



# Mendocino County

## Legislation Details (With Text)

**File #:** 24-0019      **Version:** 1      **Name:**  
**Type:** Approval      **Status:** Consent Agenda  
**File created:** 12/21/2023      **In control:** General Services Agency  
**On agenda:** 1/9/2024      **Final action:** 1/9/2024  
**Title:** Approval of the List of Personnel Authorized to Use County Vehicles for Work-to-Home/Home-to-Work Travel, Pursuant to Mendocino County Code Chapter 3.12, "The County Vehicle Policy"

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Work-to-Home\_Home-to-Work 2024 Personnel Authorized Table-FINAL 12.21.23

Date	Ver.	Action By	Action	Result
1/9/2024	1	Board of Supervisors		

**To: BOARD OF SUPERVISORS**

**From:** Executive Office and General Services

**Meeting Date:** January 9, 2024

**Department Contact:** Darcie Antle      **Phone:** 707-463-4441  
**Department Contact:** Janelle Rau      **Phone:** 707-234-6050

**Item Type:** Consent Agenda      **Time Allocated for Item:** N/A

**Agenda Title:**

Approval of the List of Personnel Authorized to Use County Vehicles for Work-to-Home/Home-to-Work Travel, Pursuant to Mendocino County Code Chapter 3.12, "The County Vehicle Policy"

**Recommended Action/Motion:**

Approve the list of personnel authorized to use County vehicles for work-to-home/home-to-work travel pursuant to Mendocino County Code Chapter 3.12, "The County Vehicle Policy".

**Previous Board/Board Committee Actions:**

The Board of Supervisors adopted the Vehicle Use Policy No. 26 on May 18, 1993, and the subsequent amendments on February 26, 2002, October 25, 2005, and February 9, 2010.

**Summary of Request:**

Mendocino County Code Chapter 3.12.060, the County Vehicle Policy, directs that upon the recommendation of the Chief Executive Officer (CEO) or his/her designee, the Board of Supervisors shall approve an annual list of employees authorized to use a County vehicle for work-to-home/home-to-work use, when such use is determined to be in the best interest of the County. "In the best interest of the County" is defined as "those vehicle assignments that are cost-effective to the County, enhance service to the public and better provide for public safety, and can stand the test of public scrutiny".

Mendocino County Code Chapter 3.12.060(C) sites examples of approved reasons or circumstances that the department head may submit a request for approval including: 1) The employee is on call for service in emergencies related to loss of life or property, and is required to respond directly to a site other than the employee's normal place of employment, and such response is of an emergency nature; and/or 2) The department head certifies that recurring, daily or continual work-to-home/home-to-work use by the identified employee is necessary for the safe and/or efficient conduct of County business.

On or before the first Board of Supervisors meeting in January of each year, department heads requesting approval for home garaging a County vehicle are to submit their requests to the Chief Executive Officer, who has the responsibility to submit a list of such requests, along with his/her recommendations, to the Board of Supervisors for approval. The CEO and Board of Supervisors shall be authorized to approve or disapprove requests for a period not to exceed one (1) year.

Departments were asked to provide a list of employees requested for use of County vehicles for work-to-home/home-to-work use. Staff compared new departmental requests to those that were approved and authorized for 2023. Any new requests were further scrutinized and considered, with departments being asked to clarify the frequency of use, and whether the use was "recurring or sporadic" and removed those that fell into the category of sporadic with the consent of each department head.

The Chief Executive Officer and General Services Agency Director have reviewed and approved the attached recommended list pertaining to the Vehicle Use Policy. Staff is requesting that the Board of Supervisors approve the recommended list of personnel authorized to use County vehicles for work-to-home/home-to-work travel for 2024.

**Alternative Action/Motion:**

Direct staff to modify the list as determined necessary by the Board.

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:**

Mendocino County Code 3.12  
<[https://library.municode.com/ca/mendocino\\_county/codes/code\\_of\\_ordinances?nodeId=MECOCO\\_TIT3PE\\_CH3.12COVEPO](https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECOCO_TIT3PE_CH3.12COVEPO)>

Mendocino County policy No. 26  
<<https://www.mendocinocounty.org/government/executive-office/policy-manual>>

**Fiscal Details:**

**source of funding:** N/A

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** No

**AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL:** N/A

**CEO Liaison:** Tony Rakes, Acting Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: **Approved**

Date: January 9, 2024

