



# COUNTY of VENTURA

GENERAL SERVICES AGENCY  
**David J. Sasek, P.E.**  
Agency Director

**Craig Clutts, P.E., CEM**  
Chief Deputy Director  
Facilities & Materials

**Cliff Chroust, CPPO**  
County Chief Procurement Officer  
Deputy Director

**Greg Bergman, CPA**  
Administrative Services Director

**Christopher Melton, M.L.T.M.**  
Fleet Services Deputy Director

**J. Colter Chisum, P.E.**  
Parks Department Deputy Director

September 12, 2023

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Adoption of a Resolution Delegating Authority to the Purchasing Agent to Lease or License Real Property for Use by the County Where Under Current State Law Lease Terms Do Not Exceed Five (5) Years and Rent Does Not Exceed \$10,000 per Month. Direct the General Services Agency Staff to Work with the Public Works Agency and the County Executive Office to Update Administrative Policy No. Chapter IV (A) – 16 “Real Property Acquisition and Management” and Related Policies to Incorporate This New Delegated Authority to the Purchasing Agent as Set Forth in This Letter.**

## **RECOMMENDATIONS:**

1. Adopt the attached resolution delegating authority to the Purchasing Agent, or designee, to lease or license real property for use by the County pursuant to Government Code section 25350.51.
2. Direct the General Services Agency staff to work with the Public Works Agency and the County Executive Office to update Administrative Policy No. Chapter IV (A) – 16 “REAL PROPERTY ACQUISITION AND MANAGEMENT” and related policies to incorporate this new delegated authority to the Purchasing Agent as set forth in this letter.

## **FISCAL/MANDATES IMPACT:**

There are no County costs associated with Board item.

## **DISCUSSION:**

Pursuant to Government Code section 25350.51, your Board may, by resolution or ordinance, delegate to appropriate County officials the authority to lease or license real property for use by the County subject to the following conditions:

- Real property can be leased or licensed for a term not to exceed five years and for a rent not to exceed \$10,000 per month; and
- Amendments to real property leases or licenses for improvements or alterations, or both, shall not 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.

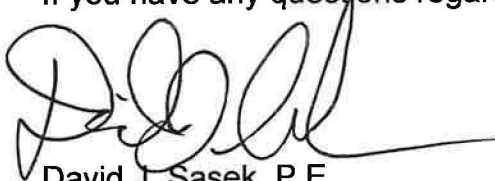
To exercise this delegated authority, the County is required to post a notice of intention to consummate the lease or license in a public place for five working days prior to consummation of the lease or license. The notice must describe the property proposed to be leased or licensed, the terms of the lease or license, and the County officer authorized to execute the lease or license.

Your Board delegated this same authority to the Public Works Agency Director to lease or license real property on December 8, 2020, through Resolution No. 20-141. The Public Works Agency shall retain and continue to exercise the authority granted. This letter requests an additional delegation for the Purchasing Agent, as the centralized procurement authority in the County, who is regularly called to execute leases or licenses of real property for short term temporary use by County agencies.

Execution of any lease agreement, license agreement, or amendments pursuant to the proposed delegated authority would be subject to approval by the respective tenant department or agency director. The Office of the Auditor-Controller shall also receive notification when such an agreement is executed or amended. In accordance with the Administrative Policy Manual (Chapter VI-1, County Contracts), all lease agreements, license agreements and amendments would be subject to County Counsel review and approval as to legal form and compliance with applicable rules and regulations.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel.

If you have any questions regarding this item, please contact Cliff Chroust at (805) 654-3718.



David J. Sasek, P.E.  
Director

Resolution – Lease or License Real Property

ec: Cliff Chroust, County Chief Procurement Officer, Procurement Services, GSA