

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)



OFFICE OF
THE GOVERNOR

NO. 5 FY 94/95
DATE January 5, 1995

SPECIAL BUDGET AND EXPENDITURE ORDER OF 1995

WHEREAS, the economic condition of the region has significantly reduced State revenues; and

WHEREAS, it is the intention of the Administration to bring the State's budget into structural balance as rapidly as possible; and

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

NOW, THEREFORE, I, Angus S. King, 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 in order to implement the following.

IT IS FURTHER ORDERED, effective immediately, that all department and agency heads implement the following procedures for their General Fund accounts.

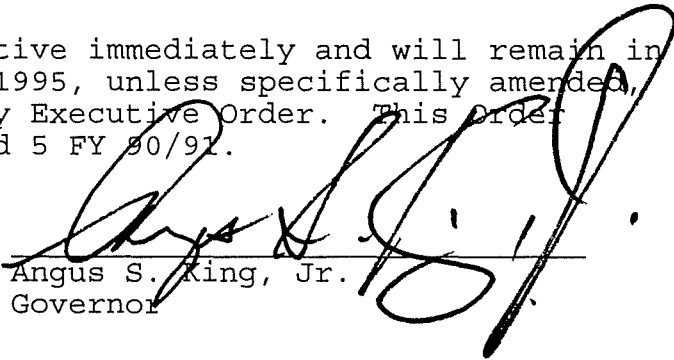
1. No positions that are vacant or become vacant and that are funded wholly or partially from the General Fund will be filled on a permanent or temporary basis without prior approval of the Governor's Office. All positions will be individually evaluated and no blanket exemptions will be given. All temporary appointments that are scheduled to end prior to June 30, 1995, 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 agency head or the agency head's designee on each specific occasion when it is deemed unavoidable. Overtime must be deemed to be absolutely necessary in order to be approved.

3. Out-of-state travel funded fully or in part by the General Fund must have prior approval of the Governor's Office. Approval will be granted only for the following types of travel:
 - (a) Travel directly related to the care of residents or its foster children, and other individuals under State care or protection;
 - (b) Travel required in the execution of law enforcement investigations, interstate contracts directly related to the extradition of an individual, or the transfer of an individual to or from a corrections facility;
 - (c) Travel directly involved in securing revenue; or
 - (d) Travel deemed to be a professional priority, and specifically approved by the Governor's Office upon the request and justification of an agency head. Other contingency measures for emergency out-of-state travel may be established between the Governor's Office and the Department of Finance.
4. In-state travel will be reduced to the absolute minimum, while complying fully with department duties and responsibilities. Whenever possible, Central Fleet vehicles should be used. Car pooling, where possible, is encouraged.
5. All contracts, grants or purchases paid for wholly or partially from General Fund sources shall be reviewed by the agency head, and, where applicable, by the Purchases Review Committee. All such expenditures shall be limited to those that are necessary to meet the agencies' mission and are basic to the agencies' operation.
6. Prudence shall be used in the expenditure of Internal Service Funds whose revenue is derived in whole or in part from General Fund sources.
7. Purchase or renewal of periodicals for individuals, as well as payment of dues to professional organizations, may be approved only where critical to agency operation or certification.
8. Efforts to reduce costs related to utility usage in telephone service, postage and energy services should be intensified immediately in all agencies.

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 by an individual department or agency shall be implemented as soon as possible.
10. All employees are encouraged to review the Maine State Employees Suggestion Awards Program in order to continually seek savings in the operation of State Government.

This Order is effective immediately and will remain in effect through June 30, 1995, unless specifically amended, terminated or extended by Executive Order. This Order supersedes 7 FY 92/93 and 5 FY 90/91.



Angus S. King, Jr.
Governor