

# CITY OF INGLEWOOD



Fleet Management and Transit Services had a very successful year in 2007. 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 2007, and looks forward to 2008, 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 Fleet Management's accomplishments/benchmarks for the calendar year 2007:

## **Major/Significant Accomplishments:**

**Infrastructure and Installation of Propane Station:** The construction of the new fueling station has been completed. The demand and dependency on foreign oil and the volatile cost of motor fuel has dramatically increased the cost of gasoline and diesel fuel throughout the years, which has increased to a record high of \$3.30 per gallon, therefore Fleet Management, and Transit Services received the approval by the City of Inglewood City Council on July 31, 2007 to enter into agreement with Mutual Liquid Gas & Equipment Co., Inc. for a five-year contract agreement for the purchase of propane, and a lease to install a propane fueling station for \$1.00 per-year, which will consist of the following:

- Installation of concrete slab and 1,200 gallon above ground propane tank.
- Digital fueling dispenser that will interface with our existing fuel management system.

Sale price plus 25%, which is currently at one dollar and twenty seven cents (\$1.27) per gallon.

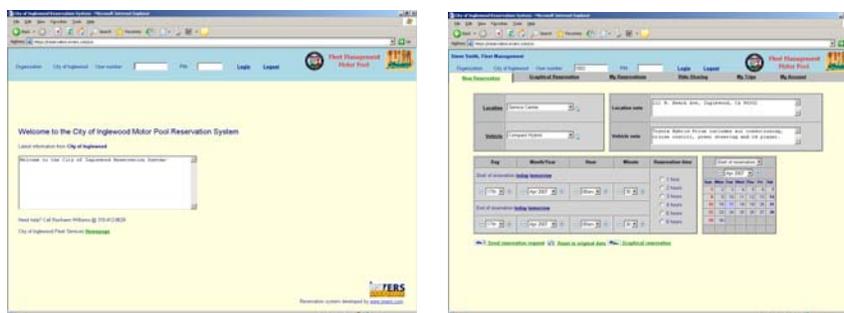


The estimated savings of operating City vehicles on propane vs. its rival gasoline or diesel competitor will save the City \$30,000 per-year and additional funds will be saved as the City continues to deploy more propane vehicles. Propane vehicles operate cleaner than gasoline, and diesel vehicles, therefore additional savings apply because maintenance cost are reduced. Propane vehicles also have a greater reduction of emissions, which assist to clean the environment within the community.

**Inverse Motor Pool System:** Fleet Management has trained City staff and has gone live with an automated motor pool reservation software system has allowed customers to go to an on-line internet site, reserve a vehicle, and then retrieve the key to use it, even if is during a time when the Fleet

Management staff are not available. A green light at the key fob will indicate which key it is, that has been reserved. This motor pool system is provided by Invers Mobility Solutions. The key manager is set to incorporate computer control modules on the vehicles that will only allow the vehicle reserved to be used at the time the key is accessed. Currently there are eight (8) motor pool vehicles available, which consist of pick up trucks, sedans and passenger vans and we are planning on expanding the Motor Pool fleet within the next few months. Fleet Management staff has made available, policies and procedures plan for the new system on the City's intranet located at:

<https://reservation.invers.com/coi>



**T-3 Motion Electric Vehicles:** Fleet Management has ordered two T3 Motion personal mobility vehicles. The T3 Motion personal mobility vehicles will help to reduce common City crimes, such as shoplifting, auto theft, panhandling, and assault. The goal is to make people feel safer, less vulnerable, and free to enjoy all of Inglewood. By having an Officer standing on the T3 Motion the overall presence of Law enforcement, and security is felt. The T3 Motion fulfills a huge range of daily outdoor, and indoor applications with no 'GAS EMISSIONS'. The T3 Motion has a minimal operational cost of \$.10 cents a day, and operates solely on battery power. This allows the T3 Motion to operate in most environments.

The T3 Motion's limited cost operates on two re-chargeable, lightweight batteries, which can be easily swapped out while in use for continual employment, thus giving it unlimited range. This high-performance vehicle has zero-degree turning radius for improved maneuverability in crowded, and tight spaces. This vehicle is capable of reaching speeds up to 25 M.P.H. for quick response without officers getting fatigued. This easy to operate vehicle has a 9-inch raised platform to give a superior vantage point, and has cargo capacity of 450 lbs., including the ability to tow personnel, equipment, and a cargo trailer.

For the City of Inglewood the additional T3 Motion Law Enforcement features are the Light Emitting Diode (LED) full-compliant lighting system with brake lights and running lights, audible sirens, lockable glove box for storage, and GPS enabled system.

These two T3 Motion units would be operated by the Police Department to perform the above-mentioned activities, and will achieve overwhelming results, meeting our goals, and objectives to provide increased security within our community. The City will raise the bar with this new technology within the community.



**On Board Drive Cameras:** Fleet Management has purchased, and installing five DriveCam cameras on City paratransit buses. These cameras have been procured in order to help in Risk Management for the City. The camera records information in continuously thought the time the vehicle is driven, and also even when the vehicle is not being driven. When an “event” happens the camera retains video, and sound of the 10 seconds before the event, through the event, and the 10 seconds after the event. An event could be an accident, a hit to a parked vehicle, or a hard braking situation. This information will be used to evaluate each, and every accident in order to apply fault to the driver responsible for the accident. This system will help staff to fight false claims against the City, when the video will show indiscriminately who is at fault in an accident. DriveCam has reduced claims against users of the system by up to 50%. The system will also encourage safer driving by City employees, who knowing their actions will be recorded at the time of an incident. DriveCam has reduced at fault collisions by up to 44%. Fleet Management will continue to install DriveCam cameras as the budget allows, into the portion of the fleet with the highest accident record.

<http://www.drivecam.com>



**Integration of WebTech Wireless, and DriveCam:** Fleet Management invited representatives from both WebTech Wireless, and DriveCam to the City Service Center to discuss the possibility of integrating their systems, so that if something were to happen at any given time, the event would not only be recorded in the GPS software, but also in the DriveCam software. This would be used

especially in a Risk Management situation where accident information is critical. The information provided would allow the City's Risk Management personnel to evaluate the incident from GPS information, as well as video, and this information would coincide with one another to solidify a position for Risk Management.

**Zonar Systems Vehicle Inspection System:** Fleet Management has installed the new Zonar Systems vehicle inspection system. This system electronically insures the each driver is complying with the State mandate that each vehicle which is required, is inspected both prior to being used, and after it is used. The unit uses Radio-Frequency Identification (RFID) tags, which are place at critical safety zones around the vehicle. The driver then uses the handheld reader, placing it near the tag in each zone, and conducts the inspection for that zone. This continues until all zones have been inspected. After the inspection the unit is placed back in the holder, which then transmits the information to the central database that can be accessed by the City to retrieve information required by the California Highway Patrol (CHP) when making their annual inspection. The Zonar units are also equipped with a High-Definition GPS system, which captures data in four dimensions instead of three at a sample rate of 1 per second.

Fleet Management has installed these units on the City's Paratransit buses first because these are of the most concern to CHP when making their annual inspections.



**CEI Accident Management System:** City Council has approved a new auto body contract with CEI Group. This system should be ready to go in the next few weeks. The new system has many advantages, which will reduce cost, and time in getting auto accident repairs, and assist in recovering cost from third a 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.

**Bully Dog Back up Alarm Systems:** Fleet Management staff has installed five Bull Dog back up alarm systems, in our City paratransit buses that monitor the distance from the rear of the bumper of vehicle to a fixed object, which provides the operator with an audio sound and through a small video, displays the distance from a fixed object, the device is mounted on the dash of the vehicles. This technology will assist and warn the operators of objects that are behind the vehicles and prevent damage to our City vehicles.

**New Detail Cabinet for Car Wash System:** Fleet Management is in the process of getting a new detail cabinet for the car wash service area. This cabinet will have all of the detail products inside, with hoses and hose reels to allow the customer to apply product as needed. The cabinet is being decorated to appeal to the customer, and will also have City logos incorporated in the application.

**New Hose Reel Installation In Fleet Shop:** Fleet Management is in the process of replacing the old, and in many cases worn out hose reels in the shop. The reels have been replaced, and the I-Beams repainted to give the shop a fresh look.



**Car Wash Usage:** The City continues to save an estimated \$25,000 per month in associated costs, and employee down time with the Service Center's new car wash.

On average the car wash located at the City Service Center, washes 1430 vehicles a month. With the savings from what the City would have paid an outside vendor, and the savings in employee downtime, the City has saved over \$300,000 in 2007 by washing vehicles in-house.

**Painting of Vehicles:** Fleet Management painted 14 vehicles using in-house forces in 2006 and over 84 vehicles in the past three-years realizing a saving of over \$250,000. Below some before and after pictures of City vehicles repainted in 2007. Fleet Management is proud to be able to enhance the City's image by repainting its vehicles, and extending the life of the equipment. This upgrading of equipment is all done using in-house personnel, and equipment.

**Painting in Process with Intern**



**LAOIC Van After Painting**



**Unit 1603 Public Services**



**Unit 1654 Parks and Recreations**



**On Board GPS:** Fleet Management has installed on-board Global Positioning System (GPS) devices on 30 City vehicles, and conducted training with staff. The system will be serviced by a new vendor; WebTech Wireless. With these devices, the departments can keep track of their vehicles to know location, and dispatching of assignments. 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.

The GPS System will now incorporate an MDT computer terminal in specific vehicles to allow a driver to, at the push of a button, send a message to the Public Works Supervisor about downed trees, illegal dumping, trash needing pick up, etc.

**Department Identification Logos:** Fleet Management has been installing department identification logos on all vehicles to bring a new and updated look to the City Fleet. The use of these logos has also made it easier for the vehicles to be identified regarding which department they are assigned to. Logos for City vehicles are still being changed as older vehicles are removed from service, and new ones replace them. Logos are also being replaced when old vehicles are repainted.

**Major/Significant Issues:**

**On Site Outfitting of City Vehicles:** Fleet Management continues to outfit new, vehicles in-house for 2007. Doing the work in-house, not only saves the citizens of Inglewood money, it also saves time, which allows Fleet Management to get the vehicles completed, and on the road quickly for their customers. Below are pictures of the new jail van, and Police vehicle 0968 both outfitted by in house personnel.



**Vehicle Replacement:** Fleet Management replaced 32 vehicles, and equipment in FY2006/2007 at a cost of 1.2 million In 2007, of which consist of a new CNG patch truck, jail van, pressure washer, ride-on mower, and light tower.



**Parks Department Mobile Van:** Fleet Management has completed the outfitting of the Parks and Recreation mobile van, which will allow the Parks Department to bring the park to the City's youth.



**Accidents 2007 and Associated Costs:** Fleet Management has logged 31 accidents for 2007, at a cost of \$42,810.

**Professional Development:** The Fleet Management is continuing its by-weekly Professional Development day, and training plan to encourage team building, and implement improvements at the City Service Center. This time consists of the last four hours of every other Thursday, which gives the Technicians time to spend in training, and overall shop cleanup and repairs. The benefit to the Fleet Services Division shows in increased productivity and savings to the City.

**User Group Meetings:** The Fleet Management continues to hold User Group Meetings with different City Departments, and Divisions throughout the year to keep them abreast of all issues pertaining to them, as well as holding the departments accountable for their responsibility towards the equipment they use. These meetings have helped the efficiency of the Division in supporting the customers it serves.

**Prospective/Future Work:**

**Service Center Modification:** Fleet Management has received \$50,000 in grant funding from the MSRC, AQMD for modifications to the Garage at the City Service Center, in order to update the shop for repairing CNG vehicles.

**Emergency Generator:** Specifications are currently being drafted to purchase, and install an emergency generator at the City Service Center (CSC), to insure that the CSC will be able to fuel City vehicles, and have all functions available in the case of an emergency. Thursday April 27<sup>th</sup>, 2006, the fleet Superintendent met with an SCE representative, and generator supplier to put together a proposal, prior to sending the job out to bid.

**Meetings/Conferences/Training Administrative Staff:**

- **MEMA Meetings:** The Fleet Superintendent, Fleet Maintenance Supervisor, and Fleet Administrative Analyst attended various meetings with the Municipal Equipment Maintenance Association (MEMA) throughout the year.
- **Conferences:** Rick Longobart attended, and spoke at the following events representing the City of Inglewood. He was keynote speaker in Virginia, he spoke at technology conferences in Inglewood, CA, Arkansas, and Texas.
- **Conference and Award:** Both Cliff Pate, Fleet Maintenance Supervisor and Rick Longobart, Fleet Management and Transit Services Superintendent attended the 9<sup>th</sup> annual California Fleet Conference in Sonoma California on June 6<sup>th</sup> thru the 9th. The conference covered a multitude of topics of merit including: equipment purchasing, specification writing, and management topics. Over 500 decision-makers, fleet managers from local governments, and companies that are involved in fleet management attend the conference each year.

Each year the conference focuses on one major area that assists fleet managers in improving their operation. This year's conference was titled "*Best Fleet Practices, Innovations and Ideas II*". Attendees were requested to submit their agencies' "Best Management Practices".

The City of Inglewood's, Fleet Management division submitted a best management practice for its innovative approaches and technology in controlling, and reducing accidents, which was nominated as one of the top best practices.

On the third day of the conference, June the 8<sup>th</sup>, California Fleet News announced the best business practices, and the City of Inglewood, Fleet Management was acknowledged for its submission for the best business practices in Northern America for our "Accident Reduction Plan" using 7 different elements of success, which included various technologies as follows:

- WebTech Wireless, GPS System
- DriveCam, Video System
- CCG System, FASTER Fleet Management software System
- Bull Dog, Reverse LCD Sensor System
- P.A.C.E. Driver Training Program
- City Accident Review Board Program
- CEI, Vehicle Accident Risk Management System

The following is the award that was presented by Fleet Counselor Services and California Fleet News, which will be highlighted in one of the upcoming monthly news articles.



**Meetings/Conferences/Training Fleet Technical Staff:**

- **Training:** There have been training classes at the City with many municipalities in attendance, in vehicle brake maintenance and repair, hydraulic systems maintenance and repair. Also an engine performance class at an away location was attended by two of the City's technicians.

**Noteworthy Items:**

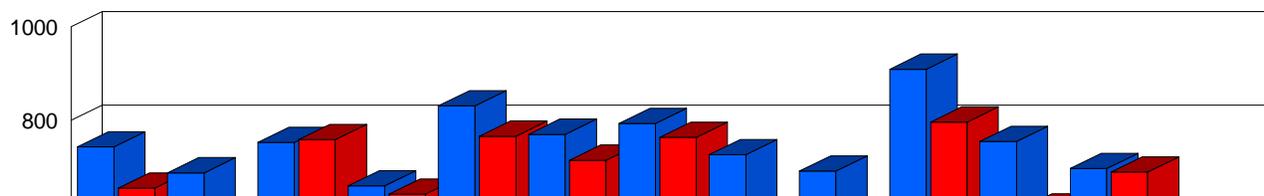
- **Top 100 Fleets:** Fleet Management, and Transit Services for the City of Inglewood has achieved ranking among the Top 100 Fleets in North America in 2007, for the fourth consecutive year. The Fleet Management was evaluated against 18 criteria. Fleet Management and Transit Services of the City of Inglewood takes pride in being named one of the **Top 100 Best Fleets** in the nation.
- **Fleet Manager of the Year Award:** For the third consecutive year our Fleet Superintendent was nominated as one of the top Fleet Managers of the year in America out of 36,000 agencies.

**Personnel Issues:**

- **Administrative Aide:** Fleet Management and Transit Services has added an Administrative Aide position, and hired Rashawn Williams to fill that position. Ms. Williams is responsible for managing grant funds, the Towing and Impound Franchise agreement, AQMD Rule, and other contracts. She will seek other agencies that are interested in using our facilities in order to increase City revenues. The position pays contractual services invoices, reviews specifications and bids, oversees our NAPA turnkey parts contract, Motor Pool Reservation System, AQMD 2202 Rule, seeks grant funding that is available from AQMD and other funding agencies, drafts reports, measures the performance of our operation, and conducts site visits with our user groups to improve customer service.
- **Darryl Morgan:** After more than a year of employment with Fleet Management as a Fleet Maintenance Apprentice Mr. Morgan has resigned with the City, and will be taking on a new chapter in his life. He will be greatly missed by this organization.

**SCHEDULED AND NON-SCHEDULED REPAIRS 2007**

**REPAIR HOURS**



**FLEET MANAGEMENT ACTIVITY FOR 2007**

