



City of Bowie

Regular City Council Meeting

Monday, July 1, 2024
Council Chambers - 8 p.m.

AGENDA

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
 - A. Police Department Awards
- VII. CITY BOARDS AND COMMITTEES**
 - A. Appointments/Reappointments/Swearing-in
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A. Approval of May 6, 2024, Council Meeting Minutes
 - B. Approval of May 20, 2024, Council Meeting Minutes
 - C. Adoption of Resolution R-36-24 Authorizing the City Manager to Engage a Certified Public Accountant for the Annual Audits for Fiscal Years 2024-2026
 - D. Adoption of Resolution R-45-24 Authorizing the Issuance of a Purchase Order to KCI Technologies, Inc. for Task Order/RFP#11-01 in the Amount of \$375,198.34 in Accordance with the Master Contract Approved on January 7, 2019
 - E. Adoption of Resolution R-46-24 Accepting Bid to Provide Services of Biosolids Hauling, Management and Utilization from the City's Wastewater Treatment Plant
- XI. OLD BUSINESS**
 - A. Request For Maryland Women's Business Center (MWBC) Retail Business Incubator Program Funding
- XII. NEW BUSINESS**
 - A. Fire Station 39 Discussion - Council will discuss the planned changes to the County staffing levels at Station 39 and the impact on the immediate area surrounding the station.
- 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 7/3/2024 and 7/6/2024 at 7:00 p.m., and [web-streamed live](#).

For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2024 Council Meetings list. Once the meeting video opens, be sure to click on “CC” button to turn on closed captioning.

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



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Police Department Awards

DATE: 06/27/2024

Three City of Bowie Police Department employees are receiving Departmental Awards regarding their actions which led to the rescue of a 15-year-old youth and his dog from a pond near City Hall.

On May 16, 2024, at 1703 hours, a call was received in our dispatch center for a dog struggling to swim in Mill Branch Pond at Centennial Park. The park, which is located just behind Bowie City Hall, is adjacent to the Police Station. It covers approximately 10 acres and is 6 feet deep.

Sergeant Matthew P. Titman #067, Lieutenant John R. Knott #012, and Communications Specialist III, John R. Rivera #C821, responded to the park from our police station. After checking the area for several minutes, Sergeant Titman advised he had located the dog in the water at the north end of the pond. When Lt. Knott arrived, the dog could be seen in the area of the fountain toward the center of the pond. The dog's owner, a 15-year-old youth and his father were located on the shore. As Sgt. Titman was speaking with the youth's father, the youth walked around the pond to the south and entered the pond. The youth, unaware of the deep mud in the center of the pond, began to swim after the dog. Once he got to the dog, the youth began to have difficulty treading water and navigating the mud, and he then began panicking. The youth began to yell "Help, I'm in trouble!"

Without delay, Sgt. Titman began removing his gun belt and vest. He sprinted 40 yards, to where the youth had entered the pond, removed his boots and leapt into the 60-degree water. At this time, Communications Specialist Rivera arrived on scene and quickly entered the water and began swimming towards the youth. Also at this time, Lt. Knott stripped off his equipment and began to wade out into the pond.

After a few tense moments, Sgt. Titman was able to reach the struggling youth. Drawing on his prior experience as a lifeguard, he was able to gain control of the struggling youth and begin swimming back to shore with the youth and his dog. Mr. Rivera and Lt. Knott also returned to the shore. Soon after arriving back on shore, the Fire Department/EMS arrived and checked the youth, who was uninjured, and was reunited with his father. Mr. Rivera and Lt. Knott were also uninjured. However, Sgt. Titman received a minor leg injury, for which he was treated on scene.

Their bravery and quick-thinking saved one of our neighborhood youths from drowning. These employees exemplify the qualities of First Responders. Their selfless acts of bravery not only saved a life but also inspired all who witnessed the event.

The Bowie Police Department is pleased to honor these employees with the following Departmental Awards:

Sergeant Matthew P. Titman #067 – Distinguished Service Award

Lieutenant John R. Knott #012 – Life Saving Award

Communications Specialist III, John R. Rivera #C821 – Life Saving Award

ATTACHMENTS: None



Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: Committee Appointments/Reappointments/Swearing-in

DATE: 06/27/2024

Committee Appointments:

1. Ms. Alexis Gbemudu was interviewed on June 17, 2024, for appointment to the Economic Development Committee. Council concurred to appoint her to the Committee as a Regular Member for a 2-year term. Please have Councilmember Brady move to appoint her.
2. Ms. Alejandra Londono Gomez was interviewed on June 17, 2024, for appointment to the Education Committee. Council concurred to appoint her to the Committee as a Regular Member for a 2-year term. Please have Councilmember Ndebumadu move to appoint her.
3. Mr. Les Kaunitz was previously a member of the Public Safety Committee from February 21, 2023, to February 5, 2024. Mr. Kaunitz has reapplied to the Committee. If Council concurs to appoint Mr. Kaunitz to the Public Safety Committee as a Regular Member for a 2-year term, please have Councilmember Brady move to appoint him.

Committee Reappointments:

1. If Council concurs to reappoint the following members of the Administrative Review Board for another 2-year term, please move to reappoint them:

Nancy Franklin
William Schmitt

Carl J. Robinson

2. If Council concurs to reappoint the following members of the Advisory Planning Board for another 2-year term, please have Councilmember Truesdale move to reappoint them:

Robert W. Day, Sr.
Terry Rogers, Jr.
Ronald G. Skotz

Lisa Frison
Carl J. Schuettler

3. If Council concurs to reappoint the following members of the Arts Committee for another 2-year term, please have Councilmember Estève move to appoint them:

Gabrielle Davison

Joseph S. Wright, III

4. If Council concurs to reappoint the following member to the Community Outreach Committee for another 2-year term, please have Councilmember Estève move to reappoint them:

Bonaventure Akinlosotu
Joseph Wright

Mary Ellen Winlund

5. If Council concurs to reappoint the following member to the Community Recreation Committee for another 2-year term, please have Councilmember Truesdale move to reappoint her:

Carrie Weaver-Bridges

6. If Council concurs to reappoint the following members to the Diversity Committee for another 2-year term, please have Councilmember Rogers move to reappoint them:

Elveeda H. Dixon
Jessica Fucile

Koné Faulkner
Tiffani Scales

7. If Council concurs to reappoint the following members to the Economic Development Committee for another 2-year term, please have Councilmember Brady move to reappoint them:

Adrienne Bigelow-Lewis
Billy D. Louis
Michael Oleru
Christopher Rizzi

Veronica Fountain
Yolanda Muckle
Eddie Pounds

8. If Council concurs to reappoint the following members to the Education Committee for another 2-year term, please have Councilmember Ndebumadu move to reappoint them:

Zachariah Lowe

Nadji Kirby

9. If Council concurs to reappoint the following members to the Environmental Advisory Committee for another 2-year term, please have Mayor Pro Tem Woolfley move to reappoint them:

Alexandra S. Harry Nappier
John R. Teasdale

Karin Taschenberger

10. If Council concurs to reappoint the following member to the Financial Advisory Committee for another 2-year term, please have Mayor Pro Tem Woolfley move to reappoint him:

William Olukoya

11. If Council concurs to reappoint the following members to the Green Team Executive Committee for another 2-year term, please have Councilmember Rogers move to reappoint them:

Michelle Balfe
Howard R. Dobson
Elena M. Wisler

Linda Cooper
Maysen Gore-Duran
Joshua Wooten

12. If Council concurs to reappoint the following members to the Information Technology Committee for another 2-year term, please have Councilmember Ndebumadu move to reappoint them:

Richard Bleach
Kenneth Wenzel

JoAnn Marshall-Hobbs

13. If Council concurs to reappoint the following members of the Public Safety Committee for another 2-year term, please have Councilmember Brady move to reappoint them:

Delmer F. Billings
William C. Grayson

Ronald E. Gill, Jr.
Jacqueline M. Rhone

ATTACHMENTS: None

REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, MAY 6, 2024

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, May 6, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:01 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag.

QUORUM:

In attendance were Mayor Adams; Mayor Pro Tem Woolfley; Councilmembers Estève, Rogers, Brady, and Truesdale; City Manager Lott; Assistant City Manager Mears; City Attorney Levan; Assistant City Clerk Hartig; and Staff.

CITIZEN PARTICIPATION:

1. Francisco Cartagena, Maryland Women's Business Center (MWBC) – Spoke about the MWBC's Shop Local and Incubator program. The MWBC is looking forward to the opportunity to collaborate with the City Council. Per the prior request of Councilmember Estève, Mr. Cartagena listed the businesses the MWBC has in the City of Bowie.

PRESENTATIONS:

Councilmember Truesdale led the presentation of gift card donations to the victims of the Woodland Lakes Condominium fire on March 25, 2024. Mr. Troy Davis from Regency Furniture presented a check for \$17,500 that will go to the families. Councilmember Truesdale thanked Mayor Adams and Safetech for the donations of gift certificates.

COUNCIL ANNOUNCEMENTS:

Councilmember Estève mentioned Old Bowie residents had been experiencing a feral cat problem, and thanked City Staff for their efforts in addressing the issue. City Manager Lott said he will pass the residents' appreciation along to staff.

CITY MANAGER'S REPORT:

City Manager Lott shared that the City Staff's primary focus has been working on the budget and getting it ready to go for adoption. City Manager Lott commented that staff has been seamlessly delivering services otherwise.

CONSENT AGENDA:

Mayor Pro Tem Woolfley motioned to approve Consent Agenda items: A) Approval of March 4, 2024 Council Meeting Minutes; B) Approval of March 18, 2024 Council Meeting Minutes; C) Adoption of Proclamation P-5-24 Proclaiming May 5 through May 11, 2024, as the 55th Annual Professional Municipal Clerks Week in the City of Bowie; D) Adoption of Proclamation P-6-24 Proclaiming May 17, 2024, as Bike to Work Day in the City of Bowie; E) Adoption of Proclamation P-7-24 Proclaiming the Week of May 5-11, 2024, as Children's Mental Health Awareness Week in the City of Bowie; F) Adoption of Proclamation P-8-24 Proclaiming International Compost Awareness Week May 5-11, 2024, in the City of Bowie; G) Adoption of Resolution R-15-24 Accepting a Bid Proposal for Pin Oak Village Stormwater Pond Improvements Project with SMI Services, LLC in the Amount of \$704,217.75; H) Adoption of Resolution R-16-24 Awarding a Contract to Stratified, Inc. for the Supply and Installation of Replacement Vault Doors and New Guard Rails at the Water Treatment Plant and Well Sites in the Amount of \$22,325.00; I) Adoption of Resolution R-17-24 Approving the Facilities Ground Lease Agreement Between the City of Bowie and Dish Wireless, LLC. at 3106 Mitchellville Road and Authorizing the City Manager to Sign the Agreement; J) Adoption of Resolution R-20-24 Approving an Agreement Between the City And the Fraternal Order of Police Lodge 140; K) Adoption of Resolution R-21-24 Accepting the Proposal from Total Environmental Concepts, Inc. for the Bowie Racecourse and Training Center, Phase II Environmental Site Assessment (ESA) in the Amount of \$273,699.42. Councilmember Brady seconded the motion. Motion passed 6-0.

OLD BUSINESS:

A. FY 2025 Budget, CIP, and Real Property Tax Rate – Finance Director H. Byron Matthews and Assistant Finance Director Lola Ogunremi shared the tentative changes to the proposed FY25 budget. Mr. Matthews commented that the tax rate for FY25 will remain unchanged.

Public Hearing:

1. Connie Carter, Rustic Hill Drive – Requests the Ice Arena project be called off.
2. John Kogun, Westview Forest Drive – Asks that the budget includes a percent change in amount from the prior year for each line.

Since there were no other speakers signed up to speak, Mayor Adams declared the public hearing to have been held.

Councilmember Estève questioned the \$90,000 decrease to the Railroad Museum, and Mr. Matthews shared that the original funding was coming from the fund balance, and now it is being paid for by a grant.

Mayor Pro Tem Woolfley motioned to approve O-4-24. Councilmember Estève seconded. Councilmember Brady asked for clarification regarding what vote was needed at this time during discussion before voting. City Attorney Levan clarified that Council was only setting the Real Property Tax Rate at this meeting. After hearing no further discussion, Mayor Adams called for a vote to set the tax rate (to not include approving O-4-24). Motion passed 6-0.

NEW BUSINESS:

A. Amendment to Prince George's County Water and Sewer Plan (23/W-03, Mountain of Fire and Miracles Ministries) – Mr. Joe Meinert, Planning and Sustainability Director, summarized the details of the request and shared that staff recommends approval of the plan to the County.

Mr. Midgett Parker, legal counsel for the Mountain of Fire and Miracles Ministries Church, presented to the Council the Church's water and sewer plan proposal. Mr. Parker shared that the church is on a 12 acre site on Church Road and 2 WSSC water lines go through the property. To move forward with the Church's renovation plan, the property needs to be reclassified from W-5/S-5 to W/4/S-4, which will be having a public hearing with the Prince George's County Council on May 7, 2024.

Public Hearing:

1. Deborah Coleman, Lakeford Lane – Spoke against the construction of the church.
2. Niaomi Carrington-Hoffman, Sweet Emily Court – Spoke against the proposed remodel of the church.

Mr. Parker shared that traffic calming will be included in the preliminary plan submission, and that should the Church receive the necessary approvals to move forward with the renovations, construction is 1-2 years away; the water and sewer category change must take place before any plans are submitted. Mr. Parker encourages community involvement in this process.

Since there were no other speakers signed up to speak, Mayor Adams declared the public hearing to have been held.

Mayor Pro Tem Woolfley questioned Mr. Meinert if there are any upcoming plans for that section of Church Road. Mr. Meinert shared that the Capital Improvement Project program does not include funding for the Church's section of the road, and that there are no current prospective developments in that area.

The Church came before Council in 2009 regarding renovations wanting to be made and Council was not in support. The previous plan was for a 2,000 member congregation, and the current plan is for 800 members. Traffic concerns were a factor in the 2009 decision. Mayor Pro Tem Woolfley again has concerns about safety and traffic in the area, which to him outweigh the potential benefits. Councilmember Estève commented that traffic on Church Road is not a new concern and doesn't want the Church to feel singled out. Councilmember Brady posed questions about the current size and membership of the church; the current building is approximately 5,000 square feet with about 400 members.

The Project Manager for the project shared that there will be a traffic and environmental assessment completed if the project moves forward, and copies of the studies will be provided to the City.

Councilmember Brady asked what a typical schedule of services is, to which was shared that there is one Sunday service and a Thursday morning meeting. Councilmember Brady asked Staff if the Church can make modifications to Church Road, and Mr. Meinert shared that an assessment of needs will show what the applicant can do. Councilmember Brady and Councilmember Rogers openly disclosed that they had a conversation with Mr. Parker about the property the previous Saturday.

Councilmember Rogers commented on her concern regarding the safety of drivers and pedestrians in that area.

Councilmember Truesdale asked for clarification on why the anticipated congregation size in 2009 changed from 2,000 to now 800, to which the Church responded that 800 is a more realistic number. Councilmember Truesdale echoed safety concerns, suggesting maybe the County can look into the unfinished area of Church Road. The Church's Pastor shared that the proposed new building would negate the need for the use of the Church's smaller building on the other side of the road.

Mr. Parker stated that new leadership at the Church makes this project different from 2009, and the church is committed to working with the community during this process.

Mayor Adams thanked Mr. Parker and the Church members for attending. Mayor Adams asked if flooding had been addressed in that area, to which Mr. Meinert shared that he is not aware. Mr. Meinert shared that Prince George's County makes the final decision on whether the water and sewer plan is amended because the City of Bowie does not have land use authority, and that typically conditions aren't part of water and sewer amendments.

Mayor Adams asked that a condition be added that the County is responsible for road improvements to that area of Church Road. Mr. Meinert shared that such a request would be in the budget or transportation priority list, but ultimately Council can put what they would like in the letter to the County.

Mayor Pro Tem Woolfley motioned against recommending approval of reclassifying the property from W-5/S-5 to W/4/S-4. Motion died.

Councilmember Brady motioned to recommend approval of reclassifying the property from W-5/S-5 to W/4/S-4. Councilmember Rogers seconded the motion. Mayor Adams asked for an amendment to Councilmember Brady's motion to include language in the recommendation letter that the City requests that Prince George's County ensures that the necessary actions are taken to improve the safety of Church Road as soon as possible. Councilmember Brady accepted the amendment. Councilmember Rogers seconded the amended motion. Motion passed 4-2 (Woolfley, Estève).

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Brady seconded the motion. Motion passed 6-0. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Awilda Hernandez, MMC
City Clerk

REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, MAY 20, 2024

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, May 20, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:07 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag.

QUORUM:

In attendance were Mayor Adams; Mayor Pro Tem Woolfley; Councilmembers Estève, Rogers, Brady, Truesdale, and Ndebumadu (virtual, joined at 8:22 p.m. and left at 9:25 p.m.); City Manager Lott; Assistant City Manager Mears; City Attorney Levan; Assistant City Clerk Hartig; and Staff.

CITIZEN PARTICIPATION:

1. Francisco Cartagena and Danette Nguyen, Maryland Women's Business Center (MWBC) – Ms. Nguyen spoke about the MWBC's Shop Local Program and thanked Council for their support in their endeavors.

PRESENTATIONS:

1. Asian and Pacific Heritage Month Presentation – Ms. Brittany Bunn, from the City of Bowie's Diversity Committee, shared a presentation recognizing Asian and Pacific American culture and achievements. She shared data on Asian Indian population growth in the U.S., the history of immigration of Asian and Pacific Americans to the U.S. and encouraged residents to visit the City of Bowie website to learn more about this heritage month.

CITY BOARDS AND COMMITTEES

1. Mayor Pro Tem Woolfley moved to appoint Ms. Kara Hunt to the Board of Personnel Appeals for a 2-year term. Councilmember Brady seconded the motion. Motion passed 6-0 (Ndebumadu not present).

CONSENT AGENDA:

Councilmember Estève motioned to approve Consent Agenda items: 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. Mayor Pro Tem Woolfley seconded the motion. Motion passed 6-0 (Ndebumadu not present).

OLD BUSINESS:

A. Adoption of Amended Ordinance O-4-24 Approving and Adopting a Budget for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025, and Adoption of Amended Resolution R-12-24 Adopting a Capital Improvements Program for the Fiscal Years 2025-2030.

Mayor Adams asked to table the adoption of Amended Ordinance O-4-24 and Amended Resolution R-12-24 to a later date. Mayor Adams questioned staff on when the special meeting could take place. City Manager Lott responded that a meeting notice needs to be posted 24 hours in advance, so the meeting could take place as soon as Wednesday, May 22, 2024. Mayor Adams would like staff to put in writing more information on the 18 million left over from the previous Ice Arena bond, to include what Capital Improvement Projects the money was allocated to, as well as what money may remain. City Manager Lott said that staff can prepare that document if Council wants it.

Councilmember Estève asked if staff is able to discuss tonight where that money went. City Manager Lott responded that they are able to. Councilmember Estève posed the question to Council if they would be open to hearing the explanation at this meeting. Mayor Adams would prefer that the information was in writing as an attachment to the Ordinance to show how the money was spent on CIP programs.

Councilmember Estève asked staff if they have a written record of this information. Finance Director Matthews shared that this information is detailed in the Comprehensive Financial Report, as well as the annual budget document. Mr. Matthews shared how much of the bond money is being used for Capital Improvement Projects in the FY25 budget, and Mayor Adams shared that he would like a breakdown of what specific projects the money was allocated to by the next day. Mr. Matthews shared that info was provided in the FY23 budget.

Mayor Adams moved to table the adoption of Amended Ordinance O-4-24 and Amended Resolution R-12-24. Councilmember Brady shared that there can be no discussion after a motion to table according to Robert's Rules. City Attorney Levan concurred with Councilmember Brady.

Staff shared that there are scheduling conflicts with the use of Council Chambers and staff availability.

Councilmember Ndebumadu seconded the motion. Motion failed 2-5 (Brady, Estève, Rogers, Truesdale, Woolfley).

Councilmember Ndebumadu shared that she is attending the International Council of Shopping Centers conference in Nevada and believes it is unfair to move forward with adopting the budget this evening since she is not present in-person.

Councilmember Rogers asked for clarification on the expected outcome of having the adoption delayed to a later date and shared that she would like to know the CIP information as well. City Manager Lott shared that a document with the detailed CIP information can be provided tomorrow.

Mayor Pro Tem Woolfley requested that a discussion on the CIP programs and their spending occur at the June 3, 2024, meeting. City Manager Lott said that can be done.

Mayor Adams reiterated that he wants transparency for the residents of Bowie before the budget is passed. He would like a written summary, so the residents do not need to search for this information themselves.

Councilmember Brady took exception to Mayor Adams' comment that those that do not support tabling are not being transparent with residents. Councilmember Brady commented that after reviewing the CIP Program funding at the June 1 meeting, there can be supplemental changes to the budget if need be, and the budget adoption should not be delayed this evening. Mayor Adams reiterated to the Council that he wants additional transparency before the budget is passed, not after.

Councilmember Ndebumadu commented that she would like the financial clarity before the budget is passed, that South Bowie Revitalization be added in as a budget objective, and that she would like Economic Development to contract with a marketing firm to market the City of Bowie.

Councilmember Truesdale thanked Staff for providing the numbers regarding the Ice Arena and that he too would like additional transparency with residents.

Councilmember Rogers commented that she believes every Councilmember wants transparency, and that Council has had the opportunity to discuss the Ice Arena, but it did not happen. Councilmember Rogers shared that the budget can be changed if need be at a later date, and that she is disappointed that this discussion has become something that it didn't need to be.

Mayor Pro Tem shared that the Council has been through the deliberative process already, and he opposes pushing the adoption to a later date because it then creates an urgency. Mayor Pro Tem Woolfley shared that there has been transparency and that there should be a conversation about the Ice Arena Bond at another meeting without delaying the budget adoption.

Councilmember Ndebumadu reiterated she would like the budget to be adopted at a later date to adequately represent District 4 in the process since Councilmember Ndebumadu has not been able to participate in all of the budget deliberations.

Mayor Adams shared that time should not be a factor in passing the budget and that transparency should be at the forefront. City Manager Lott shared that staff is prepared to act in whatever way the Council would like.

Mayor Pro Tem Woolfley motioned to adopt Amended Ordinance O-4-24. Councilmember Estève seconded the motion. Councilmember Ndebumadu proposed two amendments to Mayor Pro Tem Woolfley's motion: include a budget objective for the Revitalization of South Bowie and allocate \$50,000 for a City-wide marketing project under Economic Development. Mayor Pro Tem Woolfley accepted both amendments. Mayor Pro Tem Woolfley motioned to adopt Amended Ordinance O-4-24 with the addition of \$50,000 for marketing the City and a budget objective for the revitalization of South Bowie. Motion passed 4-3 (Adams, Ndebumadu, Truesdale).

Mayor Pro Tem Woolfley motioned to adopt Amended Resolution R-12-24. Councilmember Estève seconded the motion. Motion passed 4-3 (Adams, Ndebumadu, Truesdale).

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 – Grants Writer Kay Starr presented the Annual Action Plan for the Community Development Block Grant funding program that we annually receive funding from through the U.S. Department of Housing and Urban Development (HUD). Ms. Starr summarized the work that the Grants Office does, as well as spoke about the current, future, and past/on-going grant programs the City is involved with.

Councilmember Brady questioned how the City is reaching low and median income families, who may not have internet access, to let them know that these programs are available.

Ms. Starr shared that the Grants Office posts communications by posting ads in the Bowie Town Center, at bus shelters, flyer throughout the City, faith communities, property management and homeowner associations.

Mayor Pro Tem Woolfley thanked the Grants department for their hard work. He questioned the status of the recapitalization project in the Kenilworth section.

Assistant Manager Mears shared that it has gone out for bid and there is a preconstruction meeting in the coming week.

Public Hearing:

Since there was no one signed up to speak, Mayor Adams declared the public hearing to have been held.

Councilmember Estève motioned to adopt Resolution R-22-24. Councilmember Brady seconded the motion. Motion passed 6-0 (Ndebumadu not present).

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Brady seconded the motion. Motion passed 6-0 (Ndebumadu not present). The meeting adjourned at 9:39 p.m.

Respectfully submitted,

Awilda Hernandez, MMC
City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Auditor Selection for the 2024 Fiscal Year
Resolution R-36-24

DATE: 06/27/2024

On March 17, 2024, the City issued a Request For Proposal (RFP) for the current fiscal year audit. The request asked for a cost quote for fiscal years 2024 through 2026 and the two successive years. Five auditing firms responded with the following bids:

	Annual Cost		
Name of Firm	2024	2025	2026
Brown & Company	\$ 70,043	\$ 71,444	\$ 72,873
UHY LLP	67,500	70,900	74,500
CliftonLarsonAllen LLC	73,000	73,000	75,000
Mitchell & Titus	54,506	55,596	56,708
SB & Company	59,500	60,500	62,000

A sixth auditing firm, Overhead Solutions, responded to the RFP, however, was disqualified for not providing total annual cost information.

Proposals were reviewed for technical qualifications and the price proposed for fiscal years 2024 through 2026. The technical qualifications accounted for seventy-five percent of the evaluation. The remaining twenty-five percent of the evaluation was based on the price proposed.

The review for technical merit consisted of the following elements:

- Qualification of firm and personnel conducting the audit.
- Relevant experience of firm.
- Understanding of the engagement as presented in the request for proposal; sufficient organization and resource capabilities to properly complete the services.
- Technical approach and work plan.

The score for the price proposal section was determined by dividing the lowest price quote of the three firms responding by the price proposed of the firm being evaluated.

The results of the evaluation were as follows:

Name of Firm	Technical Merit Score	Price Proposal Score	Total Score
Brown & Company	42	19	61
UHY LLP	54	20	74
CliftonLarsonAllen LLC	67	19	86
Mitchell & Titus	56	25	81
SB & Company	56	23	79

Recommendation:

Based on the evaluation scores, staff recommends the selection of CliftonLarsonAllen LLC to conduct the audits for FY2024 through FY2026 and requests your approval of the CliftonLarsonAllen LLC contract for the 2024 fiscal year.

ATTACHMENTS: 1. 20240701 - Resolution R-36-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE CITY MANAGER TO ENGAGE A
CERTIFIED PUBLIC ACCOUNTANT FOR THE
ANNUAL AUDITS FOR FISCAL YEARS 2024-2026

WHEREAS, Section 56 of the Charter of the City of Bowie, Maryland requires that the financial books and accounts of the City to be audited annually by an independent Certified Public Accountant selected by the City Council; and,

WHEREAS, the City's previous contract for the required accounting and auditing services expired upon the completion of the Fiscal Year 2023 audit and a Certified Public Accountant must be engaged to conduct the audit for the Fiscal Year July 1, 2023, through June 30, 2024; and,

WHEREAS, on March 17, 2024, the City of Bowie issued a request for proposals for the 2024 fiscal year audit, which also contained a request for proposals for fiscal years 2025, 2026 and plus two successive years, as well as hourly rates for special projects; and,

WHEREAS, it is in the best interest of the City to retain its auditors for a period of at least four years, with an option on behalf of the City to extend the agreement for two successive one year periods; and,

WHEREAS, the firm of CliftonLarsonAllen LLP has submitted the proposal that is most responsive and responsible and that received the highest ranking combination of scores for technical merit and price; and,

WHEREAS, CliftonLarsonAllen LLP has agreed to conduct the audit for FY 2024 at a cost not to exceed \$73,000 as presented in its response to the City's request for proposals; and,

WHEREAS, CliftonLarsonAllen LLP has agreed that in the event that the contract is extended for subsequent years, any increase in the following years over the proposed fee for the 2024 Fiscal Year would not cause the fee to exceed \$73,000 for the second year, \$75,000 for the third year; \$75,000 for the fourth year, \$77,000 for the fifth year; and,

WHEREAS, it is in the best interest of the City to enter into a contract with for the provision of auditing services for Fiscal Years 2024 through 2026.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland that the City Manager and his designee(s) are authorized to consult with and use the auditing services of CliftonLarsonAllen LLP the next fiscal year.

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

Attest:

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Architect/Engineering Open End Contract for On-Site Project Management Assistance - Resolution R-45-24

DATE: 06/27/2024

On January 7, 2019 and February 4, 2019, the City entered into an Architect/Engineering Open End Agreement for Category 11-Planning and Administrative for A/E Services with KCI Technologies, Inc. (KCI) of Sparks, Maryland, Rummel, Klepper & Kahl, LLP (RK&K), of Baltimore, MD and Hill International, Inc. (Hill) of Glen Burnie, MD. Professional Services delivered through these Agreements are negotiated and procured on a Task Order basis as the City's needs arise.

On February 7, 2022, Council awarded the FY22 RFP/Task Order #11-01 On-Site Project Management Assistance to KCI.

On September 6, 2022, Council awarded the FY23 RFP/Task Order #11-01 On-Site Project Management Assistance to KCI.

On October 2, 2023, Council awarded the FY24 RFP/Task Order #11-01 On-Site Project Management Assistance to KCI.

On June 21, 2024, the Public Works Department advertised a Notice of Intent to Negotiate with KCI for FY25 Task Order/RFP#11-01 On-Site Project Management Assistance under the Architect/Engineering Open End Agreement. A Proposal was received and accepted from KCI for this task and selected based on past experience and qualifications, cost, capacity to perform in a timely manner and understanding of the scope of services. This will also allow for a continuity of services as the Project Manager on staff for FY22, FY23 & FY24 will remain for FY25.

In accordance with City Charter Section 61(b)(4), a fee of \$375,198.34 for the required services was negotiated. The funding will be split between FY25 Engineering Support Budgets for Administrative (80%-\$300,158.67), Water (10%-\$37,519.83) and Sewer (10%-\$37,519.84).

The Public Works Department recommends that Council authorize the issuance of a Purchase Order to KCI for Task Order/RFP#11-01 pursuant to the Master Contract approved on January 7, 2019.

I concur with the recommendation of the Public Works Department and request your approval of Resolution R-45-24.

ATTACHMENTS: 1. 20240701 - Resolution R-45-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO
KCI TECHNOLOGIES, INC. FOR TASK ORDER/RFP#11-01
IN THE AMOUNT OF \$375,198.34
IN ACCORDANCE WITH THE MASTER CONTRACT
APPROVED ON JANUARY 7, 2019

WHEREAS, on June 21, 2024, the Public Works Department advertised a Notice of Intent to Negotiate with KCI Technologies, Inc. for FY25 RFP/Task Order# 11-01 On-Site Project Management Assistance; and

WHEREAS, there are three (3) firms which have open ended professional services agreements with the City for Planning and Administrative A/E Services. These firms include KCI Technologies, Inc. (KCI) of Sparks, Maryland, Rummel, Klepper & Kahl, LLP (RK&K), of Baltimore, MD and Hill International, Inc. of Glen Burnie, MD; and

WHEREAS, a Proposal was received and accepted from KCI for this task and selected based on past experience and qualifications, cost, capacity to perform in a timely manner and understanding of the scope of services. This will also allow for a continuity of services as the Project Manager on staff for FY22, FY23 & FY24 will remain for FY25; and

WHEREAS, in accordance with City Charter Section 61(b)(4), a fee of \$375,198.34 for the required services was negotiated. The funding will be split between FY25 Engineering Support Budgets for Administrative (80%-\$300,158.67), Water (10%-\$37,519.83) and Sewer (10%-\$37,519.84).

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Bowie, Maryland, that the Council authorizes the issuance of a Purchase Order to KCI Technologies, Inc. for Task Order/RFP#11-01 pursuant to the Master Contract approved on January 7, 2019.

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

ATTEST:

Awilda Hernandez, City Clerk

Timothy J. Adams, Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: WWTP Biosolids Hauling, Management and Utilization
Resolution R-46-24

DATE: 06/27/2024

A legal notice advertising an Invitation for Bids to provide services for biosolids hauling, management, and utilization from the Wastewater Treatment Plant was placed on eMaryland Marketplace Advantage and Bid Locker on June 7, 2024. At the close of bidding at 11:00 a.m., Friday, June 21, 2024, the City received one (1) bid from Recyc Systems, Inc.

The hauling and disposal of biosolids (sludge) produced by the Wastewater Treatment Plant is in accordance with regulations established by the Environmental Protection Agency (EPA).

After careful review, it was determined that Recyc Systems, Inc. of Remington, Virginia, had submitted a responsive and responsible bid.

The contract shall be for a period of five (5) years (FY25 through FY29) with all prices remaining firm for the first year (FY25) of the contract. During the subsequent four (4) years of the contract, the contract prices shall be adjusted at the beginning of the next contract year. Request for de-escalation/escalation price adjustments must be made by the Contractor at least 60 days in advance. The maximum increase will have a ceiling of 10% annually and a net decrease of 10% annually. Changes in prices shall be based on US Bureau of Labor Statistics, average increase or decrease for the most recent calendar year.

The Public Works Department recommends that the bid from Recyc Systems, Inc. be accepted.

I concur with the above recommendation and request your approval of Resolution R-46-24.

ATTACHMENTS: 1. 20240701 - Resolution R-46-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID TO PROVIDE SERVICES OF BIOSOLIDS HAULING, MANAGEMENT AND UTILIZATION
FROM THE CITY'S WASTEWATER TREATMENT PLANT

WHEREAS, a legal notice advertising an Invitation for Bids to provide services for biosolids hauling, management, and utilization from the Wastewater Treatment Plant was placed on eMaryland Marketplace Advantage and Bid Locker on June 7, 2024; and

WHEREAS, the hauling and disposal of biosolids (sludge) produced by the Wastewater Treatment Plant is in accordance with regulations established by the Environmental Protection Agency (EPA); and

WHEREAS, at the close of bidding at 11:00 a.m., Friday, June 21, 2024, the City received one bid from Recyc Systems, Inc.; and

WHEREAS, the contract shall be for a period of five (5) years (FY25 through FY29) with all prices remaining firm for the first year (FY25) of the contract. During the subsequent four (4) years of the contract, the contract prices shall be adjusted at the beginning of the next contract year. Request for de-escalation/escalation price adjustments must be made by the Contractor at least 60 days in advance. The maximum increase will have a ceiling of 10% annually and a net decrease of 10% annually. Changes in prices shall be based on US Bureau of Labor Statistics, average increase or decrease for the most recent calendar year; and

WHEREAS, after careful evaluation and review of the bid submitted, it was determined that Recyc Systems, Inc. of Remington, Virginia, had submitted a responsive and responsible proposal.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid of Recyc Systems, Inc. and authorizes the City Manager to enter into a contract with Recyc Systems, Inc.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on July 1, 2024.

Timothy J. Adams, Mayor

ATTEST:

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Request For Maryland Women's Business Center (MWBC) Retail Business Incubator Program Funding

DATE: 06/27/2024

The City Council discussed the Maryland Women's Business Center (MWBC) funding request at the May 1, 2024, Budget Worksession and the June 3, 2024, regular meeting. Council asked that this item be returned for action at the July 1, 2024, City Council meeting.

The MWBC is a not-for-profit 501(c)(3) corporation already providing limited business counseling services in the City. They request \$140,000 to establish the MWBC Shop Local retail business incubator in Bowie and to provide one additional full-time business counselor position for increased small business support capacity.

On March 11, MWBC submitted a funding proposal (see attachment) to expand small business support and establish the MWBC Shop Local retail business incubator within the City. During the City Council Budget Worksession on May 1, 2024, council members requested additional information and a detailed proposal on the program which was provided in the May 15, 2024, letter (see attachment).

On June 11 and June 20, members of the City Council visited the Rockville retail business incubator to observe the operation and to talk with some of the merchants growing their businesses.

The approved FY 2025 budget for economic development has \$20,000 for a grant to MWBC. An additional appropriation of \$120,000 from the unappropriated general fund balance is needed to fund the full request.

Staff recommends approval of the full funding request.

ATTACHMENTS:

1. 20240701 - MWBC Shop Local Retail Business Incubator Fact Sheet June 2024
2. 20240701 - MWBC Shop Local City of Bowie Detailed Proposal as Sent May 2024
3. 20240701 - MWBC Shop Local City of Bowie Funding Request Original March 2024

Retail Business Incubator

History & Mission

MWBC Shop Local began in 2019 with the aim of lowering barriers of opportunity to a diverse pool of women entrepreneurs and creating a launch pad for startup and early-stage retail businesses.

In doing so, MWBC Shop Local creates a positive impact on the quality of life in a community. This impact includes the creation of jobs and a tax base as these businesses mature and move into brick-and-mortar storefronts.

Program Model

The MWBC Shop Local Program is a combination of a program-based and space-based retail incubator. Program-based models provide technical assistance, mentorship, and access to capital while space-based models minimize financial risk through shared space. By combining both models, the strengths of each are incorporated with the goal of bringing diversity and locally grown businesses into the shopping experience of a consumer.

Contact Us

info@marylandwbc.org

MWBC SHOP LOCAL BY THE NUMBERS

Since Program Inception - 2019



\$450,000+
Generated in
Sales



40
Entrepreneurs
Supported



26
Brick-and-Mortar
Stores Opened



+1,240
Retail Foot Traffic
Generated in six-
months

BUSINESS INTENSIVE TRAINING SERIES

Business Foundations
Market Analysis & Marketing Plans
Financial Projections
Business Operations
Executive Summary & Elevator Pitch
Technology & Digital Transformation
Visual Merchandising

PROGRAM COMPONENTS



One-on-One
Counseling
Services



Business
Intensive
Training Series



Retail Mgmt
Skill
Development



Peer-to-Peer
Networking



Meet the
Maker Events



Financial
Support-Free
Storefront

May 15, 2024

Bowie City Council
15901 Fred Robinson Way
Bowie, MD 20716

Re: Maryland Women's Business Center (MWBC) Funding Request Follow Up

Dear Council:

MWBC respectfully requests \$139,750 to establish the MWBC Shop Local retail business incubator in Bowie and to provide one additional full-time business counselor position, aimed at increasing small business support capacity.

On March 11, MWBC submitted a funding proposal to expand small business support and establish MWBC Shop Local within the city. During the City Council Budget Worksession on May 1, council members requested additional information and a detailed proposal on the program.

TOTAL – Funding Request For FY 2025	\$139,750.00
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Full-time business counselor:

MWBC Small Business Support	
Business Counselor	\$65,000.00
Benefits/Taxes	\$16,250.00
Program Manager	\$20,000.00
SUB TOTAL	\$ 101,250.00

MWBC Shop Local in Bowie:

Annual Operating Budget – MWBC Shop Local	
Participant Fees	(\$36,000.00)
Rent	\$42,000.00
Utilities	\$12,400.00
Operating Activities	\$2,600.00
Marketing/Advertising/Events	5,000.00
SUB TOTAL – Annual Operating Budget	\$ 26,000.00
Opening Expenses	\$13,500
SUB TOTAL	\$38,500.00

* Each cohort within the shop local incubator will run for six months and accommodate 12 participants. The participant count is based on a 4,000 square foot store, with adjustments made for smaller footprints.

- *Participant Fees* – Funding is identified as a negative value as contributions are made by participants as part of the program at \$250/month per participant.
- *Rent* – Estimated at \$3,500/month with Washington Prime Group at Bowie Town Center, subject to adjustment if a different location is chosen.
- *Utilities* – Expenses inclusive of electricity, trash, and digital services.
- *Operating Activities* – Primary capital expenses to include office supplies, printing materials, trash fees, network solutions, etc.

- *Marketing/Advertising/Events* – Budget for planning and executing marketing, advertising, and PR campaigns to increase awareness, recruit participants, and identify additional funding sources.
- *Opening Expenses* – One-time investment covering permits, licenses, signs, and fixtures.

MWBC Shop Local is a retail incubator crafted to lower the barriers of opportunity and serve as a launchpad for startup and early-stage retail and small-scale manufacturing entrepreneurs. The focus of this model is nurturing and sustaining small retail businesses to help promote the economic vitality of an area by providing subsidized physical space and technical assistance. **Since the inception of the MWBC Shop Local program in 2019, we have supported almost 40 startup and early- state women entrepreneurs, generating over \$400,000 in sales.** Seventy-seven percent of participants have come from historically underserved communities, with **87% of graduates successfully launching a brick-and-mortar or online store.**

There are currently three MWBC Shop Local retail incubators – one in Montgomery County and two set to open in Howard County with the 2024 Summer Cohort in July. **Establishing this program in Bowie would allow for the largest MWBC Shop Local storefront footprint, at approximately 4,000 square feet and accommodating 12 participants per cohort.** This could potentially yield **24 graduates per year at the Bowie Town Center location alone**, which will help meet the City's goals to attract and retain quality retail businesses for residents.

MWBC's proposal aligns with the City's commitment to economic diversity and local retail preservation, as well as creating a community focal point for economic prosperity, in line with the City's economic development strategies.

Sincerely,



Danette Nguyen
Managing Director
Maryland Women's Business Center

Cc: Alfred Lott, City Manager
John Henry King, Economic Development Director
Cindy Rivarde, CEO for REDI

Attachment: March 11, 2024 Letter to Bowie City Council



March 11, 2024

The Honorable Tim Adams
Mayor, City of Bowie
15901 Fred Robinson Way
Bowie, MD 20716

Re: Maryland Women's Business Center Funding Request

Dear Mayor Adams,

The Maryland Women's Business Center (MWBC) respectfully requests \$101,250 from the City of Bowie to support the creation of an additional full-time business counselor position, aimed at increasing small business support capacity. Additionally, we kindly seek \$38,500 for the establishment of the retail incubator, MWBC Shop Local, within the city for FY25.

MWBC Background

MWBC was established in 2010 with a mission to reduce barriers and level the playing field for women entrepreneurs and underrepresented communities. MWBC achieves this mission by empowering small businesses and women entrepreneurs with launching and expanding their ventures through training, individual business counseling, networking opportunities, and by providing resources to achieve their business goals. Now in our 14th year, MWBC collaborates with and serves the Cities of Bowie, Frederick, and Rockville along with Frederick, Montgomery, and Prince George's counties through partnerships that provide matching funding to support the programming in these jurisdictions.

Assessing MWBC's impact on Bowie since FY17 reveals significant results: 364 jobs supported, 19 new businesses launched, and nearly 600 counseling sessions provided. Bowie's \$80,000 contribution since FY17 has led clients to raise almost \$500,000 in capital infusion into the city.

Small Business Support – Additional Counselor

For the past 7.5 years, MWBC has been dedicated to serving the City of Bowie, counseling 323 clients with one full-time team member. ***However, to expand our impact, ongoing operational support is crucial.*** The addition of a full-time Business Counselor would bolster our counseling capacity and enable the existing Program Manager to develop programmatic initiatives. For instance, the Program Manager would be able to expand the "How to Start a Business in the City of Bowie" series, to include classes in Spanish and French. The inaugural event in January of this year attracted 30 attendees and directly connected them with the City's Economic Development Office.

The City of Bowie currently provides \$20,000 annually to MWBC. We propose allocating an additional \$81,250 for salary and benefits for a full-time business counselor, totaling \$101,250. This funding increase would enhance capacity and support programmatic initiatives, for which MWBC recommends annual allocation as follows:

MWBC Small Business Support	
Business Counselor	\$65,000.00
Benefits/Taxes	\$16,250.00
Program Manager	\$20,000.00
TOTAL	\$ 101,250.00

MWBC Shop Local in Bowie

In addition to enhancing small business support, MWBC proposes that the Mayor and Council consider funding for an MWBC Shop Local Retail Incubator program within the city. Initial talks with Washington Prime Group, property manager for Bowie Town Center identified possible appropriate available bays. *With funding, MWBC could support two annual cohorts of 12 entrepreneurs each, contingent on securing a full-time business counselor funding to oversee the program.*

MWBC Shop Local is a retail incubator crafted to lower the barriers of opportunity and serve as a launchpad for startup and early-stage retail and small-scale manufacturing entrepreneurs. The focus of this model is nurturing and sustaining small retail businesses to help promote the economic vitality of an area by providing subsidized physical space and technical assistance.

Since the inception of the MWBC Shop Local program in 2019, we have supported almost 40 startup and early-state women entrepreneurs, generating over \$400,000 in sales. Seventy-seven percent of participants have come from historically underserved communities, with ***87% of graduates successfully launching a brick-and-mortar or online store.***

Expanding into Bowie, MWBC Shop Local aims to accelerate the growth of local retail businesses and create a space for entrepreneurs to connect with the public and share ideas. The program will serve as a hub for business activity, providing coordinated business services as outlined below:

1. ***Business Intensive Training Series:*** MWBC will facilitate a comprehensive 6-class training series addressing critical entrepreneurial needs, with monthly classes and a finalized graduation plan.
2. ***One-on-One Counseling:*** Participants will engage in monthly goal planning meetings with MWBC counselors to discuss business performance, long-term plans, and access resources.
3. ***Peer-to-Peer Networking:*** Participants will engage in monthly peer-to-peer mentoring sessions, fostering a supportive community for new ideas, collaborations, and business ventures.
4. ***Financial Assistance:*** MWBC Shop Local offers financial aid by allocating retail space at a monthly participation fee of \$250.
5. ***Retail Management Skill Development:*** Participants will gain hands-on experience by working in the store to manage inventory, staff, and create a positive customer experience.
6. ***Creation of "Third Places":*** Cohort participants will activate the MWBC Shop Local space by hosting maker-centered learning events.

To sustain the operation of MWBC Shop Local at Bowie Town Center, MWBC is recommending annual funding be allocated for the following:

Annual Operating Budget – MWBC Shop Local	
Participant Fees	(\$36,000.00)
Rent	\$42,000.00
Utilities	\$12,400.00
Operating Activities	\$2,600.00
Marketing/Advertising/Events	5,000.00
TOTAL – Annual Operating Budget	\$ 26,000.00
Opening Expenses	\$13,500
TOTAL – Funding Request For First Year	\$38,500.00

** Each cohort will run for six months and accommodate 12 participants. The participant count is based on a 4,000 square foot store, with adjustments made for smaller footprints.*

- *Participant Fees* – Funding is identified as a negative value as contributions are made by participants as part of the program at \$250/month per participant.
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- *Opening Expenses* – One-time investment covering permits, licenses, signs, and fixtures.

Reporting/Measurements

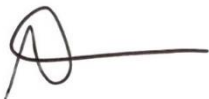
MWBC will maintain a biannual reporting schedule to the City that encompasses the following for small business support: count of businesses receiving counseling, number of jobs created/retained, capital infusion data, new business starts, number of training sessions and events conducted, and the total number of training/event participants. Additionally, the following metrics will be provided for the MWBC Shop Local program: count of businesses participating in each cohort, count of businesses that graduate from each cohort, number of counseling sessions each business receives, number of training sessions conducted for each cohort, number of events held by each cohort, monthly sales generated by each business, and the number of businesses that open a brick-and-mortar location and/or online store following graduation.

Statement of Need

With recent funding changes impacting MWBC, we are facing a significant loss of capacity. Specifically, Prince George's County did not fund the program for FY24, despite providing \$40,000 to \$45,000 annually from FY18 to FY23. Consequently, there is a projected -40% decrease in Prince George's County clients served and a -59% decrease in counseling sessions. Additionally, MWBC has observed a 73% increase in Bowie clients counseled since FY21, highlighting the need for expanded capacity. Therefore, we kindly request your consideration of our proposal to allocate additional funding for a full-time business counselor position, ensuring continued support for small businesses and entrepreneurs in Bowie.

Thank you for your leadership and support.

Sincerely,



Danette Nguyen
Managing Director
Maryland Women's Business Center

cc: Cindy Rivarde, CEO for REDI
Francisco Cartagena, Program Manager



March 11, 2024

The Honorable Tim Adams
Mayor, City of Bowie
15901 Fred Robinson Way
Bowie, MD 20716

Re: Maryland Women's Business Center Funding Request

Dear Mayor Adams,

The Maryland Women's Business Center (MWBC) respectfully requests \$101,250 from the City of Bowie to support the creation of an additional full-time business counselor position, aimed at increasing small business support capacity. Additionally, we kindly seek \$38,500 for the establishment of the retail incubator, MWBC Shop Local, within the city for FY25.

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TOTAL	\$ 101,250.00

MWBC Shop Local in Bowie

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Reporting/Measurements

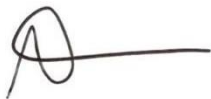
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Thank you for your leadership and support.

Sincerely,



Danette Nguyen
Managing Director
Maryland Women's Business Center

cc: Cindy Rivarde, CEO for REDI
Francisco Cartagena, Program Manager



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Fire Station 39 Staffing Discussion

DATE: 06/27/2024

This item was added to the agenda per the request of Councilmember Brady.

ATTACHMENTS: None