

CITY OF TAKOMA PARK

April 3, 2024

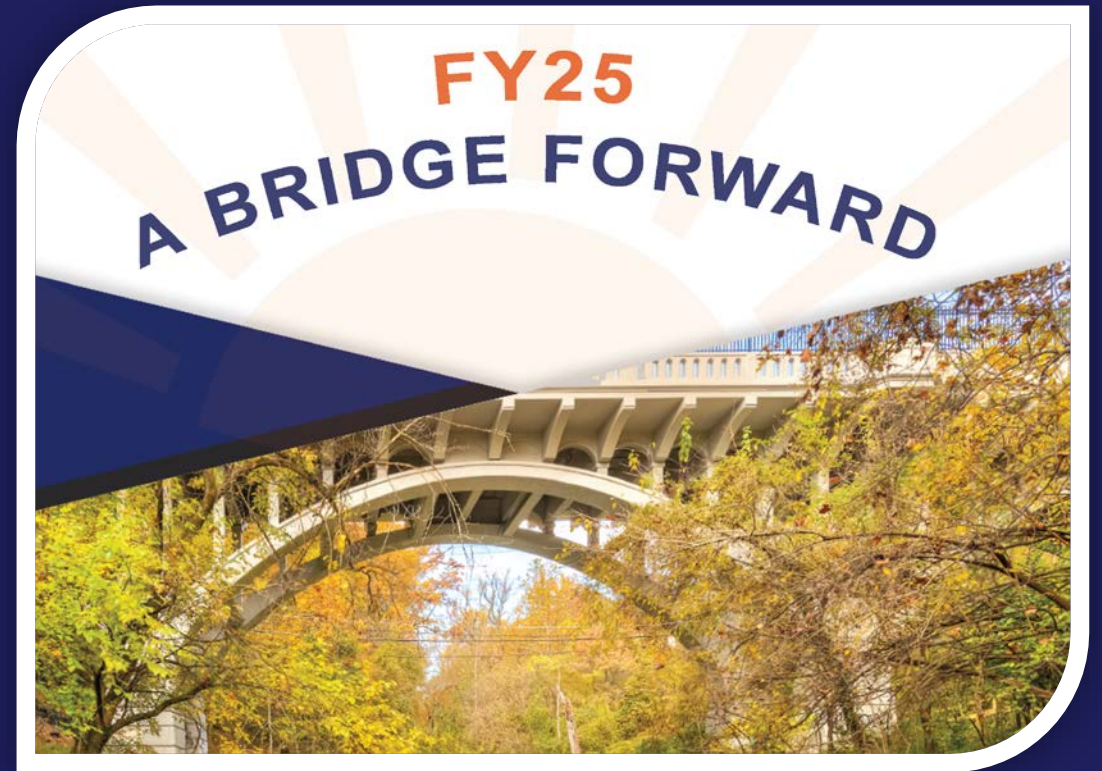
# FY2025 Proposed Budget General Government

Presented by: Robert DiSpirito, City Manager



## General Government

- Legislative
- City Manager's Office
- Finance
- Legal Services
- Information Technology
- Human Resources
- City Clerk



# Mission

- Comprised of the elected branch of the City government and supporting staff from the City Manager's Office, City Attorney and City Clerk.
- Establishes the City's vision and goals, creates policy, and organizes the City government to conduct the day-to-day administration.
- Other administrative functions are organized into three divisions:
  - Finance
  - Information Technology
  - Human Resources

# Staff

Staff  
Organization

Division	Projected FY24	Proposed FY25	Change
City Council	7	7	0
City Manager	4	4.5	.5
Finance	5	5	0
Information Technology	4	4	0
Human Resources	4	4	0
City Clerk	2.75	2.75	0
ARPA	3	2.5	(.5)
<b>Total General Government FTE</b>	<b>22.75</b>	<b>22.75</b>	<b>0</b>

- Senior Policy Analyst position eliminated from City Manager’s Office (CMO) (1 FTE decrease).
- The Passport Specialist position transferred from Recreation to CMO (1 FTE increase).
- ARPA Manager position transferred between divisions to CMO (no net FTE impact).
- Overall there is no net change to the General Government FTE Count.
- City Council is not included in the Total General Government FTE count.

# FY24 To Date Successes

- Hiring of a City Manager
- Creation of a Staff Engagement Committee
- Three-Year Union Contracts for AFSCME and UFCW Local 400 (FY24 – FY26)
- Completion of the Ten-Year Financial Forecast
- Updated Financial, Credit Card, and Employee Travel Reimbursement Policies
- Migration of the Tyler Financial Software to Cloud-based Client
- Conversion of the Telephone System to VoIP

# FY24 Revenues

Department Revenues

<i>Source of Funds (\$)</i>	<i>Actual FY23</i>	<i>Adjusted FY24</i>	<i>Projected FY24</i>	<i>Proposed FY25</i>	<i>Change (\$) Proj FY24-FY25</i>	<i>Change (%) Proj FY24-FY25</i>
<i>Passport Service</i>	62,455	45,000	45,000	45,000	-	0.00%
<i>Investment Earnings</i>	255,107	420,000	450,000	360,000	(90,000)	(20.00%)
<i>Subtotal</i>	317,562	465,000	495,000	405,000	(90,000)	(18.18%)
<i>General Fund</i>	3,500,797	4,309,185	4,376,560	4,392,487	15,927	0.36%
<i>Department Total</i>	3,818,359	4,774,185	4,871,560	4,797,487	(74,073)	(1.52%)

- General Government revenues include Passport Services and Investment Earnings.
- Passport Service revenues for FY25 remain unchanged from FY24 at \$45,000.
- Projected Investment Earnings decrease by \$90,000 to \$360,000 (20%) due to expected interest rate decreases.

# FY24 Expenditures

Department Expenditures

<i>Dept. Expenditures by Division (\$)</i>	<i>Actual FY23</i>	<i>Adjusted FY24</i>	<i>Projected FY24</i>	<i>Proposed FY25</i>	<i>Change (\$) Proj FY24-FY25</i>	<i>Change (%) Proj FY24-FY25</i>
<i>Legislative</i>	339,927	343,190	359,085	508,676	149,591	41.66%
<i>General Management</i>	844,004	920,907	963,339	1,060,212	96,874	10.06%
<i>Finance</i>	731,416	758,745	747,999	792,881	44,883	6.00%
<i>Legal Services</i>	373,481	469,100	464,100	385,000	(79,100)	(17.04%)
<i>Information Systems</i>	783,822	907,955	887,533	926,349	38,816	4.37%
<i>Human Resources</i>	404,089	1,009,844	1,073,954	732,603	(341,350)	(31.78%)
<i>City Clerk</i>	341,621	364,443	375,551	391,764	16,213	4.32%
<b><i>Department Total</i></b>	<b>3,818,359</b>	<b>4,774,185</b>	<b>4,871,560</b>	<b>4,797,487</b>	<b>(74,073)</b>	<b>(1.52%)</b>

- Department expenditures for FY25 are \$4.7M, or 1.5% less than FY24.
- The reduction is primarily due to a \$287K decrease in operating expenses.
- Personnel costs increase by 6.8% to \$3.4M.
- Operating expenses decrease by 17%, or \$1.4M.
  - Removal of costs related to HRIS implementation and City Manager recruitment.
  - Removal of legal services costs due to completed union negotiations.

# Major Projects and Services

- Continuation from FY24
  - HRIS Implementation
  - Enterprise Document Management Implementation
  - Redesign Performance Evaluation Process
  - Expand Union Collaboration
  - Update Policy Handbook
  - State Legislative Advocacy
  - Montgomery College Scholarships
  - City Homeowner Property Tax Rebate
  - Employee Training
- New for FY25
  - City Council Elections
  - Additional Staff Appreciation Initiatives
  - Community Event Support



# FY2025 Capital Improvement Program

- Information Technology: Upgrade Network Switches and Routers (\$53,000)
  - Patch Vulnerabilities
  - Enhance Security Features
  - Mitigate Exploitable Weaknesses

Department  
Successes

# Emerging Issues & Challenges

- Healthcare increases (5% in FY25)
- General liability, property, auto and other insurance increases (10% in FY25)
- Competitive hiring in IT and Finance related areas
- Enhanced community engagement
- Incorporation of formal performance management program

# Questions?

CITY OF TAKOMA PARK



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# Thank You!