

# MAINE STATE LEGISLATURE

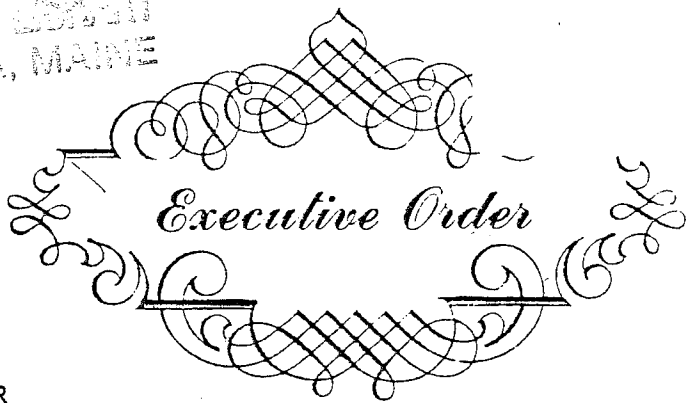
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OFFICE OF  
THE GOVERNOR

NO. 2FY 81/82  
DATE July 16, 1981

IMPROVEMENTS IN STATE GOVERNMENT IN ENERGY USE  
AND ADMINISTRATIVE SUPPORT SERVICES

WHEREAS, Government must make every effort to reduce overall operating costs while maintaining the quality of services; and

WHEREAS, new technologies can reduce government operating costs and improve management efficiency; and

WHEREAS, certain changes in government operations will result in cost savings to the entire government system and thus to taxpayers, despite some inconvenience to individual agencies; and

WHEREAS, the Governor's Management Task Force has made sound, economical recommendations for improvements in government services;

NOW, THEREFORE, I, JOSEPH E. BRENNAN, Governor of the State of Maine, do direct all state agencies in the Executive Branch of government to implement the following measures in order to improve the efficiency of government energy use and administrative support services:

I. ENERGY USE

A. The State Fuel & Vehicle Management Committee is hereby established to:

- 1) design a state vehicle information system to meet the needs of modern vehicle fleet management;
- 2) substantially reduce the number of state-operated fuel facilities through a centralized fuel system;
- 3) plan the most efficient and inexpensive means of purchasing and dispensing fuel for state vehicles and at the same time of supplying the information necessary for proper vehicle management;
- 4) design a means for apportioning costs of the fuel and vehicle management systems among user agencies;
- 5) prepare rules to restrict commercial gasoline purchase as necessary to minimize costs and ensure collection of data for vehicle management purposes.

The systems designed by this Committee must meet the fuel and vehicle management needs of all state agencies. The following agency heads will be members of this Committee: The Commissioner of Conservation (Chair), the Director of the Office of Energy Resources, and the Commissioners of Transportation, Public Safety, Inland Fisheries and Wildlife, Environmental Protection, and Finance and Administration.

- B. All state-operated fuel facilities in the Augusta area, except the two automated facilities operated by the Department of Transportation (DOT), will be closed for a 30-day period, starting August 1, 1981. Agencies in the Augusta area will purchase their fuel at the automated stations throughout the period, enabling DOT to test the adequacy of the automated system to meet the needs of all agencies. At the discretion of the Fuel and Vehicle Management Committee, this test period may be extended for an additional thirty-day period.
- C. Each agency will annually prepare a travel management plan for the following year. The Office of Energy Resources (OER) will issue specific guidelines for preparation of these plans. Agencies must conform to these guidelines with the goal of minimizing the amount of travel necessary to complete the services for which they are responsible. The guidelines will be prepared in draft form by the OER prior to August 15, 1981 and approved for distribution to agencies by September 15, 1981. Agencies will submit their final travel plans for 1982 to OER by October 15, 1981.
- D. All agencies which are directly responsible for management of state-owned buildings shall make energy upgrading projects a top priority for building maintenance and repair personnel. Energy upgrading of buildings can result in substantial savings, freeing scarce funds for more productive uses. For this reason, agency heads shall devote as much maintenance staff time as possible to completion of the energy upgrading projects identified by the Bureau of Public Improvements.

## II. ADMINISTRATIVE SUPPORT SERVICES

- E. Effective November 2, 1981, all official stationery, envelopes, memo pads, and mailing labels ordered for Executive Branch agencies will be of standard format, stock, and ink, and without individual names and titles. All agency purchases of these standard materials will be made through the State Purchasing Agent. Design, stock, and ink requirements for these supplies will be determined by a Design Review Committee consisting of the State Purchasing Agent (Chair), the State Museum Director, and a representative from the State Planning Office. This Committee shall consult with the Cabinet officers in making their determinations, may seek design advice from the staff of the Bureau of Arts and Humanities, and will establish design requirements and standards which give due consideration to the special communication problems of the Cabinet agencies. All orders of these materials will be reviewed by the State Purchasing agent to ensure compliance with these standards and that purchase costs are reasonable. No gold embossed business cards will be allowed except for Department or agency heads, and a standard card design will be used. Any exemptions from these requirements will only be approved

by the Design Review Committee if the agency in question can demonstrate that special stationery is justified by valuable promotional benefits to the State

- F. Effective immediately, all state agency purchases, leases, or rentals of office equipment (including copiers, duplicating equipment, typewriters, word processors, computers, office furniture, and other equipment) and business forms will be coordinated by, and be the responsibility of, the Bureau of Purchases. Vendors making direct initial contacts with state agencies shall be referred to the Bureau of Purchases. State agencies may contact vendors for information after informing the Bureau of Purchases.
- G. Effective November 2, 1981, all state agency mail-room operations in the Augusta area will be consolidated to the Central Mail Room operated by the Bureau of Purchases. The Department of Finance and Administration will assist affected agencies with removal or sale of equipment, and the Department of Personnel will assist with relocation of personnel as necessary.

This order will be amended in the future to accomplish additional improvements in government operations.

  
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JOSEPH E. BRENNAN  
Governor