



**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: 1.15

MEETING DATE: 06/10/2025

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 First Amendment to Lease with K&S Market, Inc. for Public Health Office space at 351 Tres Pinos Road, Suite B used as a Public Health clinic site to serve San Benito County community clients for the period of July 1, 2025 through June 30, 2026, for an annual total of \$58,032.00 and authorize Board Chair to sign the lease.

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 additional use of the suite includes clinical, meeting space and training are taking place for the Immunization, Opioid Prevention, Communicable Disease, Maternal Child Adolescent Health, and Oral Health programs.

The suite office space continues to meet the needs of the department providing services for the health

and informational benefits of San Benito County residents.

\$3,786.00 rent, plus \$1,050.00 Common Area Maintenance (CAM) fee = \$4,836.00 monthly at 12 month for an annual total of \$58,032.00. Funding source is Public Health Realignment.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

RFP AND BID HISTORY:

Suite B was first leased starting May 01, 2021 through April 30, 2022 with a total of \$42,000.00.

Amendment to the lease started on May 01, 2022 extending the original lease till June 30, 2023 with a total of \$49,000.00.

Amendment #2 started on July 01, 2023 through June 30, 2024 for the same monthly rent of \$3,500, with a total of \$42,000 for the lease.

A new lease was executed for July 01, 2024 through June 30, 2025 for a monthly rent of \$3,640 + CAM fees of \$1,010 for a total monthly rent of \$4,650, annual total \$55,800.00.

LAST CONTRACT AMOUNT OR N/A:

\$55,800.00

CONTRACT HISTORY (Describe all amendments and previous contracts):

This is considered First Amendment To Lease for FY 25/26. The first lease option executed was dated July 01, 2024.

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:

No

SBC BUDGET LINE ITEM NUMBER:

224.80.2390.1000

CURRENT FY COST:

FY24/25: \$55,800.00

STAFF RECOMMENDATION:

Approve property first lease amendment with K&S Market, Inc. for Public Health Office space at 351 Tres Pinos Road, Suite B used as a Public Health clinic site to serve San Benito County community clients for a period of July 1, 2025 through June 30, 2026, for an annual total of \$58,032.00 and authorize Board Chair to sign the lease.

ATTACHMENTS:

[351 Tres Pinos B Lease Option 1 2025](#)