



Mark D. Scott
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
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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. 31st. 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.

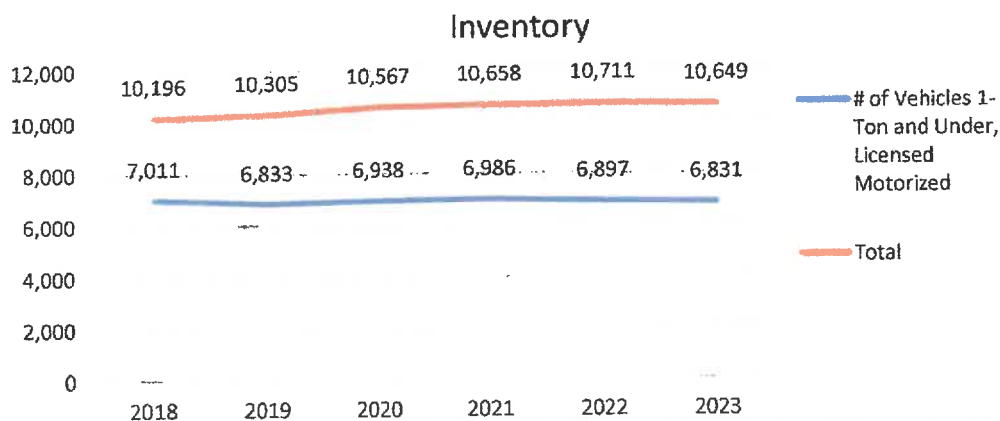
Sincerely,



Kenny Yoakum

| Inventory | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| # 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 |
| Total | 10,196 | 10,305 | 10,567 | 10,658 | 10,711 | 10,649 |

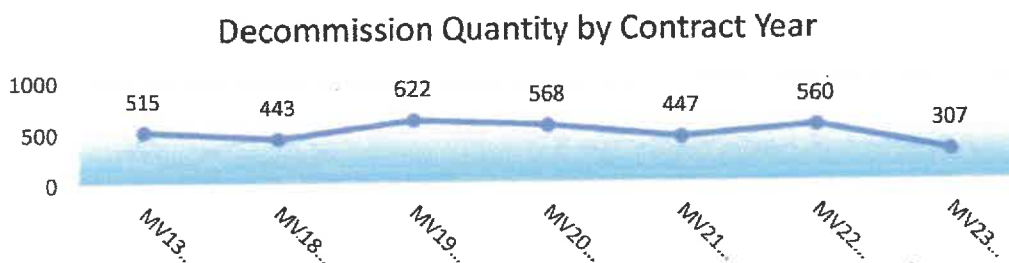
| | | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------------|----|---------------|---------------|---------------|---------------|---------------|---------------|
| DOA | AD | 55 | 60 | 61 | 59 | 69 | 79 |
| Community College | CC | 107 | 102 | 117 | 133 | 139 | 148 |
| Commerce | CO | 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 |
| Total | | 10,196 | 10,305 | 10,567 | 10,658 | 10,711 | 10,649 |



| 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 | \$1,422,238.00 | 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 |



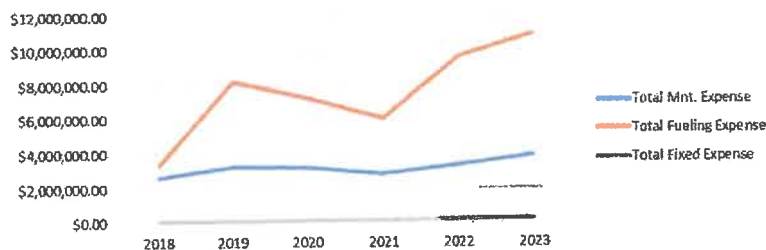
| Vehicle Decommissions | | MV18 Contract Year | MV19 Contract Year | MV20 Contract Year | MV21 Contract Year | MV22 Contract Year | MV23 Contract Year |
|-----------------------|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 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 |



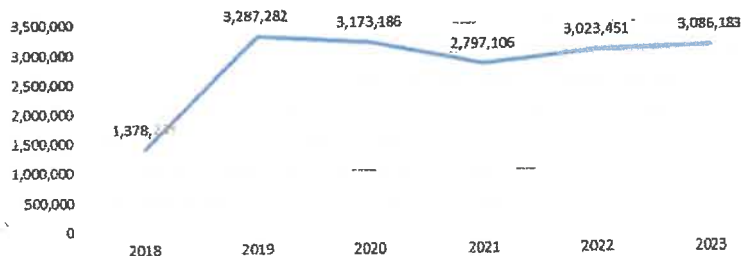
Maintenance and Fueling Expenses

| 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 |
| Total Operating Exp | \$6,098,600.83 | \$11,570,152.53 | \$10,577,641.84 | \$9,041,960.68 | \$13,165,553.40 | \$15,114,170.25 |

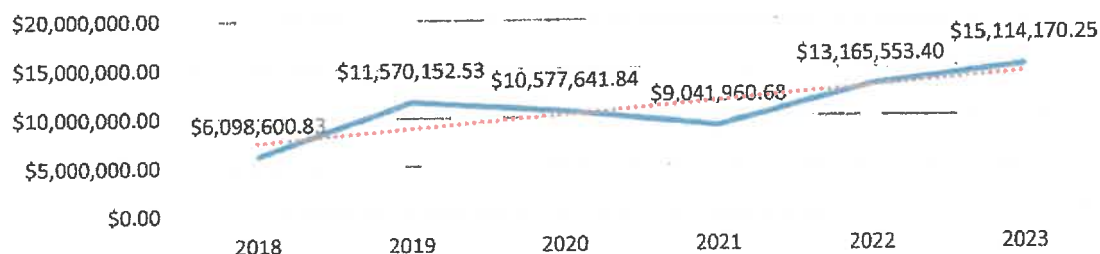
Fueling and Maintenance Exp



Total Gallons

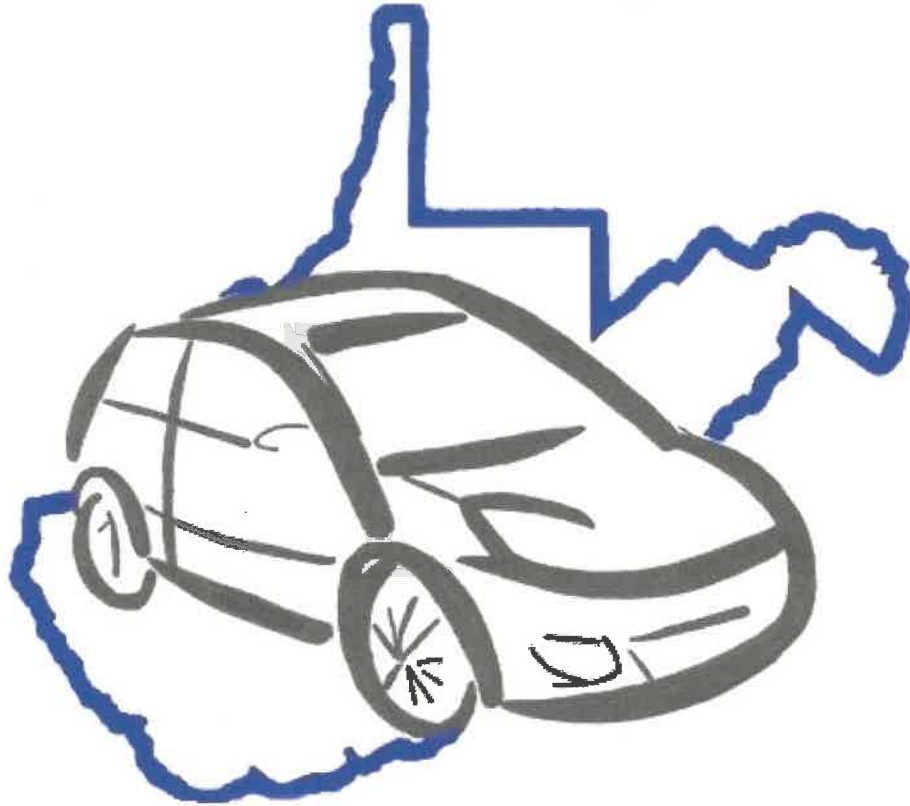


Total Operating Exp



Fleet Management Division 2023 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 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, 2023. 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 9/21/2023 instructing them to verify the data in Holman database and wvOASIS. In addition, FMD sent an email on 9/21/2023 to those agencies that were granted an exemption to send their vehicle operation data for FY2023 by October 2, 2023. Appendix 2 contains a copy of the cabinet level Holman Fixed and Operating Expense FY23 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 FY2023 provides the operations cost for fiscal year 2023 (FY2023) 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.

To protect any undercover vehicles, FMD has removed any vehicles' 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 8, 2023, 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

Inventory by Cabinet Level

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 October 13, 2023. 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.

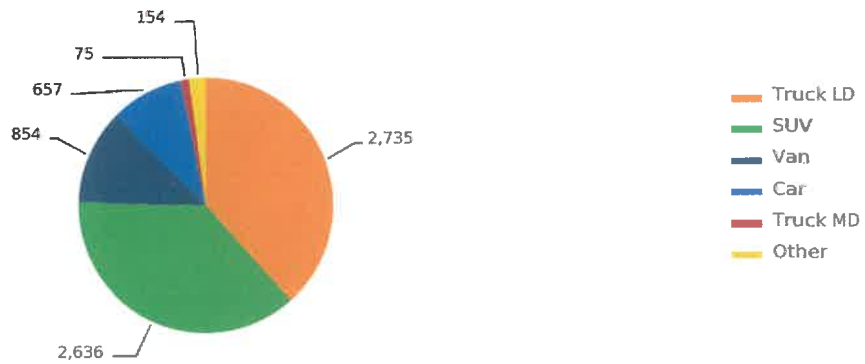
Below are graphs listing the state's inventory in Holman by Type, Manufacturer, and Year. FMD can provide additional inventory reports at the agency and department level upon request.

Appendix 1 contains the wvOASIS FA17 report and Holman inventory.

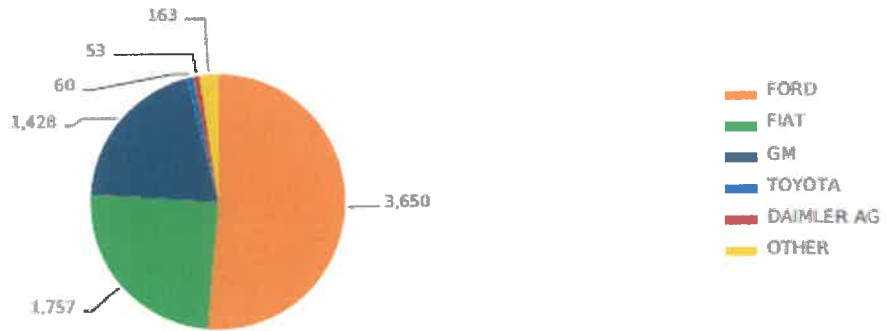
wvOASIS and Holman Inventory Chart

| | # of One Ton & Under Vehicles (ARI LOV Report) 10/2023 | Total # of Motorized Vehicles in wvOASIS (FA17) 10/2023 | # of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2023 | # of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17) 10/2023 | # of Licensed Leased Units in wvOASIS, 32 (FA17) 10/2023 | # of Licensed Non Motorized Units in wvOASIS, 50 (FA17) 10/2023 | # of Licensed Travel trailers in wvOASIS, 24 (FA17) 10/2023 | # of Licensed ATVs in wvOASIS, 85 (FA17) 10/2024 | # of Duplication Vin #'s in wvOASIS 10/2023 | # of Motorized Bad Vin #'s in wvOASIS 10/2023 | # of Vehicles Active in ARI Not in wvOASIS 10/2023 | # of Vehicles Active in ARI Not in wvOASIS MINUS NEW 10/2023 |
|--------------------------|--|---|--|---|--|---|---|--|---|---|--|--|
| Administration | 103 | 3025 | 3019 | 5 | 1 | 14 | 0 | 0 | 0 | 0 | 0 | 0 |
| Community College | 132 | 99 | 64 | 34 | 1 | 33 | 1 | 0 | 0 | 0 | 0 | 0 |
| Culture and History | 15 | 10 | 9 | 1 | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 |
| Commerce | 889 | 708 | 653 | 55 | 0 | 392 | 8 | 0 | 0 | 0 | 18 | 2 |
| Health Human Resource | 296 | 38 | 37 | 1 | 0 | 72 | 0 | 0 | 0 | 0 | 0 | 0 |
| Economic Development | 2 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Education | 49 | 27 | 14 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Elected Office | 217 | 209 | 192 | 17 | 0 | 52 | 10 | 0 | 0 | 1 | 0 | 0 |
| Environmental Protection | 356 | 11 | 10 | 1 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 |
| Higher Ed | 716 | 764 | 674 | 66 | 24 | 173 | 1 | 0 | 3 | 4 | 4 | 4 |
| Homeland Security | 1636 | 907 | 792 | 71 | 40 | 131 | 50 | 4 | 0 | 0 | 7 | 4 |
| Judicial | 18 | 18 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Legislative | 10 | 9 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 175 | 39 | 27 | 8 | 4 | 31 | 0 | 0 | 0 | 0 | 0 | 0 |
| Quasis | 178 | 254 | 184 | 70 | 0 | 60 | 0 | 0 | 0 | 0 | 1 | 0 |
| Revenue | 104 | 14 | 13 | 1 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 |
| Senior Services | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tourism | 2 | 2 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transportation | 2170 | 2617 | 1090 | 1527 | 0 | 760 | 26 | 0 | 0 | 0 | 1 | 0 |
| Veterans | 24 | 16 | 14 | 2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 7096 | 8773 | 6827 | 1872 | 70 | 1778 | 98 | 4 | 3 | 5 | 33 | 12 |

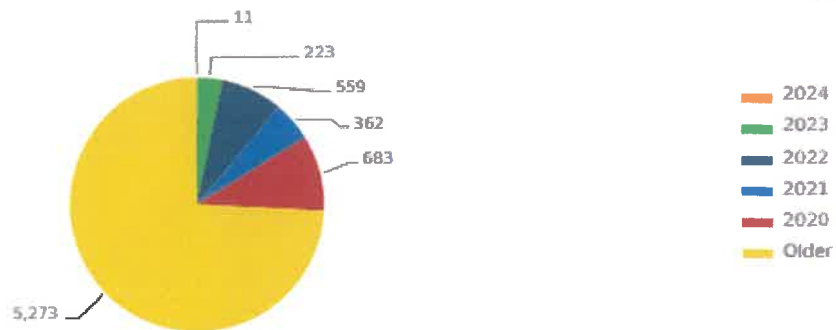
Inventory by Asset Type
Inventory by Asset Type
Active Vehicles



Inventory by Manufacturer
Inventory by Manufacturer
Active Vehicles



Inventory by Model Year
Inventory By Model Year
Active Vehicles



Fleet Operations Cost

State of West Virginia Vehicle 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.

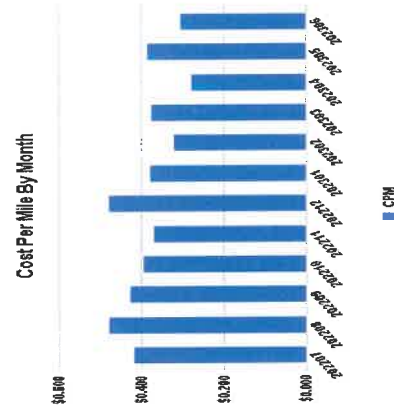
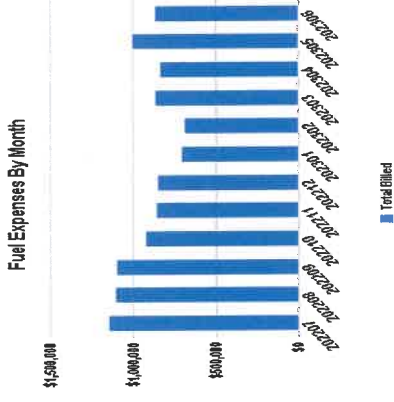
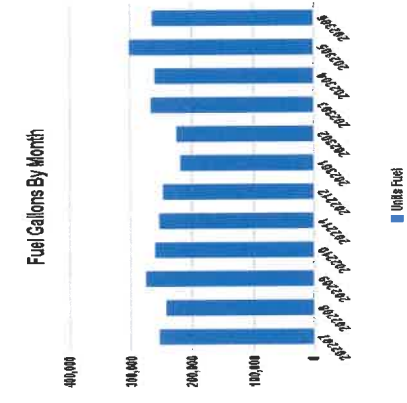
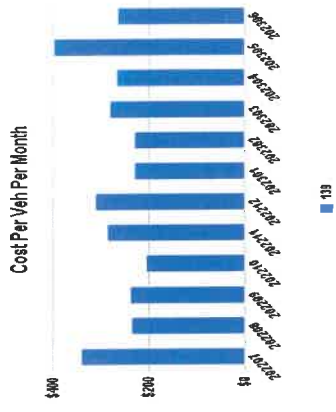
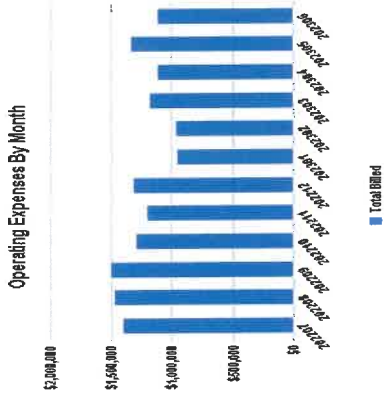
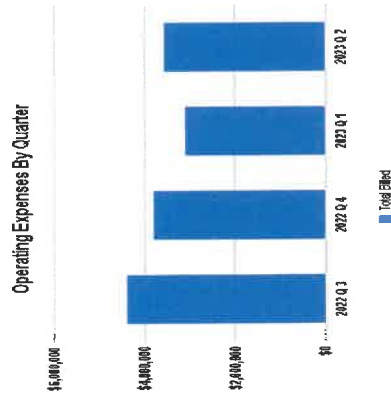
WV Code §5A-12-9 (a) states each spending unit that owns, uses, or maintains a state vehicle shall utilize the management services provided by the Fleet Management Division for all state vehicles.

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 2023, FMD provided maintenance services to 3,195 vehicles and fueling services to 4,486 vehicles. In Appendix 2 is a report titled LOV Operating Cost 10-23 (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 FY2023 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2023. 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 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

| 202207 | | | 202208 | | | 202209 | | | 202210 | | | 202211 | | | 202212 | | |
|--------------------|----------------------|----------------|--------|------------|----------------|--------|------------|----------------|--------|------------|----------------|--------|------------|----------------|--------|------------|--|
| Expense Type | Expense Category | Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | |
| Fixed Expenses | Management Fees | \$16,304.62 | 1.1% | 3388 | \$21,633.62 | 1.4% | 5599 | \$22,494.16 | 1.5% | 5633 | \$22,514.41 | 1.7% | 5654 | \$17,312.41 | 1.4% | 3506 | |
| | Sub-Total: | \$16,304.62 | 1.1% | | \$21,633.62 | 1.4% | | \$22,494.16 | 1.5% | | \$22,514.41 | 1.7% | | \$17,312.41 | 1.4% | | |
| Operating Expenses | Accident Repairs | \$6,166.19 | 0.4% | 22 | \$5,681.35 | 0.4% | 17 | \$6,386.54 | 0.4% | 17 | \$6,577.27 | 0.5% | 24 | \$5,400.99 | 0.4% | 16 | |
| | Daily Rentals | | | | | | | | | | | | | | | | |
| | Equipment Fuel | \$67.12 | 0.0% | 2 | \$65.65 | 0.0% | 3 | \$25.87 | 0.0% | 2 | \$19.46 | 0.0% | 1 | \$67.5 | 0.0% | 1 | |
| | Fixed Costs | | | | | | | | | | | | | \$126.00 | 0.0% | 1 | |
| | Fuel | \$1,168,172.58 | 81.8% | 3144 | \$1,120,481.18 | 74.9% | 3131 | \$1,116,401.47 | 73.0% | 3255 | \$933,439.81 | 71.0% | 3229 | \$873,285.39 | 71.4% | 3217 | |
| | Fuel Discount | (\$10,982.62) | -0.8% | 3144 | (\$10,560.72) | -0.7% | 3134 | (\$10,559.62) | -0.7% | 3257 | (\$8,871.91) | -0.7% | 3229 | (\$9,316.60) | -0.7% | 3218 | |
| | Maintenance Repairs | \$177,089.56 | 12.4% | 419 | \$257,072.06 | 17.2% | 556 | \$276,911.81 | 18.1% | 666 | \$273,994.00 | 20.8% | 581 | \$229,363.06 | 18.8% | 580 | |
| | Misc | \$1,048.43 | 0.1% | 1 | \$259.87 | 0.0% | 2 | \$7,146.56 | 0.5% | 2 | \$127.05 | 0.0% | 3 | \$62.50 | 0.0% | 1 | |
| | Oil And Lube | \$29,547.05 | 2.1% | 378 | \$31,577.68 | 2.1% | 447 | \$39,807.84 | 2.6% | 542 | \$32,168.20 | 2.4% | 444 | \$34,483.20 | 2.8% | 470 | |
| | Parking And Tolls | | | | | | | | | | | | | \$6.56 | 0.0% | 1 | |
| | State Fees (not Tax) | | | | | | | | | | | | | \$5.24 | 0.0% | 1 | |
| | Taxes | | | | | | | | | | | | | | | | |
| | Tires | \$31,970.58 | 2.2% | 202 | \$59,802.05 | 4.0% | 288 | \$64,586.42 | 4.2% | 361 | \$48,265.20 | 3.7% | 274 | \$65,121.55 | 5.3% | 326 | |
| | Warranty Credit | | | | | | | | | | | | | | | | |
| | Wash And Polish | \$8,475.08 | 0.6% | 66 | \$9,963.56 | 0.7% | 79 | \$5,227.77 | 0.3% | 53 | \$6,189.34 | 0.5% | 69 | \$5,737.74 | 0.5% | 86 | |
| | Sub-Total: | \$1,411,553.97 | 99.9% | | \$1,474,342.67 | 98.6% | | \$1,506,034.66 | 98.5% | | \$1,291,898.42 | 98.3% | | \$1,205,134.58 | 98.6% | | |
| | Grand Total: | \$1,427,859.59 | 100.0% | | \$1,495,976.29 | 100.0% | | \$1,528,528.82 | 100.0% | | \$1,314,412.83 | 100.0% | | \$1,222,446.99 | 100.0% | | |
| | | | | | | | | | | | | | | \$1,336,999.18 | 100.0% | | |

| 202301 | | | 202302 | | | 202303 | | | 202304 | | | 202305 | | | 202306 | | | |
|--------------|--------|------------|--------------|--------|------------|----------------|--------|------------|----------------|--------|------------|----------------|--------|------------|----------------|--------|------------|-----------------|
| Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | Amount | % | # of Units | Total |
| \$18,002.66 | 1.8% | 3502 | \$18,401.91 | 1.9% | 3499 | \$18,138.66 | 1.5% | 3509 | \$19,050.16 | 1.7% | 3508 | \$5,263.00 | 0.4% | 269 | \$18,531.41 | 1.6% | 3507 | \$216,187.81 |
| \$18,002.66 | 1.8% | | \$18,401.91 | 1.9% | | \$18,138.66 | 1.5% | | \$19,050.16 | 1.7% | | \$5,263.00 | 0.4% | | \$18,531.41 | 1.6% | | \$216,187.81 |
| \$3,517.17 | 0.4% | 11 | \$3,407.38 | 0.3% | 10 | \$6,018.83 | 0.5% | 19 | \$4,642.41 | 0.4% | 12 | \$13,808.03 | 1.0% | 22 | \$5,172.67 | 0.5% | 18 | \$74,263.71 |
| | | | | | | \$558.99 | 0.0% | 1 | | | | | | | | | | \$558.99 |
| | | | | | | | | | | | | \$10.73 | 0.0% | 1 | | | | \$195.58 |
| | | | | | | | | | | | | | | | | | | \$126.00 |
| \$713,729.62 | 73.1% | 3064 | \$704,172.08 | 71.5% | 3072 | \$875,390.82 | 72.4% | 3249 | \$844,614.40 | 74.2% | 3251 | \$1,016,627.98 | 75.7% | 3300 | \$879,230.01 | 77.5% | 3279 | \$11,109,683.80 |
| (\$6,806.65) | -0.7% | 3064 | (\$6,735.90) | -0.7% | 3072 | (\$8,378.39) | -0.7% | 3249 | (\$8,059.92) | -0.7% | 3250 | (\$8,738.71) | -0.7% | 3259 | (\$9,020.47) | -0.8% | 3315 | (\$105,249.73) |
| \$164,471.50 | 16.8% | 411 | \$162,619.12 | 16.5% | 427 | \$208,742.72 | 17.3% | 537 | \$192,823.88 | 16.9% | 452 | \$217,339.92 | 16.2% | 561 | \$148,895.21 | 13.1% | 523 | \$2,632,084.94 |
| \$2,742.60 | 0.3% | 1 | \$9,297.98 | 0.9% | 2 | (\$5,190.98) | -0.4% | 3 | \$483.66 | 0.0% | 4 | \$368.87 | 0.0% | 4 | | | | \$16,644.90 |
| \$29,043.38 | 3.0% | 372 | \$29,534.64 | 3.0% | 397 | \$38,543.51 | 3.2% | 485 | \$34,004.23 | 3.0% | 436 | \$37,996.39 | 2.8% | 496 | \$37,409.11 | 3.3% | 506 | \$424,341.10 |
| | | | | | | | | | | | | \$441.00 | 0.0% | 1 | | | | \$447.56 |
| | | | | | | \$5.25 | 0.0% | 1 | | | | | | | | | | \$10.49 |
| | | | | | | | | | | | | \$330.92 | 0.0% | 266 | | | | \$330.92 |
| \$48,358.07 | 4.9% | 236 | \$59,468.10 | 6.0% | 246 | \$70,947.28 | 5.9% | 328 | \$44,485.91 | 3.9% | 251 | \$55,379.35 | 4.1% | 280 | \$44,567.99 | 3.9% | 287 | \$663,806.40 |
| | | | (\$21.95) | 0.0% | 1 | | | | | | | | | | | | | (\$21.95) |
| \$3,885.51 | 0.4% | 60 | \$4,656.98 | 0.5% | 65 | \$4,847.38 | 0.4% | 85 | \$6,179.05 | 0.5% | 83 | \$4,692.82 | 0.3% | 85 | \$10,049.27 | 0.9% | 113 | \$80,759.73 |
| \$958,941.20 | 98.2% | | \$966,398.43 | 98.1% | | \$1,191,485.41 | 98.5% | | \$1,119,173.62 | 98.3% | | \$1,388,257.30 | 99.6% | | \$1,116,303.79 | 98.4% | | \$14,897,982.44 |
| \$976,943.86 | 100.0% | | \$984,800.34 | 100.0% | | \$1,209,624.07 | 100.0% | | \$1,138,223.78 | 100.0% | | \$1,343,520.30 | 100.0% | | \$1,134,835.20 | 100.0% | | \$15,114,170.25 |



Exempt Agencies Reporting

On September 21, 2023, FMD sent the exempt agencies Agency Fleet Coordinators (AFCs) an email requesting they provide their fleet operation cost by October 2, 2023, 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 8, 2023, 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 FY23, and a list of agencies that maintain a list of noncompensatory drivers. The agencies reporting on noncompensatory drivers can be found in Appendix 6.

| CABINET CODES | Department | AGENCY | §5A-12-7 email sent to AFC's 2023 | Under-Utilization Forms Voided Email Sent 2023 | §5A-12-7 Noncompensatory Driver spreadsheet returned by 7/31/2023 | FY2023 SEV & ERV Exemption forms sent 7/2023 | SEV & ERV Agency Log Received 2023 | Email to AFC for 2023 vehicle data by Oct. 1st | 2023 AFC responded to FMD's data cleanup request | New AFC In FY 2023? | Did New AFC Attend Training |
|---------------|-------------------|--|-----------------------------------|--|---|--|------------------------------------|--|--|-----------------------------------|-----------------------------|
| AD | Administration | Aviation | 6/14/2023 | 6/9/2023 | 6/15/2023 | 6/21/2023 | 7/11/2023 | 9/21/2023 | | Sarah Tignor | 5/16/2023 |
| AD | Administration | BRIM Board of Risk & Insurance | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| AD | Administration | CPRB Consolidated Public | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| AD | Administration | Fleet Management | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| AD | Administration | General Services | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| AD | Administration | IS&C Technology Office | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| AD | Administration | Prosecuting Attorneys | 6/14/2023 | | | | | 9/21/2023 | | | |
| AD | Administration | Public Defender | 6/14/2023 | | | | | 9/21/2023 | | | |
| AD | Administration | Purchasing | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | Kathryn Bell | 11/9/2022 |
| AD | Administration | Real Estate | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | Keri Gaston Gail Deimaar | 2/16/2023 |
| AD | Administration | Surplus Property | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CC | Community College | Blue Ridge Community & Technical College | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 7/14/2023 | 9/21/2023 | | Christopher Baer | 7/13/2023 |
| CC | Community College | BridgeValley Community & Technical College | 6/14/2023 | 6/9/2023 | 6/22/2023 | | | 9/21/2023 | | Carmelita McKenny | 8/9/2022 |
| CC | Community College | Eastern WV Community & Technical College | 6/14/2023 | 6/9/2023 | 6/14/2023 | | | 9/21/2023 | | | |
| CC | Community College | Mountwest Community & Technical College | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CC | Community College | New River Community & Technical College | 6/14/2023 | 6/9/2023 | 6/27/2023 | | | 9/21/2023 | | | |
| CC | Community College | Northern Community College | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | Kimberly DeVecchio (April Schrum) | 3/8/2023 |
| CC | Community College | PIERPONT | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CC | Community College | Potomac State College of WVU | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 7/17/2023 | 9/21/2023 | | | |
| CC | Community College | Southern WV Community & Technical College | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| CC | Community College | WVU at Parkersburg | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 6/21/2023 | 9/21/2023 | | | |

| CABINET CODES | Department | AGENCY | \$5A-12-7 email sent to AFC's 2023 | Under-Utilization Forms Vaided Email Sent 2023 | \$5A-12-7 Noncompensatory Driver spreadsheet returned by 7/31/2023 | FY2023 SEV & BRV Exemption forms sent 7/2023 | SEV & BRV Agency Log Received 2023 | Email to AFC for 2023 vehicle data by Oct. 1st | 2023 AFC responded to FMO's data cleanup request | New AFC In FY 2023? | Did New AFC Attend Training |
|---------------|----------------------|--|------------------------------------|--|--|--|------------------------------------|--|--|-------------------------------|-----------------------------|
| CH | Culture and History | Culture & History | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CH | Culture and History | Educational Broadcasting Authority | 6/14/2023 | 6/9/2023 | 7/3/2023 | 6/21/2023 | | 9/21/2023 | | | |
| CH | Culture and History | Library Commission | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 6/21/2023 | 9/21/2023 | | | |
| CO | Commerce | Community Advancement (formerly Economic | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CO | Commerce | DNR | 6/14/2023 | 6/9/2023 | 6/15/2023 | 6/21/2023 | 6/21/2023 | 9/21/2023 | 9/25/2023 | | |
| CO | Commerce | Forestry | 6/14/2023 | 6/9/2023 | 6/23/2023 | 6/21/2023 | 7/11/2023 | 9/21/2023 | | | |
| CO | Commerce | Geological Survey | 6/14/2023 | 6/9/2023 | 7/5/2023 | 6/21/2023 | 7/24/2023 | 9/21/2023 | | | |
| CO | Commerce | Labor | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 6/22/2023 | 9/21/2023 | | | |
| CO | Commerce | Miner's Health, Safety & Training | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CO | Commerce | Rehabilitation Services | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 6/22/2023 | 9/21/2023 | 9/26/2023 | | |
| CO | Commerce | Tourism | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| CO | Commerce | Workforce WV | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| DH | DHHR | DHHR | 6/14/2023 | 6/9/2023 | 6/30/2023 | | | 9/21/2023 | | | |
| DH | DHHR | Health Care Authority | 6/14/2023 | | | | | 9/21/2023 | | | |
| EA | Education & The Arts | Center for Professional Development | 6/14/2023 | | | | | 9/21/2023 | | | |
| EC | Economic Development | Development Office | 6/14/2023 | 6/9/2023 | 7/12/2023 | | | 9/21/2023 | | Hannah Faegre | 11/9/2022 |
| ED | Education | Fiscal Control Education | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| ED | Education | School Building Authority | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| ED | Education | Schools for the Deaf & the Blind | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| EL | Elected Officials | AGRO1 Agriculture | 6/14/2023 | 6/9/2023 | | 6/21/2023 | | 9/21/2023 | 9/25/2023 | | |
| EL | Elected Officials | AGRO4 WV Conservation Agency | 6/14/2023 | 6/9/2023 | | 6/21/2023 | | 9/21/2023 | | Robert James Jennifer Rader | 8/9/2022 2/16/2023 |
| EL | Elected Officials | Attorney General | 6/14/2023 | 6/9/2023 | 6/22/2023 | | | 9/21/2023 | | | |
| EL | Elected Officials | Auditor's Office | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| EL | Elected Officials | Governor's Office | 6/14/2023 | 6/9/2023 | 7/7/2023 | | | 9/21/2023 | | | |
| EL | Elected Officials | Secretary of State | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| EL | Elected Officials | Treasurer's Office | 6/14/2023 | 6/9/2023 | 7/5/2023 | 6/21/2023 | | 9/21/2023 | | | |
| EN | DEP | DEP | 6/14/2023 | 6/9/2023 | 6/6/2023 | 6/21/2023 | 6/26/2023 | 9/21/2023 | | | |
| EN | DEP | Solid Waste Management Board | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | Cathleen Salmons | 8/9/2022 |
| HE | Higher Ed | Bluefield State College | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| HE | Higher Ed | Concord University | 6/14/2023 | 6/9/2023 | | 6/21/2023 | | 9/21/2023 | | Tina Gonzales | |
| HE | Higher Ed | Fairmont State University | 6/14/2023 | 6/9/2023 | | 6/21/2023 | | 9/21/2023 | | | |
| HE | Higher Ed | Glennville State College | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| HE | Higher Ed | Marshall University | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | James Terry | |
| HE | Higher Ed | Osteopathic Medicine | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| HE | Higher Ed | Policy Commission | 6/14/2023 | | | | | 9/21/2023 | | Mary Blachford | 5/10/2023 |
| HE | Higher Ed | RCSA | 6/14/2023 | | | | | 9/21/2023 | | | |
| HE | Higher Ed | Shepherd University | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | Heather Barnes | 2/16/2023 |
| HE | Higher Ed | West Liberty University | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 6/22/2023 | 9/21/2023 | | | |
| HE | Higher Ed | West Virginia State University | 6/14/2023 | 6/9/2023 | 6/29/2023 | 6/21/2023 | | 9/21/2023 | | | |
| HE | Higher Ed | West Virginia State University Research | 6/14/2023 | 6/9/2023 | 6/22/2023 | | | 9/21/2023 | | | |
| HE | Higher Ed | West Virginia University | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 7/17/2023 | 9/21/2023 | 9/22/2023 | | |
| HE | Higher Ed | WV Autism Training Center at Marshall University | 6/14/2023 | | | | | 9/21/2023 | | | |
| HE | Higher Ed | WVNET | 6/14/2023 | | | | | 9/21/2023 | | | |
| HE | Higher Ed | WVU Institute of Technology | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 7/17/2023 | 9/21/2023 | | | |
| HS | Homeland Security | Cabinet Secretary's Office | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| HS | Homeland Security | CORRECTIONS | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| HS | Homeland Security | Fire Commission | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| HS | Homeland Security | Homeland Security & Emergency Management | 6/14/2023 | 6/9/2023 | | 6/21/2023 | | 9/21/2023 | | | |
| HS | Homeland Security | Justice and Community Services | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| HS | Homeland Security | JUVENILE SERVICES | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| HS | Homeland Security | Parole Board | 6/14/2023 | | | | | 9/21/2023 | | | |
| HS | Homeland Security | Protective Services | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| HS | Homeland Security | REGIONAL JAIL AUTHORITY | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| HS | Homeland Security | State Police | 6/14/2023 | 6/9/2023 | 6/26/2023 | | | 9/21/2023 | | | |
| JU | Judicial | Supreme Court | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |

| CABINET CODES | Department | AGENCY | §5A-12-7 email sent to AFC's 2023 | Under-Utilization Forms Voided Email Sent 2023 | §5A-12-7 Noncompensatory Driver spreadsheet returned by 7/31/2023 | FY2023 SEV & ERV Exemption forms sent 7/2023 | SEV & ERV Agency Log Received 2023 | Email to AFC for 2023 vehicle data by Oct. 1st | 2023 AFC responded to FMD's data cleanup request | New AFC in FY 2023? | Did New AFC Attend Training |
|---------------|---------------------|--|-----------------------------------|--|---|--|------------------------------------|--|--|---------------------|-----------------------------|
| LE | Legislative | Commission on Special Investigation | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| LE | Legislative | LEGISLATIVE AUDITOR | 6/14/2023 | | | | | 9/21/2023 | | | |
| MI | MISC | Adjutant General | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| MI | MISC | Barbers & Cosmetologists | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| MI | MISC | Medical Imaging & Radiation Therapy | 6/14/2023 | | | | | 9/21/2023 | | | |
| MI | MISC | National Coal Heritage Area Authority | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| MI | MISC | Public Service Commission | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| MI | MISC | Water Development Authority | 6/14/2023 | | | | | 9/21/2023 | | | |
| QU | Quasi | Parkways Authority | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| RE | Revenue | ABCC Alcohol Beverage Control Administration | 6/14/2023 | 6/9/2023 | 6/17/2023 | 6/21/2023 | | 9/21/2023 | | | |
| RE | Revenue | Insurance Commission | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | | |
| RE | Revenue | Lottery Commission | 6/14/2023 | 6/9/2023 | 6/30/2023 | | | 9/21/2023 | 9/28/2023 | | |
| RE | Revenue | Racing Commission | 6/14/2023 | | | | | 9/21/2023 | | | |
| RE | Revenue | Tax Division and Tax Criminal Investigations | 6/14/2023 | 6/9/2023 | | 6/21/2023 | 6/22/2023 | 9/21/2023 | | | |
| SR | Senior Services | Senior Services | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | | |
| TM | Tourism | Tourism | | | | | | | | Kristen Wolfe | 11/9/2022 |
| TR | Transportation | Administrative Hearings | 6/14/2023 | | | | | 9/21/2023 | | | |
| TR | Transportation | Courtesy Patrol | 6/14/2023 | | | | | 9/21/2023 | | | |
| TR | Transportation | DMV Motor Vehicles | 6/14/2023 | 6/9/2023 | 6/14/2023 | | | 9/21/2023 | | | |
| TR | Transportation | DOH HIGHWAYS | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | 9/22/2023 | | |
| TR | Transportation | Public Port Authority | 6/14/2023 | | | | | 9/21/2023 | | | |
| TR | Transportation | Public Transit | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | | Erik Hall | 7/6/2023 |
| TR | Transportation | State Rail Authority | 6/14/2023 | 6/9/2023 | | | | 9/21/2023 | 9/22/2023 | Aaron Bedal | 7/11/2022 |
| TR | Transportation | WV Wing Civil Air Patrol | 6/14/2023 | | | | | 9/21/2023 | | | |
| VE | Veterans Assistance | Veteran's Assistance Transportation Program | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | Ronald Deel | 5/16/2023 |
| VE | Veterans Assistance | Veteran's Home | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | Ronald Deel | 5/16/2023 |
| VE | Veterans Assistance | Veteran's Nursing Facility / Veterans Assistance | 6/14/2023 | 6/9/2023 | 6/15/2023 | | | 9/21/2023 | | Ronald Deel | 5/16/2023 |

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.

| Department | REBURSABLE | TRAVEL EMPLOYE | TRAVEL NON EMP | VEHICLE IMPR | VEHICLE OPER | VEHICLE REBT | VEHICLE REPAIR | Grand Total |
|--|------------|----------------|----------------|--------------|----------------|-----------------|----------------|-----------------|
| BUREAU OF SENIOR SERVICES | | \$1,570.76 | | | \$179.99 | \$8,232.63 | | \$9,883.38 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$28,814.25 | | | \$3,473.22 | | \$2,446.89 | \$34,534.36 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$60,869.15 | \$1,201.19 | | \$3,230.10 | \$33,125.47 | \$0.00 | \$118,425.91 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$48,989.39 | \$95.00 | | | \$139.00 | | \$49,223.39 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$61,309.40 | | | \$1,202.23 | \$996.00 | | \$63,507.63 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$22,436.32 | | | \$346.64 | \$576.00 | | \$23,358.96 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$67,513.80 | \$3,027.48 | | \$2,847.87 | \$10,783.66 | \$259.99 | \$84,832.60 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$54,545.78 | \$4,670.00 | | | \$9,902.32 | | \$69,218.10 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$65,294.30 | \$5,933.63 | | \$142.49 | \$44,296.83 | \$14.98 | \$115,682.21 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$93,902.95 | \$12,174.18 | | \$51.83 | \$11,796.89 | | \$117,825.95 |
| COUNCIL FOR C&T COLLEGE EDUCATION | | \$107,129.75 | \$1,037.29 | | (\$9,741.43) | \$2,748.35 | \$4,408.88 | \$105,982.95 |
| DEPARTMENT OF ADMINISTRATION | | \$748.09 | | | \$387.36 | \$771.71 | \$517,437.13 | \$519,352.29 |
| DEPARTMENT OF ADMINISTRATION | | \$2,147.63 | | | \$0.00 | \$144.00 | | \$2,291.63 |
| DEPARTMENT OF ADMINISTRATION | | \$3,590.01 | | | | \$1,801.83 | | \$5,391.84 |
| DEPARTMENT OF ADMINISTRATION | | \$1,451.24 | | | | \$1,725.05 | | \$3,176.29 |
| DEPARTMENT OF ADMINISTRATION | | \$3,083.78 | | | | \$186.31 | | \$3,270.09 |
| DEPARTMENT OF ADMINISTRATION | | \$578.82 | | | | | | \$578.82 |
| DEPARTMENT OF ADMINISTRATION | | \$42.50 | | | \$22.00 | \$11,817.59 | | \$11,882.09 |
| DEPARTMENT OF ADMINISTRATION | | \$344.19 | | | \$3,066.53 | \$6,893.56 | \$492.18 | \$10,796.46 |
| DEPARTMENT OF ADMINISTRATION | | \$96,124.08 | | | \$75.34 | \$68,299.20 | | \$164,498.62 |
| DEPARTMENT OF ADMINISTRATION | | \$71.44 | | | | \$544.19 | | \$715.63 |
| DEPARTMENT OF ADMINISTRATION | | \$4,420.34 | \$3,871.40 | | | | | \$8,291.74 |
| DEPARTMENT OF ADMINISTRATION | | \$200.17 | \$214.84 | | | \$546.05 | | \$961.06 |
| DEPARTMENT OF ADMINISTRATION | | \$161.12 | | | | | | \$161.12 |
| DEPARTMENT OF ADMINISTRATION | | \$1,924.26 | | | | \$1,243.72 | | \$3,167.98 |
| DEPARTMENT OF ADMINISTRATION | | \$2,664.82 | | | \$11.97 | \$169.00 | | \$2,845.79 |
| DEPARTMENT OF ADMINISTRATION | | \$118.23 | | | \$2,086.40 | \$18,175.03 | | \$20,379.66 |
| DEPARTMENT OF ADMINISTRATION | | \$863.69 | | | | \$267.08 | | \$1,130.77 |
| DEPARTMENT OF ADMINISTRATION | | \$305.59 | | \$4,568.77 | \$29,382.52 | \$638.07 | \$3,466.51 | \$38,261.46 |
| DEPARTMENT OF ARTS, CULTURE, AND HISTORY | | \$35,242.89 | \$23,756.32 | | \$80.30 | \$5,947.10 | \$176.08 | \$65,212.69 |
| DEPARTMENT OF ARTS, CULTURE, AND HISTORY | | \$9,211.10 | | \$9,593.00 | \$2,011.08 | \$18,119.27 | \$1,435.00 | \$40,360.45 |
| DEPARTMENT OF COMMERCE | | \$11,161.97 | | | | | | \$11,161.97 |
| DEPARTMENT OF COMMERCE | | \$5,134.21 | \$3,979.42 | | \$32,622.72 | \$182,221.28 | \$1,174.50 | \$225,132.53 |
| DEPARTMENT OF COMMERCE | | \$32,379.68 | | | \$8,086.95 | \$4,923.44 | \$5,504.13 | \$50,894.20 |
| DEPARTMENT OF COMMERCE | | \$10,000.36 | \$291.53 | | \$4,614.77 | \$290,840.42 | (\$1,314.65) | \$304,432.23 |
| DEPARTMENT OF COMMERCE | | \$50,144.82 | \$405.22 | \$42,132.07 | \$358,744.42 | \$89,537.39 | \$164,427.79 | \$785,381.71 |
| DEPARTMENT OF COMMERCE | | \$419,948.08 | \$503.87 | | \$28,078.36 | \$3,300.00 | | \$449,230.91 |
| DEPARTMENT OF COMMERCE | | \$267.84 | | | \$27.20 | (\$528.94) | | \$23.06 |
| DEPARTMENT OF COMMERCE | | \$4,941.12 | | | \$45.08 | \$1,349.43 | | \$6,035.63 |
| DEPARTMENT OF COMMERCE | | \$41,337.63 | | | \$225.66 | \$12,505.33 | (\$190.74) | \$53,877.90 |
| DEPARTMENT OF ECONOMIC DEVELOPMENT | | \$82,919.07 | \$421.28 | | \$1,549.03 | \$5,310.23 | | \$90,201.29 |
| DEPARTMENT OF EDUCATION | | \$550,028.89 | \$67,810.61 | | \$2,069.47 | \$10,967.14 | \$1,000.00 | \$735,874.11 |
| DEPARTMENT OF EDUCATION | | \$3,493.24 | \$1,289.03 | | \$308.75 | \$4,108.76 | | \$5,099.83 |
| DEPARTMENT OF EDUCATION | | \$1,978.85 | | | | | | \$1,978.85 |
| DEPARTMENT OF EDUCATION | | \$6,191.74 | | | \$62,283.41 | \$22,668.32 | \$35,387.12 | \$116,630.59 |
| DEPARTMENT OF HEALTH AND HUMAN RESOURCES | | \$132,912.54 | \$3,423.45 | | (\$7,595.32) | \$428,811.20 | \$4,527.70 | \$560,079.57 |
| DEPARTMENT OF HEALTH AND HUMAN RESOURCES | | \$1,384,538.04 | \$7,937.85 | | \$8,847.33 | \$1,712,588.06 | \$6,464.03 | \$3,130,375.31 |
| DEPARTMENT OF HEALTH AND HUMAN RESOURCES | | \$25.00 | \$178.70 | | | | | \$203.70 |
| DEPARTMENT OF HEALTH AND HUMAN RESOURCES | | \$4,132.02 | \$572.52 | | | \$7,707.49 | | \$12,412.03 |
| DEPARTMENT OF HEALTH AND HUMAN RESOURCES | | \$829.71 | \$1,382.08 | | | \$362.54 | | \$2,664.33 |
| DEPARTMENT OF HOMELAND SECURITY | | \$2,282.85 | \$1,515.84 | | \$0.00 | \$6,741.43 | | \$10,540.12 |
| DEPARTMENT OF HOMELAND SECURITY | | \$98.85 | \$84,773.19 | \$900.00 | \$4,255.00 | \$158,412.64 | \$1,239,397.09 | \$1,526,309.58 |
| DEPARTMENT OF HOMELAND SECURITY | | \$4,198.22 | \$5,238.63 | | \$12,005.10 | \$7,524.24 | \$2,645.93 | \$31,610.12 |
| DEPARTMENT OF HOMELAND SECURITY | | \$688.77 | | | \$284.13 | \$1,388.63 | \$1,550.48 | \$3,901.99 |
| DEPARTMENT OF HOMELAND SECURITY | | \$7,308.68 | \$14,207.72 | | (\$905.53) | \$183,771.05 | \$2,870.00 | \$187,251.92 |
| DEPARTMENT OF HOMELAND SECURITY | | \$2,004.80 | \$308.25 | | \$90.00 | \$4,758.06 | | \$7,157.11 |
| DEPARTMENT OF HOMELAND SECURITY | | \$10,111.77 | \$9,033.26 | \$468,964.08 | \$910,171.92 | \$194,223.80 | \$253,809.88 | \$1,124,854.31 |
| DEPARTMENT OF REVENUE | | | | | \$1,032.91 | \$149,191.07 | \$0.00 | \$150,223.98 |
| DEPARTMENT OF REVENUE | | \$122.28 | | | | | | \$122.28 |
| DEPARTMENT OF REVENUE | | \$57,900.09 | | | | | | \$57,900.09 |
| DEPARTMENT OF REVENUE | | \$4,821.78 | | | \$1,637.13 | \$57,836.87 | \$1,143.29 | \$65,439.07 |
| DEPARTMENT OF REVENUE | | \$9,093.11 | \$3,283.70 | | \$2,012.53 | \$145,160.86 | \$165.01 | \$158,684.20 |
| DEPARTMENT OF REVENUE | | \$528.48 | | | | | | \$528.48 |
| DEPARTMENT OF REVENUE | | \$1,441.57 | | | | | | \$1,441.57 |
| DEPARTMENT OF REVENUE | | \$17,045.91 | | | | | | \$17,045.91 |
| DEPARTMENT OF REVENUE | | \$189.84 | | | | | | \$189.84 |
| DEPARTMENT OF REVENUE | | \$50.00 | | | | | | \$50.00 |
| DEPARTMENT OF REVENUE | | \$184,108.42 | \$394.24 | | \$29,504.99 | \$8,122.20 | \$1,000.00 | \$221,127.85 |
| DEPARTMENT OF REVENUE | | \$4,472.05 | \$230.37 | | \$949.29 | \$995.37 | | \$6,648.08 |
| DEPARTMENT OF TOURISM | | \$20,148.04 | \$2,241,952.57 | \$77.30 | \$6,112,016.34 | \$16,140,741.41 | \$7,554,219.75 | \$32,489,185.51 |
| DEPARTMENT OF TRANSPORTATION | | \$22,854.98 | \$2,531.73 | | \$983.10 | \$83,788.18 | \$17,436.04 | \$127,606.03 |
| DEPARTMENT OF TRANSPORTATION | | \$4,998.49 | \$163.68 | | \$34,787.68 | \$62,668.89 | \$4,434.18 | \$127,070.72 |
| DEPARTMENT OF VETERANS ASSISTANCE | | \$20,997.82 | | | \$6,671.73 | \$3,355.58 | | \$31,024.93 |
| DEPARTMENT OF VETERANS ASSISTANCE | | \$295.89 | | | \$1,824.01 | \$1,500.00 | \$395.09 | \$3,815.78 |

| Cabinet | Department | REIMBURSE | TRAVEL EMPLOY | TRAVEL NON EMP | VEHICLE IMPR | VEHICLE OPER | VEHICLE RENT | VEHICLE REPAIR | Grand Total |
|------------------------------------|--|----------------|-----------------|----------------|--------------|----------------|-----------------|----------------|-----------------|
| ELECTED OFFICIALS | ATTORNEY GENERAL | | \$14,320.51 | \$339.17 | | (\$1,360.75) | \$2,550.00 | | \$15,048.93 |
| ELECTED OFFICIALS | AUDITORS OFFICE | | \$346,013.06 | | | \$1,314.34 | \$3,321.68 | | \$350,648.06 |
| ELECTED OFFICIALS | DEPARTMENT OF AGRICULTURE | | \$487,324.90 | \$1,375.52 | | \$250,307.30 | \$36,892.63 | (\$11,101.09) | \$764,599.26 |
| ELECTED OFFICIALS | GOVERNORS OFFICE | | \$4,266.12 | | | \$1,469.33 | \$12,372.43 | | \$18,109.88 |
| ELECTED OFFICIALS | SECRETARY OF STATE | | \$23,206.58 | | | \$2.00 | \$766.80 | | \$23,975.38 |
| ELECTED OFFICIALS | TREASURERS OFFICE | | \$57,054.46 | | | \$1,268.21 | \$262.73 | (\$824.71) | \$57,748.69 |
| ENVIRONMENT | DEPARTMENT OF ENVIRONMENTAL PROTECTION | | \$97,806.53 | \$2,533.87 | \$67,789.75 | \$27,770.32 | \$1,225,760.50 | \$76,857.05 | \$1,487,518.02 |
| ENVIRONMENT | OIL AND GAS CONSERVATION COMMISSION | | \$3,045.76 | | | | | | \$3,045.76 |
| ENVIRONMENT | SOLID WASTE MANAGEMENT BOARD | | \$410.70 | \$8,589.58 | | \$307.72 | \$244.00 | | \$9,551.98 |
| HIGHER EDUCATION POLICY COMMISSION | BLUEFIELD STATE UNIVERSITY | | \$177,711.50 | \$430,632.98 | | \$10,046.05 | \$21,835.41 | \$103.84 | \$640,329.78 |
| HIGHER EDUCATION POLICY COMMISSION | CONCORD UNIVERSITY | | \$538,113.84 | \$91,969.40 | | \$1,092.99 | \$433,065.76 | \$11,411.12 | \$1,075,653.11 |
| HIGHER EDUCATION POLICY COMMISSION | FAIRMONT STATE UNIVERSITY | | \$653,995.26 | \$45,289.53 | | \$85,260.17 | \$345,700.64 | (\$7,372.30) | \$1,122,873.30 |
| HIGHER EDUCATION POLICY COMMISSION | GLENVILLE STATE UNIVERSITY | | \$331,461.02 | \$52,815.09 | | \$25,325.39 | \$23,158.89 | \$11,156.16 | \$443,916.55 |
| HIGHER EDUCATION POLICY COMMISSION | HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION | | (\$2,975.40) | \$24,477.46 | | \$366.36 | \$715.29 | | \$22,683.71 |
| HIGHER EDUCATION POLICY COMMISSION | MARSHALL UNIVERSITY | | \$4,462,915.24 | \$125,719.88 | | \$68,705.12 | \$2,061,957.81 | \$22,238.34 | \$7,339,536.39 |
| HIGHER EDUCATION POLICY COMMISSION | SHEPHERD UNIVERSITY | | \$146,311.70 | \$571,356.89 | | \$5,758.74 | \$310,835.94 | \$215.62 | \$1,034,478.89 |
| HIGHER EDUCATION POLICY COMMISSION | WEST LIBERTY UNIVERSITY | | \$121,148.56 | \$487,332.80 | | \$5,895.96 | \$212,562.14 | \$14,057.60 | \$840,997.06 |
| HIGHER EDUCATION POLICY COMMISSION | WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING | | \$32,856.52 | | | | | | \$32,856.52 |
| HIGHER EDUCATION POLICY COMMISSION | WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE | | \$426,132.88 | \$120,181.20 | | \$5,007.46 | \$14,794.52 | | \$566,116.16 |
| HIGHER EDUCATION POLICY COMMISSION | WEST VIRGINIA STATE UNIVERSITY | | \$17,022.52 | \$1,556.30 | | \$2,383.46 | \$177,889.22 | \$329.57 | \$199,151.07 |
| HIGHER EDUCATION POLICY COMMISSION | WEST VIRGINIA UNIVERSITY | | \$8,432,833.95 | \$332,315.70 | | \$206,897.80 | \$1,966,489.86 | \$168,980.72 | \$11,107,318.03 |
| JUDICIAL | SUPREME COURT | | \$819,768.75 | \$357,571.55 | | \$3,520.87 | \$3,199.10 | | \$1,184,060.27 |
| LEGISLATURE | HOUSE OF DELEGATES | | \$1,011,876.22 | | | | | | \$1,011,876.22 |
| LEGISLATURE | JOINT EXPENSES | | \$32,735.82 | \$491.25 | | \$246.66 | \$1,152.00 | \$1,000.00 | \$35,625.73 |
| LEGISLATURE | SENATE | | \$421,906.16 | | | | | | \$421,906.16 |
| MISCELLANEOUS | ADJUTANT GENERAL | | \$67,840.89 | | | \$26,428.40 | \$467,496.61 | \$771.11 | \$562,537.01 |
| MISCELLANEOUS | APPRAISER LICENSING CERTIFICATION BOARD | | \$1,464.69 | | | | | | \$1,464.69 |
| MISCELLANEOUS | ARMORY BOARD | | \$3,349.28 | | | \$1,309.40 | \$8,814.01 | | \$13,472.69 |
| MISCELLANEOUS | BOARD OF ACCOUNTANCY | | \$2,417.77 | | | | | | \$2,417.77 |
| MISCELLANEOUS | BOARD OF ARCHITECTS | | \$1,987.44 | | | | | | \$1,987.44 |
| MISCELLANEOUS | BOARD OF BARBERS AND COSMETOLOGISTS | | \$8,230.29 | | | \$1,312.43 | \$17,810.18 | \$154.27 | \$27,507.17 |
| MISCELLANEOUS | BOARD OF CHIROPRACTIC EXAMINERS | | \$24,693.73 | | | | | | \$24,693.73 |
| MISCELLANEOUS | BOARD OF COUNSELING | | \$1,850.02 | | | | | | \$1,850.02 |
| MISCELLANEOUS | BOARD OF DENTISTRY | | \$1,751.35 | \$8,670.56 | | | | | \$10,421.91 |
| MISCELLANEOUS | BOARD OF FORESTERS | | \$774.38 | | | | | | \$774.38 |
| MISCELLANEOUS | BOARD OF FUNERAL SERVICE EXAMINERS | | \$10,968.85 | | | | | | \$10,968.85 |
| MISCELLANEOUS | BOARD OF HEARING AID DEALERS | | \$233.74 | | | | | | \$233.74 |
| MISCELLANEOUS | BOARD OF LICENSED PRACTICAL NURSES | | \$3,190.88 | | | | | | \$3,190.88 |
| MISCELLANEOUS | BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS | | \$2,768.24 | | | | | | \$2,768.24 |
| MISCELLANEOUS | BOARD OF MEDICINE | | \$6,735.78 | | | | | | \$6,735.78 |
| MISCELLANEOUS | BOARD OF OCCUPATIONAL THERAPY | | \$3,412.08 | | | | | | \$3,412.08 |
| MISCELLANEOUS | BOARD OF OPTOMETRY | | \$146.48 | | | | | | \$146.48 |
| MISCELLANEOUS | BOARD OF PHARMACY | | \$47,051.12 | | | | | | \$47,051.12 |
| MISCELLANEOUS | BOARD OF PHYSICAL THERAPY | | \$2,528.76 | | | | | | \$2,528.76 |
| MISCELLANEOUS | BOARD OF PROFESSIONAL ENGINEERS | | \$1,228.20 | | | | | | \$1,228.20 |
| MISCELLANEOUS | BOARD OF PROFESSIONAL SURVEYORS | | \$2,954.01 | | | | | | \$2,954.01 |
| MISCELLANEOUS | BOARD OF PSYCHOLOGISTS | | \$530.22 | | | | | | \$530.22 |
| MISCELLANEOUS | BOARD OF REGISTERED NURSES | | \$1,449.44 | | | | \$925.64 | | \$2,375.08 |
| MISCELLANEOUS | BOARD OF RESPIRATORY CARE | | | \$546.00 | | | | | \$546.00 |
| MISCELLANEOUS | BOARD OF SANITARIANS | | \$267.51 | | | | | | \$267.51 |
| MISCELLANEOUS | BOARD OF SOCIAL WORK | | \$1,314.14 | | | | | | \$1,314.14 |
| MISCELLANEOUS | BOARD OF SPEECH LANGUAGE PATHOLOGY AND AUDIOLOGY | | \$1,854.18 | | | | | | \$1,854.18 |
| MISCELLANEOUS | BOARD OF TREASURY INVESTMENTS | | \$28.08 | | | | | | \$28.08 |
| MISCELLANEOUS | BOARD OF VETERINARY MEDICINE | | \$6,692.14 | \$5,958.38 | | | | | \$12,650.52 |
| MISCELLANEOUS | COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY | | \$1,007.32 | | | | | | \$1,007.32 |
| MISCELLANEOUS | ECONOMIC DEVELOPMENT AUTHORITY | | \$10,154.05 | \$4,127.70 | | \$330.00 | | | \$14,611.75 |
| MISCELLANEOUS | ENTERPRISE RESOURCE PLANNING BOARD | | \$449.23 | | | | | | \$449.23 |
| MISCELLANEOUS | MASSAGE THERAPY LICENSURE BOARD | | \$545.62 | | | | | | \$545.62 |
| MISCELLANEOUS | MUNICIPAL PENSION OVERSIGHT BOARD | | \$1,123.35 | | | | | | \$1,123.35 |
| MISCELLANEOUS | NATIONAL COAL HERITAGE AREA AUTHORITY | | \$55.58 | | | | | | \$55.58 |
| MISCELLANEOUS | PUBLIC SERVICE COMMISSION | | \$22,590.55 | | | \$934.27 | \$287,383.42 | (\$91.57) | \$310,816.67 |
| MISCELLANEOUS | REAL ESTATE COMMISSION | | \$17,822.02 | | | \$65.00 | | | \$17,887.02 |
| MISCELLANEOUS | WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE | | \$49.14 | | | | | | \$49.14 |
| MISCELLANEOUS | WEST VIRGINIA CONTRACTOR LICENSING BOARD | | \$3,048.84 | | | \$2,416.59 | \$1,520.56 | \$3,053.04 | \$10,039.03 |
| QUASI GOVERNMENT | WEST VIRGINIA PARKWAYS AUTHORITY | | | | \$42,346.00 | \$971,807.27 | | \$25,547.67 | \$1,039,700.94 |
| Grand Total | | (\$401,215.11) | \$25,187,660.94 | \$2,856,629.38 | \$638,648.67 | \$9,202,268.49 | \$29,643,112.39 | \$9,340,769.49 | \$76,468,865.25 |

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 FY2023 and the responses received from the agencies. FMD forwarded the complaints to the agencies operating the vehicles and tracks received responses. Below is a chart by cabinet level of the number of complaints reported for FY2023.

| State Vehicle Complaints FY 2023 | | |
|---|---------------------|------------------------|
| Cabinet | Cabinet Name | # of Complaints |
| AD | Administration | 10 |
| CH | Culture and History | 5 |
| CO | Commerce | 25 |
| DH | Human Resources | 194 |
| ED | Education | 21 |
| EL | Elected Official | 4 |
| EN | Environment | 15 |
| HE | Higher Education | 2 |
| HS | Homeland Security | 36 |
| MI | Miscellaneous | 36 |
| N/A | N/A | 5 |
| RE | Revenue | 9 |
| TR | Transportation | 29 |
| | | 391 |

Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2023. 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 2,446 utilization exemption requests for FY2023:

- 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 1,624 vehicles that did not submit an exemption request for FY2023. 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 FY2023 but for which the agency did not submit an exemption request.

| # of FY2023 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level | | | | | | | | | | |
|---|----------------------|---------|----------|------|-----|----------|--------------------------|---|--|---|
| Cabinet | Requested Exemptions | | | | | | | Additional Underutilized Vehicles that Didn't Submit an Exemption Request | Total # of Underutilized Vehicles for FY2023 | Total Vehicles for Review or Reassignment |
| | Total Fleet | ENV 20% | ERV logs | ETV | PSV | SEV logs | Total Exemption Requests | | | |
| ADMINISTRATION | 48 | 2 | 1 | 4 | 0 | 0 | 7 | 32 | 39 | 17 |
| COMMUNITY COLLEGE | 94 | 13 | 0 | 20 | 6 | 15 | 54 | 32 | 86 | 21 |
| ARTS, CULTURE AND HISTORY | 16 | 1 | 0 | 4 | 0 | 1 | 6 | 4 | 10 | 3 |
| COMMERCE | 846 | 13 | 48 | 198 | 68 | 16 | 343 | 151 | 494 | 44 |
| DHHR | 297 | 21 | 0 | 39 | 0 | 0 | 60 | 87 | 147 | 30 |
| ECONOMIC DEVELOPMENT | 3 | 0 | 0 | 2 | 0 | 0 | 2 | 1 | 3 | 1 |
| EDUCATION | 41 | 0 | 0 | 0 | 1 | 0 | 1 | 14 | 15 | 7 |
| ELECTED OFFICES | 216 | 10 | 0 | 0 | 0 | 39 | 49 | 94 | 143 | 30 |
| DEP | 357 | 10 | 33 | 26 | 2 | 69 | 140 | 39 | 179 | 30 |
| HIGHER ED | 716 | 26 | 8 | 168 | 44 | 196 | 442 | 205 | 647 | 149 |
| HOMELAND SECURITY | 1631 | 4 | 0 | 0 | 5 | 28 | 37 | 583 | 620 | 132 |
| JUDICIAL | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 9 | 3 |
| LEGISLATIVE | 8 | 8 | 0 | 0 | 0 | 0 | 8 | 0 | 8 | 0 |
| MISC | 164 | 9 | 0 | 5 | 0 | 0 | 14 | 63 | 77 | 38 |
| QUASIS | 171 | 0 | 0 | 0 | 0 | 0 | 0 | 76 | 76 | 55 |
| REVENUE | 107 | 7 | 0 | 27 | 0 | 4 | 38 | 25 | 63 | 14 |
| SENIOR SERVICES | 4 | 0 | 1 | 3 | 0 | 0 | 4 | 0 | 4 | 1 |
| TRANSPORTATION | 2160 | 8 | 0 | 1233 | 0 | 0 | 1241 | 172 | 1413 | 25 |
| VETERANS | 51 | 0 | 0 | 0 | 0 | 0 | 0 | 37 | 37 | 24 |
| TOURISM | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 6950 | 132 | 91 | 1729 | 126 | 368 | 2446 | 1624 | 4070 | 624 |

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 FY2023 FMD identified 667 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

| Vehicles For Review | |
|--|--------------|
| Exemptions Received | 2,446 |
| Additional underutilized Vehicles - no Exemption Submitted | 1,624 |
| Total Exemptions | 4,070 |
| Less: | |
| Approved Underutilization Requests | 2352 |
| State Police | 332 |
| New Vehicles | 73 |
| Vehicles that average over 899/Mth | 360 |
| Vehicles with 100,000 Miles & Over | 329 |
| Total Vehicles for Review and or Reassignment | 624 |
| Data Action Items | |
| Missing Purpose | 179 |
| Unusual Purpose category | 48 |
| Last Odometer date before 1/2022 | 440 |
| Total Number of Data Action Items | 667 |

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.

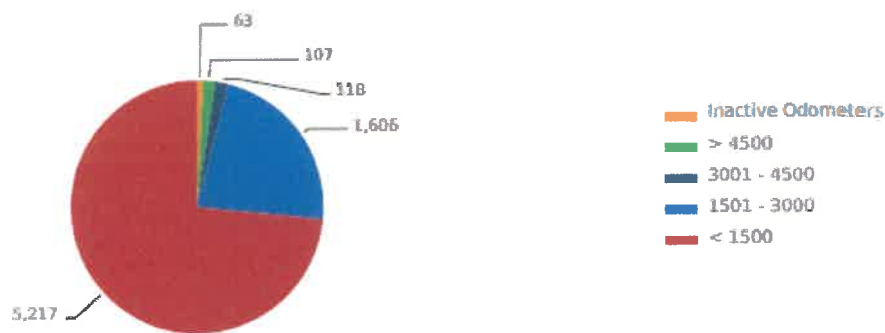
The Vehicle Management Contract with Holman utilizes Geotab for telematics services. Telematics is the tool to better define who, when, and where state vehicles are being used. As of October 1, 2023, there are 9 agencies utilizing telematics covering 209 vehicles.

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 costs of programs to track and report on the state's fleet operations cost and utilization. FMD finds that the monthly fees and administrative 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 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. FMD would support and encourage mandating the installation of telematics in all state vehicles. Telematics data could assist with identifying underutilized vehicles, maximize utilization, and define which vehicles and locations would be beneficial for alternative powered vehicles and support facilities.

Appendix

Appendix 1 – Inventory

Holman Universe Inventory

wvOasis WV-FIN-AM-017 Vehicles by Department

Appendix 2 – Operations Cost

Holman Fixed and Operation Expense Reports FY23

LOV Operations Cost 10-1-2023

Appendix 3 – Exempt Agencies Reported Data

Department of Highways / WV Rails Authority

Parkways Authority

Department of Natural Resources, State Parks

Appendix 4 – Utilization Report

Cover Letter to Cabinet Secretary

FY2023 Utilization Exemption Vehicle Summary

FY2023 Utilization Exemption Request Summary Spreadsheet

Appendix 5 – Reimbursements, Rentals, and Travel

wvOASIS WV-FIN-GL-146

Appendix 6 – §5A-12-7 Noncompensatory Drivers

Appendix 7 - Auditor's Office State Vehicle Summary of Spot Compliance Audit FY2023