

**City of Bowie
Financial Advisory Committee**

Regularly Scheduled Meeting on March 3, 2021

EXECUTIVE SUMMARY: On March 3, 2021, the Financial Advisory Committee held a regular meeting via Microsoft Teams. The January 2020 and February 2020 minutes were approved. Discussion topics included, the budget cycle, the budget topics for discussion in the FY21 Letter to the Council, and benchmarking.

1. **Call To Order.** At 7:20 pm,
The Chair called the meeting to order.
2. **Roll Call.**
 - a. A quorum was established with the following members in attendance:
 - i. Rodney Yancey, Chair
 - ii. Carl Robinson, Secretary
 - iii. Meglan Knights
 - iv. Patricia Peterson
 - b. Mr. Byron Matthews, Director, Bowie Finance Department and Staff Liaison to the Financial Advisory Committee was in attendance.
3. **Introductions:** None 4.
- Unfinished Business:** None
5. **New Business:**
 - a. **Approved January 2021 and February 2021 Minutes**
 - b. **FAC Chair:** Chair reviewed assigned budget topics. The finance topic was not fully addressed in the FY20 letter to the Council and was assigned to Carl Robinson for collation and to be read to the Council.
 - c. **FAC Chair:** Chair reviewed the Council's tentative Agenda for the April and May Budget Work Sessions. In preparation for the Committee's annual budget review and letter to the Council, the Chair suggested one member attend each of the upcoming work sessions. Rodney Yancey (Chair) will attend budget work session #1; Meglan Knights will attend Session #2; Patricia Patterson will attend session #3; and Carl Robinson will attend session #4. Attendance will be virtual.

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- d. The FY2022 Proposed Budget will be available (electronically) on 8 April. The Finance Director announced he would make hard copies available upon request.
- e. Each member will review their assigned budget topic and construct comments. All comments must be forwarded to Carl Robinson for consolidation no later than 19 April 2021. Carl Robinson will present the consolidated comments (in letter format) to the Finance Director no later than 26 April 2021. The Finance Director will forward the Committee's letter to the Council no later than 29 April 2021. The Committee will decide on the "presenter" of the consolidated letter to the Council during the May 2021 meeting. The Committee's presentation to the Council will be on 3 May 2021.
- f. During the May 2021 meeting, the Committee will decide on how to present the topic of "Benchmarking Methodology" to the Council.

6. **The Committed adjourned** at 8:23 pm.

7. **Next Meeting:** The next Committee meeting is planned for April 7, 2021 at 8:27 p.m.

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

Carl Robinson

Carl Robinson, Secretary