

**COUNCIL RESOLUTION #3 OF 2021**

**ADOPTING A BUDGET CALENDAR FOR THE PREPARATION OF THE FISCAL YEAR 2021-22 CITY BUDGET**

By Councilor Giannettino

January 7, 2021

**WHEREAS**, the City Budget is the financial document that funds the many services provided by local city government; and,

**WHEREAS**, the City’s fiscal year begins on July 1st of each year and the City Council must adopt a final City Budget by the end of June each year for the next budget year; and,

**WHEREAS**, adequate preparation, review, and eventual adoption of the annual City Budget is an open process that lasts several months; and,

**WHEREAS**, for the preparation of the Fiscal Year 2021-22 budget, the City Manager recommends the following attached budget calendar be adopted.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council sets the attached listed dates as the official budget calendar for the preparation of the City of Auburn Fiscal Year 2021-22 Budget and that all business pertaining to the City Council called for in said calendar will be scheduled as part of regular City Council meeting agendas in accordance with the Council Rules and Procedures; and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby directed to notify the public of the dates as set forth herein and that throughout this budget preparation process the City Clerk shall immediately make available to the public all budget related documents as they become available to the Council.

Seconded by Councilor Cuddy

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Locastro	X	
Mayor Quill	X	
Carried and Adopted	X	

## **2021-22 BUDGET PREPARATION AND ADOPTION TIMELINE**

Department Heads receive budget packets	January 19, 2021
Department Heads return budget packets	February 12, 2021
Comptroller compiles Department Head budgets and revenue estimates	March 5, 2021
Comptroller and Manager meet with Department Heads to justify budget requests	March 8 – 19, 2021
City Manager submits preliminary balanced budget	April 1, 2021
Department Head presentations to Council	April 1 & 8, 2021
Council input due to City Manager	April 15, 2021
Final balanced budget based on Council input and revised revenue estimates	April 29, 2021
Final Council input due to City Manager	May 6, 2021
Public Hearing on budget	May 20, 2021
Budget adoption	June 3, 2021

**COUNCIL RESOLUTION #42 OF 2021**

**AUTHORIZING CHANGES TO THE CITY COUNCIL MEETING CALENDAR**

By Councilor McCormick

March 18, 2021

**WHEREAS**, the rules and procedures of the Auburn City Council require that the Auburn City Council meet on the first four Thursdays of each month at 5 p.m. to conduct regular business; and

**WHEREAS**, the month of April 2021 contains five Thursdays and the Council desires to cancel the regular meeting scheduled for the first Thursday in April, namely April 1st, which is also the day before the Easter Holiday weekend; and

**WHEREAS**, upon cancellation of the April 1<sup>st</sup> City Council meeting the Council will reschedule the meeting to the fifth Thursday of the month, namely April 29<sup>th</sup>; and

**WHEREAS**, with this change in the Council meeting Calendar it will be necessary for the Council to amend the previously adopted 2021-2022 City Budget Calendar which scheduled an initial presentation of the first draft of City Manager’s proposed 2021-2022 City Budget for April 1, 2021; and

**WHEREAS**, the rescheduled date for a presentation of the first draft of a 2021-2022 City Budget will be April 8, 2021 and this will call for the rescheduling of the following other dates in the City Budget Calendar: the City Manager will reschedule Department Head budget presentations to be delivered to Council at the April 8<sup>th</sup> and April 15<sup>th</sup> Council meetings; and, the City Council feedback to the City Manager regarding the first draft of the City Budget will be rescheduled for April 22<sup>nd</sup>; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Auburn City Council does hereby cancel the Auburn City Council meeting scheduled for Thursday, April 1st at 5:00 PM and the Council does hereby reschedule that meeting to be held on April 29, 2021; and

**BE IT FURTHER RESOLVED** that the Council approves the necessary changes in dates of the 2021-2022 City Budget Calendar as outlined above and that the City Clerk is hereby requested to notify the public of the changes as set forth herein.

Seconded by Councilor Cuddy

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro			X
Mayor Quill	X		
Carried and Adopted	X		

STATE OF NEW YORK     )

) SS.:

COUNTY OF CAYUGA     )

I, Charles Mason, Clerk of the City of Auburn, Cayuga County, New York (the "City"), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Council of the City, held on the 18<sup>th</sup> day of March, 2021, including the resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Council of the City consists of five (5) members; that four (4) members of the Council were present at such meeting; and that four (4) of such members voted in favor of the above resolution.

I FURTHER CERTIFY that (i) all members of the Council had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City this 19<sup>th</sup> day of March, 2021.



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Charles Mason, Clerk, City of  
Auburn, Cayuga County, New York