

Fleet Management Division 2021 Annual Fleet Report

State of West Virginia



Fleet Management Division

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Background

In 2016, the Legislature requested the total number of state vehicles from three agencies, Fleet Management Division (FMD), the Department of Motor Vehicles (DMV), and the Board of Risk and Insurance Management (BRIM). FMD reported approximately 7,500 vehicle units, DMV reported approximately 10,500, and BRIM reported approximately 13,000 units. Due to each agency having differing responsibilities, missions, and oversight authorities, the total numbers did not match, and the question of “How many vehicles does the state have?” remained.

HB4015 was passed on March 7, 2018, and emergency Rules were implemented on November 14, 2018. The Bill and Rule established procedures for the use and yearly reporting of agencies’ fleet inventory and operating cost. The new legislation outlines the agencies’ and FMD’s responsibilities. It also provides two enforcements checks: first, the DMV relicensing project that requires agencies to list their vehicles in wvOASIS fixed assets before a new plate will be issued (all state green plates expired on December 31, 2018, and the DMV relicensing project will ensure the accuracy of the state’s inventory); second, the State Auditor’s Office must conduct a spot compliance audit on not less than 20% of the state’s fleet annually to monitor operator, spending unit, and fleet coordinator records and reports for accuracy and compliance beginning July 1, 2019. The State Auditor shall report to FMD the findings of each spot compliance audit. The Auditor’s Office spot compliance ensures agencies are following the requirements in the bill and rule.

HB4015 State Vehicle Fleet Annual Report

HB4015 requires the agencies to report on their vehicle inventory that they own and operate by October 31, 2018, and annually thereafter. FMD must submit a state fleet annual report to the Governor and the Joint Committee on Government and Finance by December 31, 2021. HB4015 §5A-19-9b provides an exemption, through the rule making process, for agencies not to use FMD’s services for maintenance and fueling that have established facilities that can perform and report on maintenance and fueling events per agencies and vehicle.

FMD sent the agencies an email on 8/10/2021 instructing them to verify the data in ARI database and wvOASIS. In addition, FMD sent an email on 8/10/2021 to those agencies that were granted an exemption to send their vehicle operation data for FY2021 by Oct. 1, 2021. Appendix 2 contains a copy of the cabinet level ARI Fixed and Operating Expense FY21 and exempt agencies reporting is found in Appendix 3.

HB4015 Reporting Requirements

HB4015 §5A-12-12 requires FMD to produce a report regarding the maintenance and operation of the state vehicle fleet (1 ton and under) on or before December 31, 2019, and each December thereafter to the Governor's Office and Joint Committee on Government and Finance containing at a minimum:

1. The total number of state vehicles
2. The total number of vehicles operated by each spending unit
3. Total number of state vehicle miles driven
4. Total amount of fuel purchased and the total expenditures for annual maintenance, repair, and fuel expenditures, both in aggregate and by spending unit
5. Total number of miles and amount reimbursed for personal vehicle use and the amount reimbursed annually, both in aggregate and by spending unit
6. Total number of vehicles owned and operated by the division, including information on the total miles driven, and the annual expenditures for maintenance, repair, and fuel
7. The total annual indirect cost of operating the state vehicle fleet
8. A summary of complaints received concerning state vehicle usage
9. A summary of the State Auditor's spot compliance
10. The operation revenue and expenses of the division
11. Recommendations for any policy or statutory changes

ARI's LOV Report contains all operation costs for the life of the vehicle plus each vehicle's attributes. ARI's Fixed and Operation Expenses FY2021 provides the operations cost for fiscal year 2021 (FY2021) by Cabinet, Agency, and vehicle level. These reports will provide a baseline for future reporting and provide an area of focus for the Auditor's Office 20% spot compliance. These vehicle operations cost reports can be found in Appendix 2.

FMD has identified undercover vehicles through the plate number and type. To protect those vehicles' undercover status, FMD has removed any vehicle attributes that could be used to identify a vehicle from all the reports found in the appendixes. FMD has made a key for each report in the appendixes in order to supply the removed vehicle attributes upon request.

Rule §148-23 was submitted by FMD exempting the Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD's maintenance services. As of November 5, 2021, Parkways Authority, DNR/Parks, The Department of Highways and The State Rail Authority have provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in HB4015. Exempt agencies reports can be found in Appendix 3.

Cabinet Level Fleet Inventory

Inventory in ARI and wvOASIS

HB4015 §5A-12-7 requires agencies to list all vehicles owned or operated into wvOASIS fixed assets and to confirm annually with Surplus Property by July 15th of each year.

FMD ran the wvOASIS FIN-AM-017 Vehicles by Department Report (FA17) report on October 1, 2021. Below is a chart listing the number of owned and operated motorized vehicles over and under one ton and licensed non-motorized units.

Included in the chart is a listing of the state's inventory found in ARI. Along with inventory issues found when comparing the two databases. Monthly FMD compares the two databases and informs wvOASIS, DMV, Surplus Property, and the agency of any discrepancies each quarter.

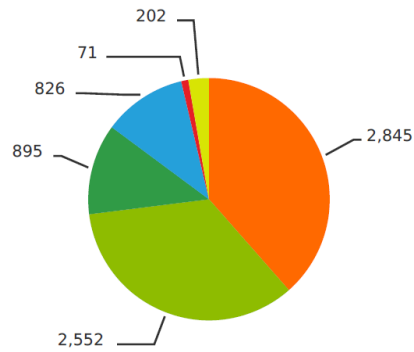
Below are graphs listing the state's inventory in ARI by Type, Manufacturer and Year. FMD can provide additional inventory reports at the agency and department level upon request.

Appendix 1 contains the wvOASIS FA17 report and ARI Inventory.

	# of One Ton & Under Vehicles (ARI LOV Report) 10/2021	Total # of Motorized Vehicles in wvOASIS (FA17) 10/2021	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2021	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17) 10/2021	# of Licensed Leased Units in wvOASIS, 32 (FA17) 10/2021	# of Licensed Non Motorized Units in wvOASIS, 50 (FA17) 10/2021	# of Licensed Travel trailers in wvOASIS, 24 (FA17) 10/2021	# of Duplication Vin #'s in wvOASIS 10/2021	# of Bad Vin #'s in wvOASIS 10/2021	# of Vehicles Active in ARI Not in wvOASIS 10/2021	# of Vehicles Active in ARI Not in wvOASIS MINUS NEW 10/2021
Administration	44	3040	3035	5	0	10	0	0	0	0	0
Commerce	840	665	609	56	0	365	10	0	0	41	0
Community College	93	86	60	25	1	28	2	1	0	1	0
Culture and History	15	3	2	1	0	3	1	0	0	0	0
Education	41	14	4	10	0	0	0	0	0	0	0
Elected Office	239	193	178	15	0	49	2	0	1	0	0
Environmental Protection	379	5	4	1	0	45	0	0	0	12	0
Health Human Resource	297	21	20	1	0	22	0	0	0	17	0
Higher Ed	743	829	723	85	21	161	1	0	3	13	10
Homeland Security	1697	939	822	81	36	116	62	0	7	12	7
Judicial	17	17	17	0	0	0	0	0	0	0	0
Legislative	8	6	6	0	0	0	0	0	0	0	0
Miscellaneous	102	33	8	10	15	27	0	0	0	4	0
Quasis	184	268	197	71	0	50	0	0	0	0	0
Revenue	119	10	10	0	0	2	1	0	0	1	0
Senior Services	6	0	0	0	0	0	0	0	0	0	0
Tourism	0	0	0	0	0	1	0	0	0	0	0
Transportation	2244	2710	1155	1555	0	724	24	0	23	103	0
Veterans	61	52	50	2	0	4	0	0	0	0	0
Totals	7129	8891	6900	1918	73	1607	103	1	34	204	17

Inventory by Asset Type

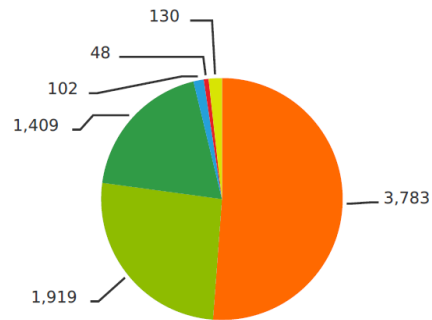
Active Vehicles



- Truck LD
- SUV
- Van
- Car
- Truck MD
- Other

Inventory by Manufacturer

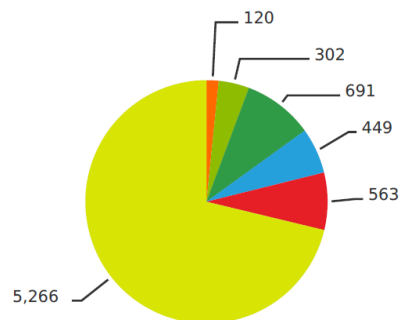
Active Vehicles



- FORD
- FIAT
- GM
- RENTAL
- TOYOTA
- OTHER

Inventory By Model Year

Active Vehicles



- 2022
- 2021
- 2020
- 2019
- 2018
- Older

Fleet Operations Cost

HB4015 §5A-12-3 gives FMD the authority to provide or contract for management services, including fueling and vehicle maintenance, and any other services necessary to properly manage the use state vehicles.

HB4015 §5A-12-9 (a) Each spending unit that owns, uses, or maintains a state vehicle shall utilize the management services provided by the Fleet Management Division for all state vehicles.

FMD provides fueling and maintenance services through Automotive Resources International (ARI). As of October 2021, FMD provided maintenance services to 3,222 vehicles and fueling services to 4,595 vehicles. In appendix 2, is a report titled LOV Operating Cost 10-1-2021 (LOV Report). The LOV Report lists each state owned or operated vehicle that uses FMD services along with the attributes and operation cost (fueling, maintenance, and fixed cost) for the life of the vehicle. Also in Appendix 2 is a report titled Fixed and Operating Expenses FY2021 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2021. Other fleet and travel expenses not facilitated by ARI can be found in the wvOASIS FIN-GL-146 report found in Appendix 5. Below is a Cabinet Level Summary Chart that lists the state operations cost along with a second graph listing the main billing categories for the operations of the state fleet. Please note that the chart below only contains data from vehicles using ARI fueling and maintenance services.

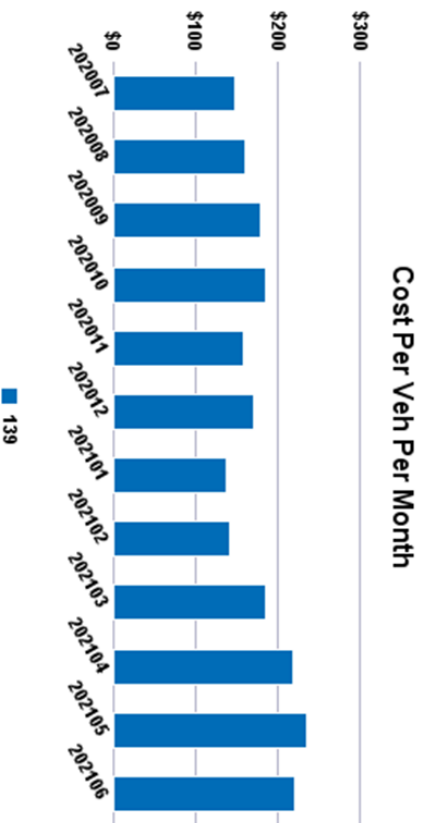
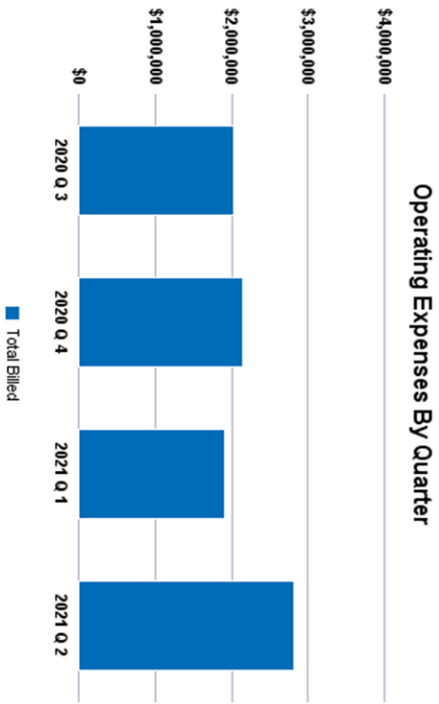
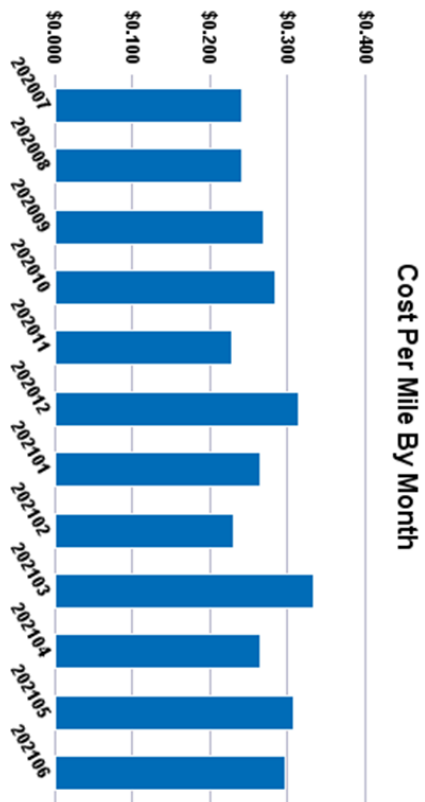
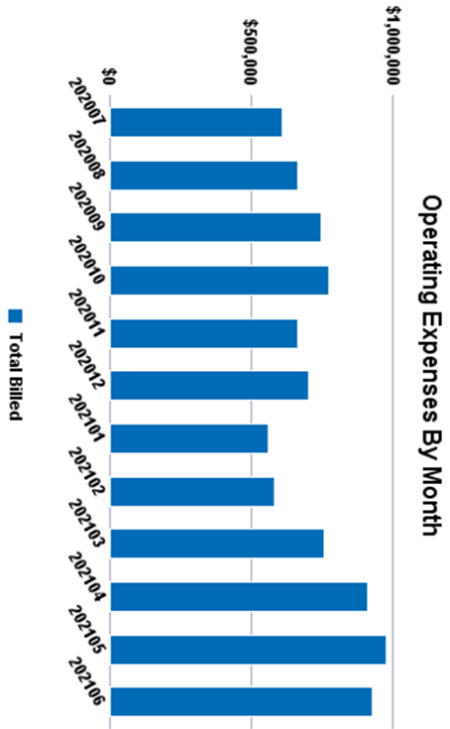
Cabinet Level Vehicle Operations Cost Chart

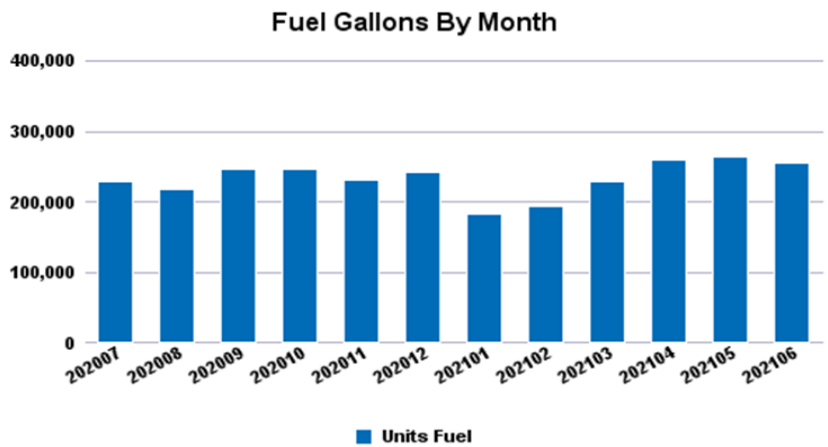
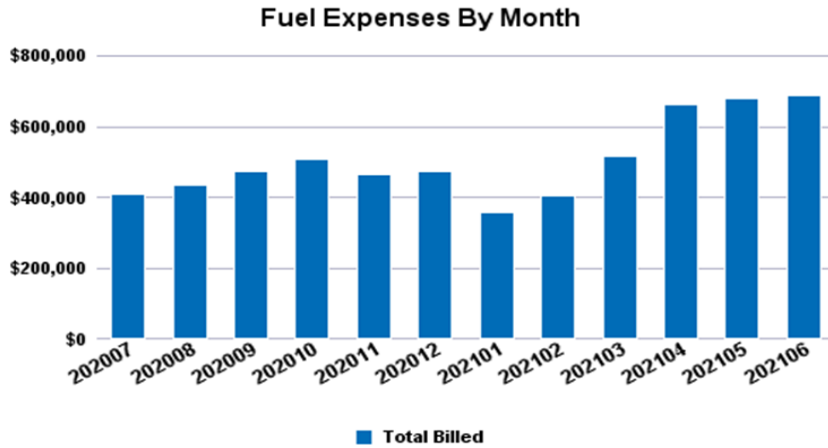
	# of Vehicles (ARI LOV Report)	# of Vehicles Using FMD's Maintenance (ARI LOV Report)	# of Vehicles Using FMD's Fueling Services (ARI Monthly Report)	# of Vehicles not averaging 1,100 per Month (LOV Report)	Operating Expense for Maintenance, Fueling and Fixed (ARI Fixed and Operating Report)	Operating Expense for Maintenance (ARI Fixed and Operating Report)	Operating Expense for Fueling (ARI Fixed and Operating Report)	Fixed ARI Admin Fee (ARI Fixed and Operating Report)	Taxes (ARI Fixed and Operating Report)	Average Cost Per Unit (ARI Fixed and Operating Report)	Cost Per Mile (ARI Fixed and Operating Report)	Cost Per Day (ARI Fixed and Operating Report)	OTHER FIXED EXPENSES
Administration	47	47	47	39	\$130,599.08	\$61,694.56	\$65,862.83	\$2,952.00	\$0.00	\$1,407.67	\$0.0039	\$351.92	\$89.69
Commerce	875	678	751	434	\$2,036,419.01	\$800,724.24	\$1,204,855.26	\$30,577.75	\$261.76	\$2,828.36	\$0.0614	\$5,594.56	\$0.00
Community College	124	120	111	105	\$98,028.03	\$53,026.30	\$38,948.23	\$6,053.50	\$0.00	\$748.31	\$0.0030	\$269.31	\$0.00
Culture and History	16	16	15	11	\$43,475.16	\$28,360.84	\$14,251.58	\$862.74	\$0.00	\$2,173.76	\$0.0013	\$119.44	\$0.00
Education	48	38	45	27	\$49,015.74	\$24,370.56	\$23,010.68	\$1,634.50	\$0.00	\$1,167.04	\$0.0015	\$134.66	\$0.00
Elected Office	255	109	230	176	\$422,521.69	\$83,721.30	\$332,678.95	\$5,663.25	\$0.00	\$1,753.20	\$0.0127	\$1,160.77	\$458.19
Environmental Protection	380	380	380	172	\$1,054,993.35	\$439,548.52	\$585,655.84	\$28,229.00	\$4.83	\$2,523.91	\$0.0318	\$2,898.33	\$1,555.16
Health Human Resource	298	294	296	147	\$538,364.44	\$253,321.22	\$272,040.81	\$12,999.89	\$0.00	\$1,759.36	\$0.0162	\$1,479.02	\$2.52
Higher Ed	759	605	611	683	\$481,694.74	\$191,079.74	\$263,177.09	\$27,311.25	\$105.66	\$743.36	\$0.0145	\$1,323.34	\$21.00
Homeland Security	1738	613	1672	717	\$3,085,940.23	\$552,038.53	\$2,506,953.67	\$26,942.75	\$5.28	\$2,093.49	\$0.0931	\$8,477.49	\$0.00
Judicial	17	17	17	9	\$39,586.16	\$17,474.30	\$21,183.86	\$928.00	\$0.00	\$2,083.48	\$0.0012	\$108.75	\$0.00
Legislative	8	8	8	2	\$14,198.46	\$2,559.65	\$11,169.81	\$469.00	\$0.00	\$1,577.61	\$0.0004	\$39.01	\$0.00
Miscellaneous	102	102	102	31	\$313,946.46	\$136,687.11	\$171,358.60	\$5,900.75	\$0.00	\$2,552.41	\$0.0095	\$862.49	\$0.00
Quasis	184	0	43	87	\$5,136.26	\$0.00	\$4,886.01	\$250.25	\$0.00	\$171.21	\$0.0002	\$14.11	\$0.00
Revenue	119	119	119	56	\$236,367.21	\$101,413.49	\$130,019.91	\$4,881.31	\$0.00	\$1,861.16	\$0.0071	\$649.36	\$52.50
Senior Services	6	6	6	6	\$2,315.80	\$1,582.26	\$450.04	\$283.50	\$0.00	\$330.83	\$0.0001	\$6.36	\$0.00
Transportation	2248	42	114	1103	\$455,842.23	\$31,789.58	\$418,738.90	\$5,313.75	\$0.00	\$1,248.88	\$0.0138	\$1,252.31	\$0.00
Veterans	63	28	28	43	\$36,268.38	\$17,001.43	\$17,897.45	\$1,369.50	\$0.00	\$1,208.95	\$0.0011	\$99.64	\$0.00
	7287	3222	4595	3848	\$9,044,712.43	\$2,796,393.63	\$6,083,139.52	\$162,622.69	\$377.53	\$1,568.50	\$0.02	\$1,380.05	\$2,179.06

Expense Type	Expense Category	202007		202008		202009		202010		202011		202012							
		Amount	%	# of Unl	Amount	%	# of Unl	Amount	%	# of Unl	Amount	%	# of Unl						
Fixed Expenses	Management Fees	\$12,476.38	2.0%	3421	\$12,624.88	1.9%	3421	\$13,539.13	1.8%	3451	\$17,110.84	2.2%	3434	\$11,607.09	1.7%	3424	\$12,443.09	1.7%	3412
	Sub-Total:	\$12,476.38	2.0%		\$12,624.88	1.9%		\$13,539.13	1.8%		\$17,110.84	2.2%		\$11,607.09	1.7%		\$12,443.09	1.7%	
Operating Expenses	Accident Repairs	\$1,098.31	0.2%	6	\$3,634.82	0.5%	15	\$2,366.72	0.3%	9	\$5,311.40	0.7%	17	\$2,243.37	0.3%	8	\$2,540.42	0.4%	8
	Equipment Fuel	\$13.08	0.0%	1							\$3,499.39	0.4%	16	(\$1,516.35)	-0.2%	13			
	Fixed Costs				\$120.00	0.0%	1												
	Fuel	\$415,425.71	66.6%	2770	\$437,418.21	64.7%	2826	\$480,094.73	63.1%	2972	\$512,554.37	64.9%	2985	\$471,802.86	69.9%	2999	\$479,108.70	66.9%	3012
	Fuel Discount	(\$4,171.50)	-0.7%	2771	(\$4,327.76)	-0.6%	2825	(\$4,765.92)	-0.6%	2972	(\$5,074.28)	-0.6%	2984	(\$4,679.35)	-0.7%	3000	(\$4,754.65)	-0.7%	3012
	Maintenance Repairs	\$146,211.84	23.4%	458	\$169,896.62	25.1%	479	\$202,539.63	26.6%	552	\$180,326.65	22.8%	589	\$144,723.80	21.4%	490	\$162,832.14	22.7%	495
	Misc	\$157.50	0.0%	2	\$173.75	0.0%	2	\$49.51	0.0%	1	\$2,391.50	0.3%	51	\$858.47	0.1%	9	\$124.91	0.0%	2
	Oil And Lube	\$18,314.31	2.9%	322	\$20,839.36	3.1%	379	\$27,429.42	3.6%	451	\$24,763.67	3.1%	446	\$23,865.70	3.5%	396	\$20,496.08	2.9%	360
	Parking And Tolls	\$52.50	0.0%	1															
	State Fees (not Tax)						\$21.00	0.0%	1										
	Taxes	\$97.39	0.0%	10	\$40.19	0.0%	11	\$235.12	0.0%	2	\$4.83	0.0%	1						
	Tires	\$31,550.80	5.1%	186	\$29,192.38	4.3%	210	\$35,022.51	4.6%	225	\$45,369.84	5.7%	252	\$23,660.34	3.5%	213	\$41,027.91	5.7%	210
	Warranty Credit												(\$795.00)	-0.1%	1				
	Wash And Polish	\$2,350.63	0.4%	38	\$5,977.40	0.9%	53	\$4,888.73	0.6%	59	\$3,771.26	0.5%	47	\$3,111.02	0.5%	41	\$2,726.72	0.4%	35
	Sub-Total:	\$611,100.57	98.0%		\$662,964.97	98.1%		\$747,881.45	98.2%		\$772,918.63	97.8%		\$663,286.36	98.3%		\$704,102.23	98.3%	
	Grand Total:	\$623,576.95	100.0%		\$675,589.85	100.0%		\$761,420.58	100.0%		\$790,029.47	100.0%		\$674,893.45	100.0%		\$716,545.32	100.0%	

Expense Type	Expense Category	202101		202102		202103		202104		202105		202106		Total						
		Amount	%	# of Un	Amount	%	# of Un	Amount	%	# of Un	Amount	%	# of Un							
Fixed Expenses	Management Fees	\$12,636.59	2.2%	3406	\$13,140.58	2.2%	3404	\$14,611.08	1.9%	3393	\$14,503.83	1.6%	3403	\$14,396.33	1.4%	3395	\$14,479.12	1.5%	3429	\$163,568.94
	Sub-Total:	\$12,636.59	2.2%		\$13,140.58	2.2%		\$14,611.08	1.9%		\$14,503.83	1.6%		\$14,396.33	1.4%		\$14,479.12	1.5%		\$163,568.94

Operating Expenses	Accident Repairs	\$2,619.74	0.5%	8	\$6,099.68	1.0%	18	\$5,556.78	0.7%	13	\$6,473.29	0.7%	20	\$3,868.25	0.4%	10	\$6,440.02	0.7%	17	\$48,252.80
	Equipment Fuel													\$8.39	0.0%	1	\$12.23	0.0%	1	\$45.20
	Fixed Costs							\$2.52	0.0%				1							\$2,105.56
	Fuel	\$363,425.98	63.4%	2740	\$409,353.07	68.9%	2733	\$523,449.27	67.5%	2868	\$670,433.48	72.4%	3104	\$687,066.47	69.2%	3138	\$693,364.35	73.6%	3144	\$6,143,497.20
	Fuel Discount	(\$3,605.34)	-0.6%	2740	(\$4,031.75)	-0.7%	2732	(\$5,120.55)	-0.7%	2868	(\$6,499.16)	-0.7%	3104	(\$6,657.87)	-0.7%	3139	(\$6,714.75)	-0.7%	3144	(\$60,402.88)
	Maintenance Repairs	\$144,941.44	25.3%	386	\$117,955.81	19.8%	345	\$174,981.43	22.6%	510	\$163,901.79	17.7%	514	\$210,931.33	21.2%	545	\$174,448.44	18.5%	465	\$1,993,690.92
	Misc				\$1,206.99	0.2%	2	\$222.38	0.0%	3	(\$1,358.79)	-0.1%	44	\$352.96	0.0%	3	\$1,092.25	0.1%	2	\$5,271.43
	Oil And Lube	\$17,618.55	3.1%	296	\$20,439.10	3.4%	318	\$26,213.75	3.4%	417	\$25,056.01	2.7%	421	\$31,543.03	3.2%	495	\$26,377.23	2.8%	421	\$282,956.21
	Parking And Tolls																			\$52.50
	State Fees (not Tax)																			\$21.00
	Taxes																			\$377.53
	Tires	\$35,094.28	6.1%	187	\$26,240.81	4.4%	180	\$33,509.64	4.3%	231	\$44,965.82	4.9%	262	\$45,688.56	4.6%	305	\$28,817.16	3.1%	258	\$420,140.05
	Warranty Credit	(\$848.00)	-0.1%	1				(\$501.00)	-0.1%	1										(\$2,144.00)
	Wash And Polish	\$1,024.83	0.2%	15	\$4,080.37	0.7%	50	\$2,067.54	0.3%	28	\$8,249.15	0.9%	73	\$5,931.74	0.6%	79	\$4,046.83	0.4%	68	\$48,226.22
	Sub-Total:	\$560,271.48	97.8%		\$581,344.08	97.8%		\$760,379.24	98.1%		\$911,224.11	98.4%		\$978,732.86	98.6%		\$927,863.76	98.5%		\$8,882,089.74
Grand Total:		\$572,908.07	100.0%		\$594,484.66	100.0%		\$774,990.32	100.0%		\$925,727.94	100.0%		\$993,129.19	100.0%		\$942,362.88	100.0%		\$9,045,658.68





Exempt Agencies Reporting

On August 10, 2021, FMD sent the exempt agencies AFCs an email requesting they provide their fleet operation cost by October 1, 2021, as required by HB4015 §5A-12-10, Annual reports by spending units.

Rule §148-23 exempted Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD’s maintenance services.

As of October 28, 2021, Parkways Authority and DNR/Parks provided agency vehicle operating cost data. Agencies exempt from using FMD’s services must still report on their vehicle operations cost and all other requirements found in HB4015. Exempt agencies reports can be found in Appendix 3.

HB4015, Other Requirements

Below is a chart listing the other agency reporting requirements, the appointed AFC that completed mandatory training during CY21 and a list of agencies that maintain a list of noncompensatory drivers as required by HB103. The agencies reporting of noncompensatory drivers can be found in appendix 6.

CABINET CODES	Department	AGENCY	2021 Training Completed Date. Video Series Finished On 8/11/2021	2021 Training Attendees	HB103 email sent to AFC's 2021	Under-Utilization Forms Voided Email Sent 2021	HB103 Noncompensatory Driver spreadsheet returned by 7/31/2021	FY2021 SEV & ERV Exemption forms sent 7/2021	SEV & ERV Agency Log Received 2021	Email to AFC for 2021 vehicle data by Oct. 1st	2021 Fleet Report Agencies Confirmed data
AD	Administration	Aviation			STEVE MCCONIHAY 6/1/2021	STEVE MCCONIHAY 6/1/2021		STEVE MCCONIHAY 6/14/2021	6/15/2021	8/10/2021	
AD	Administration	BRIM Board of Risk & Insurance			CARL BALDWIN 6/1/2021	CARL BALDWIN 6/1/2021		NA	NA	8/10/2021	YES
AD	Administration	CPRB Consolidated Public			AMBER HAWKINS 6/1/2021	AMBER HAWKINS 6/1/2021		NA	NA	8/10/2021	
AD	Administration	Fleet Management	8/12/2021	LEIGH JACKSON	LEIGH JACKSON 6/1/2021	LEIGH JACKSON 6/1/2021	YES	NA	NA	8/10/2021	YES
AD	Administration	General Services			ROBIN CASTO 6/1/2021	ROBIN CASTO 6/1/2021		ROBIN CASTO 6/14/2021	6/28/2021	8/10/2021	
AD	Administration	IS&C Technology Office			STACI CLUTTERS 6/1/2021	STACI CLUTTERS 6/1/2021		NA	NA	8/10/2021	
AD	Administration	Purchasing			MEGAN SNOGRASS 6/1/2021	MEGAN SNOGRASS 6/1/2021		NA	NA	8/10/2021	
AD	Administration	Real Estate			SHELLY EADS 6/1/2021	SHELLY EADS 6/1/2021	YES	NA	NA	8/10/2021	
AD	Administration	Surplus Property			DOUG ELKINS 6/1/2021	DOUG ELKINS 6/1/2021		NA	NA	8/10/2021	
CC	Community College	Blue Ridge Community & Technical College			NATASHA SCOLARO 6/1/2021	NATASHA SCOLARO 6/1/2021	YES	NATASHA SCOLARO 6/14/2021	6/14/2021	8/10/2021	
CC	Community College	BridgeValley Community & Technical College			JOHN POWELL 6/1/2021	JOHN POWELL 6/1/2021		NA	NA	8/10/2021	
CC	Community College	Eastern WV Community & Technical College			JAENNAE SNYDER 6/1/2021	JAENNAE SNYDER 6/1/2021		NA	NA	8/10/2021	
CC	Community College	Mountwest Community & Technical College			RODNEY PELL 6/1/2021	RODNEY PELL 6/1/2021		NA	NA	8/10/2021	
CC	Community College	New River Community & Technical College			ROBERT RUNION 6/1/2021	ROBERT RUNION 6/1/2021	YES	NA	NA	8/10/2021	YES
CC	Community College	Northern Community College			LYNDSIE SCOTT-GUZEK 6/1/2021	LYNDSIE SCOTT-GUZEK 6/1/2021		NA	NA	8/10/2021	
CC	Community College	Potomac State College of WVU			KEITH PYLES 6/1/2021	KEITH PYLES 6/1/2021	YES	NA	NA	8/10/2021	
CC	Community College	Southern WV Community & Technical College	8/12/2021	VELVA PENNINGTON	VELVA PENNINGTON 6/1/2021	VELVA PENNINGTON 6/1/2021	YES	NA	NA	8/10/2021	YES
CC	Community College	WVU at Parkersburg	8/31/2021	AMBER NICHOLS	AMBER NICHOLS 6/1/2021	AMBER NICHOLS 6/1/2021	YES	AMBER NICHOLS 6/14/2021	6/14/2021	8/10/2021	YES
CH	Culture and History	Culture & History			SAM CALVERT 6/1/2021	SAM CALVERT 6/1/2021		NA	NA	8/10/2021	
CH	Culture and History	Educational Broadcasting Authority			DALE MALCOMB 6/1/2021	DALE MALCOMB 6/1/2021	YES	DALE MALCOMB 6/14/2021	7/14/2021	8/10/2021	
CH	Culture and History	Library Commission			WOODIE DORSEN 6/1/2021	WOODIE DORSEN 6/1/2021	YES	NA	NA	8/10/2021	
CO	Commerce	Development Office			KIMBERLY MILLER 6/1/2021	KIMBERLY MILLER 6/1/2021	YES	NA	NA	8/10/2021	
CO	Commerce	DNR	9/24/2021	JUSTIN PETTRY	JUSTIN PETTRY 6/1/2021	JUSTIN PETTRY 6/1/2021	YES	NA	NA	8/10/2021	
CO	Commerce	Forestry	9/24/2021	ANDREW NUNN	ANDREW NUNN 6/1/2021	ANDREW NUNN 6/1/2021	YES	ANDREW NUNN 6/14/2021	7/15/2021	8/10/2021	
CO	Commerce	Geological Survey	9/29/2021	HANNA LAW	HANNA LAW 6/1/2021	HANNA LAW 6/1/2021	YES	NA	NA	8/10/2021	YES
CO	Commerce	Labor	8/16/2021	AMANDA SCARBERRY	AMANDA SCARBERRY 6/1/2021	AMANDA SCARBERRY 6/1/2021	YES	NA	NA	8/10/2021	YES
CO	Commerce	Miner's Health, Safety & Training			TOM MCCLURE 6/1/2021	TOM MCCLURE 6/1/2021		NA	NA	8/10/2021	
CO	Commerce	Rehabilitation Services			TAMMY THOMAS 6/1/2021	TAMMY THOMAS 6/1/2021	YES	NA	NA	8/10/2021	
CO	Commerce	Workforce WV			PAUL BABBITT 6/1/2021	PAUL BABBITT 6/1/2021	YES	NA	NA	8/10/2021	
DH	DHHR	DHHR			AMY GATES 6/1/2021	AMY GATES 6/1/2021	YES	NA	NA	8/10/2021	
ED	Education	Fiscal Control Education			MIKE DAVIS 6/1/2021	MIKE DAVIS 6/1/2021	YES	MIKE DAVIS 6/14/2021	6/14/2021	8/10/2021	
ED	Education	School Building Authority			LISA WILKINSON 6/1/2021	LISA WILKINSON 6/1/2021	YES	NA	NA	8/10/2021	
ED	Education	Schools for the Deaf & the Blind			LORI DAWSON 6/1/2021	LORI DAWSON 6/1/2021	YES	NA	NA	8/10/2021	
EL	Elected Officials	Adjutant General			LORI SUTTON 6/1/2021	LORI SUTTON 6/1/2021	YES	LORI SUTTON 6/14/2021	6/28/2021	8/10/2021	
EL	Elected Officials	AGR01 Agriculture			STACY STRAIGHT 6/1/2021	STACY STRAIGHT 6/1/2021		NA	NA	8/10/2021	
EL	Elected Officials	AGR04 WV Conservation Agency	8/30/2021	ANITA MAY	ANITA MAY 6/1/2021	ANITA MAY 6/1/2021		NA	NA	8/10/2021	YES
EL	Elected Officials	Attorney General	9/30/2021	DAN SIZEMORE	DAN SIZEMORE 6/1/2021	DAN SIZEMORE 6/1/2021	YES	NA	NA	8/10/2021	
EL	Elected Officials	Auditor's Office			MATTHEW HOLBROOK 6/1/2021	MATTHEW HOLBROOK 6/1/2021	YES	NA	NA	8/10/2021	
EL	Elected Officials	Governor's Office			ERIC MILLER 6/1/2021	ERIC MILLER 6/1/2021		NA	NA	8/10/2021	

CABINET CODES	Department	AGENCY	2021 Training Completed Date. Video Series Finished On 8/11/2021	2021 Training Attendees	HB103 email sent to AFC's 2021	Under-Utilization Forms Voided Email Sent 2021	Noncompensatory Driver spreadsheet returned by 7/31/2021	FY2021 SEV & ERV Exemption forms sent 7/2021	SEV & ERV Agency Log Received 2021	Email to AFC for 2021 vehicle data by Oct. 1st	2021 Fleet Report Agencies Confirmed data
EL	Elected Officials	Secretary of State			ADAM YOUNG 6/1/2021	ADAM YOUNG 6/1/2021		NA	NA	8/10/2021	
EL	Elected Officials	Treasurer's Office	9/23/2021	ASHLEY SMOLDER	ASHLEY SMOLDER 6/1/2021	ASHLEY SMOLDER 6/1/2021	YES	ASHLEY SMOLDER 6/14/2021	6/22/2021	8/10/2021	YES
EN	DEP	DEP			STEVE BRIGHTWELL 6/1/2021	STEVE BRIGHTWELL 6/1/2021	YES	STEVE BRIGHTWELL 6/14/2021	7/29/2021	8/10/2021	
EN	DEP	Solid Waste Management Board			PAUL HAYES 6/1/2021	PAUL HAYES 6/1/2021	YES	NA	NA	8/10/2021	YES
HE	Higher Ed	Bluefield State College			PAUL RUTHERFORD 6/1/2021	PAUL RUTHERFORD 6/1/2021	YES	NA	NA	8/10/2021	
HE	Higher Ed	Concord University	8/25/2021	KAREN PHIPPS	KAREN PHIPPS 6/1/2021	KAREN PHIPPS 6/1/2021	YES	NA	NA	8/10/2021	YES
HE	Higher Ed	Fairmont State University			LENORA MONTGOMERY	LENORA MONTGOMERY		NA	NA	8/10/2021	
HE	Higher Ed	Glennville State College			BRITTANY BENSON 6/1/2021	BRITTANY BENSON 6/1/2021		BRITTANY BENSON 6/14/2021	6/21/2021	8/10/2021	
HE	Higher Ed	Marshall University			JAMES TERRY 6/1/2021	JAMES TERRY 6/1/2021		NA	NA	8/10/2021	
HE	Higher Ed	Osteopathic Medicine	9/30/2021	KEVIN WILLIAMS	KEVIN WILLIAMS 6/1/2021	KEVIN WILLIAMS 6/1/2021		NA	NA	8/10/2021	
HE	Higher Ed	Policy Commission	8/16/2021	BLASHFORD MARY	BLASHFORD MARY 6/1/2021	BLASHFORD MARY 6/1/2021		NA	NA	8/10/2021	
HE	Higher Ed	Shepherd University			LORI PEPPE 6/1/2021	LORI PEPPE 6/1/2021	YES	NA	NA	8/10/2021	
HE	Higher Ed	West Liberty University	9/24/2021	JOE MILLS	JOE MILLS 6/1/2021	JOE MILLS 6/1/2021		JOE MILLS 6/14/2021	6/14/2021	8/10/2021	
HE	Higher Ed	West Virginia State University			SAMANTHA BAISDEN 6/1/2021	SAMANTHA BAISDEN 6/1/2021	YES	SAMANTHA BAISDEN 6/14/2021	6/15/2021	8/10/2021	
HE	Higher Ed	West Virginia State University Research			AMY SHAWVER 6/1/2021	AMY SHAWVER 6/1/2021		NA	NA	8/10/2021	
HE	Higher Ed	West Virginia University			KEITH PYLES 6/1/2021	KEITH PYLES 6/1/2021	YES	KEITH PYLES 6/14/2021		8/10/2021	
HE	Higher Ed	WV Autism Training Center at Marshall University			ELIZABETH TAPPAN 6/1/2021	ELIZABETH TAPPAN 6/1/2021		NA	NA	8/10/2021	
HE	Higher Ed	WVNET	9/23/2021	PHILIP SNITZ	PHILIP SNITZ 6/1/2021	PHILIP SNITZ 6/1/2021	YES	NA	NA	8/10/2021	YES
HE	Higher Ed	WVU Institute of Technology			KEITH PYLES 6/1/2021	KEITH PYLES 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	Cabinet Secretary's Office			STEPHANIE TILLER 6/1/2021	STEPHANIE TILLER 6/1/2021		NA	NA	8/10/2021	
HS	Homeland Security	CORRECTIONS	8/12/2021	REGGIE SMITH	REGGIE SMITH 6/1/2021	REGGIE SMITH 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	Fire Commission	8/12/2021	REGGIE SMITH	REGGIE SMITH 6/1/2021	REGGIE SMITH 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	Homeland Security & Emergency Management			MILISA BALL 6/1/2021	MILISA BALL 6/1/2021		NA	NA	8/10/2021	YES
HS	Homeland Security	Justice and Community Services	8/12/2021	REGGIE SMITH	REGGIE SMITH 6/1/2021	REGGIE SMITH 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	JUVENILE SERVICES	8/12/2021	REGGIE SMITH	REGGIE SMITH 6/1/2021	REGGIE SMITH 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	Parole Board			BRITTANY FRANKLIN 6/1/2021	BRITTANY FRANKLIN 6/1/2021		NA	NA	8/10/2021	
HS	Homeland Security	Protective Services	10/4/2021	PAULA TOTTEN	PAULA TOTTEN 6/1/2021	PAULA TOTTEN 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	REGIONAL JAIL AUTHORITY	8/12/2021	REGGIE SMITH	REGGIE SMITH 6/1/2021	REGGIE SMITH 6/1/2021	YES	NA	NA	8/10/2021	
HS	Homeland Security	State Police			MARK YOST 6/1/2021	MARK YOST 6/1/2021		NA	NA	8/10/2021	
JU	Judicial	Supreme Court			KIMBERLY ELLIS 6/1/2021	KIMBERLY ELLIS 6/1/2021		NA	NA	8/10/2021	
LE	Legislative	Commission on Special Investigation	9/27/2021	KENNETH MCCORD	KENNETH MCCORD 6/1/2021	KENNETH MCCORD 6/1/2021		NA	NA	8/10/2021	
MI	MISC	Barbers & Cosmetologists	9/23/2021	JASON GRAVES	JASON GRAVES 6/1/2021	JASON GRAVES 6/1/2021		NA	NA	8/10/2021	
MI	MISC	National Coal Heritage Area Authority			LINDA HAWKINS 6/1/2021	LINDA HAWKINS 6/1/2021		NA	NA	8/10/2021	
MI	MISC	Public Service Commission			MICHAEL DAILEY 6/1/2021	MICHAEL DAILEY 6/1/2021		NA	NA	8/10/2021	
QU	Quasi	Parkways Authority			ROBERT PATTON 6/1/2021	ROBERT PATTON 6/1/2021	YES	NA	NA	8/10/2021	
RE	Revenue	ABCC Alcohol Beverage Control Administration			BELINDA BURDETTE 6/1/2021	BELINDA BURDETTE 6/1/2021		BELINDA BURDETTE 6/14/2021		8/10/2021	
RE	Revenue	Insurance Commission			STUART ELLIS 6/1/2021	STUART ELLIS 6/1/2021	YES	NA	NA	8/10/2021	
RE	Revenue	Lottery Commission	8/12/2021	PAULA BRADLEY	PAULA BRADLEY 6/1/2021	PAULA BRADLEY 6/1/2021	YES	NA	NA	8/10/2021	
RE	Revenue	Tax Division and Tax Criminal Investigations	9/23/2021	TAMMY LAMBERT	TAMMY LAMBERT 6/1/2021	TAMMY LAMBERT 6/1/2021	YES	TAMMY LAMBERT 6/14/2021	6/14/2021	8/10/2021	YES
SR	Senior Services	Senior Services	8/27/2021	MONICA ROGERS	TERRY HESS 6/1/2021	TERRY HESS 6/1/2021	YES	NA	NA	8/10/2021	
TR	Transportation	Administrative Hearings			WILLIAM FREEMAN 6/1/2021	WILLIAM FREEMAN 6/1/2021		NA	NA	8/10/2021	
TR	Transportation	Courtesy Patrol			HEATHER HUFFMAN 6/1/2021	HEATHER HUFFMAN 6/1/2021		NA	NA	8/10/2021	
TR	Transportation	DMV Motor Vehicles	8/12/2021	RYAN MACDONALD	RYAN MACDONALD 6/1/2021	RYAN MACDONALD 6/1/2021	YES	RYAN MACDONALD 6/14/2021	6/16/2021	8/10/2021	YES
TR	Transportation	DOH HIGHWAYS			JEFF PIFER 6/1/2021	JEFF PIFER 6/1/2021	YES	NA	NA	8/10/2021	
TR	Transportation	Public Transit			NEAL VANCE 6/1/2021	NEAL VANCE 6/1/2021		NA	NA	8/10/2021	
TR	Transportation	State Rail Authority	9/28/2021	CINDY BUTLER	CINDY BUTLER 6/1/2021	CINDY BUTLER 6/1/2021	YES	CINDY BUTLER 6/14/2021	7/1/2021	8/10/2021	
VE	Veterans Assistance	Veteran's Assistance Transportation Program			MICHELE CUNNINGHAM	MICHELE CUNNINGHAM		NA	NA	8/10/2021	
VE	Veterans Assistance	Veteran's Home			MICHELE CUNNINGHAM	MICHELE CUNNINGHAM		NA	NA	8/10/2021	
VE	Veterans Assistance	Veteran's Nursing Facility / Veterans Assistance			MICHELE CUNNINGHAM	MICHELE CUNNINGHAM		NA	NA	8/10/2021	

Travel Reimbursements and Vehicle Rental Expenses

HB4015 §5A-12-12 (5) The total number of miles reimbursed for personal vehicle use and the amount reimbursed annually, both in aggregate and by spending unit.

In order to provide a consistent report by aggregate and spending unit, FMD ran the wvOASIS WV-FIN-GL-146 report using the object and sub-object codes provided by the wvOASIS Finance Team that agencies should use to capture travel reimbursements and rental expenses. Below is a summary report by Object code. Appendix 5 contains the entire report by Object and Sub Object code.

Cabinet	Department	ENERGY EXP MTR	REIMBURSE MENT	TRAVEL EMPLOYEE	TRAVEL NON EMPL	VEHICLE IMPROV	VEHICLE OPERATI	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
ADMINISTRATION FUNCTIONS	AVIATION DIVISION			\$567.15			\$14.55	\$941.43	\$378,260.31	\$379,783.44
ADMINISTRATION FUNCTIONS	BOARD OF RISK AND INSURANCE MANAGEMENT	\$0.00					(\$0.00)	\$252.00		\$252.00
ADMINISTRATION FUNCTIONS	CONSOLIDATED PUBLIC RETIREMENT BOARD			\$2,819.13	\$837.24			\$252.00		\$3,908.37
ADMINISTRATION FUNCTIONS	DIVISION OF PERSONNEL			\$602.83				\$55.00		\$657.83
ADMINISTRATION FUNCTIONS	ETHICS COMMISSION			\$2,022.26						\$2,022.26
ADMINISTRATION FUNCTIONS	FINANCE DIVISION			\$126.32						\$126.32
ADMINISTRATION FUNCTIONS	FLEET MANAGEMENT DIVISION						\$2,629.00	\$18,763.13	\$1,044.60	\$22,436.73
ADMINISTRATION FUNCTIONS	GENERAL SERVICES DIVISION	\$231,292.55		\$478.85			\$7,993.40	\$9,145.44		\$248,910.24
ADMINISTRATION FUNCTIONS	INFORMATION SERVICES AND COMMUNICATIONS	\$3,207.00		\$56,401.70			\$677.58	\$47,827.81		\$108,114.09
ADMINISTRATION FUNCTIONS	PROSECUTING ATTORNEYS INSTITUTE			\$257.88						\$257.88
ADMINISTRATION FUNCTIONS	PUBLIC DEFENDER SERVICES							\$1,062.50		\$1,062.50
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES GRIEVANCE BOARD			\$385.73						\$385.73
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES INSURANCE AGENCY			\$696.79						\$696.79
ADMINISTRATION FUNCTIONS	PURCHASING DIVISION						\$447.14	\$372.00		\$819.14
ADMINISTRATION FUNCTIONS	REAL ESTATE DIVISION	\$183.80					\$2,422.03	\$16,671.08		\$19,276.91
ADMINISTRATION FUNCTIONS	SECRETARY OF ADMINISTRATION							\$55.00		\$55.00
ADMINISTRATION FUNCTIONS	SURPLUS PROPERTY	\$1,375.27					\$4,492.41	\$216.00		\$6,083.68
BUREAU OF SENIOR SERVICES	BUREAU OF SENIOR SERVICES			\$29.65			\$572.67	\$2,093.41		\$2,695.73
COMMERCE	BOARD OF COAL MINE HEALTH AND SAFETY			\$2,986.98						\$2,986.98
COMMERCE	DIVISION OF FORESTRY	\$20,688.27		\$3,694.26	\$3,394.78		\$19,729.80	\$182,578.99	\$5,471.56	\$235,557.66
COMMERCE	DIVISION OF LABOR	\$351.38		\$25,639.62			\$20,421.16	\$385,889.34	\$2,378.38	\$434,679.88
COMMERCE	DIVISION OF MINERS HEALTH, SAFETY AND TRAINING	\$1,443.44		\$2,073.24	\$1,143.42		\$2,702.75	\$105,706.40	(\$2,597.65)	\$110,471.60
COMMERCE	DIVISION OF NATURAL RESOURCES	\$557,611.99		\$58,932.39	\$431.52	\$15,588.62	\$267,145.32	\$44,577.12	\$192,546.24	\$1,136,833.20
COMMERCE	DIVISION OF REHABILITATION SERVICES	\$26.11		\$180,182.69	\$152.75		\$1,133.43	\$13,727.11	\$0.00	\$195,222.09
COMMERCE	GEOLOGICAL AND ECONOMIC SURVEY	(\$238.33)		\$102.72			\$951.35	\$13,769.06		\$14,584.80
COMMERCE	SECRETARY OF COMMERCE			(\$0.00)						(\$0.00)
COMMERCE	WORKFORCE WEST VIRGINIA	\$2,746.40		\$9,131.35	\$0.00		(\$0.00)	\$26,281.66	\$0.00	\$38,159.41
COUNCIL FOR C&T COLLEGE EDUCATION	BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE	\$1,166.44		\$3,541.47	\$309.62		\$3,736.34		\$437.35	\$9,191.22
COUNCIL FOR C&T COLLEGE EDUCATION	BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE			\$8,348.64	\$1,125.62		\$170.87	\$9,753.57	\$17,370.99	\$36,769.69
COUNCIL FOR C&T COLLEGE EDUCATION	COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION			\$3,242.48						\$3,242.48
COUNCIL FOR C&T COLLEGE EDUCATION	EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	\$195.44		\$6,209.12	\$4,607.99		\$44.97	\$750.00	\$10.58	\$11,818.10
COUNCIL FOR C&T COLLEGE EDUCATION	MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE	\$2,519.31		\$4,139.79	\$100.74		\$26.94	\$576.00	\$944.28	\$8,307.06
COUNCIL FOR C&T COLLEGE EDUCATION	NEW RIVER COMMUNITY AND TECHNICAL COLLEGE	\$1,667.71		\$4,039.75	\$93.44		\$6,243.74	\$10,403.17	\$16,629.23	\$39,077.04
COUNCIL FOR C&T COLLEGE EDUCATION	PIERPONT COMMUNITY AND TECHNICAL COLLEGE	\$395.50		\$8,645.35	\$58.16		\$814.22	\$215.53		\$10,128.76
COUNCIL FOR C&T COLLEGE EDUCATION	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	\$963.30		\$4,093.13	\$2,160.23		\$1,113.94	\$2,112.00	\$988.44	\$11,431.04
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA NORTHERN COMMUNITY AND TECHNICAL COLLEGE	\$828.60		\$2,790.68	\$5,095.81		\$232.44	\$1,263.07		\$10,210.60
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA UNIVERSITY AT PARKERSBURG	\$1,086.79		\$23,896.70			(\$2,131.72)	\$1,572.00	\$1,503.40	\$25,927.17

Cabinet	Department	ENERGY EXP MTR	REIMBURSE MENT	TRAVEL EMPLOYEE	TRAVEL NON EMPL	VEHICLE IMPROV	VEHICLE OPERATI	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	DIVISION OF CULTURE AND HISTORY	\$798.66		\$12,860.57	\$1,097.04		\$484.89	\$6,069.88		\$21,311.04
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	EDUCATIONAL BROADCASTING AUTHORITY	\$909.52		\$2,046.94			\$8,706.16	\$9,314.37		\$20,976.99
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	LIBRARY COMMISSION						\$140.30	\$432.00		\$572.30
DEPARTMENT OF ECONOMIC DEVELOPMENT	OFFICE OF ENERGY							\$120.00		\$120.00
DEPARTMENT OF ECONOMIC DEVELOPMENT	WEST VIRGINIA DEPARTMENT OF ECONOMIC DEVELOPMENT	\$0.00		\$42,948.81			(\$0.00)	\$4,896.45		\$47,845.26
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF ADMINISTRATIVE SERVICES	(\$18.41)		\$572.84	(\$330.00)		\$122.48	\$202.93		\$549.84
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF CORRECTIONS AND REHABILITATION	\$234,038.92	(\$175.65)	\$63,600.81	\$115.92	\$6,511.40	\$76,933.61	\$1,223,294.51	\$51,962.69	\$1,656,282.21
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF EMERGENCY MANAGEMENT	\$2,538.37		\$2,455.44	\$118.50	\$263.79	\$18,989.00	\$4,290.00	(\$30.37)	\$28,624.73
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF PROTECTIVE SERVICES	\$919.81		\$92.00			\$77.96	\$3,719.94		\$4,809.71
DEPARTMENT OF HOMELAND SECURITY	FIRE COMMISSION	\$155.49		\$4,269.00	\$1,821.96		\$7,350.81	\$175,501.99	\$2,534.39	\$191,633.64
DEPARTMENT OF HOMELAND SECURITY	PAROLE BOARD						\$14.00			\$14.00
DEPARTMENT OF HOMELAND SECURITY	SECRETARY OF DEPARTMENT OF HOMELAND SECURITY			\$578.53				\$732.00		\$1,310.53
DEPARTMENT OF HOMELAND SECURITY	WEST VIRGINIA STATE POLICE	\$497,533.17	(\$321,885.00)	\$4,445.40	\$1,706.96	\$697,562.16	\$568,540.96	\$1,779,849.31	\$228,818.81	\$3,456,571.77
DEPARTMENT OF TOURISM	WEST VIRGINIA TOURISM OFFICE	\$1,256.95		\$4,636.64			\$512.40	\$2,394.61		\$8,800.60
EDUCATION	DEPARTMENT OF EDUCATION	\$10.01		\$119,468.16	\$1,640.60		\$580.14	\$95,745.05		\$217,443.96
EDUCATION	SCHOOL BUILDING AUTHORITY	\$71.76		\$3,467.42	\$1,186.64		\$22.00	\$5,768.34		\$10,516.16
EDUCATION	WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND	\$21,313.29		\$339.80			\$27,414.47	\$25,065.20	\$2,810.88	\$76,943.64
ELECTED OFFICIALS	ATTORNEY GENERAL	(\$4,952.24)		(\$3,774.04)	\$72.30		(\$1,933.31)	\$2,448.00	(\$973.61)	(\$9,112.90)
ELECTED OFFICIALS	AUDITORS OFFICE	\$646.92		\$185,143.10			(\$425.94)	\$709.50		\$186,073.58
ELECTED OFFICIALS	DEPARTMENT OF AGRICULTURE	\$79,339.53		\$363,500.37	\$1,130.46	\$4,006.83	\$143,983.38	\$77,627.09	\$12,462.09	\$682,049.75
ELECTED OFFICIALS	GOVERNORS OFFICE	\$48.23		\$2,635.81			\$142.76	\$1,159.00		\$3,985.80
ELECTED OFFICIALS	SECRETARY OF STATE			\$11,344.39				\$719.00		\$12,063.39
ELECTED OFFICIALS	TREASURERS OFFICE			\$16,153.15			\$1,020.00	\$7,142.73	(\$1,302.39)	\$23,013.49
ENVIRONMENT	DEPARTMENT OF ENVIRONMENTAL PROTECTION	\$10,138.60		\$47,834.95		\$27,330.81	\$20,139.74	\$1,090,627.83	\$54,289.01	\$1,250,360.94
ENVIRONMENT	OIL AND GAS CONSERVATION COMMISSION			\$456.00						\$456.00
ENVIRONMENT	SOLID WASTE MANAGEMENT BOARD	\$57.05		\$817.32	\$3,698.00		(\$239.56)	\$429.00		\$4,761.81
HEALTH & HUMAN RESOURCES	DIVISION OF HEALTH	\$10,564.97		\$66,526.72	\$4,655.37		(\$1,135.33)	\$177,805.40	\$9,048.62	\$267,465.75
HEALTH & HUMAN RESOURCES	DIVISION OF HUMAN SERVICES	\$140,840.51		\$706,584.02	\$297.02		\$5,684.56	\$1,052,135.32	\$14,765.68	\$1,920,307.11
HEALTH & HUMAN RESOURCES	HEALTH CARE AUTHORITY				\$215.80					\$215.80
HEALTH & HUMAN RESOURCES	HUMAN RIGHTS			\$276.00				\$1,652.68		\$1,928.68
HIGHER EDUCATION POLICY COMMISSION	BLUEFIELD STATE COLLEGE	\$238.10		\$32,034.79	\$77,687.23		\$10,183.80	\$64,158.70	\$13,858.63	\$198,161.25
HIGHER EDUCATION POLICY COMMISSION	CONCORD UNIVERSITY	\$17,747.52		\$131,898.07	\$14,391.74		\$418.71	\$187,589.52	\$6,578.94	\$358,624.50
HIGHER EDUCATION POLICY COMMISSION	FAIRMONT STATE UNIVERSITY	\$67,421.77		\$92,040.13	\$240.97		\$45,227.80	\$81,378.71	\$45,925.14	\$332,234.52
HIGHER EDUCATION POLICY COMMISSION	GLENVILLE STATE COLLEGE	\$10,287.72		(\$2,036.37)	\$11,971.20		\$7,205.79	\$3,648.00	\$3,604.00	\$34,680.34
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION	\$282.04		\$2,819.71			\$614.36	\$288.00	\$3,365.69	\$7,369.80
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - SYSTEM			\$2,057.19						\$2,057.19
HIGHER EDUCATION POLICY COMMISSION	MARSHALL UNIVERSITY	\$66,839.63		\$790,690.18	\$3,126.66		\$25,412.74	\$483,065.12	\$18,327.22	\$1,387,461.55
HIGHER EDUCATION POLICY COMMISSION	SHEPHERD UNIVERSITY	\$7,309.53		\$1,381.20	\$52,861.61		\$7,850.48	\$66,172.16	\$1,005.90	\$136,580.88
HIGHER EDUCATION POLICY COMMISSION	WEST LIBERTY UNIVERSITY	\$25,895.24		\$9,118.90	\$183,657.65		\$13,950.68	\$195,749.54	\$21,434.30	\$449,806.31
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING	\$67.36		\$423.01				\$288.00		\$778.37
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE	\$3,558.93		\$38,283.10	\$27,622.90		\$8,834.00	\$2,806.59		\$81,105.52
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA STATE UNIVERSITY	\$19,380.62		\$783.75			(\$11,955.28)	\$29,696.42	\$1,091.53	\$38,997.04
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA UNIVERSITY	(\$70,902.34)		\$2,777,606.21	\$29,280.83		\$204,341.20	\$617,986.05	\$117,667.11	\$3,675,979.06
JUDICIAL	SUPREME COURT			\$510,455.70	\$200,718.86		\$3,054.19	\$2,736.00		\$716,964.75
LEGISLATURE	HOUSE OF DELEGATES			\$153,937.05			(\$187.50)			\$153,749.55
LEGISLATURE	JOINT EXPENSES			\$10,080.15			\$205.48	\$1,164.00	\$762.80	\$12,212.43

Cabinet	Department	ENERGY EXP MTR	REIMBURSE MENT	TRAVEL EMPLOYEE	TRAVEL NON EML	VEHICLE IMPROV	VEHICLE OPERATI	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
LEGISLATURE	SENATE			\$72,814.96			\$211.26			\$73,026.22
MISCELLANEOUS	ADJUTANT GENERAL	\$129,526.59		\$72,249.35		\$6,970.00	\$22,337.83	\$700,268.56	\$17,646.12	\$948,998.45
MISCELLANEOUS	APPRAISER LICENSING CERTIFICATION BOARD			\$747.55						\$747.55
MISCELLANEOUS	ARMORY BOARD	\$15,573.85					\$1,126.30	\$10,258.97		\$26,959.12
MISCELLANEOUS	BOARD OF ARCHITECTS			\$583.52						\$583.52
MISCELLANEOUS	BOARD OF BARBERS AND COSMETOLOGISTS			\$812.98			\$150.00	\$6,524.02		\$7,487.00
MISCELLANEOUS	BOARD OF DENTISTRY			\$1,139.30	\$5,071.41					\$6,210.71
MISCELLANEOUS	BOARD OF FUNERAL SERVICE EXAMINERS			\$6,884.66						\$6,884.66
MISCELLANEOUS	BOARD OF LICENSED PRACTICAL NURSES			\$1,645.76						\$1,645.76
MISCELLANEOUS	BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS			\$274.42						\$274.42
MISCELLANEOUS	BOARD OF MEDICINE			\$2,793.04						\$2,793.04
MISCELLANEOUS	BOARD OF OCCUPATIONAL THERAPY			\$1,992.20						\$1,992.20
MISCELLANEOUS	BOARD OF PHARMACY			\$28,980.24						\$28,980.24
MISCELLANEOUS	BOARD OF PHYSICAL THERAPY			\$2,829.50						\$2,829.50
MISCELLANEOUS	BOARD OF PROFESSIONAL ENGINEERS			\$749.34						\$749.34
MISCELLANEOUS	BOARD OF PROFESSIONAL SURVEYORS			\$1,081.87						\$1,081.87
MISCELLANEOUS	BOARD OF REGISTERED NURSES							\$55.65		\$55.65
MISCELLANEOUS	BOARD OF SANITARIANS			\$162.16						\$162.16
MISCELLANEOUS	BOARD OF TREASURY INVESTMENTS			\$100.49						\$100.49
MISCELLANEOUS	BOARD OF VETERINARY MEDICINE			\$7,865.58	\$1,706.22					\$9,571.80
MISCELLANEOUS	COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY			\$110.40	\$408.26					\$518.66
MISCELLANEOUS	ECONOMIC DEVELOPMENT AUTHORITY			\$2,636.37			\$99.99			\$2,736.36
MISCELLANEOUS	ENTERPRISE RESOURCE PLANNING BOARD			\$376.49						\$376.49
MISCELLANEOUS	MESSAGE THERAPY LICENSURE BOARD			\$656.80						\$656.80
MISCELLANEOUS	NATIONAL COAL HERITAGE AREA AUTHORITY			\$287.46				\$288.00		\$575.46
MISCELLANEOUS	PUBLIC SERVICE COMMISSION	\$644.99		\$16,545.59			\$611.37	\$210,174.18	\$2,000.00	\$229,976.13
MISCELLANEOUS	REAL ESTATE COMMISSION			\$13,279.18						\$13,279.18
QUASI GOVERNMENT	WEST VIRGINIA PARKWAYS AUTHORITY	\$738,592.05				\$3,330.06	\$732,284.60	\$17,010.59	\$7,269.05	\$1,498,486.35
REVENUE	ALCOHOL BEVERAGE CONTROL ADMINISTRATION	\$445.86		\$57.12			\$3,647.21	\$85,976.00	\$2,308.16	\$92,434.35
REVENUE	DIVISION OF FINANCIAL INSTITUTIONS			\$1,895.60						\$1,895.60
REVENUE	INSURANCE COMMISSIONER	\$3,507.81		\$525.26	\$196.66		\$3,793.50	\$74,289.35	\$286.70	\$82,599.28
REVENUE	LOTTERY COMMISSION	\$2,392.92		\$3,892.67			\$2,468.90	\$67,195.70		\$75,950.19
REVENUE	RACING COMMISSION			\$12,886.25						\$12,886.25
REVENUE	TAX DIVISION	\$75.52		\$134,321.08	\$49.28		\$1,547.00	\$2,236.00	\$1,000.00	\$139,228.88
TRANSPORTATION	DIVISION OF HIGHWAYS	\$67,125.26		\$933,259.55			\$5,207,980.89	\$13,077,486.40	\$5,276,738.20	\$24,562,590.30
TRANSPORTATION	DIVISION OF MOTOR VEHICLES			\$7,888.69	\$2,081.06		\$531.80	\$80,966.60	\$914.20	\$92,382.35
TRANSPORTATION	DIVISION OF PUBLIC TRANSIT	(\$0.00)		\$106.40			\$0.00	\$144.00		\$250.40
TRANSPORTATION	OFFICE OF ADMINISTRATIVE HEARINGS			\$1,368.46				\$6,577.86		\$7,946.32
TRANSPORTATION	STATE RAIL AUTHORITY	\$119,126.19		\$20,395.79	\$76.16		\$13,315.59	\$92,433.07	\$10,013.43	\$255,360.23
VETERAN'S ASSISTANCE	VETERANS AFFAIRS	\$288.42	\$20.00	\$3,384.73			\$2,265.35	\$29,458.92	\$1,000.00	\$36,417.42
VETERAN'S ASSISTANCE	VETERANS HOME	\$353.67					\$475.14	\$9,369.27	\$35.00	\$10,234.08
Grand Total		\$3,049,501.33	(\$322,040.65)	\$7,984,512.38	\$648,086.59	\$761,563.67	\$7,526,713.99	\$22,854,173.90	\$6,542,205.63	\$49,044,716.84

Complaints

HB4015 §5A-12-13 requires FMD to provide a complaint process for use by the public in which FMD shall review all complaints weekly and report to the appropriate spending unit the information regarding the state vehicles in use by the spending unit, and shall describe the nature of the complaint, including, but not limited to, the mechanical problems, equipment failures, misuse, or illegal operation of state vehicles.

Since 2018, FMD has provided a mechanism for the public to report and for FMD to forward and track vehicle complaints. In appendix 5 is a list of the complaints for FY2021 and the responses received from the agencies. FMD forwarded the complaints to the agencies operating the vehicles and all, but 69

complaints received a response from the agencies. Below is a chart by cabinet level of the number of complaints reported for FY2021.

State Vehicle Complaints FY 2021			
CABINET	CABINET NM	AGENCY/BILL CODE	# of Complaints
AD	Administration	Aviation - PG07	6
CH	Culture and History	ED BROADCASTING - EB01	1
CO	Commerce	LABOR - DL01	1
CO	Commerce	NR WILDLIFE - NR08	1
DH	DHHR	DH CENT FLT	1
DH	DHHR	DH INV FRAUD / 2752	1
DH	DHHR	DH REG 1 - 2742	27
DH	DHHR	DH REG 3 - 2744	11
DH	DHHR	DH REG 4 / 2745	1
DH	DHHR	DH SHARPE - 2926	1
DH	DHHR	DH SOC SRV - 2539	4
DH	DHHR	DH WELCH - 2845	7
ED	Education	DEAF BLIND - ED12	3
EL	Elected Officials	GOVERNOR - GO01	4
EN	DEP	EN MINE REC - EP02	13
EN	DEP	ENV REMED - EP16	1
HS	Homeland Security	CR CHAS WR - CO14	1
HS	Homeland Security	RJ S CTR REG - rj04	1
HS	Homeland Security	CR COR K9 - CO39	2
HS	Homeland Security	CR COR K9 - CO39	2
HS	Homeland Security	CR Martins - CO29	3
HS	Homeland Security	CR PARKERSB - CO07	1
HS	Homeland Security	CR PAROL SRV - CO18	5
HS	Homeland Security	CR SPEC SRV - CO19	1
HS	Homeland Security	FIRE COMM - FM01	1
HS	Homeland Security	RJ EASTERN - RJ02	5
HS	Homeland Security	RJ POTOMAC - RJ08	4
HS	Homeland Security	RJ Southern - RJ05	4
HS	Homeland Security	SP BCI - PS07	8
HS	Homeland Security	PAROLE BD - CO26	1
JU	Judicial	Supreme Court - SC01	1
MI	Misc	PSC - PC01	2
TR	Transportation	DOH - HW02	42
			167

Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2021. Appendix 4 contains the report and vehicle usage data.

FMD reviewed all vehicles that did not travel the required 1,100 monthly miles. Legislative Rule 148-3-9 Minimum Utilization requires FMD to make recommendations to the Cabinet Secretary of the

Department of Administration each fiscal year on possible fleet reductions and/or reassignment of underutilized state vehicles.

There are five types of exemptions and FMD received 2,520 utilization exemption requests for FY2021:

- PSV – public safety officers
- SEV – job duties require continuous availability of specialized equipment
- ERV – 24-hour call
- ETV – essential travel to transportation of authorized passengers on a routine basis
- ENV – free of lien, not more than 20% of fleet

FMD reviewed an additional 2,053 vehicles that did not submit an exemption request for FY2021. Below is a chart that breaks down the number of and type of exemptions requested by cabinet level, along with a column adding additional vehicles that were underutilized during FY2021 but for which the agency did not submit an exemption request.

# of FY2021 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level											
Requested Exemptions											
Cabinet	Total Fleet	ENV 20%	ERV logs	ETV	PSV	SEV logs	Total Exemption Requests	Additional Underutilized Vehicles that Didn't Submit an Exemption Request	Total # of Underutilized Vehicles for FY2020	Total Vehicles for Review or Reassignment	
ADMINISTRATION	47	1	0	5	0	8	14	26	40	30	
ARTS, CULTURE AND HISTORY	15	0	0	7	0	0	7	6	13	0	
COMMERCE	797	6	58	2	0	0	66	407	473	166	
COMMUNITY COLLEGE	92	2	0	4	3	19	28	63	91	32	
DEP	384	9	17	31	4	95	156	77	233	44	
DHHR	275	0	0	102	0	0	102	75	177	80	
EDUCATION	41	4	1	19	1	0	25	7	32	7	
ELECTED OFFICES	246	6	0	6	0	6	18	158	176	86	
HIGHER ED	743	6	0	49	36	380	471	245	716	142	
HOMELAND SECURITY	1667	76	0	248	0	0	324	456	780	194	
JUDICIAL	19	0	0	0	0	0	0	14	14	3	
LEGISLATIVE	8	0	0	7	0	0	7	1	8	1	
MISC	98	2	0	26	0	0	28	19	47	17	
QUASIS	170	3	0	28	1	0	32	60	92	39	
REVENUE	118	8	2	27	0	6	43	38	81	27	
SENIOR SERVICES	6	5	0	0	0	0	5	0	5	1	
TRANSPORTATION	2211	8	1	1178	0	7	1194	360	1554	397	
VETERANS	64	0	0	0	0	0	0	41	41	19	
Grand Total	7001	136	79	1739	45	521	2520	2053	4573	1285	

FMD went through a process of grouping and removing certain vehicles based on the model year, type of vehicle, lack of data, and utilization data for the last six months. For FY2021 FMD identified 1,285 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

Vehicles For Review	
Exemptions Received	2,520
Additional underutilized Vehicles - no Exemption Submitted	2,053
Total Exemptions	4,573
Less:	
State Police & PSV Utilization Exemptions	(89)
License Plate New and SP	(130)
2020 Model Year Vehicles	(34)
Vehicles that average over 900/Mth	(324)
Vehicles with 90,000 Miles & Over	(1,787)
Purpose: Campus, Educational, Special Equipment	(924)
Total Vehicles for Review and or Reassignment	1,285

This exercise is done at a high level without knowing the agencies’ missions and how these vehicles assist with those missions. FMD will advise the Agency Fleet Coordinators and review the findings. FMD worked with ARI to add a field to their database to capture 10 categories to better define and more efficiently target efforts to maximize vehicle utilization. The categories are: Campus, Special Equipment, Educational, Seasonal, Vacancy, Surplus, Pool, Spare, Assigned and Mail. Better defining how the vehicle are being used will focus efforts to maximize vehicle efficiencies.

FMD entered an agreement with ARI utilizing Geotab for telematics services. Telematics is the tool to better define who, when, and where state vehicles are being used. Currently the Public Service Commission, Adjutant General, Miners Health and Safety and the Fleet Management Division is using he service covering 160 vehicles.

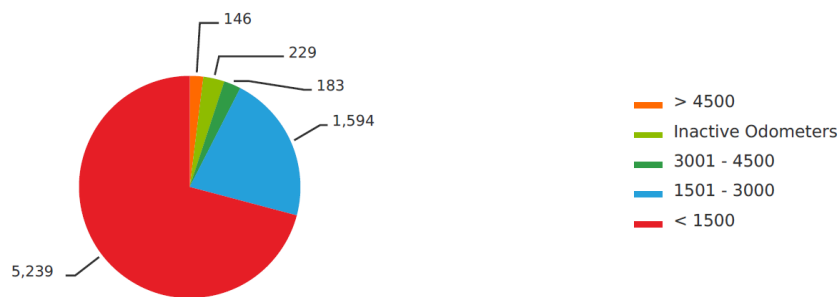
FMD has implemented an online reservation system with a kiosk and lock box for vehicle keys creating the Capital Complex Motor Pool that facilitates underutilized vehicles to be shared across cabinet levels and agencies.

With telematics and the online reservation system, the state has the tools in place to better utilize its vehicle inventory.

Below is a chart from ARI listing the numbers of vehicles and the average number of miles traveled by month in 1,500-mile intervals.

Fleet Travel Per Month

Active Vehicles



FMD Operations Cost

The Finance Division can provide FMD's finances upon request.

Recommendations

FMD would like to see funding made available to facilitate the administration fees and other cost of programs to track and report on the state fleet's operations cost and utilization. FMD finds that the monthly fees and cost are the biggest roadblocks to the agencies' participation with vehicle programs.

FMD has contracted to add telematics and an online reservation system with a kiosk and vehicle key lock box. Telematics is the tool and service that can answer who, what, when, where and why a state vehicle is being utilize. Telematics is the final piece of the puzzle that completes HB4015 required efficient management of state vehicles. The online reservation system with the kiosk and vehicle key lock box is the tool and service to facilitate the sharing of state vehicle across agencies. The service will reduce the number of state pool vehicles. Both services are currently being offered and agencies may elect to participate. There could be a need for future legislation to mandate agencies participation with both services.

FMD recommends that the Legislature considers establishing an entity that presides over all fixed assets. The entity would ensure proper reporting methods for all assets regardless of exemption status or classification of the assets. Currently, FMD has purview of 1 ton and under vehicles and agencies need to confirm the accuracy of their inventory to Surplus Property once a year. This leaves a gap of vehicles that are over 1 ton and are owned by agencies exempt from the Purchasing Division.