

Fleet Management Division 2022 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.

WV Code §5A-12 was passed on March 7, 2018, and emergency Rules were implemented on November 14, 2018. The Code 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 WV Code §5A-12 and Legislative Rule 148-03.

WV Code §5A-12 State Vehicle Fleet Annual Report

WV Code §5A-12 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, 2022. WV Code §5A-12-9 (b) 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 8/16/2022 instructing them to verify the data in Holman database and wvOASIS. In addition, FMD sent an email on 8/9/2022 to those agencies that were granted an exemption to send their vehicle operation data for FY2022 by October 1, 2022. Appendix 2 contains a copy of the cabinet level Holman Fixed and Operating Expense FY22 and exempt agencies reporting is found in Appendix 3.

§5A-12-12 Reporting Requirements

WV Code §5A-12-12 required FMD to produce a report regarding the maintenance and operation of the state's 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

Holman's LOV Report contains all operation costs for the life of the vehicle plus each vehicle's attributes. Holman's Fixed and Operation Expenses FY2022 provides the operations cost for fiscal year 2022 (FY2022) 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 appendices. FMD has made a key for each report in the appendices in order to supply the removed vehicle attributes upon request.

Legislative 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, 2022, 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 §5A-12-12. Exempt agencies reports can be found in Appendix 3.

Cabinet Level Fleet Inventory

Inventory in HOLMAN and wvOASIS

WV Code §5A-12-7 requires agencies to list all vehicles owned or operated into wvOASIS fixed assets. Surplus Property requires agencies to confirm their inventory annually by July 15th.

FMD ran the wvOASIS FIN-AM-017 Vehicles by Department (FA17) report on September 30, 2022. Below is a chart listing the number of owned and operated motorized vehicles over and under 1 ton and licensed non-motorized units.

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

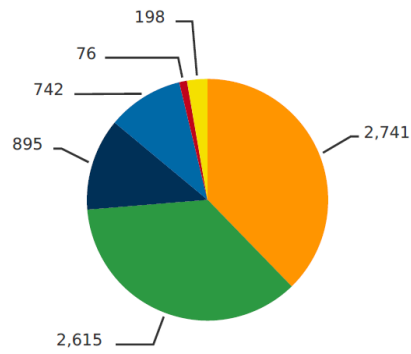
Below are graphs listing the state's inventory in Holman by Type, Manufacturer, and Year. FMD can provide additional inventory reports at the agency and department level upon request.

Appendix 1 contains the wvOASIS FA17 report and Holman inventory.

	# of One Ton & Under Vehicles (ARI LOV Report) 10/2022	Total # of Motorized Vehicles in wvOASIS (FA17) 10/2022	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2022	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17) 10/2022	# of Licensed Leased Units in wvOASIS, 32 (FA17) 10/2022	# of Licensed Non Motorized Units in wvOASIS, 50 (FA17) 10/2022	# of Licensed Travel trailers in wvOASIS, 24 (FA17) 10/2022	# of Duplication Vin #'s in wvOASIS 10/2022	# of Motorized Bad Vin #'s in wvOASIS 10/2022	# of Vehicles Active in ARI Not in wvOASIS 10/2022	# of Vehicles Active in ARI Not in wvOASIS MINUS NEW 10/2022
Administration	50	3086	3081	5	0	11	0	0	0	0	0
Community College	93	92	59	32	1	30	1	0	1	1	0
Culture and History	16	5	4	1	0	3	1	0	0	0	0
Commerce	806	651	595	56	0	379	9	0	0	17	0
Health Human Resource	319	75	26	49	0	17	0	0	0	44	0
Economic Development	3	9	9	0	0	0	0	0	0	0	0
Education	40	21	8	13	0	0	0	0	0	0	0
Elected Office	192	194	178	16	0	51	2	0	1	0	0
Environmental Protection	362	6	5	1	0	47	0	0	0	2	0
Higher Ed	727	808	705	79	24	170	1	1	4	11	7
Homeland Security	1663	943	831	75	37	125	62	7	5	11	1
Judicial	19	19	19	0	0	0	0	0	0	0	0
Legislative	8	7	7	0	0	0	0	0	0	0	0
Miscellaneous	163	21	8	7	6	29	0	0	0	2	0
Quasis	178	255	186	69	0	57	0	0	0	0	0
Revenue	112	13	12	1	0	2	1	0	0	3	0
Senior Services	4	0	0	0	0	0	0	0	0	0	0
Tourism	1	1	1	0	0	29	0	1	0	0	0
Transportation	2202	2630	1107	1523	0	752	25	0	26	5	0
Veterans	52	44	42	2	0	4	0	0	0	0	0
Totals	7010	8880	6883	1929	68	1706	102	9	37	96	8

Inventory by Asset Type

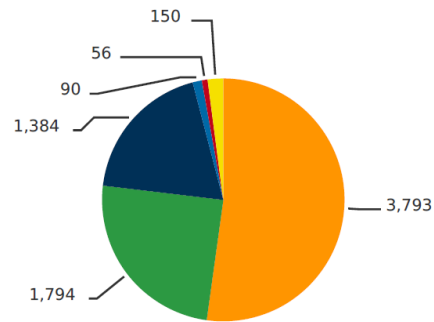
Active Vehicles



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

Inventory by Manufacturer

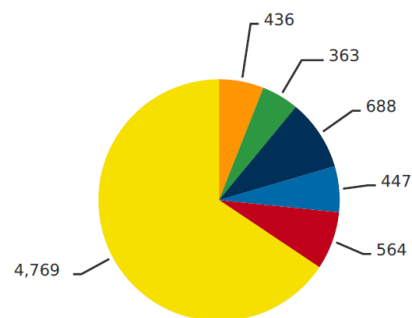
Active Vehicles



- FORD
- FIAT
- GM
- LOANER
- TOYOTA
- OTHER

Inventory By Model Year

Active Vehicles



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

Fleet Operations Cost

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

WV Code §5A-12-9 (a) states 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.

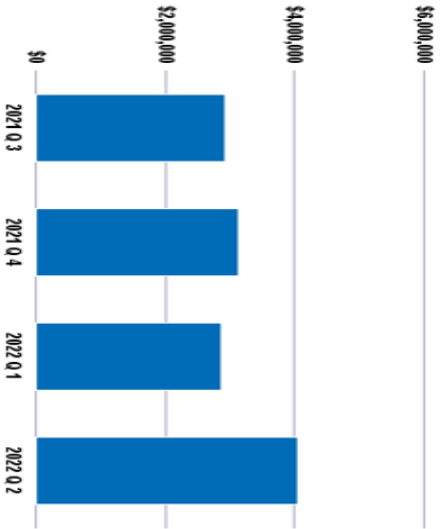
FMD provides fueling and maintenance services through Holman. Holman is the vendor that was awarded the Vehicle Management Contract that is solicited through the Purchasing Division. As of October 2022, FMD provided maintenance services to 3,211 vehicles and fueling services to 4,657 vehicles. In Appendix 2 is a report titled LOV Operating Cost 10-1-2022 (LOV Report). The LOV Report lists each state owned or operated vehicle that uses FMD's 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 FY2022 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2022. Other fleet and travel expenses not facilitated by Holman 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 chart listing the main billing categories for the operations of the state fleet. Please note that the chart below only contains data from vehicles using Holman fueling and maintenance services.

Cabinet Level Vehicle Operations Cost Chart

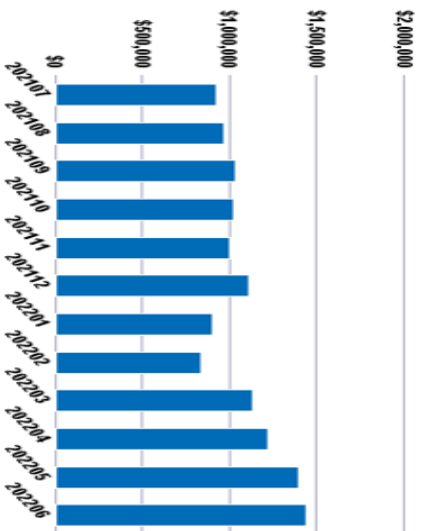
Expense Type	Expense Category	202107		202108		202109		202110		202111		202112							
		Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units						
Fixed Expenses	Management Fees	\$14,965.37	1.6%	3438	\$14,706.37	1.5%	3459	\$15,191.12	1.5%	3448	\$14,754.87	1.4%	3494	\$14,809.62	1.5%	3461	\$15,080.37	1.3%	3431
	Sub-Total:	\$14,965.37	1.6%		\$14,706.37	1.5%		\$15,191.12	1.5%		\$14,754.87	1.4%		\$14,809.62	1.5%		\$15,080.37	1.3%	
Operating Expenses	Accident Repairs	\$2,681.14	0.3%	9	\$5,291.32	0.5%	19	\$5,902.42	0.6%	17	\$8,331.45	0.8%	19	\$3,212.07	0.3%	11	\$3,098.29	0.3%	11
	Equipment Fuel	\$24.75	0.0%	1	\$33.71	0.0%	1	\$26.69	0.0%	2	\$15.51	0.0%	1	\$23.02	0.0%	2			
	Fixed Costs										\$645.89	0.1%	1	\$315.00	0.0%	1			
	Fuel	\$709,550.28	75.3%	3067	\$687,509.69	70.1%	3089	\$768,868.20	73.5%	3176	\$734,753.86	70.5%	3134	\$748,480.11	73.9%	3178	\$650,009.41	75.2%	3239
	Fuel Discount	(\$6,837.07)	-0.7%	3066	(\$6,643.79)	-0.7%	3090	(\$7,414.61)	-0.7%	3178	(\$7,088.82)	-0.7%	3135	(\$7,176.00)	-0.7%	3179	(\$8,163.63)	-0.7%	3259
	Maintenance Repairs	\$156,303.42	16.6%	489	\$201,273.44	20.5%	519	\$194,803.29	18.6%	488	\$204,738.92	19.6%	569	\$190,738.23	18.8%	522	\$188,342.25	16.7%	504
	Misc	\$26.25	0.0%	1			\$24,211.15	2.3%	3	\$178.48	0.0%	2	\$2,079.00	0.2%	36	\$441.82	0.0%	10	
	Oil And Lube	\$26,540.54	2.8%	419	\$25,717.33	2.6%	407	\$23,773.21	2.3%	356	\$31,440.22	3.0%	466	\$27,142.90	2.7%	413	\$26,502.13	2.3%	413
	Parking And Tolls																		
	Tires	\$32,580.57	3.5%	248	\$47,118.74	4.8%	262	\$13,828.50	1.3%	173	\$49,279.60	4.7%	289	\$27,173.24	2.7%	223	\$48,406.15	4.3%	272
	Warranty Credit	(\$750.00)	-0.1%	1			(\$1,390.00)	-0.1%	1										
	Wash And Polish	\$7,020.69	0.7%	91	\$5,587.13	0.6%	69	\$9,306.32	0.9%	70	\$4,915.06	0.5%	51	\$5,368.84	0.5%	54	\$6,470.87	0.6%	51
	Sub-Total:	\$927,140.57	98.4%		\$965,887.57	98.5%		\$1,030,715.17	98.5%		\$1,027,230.17	98.6%		\$997,356.41	98.5%		\$1,115,107.29	98.7%	
Grand Total:		\$942,105.94	100.0%		\$980,593.94	100.0%		\$1,045,906.29	100.0%		\$1,041,985.04	100.0%		\$1,012,166.03	100.0%		\$1,130,187.66	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	\$887,066.47	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																			\$62.50
	State Fees (not Tax)																			\$21.00
	Taxes																			\$377.53
	Tires	\$35,094.28	6.1%	187	\$26,240.81	4.4%	180	\$33,508.64	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%		\$927,883.76	98.5%		\$8,892,089.74
	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

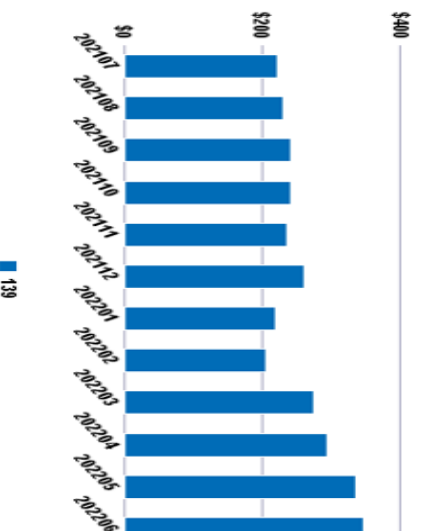
Operating Expenses By Quarter



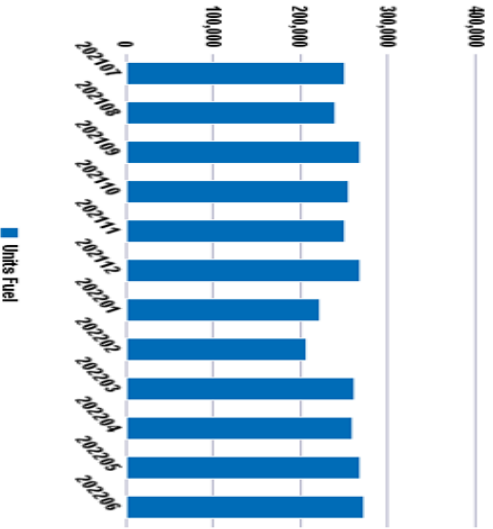
Operating Expenses By Month



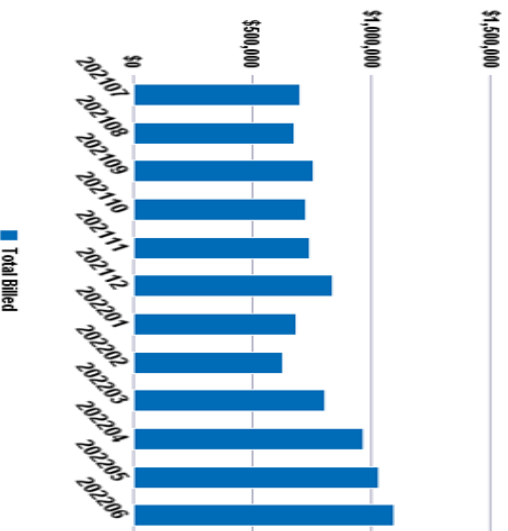
Cost Per Veh Per Month



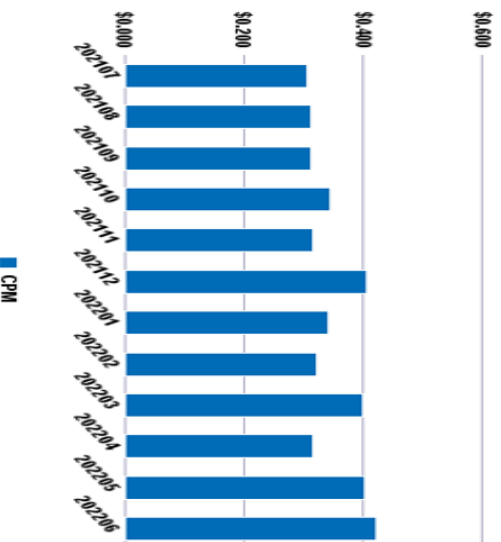
Fuel Gallons By Month



Fuel Expenses By Month



Cost Per Mile By Month



Exempt Agencies Reporting

On August 9, 2022, FMD sent the exempt agencies Agency Fleet Coordinators (AFCs) an email requesting they provide their fleet operation cost by October 1, 2022, as required by WV Code §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 November 5, 2022, Department of Highways, WV Rails Authority, 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 §5A-12. Exempt agencies reports can be found in Appendix 3.

§5A-12, Other Requirements

Below is a chart listing the other agency reporting requirements, the appointment of an AFC that completed mandatory training during FY22, and a list of agencies that maintain a list of noncompensatory drivers. The agencies reporting of noncompensatory drivers can be found in Appendix 6.

CABINET CODES	Department	AGENCY	HB103 email sent to AFC's 2022	Under-Utilization Forms Voided Email Sent 2022	HB103 Noncompensatory Driver spreadsheet returned by 7/31/2022	FY 2022 SEV & ERV Exemption forms sent 7/2022	SEV & ERV Agency Log Received 2022	Email to AFC for 2022 vehicle data by Oct. 1st	2022 Fleet Report Agencies Confirmed data	New AFC In FY 2022?	Did New AFC Attend Training
AD	Administration	Aviation	GABRIEL SILVA 6/1/2022	GABRIEL SILVA 6/1/2022				8/16/2022		Gabriel Silva	NO
AD	Administration	BRIM Board of Risk & Insurance	CARL BALDWIN 6/1/2022	CARL BALDWIN 6/1/2022	6/1/2022			8/16/2022	8/17/2022		
AD	Administration	CPRB Consolidated Public	AMBER HAWKINS 6/1/2022	AMBER HAWKINS 6/1/2022				8/16/2022			
AD	Administration	Fleet Management	LEIGH JACKSON 6/1/2022	LEIGH JACKSON 6/1/2022	6/30/2022			8/16/2022			
AD	Administration	General Services	ROBIN CASTO 6/1/2022	ROBIN CASTO 6/1/2022	6/22/2022	6/27/2022	6/28/2022	8/16/2022			
AD	Administration	IS&C Technology Office	STACI CLUTTERS 6/1/2022	STACI CLUTTERS 6/1/2022				8/16/2022			
AD	Administration	Prosecuting Attorneys	NO VEHICLES	NO VEHICLES							
AD	Administration	Public Defender	NO VEHICLES	NO VEHICLES							
AD	Administration	Purchasing	MEGAN SNODGRASS 6/1/2022	MEGAN SNODGRASS 6/1/2022	6/29/2022			8/16/2022		Megan Snodgrass	YES
AD	Administration	Real Estate	SHELLY EADS 6/1/2022	SHELLY EADS 6/1/2022	6/15/2022			8/16/2022	8/29/2022	Anthony Signorelli	YES
AD	Administration	Surplus Property	CODY ROSE 6/1/2022	CODY ROSE 6/1/2022	6/2/2022	6/27/2022	6/27/2022	8/16/2022			
CC	Community College	Blue Ridge Community & Technical College	NATASHA SCOLARO 6/1/2022	NATASHA SCOLARO 6/1/2022	6/1/2022	6/27/2022	6/27/2022	8/16/2022			
CC	Community College	BridgeValley Community & Technical College	JOHN POWELL 6/1/2022	JOHN POWELL 6/1/2022	6/27/2022			8/16/2022		Carmelita McKemy	YES
CC	Community College	Eastern WV Community & Technical College	JAENNAE SNYDER 6/1/2022	JAENNAE SNYDER 6/1/2022	6/1/2022			8/16/2022			
CC	Community College	Mountwest Community & Technical College	RODNEY PELL 6/1/2022	RODNEY PELL 6/1/2022				8/16/2022			
CC	Community College	New River Community & Technical College	BRIAN SAMPSON 6/1/2022	BRIAN SAMPSON 6/1/2022	6/7/2022			8/16/2022		Brian Sampson	YES
CC	Community College	Northern Community College	KATRINA HYDE 6/1/2022	KATRINA HYDE 6/1/2022				8/16/2022			
CC	Community College	PIERPONT	DAVID WILLIAMS 6/1/2022	DAVID WILLIAMS 6/1/2022	6/1/2022			8/16/2022		David Williams	NO
CC	Community College	Potomac State College of WVU	KEITH PYLES 6/1/2022	KEITH PYLES 6/1/2022	6/16/2022	6/27/2022		8/16/2022			
CC	Community College	Southern WV Community & Technical College	VELVA PENNINGTON 6/1/2022	VELVA PENNINGTON 6/1/2022	6/1/2022	6/27/2022	6/27/2022	8/16/2022			
CC	Community College	WVU at Parkersburg	AMBER NICHOLS 6/1/2022	AMBER NICHOLS 6/1/2022	6/30/2022	6/27/2022	6/27/2022	8/16/2022	9/29/2022		
CH	Culture and History	Culture & History	SAM CALVERT 6/1/2022	SAM CALVERT 6/1/2022				8/16/2022			
CH	Culture and History	Educational Broadcasting Authority	DALE MALCOMB 6/1/2022	DALE MALCOMB 6/1/2022	6/16/2022	6/27/2022	6/27/2022	8/16/2022			
CH	Culture and History	Library Commission	WOODIE DORSEN 6/1/2022	WOODIE DORSEN 6/1/2022				8/16/2022			
CO	Commerce	Community Advancement (formerly Economic)	NO VEHICLES	NO VEHICLES							
EC	Economic Development	Development Office	KRISTI WILLIAMS 6/1/2022	KRISTI WILLIAMS 6/1/2022	6/23/2022			8/16/2022		Kristi Williams	YES
CO	Commerce	DNR	JUSTIN PETTRY 6/1/2022	JUSTIN PETTRY 6/1/2022	6/1/2022	6/27/2022		8/16/2022			
CO	Commerce	Forestry	ANDREW NUNN 6/1/2022	ANDREW NUNN 6/1/2022	6/30/2022	6/27/2022	7/22/2022	8/16/2022			
CO	Commerce	Geological Survey	HANNA LAW 6/1/2022	HANNA LAW 6/1/2022		6/27/2022	7/21/2022	8/16/2022			
CO	Commerce	Labor	AMANDA SCARBERRY 6/1/2022	AMANDA SCARBERRY 6/1/2022	6/23/2022			8/16/2022	9/13/2022		
CO	Commerce	Miner's Health, Safety & Training	TOM MCCLURE 6/1/2022	TOM MCCLURE 6/1/2022				8/16/2022			
CO	Commerce	Rehabilitation Services	TAMMY THOMAS 6/1/2022	TAMMY THOMAS 6/1/2022	6/15/2022	6/27/2022	6/27/2022	8/16/2022			
CO	Commerce	Tourism	NO VEHICLES	NO VEHICLES						Perri Bone	NO
CO	Commerce	Workforce WV	PAUL BABBITT 6/1/2022	PAUL BABBITT 6/1/2022				8/16/2022			
DH	DHHR	DHHR	CATHERINE STEPHENSON 6/1/2022	CATHERINE STEPHENSON 6/1/2022	6/30/2022			8/16/2022	9/30/2022	Catherine Stephenson	YES
DH	DHHR	Health Care Authority	NO VEHICLES	NO VEHICLES							
EA	Education & The Arts	Center for Professional Development	NO VEHICLES	NO VEHICLES							
ED	Education	Fiscal Control Education	MIKE DAVIS 6/1/2022	MIKE DAVIS 6/1/2022	6/1/2022	6/27/2022	6/27/2022	8/16/2022			
ED	Education	School Building Authority	LISA WILKINSON 6/1/2022	LISA WILKINSON 6/1/2022	6/1/2022			8/16/2022			
ED	Education	Schools for the Deaf & the Blind	LORI DAWSON 6/1/2022	LORI DAWSON 6/1/2022				8/16/2022			
MI	MISC	Adjutant General	LORI SUTTON 6/1/2022	LORI SUTTON 6/1/2022	6/1/2022			8/16/2022			
EL	Elected Officials	AGR01 Agriculture	ALAN CLEMANS 6/1/2022	ALAN CLEMANS 6/1/2022				8/16/2022			
EL	Elected Officials	AGR04 WV Conservation Agency	ANITA MAY 6/1/2022	ANITA MAY 6/1/2022	6/1/2022			8/16/2022			
EL	Elected Officials	Attorney General	DAN SIZEMORE 6/1/2022	DAN SIZEMORE 6/1/2022	6/28/2022			8/16/2022			
EL	Elected Officials	Auditor's Office	MATTHEW HOLBROOK 6/1/2022	MATTHEW HOLBROOK 6/1/2022	6/15/2022			8/16/2022			

CABINET CODES	Department	AGENCY	HB103 e-mail sent to AFC's 2022	Under-Utilization Forms Voided Email Sent 2022	HB103 Noncompensatory Driver spreadsheet returned by 7/31/2022	FY2022 SEV & ERV Exemption forms sent 7/2022	SEV & ERV Agency Log Received 2022	Email to AFC for 2022 vehicle data by Oct. 1st	2022 Fleet Report Agencies Confirmed data	New AFC In FY 2022?	Did New AFC Attend Training
EL	Elected Officials	Governor's Office	ERIC MILLER 6/1/2022	ERIC MILLER 6/1/2022	6/1/2022			8/16/2022			
EL	Elected Officials	Secretary of State	ADAM YOUNG 6/1/2022	ADAM YOUNG 6/1/2022	6/1/2022			8/16/2022			
EL	Elected Officials	Treasurer's Office	ASHLEY SMOLDER 6/1/2022	ASHLEY SMOLDER 6/1/2022	6/22/2022	6/27/2022	44761	8/16/2022			
EN	DEP	DEP	STEVE BRIGHTWELL 6/1/2022	STEVE BRIGHTWELL 6/1/2022	6/14/2022	6/27/2022	44771	8/16/2022			
EN	DEP	Solid Waste Management Board	PAUL HAYES 6/1/2022	PAUL HAYES 6/1/2022	6/22/2022			8/16/2022			
HE	Higher Ed	Bluefield State College	BELVA HIGGINS 6/1/2022	BELVA HIGGINS 6/1/2022	6/1/2022	6/27/2022		8/16/2022		Belva Higgins	NO
HE	Higher Ed	Concord University	KAREN PHIPPS 6/1/2022	KAREN PHIPPS 6/1/2022	6/23/2022	6/27/2022	44770	8/16/2022			
HE	Higher Ed	Fairmont State University	LENORA MONTGOMERY 6/1/2022	LENORA MONTGOMERY 6/1/2022	6/30/2022	6/27/2022	44742	8/16/2022			
HE	Higher Ed	Glennville State College	BRITTANY BENSON 6/1/2022	BRITTANY BENSON 6/1/2022	6/1/2022			8/16/2022			
HE	Higher Ed	Marshall University	ELAINE TURNER 6/1/2022	ELAINE TURNER 6/1/2022		6/27/2022		8/16/2022			
HE	Higher Ed	Osteopathic Medicine	KEVIN WILLIAMS 6/1/2022	KEVIN WILLIAMS 6/1/2022				8/16/2022			
HE	Higher Ed	Policy Commission	MARY BLASHFORD 6/1/2022	MARY BLASHFORD 6/1/2022	6/27/2022			8/16/2022			
HE	Higher Ed	RESA	NO VEHICLES	NO VEHICLES							
HE	Higher Ed	Shepherd University	SHELLEY SHAFFER 6/1/2022	SHELLEY SHAFFER 6/1/2022				8/16/2022			
HE	Higher Ed	West Liberty University	JOE MILLS 6/1/2022	JOE MILLS 6/1/2022	6/1/2022	6/27/2022	44740	8/16/2022			
HE	Higher Ed	West Virginia State University	TATIANE ARAUJO 6/1/2022	TATIANE ARAUJO 6/1/2022		6/27/2022	7/28/2022	8/16/2022		Myrna Thomas	YES
HE	Higher Ed	West Virginia State University Research	KAY KIRK 6/1/2022	KAY KIRK 6/1/2022	6/16/2022			8/16/2022		Kay Kirk	YES
HE	Higher Ed	West Virginia University	KEITH PYLES 6/1/2022	KEITH PYLES 6/1/2022	6/16/2022	6/27/2022		8/16/2022			
HE	Higher Ed	WV Autism Training Center at Marshall University	ELIZABETH TAPPAN 6/1/2022	ELIZABETH TAPPAN 6/1/2022				8/16/2022			
HE	Higher Ed	WVNET	NO VEHICLES	NO VEHICLES							
HE	Higher Ed	WVU Institute of Technology	KEITH PYLES 6/1/2022	KEITH PYLES 6/1/2022	6/16/2022	6/27/2022		8/16/2022			
HS	Homeland Security	Cabinet Secretary's Office	STEPHANIE TILLER 6/1/2022	STEPHANIE TILLER 6/1/2022	6/30/2022			8/16/2022			
HS	Homeland Security	CORRECTIONS	REGGIE SMITH 6/1/2022	REGGIE SMITH 6/1/2022				8/16/2022			
HS	Homeland Security	Fire Commission	REGGIE SMITH 6/1/2022	REGGIE SMITH 6/1/2022				8/16/2022			
HS	Homeland Security	Homeland Security & Emergency Management	MILISA BALL 6/1/2022	MILISA BALL 6/1/2022				8/16/2022			
HS	Homeland Security	Justice and Community Services	REGGIE SMITH 6/1/2022	REGGIE SMITH 6/1/2022				8/16/2022			
HS	Homeland Security	JUVENILE SERVICES	REGGIE SMITH 6/1/2022	REGGIE SMITH 6/1/2022				8/16/2022			
HS	Homeland Security	Parole Board	BRITTANY FRANKLIN 6/1/2022	BRITTANY FRANKLIN 6/1/2022				8/16/2022			
HS	Homeland Security	Protective Services	PAULA TOTTON 6/1/2022	PAULA TOTTON 6/1/2022	6/1/2022			8/16/2022			
HS	Homeland Security	REGIONAL JAIL AUTHORITY	REGGIE SMITH 6/1/2022	REGGIE SMITH 6/1/2022				8/16/2022			
HS	Homeland Security	State Police	MARK YOST 6/1/2022	MARK YOST 6/1/2022				8/16/2022			
JU	Judicial	Supreme Court	KIMBERLY ELLIS 6/1/2022	KIMBERLY ELLIS 6/1/2022				8/16/2022			
LE	Legislative	Commission on Special Investigation	KENNETH MCCORD 6/1/2022	KENNETH MCCORD 6/1/2022	6/22/2022			8/16/2022			
LE	Legislative	LEGISLATIVE AUDITOR	NO VEHICLES	NO VEHICLES							
MI	MISC	Barbers & Cosmetologists	JASON GRAVES 6/1/2022	JASON GRAVES 6/1/2022	6/1/2022			8/16/2022			
MI	MISC	Medical Imaging & Radiation Therapy	NO VEHICLES	NO VEHICLES							
MI	MISC	National Coal Heritage Area Authority	LINDA HAWKINS 6/1/2022	LINDA HAWKINS 6/1/2022				8/16/2022			
MI	MISC	Public Service Commission	MICHAEL DAILEY 6/1/2022	MICHAEL DAILEY 6/1/2022	6/30/2022			8/16/2022			
MI	MISC	Water Development Authority	NO VEHICLES	NO VEHICLES							
QU	Quasi	Parkways Authority	ROBERT PATTON 6/1/2022	ROBERT PATTON 6/1/2022	6/1/2022			8/16/2022			
RE	Revenue	ABCC Alcohol Beverage Control Administration	JULIA JONES 6/1/2022	JULIA JONES 6/1/2022	6/30/2022			8/16/2022			
RE	Revenue	Insurance Commission	STUART ELLIS 6/1/2022	STUART ELLIS 6/1/2022				8/16/2022			
RE	Revenue	Lottery Commission	PAULA BRADLEY 6/1/2022	PAULA BRADLEY 6/1/2022	6/27/2022			8/16/2022			
RE	Revenue	Racing Commission	NO VEHICLES	NO VEHICLES							
RE	Revenue	Tax Division and Tax Criminal Investigations	TAMMY LAMBERT 6/1/2022	TAMMY LAMBERT 6/1/2022	6/15/2022	6/27/2022	44739	8/16/2022			
SR	Senior Services	Senior Services	MONICA ROGERS 6/1/2022	MONICA ROGERS 6/1/2022	6/23/2022			8/16/2022			
TR	Transportation	Administrative Hearings	NO VEHICLES	NO VEHICLES							
TR	Transportation	Courtesy Patrol	HEATHER HUFFMAN 6/1/2022	HEATHER HUFFMAN 6/1/2022				8/16/2022			
TR	Transportation	DMV Motor Vehicles	RYAN MACDONALD 6/1/2022	RYAN MACDONALD 6/1/2022	6/2/2022			8/16/2022	9/27/2022		
TR	Transportation	DOH HIGHWAYS	JEFF PIFER 6/1/2022	JEFF PIFER 6/1/2022	6/30/2022			8/16/2022			
TR	Transportation	Public Port Authority	NO VEHICLES	NO VEHICLES							
TR	Transportation	Public Transit	NEAL VANCE 6/1/2022	NEAL VANCE 6/1/2022				8/16/2022			
TR	Transportation	State Rail Authority	CINDY BUTLER 6/1/2022	CINDY BUTLER 6/1/2022		6/27/2022	44740	8/16/2022			
TR	Transportation	WV Wing Civil Air Patrol	NO VEHICLES	NO VEHICLES							
VE	Veterans Assistance	Veteran's Assistance Transportation Program	JEREMY SUMMERS 6/1/2022	JEREMY SUMMERS 6/1/2022	6/6/2022			8/16/2022		Jeremy Summers	YES
VE	Veterans Assistance	Veteran's Home	JEREMY SUMMERS 6/1/2022	JEREMY SUMMERS 6/1/2022	6/6/2022			8/16/2022		Jeremy Summers	YES
VE	Veterans Assistance	Veteran's Nursing Facility / Veterans Assistance	JEREMY SUMMERS 6/1/2022	JEREMY SUMMERS 6/1/2022	6/6/2022			8/16/2022		Jeremy Summers	YES

Travel Reimbursements and Vehicle Rental Expenses

WV Code §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	REIMBURSEMENT	TRAVEL EMPLOYEE	TRAVEL NON EMPL	VEHICLE IMPROV	VEHICLE OPERATI	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
ADMINISTRATION FUNCTIONS	AVIATION DIVISION		\$666.83				\$144.00	\$920,920.52	\$921,731.35
ADMINISTRATION FUNCTIONS	BOARD OF RISK AND INSURANCE MANAGEMENT		\$666.94			\$10.00	\$144.00		\$820.94
ADMINISTRATION FUNCTIONS	CONSOLIDATED PUBLIC RETIREMENT BOARD		\$1,815.88			\$0.00	\$909.38		\$2,725.26
ADMINISTRATION FUNCTIONS	DIVISION OF PERSONNEL		\$1,931.13				\$735.32		\$2,666.45
ADMINISTRATION FUNCTIONS	ETHICS COMMISSION		\$1,765.82				\$110.00		\$1,875.82
ADMINISTRATION FUNCTIONS	FINANCE DIVISION		\$144.79						\$144.79
ADMINISTRATION FUNCTIONS	FLEET MANAGEMENT DIVISION		\$92.44			\$40.00	\$1,884.00		\$2,016.44
ADMINISTRATION FUNCTIONS	GENERAL SERVICES DIVISION					\$2,856.72	\$4,891.06		\$7,747.78
ADMINISTRATION FUNCTIONS	INFORMATION SERVICES AND COMMUNICATIONS		\$60,670.01			\$896.10	\$58,591.83	\$1,431.70	\$121,589.64
ADMINISTRATION FUNCTIONS	PROSECUTING ATTORNEYS INSTITUTE		\$2,094.55				\$461.12		\$2,555.67
ADMINISTRATION FUNCTIONS	PUBLIC DEFENDER SERVICES		\$329.74				\$985.42		\$1,315.16
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES GRIEVANCE BOARD		\$457.97						\$457.97
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES INSURANCE AGENCY		\$2,171.69				\$799.45		\$2,971.14
ADMINISTRATION FUNCTIONS	PURCHASING DIVISION		(\$1,591.41)				\$168.00		(\$1,423.41)
ADMINISTRATION FUNCTIONS	REAL ESTATE DIVISION		\$409.49			\$896.55	\$17,936.38		\$19,242.42
ADMINISTRATION FUNCTIONS	RETIREE HEALTH BENEFIT TRUST FUND		\$113.86						\$113.86
ADMINISTRATION FUNCTIONS	SECRETARY OF ADMINISTRATION		\$24.00				\$13.75		\$37.75
ADMINISTRATION FUNCTIONS	SURPLUS PROPERTY		\$200.59			\$10,602.39	\$156.00		\$10,958.98
BUREAU OF SENIOR SERVICES	BUREAU OF SENIOR SERVICES		\$270.47				\$8,111.89		\$8,382.36
COMMERCE	BOARD OF COAL MINE HEALTH AND		\$9,851.84						\$9,851.84
COMMERCE	DIVISION OF FORESTRY		\$5,057.16	\$5,008.16		\$16,945.41	\$191,306.64	(\$3,263.37)	\$215,054.00
COMMERCE	DIVISION OF LABOR		\$22,152.07			\$19,181.58	\$283,244.49	\$1,355.20	\$325,933.34
COMMERCE	DIVISION OF MINERS HEALTH, SAFETY		\$4,891.95	\$355.51		\$1,648.93	\$231,894.75	\$1,059.32	\$239,850.46
COMMERCE	DIVISION OF NATURAL RESOURCES		\$47,112.26		\$748.02	\$299,991.10	\$39,230.63	\$55,397.13	\$442,479.14
COMMERCE	DIVISION OF REHABILITATION		\$328,948.26	\$1,407.50		\$1,030.98	\$3,965.31	\$0.00	\$335,352.05
COMMERCE	GEOLOGICAL AND ECONOMIC		\$91.33			\$238.57	\$11,129.79		\$11,459.69
COMMERCE	SECRETARY OF COMMERCE		\$877.05			\$103.85			\$980.90
COMMERCE	WORKFORCE WEST VIRGINIA		\$41,592.95	\$262.08		\$1,022.00	\$11,028.24		\$53,905.27
COUNCIL FOR C&T COLLEGE EDUCATION	BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE		\$14,864.56	\$413.58		\$14,856.86		\$802.35	\$30,937.35
COUNCIL FOR C&T COLLEGE EDUCATION	BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE		\$65,321.57	\$32,844.53		\$11,331.31	\$37,074.65	\$5,184.66	\$151,756.72
COUNCIL FOR C&T COLLEGE EDUCATION	COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION		\$25,061.23	\$673.62			\$191.80		\$25,926.65
COUNCIL FOR C&T COLLEGE EDUCATION	EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE		\$22,838.06	\$473.05		\$119.54	\$28,814.00	\$2,687.71	\$54,932.36
COUNCIL FOR C&T COLLEGE EDUCATION	MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE		\$10,986.26	\$8,722.58		\$178.43	\$778.03		\$20,665.30
COUNCIL FOR C&T COLLEGE EDUCATION	NEW RIVER COMMUNITY AND TECHNICAL COLLEGE		\$22,735.17	\$3,666.85		\$5,536.33	\$11,888.96		\$43,827.31
COUNCIL FOR C&T COLLEGE EDUCATION	PIERPONT COMMUNITY AND TECHNICAL COLLEGE		\$39,707.43	\$3,802.79		\$513.56	\$2,490.07		\$46,513.85
COUNCIL FOR C&T COLLEGE EDUCATION	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL		\$34,938.16			\$4,755.88	\$2,360.13	\$6,336.25	\$48,390.42
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA NORTHERN COMMUNITY AND TECHNICAL		\$38,182.92	\$3,357.48			\$7,457.86	\$339.40	\$49,337.66
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA UNIVERSITY AT PARKERSBURG		\$63,619.81	\$354.46		(\$9,704.32)	\$2,856.00	\$1,399.78	\$58,525.73

Cabinet	Department	REIMBURSEMENT	TRAVEL EMPLOYEE	TRAVEL NON EMPL	VEHICLE IMPROV	VEHICLE OPERATI	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
DEPARTMENT OF ARTS, CULTURE, AND	DIVISION OF CULTURE AND HISTORY		\$34,422.71	\$5,156.03			\$2,977.22		\$42,555.96
DEPARTMENT OF ARTS, CULTURE, AND	EDUCATIONAL BROADCASTING AUTHORITY		\$5,802.52			\$706.96	\$9,403.09		\$15,912.57
DEPARTMENT OF ARTS, CULTURE, AND	LIBRARY COMMISSION		\$1,002.02			\$20.00	\$3,165.38	\$388.89	\$4,576.29
DEPARTMENT OF ECONOMIC	OFFICE OF ENERGY		\$178.67			\$0.00	\$96.87		\$275.54
DEPARTMENT OF ECONOMIC	WEST VIRGINIA DEPARTMENT OF ECONOMIC DEVELOPMENT		\$46,471.09				\$3,671.30		\$50,142.39
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF ADMINISTRATIVE SERVICES		\$1,940.57	\$686.56		\$25.74	\$408.00		\$3,060.87
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF CORRECTIONS AND REHABILITATION		\$72,767.93	\$105.00	\$5,185.00	\$59,513.74	\$1,288,744.47	\$48,759.42	\$1,475,075.56
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF EMERGENCY MANAGEMENT		\$3,209.84	\$180.77	\$551.80	\$34,592.36	\$6,242.21	\$1,401.48	\$46,178.46
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF PROTECTIVE SERVICES		\$446.72			\$431.19	\$828.00		\$1,705.91
DEPARTMENT OF HOMELAND SECURITY	FIRE COMMISSION		\$6,901.30	\$10,452.94		\$4,664.27	\$162,694.86	\$2,794.29	\$187,507.66
DEPARTMENT OF HOMELAND SECURITY	SECRETARY OF DEPARTMENT OF HOMELAND SECURITY		\$344.50			\$15.00	\$903.51		\$1,263.01
DEPARTMENT OF HOMELAND SECURITY	WEST VIRGINIA STATE POLICE	(\$521,715.00)	\$11,221.61	\$613.25	\$434,143.26	\$566,514.39	\$1,003,568.62	\$268,243.40	\$1,762,589.53
DEPARTMENT OF EDUCATION	WEST VIRGINIA TOURISM OFFICE		\$7,374.03	\$129.84		\$681.67	\$4,361.52	\$85.00	\$12,632.06
DEPARTMENT OF EDUCATION	SCHOOL BUILDING AUTHORITY		\$368,227.16	\$30,151.26		\$422.67	\$109,034.66		\$507,835.75
DEPARTMENT OF EDUCATION	WEST VIRGINIA SCHOOLS FOR THE		\$4,797.27	\$5,111.71		\$100.00	\$5,644.06		\$15,653.04
ELECTED OFFICIALS	ATTORNEY GENERAL		\$2,998.66	\$1,159.20		\$31,386.42	\$23,910.75	\$18,534.07	\$77,989.10
ELECTED OFFICIALS	AUDITORS OFFICE		\$10,670.40			(\$1,332.02)	\$2,957.59	\$1,035.00	\$13,330.97
ELECTED OFFICIALS	DEPARTMENT OF AGRICULTURE		\$307,790.20			\$209.98	\$2,722.53		\$310,722.71
ELECTED OFFICIALS	GOVERNORS OFFICE		\$411,800.02		\$175.44	\$135,706.67	\$14,439.85	\$38,298.88	\$600,420.86
ELECTED OFFICIALS	SECRETARY OF STATE		\$6,065.90			\$7,948.19	\$17,731.73	\$1,789.85	\$33,535.67
ELECTED OFFICIALS	TREASURERS OFFICE		\$13,850.55			\$42.19	\$1,110.04		\$15,002.78
ENVIRONMENT	DEPARTMENT OF ENVIRONMENTAL OIL AND GAS CONSERVATION		\$52,655.38			\$3,086.20	\$6,411.72		\$62,153.30
ENVIRONMENT	SOLID WASTE MANAGEMENT BOARD		\$46,076.12	\$580.35	\$16,856.32	\$18,842.57	\$1,126,911.45	\$63,852.87	\$1,273,119.68
ENVIRONMENT			\$1,255.52						\$1,255.52
HEALTH & HUMAN RESOURCES	DIVISION OF HEALTH		\$7,600.20			\$123.08	\$254.00		\$7,977.28
HEALTH & HUMAN RESOURCES	DIVISION OF HUMAN SERVICES		\$100,837.71	\$3,349.03		\$14,453.84	\$282,873.17	\$7,217.94	\$408,731.89
HEALTH & HUMAN RESOURCES	HEALTH CARE AUTHORITY		\$1,103,699.10	\$750.57		\$4,179.13	\$1,301,010.04	\$10,099.81	\$2,419,738.65
HEALTH & HUMAN RESOURCES	HUMAN RIGHTS		\$205.60						\$205.60
HEALTH & HUMAN RESOURCES	SECRETARY OF HEALTH AND HUMAN RESOURCES		\$50.13	\$1,132.32			\$6,563.67		\$7,746.12
HIGHER EDUCATION POLICY COMMISSION	BLUEFIELD STATE UNIVERSITY		\$784.38	\$1,145.45					\$1,929.83
HIGHER EDUCATION POLICY COMMISSION	CONCORD UNIVERSITY		\$148,861.12	\$256,721.20		\$7,079.90	\$83,127.33	\$283.06	\$496,072.61
HIGHER EDUCATION POLICY COMMISSION	FAIRMONT STATE UNIVERSITY		\$452,419.24	\$75,730.47		\$2,612.79	\$370,133.33	\$5,933.37	\$906,829.20
HIGHER EDUCATION POLICY COMMISSION	GLENVILLE STATE UNIVERSITY		\$374,888.63	\$15,854.44		\$88,041.42	\$92,978.60	\$801.15	\$572,564.24
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION		\$79,247.84	\$27,866.11		\$21,798.82	\$16,728.08	\$1,656.92	\$147,297.77
HIGHER EDUCATION POLICY COMMISSION	MARSHALL UNIVERSITY		\$50,912.57	\$2,324.11		\$304.27	\$393.50	\$1,096.85	\$55,031.30
HIGHER EDUCATION POLICY COMMISSION	SHEPHERD UNIVERSITY		\$2,370,379.00	\$60,077.28		\$39,312.35	\$885,629.10	\$27,099.00	\$3,382,496.73
HIGHER EDUCATION POLICY COMMISSION	WEST LIBERTY UNIVERSITY		\$63,093.93	\$393,542.66		\$9,331.19	\$232,648.88	\$332.39	\$698,949.05
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING		\$40,451.44	\$317,383.43		\$3,485.12	\$186,719.68	\$22,675.44	\$570,715.11
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE		\$8,496.63			\$45.00	\$132.00		\$8,673.63
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA STATE UNIVERSITY		\$296,706.27	\$76,014.50		\$10,718.42	\$5,418.57		\$388,857.76
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA UNIVERSITY		\$18,393.92	\$1,768.79		\$24,518.44	\$146,282.24	\$2,659.51	\$193,622.90
JUDICIAL	SUPREME COURT		\$6,964,221.38	\$73,227.49		\$145,420.01	\$1,249,867.90	\$62,646.52	\$8,495,383.30
LEGISLATURE	HOUSE OF DELEGATES		\$656,616.66	\$250,809.45		\$2,817.62	\$3,628.57		\$913,872.30
LEGISLATURE	JOINT EXPENSES		\$1,099,797.35	\$183.90		\$89.34	\$1,221.67		\$1,099,797.35
LEGISLATURE	SENATE		\$470,944.87						\$470,944.87

Cabinet	Department	REIMBURSEMENT	TRAVEL EMPLOYEE	TRAVEL NON EMPL	VEHICLE IMPROV	VEHICLE OPERATI	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
MISCELLANEOUS	ADJUTANT GENERAL		\$76,697.29		\$2,411.82	\$26,311.49	\$679,778.82	\$2,302.94	\$787,502.36
MISCELLANEOUS	APPRAISER LICENSING		\$913.42						\$913.42
MISCELLANEOUS	ARMORY BOARD		\$4,784.45			\$2,072.23	\$7,362.27		\$14,218.95
MISCELLANEOUS	BOARD OF ACCOUNTANCY		\$22.24						\$22.24
MISCELLANEOUS	BOARD OF ARCHITECTS		\$497.18						\$497.18
MISCELLANEOUS	BOARD OF BARBERS AND		\$4,893.37			\$204.96	\$19,371.70		\$24,470.03
MISCELLANEOUS	BOARD OF CHIROPRACTIC		\$5,559.90						\$5,559.90
MISCELLANEOUS	BOARD OF COUNSELING		\$127.54						\$127.54
MISCELLANEOUS	BOARD OF DENTISTRY		\$981.72	\$6,461.47					\$7,443.19
MISCELLANEOUS	BOARD OF FORESTERS		\$166.14						\$166.14
MISCELLANEOUS	BOARD OF FUNERAL SERVICE		\$6,706.12						\$6,706.12
MISCELLANEOUS	BOARD OF LICENSED PRACTICAL		\$2,073.18						\$2,073.18
MISCELLANEOUS	BOARD OF MEDICAL IMAGING AND		\$1,221.57						\$1,221.57
MISCELLANEOUS	BOARD OF MEDICINE		\$4,916.63						\$4,916.63
MISCELLANEOUS	BOARD OF OCCUPATIONAL THERAPY		\$2,777.26						\$2,777.26
MISCELLANEOUS	BOARD OF PHARMACY		\$37,231.29						\$37,231.29
MISCELLANEOUS	BOARD OF PHYSICAL THERAPY		\$2,577.42						\$2,577.42
MISCELLANEOUS	BOARD OF PROFESSIONAL		\$1,428.78						\$1,428.78
MISCELLANEOUS	BOARD OF PROFESSIONAL		\$1,931.83						\$1,931.83
MISCELLANEOUS	BOARD OF REGISTERED NURSES		\$134.33				\$328.00		\$462.33
MISCELLANEOUS	BOARD OF SANITARIANS		\$140.40						\$140.40
MISCELLANEOUS	BOARD OF SOCIAL WORK		\$278.12						\$278.12
MISCELLANEOUS	BOARD OF SPEECH LANGUAGE		\$508.72						\$508.72
MISCELLANEOUS	BOARD OF TREASURY INVESTMENTS		\$75.34			\$129.54			\$204.88
MISCELLANEOUS	BOARD OF VETERINARY MEDICINE		\$5,115.50	\$4,582.89					\$9,698.39
MISCELLANEOUS	COURTHOUSE FACILITIES		\$249.76						\$249.76
MISCELLANEOUS	ECONOMIC DEVELOPMENT		\$6,051.97	\$2,498.95		\$346.73			\$8,897.65
MISCELLANEOUS	ENTERPRISE RESOURCE PLANNING		\$1,199.33						\$1,199.33
MISCELLANEOUS	MASSAGE THERAPY LICENSURE		\$1,401.04						\$1,401.04
MISCELLANEOUS	MUNICIPAL PENSION OVERSIGHT		\$1,606.05						\$1,606.05
MISCELLANEOUS	NATIONAL COAL HERITAGE AREA		\$5,948.55				\$696.00		\$6,644.55
MISCELLANEOUS	PUBLIC SERVICE COMMISSION		\$17,035.73			\$3,815.22	\$257,375.66	\$5,312.22	\$283,538.83
MISCELLANEOUS	REAL ESTATE COMMISSION		\$16,514.60	\$169.12			\$110.00		\$16,793.72
MISCELLANEOUS	WEST VIRGINIA BOARD OF		\$1,317.07						\$1,317.07
MISCELLANEOUS	WEST VIRGINIA CONTRACTOR		\$3,395.40			\$6,800.02	\$11,463.94		\$21,659.36
QUASI GOVERNMENT	WEST VIRGINIA PARKWAYS				\$15,560.00	\$752,697.74		\$1,760.32	\$770,018.06
REVENUE	ALCOHOL BEVERAGE CONTROL		\$65.20			\$3,008.41	\$117,224.27	\$2,496.00	\$122,793.88
REVENUE	DIVISION OF FINANCIAL INSTITUTIONS		\$9,523.50						\$9,523.50
REVENUE	INSURANCE COMMISSIONER		\$4,070.79	\$191.52		\$2,969.46	\$78,568.53	\$3,009.30	\$88,809.60
REVENUE	LOTTERY COMMISSION		\$7,373.41			\$3,160.80	\$113,890.20	\$1,229.32	\$125,653.73
REVENUE	MUNICIPAL BOND COMMISSION		\$251.30						\$251.30
REVENUE	RACING COMMISSION		\$11,560.69						\$11,560.69
REVENUE	SECRETARY OF REVENUE		\$3.52						\$3.52
REVENUE	TAX DIVISION		\$162,793.16	\$157.92		\$36,029.04	\$10,942.22	(\$1,000.00)	\$208,922.34
TRANSPORTATION	AERONAUTICS COMMISSION			\$532.00					\$532.00
TRANSPORTATION	DIVISION OF HIGHWAYS	\$21.00	\$1,607,050.59			\$4,717,967.55	\$13,936,721.81	\$6,621,055.42	\$26,882,816.37
TRANSPORTATION	DIVISION OF MOTOR VEHICLES		\$8,355.43	\$1,316.12		\$988.73	\$80,972.48	\$20,201.69	\$111,834.45
TRANSPORTATION	DIVISION OF PUBLIC TRANSIT		\$532.43			\$0.00	\$282.10		\$814.53
TRANSPORTATION	STATE RAIL AUTHORITY		\$8,787.30	\$327.04		\$17,020.16	\$93,356.02	\$15,080.43	\$134,570.95
VETERANS	VETERANS AFFAIRS		\$13,960.33			\$5,507.95	\$5,261.82	\$3,363.40	\$28,093.50
VETERANS	VETERANS HOME		\$245.28			\$665.34	\$1,715.04	\$1,242.02	\$3,867.68
Grand Total		(\$521,694.00)	\$18,669,360.02	\$1,697,593.13	\$475,631.66	\$7,200,656.07	\$25,400,723.59	\$8,257,388.82	\$60,819,659.29

Complaints

WV Code §5A-12-12 (8) 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. A list of the complaints for FY2022 and the responses received from the agencies. FMD forwarded the complaints to the agencies operating the vehicles and all but 35 complaints received a response from the agencies. Below is a chart by cabinet level of the number of complaints reported for FY2022.

State Vehicle Complaints FY 2022

CABINET	CABINET NM	AGENCY/BILL CODE	# of Complaints
AD	Administration	FMD - AD94	1
AD	Administration	IS&C - IS14	2
CH	Culture and History	ED BROADCASTING - EB01	1
CO	Commerce	DEV COMM ADV / GO42	1
CO	Commerce	FORESTRY - FT01	6
CO	Commerce	LABOR - DL01	2
CO	Commerce	MHST - MS11	4
CO	Commerce	NR PARKS - NR06	1
DH	Health Human Resource	DH - 2743	1
DH	Health Human Resource	DH CENT FLT - 2529	5
DH	Health Human Resource	DH CHILD FAM - 2531	2
DH	Health Human Resource	DH OHFLAC - 2825	3
DH	Health Human Resource	DH REG 1 - 2742	64
DH	Health Human Resource	DH REG 2 - 2743	6
DH	Health Human Resource	DH REG 3 - 2744	40
DH	Health Human Resource	DH SOC SRV - 2539	7
EL	Elected Office	ADJ GEN - AJ01	1
EL	Elected Office	ATTORNEY GEN - AT01	1
EL	Elected Office	GOVERNOR - GO01	4
EN	Environmental Protection	EN - EP08	2
EN	Environmental Protection	EN AB MINE - EP03	2
EN	Environmental Protection	EN MINE REC - EP02	4
EN	Environmental Protection	EN WATER RES - EP08	4
HS	Homeland Security	CO18	3
HS	Homeland Security	CR Martins - CO29	10
HS	Homeland Security	CR MT OLIVE - CO20	2
HS	Homeland Security	CR PAROL SRV - CO18	2
HS	Homeland Security	CR SALEM - CO27	1
HS	Homeland Security	CR WV PEN - CO33	1
HS	Homeland Security	EMERGE MANG - EO01	1
HS	Homeland Security	FIRE COMM - FM01	8
HS	Homeland Security	JS DON KUHN - JS09	1
HS	Homeland Security	JS VIC DOUG - JS04	5
HS	Homeland Security	PROTECT SERV / PS04	4
HS	Homeland Security	RJ CENT OFF - JA01	2
HS	Homeland Security	RJ CTR REG - RJ03	1
HS	Homeland Security	RJ NORTHERN - RJ06	2
HS	Homeland Security	SP GEN REV - PS08	1
MI	Miscellaneous	PSC - PC01	1
RE	Revenue	LOTTERY - LO01	2
TR	Transportation	DOH - HW02	16
TR	Transportation	HW02 - DOH	3
TR	Transportation	Courtesy Patrol	1
UNKNOWN		UNKNOWN	1
			232

Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2022. 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 2,731 utilization exemption requests for FY2022:

- 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 1,688 vehicles that did not submit an exemption request for FY2022. Below is a chart that breaks down the number of and type of exemptions requested by cabinet level, along with a column of additional vehicles that were underutilized during FY2022 but for which the agency did not submit an exemption request.

# of FY2022 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 FY2022	Total Vehicles for Review or Reassignment
ADMINISTRATION	48	0	0	3	0	8	11	27	38	22
COMMUNITY COLLEGE	92	9	0	11	3	17	40	49	89	22
ARTS, CULTURE AND HISTORY	15	0	0	5	0	0	5	7	12	2
COMMERCE	792	6	59	229	69	15	378	133	511	37
DHHR	272	41	0	21	0	0	62	104	166	56
ECONOMIC DEVELOPMENT	3	0	0	2	0	0	2	1	3	1
EDUCATION	41	4	1	10	0	0	15	5	20	0
ELECTED OFFICES	246	5	0	5	0	4	14	139	153	60
DEP	360	5	37	31	10	64	147	58	205	45
HIGHER ED	724	18	7	164	42	294	525	142	667	83
HOMELAND SECURITY	1669	61	0	232	21	0	314	407	721	120
JUDICIAL	18	0	0	0	0	0	0	10	10	0
LEGISLATIVE	8	7	0	0	0	0	7	0	7	1
MISC	102	0	0	29	0	0	29	22	51	14
QUASIS	172	1	0	23	1	0	25	76	101	44
REVENUE	110	5	0	5	0	5	15	48	63	24
SENIOR SERVICES	4	2	0	0	0	0	2	2	4	1
TRANSPORTATION	2211	8	0	1125	0	7	1140	416	1556	301
VETERANS	56	0	0	0	0	0	0	42	42	19
Grand Total	6943	172	104	1895	146	414	2731	1688	4419	852

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 FY2022 FMD identified 852 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

Vehicles For Review	
Exemptions Received	2,731
Additional underutilized Vehicles - no Exemption Submitted	1,688
Total Exemptions	4,419
Less:	
State Police & PSV Utilization Exemptions	479
License Plate New and SP	5
2021 and 2022 Model Year Vehicles	159
Vehicles that average over 900/Mth	1,019
Vehicles with 90,000 Miles & Over	1,038
Purpose: Campus, Educational, Special Equipment	867
Total Vehicles for Review and or Reassignment	852
Data Action Items	
Missing Purpose	33
Unusual Purpose category	281
Last Odometer date before 1/2022	207
Total Number of Data Action Items	521

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 Holman 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 vehicles are being used will focus efforts to maximize fleet efficiencies.

The Vehicle Management Contract with Holman utilizes Geotab for telematics services. Telematics is the tool to better define who, when, and where state vehicles are being used. Currently, there 9 agencies utilizing telematics covering 209 vehicles.

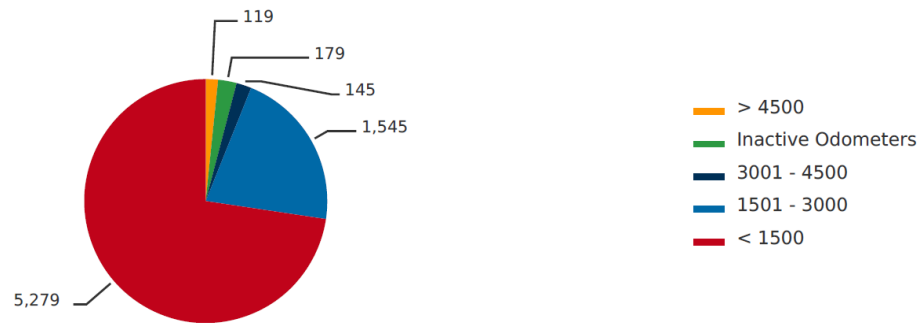
FMD has implemented an online reservation system with a kiosk and lock box for vehicle keys creating the Capitol Complex Motor Pool that facilitates underutilized vehicles to be shared across cabinet levels and agencies. West Liberty University added the online reservation system in October 2022 and FMD anticipates other agencies with a campus setting and pool vehicles will begin utilizing the program.

With telematics and the online reservation system, the state has the tools in place to efficiently manage and maximize the utilization of the state's vehicles.

Below is a chart from Holman 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's fleet operations cost and utilization. FMD finds that the monthly fees and cost are the biggest roadblocks to the agencies participation with current programs.

FMD has contracted the addition of 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 utilized. Telematics is the final piece of the puzzle that completes the services required to efficiently manage 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 vehicles across agencies. The service will reduce the number of state pool vehicles. Both services are currently being offered and agencies may elect to participate.