

MAINE STATE LEGISLATURE

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OFFICE OF
THE GOVERNOR

NO. 14 FY 90/91

DATE May 3, 1991

SPECIAL BUDGET AND EXPENDITURE ORDER OF 1991

WHEREAS, General Fund undedicated revenues continue to be below projections; and

WHEREAS, the Commissioner of Finance has notified me pursuant to 5 M.R.S.A §1668 that the available funds of the State will not be sufficient to meet expenditures, as currently authorized, for FY 1991; and

WHEREAS, there are less than nine weeks remaining in fiscal year 1991 to recover the shortfall that will likely exist; and

WHEREAS, it is very unlikely that revenues will increase during the next two months;

NOW, THEREFORE, I, John R. McKernan, Jr., 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.

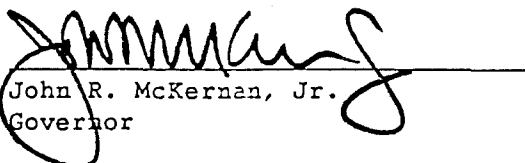
It is further ordered, effective immediately, that all department and agency heads implement the following procedures for their General Fund accounts.

1. All reserves (allotment and unallotted) are temporarily frozen pursuant to 5 M.R.S.A. §1667.
2. No positions that are vacant or that become vacant, except those that are 100% Federally funded, will be filled on a permanent or temporary basis without prior approval of the Governor's Office. All blanket exemptions that were granted by previous hiring freeze policy are rescinded. All temporary appointments that are scheduled to end prior to June 30, 1991, will not be extended without prior approval of the Governor's Office.
3. Agencies will be required to fund all reclassifications and reorganizations with permanent funding within authorized Personal Services budgets.
4. Out-of-state travel will be limited in accordance with Executive Order #5 FY 90/91, as revised.
5. In-state travel will be reduced to the absolute minimum.
6. No unscheduled overtime will be allowed except with the prior approval of the department head on each specific occasion when it is deemed unavoidable.

7. Purchase or renewal of periodicals for individuals as well as payment of dues to professional organizations must be carefully reviewed and processed only where critical to agency operation or certification.
8. A freeze is placed upon the purchase of all capital equipment capital repairs and maintenance, except in cases of extreme emergency. Any emergency procurements must be approved by the appropriate department head.
9. A freeze is placed upon all purchases through the Bureau of Purchases and on open markets, except in cases of extreme emergency. All emergency procurements through the Bureau of Purchases will be approved by the appropriate department head. All open market purchases must be approved by the department head. Inventories of supplies will be maintained at minimum levels.
10. A freeze is placed upon all agreements and contracts for services, except in cases of extreme emergency. All emergency procurements for agreements and contracts must be approved in advance by the Commissioner of Administration.
11. Efforts to reduce costs related to utility usage in telephone service, postage and energy services should be intensified immediately in all departments. These efforts should include a reduction in non-essential telephone usage and telephone lines, the increased usage of 3rd and 4th class mail where possible, bulk and pre-sorted mailing, and increased efforts to implement energy audit recommendations.
12. Any other economies and revenue producing efforts which may be legally effected on an individual department or agency basis shall be implemented as soon as possible.
13. Each department head or his/her designee(s) shall review and approve all requests for the purchase of goods and services through the remainder of fiscal year 1991. The approval must be based on essential need.

It is not envisioned, at this time, that any additional layoffs of 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. The Commissioners of Finance and Administration are directed to develop appropriate criteria and guidelines to define "emergency" and such other interpretations as may be needed to administer this Order.

This Order will remain in effect through fiscal year 1991 unless specifically amended, terminated or extended by Executive Order.


John R. McKernan, Jr.
Governor