

RESOLUTION NO. 23-120

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA,  
DELEGATING AUTHORITY TO LEASE OR LICENSE REAL PROPERTY  
FOR USE BY THE COUNTY TO THE PURCHASING AGENT OR DESIGNEE**

**WHEREAS**, Government Code section 25350.51 authorizes a Board of Supervisors, by resolution, to delegate to the purchasing agent or other appropriate County official, subject to any rules and regulations as it may impose, the following:

1. To lease real property for use by the County or to obtain the use of real property for the County by license for a term not to exceed five years and for a rental not to exceed \$10,000 per month; and
2. To amend real property leases or licenses for improvements or alterations, or both, with a total cost not to exceed \$10,000, provided that the amendment does not extend the term of the lease or license and that no more than two amendments, not to exceed \$10,000 each, are made within a 12-month period.

**WHEREAS**, to exercise this authority, notice of intention to consummate the lease or license shall be posted in a public place for five working days prior to consummation of the lease or license, and the notice shall describe the property proposed to be leased or licensed, the terms of the lease or license, and any County officer authorized to execute the lease or license; and

**WHEREAS**, the Board of Supervisors of the County of Ventura (County) finds that delegating this authority to the Purchasing Agent, or his or her designee, will allow the County to increase efficiency of service by allowing the Purchasing Agent, or his or her designee, to handle relatively small lease and license agreements, thereby reducing delays, reducing administrative costs, saving time on the agenda of the Board of Supervisors and affording more time for handling other public and County business; and

**WHEREAS**, the Board of Supervisors of the County delegated similar authority to the Public Works Agency Director to lease or license real property on December 8, 2020, through Resolution No. 20-141 and nothing in this resolution alters or supersedes that delegated authority;

**NOW, THEREFORE**, the Board of Supervisors of the County of Ventura hereby resolves as follows:

1. The Purchasing Agent, or his or her designee, is hereby authorized, pursuant to Government Code section 25350.51, to:

(a) Lease real property for use by the County or to obtain the use of real property for the County by license for a term not to exceed the maximum term set forth in Government

Code section 25350.51 (presently five years) and for a rental not to exceed the maximum monthly amount set forth in Government Code section 25350.51 (presently \$10,000 per month), as amended from time to time; and

(b) Amend real property leases or licenses for improvements or alterations, or both, with a total cost not to exceed the maximum amount set forth in Government Code section 25350.51 (presently \$10,000), provided that the amendment does not extend the term of the lease or license and that no more than two amendments, each not to exceed the maximum amount set forth in Government Code section 25350.51 (presently \$10,000), are made within a 12-month period.

2. Notice of intention to consummate the lease or license shall be posted in a public place for five working days prior to consummation of the lease or license. The notice shall describe the property proposed to be leased or licensed, the terms of the lease or license, and any County officer authorized to execute the lease or license.

3. Execution of any lease agreement, license agreement, or amendment thereto is subject to approval by the director of the County department or agency that will occupy the premises under the lease or license and the County Executive Office. In accordance with the Administrative Policy Manual (Chapter VI-1, County Contracts), any lease agreement to be entered into pursuant to this delegated authority is subject to prior review and approval by County Counsel as to legal form and compliance with this resolution and any other applicable rules and regulations.

The Purchasing Agent or his or her designee's authority as prescribed herein shall be up to the maximum term and maximum rental and amendment amounts established by Government Code section 25350.51, as amended from time to time. Upon motion of Supervisor Parvin seconded by Supervisor Gorell and duly carried, the Board hereby approves and adopts this resolution on the 12<sup>th</sup> day of September 2023.

AYES: Supervisors Gorell, Long, Parvin, Lopez & LaVere  
NOES: none  
ABSENT: none

  
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Matt LaVere, Chair  
Board of Supervisors  
County of Ventura

ATTEST: DR. SEVET JOHNSON  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By:   
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Deputy Clerk of the Board

