



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

December 04, 2015
Division of Operations

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

W. J. Kurk 12/10/15
Approved by Fiscal Committee Date

REQUESTED ACTION

1.) Pursuant to Chapter 276:29, Laws of 2015, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$25,600 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2016.

04-096-096-960515-3009	Current Budget FY 2016	Requested Change	Revised Budget FY 2016
Traffic Operations			
Expenses:			
010 500100 Personal Services – Permanent	\$2,957,602	\$0	\$2,957,602
017 500147 FT Employees Special Payment	4,201	0	4,201
018 500106 Overtime	275,001	0	275,001
019 500105 Holiday Pay	289	0	289
020 500200 Current Expense	3,601,810	0	3,601,810
022 500255 Rents-Leases Other than State	8,741	0	8,741
023 500291 Heat, Electricity, Water	312,779	0	312,779
024 500225 Maint Other than Build-Grn	56,300	0	56,300
026 500251 Organizational Dues	1	0	1
030 500311 Equipment New/Replacement	96,169	0	96,169
037 500174 Technology-Hardware	12,500	0	12,500
038 500175 Technology-Software	32,439	0	32,439
039 500180 Telecommunications	36,250	0	36,250
046 500464 Eng Consultants	0	7,000	7,000
047 500240 Own Forces Maint Build.-Grnds	2,490	0	2,490
048 500226 Contractual Maint.-Build-Grnds	56,014	0	56,014
050 500109 Personal Service-Temp	324,999	0	324,999
057 500535 Books, Periodicals, Subscriptions	12,000	0	12,000
059 500117 Temp Full Time	7,000	(7,000)	0
060 500601 Benefits	1,788,597	0	1,788,597
066 500555 Employee Training	4,653	0	4,653
070 500704 In-State Travel Reimbursement	25,000	0	25,000
080 500710 Out of State Travel	3,001	0	3,001
103 502664 Contracts for Operational Services	2,017	0	2,017
Total	\$9,619,853	\$0	\$9,619,853
Source of Funds			
Revenue:			
000 408043 Federal Funds	\$3,342,389	\$0	\$3,342,389

004 403631 Intra Agency Transfers	550,000	0	550,000
007 402193 Agency Income	30,000	0	30,000
009 405698 Agency Income	296,447	0	296,447
000 000015 Highway Funds	5,401,017	0	5,401,017
Total	\$9,619,853	\$0	\$9,619,853

04-096-096-962015-3028	Current Budget FY2016	Requested Change	Revised Budget FY2016
Right-of-Way Bureau			
Expenses:			
010 500100 Personal Services – Permanent	\$1,845,897	\$0	\$1,845,897
018 500106 Overtime	20,000	0	20,000
020 500200 Current Expense	16,000	0	16,000
022 500255 Rents-Leases Other than State	4,842	0	4,842
024 500225 Maint Other than Build-Grn	1,000	0	1,000
026 500251 Organizational Dues	5,975	0	5,975
030 500311 Equipment New Replacement	6,000	0	6,000
037 500174 Technology-Hardware	7,658	0	7,658
038 500175 Technology-Software	3,860	0	3,860
039 500180 Telecommunications	18,600	0	18,600
050 500109 Personal Services-Temp	30,000	0	30,000
057 500535 Books Periodicals Subscription	8,064	0	8,064
060 500601 Benefits	920,559	0	920,559
065 500541 Board Expenses	0	18,400	18,400
066 500543 Employee Training	12,500	0	12,500
069 500567 Promotional Marketing Expense	45,000	(18,400)	26,600
070 500704 In-State Travel Reimbursement	800	0	800
080 500710 Out of State Travel Reimbursement	1,000	0	1,000
401 500877 Land Interest	2,425	0	2,425
Total	\$2,950,180	\$0	\$2,950,180
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$884,930	\$0	\$884,930
009-405698 Agency Income	43,375	0	43,375
009-405699 Agency Income	53,231	0	53,231
000-000015 Highway Fund	1,968,644	0	1,968,644
Total	\$2,950,180	\$0	\$2,950,180

04-096-096-960315-3017	Current Budget FY 2016	Requested Change	Revised Budget FY 2016
Human Resources			
Expenses:			
010 500100 Personal Services – Permanent	\$561,148	\$0	\$561,148
018 500106 Overtime	2,000	0	2,000
020 500200 Current Expense	7,250	0	7,250
022 500255 Rents-Leases Other than State	2,500	0	2,500
030 500311 Equipment New/Replacement	6,150	(200)	5,950
037 500174 Technology-Hardware	1,900	0	1,900
039 500180 Telecommunications	7,000	0	7,000
050 500109 Personal Service-Temp	43,001	0	43,001
060 500601 Benefits	293,803	0	293,803
070 500704 In-State Travel Reimbursement	0	200	200
Total	\$924,752	\$0	\$924,752

Source of Funds			
Revenue:			
000 409151 Federal Funds	\$228,769	\$0	\$228,769
009 405698 Agency Income	11,609	0	11,609
000 000015 Highway Funds	684,374	0	684,374
Total	\$924,752	\$0	\$924,752

2.) Pursuant to RSA 124:15, I, authorize the New Hampshire Department of Transportation to establish a consultant class to pay towards an existing Consultant contract for services to be performed on data collection upon the date of Fiscal Committee and Governor and Council approval through June 30, 2016.

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:

Traffic Operations (3009) – 34.74% Federal Funds, 5.72% Intra-Agency Transfers, 3.39% Agency Income, 56.15% Highway Funds

Class 046 Increase Consultants by \$7,000 to cover processing of traffic data related to annual traffic data collection efforts for the Highway Performance Management System (HPMS) that was not anticipated during the current budget. This consultant has been approved through the Governor & Council process (G&C on 12/14/2011, Item #122 and 8/5/14, Item #16). This request does not increase the amount of the original contract but instead, pays from the highway fund this service as described that is not allowable to be paid from federal funds.

Class 059 Decrease Temp Full Time by \$7,000. Due to the shift away from Full Time Temporary personnel, it is not anticipated that these funds will be utilized in FY2016.

Right-of-Way Bureau (3028) 30.0% Federal Funds, 3.27% Agency Income and 66.73% Highway Funds

Class 065 Increase Board Expenses by \$18,400 for payment of Highway Layout Commission members per diem and mileage expenditures. Per RSA 230:14 the commission shall determine whether there is occasion for the laying out or alteration of a class I or class II highway or a highway within the state included in the national system of interstate highways as proposed by the commissioner of transportation and if so, the commission may purchase land or other property that is reasonably necessary for the construction, reconstruction, or alteration and shall lay out the remainder of such highway or alteration.

Class 069 Decrease Promotional Marketing Expense by \$18,400 due to a reduction in required advertising as a result of fewer public hearings for Department projects in FY2016.

Human Resources (3017) 24.74% Federal Funds, 1.26% Agency Income and 74.00% Highway Funds

Class 030 Decrease Equipment New Replacement by \$200. Equipment purchases for FY16 will be managed to accommodate this request.

Class 070 Increase In State Travel Reimbursement by \$200. Due to the limited number of pool cars available to HR training staff, there has been an increase in personal car usage for District training days.

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.
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.

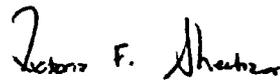
The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

Consultant:

1. List of personnel involved: None. This request is to create in the Traffic Bureau, class 046 Consultants only as the Consultant is currently approved and contracted.
2. Nature, Need, and Duration: The consulting classline would enable the Department to pay for certain services from the Highway Fund through June 30, 2016.
3. Relationship to existing agency programs: Traffic Bureau is responsible in part, for traffic data collection and study.
4. Has a similar program been requested of the legislature and denied? No, a similar program has not been requested and denied.
5. Why wasn't funding included in the agency's budget request? The need was identified after the budget was established.
6. Can portions of the grant fund be utilized? Not applicable, these are not grant funds.
7. Estimate the funds required to continue this position(s): There are no positions associated with this request.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner