



V I L L A G E O F K E Y B I S C A Y N E

Village Council

Michael W. Davey, *Mayor*

Allison McCormick, *Vice Mayor*

Luis Lauredo

Edward London

Brett Moss

Katie Petros

Ignacio J. Segurola

MEMORANDUM

DATE: January 15, 2019
TO: Honorable Mayor and Council Members
FROM: Andrea Agha, Village Manager
RE: Fleet Management Policy *AMA*

RECOMMENDATION

Approve the implementation of a Village wide Fleet Management Policy.

BACKGROUND

Historically, the Village of Key Biscayne has procured fleet vehicles and equipment on an as needed basis. By doing so, the fleet at times has become depleted, maintenance costs have exceeded actual value of the asset and services at times have been interrupted. Recognizing that the fleet of vehicles and motorized equipment is essential for efficient delivery of services, it became incumbent upon management to create an ongoing policy for renewal, replacement and disposal of fleet resources. The implementation of this policy provides the Village with long term strategic planning and budgeting processes.

The adoption of this policy will deliver sound management of capital resources, thus providing a fleet that is reliable, available when needed, and appropriate for tasks required to support the Village of Key Biscayne operations.

Resolution

Exhibit A: Fleet Management Policy

Exhibit B: Process Flow and Existing Fleet Illustration

RESOLUTION NO. 2019- _____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, ADOPTING A FLEET REPLACEMENT POLICY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Key Biscayne (“Village”) recognizes that the Village’s fleet of vehicles and motorized equipment (the “Fleet”) is essential for the efficient delivery of services to its residents and visitors; and

WHEREAS, the Village wishes to ensure its Fleet is reliable, available when needed, and appropriate for tasks required to support the Village’s operations; and

WHEREAS, the Village Council wishes to adopt a Fleet Management Policy (the “Policy”) to provide standards and procedures for the replacement of the Village’s Fleet; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. **Recitals Adopted.** That each of the recitals stated above is hereby adopted and confirmed.

Section 2. **Adoption and Approval of the Policy.** The Village Council hereby approves and adopts the Policy as set forth in Exhibit “A” and Exhibit “B” attached hereto and incorporated herein.

Section 3. **Implementation.** The Village Council authorizes the Village Manager to take all action reasonably necessary to implement and enforce the Policy and the purpose and intent of this Resolution.

Section 4. **Effective Date.** That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this 15th day of January, 2019.

ATTEST:

MICHAEL W. DAVEY, MAYOR

JENNIFER MEDINA, CMC
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY

Exhibit "A"

**VILLAGE OF KEY BISCAYNE
FLEET MANAGEMENT POLICY**

Village of Key Biscayne

Fleet Management Policy

Version: 4 – 1/8/2019

The purpose of this policy is to establish standards and procedures for the replacement of the Village's vehicles and motorized equipment (the "Fleet") at lifecycles intended to minimize life-cycle costs and maximize the performance of the Fleet.

The Village's Fleet is essential for the efficient delivery of services to residents and visitors. Consequently, a primary focus of this policy is to ensure vehicles are reliable, available when needed, and appropriate for the tasks required to support the Village's operations.

The following general replacement cycles will be applied to plan for the replacement of vehicles and equipment:

Type	Years		Mileage/Use
Cars	7	or	100,000
Police/Fire Cars	7	or	100,000
Pickups, Vans, SUVs	10	or	100,000
Trucks/Buses	10	or	125,000
ATVs	5	or	NA
Equipment, trailers, boats	10	or	NA
Rescue Trucks (Ambulances)	7	or	150,000
Fire Apparatus (Pumpers)	10	or	NA
Fire Apparatus (Ladders)	12	or	NA

Replacement cycles are set to comply with generally accepted best management practices adopted by other Florida municipalities. Note that the cycle for fire apparatus' are shorter than in many cities (10 to 12 years vs 12 to 15 years) in recognition of the fact

that the Village has no spare fire apparatus which produces significant cost savings, yet also raises associated risks.

The Village's fleet manager will maintain a long term financial plan to support the Village's annual appropriation for fleet replacement. The plan will apply the replacement cycles in the above table to updated replacement cost estimates. Significant peaks and valleys in funding needs will be leveled by reducing or accelerating the replacement of individual units to produce budgets that are relatively predictable and consistent.

Once funding is approved in annual budgets, the Village's designated fleet manager will assess each vehicle in the fleet and develop a prioritized list of the units consistent with the Policy. Factors considered will include, but are not limited to the following: how critical units are to a department's mission; the availability of spares; and the unit's age, mileage, condition, reliability, and repair costs.

Vehicles are tools that help the Village efficiently serve the community. Therefore, replacement vehicle types will be matched to the job that needs to be performed. The utility of vehicles will be the primary focus in selecting the type of vehicles to purchase including safe and functional operating capabilities; requirements to meet specific job demands (such as towing, operating off road, ground clearance, transporting heavy payloads); or performing law enforcement or fire services duties. Preference will be given to vehicles that have proven reliability, fuel economy, and resale value. Optional equipment will be limited to items that extend functionality and utility.

The Village is focused on lowering its carbon footprint. Therefore, vehicle types purchased will be the minimum size required to do the intended job. Preference will be given to vehicle types that maximize fuel economy and minimize tailpipe emissions so long as doing so does not compromise the utility of vehicles or materially increase costs.

Once vehicles are replaced, they will be removed from service and sold or otherwise disposed of. Retention of replaced vehicles will generally not be approved except by written approval from the Village Manager to meet a specific purpose (such as for a short-term special project or to temporarily replace a vehicle that is not economical to repair) and then only for a period not exceeding 3 months without the Village Manager's reapproval.

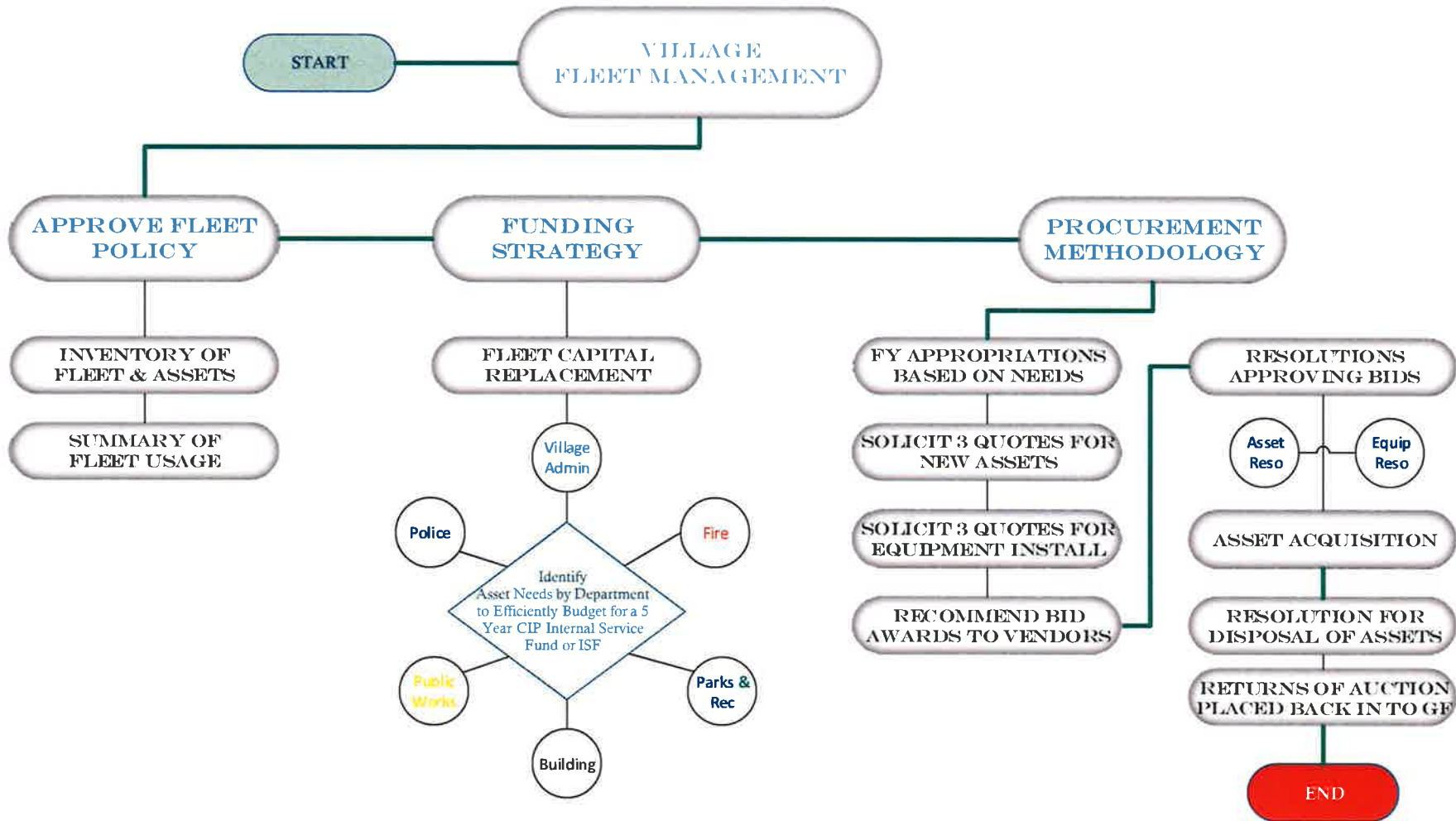
VILLAGE OF KEY BISCAIYNE



FLEET MANAGEMENT



VILLAGE OF KEY BISCAYNE



FLEET CAPITAL REPLACEMENT POLICY



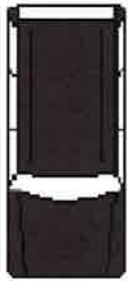
VILLAGE OF KEY BISCAIYNE



VILLAGE ADMINISTRATION VEHICLES



700
2017
Ford
Explorer



003
2010 Ford
Expedition

BUILDING & ZONING CODE VEHICLES



BZP1701
2017
Ford
C Max Hybrid

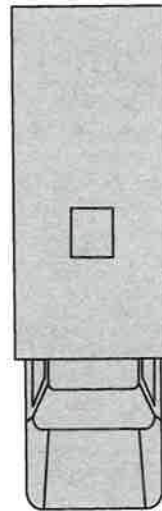


BZP1702
2017
Ford
C Max Hybrid

PARKS & RECREATIONS VEHICLES



PR701
2007 Ford
Sports Trac



PR1702
2017 Ford
Odyssey Bus

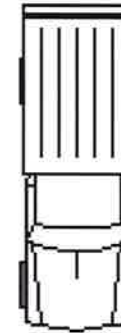


PR801
2008
John Deere
Gator TX 2WD

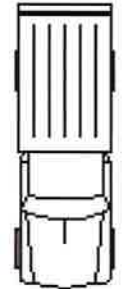


PR1701
2017
John Deere
Gator TH 6X4

PUBLIC WORKS VEHICLES



PW1401
2014 Ford
F250 P/U



PW1701
2017 Ford
F150 P/U



PW1301
2013 Club
Carryall 295



PW1801
2018
John Deere
XUV825 S4

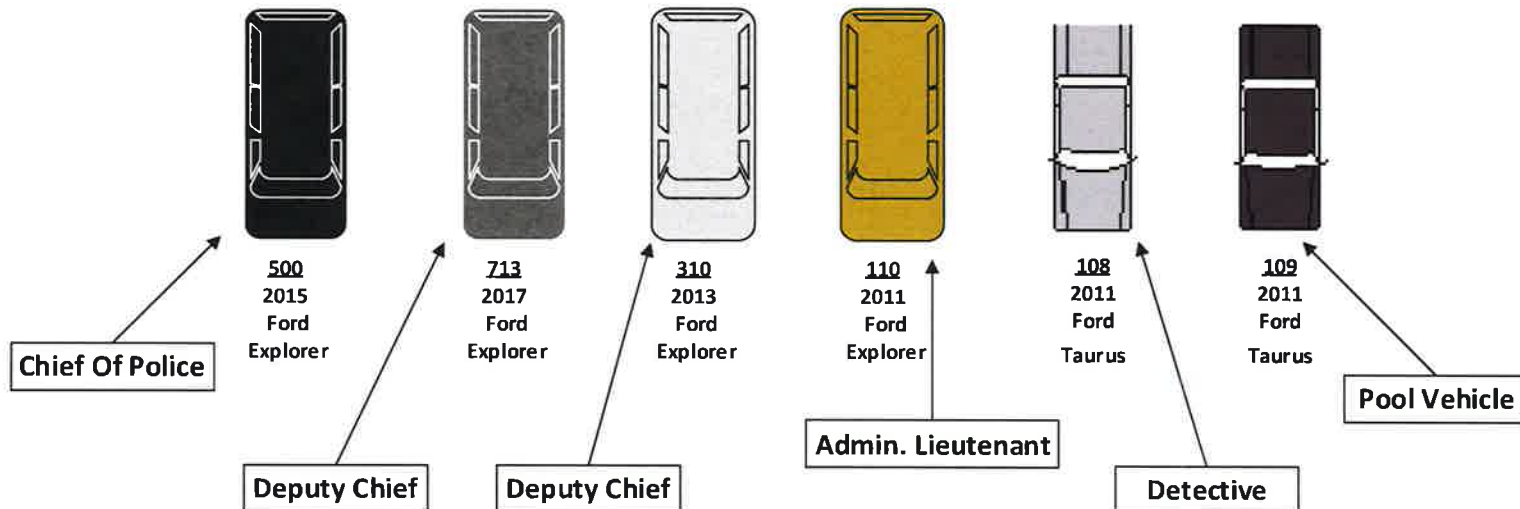


PW1302
2013 CAT
TH255c

MUNICIPAL VEHICLES



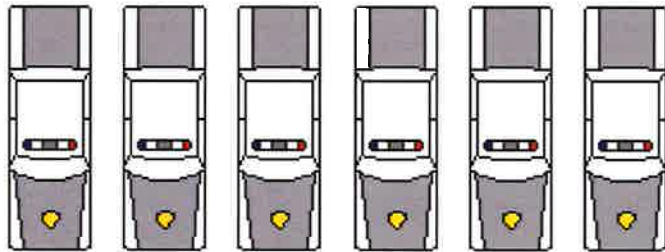
KEY BISCAIYNE POLICE DEPARTMENT



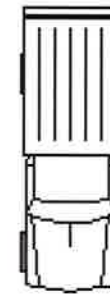
UNMARKED POLICE EMERGENCY RESPONSE VEHICLES



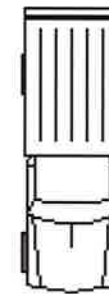
KEY BISCAIYNE POLICE DEPARTMENT



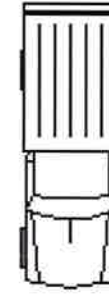
701	903	002	007	008	100
2007	2009	2010	2010	2010	2011
Ford	Ford	Ford	Ford	Ford	Ford
Crown	Crown	Crown	Crown	Crown	Crown
Victoria	Victoria	Victoria	Victoria	Victoria	Victoria



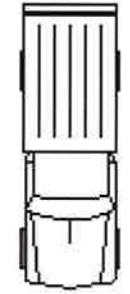
001
2010 Ford
F150 P/U



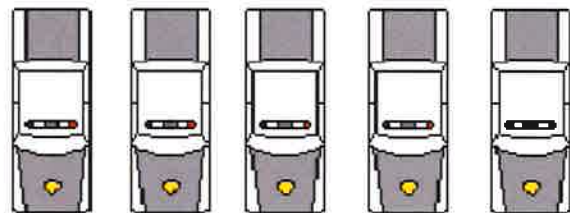
102
2011 Ford
F150 P/U



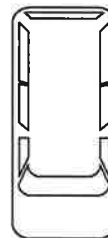
103
2011 Ford
F150 P/U



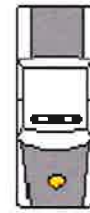
106
2011 Ford
F150 P/U



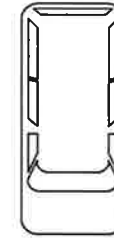
300	301	302	303	304
2013	2013	2013	2013	2013
Ford	Ford	Ford	Ford	Ford
Police	Police	Police	Police	Police
Intrcept.	Intrcept.	Intrcept.	Intrcept.	Intrcept.



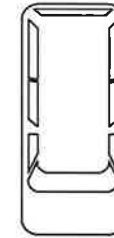
502
2015
Ford
Police SUV
Interceptor



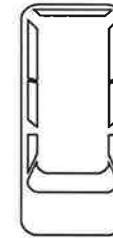
503
2015
Ford
Police
Intrcept.



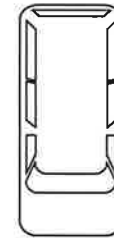
705
2017
Ford
Police SUV
Interceptor



706
2017
Ford
Police SUV
Interceptor



707
2017
Ford
Police SUV
Interceptor

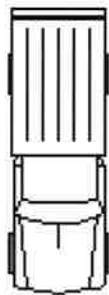


708
2017
Ford
Police SUV
Interceptor

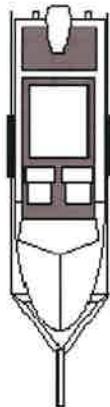
MARKED POLICE PATROL ASSIGNED VEHICLES



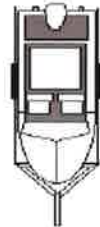
KEY BISCAIYNE POLICE DEPARTMENT



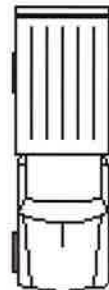
200
2013 Ford
F150 P/U
4X4



305
2013
Contender
Vessel



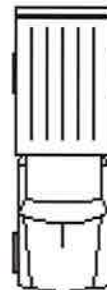
504
2015
Ribcraft
Vessel



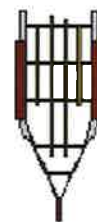
104
2011 Ford
F150 P/U



601
2016
Yamaha
ATV



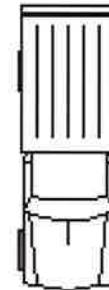
105
2011 Ford
F150 P/U



505
2015
Load
Trailer



306
2013
Reel
Trailer



201
2013 Ford
F150 P/U
4X4

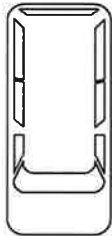
MARINE PATROL MARKED POLICE VEHICLES & ASSETS



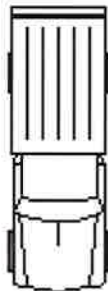
KEY BISCAIYNE POLICE DEPARTMENT



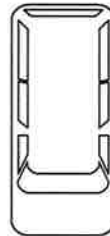
714
2017 KND
Motor Trailer



501
2015
Ford
Police SUV
Interceptor



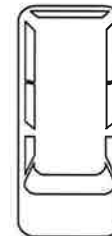
107
2011 Ford
F150 P/U



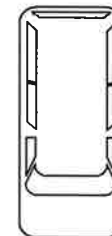
709
2017
Ford
Police SUV
Interceptor



801
2018 ATS
Speed
Trailer



703
2017
Ford
Police SUV
Interceptor



704
2017
Ford
Police SUV
Interceptor



710
2017
Harley



711
2017
Harley



712
2017
Harley



506
2012 ATS
Speed
Trailer



307
2011
Ford
Mustang

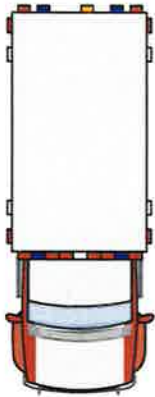
TRAFFIC, D.A.R.E., & SCHOOL SECURITY VEHICLES & ASSETS



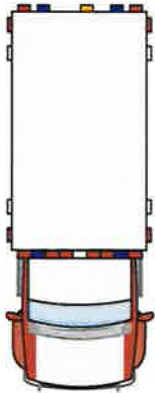
F1101
2011
Polaris
Ranger
4X4



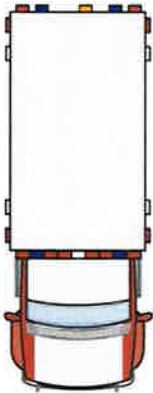
F1102
2011
Polaris
Ranger
4X4



F3304
2006
International
Fire Rescue
Spare



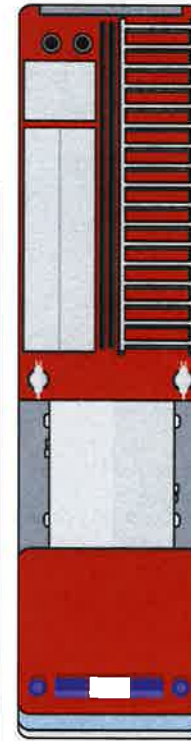
F1094
2012
International
Fire Rescue



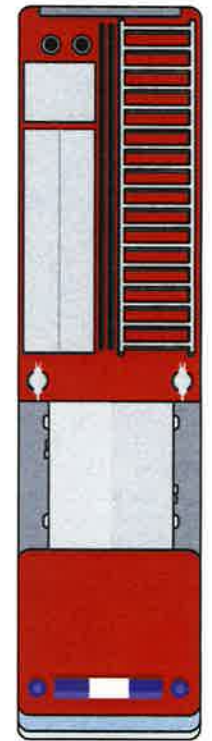
F1093
2012
International
Fire Rescue



KEY BISCAIYNE FIRE DEPARTMENT



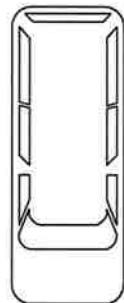
F9007
2016 Pierce
Ladder Truck



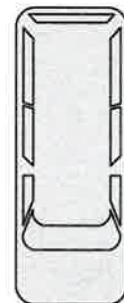
F3422
2013 Pierce
Fire Engine Truck



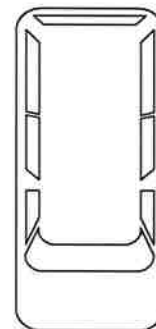
F1804
2018 Chevy
Colorado Pick-Up



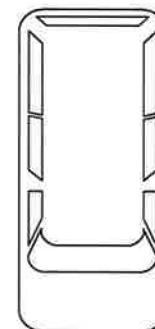
F1302
2013
Ford Explorer



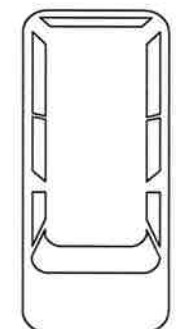
F1301
2013
Ford Explorer



F1803
2018
Chevy Tahoe



F1802
2018
Chevy Tahoe



F1801
2018
Chevy Tahoe