

CITY COUNCIL MEETING
AGENDA ITEM XII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**
City Council Meeting of April, 2016

Subject: Other Business

- 1. Committee Reports**
- 2. City Manager's Update**
- 3. Late Items**



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting April 2016

Date: March 25, 2016
From: Elizabeth Dragon, City Manager
Subject: Manager's Update

Contingency Grant Line Activity: The City received the following in the contingent grant line this month:
\$25 Book Club donation

SAU Withdrawal Committee update: The committee has drafted a withdrawal plan and voted to move forward with the withdrawal of the Franklin School District SAU 18 with Hill. They have scheduled a public hearing for April 12th at 7pm at the middle school.

City & School Joint Meeting: There is a joint City Council & school board meeting scheduled for Monday April 11th at 7pm here at City Hall to discuss financial consolidation. The Franklin School District is a dependent school district and as such their financial statements are required to be rolled into the city's financial statements. The idea of consolidation of the two currently separate financial systems came about initially as a result of untimely financial reporting from the school district and issues with reconciling grants awarded to the school. Since that time a great deal of work has been done with current school administration to address those concerns. However, consolidation has remained a topic for consideration. Consolidating would provide for some cost savings but more importantly for an opportunity to enhance services provided to the city and the school. Currently there is no human resource person at either organization and the proposed consolidation plan would fund that position. In addition, there would be increased opportunities for cost savings through joint purchasing handled by one office. Combining the city financial services & school business office employees into one office- opens up the needed space at the SAU building for the desired technical trades program. However, maybe even more important to consider, is by consolidating the two offices into one we create a real opportunity for real team work between the two organizations to work together to address the ever increasing financial pressures we all face.

FY 17 Budget Timeline: Budget requests have been submitted by Department heads and outside agencies. At the May 2nd council meeting the City Manager's budget will be provided to the City Council. Typically, at this time, the council would schedule at least 6 meeting dates to review the budget during the months of May & June. (budget timeline attached)

Downtown Coordinator-

Last month I reported that Niel Cannon (our downtown coordinator) submitted a letter of interest through FBIDC for Community Development Finance Authority tax credits in the amount of

\$400,000. I am thrilled to report that this application has made it to the next round of review and we have been asked to submit a more formal application due May 6th.

Franklin for a lifetime- (A year later)- As a follow up to the three day event held last year- the steering committee is working with Choose Franklin to hold an evening session here at city hall. This community wide meeting would provide updates on the great things that have been accomplished since last year and the exciting projects that are coming our way.

2017-2018 Legislative Policy Process - NHMA Looking for Member Input!

Every NHMA legislative policy begins with a proposal submitted by a local official, board, or committee. If there is a law affecting municipal government that you think needs to be fixed, or if you have an idea for how the functions of local government might be improved through legislation, this is your opportunity to make a change.

Member proposals need to include a brief policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem.

The deadline for submitting proposals for consideration is **April 22, 2016**, although earlier submission is encouraged. (form attached)



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

Memorandum

TO: Honorable Mayor and City Council
FROM: Elizabeth Dragon – City Manager
CC: Department Heads
RE: FY 17 Budget Schedule

Please find below tentative dates for this FY 2017 budget process:

- | | |
|----------|---|
| March 14 | Preliminary Budgets due to City Manager |
| March 25 | Outside Agency Request forms due |
| April 8 | Capital Improvements forms due to City Manager |
| April | Department head workshop with City Manager to prepare final CIP |
| May xx? | Capital Improvements presentation to CIP committee
(to be schedule with CIP chair) |
| May 2 | Managers Budget complete |
| May/June | Council Budget Work sessions |
- Schedule at least 5-6 work sessions and 1 public hearing
- School to present their 2017 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)

New Hampshire Municipal Association 2017-2018 Legislative Policy Process

Explanation of Proposed Policy

Submitted by (Name): _____ Date: _____

Title of Person Submitting Policy: _____

City or Town: _____ Phone: _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed legislative policy. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Fax to 603.224.5406; mail to NHMA, 25 Triangle Park Drive, Concord, NH 03301; or e-mail to governmentaffairs@nhmunicipal.org ***no later than the close of business on April 22, 2016.***