



Mark D. Scott  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT DIVISION  
2101 WASHINGTON STREET, EAST  
P.O. BOX 50121  
CHARLESTON, WEST VIRGINIA 25305-0121



Kenny H. Yoakum  
DIRECTOR

11/16/2023

Mark Scott  
Cabinet Secretary  
West Virginia Department of Administration  
1409 Greenbrier Street  
Charleston, WV 25311

**Re: WV Code §5A-12, State Vehicle Fleet Annual Report for FY2023**

Dear Secretary Scott,

Included with this cover letter is the State Vehicle Fleet Annual Report for FY2023. WV Code §5A-12-12 requires the Fleet Management Division (FMD) to provide this report on or before Dec. 31<sup>st</sup>. Due to the size of the document, a flash drive has been provided that contains the following: Fleet Annual Report, Appendix 1-Inventory, Appendix 2-Fleet Operating Cost, Appendix 3-Exempt Reporting, Appendix 4-Utilization, Appendix 5-Reimbursements and Rentals, Appendix 6-Noncompensatory Drivers, Appendix 7-Auditor's Spot Compliance, FY2023 Complaints, and a copy of this letter with the summary charts.

Below is an executive summary chart that contains the state's inventory, vehicle requests, and maintenance and fueling activity since 2018. A historical accounting was not required by WV Code §5A-12, but FMD thought a historical perspective would be beneficial.

**Inventory:** FMD's purview covers 1 ton and under vehicles and that inventory has stayed constant with a slight decline. With the passage of WV Code §5A-12 in 2018 and with the assistance of wvOASIS, FMD started reporting on all licensed units which includes vehicles over 1 ton and trailers. The state's wvOASIS licensed motorized vehicle count is 8,773. There are 1,876 non-motorized licensed units (trailers) bringing the total licensed inventory number to 10,649. The attached chart and graph below list the state's inventory by the operating agency. The breakout provided is organized by the cabinet level.

**Vehicle Acquisitions and Decommissions:** The number of vehicle requests has remained virtually the same with a spike in the number of acquisitions and decommissions during 2019. The state has had a moratorium on the purchase of new vehicles since March 2017, requiring agencies to seek the Governor's Office approval before acquiring a new vehicle. The replacement criteria has also been increased from 4 years and 100,000 miles to 5 years and 120,000 miles. The attached chart and graph provide a breakout by cabinet level and vehicle class.

**Maintenance and Fueling Costs:** §5A-12-9 (a) requires agencies to use FMD's services for maintenance and fueling. In 2018, FMD had 4,436 units using maintenance or fueling services and as of October 1, 2023, there were 4,579 using FMD's maintenance or fueling services. Even with the increase in the number of units utilizing FMD's services the number of miles and gallons are below pre-covid levels.

FMD has added 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 a state vehicle. 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 could be utilized to reduce the number of state pool vehicles. Both services are currently being offered and agencies may elect to participate.

FMD will continue to provide the tools and services to allow the agencies to manage their fleets in an efficient and effective manner. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenny Yoakum", with a stylized flourish at the end.

Kenny Yoakum

<b>Inventory</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
# of Vehicles 1-Ton and Under, Licensed Motorized	7,011	6,833	6,938	6,986	6,897	6,831
# of Vehicles Over 1-Ton, Licensed Motorized	1,657	1,851	1,917	1,886	1,931	1,872
# Licensed Non-Motorized Units	1,528	1,621	1,651	1,713	1,815	1,876
# Licensed Third Party Leased			61	73	68	70
<b>Total</b>	<b>10,196</b>	<b>10,305</b>	<b>10,567</b>	<b>10,658</b>	<b>10,711</b>	<b>10,649</b>

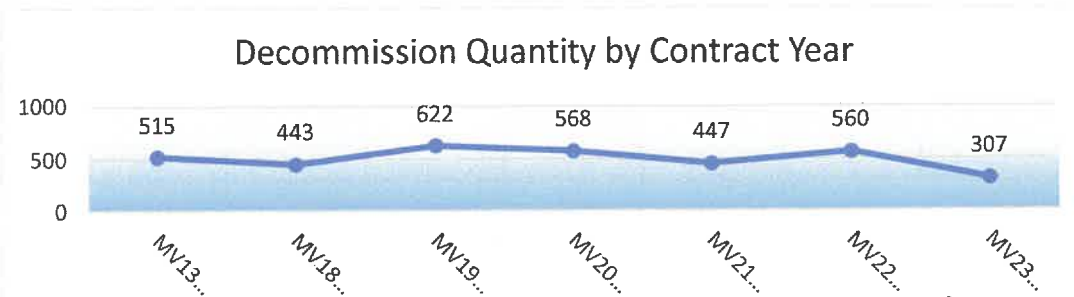
		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
DOA	AD	55	60	61	59	69	79
Community College	CC	107	102	117	133	139	148
Commerce	CO	1,117	1,210	1,216	1,250	1,223	1289
Education	ED	43	42	51	51	53	55
Arts Culture and History	CH	19	23	21	20	21	19
Elected Officials	EL	218	248	259	260	261	283
Higher Ed	HE	1,051	1,035	1,026	1,007	997	959
Judicial	JU	19	19	19	17	19	18
Legislative	LE	7	8	8	8	8	10
DEP	EN	399	440	418	417	408	406
Economic Development	EC				15	12	8
DHHR	DH	299	315	317	293	352	368
Homeland Security	HS	1,885	1,973	1,959	1,934	1,927	1859
Misc	MI	107	104	105	181	196	212
Quassia	QU	235	328	329	318	313	314
Senior Services	SR	7	6	6	6	4	4
Tourism	TM				1	30	3
Revenue	RE	114	114	113	111	111	108
Transportation	TR	4,436	4,200	4,471	4,510	4,510	4479
Veterans Assistance	VE	78	78	71	67	58	28
<b>Total</b>		<b>10,196</b>	<b>10,305</b>	<b>10,567</b>	<b>10,658</b>	<b>10,711</b>	<b>10,649</b>



Vehicle Acquisitions		MV18 Contract Year	MV19 Contract Year	MV20 contract Year	MV21 contract Year	MV22 contract Year	MV23 contract Year						
AD	DOA	2	\$59,946.00	5	\$125,257.00	5	\$75,820.00	15	\$77,927.00	10	\$132,986.17	6	\$298,153.40
CC	Community College	11	\$115,893.00	15	\$172,181.00	11	\$364,360.00	11	\$187,715.00	2	\$23,589.65	5	\$98,884.51
CO	Commerce	62	\$1,669,261.00	69	\$1,715,885.00	55	\$1,318,212.00	67	\$1,629,146.00	136	\$3,944,458.57	108	\$5,348,034.43
ED	Education	1	\$20,928.00	12	\$313,153.00	2	\$74,545.00	4	\$88,388.00			6	\$263,358.17
CH	Arts, Culture and History			1	\$27,621.00					4	\$133,268.70	5	\$238,520.00
EL	Elected Offices	12	\$300,268.00	18	\$434,532.00	14	\$340,985.00	54	\$906,973.66	26	\$815,760.50	16	\$600,343.88
HE	Higher Ed	46	\$760,209.03	42	\$918,742.71	31	\$730,222.88	18	\$656,108.90	49	\$1,297,392.17	26	\$1,097,917.41
JU	Judicial							5	\$147,955.00				
LE	Legislative	1	\$27,819.00	3	\$65,169.00			1	\$28,116.00			2	\$66,699.00
EN	DEP			86	\$2,422,238.00	48	\$1,270,303.00	49	\$1,119,953.00	8	\$217,073.76	39	\$1,801,698.50
DH	DHHR	3	\$154,640.00	30	\$593,512.00	33	\$772,289.00	58	\$4,407,027.00	111	\$1,416,686.00		
HS	Homeland Security	274	\$7,849,466.00	203	\$5,812,649.80	154	\$4,183,936.10	130	\$3,712,645.00	141	\$5,207,874.20	38	\$1,919,738.86
MI	Misc			13	\$385,865.00	15	\$447,325.00	11	\$339,892.00	14	\$279,266.00	12	\$526,888.80
QU	Quasis	8		18	\$723,624.80								
SR	Senior Services					1	\$28,321.00						
RE	Revenue	8	\$195,152.00	15	\$409,379.00	13	\$360,537.00	15	\$427,459.00	12	\$390,990.20	6	\$296,365.00
TM	Tourism									1	\$72,495.00	1	\$68,710.00
TR	Transportation	123	\$3,157,771.00	216	\$5,863,954.00	166	\$4,438,999.00	124	\$3,927,968.00	92	\$1,783,885.20	331	\$15,461,879.14
VE	Veterans Assistance	9	\$182,101.00							4	\$104,569.00		
		560	\$14,493,454.03	746	\$19,983,763.31	548	\$14,405,854.98	562	\$17,657,273.56	610	\$15,820,295.12	601	\$28,087,191.10



Vehicle Decommissions		MV18 Contract Year	MV19 Contract Year	MV20 Contract Year	MV21 Contract Year	MV22 Contract Year	MV23 Contract Year
AD	DOA	2	4	4	15	5	7
CC	Community College	7	9	8	2	7	1
CO	Commerce	67	76	45	70	119	4
ED	Education		5	1		5	
CH	Arts, Culture and History		1		2	5	
EL	Elected Offices	15	22	11	9	26	4
EC	Economic						1
HE	Higher Ed	64	41	41	23	49	20
JU	Judicial				5		1
LE	Legislative	1	2				
EN	DEP		86	46	49	8	15
DH	DHHR	1	32	38	45	116	91
HS	Homeland Security	101	119	194	91	118	117
MI	Misc		12	14	8	11	1
QU	Quasis	27	14				
SR	Senior Services			1		2	2
RE	Revenue	6	14	14	16	13	5
TR	Transportation	132	185	151	108	72	3
VE	Veterans Assistance	20			4	4	35
		443	622	568	447	560	307



## Maintenance and Fueling Expenses

Fiscal Year	2018	2019	2020	2021	2022	2023
Average Cost Per Unit	\$1,374.80	\$2,602.96	\$2,267.93	\$1,990.74	\$2,897.35	\$2,163.80
Average Cost Per Mile	\$0.17	\$0.28	\$0.27	\$0.28	\$0.35	\$0.38
Average Cost Per Day	\$16,708.50	\$31,699.05	\$28,979.84	\$24,772.50	\$36,070.01	\$41,522.45
Total Fixed Expense	\$110,726.35	\$111,746.32	\$146,539.38	\$159,870.94	\$177,573.78	\$216,313.81
Total Mnt. Expense	\$2,647,707.36	\$3,246,794.47	\$3,183,788.67	\$2,798,950.22	\$3,315,906.14	\$3,891,878.83
Total Miles	36,492,076	40,617,629	38,491,547	32,488,321	37,231,538	39,532,335
Total Fueling Expense	\$3,340,167.12	\$8,211,611.74	\$7,247,313.79	\$6,083,139.52	\$9,672,073.48	\$11,004,629.65
Total Gallons	1,378,233	3,287,282	3,173,186	2,797,106	3,023,451	3,086,183
						\$1,347.96
Number of Units Incurring Expense in Time Period	4,436	4,445	4,664	4,542	4,544	4,579
<b>Total Operating Exp</b>	<b>\$6,098,600.83</b>	<b>\$11,570,152.53</b>	<b>\$10,577,641.84</b>	<b>\$9,041,960.68</b>	<b>\$13,165,553.40</b>	<b>\$15,114,170.25</b>

