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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

October 3, 2012

Approved by Fiscal Committee 11/8/12 Date

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 9:16-a authorize the Department of Transportation to transfer $1,395,437 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2013 as follows:

04-096-096-960515-3009	Current Budget	Requested Change	Revised Budget
Traffic Operations			
Expenses:			
010 500100 Personal Services – Permanent	$2,696,903	$0	$2,696,903
017 500147 FT Employees Special Payment	10,465	0	10,465
018 500106 Overtime	303,000	(20,000)	283,000
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	2,469,347	314,000	2,783,347
022 500255 Rents-Leases Other than State	7,331	3,000	10,331
023 500291 Heat, Electricity, Water	263,400	0	263,400
024 500225 Maint. Other than Bldg-Grounds	55,500	0	55,500
025 506467 State Owned Equipment Usage	806,306	0	806,306
030 500311 Equipment	90,682	0	90,682
047 500240 Own Forces Maint Bldgs & Grnds	12,694	0	12,694
048 500226 Contractual Maint Bldgs & Grnds	136,248	0	136,248
050 500109 Personal Services - Temporary	345,000	(295,000)	50,000
059 500117 Temp Full Time	55,000	(19,000)	36,000
060 500601 Benefits	1,633,332	0	1,633,332
070 500704 In-State Travel	24,000	17,000	41,000
Total	$8,910,708	$0	$8,910,708

Source of Funds			
Revenue:			
000-408043 Federal Funds	$2,816,174	$0	$2,816,174
007-402193 Agency Income	202,524	0	202,524
009-402457 Agency Income	32,476	0	32,476
000-000015 Highway Fund	5,859,534	0	5,859,534
Total	$8,910,708	$0	$8,910,708

04-096-096-960515-3007	**Current Budget**	**Requested Change**	**Revised Budget**
Highway Maintenance			
Expenses:			
010 500100 Personal Services – Permanent	$25,098,762	$0	$25,098,762
017 500147 FT Employees Spec Pay	547,680	0	547,680
018 500106 Overtime	4,181,940	(100,000)	4,081,940
019 500105 Holiday Pay	62,192	0	62,192
020 500200 Current Expense	12,753,226	(400,000)	12,353,226
022 500255 Rents-Leases Other than State	8,296,719	0	8,296,719
023 500291 Heat, Electricity, Water	815,211	400,000	1,215,211
024 500225 Maint. Other than Bldg-Grounds	162,784	0	162,784
025 506467 State Owned Equipment Usage	9,938,990	0	9,938,990
030 500311 Equipment	544,190	0	544,190
047 500240 Own Forces Maint Bldgs & Grnds	11,139	0	11,139
048 500226 Contractual Maint Bldgs & Grnds	83,050	0	83,050
050 500109 Personal Services - Temporary	182,852	100,000	282,852
060 500601 Benefits	17,303,889	0	17,303,889
070 500704 In-State Travel	289,157	0	289,157
400 500870 Construction-Repairs & Materials	950	0	950
406 500882 Environment Expense	950	0	950
Total	$80,273,681	$0	$80,273,681

Source of Funds			
Revenue:			
007-402193 Agency Income	$220,168	$0	$220,168
000-000015 Highway Fund	80,053,513	0	80,053,513
Total	$80,273,681	$0	$80,273,681

04-096-096-960515-3048	Current Budget	Requested Change	Revised Budget
Maintenance Critical Repair			
Expenses:			
018 500106 Overtime	$5,000	$0	$5,000
020 500200 Current Expense	0	30,000	30,000
022 500255 Rents-Leases Other than State	5,000	21,810	26,810
024 500225 Maint. Other than Bldg-Grounds	21,000	28,000	49,000
030 500311 Equipment	70,130	0	70,130
046 500463 Consulting	1,000	14,000	15,000
047 500240 Own Forces Maint Bldgs & Grnds	44,500	65,500	110,000
048 500226 Contractual Maint Bldgs & Grnds	33,614	117,736	151,350
060 500601 Benefits	887	0	887
400 500870 Construction-Repairs & Materials	464,725	(277,046)	187,679
Total	$645,856	$0	$645,856
Source of Funds			
Revenue:			
000-000015 Highway Fund	$645,856	$0	$645,856

04-096-096-960515-2073	Current Budget	Requested Change	Revised Budget
Asset Maintenance & Preservation			
Expenses:			
018 500106 Overtime	$5,000	$(3,000)	$2,000
020 500200 Current Expense	36,045	(10,000)	26,045
022 500255 Rents-Leases Other than State	10,000	20,000	30,000
046 500463 Consulting	1,000	34,000	35,000
047 500240 Own Forces Maint Bldgs & Grnds	25,512	112,391	137,903
048 500226 Contractual Maint Bldgs & Grnds	40,000	118,000	158,000
050 500109 Personal Services - Temporary	10,000	(9,000)	1,000
060 500601 Benefits	2,877	0	2,877
400 500870 Construction-Repairs & Materials	333,366	(253,391)	79,975
401 500877 Land Interest	27,216	(9,000)	18,216
Total	$491,016	$0	$491,016

Source of Funds			
Revenue:			
000-000015 Highway Fund	$491,016	$0	$491,016

EXPLANATIONS

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.
Specific explanations relating to the Department's spending requests are as follows:

Traffic Operations (3009)–65.8% Highway Funds, 31.6% Federal Funds, 2.6% Agency Income

Class 018 Decrease Overtime by $20,000 due to changes in pavement marking traffic control being assisted by employees from highway maintenance. Overtime related to employee travel time has been reduced because these employees are located closer to the job sites.

Class 020 Increase Current Expense by $314,000 due to the increase in price for pavement marking material for calendar year 2012. Bid prices were 9% higher than budgeted and it is anticipated that prices will increase an additional 5% in calendar year 2013.

Class 022 Increase Rents Leases Other than State by $3,000 due to the lease of a forklift from District 4 for pavement marking remote trips. In the past, Traffic would have shipped a forklift from Mechanical Services for remote trips. District 4 has upgraded their forklift to lease a larger piece of equipment that meets Traffic's needs and has agreed to pay one month of the lease for use of the equipment.

Class 050 Decrease Personnel Services – Temporary by $295,000 due to a change in the Pavement Marking traffic control personnel staffing. Starting in calendar year 2012, Pavement Marking traffic control will be supplemented with Highway Maintenance personnel. This will reduce the required number of Class 50 employees from approximately 25 to 6.

Class 059 Decrease Temp Full Time by $19,000 due to a change in the Pavement Marking traffic control personnel staffing. Starting in calendar year 2012, Pavement Marking traffic control will be supplemented with Highway Maintenance personnel. This will reduce the required number of Class 59 employees from approximately 5 to 4.

Class 070 Increase In-State Travel by $17,000 to account for additional mileage expenses from the Highway Maintenance personnel assisting in Pavement Marking traffic control.

Highway Maintenance Bureau (3007) – 99.73% Highway Funds, .27% Agency Income

Class 018 Decrease Overtime by $100,000 given that the Department of Transportation has made the decision to pay for volunteer winter stipend workers at the Highway Maintainer hourly wage to be consistent with the Collective Bargaining Agreement. Funds were budgeted in overtime consistent with past practice and are being transferred to Class 50 Personal Services – Temp to align appropriation with current practice.

Class 020 Decrease Current Expense by $400,000 given fall expenditures to date. It is anticipated that sufficient funds will be available after the transfer assuming that winter costs will be confined to those of a normal winter (3-year avg. costs).

Class 023 Increase Heat, Electricity, Water by $400,000. The budget reduction assumed approximately 85% of the Department's streetlights would be discontinued to meet the budget appropriations. Due to a number of logistical and engineering issues with the utility, implementation has been delayed. Sufficient funding is being requested to fund this class as lights continue to be disconnected during this fiscal year.

Class 050 Increase Personal Services - Temp by $100,000 due to the decision to pay for volunteer winter stipend workers at the Highway Maintainer hourly wage to be consistent with the Collective Bargaining Agreement. The appropriated funds for the volunteer winter stipend workers were budgeted in overtime consistent with past practice and are being transferred to Class 50 Personal Services – Temp to align appropriation with current practice. Historically funds for the stipend payment have been paid from Class 18 Overtime and this change in practice necessitates the creation of Class 50 Personal Services – Temporary. Benefits as a result of vacancies is sufficiently budgeted to accommodate this request.

Maintenance Critical Repair (3048) – 100% Highway Funds

Class 020 Increase Current Expense by $30,000. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 022 Increase Rents Leases Other than State by $21,810. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 024 Increase Maintenance Other than Building & Grounds by $28,000. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 046 Increase Consulting by $14,000. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies. These funds are not for additional consultants and do not reflect a new contract. The funds are covered under current DOT consultant contracts.

Class 047 Increase Own Forces Maintenance Building & Grounds by $65,500. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair

Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 048 Increase Contractual Maintenance Building & Grounds by $117,736. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 400 Decrease Construction - Repairs & Materials by $277,046. This transfer is requested to align the class lines to complete required work for maintenance and critical repair. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

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

Class 018 Decrease Overtime by $3,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 020 Decrease Current Expense by $10,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 022 Increase Rents Leases Other than State by $20,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 046 Increase Consulting by $34,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies. These funds are not for additional consultants and do not reflect a new contract. The funds are covered under current DOT consultant contracts.

Class 047 Increase Own Forces Maintenance Building & Grounds by $112,391. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 048 Increase Contractual Maintenance Building & Grounds by $118,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 050 Decrease Personal Services – Temp by $9,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 400 Decrease Construction - Repairs & Materials by $253,391. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

Class 401 Decrease Land Interest by $9,000. This transfer is requested to align the class lines to complete required work for asset maintenance. Past practice has been to appropriate funds to class 400 Construction Repair Materials. The Department is requesting the transfer to charge expenses to the correct classes based on accounting policies.

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 Highway, Federal, 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?

   No personnel services are involved. The request to transfer to Personal Services – Temporary will not result in new positions. The increase is the result of a change to be consistent with the Collective Bargaining Agreement.

Your approval of this resolution is respectfully requested.

Sincerely,

Christopher D. Clement, Sr.
Commissioner