

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. \_\_\_\_\_  
DATE 19FY 04/05  
July 1, 2004

**SPECIAL BUDGET AND  
EXPENDITURE ORDER OF JULY 1, 2004**

**WHEREAS**, the State of Maine and the national economies continue to exhibit patterns of relatively slow recovery; and

**WHEREAS**, it is prudent to effect preventive measures as a contingency in the event of expenditures exceeding available resources in fiscal year 2004-05; and

**WHEREAS**, it is fiscally responsible to continue budgetary constraints that are currently in place to reduce state government expenditures through June 30, 2005;

**NOW, THEREFORE**, I, John E. Baldacci, Governor of the State of Maine, do hereby order that, effective immediately, each State agency and department must review its programs and implement the following procedures:

1. Financial orders that request the transfer of balances of appropriations and allocations between line categories and accounts, that request the use of savings for project or limited period positions or that request allotment in excess of allocation, except Government/Student Intern positions, will not be approved unless the State Budget Officer determines such uses are necessary to protect the health or safety of the public, to meet payroll obligations, to fund legislatively approved salary increases and adjustments or are necessary to meet unavoidable legal obligations.
2. Hiring decisions by department and agency heads must reflect the absolute minimum necessary to maintain effective operations and will be limited by available Personal Services in General Fund accounts. Department and agency heads must manage General Fund and Highway Fund Personal Services to attain the savings attributed to initiatives included in the biennial budget, including the 1.6% attrition rate.
3. Unscheduled overtime shall not be permitted except in emergency or other unavoidable circumstances and only with the prior approval of the department or agency head, or his or her designee.

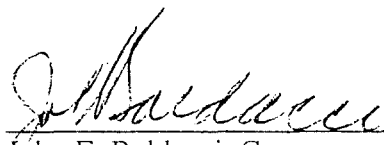
4. All travel paid in whole or part by General Fund accounts must be reduced to the absolute minimum necessary to maintain effective operations with the following exceptions:
  - Travel directly related to the care of residents, wards, foster children and other individuals under state care or protection.
  - 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 correctional facility.
  - Travel directly involved in the securing of revenue, or that directly impacts revenue.
  - Travel required in emergencies or other extraordinary circumstances.

Alternatives to travel should be explored especially the use of appropriate telecommunications technology.

5. All contracts, grants or purchases must be reviewed by each department and agency head and reduced to the absolute minimum necessary to maintain effective operations or to meet emergency situations. Each department or agency head will be responsible for making the determination that a contract, grant or purchase satisfies the emergency or cost effective operation standard in accordance with guidelines developed by the Division of Purchases. The Director of Purchases is authorized to return to a department or agency head any contracts, grants or purchases that are determined to be non-essential or that can be delayed or postponed. Federal Expenditures Fund accounts and Federal Block Grant Fund accounts are exempted only if a General Fund match or other General Fund obligation is not required.

Nothing in this Executive Order may be interpreted to authorize departments and agencies to postpone the processing of invoices payable in fiscal year 2004-05. This Executive Order also is not intended to prevent state agencies and departments from addressing emergencies or imminent threats to health and safety, or from fulfilling legal obligations entered into prior to its effective date.

The Executive Order is effective immediately and shall remain in effect through June 30, 2005, unless modified or rescinded by Executive Order. This Order supersedes 05 FY 01/02, 02 FY 02/03, 07 FY 02/03 and 01 FY 03/04.

  
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John E. Baldacci, Governor