

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #12-01-XXX

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2013 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 10 | Council adopts the 2013 Budget Calendar. |
| February 20 | Finance Officer to distribute summary of 2013 staffing and capital outlay requests and forms for 2013 staffing and capital outlay requests to Department Heads and supervisors. |
| March 5 | Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2013 to Finance Director and City Administrator. |
| March 12 | Finance Director summarizes staffing and capital outlay revisions/requests for 2013 and distributes to Department Heads and supervisors. |
| March 12 | Initial budget work sessions with Department Heads and supervisors to review 2013 staffing and capital outlay requests. |
| March 26 | Budget work session with Department Heads and supervisors to discuss outcome of staffing/capital outlay requests. |
| April 30 | Finance Director to distribute 2013 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2009, 2010, 2011, 2012-year-to-date and adopted 2012 budget. |
| April 30 | Finance Director to distribute listing of fixed assets as of December 31, 2011 with Replacement Fund requirements as of December 31, 2011 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 30 | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff. |
| April 30 | 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 28	Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
May 28	Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2012 amendments noted.
May 28	Department Heads and supervisors to submit goals, objectives and 5-year departmental plans to the City Administrator.
June 7	Park and Recreation Commission to review 2013-2017 Parks Capital Improvement Program.
June 25-July 6	City Administrator and staff work sessions on the preliminary 2013 budget. Finance Committee work sessions on the proposed 2013 municipal budget.
July 2	City Administrator to distribute preliminary goals, objectives and 5-year departmental plans for staff work sessions.
July 24	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 2	Park and Recreation Commission to adopt 2013-2017 Parks Capital Improvement Program.
August 20	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2012 Truth in Taxation Hearings.
August 6 - September 7	Final Budget Work session before adoption of proposed budget/levy.
August 20	Department Heads and supervisors to submit items to be included in the 2013-2017 Capital Improvement Program.
August 28	Finance Committee and City Council review and adopt the 2013-2017 Parks Capital Improvement Program.
August 27- August 31	Staff work sessions to review goals, objectives and 5-year departmental plans.
September 11	Finance Committee recommends a 2013 Proposed Municipal Budget; 2012 Levy, Payable 2013, Proposed Municipal Levy to the City Council.

September 11	City Council adopts the 2013 Proposed Municipal Budget; 2012 Levied Payable 2013 Proposed Municipal Levy and sets the 2012 hearing dates for the 2013 Budget Public Hearing(s).
September 14	City certifies 2013 Proposed Municipal Budget; 2012 Payable 2013 Proposed Municipal Levy and 2013 Budget Public Hearing date.
September/October	Finance Committee and Council work sessions as needed.
Sept 17-Sept 28	City Council work sessions on 2013 Goals, Objectives and 5-Year Departmental Plans.
October 23	Finance Committee and City Council review and adopt 2013-2017 Capital Improvement Program.
November 7-28	County mails notice of proposed property taxes for payable 2013.
November 27	Finance Committee and City Council to review and adopt the 2013 Schedule of Rates, Fees and Charges.
November 27	2013 Goals, Objectives and 5-Year Departmental Plans submitted to City Council for adoption.
November 28 - December 28	Public Hearing(s) on Final 2013 Municipal Budget and Levy
December 11	Adopt 2013 Municipal Budget and Final 2012, Payable 2013 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 2013 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 10th day of January, 2012.

Mayor

ATTEST:

City Clerk