



**Charles A. Smyth**  
City Clerk

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To: Town Board members and Chair Marlin  
CC: Danielle Chynoweth, Supervisor; Wayne Williams, Assessor

In reviewing the minutes for the November Town Board meeting, I realized that the original motion approving the tax levy resolution made by Trustee Miller was the correct form as the resolution itself lays out the full process. There was no need for additional process language as I suggested. Though we took a roll call vote, out of an abundance of caution, it would be prudent to make this clear by voting on the correct motion of just approving the resolution.

Also, there is a desire to pair up the levy process with the city's own tax levy notifications so that we can share an explanatory ad that will run side by side with required Truth in Taxation notices to be published in the News-Gazette. To do so, per the schedule below, we recommend rescheduling the December Town Board meeting to December 9, 2019 as opposed to having an additional special meeting. We will hold a public hearing for each body that evening related to the levy as required.

Finally, please start considering annual meeting schedules and provide our office with any thoughts. We will be bringing a proposed schedule to the December meeting for the 2020 calendar year.



## 2019 Tax Levy Schedule for City of Urbana and Cunningham Township

City estimated tax levy Resolution - Committee of the Whole	Tuesday, November 12, 2019	Tuesday meeting due to Veterans Day
City estimated tax levy vote - Council Township Estimated Levy Resolution Vote	Monday, November 18, 2019	At least 20 days prior to levy approval, by law. City Clerk files both resolutions with County Clerk (this is 28 days, City) (21 days Township)
Publish Truth in Taxation notice (both)	Saturday, November 30, 2019	7 - 14 days prior to public hearing, if required, by law (this is 9 days)
Public Hearing (required) (both)	Monday, December 9, 2019	Prior to adoption of the levy (this is 7 days for city, same day for Township)
Final tax levy ordinance - Committee Final Tax Levy ordinance vote - Township	Monday, December 9, 2019	
Final tax levy vote - Council	Monday, December 16, 2019	City Clerk verifies Truth in Taxation filing forms with related documents with County Clerk before deadline
City Clerk files both levies with County <i>before</i>	Monday, December 23, 2019	required to file by 4th Tuesday in December - file by Monday, December 23 due to County holidays on December 24 & 25

