

2023 Calendar for 2024 Budget Preparation

7/06/2023

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| Thursday, May 4 | Schedule A Salary Worksheets e-mailed to designated recipients. |
| Thursday, May 4 | 5 Year Capital Plan Worksheets e-mailed to designated recipients. |
| Friday, May 19 | Information Technology Service Requests Forms are due to Tess Teel. |
| Wednesday, June 7 | Schedule A Salary Worksheet updates are due back to Debi Cook. |
| Friday, June 16 | 5 Year Capital Plan Worksheets due back to Rebecca. |
| Thursday, July 6 | Budget Packets (Schedules A, B, C, D, E, and the Performance Measures) are distributed to departments. |
| Friday, July 7 | ER&R requests are due to Mary Peterson. |
| Friday, July 7 | Document Preservation requests are due to Shoona Riggs. |
| Tuesday, July 18 | Mid-year Budget Review (& Finance Com Mtg) Public Hearing at 10:30. |
| Tuesday, August 1 | Budget Packets due back to Debi Cook. |
| Tuesday, September 5 | Preliminary Budget to the Board. |
| September 13, 14, 15, 20, 21, 22 | The Administrator and the Budget Director meet with the EO/DH. |
| Wednesday, October 4 | Forks Public Meeting: Blakeslee's Bar & Grill - 11:30 - 1:00 |
| Monday, October 9 | Administrator Recommended Budget to Work Session. |
| Wednesday, October 11 | Port Angeles Public Meeting: Red Lion Hotel - 11:30 - 1:00 |
| Tuesday, October 24 | Sequim Public Meeting: Location TBD - 11:30 - 1:15 |
| October 11, 12, 13, 18, 19, 20, 25, 26, 27 | The Board of Commissioners, the Administrator, and the Budget Director meet with each department. |
| Monday, November 13 | Draft Budget to Work Session. |
| Tuesday, November 28 | Clallam County Property Tax Levy Certification. (County property tax) |
| Monday, December 4 | Special Taxing Districts Levy Certification. |
| Tuesday, December 5 | Public Hearings at 10:30 AM and 5:00 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. |