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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

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Charles M. Arlinghaus
Commissioner

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July 17, 2024

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court

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

REQUESTED ACTION

Pursuant to RSA 9:16-a, II, authorize the Department of Administrative Services (DAS) to transfer funds in the amount of \$1,838,351 between accounting units, and create new expense class codes to facilitate various projected operational costs resulting from occupancy of the Granite Place building by the Department of Justice (DOJ), the Department of Agriculture (DOA) and the Judicial Council, effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025.
Source of Funds: 24% General Funds, 76% Transfer from Other Agencies

Funds to be budgeted as follows:

01-014-014-141510-20980000 Dept. of Justice Building

Class	Account	Class Description	FY25 Current Modified	General Fund Transfer	Transfers From Other Agency	FY25 Revised Budget
001	482814-69	TRANSFERS FROM OTHER AGENCY	72,754		(72,754)	-
		GENERAL FUNDS	444,690	(444,690)		-
		TOTAL REVENUE	\$517,444	(\$444,690)	(\$72,754)	\$0
020	500200	CURRENT EXPENSES	13,797	(11,857)	(1,940)	-
023	500291	HEAT ELECTRICITY WATER	149,325	(128,330)	(20,995)	-
029	500290	INTRA-AGENCY TRANSFERS	216,691	(186,223)	(30,468)	-
039	500188	TELECOMMUNICATIONS	503	(432)	(71)	-
047	500240	OWN FORCES MAINT BUILD-GRN	4,678	(4,020)	(658)	-
048	500226	CONTRACTUAL MAINT BUILD-GRN	79,824	(68,601)	(11,223)	-
050	500109	PERSONAL SERVICE TEMP APPOI	35,619	(30,611)	(5,008)	-
060	500602	BENEFITS	2,793	(2,400)	(393)	-
103	500735	CONTRACTS FOR OP SERVICES	14,214	(12,216)	(1,998)	-
		TOTAL EXPENSE	\$517,444	(\$444,690)	(\$72,754)	\$0

01-014-014-141510-21490000 Granite Place

Class	Account	Class Description	FY25 Current Modified	General Fund Transfer	Transfers From Other Agency	FY25 Revised Budget
001	482820-69	TRANSFERS FROM OTHER AGENCY	1,149,259		72,754	1,222,013
004	408189-68	INTRA AGENCY TRANSFERS	604,871			604,871
009	403596-22	AGENCY INCOME	10,961			10,961
		GENERAL FUNDS		444,690		444,690
		TOTAL REVENUE	\$1,765,091	\$444,690	\$72,754	\$2,282,535
010	500100	PERSONAL SERVICES PERM CLAS	48,870	-	14,000	62,870
020	500200	CURRENT EXPENSES	2,403	10,138	21,659	34,200
022	500248	RENTS-LEASES OTHER THAN STA	1,430,906	1	(1,320,907)	110,000
023	500291	HEAT ELECTRICITY WATER	142,976	128,329	270,996	542,301
029	500290	INTRA-AGENCY TRANSFERS		186,223	731,874	918,097
039	500188	TELECOMMUNICATIONS		2,151	852	3,003
047	500240	OWN FORCES MAINT BUILD-GRN	2,500	4,020	100,658	107,178
048	500226	CONTRACTUAL MAINT BUILD-GRN	42,048	68,600	146,224	256,872
050	500109	PERSONAL SERVICE TEMP APPOI	32,179	30,611	5,008	67,798
060	500602	BENEFITS	35,451	2,400	30,393	68,244
103	500735	CONTRACTS FOR OP SERVICES	27,758	12,215	71,999	111,972
		TOTAL EXPENSE	\$1,765,091	\$444,690	\$72,754	\$2,282,535

EXPLANATION

The Department of Administrative Services is requesting authorization to transfer funds from AU2098000, Department of Justice Building to address space reassignment of the Department of Justice. The transfer of funds is a result of the Department of Justice’s relocation from 33 Capitol Street to 1 Granite Place. The following appropriation adjustments are being requested in AU21490000:

Class 010 - 500100 Personal Services Perm Class - additional appropriations are needed to cover the cost of payroll paid to staff now assigned to this building.

Class 020 - 500200 Current Expenses - additional appropriations are needed to cover expenses for the remainder of FY25.

Class 023 - 500291 Heat Electricity Water - additional appropriations are needed to cover increased utility expenses now that occupancy levels within the building have increased.

Class 029 - 500290 Intra-Agency Transfers - the creation of this class line is necessary for funding of the Central Facilities Expense (CFE) accounting unit. The CFE was created in the FY24-25 budget to account for shared administrative and maintenance costs that are then allocated internally to the buildings managed by the Department. The class 029 was budgeted in the former DOJ building account but was inadvertently omitted in the Granite Place account.

Class 039 - 500188 Telecommunications - the creation of this class line is needed to cover new phone and computer lines.

Class 47 - 500240 Own Forces Maint Build-Grn - the creation of this class line will allow staff to perform recurring maintenance work on the building and grounds as necessary.

Class 48 - 500226 Contract Maintenance - additional appropriations are needed to cover contract maintenance costs for new contracts and maintenance projects throughout the remainder of FY25.

Class 50 - 500109 Personal Service Temp - additional appropriations are needed to cover the cost of existing janitorial staff now assigned to the building.

Class 60 - 500602 Benefits - additional appropriations are needed to cover the cost of benefits paid to staff now assigned to this building.

Class 103 - 500735 Contracts for Op Services - this location has been added to existing contracts and appropriations are needed for increased contractual expenses throughout FY25.

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 staffing and on-going maintenance costs expected in operating the building.
- 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. In accordance with RSA 21-1: 12, 11, B, the Department of Administrative Services (DAS), Division of Plant and Property Management is responsible to "provide for the general maintenance of state-owned buildings and grounds, except as otherwise provided by law."
- 4) Identify the source of the funds on all accounts listed on this transfer. The percentages are per the enacted operating budget. AU2098: 86% General Funds, 14% Transfer from Other Agencies, AU2149: 100% Transfer from Other Agencies.
- 5) Will there be any effect on revenue if this transfer is approved or disapproved? The revenue budgeted will not be available which results in the need to transfer general funds to offset the shortfall.
- 6) Are funds expected to lapse if this transfer is not approved? Unexpended funds in class 023, 047 and 048 will lapse at the end of the fiscal year 06/30/2025.
- 7) Are personnel services involved? Yes, as funding is necessary to support existing part-time positions through the remainder of the fiscal year.

I respectfully recommend approval of this item.

Respectfully submitted,

She L. Rodie
FOR

Charles M. Arlinghaus,
Commissioner

Department of Administrative Services