

## 2023 Calendar for 2024 Budget Preparation

7/06/2023

Thursday, May 4	Schedule A Salary Worksheets e-mailed to designated recipients.
Thursday, May 4	5 Year Capital Plan Worksheets e-mailed to designated recipients.
Friday, May 19	Information Technology Service Requests Forms are due to Tess Teel.
Wednesday, June 7	Schedule A Salary Worksheet updates are due back to Debi Cook.
Friday, June 16	5 Year Capital Plan Worksheets due back to Rebecca.
Thursday, July 6	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 7	ER&R requests are due to Mary Peterson.
Friday, July 7	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 18	<b>Mid-year Budget Review</b> (& Finance Com Mtg) Public Hearing at 10:30.
Tuesday, August 1	Budget Packets due back to Debi Cook.
Tuesday, September 5	<b>Preliminary Budget</b> to the Board.
September 13, 14, 15, 20, 21, 22	The Administrator and the Budget Director meet with the EO/DH.
Wednesday, October 4	Forks Public Meeting: Blakeslee's Bar & Grill - 11:30 - 1:00
Monday, October 9	<b>Administrator Recommended Budget</b> to Work Session.
Wednesday, October 11	Port Angeles Public Meeting: Red Lion Hotel - 11:30 - 1:00
Tuesday, October 24	Sequim Public Meeting: Location TBD - 11:30 - 1:15
October 11, 12, 13, 18, 19, 20, 25, 26, 27	The Board of Commissioners, the Administrator, and the Budget Director meet with each department.
Monday, November 13	<b>Draft Budget to Work Session.</b>
Tuesday, November 28	Clallam County Property Tax <b>Levy Certification.</b> (County property tax)
Monday, December 4	Special Taxing Districts <b>Levy Certification.</b>
Tuesday, December 5	Public Hearings at 10:30 AM and 5:00 PM in the Board Room. Board adopts <b>Final Budget</b> by resolution.
Tuesday, December 12	Possible extension of hearing for the Board to adopt the final budget by resolution.