



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Chair

Angela Curro
District No. 4
Vice-Chair

Bea Gonzales
District No. 5

Item Number: 1.10

MEETING DATE: 05/23/2023

DEPARTMENT: HEALTH AND HUMAN SERVICES AGENCY

AGENDA ITEM PREPARER: Yolanda Beltran

DEPT HEAD/DIRECTOR: Tracey Belton

SUBJECT:

HEALTH AND HUMAN SERVICES AGENCY- T. BELTON

Approve one year lease renewals with K&S Market, Inc. for Public Health office space at 351 Tres Pinos Road, Suites A-202, B and C-1 for the period of July 1, 2023 through June 30, 2024 for a monthly combined total of \$13,307.00 and an annual collective total amount of \$159,684.00.

SBC FILE NUMBER: 130

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

In July 1, 2016, Health and Human Services Agency entered into two four-year lease agreements with K&S Market, Inc. for Public Health office space at 351 Tres Pinos Road, Suite A-202 and Suite C-1. At the time, Public Health had outgrown its office space at 439 Fourth Street and it was necessary to find a larger space to accommodate Public Health staff and the department's storage needs. Suite A-202 houses the main portion of Public Health staff. Public Health's Environmental Health staff and equipment occupy the smaller space in Suite C-1.

Commencing on May 1, 2021, Public Health expanded the use of office space into Suite B to be able to provide services to San Benito County residents related to the Covid-19 pandemic. Services are still needed pertaining to Covid-19 and the renewable lease option is being executed.

The three suite office sites continue to meet the needs of the department providing services for the health and informational benefits of San Benito County residents.

Listing of lease amounts:

Suite A-202 = \$8,082.00 monthly, \$96,984 12 year.

Suite B = \$3,500.00 monthly, \$42,000.00 year.

Suite C-1 = \$1,725.00, \$20,700.00 year.

Total monthly = \$13,307.00, \$159,684.00 year.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

CONTRACT AND RFP HISTORY:

In lease agreements with Contractor since July 1, 2016 for Suites A-202 and C-1.

In a lease agreement with Contractor since May 1, 2021 for Suite B.

LAST CONTRACT AMOUNT OR N/A:

Annual Amounts: A-202: \$96,984. B: \$42,000. C-1: \$20,700.

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

This is the fourth lease option for suites A-202 and C-1. It is the second lease option for suite B.

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

Yes

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

224.80.2370

CURRENT FY COST:

\$159,684.00

STAFF RECOMMENDATION:

1. Approve one year lease renewals with K&S Market, Inc. for Public Health office space at 351 Tres Pinos Road, Suites A-202, B and C-1 for the period of July 1, 2023 through June 30, 2024 for a monthly combined total of \$13,307.00 and an annual collective total amount of \$159,684.00, and
2. Authorize BOS Chair to sign lease agreements.

BOARD ACTION RESULTS:

1. Approved one year lease renewals per staff recommendation. (5/0 vote)
2. Authorized BOS Chair to sign per staff recommendation. (5/0 vote)

ATTACHMENTS:

- [K&S Fourth Lease Option - 351 Tres Pinos Rd., Suite A-202](#)
- [K&S Second Amendment to Lease - 351 Tre Pinos Road, Suite B](#)
- [K&S Fourth Lease Option - 351 Tres Pinos Road, Suite C-1](#)
- [Fully Executed Lease Agreement - 351 Tres Pinos Rd, Ste A-202](#)
- [Fully Executed Lease Agreement - 351 Tres Pinos Rd, Ste C-1](#)
- [Fully Executed Lease Agreement - Amendment #2 351 Tres Pinos Rd, Ste B](#)