

**Port of Port Townsend
2018 Operating & Capital Budget Development Schedule**

*	July 12, 2017	1:00	Draft 2018 Budget Schedule and process discussed at Commission meeting
	July 24-28, 2017	TBD	<i>Group work sessions with Department Managers and Port Directors to discuss budget.</i>
*	July 26, 2017	5:30	Revised Budget Schedule reviewed & final approved by Commission.
*	August 9, 2017	9:30	Workshop session - discuss issues, goals & assumptions, with review of preliminary 2017 mid-year operating results.
	August 10-15, 2017	TBD	<i>Individual work sessions with Department Managers and Port Directors.</i>
	August 28, 2017	9:00	<i>Group work session with Department Managers and Port Directors to discuss budget - as needed.</i>
*	September 13, 2017	9:30	Workshop session - continue discussion of 2018 Budget issues, and review revenue projections. County Assessor will be in attendance to provide presentation of recommended budgeted tax levy for 2018.
*	September 27, 2017	5:30	1st draft of budget and cash flow presented to Commissioners and public.
	September 27, 2017		<i>1st draft of budget posted on Port website, for public comment.</i>
*	October 11, 2017	1:00	2nd review of draft 2018 Budget and Cash Flow projection.
	October 11-24, 2017		<i>Advertise budget hearings in Leader & PDN per RCW 53.35.020</i>
*	October 24, 2017	1:00	1st public hearing and public comment period on 2018 Budget
*	November 8, 2017	1:00	2nd public hearing and public comment period on 2018 Budget - if needed.
*	November 21, 2017	5:30	Adopt final 2018 Budget, including requisite resolutions.
	November 30, 2017		<i>Tax levy resolutions due to Jefferson County, per RCW.</i>

* Commission Meetings

All workshops & meetings will be held in the Commission Room on 333 Benedict Street, Port Townsend, except October 11th which will be held at the Port Ludlow Fire Station (7650 Oak Bay Road, Port Ludlow) and October 25th which will be held at Quilcene Community Center (294952 Hwy. 101, Quilcene).