

# **Waseca County's 2009 Budget Reduction Process**

Budget Committee (Commissioners and Coordinator) leads effort  
Process has been approved by, may be revised by, Board action

## THROUGHOUT PROCESS

Communicate regular information about impact of state budget to the county:

- Ongoing updates at County Board meetings
- Regular supervisory meetings, monthly or more often as needed
- E-mailing updates to department heads and county-funded groups
- Regular meetings with union presidents
- Frequent legislative contacts and media presence

## FEBRUARY to Mid-APRIL

Soliciting of ideas from supervisors, employees, citizens for budget reduction/revenue increases

- Use departmental reviews and goal setting as forum for discussions
- Departmental meetings to generate ideas
- Union meetings to generate ideas
- Include budget discussions in union contract re-opener negotiations
- Website "suggestion box" (encourage signed suggestions)
- Accepting ideas in written, verbal, e-mail form

Department heads prepare ideas for cuts within their departments

Be in frequent contact with legislators

Discuss possible cost reductions with other local governmental units

Develop inventory and cost analysis of mandates affecting operations

## Late MARCH- Mid-APRIL

Interviews of all departments and county-funded groups by County

Board to assess impact on services to citizens. Questions for interviews:

- What operating expenses can your department reduce?

- If funding for needed supplies/materials/equipment is cut, how will the services you provide be affected?
- How will the services you provide be affected if departmental staffing is reduced by one (or more) employee(s)?
- What will be the effect on your department/county funded group if your county funding is reduced by 5, 10, 20% or more ? What if it's eliminated? What services to citizens will be reduced? What will they have to do without?

Late APRIL- Late MAY

Coordinator drafts budget balancing measures, submits to full Board  
Board discusses priorities for providing county services:

- which services are needs and which are wants?
- what are acceptable/desirable levels of service in each group?
- should some services be discontinued?

Plan is presented to department heads, union presidents for ideas, reactions

Plan is revised, if needed, based on their input and used as basis for public hearing(s)

Plan is revised again, if needed, based on broader input

Plan is enacted by County Board and cuts are made effective, depending on extent of funding cuts approved by legislature