

# MEMORANDUM

TO: Elected Officials, Judicial Officers,  
Constitutional Officers, &  
Department Heads

FROM: Tim Sims, Chief Financial Officer

DATE: March 15, 2024

RE: FY25 Budget Hearing Schedule



Below is a schedule for the FY25 Budget Review Meetings for Elected Officials, Judicial Officers, Constitutional Officers & Department Heads. Each session is scheduled for approximately fifteen -twenty minutes. Please be prepared to discuss your Operating and Capital Budget, position requests (if applicable), department narrative, and contracted services. *To assist with scheduling and prevent unnecessary lag times between sessions, please arrive 15 minutes prior to your scheduled time.*

## **Tuesday March 26, 2024**

9:30 AM District Attorney  
9:45 AM State Court  
10:00 AM Public Defender  
10:15 AM Juvenile Court  
10:30 AM Probate Court  
10:40 AM Sheriff, Heat, SRO  
10:55 AM Sheriff, Jail  
11:10 AM Fire  
11:20 AM EMS  
11:30 AM Tax Commissioner

11:45 - 1:00 PM Lunch

1:00 PM Fleet Services  
1:15 PM Roads & Bridges  
1:30 PM Facilities Mgmt./Transit  
1:50 PM Information Technology  
2:10 PM Senior Center  
2:20 PM Landfill  
2:30 PM Airport  
2:50 PM Habersham County Library  
3:10 PM TBD

## **Wednesday March 27, 2024**

9:30 AM Solicitor  
9:45 AM Magistrate Court  
10:00 AM Clerk of Court  
10:20 AM Elections & Registration  
10:40 AM Planning & Development  
11:00 AM Extension Services  
11:15 AM Tax Assessors  
11:30 AM Accountability Courts  
11:45 AM

12:00 – 1:00PM Lunch

1:00 PM Animal Control  
1:20 PM Emergency Mgmt. & E911  
1:40 PM County Commissioners/Clerk  
2:00 PM Public Information Office  
2:20 PM County Manager  
2:30 PM Human Resources  
2:55 PM Finance & Countywide  
3:10 PM Soque River Keepers  
3:20 PM Habersham Co Health Dept

## **Thursday March 28, 2024**

9:30 AM Superior Court & Law Lib  
9:45 AM Parks & Recreation  
10:00 AM Coroner  
10:15 AM Development Authority  
10:30 AM TBD

10:45 AM  
11:00 AM  
11:15 AM  
11:30 AM

All budget review meetings will be held at the Administrative Building, 130 Jacob's Way, in the Commission Conference Room on the main floor. If you have a scheduling conflict, please let Tim Sims know as soon as possible at 706-839-0202 or [tsims@habershamga.com](mailto:tsims@habershamga.com).