



**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: 1.13

MEETING DATE: 04/22/2025

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Steve Loupe

DEPT HEAD/DIRECTOR: Steve Loupe

SUBJECT:

RESOURCE MANAGEMENT AGENCY – S. LOUPE, PUBLIC WORKS ADMINISTRATOR

Approve Budget Adjustment to reallocate \$721,809.00 from the FY 2024-25 capital fixed asset budgets to services/supplies appropriation budgets for County facilities and roadway construction projects, thereby providing appropriations budgets for services/supplies expenditures for all capital fixed asset projects. (4/5 vote required)
SBC FILE NUMBER: 105

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

Frequently during the construction of County roadway and facility projects, vendor invoices that are part of the overall project cost are processed for payment that should not be recorded to the capital fixed asset accounts per County Accounting guidelines. These project costs should instead be recorded to a non-fixed asset account typically in the services/supplies category. This item is to reallocate \$721,809 of the capital project budget for roadways and facilities to the services/supplies category. Without this budget adjustment, the Auditor's Office will not process non-fixed asset expenditures for capital projects.

For costs to be capitalized, the costs should provide additional value by (1) lengthening the asset's estimated useful life, or (2) increasing a capital asset's ability to provide service through effectiveness and efficiency. However, there are some costs incurred for capital projects that do not meet the capitalization criteria such as security fencing leased for a project. The budgets for services and

supplies accounts in FY 24/25 CIP fund were underestimated during last year's budget creation.

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

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

No

BUDGET ADJUSTMENT NEEDED:

Yes

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

210.70.xxxx.1000.619.222/300.70.3500.xxxx.619.222 (services/supplies other consultants)

CURRENT FY COST:

\$617,809 for Road fund 210, \$104,000 for CIP fund 300

STAFF RECOMMENDATION:

Approve Budget Adjustment to reallocate \$721,809.00 from the FY 2024-25 capital fixed asset budgets to services/supplies appropriation budgets for County facilities and roadway construction projects, thereby providing appropriations budgets for services/supplies expenditures for all capital fixed asset projects. (4/5 vote required)

ATTACHMENTS:

[Budget Adjustment and Budget Adjustment Detail](#)