



**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: 1.13**

**MEETING DATE:** 06/10/2025

**DEPARTMENT:** COUNTY ADMINISTRATION OFFICE

**AGENDA ITEM PREPARER:** Gracie Rodriguez

**DEPT HEAD/DIRECTOR:** Henie Ring

**SUBJECT:**

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

Approve lease agreement amendment #9 with Community Services Development Corporation (CSDC) for Health and Human Services Agency and Child Support Services located at 1111 San Felipe Road as well as Treasurer, Tax Collector, Assessor and Public Administrator's Office located at 1131 San Felipe Road, Hollister, extending the lease term for one year beginning July 1, 2025 to June 30, 2026, not to exceed the amount of \$462,154.32, and authorize Chair to sign.

SBC FILE NUMBER: 119

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

On June 18, 2024, staff brought forward information regarding the County's longstanding lease with Community Services Development Corporation (CSDC) concerning properties located at 1131 and 1111 San Felipe Road, Hollister. These facilities, totaling approximately 37,000 square feet, currently house the Health and Human Services Agency (HHSA) and the Department of Child Support Services (DCSS). At that time, Amendment No. 8 to the master lease agreement was presented to the Board for consideration and was subsequently approved.

The original thirty (30) year master lease was executed in 1992 and was scheduled to expire on June 30, 2023. Under the terms of that lease, the County was granted an option to enter into a ninety-nine (99) year lease at a nominal rate of \$1.00 per year, with the County assuming responsibility for taxes,

maintenance, and repair costs.

While preliminary discussions regarding the 99-year lease option were initiated last year, no formal decisions or associated capital improvement actions have been undertaken to date. Staff continues to assess the long-term feasibility and fiscal implications of committing to such an extensive lease term, particularly in light of the facility's age and anticipated capital upgrade needs.

In the intervening years, the County has entered into several separate lease agreements with CSDC for additional office space beyond the original scope of the master lease. These additional agreements have allowed for programmatic expansion and operational continuity across multiple County departments.

To facilitate continued analysis and dialogue around the 99-year lease option — and to avoid disruption to essential public services — CSDC has agreed to extend the master lease and related agreements for an additional one-year term. This extension is formalized as **Amendment No. 9**, which is now presented to the Board for consideration.

**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:**

\$ 441,374.28

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

There have been 8 previous amendments with the proposed amendment being number nine (Amendment #9).

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

Yes

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

Yes

**STRATEGIC PLAN GOALS: 3. Technology**

No

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

No

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

No

**BUDGETED:**

Yes

**BUDGET ADJUSTMENT NEEDED:**

No

**SOURCE OF FUNDING:**

Non-general Fund

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

221.80.2285.1000 and 221.80.2555.1000

**CURRENT FY COST:**

\$441,374.28 FY24/25; \$462,154.32 FY 25/26

**STAFF RECOMMENDATION:**

Approve lease agreement amendment #9 with Community Services Development Corporation (CSDC) for Health and Human Services Agency and Child Support Services located at 1111 San Felipe Road as well as Treasurer, Tax Collector, Assessor and Public Administrator's Office located at 1131 San Felipe Road, Hollister, extending the lease term for one year beginning July 1, 2025 to June 30, 2026, not to exceed the amount of \$462,154.32, and authorize Chair to sign.

**ATTACHMENTS:**

[Amendment #9 - CSDC Lease for HHSA, CSS, and Treasurer](#)