

PURPOSE: Nassau County has a significant investment in fleet vehicles and equipment. In a continuing effort to develop and maintain a fiscally responsible program that meets the operating and financial goals of the Board of County Commissioners for both new acquisitions and replacement of its fleet and equipment, the County hereby establishes the following Fleet Policy.

SCOPE: The Fleet Policy provides for the planned replacement of all Nassau County Board of County Commissioners 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 Committee. It will also consider new fleet and equipment acquisitions as an integral part of the Program. The 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.

POLICY:

A. The objectives of this program are as follows:

1. Standardize replacement criteria and guidelines.
2. Provide a mechanism in which funding for fleet replacements is available, in advance of the need, through the establishment of a fleet replacement reserve.
3. Provide for Board approval through the annual budget process.
4. Provide Departments and employees with reliable, safe, and correct vehicles and equipment to assist them in meeting their responsibilities and job functions.
5. Provide for the timely acquisition and disposal of units, therefore maximizing the dollar resources available for meeting fleet needs.
6. Right size the fleet and promote standardization. Ensure the County has the optimum number and type of vehicles and equipment. Working with Departments, the Fleet Committee establishes the baseline for the types of units needed.
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.
8. Reduce maintenance costs by eliminating old, expensive units to maintain the fleet.

B. FUNDING:

1. Annual contributions to replacement reserves will depend upon the detailed analysis of fleet units.
2. Funding for vehicle and equipment replacement and new purchases will be provided primarily by the replacement reserve or other sources as approved by the Board of County Commissioners.
3. Trade-in values and buyback programs are considered funding sources.
4. Proceeds from vehicles and equipment sold at auction will be credited to the reserve replacement fund.
5. Adopted Financial Policies will be adhered to at all times with deviations approved by the Board of County Commissioners.
6. All purchases through the “Fleet” or “FRP” project codes may be acquired directly through a purchase order in lieu of a separate contract or agreement.

C. REPLACEMENT/ACQUISITION PLAN

1. Fleet Committee

The Fleet Committee consists of

- Fleet Manager-Public Works Department
- Office of Management and Budget Representative
- Third member knowledgeable of fleet replacement programs
- Department Head or representatives (as needed)

- _____ Public Works Director or designee and
- County Manager's office

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.

3. Long Term Planning

A five (5) year replacement plan will be maintained by Fleet Management and the Office of Management and Budget based on the average life for each unit and its expected replacement cost. Planning is used for long range budgeting and replacement decisions.

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. 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:

- 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.
- 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.
- Condition of unit - evaluate body condition, rust, interior condition, anticipated repairs, accident history.
- Reliability - frequency and type of repairs to date and needed repairs other than preventive maintenance.
- Maximum Cost to Repair -if cost to repair exceeds 50% of replacement cost.
- Maximum Total Repairs -if total of cumulative repair costs plus cost to repair exceeds 75% of replacement value.
- User Department evaluation - team meets with user department to determine if the unit continues to meet their operational needs.
- Funding availability.

6. Annual Process

- Fleet request forms will be distributed to departments annually for review and update.
- The Fleet Committee will review, propose update, and recommend new acquisitions/replacements for the upcoming budget, and up to 5 years.
- After review and approval, a final Fleet Plan will be provided to OMB prior to budget preparation [for final review and direction](#) and will include annual new acquisitions/replacement amounts.
- The Board of County Commissioners has the ultimate approval for the Fleet Replacement Plan with the adoption of the annual County budget.

7. Acquisition Process

- The Fleet Replacement Plan will be followed and only scheduled replacements purchased.
- Requisitions must be reviewed by the OMB Director to verify consistency with approved Plan prior to other required approvals.
- The adopted Purchasing Policy will be followed. Fleet vehicles and equipment may be purchased through a purchase order executed by the County Manager when purchased through a state agreement, piggyback, cooperative agreement, or other similar process.
- A special replacement request may be initiated by a department during the year to the Fleet Committee. All requests will clearly identify why a fleet unit should be replaced earlier than the plan scheduled date.

8. User Department Responsibilities

- Maintain vehicles and equipment in good working condition.
- Follow recommended preventive maintenance schedules.
- Maintain repair and maintenance summary records for each unit for the life of the unit.
- Review and update fleet request forms distributed by OMB providing repair and maintenance summary data and replacement data documentation.

D. ADDITIONS AND EXPANSION TO EXISTING FLEET

Fleet additions and expansion requests will be considered concurrently with the Fleet Replacement Plan, to assure a comprehensive review of all fleet and equipment.

SCHEDULE OF LIFE CYCLES

| Category | Sub Category New | Sub Category Old | Unit Class | Miles | Hours | Years | |
|----------|------------------|------------------|------------------------------------|------------|-------|-------|--------------------------------------|
| 1 | 100 | 602 | Auto Vehicle | 20000 0 | N/A | 12 | Vehicles |
| 1 | 110 | 604 | Van Passenger | 20000 0 | N/A | 10 | |
| 1 | 120 | 604 | Van Service | 20000 0 | N/A | 8 | |
| 1 | 130 | 613 | SUV | 20000 0 | N/A | 12 | |
| 2 | 200 | 601 | Pick-Up Truck Administration | 20000 0 | N/A | 12 | Light Duty Pick-Trucks |
| 2 | 210 | 601 | Pick-Up Truck Standard Cab | 20000 0 | N/A | 10 | |
| 2 | 215 | 625 | Pick-Up Truck Crew Cab | 20000 0 | N/A | 10 | |
| 3 | 300 | 601 | Pick-Up Truck Service Body | 25000 0 | N/A | 15 | Light Duty Specialized Trucks |
| 3 | 310 | 611 | Pick-Up Truck Flat Bed | 25000 0 | N/A | 15 | |
| 3 | 320 | 620 | Pick-Up Truck Fab Body | 25000 0 | N/A | 15 | |
| 3 | 330 | 625 | Pick-Up Truck Animal Care | 25000 0 | N/A | 15 | |
| 3 | 340 | 611 | Pick-Up Truck Landscape Body | 25000 0 | N/A | 15 | |
| 3 | 350 | 603 | Pick-Up Truck Dump Body | 25000 0 | N/A | 15 | |
| 3 | 360 | 707 | Pick-Up Truck Bucket Lift | 25000 0 | N/A | 15 | |
| 3 | 370 | 620 | Pick-Up Truck Scissors Lift | 25000 0 | N/A | 15 | |
| 3 | 380 | 601 | Misc Light Duty Pick-Up Truck | 25000 0 | N/A | 15 | |
| 4 | 400 | 620 | Chipper Box Truck | 20000 0 | N/A | 15 | Heavy Duty Specialized Trucks |
| 4 | 410 | 707 | Bucket Truck Large | 20000 0 | N/A | 15 | |
| 4 | 420 | 617 | Roll Off Truck | 30000 0 | N/A | 10 | |
| 4 | 430 | 709 | Vactor Truck | 20000 0 | N/A | 15 | |
| 4 | 440 | 619 | Simi Tractor Truck | 30000 0 | N/A | 10 | |
| 4 | 450 | 603 | Tandem Dump Truck | 40000 0 | N/A | 12 | |
| 4 | 460 | 611 | Water Tank Truck | 20000 0 | N/A | 15 | |
| 4 | 470 | 611 | Fuel Truck | 20000 0 | N/A | 15 | |
| 4 | 475 | 611 | Lube Truck | 20000 0 | N/A | 15 | |
| 4 | 480 | 611 | Flat Bed Truck Large | 20000 0 | N/A | 10 | |
| 4 | 490 | 641 | Sweeper Street Truck | 5000 | N/A | 15 | |
| 4 | 495 | 709 | Misc Heavy Duty Specialized Trucks | N/A | N/A | N/A | |

Board of County Commissioners
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|---|-----|-----|--|------------|------|-----|------------------------|
| 5 | 500 | 576 | Back-Hoe with Attachments | N/A | 7500 | 15 | Heavy Equipment |
| 5 | 510 | 712 | Skid Steer With Attachments | N/A | 5000 | 10 | |
| 5 | 520 | 562 | Wheeled Loader with Attachment | N/A | 7500 | 15 | |
| 5 | 530 | 570 | Bulldozer | N/A | 7500 | 15 | |
| 5 | 540 | 701 | Grader | N/A | 7500 | 10 | |
| 5 | 550 | 578 | Excavator Large | N/A | 7500 | 15 | |
| 5 | 555 | 578 | Excavator Small | N/A | 7500 | 15 | |
| 5 | 560 | 579 | Gradall | N/A | 5000 | 10 | |
| 5 | 570 | 708 | Roller Steel Drum | N/A | 4000 | 15 | |
| 5 | 580 | 702 | Mowing Tractor Base Unit | N/A | 7500 | 10 | |
| 5 | 581 | 704 | Mowing Tractor with Sidearm Attachment | N/A | 5000 | 7 | |
| 5 | 582 | 704 | Slope Mower | N/A | 5000 | 7 | |
| 5 | 590 | 703 | Mowing Decks Wing Large | N/A | N/A | 5 | |
| 5 | 595 | 703 | Mowing Decks Brush Hog | N/A | N/A | 5 | |
| 5 | 598 | 709 | Misc Heavy Equipment | N/A | N/A | N/A | |
| 6 | 600 | 637 | Trailer Transport 5th Wheel | N/A | N/A | 15 | Trailers |
| 6 | 610 | 622 | Trailer Equipment | N/A | N/A | 15 | |
| 6 | 620 | 622 | Trailer Utility Open Deck | N/A | N/A | 15 | |
| 6 | 630 | 622 | Trailer Closed Cargo | N/A | N/A | 15 | |
| 6 | 640 | 622 | Misc Trailer | N/A | N/A | N/A | |
| 7 | 700 | 576 | Telescopic Manlift Self Propelled | N/A | N/A | 15 | Light Equipment |
| 7 | 705 | 576 | Scissors Personnel Lift | N/A | N/A | 15 | |
| 7 | 710 | 510 | Mobile Pressure Washer Trailer Mounted | N/A | N/A | 10 | |
| 7 | 720 | 520 | Mower Self Propelled | N/A | N/A | 5 | |
| 7 | 730 | 558 | Shredder Chipper | N/A | 4000 | 10 | |
| 7 | 740 | 558 | Stump Grinder | N/A | 4000 | 10 | |
| 7 | 750 | 616 | Utility Vehicle | N/A | 5000 | 7 | |
| 7 | 760 | 616 | ATV | N/A | 5000 | 7 | |
| 7 | 770 | 572 | Forklift All Terrain | N/A | N/A | 15 | |
| 7 | 775 | 572 | Forklift Hard Surface | N/A | N/A | 15 | |
| 7 | 780 | 709 | Hydro Seeder | N/A | 3000 | 10 | |
| 7 | 790 | 709 | Misc Light Equipment | N/A | N/A | N/A | |
| 8 | 800 | 607 | Aerial Ladder Fire Apparatus | 10000 0 | N/A | 11 | Fire |
| 8 | 810 | 607 | Pumper Fire Apparatus | 10000 0 | N/A | 9 | |
| 8 | 820 | 607 | Quint Fire Apparatus | 10000 0 | N/A | 11 | |
| 8 | 830 | 607 | Brush Fire Apparatus | 12500 0 | N/A | 9 | |
| 8 | 840 | 606 | Rescue Unit Medium Chassis | 20000 0 | N/A | 4 | |
| 8 | 850 | 606 | Rescue Unit Light Chassis | 12000 0 | N/A | 3 | |

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|---|-----|-----|------------------------------|------------|------|-----|
| 8 | 860 | 601 | Staff Emergency Vehicles | 17500 0 | N/A | 6 |
| 8 | 870 | 601 | Staff Support Vehicles | 20000 0 | N/A | 12 |
| 8 | 880 | 601 | Staff Non Emergency Vehicles | 20000 0 | N/A | 12 |
| 8 | 890 | 606 | Misc Fire Equipment | N/A | N/A | N/A |
| 9 | 900 | 709 | Generator Skid Mounted | N/A | 8000 | 15 |
| 9 | 910 | 709 | Generator Trailer Mounted | N/A | 8000 | 15 |

Generators