

Fleet Management Division 2023 Annual Fleet Report

State of West Virginia



Fleet Management Division

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Background

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

WV Code §5A-12 was passed on March 7, 2018, and emergency Rules were implemented on November 14, 2018. The Code and Rule established procedures for the use and yearly reporting of agencies’ fleet inventory and operating cost. The legislation outlines the agencies’ and FMD’s responsibilities. It also provides two enforcements checks: first, the DMV relicensing project that requires agencies to list their vehicles in wvOASIS fixed assets before a new plate will be issued (all state green plates expired on December 31, 2018, and the DMV relicensing project will ensure the accuracy of the state’s inventory); second, the State Auditor’s Office must conduct a spot compliance audit on not less than 20% of the state’s fleet annually to monitor operator, spending unit, and fleet coordinator records and reports for accuracy and compliance beginning July 1, 2019. The State Auditor shall report to FMD the findings of each spot compliance audit. The Auditor’s Office spot compliance ensures agencies are following the requirements in the WV Code §5A-12 and Legislative Rule 148-03.

WV Code §5A-12 State Vehicle Fleet Annual Report

WV Code §5A-12 requires the agencies to report on their vehicle inventory that they own and operate by October 31, 2018, and annually thereafter. FMD must submit a state fleet annual report to the Governor and the Joint Committee on Government and Finance by December 31, 2023. WV Code §5A-12-9 (b) provides an exemption, through the rule making process, for agencies not to use FMD’s services for maintenance and fueling that have established facilities that can perform and report on maintenance and fueling events per agencies and vehicle.

FMD sent the agencies an email on 9/21/2023 instructing them to verify the data in Holman database and wvOASIS. In addition, FMD sent an email on 9/21/2023 to those agencies that were granted an exemption to send their vehicle operation data for FY2023 by October 2, 2023. Appendix 2 contains a copy of the cabinet level Holman Fixed and Operating Expense FY23 and exempt agencies reporting is found in Appendix 3.

§5A-12-12 Reporting Requirements

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

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

Holman's LOV Report contains all operation costs for the life of the vehicle plus each vehicle's attributes. Holman's Fixed and Operation Expenses FY2023 provides the operations cost for fiscal year 2023 (FY2023) by Cabinet, Agency, and vehicle level. These reports will provide a baseline for future reporting and provide an area of focus for the Auditor's Office 20% spot compliance. These vehicle operations cost reports can be found in Appendix 2.

To protect any undercover vehicles, FMD has removed any vehicles' attributes that could be used to identify a vehicle from all the reports found in the appendices. FMD has made a key for each report in the appendices in order to supply the removed vehicle attributes upon request.

Legislative Rule §148-23 was submitted by FMD exempting the Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD's maintenance services. As of November 8, 2023, Parkways Authority, DNR/Parks, The Department of Highways and The State Rail Authority have provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in §5A-12-12. Exempt agencies reports can be found in Appendix 3.

Cabinet Level Fleet Inventory

Inventory

Inventory by Cabinet Level

WV Code §5A-12-7 requires agencies to list all vehicles owned or operated into wvOASIS fixed assets. Surplus Property requires agencies to confirm their inventory annually by July 15th.

FMD ran the wvOASIS FIN-AM-017 Vehicles by Department (FA17) report on October 13, 2023. Below is a chart listing the number of owned and operated motorized vehicles over and under 1 ton and licensed non-motorized units.

Included in the chart is a listing of the state’s inventory found in Holman, along with inventory issues found when comparing the two databases. Monthly, FMD compares the two databases and informs wvOASIS, DMV, Surplus Property, and the agencies concerned of any discrepancies each quarter.

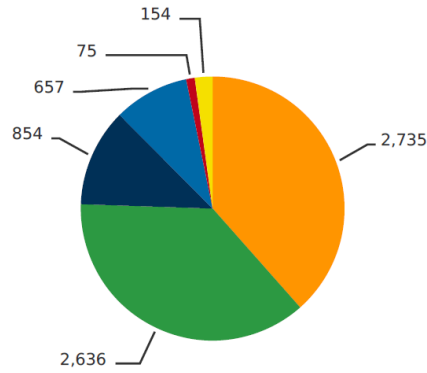
Below are graphs listing the state’s inventory in Holman by Type, Manufacturer, and Year. FMD can provide additional inventory reports at the agency and department level upon request.

Appendix 1 contains the wvOASIS FA17 report and Holman inventory.

wvOASIS and Holman Inventory Chart

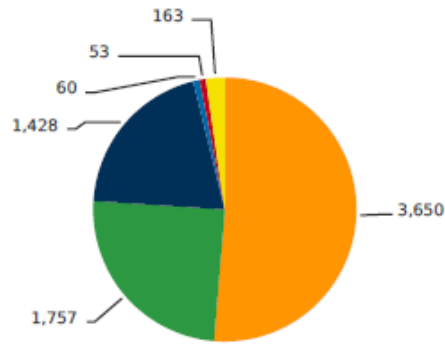
	# of One Ton & Under Vehicles (ARI LOV Report) 10/2023	Total # of Motorized Vehicles in wvOASIS (FA17) 10/2023	# of One Ton and Under Vehicles in wvOASIS Fixed Assets, 02 (FA17) 10/2023	# of Over One Ton Vehicles in wvOASIS Fixed Assets, 03 (FA17) 10/2023	# of Licensed Leased Units in wvOASIS, 32 (FA17)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

Inventory by Asset Type
 Inventory by Asset Type
 Active Vehicles



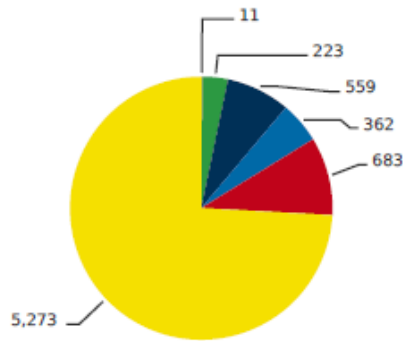
- Truck LD
- SUV
- Van
- Car
- Truck MD
- Other

Inventory by Manufacturer
 Inventory by Manufacturer
 Active Vehicles



- FORD
- FIAT
- GM
- TOYOTA
- DAIMLER AG
- OTHER

Inventory by Model Year
 Inventory By Model Year
 Active Vehicles



- 2024
- 2023
- 2022
- 2021
- 2020
- Older

Fleet Operations Cost

State of West Virginia Vehicle Operations Cost

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

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

FMD provides fueling and maintenance services through Holman. Holman is the vendor that was awarded the Vehicle Management Contract that is solicited through the Purchasing Division. As of October 2023, FMD provided maintenance services to 3,195 vehicles and fueling services to 4,486 vehicles. In Appendix 2 is a report titled LOV Operating Cost 10-23 (LOV Report). The LOV Report lists each state owned or operated vehicle that uses FMD's services, along with the attributes and operation cost (fueling, maintenance, and fixed cost) for the life of the vehicle. Also in Appendix 2 is a report titled Fixed and Operating Expenses FY2023 ALL, this report lists all the state's vehicle operation costs (for vehicles that use FMD fueling and maintenance) for fiscal year 2023. Other fleet and travel expenses not facilitated by Holman can be found in the wvOASIS FIN-GL-146 report found in Appendix 5. Below is a Cabinet Level Summary Chart that lists the state operations cost along with a second chart listing the main categories for the operations of the state fleet. Please note that the chart below only contains data from vehicles using Holman fueling and maintenance services.

Cabinet Level Vehicle Operations Cost Chart

Expense Type	Expense Category	202207			202208			202209			202210			202211			202212		
		Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units
Fixed Expenses	Management Fees	\$16,304.62	1.1%	3388	\$21,633.62	1.4%	5599	\$22,494.16	1.5%	5633	\$22,514.41	1.7%	5654	\$17,312.41	1.4%	3506	\$18,540.79	1.4%	3493
	Sub-Total:	\$16,304.62	1.1%		\$21,633.62	1.4%		\$22,494.16	1.5%		\$22,514.41	1.7%		\$17,312.41	1.4%		\$18,540.79	1.4%	

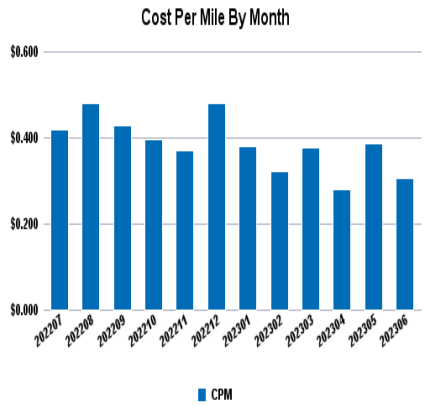
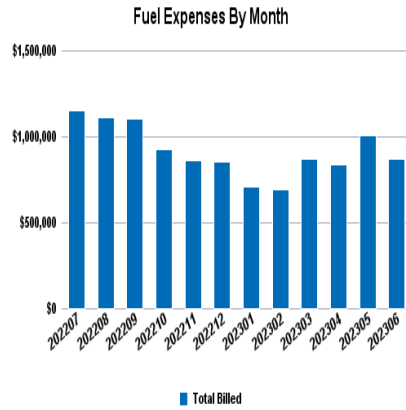
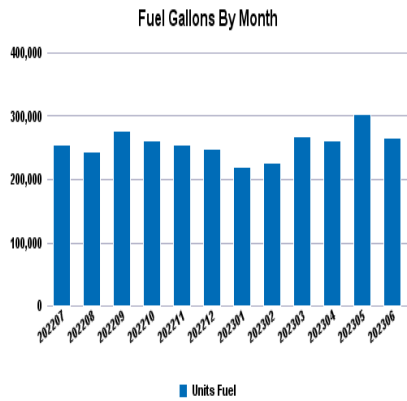
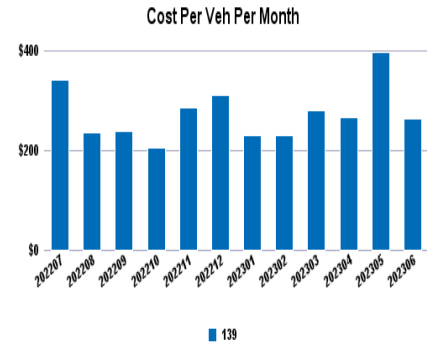
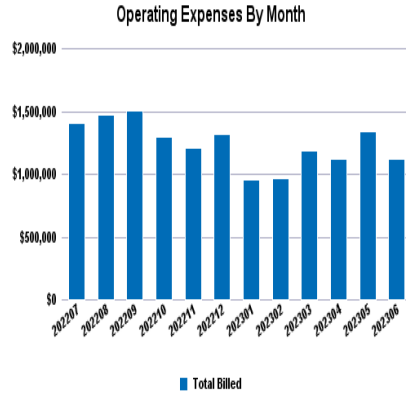
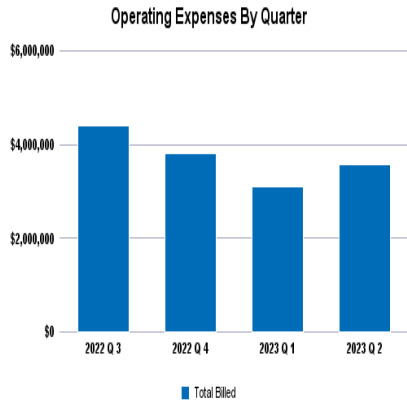
Operating Expenses	Accident Repairs	\$6,166.19	0.4%	22	\$5,681.35	0.4%	17	\$6,386.54	0.4%	17	\$6,577.27	0.5%	24	\$5,400.99	0.4%	16	\$7,484.88	0.6%	18
	Daily Rentals																		
	Equipment Fuel	\$67.12	0.0%	2	\$65.65	0.0%	3	\$25.87	0.0%	2	\$19.46	0.0%	1	\$6.75	0.0%	1			
	Fixed Costs																\$126.00	0.0%	1
	Fuel	\$1,168,172.58	81.8%	3144	\$1,120,481.18	74.9%	3131	\$1,116,401.47	73.0%	3255	\$933,439.81	71.0%	3229	\$873,285.39	71.4%	3217	\$864,138.46	64.6%	3205
	Fuel Discount	(\$10,982.62)	-0.8%	3144	(\$10,560.72)	-0.7%	3134	(\$10,559.62)	-0.7%	3257	(\$8,871.91)	-0.7%	3229	(\$8,316.60)	-0.7%	3218	(\$8,218.22)	-0.6%	3205
	Maintenance Repairs	\$177,089.56	12.4%	419	\$257,072.06	17.2%	556	\$276,911.81	18.1%	666	\$273,984.00	20.8%	581	\$229,363.06	18.8%	580	\$322,772.10	24.1%	661
	Misc	\$1,048.43	0.1%	1	\$259.87	0.0%	2	\$7,146.56	0.5%	2	\$127.05	0.0%	3	\$52.50	0.0%	1	\$308.36	0.0%	5
	Oil And Lube	\$29,547.05	2.1%	378	\$31,577.68	2.1%	447	\$39,907.84	2.6%	542	\$32,168.20	2.4%	444	\$34,483.20	2.8%	470	\$50,125.87	3.7%	590
	Parking And Tolls																\$6.56	0.0%	1
	State Fees (not Tax)																\$5.24	0.0%	1
	Taxes																		
	Tires	\$31,970.58	2.2%	202	\$59,802.05	4.0%	288	\$64,586.42	4.2%	361	\$48,265.20	3.7%	274	\$65,121.55	5.3%	326	\$70,853.90	5.3%	366
	Warranty Credit																		
	Wash And Polish	\$8,475.08	0.6%	66	\$9,963.55	0.7%	79	\$5,227.77	0.3%	53	\$6,189.34	0.5%	69	\$5,737.74	0.5%	86	\$10,855.24	0.8%	111
	Sub-Total:	\$1,411,553.97	98.9%		\$1,474,342.67	98.6%		\$1,506,034.66	98.5%		\$1,291,898.42	98.3%		\$1,205,134.58	98.6%		\$1,318,458.39	98.6%	

Grand Total:	\$1,427,858.59	100.0%		\$1,495,976.29	100.0%		\$1,528,528.82	100.0%		\$1,314,412.83	100.0%		\$1,222,446.99	100.0%		\$1,336,999.18	100.0%	
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202301			202302			202303			202304			202305			202306			Total
Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	Amount	%	# of Units	
\$18,002.66	1.8%	3502	\$18,401.91	1.9%	3499	\$18,138.66	1.5%	3509	\$19,050.16	1.7%	3508	\$5,263.00	0.4%	269	\$18,531.41	1.6%	3507	\$216,187.81
\$18,002.66	1.8%		\$18,401.91	1.9%		\$18,138.66	1.5%		\$19,050.16	1.7%		\$5,263.00	0.4%		\$18,531.41	1.6%		\$216,187.81

\$3,517.17	0.4%	11	\$3,407.38	0.3%	10	\$6,018.83	0.5%	19	\$4,642.41	0.4%	12	\$13,808.03	1.0%	22	\$5,172.67	0.5%	18	\$74,263.71
						\$558.99	0.0%	1										\$558.99
												\$10.73	0.0%	1				\$195.58
																		\$126.00
\$713,729.62	73.1%	3064	\$704,172.08	71.5%	3072	\$875,390.82	72.4%	3249	\$844,614.40	74.2%	3251	\$1,016,627.98	75.7%	3300	\$879,230.01	77.5%	3279	\$11,109,683.80
(\$6,806.65)	-0.7%	3064	(\$6,735.90)	-0.7%	3072	(\$8,378.39)	-0.7%	3249	(\$8,059.92)	-0.7%	3250	(\$8,738.71)	-0.7%	3259	(\$9,020.47)	-0.8%	3315	(\$105,249.73)
\$164,471.50	16.8%	411	\$162,619.12	16.5%	427	\$208,742.72	17.3%	537	\$192,823.88	16.9%	452	\$217,339.92	16.2%	561	\$148,895.21	13.1%	523	\$2,632,084.94
\$2,742.60	0.3%	1	\$9,297.98	0.9%	2	(\$5,190.98)	-0.4%	3	\$483.66	0.0%	4	\$368.87	0.0%	4				\$16,644.90
\$29,043.38	3.0%	372	\$29,534.64	3.0%	397	\$38,543.51	3.2%	485	\$34,004.23	3.0%	436	\$37,996.39	2.8%	496	\$37,409.11	3.3%	506	\$424,341.10
												\$441.00	0.0%	1				\$447.56
						\$5.25	0.0%	1										\$10.49
												\$330.92	0.0%	266				\$330.92
\$48,358.07	4.9%	236	\$59,468.10	6.0%	246	\$70,947.28	5.9%	328	\$44,485.91	3.9%	251	\$55,379.35	4.1%	280	\$44,567.99	3.9%	287	\$663,806.40
			(\$21.95)	0.0%	1													(\$21.95)
\$3,885.51	0.4%	60	\$4,656.98	0.5%	65	\$4,847.38	0.4%	85	\$6,179.05	0.5%	83	\$4,692.82	0.3%	85	\$10,049.27	0.9%	113	\$80,759.73
\$958,941.20	98.2%		\$966,398.43	98.1%		\$1,191,485.41	98.5%		\$1,119,173.62	98.3%		\$1,338,257.30	99.6%		\$1,116,303.79	98.4%		\$14,897,982.44

\$976,943.86	100.0%		\$984,800.34	100.0%		\$1,209,624.07	100.0%		\$1,138,223.78	100.0%		\$1,343,520.30	100.0%		\$1,134,835.20	100.0%		\$15,114,170.25
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Exempt Agencies Reporting

On September 21, 2023, FMD sent the exempt agencies Agency Fleet Coordinators (AFCs) an email requesting they provide their fleet operation cost by October 2, 2023, as required by WV Code §5A-12-10, Annual reports by spending units.

Rule §148-23 exempted Division of Highways, Parkways Authority, and Division of Natural Resources/Parks and Recreation from using both fueling and maintenance services. Courtesy Patrol, State Police, and State Rail Authority were granted a partial exemption from FMD's maintenance services.

As of November 8, 2023, Department of Highways, WV Rails Authority, Parkways Authority and DNR/Parks provided agency vehicle operating cost data. Agencies exempt from using FMD's services must still report on their vehicle operations cost and all other requirements found in §5A-12. Exempt agencies reports can be found in Appendix 3.

§5A-12, Other Requirements

Below is a chart listing the other agency reporting requirements, the appointment of an AFC that completed mandatory training during FY23, and a list of agencies that maintain a list of noncompensatory drivers. The agencies reporting on noncompensatory drivers can be found in Appendix 6.

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

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

CABINET CODES	Department	AGENCY	55A-12-7 email sent to AFC's 2023	Under-Utilization Forms Voided Email Sent 2023	55A-12-7 Noncompensatory Driver spreadsheet returned by 7/31/2023	FY2023 SEV & ERV Exemption forms sent 7/2023	SEV & ERV Agency Log Received 2023	Email to AFC for 2023 vehicle data by Oct. 1st	2023 AFC responded to FMD's data cleanup request	New AFC in FY 2023?	Did New AFC Attend Training
LE	Legislative	Commission on Special Investigation	6/14/2023	6/9/2023				9/21/2023			
LE	Legislative	LEGISLATIVE AUDITOR	6/14/2023					9/21/2023			
MI	MISC	Adjutant General	6/14/2023	6/9/2023	6/15/2023			9/21/2023			
MI	MISC	Barbers & Cosmetologists	6/14/2023	6/9/2023				9/21/2023			
MI	MISC	Medical Imaging & Radiation Therapy	6/14/2023					9/21/2023			
MI	MISC	National Coal Heritage Area Authority	6/14/2023	6/9/2023				9/21/2023			
MI	MISC	Public Service Commission	6/14/2023	6/9/2023				9/21/2023			
MI	MISC	Water Development Authority	6/14/2023					9/21/2023			
QU	Quasi	Parkways Authority	6/14/2023	6/9/2023	6/15/2023			9/21/2023			
RE	Revenue	ABCC Alcohol Beverage Control Administration	6/14/2023	6/9/2023	6/27/2023	6/21/2023		9/21/2023			
RE	Revenue	Insurance Commission	6/14/2023	6/9/2023				9/21/2023			
RE	Revenue	Lottery Commission	6/14/2023	6/9/2023	6/30/2023			9/21/2023	9/28/2023		
RE	Revenue	Racing Commission	6/14/2023					9/21/2023			
RE	Revenue	Tax Division and Tax Criminal Investigations	6/14/2023	6/9/2023		6/21/2023	6/22/2023	9/21/2023			
SR	Senior Services	Senior Services	6/14/2023	6/9/2023	6/15/2023			9/21/2023			
TM	Tourism	Tourism								Krysten Wolfe	11/9/2022
TR	Transportation	Administrative Hearings	6/14/2023					9/21/2023			
TR	Transportation	Courtesy Patrol	6/14/2023					9/21/2023			
TR	Transportation	DMV Motor Vehicles	6/14/2023	6/9/2023	6/14/2023			9/21/2023			
TR	Transportation	DOH HIGHWAYS	6/14/2023	6/9/2023	6/15/2023			9/21/2023	9/22/2023		
TR	Transportation	Public Port Authority	6/14/2023					9/21/2023			
TR	Transportation	Public Transit	6/14/2023	6/9/2023				9/21/2023		Erik Hall	7/6/2023
TR	Transportation	State Rail Authority	6/14/2023	6/9/2023				9/21/2023	9/22/2023	Aaron Bedal	7/21/2022
TR	Transportation	WV Wing Civil Air Patrol	6/14/2023					9/21/2023			
VE	Veterans Assistance	Veteran's Assistance Transportation Program	6/14/2023	6/9/2023	6/15/2023			9/21/2023		Ronald Deel	5/16/2023
VE	Veterans Assistance	Veteran's Home	6/14/2023	6/9/2023	6/15/2023			9/21/2023		Ronald Deel	5/16/2023
VE	Veterans Assistance	Veteran's Nursing Facility / Veterans Assistance	6/14/2023	6/9/2023	6/15/2023			9/21/2023		Ronald Deel	5/16/2023

Travel Reimbursements and Vehicle Rental Expenses

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

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

Cabinet	Department	REIMBURSEME	TRAVEL EMPLOY	TRAVEL NON EMI	VEHICLE IMPR	VEHICLE OPER	VEHICLE RENT	VEHICLE REPAI	Grand Total
BUREAU OF SENIOR SERVICES	BUREAU OF SENIOR SERVICES		\$1,270.76			\$179.99	\$8,232.63		\$9,683.38
COUNCIL FOR C&T COLLEGE EDUCATION	BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE		\$28,614.25			\$3,473.22		\$2,446.89	\$34,534.36
COUNCIL FOR C&T COLLEGE EDUCATION	BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE		\$80,869.15	\$1,201.19		\$3,230.10	\$33,125.47	\$0.00	\$118,425.91
COUNCIL FOR C&T COLLEGE EDUCATION	COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION		\$48,989.39	\$95.00			\$139.00		\$49,223.39
COUNCIL FOR C&T COLLEGE EDUCATION	EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE		\$81,309.40			\$1,202.28	\$996.00		\$83,507.68
COUNCIL FOR C&T COLLEGE EDUCATION	MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE		\$22,436.32			\$346.64	\$576.00		\$23,358.96
COUNCIL FOR C&T COLLEGE EDUCATION	NEW RIVER COMMUNITY AND TECHNICAL COLLEGE		\$67,513.80	\$3,627.48		\$2,647.67	\$10,783.66	\$259.99	\$84,832.60
COUNCIL FOR C&T COLLEGE EDUCATION	PIERPONT COMMUNITY AND TECHNICAL COLLEGE		\$54,645.78	\$4,670.00			\$9,902.32		\$69,218.10
COUNCIL FOR C&T COLLEGE EDUCATION	SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE		\$65,294.30	\$5,933.63		\$142.49	\$44,296.63	\$14.96	\$115,682.21
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA NORTHERN COMMUNITY AND TECHNICAL COLLEGE		\$93,802.95	\$12,174.18		\$51.93	\$11,796.89		\$117,825.95
COUNCIL FOR C&T COLLEGE EDUCATION	WEST VIRGINIA UNIVERSITY AT PARKERSBURG		\$107,129.75	\$1,037.29		(\$9,741.43)	\$2,748.35	\$4,408.99	\$105,582.95
DEPARTMENT OF ADMINISTRATION	AVIATION DIVISION		\$746.09			\$397.36	\$771.71	\$517,437.13	\$519,352.29
DEPARTMENT OF ADMINISTRATION	BOARD OF RISK AND INSURANCE MANAGEMENT		\$2,147.63			\$0.00	\$144.00		\$2,291.63
DEPARTMENT OF ADMINISTRATION	CONSOLIDATED PUBLIC RETIREMENT BOARD		\$3,550.01				\$1,801.83		\$5,351.84
DEPARTMENT OF ADMINISTRATION	DIVISION OF PERSONNEL		\$1,451.24				\$1,725.05		\$3,176.29
DEPARTMENT OF ADMINISTRATION	ETHICS COMMISSION		\$3,083.78				\$186.31		\$3,270.09
DEPARTMENT OF ADMINISTRATION	FINANCE DIVISION		\$578.82						\$578.82
DEPARTMENT OF ADMINISTRATION	FLEET MANAGEMENT DIVISION		\$42.50			\$22.00	\$11,617.59		\$11,682.09
DEPARTMENT OF ADMINISTRATION	GENERAL SERVICES DIVISION		\$344.19			\$3,066.53	\$6,893.56	\$492.18	\$10,796.46
DEPARTMENT OF ADMINISTRATION	INFORMATION SERVICES AND COMMUNICATIONS		\$96,124.08			\$75.34	\$68,299.20		\$164,498.62
DEPARTMENT OF ADMINISTRATION	OFFICE OF TECHNOLOGY		\$71.44				\$644.19		\$715.63
DEPARTMENT OF ADMINISTRATION	PROSECUTING ATTORNEYS INSTITUTE		\$4,420.34	\$3,871.40					\$8,291.74
DEPARTMENT OF ADMINISTRATION	PUBLIC DEFENDER SERVICES		\$200.17	\$214.84			\$546.05		\$961.06
DEPARTMENT OF ADMINISTRATION	PUBLIC EMPLOYEES GRIEVANCE BOARD		\$161.12						\$161.12
DEPARTMENT OF ADMINISTRATION	PUBLIC EMPLOYEES INSURANCE AGENCY		\$1,924.26				\$1,243.72		\$3,167.98
DEPARTMENT OF ADMINISTRATION	PURCHASING DIVISION		\$2,664.82			\$11.97	\$189.00		\$2,865.79
DEPARTMENT OF ADMINISTRATION	REAL ESTATE DIVISION		\$118.23			\$2,086.40	\$18,175.03		\$20,379.66
DEPARTMENT OF ADMINISTRATION	SECRETARY OF ADMINISTRATION		\$963.69				\$287.08		\$1,250.77
DEPARTMENT OF ADMINISTRATION	SURPLUS PROPERTY		\$305.59		\$4,568.77	\$29,382.52	\$638.07	\$3,466.51	\$38,361.46
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	DIVISION OF CULTURE AND HISTORY		\$35,242.89	\$23,756.32		\$90.30	\$5,947.10	\$176.08	\$65,212.69
DEPARTMENT OF ARTS, CULTURE, AND HISTORY	EDUCATIONAL BROADCASTING AUTHORITY		\$9,211.10		\$9,593.00	\$2,011.08	\$18,119.27	\$1,435.00	\$40,369.45
DEPARTMENT OF COMMERCE	BOARD OF COAL MINE HEALTH AND SAFETY		\$11,161.97						\$11,161.97
DEPARTMENT OF COMMERCE	DIVISION OF FORESTRY		\$5,134.21	\$3,979.42		\$32,622.72	\$182,221.28	\$1,174.90	\$225,132.53
DEPARTMENT OF COMMERCE	DIVISION OF LABOR		\$32,379.68			\$8,086.95	\$4,923.44	\$5,504.13	\$50,894.20
DEPARTMENT OF COMMERCE	DIVISION OF MINERS HEALTH, SAFETY AND TRAINING		\$10,000.36	\$291.53		\$4,614.77	\$290,840.42	(\$1,314.85)	\$304,432.23
DEPARTMENT OF COMMERCE	DIVISION OF NATURAL RESOURCES		\$50,144.82	\$405.22	\$42,132.07	\$358,744.42	\$89,537.39	\$164,427.79	\$705,391.71
DEPARTMENT OF COMMERCE	DIVISION OF REHABILITATION SERVICES		\$419,348.66	\$503.87		\$26,078.38	\$3,300.00		\$449,230.91
DEPARTMENT OF COMMERCE	GEOLOGICAL AND ECONOMIC SURVEY		\$267.84			\$27.20	(\$328.94)		(\$33.90)
DEPARTMENT OF COMMERCE	SECRETARY OF COMMERCE		\$4,641.12			\$45.98	\$1,345.43		\$6,032.53
DEPARTMENT OF COMMERCE	WORKFORCE WEST VIRGINIA		\$41,337.63			\$225.88	\$12,605.33	(\$190.74)	\$53,872.00
DEPARTMENT OF ECONOMIC DEVELOPMENT	WEST VIRGINIA DEPARTMENT OF ECONOMIC DEVELOPMENT		\$82,919.87	\$421.26		\$1,549.93	\$5,310.23		\$90,201.29
DEPARTMENT OF EDUCATION	DEPARTMENT OF EDUCATION		\$58,026.89	\$67,810.61		\$2,069.47	\$110,967.14	\$1,000.00	\$739,874.11
DEPARTMENT OF EDUCATION	SCHOOL BUILDING AUTHORITY		\$3,491.34	\$1,388.03		\$506.75	\$4,108.76		\$9,494.88
DEPARTMENT OF EDUCATION	WEST VIRGINIA PROFESSIONAL CHARTER SCHOOL BOARD		\$1,976.68						\$1,976.68
DEPARTMENT OF EDUCATION	WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND		\$6,191.74			\$52,283.41	\$22,668.32	\$35,387.12	\$116,530.59
DEPARTMENT OF HEALTH AND HUMAN RESOURCES	DIVISION OF HEALTH		\$132,912.54	\$3,423.45		(\$7,595.32)	\$426,811.20	\$4,527.70	\$660,079.57
DEPARTMENT OF HEALTH AND HUMAN RESOURCES	DIVISION OF HUMAN SERVICES		\$1,394,538.04	\$7,937.85		\$8,847.33	\$1,712,588.06	\$6,464.03	\$3,130,375.31
DEPARTMENT OF HEALTH AND HUMAN RESOURCES	HEALTH CARE AUTHORITY		\$25.00	\$178.70					\$203.70
DEPARTMENT OF HEALTH AND HUMAN RESOURCES	HUMAN RIGHTS		\$4,132.02	\$572.52			\$7,707.49		\$12,412.03
DEPARTMENT OF HEALTH AND HUMAN RESOURCES	SECRETARY OF HEALTH AND HUMAN RESOURCES		\$929.71	\$1,382.08			\$352.54		\$2,664.33
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF ADMINISTRATIVE SERVICES		\$2,282.85	\$1,515.84		\$0.00	\$6,741.43		\$10,540.12
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF CORRECTIONS AND REHABILITATION	\$96.85	\$84,773.19	\$900.00	\$4,255.00	\$158,412.64	\$1,239,397.08	\$38,474.82	\$1,526,309.58
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF EMERGENCY MANAGEMENT		\$4,196.22	\$5,238.63		\$12,005.10	\$7,524.24	\$2,645.93	\$31,610.12
DEPARTMENT OF HOMELAND SECURITY	DIVISION OF PROTECTIVE SERVICES		\$689.77			\$284.13	\$1,368.63	\$1,559.46	\$3,901.99
DEPARTMENT OF HOMELAND SECURITY	FIRE COMMISSION		\$7,308.68	\$14,207.72		(\$905.53)	\$163,771.05	\$2,870.00	\$187,251.92
DEPARTMENT OF HOMELAND SECURITY	SECRETARY OF DEPARTMENT OF HOMELAND SECURITY		\$2,004.80	\$306.25		\$90.00	\$4,756.06		\$7,157.11
DEPARTMENT OF HOMELAND SECURITY	WEST VIRGINIA STATE POLICE	(\$421,460.00)	\$10,111.77	\$9,033.26	\$468,964.08	\$610,171.52	\$194,223.80	\$253,809.88	\$1,124,854.31
DEPARTMENT OF REVENUE	ALCOHOL BEVERAGE CONTROL ADMINISTRATION		\$122.26			\$1,032.91	\$149,191.07	\$0.00	\$150,223.98
DEPARTMENT OF REVENUE	ATHLETIC COMMISSION		\$57,900.09						\$57,900.09
DEPARTMENT OF REVENUE	DIVISION OF FINANCIAL INSTITUTIONS		\$4,821.78			\$1,637.13	\$57,836.87	\$1,143.28	\$65,439.03
DEPARTMENT OF REVENUE	INSURANCE COMMISSION		\$8,063.11	\$3,283.70		\$2,012.53	\$145,169.86	\$165.00	\$158,694.20
DEPARTMENT OF REVENUE	LOTTERY COMMISSION		\$528.48						\$528.48
DEPARTMENT OF REVENUE	MUNICIPAL BOND COMMISSION		\$1,441.57						\$1,441.57
DEPARTMENT OF REVENUE	OFFICE OF TAX APPEALS		\$17,045.91						\$17,045.91
DEPARTMENT OF REVENUE	RACING COMMISSION		\$199.84						\$199.84
DEPARTMENT OF REVENUE	SECRETARY OF REVENUE		\$50.00						\$50.00
DEPARTMENT OF REVENUE	STATE BUDGET OFFICE		\$164,106.42	\$394.24		\$29,504.99	\$6,122.20	\$1,000.00	\$221,127.85
DEPARTMENT OF REVENUE	TAX DIVISION		\$4,472.05	\$230.37		\$949.29	\$996.37		\$6,648.08
DEPARTMENT OF TOURISM	WEST VIRGINIA TOURISM OFFICE		\$2,241,982.67	\$77.30		\$6,112,016.34	\$16,140,741.41	\$7,954,219.75	\$32,469,185.51
DEPARTMENT OF TRANSPORTATION	DIVISION OF HIGHWAYS	\$20,148.04	\$22,854.98	\$2,531.73		\$993.10	\$83,788.18	\$17,438.04	\$127,606.03
DEPARTMENT OF TRANSPORTATION	DIVISION OF MOTOR VEHICLES		\$24,998.49	\$183.68		\$34,787.68	\$62,666.69	\$4,434.18	\$127,070.72
DEPARTMENT OF TRANSPORTATION	WV DIVISION OF MULTIMODAL TRANSPORTATION FACILITIES		\$20,997.62			\$6,671.73	\$3,355.58		\$31,024.93
DEPARTMENT OF VETERANS ASSISTANCE	VETERANS AFFAIRS		\$295.88			\$1,624.01	\$1,500.00	\$395.89	\$3,815.78
DEPARTMENT OF VETERANS ASSISTANCE	VETERANS HOME								

Cabinet	Department	REIMBURSEME	TRAVEL EMPLOYI	TRAVEL NON EMI	VEHICLE IMPR	VEHICLE OPERA	VEHICLE RENT	VEHICLE REPAIR	Grand Total
ELECTED OFFICIALS	ATTORNEY GENERAL		\$14,320.51	\$339.17		(\$1,360.75)	\$2,550.00		\$15,848.93
ELECTED OFFICIALS	AUDITORS OFFICE		\$346,013.06			\$1,314.34	\$3,321.68		\$350,649.08
ELECTED OFFICIALS	DEPARTMENT OF AGRICULTURE		\$487,324.90	\$1,375.52		\$250,307.30	\$36,692.63	(\$11,101.09)	\$764,599.26
ELECTED OFFICIALS	GOVERNORS OFFICE		\$4,268.12			\$1,469.33	\$12,372.43		\$18,109.88
ELECTED OFFICIALS	SECRETARY OF STATE		\$23,206.58			\$2.00	\$766.80		\$23,975.38
ELECTED OFFICIALS	TREASURERS OFFICE		\$57,054.46			\$1,256.21	\$262.73	(\$824.71)	\$57,748.69
ENVIRONMENT	DEPARTMENT OF ENVIRONMENTAL PROTECTION		\$87,806.53	\$2,533.87	\$67,789.75	\$27,770.32	\$1,225,760.50	\$75,857.05	\$1,487,518.02
ENVIRONMENT	OIL AND GAS CONSERVATION COMMISSION		\$3,045.76						\$3,045.76
ENVIRONMENT	SOLID WASTE MANAGEMENT BOARD		\$410.70	\$8,589.56		\$307.72	\$244.00		\$9,551.98
HIGHER EDUCATION POLICY COMMISSION	BLUEFIELD STATE UNIVERSITY		\$177,711.50	\$430,632.98		\$10,046.05	\$21,835.41	\$103.84	\$640,329.78
HIGHER EDUCATION POLICY COMMISSION	CONCORD UNIVERSITY		\$538,113.84	\$91,969.40		\$1,092.99	\$433,065.76	\$11,411.12	\$1,075,653.11
HIGHER EDUCATION POLICY COMMISSION	FAIRMONT STATE UNIVERSITY		\$653,995.26	\$45,289.53		\$85,260.17	\$345,700.64	(\$7,372.30)	\$1,122,873.30
HIGHER EDUCATION POLICY COMMISSION	GLENVILLE STATE UNIVERSITY		\$331,461.02	\$52,815.09		\$25,325.39	\$23,158.89	\$11,156.16	\$443,916.55
HIGHER EDUCATION POLICY COMMISSION	HIGHER EDUCATION POLICY COMMISSION ADMINISTRATION		(\$2,975.40)	\$24,477.46		\$386.36	\$715.29		\$22,603.71
HIGHER EDUCATION POLICY COMMISSION	MARSHALL UNIVERSITY		\$4,462,915.24	\$125,719.88		\$66,705.12	\$2,661,957.81	\$22,238.34	\$7,339,536.39
HIGHER EDUCATION POLICY COMMISSION	SHEPHERD UNIVERSITY		\$146,311.70	\$571,356.89		\$5,758.74	\$310,835.94	\$215.62	\$1,034,478.89
HIGHER EDUCATION POLICY COMMISSION	WEST LIBERTY UNIVERSITY		\$121,148.56	\$487,332.80		\$5,895.96	\$212,562.14	\$14,057.60	\$840,997.06
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING		\$32,856.52						\$32,856.52
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE		\$426,132.88	\$120,181.20		\$5,007.46	\$14,794.62		\$566,116.16
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA STATE UNIVERSITY		\$17,022.52	\$1,556.30		\$2,383.46	\$177,889.22	\$329.57	\$199,181.07
HIGHER EDUCATION POLICY COMMISSION	WEST VIRGINIA UNIVERSITY		\$8,432,633.95	\$332,315.70		\$206,897.80	\$1,966,489.86	\$168,980.72	\$11,107,318.03
JUDICIAL	SUPREME COURT		\$819,768.75	\$357,571.55		\$3,520.87	\$3,199.10		\$1,184,060.27
LEGISLATURE	HOUSE OF DELEGATES		\$1,011,876.22						\$1,011,876.22
LEGISLATURE	JOINT EXPENSES		\$32,735.82	\$491.25		\$246.66	\$1,152.00	\$1,000.00	\$35,625.73
LEGISLATURE	SENATE		\$421,906.16						\$421,906.16
MISCELLANEOUS	ADJUTANT GENERAL		\$67,840.89			\$26,428.40	\$467,496.61	\$771.11	\$562,537.01
MISCELLANEOUS	APPRAISER LICENSING CERTIFICATION BOARD		\$1,464.69						\$1,464.69
MISCELLANEOUS	ARMORY BOARD		\$3,349.28			\$1,309.40	\$8,814.01		\$13,472.69
MISCELLANEOUS	BOARD OF ACCOUNTANCY		\$2,417.77						\$2,417.77
MISCELLANEOUS	BOARD OF ARCHITECTS		\$1,987.44						\$1,987.44
MISCELLANEOUS	BOARD OF BARBERS AND COSMETOLOGISTS		\$8,230.29			\$1,312.43	\$17,810.18	\$154.27	\$27,507.17
MISCELLANEOUS	BOARD OF CHIROPRACTIC EXAMINERS		\$24,693.73						\$24,693.73
MISCELLANEOUS	BOARD OF COUNSELING		\$1,850.02						\$1,850.02
MISCELLANEOUS	BOARD OF DENTISTRY		\$1,751.35	\$8,670.56					\$10,421.91
MISCELLANEOUS	BOARD OF FORESTERS		\$774.38						\$774.38
MISCELLANEOUS	BOARD OF FUNERAL SERVICE EXAMINERS		\$10,968.85						\$10,968.85
MISCELLANEOUS	BOARD OF HEARING AID DEALERS		\$233.74						\$233.74
MISCELLANEOUS	BOARD OF LICENSED PRACTICAL NURSES		\$3,190.88						\$3,190.88
MISCELLANEOUS	BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS		\$2,768.24						\$2,768.24
MISCELLANEOUS	BOARD OF MEDICINE		\$6,735.78						\$6,735.78
MISCELLANEOUS	BOARD OF OCCUPATIONAL THERAPY		\$3,412.08						\$3,412.08
MISCELLANEOUS	BOARD OF OPTOMETRY		\$146.48						\$146.48
MISCELLANEOUS	BOARD OF PHARMACY		\$47,051.12						\$47,051.12
MISCELLANEOUS	BOARD OF PHYSICAL THERAPY		\$2,528.76						\$2,528.76
MISCELLANEOUS	BOARD OF PROFESSIONAL ENGINEERS		\$1,228.20						\$1,228.20
MISCELLANEOUS	BOARD OF PROFESSIONAL SURVEYORS		\$2,954.01						\$2,954.01
MISCELLANEOUS	BOARD OF PSYCHOLOGISTS		\$530.22						\$530.22
MISCELLANEOUS	BOARD OF REGISTERED NURSES		\$1,449.44				\$925.64		\$2,375.08
MISCELLANEOUS	BOARD OF RESPIRATORY CARE			\$546.00					\$546.00
MISCELLANEOUS	BOARD OF SANITARIANS		\$267.51						\$267.51
MISCELLANEOUS	BOARD OF SOCIAL WORK		\$1,314.14						\$1,314.14
MISCELLANEOUS	BOARD OF SPEECH LANGUAGE PATHOLOGY AND AUDIOLOGY		\$1,854.18						\$1,854.18
MISCELLANEOUS	BOARD OF TREASURY INVESTMENTS		\$28.08						\$28.08
MISCELLANEOUS	BOARD OF VETERINARY MEDICINE		\$6,692.14	\$5,958.38					\$12,650.52
MISCELLANEOUS	COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY		\$1,007.32						\$1,007.32
MISCELLANEOUS	ECONOMIC DEVELOPMENT AUTHORITY		\$10,154.05	\$4,127.70		\$330.00			\$14,611.75
MISCELLANEOUS	ENTERPRISE RESOURCE PLANNING BOARD		\$449.23						\$449.23
MISCELLANEOUS	MASSAGE THERAPY LICENSURE BOARD		\$545.62						\$545.62
MISCELLANEOUS	MUNICIPAL PENSION OVERSIGHT BOARD		\$1,123.35						\$1,123.35
MISCELLANEOUS	NATIONAL COAL HERITAGE AREA AUTHORITY		\$55.58						\$55.58
MISCELLANEOUS	PUBLIC SERVICE COMMISSION		\$22,590.55			\$934.27	\$287,383.42	(\$91.57)	\$310,816.67
MISCELLANEOUS	REAL ESTATE COMMISSION		\$17,822.02			\$65.00			\$17,887.02
MISCELLANEOUS	WEST VIRGINIA BOARD OF OSTEOPATHIC MEDICINE		\$49.14						\$49.14
MISCELLANEOUS	WEST VIRGINIA CONTRACTOR LICENSING BOARD		\$3,048.84			\$2,416.59	\$1,520.56	\$3,053.04	\$10,039.03
QUASI GOVERNMENT	WEST VIRGINIA PARKWAYS AUTHORITY				\$42,346.00	\$971,807.27		\$25,547.67	\$1,039,700.94
Grand Total		(\$401,215.11)	\$25,187,660.94	\$2,856,629.38	\$639,648.67	\$9,202,268.49	\$29,643,112.39	\$9,340,760.49	\$76,468,865.25

Complaints

WV Code §5A-12-12 (8) requires FMD to provide a complaint process for use by the public in which FMD shall review all complaints weekly and report to the appropriate spending unit the information regarding the state vehicles in use by the spending unit, and shall describe the nature of the complaint,

including, but not limited to, the mechanical problems, equipment failures, misuse, or illegal operation of state vehicles.

Since 2018, FMD has provided a mechanism for the public to report and for FMD to forward and track vehicle complaints. A list of the complaints for FY2023 and the responses received from the agencies. FMD forwarded the complaints to the agencies operating the vehicles and tracks received responses. Below is a chart by cabinet level of the number of complaints reported for FY2023.

State Vehicle Complaints FY 2023

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

Utilization Report

FMD completed the Utilization Vehicle Summary Report and submitted the findings to the Department of Administration Cabinet Secretary for FY2023. Appendix 4 contains the report and vehicle usage data.

FMD reviewed all vehicles that did not travel the required 1,100 monthly miles. Legislative Rule 148-3-9 Minimum Utilization requires FMD to make recommendations to the Cabinet Secretary of the Department of Administration each fiscal year on possible fleet reductions and/or reassignment of underutilized state vehicles.

There are five types of exemptions and FMD received 2,446 utilization exemption requests for FY2023:

- PSV – public safety officers
- SEV – job duties require continuous availability of specialized equipment
- ERV – 24-hour call
- ETV – essential travel to transportation of authorized passengers on a routine basis
- ENV – free of lien, not more than 20% of fleet

FMD reviewed an additional 1,624 vehicles that did not submit an exemption request for FY2023. Below is a chart that breaks down the number of and type of exemptions requested by cabinet level, along with a column of additional vehicles that were underutilized during FY2023 but for which the agency did not submit an exemption request.

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

FMD went through a process of grouping and removing certain vehicles based on the model year, type of vehicle, lack of data, and utilization data for the last six months. For FY2023 FMD identified 667 vehicles for possible reassignment and/or retirement. Below is a chart of those efforts:

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

This exercise is done at a high level without knowing the agencies' missions and how these vehicles assist with those missions. FMD will advise the Agency Fleet Coordinators and review the findings. FMD worked with Holman to add a field to their database to capture 10 categories to better define and more efficiently target efforts to maximize vehicle utilization. The categories are Campus, Special Equipment,

Educational, Seasonal, Vacancy, Surplus, Pool, Spare, Assigned and Mail. Better defining how the vehicles are being used will focus efforts to maximize fleet efficiencies.

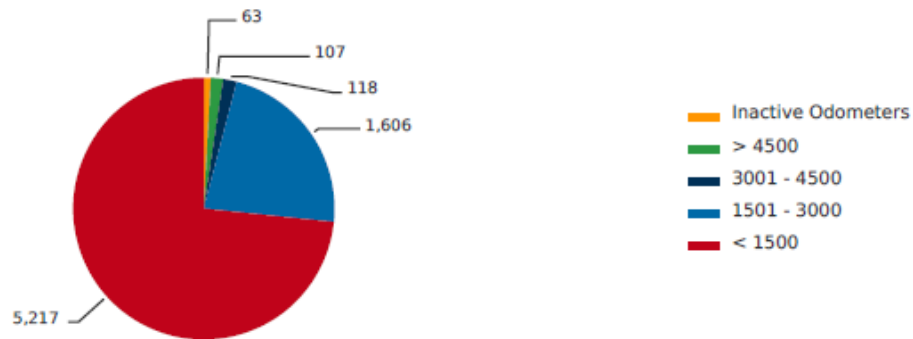
The Vehicle Management Contract with Holman utilizes Geotab for telematics services. Telematics is the tool to better define who, when, and where state vehicles are being used. As of October 1, 2023, there are 9 agencies utilizing telematics covering 209 vehicles.

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

With telematics and the online reservation system, the state has the tools in place to efficiently manage and maximize the utilization of the state's vehicles.

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

Fleet Travel Per Month
Active Vehicles



FMD Operations Cost

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

Recommendations

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

FMD has contracted the addition of telematics and an online reservation system with a kiosk and vehicle key lock box. Telematics is the final piece of the puzzle that completes the services required to efficiently manage state vehicles. The online reservation system with the kiosk and vehicle key lock box is the tool and service to facilitate the sharing of state vehicles across agencies. The service will reduce

the number of state pool vehicles. Both services are currently being offered and agencies may elect to participate. FMD would support and encourage mandating the installation of telematics in all state vehicles. Telematics data could assist with identifying underutilized vehicles, maximize utilization, and define which vehicles and locations would be beneficial for alternative powered vehicles and support facilities.

Appendix

Appendix 1 – Inventory

Holman Universe Inventory

wvOasis WV-FIN-AM-017 Vehicles by Department

Appendix 2 – Operations Cost

Holman Fixed and Operation Expense Reports FY23

LOV Operations Cost 10-1-2023

Appendix 3 – Exempt Agencies Reported Data

Department of Highways / WV Rails Authority

Parkways Authority

Department of Natural Resources, State Parks

Appendix 4 – Utilization Report

Cover Letter to Cabinet Secretary

FY2023 Utilization Exemption Vehicle Summary

FY2023 Utilization Exemption Request Summary Spreadsheet

Appendix 5 – Reimbursements, Rentals, and Travel

wvOASIS WV-FIN-GL-146

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

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