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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

September 25, 2013
Project Development Division

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

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

REQUESTED ACTION

Pursuant to Chapter 144:95, L2013, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$116,350 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.

| 04-096-096-962015-3034 | Current Budget FY 2014 | Requested Change | Revised Budget |
|------------------------------------------|-----------------------------------|-----------------------------|---------------------------|
| Materials and Research Bureau | | | |
| Expenses: | | | |
| 010 500100 Personal Services – Perm | \$2,634,428 | \$0 | \$2,634,428 |
| 017 500147 FT Employees Special Payments | 1,681 | 0 | 1,681 |
| 018 500106 Overtime | 125,000 | (5,000) | 120,000 |
| 019 500105 Holiday Pay | 1,000 | 0 | 1,000 |
| 020 500200 Current Expense | 27,450 | 60,100 | 87,550 |
| 022 500255 Rents-Leases Other than State | 3,684 | 0 | 3,684 |
| 024 500225 Maint Other than Build-Grn | 1,350 | 25,150 | 26,500 |
| 028 500000 Transfers to General Service | 178,246 | 0 | 178,246 |
| 030 500311 Equipment New Replacement | 34,200 | 0 | 34,200 |
| 037 500174 Technology- Hardware | 1,500 | (1,500) | 0 |
| 038 500175 Technology-Software | 4,000 | (4,000) | 0 |
| 039 500180 Telecommunications | 18,600 | 0 | 18,600 |
| 046 500463 Consultants | 0 | 600 | 600 |
| 050 500109 Personal Services – Temp | 17,999 | 0 | 17,999 |

| | | | |
|-------------------------------------------|-------------|----------|-------------|
| 057 500535 Books Periodicals Subscription | 3,200 | 0 | 3,200 |
| 060 500601 Benefits | 1,512,883 | 0 | 1,512,883 |
| 070 500704 In-State Travel Reimbursement | 16,000 | (12,000) | 4,000 |
| 103 502664 Contracts for Op Services | 0 | 5,000 | 5,000 |
| Total | \$4,581,221 | \$68,350 | \$4,649,571 |
| Source of Funds | | | |
| Revenue: | | | |
| 000-409151 Federal Funds | \$3,021,500 | \$0 | 3,021,500 |
| 009-405698 Agency Income | 110,718 | 0 | 110,718 |
| 009-405699 Agency Income | 430,582 | 0 | 430,582 |
| 000-000015 Highway Funds | 1,018,421 | 68,350 | 1,086,771 |
| Total | \$4,581,221 | \$68,350 | \$4,649,571 |

| 04-096-096-962015-3035 | Current Budget FY 2014 | Requested Change | Revised Budget |
|-------------------------------------------|---------------------------|---------------------|-------------------|
| Construction Bureau | | | |
| Expenses: | | | |
| 010 500100 Personal Services – Perm | \$5,633,158 | \$0 | \$5,633,158 |
| 018 500106 Overtime | 700,000 | 0 | 700,000 |
| 019 500105 Holiday Pay | 22,999 | 0 | 22,999 |
| 020 500200 Current Expense | 30,500 | 0 | 30,500 |
| 022 500255 Rents-Leases Other than State | 10,748 | 0 | 10,748 |
| 024 500225 Maint Other than Build-Grn | 2,000 | 0 | 2,000 |
| 030 500301 Equipment New Replacement | 26,000 | 0 | 26,000 |
| 037 500174 Technology- Hardware | 0 | 0 | 0 |
| 038 500175 Technology - Software | 1,000 | 0 | 1,000 |
| 039 500180 Telecommunications | 19,000 | 0 | 19,000 |
| 050 500109 Personal Services – Temp | 500,000 | (68,350) | 431,650 |
| 057 500535 Books Periodicals Subscription | 2,000 | 0 | 2,000 |
| 060 500601 Benefits | 3,255,997 | 0 | 3,255,997 |
| 070 500704 In-State Travel Reimbursement | 255,000 | 0 | 255,000 |
| 102 500734 Contracts for Program Service | 3,000 | 0 | 3,000 |
| Total | \$10,461,402 | \$(68,350) | \$10,393,052 |
| Source of Funds | | | |
| Revenue: | | | |
| 000-409151 Federal Funds | \$4,220,800 | \$0 | \$4,220,800 |
| 009-405698 Agency Income | 226,997 | 0 | 226,997 |
| 009-405699 Agency Income | 845,222 | 0 | 845,222 |
| 000-000015 Highway Funds | 5,168,383 | (68,350) | 5,100,033 |
| Total | \$10,461,402 | \$(68,350) | \$10,393,052 |

| 04-096-096-962015-3028 | Current Budget FY 2014 | Requested Change | Revised Budget |
|--------------------------------------------|-----------------------------------|-----------------------------|---------------------------|
| Right of Way Bureau | | | |
| Expenses: | | | |
| 010 500100 Personal Services – Perm | \$1,733,753 | \$0 | \$1,733,753 |
| 018 500106 Overtime | 30,000 | 0 | 30,000 |
| 020 500200 Current Expense | 41,025 | (500) | 40,525 |
| 022 500255 Rents-Leases other than State | 3,834 | 0 | 3,834 |
| 026 500251 Organizational Dues | 6,000 | 0 | 6,000 |
| 030 500301 Equipment New Replacement | 4,350 | 0 | 4,350 |
| 037 500174 Technology - Hardware | 0 | 0 | 0 |
| 038 500175 Technology - Software | 650 | 0 | 650 |
| 039 500180 Telecommunications | 15,000 | 0 | 15,000 |
| 050 500109 Personal Services - Temp | 67,401 | 0 | 67,401 |
| 057 500535 Books Periodicals Subscriptions | 2,100 | 0 | 2,100 |
| 060 500601 Benefits | 866,333 | 0 | 866,333 |
| 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 | 500 | 500 |
| Total | \$2,784,636 | \$0 | \$2,784,636 |
| Source of Funds | | | |
| Revenue: | | | |
| 000-409151 Federal Funds | \$930,382 | \$0 | \$930,382 |
| 009-405698 Agency Income | 58,723 | 0 | 58,723 |
| 009-405699 Agency Income | 235,449 | 0 | 235,449 |
| 000-000015 Highway Funds | 1,560,082 | 0 | 1,560,082 |
| Total | \$2,784,636 | \$0 | \$2,784,636 |

| 04-096-096-960515-3009 | Current Budget FY 2014 | Requested Change | Revised Budget |
|------------------------------------------|-----------------------------------|-----------------------------|---------------------------|
| Traffic Bureau | | | |
| Expenses: | | | |
| 010 500100 Personal Services – Perm | \$2,801,030 | \$0 | \$2,801,030 |
| 017 500147 FT Employees Special Payments | 4,198 | 0 | 4,198 |
| 018 500106 Overtime | 310,000 | 0 | 310,000 |
| 019 500105 Holiday Pay | 501 | 0 | 501 |
| 020 500200 Current Expense | 4,234,925 | (25,000) | 4,209,925 |
| 022 500255 Rents-Leases Other than State | 8,773 | 0 | 8,773 |
| 023 500291 Heat Electricity Water | 275,940 | 0 | 275,940 |
| 024 500225 Maint Other than Build-Grn | 56,700 | 0 | 56,700 |
| 030 500311 Equipment New Replacement | 92,650 | 0 | 92,650 |
| 037 500174 Technology- Hardware | 0 | 0 | 0 |
| 038 500175 Technology-Software | 0 | 0 | 0 |
| 039 500180 Telecommunications | 28,650 | 0 | 28,650 |

| | | | |
|-------------------------------------------|-------------|--------|-------------|
| 047 500240 Own Forces Maint Build-Grn | 9,000 | 0 | 9,000 |
| 048 500226 Contractual Maint Build-Grn | 137,371 | 0 | 137,371 |
| 050 500109 Personal Services – Temp | 40,000 | 0 | 40,000 |
| 057 500535 Books Periodicals Subscription | 199 | 0 | 199 |
| 059 500117 Temp Full Time | 40,000 | 0 | 40,000 |
| 060 500601 Benefits | 1,701,922 | 0 | 1,701,922 |
| 066 500543 Employee Training | 7,200 | 0 | 7,200 |
| 070 500704 In-State Travel Reimbursement | 16,000 | 25,000 | 41,000 |
| 103 500103 Contracts for Op Services | 66,000 | 0 | 66,000 |
| Total | \$9,831,059 | \$0 | \$9,831,059 |
| Source of Funds | | | |
| Revenue: | | | |
| 000-409151 Federal Funds | \$4,268,321 | \$0 | \$4,268,321 |
| 004-403630 Intra Agency Transfers | 440,000 | 0 | 440,000 |
| 007-402193 Agency Income | 26,700 | 0 | 26,700 |
| 009-405699 Agency Income | 175,773 | 0 | 175,773 |
| 000-000015 Highway Funds | 4,920,265 | 0 | 4,920,265 |
| Total | \$9,831,059 | \$0 | \$9,831,059 |

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:

Materials and Research Bureau (3034) – 65.95% Federal Funds, 11.82% Agency Income, 22.23% Highway Funds

- Class 018 Decrease Overtime by \$5,000. Overtime requirements will be closely monitored and managed to provide funding for the requested transfer.

- Class 020 Increase Current Expenses by \$60,100. This increase is required for necessary expenditures originally anticipated to be covered by a Federal funded project but after further review of Federal eligibility, requires funding from the bureau's operating budget.

- Class 024 Increase Maintenance Other Than Building and Grounds by \$25,150 for necessary expenditures originally anticipated to be covered by a Federal funded project but after further review of Federal eligibility, requires funding from the bureau's operating budget.

- Class 037 Decrease Technology - Hardware by \$1,500. Technology - Hardware requirements have been reduced since the budget was prepared to provide funding for the requested transfer.

- Class 038 Decrease Technology – Software by \$4,000. Technology – Software requirements have been reduced since the budget was prepared to provide funding for the requested transfer.
- Class 046 Increase Consultants by \$600 in order to move funds for necessary expenditures originally anticipated to be covered by a Federal funded project but after further review of Federal eligibility, requires funding from the bureau’s operating budget.
- Class 070 Decrease In-State Travel Reimbursement by \$12,000. In-State Travel Reimbursement requirements will be closely monitored and managed to provide funding for the requested transfer.
- Class 103 Increase Contracts for Operation Services by \$5,000 for necessary expenditures originally anticipated to be covered by a Federal Funded project but after further review of Federal eligibility, requires funding from the bureau’s operating budget.

Construction Bureau (3035) 40.35% Federal Funds, 10.25% Agency income, 49.40% Highway Funds

- Class 050 Decrease Personal Services - Temporary by \$68,350. The need for temporary employees is less as a result of reduced construction projects.

Right of Way Bureau (3028) 33.41% Federal Funds, 10.57% Agency Income, 56.02% Highway Funds

- Class 020 Decrease Current Expenses by \$500 in order to allocate funding in correct class. This decrease required to transfer funds into another class for necessary expenditures originally anticipated to be current expenses but after further review of accounting policies required different classification.
- Class 401 Increase Land Interest \$500 in order to allocate funding in correct class to complete required work for right of way and comply with accounting policies.

Traffic Bureau (3009) 43.42% Federal Funds; 50.05% Highway Funds; 4.47% Intra-Agency Transfers and 2.06% Agency Income.

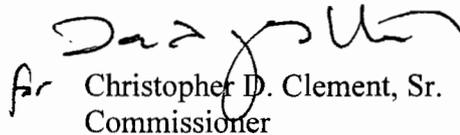
- Class 020 Decrease Current Expenses by \$25,000. This amount is available due to the reduction in pavement marking paint prices.
- Class 070 Increase In-State Travel by \$25,000. This increase will cover additional travel expense required by the existing Pavement Marking traffic control program to locate crews throughout the state based on weather conditions and equipment availability.

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 Highway, Federal, Agency Income and Intra-Agency Transfers.
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,


for Christopher D. Clement, Sr.
Commissioner