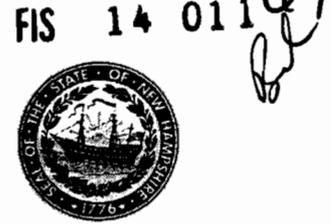




THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

January 16, 2014
 Division of Operations

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

[Signature] 2/14/14
 Approved by Fiscal Committee 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 transfer \$100,600 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.

04-096-096-960515-2073	Current Budget FY2014	Requested Change	Revised Budget FY2014
Asset Maintenance & Preservation			
Expenses:			
018 500106 Overtime	\$5,000	(\$4,000)	\$1,000
020 500200 Current Expense	22,000	(8,000)	14,000
022 500255 Rents-Leases Other than State	20,000	(9,000)	11,000
046 500463 Consultants	21,903	(5,000)	16,903
047 500240 Own Forces Maint Bldgs & Grnds	155,411	11,000	166,411
048 500226 Contractual Maint Bldgs & Grnds	110,155	30,000	140,155
050 500109 Personal Service Temp	15,000	(15,000)	0
060 500601 Benefits	2,136	0	2,136
400 500870 Construction Repair Material	1,563	0	1,563
Total	\$353,168	\$0	\$353,168
Source of Funds			
Revenue:			
000 000015 Highway Fund	\$353,168	\$0	\$353,168

04-096-096-960515-3048	Current Budget FY 2014	Requested Change	Revised Budget FY2014
Maintenance Critical Repair			
Expenses:			
018 500106 Overtime	\$5,000	(\$5,000)	\$0
020 500200 Current Expense	20,000	0	20,000
022 500255 Rents-Leases Other than State	20,000	(6,500)	13,500
024 500225 Maint Other than Build-Grn	14,703	0	14,703
030 500311 Equipment New Replacement	31,100	0	31,100
037 500174 Technology-Hardware	5,000	(5,000)	0
038 500175 Technology-Software	1,000	(1,000)	0
039 500180 Telecommunications	1,000	(1,000)	0
046 500463 Consultants	45,000	(15,000)	30,000
047 500240 Own Forces Maint Build-Grn	162,767	0	162,767
048 500226 Contractual Maint Build-Grn	91,372	34,600	125,972
060 500601 Benefits	989	0	989
400 500870 Construction Repair Material	7,165	(1,100)	6,065
Total	\$405,096	\$0	\$405,096
Source of Funds			
Revenue:			
000-000015 Highway Funds	\$405,096	\$0	\$405,096

04-096-096-960515-3198	Current Budget FY2014	Requested Change	Revised Budget FY2014
Fuel Distribution			
Expenses:			
010 500100 Personal Services – Permanent	\$243,092	\$0	\$243,092
018 500106 Overtime	15,000	0	15,000
019 500105 Holiday pay	0	200	200
020 500200 Current Expense	19,863	0	19,863
022 500255 Rents-Leases Other than State	10,000	(200)	9,800
023 500291 Heat, Electricity, Water	12,000	0	12,000
024 500225 Maint. Other than Bldg-Grounds	93,075	(5,000)	88,075
030 500301 Equipment New Replacement	58,004	0	58,004
037 500174 Technology-Hardware	2,000	0	2,000
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	11,200	0	11,200
046 500463 Consultants	50,000	0	50,000
047 500240 Own Forces Maint Bldgs & Grnds	110,000	0	110,000

048 500226 Contractual Maint Bldgs & Grnds	182,389	0	182,389
050 500109 Personal Service Temp	45,000	0	45,000
057 500535 Books Periodicals Subscriptions	1,050	0	1,050
060 500601 Benefits	177,579	0	177,579
066 500543 Employee Training	3,000	5,000	8,000
070 500704 In-State Travel Reimbursement	1,175	0	1,175
080 500710 Out of State Travel	1,000	0	1,000
103 500741 Contracts for Op Services	5,000	0	5,000
Total	\$1,041,427	\$0	\$1,041,427
Source of Funds			
Revenue:			
009 405962 Agency Income	\$1,041,427	\$0	\$1,041,427

04-096-096-960215-3001	Current Budget FY2014	Requested Change	Revised Budget FY2014
Division of Finance			
Expenses:			
010 500100 Personal Services Perm	\$1,544,977	\$0	\$1,544,977
018 500106 Overtime	33,999	10,000	43,999
020 500200 Current Expense	166,528	(14,800)	151,728
022 500255 Rents-Leases Other than State	127,758	0	127,758
024 500225 Maint. Other than Bldg-Grounds	25,200	(5,000)	20,200
030 500311 Equipment New Replacement	400	0	400
037 500174 Technology-Hardware	4,000	2,000	6,000
038 500175 Technology-Software	2,000	1,300	3,300
039 500180 Telecommunications	13,500	0	13,500
050 500109 Personal Service Temp	45,000	6,500	51,500
060 500601 Benefits	863,615	0	863,615
068 500563 Remuneration	5,000	0	5,000
069 500567 Promotional Marketing Exp	70,000	0	70,000
070 500704 In-State Travel Reimbursement	125	0	125
Total	\$2,902,102	\$0	\$2,902,102
Source of Funds			
Revenue:			
000 409151 Federal Funds	\$981,254	\$0	\$981,254
009 405698 Agency Income	62,618	0	62,618
000 0000015 Highway Funds	1,858,230	0	1,858,230
Total	\$2,902,102	\$0	\$2,902,102

EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various accounts in order to pay for services to accomplish and meet the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

Asset Maintenance & Preservation (2073) – 100% Highway Funds

Class 018	Decrease Overtime by \$4,000
Class 020	Decrease Current Expense by \$8,000
Class 022	Decrease Rents-Leases Other than State by \$9,000
Class 046	Decrease Consultants by \$5,000
Class 047	Increase Own Forces Maintenance Building-Grounds by \$11,000
Class 048	Increase Contractual Maintenance Building-Grounds by \$30,000
Class 050	Decrease Personal Services - Temporary by \$15,000

The above request is necessitated as a result of unforeseen conditions during the fiscal year. This request primarily relates to the removal of mold discovered in the Manchester shed. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation's management.

Maintenance Critical Repair (3048) - 100% Highway Funds

Class 018	Decrease Overtime by \$5,000
Class 022	Decrease Rents-Leases Other than State by \$6,500
Class 037	Decrease Technology - Hardware by \$5,000
Class 038	Decrease Technology - Software by \$1,000
Class 039	Decrease Telecommunications by \$1,000
Class 046	Decrease Consultants by \$15,000
Class 048	Increase Contractual Maintenance Building-Grounds by \$34,600
Class 400	Decrease Construction Repair Material by \$1,100

The above request is necessitated as a result of critical repairs and priorities changing as things deteriorate or break during the fiscal year. Projects this fiscal year include: furnace replacement, overhead door repair/replacement, rewiring sheds, insulate and stain shed, reconstruct spreader racks, electrical repairs, mold removal and other unforeseen needs. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation's management.

Fuel Distribution (3198) - 100% Agency Income

- Class 019 Increase Holiday Pay by \$200 to cover unanticipated emergency repairs to fuel facilities.
- Class 022 Decrease Rents-Leases Other than State by \$200. This class will be managed to accommodate this request.
- Class 024 Decrease Maintenance Other than Building and Grounds by \$5,000. This class will be managed to accommodate this request.
- Class 066 Increase Employee Training by \$5,000 for training on the ORPAK fuel distribution system. This training would negate trips by the vendor when bringing new fuel sites online and would provide estimated savings of \$65,000 in capital funds (fund 30).

Division of Finance (3001) – 33.8% Federal Funds; 2.2% Agency Income; 64.0% Highway Funds

- Class 018 Increase Overtime by \$10,000 for personnel to cover several vacant positions open throughout the year and year-end financial processing requirements.
- Class 020 Decrease Current Expense by \$14,800. This class will be managed to accommodate this request.
- Class 024 Decrease Maintenance Other than Building and Grounds by \$5,000 because maintenance costs for OCE printer are now included in lease agreement.
- Class 037 Increase Technology - Hardware by \$2,000 to purchase computer equipment for position reclassified into the Division of Finance.
- Class 038 Increase Technology - Software by \$1,300 due to increase in annual BNA fixed asset software renewal and software for position reclassified into the Division of Finance.
- Class 050 Increase Personal Service Temp by \$6,500 to continue funding currently filled temporary positions through fiscal year 2014 to assist in the scanning of invoices, matching and auditing spreadsheets, payroll, year-end, fielding calls and other associated duties.

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 Agency Income, Federal Funds 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,



Christopher D. Clement, Sr.
Commissioner