

# CITY OF HIGH POINT

## AGENDA ITEM



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



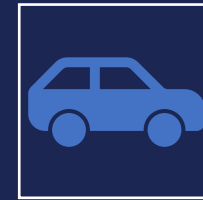
Internal service fund



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
<b>1,094,916</b>	<b>Total</b>



# 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