


CITY OF WARRENVILLE**MEMO**

To: Mayor and City Council
Cc: Cristina White, City Administrator
From: Kevin Dahlstrand, Finance Director 
Subject: FY 2024 Budget Preparation and Adoption Timeline
Date: October 4, 2022

Accompanying this memo, is the proposed FY 2024 Budget Preparation and Adoption Timeline, which is intended to meet the needs of both the elected officials and the City staff.

Distribution of the proposed 2024 Budget document, is scheduled to occur no later than Tuesday, February 28, 2023.

The proposed preparation and adoption time line includes the presentation of a “Draft” FY 2024, City Wide Work Plan, as a part of the January 23, 2023, Public Safety and Finance Committee agenda, and a presentation of a Final FY 2024, City Wide Work Plan as a part of the budget adoption process in April 2023.

The departmental presentations order has been reworked, but will still take place at successive City Council and Committee-of-the-Whole meetings. The first will be Administration and Finance at the February 6, 2023, City Council meeting. That will be followed by Public Works at the February 13, 2023, Public Works and Infrastructure Community meeting, followed by Community Development at the February 20, 2023, City Council meeting, and finally the Police Department at the March 6, 2023, City Council Meeting.

The timeline includes a City Council Budget Workshop on Saturday, March 18, 2023, beginning at 9:00 a.m. with an anticipated adjournment time of 12:00 noon.

Finally, the timeline includes the period of March 13 through March 24, 2023, prior to and following the Saturday, March 18, 2023, 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 2024 Budget.

**CITY OF WARRENVILLE
BUDGET PREPARATION & ADOPTION TIMELINE
FISCAL YEAR 2024**

DEADLINE		TASK	PERFORMED BY
DAY	DATE		
TUESDAY	11/01/2022	Initial Staff Budget Planning Meeting Budget Planning Available to Staff	City Administrator & Department Heads
FRIDAY	11/11/2022	Elected Official Budget Consideration Form(s) Due to Finance Director	Elected Officials
THURSDAY	12/29/2022	Operational & Capital Expenses Preliminary Merit Scores, and Decision Packages ALL DUE to Finance Director	Department Heads
THURSDAY	12/29/2022	"Draft" Departmental and Commission Workplans Due to Assistant City Administrator	Department Heads & Commission Liaisons
FRIDAY	01/20/2023	Preliminary Budget Review	City Administrator & Finance Director
MONDAY	01/23/2023	Present "Preliminary" Citywide Work Plan w/Prioritizations (at Public Safety and Finance Committee Meeting)	City Administrator
MONDAY	01/23/2023 through	Departmental Budget Meetings	City Administrator, Finance Director & Department Heads
WEDNESDAY	01/25/2023		
MONDAY	02/06/2023	Departmental Presentations: Administration & Finance (at City Council Meeting)	Assistant City Administrator & Finance Director
MONDAY	02/13/2023	Departmental Presentation: Public Works (at Public Works and Infrastructure Committee Meeting)	Public Works Director
MONDAY	02/20/2023	Departmental Presentation: Community Development (at City Council Meeting)	Community and Economic Development Director

**CITY OF WARRENVILLE
BUDGET PREPARATION & ADOPTION TIMELINE
FISCAL YEAR 2024**

DEADLINE		TASK	PERFORMED BY
DAY	DATE		
TUESDAY	02/28/2023	Distribution of Budget Proposal Document to Elected Officials, Staff, and for Public Inspection	Finance Director
MONDAY	03/06/2023	Departmental Presentations: Police (at City Council Meeting)	Police Chief
SATURDAY	03/18/2023 (9:00 - 12:00)	City Council Budget Workshop	City Council, City Administrator & Department Heads
MONDAY	03/13/2023	Fiscal Year 2024 Budget Review	City Administrator & Finance Director
FRIDAY	03/24/2023	Individual City Council Members (by request) with	
MONDAY	03/27/2023	Last Day to Publish Notice of Fiscal Year 2024 Budget Public Hearing	City Clerk's Office
MONDAY	04/03/2023	Public Hearing and First Reading of Fiscal Year 2024 Budget Ordinance	City Council
MONDAY	04/17/2023	Second Reading and Adoption of Fiscal Year 2024 Budget Ordinance Adoption of "Final" Citywide Workplan and Adoption of Authorized Strength Ordinance	City Council
FRIDAY	04/28/2023	Final Approved Fiscal Year 2024 Budget Document Available	Finance Director
WEDNESDAY	05/17/2023	Deadline for Filing the Fiscal Year 2024 Budget & Revenue Estimate with DuPage County Clerk	Finance Director