

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #15-01-008

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2016 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 13 | Council adopts the 2016 Budget Calendar. |
| January 12-23 | City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan. |
| February 16 | Finance Director to distribute 2016 staffing and capital outlay requests forms to Department Heads and supervisors. |
| March 2 | Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2016 to Finance Director and City Administrator. |
| March 9 | Finance Director summarizes staffing and capital outlay revisions/requests for 2016 and distributes to Department Heads and supervisors. |
| March 16 | Initial budget work sessions with Department Heads and supervisors to review 2016 staffing and capital outlay requests. |
| March 23 | Budget work session with Department Heads and supervisors to discuss outcome of staffing/capital outlay requests. |
| April 27 | Finance Director to distribute 2016 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2012, 2013, 2014, 2015-year-to-date and adopted 2015 budget. |
| April 27 | Finance Director to distribute listing of fixed assets as of December 31, 2014 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 27 | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff. |
| April 27 | City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors. |

- May 25 Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.
- May 25 Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
- May 25 Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2015 amendments noted.
- May 25 Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.
- June 4 Park and Recreation Commission to review 2016-2020 Parks Capital Improvement Program.
- June 22-July 3 City Administrator and staff work sessions on the preliminary 2016 budget.
- June 29 City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.
- July 14 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 6 Park and Recreation Commission to adopt 2016-2020 Parks Capital Improvement Program.
- August 17 Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2015 Truth in Taxation Hearings.
- August 3 -
September 4 Final Budget Work sessions before adoption of proposed budget/levy.
- August 17 Department Heads and supervisors to submit items to be included in the 2016-2020 Capital Improvement Program.
- August 25 City Council review and adopt the 2016-2020 Parks Capital Improvement Program.
- August 24-
August 28 Staff work sessions to review goals, objectives and 5-year departmental plans.
- September 8 Staff recommends a 2016 Proposed Municipal Budget; 2015 Levy, Payable 2016, Proposed Municipal Levy to the City Council.

September 8	City Council adopts the 2016 Proposed Municipal Budget; 2015 Levied Payable 2016 Proposed Municipal Levy and sets the 2015 hearing dates for the 2016 Budget Public Hearing(s).
September 30	City certifies 2016 Proposed Municipal Budget; 2015 Payable 2016 Proposed Municipal Levy and 2016 Budget Public Hearing date.
September/October	Council work sessions as needed.
Sept 14-Sept 25	City Council work sessions on 2016 Goals, Objectives and 3-Year Departmental Plans.
October 27	City Council review and adopt 2016-2020 Capital Improvement Program.
November 9-27	County mails notice of proposed property taxes for payable 2016.
November 24	City Council to review and adopt the 2016 Schedule of Rates, Fees and Charges.
November 24	2016 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 26	Public Hearing(s) on Final 2016 Municipal Budget and Levy
December 8	Adopt 2016 Municipal Budget and Final 2015, Payable 2016 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 2016 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 13th day of January, 2015.

Mayor

ATTEST:

City Clerk