# FISCAL YEAR 2023/2024
# BUDGET PREPARATION CALENDAR

| DATE | EVENT DESCRIPTION |
|---|---|
| January 5 | Submit Budget Schedule for City Council Approval |
| January 25 | Department Head Budget Meeting |
| January 26 | Joint City Council Meeting with Santa Clara City to discuss Public Safety |
| February 2 | Submit 5-Year Plan & Discuss Department Needs and Prioritization |
| February 3 – March 1 | Staff Prepares Tentative Budgets |
| March 1 | Send Santa Clara City Tentative SCI Police Budget and receive SCIFR Tentative Budget |
| Before March 1 | County notified of date, time, and place of the first public hearing over the budget discussion (59-2-919 (8) (a)) |
| March 17 | Capital Project Budgets and Operating Budgets due |
| Week of March 20 | Finance Director and City Manager conduct budget reviews with Department Heads and complete revenue estimates for all funds |
| March 23 | City Council to discuss and review SCIFR Budget |
| April 6 | Tentative Budget and Tentative Tax Rate submitted to City Council (10-6-111(1)) |

| DATE | EVENT DESCRIPTION |
|---|---|
| April 20 | Review and discuss Tentative Budget<br>Tentative Budget Tentatively Adopted by City Council (10-6-111(3)) and Public Hearing date set for Final Adoption of Tentative Budget (10-6-113) |
| April 21 | Issue notice of Public Hearing (Published 10 days prior to Public Hearing) to consider adoption of Final Tentative Budget for FY 2023/2024 (10-6-113) |
| May 4 | Public Hearing on the Tentative Budget for FY 2023/2024 (10-6-114) |
| May 5 – May 18 | After Public Hearing, City Council may continue to review and make changes to the Tentative Budget (10-6-115) |
| May 18 or June 1 | If no increase in tax levy, legislative body may adopt final Budget by Resolution for FY 2023/2024 (10-6-118)<br>Adopt proposed or final tax rate by resolution or ordinance (59-2-912) (10-6-133) |
| June 2 | Forward proposed or certified Tax Rate to County Auditor (10-6-134) |
| June 15 | If necessary, due to input received at public hearing and changes to the Tentative Budgets, City Council adopts Budget and Tax Rate |
| Prior to July 15 | Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118) |
| | NOTE: If the City decides to increase the tax levy, the City would not adopt the budget in June. In the event of an increase in the tax levy, the following additional steps would be undertaken: |
| July 21 | Issue public notice of Public Hearing for adoption of FY 2023/2024 Tax Levy (59-2-919) |
| August 2 | Mayor and Council hold Public Hearing on proposed augmented tax levy (59-2-919)<br>Mayor and Council adopt Resolution approving augmented tax levy (59-2-919)<br>Mayor and Council adopt Resolution approving Final Budget |
| August 3 | Forward resolution adopting augmented Tax Levy to County Auditor (59-2-920) |
| Prior to September 1 | Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118) |