

Cowlitz County
2020 - 2021 Biennial Budget Preparation Calendar – UPDATED 9/13/19

This schedule may be modified from time-to-time.

June/July	Commissioners define goals for 2020/2021; develop annual budget message and policy statement, <i>if desired</i>	
June/July	OFM prepares Budget Guidelines and Cost Estimates for personnel & benefits, and cost allocations	
July	CIP Committee provides preliminary report to Commissioners Six-Year Capital Plan	
July	Road Fund submits draft of Six-Year Road Program to Commissioners	
On or before July 9	Auditor distributes Call for Budget Estimates – Email to County Employees	
On or before July 15	Budget Guidelines and Forms available from OFM	
Tuesday, August 13	Requests for NEW Expenditure/Revenue lines submit requests to Office of Financial Management	Form A
Tuesday, August 13	Requests for Personnel adjustments – submit requests to Office of Financial Management with a copy to Human Resources	Form B
Tuesday, August 13	Requests for vehicles or changes in Motor Pool vehicles & equipment- submit requests to Office of Financial Management with copy to Public Works	Form C
Tuesday, August 13	Requests for technology - submit requests to Office of Financial Management with a copy to Information Technology	Form D
Tuesday, August 13	Potential Grant worksheets – submit documents to Office of Financial Management	Grant Worksheets
Tuesday, August 13	Departments complete data entry in budget database (Departmental budgets must be submitted electronically on this date)	
August 10 - August 31	OFM will review submissions; departments may make technical corrections before Preliminary Budget is printed	
<i>Tuesday, August 27</i>	<i>Preliminary department budgets uploaded to Agenda Quick for Sept 3 meeting</i>	
Tuesday, September 3	Auditor presents expenditure requests & revenue estimates to Commissioners	
Tuesday, September 3	Departments submit written SUMMARY for 2020-2021 Budget to OFM	High level, one-page summary of budget requests
September	OFM prepares Budget summaries for Commissioners & Public	
September	Departmental Workshops with BOCC	
Monday, September 9	Departmental Workshop – Individual Department Budget Meeting with Board of Commissioners and OFM	GMR Time: 9:00 – 12:00 p.m.
Thursday, September 12	Department Workshops – Individual Department Budget Meeting with Board of Commissioners and OFM	GMR Time: 2:00 – 5:00 p.m.
Monday, September 16	Department Workshops – Individual Department Budget Meeting with Board of Commissioners and OFM	GMR Time: 9:00 – 12:00 p.m.
Monday, September 23	Department Workshops – Individual Department Budget Meeting with Board of Commissioners and OFM	GMR Time: 2:00 – 5:00 p.m.
Thursday, September 26	Department Workshops – Individual Department Budget Meeting with Board of Commissioners and OFM	GMR Time: 2:00 – 5:00 p.m.
Monday, September 30	Department Workshops – Individual Department Budget Meeting with Board of Commissioners and OFM	GMR Time: 9:00 – 12:00 p.m.
October – November	Public Budget Workshops	

Wednesday, October 2	Public Workshop: <u>CIP Program / Tourism / Revenue / Grants</u>	GMR: Time: 9:30 to 12:00 p.m.
Wednesday, October 9	Public Workshop: <u>Equipment & Vehicles / Information Technology</u>	GMR: Time: 9:30 to 12:00 p.m.
Wednesday, October 16	Public Workshop: <u>Mental Health Tax / Personnel requests</u>	GMR: Time: 9:30 to 12:00 p.m.
Wednesday, October 23	Public Workshop: <u>Road Fund and General Levies</u>	GMR: Time: 9:30 to 12:00 p.m.
Tuesday, October 29	<i>OFM to post to Agenda Quick Consent Agenda public meetings for Public meeting for Levy on November 19 & Adopting Budget December 3</i>	
Wednesday, October 30	Public Workshop: continued as needed	GMR: Time: 9:30 to 12:00 p.m.
Wednesday, November 6	Public Workshop: continued as needed	GMR: Time: 9:30 to 12:00 p.m.
Tuesday, November 12	<i>OFM to post to Agenda Quick Levy documents for Nov. 19 BOCC</i>	
Friday, November 15	Departments submit revised fee schedules to OFM	
Tuesday, November 19	<i>OFM to post to Agenda Quick Consent Agenda to Advertise for Public Meeting on Water/Sewer Rates for December 3</i>	
Friday, November 15	OFM presents draft Budget to BoCC	
Tuesday, November 19	BoCC sets Road Fund and General Fund levies (Due on or before Nov 30); Public Hearing on Department Fees requests	
November 30 (on or before)	Taxing District budgets & levy information due to BoCC	
Tuesday, November 26	<i>OFM to post to Agenda Quick Public Hearing – 2020-21 Budget, Fees, Taxing Districts Budgets,</i>	
Tuesday, December 3	First Public Hearing Documents presented to Board of County Commissioners: <ul style="list-style-type: none"> • Taxing District Budgets • Amended Levy Requests for General Fund & Road Fund, if needed • Resolution for Road Fund Diversion - Law Enforcement, if needed • Six-Year Road Program • Six-Year County Capital Program • Resolution Setting Fees - various County Departments • Proposed Final County Budget 2020/2021 	
December 10, 17 & 24	Continued Public Hearings, as needed	
December 31 (on or before)	Publish Notice of budget adoption Prepare budget for PeopleSoft Provide copies of budget to departments	
	<i>This schedule may be modified from time-to-time.</i>	