

## 2020 Calendar for 2021 Budget Preparation

Wednesday, May 13	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 10	Schedule A Salary Worksheet corrections are due to Debi Cook.
Tuesday, June 23	Notice Mid Year Budget Review
Sunday, June 28 & July 5	Publish legal notice for Mid Year Budget Review.
Tuesday, June 30	Information Technology Service Requests Forms are due to Tess Teel.
Wednesday, July 1	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Monday, July 6	ER&R requests are due to Mary Peterson.
Friday, July 10	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 14	Mid-year Budget Review
Monday, August 3	Budget Packets must be returned to Debi Cook.
Tuesday, August 18	Notice the Preliminary Budget will be available September 8. (Notice includes: public meeting dates/location, publish dates, copy costs)
Sunday, August 23 & 30	Publish legal notices for the Preliminary Budget.
Tuesday, September 8	The Administrator submits the Preliminary Budget to the Board.
Wednesday, September 9	Port Angeles Public Meeting: 11:30 PA Chamber Meeting at the Red Lion.
September 14 - 25	The Administrator and the Budget Director meet with the EO/DH.
Tuesday, September 22	Sequim Public Meeting: 11:45 at the Sequim Chamber Meeting at Cedars.
Wednesday, September 30	Forks Public Meeting: 12:00 at the Forks Chamber Meeting at Blakeslees Grill..
Monday, October 12	Administrator submits Administrator Recommended Budget to the Board.
October 14-16, 21-23, 28-29	The Board of Commissioners, the Administrator, and the Budget Director meet with each department.
Tuesday, November 3	Call for Hearing for the Property Tax Levy.
Friday, November 13 & 20	Publish legal notice for property tax levy hearing.
Monday, November 16	Draft Budget to Work Session
Tuesday, November 17	The Administrator submits the Proposed Final Budget to the Board. Call for Hearing - public hearing on the final budget recommendations.
Friday, November 20 & 27	Publish legal notice for budget hearings.
Tuesday, November 24	Hearing and adoption of Property Tax Levy.
Tuesday, December 1	Public Hearings at 10:30 AM and 6:00 PM in the Board Room. Board adopts final budget by resolution.
Tuesday, December 8	Possible extension of hearing for the Board to adopt the final budget by resolution.