

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #21-005

RESOLUTION APPROVING THE CITY OF RAMSEY’S 2022 BUDGET CALENDAR

WHEREAS, the Ramsey City Charter states that a budget calendar shall be established annually by resolution; and

WHEREAS, the City of Ramsey’s Finance Committee recommends the Council adopt the following calendar:

- January 12 Council adopts the 2022 Budget Calendar.

- January 18 –
February 28 City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan.

- April 19 Finance Director to distribute 2022 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2019, 2020, 2021-year-to-date and adopted 2021 budget.

- April 19 Finance Director to distribute listing of fixed assets as of December 31, 2020 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life.

- April 19 Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.

- April 19 City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors.

- May 21 Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.

- May 21 Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.

- May 21 Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2021 amendments noted.

- May 21 Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.

- June 14-June 25 City Administrator and staff work sessions on the preliminary 2022 budget.
June 22 City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.

July 13	Finance Director and City Administrator submit preliminary budget to the City Council.
July 30	Department of Revenue certifies LGA amounts to all cities with populations over 2,500 and those receiving LGA.
August 15	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2021 Truth in Taxation Hearings.
August 1 - September 21	Final Budget Work sessions before adoption of proposed budget/levy.
August 9	Department Heads and supervisors to submit items to be included in the 2022-2031 Capital Improvement Program.
August 16- August 20	Staff work sessions to review goals, objectives and 3-year departmental plans.
September 21	Staff recommends a 2022 Proposed Municipal Budget; 2021 Levy, Payable 2022, Proposed Municipal Levy to the City Council.
September 21	City Council adopts the 2022 Proposed Municipal Budget; 2021 Levied Payable 2022 Proposed Municipal Levy and sets the 2021 hearing dates for the 2022 Budget Public Hearing(s).
September 30	City certifies 2022 Proposed Municipal Budget; 2021 Payable 2022 Proposed Municipal Levy and 2022 Budget Public Hearing date.
September/October	Council work sessions as needed.
Sept 6-Sept 17	City Council work sessions on 2022 Goals, Objectives and 3-Year Departmental Plans.
October 26	City Council review and adopt 2022-2031 Capital Improvement Program.
November 2-20	County mails notice of proposed property taxes for payable 2022.
November 23	City Council to review and adopt the 2022 Schedule of Rates, Fees and Charges.
November 23	2022 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 28	Public Hearing(s) on Final 2022 Municipal Budget and Levy
December 14	Adopt 2022 Municipal Budget and Final 2021, Payable 2022 Levy

December 30

Final levy certification to County auditor and certification of compliance with Truth in Taxation requirements to the Department of Revenue.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, COUNTY OF ANOKA, STATE OF MINNESOTA, as follows:

1) That the City Council of Ramsey hereby approves the 2022 Budget Calendar.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of January, 2021.

Mayor

ATTEST:

City Clerk