



City of Bowie

Regular City Council Meeting

Monday, September 16, 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. Adoption and Presentation of Proclamation P-13-24 Congratulating the Bowie Crofton Garden Club on the Occasion of their 40th Anniversary
- VII. CITY BOARDS AND COMMITTEES**
 - A. Appointments/Reappointments/Swearing-in
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A. Approval of September 3, 2024 Council Meeting Minutes
 - B. Adoption of Resolution R-57-24 Accepting Bid from Transteck, Inc. dba Freightliner Western Star of Elkton for the Purchase of a Hydro Vac Truck in the Amount of \$360,225
 - C. Adoption of Resolution R-58-24 Authorizing the City Manager to Enter Into an Agreement with Apex Petroleum Corporation for the Purchase of Regular Unleaded Gasoline Fuel in Tank Wagon Will Call Quantities Zone 3
 - D. Adoption of Resolution R-59-24 Authorizing the City Manager to Enter Into an Agreement with Sunoco, LLC for the Purchase of Regular Unleaded Gasoline Fuel in Truck Transport Will Call Quantities for Zone 3
 - E. Adoption of Resolution R-60-24 Awarding a Contract for Installation of Outdoor Fitness Equipment at Centennial Park
 - F. Adoption of Resolution R-61-24 Waiving the Bidding Requirements of Section 61 "Purchasing and Contracting" of the City Charter, for Good Cause Shown, to Allow the City to Enter into a Contract With Turf Equipment and Supply Company for Irrigation Controls Upgrades
- XI. OLD BUSINESS**
 - A. Adoption of Ordinance O-8-24 Amending Chapter 26 "Zoning," Article II, Sec. 26-48 "Final Decision of City Council" of the Code of the City of Bowie to Clarify the

Timing of Actions Required of the City Council Regarding Recommendations of
the Advisory Planning Board - **Public Hearing/Eligible for Action**

XII. NEW BUSINESS

- A.** Proposed Pin Oak Parkway Trail Extension Feasibility Study

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 9/18/2024 and 9/21/2024 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, OCTOBER 7, 2024 - COUNCIL CHAMBERS - 8:00 P.M.

PROCLAMATION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
CONGRATULATING THE BOWIE-CROFTON GARDEN CLUB ON THE
OCCASION OF THEIR 40TH ANNIVERSARY

WHEREAS, the Bowie-Crofton Garden Club aims to develop skills and promote interest in gardening through cooperation, joint efforts, and good fellowship; and

WHEREAS, the Bowie-Crofton Garden Club is a valued asset to the community and has played a significant role towards the beautification of our city by offering workshops, lectures, and time volunteered by members of the club; and

WHEREAS, funds raised from the club's annual plant sale help to provide scholarships to University of Maryland, College Park students, support and maintain the Bowie Interfaith Pantry garden, maintain the planters at the Bowie Library, support local school gardens, and support road clean-up.

NOW, THEREFORE, BE IT PROCLAIMED that the Council of the City of Bowie, Maryland hereby congratulates and commends the Bowie-Crofton Garden Club for their 40th Anniversary and wishes them many, many more years of growth and success.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 16, 2024.

Attest:

Timothy J. Adams, Mayor

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: Committee Appointments/Reappointments/Swearing-in

DATE: 09/11/2024

Committee Appointments:

1. Mr. Eric Ketterling was interviewed on July 8, 2024, for appointment to the Bowie Advisory Planning Board. Council concurred to appoint him to the Board as a Regular Member for a 2-year term. Please have Councilmember Truesdale move to appoint him.
2. Ms. Leslie Rose was interviewed on September 3, 2024, for appointment to the Arts Committee. Council concurred to appoint her to the Committee as a Regular Member for a 2-year term. Please have Councilmember Estève move to appoint her.
3. Ms. Darlene Stuart was interviewed on September 3, 2024, for appointment to the Ethics Commission. Council concurred to appoint her to the Commission as an Alternate Member for a 2-year term. Please move to appoint her.

ATTACHMENTS: None

REGULAR CITY COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 3, 2024

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Tuesday, September 3, 2024, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:02 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor Adams led the Pledge of Allegiance to the Flag of the United States of America.

QUORUM:

In attendance were Mayor Adams; Mayor Pro Tem Woolfley; Councilmembers Brady, Estève, Rogers, and Truesdale (arrived 8:15 p.m.); City Manager Lott (virtual); Assistant City Manager Mears; Assistant City Clerk Hartig; and Staff.

AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

None.

CITIZEN PARTICIPATION:

1. Les Kaunitz – Spoke about his view of the treatment of the City of Bowie by Prince George's County and the need for transparency at the County level. Mr. Kaunitz would like for Prince George's County to provide the City with financial information regarding the return on investment for taxes paid to the County.

PRESENTATIONS:

None.

CITY BOARDS AND COMMITTEES:

A. Appointments/Reappointments/Swearing-In:

1. Councilmember Rogers motioned to appoint Mr. Miguel Rios to the Green Team Executive Committee for a 2-year term. Councilmember Brady seconded the motion. Motion passed 6-0.
2. Councilmember Rogers motioned to appoint Ms. Addie Khanu to the Education Committee for a 2-year term. Mayor Pro Tem Woolfley seconded the motion. Motion passed 6-0.

Mayor Adams swore in Mr. Rios and Ms. Khanu to their respective committees.

COUNCIL ANNOUNCEMENTS:

Councilmember Rogers shared a statement on strategic planning; a copy of the statement is attached.

Councilmember Brady shared that along with Mayor Adams and Councilmember Ndebumadu, he attended Friendship Academy's first day of school, and he also attended the opening of Pointer Ridge Elementary School's Autism Wing with Mayor Adams. Councilmember Brady shared the news that the Old Bowie Town Grille closed its doors on August 31, 2024, and he expressed sentiment that the establishment will be missed, but he is looking forward to having Kappa Alpha Psi Fraternity use the building as a mentoring facility. Councilmember Brady shared that many of the Council members will be attending the International Council of Shopping Centers conference, and he is hoping to attract many businesses to Bowie.

Mayor Adams wished everyone a "Happy Grandparents Day", which falls on September 8, 2024.

CITY MANAGER'S REPORT:

Assistant City Manager Mears reported that the early trash pick-up time (6 a.m.) for the summer months will continue through September. Mr. Mears also spoke about the change for the Bowie International Festival to be a stand-alone event, which will take place on September 14, 2024. Mr. Mears reported that the survey that was sent out to Bowie residents to aid in the Council's strategic planning received a strong response, which will be used by both Staff and Council for planning purposes.

CONSENT AGENDA:

Mayor Pro Tem Woolfley motioned to approve Consent Agenda item: A) Approval of June 28, 2024 Special Council Meeting Minutes; B) Approval of August 5, 2024 Council Meeting Minutes; C) Adoption of Resolution R-56-24 Waiving the Bidding Requirements of Section 61 "Purchasing and Contracting" of the City Charter, for Good Cause Shown, to Allow the City to Enter Into a Contract with Commercial Carpets of America, Inc. for Flooring Replacement; D) Introduction of Ordinance O-8-24 Amending Chapter 26 "Zoning," Article II, Sec. 26-48 "Final Decision of City Council" of the Code of the City of Bowie to Clarify the Timing of Actions Required of the City Council Regarding Recommendations of the Advisory Planning Board. Councilmember Truesdale seconded the motion. Motion passed 6-0.

OLD BUSINESS:

A. Adoption of Ordinance O-7-24 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025, as Embodied in Ordinance O-4-24, to Appropriate Funds for the following Projects and Grants: an Additional \$122,000 for the Public Arts Bowie Sign Project, \$58,500 for Energy Efficiency and Conservation Strategy, Additional Grant Funding to the Maryland Women's Business Center (MWBC) Totaling \$120,000, and Funding for the Emergency Operations Center in the Amount of \$237,500.

Councilmember Estève commented that he is pleased to hear that the Public Art sign at the corner of Kenhill Drive and Rte. 197 is moving along, and he is looking forward to seeing it progress.

Public Hearing:

1. Les Kaunitz, Rambling Ln – Asked questions about the function of the Maryland Women's Business Center (MWBC) and expressed frustration over bureaucracy at the County level

detering businesses from coming to Bowie. Mr. Kaunitz would like the MWBC to share monthly reports with the City that show what their grant funding is being used for.

Since there was no one else signed up to speak, Mayor Adams declared the Public Hearing to have been held.

Mayor Adams agreed with Mr. Kaunitz about wanting monthly financial reports from the MWBC and shared that the purpose of the MWBC is to give opportunity to women's businesses that historically haven't had the opportunity to start up. Mayor Adams stated that the City needs to have the self-determination to obtain Land Use authority to attract the businesses Bowie would like.

Councilmember Truesdale shared that the City has asked the MWBC for the metrics that Mr. Kaunitz is wanting, and he clarified that the MWBC is open to everyone, not just women. Councilmember Truesdale shared that the City of Rockville has had success with the MWBC model, and a third of their funding will go to training and counseling.

Councilmember Estève motioned to adopt Ordinance O-7-24. Councilmember Brady seconded the motion. Motion passed 6-0.

NEW BUSINESS:

None.

ADJOURNMENT AND MOVE TO CLOSED SESSION:

Mayor Pro Tem Woolfley motioned to adjourn to closed session under the statutory authority of the Md. Annotated Code, General Provisions Article §3-305(b)(1): 'To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals,' and (7) "To consult with counsel to obtain legal advice." Councilmember Estève seconded the motion. Motion passed 6-0. The meeting adjourned at 8:32 p.m.

Awilda Hernandez, MMC
City Clerk

STATEMENT ON STRATEGIC PLANNING

During the FY 2024-2025 Bowie budget development process, I requested a budget objective for a Strategic Planning initiative. Strategic Planning is critical for municipalities for the following reasons:

- a. Strategic Planning helps municipalities define a clear, long-term vision for the community. It sets out the goals and objectives that **guide decision-making** and ensures that all actions taken **"align"** with the broader vision for the municipalities future.
- b. Municipalities often operate with limited resources, including budgets, personnel and time. Strategic planning allows **prioritization of projects/initiatives** and the allocation of resources more efficiently, ensuring that the most critical needs of the community are addressed.
- c. Through strategic planning, municipalities can assess the current state of public services, identify areas for improvement, and develop plans to enhance service delivery. This leads to better outcomes in areas such as development, public safety, sustainability, and transportation (to name a few).
- d. A Strategic Plan can outline **"strategies" for economic growth**, attracting businesses, and creating jobs. It can help municipalities identify opportunities for development, improve infrastructure, and foster an environment conducive to economic prosperity.
- e. Strategic planning often **involves input from residents, businesses, and other stakeholders**. This process helps build a **sense of ownership and community engagement**, as people see that their voices are being heard and their needs are being addressed.
- f. A strategic plan helps municipalities **anticipate potential challenges and risks**, such as natural disasters, economic downturns, or demographic changes. By planning ahead, municipalities can develop contingency plans and adapt more effectively to changing circumstances.
- g. A strategic plan provides a **framework for measuring progress and holding municipal leaders accountable**. By setting clear goals and benchmarks, municipalities can track their performance and report on their successes and challenges, promoting transparency and trust with the public.
- h. Strategic planning **encourages collaboration** among municipal leaders, different departments, and committees. It helps ensure that all parts of the government are **working toward common goals and that efforts are coordinated and not duplicated**.
- i. Strategic planning allows municipalities to **incorporate sustainability** into their long-term vision, ensuring that growth and development occur in a way that preserves resources for future generations. This includes planning for environmental sustainability, social equity, and economic viability.

- j. Strategic planning can help municipalities **stay ahead of legal and regulatory changes**. By anticipating future requirements, municipalities can ensure they remain compliant with laws and regulations avoiding legal issues.

In closing, Strategic Planning is a critical tool for municipalities to **guide growth, improve services and create a thriving and resilient community**.

Thank you for the opportunity to share this with you.

Wanda Rogers,
Bowie City Council
Member At-Large

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. *Complete items 1 – 4 before closing the meeting.*

1. **Recorded vote to close the meeting:** Date: 9-3-24; Time: 8:30; Location: City Hall;
Motion to close meeting made by: Woolfley Seconded by Esteve;
Members in favor: TAWRDB ME DWCT; Opposed: _____;
Abstaining: _____; Absent: Nclebumadu.

2. **Statutory authority to close session (check all provisions that apply).**
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☒ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) ☒	Personnel	City Manager performance evaluation
§3-305(b) ☒	Consult with legal counsel	Threat of legal action
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		

4. This statement is made by Sammy Jr. Ar, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

- For a meeting closed under the statutory authority cited above:

Time of closed session: 8:35pm

Place: City Hall

Purpose(s): (1) Personnel (7) Consult with legal counsel

Members who voted to meet in closed session: T. Adams, Rogers, Brady, Esteve, Woolfley, Truesdale

Persons attending closed session: Adams, Brady, Rogers, Esteve, Woolfley, Truesdale, Lott, Ruff, Mears

Authority under § 3-305 for the closed session: (1) (7)

Topics actually discussed: Legal action - City Manager Personnel

Actions taken: _____

Each recorded vote: _____

- For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Hydro Vac Truck
Resolution R-57-24

DATE: 09/11/2024

A legal notice advertising an Invitation for Bids for the purchase of a hydro vac truck was placed on eMaryland Marketplace Advantage and Bid Locker on August 13, 2024. At the close of bidding at 11:00 a.m., Wednesday, September 4, 2024, the City received two (2) bids. Below is a tabulation of the bids received:

Transteck, Inc. Dba Freightliner Western Star of Elkton Elkton, Maryland	\$360,225.00
ResideOne Corporation Lanham, Maryland	\$400,000.00

This truck will be used by the Department of Public Works Utilities Division to excavate for water, sewer and storm drain repairs and other miscellaneous excavations.

The Public Works Department recommends awarding the bid from Transteck, Inc. dba Freightliner Western Star of Elkton for \$360,225.00. The FY25 appropriated budget for this purchase is \$370,000.

I concur with the above recommendation to award to Transteck, Inc. dba Freightliner Western Star of Elkton and request your approval of Resolution R-57-24.

ATTACHMENTS: 1. 20240916 - Resolution R-57-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ACCEPTING BID FROM TRANSTECK, INC. DBA FREIGHTLINER WESTERN
STAR OF ELKTON FOR THE PURCHASE OF A HYDRO VAC TRUCK IN THE
AMOUNT OF \$360,225

WHEREAS, a legal notice advertising an Invitation for Bids for the purchase of a hydro truck was placed on eMaryland Marketplace Advantage and Bid Locker; and

WHEREAS, at the close of bidding at 11:00 a.m., Wednesday, September 4, 2024, the City received two (2) bids; and

WHEREAS, the truck will be used by the Department of Public Works Utilities Division to excavate for water, sewer and storm drain repairs and other miscellaneous excavations; and

WHEREAS, after a careful review of the bids submitted it was determined that Transteck, Inc. dba Freightliner Western Star of Elkton of Elkton, Maryland had submitted a responsible and responsive bid of \$360,225.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid of Transteck, Inc. dba Freightliner Western Star of Elkton in the amount of \$360,225, and authorizes the City Manager to enter into a contract with Transteck, Inc. dba Freightliner Western Star of Elkton.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a Regular Meeting on September 16, 2024.

Timothy J. Adams, Mayor

ATTEST:

Awilda Hernandez, City Clerk



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Agreement with Apex Petroleum Corporation for the Purchase of Regular Unleaded Gasoline Fuel in Tank Wagon Will Call Quantities Zone 3
Resolution R-58-24

DATE: 09/11/2024

The City of Bowie, as a member of the Mid-Atlantic Purchasing Team's ("MAPT") Cooperative Purchasing Program, participated in MAPT member, Montgomery County's cooperative bid solicitation IFB#1162627 for the purchase of Regular Unleaded (87 Octane) Gasoline Fuel ("Gasoline") on April 16, 2024. Apex Petroleum Corporation ("Apex") submitted the best overall bid for Gasoline in Tank Wagon Will Call quantities (less than 6,000 gallons) in Zone 3.

Pursuant to the provisions of Section 62 of the Charter of the City of Bowie, the City desires to piggyback on Montgomery County IFB#1162627, to obtain Gasoline in Tank Wagon Will Call quantities for Zone 3. Thus, the City wishes to enter into an Agreement with Apex. The price per gallon is based on the quoted price on the Oil Price Information Sheet ("OPIS") plus or minus the differential for Tank Wagon Will Call Zone 3 quantities. The final net price differential is \$0.0700 per gallon. (See attached IFB#1162627 and Final Net Price Differential Sheet)

Recommendation: Staff recommends Council approval of Resolution R-58-24 authorizing the City Manager to enter into an Agreement with Apex Petroleum Corporation to permit the City, in its discretion, to procure Regular Unleaded Gasoline Fuel in Tank Wagon Will Call quantities for Zone 3.

ATTACHMENTS: 1. 20240916 - Resolution R-58-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
APEX PETROLEUM CORPORATION FOR THE PURCHASE OF REGULAR
UNLEADED GASOLINE FUEL IN TANK WAGON WILL CALL QUANTITIES FOR
ZONE 3

WHEREAS, the Mid-Atlantic Purchasing Team’s (“MAPT”) Cooperative Purchasing Program works to aggregate public entity and non-profit purchasing volumes in the National-Capital region of Maryland, Virginia and Washington, D.C. served by the Metropolitan Washington Council of Governments (COG), and the Baltimore region served by the Baltimore Metropolitan Council (BMC); and

WHEREAS, Montgomery County (“MoCo”) is a member of MAPT and the Lead Agency in the procurement of the Cooperative Purchase of Regular Unleaded Gasoline Fuel; and

WHEREAS, MoCo, issued an IFB for the Cooperative Purchase of Regular Unleaded Gasoline Fuel, IFB #1162627 on March 5, 2024; and

WHEREAS, the City of Bowie, Maryland is a member of the MAPT and participated with the Group in the solicitation; and

WHEREAS, after the close of bidding on April 16, 2024, Apex Petroleum Corporation submitted the best bid for the delivery of Regular Unleaded (87 Octane) Gasoline Fuel in Tank Wagon (less than 6,000 gallon orders) Will Call quantities for Zone 3; and

WHEREAS, the price per gallon is based on the quoted price on the Oil Price Information Sheet plus or minus the differential, and the final net price differential is \$0.0700 per gallon; and

WHEREAS, Apex has met the bid terms of the MoCo IFB#1162627, and has agreed to extend the same terms to the City; and

WHEREAS, Section 62 of the City Charter permits the City Manager to enter into a contract with an entity with whom certain governmental and quasi-governmental entities, such as MoCo, provided that the entity has adopted procurement regulations that are

comparable to those of the City, has conducted a bid and awarded a contract authorizing local governments to purchase a bid item at the bid price; and

WHEREAS, the MoCo contract meets the requirements of Section 62 of the City Charter; and

WHEREAS, pursuant to the provisions of Section 62 of the Charter of the City of Bowie, the City desires to piggyback on the MoCo Contract, to obtain Regular Unleaded Gasoline Fuel in Tank Wagon Will Call quantities for Zone 3, under the terms and conditions set forth herein; and

WHEREAS, the proposed contract price for the services procured will exceed twenty-five thousand dollars (\$25,000.00) and the City Council deems the afore-stated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

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

Section 1. The competitive bidding requirements of Section 62 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to enter into an agreement with the Campbell Oil Company for the above-mentioned services.

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

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Agreement with Sunoco, LLC for the Purchase of Unleaded Regular Gasoline Fuel in Trunk Transport Will Call Quantities for Zone 3
Resolution R-59-24

DATE: 09/11/2024

The City of Bowie, as a member of the Mid-Atlantic Purchasing Team's ("MAPT") Cooperative Purchasing Program, participated in MAPT member, Montgomery County's cooperative bid solicitation IFB#1162627 for the purchase of Unleaded Regular (87 Octane) Gasoline Fuel ("Gasoline") on April 16, 2024. Sunoco, LLC ("Sunoco") submitted the best overall bid for Gasoline in Truck Transport Will Call quantities (more than 6,000 gallons) for Zone 3.

Pursuant to the provisions of Section 62 of the Charter of the City of Bowie, the City desires to piggyback on Montgomery County IFB#1162627, to obtain Gasoline in Truck Transport Will Call quantities for Zone 3. Thus, the City wishes to enter into an Agreement with Sunoco. The price per gallon is based on the quoted price on the Oil Price Information Sheet ("OPIS") plus or minus the differential for Truck Transport Will Call quantities for Zone 3. The final net price differential is \$0.0276 per gallon. (See attached IFB#1162627 and Final Net Price Differential Sheet)

Recommendation: Staff recommends Council approval of Resolution R-59-24 authorizing the City Manager to enter into an Agreement with Sunoco, LLC to permit the City, in its discretion, to procure Unleaded Regular Gasoline Fuel in Truck Transport Will Call quantities for Zone 3.

ATTACHMENTS: 1. 20240916 - Resolution R-59-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
SUNOCO, LLC FOR THE PURCHASE OF REGULAR UNLEADED GASOLINE
FUEL IN TRUCK TRANSPORT WILL CALL QUANTITIES FOR ZONE 3

WHEREAS, the Mid-Atlantic Purchasing Team’s (“MAPT”) Cooperative Purchasing Program works to aggregate public entity and non-profit purchasing volumes in the National-Capital region of Maryland, Virginia and Washington, D.C. served by the Metropolitan Washington Council of Governments (COG), and the Baltimore region served by the Baltimore Metropolitan Council (BMC); and

WHEREAS, Montgomery County (“MoCo”) is a member of MAPT and the Lead Agency in the procurement of the Cooperative Purchase of Regular Unleaded Gasoline Fuel; and

WHEREAS, MoCo, issued an IFB for the Cooperative Purchase of Regular Unleaded Gasoline Fuel, IFB #1162627 in March 5, 2024; and

WHEREAS, the City of Bowie, Maryland is a member of the MAPT and participated with the Group in the solicitation; and

WHEREAS, after the close of bidding on April 16, 2024, Sunoco, LLC submitted the best bid for the delivery of Regular Unleaded (87 Octane) Gasoline Fuel in Truck Transport (over 6,000 gallons ordered) Will Call quantities for Zone 3; and

WHEREAS, the price per gallon is based on the quoted price on the Oil Price Information Sheet plus or minus the differential, and the final net price differential is \$0.0276 per gallon; and

WHEREAS, Sunoco, LLC has met the bid terms of the MoCo IFB#1162627, and has agreed to extend the same terms to the City; and

WHEREAS, Section 62 of the City Charter permits the City Manager to enter into a contract with an entity with whom certain governmental and quasi-governmental entities, such as MoCo, provided that the entity has adopted procurement regulations that are comparable to those of the City, has conducted a bid and awarded a contract authorizing local governments to purchase a bid item at the bid price; and

WHEREAS, the MoCo contract meets the requirements of Section 62 of the City Charter; and

WHEREAS, pursuant to the provisions of Section 62 of the Charter of the City of Bowie, the City desires to piggyback on the MoCo Contract, to obtain Regular Unleaded Gasoline Fuel in Truck Transport Will Call quantities for Zone 3, under the terms and conditions set forth herein; and

WHEREAS, the proposed contract price for the services procured will exceed twenty-five thousand dollars (\$25,000.00) and the City Council deems the afore-stated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

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

Section 1. The competitive bidding requirements of Section 62 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to enter into an agreement with the Campbell Oil Company for the above-mentioned services.

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

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Contract Award for Centennial Park Outdoor Fitness Equipment Project
Resolution R-60-24

DATE: 09/11/2024

On August 6, 2024, the Department of Community Services issued a Request for Proposals for the installation of an ADA compliant outdoor fitness equipment area at Centennial Park.

On August 29, 2024, five (5) proposals were received and opened. The results were as follows:

<u>Firm</u>	<u>Total</u>
Go Outdoor Amenities - Melbourne, FL	\$119,000.00
Metro Recreation Inc. - Jefferson, MD	\$150,000.00
Outdoor Fit Exercise Systems - Dartmouth, NS Canada	\$148,985.00
Playground Specialists, Inc. -Thurmont, MD	\$145,588.72
VPS Recreation -Montpelier, VA	\$149,994.00

The FY2025 Budget Appropriation for this project is \$150,000.00.

The proposals were reviewed and evaluated by a seven (7) member panel made up of City Staff. The criteria for selection included the firm's experience, proposed design layout, proposed schedule, and references for similar projects. The lowest proposal submitted by Go Outdoor Amenities was not considered based on inconsistencies within the proposal and the absence of a proposed design layout. The second lowest, submitted by Playground Specialists, Inc. was scored highest against the scoring criteria listed above out of the five (5) offering firms.

After careful evaluation and scoring of the proposals, it was determined by consensus that Playground Specialists of Thurmont, MD, had submitted the most responsive and responsible proposal, in the amount of \$145,588.72. This is within the amount budgeted for the FY25 CIP for Centennial Park.

I concur with the recommendation of the Department of Community Services and request your approval of Resolution R-60-24.

ATTACHMENTS: 1. 20240916 - Resolution R-60-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR INSTALLATION OF OUTDOOR FITNESS
EQUIPMENT AT CENTENNIAL PARK

WHEREAS, the City of Bowie owns the land know as Centennial Park located adjacent to Bowie City Hall in Bowie, Maryland; and

WHEREAS, the City intends to install an ADA compliant outdoor fitness equipment area for public use; and

WHEREAS, a Request for Proposals was issued for the work that had a closing date of August 29, 2024 at 11:00 a.m., at which time five proposals were received that ranged in price from \$119,000.00 to \$150,000.00; and

WHEREAS, staff has reviewed the five proposals received and determined the \$145,588.72 proposal submitted by Playground Specialists, Inc. located in Thurmont, Maryland to be the lowest most responsive and responsible proposal.

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 Playground Specialists, Inc. in the amount of \$145,588.72 to install the outdoor fitness equipment at Centennial Park.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 16, 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: Award a Contract for Irrigation Controls Upgrades to Turf Equipment and Supply Company
Resolution R-61-24

DATE: 09/11/2024

The City of Bowie uses irrigation systems at various City owned sites. The controls systems allowing for remote monitoring and use of the irrigation systems need to be upgraded with new technology being supported by the servicing company.

The devices currently in use and the controls system are proprietary to Turf Equipment and Supply Company of Jessup, Maryland. The locations scheduled for Phase 1 include the Kenhill Center, the Belair Mansion, and Buckingham Park. This will be a multi-year project to replace and upgrade the irrigation controls at City sites.

The Department of Community Services believes that the above establishes good cause for waiving the bidding requirements of the City Charter and recommends a waiver from Section 61 of the City of Bowie Charter for irrigation controls upgrades at the City owned sites.

I concur with the recommendation of the Department of Community Services and request your approval of Resolution R-61-24.

ATTACHMENTS: 1. 20240916 - Resolution R-61-24

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
WAIVING THE BIDDING REQUIREMENTS OF
SECTION 61 "PURCHASING AND CONTRACTING" OF THE CITY CHARTER, FOR
GOOD CAUSE SHOWN, TO ALLOW THE CITY TO ENTER INTO A CONTRACT WITH
TURF EQUIPMENT AND SUPPLY COMPANY FOR IRRIGATION CONTROLS
UPGRADES

WHEREAS, the Charter of the City of Bowie, Maryland (hereinafter, "the City"), Section 61(b)(1) requires that all expenditures for, *inter alia*, materials, construction of public improvements or contractual services involving more than Twenty-Five Thousand Dollars (\$25,000) be made by written contract upon sealed bids to the lowest responsive bid; and

WHEREAS, City Charter, Section 61(b)(3) provides that the City Council by a two-thirds vote may waive the bidding requirements of Section 61(b)(1) for good cause shown; and

WHEREAS, the City of Bowie uses irrigation systems at City owned sites; and

WHEREAS, the controls system and devices need to be upgraded with new technology; and

WHEREAS, the current devices and controls are proprietary to Turf Equipment and Supply Company of Jessup, Maryland; and

WHEREAS, the value of the contract exceeds Twenty-Five Thousand Dollars (\$25,000); and

WHEREAS, the City Council deems the fact that the controls in use are proprietary and in need of upgrading constitute good cause to waive the bidding requirements otherwise required by Section 61 of the Charter.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, upon a two-thirds vote, that the bidding requirements of Section 61(b)(1) of the City Charter are hereby waived, and the award of a contract to Turf Equipment and Supply Company, for the City of Bowie irrigation controls upgrade, is hereby approved and the City Manager is

authorized to enter into an agreement with Turf Equipment and Supply Company in the amount of Twenty-Seven Thousand Three Hundred and Ninety-Six Dollars and Fifty-Two Cents (\$27,396.52).

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 16, 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: Amending Chapter 26 "Zoning", Article II, Sec. 26-48
Ordinance O-8-24

DATE: 09/11/2024

The City Attorney has advised the updating of Chapter 26 "Zoning" provisions regarding final decisions of City Council. Several clarifications are proposed to be added to the existing language that pertain to appeals from actions taken by the Advisory Planning Board and final decisions of the City Council. These changes will result in the provisions in the City Code being more consistent with standard practices.

Recommendation

Staff recommends Council adopt Ordinance O-8-24.

ATTACHMENTS: 1. 20240916 - Ordinance O-8-24

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING CHAPTER 26 “ZONING,” ARTICLE II, SEC. 26-48 “FINAL DECISION OF
CITY COUNCIL” OF THE CODE OF THE CITY OF BOWIE TO CLARIFY THE TIMING
OF ACTIONS REQUIRED OF THE CITY COUNCIL REGARDING RECOMMENDATIONS
OF THE ADVISORY PLANNING BOARD

WHEREAS, pursuant to Md. Code Ann. Land Use Art. (“LU”), § 25-301, the Bowie City Council, as the governing body of the City of Bowie, may exercise certain powers delegated to it by the Prince George’s County Council sitting as the District Council regarding design standards; parking and loading standards; sign design standards; lot size variances and setback and similar requirements; landscaping requirements; certification, revocation, and revision of nonconforming uses; minor changes to approved special exceptions; vacation of municipal rights-of-way; and certain detailed site plans; and

WHEREAS, the Prince George’s County Council has, pursuant to Subtitle 27 “Zoning” of the Prince George’s County Code, delegated certain authority to the City with respect to the exercise of these powers; and

WHEREAS, pursuant to the foregoing delegated authority, the City enacted Chapter 26, “Zoning”; and

WHEREAS, staff recommends that Sec. 26-48 “Final Decision of the City Council” be amended to clarify the timing required for City Council action regarding the various matters regarding which it receives recommendations from the Bowie Advisory Planning Board; and

WHEREAS, for efficiency of operations, the City Council desires to amend Sec. 26-48 as recommended.

Section 1: NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, that Bowie City Code, Chapter 26 “Zoning,” Article II “Municipal Zoning Authority,” Sec. 26-48 is hereby amended to read as follows:

Section 26-48. Final Decision of the City Council.

A. Not less than fifteen (15) days after receipt of a recommendation of the Advisory Planning Board regarding a variance ~~or within 30 days after receipt of a recommendation regarding any other request under this Article~~, a majority of the City Council may adopt the recommendation of the Advisory Planning Board by consent, unless within that fifteen (15) day period, a councilmember either files with the City Clerk a written request for oral argument on the matter or makes a verbal request for same at a

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Strikethrough : Indicates language deleted from the City Code.
***** Asterisks** : Indicate language contained in the City Code that remains unchanged and is not reproduced in the ordinance.

City Council meeting, or exceptions and a request for oral argument ~~are~~**IS** filed. **FOR ALL OTHER MATTERS REGARDING WHICH THE ADVISORY PLANNING BOARD MAKES A RECOMMENDATION, WITHIN THIRTY (30) DAYS AFTER RECEIPT OF A RECOMMENDATION OF THE ADVISORY PLANNING BOARD, A MAJORITY OF THE CITY COUNCIL MAY ADOPT THE RECOMMENDATION OF THE ADVISORY PLANNING BOARD BY CONSENT, UNLESS WITHIN THE THIRTY (30) DAY PERIOD A COUNCILMEMBER FILES A REQUEST FOR ORAL ARGUMENT AS PROVIDED ABOVE OR EXCEPTIONS AND REQUEST FOR ORAL ARGUMENT IS FILED.** Oral argument may only be requested by a councilmember when an action of the Advisory Planning Board is not unanimous or when it is alleged that the recommendation fails to comply with the criteria established herein. **FAILURE OF THE CITY COUNCIL TO ACT ON THE RECOMMENDATION OF THE ADVISORY PLANNING BOARD WITHIN SIXTY (60) DAYS OF RECEIPT THEREOF SHALL RESULT IN THE DENIAL OF THE REQUEST.**

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Section 2: **BE IT FURTHER ORDAINED** that prior to the adoption of this Ordinance, the Bowie City Council conducted a duly advertised public hearing on the ____ day of September, 2024, as required by Sec. 27-3308(b)(3) of the Prince George’s County Zoning Ordinance; and

Section 3.: **BE IT FURTHER ORDAINED** that after the enactment of this Ordinance, the Ordinance shall be forwarded to the Prince George’s County Council Sitting as the District Council (“District Council”) for approval in accordance with Prince George’s County Code, Subtitle 27 Zoning Ordinance, Part 27-3 Administration, Sec. 27-3308 Municipalities.

Section 4: **BE IT FURTHER ORDAINED** that, this Ordinance shall become effective upon its approval by the District Council, which shall be at least 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 _____, 2024.

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

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ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Elissa D. Levan, City Attorney

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Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Proposed Pin Oak Trail Extension Feasibility Study

DATE: 09/11/2024

Earlier this year, staff held a Stakeholders Meeting for the Pin Oak Trail Extension project in Woodmore Estates. The proposed segment will utilize existing road surfaces via designated “painted” Shared Use Roads, Bike Lane and/or sharrows, as well as a 10-foot-wide bituminous trail constructed through a woodland environment from Pin Oak Parkway/Dahlia Drive to Mount Oak Road/Nottingham Drive. A total of 16 residents attended, and the majority of them had mixed feelings about the project. Some felt that the City was already taking measures to construct this trail extension without getting the input of the residents beforehand. Others felt that the trail would bring unwanted visitors/trespassers to their front door. Councilwoman Wanda Rodgers was present at the meeting and provided some insight to the residents as well, stating that we are only in the preliminary stage of this project, and nothing has been finalized. Overall, the meeting accomplished its goal of providing some insight to the residents and stakeholders about the proposed trail extension and was a way for them to voice their concerns/issues.

Staff determined that there is a need for the City to contract for a feasibility study to evaluate alternative alignments for the Pin Oak Parkway Trail Extension in Woodmore Estates. Because there are several other alignments shown on the Trails Master Plan that may be viable alternatives to the route originally proposed by the City’s Public Works Department, the City would have to contract for consulting services. This is an unanticipated expense for FY 2025. Staff obtained a cost estimate for a study, which will cost just over \$20,000. It is recommended that City Council support staff moving ahead with a contract for these services.

ATTACHMENTS: None