



# **FISCAL YEAR 2025**

## **OPERATING BUDGET CALENDAR**

### **CHARLES COUNTY, MD**

(Adopted September 19, 2023)

<u>Time Line</u>	<u>Action</u>
October 30, 2023	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 8, 2023	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2024	Board of Education and CSM Operating Budget Requests due.
April 9, 2024	<p><b><u>Budget Work Session</u></b>– Enterprise Funds (Operating and Capital)</p> <p><i>Review of Budgets and Impact on associated Fees</i></p> <ul style="list-style-type: none"> <li>- Water and Sewer</li> <li>- Recreation</li> <li>- Cable (Special Revenue)</li> </ul>
April 10, 2024	<p><b><u>Budget Work Session</u></b> - Fees &amp; Charges and Enterprise Funds (Operating and Capital)</p> <p><i>Review of all County Fees &amp; Charges - highlighting new fees &amp; changes to existing fees and Review of Budgets and Impact on associated Fees</i></p> <ul style="list-style-type: none"> <li>- Landfill</li> <li>- Stormwater</li> <li>- Environmental Services</li> <li>- Inspection</li> </ul>
April 16, 2024	<p><b><u>Budget Work Session</u></b> - General Fund</p> <p><i>Review of Operating Revenue Estimates including:</i></p> <ul style="list-style-type: none"> <li>- Property Taxes</li> <li>- Income Tax</li> <li>- Recordation/Transfer Taxes</li> <li>- Service Charges</li> <li>- Licenses and Permits</li> <li>- Grants</li> <li>- Fines &amp; Forfeitures</li> <li>- Other Income</li> </ul> <p><i>First Review of Proposed County Administrator Budget</i></p> <ul style="list-style-type: none"> <li>Overview of Total Proposed Budget</li> <li>Highlights of County Agencies funding</li> <li>- Board of Education</li> <li>- Sheriff's Office</li> <li>- Other Agencies</li> </ul>

**Note: Budget Calendars are subject to change.**

Charles County Department of Fiscal & Administrative Services • 200 Baltimore Street La Plata, MD 20646 • 301-645-0550 • MD Relay Service: 7-1-1 (TDD: 1-800-735-2258) • [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)

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## Charles County Department of Fiscal and Administrative Services

# FISCAL YEAR 2025 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 19, 2023)

### Time Line

April 23, 2024

### 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 24, 2024

**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 FY2025 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.*

April 30, 2024

**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 7, 2024

**Budget Work Session** - General Fund and All Budgets

*Commissioner Proposed Changes to the Budget*

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## Charles County Department of Fiscal and Administrative Services

# FISCAL YEAR 2025 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 19, 2023)

### Time Line

May 14, 2024

### Action

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

May 14, 2024

**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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## Charles County Department of Fiscal and Administrative Services

# FISCAL YEAR 2025 CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 19, 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 2025). 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 18, 2023

#### Action

**Fiscal 2025-2029 Capital Improvement Program (CIP) forms sent to County Departments and Agencies.**

October 13, 2023

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 10/4/2023; submitted by BOE**

October 20, 2023

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

October 31, 2023

**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, 2023)*

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## Charles County Department of Fiscal and Administrative Services

# FISCAL YEAR 2025 CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 19, 2023)

### Time Line

November 3, 2023

### Action

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

November - March

CIP review with County Administrator and Departments.

April 9, 2024

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

April 10, 2024

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

April 16, 2024

**Budget Work Session** – Governmental CIP overview

April 23, 2024

**Budget Work Session** – Governmental CIP review

April 24, 2024

### **Public Hearing on CIP**

Citizen's opportunity to be heard on the Proposed FY2025-2029 CIP

April 30, 2024

**Budget Work Session** – Commissioner Proposed Changes to the CIP Budget

May 7, 2024

**Budget Work Session** – Commissioner Proposed Changes to the CIP Budget

May 14, 2024

**Budget Work Session** - Recap and final review of the FY2025-2029 CIP

**May 14, 2024**

### **Formal Adoption**

*Pending finalization of Governor's signing or vetoing State Bills*

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