



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**

FIS 19 056



February 11, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee 3/8/19
Date

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

Requested Action

1. 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 \$267,637.00 to reallocate funds to cover remaining FY2019 operational expenditures. Effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019. 100% General Funds
2. Pursuant to RSA 9:16-a, II, authorize the Department of Business and Economic Affairs to create a new expenditure class for Class 046 Consultants effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019.

Safety Rest Areas Highway					
03-22-22-221015-20250000					
Fiscal Year 2019					
Class	Description	Account	Current Budget	Requested Action	Adjusted Budget
010	Personal Services – Perm.	500100	\$603,161.00	\$0.00	\$603,161.00
018	Overtime	500106	\$15,300.00	\$1,500.00	\$16,800.00
019	Holiday Pay	500105	\$10,000.00	\$2,000.00	\$12,000.00
020	Current Expenses	500200	\$95,046.00	\$25,000.00	\$120,046.00
022	Rents-Leases Other than State	500255	\$57,500.00	\$10,000.00	\$67,500.00
023	Heat Electricity Water	500291	\$117,500.00	\$22,000.00	\$139,500.00
024	Maint Other Than Build-Grn	500225	\$1,000.00	\$0.00	\$1,000.00
027	Transfers to DOIT	582703	\$49,804.00	\$0.00	\$49,804.00
029	Intra-Agency Transfers	500290	\$5,800.00	\$0.00	\$5,800.00
030	Equipment New Replacement	500301	\$42,378.00	\$25,000.00	\$67,378.00
039	Telecommunications	500188	\$12,375.00	\$7,500.00	\$19,875.00
040	Indirect Costs	500800	\$17,645.00	\$0.00	\$17,645.00

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046	Consultants	500464	\$0.00	\$34,637.00	\$34,637.00
047	Own Forces Maint Build-Grn	500240	\$1,000.00	\$0.00	\$1,000.00
048	Contractual Maint Build-Grn	500226	\$199,930.00	\$135,000.00	\$334,930.00
050	Personal Service Temp Appoint	500109	\$748,034.00	(\$267,637.00)	\$480,397.00
060	Benefits	500601	\$440,928.00	\$0.00	\$440,928.00
062	Workers Compensation	500538	\$20,000.00	\$0.00	\$20,000.00
070	In State Travel Reimbursement	500704	\$3,600.00	\$5,000.00	\$8,600.00
080	Out of State Travel Reimb.	500710	\$900.00	\$0.00	\$900.00
			\$2,441,899.00	\$0.00	\$2,441,899.00

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:

- Class 018 Overtime – Unexpected increase due to staff vacancies and to cover the increased expenditures due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day
- Class 019 Holiday Pay – Unexpected increase due to staff vacancies and to cover the increased expenditures due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day
- Class 020 Current Expense – To cover the increased expenditures for supplies due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day
- Class 022 Rents-Leases Other than State – To cover the increased expenditures for portable toilet rentals due to contract price increases and due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day
- Class 023 Heat Electricity Water – To cover the increased expenditures due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day
- Class 030 Equipment New Replacement – To allow for the purchase of needed equipment and for customer service enhancements
- Class 039 Telecommunications – Increased expenditures due to increased data costs and to cover the increased expenditures due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day
- Class 046 Consultants – To cover the costs of administrative, historic, and archeological services for the Safety Rest Areas
- Class 048 Contractual Maint Build-Grn – To cover the cost of deferred maintenance of buildings, needed upgrades for septic systems and to cover the increased expenditures due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day

- Class 070 In State Travel Reimbursement –To cover the increased expenditures due to seasonal rest areas operating on a full-time schedule of 7 days a week, 12 hours per day and for mileage reimbursements paid to employees that travel to rest areas they are not assigned to cover unmanned shifts due to position vacancies

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.

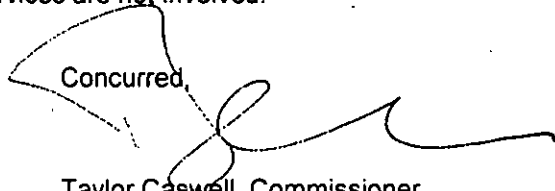
Are personnel services involved? No, personnel services are not involved.

Respectfully submitted,



Victoria Cimino, Director
Division of Travel and Tourism Development

Concurred,



Taylor Caswell, Commissioner
Department of Business and Economic Affairs