

Clallam 2017 Calendar for 2018 Budget Preparation

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| Wednesday, May 17 | Schedule A Salary Worksheets e-mailed to designated recipients. |
| Wednesday, June 14 | Schedule A Salary Worksheet corrections are due to Debi Cook. |
| Tuesday, June 20 | Notice Mid Year Budget Review |
| Friday, June 23 | Capital Request Forms due to Joel Winborn. |
| Friday, June 23 | Information Technology Service Requests Forms are due to Tess Teel. |
| Sunday, June 25 & July 2 | Publish legal notice for Mid Year Budget Review. |
| Wednesday, July 5 | Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments. |
| Friday, July 7 | Equipment Rental and Revolving Vehicle and Equipment requests are due to Mary Peterson. |
| Friday, July 14 | Document Preservation requests are due to Shoona Riggs. |
| Tuesday, July 18 | Mid-year Budget Review |
| Thursday, July 20 | The Finance Committee meets and reviews revenues for the first half of the year. |
| Tuesday, August 1 | The Budget Packets must be returned to Debi Cook. |
| Tuesday, August 8 | Commissioner's Agenda – announces Preliminary Budget notice, publication date, costs, and public meetings. |
| Sunday, August 20 & 27 | Publish legal notices. |
| Tuesday, September 12 | The Administrator submits the Preliminary Budget to the Board. |
| Tuesday, September 13 | Port Angeles Public Meeting: 12:00 at the Red Lion. |
| September 20, 21, 22, 28, 29 | The Administrator and the Budget Director meet with the County Officials of each department. |
| Wednesday, September 27 | Forks Public Meeting: 12:00 at the Forks Chamber Meeting. |
| Thursday, September 28 | Sequim Public Meeting: 6:00 at the Sequim Transit Center. |
| October 19, 20, 23, 24 | The Board of Commissioners, the Administrator, and the Budget Director meet with each department. |
| Monday, November 13 | Call for Hearing for the Property Tax Levy. |
| Sunday, November 17 | Publish legal notice for levy hearing. |
| Monday, November 20 | Draft Budget to Work Session |
| Monday, November 20 | The Administrator submits the Draft Final Budget to the Board. Call for Hearing for the public hearing on the final budget recommendations. |
| Friday, November 24 & Dec. 1 | Publish legal notice for budget hearings. |
| Tuesday, November 28 | Hearing and adoption of Property Tax Levy. |
| Tuesday, December 5 | Public Hearings at 10:30 AM and 6:00 PM in the Board Room. Board adopts final budget by resolution. |
| Tuesday, December 12 | Possible extension of hearing for the Board to adopt the final budget by resolution. |