

Fleet Forum 2023

October 18, 2023



Cory Weeks

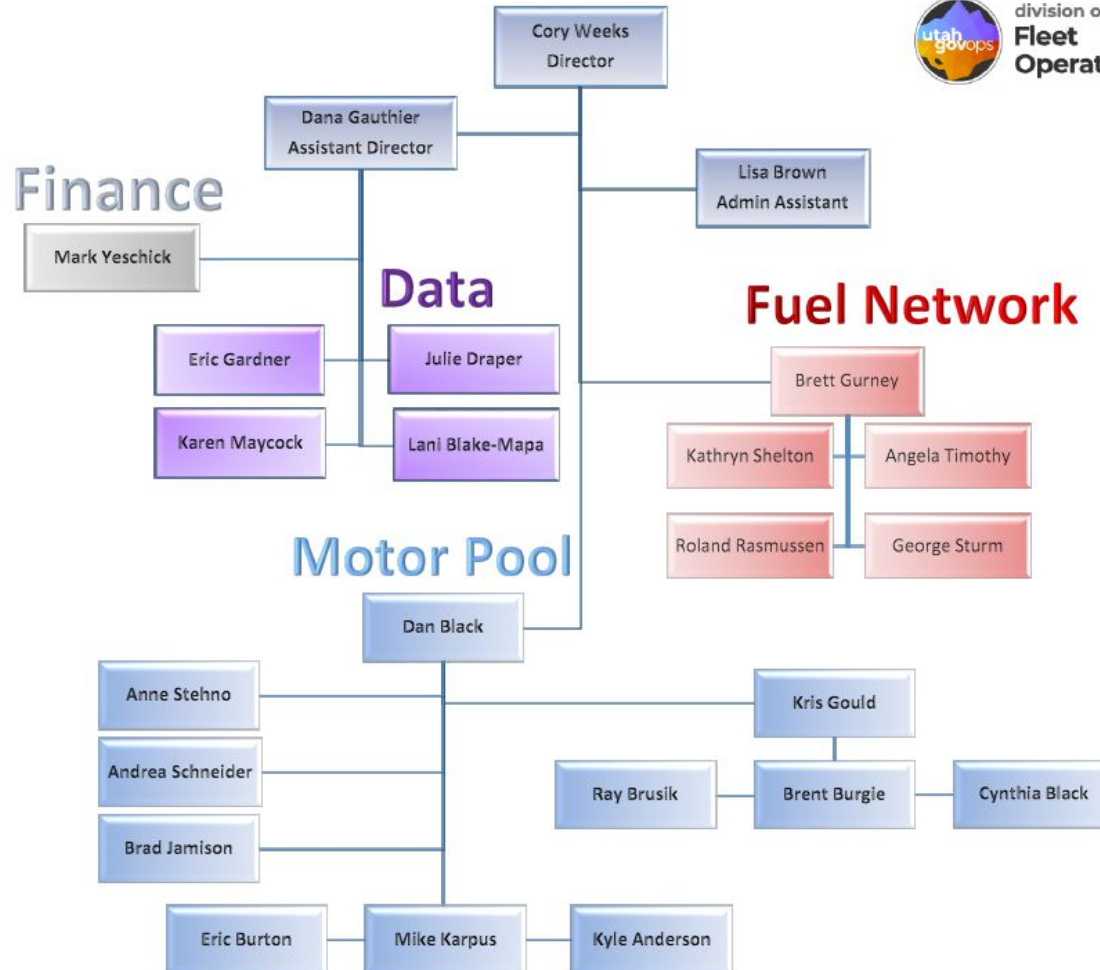
**Director
Fleet Operations**



Quick Agenda

- Welcome and Introductions - Cory Weeks
- Vehicles Market Updates - Dan Black
- Statutory Reports - Dan Black
- Utilization Analysis - Eric Gardner
- Shared Motor Pools - Julie Draper
- Changes to Take Home/
Commute Use Process - Dan Black
- FY 2025 Proposed Rates - Cory Weeks
- Fuel Network Updates - Brett Gurney
- Fleet Coordinator Manual - Amanda Ronan
- Teasing Developments - Amanda Ronan
- Future Training from Fleet - Cory Weeks





Dan Black

**Manager
State Motor Pool**



Vehicle Replacement Updates



Supply chain disruptions

- ❖ The ability for all fleets (both government and private fleets alike) to procure the necessary supply of replacement vehicles as well as new (expansion) vehicles continues to be one of the major pain points facing the entire automotive industry worldwide.
- ❖ Ultimately the rising cost of all vehicle makes and models continues to be an obstacle for everyone. Although we've seen marginal improvement in some areas such as availability, the uncertainty of the global economy continues to overshadow the industry and will continue to do so throughout the foreseeable future.
- ❖ In a time where basic fleet acquisition is challenging enough, the federally mandated integration of alternative-fuel vehicles adds another layer of complexity to the already complex environment of fleet procurement.
- ❖ Vehicle manufacturing and upfitting materials aren't the only things in low supply. With the high demand on all vehicle parts and rapidly inflating prices, precious metals necessary to manufacture vehicle parts are also in short supply.



Future Higher Fleet Costs

- ❖ Rising parts costs, UAW strikes all compounded with the cost of vehicle acquisition, maintenance and fuel ever increasing, nearly every cost associated with operating your vehicles are on the rise.
- ❖ Rebate and government discount programs are no longer needed nor offered by the manufacturer to sell their inventory, which increases procurement costs for all public and private sector fleets.
- ❖ Compared to 2020, new-vehicle acquisitions costs are approximately 20% higher while maintenance and fuel costs rose between 25-40% in a similar timeframe.
- ❖ The biggest challenge for Fleet Operations comes by way of understanding how best to introduce alternative-fuel and advanced technology vehicles into our fleet mix. The costs associated with alternative fuel and advanced technology vehicles will always be higher over their internal combustion engine counterparts.



Strategies for reducing the cost associated with your fleet vehicles

- ❖ **Stay on top of vehicle reordering before demand rises or the order banks close.**
 - When Anne Stehno sends out emails requesting vehicle build information, please be prompt in your reply as sometimes we have a very small amount of time to place the vehicle orders.
- ❖ **Develop a plan to rotate out new, high mileage vehicles with older, low mileage vehicles.**
 - If at all possible, move higher mileage, new vehicles around with low mileage, older vehicles. This creates a balance and allows your vehicles to have more equalized utilization.
- ❖ **Reduce your fleet size by cutting costs and vehicles when possible**
 - Now is the time to look into reducing your fleet as costs keep increasing and vehicle replacements are more difficult to purchase. If the vehicle isn't driving 625 miles per month, it is underutilized and might be a good candidate to be turned in.



Bright Future / Positive Outlook

- ❖ Anne Stehno is very experienced at vehicle procurement and has great relationships with our contracted vendors.
- ❖ Our vendors work hard for us because Anne has such a positive working relationship with them.
- ❖ The dealerships are calling Anne and letting her know how to maneuver through the loopholes and the changes the manufacturers keep placing as obstacles in vehicle procurement.
- ❖ Anne has been working tirelessly to to make sure that your vehicles are ready to order when the order banks are opened.
- ❖ There isn't anyone better to have in this position than Anne Stehno at this time. We really do have the best and brightest when it comes to vehicle procurement on our Fleet team.



Statutory Reports and Results

- Statutory reports for EAct or Energy Policy Act required by the federal government will be submitted at the end of the year.
 - Higher Ed's please verify that the information you enter into Fleet Focus on your vehicles is the correct fuel type.
- Statutory reports for cost efficiency will be submitted to the Governor's office when they are all received.
- The state vehicle report required by the Legislature will be submitted to the Governor's office and the Legislative Fiscal Analyst on time.



Eric Gardner

Research Consultant



Yearly Fleet Assessments

Yearly review to go over your department's fleet

Discuss:

- ❖ Needs
- ❖ News
- ❖ Utilization
- ❖ Ways to improve efficiency
- ❖ How to increase utilization
- ❖ Ways to cut costs
- ❖ Other modes of transportation
- ❖ Future plans



Vehicle Utilization Standards

When do vehicles get flagged for review?

Mileage alone:

- ❖ *Less than 625 miles per month; or*
- ❖ *Less than 7,500 miles per year*

Telematics equipped vehicles:

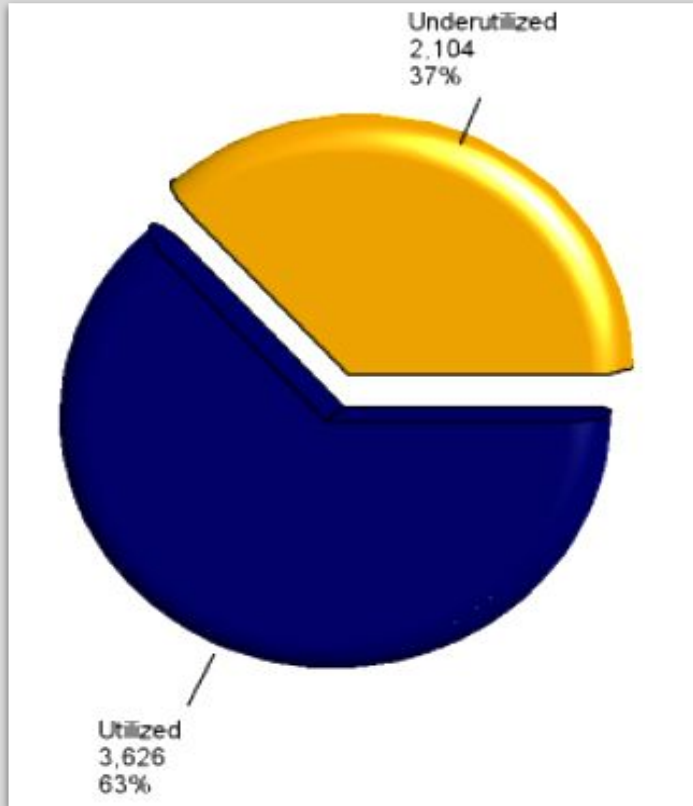
- ❖ *Meet the mileage requirements or*
- ❖ *Use of 16 of the ~22 working days per month; or*

Specialty Vehicles will need to be identified and removed from assessments:

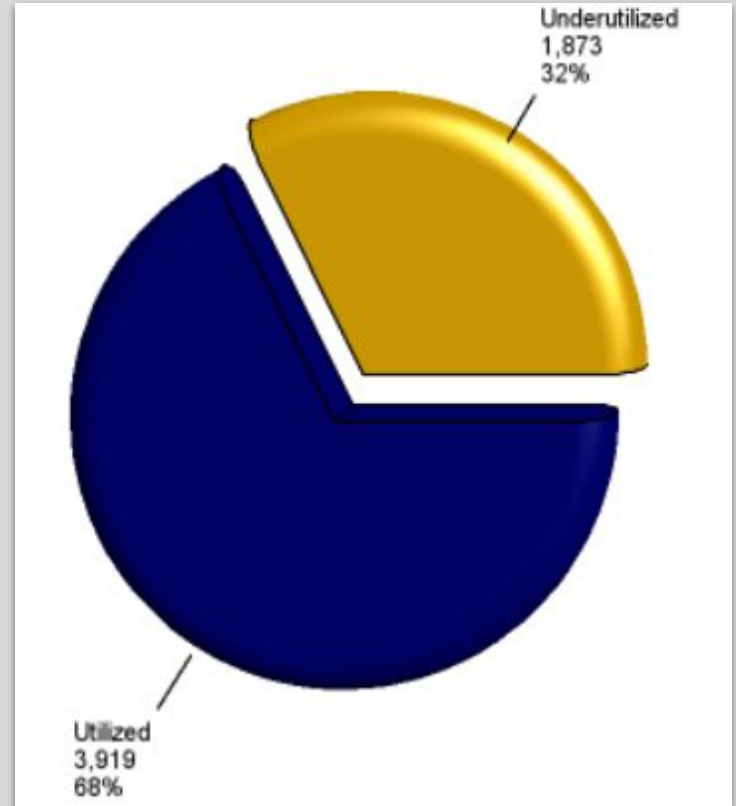
- ❖ *Heavily modified vehicles ie. Boom trucks, prisoner transport, law enforcement vehicles*
- ❖ *Expensive vehicles that are budgetarily hard to replace ie. mobile command centers, SWAT MRAPS, Book Mobiles, battleships, U.F.O's*



FY 2023



FY 2024



Disputed Underutilized Vehicle Process

If a vehicle's utilization is disputed after the assessment has been presented:

- ❖ Telematics will be installed at the cost of the agency for one year.
- ❖ After one year, data will be reviewed
 - If vehicle meets days used criteria, vehicle stays
 - If vehicle does not meet days used standard, vehicle will need to be given back to DFO

If the one year review shows vehicle is still underutilized and the agency disputes it's need, GOPB will make final decision.



Shared Motor Pools

Julie Draper



Shared Motor Pools

- ▷ TSOB
- ▷ MASOB
- ▷ Ogden - Winter 2023
- ▷ Provo - Winter 2023
- ▷ Utah Tech- Spring 2024



Key Valet Reservations

<https://fleet.utah.gov/rent-a-vehicle/>

Enterprise Retail Locations

▼ All Motor Pool Locations

Reservation Instructions

Click the appropriate location below to rent a vehicle:

MASOB

TSOB



Key Valet Overview Video



Taking A Vehicle Home

Dan Black



- Take Home/Commute Use Has Changed.
 1. There is now a Lease Value program for those earning more than \$165,000 per year.
 2. MTAP- Mileage Tracking Accountability Program. For agency's with drivers that are not exempt, that keep meticulous mileage logs accounting for every mile/trip, that show zero personal use, and are retained and reviewed by the agency should be readily available for an IRS audit.



New Approval Process

1. Because of new rules, we are now able to make a more efficient approval process that puts more control, and responsibility, in the hands of each agency's Fleet Coordinator.
2. The renewal process no longer requires an updated training and approval every year. Now there's an annual verification of information and an update of any changed information. We'll be sending an excel file to facilitate this, but we're flexible if you prefer a different method.
3. For new authorizations requiring Executive Director or designee approval we have tools that include Adobe e-sign or again are flexible on how you'd like to accomplish this.
 - a. Please note: because of the way E-Sign works, if a form is filled out incorrectly, then the process will have to be repeated.



Already Have A Policy That Works For You?

Many agencies in Higher Education may have different policies and procedures in place that would make using our system a redundancy. In this case, you can opt out of our program as long as you are still providing pertinent information to DFO, so that we can keep all your information current.

Some Agencies, like UDOT, have a well organized process for getting their information and approvals. In cases such as these, we will not be asking you to change that process.



What Is The Pertinent Information?

- ❖ The Operators Name and OPID (Operator ID)
- ❖ Take Home type (Commute Use, Take Home (Exempt), Lease Value or Mileage Tracking Accountability System). Most will be Commute or Take Home.
- ❖ Equipment Type (Sedan, Truck, Van, Sport Utility)
- ❖ State Qualifying Reason for Take Home (24 Hour On Call, Practical Use, or Virtual office)
- ❖ The Date you have given the Operator approval
- ❖ If the driver has legislative approval for personal use of the vehicle.
- ❖ The equipment ID of the vehicle most often taken to the operator's residence.
- ❖ The City and Zip where the vehicle will be parked overnight.
- ❖ For Take Home (Exempt)- the IRS Exemption Justification that your agency will be keeping on file.
- ❖ For Commute Use the typical work schedule



Rate Updates

Cory Weeks



FY24 Rates

Questions on rate changes that took effect last July?

- Rate Simplification
- Annual Adjustment to the Mileage Rate





FY25 DFO Proposed Rate Adjustments

Motorpool

Rate Name	FY24 Current Rate	FY25 Proposed Rate	Dollar Change	% Change	Units
Admin – DGO Managed	\$42.00	\$36.00	-\$6.00	-14.29%	Per Vehicle/Month
Admin – Agency Owned	\$0.00	\$14.00	\$14.00	100.00%	Per Vehicle/Month
Maintenance & Repair (refer to Grid)	N/A	N/A	N/A	N/A	Refer to Grid
Vehicle Service Center Call Rate	\$7.50	\$8.00	\$0.50	0.06%	Per Work Order
Surplus Vehicle Cleaning Detail	\$40.00	Actual Cost	N/A	N/A	Per Detailing

Fuel Network

Rate Name	FY24 Current Rate	FY25 Proposed Rate	Dollar Change	% Change	Units
Fuel @ Retail Sites	\$0.18	\$0.15	-\$0.03	-0.20%	Per Gallon

Transactions

Rate Name	FY24 Current Rate	FY25 Proposed Rate	Dollar Change	% Change	Units
Transaction Processing	\$46.00	\$65.00	\$19.00	41.30%	Per Hour (Non-DGO)



Motor Pool

- ❖ **Change to Admin Rate.**
Currently charging \$42 per vehicle per month on full leases.
Proposing \$36 admin rate for full and \$14 admin rate on other vehicles.
- ❖ **Changes to Mileage Rates.**
Annual adjustments (next slide), addressing cost of inflation for maintenance and repairs for vehicles.
- ❖ **Change Vehicle Detailing** to pass-through billing



Mileage Rate Table

Category	Code	SFY24 Actual	FY25 Proposal	Est Rev/Mile w/FY25 Proposal and FY23 Mileage
Heavy Duty On Road	8000	\$ 0.50	\$ 0.50	\$ 35,456.00
Heavy Duty Off Road	8001	\$ 0.80	\$ 0.95	\$ 71,889.67
Motorcycle	8002	\$ 0.45	\$ 0.48	\$ 61,557.12
Police Pursuit	8003	\$ 0.13	\$ 0.15	\$ 2,551,344.60
Bus	8004	\$ 0.16	\$ 0.23	\$ 38,416.44
Light Duty Off Road	8005	\$ 0.08	\$ 0.10	\$ 600,460.00
Light Duty On Road	8006	\$ 0.07	\$ 0.08	\$ 1,857,932.05
AR	8007	\$ 0.21	\$ 0.30	\$ 404,014.00
Medium Duty On Road	8010	\$ 0.15	\$ 0.19	\$ 204,255.57
Medium Duty Off Road	8011	\$ 0.26	\$ 0.28	\$ 398,489.28



Brett Gurney

**Manager
Fuel Network**





FUELING LOCATIONS MORE

State Fuel Site Map

State Owned Fuel Site List

Wex Fuel Card Site

You can also download "WEX Connect" mobile app from your mobile device using the app store.

Updated 02/23

Give Feedback

ACCESS TO EKOS

- Send email to fuelrequests@Utah.gov to get access to EKOS
- Look up Driver #
- Look up Card/Vehicle information
- Look up transactions/denials

Reports

- Invalid Odometer report
- Wrong product report
- Non fuel report

If you have questions contact
fuelrequests@utah.gov

State Owned Fuel Sites

- Some State fueling sites are now open 24/7 and outside gates.
- Temporary closures
 - Wellington UDOT
 - Moab UDOT
 - Long Valley UDOT
- Permanently closed
 - Garrison UDOT
- Electric Vehicles – Contact us to use WEX.

If you have questions contact
fuelrequests@utah.gov

Fleet Manager Handbook

Amanda Ronan



What is the Fleet Manager handbook?

It is a living document that contains the information a fleet coordinator should know.

It can be found at:

https://docs.google.com/document/d/16QCxxemcFbnnKeztHziv_6oK8Dk2Yy9-PQnQHkNRO1U/edit?usp=sharing



Mobile Focus Sneak Peak

MobileFocus is a suite of mobile solutions offered to work along side the core FASuite system.

FleetConnect – Tablet based application that can, and is intended to be, used in an online and offline environment

SmartApps – Mobile optimized websites allowing for quick workflows/data checks to be used



Content Delivery Poll

We would like to provide additional information for drivers to keep agencies informed on what Fleet is doing.

We are asking for your feedback on what to provide and how best to provide it.

Unless you tell us otherwise, fleet manager training will be live training events.



slido



As fleet managers, what additional live training events would you like?

① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.

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What training would be useful for your agency's drivers?

① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.

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What is the best way to deliver content to drivers?

- ① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.



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Thank You

Questions?