
BUDGET PROCESS

OVERVIEW

Budgets serve as control mechanisms in the operations of governmental units. Legal budgetary (expenditure) control in the City of Kent is maintained at the fund level. Administration can amend budgets, with no overall dollar increase between departments, within a fund. Supplemental appropriations that amend total expenditures, or in the case of Proprietary Funds amend working capital, require a City Council ordinance. All operating budgets lapse at year end.

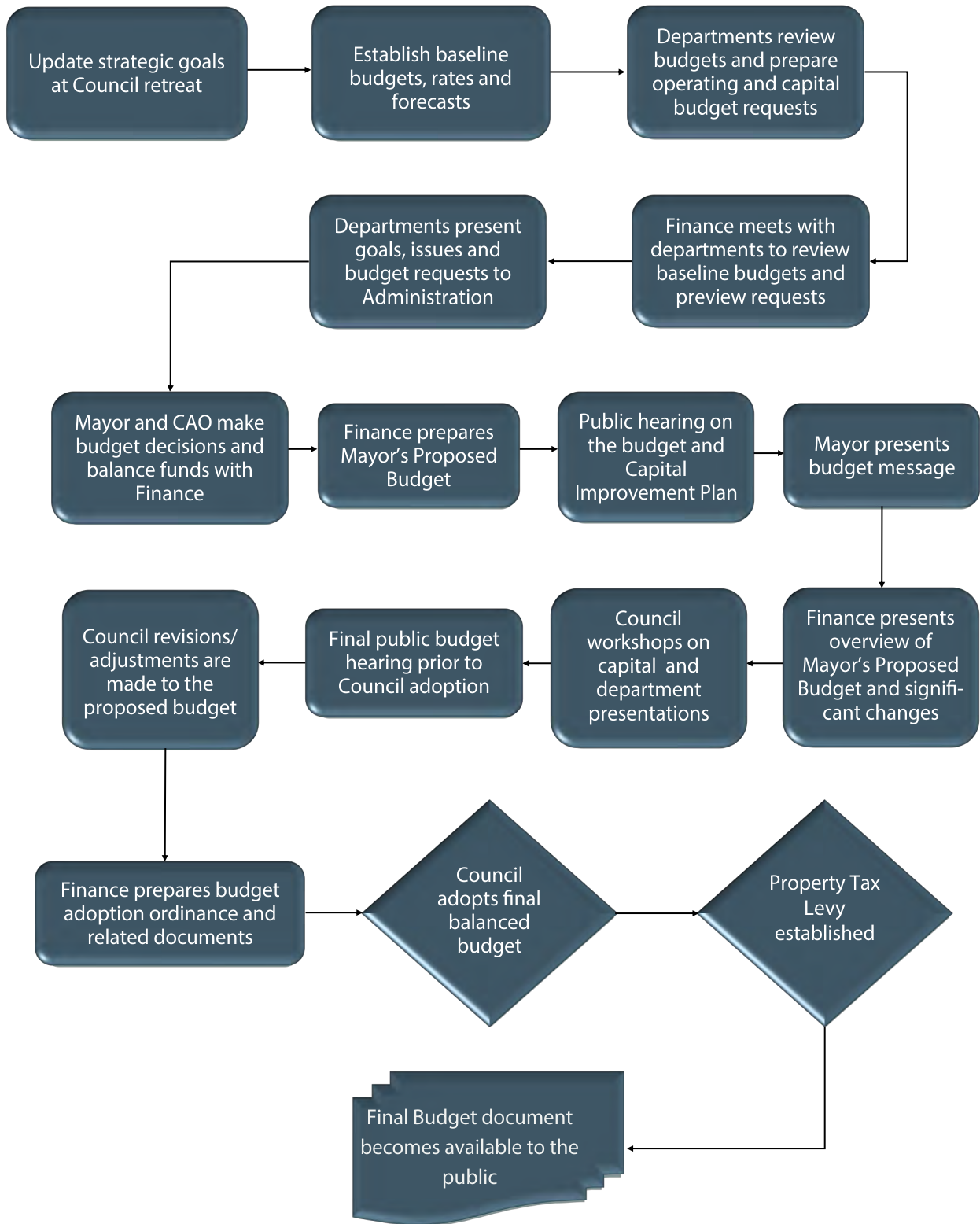
The General and Special Revenue funds control expenditures with a legal annual budget at the fund level. Debt Service funds operate under the control of the bond indentures which established them. Capital Projects funds operate under the control of total project authorization, rather than the annual budget. Proprietary funds control expenditures with a flexible budget whereby the expenditure increases must be offset by increased resources. Though budgetary control is at the fund level, budget and actual information is maintained by project, organization, program and object. Both budget and actual information is presented on a GAAP (Generally Accepted Accounting Principles) basis of accounting, when presented by fund.

The City must adopt its budget by the end of December of the preceding fiscal year. This usually follows several months of analysis by staff and City Council. The first step involves the establishment of the baseline budget required to carry existing programs into the next year. The second step involves the development of issues impacting the next year and beyond and their prioritization by City Council. The emphasis is placed on the General and Special Revenue funds since the operation of other funds are tied to ordinances, contractual agreements or separately established rate structures. Once the baseline operations have been reviewed and adjusted based on administrative policy, program expansion or reduction is included to the level of projected available resources after the establishment of sufficient fund balances.

After the Mayor's Proposed Budget is presented, the City Council spends approximately eight weeks reviewing it. Public meetings are held to gather input from residents and businesses. When the budget review and final adjustment period is complete, a balanced budget as required by state law is adopted by ordinance. After adoption, periodic budget adjustments that affect total fund expenditures are made as approved by City Council and are formalized by ordinance on a quarterly basis.

BUDGET PROCESS

BUDGET FLOW CHART



BUDGET PROCESS

BUDGET TIMELINE

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council Retreat - strategic goals update		→										
Semi-monthly Finance informational meetings with Mayor and CAO								→				
Finance prepares budget forecasts				→								
Budget Kickoff with departments					→							
Finance meets with internal service groups to establish baseline budgets and rates					→							
Departments review and adjust baseline budgets, prepare operating requests and capital requests w/6-year capital plan					→							
Finance meets w/departments to discuss baseline issues/ challenges and reviews operating budget and capital requests						→						
Departments present goals, issues and budget requests to Administration							→					
Finance meets with Mayor and CAO to review requests, make decisions and balance funds								→				
Finance prepares the Mayor's Proposed Budget									→			
Mayor presents budget message; Finance presents overview of Mayor's Proposed Budget and significant changes										→		
Council Workshop - department presentations											→	
Council Workshop questions and final decisions												→
Public Hearing on 2023-2024 Biennial Budget and 2023-2028 Capital Improvement Program (CIP)												→
Finance prepares budget adoption and related documents												→
Operations Committee - budget recommendation												→
Council Meeting - 2023 Property Tax Levy and 2023-2024 Biennial Budget are adopted by ordinance												→

BUDGET CALENDAR

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BUDGET KICK OFF MEETING	May 25
Develop city-wide capital project list and funding strategy	
DEPARTMENTS PREPARE/REVIEW BUDGET	May 26-Jun 13
Review and adjust baseline budgets	
Prepare operating budget requests	
DEPARTMENT BASELINE MEETINGS W/FINANCE	Jun 13-28
Discuss baseline issues and challenges	
DEPARTMENT FINAL REQUESTS DUE	July 15
Discuss baseline issues and challenges	
EXECUTIVE LEADERSHIP TEAM (ELT) RETREAT	July 21
Departments present operating and capital requests to Administration	
MEETINGS WITH MAYOR/CAO	July-Sept
Finance informational meetings with Mayor and CAO	
FINAL BALANCING/DECISIONS	Aug 31
ELT NOTIFICATION	Aug 31
Mayor notifies department directors of approved requests	
FINANCE PREPARES MAYOR’S PROPOSED BUDGET	Sep 6-Sep 24
COUNCIL WORKSHOP (Special Meeting)	Sep 27
Mayor’s Budget Message	
Overview of Mayor’s Proposed Budget and General Fund baseline discussion; significant changes	
COUNCIL WORKSHOP	Oct 4
Other funds baseline discussion; significant changes	
COUNCIL MEETING	Oct 4
1st Public Hearing—2023-24 Biennial Budget & 2023-2028 CIP	
COUNCIL WORKSHOP (Special Meeting)	Oct 5
Department presentations and capital requests	

BUDGET CALENDAR

COUNCIL WORKSHOP	Oct 18
Questions and Final Decisions	
COUNCIL MEETING	Oct 18
Public Hearing – 2023 Property Tax Levy	
2 nd Public Hearing – 2023-24 Biennial Budget and 2023-2028 CIP	
PREPARE BUDGET ADOPTION AND RELATED DOCUMENTS	Oct 19-Nov 1
OPERATIONS AND PUBLIC SAFETY COMMITTEE MEETING	Nov 1
Budget Recommendation	
COUNCIL MEETING	Nov 15
Adoption of the 2023 Property Tax Levy	
Adoption of the 2023-24 Biennial Budget	
Amend Comp Plan for 2023-2028 Capital Improvement Plan	