



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: LEASES - RENEWALS & EXTENSIONS	Policy Number C-2	Page Number: 1 of 1
	Date Adopted: 12/22/1987	Revised Date:

POLICY:

1. It is the responsibility of department heads to insure that leases which affect their department are renewed or extended, if appropriate, prior to the lease expiration date or lease option renewal deadline.

2. Requests for lease renewal shall be processed through the offices of the Director of General Services, the Risk Manager, and County Counsel prior to submitting the request to the Board of Supervisors.

3. Requests for renewal or lease extension shall be submitted to the Board of Supervisors 30 days prior to lease expiration, or 30 days prior to the date by which the County must exercise an option to renew, according to the terms of the lease. The request to the Board of Supervisors shall include a copy of the lease as well as a summary of any suggested changes in the terms of the lease, and any other factual information pertinent to the Board's deliberations on the matter.

Primary Departments: General Services Division

References: None