

2016 Budget Calendar

Wednesday, May 20	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 17	Schedule A Salary Worksheet corrections are due (to Debi Cook).
Tuesday, June 23	Notice Mid Year Budget Review
Sunday, June 28	Publish legal notice for Mid Year Budget Review.
Friday, June 26	Information Technology Service Requests Forms are due to Cliff Takamori.
Sunday, July 5	Publish legal notice for Mid Year Budget Review.
Monday, July 6	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Wednesday, July 8	Equipment Rental and Revolving Vehicle and Equipment requests are due to Mary Peterson.
Wednesday, July 15	Document Preservation requests are due to Shoona Riggs.
Tuesday, July 21	Mid-year Budget Review
Thursday, July 30	The Finance Committee meets and reviews revenues for the first half of the year.
Monday, August 3	The Budget Packets must be returned (to Debi Cook).
Tuesday, August 11	Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings.
Sunday, August 16	Publish legal notices in newspaper.
Sunday, August 23	Publish legal notices in newspaper.
Tuesday, September 8	The Administrator submits the Preliminary Requested Budget to the Board.
September 16, 17, 18, 23, 24	The Administrator and the Budget Director meet with the County Officers of each department.
Tuesday, September 29	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, September 30	Forks Public Meeting at 12:00 in Forks Chamber Meeting.
Thursday, October 1	Sequim Public Meeting at 6:00 in the Sequim Transit Center.
Tuesday, October 13	The Administrator submits the Administrator Recommended Budget to the Board.
Week of October 26	The Board of Commissioners, the Administrator, and the Budget Director meet with each department (10/26, 10/27, 10/29, 11/2).
Sunday, November 15	Publish legal notice for levy and budget hearings.
Tuesday, November 17	The Administrator submits the Draft Budget to the Board. Call for Hearing for the public hearing on the final budget recommendations and notice for levies
Sunday, November 22	Publish legal notice for levy and budget hearings.
Tuesday, December 1	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 8	The Board adopts the final budget by resolution.