

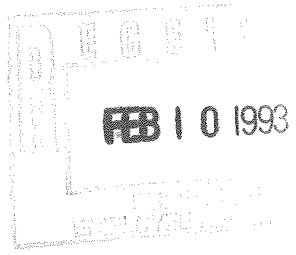
MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

Ken



OFFICE OF THE GOVERNOR

NO. 7 FY 92/93
DATE February 9, 1993

SPECIAL BUDGET AND EXPENDITURE ORDER OF 1993

WHEREAS, the economy of Maine and the Northeast continues to perform below the growth levels of previous years; and

WHEREAS, General Fund savings must be made to balance the FY 93 budget; and

WHEREAS, it is necessary and prudent to effect a reduction in authorized expenditures without significantly interrupting public services; and

WHEREAS, further savings in the General Fund can be generated through controls in the filling of vacancies;

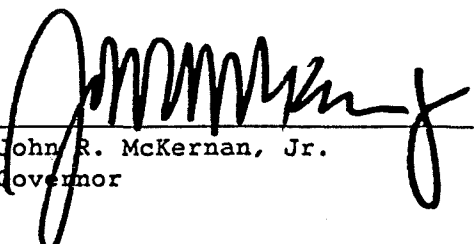
NOW, THEREFORE, I, John R. McKernan, Jr., Governor of the State of Maine, do hereby order and direct that each department and agency review its programs for the third and fourth quarters of this fiscal year.

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

1. No positions that are funded from the General Fund in whole or in part that are vacant or that become vacant, 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 All blanket exemptions that were granted by previous hiring freeze policy are rescinded.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, 1993, will not be extended without prior approval of the Governor's Office.
2. No unscheduled overtime will be allowed except with the prior approval of the department head on each specific occasion when it is deemed unavoidable.
3. Out-of-state travel will be limited in accordance with the guidelines that were established in Executive Order #5 FY 90/91, as revised.
4. In-state travel will be reduced to the absolute minimum.

5. Prudence shall be used in the expenditure of monies from any Internal Service funds whose revenue comes wholly or partially from General Fund sources.
6. 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.
7. A freeze is placed upon the purchase of all capital equipment, special services contracts, personal services contracts, capital repairs and maintenance, except in cases of extreme emergency. Any emergency procurements must be approved by the appropriate department head and the Commissioner of the Department of Administrative and Financial Services.
8. 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.
9. 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.

This Order is effective immediately and will remain in effect through June 30, 1993, unless specifically amended, terminated or extended by Executive Order.



John R. McKernan, Jr.
Governor