



Mark D. Scott  
CABINET SECRETARY

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



Kenny H. Yoakum  
DIRECTOR

11/15/2022

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 FY2022**

Dear Secretary Scott,

Included with this cover letter is the State Vehicle Fleet Annual Report for FY2022. 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, FY2022 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 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 8,949. There are 1,812 non-motorized licensed units (trailers) bringing the total licensed inventory number to 10,761. 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:** Maintenance and fueling cost decreased sharply in CY2020 due to the COVID-19 pandemic. §5A-12-9 (a) requires agencies to use FMD's services for maintenance and fueling. In 2018, FMD had 2,680 units using maintenance services and as of October 1, 2022, there were 3,211 using FMD's maintenance services. The same applies for fueling services, which increased from 4,098 to 4,747. Even with the increase in the number of units utilizing FMD's services the overall costs are still below pre-COVID numbers.

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,

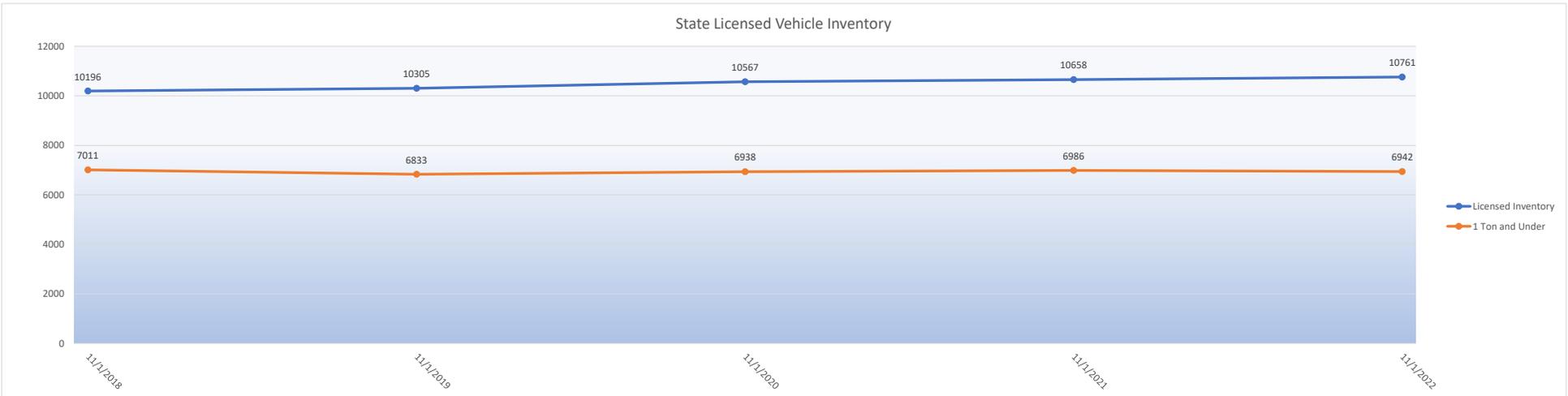
A handwritten signature in blue ink, appearing to read "Kenny Yoakum", with a long, sweeping underline.

Kenny Yoakum

Licensed Inventory Count

Last Updated 11/1/22

DIV CD	Agency	11/9/2018			11/5/2019			11/4/2020				11/2/2021				11/1/2022			
		# of Vehicles 1-Ton and Under, Licensed Motorized	# of Vehicles Over 1-Ton, Licensed Motorized	# Licensed Non-Motorized Units	# of Vehicles 1-Ton and Under, Licensed Motorized	# of Vehicles Over 1-Ton, Licensed Motorized	# Licensed Non-Motorized Units	# of Vehicles 1-Ton and Under, Licensed Motorized	# of Vehicles Over 1-Ton, Licensed Motorized	# Licensed Non-Motorized Units	# Licensed Third Party Leased	# of Vehicles 1-Ton and Under, Licensed Motorized	# of Vehicles Over 1-Ton, Licensed Motorized	# Licensed Non-Motorized Units	# Licensed Third Party Leased	# of Vehicles 1-Ton and Under, Licensed Motorized	# of Vehicles Over 1-Ton, Licensed Motorized	# Licensed Non-Motorized Units	# Licensed Third Party Leased
AD	DOA	46	5	4	49	5	6	47	5	9		44	5	10	58	5	11		
CC	Community College	87	20		63	19	20	65	24	26	2	76	26	30	75	31	31	1	
CO	Commerce	825	62	230	814	56	340	802	56	354	4	819	56	375	789	56	390		
ED	Education	33	10		32	10		41	10			41	10		40	13			
CH	Arts Culture and History	18	1		19	1	3	16	1	4		15	1	4	16	1	4		
EL	Elected Officials	196	15	7	188	16	44	198	15	46		194	15	51	197	16	53		
HE	Higher Ed	781	82	188	791	88	156	757	93	155	21	739	85	162	724	81	171	24	
JU	Judicial	19			19			19				17			19				
LE	Legislative	7			8			8				8			8				
EN	DEP	358	2	39	376	2	62	372	1	45		371	1	45	359	1	47		
EC	Economic Development											15			12				
DH	DHHR	297	2		292	1	22	294	1	22		275	1	17	301	51	17		
HS	Homeland Security	1737	61	87	1694	84	195	1636	94	195	34	1641	78	179	1638	75	187	37	
MI	Misc	105		2	100		4	101		4		129	10	27	154	7	29	6	
QU	Quasis	167	68		189	90	49	195	85	49		197	71	50	186	73	57		
SR	Senior Services	7			6			6				6			4				
TM	Tourism													1	1		29		
RE	Revenue	112		2	111		3	110		3		108		3	110	1	3		
TR	Transportation	2143	1327	966	2010	1477	713	2206	1530	735		2230	1525	755	2199	1526	778		
VE	Veterans Assistance	73	2	3	72	2	4	65	2	4		61	2	4	52	2	5		
<b>Inventory Totals</b>		<b>7011</b>	<b>1657</b>	<b>1528</b>	<b>6833</b>	<b>1851</b>	<b>1621</b>	<b>6938</b>	<b>1917</b>	<b>1651</b>	<b>61</b>	<b>6986</b>	<b>1886</b>	<b>1713</b>	<b>73</b>	<b>6942</b>	<b>1939</b>	<b>1812</b>	<b>68</b>
<b>State's Licensed Inventory Totals</b>		<b>10196</b>			<b>10305</b>			<b>10567</b>				<b>10658</b>				<b>10761</b>			

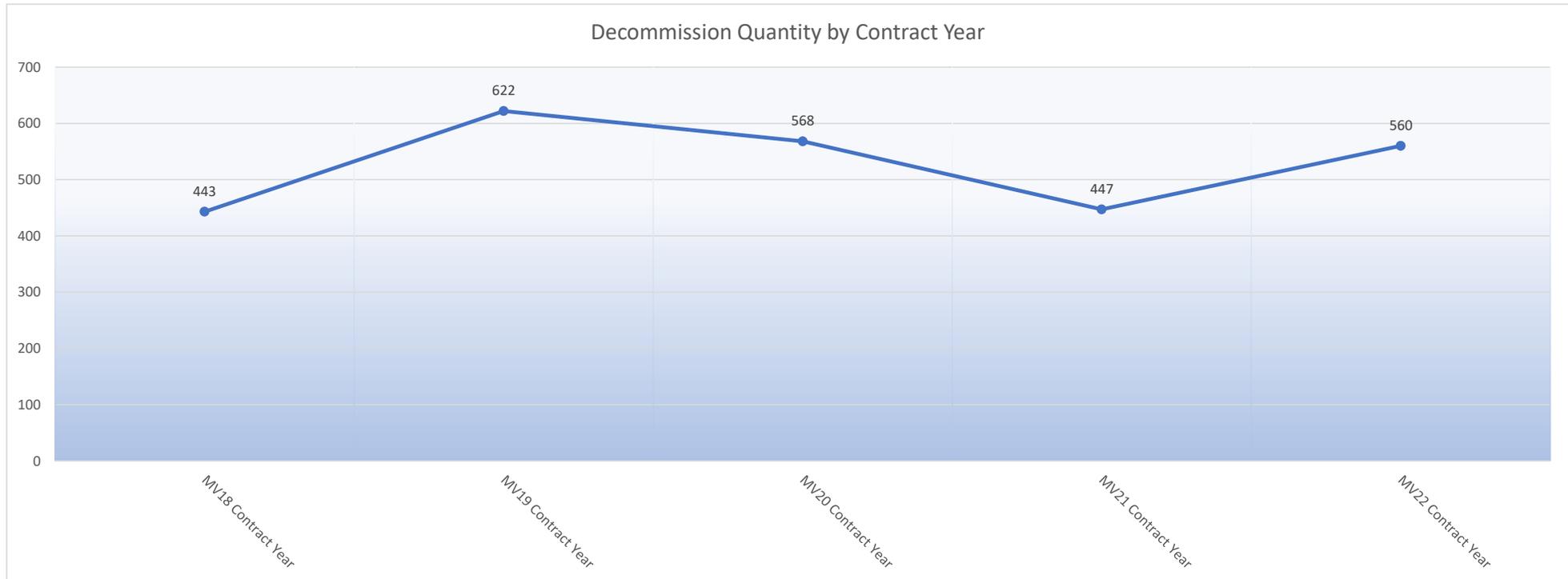


### Vehicle Acquisitions

		MV18 Contract Year	MV19 Contract Year	MV20 contract Year	MV21 contract Year	MV22 contract Year					
AD	DOA	2	\$59,946.00	5	\$125,257.00	5	\$75,820.00	15	\$77,927.00	10	\$132,986.17
CC	Community College	11	\$115,893.00	15	\$172,181.00	11	\$364,360.00	11	\$187,715.00	2	\$23,589.65
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
ED	Education	1	\$20,928.00	12	\$313,153.00	2	\$74,545.00	4	\$88,388.00		
CH	Arts, Culture and History			1	\$27,621.00					4	\$133,268.70
EL	Elected Offices	12	\$300,268.00	18	\$434,532.00	14	\$340,985.00	54	\$906,973.66	26	\$815,760.50
HE	Higher Ed	46	\$760,209.03	42	\$918,742.71	31	\$730,222.88	18	\$656,108.90	49	\$1,297,392.17
JU	Judicial							5	\$147,955.00		
LE	Legislative	1	\$27,819.00	3	\$65,169.00			1	\$28,116.00		
EN	DEP			86	\$2,422,238.00	48	\$1,270,303.00	49	\$1,119,953.00	8	\$217,073.76
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
MI	Misc			13	\$385,865.00	15	\$447,325.00	11	\$339,892.00	14	\$279,266.00
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
TM	Tourism									1	\$72,495.00
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
VE	Veterans Assistance	9	\$182,101.00							4	\$104,569.00
		<b>560</b>	<b>\$14,493,454.03</b>	<b>746</b>	<b>\$19,983,763.31</b>	<b>548</b>	<b>\$14,405,854.98</b>	<b>562</b>	<b>\$17,657,273.56</b>	<b>610</b>	<b>\$15,820,295.12</b>



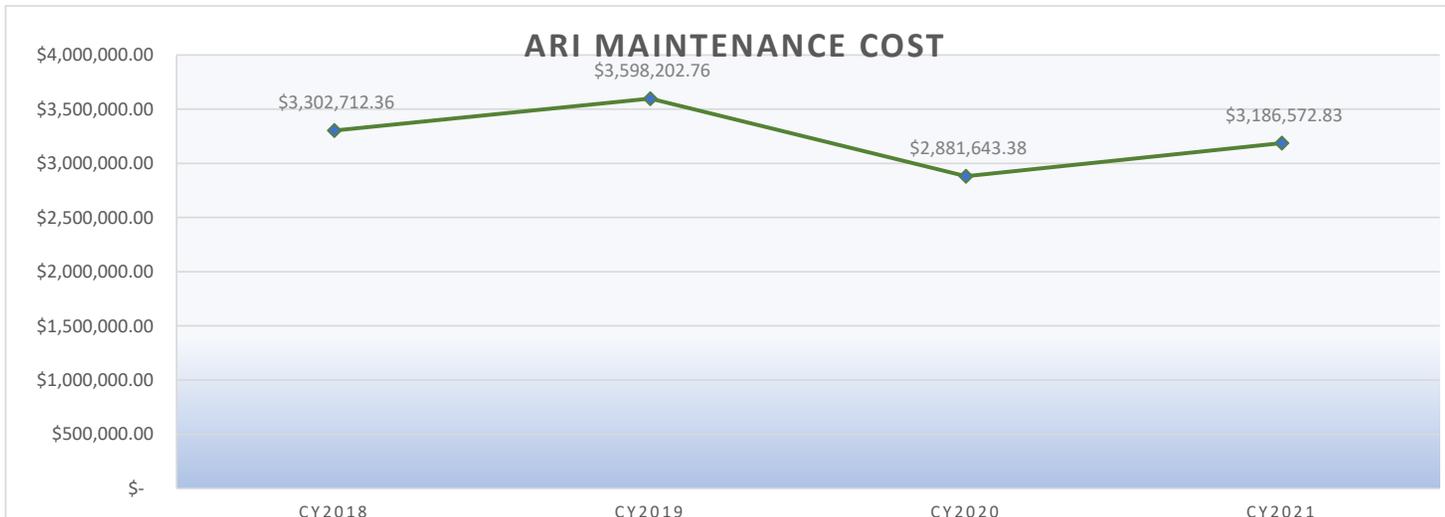
Vehicle Decommissions		MV18 Contract Year	MV19 Contract Year	MV20 Contract Year	MV21 Contract Year	MV22 Contract Year
AD	DOA	2	4	4	15	5
CC	Community College	7	9	8	2	7
CO	Commerce	67	76	45	70	119
ED	Education		5	1		5
CH	Arts, Culture and History		1		2	5
EL	Elected Offices	15	22	11	9	26
HE	Higher Ed	64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



# Maintenance Cost

Date Modified: 11/1/22

DIV CD	DEPARTMENT	CY2018	CY2019	CY2020	CY2021
AD	DOA	\$ 69,597.14	\$ 67,481.59	\$ 54,006.46	\$ 102,962.13
CC	Community College	\$ 34,624.48	\$ 55,304.06	\$ 47,291.43	\$ 65,031.76
	Agriculture				
CO	Commerce	\$ 820,808.08	\$ 899,413.22	\$ 787,209.60	\$ 839,169.86
ED	Education	\$ 15,438.65	\$ 24,211.89	\$ 13,481.90	\$ 36,363.62
CH	Arts, Culture and History	\$ 32,122.41	\$ 27,186.37	\$ 25,067.60	\$ 31,310.37
EC	Economic Development				\$ 996.79
EL	Elected Offices	\$ 61,401.06	\$ 113,103.89	\$ 78,277.48	\$ 58,376.66
HE	Higher Ed	\$ 92,827.72	\$ 204,441.06	\$ 236,328.37	\$ 231,357.63
JU	Judicial	\$ 15,645.34	\$ 15,388.44	\$ 15,333.49	\$ 20,358.82
LE	Legislative	\$ 66,217.13	\$ 5,529.36	\$ 5,470.65	\$ 2,108.99
EN	DEP	\$ 581,986.94	\$ 659,815.13	\$ 489,047.76	\$ 440,540.57
	Governor				
DH	DHHR	\$ 360,406.18	\$ 350,222.14	\$ 241,939.55	\$ 293,299.08
HS	Homeland Security	\$ 751,502.91	\$ 814,658.98	\$ 600,222.91	\$ 689,098.71
MI	Misc	\$ 199,077.44	\$ 159,031.20	\$ 139,942.49	\$ 192,338.75
QU	Quasis			\$ 165.00	\$ 359.75
	PSC				
	Water Development Authority				
	Constitutional Officers				
SR	Senior Services	\$ 6,242.93	\$ 7,615.39	\$ 4,476.59	\$ 720.57
	Solid Waste				
	Special Investigation				
RE	Revenue	\$ 120,308.89	\$ 122,957.86	\$ 95,290.69	\$ 107,265.23
TM	Tourism				
TR	Transportation	\$ 48,472.96	\$ 47,485.18	\$ 31,515.81	\$ 39,613.05
VE	Veterans Assistance	\$ 26,032.10	\$ 24,357.00	\$ 16,575.60	\$ 35,300.49
<b>Totals</b>		<b>\$ 3,302,712.36</b>	<b>\$ 3,598,202.76</b>	<b>\$ 2,881,643.38</b>	<b>\$ 3,186,572.83</b>



**Fuel Cost and Gallons**

Date Modified: 11/1/22

DIV CD	DEPARTMENT	CY2018		CY2019		CY2020		CY2021	
		Fuel	Gallons	Fuel	Gallons	Fuel	Gallons	Fuel	Gallons
AD	DOA	\$70,350.54	25,439	\$81,325.25	30,902	\$55,831.68	26,576	\$101,050.53	37,650
CC	Community College	\$41,000.38	14,486	\$74,439.20	27,352	\$47,707.81	21,518	\$62,768.57	22,765
	Agriculture								
CO	Commerce	\$1,591,818.94	579,843	\$1,544,049.94	595,222	\$1,114,057.29	553,688	\$1,460,853.20	550,712
ED	Education	\$36,876.34	13,432	\$37,636.44	14,511	\$20,991.82	9,894	\$39,329.62	14,359
CH	Arts, Culture and History	\$30,681.29	11,141	\$26,702.85	10,274	\$15,849.46	7,670	\$21,617.84	8,076
EL	Elected Offices	\$307,459.78	108,058	\$413,748.20	152,342	\$286,418.15	133,558	\$333,652.48	121,323
EC	Economic Development							\$2,470.67	876
HE	Higher Ed	\$155,726.34	56,406	\$313,782.12	119,783	\$278,966.31	132,329	\$377,818.93	138,482
JU	Judicial	\$15,776.27	5,389	\$30,284.36	11,321	\$18,513.28	8,741	\$30,263.26	10,832
LE	Legislative	\$20,379.93	7,593	\$22,515.04	8,920	\$11,592.89	5,556	\$17,396.45	6,447
EN	DEP	\$962,956.54	350,853	\$902,048.92	347,025	\$588,939.40	289,415	\$721,998.59	270,211
	Governor								
DH	DHHR	\$522,656.35	192,259	\$479,883.04	187,080	\$250,733.77	123,266	\$375,081.36	141,584
HS	Homeland Security	\$3,768,720.04	1,376,817	\$3,632,482.03	1,402,922	\$2,381,266.39	1,171,634	\$3,248,688.68	1,222,507
MI	Misc	\$244,094.93	90,291	\$240,801.44	94,024	\$166,925.84	84,095	\$288,044.15	108,757
QU	Quasis			\$3,592.81	1,345	\$2,595.84	1,276	\$7,757.95	2,891
	PSC								
	Water Development Authority								
	Constitutional Officers								
SR	Senior Services	\$6,370.83	2,316	\$6,278.81	2,402	\$999.36	464	\$505.74	196
	Solid Waste								
	Special Investigation								
RE	Revenue	\$208,720.23	76,831	\$200,571.17	78,197	\$116,265.44	56,827	\$170,828.12	64,654
TM	Tourism								
TR	Transportation	\$478,286.76	176,113	\$608,005.87	236,343	\$418,802.18	208,463	\$483,434.61	184,257
VE	Veterans Assistance	\$37,661.82	14,039	\$37,293.64	14,686	\$17,808.30	8,789	\$26,414.38	9,799
<b>Totals</b>		<b>\$8,499,537.31</b>	<b>3,101,307</b>	<b>\$8,655,441.13</b>	<b>3,334,653</b>	<b>\$5,794,265.21</b>	<b>2,843,759</b>	<b>\$7,769,975.13</b>	<b>2,916,375</b>
<b>Cost Per Gallon</b>			<b>\$2.74</b>		<b>\$2.60</b>		<b>\$2.04</b>		<b>\$2.66</b>

