

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-01-001

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2014 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 8 | Council adopts the 2014 Budget Calendar. |
| January 14-25 | City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan. |
| February 18 | Finance Officer to distribute summary of 2014 staffing and capital outlay requests and forms for 2014 staffing and capital outlay requests to Department Heads and supervisors. |
| March 4 | Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2014 to Finance Director and City Administrator. |
| March 11 | Finance Director summarizes staffing and capital outlay revisions/requests for 2014 and distributes to Department Heads and supervisors. |
| March 11 | Initial budget work sessions with Department Heads and supervisors to review 2014 staffing and capital outlay requests. |
| March 25 | Budget work session with Department Heads and supervisors to discuss outcome of staffing/capital outlay requests. |
| April 29 | Finance Director to distribute 2014 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2010, 2011, 2012, 2013-year-to-date and adopted 2013 budget. |
| April 29 | Finance Director to distribute listing of fixed assets as of December 31, 2012 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 29 | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff. |
| April 29 | City Administrator to distribute most recent version of goals, objectives and 3-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 2013 amendments noted.
- May 28 Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.
- June 6 Park and Recreation Commission to review 2014-2018 Parks Capital Improvement Program.
- June 24-July 5 City Administrator and staff work sessions on the preliminary 2014 budget. Finance Committee work sessions on the proposed 2014 municipal budget.
- July 1 City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.
- July 23 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 1 Park and Recreation Commission to adopt 2014-2018 Parks Capital Improvement Program.
- August 19 Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2013 Truth in Taxation Hearings.
- August 5 -
September 6 Final Budget Work sessions before adoption of proposed budget/levy.
- August 19 Department Heads and supervisors to submit items to be included in the 2014-2018 Capital Improvement Program.
- August 27 Finance Committee and City Council review and adopt the 2014-2018 Parks Capital Improvement Program.
- August 26-
August 30 Staff work sessions to review goals, objectives and 5-year departmental plans.
- September 10 Finance Committee recommends a 2014 Proposed Municipal Budget; 2013 Levy, Payable 2014, Proposed Municipal Levy to the City Council.

September 10	City Council adopts the 2014 Proposed Municipal Budget; 2013 Levied Payable 2014 Proposed Municipal Levy and sets the 2013 hearing dates for the 2014 Budget Public Hearing(s).
September 13	City certifies 2014 Proposed Municipal Budget; 2013 Payable 2014 Proposed Municipal Levy and 2014 Budget Public Hearing date.
September/October	Finance Committee and Council work sessions as needed.
Sept 16-Sept 27	City Council work sessions on 2014 Goals, Objectives and 3-Year Departmental Plans.
October 22	Finance Committee and City Council review and adopt 2014-2018 Capital Improvement Program.
November 8-29	County mails notice of proposed property taxes for payable 2014.
November 26	Finance Committee and City Council to review and adopt the 2014 Schedule of Rates, Fees and Charges.
November 26	2013 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 28 - December 27	Public Hearing(s) on Final 2014 Municipal Budget and Levy
December 10	Adopt 2014 Municipal Budget and Final 2013, Payable 2014 Levy
December 27	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 2014 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 8th day of January, 2013.

Mayor

ATTEST:

City Clerk