

2011 Budget Calendar

Tuesday, May 25	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 23	Schedule A Salary Worksheet corrections are due (to Kay Stevens).
Early July	The Finance Committee meets and reviews revenues for the first half of the year.
Tuesday, July 6	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 9	Equipment Rental and Revolving Vehicle and Equipment requests are due (to Mary Peterson).
Friday, July 9	Document Preservation requests are due (to Patty Rosand).
Friday, July 9	Information Technology Service Requests Forms are due (to Cliff Takamori).
Tuesday, July 27	Mid-year Budget Review.
Monday, August 2	The Budget Packets must be returned (to Kay Stevens).
Tuesday, August 17	Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings.
Friday, August 27	Publish legal notices in newspaper.
Friday, September 3	Publish legal notices in newspaper.
Tuesday, September 7	The Administrator submits the Preliminary Requested Budget to the Board.
Tuesday, October 5	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, October 6	Forks Public Meeting at 6:00 in Forks City Hall.
Tuesday, October 12	Sequim Public Meeting at 6:00 in Carlsborg PUD Facility.
September and October	The Administrator meets with the County Officers of each department.
October and November	The Board of Commissioners meets with each department.
Monday, November 15	The Administrator presents a balanced recommended budget to the Board.
Tuesday, November 16	Call for Hearing for the public hearing on the final budget recommendations and notice for levies.
Sunday, November 21	Publish legal notice for levy and budget hearings.
Sunday, November 28	Publish legal notice for levy and budget hearings.
Tuesday, December 7	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 14	The Board adopts the final budget by resolution.