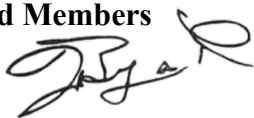




Memorandum

DATE: December 10, 2025

TO: Chair and Redevelopment Agency Board Members

THROUGH: Jackie Bryant, Executive Director 

FROM: Vicki Van Buren, Director of Finance

ENTITY: Redevelopment Agency

SUBJECT: Budget Process Overview for Redevelopment Agency (RDA)

This memo provides an overview of the annual budget process to help identify the steps, timelines, and responsibilities involved in preparing for the upcoming fiscal year.

September – October

The budget process is guided by principles of fiscal responsibility, strategic alignment with community priorities, transparency, and long-term sustainability. Each year, the process begins in September with reviewing revenue forecasts, economic trends, and prior-year performance. During this phase, RDA staff receive budget instructions, assumptions, templates, and deadlines. From September to October, RDA staff develop their requests by assessing operational needs, evaluating program performance, and identifying capital or new program proposals. Requests must include detailed justifications and anticipated outcomes.

November – December

Between November and December, the initial draft of the budget document is prepared and presented to the Executive Director. This becomes the working version of the budget document and is revised as more data becomes available throughout the process.

January – February

From January to March, the Executive Director reviews the Agency budget and makes key decisions about funding allocations, program adjustments, and priority initiatives. Any adjustments to the initial proposal submitted by Agency staff are communicated to Finance and implemented in the draft budget document.

March – May

From March through May, budget workshops are held with the Agency Board to review the proposed budget, hold public hearings, and incorporate community feedback. The tentative budget is due to the Department of Taxation by April 15, and the final budget is due by June 1. Budget workshops with the Agency Board are scheduled for March 4, 2026, and May 6, 2026. The public hearing and budget adoption is scheduled for May 20, 2026.

After budget adoption, Agency staff implement their budgets and monitor expenditures. While Agency staff are responsible for monitoring spending throughout the year, and following all financial and procurement policies, the Finance department provides ongoing oversight through regular financial reports and variance analysis. A detailed budget calendar with specific deadlines is included on the following page.

Date	FY27 Budget Development Timeline
7/1	Publish the State Budget Document
9/2	Start updating salary projection spreadsheets, formula audits, etc.
9/15	Due to Finance: 1st Qtr Budget Revisions/Augmentations
10/1	Due to RDA staff: Service and supplies for 25/26 estimated and 26/27 requested
10/2	Due to RDA staff: General budget instructions & Budget Cycle Kickoff Meeting
10/16	First Round of Census Projections Complete
10/22	1st Qtr Budget Revisions/Augmentations to Redevelopment Agency Board
10/30	Due to Finance: Services and supplies for 25/26 estimated and 26/27 requested
11/4	Due to RDA staff: 26/27 Preliminary position information (Round 1)
11/26	Finance to Finish Review of Services and Supplies
12/2	Due to RDA staff: Capital Improvement Project Request Information Due to Finance: Position information verification (Round 1)
12/18	Due to Finance: 2nd Qtr Budget Revisions/Augmentations
1/5	Due to RDA staff: Position Information (Round 2)
1/9	Due to Finance: Position Information (Round 2)
1/5-1/8	Finance meetings with RDA staff to discuss FY26/27 needs & priorities
1/12	Indirect costs completed
1/28	2nd Qtr Augmentations to Redevelopment Agency Board
2/12	Executive Director/Finance meeting to Finalize Draft Budget
2/17	Tentative State Projections
2/26	Moot Workshop
3/4	Agency Board Budget Study Session (1 day)
3/12	Due to Finance: 3rd Qtr Budget Revisions/Augmentations
3/25	Final State Projections for Property Tax (NRS 361.4535(2))
3/31	Final FY27 Budget Recommendations from Executive Director
4/15	Tentative State Document due (NRS 354.596)
4/22	3rd Qtr Budget Revisions/Augmentations to Redevelopment Agency Board
4/28	Moot Workshop
5/6	Agency Board Budget Study Session (1 day)
5/14	Due to Finance: 4th Qtr Budget Revisions/Augmentations
5/20	Public Hearing budget adoption - CoR and RDA
6/1	Final Budget due to Taxation
6/17	Final FY26 Budget Revisions/Augmentations to Redevelopment Agency Board