



**Internal Services Agency**

**Department of General Services**

Contract And Purchasing Services

Craig A. Rader, Purchasing Agent

Terry Schutten, County Executive  
Mark Norris, Agency Administrator  
Michael Morse, Department Director

## County of Sacramento

November 21, 2008

Attn: All County Contracted Vendors

Subject: Reduction of County Spending

We are sending this letter for advisory purposes only. ***No action on your part is requested.***

As you are probably aware, there have been recent changes in the economy as a whole and to the state budget which could have repercussions to the County's budget for this fiscal year and beyond. To protect the services to public we are taking all prudent efforts to reduce expenditures as we continue to evaluate the effects of these events.

The primary function of Sacramento County is to provide services to our community, and our goal for FY 2008-09 and beyond is maintain the current service level that is being provided to the citizens of Sacramento County to the maximum extent possible. Managing cost savings in expenditures will be critical in minimizing the impact on services and employees while striving to meet these service levels. As a part of this effort, all County Departments are being directed to reduce non-essential spending that does not contribute to the county's primary function.

Because your firm has a contract to provide goods and/or services to the County, the efforts we are taking could impact (e.g. reduce) the amount of business you see from the County in the coming months. We appreciate your continued support of the County during these difficult times.

If you have any questions or concerns, please contact me at your earliest convenience.

Sincerely,

Craig A. Rader  
Purchasing Agent  
County of Sacramento  
Contract & Purchasing Services Division

cc: Board of Supervisors  
County Executive  
Chief Operating Officer  
County Counsel  
Agency Administrators & Department Heads