2025 Calendar for 2026 Budget Preparation

Tuesday, June 10	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, May 14	5 Year Capital Plan Worksheets e-mailed to designated recipients.
Monday, June 23	Schedule A Salary Worksheet updates are due back to Eleanor Hill.
Monday, June 23	Information Technology Service Requests Forms are due to Tess Teel.
Friday, June 20	5 Year Capital Plan Worksheets due back to Rebecca.
Friday, June 27	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments. **RCW 36.40.010**
Tuesday, July 8	ER&R requests are due to Brian Wahlsten.
Tuesday, July 8	Document Preservation requests are due to Shoona Riggs.
Friday, July 25	Budget Packets due back to Eleanor Hill. **RCW 36.40.010**
Tuesday, July 29	ML - **Mid-year Budget Review** (& Finance Com Mtg) Public Hearing at 10:30.
Tuesday, September 2	**Preliminary Budget** Presented to the Board. **RCW 36.40.050**
September 3 - 19	The Administrator, CFO, Deputy CFO and the Budget Coordinator meet with the each department.
Monday, October 6	**Administrator Recommended Budget** Presented at Work Session.
October 8 - 24	The Board of Commissioners, Administrator, CFO, Deputy CFO and the Budget Coordinator meet with each department.
Tuesday, October 14	Port Angeles Budget Town Hall Public Meeting: BOCC Board Room - 5pm - 7pm
Wednesday, October 22	Sequim Budget Town Hall Public Meeting: Guy Cole Event Center - 5pm - 7pm
Wednesday, October 29	Forks Budget Town Hall Public Meeting: Forks City Hall Council Chamber - 5pm - 7pm
Monday, November 17	**Draft Budget Presented at Work Session.**
Tuesday, November 25	Clallam County Property Tax **Levy Certification**. (County property tax)
Monday, December 1	Special Taxing Districts **Levy Certification**. (BOCC WS w/ Action Item)
Tuesday, December 2	Public Hearings at 10:30 AM and 5:00 PM in the Board Room. Board adopts **Final Budget** by resolution. **RCW 36.40.071**
Tuesday, December 9	Possible extension of hearing for the Board to adopt the final budget by resolution.