



Takoma Park City Council Meeting – October 18, 2023 Agenda Item 1

Voting Session

Council Resolution Adopting the FY25 Budget Calendar.

Recommended Council Action

Review and adopt the resolution establishing FY 25 budget calendar.

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 FY25 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 development 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 worked with staff to develop the draft FY25 schedule and the City Council held a work session on the draft at its last regular meeting, October 11, 2023.

During the Council Priorities work session on the same night, the City Council recognized opportunities during this fall to focus on refining its priorities in a manner that could effectively generate questions to be asked for additional community and staff feedback. This year, it is therefore recommended that Councilmembers utilize their own engagement opportunities to help refine those individual priorities to inform the full Council discussions on November 20th and 29th. Depending on the Council direction given on the 29th, it may then be an opportune time to use the Balancing Act tool to gather additional community feedback. Discussion of any results of that outreach could occur shortly following the holiday recess and still provide enough time to incorporate into the development of the draft budget.

Please note, the only other change from the FY25 schedule reviewed last week is to move stated goals for future budget years from the schedule to the resolution.

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 Resolution and Draft Budget Schedule

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2023-__

RESOLUTION ESTABLISHING THE FY 2025 BUDGET CALENDAR

WHEREAS, at the conclusion of the FY24 budget schedule, the City Council passed Resolution 2023-15 establishing certain policy objectives associated with the subsequent fiscal year's budget; and

WHEREAS, these objectives included the formation of a Council subcommittee that would identify, consider, and recommend options to the full Council in areas of relevant budgetary best practices of Maryland municipal structures, extension of the City's budgetary timetable, and expanded fiscal and programmatic data collection and analysis to support the Council's budget deliberations; and

WHEREAS, the subcommittee worked with staff and conducted several months of research and outreach of neighboring communities and nationally recognized best practices; and

WHEREAS, at the September 20, 2023 regular City Council meeting, the subcommittee presented a draft of a proposed budget calendar for future fiscal years, the calendar included recommendations such as City Council deliberation on community engagement mechanisms prior to budget priority setting, a September Council approval of a budget calendar, enactment of those community engagement mechanisms, and future fiscal year budget forecasting; and

WHEREAS, the City Council recognizes that many of these "best possible" opportunities in the subcommittee's recommendations may not occur within the FY25 timetable, but that some recommendations will begin to occur this year; and

WHEREAS, at the October 11, 2023 regular City Council meeting, the full City Council held a work session on the draft FY25 budget calendar.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Takoma Park, MD, hereby adopts the Fiscal Year 2025 Budget Schedule, attached hereto as Attachment A.

AND BE IT FURTHER RESOLVED, that in the development of the FY26 budget, the budget calendar shall include additional community engagement mechanisms to be discussed by the City Council during a summer work session, and that the City Manager shall present their incorporation into a budget calendar that the City Council will review and approve at a subsequent regular City Council meeting in September.

Adopted this _____ day of October, 2023

AYE:
NAY:
ABSENT:
ABSTAIN:

Attest:

DRAFT



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 1	Councilmember submission of priorities list to Mayor due
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)	Presentation – City Manager FY25 financial forecast: fixed expenditures and projected revenues Work Session – Council FY25 budget priorities
November 29*	Voting Session – Council FY25 budget priorities (tentative) – Development of Balancing Act survey for community release
December 15	Budget guidance and CIP forms provided to Department Heads
January 10	(tentative) Work Session – To discuss results of community feedback from Balancing Act
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