



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1  
Vice-Chair

Kollin Kosmicki  
District No. 2  
Chair

Mindy Sotelo  
District No. 3

Angela Curro  
District No. 4

Ignacio Velazquez  
District No. 5

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**Item Number: 1.15**

**MEETING DATE:** 08/12/2025

**DEPARTMENT:** CLERK OF THE BOARD

**AGENDA ITEM PREPARER:** Vanessa Delgado

**DEPT HEAD/DIRECTOR:** Vanessa Delgado

**SUBJECT:**

**CLERK OF THE BOARD - V. DELGADO**

Adopt Amended Clerk of the Board Administrative Manual Policy Number 0600-01 updating the Budget Amendment Resolution to incorporate the type of actions requested from the Board.

SBC FILE NUMBER: 156

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

On December 10, 2024, the Board of Supervisors adopted the *Clerk of the Board Administrative Manual: Board of Supervisors Agenda Item Procedures and Deadlines*. This manual established comprehensive guidelines to ensure consistency, accountability, and transparency in the preparation and submission of agenda items. Key components included:

- The 2025 Board of Supervisors meeting calendar
- Submission deadlines for departments to provide agenda items to the Clerk of the Board, County Administration, and County Counsel
- Procedures for designated departmental contacts responsible for agenda coordination
- Posting timelines for meeting agendas
- Protocols for submitting requests for Proclamations, Certificates of Recognition, and employee

recognition from departments

- Scheduling of Public Hearings
- Staff training requirements related to agenda item development
- Submission procedures for Future Agenda Items

To further strengthen administrative clarity and streamline internal coordination, the Board of Supervisors adopted the amended policy on July 17, 2025 to include:

- A requirement that each agenda item be accompanied by an **Agenda Fact Sheet**, outlining the requested Board action, funding implications, and departmental approvals
- A formal process for creating and submitting a **Budget Amendment Resolution**, when applicable
- Updated procedures for submitting **Employee Recognition** items
- Revised deadlines for submitting **Future Agenda Item Requests**

The revisions on the attached Budget Adjustment Resolution are designed to strengthen procedural transparency, foster enhanced interdepartmental collaboration, and ensure comprehensive documentation for the Board of Supervisors. Following consultations with relevant departments and the Auditor/Controller, the Budget Amendment Resolution has been updated to explicitly detail the type of actions requested from the Board, including Appropriation/Estimated Revenue Increases, Contingency Transfers, and Interdepartmental Transfers exceeding \$50,000. These improvements provide greater clarity regarding the Board's directives and align the resolution more closely with the format previously utilized in the Auditor/Controller's Budget Adjustment/Transfer Form.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

No

**CONTRACT NEEDED FOR THIS ITEM:**

No

**RFP AND BID HISTORY:**

N/A

**LAST CONTRACT AMOUNT OR N/A:**

N/A

**CONTRACT HISTORY (Describe all amendments and previous contracts):**

N/A

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

Yes

**STRATEGIC PLAN GOALS: 4. Community Engagement**

No

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

No

**BUDGETED:**

N/A

**BUDGET ADJUSTMENT NEEDED:**

N/A

**SOURCE OF FUNDING:**

N/A

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

N/A

**CURRENT FY COST:**

N/A

**STAFF RECOMMENDATION:**

Adopt Amended Clerk of the Board Administrative Manual Policy Number 0600-01, updating the Budget Amendment Resolution to incorporate the type of actions requested from the Board.

**ATTACHMENTS:**

[Amended Policy Manuel - COB 8.2025 - Redline](#)