

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #11-01-XXX

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2012 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:

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| January 11 | Council adopts the 2012 Budget Calendar. |
| February 21 | Finance Officer to distribute summary of 2012 staffing and capital outlay requests and forms for 2012 staffing and capital outlay requests to Department Heads and supervisors. |
| March 7 | Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2012 to Finance Director and City Administrator. |
| March 14 | Finance Director summarizes staffing and capital outlay revisions/requests for 2012 and distributes to Department Heads and supervisors. |
| March 14 | Initial budget work sessions with Department Heads and supervisors to review 2012 staffing and capital outlay requests. |
| March 28 | Budget work session with Department Heads and supervisors to discuss outcome of staffing/capital outlay requests. |
| May 2 | Finance Director to distribute 2012 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2008, 2009, 2010, 2011-year-to-date and adopted 2011 budget. |
| May 2 | Finance Director to distribute listing of fixed assets as of December 31, 2010 with Replacement Fund requirements as of December 31, 2010 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| May 2 | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff. |
| May 2 | City Administrator to distribute most recent version of goals, objectives and 5-year departmental plans to Department Heads and supervisors.
Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director. |

May 30	Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
May 30	Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2010 amendments noted.
May 30	Department Heads and supervisors to submit goals, objectives and 5-year departmental plans to the City Administrator.
June 2	Park and Recreation Commission to review 2012-2016 Parks Capital Improvement Program.
June 27-July 8	City Administrator and staff work sessions on the preliminary 2012 budget. Finance Committee work sessions on the proposed 2012 municipal budget.
July 5	City Administrator to distribute preliminary goals, objectives and 5-year departmental plans for staff work sessions.
July 26	Finance Director and City Administrator submit preliminary budget to the Finance Committee.
July 30	Department of Revenue certifies LGA amounts to all cities with populations over 2,500 and those receiving LGA.
August 4	Park and Recreation Commission to adopt 2012-2016 Parks Capital Improvement Program.
August 19	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2011 Truth in Taxation Hearings.
August 8 - September 9	Final Budget Work session before adoption of proposed budget/levy.
August 22	Department Heads and supervisors to submit items to be included in the 2012-2016 Capital Improvement Program.
August 23	Finance Committee and City Council review and adopt the 2012-2016 Parks Capital Improvement Program.
August 22- August 26	Staff work sessions to review goals, objectives and 5-year departmental plans.
September 13	Finance Committee recommends a 2012 Proposed Municipal Budget; 2011, Payable 2012, Proposed Municipal Levy to the City Council.

City Council adopts the 2012 Proposed Municipal Budget; 2011 Payable 2012, Proposed Municipal Levy and sets the 2011 hearing dates for the 2012 Budget Public Hearing(s).

September 15	City certifies 2012 Proposed Municipal Budget; 2011 Payable 2012 Proposed Municipal Levy and 2012 Budget Public Hearing date.
September/October	Finance Committee and Council work sessions as needed.
Sept 19-Sept 30	City Council work sessions on 2012 Goals, Objectives and 5-Year Departmental Plans.
October 25	Finance Committee and City Council review and adopt 2012-2016 Capital Improvement Program.
November 7-28	County mails notice of proposed property taxes for payable 2012.
November 22	Finance Committee and City Council to review and adopt the 2012 Schedule of Rates, Fees and Charges.
November 22	2012 Goals, Objectives and 5-Year Departmental Plans submitted to City Council for adoption.
November 28 - December 28	Public Hearing(s) on Final 2012 Municipal Budget and Levy
December 13	Adopt 2012 Municipal Budget and Final 2011, Payable 2012 Levy
December 28	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 2012 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, 2011.

Mayor

ATTEST:

City Clerk