

## The Town of Upper Marlboro

**RESOLUTION:** 2024-01  
**SESSION:** Regular Town Meeting  
**DATED:** January 23, 2024

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO ESTABLISHING A BUDGET CALENDAR FOR THE FISCAL YEAR 2025 BUDGET PROCESS

**WHEREAS**, § 82-40 of the Charter of the Town of Upper Marlboro provides that the President of the Board of Commissioners of the Town of Upper Marlboro (the “Board of Commissioners” or the “Board”), on such date as the Board shall determine, but at least thirty days before the beginning of any fiscal year, shall submit a budget to the Board. The Budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The budget shall be a public record in the office of the treasurer, open to public inspection during normal business hours; and

**WHEREAS**, the Board of Commissioners must adopt a budget for the Town of Upper Marlboro that includes revenues and expenditures for Fiscal Year 2025, beginning July 1, 2024, and ending June 30, 2025; and

**WHEREAS**, the deadline for the Board of Commissioners to adopt a Town Budget for Fiscal Year 2025 is June 30, 2024; and

**WHEREAS**, it is necessary to inform the public about the proposed budget, conduct a public hearing on the proposed budget, and allow for citizen review and comment on the proposed budget before final adoption of the budget ordinance; and

**WHEREAS**, the Board of Commissioners must also take into consideration the constant yield tax rates (“CYTR”) for the classes of real property in the Town, and depending on tax rate proposed the Board may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate; and

**WHEREAS**, the Board of Commissioners desires to establish a budget calendar for the FY2025 budget preparation and adoption processes.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN COMMISSIONERS OF THE TOWN OF UPPER MARLBORO**, that the following calendar is hereby adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year (“FY”) 2025:

<b>Date</b>	<b>Meeting Type</b>	<b>Topic</b>
Tues Jan 9 <sup>th</sup>	Board Work Session	Preliminary Budget Calendar Discussion
Tues Jan 23 <sup>rd</sup>	Regular Town Meeting	Budget Calendar Board Approval – Resolution 2024-01
Tues Feb 13 <sup>th</sup>	Board Work Session	Board Budget Priorities Discussions
Tues Feb 20 <sup>th</sup>	Extra Budget Work Session	Anticipated Revenue, Expenses & Town Tax Rates Discussion
Tues March 12 <sup>th</sup>	Board Work Session	Anticipated Revenue, Expenses, Departmental & CIP Discussion
Tues March 26 <sup>th</sup>	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues April 9 <sup>th</sup>	Board Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April 23 <sup>rd</sup>	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 14 <sup>th</sup>	Board Work Session	Discuss Budget Ordinance & Public Comment
Tues May 28 <sup>th</sup>	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Mon July 1 <sup>st</sup>	N/A	FY 2025 Budget in effect

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland sitting in a regular meeting the 23<sup>rd</sup> day of January 2024.

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Derrick Brooks, Commissioner

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Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

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John Hoatson, Town Clerk

Date: January 23, 2024

\_\_\_\_\_  
Alma Prevatte, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 23rd day of January 2024.

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John Hoatson, Town Clerk