



Allan L. McVey

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION

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11/16/2020

Cabinet Secretary, Allan McVey

West Virginia Department of Administration

1409 Greenbrier Street

Charleston, WV 25311

Re: **HB4015, State Vehicle Fleet Annual Report for FY2020**

Dear Secretary McVey,

Included with this cover letter is the State Vehicle Fleet Annual Report for FY2020. HB4015 requires the Fleet Management Division 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, FY2019 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 2014. A historical accounting was not required by HB4015, but FMD thought a historical perspective would be beneficial.

Inventory: FMD's purview covers 1 ton and under vehicles and that inventory has decreased since 2014. With the impending passage of HB4015, and with the assistance of wvOASIS, FMD started reporting all licensed units which including vehicles over 1 ton and trailers. The State's wvOASIS licensed motorized vehicle count is 8,868. There are 1,707 non-motorized licensed units (trailers), and third party leased vehicles bringing the total licensed inventory number to 10,575. The attached chart and graph below are from ARI and lists the state's inventory by the agency operating the vehicle. The provided breakout is by cabinet level.

Vehicle Acquisitions and Decommissions: The number of vehicle requests fluctuates each year. For the MV17 contract year, the state purchased the least number of vehicles at 409. MV15 was the largest year with 872 vehicle requests. 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 state averages 550 decommissioned vehicles/year. Depending on how an agency disposes of a vehicle, not all vehicles are considered decommissioned. Agencies' internal transfers, scrapped vehicles, lease returns, and total loss vehicles are not counted under the category of decommissioned. The attached chart and graph provide a breakout by cabinet level and vehicle class.

Maintenance and Fueling Costs: Maintenance and fueling cost continues to increase. HB4015 requires agencies to use FMD services for maintenance and fueling. The increase in the number of participants impacts the overall cost. In 2014, FMD had 2,600 units using maintenance services, as of 10/1/2020 there were 3,203 using FMD's maintenance services. The same applies for fueling services, which increased from 3,700 to 4,752. FMD attributes the increase in operating cost to the addition of more vehicles using FMD's services.

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

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

Fleet Management Division 2020 Annual Fleet Report



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Background

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

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

HB4015 State Vehicle Fleet Annual Report

HB4015 requires the agencies to report on their vehicle inventory that they own and operate by October 31, 2018 and annually thereafter. FMD must submit a state fleet annual report to the Governor and the Joint Committee on Government and Finance by December 31, 2020. HB4015 §5A-19-9 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 8/12/2020 instructing them to verify the data in ARI database and wvOASIS. In addition, FMD sent an email on 8/14/2020 to those agencies that were granted an exemption to send their vehicle operation data for FY2020 by Oct. 1, 2020, Appendix 2 contains a copy of the cabinet level ARI Fixed and Operating Expense FY20 and exempt agencies reporting is found in Appendix 3.

HB4015 Reporting Requirements

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

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

ARI's LOV Report contains all operation costs for the life of the vehicle plus each vehicle's attributes.

ARI's Fixed and Operation Expenses FY2020 provides the operations cost for fiscal year 2020 (FY2020) by Cabinet, Agency and vehicle level. These reports will provide a baseline for future reporting and provide an area of focus for the Auditor's Office 20% spot compliance. These vehicle operations cost reports can be found in Appendix 2.

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

Rule §148-23 was submitted by FMD exempting: 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 11, 2020, only DOH (which includes Rail Authority) and Parkways provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in HB4015. Exempt agencies reports can be found in Appendix 3.

Cabinet Level Fleet Inventory

Inventory in ARI and wvOASIS

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

FMD ran the wvOASIS FIN-AM-017 Vehicles by Department Report (FA17) report on October 1, 2020. Below is a chart listing the number of owned and operated motorized vehicles over and under one ton and licensed non-motorized units.

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

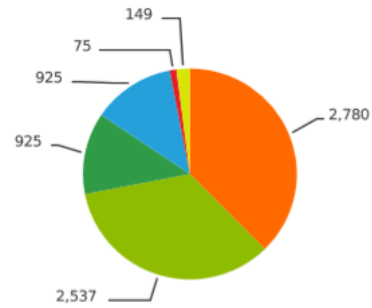
Below are graphs listing the state's inventory in ARI by Type, Manufacturer and Year. FMD can provide additional inventory reports at the agency and department level upon request.

Appendix 1 contains the wvOASIS FA17 report and ARI Inventory.

	# of One Ton & Under Vehicles (ARI LOV Report) 10/2020	Total # of Motorized Vehicles in wvOASIS (FA17) 10/2020	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2020	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17) 10/2020	# of Licensed Leased Units in wvOASIS, 32 (FA17) 10/2020	# of Licensed Non Motorized Units in wvOASIS, 50 (FA17) 10/2020	# of Licensed Travel trailers in wvOASIS, 24 (FA17) 10/2020	# of Duplication Vin #'s in wvOASIS 10/2020	# of Bad Vin #'s in wvOASIS 10/2020	# of Vehicles Active in ARI Not in wvOASIS 10/2020	# of Vehicles Active in ARI Not in wvOASIS MINUS NEW 10/2020
Administration	47	2985	2980	5	0	9	0	0	0	0	0
Commerce	826	651	591	56	4	344	10	0	1	20	0
Community College	101	85	59	24	2	23	2	2	1	11	9
Culture and History	16	3	2	1	0	3	1	0	0	0	0
Education	41	14	4	10	0	0	0	0	0	0	0
Elected Office	228	194	179	15	0	44	2	0	0	7	0
Environmental Protection	374	5	4	1	0	45	0	0	0	1	0
Health Human Resource	293	22	21	1	0	22	0	0	0	7	0
Higher Ed	762	856	742	93	21	154	1	1	4	11	10
Homeland Security	1725	988	859	95	34	134	61	0	5	29	9
Judicial	19	19	19	0	0	0	0	0	0	0	0
Legislative	8	5	5	0	0	0	0	0	0	0	0
Miscellaneous	112	0	0	0	0	4	0	0	0	9	0
Quasis	178	275	194	81	0	49	0	0	0	0	0
Revenue	111	10	10	0	0	2	1	0	0	5	0
Senior Services	6	0	0	0	0	0	0	0	0	0	0
Transportation	2265	2762	1239	1523	0	707	24	0	27	78	0
Veterans	65	54	52	2	0	4	0	0	0	0	0
Totals	7177	8928	6960	1907	61	1544	102	3	38	178	28

Inventory by Asset Type

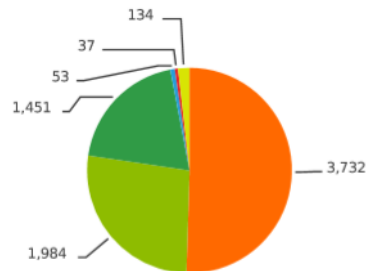
Active Vehicles



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

Inventory by Manufacturer

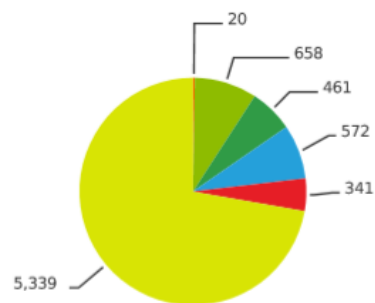
Active Vehicles



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

Inventory By Model Year

Active Vehicles



- 2021
- 2020
- 2019
- 2018
- 2017
- Older

Fleet Operations Cost

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

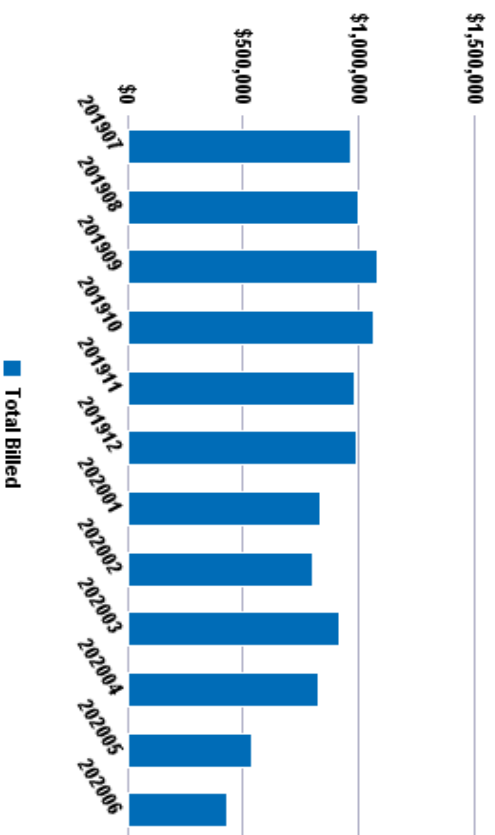
HB4015 §5A-12-9 (a) Each spending unit that owns, uses, or maintains a state vehicle shall utilize the management services provided by the Fleet Management Division for all state vehicles.

FMD provides fueling and maintenance services through Automotive Resources International (ARI). As of October 2020, FMD provided maintenance services to 3,203 vehicles and fueling services to 4,752 vehicles. In appendix 2, is a report titled LOV Operating Cost 10-1-2020 (LOV Report). The LOV Report lists each state owned or operated, 1 ton and under motorized licensed vehicles with the vehicle's 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 FY2020 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2019. Other fleet and travel expenses not facilitated by ARI can be found in the wvOASIS FIN-GL-146 report found in Appendix 5. Below is a Cabinet Level Summary Chart that lists the state operations cost along with a second graph listing the main billing categories for the operations of the state fleet. Please note that the chart below only contains data from vehicles using ARI fueling and maintenance services.

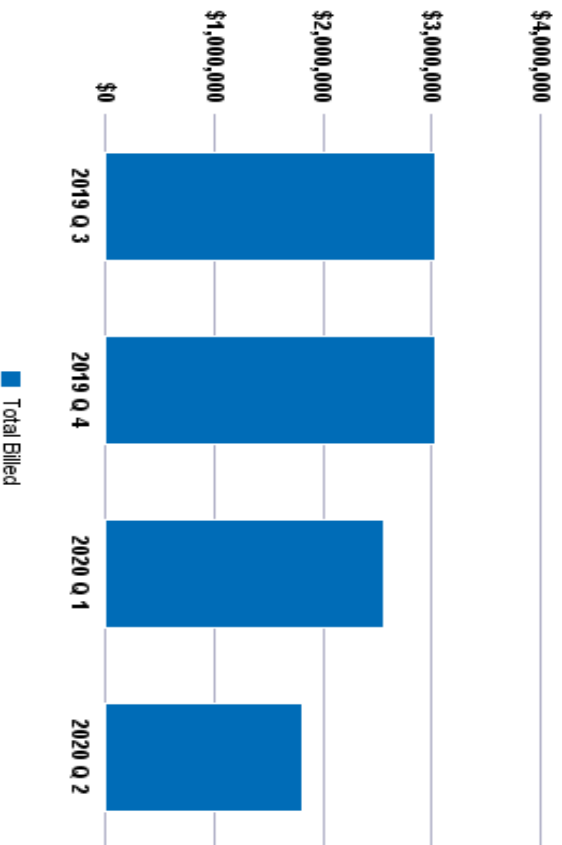
Cabinet Level Vehicle Operations Cost Chart

	# of One Ton & Under Vehicles (ARI LOV Report) 10/2020	Total # of Motorized Vehicles in wvOASIS (FA17) 10/2020	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2020	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17) 10/2020	# of Licensed Leased Units in wvOASIS, 32 (FA17) 10/2020	# of Licensed Non Motorized Units in wvOASIS, 50 (FA17) 10/2020	# of Licensed Travel trailers in wvOASIS, 24 (FA17) 10/2020	# of Duplication Vin #'s in wvOASIS 10/2020	# of Bad Vin #'s in wvOASIS 10/2020	# of Vehicles Active in ARI Not in wvOASIS 10/2020	# of Vehicles Active in ARI Not in wvOASIS MINUS NEW 10/2020
Administration	47	2985	2980	5	0	9	0	0	0	0	0
Commerce	826	651	591	56	4	344	10	0	1	20	0
Community College	101	85	59	24	2	23	2	2	1	11	9
Culture and History	16	3	2	1	0	3	1	0	0	0	0
Education	41	14	4	10	0	0	0	0	0	0	0
Elected Office	228	194	179	15	0	44	2	0	0	7	0
Environmental Protection	374	5	4	1	0	45	0	0	0	1	0
Health Human Resource	293	22	21	1	0	22	0	0	0	7	0
Higher Ed	762	856	742	93	21	154	1	1	4	11	10
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Miscellaneous	112	0	0	0	0	4	0	0	0	9	0
Quasis	178	275	194	81	0	49	0	0	0	0	0
Revenue	111	10	10	0	0	2	1	0	0	5	0
Senior Services	6	0	0	0	0	0	0	0	0	0	0
Transportation	2265	2762	1239	1523	0	707	24	0	27	78	0
Veterans	65	54	52	2	0	4	0	0	0	0	0
Totals	7177	8928	6960	1907	61	1544	102	3	38	178	28

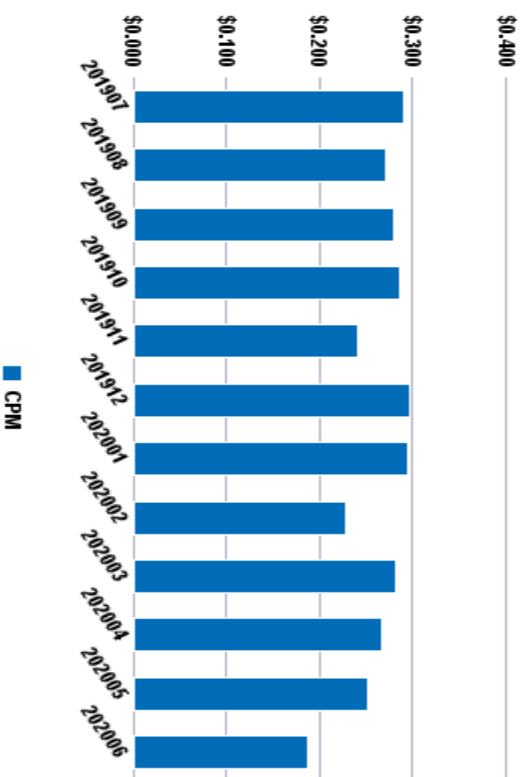
Operating Expenses By Month



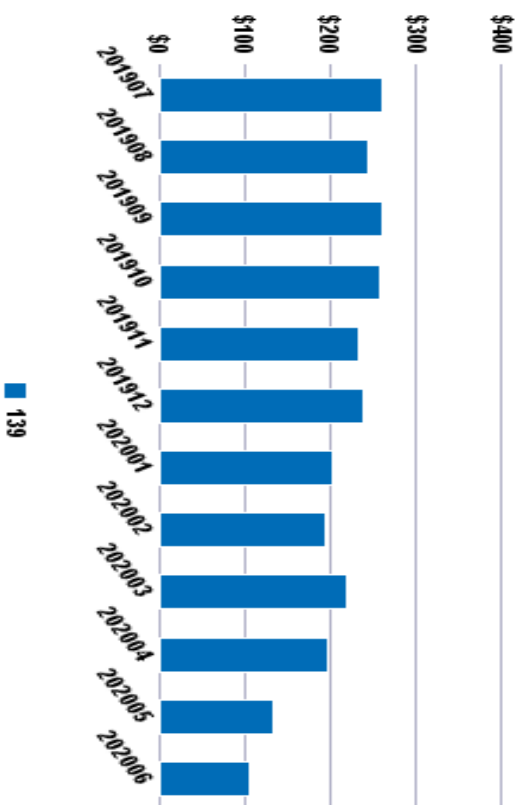
Operating Expenses By Quarter



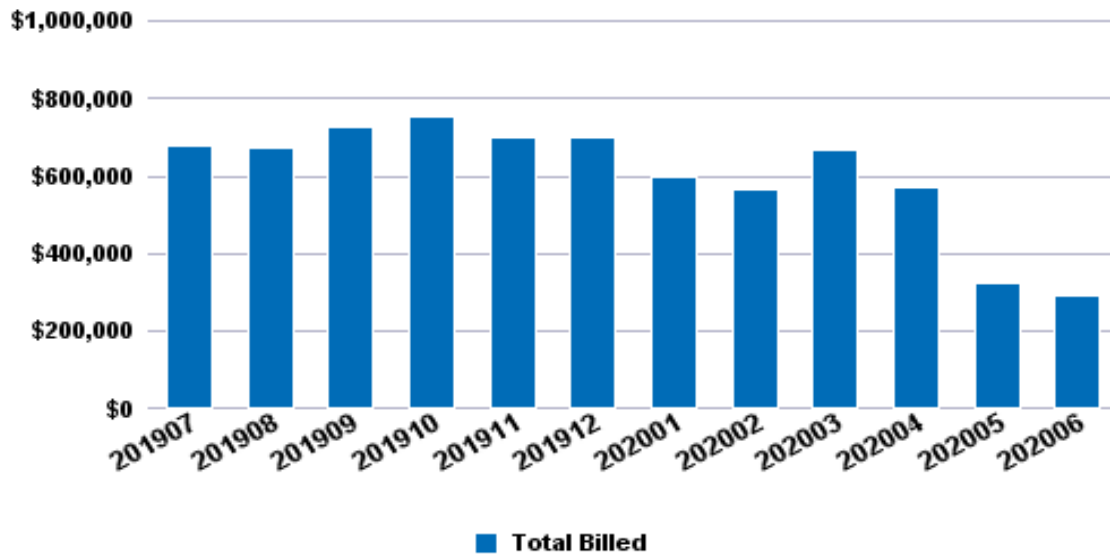
Cost Per Mile By Month



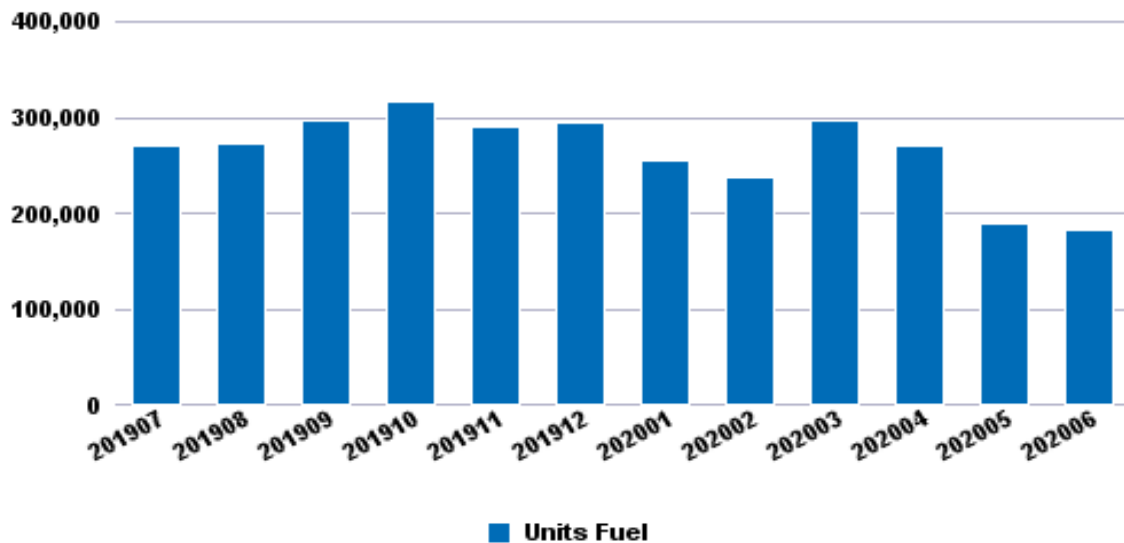
Cost Per Veh Per Month



Fuel Expenses By Month



Fuel Gallons By Month



Exempt Agencies Reporting

On August 14, 2020 FMD sent the exempt agencies AFCs an email requesting they provide their fleet operation cost by October 1, 2020, as required by HB4015 §5A-12-10, Annual reports by spending units.

Rule §148-23 exempted Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD's maintenance services. Until the new Phase E modular is completed, the exempt agencies reported data will have to be reported separately.

As of November 11, 2020, only DOH (which includes Rail Authority) and Parkways provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in HB4015. Exempt agencies reports can be found in Appendix 3.

HB4015, Other Requirements

Below is a chart listing the other agency reporting requirements, the appointed AFC that completed mandatory training by October 31, 2020, and a list of agencies that maintain a list of noncompensatory drivers as required by HB103. The agencies reporting of noncompensatory drivers can be found in appendix 6.

CABINET CODES	Department	AGENCY	2020 Training Completed Date. Video Series Uploaded On 7/21/2020	2020 Training Attendees	HB103 email sent to AFC's 2020	Under-Utilization Forms Voided Email Sent 2020	HB103 Noncompensatory Driver spreadsheet returned by 7/31/2020	FY2020 SEV & ERV Exemption forms sent 7/2020	SEV & ERV Agency Log Received 2020	Email to AFC for 2020 vehicle data by Oct. 1st	2020 Fleet Report Agencies Confirmed data
AD	Administration	Aviation			DUSTIN ANTHONY 6/10/2020	DUSTIN ANTHONY 6/10/2020	YES	DUSTIN ANTHONY 6/15/2020	6/15/2020	DUSTIN ANTHONY 8/12/2020	
AD	Administration	BRIM Board of Risk & Insurance	7/28/2020	CARL BALDWIN	CARL BALDWIN 6/10/2020	CARL BALDWIN 6/10/2020	YES			CARL BALDWIN 8/12/2020	
AD	Administration	CPRB Consolidated Public	9/2/2020	AMBER HAWKINS	AMBER HAWKINS 6/10/2020	AMBER HAWKINS 6/10/2020	YES			AMBER HAWKINS 8/12/2020	
AD	Administration	Fleet Management	8/31/2020	JAMES PARSONS	JAMES PARSONS 6/10/2020	JAMES PARSONS 6/10/2020	NO			JAMES PARSONS 8/12/2020	9/29/2020
AD	Administration	General Services	10/8/2020	ROBIN CASTO	ROBERT HOVATTER 6/10/2020	ROBERT HOVATTER 6/10/2020	NO	ROBERT HOVATTER 6/17/2020		ROBERT HOVATTER 8/12/2020	
AD	Administration	IS&C Technology Office	8/27/2020	SANDRA HENSON, STACI CLUTTERS	STACI CLUTTERS 6/10/2020	STACI CLUTTERS 6/10/2020	NO			STACI CLUTTERS 8/12/2020	
AD	Administration	Purchasing			LU ANNE COTTRILL 6/10/2020	LU ANNE COTTRILL 6/10/2020	YES			LU ANNE COTTRILL 8/12/2020	
AD	Administration	Real Estate			SHELLY EADS 6/10/2020	SHELLY EADS 6/10/2020	YES			SHELLY EADS 8/12/2020	
AD	Administration	Surplus Property			DOUG ELKINS 6/10/2020	DOUG ELKINS 6/10/2020	NO	DOUG ELKINS 6/17/2020		DOUG ELKINS 8/12/2020	
CC	Community College	Blue Ridge Community & Technical College	9/11/2020	NATASHA SCOLARO	NATASHA SCOLARO 6/10/2020	NATASHA SCOLARO 6/10/2020	NO	NATASHA SCOLARO 6/15/2020	6/15/2020	NATASHA SCOLARO 8/12/2020	
CC	Community College	BridgeValley Community & Technical College	7/23/2020	JOHN POWELL	JOHN POWELL 6/10/2020	JOHN POWELL 6/10/2020	YES			JOHN POWELL 8/12/2020	
CC	Community College	Eastern WV Community & Technical College	8/26/2020	JAENNAE SNYDER	JAENNAE SNYDER 6/10/2020	JAENNAE SNYDER 6/10/2020	YES			JAENNAE SNYDER 8/12/2020	
CC	Community College	Mountwest Community & Technical College	8/31/2020	TERRI TOMBLIN-BYRD	TERRI TOMBLIN-BYRD 6/10/2020	TERRI TOMBLIN-BYRD 6/10/2020	YES	TERRI TOMBLIN-BYRD 6/17/2020	7/22/2020	TERRI TOMBLIN-BYRD 8/12/2020	
CC	Community College	New River Community & Technical College			ROBERT RUINION 6/10/2020	ROBERT RUINION 6/10/2020	YES			ROBERT RUINION 8/12/2020	
CC	Community College	Northern Community College			LYNDIE SCOTT-GUZEK 6/10/2020	LYNDIE SCOTT-GUZEK 6/10/2020	NO			LYNDIE SCOTT-GUZEK 8/12/2020	
CC	Community College	Potomac State College of WVU			KEITH PYLES 6/10/2020	KEITH PYLES 6/10/2020	NO	KEITH PYLES 6/16/2020	6/25/2020	KEITH PYLES 8/12/2020	
CC	Community College	Southern WV Community & Technical College	8/3/2020	VELVA PENNINGTON	VELVA PENNINGTON 6/10/2020	VELVA PENNINGTON 6/10/2020	YES	VELVA PENNINGTON 6/17/2020	6/17/2020	VELVA PENNINGTON 8/12/2020	
CC	Community College	WVU at Parkersburg	8/31/2020	AMBER NICHOLS	AMBER NICHOLS 6/10/2020	AMBER NICHOLS 6/10/2020	YES	AMBER NICHOLS 6/17/2020		AMBER NICHOLS 8/12/2020	
CH	Culture and History	Culture & History			SAM CALVERT 6/10/2020	SAM CALVERT 6/10/2020	NO	SAM CALVERT 6/17/2020	7/31/2020	SAM CALVERT 8/12/2020	
CH	Culture and History	Educational Broadcasting Authority	8/28/2020	DALE MALCOMB	DALE MALCOMB 6/10/2020	DALE MALCOMB 6/10/2020	YES	DALE MALCOMB 6/15/2020	6/15/2020	DALE MALCOMB 8/12/2020	9/28/2020
CH	Culture and History	Library Commission	9/2/2020	WOODIE DORSEN	WOODIE DORSEN 6/10/2020	WOODIE DORSEN 6/10/2020	YES	WOODIE DORSEN 6/17/2020		WOODIE DORSEN 8/12/2020	
CO	Commerce	Development Office	8/6/2020	KIMBERLY MILLER	KIMBERLY MILLER 6/10/2020	KIMBERLY MILLER 6/10/2020	YES			KIMBERLY MILLER 8/12/2020	
CO	Commerce	DNR	9/2/2020	JUSTIN PETTRY	JUSTIN PETTRY 6/10/2020	JUSTIN PETTRY 6/10/2020	YES	JUSTIN PETTRY 6/17/2020	7/6/2020	JUSTIN PETTRY 8/12/2020	
CO	Commerce	Forestry	7/22/2020	ANDREW NUNN	ANDREW NUNN 6/10/2020	ANDREW NUNN 6/10/2020	YES			ANDREW NUNN 8/12/2020	8/13/2020
CO	Commerce	Geological Survey	9/2/2020	HANNA LAW	HANNA LAW 6/10/2020	HANNA LAW 6/10/2020	YES	HANNA LAW 6/17/2020	7/30/2020	HANNA LAW 8/12/2020	
CO	Commerce	Labor	7/23/2020	TERRI DEMPSEY	TERRI DEMPSEY 6/10/2020	TERRI DEMPSEY 6/10/2020	YES	TERRI DEMPSEY 6/17/2020	6/17/2020	TERRI DEMPSEY 8/12/2020	
CO	Commerce	Miner's Health, Safety & Training			TOM MCCLURE 6/10/2020	TOM MCCLURE 6/10/2020	NO			TOM MCCLURE 8/12/2020	
CO	Commerce	Rehabilitation Services	8/4/2020	TAMMY THOMAS	TAMMY THOMAS 6/10/2020	TAMMY THOMAS 6/10/2020	YES	TAMMY THOMAS 6/17/2020	7/14/2020	TAMMY THOMAS 8/12/2020	
CO	Commerce	Tourism	8/31/2020	GEORGINA DAVIS	GEORGINA DAVIS 6/10/2020	GEORGINA DAVIS 6/10/2020	YES			GEORGINA DAVIS 8/12/2020	
CO	Commerce	Workforce WV			TAMMY COGAR 6/10/2020	TAMMY COGAR 6/10/2020	NO			TAMMY COGAR 8/12/2020	
DH	DHHR	DHHR	8/31/2020	AMY GATES	AMY GATES 6/10/2020	AMY GATES 6/10/2020	YES			AMY GATES 8/12/2020	
ED	Education	Fiscal Control Education	7/29/2020	MIKE DAVIS	MIKE DAVIS 6/10/2020	MIKE DAVIS 6/10/2020	NO			MIKE DAVIS 8/12/2020	
ED	Education	School Building Authority	7/22/2020	LISA WILKINSON	LISA WILKINSON 6/10/2020	LISA WILKINSON 6/10/2020	YES			LISA WILKINSON 8/12/2020	
ED	Education	Schools for the Deaf & the Blind	7/27/2020	LORI DAWSON	LORI DAWSON 6/10/2020	LORI DAWSON 6/10/2020	YES			LORI DAWSON 8/12/2020	
EL	Elected Officials	Adjutant General	7/24/2020	LORI SUTTON	LORI SUTTON 6/10/2020	LORI SUTTON 6/10/2020	NO	LORI SUTTON 6/15/2020		LORI SUTTON 8/12/2020	
EL	Elected Officials	AGR01 Agriculture			STACY STRAIGHT 6/10/2020	STACY STRAIGHT 6/10/2020	NO			STACY STRAIGHT 8/12/2020	
EL	Elected Officials	AGR04 WV Conservation Agency	8/31/2020	ANITA MAY	ANITA MAY 6/10/2020	ANITA MAY 6/10/2020	YES			ANITA MAY 8/12/2020	
EL	Elected Officials	Attorney General	8/26/2020	DAN SIZEMORE	DAN SIZEMORE 6/10/2020	DAN SIZEMORE 6/10/2020	YES			DAN SIZEMORE 8/12/2020	
EL	Elected Officials	Auditor's Office	8/31/2020	GREG PENNINGTON, MATTHEW HOLBROK	GREG PENNINGTON 6/10/2020	GREG PENNINGTON 6/10/2020	YES	GREG PENNINGTON 6/15/2020	6/16/2020	GREG PENNINGTON 8/12/2020	9/23/2020
EL	Elected Officials	Governor's Office	8/3/2020	ERIC MILLER	ERIC MILLER 6/10/2020	ERIC MILLER 6/10/2020	NO			ERIC MILLER 8/12/2020	
EL	Elected Officials	Secretary of State	9/2/2020	ADAM YOUNG	ADAM YOUNG 6/10/2020	ADAM YOUNG 6/10/2020	NO			ADAM YOUNG 8/12/2020	
EL	Elected Officials	Treasurer's Office	9/3/2020	ASHLEY SMOLDER	ASHLEY SMOLDER 6/10/2020	ASHLEY SMOLDER 6/10/2020	YES	ASHLEY SMOLDER 6/16/2020	6/17/2020	ASHLEY SMOLDER 8/12/2020	9/3/2020
EN	DEP	DEP	8/31/2020	TAMMY THORNTON, STEVE BRIGHTWELL	STEVE BRIGHTWELL 6/10/2020	STEVE BRIGHTWELL 6/10/2020	YES	STEVE BRIGHTWELL 6/15/2020	7/9/2020	STEVE BRIGHTWELL 8/12/2020	
EN	DEP	Solid Waste Management Board	7/23/2020	PAUL HAYES	PAUL HAYES 6/10/2020	PAUL HAYES 6/10/2020	YES			PAUL HAYES 8/12/2020	

CABINET CODES	Department	AGENCY	2020 Training Completed Date. Video Series Uploaded On 7/21/2020	2020 Training Attendees	HB103 email sent to AFC's 2020	Under-Utilization Forms Voided Email Sent 2020	HB103 Noncompensatory Driver spreadsheet returned by 7/31/2020	FY2020 SEV & ERV Exemption forms sent 7/2020	SEV & ERV Agency Log Received 2020	Email to AFC for 2020 vehicle data by Oct. 1st	2020 Fleet Report Agencies Confirmed data
HE	Higher Ed	Bluefield State College			PAUL RUTHERFORD 6/10/2020	PAUL RUTHERFORD 6/10/2020	YES	PAUL RUTHERFORD 6/15/2020		PAUL RUTHERFORD 8/12/2020	
HE	Higher Ed	Concord University			CALVIN HEBB 6/10/2020	CALVIN HEBB 6/10/2020	NO	CALVIN HEBB 6/15/2020		CALVIN HEBB 8/12/2020	
HE	Higher Ed	Fairmont State University	8/31/2020	LENORA MONTGOMERY	LENORA MONTGOMERY 6/10/2020	LENORA MONTGOMERY 6/10/2020	NO			LENORA MONTGOMERY 8/12/2020	
HE	Higher Ed	Glenville State College	8/6/2020	BRITTANY BENSON	BRITTANY BENSON 6/10/2020	BRITTANY BENSON 6/10/2020	YES	BRITTANY BENSON 6/16/2020	6/23/2020	BRITTANY BENSON 8/12/2020	
HE	Higher Ed	Marshall University			JAMES TERRY 6/10/2020	JAMES TERRY 6/10/2020	NO	JAMES TERRY 6/16/2020		JAMES TERRY 8/12/2020	
HE	Higher Ed	Osteopathic Medicine			KEVIN WILLIAMS 6/10/2020	KEVIN WILLIAMS 6/10/2020	NO			KEVIN WILLIAMS 8/12/2020	
HE	Higher Ed	Policy Commission	7/30/2020	MARY BLASHFORD	MARY BLASHFORD 6/10/2020	MARY BLASHFORD 6/10/2020	NO			MARY BLASHFORD 8/12/2020	
HE	Higher Ed	Shepherd University	7/30/2020	LORI MOY	LORI PEPPL 6/10/2020	LORI PEPPL 6/10/2020	YES			LORI PEPPL 8/12/2020	
HE	Higher Ed	West Liberty University	10/1/2020	JOE MILLS	JOE MILLS 6/10/2020	JOE MILLS 6/10/2020	NO	JOE MILLS 6/16/2020		JOE MILLS 8/12/2020	
HE	Higher Ed	West Virginia State University	9/2/2020	PETER SMITH	PETER SMITH 6/10/2020	PETER SMITH 6/10/2020	NO	PETER SMITH 6/16/2020		PETER SMITH 8/12/2020	
HE	Higher Ed	West Virginia State University Research	9/2/2020	AMY SHAWVER	AMY SHAWVER 6/10/2020	AMY SHAWVER 6/10/2020	NO			AMY SHAWVER 8/12/2020	
HE	Higher Ed	West Virginia University			KEITH PYLES 6/10/2020	KEITH PYLES 6/10/2020	NO	KEITH PYLES 6/16/2020	6/25/2020	KEITH PYLES 8/12/2020	
HE	Higher Ed	WV Autism Training Center at Marshall University			ELIZABETH TAPPAN 6/10/2020	ELIZABETH TAPPAN 6/10/2020	NO			ELIZABETH TAPPAN 8/12/2020	
HE	Higher Ed	WVNET	9/2/2020	PHILIP SNITZ	PHILIP SNITZ 6/10/2020	PHILIP SNITZ 6/10/2020	YES	PHILIP SNITZ 6/16/2020	6/16/2020	PHILIP SNITZ 8/12/2020	9/11/2020
HE	Higher Ed	WVU Institute of Technology			KEITH PYLES 6/10/2020	KEITH PYLES 6/10/2020	NO	KEITH PYLES 6/16/2020	6/25/2020	KEITH PYLES 8/12/2020	
HS	Homeland Security	Cabinet Secretary's Office	8/31/2020	STEPHANIE TILLER	STEPHANIE TILLER 6/10/2020	STEPHANIE TILLER 6/10/2020	YES			STEPHANIE TILLER 8/12/2020	
HS	Homeland Security	CORRECTIONS	7/27/2020, 8/10/2020	LILLY BRACK, STEVE CROOK, REGGIE SMITH	STEVE CROOK 6/10/2020	STEVE CROOK 6/10/2020	NO			STEVE CROOK 8/12/2020	
HS	Homeland Security	Fire Commission	7/27/2020, 8/10/2020	LILLY BRACK, STEVE CROOK, REGGIE SMITH	ROBERT SHARP 6/10/2020	ROBERT SHARP 6/10/2020	YES			STEVE CROOK 8/12/2020	
HS	Homeland Security	Homeland Security & Emergency Management	8/11/2020	LEONA WEHRL	CODY TAYLOR 6/10/2020	CODY TAYLOR 6/10/2020	NO	CODY TAYLOR 6/16/2020		LEONA WEHRL 8/12/2020	
HS	Homeland Security	Justice and Community Services	7/27/2020, 8/10/2020	LILLY BRACK, STEVE CROOK, REGGIE SMITH	STEVE CROOK 6/10/2020	STEVE CROOK 6/10/2020	NO			STEVE CROOK 8/12/2020	
HS	Homeland Security	JUVENILE SERVICES	7/27/2020, 8/10/2020	LILLY BRACK, STEVE CROOK, REGGIE SMITH	STEVE CROOK 6/10/2020	STEVE CROOK 6/10/2020	NO	STEVE CROOK 6/16/2020	6/25/2020	STEVE CROOK 8/12/2020	
HS	Homeland Security	Parole Board			NATALIE PROCTOR 6/10/2020	NATALIE PROCTOR 6/10/2020	NO			NATALIE PROCTOR 8/12/2020	
HS	Homeland Security	Protective Services	8/31/2020	PAULA TOTTEN	MARK SWECKER 6/10/2020	MARK SWECKER 6/10/2020	YES			MARK SWECKER 8/12/2020	
HS	Homeland Security	REGIONAL JAIL AUTHORITY	7/27/2020, 8/10/2020	LILLY BRACK, STEVE CROOK, REGGIE SMITH	STEVE CROOK 6/10/2020	STEVE CROOK 6/10/2020	NO			STEVE CROOK 8/12/2020	
HS	Homeland Security	State Police	8/25/2020	MARK YOST	JEFFERY PERRY 6/10/2020	JEFFERY PERRY 6/10/2020	NO			MARK YOST 8/12/2020	
JU	Judicial	Supreme Court			KIMBERLY ELLIS 6/10/2020	KIMBERLY ELLIS 6/10/2020	NO			KIMBERLY ELLIS 8/12/2020	
LE	Legislative	Commission on Special Investigation	9/9/2020	KENNETH MCCORD	KENNETH MCCORD 6/10/2020	KENNETH MCCORD 6/10/2020	NO			KENNETH MCCORD 8/12/2020	
MI	MISC	Barbers & Cosmetologists	9/2/2020	JASON GRAVES	JASON GRAVES 6/10/2020	JASON GRAVES 6/10/2020	YES			JASON GRAVES 8/12/2020	
MI	MISC	National Coal Heritage Area Authority	9/8/2020	LINDA HAWKINS	LINDA HAWKINS 6/10/2020	LINDA HAWKINS 6/10/2020	YES			LINDA HAWKINS 8/12/2020	
MI	MISC	Public Service Commission			MICHAEL E DAILEY 6/10/2020	MICHAEL E DAILEY 6/10/2020	NO			MICHAEL E DAILEY 8/12/2020	8/19/2020
QU	Quasi	Parkways Authority	8/27/2020	FRANK MILLER	FRANK MILLER 6/10/2020	FRANK MILLER 6/10/2020	YES			FRANK MILLER 8/12/2020	
RE	Revenue	ABCC Alcohol Beverage Control Administration	7/24/2020	BELINDA BURDETTE	BELINDA BURDETTE 6/10/2020	BELINDA BURDETTE 6/10/2020	YES			BELINDA BURDETTE 8/12/2020	
RE	Revenue	Insurance Commission			DEBBIE HUGHES 6/10/2020	DEBBIE HUGHES 6/10/2020	NO	DEBBIE HUGHES 6/16/2020		DEBBIE HUGHES 8/12/2020	
RE	Revenue	Lottery Commission	8/13/2020	PAULA BRADLEY	PAULA BRADLEY 6/10/2020	PAULA BRADLEY 6/10/2020	YES			PAULA BRADLEY 8/12/2020	
RE	Revenue	Tax Division and Tax Criminal Investigations	8/26/2020	TAMMY LAMBERT	TAMMY LAMBERT 6/10/2020	TAMMY LAMBERT 6/10/2020	YES	TAMMY LAMBERT 6/16/2020	6/29/2020	TAMMY LAMBERT 8/12/2020	
SR	Senior Services	Senior Services	8/26/2020	MONICA ROGERS	MONICA ROGERS 6/10/2020	MONICA ROGERS 6/10/2020	YES			MONICA ROGERS 8/12/2020	
TR	Transportation	Administrative Hearings	7/30/2020	SUSAN FINNEY	SUSAN FINNEY 6/10/2020	SUSAN FINNEY 6/10/2020	YES			SUSAN FINNEY 8/12/2020	
TR	Transportation	Courtesy Patrol	8/31/2020	HEATHER HUFFMAN	HEATHER HUFFMAN 6/10/2020	HEATHER HUFFMAN 6/10/2020	NO			HEATHER HUFFMAN 8/12/2020	
TR	Transportation	DMV Motor Vehicles	7/27/2020	RYAN MACDONALD	RYAN MACDONALD 6/10/2020	RYAN MACDONALD 6/10/2020	YES	RYAN MACDONALD 6/16/2020	6/18/2020	RYAN MACDONALD 8/12/2020	
TR	Transportation	DOH HIGHWAYS	9/4/2020	JEFF PIFER	JEFF PIFER 6/10/2020	JEFF PIFER 6/10/2020	YES			JEFF PIFER 8/12/2020	
TR	Transportation	Public Transit	8/18/2020	CHARLES VANCE	CHARLES VANCE 6/10/2020	CHARLES VANCE 6/10/2020	NO			CHARLES VANCE 8/12/2020	
TR	Transportation	State Rail Authority	8/4/2020	CINDY BUTLER, ALICIA MARKWOOD	CINDY BUTLER 6/10/2020	CINDY BUTLER 6/10/2020	YES	CINDY BUTLER 6/16/2020	7/13/2020	CINDY BUTLER 8/12/2020	
VE	Veterans Assistance	Veteran's Assistance Transportation Program	9/11/2020	ALLEN WOOD	ALLEN WOOD 6/10/2020	ALLEN WOOD 6/10/2020	NO			ALLEN WOOD 8/12/2020	
VE	Veterans Assistance	Veteran's Home	9/11/2020	ALLEN WOOD	ALLEN WOOD 6/10/2020	ALLEN WOOD 6/10/2020	NO			ALLEN WOOD 8/12/2020	
VE	Veterans Assistance	Veteran's Nursing Facility / Veterans Assistance	9/11/2020	ALLEN WOOD	ALLEN WOOD 6/10/2020	ALLEN WOOD 6/10/2020	NO			ALLEN WOOD 8/12/2020	

Travel Reimbursements and Vehicle Rental Expenses

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

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

Cabinet	Department	Dept Code	ENERGY EXP MTR VEH/AIR	REIMBURSE MENT	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE IMPROVEM ENTS	VEHICLE OPERATING EXP	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
ADMINISTRATION FUNCTIONS	AVIATION DIVISION	0215	\$65.14		\$2,515.26				\$893.20	\$887,427.17	\$890,900.77
ADMINISTRATION FUNCTIONS	BOARD OF RISK AND INSURANCE MANAGEMENT	0218	\$124.00		\$1,857.28			\$160.00	\$484.00		\$2,625.28
ADMINISTRATION FUNCTIONS	COMMISSION ON UNIFORM STATE LAWS	0217	\$152.23		\$390.55						\$542.78
ADMINISTRATION FUNCTIONS	COMMODITIES AND SERVICES FROM THE HANDICAPPED	0224			\$11.60						\$11.60
ADMINISTRATION FUNCTIONS	CONSOLIDATED PUBLIC RETIREMENT BOARD	0203			\$2,530.60	\$3,054.80		\$0.00	\$264.00		\$5,849.40
ADMINISTRATION FUNCTIONS	DIVISION OF PERSONNEL	0222			\$2,415.02				\$4,491.34		\$6,906.36
ADMINISTRATION FUNCTIONS	ETHICS COMMISSION	0220			\$5,625.12				\$974.30		\$6,599.42
ADMINISTRATION FUNCTIONS	FINANCE DIVISION	0209			\$721.54				\$65.00		\$786.54
ADMINISTRATION FUNCTIONS	FLEET MANAGEMENT DIVISION	0216	\$134.83		\$975.62			\$993.33	\$21,042.25		\$23,146.03
ADMINISTRATION FUNCTIONS	GENERAL SERVICES DIVISION	0211	\$7,308.39		\$595.76			\$13,458.87	\$38,865.00	\$98.72	\$60,326.74
ADMINISTRATION FUNCTIONS	INFORMATION SERVICES AND COMMUNICATIONS	0210	\$6,989.67		\$106,094.85			\$1,000.00	\$31,704.72		\$145,789.24
ADMINISTRATION FUNCTIONS	OFFICE OF TECHNOLOGY	0231			\$970.34				\$112.50		\$1,082.84
ADMINISTRATION FUNCTIONS	PROSECUTING ATTORNEYS INSTITUTE	0228	\$481.55		\$1,832.76						\$2,314.31
ADMINISTRATION FUNCTIONS	PUBLIC DEFENDER SERVICES	0221			\$372.36				\$4,800.30		\$5,172.66
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES GRIEVANCE BOARD	0219			\$1,607.22				\$500.40		\$2,107.62
ADMINISTRATION FUNCTIONS	PUBLIC EMPLOYEES INSURANCE AGENCY	0225			\$5,019.98				\$65.00	\$843.38	\$5,928.36
ADMINISTRATION FUNCTIONS	PURCHASING DIVISION	0213			\$4,863.94			\$150.00	\$370.06		\$5,384.00
ADMINISTRATION FUNCTIONS	REAL ESTATE DIVISION	0233	\$30.51					\$1,260.46	\$16,254.12	(\$141.75)	\$17,403.34
ADMINISTRATION FUNCTIONS	SECRETARY OF ADMINISTRATION	0201			\$1,034.14						\$1,034.14
ADMINISTRATION FUNCTIONS	SURPLUS PROPERTY	0214			\$62.69			\$5,648.52	\$555.60		\$6,266.81
BUREAU OF SENIOR SERVICES	BUREAU OF SENIOR SERVICES	0508			\$4,292.69			\$40.00	\$816.00		\$5,148.69
COMMERCE	BOARD OF COAL MINE HEALTH AND SAFETY	0319			\$4,236.73						\$4,236.73
COMMERCE	DIVISION OF FORESTRY	0305	(\$3,154.17)		\$4,029.92	\$5,214.81		\$45,481.04	\$159,221.87	\$9,813.22	\$220,606.69
COMMERCE	DIVISION OF LABOR	0308	\$117.41		\$34,148.45			\$7,889.71	\$164,302.99	\$2,530.50	\$208,989.06
COMMERCE	DIVISION OF MINERS HEALTH, SAFETY AND TRAINING	0314	\$1,619.31		\$14,401.29	\$340.46		\$14,663.09	\$90,247.05	(\$4,989.14)	\$116,282.06
COMMERCE	DIVISION OF NATURAL RESOURCES	0310	\$640,893.83		\$54,978.19	\$1,036.56	\$6,141.03	\$265,793.75	\$102,038.42	(\$63,647.77)	\$1,007,234.01
COMMERCE	DIVISION OF REHABILITATION SERVICES	0932	\$62.42		\$256,526.49	\$394.40		\$2,643.17	\$82,209.32	\$0.00	\$341,835.80
COMMERCE	GEOLOGICAL AND ECONOMIC SURVEY	0306	(\$73.69)		\$784.61			(\$22.77)	\$12,932.05		\$13,620.20
COMMERCE	OFFICE OF ENERGY	0328			\$523.24				\$1,671.80		\$2,195.04
COMMERCE	WEST VIRGINIA DEVELOPMENT OFFICE	0307	\$1,433.93		\$96,807.25			\$51.35	\$21,822.15	(\$400.00)	\$119,714.68
COMMERCE	WEST VIRGINIA TOURISM OFFICE	0304	\$274.96		\$26,811.86			\$1,859.40	\$462.00		\$29,408.22
COMMERCE	WORKFORCE WEST VIRGINIA	0323	\$676.63		\$59,153.22	\$3,130.71		\$28.00	\$28,160.08	\$2,091.60	\$93,240.24
COUNCIL FOR C&T COLLEGE EDUCATION	BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE	0447	\$438.88		\$51,049.21	\$3,318.50		\$4,388.67			\$59,195.26
COUNCIL FOR C&T COLLEGE EDUCATION	BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE	0493	\$515.12		\$123,701.87	\$7,463.12		\$4,842.35	\$12,904.44	\$11,318.12	\$160,745.02
COUNCIL FOR C&T COLLEGE EDUCATION	COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION	0420			\$41,504.71	\$632.93			\$211.36		\$42,349.00
COUNCIL FOR C&T COLLEGE EDUCATION	EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	0492	\$137.06		\$11,926.67	\$2,761.86		\$349.07	\$631.98	\$2,016.00	\$17,822.64

Cabinet	Department	Dept Code	ENERGY EXP MTR VEHICL	REIMBURSE MENT	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE IMPROVEM ENTS	VEHICLE OPERATING EXP	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
COUNCIL FOR C&T COLLEGE EDUCATION	MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE	0444	\$3,259.46		\$12,796.79	\$171.68		\$911.25	\$540.00	\$575.00	\$18,254.18
COUNCIL FOR C&T COLLEGE EDUCATION	NEW RIVER COMMUNITY AND TECHNICAL COLLEGE	0445	\$1,470.95		\$35,554.80	\$866.16		\$37,291.68	\$2,139.19		\$77,322.78
COUNCIL FOR C&T COLLEGE EDUCATION	PIERPONT COMMUNITY AND TECHNICAL COLLEGE	0446	\$3,261.62		\$91,725.43	\$2,778.99		\$189.46	\$5,733.51	\$1,192.18	\$104,881.19
COUNCIL FOR C&T COLLEGE EDUCATION	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	0487	\$521.40		\$94,516.25	\$10,365.07		\$148.90	\$3,437.17	\$591.95	\$109,580.74
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA UNIVERSITY AT NORTHERN COMMUNITY AND TECHNICAL COLLEGE	0489	\$1,297.39		\$54,033.36	\$11,599.05			\$6,125.18		\$73,054.98
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA UNIVERSITY AT PARKERSBURG	0464	\$1,515.79		\$101,698.07	\$1,000.00		(\$20,758.02)	\$2,457.91	\$1,184.54	\$87,098.29
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	DIVISION OF CULTURE AND HISTORY	0432	\$2,958.68		\$30,019.80	\$18,379.52		\$344.20	\$6,294.42		\$57,996.62
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	EDUCATIONAL BROADCASTING AUTHORITY	0439	\$1,988.03		\$3,963.16			\$1,133.16	\$8,921.39		\$16,005.74
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	LIBRARY COMMISSION	0433			\$17,539.92			\$599.15	\$3,722.08		\$21,861.15
DEPARTMENT OF HOMELAND SECURITY	ADJUTANT GENERAL	0603	\$76,754.29		\$71,175.01			\$73,053.05	\$272,725.26	\$4,110.16	\$497,817.77
DEPARTMENT OF HOMELAND SECURITY	ARMORY BOARD	0604	\$7,241.33		\$162.00			\$1,568.02	\$8,013.74		\$16,985.09
DEPARTMENT OF HOMELAND SECURITY	DEPARTMENT OF HOMELAND SECURITY	0606	\$227.70	\$70.00	\$19,576.22	\$14,186.10	\$13,182.82	\$4,166.47	\$13,318.15	(\$6,955.22)	\$57,772.24
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF ADMINISTRATIVE SERVICES	0623			\$1,876.55	\$4,578.10		\$22.00	\$566.50		\$7,043.15
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF CORRECTIONS AND REHABILITATION	0608	\$173,100.74		\$93,731.79	\$2,407.11	\$29,444.14	\$111,402.00	\$1,268,108.24	\$61,147.44	\$1,739,341.46
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF JUSTICE AND COMMUNITY SERVICES	0620			\$368.88	\$488.17					\$857.05
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF PROTECTIVE SERVICES	0622	\$95.74		\$1,031.20			\$852.10	\$7,153.51	(\$1,249.50)	\$7,883.05
DEPARTMENT OF HOMELAND SECURITY	FIRE COMMISSION	0619			\$305.11	\$9,811.34		\$6,716.94	\$133,938.69	\$1,000.00	\$151,772.08
DEPARTMENT OF HOMELAND SECURITY	PAROLE BOARD	0605			\$1,896.32			\$1,418.63	\$12,887.32		\$16,202.27
DEPARTMENT OF HOMELAND SECURITY	SECRETARY OF DEPARTMENT OF HOMELAND SECURITY	0601			\$2,384.12				\$5,555.72		\$7,939.84
DEPARTMENT OF HOMELAND SECURITY	WEST VIRGINIA STATE POLICE	0612	\$81,738.24	(\$629,472.50)	\$3,291.94	\$2,939.45	\$136,027.72	\$587,649.82	\$1,969,202.76	\$317,734.25	\$2,469,111.68
EDUCATION	DEPARTMENT OF EDUCATION	0402	\$0.00		\$551,683.73	\$70,039.94		\$11,354.62	\$86,364.31	\$0.00	\$719,442.60
EDUCATION	WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND	0403	\$33,407.35		\$9,963.67	\$9,774.52		\$17,171.90	\$19,521.93	\$18,951.88	\$108,791.25
ELECTED OFFICIALS	ATTORNEY GENERAL	1500	(\$6,683.37)		\$18,163.72	\$39.60		(\$1,431.60)	\$1,954.97	(\$7,855.16)	\$4,188.16
ELECTED OFFICIALS	AUDITORS OFFICE	1200	\$499.33		\$306,409.07			\$1,083.86	\$306.00		\$308,298.26
ELECTED OFFICIALS	DEPARTMENT OF AGRICULTURE	1400	\$101,602.54		\$371,658.13			\$158,733.20	\$127,191.51	\$38,207.10	\$797,392.48
ELECTED OFFICIALS	GOVERNORS OFFICE	0100			\$6,928.89			\$742.14	\$1,075.90		\$9,524.37
ELECTED OFFICIALS	SECRETARY OF STATE	1600	(\$122.56)		\$21,465.76			\$59.04	\$1,452.00		\$22,976.80
ELECTED OFFICIALS	TREASURERS OFFICE	1300			\$42,486.29			\$598.00	\$10,260.73	\$1,581.00	\$54,926.02
ENVIRONMENT	DEPARTMENT OF ENVIRONMENTAL PROTECTION	0313	\$8,535.32		\$85,364.82	\$2,117.39	\$50,520.90	\$50,857.86	\$898,327.86	\$41,330.48	\$1,137,054.63
ENVIRONMENT	OIL AND GAS CONSERVATION COMMISSION	0315			\$2,660.00	\$1,048.00					\$3,708.00
ENVIRONMENT	SOLID WASTE MANAGEMENT BOARD	0312	\$77.60		\$1,984.15	\$8,280.38		\$412.57	\$317.40		\$11,072.10
HEALTH & HUMAN RESOURCES	DIVISION OF HEALTH	0506	\$9,709.68		\$147,763.00	\$3,295.32		\$32,998.26	\$237,613.87	(\$3,540.49)	\$427,839.64
HEALTH & HUMAN RESOURCES	DIVISION OF HUMAN SERVICES	0511	\$143,454.81		\$1,777,653.50	\$2,343.80		\$27,619.66	\$1,510,876.45	\$22,846.02	\$3,484,794.24
HEALTH & HUMAN RESOURCES	HEALTH CARE AUTHORITY	0507			\$327.12	\$4,180.20					\$4,507.32
HEALTH & HUMAN RESOURCES	HUMAN RIGHTS	0510			\$5,835.37			\$774.40	\$8,689.25		\$15,299.02
HEALTH & HUMAN RESOURCES	SECRETARY OF HEALTH AND HUMAN RESOURCES	0501	\$4.61		\$1,369.96	\$2,885.86		\$47.51	\$99.40	\$56.37	\$4,463.71
HIGHER EDUCATION POLICY COMMISSION	BLUEFIELD STATE COLLEGE	0482	\$13,018.77		\$80,848.41	\$150,762.09		\$16,718.11	\$49,627.08	\$5,591.14	\$316,565.60
HIGHER EDUCATION POLICY COMMISSION	CONCORD UNIVERSITY	0483	\$43,772.23		\$387,904.50	\$44,745.77		\$1,911.76	\$161,749.07	\$9,996.34	\$650,079.67
HIGHER EDUCATION POLICY COMMISSION	FAIRMONT STATE UNIVERSITY	0484	\$64,806.58		\$537,081.36	\$46,742.09		\$94,241.32	\$128,438.41	\$18,941.08	\$890,250.84
HIGHER EDUCATION POLICY COMMISSION	GLENVILLE STATE COLLEGE	0485	\$7,257.09		\$82,977.34	\$31,039.51		\$12,646.33	\$3,888.00	\$3,872.96	\$141,681.23
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION- ADMINISTRATION	0441	\$316.51		\$104,276.79	\$10,903.36		\$1,523.70	\$2,566.12	\$1,000.00	\$120,586.48
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION- SYSTEM	0442			\$6,174.03						\$6,174.03
HIGHER EDUCATION POLICY COMMISSION	MARSHALL UNIVERSITY	0471	\$72,045.06		\$2,962,892.80	\$53,674.39		\$37,755.65	\$1,109,986.09	\$8,418.71	\$4,244,772.70
HIGHER EDUCATION POLICY COMMISSION	SHEPHERD UNIVERSITY	0486	\$19,627.81		\$95,950.40	\$329,515.24		\$10,818.18	\$213,795.68	\$1,425.62	\$671,132.93
HIGHER EDUCATION POLICY COMMISSION	WEST LIBERTY UNIVERSITY	0488	\$37,875.03		\$106,044.57	\$219,225.94		(\$5,196.37)	\$183,731.61	\$16,849.58	\$558,530.36
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING	0495	\$494.51		\$14,796.69			\$208.90	\$264.00		\$15,764.10
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE	0476	\$4,193.25		\$358,036.36	\$105,648.42		\$8,838.38	\$8,958.84		\$485,675.25
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA STATE UNIVERSITY	0490	\$23,021.35		\$10,465.32	\$2,125.85		\$14,488.82	\$54,259.95	\$2,078.13	\$106,439.42
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA UNIVERSITY	0463	\$119,475.71		\$8,329,941.10	\$163,662.05		\$111,509.84	\$1,218,390.30	\$224,366.77	\$10,167,345.77
JUDICIAL	SUPREME COURT	2400	\$33.00		\$672,332.64	\$352,933.73		\$3,158.25	\$2,956.00	\$1,000.00	\$1,032,413.62
LEGISLATURE	HOUSE OF DELEGATES	2200			\$204,685.13						\$204,685.13
LEGISLATURE	JOINT EXPENSES	2300			\$15,477.09	\$1,288.08		\$1,850.01	\$1,056.00		\$19,671.18
LEGISLATURE	SENATE	2100			\$63,979.68						\$63,979.68
MISCELLANEOUS	APPRAISER LICENSING CERTIFICATION BOARD	0901			\$4,758.98						\$4,758.98
MISCELLANEOUS	BOARD OF ACCOUNTANCY	0918			\$3,780.86						\$3,780.86
MISCELLANEOUS	BOARD OF ARCHITECTS	0919			\$2,198.32						\$2,198.32

Cabinet	Department	Dept Code	ENERGY EXP MTR VEH/AIR.	REIMBURSE MENT	TRAVEL EMPLOYEE	TRAVEL NON EMPLOYEE	VEHICLE IMPROVEM ENTS	VEHICLE OPERATING EXP	VEHICLE RENTAL	VEHICLE REPAIRS	Grand Total
MISCELLANEOUS	BOARD OF BARBERS AND COSMETOLOGISTS	0905			\$4,294.21			\$1,432.83	\$14,084.48		\$19,811.52
MISCELLANEOUS	BOARD OF CHIROPRACTIC EXAMINERS	0908			\$9,062.61						\$9,062.61
MISCELLANEOUS	BOARD OF COUNSELING	0904			\$1,180.88	\$1,418.94					\$2,599.82
MISCELLANEOUS	BOARD OF DENTISTRY	0909			\$1,257.23	\$5,837.33					\$7,094.56
MISCELLANEOUS	BOARD OF FORESTERS	0929	\$34.14		\$117.22						\$151.36
MISCELLANEOUS	BOARD OF FUNERAL SERVICE EXAMINERS	0902			\$7,379.01						\$7,379.01
MISCELLANEOUS	BOARD OF HEARING AID DEALERS	0948			\$223.88	\$5.00					\$228.88
MISCELLANEOUS	BOARD OF LANDSCAPE ARCHITECTS	0910			\$919.88						\$919.88
MISCELLANEOUS	BOARD OF LICENSED DIETITIANS	0936			\$606.08	\$354.96					\$961.04
MISCELLANEOUS	BOARD OF LICENSED PRACTICAL NURSES	0906			\$4,055.19						\$4,055.19
MISCELLANEOUS	BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS	0915			\$3,746.08						\$3,746.08
MISCELLANEOUS	BOARD OF MEDICINE	0945			\$8,597.53			\$51.18	\$315.00		\$8,963.71
MISCELLANEOUS	BOARD OF OCCUPATIONAL THERAPY	0911			\$3,107.18						\$3,107.18
MISCELLANEOUS	BOARD OF OPTOMETRY	0912			\$562.00						\$562.00
MISCELLANEOUS	BOARD OF PHARMACY	0913			\$31,040.17	\$191.40					\$31,231.57
MISCELLANEOUS	BOARD OF PHYSICAL THERAPY	0922			\$3,950.53						\$3,950.53
MISCELLANEOUS	BOARD OF PROFESSIONAL ENGINEERS	0917			\$2,425.69						\$2,425.69
MISCELLANEOUS	BOARD OF PROFESSIONAL SURVEYORS	0903			\$2,327.96						\$2,327.96
MISCELLANEOUS	BOARD OF PSYCHOLOGISTS	0914			\$1,749.92	\$120.91					\$1,870.83
MISCELLANEOUS	BOARD OF REGISTERED NURSES	0907			\$3,037.75				\$1,119.31		\$4,157.06
MISCELLANEOUS	BOARD OF RESPIRATORY CARE	0935			\$1,019.50						\$1,019.50
MISCELLANEOUS	BOARD OF SANITARIANS	0916			\$1,486.55						\$1,486.55
MISCELLANEOUS	BOARD OF SOCIAL WORK	0905			\$2,262.72						\$2,262.72
MISCELLANEOUS	BOARD OF SPEECH LANGUAGE PATHOLOGY AND AUDIOLOGY	0930			\$1,287.75						\$1,287.75
MISCELLANEOUS	BOARD OF TREASURY INVESTMENTS	0950			\$13,198.29						\$13,198.29
MISCELLANEOUS	BOARD OF VETERINARY MEDICINE	0923			\$7,345.85	\$2,396.60					\$9,742.45
MISCELLANEOUS	CENTER FOR NURSING	0943			\$201.84						\$201.84
MISCELLANEOUS	COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY	0939			\$878.00	\$461.68					\$1,339.68
MISCELLANEOUS	ECONOMIC DEVELOPMENT AUTHORITY	0944	\$3,309.75		\$6,760.58	\$729.17		\$0.00			\$10,799.50
MISCELLANEOUS	ENTERPRISE RESOURCE PLANNING BOARD	0947			\$1,198.18						\$1,198.18
MISCELLANEOUS	HOSPITAL FINANCE AUTHORITY	0509			\$149.40	\$169.36					\$318.76
MISCELLANEOUS	MASSAGE THERAPY LICENSESURE BOARD	0938			\$985.78						\$985.78
MISCELLANEOUS	MUNICIPAL PENSION OVERSIGHT BOARD	0946			\$2,551.26						\$2,551.26
MISCELLANEOUS	NATIONAL COAL HERITAGE AREA AUTHORITY	0941			\$1,695.62				\$264.00		\$1,959.62
MISCELLANEOUS	PUBLIC SERVICE COMMISSION	0926	\$124.99		\$15,823.23			\$6,320.59	\$146,335.25	\$5,025.00	\$173,629.06
MISCELLANEOUS	REAL ESTATE COMMISSION	0927			\$15,599.39						\$15,599.39
MISCELLANEOUS	WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE	0921			\$912.68						\$912.68
QUASI GOVERNMENT	WEST VIRGINIA PARKWAYS AUTHORITY	0809	\$662,002.69			\$1,700.07	\$17,785.72	\$719,995.67	\$16,070.94	\$3,650.07	\$1,421,205.16
REVENUE	ALCOHOL BEVERAGE CONTROL ADMINISTRATION	0708	\$854.48		\$429.86	\$1,206.40		\$6,630.00	\$59,783.94	\$2,875.25	\$71,779.93
REVENUE	DIVISION OF FINANCIAL INSTITUTIONS	0303			\$101,044.75						\$101,044.75
REVENUE	INSURANCE COMMISSIONER	0704			\$10,987.51	\$275.96		\$3,327.14	\$87,524.73	\$1,585.90	\$103,701.24
REVENUE	LOTTERY COMMISSION	0705	\$949.97		\$9,896.42			\$5,306.53	\$46,944.76	\$1,649.27	\$64,746.95
REVENUE	MUNICIPAL BOND COMMISSION	0706			\$545.20						\$545.20
REVENUE	OFFICE OF TAX APPEALS	0709			\$145.97						\$145.97
REVENUE	RACING COMMISSION	0707			\$16,216.79				\$265.68		\$16,482.47
REVENUE	SECRETARY OF REVENUE	0701			\$4.64				\$75.40		\$80.04
REVENUE	STATE BUDGET OFFICE	0703			\$83.52						\$83.52
REVENUE	TAX DIVISION	0702	\$208.61		\$270,723.15			\$2,994.56	\$4,030.00		\$277,956.32
TRANSPORTATION	AERONAUTICS COMMISSION	0807	\$140.11		\$1,058.65	\$110.96					\$1,309.72
TRANSPORTATION	DIVISION OF HIGHWAYS	0803	\$56,753.28	\$441,580.09	\$1,362,202.50	\$293.18	\$3,497,268.20	\$15,316,591.55	\$5,117,143.49		\$25,791,832.29
TRANSPORTATION	DIVISION OF MOTOR VEHICLES	0802	\$169.54		\$8,639.44	\$1,440.98		\$1,744.56	\$52,853.73	\$2,239.71	\$67,087.96
TRANSPORTATION	DIVISION OF PUBLIC TRANSIT	0805	(\$0.00)		\$307.36			\$67.20	\$2,730.68	\$1,000.00	\$4,105.24
TRANSPORTATION	OFFICE OF ADMINISTRATIVE HEARINGS	0808			\$2,724.55			\$19.32	\$9,076.93		\$11,820.80
TRANSPORTATION	STATE RAIL AUTHORITY	0804	\$124,000.08		\$7,490.05			\$13,950.98	\$96,475.71	\$3,698.30	\$245,615.12
VETERAN'S ASSISTANCE	VETERANS AFFAIRS	0613	\$3,302.41		\$23,530.82			\$1,619.31	\$27,649.68		\$56,102.22
VETERAN'S ASSISTANCE	VETERANS HOME	0618	\$379.36					\$119.72	\$7,736.50	\$73.43	\$8,309.01
	Grand Total		\$2,562,310.99	(\$187,822.41)	\$20,937,368.10	\$1,739,903.32	\$253,102.33	\$6,049,728.91	\$26,464,461.04	\$6,770,348.80	\$64,589,401.08

Complaints

HB4015 §5A-12-13 requires FMD to provide a complaint process for use by the general 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 2014, FMD has provided a mechanism for the public to report and for FMD to forward and track vehicle complaints. In appendix 5 is a list of the complaints for FY2020 and the responses received from the agencies. FMD forwarded the complaints to the agencies operating the vehicles and all but 66 complaints received a response from the agencies. Below is a chart by cabinet level of the number of complaints reported for FY2020.

State Vehicle Complaints FY 2020								
CABINET	CABINET NM	AGENCY/BILL CODE	# of Complaints		CABINET	CABINET NM	AGENCY/BILL CODE	# of Complaints
AD	Administration	CPRB - RB01	1		EN	DEP	ENV ENFOR - EP15	1
AD	Administration	FMD - AD94	2		EN	DEP	ENV REMED - EP16	4
CO	Commerce	FORESTRY - FT01	5		HE	Higher Ed	BLUEFIELD - CL14	1
DH	DHHR	DH - 2742	5		HS	Homeland Security	FIRE COMM - FM01	1
DH	DHHR	DH - 2743	2		MA	DMAPS	CR COR K9 - CO39	2
DH	DHHR	DH - 2744	4		MA	DMAPS	CR DENMAR - CO03	1
DH	DHHR	DH - 2745	2		MA	DMAPS	CR Martins - CO29	1
DH	DHHR	DH CENT FLT - 2529	2		MA	DMAPS	CR MT OLIVE - CO20	2
DH	DHHR	DH OHFLAC - 2825	1		MA	DMAPS	CR NORTHERN - CO21	4
DH	DHHR	DH REG 1 - 2742	1		MA	DMAPS	CR PARKERSB - CO07	1
DH	DHHR	DH REG 2 - 2743	3		MA	DMAPS	CR SALEM - CO27	1
DH	DHHR	DH REG 3 - 2744	5		MA	DMAPS	CR SPEC SRV - CO19	1
DH	DHHR	DH REG 4 - 2745	4		MA	DMAPS	CR ST MARYS - CO23	1
DH	DHHR	DH SHARPE - 2926	1		MA	DMAPS	FIRE COMM - FM01	1
DH	DHHR	DH - 2742	2		MA	DMAPS	JS Gen Spara - JS12	1
ED	Education	DEAF & BLIND - ED12	3		MA	DMAPS	RJ CENT OFF - JA01	1
ED	Education	DEAF & BLIND-ED12	5		MA	DMAPS	RJ EASTERN - RJ02	3
ED	Education	FISCAL CONTR - ED01	1		MA	DMAPS	RJ N CTR REG - RJ09	1
EN	DEP	EN AB MINE - EP03	1		MA	DMAPS	RJ SOUTHERN - RJ05	2
EN	DEP	EN MINE REC - EP02	2		MI	MISC	PSC - PC01	1
EN	DEP	EN AB MINE - EP03	8		RE	Revenue	ABCC - AB01	2
EN	DEP	EN AIR QUAL - AI01	1		TR	Transportation	DMV - MV01	1
EN	DEP	EN ENV ENFORC - EP15	2		TR	Transportation	DOH - HW02	9
EN	DEP	EN MINE REC - EP02	33		UNKOWN	UNKOWN	UNKOWN	1
EN	DEP	EN WATER RES - EP08	1		Grand Total			141

Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2020. 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 2,519 utilization exemption requests for FY2020:

PSV – public safety officers

SEV – job duties require continuous availability of specialized equipment

ERV – 24-hour call

ETV – essential travel to transportation of authorized passengers on a routine basis

ENV – free of lien, not more than 20% of fleet

FMD reviewed an additional 2,254 vehicles that did not submit an exemption request for FY2020. Below is a chart that breaks down the number of and type of exemptions requested by cabinet level, along with a column adding additional vehicles that were underutilized during FY2020 but for which the agency did not submit an exemption request.

# of FY2020 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level										
Cabinet	Requested Exemptions						Total Exemption Requests	Additional Underutilized Vehicles that Didn't Submit an Exemption Request	Total # of Underutilized Vehicles for FY2020	Total Vehicles for Review or Reassignment
	Total Fleet	ENV 20%	ERV logs	ETV	PSV	SEV logs				
ADMINISTRATION	50	1	0	10	0	8	19	21	40	24
ARTS, CULTURE AND HISTORY	17	0	0	8	0	2	10	5	15	0
COMMERCE	811	13	0	14	8	36	71	430	501	186
COMMUNITY COLLEGE	100	8	0	24	4	16	52	39	91	35
DEP	375	0	6	19	18	54	97	123	220	29
DHHR	295	0	0	0	0	0	0	171	171	83
DMAPS	1726	23	0	117	58	14	212	620	832	137
EDUCATION	41	2	0	9	2	0	13	18	31	10
ELECTED OFFICES	198	0	0	5	0	7	12	144	156	69
HIGHER ED	764	33	75	245	40	197	590	140	730	424
JUDICIAL	19	0	0	0	0	0	0	15	15	4
LEGISLATIVE	8	1	0	0	0	0	1	2	3	1
MISC	107	1	0	35	0	0	36	18	54	13
QUASIS	170	4	0	48	1	0	53	60	113	37
REVENUE	111	6	0	27	0	34	67	26	93	25
SENIOR SERVICES	6	5	0	1	0	0	6	0	6	1
TRANSPORTATION	2205	8	1	1259	0	12	1280	372	1652	415
VETERANS	65	0	0	0	0	0	0	50	50	25
Grand Total	7068	105	82	1821	131	380	2519	2254	4773	1518

FMD went through a process of grouping and removing certain vehicles based off of model year, type of vehicle, lack of data, and utilization data for the last six months. For FY2020 FMD identified 1,518 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

Vehicles For Review	
Exemptions Received	2,519
Additional underutilized Vehicles - no Exemption Submitted	2,254
Total Exemptions	4,773
Less:	
Vehicles that Average 900+ Miles Per Month	(1,089)
State Police & PSV Utilization Exemptions	(441)
License Plate New	(232)
Vehicles with 90,000 Miles & Over	(1,378)
Purpose: Campus	(30)
Purpose: Educational	(7)
Purpose: Special Equipment	(78)
Total Vehicles for Review and or Reassignment	1,518

This exercise is done at a high level without knowing the agencies' missions and how these vehicles assist with those missions. FMD will advise the Agency Fleet Coordinators and review the findings. FMD worked with ARI to add a field to their database to capture 8 categories to better define and more efficiently target efforts to maximize vehicle utilization. An email was sent to the agencies during June 2020 asking them to define the underutilized vehicles as: Campus, Special Equipment, Educational, Seasonal, Employment, Surplus, Pool, Share, Assigned and Mail. Better defining how the vehicle are being used will focus efforts to maximize vehicle efficiencies.

FMD entered an agreement with ARI and Geotab to test 50 telematics units for one year. Telematics is believed to be the tool to better define who, when, and where state vehicles are being used. DEP has agreed to supply the vehicles for the pilot program.

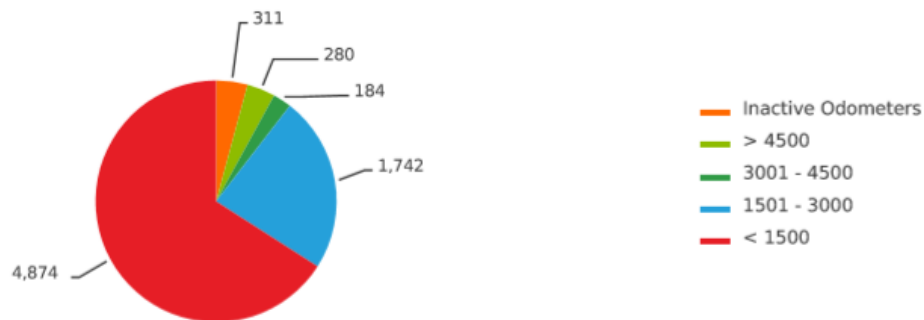
FMD has competed the purchasing process to acquire an online reservation system with a kiosk and lock box for vehicle keys that will facilitate underutilized vehicles to be shared across cabinet levels and agencies.

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

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

Fleet Travel Per Month

Active Vehicles



FMD Operations Cost

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

Recommendations

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

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

FMD recommends that once the new Phase E is implemented that all agencies report their vehicle operations cost in the newly established system of record. By having all the vehicle operations costs in one system will provide the state with standardized reporting for all state vehicles.

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