



TO: Board of Estimates, Office of Comptroller

FROM: AGC1200 - Comptroller

DATE: 08/07/2025

Submission #: SB-25-12660

SUBJECT: Annual Reports Required to be Received by the Board of Estimates

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to note the schedule of reports to be received by the Board of Estimates for Fiscal Year 2026.

PERIOD OF CONTRACT/AGREEMENT: 07/01/2025 to 06/30/2026

AMOUNT AND SOURCE OF FUNDS:

Transaction Amount: \$ 0.00

Project Fund Amount

BACKGROUND/EXPLANATION:

There are various requirements in City Charter and Code for regular reports to be received by the Board of Estimates. In an effort to organize these requirements, the Office of the Comptroller compiled the following schedule for FY2026.

Reporting Entity	Report Contents	Due Date	Code Citation
Director of Finance	General operating statements	Monthly Basis	Baltimore City Charter Article VII, §10(c)
Director of Finance	Total Municipal Income and expenses and the City's assets & liabilities	At least once annually	Baltimore City Charter Article VII, §10(c)
Baltimore Benefits Commission	(i) improve communications between administrators and beneficiaries concerning available benefits and proposed changes to them; and	On or before June 30	Baltimore City Code, Article 1, § 50-5(2)

	(ii) generally improve the administration of benefits for employees and retirees.		
Cable Communications Advisory Commission	<p>1) a summary of the Commission's activities;</p> <p>(2) all actions taken concerning the duties and responsibilities listed in this subtitle; and</p> <p>(3) any recommendations of the Commission.</p>	Annually	Baltimore City Code, Article 2, § 2-4(b)
Baltimore Children and Youth Fund	Adopted financial plan		Baltimore City Code, Article 5, § 9-6(d)
Committee on Insurance and Risk Management	Statement showing the condition and amount of the Self Insurance Fund	Annually, by Mar 1	Baltimore City Code, Article 5, Subtitle 12, § 12-3(c)(2)
Minority & Women's Business Opportunity Office (SMBAD)	Annual participation goals for MBEs and WBEs		Baltimore City Code, Article 5, § 28-25(b)
Minority & Women's Business Opportunity Office (SMBAD)	Evaluation of MBE/WBE participation and program effectiveness	Annually	Baltimore City Code, Article 5, § 28-25(b)
Health Care Advisory Panel	Written report of findings and recommendations	By April 30	Baltimore City Code, Article 5, § 31-4
Employer and employee organization (MOUs)	Recommendations from memoranda of understanding resulting from labor negotiations	By April 1	Baltimore City Code, Article 12, § 5-8(b)
Downtown Management Authority	Budget and proposed schedule of taxes/charges; public hearing required	At least 2 months before proposed effective date	Baltimore City Code, Article 14, § 1-18(c)(1)-(2)

Charles Village Community Benefits District Authority	Budget and proposed schedule of taxes/charges; public hearing required	Not specified	Baltimore City Code, Article 14, § 6-7
Midtown Community Benefits District Authority	Budget and proposed schedule of taxes/charges; public hearing required	Not specified; first plan may be for less than a full year	Baltimore City Code, Article 14, § 7-7
Waterfront Management District Authority	Budget and proposed schedule of taxes/charges; public hearing required	Not specified	Baltimore City Code, Article 14, § 8-7
South Baltimore Gateway Community Impact District Management Authority	Budget for use of local impact grants; subject to Board of Estimates approval	At least 2 months before proposed effective date	Baltimore City Code, Article 14, § 19-7
Hotel Room Tax Special Assessment District (Visit Baltimore)	Budget and proposed district special assessment; public hearing required	Not specified	Baltimore City Code, Article 14, § 20-8

COUNCIL DISTRICT: Citywide

EMPLOY BALTIMORE: LIVING WAGE: LOCAL HIRING: PREVAILING WAGE:

N/A N/A N/A N/A

1% FOR PUBLIC ART: N/A.

ENDORSEMENTS:



08-06-2025