



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Meeting Agenda Special Called Meeting

Cyril Jefferson, Mayor
Michael Holmes, Mayor Pro Tempore (Ward 6),
Britt W. Moore (At Large), Amanda Cook (At Large), Vickie M.
McKiver (Ward 1), Tyrone Johnson (Ward 2), Monica L. Peters
(Ward 3), Dr. Patrick Harman (Ward 4), and Tim Andrew (Ward 5)

Monday, June 3, 2024

4:00 PM

3rd Floor Conference Room

CALL TO ORDER, ROLL CALL

ADOPTION OF AGENDA

PRESENTATION OF ITEMS

1. [2024-223](#) Fleet Services Departmental Overview
Staff will provide an overview of the Fleet Services Department
Attachments: [Fleet Services Department Overview](#)
2. [2024-224](#) Closed Session - Acquisition of Real Property and Attorney-Client Privilege
Council is requested to go into Closed Session Pursuant to N.C. General Statute §143-318.11(a)(5) and §143-318.11(a)(3) for acquisition of real property and attorney-client privilege.

ADJOURNMENT



City of High Point

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Master

File Number: 2024-223

File ID: 2024-223

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Special Called Meeting

File Created: 05/28/2024

File Name:

Final Action:

Title: Fleet Services Departmental Overview
Staff will provide an overview of the Fleet Services Department

Notes:

Sponsors:

Enactment Date:

Attachments: Fleet Services Department Overview

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: alison.glynn@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT
AGENDA ITEM



TITLE: Fleet Services Departmental Overview	
FROM: Kevin Rogers, Fleet Services Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Fleet Services Department Presentation	

PURPOSE: Staff will provide an overview of the Fleet Services Department.

BACKGROUND: N/A

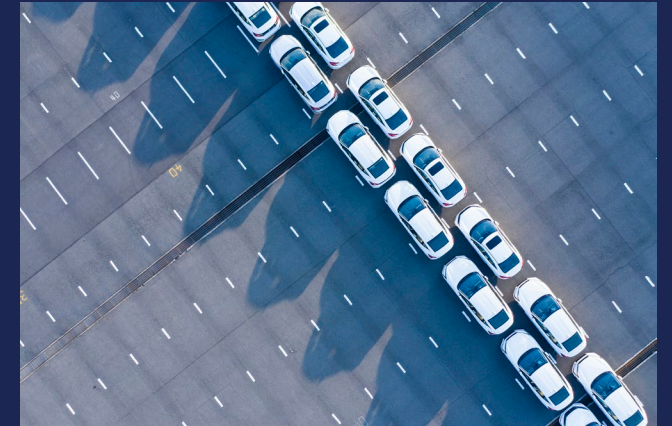
BUDGET IMPACT: N/A

RECOMMENDATION/ACTION REQUESTED: None.



City of High Point Fleet Services Department

Kevin Rogers
Fleet Services Director



City Council
Presentation
June 3, 2024

Agenda

Introduction	Mission / Vision	Background	Customers
Facility / Hours	Staff	Fleet Overview	Motor Pools
Fuel	Fleet Management	Auction	Safety

Who We Are

Fleet Services provides vehicle and equipment acquisition, fuel, and asset disposal

Manage the maintenance and repair operations, replacement funding, purchasing, and coordination of outside vendor repairs

Do this for over 1,100 pieces of equipment city wide



Mission Statement

- To provide our customers with the highest quality fleet management services at the lowest possible cost.

We strive to service the equipment in the most cost-effective manner possible through high productivity of our personnel and sound professional decisions in the management of the fleet.

We are proud of our organization and the services that we provide through hard work, professionalism, and the positive image our people present.

Background



Internal service fund



Revenue is generated from our internal customers who use and operate the equipment owned by Fleet Services through a rental program



Each department has monthly rental payments which include maintenance and repair costs, insurance, and replacement of the equipment



Allows departments to budget a fixed amount for vehicles and equipment

Customers

Police
Department

Public Services

Landfill /
Ingleside

Material
Recycling
Facility

Water &
Sewer

Streets

Parks &
Recreation

Library

Storm Water

Engineering &
Inspections

Planning

Housing &
Community
Development

Electric

Transportation
/ Signs Signals

Facility and Hours

- Located at 3524 Triangle Lake Road
- Operate from 7:00 am until 4:00 pm five days a week
- 24/7 for emergencies, inclement weather, natural disasters, etc.
- Provide mobile emergency service, fuel, and tire repairs



18 Work Bays



Full Police Equipment Installation



Full Tire Inventory



Off Road / Construction



Tire Shop

Staff

- 21 employees
- 1- Shop Manager
- 1- Shop Foreman
- 13- Technicians
- 1- Parts Supervisor
- 2- Parts Technicians
- 2- Administrative
- 1- Fleet Specialist



Fleet Motor Pools

- One located at Fleet Services.
- Future motor pool will be located at City Hall.
- Another is planned to at the Maintenance and Operations Center (MOC)
- Increased utilization of vehicles, increased vehicle availability and lower overall cost.



Fuel

- Operate and maintain 2 fully automated fuel sites
- Over 1,000,000 gallons dispensed annually to the city vehicles and equipment



Gallons	Type
517,332	Unleaded
577,584	Diesel
1,094,916	Total

Fleet Management

Year Long Process

July

- Begin reviewing specifications and preparing for orders
- Analyze lead times and end of model year discounts

Fall / Winter

- Analyze our fleet program
- Review maintenance history
- Replacement factors: Age, mileage, maintenance costs, useful life



Fleet Management

Fall / Winter

Utilization

- Look at annual usage
- Purchase new or used
- Reassignments
- Rental opportunities
- Potential for right sizing



Fleet Management

January

Meet with departments

- Ensure that the proper equipment is discussed
 - use
 - safety
 - environmental impacts
 - cost
- This is the time that right sizing the vehicles is discussed and potentially eliminating underutilized vehicles/equipment



Fleet Management

Spring

- Begin preparing vehicle and equipment specifications
- Standardization benefits, cost savings
- Contact potential vendors and suppliers
- Schedule equipment demonstrations
- Explore for end of year programs
- Look for state and national contract opportunities
- Process starts over



Auction

- Surplus equipment sold through online auction
- Generates \$650,000 - \$900,000 annually
- \$10 million since 2008



Safety

- Recognized by the NC Department of Labor for Safety and Health efforts that resulted in reduction of injuries and promotion of safer working conditions
- Received first Gold Award in June 2024





Thank You



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