

**CITY OF WARRENVILLE****MEMO**

To: Mayor and City Council  
Cc: Cristina White, City Administrator  
From: Kevin Dahlstrand, Finance Director *Kevin Dahlstrand*  
Subject: FY 2027 Budget Preparation and Adoption Timeline  
Date: September 15, 2025

Accompanying this memo, is the proposed FY 2027 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 2027 Budget document, is scheduled to occur by Friday, February 27, 2026.

The proposed preparation and adoption timeline includes the presentation of a “Draft” FY 2027, City Wide Work Plan, as a part of the February 2, 2026 City Council agenda, and then at subsequent committee-of-the-whole meetings, leading up to the presentation of a Final FY 2027, City Wide Work Plan as a part of the budget adoption process in April 2026.

The departmental presentations order has been proposed as follows and will take place at successive City Council and Committee-of-the-Whole meetings. The first presentations will be Administration and Finance at the February 2, 2026, City Council meeting, followed by Public Works at the February 9, 2026, Public Works and Infrastructure meeting, and concluding with Community Development and the Police Department at the March 2, 2026 City Council meeting.

The timeline includes a proposed City Council Budget Workshop on Saturday, March 14, 2026, beginning at 9:00 a.m., with an anticipated adjournment time of 12:00 noon.

Finally, the timeline includes the period of March 9 through March 20 2026, prior to and following the Saturday, March 14, 2026, 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 2027 Budget.

**CITY OF WARRENVILLE  
BUDGET PREPARATION & ADOPTION TIMELINE  
FISCAL YEAR 2027**

<b>DEADLINE</b>		<b>TASK</b>	<b>PERFORMED BY</b>
<b>DAY</b>	<b>DATE</b>		
MONDAY	09/22/2025	City Council Budget Consideration Request Form(s) Distributed (at Public Safety and Finance Committee Meeting )	Finance Director
MONDAY	10/20/2025	City Council Budget Consideration Request Form(s) Due to Finance Director	Elected Officials
FRIDAY	10/31/2025	Initial Staff Budget Planning Meeting BS&A Budget Planning Available to Staff	City Administrator & Department Heads
MONDAY	11/24/2025	City Council Budget Consideration Request Form(s) Discussion & Consideration (at Public Safety and Finance Committee Meeting )	Public Safety and Finance Committee
FRIDAY	12/19/2025	Operational & Capital Expenses Preliminary Merit Scores, and Decision Packages ALL DUE to Finance Director	Department Heads
FRIDAY	12/19/2025	"Draft" Departmental Workplans Due to Assistant City Administrator	Department Heads
MONDAY	01/19/2026	Preliminary Budget Review	City Administrator & Finance Director
TUESDAY	01/20/2026	Departmental Budget Meetings	City Administrator, Finance Director & Department Heads
FRIDAY	01/23/2026		
MONDAY	02/02/2026	Present "Preliminary" Citywide Work Plan w/Prioritizations (at City Council Meeting)	Assistant City Administrator
MONDAY	02/02/2026	Departmental Presentations: Administration & Finance (at City Council Meeting)	Assistant City Administrator & Finance Director
MONDAY	02/09/2026	Departmental Presentation: Public Works (at Public Works and Infrastructure Committee Meeting )	Public Works Director
FRIDAY	02/27/2026	Distribution of Budget Proposal Document to Elected Officials, Staff, and for Public Inspection	Finance Director

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BUDGET PREPARATION & ADOPTION TIMELINE  
FISCAL YEAR 2027**

<b>DEADLINE</b>		<b>TASK</b>	<b>PERFORMED BY</b>
<b>DAY</b>	<b>DATE</b>		
MONDAY	03/02/2026	Departmental Presentations: Police & Community Development (at City Council Meeting)	Police Chief & Community and Economic Development Director
SATURDAY	03/14/2026 (9:00 - 12:00)	City Council Budget Workshop	City Council, City Administrator & Department Heads
MONDAY	03/09/2026 through	Fiscal Year 2027 Budget Review with	City Administrator & Finance Director
FRIDAY	03/20/2026	Individual City Council Members (by request)	
MONDAY	03/30/2026	Last Day to Publish Notice of Fiscal Year 2027 Budget Public Hearing	City Clerk's Office
MONDAY	04/06/2026	Public Hearing and First Reading of Fiscal Year 2027 Budget Ordinance	City Council
MONDAY	04/20/2026	Second Reading and Adoption of Fiscal Year 2027 Budget Ordinance Adoption of "Final" Citywide Workplan and Adoption of Authorized Strength Ordinance	City Council
THURSDAY	04/30/2026	Final Approved Fiscal Year 2027 Budget Document Available	Finance Director
WEDNESDAY	05/20/2026	Deadline for Filing the Fiscal Year 2027 Budget & Revenue Estimate with DuPage County Clerk	Finance Director