

2019 Calendar for 2020 Budget Preparation

Wednesday, May 15	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 12	Schedule A Salary Worksheet corrections are due to Debi Cook.
Tuesday, June 18	Notice Mid Year Budget Review
Friday, June 28	Information Technology Service Requests Forms are due to Tess Teel.
Sunday, June 23 & 30	Publish legal notice for Mid Year Budget Review.
Monday, July 1	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 5	ER&R requests are due to Mary Peterson.
Friday, July 12	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 16	Mid-year Budget Review
Thursday, July 18	The Finance Committee meets and reviews revenues for the first half of the year.
Friday, July 19	Capital Request Forms due to Joel Winborn.
Thursday, August 1	Budget Packets must be returned to Debi Cook.
Tuesday, August 6	Notice the Preliminary Budget will be available September 10. (Notice includes: public meeting dates/location, publish dates, copy costs)
Sunday, August 18 & 25	Publish legal notices for the Preliminary Budget.
Tuesday, September 10	The Administrator submits the Preliminary Budget to the Board.
Wednesday, September 11	Port Angeles Public Meeting: 11:30 PA Chamber Meeting at the Red Lion.
September 18, 19, 20, 26, 27	The Administrator and the Budget Director meet with the EO/DH.
Tuesday, September 24	Sequim Public Meeting: 11:30 at the Sequim Chamber Meeting.
Wednesday, October 2	Forks Public Meeting: 12:00 at the Forks Chamber Meeting.
Monday, October 14	Administrator submits Administrator Recommended Budget to the Board.
October 17, 18, 23, 24, 25	The Board of Commissioners, the Administrator, and the Budget Director meet with each department.
Tuesday, November 5	Call for Hearing for the Property Tax Levy.
Friday, November 15 & 22	Publish legal notice for property tax levy hearing.
Monday, November 18	Draft Budget to Work Session
Tuesday, November 19	The Administrator submits the Proposed Final Budget to the Board. Call for Hearing - public hearing on the final budget recommendations.
Friday, November 22 & 29	Publish legal notice for budget hearings.
Tuesday, November 26	Hearing and adoption of Property Tax Levy.
Tuesday, December 3	Public Hearings at 10:30 AM and 6:00 PM in the Board Room. Board adopts final budget by resolution.
Tuesday, December 10	Possible extension of hearing for the Board to adopt the final budget by resolution.