

**CITY OF AMERICUS, GEORGIA**  
**2022 TENTATIVE BUDGET SCHEDULE**

**2021**

- Aug 16** Budget discussions with Department Heads
- Aug 16-Aug 17** Distribution of capital improvement project request forms & Position Summary forms. (The Finance Dept. will distribute to all department heads project request forms and their accompanying instruction sheet.)
- Aug 16** Department Heads begin entering departmental request into CSI for 2022 Operating Budget to include capital request and updating the appropriate departmental notes.
- Aug 27** Deadline for entering departmental request into CSI for 2022 Budget.
- Aug 24-Sept 4** Review Sessions. The City Manager will meet with the department heads and/or staff during this time to review the departmental operating and capital budget request.
- Aug 28** Advertisement in the legal gazette concerning Millage Rate Public Hearings. (Finance Director will prepare this notice.)
- Aug 28** Five-year history & Public Notice
- Sept 16** Public Hearing on proposed millage rate. (Agenda Setting 6:00 pm)
- Sept 23** Second and final public hearing on proposed millage rate. (Adoption of the millage rate Council Meeting 6:00 pm)
- Oct 5** Operating Budget & Capital Improvement Request submitted to Council . (The Operating Budget & Capital Improvement Request will be mailed/delivered to each member of Council for his review prior to the 1st budget meeting.)
- TBD** Council Review & input of Budget (Budget Meeting 5:00 pm)
- Nov 17** Advertisement in the legal gazette concerning 2022 Operating Budget, Capital Improvement Program, and Capital Budget Public Hearings. (Finance Director will prepare this notice.)
- Dec 9** Public Hearing and first reading on the proposed Operating Budget, Capital Improvement Program & Capital Budget for 2022. (At 10:00 am & 6:00 pm Agenda Setting)

**Dec 16** City Council budget approval.  
The second reading & final reading of proposed Operating Budget, Capital Improvement Program & Capital Budget for 2022. (December City Council meeting at 6:00 pm)

**February 26** 2022 Publication of the 2022 Operating Budget, Capital Improvements Program, and Capital Budget. (The approved five (5) year Capital Improvement Program and Budget will be printed for general disbursement.)

DRAFT