



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

FIS 14 002 *65 Bo*



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

January 2, 2014
Project Development Division

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

[Signature]
Approved by Fiscal Committee *2/14/14*
Date

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 144:95, Laws of 2013, authorize the Department of Transportation to transfer \$85,000 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014 and to transfer \$85,000 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

	FY2014			FY2015		
	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
04-096-096-962015-3021						
Transportation Planning Bureau						
Expenses:						
010 500100 Personal Services – Perm	\$1,646,474	\$0	\$1,646,474	\$1,671,794	\$0	\$1,671,794
018 500106 Overtime	45,000	0	45,000	45,000	0	45,000
020 500200 Current Expense	12,300	0	12,300	12,300	0	12,300
022 500255 Rents-Leases Other than State	2,532	0	2,532	1,500	0	1,500
038 500175 Technology - Software	9,000	85,000	94,000	500	85,000	85,500
039 500180 Telecommunications	10,500	0	10,500	11,500	0	11,500
060 500601 Benefits	887,732	0	887,732	936,144	0	936,144
070 500704 In-State Travel Reimbursement	300	0	300	300	0	300
Total	\$2,613,838	\$85,000	\$2,698,838	\$2,679,038	\$85,000	\$2,764,038

Source of Funds						
Revenue:						
000-409151 Federal Funds	\$835,574	\$0	\$835,574	\$835,593	\$0	\$835,593
009-405698 Agency Income	57,222	0	57,222	57,222	0	57,222
009-405699 Agency Income	211,375	0	211,375	211,485	0	211,485
000-000015 Highway Funds	1,509,667	85,000	1,594,667	1,574,738	85,000	1,659,738
Total	\$2,613,838	\$85,000	\$2,698,838	\$2,679,038	\$85,000	\$2,764,038

	FY2014			FY2015		
04-096-096-960515-3007	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
Highway Maintenance Bureau						
Expenses:						
010 500100 Personal Services – Perm	\$24,059,229	\$0	\$24,059,229	\$25,083,933	\$0	\$25,083,933
018 500106 Overtime	519,610	0	519,610	535,198	0	535,198
019 500105 Holiday Pay	8,629	0	8,629	8,888	0	8,888
020 500200 Current Expense	4,253,855	(20,000)	4,233,855	3,886,383	(20,000)	3,866,383
022 500255 Rents-Leases Other than State	3,588,280	0	3,588,280	3,694,554	0	3,694,554
023 500291 Heat Electricity Water	892,395	0	892,395	819,167	0	819,167
024 500225 Maint Other than Build-Grn	176,912	0	176,912	177,610	0	177,610
030 500301 Equipment New Replacement	366,880	0	366,880	222,440	0	222,440
037 500174 Technology-Hardware	10,000	0	10,000	10,000	0	10,000
038 500175 Technology-Software	1,000	0	1,000	1,000	0	1,000
039 500180 Telecommunications	128,565	0	128,565	132,422	0	132,422
047 500240 Own Forces Maint Build-Grn	100,000	0	100,000	103,000	0	103,000
048 500226 Contractual Maint Build-Grn	90,325	0	90,325	84,050	0	84,050
050 500109 Personal Services – Temp	190,000	0	190,000	190,000	0	190,000
057 500535 Books Periodicals Subscription	2,500	0	2,500	0	0	0
060 500601 Benefits	17,109,941	0	17,109,941	18,612,616	0	18,612,616
066 500543 Employee Training	24,327	0	24,327	19,220	0	19,220
070 500704 In-State Travel Reimbursement	139,469	0	139,469	143,654	0	143,654
080 500710 Out of State Travel Reimbursement	8,600	0	8,600	9,100	0	9,100
103 500103 Contracts for Op Services	166,814	0	166,814	171,818	0	171,818
400 500870 Construction Repair Materials	14,215	0	14,215	14,244	0	14,244
406 500882 Environment Expense	950	0	950	950	0	950
Total	\$51,852,496	(\$20,000)	\$51,832,496	\$53,920,247	(\$20,000)	\$53,900,247

Source of Funds						
Revenue:						
004-403631 Intra Agency Transfers	\$45,000	\$0	\$45,000	\$50,000	\$0	\$50,000
009-405698 Agency Income	1,197,596	0	1,197,596	1,250,644	0	1,250,644
000-000015 Highway Funds	50,609,900	(20,000)	50,589,900	52,619,603	(20,000)	52,599,603
Total	\$51,852,496	(\$20,000)	\$51,832,496	\$53,920,247	(\$20,000)	\$53,900,247

	FY2014			FY2015		
	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
04-096-096-960515-2928						
Winter Maintenance						
Expenses:						
017 500147 FT Employees Special Pay	\$547,680	\$0	\$547,680	\$547,680	\$0	\$547,680
018 500106 Overtime	3,319,232	0	3,319,232	3,418,809	0	3,418,809
019 500105 Holiday Pay	32,145	0	32,145	33,109	0	33,109
020 500200 Current Expense	9,783,747	(20,000)	9,763,747	10,077,214	(20,000)	10,057,214
022 500255 Rents-Leases Other than State	6,518,073	0	6,518,073	6,723,615	0	6,723,615
023 500291 Heat Electricity Water	680,428	0	680,428	717,128	0	717,128
024 500225 Maint Other than Build-Grn	2,822	0	2,822	2,906	0	2,906
030 500301 Equipment New Replacement	80,000	0	80,000	80,000	0	80,000
039 500180 Telecommunications	90,000	0	90,000	92,700	0	92,700
047 500240 Own Forces Maint Build-Grn	10,000	0	10,000	10,300	0	10,300
048 500226 Contractual Maint Build-Grn	20,000	0	20,000	20,600	0	20,600
050 500109 Personal Services – Temp	150,000	0	150,000	150,000	0	150,000
060 500601 Benefits	780,718	0	780,718	800,921	0	800,921
070 500704 In-State Travel Reimbursement	125,839	0	125,839	129,614	0	129,614
103 500103 Contracts for Op Services	20,690	0	20,690	21,310	0	21,310
Total	\$22,161,374	(\$20,000)	\$22,141,374	\$22,825,906	(\$20,000)	\$22,805,906
Source of Funds						
Revenue:						
004-403631 Intra Agency Transfers	\$200,000	\$0	\$200,000	\$200,000	\$0	\$200,000
000-000015 Highway Funds	21,961,374	(20,000)	21,941,374	22,625,906	(20,000)	22,605,906
Total	\$22,161,374	(\$20,000)	\$22,141,374	\$22,825,906	(\$20,000)	\$22,805,906

		FY2014			FY2015	
04-096-096-960515-3009	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
Traffic Bureau						
Expenses:						
010 500100 Personal Services – Perm	\$2,730,953	\$0	\$2,730,953	\$2,839,728	\$0	\$2,839,728
017 500147 FT Employees Special Payments	4,198	0	4,198	4,199	0	4,199
018 500106 Overtime	310,000	0	310,000	310,000	0	310,000
019 500105 Holiday Pay	501	0	501	500	0	500
020 500200 Current Expense	4,188,975	(20,000)	4,168,975	4,413,400	(20,000)	4,393,400
022 500255 Rents-Leases Other than State	9,223	0	9,223	8,228	0	8,228
023 500291 Heat Electricity Water	275,940	0	275,940	292,900	0	292,900
024 500225 Maint Other than Build-Grn	56,700	0	56,700	59,000	0	59,000
030 500311 Equipment New Replacement	83,362	0	83,362	90,000	0	90,000
037 500174 Technology-Hardware	10,000	0	10,000	0	0	0
038 500175 Technology-Software	500	0	500	0	0	0
039 500180 Telecommunications	28,650	0	28,650	30,150	0	30,150
047 500240 Own Forces Maint Build-Grn	9,000	0	9,000	9,000	0	9,000
048 500226 Contractual Maint Build-Grn	137,371	0	137,371	53,100	0	53,100
050 500109 Personal Services – Temp	90,000	0	90,000	41,001	0	41,001
057 500535 Books Periodicals Subscription	199	0	199	0	0	0
059 500117 Temp Full Time	10,000	0	10,000	41,000	0	41,000
060 500601 Benefits	1,654,554	0	1,654,554	1,794,305	0	1,794,305
066 500543 Employee Training	7,200	0	7,200	3,470	0	3,470
070 500704 In-State Travel Reimbursement	41,000	0	41,000	16,000	0	16,000
103 500103 Contracts for Op Services	66,000	0	66,000	66,000	0	66,000
Total	\$9,714,326	(\$20,000)	\$9,694,326	\$10,071,981	(\$20,000)	\$10,051,981
Source of Funds						
Revenue:						
000-409151 Federal Funds	\$4,236,493	\$0	\$4,236,493	\$4,516,501	\$0	\$4,516,501
004-403631 Intra Agency Transfers	440,000	0	440,000	450,000	0	450,000
007-402193 Agency Income	26,700	0	26,700	27,800	0	27,800
009-405698 Agency Income	160,513	0	160,513	178,663	0	178,663
000-000015 Highway Funds	4,850,620	(20,000)	4,830,620	4,899,017	(20,000)	4,879,017
Total	\$9,714,326	(\$20,000)	\$9,694,326	\$10,071,981	(\$20,000)	\$10,051,981

	FY2014			FY2015		
04-096-096-962015-3025	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
Highway Design Bureau						
Expenses:						
010 500100 Personal Services – Perm	\$6,333,351	\$0	\$6,333,351	\$6,695,418	\$0	\$6,695,418
018 500106 Overtime	245,000	0	245,000	250,000	0	250,000
020 500200 Current Expense	34,500	0	34,500	40,000	0	40,000
022 500255 Rents-Leases other than State	8,500	0	8,500	9,000	0	9,000
024 500225 Maint Other than Build-Grn	10,000	0	10,000	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000	2,000	0	2,000
030 500301 Equipment New Replacement	30,000	0	30,000	56,450	0	56,450
037 500174 Technology - Hardware	26,450	0	26,450	0	0	0
038 500175 Technology - Software	10,000	0	10,000	10,000	0	10,000
039 500180 Telecommunications	25,000	0	25,000	25,000	0	25,000
050 500109 Personal Services - Temp	35,280	(5,000)	30,280	35,279	(5,000)	30,279
060 500601 Benefits	3,370,078	0	3,370,078	3,655,893	0	3,655,893
066 500543 Employee Training	25,000	0	25,000	25,000	0	25,000
070 500704 In-State Travel Reimbursement	500	0	500	500	0	500
080 500710 Out of State Travel	2,500	0	2,500	7,800	0	7,800
102 500734 Contracts for Program Service	4,000	0	4,000	4,000	0	4,000
405 500881 Lilac Program	307,992	0	307,992	50,000	0	50,000
Total	\$10,470,151	(\$5,000)	\$10,465,151	\$10,876,340	(\$5,000)	\$10,871,340
Source of Funds						
Revenue:						
000-409151 Federal Funds	\$7,643,894	\$0	\$7,643,894	\$8,885,872	\$0	\$8,885,872
008-405368 Agency Income	22,272	0	22,272	50,000	0	50,000
009-405698 Agency Income	1,040,629	0	1,040,629	1,080,000	0	1,080,000
009-405699 Agency Income	18,414	0	18,414	20,000	0	20,000
000-000015 Highway Funds	1,744,942	(5,000)	1,739,942	840,468	(5,000)	835,468
Total	\$10,470,151	(\$5,000)	\$10,465,151	\$10,876,340	(\$5,000)	\$10,871,340

	FY2014			FY2015		
04-096-096-960215-3001	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
Division of Finance						
Expenses:						
010 500100 Personal Services – Perm	\$1,544,977	\$0	\$1,544,977	\$1,593,389	\$0	\$1,593,389
018 500106 Overtime	33,999	0	33,999	13,999	0	13,999
020 500200 Current Expense	166,528	(10,000)	156,528	203,670	(10,000)	193,670
022 500255 Rents-Leases Other than State	127,758	0	127,758	107,000	0	107,000

024 500225 Maint Other than Build-Grn	25,200	0	25,200	25,200	0	25,200
030 500301 Equipment New Replacement	400	0	400	400	0	400
037 500174 Technology-Hardware	4,000	0	4,000	1,000	0	1,000
038 500175 Technology-Software	2,000	0	2,000	1,000	0	1,000
039 500180 Telecommunications	13,500	0	13,500	14,200	0	14,200
050 500109 Personal Services-Temp	45,000	0	45,000	0	0	0
060 500601 Benefits	863,615	0	863,615	930,483	0	930,483
068 500561 Remuneration	5,000	0	5,000	5,000	0	5,000
069 500567 Promotional Marketing Exp	70,000	0	70,000	89,000	0	89,000
070 500704 In-State Travel Reimbursement	125	0	125	125	0	125
Total	\$2,902,102	(\$10,000)	\$2,892,102	\$2,984,466	(\$10,000)	\$2,974,466
Source of Funds						
Revenue:						
000-409151 Federal Funds	\$981,254	\$0	\$981,254	\$1,000,896	\$0	\$1,000,896
009-405698 Agency Income	62,618	0	62,618	63,570	0	63,570
000-000015 Highway Funds	1,858,230	(10,000)	1,848,230	1,920,000	(10,000)	1,910,000
Total	\$2,902,102	(\$10,000)	\$2,892,102	\$2,984,466	(\$10,000)	\$2,974,466

	FY2014			FY2015		
	Current Budget	Requested Change	Revised Budget	Current Budget	Requested Change	Revised Budget
04-096-096-960515-5034						
Lift Bridge Operations						
Expenses:						
010 500100 Personal Services – Perm	\$677,568	\$0	\$677,568	\$771,066	\$0	\$771,066
018 500106 Overtime	109,000	0	109,000	112,270	0	112,270
019 500105 Holiday Pay	17,170	0	17,170	17,684	0	17,684
020 500200 Current Expense	40,313	0	40,313	41,523	0	41,523
022 500255 Rents-Leases Other than State	50,396	0	50,396	50,000	0	50,000
023 500291 Heat Electricity Water	89,088	0	89,088	94,611	0	94,611
024 500225 Maint Other than Build-Grn	192,262	(10,000)	182,262	134,852	(10,000)	124,852
030 500301 Equipment New Replacement	11,556	0	11,556	11,445	0	11,445
037 500174 Technology-Hardware	1,000	0	1,000	0	0	0
038 500175 Technology-Software	1,000	0	1,000	0	0	0
039 500180 Telecommunications	5,319	0	5,319	5,479	0	5,479
046 500463 Consultants	1,000	0	1,000	1,030	0	1,030
047 500240 Own Forces Maint Build-Grn	9,827	0	9,827	10,122	0	10,122
048 500226 Contractual Maint Build-Grn	901	0	901	928	0	928

050 500109 Personal Services – Temp	164,102	0	164,102	169,025	0	169,025
060 500601 Benefits	487,265	0	487,265	602,028	0	602,028
066 500543 Employee Training	5,275	0	5,275	4,555	0	4,555
070 500704 In-State Travel Reimbursement	6,131	0	6,131	6,315	0	6,315
080 500710 Out of State Travel Reimbursement	500	0	500	500	0	500
103 500103 Contracts for Op Services	200	0	200	206	0	206
Total	\$1,869,873	(\$10,000)	\$1,859,873	\$2,033,639	(\$10,000)	\$2,023,639
Source of Funds						
Revenue:						
005-407213 Private Local Funds	\$943	\$0	\$943	\$943	\$0	\$943
005-407214 Private Local Funds	655,688	0	655,688	662,261	0	662,261
005-407216 Private Local Funds	943	0	943	943	0	943
009-405699 Agency Income	0	0	0	35,982	0	35,982
000-000015 Highway Funds	1,212,299	(10,000)	1,202,299	1,333,510	(10,000)	1,323,510
Total	\$1,869,873	(\$10,000)	\$1,859,873	\$2,033,639	(\$10,000)	\$2,023,639

EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various accounts in order to pay for services incurred in meeting the State’s transportation demands. Specific explanations relating to the Department’s spending requests are as follows:

Transportation Planning Bureau (3021) – 31.97% Federal Funds, 10.28% Agency Income 57.75% Highway Funds

Class 038 Increase Technology – Software by \$85,000 for annual maintenance of MATS software.

Highway Maintenance Bureau (3007) 97.60% Highway Funds; 2.31% Agency Income and 0.09% Intra-Agency Transfers

Class 020 Decrease Current Expense by \$20,000. This class will be managed to accommodate this request.

Winter Maintenance (2928) 99.10% Highway Funds; and 0.90% Intra-Agency Transfers

Class 020 Decrease Current Expense by \$20,000. This class will be managed to accommodate this request.

Traffic Bureau (3009) 43.61% Federal Funds; 49.93% Highway Funds; 4.53% Intra-Agency Transfers and 1.93% Agency Income.

Class 020 Decrease Current Expenses by \$20,000. This class will be managed to accommodate this request.

Highway Design Bureau (3025) 73.01% Federal Funds, 10.33% Agency income, 16.66% Highway Funds

Class 050 Decrease Personal Services Temporary by \$5,000. This class will be managed to accommodate this request

Division of Finance (3001) 64.03% Highway Funds, 33.81% Federal Funds and 2.16% Agency Income

Class 020 Decrease Current Expense by \$10,000. This class will be managed to accommodate this request.

Lift Bridge Operations (5034) 64.83% Highway Funds, and 35.17% Private Local Funds

Class 024 Decrease Maintenance Other than Building-Grounds by \$10,000. This class will be managed to accommodate this request.

The following is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

1. Does transfer involve continuing programs or one-time projects?
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?
Transfers are to maintain existing program levels (no increase in program level).
3. Cite any requirements, which make this program necessary.
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.
Source of funds is Federal Funds, Highway Funds, Private Local Funds, Intra-Agency Transfers and Agency Income.
5. Will there be any effect on revenue if this transfer is approved or disapproved?
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?
Should funds lapse as a result of not approving this request for project funding, such funds will lapse to their respective account fund balances.
7. Are personal services involved?
The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.
Commissioner