

2016 Calendar for 2017 Budget Preparation

Wednesday, May 18	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 15	Schedule A Salary Worksheet corrections are due (to Debi Cook).
Tuesday, June 21	Notice Mid Year Budget Review
Friday, June 24	Information Technology Service Requests Forms are due to Greg Helwick.
Sunday, June 26	Publish legal notice for Mid Year Budget Review.
Sunday, July 3	Publish legal notice for Mid Year Budget Review.
Tuesday, July 5	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Thursday, July 7	The Finance Committee meets and reviews revenues for the first half of the year.
Friday, July 8	Equipment Rental and Revolving Vehicle and Equipment requests are due to Mary Peterson.
Friday, July 15	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 19	Mid-year Budget Review
Monday, August 1	The Budget Packets must be returned (to Debi Cook).
Tuesday, August 9	Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings.
Sunday, August 21	Publish legal notices in newspaper.
Sunday, August 28	Publish legal notices in newspaper.
Tuesday, September 13	The Administrator submits the Preliminary Requested Budget to the Board.
Tuesday, September 27	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, September 28	Forks Public Meeting at 12:00 in Forks Chamber Meeting.
Thursday, September 29	Sequim Public Meeting at 6:00 in the Sequim Transit Center.
Week of October 3	The Board of Commissioners, the Administrator, and the Budget Director meet with each department (10/5, 10/6, 10/7).
Tuesday, November 15	The Administrator submits the Recommended Final Budget to the Board. Call for Hearing for the public hearing on the final budget recommendations and notice for levies
Sunday, November 20	Publish legal notice for levy and budget hearings.
Sunday, November 27	Publish legal notice for levy and budget hearings.
Tuesday, December 6	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 13	The Board adopts the final budget by resolution.