

**Budget Calendar  
Fiscal Year 2019**

DATE	ACTION
July 31, 2018	City Administrator holds initial budget preparation meeting with department heads and staff
August 1, 2018	Provide departmental access to 2019 Budget System
September 10, 2018	Present employee compensation to Board of Aldermen
September 12-14, 2018	City Administrator and Finance Officer meet with individual department heads to review departmental budgets
September 24, 2018	Conduct Budget Work Session with Board of Aldermen; present Comprehensive General Fund Budget and Capital Improvement Plan
October 8, 2018	Conduct Budget Work Session with Board of Aldermen
October 22, 2018	Present Comprehensive Proposed Budget for all funds to Board of Aldermen
November 21, 2018	Publish Public Hearing Notice
November 26, 2018	Present 2018 Budget Re-appropriation to Board of Aldermen
December 3, 2018	Present Capital Improvement Plan for Approval at Planning & Zoning Commission Meeting (as required by State Statute)
December 10, 2018	Conduct Public Hearing on Proposed Budget; Adopt Budget
December 11, 2018	Distribute Approved Budget