



CITY OF TONKA BAY

4901 Manitou Road
Tonka Bay MN 55331
Phone: 952-474-7994
www.cityoftonkabay.net

ITEM NO. 9C

Memo

To: Mayor and City Council
From: Lindy Crawford, City Administrator
Date: July 12, 2016
Re: 2017 City Budget Timeline

Staff would like to establish a timeline for the 2017 budget process. Please consider the following:

August 10 Work Session at 6pm (Wednesday)	Council budget work session, before Council meeting.
August 23 at 6pm Work Session	Council budget work session, before Council meeting.
September 13 Regular meeting (work session at 6pm if needed)	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 9 Work Session at 6pm (Wednesday)	Enterprise fund & fee schedule budget work session, before regular Council meeting.
November 22 Regular meeting	Approve fee schedule.
Late November- early December	Hold truth in taxation hearing.
December 13 Regular meeting	Approve final budget and levy.

Council Action Requested:

A motion scheduling the following four budget work sessions:

1. August 10, Wednesday; 6pm
2. August 23; 6pm
3. September 13; 6pm (if needed)
4. November 9; 6pm

TNT Summary Chart for Taxes Payable 2017

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. 28	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. 28	Cities must also file the certificate of compliance with the Department of Revenue by Dec. 28, 2016.