



STATE OF ILLINOIS
EXECUTIVE OFFICE OF THE GOVERNOR
GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET
SPRINGFIELD 62706

PAT QUINN
GOVERNOR

Administrative Order # 3

WHEREAS, the State of Illinois is confronted with an unprecedented fiscal crisis that occasioned the passage of the Emergency Budget Act of Fiscal Year 2011;

WHEREAS, the Emergency Budget Act of Fiscal Year 2011 provides broad authority to the Governor to implement the fiscal year 2011 budget and address the unprecedented fiscal crisis;

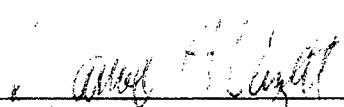
WHEREAS, Executive Order 10 (2010) (hereinafter "Executive Order 10") assigns the Director of the Governor's Office of Management and Budget ("GOMB") the authority to issue administrative orders to implement reductions that are specified in and contemplated by Executive Order 10;

WHEREAS, the Governor has instructed the Director of GOMB to implement specific reductions that would make a meaningful contribution to the State's effort to relieve budgetary pressures in State fiscal year 2011;

THEREFORE, I hereby order:

1. The Department of Central Management Services ("CMS") will (i) identify any and all surplus personal property owned by the State; and (ii) take steps to sell all such surplus personal property via auction consistent with all applicable laws, rules and regulations. However, nothing in this Order shall be construed to preclude donating, or selling at a discount, surplus property to not-for-profit organizations or school districts in need. "Surplus Property" includes, but is not limited to, computer and telephone equipment, furniture and other office equipment, vehicles, commercial-grade kitchen appliances, and decorative items.
2. CMS will collaborate with State agencies to develop a written strategic plan under which CMS will assume control of all warehouses leased or owned by State agencies. CMS' strategic plan shall provide that, among other provisions, all State agency employees working on site at a State-owned or leased warehouse shall serve under the direction of CMS via an interagency agreement, consistent with the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), to the extent that their work relates to State-owned or State-leased warehouses.
3. CMS will analyze the process by which State agencies acquire the State's surplus property, including the process by which State agencies certify that no surplus property is available as a condition precedent to the purchase of new property. Upon completion of its analysis, CMS shall draft and implement, with the approval of GOMB, a policy, consistent with all applicable laws, rules and regulations, that ensures that CMS makes a determination that no suitable surplus property is available prior to any agency purchasing new property

4. CMS is hereby directed to reduce expenditures associated with all State owned or leased warehouse facilities. All state agencies to which Executive Order 10 applies are directed to render complete cooperation to CMS in implementing this requirement. CMS shall explore opportunities for lease renegotiation, warehouse consolidation, and any other cost saving initiative relating to warehouse space expenditures. CMS is further directed to identify any and all surplus personal property owned by the State and stored in a State owned or leased warehouse in the course of its review of warehouse space expenditures. All surplus property items identified shall be inventoried and prepared for sale in accordance with the applicable procedures.
5. Each State agency is hereby directed to report to CMS by October 8, 2010 the number of land based telephone lines and mobile telecommunications devices currently in operation at each respective agency. For each item identified, agencies shall provide CMS the number of employees utilizing the respective telephone line or mobile telecommunications device, as well as the facility in which the telephone line or mobile telecommunications device is based. CMS shall create a report summarizing the results of the agency inventory efforts upon its receipt of the agency specific information. The report generated by CMS will be used to measure progress in achieving the savings goal specified in Executive Order 10 of reducing the costs associated with landline telephone lines and mobile telecommunications devices by 20%.
6. Nothing in this Administrative Order shall be construed to contravene any State or federal law, or any collective bargaining agreement.
7. If any part of this Administrative Order is found invalid by a court of competent jurisdiction, the remaining provisions shall have full force and effect.
8. This Administrative Order shall be effective immediately.



David H. Vaught, Director
Governor's Office of Management and Budget

Issued by the Director: September 21, 2010