MARIPOSA COUNTY RESOLUTION NO. 81-102
A RESOLUTION APPROVING COUNTY VEHICLE
MAINTENANCE PROCEDURES

IT IS HEREBY RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, as follows:

1. Pursuant to Mariposa County Code Sections 2.76.040 and 2.76.050 the maintenance procedures set forth in Exhibits A through Q, attached hereto and incorporated herein by reference, are hereby approved and adopted for County-owned vehicles assigned to each department described therein:

2. All rules, policies and regulations now in effect shall continue to apply to such vehicles.

PASSED AND ADOPTED this 26th day of May, 1981 by the Board of Supervisors of Mariposa County, by the following vote:

AYES: Taber, Dalton, Erickson, Moffitt

NOES: None

ABSENT: (DISTRICT 1 VACANT)

ABSTAINED: None

WILLIAM H. MOFFITT, Chairman
Board of Supervisors

ATTEST:

ELLEN BRONSON, County Clerk and Ex Officio Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

RICHARD K. BENHALTER, County Counsel
To: Board of Supervisors

From: Donald O. Cripe, Agricultural Commissioner

Date: 7 April 1981

Subject: OPERATING, GARAGING AND MAINTENANCE PROCEDURE FOR COUNTY VEHICLE

Reference: County Code 2.76.030

Vehicle: 1976 Ford Courier Pickup - Serial No. SY 53898 - License No. E 689373

I. Operating Procedure:

Vehicle shall be operated only under the following conditions:
A. Only by departmental employees
   a. Kathleen Parker
   b. Donald Cripe
B. Only by persons possessing a valid California Drivers License
C. Only on official business
D. Only in accordance with all applicable laws and regulations

II. Garaging Procedure

In order to secure the vehicle against vandalism and theft and for most efficient utilization, the vehicle shall be garaged at Kathleen Parker's residence.

III. Maintenance Procedure

The vehicle shall be maintained in a safe and legal operating condition. The anticipated maintenance needs shall be outlined in each year's budget.

Respectfully submitted,

Donald O. Cripe
Agricultural Commissioner

EXHIBIT "A"
March 6, 1981

Honorable Board of Supervisors
County of Mariposa
Court House
Mariposa, California 95338

Members:

Enclosed is the report of vehicle maintenance for the Assessor's Office as required by County Ordinance 363.

Sincerely,

STEPHEN F. DUNBAR
Assessor

SFD:sab

Enclosures
ASSESSOR'S CAR NO. 1

1977 Chevrolet Luv Pick-up Truck
Mileage: 26,735  License No. E 700116

Garaged: Hall of Records, Mariposa, California.

Maintenance Record for 1980-81:

1. A tune up was done on the pick-up.
2. New tires were put on.
3. Minor upkeep and maintenance

Needs for 1981-82:

1. New tires.
2. General maintenance and upkeep

General Remarks: The pick-up is still new in appearance. There are no indicated major problems.
1977 Chevrolet Luv Pick-up Truck
Mileage: 18,459 License No. E 700118

Garaged: Hall of Records, Mariposa, California

Maintenance Record for 1980-81:

1. A tune up was done on the pick-up.
2. New tires were put on.
3. Minor upkeep and maintenance

Needs for 1981-82:

1. New tires.
2. General maintenance and upkeep.

General Remarks: The pick-up is still new in appearance. There are no indicated major problems.
ASSESSOR'S CAR NO. 5

1980 Ford 4 wheel drive pick-up
Mileage: 5,735       License No. E 739299

Garaged: Appraiser Charles Shirley's house in Coulterville.

Maintenance Record for 1980-81:

1. Service and repair under warranty.

Needs for 1981-82:

1. New tires.
2. Routine maintenance and upkeep
Joan Lynk
Executive Aide
Mariposa County Courthouse
Mariposa, CA 95338

RE: County Vehicles

Dear Joan:

The Building Department has two vehicles at this time.

1. A 1977 Jeep that was transferred from the Sheriff's Office.


Both vehicles are parked in the maintenance yard. A log is kept in each vehicle and they are serviced on a regular basis either at Sierra Motors or one of the service stations.

Our gasoline is obtained at Ira Chase's bulk plant and the vehicles are both checked for oil, tires, etc. at that time.

Sincerely,

LARRY JAMES
Building Inspector
Mariposa County
Building Department

LJ/sw

EXHIBIT "C"
April 8, 1981

Honorable Board of Supervisors
Mariposa County Courthouse
Mariposa, CA 95338

Gentlemen and Mrs. Taber:

The Building and Grounds Dept. has one vehicle, a 1978 pick-up which is maintained and parked at the Maintenance Dept. at 11th and Jones. It is operated by three employees for the use of hauling and maintaining all the County buildings. It is maintained according to the vehicle manufacturer's recommendation.

The County's Buick Skylark, 1981, housed at the Maintenance Dept., and the 1973 Buick Century, housed at the Planning Dept. are maintained according to a master maintenance schedule provided by the Executive Aide. These vehicles are available for County employees use as required.

Very truly yours,

Craig McDonald
Supt. of Building & Grounds

/j1

EXHIBIT 'D'
EDWARD MANKINS, CONSTABLE
MARIPOSA JUDICIAL DISTRICT
COURTHOUSE
MARIPOSA, CALIFORNIA 95338

March 9, 1981

Honorable Chairman and Supervisors
Mariposa County
Mariposa, CA 95338

Gentlemen and Mrs. Taber:

In compliance to County Code Section 2.76.030, I submit my letter to the Board specifying the operating, garaging, and maintenance procedure of my vehicle. My vehicle is used for patrolling and responding to calls and complaints from the public in Mariposa County and transporting prisoners to Court and from Court to jail. My vehicle is garaged either at the Mariposa Sheriff's Office or my residence. My vehicle's maintenance is done in accordance to the vehicle service manual.

Sincerely

Edward Mankins
Edward Mankins, Constable
March 10, 1981

TO: Joan Lynk, Executive Aide

SUBJECT: Operation of Vehicles

As per your letter of March 5, 1981 we are submitting a brief summary of the operation of the vehicle which is owned by the State of California, CETA Program.

The twelve (12) passenger Project van is used to transport the Weatherization Crew to and from Private Citizens homes within the County. This van is also used to pick up materials for the Weatherization Project in Merced and Mariposa. Occasionally the van is used to transport participants to training sessions both in and out of the County. The vehicle is driven by the Project Supervisor or other crew members. All members have valid California Driver's Licenses and have no restrictions on driving. The van is also sometimes operated by the CETA staff.

The van is currently stored in the Parking Lot at the Mariposa County Sheriff's Office.

Regular maintenance is done by the Mariposa Garage. The Project Supervisor fills out a maintenance check list on the van on a weekly basis. The van is also inspected monthly by the CETA Project Coordinator. California Balance of State Field Representative also inspects the van every six (6) months.

Sincerely,

Jean M. Warren
Asst. Project Administrator

JW/ec

EXHIBIT "F"
MARÍPOSA COUNTY FIRE DEPARTMENT
5366 Highway 49
Mariposa, CA 95338
Phone (209) 966-3622

April 9, 1981

Richard K. Denhalter, County Counsel
Mariposa County Court House
Mariposa, CA 95338

Dear Mr. Denhalter:

At present, we have only two types of vehicles assigned to the Fire Department: 1) Fire Engines or Tankers, 2) Sedans.

The engines and tankers are operated by seventeen Volunteer companies that consist of approximately 150 members. On occasion, they are operated by our permanent employees, when the units are being repaired or having maintenance done to them.

The one sedan we have is operated by the Training Officer.

All vehicles are housed in some type of garage, (County owned, volunteer owned) with the exception of two. Hunter's Valley does not have a garage as yet, and the engine at the Long Ranch has never had a garage.

95% of the maintenance and repair is performed at the California Department of Forestry shop in Mariposa, and the attached Handbook explains the procedure we use. As per Page 9, the fire engines are Group "A" and the sedan is Group "B".

Sorry for the delay, however we must not be on your mailing list. I was advised by phone on April 6th, Monday, of the need to submit this letter.

JOHN MORROW
Mariposa County Fire Warden

By James D. Wagner
Operations Officer - CDF

Attachment

EXHIBIT "G"
March 12, 1981

Honorable Board of Supervisors
P.O. Box 1016
Mariposa, California 95338

Subject: Mariposa County Code Sec. 2.76.030
Operation, Garaging & Maintenance of
County Vehicles

Ladies and Gentlemen:

The following vehicles are assigned to this Department:

1980 Dodge Aspen; 1978 Ford One-Ton Truck; 1977 Dodge Van; 1977
Chevrolet Pickup; 1975 Chevrolet Van; 1971 Chevrolet Pickup; and
a 1973 Ford Station Wagon.

The 1980 Dodge Aspen is utilized by the Parks and Recreation
Director for transportation while engaged in County business. To
insure prompt action for regular supervision of County recreation
programs and activities, and to react to potential circumstances
that may include after hours work and emergencies, the vehicle
is garaged at the home of the Department head. During days off,
vacations, sick leave the vehicle is returned to Mariposa Park,
to be used by other Department employees on official business, and
garaged at the Park.

The 1978 Ford Truck, 1977 Chevrolet Pickup, 1971 Chevrolet
Pickup are maintenance vehicles garaged at Mariposa Park. It has
been the Department policy to garage these vehicles at this loca-
tion as any after hours situation or emergency would include repair
parts or special tools that would be obtained at Mariposa Park be-
fore the vehicle is dispatched.

The 1975 Chevrolet and 1977 Dodge Vans are licensed and main-
tained to provide the County with a mode of transportation for
groups of 11-25 individuals. The vans are not scheduled unless
the charges of 35¢/per mile and $5 per hour for driver fees are
paid.
Vans are operated by County employees and qualified volunteers holding current Class II drivers license and medical cards. All bus use outside Mariposa County will be subject to approval by the Mariposa County Board of Supervisors.

The 1973 Ford Station Wagon is awaiting sale at auction. The vehicle's transmission is in need of overhaul.

All vehicles assigned to the Parks and Recreation Department are maintained under the authority of the Park Maintenance Supervisor. The vehicle maintenance system is based on daily reports of malfunctions and general mileage requirements for preventive maintenance.

Sincerely,

Richard S. Begley
Director of Parks & Recreation
County of Mariposa

RSB: jlv
The Honorable
Board of Supervisors
County of Mariposa
Mariposa, Calif. 95338

Re: County Code Section 2.76.030
Vehicle Operating Procedures

Dear Supervisors:

In accordance with the above referenced subject on County Counsel memo dated 3/5/81, please accept the following report.

1. Vehicles operated by Planning Office Staff:
   b. Buick Century 4 Dr. Sedan (1973), Lic. No. E626302

2. These vehicles are operated by the employees of the County Planning Office to include:
   a. Robert L. Borchard
   b. Larry Enrico
   c. Ken Trujillo
   d. Mark Richards
   e. Kathy Worley
   f. Betty Crisp

3. Maintenance Procedures:
   a. Normal operating service (gas, oil, etc.) paid under Standard Oil Co. Credit Card.
   b. Normal maintenance (oil changes and tune-up, etc.) done by Standard Station (on truck) and County Maintenance Dept. (on Buick).
   c. All maintenance is conducted in accordance with the operating and maintenance specifications.
4. Garaging:
   a. The Pickup is regularly parked at the Planning Office.
   b. The Buick is regularly parked in the Maintenance Dept. Parking Lot near the Planning Office.

If there are any further questions regarding this office's procedures, please contact me at the earliest possible date.

Sincerely,

[Signature]

ROBERT L. BÖRCHARD
Planner/Grantsmän

RLB:bc
March 11, 1981

The Honorable Board of Supervisors
Mariposa County Courthouse
Mariposa, California 95338

Re: County Code Section 2.76.030

Gentlemen and Mrs. Taber:

I hereby submit my report on the operation and maintenance of the county-owned vehicle used specifically by the probation department.

This vehicle is used for supervision of probation cases and probation-related matters. The vehicle is serviced regularly by the local Chevron Service Station, and is housed at the residence of the probation officer at 4149 Sullivan Road, Mariposa, California.

Yours very truly,

[Signature]

PAULINE HAND
CHIEF PROBATION OFFICER

PH/mrk

EXHIBIT "J"
Board of Supervisors  
COUNTY OF MARIPOSA  
County Courthouse  
Mariposa, CA  95338  

RE:  County Vehicles  

Dear Members:  

This department has the responsibility of over 120 pieces of equipment assigned to it. The policy and procedure of this office regarding the equipment is as follows:  

1. Certain pieces of equipment are assigned to each maintenance area with yards in Mariposa, Hornitos and Coulterville. The balance of the equipment is generally kept in the Mariposa yard for use by whatever crew needs it. Maintenance is performed by the crew using the equipment and records reflecting such work are submitted to this office. All repairs are performed in our shop located in Mariposa. It is the responsibility of the shop to keep maintenance records and assure that proper maintenance and repairs are performed in a timely manner.  

2. All equipment is to be used in the performance of department functions only. Certain equipment may require special training and/or licensing to operate and only those employees so trained or licensed are allowed to operate such equipment. Unsafe operation, unauthorized use or abuse of any piece of equipment will not be tolerated by this office. Action to correct any problem is handled on an individual basis. All employees are required to follow department safety procedures in the operation of county equipment.  

EXHIBIT "K"
3. All equipment must be kept in the yards at Mariposa, Hornitos or Coulterville when not in use. Exceptions to this procedure may include heavy construction equipment at various jobsites and snow removal equipment. This equipment is left at various locations until such time as it can be returned to one of our yards. Also, selected supervisory personnel are assigned a vehicle and are allowed to take the vehicle home at night. These vehicles are equipped to handle various emergencies that may occur after hours and on weekends. Dispatch of these vehicles is generally done by the Sheriff's Office or by the Road Commissioner. This policy has been in effect for many years and to my knowledge has not been abused. I see no reason to change this procedure.

I strongly recommend the continuation of the present Road Department procedures. Please contact me if you wish any further information.

Sincerely,

Wm. C. Lincoln
Road Commissioner
County Engineer-Surveyor

WL/se
March 12, 1981

Mariposa County
Board of Supervisors
Courthouse
Mariposa, California

Dear Mr. Chairman:

With reference to Mariposa County Code Section 2.76.030 regarding the "operating, garaging and maintenance procedure" of the Mariposa County Senior Assistance Program vehicle assigned to this department, the following information is submitted per your request.

The S.A.P. Program is assigned 1 (one) 1978 Dodge, eleven passenger van. This vehicle is operated by employees of this department. It is garaged at the Mariposa County Sheriff's Office.

The van is serviced every 5000 miles and has a complete tune-up every 10,000 miles. Tires, batteries, etc. are purchased as needed. It is inspected annually by the California Highway Patrol. We have a complete maintenance log, for review, upon request.

Sincerely,

Glen R. Power
Program Director
Mariposa Senior Assistance Program

GRP/rmh
February 15, 1981

Honorable Board of Supervisors
County of Mariposa
Mariposa County Courthouse
Mariposa, California 95338

RE: County Code 2.76.030

Gentlemen and Madam:

The following is submitted in accordance with County Code Section 2.76.030.

Deputies on duty, maintenance personnel, jailor/dispatcher, Clerk/dispatcher/matrons, the Work Furlough Officer, and the Animal Control Officer are the only people permitted to operate the Sheriff's department vehicles. The garaging of the vehicles is either at the Sheriff's Office or at the on-duty Deputy's residence.

Maintenance is done in accordance with the vehicle manufacturer's recommendation. The Sheriff's Service worker is in charge of maintaining these vehicles by a master maintenance schedule. This is his responsibility and he keeps a constant check on all vehicles, as well as a continuous maintenance log.

Very truly yours,

[Signature]

PAUL E. PAIGE
SHERIFF-CORONER

PEP:db

EXHIBIT "M"
March 25, 1981

Board of Supervisors
County Courthouse
Mariposa, Ca. 95338

Attn: Joan Lynk, Executive Aide

Gentlemen:

In compliance with Mariposa County Code Section 2.76.030, I am submitting this department's plan of operation governing the use of County-Owned vehicles for your consideration:

1. Vehicles operated:
   (1) 1973 Chevrolet License #610924
   (1) 1971 Ford License #583270

2. Garaging:

   Vehicles are parked in open spaces on the parking lot to the east of the Health & Welfare building. Vehicles are locked at night and night lighting is provided by a power pole spot light above the vehicles. Unobstructed observation of the vehicles can be made from Highway 149 and from the Forty Miner Market parking lot and somewhat long distance observation from 140 if going down hill.

3. Operation:

   a. Use - Vehicles may be used by any of the employees whenever necessary to carry out work responsibilities. Staff use of vehicles includes home visits to clients, attendance at meetings, trips to other department offices such as Auditor, Clerk, daily mail pick up at Post Office, etc. Periodically it is necessary to provide medical transportation or meet other client transportation needs when no other arrangements can be made.

   b. Method and Control - All car keys are maintained in a locked drawer at the reception counter. An employee taking a car out indicates which car he is using, the trip destination, and anticipated time of return.

   c. Safety - All staff has been advised "that the wearing of seat belts is required while driving county cars."

   EXHIBIT "N"
4. Maintenance:

a. Gas and oil - This department uses 4 major oil credit cards: Chevron, Texaco, Shell, and Union 76; which are maintained in a locked drawer in the receptionist's office (Chevron and Union 76 used locally, plus Texaco and Shell when on out of town trips). It is the responsibility of each employee using a vehicle to see that it has at least a half tank of gas when returning to the office.

b. Responsibility for maintenance - I have assigned the responsibility for controlling and arranging for ongoing maintenance, tune ups, and other required upkeep to the Social Worker. All vehicles are serviced (lubrication, oil change, filter, etc.) every 4,000 miles. Each employee using a vehicle is responsible for reporting vehicle malfunctions to the director and/or Social Worker.

c. Records - A folder is maintained for each vehicle which contains copies of service orders for maintenance.

Please contact me if you have any question.

Thank you.

Sincerely,

[Signature]

LOIS LEWIS, DIRECTOR
MARIPOSA COUNTY DEPT OF SOCIAL WELFARE

IL/tc
TO: Joan Lynk  
Executive Aide  
Mariposa County Board of Supervisors

FROM: Special Districts Department

RE: Mariposa County Code Section 2.76.030

In the Special Districts Department we have one 1978 Toyota pickup which is maintained, as far as maintenance and light mechanical items are concerned, by myself. To date, no work requiring outside commercial work has been necessary. The County Road Department installed the radio in this vehicle at their shop.

In the Solid Waste Department, all regular maintenance and light mechanical work on two pickups and one garbage truck is done at our shop at the Solid Waste site. On one occasion this year we had some motor work done by Sierra Motors on one pickup.

The heavy mechanical work on the International garbage truck is done from time to time by International Truck in Fresno or by Leonard Truck Service in Merced, depending on price.

The garaging of the Special Districts pickup is undercover at my residence which is midway between Districts, and allows me to make off hour trouble runs with a minimum of time loss and provides security for about two thousand dollars worth of tools which are on the truck at all times. Other undercover security areas are not available.

One of the two pickups in the Solid Waste Department is garaged at the Hoy residence for the same reasons as above. This residence is within two (2) minutes of the fill site. The second pickup and the garbage truck are parked in the open at the fill site without security protection.

Roger McElligott  
Special Districts Manager

By: [Signature]  
EXHIBIT "O"
March 9, 1981

Mariposa County Board of Supervisors
P.O. Box 784
Mariposa, California 95338
Attention: Joan Lynk, Administrative Aide

Dear Mrs. Lynk:

In accordance with Sub-Section A, Section II, of Ordinance No. 363, I am submitting the following specifications in regards to the county owned vehicle assigned to the Mariposa County office of the University of California Cooperative Extension, called a County Department for county administrative purposes.

1. Operating Procedures:
   Vehicle shall be used for the transportation of myself and any persons, equipment, or supplies necessary for the conduct of Cooperative Extension programs. Operation of the vehicle in activities in support of programs shall also be considered proper use. These will include regular commuting between field, office, and home; travel necessary for care and custody of the vehicle; and the towing or transportation of equipment in field work. Proper use shall not preclude personal use incidental to business use provided such personal use will not detract from conduct of program, cause undue addition of mileage or be plainly imprudent or indiscreet.

2. Garaging Procedures:
   Assigned county vehicle will be kept at the home of the department head when not in use, in maintenance and repair place of business, or in such places as prescribed for parking when department head is away from home and office.

3. Maintenance Procedures:
   Assigned county vehicle will be maintained according to the instruction manual specific to the vehicle with any major work taken to professionals in the business of maintenance and repair.

Yours truly,

Wain Johnson
Farm Advisor/4-H Youth Advisor

WJ:1s
March 12, 1981

Mariposa County
Board of Supervisors
Courthouse
Mariposa, California

Dear Mr. Chairman:

With reference to Mariposa County Code Section 2.76.030 regarding the "operating, garaging and maintenance procedure" of the Mariposa County Veterans Service Office vehicle assigned to this department, the following information is submitted per your request.

The Veterans Service Office is assigned 1 (one) 1976 A.M.C. Matador. This vehicle is operated by employees and volunteers listed with the County insurance carrier.

The vehicle is garaged at the Mariposa County Veterans Service Office and is serviced every 5000 miles and has a complete tune-up every 10,000 miles. Tires, batteries, etc. are purchased as needed. We have a complete maintenance log, for review, upon request.

Sincerely,

Glen R. Power
Mariposa County
Veterans Service Office

GRP/rmh
April 14, 1981

TO: BOARD OF SUPERVISORS

FROM: JOAN J. LYNK

SUBJECT: MARIPOSA COUNTY CODE SECTION 2.76.030, VEHICLE MAINTENANCE

The Board previously scheduled the deadline of April 15, 1981, for departments to submit operating, garaging, and maintenance procedures for vehicles assigned to their departments.

Attached is Res. 77-16, for the Board's information, indicating how the Board previously adopted the Department Head letters re departmental procedures, which are attached. All departments with vehicles assigned to them responded.