BOARD OF SUPERVISORS - COUNTY OF MARIPOSA

RESOLUTION NO. 75-62

BE IT RESOLVED that pursuant to Mariposa County Ordinance No. 363, Section II, Sub-Section C, pertaining to the operating garaging and maintenance procedure of County-owned vehicles, that the attached letters regarding departmental procedures, are incorporated herein and by this reference made a part of this Resolution.

BE IT FURTHER RESOLVED that the policies and procedures set forth in the Road Department Fleet Safety Program booklet, also incorporated herein and by this reference made a part of this Resolution, shall apply to all drivers of County-owned vehicles.

PASSED AND ADOPTED this 1st day of April, 1975, by the Board of Supervisors of the County of Mariposa, State of California, by the following vote:

AYES: Hurlbert, Clark, Moffitt, Richardson

NOES: None

ABSENT: Long

NOT VOTING: None

Harry F. Hurlbert
Chairman of the Board

ELLEN BRONSON, County Clerk and Ex-Officio Clerk of the Board
February 5, 1975

Mariposa County Board of Supervisors
P.O. Box 247
Mariposa, California 95338

Gentlemen:

I can see no reason to change the formal content of my 1973 response as a department head to Ordinance No. 363.

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

1. Operating Procedures:
   Vehicle shall be used for the transportation of myself and any persons or equipment or supplies necessary for conduct of Agricultural (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 load, or be plainly imprudent or indiscreet.

2. Garaging Procedures:
   Assigned county vehicle will be kept at home of department head when not in use or 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 Procedure:
   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.

Very truly yours,

John Anderson
County Director & Farm Advisor

CO-OPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS, U. S. Department of Agriculture, University of California, and County of Mariposa Co-operating
Mariposa County Board of Supervisors
Court House
Mariposa, California 95338

Gentlemen:

Two County owned sedans have been assigned to the assessor's office since last summer: a 1965 Ford, E165944 and a 1968 Chevrolet, E516993.

Each car is kept in the parking area of the Hall of Records when not in use. All basic maintenance has been performed by Walliser's Chevron Service in Mariposa.

The automobiles are used by appraisers in their field work. They are not driven home at night, except in the event an appraiser is leaving from home the next morning and a trip to the office to pick up the car would be out of his way.

We have not had these vehicles for more than a few months, and I have not yet prescribed specific service intervals. All work so far has been done on an observed "as needed" basis. However, three thousand mile intervals for basic lubrication and oil changes would probably be appropriate in the future.

Yours truly,

JOHN A. OWEN, JR.
Assessor

JAO:sab
April 1, 1975

The Honorable Board of Supervisors
Mariposa County
Mariposa, California 95338

Gentlemen:

Pursuant to Ordinance No. 363, I hereby submit my report on the operation, maintenance and garaging of the County owned vehicle used by the Probation Department.

As previously reported, the vehicle is used specifically for Subsidy Cases, therefore all up-keep is paid for by Subsidy. The vehicle is serviced through the Union 76 Station, with the lowest bids for tires being submitted and purchased through A.G. Pearson for thirty-six dollars less than any other bid.

The vehicle is parked at the residence of the Probation Officer's on the week-ends and holidays. As per agreement with The Youth Authority, the vehicle is used to commute to and from work by the Officers.

Respectfully submitted,

PH: bh
March 28, 1975

Board of Supervisors
County of Mariposa
Mariposa, California

Gentlemen:

In compliance with Section II, Subsection A of Ordinance 363 pertaining to the operating, garaging and maintenance procedure of the vehicles of the Mariposa County Sheriff's Department.

The Sheriff's vehicles are operated by Department personnel. The vehicles are garaged at the Sheriff's Office or the Deputy on call's residence. Also garaged at the Sheriff's Office is a jeep and the Supervisor's vehicle. A maintenance schedule is kept on the Supervisor's vehicle as closely as possible.

The Sheriff's Department vehicles are serviced on a regular basis. Maintenance of transmission, front wheel bearings, brakes and other preventative maintenance is done at 12,000 mile intervals. Regular engine tune-ups are done at 16,000 to 20,000 mile intervals. This is factory recommended maintenance service schedule.

Yours Truly,

PAUL E. PAIGE
SHERIFF-CORONER

PEP:sp
March 27, 1975

Board of Supervisors
Mariposa County
County Court House
Mariposa, Calif.

Gentlemen:

Regarding Mariposa County Ordinance #363, Section 11, Sub-Section A
Operation, garaging and maintenance procedure of County vehicles by
the Building and Grounds Department.

(1) Operation of vehicle - Vehicle is operated by maintenance men
from 8:00 a.m. to 5:00 p.m. Custodian operates vehicle from
5:00 p.m. to 12:00 p.m.

(2) Garaging - Mariposa County Building and Grounds Department does
not have a garage available. Vehicle is parked in Maintenance
Shop parking lot.

(3) Maintenance Procedure - All minor maintenance is done at the
Maintenance Shop at 11th and Jones Sts. Major repairs are done
by Sierra Motors, Mariposa.

Sincerely,

[Signature]

Leonard H. Gabrielson
Building and Grounds Supervisor
Honorable Board of Supervisors
Mariposa County Courthouse
Mariposa, California 95338

Gentlemen:

In accordance with ordinance No. 363, the following vehicles are
cared for and utilized in the manner described below. Regularly scheduled
maintenance for all vehicles is conducted by Recreation and Parks Employees.

STATION WAGON:

This vehicle is garaged at the home of the Department Head when not
being used for official business. This is to insure prompt action for
any emergency situations, and for duties that are after hours in con-
junction with various recreation programs. This vehicle is also used
to transport supplies and/or equipment from out-of-town suppliers for
swimming pool and sports equipment. The normal distance for this use
is north to Stockton and south to Fresno. Transportation to scheduled
out-of-town baseball and football games is another function of this
wagon. It also increases the carrying capacity for the bus to use the
station wagon in addition to the bus. During sports seasons, summer
movies and special facility use, the wagon will be used to coordinate
and inspect these events. This may occur on week-ends, holidays, or
during night hours. Additional usage, such as out-of-town conferences
or meetings, will involve requesting the Board of Supervisors approval
before the wagon is used.
PICK-UP:

The pick-up will be used mainly by the maintenance man, or anyone assigned by me to do the various duties that are required for the department. The pick-up will be used for carrying equipment and supplies when accompanying the bus or station wagon on scheduled games. When not in use, the pick-up will be stored at the Mariposa Park.

STAKE SIDE:

The stake side will be used for various big loads that can not be handled by the pick-up.

BUS:

The bus will be used for transporting youngsters in the sports programs to designated places set up in our schedule. The bus will be used for the Ski Program on Sundays from January through March. Any other use of the bus will be cleared through the Board beforehand.

During the course of the programs and recreation events throughout the year, I will designate the employees of the Parks and Recreation Department, coaches, or volunteer help to drive the station wagon, bus, pick-up, or stake side, providing they have the proper credentials, for the recreational program purposes as needed.

Sincerely,

John L. Rotondo
Director
February 19, 1975

Board of Supervisors
Mariposa County
Mariposa County Courthouse
Mariposa, California

Gentlemen:

Re: Mariposa County Ordinance #363
Section II
Sub - Section A

1.
   (a) Maintenance Procedure - All road department
       vehicles are maintained by the I.G.S. Fund
       (Mariposa County Road Department Shop)

   (b) Garaging - Mariposa County Road Department
       does not have garages available for any of
       the equipment or vehicles. All vehicles are
       either parked in the road department yard or
       on the premises of the individual to whom
       vehicles are assigned.

   (c) Operation of vehicles - All Mariposa County
       Road Department vehicles are operated as per
       our Safety Fleet Program.

For further information on the use of county vehicles please
refer to; Road Commissioner's letter to Board of Supervisors,
dated November 18, 1971, entitled - Policy on use of county
vehicles by supervisory personnel of Mariposa County Road
Department, and Safety Fleet Program, both on file in the county
clerks office.

/P.J. Artero
P.J. Artero
County Road Commissioner
March 28, 1975

Board of Supervisors  
County Courthouse  
Mariposa, California 95338

Gentlemen:

In compliance with Ordinance No. 363, I am submitting this department's plan of operations governing the use of county-Owned vehicles, for your consideration.

1. Vehicles operated:

   (1) 1973 Chevrolet  Temporary License #0000363
   (1) 1971 Ford        Exempt License #583270
   (2) 1964 Ford        Exempt License #565944 transferred to Assessor

2. Garaging:

   Vehicles are parked in open spaces on the parking lot to the east of the building. Vehicles are locked at all times and night lighting is provided by a power pole spot light above the vehicles. Unobstructed observation of the vehicles can be made from Highway 49 and from the Forty Niners 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. Occasionally it is necessary to transport a disabled applicant for medical or psychiatric evaluation when no other arrangements can be made.

   b. Method and Control All car keys are maintained in a locked drawer at the reception counter. A daily record of car use is maintained in the supply room. The record shows beginning month mileage of each vehicle. The employee taking a car out, indicates which car he is using and the trip destination, e.g. Coulterville area, Mariposa local etc.
c. **Safety** All staff has been advised (Director's memo August 4, 1972) "that the wearing of seat belts is required while driving county cars."

4. **Maintenance**

a. **Gas and oil** This department has four (4) major oil credit cards: Texaco, Phillips 66, Shell and Union 76, which are maintained in the director's desk. It is the responsibility of each employee using a vehicle to see that it has at least a half tank of gas. Gas and oil is purchased from each of the dealers on a rotating basis.

b. **Responsibility for maintenance** The director is responsible for controlling and arranging for ongoing maintenance, tune ups and other required upkeep. All vehicles are services (lubrication, oil change, filter etc.) every three months or 2,500 miles, whichever comes first. Each employee using a vehicle is responsible for reporting vehicle malfunctions to the director.

c. **Records** A folder is maintained for each vehicle which contains all credit slips for gas and oil and service orders for maintenance.

Sincerely,

[Signature]

**JESSE J. MC NALLY, DIRECTOR**

**MARIPOSA COUNTY WELFARE DEPARTMENT**