

## 2009 Budget Calendar

Tuesday, May 27	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 25	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.
Monday, July 7	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Friday, July 11	Information Technology Service Requests Forms are due (to Cliff Takamori).
Friday, July 11	Equipment Rental and Revolving Vehicle and Equipment requests are due (to Mary Peterson).
Tuesday, July 29	Mid-year Budget Review.
Monday, August 4	The Budget Packets must be returned (to Kay Stevens).
Tuesday, August 19	Commissioner's Agenda – announces Preliminary Budget publication date, costs, and public meetings.
Friday, August 29	Publish legal notices in newspaper.
Friday, September 5	Publish legal notices in newspaper.
Tuesday, September 9	The Administrator submits the Preliminary Requested Budget to the Board.
Tuesday, October 7	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, October 8	Forks Public Meeting at 6:00 in Forks City Hall.
Thursday, October 9	Sequim Public Meeting at 6:00 in Carrie Blake 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 17	The Administrator presents a balanced recommended budget to the Board.
Tuesday, November 18	Call for Hearing for the public hearing on the final budget recommendations.
Tuesday, December 2	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 9	The Board adopts the final budget by resolution.