



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	<u>Budget Work Session</u> – Enterprise Funds (Operating and Capital) <i>Review of Budgets and Impact on associated Fees</i> <ul style="list-style-type: none">- Water and Sewer- Cable (Special Revenue)- Recreation
April 10, 2024	<u>Budget Work Session</u> - Fees & Charges and Enterprise Funds (Operating and Capital) <i>Review of all County Fees & Charges - highlighting new fees & changes to existing fees and Review of Budgets and Impact on associated Fees</i> <ul style="list-style-type: none">- Landfill- Environmental Services- Stormwater- Inspection
April 16, 2024	<u>Budget Work Session</u> - General Fund <i>Review of Operating Revenue Estimates including:</i> <ul style="list-style-type: none">- Property Taxes- Licenses and Permits- Income Tax- Grants- Recordation/Transfer Taxes- Fines & Forfeitures- Other Income- Service Charges <i>First Review of Proposed County Administrator Budget</i> <ul style="list-style-type: none">Overview of Total Proposed BudgetHighlights of County Agencies funding<ul style="list-style-type: none">- Board of Education- Other Agencies- Sheriff's Office

Note: Budget Calendars are subject to change.



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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
- Emergency Services
- Recreation, Parks, & Tourism
- Fiscal & Administrative Services
- Economic Development
- Planning & Growth Management
- Community Services
- County Administrator Office
- 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

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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 & Administrative Services • 200 Baltimore Street La Plata, MD
301-645-0550 • MD Relay Service: 7-1-1 (TDD: 1-800-735-2258) • www.CharlesCountyMD.gov

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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 (Buildings, Land Preservation)
- Parks
- Transportation

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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November 3, 2023	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	<u>Budget Work Session</u> – Enterprise Funds (Operating and Capital) - Water and Sewer
April 10, 2024	<u>Budget Work Session</u> – Remaining Enterprise Funds (Operating and Capital) - Landfill - Environmental Services - Stormwater
April 16, 2024	<u>Budget Work Session</u> –Governmental CIP overview
April 23, 2024	<u>Budget Work Session</u> – 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	<u>Budget Work Session</u> –Commissioner Proposed Changes to the CIP Budget
May 7, 2024	<u>Budget Work Session</u> –Commissioner Proposed Changes to the CIP Budget
May 14, 2024	<u>Budget Work Session</u> - Recap and final review of the FY2025-2029 CIP
May 14, 2024	Formal Adoption <i>Pending finalization of Governor's signing or vetoing State Bills</i>

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