**SAMPLE PUBLIC NOTICE**

**CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_, GEORGIA**

 **FISCAL YEAR 2021 (FY21) BUDGET REVIEW & ADOPTION**

 **(July 1, 20\_\_ - June 30, 20\_\_)**

**PUBLIC HEARING ON FY2021 BUDGET:** A Public Hearing on the FY2021 Budget is scheduled for [day], [date] at p.m. in the City Hall Chambers located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At this meeting, the Mayor and Council will receive both written and oral comments about the Annual Operating and Capital Budget for the City of \_\_\_\_\_\_\_\_\_\_\_\_\_, Georgia. A qualified interpreter for the hearing impaired will be available upon request made at least ten (10) days in advance of this meeting. Please call (\_\_\_) \_\_\_-\_\_\_\_, [TDD (\_\_\_) \_\_\_-\_\_\_\_] to request an interpreter or for more information.

**MAYOR’S RECOMMENDED BUDGET AVAILABLE FOR REVIEW:** The FY2021 Mayor’s Recommended Budget will be available for public inspection during normal office hours on [day], [date], at the following locations: Office of the Manager, [street address and room number]; \_\_\_\_\_\_\_\_\_\_Regional Library, [street address].; and the City Clerk’s Office, Room \_\_\_\_, City Hall. Copies will also be available at [list other locations where residents can make copies of the budget if desired]. Summary information on the FY2021 Recommended Budget can also be found at the city’s web site www.yourcity.gov.

**BUDGET REVIEW:** The Mayor and Council of the City of \_\_\_\_\_\_\_\_\_\_\_\_ are scheduled to review the FY2021 Recommended Budget on the following dates:

Month, day, year [day of week] [list time and location]

Month, day, year [day of week] [list time and location]

Month, day, year [day of week] [list time and location] (if needed)

Public Comment will also be taken at the regularly scheduled meeting of the Mayor and Council on [list day, month, year, time, and location].

**BUDGET ADOPTION:** The Mayor and Council of the City of \_\_\_\_\_\_\_\_\_\_ are scheduled to adopt the FY\_\_\_ Budget at their regular monthly meeting on . The meeting will be held at \_\_:00 p.m. in the City Hall Chambers located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.