

2011 City of Jordan Budget Calendar

Start Date:	Task or Event	Staff or Council Responsible	Projected Completion	Date Completed
June 21, 2010	Set budget strategy, preliminary calendar and budget memos to Council	City Council and Staff	June 21, 2010	
June 22, 2010	Address Council direction on budget process, calendar and goals	Admin & Fin Dir	June 22, 2010	
July 1, 2010	Department heads submit any additional staffing requests to the Administrator for Personnel Com. Review	Department Heads	July 1, 2010	
July 9, 2010	Department heads review and submit their budget requests and meet with the Administrator and Finance Director	Department Heads	July 9, 2010	
July 20, 2010	Staff review preliminary budget requests from department heads at staff meeting	Staff	July 20 & 27, Aug 3	
August 16, 2010	City Council Budget Workshop	City Council, Staff	August 16, 2010	

August 17, 2010	Staff address Council direction regarding budget workshop	Staff	August 17, 2010	
September 7, 2010	Approve the preliminary property tax levy	City Council	September 7, 2010	
September 8, 2010	Submit preliminary levy to the County Auditor	Finance Director	September 8, 2010	
September 8, 2010	Address any Council direction regarding the budget and levy at the staff meeting	Staff	September 8, 2010	
November 1, 2010	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 1, 2010	
November 2, 2010	Post Budget/Levy Meeting notice at City Hall, Website and other	Finance Director	November 2, 2010	
November 15, 2010	City Council Budget Workshop	City Council	November 15, 2010	
December 6, 2010	Hold Budget/Levy Meeting	City Council	December 6, 2010	
December 6, 2010	Approve 2010 levy and budgets	City Council	December 6, 2010	
December 21, 2010	Submit the approved levy and budget resolutions to the County Auditor and State Auditor	Finance Director	December 21, 2010	
This calendar is a set of goals that is subject to change throughout the process based on Council direction				