



## State of New Jersey


OFFICE OF THE GOVERNOR

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CHRIS CHRISTIE  
Governor

TO: Cabinet Members

FROM: Robert Garrenger, Acting Chief Counsel 

DATE: June 29, 2017

RE: Government Shutdown Contingency Planning

As you are aware, the process for finalizing and enacting the Fiscal Year 2018 appropriations act is ongoing. The Administration remains committed to working with the Legislature to successfully achieve a balanced budget by June 30th. As a general rule, if an annual appropriations bill is not signed, by midnight, on June 30th, no payments can be made from the State Treasury, and no obligations to pay State funds can be incurred. Accordingly, to prepare for the possibility that a balanced budget is not enacted by June 30th, departmental contingency plans must be updated to ensure an orderly shutdown of State government, provide essential services, and protect State property.

To address the serious emergency that would occur in the absence of an appropriations law, the Governor, under the authority of the Disaster Control Act, would likely issue an executive order requiring a very limited number of State employees to report to work to provide for the orderly shutdown of State government, to provide services that are deemed essential to the health, safety, and welfare of the citizens of the State, and to prevent the damage, loss, or destruction of State property. Because of the scope and diversity of departmental responsibilities, it will be necessary for the Governor's Office, in consultation with the Attorney General's Office, to carefully analyze each department's updated organization, schedule, and functions to ensure compliance

with state and federal law in the event of a State government shutdown.

To facilitate this review, the Governor directs each of you to submit updated plans describing the essential activities of your department, meaning those necessary to maintain the health, safety, and welfare of the citizens of the State, and to prevent the damage, loss, or destruction of property, if any. As you know, these activities should be limited and directly related to the preservation and protection of life, safety, and property; the care of those in State facilities, hospitals, centers, and homes; child welfare; disease prevention and control; emergency and disaster response activities; transportation safety; the preparation and adoption of the State budget; and similar activities. Under these parameters, it is expected that some departments will have few or no essential employees during a short-term shutdown of State functions.

Please update your draft contingency plans in the following manner:

1. Describe any departmental activities or activities that you believe would be necessary to provide for the orderly shutdown of your department, maintain the health, safety, and welfare of the citizens of the State, and prevent the damage, loss, or destruction of property during a State government shutdown;
2. Identify which personnel would be necessary to provide these essential services during a State government shutdown;
3. Describe the department's current notification process for employees in the event of a State government shutdown;
4. Identify any departmental function that, while not essential to the health, safety, and welfare of citizens, or the maintenance of property, could pose significant problems for clients if temporarily discontinued because of a shutdown; and
5. Identify instances in which the interaction between the State and the federal government would be undermined in the event of a government shutdown.

Please finalize and submit your updated contingency plans to Mary Ann O'Brien by noon, June 30th. Thank you for your continued cooperation to ensure that the executive branch is fully prepared in the event that the Fiscal Year 2018 Appropriation Act is not enacted by the Legislature before July 1st.

cc Amy Cradic, Chief of Staff  
Lisa Puglisi, Deputy Chief Counsel  
Amy Melick, Deputy Chief Counsel  
David Reiner, Deputy Chief of Staff & Cabinet Liaison  
Raymond Brandes, Deputy Chief of Staff