

Item # 11D

**City of Carson City  
Agenda Report**

**Date Submitted:** January 7, 2008

**Agenda Date Requested:** January 17, 2008

**Time Requested:** 10 Minutes

**To:** Board of Supervisors

**From:** Linda Ritter, City Manager

**Subject Title:** Discussion and possible direction to staff with regard to the process to be used to develop the 2008/2009 Budget.

**Staff Summary:** A proposed Budget Schedule has been developed which reflects a budget process similar to the previous 3 years. Staff would receive general direction from the Board of Supervisors, then meet to compile a proposed budget. Additionally, the proposed schedule includes the Capital Budget being developed in the fall. By waiting until the fall to provide specific proposals for allocation of capital resources, we can better determine if the finances of the City are in such a condition as to allow for capital expenditure. I asked all Board members if they would like to see an alternative method for Budget Development. Supervisor Livermore asked that the Board discuss the process and provide staff direction to develop a budget process that includes presentation of department budgets individually.

**Type of Action Requested:** (check one)

Resolution  Ordinance

Formal Action/Motion  No Action, Presentation Only

**Does This Action Require A Business Impact Statement:**  Yes (XX) No

**Recommended Board Action:** Staff's recommendation is the proposed Budget Schedule.

**Explanation for Recommended Board Action:** n/a

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** n/a

**Supporting Material:** Proposed Budget Schedule

**Prepared By:** Linda Ritter, City Manager

**Reviewed By:**

(Department Head)

(City Manager)

(District Attorney)

(Finance Director)

Date: \_\_\_\_\_

Date: 1-8-08

Date: 1-8-08

Date: 1-8-08

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_

\_\_\_\_\_

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(Vote Recorded By)

### **Proposed 2008/09 Budget Development Schedule**

January 24, 2008	Board Goal Setting / Strategic Planning Session
February 14, 2008	Budget Kick-off Meeting - All Departments An overview of the 2008/09 budget will be provided. Departments will receive budget forms.
March 6, 2008	Department budgets due to Finance.
April 3, 2008	Board of Supervisors approved revenue estimates.
April 7 - 8, 2008	Budget team meets to review departmental requests
April 21, 2008	Budget team develops a proposed 2008/09 Budget
May 1, 2008	Proposed Budget presented to the Board of Supervisors
May 19, 2008	Board of Supervisors approves Final Budget
October 6, 2008	Capital Improvement / Acquisition Request Forms sent to Departments.
October 24, 2008	Capital Improvement / Acquisition Requests due to Finance
November 3, 2008	Budget Team meets to review Capital Improvement / Acquisition requests.
November 10, 2008	Budget Team develops a proposed Capital Improvement / Acquisition Plan.
December 4, 2008	Proposed Capital Improvement / Acquisition Plan approved by the Board of Supervisors.
December 18, 2008	Fiscal Year Audit presented to the Board of Supervisors

**From:** Pete Livermore  
**To:** LRitter@ci.carson-city.nv.us  
**Date:** 1/4/2008 9:24:21 PM  
**Subject:** Re: Proposed Budget Development Schedule, FY 2008/09

Linda, After reviewing your Budget Schedule, I will expect to have all department present their budget to the Board for review and to hear request befor any final or Proposed Budget is befor me for approval. I will especially like to expect that a zero base budget approach has been part of the process.

>>> Linda Ritter 01/04/08 8:53 AM >>>

Please review the proposed budget development schedule that I plan to provide to all City departments next week. Prior to sending this out, I would like to provide Board members an opportunity to request that the budget development process be discussed at public meeting and staff be directed to use an alternative method. If any Board would like, I would be happy to place it on the next agenda. I will need to know by the close of business on Monday, January 7, 2007 in order to make the January 17 Board agenda. If I don't hear from any of you by the close of business on Monday, January 7, I will proceed with the schedule as outlined.

Linda