

2017 Calendar for 2018 Budget Preparation

Wednesday, May 17	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 14	Schedule A Salary Worksheet corrections are due to Debi Cook.
Tuesday, June 20	Notice Mid Year Budget Review
Friday, June 23	Capital Request Forms due to Joel Winborn.
Friday, June 23	Information Technology Service Requests Forms are due to Tess Teel.
Sunday, June 25 & July 2	Publish legal notice for Mid Year Budget Review.
Wednesday, July 5	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 7	Equipment Rental and Revolving Vehicle and Equipment requests are due to Mary Peterson.
Friday, July 14	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 18	Mid-year Budget Review
Thursday, July 20	The Finance Committee meets and reviews revenues for the first half of the year.
Tuesday, August 1	The Budget Packets must be returned to Debi Cook.
Tuesday, August 8	Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings.
Sunday, August 20 & 27	Publish legal notices.
Tuesday, September 12	The Administrator submits the Preliminary Budget to the Board.
Tuesday, September 13	Port Angeles Public Meeting: 12:00 at the Red Lion.
September 20, 21, 22, 28, 29	The Administrator and the Budget Director meet with the County Officials of each department.
Wednesday, September 27	Forks Public Meeting: 12:00 at the Forks Chamber Meeting.
Thursday, September 28	Sequim Public Meeting: 6:00 at the Sequim Transit Center.
October 19, 20, 23, 24	The Board of Commissioners, the Administrator, and the Budget Director meet with each department.
Monday, November 13	Call for Hearing for the Property Tax Levy.
Sunday, November 17	Publish legal notice for levy hearing.
Monday, November 20	Draft Budget to Work Session
Monday, November 20	The Administrator submits the Draft Final Budget to the Board. Call for Hearing for the public hearing on the final budget recommendations.
Friday, November 24 & Dec. 1	Publish legal notice for budget hearings.
Tuesday, November 28	Hearing and adoption of Property Tax Levy.
Tuesday, December 5	Public Hearings at 10:30 AM and 6:00 PM in the Board Room. Board adopts final budget by resolution.
Tuesday, December 12	Possible extension of hearing for the Board to adopt the final budget by resolution.