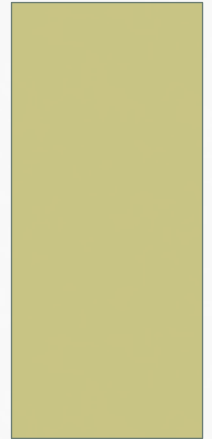


DEPARTMENT OF TRANSPORTATION
OCTOBER 25, 2023



BUDGETING & CONTRACTING WORKSHOP

ZONES OF BENEFIT



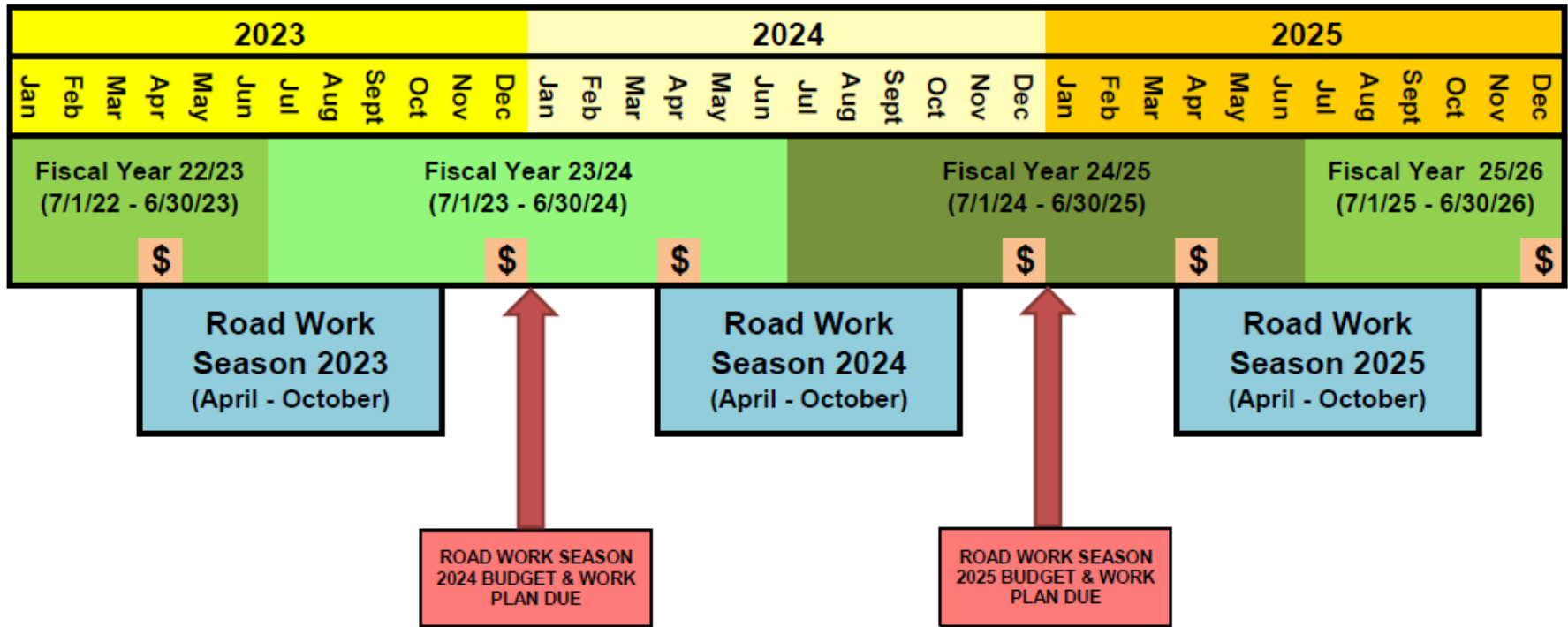
AGENDA

- Budget
 - FY 22-23 Review
 - FY 23-24 ~ Road Work Season 2024
 - Strategic Planning
 - Contingencies
 - Budget Workbook including Work Plan
- Contracting
 - Maintenance vs. Construction
 - Contracting Process & Requirements
 - Timelines
 - Do's & Don'ts
- Q & A

BUDGET

- Calendar
- Budget Template:
 - Work Plan for Road Work Season 2024
 - Budget for Road Work Season 2024

ZONE CALENDAR



Legend:

- \$ Income Received
- Important Item Due to County

FY 22-23 BUDGET REVIEW



			Past Fiscal Year 2022/2023 (July 2022 through June 2023)			Past Fiscal Year 2021/2022 (July 2021 through June 2022)		
Object	Project	Description	2023 Revised Budget	2023 Actual	2023 Available	2022 Revised Budget	2022 Actual	2022 Available
REVENUE								
0001		FUND BALANCE	\$ (64,219.00)	\$ -	\$ (64,219.00)	\$ (55,620.00)	\$ -	\$ (55,620.00)
0175		TAX: SPECIAL TAX	\$ (10,626.00)	\$ (11,076.00)	\$ 450.00	\$ (10,626.00)	\$ (10,176.00)	\$ (450.00)
0360		PEN & COST DELINQUENT TAXES	\$ -	\$ (65.25)	\$ 65.25	\$ -	\$ -	\$ -
0400		REV: INTEREST	\$ -	\$ (842.24)	\$ 842.24	\$ -	\$ 1,881.24	\$ (1,881.24)
TOTAL REVENUE			\$ (74,845.00)	\$ (11,983.49)	\$ (62,861.51)	\$ (66,246.00)	\$ (8,294.76)	\$ (57,951.24)
SERVICES AND SUPPLIES								
4300		PROFESSIONAL & SPECIAL SRVS	\$ 1,500.00	\$ 250.00	\$ 1,250.00	\$ 1,500.00	\$ 250.00	\$ 1,250.00
4303		ROAD MAINT & CONSTRUCTION	\$ 68,294.00	\$ 52,813.00	\$ 15,481.00	\$ 60,286.00	\$ -	\$ 60,286.00
4400		PUBLICATION & LEGAL NOTICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4571		ROAD: SIGNS	\$ -	\$ -	\$ -	\$ -	\$ 53.09	\$ (53.09)
FIXED COSTS								
5330		INTERFND: ALLOCATED SALARIES/B	\$ 165.00	\$ 111.29	\$ 53.71	\$ 120.00	\$ 138.85	\$ (18.85)
5356		INTERFND: SPECIAL DIST MAINT	\$ -	\$ 415.63	\$ (415.63)	\$ -	\$ -	\$ -
5356	DOT	INTERFND: SPECIAL DIST MAINT	\$ 1,590.00	\$ 670.21	\$ 919.79	\$ 2,561.00	\$ 1,120.14	\$ 1,440.86
7257	CDS	INTRAFND: CSA INSURANCE	\$ 350.00	\$ 282.85	\$ 67.15	\$ 350.00	\$ 267.01	\$ 82.99
SAVINGS								
7700		APPROPRIATION FOR CONTINGENCY	\$ 2,946.00	\$ -	\$ 2,946.00	\$ 1,429.00	\$ -	\$ 1,429.00
TOTAL EXPENSES			\$ 74,845.00	\$ 54,542.98	\$ 20,302.02	\$ 66,246.00	\$ 1,829.09	\$ 64,416.91



BUDGET FY 24-25

ROAD WORK SEASON 2024

- Work Plan & Budget Balancing Act
 - Consider the potential work for 2024:
 - Work Plan from prior year
 - As determined during your Annual General Meeting
 - Concerning areas following storms
 - Develop maintenance and construction budgets to support the work.
 - Review and budget any other expenditures.
 - Review Contingencies/Savings and project any funds that may need to move into the Operating Budget for Road Work Season 2024.
 - Best Practice: Maintain a minimum threshold of Contingencies.



BUDGET FY 24-25: STRATEGIC PLANNING

- Budget for FY 24-25 “Next Year’s Budget”
 - Road Work Season: April – October 2024
 - Consider future expenses such as maintenance or construction needs.
 - Reflect on prior year’s Work Plan for future work or items that may not have been completed.
 - Prioritize projects based on safety such as aged culverts under a roadway.
- Review Contingencies/Savings
 - Zones without Contingencies are strongly encouraged to establish a “safety net.”
 - Rainy Day Funds are another great way to set money aside for future (large) projects and will not require Board approval for the budget transfer.



Future Fiscal Year 2024/2025 (July 2024 through June 2025)				Current Fiscal Year 2023/2024 (July 2023 through June 2024)																							
Object	Project	Description	2025 Estimated Budget	2024 Revised Budget	2024 Actual	2024 Encumbrances	2024 Available																				
REVENUE																											
0001		FUND BALANCE	\$ (28,376.00)	\$ (19,526.00)	\$ -	\$ -	\$ (19,526.00)																				
0175		TAX: SPECIAL TAX	\$ (10,626.00)	\$ (10,626.00)	\$ (450.00)	\$ -	\$ (10,176.00)																				
0360		PEN & COST DELINQUENT TAXES	\$ -	\$ -	\$ -	\$ -	\$ -																				
0400		REV: INTEREST	\$ -	\$ -	\$ (163.68)	\$ -	\$ 163.68																				
TOTAL REVENUE			\$ (39,002.00)	\$ (30,152.00)	\$ (613.68)	\$ -	\$ (29,538.32)																				
SERVICES AND SUPPLIES																											
4300		PROFESSIONAL & SPECIAL SRVS	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00																				
4303		ROAD MAINT & CONSTRUCTION	\$ 32,231.00	\$ 26,962.00	\$ -	\$ -	\$ 26,962.00																				
4400		PUBLICATION & LEGAL NOTICES	\$ 30.00	\$ 25.00	\$ -	\$ -	\$ 25.00																				
4571		ROAD: SIGNS	\$ -	\$ -	\$ -	\$ -	\$ -																				
FIXED COSTS																											
5330		INTERFND: ALLOCATED SALARIES/B	\$ 176.00	\$ 176.00	\$ -	\$ -	\$ 176.00																				
5356		INTERFND: SPECIAL DIST MAINT	\$ -	\$ -	\$ -	\$ -	\$ -																				
5356	DOT	INTERFND: SPECIAL DIST MAINT	\$ 1,212.00	\$ 1,165.00	\$ -	\$ -	\$ 1,165.00																				
7257	CDS	INTRAFND: CSA INSURANCE	\$ 353.00	\$ 324.00	\$ -	\$ -	\$ 324.00																				
SAVINGS																											
7700		APPROPRIATION FOR CONTINGENCY	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -																				
TOTAL EXPENSES			\$ 39,002.00	\$ 30,152.00	\$ -	\$ -	\$ 30,152.00																				
TOTAL ESTIMATED REVENUE:			-\$39,002.00	TOTAL REVENUE:			-\$30,315.68																				
TOTAL BUDGETED EXPENDITURES:			\$39,002.00	BUDGETED EXPENDITURES:			\$30,152.00																				
ZERO BASED BUDGET:			\$0.00	CURRENT FY EXPENDITURES:			\$0.00																				
				CURRENT REMAINING FUNDS*:			\$ (30,315.68)																				
**LESS AUDITORS COST RECOVERY FEE:			174	*Remaining Funds will change if there is additional work to be completed prior to June 30 2024.																							
				ESTIMATED ADDITIONAL EXPENDITURES*:		SEE BELOW!	\$ 1,940.00																				
				*Enter the estimated amount to be spent prior to June 30 2024 in the section below, if no work is planned enter 0 in the yellow box.																							
				ESTIMATED REMAINING FUNDS*:			-\$28,375.68																				
				*This number populates in the FUND BALANCE section highlighted in FY 24/25 Budget																							
<table border="1"> <thead> <tr> <th colspan="4">ESTIMATED ADDITIONAL EXPENDITURES*:</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td>1,665.00</td> <td>Budgeted Fixed Costs</td> <td></td> </tr> <tr> <td>\$</td> <td>25.00</td> <td>Publication & Legal Notices</td> <td></td> </tr> <tr> <td>\$</td> <td>250.00</td> <td>(list potential work here EX: HERBICIDE)</td> <td></td> </tr> <tr> <td>\$</td> <td>1,940.00</td> <td>Total</td> <td></td> </tr> </tbody> </table>								ESTIMATED ADDITIONAL EXPENDITURES*:				\$	1,665.00	Budgeted Fixed Costs		\$	25.00	Publication & Legal Notices		\$	250.00	(list potential work here EX: HERBICIDE)		\$	1,940.00	Total	
ESTIMATED ADDITIONAL EXPENDITURES*:																											
\$	1,665.00	Budgeted Fixed Costs																									
\$	25.00	Publication & Legal Notices																									
\$	250.00	(list potential work here EX: HERBICIDE)																									
\$	1,940.00	Total																									



WORK PLAN

ROAD WORK SEASON 2024

- Tell us what you want to do on the Work Plan page of the Budget Workbook.
 - Ensure this reconciles to the amounts listed on the Budget Worksheet.
- Net Balance is what you have available to spend on road work & other expenses
 - $\text{Income less all Fixed Costs} = \text{Net Balance}$
- Timing is everything; The earlier the better!

WHERE IS THE WORK PLAN?

There are three tabs in your Budget Workbook. To complete the Work Plan, simply select that tab from the bottom of your workbook:

				Future Fiscal Year 2023/2024 (July 2023 through June 2024)	
Object	Project	Description	2024 Estimated Budget		
REVENUE					
0001		FUND BALANCE	\$	(55,157.84)	
0400		REV: INTEREST			
1310		SPECIAL ASSESSMENTS			
1740		CHARGES FOR SERVICES	\$	(24,152.23)	
TOTAL REVENUE			\$	(79,310.07)	
SERVICES AND SUPPLIES					
4303		ROAD MAINT & CONSTRUCTION	\$	65,000.00	
4400		PUBLICATION & LEGAL NOTICES	\$	25.00	
4440		RENT & LEASE: BUILD & IMPRV	\$	-	
4566		ROAD: PLANT MIX	\$	4,000.00	
4567		ROAD: AB ROCK	\$	-	
FIXED COSTS					
5330		INTERFND: ALLOCATED SALARIES/B	\$	525.30	
5356	DOT	INTERFND: SPECIAL DIST MAINT	\$	3,524.19	
7257	CDS	INTRAFND: CSA INSURANCE	\$	1,700.00	
SAVINGS					
7700		APPROPRIATION FOR CONTINGENCY	\$	4,535.58	
TOTAL EXPENSES			\$	79,310.07	
				TOTAL ESTIMATED REVENUE:	-579,310.07
				TOTAL BUDGETED EXPENDITURES:	\$79,310.07
				ZERO BASED BUDGET:	\$0.00
				**LESS AUDITORS COST RECOVERY FEE:	\$ -

Navigation tabs at the bottom: Master Budget Workbook | NOTE | **WORK PLAN** | +

HOW TO COMPLETE THE WORK PLAN

Next Fiscal Year 2024/2025

Zone:

Proposed Work: To be done between July 1, 2024 and June 30, 2025

List projects planned for the **upcoming fiscal** year. Requests for work not specified here will require minutes from a noticed public meeting reflecting a majority vote approving the project and use of funds.



Project Description/Items of Work:	Estimated Cost
Replace culvert under Baskin Road	\$ 35,000.00
CDFW Permitting Process (culvert replacement)	\$ 5,000.00
Herbicide Treatment	\$ 350.00

Total Cost \$ 40,350.00

Long Range Work Planned:

List long range improvement goals and/or maintenance projects

Project Description/Items of Work/Target Budget Year:
Repair/Replace sections of Robbins Road - Target Year 2025 Road Season

BUDGET DEADLINE

- ***January 3, 2024 – Budget Workbook & Work Plan Due***
 - ***What happens if a budget workbook is not submitted by the deadline?***
 - ***DOT will submit the budget on the Zone's behalf based on previous year's actuals.***
- The CAO issues specific deadlines for all budgets.
- No changes allowed once submitted to CAO.
- Any new forms will be in Budget Packets.

PURCHASING AND CONTRACTING

- Goods and Services
- Volunteer Work
- Contracting

PURCHASING & CONTRACTING

Part V, Section F - Policy and Procedure Guidelines:

“The financial management of the zones of benefit shall be treated as any other department of the County.”

Procurement of services and supplies must be in accordance with County policies and procedures and all other applicable codes and regulations.

PURCHASING

- **Expenditures must be:**
 - Included in a Board approved line-item budget
 - Voted on and approved during the General Meeting, or other noticed meeting, as part of the work plan submitted with the budget
 - Supported by revenues
 - Made through the proper channels



PURCHASING

- **Eligible for Reimbursement:**
 - Postage
 - Office supplies - mailing labels, name tags, envelopes, paper, printer cartridges, staples, writing implements, tape
 - Printing/copying
- **Reimbursement Requires:**
 - Certificate of Completion for Ethics Training dated within 2 years
 - Affidavit for Auditor's Office
 - California 590 Form & Payee Data Record



PURCHASING

- **Contact Transportation in advance for:**
 - Supplies
 - Road materials
 - Miscellaneous supplies
 - Services
 - Room rentals or use
 - Materials hauling
 - Any service provided by an outside vendor or contractor
 - Any billable services provided by other County Departments



VOLUNTEER WORK PROGRAM

- **Projects require County approval.**
 - Submit Request to DOT:
 - Task(s) to be performed
 - Materials/Supplies/Equipment, if any
 - Who will be working
 - Target date
- Supplies must be included in approved budget.
- Work must be in roadway easement.
- Waivers **must** be on file before work begins.



CONTRACTING

- **The County has On-Call Maintenance Contracts:**
 - **Herbicide application**
 - El Dorado Weed Control
 - **Landscaping maintenance**
 - Ponderosa Landscaping, Inc.
 - **Road maintenance**
 - Macauley Construction
 - Joe Vicini, Inc.
 - Doug Veerkamp General Engineering, Inc.
 - Pavement Coatings

NOTE: Construction work is not eligible.

PROCESS OVERVIEW: ON-CALL MAINTENANCE CONTRACT WORK

- **The Advisory Committee will:**

- Obtain quotes (*three is recommended*)
- Choose contractor

- **The Key Contact will:**

- Communicate with the County
- Submit/Email the request with all quotes received and the completed Maintenance Location Worksheet.

- **The County will then:**

- Review the work plan, quote, and Maintenance Location Worksheet for accuracy
- Submit the Work Order/Task Order for Counsel and Director approval
- Email the completed Work Order/Task Order to the Contractor and Key Contact as the Notice To Proceed

ON-CALL MAINTENANCE SERVICE WORKSHEET

- This is located on the Zones of Benefit website under Forms & General Information.

**County Service Area Zones of Benefit
On-Call Maintenance Services Worksheet**

This worksheet shall accompany Contractor's proposal for each maintenance project. Complete all relevant sections.

Date: _____ Working Days: _____ Requested Start date: _____ Amount: _____

Zone Name: _____ Contractor: _____

Materials and Methods: All materials and methods shall be in conformance with the 2018 Caltrans Specifications, including any Revised Standard Specifications thereto. Spoils shall be disposed of offsite and at no additional cost to County, unless otherwise specifically requested.

Asphalt patching:

Material: Asphalt Binder Type: _____ Chip Size: _____ Tack Coat: _____

Methods:

Blanket Patch Edge Repair Remove / Replace:

 Max Thickness: _____ Max Thickness: _____ Max Depth Excavated: _____

HMA in: one lift (<4") or two lifts (4">)

Added Base: No Yes; if yes, compacted to: _____

Chip seal following patching: No Yes

Add fog seal: No Yes

Total Square Feet of Blanket Patch: _____

Total Square Feet of Edge Repair: _____

Total Square Feet of Remove / Replace: _____

Crack Sealing:

Material: Hot Applied _____ Rubberized Cold Applied _____

Method: Cleaned: _____ Minimum width filled: _____

Total Linear Feet of Crack Sealing: _____

Surface Treatment: (Include totals for each different surface treatment type to be applied)

Seal Coat Slurry Seal Chip Seal Application: Single / Double

Fog seal: No Yes

ON-CALL MAINTENANCE CONTRACT SERVICES VS. SEPARATE CONTRACTS

- Work that is \$200,000 or more will require a separate contract resulting from a competitive bidding process.
- The timeframe to complete a separate contract can be 3 – 6 months.
 - Processed first in, first out.



MAINTENANCE VS. CONSTRUCTION

MAINTENANCE	CONSTRUCTION
Items of Work	
<ul style="list-style-type: none"> • Routine, recurring, and usual work for the preservation or protection of roads which includes: <ul style="list-style-type: none"> ○ Asphalt patching* ○ Asphalt overlay less than 1" thick ○ Crack filling ○ Pothole repairs ○ Culvert clearing ○ Snow removal ○ Herbicide ○ Landscape / tree removal 	<ul style="list-style-type: none"> • Construction, reconstruction, erection, renovation, improvement, demolition, or repair work of roads. • Typically work with a 3" depth or more • Culvert replacement • Shoulder grading • Any items of work not included under Maintenance.
Contracts - Overview	
<ul style="list-style-type: none"> • Option to use either of the following: <ul style="list-style-type: none"> ○ County on-call maintenance contract (most efficient) ○ Any contractor the Zone would like to use if they can meet the County contracting requirements. • Must conform to Public Works bidding requirements. 	<ul style="list-style-type: none"> • Any contractor the Zone would like to use if they can meet the County contracting requirements. • Must conform to Public Works bidding requirements.
County Contracting Requirements	
<ul style="list-style-type: none"> • Contractor registered with Department of Industrial Relations (DIR) • Prevailing Wages • Contractor's License • County business license • Insurances (GL, Auto, Worker's Comp) • Payment & Performance Bonds if >\$24,999 	

EMERGENCY CONTRACTS

- During declared emergencies, the County can secure an emergency contract for road failures that take place during the declared emergency timeframe.
- The cost of the repairs would be charged to the Zone.

IMPORTANT UPCOMING DATES

- **November 10, 2023:**
 - Rosters confirmed by Key Contacts.
 - The Department will review the rosters submitted and make appropriate recommendations to the Board of Supervisors in December.
- **December 2023:**
 - The Board will formalize the appointments and the roster will be posted on our website for the calendar year 2024.
- **January 3, 2024:**
 - Budget Workbook with Work Plan for 2024 Season Due
- **July 31, 2024:**
 - Any new committee appointees must submit the Ethics Training Certificate within 6 months.

RESOURCES

- **Zone of Benefit and my email address:**

- zoneofbenefit@edcgov.us
- elizabeth.hess@edcgov.us

- **Zone of Benefit Website:**

<https://www.edcgov.us/Government/dot/Pages/Zones-of-Benefit.aspx>

- Policy and Procedure Guidelines for Creation and Administration of Zones of Benefit Within a County Service Area, amended 2/10/15
- Zone of Benefit Advisory Committee Manual
- Orientation Presentation



[Subscribe to Zone of Benefit](#)

[More Information](#)

- **Online Local Ethics Training Website:**

- <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

GENERAL Q&A