



## SUMMARY REPORT

---

**Agenda Date:** 11/12/2019

---

**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** General Services

**Staff Name and Phone Number:** Pamela Asselmeier, 707-565-1753; Alma Roger, 707-565-2124

**Vote Requirement:** Majority

**Supervisorial District(s):** All

**Title:**

Adopt an Ordinance amending Chapter 2, Section 2-172 of the County Code, to extend for a period not to exceed 5 years, re-authorizing delegation of authority to certain Department Heads to execute leases and licenses valued at less than \$10,000/month and for a term up to 10 years, including renewals, for County-owned property. (Adoption)

**Recommended Action:**

Adopt an Ordinance of the County of Sonoma amending Article XVII of Chapter 2, Section 2-172 "Excluded Leases or Licenses" which will re-authorize delegation of authority to Directors of General Services, Regional Parks, Transportation & Public Works and the Airport Manager to execute leases and licenses, as landlord or licensor, for County owned facilities valued at less than \$10,000/month and for a term up to ten (10) years, including renewals. This ordinance shall be effective for a period not to exceed five (5) years. (Second Reading.)

**Executive Summary:**

California Government Code Section 25537 authorizes Counties to adopt alternative procedures for leasing and licensing of County-owned real properties. Included in the authority is an exception to the normally required bidding procedure for leases and licenses below time and monthly rent limits. While adhering to bidding requirements has significant benefits when applied to larger and high value properties, the administrative costs associated with applying this policy to low value properties can exceed the value of the lease or license. Adoption by your Board of the proposed Ordinance would extend the existing delegated authority to the Directors of General Services, Regional Parks and Transportation & Public Works, and the Airport Manager, to execute leases and licenses for County-owned property. The proposed Ordinance was hereby introduced on November 5, 2019, on the regular agenda, and thereafter final adoption of the Ordinance is before your Board in this item.

**Discussion:**

Pursuant to Government Code Section 25537, the County previously adopted Section XVII of Chapter 2, Section 2-172 "Excluded Leases or Licenses" of the County Code to delegate to the Directors of General Services, Sonoma County Regional Parks, and Transportation and Public Works, as well as the Airport Manager, the authority to execute leases for County-owned property, below specified monetary and time limit

thresholds in accordance with Section 25537. That delegated authority will expire on November 27, 2019. Pursuant to the proposed amendment to Article XVII of Chapter 2, Section 2-172, the new delegation will be in effect for 5 years from expiration of existing authority OR 5 years after adoption of this Ordinance and completion of posting and public notice requirements.

Government Code Section 25537 continues to allow any county Board of Supervisors to delegate to county officer(s) authority to execute leases and licenses for a period of up to 10 years and having a monthly rental not exceeding an amount approved by local ordinance or \$10,000 per month if there is no ordinance. The General Services Department, with the support of the Regional Parks Department and the Department of Transportation and Public Works, the Airport Manager and County Counsel recommend that the Board adopt an ordinance amending Section 2-172 of the County Code.

The proposed amendment of Section 2-172 would extend for five (5) years the existing delegated authority to the General Services Director for all County properties and the Directors of Regional Parks and Transportation and Public Works, and the Airport Manager for properties they manage, to enter into agreements for leases and licenses, having a monthly rental not exceeding \$10,000 per month, and for a term up to ten (10) years, including renewals. Leases and licenses that exceed the delegated authority described above will continue to be subject to approval by the Board of Supervisors.

The recommended action is to adopt the currently proposed ordinance amending Article XVII of Chapter 2, Section 2-172 "Excluded Leases or Licenses", attached as Attachment A.

**Prior Board Actions:**

11/5/19 - The Board adopted a resolution introducing, reading the title of, and waiving further reading of an Ordinance of the County of Sonoma amending Article XVII of Chapter 2, Section 2-172 "Excluded Leases or Licenses" which will re-authorize delegation last provided under Ordinance 6087 for similar purposes. □

10/28/14 - Board action to pass and adopt the Resolution heard on 10/21/14, at regular session, on regular roll call on a 5-0 vote, in form of Ordinance 6087, which became effective November 27, 2014.

10/21/14 - Introduction of Resolution urging Board to adopt a Resolution of The Board of Supervisors of The County of Sonoma, State of California, reading the title, and waiving further reading of, and introduce for adoption, an ordinance of the County of Sonoma amending Article XVII of Chapter 2 of the County Code to re-authorize and expand delegation of authority for Department Heads to execute certain leases and licenses valued at less than \$10,000/month and for a term of less than 10 years.

11/14/90 - Board Resolution 90-2125 delegating to Director of General Services authority to lease certain real property for use by the County.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses			

---

**Agenda Date:** 11/12/2019

---

Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

The re-authorization of the ordinance does not have a fiscal impact. However, General Services, Regional Parks and Transportation & Public Works will be including the lease/license rental revenues and expenses in their respective operational budgets as lease/license agreements are executed.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

There is no staffing impact associated with this item

**Attachments:**

Attachment A: Ordinance

Attachment B: Underline/Strike Out version of Ordinance

**Related Items "On File" with the Clerk of the Board:**

Ordinance 6087 passed and adopted October 28, 2014 by the Board.