

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #22-015**

**RESOLUTION APPROVING THE CITY OF RAMSEY’S 2023 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 11 Council adopts the 2023 Budget Calendar.
- January 17 –  
February 28 City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan.
- April 18 Finance Director to distribute 2023 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2020, 2021, 2022-year-to-date and adopted 2022 budget.
- April 18 Finance Director to distribute listing of fixed assets as of December 31, 2021 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life.
- April 18 Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.
- April 18 City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors.
- May 20 Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.
- May 20 Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
- May 20 Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2022 amendments noted.
- May 20 Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.
- June 13-June 24 City Administrator and staff work sessions on the preliminary 2023 budget.  
June 22 City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.

July 12	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 2022 (Payable 2023) Truth in Taxation Hearings.
August 1 - September 20	Final Budget Work sessions before adoption of proposed budget/levy.
August 8	Department Heads and supervisors to submit items to be included in the 2023-2032 Capital Improvement Program.
August 15- August 19	Staff work sessions to review goals, objectives and 3-year departmental plans.
September 27	Staff recommends a 2023 Proposed Municipal Budget; 2022 Levy, Payable 2023, Proposed Municipal Levy to the City Council.
September 27	City Council adopts the 2023 Proposed Municipal Budget; 2022 Levied Payable 2023 Proposed Municipal Levy and sets the 2022 hearing dates for the 2023 Budget Public Hearing(s).
September 30	City certifies 2023 Proposed Municipal Budget; 2022 Payable 2023 Proposed Municipal Levy and 2023 Budget Public Hearing date.
September/October	Council work sessions as needed.
Sept 5-Sept 16	City Council work sessions on 2022 Goals, Objectives and 3-Year Departmental Plans.
October 25	City Council review and adopt 2023-2032 Capital Improvement Program.
November 1-20	County mails notice of proposed property taxes for payable 2023.
November 22	City Council to review and adopt the 2023 Schedule of Rates, Fees and Charges.
November 22	2022 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 28	Public Hearing(s) on Final 2023 Municipal Budget and Levy
December 13	Adopt 2022 Municipal Budget and Final 2022, Payable 2023 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 2023 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 11th day of January, 2022.

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Mayor

**ATTEST:**

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City Clerk