City of Menasha • Office of the Mayor
Donald Merkes, Mayor
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Memorandum

TO: Department Heads

FROM: Mayor Merkes DM

SUBJECT: Hiring / Purchasing

DATE: 26 February 2009

In light of the local economy and financial situation we are faced with at the current time, I am asking that each of you carefully scrutinize all spending and curtail non-essential expenditures at this point. Purchases that support essential services should be maintained and travel the normal channels. It is understood that some purchases are required to maintain day to day operations and these purchases should also continue to follow the normal channels. As is current policy, all purchases of items or services exceeding $2500, including budgeted items must have prior written authorization by the mayor.

All new hires will need to be approved by the mayor's office until further notice. Summer recreation program employees at levels equal or less than the 2008 season, as well as bridge tender positions will be exempt at this time. These positions should be considered carefully and weighed against expected registration numbers and cost recovery. It is essential that both HR and the mayor's office be notified before the hiring process begins for all future hires.

This policy will be revised as the city's and state's financial situation become clearer. As we gather more information we will be better able to assess their impact on the city's budget for both 2009 and 2010. Until then I appreciate your cooperation in these difficult times.

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