



CITY OF TONKA BAY
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ITEM NO. 9A

Memo

To: Mayor and City Council
From: Lindy Crawford, City Administrator
Date: July 14, 2015
Re: 2016 City Budget Timeline

I would like to establish a timeline for the 2016 budget process. Please consider the following:

August 13 th at 6pm (THURSDAY)	Council budget work session.
August 25 th at 6pm	Council budget work session, before regular Council meeting.
September 8 th Regular meeting (<i>work session at 6pm if needed</i>)	Adopt resolution for proposed budget and levy to meet September 15 th deadline to certify <i>maximum</i> levy to the County. Set the truth in taxation hearing for November.
November 10 th 6pm	Enterprise fund & fee schedule budget work session, before regular Council meeting.
November 24 th Regular Meeting	Approve fee schedule.
Late November- early December	Hold truth in taxation hearing.
December 8 th Regular Meeting	Approve final budget and levy.

Council Action Requested:

A motion scheduling the following four (September 8th, if needed) budget work sessions:

1. August 13th; 6pm (THURSDAY)
2. August 25th; 6pm
3. September 8th; 6pm
4. November 10th; 6pm

TNT Summary Chart for Taxes Payable 2016

Date	Action
On or before Sept. 15	Special taxing districts (EDAs, HRAs, port authorities, etc.) must adopt any proposed property tax levy and certify the proposed levy to the County Auditor.
On or before Sept. 30	At one meeting, the City Council adopts the proposed property tax levy and announces the time and place of a future City Council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination.
On or before Sept. 30	Cities must provide the County Auditor with the following information: <ul style="list-style-type: none"> • The time and place of the meeting at which the budget and levy will be discussed and public input allowed. • A phone number that city tax payers may call if they have questions related to the auditor's property tax notice; this does not require listing a private phone number. • An address where comments will be received by mail; this does not require listing a private address.
Nov. 11 to Nov. 24	County Auditor prepares and sends parcels specific notices.
Nov. 25 to Dec. 29	Cities of population greater than 500 hold meeting to discuss the budget and property tax levy and, before a final determination, allows public input (Truth in Taxation Hearing).
On or before Dec. 29	Cities must also file the certificate of compliance with the Department of Revenue by Dec. 29, 2015.