



CITY OF ATHENS

BUDGET CALENDAR

FY 2018 – 2019

DATES	ACTIVITY	RESPONSIBLE PARTY
April 23, 2018	Budget Training conducted and budget materials distributed to Department Managers; departmental budget review meetings scheduled for all departments	Department Managers, Finance
May 1 - June 30, 2018	Preliminary revenue estimates prepared by Finance Department	Finance
May 8, 2018	Department Requested Budgets due to Finance Department	Department Managers
May 14 - 18, 2018	Departmental budget review meetings with Department Managers, City Manager and Finance	City Manager, Finance, Department Managers
May 25, 2018	City Council Budget Workshop	City Council, City Manager, Finance, Department Managers
June 15, 2018	Proposed Base Budget due to City Manager	Finance
July 2, 2018	City Manager's Recommended Budget due to Finance	City Manager
July 16, 2018	City Manager's Recommended Budget due to City Council	City Manager, Finance
July 25, 2018	Receive certified appraisal roll from the appraisal district	HC Appraisal District
August 1, 2018	City Council public Budget Workshop	City Council, City Manager, Finance, Department Managers
August 4, 2018	Publish and post notice of hearing for tax rate	Finance, City Secretary
August 13, 2018	First public hearing for tax rate	City Council
August 18, 2018	Publish and post notice of hearing for budget	Finance, City Secretary
August 18, 2018	Proposed budget filed with City Secretary and on City website	Finance, City Secretary
August 27, 2018	Second public hearing for tax rate; Hearing for budget	City Council, City Secretary
September 10, 2018	Adopt FY 2018-2019 Tax Rate and Budget	City Council
October 15, 2018	Budget Book provided to Council and website	Finance

Proposed dates above subject to change pending unforeseen circumstances.