



**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: 1.24**

**MEETING DATE:** 06/24/2025

**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 Lease Amendment #2 with Community Services Development Corporation (CSDC) for Suite 107 which is the site for American Job Center of California (AJCC) on the premises of 1111 San Felipe Road, Hollister, extending the lease term from June 30, 2025 to June 30, 2026, adding \$115,944.96 to the lease, and authorize the Board Chair to sign.

SBC FILE NUMBER: 939

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

The American Job Center of California (AJCC) office space (Suite #107) is located in the Community Services Development Corporation (CSDC) building at 1111 San Felipe Road which currently houses most of the Health & Human Services Agency offices and the Department of Child Support Services. In 1992, the County entered into a thirty (30) year lease (master lease) with CSDC for approximately 37,000 square feet at 1131 and 1111 San Felipe Road in Hollister. The AJCC office space was not originally part of the master lease and has its own separate lease agreement. The County sublets part of this office space to the State Employment Development Department (EDD) which is also housed inside the AJCC. Workforce services are provided at the AJCC by the County, EDD and other partners.

The HHSA, Community Services & Workforce Development (CSWD), through the Workforce Development Board (WDB) operates the AJCC and provides the On-the-Job Training, Work Experience Program, Individual Training Account (Vocational Training), conducts Rapid Response activities in response to local lay-offs and provides other workforce services to dislocated workers, unemployed residents, youth ages 18-24, seniors, justice involved individuals and other populations.

Amendment #1: Lease for Suite 107 1111 San Felipe Road housing the America's Job Center of California (AJCC).

Original term: September 01, 2023 to June 30, 2024, amendment extended the end term to June 30, 2025.

Original contracted rent was \$9,187.56. Amended rent from September 01, 2024 through June 30, 2025 is \$9,408.06. Amendment #2 Extends the term to June 30, 2026 and increases the monthly rent to \$9,662.08 Funding has been included in the proposed 25-26 budget.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

No

**CONTRACT NEEDED FOR THIS ITEM:**

Yes

**RFP AND BID HISTORY:**

Initial contract completed on September 1, 2023, and the first amendment to the contract expires on June 30, 2025. This suite is part of the building at 1111 and 1131 San Felipe Rd, Hollister that has been contracted since 1992. HHSA subleases a portion of this suite to the CA Employment Development Department.

A request for proposal is not applicable for this contract.

**LAST CONTRACT AMOUNT OR N/A:**

\$112,896.72

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

Lease for Suite 107 1111 San Felipe Road housing the America's Job Center of California (AJCC).

Original term: September 01, 2023 to June 30, 2024; monthly rent of \$9,187.56

Amendment #1: extended term through June 30, 2025. Increased monthly rent to \$9,408.06

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

No

**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**

Yes

**BUDGETED:**

Yes

**BUDGET ADJUSTMENT NEEDED:**

No

**SOURCE OF FUNDING:**

Non-general Fund

**UNFUNDED MANDATE:**

No

**SBC BUDGET LINE ITEM NUMBER:**

221.80.2285.1000 and 221.80.2555.1000

**CURRENT FY COST:**

\$115,944.96

**STAFF RECOMMENDATION:**

Approve Lease Amendment Two (2) with Community Services Development Corporation (CSDC) for Suite 107 which is the site for American Job Center of California (AJCC) on the premises of 1111 San Felipe Road, Hollister, extending the lease term from June 30, 2025 to June 30, 2026, adding \$115,944.96 to the lease, and authorize the Board Chair to sign.

**ATTACHMENTS:**

[Amendment #2 - Suite 107 Stand Alone Lease](#)