

City of Bowie
Financial Advisory Committee

Regularly Scheduled Meeting on Aug 1st, 2018

EXECUTIVE SUMMARY:

1. **Call To Order:** At 7:09 pm. The Chair 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. Patricia Peterson, Chair
 - iii. William Olukoya
 - iv. Rodney Yancey

Mr. H. Byron Matthews, Director, Bowie Finance Department and Staff Liaison to the Financial Advisory Committee, was in attendance.

- b. Guest Attendance: None
3. **Approval of Minutes:**None
4. **Introductions:** None
5. **Unfinished Business** : None
6. **New Business:**
 - a. Concept for Benchmarking
 - a. W. Olukoya presented his concept for benchmarking. The concept includes using the five existing municipalities (from the template provided by H. B. Matthews from previous FAC Benchmarking). The approach is to have 5 years of data focused on 5 data areas. The data areas are Population, (Demographics), Proximity to Bowie, Overall Budget, Capital Expenditures, and General Fund. Using these data areas as a starting point, the information can be mined to compare and contrast with City of Bowie information. Next step is to define a template with a few key examples and determine the 5 years to include.

Decisions: Concept accepted. William to start working on a draft template and framework using the budget topics decided on.

b. Concepts for Approaching the Budget

R. Yancey presented a concept for approaching the Budget Cycle. It is described in the addendum document: Budget Review Approach Recommendations. In brief, each member is assigned one of 6 budget areas to become the Subject Matter Expert (SME) with focus on that topic throughout the year. The expertise gained will inform our letter to Council. There are three remaining budget areas all members should review. The goal is to make the letter targeted and concise. In addition, all members can think of questions in their topic areas for inclusion in the resident survey on City of Bowie's Budget. The goal is to make the survey quantifiable with good metrics for trending. Presenting a slide deck during the annual letter address to Council was discussed as a tool to aid in more effective communication. We also considered adding Budget as a topic for discussion to every month's agenda.

Decision: Concept of SME with targeted focus area accepted. Presentation is not required but remains an option. Primary focus is developing the concise letter with secondary focus on updating the survey.

c. Education Program

P. Peterson presented the concepts brainstormed by Saba Tsibata to FAC. Discussed ways to identify and leverage existing resources, incentivize applicants (see addendum)

Decisions: Continue to work on refining concepts and determine a program or activity.

d. International Festival

Festival date is October 6th, 2018. FAC will support with currency game for Kids Passport, budget handouts (i.e. Budget-In-Brief). Budget and resources were discussed

Decision: Begin preparations for hosting booth at International Festival. We would like to have survey available for International Festival.

Actions:

- a. Work on budget template targeting September 1 2018 meeting for discussion at FAC Regular meeting-W. Oluyoka
- b. Begin Preparations for Bowie International Festival-M. Jah

- c. Reach out to FAC members regarding budget area by September 2018-R. Yancey
- d. Refine the details of the budget approach process by September 2018-R. Yancey

7. **The Committed adjourned** at 8:03 pm.

8. **Next Meeting:** The next regular Committee meeting is scheduled for September 5th, 2018.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on _____.

Muzar A. Jah (Secretary), FAC Member