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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

March 26, 2013
Operations Division

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

[Signature]
Approved by Fiscal Committee

4/19/13
Date

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

REQUESTED ACTION

Pursuant to RSA 9:16-a authorize the Department of Transportation to transfer \$465,068 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2013 as follows:

04-096-096-960515-2073	Current Budget	Requested Change	Revised Budget
Asset Maintenance & Preservation			
Expenses:			
018 500106 Overtime	\$2,000	\$(500)	\$1,500
020 500200 Current Expense	26,045	6,000	32,045
022 500255 Rents-Leases Other than State	30,000	(6,000)	24,000
046 500463 Consulting	35,000	(8,668)	26,332
047 500240 Own Forces Maint Bldgs & Grnds	137,903	11,668	149,571
048 500226 Contractual Maint Bldgs & Grnds	158,000	0	158,000
050 500109 Personal Services - Temporary	1,000	(1,000)	0
060 500601 Benefits	2,877	0	2,877
400 500870 Construction-Repairs & Materials	79,975	(500)	79,475
401 500877 Land Interest	18,216	(1,000)	17,216
Total	\$491,016	\$0	\$491,016

<u>Source of Funds</u>			
Revenue:			
000-000015 Highway Fund	\$491,016	\$0	\$491,016

04-096-096-960515-3048	Current Budget	Requested Change	Revised Budget
Maintenance Critical Repair			
Expenses:			
018 500106 Overtime	\$5,000	\$(3,500)	\$1,500
020 500200 Current Expense	30,000	0	30,000
022 500255 Rents-Leases Other than State	26,810	0	26,810
024 500225 Maint. Other than Bldg-Grounds	49,000	(20,900)	28,100
030 500311 Equipment	70,130	0	70,130
046 500463 Consulting	15,000	(13,000)	2,000
047 500240 Own Forces Maint Bldgs & Grnds	110,000	37,400	147,400
048 500226 Contractual Maint Bldgs & Grnds	151,350	0	151,350
060 500601 Benefits	887	0	887
400 500870 Construction-Repairs & Materials	187,679	0	187,679
Total	\$645,856	\$0	\$645,856
Source of Funds			
Revenue:			
000-000015 Highway Fund	\$645,856	\$0	\$645,856

04-096-096-960515-3009	Current Budget	Requested Change	Revised Budget
Traffic Operations			
Expenses:			
010 500100 Personal Services – Permanent	\$2,607,282	\$0	\$2,607,282
017 500147 FT Employees Special Payment	10,465	0	10,465
018 500106 Overtime	283,000	0	283,000
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	2,783,347	0	2,783,347
022 500255 Rents-Leases Other than State	10,331	0	10,331
023 500291 Heat, Electricity, Water	263,400	0	263,400
024 500225 Maint. Other than Bldg-Grounds	55,500	0	55,500
025 506467 State Owned Equipment Usage	806,306	0	806,306
030 500311 Equipment	90,682	0	90,682
047 500240 Own Forces Maint Bldgs & Grnds	12,694	0	12,694
048 500226 Contractual Maint Bldgs & Grnds	136,248	0	136,248
050 500109 Personal Services - Temporary	50,000	10,000	60,000
059 500117 Temp Full Time	36,000	(10,000)	26,000
060 500601 Benefits	1,561,455	0	1,561,455
070 500704 In-State Travel	41,000	0	41,000
Total	\$8,749,210	\$0	\$8,749,210

Source of Funds			
Revenue:			
000-408043 Federal Funds	\$2,816,174	\$0	\$2,816,174
007-402193 Agency Income	202,524	0	202,524
009-402457 Agency Income	32,476	0	32,476
000-000015 Highway Fund	5,698,036	0	5,698,036
Total	\$8,749,210	\$0	\$8,749,210

04-096-096-963515-3054	Current Budget	Requested Change	Revised Budget
Consolidated Federal			
Expenses:			
018 500106 Overtime	\$245,354	\$0	\$245,354
020 500200 Current Expense	123,011	400,000	523,011
022 500255 Rents-Leases Other than State	33,207	0	33,207
023 500291 Heat, Electricity, Water	72,825	0	72,825
024 500225 Maint. Other than Bldg-Grounds	76,273	0	76,273
025 506467 State Owned Equipment Usage	47,205	0	47,205
026 500251 Organizational dues	105,250	0	105,250
030 500311 Equipment	877,270	0	877,270
041 500801 Audit Fund Set Aside	395,560	0	395,560
046 500463 Consulting	61,621,622	0	61,621,622
049 500294 Transfer to Other State Agencies	122,279	0	122,279
050 500109 Personal Services - Temporary	508,780	0	508,780
052 500104 Masters FICA	1,706	0	1,706
060 500601 Benefits	93,214	0	93,214
066 500545 Employee Training	19,266	0	19,266
070 500704 In-State Travel	209,047	0	209,047
080 500712 Out of State Travel	20,963	0	20,963
400 500870 Construction-Repairs & Materials	321,548,586	(400,000)	321,148,586
401 500877 Land Interest	88,536,527	0	88,536,527
Total	\$474,657,945	\$0	\$474,657,945

Source of Funds			
Revenue:			
000-409151 Federal Funds	\$435,411,773	\$0	\$435,411,773
005-402851 Private Local Funds	34,922,416	0	34,922,416
000-000015 Highway Fund	4,323,756	0	4,323,756
Total	\$474,657,945	\$0	\$474,657,945

EXPLANATIONS

The Department requests authorizations 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:

Asset Maintenance & Preservation (2073) – 100% Highway Funds

Asset Maintenance and Preservation (2073) is used to complete projects to improve, repair, replace, and provide small additions to NHDOT facilities. Repairs and priorities change as things deteriorate or break during the fiscal year. Projects this fiscal year include: fences and gates, siding, electrical, septic systems, storage building, roof replacements, salt/sand shed repairs, convert storage building to warehouse, generator transfer switch installation, concrete floor, wood shed construction, spreader rack construction, etc. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation's management.

Maintenance Critical Repair (3048) – 100% Highway Funds

Maintenance and Critical Repair (3048) is used to provide more critical attention to our NHDOT facilities. Critical repairs and priorities change as things deteriorate or break during the fiscal year. Projects this fiscal year include: underground tank repair, furnace replacement, overhead door repair/replacement, rewiring sheds, rest area well pump replacement, foundation repair, insulate and stain shed, reconstruct spreader racks, replace failing septic system, and electrical repairs. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation's management.

Traffic Operations (3009)–65.1% Highway Funds, 32.2% Federal Funds, 2.7% Agency Income

Class 050 Increase Personnel Services – Temporary by \$10,000 to fund spring pavement marking. The pavement marking operation at the Bureau of Traffic utilizes 7 temporary employees. Most years this is split between temporary employees who have achieved class 59 status and temporary employees who have not and are therefore, class 50 employees. (For a temporary employee to achieve class 59 status, they need to work 130 days in a 12 month period.) This is not the case this season. We are anticipating only one class 59 employee to return, which means the remaining 6 will be class 50 employees. Due to this change we will have an unused balance in class 59 and will not have enough of a balance in class 50. This transfer will allow the expected expenditures from Class 50 to be funded.

Class 059 Decrease Temp Full Time by \$10,000 to fund spring pavement marking. There are funds available in this class code due to a reduction in the number of class 59 temporary pavement marking help that will be hired for the summer. For a temporary employee to achieve class 59 status, they need to work 130 days in a 12 month period. For the coming

season, there will only be one employee coming into the operation that will have achieved this status. There are sufficient funds available after this transfer to pay this employee for the remainder of the fiscal year.

Consolidated Federal (3054) - 91.7% Federal Funds, 7.3% Private Local Funds and 1% Highway Funds

- Class 020 Increase Current Expense by \$400,000. This transfer will fund a Federal Highway Administration project to purchase lane striping paint for application on Highway Safety Improvement Program (HSIP) funded roads.
- Class 400 Decrease Construction Repair Materials by \$400,000 to reallocate Federal funds to align with available Federal program funds.

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 Funds, Federal Fund, Private Local Funds 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?
Yes, there are personnel services are involved. No positions will be added to fund these transfers.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "C. D. Clement, Sr.", written in a cursive style.

Christopher D. Clement, Sr.
Commissioner