

**CITY OF SANTA CLARA**  
**FISCAL YEAR 2017-2018 - BUDGET PREPARATION CALENDAR**

DATE	EVENT DESCRIPTION
January 11	Approval of budget preparation schedule by Mayor & City Council
January 26 12:00 to 5:00	Staff Strategic Planning Retreat & Budget Packets Distributed to Directors
February 9,10,16 & 28	City Manager Conducts Budget Reviews with Directors
February 23 12:00 to 5:00	City Manager Conducts Budget Workshop with Council & Staff Mayor & Council Budget and Fiscal Year Goals Due
March 2	Capital Project Budgets, Operating Budgets and Salaries & Benefits requests due
March 15	County notified of date, time and place of public hearing for any potential tax levy increase (59-2-919 (7) (a))
March 1 through March 31	City Manager completes preparation of the Tentative Budget and computes the Tentative Millage Rate necessary to support the proposed Tentative Budget
April 5	Work Meeting to Review and Discuss the Proposed Tentative Budget
May 3 - May 31	Mayor & City Council reviews Tentative Budget with City Manager & Staff
May 4	Work Meeting to Review Final Tentative Budget
May 10	Tentative Budget and Tentative Millage Rate submitted to City Council (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 31	Issue notice to Spectrum of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Final Tentative Budget for FY 2017-2018 (10-6-113)  Final Tentative budget made available for public inspection a minimum of 10 days prior to adoption of final budget (10-6-112)
June 7	Possible Work Meeting to Review Budget

DATE	EVENT DESCRIPTION
June 14	Public Hearing on the Final Tentative Budget for FY 2017-2018 (10-6-114) If no increase in tax levy, legislative body may adopt Final Budget by Ordinance for FY 2017-2018 (10-6-113-118) Adopt proposed <u>or</u> final tax rate by resolution or ordinance (59-2-912) (10-6-133)
June 21 Special Meeting	If necessary, due to input received at public hearing, City Council adopts Budget and Tax Rate
June 15	Forward proposed or certified Tax Rate to County Auditor (10-6-134)
Prior to July 7	Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118)
	<u>NOTE:</u> 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 22	Last day for County Auditor to notify each owner of real estate within City Limits regarding proposed increase in Tax Levy (59-2-919 (4))
July 25	Issue public notice of Public Hearing for adoption of FY 2016-2017 Tax Levy (59-2-919)
August 9	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 Ordinance approving Final Budget
August 10	Forward resolution adopting augmented Tax Levy to County Auditor (59-2-920)