



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
Fax: (301) 627-2080

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Friday, December 30, 2023  
Re: Proposed Budget Calendar FY 2025

The following calendar is proposed for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year ("FY") 2025:

Date	Meeting Type	Topic
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
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 & Town Tax Rates Discussion
Tues March 12 <sup>th</sup>	Board Work Session	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