

Cowlitz County
2022-2023 Biennial Budget Preparation Calendar

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

June/July	<ul style="list-style-type: none"> Administrative Services prepares Guidelines, Cost Estimates for personnel & benefits, and cost allocations plans CIP Committee provides Six-Year Capital preliminary plan to BoCC Road Fund submits draft of Six-Year Road Program to BoCC 	
On or before July 13	County Auditor Calls for Budgets	
On or before July 19	Budget Guidelines and Forms available from Admin Services	
Monday, August 16	<ul style="list-style-type: none"> Requests for New Expenditure/Revenue lines – ongoing Requests for Personnel adjustments Requests for vehicles in Motor Pool vehicles & equipment Requests for technology Mental Health funding request Departments complete data entry in budget database 	BUDGET REQUESTS Due to OFM @ 5:00 p.m.
	Admin Services will review submissions; departments may make technical corrections before Preliminary Budget is presented	
Tuesday, Sept 7 @ 10:00 a.m. RCW 36.40.050	Expenditure & revenue estimates presented to Commissioners	
Sept. 16, 22, 23	Public Workshop: Department Requests with BoCC & Admin Services	
Wednesday, September 29	Public Workshop: Tourism Program/ Information Technology Requests	9:30
Thursday, September 30	Public Workshop: Mental Health Tax distribution/ Personnel Requests	9:30
Wednesday, October 13	Public Workshop: Motor Pool vehicles & Equipment Requests	9:30
Thursday, October 14	Public Workshop: Road Fund and General Levies (confirm/finalize #'s)	9:30
Friday, November 19	Departments submit revised fee schedules for 2022	Due to OFM @ 5:00 p.m.
November 30 @ 10:00 a.m. RCW 84.52.030	Special Taxing District budgets & levy information due to BoCC, & Certified to Assessor's Office	
Tuesday, December 7 @ 10:00 a.m. (Continued as needed December 14, 21)	Public Hearing - Documents presented to BoCC: <ul style="list-style-type: none"> Taxing District Budgets Six-Year Road Program Six-Year County Capital Program Resolution Setting Fees - various County Departments Proposed County Biennial Budget 2022-2023 	

Cowlitz County
2023 mid-biennial Budget review calendar

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

September 2	<ul style="list-style-type: none"> ○ OFM distributes budget materials to departments: <ul style="list-style-type: none"> ● Opens budget boss with actuals through June 2022 ● Revised estimates of labor & benefits are updated in database ● Revised schedules for IT, Motor Pool, Insurance, etc. included 	
Friday, September 23	<ul style="list-style-type: none"> ○ Revised expenditure and revenue estimates ○ Revised requests for technology, capital, equipment, vehicles, etc. 	Due @ 5:00 p.m.
October 10	Department workshops: Jail & Public Services	10:30
October 11	Personnel requests	3:00
October 17	Motor Pool vehicles & Equipment requests	10:30
October 18	Mental Health Tax – county personnel costs discussion	3:00
November 15	BOCC certifies Road Fund and General Fund Levies	BOCC 10:00 a.m.
Friday, November 18	Departments submit revised fee schedules for 2022	Due @ 5:00 p.m.
November 29	Special Taxing District budgets & levy information certified by BoCC, and Certified to Assessor’s Office	OFM to submit
December 6 (Continued as needed December 13, 20)	Public Hearing - Documents presented to BoCC: <ul style="list-style-type: none"> ● Taxing District Budgets ● Six-Year Road Program ● Six-Year County Capital Program ● Resolution Setting Fees - various County Departments ● Proposed amended Mid-Biennial Budget for 2023 	BOCC 10:00 a.m.