

## 2018 Calendar for 2019 Budget Preparation

Wednesday, May 16	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 13	Schedule A Salary Worksheet corrections are due to Debi Cook.
Tuesday, June 19	Notice Mid Year Budget Review
Friday, June 22	Information Technology Service Requests Forms are due to Tess Teel.
Friday, June 22	Capital Request Forms due to Joel Winborn.
Sunday, June 24 & July 1	Publish legal notice for Mid Year Budget Review.
Monday, July 2	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 6	ER&R requests are due to Mary Peterson.
Friday, July 13	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 17	Mid-year Budget Review
Thursday, July 26	The Finance Committee meets and reviews revenues for the first half of the year.
Wednesday, August 1	The Budget Packets must be returned to Debi Cook.
Tuesday, August 7	Notice the Preliminary Budget will be available September 11. (Notice includes: public meeting dates/location, publish dates, copy costs)
Sunday, August 19 & 26	Publish legal notices for the Preliminary Budget.
Tuesday, September 11	The Administrator submits the Preliminary Budget to the Board.
Wednesday, September 12	Port Angeles Public Meeting: 11:30 PA Chamber Meeting at the Red Lion.
September 19, 20, 21, 27, 28	The Administrator and the Budget Director meet with the EO/DH.
Tuesday, September 25	Sequim Public Meeting: 11:30 at the Sequim Chamber Meeting.
Wednesday, September 26	Forks Public Meeting: 12:00 at the Forks Chamber Meeting.
Monday, October 15	Administrator submits Administrator Recommended Budget to the Board.
October 17, 18, 19, 24, 26	The Board of Commissioners, the Administrator, and the Budget Director meet with each department.
Tuesday, November 6	Call for Hearing for the Property Tax Levy.
Friday, November 16	Publish legal notice for levy hearing.
Monday, November 19	Draft Budget to Work Session
Tuesday, November 20	The Administrator submits the Proposed Final Budget to the Board. Call for Hearing - public hearing on the final budget recommendations.
Friday, November 23 & 30	Publish legal notice for budget hearings.
Tuesday, November 27	Hearing and adoption of Property Tax Levy.
Tuesday, December 4	Public Hearings at 10:30 AM and 6:00 PM in the Board Room. Board adopts final budget by resolution.
Tuesday, December 11	Possible extension of hearing for the Board to adopt the final budget by resolution.