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DEPARTMENT OF ADMINISTRATIVE SERVICES
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October 17, 2017

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 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 (NBU) exceeding 20% for Fiscal Year 2017.

RSA 21-I: 19 – h, Disposal of State-Owned Vehicles Based on Non-business Use requires each agency to report any NBU 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% NBU. 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% NBU 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 NBU. Agencies have reduced the number of vehicles which exceed the 20% threshold from 131 vehicles in 2012 to 48 vehicles today. Since Fiscal Year 2011 agencies have been able to reduce all NBU by 1,348,308 miles or 70%.

This informational item details the following:

1. Executive Summary – Data summary of all vehicles exceeding 20% NBU, agency waivers requested and the VUC's decision on requested waivers.
2. Exhibit A – Non-business Use Report Fiscal Year 2017 – all vehicles which exceeded 20% NBU in FY2017.
3. Exhibit B –Voting Matrix – the VUC's voting results for each waiver requested.

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Vehicle information referenced and contained in the attachments is supported by each agency's FY2017 Motor Vehicle Record Reports.

As previously stated in the last report, during the VUC's review of the FY2016 waiver requests, a pattern was identified. Of vehicles on the 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 worked with DAS to analyze the NBU process flow for improvement. The decision was made to streamline the waiver process starting with the FY17 waivers. Starting with the FY16 NBU results, if a vehicle had already received a waiver and there was no substantive change then the agency could choose to request a continuation of that waiver. Approximately 52% of the vehicles on the FY17 NBU report choose to request a continuation of their FY16 waiver. In order to ensure continued oversight and monitoring the VUC has set an expiration of 4 years or FY20, whichever comes first for all waivers. The FY20 report will require full, updated waiver documentation for all vehicles exceeding 20% NBU regardless of whether there was substantive change and the duration of the prior approval.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

As of: 10/17/2017

Agency	Total Vehicles in Agency Fleet*	# of Vehicles Exempt (Law Enforcement)	Count of Vehicles Impacted by RSA 21-i: 19-h	# Vehicles Greater than 20% NBU	% of Fleet Above 20% NBU	# of Waivers Continued	# of Waivers Approved	# of Vehicles Redistributed
Adjutant General	10	0	10	0	0%			
Administrative Services	31	0	31	0	0%			
Agriculture	25	0	25	0	0%			
Banking Commission	1	0	1	0	0%			
Corrections (Including Correctional Industries)	56	0	56	1	2%	1	0	0
Cultural Resources	7	0	7	0	0%			
DRED	145	14	131	6	5%	5	1	0
Education	1	0	1	0	0%			
Employment Security	4	0	4	0	0%			
Energy and Planning	1	0	1	0	0%			
Environmental Services	101	0	101	2	2%	0	2	0
Fish & Game	118	55	63	0	0%			
Health and Human Services	86	0	86	0	0%			
Insurance	2	0	2	0	0%			
Justice	32	32	0	0	0%			
Labor	26	0	26	0	0%			
Liquor Commission	43	25	18	0	0%			
Lottery Commission	20	0	20	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	18	0	18	0	0%			
Safety	551	376	175	5	3%	1	4	0
Secretary of State / Archives & Records	6	0	6	0	0%			
Transportation	425	0	425	34	8%	18	16	0
Veteran's Home	9	0	9	0	0%			
Veteran's Services	3	0	3	0	0%			
Totals:	1743	502	1241	48	4%	25	23	0

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

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

Exhibit A - FY 2017 Non Business Use Report

Line #	Agency	FIMS ID	Plate/ Agency ID	Odometer	Year	Make	Model	% NBU FY17	Waiver Denied
1	Corrections Department	1106	COR71	120,375	2007	Dodge	Charger	57.60%	
2	Environmental Services Department	5179	ES120	34,781	2016	Ford	F250	27.91%	
3	Environmental Services Department	1309	ES119	118,390	2012	Ford	F-350	23.58%	
4	Resources and Economic Development Department	5339	D311	24,516	2016	Ford	F150 XL	29.65%	
5	Resources and Economic Development Department	867	D11	49,289	2014	Ford	Explorer	38.63%	
6	Resources and Economic Development Department	371	D20	201,485	2007	Chevrolet	Malibu LS	37.31%	
7	Resources and Economic Development Department	495	D80	241,451	2010	Chevrolet	Impala LS	80.19%	
8	Resources and Economic Development Department	936	D292	54,367	2013	Ford	F150 XL	40.57%	
9	Resources and Economic Development Department	5790	D477	5,534	2017	Ford	Fusion S	37.98%	
10	Safety Department	5785	5168	7,828	2017	JEEP	CHEROKEE	67.83%	
11	Safety Department	5044	4573	98,917	2008	FORD	FUSION	28.98%	
12	Safety Department	4763	4896	67,363	2012	JEEP	LIBERTY	24.69%	
13	Safety Department	4719	4895	162,851	2012	JEEP	LIBERTY	20.36%	
14	Safety Department	5062	5033	52,253	2014	JEEP	PATRIOT	48.12%	
15	Transportation Department	4683	H1965	111,770	2011	FORD	F250 X-CAB	51.90%	
16	Transportation Department	2841	H0113	191,573	2007	CHEVROLET	MALIBU	49.57%	
17	Transportation Department	3707	H0130	139,400	2006	CHEVROLET	MALIBU	45.03%	
18	Transportation Department	5555	H1547	9,290	2016	FORD	F250 X-CAB	40.31%	
19	Transportation Department	5546	H1556	15,224	2016	FORD	F250 X-CAB	38.92%	
20	Transportation Department	5509	H1391	13,240	2016	FORD	F250 X-CAB	30.51%	
21	Transportation Department	5594	H0136	10,186	2016	FORD	FOCUS	29.32%	
22	Transportation Department	5553	H0317	26,308	2016	FORD	F250 X-CAB	29.06%	
23	Transportation Department	2869	H0321	79,176	2015	FORD	F250 X-CAB	25.93%	
24	Transportation Department	4307	H1963	152,167	2011	CHEVROLET	2500HD	25.58%	
25	Transportation Department	5511	H1367	13,680	2016	FORD	F250 X-CAB	24.34%	
26	Transportation Department	5544	H1590	14,330	2016	FORD	F250 X-CAB	23.87%	
27	Transportation Department	5466	H1562	23,800	2016	FORD	F250 X-CAB	22.82%	
28	Transportation Department	5468	H0339	39,590	2016	FORD	F250 X-CAB	21.73%	
29	Transportation Department	5447	H1542	52,500	2016	FORD	F250 X-CAB	21.42%	
30	Transportation Department	5512	H1596	21,878	2016	FORD	F250 X-CAB	21.21%	
31	Transportation Department	5623	H1978	9,917	2016	FORD	F150	35.09%	
32	Transportation Department	3752	H1925	111,207	2007	FORD	F150	29.87%	
33	Transportation Department	5556	H1545	14,800	2016	FORD	F250 X-CAB	31.09%	
34	Transportation Department	3123	H1395	95,738	2011	CHEVROLET	2500HD	40.85%	
35	Transportation Department	3241	H1964	110,371	2011	FORD	F250 X-CAB	31.19%	
36	Transportation Department	4386	H1933	88,269	2011	FORD	F250 X-CAB	51.30%	
37	Transportation Department	5470	H1348	32,009	2016	FORD	F250 X-CAB	24.40%	
38	Transportation Department	4126	H1979	105,190	2011	FORD	F150	39.76%	
39	Transportation Department	5464	H1575	31,959	2016	FORD	F250 X-CAB	21.71%	
40	Transportation Department	4417	H1337	130,950	2011	CHEVROLET	2500HD	20.42%	
41	Transportation Department	5604	H0180	22,473	2016	FORD	FOCUS	31.56%	
42	Transportation Department	5441	H1554	42,860	2016	FORD	F250 X-CAB	33.86%	
43	Transportation Department	4136	H1533	179,394	2009	CHEVROLET	2500HD/ XCAB	25.79%	
44	Transportation Department	3928	H1967	174,963	2011	CHEVROLET	2500HD	50.43%	
45	Transportation Department	5452	H1592	42,700	2016	FORD	F250 X-CAB	51.25%	
46	Transportation Department	4372	H0318	84,615	2015	FORD	F250 X-CAB	32.85%	
47	Transportation Department	5459	H1526	48,523	2016	FORD	F250 X-CAB	58.43%	
48	Transportation Department	5558	H1595	14,600	2016	FORD	F250 X-CAB	23.42%	

Exhibit B - VUC NBU Voting Matrix

Note: 1 is for Approval; 0 is for denial; c is for continuation

Line #	Agency Name	Plate or ID	C. Arlinghaus	L. Pollard	C. Waszczuk	R. Quinn	S. Carlson	Total
1	Corrections Department	COR71	c	c	c	c	c	
2	Environmental Services Department	ES120	1	1	1	1	1	5
3	Environmental Services Department	ES119	1	1	1	1	1	5
4	Resources and Economic Development Department	D311	1	1	1	1	1	5
5	Resources and Economic Development Department	D11	c	c	c	c	c	
6	Resources and Economic Development Department	D20	c	c	c	c	c	
7	Resources and Economic Development Department	D80	c	c	c	c	c	
8	Resources and Economic Development Department	D292	c	c	c	c	c	
9	Resources and Economic Development Department	D477	c	c	c	c	c	
10	Safety Department	5168	1	1	1	1	1	5
11	Safety Department	4573	1	1	1	1	1	5
12	Safety Department	4896	1	1	1	1	1	5
13	Safety Department	4895	1	1	1	1	1	5
14	Safety Department	5033	c	c	c	c	c	
15	Transportation Department	H1965	1	1	1	1	1	5
16	Transportation Department	H0113	1	1	1	1	1	5
17	Transportation Department	H0130	1	1	1	1	1	5
18	Transportation Department	H1547	1	1	1	1	1	5
19	Transportation Department	H1556	1	1	1	1	1	5
20	Transportation Department	H1391	1	1	1	1	1	5
21	Transportation Department	H0136	1	1	1	1	1	5
22	Transportation Department	H0317	1	1	1	1	1	5
23	Transportation Department	H0321	1	1	1	1	1	5
24	Transportation Department	H1963	1	1	1	1	1	5
25	Transportation Department	H1367	1	1	1	1	1	5
26	Transportation Department	H1590	1	1	1	1	1	5
27	Transportation Department	H1562	1	1	1	1	1	5
28	Transportation Department	H0339	1	1	1	1	1	5
29	Transportation Department	H1542	1	1	1	1	1	5
30	Transportation Department	H1596	1	1	1	1	1	5
31	Transportation Department	H1978	c	c	c	c	c	
32	Transportation Department	H1925	c	c	c	c	c	
33	Transportation Department	H1545	c	c	c	c	c	
34	Transportation Department	H1395	c	c	c	c	c	
35	Transportation Department	H1964	c	c	c	c	c	
36	Transportation Department	H1933	c	c	c	c	c	
37	Transportation Department	H1348	c	c	c	c	c	
38	Transportation Department	H1979	c	c	c	c	c	
39	Transportation Department	H1575	c	c	c	c	c	
40	Transportation Department	H1337	c	c	c	c	c	
41	Transportation Department	H0180	c	c	c	c	c	
42	Transportation Department	H1554	c	c	c	c	c	
43	Transportation Department	H1533	c	c	c	c	c	
44	Transportation Department	H1967	c	c	c	c	c	
45	Transportation Department	H1592	c	c	c	c	c	
46	Transportation Department	H0318	c	c	c	c	c	
47	Transportation Department	H1526	c	c	c	c	c	
48	Transportation Department	H1595	c	c	c	c	c	
			23	23	23	23	23	