

Victoria F. Sheehan Commissioner THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



William Cass, P.E. Assistant Commissioner

Division of Operations May 17, 2017

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

His Excellency, Christopher T. Sununu and the Honorable Council State House Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 276:29, Laws of 2015, authorize the Department of Transportation to transfer \$2,000 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2017. 100% Highway Funds.

04-096-096-960515-3009	Current Budget FY2017	Requested Change	Revised Budget FY2017
Traffic Operations			
Expenses:			
010 500100 Personal Services – Permanent	\$3,088,516	\$0	\$3,088,516
017 500147 FT Employees Spec Pay	4,200	0	4,200
018 500106 Overtime	371,800	0	371,800
019 500105 Holiday Pay	1,000	0	1,000
020 500200 Current Expense	3,807,055	0	3,807,055
022 500255 Rents-Leases Other than State	7,016	500	7,516
023 500291 Heat, Electricity, Water	302,481	(2,000)	300,481
024 500225 Maint. Other than Bldg-Grounds	56,300	0	56,300
026 500251 Organizational Dues	1	0	1
030 500325 Equipment New Replacement	74,031	0	74,031
037 500173 Technology-Hardware	12,500	0	12,500
038 500175 Technology-Software	46,542	0	46,542
039 500188 Telecommunications	37,250	1,000	38,250
046 500464 Consultants	15,990	0	15,990
047 500240 Own Forces Maint Bldgs & Grnds	6,089	0	6,089
048 500226 Contractual Maint Bldgs & Grnds	94,068	0	94,068
050 500109 Personal Services – Temporary	239,216	0	239,216
057 500201 Books Periodicals Subscriptions	4,000	0	4,000
059 500117 Temp Full Time	14,289	0	14,289
060 500601 Benefits	1,878,101	0	1,878,101
066 500543 Employee Training	7,400	0	7,400
070 500704 In-State Travel	25,000	0	25,000
080 500713 Out of State Travel Reimb	6,600	0	6,600

103 500739 Contracts For Operation Svs	2,017	500	2,517
Total	\$10,101,462	\$0	\$10,101,462

Source of Funds			
Revenue:			
000-408043 Federal Funds	\$3,408,125	\$0	\$3,408,125
004-408189 Intra Agency Transfers	570,000	0	570,000
007-402193 Agency Income	49,852	0	49,852
009-405698 Agency Income	295,966	0	295,966
000-000015 Highway Funds	5,777,519	0	5,777,519
Total	\$10,101,462	\$0	\$10,101,462

EXPLANATION

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. While this request is below the \$75,000 threshold, total transfers in 04-96-96-960515-3009 exceed that amount. Specific explanations relating to the Department's spending requests are as follows:

<u>Traffic Operations (3009) – 34% Federal Funds, 6% Intra Agency Transfers, 3% Agency Income and 57%</u> <u>Highway Funds</u>

- Class 022 Increase Rents-Leases Other than State by \$500 needed for increased use of linen service and increased usage of welding gases.
- Class 023 Decrease Heat-Electricity-Water by \$2,000. Savings are available due to the efficiency of the new heating system installed in the Traffic Bureau building in FY 2016.
- Class 039 Increase Telecommunications by \$1,000 due to higher than anticipated costs for data transmissions.
- Class 103 Increase Contracts for Op Services by \$500 due to higher than anticipated costs in trash and recycling hauling.

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 are Federal Funds, Intra-Agency Income, Agency Income and 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.

Your approval of this resolution is respectfully requested.

Sincerely, Quins F. Shaha

Victoria F. Sheehan Commissioner