

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

FIS 18 170



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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

Division of Operations
August 13, 2018

Charles Egan
Approved by Fiscal Committee 9/2/18 Date

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

REQUESTED ACTION

Pursuant to RSA 9:16-a, II, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$64,050 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2019.

04-096-096-960515-3005	Current Budget FY2019	Requested Change	Revised Budget FY2019
Bureau of Mechanical Services			
Expenses:			
010 500100 Personal Services – Permanent	\$3,958,412	\$0	\$3,958,412
017 500147 PT Employees Special Payout	24,840	0	24,840
018 500106 Overtime	60,000	0	60,000
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	3,255,785	(20,000)	3,235,785
022 500257 Rents-Leases Other than State	29,001	0	29,001
023 500264 Heat, Electricity, Water	38,198	0	38,198
024 500225 Maint. Other than Bldg-Grounds	415,548	0	415,548
026 500251 Organizational Dues	500	0	500
028 582814 Transfers to General Services	375,219	0	375,219
030 500311 Equipment	3,502,856	0	3,502,856
037 500174 Technology-Hardware	4,604	0	4,604
038 500175 Technology-Software	137,097	0	137,097
039 500180 Telecommunications	30,200	0	30,200
046 500416 Consultants	199	0	199
047 500240 Own Forces Maint Bldgs & Grnds	43,470	0	43,470
048 500226 Contractual Maint Bldgs & Grnds	114,609	0	114,609
050 500109 Personal Services – Temporary	0	20,000	20,000
057 500531 Books Periodicals Subscriptions	800	0	800
060 500601 Benefits	2,492,397	0	2,492,397
066 500543 Employee Training	8,450	0	8,450
070 500704 In-State Travel	1,000	0	1,000
080 500710 Out of State Travel Reimb	10,875	0	10,875
103 500741 Contracts For Operation Svs	6,500	0	6,500

Total	\$14,512,060	\$0	\$14,512,060
Source of Funds			
Revenue:			
004 403631 Intra Agency Transfers	\$826,000	\$0	\$826,000
007 407073 Agency Income	400,000	0	400,000
009 405698 Agency Income	229,814	0	229,814
000-000015 Highway Funds	13,056,246	0	13,056,246
Total	\$14,512,060	\$0	\$14,512,060

04-096-096-960515-3031	Current Budget FY2019	Requested Change	Revised Budget FY2019
Reimbursable Maintenance & Repairs			
Expenses:			
018 500106 Overtime	\$200,000	\$0	\$200,000
019 500105 Holiday Pay	20,000	0	20,000
020 500200 Current Expense	950,000	0	950,000
022 500255 Rents-Leases Other than State	950,000	(40,000)	910,000
024 500225 Maint. Other than Bldg-Grounds	20,000	0	20,000
030 500311 Equipment New Replacement	51,000	0	51,000
033 500150 Land Acquisition and Easement	50,000	0	50,000
046 500464 Consultants	0	40,000	40,000
050 500109 Personal Services – Temporary	10,000	0	10,000
060 500601 Benefits	44,923	0	44,923
070 500704 In-State Travel	50,000	0	50,000
400 500870 Construction Repair Materials	2,102,973	0	2,102,973
Total	\$4,448,896	\$0	\$4,448,896
Source of Funds			
Revenue:			
005 402596 Private Local Funds	\$4,448,896	\$0	\$4,448,896
Total	\$4,448,896	\$0	\$4,448,896

04-096-096-960315-2056	Current Budget FY2019	Requested Change	Revised Budget FY2019
Office of Federal Compliance			
Expenses:			
010 500100 Personal Services Perm Class	\$324,352	\$0	\$324,352
018 500106 Overtime	2,420	0	2,420
020 500200 Current Expense	6,085	(1,950)	4,135
022 500255 Rents-Leases Other than State	0	1,450	1,450
030 500311 Equipment New Replace	0	500	500
039 500180 Telecommunications	4,935	(2,100)	2,835
050 500109 Personal Services – Temporary	28,728	0	28,728
060 500601 Benefits	194,160	0	194,160
066 500543 Employee Training	0	1,050	1,050
080 500716 Out of State Travel	0	1,050	1,050
Total	\$560,680	\$0	\$560,680

Source of Funds			
Revenue:			
000 000015 Highway Funds	\$560,680	\$0	\$560,680
Total	\$560,680	\$0	\$560,680

EXPLANATION

The Department requests authorization to establish various non-budgeted classes in various accounting units and 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:

Bureau of Mechanical Services (3005) – 5.7% Intra-Agency Transfers; 4.3% Agency Income; 90.0% Highway Funds

Class 020 Decrease Current Expenses by \$20,000. Current expenses will be managed during the year to accommodate this request.

Class 050 Increase Personal Service Temp by \$20,000 to allow Mechanical Services to hire part time employees to cover vacancies and peak repair cycles during winter season. Unanticipated departure of staff has necessitated the need for flexible temporary staff.

Reimbursable Maintenance & Repairs (3031) – 100% Private Local Funds

Class 022 Decrease Rents-Leases Other than State by \$40,000. Rentals will be managed during the year to accommodate this request.

Class 046 Increase Consultants by \$40,000. This class line is needed to capture the consultant charges associated with the historic and archeological reviews being done on the statewide rest areas. This review is required by Federal regulations prior to disposal or other changes are initiated. These costs will be reimbursed by Department of Business and Economic Affairs.

Office of Federal Compliance (2056) – 100% Highway Funds

Class 020 Decrease Current Expenses by \$1,950. Current expenses will be managed during the year to accommodate this request.

Class 022 Increase Rents – Leases Other than State by \$1,450. The Office of Federal Compliance was relocated within the J.O. Morton building and does not have access to the multi-function copier / scanner / fax machine they previously shared. The volume of work and the need for scanner capabilities to move to a paperless environment necessitates this rental.

Class 030 Increase Equipment New Replacement by \$500. This request is to purchase needed office equipment now that Federal Compliance has relocated into a new office space within the building.

Class 039 Decrease Telecommunications by \$2,100. Telecommunications will be managed during the year to accommodate this request.

Class 066 Increase Employee Training by \$1,050. This increase will allow new staff to receive FHWA training on Contractor Compliance during the year. The Bureau recently experienced a retirement and the departure of another staff member that was not anticipated.

Class 080 Increase Out of State Travel by \$1,050. This increase is required for staff to travel to the FHWA Contractor Compliance training held at the FHWA Resource Center in Virginia. The Bureau recently experienced a retirement and the departure of another staff member that was not anticipated.

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 Intra-Agency Income, Agency Income, Private Local 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.

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

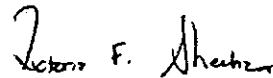
Consultant:

1. List of personnel involved: None. This request is to create Class 046 Consultant in Reimbursable Maintenance and Repair. The consultants are already approved and contracted under statewide contracts.
2. Nature, Need, and Duration: The Consultant contract is for the historic and archeological review of statewide rest areas including the following closed rest areas – Rumney, Antrim, Epsom and Shelburne.
3. Relationship to existing agency programs: This is a continuation of the historic and archeological review performed by current consultants.

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