



## Takoma Park City Council Meeting – October 11, 2023 Agenda Item 3

### Work Session

Review of draft FY25 Budget Calendar

### Recommended Council Action

Conduct a review of the draft FY25 budget calendar and provide guidance to staff and the council subcommittee on key questions.

### Context with Key Issues

At the conclusion of the FY24 budget process, the City Council passed Resolution 2023-15 establishing policy objectives associated with the FY24 budget. In the resolution, the Council resolved to, "Create a Council subcommittee that will identify, consider and recommend options to the full Council in the following areas:

- Relevant budgetary best practices of Maryland municipal structures for inclusion in City budgetary preparations;
- Extension of the City's budgetary timetable; and
- Expanded fiscal and programmatic data collection and analysis to support the Council's budget deliberations."

Following several months of research and conversations with City staff, at the September 20, 2023 regular council session, the council subcommittee presented a first draft of a proposed budget calendar along with its findings of other budget calendar models from around Maryland and GFOA best practices. During the work session, other members of the Council provided feedback, recognizing that some of the "best possible" opportunities may not be timely enough to occur this fiscal year. The subcommittee has since worked with staff to develop the draft FY25 schedule attached to this cover memo.

To assist in framing your review, please consider the following questions:

1. Desired information for budget goal setting & priorities: What information does the Council wish to collect during the relatively limited November timeframe to assist in its goal setting discussion prior to the December recess?
2. Community engagement:
  - a. *Pre-budget development* - As a component to question 1 above, what mechanisms does Council wish to use to engage the public during the same November timeframe?
  - b. *Post-budget development* - Outside of statutory public hearing obligations, multiple work sessions, and the City Communication Department's outreach efforts, are there other mechanisms Council would like to use to gather community feedback once a draft budget has been developed?

3. General timeline: With a deadline of mid-May to submit the tax rate to the County, working backwards from that date, in this schedule there are: two reconciliation work sessions, two Council work sessions (including ARPA), two public hearings, three meetings of budget presentations (not including ARPA), and three voting sessions. This is all set to occur from the end of March through Mid-May and includes two special (Monday) meetings. There is also a proposed meeting the Monday before Thanksgiving. Please review and advise on any amendments to this schedule.
  
4. Presentation of Draft Budget: With a new City Manager potentially onboarding around the start of staff budget development this year, what guidance can the Council provide on the most effective and efficient means of presenting the draft budget? In the draft budget calendar, it is currently contemplated that management will be presenting the budget the end of March followed by three staff presentations for more specific detail in individual departments. Please review and advise on any amendments to this format and whether there are any other items in the annual budget where specific presentation time or materials for additional detail should be scheduled.

### **Council Priorities**

Advancing a Community of Belonging; Fiscally Sustainable Government; Environmentally Sustainable Community; Engaged, Responsive, Service-Oriented Government; Community Development for an Improved and Equitable Quality of Life.

### **Environmental Considerations**

Investments towards the City's goal of environmental sustainability is an integral part of the budget prioritization and development.

### **Fiscal Considerations**

The schedule informs the development of the FY 2025 budget.

### **Racial Equity Considerations**

Regular critical evaluation of historic municipal processes is integral in combatting institutional racism and biases.

### **Attachments and Links**

Draft FY25 Budget Schedule



**DRAFT – FY25 BUDGET SCHEDULE**

\*Denotes City Council meeting dates

October 11*	Work session – FY25 budget schedule
October 18*	Voting session – Council approval of FY25 budget schedule
November	TBD - Community engagement: Balancing Act? Budget survey? Public hearings?
November 15* (note, may be rescheduled to 13)	Presentations – Comprehensive FY23 financial report and audit; Final report of City’s long-term financial forecast; Police Pension Plan actuarial valuation
November 20* (special meeting)	Work session – City Manager FY25 financial forecast: fixed expenditures and projected revenues
November 29*	Council FY25 budget priorities goal setting
December 15	Budget guidance and CIP forms provided to Department Heads
January 20	Department FY24 projected expenditures and FY25 CIP forms due
February 9	Department draft FY25 budgets due
February 12-23	Management review of draft budget with Department Managers
February 13	City receives Constant Yield Rate
March 5	Management presents draft FY25 budget to Senior Leadership Team
March 27*	City Manager presents overview of draft FY25 budget to Council; Department budget presentations (Part 1) - Administration (City Manager’s Office; IT; HR; Finance; City Clerk; Communications)
April 1*(special meeting)	Department budget presentations (Part 2) – DPW, HCD, Library
April 3*	Department budget presentations (Part 3) – PD, Recreation
April 10*	1st public hearing on FY25 budget; Council budget work session (Part 1) – ARPA

April 17*	Council budget work session (Part 2)
April 24*	2nd public hearing on FY25 budget; Reconciliation work session 1
April 29* (special meeting)	Reconciliation work session 2
May 1*	Voting session – Reconciliation
May 8*	Voting session – First reading of ordinance adopting FY25 budget
May 15*	Voting session – Second reading of ordinance adopting FY25 budget