



City of Bowie

Regular City Council Meeting

Monday, May 20, 2024
Council Chambers - 8 p.m.

AGENDA

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
 - A.** Asian and Pacific American Heritage Month - Diversity Committee Presentation
- VII. CITY BOARDS AND COMMITTEES**
 - A.** City Committee Appointments/Reappointments/Swearing-In
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A.** Adoption of Proclamation P-9-24 Celebrating Memorial Day 2024 in the City of Bowie
 - B.** Adoption of Resolution R-18-24 Approving an Easement for Old Town Investment Group, LLC to Locate a 150 Square Foot Shed on City Property and Authorizing the City Manager to Sign the Easement
 - C.** Adoption of Resolution R-23-24 Awarding a Contract for the Purchase and Installation of a New Hardscaped Entrance Sign at MD Rte 197 & Kenhill Drive
 - D.** Adoption of Resolution R-24-24 Accepting a Proposal and Authorizing a Contract to Loring Consulting Engineers for Consulting Services for an Energy Efficiency and Conservation Strategy
 - E.** Introduction of Ordinance O-5-24 Authorizing the Acquisition of Certain Real Property Owned by the Maryland-National Capital Park and Planning Commission Known as Part of the Tall Oaks Community Park in Bowie, Maryland Consisting of 56.33 +/- Acres for a Public Purpose, and Declaring That Real Property Owned by the City of Bowie Known as the Cora Bowie Property, Consisting of 61.41 +/- Acres is Surplus Property and Authorizing its Conveyance to the Maryland-National Park and Planning Commission in Exchange for the M-NCPPC Property Identified Above
- XI. OLD BUSINESS**

- A. Adoption of Amended Ordinance O-4-24 and Amended Resolution R-12-24 - Adoption of Fiscal Year 2025 Budget and Fiscal Years 2025-2030 Capital Improvements Program - **Eligible for Action**

XII. NEW BUSINESS

- A. Adoption of Resolution R-22-24 Adopting the FY2025 Annual Action Plan and Proposed Projects for the Community Development Block Grant Program - **Public Hearing/Eligible for Action**

XIII. ADJOURNMENT

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

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 5/22/2024 and 5/25/2024 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, JUNE 3, 2024 - COUNCIL CHAMBERS - 8:00 P.M.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Diversity Committee Heritage Month Presentation

DATE: 05/16/2024

The City of Bowie Diversity Committee will conduct a brief presentation about Asian and Pacific American Heritage Month. Asian and Pacific American Heritage Month is celebrated every May to honor and commemorate the contributions made by the Asian American, Native Hawaiian, and Pacific Islander communities.

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: City Committee Appointments/Reappointments/Swearing-In

DATE: 05/16/2024

Committee Appointments and Swearing-in:

1. Ms. Kara Hunt was interviewed on May 6, 2024, for appointment to the Board of Personnel Appeals. Council concurred to appoint her to the committee as an Alternate Member for a 2-year term. Please move to appoint her.

ATTACHMENTS: None

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
CELEBRATING MEMORIAL DAY 2024, BY HONORING THOSE WHOSE
LIVES WERE GIVEN IN SERVICE TO THEIR COUNTRY

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

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

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

NOW, THEREFORE, BE IT PROCLAIMED that on Memorial Day 2024, the Council of the City of Bowie, Maryland expresses its undying gratitude to all those who gave their lives to protect our freedom and offers this proclamation as a token of respect for those Americans.

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

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Easement Request for Old Town Investment Group, LLC
Resolution R-18-24

DATE: 05/16/2024

Property owned by Old Town Investment Group, LLC (OTI), located at 8604 Chestnut Avenue, Bowie, Maryland, 20715, abuts the City's 16-foot alley. OTI is requesting that the City grant OTI certain easement rights over a portion of the City's alley to erect a 150 sq. ft. shed for the storage of tables and chairs for the Old Bowie Grille's outdoor operations.

ATTACHMENTS:

1. 20240520 - Resolution R-18-24
2. 20240520 - Old Town Bowie Grill Shed Easement
3. 20240520 - Dewberry Survey - Shed Location - Exhibit A
4. 20240520 - Old Town Bowie Grill Shed Location - Exhibit B

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
APPROVING AN EASEMENT FOR OLD TOWN INVESTMENT GROUP, LLC TO
LOCATE A 150 SQUARE FOOT SHED ON CITY PROPERTY AND AUTHORIZING
THE CITY MANAGER TO SIGN THE EASEMENT

WHEREAS, a sixteen-foot (16 ft.) alley located in the City of Bowie, Maryland, that intersects with 11th Street west of its intersection with Chestnut Avenue, as depicted on Exhibit A, was dedicated to the City of Bowie for public use; and

WHEREAS, Old Town Investment Group, LLC (“OTI”) is the owner of certain real property located in the City of Bowie, Maryland commonly known as 8604 Chestnut Avenue, Bowie, Maryland, 20715, located in the northwest quadrant of the intersection of Chestnut Avenue and 11th Street, and identified as Lots 13-16, Block No. 18 on Exhibit A; and

WHEREAS, OTI’s property abuts the City’s 16-foot alley; and

WHEREAS, OTI desires to erect a one hundred fifty square foot (150 sq. ft.) shed to serve the operations of the Old Bowie Town Grill on its property; however, there is limited space available for the location of the shed; and

WHEREAS, OTI has requested that the City grant to OTI certain easement rights over a portion of the City’s 16-foot alley to erect the Shed; and

WHEREAS, OTI is willing to sign the attached Easement to allow OTI to erect a shed that does not exceed 150 sq. ft. within the easement area and to maintain the Shed in accordance with the terms and conditions of the Easement; and

WHEREAS, the City desires to grant OTI an easement to erect the shed provided that OTI shall bear all expenses in connection with the Shed.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Easement by and between the City of Bowie and Old Town Investments, LLC for the erection of a 150 sq. ft. shed on a portion of a 16-foot alley controlled by the City, which is attached hereto, is approved, and the City Manager is hereby authorized to execute the Easement.

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

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

EASEMENT

THIS EASEMENT (the “Easement”) is made this ____ day of _____, 2024 by and between the City of Bowie, Maryland (“**Grantor**”), a municipal corporation of the State of Maryland, and Old Town Investment Group, LLC (“**Grantee**”), a Maryland limited liability company, with its principal place of business located at 8604 Chestnut Avenue, Bowie, Maryland 20715.

RECITALS:

WHEREAS, a sixteen-foot (16’) alley located in the City of Bowie, Prince George’s County, Maryland, that intersects with 11th Street west of its intersection with Chestnut Avenue, as depicted on Exhibit A (hereinafter “**Grantor Property**”) was dedicated to the City of Bowie for public use. Accordingly, the City holds Grantor Property in trust for the public; and

WHEREAS, Grantee is the owner of certain real property located in the City of Bowie, Prince George’s County, Maryland, which is commonly known as 8604 Chestnut Avenue, Bowie, Maryland, 20715, located in the northwest quadrant of the intersection of Chestnut Avenue and 11th Street, and identified as Lots 13-16, Block No. 18 on Exhibit A (“**Grantee Property**”); and

WHEREAS, Grantor Property abuts Grantee Property; and

WHEREAS, Grantee desires to erect a one hundred fifty square foot (150 sq. ft.) shed to serve Grantee Property that will be located partially on Grantor Property (the “Shed”); and

WHEREAS, Grantee has requested that Grantor grant to Grantee certain easement rights over a portion of Grantor Property that is depicted in *Exhibit A* attached hereto and by this reference is incorporated herein and made a part hereof (hereinafter referred to as the “**Easement Area**”) to erect the Shed; and

WHEREAS, Grantor is willing to grant to Grantee an easement upon the Easement Area to install and maintain the Shed in accordance with the terms and conditions hereof, provided that Grantee shall bear all expenses in connection with the Shed.

NOW, THEREFORE, for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable consideration, the adequacy and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

1. Recitals. The above Recitals are, by this reference, incorporated herein as operative provisions of this Easement.

2. Grant of Easement. Grantor hereby grants and conveys to Grantee, the right, at Grantee’s sole expense, to construct, install, reconstruct, maintain and remove, in, on, over, across, through and from the Easement Area, the Shed, which shall be no larger than 150 square feet and shall be located where depicted on Exhibit B. Grantor further grants Grantee the right of ingress to and egress from the Easement Area at any time, and from time to time, to the extent reasonably necessary to exercise the rights set forth herein.

3. Grantor's Responsibilities. Grantor covenants and agrees with Grantee, its successors and/or assigns, that it shall not construct any structure or building within the Easement Area that will prevent use by the Grantee of said Easement Area for the purpose for which the Easement is granted. Grantor shall not obstruct the Easement Area or use the Easement Area in a way that interferes with its use by Grantee.

4. Agreements of Grantee. Grantee agrees as follows:

(a) Grantee, by commencing the installation of the shed within the Easement Area, covenants, for itself and its successors and assigns, that following the completion of any of its work in, on or over the Easement Area, it will restore the surface thereof, as nearly as reasonably practicable, to the condition existing immediately prior to the commencement of such work. Grantee shall be responsible for any damage it may cause to the Easement Area.

(b) Grantee shall not install any utilities in, on or over the Easement Area, nor construct any structures or improvements within the Easement Area other than the Shed authorized herein.

(c) Grantee shall not use the Easement Area in a way that interferes with the use by the City of Bowie of the remaining Grantor Property.

(d) Grantee shall maintain general commercial liability insurance, on an occurrence basis, with limits of at least \$1,000,000.00, to cover the activities of persons and entities entering the Easement Area.

(e) Grantee shall maintain the Shed in good repair and condition at all times.

5. Indemnity. Grantee covenants to indemnify, defend and hold the Grantor and its officers, elected officials, employees and agents, harmless from and against any and all losses, claims, causes of action, demands liabilities, costs, damages and expenses (including court costs and attorneys' fees) arising out of or related to the exercise by Grantee, its agents, contractors, employees, invitees or licensees of its rights under this Easement or any other activity of Grantee, its agents, contractors, employees, invitees or licensees within the Easement Area including, without limitation, the death or injury to any person or damage to any person's property caused by the activities of the Grantee, its agents, contractors, employees, invitees or licensees in connection with this Easement

6. Termination. This easement may be terminated by Grantor or Grantee upon thirty days' written notice to the other party. Upon termination, the parties agree to record an Extinguishment of Easement within the Land Records of Prince George's County. Upon termination of this Easement, Grantee shall remove the Shed immediately.

7. Grant of Easement Only. By this Easement, Grantor is not conveying fee simple title to any land, but is merely granting to Grantee the rights, privileges and easements set for herein.

8. Running of Benefits and Burdens. The benefits and the burdens of the easements and the obligations of each covenant set forth in this Easement, shall run with the Easement Area and shall bind and benefit Grantor and Grantee and their respective assigns (including any sublessors of the Grantee Property) and successors in title.

9. Governing Law. This Easement shall be governed by, and constructed and interpreted under, the laws of the State of Maryland. Any suit to enforce the terms hereof, or for damages or other relief for breach hereof or other relief in connection herewith shall be brought exclusively in the courts of the State of Maryland in and for Prince George's County and the parties agree that jurisdiction and venue are proper therein and waive their rights to bring or maintain suit in the courts of any other jurisdiction. The parties irrevocably waive any right they may have to trial by jury and agree to a bench trial.

10. Headings. The headings of the parts of this Easement are for convenience of reference only and shall not limit or otherwise affect any of the terms of this Easement.

11. Amendments. Neither this Easement nor any provision hereof may be changed, waived, discharged, modified, or terminated orally, but only by an instrument in writing signed by Grantor and Grantee.

12. Counterparts. This Easement may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and the same document.

13. Complete Understanding. This Easement represents the complete understanding between the parties hereto as to the subject matter hereof, and supersedes all prior negotiations, promises, statements or agreements, either written or oral, between the parties hereto as to the Easement Area.

IN WITNESS WHEREOF, Grantor and Grantee have executed this Easement under seal as of the day and year first above written.

WITNESS:

GRANTOR: City of Bowie, Maryland

By: _____
Alfred D. Lott, City Manager

GRANTEE: Old Town Investment Group, LLC

By: _____

Name: Theresa Thompson

Title: _____

STATE OF MARYLAND :
COUNTY OF _____:

On this _____ day of _____, 2024, before me, the undersigned officer, personally appeared Alfred D. Lott, City Manager, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained, and in my presence signed and sealed the same.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____
STATE OF MARYLAND :
COUNTY OF _____:

On this _____ day of _____, 2024, before me, the undersigned officer, personally appeared Theresa Thompson, who acknowledged herself to be the _____ of Old Town Investment Group, LLC and as such _____, being authorized to do so, executed the same for the purposes therein contained, and in my presence signed and sealed the same.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

THE UNDERSIGNED hereby certifies that Elissa D. Levan is an attorney admitted to practice before the Supreme Court of Maryland and that the within instrument was prepared by an attorney admitted to practice before the Supreme Court of Maryland, or under the supervision of an attorney admitted to practice before the Supreme Court of Maryland, or by one of the parties named in the instrument.

Elissa D. Levan, City Attorney

Exhibit A

LEGEND	
● IRON PIPE FOUND	○ IRON PIPE SET
★ LIGHT POLE	⋈ WATER VALVE
⋈ PIPE HYDRANT	⊙ GAS METER
⋈ SIGN	⋈ POWER POLE
⋈ CLEAN OUT	⊙ STORM DRAIN MANHOLE
⋈ CONCRETE	⊙ SEWER MANHOLE
⋈ CURB & GUTTER	⋈ BOLLARD POSTS
⋈ MAIL BOX	⋈ HANDICAP PARKING
⋈ BROAD LEAF TREE	⊙ TELEPHONE MANHOLE
⋈ BROAD LEAF BUSH	⊙ WATER METER
⋈ ROAD SIGN	⊙ WATER MANHOLE
⋈ GUY WIRE	⋈ ELECTRIC JUNCTION BOX
⋈ YARD INLET (Y.I.)	⋈ DROP INLET (D.I.)
⋈ OVERHEAD ELECTRIC	⋈ MOOD FENCE
⋈ UNDERGROUND GAS	⋈ METAL WIRE FENCE
⋈ IRON PIPE FOUND	⋈ P&G PIPE & CAP
⋈ P&G PIPE FOUND	⋈ P&G PIPE & CAP FOUND

Special Purpose Note:

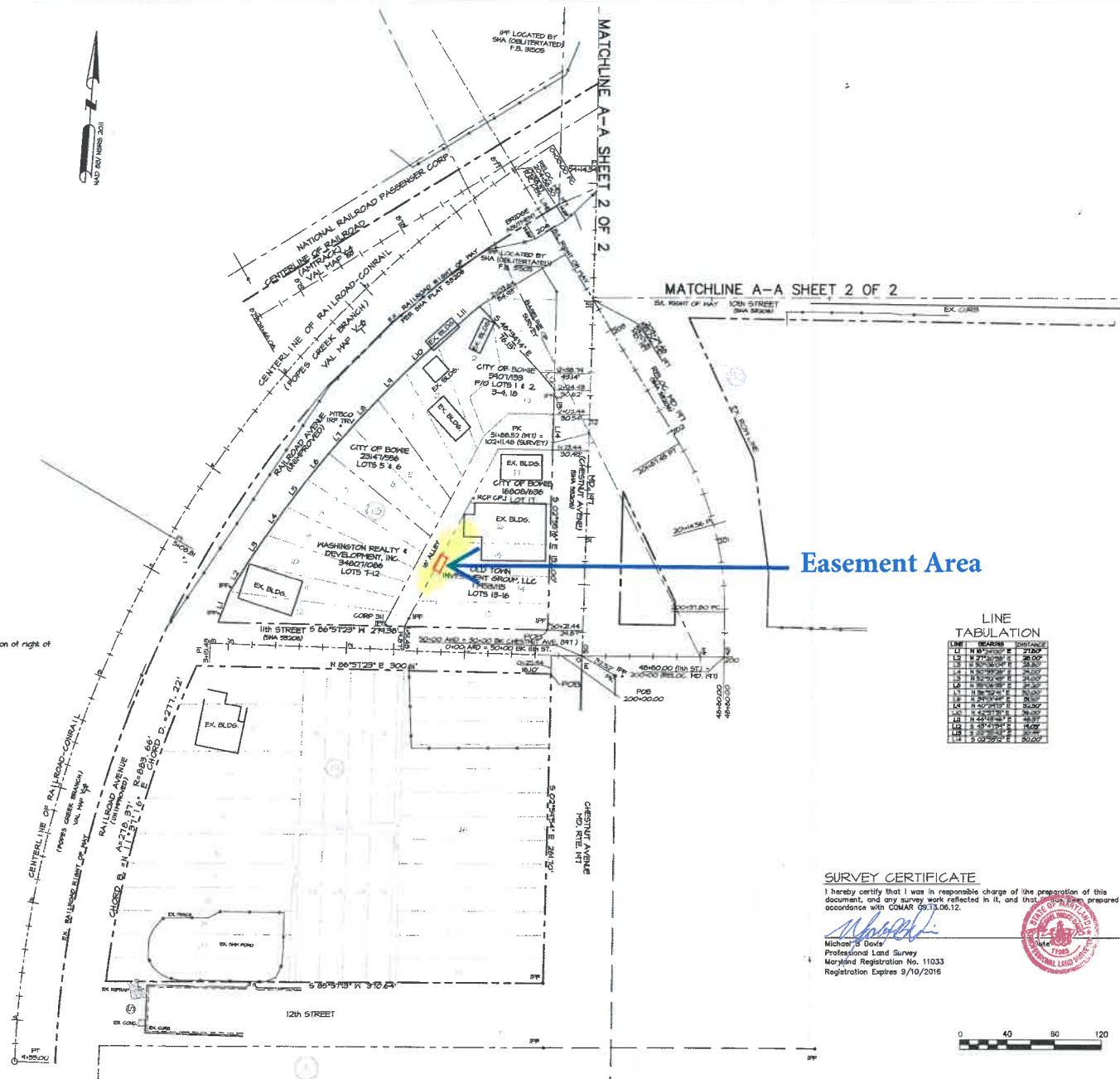
The purpose of this survey is to provide field location/records assessment to determine the limits of Railroad Avenue (improved) from Relocated Maryland Route RTT to Myrtle Avenue.

NOTES:

1. Due to discrepancies/vagueness of record information and lack of field evidence, location of right of way for Railroad Avenue with in 2' +/-.
2. Lots 1-4 in Blocks 25 & 24 are scaled, and are shown for reference purposes only.

For Reference See:

1. Railroad Valuation Maps V611 and V4/80.
2. Subdivision Plat Huntington, Recorded as Plat A-333
3. Re subdivision Plat of Huntington, Liber HBT, Folio 46
4. Maryland State Highway Administration Plat 53206



LINE TABULATION		
LINE	BEARINGS	DISTANCE
L1	N 89° 51' 23" E	28.00
L2	N 89° 51' 23" E	28.00
L3	N 89° 51' 23" E	28.00
L4	N 89° 51' 23" E	28.00
L5	N 89° 51' 23" E	28.00
L6	N 89° 51' 23" E	28.00
L7	N 89° 51' 23" E	28.00
L8	N 89° 51' 23" E	28.00
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L98	N 89° 51' 23" E	28.00
L99	N 89° 51' 23" E	28.00
L100	N 89° 51' 23" E	28.00

SURVEY CERTIFICATE

I hereby certify that I was in responsible charge of the preparation of this document, and any survey work reflected in it, and that the same was prepared in accordance with COMAR 09.13.06.12.

Michael S. Davis
Professional Land Survey
Maryland Registration No. 11033
Registration Expires 9/10/2016



Exhibit B

Old Bowie Grill (8604 Chestnut Ave.) Shed Location - Easement





Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for Replacement of the "BOWIE" Sign located at Rte.197 and Kenhill Drive
Resolution R-23-24

DATE: 05/16/2024

On September 26, 2022, the Department of Community Services issued a Request for Proposals for the removal of the existing "living" sign at the intersection of Maryland Route 197 & Kenhill Drive and replacement with a new hardscaped sign.

On November 1, 2022 one (1) proposal was received and opened. The result was as follows:

Firm	Total
Brenton Landscape Architecture, Baltimore, MD	\$122,000.00

The FY2024 Budget Appropriation for this project is \$125,000.00.

When evaluating the proposal received, staff considered the expertise and experience of the firm and successful completion of similar projects. Staff also consulted with the City Arts Committee to gain their concurrence of the design and assist with the selection of colors for the hardscaped sections of the project.

Upon confirming the understanding of the scope of work, completion timeline, and verifying references for Brenton Landscape Architecture, the Department of Community Services recommends a contract be awarded to Brenton Landscape Architecture located in Baltimore, Maryland in the amount of \$122,000.00 for the work specified in the Request for Proposals.

I concur with the recommendation of the Department of Community Services and request your approval of R-23-24.

ATTACHMENTS: 1. 20240520 - Resolution R-23-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR THE PURCHASE AND INSTALLATION OF A
NEW HARDCAPED ENTRANCE SIGN AT MD RTE 197 & KENHILL DRIVE

WHEREAS, the City of Bowie maintains the landscaped area and “living” sign at the intersection of Maryland Route 197 and Kenhill Drive; and

WHEREAS, the City intends to remove the existing “living” sign and replace it with a new landscaped sign; and

WHEREAS, a request for proposals was issued for the work with a closing date of November 1, 2022 at 11:00 a.m., at which time one bid was received in the amount of \$122,000.00; and

WHEREAS, staff has reviewed the bid received and determined the bid submitted by Brenton Landscape Architecture of Baltimore, Maryland is a responsive and responsible bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the City Manager is hereby authorized to enter into an Agreement with Brenton Landscape Architecture in the amount of \$122,000.00 to remove the “living” sign and replace it with a new landscaped sign.

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

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Accepting an EECS Proposal and Authorizing the Contract to Loring Consulting Engineers - Resolution R-24-24

DATE: 05/16/2024

The City was awarded EECBG funding in the total amount of \$117,040 for two projects, the first being an Energy Efficiency and Conservation Strategy (EECS) which will give staff an internal roadmap to energy reduction, efficiencies, conservation, and emissions reductions. The EECS will help the City to better comply with upcoming State of Maryland laws regarding building energy performance standards (BEPS) and help meet our stated climate action goals. The EECS will also provide a baseline analysis of the City fleet, aiding in the creation of an internal Clean Fleets Policy.

Staff recommends that Council approve Resolution R-24-24.

ATTACHMENTS: 1. 20240520 - Resolution R-24-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING A PROPOSAL AND AUTHORIZING A CONTRACT TO
LORING CONSULTING ENGINEERS FOR CONSULTING SERVICES FOR
AN ENERGY EFFICIENCY AND CONSERVATION STRATEGY

WHEREAS, the City of Bowie applied for and was awarded funding through the Department of Energy to pursue an Energy Efficiency and Conservation Block Grant (EECBG) in the total amount of \$117,040; and

WHEREAS, this money is split into funding for two projects, the first of which is the creation of an internal Energy Efficiency and Conservation Strategy (EECS) in the amount of \$58,520; and

WHEREAS, the previous iteration of this report was done using EECBG funds in 2009 and the City has had many changes since this time, including, but not limited to, the building of the new City Hall in 2012 that is not a part of the 2009 iteration; and

WHEREAS, Maryland state laws will soon be put into place revolving around building energy performance standards (BEPS) in regard to the energy efficiency and overall performance of City facilities and the City of Bowie sees the importance of creating a strategy to help set energy conservation measures (ECMs) through the EECS with the help of Loring Consulting Engineers.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the Scope of Work and the Proposal, and authorizes the award of the Contract in the amount of \$57,850 to Loring Consulting Engineers to carry out the EECBG Phase I project of an EECS for the City.

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

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Land Exchange with M-NCPPC
Ordinance O-5-24

DATE: 05/16/2024

M-NCPPC has been, and continues to be, interested in acquiring the Cora Bowie property to add to their Patuxent River Park holdings. City Council was originally interested in acquisition of the Mount Oak Road parcels owned by M-NCPPC for the purpose of constructing a future Public Works satellite facility that would serve the southern part of the City. In 2006, the Prince George's County Planning Board approved the land exchange (PGCPB No. 06-210). In 2007, City Council approved the land exchange (R-1-07). However, due to a potential HOA covenant issue, the City decided, in late 2007, not to move forward with the exchange. After conducting extensive research, staff believes there are no covenant issues affecting the City's use of the Mount Oak properties.

The large size, extensive road frontage, and accessible location of the Mount Oak property make it attractive for City use, including public recreational use or other municipal purposes. In 2018, M-NCPPC had appraisals conducted for both properties. Due to M-NCPPC staff retirements and changes, as well as the COVID-19 pandemic, discussions related to a land swap languished. In 2022, M-NCPPC renewed their interest and proposed trading their Mount Oak properties (minus Parcel D), now totaling approximately 56.33 acres, for the City's Cora Bowie property, approximately 61.4 acres. M-NCPPC has completed appraisals on both sites to validate current values. The two appraisals conducted for the Mount Oak properties averaged \$410,100 or \$7,282 per acre. M-NCPPC also obtained an appraisal of the Cora Bowie Property that determined a value of \$448,360 or \$7,300 per acre.

The acquisition of the Mount Oak properties will meet the City Council's Land Acquisition and Disposition Policy (R-61-98) requirements because the acquisition would preserve open space, expand recreational opportunities, facilitate future municipal uses and operations, assist with environmental protection and be in the best interests of the City. Disposition of the Cora Bowie property meets the requirements of R-61-98 because the original purpose for which the property was acquired (potential sewage treatment plant sludge disposal) is no longer pertinent and, because the land is located over one mile from the City limits, it is more appropriate for another public agency to hold title to the property rather than the City.

It is recommended that Council Introduce Ordinance O-5-24.

- ATTACHMENTS:**
1. 20240520 - Ordinance O-5-24
 2. 20240520 - Site Location Map
 3. 20240520 - Land Exchange Agreement

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY OWNED
BY THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING
COMMISSION KNOWN AS PART OF THE TALL OAKS COMMUNITY PARK IN
BOWIE, MARYLAND CONSISTING OF 56.33 +/- ACRES FOR A PUBLIC
PURPOSE, AND DECLARING THAT REAL PROPERTY OWNED BY THE CITY
OF BOWIE KNOWN AS THE CORA BOWIE PROPERTY, CONSISTING OF 61.41
+/- ACRES IS SURPLUS PROPERTY AND AUTHORIZING ITS CONVEYANCE TO
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION IN
EXCHANGE FOR THE M-NCPPC PROPERTY IDENTIFIED ABOVE

RECITALS

WHEREAS, the City Council of the City of Bowie, Maryland (“the City”), pursuant to the authority conferred by Md. Code Ann., Local Government Article. § 5-204, has the authority to acquire by conveyance, purchase or condemnation any real property needed for a public purpose and to sell, as public or private sale, after twenty (20) days’ public notice, and convey to the purchaser any real property belonging to the municipality if the Bowie City Council determines that the property is no longer needed for public use; and

WHEREAS, the City owns certain real property consisting of 61.41 +/- acres, reflected on Tax Map 64, Grid B-2, as Parcel 21, located on Mill Branch Road that is commonly referred to as the Cora Bowie Property, which property the City acquired by deed recorded in the Land Records of Prince George’s County, Maryland at Liber 7081, Folio 468 (the “Cora Bowie Property”); and

WHEREAS, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) owns certain real property commonly referred to as part of Tall Oaks Community Park, and which consists of the following properties and comprises 56.33+/- acres:

- Parcel C - Mount Oak Manor, Tax ID #0707687
- Parcel B, Block L - Tall Oak Estates, Tax ID #0743484
- Parcel A, Block L - Tall Oak Estates, Tax ID #0743476
- Parcel B, Block K - Tall Oak Estates, Tax ID #0743468
- Parcel A, Block K - Tall Oak Estates, Tax ID #0743450
- PT Parcel B, Block C - Tall Oak Estates, Tax ID #0743377
- PT Parcel A, Block C - Tall Oak Estates, Tax ID #0742684
- PT Parcel A, Block C - Tall Oak Estates, Tax ID #0743369
- PT Parcel B, Block C - Tall Oak Estates, Tax ID #0742692
- Parcel A, Block D - Tall Oak Estates, Tax ID #0742825

(collectively referred to herein as the “M-NCPPC Property”); and

WHEREAS, pursuant to § 90 the City Charter, the City Council is authorized to acquire real property for any public purpose by purchase or otherwise; and may sell or otherwise dispose of any property belonging to the City; and

WHEREAS, the Bowie City Council deems it to be in the best interests of the City to acquire the M-NCPPC Property for recreational or other municipal use, which is a public purpose; and

WHEREAS, the Bowie City Council finds that the City of Bowie has no use for the Cora Bowie Property and that the City would be served by having the M-NCPPC Property. Therefore, the Bowie City Council desires to declares the Cora Bowie Property to be surplus property; and

WHEREAS, the M-NCPPC obtained appraisals of each of the properties involved in the transaction. M-NCPPC obtained two appraisals of the M-NCPPC Property, which appraisals averaged \$410,100 or \$7,282 per acre. M-NCPPC obtained an appraisal of the Cora Bowie Property that was \$448,360 or \$7,300 per acre; and

WHEREAS, having received the appraisal, the City Council deems the M-NCPPC Property to have substantial value to the City for use as a recreational or other municipal use so as to justify the acquisition of the M-NCPPC Property in exchange for the Cora Bowie Property; and

WHEREAS, the City Council finds that it is in the best interest of the public and the City of Bowie to acquire the M-NCPPC Property and to authorize the City Manager to negotiate a contract for the exchange of the M-NCPPC Property for the Cora Bowie Property; and

WHEREAS, the City Council desires to ensure that there are no restrictions on the City’s use of the M-NCPPC Property; and

WHEREAS, the City Council desires to ensure that M-NCPPC shall not be allowed to use the Cora Bowie Property for any use other than as parkland; and

WHEREAS, M-NCPPC and the City have negotiated an agreement for the exchange of the parties’ properties, which is attached hereto as Exhibit A; and

WHEREAS, the City has adhered to its Real Property Acquisition and Disposition Policy as adopted by Resolution R-61-98; and

WHEREAS, the Bowie City Council approved Resolution R-1-07 on January 2, 2007, which resolution approved the transfer of the Cora Bowie Property for the M-NCPPC Property; however, given the length of time since the approval staff believed it would be best to obtain the City Council's current approval for the land exchange.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Council of the City of Bowie, Maryland that:

1. The above Recitals are incorporated herein by reference as operative provisions of this Ordinance.
2. The Cora Bowie Property, as defined herein, is hereby declared surplus property.
3. The use of the M-NCPPC Property, as defined herein, as a recreational or other municipal use is hereby determined to be a public purpose and is hereby approved.
4. The City Manager is authorized to sign and execute a contract evidencing the exchange of properties in a form substantially the same as that attached hereto as Exhibit A. The City Manager is further authorized to sign and execute whatever additional documents are necessary to effectuate the acquisition of the M-NCPPC Property and the transfer of the Cora Bowie Property to M-NCPPC.

BE IT FURTHER ORDAINED that this Ordinance shall constitute the twenty (20) days' public notice of the transfer of the Cora Bowie property to M-NCPPC required by Md. Code Ann., Local Government Article. § 5-204.

AND BE IT FURTHER ORDAINED that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, Maryland, provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in the newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland at a regular meeting on the _____ day of May, 2024.

PASSED by the Council of the City of Bowie, Maryland at a regular meeting on the _____ day of June, 2024.

ATTEST:

THE CITY OF BOWIE, MARYLAND

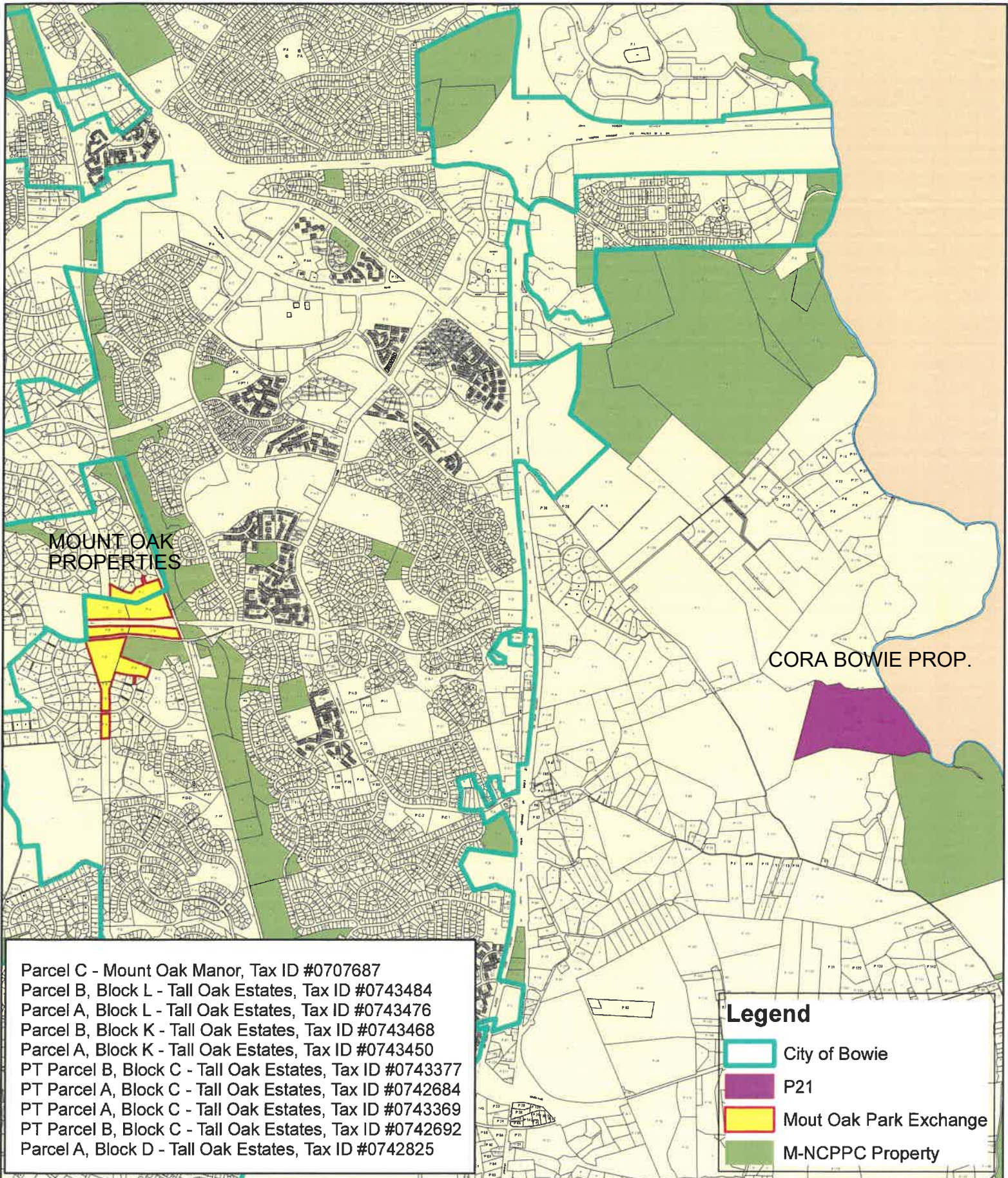
Awilda Hernandez
City Clerk

By:

Timothy J. Adams, Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Elissa D. Levan, City Attorney



LAND EXCHANGE AGREEMENT

THIS LAND EXCHANGE AGREEMENT (the “Agreement”) is made as of this _____ day of _____, 2024, by and between the City of Bowie, a municipal corporation of the State of Maryland (“City”) and The Maryland-National Capital Park and Planning Commission, a public body corporate and agency of the State of Maryland (“Commission”), collectively the “Parties” and each a “party”.

Recitals:

WHEREAS, the City desires to acquire land within the corporate limits of the City of Bowie that is suitable for its use; and

WHEREAS, the Commission must acquire land suitable for park development in certain areas of Prince George’s County (the “County”); and

WHEREAS, both the City and the Commission own properties that the Parties agree would be beneficial and appropriate to exchange for the aforesaid purposes; and

WHEREAS, the Commission is the owner of certain real property containing 56.33 acres located in the corporate limits of the City , comprising those parcels identified in Exhibit A, which is attached hereto and made a part hereof, being a portion of Tall Oaks Community Park (the “Commission Property”) , which it intends to convey to the City ; and

WHEREAS, City is the owner of certain real property containing 61.41 acres located near Mill Branch Road in the County as described in more detail in Exhibit B, which is attached to and made a part hereof (the “City Property”), which it intends to convey to the Commission; and

WHEREAS, the Commission and City wish to exchange the Commission Property and the City Property under the terms and conditions set forth in this Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Commission and City, intending legally to be bound, hereby agree as follows:

Article I Representations and Warranties

The Recitals set forth above and exhibits referenced therein that are attached hereto are incorporated into this Agreement by reference as if fully set forth in the body of this Agreement and are explicitly made a part of this Agreement.

Each party represents and warrants to the other that:

Section 1.1 Authority. The undersigned officer has been duly authorized by all requisite corporate authority required to execute these terms on behalf of such party and

this Agreement shall, upon execution by the officer below, constitute a valid and legally binding obligation of such party and is fully enforceable against such party in accordance with its respective terms.

Section 1.2 Conflict. The execution and performance of this Agreement and the consummation of the transaction contemplated thereby will not conflict with, result in any breach of, or constitute a default under, the Maryland Ann. Code or any contract, agreement, document or other instrument to which such party is a party, or by which such party or any of its properties may be bound or affected, and such actions do not and will not violate or contravene any law to which such party is subject.

Section 1.3 Claims. To the knowledge of each party, there are no claims or investigations by or pending before any court or governmental authority, or to the best of such party's knowledge and belief, threatened against or affecting such party, that would affect such party's ability to enter into this Agreement or its status. Each party is not in default with respect to any order, writ, injunction, decree or demand of any court or any governmental authority affecting such party.

Section 1.4 Good Faith. Each party enters this Agreement in good faith.

Article II
Intentionally omitted.

Article III
Events of Default

The occurrence or happening, from time to time, of any one or more of the following circumstances shall constitute an Event of Default under this Agreement:

Section 3.1 Accuracy of Representations and Warranties

Section 3.1.1 The parties agree that the representations and warranties contained in this Agreement shall at all times and in all respects be true and accurate.

If a party becomes aware that any of the representations or warranties made by another party is/are not in all respects true and accurate, such party shall give the other party written notice of the same and the other party shall have thirty (30) business days from the date of receipt of such notice to cure such inaccuracy. If the other party fails to cure such inaccuracy within the thirty (30) business day period, then it shall constitute an Event of Default.

Section 3.2 A failure by a party to comply with any of the material terms hereof, including but not limited to Article VI, shall constitute an Event of Default.

Article IV
Remedies on Default

Section 4.1 Upon any Event of Default that remains uncured, a party may seek any remedy at law or in equity without notice or demand, including specific performance.

Article V

Intentionally omitted.

Article VI
Land Exchange

Section 6.1 Definitions. This Agreement sometimes refers to the Commission Property and City Property as the “Exchange Properties,” and each an “Exchange Property”. This Agreement sometimes refers to a party who is intending to convey title to an Exchange Property at Closing (defined below) as “Grantor Party” and to a party who is intending to accept title to an Exchange Property as “Grantee Party.”

Section 6.2 Exchange Terms; Conveyance.

(a) Each party acknowledges and agrees that the Exchange Properties are of like kind and equal value. At Closing, Grantor Party agrees to grant and convey to the Grantee Party the Exchange Property in fee simple by special warranty deed, free of all liens and encumbrances, with all improvements, privileges and appurtenances belonging to the Exchange Property, subject only to covenants, restrictions, and conditions of record.

(b) The title conveyed to the Grantee Party shall be good and marketable.

(c) The Commission shall use the City Property, including any improvements made thereto or located thereon, exclusively for public and park recreational purposes. This covenant shall be included in the deed, shall bind the Commission and its successors and assigns, and shall run with the land; provided, however, that such covenant shall not inure to the benefit of, or be enforced by any third party, it being understood that the City, its successors or assigns shall be the only party entitled to enforce the provisions thereof.

Section 6.3 Effective Date. The effective date of this Agreement is the date of the last signature (the “Effective Date”).

Section 6.4 No Change to Exchange Property prior to Closing. After the date of this Agreement, but prior to Closing, neither party shall dedicate, gift, transfer, mortgage nor convey any interest in its Exchange Property without written consent from the other party, which may be withheld for any reason.

Section 6.5 Operation of Exchange Property. Grantor Party shall operate and maintain

the Exchange Property in a manner generally consistent with the manner in which Grantor Party has operated and maintained the Exchange Property prior to the Effective Date, ordinary wear and tear and casualty excepted.

Section 6.6 Intentionally omitted.

Section 6.7 Inspection.

(a) For thirty (30) days from the Effective Date (the “Inspection Period”), each party agrees to reasonably allow the other, including the other party’s personnel, agents, and contractors or engineers, to access and enter the Exchange Property so that the Grantee Party may, at Grantee Party’s expense (i) prepare a survey of the Exchange Property; (ii) conduct environmental or engineering tests (including soil drilling and coring); and/or (iii) inspect and examine the Exchange Property (collectively, “Inspection”).

(b) Upon the Effective Date, the Grantor Party shall promptly provide to the Grantee Party all documents or reports which it has in its possession which cover all or any portion of the Exchange Property to be conveyed with regard to any previous Inspection.

(c) To the extent permitted by law and subject to available appropriations, Grantee Party agrees to indemnify, defend and hold Grantor Party harmless against all claims for injuries to persons on or damage to the Exchange Property caused by the Grantee Party and its agents, or caused by the Inspection. The foregoing provision shall survive the termination of this Agreement.

Section 6.8 Closing.

- a. Settlement for the exchange of the Exchange Properties (“Closing”) shall be held as soon as the attorneys-at-law designated by the Parties report that title to the Exchange Properties to be exchanged at such Closing are acceptable to each party and that their clients are ready to close.
- b. Grantee Party shall prepare and provide Grantor Party, for Grantor Party’s approval, a form of deed to convey the Exchange Property (the “Deed”). Grantor Party shall have a period of five business days after receipt of the Deed to review and notify Grantee Party of approval. If Grantor Party fails to comment within the approval period, the Deed will be deemed approved and Grantor Party shall sign the Deed at the Closing.
- c. Closing shall take place at the office of the settlement attorney selected by the Commission at a date and time mutually convenient to the Parties.
- d. Grantor Party shall sign and deliver all other documents as requested by settlement agent at Closing, including a Grantor Party’s affidavit stating that

Grantor Party is not a "foreign person" as defined in Section 1445 of the Internal Revenue Code of 1986 and the U.S. Treasury Regulations thereunder, setting forth Grantor Party's taxpayer identification number.

- e. If there are assessments for improvements completed prior to Closing, whether assessment has been levied or not, they shall be paid by Grantor Party at Closing, whether in their entirety or in proportion to the Exchange Property to be conveyed.
- f. Any rent, operating expenses, water rent, utilities and interest on existing encumbrances, if any, shall be adjusted to the Closing date.
- g. Grantee Party shall pay all of its Closing costs, including for preparation and recordation of releases of any existing liens and encumbrances. The Parties agree to a 50% / 50% split (\$7,425.00 each) of the cost of all appraisals they collectively ordered regarding the Exchange Properties from 2018 to the date of Closing.

Section 6.9 Title Insurance. Should Grantee party wish to obtain title insurance for the property it is to receive pursuant to this Agreement, within twenty (20) calendar days after the date of this Agreement, or mutual written extension, Grantee Party shall deliver to Grantor Party a copy of a title insurance commitment (the "Commitment") bearing an effective date subsequent to the date hereof in favor of Grantee Party for an owner's title insurance policy insuring marketability of the title to the Exchange Property in the amount of the Exchange Property's appraised value underwritten by a title insurance company acceptable to Grantee Party. The copy of the Commitment shall be accompanied by a written statement of any objections to Grantor Party's title to the Exchange Property as disclosed by the Commitment. Any matter not objected to by Grantee Party within such twenty (20) calendar day period shall be deemed approved exceptions to title by Grantee Party. Grantor Party shall have until fourteen (14) days prior to Closing to cure any objections to the title of the Exchange Property. Prior to Closing, Grantor Party shall deliver to Grantee Party a written statement of any objections which Grantor Party could not, upon the exercise of due diligence in good faith, cure prior to or concurrent with Grantee Party's acquisition of the Exchange Property. If Grantor Party gives notice to Grantee Party of any objections which cannot be cured, then Grantee Party shall have the option of: (i) waiving such objections and proceeding with this Agreement or (ii) terminating the Agreement. In addition to the terms and conditions of this Agreement, land title law of Maryland and the title standards approved by the Maryland State Bar Association to the date of examination of title shall serve as a guide of marketability of title. Grantee Party shall be responsible for the expense of a title insurance policy issued on the Exchange Property to be transferred to the Grantee Party.

Section 6.10 Required Approval; Contingencies. This Agreement is subject to available funding and final approval by the Prince George's County Planning Board, full Commission, the Prince George's County Council, and the Bowie City Council where applicable.

Section 6.11 Risk of Loss. Risk of loss or damage to the Exchange Property shall rest

with Grantor Party until the time of delivery of possession; provided, however, that if before Closing Grantee Party commences construction on Grantor Party's Exchange Property, Grantee Party shall insure such work in progress. Each party represents and warrants that it is self-insured and that such self-insurance program shall continue until the other party takes possession of the Exchange Property following the Closing. In the event of loss or damage to the Exchange Property by fire or casualty damage, Grantee Party shall have the option to elect to receive all of Grantor's Party's insurance proceeds and utilize such proceeds to clear, restore, or rehabilitate the Exchange Property to the extent required by applicable laws; or terminate this Agreement.

Section 6.12 Removal of Hazardous Substance. Commission is responsible for removing all hazardous substance (as defined or regulated by any applicable environmental law) from Commission Property prior to Closing. City is responsible for removing all hazardous substance (as defined or regulated by any applicable environmental law) from City Property prior to Closing. This requirement shall survive the transfer of Deed and shall not merge.

Section 6.13 No Real Estate Commission and Finder's Fee. No party is liable for any real estate broker's commission, agent's commission, or finder's fee in connection with the transaction contemplated by this Agreement. Each party warrants to the other party that it shall indemnify and hold harmless for any claims of any person for broker's or agent's commissions or finder's fees in connection with this transaction.

Section 6.14 Condition of Exchange Property. Grantor Party acknowledges that its representatives or agents have examined the Exchange Properties prior to entering into this Agreement. This Agreement is based upon Grantee Party's inspection of the Exchange Property and not upon any representation or warranties or conditions by Grantor Party. Grantee Party acknowledges Grantor Party is conveying the Exchange Property on an "as is" basis, except for the warranties and representations as provided in this Agreement and the warranties in the quitclaim deed.

Section 6.15 Delivery of Exchange Property. Each party represents and warrants to the other that there is no lease or any other occupancy agreement that will extend beyond the Closing date. Each party shall deliver its Exchange Property and any improvements free and clear of any tenancies or other occupancies at Closing. Any personal property not removed from the Exchange Property prior to Closing shall be deemed abandoned.

Article VII Miscellaneous

Section 7.1. This Agreement shall survive until each party has fulfilled all of its obligations pursuant hereto.

Section 7.2 Notice. Any notices required by this Agreement shall be given in writing and delivered by any national overnight service or U.S. certified mail, return receipt requested, to each party as follows:

Commission: Land Acquisition Supervisor
M-NCPPC
6600 Kenilworth Avenue, Suite 300
Riverdale, MD 20737

with a copy to: M-NCPPC
Office of General Counsel
6611 Kenilworth Avenue, Suite 200
Riverdale, MD 20737

City: City Manager
City of Bowie
15901 Fred Robinson Way
Bowie, MD 20716

with a copy to: Elissa D. Levan, Esq.
2007 Tidewater Colony Drive, Suite 2B
Annapolis, Maryland 21401

Section 7.3 Time of the Essence. Time is of the essence in this Agreement.

Section 7.4 Further Assurances. Each undersigned party will, except as otherwise provided herein, whenever it shall be necessary to do so by the other, promptly execute, acknowledge, and deliver, or cause to be executed, acknowledged, or delivered, documents as may be necessary or proper to effectuate the covenants, contingencies and agreements herein provided.

Section 7.5 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be an original but all of which shall constitute one and the same instrument.

Section 7.6 Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legatees, devisees, personal representatives, successors and assigns.

Section 7.7 Amendments; Assignment. This Agreement may be amended or assigned only by an agreement in writing by the parties.

Section 7.8 Local Government Tort Claims Act. The Commission and the City are public bodies corporate. Accordingly, any claims, damages, costs or expenses (including attorney's fees and litigation costs) arising out of such party's activities regarding its property and the transactions contemplated in this Agreement shall be limited by the notice requirements and the types of liabilities and damage limits provided in the Local Government Tort Claims Act, Cts. & Jud. Proc. Article, § 5-301 *et seq.*

Section 7.9 Severability. If any term or provision of this Agreement shall be held illegal or unenforceable to any extent, that term or provision shall be severed from this

Agreement and the other terms and provisions of this Agreement shall be enforced to the fullest extent permitted by law.

Section 7.10 Governing Law. This Agreement is to be governed by and construed in accordance with the laws of Maryland, without regard to its conflict of law principles, and subject to the exclusive jurisdiction of the courts of Prince George's County, Maryland. In the event of any dispute arising hereunder, or any court action arising out of this Agreement, any litigation shall occur in the Circuit Court for Prince George's County, Maryland.

Section 7.11 Waiver of Jury Trial. EACH OF THE PARTIES WAIVES ITS RIGHT TO TRIAL BY JURY IN ALL MATTERS REGARDING THIS AGREEMENT.

Section 7.12 Authorized Action and Signatories. Each party and their respective signatories represent and warrant that they have the full right, power, and authority to sign and deliver this Agreement and to perform the transactions contemplated by this Agreement, and that entering into this Agreement will not violate any other covenants or agreements.

Section 7.13. No Partnership. Nothing in this Agreement, including the Agreement itself, shall be construed to create between the Parties any relationship of partnership, joint venture, association, or any other form of entity and the Parties disclaim the existence of any such relationship.

Section 7.14. No Waiver. No Party shall be deemed to have waived the exercise or the right to exercise any right to which such Party may be entitled to hereunder unless such waiver is made expressly in writing, and no such waiver or delay or failure to exercise any such right shall constitute or be deemed to be a waiver as to any other right hereunder or any other instance to which such a right may be applicable.

Section 7.15. Entire Agreement. This Agreement contains the entire agreement between the Parties regarding the land exchange and shall not be modified except by written agreement signed by the Parties and attached hereto.

[The Balance of This Page is Intentionally Blank]

IN WITNESS WHEREOF, Commission and City have caused this Agreement to be executed under seal as of the date first above written.

**Maryland-National Capital Park
And Planning Commission**

By: _____ (SEAL) _____
William Spencer
Acting Executive Director

Date: _____

ATTEST:

City of Bowie

By: _____ (SEAL) _____
Alfred D. Lott
City Manager

Date: _____

EXHIBIT A

Depiction and Descriptions of Commission Property to be conveyed to the City

Parcel C - Mount Oak Manor, Tax ID #0707687
Parcel B, Block L - Tall Oak Estates, Tax ID #0743484
Parcel A, Block L - Tall Oak Estates, Tax ID #0743476
Parcel B, Block K - Tall Oak Estates, Tax ID #0743468
Parcel A, Block K - Tall Oak Estates, Tax ID #0743450
PT Parcel B, Block C - Tall Oak Estates, Tax ID #0743377
PT Parcel A, Block C - Tall Oak Estates, Tax ID #0742684
PT Parcel A, Block C - Tall Oak Estates, Tax ID #0743369
PT Parcel B, Block C - Tall Oak Estates, Tax ID #0742692
Parcel A, Block D - Tall Oak Estates, Tax ID #0742825

EXHIBIT B

Description of City Property to be conveyed to the Commission

Parcel 21, Tax Map 64, Grid B2
Election District 07
Tax Account #0686766
Liber 07081 Folio 474
Owner: CITY OF BOWIE
Acreage:61.41 acres



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Adoption of FY 2025 Budget Ordinance and FYs 2025-2030 Capital Improvements Program Resolution
Amended Ordinance O-4-24 and Amended Resolution R-12-24

DATE: 05/16/2024

Ordinance O-4-24 and Resolution R-12-24 were amended for the purpose of appropriating funds for several objects and purposes for which the City must provide in the fiscal year beginning July 1, 2024, and ending June 30, 2025.

Revisions to the original ordinance and resolution introduced during a Regular Council Meeting held on Monday, April 15, 2024, were revised during the budget worksessions and resulted in reducing both General Fund and Capital Projects Fund proposed budgets by \$1,137,300 and \$135,000, respectively. The amended General Fund budget is \$83,777,500 and the Capital Projects Fund budget is \$46,356,400.

The attached worksheet of tentative changes to the FY2025 Proposed Budget is provided for your enlightenment.

The Council's approval of Amended Ordinance O-4-24 and Amended Resolution R-12-24 to appropriate funding for the fiscal year beginning July 1, 2024, and ending June 30, 2025, is requested.

ATTACHMENTS:

1. 20240520 - Amended Ordinance O-4-24
2. 20240520 - Amended Resolution R-12-24
3. 20240520 - Tentative Changes to Proposed FY2025 Budget
4. 20240520 - FY2025 FAC Letter to Council

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
APPROVING AND ADOPTING A BUDGET FOR THE
FISCAL YEAR BEGINNING JULY 1, 2024 AND
ENDING JUNE 30, 2025

WHEREAS, in accordance with Section 44 of the City Charter, it is the determination of the City Council that an ordinance should be enacted to budget and appropriate funds for the several objects and purposes for which the City of Bowie must provide in the fiscal year beginning July 1, 2024, and ending June 30, 2025 (“Fiscal Year 2025”); and,

WHEREAS, the City Manager, as required by the City Charter, between the 10th and the 15th of April, 2024 presented to the City Council a proposed budget outlining the anticipated expenditures and transfers for Fiscal Year 2025. The budget includes the estimated revenues and other financing sources required; establishes the proposed tax rate for all real property taxes, and establishes the tax rates for the various taxing districts; and,

WHEREAS, the Council held scheduled budget worksessions and two public hearings on April 15, 2024 and May 6, 2024 after two weeks’ notice thereof in a newspaper or newspapers having general circulation in Bowie.

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

Section 1: That from and out of the moneys and balances known to be in the General Fund, Equipment Acquisition and Replacement Fund, Capital Projects Fund, and Water and Sewer Fund, of the City of Bowie, Maryland, and from all moneys anticipated to come into all funds during the twelve (12) month period ending June 30, 2025, there shall be, and hereby are, appropriated the following sums for use by the several departments and offices of the City, and for the objects and purposes for which the City must provide during Fiscal Year 2025.

Underlining indicates amendments to ordinance.

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

APPROPRIATION ORDINANCE
THE CITY OF BOWIE, MARYLAND

GENERAL FUND

ESTIMATED REVENUES

Real Property Taxes:

Assessed Value of Land and Improvements subject to Taxation	\$8,696,725,000	
Tax Rate .400/\$100 of Assessed Value	<u>.00400</u>	<u>34,786,900</u>

Special Taxing District 1 -

There is hereby established a levy in the amount of \$.091 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as University of Maryland Science and Technology Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-19-87 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$200,519,100	
Tax Rate .091/\$100 of Assessed Value	<u>.00091</u>	<u>182,600</u>

Special Taxing District 2 -

There is hereby established a levy in the amount of \$.020 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Bowie Town Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-20-87 and as amended by Ordinance Numbers O-11-91, O-4-96, and O-20-98 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and		
Improvements Subject to Taxation	\$300,407,100	
Tax Rate .020/\$100 of Assessed Value	<u>.00020</u>	60,100

Special Taxing District 5 -

There is hereby established a levy in the amount of \$.007 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Highbridge Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-28-88 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and		
Improvements Subject to Taxation	\$18,091,400	
Tax Rate .007/\$100 of Assessed Value	<u>.00007</u>	<u>1,300</u>

Special Taxing District 6 -

There is hereby established a levy in the amount of \$.031 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as International Renaissance Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-2-89 and as amended by Ordinance Numbers O-11-91 and O-22-98 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and		
Improvements Subject to Taxation	\$155,886,900	
Tax Rate .031/\$100 of Assessed Value	<u>.00031</u>	<u>48,300</u>

Special Taxing District 7-

There is hereby established a levy in the amount of \$.037 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Pin Oak Plaza Storm Water Management

Special Taxing District as more particularly described
in Ordinance Number O-16-90, and for
those properties which are currently within the district
or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$19,176,800	
Tax Rate .037/\$100 of Assessed Value	<u>.00037</u>	<u>7,100</u>

Special Taxing District 8-

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

Assessed Value of Land and Improvements Subject to Taxation	\$71,890,200	
Tax Rate .007/\$100 of Assessed Value	<u>.00007</u>	<u>5,000</u>

Special Taxing District 11-

There is hereby established a levy in the
amount of \$.028 per hundred dollars of
assessed valuation for all real property,
subject to taxation within that special
taxing district of the City of Bowie described as
Collington Plaza Storm Water Management
Special Taxing District as more particularly described
in Ordinance Number 0-7-95, and for
those properties which are currently within the
district or which will subsequently be
placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$29,781,100	
Tax Rate .028/\$100 of Assessed Value	<u>.00028</u>	<u>8,300</u>

Personal Property Tax:

Assessed Value of Tangible Personal Property of Ordinary Incorporated and Unincorporated Businesses, Operating Property (except land) of Public Utilities and Contract Carriers, and/or Operating Property (except land) of Railroads.	\$234,330,000	
Tax Rate 1.00/\$100 of Assessed Value	<u>.01000</u>	<u>2,343,300</u>
Total Real & Personal Property Tax Revenue		37,442,900
Total All other Anticipated Revenue		27,831,000
Appropriated Fund Balance	<u>19,640,900</u>	<u>18,503,600</u>
TOTAL REVENUES	84,914,800	<u>\$83,777,500</u>

APPROPRIATIONS BY ACTIVITY

City Council	543,200	\$ 547,800
City Manager	1,834,100	1,859,200
Human Resources		931,600
Elections		1,000
Finance		1,731,300
Information Technology		4,669,300
Legal Services		207,500
Communications		1,120,600
Business Operations		896,200
City Clerk		269,900
Community Services		1,526,500
Building Maintenance		1,753,400
Planning Division	596,900	621,900
Sustainability Division		455,100
Economic Development Division		1,290,100
Housing Inspection and Code Compliance		1,195,400
Emergency Management		641,800
Police Department		16,527,600
Public Works Administrative Division		3,019,400
Equipment Maintenance and Garage Division		1,013,700
Solid Waste Division	8,770,100	8,776,100
Street Maintenance Division	9,273,900	9,373,900
Storm Water Management Division		880,200
Storm Water Management Division - Special Tax Districts		14,400
Senior Services		1,539,500
Youth Services Bureau		1,491,000
Animal Control Program		272,700

**Amended
O-4-24**

Recreation and Parks		1,494,200
Bowie Playhouse		232,200
Parks and Grounds		4,779,400
Ice Arena		1,300,700
Historic Properties		788,500
Gymnasium		878,100
Debt Service		3,114,500
Unclassified and Non-departmental		935,200
Transfers	8,925,600	<u>7,627,600</u>
TOTAL APPROPRIATIONS	84,914,800	<u>\$83,777,500</u>
 Total General Fund Revenues	 84,914,800	 <u>\$83,777,500</u>
 Total General Fund Appropriations	 84,814,800	 <u>\$83,777,500</u>
 Difference		 <u>\$ NONE</u>

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

ESTIMATED REVENUES

Appropriated Fund Balance	\$ 2,766,200
Transfers from General Fund	2,064,300
Total All other Anticipated Revenue	<u>475,100</u>
TOTAL REVENUES	<u>\$ 5,305,600</u>

APPROPRIATIONS

General Government	\$ 500,000
Public Safety	1,197,200
Public Works	1,335,300
Parks and Recreation	245,000
Reserve for Replacements	<u>2,028,100</u>
TOTAL APPROPRIATIONS	<u>\$ 5,305,600</u>

Total Equipment Acquisition Fund Revenues	<u>\$ 5,305,600</u>
Total Equipment Acquisition Fund Appropriations	<u>\$ 5,305,600</u>
Difference	<u>\$ NONE</u>

CAPITAL PROJECTS FUND

ESTIMATED REVENUES

Appropriated Fund Balance	7,186,300	\$ 6,309,300
Transfers from General Fund	6,861,300	5,563,300
Intergovernmental Revenues	1,449,600	3,489,600
Other Revenues		<u>30,994,200</u>
TOTAL REVENUES	46,491,400	<u>\$ 46,356,400</u>

APPROPRIATIONS

ADA Assessment Project		\$ 75,000
Facility Security		350,000
Energy Efficiency Improvements		60,000
Land Acquisition		1,548,100
Streets and Utilities		21,600
Gymnasium		88,000
Ken Hill Center		80,000
City Hall		100,000
Bowie Railroad Museum		718,600
Public Works Main Facility		990,000
Bowie Trails		575,100
Chesapeake Bay		1,535,800
Facility Preventive Maintenance		791,200
Stormwater Management		650,000
Sediment Control-Gateway		43,700
Sediment Control-Maryland Science and Technology Center		138,500
Sediment Control-Bowie Town Center		64,400
Sediment Control-Pin Oak Plaza		5,700
Sediment Control-Elder Oaks		3,100
Sediment Control-Collington		6,000
Sediment Control-Reserve City Parcel		16,600
Bowie Playhouse		10,000
Allen Pond Park		1,500,000
Whitemarsh Park	935,000	200,000
Centennial Park	0	150,000
Racetrack Road Property	0	450,000
Bowie Ice Arena		30,355,000
Parks and Grounds Annex (Entzian Farm)		275,000
Public Art		25,000
Bowie Golf Course		5,460,000
Tanglewood Park		50,000
Serene Way Park		20,000
TOTAL APPROPRIATIONS	46,491,400	<u>\$46,356,400</u>
 Total Capital Projects Fund Revenues	 46,491,400	 <u>\$46,356,400</u>
 Total Capital Projects Fund Appropriations	 46,491,400	 <u>\$46,356,400</u>
 Difference		 <u>\$ NONE</u>

WATER AND SEWER FUND

Section 2: That the following water and sewerage rate structure shall be effective for all water consumption and sewerage service used after July 1, 2024:

Water Consumption Charge

Residential and all other users - \$6.58 per 1,000 gallons of water used.

Sewerage Surcharge – 143.5% of Water Charge

Residential and all other users - \$9.44 per 1,000 gallons of water billed.

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

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

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

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

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

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

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

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

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

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

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

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

OPERATING BUDGET

ESTIMATED REVENUES

Water Sales	\$ 2,864,900
Sewerage Surcharge	3,744,700
Minimum Charges	1,050,200
Other Revenues	998,500
Renewal/Replacement	734,000
Proceeds -Loan	4,669,600
Federal Grant	1,700,000
State Grants – Projects	126,800
Appropriated Retained Earnings	<u>1,651,300</u>
TOTAL REVENUES	<u>\$17,540,000</u>

APPROPRIATIONS

Billing and Accounting	\$ 776,600
Water Supply Division	8,689,800
Wastewater Division	6,897,400
Debt Retirement	324,800
Miscellaneous and Non-departmental	387,000
Transfers to General Fund	<u>464,400</u>
TOTAL APPROPRIATIONS	<u>\$17,540,000</u>

Total Water & Sewer Fund Revenues \$17,540,000

Total Water & Sewer Fund Appropriations \$17,540,000

Difference \$NONE

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

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

Section 13: Outstanding encumbrances at Fiscal Year 2024 year end shall be considered revenues for Fiscal Year 2025 at June 30, 2024 and re-appropriated, by this budget ordinance, in Fiscal Year 2025 for the purposes set forth in the budget ordinance for the Fiscal Year 2024, unless otherwise appropriated by the City Council.

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

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

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

INTRODUCED by the Council of the City of Bowie, Maryland at a Regular Meeting on April 15, 2024.

PASSED by the Council of the City of Bowie, Maryland by a favorable vote of at least a majority of the total elected membership of the Council at a Regular Meeting on _____, 2024.

Awilda Hernandez
City Clerk

By: _____
Timothy J. Adams, Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

Elissa D. Levan, City Attorney

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ADOPTING A CAPITAL IMPROVEMENTS PROGRAM
FOR THE FISCAL YEARS 2025-2030

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

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

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

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

WHEREAS, the City Manager has prepared and presented to the City Council the required proposed Capital Improvements Program, which has been included as a portion of the Fiscal Year 2025 Proposed Budget Document.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Capital Improvements Program for Fiscal Years 2025-2030, as reflected in the City's FY2025 Proposed Budget Document, is hereby adopted.

INTRODUCED by the Council of the City of Bowie, Maryland at a Regular Meeting on April 15, 2024.

PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on _____, 2024, after public hearings on April 15, 2024, and May 6, 2024.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

CITY OF BOWIE, MARYLAND
TENTATIVE CHANGES TO PROPOSED BUDGET - FY2025
Budget Work sessions through May 20, 2024

	Page Number	Increase or (Decrease) Revenues	Increase or (Decrease) Expenditures	Org	Object
GENERAL FUND					
Decrease: Transfer to Capital Project Fund	160	\$ -	\$ (1,298,000) ✓	01920	59005
Increase: Planning - Professional Services for Metes and Boundry Suveys	135		\$ 25,000 ✓	01195	51125
Increase: Solid Waste - Disposal Fee	148		6,000 ✓	01330	51210
Increase: Streets - Striping and marking	152		100,000 ✓	01340	51230
Increase: City Manager's Office - Customer Services Representative	51		25,100 ✓	01120	50110
Increase: City Council -Travel and Tranining	50		4,600 ✓	01110	51145
Decrease: Use of Appropriated Fund Balance	39	(1,137,300)	- ✓	01	48005
		<u>\$ (1,137,300)</u>	<u>\$ (1,137,300)</u>		
CAPITAL PROJECT FUND					
Increase: Appropriated Fund Balance - Centennial Park	174	\$ 150,000	\$ -	10	48005
Increase: Centennial Park	293	-	150,000	10549	57015
Decrease: Use of Appropriated Fund Balance - Bowie Railroad Museum	174	(90,000)	-	10	48005
Increase: State Grant - Maryland Heritage Area Authority	174	90,000	-	10	43110
Increase: Federal Grant - Allen Pond Park	174	1,500,000	-	10	43015
Decrease: Transfer from General Fund - Allen Pond Park	174	(1,108,200)	-	10	49010
Decrease: Use of Appropriated Fund Balance - Allen Pond Park	174	(391,800)	-	10	48005
Increase: Race Track Property	new	-	450,000	10552	57015
Increase: State Grant - Race Track Property		450,000	-	10	43110
Decrease: Use of Appropriated Fund Balance - Whitemarsh Park	174	(545,200)	-	10	48005
Decrease: Transfer from General Fund - Whitemarsh Park	174	(189,800)	-	10	49010
Decrease: Whitemarsh Park - Deferring replacement of synthetic furf field	174	-	(735,000)		
		<u>\$ (135,000)</u>	<u>\$ (135,000)</u>		

**The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2025 Annual Budget**

To: City of Bowie Council

Date: May 14, 2024

Re: Proposed FY2025 Annual Budget

The Financial Advisory Committee (FAC) was formed in 1998 to review and advise the Council on the City's fiscal condition and to enhance the distribution of financial information to the community. In keeping with its mission, the Committee reviewed the Fiscal Year 2025 proposed budget and prepared this letter directed to the Council.

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

This Committee continues to work closely with the Finance Department Director, and knows first-hand, how responsive, and efficient that office is, in coordinating the budget process and exercising due diligence and creativity to ensure that all important activities across the City Departments and Funds are adequately addressed.

The Committee wishes to draw the Council's attention to three key areas of the proposed FY2025 budget. (1) The Budget Deficit trend forecasted for FY2025 through FY2030, driven by escalating Expenditures and marginal increase in year-over year Revenue; (2) General Fund Balance Policy Review; and (3) Commercial/Residential Residents mix.

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

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

Sincerely,

Carl Robinson

Carl Robinson,
Chair City of Bowie Financial Advisory Committee

**The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2025 Annual Budget**

Recommendations to City Council

Budget Deficit Trend for FY2025 Through 2030

Recommendation 1:

- *The Financial Advisory Committee specifically recommends that the City Council implement an annual increase of \$0.01 in the real property tax rate, beginning FY 2025.*

Background:

- As detailed in the FY2025 Proposed Budget, the City's Revenues will continue to lag its Expenditures through FY2030. Bold and immediate action is needed to address the forecasted annual shortfalls.
- While the City expects to substantially fund these shortfalls by drawing down on reserves from its General Fund, these reserves will run out in FY 2028 without conscious fiscal action by the City.

Discussion:

- Given the need to make the City of Bowie the city of choice for current and intending residents, it is important that the City continues to provide City services at levels that are second to none.
- While the City's Expenditures are expected to increase, it is imperative that the City maintains commensurate levels of Revenue growth to offset such increased Expenditures
- The City's tax rate has remained unchanged at \$0.40 for 14 straight years, resulting in missed opportunities to mitigate annual operational deficits.
- An annual increase of \$0.01 currently represents nearly \$1M in additional annual revenue to the City.
- It is critical that the City remains financially prudent so as not to jeopardize its AAA credit rating status.

**The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2025 Annual Budget**

Recommendations to City Council

General Fund Balance Policy Change

Recommendation 2:

- *The Financial Advisory Committee present its deliverable to the City Council regarding the General Fund Balance Policy*

Background:

- The Committee acknowledges a due out to the Council on the Fund Balance Policy in general and whether 25% of expenditures is the correct and effective.
- As detailed in the FY2025 Proposed Budget, the City's General Fund balance has been declining steeply and is projected to reach -9% of expenditures in FY2030.

Discussion:

- The discussion will highlight the importance of financial policies, best practices, reserve policies, and tying the General Fund balance to a threshold that Caps Capital Improvement Program Transfers to a percentage of the tax rate.
- The FY2025 Proposed Budget indicates the City will comply with its 25% Fund Balance Policy beginning in FY2031, however, it is prudent to address the precipitous drop in the Fund Balance over the next five years.
- Review the pros and cons of tying the General Fund Balance to a threshold that Caps Capital Improvement Program Transfers to a percentage of the tax rate.

**The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2025 Annual Budget**

Recommendations to City Council

Revenue and Expenditure Strategy Development

Recommendation 3:

- *The Committee recommends the Council consider paying greater attention to the City's Commercial-Residential residents mix, towards attracting more commercial residents.*

Background:

- The Commercial-Residential residents mix currently stands at about 10%:90% (down from 15%:85%).
- In addition to real property taxes, Commercial residents also pay personal property taxes which further increases City Revenues.

Discussion:

- The continuing decline in retail and office space in the City is concerning.
- Although the City's economic activities grew 6.5% last year, this growth is slower than those of other cities.
- The Committee recognizes and applauds the various initiatives of the Council, including inviting the State of Place, Inc. study on strategies to maximize Revenues from the Bowie Town Center, South Lakes, and Old Bowie.
- There is a need to diversify and expand the City's economic base.

**The City of Bowie Financial Advisory Committee
Review of the Proposed FY 2025 Annual Budget**

Recommendations to City Council

Recommendation Summary

1 - Budget Deficit trend forecasted for FY2025: *The Committee recommends that the city take bold actions to tackle and address the annual trend where expenditures significantly exceed revenues. Each year this inherent shortfall erodes the City Fund Balance causing deep concern. Clearly it is time to review the current \$0.40 tax rate. It was noted that an increase of \$0.01 will result in nearly \$1m in additional revenue for the City.*

2 - General Fund Balance Policy Review: *The Committee recommends that the City Council remain open to considering options for amending the current policy which requires retention of 25% of expenditures as its ending balance. The Committee acknowledges its commitment to working on this issue and will ensure a deliverable that outlines alternatives to the current policy.*

3 - Commercial/Residential Residents Mix: *We recommend the City pay closer attention to Strategies that will attract more commercial residents and thus reclaim a healthy balance between these two classes. It was noted that Commercial residents also pay personal property taxes hence an opportunity to increase revenues while satisfying residents desire for more upscale dining and shopping.*



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: City of Bowie Annual Action Plan FY2025 (HUD FY2024)
Resolution R-22-24

DATE: 05/16/2024

The City of Bowie receives Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development (HUD) through an entitlement¹. The City of Bowie's *Consolidated Action Plan for Housing and Community Development (Plan)*, Fiscal Year 2024-2028, was adopted by City Council and approved by HUD, and analyzes housing, human services, and non-housing community development needs throughout the City, identifies and prioritizes community needs, and includes a strategy to address those needs. The Five-Year Consolidated Plan and the FY2025 Annual Action Plan are required by the U.S. Department of Housing and Urban Development for all Entitlement Communities receiving HUD funding.

The Annual Action Plan is also the means to meet federal funding requirements for the Community Development Block Grant (CDBG) program. The City of Bowie is a HUD Entitlement Community and as such must develop funding priorities that address at least one of three National Objectives. CDBG projects must benefit low-moderate income persons, eliminate slums and blight, or fulfill an urgent need. This program allows communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Consistent with the Council-approved Citizen Participation Plan, Consolidated Plan, and Annual Action Plan, staff has engaged in several community outreach and information gathering activities that include the following:

Public Outreach Meetings
Date: Wednesday, March 13, 2024 Meeting Time: 6:00 pm Location: online via Zoom
Date: Wednesday, April 3, 2024 Meeting Time: 6:00 pm Location: online via Zoom
Date: Monday, May 20, 2024 Meeting Time: 8:00 pm Location: Council Chambers/City Council Meeting/Public Hearing

One of the City's objectives is to provide benefits to a maximum number of residents through its CDBG allocation.

Given the projected level of funding from HUD, as well as the potential for reductions due to federal policies and priorities, programs which target low/moderate income individuals/families are in the best interest of the City at this time.

The City should continue to offer the Single Family, Owner-Occupied, Residential Housing Rehab Program (with HUD income qualification requirements) that prioritizes senior citizens, disabled residents, and others for the next five years. The City should also continue the Workforce Training and Job Placement Program (funds permitting) for eligible persons in the age range of 15 – 25. The City will continue to evaluate other needs for future years, depending upon local circumstances. If needs are identified which satisfy HUD's eligible activities requirement, low/mod income requirements, and national objectives, steps should be taken to incorporate them into the Consolidated Plan. This will require an amendment to the Annual Action Plan for the year(s) in question.

Persons who needed more information or who wished to submit written comments were directed to the Office of Grant Development & Administration at City Hall, 15901 Fred Robinson Way, Bowie, Maryland, 20716, or by email at bowiecplan2428@cityofbowie.org.

DISCUSSION: Staff has completed the production of the FY2025 (HUD FY2024) Annual Action Plan, as required by the U.S. Department of Housing and Urban Development. The report is attached.

RECOMMENDATIONS: We recommend that Council adopts Resolution R-22-24 and authorizes staff to forward the Plan to HUD for review and approval.

¹ CDBG funds are appropriated annually by the U.S. Congress and distributed on a formula basis to local jurisdictions. Municipalities are entitled to receive HUD funds directly when the city's population exceeds 50,000 residents.

ATTACHMENTS:

1. 20240520 - Resolution R-22-24
2. 20240520 - FY 2025 (HUD FY 2024) Bowie Annual Action Plan

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ADOPTING THE FY2025 ANNUAL ACTION PLAN AND PROPOSED PROJECTS
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the City of Bowie (City), Maryland is an Entitlement Community concerning the Community Development Block Grant (CDBG) Program; and

WHEREAS, the City Council approved Resolution R-41-03 on May 5, 2003, authorizing the City to become an Entitlement Community; and

WHEREAS, as an Entitlement Community the City developed a Five-Year Consolidated Plan that was adopted by City Council and approved by HUD for the Community Development Block Grant Program for the period July 1, 2024 – June 30, 2028; and

WHEREAS, the City must prepare a report each year for its proposed CDBG Programs, the Annual Action Plan; and

WHEREAS, City staff have conducted Community Outreach Meetings, and other community outreach activities consistent with the requirements of the FY2025 (HUD FY2024) Annual Action Plan; and

WHEREAS, City staff has developed a proposal for programs based on the information collected and analyzed from the community outreach initiatives; and

WHEREAS, City staff has posted the “FY2025 Annual Action Plan” report in several locations for citizen review and comment, consistent with HUD rules and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council of the City of Bowie, MD does hereby adopt the “FY2025 (HUD FY2024) Annual Action Plan” report attached as Attachment 2.

BE IT FURTHER RESOLVED that the City Manager is authorized to forward the programs and projects as outlined in the “FY2025 (HUD FY2024) Annual Action Plan” report to HUD for review and approval.

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



DRAFT

City of Bowie

Office of Grant Development & Administration

HOUSING AND COMMUNITY DEVELOPMENT

FY 2025 (HUD FY 2024) Annual Action Plan



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Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Strategic Plan outlines Bowie's priority needs, anticipated resources, and ultimate goals for its federal funding allocation. The City has identified a variety of community needs including:

- § Housing rehabilitation
- § Workforce training, particularly for young males
- § Additional fair housing education
- § Affordable housing
- § Emergency assistance (home repairs, rental assistance, etc.)
- § Water and sewer infrastructure

Increasing housing prices and the aging population are projected to continue into the near future. Based on these conditions and given limited resources, the City has opted to invest in three projects for the duration of the Five-Year Plan: a single family, owner-occupied residential rehabilitation program, fair housing activities, and workforce training and job placement. The first will be Single Family, Owner-Occupied, Residential Housing Rehab Program (with HUD income qualification requirements) that prioritizes senior citizens, disabled residents, and others for the next two years. The second project will be a program to help educate residents, businesses, property owners and others about fair housing practices and requirements. The third project will be to undertake a Workforce Training and Job Placement Program.

The Bowie City Manager's Office (OGDA) will be the administering agency and will continue to work with County agencies, private developers and non-profit groups to effectively administer the program. The City Manager's Office will also be in charge of monitoring the use of funds.

This section contains additional information about the proposed City programs and how they meet the needs of the community, how they will help to overcome obstacles to fair and affordable housing, and how they fit into the City's larger anti-poverty and homelessness strategies.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 1 - Geographic Priority Areas

N/A

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 2 – Priority Needs Summary

1	Priority Need Name	Housing Rehabilitation
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Elderly Frail Elderly
	Geographic Areas Affected	
	Associated Goals	Improve the quality of owner-occupied housing
	Description	Housing rehabilitation that prioritizes senior citizens, disabled residents, and others for the next two years
	Basis for Relative Priority	
2	Priority Need Name	Public Service: Workforce Training Job Placement
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Unaccompanied Youth Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	Workforce Training and Job Placement
	Description	Programs to train workers for future positions
	Basis for Relative Priority	

3	Priority Need Name	Fair Housing Education
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	Improve access to affordable housing
	Description	Education through fair housing training for various groups including non-profits, city staff, landlords and others related to the housing industry
	Basis for Relative Priority	Fair Housing Activities
4	Priority Need Name	Affordable Housing
	Priority Level	High
	Population	Moderate Middle Large Families Families with Children
	Geographic Areas Affected	
	Associated Goals	
	Description	Construction of housing affordable for working families
	Basis for Relative Priority	Construction of housing affordable for working families
5	Priority Need Name	Emergency Assistance
	Priority Level	High

	Population	Extremely Low Low Moderate Large Families Families with Children Elderly
	Geographic Areas Affected	
	Associated Goals	
	Description	Monetary assistance for emergency repairs, prevention of utility shut-off, etc
	Basis for Relative Priority	Monetary assistance for emergency repairs, prevention of utility shut-off, etc
6	Priority Need Name	Infrastructure: Sewer Lines
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	
	Associated Goals	
	Description	
	Basis for Relative Priority	
7	Priority Need Name	Infrastructure: Sewage Overflow Container
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	
	Associated Goals	
	Description	

	Basis for Relative Priority	
--	--	--

Narrative (Optional)

The table above shows priority needs within the City of Bowie. Priority needs were included based on the results of public input and stakeholder interviews. Additional needs were identified through consultation with City agencies.

Only the needs with the highest priority level were identified.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	N/A
TBRA for Non-Homeless Special Needs	N/A
New Unit Production	N/A
Rehabilitation	The growth of the elderly population in Bowie means the need for elderly services will continue to increase. The increase in elderly population combined with high levels of poverty creates a need for financial assistance in updating, rehabilitating, and preserving the existing homes of income-eligible senior citizens. Rehabilitation projects will also help to preserve affordable housing stock in Bowie over the long-term by maintaining older homes that might otherwise fall into disrepair. The program prioritizes senior citizens, disabled residents, and others for the next two years.
Acquisition, including preservation	N/A

Table 3 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The following table shows the amount of funds expected to be available in Year 1 of this Consolidated Plan.

The City reserves the right to change allocation priorities up to 20 percent for new projects or redistribution of funds among projects without public notice.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$177,913	0	0	\$177,913	\$711,652	CDBG funds will be used to address community housing needs, specifically, housing rehabilitation. The rehabilitations will include energy efficiency measures; Fair housing; Workforce Development

Table 4 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
BOWIE	Government	Ownership	

Table 5 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City Manager's Office (OGDA) will be responsible for overall program compliance to federal CDBG regulations. The City of Bowie's Department of Community Services will provide linkages to the Senior Center. The City's Finance Department will conduct the financial management of the CDBG funds. The Director of the Office of Grant Development and Administration, under direct supervision of the City Manager's Office, will complete required evaluation reporting and ensure overall project compliance with the approved Citizen Participation Plan, the approved Consolidated Plan, and all applicable federal regulations.

Strengths

The City of Bowie City Manager's Office (OGDA) manages the CDBG grant program and reporting for the City, since the department has experience managing the CDBG program in addition to providing a strong support system to enable the City to focus on its own services.

The City has relationships with a number of key County agencies that impact social services and outreach efforts, including the Continuum of Care (CoC) and senior services.

Gaps

Due to the location of the City, most of the social service agencies are located in other areas of the County, generally closer to the boundary with the District of Columbia. None of the homeless or housing providers are located in the City, with senior services being the only social service directly provided in the community.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X		X
Mortgage Assistance	X	X	X

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Rental Assistance	X	X	X
Utilities Assistance	X	X	X
Street Outreach Services			
Law Enforcement	X	X	X
Mobile Clinics			
Other Street Outreach Services	X	X	X
Supportive Services			
Alcohol & Drug Abuse	X	X	X
Child Care			
Education			
Employment and Employment Training	X	X	X
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation			
Other			
	X	X	X

Table 6 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

As noted in other sections of this document, the City of Bowie is a member of the Prince George's County CoC. The services provided are not located within the City, but are available to residents. The services listed above and discussed elsewhere in this document meet the needs of homeless persons in Prince George's County and the City of Bowie. Diversion programs are a major part of the institutional delivery system that limit the number of persons becoming homeless in the County through minor interventions. When diversion programs fail, transitional housing is available with a variety of supportive services to move persons rapidly into permanent housing. These programs are available and targeted to a variety of subpopulations in the County.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Currently, there are 182 clients on the waiting list for housing. The housing gaps are emergency housing, transitional housing, long-term housing facilities, and supportive services. The County considers this

need a “high priority”; therefore, the five-year goal is to provide housing opportunities for 182 additional persons with HIV/AIDS and their families and to provide supportive services for existing and new clients.

The CoC and Bowie, in partnership to the County, have a history of coordinating with government offices, municipalities, agencies, and nonprofit organizations, comprising its institutional delivery system.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve the quality of owner-occupied housing	2023	2027	Affordable Housing		Housing Rehabilitation	CDBG: \$	Homeowner Housing Rehabilitated: 50 Household Housing Unit
2	Improve access to affordable housing	2023	2027	Affordable Housing		Fair Housing Education	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit: 10 Households Assisted
3	Workforce Training and Job Placement	2023	2027	Non-Housing Community Development		Public Service: Workforce Training Job Placement	CDBG: \$1	Public service activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted

Table 7 – Goals Summary

Goal Descriptions

1	Goal Name	Improve the quality of owner-occupied housing
	Goal Description	Single Family, Owner-Occupied, Residential Housing Rehab Program (with HUD income qualification requirements) that prioritizes senior citizens, disabled residents, and others for the next two years. Matrix code 14A.
2	Goal Name	Improve access to affordable housing
	Goal Description	Fair Housing outreach activities, including training sessions, informational brochures or outreach sessions to improve the community's understanding of fair housing laws. Matrix code 05J.

3	Goal Name	Workforce Training and Job Placement
	Goal Description	The project will be to undertake a small community study in the form of a pilot project to examine the potential work workforce and employment training in the Old Town Bowie; Huntington community. Matrix code 05H.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The City of Bowie does not receive HOME funds.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

There are no public housing facilities in the City of Bowie.

Activities to Increase Resident Involvements

There are no public housing facilities in the City of Bowie.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

N/A

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

Barriers to affordable housing include the following public policies:

- Focus on 'high-quality' neighborhoods and luxury rental units has limited more affordable types of multi-family developments
- Occupancy codes restrict the number of persons per bedroom to one for rental units, causing families with new children to lose housing and driving up rental affordability
- The County has land use authority (zoning) over the City

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City of Bowie and Prince George's County completed a joint AI in 2020. The City currently allocates 1% of its annual CDBG entitlement allocation grant for fair housing activities.

The City of Bowie is working with developers to include workforce housing set-asides as part of major new developments and will work with Prince George's County to discuss possible updates to the zoning code to improve access to affordable housing. This year, CDBG funds will finance housing rehabilitation projects, which will update and preserve housing in Bowie and maintain the stock of affordable housing in the City. The City is using an additional 1% of its CDBG allocation this year to finance fair housing education workshops.

Following the completion of its recent AI, the City of Bowie outlined additional fair housing initiatives. These include:

Goal 1: Increase awareness on fair housing issues, rights and responsibilities

Action 1: Continue fair housing education programs

Action 2: Share data and findings with Washington metro region's Regional Analysis of Impediments effort.

Goal 2: Provide opportunities for a greater range of housing types within the City of Bowie

Action 1: Implement a moderately-priced dwelling unit (MPDU) or inclusionary housing

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

See AD-25 Administration, Unique Appendices, for the full homeless text (text exceeded the 4,000 character limit).

Addressing the emergency and transitional housing needs of homeless persons

The City of Bowie will address the emergency and transitional housing needs of homeless persons as a participant in the Prince George's County Continuum of Care (CoC). The City does not directly provide services or receive ESG funds, but will work with the CoC to address homelessness. No homeless housing is available in the City; however, the City works closely with its police force and within its City departments to address the needs of homeless individuals. Any homeless individual in Bowie is immediately referred to the Continuum of Care for the services they provide. The City is also presently in discussions with various community and faith-based groups interested in increasing the supply of homeless residences in the City.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

See AD-25 Administration, Unique Appendices, for the full homeless text (text exceeded the 4,000 character limit).

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The first defense against homelessness is prevention and/or diversion, both of which are highlighted as priorities in the County's Strategic Plan. It is much more cost effective for many households to maintain their housing rather than the County facilitating entry into the homeless emergency system and re-housing the family. The County has a very strong system for prevention and intervention but does not have the funding required to end homelessness.

Shelter diversion: The goal of this strategy is to help at-risk households seeking shelter to identify alternative housing options (avoiding entry into a shelter), and to offer support services that will help them stabilize until a permanent housing opportunity becomes available. Shelter diversion is handled through the coordinated intake process and is used in cases where it is a safe and practical alternative to shelter.

Prevention: Prevention assistance, usually in the form of immediate and short-term rental and/or utility assistance, provides a means of preserving permanent housing situations and saving households from entering the homeless assistance system. Prevention and diversion programs are of critical importance to keeping people from becoming homeless in the face of a personal crisis. The County's Plan includes creation of a publicly and privately funded and coordinated intervention system focused on preventing homelessness and maximizing the effectiveness of this limited pool of resources.

Prince George's County envisions a comprehensive housing crisis response system through which homelessness can be prevented, and as required, homelessness can be quickly ended. The plan is designed to identify and align homeless support systems to meet the distinct needs of people at risk of, or experiencing homelessness, make additional affordable housing resources available either through development and/or subsidy programs, realign existing resources with prevention and rapid re-housing initiatives, and target permanent supportive housing for those deemed most vulnerable.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The majority of housing in Bowie was build post World War II and is free of lead-based paint. The concentration of older housing is located within the CDBG project area. The Office of Grant Development & Administration administers the Housing Rehab program and retains a contractor to conduct lead-based paint testing on all projects. The City does not have a Housing Authority that performs lead paint assessments or rehabilitation, but regularly refers residents to regional programs addressing lead paint hazards. These agencies include: the Maryland Department of Environmental Resources, Maryland Department of Environment, Maryland Department of Housing and Community Development, and the National Center for Lead Safe Housing.

How are the actions listed above related to the extent of lead poisoning and hazards?

Given the very limited amount of funding available to the City and the relatively few number of low-income households with children that may have lead-based paint in Bowie, the City has opted to utilize countywide (and state) programs rather than undertake local programs to combat lead-based paint hazards.

How are the actions listed above integrated into housing policies and procedures?

The City of Bowie performs all historic preservation and renovation in accordance with Maryland Building Rehabilitation Code and preservation standards. This takes into account lead-based paint procedures in all renovations.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The key to the City's anti-poverty strategy is job creation through the promotion of economic development activities. By working with the growing number of commercial developers in the City, Bowie is enhancing job opportunities and housing for all economic levels. The City also sponsors seasonal job fairs, offering employment opportunities for persons interested in parks and recreation.

In addition, the City is in the process of developing a Workforce and Life Skills training program to meet the need for employment and employability skill development for young adults in the community. The need for full-time, permanent employment and the ability to obtain and retain a job by a large segment of the young adult population (principally males) is an acute one which may require other interventions and services to achieve success.

Also, the City encourages coordination with programs and services with a number of County, State and local organizations:

§ The County's Financial Services Corporation (FSC First), a private non-profit corporation affiliated with the Economic Development Corporation that provides financial assistance to businesses and administers the Small Business Growth Fund and the Small Business Administration 504 Commercial Real Estate Loan Program.

§ The County's Workforce Services Division (WSD), addressing the workforce development needs of existing and potential employers. It represents collaboration among the University of Maryland at College Park, Prince George's Community College and the Prince George's County Public Schools.

§ Bowie State University, a leader in seeking HUD funds for Historically Black Colleges and Universities to enhance its entrepreneurship programs, developing capacity among small business owners, non-profit and housing advocates. Bowie State University also works with communities around the County, including the City, to establish small business information centers at local libraries in collaboration with the Economic Development Corporation and the County library system. The City has worked with Bowie State University to fund a business incubator at the business school. The long-term goal is to house new businesses in Bowie and to foster growth and expansion.

§ Organizations that sponsor community forums on issues related to revitalization and community needs.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The activities outlined in this Consolidated Plan do not directly affect the jurisdiction's anti-poverty strategy; however, the construction jobs created as part of the Housing Rehabilitation program may

benefit workers within Bowie. In addition, keeping homes affordable for in Bowie by lowering energy costs to maintain a home will ensure more residents can stay in their homes. The cost burden among homeowners increased across all lower income bands, with the highest increase among the elderly and small related households.

The strategy of creating jobs, including construction jobs, and lowering maintenance costs for seniors and those with disabilities, as well as other residents, are the City's main methods of improving families' livelihoods.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

City of Bowie Office of Grant Development & Administration, Department of Finance, and other Departments as required, have the capacity to manage capital improvement projects, and has been providing site management and monitoring on CDBG projects for the past 20 years. On site monitoring will be carried out on a regular basis by trained City staff. The City will enforce all HUD rules and regulations through on-site interviews, and by collecting relevant data and documentation.

The City of Bowie administers a number of federal and state grant programs and has demonstrated its capacity to administer and manage the CDBG program. Project files will be maintained on the CDBG-funded activity; reports will be collected and submitted to HUD on a timely basis. Record keeping will be in accordance with City and federal policies. The City Manager's Office will ensure compliance with HUD regulations that deal with the effective use of federal Community Development Block Grant funds.

The City will conduct all CDBG-funded activities in accordance with federal and local laws and policies, particularly in regards to Affirmative Action and Equal Opportunity. The City currently directly mails Requests for Proposals (RFP) to a list of local minority contractors and provides them an opportunity to bid on municipal capital projects. All RFPs are advertised in the Prince George's Journal and local papers. The RFPs encourage women/handicapped and minority owned businesses to submit proposals.

Annual Goals and Objectives

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The following table shows the amount of funds expected to be available in year one of this Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$177,913	0	0	\$177,913	\$711,652	CDBG funds will be used to address community housing needs, specifically, housing rehabilitation; Fair housing; and Workforce Development

Table 8 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

The city will pursue additional funds from other sources including state, local, foundation, and private entities.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publicly owned land or property within the jurisdiction will be used to address the needs identified in the plan.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve the quality of owner-occupied housing	2018	2022	Affordable Housing		Housing Rehabilitation	CDBG: \$	Homeowner Housing Rehabilitated: 10 Household Housing Unit
2	Improve access to affordable housing	2018	2022	Affordable Housing		Fair Housing Education	CDBG: \$	Other: 2 Other
3	Workforce Training and Job Placement	2018	2022	Non-Housing Community Development		Public Service: Workforce Training Job Placement	CDBG: \$	Other: 20 Other

Table 9 – Goals Summary

Goal Descriptions

1	Goal Name	Improve the quality of owner-occupied housing
	Goal Description	Single Family, Owner-Occupied, Residential Housing Rehab Program (with HUD income qualification requirements) that prioritizes senior citizens, disabled residents, and others for the next two years. Matrix code 14A.

2	Goal Name	Improve access to affordable housing
	Goal Description	Fair Housing outreach activities, including training sessions, informational brochures or outreach sessions to improve the community's understanding of fair housing laws. Matrix code 05J.
3	Goal Name	Workforce Training and Job Placement
	Goal Description	The project will be to undertake a small community study in the form of a project to examine the potential workforce and employment training in communities throughout the city. Matrix code 05H.

Projects

AP-35 Projects – 91.220(d)

Introduction

The Annual Action Plan reflects the City's funding priorities and identifies projects that the City proposes to implement with funds from the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program. The funding is allocated to the community's highest priority needs.

Projects

#	Project Name
1	Workforce Training and Job Development
2	Housing Rehabilitation
3	Fair Housing Activities

Table 10 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	Workforce Training and Job Placement
	Target Area	
	Goals Supported	Workforce Training and Job Development
	Needs Addressed	Public Service: Workforce Training Job Development
	Funding	:
	Description	The project will be to undertake a pilot project to provide the potential workforce and employment training to residents aged 15-25 in the City of Bowie.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate income housing benefit. 20 persons assisted.
	Location Description	City of Bowie
2	Planned Activities	Online seminars for youth residents aged 15-17 and adult residents aged 18 - 25. The program will cover life skills topics such as effective communication, stress management, and decision-making, as well as highlighting careers in STEM industries such as cyber security, IT, and healthcare. We will also explore technology innovations and entrepreneurship
	Project Name	Housing Rehabilitation
	Target Area	
	Goals Supported	Improve the quality of owner-occupied housing
	Needs Addressed	Housing Rehabilitation
	Funding	:
	Description	Single Family, Owner-Occupied, Residential Housing Rehab Program (with HUD income qualification requirements) that prioritizes senior citizens, disabled residents, and others for the next two years.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated: 10 Household Housing Units
	Location Description	City of Bowie

	Planned Activities	The Single Family, Owner-Occupied, Residential Housing Rehab Program (with HUD income qualification requirements) prioritizes senior citizens, disabled residents, and others for the next two years. The goals for the rehabilitation program are consistent with HUD's policies and its goals for the Energy Star Program by removing constraints on mobility, reducing total household expenses, improving indoor air quality, reducing health hazards, increasing comfort, increasing property value, and improving outlook on life. In implementing this plan, CDBG Entitlement funds are supplemented by MD DHCD Community Legacy grant funds for the Senior Citizen "Green" Housing Rehabilitation Program.
3	Project Name	Fair Housing Activities
	Target Area	
	Goals Supported	Improve access to affordable housing
	Needs Addressed	Fair Housing Education
	Funding	:
	Description	Fair Housing outreach activities, including training sessions, informational brochures or outreach sessions to improve the community's understanding of fair housing laws.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate income housing benefit. 2 activities.
	Location Description	City of Bowie
	Planned Activities	Funding for fair housing activities will support education and outreach efforts in the City of Bowie. Typical actions include seminars and trainings for residents, landlords, and city staff covering an array of fair housing topics. This year the City of Bowie will hold workshops for residents, landlords, city staff and other interested parties on their rights and responsibilities under fair housing laws.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

N/A

Geographic Distribution

Target Area	Percentage of Funds

Table 11 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Bowie's CDBG program will support the rehabilitation of housing. All rehabilitation funds will be used to support the rehab of existing homes that prioritizes senior citizens, disabled residents, and others for the next two years. Specifically, the program aims to make major repairs for households that would otherwise be unable to afford needed maintenance. The program also aims to reduce monthly living costs by creating more energy efficient homes. These goals help maintain the City's affordable housing stock while improving the financial stability of residents.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	10
Total	10

Table 12 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	10

Table 13 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Bowie is served by the Prince George's County Housing Authority. There is no conventional public housing in Bowie although a number of senior housing units are subsidized, including those at Bowie Commons and Pin Oak Village.

Actions planned during the next year to address the needs to public housing

Bowie does not have its own public housing agency, nor is there public housing in the City. As public housing has not been established as a high priority need in Bowie, the City will continue to encourage the development of other types of affordable housing that serve the demographics of the community.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

While no conventional public housing exists in Bowie, the City has taken a strategic and coordinated effort to ensure those living in affordable senior housing have access to premium social services, decent housing, ample recreational facilities, convenient and affordable health care, senior service provisions, educational extension services, and responsible and interactive law enforcement that enhance the quality of life in the community, increase housing values, and develop employment opportunities.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The City of Bowie does not have a PHA. The Prince George's County Housing Authority is not designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Given the City of Bowie's limited allocation, no CDBG funds are being used to directly address homelessness in the community. The City does, however, work closely with various groups to address homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Bowie is a participant in the Prince George's County Continuum of Care. The Continuum of Care has developed a system to address homelessness and the priority needs of homeless individuals and families, including homeless subpopulations. The CoC addresses the housing and supportive services needs in each stage of the continuum process to help homeless persons make the transition to permanent housing and independent living. These services are documented annually during the Continuum of Care's point-in-time survey, and individual needs are evaluated each time a person enters the County system. This ensures individuals are receiving the appropriate type of care and are being pointed toward permanent, supportive housing and associated mainstream benefits.

The City of Bowie will continue to support the Continuum of Care strategy to meet the needs of homeless persons and those at risk of becoming homeless. In addition, this year the City will increase its surveys and engagement activities in Bowie's commercial areas. The City will be joined by members of the County's homeless crisis call center and staff from United Communities Against Poverty (UCAP).

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Bowie will address the emergency and transitional housing needs of homeless persons as a participant in the Prince George's County Continuum of Care (CoC). The City does not directly provide services or receive ESG funds, but will work with the CoC to address homelessness. No homeless housing is available in the City; however, the City works closely with its police force and within its City departments to address the needs of homeless individuals. Any homeless individual in Bowie is immediately referred to the Continuum of Care for the services they provide. The City is also presently in discussions with various community and faith-based groups interested in increasing the supply of homeless residences in the City.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals

and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The County's Plan contains a range of options to reduce the time a household remains homeless, and to expedite their transition to permanent housing and independence to prevent recidivism. This part of the County's Plan focuses on two key strategies: (1) Rapid Re-Housing (RRH), and (2) Permanent Housing (PH). Additionally, accommodations were made for five subpopulations identified by the CoC as presenting unique challenges under these two strategies: (1) unaccompanied youth, (2) veterans, (3) chronically homeless, mentally ill, substance abusing or dually diagnosed persons and/or disabled individuals; (4) domestic violence survivors; and (5) returning residents. The CoC created subcommittees charged with designing and implementing additional sustainable strategies to address the unique barriers to permanent housing for their particular sub-population.

Rapid Re-Housing (RRH): In FY 2014, the County's RRH funding serviced the needs of less than 2% of all households. Keys to the success of this approach include but are not limited to: a well-developed housing barrier assessment process, good relationships with landlords, the presence of staff skilled in negotiation, housing location, case management, and the availability of funds for short-to-medium rental and utility subsidies, as well as other related housing costs.

Permanent Housing: The longer a household remains in a state of homelessness, the less likely they are to prevent the cycle from re-occurring and the greater their risk for recidivism. Therefore, timely and appropriate intervention is critical. While all housing solutions are important, the County's Plan focuses on two priority areas of permanent housing: (1) subsidized housing, and (2) permanent supportive housing (PSH) - both of which are designed to address the complex needs of those identified as least likely to be successful without a long-term sustainable housing solution and for whom multiple RRH interventions have failed.

Special Populations: Permanent Housing for these populations presents a unique set of barriers that further complicate services to persons who are homeless and require additional strategies that are customized to remove these challenges and facilitate transition to permanency.

Unaccompanied youth and young adults: The County has identified unaccompanied young people ages 13-24 as deserving of separate attention and development of a single integrated system of care. The County has developed the Homeless Youth Work Group (a sub-committee of the CoC) to lead its efforts for servicing this population. Selected activities include: development of a Strategic Plan, conducted annual housing instability counts, created 14 beds of emergency shelter, created 65 beds of transitional housing, participated on a statewide task force to study housing and supportive services for unaccompanied homeless youth and made recommendations for action by the Maryland General Assembly and State executive agencies⁵², and helped pass related legislation to service this population.

Chronically homeless, mentally ill, substance abusing, dually diagnosed and/or disabled individuals: Studies show that although chronically homeless people represent a small share of the overall homeless

population, their effect on the homeless system and the community is considerable. Emergency shelters are not designed to address the extensive needs of people with serious mental illness or other disabilities. The County's strategic efforts to provide permanent housing for this subpopulation include: development of a registry of all homeless individuals who are chronic and/or experiencing a behavioral health crisis that prevents them from maintaining housing stability without intense intervention and support; Countywide implementation of the vulnerability index and multidisciplinary review panel to determine placement prioritization; and expanded housing options including Housing First PSH, Safe Haven and a drop-in center.

Veterans: As stated, Prince George's County has the largest number of veterans in Maryland and yet, few access the homeless services system. The County has established collaborative relationships with the Veteran's Affairs, community colleges, workforce organizations, housing developers and service providers to take advantage of upcoming housing and related services for veterans.

Re-Entry: Approximately 4,000 inmates are released from the Department of Corrections each year. When this occurs without a structured reentry plan, it generates additional demands on communities and service systems. The County's plan calls for a collaboration of criminal justice agencies, community organizations and service providers to promote successful re-integration of returning citizens confronting homelessness.

Domestic Violence Survivors: There is a significant lack of emergency shelter beds for domestic violence survivors, in general, and a complete lack of specialized shelter for survivors. The County's Plan includes strategies designed to address challenges of domestic violence survivors and ensure all persons, as needed, have a safe, secure place to reside.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The first defense against homelessness is prevention and/or diversion, both of which are highlighted as priorities in the County's Strategic Plan. It is much more cost effective for many households to maintain their housing rather than the County facilitating entry into the homeless emergency system and re-housing the family. The County has a very strong system for prevention and intervention but does not have the funding required to end homelessness.

Shelter diversion: The goal of this strategy is to help at-risk households seeking shelter to identify alternative housing options (avoiding entry into a shelter), and to offer support services that will help them stabilize until a permanent housing opportunity becomes available. Shelter diversion is handled

through the coordinated intake process and is used in cases where it is a safe and practical alternative to shelter.

Prevention: Prevention assistance, usually in the form of immediate and short-term rental and/or utility assistance, provides a means of preserving permanent housing situations and saving households from entering the homeless assistance system. Prevention and diversion programs are of critical importance to keeping people from becoming homeless in the face of a personal crisis. The County's Plan includes creation of a publicly and privately funded and coordinated intervention system focused on preventing homelessness and maximizing the effectiveness of this limited pool of resources.

Prince George's County envisions a comprehensive housing crisis response system through which homelessness can be prevented, and as required, homelessness can be quickly ended. The plan is designed to identify and align homeless support systems to meet the distinct needs of people at risk of, or experiencing homelessness, make additional affordable housing resources available either through development and/or subsidy programs, realign existing resources with prevention and rapid re-housing initiatives, and target permanent supportive housing for those deemed most vulnerable.

Discussion

In addition to continuing these programs, the City's s rehabilitation program will maintain the affordable housing stock while reducing residents' monthly payments through energy efficiency improvements. These improvements will lower costs for residents and enable many to remain in their homes.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

In the Consolidated Plan, the City identified public policies in its Consolidated Plan that are barriers to fair and affordable housing. For barriers outside the direct control of the City, Bowie continues to work with State partners to accomplish fair and affordable housing goals. Bowie is also focusing on fair housing education and workforce housing set-asides in the coming year.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

This year, the City is using a portion of its CDBG allocation to offer fair housing education sessions that are free and open to the public. These sessions will educate residents about their rights and sellers/landlords' responsibilities regarding fair housing. The City is presently engaging with a developer on a proposed large, mixed-use project that could include workforce housing set-asides.

Additionally, the City is continuing to seek approval from the State Legislature for independent zoning authority. Maintaining local zoning control will allow the City to more adequately plan for a greater mix of uses including affordable housing.

Discussion:

In addition to these policy-related actions, the City's Housing Rehabilitation Program will continue to provide housing rehabilitation funds that will maintain the affordable housing stock and reduce monthly costs for homeowners.

AP-85 Other Actions – 91.220(k)

Introduction:

In addition to the actions the City of Bowie will take with its annual CDBG allocation, the City continually works to improve the housing and employment opportunities for low and moderate income persons and other special populations.

Actions planned to address obstacles to meeting underserved needs

While the City does not have zoning authority over proposed development projects, it does review submitted plans in accordance with the City's Development Review Guidelines and submits recommendations to the County Planning Board. In order to provide a broad range of affordable housing types and styles, the City will continue to encourage each builder within a new residential development to provide at least one single-story unit type or model, which includes a first floor master bedroom to address the needs of the 55-and-over population and persons with disabilities.

To further strengthen zoning controls, the City is working with the State Legislature for independent zoning authority.

Actions planned to foster and maintain affordable housing

The City's Code Compliance Department ensures that all properties in the City are kept up-to-code, well-maintained and safe. In addition, the Housing Rehabilitation program fosters and maintains affordability for seniors and the disabled, as well as other income qualified residents, by lowering utility costs and maintaining livable homes.

Actions planned to reduce lead-based paint hazards

The majority of housing in Bowie was built post World War II, and is free of lead-based paint. The City does not have a Housing Authority that performs lead paint assessments or rehabilitation, but regularly refers residents to regional programs addressing lead paint hazards. These agencies include: the Maryland Department of Environmental Resources, Maryland Department of Environment, Maryland Department of Housing and Community Development, and the National Center for Lead Safe Housing.

Actions planned to reduce the number of poverty-level families

The median income in Bowie increased by 9% between 2009 and 2017 – the median income in 2017 was \$108,637. 2021 5-year ACS data estimates that 3.3% of the population is living below the poverty level, although housing cost burden is the biggest housing problem. The comparatively low number of low-moderate households may suggest that there are not enough affordable housing options to allow LMI individuals to live in Bowie.

During this period, median contract rent increased by 20.7% and median home values increased by 41.8%. This means that housing costs take up a relatively larger share of income for households in the City compared to 2000. As a result, buying or renting a house in Bowie became less affordable.

The focus of the City's Anti-Poverty Strategy is its economic development and revitalization initiatives. The City's Department of Planning and Economic Development works closely with the Prince George's Workforce Services Corporation to train people for employment and strives to create a greater mix of businesses and a variety of employment opportunities in the City.

Actions planned to develop institutional structure

City services and programming have been developed in order to accommodate the changing demographics within the jurisdiction, but gaps in service delivery are becoming apparent.

Strengths

The City of Bowie City Manager's Office manages the CDBG grant program and reporting for the City, since the department has experience managing the CDBG program in addition to providing a strong support system to enable the City to focus on its own services.

The City has relationships with a number of key County agencies that impact social services and outreach efforts, including the Continuum of Care (CoC) and senior services.

Gaps

Due to the location of the City, most of the social service agencies are located in other areas of the County, generally closer to the boundary with the District of Columbia. None of the homeless or housing providers are located in the City, with senior services being the only social service directly provided in the community.

Actions planned to enhance coordination between public and private housing and social service agencies

The mission of the City of Bowie is to provide exemplary public service. However, the City does not have a housing authority, nor does it build or manage public housing. Although the Division of Youth and Family Service and the Senior Center do provide programs and services for youth, families, and seniors, these municipal entities coordinate with regional agencies and organizations that provide services for residents that the City does not. The City of Bowie is committed to expanding outreach efforts to make residents more aware of existing services by sponsoring a variety of educational workshops, promoting resources on the City's website, and providing informational pamphlets at City sites. The City of Bowie will continue to work closely with State, County and regional agencies, coordinating programs and activities. The City will continue to work closely with the Washington Metropolitan Council of

Governments (COG) on regional issues.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Below is information on a variety of other requirements of the CDBG program.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	98.98%