**RESOLUTION 2017-________**

**A RESOLUTION AMENDING THE ADOPTED FLEET PLACEMENT PROGRAM RESOLUTION 2011-149 WHICH ESTABLISHED A FLEET REPLACEMENT PROGRAM FOR THE BOARD OF COUNTY COMMISSIONERS; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Board of County Commissioners adopted Resolution 2011-149 establishing the fleet replacement program with an effective date of October 1, 2011.

**WHEREAS**, the Fleet Replacement Team established pursuant to Section 5.1 recommends revisions to Sections 5.2 Life Cycle Table 1 Schedule of Life Cycles and 5.5 Replacement Criteria.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, Nassau County, Florida in regular session duly assembled on the ___ day of August, 2017 that the revised Fleet Replacement Program attached hereto as Exhibit A be adopted effective of October 1, 2017.

BOARD OF COUNTY COMMISSIOERS
NASSAU COUNTY, FLORIDA

______________________________
DANIEL B. LEEPER
Its: Chairman

Attest as to Chairman's Signature:

______________________________
JOHN A. CRAWFORD
EX-OFFICIO CLERK

Approved as to Form by the
Nassau County Attorney:

______________________________
MICHAEL S. MULLIN

**Exhibit A**

# Nassau County
# Board of County Commissioners

# Fleet Replacement Program

~~September 26, 2011~~

## SECTION 1-HISTORY

Nassau County Board of County Commissioners fleet inventory consists of approximately 238 units with an acquisition cost of $11.7 million as of June 2011.

Nassau County has limited prior history pertaining to planned or programmed vehicle replacement. Fleet acquisition occurred as a result of the annual budget process requiring Departments to approach the Board individually and justify their needs resulting in erratic purchase history and funding.

The mission of this Fleet Replacement Program is to develop a fiscally responsible program that will meet the operating and financial goals of the Nassau County Board of County Commissioners.

## SECTION 2-OBJECTIVES

The objectives of this program are as follows:

2.1 Standardize replacement criteria and guidelines.

2.2 Provide a mechanism in which funding for fleet replacements is available, in advance of the need, through the establishment of a replacement reserve in each operating fund and possibly the One Cent Sales Surtax Fund.

2.3 Eliminate the requirement to request approval from the Board for each replacement unit.

2.4 Provide Departments and employees with reliable, safe, and correct vehicles and equipment to assist them in meeting their responsibilities and job functions.

2.5 Provide for the timely acquisition and disposal of units, therefore maximizing the dollar resources available for meeting fleet needs.

2.6 Right size the fleet and promote standardization. Insure the County has the optimum number and type of vehicles and equipment. Working with Departments, the Fleet Replacement team establishes the baseline for the types of units needed.

2.7 Smooth the outflow of capital funding and the rotation of incoming and outgoing units year to year to prevent spikes in cash and asset flow from one year to the next.

2.8 Reduce maintenance costs by eliminating old, expensive to maintain fleet.

**SECTION 3-SCOPE**

The Program provides for the planned replacement of all Nassau County Board of County Commissioners fuel consuming vehicles and equipment (rolling stock only), their attachments and implements with an estimated replacement cost of $10,000 or more.
The Program will be administered by the Fleet Replacement Team consisting of the Fleet Manager of the Public Works Department, an Office of Management and Budget Department representative, and a third member knowledgeable of fleet replacement programs

Additions and expansions to the existing fleet are not part of the Fleet Replacement Program and will be considered separately.

Program excludes Constitutional Officers, other taxing authorities, not for profit agencies and any other entities not under control of the Nassau County Board of County Commissioners.

**SECTION 4-FUNDING**

4.1 Annual contributions to replacement reserves in operating funds will depend upon the detailed analysis of fleet units and seed funding approved by the Board to initiate the program.

4.2 Funding for vehicle and equipment replacement will be provided primarily by the replacement reserve in the department's specific operating fund, the One Cent Sales Surtax Replacement reserve or other sources as approved by the Board of County Commissioners.

4.3 Replacements will be fully funded no later than the end of the 3rd quarter (by June 30th) of the scheduled replacement year.

4.4 Trade-in values and buyback programs are considered funding sources.

4.5 Program will not be utilized to fund fleet additions or to fully fund vehicles totaled due to accident damage. If a vehicle/equipment is totaled due to an accident for which external funds (i.e. insurance) are unavailable, the accumulated replacement funding for that unit will be used to help fund the replacement. Any additional funding must be provided from sources beyond the reserve replacement funds.

4.6 Proceeds from vehicles and equipment sold at auction will be credited to the reserve replacement fund in the specific operating fund of the associated department.

4.7 Adopted Financial Policies will be adhered to at all times with deviations approved by the Board of County Commissioners.

## SECTION 5-REPLACEMENT PLAN

### 5.1 Fleet Replacement Team

The Fleet Replacement Team consists of
First Tier Team-

- Fleet Manager-Public Works Department
- Office of Management and Budget Representative
- Third member knowledgeable of fleet replacement programs
- Department Head

Second Tier Team-

- Office of Management and Budget Director
- County Manager

### 5.2 Life Cycle:

The Replacement Program was developed on the premise that an average life span can be established for a group (type/subclass) of equipment based on industry standards and/or analysis of the group's performance within the organization. This average life cycle (age) is used primarily to determine annual replacement funding and to provide a reference point to review the economic feasibility of retention versus replacement. Because the life expectancy is an average, it is anticipated that some vehicles and equipment will operate beyond their estimated useful life and some will be replaced early.

A unit shall be considered to have met its economical replacement point when it has reached the optimum replacement criteria in the Fleet Life Cycle. The replacement criteria to be evaluated are based on age, mileage/hours, utilization, maintenance history, projected maintenance, physical condition, obsolescence and buyback programs. The fact that a particular unit has reached an age and/or usage threshold that makes it a candidate for replacement does not mean it will automatically be replaced. .

Sources of data for life cycles were industry standards, review of other governments programs, and internal discussions. Refer to TABLE 1 for Schedule of Life Cycles.

### 5.3 Long-Term Planning:

A minimum five (5) year replacement plan will be maintained by the Fleet Management Division and the Office of Management and Budget based on the average life for each unit and its expected replacement cost. Plan is used for long range budgeting and replacement decisions. Goal is to develop a ten (10) year plan at some time in the future.

**5.4 Short-Term Planning:**

The replacement plan will be updated annually by reviewing the historical performance of individual units against the established replacement standards. Annual replacement amounts for each operating fund will be calculated by the Office of Management and Budget based upon the Replacement Plan.

**5.5 Replacement Criteria:**

Various factors determine the estimated replacement time for units with each unit reviewed annually to determine status. Selection criteria shall be based on the following factors:

a. Age – the age of unit meets projected life for the asset's class type, the historical point where the cost of ownership for this class of goods would exceed its market value.

b. Usage - miles driven/hours of operation meets projected miles/hours of operation for the asset's class type, the historical point where maintenance costs begin to escalate significantly.

c. Condition of unit – evaluate body condition, rust, interior condition, anticipated repairs, accident history.

d. Reliability - frequency and type of repairs to date and needed repairs other than preventive maintenance.

e. Maximum Cost to Repair –if cost to repair exceeds ~~40~~25% of replacement cost.

f. Maximum Total Repairs – if total of cumulative repair costs plus cost to repair exceeds ~~75~~50% of replacement value.

g. User Department evaluation – team meets with user department to determine if the unit continues to meet their operational needs.

h. Funding availability.

**5.6 Annual Process:**

a. Replacement workbooks will be distributed to departments annually for review and update. Initially in Summer 2011, departments will complete the replacement workbook for FY11/12 requests only. In January of 2012, and each January thereafter, a comprehensive review of all vehicles and equipment will occur for replacement up to the next 10 years and at a minimum five (5) years. Sources for workbook data are the general ledger fixed asset program, prior year workbook, unit inspection and department held information such as repair history, mileage, replacement quotes, etc.

b. The First Tier Team will review, propose update, and recommend replacements for the upcoming budget, and up to 10 years, to the Second Tier Team. Initial year of program (FY11/12) estimated August 2011, subsequently March-April each year.

c. After review and approval of the Second Tier Team, a final Fleet Replacement Plan will be provided to OMB prior to budget preparation and will include annual replacement amounts by operating fund.

d. A detailed Fleet Replacement Plan will be provided to the Board when the Budget Officer presents the proposed annual budget in July of each year.

e. The Board of County Commissioners has the ultimate approval for the Fleet Replacement Plan with the adoption of the annual County budget.

**5.7 Acquisition Process:**

a. The Fleet Replacement Plan will be followed and only scheduled replacements purchased.

b. Requisitions must be reviewed by the First Tier Team to verify consistency with approved Plan prior to other required approvals.

c. The adopted Purchasing Policy will be followed.

d. A special replacement request may be initiated by a department during the year to the Fleet Replacement team. All requests will clearly identify why a fleet unit should be replaced earlier than the plan scheduled date.

**5.8 User Department Responsibilities:**

a. Maintain vehicles and equipment in good working condition.

b. Follow recommended preventive maintenance schedules.

c. Maintain repair and maintenance summary records for each unit for the life of the unit.

d. Review and update annual replacement workbooks distributed by OMB providing repair and maintenance summary data and replacement data documentation.

## SECTION 6-ADDITIONS AND EXPANSION TO EXISTING FLEET

As stated under section 3. SCOPE, additions and expansions to the existing fleet are not part of the Fleet Replacement Program. These requests will be considered separately in a format similar to Capital Improvement Plan potential projects requests.

**Nassau County, Florida Board of County Commissioners**
**FLEET REPLACEMENT PROGRAM**
**TABLE 1-SCHEDULE OF LIFE CYCLES**

| Subclass | Description | ESTIMATED LIFE CYCLE MILES | HOURS | YEARS | CHANGES |
|---|---|---|---|---|---|
| **VEHICLES** | | | | | |
| 602 | AUTOMOBILE | 200,000 | | 12 | |
| 604 | VAN | | | | |
| | VAN-PASSENGER | 200,000 | | 10 | |
| | VAN-WORK | 200,000 | | 8 | |
| | | | | | |
| **TRUCKS** | | | | | |
| 625 | CREW TRUCK | 200,000 | | 10 | |
| 613 | SPORT UTILITY VEHICLE | 200,000 | | 12 | |
| 601 | TRUCK | | | | |
| | TRUCK-ADMINISTRATIVE | 200,000 | | 12 | |
| | TRUCK-WORK | 200,000 | | 10 | |
| | | | | | |
| **SPECIALIZED TRUCKS** | | | | | |
| 707 | BUCKET TRUCK | 200,000 | | 15 | |
| 617 | ROLL-OFF TRUCK | 300,000 | | 10 | |
| 620 | SERVICE VEHICLE | 250,000 | | 15 | |
| 603 | TRUCK - DUMP | 400,000 | | 12 | |
| 611 | FLATBED TRUCK | 200,000 | | 10 | MOVED FROM TRAILERS SECTION |
| | | | | | |
| **HEAVY EQUIPMENT** | | | | | |
| 576 | BACKHOE | | 7,500 | 15 | |
| 570 | BULLDOZER | | 7,500 | 15 | |
| 578 | HYDRAULIC EXCAVATOR | | 7,500 | 15 | EXPANDED TO 579 |
| 579 | TELESCOPIC EXCAVATOR | | 5,000 | 10 | EXPANDED FROM 578 |
| 562 | FRONT END LOADER | | 7,500 | 15 | EXPANDED TO 712 |
| 712 | SKID STEER LOADER | | 5,000 | 10 | EXPANDED FROM 562, INCLUDES MULTI-TERRAIN LOADER AND POST-TRACK |
| 701 | GRADER | | 7,500 | 10 | CHANGED FROM 12 YEARS |
| 702 | TRACTOR-FARM | | 5,000 | 10 | |
| 703 | MOWING ATTACHMENTS | | | 5 | DID READ "MOWER", EX-BUSH HOG, BATWING |
| 704 | MOWING TRACTOR/COMBO | | 5,000 | 7 | |
| 705 | HEAVY EQUIPMENT ATTACHMENTS | | | 10 | ITEMS ATTACHED TO VARIOUS HEAVY EQUIP PIECES NOT MOVING ATTACHMENTS (703) |
| 708 | ROLLER | | 4,000 | 15 | |
| 641 | STREET SWEEPER | | 5,000 | 15 | |
| 619 | TRUCK TRACTOR | 300,000 | | 10 | |
| 709 | MISC HEAVY EQUIP | VARIES | VARIES | VARIES | |
| | | | | | |
| **TRAILERS** | | | | | |
| 622 | TRAILER | | | 15 | ADDED SUBCLASS |
| 637 | TRAILER-TRANSPORTING | | | 15 | DELETED 705 TRAILER CODE, SB 637 |
| | | | | | |
| **MISCELLANEOUS EQUIPMENT** | | | | | |
| 510 | PRESSURE WASHER | | | 10 | ADDED SUBCLASS |
| 520 | MOWER-SELF PROPELLED | | | 5 | DID READ "LAWN MOWER", EX-ZERO TURN, LAWN MOWERS |
| 558 | SHREDDER/CHIPPER | | 4,000 | 10 | CHANGED FROM 15 YEARS |
| 616 | UTILITY VEHICLE | | 5,000 | 7 | ADDED SUBCLASS |
| 576 | MAN LIFTS | | | 15 | ADDED SUBCLASS-WAS IN 150 SHOP LIFTS |
| 572 | FORK LIFTS | | | 15 | ADDED SUBCLASS |
| | | | | | |
| **FIRE RESCUE** | | | | | |
| 607 | FIRE TRUCK | | | | |
| | Aerial (ladder) Fire Apparatus | 100,000 | | 11 | |
| | Pumper Fire Apparatus | 100,000 | | 9 | |
| | Quint Fire Apparatus | 100,000 | | 11 | |
| 607 | Brush Fire Apparatus | 125,000 | | 9 | |
| 606 | RESCUE UNIT | | | | |
| | Rescue Unit (medium) | 200,000 | | 4 | |
| | Rescue Unit (light/small chasis) | 120,000 | | 3 | |
| | Staff Vehicles-Emergency | 175,000 | | 6 | |
| | Staff Vehicles-Non Emergency | see above by type | | | |