

**City of Bowie  
Financial Advisory Committee**

**Regularly Scheduled Meeting June 5th, 2019  
Meeting Minutes**

**EXECUTIVE SUMMARY:** The FAC members discussed the status of the Chair position, Ice Arena referendum signature status of the Letter to Council, new ideas for planned booth at Bowie International Festival 2019, and Benchmarking criteria.

1. **Call To Order:** At 7:15 pm. Muzar Jah called the meeting to order in the Bowie City Hall, 5901 Excalibur Rd, Bowie, MD 20716.
2. **Roll Call:**
  - a. A quorum was established with the following members in attendance:
    - i. Muzar Jah, Secretary
    - ii. Meglan Knights
    - iii. Carl Robinson
    - iv. William Olukoya

Ms. Lola Ogunremi, Assistant Finance Director, Bowie Finance Department was in attendance.

3. **Approval of Minutes:** None.

4. **Introductions:** None.

5. **Unfinished Business:**

- a. April Meeting Minutes need to be submitted if meeting was held.

6. **New Business:**

- a. Chair Election

The Current Chair has expressed a desire to resign (in good standing) from the position. Members were asked to indicate their interest in serving as Chair. We need to clarify current Chair's position (i.e. staying on as member) and member interest in filling position prior to proceeding with election of new Chair.

- b. After Action Discussion on Letter to Council

The Annual Letter submitted to Council located on the website is not a signed copy. We need the letter on the website and the letter submitted to Council to be a signed version. Specific actions regarding content can be discussed leading up to and at the next meeting.

c. Future Event Preparation (i.e. International Festival)

The FAC plans to host a booth at the Bowie International Festival on Saturday October 5<sup>th</sup>, 2019. We decided to continue with preparing and using surveys for feedback. We want to brainstorm new ideas for activities to implement at this year's Festival. Ideas discussed during the meeting: capital of country's game for adults and kids, giveaways for pets, ways to be more engaging to adults/residents.

d. New Budget Topics

The budget area topics assigned to members will remain as is. Our goal is to strive to understand the area in its totality including how the City of Bowie manages risk, i.e. SWOT (Strength, Weakness, Opportunity, and Threat).

e. Benchmarking

This should be used to assess City of Bowie's budget performance. Metrics can be derived from the benchmarks. In addition to thresholds of risk level can be compared with other municipalities. We discussed criteria of cities to be used for benchmarking. Cities must be similar to City of Bowie in certain ways: must have a police department, similar in population size, rural/urban composition, property base, median income. Lola advised us to check with Planning for available info on City of Bowie.

f. Other Topics

i. Communication

Explore other methods of communication in addition to e-mail, i.e. Skype, WhatsApp, teleconferencing.

ii. Ice Arena

Council voted and the ice Arena decision will be sent to referendum.

**7. Actions:**

#1) April 2019 Meeting minutes

Rodney please verify the state of April 2019 meeting minutes. They need to be entered into the record unless we did not meet and none exist.

#2) Chair and Member Vacancy Clarification

Clarify Chair position/member status

#3) Bowie International Festival October 2019

Please provide suggestions for new ideas.

#4) Risk Management (Bench marking and Letter to Council)

Carl will create a concept to include risk management to our benchmarking and a possible consolidated section to our letter to council.

#5) Communication Modes: What's App, others?

Muzar will create a What's App Forum and look into viable teleconference tool.

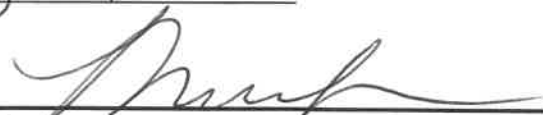
#6) Signed 2019 Letter to Council

Patricia and Byron, please make sure a signed copy is in the official record and on the website.

8. **Committee adjourned:** 8:10 pm.

9. **Next Meeting:** The next regular Committee meeting is scheduled for July 10th, 2019.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on July 10th, 2019

  
Muzar A. Jah (Secretary), FAC Member