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William Cass, P.E.
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court and

Division of Finance
March 25, 2024

His Excellency, Governor Christopher T. Sununu
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 \$1,247,000 between various classes, effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2024.

04-096-096-960515-30090000	Current Budget FY2024	Requested Change	Revised Budget FY2024
Traffic Operations			
Expenses:			
010 500100 Personal Services Perm Class	\$3,695,208	\$0	\$3,695,208
017 500147 FT Employees Special Payments	35,150	0	35,150
018 500106 Overtime	302,500	46,000	348,500
019 500105 Holiday Pay	2,200	0	2,200
020 500200 Current Expenses	4,753,633	60,000	4,813,633
022 500255 Rents-Leases Other than State	8,627	0	8,627
023 500291 Heat Electricity Water	354,000	0	354,000
024 500228 Maint Other Than Build-Grn	30,000	(5,000)	25,000
026 500251 Organizational Dues	41,000	0	41,000
030 500311 Equipment New / Replace	111,801	0	111,801
037 500173 Technology-Hardware	9,730	0	9,730
038 500177 Technology-Software	95,540	0	95,540
039 500188 Telecommunications	53,410	(5,000)	48,410
046 500464 Consultants	50,000	0	50,000
047 500240 Own Forces Mant Build-Grn	10,000	0	10,000
048 500226 Contractual Maint Build-Grn	78,165	0	78,165
050 500109 Personal Service Temp Appointed	171,047	(95,000)	76,047
057 500531 Books Periodicals Subscript	1,000	1,000	2,000
059 500117 Temp Full Time	138,030	(15,000)	123,030
060 500601 Benefits	2,217,294	0	2,217,294
066 500546 Employee Training	11,000	9,000	20,000
070 500703 In State Travel Reimbursement	40,080	6,000	46,080
080 500713 Out of State Travel Reimbursement	10,900	(2,000)	8,900

04-096-096-960515-30090000	Current Budget FY2024	Requested Change	Revised Budget FY2024
103 500741 Contracts for Op Services	4,200	0	4,200
Total Expenses	\$12,224,515	\$0	\$12,224,515
Source of Funds			
Revenue			
000 409151 Federal Funds	\$4,369,841	\$0	\$4,369,841
004 408189 Intra-Agency Transfer	51,028	0	51,028
009 403108 Agency Income	94,074	0	94,074
00C 401350 Agency Indirect Cost Recovery	200,873	0	200,873
000 000015 Highway Fund	7,508,699	0	7,508,699
Total Revenue	\$12,224,515	\$0	\$12,224,515

04-096-096-960515-30070000	Current Budget FY2024	Requested Change	Revised Budget FY2024
Highway Maintenance Bureau			
Expenses:			
010 500100 Personal Services Perm Class	\$32,976,623	\$0	\$32,976,623
017 500147 FT Employees Special Payments	415,480	0	415,480
018 500106 Overtime	1,151,489	0	1,151,489
019 500105 Holiday Pay	5,720	0	5,720
020 500200 Current Expenses	4,287,997	0	4,287,997
022 500242 Rents-Leases Other than State	4,293,284	0	4,293,284
023 500291 Heat Electricity Water	701,128	0	701,128
024 500225 Maint Other Than Build-Grn	261,347	0	261,347
030 500305 Equipment New / Replace	1,422,690	0	1,422,690
037 500174 Technology-Hardware	100	0	100
038 500175 Technology-Software	100	0	100
039 500190 Telecommunications	144,471	0	144,471
046 500464 Consultants	203,538	0	203,538
047 500240 Own Forces Mant Build-Grn	216,160	0	216,160
048 500226 Contractual Maint Build-Grn	165,587	0	165,587
050 500109 Personal Service Temp Appointed	327,235	75,000	402,235
057 500531 Books Periodicals Subscript	100	0	100
060 500601 Benefits	23,085,736	0	23,085,736
066 500543 Employee Training	44,525	0	44,525
070 500704 In State Travel Reimbursement	142,500	0	142,500
080 500713 Out of State Travel Reimbursement	10,000	0	10,000
103 500741 Contracts for Op Services	242,090	50,000	292,090
400 500871 Construction Repair Materials	1,000	0	1,000
406 500882 Environment Expense	202,750	(125,000)	77,750
Total Expenses	\$70,301,650	\$0	\$70,301,650

04-096-096-960515-30070000	Current Budget FY2024	Requested Change	Revised Budget FY2024
Source of Funds			
Revenue			
009 403669 Agency Income	\$35,000	\$0	\$35,000
000 000015 Highway Fund	70,266,650	0	70,266,650
Total Revenue	\$70,301,650	\$0	\$70,301,650

04-096-096-960515-29280000	Current Budget FY2024	Requested Change	Revised Budget FY2024
Winter Maintenance			
Expenses:			
017 500147 FT Employees Special Payments	\$3,598,840	\$0	\$3,598,840
018 500106 Overtime	5,577,403	(300,000)	5,277,403
019 500105 Holiday Pay	44,000	0	44,000
020 500200 Current Expenses	16,806,102	(700,000)	16,106,102
022 500257 Rents-Leases Other than State	11,706,885	1,000,000	12,706,885
023 500291 Heat Electricity Water	1,007,000	0	1,007,000
024 500225 Maint Other Than Build-Grn	205,995	0	205,995
030 500311 Equipment New / Replace	1,012,854	0	1,012,854
037 500174 Technology-Hardware	115,780	0	115,780
038 500175 Technology-Software	25,100	0	25,100
039 500180 Telecommunications	169,000	0	169,000
047 500240 Own Forces Mant Build-Grn	10,000	0	10,000
048 500226 Contractual Maint Build-Grn	51,143	0	51,143
049 584914 Class 049 Interagency 014 Expense	300,000	0	300,000
050 500109 Personal Service Temp Appointed	325,079	0	325,079
060 500601 Benefits	2,270,642	0	2,270,642
070 500704 In State Travel Reimbursement	165,291	0	165,291
103 500741 Contracts for Op Services	136,111	0	136,111
Total Expenses	\$43,527,224	\$0	\$43,527,224
Source of Funds			
Revenue			
000 000015 Highway Fund	\$43,527,224	\$0	\$43,527,224
Total Revenue	\$43,527,224	\$0	\$43,527,224

EXPLANATION

The Department requests authorization to transfer account funds among the various classes to continue to meet the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

Traffic Operations (3009) 35.7% Federal Funds, 0.4% Intra Agency, 0.8% Agency Income, 1.6% Agency Indirect Cost Recovery, 61.5% Highway Funds

- Class 018 Increase Overtime by \$46,000. Additional funds are needed in Overtime to cover position vacancies at the higher pay rate based on the latest CBA.
- Class 020 Increase Current Expenses by \$60,000. This request is to cover significant price increases for several key commodities including road paint, reflector beads, steel signposts and aluminum signposts and panels.
- Class 024 Decreased Maint Other than Build-Grms by \$5,000. Funds are available in this class due to lower than anticipated equipment maintenance during FY2024.
- Class 039 Decrease Telecommunications by \$5,000. The anticipated expansion of the telecommunications system and escalating costs in this class did not materialize during FY2024.
- Class 050 Decrease Personal Service Temp Appointed by \$95,000. The Traffic Bureau's difficulty in filling seasonal pavement marking positions has reduced demand on this class.
- Class 057 Increase Books Periodicals Subscript by \$1,000. Additional funds are needed in this class so the Bureau may purchase a key reference manual (MUTCD) following its recent revision.
- Class 059 Decrease Temp Full Time by \$15,000. Funds are available in this class due to the delay in filling a temporary position within the Bureau.
- Class 066 Increase Employee Training by \$9,000 to allow key required training / certification events to be scheduled in FY2024 after being deferred during COVID.
- Class 070 Increase In State Travel Reimbursement by \$6,000. A transfer of funds into this class to pay travel expenses for pavement marking crews staying at remote locations to decrease travel time from Concord and associated increases in hotel prices and M&IE allowances. Due to the continuing lack of seasonal employees, there is an increase on reliance of staff from other districts / bureaus and associated personal mileage to alternative work locations.
- Class 080 Decrease Out of State Travel Reimbursement by \$2,000. Funds are available in this class due to the location of an annual event being held in a neighboring state which doesn't require airfare or overnight lodging.

Highway Maintenance Bureau (3007) 100% Highway Funds

- Class 050 Increase Personal Service Temp Appointed by \$75,000. Additional funds are needed in this class to cover the higher than anticipated costs for covering vacancies in the district warehouses and offices.
- Class 103 Increase Contracts for Op Services by \$50,000. Additional funds are needed in this class to cover the costs of the department's assistance in cleaning up homeless encampments.
- Class 406 Decrease Environmental Expense by \$125,000. Expenses in this class will be managed to accommodate this transfer request.

Winter Maintenance (2928) 100% Highway Funds

- Class 018 Decrease Overtime by \$300,000. Funds are available in this class due to lower than anticipated overtime expenses during the winter season.

- Class 020 Decrease Current Expenses by \$700,000. Expenses in this class will be managed to accommodate this request.
- Class 022 Increase Rent-Leases Other than State by \$1,000,000. Additional funds are needed in this class to cover the higher than budgeted expenses for rental equipment to cover vacancies in the districts.

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?
This transfer is for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?
This transfer is 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.
The source of funds is Federal Funds, Agency Income, Intra Agency Transfers, Agency Indirect Cost Recovery 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, the funds will lapse to the Highway Fund.
7. Are personal services involved?
This transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,



William J. Cass, P.E.
Commissioner