BOARD OF SUPERVISORS - COUNTY OF MARIPOSA

RESOLUTION NO. 73-82

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 10th day of July, 1973, by the Board of Supervisors of the County of Mariposa, State of California, by the following vote:

AYES: Hurlbert, Long, Moffitt, Davis, Richardson
NOES: None
ABSENT: None
NOT VOTING: None

[Signature]
TOM R. RICHARDSON, Chairman of the Board of Supervisors

ATTEST:

ELLEN BRONSON, Acting County Clerk
and Ex-officio Clerk of the Board

[Signature]
January 24, 1973

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.

There are presently seven vehicles including the jeep in the Sheriff's Department. The Sheriff, Undersheriff and the deputies each have a vehicle. These vehicles are garaged at their residences, repairs are made as necessary, each officer has the responsibility of caring for their vehicles.

The jeep is garaged at the County Jail. One vehicle used by all county departments is garaged at the County Jail also one jeep used for house numbering is garaged at the County Jail.

Pursuant to Section 5212 of the Welfare & Institutions Code, the Sheriff's Department must maintain at least one unmarked car to transport mentally disturbed persons and to be used in undercover investigations.

Sincerely,

Norman W. Garrett, Sheriff
Mariposa County
January 24, 1973

Board of Supervisors
County of Mariposa
Mariposa, California 95338

Gentlemen:

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
Farm Advisor and County Director

JA:1b
January 31, 1973

Honorable Board of Supervisors
Mariposa County
Mariposa, California 95338

Gentlemen:

Pursuant to your request regarding Ordinance No. 363, I hereby submit my report regarding the operating, garaging and maintenance of the county owned vehicle used by the Probation Department.

As per agreement by Mr. Russ Kokx, Consultant for the Youth Authority Subsidy program, I am permitted to commute to and from work in the vehicle purchased by Subsidy, now the property of Mariposa County.

The vehicle is used by both the Chief Probation Officer and Deputy Probation Officer on detail for special supervision and investigation by the Department only. On holidays and weekends the vehicle is parked at the residence of the Chief Probation Officer, and not used unless called on a special supervision case.

The maintenance and upkeep is also paid by Subsidy and is being serviced through Union 76 in Mariposa on a County Credit card, then reimbursed quarterly by Subsidy.

Yours very truly,

Pauline Wichser
Chief Probation Officer

PAULINE WICHSER
CHIEF PROBATION OFFICER
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 #000363
   (1) 1971 Ford  
       Exempt License #583270
   (1) 1964 Ford  
       Exempt License #165944

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 Niner Market parking lot and somewhat long distance observation from l40 if going down hill.

3. Operation
   a. Use  Vehicles may be used by any of the employees when ever 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, i.e; 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." Safe driving instruction, provided by C.H.P., particularly in mountain driving, is being considered.
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 serviced (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]

EDWARD A. WARREN, DIRECTOR
MARIPOSA COUNTY WELFARE DEPARTMENT
Parks and Recreation Department
of Mariposa County

MARIPOSA, CALIFORNIA

February 1973

Honorable Board of Supervisors
Mariposa County Courthouse
Mariposa, California 95338

Gentlemen:

I am submitting the report on the use of equipment in my department.

STATION WAGON:

The station wagon is taken home for the purpose of being ready to go to and from any Park or installation in the county for emergency reasons, or for duties that can not be completed during the course of the eight hour day. It is used to transport supplies and/or equipment from out-of-town suppliers for the pools, and for baseball and football programs with the normal distance for this use being as far south as Fresno, and north as Stockton. The wagon is used to transport youngsters to out-of-town scheduled games in baseball and football, and for carrying overload from the bus when in use for scheduled events. During the sports programs and for other special events such as movies and group-use of facilities, the wagon will be used up to seven days and evenings a week to coordinate and check out these various programs. Any other use of the station wagon, such as out-of-town conferences or meetings, etc. will be cleared through the Board of Supervisors ahead of time.
PICKUP:

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 pickup will be stored at the Mariposa Park.

STAKE SIDE:

The stakeside will be used for various big loads that can not be handled by the pickup.

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 stakeside, providing they have the proper credentials, for the recreational program purposes as needed.

Sincerely,

John L. Rotondo
Director

JLR:jlw
Honorable Board of Supervisors  
County of Mariposa  
Court House  
Mariposa, California 95338

Gentlemen:

In accordance with Subsection A, Section 2 of Mariposa County Ordinance No. 363, this shall apply to the drivers of the emergency fire trucks whose names are on file in the County Clerk's office.

The policies and procedures of the Road Department as set forth in the Fleet Safety Program of the above-mentioned Road Department shall apply to these drivers.

Yours very truly,

[Signature]

J. B. ECKERSON  
Deputy District Attorney
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 dept. 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 dept. 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 Dept, and Safety Fleet Program, both on file in the county clerks office.

P.J. Artero
County Road Commissioner