



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Jim Shannon

SUBJECT: 2025-2026/2026-2027 City
Budget Calendar and Budget
Study Session Schedule

DATE: October 15, 2025

Approved

Date:

10/16/25

RECOMMENDATION

Approve the proposed 2025-2026/2026-2027 City Budget Calendar as presented in Attachment A and the schedule for City Council Budget Study Sessions for the 2026-2027 Preliminary General Fund Forecast and Budget Priorities, 2026-2027 Operating Budget, 2026-2027 Capital Budget Mid-Biennial Update, and 2026-2027 Fees and Charges Report as presented in Attachment B and explained in this memorandum.

ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment A) to be used as a basic plan in preparing, reviewing, and approving the 2026-2027 Operating Budget, 2026-2027 Capital Budget Mid-Biennial Update, and 2026-2027 Fees and Charges Report. Approval of this schedule and process follows the City of San José Annual Budget process as shown on Attachment C. In addition, the calendar includes details associated with monitoring and amending the 2025-2026 budget that starts with City Council's October 2025 approval of the 2024-2025 Annual Report that summarizes prior year financial results and brings forward amendments to the 2025-2026 Budget.

The schedule for the 2026-2027 Budget development process recommended in this memorandum aligns closely with last year's process, and includes a Study Session on January 23, 2026 to review the 2026-2027 Preliminary General Fund Forecast and engage in a discussion on budget priorities. This Study Session will provide the City Council with a preliminary look at the forecasted budget challenges and opportunities that will impact the 2026-2027 Proposed Budget development process, and provide an opportunity for the City Council to weigh in on key budget priorities that will inform the development of the Mayor's March Budget Message for Fiscal Year 2026-2027.

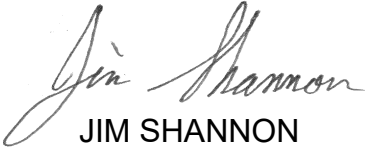
The release date for the Proposed Operating Budget, Proposed Capital Budget Mid-Biennial Update, and Proposed Fees and Charges Report are set for late April/early May as in previous years.

Please note that the City transitioned to a two-year cycle for the Capital Budget and Five-Year Capital Improvement Program during the 2025-2026 Budget cycle. As a result, the Capital Budget document scheduled for release on April 24, 2026 will be an update to the previously approved two-year budget, recommending a limited amount of adjustments based on updated revenue and cost estimates and urgent project needs in 2026-2027.

The 2026-2027 Budget and Fees and Charges approval by the City Council will be on June 9, 2026 and adoption by the City Council will be on June 16, 2026. It should be noted that the dates for the Mayor's Budget Town Hall Meeting and State of the City will be released by the Mayor's Office at a later date.

COORDINATION

The proposed 2025-2026/2026-2027 City Budget Calendar and Budget Study Session Schedule have been coordinated with the Mayor's Office.

A handwritten signature in cursive script that reads "Jim Shannon".

JIM SHANNON
Budget Director

For questions, please contact Jim Shannon, Budget Director, at (408) 535-8144.

ATTACHMENTS:

Attachment A – 2025-2026/2026-2027 City Budget Calendar

Attachment B – 2025-2026/2026-2027 City Budget Calendar/Budget Study Session
Schedule

Attachment C – City of San José Annual Budget Process

2025-2026 / 2026-2027 City Budget Calendar

Date	Action/Event
September 30, 2025	- 2024-25 Annual Report: Released
October 21, 2025	- 2024-25 Annual Report: Review/Approval by City Council
TBD	- State of the City
January 30, 2026	- 2025-26 Mid-Year Budget Review Report: Released
February 10, 2026	- 2025-26 Mid-Year Budget Review Report: Review/Approval by City Council
TBD	- Mayor's Budget Town Hall Meeting
March 2, 2026	- 2026-27 City Manager's Budget Request & 2027-31 Five-Year Forecast and Revenue Projections: Released
March 9, 2026	- 2026-27 Mayor's March Budget Message: Released
March 17, 2026	- 2026-27 Mayor's March Budget Message: Public Hearing
March 17, 2026	- 2026-27 Mayor's March Budget Message: Review by City Council
April 24, 2026	- 2026-27 Proposed Capital Budget Mid-Biennial Update: Released
May 1, 2026	- 2026-27 Proposed Operating Budget: Released
May 1, 2026	- 2026-27 Proposed Fees and Charges Report: Released
May 4 - 29, 2026	- 2026-27 Proposed Capital/Operating Budgets: Community Budget Meetings

2025-2026 / 2026-2027 City Budget Calendar

Date	Action/Event
May 6, 2026	- 2026-27 City Council Budget Document Cost Estimate Requests due to the City Manager's Office
May 6, 2026	- Planning Commission Study Session: 2026-27 Proposed Capital Budget Mid-Biennial Update
May 6 - 14, 2026	- Council Study Sessions: 2026-27 Proposed Budgets and 2026-27 Proposed Fees and Charges Report
May 12, 2026	- Initial Public Hearing: 2026-27 Proposed Capital/Operating Budgets and 2026-27 Proposed Fees & Charges Report
May 15, 2026	- 2026-27 City Council Budget Document completed Cost Estimate Requests returned to Council Offices
May 21, 2026	- 2026-27 City Council Budget Documents due to Mayor's Office
June 1, 2026	- 2026-27 Mayor's June Budget Message: Released
June 8, 2026	- Final Public Hearing: 2026-27 Proposed Capital/Operating Budgets and 2026-27 Proposed Fees & Charges Report (evening)
June 9, 2026	- 2026-27 Mayor's June Budget Message: Final Review/Approval by City Council
June 9, 2026	- 2026-27 Proposed Capital/Operating Budgets and 2026-27 Proposed Fees & Charges Report: Approved by City Council
June 16, 2026	- 2026-27 Capital/Operating Budgets and 2026-27 Fees & Charges Report: Adopted by City Council

2025-2026 / 2026-2027 City Budget Calendar/ Budget Study Session Schedule

Date	Time	Action/Event
Friday, January 23, 2026	9:30 am - 12:00 pm	2026-2027 Preliminary General Fund Forecast and Budget Priorities
Wednesday, May 6, 2026	9:00 am - 12:00 pm	2026-2027 City Budget Overview/Budget Study Session on 2026-2027 City Operating/Capital Budget and 2026-2027 Fees and Charges Report
Thursday, May 7, 2026	9:00 am - 12:00 pm	2026-2027 City Budget Overview/Budget Study Session on 2026-2027 City Operating/Capital Budget and 2026-2027 Fees and Charges Report
Monday, May 11, 2026	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2026-2027 City Budget Overview/Budget Study Session on 2026-2027 City Operating/Capital Budget and 2026-2027 Fees and Charges Report
Wednesday, May 13, 2026	9:00 am - 12:00 pm	2026-2027 City Budget Overview/Budget Study Session on 2026-2027 City Operating/Capital Budget and 2026-2027 Fees and Charges Report
Thursday, May 14, 2026	9:00 am - 12:00 pm	2026-2027 City Budget Overview/Budget Study Session on 2026-2027 City Operating/Capital Budget and 2026-2027 Fees and Charges Report

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

