

2018 City of Jordan Budget Calendar

Start Date:	Task or Event	Staff or Council Responsible	Projected Completion	Date Completed
June 19, 2017	Set budget strategy, preliminary calendar and budget memos to Council	City Council and Staff	June 19, 2017	
June 20, 2017	Address Council direction on budget process, calendar and goals	Admin & Fin Dir	June 20, 2017	
July 5, 2017	Department heads submit any additional staffing requests to the Administrator for Personnel Com. Review	Department Heads	July 5, 2017	
July 10, 2017	Department heads review and submit their budget requests and meet with the Administrator and Finance Director	Department Heads	July 10, 2017	
July 11, 2017	Staff review preliminary budget requests from department heads at staff meeting	Staff	July 14, 19 & 26	
August 1, 2017	Staff address Council direction on CIP worksession	Staff	August 1, 2017	
August 7, 2017	Discuss CIP	City Council, Staff	August 7, 2017	
August 21, 2017	City Council Budget Workshop	City Council, Staff	August 21, 2017	
August 22, 2017	Staff address Council direction regarding budget workshop	Staff	August 22, 2017	
September 5, 2017	Approve the preliminary property tax levy	City Council	September 5, 2017	
September 6, 2017	Submit preliminary levy to the County Auditor	Finance Director	September 6, 2017	
September 6, 2017	Address any Council direction regarding the budget and levy at the staff meeting	Staff	September 6, 2017	
October 16, 2017	Additional Council Budget Workshop if needed	City Council, Staff	October 16, 2017	
October 17, 2017	Staff address Council direction regarding budget workshop	Staff	October 17, 2017	
November 6, 2017	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 6, 2017	
November 7, 2017	Post Budget/Levy Meeting notice at City Hall, Website and other	Finance Director	November 7, 2017	
November 20, 2017	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 20, 2017	
December 4, 2017	Hold TNT Hearing - Budget/Levy Meeting	City Council	December 4, 2017	
December 4, 2017	Approve 2017 levy Payable 2018 and 2018 budgets	City Council	December 4, 2017	
December 15, 2017	Submit the approved levy and budget resolutions to the County Auditor and State Auditor	Finance Director	December 15, 2017	
This calendar is a set of goals that is subject to change throughout the process based on Council direction				