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11/22/2024

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**Re: WV Code §5A-12, State Vehicle Fleet Annual Report for FY2024**

Dear Secretary McHugh,

Included with this cover letter is the State Vehicle Fleet Annual Report for FY2024. WV Code §5A-12-12 requires the Fleet Management Division (FMD) to provide this report on or before Dec. 31<sup>st</sup>. The Fleet Annual Report and associated appendices, 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, FY2024 Complaints, and a copy of this letter with the summary charts are available on Google Drive [Annual Fleet Report](#).

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 relatively constant. With the passage of WV Code §5A-12 in 2018 and with the assistance of wvOASIS, FMD started reporting on all licensed units which includes vehicles over 1 ton and trailers. The state's wvOASIS licensed motorized vehicle count is 8,809. There are 1,881 non-motorized licensed units (trailers) bringing the total licensed inventory number to 10,690. 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 slight spike in the number of acquisitions and decommissions during 2022. 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 are 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 November 1, 2024, there were 4,509 using FMD's maintenance or fueling services.

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,



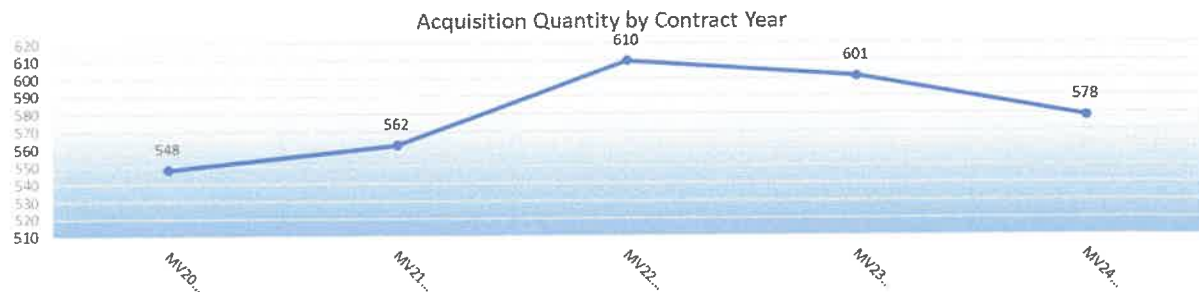
Kenny Yoakum

Inventory	2020	2021	2022	2023	2024
# of Vehicles 1-Ton and Under, Licensed Motorized	6,938	6,986	6,897	6,831	6,878
# of Vehicles Over 1-Ton, Licensed Motorized	1,917	1,886	1,931	1,872	1,870
# Licensed Non-Motorized Units	1,651	1,713	1,815	1,876	1,881
# Licensed Third Party Leased	61	73	68	70	61
<b>Total</b>	<b>10,567</b>	<b>10,658</b>	<b>10,711</b>	<b>10,649</b>	<b>10,690</b>

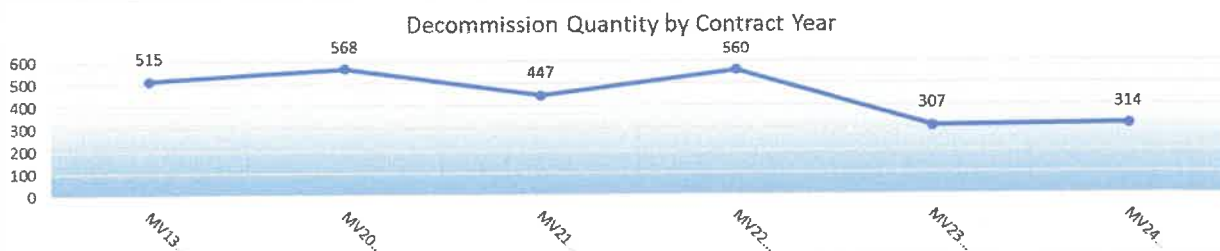
	2020	2021	2022	2023	2024
DOA	61	59	69	79	80
Community College	117	133	139	148	150
Commerce	1,216	1,250	1,223	1,289	1,388
Education	51	51	53	55	47
Arts Culture and History	21	20	21	19	20
Elected Officials	259	260	261	283	282
Higher Ed	1,026	1,007	997	959	968
Judicial	19	17	19	18	18
Legislative	8	8	8	10	10
DEP	418	417	408	406	357
Economic Development		15	12	8	6
DHHR	317	293	352	368	373
Homeland Security	1,959	1,934	1,927	1,859	1,531
Misc	105	181	196	212	192
Quassia	329	318	313	314	613
Senior Services	6	6	4	4	2
Tourism		1	30	3	3
Revenue	113	111	111	108	104
Transportation	4,471	4,510	4,510	4,479	4,518
Veterans Assistance	71	67	58	28	28
<b>Total</b>	<b>10,567</b>	<b>10,658</b>	<b>10,711</b>	<b>10,649</b>	<b>10,690</b>



Vehicle Acquisitions		MV20 contract Year		MV21 contract Year		MV22 contract Year		MV23 contract Year		MV24 contract Year	
AD	DOA	5	\$75,820.00	15	\$77,927.00	10	\$132,986.17	6	\$298,153.40	6	\$215,983.00
CC	Community College	11	\$364,360.00	11	\$187,715.00	2	\$23,589.65	5	\$98,884.51	6	\$149,095.43
CO	Commerce	55	\$1,318,212.00	67	\$1,629,146.00	136	\$3,944,458.57	108	\$5,348,034.43	94	\$4,838,298.62
ED	Education	2	\$74,545.00	4	\$88,388.00			6	\$263,358.17	3	\$124,710.66
CH	Arts, Culture and History					4	\$133,268.70	5	\$238,520.00	1	\$48,702.86
EL	Elected Offices	14	\$340,985.00	54	\$906,973.66	26	\$815,760.50	16	\$600,343.88	10	\$376,357.79
HE	Higher Ed	31	\$730,222.88	18	\$656,108.90	49	\$1,297,392.17	26	\$1,097,917.41	29	\$118,441.00
JU	Judicial			5	\$147,955.00						
LE	Legislative			1	\$28,116.00			2	\$66,699.00	1	\$0.00
EN	DEP	48	\$1,270,303.00	49	\$1,119,953.00	8	\$217,073.76	39	\$1,801,698.50	6	\$307,600.72
DH	DHHR	33	\$772,289.00	58	\$4,407,027.00	111	\$1,416,686.00			18	\$535,388.00
HS	Homeland Security	154	\$4,183,936.10	130	\$3,712,645.00	141	\$5,207,874.20	38	\$1,919,738.86	265	\$12,074,502.89
MI	Misc	15	\$447,325.00	11	\$339,892.00	14	\$279,266.00	12	\$526,888.80	13	\$605,943.42
QU	Quasis									16	\$890,285.00
SR	Senior Services	1	\$28,321.00								
RE	Revenue	13	\$360,537.00	15	\$427,459.00	12	\$390,990.20	6	\$296,365.00	5	\$210,508.00
TM	Tourism					1	\$72,495.00	1	\$68,710.00		
TR	Transportation	166	\$4,438,999.00	124	\$3,927,968.00	92	\$1,783,885.20	331	\$15,461,879.14	104	\$4,236,340.40
VE	Veterans Assistance					4	\$104,569.00			1	\$140,000.00
		548	\$14,405,854.98	562	\$17,657,273.56	610	\$15,820,295.12	601	\$28,087,191.10	578	\$24,872,157.79



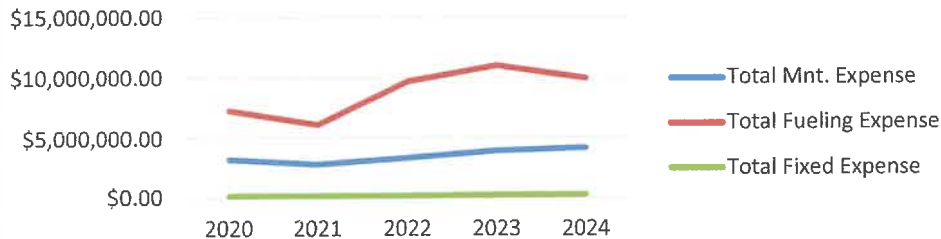
Vehicle Decommissions		MV20 Contract Year		MV21 Contract Year		MV22 Contract Year		MV23 Contract Year		MV24 Contract Year	
AD	DOA		4	15	5		7		3		
CC	Community College		8	2	7		1		6		
CO	Commerce		45	70	119		4		28		
ED	Education		1		5				3		
CH	Arts, Culture and History			2	5						
EL	Elected Offices		11	9	26		4		2		
EC	Economic						1				
HE	Higher Ed		41	23	49		20		20		
JU	Judicial			5			1				
LE	Legislative										
EN	DEP		46	49	8		15		14		
DH	DHHR		38	45	116		91		31		
HS	Homeland Security		194	91	118		117		179		
MI	Misc		14	8	11		1		6		
QU	Quasis								3		
SR	Senior Services		1		2		2				
RE	Revenue		14	16	13		5		2		
TR	Transportation		151	108	72		3		16		
VE	Veterans Assistance			4	4		35		1		
			568	447	560		307		314		



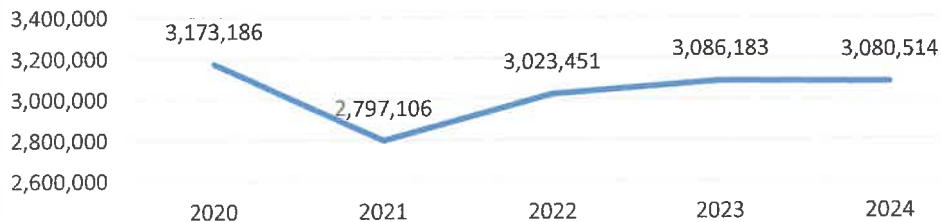
## Maintenance and Fueling Expenses

Fiscal Year	2020	2021	2022	2023	2024
Average Cost Per Unit	\$2,267.93	\$1,990.74	\$2,897.35	\$2,163.80	\$2,877.79
Average Cost Per Mile	\$0.27	\$0.28	\$0.35	\$0.38	\$0.36
Average Cost Per Day	\$28,979.84	\$24,772.50	\$36,070.01	\$41,522.45	\$39,232.62
Total Fixed Expense	\$146,539.38	\$159,870.94	\$177,573.78	\$216,313.81	\$267,088.76
Total Mnt. Expense	\$3,183,788.67	\$2,798,950.22	\$3,315,906.14	\$3,891,878.83	\$4,137,658.68
Total Miles	38,491,547	32,488,321	37,231,538	39,532,335	40,049,806
Total Fueling Expense	\$7,247,313.79	\$6,083,139.52	\$9,672,073.48	\$11,004,629.65	\$9,913,789.41
Total Gallons	3,173,186	2,797,106	3,023,451	3,086,183	3,080,514
Other Expense				\$1,347.96	\$1,370.90
Number of Units Incurring Expense in Time Period	4,664	4,542	4,544	4,579	4,976
<b>Total Operating Exp</b>	<b>\$10,577,641.84</b>	<b>\$9,041,960.68</b>	<b>\$13,165,553.40</b>	<b>\$15,114,170.25</b>	<b>\$14,319,907.75</b>

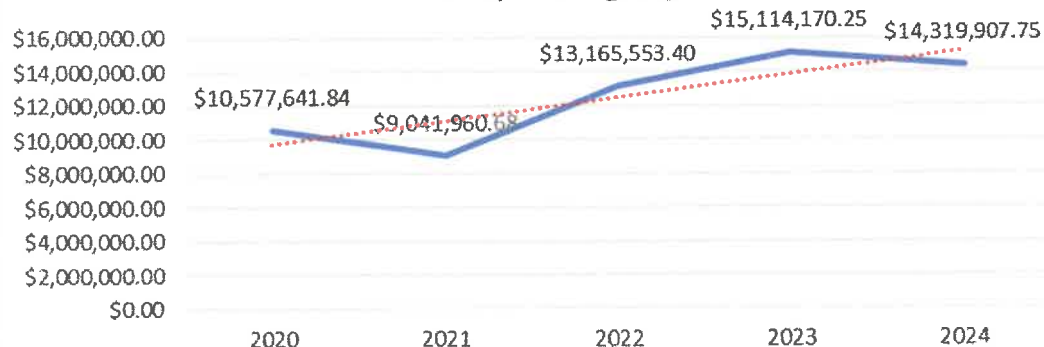
### Fueling and Maintenance Exp



### Total Gallons

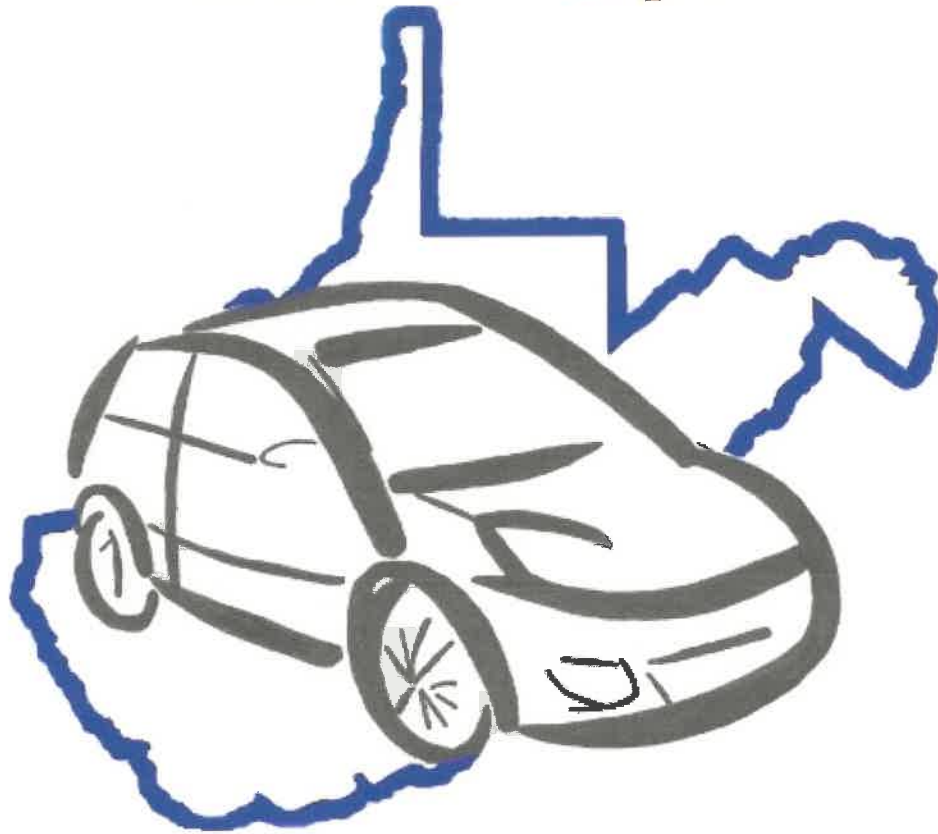


### Total Operating Exp



# **Fleet Management Division FY2024 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, 2024. 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 9/21/2024 instructing them to verify the data in Holman database and wvOASIS. In addition, FMD sent an email on 9/21/2024 to those agencies that were granted an exemption to send their vehicle operation data for FY2024 by November 1, 2024. Appendix 2 contains a copy of the cabinet level Holman Fixed and Operating Expense FY24 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 FY2024 provides the operations cost for fiscal year 2024 (FY2024) 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 to supply the removed vehicle identifying 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 15<sup>th</sup>.

FMD ran the wvOASIS FIN-AM-017 Vehicles by Department (FA17) report on November 01, 2024. 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.

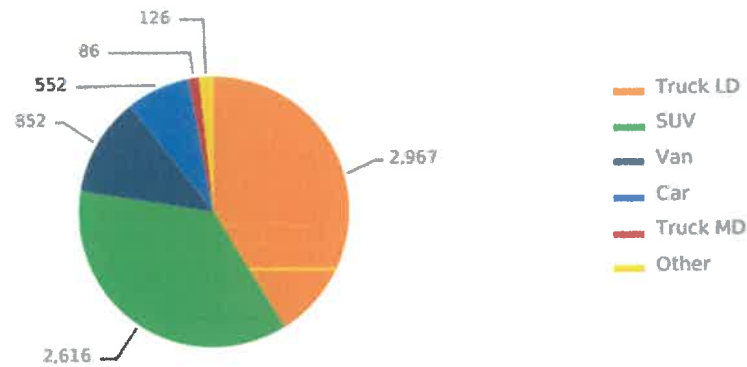
#### wvOASIS and Holman Inventory Chart

Inventory November 2024												
	# of One Ton & Under Vehicles (HOLMAN LOV Report)	Total # of Motorized Vehicles in wvOASIS (FA17)	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17)	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17)	# of Licensed Leased Units in wvOASIS, 32 (FA17)	# of Licensed Non Motorized Units in wvOASIS, 50 (FA17)	# of Licensed Travel trailers in wvOASIS, 24 (FA17)	# of Licensed ATVs in wvOASIS, 85 (FA17)	# of Duplication Vin #'s in wvOASIS	# of Motorized Bad Vin #'s in wvOASIS	# of Vehicles Active in HOLMAN Not in wvOASIS	# of Vehicles Active in HOLMAN Not in wvOASIS MINUS NEW
Administration	51	2895	2874	5	1	15	0	0	0	0	0	0
Community College	90	135	60	37	1	36	1	0	0	0	0	0
Culture and History	15	15	10	1	0	3	1	0	0	0	0	0
Commerce	858	1166	676	56	0	424	6	4	0	0	0	0
Health Human Resource	300	126	53	1	0	72	0	0	0	0	1	0
Economic Development	2	6	6	0	0	0	0	0	0	0	0	0
Education	36	26	14	12	0	0	0	0	0	0	0	0
Elected Office	201	271	191	17	0	53	10	0	0	0	0	0
Environmental Protection	356	92	41	2	0	49	0	0	0	0	0	0
Higher Ed	691	947	673	73	26	174	1	0	0	1	4	0
Homeland Security	1549	1079	800	61	31	133	49	5	0	1	1	0
Judicial	18	18	17	1	0	0	0	0	0	0	0	0
Legislative	10	10	9	1	0	0	0	0	0	0	0	0
Miscellaneous	156	70	32	4	2	32	0	0	0	0	0	0
Quasis	191	323	196	67	0	60	0	0	0	0	0	0
Revenue	101	21	17	1	0	2	1	0	0	0	0	0
Senior Services	2	0	0	0	0	0	0	0	0	0	0	0
Tourism	2	3	2	0	0	1	0	0	0	0	0	0
Transportation	2329	3466	1184	1528	0	750	4	0	0	0	1	0
Veterans	22	21	14	3	0	4	0	0	0	0	0	0
Totals	6980	10690	6869	1870	61	1808	73	9	0	2	7	0

## Inventory by Asset Type

### Inventory by Asset Type

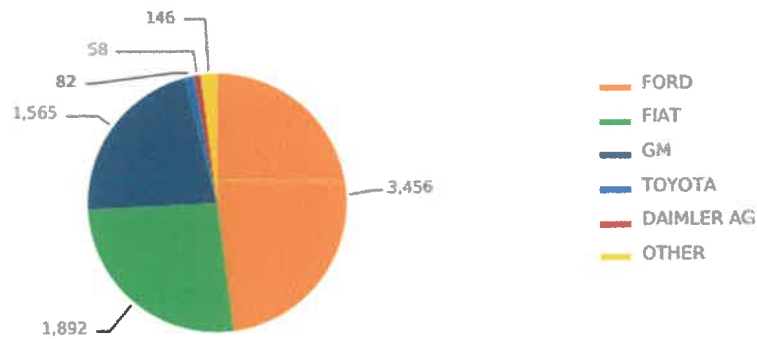
Active Vehicles



## Inventory by Manufacturer

### Inventory by Manufacturer

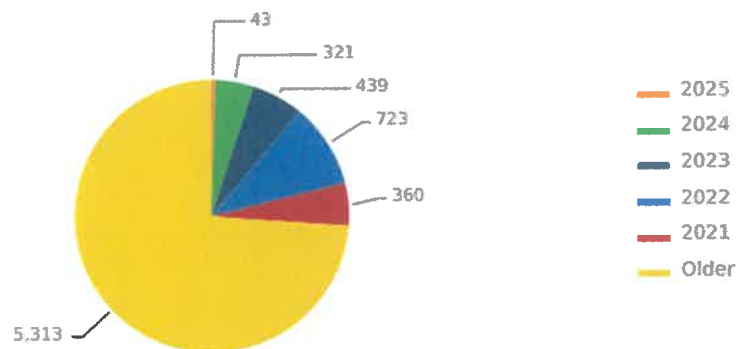
Active Vehicles



## 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.

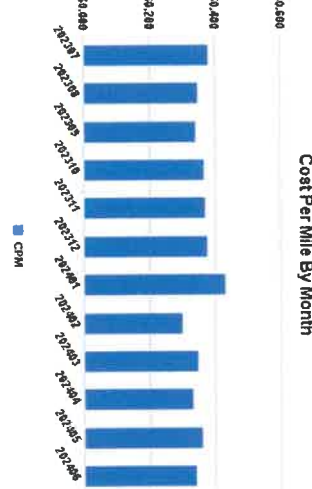
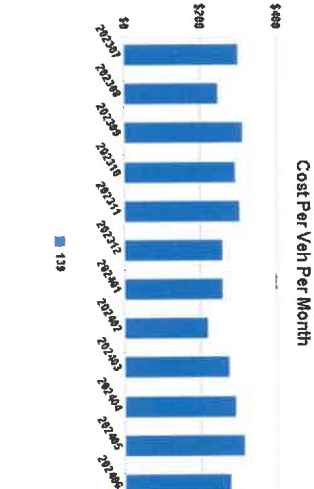
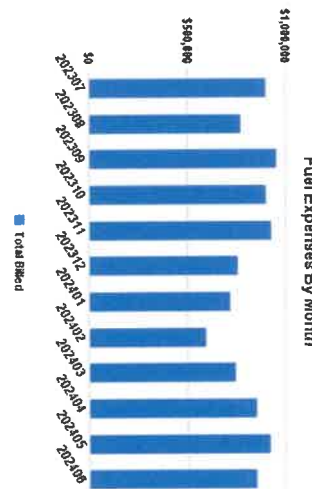
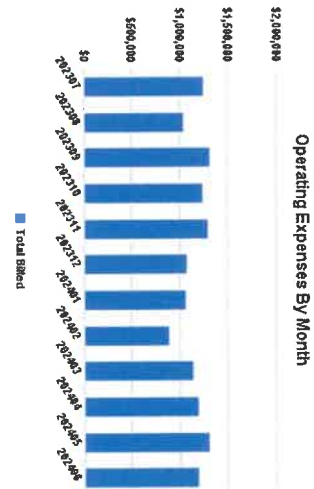
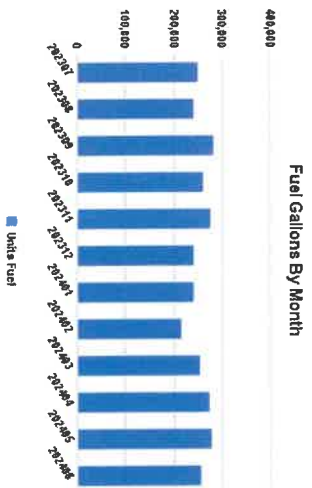
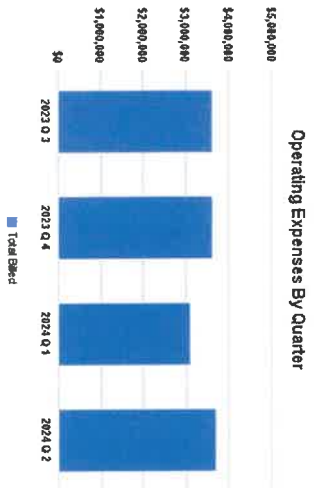
WV Code §5A-12-9 (a) states each spending unit that owns, uses, or maintains a state vehicle shall utilize the management services provided by the Fleet Management Division for all state vehicles.

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 November 2024, FMD provided maintenance services to 3,416 vehicles and fueling services to 4,453 vehicles. In Appendix 2 is a report titled LOV Operating Cost V1-7 FY 2024 (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 FY2024 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2024. 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

		202307		202308		202309		202310		202311						
Expense Type	Expense Category	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units			
Fixed Expenses	Management Fees	\$22,061.16	1.7%	3501	\$32,265.82	3.0%	3594	\$18,977.41	1.4%	3491	\$19,634.16	1.6%	3484	\$32,319.82	2.4%	3625
	Sub-Total:	\$22,061.16	1.7%		\$32,265.82	3.0%		\$18,977.41	1.4%		\$19,634.16	1.6%		\$32,319.82	2.4%	
Operating Expenses	Accident Repairs	\$7,035.23	0.5%	16	\$3,935.40	0.4%	12	\$8,547.62	0.6%	27	\$4,608.88	0.4%	20	\$4,603.72	0.3%	18
	Equipment Fuel							\$44.63	0.0%	2				\$10.14	0.0%	1
	Fixed Costs															
	Fuel	\$910,826.03	71.2%	3227	\$778,806.51	72.4%	3146	\$967,392.82	72.1%	3277	\$910,051.63	72.2%	3292	\$939,251.79	70.5%	3281
	Fuel Discount	(\$9,261.57)	-0.7%	3230	(\$6,886.67)	-0.6%	3107	(\$9,226.97)	-0.7%	3264	(\$9,056.11)	-0.7%	3315	(\$8,440.58)	-0.6%	3249
	Maintenance Repairs	\$258,902.25	20.2%	594	\$159,443.64	14.8%	511	\$271,836.46	20.3%	601	\$214,457.20	17.0%	579	\$267,561.28	20.1%	584
	Misc							\$260.40	0.0%	3				\$131.25	0.0%	1
	Oil And Lube	\$43,479.70	3.4%	545	\$34,708.80	3.2%	445	\$42,689.95	3.2%	529	\$35,809.85	2.8%	474	\$40,483.98	3.0%	494
	Parking And Tolls															
	Taxes													\$27.43	0.0%	2
	Tires	\$36,294.38	2.8%	285	\$65,188.07	6.1%	317	\$34,805.79	2.6%	292	\$77,817.08	6.2%	342	\$51,097.11	3.8%	303
	Warranty Credit													(\$1,649.00)	-0.1%	1
	Wash And Polish	\$9,969.14	0.8%	126	\$7,646.30	0.7%	99	\$7,008.15	0.5%	101	\$6,468.63	0.5%	91	\$6,203.82	0.5%	98
	Sub-Total:	\$1,257,245.16	98.3%		\$1,042,842.05	97.0%		\$1,323,358.85	98.6%		\$1,240,158.16	98.4%		\$1,299,280.94	97.6%	
	Grand Total:		\$1,279,306.32	100.0%		\$1,075,107.87	100.0%		\$1,342,336.26	100.0%		\$1,259,792.32	100.0%		\$1,331,600.76	100.0%

	202312		202401		202402		202403		202404		202405		202406		Total						
Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units							
\$19,519.91	1.8%	3477	\$18,525.66	1.7%	3459	\$18,761.91	2.1%	3457	\$18,775.16	1.6%	3452	\$26,825.41	2.2%	3445	\$18,707.16	1.4%	3457	\$19,755.91	1.6%	3630	\$266,129.49
\$19,519.91	1.8%		\$18,525.66	1.7%		\$18,761.91	2.1%		\$18,775.16	1.6%		\$26,825.41	2.2%		\$18,707.16	1.4%		\$19,755.91	1.6%		\$266,129.49
\$7,453.06	0.7%	16	\$5,976.93	0.5%	18	\$3,381.67	0.4%	8	\$7,544.51	0.6%	22	\$4,527.66	0.4%	13	\$6,813.26	0.5%	19	\$10,590.28	0.9%	28	\$75,018.22
			\$9.33	0.0%	1				\$12.11	0.0%	1				\$14.80	0.0%	1	\$23.94	0.0%	2	\$114.95
															\$78.75	0.0%	1	\$880.52	0.1%	1	\$959.27
\$765,542.79	69.5%	3237	\$728,072.71	66.7%	3167	\$601,947.57	65.8%	2972	\$753,328.10	64.8%	3198	\$660,714.10	70.4%	3233	\$931,653.05	70.2%	3246	\$864,500.73	71.1%	3170	\$10,010,087.83
(\$9,218.12)	-0.7%	3268	(\$6,953.12)	-0.6%	3168	(\$5,500.42)	-0.6%	2928	(\$7,518.84)	-0.6%	3221	(\$7,778.60)	-0.6%	3198	(\$8,944.42)	-0.7%	3254	(\$8,630.95)	-0.7%	3194	(\$96,413.37)
\$222,335.26	20.2%	477	\$235,399.49	21.6%	537	\$193,408.20	20.1%	456	\$271,593.27	23.4%	608	\$224,595.85	18.4%	554	\$289,951.11	21.9%	571	\$242,401.15	19.9%	510	\$2,841,795.06
\$51.45	0.0%	1	\$157.38	0.0%	2	\$200.98	0.0%	11	\$14.22	0.0%	1	\$11,151.32	0.9%	2	\$414.75	0.0%	3	\$105.00	0.0%	1	\$12,486.75
\$31,552.35	2.9%	381	\$42,736.26	3.9%	493	\$30,529.07	3.3%	398	\$42,897.13	3.7%	501	\$42,127.07	3.4%	494	\$47,001.77	3.5%	515	\$36,060.71	3.0%	422	\$470,076.64
\$728.03	0.1%	1							\$105.00	0.0%	1										\$833.03
\$284.55	0.0%	2				\$221.09	0.0%	1	\$1.80	0.0%	1							\$3.20	0.0%	1	\$537.87
\$54,877.96	5.0%	267	\$60,864.40	5.6%	319	\$76,560.39	8.4%	296	\$66,730.38	5.7%	320	\$55,081.55	4.5%	296	\$34,622.15	2.6%	296	\$42,866.33	3.5%	268	\$656,805.59
									(\$1,777.00)	-0.2%	1				(\$1,076.58)	-0.1%	1				(\$4,502.58)
\$7,218.78	0.7%	98	\$5,711.16	0.5%	85	\$4,807.92	0.5%	58	\$10,507.46	0.9%	133	\$5,997.13	0.5%	98	\$6,965.01	0.5%	77	\$7,474.80	0.6%	111	\$85,978.10
\$1,081,828.11	98.2%		\$1,069,974.54	98.3%		\$895,556.47	97.9%		\$1,143,437.94	98.4%		\$1,196,326.88	97.8%		\$1,207,493.65	98.6%		\$1,196,275.51	98.4%		\$14,053,778.26
\$1,101,348.02	100.0%		\$1,088,500.20	100.0%		\$914,318.38	100.0%		\$1,162,213.10	100.0%		\$1,223,152.29	100.0%		\$1,326,200.81	100.0%		\$1,216,031.42	100.0%		\$14,319,907.75



## Exempt Agencies Reporting

On September 21, 2024, FMD sent the exempt agencies Agency Fleet Coordinators (AFCs) an email requesting they provide their fleet operation cost by November 1, 2024, 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 1, 2024, 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 FY24, 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 Level	Dept	Agency	Other Business	Other Business Date	Under-Utilization Forms Voided Notification	Noncompensatory Driver spreadsheet returned by July 31st	Utilization SEV & ERV Exemption Notification	Utilization SEV & ERV Agency Log Received July 31	AFC FY Vehicle Data Notification	New AFC In FY / Attendee?	FY AFC Training
AD	0216	FMD	Cohort Meeting	4/10/2024						Leigh Jackson	10/5/2023
AD	0216	FMD									
AD	0214	SURPLUS								Franklin Sisson	6/4/2024
AD	0216	FMD								Abby Moore	9/23/2024
AD	0214	SURPLUS			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
AD	0218	BRIM			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
AD	0203	CPRB			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
AD	0216	FMD			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
AD	0216	FMD	Cohort Meeting	10/23/2024							
CC	0493	BRIDGEVALLEY								Basra Fakhir	10/23/2023
CC	0489	NORTHERN								April Schrumpp	10/23/2023
CC	0489	NORTHERN								Marianne Stackhou	9/28/2023
CC	0445	NEW RIVER								Danny White	2/29/2024
CC	0445	NEW RIVER								Brian Clisso	5/16/2024
CC	0464	WVUP								Brent Dotson	9/16/2024
CC	0464	WVUP			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
CC	0447	BLUERIDGE			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
CC	0463	WVU POTOMAC			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
CC	0487	SOUTHERN			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
CC	0489	NORTHERN			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
CC	0492	EASTERN			6/7/2024		6/12/2024		9/21/2024		
CC	0444	MOUNTWEST			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
CH	0439	ED BROADCAST			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
CO	0308	LABOR								Sydney Welkie	10/5/2023
CO	0307	DEV COMM ADV								Diana Holcomb	10/12/2023
CO	0305	FORESTRY								Anthony Evans	4/24/2024
CO	0306	GEO SURVEY			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
CO	0932	REHAB SERV			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
CO	0305	FORESTRY			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
CO	0310	NR WILDLIFE			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
CO	0308	LABOR			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
DH	0506	DH CENT FLT								Leigh Jackson	4/23/2024
DH	0506	DH OHFLAC			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
DH	0506	DH CENT FLT			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
DH	0506	DH OEMS TRAU			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
DH	0506	DH LAB SRV			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
ED	0307	DEV OFFICE			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
ED	0402	FISCAL CONTR			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EL	1500	ATTORNEY GEN								Joseph Perry	11/3/2023
EL	1500	ATTORNEY GEN			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
EL	1400	AGR			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EL	1200	AUDITORS			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EL	1500	ATTORNEY GEN								Charles Hitt	10/31/2024

Cabinet Level	Dept	Agency	Other Business	Other Business Date	Under-Utilization Forms Voided Notification	Noncompensatory Driver spreadsheet returned by July 31st	Utilization SEV & ERV Exemption Notification	Utilization SEV & ERV Agency Log Received July 31	AFC FY Vehicle Data Notification	New AFC in FY / Attendee?	FY AFC Training
EN	0325	EN AIR QUAL			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN MINE REC			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN AB MINE			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN OIL GAS			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN WATER RES			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN ENV ENFOR			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN ENV REMED			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN SPEC REC			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
EN	0313	EN MINE REC			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN ADMIN			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN AB MINE			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN OIL GAS			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN WATER RES			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN ENV ENFOR			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN ENV REMED			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0313	EN SPEC REC			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
EN	0325	EN AIR QUAL			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
HE	0485	GLENVILLE								Casey Smola	8/15/2023
HE	0471	MARSHALL								Karen Fischer	
HE	0471	MARSHALL								Karen Fischer	4/18/2024
HE	0486	SHEPHERD			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
HE	0488	WEST LIBERTY			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
HE	0463	WVU TECH			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
HE	0463	WVU			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
HE	0490	WV STATE			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
HE	0483	CONCORD			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
HE	0463	WVU			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
HE	0485	GLENVILLE			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
HE	0441	POLICY COMM			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
HE	0476	OST MED			6/7/2024		6/12/2024		9/21/2024		
HS	0606	EMERGE MANG			6/7/2024	7/31/2024	6/12/2024	7/31/2024	9/21/2024		
HS	0608	CR CENT OFF			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR DENMAR			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR BECKLEY			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR PRUNTY			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR PAROL SRV			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR SPEC SRV			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
HS	0608	CR MT OLIVE			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR TRAIN ACA			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR COR INVST			6/7/2024		6/12/2024		9/21/2024		
HS	0608	CR COR K9			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ CENT OFF			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS CENT OFF			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS VIC DOUG			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS TIGER MOR			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS DON KUHN			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS CHICK BUC			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS ROB SHELL			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS GEN SPARA			6/7/2024		6/12/2024		9/21/2024		
HS	0608	JS GOIN HOME			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ CTR REG			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ S CTR REG			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ S WESTER			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ POTOMAC			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ WESTERN			6/7/2024		6/12/2024		9/21/2024		
HS	0608	RJ TYGART			6/7/2024		6/12/2024		9/21/2024		
HS	0619	FIRE COMM			6/7/2024		6/12/2024		9/21/2024		
HS	0622	PROTECT SERV			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
JU	2400	SUPREME COUR								Jared Sizemore	9/26/2023
JU	2400	SUPREME COUR			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
MI	0926	PSC			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
MI	0603	ADJ GEN			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
MI	0603	ADJ GEN			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
MI	0505	BARBERS + CO			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
QU	0809	PARKWAYS			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
QU	0809	PARKWAYS								Donnie Price	11/14/2024
RE	0706	LOTTERY								Matthew Farley	10/31/2023
RE	0708	ABCC			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
RE	0702	TAX			6/7/2024		6/12/2024	7/31/2024	9/21/2024		
RE	0704	INS COMM			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
RE	0708	ABCC			6/7/2024		6/12/2024		9/21/2024		
RE	0705	LOTTERY			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
SR	0508	SR SERV			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
TR	0804	RAILS AUTHOR								Thomasena Cooper	12/27/2023
TR	0802	DMV								Adam Cascetta	4/4/2024
TR	0802	DMV			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
TR	0803	DOH			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
TR	0804	RAILS AUTHOR			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
VE	0613	VET TRANS			6/7/2024	7/31/2024	6/12/2024		9/21/2024		
HN/A		ALL Agency's			10/17/2023						

## 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.

OBJECT	THESUBOBJECT	Flow Code	ADMINISTRATIVE	TRAVEL EXPENSES	TRAVEL NON-PAY	TRAVEL PROPERTY	VEHICLE OPERATE	VEHICLE RENTAL	VEHICLE REPAIR	Column Total
BUREAU OF SENIOR SERVICES	BUREAU OF SENIOR SERVICES	0506		\$412.32			\$961.74	\$6,288.95		\$7,663.01
COUNCIL FOR C&T COLLEGE EDUCATION	MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE	0444		\$22,233.59	\$223.78			\$336.00		\$22,793.37
COUNCIL FOR C&T COLLEGE EDUCATION	NEW RIVER COMMUNITY AND TECHNICAL COLLEGE	0445		\$88,564.06	\$745.99		\$6,127.37	\$9,682.02	\$378.84	\$105,497.88
COUNCIL FOR C&T COLLEGE EDUCATION	HERRINGTON COMMUNITY AND TECHNICAL COLLEGE	0446		\$73,944.18	\$450.66		\$1,740.95	\$12,113.11		\$88,248.90
COUNCIL FOR C&T COLLEGE EDUCATION	BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE	0447		\$42,612.72			\$12,746.75		\$60.98	\$55,420.45
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA UNIVERSITY AT PARKERSBURG	0484		\$118,736.51	\$1,326.93		\$2,546.36	\$2,477.62	\$3,352.52	\$123,346.77
COUNCIL FOR C&T COLLEGE EDUCATION	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	0487		\$87,818.67	\$712.19		\$18,768.96	\$37,318.11	\$12,215.10	\$156,633.03
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA NORTHERN COMMUNITY AND TECHNICAL COLLEGE	0489		\$97,475.71	\$2,475.82		\$20,607.03	\$4,658.65	\$1,985.92	\$127,703.11
COUNCIL FOR C&T COLLEGE EDUCATION	EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	0492		\$80,563.89	\$5,930.69		\$3,053.05	\$900.00	\$23,555.80	\$114,003.43
COUNCIL FOR C&T COLLEGE EDUCATION	BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE	0493		\$116,375.79	\$1,829.72		\$11,125.05	\$30,039.90	\$13,368.52	\$173,638.98
COUNCIL FOR C&T COLLEGE EDUCATION	COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION	0400		\$61,842.22	\$11,175.87		\$32.10			\$73,050.19
DEPARTMENT OF HEALTH FACILITIES	DEPARTMENT OF HEALTH FACILITIES	0512		\$35,141.20			\$31,315.16	\$199,225.21	\$13,063.81	\$238,645.38
DEPARTMENT OF ADMINISTRATION	SECRETARY OF ADMINISTRATION	0201		\$752.37				\$137.79		\$890.16
DEPARTMENT OF ADMINISTRATION	CONSOLIDATED PUBLIC RETIREMENT BOARD	0203		\$4,792.88	\$110.04		\$267.04	\$278.91		\$5,448.87
DEPARTMENT OF ADMINISTRATION	FINANCE DIVISION	0209		\$437.63						\$437.63
DEPARTMENT OF ADMINISTRATION	INFORMATION SERVICES AND COMMUNICATIONS	0210		\$97,168.14			\$14,277.82	\$85,029.35	\$12,232.38	\$206,707.69
DEPARTMENT OF ADMINISTRATION	GENERAL SERVICES DIVISION	0211		\$857.00			\$54,463.79	\$4,479.50	\$4,901.56	\$64,701.85
DEPARTMENT OF ADMINISTRATION	PURCHASING DIVISION	0213		\$4,650.19			\$78.68	\$5,187.37		\$615.86
DEPARTMENT OF ADMINISTRATION	SURPLUS PROPERTY	0214				\$4,904.19	\$1,731.61	\$108.00	\$1,782.73	\$8,526.53
DEPARTMENT OF ADMINISTRATION	AVIATION DIVISION	0215		\$348.64			\$715.24	\$158.41	\$1,156,839.57	\$1,158,001.86
DEPARTMENT OF ADMINISTRATION	FLEET MANAGEMENT DIVISION	0216		\$172.25			\$206,422.99	\$77,425.87		\$229,730.71
DEPARTMENT OF ADMINISTRATION	BOARD OF RISK AND INSURANCE MANAGEMENT	0218		\$696.46			\$621.36	\$120.00		\$1,437.82
DEPARTMENT OF ADMINISTRATION	ETHICS COMMISSION	0220		\$3,163.41				\$110.06		\$3,273.47
DEPARTMENT OF ADMINISTRATION	PUBLIC DEFENDER SERVICES	0221		\$1,068.01				\$1,515.80		\$2,583.81
DEPARTMENT OF ADMINISTRATION	DIVISION OF PERSONNEL	0222		\$1,752.61				\$1,694.56		\$3,447.17
DEPARTMENT OF ADMINISTRATION	PUBLIC EMPLOYEES INSURANCE AGENCY	0225		\$2,732.91				\$497.88		\$3,230.79
DEPARTMENT OF ADMINISTRATION	PROSECUTING ATTORNEYS INSTITUTE	0228		\$1,824.03	\$3,580.95					\$5,404.98
DEPARTMENT OF ADMINISTRATION	REAL ESTATE DIVISION	0233					\$5,036.25	\$3,785.73	\$120.00	\$8,941.98

CABINET	DEPARTMENT	NEW SALARY	DEFERRED AMOUNT	TRAVEL EMPLOYEE	TRAVEL NON EMP	VEHICLE EMPLOYE	VEHICLE EMPLOYEE	VEHICLE BENEFIT	VEHICLE BENEFIT	Total Total
DEPARTMENT OF ARTS, CULTURE AND HISTORY	DIVISION OF CULTURE AND HISTORY	0432		\$47,905.29	\$29,474.04		\$2,079.05	\$746.20	\$1,757.83	\$81,380.41
DEPARTMENT OF ARTS, CULTURE AND HISTORY	EDUCATIONAL BROADCASTING AUTHORITY	0458		\$5,576.04			\$41,311.22	\$9,426.57	\$11,561.19	\$67,873.02
DEPARTMENT OF COMMERCE	DIVISION OF REHABILITATION SERVICES	0802		\$248,021.80	\$1,118.15		\$16,093.58	\$3,804.00	\$12,044.86	\$281,082.39
DEPARTMENT OF COMMERCE	DIVISION OF FORESTRY	0305		\$5,185.69	\$1,761.32		\$170,127.55	\$68,582.48	\$38,107.16	\$283,764.20
DEPARTMENT OF COMMERCE	GEOLOGICAL AND ECONOMIC SURVEY	0306		\$423.90			\$670.75	\$81.78	\$865.56	\$1,878.43
DEPARTMENT OF COMMERCE	DIVISION OF LABOR	0308		\$33,596.56			\$41,208.60	\$5,848.86	\$29,768.73	\$110,422.75
DEPARTMENT OF COMMERCE	DIVISION OF NATURAL RESOURCES	0310		\$49,776.25	\$186.26	\$98,258.95	\$556,057.53	\$68,626.24	\$290,481.16	\$1,063,386.39
DEPARTMENT OF COMMERCE	DIVISION OF MINERS HEALTH, SAFETY AND TRAINING	0314		\$12,850.80	\$119.21		\$170,006.67	\$199,122.12	\$87,120.13	\$469,418.93
DEPARTMENT OF COMMERCE	BOARD OF COAL MINE HEALTH AND SAFETY	0319		\$15,010.79						\$15,910.79
DEPARTMENT OF COMMERCE	WORKFORCE WEST VIRGINIA	0323		\$56,168.91			\$6,119.66	\$1,766.11	\$2,332.24	\$67,786.92
DEPARTMENT OF COMMERCE	SECRETARY OF COMMERCE	0327		\$6,911.09						\$6,911.09
DEPARTMENT OF ECONOMIC DEVELOPMENT	WEST VIRGINIA DEPARTMENT OF ECONOMIC DEVELOPMENT	0307		\$100,067.17	\$369.80		\$5,521.90	\$1,391.55	\$5,321.67	\$112,672.09
DEPARTMENT OF EDUCATION	DEPARTMENT OF EDUCATION	0402		\$617,216.95	\$97,391.72		\$20,763.15	\$38,143.41		\$773,515.23
DEPARTMENT OF EDUCATION	WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND	0403		\$14,859.96	\$160.00		\$63,698.28	\$7,140.49	\$36,500.00	\$122,358.73
DEPARTMENT OF EDUCATION	SCHOOL BUILDING AUTHORITY	0404		\$4,013.75	\$1,680.38		\$2,366.86	\$309.63		\$8,970.62
DEPARTMENT OF EDUCATION	WEST VIRGINIA PROFESSIONAL CHARTER SCHOOL BOARD	0405		\$2,683.74						\$2,683.74
DEPARTMENT OF HEALTH	SECRETARY OF HEALTH AND HUMAN RESOURCES	0501		\$838.84	\$4,158.06		\$428.89	\$828.36	\$591.10	\$6,845.25
DEPARTMENT OF HEALTH	DIVISION OF HEALTH	0506		\$131,110.29	\$4,509.67		\$85,018.50	\$219,501.80	\$37,503.08	\$477,843.36
DEPARTMENT OF HEALTH	HEALTH CARE AUTHORITY	0507			\$211.70					\$211.70
DEPARTMENT OF HEALTH	HUMAN RIGHTS	0510		\$1,023.20	\$1,624.07		\$156.66	\$6,294.32		\$9,098.25
DEPARTMENT OF HOMELAND SECURITY	SECRETARY OF DEPARTMENT OF HOMELAND SECURITY	0601		\$2,007.99			\$3,095.82	\$3,698.66	\$294.27	\$9,096.74
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF EMERGENCY MANAGEMENT	0606		\$6,229.63	\$366.94	\$551.80	\$445,660.04	\$6,151.95	\$61,335.68	\$519,092.44
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF CORRECTIONS AND REHABILITATION	0608		\$107,865.17	\$248.29	\$1,678.50	\$506,258.29	\$886,341.18	\$392,691.27	\$1,895,082.70
DEPARTMENT OF HOMELAND SECURITY	WEST VIRGINIA STATE POLICE	0612	\$278,315.00	\$2,722.67	\$2,018.78	\$341,927.63	\$677,418.30	\$42,271.58	\$305,434.28	\$1,093,478.44
DEPARTMENT OF HOMELAND SECURITY	FIRE COMMISSION	0619		\$4,576.92	\$12,511.76		\$49,868.51	\$93,874.55	\$33,834.50	\$194,266.64
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF PROTECTIVE SERVICES	0622		\$844.78			\$8,113.01	\$1,776.00	\$3,972.86	\$14,706.65
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF ADMINISTRATIVE SERVICES	0623		\$2,109.77	\$3,882.44		\$2,229.59	\$6,827.34	\$893.30	\$15,942.44
DEPARTMENT OF HUMAN SERVICES	DIVISION OF HUMAN SERVICES	0511		\$1,542,917.46	\$18,407.88		\$117,844.92	\$2,131,856.53	\$51,241.98	\$3,862,268.77
DEPARTMENT OF REVENUE	DIVISION OF FINANCIAL INSTITUTIONS	0303		\$85,954.05						\$85,954.05
DEPARTMENT OF REVENUE	TAX DIVISION	0702		\$250,274.57	\$408.10		\$47,977.23	\$1,748.45	\$5,720.83	\$306,129.18
DEPARTMENT OF REVENUE	STATE BUDGET OFFICE	0703		\$195.20						\$195.20
DEPARTMENT OF REVENUE	INSURANCE COMMISSIONER	0704		\$4,904.52			\$18,192.70	\$47,069.73	\$18,394.65	\$88,521.60
DEPARTMENT OF REVENUE	LOTTERY COMMISSION	0705		\$4,166.95	\$6,346.12		\$24,971.14	\$96,764.52	\$17,317.21	\$149,765.94
DEPARTMENT OF REVENUE	RACING COMMISSION	0707		\$23,316.40						\$23,316.40
DEPARTMENT OF REVENUE	ALCOHOL BEVERAGE CONTROL ADMINISTRATION	0708		\$288.12			\$28,318.62	\$101,560.40	\$6,478.82	\$136,645.96
DEPARTMENT OF REVENUE	OFFICE OF TAX APPEALS	0709		\$1,070.37						\$1,070.37
DEPARTMENT OF TOURISM	WEST VIRGINIA DEPARTMENT OF TOURISM	0304		\$5,244.39	\$13,377.93		\$8,501.38			\$27,123.70
DEPARTMENT OF TRANSPORTATION	DIVISION OF MOTOR VEHICLES	0802		\$24,611.52	\$4,070.65		\$31,422.98	\$72,543.51	\$36,563.69	\$169,212.35
DEPARTMENT OF TRANSPORTATION	DIVISION OF HIGHWAYS	0803		\$1,948,688.67	\$82.54		\$6,425,512.08	\$19,934,903.76	\$7,365,440.52	\$35,674,627.57
DEPARTMENT OF TRANSPORTATION	WV DIVISION OF MULTIMODAL TRANSPORTATION FACILITIES	0810		\$25,287.36			\$10,576.90	\$62,155.73	\$2,870.63	\$100,890.22
DEPARTMENT OF VETERANS ASSISTANCE	VETERANS AFFAIRS	0813		\$20,957.95			\$7,025.15	\$1,444.00		\$39,427.10
DEPARTMENT OF VETERANS ASSISTANCE	VETERANS HOME	0818		\$149.34		\$46.98	\$18,930.37	\$1,262.00	\$4,079.90	\$24,468.59
ELECTED OFFICIALS	AUDITORS OFFICE	1200		\$298,571.40			\$1,221.62	\$481.40		\$300,274.42
ELECTED OFFICIALS	TREASURERS OFFICE	1300		\$78,895.94			\$8,528.62		\$3,390.43	\$90,815.01
ELECTED OFFICIALS	DEPARTMENT OF AGRICULTURE	1400		\$510,699.67	\$1,273.29	\$916.45	\$276,686.56	\$28,007.67	\$46,774.35	\$864,357.99
ELECTED OFFICIALS	ATTORNEY GENERAL	1500		\$10,032.87	\$364.56		\$26,165.63	\$1,797.00		\$38,360.03
ELECTED OFFICIALS	SECRETARY OF STATE	1600		\$25,133.47			\$41.06	\$2,157.83		\$27,332.36
ELECTED OFFICIALS	GOVERNORS OFFICE	0100		\$3,414.26			\$4,725.18	\$1,404.45	\$6,364.30	\$15,908.19

FUNCTION	DEPARTMENT	FUND CODE	REVENUE POSITION	TRAVEL EMPLOYEES	TRAVEL NON EMP	TRAVEL EMPH	TRAVEL NON EMPH	TRAVEL EMPH	TRAVEL NON EMPH	TRAVEL EMPH	TRAVEL NON EMPH
ENVIRONMENT	SOLID WASTE MANAGEMENT BOARD	0312		\$835.82	\$1,743.60	\$1,114.99	\$2,048.33	\$260.00			\$13,402.74
ENVIRONMENT	DEPARTMENT OF ENVIRONMENTAL PROTECTION	0313		\$132,776.06	\$1,916.92	\$40,537.63	\$408,054.92	\$750,292.08	\$361,773.62	\$1,095,351.23	
ENVIRONMENT	OIL AND GAS CONSERVATION COMMISSION	0315		\$5,415.78							\$5,415.78
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION	0441		\$141,747.03	\$18,836.86		\$4,460.81	\$303.80	\$2,617.36	\$167,965.86	
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION - SYSTEM	0442			\$317.75					\$317.75	
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA UNIVERSITY	0483		\$8,284,532.62	\$205,073.85		\$378,191.18	\$1,669,290.01	\$139,011.07	\$10,076,098.73	
HIGHER EDUCATION POLICY COMMISSION	MARSHALL UNIVERSITY	0471		\$5,058,693.35	\$187,489.38		\$78,046.47	\$2,963,349.55	\$14,407.40	\$8,301,986.15	
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE	0478		\$448,600.00	\$128,176.43		\$23,848.76	\$10,646.36		\$611,271.55	
HIGHER EDUCATION POLICY COMMISSION	BLUEFIELD STATE UNIVERSITY	0482		\$142,248.95	\$443,336.47		\$35,482.05	\$277,642.01	\$173.93	\$899,083.41	
HIGHER EDUCATION POLICY COMMISSION	CONCORD UNIVERSITY	0483		\$622,396.43	\$61,113.59		\$263.30	\$313,260.60	\$9,585.64	\$1,006,619.56	
HIGHER EDUCATION POLICY COMMISSION	FAIRMONT STATE UNIVERSITY	0484		\$924,799.54	\$35,340.15		\$117,941.90	\$115,395.33	\$250,189.45	\$1,443,875.37	
HIGHER EDUCATION POLICY COMMISSION	GLENVILLE STATE UNIVERSITY	0485		\$447,045.44	\$49,719.03		\$15,937.25	\$35,585.60	\$64,737.64	\$613,024.96	
HIGHER EDUCATION POLICY COMMISSION	SHEPHERD UNIVERSITY	0486		\$114,296.91	\$399,589.64		\$17,060.51	\$308,185.40	\$8,234.41	\$847,586.87	
HIGHER EDUCATION POLICY COMMISSION	WEST LIBERTY UNIVERSITY	0488		\$145,735.38	\$318,590.64		\$10,305.73	\$207,845.44	\$23,218.65	\$705,655.84	
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA STATE UNIVERSITY	0490		\$23,438.73	\$1,429.91		\$29,316.75	\$209,713.51		\$263,888.90	
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING	0495		\$10,146.59						\$10,146.59	
JUDICIAL	SUPREME COURT	2400		\$831,239.31	\$356,420.97	\$2,920.00	\$28,715.93	\$3,610.76		\$1,222,906.97	
LEGISLATURE	SENATE	2100		\$514,135.37						\$514,135.37	
LEGISLATURE	HOUSE OF DELEGATES	2200		\$1,266,172.74				\$421.64		\$1,266,594.38	
LEGISLATURE	JOINT EXPENSES	2300		\$25,897.05	\$2,340.64		\$9,582.79	\$1,228.77		\$39,049.25	
MISCELLANEOUS	BOARD OF BARBERS AND COSMETOLOGISTS	0505		\$6,307.98			\$7,347.89	\$11,401.69		\$26,057.56	
MISCELLANEOUS	ADJUTANT GENERAL	0503		\$102,982.49		\$1074.59	\$51,138.74	\$260,888.73	\$28,854.99	\$445,939.54	
MISCELLANEOUS	ARMORY BOARD	0504		\$2,514.39			\$8,721.21	\$5,988.68	\$7,804.35	\$25,118.63	
MISCELLANEOUS	APPRAISER LICENSING CERTIFICATION BOARD	0501		\$2,102.59			\$185.00			\$2,287.59	
MISCELLANEOUS	BOARD OF FUNERAL SERVICE EXAMINERS	0502		\$11,199.32						\$11,199.32	
MISCELLANEOUS	BOARD OF PROFESSIONAL SURVEYORS	0503		\$1,432.56						\$1,432.56	
MISCELLANEOUS	BOARD OF COUNSELING	0504		\$3,201.46	\$785.94					\$3,987.40	
MISCELLANEOUS	BOARD OF SOCIAL WORK	0505		\$1,133.78						\$1,133.78	
MISCELLANEOUS	BOARD OF LICENSED PRACTICAL NURSES	0506		\$4,739.40						\$4,739.40	
MISCELLANEOUS	BOARD OF REGISTERED NURSES	0507		\$4,606.27						\$4,606.27	
MISCELLANEOUS	BOARD OF CHIROPRACTIC EXAMINERS	0508		\$5,399.11						\$5,399.11	
MISCELLANEOUS	BOARD OF DENTISTRY	0509		\$1,506.79	\$7,425.99					\$8,932.78	
MISCELLANEOUS	BOARD OF OCCUPATIONAL THERAPY	0511		\$4,357.96						\$4,357.96	
MISCELLANEOUS	BOARD OF PHARMACY	0513		\$53,913.03						\$53,913.03	
MISCELLANEOUS	BOARD OF PSYCHOLOGISTS	0514		\$292.84						\$292.84	
MISCELLANEOUS	BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNOLOGY	0515		\$1,894.76						\$1,894.76	
MISCELLANEOUS	BOARD OF SANITARIANS	0516		\$182.08						\$182.08	
MISCELLANEOUS	BOARD OF PROFESSIONAL ENGINEERS	0517		\$2,618.41						\$2,618.41	
MISCELLANEOUS	BOARD OF ACCOUNTANCY	0518		\$1,486.50						\$1,486.50	
MISCELLANEOUS	BOARD OF ARCHITECTS	0519		\$1,892.25						\$1,892.25	
MISCELLANEOUS	WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE	0521		\$2,416.34						\$2,416.34	
MISCELLANEOUS	BOARD OF PHYSICAL THERAPY	0522		\$1,720.76						\$1,720.76	
MISCELLANEOUS	BOARD OF VETERINARY MEDICINE	0523		\$9,001.96	\$5,600.63					\$14,602.59	
MISCELLANEOUS	PUBLIC SERVICE COMMISSION	0526		\$19,804.89			\$79,804.23	\$271,511.59	\$69,521.46	\$440,642.17	
MISCELLANEOUS	REAL ESTATE COMMISSION	0527		\$16,091.77						\$16,091.77	
MISCELLANEOUS	BOARD OF FORESTERS	0529		\$388.08						\$388.08	
MISCELLANEOUS	BOARD OF SPEECH LANGUAGE PATHOLOGY AND AUDIOLOGY	0530		\$2,252.72						\$2,252.72	
MISCELLANEOUS	BOARD OF RESPIRATORY CARE	0535		\$409.86						\$409.86	
MISCELLANEOUS	BOARD OF LICENSED DIETITIANS	0536		\$1,537.82						\$1,537.82	
MISCELLANEOUS	COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY	0539			\$428.38					\$428.38	
MISCELLANEOUS	CENTER FOR NURSING	0543		\$7,148.31						\$7,148.31	
MISCELLANEOUS	ECONOMIC DEVELOPMENT AUTHORITY	0544		\$20,023.59	\$2,863.64					\$22,887.23	
MISCELLANEOUS	BOARD OF MEDICINE	0545		\$6,868.25						\$6,868.25	
MISCELLANEOUS	MUNICIPAL PENSION OVERSIGHT BOARD	0546		\$2,827.47						\$2,827.47	
MISCELLANEOUS	ENTERPRISE RESOURCE PLANNING BOARD	0547		\$1,147.64						\$1,147.64	
MISCELLANEOUS	WEST VIRGINIA CONTRACTOR LICENSING BOARD	0561		\$2,656.10			\$14,001.35	\$144.14		\$16,801.59	
QUASI GOVERNMENT	WEST VIRGINIA PARKWAYS AUTHORITY	0509		\$140.35				\$1,020,648.08	\$3,220.99	\$38,890.00	\$1,061,899.42
Grand Total				\$70,845,432.82	\$2,470,753.38	\$494,228.11	\$126,997,965.87	\$31,797,779.74	\$11,179,055.88	\$95,328,150.80	

## 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 FY2024 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 FY2024.

State Vehicle Complaints FY 2024		
Cabinet	Cabinet Name	# of Complaints
AD	Administration	5
CO	Commerce	6
DH	Health Human Resource	73
ED	Education	7
EL	Elected Office	3
EN	Environmental Protection	30
HE	Higher Ed	7
HS	Homeland Security	32
MI	Miscellaneous	15
RE	Revenue	11
TR	Transportation	58
Grand Total		247

## Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2024. 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 2,457 utilization exemption requests for FY2024:

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 2,038 vehicles that did not submit an exemption request for FY2024. 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 FY2024 but for which the agency did not submit an exemption request.

**# of FY2024 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level**

Cabinet	Requested Exemptions							Underutilized Vehicles that Didn't Submit an Exemption Request	Total # of Underutilized Vehicles for FY2024	Total Vehicles for Review or Reassignment
	Total Fleet	ENV 20%	ERV logs	ETV	PSV	SEV logs	Total Exemption Requests			
ADMINISTRATION	53	1	0	6	0	1	9	32	41	16
COMMUNITY COLLEGE	91	13	0	30	6	19	69	22	91	14
ARTS, CULTURE AND HISTORY	15	0	0	4	0	2	6	6	12	2
COMMERCE	860	9	40	197	42	17	305	206	511	41
DHHR	290	50	0	25	0	0	86	61	147	34
ECONOMIC DEVELOPMENT	2	0	0	1	0	0	1	1	2	1
EDUCATION	40	0	0	0	1	0	1	13	14	5
ELECTED OFFICES	201	3	1	0	0	0	5	133	138	67
DEP	360	3	66	5	0	12	88	51	139	12
HIGHER ED	702	24	7	110	40	209	400	257	657	157
HOMELAND SECURITY	1565	35	0	198	18	29	285	509	794	22
JUDICIAL	18	0	0	0	0	0	0	10	10	3
LEGISLATIVE	10	9	0	0	0	0	9	0	9	0
MISCELLANEOUS	157	11	4	17	10	1	64	23	87	14
QUASI	177	0	0	2	0	0	8	110	118	39
REVENUE	100	11	0	38	0	4	53	8	61	4
SENIOR SERVICES	2	2	0	0	0	0	2	0	2	0
TRANSPORTATION	2389	10	0	1022	0	0	1047	594	1641	91
VETERANS	20	0	0	19	0	0	19	1	20	1
TOURISM	2	0	0	0	0	0	0	1	1	0
<b>Grand Total</b>	<b>7054</b>	<b>181</b>	<b>118</b>	<b>1674</b>	<b>117</b>	<b>294</b>	<b>2457</b>	<b>2038</b>	<b>4495</b>	<b>523</b>

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 FY2024 FMD identified 523 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

Vehicles For Review	
Exemptions Received	2457
Additional Underutilized Vehicles - No Exemption Submitted	2038
Total Exemptions	4495
<b>Less:</b>	
Approved Underutilized Requests	2384
State Police	448
New Vehicles	285
Vehicles that average over 899/Mth	284
Vehicles with 100,000 Miles and Over	498
Total Vehicles for Review and or Reassignment	523
<b>Data Action Items</b>	
Missing Purpose	0
Unusual Purpose Category	0
Last Odometer date before 1/2023	372
<b>Total Number of Data Action Items</b>	<b>372</b>

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 November 1, 2024, there are 9 agencies utilizing telematics covering 347 vehicles.

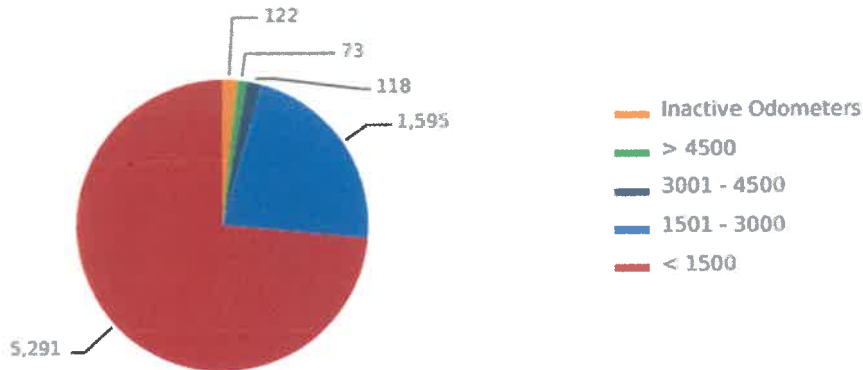
FMD has implemented an online reservation system with a kiosk and lock box for vehicle keys creating the Capitol Complex Motor Pool that facilitates underutilized vehicles to be shared across cabinet levels and agencies. West Liberty University added the online reservation system in October 2022 and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

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.

## 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 FY24

LOV Operations Cost 11-1-2024

### **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

FY2024 Utilization Exemption Vehicle Summary

FY2024 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 FY2024**