



# County of El Dorado

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## Legislation Text

File #: 07-1975, Version: 1

Transportation Department recommending the Board order the Auditor-Controller to issue a reimbursement to the Key Contact of the Advisory Committee for the Green Valley Oaks Zone of Benefit in the amount of \$239.25 for the purchase of road signs.

**RECOMMENDED ACTION:** Approve.

**FUNDING:** Green Valley Oaks Road Zone of Benefit Funds.

BUDGET SUMMARY:		
Total Estimated Cost		\$239.25
Funding		
Budgeted	\$239.25	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$239.25	
Change To Net County Cost		\$-0-

Fiscal Impact/Change to Net County Cost:

Funding for the reimbursement of \$239.25 for the purchase of road signs is included in the fiscal year 2007/2008 budget for Green Valley Oaks Road Zone of Benefit.

Background:

Prior to 2005, it had been a long-standing practice to reimburse Advisory Committee members for miscellaneous purchases related to zone of benefit activities. In 2005, it was determined that this practice was not in accordance with the El Dorado County Board of Supervisors Policy and Procedure Guidelines for Creation and Administration of Zones of Benefit within a County Service Area, which require zones of benefit to comply with State and County codes, policies and procedures. Authority to purchase is not granted to zone of benefit Advisory Committee members by the County Ordinance Chapter 3.12 which governs procurement of goods and services; therefore, they are required to obtain authorization through County procurement procedures prior to making purchases.

In order to assist the Advisory Committee members of the 32 road zones of benefit with minor purchases related to holding and noticing public meetings, the Department of Transportation requested permission from your Board on November 8, 2005, Item 13, to allow them to purchase and receive reimbursement for a specific list of office supply items. All other purchases for the zones of benefit are made in accordance with the County Ordinance governing procurement.

The Department has provided training and written materials to Advisory Committee members on various aspects of the zone of benefit program including the procurement procedures and allowable items for reimbursement. Since the fall of 2005, the Department has held three formal training sessions for all Advisory Committee members, one training session for new Advisory Committee members and one budget preparation workshop during which this information was presented. The material presented at each training session was mailed to Advisory Committee members not in attendance as well. Additionally, the procurement procedures have been discussed in several newsletters presented to Advisory Committee members.

**Reason for Recommendation:**

A member of the Advisory Committee in the Green Valley Oaks Zone of Benefit purchased replacement road name signs and has submitted a request for reimbursement. While this individual is the Key Contact for the Advisory Committee and has received the training materials related to procurement procedures, she believed that it was still acceptable to receive reimbursement for such expenditures. She has been advised that the authority to make this reimbursement can only be granted by your Board as an exception to the procedures governing the zone of benefit program. She has been provided with an additional copy of the policies and procedures governing the zone of benefit program for future reference.

**Action to be taken following Board approval:**

The Department of Transportation will provide a claim to include the receipt for expenses to be reimbursed by the Auditor-Controller. The Board of Supervisors will authorize and instruct the Auditor-Controller to reimburse zone of benefit Advisory Committee member for the purchase of signs in the amount of \$239.25.

**Contact:** Tom Celio x 4905

**Concurrences:**