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State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
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August 2, 2019

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, NH 03301

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

**REQUESTED ACTION**

Pursuant to the provisions of Chapter 145, subparagraph I, (a), Laws of 2019, the Department of Administrative Services, requests authorization to exceed the 3/12 limitation of said resolution for the accounts listed on the attached analysis, in the total amount of **\$173,606**, to the extent shown as projected deficits for the period of Fiscal Committee and Governor and Council approval through September 30, 2019. **52.2 % General funds, 47.8% Other Funds**

**OVERTIME - 100% General Fund**

| Account                  | Bureau/Division               | Class | Cont. Res. Budget | Estimated Expenditures | This Request - Projected Deficit |
|--------------------------|-------------------------------|-------|-------------------|------------------------|----------------------------------|
| 01-14-14-141510-29500000 | GENERAL SERVICES MAINT & GRND | 018   | 14,018            | 16,800                 | (2,782)                          |
| 01-14-14-141710-51140000 | PURCHASING ADMINISTRATION     | 018   | 50                | 1,200                  | (1,150)                          |
| 01-14-14-142010-13700000 | FINANCIAL DATA MANAGEMENT     | 018   | 12,500            | 22,300                 | (9,800)                          |
|                          | <b>General Funding</b>        |       | <b>\$ 26,568</b>  | <b>\$ 40,300</b>       | <b>\$ (13,732)</b>               |

**OVERTIME - Mixed or Other Funding**

| Account                  | Bureau/Division                   | Class | Cont. Res. Budget | Estimated Expenditures | This Request - Projected Deficit |
|--------------------------|-----------------------------------|-------|-------------------|------------------------|----------------------------------|
| 01-14-14-141510-20300000 | DES/HHS BLDG 27-29 HZN DR         | 018   | 5,632             | 6,800                  | (1,168)                          |
| 01-14-14-141510-20420000 | FACILITIES - ASSETS MANAGEMEN     | 018   | 18,000            | 19,600                 | (1,600)                          |
| 01-14-14-141510-20940000 | WALKER BUILDING                   | 018   | 3,423             | 6,100                  | (2,677)                          |
| 01-14-14-141510-20970000 | SPAULDING HALL                    | 018   | 1,883             | 2,500                  | (617)                            |
| 01-14-14-141510-21670000 | CLAREMONT NH (OLD MILL)           | 018   | 570               | 1,700                  | (1,130)                          |
| 01-14-14-141910-51410000 | PUBLIC WORKS DESIGN & CONSTRC (G) | 018   | 1,875             | 5,025                  | (3,150)                          |
|                          | PUBLIC WORKS DESIGN & CONSTRC (O) | 018   | 625               | 1,675                  | (1,050)                          |
|                          | <b>General Funding</b>            |       | <b>\$ 1,875</b>   | <b>\$ 5,025</b>        | <b>\$ (3,150)</b>                |
|                          | <b>Other Funding</b>              |       | <b>\$ 30,133</b>  | <b>\$ 38,375</b>       | <b>\$ (8,242)</b>                |

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August 2, 2019

Page 2 of 4

**PERSONAL SERVICE TEMP - 100% General Fund**

| Account                  | Bureau/Division               | Class | Cont. Res.<br>Budget | Estimated<br>Expenditures | This Request -<br>Projected Deficit |
|--------------------------|-------------------------------|-------|----------------------|---------------------------|-------------------------------------|
| 01-14-14-140010-86230000 | OFFICE OF COST CONTAINMENT    | 050   | 28,324               | 31,580                    | (3,256)                             |
| 01-14-14-141010-10490000 | PERSONNEL BOARD OF APPEALS    | 050   | 4,809                | 13,900                    | (9,091)                             |
| 01-14-14-141510-29500000 | GENERAL SERVICES MAINT & GRND | 050   | 71,525               | 88,700                    | (17,175)                            |
| 01-14-14-141510-59680000 | LACONIA COTTAGES (LRC)        | 050   | 5,123                | 6,400                     | (1,277)                             |
| <b>General Funding</b>   |                               |       | <b>\$ 109,781</b>    | <b>\$ 140,580</b>         | <b>\$ (30,799)</b>                  |

**PERSONAL SERVICE TEMP - Mixed or Other Funding**

| Account                  | Bureau/Division                   | Class | Cont. Res.<br>Budget | Estimated<br>Expenditures | This Request -<br>Projected Deficit |
|--------------------------|-----------------------------------|-------|----------------------|---------------------------|-------------------------------------|
| 01-14-14-141510-20420000 | FACILITIES - ASSETS MANAGEMEN     | 050   | 87,112               | 116,961                   | (29,849)                            |
| 01-14-14-141510-20450000 | BUREAU OF COURT FACILITIES        | 050   | 116,811              | 134,833                   | (18,022)                            |
| 01-14-14-141510-20810000 | EMERGENCY OPERATIONS CENTER       | 050   | 7,843                | 11,000                    | (3,157)                             |
| 01-14-14-141510-20950000 | LONDERGAN HALL                    | 050   | 8,695                | 10,500                    | (1,805)                             |
| 01-14-14-141510-21670000 | CLAREMONT NH (OLD MILL)           | 050   | 4,099                | 4,200                     | (101)                               |
| 01-14-14-141510-59660000 | ANNA PHILBROOK CENTER             | 050   | 8,789                | 10,300                    | (1,511)                             |
| 01-14-14-141510-80500000 | CENTRALIZED MAIL DISTRIBUTION     | 050   | 10,210               | 11,300                    | (1,090)                             |
| 01-14-14-141710-51270000 | PHOTOCOPY OPERATIONS              | 050   | 2,596                | 4,200                     | (1,604)                             |
| 01-14-14-141710-51290000 | SURPLUS FOOD                      | 050   | 10,121               | 10,600                    | (479)                               |
| 01-14-14-141910-51410000 | PUBLIC WORKS DESIGN & CONSTRC (G) | 050   | 24,439               | 61,622                    | (37,183)                            |
|                          | PUBLIC WORKS DESIGN & CONSTRC (O) | 050   | 8,146                | 20,541                    | (12,395)                            |
| <b>General Funding</b>   |                                   |       | <b>\$ 24,439</b>     | <b>\$ 61,622</b>          | <b>\$ (37,183)</b>                  |
| <b>Other Funding</b>     |                                   |       | <b>\$ 264,422</b>    | <b>\$ 334,435</b>         | <b>\$ (70,013)</b>                  |

**BENEFITS - 100% General Fund**

| Account                  | Bureau/Division               | Cls | Cont. Res.<br>Budget | Estimated<br>Expenditures | This<br>Request -<br>Projected<br>Deficit | Full Time<br>Projected<br>Deficit | Total<br>Projected<br>Deficit |
|--------------------------|-------------------------------|-----|----------------------|---------------------------|---|-----------------------------------|-------------------------------|
| 01-14-14-141010-10440000 | PERSONNEL ADMIN - SUPPORT     | 060 | 156,469              | 166,800                   | -   | (10,331)                          | (10,331)                      |
| 01-14-14-141010-10490000 | PERSONNEL BOARD OF APPEALS    | 060 | 368                  | 1,300                     | (695)                                     | (237)                             | (932)                         |
| 01-14-14-140010-13600000 | BUSINESS OFFICE               | 060 | 32,847               | 34,100                    | -   | (1,253)                           | (1,253)                       |
| 01-14-14-142010-13700000 | FINANCIAL DATA MANAGEMENT     | 060 | 255,871              | 268,300                   | (1,919)                                   | (10,510)                          | (12,429)                      |
| 01-14-14-141510-14110000 | BUREAU OF PLANNING - MGMT     | 060 | 6,214                | 11,900                    | -   | (5,686)                           | (5,686)                       |
| 01-14-14-141510-14400000 | PLANT - PROPERTY ADMINISTRATN | 060 | 45,954               | 47,000                    | -   | (1,046)                           | (1,046)                       |
| 01-14-14-141010-14420000 | BUR OF EMPLOYEE RELATIONS     | 060 | 12,476               | 13,600                    | -   | (1,124)                           | (1,124)                       |
| 01-14-14-140010-25560000 | OFFICE OF THE CHILD ADVOCATE  | 060 | 24,739               | 29,600                    | -   | (4,861)                           | (4,861)                       |
| 01-14-14-140010-41020000 | PROJECT MGT, INNOV, OP ANALYS | 060 | 17,801               | 29,100                    | -   | (11,299)                          | (11,299)                      |
| 01-14-14-141710-51180000 | FIXED & MOBILE ASSETS         | 060 | 38,831               | 40,400                    | -   | (1,569)                           | (1,569)                       |

|                          |                            |     |                   |                   |                   |                   |                   |
|--------------------------|----------------------------|-----|-------------------|-------------------|-------------------|-------------------|-------------------|
| 01-14-14-141510-59680000 | LACONIA COTTAGES (LRC)     | 060 | 403               | 500               | (97)              | -                 | (97)              |
| 01-14-14-140010-86230000 | OFFICE OF COST CONTAINMENT | 060 | 32,878            | 44,583            | (249)             | (11,456)          | (11,705)          |
| <b>General Funding</b>   |                            |     | <b>\$ 624,851</b> | <b>\$ 687,183</b> | <b>\$ (2,960)</b> | <b>\$(59,372)</b> | <b>\$(62,332)</b> |

**BENEFITS - Mixed or Other Funding**

| Account                  | Bureau/Division                   | Cls | Cont. Res.<br>Budget | Estimated<br>Expenditures | This<br>Request -<br>Projected<br>Deficit | Full Time<br>Projected<br>Deficit | Total<br>Projected<br>Deficit |
|--------------------------|-----------------------------------|-----|----------------------|---------------------------|---|-----------------------------------|-------------------------------|
| 01-14-14-141510-20420000 | FACILITIES - ASSETS MANAGEMEN     | 060 | 169,171              | 176,358                   | (2,597)                                   | (4,590)                           | (7,187)                       |
| 01-14-14-141510-20810000 | EMERGENCY OPERATIONS CENTER       | 060 | 15,455               | 16,100                    | (242)                                     | (403)                             | (645)                         |
| 01-14-14-141510-20940000 | WALKER BUILDING                   | 060 | 32,100               | 39,300                    | (524)                                     | (6,676)                           | (7,200)                       |
| 01-14-14-141510-20950000 | LONDERGAN HALL                    | 060 | 11,811               | 12,100                    | (138)                                     | (151)                             | (289)                         |
| 01-14-14-141510-20960000 | JOHNSON HALL                      | 060 | 9,643                | 9,800                     | -   | (157)                             | (157)                         |
| 01-14-14-141510-21670000 | CLAREMONT NH (OLD-MILL)           | 060 | 14,041               | 17,300                    | (229)                                     | (3,030)                           | (3,259)                       |
| 01-14-14-141710-51290000 | SURPLUS FOOD                      | 060 | 29,860               | 31,100                    | (37)                                      | (1,203)                           | (1,240)                       |
| 01-14-14-141510-80500000 | CENTRALIZED MAIL DISTRIBUTION     | 060 | 17,832               | 19,000                    | (83)                                      | (1,085)                           | (1,168)                       |
| 01-14-14-141910-51410000 | PUBLIC WORKS DESIGN & CONSTRC (G) | 060 | 160,976              | 163,734                   | (2,758)                                   | -                                 | (2,758)                       |
|                          | PUBLIC WORKS DESIGN & CONSTRC (O) | 060 | 53,659               | 54,578                    | (919)                                     | -                                 | (919)                         |
| <b>General Funding</b>   |                                   |     | <b>\$ 160,976</b>    | <b>\$ 163,734</b>         | <b>\$ (2,758)</b>                         | <b>\$ -</b>                       | <b>\$(2,758)</b>              |
| <b>Other Funding</b>     |                                   |     | <b>\$ 353,572</b>    | <b>\$ 375,636</b>         | <b>\$ (4,769)</b>                         | <b>\$(17,295)</b>                 | <b>\$(22,064)</b>             |
| <b>General Funding</b>   |                                   |     | <b>\$ 948,490</b>    | <b>\$ 1,098,444</b>       | <b>\$(90,582)</b>                         | <b>\$(59,372)</b>                 | <b>\$(149,954)</b>            |
| <b>Other Funding</b>     |                                   |     | <b>\$ 648,127</b>    | <b>\$ 748,446</b>         | <b>\$(83,024)</b>                         | <b>\$(17,295)</b>                 | <b>\$(100,319)</b>            |
| <b>Total by Funding</b>  |                                   |     | <b>\$ 1,596,617</b>  | <b>\$ 1,846,890</b>       | <b>\$(173,606)</b>                        | <b>\$(76,667)</b>                 | <b>\$(250,273)</b>            |

**EXPLANATION**

The Department of Administrative Services (DAS) respectfully requests that above expenditure classes in specific accounting units be increased for the amounts noted, in excess of the 3/12 limitation established pursuant to Chapter 145, subparagraph I, (a), Laws of 2019.

The deficits projected through the end of the continuing resolution, September 30, 2019, are the result of anticipated payroll and benefit obligations, which will exceed the 25% level of funding for FY 2019, as reflected in the DAS agency budget request for the FY 2020-2021 biennium.

The primary driver for the shortfalls expected in the payroll and benefit line, is the timing of the State's bi-weekly payroll processing schedule that places 7 pay periods in the 3 month span of the Continuing Resolution. (This seventh payroll is one of two extra monthly pay periods of our annual 26 pay period cycle, which places three FY 2020 payrolls in the months of August and January 2020.)

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 9:16-a, "if authorized", RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA

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Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

August 2, 2019

Page 4 of 4

**124:15, "Positions Authorized", or both, and all emergency requests pursuant to " Chapter 145, subparagraph I, (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire":**

- 1. Is the action required of this request a result of the Continuing Resolution for FY 2020?** Yes, this request is a result of the Continuing Resolution. This action would not have been requested if the FY 2020-2021 Operating Budget proposal had been approved.
- 2. If this request is retroactive what is the significance and importance of the action being effective from an earlier date?** This request is not retroactive.
- 3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)** This request is not related to prior Fiscal Committee and/or Governor and Council action.
- 4. Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?** Funding was requested and authorized in the FY 2018-2019 enacted budget for these expenditure lines. Operational needs during the year necessitated transfers to augment the levels approved in the FY 2019 Budget. The new expenditure level for each class was requested in the FY2020-2021 Budget.
- 5. Is this program in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?** The total funding needs to support these needs were requested and included in the FY 2020-2021 Operating Budget proposal currently pending.
- 6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)** This request is the result of the need for additional funding to support filled position costs associated with the seven pay periods of the Continuing-Resolution and other expected payroll anomalies, which occur annually.
- 7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?** The State is obligated to make payment to individuals for the work that they perform on our behalf. The denial of the request would necessitate that DAS return to Fiscal Committee with a transfer request compiled from any allowable expenditure class line with identical funding to mitigate the anticipated shortfalls in these salary and benefit lines.

Respectfully submitted,

  
Charles M. Arlinghaus  
Commissioner