

CITY OF INGLEWOOD Fleet Management



The following is a highlight of the Department's accomplishments/benchmarks for the fiscal year 2003:

Budget:

Fueling System Major Repairs: the fuel pumps and fuel piping at the City Service Center will have to be upgraded by State law, Senate Bill SB 989. This project has been approved, and is out to bid. The bid opening is scheduled for February 18, 2004

NAPA IBS: The NAPA Integrated Business Solution program contract for parts procurement and maintenance has been completed, and will be implemented early 2004.

Equipment Maintenance Software: Fleet Services purchased and installed CCG Systems, Inc. FASTER Fleet Maintenance Software System at a cost of \$76,000. Staff has completed all data entry, and received training on the software. The system will provide accurate information, and data collection for each piece of equipment. Nine (9) new computers were purchased, including a server; four of the nine computers are on the shop floor, which allow them to be accessed by the Technicians. The Division is scheduled to go live with the system on February 2, 2004.

Utilization Study: Staff completed a Utilization study with recommendations of reducing the number of vehicles, and the transfer of equipment from one division to another, in order to improve customer service and availability. The Study revealed a saving to the City of \$541,000, and is being reviewed by Administration for approval.

Project(s):

Fleet Analysis: The City received the final recommendations from Spectrum Consultants on the necessity of change in the overall operation of the Fleet Services Division. A two-year plan was recommended to implement the changes. Under the leadership of the new Fleet Superintendent, Fleet Services has been able to complete 95% of the two-year plan in six months.

Six Year Alternative Fuel Plan: Fleet Services has developed a six-year alternative fuel plan, which has identified the replacement of 143 vehicles. The Division will apply for State grant funds of \$1,500,000, and \$3,500,000 General Fund monies to be spent over the six-year period. The program has been presented to (SCAQMD) Southern California Air Quality Management District and Long Beach Clean Cities Coalition.

Equipment Replacement Criteria: The Equipment Replacement Criteria identifies when a piece of equipment should be replaced, and the intervals when each piece of equipment

should be replaced, in order to prevent the cost of maintenance exceeding the cost of ownership.

Vehicle Access and Request Document(s): The Fleet Services Division developed documents that can be accessed from the City's intranet. The Division has provided a document that allows users to request vehicle maintenance and repairs. Along with the new Fleet Management System, users will have the ability to request vehicle Motor Pool reservations on-line and have the ability of finding information about the cost of maintenance, status of repairs, and historical information about each piece of equipment.

Department Identification Logos: Fleet Services is in the process of creating department identification logos for City vehicles. Logos have been approved, and are in the process of implementation.



Vehicle Hoist Repair: Fleet Services contracted with Autolift Services Incorporated to have the seven in-ground vehicle hoists, located at the City Service Center repaired. These repairs were completed at a cost of \$6,168.

Equipment Replacement: Fleet Services is in the process of creating an internal Equipment Replacement fund. The report is 95% complete, and will be sent to Administration for approval.

Retrofitting of Six Vehicles for Recycled Water: Fleet Services has retrofitted key vehicles to allow the vehicle's water tank to be filled from recycled water hydrants.

SCAQMD MSRC Funds: Fleet Services is in the process of applying for State funding through the (SCAQMD) for MSRC program, a consultant has been hired to help in this process. The City is projected to receive \$212,500 for the new (CNG) Compressed Natural Gas station that is being built at the City Service Center, and \$20,000 per vehicle, the Division purchases using AB2766 funds.

Re-refined Oil: Fleet Services has started using re-refined oil in City vehicles. This oil is refined to higher standards than new oil. The use of re-refined oil makes good use of a hazardous waste, therefore helping the City to be more environmentally proactive. The use of re-refined oil also helped the Fleet Services Division receive Green Model Shop Status with the State of California.

Recycled Antifreeze: Fleet Services is pursuing the use of recycled antifreeze. This environmentally conscious direction also helped the Fleet Services Division to receive Green Model Shop status.

Green Model Shop: The Fleet Services Division achieved Green Model Shop status with the State of California. The Division received a passing score of 150 points on a 200-point scale. The entire Fleet Services Staff received pollution prevention training and certification to help achieve this goal.

Safety Meetings: Fleet Services has instituted weekly tailgate meetings to comply with OSHA regulations.

Technical Training: Fleet Services has implemented technical training classes for the Technicians, and Service Technicians. The training has also incorporated staff from other cities, at no cost to the City of Inglewood.



Accident Preparedness Package: Fleet Services has created Accident Preparedness Packages to be installed in each City vehicle. These will help with the recording of information, and give employees a resource of contacts in case of an accident.

Motor Pool: Fleet Services has created a Motor Pool so that different departments and divisions of the City's employment force will be able to use, and pay for a vehicle only when it is needed. This will also allow flexibility in that there will be equipment available that may not normally be utilized by that department.

Preferred Tire Reuse and Recycle Policy: Fleet Services has created a tire reuse and recycle policy to increase savings to the City by recapping worn tires to be reused, and sending old unusable tires to vendors that will make sure the tires are recycled. This policy was approved by administration, and has been implemented.

Car Wash: The car wash was approved, and Fleet Services is working towards funding for implementation.

User Group Meetings: Fleet Services conducted User Group Meetings with the Police, Parks, Recreation & Community Services, and Community Development Departments. Further meetings will be continued in January.

Bi-Weekly Professional Development: Fleet Services has developed a bi-weekly professional development and training plan to encourage team building, and implement improvements at the City Service Center. This plan has been approved by Administration, and has been implemented.

Activities, Events and Occurrences:

Clean City Coalition: Fleet Services is in the process of joining the Southern California Association of Governments (SCAG), Clean City Coalition.

Operational Issues:

Fleet Superintendent: Rick D. Longobart was appointed to the position of Fleet Superintendent on July 7, 2003.

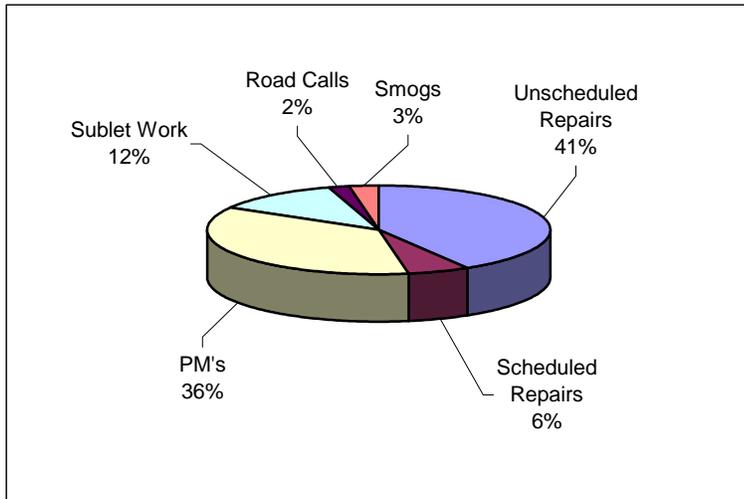
Fleet Maintenance Supervisor: Clifton L. Pate was appointed to the position of Fleet Maintenance Supervisor on August 18, 2003.

Administrative Analyst: Steve Smith was reclassified as Administrative Analyst for Fleet Services on August 18, 2003.

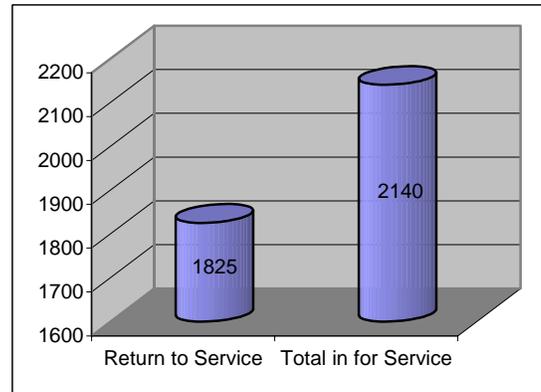
Vehicles in the Ordering Process:

- Council approved the purchase of one MB truck mounted paint striper August 26, 2003. ([Dept/Div] 60/35) Vehicle is in the process of construction. The Fleet Services Division has changed specifications for this vehicle, and has reduced the cost by \$35,000. The time of delivery is estimated between 120-150 days.
- The three Ford Crown Victoria plain cars were received, and in the process of being converted for service. ([Dept/Div] 45/12, 45/30, 45/19)
- The four Ford Crown Victoria black and white cars were received, and are in the process of being converted for service. The first vehicle is to be completed January 5, 2004, with the rest of the vehicles to be completed shortly thereafter. ([Dept/Div] 45/50)
- Three trucks, one pick-up, and two utility bodies, were ordered and approved in April 2003. All three vehicles have been received, and are in the process of being converted for service.

Shop Productivity 2002/2003:



85% Return to Service Rate.



Prepared by,
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