

# 2016 City of Jordan Budget Calendar

Start Date:	Task or Event	Staff or Council Responsible	Projected Completion
June 15, 2015	Set budget strategy, preliminary calendar and budget memos to Council	City Council and Staff	June 15, 2015
June 16, 2015	Address Council direction on budget process, calendar and goals	Admin & Fin Dir	June 16, 2015
July 6, 2015	Department heads submit any additional staffing requests to the Administrator for Personnel Com. Review	Department Heads	July 6, 2015
July 13, 2015	Department heads review and submit their budget requests and meet with the Administrator and Finance Director	Department Heads	July 13, 2015
July 17, 2015	Staff review preliminary budget requests from department heads at staff meeting	Staff	July 16, 23 &30
July 20, 2015	Work session with Council on CIP	City Council, Staff	July 20, 2015
July 21, 2015	Staff address Council direction on CIP worksession	Staff	July 21, 2015
August 17, 2015	City Council Budget Workshop	City Council, Staff	August 17, 2015
August 18, 2015	Staff address Council direction regarding budget workshop	Staff	August 18, 2015
September 7, 2015	Approve the preliminary property tax levy	City Council	September 7, 2015
September 8, 2015	Submit preliminary levy to the County Auditor	Finance Director	September 8, 2015
September 8, 2015	Address any Council direction regarding the budget and levy at the staff meeting	Staff	September 8, 2015
October 19, 2015	Additional Council Budget Workshop if needed	City Council, Staff	October 19, 2015
October 20, 2015	Staff address Council direction regarding budget workshop	Staff	October 20, 2015
November 2, 2015	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 2, 2015
November 3, 2015	Post Budget/Levy Meeting notice at City Hall, Website and other	Finance Director	November 3, 2015
November 16, 2015	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 16, 2015
December 7, 2015	Hold TNT Hearing - Budget/Levy Meeting	City Council	December 7, 2015
December 7, 2015	Approve 2015 levy Payable 2016 and 2016 budgets	City Council	December 7, 2015
December 18, 2015	Submit the approved levy and budget resolutions to the County Auditor and State Auditor	Finance Director	December 18, 2015
<b>This calendar is a set of goals that is subject to change throughout the process based on Council direction</b>			