

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-01-002

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2018 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 2018 Budget Calendar.

- January 16 –
February 24 City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan.

- February 13 Finance Director to distribute 2018 staffing and capital outlay requests forms to Department Heads and supervisors.

- February 28 Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2018 to Finance Director and City Administrator.

- March 6 Finance Director summarizes staffing and capital outlay revisions/requests for 2018 and distributes to Department Heads and supervisors.

- March 13 Initial budget work sessions with Department Heads and supervisors to **review** 2018 staffing and capital outlay requests.

- March 20 Budget work session with Department Heads and supervisors to discuss **outcome** of staffing/capital outlay requests.

- April 24 Finance Director to distribute 2018 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2014, 2015, 2016, 2017-year-to-date and adopted 2017 budget.

- April 24 Finance Director to distribute listing of fixed assets as of December 31, 2016 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life.

- April 24 Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.

- April 24 City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors.

May 22	Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.
May 22	Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
May 22	Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2017 amendments noted.
May 22	Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.
June 19-June 30	City Administrator and staff work sessions on the preliminary 2018 budget.
June 26	City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.
July 11	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 15	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2018 Truth in Taxation Hearings.
August 1 - September 5	Final Budget Work sessions before adoption of proposed budget/levy.
August 14	Department Heads and supervisors to submit items to be included in the 2018-2027 Capital Improvement Program.
August 21- August 24	Staff work sessions to review goals, objectives and 3-year departmental plans.
September 13 or 26	Staff recommends a 2018 Proposed Municipal Budget; 2017 Levy, Payable 2018, Proposed Municipal Levy to the City Council.
September 13 or 26	City Council adopts the 2018 Proposed Municipal Budget; 2017 Levied Payable 2018 Proposed Municipal Levy and sets the 2017 hearing dates for the 2018 Budget Public Hearing(s).
September 30	City certifies 2018 Proposed Municipal Budget; 2017 Payable 2018 Proposed Municipal Levy and 2018 Budget Public Hearing date.
September/October	Council work sessions as needed.

Sept 11-Sept 22	City Council work sessions on 2018 Goals, Objectives and 3-Year Departmental Plans.
October 24	City Council review and adopt 2018-2027 Capital Improvement Program.
November 6-24	County mails notice of proposed property taxes for payable 2018.
November 28	City Council to review and adopt the 2018 Schedule of Rates, Fees and Charges.
November 28	2018 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 26	Public Hearing(s) on Final 2018 Municipal Budget and Levy
December 12	Adopt 2018 Municipal Budget and Final 2017, Payable 2018 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 2018 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, 2017.

Mayor

ATTEST:

City Clerk