

Item # 96

**City of Carson City
Agenda Report**

Date Submitted: January 29, 2007 **Agenda Date Requested:** February 7, 2008
Time Requested: 5 minutes

To: Mayor and Supervisors

From: Development Services

Subject Title: Action to approve the following recommendations contained in the Carson City Overview of Implementation Plan to Provide Financial Stability to the Building Permit Fund for Fiscal Year 2007/08. Specifically:

- (1) Reduce the General Fund Internal Service Charge by \$90,000;
- (2) Transfer \$211,000 from the Capital Facilities Fund back to the Building Permit Fund; and
- (3) Reduce operating costs by \$143,917.

Staff Summary: Staff recommends that the Board implement the following recommendations for the Building Permit Fund contained in the Carson City Overview of Implementation Plan to Provide Financial Stability to the City's General Fund, Sewer Fund, Water Fund, Building Permit Fund and Street Maintenance Fund specifically:

- (1) Reduce the General Fund Internal Service Charge by \$90,000. This is based on the reduction of revenues and to recognize the work provided to the Planning Division by the Building and Safety Division employees.
- (2) Transfer \$211,000 from the Capital Facilities Fund back to the Building Permit Fund. The Building Permit Fund made transfers to the Capital Facility Fund over the past several years to build a source of funds for either remodeling the Northgate building or to build a new facility.
- (3) Reduce operating costs by \$143,917. Because of the reduction in workload, savings will be realized in Salaries and Services and Supplies.

In addition, staff will monitor the fund and report back to the Board on cuts or enhancements to the Building Permit Fund to assure self-supporting enterprise status.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (No action)

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

Recommended Board Action: I move to approve the following recommendations contained in the Carson City Overview of Implementation Plan to Provide Financial Stability to the City's General Fund, Sewer Fund, Water Fund, Building Permit Fund and Street Maintenance Fund to the Building Permit Fund for Fiscal Year 2007/08. Specifically:

- (1) Reduce the General Fund Internal Service Charge by \$90,000;
- (2) Transfer \$211,000 from the Capital Facilities Fund back to the Building Permit Fund; and
- (3) Reduce operating costs by \$143,917.

Explanation for Recommended Board Action: Staff, working with Mary Walker, revised the FY 07/08 revenue estimates for the Building Permit Fund down to reflect the current economy and then, to balance the budget, reduced the personnel and services and supply expense items.

The FY08/09 budget will need to be closely monitored to see that if there are additional losses in revenues, appropriate expense reductions are made.

Applicable Statue, Code, Policy, Rule or Regulation: NA

Fiscal Impact: Reduction in the FY 07/08 Building Permit Fund.

Explanation of Impact: NA

Funding Source: NA

Alternatives:

Supporting Material: NA

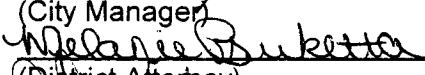
Prepared By: Lawrence A. Werner, P.E., P.L.S. Director

Concurrences:


(City Manager)

Date:

1-29-08


(District Attorney)

Date:

1-29-08


(Finance Director)

Date:

1-29-08

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)