

## Memorandum

**To: County Commission**  
**From: Lisa Johnson**  
**Date: February 3, 2009**  
**Re: 2009 Budget Reduction Recommendations**

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As discussed with the Commission at the study session on Monday, February 2, 2009, the County is facing potential cuts from the state as well as the possibility of shortfalls in revenue for the current year and future years. As a result, it is my recommendation that the Commission be proactive and take immediate measures to prepare for the possibility of future shortfalls subject to review after the current legislative session or as the current economy dictates review.

### Recommended Actions:

1. County wide hiring freeze for existing and future vacancies unless public safety or service would be severely compromised.
2. Reduce out of state and overnight travel for all county departments.
3. Defer capital expenditures unless public safety or service would be severely compromised.
4. Reduce community service budgets by 5% with exception of levied funds and contracted services. Agencies should be put on notice to expect no additional funding in the 2010 budget and that reductions are possible.
5. Reduce 2009 county operations by 5% where possible without eliminating critical county services or the layoff of personnel.
6. In the road and bridge budget reduce proposed chip seal and leveling projects for 2009 to adjust for reduction in the gasoline tax revenues. (Projected loss for 2009 \$85,000)

### Goals of Actions:

1. Be proactive in preparing for possible revenue and budgetary shortfalls and avoid delaying action until there is a crisis.
2. Avoid elimination or compromise of critical county services.
3. Avoid layoff of personnel.
4. Manage the budget until conditions improve.