

course given by Rutgers, The State University bringing the total to seven out of eleven employees, with one more potential graduate in 2010.

Pursuing the mandate to find shared services opportunities, Purchasing used the Western States Cooperative Association to buy janitorial and automotive supplies from a national buying system at rock bottom prices. The vendors were national known chains, Graingers and Autozone.

### **Motor Vehicles**

#### **Paratransit**

Staff continues daily preventive maintenance checks at the Paratransit provider's operations yard weekday mornings before the vehicles proceed on the daily schedules. Safety checks and minor repairs are being performed during these daily checks reducing downtime when vehicles are in for their normal scheduled repair service and avoiding extra trips to the shop. This has served to keep the vehicles and drivers on the road which therefore increases services to the clients.

The Elizabeth Shop continues to meet output and productivity goals while utilizing smaller mechanics staff. An ever increasing amount of advanced automotive repairs are now being processed by the mechanical staff with advanced capabilities, training and diagnostic tools. A continuing effort has been made by shop personnel to pursue Automotive Service Excellence and other accredited training/certification in order to keep current with the changing technology in the automotive repair industry. Four employees have received the training this year.

Revamping and remodeling of the parts distribution area has continued to better service the mechanical staff. The implementation of an online parts ordering system with the lead auto parts distributor has increased efficiency and reduced waiting times for needed supplies to arrive. Revamping of the tire inventory to meet the needs of the changing fleet has eliminated old obsolete tires by returning inventory to the distributor for credit on new purchases. The parts room manager has continued to pursue various certifications as a parts distribution specialist and has completed an advanced training

program in parts distribution and inventory management. DMV has continued the tracking all non-tangible inventory and shop supplies used in the course of daily operations.

The Turf Shop's work productivity continues to meet the needs of the Department of Parks and Community Renewal as a result of the expanded hours of operation and personnel changes. The technicians' training updates have been focused on this year. This training has helped to adapt to the changes and developments seen on the equipment being serviced by this shop.

Motor Vehicles staff has been providing regular maintenance and repair services at the 12 County-operated fueling sites in order to eliminate the need for outside contractor's services for completing the smaller repairs and required site maintenance on the equipment. DMV currently keeps a small supply of replacement parts and consumables on hand in order to expedite repairs when necessary. DMV staff also has preformed upgrades to the various fuel dispensing equipment located at the sites.

DMV continues to provide minor in-house of auto body and fender repairs to the vehicles in the fleet. Whenever possible the use of body parts from the inventory of surplus vehicles or less expensive aftermarket body repair parts, which are available at a lower cost, are used in the completion of these types of repairs.

The Division completed 4265 work orders as of Dec 23, 2009 for preventative and unscheduled repair and maintenance. 13018.5 hours are attributable to these work orders:

- Elizabeth Garage – 1724.
- Turf Shop (Parks and Recreation equipment) – 601.
- Paratransit – 471.
- Scotch Plains (heavy equipment) – 1469.

#### **Mailroom**

- The mailroom processed 657,269 pieces of mail for the calendar year as of October 31, 2009.

- A standardization of the method used to utilize state contracts, thus streamlining the time needed for using Division personnel to enter requisitions and the time needed for Purchasing personnel to approve those requisitions.
- Opening of an online bid portal to provide the means to make public bidding as “paperless” as possible.
- Pursuant to the mandate to pursue Green purchasing, the Division will assess the data from the bio-diesel pilot program which shall be completed in 2010 and make recommendations to pursue more environmentally sound fuel and/or vehicles
- Continue to provide assistance in all “Shared Services” programs that the County may be involved in.

### **Motor Vehicles**

One of the main goals of DMV for the future is to pursue the purchase alternative fueled vehicles and equipment for the County’s fleet as these vehicles become available. Alternative fuel sources such as hydrogen, bio-diesel, and electric powered hybrid vehicles are entering the market and can be purchased to replace existing vehicles in the County’s changing fleet.

A goal for 2010 will be to provide the mechanical staff with the latest on-line repair data and diagnostic information system that will aid the staff at both the Elizabeth and Scotch Plains repair facilities. The complex nature of the vehicles serviced necessitates the need for the most current repair information available to the automotive repair industry.

Barcode scanning of the automotive parts inventory will provide the parts room manager with inventory control and help expedite parts distribution.

DMV needs to acquire factory OEM scan tools for both GM and Ford vehicles in order to better service these vehicles, eliminating the need for the OEM dealerships to diagnose and program computer modules located in the vehicles that the Division currently maintains. DMV also has to provide advanced training to some staff members in the proper programming procedures and advanced diagnostics on the vehicles currently in the County’s fleet.

The Division of Motor Vehicles is purchasing environmentally friendly shop equipment such as new automotive parts clean solvent tanks and eco-friendly cleaning solutions. DMV will seek out all environmentally safe tools and equipment for the repair facilities when available.



# COUNTY OF UNION

## Part C - GOVERNMENT RECORDS REQUEST RESPONSE

Requestor: Tina Renna-UCWA Request Date: 1/19/11

- Document(s) provided: le-file pages, at a total cost of: no fee Item 11, # 3.
- Special Service Charge imposed - Reason: \_\_\_\_\_, cost: \_\_\_\_\_
- Document(s) have been inspected by the requestor on the date shown below: \_\_\_\_\_ documents, \_\_\_\_\_ total pages
- Document(s) not provided (see below)

The document(s) you have requested that are checked below are NOT being provided because the document(s) are considered privileged or are otherwise exempt from public access, as provided by applicable law:

### Privileged or Protected Category

- Advisory, Consultative or Deliberative material
- Autopsy Photos / Video
- Attorney-Client Privilege Information
- Computer Security Information
- Criminal Investigatory Records
- Credit Card Numbers
- Domestic Security (Sabotage or Terrorism)
- Grievance Information with public employer
- Drivers' License Numbers
- Electronic Surveillance Materials
- Emergency or Security Information or Procedures
- Employee Sexual Harassment Complaints
- Fingerprint Cards
- Individual's Medical, Financial, or Tax records
- Insurance Communications
- Investigation in Progress
- Labor Negotiation Information (strategy or positions)
- Personnel or Pension Records
- Photographs of Crime Scene
- Proprietary Information
- Reasonable Expectation of Privacy
- Resumes of unsuccessful applicants
- Safety of persons or the public
- Security Measures and Surveillance Techniques
- Social Security Numbers
- Test Questions, Scoring Keys, or other Exam Data
- Victim records
- Record has been destroyed/not retained pursuant to:
- Other

### Authority for Denial or Redaction

- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 21 (McGreevey)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 2A:156A-19
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 9 (Hughes)
- Executive Order 26 (McGreevey)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-3.a
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-10
- Executive Order 9 (Hughes)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 26 (McGreevey)
- Executive Order 69 (Whitman)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 26 (McGreevey)
- N.J.S.A. 47:1A-1.1; N.J.S.A. 2A:82-46b
- Records Retention and Disposition Schedule

You have a right to appeal this decision that the documents requested are not accessible. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7. Please see the attached "Part D - Procedures to Challenge Denial of Access to Government Records" and GRC information.

Date: 1/28/11

[Signature]  
County Official

### ACKNOWLEDGMENT

I hereby acknowledge that I have received copies of, or have been permitted to view/inspect, the documents requested except for any documents specifically listed above on which a determination has been made that the documents could not be provided in accordance with applicable law. If any documents have not been provided, I have received information as to the procedures for an appeal of the determination.

Date: \_\_\_\_\_ Requestor's Signature \_\_\_\_\_