

Budget Calendar

Major Steps In Budget Preparation	Status & Update Schedule & Notes	City of Kennewick Schedule
1. Prepare updated projections for 2017/2018 and 2019/2020 for operating funds		11/14/17 – Workshop (Mid-biennium review)
2. Council Retreat		4/18/18
3. Spring Budget Adjustment		5/1/18
4. Prepare revised projections for 2017/2018 and 2019/2020 biennium for the Operating Funds		5/1/18 – 5/31/18
5. Biennial Budget Review (Council Workshops & Budget Committee Meetings & Community Outreach)		June, 2018-November 2018
6. Internal Service Budget Managers meet with Departments to solicit feedback		6/27/18 - 8/3/18
7. Prepare Internal Service Fund Budgets: a. Fleet Maintenance b. Risk Management c. Central Stores d. Meter Reading e. Information Systems f. Position Allocation		6/27/18 - 8/3/18
8. Council Workshop to discuss budget instructions		5/15/18
9. Budget instructions delivered to Departments	By second Monday in September (9/10/18)	6/27/18
10. Departments review and update position allocation		7/13/18
11. Finance completes other internal items: a. Estimates of '19/'20 beginning fund balance b. Projected debt service (Internal & External) c. Projected interfund transfers d. Projected contribution to PFD e. Interfund charges for service & OH f. Non-Departmental items g. Projections on large contract items h. Preliminary revenue projections i. Non-Capital, Non-Agency related Special Revenue Funds		8/3/18
12. Budget requests due from Depts. (including new programs)	By fourth Monday in September (9/24/18)	8/3/18
13. Finance finalizes position budgeting		8/17/18
14. Draft preliminary budget due to CM for review	On or before the first business day of the third month prior to the beginning of the fiscal year (10/1/18)	9/7/18

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15. City Manager reviews proposed budgets with Department Directors		9/10/18 – 9/17/18
16. City Manager decisions on new programs		9/28/18
17. Toyota Center & Ice Arena and Columbia Park Golf Links draft budgets due to Finance		10/1/18
18. City manager prepares preliminary budget and budget message and files with City Clerk	At least 60 days before the ensuing year (11/02/18)	11/01/18
19. Copies of the proposed budget made available to the public	Not later than 6 weeks before January 1 st (11/20/18)	11/01/18
20. The legislative body, or a committee thereof, must schedule meetings on the budget or parts of the budget		Budget Workshops: 09/25/18 & 10/30/18
21. Setting property tax levies:	November 30 th for all Cities and Towns	
a. Review with Council at workshop		a. 10/30/18
b. Public hearing on revenue sources and property tax ordinance		b. 11/20/18
c. File certified levy with County		c. 11/26/18
22. Clerk publishes notice of filing of preliminary budget with City Clerk and publishes notice of public hearing on final budget once a week for two consecutive weeks		11/6/18 & 11/13/18
23. Adoption of Biennial Budget for 2019/2020:		
a. Public Hearing	On or before the first Monday of December, and may be no later than the 25 th day prior to the next fiscal year (12/03/18)	a. 11/20/18
b. Budget Ordinance	Following the public hearing and prior to the beginning of the ensuing fiscal year	b. 12/04/18