



**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

Item Number: 1.7

MEETING DATE: 05/06/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Dulce Alonso

DEPT HEAD/DIRECTOR: Henie Ring

SUBJECT:

COUNTY ADMINISTRATION OFFICE - H.RING, INTERIM COUNTY ADMINISTRATIVE OFFICER

Approve Budget Adjustment to increase appropriations in general purpose insurance recovery fund in the amount of \$500,000.00 due to the fire incident on September 6th, 2023. Authorize the interim County Administrative Officer, Auditor/Controller and respective Department Heads affected by the fire to proceed forward with any budget transfers/adjustments to use insurance funds above \$500,000.00 for all expenditures related to the fire, except for capital improvements, not to exceed \$50,000.00 without further Board authorization. (4/5 Vote Required).

SBC FILE NUMBER: 119

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

On September 6, 2023, a destructive fire incident occurred causing significant damages to equipment and inventory of the County Clerk-Recorder/Registrar of Voters, Assessor's Office, and Tax Collector-Treasurer, Public Administrator. Under the current circumstances, it was and is necessary to bypass the standard procurement process, to minimize disruptions of services during this transition and to ensure the continuation of services.

The Board of Supervisors on October 10, 2023, Adopted an urgency resolution authorizing the County Administrative Officer or designee to execute contracts for the purpose of replacing equipment and inventory, without adoption of specifications or competitive bidding, for the office of the County Clerk-Recorder/Registrar of Voters, Assessor's Office, and Tax Collector-Treasurer, Public Administrator following the emergency due to the fire incident on September 6, 2023; (2) the Board approved a budget transfer to increase appropriations in general fund contingency in the amount of one million dollars

received from insurance proceeds; and (3) Authorized the County Administrative Officer, Auditor/Controller and respective Department Heads affected by the fire to proceed forward with any budget transfers/adjustments to use insurance funds above \$500,000.00 for all expenditures related to the fire, except for capital improvements, not to exceed one million dollars without further Board authorization.

On November 21, 2023 the Board of Supervisors approved (1) a budget transfer to increase appropriations in general fund contingency in the amount of two million dollars to be received from insurance proceeds due to the fire incident on September 6th, 2023; (2) Authorized the County Administrative Officer, Auditor/Controller and respective Department Heads affected by the fire to proceed forward with any budget transfers/adjustments to use insurance funds above \$50,000.00 for all expenditures related to the fire, except for capital improvements, not to exceed two million dollars without further Board authorization.

On December 12, 2023 the Board of Supervisors approved (1) a budget transfer to increase appropriations in general fund contingency in the amount of one million dollars to be received from insurance proceeds due to the fire incident on September 6th, 2023; (2) Authorized the County Administrative Officer, Auditor/Controller and respective Department Heads affected by the fire to proceed forward with any budget transfers/adjustments to use insurance funds above \$50,000.00 for all expenditures related to the fire, except for capital improvements, not to exceed one million dollars without further Board authorization.

On April 9, 2024, the Board of Supervisors approved (1) a budget transfer to increase appropriation in general fund contingency in the amount of \$2,687,141.01 to be received from insurance proceeds due to the fire incident on September 6th, 2023; Authorized the County Administrative Officer, Auditor/Controller and respective Department Heads affected by the fire to proceed forward with any budget transfers/adjustments to use insurance funds above \$50,000.00 for all expenditures related to the fire, except for capital improvements, not to exceed \$2,687,141.01 without further Board authorization.

On March 11, 2025, the County Board of Supervisors approved a budget adjustment to increase appropriations in the general purpose insurance recovery fund by \$1,468,091.00, to be received from insurance proceeds due to the fire incident on September 6th, 2023, and used for related expenditures.

Presently, the County has had additional expenditures related to to expended related to fire. For the Board's consideration, a budget adjustment to increase appropriations in the general purpose insurance recovery fund by \$500,000 to be received from insurance proceeds due to the fire incident on September 6th, 2023.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

N/A

CONTRACT NEEDED FOR THIS ITEM:

N/A

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

Yes

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

No

BUDGET ADJUSTMENT NEEDED:

Yes

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

101.15.1020.1000.619.250

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

1. Approve budget transfer to increase appropriations in general purpose insurance recovery fund in the amount of \$500,000.00 to be received from insurance proceeds due to the fire incident on September 6th, 2023. (4/5 Vote Required).
2. Authorize the interim County Administrative Officer, Auditor/Controller and respective Department Heads affected by the fire to proceed forward with any budget transfers/adjustments to use insurance funds above \$500,000.00 for all expenditures related to the fire, except for capital improvements, not to exceed \$50,000.00 without further Board authorization.

ATTACHMENTS:

[Budget Adjustment - \\$500,000 for Insurance Rev increase](#)