

2012 City of Jordan Budget Calendar

Start Date:	Task or Event	Staff or Council Responsible	Projected Completion	Date Completed
June 20, 2011	Set budget strategy, preliminary calendar and budget memos to Council	City Council and Staff	June 20, 2011	June 20, 2011
June 21, 2011	Address Council direction on budget process, calendar and goals	Admin & Fin Dir	June 21, 2011	June 21, 2011
July 1, 2011	Department heads submit any additional staffing requests to the Administrator for Personnel Com. Review	Department Heads	July 1, 2011	July 1, 2011
July 8, 2011	Department heads review and submit their budget requests and meet with the Administrator and Finance Director	Department Heads	July 8, 2011	July 8, 2011
July 19, 2011	Staff review preliminary budget requests from department heads at staff meeting	Staff	July 19 & 26, Aug 2	August 2, 2011
August 15, 2011	City Council Budget Workshop	City Council, Staff	August 15, 2011	
August 16, 2011	Staff address Council direction regarding budget workshop	Staff	August 16, 2011	
September 6, 2011	Approve the preliminary property tax levy	City Council	September 6, 2011	
September 7, 2011	Submit preliminary levy to the County Auditor	Finance Director	September 7, 2011	
September 7, 2011	Address any Council direction regarding the budget and levy at the staff meeting	Staff	September 7, 2011	
October 17, 2011	Possible additional Council Budget Workshop	City Council, Staff	October 17, 2011	
October 18, 2011	Staff address Council direction regarding budget workshop	Staff	October 18, 2011	
November 7, 2011	Discuss Budget/Levy Meeting Date for 1st meeting in December	City Council	November 7, 2011	
November 8, 2011	Post Budget/Levy Meeting notice at City Hall, Website and other	Finance Director	November 8, 2011	
November 21, 2011	City Council Budget Workshop	City Council	November 21, 2011	
December 5, 2011	Hold Budget/Levy Meeting	City Council	December 5, 2011	
December 5, 2011	Approve 2011 levy and budgets	City Council	December 5, 2011	
December 19, 2011	Submit the approved levy and budget resolutions to the County Auditor and State Auditor	Finance Director	December 19, 2011	
This calendar is a set of goals that is subject to change throughout the process based on Council direction				