




**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET**

MEMORANDUM

TO: The Honorable Myron T. Steele, Chief Justice
Cabinet Members
Other Elected Officials
Agency Heads

FROM: Ann S. Visalli, Director 
Office of Management and Budget

DATE: April 6, 2009

SUBJECT: Fiscal Year 2010 Reductions

Pursuant to Governor Markell's proposed Fiscal Year 2010 Financial Plan, my office is coordinating recommendations to reduce the number of vacant positions as well as reducing contractor, consultant and temporary employee services for Fiscal Year 2010. The Budget Development, Planning and Administration section and the Human Resource Management section within the Office of Management and Budget will be implementing this initiative.

As a preventative measure to contain future staffing costs, and to streamline position authorizations with current agency needs, my office will be identifying positions that have been vacant for more than one year as of February 1, 2009. This includes merit, exempt, General Fund, Appropriated Special Fund, Non-appropriated Special Fund, Transportation Trust Fund and Trust Fund Operations. Your assigned Fiscal and Policy Analyst will provide you with a listing of those positions no later than April 9, 2009.

Please review this list and prioritize your recommendations. Please include in your recommendations an identification of service or other impacts that may result from the reduction of these positions. If you wish to substitute a position that has been vacant for less than one year, in place of a long term vacancy, please provide the appropriate justification. In addition, to the extent my office can facilitate shared services and interagency efficiencies as part of this process, please share those ideas.



Fiscal Year 2010 Reductions
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Further, your assigned Fiscal and Policy Analyst will provide your agency with a General Fund target figure no later than April 9, 2009 for reducing contractor, consultant and temporary employee services for Fiscal Year 2010. Your agency should identify how that reduction can be spread across your department, and submit an identification of service impacts that may result from the reduction. Should you wish to substitute an alternative reduction, you must provide the appropriate justification.

All submissions should be submitted to your assigned Fiscal and Policy Analyst by May 1, 2009; however, please provide a copy of your agency's proposed position reductions to Dana Jefferson, Director of Human Resource Management. Should you have any questions, please do not hesitate to contact me.

cc: Thomas P. McGonigle, Office of the Governor
Russell Larson, Controller General
Mike Jackson, Director, Budget Development, Planning and Administration
Dana Jefferson, Director, Human Resource Management
Brian Maxwell, Senior Policy Advisor, Office of Management and Budget
Meaghan Brennan, Deputy Director, Budget Development, Planning and Administration
Karen Field Rogers, Director of Financial Integration
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Fiscal and Policy Analysts