

Cowlitz County
2024–2025 Biennial Budget Preparation calendar

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

July 14	<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 2023 ● Revised estimates of labor & benefits are updated in database ● Revised schedules for IT, Motor Pool, Insurance, etc. included 	
June 21, 2023	County Auditor Calls for Budget	
July 13, 2023	Budget Guidelines and Forms available from Admin Services	
Friday, August 11th	<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
	Admin Services will review submissions; departments may make technical corrections before Preliminary Budget is presented	
Tuesday, Sept 5 @ 9:30 a.m. RCW 36.40.050	Expenditure & revenue estimates presented to Commissioners	
September 18, 19, 26, 27	Public Workshop: Department Requests with BoCC & Admin Services	1:30p.m., except Sept 18 th @10 a.m.
October 4	Public Workshop: IT Requests	1:30 p.m.
October 10 Revised	Public Workshop: Personnel requests	1:30 p.m.
October 18	Public Workshop: Equipment revolving reserve, 5 year capital Plan and 6 year Road Plan	1:30 p.m.
October 24 (Revised)	Public Workshop: Mental Health Tax – county personnel costs discussion	1.30 p.m.
October 30 (Revised)	Public Workshop: Road Levies & General Fund Levy Discussion	10:00 a.m.
October 31 (Revised)	Public Workshop: Overall summarized Budget with anticipated revenue and expenses for final authorization of all requests included in budget.	1:30 p.m.
November 17	Departments submit revised fee schedules for 2024	Due @ 12 p.m.
November 21	Public Workshop: Fees & Revenues	1:30 P.M.
November 28	BOCC certifies Road Fund and General Fund Levies, Special Taxing District budgets & levy information certified by BoCC, and Certified to Assessor’s Office	BOCC 9:30a.m. OFM to submit
December 5 (Continued as needed December 12, 19, 26)	Public Hearing - Documents presented to BoCC: <ul style="list-style-type: none"> ● Taxing District Budgets ● Six-Year Road Program ● Five-Year County Capital Program ● Resolution Setting Fees - various Departments, Water & Sewer ● Proposed amended Mid-Biennial Budget for 2023 	BOCC 10:00 a.m.

Cowlitz County
2025 mid-biennial Budget review calendar

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

September 3	<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 2024 ● Revised estimates of labor & benefits are updated in database ● Revised schedules for IT, Motor Pool, Insurance, etc. included ● Departments submit to OFM proposed revised fee schedules 	
September 17	OFM presents revenue estimates to BOCC for 2025	1:30 p.m.
Friday, September 20	<ul style="list-style-type: none"> ○ Revised expenditure and revenue estimates from departments ○ Revised requests for technology, capital, equipment, vehicles, etc. 	Due @ 5:00 p.m.
October 2	Department workshops: IT, Risk mgt. Other cost allocations	2:30
October 8	Department workshops:	1:30
October 14	Department workshops:	9:00
October 15	Behavioral Health Tax – county personnel costs discussion	1:30
October 21	Personnel requests	9:00
October 22	Public workshop: motor vehicles, equipment revolving reserve, 5 year capital plan update	1:30
October 28	Budget Review update to BOCC	9:00
October 29	Public workshop: 6-year road plan update	1:30
November 12	BOCC certifies Road Fund and General Fund Levies	BOCC 9:30 a.m.
November 26	Special Taxing District budgets & levy information certified by BoCC, and Certified to Assessor’s Office	BOCC 9:30 a.m.
December 3 (Continued as needed December 10, 17)	Public Hearing - Documents presented to BoCC: <ul style="list-style-type: none"> ● Taxing District Budgets ● Six-Year Road Program ● Five-Year County Capital Program ● Resolution Setting Fees - various County Departments ● Proposed amended Mid-Biennial Budget for 2025 	BOCC 9:30 a.m.