



FISCAL YEAR 2024

OPERATING BUDGET CALENDAR

CHARLES COUNTY, MD

(Revised March 23, 2023)

<u>Time Line</u>	<u>Action</u>
October 31, 2022	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests. Performance Measurements file sent to departments.
December 9, 2022	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2023	Board of Education and CSM Operating Budget Requests due.
March 21, 2023	<p><u>Budget Work Session</u>– Enterprise Funds (Operating and Capital)</p> <p><i>Review of Budgets and Impact on associated Fees</i></p> <ul style="list-style-type: none"> - Water and Sewer - Recreation - Cable (Special Revenue)
March 29, 2023	<p><u>Budget Work Session</u> - Fees & Charges and Enterprise Funds (Operating and Capital)</p> <p><i>Review of all County Fees & Charges - highlighting new fees & changes to existing fees and Review of Budgets and Impact on associated Fees</i></p> <ul style="list-style-type: none"> - Landfill - Stormwater - Environmental Services - Inspection
April 18, 2023	<p><u>Budget Work Session</u> - General Fund</p> <p><i>Review of Operating Revenue Estimates including:</i></p> <ul style="list-style-type: none"> - Property Taxes - Income Tax - Recordation/Transfer Taxes - Service Charges - Licenses and Permits - Grants - Fines & Forfeitures - Other Income <p><i>First Review of Proposed County Administrator Budget</i></p> <ul style="list-style-type: none"> Overview of Total Proposed Budget Highlights of County Agencies funding - Board of Education - Sheriff's Office - Other Agencies

Note: Budget Calendars are subject to change.

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Charles County Department of Fiscal and Administrative Services

FISCAL YEAR 2024 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Revised March 23, 2023)

Time Line

April 25, 2023

Action

Budget Work Session - General Fund

Final Review of Proposed County Administrator Budget

Highlights of County Government operations:

- Public Works - Facilities	- Planning & Growth Management
- Emergency Services	
- Recreation, Parks, & Tourism	- Community Services
- Fiscal & Administrative Services	- County Administrator Office
- Economic Development	- County Commissioners Office
	- County Attorney's Office
	- Human Resources

Remaining budgets

April 26, 2023

Public Hearing - Constant Yield Tax Rate, & Operating and Capital Budgets

The property owners' opportunity to be heard on the issue of property tax rates before they are final. Also, Citizen's opportunity to be heard on the Proposed FY2024 Budgets

The Constant Yield Tax Rate is simply a property tax rate that, when applied to new assessments, will result in the taxing authority receiving the same revenue in the coming taxable year that was produced in the prior taxable year.

May 2, 2023

Budget Work Session -General Fund, Special Revenue Funds & Enterprise Funds

Special Revenue Budget Review to include:

- Federal & State Grants	- Fire & Rescue
- Special Programs with dedicated revenues	

Recap Enterprise Funds

Commissioner Proposed Changes to the Budget

May 9, 2023

Budget Work Session - General Fund and All Budgets

Commissioner Proposed Changes to the Budget

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Time Line

May 16, 2023

Action

Budget Work Session - General Fund and Recap of All Budgets
Review Impact of Commissioner Changes to the Budget

May 16, 2023

General Fund Tax Rates & Budget Adoption
Budget Adoption of All Other Funds

Pending finalization of Governor's signing or vetoing State Bills

May - July

Approved Budget Book prepared

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FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR CHARLES COUNTY, MD

(Revised March 23, 2023)

The CIP is a long-term planning and budget process which is reviewed annually to assist County Officials with the task of planning, constructing, and financing public infrastructure. These projects are planned for over a five-year increment. Budget funds are appropriated by the County Commissioners for the most current fiscal year of the CIP (Fiscal 2024). The CIP is broken down into Governmental and Enterprise fund projects.

Governmental Projects are supported by General Fund Revenues:

- Board of Education	- College of Southern MD	- General Government
- Parks	- Transportation	(Buildings, Land Preservation)

Enterprise Fund Projects are supported by self supporting user fees:

- Water	- Stormwater	- Environmental Services
- Sewer	- Landfill	

Time Line

September 19, 2022

Action

Fiscal 2024-2028 Capital Improvement Program (CIP) forms sent to County Departments and Agencies.

October 14, 2022

Board of Education (BOE) CIP requests are returned to the Department of Fiscal & Administrative Services/Budget Division.

- **BOE CIP Request due to the State for Interagency Committee for School Construction (IAC) consideration by 10/4/2022; submitted by BOE**

October 21, 2022

Remaining Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division.

November 1, 2022

Budget Work Session: Preliminary BOE capital budget request review with the County Commissioners and BOE to meet State deadline submission.
• **Forward County Commissioner Letter of Support to IAC for Board of Education CIP.**
(Letter due to IAC on November 30, 2022)

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Time Line

November 4, 2022

Action

Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division.

November - February

CIP review with County Administrator and Departments.

March 21, 2023

Budget Work Session – Enterprise Funds (Operating and Capital)
- Water and Sewer

March 29, 2023

Budget Work Session – Remaining Enterprise Funds (Operating and Capital)
- Landfill
- Stormwater
- Environmental Services

April 18, 2023

Budget Work Session – Governmental CIP overview

April 25, 2023

Budget Work Session – Governmental CIP review

April 26, 2023

Public Hearing on CIP

Citizen's opportunity to be heard on the Proposed FY2024-2028 CIP

May 2, 2023

Budget Work Session – Commissioner Proposed Changes to the CIP Budget

May 9, 2023

Budget Work Session – Commissioner Proposed Changes to the CIP Budget

May 16, 2023

Budget Work Session - Recap and final review of the FY2024-2028 CIP

May 16, 2023

Formal Adoption

Pending finalization of Governor's signing or vetoing State Bills

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