

**CITY OF WARRENVILLE
BUDGET PREPARATION & ADOPTION TIMELINE
FISCAL YEAR 2023**

DEADLINE		TASK	PERFORMED BY
DAY	DATE		
FRIDAY	10/29/2021	"Draft" Departmental Workplans Due to Assistant City Administrator	City Administrator & Department Heads
TUESDAY	10/26/2021	Initial Staff Budget Planning Meeting Budget Planning Available to Staff	Finance Director
WEDNESDAY	11/10/2021	Elected Official Budget Consideration Form(s) Due to Finance Director	Elected Officials
MONDAY	11/22/2021	Present City Wide "Draft" Work Plan (at Public Safety and Finance Committee Meeting)	City Administrator
FRIDAY	12/10/2021	Commissions "Draft" Work Plans Due to Assistant City Administrator	Committee Liaisons
TUESDAY	12/28/2021	Operational & Capital Expenses Preliminary Merit Scores, and Decision Packages ALL DUE to Finance Director	Department Heads
WEDNESDAY	1/19/2022	Preliminary Budget Review	City Administrator & Finance Director
MONDAY	1/24/2022	Present "Preliminary" Final Citywide Work Plan w/Prioritizations (at Public Safety and Finance Committee Meeting)	City Administrator
MONDAY	1/24/2022	Departmental Budget Meetings	City Administrator, Finance Director & Department Heads
WEDNESDAY	1/26/2022		
MONDAY	2/14/2022	Departmental Presentations: Administration, Public Works (at Public Works and Infrastructure Committee Meeting)	Assistant City Administrator, Deputy Public Works Director
TUESDAY	2/22/2022	Departmental Presentation: Community Development (at City Council Meeting)	Community and Economic Development Director

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DEADLINE		TASK	PERFORMED BY
DAY	DATE		
MONDAY	2/28/2022	Distribution of Budget Proposal Document to Elected Officials, Staff, and for Public Inspection	Finance Director
MONDAY	3/7/2022	Departmental Presentations: Finance, Police (at City Council Meeting)	Finance Director and Police Chief
SATURDAY	3/12/2022 (9:00 - 12:00)	City Council Budget Workshop	City Council, City Administrator & Department Heads
MONDAY	3/7/2022 through	Fiscal Year 2023 Budget Review with Individual City Council Members (as requested)	City Administrator & Finance Director
FRIDAY	3/18/2022		
MONDAY	3/28/2022	Last Day to Publish Notice of Fiscal Year 2023 Budget Public Hearing	City Clerk's Office
MONDAY	4/4/2022	Public Hearing and First Reading of Fiscal Year 2023 Budget Ordinance	City Council
MONDAY	4/18/2022	Second Reading and Adoption of Fiscal Year 2023 Budget Ordinance Adoption of "Final" Citywide Workplan and Adoption of Authorized Strength Ordinance	City Council
FRIDAY	4/29/2022	Final Approved Fiscal Year 2023 Budget Document Available	Finance Director
WEDNESDAY	5/18/2022	Deadline for Filing the Fiscal Year 2023 Budget & Revenue Estimate with DuPage County Clerk	Finance Director

CITY OF WARRENVILLE

MEMO

To: Mayor and City Council
Cc: John Coakley, City Administrator
From: Kevin Dahlstrand, Finance Director *Kevin Dahlstrand*
Subject: FY 2023 Budget Preparation and Adoption Timeline
Date: September 23, 2021

Accompanying this memo, is the proposed FY 2023 Budget Preparation and Adoption Timeline, which is intended to meet the needs of both the elected officials and the City staff.

The proposed time line includes the presentation of a “Draft” FY 2023, City Wide Work Plan, as a part of the November 22, 2021, Public Safety and Finance Committee agenda, and a presentation of a City Wide “Preliminary Final” FY 2023, City Wide Work Plan as a part of the January 24, 2022, Public Safety and Finance Committee agenda.

The departmental presentations will take place at successive City Council and Committee-of-the-Whole meetings. The first will be Administration and Public Works at the February 14, 2022, City Council meeting. That will be followed by Community Development at the February 22, 2022, Public Works and Infrastructure Community meeting, and will conclude with Police and Finance at the Monday, March 7, 2022, City Council meeting.

Distribution of the proposed 2023 Budget document, is scheduled to occur no later than Monday, February 28, 2022.

The timeline includes a City Council Budget Workshop on Saturday, March 12, 2022, beginning at 9:00 a.m. with an anticipated adjournment time of 12:00 noon.

Finally, the timeline includes the period of March 7 through March 18, 2022, prior to and following the Saturday, March 12, 2022, City Council Budget Workshop, for individual elected officials to schedule meetings with the City Administrator/Budget Officer and Finance Director, to address specific questions and concerns related to the proposed FY 2023 Budget.