



STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
DIVISION OF TRAVEL AND TOURISM
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TAYLOR CASWELL
Commissioner

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VICTORIA CIMINO
Director

May 23, 2018

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Requested Action

Pursuant to RSA 9:16-a, authorize the Department of Business and Economic Affairs, Division of Travel and Tourism, Bureau of Visitor Services to transfer funds within accounting unit Safety Rest Areas Highway, as outlined below, in the amount of \$125,500.00 to reallocate funds to cover remaining FY2019 operational expenditures. Effective upon Fiscal Committee and Governor and Executive Council through June 30, 2018. 100% General Funds

Safety Rest Areas Highway					
03-22-22-221015-20250000					
Fiscal Year 2018					
Class	Description	Account	Current Budget	Requested Action	Adjusted Budget
010	Personal Services – Perm.	500100	\$577,227.00	\$0	\$577,227.00
018	Overtime	500106	\$15,000.00	\$0	\$15,000.00
019	Holiday Pay	500105	\$10,000.00	\$1,000.00	\$11,000.00
020	Current Expenses	500200	\$92,493.00	\$11,000.00	\$103,493.00
022	Rents-Leases Other than State	500255	\$97,500.00	\$0	\$97,500.00
023	Heat Electricity Water	500291	\$117,500.00	\$10,000.00	\$127,500.00
024	Maint Other Than Build-Grn	500225	\$1,000.00	\$0	\$1,000.00
027	Transfers to DOIT	582703	\$40,394.00	\$0	\$40,394.00
029	Intra-Agency Transfers	500290	\$5,500.00	\$0	\$5,500.00
030	Equipment New Replacement	500301	\$21,140.00	\$34,000.00	\$55,140.00



039	Telecommunications	500188	\$16,875.00	\$3,500.00	\$20,375.00
040	Indirect Costs	500800	\$17,131.00	\$0	\$17,131.00
047	Own Forces Maint Build-Grn	500240	\$1,000.00	\$0	\$1,000.00
048	Contractual Maint Build-Grn	500226	\$149,404.00	\$65,000.00	\$214,404.00
050	Personal Service Temp Appoint	500109	\$732,000.00	(\$125,500.00)	\$606,500.00
060	Benefits	500601	\$410,946.00	\$0	\$410,946.00
062	Workers Compensation	500538	\$20,000.00	\$0	\$20,000.00
070	In State Travel Reimbursement	500704	\$6,000.00	\$1,000.00	\$7,000.00
080	Out of State Travel Reimb.	500710	\$900.00	\$0	\$900.00
			\$2,332,010.00	\$0.00	\$2,332,010.00

Explanation

The Division of Travel and Tourism Development, Bureau of Visitor Services is tasked with ensuring the staffing, operations and maintenance of twelve safety rest areas throughout the state. During the FY2018/FY2019 budget process, the Legislature provided additional funds to the Division for continued operations and to allow the department to open all seasonal rest areas at a full-time operating schedule of 7 days a week, 12 hours per day. The additional funds were appropriated in Class 050 (Personal Service Temp Appointment) to allow the department to easily transfer at a later date once all centers were open full time and clear trending of expenditures and additional needs was available.

At this time, the centers are all operating full-time and the department has determined the transfers needed. The transfers will allow for the following:

- Cover the slight increase for Holiday Pay (Class 019)
- Cover an increased need in Current Expenditures (Class 020), Heat Electricity and Water (Class 023), Telecommunications (Class 039), Contractual Maint Build-Grn (Class 048) and In-State Travel Reimbursement (Class 070) from the additional hours of operation
- Allow the agency to purchase needed equipment for operations and for customer service enhancements (Class 030).

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions.

Does transfer involve continuing programs or one-time projects? The transfer involves the continuation of daily operations for the nine highway-funded safety rest areas.

Is this transfer required to maintain existing program level or will it increase the program level? This transfer will maintain existing program level.

Cite any requirements which make this program mandatory. The Division of Travel and Tourism's Bureau of Visitor Services has been tasked with ensuring the safety rest areas in the state are properly staffed, operated and maintained.

Identify the source of funds on all accounts listed on this transfer. The source of funds for this transfer is general funds.

Will there be any effect on revenue if this transfer is approved or disapproved? There will be no effect on revenue if this transfer is approved or disapproved.



Are funds expected to lapse if this transfer is not approved? Yes, funds would be expected to lapse if the transfer is not approved and the department would be unable continue to process payments for the remainder of this fiscal year.

Are personnel services involved? No, personnel services are not involved.

Respectfully submitted,



Victoria Cimino, Director
Division of Travel and Tourism Development

Concurred,


Taylor Caswell, Commissioner
Department of Business and Economic Affairs

