

Executive Order 2003-14

IMPLEMENTING STATEWIDE EFFICIENCY REVIEW

WHEREAS, in my 2003 State of the State address, I announced the establishment of the Governor's Efficiency Review (ER), an initiative to improve the performance of Arizona State Government; and

WHEREAS, this initiative is intended to find practical and sensible ways to improve customer service, reduce costs, and eliminate duplication; and

WHEREAS, the ER initiative creates a new spirit of efficiency in state government by focusing all state employees on the need to find ways to save taxpayer money; and

WHEREAS, many areas of focus for efficiency review are not unique to a single agency or program, but instead, broadly impact multiple agencies and programs across state government, thereby offering significant opportunities to improve efficiency and generate cost savings.

NOW, THEREFORE, I, Janet Napolitano, Governor of Arizona, by virtue of the authority vested in me by the Constitution and laws of this State, hereby order and direct all Executive Branch agencies and institutions to submit to me (as well as to the Director of Efficiency Review and the Director of the Department of Administration) in writing via electronic submission, by August 1, 2003, a summary of: 1) actions taken to address, at a minimum, each of the items below, where applicable; and 2) estimated annual cost savings for Fiscal Year 2004 to be achieved as a result of these actions. The items to be addressed shall include:

1. **Travel Expenses** – All in-state and out-of-state travel shall be reviewed by the director of each agency to assess the need. Only travel most integral to the mission of the agency shall be approved.
2. **Fleet Management** – Use of state vehicles shall be reviewed by each agency. Vehicles that are not essential to job performance shall be reverted to the state's Fleet Management program or sold at fair market value.
3. **Training** – Training activities shall be consolidated to provide employee and organizational development efficiencies. All proposed training utilizing outside vendors shall be reviewed by the director of each agency; only those training needs that cannot be met by the Arizona Government University shall be approved for outsourcing to vendors.
4. **Purchasing/Accounting** – Except in extraordinary circumstances, vendor payments that provide an opportunity for discounts for early payment shall be exploited.

Executive Order 2003-14

Page two

5. **Federal Monies** – All program areas that have an opportunity to apply for or otherwise obtain federal monies in lieu of (or as a supplement to) state monies shall be pursued.
6. **Electronic Communications** – All agencies shall use electronic communications (e-mail, fax, web hosting) where feasible to reduce printing and mail costs.
7. **Energy** – All agencies shall take steps necessary to reduce energy costs— by reducing energy consumption and increasing energy conservation—in accordance with guidelines and directions provided by the Department of Administration and the Department of Commerce, Energy Office. Agencies covered by the provisions of HB 2324 shall accelerate efforts to meet the requirements of the legislation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.

GOVERNOR

Signed at the Capitol in Phoenix this Thirtieth day of April Two Thousand Three and of the Independence of the United States of America the Two Hundred and Twenty-Seventh

ATTEST:

SECRETARY OF STATE