FISCAL YEAR 2024/2025
BUDGET PREPARATION CALENDAR

DATE	EVENT DESCRIPTION
January 4	Submit Budget Schedule for City Council Approval
January 25	Department Head Budget Meeting
January/February	Joint City Council Meeting with Santa Clara City to discuss Public Safety
February 1	Submit draft 5-Year Plan to City Council
February 2 – March 8	Staff Prepares Tentative Budgets
February 15	Discuss and review with City Council the 5-Year Plan
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 11	Capital Project Budgets and Operating Budgets due
Week of March 18	City Manager and Director of Finance conduct budget reviews with Department Heads and complete revenue estimates for all funds
March 7	City Council to discuss and review SCIFR Budget

DATE	EVENT DESCRIPTION
April 24	Tentative Budget and Tentative Tax Rate submitted to City Council
May 2	Review and discuss Tentative Budget (10-6-111(1)) 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)
May 3	Issue notice of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Final Tentative Budget for FY 2024/2025 (10-6-113)
May 16	Public Hearing on the Tentative Budget for FY 2024/2025 (10-6-114)
May 16 – June 30	After Public Hearing, City Council may continue to review and make changes to the Tentative Budget (10-6-115)
May 16 - June 20	If no increase in tax levy, legislative body may adopt final Budget by Resolution for FY 2024/2025 (10-6-118) Adopt proposed or final tax rate by resolution or ordinance (59-2-912) (10-6-133)
June 6 or June 20	Forward proposed or certified Tax Rate to County Auditor (10-6-134) and City Council adopts Budget and Tax Rate
Prior to July 20	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 11	Issue public notice of Public Hearing for adoption of FY 2024/2025 Tax Levy (59-2-919)
July 23	Mayor and Council hold Public Hearing on proposed augmented tax levy (59-2-919) Mayor and Council adopt Resolution approving augmented tax levy (59-2-919) Mayor and Council adopt Resolution approving Final Budget
July 26	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)