



THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



William Cass, P.E. Assistant Commissioner

July 9, 2015 Division of Operations

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

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

REQUESTED ACTION

Pursuant to the provisions of Chapter 158, sub-paragraph I,(a), Laws of 2015, and Chapter 144:95, Laws of 2013, Transfer Among Accounts and Classes, authorize the Department of Transportation to transfer funds in and among accounting units in the amount of \$508,200. The adjustments are summarized below and effective upon Fiscal Committee and Governor and Council approval through December 31, 2015.

Table with 4 columns: Account Number, Current Budget FY 2016, Requested Change, Revised Budget FY2016. Rows include Division of Finance Expenses (Total \$1,510,511) and Source of Funds Revenue (Total \$1,510,511).

04-096-096-962015-3028	Current Budget FY 2016	Requested Change	Revised Budget FY2016
Right-of-Way Bureau			
Expenses:			
010 500100 Personal Services – Permanent	\$885,719	\$0	\$885,719
018 500106 Overtime	15,000	0	15,000
020 500200 Current Expense	20,000	0	20,000
022 500255 Rents-Leases Other than State	2,492	0	2,492
026 500251 Organizational Dues	3,000	0	3,000
030 500311 Equipment - New Replacement	12,175	0	12,175
037 500174 Technology-Hardware	1,158	0	1,158
038 500175 Technology-Software	325	0	325
039 500180 Telecommunications	7,500	0	7,500
050 500109 Personal Services-Temp	33,700	0	33,700
057 500535 Books Periodicals Subscription	2,115	0	2,115
060 500601 Benefits	456,984	0	456,984
066 500543 Employee Training	6,500	0	6,500
069 500567 Promotional Marketing Expense	0	20,000	20,000
070 500704 In-State Travel Reimbursement	250	0	250
080 500710 Out of State Travel Reimbursement	345	0	345
Total	\$1,447,263	\$20,000	\$1,467,263
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$465,317	\$0	\$465,317
009-405698 Agency Income	147,011	0	147,011
000-000015 Highway Fund	834,935	20,000	854,935
Total	\$1,447,263	\$20,000	\$1,467,263

04-096-096-962015-3036	Current Budget FY 2016	Requested Change	Revised Budget FY2016
SPR Research Funds			
Expenses:			
018 500106 Overtime	\$3,500	\$0	\$3,500
020 500200 Current Expense	12,500	0	12,500
026 500251 Organizational Dues	32,000	0	32,000
030 500311 Equipment - New Replacement	20,000	(20,000)	0
037 500174 Technology-Hardware	5	0	5
038 500175 Technology-Software	1,250	0	1,250
039 500180 Telecommunications	250	0	250
046 500463 Consultants	537,473	(16,068)	521,405
048 500226 Contractual Maint Build-Grn	488	31,068	31,556
050 500109 Personal Services-Temp	15,500	5,000	20,500
057 500535 Books Periodicals Subscription	1,000	0	1,000
060 500601 Benefits	1,878	0	1,878
066 500543 Employee Training	43,130	0	43,130
070 500704 In-State Travel Reimbursement	3,000	0	3,000
080 500710 Out of State Travel Reimbursement	10,000	0	10,000
Total	\$681,974	\$0	\$713,042

Source of Funds			
Revenue:			
000-409151 Federal Funds	\$681,974	\$0	\$681,974
Total	\$681,974	\$0	\$681,974

04-096-096-960515-2073	Current Budget FY 2016	Requested Change	Revised Budget FY2016
Asset Maintenance & Preservation			
Expenses:			
018 500106 Overtime	\$2,575	(\$2,575)	\$0
020 500200 Current Expense	10,440	(10,440)	0
022 500255 Rents-Leases Other than State	10,300	(10,300)	0
046 500463 Consultants	12,904	(12,904)	0
047 500240 Own Forces Maint Build-Grn	103,826	(103,826)	0
048 500226 Contractual Maint Build-Grn	133,989	(133,989)	0
050 500109 Personal Services-Temp	7,500	(7,500)	0
060 500601 Benefits	1,083	(1,083)	0
400 500870 Construction Repair Material	515	(515)	0
Total	\$283,132	(\$283,132)	\$0
Source of Funds			
Revenue:			
000-000015 Highway Fund	\$283,132	(\$283,132)	\$0
Total	\$283,132	(\$283,132)	\$0

04-096-096-960515-3048	Current Budget FY 2016	Requested Change	Revised Budget FY2016
Maintenance Critical Repair			
Expenses:			
018 500106 Overtime	\$2,575	\$2,575	\$5,150
020 500200 Current Expense	10,300	10,440	20,740
022 500255 Rents-Leases Other than State	10,300	10,300	20,600
024 500225 Maint Other Than Build-Grn	43,260	0	43,260
030 500311 Equipment - New Replacement	39,086	0	39,086
037 500174 Technology-Hardware	2,575	0	2,575
038 500175 Technology-Software	515	0	515
039 500180 Telecommunications	515	0	515
046 500463 Consultants	47,061	12,904	59,965
047 500240 Own Forces Maint Build-Grn	60,667	103,826	164,493
048 500226 Contractual Maint Build-Grn	102,678	133,989	236,667
050 500109 Personal Services-Temp	0	7,500	7,500
060 500601 Benefits	509	1,083	1,592
400 500870 Construction Repair Material	567	515	1,082
Total	\$320,608	\$283,132	\$603,740
Source of Funds			
Revenue:			
000-000015 Highway Fund	\$320,608	\$283,132	\$603,740
Total	\$320,608	\$283,132	\$603,740

04-096-096-960515-3009	Current Budget FY 2016	Requested Change	Revised Budget FY2016
Traffic Operations			
Expenses:			
010 500100 Personal Services – Permanent	\$1,419,864	\$0	\$1,419,864
017 500147 FT Employees Special Payment	2,099	0	2,099
018 500106 Overtime	155,000	0	155,000
019 500105 Holiday Pay	250	0	250
020 500200 Current Expense	2,408,510	(130,000)	2,278,510
022 500255 Rents-Leases Other than State	5,889	0	5,889
023 500291 Heat, Electricity, Water	146,450	0	146,450
024 500225 Maint Other Than Build-Grn	29,500	0	29,500
030 500311 Equipment - New Replacement	76,950	0	76,950
038 500175 Technology-Software	439	0	439
039 500180 Telecommunications	15,075	0	15,075
047 500240 Own Forces Maint Build-Grn	4,500	0	4,500
048 500226 Contractual Maint Build-Grn	29,464	0	29,464
050 500109 Personal Services-Temp	20,500	140,000	160,500
059 500117 Temp Full Time	20,500	(10,000)	10,500
060 500601 Benefits	897,153	0	897,153
066 500543 Employee Training	1,735	0	1,735
070 500704 In-State Travel Reimbursement	8,000	0	8,000
103 500741 Contracts for Op Services	33,000	0	33,000
Total	\$5,274,878	\$0	\$5,274,878
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$2,258,249	\$0	\$2,258,249
004-403631 Intra Agency Transfers	225,000	0	225,000
007-402193 Agency Income	13,900	0	13,900
009-405698 Agency Income	89,326	0	89,326
000-000015 Highway Fund	2,688,403	0	2,688,403
Total	\$5,274,878	\$0	\$5,274,878

04-096-096-962015-3034	Current Budget FY 2016	Requested Change	Revised Budget FY 2016
Materials – Research Bureau			
Expenses:			
010 500100 Personal Services – Permanent	\$1,332,024	\$0	\$1,332,024
017 500147 FT Employees Special Payments	840	0	840
018 500106 Overtime	62,500	0	62,500
019 500105 Holiday Pay	500	0	500
020 500200 Current Expense	13,825	0	13,825
022 500255 Rents-Leases Other than State	2,062	0	2,062
024 500225 Maint Other Than Build-Grn	7,535	0	7,535
028 582814 Transfers to General Services	94,691	0	94,691
030 500311 Equipment New Replacement	17,650	(9,000)	8,650
037 500174 Technology-Hardware	750	0	750
038 500175 Technology-Software	1,700	0	1,700
039 500180 Telecommunications	9,550	0	9,550

050 500109 Personal Services-Temp	9,000	9,000	18,000
057 500535 Books Periodicals Subscription	1,600	0	0
060 500601 Benefits	797,251	0	0
070 500704 In-State Travel Reimbursement	11,500	0	0
Total	\$2,362,978	\$0	\$2,362,978
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$1,699,996	\$0	\$1,699,996
009-405698 Agency Income	270,641	0	270,641
000-000015 Highway Fund	392,341	0	392,341
Total	\$2,362,978	\$0	\$2,362,978

04-096-096-962015-3035	Current Budget FY 2016	Requested Change	Revised Budget FY 2016
Construction Bureau			
Expenses:			
010 500100 Personal Services – Permanent	\$2,857,635	\$0	\$2,857,635
018 500106 Overtime	350,000	0	350,000
019 500105 Holiday Pay	11,500	0	11,500
020 500200 Current Expense	17,141	5,000	22,141
022 500255 Rents-Leases Other than State	5,747	0	5,747
024 500225 Maint Other Than Build-Grn	1,000	0	1,000
030 500311 Equipment New Replacement	15,802	0	15,802
038 500175 Technology-Software	500	0	500
039 500180 Telecommunications	9,500	0	9,500
050 500109 Personal Services-Temp	250,000	(5,000)	245,000
057 500535 Books Periodicals Subscriptions	1,000	0	1,000
060 500601 Benefits	1,713,157	0	1,713,157
070 500704 In-State Travel Reimbursement	125,000	0	125,000
102 500731 Contracts for Program Services	1,500	0	1,500
Total	\$5,359,482	\$0	\$5,359,482
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$2,230,000	\$0	\$2,230,000
009-405698 Agency Income	112,547	0	112,547
009-405699 Agency Income	423,393	0	423,393
000-000015 Highway Funds	2,593,542	0	2,598,542
Total	\$5,359,482	\$0	\$5,359,482

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:

Division of Finance (3001) 33.5% Federal Funds, 2.1% Agency Income and 64.4% Highway Funds

Class 020 Decrease Current Expense by \$15,000. Current Expenses will be managed to accommodate this request.

- Class 050 Increase Personal Services - Temp by \$15,000. Transfer is required to fund current and authorized part-time positions.
- Class 069 Decrease Promotional Marketing Expense by \$20,000. Some Promotional Marketing Expense items are expensed in Right-of-Way. This transfer will appropriate funds in the Right-of-Way Bureau for public notices required by Federal Highway regulations previously paid out of the Finance Bureau.

Right-of-Way Bureau (3028) 32.2% Federal Funds, 10.2% Agency Income and 57.6% Highway Funds

- Class 069 Establish and increase Promotional Marketing Expense by \$20,000. Promotional Marketing Expense funds needed to cover advertising property sales and public notice requirements on Federal projects.

SPR Research Funds (3036) 100% Federal Funds

- Class 030 Decrease Equipment - New Replacement by \$20,000. There are no equipment purchases planned at this time.
- Class 046 Decrease Consultants by \$16,068. Consultant expenditures will be managed to accommodate this request.
- Class 048 Increase Contractual Maintenance Building - Grounds by \$31,068. Increase in Contractual Maintenance Building – Grounds necessary to cover construction costs associated with the Noise Mitigation project.
- Class 050 Increase Personal Services – Temp by \$5,000 to cover expenditures for part-time temporary employees that will augment research efforts associated with the Newington-Dover (112380) project and ongoing asphalt plant research project. This is to fund current approved positions.

Asset Maintenance & Preservation (2073) 100% Highway Funds

Decrease Asset Maintenance & Preservation (AU 2073) by \$283,132 as this was consolidated with Maintenance Critical Repair (AU 3048) during the FY 2016 – FY 2017 budget process. The Department requests that all class lines be transferred to AU 3048.

Maintenance Critical Repair (3048) 100% Highway Funds

Increase Maintenance Critical Repair (AU 3048) by \$283,132 as this was consolidated with Asset Maintenance & Preservation (AU 2073) during the FY 2016 – FY 2017 budget process. The Department requests that all class lines be transferred from AU 2073.

Traffic Operations (3009) 44.8% Federal Funds, 4.5% Intra Agency Transfer, 2.0% Agency Income and 48.7% Highway Funds

- Class 020 Decrease Current Expense by \$130,000. Current Expenses will be managed to accommodate this request.
- Class 050 Increase Personal Services - Temp by \$140,000. Additional funding necessary to cover anticipated higher temporary labor costs during summer months for striping crews. Funding is for current authorized part-time positions.
- Class 059 Decrease Temp Full Time by \$10,000. Temp Full Time expenses will be managed to accommodate this request.

Materials Research (3034) 72.2% Federal Funds, 11.5% Agency Income and 16.3% Highway Funds

- Class 030 Decrease Equipment by \$9,000. Equipment purchases will be delayed to manage this request.
- Class 050 Increase Personal Services - Temp by \$9,000 to cover expenditures that are highest during the summer / fall construction season for bituminous plant inspections and other construction related duties. This is to fund current approved positions.

Construction Bureau (3035) 41.57% Federal Funds, 9.99% Agency Income and 48.44% Highway Funds

- Class 050 Decrease Personal Services - Temp by \$5,000 to cover the need for boot stipend. Personal Services - Temp will be managed to accommodate this request.
- Class 020 Increase Current Expense by \$5,000 to cover the boot stipend due in July 2015 per current negotiated employee contract.

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, Intra Agency Transfer, 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, such funds will lapse to their respective account fund balances.
7. Are personal services involved?
No new positions are requested with this transfer.

Your approval of this resolution is respectfully requested.

Sincerely,



William Cass, P.E.
Assistant Commissioner