

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 | | | | |
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