

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-018

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2025 BUDGET CALENDAR

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

WHEREAS, the following dates are being presented:

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| January 9 | Council adopts the 2025 Budget Calendar. |
| January 16 –
February 28 | City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan. |
| April 15 | Finance Director to distribute 2025 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2022, 2023, 2024-year-to-date and adopted 2024 budget. |
| April 15 | Finance Director to distribute listing of fixed assets as of December 31, 2023 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 15 | City Clerk to distribute current Schedule of Rates, Fees and Charges to staff. |
| April 15 | City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors. |
| May 17 | Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director. |
| May 17 | Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted. |
| May 17 | Staff to return Schedule of Rates, Fees and Charges to the City Clerk with recommendations for 2024 amendments noted. |
| May 17 | Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator. |
| June 10-June 21 | City Administrator and staff work sessions on the preliminary 2025 budget. |
| June 18 | City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions. |

July 9	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 2024 (Payable 2025) Truth in Taxation Hearings.
August 1 - September 20	Final Budget Work sessions before adoption of proposed budget/levy.
August 9	Department Heads and supervisors to submit items to be included in the 2025-2034 Capital Improvement Program.
August 12- August 16	Staff work sessions to review goals, objectives and 3-year departmental plans.
September 24	Staff recommends a 2025 Proposed Municipal Budget; 2024 Levy, Payable 2025, Proposed Municipal Levy to the City Council.
September 24	City Council adopts the 2025 Proposed Municipal Budget; 2024 Levied Payable 2025 Proposed Municipal Levy and sets the 2024 hearing dates for the 2025 Budget Public Hearing(s).
September 27	City certifies 2025 Proposed Municipal Budget; 2024 Payable 2025 Proposed Municipal Levy and 2024 Budget Public Hearing date.
September/October	Council work sessions as needed.
Sept 3-Sept 13	City Council work sessions on 2024 Goals, Objectives and 3-Year Departmental Plans.
October 22	City Council review and adopt 2025-2034 Capital Improvement Program.
November 1-20	County mails notice of proposed property taxes for payable 2025.
November 26	City Council to review and adopt the 2025 Schedule of Rates, Fees and Charges.
November 26	2022 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 28	Public Hearing(s) on Final 2025 Municipal Budget and Levy
December 10	Adopt 2025 Municipal Budget and Final 2024, Payable 2025 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 2025 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 9th day of January, 2024.

Mayor

ATTEST:

City Clerk