

**TOWN OF BLADENSBURG**  
4229 Edmonston Road  
Bladensburg, Maryland

**ORDINANCE NO. 04-2025:**

AN ORDINANCE TO ENACT THE FISCAL YEAR 2025-2026 BUDGET PROCESS AND CODIFY THE TOWN COUNCIL AND PUBLIC PARTICIPATION PROCESS

**WHEREAS**, the Town of Bladensburg operates on an annual budget cycle that includes public engagement, review, and approval of its financial plans for the upcoming fiscal year; and

**WHEREAS**, the Town intends to formalize and streamline the budget process by enacting an ordinance that codifies the involvement of the Town Council and the public, providing clear timelines and processes for the review and adoption of the Fiscal Year 2025-2026 Budget; and

**WHEREAS**, the Town Administrator is committed to presenting this structured budget schedule to enhance transparency, address budgetary concerns early, and ensure that the Town’s financial planning is comprehensive, and efficient; and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of Bladensburg, Maryland, as follows:

**Section 1. Budget Process and Timeline**

- **Ordinance Introduction**
  - On **November 18, 2024**, at the regularly scheduled Town Council Meeting, the Budget Enactment Ordinance will be introduced. This ordinance will outline the official steps and processes for the FY 2025-2026 budget cycle.
- **Budget Calendar Finalization (Second Reading)**
  - The Town Council will finalize and approve the official **Town Budget Calendar** at the **December 9, 2024**, Council Meeting. This calendar will outline the dates for all review sessions, hearings, and meetings related to the FY 2025-2026 budget.
- **January 2025 Budget Review | Town Council Meeting**
  - On **January 13, 2025**, a comprehensive **Budget Review** for Fiscal Year 2025 will be held, and key budget issues and initial departmental needs will be presented and discussed.
- **Budget Session #1 | Town Council Budget and Town Events**
  - On **February 18, 2025**, the first public **Budget Session** will be held, focusing on Town Council Budgets and Town Events.
- **Budget Session #2 | Introduction and Public Safety**

- On **March 10, 2025**, the Town Council will receive an Introduction to the revenues and a review of **the Public Safety budget**, with presentations from the Police Department with their requests for the upcoming fiscal year.
- **Budget Session #3 | Finance, Clerk, and Town Administrator**
  - On **March 18, 2025**, a **Special Council Meeting** will be held to review budget requests from the **Finance Department, Town Clerk, and Town Administrator**.
- **Budget Session #4 | Special Budget Meeting | Public Works and Public Safety**
  - On **April 1, 2025**, another **Special Council Meeting** will focus on budget requests from the **Public Works** and review **Public Safety** items discussed in March 10, 2025.
- **First Reading of the Budget Ordinance**
  - On **April 14, 2025**, the **First Reading** of the Budget Ordinance will occur during the Town Council Meeting.
- **Tax Rate and Constant Yield Hearings (if needed)**
  - On **April 14, 2025, or May 12, 2025**, the Town Council Meeting would meet to set a new tax rate or conduct a Tax Rate or Constant Yield Hearing. This is a separate meeting
- **Budget Session #5 | Special Council Budget Meeting**
  - On **April 29, 2025**, the Town Council will hold a **Special Budget Meeting** for any remaining discussions and adjustments.
- **Proposed Budget Adoption – Second Reading**
  - On **May 12, 2025**, during the Town Council Meeting, the **Proposed Budget** for FY 2025-2026 will be presented for **Adoption**.
- **Alternative Budget Adoption Date**
  - An **Alternative Budget Adoption Date** is scheduled for **June 9, 2025**, if further revisions or discussions are necessary.

## **Section 2. Public Participation**

**AND BE IT FURTHER ORDAINED** that the Town will ensure that public notice is given for all budget meetings and hearings in accordance with local and state laws, and all meetings will be open for public comment and participation to promote transparency and community involvement in the fiscal planning process.

## **Section 3. Effective Date**

**AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect within twenty (20) days of its passage.

**AND BE FURTHER ENACTED AND ORDAINED** that upon passage, this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of the Town of Bladensburg, Maryland and will be effective the \_\_\_\_ day of \_\_\_\_\_ 2024.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

MAYOR AND COUNCIL  
TOWN OF BLADENSBURG

\_\_\_\_\_  
Regine Watson, Town Clerk

By: \_\_\_\_\_  
Takisha James, Mayor

First Reading: November 18, 2024

Second Reading: December 09, 2024

Adopted:

Effective: