

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2022 | 2023 | 2024 | 2025 | 2026 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Capital Expenditures | | | | | |
| Operating Costs | <u>22,979</u> | <u>56,803</u> | <u>58,507</u> | <u>60,263</u> | <u>62,070</u> |
| External Revenues | <u>(22,979)</u> | <u>(56,803)</u> | <u>(58,507)</u> | <u>(60,263)</u> | <u>(62,070)</u> |
| Program Income (County) | _____ | _____ | _____ | _____ | _____ |
| In-Kind Match (County) | _____ | _____ | _____ | _____ | _____ |
| NET FISCAL IMPACT | <u>(0)</u> | <u>(0)</u> | <u>(0)</u> | <u>(0)</u> | <u>(0)</u> |
| # ADDITIONAL FTE POSITIONS (Cumulative) | _____ | _____ | _____ | _____ | _____ |
| Is Item Included in Current Budget: | Yes | _____ | No | _____ | |
| Does this item include the use of federal funds: | Yes | _____ | No | _____ | |

Budget Account No: Fund 5000 Dept 410 Unit 7100 Revenue Source Various

B. Recommended Sources of Funds/Summary of Fiscal Impact: Services are provided on an as-needed basis and the expenditures/ revenues above are estimated based on last fiscal year's expenditures with an annual 3% increase. The FY2021 breakdown of the services is as follows:

| | Maintenance | Policy Fee | Fuel | Total |
|--------------|-------------|------------|----------|-----------|
| Clerk | \$ 12,703 | \$ 34,236 | \$ 6,604 | \$ 53,543 |

C. Departmental Fiscal Review: *Kayn Spies*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

Lisa Martin 4/5/22
OFMB 944421 UM 4/4

John J. Jaworski 4/6/22
Contract Development and Control 4-6-22 TW

B. Legal Sufficiency:

[Signature] 4/6/22
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into on _____, by and between PALM BEACH COUNTY, a political subdivision of the State of Florida (“County”) and the Clerk of the Circuit Court & Comptroller, 15th Judicial Circuit (“Clerk”).

WITNESSETH

WHEREAS, the County and the Clerk are continually identifying more effective service delivery methods which result in overall savings to the taxpayers of the County and the Clerk;

WHEREAS, the County and the Clerk have determined it to be beneficial to both parties for the Clerk to purchase fleet management services from the County;

WHEREAS, Section 163.01, Florida Statutes, permits public agencies to enter into Agreements to jointly exercise any power, privilege or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, the County and the Clerk have the ability to lawfully enter into this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

SECTION 1: PURPOSE

The purpose of this Agreement is to provide the terms and conditions by which the County will provide comprehensive fleet management and/or fuel services to the Clerk and the schedule and method of payment to the County for such services. Fleet management and/ or fuel services generally include: 1) preventative maintenance and corrective repairs to vehicles and equipment, 2) the management and operation of fueling sites, 3) the sale of fuel and/or 4) the management of the Vehicle Replacement Policy Fund.

The services that the Clerk has elected to participate in are described in the sections below.

SECTION 2: UNLEADED/DIESEL FUEL

2.01 Locations of Fueling Stations. The County operates fueling stations at various locations throughout Palm Beach County. All the available fueling sites are listed in **Attachment 1** to this Agreement. The County will update **Attachment 1** and transmit same to the Clerk annually.

2.02 Fuel Cards. Upon execution of this Agreement, the Clerk will inform the County of the number of fuel cards required and the information necessary to code all Clerk employees, vehicles and equipment into the County’s automated fuel management systems. Within twenty-

one (21) days, the County will provide the Clerk with the requested cards. Procedures for requesting additional new and replacement cards will be established after execution of this Agreement. It is the Clerk's sole responsibility to ensure that the fuel cards are issued and used for authorized and lawful public purposes. The fuel cards will allow the Clerk to fuel at any fuel site identified in **Attachment 1**.

2.03 Monthly Invoicing; No Minimum Purchase Required. The Clerk will be invoiced monthly for fuel usage on a per gallon purchased basis. The per gallon cost will be calculated by adding the actual fuel price, the applicable taxes and the administrative mark-up. The administrative mark-up will be set annually by the County and take effect on October 1st each year. The County shall notify the Clerk of the administrative mark-up prior to October 1st. The County agrees to charge the Clerk the same administrative mark-up as it does County agencies. The Clerk is not obligated to purchase a minimum amount of fuel pursuant to this Agreement.

2.04 No Tax Refund to Clerk. The Clerk will not be entitled to any portion of the taxes recovered pursuant to Florida Statute 206 and Florida Statute 212, Part II.

2.05 County Responsibilities. The County represents that its fueling stations are operated in compliance with all applicable environmental regulations and that the Clerk assumes no responsibility for the proper management of these facilities pursuant to this Agreement.

2.06 County Fueling Procedures. The Clerk agrees to provide each employee using a County fuel facility with procedures for proper use of the County's facility and ensure that its employees use the facility properly. The County reserves the right to deny fueling privileges to any Clerk employee who fails to follow County procedures immediately upon notification to the Clerk.

2.07 No Privately Owned Vehicles. Fuel may only be dispensed into vehicles owned by the Clerk and operated by Clerk employees. Fuel may not be dispensed into privately owned vehicles under any circumstances.

SECTION 3: PREVENTATIVE MAINTENANCE AND CORRECTIVE REPAIRS

3.01 Locations of Fleet Management Facilities. The County operates fleet management maintenance & repair facilities at various locations throughout Palm Beach County. All the available locations and the dates/times such facilities are staffed and operated are listed in **Attachment 2** to this Agreement. The County will update **Attachment 2** and transmit the same to the Clerk annually. The administrative offices are located at 2601 Vista Parkway, West Palm Beach, FL 33411.

3.02 Fleet Preventative Maintenance. The County will perform preventative maintenance according to the County's established program which includes the documentation of the maintenance. The preventative maintenance program includes the routine changing of lubricants and fluids as well as the inspection of components to identify corrective maintenance needs.

3.03 Fleet Corrective Repairs. The County shall perform corrective and commercial repairs as needed and requested by authorized Clerk personnel.

3.04 Fee Schedule. Preventative maintenance and corrective repairs will be billed in accordance with **Attachment 3**.

3.05 Updated Fee Schedule. **Attachment 3** shall be revised annually and automatically incorporated into this Agreement on October 1st of each year. The County shall notify the Clerk of the revised **Attachment 3** prior to October 1st. The County agrees to charge the Clerk the same fee schedule as it does County agencies. The revised **Attachment 3** will identify the new fee schedule as well as provide budget documentation.

3.06 Certified Technicians. The County represents that all repairs will be performed by technicians holding certifications commonly available in the industry. If additional certification and/or training is required to accommodate specialized equipment and/or vehicles of the Clerk, the County will provide the technicians with the necessary training at no additional cost to the Clerk.

3.07 Lock Out/Tag Out Policy. The County utilizes a Lock Out/Tag Out program for securing vehicles and equipment which may be in unsafe condition. A copy of the Lock Out/Tag Out Procedures are included as **Attachment 4** of this Agreement. The Clerk is responsible for ensuring that all Clerk employees operating vehicles understand the County's program and how the Clerk operators are to make the County aware of potentially unsafe conditions that they discover.

SECTION 4: VEHICLE REPLACEMENT FUND

4.01 Replacement Fund. The County has implemented a Vehicle Replacement Fund ("Replacement Fund"). The purpose of this fund is to provide a structured "savings plan" by which the cost of the replacement asset is prorated over the estimated life of the asset and paid on a monthly basis throughout that life.

4.02 Clerk Options. The Clerk may elect to participate in the Replacement Fund for any or all of its vehicles. The Clerk may elect to participate in the Replacement Fund at any time during the term of this Agreement.

4.03 Replacement Fund PPM. The Replacement Fund is implemented pursuant to **Attachment 5** to this Agreement. If the Clerk elects to participate, the Clerk's participation in the Replacement Fund will also be governed by the terms of the current adopted PPM on this matter.

SECTION 5: RESERVED

SECTION 6: BILLING SCHEDULE

6.01 Detailed Monthly Invoice. The County will prepare and transmit to the Clerk monthly an invoice and detailed summary itemizing the costs associated with each service elected hereunder: 1) preventative maintenance and corrective repairs, 2) fuel purchases, and/or 3)

Replacement Fund contributions. The Clerk will immediately review the information and report any discrepancies to the County within ten (10) days of receipt. Payment will be due to the County within thirty (30) days of receipt of the invoice. Payments shall be sent to:

Board of County Commissioners
Special Receivables Section - Finance
P.O. Box 3977, Fund 5000
West Palm Beach, FL 33402-3977

6.02 Information. At any time, the Clerk may request information concerning its fleet management and/or fuel services from the Fleet Division of FDO.

SECTION 7: LIABILITY

The Parties to this Agreement and their respective officers and employees shall not be deemed to assume any liability for the acts, omissions and negligence of the other party. Nothing in this Agreement shall be construed as a waiver of the sovereign immunity of the County or Clerk pursuant to §768.28, Florida Statutes. Each party shall be liable for its own actions and negligence and, to the extent permitted by law, the Clerk shall indemnify, defend, save and hold the County harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to or destruction of property arising from or out of any act, error or omission of the Clerk in connection with its performance of this Agreement. In the event the County shall be made a party to litigation commenced against the Clerk or by the Clerk against a third party, then the Clerk shall protect and hold harmless and pay all costs and attorneys' fees incurred by the County in connection with such litigation and any appeals thereof. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes, nor shall the same be construed to constitute an agreement by either party to indemnify the other party for its own negligence, willful or intentional acts. The provisions of this section shall survive the termination or expiration of this Agreement.

SECTION 7: INSURANCE

Without waiving the right to sovereign immunity as provided by section 768.28, Florida Statutes, (Statute), the Clerk represents that it is self-insured with coverage subject to the limitations of the Statute, as may be amended.

If Clerk is not self-insured, Clerk shall, at its sole expense, purchase and maintain in full force and effect at all times during the life of this contract, insurance coverage at limits not less than those contained in the Statute.

Should Clerk purchase excess liability coverage, Clerk agrees to include Clerk as an Additional Insured.

The Clerk agrees to maintain or to be self-insured for Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes.

Should Clerk contract with a third-party (Contractor) to perform any service related to the Agreement, Clerk shall require the Contractor to provide the following minimum insurance:

- Commercial General Liability insurance with minimum limits of \$1,000,000 combined single limit for property damage and bodily injury per occurrence and \$2,000,000 per aggregate. Such policy shall be endorsed to include Clerk and County as Additional Insureds. Clerk shall also require that the Contractor include a Waiver of Subrogation against County.
- Business Automobile Liability insurance with minimum limits of \$1,000,000 combined single limits for property damage and bodily injury per occurrence.
- Workers' Compensation insurance in compliance with Chapter 440, Florida Statutes, and which shall include coverage for Employer's Liability with minimum limits of \$1,000,000 each accident.

When requested, the Clerk shall provide an affidavit or Certificate of Insurance evidencing insurance or self-insurance.

Compliance with the foregoing requirement shall not relieve the Clerk of its liability and obligations under this Agreement.

SECTION 8: TERM OF AGREEMENT

8.01 Initial Term. The initial term of this Agreement is for five (5) years and shall commence immediately upon full execution of this Agreement.

8.02 Renewals. This Agreement may be renewed for two (2) additional terms of five (5) years each. At least eight (8) months prior to the expiration of this Agreement's term, the Clerk shall provide the County with a request to renew this Agreement. If agreed upon by the parties, within two (2) months of the receipt of the request, the County shall process an Amendment to this Agreement which shall be executed by both the Clerk and the County.

8.03 Existing Interlocal Terminated. This Agreement when effective terminates and replaces the Interlocal Agreement between County and the Clerk R-2012-1679 as amended by R-2017-0867.

SECTION 9: AMENDMENTS TO THIS AGREEMENT

This Agreement may be amended from time to time via written amendment executed by both the Board of County Commissioners and the Clerk. Annual updates to the Attachments will not require the approval of the Board of County Commissioners or the Clerk but will automatically become part of this Agreement when issued by the County and noticed to the Clerk.

SECTION 10: TERMINATION

This Agreement may be terminated by either party, with or without cause. Any termination shall take effect sixty (60) days from the receipt of notice. In the event of termination by either the County or the Clerk, the Clerk will not be reimbursed for any contributions to the Vehicle Replacement Fund.

SECTION 11: ANNUAL BUDGET APPROPRIATIONS

Pursuant to state law, this Agreement is subject to the annual budget appropriations of the Clerk and the County.

SECTION 12: NOTICES

Any notice given pursuant to the terms of this Agreement shall be in writing and done by Certified Mail, Return Receipt Requested. The effective date of such notice shall be the date of receipt, as evidenced by the Return Receipt. All notices shall be addressed to the following:

As to the County:

County Administrator
301 North Olive Avenue
West Palm Beach, FL 33401

Director, Facilities Development & Operations
2633 Vista Parkway
West Palm Beach, FL 33411

With a copy to:

Director, Fleet Management Division
2633 Vista Parkway
West Palm Beach, FL 33411

County Attorney's Office
301 North Olive Avenue
West Palm Beach, FL 33401

As to the Clerk:

Clerk of the Circuit Court & Comptroller
Joseph Abruzzo
301 North Olive Avenue
West Palm Beach, Florida 33401

Invoices to the Clerk shall be sent to:

Clerk of the Circuit Court & Comptroller
301 North Olive Avenue
West Palm Beach, Florida 33401

SECTION 13: APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a court of competent jurisdiction located in Palm Beach County, Florida.

SECTION 14: FILING

A copy of this Agreement shall be filed with the Clerk of the Circuit Court & Comptroller of Palm Beach County.

SECTION 15: DELEGATION OF DUTY

Nothing contained herein shall be deemed to authorize the delegation of constitutional or statutory duties.

**SECTION 16: PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL
AUDIT REQUIREMENTS**

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General is authorized with the power to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

SECTION 17: NO THIRD PARTY BENEFICIARY

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or Clerk.

SECTION 18: NON-DISCRIMINATION

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Clerk warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

SECTION 19: ASSIGNMENT

Clerk may not assign, mortgage, pledge, or encumber this Agreement in whole or in part, without prior written consent of County, which may be granted or withheld at the County's absolute discretion. This provision shall be construed to include a prohibition against an assignment, mortgage, pledge, encumbrance or sublease, by operation of law, legal process, receivership, bankruptcy, or otherwise, whether voluntary or involuntary.

SECTION 20: SEVERABILITY

If any term of the Agreement or the application thereof to any person or circumstance shall be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement, or the application of such term to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

SECTION 21: COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

SECTION 22: EFFECTIVE DATE

This Agreement is expressly contingent upon the approval of the Palm Beach County Board of County Commissioners and shall become effective only when signed by all Parties and approved by the Palm Beach County Board of County Commissioners.

SECTION 23: E-VERIFY – EMPLOYMENT ELIGIBILITY

23.01 Clerk warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of the Clerk's contractors and subcontractors performing any duties and obligations under this Agreement are registered with the E-verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

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23.02 County shall terminate this Agreement if it has a good faith belief that Clerk has knowingly violated Section 448.09(1), Florida Statutes as may be amended.

(The remainder of the page is intentionally left blank)

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed their authorized representatives, as of the day and year first above written.

ATTEST:

JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT
& COMPTROLLER

PALM BEACH COUNTY, a political
subdivision of the State of Florida

By: _____
Deputy Clerk

By: _____
Robert S. Weinroth, Mayor

APPROVED AS TO
LEGAL SUFFICIENCY:

APPROVED AS TO TERMS AND
CONDITIONS:

By: [Signature]
Assistant County Attorney

By: [Signature]
Isami Ayala-Collazo, Director
Facilities Development & Operations

ATTEST:

CLERK:

By: [Signature]
Witness Signature
[Print Name]
Print Witness Name

By: [Signature]
Signature
By: Joseph Abruzzo
Printed Name
Clerk of the Circuit Court & Comptroller
Title

Clerk of the Circuit Court & Comptroller / Interlocal Agreement

ATTACHMENT 1
Palm Beach County
Facilities Development & Operations
Fleet Management Division

FUELING SITES

Fuel Related Questions or Concerns, call 561-233-4556

| <u>Location</u> | <u>Fuel Type</u> | <u>Hours of Operation</u> |
|---|--------------------|---------------------------|
| Fleet Management 2633 Vista Parkway, WPB | Unleaded Diesel | 24 Hours |
| PBIA 3700 Belvedere Rd, WPB | Unleaded Diesel | 24 Hours |
| Criminal Justice Complex 3228 Gun Club Road, WPB | Unleaded | 24 Hours |
| Sheriff Substation 17901 SR#7, Boca Raton | Unleaded | 24 Hours |
| PBSO-Park Vista High School 7894 Jog Road, Lake Worth | Unleaded | 24 Hours |
| South County Courthouse 345 S. Congress, Delray Beach | Unleaded Diesel | 24 Hours |
| North County Complex 8130 Jog Road, WPB | Unleaded Diesel | 24 Hours |
| Pahokee 580 State Market Rd., Pahokee | Unleaded Diesel | 24 Hours |
| Mosquito Control 9011 Lantana Road, Lake Worth | Unleaded | 24 Hours |
| South Region Utilities 13026 Jog Rd., Delray Beach | Unleaded Diesel | 24 Hours |
| West County Gov't 38951 James Wheeler Way Belle Glade | Unleaded Diesel | 24 Hours |
| John Prince Park 5020 S. Congress Ave Lake Worth | Unleaded Diesel | 7:00AM-3:00PM Weekdays |
| Jupiter (@ SWA) 14185 N. Military Trail | Unleaded | 7:00AM-5:00PM Weekdays |
| Central Water Utilities 8100 Forest Hill Blvd, Greenacres | Unleaded Diesel | 7:00AM-5:00PM Weekdays |

Attachment 2
Palm Beach County
Fleet Management Maintenance & Repair Facilities

SERVICE LOCATIONS

MAIN FACILITY

2601 Vista Parkway
West Palm Beach, FL 33411-5609
561- 233-4550

MAIN OFFICE
(Administration, billing questions)

Hours: 7:00-5:00 Monday - Friday*

LIGHT VEHICLE SHOP
(15,000 GVWR & under-cars, pickups,
SUVs & Tire & Alignment Shop)

Hours: 6:30-5:00 Monday - Friday*

HEAVY EQUIPMENT SHOP
(15,000 GVWR & over, medium &
heavy trucks and heavy equipment)

Hours: 6:30-5:00 Monday - Friday*

SPECIALIZED EQUIPMENT SHOP
(Small Eqpt. Fuel Cards, Body Work,
New Vehicle Process)

Hours: 6:30-5:00 Monday - Friday*

CONTROL DESK
(Loaners, Towing, On-Road Tire Service,
Vehicle Pickup)

Hours: 6:30-5:00 Monday - Friday*

SATELLITE SHOPS

PAHOKEE SHOP
580 State Market Road
Pahokee, FL 33476
561-996-1663

Hours: 6:30-5:00 Monday - Thursday*

SOUTH REGION SHOP
13026 Jog Road
Delray Beach, FL 33484
561-638-5031

Hours: 6:30-5:00 Monday - Friday*

* Excluding County Holidays; hours may be subject to change

ATTACHMENT 3 PREVENTATIVE MAINTENANCE AND CORRECTIVE REPAIRS FEE SCHEDULE
 Palm Beach County
 Facilities Development & Operations
 Effective 07/1/2021-09/30/2022

FEE SCHEDULE – PREVENTATIVE MAINTENANCE

| <u>RATES</u> | <u>LABOR</u> | <u>PARTS</u> | <u>MISCELLANEOUS FEE</u> |
|--------------|--------------|--------------|------------------------------|
| | \$73 / Hour | Cost + 10% | \$2.65/ work order over \$50 |

ESTIMATED ANNUAL COST/VEHICLE – CARS AND PICKUPS

6 month/5,000 mile – Preventative Maintenance Program

| | | |
|-----------------|---|-----------------|
| Labor: | 2 Visits/Year x 2.5 Hours/Visit @ \$73/Hour | \$365.00 |
| Parts: | 2 Visits/Years @ \$300 / Visit | <u>\$600.00</u> |
| Estimated Cost: | | \$965.00 |

Note: Preventative Maintenance is based upon Flat Rate hours according to the type of vehicle plus parts.

FEE SCHEDULE – CORRECTIVE REPAIRS

| <u>COUNTY REPAIRS</u> | <u>LABOR</u> | <u>PARTS</u> | <u>MISCELLANEOUS FEE</u> |
|-----------------------|--------------|--------------|------------------------------|
| Normal Hours | \$73 / Hour | Cost + 10% | \$2.65/ work order over \$50 |
| Emergency or Overtime | \$73 / Hour | Cost + 10% | \$2.65/ work order over \$50 |

COMMERCIAL REPAIRS Cost + 13%

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Attachment 4
Palm Beach County
Lock Out/Tag Out Procedures

**FACILITIES DEVELOPMENT & OPERATIONS DEPARTMENT
FLEET MANAGEMENT DIVISION**

STANDARD PROCEDURE NO: **FMO-015**
TITLE: **LOCKOUT/TAGOUT**
ISSUED TO: Fleet Management Division
WRITTEN BY: Fleet Management Division

Issue Date: 11/29/93 Effective Date: 11/29/93 Revised: 04/09/18
01/07/99, 12/01/08, 11/10/11

PURPOSE:

The Lock out/Tag out procedure is established to specify the guidelines which Fleet Management Division employees will follow for locking/tagging out vehicles/equipment in need of such for repair or safety reasons.

POLICY

It is the policy of Fleet Management to lock out/tag out (LOTO) any vehicle/equipment (asset) which is unsafe to operate or for which operation may compromise the integrity of the asset.

Annual training for this procedure will be held for all authorized employees.

PROCEDURE

- 1) For the purpose of this procedure, all Fleet Management shop employees are considered authorized employees.
- 2) Assets being serviced in a shop or in the field meeting the following criteria will be LOTO:
 - a) An asset that is not currently being worked on for any reason (i.e. shift over, waiting for parts, etc.) where the asset could be damaged.
 - b) An asset in for repair of safety related items but not currently being worked on (safety related items are any component that could cause damage or harm to people or property, i.e. brakes, steering, suspensions, fuel system, etc.).

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c) An asset where damage could be done if started with any component or fluid missing or malfunctioning; i.e. low or no oil, no coolant, sentinel systems, equipment out of proper tolerance, etc.

d) If equipment/vehicle is physically in the shop and disassembled to the point of not being able to be operated, this would be considered locked out by this policy.

e) If an authorized employee is unsure whether an asset meets the criteria, the asset **MUST** be LOTO.

3) When an asset is determined to be in need of LOTO, an authorized employee will do the following:

a) Motorized asset – Place a “DO NOT OPERATE” plastic tag as close as possible to the area where the asset is started or operated.

b) Non-motorized asset (trailer, mower, etc.) – Place a “DO NOT OPERATE” plastic tag at the hitch or tongue to prevent the asset from being towed or moved.

c) All assets –

1) The “DO NOT OPERATE” tag is to be placed with a tightly wrapped plastic tie strap so that a tool must be used to remove it.

2) The employee number of the authorized employee and the related shop telephone number must be written on the tag.

3) The asset will be locked out by disabling it through the removal of the battery cable or other disablement and padlocking the effected areas with a hasp or lock box.

4) Another tag will be placed with the related lock.

d) All locks used for the LOTO procedure will be the same type and will be restricted for LOTO only. The locks will all be re-settable combination locks and combinations will be kept in a locked box in designated area.

4) After an asset has been LOTO:

a) Tags and lock out devices are never to be bypassed, ignored or otherwise defeated.

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b) If another authorized employee works on the same asset on a repair not related to the first LOTO, that employee would place a lock next to the first lock following the same LOTO procedures.

5) Removal

a) Each LOTO device shall be removed by the authorized employee who installed the device after repairs have been completed. In the event that the employee who installed the device is not available to remove it, the device may be removed by another authorized employee with the approval of the Fleet Operations Supervisor or Equipment Analyst.

b) If the combination must be given to another authorized employee, the employee assigned to the lock will change the combination of all his/her locks and report the change to the Fleet Operations Supervisor.



Sam Burnam, Director

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Attachment 5

Palm Beach County
Vehicle Replacement Fund

TO: ALL DEPARTMENTS
FROM: SARA BURNAM
DIRECTOR, FLEET MANAGEMENT
PREPARED BY: Fleet Management Division
SUBJECT: Replacement Policy Program
PPM #: FMO-016

| | |
|--------------------------|------------------------------|
| <u>ISSUE DATE</u> | <u>EFFECTIVE DATE</u> |
| 10/1/91 | 12/30/20 |

PURPOSE:

This policy is established to define the vehicle/equipment replacement criteria, replacement schedule and Fleet Management's Policy Fee charges for all vehicles/equipment (assets) covered under Fleet's Replacement Policy Program (Program).

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Fleet Management Division.

POLICY:

The Program is established to provide a funding source for the standardized replacement of assets for those County Departments and other agencies who choose to participate in the Program.

All assets participating in the Program will be purchased, replaced and maintained by Fleet Management. Replacement assets will be purchased according to criteria based upon useful life, mileage, usage, cost of repairs, life cycle costing and/or other extenuating circumstances (theft, extensive damage, corrosion, etc.).

PROCEDURE:

- 1) As part of the annual Budget process, Fleet Management will evaluate all assets which are part of the Program to determine which assets may exceed the following replacement criteria:

| | |
|---|------------------------------|
| A. Useful Life/Mileage/Hours * | |
| Specialized Equipment (ATV's, turf equipment, etc.) | 5 years/ N/A |
| Light Duty (cars, all vans, trucks less than 10,001 GVWR) | 6 years/ 80,000miles |
| Medium Duty (trucks 10,001 GVWR or more) | 7 years/ 90,000miles |
| Heavy Equipment (off-road vehicles/equipment) <i>(Varies depending on Machine Class)</i> | up to 10 years/ 10,000 hours |
| Trailers | 10 years/ N/A |

*Note: These criteria might vary dependent upon the department's utilization of the asset.

B. Economic Evaluation/Life Cycle Costing

Assets are also economically evaluated annually to determine if they may not be cost effective to maintain. Based upon the economic evaluation, it may be recommended that an asset be replaced in the upcoming Fiscal Year whether or not it meets the useful life/mileage/hours criteria.

- 2) Program assets stolen, suffering extensive damage or requiring repairs that are not cost effective may be replaced immediately either through reassignment from the loaner fleet or by purchase if funding is available.
- 3) Assets increasing the size of the Program can only be added by the following:
 - A. As part of the annual budget process at the request of the user department and upon approval of the Budget by the BCC
 - B. Non-budget additions require the submission of an approved Mid-Year Fleet Expansion Request Form (Attachment A) following the criteria in County PPM CW-0-035. A low utilization report must be completed and attached to the Mid-Year Fleet Expansion Request Form (Attachment A) submitted to administration.
- 4) Fleet's replacement recommendations and input on any other specific asset needs of the department/division will be reviewed annually with each department/division participating in the Program.
- 5) Upon approval of the Budget, approved assets will be purchased in the timeliest and cost effective manner.
- 6) Upon receipt of the asset the user department will be charged a monthly Policy Charge for the unit. The purpose of the Policy Charge is to:
 - A. Fund the future replacement of the asset
 - B. Fund a fleet of loaner vehicles which can be used at no charge when an asset is in for service
 - C. Cover the administrative costs of operating the Program

The following criteria are used to determine the monthly Policy Charge:

- A. The purchase price of the asset
- B. The useful life of the asset (See Section 1)
- C. An annual inflationary rate
- D. The projected salvage value of the asset
- E. If the asset costs \$10,000 or more an Administrative Fee is added to the monthly payment.

Each of these criteria is reviewed for potential adjustment during the annual budget process

Clerk of the Circuit Court & Comptroller / Interlocal Agreement

Assets purchased by the user department, may be placed in the Program upon agreement to pay the monthly Policy Charge.



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