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STATE OF MAINE  
ONE HUNDRED AND THIRTIETH LEGISLATURE  
COMMITTEE ON STATE AND LOCAL GOVERNMENT

TO: Senator Catherine E. Breen, Senate Chair  
Representative Teresa Pierce, House Chair  
Joint Standing Committee on Appropriations and Financial Affairs

FROM: Senator Joseph Baldacci, Senate Chair *JB / LLC*  
Representative Ann Matlack, House Chair *AM / LLC*  
Joint Standing Committee on State and Local Government

DATE: February 4, 2021

RE: Committee Recommendations on the Governor's Proposed Supplemental Budget Bill (LR 1970)

The State and Local Government Committee has reviewed and discussed those portions of the Governor's proposed Supplemental Budget Bill (LR 1970) that are under the committee's jurisdiction. We attach the supplemental budget work sheets which indicate the committee's vote on each initiative and language part and the committee's proposed amendments.

In summary, the committee voted as follows:

**INITIATIVES**

The committee voted unanimously to move **IN** all budget initiatives under the committee's jurisdiction with the **following exceptions**:

The committee voted 9-1 to move **IN** the following:

Central Administrative Application, Department of Administrative and Financial Services (Z234)

The committee voted unanimously to move **IN as amended**:

Bureau of General Services, Capital Construction and Improvement Reserve Fund, Department of Administrative and Financial Services 0883



The committee voted to amend the initiative language as follows:

Initiative: Provides funding for capital repair and construction at state facilities. ~~Funds appropriated for this purpose do not lapse but must be carried forward in the next fiscal year for the same purpose.~~

#### LANGUAGE PART J

The committee voted unanimously to move **IN as amended** Language Part J

The committee voted to amend Part J, Sec. J-1. as follows:

Pursuant to the Maine Revised Statutes, Title 5, section 1587, the Department of Administrative and Financial Services, in cooperation with the Treasurer of State, may enter into financing agreements in fiscal years 2020-21, 2021-22 and 2022-23 for the acquisition, licensing, installation, implementation, maintenance and support of computer hardware, software and other systems development of a human resources and payroll system within the Central Administrative Applications account. The financing agreements entered into ~~in each fiscal year~~ may not exceed \$8,000,000 in principal costs, and a financing agreement may not exceed 7 years in duration. The interest rate may not exceed 5%. The annual principal and interest costs must be paid from the appropriate line category allocations in the Central Administrative Applications account.

Thank you for your consideration of our recommendations.



**Sec. A-1. Appropriations and allocations.** The following appropriations and allocations are made.

**ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF**

**Administration - Human Resources 0038**

Initiative: Reduces funding by freezing one vacant HR Specialist position. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 11                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	(\$78,637)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$78,637)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This freezes one HR Specialist position.

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**Administration - Human Resources 0038**

Initiative: Reduces funding by freezing one vacant Office Associate II position. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 12                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	(\$16,680)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$16,680)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This freezes one vacant Office Associate II position.

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**Buildings and Grounds Operations 0080**

Initiative: Reduces funding by managing materials and supplies expenses within available resources. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 18                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other	(\$280,000)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$280,000)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This reduces funding by managing materials and supplies expenses within available resources.

**Buildings and Grounds Operations 0080**

Initiative: Reduces funding to align with projected actual expenses for electricity costs. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 19                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$132,000)	\$0	\$0
GENERAL FUND TOTAL	(\$132,000)	\$0	\$0

**Justification:**

This Initiative reduces funding to align with projected actual expenses for electricity costs.

**Buildings and Grounds Operations 0080**

Initiative: Reduces funding to align with projected actual expenses for fuel costs. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 20                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$113,000)	\$0	\$0
GENERAL FUND TOTAL	(\$113,000)	\$0	\$0

**Justification:**

This Initiative reduces funding to align with projected actual expenses for fuel costs.

**Bureau of General Services - Capital Construction and Improvement Reserve Fund 0883**

Initiative: Reduces funding by deferring planned capital construction and improvements. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 30                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$31,060)	\$0	\$0

GENERAL FUND TOTAL

(\$31,060) \$0 \$0

**Justification:**

This reduces funding by deferring planned capital construction and improvements.

**Bureau of General Services - Capital Construction and Improvement Reserve Fund 0883**

Initiative: Provides funding for capital repair and construction at state facilities. Funds appropriated for this purpose do not lapse but must be carried forward in the next fiscal year for the same purpose.

Ref. #: 31                      One Time                      Committee Vote: IN as amended(11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
Capital Expenditures	\$2,000,000	\$0	\$0
GENERAL FUND TOTAL	\$2,000,000	\$0	\$0

**Justification:**

Public Law 2015, chapter 267, Part L-8 amended the statute which prioritized year end transfers of excess General Fund revenues eliminating the transfer to the Capital Construction and Improvements Reserve Fund. Prior to this law, at each year end following the transfers to the State Contingent Account, the Loan Insurance Reserve, and transfers pursuant to 5 MRSA section 1522, 10% of the remaining excess revenues were transferred to the Capital Construction and Improvements Reserve Fund. These funds were used to support necessary projects and improvements related to state owned properties. An appropriation of \$3,000,000 was included both 2015-16 and 2016-17 in the Capital Expenditures line category. These funds were not appropriated beyond fiscal year 2017.

**Capital Construction/Repairs/Improvements - Administration 0059**

Initiative: Reduces funding by deferring planned capital construction and repairs. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 16                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$85,150)	\$0	\$0
GENERAL FUND TOTAL	(\$85,150)	\$0	\$0

**Justification:**

This reduces funding by deferring planned capital construction and repairs.

**Central Administrative Applications Z234**

Initiative: Provides funding to support the implementation and ongoing maintenance costs associated with the new human resources management system.

Ref. #: 43                      One Time                      Committee Vote: IN (9-1)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	\$4,695,000	\$0	\$0
GENERAL FUND TOTAL	<u>\$4,695,000</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

The funding is necessary to complete implementation of the Human Resources Management System, Workday; planned utilization in fiscal year 2021-22, resulting in the phase out and sunseting of several legacy systems.

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**Debt Service - Government Facilities Authority 0893**

Initiative: Reduces funding to align with projected actual expenses for debt service. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 33                      One Time                      Committee Vote: IN (10-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$1,231,849)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$1,231,849)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This initiative reduces funding to align with projected actual expenses for debt service.

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**Information Services 0155**

Initiative: Reduces funding to align with projected actual expenses for debt service. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 24                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$1,284,432)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$1,284,432)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This Initiative reduces funding to align with projected actual expenses for debt service.

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**Office of the Commissioner - Administrative and Financial Services 0718**

Initiative: Reduces funding to align with projected actual expenses for travel. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 28                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$600)	\$0	\$0
GENERAL FUND TOTAL	(\$600)	\$0	\$0

**Justification:**

This initiative reduces funding to align with projected actual expenses for travel.

**State Controller - Office of the 0056**

Initiative: Reduces funding by managing position vacancies within available resources. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 14                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	(\$91,000)	\$0	\$0
GENERAL FUND TOTAL	(\$91,000)	\$0	\$0

**Justification:**

This is a one-time adjustment to personal services in FY21 by holding three positions vacant. No adverse impact expected.

**Statewide Radio Network System 0112**

Initiative: Reduces funding to align with projected actual expenses for debt service. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 22                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$2,275,421)	\$0	\$0
GENERAL FUND TOTAL	(\$2,275,421)	\$0	\$0

**Justification:**

This Initiative reduces funding to align with projected actual expenses for debt service.

**ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF**

<b>DEPARTMENT TOTALS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>GENERAL FUND</b>	<b>\$1,075,171</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<b>\$1,075,171</b>	<b>\$0</b>	<b>\$0</b>

**Sec. A-5. Appropriations and allocations.**

The following appropriations and allocations are made.

**AUDITOR, OFFICE OF THE STATE**

**Audit Bureau 0067**

Initiative: Reduces funding by managing position vacancies within available resources. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 86                      One Time                      Committee Vote: IN (10-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	(\$34,854)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$34,854)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This initiative freezes one Information Technology Audit Manager position vacant until October 1, 2020. Hiring plans for this position were delayed until the commencement of the audit cycle when it becomes critical to fill this position.

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**AUDITOR, OFFICE OF THE STATE**

<b>DEPARTMENT TOTALS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>GENERAL FUND</b>	(\$34,854)	\$0	\$0
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<u>(\$34,854)</u>	<u>\$0</u>	<u>\$0</u>

**Sec. A-15. Appropriations and allocations.**

The following appropriations and allocations are made.

**EXECUTIVE DEPARTMENT**

**Blaine House 0072**

Initiative: Reduces funding by managing vacancies. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 208                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	(\$98,854)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$98,854)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

Freezes one vacant position until from 7/01/2020 to 9/19/2020.

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**Office of Policy Innovation and the Future Z135**

Initiative: Reduces funding by freezing one vacant Public Service Manager II position. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 214                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Personal Services	(\$133,901)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$133,901)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

Freezes one vacant Public Service Manager II position.

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**Office of Policy Innovation and the Future Z135**

Initiative: Reduces funding by managing contracted services. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 215                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other	(\$683)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	<u>(\$683)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This will reduce funding by managing contracted services.

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**EXECUTIVE DEPARTMENT**

<b>DEPARTMENT TOTALS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>GENERAL FUND</b>	<b>(\$233,438)</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	<b>(\$233,438)</b>	<b>\$0</b>	<b>\$0</b>

Sec. A-29. Appropriations and allocations. The following appropriations and allocations are made.

SECRETARY OF STATE, DEPARTMENT OF

Administration - Archives 0050

Initiative: Reduces funding one time to reflect projected actual expenses for map cases and racks. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 519                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
Capital Expenditures	(\$90,969)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$90,969)</u>	<u>\$0</u>	<u>\$0</u>

Justification:

Archives is moving to another building temporarily during the remediation of the Cultural Building and these map cases are not needed at this time.

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Administration - Archives 0050

Initiative: Reduces funding one time by managing rent expenses within available resources. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 520                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$58,000)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$58,000)</u>	<u>\$0</u>	<u>\$0</u>

Justification:

Minimal impact expected.

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Administration - Archives 0050

Initiative: Reduces funding one time by deferring planned contractors for the digital archive scanning project. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 521                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$30,000)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$30,000)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

One of the contractor positions is being discontinued effective October 1, 2020.

**Administration - Archives 0050**

Initiative: Reduces funding one time to align appropriations with projected actual expenses for state vehicle operations. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 522                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$6,000)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$6,000)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

Less mileage is expected based on current operations.

**Administration - Archives 0050**

Initiative: Reduces funding one time to align appropriations with projected actual expenses for out-of-state travel. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 523                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$3,000)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$3,000)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

The pandemic has resulted in fewer out-of-state trips being needed.

**Administration - Archives 0050**

Initiative: Reduces funding one time by managing staff training expenses within available resources. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 524                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
All Other	(\$2,000)	\$0	\$0

GENERAL FUND TOTAL

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(\$2,000)                      \$0                      \$0

**Justification:**

Employee training is reduced based on available resources.

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**Bureau of Administrative Services and Corporations 0692**

Initiative: Reduces funding by freezing one vacant Elections Coordinator position and one vacant Customer Representative Specialist - Elections position for the remainder of fiscal year 2020-21. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 526                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

GENERAL FUND	2020-21	2021-22	2022-23
Personal Services	(\$123,687)	\$0	\$0
GENERAL FUND TOTAL	<u>(\$123,687)</u>	<u>\$0</u>	<u>\$0</u>

**Justification:**

This initiative freezes an Elections Coordinator position for a full year and a Customer Representative Specialist - Elections position for 10 months (vacant 9/1/2020).

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**SECRETARY OF STATE, DEPARTMENT OF**

DEPARTMENT TOTALS	2020-21	2021-22	2022-23
GENERAL FUND	(\$313,656)	\$0	\$0
DEPARTMENT TOTAL - ALL FUNDS	<u>(\$313,656)</u>	<u>\$0</u>	<u>\$0</u>

**Sec. A-30. Appropriations and allocations.** The following appropriations and allocations are made.

**TREASURER OF STATE, OFFICE OF**

**Administration - Treasury 0022**

Initiative: Reduces funding to align with projected actual expenses for banking contract services. This initiative relates to the curtailments ordered in Financial Order 001152 F1.

Ref. #: 536                      One Time                      Committee Vote: IN (11-0)                      AFA Vote: \_\_\_\_\_

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
All Other	(\$218,934)	\$0	\$0
<b>GENERAL FUND TOTAL</b>	(\$218,934)	\$0	\$0

**Justification:**

These are savings from banking fees for maintaining higher compensating account balances.

**TREASURER OF STATE, OFFICE OF**

<b>DEPARTMENT TOTALS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>GENERAL FUND</b>	(\$218,934)	\$0	\$0
<b>DEPARTMENT TOTAL - ALL FUNDS</b>	(\$218,934)	\$0	\$0



## **PART J**

**Sec. J-1. Department of Administrative and Financial Services; lease-purchase authorization.** Pursuant to the Maine Revised Statutes, Title 5, section 1587, the Department of Administrative and Financial Services, in cooperation with the Treasurer of State, may enter into financing agreements in fiscal years 2020-21, 2021-22 and 2022-23 for the acquisition, licensing, installation, implementation, maintenance and support of computer hardware, software and other systems development of a human resources and payroll system within the Central Administrative Applications account. The financing agreements entered into in each fiscal year may not exceed \$8,000,000 in principal costs, and a financing agreement may not exceed 7 years in duration. The interest rate may not exceed 5%. The annual principal and interest costs must be paid from the appropriate line category allocations in the Central Administrative Applications account.

## **PART J SUMMARY**

This Part authorizes the Department of Administrative and Financial Services to enter into financing arrangements in fiscal years 2020-2021, 2021-22 and 2022-23 for the acquisition, licensing, installation, implementation, maintenance and support of computer hardware, software and other systems development of a human resources and payroll system within the Central Administrative Applications account.