



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

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LINDA M. HODGDON
Commissioner
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October 14, 2014

The Honorable Mary Jane Wallner, 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 2014.

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 Plant and Property Management 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. Subsequently, in Fiscal Year 2012, the state made great strides in reducing non-business miles; the state was able to reduce non-business miles by 624,378 miles that year. Agencies have continued these efforts and have reduced the number of vehicles which exceed the 20% threshold from 131 vehicles in 2012 to 56 vehicles, and reduced the mileage of these vehicles by 471,642 miles. Since Fiscal Year 2011 agencies have been able to reduce all non-business mileage by 1,179,067 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.

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2. Exhibit A – Non-business Use Report Fiscal Year 2014 – all vehicles which exceeded 20% non-business use in FY2014.
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 FY2014 Motor Vehicle Record Reports.

Respectfully submitted,



Linda M. Hodgdon
Commissioner

**NBU Report Executive Summary
Agency Impact**

As of: 10/01/2014

AGENCY	Total Vehicles in Agency Fleet	# of Vehicles Exempt from Enforcement	Number of Vehicles Ineligible for NBU	Number of Vehicles Granted 20% NBU	% of Fleet Above 20% NBU	# of Vehicles Approved	# of Vehicles Redistributed
Adjutant General	8	0	8	0	0%		
Administrative Services	30	0	30	0	0%		
Agriculture	23	0	23	0	0%		
Banking Commission	2	0	2	0	0%		
Corrections (including Correctional Industries)	59	0	59	1	2%	1	
Cosmetology	2	0	2	0	0%		
Cultural Resources	8	0	8	0	0%		
DRED	143	15	128	8	6%	8	
Education	1	0	1	0	0%		
Employment Security	4	0	4	0	0%		
Energy and Planning	2	0	2	0	0%		
Environmental Services	94	0	94	2	2%	2	
Fish & Game	111	50	61	0	0%		
Health and Human Services	104	0	104	0	0%		
Highway Safety	1	0	1	0	0%		
Insurance	2	0	2	0	0%		
Joint Board	5	0	5	0	0%		
Justice	31	31	0	0	0%		
Labor	28	0	28	0	0%		
Liquor Commission	41	26	15	0	0%		
Lottery Commission	15	0	15	0	0%		
Pharmacy	2	0	2	1	50%	1	
Police Standards and Training Council	14	0	14	0	0%		
Public Utilities Commission	2	0	2	0	0%		
Racing and Charitable Gaming	4	0	4	0	0%		
Revenue	19	0	19	0	0%		
Safety	174	72	102	5	5%	5	
Police	417	348	69	0	0%		
Secretary of State / Archives & Records	4	0	4	0	0%		
Transportation	458	0	458	39	9%	39	
Veteran's Home	8	0	8	0	0%		
Veteran's Services	3	0	3	0	0%		
Totals:	1819	542	1277	56	4%	56	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 - NBU Report

FY2014 NonBusinessUseReport

Agency Name	Fleet Unit Subtype	Plate or ID	Model Year	Make	Model	% Non-Business Miles of Total Miles Traveled	Vehicle Utilization Repurposed	Waiver Denied
1 Corrections, Department of	PassAUTO	COR71	2007	Dodge	Charger	51.09%		
2 DRED	LDT1	D80	2010	Chevrolet	Impala	60.60%		
3 DRED	PassAUTO	D477	2008	Ford	Fusion	40.80%		
4 DRED	PassAUTO	D20	2007	Chevrolet	Malibu	40.40%		
5 DRED	LDT2	D24	2005	Dodge	Ram 2500	37.30%		
6 DRED	LDT2	D28	2008	Ford	F250	32.80%		
7 DRED	LDT1	D314	2012	Ford	F150	30.50%		
8 DRED	LDT1	D84	2005	Dodge	Durango	30.40%		
9 DRED	PassAUTO	D401	2005	Chevrolet	Impala	26.10%		
10 Environmental Services, Department of	LDT2	ES122	2007	Ford	4x4 Pickup	25.33%		
11 Environmental Services, Department of	LDT2	ES119	2012	Ford	F-350	22.58%		
12 Pharmacy	PassAUTO	P195	2007	Chevrolet	Malibu	23.68%		
13 Safety, Department of	PassAUTO	4442	2007	CHEVROLET	MALIBU	50.55%		
14 Safety, Department of	LDT1	4924	2013	JEEP	PATRIOT	40.17%		
15 Safety, Department of	LDT1	4314	2006	FORD	ESCAPE	23.19%		
16 Safety, Department of	PassAUTO	4439	2007	CHEVROLET	MALIBU	23.16%		
17 Safety, Department of	LDT1	4108	2004	CHEVROLET	TAHOE	21.00%		
18 Transportation	LDT2	H01933	2011	FORD	F250 X-CAB	67.86%		
19 Transportation	LDT2	H01547	2008	FORD	F250 X-CAB	65.61%		
20 Transportation	PASSAUTO	H00115	2006	CHEVROLET	MALIBU	63.15%		
21 Transportation	LDT2	H01967	2011	CHEVROLET	2500HD	60.67%		
22 Transportation	LDT2	H01526	2005	CHEVROLET	2500HD/ XCAB	55.74%		
23 Transportation	LDT1	H01978	2006	FORD	F150	55.08%		
24 Transportation	LDT2	H01965	2011	FORD	F250 X-CAB	54.92%		
25 Transportation	LDT2	H01592	2008	FORD	F250 X-CAB	54.87%		
26 Transportation	PASSAUTO	H00113	2007	CHEVROLET	MALIBU	54.54%		
27 Transportation	PASSAUTO	H00114	2006	CHEVROLET	MALIBU	54.28%		
28 Transportation	PASSAUTO	H00126	2005	CHEVROLET	MALIBU	48.54%		
29 Transportation	LDT1	H01979	2011	FORD	F150	48.43%		
30 Transportation	PASSAUTO	H00116	2010	FORD	FUSION	48.02%		
31 Transportation	LDT2	H01391	2006	CHEVROLET	2500HD/ XCAB	45.78%		
32 Transportation	LDT2	H01395	2011	CHEVROLET	2500HD	44.26%		
33 Transportation	LDT2	H01963	2011	CHEVROLET	2500HD	40.39%		
34 Transportation	LDT2	H01964	2011	FORD	F250 X-CAB	32.60%		
35 Transportation	LDT2	H01556	2008	FORD	F250 X-CAB	31.24%		
36 Transportation	PASSAUTO	H00130	2006	CHEVROLET	MALIBU	30.64%		
37 Transportation	LDT2	H01563	2002	CHEVROLET	2500HD/ XCAB	30.07%		
38 Transportation	LDT1	H01925	2007	FORD	F150	29.16%		
39 Transportation	LDT2	H01367	2008	FORD	F250 X-CAB	29.11%		
40 Transportation	LDT2	H00294	2008	FORD	F250 X-CAB	28.40%		
41 Transportation	LDT2	H00318	2005	CHEVROLET	2500HD/ XCAB	28.34%		
42 Transportation	LDT2	H01331	2008	FORD	F250 X-CAB	27.60%		
43 Transportation	LDT2	H01394	2008	FORD	F250 X-CAB	25.82%		
44 Transportation	PASSAUTO	H00152	2011	FORD	FUSION	25.28%		
45 Transportation	PASSAUTO	H00180	2005	CHEVROLET	MALIBU	25.22%		
46 Transportation	LDT2	H01348	2006	CHEVROLET	2500HD/ XCAB	24.60%		
47 Transportation	LDT2	H01595	2011	CHEVROLET	2500HD	24.05%		
48 Transportation	LDT2	H01554	2008	FORD	F250 X-CAB	23.18%		
49 Transportation	PASSAUTO	H00137	2005	CHEVROLET	MALIBU	23.11%		
50 Transportation	LDT2	H01536	2006	FORD	F250 CREWCAB	22.44%		
51 Transportation	LDT2	H01545	2009	CHEVROLET	2500HD/ XCAB	22.06%		
52 Transportation	PASSAUTO	H00090	2010	CHEVROLET	COBALT	21.17%		
53 Transportation	LDT2	H01534	2014	FORD	F250 X-CAB	20.86%		
54 Transportation	LDT2	H01370	2011	CHEVROLET	2500HD	20.32%		
55 Transportation	MDT	H01548	2006	FORD	F450 DUMP	20.22%		
56 Transportation	LDT2	H01575	2008	FORD	F250 X-CAB	20.15%		

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 21-I

DEPARTMENT OF ADMINISTRATIVE SERVICES

Disposal of State-Owned Vehicles Based on Nonbusiness Use

Section 21-I:19-h

21-I:19-h Disposal of State-Owned Vehicles Based on Nonbusiness Use. –

I. Each agency, as defined in RSA 21-G:5, III, shall report quarterly to the department of administrative services the total miles and total nonbusiness miles traveled by each state-owned motor vehicle, including, but not limited to, use of vehicles for commuting between an employee's home and regular place of business. This section shall not apply to vehicles used for the purposes of law enforcement. This section shall be interpreted so as not to conflict with federal Internal Revenue statutes or regulations and shall not relieve an agency or its employees from non-wage fringe benefit reporting requirements for nonbusiness use of state-owned motor vehicles.

II. By August 1, 2011, each agency shall review the utilization of all vehicles which are assigned to the agency to determine if nonbusiness use for any vehicle exceeds 15 percent of the total miles traveled by that vehicle for the preceding fiscal year. By August 1 of each year after 2011, each agency shall conduct the same review using the percentage of nonbusiness use miles adjusted by the vehicle utilization committee.

III. Each agency shall, by August 15, 2011, report to the commissioner in writing all vehicles which are determined to have nonbusiness use exceeding 15 percent of the total miles traveled by that vehicle for the preceding fiscal year. Each agency shall, by August 15 of each year after 2011, report to the commissioner in writing all vehicles which are determined to have nonbusiness use miles exceeding the percentage adjusted by the vehicle utilization committee.

IV. The commissioner shall, by October 1, 2011 and each October 1 thereafter, submit a report to the governor and council and to the fiscal committee of the general court identifying all vehicles which he or she has been advised have nonbusiness use exceeding the applicable percentage of total miles traveled by that vehicle for the preceding fiscal year.

V. For each vehicle reported under paragraph III, the director of the division of plant and property management of the department of administrative services either shall declare the vehicle surplus and transfer or otherwise dispose of the vehicle or shall reassign the vehicle within the agency, unless a waiver of the requirements of this paragraph is granted by the vehicle utilization committee.

VI. Requests for waivers from the vehicle utilization committee shall be submitted to the commissioner at the same time as the report required by paragraph III. The vehicle utilization committee shall grant a waiver if it concludes that to do so would be in the best interests of the state.

VII. There is hereby established a vehicle utilization committee consisting of the following officials or designees:

- (a) The commissioner of the department of administrative services.
- (b) The director of the division of plant and property management of the department of administrative services.
- (c) The commissioner of the department of transportation.
- (d) The commissioner of the department of safety.
- (e) The commissioner of the department of environmental services.

VIII. After October 1, 2011, the vehicle utilization committee may, at any time, with the prior approval of the fiscal committee of the general court, adjust the percentage of nonbusiness use miles traveled by a vehicle during the preceding fiscal year which may result in a vehicle being declared surplus and subject to transfer or other disposal by the director of the division of plant and property management. In the absence of any adjustment, the percentage shall be 15 percent. Any adjustment of the percentage made by the vehicle utilization committee shall be communicated to agencies by the vehicle utilization committee and shall remain in effect until further adjustment, if any, is made.

Source. 2010, 241:1, eff. July 1, 2010.



FIS 11-335

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December 2, 2011

Linda M. Hodgdon, Commissioner
Department of Administrative Services
25 Capitol Street, Room 120
Concord, New Hampshire 03301

Dear Commissioner Hodgdon,

The Fiscal Committee, pursuant to the provisions of RSA 21-I:19-h, VIII, on December 2, 2011, approved the request of the Department of Administrative Services to increase the Non-Business Use percentage from 15% to 20%, as specified in your letter dated November 9, 2011.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey A. Pattison".

Jeffrey A. Pattison
Legislative Budget Assistant

JAP/pe
Attachment