



Cherishing Our Past - Embracing Our Future

CITY OF INGLEWOOD

One W. Manchester Boulevard Inglewood, CA 90301-1750



2008 YEAR END FLEET MANAGEMENT REPORT

Fleet Management and Transit Services had a very successful year in 2008. Fleet Management has made a significant effort to streamline its operation, and to add to where the needs existed. Because of this hard work by the staff of Fleet Management, there has been a great increase in customer satisfaction within the City. The Fleet Management staff is proud of their accomplishments in 2008, and looks forward to 2009, and hopes to make the City of Inglewood's Fleet Management, and Transit Services division, one of the guiding lights of Fleet departments around the country.

The following is a highlight of the Department's accomplishments/benchmarks for 2008:

Major and Significant Accomplishments:

LAOIC Graduation: City of Inglewood, Fleet Management and Transit Services Division hosted the graduation of the first group of five students from the Inglewood Unified School District who took 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 credit 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 their regular studies at their school.

The event was attended by Mayor Dorn, Councilman Morales, Councilman Franklin, a principle from one of the local high schools, and a representative from Congresswoman Maxine Waters office who presented the students with an award from the Congresswoman on behalf of their hard work, and diligence.





T3 Motion Electric Vehicles: City of Inglewood, Fleet Management and Transit Services Division has received eight (8) T3 Motion electric three wheel vehicles. These vehicles will be used by the Inglewood Police department for patrolling areas in which a car or truck would be too big, or would use fuel, and generate excess emissions while idling, or slowly patrolling pedestrian areas.

The cost of operation is less than ten cents per day, and the vehicles produce zero gas emissions, meaning they are extremely environmentally friendly. The vehicles have a maximum speed of 25 miles per hour, are equipped with lights and siren, and have batteries that are easily swapped out to enable the vehicles to be used on a continual basis. The vehicles can be used in indoor areas, as well as being able to patrol in parks, in crowds, and parking lots because of their exceptional maneuverability.

The T3 Motion electric vehicles have given police departments from the cities of Los Angeles, Riverside, Lakewood, La Mirada, Manhattan Beach, and also the Los Angeles County Sheriff's Department the ability to patrol areas quietly, yet maintain a higher profile in those areas. The vehicle raises the officer's stature by nine inches, which enhances the officer's ability to see what is going on around him/her, and also to be seen.



Chevrolet Tahoes: 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.

Camera Truck: City of Inglewood, Fleet Management and Transit Services Division has received and outfitted a new camera truck for the Sewer Division of the Public Works Department to enable them to view problems in a sewer line before any construction is started. The system allows to operator to pinpoint the problem enabling staff to know exactly where to begin their process of repair. This saves time and money by eliminating the need to search blindly for problems such as obstructions, and or broken lines.



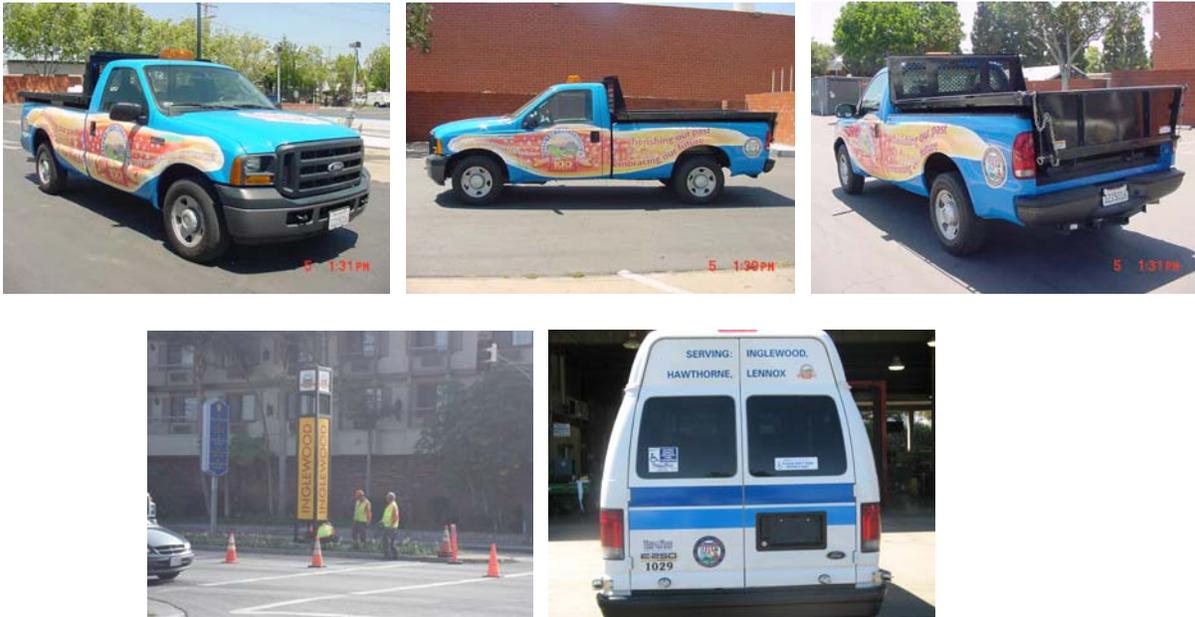
Brush Chipper Trucks: City of Inglewood, Fleet Management and Transit Services Division has completed the installation of a brush chipper body on one of the two new propane trucks. These new trucks will enable the Parks and Recreation Tree trimming section to better complete their job while cutting greenhouse gases, and making the air quality better for the citizens of the City.

Centennial Projects: Through the Centennial committee numerous projects were adopted by the members, which included historical photo galleries, banners on city streets and, showcasing the city's 100th year celebration with the theme "Cherishing our Past, Embracing our Future."

Through this joint effort Fleet Management undertook several projects, which consisted of the following:

- ✚ Showcasing several high profile vehicles with wrapped and painted Centennial themed artwork.
- ✚ Installation of new Centennial logo decals on City vehicles.
- ✚ Construction and fabrication of the City's new gateway sign for centennial logo.

These projects have since been completed and proudly display throughout the city and photographs of these vehicles and projects are indicated in this report.



New Police Motorcycles: Fleet Management is in the process of purchasing nine new Honda motorcycle for the Police Traffic Division. These motorcycles represent the most up to date technology for the City. They should also decrease maintenance costs because the cost of maintaining a BMW motorcycle is considerably higher. Fleet Management has received nine new Honda motorcycles for the Police Traffic Division.



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 weather a vehicle is sitting too long with the engine running at idle.

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.

<http://www.webtechwireless.com>

Detail Cabinet: Fleet Management has installed a new detail cabinet at the car wash detail area that has pressurized dispensers for tire dressing, window cleaner, upholstery cleaner, and air freshener. This new cabinet allows the driver to drive up after washing their car, and dispensing each item from one source.



Message Board: City of Inglewood, Fleet Management and Transit Services Division has received three new state of the art Wanco, Inc., three line message director trailers, with a telescoping rotating tower. These trailers are solar powered, and have a standard computer console making it very easy to program. Two of these message boards have been added to the City's motor pool system, so that they do not cost a division maintenance fees, but the department/division is only charged for time they use it. Also this allows any department/division the opportunity to use these pieces of equipment at any time.

Radar Trailer: City of Inglewood, Fleet Management and Transit Services Division has received a new Wanco, Inc., radar trailer for the Police Department. This trailer is battery/solar powered which lowers maintenance costs, and increases energy efficiency. It also has a see through trailer design to allow an oncoming driver to see pedestrians on the other side of the trailer.



New Paratransit Buses: City of Inglewood, Fleet Management and Transit Services Division has acquired two new propane powered 22 passenger paratransit buses, and one gasoline powered 9 passenger bus for the Senior Transportation Division of the Parks and Recreation Department. The City's paratransit buses average about 250 miles a week. The mileage is about 5 miles per gallon at a fuel usage of 50 gallons a week. The cost of propane for the City, for the month of May 2008 was \$2.11 per gallon, for a total of \$105.00 per week, as opposed to an estimated cost of \$3.70 equaling \$225.00 a week for petroleum gasoline. The savings to the City for using this technology at present costs, will be \$18,700.00 per year.

These new Propane vehicles will enhance our existing fleet and will operate during our normal hours of 8 to 5; with exception of special trips that require evening or weekend transportation.

The Human Services Division of Parks, Recreation and Community Services is experiencing its first time expansion of its paratransit fleet in over 5 years. Two each 2008 Chevrolet, 22-passenger paratransit buses equipped with wheelchair lifts have been delivered. These new, larger buses are ideal for group trips – shopping, activities, classes, field trips, etc. In the past, we were unable to accommodate all of the passengers requesting transportation due to conflicting schedules. Seniors will now have the opportunity to expand the number of places they can go and things they can do.

In addition to these new vehicles, we are also replacing 6 old existing vehicles over the next 24 months through an MTA grant. Three additional vehicles have already been ordered and will be here within the next 90 days; the remaining 3 will arrive by the end of the next fiscal year. These new vehicles will run on compressed natural gas.

Funds for the new paratransit buses came from a Federal grant that provided for expansion of service. By the end of September 2009, the City's fleet of transportation buses will operate on alternative fuels. The City is continuing to pursue other opportunities that will allow us to acquire vehicles to accommodate the more disabled seniors to assist them in participating in activities and trips that we are unable to currently accommodate.



SBBEC: The City of Inglewood Fleet Management Division of the Public Works Department was honored at the annual SBBEC (South Bay Business Environmental Coalition's) WRAP (Waste Reduction Awards Program) awards program, which were presented by the CIWMB (California Integrated Waste Management Board). These awards are given to businesses that demonstrate sound environmental practices. The SBBEC and the CIWMB paired up in 2000 to create an event to reward the Los Angeles area WRAP winners for their innovative waste reduction and recycling practices. For the past five years, the Cities Subcommittee of the SBBEC, the CIWMB and the Los Angeles Regional Agency (LARA) have brought this one-of-a-kind event to the businesses of Los Angeles. WRAP winners are honored with beautiful recycled glass awards and a ceremony featuring prestigious special guests, including local elected officials and CIWMB board members.

The mission of the WRAP awards ceremony is:

To create a unique recognition event for South Bay WRAP recipients and provide an annual forum where South Bay businesses, municipalities, community leaders, and refuse and recycling service providers have an opportunity to assemble, network, and pool expertise and experience to:

- Proactively strive to preserve and enhance our natural resources;
- Find workable, sustainable solutions to environmental problems;
- Encourage responsible environmental practices, policies and standards.

The eighth annual WRAP awards ceremony was held on September 24th, 2008, at the Greystone Mansion and Park in the City of Beverly Hills. Fleet Management staff was present to receive the awards.



Reels and I-Beams: Fleet Management has been upgrading the reels and I-beams in the service bays after 36 years of use. The new upgrades are helping the technicians perform their jobs with more efficiency.



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.

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

Food Truck: The City of Inglewood Fleet Management Division of the Public Works Department received delivery of a new food truck. This vehicle was built at **NO COST** to the City of Inglewood. Five years ago our Home Delivered Meals Fleet consisted of one running vehicle and one inoperable vehicle. One of the vehicles had actually logged over 350,000 miles on it! Through the joint efforts of Fleet Management, Human Services and LA County Area Agency on Aging, The City now have 5 fully operating food service vehicles (“hot shot trucks”) that are able to transport both hot and cold foods from the caterer to homes in Inglewood, Ladera Heights, Hawthorne, and Lennox.

Fleet Management worked with Skip Halloran, Human Services Superintendent; Patricia Bitker, Food/Nutrition Manager; and Thomas Uwal, Transportation Manager to accomplish this.



Renovation of Sweeper: City of Inglewood, Fleet Management and Transit Services Division did a complete renovation of street sweeper 3511. All of the work was done in-house, with City technicians. The work involved the rebuilding of the rear portion of the sweeper including the elevator, the side panels, all of the outside covers, and reworking much of the hydraulic system. The sweeper was then sent out to one of the local vendors for a fresh coat of paint to make it look, and work as new.



New Equipment: Fleet Management and Transit Services took possession of 61 pieces of equipment in the 2008. Fleet Management outfitted the vehicles when they came in with in-house personnel, decreasing costs associated with getting new equipment. The equipment ranged from message boards and root pruners, to Police cars and

motorcycles. 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 46 accidents repaired in 2008 for a total cost of \$112,977.

Rental Contract: Fleet Management has established a rental contract with Quality Equipment Rentals in which if a department/division needs to rent a piece of equipment they can contact Fleet Management staff to let them know what they need, and staff will send them over to get it. This will allow Fleet Management keep track of the types of equipment needed over the course of the fiscal year, which also can help evaluate the specific needs of each department/division, and calculate future equipment procurements.

Car Pool Award: Fleet Management and Transit Services has established a “Car Pool Award”, which awards a special parking space to those employees that save fuel, and cut back on greenhouse gases by car pooling to and from work. There are three (3) specifically marked spaces in the City Service Center for this purpose.

Car Wash: The City saved an estimated \$900,000 for 2008 in associated costs, and employee down time with the Service Center’s new car wash. The City washed approximately 29,000 cars in 2008. 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 57 pieces of new equipment for 2008. The completed vehicles included 35 Police vehicles, 15 Parks and Recreation vehicles, five Public works vehicles, and two Residential Sound Insulation vehicles. These vehicles will keep with the standardization that enables a technician to be able to repair the vehicles without having to relearn where components are in the vehicle. 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 first 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.



Training Room: Fleet Management worked in conjunction with ITC, and General Services to revamp the old existing classroom at the City Service Center from just a room, into a training facility with contemporary office furniture, computer docking stations, white board, and Wi-Fi for Internet access. This room is being used for computer training, as well meetings.



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 12 pieces of equipment in 2008 for a total savings of about \$14,000.

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 second quarter of 2008 Fleet Management met with Human Services/Food Service Delivery, and Public Works/General Services, and Public Works/Repair.

FASTER Fleet Conference: Betty Hurst received the FASTER Hero Award for her countless contributions to the Fleet Management and Transit Services division over the years, and her usage of the FASTER fleet management system. Rick Longobart received the City of Inglewood's fourth consecutive "Top100 Best Fleets" Award in Northern American for Fleet Management and Transit Services for 2008.



Conferences: Fleet Management administrative staff has attended numerous conferences during the third quarter of 2008.

- The Fleet Superintendent spoke at the AltCar Expo in the City of Santa Monica. He was part of a panel that included Fleet Managers from the Cities of Santa Monica, and Culver City. The topic of discussion was "Utilizing Alternative Fuels in Fleet Applications: Success stories Santa Monica, Inglewood, Culver City". <http://www.altcarexpo.com/>



- The Fleet Superintendent went to MEMA (Municipal Equipment Maintenance Association) meetings in the third quarter of 2008.
- The Fleet Superintendent spoke at the National Conference of State Fleet Administrators (NCSFA) at their 22nd Annual Conference and Trade Show in Long Beach California. The topic of this year's conference was "Go Green in the GoldenState". <http://www.ncsfa.net/PUBLICATIONS/Conference/2008%20Conference%20Brochure.pdf>

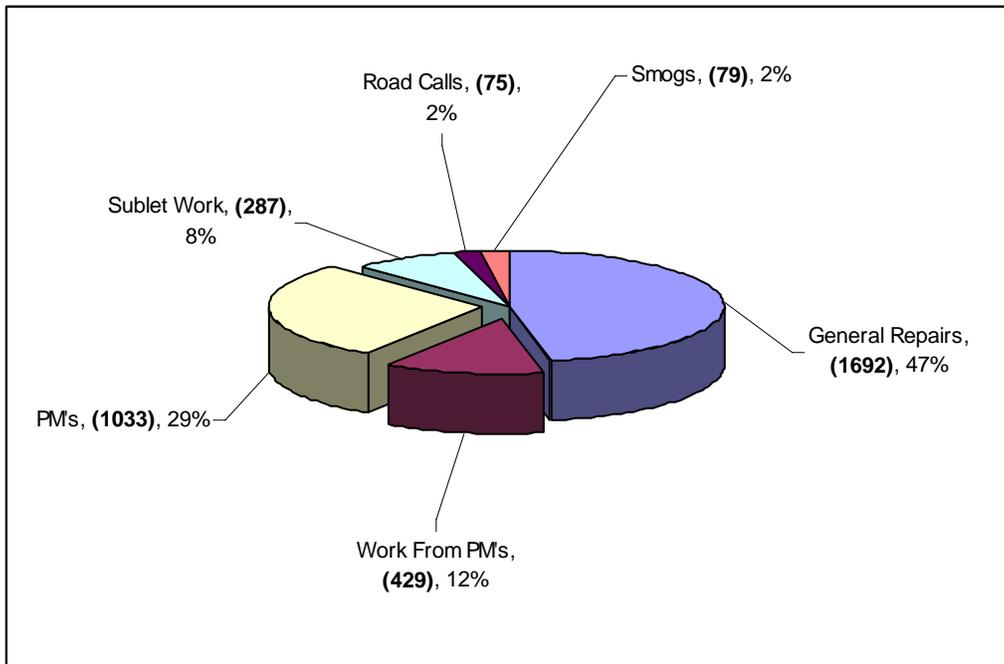


Noteworthy Items:

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 2008



SCHEDULED AND NON-SCHEDULED REPAIRS YEAR END 2008

REPAIR HOURS

