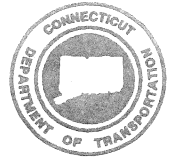




STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546



Office of the
Commissioner

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September 10, 2015

The Honorable Benjamin Barnes
Secretary
Office of Policy and Management
450 Capitol Avenue
Hartford, Connecticut 06106

Dear Secretary Barnes:

Subject: Fiscal Year (FY) 2017 Technical Adjustments

As requested, the Department of Transportation (Department) has reviewed its FY 2017 Appropriations Budget to determine if technical adjustments are required. We have identified critical areas where the Department is required to provide services that are unfunded, and where reallocation of funds within the existing budget will only result in the elimination of services in other essential areas. Included in the list below are items where additional positions are required to handle new requirements and several workforce development initiatives that the Department believes are vital in order to successfully ramp-up existing resources to meet the challenges of implementing the "Let's Go CT" Transportation plan legislated in the 2015 session.

- **Rail Operations:** Additional funds are required in the Rail Operations appropriation to fund on-going Metro North safety and maintenance initiatives to continue to maintain compliance with federally mandated safety regulations. The Department anticipates the required funding amount may be updated in the coming months when new budget forecast information is presented by Metro North.
\$8,300,000 in Rail Operations funding
- **Chloride Materials for Snow/Ice Removal:** Other Expenses funding of \$70,000 is required to fund the purchase of the average annual gallons of liquid chlorides to be used for snow and ice operations, consistent with application practices deemed necessary to ensure our state highways are kept safe, and based on the expected price per gallon. These funds are required to ensure the procurement of a sufficient amount of materials for timely response to winter weather, enabling the Department to effectively maintain the state highway system during winter storms.
\$70,000 in Other Expenses funding

- **Contractual Winter/Emergency Meals:** Additional funds are required to cover the payment of contractual meal allowances for eligible employees performing winter/emergency work, based on costs for an average winter season.
\$200,000 in Other Expenses funding
- **Bus Service Operations:** Funds are required for the annualization of operating costs associated with bus services to begin in 2016 between Waterbury and Torrington.
\$200,000 in Bus Operations funding
- **Concessions/Service Plaza Oversight Positions:** Additional staff is required to perform inspections and concessions contract oversight for the 23 newly renovated Service Plaza facilities, due to the significant increase in the number of food and retail venues, which have essentially tripled.
\$119,012 in Personal Services funding for two positions
- **Positions for the Inspection of Railroad Traffic Signals:** Two additional positions are required in the Bureau of Highway Operations to perform annual comprehensive inspections of traffic signals with railroad pre-emption phasing, (as recommended by Federal Railroad Administration Safety Advisory 2010-12) to enhance public safety by decreasing the risk potential (to railroad users and motoring public) for crashes due to malfunction. The scheduled inspection of railroad pre-emption systems has not been performed in the past. Minimal state funds will be required for this request, as Federal Highway Administration has approved the obligation of federal funds for this purpose. Of note, this item represents one of many federal safety recommendations/mandates that may require additional resources to implement.
\$22,505 in Pay-As-You-Go Transportation Projects funding
- **Environmental Compliance – Minor Capital Program:** Additional funds are required to address replacement of fuel tank components that are essential to ensuring compliance with Department of Energy and Environmental Protection (DEEP) environmental regulations, at 15 locations, at a cost of \$15,000 per location.
\$225,000 in Minor Capital funding
- **Funding for PC's and Software Licensing:** Funds are required for additional personal computers, as well as software licensing and maintenance agreements, for the additional positions authorized for the Department in the enacted budget (P.A. 15-244) for the Let's Go CT Transportation ramp-up plan.
\$110,000 in Other Expenses/Equipment funding
- **Reconfigure Daycare into Office Space for New Positions:** Funds are required to complete the reconfiguration of space at the Department's Headquarters facility, previously utilized for a privately-run daycare, to be used for office space in order to help

accommodate additional positions authorized in P.A. 15-244 for the Let's Go CT Transportation ramp-up plan.

\$565,000 in Minor Capital funding

- **Recruitment Program**: Strong recruitment efforts are critical to the success of the Let's Go CT transportation ramp-up plan, which includes authorization for 163 additional Department positions in the enacted budget (P.A. 15-244). In order to ensure outreach efforts continually provide for broad applicant pools that result in a diversified workforce of the most highly qualified engineering and professional positions, the Department must have an aggressive and competitive recruitment program that includes increased representation and participation at college career fairs, improved reference materials to job-seekers, and a more a robust, professional and technology-forward presence.

\$10,000 in Other Expenses funding

- **Cooperative Education Intern (Co-Op) Program**: In order to effectively administer the "Let's Go CT" transportation ramp-up plan and corresponding increase in the number of Department positions authorized in the enacted biennial budget, additional funds are required for a Cooperative Education Intern (Co-Op) program, to serve as a competitive recruitment tool to interest top students in transportation careers with the Department, and to attract a steady, qualified candidate pool for future employment. It is imperative that the Department administer an ongoing Co-Op Program in order to provide a continuous recruitment pool; to facilitate the training of potential permanent employees; and to supplement our full-time staff in a cost-effective manner while we recruit new candidates for employment. This program will better position the Department to administer long-term transportation initiatives, help address the pending inevitable attrition of one-third of its workforce, and also serve to strengthen the Department's collaborative employment efforts with UCONN as well as other state schools. Annual funding in Personal Services of \$211,200 supports forty (40) internships per semester, as much of the work performed will be eligible to be charged to project (Federal/Bond) funds.

\$211,200 in Personal Services funding

- **Training Program**: Funds are required for increased agency-wide training to facilitate strong state employee workforce development efforts. With the authorization for additional Department positions in the enacted budget (P.A. 15-244) for the Let's Go CT Transportation ramp-up plan, it is crucial that employees be trained promptly and consistently in order to facilitate successful implementation of Let's Go CT, as well as other Department initiatives. Strategic Training Plan templates that outline requirements for each title/bureau are being developed to document training needs for all existing and future employees. Funds of \$100,000 in Other Expenses would enable the Department's Training Division to conduct and/or hire contractors with appropriate expertise to provide structured and specialized training, ensuring that all employees receive the necessary

training specific to their jobs, and better prepare them for the challenges of implementing the Let's Go CT transportation initiative in the coming years.

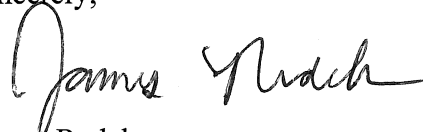
\$100,000 in Other Expenses funding

Lastly, ongoing discussions have recognized that additional positions are required in order for the Department of Energy and Environmental Protection (DEEP) to provide critical support to the Let's Go CT Transportation ramp-up plan. A Pilot Expedited Transportation Investment Program is being implemented in the bridge reconstruction and replacement arena, where environmental permitting and the acquisition of private property are the critical elements that drive project delivery. Success of this, as well as other, Let's Go CT initiatives, depends on establishing a more responsive environmental permitting strategy. In addition to the funding for new staffing and consultant resources that have been accounted for in the FY 2017 budget for the Department of Transportation, ten (10) dedicated positions at the DEEP are essential. This is expected to have a minimal impact on DEEP's appropriated budget since a significant portion of the work performed could be funded by DOT's capital program.

An electronic copy of this request has been transmitted to your staff via the Automated Budget System software, and a printed copy is also enclosed.

The Department looks forward to discussions with you and your staff regarding the specifics of these adjustments. If you should have any questions, please contact Mr. Robert Card, Bureau Chief of Finance and Administration, at (860) 594-2201.

Sincerely,



James Redeker
Commissioner

Enclosure

cc: Mr. Paul Potamianos, Office of Policy and Management
Ms. Patti Maroney, Office of Policy and Management
Mr. John Jaramillo, Office of Policy and Management

Agency Technical Adjustments Submission

Department of Transportation

Signed (Agency Head)	Title	Date
<i>James Ruch</i>	Commissioner	9/8/15

Fund	Agency Priority	Adjustment Title	FY 2017 Amount
12001 - Special Transportation Fund			
		0 Additional funds for Rail Operations	8,300,000
		Bus Service Operations between Waterbury and Torrington	200,000
		Chloride materials for Snow/Ice removal	70,000
		Concessions/Service Plaza oversight	119,012
		Contractual Winter/Emergency meals	200,000
		Environmental Compliance - Minor Capital Program	225,000
		Inspection of RR Traffic Signals - Two positions	22,505
		PC's and software licensing for new positions	110,000
		Reconfigure Day Care into Office space for new positions	565,000
		Recruitment program	10,000
		Training Program	100,000
		University Cooperative Education Intern (Co-Op) Program	211,200
	Total		10,132,717
Total			10,132,717

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Additional funds for Rail Operations

Agency Description:

Additional funds are required in the Rail Operations appropriation to fund on-going Metro North safety and maintenance initiatives to continue to maintain compliance with federally mandated safety regulations. The Department anticipates the required funding amount may be updated in the coming months, when new budget forecast information is presented by Metro North.

Agency Priority:

0

System ID:

4355

SID		Agency 2017
Financials		
12168 - Rail Operations		8,300,000
Total Financials		8,300,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Bus Service Operations between Waterbury and Torrington

Agency Description:

Funds are required for the annualization of operating costs associated with bus services to begin in 2016 between Waterbury and Torrington.

Agency Priority:

0

System ID:

4356

SID	Agency 2017
Financials	
12175 - Bus Operations	200,000
Total Financials	200,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Chloride materials for Snow/Ice removal

Agency Description:

Other Expenses funding of \$70,000 (in addition to the budgeted amount of \$787,950) is required to fund the purchase of the average annual gallons of Liquid chlorides to be used for snow and ice operations, consistent with application practices deemed necessary to ensure our state highways are kept safe, and based on the expected price per gallon. These funds are required to ensure the procurement of a sufficient amount of materials for timely response to winter weather, enabling the Department to effectively maintain the state highway system during winter storms.

Agency Priority:

0

System ID:

4350

SID		Agency 2017
Financials		
10020 - Other Expenses		70,000
Total Financials		70,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Concessions/Service Plaza oversight

Agency Description:

Additional staff is required to provide concessions oversight for new facilities, due to the significant increase in the number of food and retail venues at the 23 newly renovated Service Plazas, which has resulted in an increased workload for Department staff performing inspections and concessions contract oversight. (The number of venues has essentially tripled, increasing from 40 to 118.)

Agency Priority:

0

System ID:

4323

SID		Agency 2017
Financials		
10010 - Personal Services		119,012
Total Financials		119,012
Positions		
		2
Total Positions		2

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Contractual Winter/Emergency meals

Agency Description:

Additional funds are required to cover the payment of contractual meal allowances for eligible employees performing winter/emergency work, based on an average winter season. This line item is underfunded for an average season, and has experienced a shortfall of in 6 out of the last 7 years.

Agency Priority:

0

System ID:

4352

SID		Agency 2017
Financials		
10020 - Other Expenses		200,000
Total Financials		200,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Environmental Compliance - Minor Capital Program

Agency Description:

Additional funds are required to address replacement of fuel tank components that are essential to ensuring compliance with DEEP environmental regulations, at 15 locations, at a cost of \$15,000 per location.

Agency Priority:

0

System ID:

4354

SID	Agency 2017
Financials	
10070 - Minor Capital Projects	225,000
Total Financials	225,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Inspection of RR Traffic Signals - Two positions

Agency Description:

Two additional positions are required in the Bureau of Highway Operations to perform annual comprehensive inspections of traffic signals with railroad pre-emption phasing, (as recommended by FRA Safety Advisory 2010-12) to enhance public safety by decreasing the risk potential (to railroad users and motoring public) for crashes due to malfunction. Two Design Engineer 2 positions will be responsible for comprehensive inspections of traffic control signal equipment, coordination with railroad offices to ensure that railroad personnel is present during the joint inspections, repairs of the traffic signal electronic equipment, preparation of inspection reports and recommendations for equipment upgrading/replacement for the approximately 100 signalized intersections with railroad pre-emption. These design engineers will also be responsible for signal equipment repairs on a 24-hour basis. In order to ensure safety during the inspections or repairs in proximity to the railroad right-of-way, two design engineers must be present during the equipment inspections or repairs at all times.

The scheduled inspection of railroad pre-emption systems has not been performed in the past. Due to the high number and complexity of the signalized intersections with railroad pre-emption, it has been determined that the recommended yearly inspections and necessary repairs will require two Design Engineer 2 employees working full-time.

Minimal state funds will be required, as FHWA has approved the obligation of federal funds for this purpose.

Of note, this item represents one of many federal safety recommendations/mandates that may require additional resources to implement.

Agency Priority:

0

System ID:

4330

SID		Agency 2017
Financials		
12518 - Pay-As-You-Go Transportation Projects		22,505
Total Financials		22,505
Positions		
		2
Total Positions		2

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

PC's and software licensing for new positions

Agency Description:

Funds are required for additional personal computers, as well as software licensing and maintenance agreements, for the additional positions authorized for the Department in the enacted budget (P.A. 15-244) for the Let's Go CT Transportation ramp-up plan. This is one of a number of workforce development initiatives required to successfully ramp up existing resources to meet the challenges of implementing the "Let's Go CT" Transportation plan, legislated in the 2015 session.

Agency Priority:

0

System ID:

4357

SID		Agency 2017
Financials		
10020 - Other Expenses		24,000
10050 - Equipment		86,000
Total Financials		110,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Reconfigure Day Care into Office space for new positions

Agency Description:

Funds of \$565,000 are required to complete the reconfiguration of space at the Department's Headquarters facility, previously utilized for a privately-run Day Care , to be used for office space, in order to help accommodate additional positions authorized in P.A. 15-244 for the Let's Go CT Transportation ramp-up plan. Repurposing this 5300 square foot area to be usable as office space would include knocking down walls, removing child-sized bathroom facilities, reconfiguring plumbing and electrical, creating office/conference rooms and purchasing systems furniture.

This is one of a number of workforce development initiatives required to successfully ramp up existing resources to meet the challenges of implementing the "Let's Go CT" Transportation plan, legislated in the 2015 session.

Agency Priority:

0

System ID:

4358

SID	Agency 2017
Financials	
10070 - Minor Capital Projects	565,000
Total Financials	565,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Recruitment program

Agency Description:

Strong recruitment efforts are critical to the success of the Let's Go CT transportation ramp up plan, which includes authorization for 163 additional Department positions in the enacted budget (P.A. 15-244).
 In order to ensure outreach efforts continually provide for broad applicant pools that result in a diversified workforce of the most highly qualified engineering and professional positions, the Department must have an aggressive and competitive recruitment program. Additional annual funding of \$10,000 in Other Expenses would enable the Department's Human Resources team, as well as bureau-specific staff, to increase its representation and participation at College Career fairs, provide improved reference materials to job-seekers, and establish a more a robust, professional and technology-forward presence (with the purchase of a portable screen for presentations).
 This is one of a number of workforce development initiatives required to successfully ramp up existing resources to meet the challenges of implementing the "Let's Go CT" Transportation plan, legislated in the 2015 session.

Agency Priority:

0

System ID:

4348

SID		Agency 2017
Financials		
10020 - Other Expenses		10,000
Total Financials		10,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

Training Program

Agency Description:

Funds are required for increased agency-wide training to facilitate strong state employee workforce development efforts. With the authorization for additional Department positions in the enacted budget (P.A. 15-244) for the Let's Go CT Transportation ramp-up plan, it is crucial that employees be trained promptly and consistently, in order to facilitate successful implementation of Let's Go CT, as well as other Department initiatives. Strategic Training Plan Templates that outline requirements for each title/bureau are being developed to document training needs for all existing and future employees. Funds of \$100,000 in Other Expenses would enable the Department's Training Division to conduct and/or hire contractors with appropriate expertise to provide structured and specialized training, ensuring that all employees receive the necessary training specific to their jobs and better prepare them for the challenges of implementing the Let's Go CT transportation initiative in the coming years.

This is one of a number of workforce development initiatives required to successfully ramp up existing resources to meet the challenges of implementing the "Let's Go CT" Transportation plan, legislated in the 2015 session.

Agency Priority:

0

System ID:

4349

SID		Agency 2017
Financials		
10020 - Other Expenses		100,000
Total Financials		100,000

Department of Transportation

12001 - Special Transportation Fund

Adjustment Type:

Technical

Agency Title:

University Cooperative Education Intern (Co-Op) Program

Agency Description:

In order to effectively administer the "Let's Go CT" transportation ramp-up plan and corresponding increase in the number of Department positions authorized in the enacted biennial budget, additional funds are required for a Cooperative Education Intern (Co-Op) program, to serve as a competitive recruitment tool to interest top students in transportation careers with the Department, and to attract a steady, qualified candidate pool for future employment. It is imperative that the Department administer an ongoing Co-Op Program in order to provide a continuous recruitment pool; to facilitate the training of potential permanent employees; and to supplement our full-time staff in a cost-effective manner while we recruit new candidates for employment. This program will better position the Department to administer long-term transportation initiatives, help address the pending inevitable attrition of one third of its workforce, and also serve to strengthen the Department's collaborative employment efforts with UCONN as well as other state schools. Annual funding in Personal Services of \$211,200 supports forty internships per semester, as much of the work performed will be eligible to be charged to project (Federal/Bond) funds. This is one of a number of workforce development initiatives required to successfully ramp up existing resources to meet the challenges of implementing the "Let's Go CT" Transportation plan, legislated in the 2015 session.

Agency Priority:

0

System ID:

4347

SID	Agency 2017
Financials	
10010 - Personal Services	211,200
Total Financials	211,200