

1 BOARD OF SUPERVISORS - COUNTY OF MARIPOSA
2
3 RESOLUTION NO. 75-62
4

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

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

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

19 AYES: Hurlbert, Clark, Moffitt, Richardson


20 NOES: None

21 ABSENT: Long

22 NOT VOTING: None

23 
24 Harry F. Hurlbert
Chairman of the Board

25 ATTEST:

26 
27 ELLEN BRONSON, County Clerk and
Ex-Officio Clerk of the Board
28

AGRICULTURAL EXTENSION
UNIVERSITY OF CALIFORNIA
MARIPOSA COUNTY

*Co. Car
Policy*

P. O. BOX 246
MARIPOSA, CALIFORNIA 95338
Telephone: Area Code 209-966-2417

FILED

FEB 6 - 1975

COUNTY CLERK

BY DEPUTY CLERK

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.

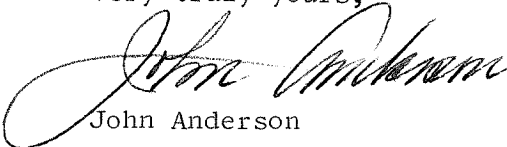
2. Garaging Procedures:

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

OFFICE OF
ASSESSOR

MARIPOSA COUNTY

P. O. BOX 35

MARIPOSA, CALIFORNIA

95338

February 14, 1975

FILED

MAR 31 1975

COUNTY CLERK

BY DEPUTY CLERK

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

PAULINE A. HAND
CHIEF PROBATION OFFICER
CHARLES G. HAND
DEPUTY PROBATION OFFICER

COUNTY of MARIPOSA

DEAN C. LAURITZEN, JUDGE OF THE SUPERIOR COURT

PROBATION DEPARTMENT

P.O. BOX 76

MARIPOSA, CALIFORNIA 95338

209 - 966 - 3612

April 1, 1975

FILED

MAR 31 1975

COUNTY CLERK

BY DEPUTY CLERK

The Honorable Board of Supervisors
Mariposa County
Mariposa, California 95338

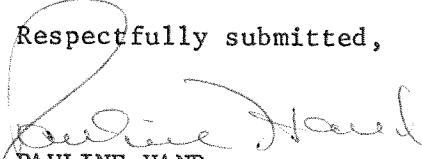
Gentlemen:

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,


PAULINE HAND
CHIEF PROBATION OFFICER

PH:bh



PAUL E. PAIGE
SHERIFF

JACK H. GOULD, JR.
UNDERSHERIFF

March 28, 1975

FILED

MAR 28 1975

COUNTY CLERK

BY DEPUTY CLERK

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

PAUL E. PAIGE
SHERIFF-CORONER

PEP:sp

FILED

March 27, 1975

MAR 28 1975

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

COUNTY CLERK

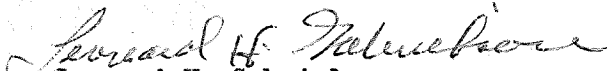
BY DEPUTY CLERK

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,


Leonard H. Gabrielson
Building and Grounds Supervisor

JOHN L. ROTONDO
DIRECTOR

P. O. BOX 278
PHONES: BUSINESS 966-2498
HOME 966-2608

*Parks and Recreation Department
of Mariposa County*

MARIPOSA, CALIFORNIA
February 1975

FILED

MAR 27 1975

Honorable Board of Supervisors
Mariposa County Courthouse
Mariposa, California 95338

COUNTY CLERK

BY DEPUTY CLERK

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 conjunction 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.

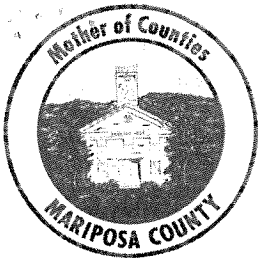
During the course of the programs and recreation events throughout the year, I will designate the employees of the Parks and Recreation Department, coaches, or volunteer help to drive the station wagon, bus, pick-up, or stake side, providing they have the proper credentials, for the recreational program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

Sincerely,



John L. Rotondo
Director

JLR:jer



COUNTY of MARIPOSA

PHONE (209) 966-2252

4639 BEN HUR ROAD
MARIPOSA, CALIFORNIA 95338

OFFICE OF: ROAD DEPARTMENT
COUNTY ENGINEER
COUNTY SURVEYOR
SPECIAL DISTRICTS

Co. Car Policy

PETER J. ARTERO
ROAD COMMISSIONER
COUNTY ENGINEER AND SURVEYOR

February 19, 1975

Board of Supervisors
Mariposa County
Mariposa County Courthouse
Mariposa, California

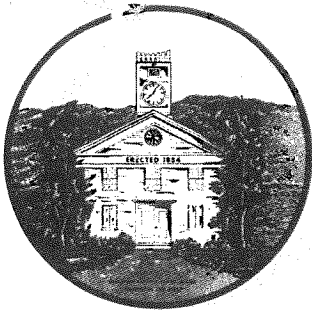
Gentlemen:

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



MARIPOSA COUNTY
DEPARTMENT OF SOCIAL WELFARE

HEALTH & WELFARE BUILDING
HWY. 49 NEAR JCT. HWY. 140

J. J. MC NALLY, DIRECTOR
PHONE MARIPOSA (209) 966-3609

POST OFFICE BOX 7
MARIPOSA, CALIFORNIA 95338

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 |
| (1) 1964 -Ford | Exempt-License-#165944 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 Niner 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.e: Coulterville area, Mariposa local etc.

(2)

- 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,


JESSE J. MC NALLY, DIRECTOR
MARIPOSA COUNTY WELFARE DEPARTMENT