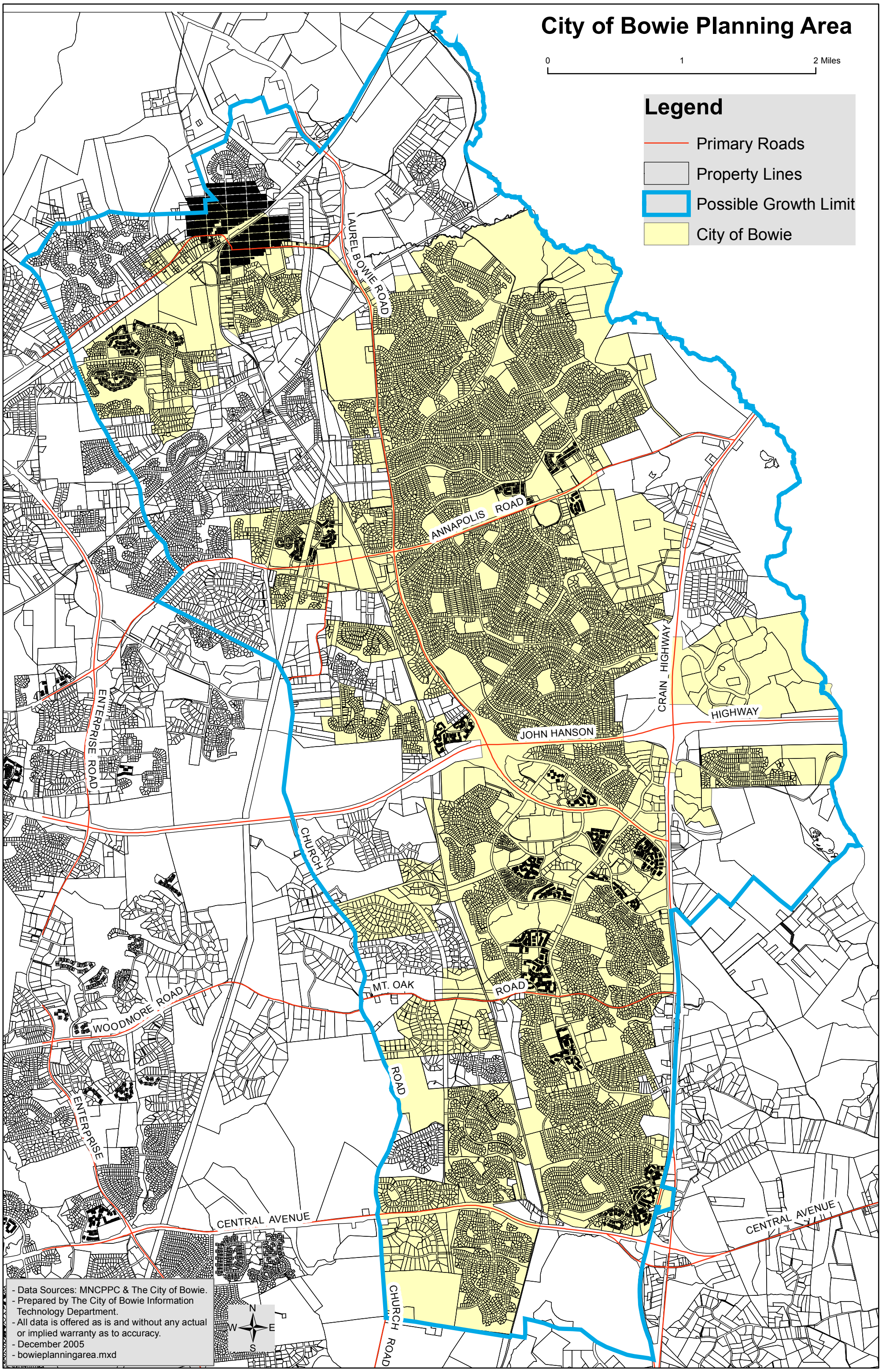
2. **City Annexes planned subdivision and it is constructed to County Code.**
   - Agreement Required (Planning).
   - MOU may be required (Planning and Public Works).
   - Council Resolution required (Planning).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required (Public Works).
   - Site Plan desirable (Planning).
   - Schedule "A" (Public Works).
   - County DPW&T and DER permits and bonds (Public Works).
   - No Maintenance bond.
   - Easements and R/W transferred to City (Public Works).
   - County Inspection services with one joint final with City (Public Works and Community Services).
   - County Punch Lists (Public Works and Community Services).
   - Budget estimate to achieve Bowie standards beyond County requirements (Public Works and Community Services).

3. **City Annexes Subdivision during active construction and is constructed to County Code.**
   - Agreement Required (Planning).
   - MOU may be required (Planning and Public Works).
   - Council Resolution required (Planning).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required (Public Works).
   - Site Plan desirable (Planning).
   - Schedule "A" (Public Works).
   - County DPW&T and DER permits and bonds (Public Works).
   - No Maintenance bond.

- Easements and R/W transferred to City (Public Works).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County Requirements (Public Works and Community Services).

4. **City Annexes and established subdivision constructed under County Code.**
   - Agreement Required (City Manager's Office).
   - Council Resolution required (City Manager's Office).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required. (Public Works)
   - Schedule "A" (Public Works).
   - Site Plan desirable (Planning).
   - Easements and R/W transferred to City (Public Works).
   - City Punch Lists (Public Works and Community Services).
   - Budget estimate to achieve Bowie standards (Public Works and Community Services).

p:/joe/annexation/annexation process


City of Bowie Planning Area
0
1
2 Miles
Legend
Primary Roads
Property Lines
Possible Growth Limit
City of Bowie
LAUREL BOWIE ROAD
ANNAPOLIS ROAD
CRAIN HIGHWAY
HIGHWAY
JOHN HANSON
ENTERPRISE ROAD
CHURCH
MT. OAK
ROAD
WOODMORE ROAD
ENTERPRISE
CENTRAL AVENUE
CENTRAL AVENUE
CHURCH ROAD
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S
- Data Sources: MNCPPC & The City of Bowie.
- Prepared by The City of Bowie Information Technology Department.
- All data is offered as is and without any actual or implied warranty as to accuracy.
- December 2005
- bowieplanningarea.mxd

CITY OF BOWIE, MARYLAND
ANNEXATION - FINANCIAL IMPACT
FISCAL YEAR 2021

Name of annexation area:

Input data

No. of homes annexing into City	0
Average assessed values of annexing homes	$0
Total number of City households	19,889
Police Protection:	
Per capita allocation	$2.50
Average household size (2014 -2018 Census data)	2.63
City tax rate (per $100 of assessed value)	$0.400

Revenues

Real Property Taxes ($0 X $0.400) $0

Source	FY21 Budget	Per Household*	Houses Annexing	Projected Revenue
State Income Taxes	$12,085,400	$607.64	0	$0
Motor Vehicle Taxes	2,271,800	114.22	0	0
Cable Franchise Fees	1,949,900	98.04	0	0
Police Protection	567,500	**		0
Total	$16,874,600			$0

$0

*FY21 Budget appropriation divided by 19,889 households.
**State allocates funds to municipalities at a rate of $2.50 per capita;
0 households X 2.63 average household size equals
0 people X $2.50 per capita = $0

Total Annual Revenues equals $0 plus $0 $0

Expenditures

Services	FY21 Budget	Cost per Household*	Houses Annexing	Additional Cost for Services	
Solid Waste	$6,421,600	$322.87	0	$0	
Street Maintenance	6,659,600	334.84	0	0	
Equipment Charges	2,588,100	130.13	0	0	(FY2021 amount - EARF schedule)
Parks & Grounds	3,089,800	155.35	0	0	
Stormwater Management	642,100	32.28	0	0	
Code Compliance	881,400	44.32	0	0	
Senior Services	1,399,800	70.38	0	0	
Youth Services Bureau	1,363,300	68.55	0	0	
Animal Control	233,200	11.73	0	0	
Police Department	13,843,500	696.04	0	0	
Emergency Mgmt.	458,800	23.07	0	0	
Total*	$37,581,200			$0	

$0

Projected Revenues	$ -
Projected Expenditures	-
Net Impact	**$ -**

City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: Annexation

DATE: January 4, 2006

Article 23A of The Annotated Code of Maryland authorizes municipalities to annex.

§ 19. Annexation.

(a) **Legislative body authorized to enlarge corporate boundaries.**—The legislative body, by whatever name known, of every municipal corporation in this State may enlarge its corporate boundaries as provided in this subheading; but this power shall apply only to land:
(1) Which is contiguous and adjoining to the existing corporate area; and
(2) Which does not create any unincorporated area which is bounded on all sides by real property presently within the corporate limits of the municipality, real property proposed to be within the corporate limits of the municipality as a result of the proposed annexation, or any combination of such properties.

Bowie has had a successful annexation program for many years. It is part of why the City has grown to a population of 55,000 and a total assessed value of over $3.9 billion.

The Strategic Plan contains a focus on annexation. This report addresses the issues raised in the Strategic Plan, including an updated Annexation Policy that is attached.

Annexation as an issue has the same attributes of many public policy concerns, that is that there is a strong perception factor that often overtakes reality. Many people seem to hold the belief that Bowie has a bit of a "manifest destiny" approach, one that envisions ever-expanding corporate borders, irrespective of the concerns and desires of residents within nearby unincorporated areas. This is simply not the case. For example, in 2001 the annexations of two "mature" neighborhoods brought Old Stage and Rolling Hills Estates into the City. Discussions with Old Stage began over 15 years ago, and

MAYOR G. Frederick Robinson MAYOR PRO TEM Dennis Brady
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continued on again, off again over the years. Rolling Hills Estates expressed interest many years ago, and then reinvigorated the idea among its residents in 2000. These two cases are interesting examples of how we generally approach the notion of annexing an existing neighborhood. The approach is one that says to homeowner associations and individual residents: "We believe that the City has a good story to tell. If you are interested, we will come to your meeting and describe the annexation process and its implications." It is not a hard sell marketing approach, because it is felt that would backfire, and not only potentially derail annexation opportunities, but also create political backlash against the City.

Annexations often involve new developments. Staff routinely raises the prospect of annexation in any development scenario that is contiguous to the City. If the developer is amenable, an Annexation Agreement is prepared and presented to City Council for approval. The process is more efficient in a pre-development annexation, since the City only has to work on issues with the developer instead of multiple other parties. Although it is far less cumbersome for the actual annexation to occur prior to the subdivision being constructed, more developers these days prefer to sign an Agreement that calls for annexation to occur following the construction of the homes, or in phases following completion of a significant number of units. Some developers prefer the post-development annexation scenario, since that means that the development will be built to County standards and inspected by County personnel, instead of the City. It creates a more complex operational situation "in the field", but it is a situation we realize that we have to live with in most cases.

Council has approved Annexation Agreements for the following developments:

- Jones property (the sheep farm) at Hall Road -- annexation will occur prior to the construction of the 29 lots.
- Colts Neck annexation will occur prior to construction of the homes, which are expected to total only nine units.
- Ashleigh annexation will occur in two phases. The annexation of the first 72 units should be completed within the next several months, with the second phase coming in to the City after those 46 homes are built.
- Spring Meadows, located adjacent to Westview, is under construction and will be annexed after K & P Builders completes the development of the 52 homes.
- Danner project containing 72 units on property contiguous to Old Bowie will be annexed when complete.

Why annex? It is not a question of bigger is better. Rather it is a case of selectively larger can make us financially stronger. Real estate taxes constitute about 48% of City revenue, and thus it is important to grow the City tax base to continue to maintain the array of services. Because the City is approaching "build-out" within City limits, property tax base expansion through annexation is an important element of our fiscal future. Once the residential construction within City limits is complete and the Science and Technology Center is fully developed, assessment increases are the only way

to grow the tax base without annexation. If growth were totally constrained, tax increases will be commonplace to sustain the service level.

The City has historically used the annexation process to exercise some limited control over developments. Annexation agreements and related covenants can restrict land uses, regulate the amount or appearance of new developments or provide other guarantees to the City concerning a project's impact. The City gained major concessions on projects including the MSTC, Covington-Pin Oak Village, Wal-Mart, Northridge and Saddlebrook to name only a few. Although these types of annexations have not occurred as frequently in recent years, the value of annexation as a tool to ensure compatible and high-quality growth still remains. Since annexation agreements and covenants are legally binding instruments, the annexation process is the only means by which the City can actually determine the character and intensity of new growth.

In other areas, annexation often occurs as the only way to provide water and sewer service to an adjacent area. This is not the case in Bowie, since the land surrounding Bowie is all within the service area of WSSC. However, despite the lack of the utility factor, the scope and quality of City services is often the reason nearby neighbors want to become part of the City. It is reasonable to expect that the existence of a Bowie police department will pique the interest of nearby subdivisions in the coming years.

The focus is generally on residential annexations, but the benefit of adding commercial property to the tax base is worth noting, although the opportunities for that to occur are rather constrained. Although there has been a significant expansion of the commercial property in the City, the residential portion still accounts for approximately 88% of the tax base. Commercial annexations did occur when the Home Depot and BJ's property were annexed concurrently with Longleaf, and West Bowie Village was brought in to the City with the Stewart's Landing annexation. Future commercial annexation prospects could include the Melvin Motors property, Amber Ridge, the auto dealerships on US 301 (Walker Pontiac, Bowie Honda, future Nissan), and the Spriggs-Mills property that will have a commercial component fronting on US 301.

Which areas should be considered for annexation? The irregular shape of the City map presents some obvious candidate neighborhoods. City Council has reviewed the map and endorsed an annexation policy that focuses on a few specific areas: the Church Road corridor, the Race Track Road area, and neighborhoods in the High Bridge and Hillmeade Road areas.

Attachment 1 is a map which provides possible limits for an annexation policy – essentially a City Growth Limit declaration. The potential areas depicted as annexation candidates, building on the above noted list, are as follows:

- <u>TO THE EAST</u>: North of Mill Branch Road, up to US 50; north of Maryland Science and Technology Center to the County line; Nash property; Jesuit property.

- TO THE NORTH: Race Track area (Patuxent Riding and Kimberwick); M-NCPPC; Bowie State University; Bogley property (Jericho Park); Adnell; Severn Crossing.

- TO THE WEST: Springfield/Hillmeade Roads as western limit north of Route 450 to include High Bridge area; Red Willow; Prospect Knolls; Camelot; Woodmore North. Church Road as western limit.

- TO THE SOUTH: Hall Road; Karington.

There are several advantages to having a Growth Limit Policy reflected in a Council Resolution and accompanying map, including:

1. providing clarity to the issue;
2. facilitating long-range planning;
3. addressing concerns from other levels of government.

What areas are not candidates for annexation? Although the revenue from the Admission and Amusement tax would be "nice to have", an attempt to annex the Six Flags amusement park would clearly generate a major political firestorm with the County. It is unlikely that the City would annex property west of Church Road along MD 214, since the connection to Kettering and Largo neighborhoods has historically been stronger than to Bowie in that area. Residents east of US 301 and south of US 50 have not been interested in annexation, and the City does not expect to expand its geographic limits eastward toward the Patuxent.

Occasionally, expressions of concern about development impacts are linked to discussions of annexation. The major adequate public facilities issues arising from residential development will be the same regardless of whether a new subdivision adjacent to the City is annexed. All of the critical land use decisions are made in Upper Marlboro, and the impacts of those decisions on schools and roadways are not affected by the prospect of the neighborhood becoming part of the incorporated City limits. The negative impacts of growth will occur; at least if the subdivision is annexed, there is a contribution to the City's economic base.

The continuation of a prudent, measured, fiscally sound annexation policy addresses each of the three components of the motto on the City seal: growth, unity and progress.

We look forward to facilitating your discussion of this important issue. A revised annexation policy would be adopted by resolution at an upcoming meeting.

DJD/asf

Attachments

City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

MEMORANDUM

TO: David J. Deutsch
City Manager

FROM: Joseph M. Meinert, AICP
Director of Planning and Economic Development

SUBJECT: City Council Strategic Plan Action Plan #10 (Annexation Policy)

DATE: December 21, 2005

Action Plan #10 of the City Council's Strategic Plan directs staff to undertake a review of the factors and procedures that govern annexation. After participating in several staff discussions regarding this topic, we have drafted an update of the City's current annexation policy, following the same format used in R-52-91. In addition, we have created an improved "Procedures" document that specifies the role of each City Department in the various types of annexations. This information should be useful in discussing annexations with the City Council.

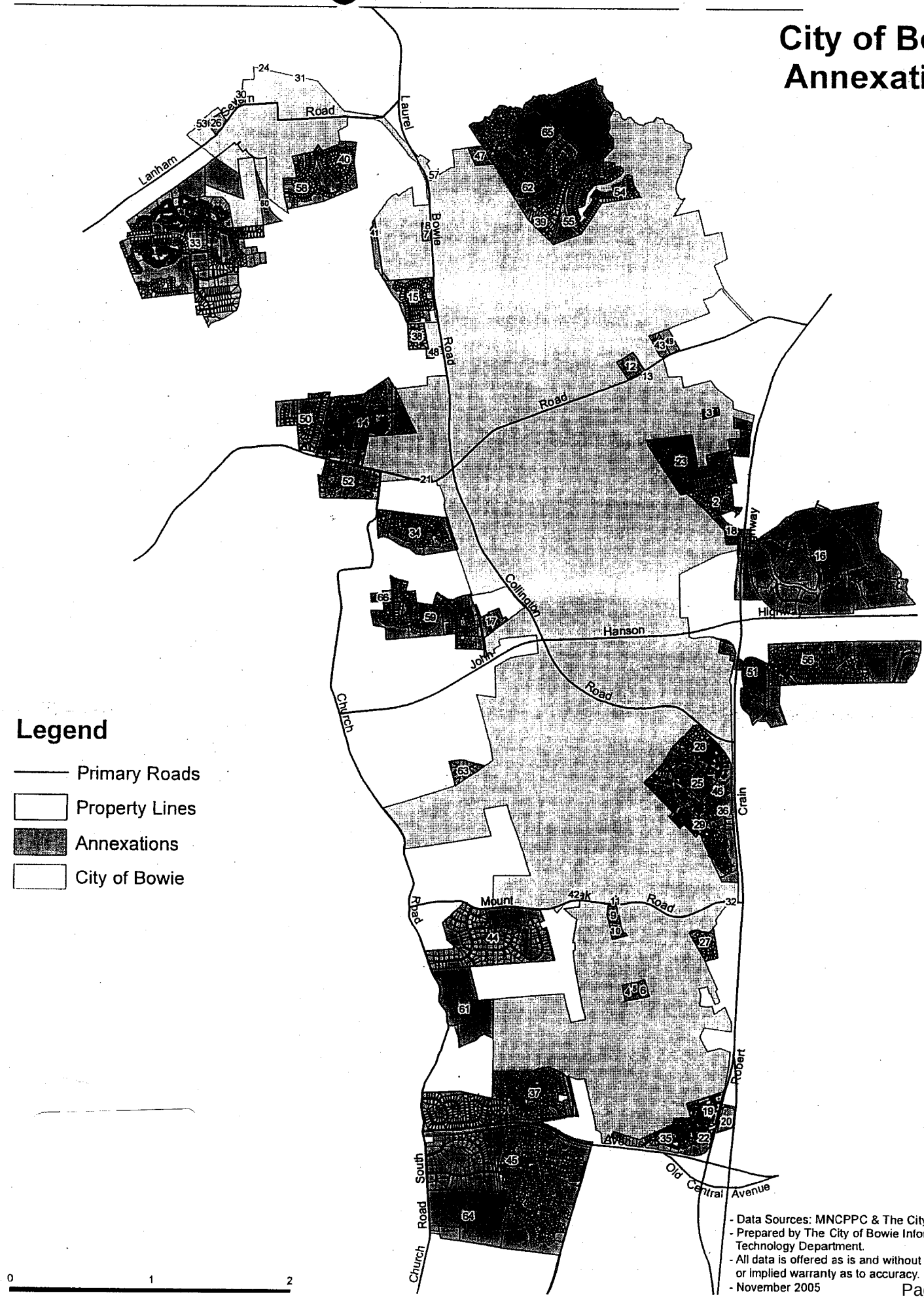
The attached materials include:

1. A map and listing of all City annexations completed since 1984;
2. The current annexation policy (R-52-91);
3. The current Internal Control Annexation Checklist;
4. A current example of an Annexation Fiscal Impact Analysis; and
5. A proposed Annexation Policy Resolution that includes:
    - a proposed long-term growth boundary map
    - proposed "City Procedures Regarding Annexation"
    - a detailed outline of Departmental requirements for annexations; and
    - a copy of a typical Statement of Services Memorandum prepared for annexations.

Attachments

MAYOR G. Frederick Robinson MAYOR PRO TEM Dennis Brady
COUNCIL Kevin W. Conroy • Jack D. Jenkins • Kurt Kroemer • L. Michael Lyles • Todd M. Turner CITY MANAGER David J. Deutsch

City of Bowie Annexations



- Data Sources: MNCPPC & The City of Bowie.
- Prepared by The City of Bowie Information Technology Department.
- All data is offered as is and without any actual or implied warranty as to accuracy.
- November 2005

City of Bowie
Annexation Report

Number	YEAR	RESOLUTION	ANNEXATION
1	-----	-----	City of Bowie (not an annexation)
2	1984	R-1-84	Derbyshire
3	1984	R-4-84	Dutko
4	1984	R-5-84	Octavia Blake
5	1984	R-11-84	S. Harrison
6	1984	R-10-84	H. Jones
7	1984	R-12-84	C. Barrett
8	1984	R-7-84	Helen Brannon
9	1984	R-8-84	James Peach
10	1984	R-3-84	Herndon Peach
11	1984	R-6-84	Cecelia Harmel
12	1984	R-9-84	MNCPPC
13	1984	R-13-84	G. Pitcher
14	1985	R-1-85	Highbridge
15	1985	R-25-85	O'Connor Tract (Belair Greens)
16	1985	R-50-85	University of MD Science & Tech Ctr.
17	1985	R-48-85	Princeton Square Addition
18	1985	R-17-85	Petrusas
19	1985	R-62-85	Ridgeview Estates Addition
20	1986	R-42-86	Lowes
21	1986	R-18-86	Heritage Square
22	1986	R-34-86	W.S.M & M Joint Venture
23	1988	R-68-87	Forest Drive
24	1988	R-11-88	Messersmith
25	1989	R-133-89	Elder Oaks Limited Partnership
26	1989	R-27-89	Ascension Church
27	1989	R-50-89	Amber Meadows II (Walker Property)
28	1989	R-90-89	Pin Oak Village
29	1989	R-95-89	Jenkins Property (Pin Oak Assoc. Ltd. Ptnshp.)
30	1989	R-24-89	Phelps Property
31	1989	R-26-89	Sixth Street Property
32	1989	R-96-89	Mitchellville East (Miller & Smith Homes)
33	1990	R-111-89	Northridge, et. al.
34	1990	R-31-90	Westview
35	1990	R-35-90	Ternberry/NAHB
36	1990	R-11-90	Mill Branch
37	1991	R-3-91	Grovehurst. Stogner, et.al.
38	1991	R-4-91	Lancaster Prop.
39	1991	R-45-91	Old Chapel Estates et. al.
40	1991	R-34-91	Huntington Crest
41	1992	R-70-92	Morrison/Flury prop.
42	1992	R-47-92	Halley's Addition
43	1992	R-62-92	Beal/Evans Prop.
44	1993	R-13-93	Franklin Prop
45	1993	R-55-93	Collington Station, Collington Manor
46	1994	R-94-94	Collington Plaza
47	1996	R-4-96	Bates prop.
48	1996	R-76-96	Main Post Office - Rte. 197
49	1997	R-62-97	Cornerstone Assembly of God
50	1998	R-79-98	Fairview Subdivision
51	1998	R-1-98	Governor's Green, Comfort Inn, Alex's Foreign Car Service
52	1999	R-100-99	Stewarts Landing & Adj. Comm. Prop.
53	2000	R-23-00	Harvey Manor Subdivision
54	2000	R-100-00	Portion of Saddlebrook
55	2000	R-5-00	Saddlebrook (East)
56	2001	R-01-01	Longleaf Community
57	2002	R-78-02	Pichler Property
58	2002	R-15-02	Rolling Hills
59	2002	R-23-02	Old Stage Knolls
60	2002	R-81-02	Dixon Property
61	2003	R-71-03	Hopkins Property
62	2003	R-1-03	Saddlebrook West (Phase I)
63	2003	R-20-03	Rodenhauser
64	2004	R-73-04	Woodmore at Oak Creek
65	2005	R-25-05	Saddlebrook West, Parcels 2, 3, 4 & Bowie Race Track
66	2005	R-57-05	Coleman Property

City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: Annexation Policy

DATE: December 6, 2005

As a follow-up to comments made at the November 21st and December 5th Council Meetings, I am providing a copy of the 1991 Council adopted policy on annexation, along with the accompanying "Guidelines to Govern Annexation". Although these documents have some age on them, they are still relevant. Staff is reviewing these documents and other issues related to annexation in preparation for facilitating your Worksession discussion on January 9, 2006. In that regard, if any Councilman has a specific concern or question prior to the Worksession, please let me know. The Worksession is implementing Action Plan 10 of the "Growing service demand" aspect of the Strategic Plan.

DJD/asf

Attachments

#2

MAYOR G. Frederick Robinson MAYOR PRO TEM Dennis Brady
COUNCIL Kevin W. Conroy ♦ Jack D. Jenkins ♦ Kurt Kroemer ♦ D. Michael Lyles ♦ Todd M. Turner CITY MANAGER David J. Deutsch
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

R-52-91

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND ADOPTING AN ANNEXATION POLICY ESTABLISHING THE PRINCIPLES TO BE USED BY THE CITY TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the City of Bowie wishes to communicate to its citizens and other interested parties, the principals and guidelines it will use to facilitate the Annexation Process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principals and guidelines in an Annexation Policy.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

A. The City Council may consider and act upon an annexation Agreement of unincorporated territory adjacent to the boundaries of the city in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.

B. Reasonable and consistent guidelines, in relationship to public facilities, municipal revenues, codes and environmental impacts and other relevant conditions will govern the development and consideration of annexation agreements.

C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for general development of the city.

D. Annexation is the only means by which city utilities may be extended to areas contiguous to the City.

E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security .

BE IT FURTHER RESOLVED that the City Manager is hereby directed to develop specific implementation procedures to govern the staff analyses and reports on annexations consistent with these guidelines and present them to the City Council for review and approval.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 20, 1991.

Richard J. Logue
Mayor

Attest:

Pamela A. Fleming
City Clerk

CF/lbg (5-16-91)

GUIDELINES TO GOVERN ANNEXATION

These guidelines are in addition to any other provisions of the Charter and Code and of the Annotated Code of Maryland which govern annexation, Section 19 of Article 23A.

A. Staff will prepare a statement of impact for all annexations prior to agreement or resolution, whichever is first:

1. Below 10 acres a simple statement of Costs and Benefits.
2. For areas larger than 10 acres, the required impact statement shall contain, <u>as appropriate:</u>
   - Description of services presently provided, such as police, fire, ambulance, water, sewerage collection, refuse collection, road maintenance, street lighting, street and curbing construction, stormwater drainage, animal control, housing inspection, public health, recreation, library, etc. which will be altered by the annexation agreement;
   - Description of municipal services which should be upgraded, initiated or extended, together with a recommendation regarding the priority for accomplishing the improvements and a recommendation as to the source of funding for any capital improvements included in the annexation agreement;
   - Estimation of the cost to the city of having to provide each service.

- Estimation of the potential revenue to be realized by the city during next two budget cycles;
- Description of the demographic and economic characteristics of the proposed area and the surrounding area;
- Assessment of any distinguishing environmental or historic characteristics of the proposed area and the surrounding area with an analysis of any effect which annexation might have upon these characteristics;
- Description of any other unique characteristics of the proposed area and the surrounding area, with an analysis of how these characteristics would be affected by annexation or how any special problems are proposed to be handled.
- Assessment of whether the area to be annexed will require the creation of a Special Taxing District.
- The history of and prospects for development;
- Analysis of how City ordinances, regulations and license requirements will apply to the area to be annexed.
- Analysis of whether the annexation is consistent with the plans and policies of general development of the City.

2/26/91

INTERNAL CONTROL
ANNEXATION CHECKLIST

PROJECT:

LEGAL PREREQUISITE

_____ 1. Contiguous and adjoining existing boundaries (Planning).

_____ 2. Does not create unincorporated enclave (Planning).

_____ 3. Consent of 25% of Registered Voters (City Managers).

_____ 4. Consent of 25% of Assessed Valuation of Real Property (City Managers).

ANNEXATION AGREEMENT

_____ 5. Detailed provision of circumstances applicable to annexed area (Planning - Developer, City Managers - Individual and Legal)

_____ 6. Prepare Resolution authorizing City Manager to sign annexation agreement (Planning).

_____ 7. Attorney review and approval of Agreement and Resolution.

_____ 8. Recorded by City Clerk (City Manager).

SURVEY

_____ 9. Describe annexation area, including roads, by survey of courses and distance. When applicant is a developer, they are responsible for obtaining survey. The City pays for survey of roads and for individuals (Public Works).

_____ 10. Metes and bounds review to ensure legal description matches annexation boundary (Public Works)

_____ 11. Copy of plat reflecting annexation area distributed to all departments (City Manager via Planning on Survey Sheet).

ANNEXATION RESOLUTION

_____ 12. Prepare Annexation Resolution authorizing annexation for signature by the City Manager (Planning).

_____ 13. Attorney review and approval for legal sufficiency (City Attorney).

_____ 14. Introduction of Resolution (first reading)at City Council meeting.

#3

STATEMENT OF SERVICES

_____ 15. Prepare proposed outline/memo for Extension of Services and public facilities (Planning)

_____ 16. Provide Statement of Services to governing body of county/regional/state planning agency having jurisdiction at least 30 days prior to public hearing (City Manager).

ADVERTISEMENT AND PUBLIC HEARING

_____ 17. Publish notice of proposed annexation hearing four times at weekly intervals (City Manager).

_____ 18. City Council conducts public hearing at least 15 days after final hearing notice is published. Eligible for final action (adoption) at this time. Statement of Impacts included in the Council package (Planning).

_____ 19. If amendments, hearing may be rescheduled, but continued no more than 30 days with one public notice seven days in advance (City Manager).

FINAL ADOPTION

_____ 20. The resolution and annexation becomes effective within 45 days following final adoption by Council (counting from the date of adoption).

_____ 21. Recorded in County Land Records by City Clerk (City Manager).

REGISTRATION

_____ 22. Original plus new boundaries registered with Clerk, Clerk of the Circuit Court, Department of Legislative Reference, MNCPPC with copy to Planning (City Manager).

_____ 23. Letter sent to County Department of Assessment and Taxation with copy to Finance (City Manager).

_____ 24. Provide house numbers and street names to City Clerk (Planning).

Annexation Impact Analysis-FY06

Input data

No. of homes annexing into City	219
Average assessed values of annexing homes	$450,000
Total number of City households	20,000
Police Protection:	
Per capita allocation	$2.50
Average household size	2.8
City tax rate (per $100 of assessed value)	$0.322

Revenues

Real Property Taxes ($98,550,000 X $0.322) $317,331

Source	FY06 Budget	Per Household*	Houses Annexing	Projected Revenue	
State Income Taxes	$5,625,600	$281.28	219	$61,600	
Motor Vehicle Taxes	2,700,000	135.00	219	29,565	
Cable Franchise Fees	663,800	33.19	219	7,269	
Police Protection	175,000	**		1,533	
Total	$9,164,400			$99,967	$99,967

*FY06 Budget appropriation divided by 20,000 households.

**State allocates funds to municipalities at a rate of $2.50 per capita;

219 households X 2.8 average household size equals

613 people X $2.50 per capita = $1,533

Total Annual Revenues equals $317,331 plus $99,967 $417,298

Expenditures

Services	FY06 Budget	Cost per Household*	Houses Annexing	Additional Cost for Services		
Refuse Collection & Disposal	$4,718,200	$235.91	219	$51,664		
Street Maintenance	3,328,100	166.41	219	36,443		
Public Works/Parks Equipment Charges	930,800	46.54	219	10,192	(FY06 amount - EARF schedule)	
Parks & Grounds	1,830,700	91.54	219	20,046		
Stormwater Management	328,800	16.44	219	3,600		
Code enforcement	507,500	25.38	219	5,557		
Senior Citizen	761,700	38.09	219	8,341		
Youth Services Bureau	697,600	34.88	219	7,639		
Animal Control	181,000	9.05	219	1,982		
Public Safety	918,600	45.93	219	10,059		
Total	$14,203,000			$155,523		$155,523

Projected Revenue	$ 417,298
Projected Expenditures	(155,523)
Net Impact	$ 261,775

#4

R-_____-06

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND ADOPTING AN ANNEXATION POLICY ESTABLISHING THE PRINCIPLES TO BE USED BY THE CITY TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation processs, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.

B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.

C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:

1. The annexation involves property bordered on three sides by the existing corporate limits of the City;

2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;

3. The annexation will unify split neighborhoods; or

4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.

#5

D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.

E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

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

_____
G. Frederick Robinson
Mayor

Attest:

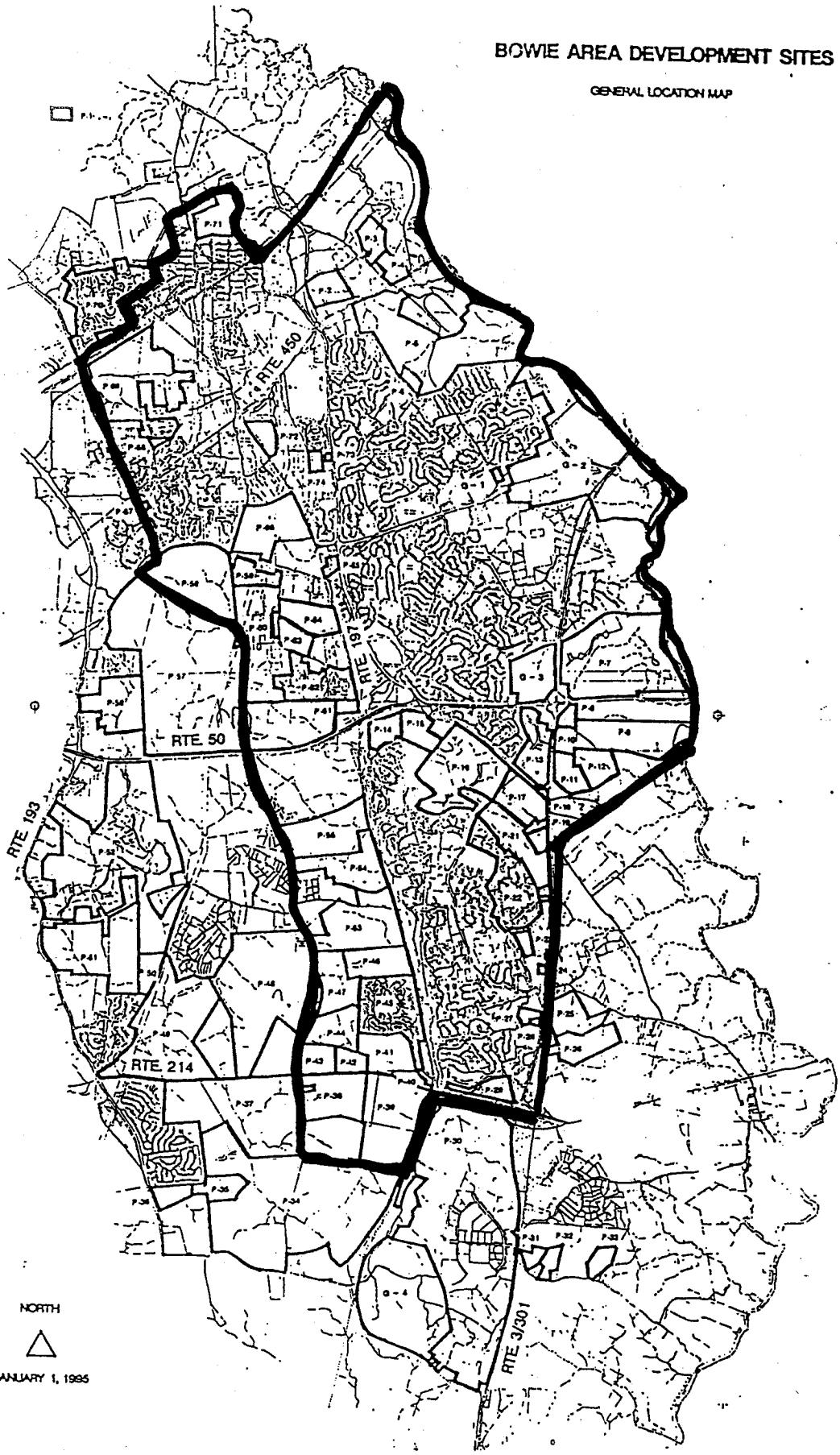
_____
Pamela A. Fleming
City Clerk

P:/joe/annexations/annexationpolicyresolution

Attachment 1

BOWIE AREA DEVELOPMENT SITES

GENERAL LOCATION MAP



JANUARY 1, 1995

CITY OF BOWIE DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

CITY PROCEDURES REGARDING ANNEXATION

A. Development Related Annexations

Note: There are three (3) types of Development Related Annexations:

A Detailed Outline of Departmental requirements for Annexation Types 1, 2 and 3 is provided in Exhibit A.

1. The Department of Planning and Economic Development (DPED) will be the lead City Department in all development related annexations.

INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, DPED will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-____-06.
3. DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

ANNEXATION AGREEMENT

4. DPED will provide the developer with a copy of a draft annexation agreement. **Annexations that bring the development into the City before the project is constructed are preferred over those that result in incorporation only after the project is completed.**
5. DPED will negotiate the terms of the Annexation Agreement, working in conjunction with the affected City Departments, the City Attorney and City Manager.
6. DPED shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement prior to DPED scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. DPED gives the go-ahead for the developer to execute the Annexation Agreement and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, DPED schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a

Resolution number from the City Clerk and prepares the Resolution and cover memorandum.

9. Upon approval of the Resolution by City Council, DPED provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to DPED. DPED transmits a copy of the recorded Annexation Agreement to the developer.

ANNEXATION RESOLUTION

11. At such time as stipulated by the Annexation Agreement, DPED will schedule a Council Resolution for Introduction of the annexation.
12. DPED shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties (other than the original property) are intended to be included in the annexation, DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. DPED will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
13. DPW will procure an Annexation Boundary Survey.
14. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, DPED will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.
15. DPED obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
16. DPED staff, the City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
17. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
18. DPED prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B). In preparing the Statement of Services memorandum, DPED consults with

appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.

19. DPED staff, the City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

REGISTRATION

20. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records.
21. The City Clerk provides a copy of the recorded Annexation Resolution to DPED.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names from DPED.

B. Resident Driven Annexations

1. The City Manager's Office (CMO) will be the lead City Department in all resident driven annexations.

INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, CMO will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-____-06.
3. CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

ANNEXATION AGREEMENT/PETITION FOR ANNEXATION

4. CMO will provide the interested residents with a copy of a draft annexation agreement or Petition for Annexation.
5. CMO will negotiate the terms of any Annexation Agreement, working in conjunction with the affected City Departments and the City Attorney. For a Petition for Annexation, a minimum of 75% residents' signatures is used as a guideline.

6. CMO shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement, if applicable, prior to CMO scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. CMO gives the go-ahead for the residents to execute the Annexation Agreement, if applicable, and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, if applicable, CMO schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a Resolution number from the City Clerk and prepares the Resolution and cover memorandum.
9. Upon approval of the Resolution by City Council, CMO provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to CMO. CMO transmits a copy of the recorded Annexation Agreement to the residents, if applicable.
11. CMO requests DPW and DCS to assess the impact of annexation on City services. A Detailed Outline of Departmental requirements for Annexation Type 4 is provided in Exhibit A.

ANNEXATION RESOLUTION

12. At such time as stipulated by the Annexation Agreement or Petition for Annexation, CMO will schedule a Council Resolution for Introduction of the annexation.
13. CMO shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties other than the original are intended to be included in the annexation, CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. CMO will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
14. DPW will procure an Annexation Boundary Survey.
15. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, CMO will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.

16. CMO obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
17. The City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
18. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
19. CMO prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B) prepared by DPED upon the request of CMO. In preparing the Statement of Services memorandum, DPED consults with appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.
20. The City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

REGISTRATION

21. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records. The City Clerk provides a copy of the recorded Annexation Resolution to DPED and CMO.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names, if applicable, from DPED.

ANNEXATION PROCESS

Types of Annexations

1. **City Annexes planned subdivision and it is constructed to City Code.** (All items below are coordinated by Public Works)
   - Council Resolution Required.
   - City Permits and Bonds
   - Maintenance Bonds.
   - Easements and R/W obtained prior to permits.
   - City Inspections.
   - City Punch Lists.

2. **City Annexes planned subdivision and it is constructed to County Code.**
   - Agreement Required (Planning).
   - MOU may be required (Planning and Public Works).
   - Council Resolution required (Planning).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required (Public Works).
   - Site Plan desirable (Planning).
   - Schedule "A" (Public Works).
   - County DPW&T and DER permits and bonds (Public Works).
   - No Maintenance bond.
   - Easements and R/W transferred to City (Public Works).
   - County Inspection services with one joint final with City (Public Works and Community Services).
   - County Punch Lists (Public Works and Community Services).
   - Budget estimate to achieve Bowie standards beyond County requirements (Public Works and Community Services).

3. **City Annexes Subdivision during active construction and is constructed to County Code.**
   - Agreement Required (Planning).
   - MOU may be required (Planning and Public Works).
   - Council Resolution required (Planning).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required (Public Works).
   - Site Plan desirable (Planning).
   - Schedule "A" (Public Works).
   - County DPW&T and DER permits and bonds (Public Works).
   - No Maintenance bond.

- Easements and R/W transferred to City (Public Works).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County Requirements (Public Works and Community Services).

4. **City Annexes and established subdivision constructed under County Code.**
   - Agreement Required (City Manager's Office).
   - Council Resolution required (City Manager's Office).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required. (Public Works)
   - Schedule "A" (Public Works).
   - Site Plan desirable (Planning).
   - Easements and R/W transferred to City (Public Works).
   - City Punch Lists (Public Works and Community Services).
   - Budget estimate to achieve Bowie standards (Public Works and Community Services).

Components of a typical subdivision:

1. Urban Section

1. Streets Bituminous Paving
2. Street concrete Aprons
3. Street concrete Curb and Gutter
4. Street concrete Sidewalks
5. Street Lights
6. Street Signage
7. Street Marking (Stripping and cross walks)
8. Street Landscaping
9. Storm Drainage (culverts and appurtenances)
   - Streets
   - Easements

2. Rural Section

1. Street Paving
2. Street Shoulders
3. Street Trails
4. Street Side Slopes
5. Drainage Ditches
6. Driveway swales and pipes
7. Street Lights
8. Street Signage
9. Street Marking (Stripping and cross walks)
10. Street Landscaping
11. Storm Drainage (culverts and appurtenances)
    - Streets
    - Easements

3. Miscellaneous

1. SWM Facilities
    - Fee Simple R/W.
    - Geotectnical Study.
    - SCD Approval.
2. Infiltration devices
    - Fee Simple R/W
3. LID Facilities
    - Fee simple R/W or Home Owner Agreements.

PUNCH LISTS:

1. **Streets**
    - Core Samples and pavement analysis required.
    - Update new items (signs, crosswalks, etc.) into Streets database.
    - Lengths of Streets for State.
    - Age of pavement determines if resurfacing is necessary or needs to be programmed.
2. **Storm Drainage**
    - TV enclosed drainage system.
3. **SWM Facility**
    - Soundings required.
    - SCD approved As-builts required.
    - Geotect Analysis desirable.
4. **Street Lights**
    - Number poles and enter into database.
    - Transfer Electric billing to City.
5. **Landscaping**
6. **Trails.**

SURVEY:

Boundary Survey.

- Includes details street names and lengths.

Preparation of Metes and Bounds Description.
Easements and R/W.
Recordation in Land Records.
Set boundary markers.

INITIAL COSTS:

Public works Administration Time Required. 300 hours @ $30 per hour =	$9,000.
IT digitizing time required. 50 hours @ $35 per hours =	$1,750.
Survey Costs:	$2,200
Easements and R/w:	$4,000
Recordation:	$ 500
Set Boundary markers	$ 600
Planning	
Community Services	
City Manager's Office	
Vehicle Costs	

YEARLY RECURRING SERVICES COSTS:

- Refuse Removal- Increase dump fees at $50 per ton
- Yard Waste - Increase dump fees at $25 per ton
- Recyclables.
- Snow Plowing – Increase cost of $120 per hour.
- Leaf Collection.
- Concrete Repairs.
- Increase in Solid Waste and Streets customer calls.
- Increase in drainage complaints.
- Increase in Public Utility permits.
- Increase in MISS UTILITY tickets.
- Annexed Sections are typically further from the Public Works base and therefore increase fuel consumption and wear on vehicles.

Every nine hundred home increase supports a new route for refuse collection.
New three man crew.
New Refuse Truck.
Refuse Trucks have a productive life of 5 yrs.
More contractors required for effective sanding of streets and removing snow.

p:/joe/annexation/annexation process

EXHIBIT B

City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

MEMORANDUM

TO: City Council

FROM: David J. Deutsch, City Manager

RE: Rolling Hills Annexation
Statement of Services

DATE: 2/28/02

In accordance with the Annotated Code of Maryland, Article 23A, § 19 (o), the legislative body of a municipal corporation shall provide, in addition to, but not as a part of the (annexation) resolution, a proposed outline for the extension of services and public facilities into the area to be annexed. A statement shall also be provided that identifies the general methods by which the municipality anticipates to finance the extension of municipal services into the area to be annexed. This Statement of Services memo fulfills these requirements.

I. Property Description and Land Use Pattern for the Area

The subdivision of Rolling Hills contains 122 developed single-family residential lots and seven (7) open space parcels owned by the Rolling Hills Homeowners Association. The property is found on Tax Map 29, Block B-4, and is formerly known as Plats One and Two of Dontrine Subdivision, recorded at Plat Book NLP 125, Plat 59 recorded on 1/16/86 and Plat Book NLP 125, Plat 60 recorded on 1/7/86. The Rolling Hills Subdivision includes: Block A, Lots 1-23 and Parcels B and C; Block B, Lots 1-12 and Parcels D, E and part of Parcel F; and, Block C, Lots 1-87, and Parcels A, G and part of Parcel F. The public roads in the subdivision include: Gold Cup Lane; Triple Crown Road; Triple Crown Drive; Steeplechase Drive; and, Steeplechase Court.

The Annexation Area also includes Lots 1-3 of Baraneck Subdivision located on High Bridge Road (also known as Chestnut Avenue). Said lots are recorded at Plat Book 122, Page 100. In addition, the Annexation Area includes the land of Benjamin F. and Annie L. Clarke located at the end of Steeplechase Drive and recorded at Liber 8704, Folio 631. The Annexation Area is zoned R-R (Rural Residential) and includes approximately 69.5 acres. (see attached location map)

The site is within Community IV of the 1991 adopted Bowie-Collington-Mitchellville Planning Area. The overall character associated with Community IV is Permanent Low Density. In the Master Plan it is recommended that this character be retained. The Master Plan recognizes this community has several distinct land use elements woven into the character of the area; however, the rural environment dominates this character.

Demographic characteristics from Population Forecasts by Community (Table 16 in the Master Plan) indicate that the population in this Community has steadily increased since the

MAYOR G. Frederick Robinson MAYOR PRO TEM Dennis Brady
COUNCIL Kevin W. Conroy ♦ Jack D. Jenkins ♦ Kurt Kroemer ♦ D. Michael Lyles ♦ Todd M. Turner CITY MANAGER David J. Deutsch
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

1990 Census, when the population was at 2,447. By the year 2000, the population in this community was projected to be at 5,345. Using the US Census 2000 figure for the City's average household size (2.74 persons per household), the additional 126 residential lots would generate approximately 345 new residents.

The Annexation Area includes numerous areas of steep slopes and drainage areas that are designated as part of the Patuxent River Primary Management Area. There are no historic properties or resources in the area. The rural character of the area has been retained partly due to the cluster subdivision technique that preserves a large amount of open space. Annexation will not adversely alter existing environmental characteristics. There are no other unique characteristics associated with the Annexation Area.

With the exception of the Clarke property, the Annexation Area is entirely developed. Under current R-R zoning, the Clarke property can be developed with one single-family home. Provisions have been made for continuation of the Rolling Hills subdivision's streets into adjoining properties (e.g. Triple Crown Drive). This annexation is consistent with the general growth and development pattern of the City and also with the land use recommendations and policies for Community IV contained in the 1991 Master Plan.

II. Availability of Public Facilities and Services

On the effective date of annexation, the residents within the Annexation Area shall receive all City services which include, but are not limited to: trash, recycling and yard waste curb-side collections and special pick-ups, street maintenance, including right-of-way tree pruning (5-year cycle and replacement as needed), snow removal, street lights (maintenance of the system), animal control, contract police protection, code compliance inspection, youth services, family counseling, senior citizens program, parks and recreation programs, and planning/development review services, etc.

A. Water and Sewer

The Annexation Area lies within Category 3 of the Prince George's County Water and Sewer Plan Map, a community service area, meaning public water and sewer service to the site exists. The Annexation Area is, and will continue to be, served by the Washington Suburban Sanitary Commission (WSSC) for both public water and sewer.

B. Electric Service

Baltimore Gas and Electric (BGE) currently provides electric power to the residents of the Annexation Area. Upon annexation, the street lights from the base of the pole upwards become the City's responsibility for maintenance. The underground electric cable remains the responsibility of BGE. The City is responsible for paying for electrical usage to power the street lights and for maintaining the pole, fixture and fixture components.

C. Public Safety and Fire/Rescue Services

The Annexation Area is within the service area of Prince George's County Police Bowie/Upper Marlboro Substation District II, Sector E. Upon the effective date of annexation, the City's contract police will augment County police service.

Fire and basic life support/ambulance personnel will be dispatched from Bowie Station #19 on MD Route 564 (Ninth Street) in Old Town Bowie. Medic service personnel will be dispatched from Station #18 in Glenn Dale.

D. Stormwater Management

The City will become responsible for maintenance of all on-site stormwater management facilities and public storm drains within the City right-of-way, upon annexation. The Department of Community Services will maintain the two (2) stormwater management basins located in Rolling Hills Subdivision (upon receipt of a fee simple deed conveying these facilities to the City) in accordance with City standards. Portions of these parcels that do not contain stormwater management facilities will remain under the ownership of the Rolling Hills Homeowners Association, which will retain maintenance responsibility for these areas.

E. Public Right-of-Way Infrastructure and Appurtenances

Upon annexation, the City will maintain all streets and improvements within public rights-of-way and the related infrastructure and appurtenances (sidewalks, storm drain easements, traffic control and street name signs, driveway swales, right-of-way trees, etc.). The responsibility for sidewalks, curb and gutter and enclosed drainage system within the County right-of-way of High Bridge Road (a.k.a. Chestnut Avenue) will remain with Prince George's County.

F. School, Library and Recreational Facilities

County public schools serving this community include: High Bridge Elementary, Tasker Middle and Bowie High School. The Bowie Branch Library (Md. Rte. 450) serves this site. All recreational parks within the City's park system, as well as the City gymnasium, are available in accordance with respective hours of operation.

III. Extension of Municipal Facilities and Services to Annexation Area

The City will extend all applicable municipal services and facilities (as described above) to the Annexation Area upon the effective date of annexation. At that time, the Charter and Code of the City shall have full force and effect within the Annexation Area.

IV. Cost to the City in Having to Provide Each Service

There will be a substantial cost to the City to rehabilitate the two (2) stormwater management ponds and roadways in the Rolling Hills Subdivision to meet City standards. The City's Capital Improvements Program, funded by general revenues, includes the financial resources to rehabilitate the two ponds and roadways. It is anticipated that this work will occur over the next 2-3 years.

With the exception of costs associated with rehabilitation of the two stormwater management ponds and roadways noted above, the City will not incur a significant increase in operational costs. Minor cost increases are anticipated for the following services: trash, recycling and special pick-ups, as well as yard waste collection at curbside and street maintenance. The General Fund will finance these services. These costs will be offset by the increased revenue from municipal property taxes from the new residents in the Annexation Area. No other significant increases in expenditures are anticipated. The area to be annexed will not require the creation of a special tax district.

City of Bowie

2614 Kenhill Drive
Bowie, Maryland 20715

MEMORANDUM

TO: City Council

FROM: David J. Deutsch
City Manager

SUBJECT: Annexation Policy (R-12-06)

DATE: February 28, 2006

I. Background

City Council held two (2) worksessions this year regarding the City's annexation policy. The worksessions were held on January 9th and January 30th. It was Council's consensus that staff be instructed to draft appropriate revisions to update the City's current annexation policy contained in R-52-91. Some of the concerns voiced by City Councilmembers to date about annexation include:

- Need to have a defined plan for annexation
- "Development does something to us, annexation should do something for us."
- Defining a growth boundary will help address timing challenge for provision of public facilities and services (e.g. police service)
- Need to define the benefits of annexation
- Policy should use simply defined borders (rivers, roads)
- Need to assess costs to the City in the long run
- Policy would show the City is responsible in planning for its future growth
- A phased approach to expanding borders might be prudent
- Need to take action while State Legislature is in session
- Should the ultimate growth limits go beyond what has been mapped?
- Once the boundary is determined, attention can be paid to the pace of annexation
- Drawing the boundary line does not mean certain areas are targeted to be annexed
- "Possible Growth Limits" map should be used as a guideline

MAYOR: G. Frederick Robinson ♦ MAYOR PRO TEM: [illegible]
COUNCIL: Kevin W. Conroy ♦ Jack D. Jenkins ♦ Kurt Kroemer ♦ [illegible] Michael [illegible] ♦ Todd M. Turner ♦ CITY MANAGER: David J. Deutsch

Attached is Resolution R-12-06. The Resolution defines the principles and procedures the City will use to facilitate the annexation process. It identifies situations when consideration of annexation is appropriate. Most significantly, R-12-06 sets forth a long-term growth boundary ("Possible Growth Limits") to be used as a guide for future annexations.

II. Attributes of "Possible Growth Limits" Area

Staff conducted an analysis of the area contained in the "Possible Growth Limits" to give Council a feeling for the some of the impact of future annexations. This analysis was performed using the City's Geographic Information System (GIS) software and used available data. Council is cautioned that this analysis was performed using the best information available to staff and is for the purpose of illustration only. The latest assessed value for Prince George's County (2005), as reported by Specprint, was used in this report. However, due to the triennial assessment process, property assessments are subject to change every three years.

The "Possible Growth Limits" area includes 7,444 acres, or 11.63 square miles. The current area of the City encompasses 18 square miles. Thus, if the entire growth limits area were incorporated into the City, the size of the City would expand by approximately 65% to almost 30 square miles. Statewide, the municipalities having the most land area include: Baltimore City (80.8 square miles); Frederick (20.4 square miles), Bowie (18 square miles); Rockville (13.4 square miles); Salisbury (11.1 square miles); Hagerstown (10.7 square miles); and, Gaithersburg (10.1 square miles). (Source: Maryland Department of Legislative Services, 2005.)

Staff determined that 6,655 lots would be included in the growth limits area, including 3,934 developed dwelling units and 2,721 undeveloped dwelling units (including development proposals tracked by the Planning Department). Applying the 2000 Census person-per-household factor of 2.74 to the dwelling unit total, an estimated population of 18,234 residents would result. The current estimated City population is 55,362 residents. Thus, if the entire growth limits area were incorporated and developed as noted above, the City's population would increase by approximately 33% to 73,596 residents. Annexation of the entire growth limits area would likely not occur at once, but would realistically take many years to complete.

The total assessed value of all property within the growth limits area is $702,188,300. However, tax-exempt property is valued at $78,203,680. Of this amount, over $43 million of assessed valuation occurs at Bowie State University. Over $10 million of assessed valuation occurs at Prince George's Stadium. Tax-exempt property encompasses 1,865 acres, or about 25%, of the "Possible Growth Limits" area. Excluding tax-exempt property, the assessed value of the growth limits area is $623,984,620. Tax-exempt property currently located in the City includes 1,064 parcels having an exempt assessment of $154,807,257.

There are numerous existing commercial developments within the "Possible Growth Limits". Existing commercial uses include two (2) gas stations at MD 450/MD 3, a funeral home, miscellaneous uses in the MD 3 median and east side of MD 3, three (3) car dealerships at US 50/301, the Rip's property and the adjacent fast-food restaurant and gas stations, Walker Pontiac, Bowie Honda, several existing commercial uses along Hall Road, the former J-Mart and adjacent storage facility and flex space, Melvin Motors, a gas station at MD 197/Old Chapel Road, and several commercial uses along MD 564.

There are numerous vacant commercial properties or proposed commercial developments within the growth limits area. Vacant commercial properties include several small lots in the vicinity of Rip's, the Chesley-Gibraltar properties, Bowie Nissan (a 29,000 sq.ft. dealership), commercial land between Bowie Honda and Mitchellville Road, land on the south side of Mitchellville Road at US 301, Amber Ridge (a 180,000 sq.ft. retail center), Karington (approved for up to 343,000 sq.ft. of retail use and 650,000 sq.ft. of office use and 300 hotel rooms), the Hall Road Village Activity Center (approved for 30,000 sq.ft. retail use and a public library) and Collington Park flex space off Old MD 450, east of Church Road (78,200 sq.ft. expansion).

There are over 85 miles of public roads within the "Possible Growth Limits" area. This includes over 34 miles of State and County roads and 51 miles of local roads.

III. Conclusion

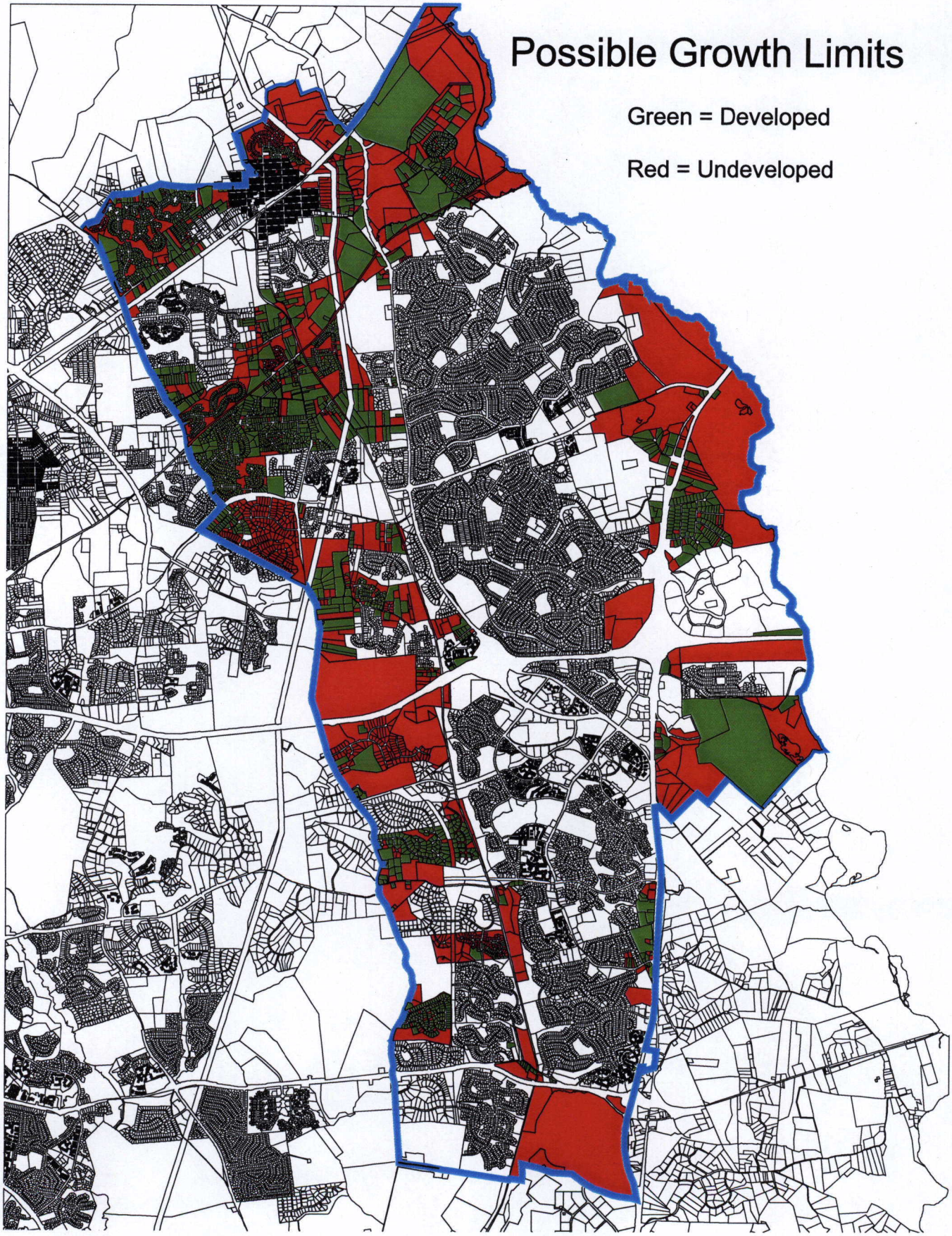
In our January 4, 2006 memorandum (copy attached), staff presented many reasons for continuing to have an annexation policy. With information about the "Possible Growth Limits" now available, Council can begin to see the demographic, fiscal and economic consequences of the City's future growth through annexation. In the past month, initiatives have been made in the Maryland Legislature to curtail municipal annexation. By revising the City's annexation policy to include a growth limits area, Council can demonstrate to those in Annapolis that the City is actively planning to manage its growth. Having an annexation policy will help ensure that only annexations that accrue benefits to the City will be supported. Furthermore, by managing the rate of municipal expansion under an annexation policy, the City will not overstretch its ability to provide sufficient and acceptable facilities and services to its residents.

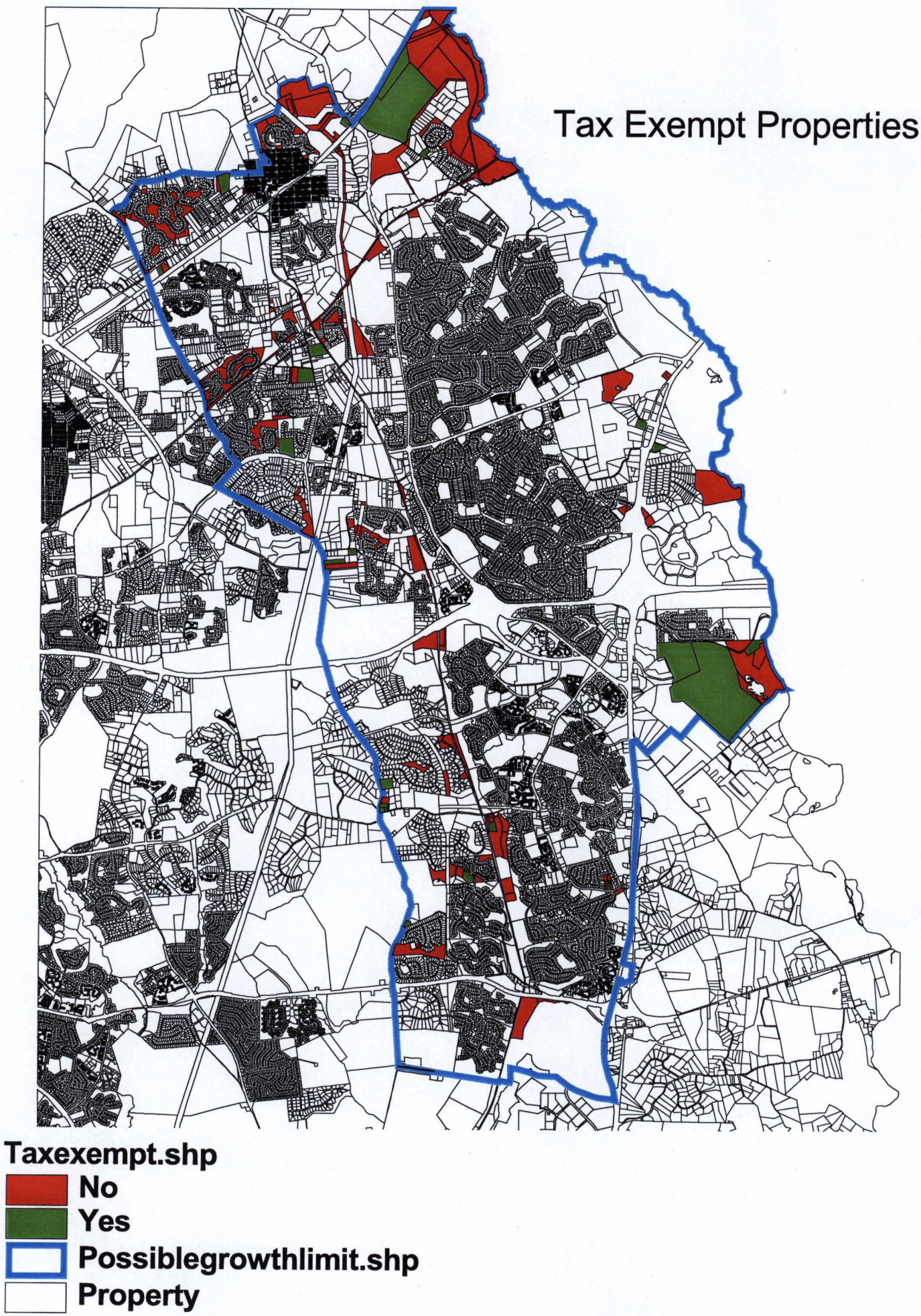
IV. Recommendation

It is recommended that Council **APPROVE** R-12-06 adopting a revised annexation policy that establishes the principles and procedures to facilitate the annexation process.

Attachments

p:/joe/annexations/annexationpolicymemo


Possible Growth Limits
Green = Developed
Red = Undeveloped


Tax Exempt Properties
Taxexempt.shp
No
Yes
Possiblegrowthlimit.shp
Property

R-12-06

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND ADOPTING AN ANNEXATION POLICY ESTABLISHING THE PRINCIPLES TO BE USED BY THE CITY TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation processs, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.

B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.

C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:

1. The annexation involves property bordered on three sides by the existing corporate limits of the City;

2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;

3. The annexation will unify split neighborhoods; or

4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.

D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.

E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

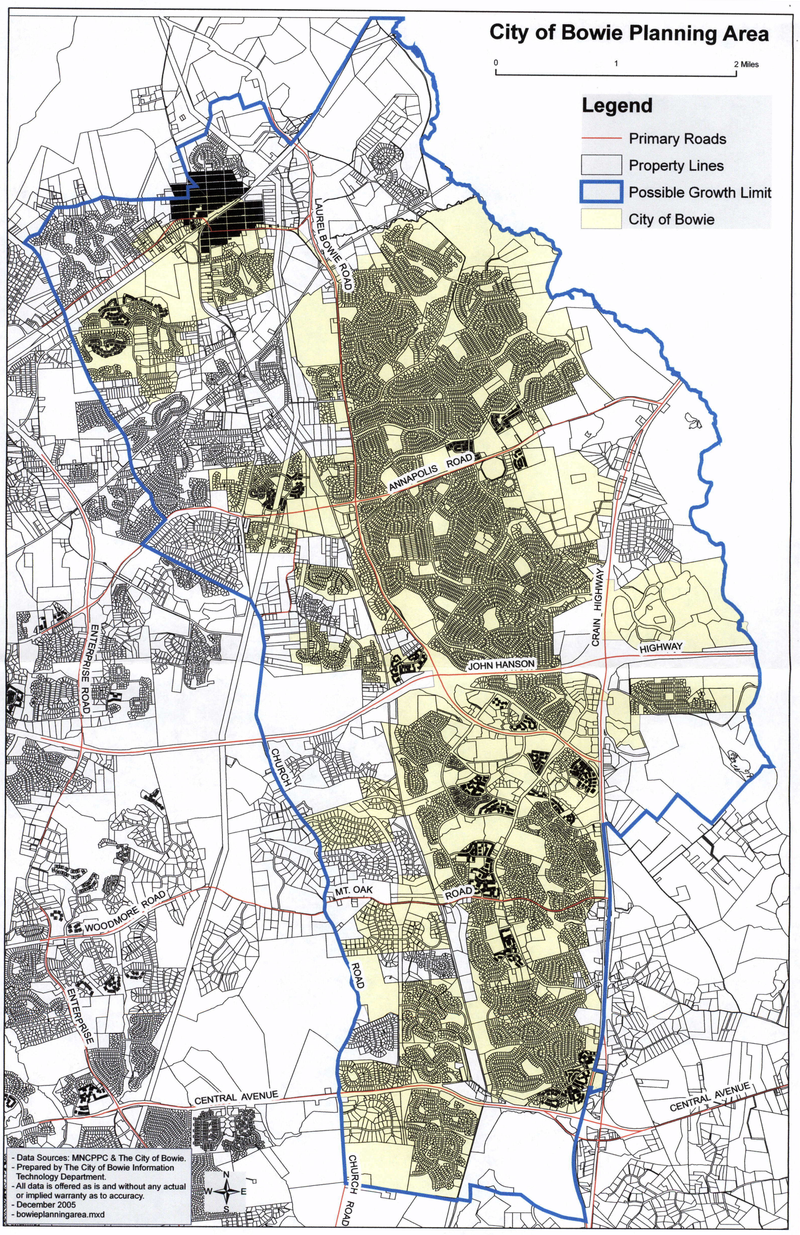
BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on March 6, 2006.

_____
G. Frederick Robinson
Mayor

Attest:

_____
Pamela A. Fleming
City Clerk


City of Bowie Planning Area
0
1
2 Miles
Legend
Primary Roads
Property Lines
Possible Growth Limit
City of Bowie
LAUREL BOWIE ROAD
ANNAPOLIS ROAD
CRAIN HIGHWAY
HIGHWAY
JOHN HANSON
ENTERPRISE ROAD
CHURCH
MT. OAK
ROAD
WOODMORE ROAD
ENTERPRISE
CENTRAL AVENUE
CENTRAL AVENUE
CHURCH ROAD
N
W
E
S
- Data Sources: MNCPPC & The City of Bowie.
- Prepared by The City of Bowie Information Technology Department.
- All data is offered as is and without any actual or implied warranty as to accuracy.
- December 2005
- bowieplanningarea.mxd

CITY PROCEDURES REGARDING ANNEXATION

A. Development Related Annexations

Note: There are three (3) types of Development Related Annexations:

A Detailed Outline of Departmental requirements for Annexation Types 1, 2 and 3 is provided in Exhibit A.

1. The Department of Planning and Economic Development (DPED) will be the lead City Department in all development related annexations.

INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, DPED will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-____-06.
3. DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

ANNEXATION AGREEMENT

4. DPED will provide the developer with a copy of a draft annexation agreement. **Annexations that bring the development into the City before the project is constructed are preferred over those that result in incorporation only after the project is completed.**
5. DPED will negotiate the terms of the Annexation Agreement, working in conjunction with the affected City Departments, the City Attorney and City Manager.
6. DPED shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement prior to DPED scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. DPED gives the go-ahead for the developer to execute the Annexation Agreement and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, DPED schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a

Resolution number from the City Clerk and prepares the Resolution and cover memorandum.

9. Upon approval of the Resolution by City Council, DPED provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to DPED. DPED transmits a copy of the recorded Annexation Agreement to the developer.

ANNEXATION RESOLUTION

11. At such time as stipulated by the Annexation Agreement, DPED will schedule a Council Resolution for Introduction of the annexation.
12. DPED shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties (other than the original property) are intended to be included in the annexation, DPED will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, DPED will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. DPED will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
13. DPW will procure an Annexation Boundary Survey.
14. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, DPED will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.
15. DPED obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
16. DPED staff, the City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
17. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
18. DPED prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B). In preparing the Statement of Services memorandum, DPED consults with

appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.

19. DPED staff, the City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

REGISTRATION

20. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records.
21. The City Clerk provides a copy of the recorded Annexation Resolution to DPED.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names from DPED.

B. Resident Driven Annexations

1. The City Manager's Office (CMO) will be the lead City Department in all resident driven annexations.

INITIATION OF ANNEXATION DISCUSSIONS

2. During the development review process, CMO will initiate annexation discussions for all developments that meet the criteria specified in Council Resolution R-____-06.
3. CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation.

ANNEXATION AGREEMENT/PETITION FOR ANNEXATION

4. CMO will provide the interested residents with a copy of a draft annexation agreement or Petition for Annexation.
5. CMO will negotiate the terms of any Annexation Agreement, working in conjunction with the affected City Departments and the City Attorney. For a Petition for Annexation, a minimum of 75% residents' signatures is used as a guideline.

6. CMO shall ensure that the City Attorney reviews the complete and final draft of the Annexation Agreement, if applicable, prior to CMO scheduling a City Council Resolution Authorizing the City Manager to Execute the Annexation Agreement. A complete and final draft document includes all relevant exhibits, which, at a minimum, includes an exhibit depicting the property to be annexed (e.g. property survey, subdivision plat, tax map).
7. CMO gives the go-ahead for the residents to execute the Annexation Agreement, if applicable, and forward it to the City.
8. Upon receipt of a signed Annexation Agreement, if applicable, CMO schedules the Resolution in #6 above for Council action on a Consent Agenda, obtains a Resolution number from the City Clerk and prepares the Resolution and cover memorandum.
9. Upon approval of the Resolution by City Council, CMO provides the original copy of the Annexation Agreement to the City Clerk to obtain the City Manager's signature and record in County Land Records.
10. City Clerk records the Annexation Agreement as soon as possible and provides a copy to CMO. CMO transmits a copy of the recorded Annexation Agreement to the residents, if applicable.
11. CMO requests DPW and DCS to assess the impact of annexation on City services. A Detailed Outline of Departmental requirements for Annexation Type 4 is provided in Exhibit A.

ANNEXATION RESOLUTION

12. At such time as stipulated by the Annexation Agreement or Petition for Annexation, CMO will schedule a Council Resolution for Introduction of the annexation.
13. CMO shall make a request to DPW for an Annexation Boundary Survey of the Annexation Area. If additional properties other than the original are intended to be included in the annexation, CMO will ensure that the property under consideration is contiguous and adjoining existing City boundaries and annexation will not create an unincorporated enclave. If any residents live within the annexation area, CMO will ensure that at least 25% of registered voters and 25% of assessed valuation of real property have consented to the annexation. CMO will clearly indicate to DPW all properties to be included in the Annexation Boundary Survey.
14. DPW will procure an Annexation Boundary Survey.
15. Upon receipt of the Annexation Boundary Survey from DPW and honoring any other time specific commitments made in the Annexation Agreement, CMO will schedule the Annexation Resolution for Introduction. At this time, the public hearing date is also established (see #16 below for method of determination) from the City Clerk.

16. CMO obtains a Resolution number from the City Clerk and prepares the Annexation Resolution and cover memorandum for Introduction under New Business.
17. The City Attorney or the City Manager present the item to the City Council under New Business. Council passes a motion to Introduce the Annexation Resolution.
18. Following the Council Introduction, the City Clerk places a legal advertisement of the public hearing date in a newspaper of record. The newspaper advertisement must run for four (4) consecutive weeks. The public hearing date may not be established sooner than 15 days after the publication of the final public notice.
19. CMO prepares the cover memorandum for the public hearing. The cover memo includes a copy of the introduced Resolution and a separate Statement of Services memorandum (see example in Exhibit B) prepared by DPED upon the request of CMO. In preparing the Statement of Services memorandum, DPED consults with appropriate City departments to obtain necessary information. DPED also prepares a fiscal impact table in Excel Spreadsheet format and provides a copy of the table to the City Manager.
20. The City Attorney or the City Manager present the public hearing item to the City Council under Old Business. Council holds the hearing and votes on the annexation. The Annexation Resolution becomes effective within 45 days following final action by the City Council (counting from the date of approval).

REGISTRATION

21. Following the Council public hearing and approval of the annexation and after the annexation becomes effective, the City Clerk records the Annexation Resolution in County Land Records. The City Clerk provides a copy of the recorded Annexation Resolution to DPED and CMO.
22. The City Clerk registers the original and new boundaries with the Clerks of the Circuit Court, Department of Legislative Reference and MNCPPC.
23. The City Clerk sends a letter to the County Department of Assessments and Taxation with a copy to Finance.
24. The City Clerk requests a listing of house numbers and street names, if applicable, from DPED.

EXHIBIT A

ANNEXATION PROCESS

Types of Annexations

1. **City Annexes planned subdivision and it is constructed to City Code.** (All items below are coordinated by Public Works)
   - Council Resolution Required.
   - City Permits and Bonds
   - Maintenance Bonds.
   - Easements and R/W obtained prior to permits.
   - City Inspections.
   - City Punch Lists.

2. **City Annexes planned subdivision and it is constructed to County Code.**
   - Agreement Required (Planning).
   - MOU may be required (Planning and Public Works).
   - Council Resolution required (Planning).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required (Public Works).
   - Site Plan desirable (Planning).
   - Schedule "A" (Public Works).
   - County DPW&T and DER permits and bonds (Public Works).
   - No Maintenance bond.
   - Easements and R/W transferred to City (Public Works).
   - County Inspection services with one joint final with City (Public Works and Community Services).
   - County Punch Lists (Public Works and Community Services).
   - Budget estimate to achieve Bowie standards beyond County requirements (Public Works and Community Services).

3. **City Annexes Subdivision during active construction and is constructed to County Code.**
   - Agreement Required (Planning).
   - MOU may be required (Planning and Public Works).
   - Council Resolution required (Planning).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required (Public Works).
   - Site Plan desirable (Planning).
   - Schedule "A" (Public Works).
   - County DPW&T and DER permits and bonds (Public Works).
   - No Maintenance bond.

- Easements and R/W transferred to City (Public Works).
- County Punch Lists (Public Works and Community Services).
- Budget estimate to achieve Bowie standards beyond County Requirements (Public Works and Community Services).

4. **City Annexes and established subdivision constructed under County Code.**
   - Agreement Required (City Manager's Office).
   - Council Resolution required (City Manager's Office).
   - Copy of Approved Street Plans required (Public Works).
   - Copy of Storm Drain as-built plans required (Public Works).
   - Copy of as-built SWM facilities required (Public Works).
   - Copy of permits required. (Public Works)
   - Schedule "A" (Public Works).
   - Site Plan desirable (Planning).
   - Easements and R/W transferred to City (Public Works).
   - City Punch Lists (Public Works and Community Services).
   - Budget estimate to achieve Bowie standards (Public Works and Community Services).

p:/joe/annexation/annexation process

TAX COMPARISON FY23 (City of Bowie vs. Unincorporated County)

County Assessment	FY24	$450,000.00	Insert your property value from your tax bill

Per **$100.00** of assessed valuation

Unincorporated			Incorporated into Bowie			
CNT+PGS	1	$4,500.00	CNT+PGS	**0.864**	$3,888.00	FY2024 Tax Rate
State	0.112	$504.00	State	0.112	$504.00	
P&P 1	0.294	$1,323.00	P&P 1	0.294	$1,323.00	
San 2	0.054	$206.21	San 2	0	$0.00	
WSTC 3	0.026	$117.00	WSTC 3	0.026	$117.00	
T&G 4		$240.66	T&G 4		$0.00	
Ryc 5		$59.73	Ryc 5		$0.00	
Swc 6		$34.42	Swc 6		$34.42	
Btc 7		$21.51	Btc 7		$0.00	
Mun 8		$0.00	Mun 8	0.4	$1,800.00	
WPR		$41.48	WPR		0	
Total Taxes		$7,048.01	Total Taxes		$7,666.42	
*FFB		$0.00	*FFB		$0.00	
Total		$7,048.01	Total		$7,666.42	
**Credit		$0.00	**Credit		$0.00	
FY24 taxes		$7,048.01	FY24 taxes		$7,666.42	

Difference in total taxes if incorporated into Bowie: $618.41

*FFB-Front Foot Benefit
1. Maryland National Park and Planning
2. Stormdrain Maintenance
3. Washington Suburban Transit Commission
4. Trash and Garbage

** County Homestead Tax Credit
5. Recycling
6. Solid Waste Charge
7. Bulky Trash Collection
8. Municipal

Front Foot Benefit is the cost of installing sewer and/or water pipes under the street adjacent to the property.

If you live in the County you may be subject to additional charges on your tax bill such as the State Bay Restoration charge if you utilize a private septic system, a Federally-mandated Clean Water Act fee to address stormwater runoff pollution, a Solid Waste charge for trash and recycling services or a Front Foot Benefit charge if your property is connected to water and/or sewer lines. There also may be special area taxes to pay the debt service on bonds that finance specific infrastructure improvements.

WPR is the local Watershed Protection and Restoration Program.

TAX COMPARISON FY23 (City of Bowie vs. Unincorporated County)

County Assessment	FY23	$450,000.00	Insert your property value from your tax bill

Per **$100.00** of assessed valuation

Unincorporated			Incorporated into Bowie		
CNT+PGS	1	$4,500.00	CNT+PGS	**0.854**	$3,843.00
State	0.112	$504.00	State	0.112	$504.00
P&P 1	0.294	$1,323.00	P&P 1	0.294	$1,323.00
San 2	0.054	$206.21	San 2	0	$0.00
WSTC 3	0.026	$117.00	WSTC 3	0.026	$117.00
T&G 4		$240.66	T&G 4		$0.00
Ryc 5		$59.73	Ryc 5		$0.00
Swc 6		$34.42	Swc 6		$34.42
Btc 7		$21.51	Btc 7		$0.00
Mun 8		$0.00	Mun 8	0.4	$1,800.00
WPR		$41.48	WPR		0
Total Taxes		$7,048.01	Total Taxes		$7,621.42
*FFB		$0.00	*FFB		$0.00
Total		$7,048.01	Total		$7,621.42
**Credit		$0.00	**Credit		$0.00
FY23 taxes		$7,048.01	FY23 taxes		$7,621.42

Difference in total taxes if incorporated into Bowie: $573.41

*FFB-Front Foot Benefit
1. Maryland National Park and Planning
2. Stormdrain Maintenance
3. Washington Suburban Transit Commission
4. Trash and Garbage

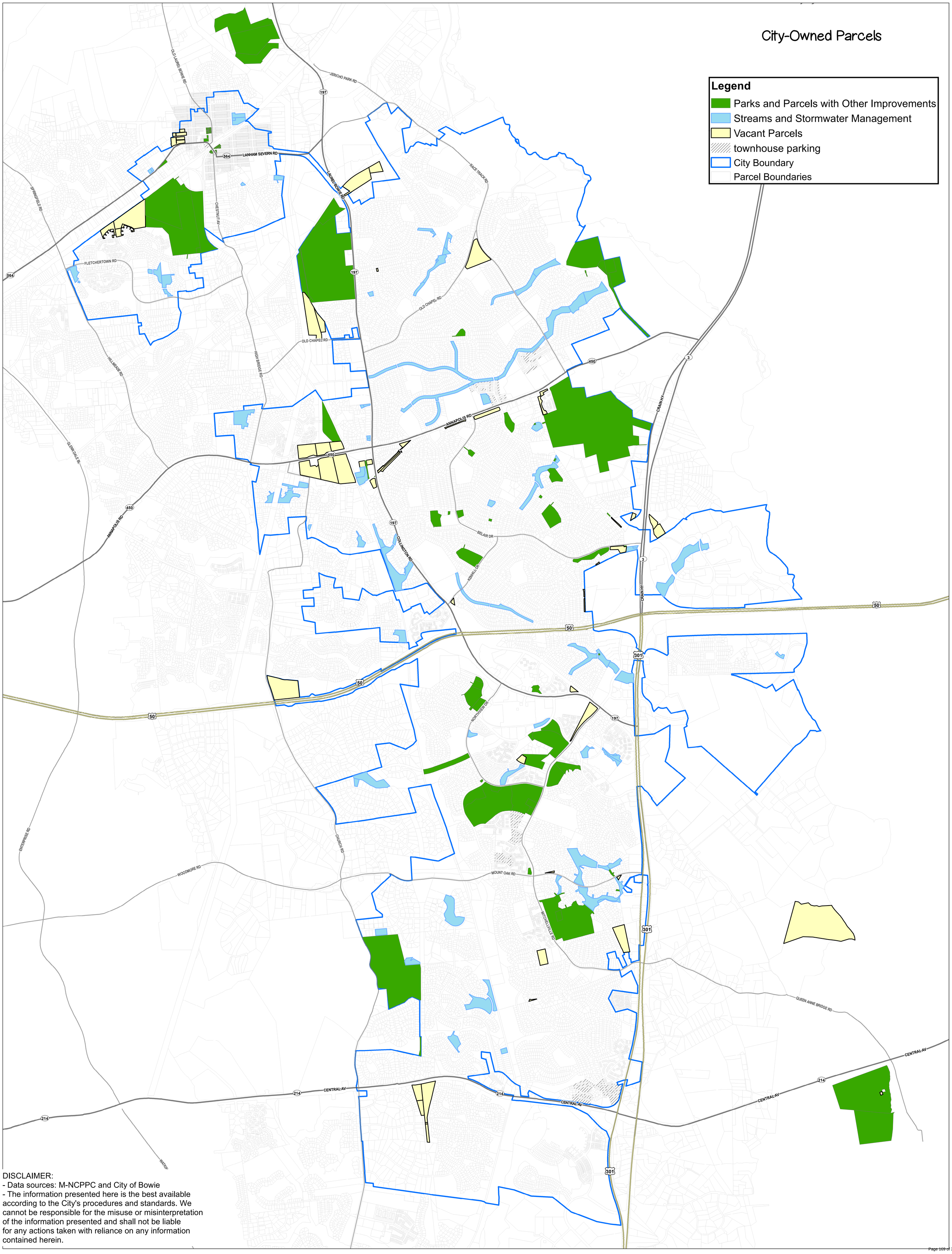
** County Homestead Tax Credit
5. Recycling
6. Solid Waste Charge
7. Bulky Trash Collection
8. Municipal

Front Foot Benefit is the cost of installing sewer and/or water pipes under the street adjacent to the property.

If you live in the County you may be subject to additional charges on your tax bill such as the State Bay Restoration charge if you utilize a private septic system, a Federally-mandated Clean Water Act fee to address stormwater runoff pollution, a Solid Waste charge for trash and recycling services or a Front Foot Benefit charge if your property is connected to water and/or sewer lines. There also may be special area taxes to pay the debt service on bonds that finance specific infrastructure improvements.

WPR is the local Watershed Protection and Restoration Program.

City-Owned Parcels



DISCLAIMER:
- Data sources: M-NCPPC and City of Bowie
- The information presented here is the best available according to the City's procedures and standards. We cannot be responsible for the misuse or misinterpretation of the information presented and shall not be liable for any actions taken with reliance on any information contained herein.

"LandUse"	Shape_Area	ActualUse2	Actua Use Catregory
Whitemarsh Park	8853814.96	Whitemarsh Park	Park
golf course	5628789.77	Golf Course	Park
Church Rd Park	4221481.03	Church Road Park	Park
Entzian farm	3315390.67	Entzian Farm	Solar Array
forested parcel behind Mill Branch Rd	3165816.56	Forested Parcel abutting Pax R off Mill Branch	Vacant (please don't hurt it)
former Tanglewood Park	2512163.86	Tanglewood Park & adjacent parcels	Park
Blacksox Park fields	2491301.25	Blacksox Park	Park
former Tanglewood Park	2063390.34	Tanglewood Park & adjacent parcels	Park
Allen Pond	1992456.06	Allen Pond Park	Park
Entzian farm	1839231.92	Entzian Farm	Solar Array
Jericho Park fields	1543578.72	Jericho Park fields	Park
DPW back lot	1401715.53	DPW	City Building
Jericho Park forested parcel - stream	1244435.36	Jericho Park forested parcel - stream	Park
Allen Pond	1097277.86	Allen Pond Park	Park
former Tanglewood Park	990758.33	Tanglewood Park & adjacent parcels	Park
abandoned ice arena (only rec use allowed)	930925.98	Vacant (abandoned ice arena)	Vacant
former Tanglewood Park	924795.84	Tanglewood Park & adjacent parcels	Vacant
Centennial Park	865811.06	Centennial Park	Park

forested parcel on 450 W of 197 - says DFR TO ST MD L14952 F545 2002	743899.71	forested parcel	Vacant
Fladung property - future forest mitigation bank?	706513.23	Forested parcels	Vacant
stream/wetland complex behind Longleaf	668479.49	stream/wetland	Stream/Wetland
	656306.54	forested parcel	Vacant
sw pond (and forest) in Glen Allen	624017.19	Forested stream	Stream/Wetland
Jericho Park forested parcel - stream/wetland	621478.67	Jericho Park forested parcel - stream/wetland	Park
cluster open space for Saddlebrook	588375.34	forested parcel	Vacant
POS FUNDS - McLaughlin property (only rec use allowed)	564786.66	Forested parcels	Vacant
Pope's Creek Park	558663.69	Pope's Creek Park	Park
stream in Glen Allen S of Mt Oak	556488.32	Stream/Trail	Stream/Wetland
sw pond Dahlia Dr	533944.74	SWM pond	Stormwater Management
Parcel I on 214 (forest mitigation site)	504336.22	Forest Mitigation Bank? A44 corridor?	Vacant
Melford upper pond	495454.21	SWM pond	Stormwater Management
golf course (open space to north)	469550.80	Forested parcels	Park
Kenhill Center	465440.08	Kenhill Center	City Building
forested parcel on 450 W of 197 - says DFR TO ST MD L14952 F545 2002	457107.36	forested parcel	Vacant
Buckingham Park	448610.46	Buckingham Park	Park
DPW WWTP/solid waste	446062.09	DPW	City Building

Tall Oaks sw pond	442690.76	SWM pond	Stormwater Management
stream north of Idlewild	425771.13	Levitt streams	Stream/Wetland
stream in Meadowbrook	425353.06	Levitt streams	Stream/Wetland
	425353.06	Levitt streams	Stream/Wetland
	425353.06	Levitt streams	Stream/Wetland
	423012.00	forested parcel behind car dealers	Vacant
woods along Everst, trail (Linear Park?)	410007.83	Linear Park	Park
	404037.11	IDK	Stream/Wetland
Glen Allen Park	401727.19	Glen Allen Park	Park
Allen Pond	396664.22	Allen Pond Park	Park
	394295.16	Dog Park	Park
Senior Center	389496.75	Senior Center, Gym, Bowie Commons	City Building
subsidized housing behind the gym	389496.75	Senior Center, Gym, Bowie Commons	City Building
	389496.75	Senior Center, Gym, Bowie Commons	City Building
open space - cluster subdivision	383411.22	forested parcel	SWM pond
	380773.82		Vacant
golf course (open space to west)	379346.11	Forested parcels	Park
stream in Heather Hills	342672.94	Levitt stream	Stream/Wetland
forested parcel on western corner of Mitchelville/197	306487.15	forested parcel	Vacant

stream north of Idlewild	293205.35	Levitt streams	Stream/Wetland
stream north of Idlewild	285688.92	Levitt streams	Stream/Wetland
Melford lower pond	278539.52	SWM pond	Stormwater Management
Belair Meadows	277493.97	Belair Meadows	Park
	275668.72	townhome parking area	Residential (TH) parking area
stream in Buckingham	275500.61	Levitt stream	Stream/Wetland
stream in Meadowbrook	274397.83	Levitt streams	Stream/Wetland
	274397.83	Levitt streams	Stream/Wetland
forested parcel on 450 W of 197 - says DFR TO ST MD L14952 F545 2002	273907.35	forested parcel	Vacant
Bowie Gateway sw pond on Harbour	268171.54	SWM pond	Stormwater Management
	268171.54	SWM pond	Stormwater Management
DPW road	259386.07	DPW	City Building
	257044.17	Forested Parcels	Vacant
Glen Allen Park	256691.06	Glen Allen Park	Park
City Hall	255503.53	City Hall	City Building
Belair Mansion	243481.68	Belair Mansion	City Building
Dixon Crossing sw pond & wetland	234738.75	SWM pond	Stormwater Management
stream north of Yorktown	234524.79	Levitt streams	Stream/Wetland
water plant	225798.12	Water Treatment Plant	Utility

	217754.87	DPW	City Building
	208705.01	Acorn Hill Park	Park
	208614.64	Stream	Stream/Wetland
	208128.48	Levitt streams	Stream/Wetland
	206547.78	Forested Parcel (behind homes on Peach Walker)	Vacant
	206053.14	Forest Mitigation Bank? A44 corridor?	Vacant
	193209.13	Levitt streams	Stream/Wetland
	185914.35	Stream w/trail	Stream/Wetland
	182248.14	forested parcel (450)	Vacant
	181301.91	townhome parking area	Residential (TH) parking area
	179747.78	SWM pond	Stormwater Management
	179059.53	SWM pond	Stormwater Management
	178821.88	SWM pond	Stormwater Management
	178028.34	Levitt stream	Stream/Wetland
	177130.90	HOA open space	Vacant
	173749.70	forested parcel along RR track (Tall Oaks)	Stream
	172458.41	Senior Center, Gym, Bowie Commons	City Building
Bates property	171870.19	Forested parcels	Vacant

Sherwood Manor parcel (s)	170556.10	forested parcel	Vacant
	170530.72	Levitt stream	Stream/Wetland
	168496.97	Forested parcels	Vacant
	157980.83	townhome parking area	Residential (TH) parking area
	156230.66	open space in front of model homes	Vacant
	147540.69	Levitt stream	Stream/Wetland
	147332.32	wetland	Stream/Wetland
	145406.40	townhome parking area	Residential (TH) parking area
	144622.69	stream	Stream/Wetland
	137867.26	Levitt streams	Stream/Wetland
	137320.91	SWM pond	Stormwater Management
	136207.14	SWM pond	Stormwater Management
	135912.87	townhome parking area	Residential (TH) parking area
	132163.06	wetland	Stream/Wetland
	131926.96	Levitt stream	Stream/Wetland
	131544.01	Levitt streams	Stream/Wetland
	128513.00	Senior Center, Gym, Bowie Commons	City Building
	126097.22	forested parcel	Vacant (stream)

	125349.22	townhome parking area	Residential (TH) parking area
	124349.19	Levitt streams	Stream/Wetland
	123676.91	Levitt streams	Stream/Wetland
BSR & Midwood Lane sw pond	122855.72	SWM pond	Stormwater Management
	119082.91	SWM pond	Stormwater Management
	116913.68	Forest Mitigation Bank? A44 corridor?	Vacant
	116832.23	Stream w/trail	Stream/Wetland
	115099.77	townhome parking area	Residential (TH) parking area
	114526.52	Forested Parcels	Vacant
	113999.04	stream/wetland	Stream/Wetland
	111759.08	SWM pond	Stormwater Management
	108959.94	wetland	Stream/Wetland
	108346.23	Allen Pond Park	Park
	107568.84	HOA open space	Vacant
	106781.44	SWM pond	Stormwater Management
	106136.33	stream	Stream/Wetland
	103652.52	SWM pond	Stormwater Management
	102604.14	Forested stream	Stream/Wetland
Sherwood Manor parcel (n)	100957.44	forested parcel	Vacant

	90093.27	Blacksox Park	Park
	89879.29	DPW	City Building
	89720.69	townhome parking area	Residential (TH) parking area
	88783.83	townhome parking area	Residential (TH) parking area
	88489.37	SWM pond	Stormwater Management
	88314.36	Levitt streams	Stream/Wetland
	88253.37	townhome parking area	Residential (TH) parking area
Everst Dr	87621.87	vacant lot (was going to be fire dept?)	Vacant
	87295.97	Major Lansdale Park	Park
	86996.65	Utility	Utility
	86231.74	Allen Pond Park	Park
	85248.79	SWM pond	Stormwater Management
	82591.65	Stream	Stream/Wetland
	82484.31	SWM pond	Stormwater Management
	82089.25	drainage channel on wooded lot	Stormwater Management
	80748.68	weird Stewarts Landing 2 sq ft city owned	SWM pond
	79900.75	drainage channel on wooded lot	Stormwater Management
	77896.11	Stream w/trail	Stream/Wetland

	75036.71	Forest Mitigation Bank? A44 corridor?	Vacant
	73546.65	Belair Stables	City Building
	71355.88	Stream	Stream/Wetland
	70229.39	SWM pond	Stormwater Management
	69760.64	forested parcel	Vacant
	67113.87	Belair Towns parking areas	Residential (TH) parking area
	65596.94	forested parcel	Vacant
	65308.93	forested parcel	Vacant
	64509.04	Levitt stream	Stream/Wetland
	62294.89	stream and utility	Stream/Wetland
	60676.00	Utility	Utility
	60601.11	forested parcel (reforestation)	Vacant
	60255.23	townhome parking area	Residential (TH) parking area
	58281.13	SWM pond	Stormwater Management
	57875.53	Stream	Stream/Wetland
Allen Pond	57610.18	Parks & Grounds Building	City Building
	57364.54	SWM pond	Stormwater Management
	57073.56	Stream	Stream/Wetland
	54638.87	Forested parcels	Park

	54434.04	Forested stream	Stream/Wetland
	53381.69	Belair Towns parking areas	Residential (TH) parking area
	52847.12	Levitt streams	Stream/Wetland
	51846.40	Forested stream	Stream/Wetland
	51098.77	IDK	Stream
	49339.18	SWM pond	Stormwater Management
	45685.54	stream	Stream/Wetland
	45418.20	Senior Center, Gym, Bowie Commons	City Building
	45181.82	Vacant	Vacant
	45149.09	ROW	Vacant
	44587.01	forested parcel (random!)	Improved
weird triangle at 197/Holiday Ln	43337.59	forested parcel	Vacant
	42843.88	SWM pond	Stormwater Management
	42035.00	Centennial Park	Park
	41579.93	stream/wetland	Stream/Wetland
	40927.88	road	Road
	40464.26	Belair Towns parking areas	Residential (TH) parking area
	37666.98	Tanglewood Park & adjacent parcels	Park
	36996.71	ROW	Vacant

	36087.06	radio museum	City Building
Banbury Lane parcel	35595.16	forested parcel	Vacant
	33925.08	Veterans Park	Park
	31842.94	Town Green Park	Park
	31304.24	SWM pond	Stormwater Management
	29049.94	Forested Parcel	Stream/Wetland
	28229.67	stream valley/pond outlet?	Stream/Wetland
	26998.23	townhome parking area	Residential (TH) parking area
	26361.37	DPW	City Building
	25139.56	parking lot	Residential Parking Lot
	23967.97	Belair Towns parking areas	Residential (TH) parking area
	23278.58	Bowie Sign	Vacant
	20692.61	ROW	Vacant (w/utility)
	20048.32	SWM pond	Stormwater Management
	19836.84	Trail	Park
	19258.52	Stream	Stream/Wetland
	19215.97	SWM pond	Stormwater Management
	18902.81	ROW	Vacant
	18777.21	SWM pond	Stormwater Management

	16995.37	Levitt streams	Stream/Wetland
	16338.98	stream and utility	Stream/Wetland
	15041.85	SWM pond	Stormwater Management
	14878.82	SWM pond	Stormwater Management
	14814.98	Belair Towns parking areas	Residential (TH) parking area
	14756.12	Forested parcel (weird little thing on Mt Oak)	Vacant
	13381.85	SWM pond	Stormwater Management
	13201.24	Utility	Utility
	13115.65	SWM pond	Stormwater Management
	12903.27	ROW	Vacant (w/utility)
	12818.76	Genealogy Library	City Building
	12810.07	SWM pond	Stormwater Management
	12643.14	Utility	Utility
	12563.76	pump house	Utility
	11862.92	SWM pond	Stormwater Management
	11664.81	Entzian Farm	Vacant
	11314.63	forested parcel (random)	Vacant
	11197.02	forested parcel (random)	Vacant
	10427.31	Vacant?	Park

	10426.27	drainage channel on wooded lot	Stormwater Management
	9986.84	DPW	City Building
	9954.05	forested parcel	Vacant
	9345.67	Trail	Park
	9071.26	Welcome Center & RR Museum	City Building
	8713.77	ROW	Utility
	7529.81	Vacant	Vacant
	7517.64	Stream w/trail	Stream/Wetland
	7452.31	Trail	Park
	7356.13	open space	Vacant
	7307.26	stream/wetland	Stream/Wetland
	6943.13	Forested Parcels	Trail
	6652.08	Stream	Stream/Wetland
	6198.07	Forest Mitigation Bank? A44 corridor?	Vacant
	5727.44	Tanglewood Park & adjacent parcels	Park
	5613.34	ROW	Vacant
	5351.30	Stream w/trail	Stream/Wetland
	5215.87	Utility	Utility
	5020.94	stream and utility	Utility
	4638.86	stream	Stream/Wetland

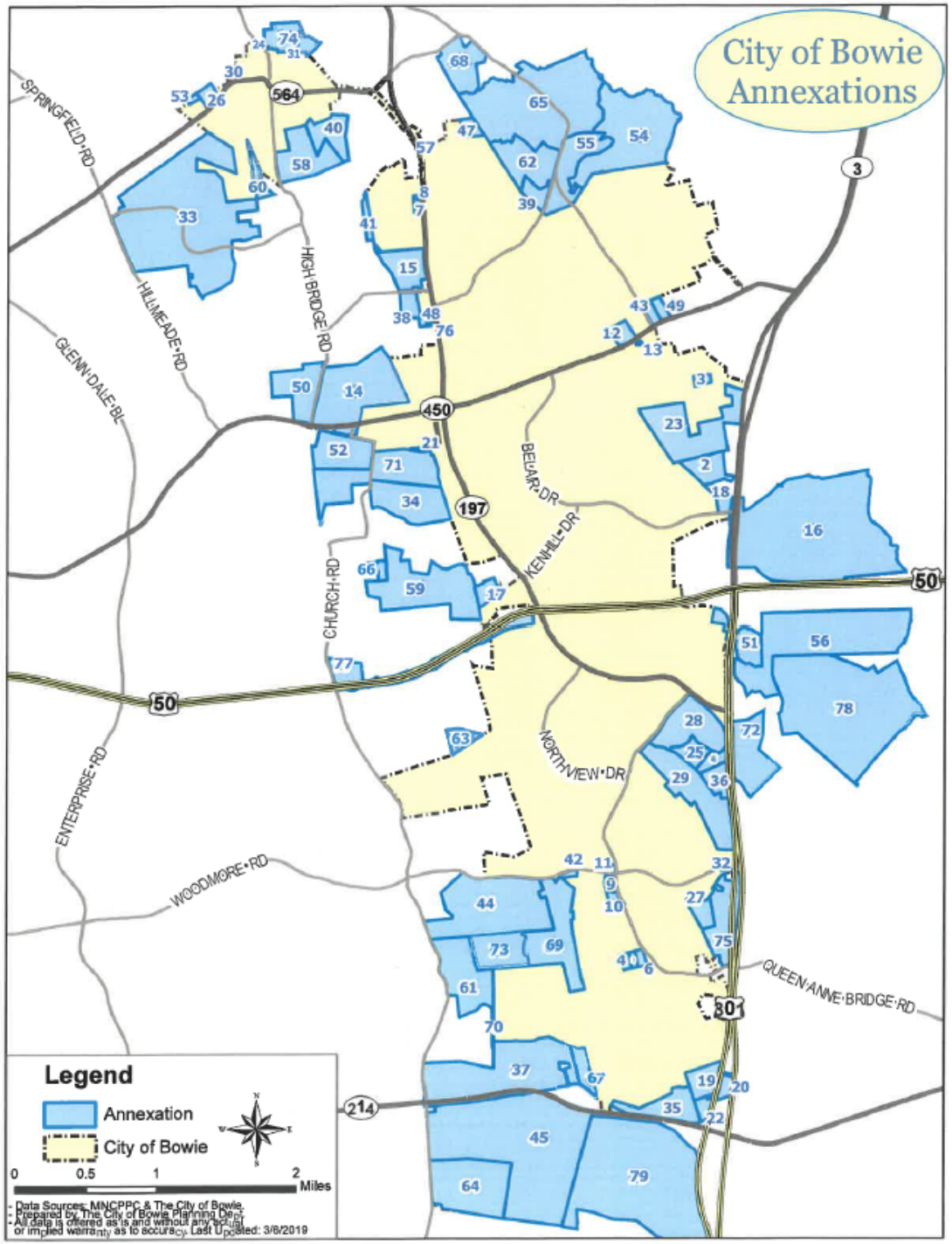
	4601.48	pump house	Utility
	3102.23	10th St Park	Park
	3009.69	Huntington Community Center	City Building
	2890.83	Huntington Community Center	City Building
	2803.38	Huntington Community Center	City Building
	2766.24	10th St Park	Park
	2726.83	Huntington Community Center	City Building
	2724.38	Huntington Community Center	City Building
	2677.33	10th St Park	Park
	2663.73	Huntington Community Center	City Building
	2649.85	Huntington Community Center	City Building
	2572.66	Huntington Community Center	City Building
	2565.06	10th St Park	Park
	2559.91	Huntington Community Center	City Building
	2533.94	10th St Park	Park
	2524.60	Huntington Community Center	City Building
	2518.78	10th St Park	Park
	2507.82	Huntington Community Center	City Building
	2487.19	Huntington Community Center	City Building
	2465.49	10th St Park	Park
	2435.26	Huntington Community Center	City Building

	2419.85	Huntington Community Center	City Building
	2415.98		City Building
	2396.97	Huntington Community Center	City Building
	2337.83	Forested Parcels	Vacant
	2337.23	RR museum	City Building
	2330.00	Huntington Community Center	City Building
	2312.94	Huntington Community Center	City Building
	2269.44	Huntington Community Center	City Building
	2202.03	10th St Park	Park
	2104.18	10th St Park	Park
	2033.89	10th St Park	Park
	2028.06	Huntington Community Center	City Building
	2017.70	10th St Park	Park
	1991.93	10th St Park	Park
	1986.65	Glen Allen Park	Park
	1955.85	Huntington Community Center	City Building
	1885.22	Forested Parcels	Vacant
	1842.91	10th St Park	Park
	1814.40	Trail	Park
	1581.42	ROW	Vacant
	1471.90	Vacant	ROW

	1438.88	one tree behind the mansion	City Building
	1193.81	Trail	Park
	1138.91	Trail	Park
	1138.91	Trail	Park
	1138.91	Trail	Park
	980.63	10th St Park	Park
	947.42	Trail	Park
	869.77	Forested Parcels	Vacant
	614.06	Trail	Park
	539.72	parking lot	parking lot
	500.52	parking lot	parking lot
	454.34	parking lot	parking lot
	411.72	parking lot	parking lot
	410.14	Trail	Park
	371.20	parking lot	parking lot
	314.54	Trail	Park
	158.90	parking lot	parking lot
	131.18	Trail	Park
	77.21	Trail	Park
	4.10	Trail	Park

City Council Briefing

Annexation and City Property Assets


City of Bowie Annexations
SPRINGFIELD RD
HILLMEADE RD
GLENN DALE BL
HIGH BRIDGE RD
CHURCH RD
ENTERPRISE RD
WOODMORE RD
BELAIR DR
KENHILL DR
NORTHVIEW DR
QUEEN ANNE BRIDGE RD
564
450
197
50
3
301
214
Legend
Annexation
City of Bowie
0
0.5
1
2
Miles
- Data Sources: MNCPPC & The City of Bowie.
- Prepared by The City of Bowie Planning Dept.
- All data is offered as is and without any actual or implied warranty as to accuracy. Last Updated: 3/8/2019

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ADOPTING AN ANNEXATION POLICY ESTABLISHING
THE PRINCIPLES TO BE USED BY THE CITY
TO FACILITATE THE ANNEXATION PROCESS

WHEREAS, the Council of the City of Bowie, Maryland wishes to communicate to its residents and other interested parties the principles and procedures it will use to facilitate the annexation process; and

WHEREAS, the Council of the City of Bowie, Maryland deems it in the public interest to establish these principles and procedures in an Annexation Policy; and

WHEREAS, Council Resolution R-52-91 first established principles to be used to facilitate the annexation processs, which document is in need of revision and updating.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Bowie, Maryland hereby directs the staff to analyze and report on all annexation agreements and resolutions being presented to the City Council using the following principles:

A. The City Council may consider and act upon an annexation agreement of unincorporated territory adjacent to the boundaries of the City in order to promote the health, welfare, safety, environmental preservation and/or economic development of the entire community.

B. Reasonable and consistent cost/benefit guidelines, in relation to public facilities and municipal revenues, will govern the development and consideration of annexation agreements.

C. Annexation is appropriate when it promotes coordinated land use planning for the surrounding area and where it conforms to plans for the general development of the City. Annexation addresses these purposes when one or more of the following criteria are met:

1. The annexation involves property bordered on three sides by the existing corporate limits of the City;

2. The annexation will rectify or eliminate an irregular configuration of the City's corporate boundary;

3. The annexation will unify split neighborhoods; or

4. The annexation is consistent with the City's long-term growth boundary as shown in Attachment #1.

D. Annexation is the only means by which the City utilities may be extended to areas contiguous to the City.

E. In acting favorably on an annexation agreement, or where there is only an annexation resolution, the City Council may stipulate those conditions and restrictions as are deemed necessary for the protection of the public interest and secure compliance with any relevant legal standards as requirements. The City Council may require reasonable guarantees or security with regard to conditions and restrictions such as written instruments and monetary security.

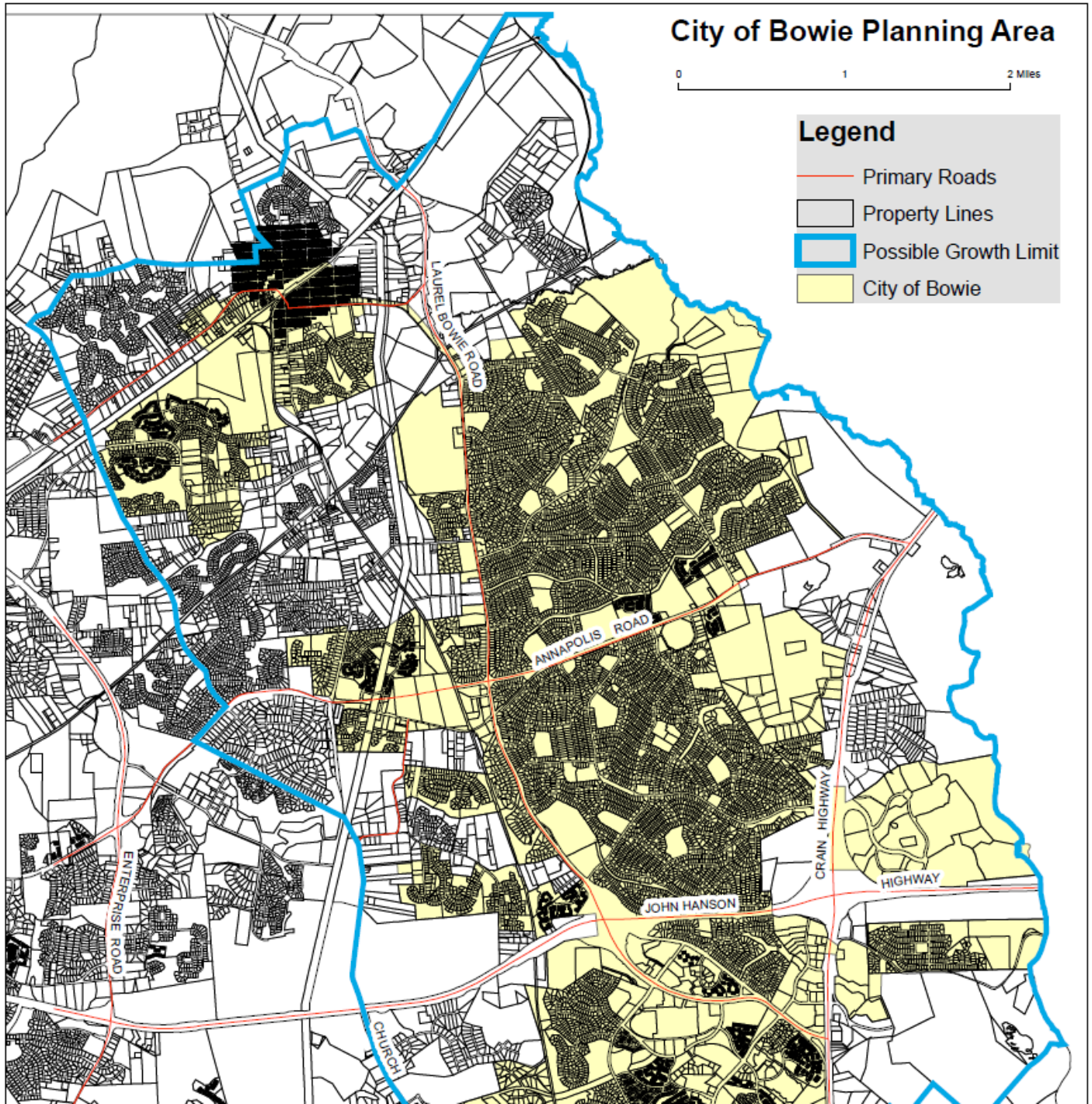
BE IT FURTHER RESOLVED that the City Manager is hereby directed to follow the attached procedures to govern the staff administration, analyses and reports on annexations, consistent with these principles and any other provisions of the City Charter and Code.

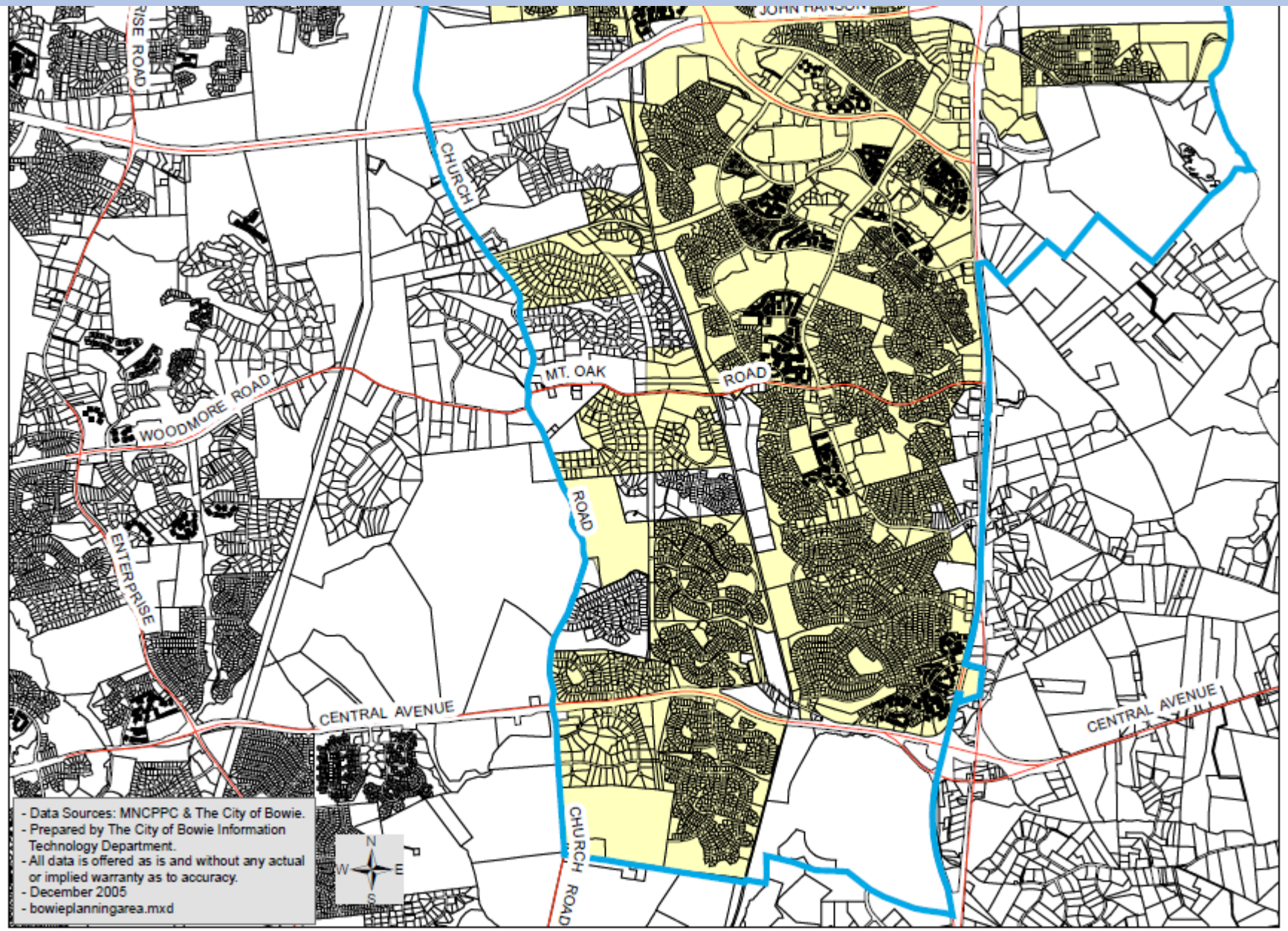
INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on March 6, 2006.

G. Frederick Robinson
Mayor

Attest:

Pamela A. Fleming
City Clerk


City of Bowie Planning Area
0
1
2 Miles
Legend
Primary Roads
Property Lines
Possible Growth Limit
City of Bowie
LAUREL BOWIE ROAD
ANNAPOLIS ROAD
CRAIN HIGHWAY
HIGHWAY
JOHN HANSON
ENTERPRISE ROAD
CHURCH


RISE ROAD
JOHN HANSON
CHURCH
MT. OAK
ROAD
WOODMORE ROAD
ROAD
ENTERPRISE
CENTRAL AVENUE
CENTRAL AVENUE
CHURCH ROAD
N
W
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S
- Data Sources: MNCPPC & The City of Bowie.
- Prepared by The City of Bowie Information Technology Department.
- All data is offered as is and without any actual or implied warranty as to accuracy.
- December 2005
- bowieplanningarea.mxd

Copy of Annexation Impact Analysis-FY21

CITY OF BOWIE, MARYLAND
ANNEXATION - FINANCIAL IMPACT
FISCAL YEAR 2021

Name of annexation area:

Input data

No. of homes annexing into City	0
Average assessed values of annexing homes	$0
Total number of City households	19,889
Police Protection:	
Per capita allocation	$2.50
Average household size (2014 -2018 Census data)	2.63
City tax rate (per $100 of assessed value)	$0.400

Revenues

Real Property Taxes ($0 X $0.400) $0

Source	FY21 Budget	Per Household*	Houses Annexing	Projected Revenue
State Income Taxes	$12,085,400	$607.64	0	$0
Motor Vehicle Taxes	2,271,800	114.22	0	0
Cable Franchise Fees	1,949,900	98.04	0	0
Police Protection	567,500	**		0
Total	$16,874,600			$0

*FY21 Budget appropriation divided by 19,889 households.
**State allocates funds to municipalities at a rate of $2.50 per capita;
0 households X 2.63 average household size equals
0 people X $2.50 per capita = $0

Total Annual Revenues equals $0 plus $0 $0

Expenditures

Services	FY21 Budget	Cost per Household*	Houses Annexing	Additional Cost for Services	
Solid Waste	$6,421,600	$322.87	0	$0	
Street Maintenance	6,659,600	334.84	0	0	
Equipment Charges	2,588,100	130.13	0	0	(FY2021 amount - EARF schedule)
Parks & Grounds	3,089,800	155.35	0	0	
Stormwater Management	642,100	32.28	0	0	
Code Compliance	881,400	44.32	0	0	
Senior Services	1,399,800	70.38	0	0	
Youth Services Bureau	1,363,300	68.55	0	0	
Animal Control	233,200	11.73	0	0	
Police Department	13,843,500	696.04	0	0	
Emergency Mgmt.	458,800	23.07	0	0	
Total*	$37,581,200			$0	

Projected Revenues	$ -
Projected Expenditures	-
Net Impact	**$ -**

Annexation Impact Analysis-FY14

Name of annexation area: **Adnell Woods - Huntington City (Hunt Valley Developers and Adjacent Lots)**

Input data

No. of homes annexing into City	80
Average assessed values of annexing homes	$406,000
Total number of City households	21,086
Police Protection:	
Per capita allocation	$2.50
Average household size (2010 Census data)	2.64
City tax rate (per $100 of assessed value)	$0.400

Revenues

Real Property Taxes	($32,480,000	X	$0.400)		$129,920

Source	FY14 Budget	Per Household*	Houses Annexing	Projected Revenue	
State Income Taxes	$8,556,400	$405.79	80	$32,463	
Motor Vehicle Taxes	457,400	21.69	80	1,735	
Cable Franchise Fees	1,758,300	83.39	80	6,671	
Police Protection	497,400	**		528	
Total	$11,269,500			$41,397	$41,397

*FY14 Budget appropriation divided by 21,086 households.

**State allocates funds to municipalities at a rate of $2.50 per capita;

80 households X 2.64 average household size equals

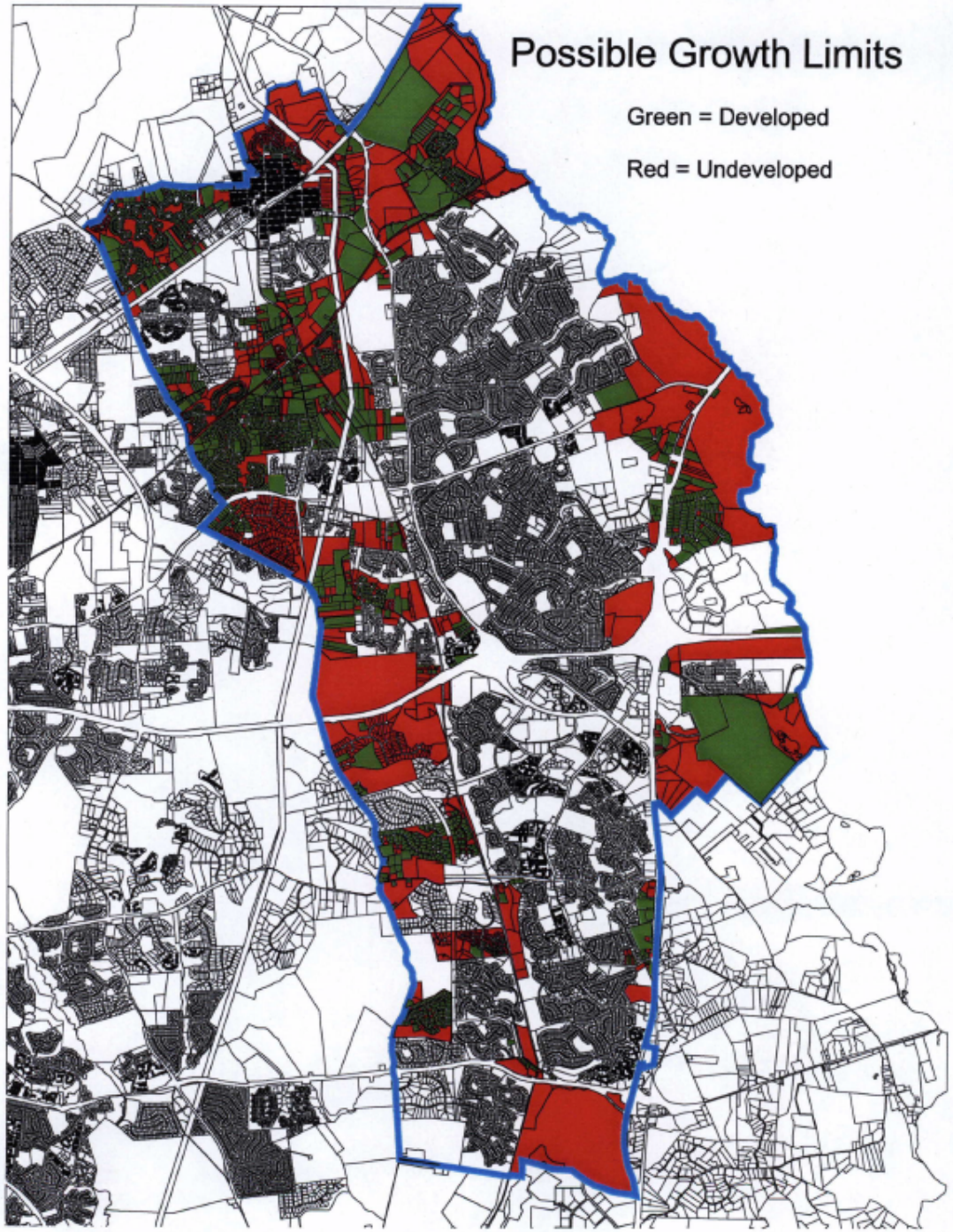
211 people X $2.50 per capita = $528

Total Annual Revenues equals	$129,920	plus	$41,397	$171,317

Expenditures

Services	FY14 Budget	Cost per Household*	Houses Annexing	Additional Cost for Services		
Solid Waste	$4,883,200	$231.58	80	$18,527		
Street Maintenance	6,539,300	310.13	80	24,810		
Equipment Charges	1,910,200	90.59	80	7,247	(FY14 Transfer to EARF)	
Parks & Grounds	2,588,500	122.76	80	9,821		
Stormwater Management	441,400	20.93	80	1,675		
Code Compliance	680,300	32.26	80	2,581		
Senior Services	1,087,900	51.59	80	4,127		
Youth Services Bureau	925,600	43.90	80	3,512		
Animal Control	249,700	11.84	80	947		
Police Department	7,748,600	367.48	80	29,398		
Emergency Mgmt.	257,800	12.23	80	978		
Total	$27,312,500			$103,623		$103,623

Projected Revenue	$ 171,317
Projected Expenditures	(103,623)
Net Impact	$ 67,694


Possible Growth Limits
Green = Developed
Red = Undeveloped

Attributes of Possible Growth Limits Area

- The Possible Growth Limits area includes 7,444 acres or 11.63 square miles. If the entire growth limits area were incorporated into the City, the size of the City would expand to almost 30 square miles.
- Staff determined that 6,655 lots would be included in the growth limits area including 3,934 developed dwelling units and 2,721 undeveloped dwelling units. Applying the 2000 Census person per household factor of 2.74 to the dwelling unit total an estimated population of 18,234 residents would result. If the entire growth limits area were incorporated and developed as noted above the City s population would increase by approximately 33% to 73,596 residents.
- The total assessed value of all property within the growth limits area is $702,188,300. However, tax exempt property is valued at $78,203,680. Of this amount over $43 million of assessed valuation occurs at Bowie State University. Tax exempt property encompasses 1,865 acres or about 25% of the Possible Growth Limits area.
- There are numerous vacant commercial properties or proposed commercial developments within the growth limits area.
- There are over 85 miles of public roads within the Possible Growth Limits area. This includes over 34 miles of State and County roads and 51 miles of local roads.

TAX COMPARISON FY23 (City of Bowie vs. Unincorporated County)

County Assessment	FY24	$450,000.00	Insert your property value from your tax bill

Per **$100.00** of assessed valuation

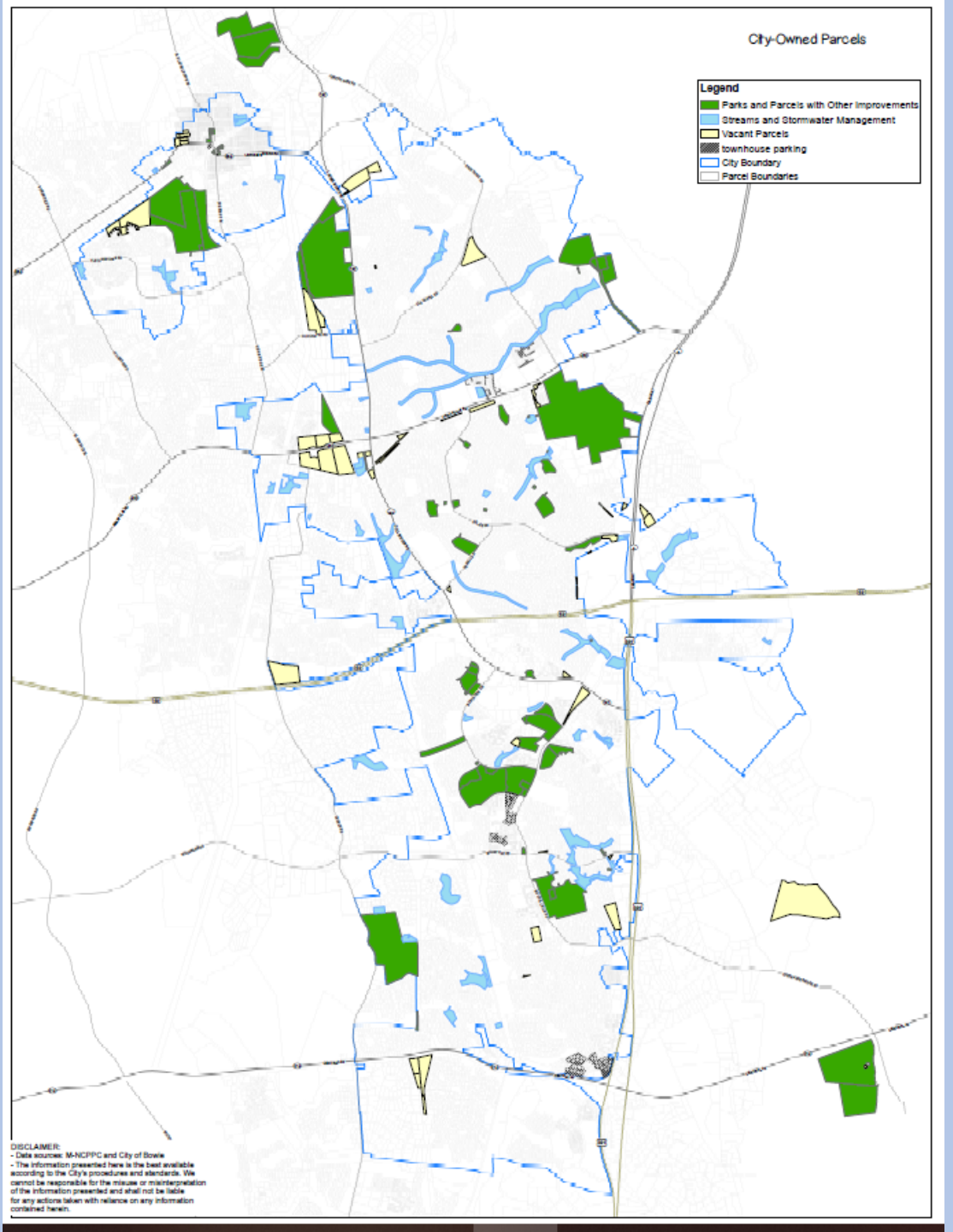
Unincorporated			Incorporated into Bowie			
CNT+PGS	1	$4,500.00	CNT+PGS	**0.864**	$3,888.00	FY2024 Tax Rate
State	0.112	$504.00	State	0.112	$504.00	
P&P 1	0.294	$1,323.00	P&P 1	0.294	$1,323.00	
San 2	0.054	$206.21	San 2	0	$0.00	
WSTC 3	0.026	$117.00	WSTC 3	0.026	$117.00	
T&G 4		$240.66	T&G 4		$0.00	
Ryc 5		$59.73	Ryc 5		$0.00	
Swc 6		$34.42	Swc 6		$34.42	
Btc 7		$21.51	Btc 7		$0.00	
Mun 8		$0.00	Mun 8	0.4	$1,800.00	
WPR		$41.48	WPR		0	
Total Taxes		$7,048.01	Total Taxes		$7,666.42	
*FFB		$0.00	*FFB		$0.00	
Total		$7,048.01	Total		$7,666.42	
**Credit		$0.00	**Credit		$0.00	
FY24 taxes		$7,048.01	FY24 taxes		$7,666.42	

Difference in total taxes if incorporated into Bowie: $618.41

*FFB-Front Foot Benefit
1. Maryland National Park and Planning
2. Stormdrain Maintenance
3. Washington Suburban Transit Commission
4. Trash and Garbage

** County Homestead Tax Credit
5. Recycling
6. Solid Waste Charge
7. Bulky Trash Collection
8. Municipal

City-Owned Property Assets



Questions

Memorandum

TO: City Council

FROM: Alfred D. Lott

SUBJECT: Business Improvements Districts Briefing

DATE: 03/28/2024

INTRODUCTION

At the January 2, 2024 Council meeting, Councilmember Ndebumadu spoke about a Business Improvement District (BID) for District 4. Subsequently, staff gathered information for Council explaining BIDs and will brief Council on that information.

BACKGROUND INFORMATION

A Business Improvement District (BID) is allowed to be created under State law. It is a specific area within a County where certain property owners agree to the formation of the BID, a specific list of work to be done, and to pay an additional tax to fund the specific work. No BIDs yet exist in Prince George's County. There are BIDs in some urban parts of Baltimore City and Montgomery County.

The tax revenue collected from a BID does not come to the city; it goes to the BID to be spent by the BID Board in accordance with a plan approved as part of the BID formation. The taxpayers in a BID are the commercial, industrial, and multi-family property owners; 51% of those property owners must vote to be included in the BID. Single family and townhome owners do not pay the BID tax.

Prior to establishing a BID, the 'best practice' is to conduct a feasibility study. Such studies can cost as much as $125,000 for a major city like Bowie.

Staff contacted the owner's representative for a major commercial property taxpayer in each city council district and none expressed an interest in the formation of a BID. Interest on the part of the commercial property owners is a prerequisite to the establishment of a BID.

ATTACHMENTS:

1. 20240401 - Background Notes - BIDs for Bowie Feb 1 2024
2. 20240401 - BID Eligible Properties in Bowie
3. 20240401 - PG County 2020 BID Toolkit
4. 20240401 - Hyattsville BID Webpage
5. 20240401 - Hyattsville Crossing BID fact Sheet
6. 20240401 - Hyattsville Crossing BID Feasibility Study_4.25.22
7. 20240401 - Hyattsville BID Formation Steering Committee Kick-Off_12.6.22

February 1 2024

Business Improvement Districts (BIDs) – Background Notes

What Are BIDs?

A Business Improvement District (BID) is an economic development entity that provides a geographically defined district with special services, such as maintenance, streetscape improvements, marketing, and public safety. In Prince George's County, by State law, a BID would be established to promote the general welfare of the residents, employers, employees, property owners, commercial tenants, consumers, and the general public within the geographic area of the business improvement district.

A BID functions as nonprofit organizations and are typically led by boards that oversee a small staff to coordinate services within the BID.

BID services are not intended to replace local government services, but to enhance them, or to implement and activate community plans.

BIDs are financed through a special tax assessment on some property owners located within the geographic boundaries of the BID.

BIDs have widespread use in New York City, Washington, D.C., Atlanta, and other metro areas. Besides a few examples in the Baltimore region, BIDs have not historically had a big presence in Maryland.

In different parts of the country, BIDs may be known under different names, such as community improvement districts (CID), business improvement zones (BIZ), or municipal improvement districts.

In Maryland, BIDs are authorized by state legislation and must be formed in accordance with the state's legislative requirements, the most crucial of which is to meet a threshold of property owner approval. BIDs can be established in Bowie by Prince George's County, and they must receive approval from a certain share (51%) of the affected (non-exempt) property owners, as defined in the legislation.

Maryland's legislation stipulates additional BID application requirements.
For purposes of establishing a BID, real property is categorized as exempt or non-exempt property. Exempt property does not pay the BID tax and is single family

residential (including townhomes), condominium units, cooperative housing units, and homeowners' association properties. Non-exempt property is all other real property (e.g. commercial, retail, office, industrial, multi-family).

A BID has a three-year life. That life can be extended by the County after a review.

The governing law is the Maryland Code Economic Development Article, Title 12 - Local Development Authorities and Resources, Subtitle 10 - Prince George's County—Business Improvement Districts. By state law ONLY Prince George's County can form a BID within the County; a municipality in Prince George's County does NOT have the authority to establish a BID.

How Are BIDs Formed?

A steering committee is formed, most often by businesses in the area envisioned for a BID. The steering committee must identify the specific area they will consider for the BID. The committee must gather the street address of each nonexempt property owner and prepare a tax map of the proposed district, and , to the best of their ability, gather the name and address of each commercial tenant within the proposed district. The owners of at least 51% of the total number of parcels of nonexempt property must sign a statement expressing the intent to establish the BID. The steering committee must also prepare a 5-year business plan. Some additional data and permissions must be obtained if there is a Condominium or Cooperative Housing Association within the intended BID; condo or cooperative housing units under a single corporation are considered to be one parcel.

The County, as part of a legislative and administrative process, would create a corporation. The corporation can receive money from the county, the state, non-profits, or other governmental units (e.g. the city). A Board of Directors for the corporation must be setup with at least 9 members elected by a process set by the County.

The County must set a District Tax Rate for the BID. This is a rate paid by all non-exempt properties in addition to the County real property tax rate. The special tax for the BID is collected in the same way as other real property taxes; that collected revenue is distributed quarterly to the BID, not to the City.

Hyattsville BID

The City of Hyattsville started their efforts to create a BID in 2021; their consultant is still working on getting the 51% property owner approval needed. The Hyattsville effort has County support but the City is doing the administrative work to form the BID.

Localized to Bowie

A feasibility study could cost as much as $125,000.

Staff spoke with a major property owner in each of the four City Council districts and NONE were interested in a BID.

Select Non-Residential/Non-Agricultural Zoning

1 inch = 3,000 feet

N

564
197
450
3
CHURCH RD
BELAIR DR
197
50
301
MOUNT OAK RD
WOODMORE RD
CHURCH RD
214
301

Legend

Zoning Class

- Commercial, General & Office (CGO)
- Commercial, Neighorhood (CN)
- Commercial, Service (CS)
- Industrial, Employment (IE)
- Legacy Comprehensive Design (LCD)
- Legacy Mixed□Use Community (LMXC)
- Town Activity Center (Edge; TAC-E)

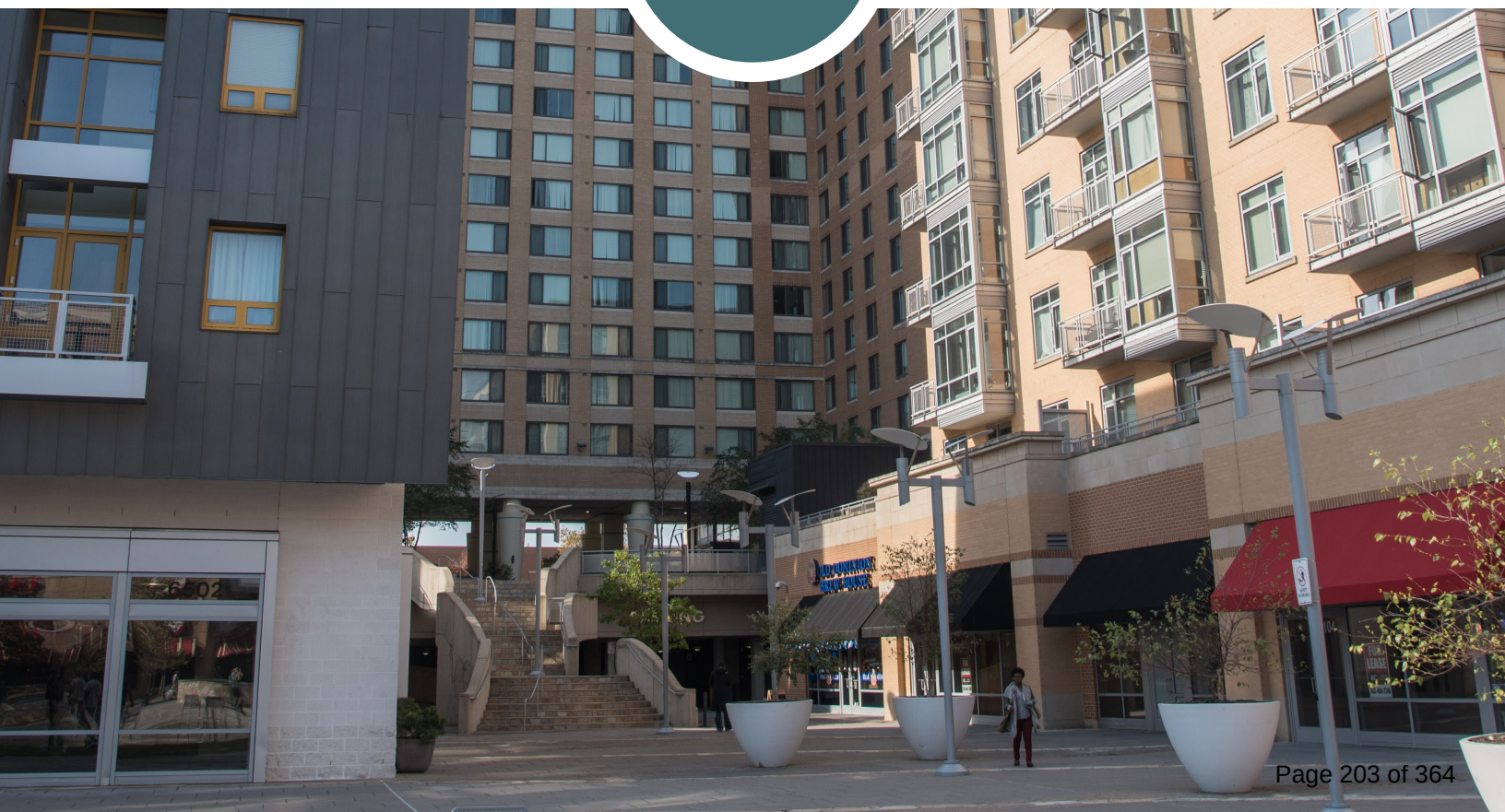
FOR INFORMATIONAL USE ONLY
Prepared by: Bowie Planning Department
Data courtesty of Maryland-National Park and Planning Commission and City of Bowie.
Path: \Planning_Tiffany\GIS\CommercialZoning.mxd

PRINCE GEORGE'S COUNTY

Business Improvement District Toolkit

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Prince George's County Planning Department

MARCH 2020



Abstract

Date	March 2020
Title	Prince George's County Business Improvement District Toolkit
Author	HR&A Advisors, Inc. for The Maryland-National Capital Park and Planning Commission
Subject	Business Improvement Districts
Source of copies	The Maryland-National Capital Park and Planning Commission 14741 Governor Oden Bowie Drive Upper Marlboro, MD 20772
Series number	836202306
Number of pages	86

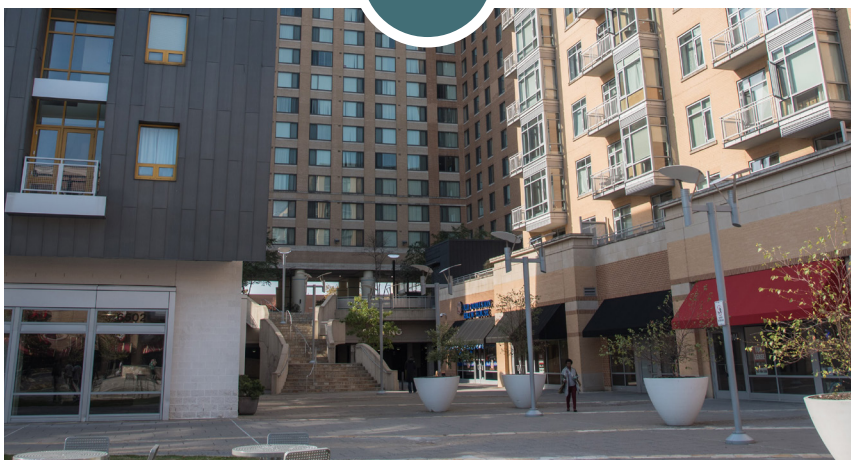
The purpose of this toolkit is to act as a guide for community leaders to learn about and potentially adopt Business Improvement Districts (BID) in Prince George's County by assisting communities in first determining whether BIDs are appropriate for their needs, and if so, guiding them to prepare for, form, and operate BIDs. The toolkit highlights local and national best practices around BID structure and governance, budgeting, and performance monitoring to ensure that new BIDs are positioned to achieve and sustain their economic development goals.

PRINCE GEORGE'S COUNTY

Business Improvement District Toolkit

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Prince George's County Planning Department

MARCH 2020



March 2020

Prepared by HR&A Advisors, Inc. for

The Maryland-National Capital Park and Planning Commission
Prince George's County Planning Department
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

The Maryland-National Capital Park and Planning Commission

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Elizabeth M. Hewlett, Vice Chairman

Officers

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Adrian R. Gardner, General Counsel

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a bicounty agency, created by the General Assembly of Maryland in 1927. The Commission's geographic authority extends to the great majority of Montgomery and Prince George's Counties: the Maryland-Washington Regional District (M-NCPPC planning jurisdiction) comprises 1,001 square miles, while the Metropolitan District (parks) comprises 919 square miles, in the two counties.

The Commission has three major functions:

- The preparation, adoption, and, from time to time, amendment or extension of the General Plan for the physical development of the Maryland-Washington Regional District.
- The acquisition, development, operation, and maintenance of a public park system.
- In Prince George's County only, the operation of the entire county public recreation program.

The Commission operates in each county through a Planning Board appointed by and responsible to the County government. All local plans, recommendations on zoning amendments, administration of subdivision regulations, and general administration of parks are responsibilities of the Planning Boards.

The Prince George's County Planning Department:

- Our mission is to help preserve, protect and manage the County's resources by providing the highest quality planning services and growth management guidance and by facilitating effective intergovernmental and citizen involvement through education and technical assistance.
- Our vision is to be a model planning department of responsive and respected staff who provide superior planning and technical services and work cooperatively with decision makers, citizens, and other agencies to continuously improve development quality and the environment and act as a catalyst for positive change

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County Executive

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The County Council has three main responsibilities in the planning process: (1) setting policy, (2) plan approval, and (3) plan implementation. Applicable policies are incorporated into area plans, functional plans, and the general plan. The Council, after holding a hearing on the plan adopted by the Planning Board, may approve the plan as adopted, approve the plan with amendments based on the public record, or disapprove the plan and return it to the Planning Board for revision. Implementation is primarily through adoption of the annual Capital Improvement Program, the annual Budget, the water and sewer plan, and adoption of zoning map amendments.

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A **Business Improvement District (BID)**

is an economic development tool that allows a geographic cluster of commercial property owners to collectively invest in activities that improve economic vitality. These activities enhance—*rather than replace*—city services, and may range from safety and sanitation, to placemaking and branding, to business attraction and even real estate development. BIDs serve as both a management structure and a dedicated funding source for property owners interested in these services, as a BID distinctively has the authority to legally compel a tax assessment on all properties located within its geographic boundaries.

Although BIDs have been tested and proven in markets across the country, no BIDs currently exist in Prince George's County. However, the County's economic strengths and challenges point to both opportunities and a need for BIDs or similar tools to complement the County's portfolio of existing economic development tools. BIDs present an opportunity to cement the long-term value of new investments being made throughout the county, as they help to create a lasting sense of place, enhance the beauty of communities, retain existing businesses, and draw new businesses and visitors to budding commercial areas. While BIDs are targeted toward commercial districts and corridors, the services they provide also accrue benefits to residents in those communities, helping to increase livability for both old and new residents. The state of Maryland has recently amended its laws to allow BIDs in neighboring Montgomery County to be established with a 51 percent—rather than 80 percent—vote. This change will facilitate formation of BIDs in Montgomery County and serves as a precedent for Prince George's County to secure them as well, so that BIDs may become easier to form statewide, including in Prince George's County.

To realize the opportunities described above, this toolkit aims to guide local stakeholders—including Council members, County staff, community development corporations, property owners, and businessowners—in navigating the formation of BIDs, with special attention paid to the Maryland and Prince George's County contexts. BIDs do not suit all communities, and they can be technically difficult to establish even when they are an appropriate tool. This toolkit aims to ease both these challenges: first by helping communities evaluate whether a BID would be productive and feasible in a commercial corridor, and then by walking through the technical details of how to legally establish and operate a BID.

Ultimately, the toolkit hopes to facilitate the adoption of BIDs in communities where BIDs are appropriate and feasible, whether today or in several years; and to then position these BIDs to achieve and sustain local economic development goals.

Using this Toolkit

I

UNDERSTANDING BIDS

The toolkit begins with a primer on BIDs, providing an overview of what a Business Improvement District is, how they are formed, how they are funded, and how they vary in size and scope, with illustrative examples throughout.

II

DETERMINING BID VIABILITY

This section helps BID stakeholders think through whether a BID is the right fit for their community and business needs. It first highlights a BID's role in the economic development ecosystem, contextualizing BIDs against other available organizational mechanisms that support economic development, such as community development associations and business partnerships. This section also outlines the criteria that inform where a BID is most feasible and desirable. The organizing committee or interested BID stakeholders should use these criteria, modeled in a "decision tree" flowchart, to determine if a commercial area of interest would be a good fit for a BID.

This toolkit consists of four sections and a lengthy appendix with supplementary tools. The first two sections are intended for stakeholders who are still considering whether a BID would be the appropriate economic development tool for their community. Sections III and IV then provide more detailed and technical guidance for stakeholders who have decided to move forward with establishing a BID.

III

FORMING A BID

This section provides a step-by-step guide to establishing a BID, beginning with the formation of an organizing committee. It outlines key organizing committee activities, such as conducting outreach, drafting a business plan, and formally submitting a BID application. The section then provides an overview of relevant Maryland state legislation regarding BIDs to clarify the legal steps to becoming an authorized BID.

IV

OPERATING A BID

This section provides information on how to successfully run and sustain a BID after it has been formed. It includes guidance on the selection of the Board of Directors and staff members, the creation of a budget, and the process of annual reporting and performance monitoring. Examples of local Washington, D.C., and national BIDs are included to demonstrate different ways in which BIDs are structured.

FRANKLINS
BREWPUB
STORE
SHOP
GIFT
ENJOY
Parking
Lot 1

I. Understanding BIDs

What are BIDs, and what do they do?

A Business Improvement District (BID) is an economic development entity that provides a geographically defined district with special services, such as maintenance, streetscape improvements, marketing, and public safety. BIDs can function as nonprofit organizations, public-private partnerships, and city agencies in some cases. BIDs are typically led by boards that oversee a small staff to coordinate services within the BID.

BID services are intended not to replace city services, but to enhance them, to implement and activate community plans. BIDs help advance both public and private objectives, such as economic development, job creation and retention, and growth in sales and property values.

BIDs have proven to be impactful tools in localities across the country, with widespread use in New York City, Washington, D.C., Atlanta, and other metro areas. But besides a few examples in the Baltimore region, BIDs have not historically had a big presence in Maryland. In different parts of the country, BIDs may be known under different names, such as community improvement districts (CID), business improvement zones (BIZ), or municipal improvement districts.

How are BIDs established?

In Maryland, BIDs are authorized by state legislation and must be formed in accordance with the state's legislative requirements, the most crucial of which is to meet a threshold of property owner approval. BIDs are typically established by a local municipality or an existing economic development organization, and they must receive a vote of approval from a certain share of the affected property owners, as defined in the legislation. In Maryland, BIDs can be formed if they receive the approval of 80 percent of property owners in a geographically defined region. As of May 2017, a change in Montgomery County's legislation has led to new momentum for the formation of BIDs in the state: in Montgomery County, BIDs can now be formed when they receive approval from more than 51 percent of property owners, while approval rate requirements in the rest of the state remain at 80 percent, as of December 2019.

Maryland's legislation stipulates additional BID application requirements. A steering committee of property owners and local stakeholders must submit a statement of intent, a three-year business plan, and a list of contact information for all property owners within the proposed BID boundary. Within 10 days of holding a public hearing, the County Council may approve the BID application. Once the BID sends the Council its preliminary tax roll, it may begin operating. *See Section III "Forming a BID" for more detailed requirements and processes surrounding the formation of BIDs.*

OUTPUTS (WHAT BIDS DO)

- Maintenance of shared spaces
- Marketing and events
- Business attraction and retention
- Safety measures
- Capital improvements

OUTCOMES (WHAT BIDS ACHIEVE)

- Preservation of growth and real estate value
- Revitalization
- Job growth and economic development
- Fiscal health

How are BIDs funded?

BIDs are funded through a special tax assessment on property owners located within the BID's geographic boundaries.

Taxable property types include commercial office and retail properties as well as multifamily residential properties (often defined as buildings with more than four units). The BID tax excludes any single-family housing and parcels owned by tax-exempt or government organizations. The amount paid by each commercial and residential property is determined by a formula created during the BID formation process. Some property owners—such as academic institutions or public entities—may have tax-exempt status, in which case they are not obliged to contribute to the BID financially, though they may still choose to do so. Even if tax-exempt entities do not contribute financially to a BID, they could play an important role in the BID's activation or governance.

A BID's tax rate formula can be tied to a variety of variables, typically either a property's assessed value or its square footage. Assessment rates may also vary by property use, with different rates for commercial properties, residential properties, and vacant or undeveloped land. Some BIDs may charge residential units and hotel rooms a fixed fee per unit. *See Section III "Forming a BID – Assessment Formula" and Section IV "Operating a BID - Budgeting" for more detailed information on setting a BID tax.* BID tax rates do not have to be consistent across the County; they can vary based on the density and desire for services in a given geographical area.

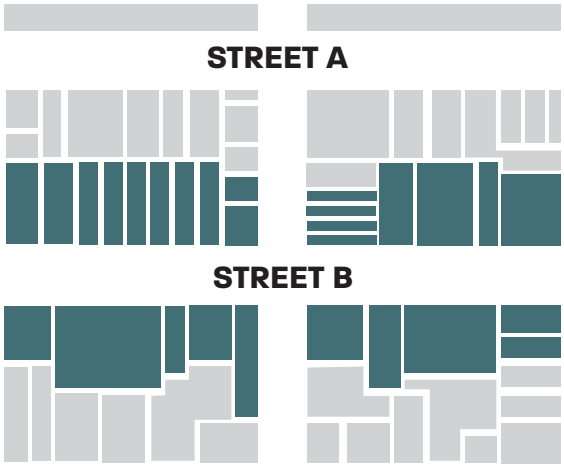


Figure 1. The physical footprint of a potential BID.

The green boxes each represent a property parcel that lies within the BID's boundaries. The owner of each parcel pays an annual fee scaled to the size or value of their property, and in sum, these fees amount to the BID's overall budget for providing services to the defined area.

SOURCE: http://www.nyc.gov/html/sbs/downloads/pdf/bid_guide_complete.pdf

How do BIDs vary in scale and scope?

BIDs across the country range in their size, scope of activities, and sophistication. One commonly used standard classifies BIDs into three typologies: small-retail, mid-size, and large-office. This analysis defined small-retail BIDs as having less than $250,000 in revenue with majority retail space typically at a neighborhood level; mid-size BIDs as generating revenue of up to about $1 million with a mix of retail and office; and large-office BIDs as having more than $1 million in revenues, dominated by office space.[1,2] There is no one-size-fits-all model for a BID—their scopes and scales are tailored to the needs and priorities of the communities they serve.

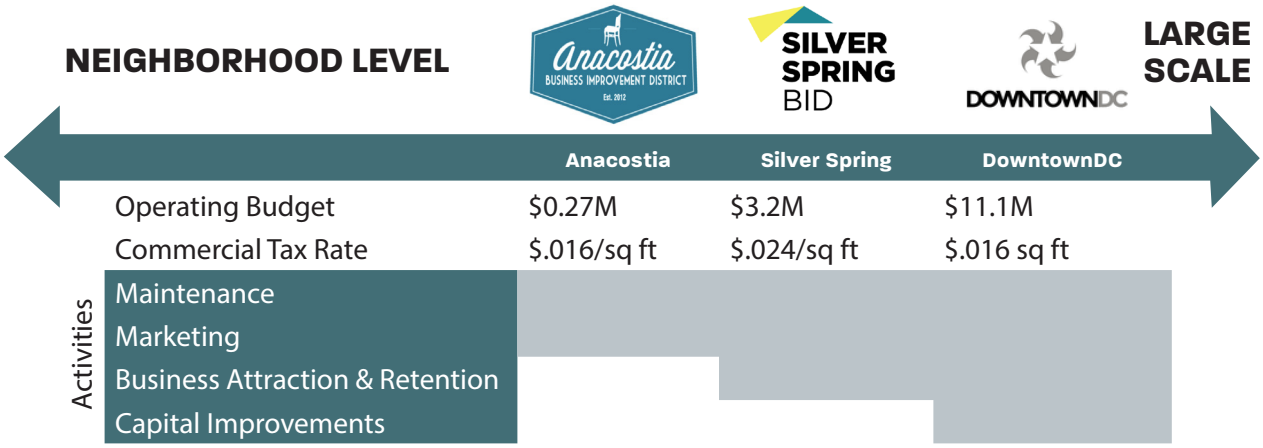
Smaller, neighborhood-level BIDs tend to work from a modest budget to cover just a few additional activities beyond city services. For example, the Anacostia BID has an annual operating budget of about $270,000 as of 2017, and primarily focuses on street cleaning and marketing. The BID's Clean Team removes trash and provides landscaping services to the neighborhood, while a marketing campaign produces a weekly bulletin with information on upcoming events, deals, and news about businesses in the BID.

Larger BIDs may begin to venture into more capital-intensive and technical activities, such as the sourcing and management of capital improvements. For example, the DowntownDC BID is working with the National Park Service and the city government to transform the five-acre Franklin Park.

1 http://www.nyc.gov/html/sbs/downloads/pdf/bid_guide_complete.pdf

2 Case Studies of Local Business and Community Districts, Montgomery County, Office of Legislative Insight.

Figure 2. Range of Sizes and Scopes of Local BIDs



What are concrete examples of services provided by different-sized BIDs?

The **Adams Morgan BID** in Washington, D.C. exemplifies a small-scale BID that can form around a lively, retail-dominated main street largely surrounded by residential uses. This BID operated on a budget of $662,000 in 2018 with the goal of increasing the cleanliness, safety, and marketing in the Adams Morgan neighborhood. Its staff of three—made up of an Executive Director, Operations Manager, and Security Director—focuses on economic development and identity initiatives through small business grants and streetlight banners. A Clean Team removes litter and recycling from 3.5 miles of sidewalk and one acre of park space every day. The BID also prioritizes public safety by hiring overtime Metropolitan Police officers. Business owners, property owners, and residents receive weekly electronic newsletters to learn about updates and upcoming activities, such as movie nights or music performances. Despite having a smaller budget, the Adams Morgan BID has made its neighborhood cleaner, safer, and friendlier.

The **Oakland Business Improvement District** in Pittsburgh, P.A., is an example of a successful transit-oriented BID. The BID has spent its annual budget of $696,000 on a variety of amenities that enhance the area's transit accessibility. It recently installed TransitScreens that provide real-time digital transportation displays in storefronts and lobbies and is currently developing a wayfinding kiosk project with maps and directional information for pedestrians. In 2020, the BID's focus will be on upgrading bus stations with real-time arrival and fare payment options, creating a dedicated bus rapid-transit lane, and utilizing electric buses. Other initiatives include daily sidewalk cleaning, public safety partnerships, business recruitment, and festival-style lighting.[3]

3 Oakland Business Improvement District, https://onlyinoakland.org/obid/programs/.

The **DowntownDC BID** in Washington, D.C., is an example of a large BID, anchored by office properties, that executes a complex range of activities. With its $11.1 million budget, the DowntownDC BID provides basic maintenance, enhancement, and economic development efforts that a smaller BID would do, while also providing homeless services and supporting infrastructure projects. The BID has collaborated with the city and other partners to fund a daytime services center and a Homeless Outreach Service Team to provide first response services to individuals experiencing homelessness. The BID also worked on four capital improvement projects in 2018: designing the transformation of Franklin Park, piloting additional pedestrian and green space, activating a plaza with tables and chairs, and facilitating a partnership to repair brick sidewalk defects.[4]

Philadelphia Center City District, and **3CDC** in Cincinnati, OH, represent extremely large BIDs that have adopted the functions typical of broader economic development organizations. The Philadelphia Center City District (CCD) used its $23.8 million budget in 2018 to provide services including cleaning and maintenance, safety and crime prevention, marketing and communications, streetscape maintenance, and capital improvements. The CCD has made $146 million in capital investments over the past 20 years, investing in pedestrian-scale light fixtures, trees, planters and hanging baskets, pedestrian signs and maps, transit signage, and lighting on building facades. Cincinnati's 3CDC employs a revitalization program, Over-the-Rhine District Management, to provide services ranging from detailed customer service, landscape and maintenance, snow removal, and an annual deep clean. 3CDC has also supported park programming, residential development, affordable housing initiatives, commercial leasing, and safe and clean beautification services.

4 https://www.downtowndc.org/wp-content/uploads/2019/04/FY2018-Annual-Report.pdf

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Se Habla Espanol

What value do BIDs bring?

To property owners, BIDs provide three fundamental benefits, which form a rationale for why local businesses would vote to pay for an additional assessment:

BIDs allow property owners to allocate their tax dollars *directly* toward services
that benefit them, by establishing a localized fund that is sustained and controlled by property owners themselves.

BIDs ensure a degree of ongoing oversight and capacity to do what an individual property owner might not have the resources to achieve,
because, by definition, BIDs dedicate full-time staff toward the procurement and provision of services throughout the BID's area.

BIDs empirically contribute to the stability and growth of property values and business revenues,
thereby supporting the durability of real estate and business investments.

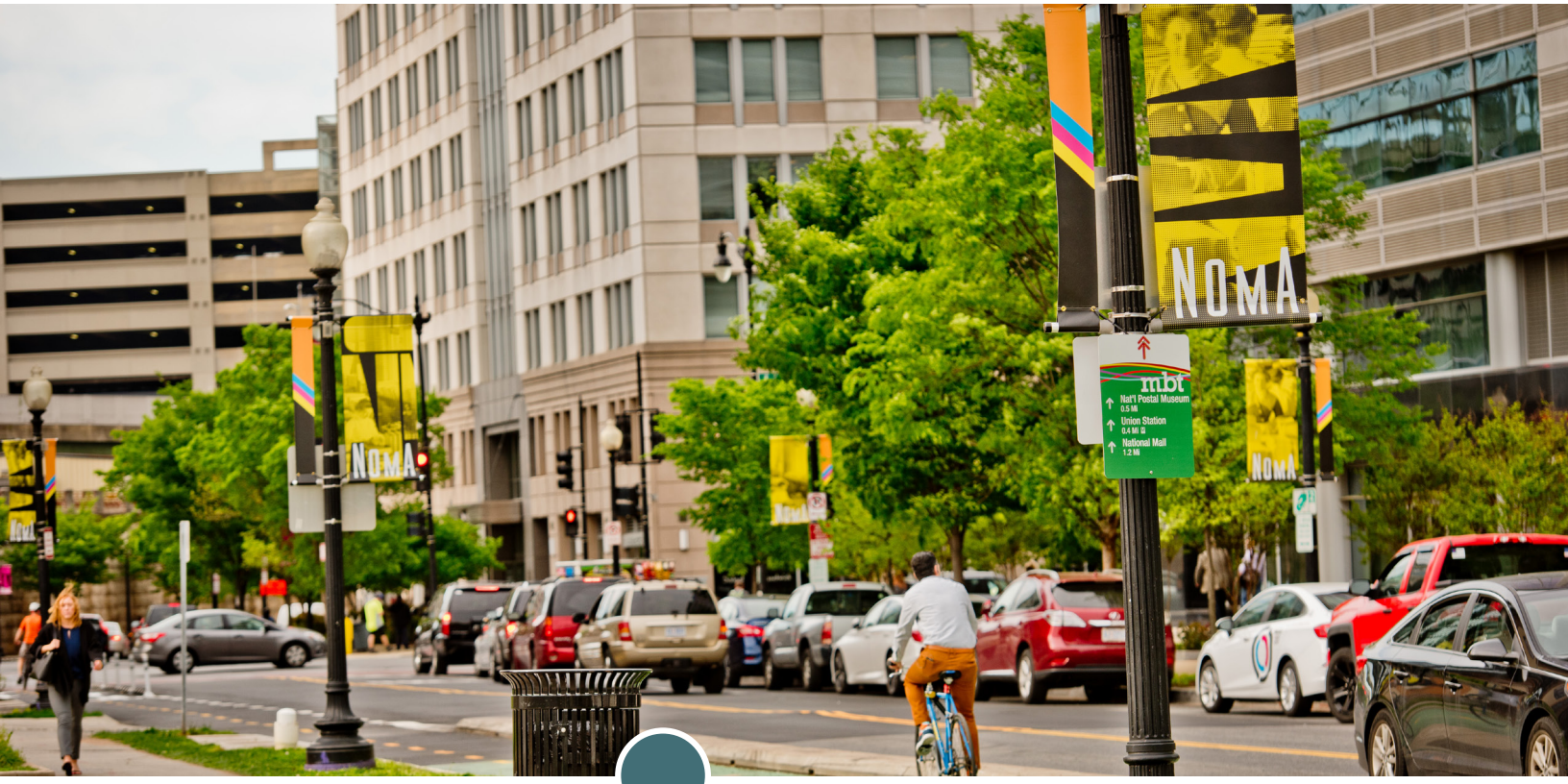
SOURCE: Adams Morgan Partnership BID

BEAUTIFICATION

BIDs can improve the visual appeal of an area through a variety of beautification projects. A common BID initiative is to have dedicated staff maintaining the cleanliness of an area on a daily basis. BIDs with more resources can undertake more capital-intensive tasks of doing landscaping, planting flowers along sidewalks, painting facades, installing public artworks, and otherwise improving the visual beauty and cohesiveness of an area. These activities can help draw more visitors to an area, increasing the customer base for businesses.

For example, the Adams Morgan Partnership Clean Team provides cleaning services 365 days a year across one acre of park space and 3.5 miles of sidewalk.[5]

5 Adams Morgan Partnership BID, https://admodc.org/about-the-bid/.



SOURCE: NoMa BID

VIBRANCY AND IDENTITY

Beyond adding to visual appeal, BIDs also contribute to an area's overall vibrancy and identity. This may entail creating marketing materials and street signs that emphasize an area's brand, such as the NoMa banners shown above. BIDs can also support the maintenance of historical and civic assets and the delivery of programming and entertainment as a way to reveal and shape the culture of an area. Finally, by influencing the types of retail, office, and residential uses in a community, BIDs can help improve the quality of life of and unity among business owners and residents.

SOURCE: iStock

INFRASTRUCTURE IMPROVEMENTS

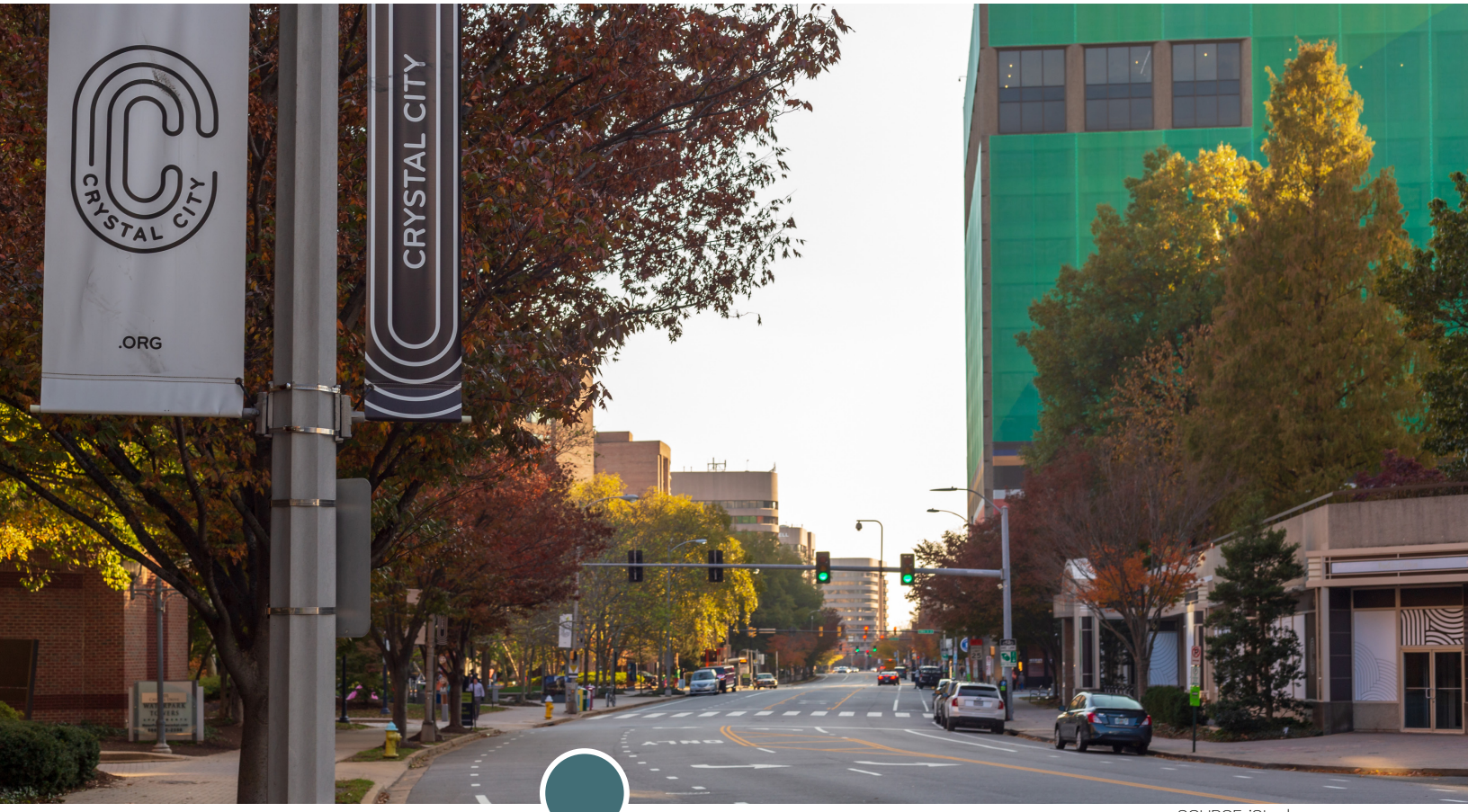
Improvements to sidewalks can make retail corridors in Prince George's County more pedestrian-friendly, encouraging residents to explore more businesses. Infrastructure improvements may also include making a corridor more transit-accessible, which allows more people to patronize an area and subsequently incentivizes more businesses to locate there.

The DowntownDC BID, for example, has a Field Asset Management Team that monitors and reports public space conditions, such as sidewalk or streetlight defects, so that they can be submitted to respective City agencies. The BID uses an online Public Space Conditions Database to allow ambassadors to instantly report infrastructure problems as well. In 2018, 223 brick sidewalk defects were repaired in Chinatown through a partnership with the District Department of Transportation.

SOURCE: NoMa BID

PUBLIC SAFETY

In some areas, it is valuable for BIDs to provide an additional level of security by hiring staff to patrol streets, provide directions, and escort visitors/tenants to their home/car/public transportation. These efforts to create a consistent sense of safety can further encourage people to live, work, shop, and play within the BID.



SOURCE: iStock

REGIONAL COMPETITION

The services provided by a BID help keep commercial corridors regionally competitive. For example, the Crystal City BID—now known as the National Landing BID—has been focused on a major rebranding effort to position Crystal City competitively within the D.C. metropolitan area. In Prince George's County, BIDs are a potential tool to help the County remain competitive in attracting and retaining businesses and residents, relative to the many strong markets surrounding it in D.C., northern Virginia, and elsewhere in Maryland.

GIVEN THEIR POTENTIAL BENEFITS, BIDS WOULD BE ESPECIALLY IMPACTFUL IN PRINCE GEORGE'S COUNTY,

where the retail market has faced longstanding challenges, including a lack of higher quality retail to meet resident demand. The strengths and weaknesses of the county's retail market are detailed in a 2017 report, the *Competitive Retail Market Strategic Action Plan*. The report recommends six strategic actions: (1) Empower a retail business development champion; (2) Align retail development planning, policies, and investments with marketability; (3) Target retail development based on unique County attributes; (4) Prioritize investments to optimize high-end retail attraction; (5) Repurpose or redevelop weaker retail centers; and (6) Increase spending power in surrounding targeted retail centers.[6,7]

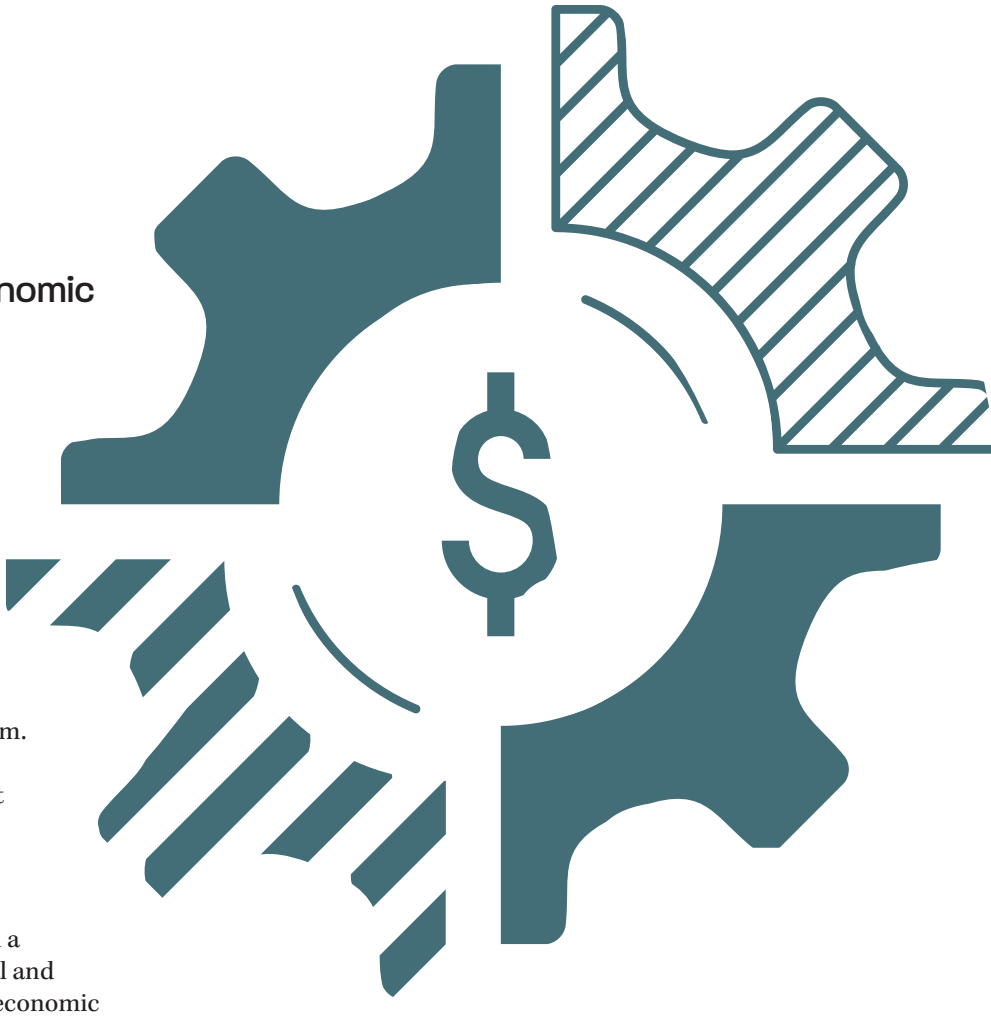
A BID could provide the oversight, strategy, and financial resources to advance any of the County's stated goals to improve commercial vitality, as a successfully run BID would create the conditions for residents, businesses, and visitors to be drawn to the County's commercial nodes.

> "This anticipated growth and proactive focus have the potential to reposition Crystal City as a 21st century urban center with dynamic amenities and restaurants, high-quality design, convenient, and healthy living options, and an innovative business ecosystem built on the already strong presence of tech companies and mission-driven non-profits and associations."
>
> -Crystal City 2018 Annual Report, Letter from the President & Chair

6 The Value of U.S. Downtowns and City Centers, IDA

7 https://www.dvrpc.org/reports/13070.pdf

How do BIDs fit into an economic development ecosystem?



BIDs are only one of several tools and structures that can provide economic development services in a community. A BID does not replace city services or community planning efforts, but instead provides capacity to implement and activate area/corridor plans. Therefore, before a BID is formed, stakeholders should consider the ways in which a BID adds to and collaborates with the existing economic development ecosystem. See Table 1 for an overview of how BIDs compare to other economic development organizations in Prince George's County.

What sets BIDs apart from the existing organizations is that BIDs are both an economic development organization and a funding tool. BIDs have both the financial and organizational capacities to act on local economic development priorities. At the same time, they also require the highest level of public buy-in, due to the regulatory requirements surrounding additional taxation.

In Prince George's County, a BID could enhance and build upon the services already provided by the Economic Development Corporation and more local economic development organizations. Where there are already existing organizations, such as community development corporations, business associations, or Main Street organizations, BIDs can either evolve from one of these existing organizations or exist alongside these organizations as a supplemental entity that provides additional capacity to work toward similar economic development goals.

The Prince George's County Economic Development Corporation (EDC) works to attract, retain, and expand jobs at the County level, and it supports major development projects such as the Greenbelt Station Town Centre, Largo Town Center, National Harbor, Riverdale Park Station, The Shops at Iverson, and New Carrollton Mixed Use Development. The EDC uses many economic development tools, including Tax Increment Financing (TIF) and Payment in Lieu of Taxes (PILOT), to increase development feasibility and incentivize developers to build in Prince George's County.

Table 1. Types of Economic Development Organizations[8]

Required Public/Business Interest: Low – Property owner buy-in is not required for organization to operate; Medium – Property owner/business buy-in is important; High – A majority of property owners/businesses are invested (money or time) to the organization and its goals.

Business Improvement District	Additional tax of property owners to fund public improvements in a designated area. Provides a reliable funding source to support businesses and multifamily residential areas.	Marketing; street landscaping; sidewalk maintenance; public safety; façade improvements	High
Main Street Maryland Designation[9]	Downtown revitalization program; requires commitment to hire a program manager and volunteer board of directors.	Rehabilitation of historic buildings; consensus building; corridor promotion; sustainability	Medium-High
Community Development Corporation	Nonprofit organization using grants for economic and community revitalization	Business retention and technical assistance; marketing	Medium
Merchant's/ Business Association; Chamber of Commerce	Focus on events, advertising, and advocating for businesses, but not necessarily place-focused	Retail recruiting; consensus building	Medium
Municipal Economic Development Department	City administers grant funding, manages local community planning, and strengthens local businesses	Development review; grants	Low
Prince George's County Economic Development Corporation	Provides business services that help attract, retain, and expand businesses, create high-quality jobs, and expand the County's commercial tax base.	Land-use; zoning regulations; workforce services; marketing; small business accelerator program	Low

8 https://www.dvrpc.org/reports/13070.pdf

9 https://dhcd.maryland.gov/Communities/Pages/programs/MainStreet.aspx

At a more local level, municipal, community, and economic development departments manage community planning by promoting business and transportation, administering grant funding, and reviewing development applications.

Finally, many areas in Prince George's County have an additional community development corporation (CDC), Chamber of Commerce, or Maryland Main Street designation:

- Community development corporations in the County, such as those in Hyattsville, Northern Gateway, Central Kenilworth Avenue, and Forest Heights/Oxon Hill, play an important role as nonprofits comprised of residents and business owners. CDCs vary in size and capacity, but common operations include hosting events, promoting local businesses, creating wayfinding tools, and funding public space improvements.
- Business associations, such as a Chamber of Commerce or Merchant's Association, act as the voice of a business community, providing networking events, business forums, and advertising to members.
- The Main Street designation is provided through the Maryland Department of Housing and Community Development to preserve traditional main streets and neighborhoods. There are 30 designated communities in the state, earned through a competitive process that focuses on design, local organization, promotion, economic development, and sustainability. For example, in Laurel, the Main Street organization plays a similar role to a CDC in supporting local businesses and the overall sense of place along a corridor.

What support do BIDs receive from state and local jurisdictions?

The State of Maryland sets the overarching legislation for business improvement districts, a key component of which is the approval rate required for BID formation. Currently, in Montgomery County, the State of Maryland requires approval from owners of at least 51 percent interest in the assessed value in the proposed BID. In the rest of the state, 80 percent approval is necessary. BIDs are more prevalent in geographical areas where approval rates are closer to 50 percent, such as in Washington, D.C. (51%), New York (51%), Pennsylvania (50%), California (50%), and Colorado (50%). Prince George's County will need to determine the appropriate approval level for its BIDs, based on stakeholder engagement with local property owners, business owners, and residents. A high level of interest in BIDs would warrant a lower required approval rate.

Local authorities should support BIDs by establishing a clear process and protocol to forming BIDs, designating a public entity to facilitate the authorization and funding of BIDs, and possibly providing some degree of financial support, such as matching grant funding. In Washington, D.C., the Department of Small and Local Business Development manages the certification of BIDs and the BID charter extension process. The governing body of the county or municipality is responsible for imposing the BID tax in the same way that real property taxes are collected, and for distributing the funds to BIDs each quarter. State legislation also requires BIDs to reimburse the county or municipality for any costs incurred from collecting the additional tax.

Given that BIDs can provide a variety of economic development benefits, local governments will at times choose to support or incentivize BIDs, especially in areas where they otherwise may not be feasible or well-proven.

SOURCE: iStock

Given that BIDs can provide a variety of economic development benefits, local governments will at times choose to support or incentivize BIDs, especially in areas where they otherwise may not be feasible or well-proven. This is because, depending on local resources and community interest, BIDs often require some degree of support to overcome financial and capacity barriers to formation. Examples of such programs include:

- In San Diego, CA, BIDs can receive grants, such as for storefront improvement, through the City's Economic Development Department;
- In Denver, CO, the City created a Business Improvement District Revolving Loan Fund to "provide critical funding for the final organizational costs of emerging BIDs,"[10] administered through the Department of Finance's Capital Planning and Programming Division; and
- In Silver Spring, MD, the proposed BID is expected to receive more than two-thirds of its revenue from dedicated Parking Lot District funds, rather than direct assessments of the BID itself. These funds would be disbursed by the Silver Spring Regional Service Center.

Prince George's County's leadership has several key decisions to make regarding the county's governance and support of BIDs. As of early 2020, Prince George's County has not designated an entity or program to govern or guide the formation of BIDs, and there is not yet a program to financially support BID establishment. The County's executive and legislative branches should determine (1) which governmental entity would house BID program operations, and how this entity would be staffed, and (2) whether—and how—it will support a pilot program to help early BIDs in the County take shape and stabilize.

10 https://www.denvergov.org/content/denvergov/en/denver-department-of-finance/newsroom/news-releases/2018/BIDFundingAnnouncement.html

II. Determining BID Viability

The previous section detailed the many benefits of BIDs. This section reveals why, despite these indisputable benefits, BIDs do not and cannot exist everywhere. While BIDs across the country thrive in different sizes and formats, most BIDs fundamentally require several necessary conditions to exist and enabling conditions to thrive, and their success is further supported by other enabling conditions.

Where "necessary" conditions are not met, a variety of alternative solutions exist to ensure that economic development goals can still be advanced.

Necessary Conditions: Conditions that are fundamental to BIDs

Predominantly commercial and multifamily for-rent properties, with multiple private owners of surrounding real estate

If this condition is not met ...

If there is not a concentration of commercial uses due to a greater prevalence of residential uses, then an organization such as a Neighborhood Improvement District or Homeowners Association would be more appropriate.

Stakeholder interest and buy-in, expressed through a desire for BID services and a presence of local champions

If this condition is not met ...

Interest in BIDs can be generated through education and outreach, such as by using the illustrative examples of BID successes provided in this toolkit to convince property owners of the potential value.

Sufficient resources to pay for extra services

If this condition is not met ...

The local government can choose to provide start-up "seed funding" to bring the BID into operation in its first several years and seek other financial leverage through grants and donations.

Enabling Conditions

Additional conditions that support the necessary conditions of stakeholder buy-in and financial feasibility are:

- A pipeline of economic drivers and new development that could catalyze major investments and growth
- A strong local champion who will advocate for the adoption of BIDs
- An anchor institution or asset that stakeholders can organize around

Would it be possible for my community to have a BID?

The answer to this question depends on whether the community characteristics fit several necessary conditions that are prerequisites for a BID to be formed.

PREDOMINANTLY COMMERCIAL AND MULTIFAMILY FOR-RENT PROPERTIES, WITH MULTIPLE PRIVATE OWNERS OF SURROUNDING REAL ESTATE

The boundaries of a BID should be considered and drawn such that the BID predominantly consists of commercial and multifamily property owners. If a BID is being formed along an existing Main Street or commercial corridor, this condition should naturally be satisfied. Having too high a concentration of tax-exempt land uses (such as single-family residential or industrial) means that a potential BID would not generate a sufficient tax base to provide adequate services, and there would be less agreement on which services are desired and necessary.

It is also important to consider the concentration of property value among businesses. Areas dominated by large shopping centers with unified ownership are not ideal places to form BIDs, both because the property owners would have little incentive to pay an additional tax for services that they may already internally provide internally, and because these commercial formats often focus on improving interior spaces rather than shared public spaces.

If this condition is not met ...

If the issue is that there is not a concentration of commercial uses because of a greater prevalence of residential uses, then an organization such as a Neighborhood Improvement District or Homeowners Association would be more appropriate.

If the issue is that there are not enough private owners of real estate to compel collective action, these owners should be individually consulted to determine whether there are any enhanced services to which they would be willing to contribute.

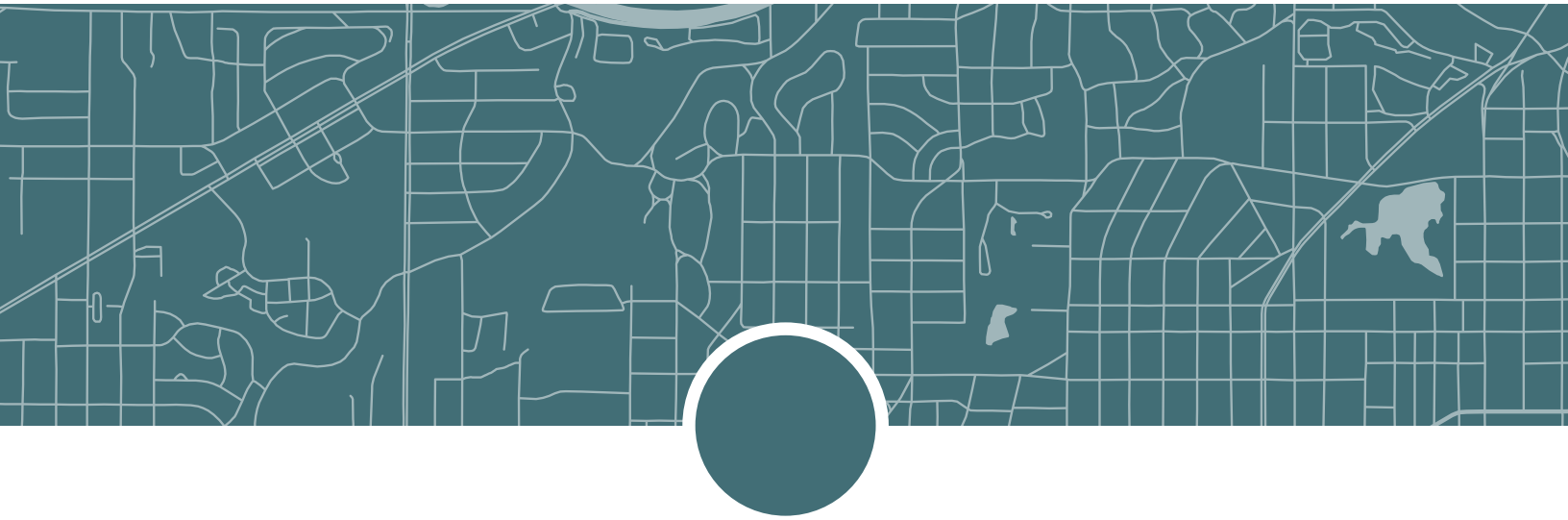
STAKEHOLDER INTEREST AND BUY-IN, EXPRESSED THROUGH A DESIRE FOR BID SERVICES AND A PRESENCE OF LOCAL CHAMPIONS

Given that BIDs must be formed through a vote, and maintained through collective oversight and ongoing contributions, the level of buy-in and interest from local property owners is crucial. There must be a critical mass of consensus that BID services are needed. Existing organizations—such as strong community development corporations, partnerships, or business associations—are a positive sign that there is existing capacity and stakeholder interest in expanding services.

If this condition is not met ...

Interest in BIDs can be generated through education and outreach, such as by using the illustrative examples of BID successes provided in this toolkit to convince property owners of the potential value.

If there is not enough buy-in for a BID, forming a community development corporation (CDC) or a business association would be a productive step toward consensus-building and future BID momentum. For example, Tysons, Virginia, does not currently have enough interest for a BID, so Tysons Partnership acts as a strong economic development tool for the area. Tysons Partnership exemplifies an alternative to a BID as a collaboration of Tysons stakeholders. With more than 100 total members, 50 board members, and five staff, the Tysons Partnership has five core focus areas: land use policy, placemaking, member engagement and events, marketing, and transportation. The municipality could also consider a façade improvement program to boost the appearance of a commercial corridor through one-time grants.



SUFFICIENT RESOURCES TO PAY FOR EXTRA SERVICES

Once stakeholders have determined an area is eligible for a BID, and that there is interest in forming one, they should estimate whether a BID would be financially viable. Corridors should have a sufficient tax base to pay for at least one full-time BID staff and several valuable services. Potential BID revenue levels can be estimated by applying a mock tax rate (ranging from $.01 - $.35 per $100 of assessed value) to the total assessed values of eligible properties within a hypothetical BID boundary. This analysis can be conducted using Prince George's County Tax Assessment Data. Estimating the budget of a proposed BID helps determine what level of services it could reasonably provide. A sample methodology is provided in the Appendix on page 52.

If this condition is not met ...

If a potential BID does not seem to yield an adequate revenue, stakeholders can opt to phase-in a BID in the longer term. This may entail making intermediate investments and improvements through other means to raise property values high enough for a BID to make sense. If there is enough interest, property owners could settle on piloting a smaller-scale BID than was initially desired.

In places where a BID may not be immediately financially viable but there is strong momentum, the local government can choose to provide start-up "seed funding" to bring the BID into operation in its first several years and seek other financial leverage through grants and donations. This can help establish more trust and interest among property owners to ensure long-term viability for the BID. In Pittsburgh, only 42 percent of the Oakland BID's revenue comes from self-assessment—the remainder is sourced through grants, donations, and event sales.

Would a BID be likely to succeed in my community?

The answer to this question depends partly on the following enabling conditions, which are additional conditions that support the necessary conditions of stakeholder buy-in and financial feasibility, and that help encourage and drive support for BIDs in many communities.

A pipeline of economic drivers and new development that could catalyze major investments and growth

A pipeline of new development within a commercial corridor likely indicates that property values and tax assessments will increase, therefore generating momentum around the financial feasibility of BID services. Several commercial hubs in Prince George's County—such as New Carrollton, College Park, Hyattsville, Suitland, and Largo—are currently poised for significant new development, signaling a prime opportunity to establish BIDs.

A strong local champion who will advocate for the adoption of BIDs

A champion may serve to coordinate stakeholder buy-in from the bottom up or provide resources and infrastructure from the top down. Champions could include elected Councilmembers, municipal or County-level staff and agencies, and leaders of local CDCs. In Prince George's County, one champion of BIDs could be the Revenue Authority, which could oversee a BID startup program, encouraging steering committees in targeted corridors and administering seed funding. WMATA could also potentially be engaged to play a role in advocating for and supporting BIDs near its transit stations, as they would benefit from the increased density and ridership that BIDs could generate.

An anchor institution or asset that stakeholders can organize around

Many successful BIDs have a "center of gravity" that draws its constituents together—whether this is a transit station, an existing Main Street corridor, a major university or hospital, or a large property owner. Not only does this center become part of the identity of a BID, the respective parties can be instrumental in compelling participation and action, especially if they have strong voting power or resources. For example, with the Crystal City BID (now National Landing BID), Vornado Realty Trust was the single largest property owner at the time of the BID's formation, and its support was critical to ensure the successful passage of the BID—once Vornado was engaged as a "first mover," other owners followed suit.

II. Forming a BID

The following section provides step-by-step guidelines to plan for and legally establish a BID, based on the State of Maryland's legislative requirements.[11] The legal and statutory requirements of BIDs are outlined in the 2017 Maryland Code - Economic Development - Division II- Independent and Regional Development Units and Resources - Title 12 – Local Development Authorities and Resources - Subtitle 4 – Business Improvement Districts.[12] *See the Appendix for the full legal code.*

The BID formation process can roughly be divided into a "planning" phase and a "legislative authorization" phase.[13] During the planning phase, an organizing committee of interested stakeholders will undertake efforts to create the vision for a BID, draft a business plan, gather property owner approval, and submit a formal application. During the legislative authorization phase, a completed BID application must make its way through Council for a proposed BID to be formally approved. The remainder of this section elaborates on these requirements.

§ 12-401. DEFINITIONS

Board. The board of directors of a district corporation.

Commercial tenant. A lessee or other lawful occupant, other than the owner, of nonexempt property within a district.

District. A business improvement district established under this subtitle.

District corporation. A business improvement district corporation formed in accordance with this subtitle.

Members of the district. Owners of nonexempt property in the district.

Nonexempt property. Nonresidential real property that is not exempt from paying real property taxes.

11 "Starting a Business Improvement District: A Step-by-Step Guide." New York City Department of Small Businesses.

12 https://law.justia.com/codes/maryland/2017/economic-development/division-ii/title-12/subtitle-4/

13 https://www.montgomerycountymd.gov/OLO/Resources/Files/2015_Reports/OLO%20Report%202015-7.pdf

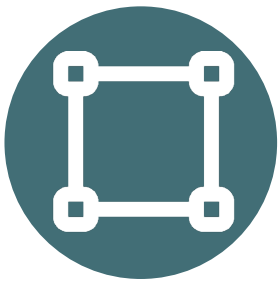
What does it take to plan for a BID?

GATHER A STEERING COMMITTEE

The committee can consist of commercial property owners, commercial tenants, local elected officials, residents and/or other community organizations. The committee should represent various stakeholder interests and be willing to invest time and resources toward championing the marketing and formation of a BID.

DETERMINE A VISION

What do you want the BID to achieve? What types of services do commercial properties want? The vision should consider the needs of various stakeholders in the community. For example, the vision of the Capitol Riverfront BID is to transform the neighborhood to be "a new downtown on the banks of the Anacostia River in Washington, D.C." The steering committee should convene to create an initial hypothesis around community needs that should be prioritized by the BID, recognizing that this process is iterative, and that the vision will be further refined through stakeholder outreach and when drafting the BID business plan.



DRAW TENTATIVE BOUNDARIES

These do not have to be final, but estimated boundaries are important to assess the costs of proposed services and what level of budget the BID will have. These boundaries can be drawn using PGAtlas or a spatial mapping software that intakes the County's parcel database. In general, the BID area should be more commercial property than single-family residential; have few government and tax-exempt properties; and avoid vacant land. Having an estimated budget and level of services will allow more targeted and effective marketing of the proposed BID to achieve stakeholder buy-in. *See the Appendix: BID Boundary and Assessment Value Example Methodology for an example process.*

CREATE DATABASE OF PROPERTY OWNERS AND COMMERCIAL TENANTS

The database should include the address of each property; use and assessed value; property owners' and tenants' names; mailing addresses and contact information; and fields to track outreach with a log of support and opposition for the BID. An initial list of properties, assessment values, and owner information can be acquired through Prince George's County Planning Department.

INITIAL OUTREACH

Outreach should highlight to property owners what they will get out of creating a BID—why should they pay an additional tax? Outreach can include a needs assessment survey that asks property owners what additional services they would like to see if the tax passes.

See Appendix: Property Owner Outreach Survey for example outreach questions.

DRAFT THE BID BUSINESS PLAN

See section Operating BIDs: Structure, Governance, and Management for example operating plans and budgets.

- Services: After reviewing results from the tentative budget, needs assessment, and other feedback, create a list of services the BID will provide. BIDs often provide additional cleaning and maintenance, public safety, and marketing. With a large budget, BIDs can also provide capital projects such as new trash cans, storefront façade improvements, or street signage. Based on the list of services, the business plan must include the scope and cost estimate for each service: How many people will need to be hired? How often will services run? How much will each service cost based on number of hours worked and supplies needed?
- First-Year Budget: Based on the services, the steering committee should draft a budget. It is important to consider all the administrative expenses: staff salary, staff benefits, rent, telephone, printing/postage, office supplies, insurance, audit/legal, payroll services, and bank charges.

ASSESSMENT FORMULA

The assessment formula determines how much each property owner within the BID boundary will pay annually. The formula can be based on the following variables:

- Assessed Valuation (more common): Many BIDs charge a tax per $100 of assessed value. In Washington, D.C., assessment rates range from $.02 to $.21.
- Gross Building Square Footage: The Capitol Riverfront BID bases its tax on square footage: $.38/sq. ft. vacant land; $.17/sq. ft. industrial, utility, storage, commercial; $100/hotel room; $126/nonexempt residential unit

Table 2. Sample BID Tax Rates

BID	Tax Rate (/$100 of assessed value)
Downtown DC	$.016
Silver Spring	$.024
Crystal City (now National Landing)	$.043
Anacostia	$.16
Adams Morgan	$.21
Buckhead (Atlanta)	$.30

OUTREACH FOR PROPERTY OWNER APPROVAL

The second phase of outreach is meant to raise awareness and gain support for the BID. Informational materials, such as flyers or brochures, can be mailed to each property owner in the proposed BID. Additionally, public meetings can be an effective way to educate the community about the proposed BID and allow property owners, commercial tenants, and residents to raise questions and concerns. The business plan can be revised to reflect feedback from a public meeting. The database of property owners in the BID should be updated to track outreach efforts and indications of support. During public meetings and door-to-door outreach, signatures should be collected on a document expressing intent for the BID. Property owners will want data and anecdotes about how a BID can change their business. They will want to see the value proposition of paying the additional BID tax.

FORMAL SUBMISSION

See Appendix: "Documentation required by owners seeking to establish district." The documentation must be submitted to the governing bodies of the County and the municipal corporation (if applicable). Within 45 days of receiving the documentation, the governing body of the County or municipality will schedule a public hearing on the application.

REQUIRED DOCUMENTATION FOR BID APPLICATION

(1) a statement with the (i) proposed name and address of the district corporation; and (ii) the street address of each owner of nonexempt property within the proposed district;

(2) a statement expressing the intent to establish a district corporation that is signed by at least 80 percent of the owners of the total number of parcels of nonexempt property in the geographic area of the proposed district;

(3) a proposed three-year business plan that contains:

- (i) the goals and objectives of the proposed district;
- (ii) the annual proposed business improvement district tax for the proposed district's common operations and the formula used to determine each member's district tax; and
- (iii) the maximum amount and the nature of start-up costs incurred before the district's establishment;

(4) a tax assessor's map of the geographic area of the proposed district;

(5) a list of the proposed initial Board of the proposed district corporation;

(6) the proposed articles of incorporation and the bylaws of the district corporation;

(7) for all nonexempt property within the proposed district:

- (i) the name and mailing address of each owner; and
- (ii) the most recent assessed value; and

(8) a list of the names and addresses of all commercial tenants within the geographic area of the proposed district.

What does it take to legally authorize a BID?

The following steps outline the legal requirements, as stated in Maryland state law, to create a BID.

§ 12-408. REQUIREMENTS FOR HEARING; AUTHORIZATION OF DISTRICT

- **Notice:** At least 21 days before the public hearing, the governing body of a county or municipal corporation shall publish notice of the public hearing in a newspaper of general circulation within the geographic area of the proposed district. At least 21 days before the public hearing, the owners of nonexempt property who seek to establish a district shall send notice of the public hearing and a summary of the application to:

  (1) each owner of nonexempt property within the proposed district; and

  (2) each commercial tenant within the proposed district.
- **Application available for review prior to hearing:** Before the public hearing, the application shall be made available for review during normal business hours in at least one location in the proposed district.
- **Authorization following hearing:** Within 10 days after the public hearing, if the governing body of the county or municipal corporation determines that the needs of the district meet the purposes of this subtitle, the governing body shall authorize the district in accordance with § 12-403 of this subtitle.

§ 12-409. TAXATION

- **Preliminary Tax Roll:** Within 10 days after the authorization by the governing body of the county or municipal corporation of the district, the district corporation shall provide the governing body of the county or municipal corporation with a preliminary business improvement district tax roll.
- **Imposition of Tax:** The governing body of the county or municipal corporation shall impose a business improvement district tax on members of the district to provide funds for the operation of the district. The rate must be specified by the board and approved by the governing body. The tax imposed may not count against a county or municipal corporation tax cap.
- **Collection:** The district tax shall be collected in the same manner as real property taxes are collected and distributed each quarter to the district.
- **Reimbursement for costs of collecting tax:** A district shall reimburse the governing body of a county or municipal corporation for the costs incurred in collecting the district tax.

§ 12-403. ADOPTION OF LOCAL LAW TO CREATE BID

Subject to a hearing under § 12-408, the legislative body of a county or municipal corporation may adopt a local law to create a BID in accordance with this subtitle. This provision is self-executing, fully authorizing a county or municipal corporation to establish a district, notwithstanding any other statutory or charter provision.
The local law adopted must include the following:

(1) the name of the district corporation;

(2) that the district corporation is formed under this subtitle;

(3) the names, addresses, and terms of office of the initial members of the board of directors of the district corporation;

(4) the address of the principal office of the district corporation;

(5) the purposes for which the district is formed;

(6) the powers of the district, subject to the limitations on the powers of districts under this subtitle; and

(7) if applicable, articles of incorporation of the district corporation.

BID FORMATION TIMELINE, PER MARYLAND LAW

STEP 1. STEERING COMMITTEE

Steering committee formed of property owners, anchor institutions, local nonprofits, and other community leaders gathers to develop BID proposal, draft 3-year business plan.

STEP 2. PROPERTY OWNER APPROVAL

Organizing committee acquires approval from property owners.

STEP 3. FORMAL SUBMISSION

Organizing committee formally submits BID proposal to municipal or County governing body.

STEP 4. PUBLIC HEARING

Council schedules a public hearing to be held within 45 days of receiving the proposal.

At least 21 days before the public hearing, the Council must publish notice of the public hearing in a newspaper within the geographic area of the proposed district.

At least 21 days before the public hearing, the owners of nonexempt property who seek to establish a district must send notice of the public hearing and a summary of the application to all property owners and commercial tenants.

STEP 5. COUNCIL DECISION

Within 10 days after the public hearing, the municipality/Council determines if the BID meets the legislative purposes and authorizes the BID.

STEP 6. PRELIMINARY TAX ROLL

Within 10 days after authorization, BID must provide the municipality/Council with the preliminary BID tax roll.

STEP 7. BID ESTABLISHMENT

BID becomes law (12-403). BID can begin operating, establishing board meetings, and hiring staff.

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IV. Operating BIDs

Structure, Governance & Management

The governance and management of a BID is the key to ensure property owners' taxes are being spent as efficiently and successfully as possible.

How is a BID governed?

Maryland BID legislation requires a Business Improvement District to be governed by a five-person board of directors, typically made up of community leaders representing different membership groups—property owners, developers, business tenants, representatives of multifamily buildings, and cultural and civic institutions. A board of directors governs the district corporation and their engagement varies by BID.

The board is responsible for creating an annual report for the governing body of the county or municipal corporation that includes:

- A financial statement for the preceding year;
- A proposed operating budget for the current fiscal year;
- Any proposed revisions to the business plan; and
- A narrative statement or chart showing the results of operations in comparison to stated goals and objectives.

See Operating BIDs: Performance Monitoring and Appendix: Sample Annual Reports for sample excerpts from annual reports.

PER THE LEGISLATION

Membership: The Board consists of five members appointed by the members of the district. Appointment procedures are to be provided in the local law establishing the district. From among its members, the board must elect a chair and other officers.

Quorum: Three voting members of the board are a quorum. The board may act on a resolution only by the affirmative vote of at least three voting members.

Compensation/Reimbursement for Expenses: A member of the board may not receive compensation as a member but should be reimbursed for expenses incurred in performing board duties.

Exercise Power by Resolution: The board shall exercise its powers by resolution.

Sample Boards

SILVER SPRING, MD

Maryland legislation allows five to nine board members for a BID in Montgomery County, and the Silver Spring BID is proposing a Board of Directors of nine members. A majority will represent real estate and development groups, but there are also retail and restaurant owner representatives.

Board Members

- Interior Design
- Real Estate/Development x 6
- Winery
- Brewery

BUCKHEAD, ATLANTA, GA

The Buckhead Community Improvement District in Atlanta is focused on bigger infrastructure improvements and capital projects like parks, roundabouts, and street widening. Its Board of Directors heavily represents real estate and development groups in the community, as well as a member of City Council.

Board Members

- Real Estate/Development x 7
- City Council
- Hotel

CRYSTAL CITY, VA

Crystal City BID (now National Landing BID) has a large board of 22 members, but five are officers. The Crystal City board is split evenly among its geographies, with stipulations in its bylaws that it is made up of 16-26 members, of whom 60 percent are property owners. All other board members can be tenants of any type—retail, nonprofits, hotels—or resident representatives. There is also a non-voting seat for a County Councilmember. Crystal City is home to many tech companies and nonprofits, so the BID seeks to make sure both are represented on the Board. As the National Landing BID expands to Potomac Yard and Pentagon City, the BID is likely to continue this practice of representation.

Board Members

- Chair – Real Estate / Development
- Vice Chair – Trade Organization
- Vice Chair – Real Estate / Development
- Secretary – Real Estate / Development
- Treasurer – Hotel

What is the role of tax-exempt property owners?

Within the boundaries of a BID, there may be some properties that fall under a tax-exempt status, in which case the property would not face a BID-related assessment either. However, tax-exempt property owners can still play an important role in the formation and operation of a BID, whether through governance or other financial contributions. They could provide payment to the BID, serve on the Board of Directors, or invest in and activate their properties in ways that contribute to the overall identity, beautification, or economic development of the BID. For example, the District of Columbia Business Improvement Code states that exempt property owners who voluntarily make a payment to the BID in lieu of the BID tax are entitled to BID membership and services.

Some examples of tax-exempt property owners in Prince George's County are WMATA; local, state, and federal government entities such as the Internal Revenue Service; universities such as the University of Maryland at College Park; and religious institutions. In BIDs that may include a Metro station or bus station, WMATA can contribute to the success of BIDs through continued development of its property, such as through wayfinding and beautification services. Government entities can also play a role in supporting BIDs. For example, the U.S. Department of Transportation (DOT) is headquartered in the Capitol Riverfront BID. While its taxes do not contribute towards the BID, the DOT awarded the BID a grant for a protected mobility lane through the Transportation Alternatives Program. In addition, the Walking Museum of Transportation surrounding the DOT provides beautification and education to the BID.

How is a BID staffed?

Dedicated staff are essential to a successful BID. The size of the BID's tax revenue will help determine the number of staff members. BID staff roles vary based on the focus of the BID. For example, the Capitol Riverfront BID has a Vice President of Park and Public Realm because of their prioritization of improving/beautifying public spaces, while Buckhead CID has a Capital Projects Implementation Manager because of their strong real estate and development role in the area.

SAMPLE ROLES

- **Silver Spring:** Chief Executive Officer, Budget and Administrative Director, Office Manager/Receptionist, Strategic Communications and Marketing Director, Marketing & Events Coordinator, Operations Director, Economic Development Manager
- **Buckhead Community Improvement District:** Executive Director, Director of Capital Improvements and Planning, Financial/Officer Manager, Capital Projects Implementation Manager, Projects and Program Manager
- **Crystal City BID:** President/ Executive Director, Chief Operating Officer, Senior Events Manager, Planning and Operations Associate, Brand Manager, Planning Intern

What does a BID operating plan entail?

The operating plan determines what services the BID provides. There are a few services that most BIDs provide:

- **Maintenance and Sanitation:** Hire maintenance workers to sweep streets, clean sidewalks, and bag trash. BIDs also can maintain public amenities like light poles and mailboxes with regular cleaning/painting.
- **Security:** Hire public safety officers to walk the BID boundaries; some BIDs offer services for public safety officers to walk residents/visitors to their homes, cars, or public transportation stops if they feel unsafe.
- **Hospitality:** BID staff and sometimes additional BID representatives can aid residents and visitors of a BID with directions and other advice on activities and restaurants in the area.

SAMPLE OPERATING PLAN: SILVER SPRING

Place Management – Sidewalk cleaning, trash collection, litter removal, tree box maintenance, graffiti removal, snow and ice removal, maintenance of elements in the public streetscape needing repair.

- Staff trained in hospitality services to provide direction and information to visitors.
- Engagement with County agencies to ensure area receives attention for its services, concerns, and priorities.
- Public safety program to keep downtown safe; communication with Montgomery County Police Department; safety in and around parking garages and coordinating with nonprofit and county homeless service providers.

Place Enhancement – Planting and landscaping services; public art; bike racks; street pole decorations and street banners; storefront façade improvements; activation of public space with events and activities in coordination with retail, restaurant, and community stakeholders.

Place Branding/Economic Development – Marketing and communication to promote the area. Focus on investors to communicate the benefits of opening businesses, developing property, or living in the area.

What are potential challenges for BIDs operating in Prince George's County?

BIDs face a number of challenges to both their formation and ongoing operations. Some of these challenges include:

COST OF BID START UP

It can be expensive and timely to gather a steering committee, compile a BID application, and go through the initial steps of BID operation. These costs can be a setback without initial funding. The municipality or County can play a role in supporting early or exploratory BIDs with a grant program.

LOW COMMERCIAL DENSITY

Commercial density in Prince George's County is low compared to some of the dense urban corridors that have BIDs in the region. These lower density levels may lead BIDs in the County to have smaller budgets or larger boundaries. A lower-budget BID can still be successful if it defines a narrower and more essential set of services. A more sprawling BID can also be successful, as long as it is intentional about providing a sense of identity throughout the district.

LOW TOLERANCE FOR TAXATION

Given that development projects in Prince George's County have demonstrated a need for tax reduction policies like PILOTs to achieve financial feasibility, there may be pushback from property owners on any additional tax. To gather the support necessary to establish a BID, the BID steering committee will need to communicate to property owners how the benefits of the BID would outweigh the costs of a BID tax, especially in the long term.

POTENTIAL DISPLACEMENT OF SMALL BUSINESSES AND RESIDENTS

With an additional tax, there is a risk that BIDs would create an operating cost burden for small businesses or residents that drives displacement in the district. In the marketing and formation stages of a BID, the steering committee should survey businesses about their capacity and willingness to pay for a BID tax. They can use this information to set a fair BID tax that balances the needs of businesses and their desire for services.

MAINTAINING EQUITY AND INCLUSIVITY

BIDs can be perceived to bring a new form of private governance, or as an attempt to rebrand an area in a way that excludes existing residents and employees. BID boards and staff must recognize and commit to the BID's role in supporting the existing communities they serve. Public engagement, such as through surveys and meetings, should be consistently and genuinely used to understand and respond to community needs and desires.

Budgeting

The budget for the Business Improvement District is essential to set priorities for programs and services. A service-based budget can be formulated from a needs assessment during outreach based on the services sought by business owners, tenants, residents, and visitors. See Table 5 for sample budgets from the proposed Silver Spring BID, 2018 Crystal City BID, and 2018 Capitol Riverfront BID.

How might the budget guide strategic decisions?

Strategic planning efforts can help inform the budget and distribution of resources to different services and activities. The Crystal City BID recently completed a large strategic planning effort that brought in public input. Over a few months, the BID engaged about 3,000 people to gather specific actions necessary during the next few years to promote connectivity, public infrastructure, and identity. The strategic plan informs specific year-to-year plans and budgets, allocating resources to meet long-term goals.

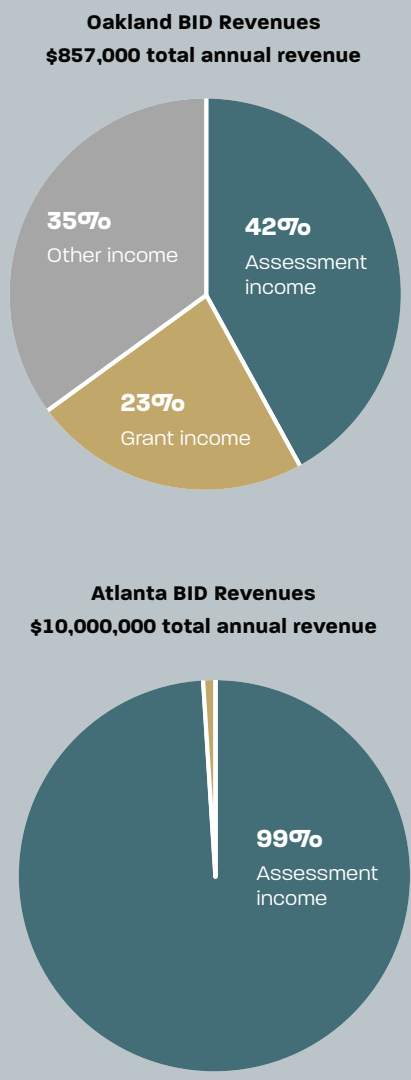
In accordance with its strategic plan, although many traditional BIDs do street cleanup, the Crystal City BID focuses less on cleaning to keep rates low. There is also a lot of consolidated ownership in Crystal City, with property managers already properly maintaining their areas. Because Prince George's County also has a lot of consolidated ownership in shopping malls, BIDs in the County could similarly reduce budget emphasis on cleaning.

What sources of revenue are included in the budget?

Some BID budgets are made up entirely from assessment value, while others also receive income from grants and other donations. BIDs in Maryland can receive money from its incorporating county or municipal corporation, the State, other governmental units, or nonprofit organizations.

For example, the Oakland Business Improvement District in Pittsburgh has three main revenue streams, whereas the Atlanta Downtown Improvement District relies solely on assessment income for its budget.

Figure 3. Oakland BID and Atlanta Downtown BID Revenues



What are some example budget line items?

The following tables provide examples of budget estimates used by BIDs across the nation.

The White Flint Downtown Advisory Committee estimated the costs of providing prioritized programs and services for their proposed business improvement district, which is an essential exercise for all BID organizing committees.

Table 4. White Flint Downtown Advisory Committee Budget Estimate

PROGRAM/SERVICE	DESCRIPTION	ESTIMATED COST
Branding/Marketing/Identity	Website/newsletter/social networking program; public relations/ advertising/sales promotion campaign; "State of District" report and event	$100,000 - $150,000
Placemaking/Beautification	Wayfinding signage, banner program, gateway signage, public art program	$50,000 - $100,000
Special Events	Signature event, weekly music and beer events, quarterly major events, arts market, athletic events	$50,000 - $100,000
Clean and Safe	Coordinating county police and private sector security, coordinating county and private maintenance, contracting with maintenance/landscaping firms	$25,000 - $50,000
Administrative Costs	Executive Director; Manager of Operations; Administrative Assistant; Bookkeeping contractor; Rent/insurance; legal/ accountant; Board expenses; Branding/ placemaking consultant; special events coordinator	$250,000 - $350,000
	Total Estimated Expenses	**$475,000 - $750,000**

SOURCE: White Flint Downtown Advisory Committee

Table 5. Sample Budgets for Silver Spring BID (proposed), Crystal City BID (2018), and Capitol Riverfront BID (2018)

BUDGET ITEM	SILVER SPRING BID		CRYSTAL CITY BID		CAPITOL RIVERFRONT BID	
Revenues						
BID Tax	28%	$892,457	96%	$2,614,094	63%	$2,140,755
Parks					35%	$1,181,320
Parking Lot District Funds	72%	$2,282,543				
Total		**$3,175,000**		**$2,721,931**		**$3,372,522**
Expenses						
Operations	58%	$1,845,000	26%	$695,953	83%	$1,678,961
Place Management / Clean Team	*47%*	*$1,495,000*			*30%*	*$1,182,089*
Economic Development					*13%*	*$496,872*
Placemaking & Parks	*11%*	*$350,000*			*40%*	*$1,547,404*
Marketing	25%	$790,000	39%	$1,021,778	14%	$547,836
Administration	17%	$540,000	35%	$931,070	4%	$139,907
Total		**$3,175,000**		**$2,648,800**		**$3,914,108**

SOURCE: Silver Spring BID, Crystal City BID, Capitol Riverfront BID

Performance Monitoring

The board of directors of the BID is required to submit an annual report to the municipality or County Council. The annual report must include:

(1) a financial statement for the preceding year;

(2) a proposed operating budget for the current fiscal year;

(3) any proposed revisions to the business plan; and

(4) a narrative statement or chart showing the results of operations in comparison to stated goals and objectives.

In order to show the results of operations in comparison to stated goals and objectives, the BID should have performance metrics to track throughout the year. These metrics could include retail sales, vacancy rates, property values, maintenance activities (e.g. number of flowers planted), crime statistics, pedestrian counts, event attendance, etc. Performance measures should be meaningful, understandable, actionable, and measurable. They should therefore be focused on the stated goals of the BID, be useful for Board and staff decision-making, and have accessible data sources or means of measuring.

These performance metrics are essential to demonstrate to property owners and the municipality or County that the BID's services are working to reach their stated goals and that the BID should be renewed after five years. This can be displayed in numerous ways.

For example, the Capitol Riverfront BID demonstrated their maintenance and street cleaning efforts with a graphic displaying the number of trash bags collected, community perception, clean team staff, and total hours of service.

Meanwhile, the Crystal City BID (now National Landing BID) highlights the number of community events and programming attendees, which are indicators of the BID's visibility and marketing reach.

SOME EXAMPLE PERFORMANCE MEASURES INCLUDE:

- Growth in occupancy rates and new investment
- Increased retail sales
- Attendance at events and activities
- Pedestrian counts
- Attitudinal surveys of businesses, residents, visitors
- Website visitors
- Social media followers
- Amount of trash collected
- Crime statistics
- Number of media citations using BID information

Figure 4. Excerpt from Capitol Riverfront BID Maintenance and Street Cleaning Report

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Conclusion

This document is an operational tool intended to guide stakeholders in Prince George's County who are considering whether a BID would be the appropriate economic development tool for their community, and to guide interested and motivated stakeholders through the technical process of forming and operating a BID. The following appendix contains case studies, templates, tools, and the original text of relevant state legislation for further reference during the BID implementation process.

This toolkit alone cannot generate BIDs—it must be empowered through clear and supportive administrative and legal processes in the County. As of early 2020, Prince George's County's leadership has several key decisions to make regarding the county's governance and support of BIDs. Prince George's County may follow Montgomery County's example in advancing state legislation that reduces the requirements for property owner approvals from 80 percent to a lower threshold, such as 50 percent.

The Prince George's County Council will also need to supply accompanying legislation at the local level that establishes a clear protocol for forming BIDs at the County level. To address governance, the County should designate an entity or program to administer the formation of BIDs, determining which governmental entity would house BID program operations and how this entity would be staffed. The County may also consider whether, and how, it could support a pilot program that helps early BIDs in the County take shape and stabilize.

In the meantime, stakeholders in Prince George's County can begin to form organizing committees that represent their respective communities and commercial corridors: to better understand the needs of local residents and business owners, to brainstorm a vision for a potential BID or BID-like entity, and to otherwise add momentum to the County's economic progress.

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Appendix

Formation Requirements Checklist

Required Documentation to Form a BID

☐ A statement with:

- ☐ The proposed name and address of the district corporation; and
- ☐ The street address of each owner of nonexempt property within the proposed district;

☐ A statement expressing the intent to establish a district corporation that is signed by at least 80% of the owners of the total number of parcels of nonexempt property in the geographic area of the proposed district;

☐ A proposed three-year business plan that contains:

- ☐ The goals and objectives of the proposed district;
- ☐ The annual proposed business improvement district tax for the proposed district's common operations and the formula used to determine each member's district tax; and
- ☐ The maximum amount and the nature of start-up costs incurred before the district's establishment;

☐ A tax assessor's map of the geographic area of the proposed district;

☐ A list of the proposed initial Board of the proposed district corporation;

☐ The proposed articles of incorporation and the bylaws of the district corporation;

☐ For all nonexempt property within the proposed district:

- ☐ The name and mailing address of each owner; and
- ☐ The most recent assessed value

☐ A list of the names and addresses of all commercial tenants within the geographic area of the proposed district.

Sample Outreach Survey

Outreach Survey

The following sample survey could be used to survey stakeholders to promote formation of the BID or upon formation to solicit interest and feedback on what services to provide.[1]

<Insert description of current status of the BID and reason for the survey>

1.Contact Information

- Name:
- Company:
- Address:
- Address 2:
- City/Town:
- State/Province:
- ZIP/Postal Code:
- Email Address:
- Phone Number:

2. Are you a business, property owner, or resident? Check all that apply.

☐ Business Owner

☐ Property Owner

☐ Resident

☐ Other: _____

3. The *<insert name>* BID will support additional maintenance in the district. These services will not replace existing city or property-owner responsibilities but will complement current services and be responsive to property owners' needs.

Please prioritize the needs of your property or business (1 represents highest priority, 4 the lowest):

___ Additional trash and recycling collection

___ Trash and litter clean up services in streets and public spaces

___ Landscaping services including weeding, mowing, and planting

___ Maintenance of any public art or installations in shared common spaces

4. Are there any other maintenance services you would like to see addressed by the BID?

5. The BID will also address safety in the district, in collaboration with the local police services. Are there any safety concerns that should be addressed by the BID?

6. The BID will also increase marketing services for the properties and businesses within the district. The services are intended to increase awareness of the district and attract visitors to the area for work, life, and play.

Please indicate your preference for marketing and communication investment by ranking the following services; 1 being the highest, 4 being the lowest.

___ District website

___ Street banners and wayfinding signage

___ Digital content that promotes the district

___ Increased staff capacity to support marketing needs

7. The BID will also work to sustain and improve the district's economic development, supporting projects and events that will attract investment in the district.

Please indicate your preference for economic development investment by ranking the following projects or services; 1 being the highest, 4 being the lowest.

___ Develop a retail growth strategy

___ Marketing/recruitment for vacant storefronts

___ Support district events

___ Complete a 15-year plan for the BID

Sample Executive Director Job Description

Position Description[1]

The <*insert BID name*> BID is seeking to hire a full-time director. The Executive Director will act as the principal operating officer of the BID and be responsible for the overall administration, financial management, and day-to-day work activities of the BID.

Mission: <*insert BID mission statement*>

Vision: <*insert BID vision statement*>

Roles and Responsibility

The specific responsibilities of the Executive Director include:

- Implement the BID's strategic plan and enhance, recommend, evaluate and administer the BID's operational work plan of services in the district in the areas of marketing and events, physical improvements, enhanced maintenance, advocacy, and safety. Assure implementation of these plans, maintain all organizational records, provide periodic progress reports, and adhere to all budget and financial obligations.
- Ensure compliance with all aspects of the BID's legal requirements to the State of Maryland, Prince George's County, and the City of *insert City name* and monitor and maintain all vendor, contractor, and consultant relationships.
- Enhance and expand relationships with corporate, community, government, and institutional partners to carry out the BID's organizational mission and objectives.
- Act as staff to the Board and its committees and serve as the Board's liaison to community and civic groups, government, and elected officials, including the Prince George's County Council.
- Expand revenue sources including fundraising, grants, corporate sponsorships, event revenues and other supplemental sources of operating support.
- Perform event management functions.
- Coordinate and implement marketing, events, and promotional programs relating to the BID's retail, office, restaurant, arts, and residential attractions and amenities.

Qualifications[2]

Qualified candidates will demonstrate the following knowledge, skills, and abilities:

- Minimum of 5 years of experience working in some combination of the following areas: government, public policy, politics, real estate, economic development, business assistance, retail management, or urban planning.
- Knowledge of nonprofit management and operations; experience working with a Board of Directors with the ability to cultivate collaborative relationships.
- Ability to be action-oriented, adaptable, and innovative. Strong organizational, written and verbal communications and interpersonal skills are required.
- Fundraising, grant writing, contract management, public relations, and marketing experience a plus.

Interested candidates should email a cover letter and resume to *insert BID email.* Please include "Executive Director Application" and your full name in the email subject line.

Application deadline is <*xx/xx/xxxx*>.

1 "Executive Director," The Olde Arvada Business Improvement District, https://oldetownarvada.org/executive-director/

2 "Executive Director," Washington Heights Business Improvement District, https://anhd.org/wp-content/uploads/2018/07/WHBID_Executive-Director-Job-Description_FINAL.pdf

Sample Service Schedule

Maintenance [1]	Implementation
Waste Management	The BID can hire a maintenance crew or contract with a private maintenance company to empty trash and recycling receptacles in the BID area. BIDs typically operate their "Clean Teams" 4-7 days/week.
Landscaping	The BID maintenance crew or contracted company can install and maintain hanging flowerpots and other landscaping features.
Marketing	**Implementation**
District Branding	The BID can work with merchants and property owners to create a BID/ neighborhood brand with a logo, slogan, website, and banners.
Wayfinding	The BID can install signs that direct visitors to areas of interest. BIDs can also hire ambassadors who walk around the district to provide directions and information about the district.
Restaurant Week	A promotional campaign like a restaurant week would offer customers discounts during a specific week of the year and attract new visitors and customers to the district.
Parking and Transportation	**Implementation**
Parking Research	BID staff can work with the municipality to research parking issues raised by merchants and property owners.
Economic Development and Technical Assistance	**Implementation**
Storefront Improvement Assistance	The BID can provide grants to help merchants improve dilapidated or outdated storefronts or connect merchants to relevant municipal programs.
Business Recruitment	BID staff can recruit businesses to fill vacancies through networking, branding, and strategic outreach.

1 "An Implementation Study of a Business Improvement District for Davis Square in Somerville, Massachusetts, University of Massachusetts Amherst, https://scholarworks.umass.edu/cgi/viewcontent.cgi?article=1059&context=larp_ms_projects

Sample Vendor Soliticitation Policy

Procurement Policy

The following sample procurement policy, based off the Columbus Avenue Business Improvement District Procurement Policies, provides guidelines and standards on how a BID procures goods and services.[1] *The details of a procurement policy should be individualized to each BID and approved by the Board, in compliance with legislation under the State of Maryland, Prince George's County, and the respective municipality.*

BID Procurement Policy

I. The <*insert name*> Business Improvement District (BID), as a general policy, will procure goods and services in the following manner:

A. As a general matter, except as otherwise noted in these procedures, the BID will select the lowest responsible bid and/or proposal unless quality or other significant programmatic imperatives provide compelling reasons that another bid and/or proposal would be more advantageous to and better serve the BID needs. In addition to lowest price, the BID may consider other factors including, but not limited to: appropriateness of service or material; timely availability; background or references check; and source of service or material, with those from Prince George's County being given preference.

B. The BID will exercise its best efforts to afford maximum opportunities for minority and woman-owned businesses to participate in the bidding and/or proposal service.

C. For all procurements, the BID will endeavor to solicit bids and/or proposals from suppliers located in the district.

D. Whenever possible, all contracts should be made in concert between BIDs in the county or region, to ascertain if said vendor has been used and degree of satisfaction. A Vendors List supplied by Prince George's County will be consulted and if indicated, utilized.

E. Whenever possible, all contracts and service agreements shall be written to commence on July 1 and terminate on June 30 of the current fiscal year.

F. Contracts under $20,000:

1. Up to $5,000: BID management staff will exercise its best judgment in seeking the best possible price within the circumstances.

2. From $5,001 to $10,000: BID management staff will seek to obtain the best value at the best price through the solicitation of written bids from at least three competitive vendors.

3. From $10,000 to $19,999: BID management staff will solicit written bids from at least three competitive vendors and, generally, accept the lowest responsible bid unless quality or other significant programmatic imperatives provide compelling reasons to select another bid. If BID management staff wishes to select other than the lowest responsible bid, approval from the Executive Board or Board of Directors will be required.

1 "Procurement Policies," Columbus Avenue Business Improvement District, http://www.columbusavenuebid.org/Documents/Procurement_Policies_of_Columbus_Ave_BID.pdf.

G. Contracts of $20,000 or more awarded in a twelve (12) month period:

1. 1. The BID will solicit written proposals from at least three responsible and competitive vendors through the Request for Proposal process (RFP) process. BID management staff will review the received proposals and present this recommendation to the Executive Committee or Board of Directors. Approval of the Executive Committee or Board of Directors thereof will be required prior to the selection.

2. BID management staff will notify the Board of Directors of all contracts of $20,000 or more.

3. In addition, contracts of $100,000 or more, including a contract which, when aggregated with all other contracts awarded to the same contractor during the immediately preceding twelve (12) month period, equals or exceeds $100,000, will also require a full background investigation of the contractor in compliance with Prince George's County contracting policies.

II. In the following special situations, the BID may procure goods and services without competitive bidding:

A. Emergencies: Under highly unusual circumstances, emergencies may arise that require immediate procurement of certain goods and/or services. Upon a finding by the Executive Director (ED) that such an emergency exists, the ED shall be authorized to procure goods and/or services up to $10,000 without competitive bidding. If emergency procurement of $10,001 or more is required, the ED shall obtain the approval, in advance, of the Chairman or President, and if they are not available, then two members of the Executive Board. Under no circumstances shall an emergency procurement exceed $20,000. The ED shall inform the Executive Committee within a reasonable time of any emergency procurement as soon as possible.

B. Sole-Source Procurements: BID management staff may, from time to time, wish to engage a provider of a unique expertise, product or service. As there would be no viable alternative to such expertise, product, or service, competitive bidding would be impractical or counterproductive. Therefore, the ED shall be authorized to engage such sole-source providers for up to $10,000.00. The ED shall inform the Executive Board within a reasonable time of the compelling reasons for making such sole-source procurements. Executive Board approval shall be required for all sole source procurements of $10,001 or more.

C. Individual Consultants: From time to time, BID management staff may find it necessary to enable individuals to work on a consulting basis for time-limited, specific assignments. Such consultants may include, but are not limited to interns, support personnel, and professionals providing legal, accounting, financial, and other professional services. As competitive bidding would be impractical and inappropriate, the Executive Director shall be authorized to make such individual consulting arrangements up to $5,000. Executive Board approval shall be required for all consulting arrangements of $5,001 or more.

Operating Budget Template

Income Source	Description	Estimated Revenue
BID Tax	Non-Exempt Assessed Value × BID Tax %	$
Prince George's County Grant	Grant provided through the Prince George's County BID startup funding	$
Municipality Grant	Contribution from the BID's municipality	$
Philanthropic Contribution	Grants or in-kind contributions from private or nonprofit entities	$
	Total Estimated Revenue	**$**

Program/Service	Description	Estimated Cost
Branding, Marketing, and Identity	Ex. Website/newsletter/social networking pro-gram; public relations/advertising/sales promo-tion campaign	$
Placemaking and Beautification	Ex. Wayfinding signage, banner program, gateway signage, public art program	$
Special Events	Ex. Signature event, weekly music and beer events, quarterly major events, arts market, athletic events	$
Clean and Safe	Ex. Coordinating county police and private sec-tor security, coordinating county and private maintenance, contracting with maintenance/ landscaping firms	$
Administrative Costs	Ex. Staff: Executive Director, Administrative Assistance, Events Director Other: Bookkeeping contractor; Rent/insurance; legal/ accountant; Board ex-penses; Branding/ placemaking consultant	$
	Total Estimated Expenses	**$**

Sample Performance Evaluation Template

The following performance evaluation template can be used to track key performance measures over time. At the end of each year, the metrics can be displayed in a more visual format to show stakeholders an annual report of services, accomplishments, and progress.

What are your BID's aspirational outcomes?	What performance measures would you use to track program activity and indicate progress?	Measurement (Monthly, Bi-annual, or annual)
Ex. 1: Increase actual and perceived safety in the BID	Violent and non-violent crimes (#)	_____
	Pedestrian count (#)	_____
	Lighting elements maintained (#)	_____
Ex. 2: Strengthen the identity and brand of the BID area	Marketing material distributed (type, #)	_____
	Social media followers and website visitors (#)	_____
	Event attendance (#)	_____
Ex. 3: Create a clean and beauti-ful environment in the BID	Bags of trash collected (#)	_____
	Hours logged by sanitation workers (#)	_____
	Flowers and trees planted (#)	_____
	Visitors perceiving area as clean in survey (%)	_____
	Public art installations sponsored (#)	_____
Ex. 4: Increase business activity in the BID	Retail sales ($)	_____
	Occupancy rate (%)	_____
Outcome 5:	Measure 1:	_____
	Measure 2:	_____
Outcome 6:	Measure 1:	_____
	Measure 2:	_____

Crystal City/National Landing BID Case Study

The Crystal City BID—now rebranded as the National Landing BID—has positioned itself as a successful model in the region, building toward a vibrant urban center. In September 2019, it received approval from property owners and the Arlington County Board to expand its boundaries to encompass portions of Pentagon City and Potomac Yard, a 76 percent increase in size from its original area. The largest champions of this expansion were existing property owners, a positive endorsement of the experience stakeholders have had with the BID. This expansion builds on momentum in the area with billions of dollars in public and private investment.[1]

The following case study continues to refer to the National Landing BID as the Crystal City BID, as the information below applies specifically to the latter.

Board

Crystal City BID has a large board of 22 members with 5 officers:

- Chair – JBG Smith
- Vice Chair – Consumer Technology Association
- Vice Chair – Dweck Properties
- Secretary – Gould Property Company
- Treasurer – Hyatt Regency Crystal City

The Crystal City board is split evenly among its geographies, with stipulations in its bylaws that it is made up of 16-26 members, of which 60 percent are property owners. All other board members can be tenants of any type — retail, nonprofits, hotels — or resident representatives. There is also a non-voting seat for a County Councilmember. Crystal City has many tech companies and nonprofits, so the BID seeks to make sure both are represented on the Board. There are quarterly board meetings, as well as one more comprehensive annual meeting. The executive committee, made up of the chair, treasurer, secretary, and co-chairs, meets monthly.

Staff

Crystal City currently has seven staff but is working to scale up capacity since the decision to increase its boundaries. The current staff positions are: President/Executive Director, Chief Operating Officer, Senior Events Manager, Planning and Operations Associate, Brand Manager, and two Planning Interns.

Operating Plan

Public infrastructure investment is a major priority of the Crystal City BID. Its operations are split into four key areas: Events & Activation, Brand & Communication, Arts & Beautification, and Transportation. The initiatives of the BID are determined through a lengthy strategic planning process that gathers input from a diverse range of stakeholders. Over a few months, the BID engaged about 3,000 people to gather very specific actions necessary over the next few years to promote connectivity, public infrastructure, and identity. The strategic plan informs specific year-to-year plans and budgets, allocating resources to meet the long-term goals.

Budget

The Crystal City BID assessment is currently $.043 per $100 assessed value, allowing for a budget of $2.6 million. In Virginia, the tax rate is up for consideration each year, but the BID aims to keep it as low as possible while still providing the necessary services. The BID also receives a small portion of its revenue from sponsorship and events each year.

The Crystal City budget process happens internally with input from Arlington County staff and then is shared with the Board. Once the Board has approved, the budget goes to the County for a budget hearing. It includes three overarching categories: operations (26.3%), marketing (38.6%), and administration (35.2%). The budget is based on the strategic plan, allocating resources to meet the goals.

1 "Crystal City BID to Expand Boundaries Following Approval by Arlington County Board," 21 September 2019. https://www.crystalcity.org/item/crystal-city-business-improvement-district-to-expand-boundaries-following-approval-by-arlington-county-board

Figure 5. Crystal City BID Strategic Planning Process

SOURCE: Crystal City BID

Annual Report

The Crystal City BID FY2018 Annual Report starts with a letter from the President and Chair and includes:

1. Who We Are: The first section of the annual report provides an overview of the Crystal City BID, a map of the BID boundaries, and milestones from FY2018 (examples: company relocation, strategic plan launched).
2. By the Numbers: The next section highlights the recent momentum in Crystal City, such as $342 million of planned public infrastructure investment and $2 billion in the private sector development pipeline. It also provides a snapshot of office space, retail space, residential units, and hotel rooms in the BID.
3. Development Outlook: The Development Outlook section previews the momentum in Crystal City's private sector investment, highlighting the projects planned and under construction, number of residential units in the pipeline, and strategic placemaking investments.
4. Public Infrastructure Investment: This section demonstrates the range of current and upcoming investments toward road, rail, and air transit, as well as in parks and open spaces.
5. BID Organizational and Program Highlights: The final aspect of the 2018 Annual Report focuses on the successes of the past year and the new leadership and opportunities coming to Crystal City. There were key accomplishments in events, branding, arts and beautification, transportation, strategic planning, and administration.

Support & Revenues

County Disbursements	$2,614,094
Sponsorship & Events	$111,589
Contributions	$ -
Interest Income	$243
Total Support & Revenues	**$2,721,931**

Totals

Operations	$695,953 (26.3%)
Marketing	$1,021,778 (38.6%)
Administration	$931,070 (35.2%)
Total Expenses	**$2,648,800**

NoMa BID Case Study

The NoMa BID started at the impetus of existing property owners who came together as the "NoMa Stakeholders" and self-funded to hire consultants for a BID business plan. Large property owners understood that the empty lots and lack of sidewalks in NoMa, among other issues, were holding back the potential of the area. The group presented their plans and gained support from other property owners, business owners, and residents by emphasizing the value of transportation infrastructure, planning, marketing, safety, and hospitality. NoMa has since been recognized for its catalytic investments in partnership with District Department of Transportation (DDOT), such as the improvements along New York Avenue, Florida Avenue, and the Metropolitan Branch Trail. The BID also partners with the NoMa Parks Foundation as the area has become heavily residential with a greater demand for open space.[1]

Board

The NoMa BID board has evolved, reflecting the diversity of owners and tenants in the neighborhood. The NoMa BID has 15 board members, with five serving on the executive committee:

- Chair – Foulger-Pratt
- Vice-Chair – The Wilkes Company
- Secretary – Skanska
- Treasurer – NPR
- Member – Akridge

Staff

The NoMa BID currently has nine staff members, plus four hospitality ambassadors: President, Administrative Director, Finance Director, Director of Marketing & Communications, Director of Events, Director of Public Space Operations, Director of Parks Projects, Planning & Economic Development Manager, and Business Manager.

Operating Plan

The NoMa BID creates a strategic plan every five years to establish goals based on qualitative and quantitative input. Much of this input comes from a community engagement survey sent out every two years. In order to get as much participation as possible from a wide range of stakeholders, staff members talk to people on the street and in public spaces, post on their website, and send out community newsletters.

Budget

The NoMa BID had a total revenue of $6.1 million in 2018, with 43 percent from the BID assessment and 48 percent from grant income. In FY2018, the BID had a budget of $5.9 million. The greatest portion went toward parks, reflecting a commitment to public space for the property owners, tenants and residents of NoMa.

Annual Report

The NoMa BID 2018 Annual Report celebrates the accomplishments of the past year and announces a change in Board leadership with a letter from the President. It then highlights different aspects of the BID with the following sections:

1. Growth: NoMa saw considerable growth in office buildings, residential units, and transportation connectivity.
2. Public Space: NoMa BID led a needs assessment to increase the safety and functionality of North Capitol Street. The NoMa Gateways project improves public spaces through art installations at major intersections.
3. Popups: In partnership with a property owner, NoMa BID transformed a site to host farmers markets and community activities.
4. Public Art: NoMa hosted its third annual mural festival, a 10-day event, to celebrate local artists with various community events.
5. Parks: The NoMa Parks Foundation funded an artistic light installation to brighten an underpass and opened an 8,000-square-foot park.
6. Events: The BID hosts a monthly Nerds in NoMa panel discussion, NoMa Summer Screen, Pumpkin Palooza, and occasional Feel Good Fridays with free coffee and pastries for commuters.
7. Clean & Safe: Four hospitality ambassadors walk throughout NoMa every Monday through Friday to offer directions and visitor recommendations, as well as to assist homeless individuals. The Clean Team picks up trash and recycling every day and reports infrastructure problems to D.C.'s 311 service. The BID also hosts a monthly public meeting to connect NoMa residents and stakeholders to local and federal agencies, like the Metropolitan Police Department.

Figure 6. NoMa BID FY2018 Budget

EXPENSES	FY 2018	
Parks	$2,603,866	44%
Administration	$949,395	16%
Public Space Maintenance	$740,809	13%
Economic Development	$749,515	13%
Hospitality Ambassadors	$302,804	5%
Events and Programming	$280,080	5%
Marketing	$249,519	4%
TOTAL EXPENSES	$5,875,988	100%

SOURCE: NoMa BID

Sample Budgets

Figure 7. DowntownDC BID 2018 Budget

Consolidated Statements of Financial Position

ASSETS	2018	2017
Cash and Cash Equivalents	$ 5,070,640	$ 3,415,143
Accounts Receivable, net	375,522	454,071
Deposits	91,515	77,794
Construction in progress	-	218,259
Property and equipment, net	326,702	300,261
TOTAL ASSETS	**$ 5,864,379**	**$ 4,465,528**
LIABILITIES AND NET ASSETS		
Accounts Payable and Other Liabilities	$ 4,086,257	$ 2,904,805
UNRESTRICTED NET ASSETS:		
Undesignated	1,176,888	1,133,800
Property and Equipment, net	326,702	300,261
Board Designated	272,532	126,662
TOTAL UNRESTRICTED NET ASSETS	**1,778,122**	**1,560,723**
TOTAL LIABILITIES AND NET ASSETS	**$ 5,864,379**	**$ 4,465,528**

Consolidated Statements of Activities

SUPPORT AND REVENUES EXPENSES:	$ 11,758,550	$ 11,106,407
Administration	1,140,706	1,087,027
Marketing and Communications	1,323,050	1,285,715
Public Space Management	505,473	562,789
Safety	2,056,577	2,632,646
Maintenance	3,859,725	3,428,146
Homelessness	823,729	493,349
Infrastructure and Sustainability	678,154	610,176
Economic Development	706,903	629,896
TOTAL EXPENSES	**11,094,317**	**10,729,744**
Net increase in unrestricted net assets before board designated expenses and other	664,233	376,663
Board designated expenses and other	446,834	213,027
NET INCREASE IN UNRESTRICTED NET ASSETS	**$ 217,399**	**$ 163,636**
UNRESTRICTED NET ASSETS, BEGINNING OF PERIOD	**$ 1,560,723**	**$ 1,397,087**
UNRESTRICTED NET ASSETS, END OF PERIOD	**$ 1,778,122**	**$ 1,560,723**

Consolidated Statements of Cash Flows

Net cash provided by Operating Activities	$ 1,710,363	$ 2,149,728
Net cash used in Investing Activities	(62,189)	(20,461)
Net cash provided by Financing Activities	7,323	--
INCREASE IN CASH AND CASH EQUIVALENTS	**1,655,497**	**1,855,606**
CASH AND CASH EQUIVALENTS, BEGINNING OF PERIOD	**3,415,143**	**1,559,537**
CASH AND CASH EQUIVALENTS, END OF PERIOD	**$ 5,070,640**	**$ 3,415,143**

This information has been derived from the financial statements audited by Baker Tilly Virchow Krause, LLP.
The complete set of audited financial statements are available upon request from Bertha Gaymon of the Downtown Business Improvement District Corporation.

SOURCE: DowntownDC BID

Figure 8. Adams Morgan Partnership BID FY2018 Budget

Adams Morgan Partnership, Inc.
CONSOLIDATED STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2018

	Unrestricted	Temporarily Restricted	Total
SUPPORT & REVENUE:			
Assessment income	$ 717,462	$ -	$ 717,462
Litter Control grant	135,000	-	135,000
Interest income	1,773		1,773
Miscellaneous income	13	-	13
Total unrestricted support and reclassifications	854,248	-	854,248
EXPENSES:			
Program services	581,447	-	581,447
Supporting services			
Management and general	68,277	-	68,277
Fundraising	12,259	-	12,259
Net expenses	661,983	-	661,983
Change in net assets	192,265	-	192,265
Net assets, October 1, 2017	242,228	-	242,228
Net assets, September 30, 2018	$ 434,493	$ -	$ 434,493

SOURCE: Adams Morgan Partnership BID

Sample Budgets

Figure 9. Silver Spring BID Proposed Budget

SILVER SPRING BID PROPOSED BUDGET

Revenues		**$3,175,000**
Urban District Tax (@ $0.024 per $100 of assessed value)	$892,457	
Parking Lot District Funds	$2,282,543	
Expenditures		**$3,175,000**
Administration and Leadership		**$540,000**
Administrative Staff	$370,000	
Professional services/insurances	$120,000	
Office space/utilities	$25,000	
Office services (i.e., FedEx)	$25,000	
Place Management		**$1,495,000**
Operations Staff including director and 25-member team	$1,370,000	
Infrastructure (Street cleaning equipment, uniforms etc.)	$125,000	
Placemaking/Public Realm Enhancement		**$350,000**
Urban Planning, Streetscape Elements and Design	$230,000	
Landscaping	$120,000	
Marketing/Place Branding/Economic Development		**$790,000**
Communications and Economic Development Staff	$400,000	
Digital resources/online presence	$35,000	
Research/publications/other media	$145,000	
Events	$210,000	

SOURCE: Silver Spring BID Business Plan

Annual Report Exceprts

Figure 10. Adams Morgan Partnership BID Annual Report Introduction Letter

Greetings

from the President and Executive Director of the Adams Morgan Partnership BID

Dear Friends,

On behalf of the Board of Directors and members of the Adams Morgan Partnership Business Improvement District (AMPBID), we are pleased to present this report highlighting the work we have done together in 2018. We embarked on an ambitious effort in 2018 to update our visual identify and as a result have a new logo, new website design, new bus shelter posters and gorgeous promotional materials. This new visual "look" is reflected throughout this report, along with new photography that highlights neighborhood spots, our international flavor, and fine dining.

As you read through this report, we want you to know how appreciative we are of the role each of you has played in our success. Together we are making Adams Morgan cleaner, safer, and friendlier. We couldn't do it without you.

As you will read in this report, this year we wrapped up the design phase of our Gateways/Beautification initiative with an Advisory Committee made up of board and community members. We shared those plans in November and are now working on securing the permits and funding to implement these gateway elements.

We are taking a break from the summer concert series again this year to focus more on our other spring and fall events including: hosting a Bike to Work Day pit stop on May 17th, Adams Morgan Movie Nights on Tuesdays in May and June at the Marie Reed Soccer field, Adams Morgan Porch Fest on October 5th and the Adams Morgan Apple Festival in partnership with the Farmers' Market later in October. Together with DC United we are organizing "Adams Morgan night" at Audi Field on July 12 when they play New England.

We continue to be pleased with the array of new businesses we are welcoming, such as: Pitchers and A League of Her Own, The Green Zone, Friendship Macaron, Nicecream, Seasons and Sessions, The Game, SpacyCloud Lounge, Wasi Peruvian, Aparnaz and Merinaz Threading, and Dreams Smoke and Gifts.

The financial section of this report will show that the AMPBID is fiscally strong with healthy reserves and clean audits every year. With careful planning and close oversight, we are able to keep costs low to use our members' tax dollars efficiently and have a greater impact on the things they care about most.

We celebrate the stable and growing business corridor that has the products and services that attracts more residents, retailers, restaurants and services every day! Thank you for playing an important part in building a stronger, more vibrant Adams Morgan.

Constantine Stavropolous
President of Board of Directors

Kristen Barden
Executive Director

SOURCE: Adams Morgan Partnership BID

Annual Report Exceprts

Figure 11. Oakland BID Annual Report Capital Improvements Excerpt

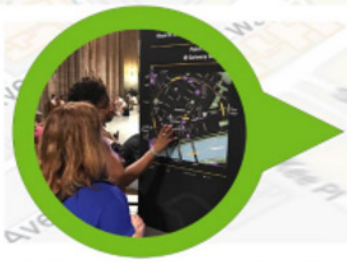
Capital Improvements

Design and Build

Vibrant and attractive spaces are essential for the economic health of our business districts. This year, OBID and partners focused on bringing new design to benefit our business community.

New Initiative! Oakland Open Space Pilots

In partnership with the Pittsburgh Innovation District, OBID launched a series of public and open space activation strategies to enhance the look and vibrancy of our business district. OBID and InnovatePGH have retained local landscape architecture firm Merritt Chase to design a series of pilots, such as new festival style lighting along Oakland Avenue and sidewalk cafe spaces, sidewalk furniture and open space furnishings at various locations in the retail area. These pilot projects are anticipated for 15-24 month installations to test the public response. Look out for more in future! The design services are generously funded by InnovatePGH.

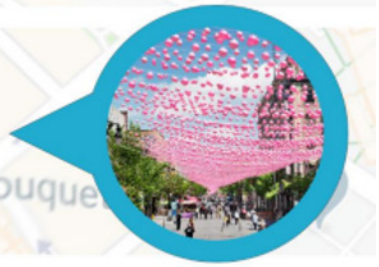


Wayfinding Project Awarded $1.5 Million For Construction

OBID and partners continue to push forward Pittsburgh's first Pedestrian Wayfinding Signage System for Oakland, Downtown, the North Side, and the North Shore. To date, over $475,000 was raised for the design services of the project. We are also excited to announce that $1.5 Million has been awarded for project construction. This system will aid the large visitor population in Oakland, and will join the ranks of Tokyo, New York, Toronto, Abu Dhabi, and London, who have also built extensive pedestrian wayfinding signage programs.

New Initiative! Oakland Avenue Lighting

With over $26,000 of funding secured, construction has begun for the creative Oakland Avenue Lighting Pilot! With the generous support of UPMC, the Pittsburgh Innovation District, the Hillman Foundation and the Heinz Endowments, this new installation will dramatically enliven one of Oakland's most important business corridors. The Oakland Avenue Lighting Pilot is the first of a series of pilot projects planned for the Central Oakland business district through a partnership between OBID and the Pittsburgh Innovation District. OBID wishes to also thank our Oakland Avenue business and property owners for their support of this exciting project.



SOURCE: Oakland BID

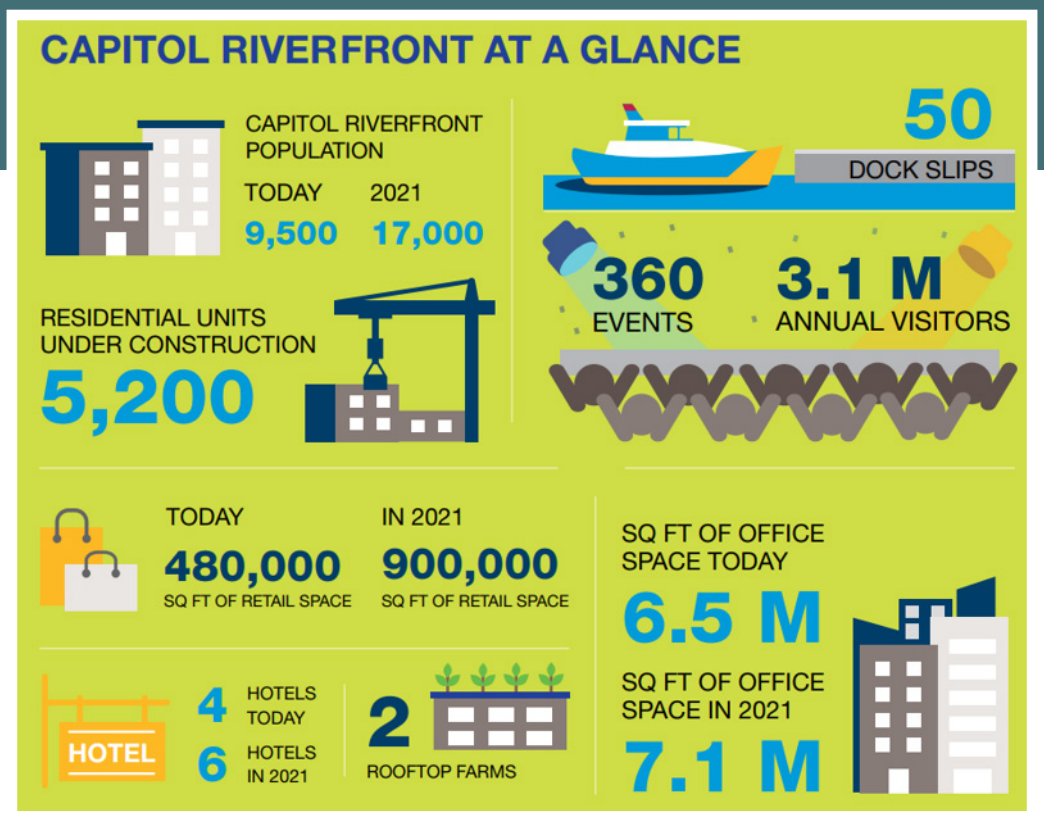


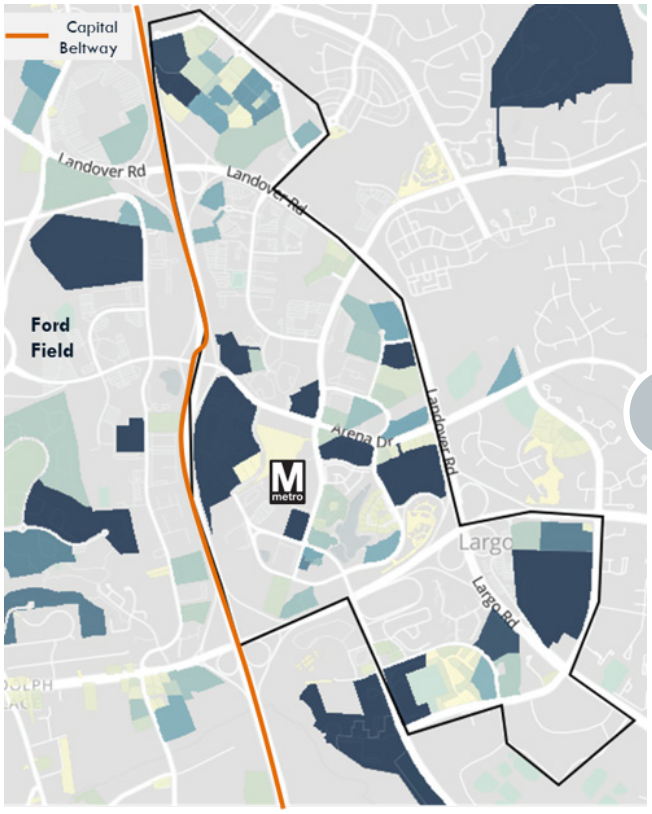
Figure 12. Capitol Riverfront BID Annual Report Overview and Timeline

SOURCE: Capitol Riverfront BID

BID Boundary and Assessment Value Example Methodology

Example: Largo Town Center

Boundaries



Assessment Value:

$0 — $10 million — $21.9 million

NOTES ON BOUNDARIES AND ASSESSMENT

1. Map the assessment values of each property onto the area of interest.
2. Filter properties to only include commercial and multifamily buildings, which can be taxed for a BID.
3. Draw boundaries around properties within a corridor or consolidated area. Boundaries should align with existing roads and shopping centers.
4. Add up the total assessment value of all parcels within the boundary.
5. Estimate BID budget by dividing the assessment value by $100 and multiplying by potential BID tax levels. See below for three possible taxes and the level of budget they produce.

BID Budget

Total Property Tax Assessment within Potential BID Boundaries	**Estimated BID Revenue** (at three levels of assessment per $100 in property value)		
	$0.025	$0.08	$0.16
$888,580,000	$222,000	$711,000	$1,422,000

Resource Guide

In addition to the individual municipality economic development departments, the following economic development resources are available to businesses in Prince George's County.

Local

Prince George's County Economic Development Corporation

The Prince George's County Economic Development Corporation provides business services that help attract, retain, and expand businesses, create high-quality jobs, and expand Prince George's County's commercial tax base.

www.pgcedc.com

FSC First, or Prince George's Financial Services Corporation

FSC First is a nonprofit organization whose mission is to provide small and minority-owned businesses access to creative, flexible, and innovative financing solutions for their operations; through direct loans, accounts receivable financing, and contract financing ranging between $5,000-$250,000.

fscfirst.com/resources/business-resource-coalition

Center for Entrepreneurial Development (CED) at Prince George's Community College

The Center for Entrepreneurial Development and Training serves as a viable resource for the business and corporate community, providing innovating solutions and a talent pipeline to increase productivity, profitability, and entrepreneurship.

www.pgcc.edu/go/ced/

Bowie Business Innovation Center

The Bowie Business Innovation Center (Bowie BIC) is a business accelerator and collaborative workspace for technology companies and government contractors in Prince George's County.

bowiebic.com

State

MD Small Business Development Center

SBDC links private enterprise, government, higher education, and local economic development organizations to provide high-quality training, confidential consulting, and market and industry research to Maryland's small businesses.

mdsbdc.umd.edu

Main Street Maryland

The program provides designated communities with support for economic planning, marketing and promotion, training and education.

mainstreetmaryland.org

State of Maryland Legislation

2017 Maryland Code
Economic Development
Division II - Independent and Regional Development Units and Resources
Title 12 - Local Development Authorities and Resources
Subtitle 4 - Business Improvement Districts

§ 12-401. Definitions

(a) In general. -- In this subtitle the following words have the meanings indicated.

(b) Board. -- "Board" means the board of directors of a district corporation.

(c) Commercial tenant. -- "Commercial tenant" means a lessee or other lawful occupant, other than the owner, of nonexempt property within a district.

(d) District. -- "District" means a business improvement district established under this subtitle.

(e) District corporation. -- "District corporation" means a business improvement district corporation formed in accordance with this subtitle.

(f) Members of the district. -- "Members of the district" means owners of nonexempt property in the district.

(g) Nonexempt property. -- "Nonexempt property" means nonresidential real property that is not exempt from paying real property taxes.

§ 12-402. Legislative purposes.

The legislative purposes of this subtitle are to:

(1) provide for the creation of business improvement districts; and

(2) promote the general welfare of the residents, employers, employees, property owners, commercial tenants, consumers, and the general public within the geographic area of the business improvement districts.

§ 12-402.1. Subtitle inapplicable in Montgomery County.

This subtitle does not apply in Montgomery County.

§ 12-403. Adoption of local law to create business improvement district.

(a) In general. -- Subject to a public hearing under § 12-408 of this subtitle and to accomplish one or more of the legislative purposes listed in § 12-402 of this subtitle, the legislative body of a county or municipal corporation may adopt a local law to create a business improvement district in accordance with this subtitle.

(b) Provision is self-executing. -- Subsection (a) of this section is self-executing and fully authorizes a county or municipal corporation to establish a district, notwithstanding any other statutory or charter provision.

(c) Required provisions. -- A local law adopted under subsection (a) of this section shall include:

(1) the name of the district corporation;

(2) that the district corporation is formed under this subtitle;

(3) the names, addresses, and terms of office of the initial members of the board of directors of the district corporation;

(4) the address of the principal office of the district corporation;

(5) the purposes for which the district is formed;

(6) the powers of the district, subject to the limitations on the powers of districts under this subtitle; and

(7) if applicable, articles of incorporation of the district corporation.

§ 12-404. Board of directors.

(a) In general. -- A board of directors shall govern the district corporation.

(b) Membership. --

(1) Subject to paragraph (2) of this subsection, the board of a district corporation consists of five members appointed by the members of the district.

(2) Appointment procedures shall be provided in the local law establishing the district.

(c) Chair. -- From among its members, the board shall elect a chair and other officers.

(d) Quorum. --

(1) Three voting members of the board are a quorum.

(2) The board may act on a resolution only by the affirmative vote of at least three voting members.

(e) Compensation; reimbursement for expenses. -- A member of the board:

(1) may not receive compensation as a member of the board; but

(2) shall be reimbursed for expenses incurred in performing the member's duties.

(f) Exercise power by resolution. -- The board shall exercise its powers by resolution.

(g) Annual report. -- The board shall file an annual report with the governing body of the county or municipal corporation that includes:

(1) a financial statement for the preceding year;

(2) a proposed operating budget for the current fiscal year;

(3) any proposed revisions to the business plan; and

(4) a narrative statement or chart showing the results of operations in comparison to stated goals and objectives.

§ 12-405. Use of net earnings.

The net earnings of a district corporation may benefit only the district corporation.

§ 12-406. Powers.

(a) In general. --

(1) Except as limited by its articles of incorporation, a district corporation has all the powers set forth in this subtitle.

(2) A district corporation may:

(i) receive money from its incorporating county or municipal corporation, the State, other governmental units, or nonprofit organizations;

(ii) charge fees for its services;

(iii) have employees and consultants as it considers necessary; and

(iv) use the services of other governmental units.

(b) Use of powers to accomplish legislative purposes. -- A district corporation shall operate and exercise its powers solely to accomplish one or more of the legislative purposes of this subtitle.

§ 12-407. Documentation required by owners seeking to establish district.

(a) Submission. -- The owners of nonexempt property who seek to establish a district corporation shall submit appropriate documentation as described in subsection (b) of this section to:

(1) the governing body of the county in which the proposed district is located; and

(2) if the proposed district is located within a municipal corporation, the governing body of the municipal corporation.

(b) Contents. -- The appropriate documentation required under subsection (a) of this section shall contain:

(1) a statement setting forth:

(i) the proposed name and address of the district corporation; and

(ii) the street address of each owner of nonexempt property within the proposed district;

(2) a statement expressing the intent to establish a district corporation that is signed by at least 80% of the owners of the total number of parcels of nonexempt property in the geographic area of the proposed district;

(3) a proposed 3-year business plan that contains:

(i) the goals and objectives of the proposed district;

(ii) the annual proposed business improvement district tax for the proposed district's common operations and the formula used to determine each member's district tax; and

(iii) the maximum amount and the nature of start-up costs incurred before the district's establishment;

(4) a tax assessor's map of the geographic area of the proposed district;

(5) a list of the proposed initial board of the proposed district corporation;

(6) the proposed articles of incorporation and the bylaws of the district corporation;

(7) for all nonexempt property within the proposed district:

(i) the name and mailing address of each owner; and

(ii) the most recent assessed value; and

(8) a list of the names and addresses of all commercial tenants within the geographic area of the proposed district.

(c) Public hearing. -- Within 45 days after receiving all appropriate documentation under subsection (b) of this section, the governing body of a county or municipal corporation shall schedule a public hearing on the application.

§ 12-408. Requirements for hearing; authorization of district.

(a) Notice by governing body. -- At least 21 days before the public hearing, the governing body of a county or municipal corporation shall publish notice of the public hearing in a newspaper of general circulation within the geographic area of the proposed district.

(b) Notice by owners seeking to establish district. -- At least 21 days before the public hearing, the owners of nonexempt property who seek to establish a district shall send notice of the public hearing and a summary of the application to:

(1) each owner of nonexempt property within the proposed district; and

(2) each commercial tenant within the proposed district.

(c) Application available for review prior to hearing. -- Before the public hearing, the application shall be made available for review during normal business hours in at least one location in the proposed district.

(d) Authorization following hearing. -- Within 10 days after the public hearing, if the governing body of the county or municipal corporation determines that the needs of the district meet the purposes of this subtitle, the governing body shall authorize the district in accordance with § 12-403 of this subtitle.

§ 12-409. Taxation.

(a) Preliminary business improvement district tax roll. -- Within 10 days after the authorization by the governing body of the county or municipal corporation of the district, the district corporation shall provide the governing body of the county or municipal corporation with a preliminary business improvement district tax roll.

(b) Imposition of tax. --

(1) The governing body of the county or municipal corporation shall impose a business improvement district tax to provide funds for the operation of the district.

(2) The governing body of the county or municipal corporation shall impose on members of the district the district tax at a rate specified by the board and approved by the governing body.

(3) The tax imposed under this subsection may not count against a county or municipal corporation tax cap.

(c) Collection. -- The district tax shall be collected in the same manner as real property taxes are collected and distributed each quarter to the district.

(d) Reimbursement for costs of collecting tax. -- A district shall reimburse the governing body of a county or municipal corporation for the costs incurred in collecting the district tax.

§ 12-410. Expansion of geographic area of district.

An established district may expand the geographic area of the district if:

(1) a petition for inclusion is submitted from at least 80% of the owners of the total number of parcels of nonexempt property in the geographic area proposed for inclusion in the district;

(2) the petition under item (1) of this subsection is accepted by a majority vote of the board of the district corporation; and

(3) the appropriate documents, as applicable, are submitted under § 12-407 of this subtitle and a hearing is held under § 12-408 of this subtitle.

§ 12-411. Review and approval of continuing district.

(a) In general. -- The governing body of a county or municipal corporation in which a district is established under this section shall:

(1) review the effectiveness and desirability of continuing the district every 3 years from the time the district is authorized by local law under § 12-403 of this subtitle; and

(2) develop policies and procedures for evaluating the desirability of continuing the district if requested by owners of nonexempt property in the district.

(b) Continuing existence of district--Not approved. -- If the continuing existence of the district is not approved by the governing body:

(1) the district shall cease to exist as directed by the governing body; and

(2) the district corporation shall continue its existence only as long as necessary to terminate operation in a reasonable manner.

Acknowledgements

Andree Green Checkley Esq.	Planning Director
Derick Berlage	Acting Deputy Planning Director
Kipling Reynolds	Community Planning Division Chief

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Keiley Gaston	Research Analyst

Stakeholder Interviewees

David Iannucci	Economic Development Corporation, President/CEO
Eric Olsen	College Park City-University Partnership, Executive Director
Jason Small	Town of Capitol Heights, Town Administrator
Nohely Alvarez	Northern Gateway CDC
Pam Wilson	Department of Housing and Community Development, HOME Program Manager
Patricia Isaac	Department of Housing and Community Development, CDBG Program Manager
Robin-Eve Jasper	NoMa BID, President
Stuart Eisenber	Hyattsville Community Development Corporation (CDC), Executive Director
Jim Chandler	City of Hyattsville, Director of Community and Economic Development
Tracy Gabriel	Crystal City (now National Landing) BID, Executive Director

Developer Interviewees

Brookfield Properties • Retail Properties of America, Inc. • Terrapin Development Company • Urban Atlantic • Urban Investment Partners

Councilmember Interviewees

Derrick L. Davis, 6th District • Dannielle Glaros, 3rd District • Jolene Ivey, 5th District • Rodney Streeter, 7th District, Council Vice Chair • Deni Taveras, 2nd District

www.pgplanning.org

Business Improvement District (BID)

Access the Hyattsville Crossing Business Improvement District's Website Here!

The City of Hyattsville has recently completed a feasibility study for implementing a **Business Improvement District (BID)** within the Hyattsville Crossing area (Prince George's Plaza Metro, Mall at Prince George, and University Town Center area).

A Business Improvement District (BID) is an economic development tool that allows a geographic cluster of commercial property owners to invest in activities that improve economic vitality collectively. In

Select Language
Google Translate

Hyattsville Crossing, a BID will support unified economic development and job growth, providing additional cleaning and maintenance, marketing, events, and programming.

Learn more about the Hyattsville Crossing BID, where we are in the formation process, give feedback, and reach out with questions or comments at www.hyattsvillecrossingbid.org.

Formation Steering Committee Update

The Hyattsville Crossing BID Formation Steering Committee (FSC) met on July 26, 2023, to learn more about regional BIDs from the President of DC's Capitol Riverfront BID, Michael Stevens. It was a great conversation and helped us envision more about how a BID might have a positive impact on the Hyattsville Crossing area. Watch the recording of the meeting below to learn how a BID can have a positive impact on the Hyattsville Crossing Area.

Hyattsville Crossing Business Improvement District (BID) S..

Government Websites by CivicPlus®

Google Translate

ESTABLISHING A "BID" AT HYATTSVILLE CROSSING

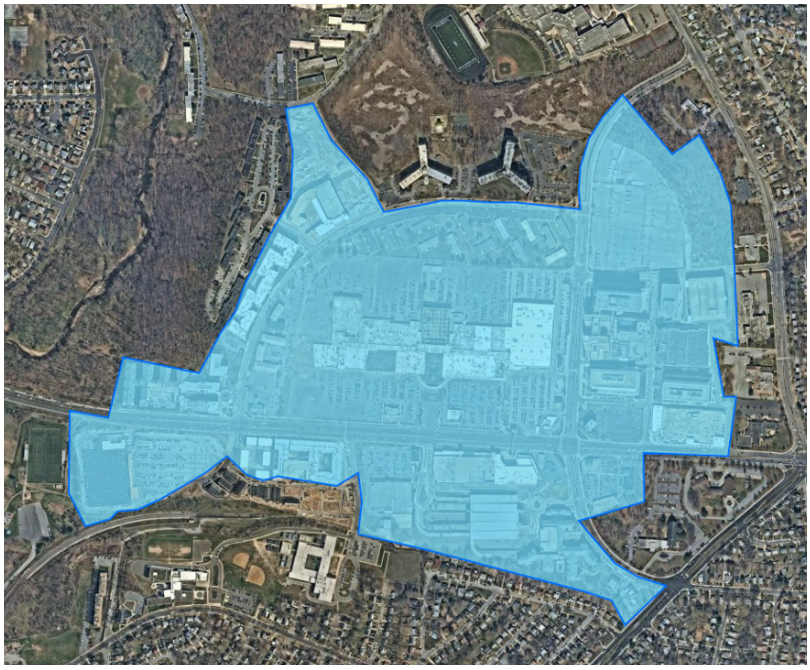
WHAT IS A BID?

A Business Improvement District (BID) is an economic development tool that allows a geographic cluster of commercial property owners to **collectively invest in activities that improve economic vitality.**

BIDs bring value to local property and business owners through a variety of services:

- SAFETY MEASURES
- BUSINESS ATTRACTION & RETENTION
- CAPITAL IMPROVEMENTS
- MARKETING & EVENTS
- MAINTENANCE OF SHARED SPACES

PROPOSED BID BOUNDARY



Follow the QR code to learn more about the BID for Hyattsville Crossing and how you can participate in this exciting process!

How will the BID benefit different stakeholders?

Property Owners
Drive tenant attraction through improved area identity, beautification and collective advocacy for public investments among property owners

Residents
Foster a sense of place with beautification and events programming for residents to connect as they shop and play

Businesses
Create an opportunity for businesses to collectively share services to maintain the area to continue to attract customers and create a unique space

City & County
Promote regional competitiveness of Hyattsville and Prince George County as an attractive place to live and work

Implementation Timeline:

Phase 1: Feasibility Study
Understand the feasibility of a BID in the Hyattsville crossing area. (Completed)

SEPT. 2021 - MAY 2022

Phase 2: BID Planning
Conduct extensive outreach to property and business owners to create a BID business plan and draft legislation.

JUNE 2022 - MARCH 2023

Phase 3: BID Establishment
Stakeholders advocate for and finalize a BID application to submit to the County to create the new BID.

APRIL 2023 - SEPT. 2023
Ongoing Implementation

Interested in learning more?
Want to get involved in this exciting process?

Visit the BID page on the city's website at
www.hyattsville.org/1022/Business-Improvement-District-BID
to send us a message with your feedback or questions, and let us know if you'd like to participate in the formation efforts for the BID at Hyattsville Crossing. ***We hope to hear from you!***

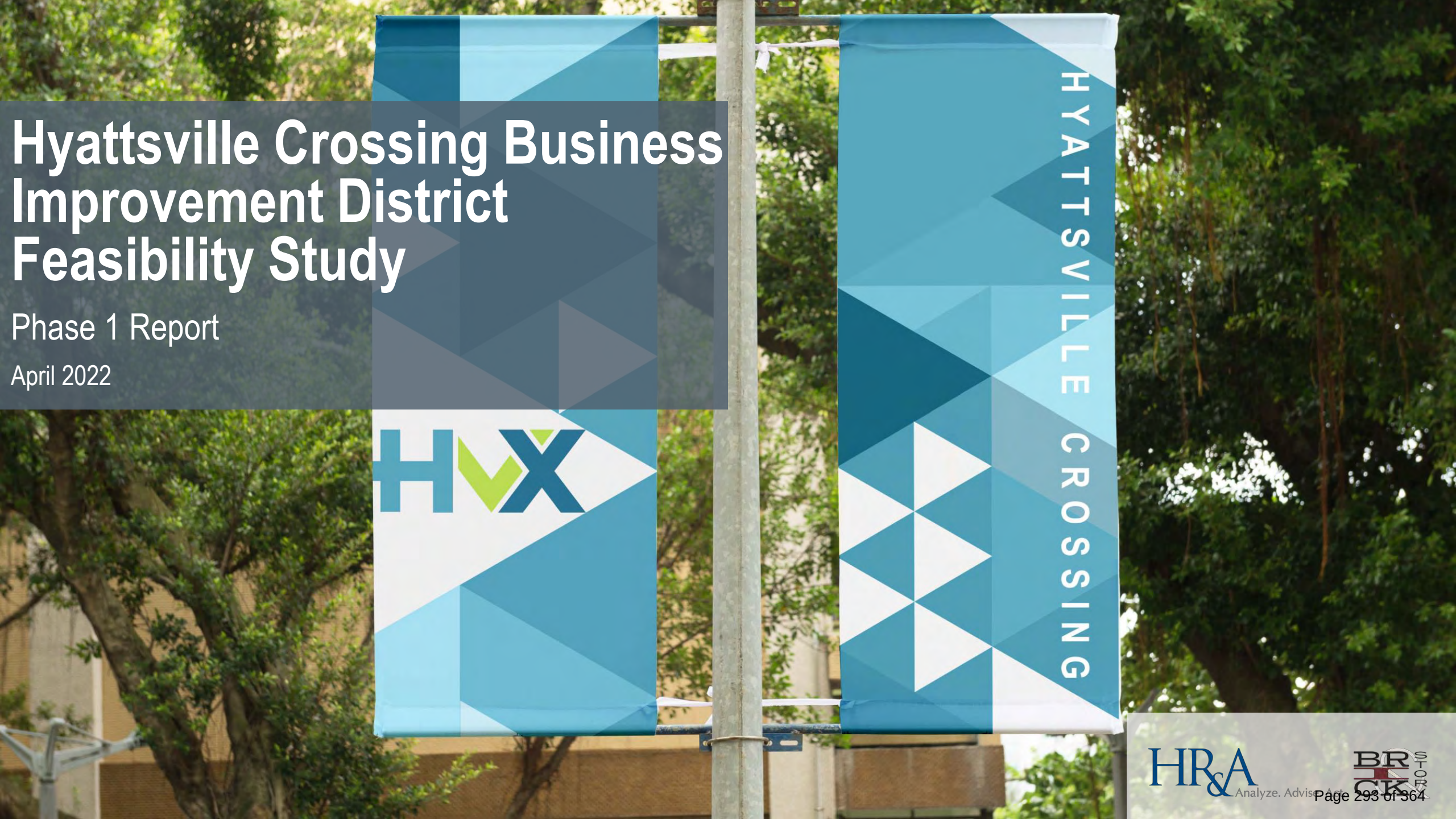
Participate in the BID formation efforts!

Share your feedback!

Hyattsville Crossing Business Improvement District Feasibility Study

Phase 1 Report

April 2022



HR&A Analyze. Advise. Act.

BRICK STORE

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Prospective Bid Boundary

Preliminary Financial Feasibility

Implementation Roadmap

INTRODUCTION

What is a Business Improvement District?

A Business Improvement District (BID) is an economic development tool that allows a geographic cluster of commercial property owners to **collectively invest in activities that improve economic vitality.**

OUTCOMES

Creating opportunities for placemaking along local corridors

Bringing vitality and revitalizing stagnant corridors

Promoting job growth and economic development

Why a BID in Hyattsville?

Recent County legislation and efforts have created an opportunity for the City of Hyattsville to explore forming a BID that will allow property and business owners to benefit from future investment.

County support

Stakeholder interest

Development momentum

Regional models

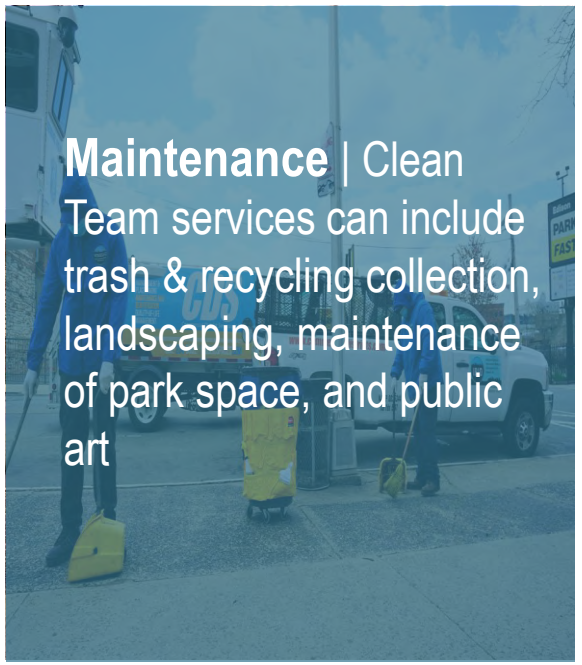
A Hyattsville BID would bring value to local property and business owners by supporting the following:

Capital Improvements | Advocacy for sidewalk and streetscape improvements, pedestrian and bicycle accessibility

Safety Measures | Community Ambassadors can provide direction, assist people in crossing the street, and offer emergency assistance

Marketing & Events | Social media, newsletters, neighborhood guide, concerts, markets

Business Attraction & Retention | Banners & wayfinding signs, façade improvement grants, networking sessions



Maintenance | Clean Team services can include trash & recycling collection, landscaping, maintenance of park space, and public art

The City of Hyattsville engaged HR&A Advisors and Brick & Story to explore feasibility and implementation of a new BID

TODAY

1. Select geographic location and properties/businesses to be included in the potential BID. Engage small set of stakeholders and assess preliminary financial feasibility.

2. Engage all property owners. Create a steering committee with local property and business owners to develop a BID business plan.

3. State and County develop and adopt Business Improvement District legislation requiring 51% property owner approval.

4. Submit a new BID application with the County to be approved to implement a new BID and tax assessment rate.

HYATTSVILLE CROSSING CONTEXT & OPPORTUNITIES

Prince George's County is experiencing new opportunities and momentum for BIDs to form in local municipalities

2017 Precedent Legislation to Facilitate BID Formation

Montgomery County, MD set a precedent for future Maryland BIDs by reducing the consensus required to form a BID **from 80 percent** of property owner signatures **to 51 percent**.

Plan Prince George's 2035 Strategic Investment Priorities

The plan outlines specific investment strategies for **downtowns**, **corridors** and **Neighborhood Reinvestment Areas**.

County Economic Corridor Studies

The studies showed a **need for more investment and economic vitality** for corridors around the county.

The City of Hyattsville continues to prioritize strategic neighborhood investments for local businesses and residents

Plan Prince George's 2035 Strategic Investment Priorities

- Designates Prince George's Plaza Metro as one of three initial downtowns for the county
- Prioritizes capital improvement projects, relocation of governmental entities, and development approvals in downtowns

MNCPPC, Prince George's Plaza Transit District Development Plan

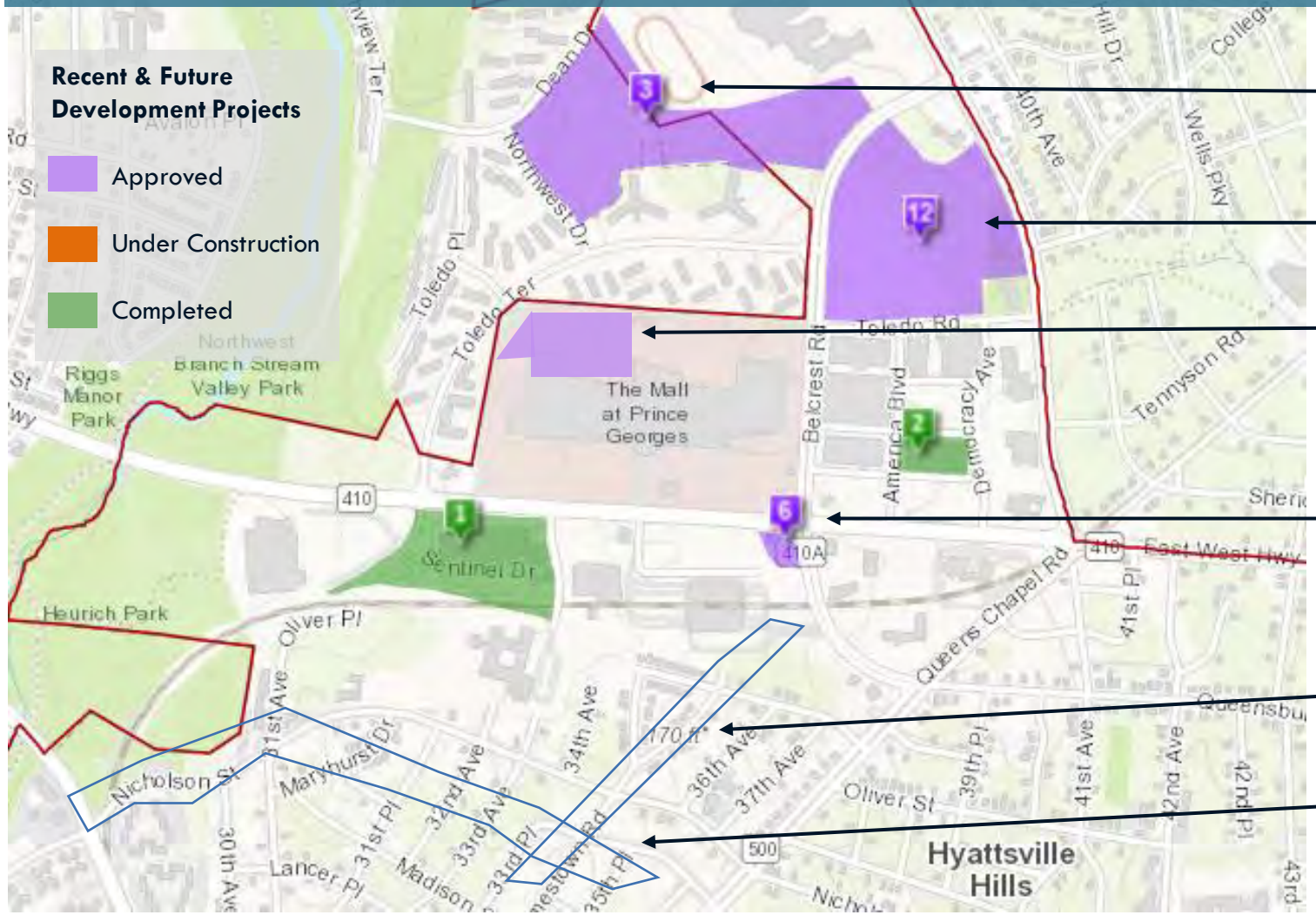
- Implement 2035 vision for a walkable, transit-oriented, mixed-use community
- Establish a regionally competitive public realm and overall built environment

High demand from renters and younger adults in the PGP Transit District will continue to attract investment to the area

	Median Income	% Black Residents	% Renters	Median Rent	% 25-34	% Bachelor's Deg.	% Vacant Units
City of Hyattsville Total Population: **18,242**	$81,736	29%	53%	$1,433	19%	36%	6.3%
PGP Transit District Total Population: **5,795**	$72,106	30%	85%	$1,640	28%	30%	4.3%

Source: Esri, American Community Survey 2019 5-year Estimates

Residential development and infrastructure investments continue in the Hyattsville Crossing area



Landy – 331 townhomes

Dewey Development – 2 multifamily buildings + condominiums

Avalon Bay – 360 units multifamily + 1,000 SF retail

3599 East West Highway – Expand gas station and move convenience store

Queens Chapel Road Streetscape Project

Nicholson Street Road Improvements

Hyattsville Crossing is home to a mix of large and small businesses

338

Total Businesses

36% Retail

with a concentration of clothing stores

38% Services

Including a concentration of health services

Hyattsville Crossing's growth provides economic development opportunities, but also enhances displacement risk

OPPORTUNITIES

Hyattsville's **relative affordability,** compared to other cities in the Washington DC region, is an asset for attracting new residents.

Racial diversity and **a mix of business types** in the area brings more opportunities for a more diverse economy.

Increasing populations of **younger adults and nonfamily households** provides an opportunity for a BID to bring new amenities to the area.

CHALLENGES

The Transit District's higher rents compared to Hyattsville impact the ability to find affordable housing for legacy residents.

New construction and low vacancy will continue to drive rents and property values higher, creating a burden for both residents and businesses.

INITIAL STAKEHOLDER ENGAGEMENT

Phase 1 Stakeholder Engagement provided an understanding of initial interest and feasibility for a Hyattsville Crossing BID

We spoke with a variety of stakeholders, including developers, property owners, community organizations, residents, and local government representatives.

Stakeholders Contacted (Phase 1):

Joe Galli
Bernstein Companies (UTC)

Scott DeCain
Bald Eagle Partners and UTC Board

Stuart Eisenburg
Hyattsville CDC

Councilmembers McClellan & Simasek
Hyattsville City Council, Ward 3

Henry Watford
PREIT

Nihar Shah
Perseus TDC

Emerging Themes and Priorities:

Individual stakeholders shared their support for a new BID

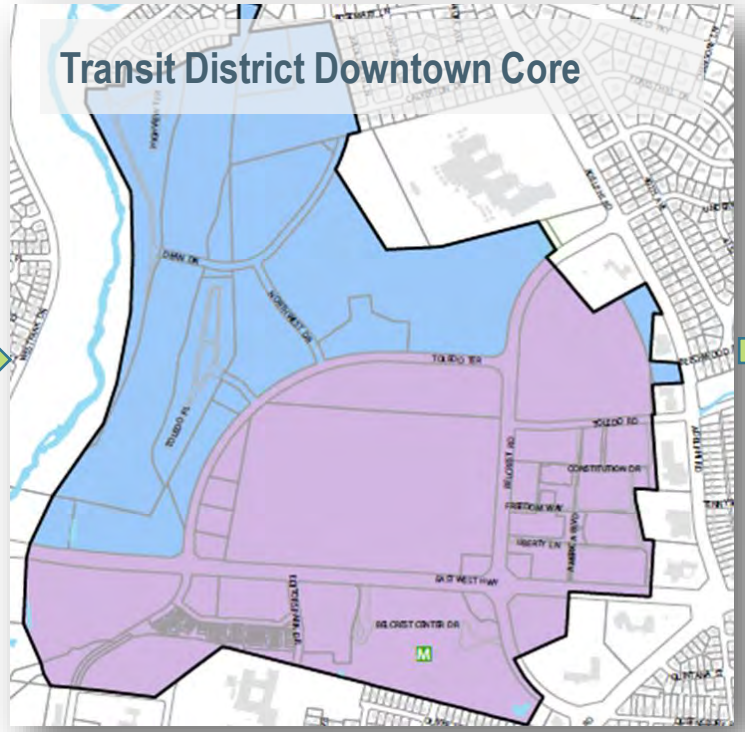
Continue to Build Consensus Among Stakeholders	• Many stakeholders suggested being supportive of a BID in the area • All stakeholders acknowledged the potential of a BID to strengthen the area's identity • Stakeholders expressed interest in working together with the other property owners and businesses in the area to build consensus around how a BID could best meet the diversity of needs
Build One Cohesive Identity	• The name "Hyattsville Crossing" has not been adequately marketed • Need for better signage • Barriers such as E-W Highway will require creative solutions to unify businesses across divides

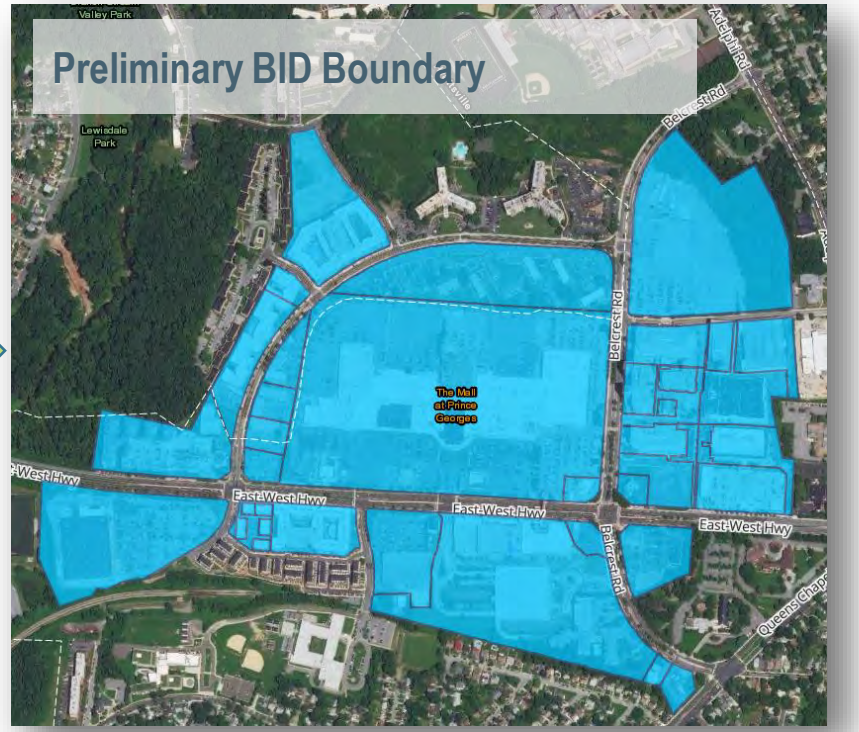
Stakeholders also identified key considerations for moving forward

Reactivate Underutilized Spaces	• University Town Center's Plaza • Parking Lots • Placemaking through Public Art
Leverage Recent Development Momentum	• Stakeholders suggested the current sense of excitement for future projects in the area can be used to motivate owners and businesses towards unification and common investment.
Carefully Consider Economic Implications of BID Assessment	• Additional taxes currently paid for public safety services • Special tax at UTC • Varying business sizes • Affordability for small businesses • Small Business turnover rate

PROSPECTIVE BID BOUNDARY

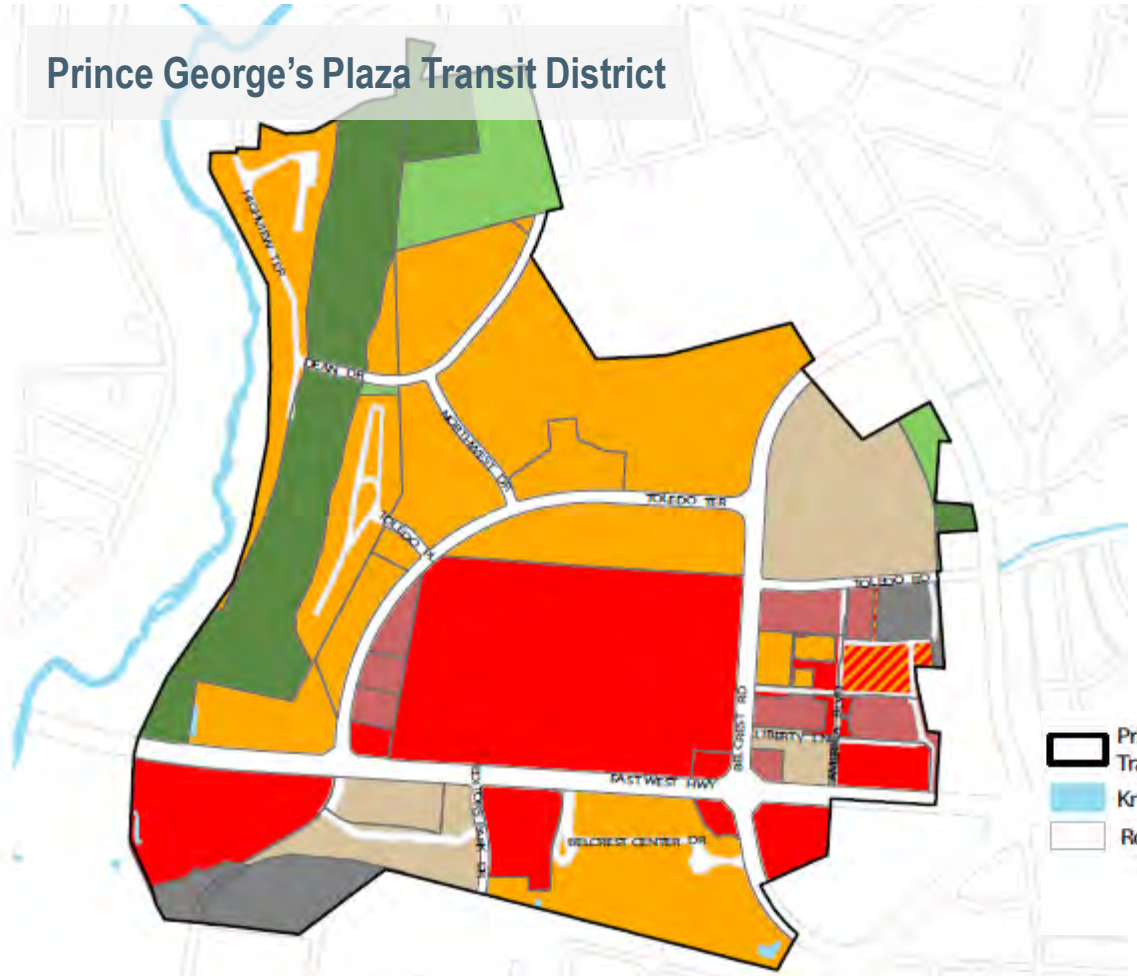
Existing initiatives provide an opportunity to maximize the value of a new BID in Hyattsville





Source: Prince George's Plaza Approved Transit District Development Plan, July 2016

The Prince George's Plaza Transit District was a starting point for a preliminary Hyattsville Crossing BID boundary

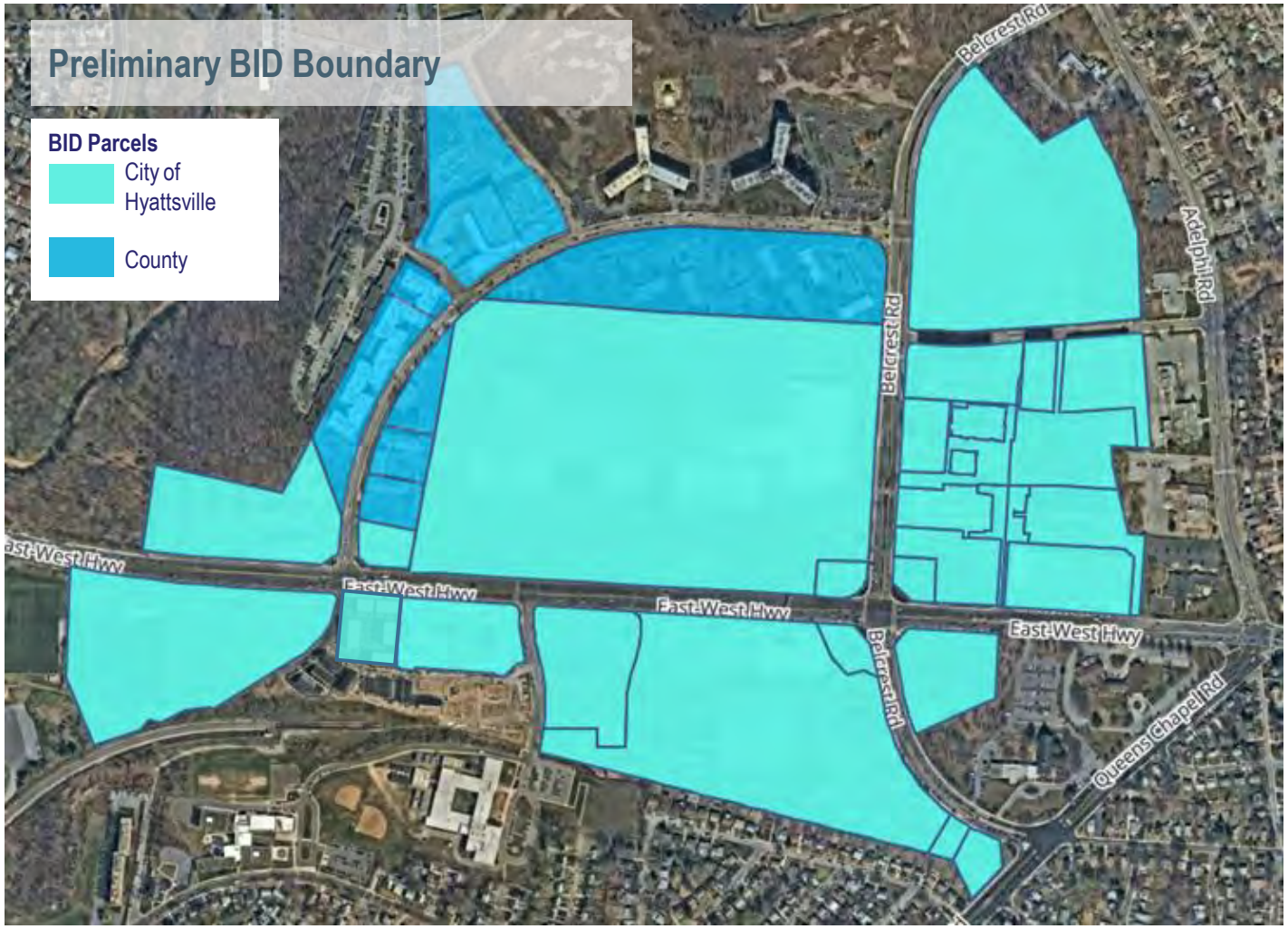


The Transit District encompasses a mix of residential, mixed use, commercial, and office uses, in addition to the Metro station and parks and open space.

This mix, especially in the Downtown Core concentrated around the Metro and the Mall at Prince George's Plaza, **creates positive conditions for forming a Business Improvement District.**

Source: Prince George's Plaza Approved Transit District Development Plan, July 2016

The preliminary BID boundary largely follows the Downtown Core zone, with slight variations



Preliminary Boundary vs. Downtown Core

- Removes areas with single-family and townhome residential units (southwest)
- Includes multifamily and commercial outside of the Hyattsville city boundary (northwest)

The 200-acre preliminary BID Boundary encompasses a variety of property owners, businesses, and residents

34
Total Parcels
32 included in the assessment

~1,700
Residents

25
Total Property Owners
of parcels included in the assessment

6.9M SF
Estimated Building SF
of parcels included in the assessment

~$900M
Estimated Tax Assessment
of parcels included in the assessment

~340
Estimated Businesses
primarily in retail and services

Source: Prince George's County Parcel Data

PRELIMINARY FINANCIAL FEASIBILITY

BID budgets align with the district size and service offerings provided to local businesses and property owners

BIDs across the region have a range of budgets that help serve different community needs and can inform services for the proposed 200-acre Hyattsville Crossing BID. The main services provided across almost all BIDs include public space maintenance, and business support/marketing.

Anacostia BID
Budget: $300K
Tax Assessment: $0.16
Flat Rate
Acres: 169

Services
Public Space Maintenance
Marketing & Events
Community Services
Business Support

Adams Morgan BID
Budget: $803K
Tax Assessment: $0.21
Flat Rate
Acres: 62

Services
Public Safety
Public Space Maintenance
Marketing & Events

Silver Spring BID
Budget: $3M
Tax Assessment: $0.024
Flat Rate
Acres: 265

Services
Place Management
Branding & Marketing
Economic Development

Golden Triangle BID
Budget: $6.65M
Tax Assessment: $0.17
Flat Rate
Acres: 186

Services
Public Space Maintenance
Homeless Outreach
Emergency Preparedness
Sustainability
Economic Development
Public Art

NoMA BID
Budget: $15M
Tax Assessment: $0.05 - $.16
Tiered Rate
Acres: 237

Services
Public Space Maintenance
BID Ambassadors
Marketing & Communications
Economic Development

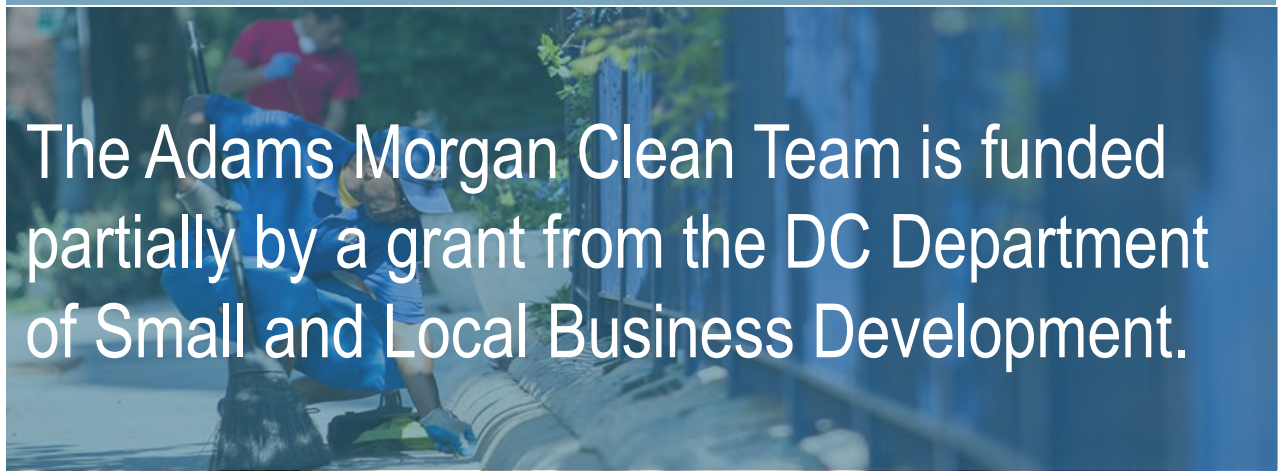
BID budgets consist of a mix of revenue streams to effectively manage operations and programs

BIDs across the region and country have a variety of funding sources. The most substantial component of a BID's budget comes from an **additional tax assessment of property owners** in the BID boundary.

On average for **BIDs in the DC Metro region**, tax assessments make up approximately **60% of the total BID budget**.

BIDs in the metro region **leverage other revenue sources**, such as:

- ✓ Local and Federal Grants
- ✓ Program Revenues
- ✓ BID Startup Funds



The Adams Morgan Clean Team is funded partially by a grant from the DC Department of Small and Local Business Development.

Source: Prince George's Plaza Approved Transit District Development Plan, July 2016

DC Metro Area BIDs provide a range of unique services and programs that best meet the needs of their communities

Anacostia BID

SAFETY

Hired over-time Metro officers to patrol BID streets through the Reimbursable Detail Officer Program (RDO).

Capitol Riverfront BID

ADVOCACY

Work with community members to advocate for transit investment and conduct transportation analysis.

Golden Triangle BID

HOMELESS OUTREACH

Work with individuals experiencing homelessness to connect them with critical social services.

NoMa BID

MARKET RESEARCH

Monitor economic and real estate trends in the district as a resource for local businesses.

A budget for the Hyattsville Crossing BID has two tax assessment options to achieve prioritized outcomes

The Financial Feasibility Evaluation reviews potential assessment methodologies and the resulting range of budgets to determine the level of services a BID could support. This evaluation will inform discussion of opportunities and challenges for future stakeholder engagement.

Comparing different assessment methodologies and structures for the BID:

Flat rate tax based on assessed value or building SF

All properties are assessed at the same rate regardless of size or land use.

Tiered rate based on geographic zones, land uses, or size

Properties have different tax assessment rates, based on geographic location or land use type.

A flat tax assessment rate will assess all properties at the same rate regardless of size or land use

Flat rate tax based on assessed value or building SF

Comparing these potential budgets to existing DC BIDs helps demonstrate the potential services the Hyattsville Crossing BID could offer. For example, **the lower tax rate could mirror the services of DC's Anacostia BID.**

Examples of tax assessment rates and potential budget estimates

	Budgets based on Assessed Value	*Budgets based on Building SF*
High Tax Rate	**$1,400,000** ($.16 / $100 assessed value)	**$1,300,000** ($.20 / Building SF)
Mid Tax Rate	**$700,000** ($.08 / $100 assessed value)	**$900,000** ($.14 / Building SF)
Low Tax Rate	**$350,000** ($.04 / $100 assessed value)	**$600,000** ($.09 / Building SF)

A tiered tax assessment rate would apply different tax rates for different land use types and sizes

Tiered rate based on geographic zones, land uses, or size

In the future, Hyattsville Crossing may consider tiered tax rates to account for different types of services and benefits offered by the BID. A tiered structure could offer a lower tax rate to smaller parcels, certain types of land uses, or a group of parcels that require a lower level of services.

Pro: A tiered rate for smaller parcels would not have a major impact on the overall budget but **may make a big difference in reducing the tax burden for these property owners.**

Con: Different tax rates can **cause confusion** and possibly **shift the governing dynamics of a steering committee** if some property owners are paying higher rates than others.

IMPLEMENTATION ROADMAP

Based on the initial assessment, a Hyattsville Crossing BID is feasible

The initial assessment and engagement demonstrated that a Hyattsville Crossing BID is feasible and would be valuable to many different types of stakeholders in the area.

Vision for Hyattsville BID:

Property Owners

Public safety, beautification, tenant attraction, advocacy for public investment

Businesses

Public safety, area identity, customer attraction

Residents

Placemaking, public events, more amenities, public safety

City & County

Regional competitiveness of Hyattsville and Prince George's County as an attractive place to live and work

The process of implementing a new Hyattsville Crossing BID relies on completing a three-phased process

Phase 1

Feasibility Study

Understand the feasibility of a BID in the City of Hyattsville and conduct initial outreach with property owners to evaluate interest.

Q4 2021 – Q1 2022

Phase 2

BID Planning

Conduct comprehensive stakeholder outreach with property and business owners to form a steering committee and develop a BID business plan.

Q2 2022 – Q3 2022

Phase 3

BID Implementation

Local property and business owners advocate and work with county and city officials to submit an application to the County to create a new Hyattsville Crossing BID.

Q4 2022

Phase 1 is mostly complete.

Phase 1

Feasibility Study

Understand the feasibility of a BID in the City of Hyattsville and conduct initial outreach with property owners to evaluate interest.

Q4 2021 – Q1 2022

This phase informed the two implementation phases:

- ✓ Engaged with **primary stakeholders** to garner support the proposed BID
- ✓ Identified a **potential geographic boundary** for the proposed BID, including parcels and properties
- ✓ Evaluated **different tax assessment options** to inform future business planning
- ✓ Reviewed **other potential resources and funds** to support in BID startup
- ✓ Outlined **next steps** for BID creation (next slides)

Phase 2 will include continued outreach and planning.

Phase 2

BID Planning

Conduct comprehensive stakeholder outreach with property and business owners to form a steering committee and develop a BID business plan.

Q2 2022 – Q3 2022

This phase will solidify a plan for the proposed BID:

- ✓ Continue engaging a **wider range of stakeholders** located in the proposed BID
- ✓ Create a **BID steering committee** that will govern the BID
- ✓ Develop a **3-yr BID Business Plan** that finalizes the tax assessment rate, boundaries and staff
- ✓ **Advocate** with county and state officials to introduce the proposed BID
- ✓ **Confirm the City and County resources** that will be needed to support BID startup
- ✓ Create a **governing body** within the County to create and manage BID legislation

Key Questions to Address in Phase 2

Stakeholders & Governance

- What mix of stakeholders should form the steering committee? E.g., property owners, developers, business tenants, residential tenants, cultural and civic institutions

Funding

- What tax assessment rate can provide sufficient resources for desired BID programming without burdening small business owners?
- What City and County resources are available to support BID startup in Hyattsville Crossing?

BID Creation

- What is the best path to securing new Maryland legislation to change the property owner approval requirement from 80% to 51%?

Phase 3 will adopt the new BID into local law.

Phase 3

BID Implementation

Local property and business owners advocate and work with county and city officials to submit an application to the State to create a new Hyattsville Crossing BID.

Q4 2022

This phase will execute the legislative process:

- ✓ Advocate with State legislatures to **request a change to the Maryland Code** to reduce the required property owner approval rate from 80 percent to 51 percent (ex. Montgomery County)
- ✓ Submit a **BID application** with to the governing body of the County and municipal corporation
- ✓ Hold **public hearing** after submitting required documentation
- ✓ **Adopt local law** to authorize a business improvement district within 10 days of the public hearing
- ✓ Provide **district tax roll** for the County or municipal corporation to impose

Hyattsville Crossing BID Feasibility Study

Phase 1 Report

April 2022

HR&A Analyze. Advise. Act.

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Appendix

The City of Hyattsville engaged HR&A and Brick & Story to assess the feasibility of creating a BID in the city

HR&A Analyze. Advise. Act.

HR&A is an economic development and real estate consulting firm working at the intersection of the public and private sectors. Our work transforms communities and revitalizes urban environments in the Greater Washington region and around the country.

Local Projects

- Prince George's County BID Toolkit
- Hyattsville Justice Center Redevelopment
- Takoma Langley Crossroads Planning & Implementation
- Prince George's County Inclusionary Zoning
- Blue Line Corridor Vision and Implementation Strategy
- New Carrollton Station Area Planning
- WMATA Joint Development Strategic Plan

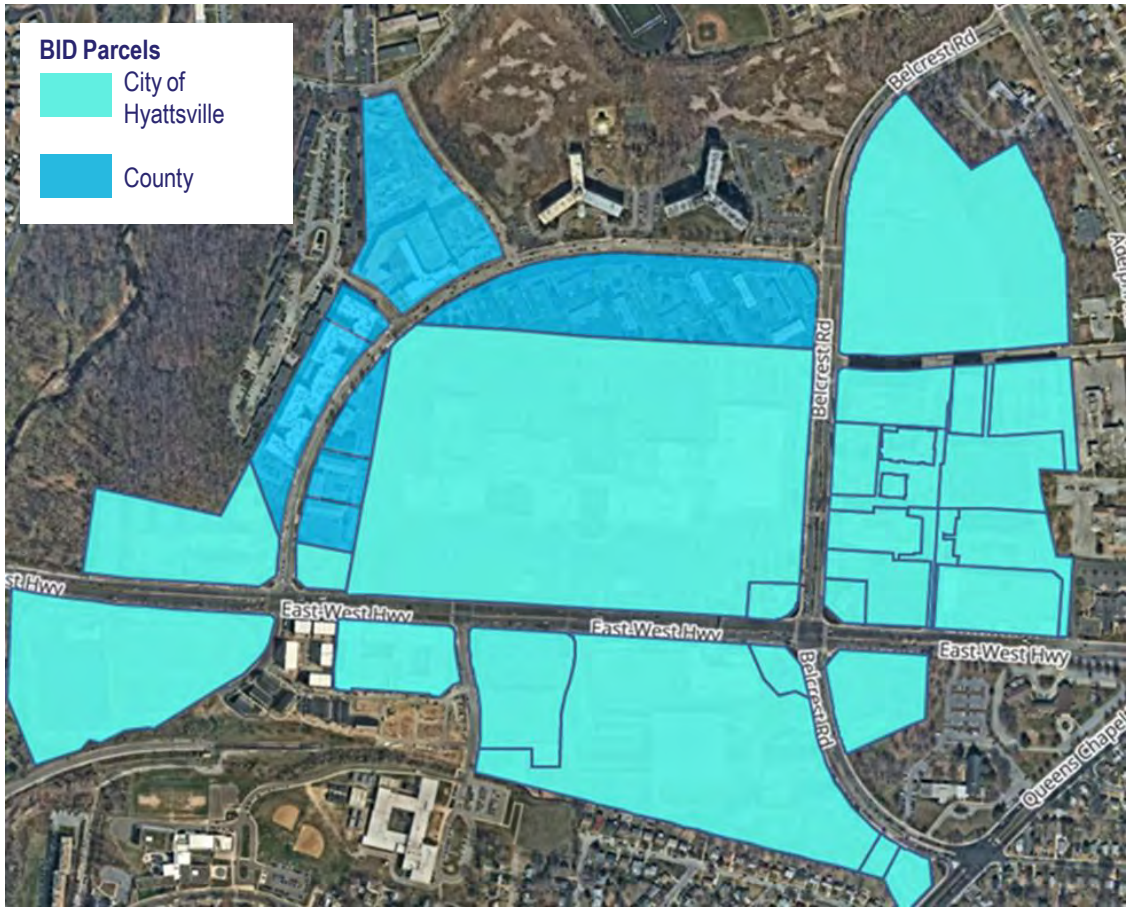
BRICK & STORY

Brick & Story is an urban consultancy practice focused on telling the stories of the built environment and the people who live, work, and play within its spaces.

Local Projects

- New Carrollton Downtown Accessibility Strategy
- Grant Writing for the Housing Authority of Prince George's County
- Takoma Park Recreation Center
- Office of Central Services Feasibility Studies – Men's Transition Center and Multicultural Center

Preliminary Boundary: Parcel & Property Owner List



Parcel	Address	Property Owner/Rep	Property Name
158815	3401 TOLEDO TER	Contee/Grady Property Management	Belcrest Plaza
158817	3599 EAST WEST HWY	NSR Properties	Sunoco Gas Station
162548	3600 EAST WEST HWY	3600 East West Associates	
163532	6206 BELCREST RD	Hyattsville Fire Dept.	Hyattsville Fire Dept.
164086	3400 EAST WEST HWY	3400 Associates	
164087	3311 TOLEDO TER	Collective Office Condo Owners	PGP Professional Park
164088	3311 TOLEDO TER	Collective Office Condo Owners	PGP Professional Park
164089	3331 TOLEDO TER	Collective Office Condo Owners	
165039	6200 BELCREST RD	Hyattsville Fire Dept.	Hyattsville Fire Dept.
218009	6211 BELCREST RD	Rosenthal Properties	The Shoppes at Metro Station
221039	3500 EAST WEST HWY	PREIT	Mall at Prince George's
221040	6400 BELCREST RD	PREIT	
224682	3325 TOLEDO RD	Bernstein Companies	UTC Parking
225302	6505 BELCREST RD	Bernstein Companies	Prince George's Community College
231355	3301 EAST WEST HWY	Home Depot	Home Depot
231877	3501 EAST WEST HWY	Gudelsky	Giant Shopping Center

Preliminary Boundary: Parcel & Property Owner List

Parcel	Address	Property Owner / Rep	Property Name
231979	3311 TOLEDO RD	GIP Hyattsville	
233072	3300 EAST WEST HWY	Michael S Hollins Trust	Post Park Maryland
233616	6501 AMERICA BLVD	Berman Enterprises	UTC (Regal Hyattsville)
233618	6451 AMERICA BLVD	Berman Enterprises	Highline Apartments
233619	6445 AMERICA BLVD	Bernstein Companies	UTC
233620	6401 AMERICA BLVD	Echo Realty	UTC (Safeway)
234957	6525 BELCREST RD	6525 Belcrest Rd.	
234958	6450 AMERICA BLVD	Berman Enterprises	
234959	6400 AMERICA BLVD	Berman Enterprises	Parking
237415	6210 BELCREST RD	WMATA	Prince George's Plaza
	6210 BELCREST RD	WMATA Mosaic at Metro	Mosaic at Metro
	6210 BELCREST RD	WMATA Retail Ground Lease	

Parcel	Address	Property Owner / Rep	Property Name
244214	6500 AMERICA BLVD	Collective Res. Condo Owners	
245592	6506 AMERICA BLVD	Collective Res. Condo Owners	UTC Condo 1
247035	6500 AMERICA BLVD	Berman Enterprises	
247036	6515 BELCREST RD	Vie Management	Vie Towers
249017	3401 EAST WEST HWY	Akelius Real Estate Management	The Edition
249040	BELCREST RD	Berman Enterprises	Dewey
	BELCREST RD	Board of Education	
	BELCREST RD	Dewey Development	
	BELCREST RD	Hyattsville Owner LLC	
250245	3400 TOLEDO TER	Contee/Grady Property Management	
	3304 TRIBUNE CT	Collective Res. Condo Owners (Editors Park Community Association)	Editors Park

Stakeholder Engagement Outreach Tracker

Stakeholder	Affiliation	Notes	Meeting Date
Scott DeCain	Property Owner	Bald Eagle Partners, UTC Board	2/3/22
Stuart Eisenburg	Local Stakeholder	Hyattsville CDC	12/15/21
Joe Galli	Property Owner	Bernstein Companies	12/2/21
Councilmember McClellan	Local Stakeholder	Hyattsville City Council, Ward 3	2/17/22
Councilmember Simasek	Local Stakeholder	Hyattsville City Council, Ward 3	2/17/22
Nihar Shah	Property Owner	Perseus TDC	1/28/22
Henry Watford	Property Owner	PREIT	2/28/22

Note: HR&A and Brick & Story attempted outreach to 5 small businesses in the Hyattsville Crossing Study Area but did not receive any responses.

Hyattsville BID Formation Steering Committee

Kick-Off Meeting

December 6, 2022

Agenda

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Steering Committee Role	8
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01

Introductions

INTRODUCTIONS

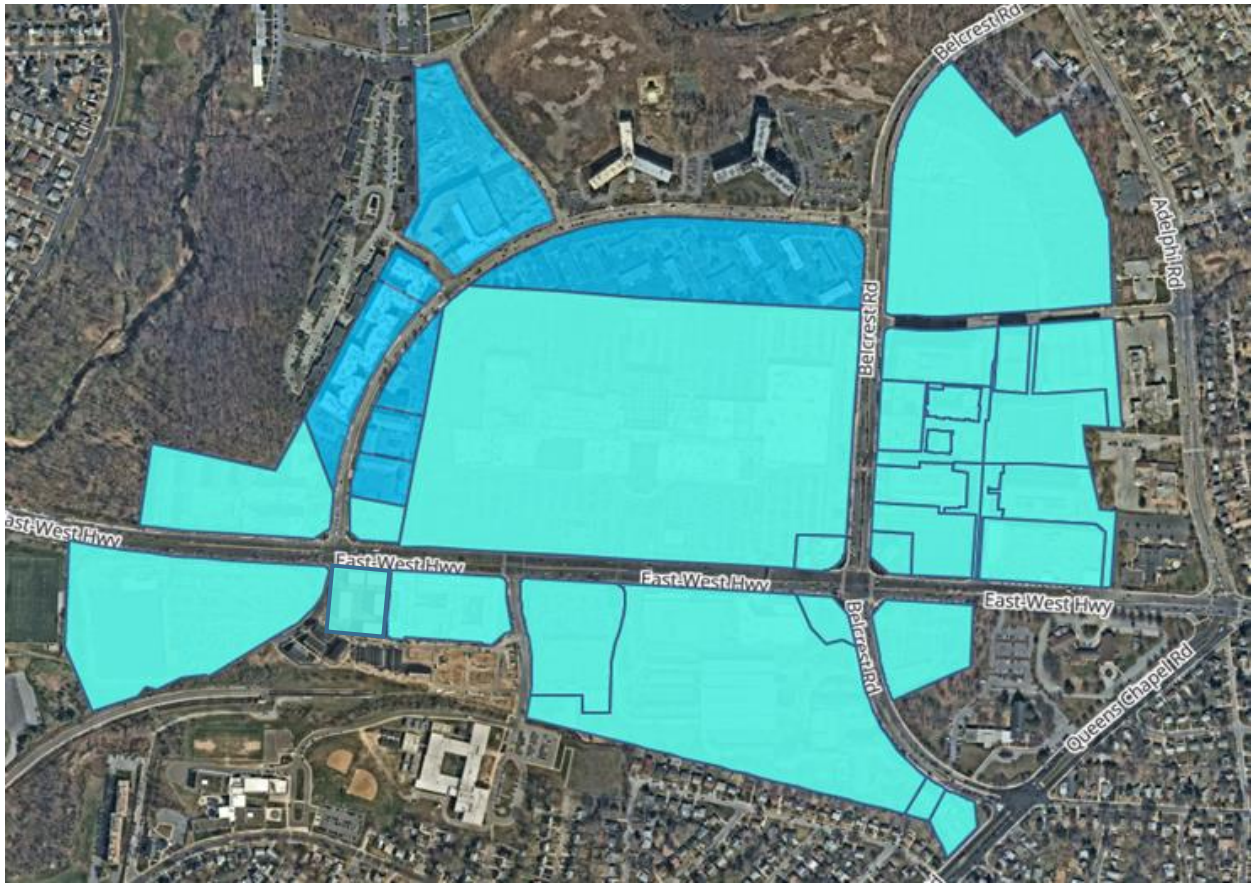
After supporting the City of Hyattsville to assess the feasibility of a BID, HR&A and B&S are providing support with BID planning and implementation.

HR&A is an economic development and real estate consulting firm working at the intersection of the public and private sectors. Our work transforms communities and revitalizes urban environments in the Greater Washington region and around the country.

Brick & Story is an urban consultancy practice focused on telling the stories of the built environment and the people who live, work, and play within its spaces.

OVERVIEW

The preliminary 200-acre Hyattsville Crossing BID boundary encompasses a variety of property owners, businesses, and residents.



The proposed BID includes:

- 34 total parcels
- 22 individual property owners
- 160 total businesses

The Phase 1 Presentation of the Feasibility Study can be found on BID information page on the City's website.

02

Project Timeline

PROJECT TIMELINE

WE ARE HERE

Q4 2021 – Q1 2022	Q2 2022-Q4 2022	Q1 2023+
PHASE 1 **Feasibility Study**	**PHASE 2** **BID Formation**	**PHASE 3** **BID Implementation**
• BID Boundary & Financial Feasibility Analysis • Stakeholder Engagement	• Comprehensive Property Owner Outreach • Draft State and County Legislation • **Initiate Steering Committee**	• Adopt State and County Legislation • Develop BID Business Plan • Property Owners submit application to establish a BID • Public Hearing for new BID
Property Owner/ Business Role	**Property Owner/ Business Role**	**Property Owner/ Business Role**
• Provide feedback on support for proposed BID.	• Provide feedback on proposed BID and services; participate on Steering Committee.	• Advocate for proposed BID during legislative process. • Steering Committee determines assessments, budget, services.

03

Steering Committee Role

STEERING COMMITTEE ROLE

The Steering Committee will lead and support several phases of BID formation and implementation.

1. VISIONING
2. DETERMINE SERVICES
3. SELECT ASSESSMENT FORMULA
4. DRAFT BUSINESS PLAN
5. CONDUCT OUTREACH
6. FORMAL SUBMISSION

1

BID VISION

Setting a vision for the proposed BID will help to narrow potential services and budget items.

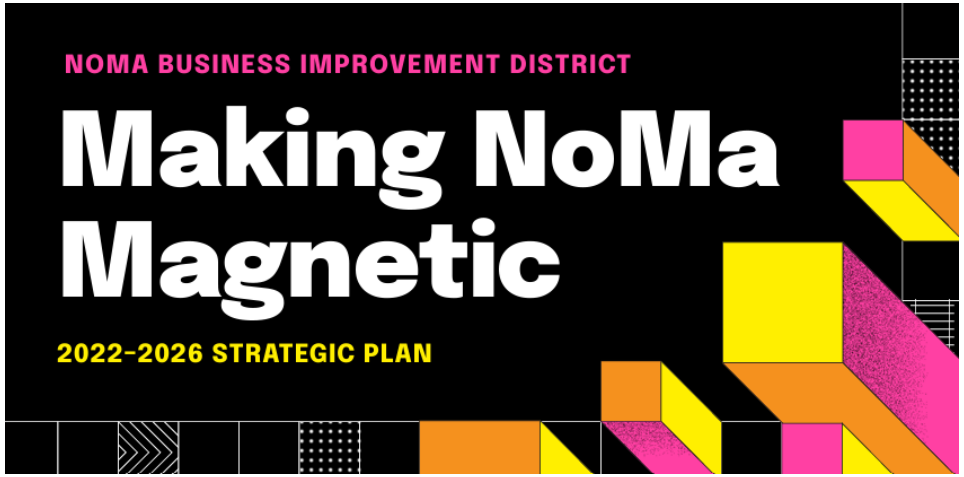
A mission or vision statement establishes aspirations and goals – how do we get there?

Identify initial hypothesis of community needs

Identify potential solutions to address needs and best serve commercial properties, residents, and visitors

Define objectives and metrics for success

Vision Statement: long term aspirations



The NoMa BID in DC's guiding principle is "Making NoMa Magnetic." The BID strives to make NoMa uplifting, dynamic, and vibrant.

The Silver Spring, MD BID strives to create a dynamic downtown. This includes "[providing] innovative services and programs" that "[stimulate] businesses and residential quality of life."

2

DETERMINE SERVICES

The Steering Committee will shape the BID's scope of work.

Advocacy for Capital Improvements	Safety Measures	Marketing & Events	Business Attraction	Maintenance
Advocacy for sidewalk and streetscape improvements, pedestrian and bicycle accessibility	Community Ambassadors can provide direction, assist people in crossing the street, and offer emergency assistance	Social media, newsletters, neighborhood guide, concerts, markets	Banners and wayfinding signs, façade improvement grants, networking sessions	Clean team services can include trash & recycling collection, landscaping, maintenance of park space, and public art

ASSESSMENT FORMULA

The assessment formula determines how much each property owners within the BID boundary will pay annually.

The formula can be based on the following variables:

Assessed valuation
(More common): Many BIDs charge an assessment per $100 of assessed value.

BID	~~Tax~~ Assessment rate (/$100 of assessed value)
Downtown DC	$.016
Silver Spring	$.024
National Landing	$.043
Anacostia	$.16
Adams Morgan	$.21

Gross building square footage
The Capitol Riverfront BID bases its-assessment on square footage:

- $.38/sq. ft. vacant land
- $.17/sq. ft. industrial, utility, storage, commercial
- $100/hotel room
- $126/nonexempt residential unit

EXAMPLE SERVICES BUDGET

After agreeing upon priority services and an assessment formula, the Steering Committee will begin to determine budget items for the Business Plan.

Below is a list of potential services and corresponding budget allocations:

Administration:
$250,000

Safety:
$150,000

Cleaning and Maintenance:
$300,000

Marketing and Events:
$100,000

These services reflect interests and needs we've heard to date from property owners. The budget is a hypothetical breakdown based on a typical range from other BIDs in the DC Region. The makeup of services will be drive by the Steering Committee.

BID BUSINESS PLAN

After determining a list of services, and budget allocation for each service, HR&A will support the Steering Committee in drafting a BID Business Plan.

The business plan will include:

- BID's goals and objectives
- Annual BID tax and formula used
- The scope and cost estimate for each service
    - How many people will be hired?
    - How frequently will serviced be provided?
- A first-year budget
    - Consider items like administrative expenses: staff salary, benefits, rent, payroll services, etc.

Precedent business plans, such as the Silver Spring BID business plan, will serve as useful examples.

OUTREACH

Brick & Story will support the Steering Committee to conduct outreach to property owners, commercial tenants, and residents.

Purpose:

Educate the community about the proposed BID and solicit feedback; receive approval from 51% + of property owners

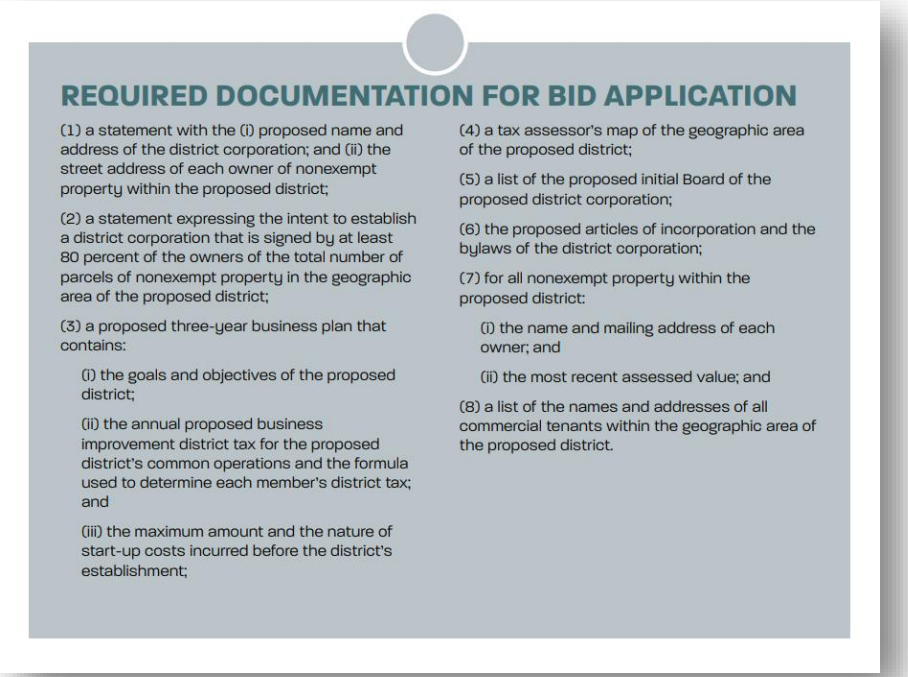
Potential materials:

- Informational flyers and brochures
- Surveys to refine budget priorities
  - Example question: “The BID will increase marketing services for businesses within the district. Please indicate your preference for marketing investment by ranking the following services: website; street banners; digital content; increased staff capacity for marketing”
- Public meetings

FORMAL SUBMISSION

Once the business plan is finalized, the Steering Committee will submit documentation to the City and County

- The Steering Committee will submit documentation to the City and County.
- Within 45 days of receiving documentation, the governing bodies will schedule a public hearing on the application
- The Council will evaluate the application and authorize the BID within 10 days after the public hearing



REQUIRED DOCUMENTATION FOR BID APPLICATION

(1) a statement with the (i) proposed name and address of the district corporation; and (ii) the street address of each owner of nonexempt property within the proposed district;

(2) a statement expressing the intent to establish a district corporation that is signed by at least 80 percent of the owners of the total number of parcels of nonexempt property in the geographic area of the proposed district;

(3) a proposed three-year business plan that contains:

(i) the goals and objectives of the proposed district;

(ii) the annual proposed business improvement district tax for the proposed district's common operations and the formula used to determine each member's district tax; and

(iii) the maximum amount and the nature of start-up costs incurred before the district's establishment;

(4) a tax assessor's map of the geographic area of the proposed district;

(5) a list of the proposed initial Board of the proposed district corporation;

(6) the proposed articles of incorporation and the bylaws of the district corporation;

(7) for all nonexempt property within the proposed district:

(i) the name and mailing address of each owner; and

(ii) the most recent assessed value; and

(8) a list of the names and addresses of all commercial tenants within the geographic area of the proposed district.

HR&A's BID Toolkit lists the required documentation for formal BID applications.

04

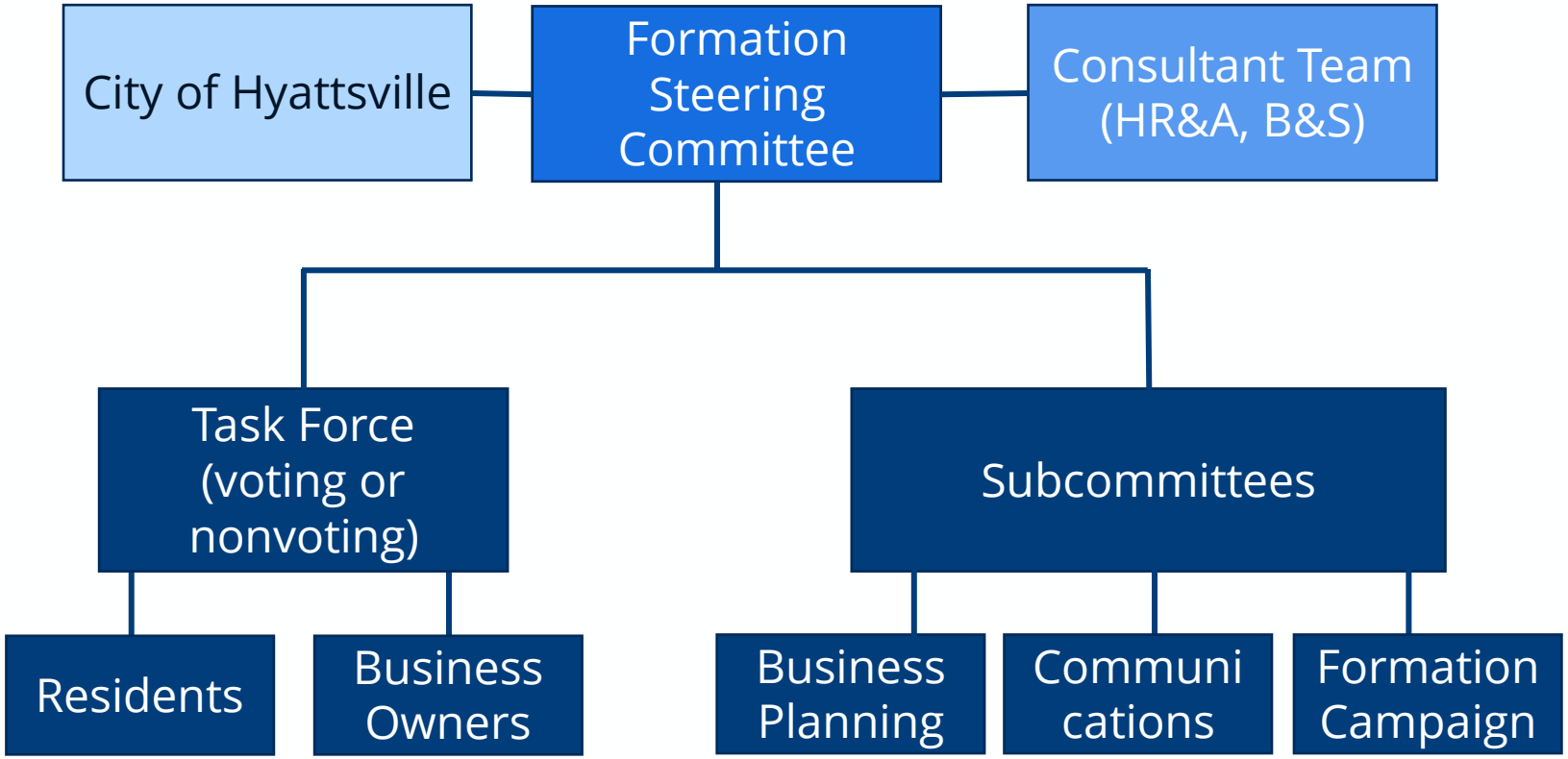
Discussion and Next Steps

Add executive committee

DISCUSSION: GOVERNANCE STRUCTURE

Steering Committee members should consider various governance models for making decisions.

- Administrative roles
- Process of decision making
- Potential Subcommittees or Focus Groups



NEXT STEPS

Below are near-term key decisions and next steps.

- Monthly steering committee meetings moving forward
  - Please fill out the steering committee interest form!
- Business email outreach this week and roundtable in January
- In the next 2-3 meetings, we will:
  - Brainstorm a vision statement
  - Discuss the services breakdown
  - Determine a tax assessment formula
  - Make outreach plans

Please share any outstanding comments or questions to include in these discussions.

Comments and Questions

Thank You!

Contact Us:

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jpress@hraadvisors.com
kgaston@hraadvisors.com
molly@brickandstory.com

Hyattsville BID Formation Steering Committee

Kick-Off Meeting

December 6, 2022

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Business Improvements Districts Briefing

DATE: 03/28/2024

This item was placed on the agenda by Councilmember Ndebumadu.

ATTACHMENTS: 1. 20240401 - Business Improvement Districts Presentation

Business Improvement Districts

By

Councilwoman Roxy Ndebumadu,

City of Bowie, MD - District 4

★ Roxy Ndebumadu ★

Bowie City Councilwoman

District 4

Background

In the aftermath of attending the International Conference of Shopping Centers (ICSC), it became abundantly clear that Bowie, as a municipality, needed to reassess its competitive stance. The ICSC served as a global platform where retail real estate professionals converged to exchange ideas and showcase innovative strategies. It was here that the realization dawned on me - Bowie lacked the competitive edge necessary to attract and retain businesses in an increasingly aggressive national market. My evaluation of Bowie's position illuminated the urgent need for a paradigm shift. I recognized the potential of a Business Improvement District (BID) to serve as a catalyst for growth and differentiation in our community.

Bowie possesses a unique story waiting to be told - one that encapsulates its rich history, vibrant community, and dynamic population. However, I understand that merely having a story is not enough; it needs to be articulated effectively to resonate with businesses seeking a new location. My goal is to create a compelling narrative that not only highlights Bowie's distinctive attributes but also outlines the tangible benefits of choosing Bowie over other municipalities across the United States.

The vision for Bowie transcends mere economic development; it encompasses a holistic approach to revitalizing our commercial landscape. I envision a future where businesses not only survive but thrive, where residents find fulfillment, and where visitors are captivated by our unique offerings. The potential of Business Improvement Districts (BIDs) emerges as a critical step in realizing this vision, potentially fostering an environment conducive to economic growth and community vibrancy. I believe Bowie can emerge as a premier destination for commerce and culture alike.

Challenges

City of Bowie

- The City of Bowie suffers from having a declining tax-base due to demographic dynamics.
- Inability to properly balance residential taxes with an increase in commercial tax-base.
- Inability to find ample opportunities within Bowie to work or play.
- Leaving the strategic direction of the City to developers who do not live in Bowie or understand the unique needs of our community.
- Assuming that landowners are good commercial brokers.
- Lack of strategic direction and how unique areas could be activated and revitalized to support the quality of life pertaining to that surrounding area.

District 4 (*South Bowie*)

- While District 4 residents remain proud members of the Bowie community, they want more opportunities to stay in the surrounding areas to enjoy their home and the opportunities that Bowie provides – to live and play.
- Faces increasing taxes, while services and experiences are not increased to match their rising cost of living in Bowie.

Business Improvement District

- A Business Improvement District (BID) is a self-taxing district established by property owners to enhance the economic vitality of a specific commercial area. The tax is a surcharge to the real property tax liability.
- The tax is collected by the government organization and distributed to the non-profit authority. For processing and other handling fees typically take 2-3% of what is collected for administrative fees.
- BIDs in DC Metropolitan areas were established to solve a particular problem ranging from business attraction to business retention, to public ground cleanliness and beautification, to community outreach and events.
- Many BIDs are based on assess value to determine how much the business contributes to the BID.
- BIDs are usually established at two critical junctures to address a crisis or opportunity/need.

2024 Economic Development Policy Recommendations

Budget Directives

- Create new role for: **Permitting Liaison**. City of Bowie will create a role that focuses on working between strategic businesses and DPIE to support predictability and efficiency in permitting processes.
- Establish a new budget objective for transportation under the Smart Cities working group. - This budget objective with task the IT Department and Public Works to work together to identify how we can leverage technology to improve transportation within the City of Bowie.
- Establish new budget objective that focuses on working with a company like Street Sense to help Bowie identify exact economic opportunities throughout Bowie to execute in 2025.

Logistical Next Steps

- Website Updates: Add an Economic Development tab that contains demographics and value prop for the City of Bowie telling our unique story on why a business should select Bowie. (*Communications, Economic Dev, Planning*)
- Once the Council has established strategic priorities, then staff should be prepared to hire a marketing firm to package and amplify Bowie's story across entertainment, restauranters and wellness owners to attract them to Bowie and connect with landowners.
- Connect with PG EDC and share clear economic development priorities for Bowie to benchmark against other cities across PG and use PG EDC to scale.

Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: City Cleaning Litter on State Highways in our Borders Discussion

DATE: 03/28/2024

This item was placed on the agenda per the request of Councilmember Estève.

ATTACHMENTS: None