



# PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<b><u>Subject:</u></b> <b>Equipment Utilization</b>	<b>Policy Number</b>	<b>Page</b>
	F 49.2	1 of 2

## **Purpose**

To establish a policy for the most cost efficient utilization of Pima County's equipment assets.

## **Policy**

The Equipment Replacement Utilization Committee shall review equipment usage on a periodic basis to determine that Pima County's equipment assets are being utilized sufficiently to warrant their continued assignments to using departments. The committee will review heavy off-road equipment, heavy trucks, and light vehicle utilization. Generally accepted industry standards shall be the benchmark in the comparative utilization analysis.

Equipment failing to be utilized sufficiently will be identified, and the responsible department will be notified. The responsible department shall then elect to return the equipment to Automotive Services for reassignment, or shall elect to appear before the committee to justify continued assignment of the underutilized equipment. Based upon the merits of the justification, the committee shall make a recommendation to the appropriate authority.

In the case of appointed officials, the Equipment Replacement Utilization Committee's recommendations shall be made to the County Administrator. In the case of elected officials, or the Presiding Judge of the Superior Court, the Equipment Replacement Utilization Committee's recommendation shall be made to the Board of Supervisors, through the office of the County Administrator.

The Equipment Replacement Utilization Committee shall recognize the nature of certain equipment as such that its utilization is required only under certain special circumstances. The Equipment Replacement Utilization Committee shall also recognize the nature of other equipment to be limited to providing transportation only.



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<b><u>Subject:</u></b> <b>Equipment Utilization</b>	<b>Policy Number</b>	<b>Page</b>
	F 49.2	2 of 2

## **Policy Con't**

While the Equipment Replacement Utilization Committee does not wish to unduly interfere in the operations of Pima County's departments, it will intercede when it finds existing management practices inhibit cost efficient utilization of Pima County's equipment assets. The Equipment Replacement Utilization Committee strongly reminds Pima County's managers that the Board of Supervisors has approved exclusive use of vehicles by employees only at the Pima County Sheriff's department. Managers in all other departments are required to rotate equipment to assure cost efficient utilization.

## **Responsible Department**

- 1) The Board of Supervisors
- 2) County Administrator
- 3) General Government and Central Services – Automotive Services
- 4) All Department Directors

## **Sunset Provision**

This policy will be reviewed for continuance by 12-31-97.

July 20, 1993