



City of Bowie

Regular City Council Meeting

Monday, September 15, 2025
Council Chambers - 8 p.m.

AGENDA

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
 - A.** Diversity Committee Hispanic Heritage Month Presentation - The City of Bowie Diversity Committee will give a presentation on Hispanic Heritage Month.
- VII. CITY BOARDS AND COMMITTEES**
 - A.** Appointments/Reappointments/Swearing-in
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
 - A.** Approval of August 4, 2025 Council Meeting Minutes
 - B.** Approval of September 2, 2025 Council Meeting Minutes
 - C.** Adoption of Resolution R-76-25 Awarding a Contract for Replacement of HVAC RTU "N" at Kenhill Center to AC's Mechanical Services, Inc. in the Amount of \$49,887.00
 - D.** Adoption of Resolution R-77-25 Awarding a Contract to Com-Bro Contracting, Inc. to Replace Two Pumps and Associated Check Valves at Sewer Pump Station #6, Located at 12535 Windover Turn, In the Amount of \$144,000
 - E.** Adoption of Resolution R-78-25 Authorizing the Issuance of a Purchase Order to BayLand Consultants & Designers, Inc. for Task Order/RFP#3-23 In the Amount of \$85,152.84 In Accordance With the Master Contract Approved on October 31, 2018
 - F.** Introduction of Ordinance O-10-25 Amending Chapter 17, "Park Rules and Regulations," Section 17-5, "Enforcement; Violations and Penalties," To Provide That It Is a Misdemeanor to Camp in City Parks or to Remain in City Parks After Closing in Violation of Section 17-2, "Park Rules"; and Amending Chapter 22, "Streets and Sidewalks," Article I, "In General," Section 22-11, "Buildings or Obstructions in Streets, Sidewalks, or Alleys Unlawful," To Clarify That the Erection of Tents and Other Shelters in the Public Right of Way Is Prohibited,

and Amending Section 22-19A, "Enforcement; Violations and Penalties," To Declare That the Erection and Maintenance of Tents or Other Shelters on Public Property to Be a Misdemeanor and to Prescribe a Penalty for Said Offense

- G. Introduction of Ordinance O-11-25 Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026, As Adopted by Ordinance O-4-25, To Appropriate Funds for the Following Projects: \$26,000 for Opioid Remediation Strategies and \$45,900 To Replace a Public Safety Vehicle

XI. OLD BUSINESS

- A. Adoption of Ordinance O-9-25 An Ordinance of the Council (the "Council") of the City of Bowie, Maryland to Authorize and Empower The City of Bowie (the "City") to Sell and Issue From Time to Time, Upon Its Full Faith and Credit, One or More Series of (1)(A) General Obligation Bonds and (B) General Obligation Bond Anticipation Notes, Each in an Original Aggregate Principal Amount Not to Exceed Thirty-Three Million Dollars (\$33,000,000), and (2) General Obligation Refunding Bonds, Subject to the Limitations Provided for Herein, the Proceeds of the Sale Thereof to Be Used and Applied for the Public Purpose of Financing, Reimbursing or Refinancing Costs of the Public Purpose Projects and Purposes Identified Herein as Bowie Ice Arena, Water Distribution System Recapitalization, Water Plant, Sewer Main Rehabilitation, Wastewater Treatment Plant, and Costs of Issuance; Specifying the Maximum Original Aggregate Principal Amount of the Bonds or Bond Anticipation Notes Provided for Herein to Be Allocated to Each Such Project, Subject to Reallocation by the Council in Accordance With Applicable Budgetary Procedures or Law; Providing for Further Reallocation of Proceeds of the Bonds or Bond Anticipation Notes as Described Herein; Providing That the Council by Resolution Shall Determine, Approve or Provide for Various Matters Relating to the Authorization, Sale, Security, Issuance, Delivery, Payment and Prepayment or Redemption of and for Each Series of the Bonds, the Bond Anticipation Notes and the Refunding Bonds (Each a "Series of the Obligations" or the "Obligations"); Providing for the Imposition of Ad Valorem Taxes Sufficient for, and Pledging the Full Faith and Credit and Unlimited Taxing Power of the City to, the Payment of Debt Service on Each Series of the Obligations; Providing That Debt Service on Each Series of the Obligations Also May Be Paid From Any Other Sources of Revenue Lawfully Available to the City for Such Purpose; Providing That Certain Actions May Be Taken or Provided for by Resolution in Connection With the Reissuance or Modification of Any of the Obligations; Providing That Any of the Obligations May Be Consolidated With Other Obligations of the City and Issued as a Single Series of Bonds, Bond Anticipation Notes and/or Refunding Bonds; Authorizing, Directing and Empowering Officials and Employees of the City to Take Certain Actions in Connection With the Obligations; Authorizing Modifications of the Obligations to Be Made by Resolution Unless Another Action Is Required; Providing That This Title Shall Be Deemed a Fair Summary of This Ordinance for All Purposes and Allowing Fair Summaries to Be in Another Format as Provided Herein; Providing That the Provisions of this Ordinance Shall Be Liberally Construed; and Otherwise Generally Relating to the Sale, Issuance and Delivery and Payment of and for the Obligations. - **Public Hearing/Eligible for Action**

XII. NEW BUSINESS

- A. Bowie's Business Incubator - The Executive Director of the Bowie Business Innovation Center (Bowie BIC), the City's business incubator, will provide an update on activities.
- B. Briefing on the 2023 Bowie Racetrack Taskforce Report

XIII. ADJOURNMENT AND MOVE TO CLOSED SESSION

To adjourn to closed session under the statutory authority of the Md. Annotated Code, General Provisions Article §3-305(b)(7): "To consult with counsel to obtain legal advice".

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 9/17/2025 and 9/20/2025 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 2025 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 6, 2025 - COUNCIL CHAMBERS - 8:00 P.M.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Hispanic Heritage Month Diversity Committee Presentation

DATE: 09/11/2025

The City of Bowie Diversity Committee will conduct a brief presentation in recognition of Hispanic Heritage Month. This annual observance honors the rich culture, contributions, and history of people with Hispanic Heritage and their impact on our community and nation.

ATTACHMENTS: 1. 20250915 - Hispanic Heritage Month Report (2025) COB Diversity Committee

Hispanic Heritage Month Report (2025)
City of Bowie Diversity Committee

Good evening, members of the City Council, Mr. Mayor, and Mr. Mayor Pro Tem:

My name is Kevin Lopez Cruz, and it is my privilege to address you tonight on behalf of the Diversity Committee to present this year's Hispanic Heritage Month Report.

Since 1968, the period from September 15 to October 15 has been federally recognized by Presidential Proclamation as Hispanic Heritage Month. This period honors the histories, cultures, and contributions of Americans with ancestry from Spain, Mexico, Central and South America, and Spanish-speaking Caribbean nations; this period coincides with the independence anniversaries of countries like Mexico, Guatemala, Honduras, El Salvador, Costa Rica, Nicaragua, and Chile.

We honor figures like Supreme Court Justice Sonia Sotomayor, the first Hispanic woman to serve on the United States Supreme Court; Ellen Ochoa, the first Hispanic woman astronaut to go to space; and César Chávez, whose leadership transformed the labor rights movement.

There are also numerous local leaders whose work continues to uplift and serve our community, showing that meaningful change is possible. Samantha Howard, former Latino Affairs Liaison for Prince George's County, elevated Latino visibility and engagement in county affairs in unprecedented ways. Her close associate, U.S. Army veteran and entrepreneur Dr. Jennier Rios, Chair of the Hispanic Chamber of Commerce of Prince George's, advocates for the growth and sustainability of Hispanic-owned businesses in the county.

We honor Delegate Ashanti Martinez, Chair of the Legislative Latino Caucus in the Maryland General Assembly. His advocacy for public health and representation strengthens the fabric of Prince George's County and the State of Maryland. We also recognize Delegate Deni Taveras, the first Latina elected to the Prince George's County Council and current representative of District 47B in the Maryland House of Delegates. Her legislative priorities (and victories) reflect her broad experience in health care, equity, housing, climate action, and public safety.

Hispanic Heritage Month reminds us to celebrate not only past achievements but also the ongoing efforts to build a more equitable and inclusive community. The City of Bowie's Diversity Committee is proud to honor these stories and celebrate them. On September 23, we will host our Hispanic Heritage Month event, featuring a panel discussion with local Hispanic leaders and opportunities for community dialogue, allowing us all to deepen our appreciation for the vibrant heritage that enriches Bowie. We invite all residents to join us at this event to engage, learn, and celebrate together.

On behalf of the City of Bowie's Diversity Committee, thank you for your time, your support, and your continued commitment to honoring and uplifting the stories that shape who we are.

Committee
Author(s)

Diversity Committee
Koné Faulkner (Chair), Kevin Lopez Cruz (Vice Chair)



Memorandum

TO: City Council

FROM: Awilda Hernandez, City Clerk

SUBJECT: Committee Appointments/Reappointments/Swearing-in

DATE: 09/11/2025

Committee Appointments:

1. Mr. Robert Day was interviewed on September 2, 2025, for appointment to the Economic Development Committee. Council concurred to appoint him to the Committee as a Regular Member for a 2-year term. Please have Councilmember Brady move to appoint him.

ATTACHMENTS: None

REGULAR CITY COUNCIL MEETING MINUTES

MONDAY, AUGUST 4, 2025

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Monday, August 4, 2025, in Council Chambers at City Hall. Mayor Pro Tem Woolfley called the meeting to order at 8:05 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG:

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

QUORUM:

In attendance were Mayor Adams (virtual 8:13 p.m.), Councilmembers Brady, Estève, Ndebumadu (8:08 p.m.), Rogers, Truesdale and Woolfley, City Manager Lott, Assistant City Manager Mears, City Attorney Levan, City Clerk Hernandez and Staff.

AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Council had a consensus to amend the agenda to add under Presentations representatives of Bowie Volunteer Fire Station requesting grant funding for two projects.

CITIZEN PARTICIPATION:

1. Terry Rogers, GBCC – Spoke about new opportunities being offered at the Greater Bowie Chamber of Commerce.

PRESENTATIONS:

A. Mr. Pete Mellits and Captain Jonathan Howard from the Bowie Volunteer Fire Department requested from Council grant funding in the amount of \$57,000 to cover the cost of two projects. One project is the repair of a walkway at the station for \$7,000 and \$50,000 to help offset lack of staffing.

Council asked City Manager Lott to review the requests and prepare a financial report to present to Council at the September 2nd Council meeting for their consideration and adoption.

CITY BOARDS AND COMMITTEES:

A. Swearing-In:

Mayor Pro Tem Woolfley swore in Ms. Henrietta (Awo) Osei-Anto to the Community Outreach Committee.

COUNCIL ANNOUNCEMENTS:

Mayor Adams and Mayor Pro Tem Woolfley reminded residents to attend National Night Out tomorrow afternoon.

Councilmember Brady commented that the MAGLEV rail that was at one point considered to go through part of the City, has been cancelled.

CITY MANAGER'S REPORT:

None.

CONSENT AGENDA:

Mayor Pro Tem Woolfley motioned to approve Consent Agenda items: A) Approval of June 16, 2025 Council Meeting Minutes; B) Adoption of Resolution R-50-25 Authorizing the Issuance of a Purchase Order to Mead & Hunt, Inc. for Task Order/RFP #4-13 in the Amount of \$29,459.53 in Accordance With the Master Contract Approved on December 3, 2018; C) Adoption of Resolution R-51-25 Awarding a Contract to Riviera Enterprises for Large Trunk and Right-of-Way (ROW) Sewer Main Inspections and Cleaning in an Amount Not to Exceed \$750,000; D) Adoption of Resolution R-52-25 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie to Allow the Purchase of Fourteen (14) Police Vehicles and Authorizing the City Manager to Issue a Purchase Order Through a State of Maryland Procurement Contract; E) Adoption of Resolution R-53-25 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie to Allow the Renovation of the Synthetic Turf Field at Whitmarsh Park, and Authorizing the City Manager to Enter Into an Agreement With FieldTurf USA, Inc. and Issue a Purchase Order in the Amount of \$711,415.00 F) Adoption of Resolution R-54-25 Authorizing the Issuance of a Purchase Order to KCI Technologies, Inc. (KCI) for Task Order/RFP #11-03 in the Amount of \$94,956.87 in Accordance With the Master Contract Approved on January 7, 2019; G) Adoption of Resolution R-55-25 Authorizing the Water Service Connection for Benjamin Tasker Middle School Located at 4901 Collington Road; H) Adoption of Resolution R-56-25 Waiving the Competitive Bidding Requirements +of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie to Allow the Purchase of Police Vehicle Upfitting Services and Authorizing the City Manager to Issue a Purchase Order Through a Howard County, Maryland Procurement Contract; I) Adoption of Resolution R-57-25 Authorizing the Water Service Connection for One Salon Studios Located at 3327 Superior Lane; J) Introduction of Charter Amendment Resolution CAR-2-25 Amending Sec. 61, "Purchasing and Contracting", and Sec. 62, "Cooperative Bidding", of the City Charter to Authorize the City Council to Set Purchasing Requirements and Procedures by Ordinance; K) Introduction of Ordinance O-8-25 Amending City Code, Chapter 19A, "Procurement, Procedures," Article I, "Procurements Generally", to Increase the Competitive Bidding Threshold and to Prescribe Additional Regulations Relating to City Procurements, Including the Adoption of Alternative Procedures in Appropriate Circumstances. Councilmember Brady second the motion. Motion passed 7-0.

OLD BUSINESS:

A. Adoption of Charter Amendment Resolution CAR-1-25 Amending Sec. 20, "Fixing Penalties for Violations of Ordinances", of the City Charter to Increase From \$1,000 to \$5,000 the Maximum Fine That Can be Assessed for a Violation of the City Code – City Attorney Levan summarized the resolution. During the 2025 legislative session of the Maryland General Assembly, Senate Bill 820 increasing the amount of the fine authorized in Md. Code Ann., Local Gov't Art., §6-101 and §6-102, from \$1,000 to \$5,000, was approved by Governor Moore on May 13, 2025 and becomes effective October 1, 2025. The

change in state law necessitates an amendment to §20 “Fixing penalty for violations of ordinances” of the Charter of the City of Bowie.

Public Hearing:

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

Councilmember Rogers stated that \$5,000 fine could be detrimental for small businesses.

Mayor Pro Tem Woolfley motioned to adopt Charter Amendment Resolution CAR-1-25. Councilmember Brady second the motion. Motion passed unanimously.

B. Adoption of Ordinance O-7-25 Amending the Code of the City of Bowie, Chapter 5 “Building and Property Maintenance”, Article II “Housing and Property Maintenance Code”, §5-6 “Definitions” to Add a Definition of Invasive Bamboo, and §5-7 “Standards,” to Prohibit Planting of Invasive Bamboo and to Require Those Who Currently Maintain Bamboo on Their Property to Contain It to Their Property – Ms. Jamie Braun, Code Compliance Manager summarized the ordinance. This amendment to Chapter 5 in the City Code reflects changes to Maryland law that was passed in the 2023 Legislative Session giving municipalities the authority to regulate invasive bamboo. It allows the City to prohibit planting of the bamboo or letting it grow uncontrolled without proper maintenance and containment measures.

Councilmember Brady asked if this new law applies to other government entities and not just residences. Ms. Braun responded that it excludes stormwater management areas, City owned property, M-NCPPC owned property, State owned property and County owned property.

Public Hearing:

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

Mayor Pro Tem Woolfley motioned to adopt Ordinance O-7-25. Councilmember Truesdale second the motion. Motion passed unanimously.

C. Strategic Planning Update – Assistant City Manager Mears introduced members of the City’s cross-departmental SPARK Team who will present the current status of the Bowie Brighter Strategic Plan reflecting the ongoing progress of Council, staff, and community input. The mission and vision statements have been drafted by Council, Bowie mid-level managers and community completed surveys, goals have been developed, and the values statement and goals have been reviewed and finalized. Next step will be Senior staff working on the implementation strategies for initiatives and performance measures.

Councilmember Rogers thanked staff for the work done and looks forward to the final document.

NEW BUSINESS:

A. Baltimore Gas and Electric (BGE) Presentation – Mr. Brandon Jackson, Mr. Matt Freiry and Mr. Thomas Rosera briefed Council on BGE Emergency Preparedness and Load Growth. BGE’s objective is to minimize customer interruptions and provide effective communication about estimated time of restorations. They use a modified ICS model for emergency operations center mobilization. In line with industry best practices, BGE does not issue ETRs during large ongoing storm events. In these cases, ETRs are published after the extent of system damage is known. BGE has 10 substations near Bowie and will be adding two new feeders in 2026 to supply areas south of South Lake Development and new supply for Levitt Substation which will relieve Priest Bridge Substation.

Mayor Pro Tem Woolfley asked if there are any main concerns or issues with transmission lines. Mr. Jackson responded that they are none.

Mayor Adams thanked the representatives for their briefing.

B. Preliminary Plan of Subdivision PPS-4-24006, 2501 & 2405 Crain Highway – Mr. Arthur Horne with the law firm Shipley & Horne, representing the applicant Rowhit Bowie, LLC summarized the preliminary plan. The property consists of approximately 3.51± acres located in the median of Crain Highway (US 301) about half a mile north of its intersection with Mitchellville Road. The property is currently zoned Commercial Service (CS). Applicant is requesting the application be reviewed using the Commercial, Miscellaneous Zone (C-M). It proposes the development of two new automotive dealerships that will replace the two dilapidated automotive buildings that currently exist on the property.

Public Hearing:

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

Mayor Pro Tem Wolfley motioned to approve Preliminary Plan of Subdivision PPS-4-24006. Councilmember Ndebumadu second motion. Motion passed unanimously.

ADJOURNMENT:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting. Councilmember Rogers second the motion. Motion passed unanimously. The meeting adjourned at 11:13 p.m.

Awilda Hernandez, MMC
City Clerk

REGULAR CITY COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 2, 2025

CALL MEETING TO ORDER:

The Regular Meeting of the Bowie City Council was held on Tuesday, September 2, 2025, in Council Chambers at City Hall. Mayor Adams called the meeting to order at 8:03 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, Councilmembers Brady, Estève, Ndebumadu (virtual), Rogers, Truesdale and Woolfley, City Manager Lott (virtual), Assistant City Manager Mears, City Attorney Levan, City Clerk Hernandez and Staff.

AGENDA ADDITIONS/DELETIONS/AMENDMENTS:

Mayor Adams motioned to amend the agenda removing Consent Agenda Item S – Adoption of Resolution R-74-25 Waiving the Competitive Bidding Requirements for the Purchase of Message Boards With License Plate Readers. Mayor Pro Tem Woolfley second the motion. Motion passed 6-0 (Ndebumadu did not vote).

CITIZEN PARTICIPATION:

None.

PRESENTATIONS:

None.

CITY BOARDS AND COMMITTEES:

None.

COUNCIL ANNOUNCEMENTS:

Mayor Adams spoke on the remembrance of Hurricane Katrina.

Councilmember Truesdale mentioned that schools are back in session and thanked our City's Police Department for their service on Labor Day.

CITY MANAGER'S REPORT:

None.

CONSENT AGENDA:

Mayor Pro Tem Woolfley motioned to approve Consent Agenda items: A) Approval of July 7, 2025 Council Meeting Minutes; B) Approval of July 14, 2025 Council Meeting Minutes; C) Adoption of Resolution R-58-25 Allowing for the Release of the Construction Securities for Work Completed in the Right-of-Way at 13119 5th Street (Previously Known as 8818 Myrtle Avenue) Under Permit ROW-0009-24; D) Adoption of Resolution R-59-25 Accepting the Right-of-Way Improvements Constructed Under the Permit ROW-0003-22 at 13905 Lake Meadows Drive and Release of Construction Securities; E) Adoption of Resolution R-60-25 Allowing for the Release of the Construction Securities for Work Completed Under the Permit ROW-0002-24 for Bowie Marketplace Self-Storage at 3250 and 3230 Superior Lane; F) Adoption of Resolution R-61-25 Allowing for the Release of the Securities for the Sediment Control of Construction of a Bowie Marketplace Self-Storage at 3250 and 3230 Superior Lane for Permit Number SC-0001-24; G) Adoption of Resolution R-62-25 Allowing for the Release of the Securities for the Sediment and Control of Newly Constructed Single-Family Home Improvement at 13905 Lake Meadows Drive, Under Permit SC-0006-22; H) Adoption of Resolution R-63-25 Accepting the Construction of the Private Stormwater Management Facility Constructed Under the Permit Number SWM-0001-24 at Bowie Marketplace Self-Storage Located at 3230 and 3250 Superior Lane and Releasing Securities Associated; I) Adoption of Resolution R-64-25 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie to Allow the City to Enter Into a Contract With Lewis Tree Service for Stret Tree Trimming in City Right-of-Ways, and Authorizing the City Manager to Enter Into an Agreement with Lewis Tree Service and Issue a Purchase Order in the Amount of \$121,300; J) Adoption of Resolution R-65-25 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie, For Good Cause Shown, to Allow the City Manager to Enter Into a Contract With Ashton Manor Environmental LLC for Fall Street Tree Planting in City Right-of-Ways, and Issue a Purchase Order in the Amount of \$86,812.50; K) Adoption of Resolution R-66-25 Awarding a Contract to Humphrey and Son, Inc. to Repair a Sewer Main Point Located at 12510 Millstream Drive in the Amount of \$31,715; L) Adoption of Resolution R-67-25 Accepting the Construction of the Utility Permit Number UTIL-0037-23-W at 13501 Youngwood Turn and Releasing Securities Associated; M) Adoption of Resolution R-68-25 Release Bond and Refund Permit Fees for Construction of a Driveway Under Permit DW-0001-24 at 8906 Chestnut Avenue; N) Adoption of Resolution R-69-25 Request for a 50% Bond Reduction for Permit SDP-0001-23 at South Lake Residential Phase 4A; O) Adoption of Resolution R-70-25 Accepting the Construction of Stormwater Management Facility Constructed Under the Permit Number SWM-0007-20-R1 at US Route 301 and MD Route 214 (Central Avenue) / 978B (Old Central Avenue) and Releasing Securities Associated; P) Adoption of Resolution R-71-25 Allowing for the Release of the Securities for the Sediment and Control of St. Pius Church Addition 2023, Improvement at 14720 Annapolis Road for Permit SC-0007-24; Q) Adoption of Resolution R-72-25 Request for a 50% Bond Reduction for Permit ROW-0007-23 at South Lake Residential Phase 4A; R) Adoption of Resolution R-73-25 Awarding a Contract to Environmental Quality Resources LLC in the Amount of \$74,880; T) Adoption of Resolution R-75-25 Authorizing the Issuance of a Purchase Order to BayLand Consultants & Designers, Inc. for Task Order/RFP#3-22 in the Amount of \$93,917.97 in Accordance With the Master Contract Approved on October 31, 2018; U) Introduction of Ordinance O-9-25 An Ordinance of the Council (the "Council") of the City of Bowie, Maryland to Authorize and Empower the City of Bowie (the "City") to Sell and Issue From Time to Time, Upon Its Full Faith and Credit, One or More Series of (1)(A) General Obligation Bonds and (B) General Obligation Bond Anticipation Notes, Each in an Original Aggregate Principal

Amount Not to Exceed Thirty-Three Million Dollars (\$33,000,000), and (2) General Obligation Refunding Bonds, Subject to the Limitations Provided for Herein, the Proceeds of the Sale Thereof to Be Used and Applied for the Public Purpose of Financing, Reimbursing or Refinancing Costs of the Public Purpose Projects and Purposes Identified Herein as Bowie Ice Arena, Water Distribution System Recapitalization, Water Plant, Sewer Main Rehabilitation, Wastewater Treatment Plant, and Costs of Issuance; Specifying the Maximum Original Aggregate Principal Amount of the Bonds or Bond Anticipation Notes Provided for Herein to Be Allocated to Each Such Project, Subject to Reallocation by the Council in Accordance With Applicable Budgetary Procedures or Law; Providing for Further Reallocation of Proceeds of the Bonds or Bond Anticipation Notes as Described Herein; Providing That the Council by Resolution Shall Determine, Approve or Provide for Various Matters Relating to the Authorization, Sale, Security, Issuance, Delivery, Payment and Prepayment or Redemption of and for Each Series of the Bonds, the Bond Anticipation Notes and the Refunding Bonds (Each a "Series of the Obligations" or the "Obligations"); Providing for the Imposition of Ad Valorem Taxes Sufficient for, and Pledging the Full Faith and Credit and Unlimited Taxing Power of the City to, the Payment of Debt Service on Each Series of the Obligations; Providing That Debt Service on Each Series of the Obligations Also May be Paid From Any Other Sources of Revenue Lawfully Available to the City for Such Purpose; Providing That Debt Service on Each Series of the Obligations Also May be Paid From Any Other Sources of Revenue Lawfully Available to the City for Such Purpose; Providing That Certain Actions May be Taken or Provided for by Resolution in Connection With the Reissuance or Modification of Any of the Obligations; Providing That Any of the Obligations May Be Consolidated With Other Obligations of the City and Issued as a Single Series of Bonds, Bond Anticipation Notes and/or Refunding Bonds; Authorizing, Directing and Empowering Officials and Employees of the City to Take Certain Actions in Connection With the Obligations; Authorizing Modifications of the Obligations to be Made by Resolution Unless Another Action is Required; Providing That This Title Shall Be Deemed a Fair Summary of This Ordinance for All Purposes and Allowing Fair Summaries to Be in Another Form as Provided Herein; Providing That the Provisions of this Ordinance Shall Be Liberally Construed; and Otherwise Generally Relating to the Sale, Issuance and Delivery and Payment of and for the Obligations; V) Approval of Engagement Letter from Funk & Bolton, P.A. re: Engagement Letter to Serve as Bond Counsel to The City of Bowie for Various Purposes; W) Approval of Engagement Letter from Davenport & Company LLC confirming Financial Advisory Relationship. Councilmember Estève second the motion. Motion passed 6-0 (Ndebumadu did not vote).

OLD BUSINESS:

A. Adoption of Charter Amendment Resolution CAR-2-25 Amending Sec. 61, "Purchasing and Contracting", and Sec. 62, "Cooperative Bidding", of the City Charter to Authorize the City Council to Set Purchasing Requirements and Procedures by Ordinance – Assistant City Manager Mears summarized the resolution. The amendments are a part of a coordinated initiative to modernize the City's procurement framework. It eliminates outdated Charter provisions by removing operational details and instead setting purchasing procedures by ordinance.

Public Hearing:

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

Mayor Pro Tem Woolfley motioned to adopt Charter Amendment Resolution CAR-2-25. Councilmember Truesdale second the motion. Motion passed 6-0 (Ndebumadu did not vote).

B. Adoption of Ordinance O-8-25 Amending the Code of the City of Bowie, Chapter 19A, "Procurement Procedures", Article I, "Procurements Generally", to Increase the Competitive Bidding Threshold and to Prescribe Additional Regulations Relating to City Procurements, Including the Adoption of Alternative Procedures in Appropriate Circumstances – Assistant City Manager Mears summarized

the ordinance. This ordinance is the companion of the Charter Amendment Resolution CAR-2-25 which sets the procurement procedures in the City Code and updating dollar thresholds for bidding requirements that have not been updated in several years. It raises the competitive bidding threshold from \$25,000 to \$50,000, consistent with surrounding jurisdictions. Updates the emergency procurement threshold to \$350,000 and modernizes the criteria under which emergency purchases may be authorized.

Public Hearing:

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

Mayor Pro Tem Woolfley motioned to adopt Ordinance O-8-25. Councilmember Estève second the motion. Motion passed 7-0.

C. Water and Sewer System Rehabilitation Program - Public Works Director, Dr. Ahn, briefed Council on the status of the water and sewer rehabilitation program. To date 41,106 LF, 7.6 miles of water mains have been accomplished at a cost of \$10M, and for sewer, 11,760 LF, 2.2 miles at a cost of \$1.5M. Planned upgrades through FY 2030 for water will consist of 4,216 LF, 12.16 miles at a cost of about \$23M and for sewer 55,062 LF, 10.4 miles at a cost of about \$10M.

Mayor Pro Tem Woolfley asked how we are dealing with complaints about water and/or sewer issues. Dr. Ahn responded that since he assumed his position in the City, not that many have been received. Mayor Pro Tem also asked if paving is being done at the same time as repairs are completed. Dr. Ahn responded yes.

Councilmember Brady asked what the lifespan of the new system is. Dr. Ahn responded about 100 years.

Councilmember Brady also stated that they should start rethinking the funding for future years' repairs, possibly private grants.

Mayor Adams thanked Dr. Ahn for the briefing.

NEW BUSINESS:

A. City's Transportation Priority List – Planning Director, Richard Hall, summarized the priorities on transportation in the City to receive input from Council and be able to draft letters with the priorities to be sent to the County and State. The City's priorities continues to be MD 197, MD 450 and Church Road.

Mayor Pro Tem Woolfley stated that he would like to see improvement on Church Road in the northern end of it.

Councilmember Ndebumadu asked to include US 301 as a priority as well. The City needs to keep that road on the radar with the State.

Council concurred to send the City's Transportation Priority List to the State and County with additional comments referencing the completion of Church Road and the expansion of US 301.

ADJOURNMENT AND MOVETO CLOSED SESSION:

Mayor Pro Tem Woolfley motioned to adjourn the regular City Council meeting and move to closed session under the statutory authority of the Md. Annotated Code, General Provisions Article §3-305(b)(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". Councilmember Rogers second the motion. Motion passed 6-0 (Ndebumadu did not vote). The meeting adjourned at 9:30 p.m.

Awilda Hernandez, MMC
City Clerk

DRAFT

**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: 9-2-25; Time: 9:29; Location: City Hall;
Motion to close meeting made by: Wolfley Seconded by Rogers;
Members in favor: 411; Opposed: _____;
Abstaining: _____; Absent: _____.

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) ☒ 10	Public Security	
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		
§3-305(b) ☐		

4. This statement is made by Samuel J. AK 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: 9:34

Place: Bowie City Hall

Purpose(s): (10) Public Security

Members who voted to meet in closed session: Adams Brady Rogers Esteva Walley Truesdale Ndeyirumfu

Persons attending closed session: Adams Brady Rogers Esteva Walley Truesdale Ndeyirumfu Kevin Lott Cornwell Priest, Mearns

Authority under § 3-305 for the closed session: (10)

Topics actually discussed: Public Security

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: Contract Award for the Replacement of HVAC RTU "N" at Kenhill Center Project
Resolution R-76-25

DATE: 09/11/2025

On July 28, 2025, the Department of Community Services issued an Invitation for Bids for the replacement of HVAC RTU "N" at the Kenhill Center located at 2614 Kenhill Drive, Bowie.

On August 18, 2025 three (3) bids were received and opened. The results were as follows:

<u>Firm</u>	<u>Total</u>
AC's Mechanical Services, Inc., Rockville, MD	\$49,887.00
Metal Men, LLC, Baltimore, MD	\$143,930.97
W.L. Gary Company, Inc., Washington, DC	\$83,900.00

The FY2026 Budget Appropriation for CIPs at the Kenhill Center is \$100,000.00.

After careful evaluation of the bids, it was determined that AC's Mechanical Services, Inc. of Rockville, MD, had submitted the lowest, most responsive and responsible bid, in the amount of \$49,887.00. This is within the amount budgeted for the FY26 CIP for Kenhill Center.

I concur with the recommendation of the Department of Community Services and request your approval of Resolution R-76-25.

ATTACHMENTS: 1. 20250915 - Resolution R-76-25

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR REPLACEMENT OF HVAC RTU “N” AT
KENHILL CENTER TO AC’S MECHANICAL SERVICES, INC. IN THE AMOUNT
OF \$49,887.00

WHEREAS, the City of Bowie maintains the facility know as Kenhill Center located at 2614 Kenhill Drive, Bowie, Maryland; and

WHEREAS, the City intends to replace the HVAC RTU “N” to maintain air temperature control within the facility; and

WHEREAS, an Invitation for Bids was issued for the work that had a closing date of August 18, 2025 at 11:00 a.m., at which time three bids were received that ranged in price from \$49,887.00 to \$143,930.97; and

WHEREAS, staff has reviewed the three bids received and determined the \$49,887.00 bid submitted by AC’s Mechanical Services, Inc., located in Rockville, Maryland to be the lowest most responsive and responsible bid.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the City Manager is hereby authorized to enter into an Agreement with AC’s Mechanical Services, Inc. in the amount of \$49,887.00 to replace the HVAC Unit “N” at the Kenhill Center.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 15, 2025.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, MMC
City Clerk

Timothy J. Adams
Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Sewer Pump Station #6 Pump Replacement – 12535 Windover Turn
Resolution R-77-25

DATE: 09/11/2025

A legal notice advertising an Invitation for Bids (IFB) to replace two pumps and associated check valves at Sewer Pump Station #6, located at 12535 Windover Turn, was placed on eMaryland Marketplace Advantage and Bid Locker. At the close of bidding at 11:00 a.m., Wednesday, September 10, 2025, two (2) bids were received as follows:

Com-Bro Contracting, Inc. Elkridge, Maryland	\$144,000
Premier Service Group, LLC Easton, Maryland	\$190,000

This work is being completed in accordance with the Capital Improvement Program for the Wastewater Treatment Plant.

After careful review of the bids received, it was determined that Com-Bro Contracting, Inc. had submitted a responsive and responsible bid in the amount of \$144,000. Although this amount exceeds the \$110,000 budget, there are sufficient funds in the Wastewater Machinery and Equipment account to absorb the additional \$34,000.

The Public Works Department recommends that the bid from Com-Bro Contracting, Inc. of Easton, Maryland be accepted.

I concur with the above recommendation to award to Com-Bro Contracting, Inc. and request your approval of Resolution R-77-25.

ATTACHMENTS: 1. 20250915 - Resolution R-77-25

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT TO COM-BRO CONTRACTING, INC. TO REPLACE
TWO PUMPS AND ASSOCIATED CHECK VALVES AT SEWER PUMP STATION
#6, LOCATED AT 12535 WINDOVER TURN, IN THE AMOUNT OF \$144,000

WHEREAS, a legal notice advertising an Invitation for Bids (IFB) to replace two pumps and associated check valves at Sewer Pump Station #6, located at 12535 Windover Turn, was placed on eMaryland Marketplace Advantage and Bid Locker; and

WHEREAS, at the close of bidding at 11:00 a.m., Wednesday, September 10, 2025, two (2) bids had been received; and

WHEREAS, after careful review of the bids submitted, it was determined that Com-Bro Contracting, Inc. of Elkridge, Maryland had submitted a responsive and responsible bid in the amount of \$144,000; and

WHEREAS, although this amount exceeds the \$100,000 budget, there are sufficient funds in the Wastewater Machinery and Equipment account to absorb the additional \$34,000.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid of Com-Bro Contracting, Inc. to replace two pumps and associated check valves at Sewer Pump Station #6, located at 12535 Windover Turn, and hereby directs the City Manager to enter into a contract with Com-Bro Contracting, Inc. in the amount of \$144,000.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland, at a meeting on September 15, 2025.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez, MMC
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: RFP/Task Order #3-23 Covington Stormwater Management Pond 1 Reconstruction Design - Resolution R-78-25

DATE: 09/11/2025

On October 31, 2018, the City entered into an Architect/Engineering Open End Agreement for Category 3-Stormwater Management and Ecological (Design & CMI) with KCI Technologies, Inc. (KCI) of Sparks, MD; Rummel, Klepper & Kahl, LLP (RK&K), of Baltimore, MD; A. Morton Thomas & Associates, Inc. (AMT) of Rockville, MD; Brudis & Associates, Inc. (BAI), of Columbia, MD; and BayLand Consultants & Designs, Inc., (BayLand) of Columbia, MD. Professional Services delivered through these Agreements are negotiated and procured on a Task Order basis as the City's needs arise.

On August 22, 2025, the Public Works Department advertised a Notice of Intent to Negotiate with KCI, RK&K, AMT, BAI & BayLand for RFP/Task Order #3-23 Covington Stormwater Management Pond 1 Reconstruction Design under the Architect/Engineering Open End Agreement. On September 8, 2025, Proposals were received from BayLand, AMT, RK&K and BAI. For this Task, BayLand was selected based on cost, capacity to perform in a timely manner and understanding of the project.

In accordance with City Charter Section 61(b)(4), a total fee of \$85,152.84 for the required services was negotiated. This is within the amount budgeted in the FY26 Stormwater Management CIP Account.

The Public Works Department recommends that Council authorize the issuance of a Purchase Order to BayLand for Task Order/RFP#3-23 pursuant to the Master Contract approved on October 31, 2018.

I concur with the recommendation of the Public Works Department and request your approval of Resolution R-78-25.

ATTACHMENTS: 1. 20250915 - Resolution R-78-25

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO BAYLAND
CONSULTANTS & DESIGNERS, INC. FOR TASK ORDER/RFP#3-23 IN THE
AMOUNT OF \$85,152.84 IN ACCORDANCE WITH THE MASTER CONTRACT
APPROVED ON OCTOBER 31, 2018

WHEREAS, on August 22, 2025, the Public Works Department advertised a Notice of Intent to Negotiate with KCI, RK&K, AMT, BAI & BayLand for RFP/Task Order #3-23 Covington Stormwater Management Pond 1 Reconstruction Design; and

WHEREAS, on September 8, 2025, Proposals were received from BayLand, AMT, RK&K and BAI for this Task; and

WHEREAS, for this Task, BayLand was selected based on cost, capacity to perform in a timely manner and understanding of the project; and

WHEREAS, in accordance with City Charter Section 61(b)(4), a total fee of \$85,152.84 for the required services was negotiated. This is within the amount budgeted in the FY26 Stormwater Management CIP Account.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by the Council of the City of Bowie, Maryland that the Council authorizes the issuance of a Purchase Order to BayLand for Task Order/RFP#3-23 pursuant to the Master Contract approved on October 31, 2018.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on September 15, 2025.

ATTEST:

THE CITY OF BOWIE, MARYLAND

 Awilda Hernandez, MMC
 City Clerk

 Timothy J. Adams
 Mayor



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Amending Chapter 17 "Park Rules and Regulations" and Chapter 22 "Streets and Sidewalks" as it Relates to Fines for Camping on City Property - Ordinance O-10-25

DATE: 09/11/2025

The Police Department is proposing an Ordinance Amending Chapter 17, "Park Rules and Regulations," Section 17-5, "Enforcement; Violations and Penalties." This amendment adds a 30-day jail sentence (previously a \$500 fine) for violations of camping overnight on City Rights of Way, including all City property and parks. The purpose of this Ordinance is to make this existing code violation with a maximum penalty of a \$500 fine, be increased to a maximum sentence of a \$500 fine and 30 days in jail. This change enables Police Officers the ability to arrest someone who is not compliant with this regulation. Currently, this is not an arrestable offense.

The reason for this proposed change is that City Police Officers, as well as other City employees, have been having increasing contact with homeless individuals, including those who refuse assistance. We have encampments on, or encroaching upon, City property, or persons who simply set up camp in City areas as they please, with little ramifications. These situations result in citizen complaints and unsanitary conditions caused by these persons. Unfortunately, more often than not, these persons are suffering from mental illness, drug addiction and/or alcoholism, and at times, are involved in petty offenses, ranging from theft (shoplifting), disorderly conduct, assaults, to public nudity.

Although an arrest in this situation is a last resort, the Police Department believes this tool is necessary when all other avenues have been exhausted. In a related matter, the Police Department has also adjusted its property recovery procedures to provide the ability for anyone arrested in this situation to have their property (if not a health hazard) held by the Police Department pending disposition of the arrest.

City Attorney, Ms. Elissa Levan, has drafted this Ordinance and approved the Police Department property recovery procedure change.

I concur with the Police Department's guidance that Ordinance O-10-25 be passed.

ATTACHMENTS: 1. 20250915 - Ordinance O-10-25

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING CHAPTER 17, "PARK RULES AND REGULATIONS", SECTION 17-5,
"ENFORCEMENT; VIOLATIONS AND PENALTIES", TO PROVIDE THAT IT IS A
MISDEMEANOR TO CAMP IN CITY PARKS OR TO REMAIN IN CITY PARKS
AFTER CLOSING IN VIOLATION OF SECTION 17-2, "PARK RULES"; AND
AMENDING CHAPTER 22, "STREETS AND SIDEWALKS", ARTICLE I, "IN
GENERAL", SECTION 22-11, "BUILDINGS OR OBSTRUCTIONS IN STREETS,
SIDEWALKS, OR ALLEYS UNLAWFUL", TO CLARIFY THAT THE ERECTION OF
TENTS AND OTHER SHELTERS IN THE PUBLIC RIGHT OF WAY IS
PROHIBITED, AND AMENDING SECTION 22-19A, "ENFORCEMENT;
VIOLATIONS AND PENALTIES", TO DECLARE THAT THE ERECTION AND
MAINTENANCE OF TENTS OR OTHER SHELTERS ON PUBLIC PROPERTY TO
BE A MISDEMEANOR AND TO PRESCRIBE A PENALTY FOR SAID OFFENSE

WHEREAS, pursuant to Maryland Code Ann., Local Gov't Art ("LG"), Section 5-202, the Council of the City of Bowie ("the City") has the authority to pass such ordinances as the City Council deems necessary to preserve peace and good order, to secure persons from danger and destruction and to protect the health, comfort and convenience of the citizens of the municipality; and

WHEREAS, pursuant to LG the City has the specific authority to establish and maintain such parks and recreational facilities as are deemed necessary to health and welfare of the municipality and its inhabitants; and

WHEREAS, pursuant to LG the City further has the authority to establish fines and penalties for the violation of its ordinances and to designate such violations in appropriate cases as municipal infractions or as misdemeanors; and

WHEREAS, pursuant to this authority, the City of Bowie has established certain municipal parks and recreational facilities and has enacted rules and regulations, codified in Section 17-2 of the City Code, including, in Section 17-2(W), a prohibition on remaining on park property from sunset to sunrise unless that park property facility is officially open for public use and, in Section 17-(CC), a prohibition on camping in City parks, and, Section 17-5, has provided that violations of these subsections are municipal infractions subject to certain fines; and

WHEREAS, it has come to the attention of the City Council that there is an increasingly frequent problem with people erecting tents and camping overnight in City rights of way and the City Council wishes to clarify that such conduct is prohibited by amending Chapter 22, "Streets and Sidewalks," Section 22-11, "Buildings or obstructions in streets, sidewalks or alleys unlawful," of the City Code to refer specifically to tents and other shelters; and

WHEREAS, City staff is concerned, as a consequence of the increase in camping activity in the rights-of-way that the City is likely to see an increase in people attempting to camp overnight in City parks, and the City Council therefore wishes to enable the City's police department to assist in enforcing the City's prohibition by designating violations of the referenced sections as misdemeanors rather than municipal infractions; and

WHEREAS, the City Council further wishes to enable the City's police department to assist in enforcing the City's prohibition on the erections of tents and other shelters in City rights-of-way by designating such offenses as misdemeanors.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Chapter 17, "Park Rules and Regulations," Section 17-5, "Enforcement; violations and penalties," be and is hereby amended to read as follows:

Sec. 17-5. Enforcement; violations and penalties.

A. Violations of any subsection of § 17-2 of this chapter, except Subsections E, G(1) and (2), H, ~~and M~~, W AND CC are municipal infractions, subject to the penalty and enforcement provisions of Chapter 1, §§ 1-6 and 1-6A of this Code.

B. Violations of § 17-2E, G(1) and (2), H, and M, W AND CC of this chapter are misdemeanors, punishable by a fine not exceeding \$500 or imprisonment for 30 days or both.

C. Violations of § 17-4 of this chapter are subject to the penalty and enforcement provisions contained in § 17-4 of this chapter.

AND, BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Chapter 22, "Streets and Sidewalks", Article I, "In General", Section 22-11, "Buildings or obstructions in streets, sidewalks, or alleys unlawful", be and is hereby amended to read as follows:

Sec. 22-11. Buildings or obstructions in streets, sidewalks, or alleys unlawful.

Except as otherwise specifically provided by this chapter and permitted by the City Manager, no person shall erect or maintain any building, facility, equipment, TENT, or other SHELTER OR obstruction on, under or over any alley, street, road, sidewalk or right-of-way within the City.

AND, BE IT FURTHER ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that Chapter 22, "Streets and Sidewalks," Article I, "In General", Section 22-19A, "Violations and penalties", be and is hereby amended to read as follows.

Sec. 22-19A. Violations and penalties.

A. Violations of this chapter are municipal infractions, subject to the penalty and enforcement provisions of Chapter 1, §§ 1-6 and 1-6A of this Code.

B. NOTWITHSTANDING THE PROVISIONS OF SUBSECTION A OF THIS SECTION, A VIOLATION OF § 22-11 WITH RESPECT TO THE ERECTIONS OR MAINTENANCE OF A TENT OR OTHER SHELTER IN ANY ALLEY, STREET, ROAD, SIDEWALK OR RIGHT-OF-WAY WITHIN THE CITY IS A MISDEMEANOR PUNISHABLE BY A FINE NOT EXCEEDING \$500 OR IMPRISONMENT FOR 30 DAYS OR BOTH.

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

INTRODUCED by the Council of the City of Bowie, Maryland at a meeting on _____, 20____.

PASSED by the Council of the City of Bowie, Maryland at a meeting on _____, 20____.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, MMC
City Clerk

Timothy J. Adams
Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

Elissa D. Levan
City Attorney



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Supplemental Appropriations for the Annual Budget for Fiscal Year 2026
Supplemental Ordinance O-11-25

DATE: 09/11/2025

Ordinance O-11-25 proposes to amend the City's Fiscal Year 2026 Annual Budget to provide additional appropriations for the following purposes:

An Opioid settlement has been given to the City for approved opioid remediation strategies. The Youth Services Division is requesting that an additional \$26,000 to be appropriated for the Youth Bureau program supplement to use \$16,000 for travel and training for A Youth in Crisis conference and \$10,000 for a teen substance misuse intervention program. The opioid remediation is funded by the various opioid settlements. Year-to-date the City has collected \$188,608.21 in settlement payments

Vehicle #681 was deemed a total loss in an accident; the replacement vehicle will cost \$45,900. Therefore, it is requested that an additional amount of \$45,900 be appropriated from the General Fund balance for this vehicle to make the FY2026 total \$45,900. Insurance recoveries are forthcoming regarding this vehicle.

ATTACHMENTS: 1. 20250915 - Ordinance O-11-25

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY
1, 2025, AND ENDING JUNE 30, 2026, AS ADOPTED BY ORDINANCE O-4-25, TO
APPROPRIATE FUNDS FOR THE FOLLOWING PROJECTS: \$26,000 FOR
OPIOID REMEDIATION STRATEGIES AND \$45,900 TO REPLACE A PUBLIC
SAFETY VEHICLE

WHEREAS, as required by the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Bowie, the City Council of the City of Bowie, Maryland (hereinafter, “the City”) adopted Ordinance No. O-4-25 to appropriate funds for the several objects and purposes for which the City intended to provide for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026; and

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

WHEREAS, supplemental appropriations are necessary to reflect additional expenditures that were not included in Ordinances O-4-25; and

WHEREAS, it has become necessary, for the reasons set forth herein, to appropriate additional funding for the General Fund and Equipment Acquisition and Replacement Fund, specifically an additional appropriation of \$26,000 for approved Opioid Remediation Strategies that includes a Youth Crisis Conference, and a total of \$45,900 to replace a police vehicle (#681) that was totaled in an accident; and

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

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

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland by the Council of the City of Bowie, that the Budget for the Fiscal Year beginning July 1, 2025, ending June 30, 2026, as adopted by Ordinance O-4-25; is amended as follows:

[Brackets] : Indicate matter deleted from existing law.
Asterisks*** : Indicate matter retained in existing law but omitted herein.

GENERAL FUND**ESTIMATED REVENUES**

Revenues and Other Financing Sources	[\$71,383,500]	\$ 71,409,500
Appropriated Fund Balance	[19,227,400]	19,273,300
TOTAL REVENUES	[\$91,143,000]	\$ 91,214,900

APPROPRIATION BY ACTIVITY

Youth Services	[\$1,650,400]	\$ 1,676,400
Nondepartmental- Equipment		
Acquisition And Replacement Fund	[2,215,700]	2,261,600
TOTAL APPROPRIATIONS	[\$91,143,000]	\$ 91,214,900

EQUIPMENT ACQUISITION AND REPLACEMENT FUND**ESTIMATED REVENUES**

Transfer from General Fund	[\$2,215,700]	\$ 2,261,600
TOTAL REVENUES	[\$4,696,800]	\$ 4,742,700

APPROPRIATIONS

Public Safety - Vehicles	[\$1,291,200]	\$ 1,337,100
TOTAL APPROPRIATIONS	[\$4,696,800]	\$ 4,742,700

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

[Brackets] : Indicate matter deleted from existing law.
Asterisks*** : Indicate matter retained in existing law but omitted herein.

INTRODUCED by the Council of the City of Bowie, Maryland at a meeting on _____, 20__.

PASSED by the Council of the City of Bowie, Maryland at a meeting on _____, 20__.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, MMC
City Clerk

Timothy J. Adams
Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Elissa D. Levan
City Attorney

[Brackets] : Indicate matter deleted from existing law.
Asterisks*** : Indicate matter retained in existing law but omitted herein.



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Regarding General Obligation Debt for the New Bowie Ice Arena Project and Certain Water and Sewer Projects - Ordinance O-9-25

DATE: 09/11/2025

This ordinance provides for the City to issue general obligation bonds in one or more series from time to time in the maximum original aggregate principal amount of \$33,000,000 ("Bonds") to finance, reimburse or refinance costs of the new Bowie Ice Arena project and various projects characterized as Water Distribution System Recapitalization, Water Plant, Sewer Main Rehabilitation, and Wastewater Treatment Plant (collectively, the "Projects"), together with costs of issuance. The ordinance defines "Costs of the Projects" and contains provisions for how proceeds of any issued Bonds may be reallocated among the identified Projects or to other projects not listed in the ordinance (any allocation to projects not listed in the ordinance would require one or more amendatory ordinances and resolutions of the Council).

Because of amendments to Charter Section 58 undertaken in 2019, unlike with prior City general obligation bond issues, most of the details of any issued Bonds will be determined or provided for by resolution of the Council. It is anticipated that, due to the potential size of the authorized Bonds, any series of the Bonds will be sold by public sale at competitive bid (although that is not stated in the ordinance).

The Bonds will be backed by a pledge of the City's full faith and credit and unlimited taxing power. If the City does not have funds sufficient to pay debt service on the Bonds, after taking into account revenues collected from users of the Projects and any applicable cost-cutting measures, it will be required to raise taxes for such purpose.

The ordinance also authorizes the City to issue (i) general obligation bond anticipation notes in one or more series from time in the maximum original aggregate principal amount of \$33,000,000 ("BANs") in order to finance or reimburse Costs of the Projects on an interim basis and costs of issuance of the BANs, and (ii) general obligation refunding bonds (the "Refunding Bonds") in one or more series from time to time in order to currently refund or advance refund any of the Bonds then outstanding, provided that the maximum original aggregate principal amount of any such series of Refunding Bonds does not exceed 130% of the principal amount of the Bonds refunded therefrom.

BANs will be issued only if near the time the City wishes to issue the Bonds market conditions are such that, based on the recommendation of the City's financial advisor, the Council determines to issue shorter-term bond anticipation notes in order to finance or reimburse Costs of the Projects on

an interim basis. In such case, Bonds will be issued at or prior to the maturity of the BANs in order to pay off the BANs and thereby provide permanent financing for that portion of the Costs of the Projects initially funded from the BANs. Authority to issue Refunding Bonds is included in the ordinance in order to position the City if an opportunity arises to refinance issued Bonds in whole or in part. Reasons to refinance include a decline in interest rates on municipal bonds generally or to restructure the Bonds.

Any issuance of BANs or Refunding Bonds will require one or more resolutions of the Council at the applicable time.

The current schedule for the Bonds contemplates a public hearing being held with respect to the ordinance and passage of the ordinance on September 15, 2025, introduction/adoption of a bond resolution by the Council fixing or providing for the fixing of details of the Bonds on October 20, 2025, posting of the Preliminary Official Statement relating to the Bonds on October 23, 2025, holding of the bond sale on November 6, 2025, with the City Manager being authorized to make the award or reject all bids for the Bonds, and closing on November 20, 2025.

RECOMMENDATION:

Staff recommends the Council introduce and pass the ordinance in order to authorize and position the City to issue the Bonds for the Projects.

ATTACHMENTS: 1. 20250915 - Ordinance O-9-25

ORDINANCE

AN ORDINANCE OF THE COUNCIL (THE "COUNCIL") OF THE CITY OF BOWIE, MARYLAND TO AUTHORIZE AND EMPOWER THE CITY OF BOWIE (THE "CITY") TO SELL AND ISSUE FROM TIME TO TIME, UPON ITS FULL FAITH AND CREDIT, ONE OR MORE SERIES OF (1)(A) GENERAL OBLIGATION BONDS AND (B) GENERAL OBLIGATION BOND ANTICIPATION NOTES, EACH IN AN ORIGINAL AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED THIRTY-THREE MILLION DOLLARS (\$33,000,000), AND (2) GENERAL OBLIGATION REFUNDING BONDS, SUBJECT TO THE LIMITATIONS PROVIDED FOR HEREIN, THE PROCEEDS OF THE SALE THEREOF TO BE USED AND APPLIED FOR THE PUBLIC PURPOSE OF FINANCING, REIMBURSING OR REFINANCING COSTS OF THE PUBLIC PURPOSE PROJECTS AND PURPOSES IDENTIFIED HEREIN AS BOWIE ICE ARENA, WATER DISTRIBUTION SYSTEM RECAPITALIZATION, WATER PLANT, SEWER MAIN REHABILITATION, WASTEWATER TREATMENT PLANT, AND COSTS OF ISSUANCE; SPECIFYING THE MAXIMUM ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF THE BONDS OR BOND ANTICIPATION NOTES PROVIDED FOR HEREIN TO BE ALLOCATED TO EACH SUCH PROJECT, SUBJECT TO REALLOCATION BY THE COUNCIL IN ACCORDANCE WITH APPLICABLE BUDGETARY PROCEDURES OR LAW; PROVIDING FOR FURTHER REALLOCATION OF PROCEEDS OF THE BONDS OR BOND ANTICIPATION NOTES AS DESCRIBED HEREIN; PROVIDING THAT THE COUNCIL BY RESOLUTION SHALL DETERMINE, APPROVE OR PROVIDE FOR VARIOUS MATTERS RELATING TO THE AUTHORIZATION, SALE, SECURITY, ISSUANCE, DELIVERY, PAYMENT AND PREPAYMENT OR REDEMPTION OF AND FOR EACH SERIES OF THE BONDS, THE BOND ANTICIPATION NOTES AND THE REFUNDING BONDS (EACH A "SERIES OF THE OBLIGATIONS" OR THE "OBLIGATIONS"); PROVIDING FOR THE IMPOSITION OF AD VALOREM TAXES SUFFICIENT FOR, AND PLEDGING THE FULL FAITH AND CREDIT AND UNLIMITED TAXING POWER OF THE CITY TO, THE PAYMENT OF DEBT SERVICE ON EACH SERIES OF THE OBLIGATIONS; PROVIDING THAT DEBT SERVICE ON EACH SERIES OF THE OBLIGATIONS ALSO MAY BE PAID FROM ANY OTHER SOURCES OF REVENUE LAWFULLY AVAILABLE TO THE CITY FOR SUCH PURPOSE; PROVIDING THAT CERTAIN ACTIONS MAY BE TAKEN OR PROVIDED FOR BY RESOLUTION IN CONNECTION WITH THE REISSUANCE OR MODIFICATION OF ANY OF THE OBLIGATIONS; PROVIDING THAT ANY OF THE OBLIGATIONS MAY BE CONSOLIDATED WITH OTHER OBLIGATIONS OF THE CITY AND ISSUED AS A SINGLE SERIES OF BONDS, BOND ANTICIPATION NOTES AND/OR REFUNDING BONDS; AUTHORIZING, DIRECTING AND EMPOWERING OFFICIALS AND EMPLOYEES OF THE CITY TO TAKE CERTAIN ACTIONS IN CONNECTION WITH THE OBLIGATIONS; AUTHORIZING MODIFICATIONS OF THE OBLIGATIONS TO BE MADE BY RESOLUTION UNLESS ANOTHER ACTION IS REQUIRED; PROVIDING THAT THIS TITLE SHALL BE DEEMED A FAIR SUMMARY OF THIS ORDINANCE FOR

**ALL PURPOSES AND ALLOWING FAIR SUMMARIES TO BE IN ANOTHER
FORMAT AS PROVIDED HEREIN; PROVIDING THAT THE PROVISIONS OF THIS
ORDINANCE SHALL BE LIBERALLY CONSTRUED; AND OTHERWISE
GENERALLY RELATING TO THE SALE, ISSUANCE AND DELIVERY AND
PAYMENT OF AND FOR THE OBLIGATIONS.**

RECITALS

WHEREAS, The City of Bowie, a municipal corporation of the State of Maryland and a municipality within the meaning of the Enabling Act, the Bond Anticipation Note Act and the Refunding Act identified below (the “City”), is authorized and empowered by Sections 19-301 through 19-309 of the Local Government Article of the Annotated Code of Maryland (the “Enabling Act”) and Sections 58 and 59 of the Charter of the City of Bowie (the “Charter”) to borrow money for any proper public purpose and to evidence such borrowing by the sale and issuance of its general obligation bonds; and

WHEREAS, the City has determined to undertake the public purpose projects identified in Section 3(b) of this Ordinance; and

WHEREAS, the City has determined to authorize the sale and issuance from time to time of one or more series of its general obligation bonds in order to finance, reimburse or refinance all or a portion of the costs of any of the public purpose projects identified in Section 3(b) of this Ordinance; and

WHEREAS, prior to issuing one or more series of the general obligation bonds authorized hereby, the City may need to obtain interim financing in order to finance, reimburse or refinance applicable project costs on a timely basis through the sale and issuance from time to time of general obligation bond anticipation notes in one or more series as authorized by Sections 19-211 through 19-223 of the Local Government Article of the Annotated Code of Maryland (the “Bond Anticipation Note Act”); and

WHEREAS, subsequent to the issuance of any general obligation bonds provided for herein, the City may desire to currently refund or advance refund all or a portion of such bonds through the sale and issuance from time to time of one or more series of its general obligation refunding bonds as authorized by Section 19-207 of the Local Government Article of the Annotated Code of Maryland (the “Refunding Act”); and

WHEREAS, the City has determined to pledge its full faith and credit and unlimited taxing power to the prompt payment of debt service on any general obligation bonds, bond anticipation notes or refunding bonds authorized hereby; and

WHEREAS, the City shall issue any general obligation bonds, bond anticipation notes or refunding bonds authorized hereby in accordance with the terms and conditions provided for in a resolution or resolutions to be adopted by the Council of the City (the “Council”) pursuant to the

authority of the Enabling Act, the Bond Anticipation Note Act, the Refunding Act, other applicable law, Sections 58 and 59 of the Charter and this Ordinance, as applicable.

Section 1: NOW, THEREFORE BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland, that:

(a) The Recitals to this Ordinance are deemed a substantive part of this Ordinance and incorporated by reference herein. Capitalized terms used in the Sections of this Ordinance and not defined herein shall have the meanings given to such terms in the Recitals.

(b) References in this Ordinance to any official by title shall be deemed to refer (i) to any official authorized under the Charter, the code of ordinances of the City (the “City Code”) or other applicable law or authority to act in such titled official’s stead during the absence or disability of such titled official, (ii) to any person who has been elected, appointed or designated to fill such position in an acting or interim capacity under the Charter, the City Code or other applicable law or authority, (iii) to any person who serves in a “deputy,” “associate” or “assistant” capacity as such an official, provided that the applicable responsibilities, rights or duties referred to herein have been delegated to such deputy, associate or assistant in accordance with the Charter, the City Code or other applicable law or authority, and/or (iv) to the extent an identified official commonly uses another title not provided for in the Charter, the City Code or other applicable law or authority, the official, however known, who is charged under the Charter, the City Code or other applicable law or authority with the applicable responsibilities, rights or duties referred to herein.

(c) References in this Ordinance to City officials shall be construed to include references to City employees, to the extent applicable.

(d) References in this Ordinance to the “par amount” of any of the Bonds, the BANs, the Refunding Bonds or the Obligations (each as defined herein) shall be construed to mean the principal amount of such Bonds, BANs, Refunding Bonds or Obligations, as applicable. References in this Ordinance to the “proceeds” of any of the Bonds, the BANs, the Refunding Bonds or the Obligations shall be construed to mean par amount, net original issue premium realized upon sale and/or investment earnings. References in this Ordinance to “investment earnings” shall be construed to include interest income.

(e) References in this Ordinance to any statutory or legislative authority shall be deemed to refer to such statutory or legislative authority as replaced, supplemented or amended, to the extent applicable.

(f) Notwithstanding anything to the contrary contained in this Ordinance, references in this Ordinance to the Council making determinations by resolution shall be construed to require an ordinance of the Council instead of a resolution if counsel to the City advises that the Council does not have authority to make any such determination by resolution at the applicable time.

Section 2: AND BE IT FURTHER ORDAINED by the Council of the City of Bowie, Maryland, that pursuant to the authority of the Enabling Act, Sections 58 and 59 of the Charter and any other applicable law, the City hereby determines to borrow money and incur

indebtedness from time to time for the public purpose of financing, reimbursing or refinancing costs (as defined in Section 3(b) hereof) of any of the Projects identified in Section 3(b) hereof.

Section 3: AND BE IT FURTHER ORDAINED by the Council of the City of Bowie, Maryland, that:

(a) To evidence the borrowing and indebtedness authorized in Section 2 of this Ordinance, the City, acting pursuant to the authority of the Enabling Act, Sections 58 and 59 of the Charter and any other applicable law, hereby determines to authorize the sale and issuance from time to time, in one or more series, upon its full faith and credit, of its general obligation bonds in an original aggregate principal amount not to exceed Thirty-Three Million Dollars (\$33,000,000) (each, a “series of the Bonds” and, collectively, the “Bonds”). Any series of the Bonds may be issued as one or more bonds and any such bond may be issued in installment form and/or draw-down form.

(b) With respect to the projects listed below, the word “costs” as used in Section 2 hereof shall include, as applicable, costs of the following activities and expenses: land and right-of-way acquisition and development; acquisition of other property rights; site and utility improvements, including, without limitation, grading, landscaping, paving and repaving, sidewalk, curb, gutter, storm water, water and sewer improvements, other amenities, and related or similar activities and expenses; demolition, razing and removal and related or similar activities and expenses; acquisition, construction, expansion, reconstruction, replacement, renovation, rehabilitation, upgrading, improvement, installation, furnishing and equipping activities and expenses, and related or similar activities and expenses; planning, design, testing, study, feasibility, surveying, architectural, engineering, document development, bidding, permitting, inspection, construction management, financial, administrative and legal expenses, and related or similar activities and expenses; contingency allowances for unforeseen conditions or changes during construction; costs of issuance (which may include costs of bond insurance or other credit or liquidity enhancement); interest during construction and for a reasonable period thereafter (whether or not expressly so stated); and any such costs that may represent the City’s share or contribution to the financing, reimbursement or refinancing of the costs of any such project (collectively, “Costs of the Projects”). The maximum original aggregate principal amount of the Bonds (or the BANs, as identified in Section 6 hereof) to be appropriated or applied to the Costs of the Projects (exclusive of any net original issue premium realized upon sale or investment earnings that may be applied for such purposes) shall be allocated among the following public purpose projects in the maximum principal amount set forth opposite each, except as otherwise herein provided:

[CONTINUED ON FOLLOWING PAGE]

	<u>Project Name</u>	<u>Maximum Principal Amount</u>
1.	Bowie Ice Arena (1)	\$22,932,000
2.	Water Distribution System Recapitalization (2)	3,500,000
3.	Water Plant (3)	3,300,000
4.	Sewer Main Rehabilitation (4)	1,500,000
5.	Wastewater Treatment Plant (5)	1,202,000
6.	Costs of Issuance	<u>566,000</u>
TOTAL		<u>\$33,000,000</u>

Notes to table:

(1) This project is referred to as Project Number CR-28 in existing Capital Improvement Programs (“CIPs”) and involves the design, construction, furnishing and equipping of a new ice skating facility to be built on City-owned land adjacent to the existing Bowie Golf Club that includes an NHL-sized ice rink with spectator seating, team locker rooms, a concession stand, and multi-purpose rooms.

(2) This project is referred to as Project Number WS-10 in existing CIPs and involves water main and pipe replacement, construction and inspection/management services as well as replacing water service meters with modern meters.

(3) This project is referred to as Project Number WS-2 in existing CIPs and provides for improvements, recapitalization and major repairs to the City’s water production, storage and distribution infrastructure, filter system replacement, water treatment plant SCADA implementation and valve replacement.

(4) This project is referred to as Project Number WS-11 in the existing CIPs and provides for sewer main replacement and rehabilitation and sewer pipe lining.

(5) This project is referred to as Project Number WS-8 in the existing CIPs and provides for sewer lateral replacement and large trunk and right-of-way sewer inspection, cleaning and rehabilitation.

The projects, including costs of issuance, identified in items 1-6 above are collectively referred to herein as the “Projects.” The Projects described in items 1-6 above are identified by approximately the same names as such Projects are identified in City CIPs. By inclusion in the table above, the City hereby appropriates up to the maximum principal amount of any issued Bonds (or any issued BANs, as applicable) for application to the Costs of the Projects as provided for in such table, subject to the further provisions of this Ordinance.

(c) The City, without having to amend this Ordinance and without notice to or the consent of any owners of any issued Bonds (or the owners of any issued BANs, as applicable), may allocate and reallocate the maximum principal amount of any issued Bonds (and of any issued BANs, as applicable) (exclusive of any net original issue premium realized upon sale or investment earnings that may be applied for such purposes) to be spent on Costs of the Projects among any of the Projects for which such series of the Bonds or BANs, as applicable, was issued in compliance with applicable budgetary procedures or applicable law.

(d) It is the intention of the Council that, without having to amend this Ordinance, unless an amendment is necessary to modify the definition of “Costs of the Projects,” and without notice to or the consent of the owners of any issued Bonds (or the owners of any issued BANs, as applicable), the principal amount of any issued Bonds (or of any issued BANs, as applicable) may be spent on any applicable Costs of the Projects for which such series of the Bonds or BANs, as applicable, was issued, notwithstanding the descriptions of the Projects in the Notes to the table above, including, without limitation, costs related to changes in the scope of and/or name of any Project effected through applicable budgetary procedures or applicable law.

(e) The Council, by adoption of a resolution that supplements and amends the resolution or resolutions providing for the expenditure of proceeds of an issued series of the Bonds or the BANs, without having to amend this Ordinance, and without notice to or the consent of the owners of such issued Bonds or BANs, as applicable, may reallocate any portion of the principal amount of such issued series to any of the Projects provided for in this Ordinance that were not included in such resolution or resolutions.

(f) The Council, by enactment of an ordinance that supplements and amends this Ordinance and, to the extent applicable, by adoption of one or more resolutions that supplement and amend any corresponding resolution or resolutions, and without notice to or consent of the owners of any issued Bonds (or the owners of any issued BANs, as applicable), may reallocate any portion of the principal amount thereof to be spent on Costs of the Projects (as such definition may be amended by supplemental ordinance) of one or more additional projects identified in such supplemental ordinance and, in such event, (i) references in this Ordinance to the “Projects” shall be deemed to include the Projects identified in subsection (b) above and all such additional projects (unless any original or additional project is removed entirely from the definition of the Projects by a supplemental ordinance), and (ii) references in this Ordinance to “Costs of the Projects” shall be deemed to include any modifications to such definition, as applicable. After any such reallocation is made by supplemental ordinance, the Council, without having to further amend this Ordinance and without notice to or the consent of the owners of any issued Bonds (or the owners of any issued BANs, as applicable), may reallocate the maximum principal amount of any issued Bonds (and of any issued BANs, as applicable) to be spent on Costs of the Projects among all such authorized projects in compliance with applicable budgetary procedures or applicable law.

(g) In the event the City issues any series of the BANs pursuant to Section 6 of this Ordinance, proceeds of the Bonds of any series in anticipation of which such series of the BANs were issued may also be applied to prepay or pay principal, premium and/or interest on such series

of the BANs as well as costs of issuance thereof in accordance with the provisions of the Bond Anticipation Note Act, and such application shall be deemed the payment of Costs of the Projects for purposes of this Ordinance.

(h) Subject to the foregoing provisions of this Section 3, by resolution or as otherwise allowed by applicable law, and without notice to or the consent of any registered owners of any issued Bonds (or of any issued BANs, as applicable), the Council may determine or provide for the determination of, and subsequently reallocate, how any unexpended par amount of any series of the Bonds (or any series of the BANs, as applicable), net original issue premium realized upon sale and/or any investment earnings shall be expended, which may include, without limitation, on Costs of the Projects (including costs of issuance), to prepay or pay principal, premium and/or interest on a series of the BANs, and/or on debt service payable or prepayable on any such series of the Bonds or of the BANs, as applicable, to the extent not prohibited by applicable law.

(i) To the extent not prohibited by applicable law, the authorization of the sale and issuance of the Bonds and the BANs provided for in this Ordinance in order to finance, reimburse or refinance Costs of the Projects shall be construed to authorize the sale and issuance of any series of the Bonds or the BANs in any fiscal year later than fiscal year 2026 for such purpose in the event such authority is not fully used in fiscal year 2026, for whatever reason; provided that, no BANs shall be issued to finance, reimburse or refinance Costs of any Project once the authority to issue Bonds to finance, reimburse or refinance Costs of such Project has been used up to the maximum principal amount specified for such Project in the table in subsection (b) above, as such maximum principal amount may be adjusted in accordance with the foregoing provisions of this Section 3.

Section 4: AND BE IT FURTHER ORDAINED by the Council of the City of Bowie, Maryland, that the proceeds of the Bonds shall be used and applied by the City exclusively and solely for the public purposes described in Section 3 of this Ordinance, unless an ordinance that supplements and amends this Ordinance is enacted by the Council to provide for the use and application of such proceeds for some other proper public purpose authorized by the Enabling Act, the Charter or other applicable law; provided that, no such supplemental ordinance shall be required to the extent specified in Section 3 of this Ordinance.

Section 5: AND BE IT FURTHER ORDAINED by the Council of the City of Bowie, Maryland, that pursuant to the authority of the Enabling Act, Sections 58 and 59 of the Charter, this Ordinance and any other applicable law, the Council, prior to the sale, issuance and delivery of each series of the Bonds, shall adopt a resolution or resolutions specifying, prescribing, determining, providing for or approving such matters, details, forms (including, without limitation, the form or substantially final form of the Bonds of such series), documents or procedures as may be required by the Enabling Act, Sections 58 and 59 of the Charter, other applicable law or this Ordinance or as the Council may deem appropriate for the authorization, sale, security, issuance, delivery, payment, prepayment or redemption of or for such series of the Bonds, subject to the limitations of any applicable law. Any such resolution may, subject to the limitations of any applicable law, set forth, determine or provide for the determination of, provide for, or approve or provide for the approval of, among other matters, as applicable, the designation of such series

of the Bonds; the date of issuance of such series of the Bonds; the original aggregate principal amount of such series of the Bonds; the denomination or denominations of such series of the Bonds; the maturity or maturities of such series of the Bonds, or the method of determining such maturity or maturities; the principal installment or installments (including, without limitation, serial maturities and/or mandatory sinking fund installments) payable on such series of the Bonds or the method of determining such principal amounts; the rate or rates of interest, or the method of determining the rate or rates of interest, payable on such series of the Bonds, which may be fixed or variable; provisions for the payment of late fees, additional interest and/or penalties payable with respect to such series of the Bonds and/or adjustments to interest rates; the purchase price for such series of the Bonds (which may be at, above or below par value) or the method of determining the purchase price; provisions relating to the prepayment or redemption of such series of the Bonds at the City's option or by mandatory sinking fund payments; provisions allowing the registered owners of such series of the Bonds to put or cause the prepayment or redemption of the same at their option; the manner of selling such series of the Bonds, which may be by private negotiated sale without advertisement or publication of notice of sale (including in a negotiated underwriting or by direct purchase) or at public sale after solicitation of competitive bids (in any manner permitted by applicable law), and all matters in connection therewith, including any forms or substantially final forms of documents, agreements, certificates, instruments or notices authorized or required by applicable law; provisions for the execution of such series of the Bonds; whether any net original issue premium realized upon sale shall be applied to reduce the par amount of such series of the Bonds to be issued for the intended purposes; any limitations on the Costs of the Projects on which the proceeds of such series of the Bonds may be expended and further provisions for the appropriation, disposal and investment of such proceeds; unless otherwise required by applicable law, the selection of any bond registrar, paying agent, investment bidding agent or other appropriate service providers in connection with such series of the Bonds; certifications, representations, determinations, designations or elections relating to the tax-exempt or taxable status of interest payable on such series of the Bonds; and all other terms and conditions pursuant to which such series of the Bonds will be issued, sold and delivered. Among other matters, the Council by resolution may authorize, approve or otherwise provide for (i) payment of any commitment fee, breakage fee or other fee and any other costs (including other parties' legal costs and expenses) payable in connection with any series of the Bonds, (ii) the obtaining of credit enhancement or liquidity enhancement for any series of the Bonds (and the negotiation, approval, execution and delivery of any agreements or documents relating thereto), and (iii) any other agreements, documents, instruments or determinations necessary or desirable to enhance the marketability of or as security for any series of the Bonds, including, without limitation, any ratings, any official statement or similar disclosure document or any continuing disclosure undertaking required to satisfy the requirements of Securities and Exchange Commission Rule 15c2-12. By resolution the Council may delegate to one or more City officials the authority to make or provide on behalf of the City any of the determinations, approvals or other decisions contemplated by this Section 5. Any resolution may specify, prescribe, determine or provide for the determination of, provide for, or approve or provide for the approval of, the matters identified in this Section 5 for more than one series of the Bonds.

Section 6: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that:

(a) Pursuant to the authority of the Bond Anticipation Note Act, Sections 58 and 59 of the Charter and any other applicable law, the City is hereby authorized and empowered to sell and issue, upon its full faith and credit, its general obligation bond anticipation notes in one or more series from time to time in an original aggregate principal amount not to exceed Thirty-Three Million Dollars (\$33,000,000) (each, a “series of the BANs” and, collectively, the “BANs”), prior to and in anticipation of the sale of any series of the Bonds, for the public purpose of financing, reimbursing or refinancing Costs of the Projects on an interim basis. Any such series of the BANs may consist of one or more notes and any note may be issued in installment form and/or draw-down form.

(b) Prior to the sale, issuance and delivery of each series of the BANs, the Council shall adopt a resolution or resolutions pursuant to the authority of the Bond Anticipation Note Act, Sections 58 and 59 of the Charter, any other applicable law and this Ordinance authorizing such series of the BANs and specifying, prescribing, determining or providing for the determination of, providing for, or approving or providing for the approval of, with respect to such series of the BANs, the same types of matters, details, forms, documents, procedures or determinations detailed in Section 5 hereof that may be made or addressed with respect to any series of the Bonds, to the extent applicable with respect to such series of the BANs, and as otherwise may be authorized or required by applicable law, including, without limitation, whether any net original issue premium realized upon sale shall be applied to reduce the par amount of such series of the BANs to be issued for the intended purposes. By resolution the Council may delegate to one or more City officials the authority to make any final determinations, approvals or decisions with respect to any series of the BANs. Any resolution may specify, prescribe, determine or provide for the determination of, provide for, or approve or provide for the approval of, the details required or authorized by this Section 6 for more than one series of the BANs.

(c) The City hereby covenants (i) to pay from the proceeds of one or more series of the Bonds the principal of any series of the BANs actually issued, (ii) to the extent that interest on any series of the BANs is not paid from proceeds of such BANs (within the limitations of applicable law), to pay the interest on such series of the BANs from the proceeds of one or more series of the Bonds, and (iii) to issue the applicable series of the Bonds as soon as there is no longer a reason for deferring its issuance. This covenant shall not be construed to prevent the City from paying principal of and/or interest on any series of the BANs from sources of funds other than proceeds of the Bonds, to the extent such other funds are available for such purpose.

(d) As authorized by the Bond Anticipation Note Act, by resolution the Council may provide for the renewal of any series of the BANs at maturity with or without resale, together with any amendments or modifications to or replacements of such series of the BANs and any related documentation.

Section 7: AND BE IT FURTHER ORDAINED by the Council of the City of Bowie, Maryland, that:

(a) Pursuant to the authority of the Enabling Act, the Refunding Act, Sections 58 and 59 of the Charter and any other applicable law, the City is hereby authorized and empowered to sell and issue, upon its full faith and credit, its general obligation refunding bonds in one or more series from time to time (each, a “series of the Refunding Bonds” and, collectively, the “Refunding Bonds”), for the purpose of currently refunding or advance refunding in whole or in part any of the Bonds then outstanding, including paying all or any portion of the following: outstanding principal, any prepayment or redemption premium, and/or interest accrued or to accrue to the date or dates of prepayment, redemption, purchase or maturity of the Bonds to be refunded, paying costs and expenses in connection with the sale, issuance and delivery of such series of the Refunding Bonds (including, without limitation, legal and financial costs and costs of any credit enhancement or liquidity enhancement), and, to the extent determined or provided for by the Council by resolution, paying interest on such series of the Refunding Bonds, for the public purpose of (A) realizing savings to the City in the total cost of debt service on a direct comparison or present value basis, (B) debt restructuring that reduces the total cost of debt service, (C) debt restructuring that is determined to be in the best interests of the City, to be consistent with the City’s long-term financial plan, and to realize a financial objective of the City, including improving the relationship of debt service to any source of payment such as taxes, assessments or other charges, and/or (D) for any other purpose then authorized by the Refunding Act or other applicable law, and as determined or provided for by the Council by resolution; provided that, the original aggregate principal amount of any series of the Refunding Bonds shall not exceed one hundred thirty percent (130%) of the aggregate principal amount of the Bonds refunded therefrom. Any such series of the Refunding Bonds may consist of one or more bonds and any bond may be issued in installment form and/or draw-down form.

(b) Prior to the sale, issuance and delivery of each series of the Refunding Bonds, the Council shall adopt a resolution or resolutions pursuant to the authority of the Refunding Act, Sections 58 and 59 of the Charter, any other applicable law and this Ordinance authorizing such series of the Refunding Bonds and specifying, prescribing, determining or providing for the determination of, providing for, or approving or providing for the approval of, with respect to such series of the Refunding Bonds, the same types of matters, details, forms, documents, procedures and determinations detailed in Section 5 hereof that may be made or addressed with respect to any series of the Bonds, to the extent applicable to such series of the Refunding Bonds, and as otherwise may be authorized or required by applicable law, including, without limitation, the purposes of the Refunding Act or other applicable law to be achieved by the issuance of such series of the Refunding Bonds; whether any net original issue premium realized upon sale shall be applied to reduce the par amount of such series of the Refunding Bonds to be issued for the intended purposes; unless otherwise required by applicable law, the selection of any escrow agent, verification consultant, escrow bidding agent or other service provider; the determination of the Bonds to be refunded in whole or in part from such series of the Refunding Bonds; and any agreements, documents or other instruments necessary or desirable in connection with the refunding. By resolution the Council may delegate to one or

more City officials the authority to make any final determinations, approvals or decisions with respect to any series of the Refunding Bonds. Any resolution may specify, prescribe, determine or provide for the determination of, provide for, or approve or provide for the approval of, the details required or authorized by this Section 7 for more than one series of the Refunding Bonds.

(c) By resolution or as otherwise allowed by applicable law, and without notice to or the consent of the registered owners of any issued series of the Refunding Bonds, the Council may determine or provide for the determination of, and subsequently reallocate, how any unexpended par amount of such series of the Refunding Bonds, net original issue premium realized upon sale and/or investment earnings shall be expended, which may include, without limitation, on refunding the applicable Bonds, on costs of issuance of such series of the Refunding Bonds, and/or on debt service payable or prepayable on such series of the Refunding Bonds, to the extent not prohibited by applicable law.

Section 8: AND BE IT FURTHER ORDAINED by the Council of the City of Bowie, Maryland, that:

(a) The full faith and credit and unlimited taxing power of the City are hereby pledged to the payment of the principal of and interest on each series of the Bonds, the BANs or the Refunding Bonds (each, a “series of the Obligations” and, collectively, the “Obligations”) actually issued, as applicable, when due and to the imposition of the taxes hereinbelow described as and when such taxes may become necessary in order to provide sufficient funds to meet the debt service requirements of each series of the Obligations. Subject to the further provisions of this Section 8, the City hereby covenants with the registered owners of the Obligations of each issued series to impose ad valorem taxes on all real and tangible personal property in the City that is subject to assessment for unlimited municipal taxation at a rate and in an amount sufficient to pay the principal of and the interest on the Obligations in each fiscal year in which any of the Obligations are outstanding and to take any further action that may be lawfully appropriate from time to time during the period that the Obligations of such series remain outstanding and unpaid to provide the funds necessary to pay promptly the principal thereof and the interest due thereon. If the proceeds from the taxes so imposed in any such fiscal year are inadequate for such payment, additional taxes shall be imposed in the succeeding fiscal year to make up such deficiency.

(b) The foregoing provisions shall not be construed so as to prohibit the City from paying the principal of and interest on the issued Obligations of any series from the proceeds of the sale of any other obligations of the City or from any other funds legally available for that purpose (including, without limitation, with respect to any BANs, from the proceeds of any Bonds and, with respect to any Bonds, from the proceeds of any Refunding Bonds). Within the limitations of any applicable Maryland or federal law (including, without limitation, to the extent applicable, the Internal Revenue Code of 1986, as amended, and the regulations issued thereunder), the City may apply to the payment of the principal of or interest on the Obligations of any series any funds received by it from the State of Maryland or the United States of America, or any governmental agency or instrumentality, or from any other source, if the funds are granted or paid to the City for the purpose of assisting the City in accomplishing the

components of Costs of the Projects which the Obligations of such series are issued to finance, reimburse or refinance or are otherwise available for such purpose, and to the extent of any such funds received or receivable in any fiscal year, the taxes hereby required to be imposed may be reduced proportionately.

(c) Pursuant to the authority of Section 58(b)(2)(C) of the Charter, by resolution the Council may provide that all or a portion of the debt service on the allocable portion of any issued series of the Obligations shall be payable in the first instance from specified revenues or other moneys identified in such resolution, to the extent available for such purpose.

Section 9: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that by resolution, the Council may make any appropriate arrangements (including, without limitation, by authorizing one or more appropriate officials to make any elections, designations, determinations or filings on the City's behalf) in the event any right of the registered owner of an Obligation to put or cause the prepayment or redemption of such Obligation at its option, or any change in the interest rate of an Obligation, or any other modification to an Obligation could lead to a reissuance of such Obligation for purposes of the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

Section 10: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that by resolution, the Council may determine that any of the Bonds, the BANs or the Refunding Bonds may be consolidated with any bonds, bond anticipation notes and/or refunding bonds authorized by the Council and issued as a single series of bonds, bond anticipation notes and/or refunding bonds, as applicable.

Section 11: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that by resolution the Council may make or authorize any modifications to (i) any series of the Obligations once issued, and (ii) any related documentation, agreements, certificates or instruments, unless under applicable law the proposed modifications require action by ordinance in addition to or in place of a resolution.

Section 12: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that with respect to any series of the Obligations, the Council by resolution may delegate to one or more specified officials the authority to negotiate, approve, execute and deliver, as applicable, any documents, agreements, certificates or instruments relating to such Obligations or to take other actions with respect thereto. The following City officials: the Mayor, the City Manager, the Director of Finance, the City Clerk and all other appropriate officials of the City are hereby authorized, empowered and directed to (i) take any and all action necessary to complete and close the sale, issuance and delivery of the Bonds, the BANs and the Refunding Bonds, (ii) negotiate, approve, execute and deliver all documents, agreements, certificates and instruments necessary or appropriate in connection with any such sale, issuance and delivery, and (iii) carry out the transactions contemplated by this Ordinance, any ordinance amendatory of or supplemental to this Ordinance, any resolution adopted in furtherance of this Ordinance (including any amendatory or supplemental resolutions), and any documents, agreements, certificates or instruments executed and delivered in connection with any series of the Obligations, all to the

extent any particular action is within the scope of such official's authority and such authorization has not otherwise been delegated to one or more specified City officials by ordinance or resolution.

Section 13: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that nothing in this Ordinance shall be construed as preventing the City from applying other available moneys to any of the purposes for which any series of the Obligations is issued, in addition to proceeds of such Obligations.

Section 14: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that in addition to the Mayor and the City Manager, the City Clerk is hereby authorized and empowered to attest to the impression or affixing of the City seal on any of the Obligations or any related documents, agreements, certificates, instruments.

Section 15: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that this Ordinance may be executed (i) in counterparts and/or (ii) to the extent not prohibited by applicable law, by electronic, stamped or facsimile signature, and all executed counterparts of this Ordinance shall be treated as one and the same instrument.

Section 16: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that the title of this Ordinance shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes; provided that, the City may provide for a fair summary of this Ordinance that otherwise satisfies the Charter or other applicable law.

Section 17: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that the provisions of this Ordinance shall be liberally construed in order to effectuate the transactions contemplated by this Ordinance.

Section 18: **AND BE IT FURTHER ORDAINED** by the Council of the City of Bowie, Maryland, that this Ordinance shall become effective at the expiration of thirty (30) calendar days following its passage 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 passage and at least once within ten (10) days after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland at a Regular Meeting on _____, 2025.

PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on _____, 2025.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez, MMC
City Clerk

Timothy J. Adams
Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Elissa D. Levan
City Attorney

#241022;52000.314



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Bowie Business Incubator Update FY 2025

DATE: 09/11/2025

The Executive Director of the Bowie Business Innovation Center (Bowie BIC) will provide an update on the City's business incubator located at Bowie State University.

Council appropriated \$150,000 in FY 2025, the fiscal year ending June 30, 2025, for support to the incubator.

An appropriation of \$150,000 for incubator support in Fiscal Year 2026 is included in the approved FY 26 budget. Staff will work with the Bowie BIC to identify appropriate performance milestones before the disbursement of funds.

Attached is the Consolidated BOWIE BIC Report July 2024 to June 2025

ATTACHMENTS:

1. 20250915 - Bowie BIC Year End Presentation
2. 20250915 - Bowie BIC Operations Reports Combined for FY 2025

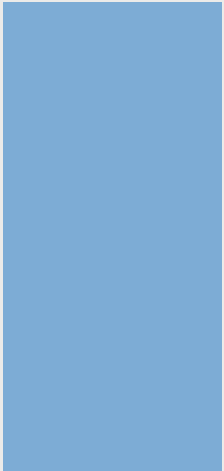


**bowie business
innovation center**

Exponential business expansion

2025 YEAR-END REPORT

20 X X



AGENDA

- Bowie BIC Team
- Executive Committee
- Overview
- Programs
- Stats & Impact
- Center of Excellence for 8(a) Government Contracting (8(a) COE)

MEET THE TEAM



June Evans
Executive Director



Crystal Clark
Operations Director



Jordan Young
Administrative Assistant



Antionetta Kelley
8(a) COE Grant Manager



QC Jones, Consultant



Raymond Green, Consultant

BOARD OF DIRECTORS



**Jesse Buggs, Chair
City of Bowie**



**Mark Lawrence,
Vice Chair
Inncuvate**



**Magdalena Gebrekristos,
Secretary
Magadia Consulting, Inc.**



**Robert Duru, Treasurer
M&T Bank**



Eben Smith, Member



Cy Alba, Member

OVERVIEW

Our accelerators educate businesses on becoming bankable; *equip businesses to pursue government contracts*; and elevate business performance in all areas during rapid growth and expansion.



PROGRAMS



InnovateBOWIE!

*[specifically serving businesses in
Bowie, Maryland]*

EDUCATE • EQUIP • ELEVATE



8(a) Accelerator

*[accelerating businesses
that have received their 8(a)
Certification]*

EDUCATE • EQUIP • ELEVATE



Center of Excellence for 8(a) Government Contracting

*[accelerating 8(a) certified businesses and
HBCUs to pursue and win
federal contracts]*

EDUCATE • EQUIP • ELEVATE



Growth Labs

[Membership/Fee based]

EDUCATE • EQUIP • ELEVATE



Capital Accelerator

[Micro-loan preparation assistance]

EDUCATE • EQUIP • ELEVATE



Open Door/Bowie BIC on the Move

[Local Business Owners/Entrepreneurs]

EDUCATE • EQUIP • ELEVATE



BOWIE BIC BY THE NUMBERS (FY25)

169

Accelerator
Graduates

7

Bowie BIC
Members

95M

Revenue
Generated

895

Businesses
Served

336

County
Businesses
Served

129

City of Bowie
Businesses Served



PARTNERSHIPS

- Prince George's County Council
- Capital One
- FSC First, Level Up Program
- TD Bank Foundation
- Capital Readiness Program

\$380, 500.00

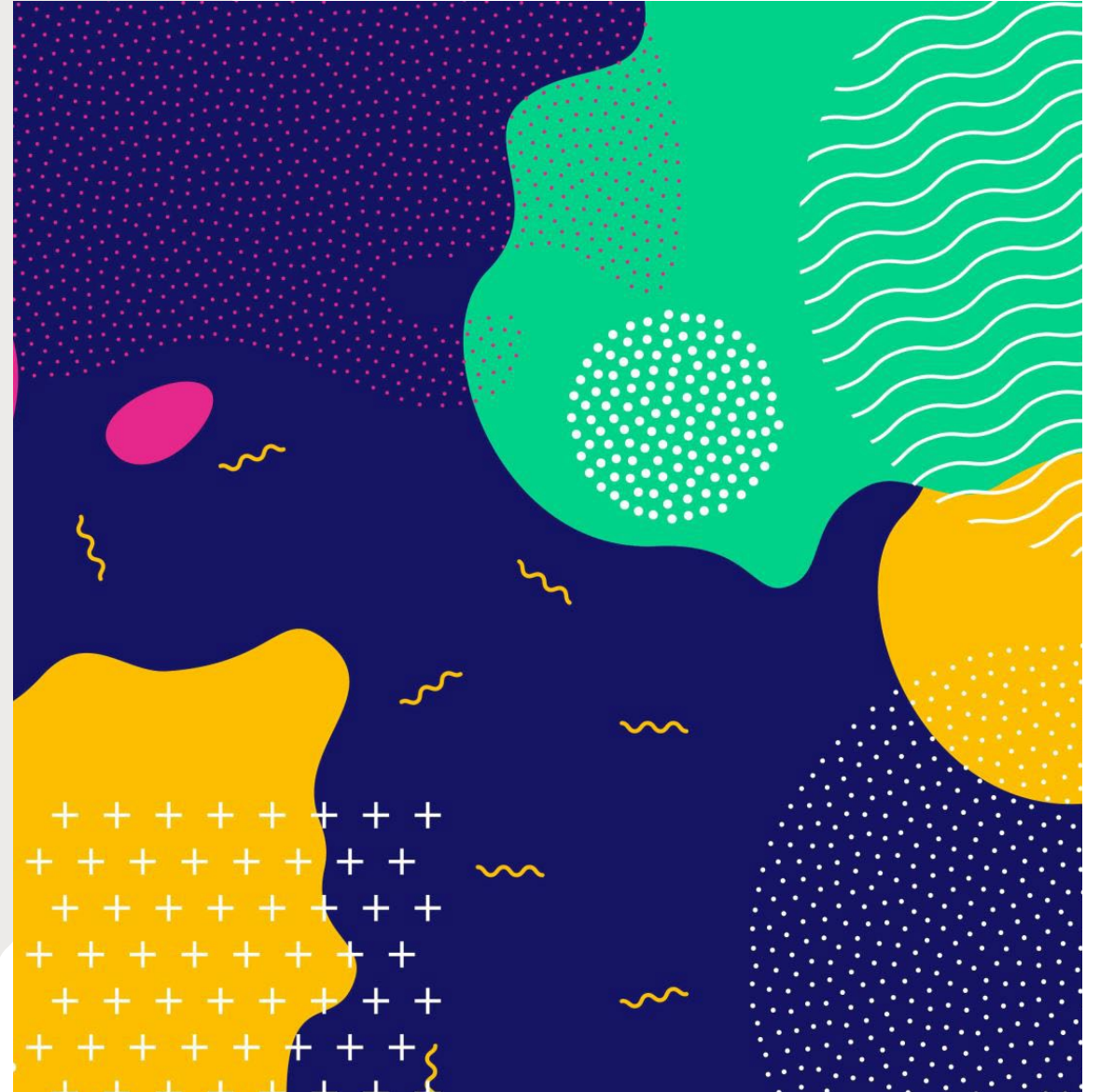


FY26 PARTNERSHIPS

- The Bowie BIC in partnership with the City of Bowie, received funding for FY26.
- The Bowie BIC in partnership with BSU, has established 12 HBCU partners and supported 912 8(a) firms
- The Bowie BIC in partnership with the Capital Readiness Program, launched the Business Execution Growth Lab.
- The Bowie BIC in partnership with the TD Charitable Foundation, received funding to launch a Growth Lab for government contractors.
- Bowie BIC in partnership with Capital One, received FY 26 funding to support the 8(a) Accelerator.

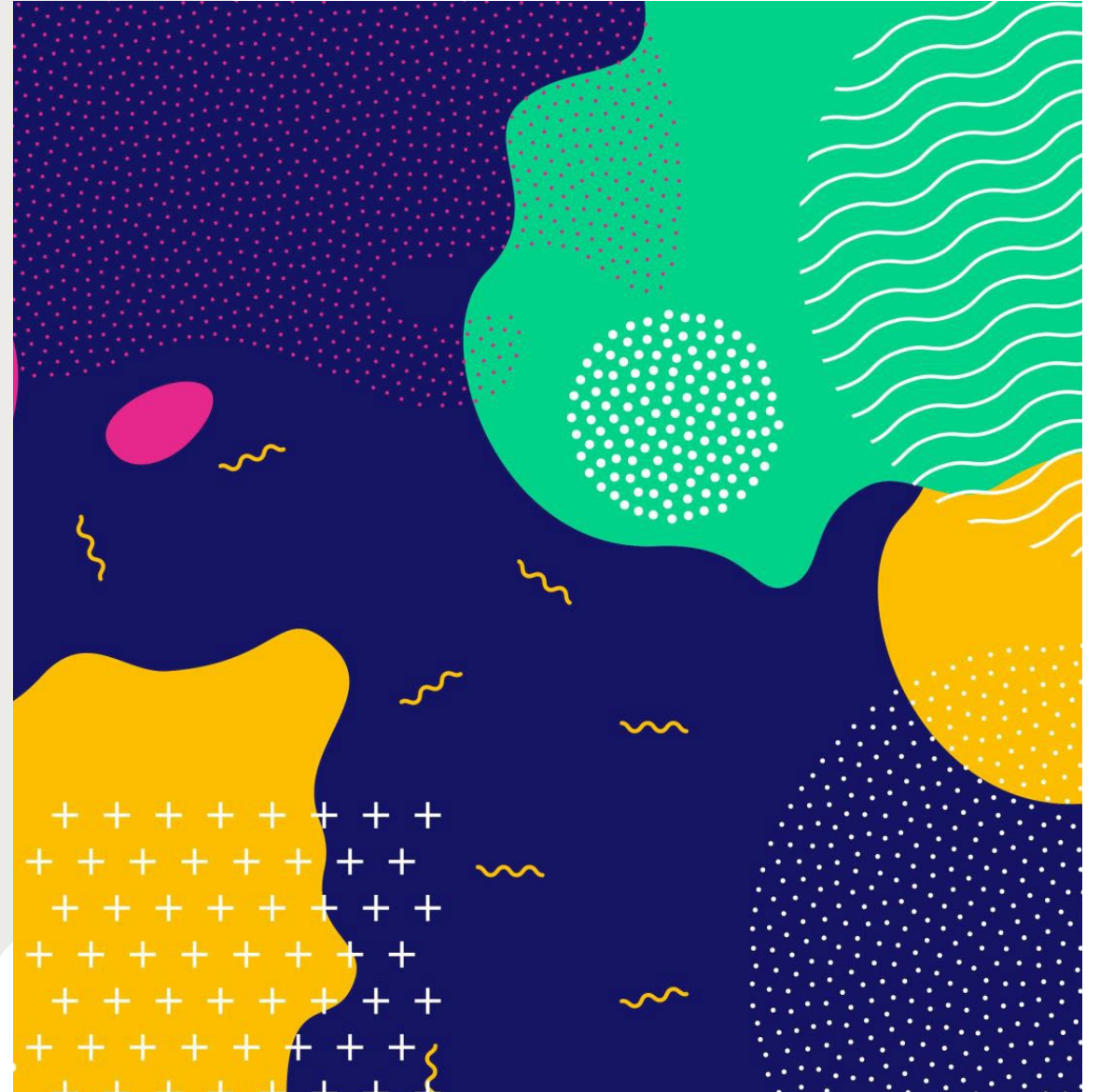
8(A) ACCELERATOR

3 Bowie Businesses
7.3M Total Revenue
6 Employees



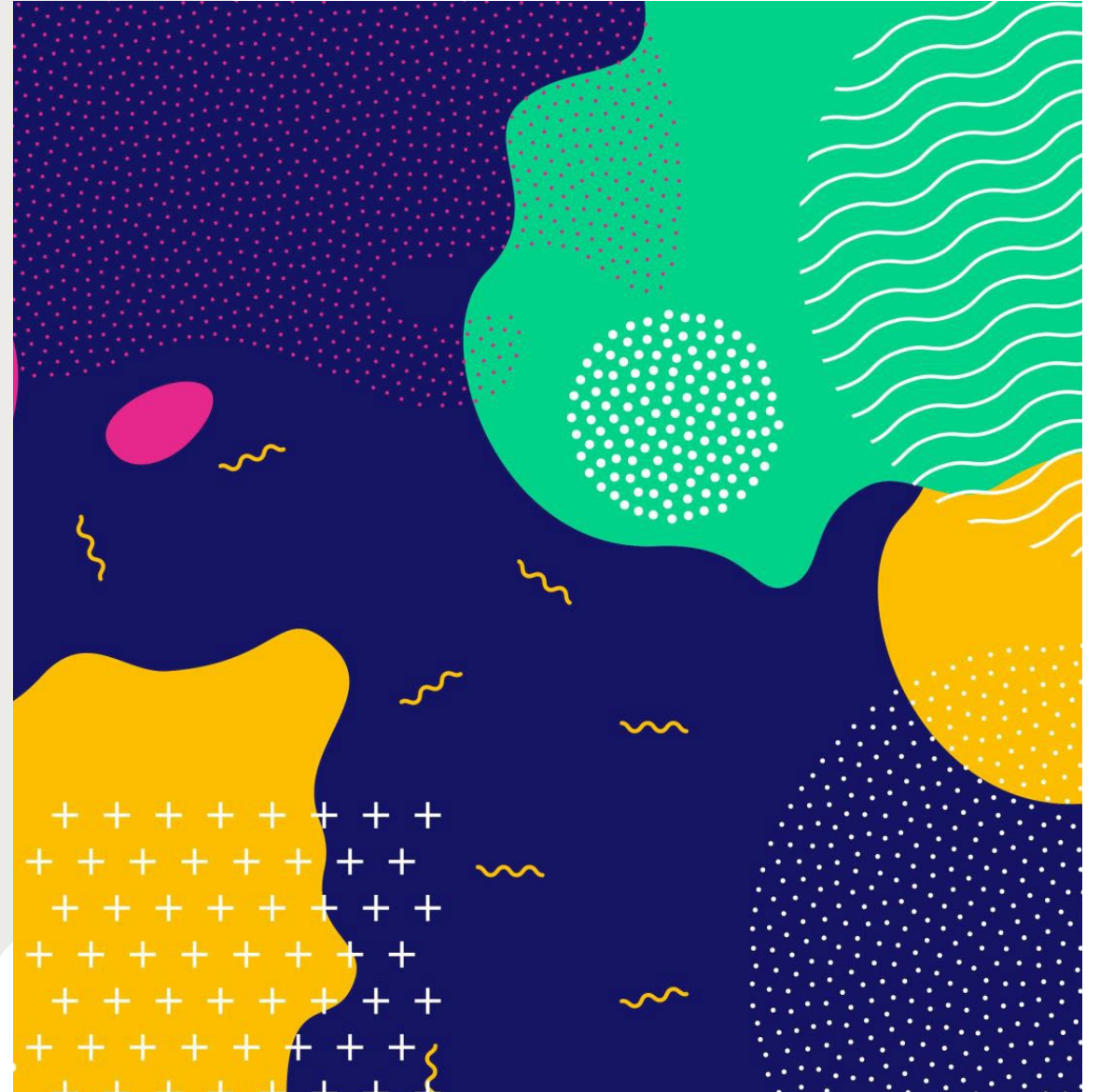
CAPITAL ACCELERATOR

12 Bowie Businesses
3.2M Total Revenue
34 Employees



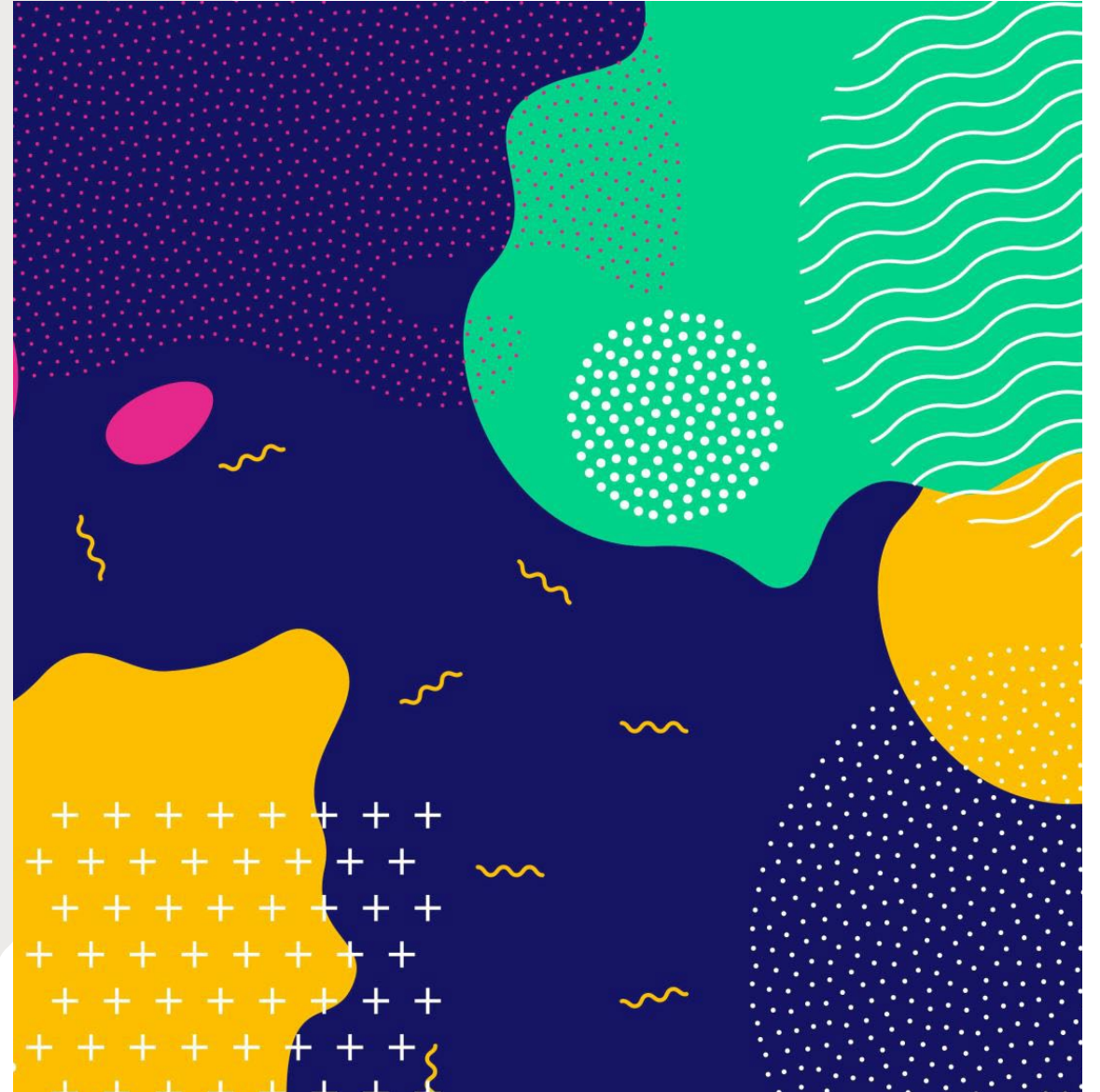
GROWTH LAB

3 Bowie Businesses
\$1M Revenue
3 Employees



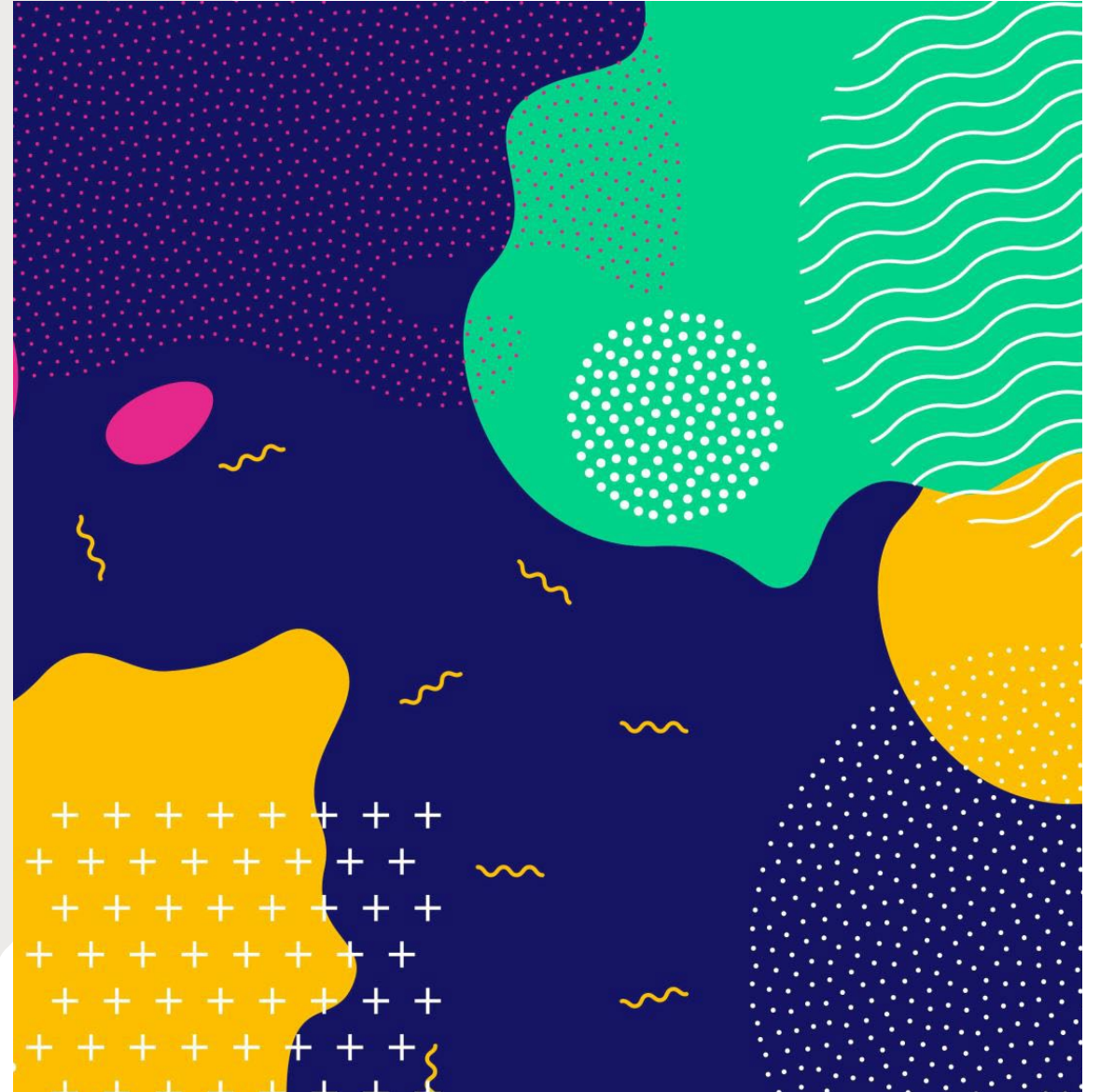
INNOVATEBOWIE! 2024

72 Bowie Businesses



OPEN DOORS

41 Bowie Businesses





Center of Excellence

8(a) Government Contracting

Federal Contracting Collaborative Accelerator (FCCA)

- Completed phase I, cohort 1 in April 2025
- Completed phase I, cohort 2, in August 2025
- Phase II: Coaches are working with 11 HBCUs to build capacity and create capability statements.
- Phase II: Coaches are working with participants to identify contract opportunities and develop a procurement pipeline

8(a) COE Activities

- 8(a) SBA Business Development Workshop Series: 755 participants
- Mentor Protégé Training: 159 participants

15

2025

PROGRAM UPDATE (year 3)

THANK YOU

Bowie Business Innovation Center
Entrepreneurship Living Learning
Community-Suite A131

Bowie State University
14000 Jericho Park Road
Bowie, MD 20715

Tel: 301-383-1550 /Fax: 301-383-1569

www.bowiebic.com |
june.evans@bowiebic.com



**bowie business
innovation center**

Exponential business expansion

Bowie BIC's Operations Report: July 1 – December 31, 2024

INCUBATOR UPDATE

July 2024

As of June 30, 2024, there are 10 Bowie BIC client companies in our core business accelerator program—4 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

September 2024

As of August 31, 2024, there are 10 Bowie BIC client companies in our core business accelerator program—4 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

October 2024

As of September 30, 2024, there are 10 Bowie BIC client companies in our core business accelerator program—4 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

November 2024

As of October 31, 2024, there are 10 Bowie BIC client companies in our core business accelerator program—4 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

December 2024

As of November 30, 2024, there are 10 Bowie BIC client companies in our core business accelerator program—4 Resident companies and 6 Affiliate/Non-Resident/Graduate companies.

January 2025

As of December 31, 2024, there are 6 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

BOWIE BIC OPERATIONS UPDATE

July 2024

Accounting & Financial Management: The Executive Director met with the Operations Director to review the proposed budget for FY25. The budget is showing a deficit, and the Operations Director needs to work with the bookkeeper to account for funds that will roll over to FY25 to cover contracts and costs that cross fiscal years. We anticipate that accounting for this cost will balance the budget.

Bowie BIC received BSU's second quarter invoice and deliverables. After the initial review of BSU's deliverables the Executive Director worked with BSU to submit and/or account for the progress of all deliverables outlined in the subcontract agreement.

The Bowie BIC submitted a no-cost extension and request for budget realignment. The No-cost Extension was for two years, and the budget realignment was at the request of BSU to allocate funds for Bowie State to coordinate and pay for their own travel to HBCUs.

HR Management:

Part I, Performance Evaluation Forms for non-grant staff members completed.

Legal: The Bowie BIC continues to work with Dixon Turnbull to assist us with procuring for the 8(a) COE. Based on observations and information discussed in the Bowie BIC and BSU LMS Contract Discussion with Dixon Turnbull, Dixon Turnbull suggested that the Bowie BIC engage with them to conduct a full due diligence with the selected vendor, Career Haven. During the month of June, the Executive Director met with them to mitigate the risk associated with rescinding the Intent to Award Letter to Career Haven.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC marketing efforts.

September 2024

Accounting & Financial Management: The FY25 budget was approved on July 31, 2024. The Bowie BIC has transitioned all payroll expenses over to the Capital One account. However, we still have a small amount of funds left at WesBanco to cover

automatic payments and deposits. Funding in the amount of \$20,000.00 was received from the County Council (District IV & VI) in July 2024. We are still waiting to hear back from the Special Appropriations Committee regarding funding and we are still waiting from the City of Bowie regarding funding.

HR Management:

The Bowie BIC has officially eliminated the Bowie BIC Membership Manager position and will replace it with a Grants Writer position. The Bowie BIC Membership position ended August 31, 2024. The Bowie BIC is re-evaluating all positions to determine if they meet our current needs. The Bowie BIC will host its second staff retreat on September 17-19, 2024, in Deep Creek, MD. The objective for this year's retreat is to complete Bowie BIC's strategic plan.

Legal: The Bowie BIC and Dixon Turnbull sent the final notice of rescission to Career Haven on July 15, 2024, and we received a response acknowledging the letter's terms and conditions. The Bowie BIC decided not to respond to the letter of acknowledgment so we could end all engagement.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC marketing efforts.

October 2024

Accounting & Financial Management: Bowie BIC received grant funds in the amount of \$175,000.00 from Capital One. The Operations Director identified and interviewed three prospective vendors to provide financial services. The Executive Director met with all three vendors. The Executive Director submitted to the Board the following recommendations for review and approval: Jerome Adams and Supporting Strategies for monthly accounting services and FS Taylor for annual tax filings.

HR Management:

The Bowie BIC has officially eliminated the Bowie BIC Membership Manager position and will replace it with a Grants Writer position. The Bowie BIC Membership position ended August 31, 2024. The Bowie BIC is re-evaluating all positions to determine if they meet our current needs. The Bowie BIC hosted its second staff retreat on September 17-19, 2024, in Deep Creek, MD. The objective for this year's retreat is to complete Bowie BIC's strategic plan.

Legal: The Bowie BIC engaged with Dixon Turnbull to finalize the Call for Coaches Sources Sought that was posted on September 20, 2024, and to serve as a Subject Matter Expert for curriculum design and review. First round of reviews took place September 30 – October 5, 2024.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC marketing efforts.

November 2024

Accounting & Financial Management: Prince George's County Council approved \$75,000.00 of funding for the Bowie BIC for FY25. Bowie BIC selected Jerome Adams to serve as our new accountant and bookkeeper. Mr. Adams was a former employee of FS Taylor and Associates and was a referral from their firm. He will work closely with FS Taylor as they prepare our Annual Form 990 and Personal Property Taxes. Important action items for November 2024 include Renewing our Maryland Charitable Organization form and filing our IRS Form 990 by November 15th.

HR Management:

The Bowie BIC has received an overwhelming response to the Grants Writer position. Crystal is reviewing them and narrowing them down so we can conduct interviews. This will be a part-time contractual engagement.

Legal:

Bowie BIC has renewed our retainer with Dixon Turnbull to do the following:

- Develop Call for Coaches Master Service Agreement.
- Develop a Task Order Template with supporting documentation.
- Develop a rubric for evaluating each consultant/vendor.
- Finalize updated Bowie State Subcontract Agreement.
- Create a non-disclosure agreement template for use in any future collaboration.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC

marketing efforts. Bowie BIC has invested in a paid subscription to ChatGPT to assist with developing flyers and email marketing content. This will allow us to perform minor marketing efforts internally, reducing costs.

December 2024

Accounting & Financial Management: Prince George's County Council approved \$75,000.00 of funding for the Bowie BIC for FY25. Crystal worked closely with FS Taylor to finalize and submit our Annual Form 990 and Personal Property Taxes. The Maryland Charitable Organization Renewal form was completed.

BSU submitted their budget proposal for curriculum design and development and is awaiting approval from the Board and SBA.

HR Management:

The Bowie BIC has received an overwhelming response to the Grants Writer position. Crystal is reviewing them and narrowing them down so we can conduct interviews. This will be a part-time contractual engagement.

Legal:

Bowie BIC has renewed our retainer with Dixon Turnbull to do the following:

- Develop Call for Coaches Master Service Agreement.
- Develop a Task Order Template with supporting documentation.
- Develop a rubric for evaluating each consultant/vendor.
- Finalize updated Bowie State Subcontract Agreement.
- Create a non-disclosure agreement template for use in any future collaboration.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC marketing efforts. Bowie BIC has invested in a paid subscription to ChatGPT to assist with developing flyers and email marketing content. This will allow us to perform minor marketing efforts internally, reducing costs.

January 2025

Accounting & Financial Management: The Capital Readiness Program approved a funding proposal to BIC Affiliate Advisory Membership to 25 of their clients. The Affiliate Advisory Membership program is designed to subsidize and eventually replace the BIC Affiliate Membership program. Affiliate Advisory Members will receive one (1) year of monthly coaching services and will be able to access all of the Bowie BIC programming at no cost for an annual fee of \$1,100.00 per person. The total cost of this contract is \$27,500.00

The Bowie BIC signed a contract with FSC First to deliver two Capital Accelerator programs by June 30, 2025, for \$15,000.00.

The Bowie BIC submitted a Special Appropriations grant proposal to Prince George's County Council District IV for \$10,000.00. We will submit in January/February another Special Appropriations grant proposal to Prince George's County Council District VI for \$10,000.00 and a non-discretionary grant proposal to Prince George's County Council for \$75,000.00.

BSU submitted their budget proposal for curriculum design and development and is awaiting approval from the Board and SBA.

HR Management:

The Bowie BIC interviewed and accepted the proposal to hire Maura Shenker to provide grant writing services. Maura's resume is included in the board packet.

During the months of December and January Bowie BIC conducts mid-year reviews with staff.

Legal:

Bowie BIC has renewed our retainer with Dixon Turnbull to do the following:

- Develop Call for Coaches Master Service Agreement.
- Develop a Task Order Template with supporting documentation.
- Develop a rubric for evaluating each consultant/vendor.
- Finalize updated Bowie State Subcontract Agreement.
- Create a non-disclosure agreement template for use in any future collaboration.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC marketing efforts. Bowie BIC has invested in a paid subscription to ChatGPT to assist with developing flyers and email marketing content. This will allow us to perform minor marketing efforts internally, reducing costs.

BUSINESS DEVELOPMENT (FY25: July 1, 2024 – December 31, 2024)

Funding Budgeted	Amount Requested	Amount Awarded	Amount Received to Date
City of Bowie	\$150,000	\$150,000.00	\$0.00
Capital One	\$175,000	\$175,000.00	\$175,000.00
FSC First	\$15,000	\$15,000.00	\$0.00
County Council	\$50,000	\$75,000.00	\$0.00
Amazon	\$30,000.00	\$0.00	\$0.00
M&T Bank	\$10,000.00	\$0.00	\$0.00
County Council District IV	\$10,000.00	\$10,000.00	\$10,000.00
County Council District VI	\$10,000.00	\$10,000.00	\$10,000.00
8(a) COE	\$1,000,000	\$1,000,000	\$1,000,000.00
TOTAL	\$1,450,000.00	1,285,000.00	1,195,000.00

FY26: (July 1, 2024 – December 31, 2024)

Funding Budgeted	Amount Requested	Amount Awarded	Amount Received to Date
City of Bowie	\$175,000	Pending	\$0.00
Capital One			
FSC First			
County Council			
County Council District IV	\$10,000.00		
County Council District VI	\$10,000.00		
8(a) COE	\$1,000,000	\$1,000,000	\$1,000,000.00

PROGRAM UPDATES

July 2024

8(a) Government Contracting Center of Excellence

During the month of June, the Executive Director worked with Dixon Turnbull to conduct a full Due Diligence on the selected vendor, Career Haven, to design and implement the LMS and Training for the 8(a) COE. During their research it came to my attention that the selected vendor was not fully truthful in their past performance,

references, and that there was potential for inside information leaked to the vendor. The vendor's proposal contained information about the 8(a)COE that was not provided in the Sources Sought or on the Bowie BIC and 8(a) COE website. Based on this discovery the attorney recommended that we rescind the Intent to Award letter and bar Career Haven from bidding on future Bowie BIC solicitations.

It was recommended by the legal team that until we had a conversation with President Breaux regarding the concerns, all communications with the BSU team should stopped.

The Attorney worked with Jesse Buggs, Board Chair to communicate Bowie BIC legal concerns and to put out a new solicitation for the LMS as an RFP and to draft additional solicitations to procure training and coaches.

All solicitations were shared with BSU for review and feedback.

8(a) Accelerator

The final cohort, Cohort 9, ended on June 28th. The program ended on a high note, having the SBA Associate Administrator speaking to the participants.

The Executive Director met with Capital One to discuss current and future funding opportunities. Capital One agreed to submit for \$175,000.00 for FY25.

Capital One's Pro-Bono Consulting team completed their work in June. The submitted their final recommendations on how to scale and sustain the program. This information will be included in the ED's next discussion with Capital One. The Bowie BIC will identify at least one recommendation to implement in FY25 to demonstrate our appreciation for their support.

Capital Accelerator *sponsored by Level Up*

The Capital Accelerator joint networking event with FSC First was postponed until September 2024.

FSC First Level Up funding ended, and we are awaiting to see if additional funding to support the program is available.

Bowie BIC Membership Program

- No new members (tenants) were added in June 2024.
- Monthly Growth Coaching Services

- Quarterly procurement events
- Networking and Community Engagement
 - Focus on Bowie-based businesses.
 - Bowie Business Spotlight
 - Free 3-month membership
 - Featured at our next networking event.
- Data Collection and Analysis

Due to limited space at the ELLC the Bowie BIC is struggling with expanding its incubator space. The affiliate program is geared towards government contractors and needs to identify a value proposition for non-government contractors. History shows that the Bowie BIC struggles with the affiliate program, not having the resources to add value to small businesses. Therefore, the Executive Director recommends that we repurpose the Bowie BIC Membership position to a Grant Writer/Proposal Developer contractor/consultant position. We anticipate continuing to serve the members we have while growing our funding through new grants and sponsorships.

September 2024

8(a) Government Contracting Center of Excellence

In July 2024, the 8(a) COE Executive met with Dr. Breaux to discuss a new path forward. This new path includes working with BSU's Provost and Interim VP of Academic Affairs to design a six-week program specifically designed to equip 8(a) firms and HBCUs with the strategic skills needed to excel in federal contracting. The cohort runs from November 4, 2024, to December 9, 2024, and is entirely self-paced. Throughout the training, experienced instructors will be available to provide guidance and support as needed.

The training marks the first phase (Tier 1) of our program. Upon completion, participants will have the opportunity to advance to Tier 2, which includes pairing with an HBCU to pursue federal contracting opportunities. Additionally, participants will receive hands-on assistance from expert coaches, covering market research, proposal development, and contract administration.

Project Plan is complete, and Angie is managing all task and deliverables.

Currently, we are waiting for BSU to complete the first draft of the modules for SMEs to review and provide feedback.

Call for Coaches solicitation will go out on September 15th. This solicitation will allow

us to identify qualified instructors and coaches for both the training and Pursuit of Opportunities section of the program.

8(a) Accelerator

Funding \$175,000.00 was approved, and the grant application was submitted on 8/27/24.

To commemorate the 10th cohort, the Bowie BIC will engage a PR firm to highlight and promote the 8(a) Accelerator and 8(a) COE.

Capital One has agreed to support the development of an 8(a) Community for current and former 8(a) Accelerator participants. The Capital One Pro-bono team recommended that we use Slack to build out an online community that fosters collaboration and mentorship.

Capital Accelerator *sponsored by Level Up*

The Capital Accelerator joint networking event with FSC First was postponed until October 2024.

FSC First Level Up funding ended, and we are awaiting to see if additional funding to support the program is available.

Bowie BIC Membership Program

As of August 30, 2024, the Bowie BIC Membership Program Manager position was eliminated. The Executive Director will meet monthly with current non-8(a) firm members and Angie Duncanson will meet monthly with 8(a) firms that are members. The Executive Director will be receiving her GrowthWheel Coaching Certification in October 2024.

The focus to date will not be to generate new members, but service and maintain current members.

Due to limited space at the ELLC the Bowie BIC is struggling with expanding its incubator space. The affiliate program is geared towards government contractors and needs to identify a value proposition for non-government contractors. History shows that the Bowie BIC struggles with the affiliate program, not having the resources to add value to small businesses. Therefore, the Executive Director recommends that we repurpose the Bowie BIC Membership position to a Grant Writer/Proposal Developer contractor/consultant position. We anticipate continuing to serve the members we have while growing our funding through new grants and sponsorships.

October 2024

8(a) Government Contracting Center of Excellence



November 4, 2024, to December 9, 2024, and is entirely self-paced. Throughout the training, experienced instructors will be available to provide guidance and support as needed.

In July 2024, The Executive Director presented the updated program approach at the July 2024 Board Meeting. The updated approach includes a tiered approach where training marks the first phase (Tier 1) of our program. Upon completion, participants will have the opportunity to advance to Tier 2, which includes pairing with an HBCU to pursue federal contracting opportunities. Additionally, participants will receive hands-on assistance from expert coaches, covering market research, proposal development, and contract administration.

In July 2024, Bowie State agreed that they would use their Instructional Designers to design and develop the training and deliver the training using BSU's Blackboard. The training will be an 8-week self-paced, evidence-based online training.

In July 2024, BSU agreed to provide Bowie BIC with a proposed budget for curriculum design upon due September 13, 2024. To date, Bowie BIC has not received a proposed budget.

In August 2024, BSU and Bowie BIC agreed to revise the current subcontract agreement to align the deliverable with the new project plan. The proposed revisions are still with BSU's Office of General Counsel.

In August 2024, Project Plan was developed, and Angie is managing all tasks and deliverables.

In August 2024 BSU completed the syllabus and proposed timeline for designing and developing the curriculum.

In August 2024 Bowie BIC management team reviewed the syllabus and provided feedback for each module.

In August 2024, Communication plan to re-engage 8(a) firms and HBCUs that had expressed interest in phase 2 of the program.

In September 2024, Bowie BIC identified SMEs to review the first draft of the curriculum. The first round of reviews was completed on October 5, 2024.

In September 2024, Bowie BIC purchased EZGovOps as the Market Intelligence Tool for the 8(a) COE. The program manager and coaches will be trained on the tool in November 2024.

In September 2024, basic marketing materials were developed to re-engage 8(a)s and HBCUs that expressed interest in the 8(a) COE phase 2 program.

Call for Coaches was posted on September 20th. The solicitation closed on September 30, 2024. This solicitation will allow us to identify qualified instructors and coaches for both the training and Pursuit of Opportunities section of the program.

8(a) Accelerator

Funding \$175,000.00 was approved, and the grant application was submitted on 8/27/24.

To commemorate the 10th cohort, the Bowie BIC engaged VSJ PR firm to highlight and promote the 8(a) Accelerator and 8(a) COE. A press release was disseminated in September 2024.

147 8(a) firms registered for the 8(a) Accelerator Briefing on September 20th.

- 56 8(a) firms submitted applications
- 31 8(a) firms were accepted into cohort 10.
- We will continue to interview the remaining firms and accept them into the winter cohort, cohort 11.

- The Bowie BIC has engaged Gatewood Marketing with setting up the 8(a) Community on Slack. The 8(a) Community bridges the 8(a) Accelerator participants into the 8(a) COE.

Capital Accelerator sponsored by Level Up

The Capital Accelerator joint networking event with FSC First was postponed until October 2024.

FSC First Level Up funding ended, and we are awaiting to see if additional funding to support the program is available.

Bowie BIC Membership Program

As of August 30, 2024, the Bowie BIC Membership Program Manager position was eliminated. The Executive Director will meet monthly with current non-8(a) firm members and Angie Duncanson will meet monthly with 8(a) firms that are members. The Executive Director will be receiving her GrowthWheel Coaching Certification in

October 2024.

The focus to date will not be to generate new members, but service and maintain current members.

The Bowie BIC is working on launching a cohort-based Advisory Affiliate Membership Program. A yearlong coaching program that helps members develop and implement a scale-up growth strategy.

InnovateBowie! 2024

An annual event to celebrate the innovative ecosystem that resides in the City of Bowie.

The theme for 2024-2025 is Leveraging Artificial Intelligence: How Bowie Based Business can use AI to scale and increase profitability.

This year InnovateBowie! aligns with Global Entrepreneurship Week.

- Date: Thursday, November 21, 2024
- Time: 5:00 – 8:30 PM
- Location: Bowie City Hall

InnovateBowie! 2024 will include an AI Entrepreneur as Keynote speaker, fireside chat with local AI businesses, and a Taste of Bowie to highlight local restaurants.

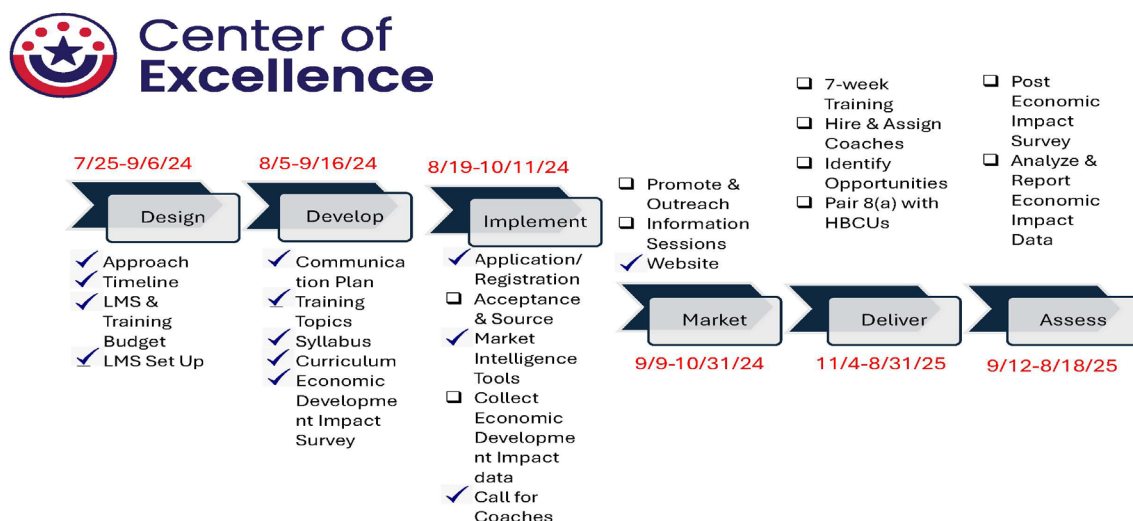
Open Doors on the Move (Pilot)

Another local program that helps Bowie BIC meet local businesses where they are.

The Pilot program is a partnership with four County Council Districts to offer Open Door workshops and sessions in their respective communities. Select districts include District I, IV, VI, and VII

November 2024

8(a) Government Contracting Center of Excellence



and support as needed.

In July 2024, The Executive Director presented the updated program approach at the July 2024 Board Meeting. The updated approach includes a tiered approach where training marks the first phase (Tier 1) of our program. Upon completion, participants will have the opportunity to advance to Tier 2, which includes pairing with an HBCU to pursue federal contracting opportunities. Additionally, participants will receive hands-on assistance from expert coaches, covering market research, proposal development, and contract administration.

In July 2024, Bowie State agreed that they would use their Instructional Designers to design and develop the training and deliver the training using BSU's Blackboard. The training will be an 8-week self-paced, evidence-based online training.

In July 2024, BSU agreed to provide Bowie BIC with a proposed budget for curriculum design upon due September 13, 2024. To date, Bowie BIC has not received a proposed budget.

In August 2024, BSU and Bowie BIC agreed to revise the current subcontract agreement to align the deliverable with the new project plan. The proposed revisions are still with BSU's Office of General Counsel.

In August 2024, Project Plan was developed, and Angie is managing all tasks and deliverables.

In August 2024 BSU completed the syllabus and proposed timeline for designing and developing the curriculum.

In August 2024 Bowie BIC management team reviewed the syllabus and provided feedback for each module.

In August 2024, Communication plan to re-engage 8(a) firms and HBCUs that had expressed interest in phase 2 of the program.

In September 2024, Bowie BIC identified SMEs to review the first draft of the curriculum. The first round of reviews was completed on October 5, 2024.

In September 2024, Bowie BIC purchased EZGovOps as the Market Intelligence Tool for the 8(a) COE. The program manager and coaches will be trained on the tool in November 2024.

In September 2024, basic marketing materials were developed to re-engage 8(a)s and HBCUs that expressed interest in the 8(a) COE phase 2 program.

Call for Coaches was posted on September 20th. The solicitation closed on September 30, 2024. This solicitation will allow us to identify qualified instructors and coaches for both the training and Pursuit of Opportunities section of the program.

In October 2024 BSU's appointed POC, Lawrence Potter, resigned from the college and Dr. Amoussou stepped in to take his place. At this time, the training curriculum was seventy percent (70%) completed. During the next round of review Angie and June reviewed the curriculum and provided feedback to steer the content in the direction that focuses more on each module as it relates to 8(a)s and HBCUs working together to pursue opportunities and what type of infrastructure is needed to execute. As a result, the curriculum content was updated, a program and course title was given

(Federal Contracting Collaborative Accelerator and course title FCON-500), includes a live virtual session at the end of each week to reinforce the course materials, discussions, and program outcomes. The live sessions will be facilitated by the Instructor and SME/Coach assigned to that module. In addition, Dr. Amoussou assigned Dr. Crosston, Director of Academic Transformation as the Interim Program Manager.

8(a) Accelerator

Funding \$175,000.00 was received. To commemorate the 10th cohort, the Bowie BIC engaged VSJ PR firm to highlight and promote the 8(a) Accelerator and 8(a) COE. A press release was disseminated in September 2024.

- 147 8(a) firms registered for the 8(a) Accelerator Briefing on September 20th.
- 56 8(a) firms submitted applications
- 31 8(a) firms were accepted into cohort 10.

We will continue to interview the remaining firms and accept them into the winter cohort, cohort 11.

The Bowie BIC has engaged Gatewood Marketing with setting up the 8(a) Community on Slack. The 8(a) Community bridges the 8(a) Accelerator participants into the 8(a) COE.

The Annual Holiday Connections Event is scheduled for Thursday, December 5, 2024. It will be held at Overdue Recognition Art Gallery in the Bowie Town Center.

Capital Accelerator sponsored by Level Up

The Capital Accelerator joint networking event with FSC First was postponed until October 2024.

FSC First Level Up funding ended, and we are awaiting to see if additional funding to support the program is available.

Bowie BIC Membership Program

As of August 30, 2024, the Bowie BIC Membership Program Manager position was eliminated. The Executive Director will meet monthly with current non-8(a) firm members and Angie Duncanson will meet monthly with 8(a) firms that are members.

The Executive Director will be receiving her GrowthWheel Coaching Certification in October 2024.

The focus to date will not be to generate new members, but service and maintain current members. The Bowie BIC is working on launching a cohort-based Advisory Affiliate Membership Program. A yearlong coaching program that helps members develop and implement a scale-up growth strategy.

InnovateBowie! 2024

An annual event to celebrate the innovative ecosystem that resides in the City of Bowie. The theme for 2024-2025 is Leveraging Artificial Intelligence: How Bowie Based Business can use AI to scale and increase profitability. This year InnovateBowie! aligns with Global Entrepreneurship Week.

- Date: Thursday, November 21, 2024
- Time: 5:00 – 8:30 PM
- Location: Bowie City Hall

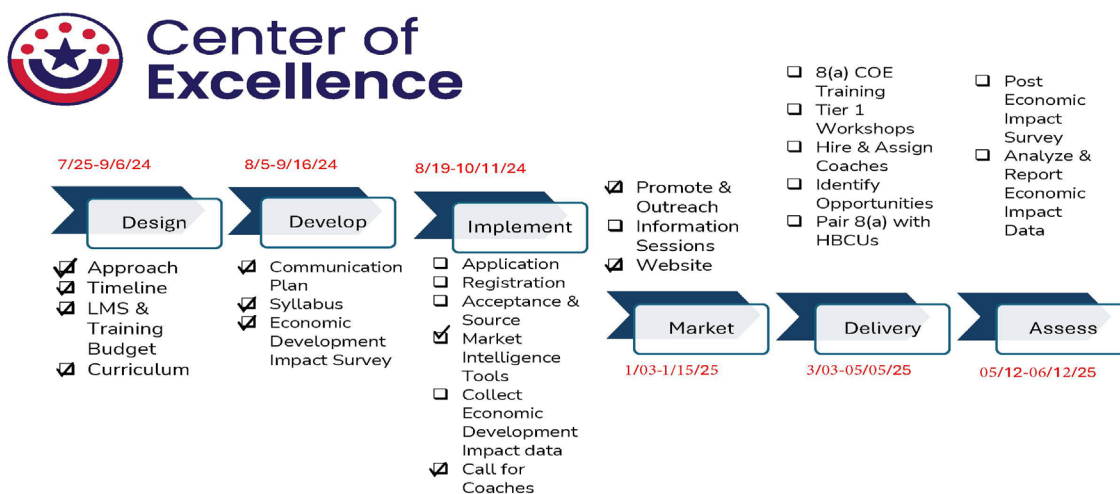
InnovateBowie! 2024 will include an AI Entrepreneur as Keynote speaker, fireside chat with AI businesses, and a Taste of Bowie to highlight local restaurants.

Open Doors on the Move (Pilot)

Another local program that helps Bowie BIC meet local businesses where they are. The Pilot program is a partnership with four County Council Districts to offer Open Door workshops and sessions in their respective communities. Select districts include District I, IV, VI, and VII

December 2024

8(a) Government Contracting Center of Excellence



skills needed to excel in federal contracting. The cohort runs from November 4, 2024, to December 9, 2024, and is entirely self-paced.

Throughout the training, experienced instructors will be available to provide guidance and support as needed.

In July 2024, The Executive Director presented the updated program approach at the July 2024 Board Meeting. The updated approach includes a tiered approach where training marks the first phase (Tier 1) of our program. Upon completion, participants will have the opportunity to advance to Tier 2, which includes pairing with an HBCU to pursue federal contracting opportunities. Additionally, participants will receive hands-on assistance from expert coaches, covering market research, proposal development, and contract administration.

In July 2024, Bowie State agreed that they would use their Instructional Designers to design and develop the training and deliver the training using BSU's Blackboard. The training will be an 8-week self-paced, evidence-based online training.

In July 2024, BSU agreed to provide Bowie BIC with a proposed budget for curriculum design upon due September 13, 2024. To date, Bowie BIC has not received a proposed budget.

In August 2024, BSU and Bowie BIC agreed to revise the current subcontract agreement to align the deliverable with the new project plan. The proposed revisions are still with BSU's Office of General Counsel.

In August 2024, Project Plan was developed, and Angie is managing all tasks and deliverables.

In August 2024 BSU completed the syllabus and proposed timeline for designing and developing the curriculum.

In August 2024 Bowie BIC management team reviewed the syllabus and provided feedback for each module.

In August 2024, Communication plan to re-engage 8(a) firms and HBCUs that had expressed interest in phase 2 of the program.

In September 2024, Bowie BIC identified SMEs to review the first draft of the

curriculum. The first round of reviews was completed on October 5, 2024.

In September 2024, Bowie BIC purchased EZGovOps as the Market Intelligence Tool for the 8(a) COE. The program manager and coaches will be trained on the tool in November 2024.

In September 2024, basic marketing materials were developed to re-engage 8(a)s and HBCUs that expressed interest in the 8(a) COE phase 2 program.

Call for Coaches was posted on September 20th. The solicitation closed on September 30, 2024. This solicitation will allow us to identify qualified instructors and coaches for both the training and Pursuit of Opportunities section of the program.

In October 2024 BSU's appointed POC, Lawrence Potter, resigned from the college and Dr. Amoussou stepped in to take his place. At this time, the training curriculum was seventy percent (70%) completed. During the next round of review Angie and June reviewed the curriculum and provided feedback to steer the content in the direction that focuses more on each module as it relates to 8(a)s and HBCUs working together to pursue opportunities and what type of infrastructure is needed to execute. As a result, the curriculum content was updated, a program and course title was given (Federal Contracting Collaborative Accelerator and course title FCON-500), includes a live virtual session at the end of each week to reinforce the course materials, discussions, and program outcomes. The live sessions will be facilitated by the Instructor and SME/Coach assigned to that module. In addition, Dr. Amoussou assigned Dr. Crosston, Director of Academic Transformation as the Interim Program Manager.

8(a) Accelerator

Funding \$175,000.00 was received. To commemorate the 10th cohort, the Bowie BIC engaged VSJ PR firm to highlight and promote the 8(a) Accelerator and 8(a) COE. A press release was disseminated in September 2024.

- 147 8(a) firms registered for the 8(a) Accelerator Briefing on September 20th.
- 56 8(a) firms submitted applications
- 31 8(a) firms were accepted into cohort 10.

We will continue to interview the remaining firms and accept them into the winter cohort, cohort 11. The Bowie BIC has engaged Gatewood Marketing with setting up

the 8(a) Community on Slack. The 8(a) Community bridges the 8(a) Accelerator participants into the 8(a) COE. The Annual Holiday Connections Event is scheduled for Thursday, December 5, 2024. It will be held at Overdue Recognition Art Gallery in the Bowie Town Center.

Capital Accelerator sponsored by Level Up

The Capital Accelerator joint networking event with FSC First was postponed until October 2024.

FSC First Level Up funding ended, and we are awaiting to see if additional funding to support the program is available.

Bowie BIC Membership Program

As of August 30, 2024, the Bowie BIC Membership Program Manager position was eliminated. The Executive Director will meet monthly with current non-8(a) firm members and Angie Duncanson will meet monthly with 8(a) firms that are members. The Executive Director will be receiving her GrowthWheel Coaching Certification in October 2024.

The focus to date will not be to generate new members, but service and maintain current members.

The Bowie BIC is working on launching a cohort-based Advisory Affiliate Membership Program. A yearlong coaching program that helps members develop and implement a scale-up growth strategy.

InnovateBowie! 2024

An annual event to celebrate the innovative ecosystem that resides in the City of Bowie. The theme for 2024-2025 is Leveraging Artificial Intelligence: How Bowie Based Business can use AI to scale and increase profitability. This year InnovateBowie! aligns with Global Entrepreneurship Week.

- Date: Thursday, November 21, 2024
- Time: 5:00 – 8:30 PM
- Location: Bowie City Hall

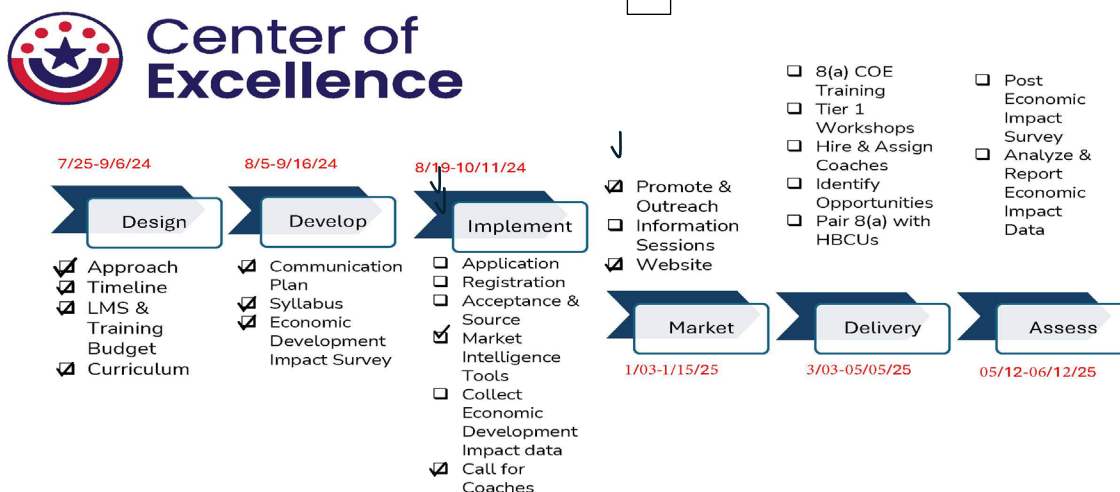
InnovateBowie! 2024 will include an AI Entrepreneur as Keynote speaker, fireside chat with AI businesses, and a Taste of Bowie to highlight local restaurants.

Open Doors on the Move (Pilot)

Another local program that helps Bowie BIC meet local businesses where they are. The Pilot program is a partnership with four County Council Districts to offer Open Door workshops and sessions in their respective communities. Select districts include District I, IV, VI, and VII

January 2025

8(a) Government Contracting Center of Excellence



Throughout the training, experienced instructors will be available to provide guidance and support as needed.

In July 2024, The Executive Director presented the updated program approach at the July 2024 Board Meeting. The updated approach includes a tiered approach where training marks the first phase (Tier 1) of our program. Upon completion, participants will have the opportunity to advance to Tier 2, which includes pairing with an HBCU to pursue federal contracting opportunities. Additionally, participants will receive hands-on assistance from expert coaches, covering market research, proposal development, and contract administration.

In July 2024, Bowie State agreed that they would use their Instructional Designers to design and develop the training and deliver the training using BSU's Blackboard. The training will be an 8-week self-paced, evidence-based online training.

In July 2024, BSU agreed to provide Bowie BIC with a proposed budget for curriculum

design upon due September 13, 2024. To date, Bowie BIC has not received a proposed budget.

In August 2024, BSU and Bowie BIC agreed to revise the current subcontract agreement to align the deliverable with the new project plan. The proposed revisions are still with BSU's Office of General Counsel.

In August 2024, Project Plan was developed, and Angie is managing all tasks and deliverables.

In August 2024 BSU completed the syllabus and proposed timeline for designing and developing the curriculum.

In August 2024 Bowie BIC management team reviewed the syllabus and provided feedback for each module.

In August 2024, Communication plan to re-engage 8(a) firms and HBCUs that had expressed interest in phase 2 of the program.

In September 2024, Bowie BIC identified SMEs to review the first draft of the curriculum. The first round of reviews was completed on October 5, 2024.

In September 2024, Bowie BIC purchased EZGovOps as the Market Intelligence Tool for the 8(a) COE. The program manager and coaches will be trained on the tool in November 2024.

In September 2024, basic marketing materials were developed to re-engage 8(a)s and HBCUs that expressed interest in the 8(a) COE phase 2 program.

Call for Coaches was posted on September 20th. The solicitation closed on September 30, 2024. This solicitation will allow us to identify qualified instructors and coaches for both the training and Pursuit of Opportunities section of the program.

In October 2024 BSU's appointed POC, Lawrence Potter, resigned from the college and Dr. Amoussou stepped in to take his place. At this time, the training curriculum was seventy percent (70%) completed. During the next round of review Angie and June reviewed the curriculum and provided feedback to steer the content in the direction that focuses more on each module as it relates to 8(a)s and HBCUs working together to pursue opportunities and what type of infrastructure is needed to execute. As a result, the curriculum content was updated, a program and course title was given (Federal Contracting Collaborative Accelerator and course title FCON-500), includes a

live virtual session at the end of each week to reinforce the course materials, discussions, and program outcomes. The live sessions will be facilitated by the Instructor and SME/Coach assigned to that module. In addition, Dr. Amoussou assigned Dr. Crosston, Director of Academic Transformation as the Interim Program Manager.

The Federal Contracting Collaborative Accelerator serves as the flagship program for the 8(a) COE. The curriculum is complete, and Dr. Breaux is ready to engage with the HBCUs.

The 8(a) COE Team met with Dr. Breaux to brief and prepare her for the meeting with HBCU presidents. All invitation letters were sent out with four (4) HBCUs ready to commit to participate in cohort 1. The presentation to the HBCUs was held on January 13, 2025.

8(a) Accelerator

The 8(a) Accelerator has 13 companies on the wait list for cohort 11. Currently QC Jones is interviewing those on the wait list, along with new applicants. Cohort 11 debriefing is scheduled for Friday, January 24, 2025, and Session 1 will kick-off on Friday, February 7, 2025.

Capital Accelerator sponsored by Level Up

Capital Accelerator funding by FSC First has been approved. The Bowie BIC will offer two Capital Accelerators before June 30, 2025.

Bowie BIC Membership Program

The Bowie BIC is working on launching a cohort-based Advisory Affiliate Membership Program. A yearlong coaching program that helps members develop and implement a scale-up growth strategy.

The Bowie BIC will partner with the Capital Readiness program to offer a one-year membership to 25 of their clients.

InnovateBowie! 2024

An annual event to celebrate the innovative ecosystem that resides in the City of Bowie. The theme for 2024-2025 is Leveraging Artificial Intelligence: How Bowie Based Business can use AI to scale and increase profitability. This year InnovateBowie! aligns with Global Entrepreneurship Week.

- Date: Thursday, November 21, 2024

- Time: 5:00 – 8:30 PM
- Location: Bowie City Hall

InnovateBowie! 2024 will include an AI Entrepreneur as Keynote speaker, fireside chat with AI businesses, and a Taste of Bowie to highlight local restaurants.

Open Doors on the Move (Pilot)

Another local program that helps Bowie BIC meet local businesses where they are. The Pilot program is a partnership with four County Council Districts to offer Open Door workshops and sessions in their respective communities. Select districts include District I, IV, VI, and VII. District IV has accepted our proposal and will offer 4 Bowie BIC on the Move workshops in 2025.

COUNSELING & TRAINING

July 2024

Dates	June Training/Counseling/Events	Instructor/Program	Attendees
June 4, 2024	Trademark Basics: What Every Fashion Business Should Know Now, Now Later	Fransico Cartagena, MWBC	9
June 5, 2024	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	4
June 13, 2024	TEDCO Open Door	Malcom Tyson, TEDCO	3
June 18, 2024	Credit Open Door	Allison Bennett, Business Wealth Builders	7
June 18, 2024	Start – Up: How to Have a Solid Legal Foundation for Your Business	Fransico Cartagena, MWBC	14
June 18, 2024	Verizon Small Business Digital Ready Program Event	Fransico Cartagena, MWBC	canceled
June 20, 2024	Gov/Con Insight Open Door	Andre Roger, E3Insight LLC	Canceled
June 24, 2024	Prime Contacting in	Fransico Cartagena,	16

	Maryland's Small Business Reserve (SBR) Program	MWBC	
June 25, 2024	Mentor Protégé Workshop	Angie Duncanson, COE	15
June 26, 2024	Tech Innovation & AI Open Door	Marvin Harris, Compound Leverage	2
June 26, 2024	Subcontracting Protocols in Veteran – Owned Small Business Enterprise (VSBE) Program	Fransico Cartagena, MWBC	5
	MWBC Counseling	Fransico Cartagena, MWBC	81
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	119
	Total		275

September 2024

Dates	July Training/Counseling/Events	Instructor/Program	Attendees
July 3, 2024	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	9
July 9, 2024	Business Planning Open Door	Mark Wells, SBDC	5
July 10, 2024	Gov/Con Pricing Open Door	Annette Johnson, CMT Services	3
July 17, 2024	Local SEO: How to Dominate Your Local Market without breaking the Bank	Fransico Cartagena, MWBC	15
July 24, 2024	Elements of Entrepreneurship: Launch Your Business	Fransico Cartagena, MWBC	5
	MWBC Counseling	Fransico Cartagena, MWBC	88
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	95
	Total		220

October 2024

As of September 30, 2024 (Direct Services Only)

Program	Participation
8(a) Accelerator	31
Capital Accelerator	0
Networking Events	0
Open Doors	22
Information Sessions	147
8(a) COE Workshops	10
TOTAL	210

COUNSELING AND TRAINING

Dates	September 2024 Training/Counseling/Events	Instructor/Program	Attendees
September 3, 2024	Gov/Con Insight	Andre Rogers, e3insight LLC.	5
September 4, 2024	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	5
September 11, 2024	TEDCO Open Door	Malcom Tyson, TEDCO	6
September 12, 2024	Financial Planning for Small Business Owners: What to Do When It All Comes Down to You	Fransico Cartagena, MWBC	16
September 17, 2024	Earn More While Doing Less: Get the Right Software Tools to Boost Your Business	Fransico Cartagena, MWBC	2
September 20, 2024	8(a) Accelerator Briefing	Bowie BIC	147
September 24, 2024	Mentor Protégé Workshop	Angie Duncanson, COE	10
September 25, 2024	Tech Innovation & AI Open Door	Marvin Harris, Compound Leverage	5
September 25, 2024	Investing Insights: Opportunities to Build Wealth	Fransico Cartagena, MWBC	3
	MWBC Counseling	Fransico Cartagena,	71

		MWBC	
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	139
	Total		409

November 2024

As of October 31, 2024 (Direct Services Only)

Program	Participation
8(a) Accelerator	31
Capital Accelerator	0
Networking Events	0
Open Doors	46
Information Sessions	147
8(a) COE Workshops	103
TOTAL	327

COUNSELING AND TRAINING

Dates	October 2024 Training/Counseling/Events	Instructor/Program	Attendees
October 2, 2024	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	3
October 8, 2024	Business Planning Open Door	Mark Wells, SBDC	0
October 9, 2024	Gov/Con Pricing Open Door	Annette Johnson, CMT Services	3
October 15, 2024	Access to Capital Open Door	Anthony Williams, MMG	3
October 15, 2024	Mentor Protégé Workshop	Angie Duncanson, COE	25
October 25, 2024	Sales Strategies Open Door	Thomas Ellis, EWC Consulting	4

	MWBC Counseling	Fransico Cartagena, MWBC	??
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	138
	Total		173

December 2024

As of November 30, 2024 (Direct Services Only)

Program	Participation
8(a) Accelerator	31
Capital Accelerator	0
Networking Events	128
Open Doors	68
Information Sessions	147
8(a) COE Workshops	128
TOTAL	502

COUNSELING AND TRAINING

<i>Dates</i>	<i>November 2024 Training/Counseling/Events</i>	<i>Instructor/Program</i>	<i>Attendees</i>
November 5, 2024	Gov/Con Insight	Andre Rogers, e3insight LLC.	5
November 6, 2024	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	3
November 6, 2024	TEDCO Open Door	Malcom Tyson, TEDCO	3
November 14, 2024	Sales Strategies Open Door	Thomas Ellis, EWC Consulting	6
November 19, 2024	Mentor Protégé Workshop	Angie Duncanson, COE	25
November 20, 2024	Tech Innovation & AI Open Door	Marvin Harris, Compound Leverage	5
November 20, 2024	Speed Meet: Virtual Networking for Prince George's County	Fransico Cartagena, MWBC	10

November 25, 2024	Verizon Small Business Digital Ready Information Session	Fransico Cartagena, MWBC	25
November 26, 2024	Business Insurance 101	Fransico Cartagena, MWBC	5
	MWBC Counseling	Fransico Cartagena, MWBC	10
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	116
	Total		213

January 2025

As of December 31, 2024 (Direct Services Only)

Program	Participation
8(a) Accelerator	31
Capital Accelerator	0
Networking Events	206
Open Doors	76
Information Sessions	147
8(a) COE Workshops	147
	607

COUNSELING AND TRAINING

<i>Dates</i>	<i>November 2024 Training/Counseling/Events</i>	<i>Instructor/Program</i>	<i>Attendees</i>
December 4, 2024	QuickBooks Open Door	Donna Bryant, D. Bryant Consulting	2
December 17, 2024	Access to Capital Open Door	Anthony Williams, MMG	6
December 17, 2024	Mentor-Protégé Workshop	Angie Duncanson, COE	19
	MWBC Counseling	Fransico Cartagena, MWBC	0
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	101
	Total		128

City of Bowie Businesses

2024 Months	Businesses	Residential
June	3	2
July	3	0
August	0	0
September	3	0
October	16	0
November	37	0
December	3	0
Total	65	2

BSU PARTNERSHIP

July 2024

After the LMS procurement challenges, the 8(a) COE partnership is currently strained and on hold until both parties meet and regroup.

September 2024

The Bowie BIC is working with a new team member to launch the 8(a) COE. The 8(a) COE team meets weekly to monitor the project plan. BSU is working with instructional designers to build out a new innovative curriculum targeting both HBCUs and 8(a) firms interested in collaborating to pursue federal contracting opportunities in the areas of research and development, innovation and entrepreneurship, and workforce development.

October 2024

The Bowie BIC is working with a new team member to launch the 8(a) COE. The 8(a) COE team meets weekly to monitor the project plan. BSU is working with instructional designers to build out a new innovative curriculum targeting both HBCUs and 8(a) firms interested in collaborating to pursue federal contracting opportunities in the

areas of research and development, innovation and entrepreneurship, and workforce development.

November 2024

The Bowie BIC is working with a new team member to launch the 8(a) COE. The 8(a) COE team meets weekly to monitor the project plan. BSU is working with instructional designers to build out a new innovative curriculum targeting both HBCUs and 8(a) firms interested in collaborating to pursue federal contracting opportunities in the areas of research and development, innovation and entrepreneurship, and workforce development.

The Executive met with the VP of Administrative Services to discuss renewal of the lease scheduled to end June 30, 2025. The Bowie BIC was informed of the following:

- BSU is unable to provide reserved parking for Bowie BIC staff and tenants. Mr. Kumar proposed two options—No reserved parking for Bowie BIC or EIC, or that we split the 10 parking spaces with EIC.
- BSU's rental rate moving forward as of July 1, 2025, is \$25 per SF.

December 2024

The Bowie BIC and BSU have successfully completed the training curriculum for the Federal Contracting Collaborative Accelerator, a flagship program for the 8(a) COE. The 8(a) COE team briefed Dr. Breaux on the 8(a) COE to prepare her for a meeting with the HBCU presidents.

The Bowie BIC is still waiting to receive the requested information on the facilities and utilities rate for FY25. This information will help us determine the financial impact an increase in rent would have on our programs and operations.

January 2025

The curriculum and LMS development are complete. The Federal Contracting Collaborative is scheduled to launch on February 24, 2025.

The Executive met with the VP of Administrative Services to discuss renewal of the lease scheduled to end June 30, 2025. The Bowie BIC was informed of the following:

- BSU is unable to provide reserved parking for Bowie BIC staff and tenants. Mr. Kumar proposed two options—No reserved parking for Bowie BIC or EIC, or that we split the 10 parking spaces with EIC.
- BSU's rental rate moving forward as of July 1, 2025, is \$25 per SF.

1. **Continue to operate the Bowie Business Innovation Center in a manner that attracts, supports, and grows entrepreneurial growth-oriented businesses that ultimately locate within the City of Bowie.** The BIC's mission is to work with growth-oriented businesses. To help our clients stay focused on growth and possible location to the City of Bowie we have implemented an Affiliate Advisory Membership program that provides group coaching sessions. The group coaching sessions include a certified Growth Coach to help clients build a growth plan.
2. **To develop and implement plans to locate BIC clients/graduates within the City of Bowie.** The Bowie BIC Open Door Series, Bowie BIC on the Move workshops, Capital Accelerator, and Incubator and Affiliate Advisory Membership program that attracts growth-oriented businesses and includes information and guidance to businesses interested in locating within the City of Bowie. Our business advisors get to know each client's growth strategy and identify clients ready to open up a storefront or relocate their business. In addition, our certified growth advisor that coaches our Bowie BIC members has included an operations and location strategy section to help clients locate in the City of Bowie.
3. **Continue to build visibility, further expand its corporate sponsorship support, and leverage new program and counseling resources. Bowie BIC has contracted with VSJ & Co to provide public relations, strategy, and development support.** The Bowie BIC's engagement with VSJ is designed to expand our visibility within the Washington Metropolitan area and corporate sponsorship support. In addition, Bowie BIC has contracted with a grant's writer consultant, Maura Shenker. Maura has created a grants pipeline for the Bowie BIC and will assist us with preparing and submitting public and private grants.
4. **Report the client count and include a count of how many owners have addresses in the City of Bowie and how many of the clients have business addresses in the city.** During this reporting period Bowie BIC has 65 businesses located in the City of Bowie and 2 owners addresses located in the City of Bowie.
5. **Detailed list of any consultants or contractors used by BBIC to deliver services under this agreement**

Independent Consultants

Raymond Green

Contractors

Asana, Inc

Busboys and Poets-Baltimore

Dixon Turnbull

EZ GovOpps Market Intelligence

Fed Consult

Gatewood Marketing

GrowthWheel International
MTBW Services
Nolan Mackenzie
Raven Run Consulting
VSJ, Inc
VXPro, Inc

Volunteers

Donna Bryant, QuickBooks
Annette Johnson, Pricing
Malcolm Tyson, Product Development & Innovation
Thomas Ellis, Sales and Networking
Marvin Harris, Artificial Intelligence
Tianya Edgerton, Business Insurance
Andre Rogers, Contract Finance Options
Pamela J. Green, Human Resources
Anthony Williams, Capital

Bowie BIC's Operations Report: January 1 – March 31, 2025

INCUBATOR UPDATE

January 2025

As of December 31, 2024, there are 6 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

February 2025

As of January 31, 2024, there are 6 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

March 2025

As of February 28, 2024, there are 6 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

April 2025

As of March 31, 2025, there are 6 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

BOWIE BIC OPERATIONS UPDATE

January 2025

Accounting & Financial Management: The Capital Readiness Program approved a funding proposal to BIC Affiliate Advisory Membership to 25 of their clients. The Affiliate Advisory Membership program is designed to subsidize and eventually replace the BIC Affiliate Membership program. Affiliate Advisory Members will receive one (1) year of monthly coaching services and will be able to access all of the Bowie BIC programing at no cost for an annual fee of \$1,100.00 per person. The total cost of this contract is \$27,500.00

The Bowie BIC signed a contract with FSC First to deliver two Capital Accelerator

programs by June 30, 2025, for \$15,000.00.

The Bowie BIC submitted a Special Appropriations grant proposal to Prince George's County Council District IV for \$10,000.00. We will submit in January/February another Special Appropriations grant proposal to Prince George's County Council District VI for \$10,000.00 and a non-discretionary grant proposal to Prince George's County Council for \$75,000.00.

BSU submitted their budget proposal for curriculum design and development and is awaiting approval from the Board and SBA.

HR Management:

The Bowie BIC interviewed and accepted the proposal to hire Maura Shenker to provide grant writing services. Maura's resume is included in the board packet.

During the months of December and January Bowie BIC conducts mid-year reviews with staff.

Legal:

Bowie BIC has renewed our retainer with Dixon Turnbull to do the following:

- Develop Call for Coaches Master Service Agreement.
- Develop a Task Order Template with supporting documentation.
- Develop a rubric for evaluating each consultant/vendor.
- Finalize updated Bowie State Subcontract Agreement.
- Create a non-disclosure agreement template for use in any future collaboration.

Marketing: Crystal has procured marketing services for Bowie BIC and 8(a) COE marketing materials and website maintenance. Angie Duncanson is managing all 8(a) COE marketing efforts and Crystal and Jordan are managing all other Bowie BIC marketing efforts. Bowie BIC has invested in a paid subscription to ChatGPT to assist with developing flyers and email marketing content. This will allow us to perform minor marketing efforts internally, reducing costs.

February 2025

Accounting & Financial Management: The Operations Director and the Executive

Director met with FS Taylor to discuss whether the Bowie BIC needs a financial review or audit. According to eCFR: 2 CFR 200.501—Audit Requirements, a single audit must be conducted if a non-Federal entity that expends \$1,000,000.00 or more in federal awards during the non-Federal entity's fiscal year. The Bowie BIC has not met this requirement.

BSU submitted their year-to-date expense report and budget proposal for curriculum design and development. Bowie BIC is awaiting approval from the Board to amend BSU's subcontract agreement and submit a Budget Modification form to SBA.

HR Management:

The Bowie BIC entered another part-time independent consultant contract with Raymond Green to coordinate the Capital Accelerator and the first cohort of the Affiliate Advisory Membership program.

Legal:

Bowie BIC received legal services with Dixon Turnbull to do the following:

- Develop Call for Coaches Master Service Agreement.
- Develop a Task Order Template with supporting documentation.
- Develop a rubric for evaluating each consultant/vendor.
- Finalize updated Bowie State Subcontract Agreement.
- Create a non-disclosure agreement template for use in any future collaboration.

Marketing:

The Bowie BIC renewed its contract with Gatewood Marketing to maintain and update the Bowie BIC and 8(a) COE websites.

March 2025

Accounting & Financial Management: In March the Bowie BIC received a fraud alert from WesBanco indicating that someone attempted two \$50,000.00 ACH transactions. After speaking with Crystal, WesBanco froze our account immediately. To date, the account is still frozen. WesBanco recommends that the Bowie BIC subscribe to their ACH Positive Pay program that provides an extra layer of approval when approving funds. ACH Positive Pay is \$20.00 per month. **The Executive Director is seeking board approval to subscribe to ACH Positive Pay due to the fact it is a cost that was not**

accounted for in the FY25 budget.

Bowie BIC has received BSU's grant expense report. Bowie BIC is currently working with BSU to reconcile this report. The amount of funds received doesn't match the amount of funds paid to BSU. Bowie BIC has confirmed payout in the amount of \$346,000.00; however, BSU's expense report shows that BSU has spent \$134,365.34 (spent + obligated funds).

HR Management:

All staff performance evaluations are completed. The Bowie BIC plans to hire a BSU student intern for the spring 2025 semester to assist Angie with the 8(a) COE program.

Legal:

Bowie BIC has entered into a retainer contract with Dixon-Turnbull to provide legal services, contract management support, and legal/contract management training for the 8(a) COE participants. The recent retainer contract is in the amount of \$24,999.99.

Marketing:

The Bowie BIC renewed its contract with Gatewood Marketing to maintain and update the Bowie BIC and 8(a) COE websites.

April 2025

Accounting & Financial Management: The Bowie BIC has subscribed to ACH Positive Pay at WesBanco. We currently have two reserve accounts with WesBanco.

Bowie BIC met with BSU's grant accountant to identify the gaps in subcontract financial reporting. BSU will assist us in confirming receipt of payments and Bowie BIC will provide them with a program budget template they can use to manually report expenses. However, BSU has migrated to a new accounting system, and they are behind with updating grant budgets. They cannot tell us when this will be rectified. They will rely on the BSU Principal Investigator to make the updates and update the team.

HR Management:

Team members must complete Annual Sexual Harassment Training by Friday, April 17, 2025.

Legal:

Bowie BIC has entered into a new retainer contract with Dixon-Turnbull to provide legal services, contract management support, and legal/contract management training for the 8(a) COE participants. The recent retainer contract is in the amount of \$24,999.99.

Marketing:

The Bowie BIC renewed its contract with Gatewood Marketing to maintain and update the Bowie BIC and 8(a) COE websites.

Additional Action Items

- **Lease Agreement**
 - Draft lease agreement attached for Board review and feedback.
 - BSU base fee is \$19.13 per square foot, Custodial fee \$3.30 per square foot, and Utilities fee 3.91 per square foot (these rates are consistent with three (3) percent annual increase).
 - Bowie BIC will receive three (3) designated parking spaces to share with staff, tenants, and resource providers.
- **Strategic Plan**
 - Draft received. The Executive Director has reviewed the strategic plan and will provide the Board with a draft in the April Executive Director's Report.
- **Updated Bowie BIC Positions**
 - Reviewed all Bowie BIC positions. I will provide a draft for the Board to review and provide feedback in the April Executive Director's Report.
- **Communication Plan**
 - A communication plan will be included in the Bowie BIC Strategic Plan.

BUSINESS DEVELOPMENT (FY25: July 1, 2024 – December 31, 2024)

FY25

Funding Budgeted	Amount Requested	Amount Awarded	Amount Received to Date
City of Bowie	\$150,000	\$150,000.00	\$60,000.00
Capital One	\$175,000	\$175,000.00	\$175,000.00
FSC First	\$15,000	\$15,000.00	\$15,000.00
County Council	\$50,000	\$75,000.00	\$0.00
Amazon	\$30,000.00	\$0.00	\$0.00

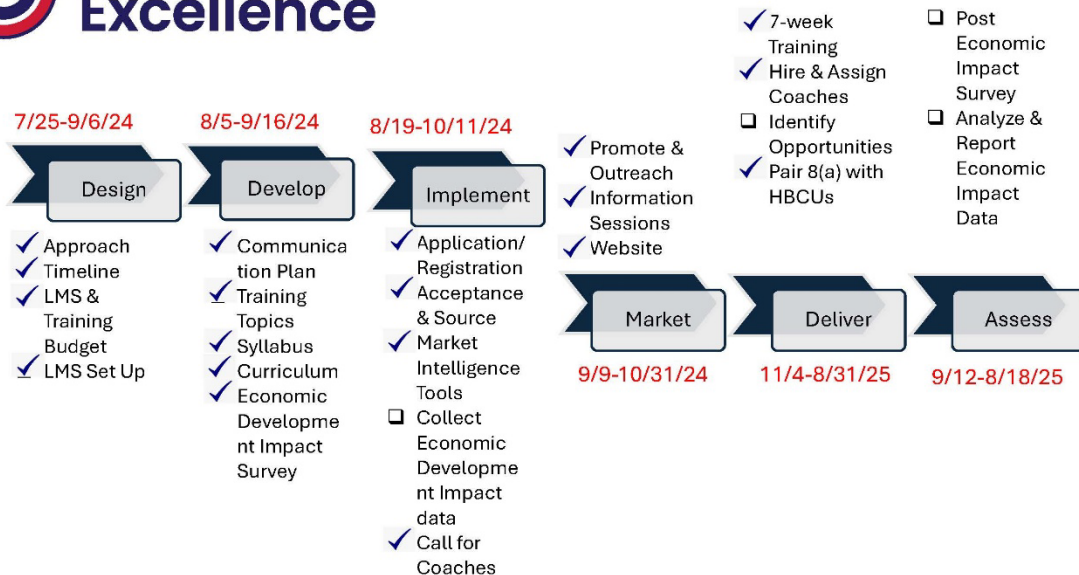
M&T Bank	\$10,000.00	\$0.00	\$0.00
County Council District IV	\$10,000.00	\$10,000.00	\$10,000.00
County Council District VI	\$10,000.00	\$10,000.00	\$10,000.00
8(a) COE	\$1,000,000	\$1,000,000	\$1,000,000.00
TOTAL	\$1,450,000.00	1,285,000.00	1,195,000.00

FY26: (July 1, 2024 – December 31, 2024)

Funding Budgeted	Amount Requested	Amount Awarded	Status
City of Bowie	\$175,000	\$0.00	Budget Proposal Submitted
Capital One	\$175,000	\$0.00	Grant application will open in May 2025
FSC First	\$25,000	\$0.00	Grant Proposal no available yet
County Council	\$100,000.00	\$0.00	Grant Submission Letter due May 2025
County Council District IV	\$10,000.00	\$0.00	Application available 10/25
County Council District VI	\$10,000.00	\$0.00	Application available 10/25
County Council District IX	\$10,000.00	\$0.00	Application available 10/25
8(a) COE	\$1,000,000	\$1,000,000	\$1,000,000.00
SBA GAFC Award	\$75,000.00	\$0.00	Application submitted 2/4/25
Bank of American Small Business Resiliency funding	\$50,000.00	\$0.00	Application Submitted 3/5/25
Nasdaq Foundation	\$60,000.00	\$0.00	Draft Narrative Completed. Anticipated Submission Date is 4/28/25
TOTAL	\$1,705,000.00	1,000,00.00	

PROGRAM UPDATES

8(a) Government Contracting Center of Excellence



Center of Excellence for 8(a) Government Contracting

• Key Milestones Achieved:

- Federal Contracting Collaborative Accelerator (FCCA): Session 5-Teaming Agreements led by Akia Hardnett and Christine Dixon
- Weekly 8(a) COE team meeting to address timeline challenges for cohort 2.

• Ongoing Activities:

- Center of Excellence for 8(a) Government Contracting is a co-sponsor of the SBA Business Development Workshop: Avoiding the Cliff, targeting 8(a) firms in years 7-9. Event information is as follows:
 - May 22, 2025
 - 9:00 am – 12:00 pm
 - Busboys & Poets—Washington, DC (Brookland)
- Mentor Protégé Monthly Training
 - Next training, April 15th
- Federal Contracting Collaborative Accelerator (FCCA) training

- Recruiting participants for Cohort 2
- **Challenges/Risks:**
 - The 8(a) COE is operating under an outdated Subcontract Agreement and BSU is unable to invoice for work that has already been completed. BSU has approved the updated deliverables. However, the subcontract cannot be amended until BSU reconcile how they will provide deliverables stated in the current subcontract agreement.
 - Still working with BSU on providing us with accurate grant expense report. The BSU invoices received and paid do not match the funds received.
 - The Center of Excellence for 8(a) Government Contracting is considered a DEI initiative. During the SBA Site Visit, SBA recommended that we revamp our website and marketing materials to remove all DEI content.
 - The number of 8(a) contracts has slowed down tremendously. This may impact phase II: Pursuit of Opportunities.
- **Mitigation Strategies:**
 - Initial meeting with 8(a) COE team, Bowie BIC Accountant, and BSU Grant Accountant to standardize financial reporting according to grant award requirements scheduled for Monday, April 7th.
 - Work with Gatewood Marketing to update the Bowie BIC website and marketing materials to remove DEI content.
 - Finalize all deliverables for the updated subcontract agreement.
- **Upcoming Goals for Next Week:**
 - Solidify commitment from HBCU and 8(a) participants for cohort 2
 - Finalize workshop outline for
 - Project-Based Accounting: Focus on financial practices for federal contracts.
 - Operations and Infrastructure Development: Build systems and frameworks for successful project execution.

8(a) Accelerator

- **Key Milestones Achieved:**
- **Ongoing Activities:**
 - 8(a) Accelerator Prep weekly meeting will resume Monday, April 7th.
 - Follow up meeting with Dane Moist scheduled for Friday, April 4th.
- **Challenges/Risks:**
 - None at this time.
- **Mitigation Strategies:**
 - None at this time
- **Upcoming Goals for Next Week:**
 - Began outreach efforts for Cohort 12

Financial Risks & Mitigation: Meeting scheduled for Friday, April 4th was canceled. I sent new dates for the week of April 7th.

Capital Accelerator *sponsored by Level Up*

- **Key Milestones Achieved:**
 - Completed session 5: Exploring Financing Options / Achieving Bankability (Last session).
- **Ongoing Activities:**
 - Facilitate weekly modules.
- **Challenges/Risks & Mitigation Strategies:**
 - No challenges/risk at this time
- **Upcoming Goals for Next Week:**
 - Prepare final report

- Collect all data requested from FSC First
- **Funding Updates:** Funding from FSC First. Scheduled for two (2) sessions (\$7,500.00 per session). Half of the part-time independent consultant contract managing and coordinating this program will be paid from this grant.
- **Financial Risks & Mitigation:** Contract signed. No financial risk at this time.

Bowie BIC Membership Program

- **Key Milestones Achieved:**
 - Flyers created and forwarded to program coordinator for approval.
- **Ongoing Activities:**
 - Secure presenters and register participants
- **Challenges/Risks & Mitigation Strategies:**
 - This is a pilot program coming from agreeing to serve as a partner with the Capital Readiness Grant awarded to the National Minority Supplier Diversity Council. The exact number of participants is not confirmed yet. Therefore, Bowie BIC is funding the beginning stages of the program with operational expenses and will reimburse the headquarters fund when funds are received.
- **Upcoming Goals for Next Week:**
 - Promote Track 1: Business Growth Lab
- **Funding Updates:** Funding from the Capital Readiness grant
- **Financial Risks & Mitigation:** Contract is based on the number of small businesses currently participating in the Capital Readiness Incubator. The Capital Readiness program estimates 25 businesses will participate. Half of the part-time independent consultant contract managing and coordinating this program will be paid from this grant.

Due to limited space at the ELLC the Bowie BIC is struggling with expanding its incubator space. The affiliate program is geared towards government contractors and needs to identify a value proposition for non-government contractors. History shows that the Bowie BIC struggles with the affiliate program, not having the resources to

add value to small businesses. Therefore, the Executive Director recommends that we repurpose the Bowie BIC Membership position to a Grant Writer/Proposal Developer contractor/consultant position. We anticipate continuing to serve the members we have while growing our funding through new grants and sponsorships.

Open Doors on the Move (Pilot)

- **Key Milestones Achieved:**

- Business Planning on April 8, 2025

- **Ongoing Activities:**

- Working with District IV to another Bowie BIC on the Move featuring Franchising 101 in May 2025.

- **Challenges/Risks & Mitigation Strategies:**

- Getting multiple County Councilmembers to participate. Reached out to District IV, VI, and IX. Waiting to hear back from VI and IX. VSJ Strategies will assist us with scheduling meetings with County Councilmembers to introduce Bowie BIC on the Move.

- **Upcoming Goals for Next Week:**

- Pre and post data is collected for reporting.

- **Funding Updates:** No specific funding source. These programs are supported by general operating funds.

- **Financial Risks & Mitigation:** The programs are coordinated by the Administrative Assistant. We need to budget for Program Manager to manage our Capital Accelerator, Affiliate Advisory Membership program, InnovateBowie!, and our Open-Door/Bowie BIC on the Move program.

COUNSELING & TRAINING

January 2025

As of December 31, 2024 (Direct Services Only)

Program	Participation
8(a) Accelerator	31
Capital Accelerator	0

Networking Events	206
Open Doors	76
Information Sessions	147
8(a) COE Workshops	147
	607

COLLECTIVE COUNSELING AND TRAINING

<i>Dates</i>	<i>November 2024 Training/Counseling/Events</i>	<i>Instructor/Program</i>	<i>Attendees</i>
December 4, 2024	QuickBooks Open Door	Donna Bryant, D. Bryant Consulting	2
December 17, 2024	Access to Capital Open Door	Anthony Williams, MMG	6
December 17, 2024	Mentor-Protégé Workshop	Angie Duncanson, COE	19
	MWBC Counseling	Fransico Cartagena, MWBC	0
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	101
	Total		128

City of Bowie Businesses

2024 Months	Businesses	Residential
June	3	2
July	3	0
August	0	0
September	3	0
October	16	0
November	37	0
December	3	0

Total	65	2
--------------	-----------	----------

FEBRUARY 2025

As of January 31, 2025 (Direct Services Only)

Program (as of January 31,2025)	Participation
8(a) Accelerator	31
Capital Accelerator	0
Networking Events	337
Open Doors	102
Information Sessions	266
8(a) COE Workshops	172
TOTAL	908

COLLECTIVE COUNSELING AND TRAINING

Dates	January 2025 Training/Counseling/Events	Instructor/Program	Attendees
January 7, 2025	Gov/Con Insight	Andre Rogers, e3insight LLC.	5
January 8, 2025	Gov/Con Pricing Open Door	Annette Johnson, CMT Services	4
January 8, 2025	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	6
January 15, 2025	Tech Innovation & AI Open Door	Marvin Harris, Compound Leverage	4
January 16, 2025	Sales Strategies Open Door	Thomas Ellis, EWC Consultants	6
January 21, 2024	Mentor Protégé Workshop	Angie Duncanson, COE	25
January 24, 2025	8(a) Accelerator Briefing	Bowie BIC	119
January 30,	8(a) Series: Level Up Your	SBA/Bowie BIC	131

2025	Business		
	MWBC Counseling	Fransico Cartagena, MWBC	N/A
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	119
	Total		419

MARCH 2025

Impact Data: As of February 2025 (Direct Services Only)

Program (as of February 28,2025)	Participation
8(a) Accelerator	49
Capital Accelerator	0
Networking Events	337
Open Doors	136
Information Sessions	284
8(a) COE Workshops	197
TOTAL	1,003

COLLECTIVE COUNSELING AND TRAINING

Dates	February 2025 Training/Counseling/Events	Instructor/Program	Attendees
February 5, 2025	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	5
February 7, 2025	8(a) Accelerator Cohort 11	QC Jones, Nolan Mackenzie	18
February 11, 2025	Business Planning Open Door	Mark Wells, SBDC	6
February 18, 2025	Access to Capital Open Door	Anthony Williams, MMG	6

February 18, 2025	Mentor Protégé Workshop	Angie Duncanson, COE	25
	MWBC Counseling	Fransico Cartagena, MWBC	N/A
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	
	Total		60

APRIL 2025

Impact Data: As of March 2025 (Direct Services Only)

Program (as of March 28, 2025)	Participation
8(a) Accelerator	49
Capital Accelerator	22
Networking Events	337
Open Doors	177
Information Sessions	284
8(a) COE Workshops	216
TOTAL	1,085

COLLECTIVE COUNSELING AND TRAINING

Dates	March 2025 Training/Counseling	Instructor/Program	Attendees
March 5, 2025	Gov/Con Insight Open Door	Andre Rogers, e3insight LLC	3
March 5, 2025	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	4
March 5, 2025	Bowie BIC on the Move	Jordan Young, Bowie BIC	10
March 6, 2025	Capital Accelerator	Raymond Green, Bowie BIC	43

March 18, 2025	Mentor Protege Workshop for Mentors	Angie Duncanson, COE	17
March 19, 2025	Tech Innovation & AI Open Door	Marvin Harris, Compound Leverage	6
	MWBC Counseling	Karen Sippel, MWBC	N/A
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	
Total			83

City of Bowie Businesses

2025 Months	Businesses	Residential
January	14	0
February	2	0
March	20	2
April	0	0

BSU PARTNERSHIP

The curriculum and LMS development are complete. The Federal Contracting Collaborative is scheduled to launch on February 24, 2025. The participant orientation is scheduled for February 21, 2025. The Bowie BIC was asked to partner with the EIC on BSU's Women's Procurement Forum on Thursday, March 13, 2025. The Executive Director served as the moderator for the Women's Panel Discussion.

REPORT QUESTIONS

1. **Continue to operate the Bowie Business Innovation Center in a manner that attracts, supports, and grows entrepreneurial growth-oriented businesses that ultimately locate within the City of Bowie.** During this reporting period the Bowie BIC expanded its affiliate membership program to include short-term memberships focused on CEO coaching, networking, and connecting members to resources to help them access capital and grow. The Bowie BIC has entered into a contract with

the Capital Readiness Program to provide short-term memberships for 25 businesses. Short-term members are growth-oriented and have a business/growth plan that establishes a vision for growth.

2. **To develop and implement plans to locate BIC clients/graduates within the City of Bowie.** The Bowie BIC Open Door Series, Bowie BIC on the Move workshops, Capital Accelerator, and Incubator and Affiliate Advisory Membership program that attracts growth-oriented businesses and includes information and guidance to businesses interested in locating within the City of Bowie. During this reporting period we hosted the Capital Accelerator (Cohort 6) and a Bowie BIC on the Move at South Bowie Library. All participants that are interested in opening a storefront will be referred to the City of Bowie's Economic Development Office.
3. **Continue to build visibility, further expand its corporate sponsorship support, and leverage new program and counseling resources.** Bowie BIC has contracted with VSJ & Co to provide public relations, strategy, and development support. The Bowie BIC's engagement with VSJ is designed to expand our visibility within the Washington Metropolitan area and corporate sponsorship support. In addition, Bowie BIC has contracted with a grant's writer consultant, Maura Shenker. Maura has created a grants pipeline for the Bowie BIC and will assist us with preparing and submitting public and private grants.
4. **Report the client count and include a count of how many owners have addresses in the City of Bowie and how many of the clients have business addresses in the city.** During this reporting period Bowie BIC has 36 businesses located in the City of Bowie. Two (2) residents participated during this reporting period.
5. **Detailed list of any consultants or contractors used by BBIC to deliver services under this agreement**

Independent Consultants

Raymond Green

Maura Shenker

Victoria Wilkerson

LeKisha Devine

Contractors

Asana, Inc
Busboys and Poets-Baltimore
Dixon Turnbull
Gatewood Marketing
GrowthWheel International
MTBW Services
Nolan Mackenzie
Raven Run Consulting
VSJ, Inc
CMT Services
Brace Management Group

Volunteers

Donna Bryant, QuickBooks
Annette Johnson, Pricing
Malcolm Tyson, Product Development & Innovation
Thomas Ellis, Sales and Networking
Marvin Harris, Artificial Intelligence
Tianya Edgerton, Business Insurance
Andre Rogers, Contract Finance Options
Pamela J. Green, Human Resources
Anthony Williams, Meridan Management Group



Bowie BIC's Operations Report: April 1 – June 30, 2025

INCUBATOR UPDATE

May 2025

As of April 30, 2025, there are 6 Bowie BIC client companies in our core business accelerator program—3 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

June 2025

As of May 31, 2025, there are 6 Bowie BIC client companies in our core business accelerator program—2 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

July 2025

As of June 30, 2025, there are 6 Bowie BIC client companies in our core business accelerator program—2 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

BOWIE BIC OPERATIONS UPDATE

May 2025

Accounting & Financial Management:

The Operations Director is working with the accountant to ensure that all 8(a) COE expenses are classified in the correct budget item going back to FY22. This reconciliation must take place before the Bowie BIC can prepare the FY26 organizational budget and engage FS Taylor to conduct our FY23 financial review. The Operations Director is responsible for managing this process.

Bowie BIC met with BSU's grant accountant to identify the gaps in subcontract financial reporting. BSU will assist us in confirming receipt of payments and Bowie BIC will provide them with a program budget template they can use to manually report expenses. However, BSU has migrated to a new accounting system, and they are behind with updating grant budgets. They cannot tell us when this will be rectified. They will rely on the BSU Principal Investigator to make the updates and update the team.

BSU submitted their budget proposal for curriculum design and development and is awaiting approval from the Board and SBA.

HR Management:

In February 2025 the board requested a review of current position descriptions. A review and analysis were conducted and updated position descriptions were submitted in the April 2025 board packet. New proposed staffing plan, based on budget discussions with the Operations Director and Accountant, is included in the May board packet.

Legal:

Bowie BIC has entered into a new retainer contract with Dixon-Turnbull to provide legal services, contract management support, and legal/contract management training for the 8(a) COE participants. The recent retainer contract is in the amount of \$24,999.99.

Marketing:

The Bowie BIC renewed its contract with Gatewood Marketing to maintain and update the Bowie BIC and 8(a) COE websites.

June 2025

Accounting & Financial Management:

- Attached is a draft FY26 Budget for review and feedback.
- The Bowie BIC is still having issues with BSU as it relates to providing Bowie BIC with monthly program and budget reports.
- The Operations Director is working with the accountant to ensure that all 8(a) COE expenses are classified in the correct budget item going back to FY22. This reconciliation must take place before the Bowie BIC can prepare the FY26 organizational budget and engage FS Taylor to conduct our FY23 financial review. The Operations Director is responsible for managing this process.

HR Management:

- Attached is a proposed staffing plan for FY26 that aligns with the budget.
- The 8(a) COE Program Manager, Angie Duncanson, was terminated May 28, 2025, due to performance and conduct issues.
- Attached is the current position description for the 8(a) COE Program Manager for review and feedback. The Bowie BIC plans to post the job description on Indeed and our website beginning July 1, 2025.

- In February 2025 the board requested a review of current position descriptions. A review and analysis were conducted and updated position descriptions were submitted in the April 2025 board packet. New proposed staffing plan, based on budget discussions with the Operations Director and Accountant, is included in the May board packet.

Legal:

- Attached is a legal recommendation/justification for federal grant budget modification for board review and feedback.
- The Bowie BIC has engaged Dixon Turnbull on legal services regarding compliance with budget modifications for the grant.

Marketing:

No new marketing efforts to date. The draft FY 26 budget includes updating Bowie BIC and 8(a) COE marketing materials and purchasing new pop-up banners and promotional materials.

July 2025

Accounting & Financial Management:

- FY26 budget approved.
- The Bowie BIC is working with the BSU program team to submit monthly program reports and T&E logs and the grants accountant team to provide Bowie BIC with an updated program expense report.
- The Operations Director is working with the accountant to ensure that all 8(a) COE expenses are classified in the correct budget item going back to FY22. This reconciliation must take place before the Bowie BIC can prepare the FY26 organizational budget and engage FS Taylor to conduct our FY23 financial review. The Operations Director is responsible for managing this process.

HR Management:

- The 8(a) COE Program Manager position will be posted by July 21, 2025.

Legal:

- The Bowie BIC will engage in another retainer contract with Dixon Turnbull to continue supporting the 8(a) COE and Bowie BIC.
- Working with Dixon Turnbull to draft an amendment to BSU's Subcontract

Agreement.

- The Bowie BIC has engaged Dixon Turnbull on legal services regarding compliance with budget modifications for the grant.

Marketing:

Attended two outreach events to promote all Bowie BIC programs.

No new marketing efforts to date. The draft FY 26 budget includes updating Bowie BIC and 8(a) COE marketing materials and purchasing new pop-up banners and promotional materials.

BUSINESS DEVELOPMENT (FY25: July 1, 2024 – June 30, 2025)
FY25

Funding Budgeted	Amount Requested	Amount Awarded	Amount Received to Date
City of Bowie	\$150,000	\$150,000.00	\$100,000.00
Capital One	\$175,000	\$175,000.00	\$175,000.00
FSC First	\$15,000	\$15,000.00	\$15,000.00
County Council	\$50,000	\$75,000.00	\$75,000.00
Amazon	\$30,000.00	\$0.00	\$0.00
M&T Bank	\$10,000.00	\$0.00	\$0.00
County Council District IV	\$10,000.00	\$10,000.00	\$10,000.00
County Council District VI	\$10,000.00	\$10,000.00	\$10,000.00
8(a) COE	\$1,000,000	\$1,000,000	\$1,000,000.00
TOTAL	\$1,450,000.00	1,435,000.00	1,270,000.00

FY26: (July 1, 2024 – June 30, 2025)

Funding Budgeted	Amount Requested	Amount Awarded	Status
City of Bowie	\$175,000	\$0.00	Budget Proposal Submitted December 2024.
Capital One	\$175,000	\$175,000.00	Grant application due July 2025
FSC First	\$25,000	\$0.00	Grant Proposal no available yet
County Council	\$100,000.00	\$0.00	Grant Submission Letter submitted June 11, 2025

County Council District IV	\$10,000.00	\$0.00	Application available 10/25
County Council District VI	\$10,000.00	\$0.00	Application available 10/25
County Council District IX	\$10,000.00	\$0.00	Application available 10/25
8(a) COE	\$1,000,000	\$1,000,000	\$1,000,000.00
SBA GAFC Award	\$75,000.00	\$0.00	Application submitted 2/4/25
Bank of American Small Business Resiliency funding	\$50,000.00	\$0.00	Not awarded
Nasdaq Foundation	\$60,000.00	\$0.00	Not awarded
TOTAL	\$1,705,000.00	1,000,00.00	

PROGRAM UPDATES

May 2025

Impact Data: As of April 30, 2025 (Direct Services Only)

Program (as of April 30,2025)	Participation
8(a) Accelerator	49
Capital Accelerator	22
Networking Events	337
Open Doors	200
Information Sessions	284
8(a) COE Workshops	226
Total	1,118

COUNSELING AND TRAINING

Dates	Training/Counseling/Events	Instructor/Program	Attendees
April 2, 2025	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	6
April 8, 2025	Business Planning Open Door	Mark Wells, SBDC	6
April 15, 2025	Access to Capital Open Door	Anthony Williams, MMG	5

April 15, 2025	Mentor Protege Workshop for Proteges	Angie Duncanson, COE	10
April 16, 2025	TEDCO Open Door	Malcolm Tyson, TEDCO	2
April 22, 2025	Effortless LinkedIn Growth Workshop	Thomas Ellis, EWC Consulting	37
April 25, 2025	Franchising 101	Hallie Willams, Right Next Door	4
	MWBC Counseling	Karen Sippel, MWBC	N/A
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	
	Total		70

June 2025 Impact Data: As of May 31, 2025 (Direct Services Only)

Program (as of May 30,2025)	Participation
8(a) Accelerator	64
Capital Accelerator	44
Federal Collaborative Contracting Accelerator	15 (3 HBCUs / 11 8a)
Networking Events	337
Open Doors	223
Information Sessions	392
8(a) COE Workshops	246
Total	1,321

Training and Counseling

Dates	May 2025 Training/Counseling/Events	Instructor/Program	Attendees
May 2, 2025	8(a) Accelerator Program Briefing	QC Jones, Nolan & Mackenzie	108
May 6, 2025	Gov/Con Insight Open Door	Andre Rogers, e3insight LLC	4
May 7, 2025	Sales Strategies Open Door	Thomas Ellis, EWC Consulting	6
May 7, 2025	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	4

May 8, 2025	Capital Accelerator Program	Raymond Green, Bowie BIC	17
May 14, 2025	Bowie BIC on the Move: Franchising 101	Jordan Young, Bowie BIC	15
May 15, 2025	Effortless LinkedIn Growth Workshop	Thomas Ellis, EWC Consulting	27
May 19, 2025	8(a) Accelerator Meet & Greet	QC Jones, Nolan & Mackenzie	6
May 20, 2025	Mentor Protege Workshop Overview	Angie Duncanson, COE	20
May 21, 2025	8(a) Accelerator Meet & Greet	QC Jones, Nolan & Mackenzie	24
May 21, 2025	Tech Innovation & AI Open Door	Marvin Harris, Compound Leverage	3
May 22, 2025	8(a) Business Development Program Series	Bowie BIC & SBA	174
May 23, 2025	8(a) Accelerator Program – Cohort 12	QC Jones, Nolan & Mackenzie	15
May 23, 2025	Franchising 101	Hallie Willams, Right Next Door	6
	MWBC Counseling	Karen Sippel, MWBC	N/A
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	
	Total		429

July 2025 Impact Data: As of June 30, 2025 (Direct Services Only)

Program (as of June 30, 2025)	Participation
8(a) Accelerator	64
Capital Accelerator	44
Networking Events	337
Open Doors	316
Information Sessions	392
8(a) COE Workshops	246
Capital Readiness: Growth Lab	12
Total	1,411

Training and Counseling

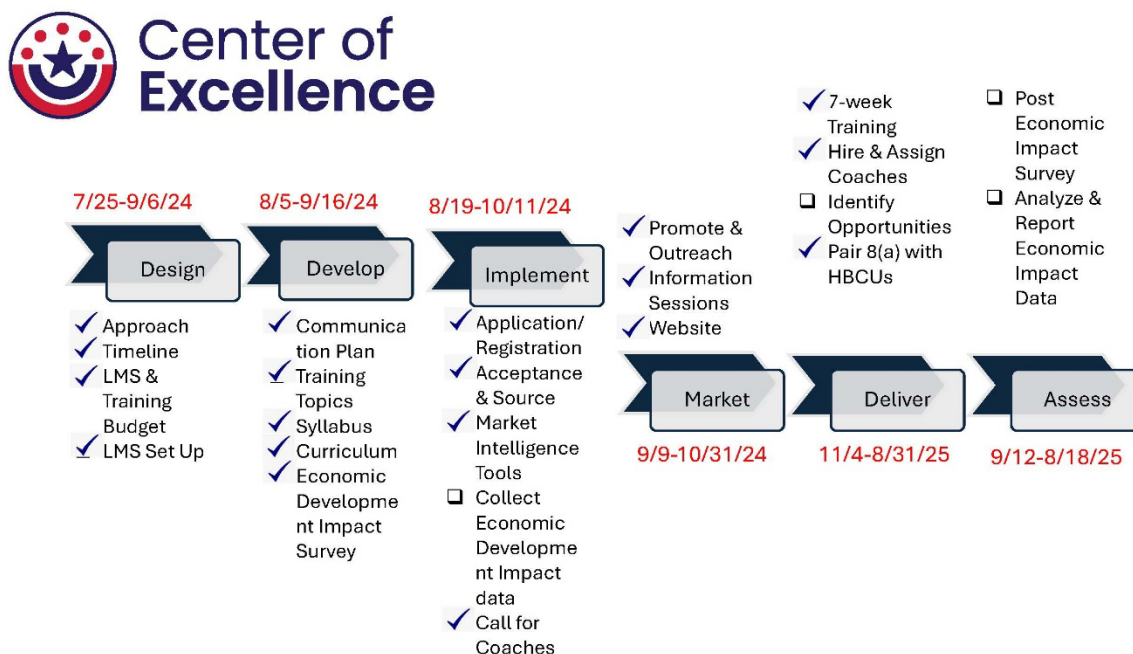
Dates	June 2025 Training/Counseling/Events	Instructor/Program	Attendees
June 4, 2025	QuickBooks Open Door	Donna Bryant, D Bryant Consulting	5
June 7, 2025	Capital Readiness: Growth Lab	Raymond Green, Bowie BIC	12
June 10, 2025	Business Planning Open Door	Mark Wells, SBDC	0
June 11, 2025	Effortless LinkedIn Growth Workshop	Thomas Ellis, EWC Consulting	29
June 17, 2025	TEDCO Open Door	Malcom Tyson, TEDCO	6
June 17, 2025	Access to Capital Open Door	Anthony Williams, MMG	6
June 27, 2025	Franchising 101 Open Door	Haillie Williams, Right Next Door	5
	MWBC Counseling	Karen Sippel, MWBC	N/A
	PTAC Counseling	PTAC	N/A
	SBDC Counseling	Mark Wells/SBDC	85
	Total		148

City of Bowie Businesses

20Months	Businesses	Residential
January	14	0
February	3	0
March	12	4
April	11	0
May	18	0
June	13	0
July		
August		
September		
October		
November		

Total		
-------	--	--

8(a) Government Contracting Center of Excellence



Center of Excellence for 8(a) Government Contracting

- **Key Milestones Achieved:**
 - Federal Contracting Collaborative Accelerator (FCCA): Cohort 2 scheduled to begin July 11, 2025
 - Cohort 2 accepted 9 HBCU and 5 8(a) participants
- **Ongoing Activities:**
 - Center of Excellence for 8(a) Government Contracting is a co-sponsor of the SBA Business Development Workshop: Avoiding the Cliff, targeting 8(a) firms in years 7-9. Event information is as follows:
 - May 22, 2025
 - 9:00 am – 12:00 pm
 - Busboys & Poets—Washington, DC (Brookland)

8(a) Accelerator

- **Key Milestones Achieved:**
 - Cohort 12 accepted 15 participants
 - Cohort 12 ends July 11, 2025
- **Ongoing Activities:**
 - 8(a) Accelerator weekly sessions

Capital Accelerator *sponsored by Level Up*

- **Key Milestones Achieved:**
 - Cohort 6 completed in May 2025
 - 22 participants in Cohort 6 and 12 participants
- **Ongoing Activities:**
 - None at this time

Bowie BIC Membership Program

- **Key Milestones Achieved:**
 - Launched the Growth Lab, a new short-term program to help increase funding to support the Bowie BIC Membership program.
- **Ongoing Activities:**
 - Market and promote the program
- **Challenges/Risks & Mitigation Strategies:**
 - Bowie BIC's new lease with Bowie State University only includes three parking spaces for Bowie BIC and its members. This threatens our ability to keep our current paid members and to acquire additional members.
 - The Bowie BIC must come up with additional ways to compensate for membership funding allocated in the FY26 budget.

Open Doors *on the Move (Pilot)*

- **Key Milestones Achieved:**

- Partnership with County Councilmember Watson in District 4--Franchise 101 on May 14, 2025
- **Ongoing Activities:**
 - Working with District VI and District II to host Bowie BIC on the Move.
- **Financial Risks & Mitigation:** The programs are coordinated by the Administrative Assistant. We need to budget for Program Manager to manage our Capital Accelerator, Affiliate Advisory Membership program, InnovateBowie!, and our Open-Door/Bowie BIC on the Move program.

BSU PARTNERSHIP

The curriculum and LMS development are complete. The Federal Contracting Collaborative Cohort 2 is scheduled to launch on July 11, 2025. The Bowie BIC was asked to serve as a resource partner with the EIC on Federal Professionals Entrepreneurship Fair at BSU. The Bowie BIC served as a judge for the BSU Bulldog Pitch Competition.

REPORT QUESTIONS

1. **Continue to operate the Bowie Business Innovation Center in a manner that attracts, supports, and grows entrepreneurial growth-oriented businesses that ultimately locate within the City of Bowie.** During this reporting period Bowie BIC launched the Growth Lab. The Growth Lab is designed to focus on small businesses with a plan to grow and t their business. During this program the facilitator discusses commercial real estate and business needs for businesses interested in opening a storefront. We will invite the City of Bowie Economic Development Office to speak to participants and refer all participants interested in opening a location in Prince George's County
2. **To develop and implement plans to locate BIC clients/graduates within the City of Bowie.** The Bowie BIC Open Door Series, Bowie BIC on the Move workshops, Capital Accelerator, and the Growth Lab program attracts growth-oriented businesses and includes information and guidance to businesses interested in locating within the City of Bowie. During this reporting period we hosted the Capital Accelerator (Cohort 7) and a Bowie BIC on the Move at South Bowie Library. All participants that are interested in opening a storefront will be referred to the City of Bowie's Economic Development Office.

3. **Continue to build visibility, further expand its corporate sponsorship support, and leverage new program and counseling resources.** During this reporting the Bowie BIC entered into a partnership with the Capital Readiness program to launch a Growth Lab for commercial and government contractors. However, due to a lack of funding from our sponsor we were only able to launch the program targeting commercial businesses. During the last reporting period Bowie BIC contracted with VSJ & Co to provide public relations, strategy, and development support. The Bowie BIC's engagement with VSJ is designed to expand our visibility within the Washington Metropolitan area and corporate sponsorship support. In addition, Bowie BIC has contracted with a grant's writer consultant, Maura Shenker. Maura has created a grants pipeline for the Bowie BIC and will assist us with preparing and submitting public and private grants.
4. **Report the client count and include a count of how many owners have addresses in the City of Bowie and how many of the clients have business addresses in the city.** During this reporting period Bowie BIC has 42 businesses located in the City of Bowie. All participants registered using their business address.
5. **Detailed list of any consultants or contractors used by BBIC to deliver services under this agreement**

Independent Consultants

Raymond Green
LeKisha Devine

Contractors

Asana, Inc
Busboys and Poets-Baltimore
Dixon Turnbull
Gatewood Marketing
GrowthWheel International
MTBW Services
Nolan Mackenzie
Raven Run Consulting
CMT Services
Brace Management Group

Volunteers

Donna Bryant, QuickBooks

Annette Johnson, Pricing

Malcolm Tyson, Product Development & Innovation

Thomas Ellis, Sales and Networking

Marvin Harris, Artificial Intelligence

Tianya Edgerton, Business Insurance

Andre Rogers, Contract Finance Options

Pamela J. Green, Human Resources

Anthony Williams, Meridan Management Group



Memorandum

TO: City Council

FROM: Alfred Lott, City Manager

SUBJECT: Briefing on the Bowie Racetrack Taskforce Report

DATE: 09/11/2025

The Director of the Planning & Sustainability Department and former chair of the Bowie Racetrack Taskforce will brief City Council on the Taskforce's report from 2023. They will also provide a general update on the status of the property and its planned transfer to the City.

ATTACHMENTS: 1. 20250915 - Bowie Racetrack Presentation

Bowie Racetrack Recommendations & Status

9/15/25 – Briefing to City Council

Overview

- Background
- Task Force Report and Recommendations
- Next steps

Month	Who	Schedule
Aug 22	SC	PREP Task Force Formation and Work Flow
9.29.22	TF	KICK-OFF Introduce roles and responsibilities , public outreach
10.27.22	TF	CRITERIA Finalize questionnaire, criteria, discuss potential uses, preview workshop
12.3.22	P	IDEAS Public planning workshop focused on potential uses
Jan '23	SC	SORT summarize workshop results, draft vision/goals, options
2.23.23	TF	OPTIONS review workshop results, vision/goals, options, principles
Mar 23	SC	1ST DRAFT Concept from Public and Task Force input
4.27.23	TF	CONCEPT review and refine options, preview public workshop #2
5.13.23	P	REVIEW provide input preferred approach/draft concept plan
6.29.23	TF	REVISE refine based on public input
7.10.23	P	COUNCIL review results and confirm/refine recommendations

Outreach

Sources of public and staff input:

- ✓ Questionnaire
- ✓ Workshop
- ✓ M-NCPPC Countywide Demand Study
- ✓ BSU Facility and Program Needs
- ✓ City of Bowie Park and Recreation



Evaluation Criteria



ACCESSIBILITY: Use or activity is seamlessly inclusive and welcoming for people of all ages and abilities



LAND USE: Compatible with existing adjacent land use and/or future planned land use



TRANSPORTATION: Consistent with existing transportation capacity or future transportation capacity (committed projects listed in the CIP)



RECREATION: Addresses identified City of Bowie recreational needs through national (e.g., NRPA), state, or local metrics



BSU FACILITIES: Addresses recreation or outdoor space need identified in the Bowie State University Facilities Master Plan or other demonstrated programmatic needs



PATUXENT RIVER: Avoids or mitigates environmental impact to the Patuxent River and environs

Evaluation Criteria



ENVIRONMENT: Avoids or mitigates existing and known environmental hazards associated with past use as an equestrian facility, or enhances the property's environmental conditions



FINANCIAL FEASIBILITY: Can be funded or financed (including any required mitigation) through capital improvements (local/state), sponsored programs (grants), or user fees



OUTDOOR FIELD AND COURT LIGHTING: Meets or exceeds IDA Community Friendly Outdoor Sports Lighting guidance at:
<https://www.darksky.org/wp-content/uploads/bsk-pdf-manager/2021/07/Final-OSL-v1.1.pdf>



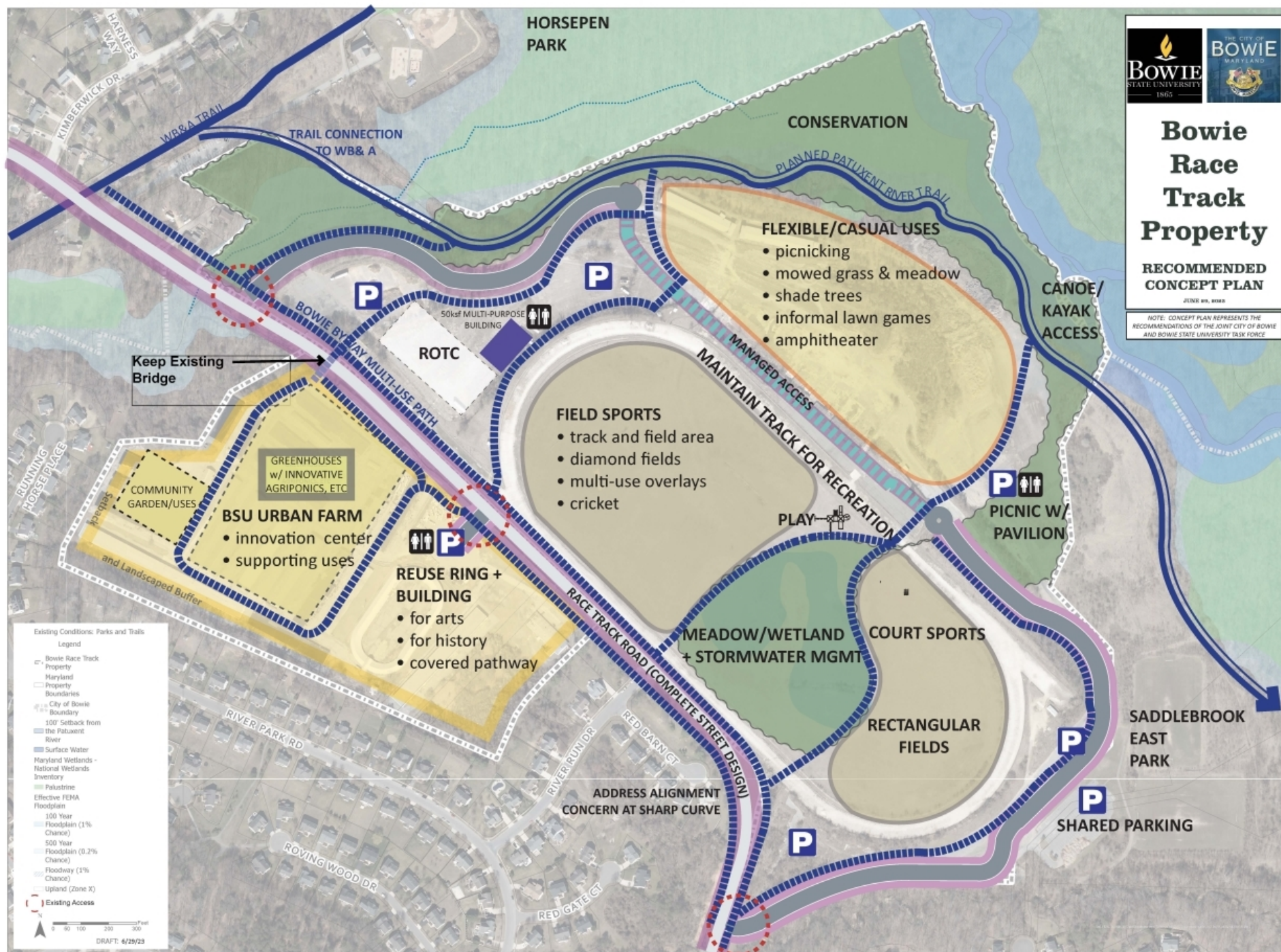
CONSTRUCTION: Construction access routes and techniques are available that are sensitive to neighborhood concerns



OPERATIONS AND MANAGEMENT: Activities and access can be managed to control after-hours usage, safety, events management, ongoing maintenance, and stewardship



SUSTAINABILITY: Meets or exceeds local, state, or federal standards (through LEED or similar criteria) for sustainability (construction, operation, life cycle management, etc.)



Next Steps

- Due Diligence
- Funding
- Land Transfer
- Site Preparation
- Partnerships
- Phasing of Implementation