



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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Blair

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

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

March 26, 2014
Department of Transportation

Dutton 4/25/14
Approved by Fiscal Committee Date

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

REQUESTED ACTION

- I.) Pursuant to Chapter 144:95, Laws of 2013, authorize the Department of Transportation to transfer \$73,350 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.
- II.) Pursuant to Chapter 144:95, Laws of 2013, authorize the Department of Transportation to establish various non-budgeted classes and to transfer \$35,600 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

04-096-096-962015-3032	Current Budget FY2014	Requested Change	Revised Budget FY2014
Environmental Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$851,683	\$0	\$851,683
018 500106 Overtime	37,000	0	37,000
019 500105 Holiday Pay	201	0	201
020 500200 Current Expense	7,300	0	7,300
022 500255 Rents-Leases Other than State	2,062	0	2,062
030 500301 Equipment New Replacement	0	0	0
037 500174 Technology- Hardware	7,200	(5,000)	2,200
038 500175 Technology - Software	300	0	300
039 500180 Telecommunications	13,800	0	13,800
046 500463 Consultants	190,000	0	190,000
048 500226 Contractual Maint Build-Grn	5,873	0	5,873
050 500109 Personal Services – Temp	15,000	5,000	20,000
060 500601 Benefits	449,680	0	449,680
070 500704 In-State Travel Reimbursement	200	0	200

080 500714 Out of State Travel	2,150	0	2,150
400 500870 Construction Repair	156	0	156
401 500876 Land Interest	2,173	0	2,173
406 500882 Environment Expense	950	0	950
Total	\$1,585,728	\$0	\$1,585,728
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$476,559	\$0	\$476,559
009-405698 Agency Income	27,662	0	27,662
009-405699 Agency Income	123,894	0	123,894
009-407099 Agency Income	102,173	0	102,173
000-000015 Highway Funds	855,440	0	855,440
Total	\$1,585,728	\$0	\$1,585,728

04-096-096-962015-3025	Current Budget FY2014	Requested Change	Revised Budget FY2014
Highway Design Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$6,423,643	\$0	\$6,423,643
018 500106 Overtime	245,000	(37,000)	208,000
020 500200 Current Expense	34,500	0	34,500
022 500255 Rents-Leases other than State	8,500	0	8,500
024 500225 Maint Other than Build-Grn	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000
030 500301 Equipment New Replacement	30,000	25,000	55,000
037 500174 Technology - Hardware	26,450	0	26,450
038 500175 Technology - Software	10,000	0	10,000
039 500180 Telecommunications	25,000	0	25,000
050 500109 Personal Services - Temp	30,280	12,000	42,280
060 500601 Benefits	3,387,937	0	3,387,937
066 500543 Employee Training	25,000	0	25,000
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	2,500	0	2,500
102 500734 Contracts for Program Service	4,000	0	4,000
405 500881 Lilac Program	307,992	0	307,992
Total	\$10,573,302	\$0	\$10,573,302
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$7,643,894	\$0	\$7,643,894
008-405368 Agency Income	22,272	0	22,272
009-405698 Agency Income	1,132,507	0	1,132,507
009-405699 Agency Income	18,414	0	18,414
000-000015 Highway Funds	1,756,215	0	1,756,215
Total	\$10,573,302	\$0	\$10,573,302

04-096-096-960515-3052	Current Budget FY2014	Requested Change	Revised Budget FY2014
Transportation Management Center			
Expenses:			
010 500100 Personal Services – Permanent	\$636,920	\$0	\$636,920
018 500106 Overtime	30,000	0	30,000
019 500105 Holiday Pay	7,500	0	7,500
020 500200 Current Expense	62,610	(15,000)	47,610
022 500255 Rents-Leases Other than State	27,304	0	27,304
023 500291 Heat, Electricity, Water	16,500	0	16,500
024 500225 Maint. Other than Bldg-Grounds	109,885	0	109,885
026 500251 Organizational Dues	250	0	250
028 500292 Transfers to General Service	92,189	0	92,189
030 500301 Equipment New Replacement	37,712	0	37,712
037 500174 Technology-Hardware	176,353	0	176,353
038 500175 Technology-Software	63,048	0	63,048
039 500180 Telecommunications	58,400	0	58,400
046 500463 Consultants	50,000	0	50,000
048 500226 Contractual Maint Bldgs & Grnds	5,000	0	5,000
050 500109 Personal Service Temp	103,921	15,000	118,921
060 500601 Benefits	356,009	0	356,009
066 500543 Employee Training	6,870	0	6,870
070 500704 In-State Travel Reimbursement	300	0	300
080 500710 Out of State Travel	1,600	0	1,600
Total	\$1,842,371	\$0	\$1,842,371
Source of Funds			
Revenue:			
004 403630 Intra Agency Transfers	\$2,439	\$0	\$2,439
004 403631 Intra Agency Transfers	792,991	0	792,991
009 405698 Agency Income	33,205	0	33,205
000-000015 Highway Funds	1,013,736	0	1,013,736
Total	\$1,842,371	\$0	\$1,842,371

04-096-096-960215-3001	Current Budget FY2014	Requested Change	Revised Budget FY2014
Division of Finance			
Expenses:			
010 500100 Personal Services – Perm	\$1,566,842	\$0	\$1,566,842
018 500106 Overtime	43,999	0	43,999
020 500200 Current Expense	141,728	(16,350)	125,378
022 500255 Rents-Leases Other than State	127,758	0	127,758
024 500225 Maint Other than Build-Grn	20,200	0	20,200
030 500301 Equipment New Replacement	400	9,350	9,750
037 500174 Technology-Hardware	6,000	4,000	10,000
038 500175 Technology-Software	3,300	3,000	6,300
039 500180 Telecommunications	13,500	0	13,500

050 500109 Personal Services-Temp	51,500	0	51,500
060 500601 Benefits	867,940	0	867,940
068 500561 Remuneration	5,000	0	5,000
069 500567 Promotional Marketing Exp	70,000	0	70,000
070 500704 In-State Travel Reimbursement	125	0	125
Total	\$2,918,292	\$0	\$2,918,292
Source of Funds			
Revenue:			
004-409151 Federal Funds	\$990,795	\$0	\$990,795
009-405698 Agency Income	63,191	0	63,191
000-000015 Highway Funds	1,864,306	0	1,864,306
Total	\$2,918,292	\$0	\$2,918,292

II.

04-096-096-962015-3028	Current Budget FY2015	Requested Change	Revised Budget FY2015
Right of Way Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$1,771,439	\$0	\$1,771,439
018 500106 Overtime	30,000	0	30,000
020 500200 Current Expense	40,000	(15,600)	24,400
022 500255 Rents-Leases other than State	3,300	0	3,300
026 500251 Organizational Dues	6,000	0	6,000
030 500301 Equipment New Replacement	24,350	(20,000)	4,350
037 500174 Technology - Hardware	0	23,000	23,000
038 500175 Technology - Software	650	3,100	3,750
039 500180 Telecommunications	15,000	3,500	18,500
050 500109 Personal Services - Temp	67,401	0	67,401
057 500535 Books Periodicals Subscriptions	2,100	5,000	7,100
060 500601 Benefits	913,968	0	913,968
066 500543 Employee Training	13,000	0	13,000
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	690	0	690
401 500876 Land Interest	0	1,000	1,000
Total	\$2,888,398	\$0	\$2,888,398
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$930,642	\$0	\$930,642
009-405698 Agency Income	58,723	0	58,723
009-405699 Agency Income	235,315	0	235,315
000-000015 Highway Funds	1,663,718	0	1,663,718
Total	\$2,888,398	\$0	\$2,888,398

EXPLANATIONS

The Department requests authorization to create class lines and 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:

I.
Environmental Bureau (3032) – 30.05% Federal Funds, 16.00% Agency Income, 53.95% Highway Funds

- Class 037 Decrease Technology - Hardware by \$5,000. Funding for new computers not required as Department of Information Technology replaced old units as part of the new operating system deployment Department wide.
- Class 050 Increase Personal Services - Temporary by \$5,000. The Bureau of Environment has committed to working with the Department of Environmental Services (NHDES) on a program to inventory state culvert assets, and assess the environmental damage caused by undersized/perched culverts. Doing so will make mitigation funds from various state and federal agencies available to the NHDOT, resulting in cost savings. In order to complete this program in a timely manner and without disruption to the BOE daily work function, the data collection will be completed by two new part-time positions.

Highway Design Bureau (3025) 72.29% Federal Funds, 11.10% Agency income, 16.61% Highway Funds

- Class 018 Decrease Overtime by \$37,000. Needed overtime has been reduced from budgeted amounts. Overtime usage will be managed to accommodate this request.
- Class 030 Increase Equipment New/Replacement by \$25,000. Transfer is to replace worn and broken equipment as well as purchase additional storage systems for the record retention and plan review areas.
- Class 050 Increase Personal Services – Temp by \$12,000. Transfer is required for current part-time positions to be utilized to complete necessary workload.

Transportation Management Center (3052) – 43.17% Intra Agency Transfers, 1.80% Agency Income, 55.03% Highway Funds

- Class 020 Decrease Current Expenses by \$15,000. This class will be managed to accommodate this request.
- Class 050 Increase Personal Services – Temp by \$15,000. The severity of the winter has necessitated full staffing requirements during winter events causing a shortage in funding for the remainder of the fiscal year for current positions and adequate staffing.

Division of Finance (3001) 63.88% Highway Funds, 33.95% Federal Funds and 2.17% Agency Income

- Class 020 Decrease Current Expense by \$16,350. Purchases of paper, toner and postage will be closely monitored and managed to provide funding for the requested transfer.
- Class 030 Increase Equipment- New Replacement by \$9,350 to purchase work areas needed as a result of the recent approval by the Division of Personnel of four vacant position reclassifications. These positions are not new, but reclassifications of existing vacant DOT staff.

- Class 037 Increase Technology-Hardware by \$4,000 to purchase computers and monitors as a result of replacements and reclassified positions.
- Class 038 Increase Technology-Software by \$3,000 to purchase software licenses for the computers.

II.

Right of Way Bureau (3028) 32.22% Federal Funds, 10.18% Agency Income, 57.60% Highway Funds

- Class 020 Decrease Current Expenses by \$15,600 in order to allocate funding in correct classes. This decrease required to transfer funds into other classes for necessary expenditures originally anticipated to be current expenses but after further review of accounting policies required different classifications.
- Class 030 Decrease Equipment New/Replacement by \$20,000 to align appropriation to correct class to purchase necessary computer hardware budgeted in class 030.
- Class 037 Increase Technology - Hardware by \$23,000 to align appropriation to correct class to purchase necessary computer hardware.
- Class 038 Increase Technology – Software by \$3,100 to align appropriation to correct class to purchase necessary computer software and licenses.
- Class 039 Increase Telecommunications by \$3,500 to align appropriation in correct classes per accounting policies.
- Class 057 Increase Books Periodicals Subscriptions by \$5,000 to align appropriation in correct classes per accounting policies.
- Class 401 Increase Land Interest by \$1,000 to align appropriation in correct classes per accounting policies to complete required work for right of way registry deed searches.

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?
Bureau of Environment (BOE) transfer is for a one-time project as described above. Remaining transfers are for continuing programs.
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). A temporary increase in program level for BOE will occur until project is completed.
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 Highway, Federal, Intra Agency Income 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 request to transfer to Personal Services – Temporary will result in two new part-time Engineering Aid I positions for Environment. The Bureau of Environment has committed to working with the Department of Environmental Services (NHDES) on a program to inventory state culvert assets, and assess the environmental damage caused by undersized/perched culverts. In order to complete this program in a timely manner and without disruption to the BOE daily work function, the data collection will be completed by two part-time positions in during calendar year 2014. The transfer for TMC and Highway Design are for current positions already authorized.

The Division of Personnel has approved the request for two new temporary part-time Engineering Aid I positions, LG 6, Position #s TMPPT4521 and TMPPT4522.

Your approval of this resolution is respectfully requested.

Sincerely,


for Christopher D. Clement, Sr.
Commissioner