

MAINE STATE LEGISLATURE

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*See two memos following
and Executive Order*

*1 FY 83/83
7/14/1983*



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OFFICE OF
THE GOVERNOR

NO. May 9, 1983
DATE 13FY 82/83

SPECIAL BUDGET AND EXPENDITURE ORDER OF 1983

WHEREAS, General Fund undedicated revenues for the last three months have not met anticipated levels; and

WHEREAS, there are only seven weeks remaining in fiscal year 1983 to recover any shortfall that may exist; and

WHEREAS, it is not possible to predict with certainty whether revenues will increase during the next two months;

NOW, THEREFORE, I, JOSEPH E. BRENNAN, Governor of the State of Maine do hereby order and direct that each department and agency review its programs for the fourth quarter of this fiscal year.

It is further ordered, effective immediately, that all department and agency heads implement the following procedures for their General Fund accounts.

1. All reserves (allotment and unallotted) are temporarily frozen.
2. No vacant positions will be filled without the prior approval of the Commissioner of Personnel and the Governor's Office.
3. Out-of-state travel will be curtailed. Only that out-of-state travel which is absolutely essential will be permitted, and it must be approved in advance by the Governor's Office.
4. In-state travel will be reduced to the absolute minimum.
5. No unscheduled overtime will be allowed except with the prior personal approval of the Department Head on each occasion when it is deemed unavoidable.
6. Purchase or renewal of periodicals for individuals as well as payment of dues to professional organizations will be carefully reviewed.
7. A freeze is placed upon the purchase of all capital equipment and repairs except in cases of extreme urgency. Obsolete and unneeded equipment shall be transferred to Surplus for reassignment to other departments or sale at public auction.

8. Inventories of supplies will be maintained at minimum levels.
9. Efforts to reduce costs related to telephone, utility, postage and energy usage must be intensified in all departments and agencies. Efforts to implement energy audit recommendations should be accelerated.
10. Any other economies and revenue producing efforts as may be legally effected on an individual department or agency basis shall be implemented as soon as possible.

It is not envisioned, at this time, that any layoff of present employees will be necessary. Should any department or agency head feel that compliance with this order will result in an unreasonable hardship, the particular circumstances should be immediately made known to the State Budget Officer.

This order will remain in effect through July 31, 1983 unless specifically amended, terminated or extended by executive order.


JOSEPH E. BRENNAN
Governor