



Legislature of the Virgin Islands

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July 26, 2023

COMMITTEE ON BUDGET, APPROPRIATIONS AND FINANCE FISCAL YEAR 2024 BUDGET HEARING

BUREAU OF MOTOR VEHICLES

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BACKGROUND AND HISTORY

Established under Title 3, Virgin Islands Code, Section 227-232 as amended, the Bureau of Motor Vehicles (BMV) is primarily charged with exercising general control over the administration of laws, the collection of fees relating to the licensing of motor vehicle operators, and the registration and licensing of motor vehicles as provided by law.

Act No. 6761, Bill No. 26-0025, identifies two statutory responsibilities that comprise the two divisions of the BMV:

Divisions	Responsibilities
Administrative Support Services Division <i>Office of the Director</i>	Providing direction and organizing the Bureau to supply the most efficient, cost effective, and coordinated delivery of services through administrative, logistical, contractual, and financial support to BMV’s daily operation.
Administrative Support Services Division <i>Administrative Support Sections</i>	Delivering streamlined services to the customers of the Bureau of Motor Vehicles.
Customer Service Division <i>Driver’s Vehicle Registration and Inspection</i>	Inspecting vehicles, verifying insurance documents, and issuing registration documents.
Customer Service Division <i>Records Management & Information System.</i>	Striving for efficiency in automation and communication by upgrading both hardware and software systems and training employees.
Customer Service Division <i>Licensing and Identification</i>	Administering written and road tests, issuing driver’s licenses, and preparing and maintaining records.

With primary emphasis on providing of:

- Basic customer services to the motoring public
- Initiation and renewal of motor vehicle driver licenses
- Vehicle registration
- Certificate of title

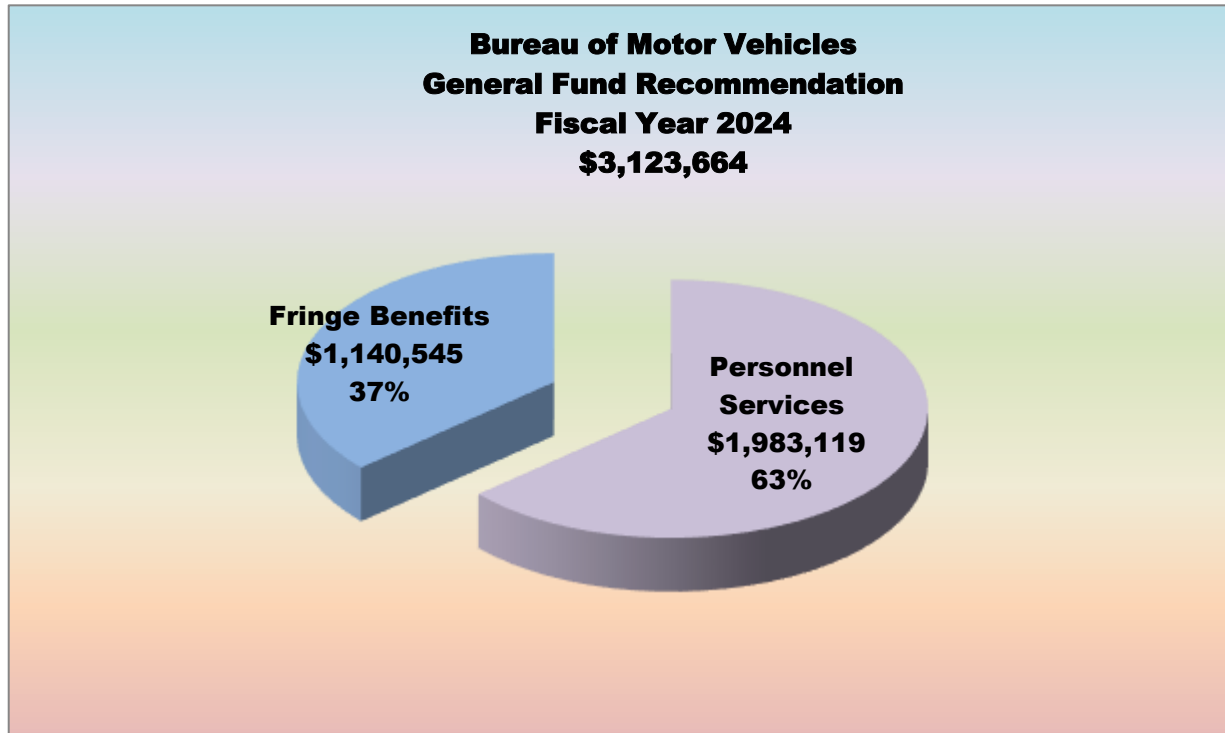
The Bureau receives funding from three sources: General Fund, Bureau of Motor Vehicle Fund, and the Personalized License Plate Fund.

- The Bureau of Motor Vehicles Fund was created pursuant to Act No. 6761, Section 232. The fund shall consist of all monies received as fees collected by the Bureau of Motor Vehicles under the provisions of Title 20, Chapter 39 of VIC and any sums appropriated by the Legislature. Upon the certification of the Director of the Motor Vehicles, the Commissioner of Finance shall disburse the greater of 10% of the fund or \$1,000,000 for the purchasing of supplies, equipment, personnel services, and the operating expenses of the Bureau of Motor Vehicles.
- The Personalized Licensed Plate Fund was created pursuant to Title 33, Chapter 111, Section 3065, VIC. Monies collected from the sale of licensed plates shall be deposited into the Fund and shall be appropriated annually. The Commissioner of Finance shall disburse 50% of the Fund upon the certification of the Commissioner of the Virgin Islands Police Department and the remaining 50% shall be deposited into the General Fund.

GENERAL FUND OVERVIEW

Exhibit I displays the Governor’s FY 2024 recommendation for BMV in the amount of \$3,123,664.

Exhibit I



The Governor has recommended a General Fund appropriation of \$3,123,664 for FY 2024. This amount is different the FY 2023 appropriation of \$2,790,522 but it is the same as the revised budget for FY 2023. An overview (*According to the FY 2024 Executive Budget Book*) of BMV 2022-2024 expenditures are displayed in *Exhibit II*.

Exhibit II

Description	FY 2022 Actual	FY 2023 Revised Budget	FY 2024 Gov. Recom.	FY 24 & FY 23 Variance	% Chg
Appropriated Funds:					
General Fund:					
Personnel Services	\$1,740,916	\$ 2,069,888	\$ 1,983,119	(86,769)	(4%)
Fringe Benefits	868,343	1,053,776	1,140,545	86,769	8%
Total General Fund	2,609,258	3,123,664	3,123,664	-	-
Bureau of Motor Vehicles Fund					
Personnel Services	622,755	643,396	651,466	8,070	1%
Fringe Benefits	335,171	356,604	348,535	(8,070)	(2%)
Total Bureau of Motor Vehicle Fund	957,925	1,000,000	1,000,000	-	-
Personalized License Plate					
Personnel Services	206,543	244,737	-	(244,737)	(100%)
Fringe Benefits	115,791	119,859	-	(119,859)	(100%)
Capital Projects	-	-	60,000	60,000	100%
Supplies	517,150	402,052	875,874	473,822	117%

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Other Services & Charges	673,621	558,982	976,349	417,367	75%
Utilities	-	25,000	100,000	75,000	300%
Total Local Fund	1,513,104	1,350,630	2,012,223	661,593	49%
Grand Total Funds	\$ 5,080,288	\$ 5,474,294	\$ 6,135,887	\$ 661,593	1%

EXPENDITURE REPORT

Exhibit III display the FY 2022, FY 2023 actual expenditures breakdown and FY 2024 request provided by BMV for the General Fund

Exhibit III

EXPENDITURES ACCORDING TO BMV Line Item	FISCAL PERIOD		
	Oct. 1, 2021- Sep. 30, 2022	Oct. 1, 2022- May 31, 2023	FY 2024 Request
Personnel Services			
Classified Employee Salaries	\$1,459,920	\$948,277	\$2,327,395
Unclassified Employee Salaries	332,800	146,640	350,000
Temp/Part Time Salaries	6,318	-	-
Overtime Salaries	8,905	2,846	-
Lump Sum Payments	250,130	34,052	26,502
Night Differential Comp	-	-	-
Fees & Compensation NOC	3,353	151,961	38,084
Holiday Pay	118,440	116,340	-
All Other:			
Sick Pay	126,601	85,356	-
Accrued Leave Pay	148,739	94,677	-
Administrative Leave Pay	110,779	40,477	-
Funeral	4,044	2,548	-
Jury Service	187	67	-
Sub-Total	2,570,213	1,623,240	2,741,981
Fringe Benefits			
Employer Contr. Retirement	545,062	354,622	614,243
F.I.C.A.	158,825	99,275	171,456
Medicare	37,293	23,537	40,099
Health Insurance Premium	539,483	385,239	677,448
Workers Comp. Premiums	38,641	34,209	35,604
All Other	-	-	-
Sub-Total	1,319,304	896,883	1,538,850
Supplies			
Office Supplies	8,112	3,207	15,000
Operating Supplies	419,523	258,640	490,000
Small Tools/Minor Equipment	56,672	1,635	307,174
All Other:			
Vehicle Supplies	2,982	4,716	8,700
Repair & Maintenance	10,436	20,617	20,000
Food	5,924	4,415	15,000
Professional Books & Periodicals	-	-	-
Data Processing Software	13,500	140	20,000
Sub-Total	517,150	293,369	875,874
Other Services & Charges			
Professional Services	279,805	162,326	191,584
Communication	67,380	36,372	80,000
Travel	27,235	23,198	25,000
Transportation - Not Travel	27,241	48,729	80,000
Advertising & Promotion	9,696	750	40,000
Printing & Binding	146,382	58,663	200,000
Insurance	-	-	64,000
Repairs & Maintenance	35,070	38,012	101,340

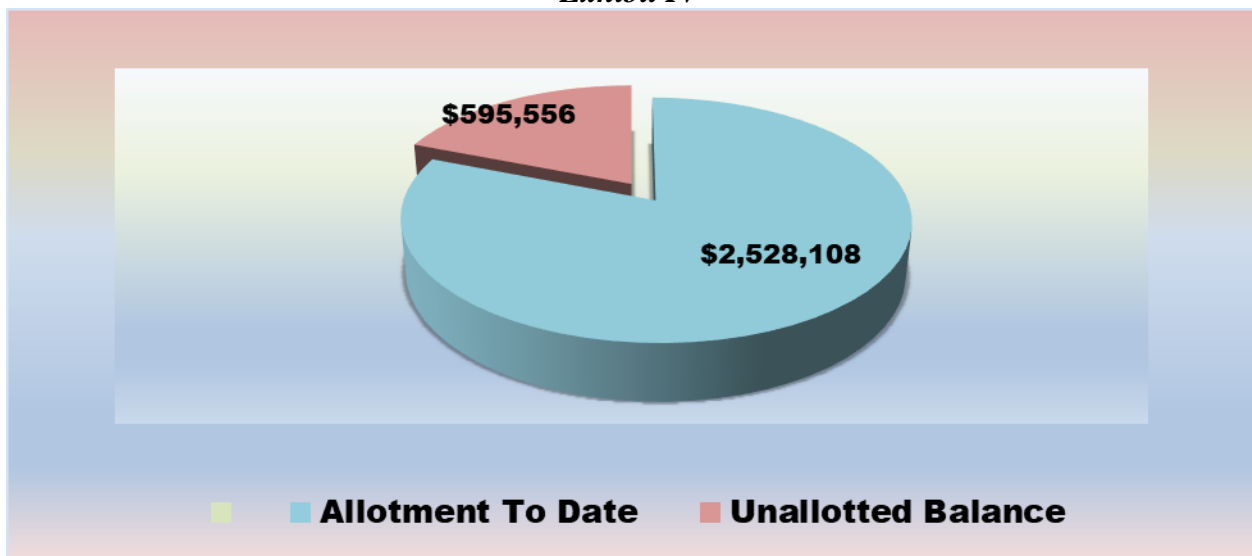
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Rental- Land/Building	33,265	16,295	75,150
Rental - Machines/ Equipment	16,103	7,167	15,000
Training	340	255	20,000
Security	20,245	4,230	19,275
Line Item	Oct. 1, 2021- Sep. 30, 2022	Oct. 1, 2022- May 31, 2023	FY 2024 Request
All Other:			
Automotive Repairs & Maintenance	826	544	10,000
Travel/ Cash Advance	-	-	5,000
Purchase Bulk Airline Tickets	-	5,000	15,000
Other Services NOC	10,033	15,695	35,000
Sub-Total	673,621	417,236	976,349
Capital Outlay			
Building & Improvement	-	-	60,000
All Other	-	130,105	-
Sub-Total	-	130,105	60,000
Utility Services			
Electricity	100,000	15,484	100,000
Water	-	-	-
Sub-Total	100,000	15,484	100,000
Total Expenses	\$5,180,288	\$3,376,318	\$6,293,054

ALLOTMENT SUMMARY

Exhibit IV displays the allotment to date, and un-allotted amount for FY 2023. As of June 08, 2023, BMV has received **\$2,528,108** in allotments.

Exhibit IV



Strategic Goal(s):

1. To provide quality service that will result in safer roads and highways.

Performance Goal(s):

1. To provide timely and accurate information and services.

FEDERAL GRANT

Exhibit V displays the Federal Grant received by BMV.

Exhibit V

Grantor Agency	Amount	Period
US Department of Homeland Security	\$ 270,000	09/01/19 – 08/31/22
Total	\$270,000	

LOCAL GRANTS

Exhibit VI displays the Local Grant received by BMV.

Exhibit VI

Grantor Agency		Amount	Disbursement	Balance	Term
Law Enforcement Planning Commission (LEPC)	Edward Bryne Memorial Justice Assistance	\$20,000	\$19,980	\$20	09/01/19-08/31/22
Office of Management & Budget (OMB)	American Rescue Plan Act of 2021	402,276	130,449	271,827	04/26/22-12/31/22
Totals		\$422,276	\$150,429	\$271,847	

LEASED PROPERTIES

Exhibit VII displays BMV current leases

Exhibit VII

Lessor	Address	Annual Rent	Funding	Term
Sun Self Storage	11200 Estate La Reine, St. Croix, VI 00850	\$4,500	Local	February 28, 2020-Ongoing
Tutu Park Mall	4605 Tutu Park Mall Suite#254, St. Thomas, VI 00802	66,654	Local	July 01 ,2021- June 30, 2026
VI Government	St. John Location VI Government Complex	60,000	Local	Proposed Lease
	Totals	\$131,154		

PROFESSIONAL SERVICES CONTRACTS

Exhibit VIII displays BMV Professional Services Contracts.

Exhibit VIII

Vendor	Amount	Period	Purpose	Type of Service	Funding Source
AAMVA	\$4,000	11/01/19 - 11/30/23	Provide verification of Social Security, Lawful Status	Technology	Local/ Funding

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Altony Painting	6,000	10/01/21 - 09/30/23	Provide lawn care and maintenance	Landscaping	Local/ Funding
Energy Efficient Builders	43,300	10/03/22 - 01/14/23	Repairs of the Administration and other office trailers	Construction	Local/ Funding
Vendor	Amount	Period	Purpose	Type of Service	Funding Source
Homeland Security	1,700	11/02/09 – until termination	Verifies citizenship status information of non-Citizen and naturalized applying for USVI Driver’s License	Verification	Local/ Funding
MCG Inc (Alarmco)	3,720	Pending DPP for renewal	24 Hour Security Monitoring-STX	Security	Local/ Funding
MCG Inc (Alarmco)	1,740	Pending DPP for renewal	24 Hour Security Monitoring-STT	Security	Local/ Funding
MCG Inc (Alarmco)	1,740	Pending DPP for renewal	24 Hour Security Monitoring-STJ	Security	Local/ Funding
Naphsis	1,500	11/20/12 – until termination	Electronic verification of Vital Records	Verification	Local/ Funding
Oliver Exterminating	2,820	12/19/22 - 09/30/23	Provide exterminating services-STT/STJ	Exterminating	Local/ Funding
Oliver Exterminating	1,800	Pending DPP renewal	Provide exterminating services-STX	Exterminating	Local/ Funding
OMNI SYSTEMS INC	161,464	07/26/20 - 07/26/23	Provide professional, technical and other services needed to build, design, develop, implement, integrate, test and maintain a viable software program for Vehicle/ Registration and Driver’s License System	Technology	Misc/ Funding
Parsons Landscaping	11,400	01/31/23 - 09/30/23	Provide lawn care and maintenance	Landscaping	Local/ Funding
Qless	14,175	05/29/23 - 05/28/24	Queue Management and appointment scheduling	Scheduling	Local/ Funding
	\$255,359				

OUTSTANDING OBLIGATIONS

Exhibit IX display BMV outstanding obligations.

Exhibit IX

Vendor	Outstanding Balance	Funding Source
Division of Personnel	\$63,022	PLP Fund
Motor Vehicle License System	328,570	VI Historical Fund
MGC, Inc	930	PLP Fund
Totals	\$392,522	

VEHICLE LISTING

Exhibit X provides a vehicle listing. All vehicles are owned by BMV. The gas consumption charges for the Territory total **\$2,600**. The repair and maintenance charges for the Territory total **\$2,846**.

Exhibit X

Year	Make	Model	Division	Source	Condition	Office	Plate No.
2020	Honda	Odyssey	Operations- STT	Settlement	New	STT	BMV-9
2021	Chevrolet	Equinox	Operations- STT	General	Good	STT	BMV-6
2006	Chevrolet	Colorado	Operations- STT	General	Fair	STT	BMV-11
2019	Chevrolet	Equinox	Office of the Director	General	New	STT	BMV-1
2021	Honda	Passport	Operations- STJ	General	New	STJ	BMV-4
2020	Chevrolet	Equinox	Office of the Director	General	Good	STX	BMV-2
2020	Honda	Pilot	Operations- STX	Settlement	New	STX	BMV-5
2016	Chevrolet	Equinox	Operations- STX	Special	New	STX	BMV-7

REVENUE REPORTS (Transportation Trust Fund, Motorcycle Safety Fund, Personalized License Plate Fund, Peace Officer Training Fund, and Certificate of Title Fund)

Exhibit XI displays a detailed breakdown of FY 2022 actuals, FY 2023 estimated, FY 2023 actuals and FY 2024 projected revenues.

Exhibit XI


Month	FY 2022 Actuals	FY 2023 Estimated	FY 2023 Actuals	FY 2024 Projected
October	\$ 760,078	\$ 645,987	\$ 714,716	\$650,987
November	716,521	713,628	664,795	733,628
December	636,886	618,214	879,319	620,214
January	562,521	389,245	832,015	389,550
February	779,858	880,050	863,077	884,567
March	800,969	859,662	1,072,067	860,678
April	707,659	822,215	814,758	845,336
May	755,827	768,203	1,052,633	768,354
June	693,056	881,998	888,969	885,999
July	777,482	1,800,335	-	1,815,335
August	971,905	1,089,800	-	1,108,000
September	842,758	968,883	-	978,883
Total Revenues	\$9,005,520	\$10,438,220	\$7,782,349	\$10,541,531

POST AUDITOR’S COMMENTS

The Bureau of Motor Vehicles (BMV) Governor’s recommended budget is as follows:

FY 2023	FY 2024	
\$3,123,664	\$3,123,664	General Fund Recommended Budget
1,000,000	1,000,000	Bureau of Motor Vehicle Fund
1,350,630	2,012,223	Personalized License Plate Fund
\$ 5,474,294	\$6,135,887	Total Projected Operating Budget

It is important to note that the Fiscal Year 2023 appropriation was adjusted from **\$2,790,522** to **\$3,312,664**. This is due to salaries increases in the amount of **\$333,142.17**.


Vincent J. Samuel
Post Auditor

APPENDIX I

BUREAU OF MOTOR VEHICLES
 2024 PERSONNEL LISTING

POSITION TITLE	SALARY	STATUS	
FUND 100			
UNCLASSIFIED			
ASSISTANT DIRECTOR	80,000	FILLED	1.00
DIRECTOR	102,000	FILLED	1.00
SUB-TOTAL	182,000		2.00
CLASSIFIED			
ACCOUNTANT I	39,945	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
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CUTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	35,639	FILLED	1.00
CUTOMER SERVICE REPRESENTATIVE	44,365	FILLED	1.00
OFFICE MANAGER	58,131	FILLED	1.00
MOTOR VEHICLE INSPECTOR	37,314	FILLED	1.00
COLLECTION AGENT	39,163	FILLED	1.00
MOTOR VEHICLE INSPECTOR	39,086	FILLED	1.00
DATA ENTRY OPERATOR II	33,549	FILLED	1.00
MOTOR VEHICLE INSPECTOR	35,639	FILLED	1.00
DATA ENTRY OPERATOR II	37,876	FILLED	1.00
OFFICE MANAGER	59,294	FILLED	1.00
MOTOR VEHICLE INSPECTOR	30,069	FILLED	1.00
HUMAN RESOURCES GENERALIST	50,684	FILLED	1.00
MOTOR VEHICLE INSPECTOR	30,069	FILLED	1.00
PBX OPERATOR/RECEPTIONIST	37,190	FILLED	1.00
PBX OPERATOR/RECEPTIONIST	30,472	FILLED	1.00
OFFICE MANAGER	59,294	FILLED	1.00
DATA ENTRY OPERATOR II	36,374	FILLED	1.00
PERSONNEL RELATIONS ADMINISTRATOR	61,021	FILLED	1.00
RECEPTIONIST/ COLLECTOR	27,040	FILLED	1.00
RECEPTIONIST/ COLLECTOR	27,040	FILLED	1.00
RECEPTIONIST/ COLLECTOR	27,040	FILLED	1.00
RECEPTIONIST/ COLLECTOR	27,040	FILLED	1.00

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POSITION TITLE	SALARY	STATUS	
FUND 100			
<u>CLASSIFIED</u>			
CUSTODIAL WORKER	27,040	FILLED	1.00
FACILITY OFFICER	37,314	FILLED	1.00
SYSTEM ANALYST II	47,395	FILLED	1.00
SUB TOTAL	1,616,463		46.00
<u>CLASSIFIED</u>			
AUDITOR III	25,463	NEW	0.5
CUTOMER SERVICE REPRESENTATIVE	15,035	NEW	0.5
CUTOMER SERVICE REPRESENTATIVE	15,035	NEW	0.5
CUTOMER SERVICE REPRESENTATIVE	15,035	NEW	0.5
CUTOMER SERVICE REPRESENTATIVE	15,035	NEW	0.5
PBX OPERATOR/RECEPTIONIST	13,520	NEW	0.5
PBX OPERATOR/RECEPTIONIST	13,520	NEW	0.5
SUB TOTAL	112,641		3.50
<u>CLASSIFIED</u>			
RECEPTIONIST COLLECTOR	13,520	VACANT	0.5
ADMINISTRATIVE ASSISTANT	20,412	VACANT	0.5
SUB TOTAL	33,932		1.00
<u>ADJUSTMENTS</u>			
FEES AND COMPENSATION	38,084		
SUB-TOTAL	38,084		
FUND 100 TOTAL	1,983,119		52.50
FUND 2094			
<u>UNCLASSIFIED</u>			
DEPUTY DIRECTOR OF HR /PAYROLL	75,190	FILLED	1.00
EXECUTIVE ASSISTANT	50,000	FILLED	1.00
SUB TOTAL	125,190		2.00
<u>CLASSIFIED</u>			
ADMINISTRATIVE ASISTANT	46,877	FILLED	1.00
CUSTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUSTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUSTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUSTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUSTOMER SERVICE REPRESENTATIVE	30,069	FILLED	1.00
CUSTODIAL WORKER	27,040	FILLED	1.00
ACCOUNTANT I	38,134	FILLED	1.00
SUPERVISOR OF COMMERCIAL INSPECTORS	46,843	FILLED	1.00
SYSTEM MANAGER	67,979	FILLED	1.00
SUB TOTAL	377,218		10.00
<u>CLASSIFIED</u>			
ADMINISTRATIVE ASSISTANT	40,824	NEW	1.00
SUB TOTAL	40,824		1.00

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POSITION TITLE		SALARY	STATUS	
FUND 2094				
CLASSIFIED				
FISCAL OFFICER		62,850	VACANT	1.00
SUB TOTAL		62,850		1.00
FUND 2094 TOTAL		606,082		14.00
RECAP				
FUND 100				
UNCLASSIFIED FILLED		182,000		
CLASSIFIED FILLED		1,616,463		
CLASSIFIED NEW		112,641		
CLASSIFIED VACANT		33,932		
ADJUSTMENTS		38,084		
TOTAL FUND 100		1,983,119		
FUND 2094				
UNCLASSIFIED FILLED		125,190		
CLASSIFIED FILLED		377,218		
CLASSIFIED NEW		40,824		
CLASSIFIED VACANT		62,850		
TOTAL FUND 2094		606,082		
GRAND TOTAL		2,589,201		