



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

December 31, 2013
 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 1/10/14
 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 establish various non-budgeted classes in various accounting units and to transfer \$105,240 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.

04-096-096-962015-3036	Current Budget FY2014	Requested Change	Revised Budget FY2014
SPR Research Funds			
Expenses:			
018 500106 Overtime	7,845	0	7,845
020 500200 Current Expense	90,914	0	90,914
026 500251 Organizational Dues	58,000	0	58,000
030 500311 Equipment New Replacement	135,374	(70,000)	65,374
037 500174 Technology- Hardware	10	0	10
038 500175 Technology-Software	2,500	0	2,500
039 500180 Telecommunications	500	0	500
041 500801 Audit Set Aside	239	0	239
046 500463 Consultants	707,127	0	707,127
048 500226 Contractual Maint Build-Grn	95	70,000	70,095
050 500109 Personal Services – Temp	46,108	0	46,108
057 500535 Books Periodicals Subscription	2,000	0	2,000
060 500601 Benefits	4,429	0	4,429
066 500543 Employee Training	38,500	0	38,500
070 500704 In-State Travel Reimbursement	12,010	0	12,010
072 500575 Grants Federal	46,000	0	46,000
080 500712 Out of State Travel Reimb	20,861	0	20,861
Total	\$1,172,512	\$0	\$1,172,512

Source of Funds			
Revenue:			
000 409080 Federal Funds	\$952,842	\$0	\$952,842
000 000015 Highway Funds	219,670	0	219,670
Total	\$1,172,512	\$0	\$1,172,512

04-096-096-962015-3034	Current Budget	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	120,000	0	120,000
019 500105 Holiday Pay	1,000	0	1,000
020 500200 Current Expense	87,550	0	87,550
022 500255 Rents-Leases Other than State	3,684	0	3,684
024 500225 Maint Other than Build-Grn	26,500	0	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	0	40	40
039 500180 Telecommunications	18,600	0	18,600
046 500463 Consultants	600	20,000	20,600
050 500109 Personal Services – Temp	17,999	0	17,999
057 500535 Books Periodicals Subscription	3,200	4,100	7,300
060 500601 Benefits	1,512,883	0	1,512,883
070 500704 In-State Travel Reimbursement	4,000	0	4,000
103 502664 Contracts for Op Services	5,000	0	5,000
Total	\$4,649,571	\$24,140	\$4,673,711
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	1,086,771	24,140	1,110,911
Total	\$4,649,571	\$24,140	\$4,673,711

04-096-096-962015-3035	Current Budget	Requested Change	Revised Budget
Construction Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$5,414,278	\$0	\$5,414,278
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	1,100	3,100
030 500301 Equipment New Replacement	8,500	0	8,500
037 500174 Technology- Hardware	12,500	0	12,500
038 500175 Technology - Software	6,000	0	6,000
039 500180 Telecommunications	19,000	0	19,000
050 500109 Personal Services – Temp	431,650	(25,240)	406,410
057 500535 Books Periodicals Subscription	2,000	0	2,000
060 500601 Benefits	3,137,932	0	3,137,932
070 500704 In-State Travel Reimbursement	255,000	0	255,000
102 500734 Contracts for Program Service	3,000	0	3,000
Total	\$10,056,107	(\$24,140)	\$10,031,967
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$4,085,011	\$0	\$4,085,011
009-405698 Agency Income	192,291	0	192,291
009-405699 Agency Income	845,222	0	845,222
000-000015 Highway Funds	4,933,583	(24,140)	4,909,443
Total	\$10,056,107	(\$24,140)	\$10,031,967

04-096-096-962015-3028	Current Budget	Requested Change	Revised Budget
Right of Way Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$1,585,517	\$0	\$1,585,517
018 500106 Overtime	30,000	0	30,000
020 500200 Current Expense	27,016	(7,000)	20,016
022 500255 Rents-Leases other than State	3,134	0	3,134
026 500251 Organizational Dues	7,320	0	7,320
030 500301 Equipment New Replacement	1,200	0	1,200
037 500174 Technology - Hardware	5,700	(1,000)	4,700
038 500175 Technology - Software	1,854	1,000	2,854
039 500180 Telecommunications	18,500	0	18,500
048 500226 Contractual Maint Build-Grn	0	7,000	7,000
050 500109 Personal Services - Temp	67,401	0	67,401
057 500535 Books Periodicals Subscriptions	4,500	0	4,500
060 500601 Benefits	791,223	0	791,223
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	3,735	0	3,735
Total	\$2,561,290	\$0	\$2,561,290
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$855,784	\$0	\$855,784
009-405698 Agency Income	35,049	0	35,049

009-405699 Agency Income	235,449	0	235,449
000-000015 Highway Funds	1,435,008	0	1,435,008
Total	\$2,561,290	\$0	\$2,561,290

04-096-096-960515-3009	Current Budget FY 2014	Requested Change	Revised Budget FY2014
Traffic Bureau			
Expenses:			
010 500100 Personal Services – Perm	\$2,730,953	\$0	\$2,730,953
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	4,188,975	(2,000)	4,186,975
022 500255 Rents-Leases Other than State	9,223	0	9,223
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	83,362	0	83,362
037 500174 Technology- Hardware	10,000	0	10,000
038 500175 Technology-Software	500	2,000	2,500
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	90,000	0	90,000
057 500535 Books Periodicals Subscription	199	0	199
059 500117 Temp Full Time	10,000	0	10,000
060 500601 Benefits	1,654,554	0	1,654,554
066 500543 Employee Training	7,200	0	7,200
070 500704 In-State Travel Reimbursement	41,000	0	41,000
103 500103 Contracts for Op Services	66,000	0	66,000
Total	\$9,714,326	\$0	\$9,714,326
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$4,236,493	\$0	\$4,236,493
004-403630 Intra Agency Transfers	440,000	0	440,000
007-402193 Agency Income	26,700	0	26,700
009-405699 Agency Income	160,513	0	160,513
000-000015 Highway Funds	4,850,620	0	4,850,620
Total	\$9,714,326	\$0	\$9,714,326

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:

SPR Research Funds (3036) – 81.27% Federal Funds, 18.73 Highway Funds

- Class 030 Decrease Equipment New Replacement by \$70,000 as a result of the reduced need to purchase equipment for in-house research.
- Class 048 Increase Contractual Maintenance Building and Grounds by \$70,000 for laboratory noise mitigation project to allow implementation of the MSCR (multiple stress creep recovery) test and the ABCD (asphalt binder cracking device) low temperature binder testing.

Materials and Research Bureau (3034) – 64.98% Federal Funds, 11.64% Agency Income, 23.38% Highway Funds

- Class 037 Increase Technology - Hardware by \$40. Technology - Hardware purchase of necessary computer graphics component.
- Class 046 Increase Consultants by \$20,000. This increase is for AASHTO Materials Reference Laboratory for lab accreditation originally anticipated to be covered by Federal Funds but after further review of Federal eligibility requires funding from operating budget.
- Class 057 Increase Books Periodicals Subscriptions by \$4,100. This increase is for the Asphalt Price Adjustment subscription used to verify asphalt costs on all paving projects. This item was originally anticipated to be covered by Federal Funds but after further review of Federal eligibility requires funding from operating budget.

Construction Bureau (3035) 40.62% Federal Funds, 10.32% Agency income, 49.06% Highway Funds

- Class 024 Increase Maintenance Other Than Building and Grounds by \$1,100 for necessary repairs to thermal imaging camera and levels not anticipated with normal maintenance expenditures.
- Class 050 Decrease Personal Services - Temporary by \$25,240. The need for temporary employees is less as a result of reduced Federal construction program.

Right of Way Bureau (3028) 33.41% Federal Funds, 10.56% Agency Income, 56.03% Highway Funds

- Class 020 Decrease Current Expense by \$7,000 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 expense but after further review of accounting policies required different classifications.
- Class 037 Decrease Technology - Hardware by \$1,000 as a result of the reduced need to purchase computer hardware.
- Class 038 Increase Technology – Software by \$1,000 as a result of the increased cost to purchase necessary budgeted computer software.

Class 048 Increase Contractual Maintenance Building and Grounds by \$7,000 to align funding in correct classes. Office renovation originally anticipated to be Current Expense but after further review of accounting policies requires different classification.

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 Expense by \$2,000. This amount is available due to the reduction in pavement marking paint prices.

Class 038 Increase Technology – Software by \$2,000 to purchase necessary Corel Draw software upgrade for design of highway signs.

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 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