

Cowlitz County
2018 / 2019 Biennial Budget Preparation Calendar

June/July	Commissioners define goals for 2018/2019; develop annual budget message and policy statement, if desired	
June/July	OFM prepares Budget Guidelines and Cost Estimates for reimbursable expenses	
July	CIP Committee provides preliminary report to Commissioners Six-Year Capital Plan	
July	Road Fund submits draft of Six-Year Road Program to Commissioners	
July 10	Auditor distributes Call for Budget Estimates	
July 17	Budget Guidelines and Forms available from OFM	
August 14	Requests for vehicles or changes in Motor Pool vehicles & equipment- submit requests to Public Works with copy to OFM	Form C
August 14	Requests for technology - submit requests to I.T. with copy to OFM	Form D
August 14	Requests for Personnel adjustments – submit to Personnel with copy to OFM	Form B
August 21	Departments complete data entry in budget database (Departmental budgets must be submitted electronically on this date)	
August 23	Departments submit written Preliminary Budget materials to OFM	Budget Worksheets Forms A-F; MCA Narratives
August 21 - August 31	OFM will review submissions; departments may make technical corrections before Preliminary Budget is printed	
September 5	Auditor presents expenditure requests & revenue estimates to Commissioners	
September 5	Departments submit written Preliminary Budget materials to OFM	Narratives & Other Supporting Materials
September	OFM prepares Budget summaries for Commissioners & Public	
September 11- October 31	Elected Officials/ Department Directors/Managers meet with Commissioners, Personnel & OFM to discuss expenditure requests, revenue estimates and programs	
September 14	Departmental Workshop & MCA's	GMR Time: 1:00 - 5:00 p.m.
September 18 (ADDED)	Department Workshops (ADDED)	GMR Time: 3:00 – 5:00 p.m.
September 19	Departmental Workshops	GMR Time: 3:00 - 5:00 p.m.
September 20	Departmental Workshops	GMR Time: 1:00 – 5:00 p.m.

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September 22	Departmental Workshops	GMR Time: 9:00 a.m. – 12:00
September 27	Departmental Workshops	GMR Time: 10:00 a.m. – 12:00
Oct – Nov	Public budget workshops	
October 12	Public Workshop: Personnel (new FTE's only) Salary adjustments and/or reclassification requests should be presented during the departmental workshops	GMR: Time: 2:00 – 5:00 p.m.
October 18	Public Workshop: <u>CIP Program</u>	GMR: Time: 1:00 – 5:00 p.m.
October 18	Public Workshop: <u>Equipment & Vehicles</u>	GMR: Time: 1:00 – 5:00 p.m.
November 1 October 18	Public Workshop: <u>Technology</u> (DAY/TIME CHANGED TO 11/1/17)	GMR: Time: 1:00 – 5:00 p.m.
November 1	Public Workshop: <u>Revenues / Grants / Other / Mental Health Tax / IT Initiatives</u>	GMR Time: 9:00 a.m. - 12:00
November 17	Departments submit revised fee schedules to OFM	
November 20	OFM presents draft Budget to BoCC; post on Intranet	
November 21	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	
December 5	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 2018/2019	
December 12 & December 19	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	

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