

Introduced by: Councilmember Gibson

**CITY OF TAKOMA PARK, MARYLAND**

**RESOLUTION 2023-35**

**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

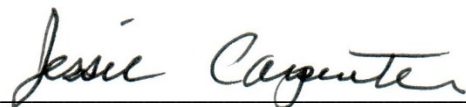
**WHEREAS,** the City Council recognizes that many of these "best possible" opportunities in the subcommittee's recommendations may not occur within the FY25 timetable, but that some recommendations will begin to occur this year; and

**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 18th day of October, 2023.

Attest:   
Jessie Carpenter, CMC  
City Clerk



## 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 – January	Councilmember engagement with constituents on FY25 budget priorities
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 & potential tax rate goals (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