



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, December 27<sup>th</sup>, 2022  
Re: Draft Fiscal Year 2024 Budget Calendar Memo

Commissioners,

As you are aware, the Town's Fiscal Year 2024 Budget time is right around the corner. Again this year we plan to open up the budget planning process to allow for more planning, discussion, and public input. At this time staff is proposing just one additional "Extra" Work session to accommodate the proposed calendar. In the past, these meetings have taken place during the day, but their timing is flexible. Below is our planned budget calendar outlining different meetings and discussion topics. This calendar is just a draft and will be up for discussion at the January 10<sup>th</sup> Work session and approval at the January 24<sup>th</sup>, 2023, Town Meeting based on the discussion at the work session.

Please note that the only substantial suggested change is approving the Budget Ordinance a bit earlier, at the May Town Meeting instead of the June Town Meeting, since we switched Regular and work sessions meeting dates. Otherwise, a Special Town Meeting held prior to June 9<sup>th</sup>, 2023, would be needed to approve the budget in time for the July 1<sup>st</sup> effective date.

Date	Meeting Type	Topic
Tues Jan 10 <sup>th</sup>	Regular Work Session	Preliminary Budget Calendar Discussion
Tues Jan 24 <sup>th</sup>	Regular Town Meeting	Budget Calendar Board Approval
Tues Feb 14 <sup>th</sup>	Regular Work Session	Board Budget Priorities Discussions
??????????	Extra Budget Work Session	Anticipated Revenue & Town Tax Rates Discussion
Tues March 14 <sup>th</sup>	Regular Work Session	Expenses- Departmental & CIP Discussion
Tues March 21 <sup>st</sup>	Regular Town Meeting	Public Comment- Proposed Town Tax Rates
Tues April 11 <sup>th</sup>	Regular Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 9 <sup>th</sup>	Regular Work Session	Discuss Budget Ordinance & Public Comment
Tues May 23 <sup>rd</sup>	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Fri July 1 <sup>st</sup>	N/A	FY 2024 Budget in effect