FISCAL YEAR 2025/2026
BUDGET PREPARATION CALENDAR

DATE	EVENT DESCRIPTION
January 16	City Council Work meeting for Council to discuss and provide upcoming budget and 5-Year plan priorities
January 16	Submit Budget Schedule for City Council approval
January/February	Joint City Council Meeting with Santa Clara City to discuss public safety
January 30	Department Head Budget meeting to review and discuss Council's priorities
January 23 – March 15	Staff prepares Tentative Budgets
March 1	Send Santa Clara City Tentative SCI Police Budget and receive SCIFR Tentative Budget
March 17	Department Budgets due
Week of March 24	City Manager and Director of Finance conduct budget reviews with Department Heads and complete revenue estimates for all funds
March 6 or March 20	City Council to discuss and review SCI & SCIFR Budgets
April 17	Tentative Budget and Tentative Tax Rate submitted to City Council
May 1	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)

DATE	EVENT DESCRIPTION
May 2	Issue notice of Public Hearing to consider adoption of Final Tentative Budget for FY 2025/2026 (10-6-113)
May 15	Public Hearing on the Tentative Budget for FY 2025/2026 (10-6-114)
May 15 – June 30	After Public Hearing, City Council may continue to review and make changes to the Tentative Budget (10-6-115)
Before June 1	Tax Commission and County notified of date, time, and place of the public hearing over the budget for truth in taxation(59-2-919 (8) (a))
May 16 - June 19	If no increase in tax levy, legislative body may adopt final Budget by Resolution for FY 2025/2026 (10-6-118) Adopt proposed or final tax rate by resolution or ordinance (59-2-912) (10-6-133)
June 5 or June 19	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 21	Issue public notice of Public Hearing for adoption of FY 2025/2026 Tax Levy (59-2-919-(3)-(a))
August 6	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
August 7	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)