

Report on Department Fleet/Mileage

Department: Arkansas Department of Veterans Affairs

Secretary: Nathaniel (Nate) Todd

The purpose of this report is to prompt an analysis of fleet management and mileage reimbursement within each Department and assist in the formulation of a report to the Governor on how to achieve greater efficiency and cost savings in this area. **The report template includes sections for three projects for your convenience. This number is not a goal or target. You may add or delete boxes for as many projects as you submit.**

ACTION PLAN FOR PROJECT 1:

1. Project Title: Vehicle Cost versus Travel Reimbursements

1.1. Brief description of project, goal, and action plan.

- ADVA is authorized to have 12 vehicles to be used throughout the agency and currently has 11 vehicles filled. The 11 vehicles are used for a variety of purposes that fulfill the duties and mission of ADVA. The vehicles and usage at the different locations are:
 - 2 vehicles at the Arkansas State Veterans Cemetery at North Little Rock: One vehicle is used for cemetery maintenance and one used for leading burial ceremonies.
 - 3 vehicles at the Arkansas State Veterans Home at Fayetteville: Vehicles are used for resident transport for hospital appointments, daytrips, resident pick up, and fulfill resident needs.
 - 2 vehicles at the Arkansas State Veterans Home at North Little Rock: Vehicles are used for resident transport for hospital appointments, daytrips, resident pick up, and fulfill resident needs.
 - 1 vehicle at the Arkansas State Veterans Cemetery at Birdeye: Vehicle used for maintenance on cemetery grounds.
 - 3 vehicles for Veteran Service Officers Division: The vehicles are assigned to District 1, 3, and 9.
 - The department has been identifying opportunities in efficient and effective use of its fleet resources. The Arkansas State Veterans Home at North Little Rock has had an increase in residents and due to this, an additional vehicle would fulfill the need of the Home. The department has determined that District 1 VSO's vehicle could be shared between the Home and the VSO as needed. This is an efficient use of the vehicle as the VSO is located on campus at the Home and could be used by the Home staff as needed.
 - The department has relocated District 7 vehicle to District 9. After the VSO in District 5 retired, this position was not filled and the area that the district covered was merged with District 7. District 9 covers the most terrain out of all VSO Districts, covering nearly all of southern Arkansas.
 - Due to the increase of travel and needs of the District Veteran Service Officers and the Veteran Homes, the goal is to determine and analyze whether vehicle ownership will be more efficient than travel reimbursements. This analysis will be done on a monthly basis as well as expected travel within the next quarter required to be turned in for analysis and approval.

1.2. Identify any additional resources required for the implementation and success of this plan.

- The plan does not require any additional resources at this time. Data will be used from the monthly and quarterly State Agency Vehicle Application (SAVA) Reports, AASIS reimbursements, and planned travel turned in from each manager in the agency for their employees.
 - The District 5 vehicle has been relocated to District 9 for use.
 - Travel is pre-authorized and will be reviewed by Secretary and fiscal management for approval
 - Monthly vehicle reports will be reviewed for least usage. Relocation of fleet may be more efficient in usage in a different division where mileage reimbursements have increased.

1.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

- Additional resources needed may include additional funding. The current budget does not have sufficient funds to cover a new vehicle if needed. Due to the budget constraints, costs will be monitored and evaluated in order to have sufficient funds to cover anticipated costs.

1.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

- The measurement of the success and result of the plan would present itself through the decrease in reimbursements requests, monthly vehicle and quarterly vehicle reports. These will be reviewed on a quarterly basis.
- The department has been identifying opportunities in efficient and effective use of its fleet resources. The Arkansas State Veterans Home at North Little Rock has had an increase in residents and due to this, an additional vehicle would fulfill the need of the Home. The department has determined that District 1 VSO's vehicle could be shared between the Home and the VSO as needed. This is an efficient use of the vehicle as the VSO is located on campus at the Home and could be used by the Home staff as needed.
- After the VSO in District 5 retired, this position was not filled and the district merged with District 7. District 9 covers the most terrain out of all VSO Districts, covering nearly all of southern Arkansas. The District 7 vehicle was relocated to District 9. This saved the agency from paying travel reimbursements as District 9 covers the most ground, therefore a designated vehicle cost less than mileage reimbursements.

1.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

- The timeline of the plan is to fulfill the efficiency and effectiveness of fleet usage by the end of FY2020. Monthly vehicle report and quarterly mileage reports that are submitted to SAVA will be reviewed to track the spending and progress. Data from AASIS will be used along with communication with the different divisions of the agency.

1.6. Identify any obstacles to the implementation and success of this plan.

- An obstacle to the plan above will be the need for new vehicle(s). The current fleet with the possibility of relocation to a different division is a vehicle that needs to be replaced due to age and the high cost of maintenance expenses.

1.7. How could Department of Transformation and Shared Services provide support to the Department?

- The need of the agency is related to funding to fulfill its mission to the fullest extent.

Additional thoughts/comments: