

Inglewood



California

QUARTERLY FLEET MANAGEMENT REPORT

The following is a highlight of the Department's accomplishments/benchmarks for 2009:

Major and Significant Accomplishments:

LAOIC: City of Inglewood, Fleet Management and Transit Services Division has renewed the agreement with LAOIC for another three years with two one year extensions

Students from the Inglewood Unified School District take part in a joint venture of the City of Inglewood, (LAOIC), Toyota, and the Inglewood Unified School District to train high school students in the trade of motor vehicle technology. These students receive 10 high school credits while learning a trade.

The training takes place at the City of Inglewood Service Center with an instructor provided by LAOIC. The students get up early before regular school starts, to begin their training. When they have completed the day's two hour instruction, they then head off to regular studies at their school.



EVR 461 Upgrade: Fleet Management is currently in the process of upgrading the City Service Center gasoline fueling station with a Phase II Healy system, which will collect excess gasoline vapors before they allowed into the atmosphere. This upgrade will put the City in compliance with the State mandate for cleaner air from the AQMD, and will enable the City to provide cleaner air for its citizens. The bid process has been completed, and construction will commence as soon as the agreement is finalized.

All America City: The City was chosen to be one of the finalists for All America City due in part to Fleet Management's partnership with Los Angeles Opportunities Industrialization Centers (LAOIC), South Bay Workforce Investment Board, South Bay One-Stop Business and Career Centers, County of Los Angeles Department of Children and Family Services, the County Department of Public Social Services, and the Inglewood Unified School District.

Fleet Management through these partnerships offers morning maintenance classes for academic credit to 10-15 high school students each semester. LAOIC's mission is to provide quality training and employment to economically disadvantaged people of all races and backgrounds, enabling them to become self-sufficient. Each youth who graduates from this program has the opportunity to become professionally certified in auto maintenance.

The City seeks a commitment from students to complete all phases of the program. After graduation, students further commit to immediately enter employment, post-secondary education or advanced training. The goal of the program is to equip students – while in their last year of high school – with a foundation of skills and knowledge in general automotive technology and work-ready skills for job success.

Although many are just teenagers, the kids are given a unique experience that no other program in the country affords. Not only are students placed in a real work environment where they learn the complexity of auto maintenance, but they also get the opportunity to interact daily with full-time city employees.

In addition to completing 180 hours of rigorous lab and shop time, students must pass a complex online exam to be awarded the Automotive Quick Lab Certification. This industry-wide certification makes them immediately employable. Upon graduation, each class competes for a technician slot with the City of Inglewood's Fleet Management Apprentice Program. One top student is hired to work for the City for 6 months, making them an experienced asset beyond the course.

Through this project, the City of Inglewood will fund \$60,000 and realize \$100,000 in services from LAOIC. The City of Inglewood, LAOIC and school district have recruited sponsors to help make this program possible. Last year's sponsors included: AEG, AT&T, Bank of America, Bank of the West,

ChevronTexaco, Citibank, City National Bank, Community Bank, FED/EX, IBM, KPMG, Los Angeles Dodgers, Los Angeles World Airports, Nestle, Northrop Grumman, Southern California Gas Company, Southern California Edison, Toyota Motor Sales, Union Bank of California, UPS, U.S. Bank, Wachovia and Washington Mutual Bank.

AB 32 Adoption: City Council approved a resolution to join (ICLEI) International Council for Local Environmental Initiatives in order to collect data for vehicle fleet, water conservation, airport and anything that might omit greenhouse gases. The City of Inglewood needs to reduce greenhouse gas emissions through land use and transportation planning to 1990 emission standards by 2020.

Local governments have a role to play under AB32, which directs the State to reduce emissions to 1990 levels by the year 2020. This legislation was followed up with SB375 which establishes regional targets to reduce Greenhouse gas emissions through land use and transportation planning. The legislation provides a framework for local action in reducing greenhouse gases.

Staff attends South Bay Cities Council of Governments (SBCCOG) sponsored Green Task Force meetings, which helps to create a collaborative implementation effort of the City's Climate Protection efforts. In addition, these meetings have provided a forum to discuss what other South Bay cities have accomplished in regards to energy conservation to date and what they intend to do in the future.

Over the past years there has been progress in reducing our energy use and environmental impact within the community. Fleet Management and Transit Services has pursued grant funds over the past 3 years and during this period has been approved for over \$3.5 million from various agencies and has been extremely successful in modernizing the City fleet using these funds to build and purchase compressed natural gas (CNG) vehicles and station, including propane, hybrid, biofuel, and electric vehicles.

Zonar Inspection System: All of the Paratransit bus drivers have been trained in the use of the new Zonar Vehicle Inspection System. This allows a driver to inspect the vehicle daily as mandated by the California Highway Patrol. This information is then transmitted to a web site that allows the Fleet Management staff to access and determine if the vehicle needs to be repaired from the information generated by the inspection. The repairs are made, and registered on the web site, and the complete document can be accessed if need be by a state inspector. This eliminates the need to keep extensive files. The Zonar system allows Fleet Management to run idle time reports, which enables staff to gauge whether a vehicle is sitting too long with the engine running at idle.

Fleet Management is expanding the Zonar inspection system to the street sweepers, and then to the City's other vehicles which require daily inspections. This will enhance Fleet Management's ability to keep the fleet at its optimum condition, and also supply the citizen with quality service.

On Board GPS: Fleet Management has installed on-board Global Positioning System (GPS) devices in 26 vehicles. The system will be serviced by a new vendor; WebTech Wireless. With these devices the departments can keep track of their vehicles to know if they are where they are assigned to be. WebTech Wireless uses state of the art mapping software in which icons will show the exact position of a vehicle, direction, and speed of travel. All this information is usable to the supervisor, and can also be effective in Risk Management situations where the speed of the vehicle is a known factor. In cases such as street sweeping, the supervisor will be able to tell a citizen if their street was swept, and at what time the sweeper went down their street. This monitoring is also something that is beneficial to the employee regarding safety. If anything should happen to an employee, to disable them, the vehicle will be instantly locatable, and sending help will take less time.

Fleet Management will continue enhancing, and expanding the use of the GPS system to provide quality service to in house customers, as well as the citizens of the City.

<http://www.webtechwireless.com>

Newly Painted Police Tahoe: City of Inglewood, Fleet Management and Transit Services Division has received two Chevrolet Tahoes. One will be added to the Police Departments patrol division. The other will be added to the Police Forensics division. One will be fully outfitted by in-house staff with red lights, siren, two-way radios, MDC, and all other Police related equipment; the other one will be outfitted to accommodate Forensics.

Fleet Management completed the painting of 1060, the unit that will be going to the Police Department.



Motor Pool: The City of Inglewood Fleet Management Division of the Public Works Department added three vehicles to the City's Motor Pool system. Customers can reserve a vehicle, even if is during a time when the Fleet Management staff is not available. A green light at the key fob will indicate which key it is, for the vehicle that has been reserved. This motor pool system is provided by Inverse Mobility Solutions. The key manager incorporates computer control modules on the vehicles that only allow the vehicle reserved to be used at the time the key is accessed. Currently there are eight (11) motor pool vehicles and equipment available, consisting of pick up trucks, sedans, passenger vans, and message boards. Fleet Management is planning on expanding the Motor Pool fleet.

The City's motor pool system is currently being joined with CCG Systems FASTER Equipment Management System that Fleet Management uses to monitor the fleet, which will allow staff to know through FASTER which vehicles are being utilized without having to use another program.

Customers using the new motor pool system have informed Fleet staff that they are very pleased with the system. The availability of vehicles at any time of the day, and ease of reserving them has been some of the praise that has been received.

Fleet Management has expanded the Motor Pool system to enable the customer to walk right up the kiosk and reserve a vehicle instead of having to go back to their office, make the reservation, then come back to pick up the vehicle. The customer can do everything right at the kiosk; get their key, and the vehicle.

Fleet Management staff has made available a policies and procedures plan for the new system on the City's intranet located at: <http://insideinglewood/frameset.asp>

New Bed 1694: Fleet Management staff has installed a new Load Maximizer stake bed on vehicle 1694 used for Graffiti Abatement. The new bed is all aluminum, and will last much longer than a standard wood stake bed truck. It is set for easy operator functionality to enable the employee to access their product with minimal physical strain.



New Equipment: Fleet Management and Transit Services took possession of 4 pieces of equipment in the 1st quarter of 2009. Fleet Management outfitted the vehicles when they came in with in-house personnel, decreasing costs associated with getting new equipment. The equipment consisted of one pressure washer, a front loader tractor, and two electric scooters. This new equipment will help to increase service to the citizens of Inglewood because this equipment is new, and there will be less down time for maintenance and repair, and there will be reduced labor and parts cost, resulting in a significant savings to the City.



Major Significant Issues:

CEI Accident Management System: The new CEI system is up and running. The new system has many advantages, which will reduce cost, and time in getting auto accident repairs. The system is also designed to assist in recovering cost from a third party at fault. The system will allow staff members access to data and reporting on all City accidents. The adoption of this approach is a master plan to reduce City accidents by 25 percent. There have been a total of 11 accidents repaired in the first quarter of 2009 for a total cost of \$20,937.

Car Wash: The City saved an estimated \$225,000 for the first quarter of 2009 in associated costs, and employee down time with the Service Center's new car wash. The City washed approximately 7000 cars in the first quarter of 2009. The system has recently been upgraded with new features, consisting of new and

softer brushes, which will enhance the appearance of our City fleet, and is available to all City employees that have entered into the program for their personal vehicles.

Outfitting of Vehicles: Fleet Management staff completed the outfitting of, and putting into service 9 pieces of new equipment for the first quarter of 2009. This standardization allows the Fleet Management Technicians to be able to make quick and efficient repairs without a lot of downtime from having to drive a car to a remote vendor. All repairs to installed equipment are made by those who did the initial installation.

Newsletter: Fleet Management has created its second Newsletter to let others know what is happening in the division. The newsletter will give information regarding new laws, new innovations, and new systems that affect fleet, and transportation, as well as humor.

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NEWSLETTER

CITY SERVICE CENTER
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The Ripple Effect

How the choices and decisions that each of us makes each day so often have im-
pact far beyond what we would have imagined or planned. This is just as true in
our personal lives as it is in our professions. Much like those first feelings of "falling
in love" when all we can see is how wonderful and exciting another person is, we
are blinded by our short-term thinking and desires. Obviously, our divorce rate
shows just how poor our decision making can be when it is clouded by emotions
and not the realities that accompany it. What is even more astounding is that many
of those closest to us know we are making a mistake and they may even try to talk
us out of it but, like a horse in a race, we run with those blinders on and make it
anyway.

The only "love" for this is to not only be a long-term thinker but to also have a
deeper understanding of why we are on this planet. What is our purpose (why we
exist), our mission (what we do), and our values (what we stand for). If we are truly
grounded in all of these areas, then we are far less likely to leave a trail of bad de-
cisions and wounded people in our wake. Yet, how many of us could answer those
questions clearly and with confidence and actually live them? Most of us are con-
tent to allow others to be in charge of our destiny. At least then we have someone
to blame other than ourselves! One of the many examples involves parenting. To-
day, too many parents want to be their children's friends rather than the disciplin-
arians they need to be. They have this concept of unconditional love mixed up. We
can certainly love our children and, indeed, many people unconditionally and still
hold them accountable for the actions or choices they make. Too often, however,
we excuse them for the poor choice or inappropriate action but still protect them from
the natural consequences we must allow them to suffer if they are to be held ac-
countable and grow fully into themselves as a result.

This world is so hungry for authentic people, people who tell the truth and walk the
walk and, yet, a day never passes that I do not have someone apologize why
they did something that they knew, deep down, was not right. Usually, it has to do
with having the courage to actually live our convictions. We are so afraid of hurting
someone's feelings or not saying the right thing at the right time that we just let
those opportunities pass us by. This is a missed chance to help a person first rec-
ognize that what they are doing may be getting in their way. If we really cared
about our work and our families, we would confront what we believe is wrong and
at least present the opportunity to discuss alternatives. Who knows what topics
may result if we honestly faced those difficult situations that are always a part of
living and working? We'll never know unless we muster the courage to give it a try!

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Painting of Vehicles: Fleet Management continues to paint, and upgrade City vehicles as they are found to be in need. This upgrading of equipment is all done using in-house personnel, and equipment. Staff painted 5 pieces of equipment in the first quarter of 2009 for a total savings of about \$3500.



Meetings/Conferences/Training:

User Group Meetings: Fleet Management continues ongoing meetings with different departments to deal with their vehicles, future purchases, and customer service issues. In the first quarter of 2009 Fleet Management met with Human Services/Food Service Delivery, and Public Works/General Services, and Public Works/Repair.

Conferences: Fleet Management administrative staff has attended numerous conferences during the first quarter of 2009.

- The Fleet Superintendent spoke at the AQMD on April 21st on alternative fuels regarding the use of propane fuels. The City showcased one of its propane chipper trucks used for the Parks and Recreation Department.
- The Fleet Superintendent attended the NAFA Fleet Management Association's national conference in New Orleans wherein he received the Green Fleet Award in the Truck and Equipment category, and also was a finalist for Fleet Manager of the Year.





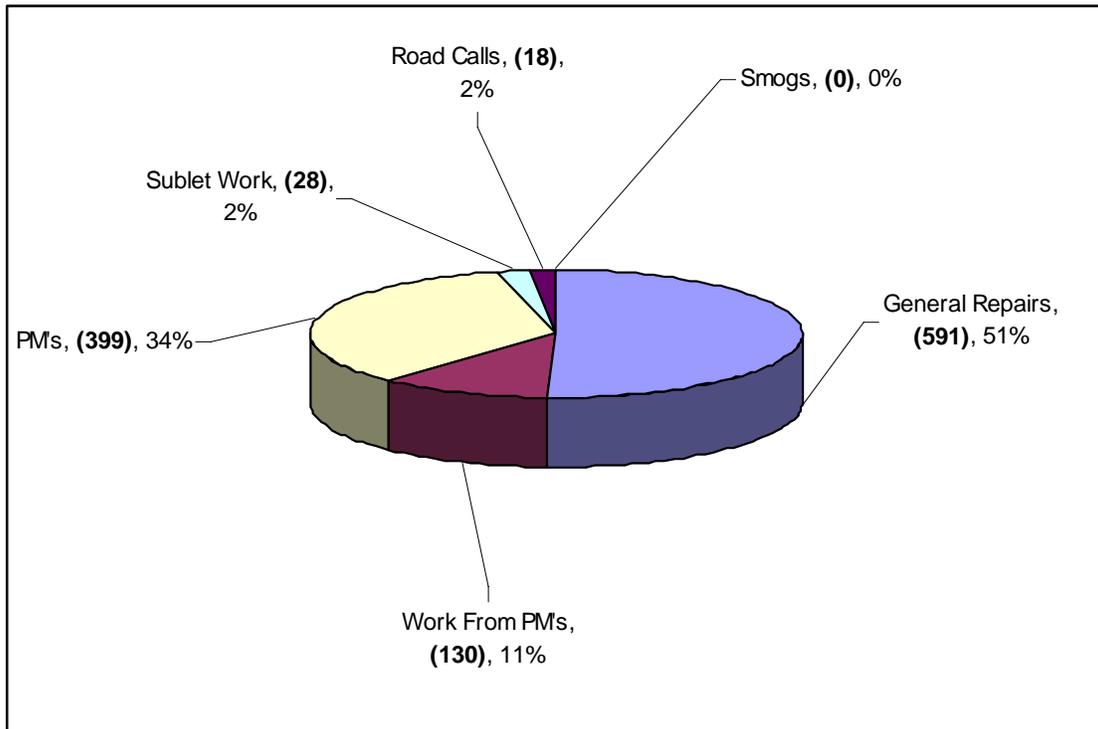
- Fleet Management attended monthly MEMA meetings during the first quarter of 2009.

Noteworthy Items:

Fleet Website: Fleet Management has redesigned the Fleet website, as well as purging and updating articles of interest to the customers, and community. Each page now has user friendly dropdown screens for easy access to stories, links, and articles.

http://www.cityofinglewood.org/depts/pw/divisions/fleet_management/

FLEET MANAGEMENT ACTIVITY FOR YEAR END 2009



SCHEDULED AND NON-SCHEDULED REPAIRS YEAR END 2009

REPAIR HOURS

