

Sample Forms

These sample forms are provided only as examples, they are not mandatory forms and may need to be adjusted based on the specific circumstances of the subdivision.

1. Resolution Requesting Preliminary levy allocation from County
2. Resolution Requesting Preliminary levy allocation from City/Village
3. Budget Hearing Minutes
4. Notice of Townhall Meeting
5. Resolution Setting Property Tax Request

SAMPLE #1

**RESOLUTION REQUESTING A PRELIMINARY
LEVY ALLOCATION FROM COUNTY BOARD**

RESOLUTION NO. _____

WHEREAS, Nebraska Statute 77-3443 (3) requires all political subdivisions subject to county levy authority to submit a preliminary request for levy allocation to the county board; and

WHEREAS, the _____ County Board is the levy authority for the _____ (political subdivision);

NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax request for budget year 2019-2020:

_____ FUND _____	_____ TAX REQUEST _____
General Fund	_____
Sinking Fund	_____
Bond Fund	_____
_____	_____
TOTAL	=====

BE IT FURTHER RESOLVED that said Board has Interlocal Agreements for _____ dollars and hereby request that said dollar amount be included in the county's five-cent levy allocation allowed by law for Interlocal Agreements.

BE IT FURTHER RESOLVED that said Board has Bonds for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Public Airport has repayment of Interest-Free Loans from the Department of Transportation (Aeronautics) for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Fire Protection District has a special tax of _____ dollars for Public Safety Communication Projects as allowed by State Statute Section 86-416 and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Fire Protection District or Hospital District has a special tax of _____ dollars for Public Facilities Construction Projects as allowed by State Statutes Sections 72-2301 through 72-2308 and is not included in the above tax request as allowed by law.

Motion by _____ to adopt Resolution NO. _____. Seconded by _____.

Voting yes were: _____

Voting no were: _____

Motion carried.

Dated this _____ day of _____, 2019.

Board Chairperson

SAMPLE #2

**RESOLUTION REQUESTING A PRELIMINARY
LEVY ALLOCATION FROM CITY/VILLAGE**

RESOLUTION NO. _____

WHEREAS, Nebraska Statute 77-3443 (3) requires all political subdivisions subject to city/village levy authority to submit a preliminary request for levy allocation to the city council/village board; and

WHEREAS, the _____ City Council/Village Board is the levy authority for the _____ (political subdivision);

NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax request for budget year 2019-2020:

<u>FUND</u>	<u>TAX REQUEST</u>
General Fund	_____
Sinking Fund	_____
_____	_____
_____	_____
_____	_____
TOTAL	=====

BE IT FURTHER RESOLVED that said Board has Bonds for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Public Airport has repayment of Interest-Free Loans from the Department of Transportation (Aeronautics) for _____ dollars and is not included in the above tax request as allowed by law.

Motion by _____ to adopt Resolution NO. _____. Seconded by _____.

Voting yes were: _____

Voting no were: _____

Motion carried.

Date this _____ day of _____, 2019.

Board Chairperson

SAMPLE #4

NOTICE OF TOWNHALL MEETING

**NOTICE OF SPECIAL MEETING TO EXCEED LEVY ALLOCATION (LIMIT)
(AND LID ON RESTRICTED FUNDS)**

(Political Subdivision) _____ in _____ County, NE

Public notice is hereby given, in compliance with the provisions of State Statute Section(s) 77-3444 (and 13-519), that the governing body will meet on the _____ day of _____, 2019, at _____ o'clock, ____m., at _____ for the purpose of conducting a vote of the taxpayers to approve a levy in excess of the final levy allocation (limit) (and to exceed the allowable growth percentage applicable to the lid on restricted funds). The vote will be to allow a levy of property tax not to exceed _____ cents per one hundred dollars of taxable valuation (and to increase the restricted funds base by \$_____ a _____% increase over the allowable growth percentage).

SAMPLE #5

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. _____

WHEREAS, Nebraska Revised Statute 77-1601.02 provides that the Governing Body of the _____ passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of the _____, resolves that:

1. The 2019-2020 property tax request be set at \$_____.
2. The total assessed value of property differs from last year's total assessed value by _____%.
3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$_____ per \$100 of assessed value.
4. The _____ (name of political subdivision) proposes to adopt a property tax request that will cause its tax rate to be \$_____ per \$100 of assessed value.
5. Based on the proposed property tax request and changes in other revenue, the total operating budget of _____ (name of subdivision) will exceed last year's by ____%.
6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 13, 2019.

Motion by _____, seconded by _____ to adopt Resolution #_____. Voting yes were _____ . Voting no were _____.

Dated this ____ day of ____ 2019.

NOTE 1: The Property Tax Request per the Budget Document is reported in total. If you need separate levies for separate funds your resolution should identify the tax request by fund.

NOTE 2: This resolution does not apply to miscellaneous subdivisions that request levy authority from a county or municipality.