

Case Study Guidelines

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PUAD 6578

Objective: To gather information about a municipality's budget processes, procedures, and practices.

Instructions: You should, sooner rather than later, contact the city/county manager's office to set up a meeting with someone in the manager's office that deals directly with the budget, to include the city/county manager. Information you should obtain during your meeting will include, but is not limited to:

1. Education and Background
 - a. How long the interviewee has been in their position/role.
 - b. What did they do before?
 - c. Where did they go to college/graduate school?
 - d. How did they move into their current position?
2. Budget Processes and Procedures
 - a. What is the budget process like?
 - i. Do they submit a budget to voters, council, commission?
 - ii. How much does council/commission rely on their expertise?
 - iii. Have they ever had an issue where members of the council/commission feared risking too much political capital for a budget proposal?
 - b. How much as the town/city/county changed, regarding budget procedures, since the economic collapse in 2008? Does the municipality have a "rainy day" fund?
 - c. What are their primary revenue sources and can they give you a ball-park percentage of how much each source contributes to the overall revenue stream?
3. Closing Question and Follow Up
 - a. I would end with an open-ended question. Something like: "Is there anything else about the budget process here that you think my class would benefit from knowing?" Something along those lines in the event there is something unique that may be worth mentioning in your paper.
 - b. Thank them for their time and be sure to ask if it is okay to follow up with them via email or phone should you have any additional questions.
 - c. Finally, be sure to follow up with them with a thank you note about a week after you meet. This ensures that they'll be open to taking meetings with students in the future. A "thank you" goes a long way!

Paper: You will write a detailed narrative about what you learned in an essay to be turned in to GeorgiaView. The essay should be thorough and include demographic/historical information about the town you are studying. This information can be obtained online. You should not waste the interviewee's time with gathering this information. The paper should be no more than 10 pages using standard formatting (12-point font, double spacing, 1" margins, etc.). You should follow the style guidelines in the Chicago Manual of Style, 16th edition, using the [Author-Date method of citing and referencing](#).

Grading: The paper will be graded Pass/Fail on the following parameters.

1. Spelling and Grammar: Paper should be free from major grammar, spelling, and typographical errors. I encourage you to have a classmate or the writing center proofread your paper prior to submission.
2. Clarity and Organization: The paper is well organized and clearly written.
3. Substance: The paper, at a minimum, addresses the questions above. Students are encouraged to include other questions/issues not included in the instructions above.