



**CITY OF FRANKLIN
CITY MANAGER'S OFFICE**

Memorandum

TO: Honorable Mayor and City Council
FROM: Elizabeth Dragon – City Manager
CC: Department Heads
RE: FY 16 Budget Schedule
DATE: February 3, 2015

Please find below tentative dates for this FY 2016 budget process:
*Dept head budget packets Feb 6th to kick off the process

March 6	Preliminary Budgets due to City Manager
March 23	Outside Agency Request forms due
April 7	Capital Improvements forms due to City Manager
April <i>April-May</i>	Department head workshop with City Manager to prepare final CIP <i>*Proposed capital budget workshop to discuss capital priorities with the council</i>
May	Capital Improvements presentation to CIP committee
May 4th	Managers Budget complete
May/June	Council Budget Work sessions

- Schedule at least 5-6 work sessions and 1 public hearing
 - School to present their 2015 budget
 - Evaluate Charges for Services, Revenues/fines/fee updates, Wages & Benefits overview and Municipal Services
 - Public Safety (Police & Fire) & Drug Task Force
 - City Clerk/Tax Collector, Finance, Library, Recreation, Planning & Zoning , Misc general govt
 - Outside Agencies & overall budget questions
 - Follow up questions and finalize overall budget
 - Public hearing date (for revenue/fee changes & budget)