

**KENT BUDGET CALENDAR \***  
**2017-18 BIENNIAL BUDGET**

<b>INTERNAL SERVICE BASELINE MEETINGS</b> Finance meetings with internal service groups to establish baseline budgets and rates	<b>Jan-Mar</b>
<b>FINANCE PREPARES BUDGET FORECASTS</b>	<b>Apr-May</b>
<b>SEMI-MONTHLY MEETINGS WITH MAYOR/CAO</b> Finance informational meetings with Mayor and CAO	<b>Apr-Jul</b>
<b>COUNCIL WORKSHOP</b> Review budget calendar and preliminary revenue forecasts	<b>May 3</b>
<b>BUDGET KICK OFF MEETING</b> <b>1:30-2:30pm in Chambers East &amp; West</b> Mayor, CAO, Finance Director provides budget instructions to departments	<b>May 16</b>
<b>DEPARTMENTS PREPARE BUDGET</b> Review and adjust baseline budgets Prepare operating requests Prepare capital requests and 6-year capital plan	<b>May 17-Jul 8</b>
<b>DEPARTMENT BASELINE MEETINGS W/FINANCE</b> Discuss baseline issues and challenges Overview of operating budget and capital requests	<b>Jun 13-22</b>
<b>DEPARTMENT PRESENTATIONS TO ADMINISTRATION</b> Department presents issues and budget requests	<b>Jul 11-20</b>
<b>BUDGET and CAPITAL BALANCING/DECISIONS</b> Finance meetings with Mayor and CAO to review requests, make decisions and balance funds – meet at least twice per week	<b>Jul 21-Aug 25</b>
<b>COUNCIL WORKSHOP</b> Budget preparation status	<b>Aug 16</b>
<b>FINAL BALANCING/DECISIONS</b>	<b>Aug 26</b>
<b>MLT NOTIFICATION</b> Mayor notifies department directors of approved requests	<b>Aug 29</b>
<b>APPEAL SESSIONS (if requested)</b> Department opportunity to meet with Mayor and CAO to appeal decision(s)	<b>Aug 30-31</b>
<b>FINANCE PREPARES PRELIMINARY BUDGET</b>	<b>Sep1-23</b>
<b>COUNCIL REGULAR</b> 1 <sup>st</sup> Public Hearing – 2017-18 Biennial Budget 1 <sup>st</sup> Public Hearing – 2017-2022 Capital Improvement Plan	<b>Sep 20</b>
<b>COUNCIL MEETING (Special Meeting)</b> Mayor’s Budget Message	<b>Sep 27</b>
<b>COUNCIL WORKSHOP (Special Meeting)</b> Overview of Mayor’s proposed budget	<b>Sep 27</b>

**\*as of 4/28/2016 - schedule subject to change**

**BUDGET CALENDAR \***  
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<b>COUNCIL WORKSHOP</b> General Fund baseline discussion; significant changes	<b>Oct 4</b>
<b>COUNCIL WORKSHOP (Special Meeting)</b> Other funds baseline discussion; significant changes	<b>Oct 11</b>
<b>COUNCIL WORKSHOP</b> Department Budget Presentations	<b>Oct 18</b>
<b>COUNCIL REGULAR</b> Public Hearing – 2017 Property Tax Levy 2 <sup>nd</sup> Public Hearing – 2017-18 Biennial Budget 2 <sup>nd</sup> Public Hearing – 2017-2022 Capital Improvement Plan	<b>Oct 18</b>
<b>COUNCIL WORKSHOP (Special Meeting)</b> Department Budget Presentations	<b>Oct 25</b>
<b>COUNCIL WORKSHOP</b> Hold/Council Request	<b>Nov 1</b>
<b>COUNCIL WORKSHOP (Special Meeting)</b> Hold/Council Request	<b>Nov 8</b>
<b>COUNCIL WORKSHOP</b> Final Decisions	<b>Nov 15</b>
<b>PREPARE BUDGET ADOPTION AND RELATED DOCUMENTS</b>	<b>Nov 16-30</b>
<b>OPERATIONS COMMITTEE MEETING</b> Budget Review and Recommendation	<b>Dec 6</b>
<b>COUNCIL REGULAR</b> Adoption of the 2017 Property Tax Levy Adoption of the 2017-18 Biennial Budget	<b>Dec 13</b>

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