



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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MLC

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
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March 30, 2023

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, I, authorize the Department of Administrative Services to transfer funds in the amount of \$340,000 to cover anticipated shortfalls in maintaining court facilities, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2023, and further authorize the funds to be allocated as shown below.

Funding Source: 96% Transfer Other Agencies, 4% Agency Income

01-014-014-141510-20450000 **Bureau of Court Facilities**

Class	Description	FY23 Current Modified	Requested Action	FY23 Adjusted Budget
001-484902	Transfer from Other Agency	\$10,247,641	\$0	\$10,247,641
009-406918	Rents And Leases	\$386,934	\$0	\$386,934
	TOTAL REVENUE	\$10,634,575	\$0	\$10,634,575

Class	Description	FY23 Current Modified	Requested Action	FY23 Adjusted Budget
010-500100	Personal Services Permanent	\$1,223,690		\$1,223,690
011-500126	Personal Services Unclassified	\$95,982		\$95,982
018-500106	Overtime	\$102,610		\$102,610
020-500200	Current Expenses	\$198,495		\$198,495
022-500248	Rents-Leases Other Than State	\$4,138,567	(\$240,000)	\$3,898,567
023-500291	Heat Electricity Water	\$1,852,953		\$1,852,953
030-500300	Equipment New Replacement	\$31,953		\$31,953
039-500188	Telecommunications	\$73,812		\$73,812
047-500240	Own Forces Maint Build-Grn	\$5,069		\$5,069
048-500226	Contractual Maint Build-Grn	\$1,282,315	\$300,000	\$1,582,315
050-500109	Personal Serv-Temp PT	\$543,625	(\$100,000)	\$443,625
060-500602	Benefits	\$803,810		\$803,810
070-500704	In-State Travel	\$10,000		\$10,000
103-500735	Contracts – Program Services	\$264,812	\$40,000	\$304,812
211-500757	Catastrophic Casualty Ins	\$6,882		\$6,882
	TOTAL EXPENSES	\$10,634,575	\$0	\$10,634,575

EXPLANATION

The Department of Administrative Services is requesting authorization to transfer funds between various class lines in order to address anticipated shortfalls to effectively manage and maintain the State's court facilities. Funds are available from expected savings within the Department.

The following appropriation adjustments are being requested:

Class 22 - 500248 Rents - Leases Other than State - rent arrangements are lower than originally budgeted and are available to cover anticipated shortfalls due to substantial increases in janitorial contracts.

Class 48 - 500226 Contract Maintenance - additional appropriations are needed to cover contract

maintenance for the cost of a new janitorial contract, inflationary increases in existing janitorial contracts, and increases in maintenance projects.

Class 50 - 500109 Personal Service Temp – due to a dramatic shift from part time cleaners to janitorial contracts for leased buildings, additional funds are needed to cover those contracts.

Class 103 – 500735 Contracts for Op Services – initial contracted vendors backed out of contracts due to labor shortage which resulted in the rebidding of two locations and these contracts had substantial price increases.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

- 1) Does the transfer involve continuing programs or one-time projects? While specific projects may differ each fiscal year, there is continued on-going maintenance needed at the court facilities.
- 2) Is this transfer required to maintain existing program level or will it increase the program level? The transfer will maintain the existing program level.
- 3) Cite any requirements which make this program mandatory. HB1 Operating Budget for FY22-23, provided funding for the maintenance of court facilities.
- 4) Identify the source of the funds on all accounts listed on this transfer. 96% Transfer Other Agencies, 4% Agency Income, Administrative Office of the Courts.
- 5) Will there be any effect on revenue if this transfer is approved or disapproved? No effect.
- 6) Are funds expected to lapse if this transfer is not approved? Unexpended funds in this account will lapse at the end of the fiscal year.
- 7) Are personnel services involved? No.

I respectfully recommend approval of this item.

Respectfully submitted,



FOR Charles M. Arlinghaus,
Commissioner
Department of Administrative Services