

City of Bowie  
Financial Advisory Committee  
Minutes  
Regularly Scheduled Meeting June 1, 2022

**EXECUTIVE SUMMARY:** On June 1, 2022, the Financial Advisory Committee held its regular meeting via Microsoft Teams. Members discussed issues listed on the published June 2022 Agenda. These issues included design and status of a calendar; Plans for engaging council member serving as liaison to the Committee, and other identifiable deliverables, including the Benchmarking project.

1. Call to Order: At 7:05 PM.
2. Roll Call and Introductions:
  - A. A quorum was established with the following members in attendance:
    - i. Patricia Peterson
    - ii. Carl Robinson
    - iii. Meglan Knights
  - B. Mr. H. Byron Matthews, Director, Bowie Finance Department is the Staff Liaison to the Financial Advisory Committee, and was in attendance. No visitors were in attendance.
  - C. The published June 2022 Agenda was reviewed, adopted and will be followed.
3. Old Business: Minutes from the May 4, 2022 meeting was finalized and approved.
4. New Business Discussed:
  - A. The FAC calendar: The following dates were added as Placeholders:
    - May 2023 - Letter to Council on the proposed 2024 Budget.
    - June 2023 - Bowiefest.
    - October 2022 - International Fest
    - Ad hoc assignments will be added contemporaneously.
  - B. FAC response to the Revised Melford detailed site plan: Committee members were provided with documents and drawings related to the project. The revision calls for a change in usage of Pod 6, substituting R&D/flex space instead of Office space. Decision: Each member is to provide comments to the Chair by 6/14/22. At that point, one consolidated response will be crafted.
  - C. FAQs and answers, developed by the Financial Advisory Committee, are listed under "Citizens' Guide to the Budget on the City of Bowie Website. Committee members were asked to review the 15-recurring questions. Any change related to the current budget, must be cleared for posting by 7/1/22. Other changes (unrelated to the budget document) may be proposed at any time. Decision: The committee to decide whether this exercise should be conducted annually and whether it should be placed on the FAC calendar.

- D. The Economic Development Strategy and Action Plan: The Plan was presented to Council on May 16, 2022 and is open for public comment. If the committee wishes to participate, comments are due by Monday, June 13, 2022.  
Decision: FAC committee chair will attend the Stakeholder meeting.
  - E. Branding: The city is engaged in a Branding exercise. Mr. Matthews encouraged the committee members to respond to the survey individually.
  - F. An Invitation was issued to Council member Dufour Woolfley to attend the July 2022 FAC meeting.
5. Committee adjourned: At 8:01 PM Mr. Robinson moved to adjourn the meeting and Ms. Peterson seconded.
6. The next Committee meeting is planned for July 6, 2022 at 7:00 PM.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on 7/6/22.

Meglan Knights  
Secretary