

## 2013 Budget Calendar

Tuesday, May 22	Schedule A Salary Worksheets e-mailed to designated recipients.
Wednesday, June 20	Schedule A Salary Worksheet corrections are due (to Kay Stevens).
Tuesday, June 26	Notice Mid Year Budget Review
Friday, June 29	Document Preservation requests are due (to Patty Rosand).
Sunday, July 1	Publish legal notice for Mid Year Budget Review.
Friday, July 6	Information Technology Service Requests Forms are due (to Cliff Takamori).
Monday, July 9	Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments.
Sunday, July 8	Publish legal notice for Mid Year Budget Review.
Thursday, July 12	The Finance Committee meets and reviews revenues for the first half of the year.
Wednesday, July 18	Equipment Rental and Revolving Vehicle and Equipment requests are due (to Mary Peterson).
Tuesday, July 24	Mid-year Budget Review.
Monday, August 6	The Budget Packets must be returned (to Kay Stevens).
Tuesday, August 14	Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings.
Sunday, August 19	Publish legal notices in newspaper.
Sunday, August 26	Publish legal notices in newspaper.
Tuesday, September 11	The Administrator submits the Preliminary Requested Budget to the Board.
September 18, 19, 20, 21, 24	The Administrator and the Budget Director meet with the County Officers of each department.
Tuesday, October 2	Port Angeles Public Meeting at 6:00 in the Board Room.
Wednesday, October 3	Forks Public Meeting at 6:00 in Forks City Hall.
Thursday, October 4	Sequim Public Meeting at 6:00 in the Sequim Boys and Girls Club.
Week of October 29	The Board of Commissioners meets with each department (10/29, 10/30, 11/1).
Tuesday, November 13	The Administrator presents a balanced recommended budget to the Board. Call for Hearing for the public hearing on the final budget recommendations and notice for levies.
Sunday, November 18	Publish legal notice for levy and budget hearings.
Sunday, November 25	Publish legal notice for levy and budget hearings.
Tuesday, December 4	Public Hearings at 10:30 AM and 6:00 PM in the Board Room.
Tuesday, December 11	The Board adopts the final budget by resolution.