

**OFFICE OF THE
BOARD OF SUPERVISORS**
198 Main Street
Yuma, Arizona 85364

ROBERT L. PICKELS, JR.
COUNTY ADMINISTRATOR



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MEMORANDUM

To: Elected Officials; Department Heads

From: Robert L. Pickels, Jr.
County Administrator

Date: January 9, 2009

Re: Implementation of Vacancy Review Policy within Yuma County

As you may recall, at the November Board of Supervisors work session retreat I discussed the fact that Yuma County suffered an approximately \$1,000,000 shortfall in the closeout of the fiscal year 2007/2008 annual budget. This was due primarily to the fact that the County did not realize the amount projected in that fiscal year for reversion of personnel costs to the ending fund balance. That shortfall, coupled with the continual decline in sales tax revenue in the current fiscal year, requires that certain measures be taken to ensure that best efforts are made to keep the County budget in balance.

As a service organization, personnel costs account for approximately 60% of Yuma County's annual budget. When shortfalls in the budget are anticipated, it is necessary to consider methods by which to exercise administrative controls over annual personnel expenditure. Perhaps the least restrictive means, and the one which I have asked Human Resources to generate, is an administrative review of all vacant positions prior to staffing them. Under the proposal, which is addressed in more detail in a separate memorandum of policy from the Human Resources Director, elected officials and department heads seeking to fill vacant positions would need to obtain authorization from both the Human Resources Director and the County Administrator. All such determinations will be based on the criteria established by the Human Resources Director. This policy will be effective on January 9, 2009 at 5:00 p.m.

I realize that restrictions such as those imposed by this new policy will be difficult to implement, and may result in some hardship. However, I believe that this is a prudent solution to Yuma County's budgetary concerns and will result in the most efficient use of Yuma County's personnel budget. It is also my intent that this policy will be temporary and lifted at such time as Yuma County's revenues become more stable and the structural imbalance in the County's budget is eliminated.

I want to thank each of you in advance for your anticipated cooperation in implementing the Vacancy Review Policy. It is only by working together that we can strengthen our organization in spite of the economic challenges with which we are faced.