

City of Bowie
Financial Advisory Committee

Regularly Scheduled Meeting on June 6th, 2018

EXECUTIVE SUMMARY: On June 6th, 2018, the Financial Advisory Committee (FAC) held a regular meeting. FAC discussed the budget input approach, Bowiefest 2018, surveys, education program, and benchmarking. The next regular meeting will be held on July 11th, 2018 at 7:00 p.m.

1. **Call To Order.** At 7:25 pm The Chair called the meeting to order at Bowie City Hall, 5901 Excalibur Rd, Bowie, MD 20716.
2. **Roll Call.**
 - a. A quorum was established with the following members in attendance:
 - i. Patricia Peterson, Chair
 - ii. Muzar Jah, Secretary
 - iii. Meglan Knights
 - iv. William Olukoya
 - v. Rodney Yancey
 - b. Mr. Byron Matthews, Director, Bowie Finance Department and Staff Liaison to the Financial Advisory Committee was in attendance.
 - c. One guests, Ms. Peterson, was present.
3. **Approval of Minutes.** No meeting minutes were approved.
4. **Introductions** None
5. **Unfinished Business**
 - a. None
6. **New Business:**
 - a. **Budget**
 - i. Discussed the time for providing input to the Council and how we could be more effective and knowledgeable regarding the City Budget. FAC decided to explore different approaches to gain insight into the budget and be more efficient.
 - b. **Bowiefest 2018**
 - i. From the FAC participation (hosting a booth) the following feedback was provided:
 1. Good way to engage the public and specifically Bowie residents
 2. Budget board helps draw people when used as a game

3. Giveaways (bookmarks, coloring books, notepads) are always a success
4. Residents interested in the budget like the Budget in Brief due to its concise nature
5. Comments and questions provided by Meglan in writing were discussed:

c. Surveys

- i. Surveys can be a valuable tool if the questions are meaningful, data can be analyzed and trended, and we are active and consistent with keeping it relevant. Suggestion was made to put surveys as an agenda topic every month. Decided to ask a member to act as lead for reviewing the survey and assess if survey meets the above goals and if not, suggest ways to modify it accordingly.

d. Budget Education Program

- i. FAC discussed scope, goals, concepts and participant criteria of a program to involve and educate High School & College Students regarding the City Budget process. Activities discussed included staffing the table during Bowiefest, assisting with benchmarking, delving into sections of the budget, a final presentation to Council. FAC also discussed perks of student involvement (i.e. meeting the Mayor and or City Manager). FAC decided to meet with a University of Maryland College Student, a Bowie resident, who visited the FAC booth during Bowiefest. This student expressed a strong interest in working with the FAC to develop a program. The purpose of the meeting is to introduce the student to the FAC members and brainstorm. FAC also decided to reach out to Bowie State University Professors for student participants.

e. Benchmarking

- i. FAC decided to continue work on benchmarking and consider the following going forward:
 - Determine who our audience is
 - Who will use it
 - How will it be used

f. Summary of Action Items

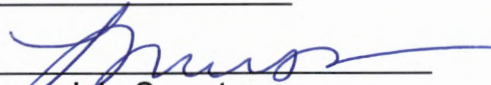
- i. Rodney to propose a general concept for approaching the budget at the August 2018 meeting
- ii. Muzar to discuss surveys and query Tiffany on interest in reviewing the survey

- iii. Muzar and/or Patricia to request student's resume and attendance for July 2018 meeting
- iv. Meglan to reach out to Bowie State University Professor for students interested in education program (developing program or participating in it)
- v. William to propose a general concept on benchmarking at August 2018 meeting

7. **The Committed adjourned** at 8:21 pm.

8. **Next Meeting:** The next Committee meeting is scheduled for July 11th, 2018 at 7:00 p.m.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on July 11th, 2018.



Muzar Jah, Secretary