

AGENDA
SPECIAL CITY COUNCIL MEETING
APRIL 13, 2020
VIRTUAL - 8 p.m.

I. **CALL MEETING TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **QUORUM**

IV. **NEW BUSINESS**

A. Introduction of Ordinance O-2-20 and Resolution R-24-20

Staff will introduce the Fiscal Year 2021 Budget Ordinance and Capital Improvements Program for Fiscal Years 2021-2026 - **Public Hearing**

Documents:

[20200413 - ORDINANCE O-2-20.PDF](#)
[20200413 - RESOLUTION R-24-20.PDF](#)

V. **ADJOURNMENT**

VI. **BUDGET WORKSESSION #1**

General Fund Revenues, CIP, Capital Projects Fund

Documents:

[BUDGET WORKSESSION 1 4.13.20.PDF](#)

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

This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 4/15/20 and 4/18/20 at 7 p.m., and [web-streamed live](#)

Testimony for public hearings portion of each meeting will be accepted via email at cityclerk@cityofbowie.org or via text at 240-335-3282.

Comments must be received by 7 p.m. on the day of the City Council meeting.

For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2020 Council Meetings list.

Once the meeting video opens, be sure to click on "CC" button to turn on closed captioning.

NEXT SPECIAL MEETING OF THE BOWIE CITY COUNCIL - TUESDAY, APRIL 14, 2020 -
VIRTUAL - 8 p.m.

ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
APPROVING AND ADOPTING A BUDGET FOR THE
FISCAL YEAR BEGINNING JULY 1, 2020 AND
ENDING JUNE 30, 2021

WHEREAS, in accordance with Section 44 of the City Charter, it is the determination of the City Council that an ordinance should be enacted to budget and appropriate funds for the several objects and purposes for which the City of Bowie must provide in the fiscal year beginning July 1, 2020, and ending June 30, 2021 (“Fiscal Year 2021”); and,

WHEREAS, the City Manager, as required by the City Charter, between the 10th and the 15th of April, 2020 presented to the City Council a proposed budget outlining the anticipated expenditures and transfers for Fiscal Year 2021. The budget includes the estimated revenues and other financing sources required; establishes the proposed tax rate for all real property taxes, and establishes the tax rates for the various taxing districts; and,

WHEREAS, the Council held scheduled budget worksessions and two public hearings on April 13, 2020 and May 4, 2020 after two weeks’ notice thereof in a newspaper or newspapers having general circulation in Bowie.

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

Section 1: That from and out of the moneys and balances known to be in the General Fund, Equipment Acquisition and Replacement Fund, Capital Projects Fund, and Water and Sewer Fund, of the City of Bowie, Maryland, and from all moneys anticipated to come into all funds during the twelve (12) month period ending June 30, 2021, there shall be, and hereby are, appropriated the following sums for use by the several departments and offices of the City, and for the objects and purposes for which the City must provide during Fiscal Year 2021.

Underlining indicates amendments to ordinance.

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

APPROPRIATION ORDINANCE
THE CITY OF BOWIE, MARYLAND

GENERAL FUND

ESTIMATED REVENUES

Real Property Taxes:

Assessed Value of Land and Improvements subject to Taxation	\$7,571,400,000	
Tax Rate .400/\$100 of Assessed Value	<u>.00400</u>	<u>\$30,285,600</u>

Special Taxing District 1 -

There is hereby established a levy in the amount of \$.064 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as University of Maryland Science and Technology Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-19-87 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$251,195,600	
Tax Rate .064/\$100 of Assessed Value	<u>.00064</u>	<u>160,800</u>

Special Taxing District 2 -

There is hereby established a levy in the amount of \$.025 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Bowie Town Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-20-87 and as amended by Ordinance Numbers O-11-91, O-4-96 and O-20-98 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$279,392,900	
Tax Rate .025/\$100 of Assessed Value	<u>.00025</u>	<u>69,800</u>

Special Taxing District 5 -

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

Assessed Value of Land and Improvements Subject to Taxation	\$15,761,200	
Tax Rate .007/\$100 of Assessed Value	<u>.00007</u>	<u>1,100</u>

Special Taxing District 6 -

There is hereby established a levy in the amount of \$.012 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as International Renaissance Center Storm Water Management Special Taxing District as more particularly described in Ordinance Number O-2-89 and as amended by Ordinance Numbers O-11-91 and O-22-98 and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$156,928,200	
Tax Rate .012/\$100 of Assessed Value	<u>.00012</u>	<u>18,800</u>

Special Taxing District 7-

There is hereby established a levy in the amount of \$.040 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Pin Oak Plaza Storm Water Management Special Taxing District as more particularly described

in Ordinance Number O-16-90, and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$15,502,700	
Tax Rate .040/\$100 of Assessed Value	<u>.00040</u>	<u>6,200</u>

Special Taxing District 8-

There is hereby established a levy in the amount of \$.008 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Elder Oaks Apartments Storm Water Management Special Taxing District as more particularly described in Ordinance Number 0-17-90, and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$60,000,000	
Tax Rate .008/\$100 of Assessed Value	<u>.00008</u>	<u>4,800</u>

Special Taxing District 11-

There is hereby established a levy in the amount of \$.024 per hundred dollars of assessed valuation for all real property, subject to taxation within that special taxing district of the City of Bowie described as Collington Plaza Storm Water Management Special Taxing District as more particularly described in Ordinance Number 0-7-95, and for those properties which are currently within the district or which will subsequently be placed within the district.

Assessed Value of Land and Improvements Subject to Taxation	\$30,659,800	
Tax Rate .024/\$100 of Assessed Value	<u>.00024</u>	<u>7,400</u>

Personal Property Tax:

Assessed Value of Tangible Personal
Property of Ordinary Incorporated and
Unincorporated Businesses, Operating
Property (except land) of Public
Utilities and Contract Carriers,
and/or Operating Property (except
land) of Railroads. \$209,300,000

Tax Rate 1.000/\$100 of Assessed Value .01000 2,093,000

Total Real & Personal Property Tax Revenue 32,647,500

Total All other Anticipated Revenue 24,296,600

Appropriated Fund Balance 9,392,900

TOTAL REVENUES \$ 66,337,000

APPROPRIATIONS BY ACTIVITY

City Council	\$ 321,300
City Manager	1,319,400
Human Resources	716,400
Elections	500
Finance	1,254,200
Information Technology	3,354,300
Legal Services	200,000
Communications	996,400
Business Operations	2,456,500
City Clerk	197,100
Community Services	1,116,900
Building Maintenance	1,466,600
Planning Division	807,700
Economic Development Division	775,400
Housing Inspection and Code Compliance	881,400
Emergency Management	458,800
Police Department	13,789,500
Public Works Administrative Division	1,839,000
Equipment Maintenance and Garage Division	809,600
Solid Waste Division	6,421,600
Street Maintenance Division	6,659,600
Storm Water Management Division	642,100
Storm Water Management Division - Special Tax Districts	75,700
Senior Services	1,399,800
Youth Services Bureau	1,363,300
Animal Control Program	233,200
Recreation and Parks	1,164,300
Bowie Playhouse	197,000
Parks and Grounds	3,809,800
Ice Arena	1,101,700

Historic Properties	691,900
Gymnasium	812,800
Debt Service	2,340,000
Unclassified and Non-departmental Transfers	810,000
	<u>5,853,200</u>
TOTAL APPROPRIATIONS	\$ <u>66,337,000</u>
Total General Fund Revenues	\$ <u>66,337,000</u>
Total General Fund Appropriations	\$ <u>66,337,000</u>
Difference	\$ <u>NONE</u>

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

ESTIMATED REVENUES

Appropriated Fund Balance	\$ 1,183,300
Transfers from General Fund	2,171,600
Total All other Anticipated Revenue	<u>416,500</u>
TOTAL REVENUES	\$ <u>3,771,400</u>

APPROPRIATIONS

General Government	\$ 545,600
Public Safety	430,000
Public Works	452,900
Parks and Recreation	216,400
Reserve for Replacements	<u>2,126,500</u>
TOTAL APPROPRIATIONS	\$ <u>3,771,400</u>

Total Equipment Acquisition Fund Revenues	\$ <u>3,771,400</u>
Total Equipment Acquisition Fund Appropriations	\$ <u>3,771,400</u>
Difference	\$ <u>NONE</u>

CAPITAL PROJECTS FUND

ESTIMATED REVENUES

Appropriated Fund Balance	\$ 105,500
Transfers from General Fund	3,681,600
Intergovernmental Revenues	746,300
Other Revenues	<u>561,000</u>
TOTAL REVENUES	\$ <u>5,094,400</u>

APPROPRIATIONS

Land Acquisition	\$ 776,300
Senior Center	380,000

Energy Efficiency Improvements	40,000
Facility Preventive Maintenance	589,900
Stormwater Management	253,000
Sediment Control-Maryland Science and Technology Center	114,100
Sediment Control-Bowie Town Center	50,800
Sediment Control-Gateway	30,100
Sediment Control-Pin Oak Plaza	4,700
Sediment Control-Elder Oaks	2,600
Sediment Control-Collington	5,000
Sediment Control-Reserve City Parcel	13,900
Indoor Court Facility	300,000
Public Works Main Facility	910,000
Chesapeake Bay	205,000
Belair Mansion	20,000
Whitemarsh Park	375,000
Harmel House	13,000
Hiker-Biker Trails	162,500
William Plains	75,000
City Hall	50,000
Public Art	125,000
Bowie Heritage Trail	411,000
Accessibility Improvements	32,500
Facility Security	155,000
TOTAL APPROPRIATIONS	\$ 5,094,400
Total Capital Projects Fund Revenues	\$ 5,094,400
Total Capital Projects Fund Appropriations	\$ 5,094,400
Difference	\$ NONE

WATER AND SEWER FUND

Section 2: That the following water and sewerage rate structure shall be effective for all water consumption and sewerage service used after July 1, 2020:

Water Consumption Charge

Residential and all other users - \$5.42 per 1,000 gallons of water used.

Sewerage Surcharge – 143.2% of Water Charge

Residential and all other users - \$7.76 per 1,000 gallons of water billed.

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

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

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

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

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

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

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

Section 7: Each customer applying for installation of a submeter to measure outside water usage shall obtain a City of Bowie Permit. A nonrefundable account processing fee of \$25.00 will be charged for this permit. Also, the homeowner will pay to the City the cost of the submeter according to meter size. Customers with a submeter installed shall be exempt from sewerage surcharges for outside water use.

Section 8: That the date of payment for all services rendered shall not exceed 20 days from date of billing. Failure to pay within this period will subject the user to the payment of a \$15.00 late charge, and failure to pay within forty-five (45) days from billing date will subject the user to disconnection of service. Any check tendered as payment of an account and returned because of Insufficient Funds, is considered nonpaid and subject to: late charge of \$15.00, returned check charge of \$45.00, and, disconnection. There shall be a \$40.00 reconnection charge for all disconnections due to nonpayment.

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

Section 10: That each user will pay a quarterly charge of \$22.75 to cover the cost associated with the Water Distribution System Recapitalization Program.

OPERATING BUDGET

ESTIMATED REVENUES

Water Sales	\$ 2,782,000
Sewerage Surcharge	3,235,800

Minimum Charges	1,040,000
Other Revenues	542,100
Renewal/Replacement	715,900
State Grants - Projects	99,000
Bond Proceeds	<u>3,380,400</u>
TOTAL REVENUES	<u>\$ 11,795,200</u>
 <u>APPROPRIATIONS</u>	
Billing and Accounting	\$ 612,600
Water Supply Division	6,761,200
Wastewater Division	3,154,500
Debt Retirement	573,600
Miscellaneous and Non-departmental	177,700
Transfers to General Fund	<u>515,600</u>
TOTAL APPROPRIATIONS	<u>\$ 11,795,200</u>
 Total Water & Sewer Fund Revenues	 <u>\$ 11,795,200</u>
 Total Water & Sewer Fund Appropriations	 <u>\$ 11,795,200</u>
 Difference	 <u>\$ NONE</u>

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

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

Section 13: Outstanding encumbrances at Fiscal Year 2020 year end shall be considered revenues for Fiscal Year 2021 at June 30, 2020 and re-appropriated, by this budget ordinance, in Fiscal Year 2021 for the purposes set forth in the budget ordinance for the Fiscal Year 2020, unless otherwise appropriated by the City Council.

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

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

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

INTRODUCED by the Council of the City of Bowie, Maryland at a Special Meeting on April 13, 2020.

PASSED by the Council of the City of Bowie, Maryland by a favorable vote of at least a majority of the total elected membership of the Council at a Regular Meeting on May 18, 2020.

Awilda Hernandez
City Clerk

By: _____
Timothy J. Adams, Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

Elissa D. Levan, City Attorney

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
ADOPTING A CAPITAL IMPROVEMENTS PROGRAM
FOR THE FISCAL YEARS 2021-2026

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

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

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

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

WHEREAS, the City Manager has prepared and presented to the City Council the required proposed Capital Improvements Program, which has been included as a portion of the Fiscal Year 2021 Proposed Budget Document.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland that the Capital Improvements Program for Fiscal Years 2021-2026, as reflected in the City's FY2021 Proposed Budget Document, is hereby adopted.

INTRODUCED by the Council of the City of Bowie, Maryland at a Special Meeting on April 13, 2020.

PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on May 18, 2020, after public hearings on April 13, 2020, and May 4, 2020.

Timothy J. Adams, Mayor

Attest:

Awilda Hernandez, City Clerk

AGENDA

BUDGET WORKSESSION # 1

MONDAY, APRIL 13, 2020

**IMMEDIATELY FOLLOWING SPECIAL CITY COUNCIL MEETING
VIRTUAL**

	<u>Pages</u>
I. General Fund Revenues	33 to 51
II. Capital Improvements Program	190 to 285
III. Capital Projects Fund	163 to 168
IV. Adjournment	