

2013 City of Jordan Budget Calendar

Start Date:	Task or Event	Staff or Council Responsible	Projected Completion	Date Completed
June 18, 2012	Set budget strategy, preliminary calendar and budget memos to Council	City Council and Staff	June 18, 2012	
June 19, 2012	Address Council direction on budget process, calendar and goals	Admin & Fin Dir	June 19, 2012	
July 6, 2012	Department heads submit any additional staffing requests to the Administrator for Personnel Com. Review	Department Heads	July 6, 2012	
July 13, 2012	Department heads review and submit their budget requests and meet with the Administrator and Finance Director	Department Heads	July 13, 2012	
July 17, 2012	Staff review preliminary budget requests from department heads at staff meeting	Staff	July 17, 24 &31	
July 30, 2012	Work session with Council on CIP	City Council, Staff	July 30, 2012	
July 31, 2012	Staff address Council direction on CIP worksession	Staff	July 31, 2012	
August 20, 2012	City Council Budget Workshop	City Council, Staff	August 20, 2012	
August 21, 2012	Staff address Council direction regarding budget workshop	Staff	August 21, 2012	
September 4, 2012	Approve the preliminary property tax levy	City Council	September 4, 2012	
September 5, 2012	Submit preliminary levy to the County Auditor	Finance Director	September 5, 2012	
September 5, 2012	Address any Council direction regarding the budget and levy at the staff meeting	Staff	September 5, 2012	
October 15, 2012	Possible additional Council Budget Workshop	City Council, Staff	October 15, 2012	
October 16, 2012	Staff address Council direction regarding budget workshop	Staff	October 16, 2012	
November 5, 2012	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 5, 2012	
November 6, 2012	Post Budget/Levy Meeting notice at City Hall, Website and other	Finance Director	November 6, 2012	
November 19, 2012	City Council Budget Workshop	City Council	November 19, 2012	
December 3, 2012	Hold Budget/Levy Meeting	City Council	December 3, 2012	
December 3, 2012	Approve 2012 levy Payable 2013 and 2013 budgets	City Council	December 3, 2012	
December 15, 2012	Submit the approved levy and budget resolutions to the County Auditor and State Auditor	Finance Director	December 15, 2012	
This calendar is a set of goals that is subject to change throughout the process based on Council direction				