

# FLEET UTILIZATION REPORT

## HISTORICAL AND PROJECTED VEHICLE USE FOR FISCAL YEARS 2019-2023

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## [ATTACHMENT](#)

## **AGENCY OVERVIEW**

Created by the Legislature in 2011, the Department of Enterprise Services (DES) provides a variety of services to state government, to other public entities such as cities and counties, and to Washington residents. It is also charged with creating greater overall operating efficiencies.

Tied together by our mission to strengthen the business of government, five agency goals drive the portfolio of work within each division:

- 1) Providing workplace solutions that enhance our customers' ability to fulfill their missions (facilities and capitol grounds)
- 2) Helping government get the best deal for mission-support services (acquisitions)
- 3) Supporting agencies to meet their modern workforce needs (training and support)
- 4) Reducing government risk and adding value through stewardship and services (shared services)
- 5) Developing DES into the employer of choice (employer of choice)

Our agency uses strategic drivers that are promoted at every level of decision-making to support our mission. Those drivers include *customer satisfaction*, *financial health*, and *team health*.

## **EXECUTIVE SUMMARY**

The Department of Enterprise Services (DES) provides professional fleet management services to state agencies, boards, commissions, and institutes of higher education.

Fleet management services include long-term and short-term vehicle rentals.

The Legislature, through a proviso in [ESSB 5092 Sec. 149\(8\)](#), directed DES to collect and report historical, projected use and cost of DES managed fleet vehicles for fiscal years 2019-2023.

Historical and projected use of both permanently assigned and daily use fleet vehicles for 166 customer agencies are included in this report. Detailed information for each specific customer agency is found in the attached Excel document.

### **Report Highlights:**

- This report represents the 5,000 state vehicles managed by DES. There are approximately 12,000 vehicles in the state's fleet.
- Customers reported fleet information utilizing a standardized tool created by DES.
- Data from agencies was gathered and compiled while many agencies were developing their return-to-work plans, creating challenges for agencies to project what vehicle usage will be in fiscal years 2022 and 2023.
- Fleet usage has declined during the pandemic with the shift to more remote work. Permanent vehicle assignments declined 4.5% from FY19 to FY21 with a 40.3% decline in miles driven by those vehicles. Daily trip rentals declined 61% from FY19 to FY21, with a 75% reduction in miles driven.
- FY22 and FY23 fleet usage is projected to rebound, though still stay lower than utilization in FY19.
  - Permanently assigned sedans are expected to remain 9.3% lower than FY19, while SUV and truck assignments are expected to grow by 2.3% and 4.5%, respectively, above FY19 utilization.
  - Daily trip rentals are expected to remain 26% lower than FY19 usage. Overall miles driven are projected at 20% lower for permanently assigned vehicles, and 58% lower for trip rentals compared to FY19.

Despite the decrease in assignments, rentals, and miles driven, fleet spending is projected to increase, up 7% in FY23 compared to FY19, driven by the overall increase in purchase cost of vehicles.

## BACKGROUND

The Department of Enterprise Services (DES) Fleet Operations provides professional fleet management services to state agencies, boards, commissions, and institutes of higher education. Overseeing a fleet of 5,000 vehicles, Fleet Operations manages vehicle purchases, long- and short-term leases, repairs and maintenance services, customer service, and vehicle replacement at the end of life.

The DES fleet represents about 40% of the total fleet across the state. The other 60%, or 7,000 vehicles, are managed by individual agencies:

- Department of Social and Health Services (DSHS)
- Department of Natural Resources (DNR)
- Department of Corrections (DOC)
- Parks and Recreation (PARKS)
- Transportation (DOT)
- Fish and Wildlife (DFW)
- Washington State Patrol (WSP)

The *Stay Home, Stay Healthy* order issued by Governor Inslee in March of 2020 directed thousands of state employees to work from home and suspended unnecessary travel. Thousands of state employees transitioned from in-person to remote work. This change in business practice directly impacted fleet vehicle use. Many in-person meetings have been replaced with virtual meetings, decreasing the need for vehicle travel. Alternatively, some agencies have seen an increase in vehicle usage due to limited car sharing opportunities to limit exposure to COVID, while other agencies have seen drastic change in fleet demand to transport goods.

The Legislature, through a proviso in [ESSB 5092 Sec. 149\(8\)](#), directed DES to report historical and projected use of DES fleet vehicles by agency, fund source and vehicle type. This includes data on permanently assigned fleet vehicles and DES daily rental vehicles.

DES provides support to 166 state organizations or agencies. Historical data and projected use of permanently assigned and daily use fleet vehicles for 91 customer agencies are included in this report. Sixty-three organizations have no DES fleet data between FY19 and FY21 and twelve agencies failed to report at all. Detailed information for each specific customer agency is found in the attached Excel document.

To quantify the projected fleet use, and meet the requirements of the proviso in [ESSB 5092 Sec. 149\(8\)](#), DES asked agencies to report their historical fleet usage for fiscal years 2019-2021 and projected fleet usage for fiscal years 2022-2023.

## SCOPE

As directed in the proviso, DES worked with agencies to report information for permanently assigned fleet vehicles and daily rental vehicles. The report includes the following:

- Actual fleet usage, by vehicle type, for FY 19-21
- Actual fleet cost, by funding source, for FY 19-21
- Actual miles driven, by vehicle type, for FY 19-21
- Projected fleet usage, by vehicle type, for FY 22-23
- Projected fleet cost, by funding source, for FY 22-23
- Projected miles, by vehicle type, for FY 22-23

*Note: Agencies with vehicles that they own and manage are not included in this report.*

## TOOLS

To consolidate the data from the large volume of agencies, DES provided a standardized reporting template. The template contained the following:

- A comprehensive list of fund codes for organizations
- Historical fleet data for FY19-21
- Examples of completed worksheets
- A hyperlink reference to ESSB 5092

## PARTICIPATION

As of the date of this report, 88% of customers submitted responses to DES' fleet reporting survey. Twelve of the total 103 fleet customer agencies failed to provide responses. These agencies include:

COMMERCE	EDMONDS COMMUNITY COLLEGE
OFFICE OF CIVIL LEGAL AID	BIG BEND COMMUNITY COLLEGE
SENATE	CENTRALIA COLLEGE
MILITARY DEPARTMENT	GREEN RIVER COLLEGE
DEPARTMENT OF SERVICES FOR THE BLIND	OLYMPIC COLLEGE
GAMBLING COMMISSION	HOME CARE QUALITY AUTHORITY

*Note: DES provided multiple reminders to agencies who did not respond to the request for reporting data.*

The data in this report represents 99% of the permanently assigned vehicles in the DES fleet, and 95% daily rental trip reservations for FY 19-FY 21.

## CHALLENGES

- 1) Timeline – To meet the reporting requirements in the proviso, DES was only able to provide agencies a little over one month to complete their analysis.
- 2) Future State – When data was gathered to construct this report, agencies were in the middle of developing post-pandemic return to work plans as well as determining impacts from the recent vaccination mandate. Without these plans, unknown workforce impacts from the vaccination mandate, and frequent changes to COVID restrictions, it was challenging for agencies to project what vehicle usage will be in fiscal years 2022 and 2023.
- 3) Financial Reporting - There are two primary services offered by DES Fleet - permanently assigned vehicles and daily trip rental use vehicles. When agencies make payments for these two services, the same sub-object in Washington State's Automated Finance Reporting System (AFRS) is used. Because of this, it was challenging for agencies to separate costs between permanently assigned vehicles and daily trip rental use vehicles.
- 4) It is unknown whether all agencies accounted for the approved permanently assigned vehicle rate change (effective Jan. 1, 2022) when projecting FY22 & FY23 funding forecasts.

## DATA INTEGRITY

Utilization counts are the calculated result of the number of instances a vehicle was assigned to an organization during the reporting period. This method does create some minor inconsistencies in vehicle counts due to vehicle replacements occurring during the year. For example: *Organization ABC has an actual count of 1 assigned vehicle during the fiscal year. However, the utilization count shows 2 vehicles assigned to ABC. Vehicle A was turned in during the FY and replaced with Vehicle B.* The issue is infrequent and non-material, as vehicle replacements were uncommon during the period covered in this study.

## FINDINGS/RESULTS

### Permanently Assigned Vehicles

Permanently assigned vehicles are “long-term” rentals. DES purchases, owns, and manages the vehicle, but then places the vehicle with the customer agency based on need. DES charges a monthly lease rate plus a per-mileage usage charge for permanently assigned vehicles.

<b>Permanently Assigned Vehicles</b>					
# of Assigned Vehicles by type					
	actuals			projected	
<i>Vehicle Type</i>	<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>
SEDAN	1,739	1,640	1,557	1,562	1,578
SUV	1,717	1,732	1,702	1,752	1,757
TRUCK	974	971	986	1,009	1,018
MINI PASSENGER VAN	236	225	219	221	224
MINI CARGO VAN	113	112	115	113	113
VAN	125	107	86	114	113
FS CARGO VAN	74	66	64	65	65
WHEELCHAIR VAN	19	36	38	37	39
BOX TRUCK	17	20	20	21	21
BUS	7	8	8	8	8
OTHER	3	3	3	3	3
<b>Total</b>	<b>5,024</b>	<b>4,920</b>	<b>4,798</b>	<b>4,905</b>	<b>4,939</b>

Figure 1: Permanently Assigned Vehicle Counts

- ❖ Vehicles permanently assigned to agencies declined during the pandemic, decreasing from 5,024 vehicles in FY19 down to 4,798 in FY21, a 4.5% decrease.
- ❖ The largest decrease was in sedans, which decreased 10.5% from FY19 to FY21.
- ❖ SUV and truck assignments were largely unaffected by the pandemic, with only a 0.9% decrease and a 1.2% increase, respectively, from FY19 to FY21.

<b>Permanently Assigned Vehicles</b>					
% change compared to FY19					
<b>Vehicle Type</b>	actuals			projected	
	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
SEDAN	-	(-5.7%)	(-10.5%)	(-10.2%)	(-9.3%)
SUV	-	0.9%	(-0.9%)	2.0%	2.3%
TRUCK	-	(-0.3%)	1.2%	3.6%	4.5%
All Other Vehicles		(-2.9%)	(-6.9%)	(-2.0%)	(-1.3%)
<b>Total</b>	-	<b>(-2.1%)</b>	<b>(-4.5%)</b>	<b>(-2.4%)</b>	<b>(-1.7%)</b>

Figure 2: Permanently Assigned Vehicles % change from FY19

- ❖ Based on the results from our survey, vehicle assignments are expected to rebound from FY21 lows, increasing to 4,939 vehicles by FY23.
- ❖ However, compared to FY19, the FY23 projections are still an overall 1.7% reduction in permanent assignments.
- ❖ Sedans again have the largest change, with FY23 projection remaining 9.3% lower than FY19.
- ❖ SUV and truck assignments in contrast are expected to grow, projecting a 2.3% and 4.5% increase by FY23 compared to FY19.

<b>Permanently Assigned Vehicles</b>					
# of Assigned Vehicles by agency					
<b>Agency</b>	actuals			projected	
	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
477 - DEPARTMENT OF FISH AND WILDLIFE	642	650	674	689	694
300 - DEPARTMENT OF SOCIAL AND HEALTH SERVICES	627	541	527	538	564
310 - DEPARTMENT OF CORRECTIONS	598	612	652	652	652
307 - DEPT OF CHILDREN, YOUTH & FAMILIES	570	679	660	654	635
235 - DEPARTMENT OF LABOR AND INDUSTRIES	540	559	546	568	586
461 - DEPARTMENT OF ECOLOGY	469	402	351	446	446
495 - DEPARTMENT OF AGRICULTURE	418	369	395	410	410
195 - LIQUOR AND CANNABIS BOARD	171	168	158	160	160
179 - DEPT OF ENTERPRISE SERVICES	124	111	111	104	104
100 - OFFICE OF THE ATTORNEY GENERAL	119	117	104	104	104

Figure 3: Top 10 agencies of permanently assigned vehicles

- ❖ The Department of Fish and Wildlife has the largest component of assigned vehicles with 674 in FY21. The top 10 agencies are provided above, with the full by-agency breakdown included in the attached workbook.

<b>Miles per Permanently Assigned Vehicle Type</b>					
Total miles driven per vehicle type					
	actuals			projected	
<b>Vehicle Type</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
SEDAN	16,770,971	13,206,852	6,092,113	10,023,778	11,173,342
SUV	19,615,556	16,844,440	11,417,762	14,114,228	14,838,649
TRUCK	10,259,478	9,138,387	9,465,721	10,225,282	10,386,885
MINI PASSENGER VAN	2,366,314	2,081,130	1,418,685	1,848,395	1,922,577
MINI CARGO VAN	1,166,462	991,510	951,679	1,125,106	1,202,842
VAN	724,550	670,133	590,248	548,873	589,712
FS CARGO VAN	646,830	570,777	634,667	613,697	627,855
WHEELCHAIR VAN	117,856	148,127	181,457	175,628	182,270
BOX TRUCK	143,019	136,625	164,795	165,518	178,374
BUS	60,194	52,034	42,274	51,500	51,500
OTHER	6,903	1,435	809	1,000	1,000
<b>Grand Total</b>	<b>51,878,133</b>	<b>43,841,450</b>	<b>30,960,210</b>	<b>38,893,005</b>	<b>41,155,008</b>

Figure 4: total miles driven by permanently assigned vehicles

- ❖ Total miles driven decreased significantly due to the pandemic.
- ❖ Total miles driven by permanently assigned vehicle went from 51.9 million miles in FY19 down to 31.0 million miles in FY21, a 40.3% decrease.
- ❖ Based on the results from our survey, miles driven is expected to rebound from FY21 lows, increasing back up to 41.2 million miles in FY23, though still a 20.7% reduction compared to pre-pandemic FY19.

	actuals			projected	
	FY19	FY20	FY21	FY22	FY23
# of Assigned Vehicles	5,024	4,920	4,798	4,905	4,939
Total Expenses (\$ dollar)	\$ 27,439,000	\$ 27,427,000	\$ 24,333,000	\$ 27,291,000	\$ 29,537,000
Mileage Costs **					
Miles Driven	51,878,133	43,841,450	30,960,210	38,965,005	41,216,008
Miles driven per vehicle average	10,326	8,911	6,453	7,944	8,345
\$/Mile rate average	\$ 0.20	\$ 0.19	\$ 0.18	\$ 0.19	\$ 0.19
\$ Mileage costs	\$ 10,223,000	\$ 8,298,000	\$ 5,549,000	\$ 7,247,000	\$ 7,800,000
Base Fee*					
\$/vehicle rate average (annual)	\$ 3,427	\$ 3,888	\$ 3,915	\$ 4,086	\$ 4,401
\$/vehicle rate average (monthly)	\$ 286	\$ 324	\$ 326	\$ 341	\$ 367
\$ Base costs	\$ 17,216,000	\$ 19,129,000	\$ 18,784,000	\$ 20,044,000	\$ 21,737,000
* Base Fee - the Vehicles Cost (depreciation), Interest Expense, and Administrative expense					
** Mileage Costs - the Fuel Cost and Maintenance Cost of the vehicle					

Figure 5: Permanently assigned vehicle expenses

- ❖ Total expenditures on permanently assigned vehicles decreased due to the pandemic, down from \$27.4 million in FY19 to \$24.3 million in FY21, a 11.3% decline.
- ❖ Looking at the breakout between the monthly lease costs (the Base Fee) and the per-mileage costs for permanently assigned vehicles, the overall decrease in expenses from FY19 to FY21 is entirely attributed to fewer miles being driven.
- ❖ Mileage costs decreased from \$10.2 million in FY19 to \$5.5 million in FY21, a 45.7% decrease in line with the decrease in total miles driven.
- ❖ Despite fewer vehicles, the base costs increased over the same period, up from \$17.2 million in FY19 to \$18.8 million in FY21.
- ❖ The base costs cover the administrative fee for the program, the purchase costs of the vehicles, and the related interest costs.
- ❖ As the administrative fee has not been adjusted over this period of the study, and interest rates have been flat, the 9.1% increase in base costs can be specifically attributed to the increase in purchase costs of vehicles over the past several years.

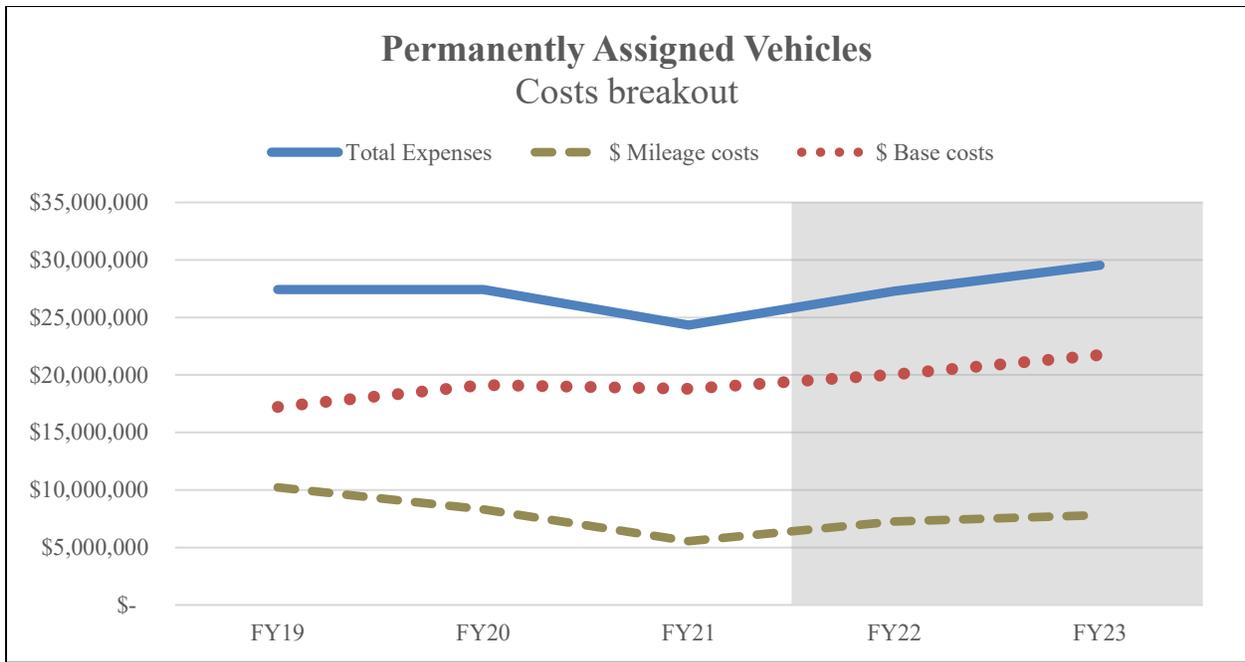


Figure 6: Permanently assigned vehicle cost breakout

- ❖ With the rebound in miles and the number of permanently assigned vehicles predicted by the results of our survey, total expenditures are also expected to rise from FY21 lows. FY23 estimates have expenses at \$29.5 million, a 7.6% increase compared to FY19.

Permanently Assigned Vehicles					
Expense by Fund	actuals			projected	
	FY19	FY20	FY21	FY22	FY23
001-1 General Fund - State	\$ 10,519,906	\$ 11,461,563	\$ 10,370,235	\$ 11,349,297	\$ 12,241,682
All other Funds	\$ 16,918,847	\$ 15,965,375	\$ 13,963,007	\$ 15,941,247	\$ 17,295,382
<b>Total</b>	<b>\$ 27,438,753</b>	<b>\$ 27,426,938</b>	<b>\$ 24,333,242</b>	<b>\$ 27,290,544</b>	<b>\$ 29,537,064</b>

Figure 7: Permanently assigned vehicle expense by fund

- ❖ Expenses for permanently assigned cars are paid from a mix of General Fund-State and other funds.
- ❖ The next largest fund source behind GF-S is GF-Federal at \$1.6 million in FY21, and the Accident Account (608-1) at \$1.2 million in FY21.
- ❖ A complete by-fund breakout is provided in the attached workbook.

<b>Permanently Assigned Vehicles</b>						
	Business Justification Provided					
<b>Vehicle Type</b>	<b>Work cannot be done remotely</b>	<b>More cost-effective option</b>	<b>Agency Policy</b>	<b>Law enforcement</b>	<b>Employee Preference</b>	<b>Federal/State Mandate</b>
SEDAN	49%	40%	3%	6%	3%	-
SUV	55%	21%	6%	9%	6%	3%
TRUCK	67%	20%	-	7%	7%	-
MINI PASSENGER VAN	65%	17%	9%	4%	-	4%
MINI CARGO VAN	67%	27%	-	7%	-	-
VAN	50%	21%	14%	-	7%	7%
FS CARGO VAN	71%	14%	7%	-	7%	-
WHEELCHAIR VAN	67%	33%	-	-	-	-
BOX TRUCK	86%	-	-	-	-	14%
BUS	-	-	-	-	-	100%
OTHER	100%	-	-	-	-	-
<b>Average</b>	<b>60%</b>	<b>24%</b>	<b>5%</b>	<b>5%</b>	<b>4%</b>	<b>3%</b>

Figure 8: business justification provided for permanently assigned vehicles

- ❖ In responses to our survey, 12 agencies did not provide a business justification and another 16 provided only partial responses.
- ❖ Out of the agencies that provided a business justification for continuing to need a permanently assigned vehicle, “work cannot be done remotely” was offered in 60% of responses, followed by “more cost-effective option” at 24%. In speaking with agencies, there are a few reasons a permanently assigned vehicle may be considered “the most cost-effective option” including but not limited to the following:
  - Less expensive than long term use of a personally owned vehicle (POV)
  - Less expensive than long term use of enterprise rental car
  - Less expensive to have vehicle managed through DES rather than agency owned/managed. DES’s management approach allows agencies to not have a dedicated FTE or FTEs overseeing the vehicle maintenance, fuel, recalls, repairs, procurement, disposal, and accidents. These services are provided by DES Fleet.

## Daily Rental Trip Vehicles

Daily trip rentals are temporary use of a motor pool vehicle, either when an agency does not have a permanently assigned vehicle, or when additional vehicle capacity is needed. DES purchases, owns, and maintains the vehicles, and charges a daily rental and a per-mile fee for their use.

Daily Rental Trip Vehicles						
Days rented						
Vehicle Type	actuals			projected		
	FY19	FY20	FY21	FY22	FY23	
SEDAN	23,474	16,651	4,546	7,893	13,020	
SUV	3,430	3,555	3,010	2,918	3,044	
VAN	3,079	3,064	2,856	6,173	5,859	
TRUCK	493	372	1,468	598	457	
<b>TOTAL</b>	<b>30,476</b>	<b>23,642</b>	<b>11,880</b>	<b>17,582</b>	<b>22,379</b>	

Figure 9: trip rentals day per vehicle type

- ❖ Total daily rentals declined starkly during the pandemic, decreasing from 30.5 thousand days in FY19 to 11.9 thousand days in FY21, a 61% reduction.
- ❖ Leading the decline was sedan rentals, which declined 81% from FY19 to FY21.
- ❖ Based on the results from our survey, agencies do expect daily rental usage will rebound, increasing to a projected 22.3 thousand days rented in FY23. However, that is still a 26.9% reduction compared to FY19.

Daily Rental Trip Vehicles						
Miles Driven						
Vehicle Type	actuals			projected		
	FY19	FY20	FY21	FY22	FY23	
SEDAN	2,599,364	1,720,106	420,048	560,459	856,245	
SUV	496,672	485,670	239,462	218,631	278,951	
VAN	296,645	220,892	133,235	212,997	272,970	
TRUCK	71,775	57,694	79,100	45,133	51,270	
<b>TOTAL</b>	<b>3,464,456</b>	<b>2,484,362</b>	<b>871,845</b>	<b>1,037,220</b>	<b>1,459,436</b>	

Figure 10: trip rentals miles driven

- ❖ In conjunction with days rented, total miles driven by trip vehicles also declined during the pandemic, decreasing from 3.5 million miles in FY19 to 0.9 million miles in FY21, a 75% reduction.
- ❖ Survey results project that miles driven by trip rentals will rebound slightly, up to 1.5 million miles by FY23. However, that is still a 58% reduction compared to FY19.

<b>Daily Rental Trip Vehicles</b>						
# of Vehicles in trip pool						
<b>Vehicle Type</b>	actuals			projected		
	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	
SEDAN	205	206	168	132	113	
SUV	26	31	41	39	26	
VAN	31	32	40	62	59	
TRUCK	7	7	17	8	6	
<b>TOTAL</b>	<b>269</b>	<b>276</b>	<b>266</b>	<b>240</b>	<b>204</b>	

Figure 11: Daily rental trip pool actual vehicle usage. This table was created with the following assumptions in mind:

- Vehicles were at no point assigned as a perm. Assigned vehicle during the fiscal year. This prevents against vehicles being double counted.
  - Vehicles were rented at least 20 days for FY 19 and FY 20. For FY 21, vehicles were counted for at least 1 day after 4/1/2021.
- ❖ The total number of vehicles available for daily trip rentals was largely held steady during the pandemic.
  - ❖ Based on the results from our survey, it is expected that the daily trip pool of vehicles may be reduced to adjust for the decline in demand.

<b>Daily Rental Trip Vehicles</b>						
Total Cost						
<b>Vehicle Type</b>	actuals			projected		
	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	
SEDAN	\$ 774,187	\$ 433,119	\$ 202,677	\$ 299,101	\$ 446,113	
SUV	\$ 142,934	\$ 129,380	\$ 135,212	\$ 162,599	\$ 178,769	
VAN	\$ 215,334	\$ 122,215	\$ 71,810	\$ 243,622	\$ 258,657	
TRUCK	\$ 3,678	\$ 11,874	\$ 48,669	\$ 36,023	\$ 34,059	
<b>TOTAL</b>	<b>\$ 1,136,133</b>	<b>\$ 696,588</b>	<b>\$ 458,368</b>	<b>\$ 741,346</b>	<b>\$ 917,599</b>	

Figure 12: trip rentals total expenses

- ❖ Agencies decreased spending on trip rentals during the pandemic, decreasing from \$1.1 million in FY19 down to \$0.5 million in FY21, a 43% decline.
- ❖ Survey results have spending on trip rentals rebounding, up to \$0.9 million by FY23, about 19% less compared to FY19.

There is a noted disconnect between projected spend (down only 19%) compared to projected use (days down 27% and miles down 58%).

As DES has not increased daily rental rates, it is likely that survey responses were conservative when estimating future spend on trip rentals.



<b>Trip Rental Days</b>					
Days rented by agency and vehicle type					
Agency	actuals			projected	
	FY19	FY20	FY21	FY22	FY23
300 - DEPARTMENT OF SOCIAL AND HEALTH SERVICES	7,325	5,042	1,613	2,448	2,551
303 - DEPARTMENT OF HEALTH	7,157	4,959	2,851	-	-
490 - DEPARTMENT OF NATURAL RESOURCES	2,400	1,992	773	1,070	1,185
350 - SUPERINTENDANT OF PUBLIC INSTRUCTION	2,131	1,418	4	1,626	4,922
307 - DEPT OF CHILDREN, YOUTH & FAMILIES	1,435	1,926	176	1,050	955
179 - DEPT OF ENTERPRISE SERVICES	1,264	774	488	499	436
540 - DEPARTMENT OF EMPLOYMENT SECURITY	1,084	714	510	149	125
107 - WA STATE HEALTH CARE AUTHORITY	674	566	2	116	223
477 - DEPARTMENT OF FISH AND WILDLIFE	674	664	2,598	1,973	1,641
085 - OFFICE OF THE SECRETARY OF STATE	630	424	33	1,635	1,528

Figure 13: Top 10 agencies for trip rental days

- ❖ The Department of Social and Health Services lead all daily rentals in FY19 with 7,325 days.
- ❖ The top 10 agencies are provided above, with the full by-agency breakdown included in the attached workbook.

<b>Daily Rental Trip Vehicles</b>					
Daily rental Cost by Fund					
Fund Code and Title	actuals			projected	
	FY19	FY20	FY21	FY22	FY23
001-1 General Fund - State	\$ 480,351	\$ 345,616	\$ 191,803	\$ 283,515	\$ 364,093
All other Funds	\$ 684,436	\$ 362,101	\$ 317,189	\$ 457,832	\$ 553,506
<b>Total</b>	<b>\$ 1,164,787</b>	<b>\$ 707,717</b>	<b>\$ 508,992</b>	<b>\$ 741,346</b>	<b>\$ 917,599</b>

Figure 14: Daily trip rental expenses by fund

- ❖ Expenses for daily trip rentals are paid from a mix of General Fund-State and other funds.
- ❖ The next largest fund source other than the GF-S is the State Wildlife Acct (104-1) at \$68 thousand and the Enterprise Services Account (422-6) at \$43 thousand in FY21.
- ❖ A complete by-fund breakout is provided in the attached workbook.

<b>Daily Rental Trip Vehicles</b>										
<b>Vehicle Type</b>	<b>Business Justification Provided</b>									
	<b>More cost-effective option</b>	<b>Work cannot be done remotely</b>	<b>Vehicle type not available at agency</b>	<b>Vehicle use for limited duration</b>	<b>Emergency response</b>	<b>Agency Policy</b>	<b>Employee Preference</b>	<b>Law enforcement</b>	<b>Other</b>	<b>Federal/State Mandate</b>
SEDAN	44%	23%	8%	8%	2%	6%	4%	2%	0%	2%
SUV	48%	19%	16%	3%	3%	0%	3%	6%	0%	0%
VAN	48%	9%	21%	12%	3%	3%	0%	0%	3%	0%
TRUCK	40%	20%	20%	10%	10%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>46%</b>	<b>18%</b>	<b>15%</b>	<b>8%</b>	<b>3%</b>	<b>3%</b>	<b>2%</b>	<b>2%</b>	<b>1%</b>	<b>1%</b>

Figure 15: business justification provided for daily trip rentals

- ❖ Out of the agencies that provided a business justification for needing daily trip rentals, “more cost-effective option” was offered in 46% of responses, followed by “work cannot be done remotely” at 18% and “vehicle type not available at agency” at 15%.

## **FUTURE PLANS AND CONSIDERATIONS**

In the coming years, DES Fleet Operations will continue working on an array of fleet related items. Our business initiatives and budget related strategies will focus on as the following:

- **Implementation of Governor Inslee’s [Executive Order 21-04 \(Zero Emission Vehicles\)](#)**-
  - Fleet electrification
  - Charging infrastructure plans and implementation
  - Vehicle availability
- **Mileage Utilization Requirements**- DES plans to reinstate vehicle mileage requirements for permanently assigned vehicles in 2022. These requirements were waived during 2020 and 2021.
- **Vehicle Replacements**- Between 2019 and 2021, vehicle replacements were paused. Replacement schedules will resume in 2022 to meet customer demand.
- **Post Pandemic Impacts**- As agencies continue to implement and adjust return to work plans, we anticipate additional impacts to permanently assigned and daily use fleet vehicles.

- **Rate Modification-** Rates for permanently assigned fleet vehicles are set to increase January 1, 2022, to account for the increased cost in vehicle purchase prices.