

DES Fleet Operations & Parking Quarterly Meeting

**ATO Training and Information
Session**

August 20th, 2020



Washington State Department of
Enterprise Services

Agenda

- Welcome/Introductions
- Fleet Operations & Parking Updates
- Parking
- Dispatch
- Shop
- CARS
- Closing Remarks & Questions



Retirement Announcement

Effective: 08/31/20



Dena Rood

*Customer Account Representative
Supervisor*

Dena has always been a dedicated and valuable member of our team.

Her contributions will always be appreciated and remembered. Her hard work, commitment, and dedication are worthy of admiration.

Please join me in thanking Dena for her **35 years with DES (25 years of which were with Fleet Operations)**!

You will be greatly missed!



Promotion Announcement

Effective: 07/01/20



Cynthia Beveridge

*Customer Account Representative
Supervisor*

Cyndi has been with **DES Fleet for over 7 years and has over 21 years in the automotive industry.**

Her excellent record of customer relations, experience managing agency vehicles, and her constant drive to learn more makes her the ideal candidate. Please take this time to congratulate Cyndi on her promotion!



New Fleet Operations & Parking Employees

Effective: 07/13/20



Chris Cantrell

Customer Account Representative

Chris has been with DES Fleet since July 2020. **He has more than 10 years experience with state Government including experience within CMS, State Procurement, and Communications.** He is a great addition to our team. A fun fact about Chris is he is a huge Disney fan. If you can, reach out to Chris and introduce yourself.



Updates – Equipment Purchasing Freeze

- For vehicle equipment purchases over \$5,000; agencies are to submit an exemption request to OFM.
- Agency Directors are able to approve equipment purchases if the equipment is to be paid for exclusively with federal or private funds or, if the equipment is necessary to protect life or public safety.
 - For more information, please review the [OFM Freeze Page](#).
- Reach out to your CARs rep. to discuss brainstorming options.



May 13, 2020

Public and constituent inquiries | 360.902.4111

Press inquiries | 360.902.4136

Inslee issues directive to freeze hiring, personal service contracts and equipment purchases

Gov. Jay Inslee issued a [directive](#) to executive and small cabinet agencies today to freeze all hiring, personal service contracts and equipment purchases. The directive aims to mitigate the impacts of the COVID-19 pandemic on Washington's economy and financial outlook.

Exemptions from the directive will be granted if needed for filling vacancies in critical areas or personal service contracts or equipment purchases are necessary to continue critical service or operations. The governor also calls upon higher education institutions, boards and commissions, and other separately elected officials to impose similar restrictions.

"While this is not going to be easy, I ask each agency to use common sense, good judgment and creativity to accomplish the ultimate goal of this directive: to capture immediate savings through spending reductions not related to the public safety and essential health and welfare of Washingtonians," the directive states.

The directive is effective May 18, 2020.

[Read the directive here.](#)



State Fuel Card Update

- DES is currently in final negotiations with the winning contract bidder on the state fuel cards – WEX.
- WEX will be replacing the current vendor Voyager.
- Discussion is taking place right now to determine logistics and timeline, however, it looks like this transition will most likely occur between Q4 2020 and Q1 2021.
- Keep your eye out for future updates!



Updates

RATES

- **We appreciate your patience as we work closely with OFM to bridge the budget shortfall!**
 - Supplemental request was not included in the Governor's budget, DES is currently reviewing and running projections on alternatives. We will keep you all informed as we move forward in this process.

Reminder!

- Fleet, in response to budget shortfalls and COVID impacts, will continue to defer vehicle purchases for another year.
 - This measure was taken to help Fleet close our budget gap.
- **Please remind your coordinators and relevant POCs.**

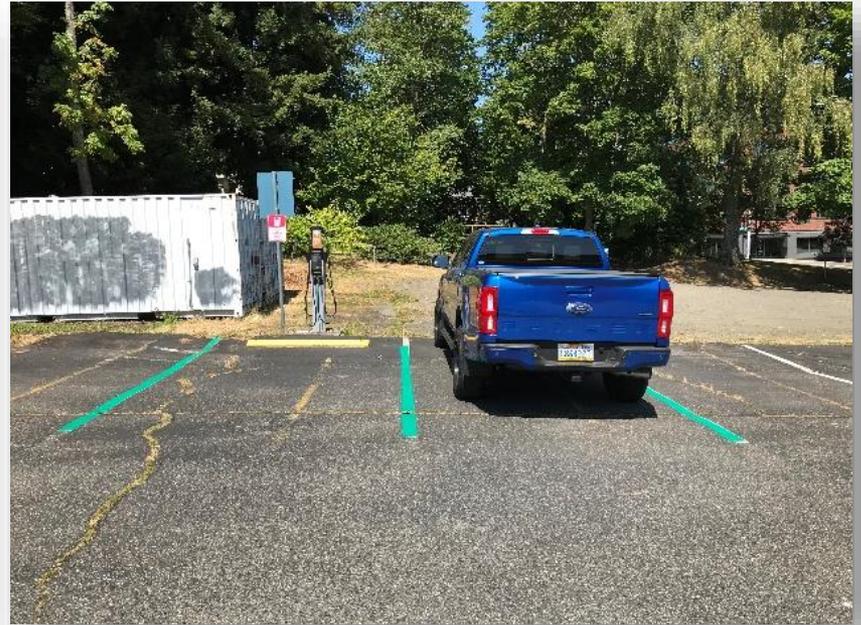


What's New in EVSE ?

Visitor Center & ProArts Lot EV chargers replaced with Chargepoint chargers with expanded capacity.



Visitor Center:
2 EV Stalls to 4 EV Stalls



ProArts Lot:
1 EV Stall to 2 EV Stalls
(**Employees** only)



What's New in EVSE?

Leviton Sub Meters are being installed at Mansion Lot & Plaza D5 EV Chargers

- The current EV chargers do not provide us with usage data such as Total Kwh used, peak times of charge, how long someone charges for, etc.
- Having good data on charger usage, energy consumption and cost will enable the state to make better investment and management decisions around EV infrastructure.



Website Redesign Update

Thanks for your input! DES is currently reviewing feedback from our latest customer interviews. We will keep you all informed as we move forward in this process.

The screenshot shows a website navigation menu with four items: HOME (welcome), SERVICES (what we do and provide), ABOUT (who we are), and CONTACT (contact). A mobile menu icon is visible in the top right. Below the menu is a breadcrumb trail: Home » Services » Travel, Cars & Parking » Fleet Services. A sign-up link for email/text updates is in the top right. The main heading is 'Welcome to Fleet Operations & Parking Services'. The left sidebar lists: Fleet Services, Parking, Vehicle Purchasing, and Traveling on State Business. The main content area describes DES Fleet Operations (managing 5,000+ vehicles) and DES Parking Services (managing 6,000+ stalls). A 'Hot Topics' section lists: Rent a Vehicle, Visitor Parking, Vehicle Purchasing, Vehicle Rates, Fleet Vehicle Servicing, and Traveling on State Business. A section titled 'How can we help you today?' has three buttons: State Employees & Drivers, Agency Transportation Officers, and Visitors & General Public.

HOME welcome

SERVICES what we do and provide

ABOUT who we are

CONTACT contact

Home » Services » Travel, Cars & Parking » Fleet Services

[Sign up for email/text updates](#)

Welcome to Fleet Operations & Parking Services

Fleet Services

- Parking
- Vehicle Purchasing
- Traveling on State Business

DES Fleet Operations manages a fleet of over 5,000 vehicles. We:

- Manage leased and agency owned vehicles using industry [best practices](#)
- Offer repair and maintenance services for all state-owned vehicles
- Provide daily rental vehicles for state travel

DES Parking Services manages more than 6,000 parking stalls in 28 locations. We:

- Provide parking permits
- Monitor parking activity for employees and visitors on the Capitol Campus
- Manage a parking system of garages, surface parking lots & on-street parking

Hot Topics

- [Rent a Vehicle](#)
- [Visitor Parking](#)
- [Vehicle Purchasing](#)
- [Vehicle Rates](#)
- [Fleet Vehicle Servicing](#)
- [Traveling on State Business](#)

How can we help you today?

State Employees & Drivers

Agency Transportation Officers

Visitors & General Public



Parking

Presenter(s):

Bill Talley,
NaRinda Cooke
& Judy Lorenzo

Contact:

parking@des.wa.gov

360-725-0030



Striping Updates



Natural Resource Building Visitor Lot



Striping Updates



Visitor Information Center



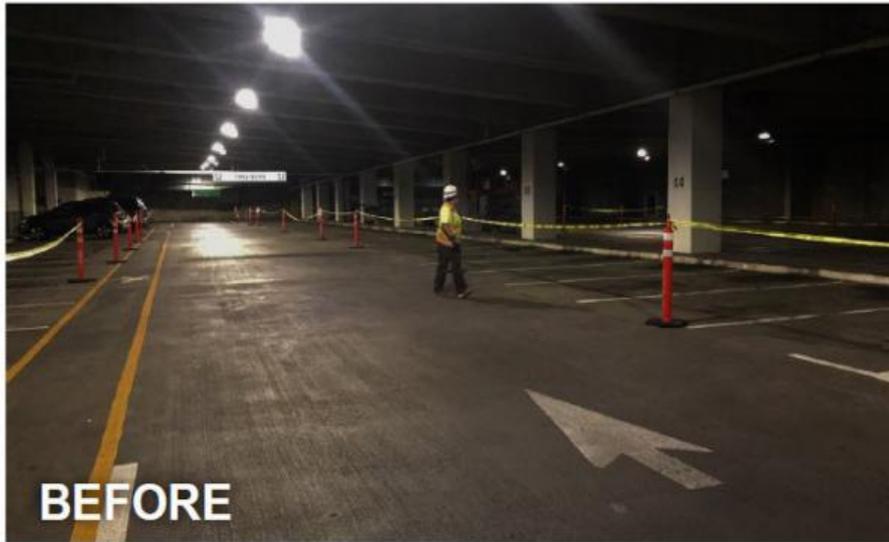
Columbia Garage



GA Oversize Visitor Lot



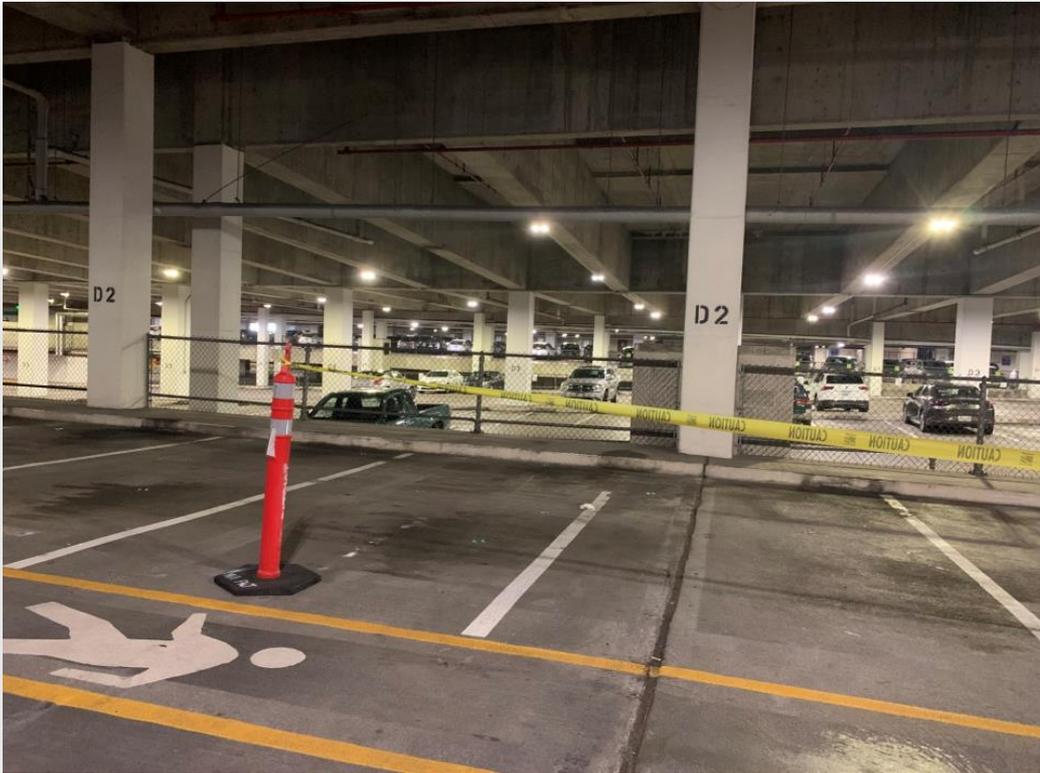
Lighting Updates



Plaza Garage Lighting Project



Lighting Updates



Plaza Garage Lighting Project



**Motion
Activated
Lighting**



Child Care Center



Annual, Director & Agency Permits



280.00/Fiscal Year



480 Sold



105 Sold



Annual, Director & Agency Permits

Overview of the program – Passes are good for one fiscal year

- Key Points (Agency)
 - These permits can be purchased by state agencies located off the Capitol Campus for employees who are in need of parking on the Capitol Campus while conducting state business.
 - This permit authorizes the user to park in all metered visitor lots on the Capitol Campus. They are not authorized for any other location.
- Key Points (Director)
 - Director permits are used by agency executive management.
 - The Director permit may be used in all metered visitor lots and in any employee zoned parking area.
 - This permit allows the holder to park in one of five first come/first served stalls located in the Visitor Information Lot that are specifically labeled for Agency Directors.



Employee Transportation Coordinator (ETC) Newsletter

[August Edition from Thurston Regional Planning Council](#)

Meet the new Commute Trip Reduction Coordinator!

- State agency Telework/Flex schedule survey results
- Update on the Capitol Campus Modern Work Environment Project
- How to get your updated bike map
- Washington State Rideshare Organization Conference in September 2020 is virtual
- Learn how transit is safe to ride for your commute
Telework impacts on Capitol Campus parking



<https://www.trpc.org/1029/Newsletters#August>



Dispatch

Presenter:
Tami Frazier

Contact:
mpdispatch@des.wa.gov

(360)-664-9233

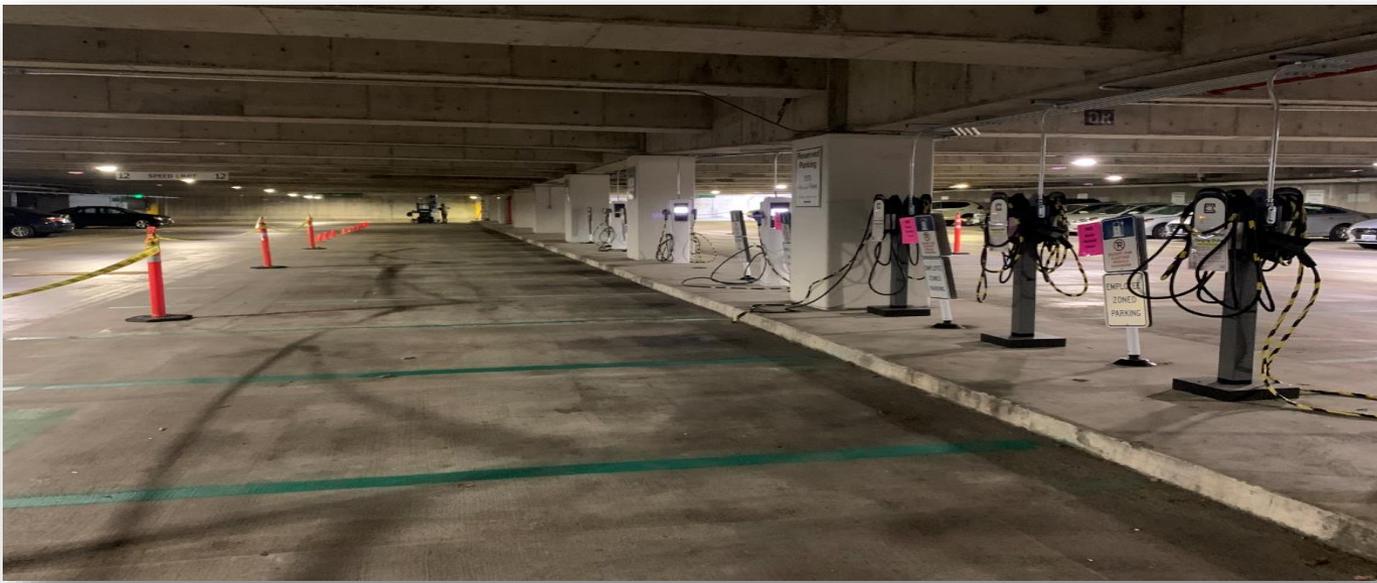
Main dispatch line:

360-664-9207



Plaza Garage Lighting Project

- A few weeks ago B&G came in and replaced lighting in the plaza garage. Which entailed us moving most of the vehicles out of the parking garage for about a week or so.
- We appreciate all the agencies we had to work with for your cooperation. THANK YOU!



Empty D5/6 rows Full NRB Visitor Lot



Sanitization Process for Fleet Vehicles

- Daily cleaning and disinfecting of vehicles' high-touch areas with an EPA-registered disinfectant spray or wipe used according to the manufacturer product label and following CDC guidelines.
- High-touch areas of vehicles include:
 - Keys
 - Steering wheel
 - Gear shift
 - Console
 - Door handles (interior and exterior)
 - Arm rests
 - Seatbelt hardware



- **Our team is still cleaning and disinfecting all trip vehicles after every customer reservation whether it's at DOH, Campus, Vans, or here at Fones Rd.**



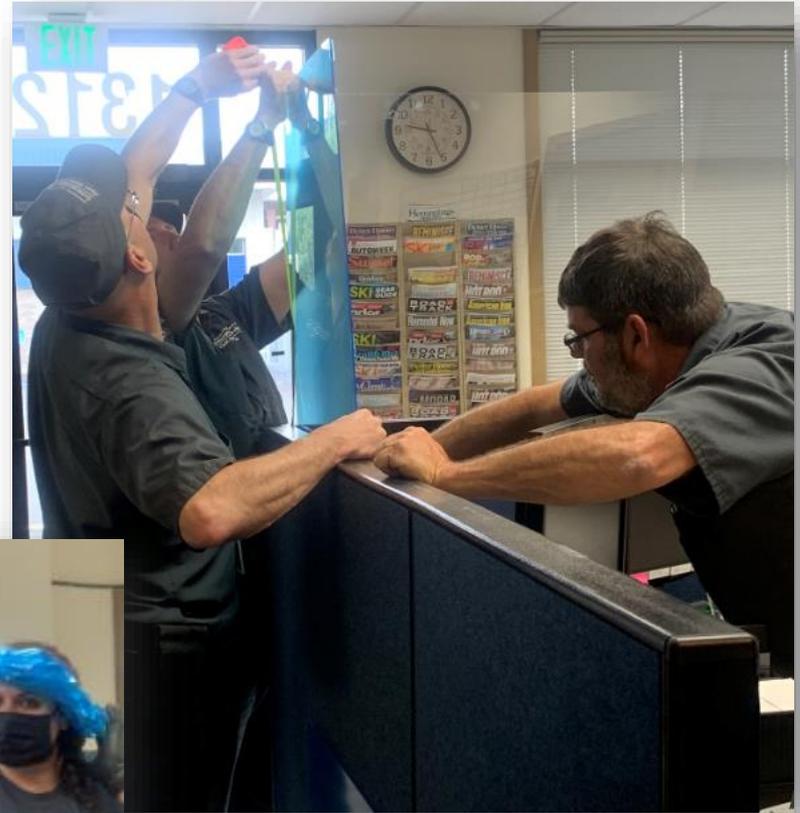
Fones Road Dispatch Office

**Our Dispatch Office hours are
7:30am-4:30pm Monday-Friday**

- We are primarily reserving vehicles out at Capitol Campus for your daily needs. Our Fones Rd location is facilitating loaner vehicles for when you bring your vehicle in for service.
- We have re-introduced our 'hotel' stations at Fones Rd so you can get some work done here while you wait for your vehicle to be serviced.



We are ready for you!



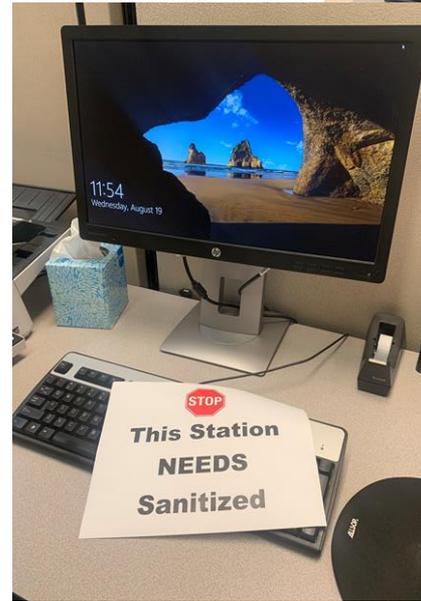
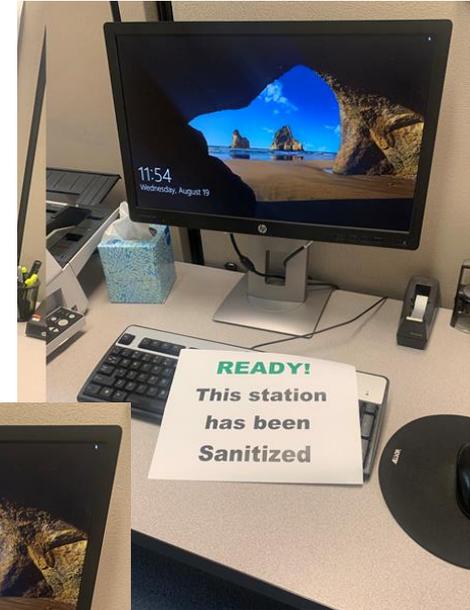
Installation Day!
(before masks
were required 😊)



Prepped and Ready



Fleet 'Hotel' Station at Fones Rd



*Masks are required while working here.



BREAK!



Shop

Presenter:
Kent Winger

mpmaint@des.wa.gov

(360)-664-9232



Safety Video #1: Driving In Time for the Summer Fun

https://www.huffingtonpost.ca/sunnybrook-health-sciences-centre/summer-driving-safety_b_16703176.html



Safety Video #2: Summer Driving

<https://www.youtube.com/watch?v=nJDkq6MAruw>



Long-Term Fleet Vehicle Parking

- If the vehicle is not going to be driven in the near future then **do not have them jump started** to keep the batteries charged. Let them sit as is and we will approach jump starts and battery replacement when the vehicle is needed and will be driven on a regular basis.
- Prior to parking, make sure interior has been cleaned and vacuumed the best you can.
 - This will help deter **pest** and also helps prevent **mold** from growing during the rainy season.



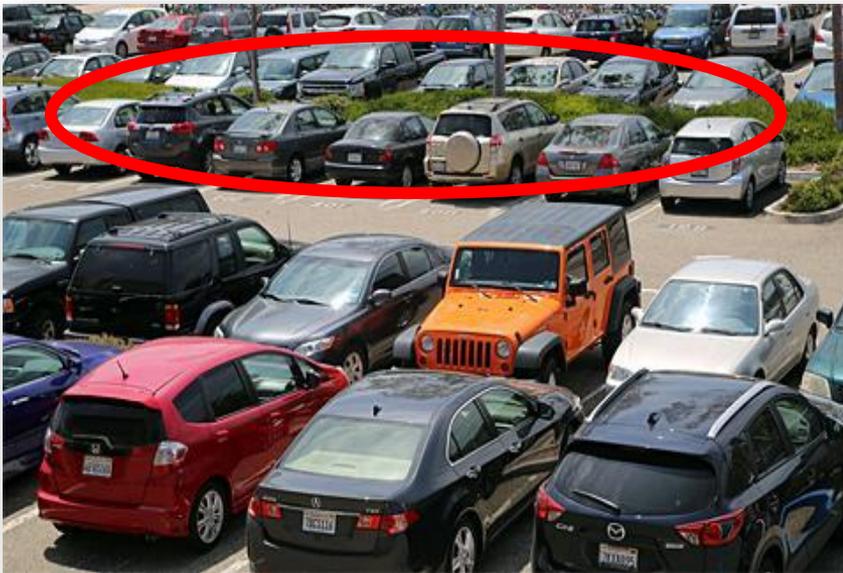
Long-Term Fleet Vehicle Parking

- Place 1 dryer sheet in the glove box and 1 under the hood at **shown location**. This will help to deter rodents.
 - They don't like the smell and will help keep the interior fresh smelling.



Long-Term Fleet Vehicle Parking

- If possible, keep the vehicles parked in a location away from trees, bushes and grass field areas at the perimeter of the parking lot.
- These locations have had the highest occurrences of rodent, ant and bee infestations in the Fleet.



Recommendations Before Initial Vehicle Usage

- Check that battery is charged
- See if there is any damage to the vehicle
- Check that there is adequate air in the tires
- Sanitize after every driver change
- Remove dryer sheet from under hood (if applicable)



We Might Also Suggest...

- Opening up the hood of the vehicle to check for rodents. This one made it's way to Fones Road last year.



CARs

Presenter:

Cyndi Beveridge

mpmail@des.wa.gov

(360)-664-9202



New Vehicles on Contract

2021 Toyota RAV4 Prime



2021 Ford Bronco



2021 Toyota Corolla Hybrid



2020 Tesla Model 3



2020 Utilization

Due to Governor Inslee's "Stay home, Stay healthy" order

- *We recognize that vehicles may not meet required mileage*
- *Automatic Waivers for Calendar Year 2020*

CARS Team will still be working with agencies to make sure that vehicles are being utilized properly

- *Highly recommend vehicle movements/swap*
- *Verify vehicles are in the correct category of use*



Vehicle Turn In – Do's & Don'ts

Do:

- Email Mpmail@des.wa.gov with vehicle turn in information.
- Fleet will email a response with proper vehicle turn in instructions.
- Bring the email with you when returning the vehicle.

Don't:

- Return vehicle to Fones Rd. Fleet location.
- Return vehicle without contacting mpmail@des.wa.gov or your CARS Representative.



Ending Remarks

Upcoming ATO Training and Information Session dates:

- November 5th, 2020
- February 4th, 2021

Upcoming Zoom Operator Training dates:

- August 25th, 2020 @ 10:30 AM
- September 9th, 2020 @ 10:30 AM
- September 22nd, 2020 @ 2:00 PM
- October 6th, 2020 @ 2:00 PM

