



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF INFORMATION SERVICES**

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August 28, 2009

Senator Henry "Hank" Wilkins, IV, Chair  
Representative Allen Maxwell, Chair  
Arkansas Legislative Council  
State Capitol, Room 315  
Little Rock, AR 72201

Dear Senator Wilkins and Representative Maxwell:

The following report is submitted in accordance with Arkansas Code 25-1-110, "Cost-effectiveness of state-owned vehicles".

For reporting purposes, state agencies have been categorized based on reporting criteria outlined in ACA 25-1-110. Those categories are:

Attachment A - Agencies specifically exempt, by law, from all provisions of ACA 25-1-110;

Attachment B - Personal Mileage Reimbursement Figures submitted by State Agencies;

Attachment C – Agencies exempt from justifying continued ownership of any underutilized vehicles in their fleets – based on a fleet-wide average utilization of at least 12,000 miles per year per vehicle;

Attachment D – Agencies exempt from justifying continued ownership of any underutilized vehicles based on the fact that all their vehicles fall into "special purpose" classifications;

Attachment E - Agencies with Some Special Purpose Vehicles;

Attachment F – Agencies that are required to justify continued ownership of all underutilized vehicles in their fleet;

Attachment G – Agencies failing to submit written reports concerning ACA 25-1-110.

Senator Henry "Hank" Wilkins, IV  
Representative Allen Maxwell  
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"Special purpose" classifications include law enforcement, emergency, and vehicles configured for specialized maintenance functions.

Attachments "A" through "G" list state agencies that fall into the corresponding "A" through "G" reporting categories. The attachments contain agency names, the number of vehicles owned by each agency, if the agency maintains a state vehicle fleet, and the average number of miles logged by agency vehicles per year, where applicable.

Mandated comparisons between state vehicle ownership and private car mileage reimbursement break-even points, as defined by ACA 25-1-110, paragraph (b) (1), are only required for agency categories "E" and "F".

The web-based, State Agency Vehicle Administration (SAVA) information system allows state agencies to submit state vehicle utilization data directly through the internet. Three years of utilization data are now available. DFA is now able to compare the previous years of accumulated mileage for each vehicle owned by agencies that are required to submit individual vehicle mileage data with the immediate past reporting year. Only executive branch agencies are required to report individual vehicle data – others are required to only provide consolidated agency utilization data.

We work closely with agencies to insure that their vehicle fleets are managed efficiently by suggesting that they rotate the use of vehicles within their fleets to equalize and maximize accumulated mileage where possible, and that emphasis be placed on disposal or replacement of vehicles that are unreliable and therefore seldom used. In addition, we assist agencies by monitoring vehicle replacements to insure, as best we can, that new vehicle types selected to replace old vehicles are the most efficient and best suited for the intended use. We also continue to assist agencies in monitoring utilization of all vehicles to determine where they can eliminate or better utilize those vehicles that are underutilized; but which remain necessary for their operations.

Sincerely,

A handwritten signature in black ink that reads "Stan C. King". The signature is stylized with a large, sweeping "S" and a prominent "K".

Stan C. King  
Chief Information Officer

SCK:dw

Attachments

**ATTACHMENT (A)**AR Code 25-1-110 - Agencies Exempt by Law

Reporting Period April 2008 through March 2009

State Agency Name	Average # of Vehicles Owned
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Arkansas Northeastern College	24
Arkansas State University - Beebe	31
Arkansas State University - Jonesboro	102
Arkansas State University - Mountain Home	5
Arkansas State University - Newport	26
Arkansas Tech University	51
Black River Technical College	15
Cossatot Community College of the University of Arkansas	12
Crowley's Ridge Technical Institute	18
East Arkansas Community College	9
Henderson State University	38
Mid-South Community College	12
National Park Community College	15
North Arkansas College	26
Northwest Arkansas Community College	13
Northwest Technical Institute	17
Ouachita Technical College	4
Ozarka College	11
Phillips Community College of the University of Arkansas	31
Pulaski Technical College	16
Rich Mountain Community College	12
Riverside Vo-Tech School	4
South Arkansas Community College	16
Southeast Arkansas College	4
Southern Arkansas University	39
Southern Arkansas University - Technical Branch	37
University of Arkansas at Fayetteville	534
University of Arkansas at Fort Smith	24
University of Arkansas at Little Rock	59
University of Arkansas at Monticello	57
University of Arkansas at Pine Bluff	48
University of Arkansas Community College at Batesville	10
University of Arkansas Community College at Hope	13
University of Arkansas Community College at Morrilton	14
University of Arkansas for Medical Sciences	88
University of Central Arkansas	59

**ATTACHMENT (B)**

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**AR Code 25-1-110 - Agencies - Personal Mileage Reimbursements**

Reporting Period April 2008 through March 2009

State Agency Name	Mileage Accrued	Reimbursement Amt.
Administrative Office of the Courts	93,563	\$20,500.14
Arkansas Agriculture Department	110,934	\$48,953.06
Arkansas Appraiser Licensing and Certification Board	25,215	\$11,152.58
Arkansas Board of Hearing Instrument Dispensers	420	\$365.74
Arkansas Building Authority	4,407	\$1,967.57
Arkansas Burial Association Board	9,886	\$4,393.06
Arkansas Cemetery Board	1,944	\$856.12
Arkansas Crime Information Center	4,417	\$1,906.92
Arkansas Department of Aeronautics	14,087	\$6,098.06
Arkansas Department of Emergency Management	14,852	\$6,657.62
Arkansas Department of Environmental Quality	26,679	\$11,755.16
Arkansas Department of Finance & Administration	1,172,859	\$517,666.47
Arkansas Development Finance Authority	19,496	\$10,498.95
Arkansas Economic Development Commission	147,198	\$52,152.92
Arkansas Ethics Commission	7,283	\$3,492.05
Arkansas Fair Housing Commission	9,837	\$4,279.50
Arkansas Fire Protection Licensing Board	4,372	\$3,824.55
Arkansas Game and Fish Commission	19,384	\$8,536.54
Arkansas Geological Survey	2,260	\$995.31
Arkansas Manufactured Home Commission	1,845	\$774.90
Arkansas Minority Health Commission	18,216	\$8,052.92
Arkansas Motor Vehicle Commission	12,586	\$5,439.18
Arkansas Psychology Board	10,674	\$4,618.64
Arkansas Public Defender Commission	60,814	\$26,758.55
Arkansas Public Employee Retirement System	6,247	\$2,684.65
Arkansas Public Service Commission	2,182	\$969.60
Arkansas Real Estate Commission	6,282	\$2,779.42
Arkansas Senate	208	\$105.04
Arkansas Sentencing Commission	1,620	\$809.64
Arkansas Spinal Cord Commission	108,942	\$49,558.77
Arkansas State Board of Athletic Training	1,765	\$1,002.38
Arkansas State Board of Nursing	18,368	\$8,109.96
Arkansas State Board of Physical Therapy	4,118	\$1,820.90
Arkansas State Police	21,587	\$9,686.77
Arkansas Supreme Court - Office of Chief Justice	7,862	\$3,538.11
Arkansas Teacher Retirement System	67,785	\$29,921.98
Arkansas Tobacco Control Board	10,960	\$4,772.10
Arkansas Waterways Commission	9,188	\$3,984.18
Arkansas Workforce Investment Board	1,683	\$734.32
Board of Acupuncture and Related Techniques	1,537	\$676.56
Board of Examiners in Speech Pathology and Audiology	4,972	\$2,223.80
Board of Examiners of Alcoholism and Drug Abuse Counselors	16,189	\$6,961.22
Board of Registration for Professional Engineers & Land Surveyors	6,240	\$2,765.20
Bureau of Legislative Research	8,375	\$4,857.86

**ATTACHMENT (B)**

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**AR Code 25-1-110 - Agencies - Personal Mileage Reimbursements**

Reporting Period April 2008 through March 2009

State Agency Name	Mileage Accrued	Reimbursement Amt.
Capitol Zoning District Commission	0	\$0.00
Commission on Law Enforcement Standards & Training	705	\$304.92
Contractor's Licensing Board	123,516	\$54,647.23
DAH - Arkansas Arts Council	36,968	\$16,297.10
DAH - Central Administration	9,747	\$4,265.96
DAH - Delta Cultural Center	7,727	\$3,424.50
DAH - Historic Arkansas Museum Commission	2,593	\$1,115.01
DAH - Historic Preservation	31,955	\$14,096.30
DAH - Mosaic Templars Cultural Center	134	\$57.71
DAH - Natural & Cultural Resources Council	635	\$273.05
DAH - Natural Heritage Commission	45,037	\$19,898.16
DAH - Old State House Commission	1,240	\$543.98
Department of Community Correction	38,876	\$19,392.35
Department of Correction	381,243	\$168,236.72
Department of Education	1,759,097	\$766,914.24
Department of Health	9,716,281	\$4,285,955.72
Department of Higher Education	11,001	\$4,913.83
Department of Human Services	17,975,266	\$8,002,801.59
Department of Information Systems	282,589	\$123,475.99
Department of Labor	665,332	\$291,400.13
Department of Parks and Tourism	52,386	\$22,744.78
Department of Parks and Tourism - History Commission	947	\$407.59
Department of Rural Services	12,898	\$5,653.43
Department of Veteran Affairs	0	\$0.00
Department of Workforce Education	150,582	\$66,611.33
Department of Workforce Services	998,047	\$441,242.74
Dept. of Workforce Education - Arkansas Rehabilitation Services	581,329	\$215,061.18
Disability Determination	20,224	\$8,951.11
Education - Arkansas State Library	14,238	\$6,340.70
Education - Education Television Commission	76,535	\$34,043.17
Education - School for the Blind	Included in with the School for the Deaf	
Education - School for the Deaf	113,478	\$45,625.20
Governor's Mansion Commission	0	\$0.00
Health Services Permit Agency	4,147	\$1,811.13
House of Representatives	0	\$0.00
Judicial Discipline and Disability Commission	6,885	\$3,098.60
Legislative Audit	1,231,284	\$639,728.64
Liquefied Petroleum Gas Board	0	\$0.00
Martin Luther King, Jr. Commission	0	\$0.00
Office of Attorney General	13,837	\$6,034.82
Office of the Governor	22,383	\$9,636.44
Oil & Gas Commission	0	\$0.00
Parole Board	1,986	\$878.14
Professional Bail Bondsman Licensing Board	0	\$0.00

**ATTACHMENT (B)**

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**AR Code 25-1-110 - Agencies - Personal Mileage Reimbursements**

Reporting Period April 2008 through March 2009

State Agency Name	Mileage Accrued	Reimbursement Amt.
Science & Technology Authority	19,692	\$8,810.39
Social Work Licensing Board	10,594	\$4,693.05
Soil & Water Conservation Commission	36,046	\$15,926.68
State Athletic Commission	13,727	\$6,039.88
State Bank Department	30,424	\$13,329.34
State Board of Accountancy	10,868	\$4,765.76
State Board of Barber Examiners	9,765	\$4,337.61
State Board of Chiropractic Examiners	11,868	\$5,255.90
State Board of Collection Agencies	8,432	\$3,771.60
State Board of Cosmetology	118,229	\$52,180.70
State Board of Dental Examiners	59	\$26.43
State Board of Election Commissioners	2,482	\$1,012.57
State Board of Embalmers & Funeral Directors	20,725	\$9,151.21
State Board of Examiners in Counseling	26,820	\$11,852.93
State Board of Optometry	1,480	\$658.00
State Board of Pharmacy	34,513	\$15,309.14
State Board of Private Career Education	5,651	\$2,472.14
State Board of Registration for Foresters	5,040	\$2,192.37
State Board of Registration for Professional Geologists	2,838	\$1,120.34
State Child Abuse & Neglect Prevention Board	113	\$49.50
State Crime Laboratory	3,460	\$1,545.44
State Highway and Transportation Department	81,497	\$34,181.84
State Insurance Department	43,942	\$19,466.08
State Medical Board	1,132	\$501.10
State Military Department	13,542	\$3,748.98
State Securities Department	4,481	\$2,006.90
Student Loan Authority	5,487	\$2,451.26
Treasurer of State	644	\$284.34
Veterinary Medical Examining Board	6,132	\$2,710.52
War Memorial Stadium Commission	2,822	\$1,251.21
Worker's Compensation Commission	167,538	\$73,941.31

**ATTACHMENT (C)****AR Code 25-1-110 - Agencies with Average Miles 1,000 or More**

Reporting Period April 2008 through March 2009

State Agency Name	Average # of Vehicles Owned	Average Miles Per Month Per Vehicle
Administrative Office of the Courts	7	1,114
Arkansas Agriculture Department	426	1,007
Arkansas Burial Association Board	1	1,622
Arkansas Crime Information Center	13	1,053
Arkansas Department of Emergency Management	24	1,390
Arkansas Department of Environmental Quality	124	1,037
Arkansas Department of Finance & Administration	225	1,065
Arkansas Development Finance Authority	5	1,274
Arkansas Economic Development Commission	37	1,071
Arkansas Game and Fish Commission	593	1,393
Arkansas Motor Vehicle Commission	3	2,254
Arkansas Public Service Commission	11	1,056
Arkansas State Police	894	1,447
Arkansas Supreme Court - Office of Chief Justice	3	1,129
Arkansas Tobacco Control Board	16	1,734
Department of Arkansas Heritage	1	1,296
Department of Correction	410	1,306
Department of Health	146	1,315
Department of Higher Education	3	1,321
Department of Labor	2	1,818
Department of Workforce Education	12	2,038
Disability Determination (Leased Vehicles)	4	1,231
Education - Education Television Commission	12	1,368
Liquefied Petroleum Gas Board	7	1,367
Office of Attorney General	14	1,163
Office of the Governor	1	2,903
Oil & Gas Commission	15	1,398
Parole Board	10	1,088
Professional Bail Bondsman Licensing Board	2	1,725
Soil & Water Conservation Commission	19	1,459
State Crime Laboratory	17	1,313
State Highway and Transportation Department	2,345	1,261
State Insurance Department	20	1,343
Student Loan Authority	2	1,192
Treasurer of State	3	1,800

**ATTACHMENT (D)**

AR Code 25-1-110 - Agencies with All Vehicles in Special Pupose Category

Reporting Period April 2008 through March 2009

State Agency Name	Average # of Vehicles Owned	Average Miles Per Month Per Vehicle
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Commission on Law Enforcement Standards & Training	17	511
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**ATTACHMENT (E)****AR Code 25-1-110 - Agencies with Some Special Purpose Vehicles**

Reporting Period April 2008 through March 2009

State Agency Name	Average # of Vehicles Owned	Average Miles Per Month Per Vehicle
Arkansas Agriculture Department	426	1,007
Arkansas Building Authority	22	658
Arkansas Geological Survey	12	503
Arkansas Spinal Cord Commission	1	600
Department of Correction	410	1,306
Department of Parks and Tourism	250	998
Department of Veteran Affairs	10	694
Education - School for the Deaf	28	338
State Military Department	45	362

**ATTACHMENT (F)****AR Code 25-1-110 - Agencies with Less than 1,000 Mile Average**

Reporting Period April 2008 through March 2009

State Agency Name	Average # of Vehicles Owned	Average Miles Per Month Per Vehicle
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Arkansas Building Authority**	22	658
Arkansas Department of Aeronautics	1	894
Arkansas Fair Housing Commission	1	361
Arkansas Geological Survey	12	503
Arkansas Manufactured Home Commission	2	843
Arkansas Minority Health Commission	2	479
Arkansas Public Employee Retirement System**	3	252
Arkansas Real Estate Commission	3	675
Arkansas Senate	1	100
Arkansas Spinal Cord Commission	1	600
Arkansas State Board of Nursing	1	490
Arkansas Teacher Retirement System	6	721
Bureau of Legislative Research	3	827
Commission on Law Enforcement Standards & Training	12	723
Department of Community Correction	404	886
Department of Education	5	747
Department of Human Services	424	848
Department of Information Systems	8	604
Department of Parks and Tourism	250	998
Department of Parks and Tourism - History Commission**	2	461
Department of Rural Services	1	284
Department of Veteran Affairs**	10	694
Department of Workforce Services	31	738
Dept. of Workforce Education - AR Rehabilitation Services**	65	711
Education - Arkansas State Library	3	339
Education - School for the Blind	Included in with the School for the Deaf	
Education - School for the Deaf	28	338
Governor's Mansion Commission	1	371
Health Services Permit Agency	1	334
House of Representatives**	3	663
Legislative Audit	26	909
Martin Luther King, Jr. Commission	1	388
State Bank Department	22	998
State Military Department	45	362
State Securities Department	3	977
Worker's Compensation Commission	3	622

\*\*Written justification for retention of underutilized vehicles not submitted.

**ATTACHMENT (G)****AR Code 25-1-110 - Agencies Failing to Submit Written Reports**

Reporting Period April 2008 through March 2009

State Agency Name	Average # of Vehicles
Arkansas Abstracters' Board	0
Arkansas Beef Council	0
Arkansas Board of Health Education	0
Arkansas Board of Podiatric Medicine	0
Arkansas Catfish Promotion Board	0
Arkansas Code Revision Commission	0
Arkansas Corn and Grain Sorghum Promotion Board	0
Arkansas Home Inspector Registration Board	0
Arkansas Legislative Commission on Nursing	0
Arkansas Soybean Board	0
Arkansas State Board of Landscape Architects	0
Arkansas State Board of Massage Therapy	0
Arkansas Teacher Housing Development Foundation	0
Arkansas Tobacco Settlement Commission	0
Arkansas Towing and Recovery Board	0
Assessment Coordination Department	0
Auctioneer's Licensing Board	0
Auditor of State	4
Board of Finance	0
Claims Commission	0
Court of Appeal	0
Dietetics Licensing Board	0
Disabled Veteran's Service Office	0
Land Department	10
Office of Lieutenant Governor	1
Office of Prosecutor Coordinator	0
Rice Research & Promotion Board	0
Secretary of State	28
State Board of Architects	0
State Board of Dispensing Opticians	0
State Board of Registered Interior Designers	0
State Board of Registration for Professional Soil Classifiers	0
State Board of Sanitarians	0
Wheat Promotion Board	0