



State of New Hampshire

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

INFORMATIONAL ITEM

Pursuant to RSA 21-I: 19 – h, IV, Disposal of State-Owned Vehicles Based on Non-business Use, and as adjusted by Fiscal Item number 11-335 (December 2, 2011) the Department of Administrative Services (DAS) is submitting the report of all vehicles which have non-business use exceeding 20% for Fiscal Year 2016.

RSA 21-I: 19 – h, Disposal of State-Owned Vehicles Based on Non-business Use requires each agency to report any non-business use on their vehicles quarterly and annually. It also requires the Commissioner of Administrative Services to report annually to the Fiscal Committee and Governor and Council regarding any vehicles which exceed 20% non-business use. These vehicles are eligible for redistribution by the Director of Procurement and Support Services unless the agency submits and receives a waiver from the Vehicle Utilization Committee (VUC). The VUC has the authority to grant a waiver for a vehicle exceeding 20% non-business use if it is deemed to be in the best interest of the state.

Non-business use was first recorded at the vehicle level in Fiscal Year 2011. Since that time, state agencies have made great strides in reducing non-business miles. Agencies have reduced the number of vehicles which exceed the 20% threshold from 131 vehicles in 2012 to 45 vehicles today. Since Fiscal Year 2011 agencies have been able to reduce all non-business mileage by 1,300,569 miles.

This informational item details the following:

1. Executive Summary – Data summary of all vehicles exceeding 20% non-business use, agency waivers requested and the VUC's decision on requested waivers.
2. Exhibit A – Non-business Use Report Fiscal Year 2016 – all vehicles which exceeded 20% non-business use in FY2016.
3. Exhibit B – Voting Matrix – the VUC's voting results for each waiver requested.

Vehicle information referenced and contained in the attachments is supported by each agency's FY2016 Motor Vehicle Record Reports.

During the VUC's review of the FY2016 waiver requests, a pattern was identified. Of the 45 vehicles on this year's report, 76% had been repeatedly waived by Fiscal Committee in previous years based on identical criteria. Of the 24% that did not request a waiver last fiscal year, most were newly acquired vehicles which had not yet been utilized during the prior year but were being used for the same purposes as previously waived vehicles. The VUC feels that RSA 21-I: 19 - h has produced value-added and measurable results, reducing NBU vehicles and mileage to only those vehicles where waivers are in the best interest of the state. This year's report shows an impact of \$22,277.

As additional information, DAS is currently analyzing and improving our business process flows to improve efficiencies. Moving forward, the VUC will be working with agencies to streamline the waiver process. These efforts will result in reduced duplicative work, increased agency efficiency and a streamlined review process, while continuing to prevent any increase of non-business utilization of vehicles that are not in the best interest of the state.

Respectfully submitted,



Vicki V. Quiram
Commissioner

NBU Report Executive Summary
Agency Impact

As of: 10/26/2016

Agency	Total Vehicles in Agency Fleet	# of Vehicles Exempt (Law Enforcement)	Count of Vehicles Impacted by RSA 211:19-h	# Vehicles Greater than 20% NBU	% of Fleet Above 20% NBU	# of Waivers Approved	# of Vehicles Redistributed
Adjutant General	7	0	7	0	0%		
Administrative Services	27	0	27	0	0%		
Agriculture	22	0	22	0	0%		
Banking Commission	1	0	1	0	0%		
Corrections (including Correctional Industries)	56	0	56	1	2%	1	
Cultural Resources	8	0	8	0	0%		
DRED	140	20	120	6	5%	6	
Education	1	0	1	0	0%		
Employment Security	4	0	4	0	0%		
Energy and Planning	1	0	1	0	0%		
Environmental Services	96	0	96	2	2%	2	
Fish & Game	117	47	70	0	0%		
Health and Human Services	91	0	91	0	0%		
Insurance	1	0	1	0	0%		
Justice	31	31	0	0	0%		
Labor	29	0	29	0	0%		
Liquor Commission	39	23	16	0	0%		
Lottery Commission (including Racing and Charitable Gaming)	18	0	18	0	0%		
Office of Professional Licensure and Certification	9	0	9	0	0%		
Police Standards and Training Council	11	0	11	0	0%		
Public Utilities Commission	2	0	2	0	0%		
Revenue	17	0	17	0	0%		
Safety	556	350	206	2	1%	2	
Secretary of State / Archives & Records	5	0	5	0	0%		
Transportation	420	0	420	34	8%	34	
Veteran's Home	6	0	6	0	0%		
Veteran's Services	3	0	3	0	0%		
Totals:	1718	471	1247	45	4%	45	0

Note: 5 of 5 voters have responded; the totals above reflect the final tally of those votes.

*Fleet includes PassAUTOs, LDT1, and LDT2. These are the types of vehicles which reported non-business use exceeding 20%

Exhibit A - FY 2016 Non Business Use Report

Line#	Agency	FIMS ID	Plate/Agency ID	Odometer	Year	Make	Model	% NBUS Use	Warrant Denied
1	Corrections Department	1106	COR71	109,949	2007	Dodge	Charger	49.40%	
2	Environmental Services Department	1255	E5122	281,768	2007	Ford	F350	38.10%	
3	Environmental Services Department	1309	E5119	94,451	2012	Ford	F350	25.08%	
4	Resources and Economic Development Department	495	D80	203,390	2010	Chevrolet	Impala LS	79.33%	
5	Resources and Economic Development Department	936	D292	39,399	2013	Ford	F150 XL	42.69%	
6	Resources and Economic Development Department	365	D477	195,939	2008	Ford	Fusion I4	42.24%	
7	Resources and Economic Development Department	867	D11	35,401	2014	Ford	Explorer	36.81%	
8	Resources and Economic Development Department	371	D20	177,290	2007	Chevrolet	Malibu LS	34.91%	
9	Resources and Economic Development Department	370	D401	141,513	2005	Chevrolet	Impala	22.68%	
10	Safety Department	5062	5033	35,172	2014	JEEP	PATRIOT	57.14%	
11	Safety Department	4719	4895	143,132	2012	JEEP	LIBERTY	22.26%	
12	Transportation Department	4386	H01933	71,332	2011	FORD	F250 X-CAB	59.37%	
13	Transportation Department	3928	H01967	147,807	2011	CHEVROLET	2500HD	57.81%	
14	Transportation Department	4507	H01526	17,254	2016	FORD	F250 X-CAB	56.15%	
15	Transportation Department	4478	H01592	13,960	2016	FORD	F250 X-CAB	55.31%	
16	Transportation Department	3790	H01547	164,650	2008	FORD	F250 X-CAB	51.62%	
17	Transportation Department	2841	H00113	171,033	2007	CHEVROLET	MALIBU	49.45%	
18	Transportation Department	4683	H01965	94,120	2011	FORD	F250 X-CAB	47.71%	
19	Transportation Department	4126	H01979	85,251	2011	FORD	F150	44.59%	
20	Transportation Department	3347	H01978	218,005	2006	FORD	F150	41.60%	
21	Transportation Department	3123	H01395	80,300	2011	CHEVROLET	2500HD	41.31%	
22	Transportation Department	4372	H00318	53,280	2015	FORD	F250 X-CAB	38.25%	
23	Transportation Department	3747	H01554	18,796	2016	FORD	F250 X-CAB	35.56%	
24	Transportation Department	3764	H01562	8,640	2016	FORD	F250 X-CAB	33.33%	
25	Transportation Department	3241	H01964	94,502	2011	FORD	F250 X-CAB	32.56%	
26	Transportation Department	3742	H00180	249,417	2005	CHEVROLET	MALIBU	30.28%	
27	Transportation Department	4506	H01545	155,114	2009	CHEVROLET	2500HD/ XCAB	30.23%	
28	Transportation Department	4136	H01533	152,696	2009	CHEVROLET	2500HD/ XCAB	30.14%	
29	Transportation Department	3752	H01925	99,421	2007	FORD	F150	29.81%	
30	Transportation Department	3128	H01542	21,200	2016	FORD	F250 X-CAB	29.07%	
31	Transportation Department	4370	H01556	171,041	2008	FORD	F250 X-CAB	28.75%	
32	Transportation Department	2949	H00116	110,725	2010	FORD	FUSION	28.37%	
33	Transportation Department	3852	H00126	169,874	2005	CHEVROLET	MALIBU	28.06%	
34	Transportation Department	2859	H00317	195,588	2008	FORD	F250 X-CAB	27.68%	
35	Transportation Department	3707	H00130	128,430	2006	CHEVROLET	MALIBU	27.63%	
36	Transportation Department	4307	H01963	130,004	2011	CHEVROLET	2500HD	25.95%	
37	Transportation Department	3197	H01370	144,778	2011	CHEVROLET	2500HD	24.32%	
38	Transportation Department	3673	H01595	163,912	2011	CHEVROLET	2500HD	24.23%	
39	Transportation Department	3901	H01331	19,329	2016	FORD	F250 X-CAB	23.35%	
40	Transportation Department	4417	H01337	110,380	2011	CHEVROLET	2500HD	22.94%	
41	Transportation Department	3050	H01575	12,306	2016	FORD	F250 X-CAB	22.41%	
42	Transportation Department	2933	H01536	59,225	2015	FORD	F250 X-CAB	22.20%	
43	Transportation Department	3832	H00152	106,222	2011	FORD	FUSION	21.38%	
44	Transportation Department	3175	H01348	13,375	2016	FORD	F250 X-CAB	20.85%	
45	Transportation Department	4320	H00294	40,100	2015	FORD	F250 X-CAB	20.83%	

Exhibit B - VUC NBU Voting Matrix

Note: 1 is for Approval; 0 is for denial

Line #	Agency Name	Plate or ID	V. Quiram	L. Pollard	C. Waszczuk	R. Quinn	S. Carlson	Total
1	Corrections Department	COR71	1	1	1	1	1	5
2	Environmental Services Department	ES122	1	1	1	1	1	5
3	Environmental Services Department	ES119	1	1	1	1	1	5
4	Resources and Economic Development Department	D80	1	1	1	1	1	5
5	Resources and Economic Development Department	D292	1	1	1	1	1	5
6	Resources and Economic Development Department	D477	1	1	1	1	1	5
7	Resources and Economic Development Department	D11	1	1	1	1	1	5
8	Resources and Economic Development Department	D20	1	1	1	1	1	5
9	Resources and Economic Development Department	D401	1	1	1	1	1	5
10	Safety Department	5033	1	1	1	1	1	5
11	Safety Department	4895	1	1	1	1	1	5
12	Transportation Department	H01933	1	1	1	1	1	5
13	Transportation Department	H01967	1	1	1	1	1	5
14	Transportation Department	H01526	1	1	1	1	1	5
15	Transportation Department	H01592	1	1	1	1	1	5
16	Transportation Department	H01547	1	1	1	1	1	5
17	Transportation Department	H00113	1	1	1	1	1	5
18	Transportation Department	H01965	1	1	1	1	1	5
19	Transportation Department	H01979	1	1	1	1	1	5
20	Transportation Department	H01978	1	1	1	1	1	5
21	Transportation Department	H01395	1	1	1	1	1	5
22	Transportation Department	H00318	1	1	1	1	1	5
23	Transportation Department	H01554	1	1	1	1	1	5
24	Transportation Department	H01562	1	1	1	1	1	5
25	Transportation Department	H01964	1	1	1	1	1	5
26	Transportation Department	H00180	1	1	1	1	1	5
27	Transportation Department	H01545	1	1	1	1	1	5
28	Transportation Department	H01533	1	1	1	1	1	5
29	Transportation Department	H01925	1	1	1	1	1	5
30	Transportation Department	H01542	1	1	1	1	1	5
31	Transportation Department	H01556	1	1	1	1	1	5
32	Transportation Department	H00116	1	1	1	1	1	5
33	Transportation Department	H00126	1	1	1	1	1	5
34	Transportation Department	H00317	1	1	1	1	1	5
35	Transportation Department	H00130	1	1	1	1	1	5
36	Transportation Department	H01963	1	1	1	1	1	5
37	Transportation Department	H01370	1	1	1	1	1	5
38	Transportation Department	H01595	1	1	1	1	1	5
39	Transportation Department	H01331	1	1	1	1	1	5
40	Transportation Department	H01337	1	1	1	1	1	5
41	Transportation Department	H01575	1	1	1	1	1	5
42	Transportation Department	H01536	1	1	1	1	1	5
43	Transportation Department	H00152	1	1	1	1	1	5
44	Transportation Department	H01348	1	1	1	1	1	5
45	Transportation Department	H00294	1	1	1	1	1	5