

Kennewick Budget Calendar

Major Steps In Budget Preparation	Status & Update Schedule & Notes	City of Kennewick Schedule
1. Prepare updated projections for 2021/2022 and 2023/2024 for operating funds		11/9/21 – Workshop (Mid-biennium review)
2. Council Retreat		3/4/22 – 3/5/22
3. Spring Budget Adjustment		5/3/22
4. Prepare revised projections for 2021/2022 and 2023/2024 biennium for the Operating Funds		6/1/22 – 6/30/22
5. Biennial Budget Review (Council Workshops & Community Outreach)		May, 2022-November 2022
6. Internal Service Budget Managers meet with Departments to solicit feedback		6/30/22 - 8/5/22
7. Prepare Internal Service Fund Budgets:		6/30/22 - 8/5/22
a. Fleet Maintenance		
b. Risk Management		
c. Central Stores		
d. Meter Reading		
e. Information Systems		
f. Position Allocation		
8. Budget instructions delivered to Departments	By second Monday in September (9/13/22)	6/30/22
9. Departments review and update position allocation		7/15/22
10. Finance completes other internal items:		8/5/22
a. Estimates of '23/'24 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		
11. New program requests due from Depts.	By fourth Monday in September (9/26/22)	7/29/22
12. Budget requests due from Depts.	By fourth Monday in September (9/26/22)	8/5/22
13. Finance finalizes position budgeting		8/19/22

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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 (10/3/22)	9/9/22
15. City Manager reviews proposed budgets with Department Directors		9/6/22 – 9/28/22
16. City Manager provides City Council with updated estimates on 2023/2024 revenue sources		9/27/22
17. City Manager decisions on new programs		10/3/22
18. Toyota Center & Ice Arena and Columbia Park Golf Links draft budgets due to Finance		10/3/22
19. City manager prepares preliminary budget and budget message and files with City Clerk	At least 60 days before the ensuing year (11/02/22)	11/01/22
20. Copies of the proposed budget made available to the public	Not later than 6 weeks before January 1 st (11/18/22)	11/01/22
21. The legislative body, or a committee thereof, must schedule meetings on the budget or parts of the budget		Budget Workshops: 11/01/22 & 11/8/22
22. Setting property tax levies:	November 30 th for all Cities and Towns	
a. Review with Council at workshop		a. 11/08/22
b. Public hearing on revenue sources and property tax ordinance		b. 11/15/22
c. File certified levy with County		c. 11/18/22
23. 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		11/01/22 & 11/08/22
24. Adoption of Biennial Budget for 2023/2024:		
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 (12/07/22)	a. 11/15/22
b. Budget Ordinance	Following the public hearing and prior to the beginning of the ensuing fiscal year	b. 11/15/22