

# CITY OF INGLEWOOD Fleet Management



The following is a highlight of the Department's accomplishments/benchmarks for the calendar year 2005:

## **Major/Significant Accomplishments:**

### **LAOIC Partnership with the Fleet Services Division:**

The City's Fleet Services Division has developed a partnership with the Los Angeles Opportunities Industrialization Center, Inc. (LAOIC), creating an on-the-job automotive training program for young people. The program is managed, and operated by LAOIC, offering basic entry-level automotive training classes, hands on opportunities to practice class work in the Fleet Services Garage, and providing preventative maintenance on City vehicles. With the collaboration of Automotive Oil Change of America, and Quick Lube in Southern California, LAOIC, assisted by the Fleet Services Division has developed a certification program utilizing trained automotive maintenance professionals. Quick Lube has committed to interview graduates of the program for entry-level maintenance positions.

Fleet Services created a technical training room in the shop to increase training for the technicians. The room has been completely renovated, and the floor and walls painted. Computers with shop manuals on DVD, Internet access, a TV/VCR/DVD, and a computer projector with screen has been installed to enhance the training capabilities of the Division. This room has been the primary instruction site for the LAOIC program. The young people have been able to utilize the TV/VCR/DVD to watch instructional videos, and take the exams to complete their studies on the Internet using the computers in the training room.

A special graduation ceremony was held for the first class on November 30, 2005, which was attended by the Mayor and City Council, as well as other local dignitaries. Chris Floyd discussed the program, and presented the newly graduated class. There was also a raffle of prizes donated by Snap-On Tool and NAPA Auto Parts.



**Compressed Natural Gas Station (CNG):** The City's Compressed Natural Gas Station became operational March 17, 2005. The City's 14 CNG vehicles are no longer going off site to get fuel, which is saving a considerable amount of travel time. The station is assessable for those businesses, and other agencies, which will contract with the City for that privilege.



The station consists of two fast-fill pumps, and ten slow-fill pumps. There are two compressor units, and a de-fueling station. The City currently has 14 vehicles that are dedicated CNG. Fleet Services Division is in the process of purchasing 23 more CNG vehicles of various types from sedans to heavy equipment for different divisions within the City in FY 05/06

**Major Fueling System Renovation:** The City's gasoline and diesel fueling station became operational March 17, 2005. The station now includes new piping, vents, manhole lids, new fuel island, new fuel pumps (two gasoline and one diesel), side aprons, a new fuel management software system, a new fuel monitoring system, and a new card reader. This upgrade brought the site up to compliance in order to pass Senate Bill SB 989 and other regulatory issues.

The project included a new raised fuel island with new side aprons, new fuel pumps, one diesel and two gasoline, a new card reader, a new fuel management software system, a new fuel monitoring system, and new piping, vents, and manhole lids, the project is had a grand reopening on March 17, 2005. The Mayor, members of the City Council, representatives of the SCAQMD, L. A. County Supervisor's office, and many other members of the community and other organizations attended the celebration. The Service Center has dispensed 134,086 gallons of unleaded fuel and 22,322 gallons of diesel for 2005.



**New Vehicle Purchases:** Fleet Services purchased 42 pieces of equipment for various departments. This equipment includes: Police cars, both black and white, and undercover, pick-up trucks of various sizes, sedans, street sweepers, a Paratransit bus, cutaway vans for a community tool truck, a ride-on mower, a parking meter truck, and a general truck.



**New Car Wash:** The new car wash is complete, and is fully operational as of March 17, 2005. Through a joint effort of different City Departments, and NS Corporation the City was able to save a considerable amount of money in the construction of the car wash. After a vehicle enters the wash, one minute later the vehicle leaves clean and ready to go, resulting in a considerable savings in personnel downtime, which was estimated at \$25,000 per month. With this monetary savings, the City has recouped the money spent on the car wash in the first four months. There is also a complete detailing station at the end of the car wash where an employee can vacuum, clean the windows, Armorall the tires and upholstery, as well as airing the tires and putting water in the vehicle if necessary.



**Paint Booth:** The Fleet Services Division took over the paint booth at the City Service Center to re-paint vehicles. The Division brought the paint booth up to compliance by changing all required filters, lighting, and obtaining all of the required permits to operate.

The Division uses the paint booth for the painting of City vehicles, and other equipment owned by the City. The Division also paints miscellaneous items that other departments may need painted such as fire hydrants, specially fabricated metal and wood projects that are used for City purposes. Fleet Services has painted a total of 58 vehicles at an average cost of \$2,000 per paint job per vehicle. The Division has saved the City \$116,000 by painting its vehicles in-house.



**Top 100 Fleets:** The Fleet Services Division achieved ranking among the Top 100 Fleets in North America, for two consecutive years. The Fleet Services Division was evaluated against 18 criteria. The Fleet Services Division of the Public Works Department for the City of Inglewood takes pride in being named one of the **Top 100 Best Fleets** in the nation.

**On-line Equipment Capital Outlay and Car Wash Request Documents:** Fleet Services has implemented, through the City's Intranet System, an on-line Equipment Capital Outlay Request form. This allows someone to request new equipment with justification, and submit it to Fleet Services from their office, without having to come in to the Fleet Services Division office, or sending an employee with materials, thus streamlining the request process. This has resulted in increased employee efficiency, and increased cost savings to the City.

The online Car Wash request form is for City employees to go on-line, and fill out a form to take in to Finance in order to pay for a years worth of car washes at the City Service Center car wash.

**Grant Funding Procurement:** To date the City has received \$269,300 in grant funding from SCAQMD MSRC funds, for the installation of the City's CNG infrastructure, and the purchase of two street sweepers, one pothole patcher, and two paratransit buses. Fleet services is submitting contracts for \$199,000, as well as pursuing another \$175,300 for a total of \$643,000. These monies will enable the City to continue to provide exceptional service to the citizenry.

**Service Agreements:** To help generate new funding for the City, the Fleet Services Division has negotiated service agreements with other agencies, and businesses. With Marvin Engineering, the El Camino Fire Academy, and the Inglewood Unified School District (IUSD), the agreements are for the purchase of fuel from the new fuel island. IUSD will also pay the City for storage of some of their bus fleet at the Service Center. NS Vehicle Wash Systems will reduce the cost of parts and service to the City's car wash at the Service Center for allowing them to showcase their car wash at the Service Center.

**Service Center Gate Construction:** The City has completed reconstructing the entrance, and exit gate at the City Service Center. The new gate system provides a safer transition from the street to the Service Center and back to the street. This is because now there are two separate gates, one to enter the Service Center, and one to exit. This allows two vehicles to enter and exit simultaneously, without running into each other. The new gate configuration also allows public access from other agencies that will be using the gas, diesel, and CNG filling station.



**Department Identification Logos:** Fleet Services 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. Fleet Services has put new logos on over 100 vehicles, removing the Inglewood "I" and replacing it with the City Seal, and department logo, which has enhanced the appearance of the fleet.

**Fleet Web Site:** Fleet Services has established a web site to declare its purpose, and mission to the City, as well as to cover projects and changes that the Division is working on. The site is also utilized to impart important information regarding vehicle safety, and maintenance tips for the citizens to help them in their understanding of the cars they drive.

[http://www.cityofinglewood.org/depts/pw/divisions/fleet\\_services/](http://www.cityofinglewood.org/depts/pw/divisions/fleet_services/)

**Major/Significant Issues:**

**Conversion of Police Cars, and Other Vehicles In-House:** The Fleet Services Division, now after at least two decades of outsourcing this service, is doing all new Police car conversions in-house. With the hiring of Cesar Ayala as a part-time employee (Fleet Maintenance Technician), the City has been able to save both money, and time in getting all of the new Police cars ready for service. He does all of the emergency lighting, push bumper, radio and video, and computer installations, with some customization that has made the operation, and repair of the new vehicles much easier. Cesar was a former employee with Pursuit Technology (the company that converted the Police cars prior to Cesar's employment with the City), who was persuaded to come to work with the City after Pursuit went out of business.

Cesar not only converts Police cars, but works on all new vehicles that need specialty installations of lighting, and other electronics. Cesar has shown interest in teaching other Fleet Services personnel his trade, which will enable the City to maintain control over the outfitting of new vehicles.



**Technician Certification Program:** Fleet Services has instituted a certification-training program for the technicians that will give each one 60 hours of training each year. This will keep staff on the cutting edge of new technology, and provide the City with the best vehicle maintenance service possible.

**City Hall's Underground Diesel Storage and Generator:** Fleet Services has assumed control of the underground diesel storage tank at City Hall. The Division is currently working

with contractors to bring the underground storage tank, and the piping to the three generators located in the basement, the sub-basement, and on the tenth floor of City Hall into compliance with mandates from the State of California.

**Sick Leave Bingo:** Fleet Services implemented "Sick Bingo" where each member of the Fleet Services Division receives a bingo card. A number is chosen on Monday, Wednesday, and Friday of each week. This continues until someone proclaims himself or herself to be a winner.

The catch to the game is, the participant cannot take a sick day while the game is in play. If someone calls in sick, they are eliminated from the current game. They can get involved in the next game once a winner is declared and a new game is started. Sick Bingo provides an incentive to make sure that an employee is at work each day, because the pool of potential winners continues to narrow as people call in sick.

Sick time used previous to Sick Bingo was at 662 lost hours for the calendar year 2003; this resulted in a loss of \$13,000 in productivity. The resulting use of sick time during the quarter Sick Bingo was played decreased to 18 hours, leaving 590 available hours. The projected yearly savings is \$11,000. Sick Bingo has been approved to expand to a City wide game, and should encourage better attendance, and a greater savings to the City.

**Professional Development:** The Fleet Services Division 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 Services Division 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:**

**Propane Fueling Infrastructure:** The Fleet Services Division has plans to install a propane fueling infrastructure at the City Service Center in 2006 to take advantage of all possible ways of bringing the City into compliance with State mandated emissions standards.

#### **Meetings/Conferences/Training Fleet Superintendent:**

- The Fleet Superintendent has attended various meetings with the Municipal Equipment Maintenance Association (MEMA) throughout the year.
- The Fleet Superintendent attended a conference on California Fleet Management in San Diego in October 2005. He spoke on "The City's Partnership with LAOIC".
- The Fleet Superintendent has attended meetings with the California FASTER User's group in both Anaheim, and Thousand Oaks; attending these meetings were representatives from cities throughout the Southern California area.

#### **Meetings/Conferences/Training Fleet Supervisor:**

- The Fleet Maintenance Supervisor has attended various meetings with the Municipal Equipment Maintenance Association (MEMA) throughout the year.
- The Fleet Maintenance Supervisor attended the California Fleet Management Conference in San Diego In October 2005.
- The Fleet Maintenance Supervisor has attended meetings with the California FASTER User's group in both Anaheim, and Thousand Oaks; attending these meetings were representatives from cities throughout the Southern California area.
- In May 2005, the Fleet Maintenance Supervisor attended the City's Harassment Training Seminar.

#### **Meetings/Conferences/Training Fleet Administrative Analyst:**

- The Fleet Administrative Analyst received a Certificate in Organizational Leadership from the Master of Arts in Organizational Leadership program at BIOLA University.
- The Fleet Administrative Analyst has attended meetings with the California FASTER User's group in both Anaheim, and Thousand Oaks; attending these meetings were representatives from cities throughout the Southern California area.
- In May 2005, the Fleet Administrative Analyst attended the City's Harassment Training Seminar.

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

- The Fleet Administrative Specialist has attended meetings with the California FASTER User's group in both Anaheim, and Thousand Oaks; attending these meetings were representatives from cities throughout the Southern California area.
- The Fleet Staff attended three training courses over a five-day period in 2005 on Compressed Natural Gas usage, and safety compliance at the Gas Company Energy Resource Center (ERC) in Downey. These dealt with fueling, fuel tank construction and inspection, and fueling station construction and inspection.
- In May 2005, Cesar Ayala, and Eduardo Mendez attended the City's Harassment Training Seminar.

#### **Noteworthy Items:**

- **Fuel Contracts:** Fleet Services is in the process of a contract agreement with Marvin Engineering, and El Camino Fire Academy, for fueling at the City Service Center site. The newly renovated fueling site was made accessible to other agencies through the upgrading of the entrance gate, which was paid for out of grant funds.
- **Green Model Shop:** On February 10, 2005, the Fleet Services Division received its Certification Award for achieving "Green Model Shop" status. Tyron Smith and John Ison were on hand from the Department of Toxic Substances Control (DTSC) to present the award to the Division. The Fleet Services staff gathered in the Technicians training room to hear the presentation, and receive their award.

The Division continues to maintain a high standard in lowering the amount of environmental waste that is generated in the maintenance of the City fleet. The City of

Inglewood will now be represented on the DTSC website as a "Green Model Shop". This information will be accessible at:  
[http://www.dtsc.ca.gov/PollutionPrevention/VSR/VSR\\_P2Model.html](http://www.dtsc.ca.gov/PollutionPrevention/VSR/VSR_P2Model.html).



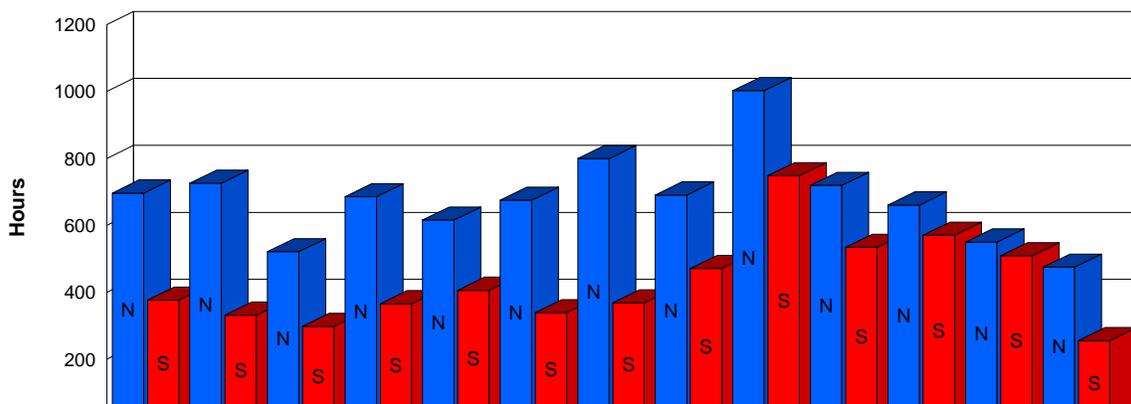
**Personnel Issues:**

- **Part Time Hiring:** Fleet Services hired Mr. Cesar Alaya as a part time emergency equipment installer. Cesar was previously employed with Pursuit Technology, which outfitted (11) eleven Police cars that were purchased last year. He has proved to be a valuable member of the Fleet Services Division. Cesar will be outfitting all new Police cars in-house and other electronic control equipment as well as performing other Fleet Maintenance Technician duties, which will result in a substantial savings to the City.
- **Promotional Advancement:** Eduardo Mendez went through promotional recruitment, and was promoted to Fleet Maintenance Technician. Ed has created a substantial monetary saving for the City, and upgraded the appearance of the fleet by doing much of the light bodywork, and completing total repaints on the City's vehicles.
- **Apprenticeship Program:** Fleet Services continues to utilize the Apprenticeship Program instituted in 2004 to train young people in the preventive maintenance of City vehicles. Four youths, Lebron Wilson, Teruh Taylor, Cesar Ayala, and Wesley Handy, have gone through the program in 2005, and have learned to maintain, and repair various types of City vehicles.

The below charts represents the activity of the Division indicating the amount of hours spent on vehicle maintenance and repairs as it relates to scheduled and unscheduled repairs.

**SCHEDULED AND NON-SCHEDULED REPAIRS 2005**

**REPAIR HOURS**



The below chart indicates a breakdown on various repairs conducted throughout year

**FLEET SERVICES ACTIVITY FOR 2005**

