

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
LEASING OF REAL PROPERTY	B-8	1 of 4

Policy:

This policy outlines procedures for the creation of leases, lease amendments, subleases, licenses, permits, and other relevant documents for the **use of real property not owned by the county** to accommodate county business by various county organizations, districts, agencies and departments (“departments”, herein). and for the **use of real property owned by the county** for allowable and appropriate uses by public and private sector organizations.

I. PROCEDURES TO OBTAIN USE OF REAL PROPERTY NOT OWNED BY THE COUNTY OF RIVERSIDE TO ACCOMMODATE COUNTY BUSINESS

A. New Lease Space:

1. Fill out and submit the Department of Facilities Management’s (FM) Form 5 Request for Space.
2. Each request will be reviewed by the Director of Facilities Management along with the requesting Department Head and then formally submitted and presented to the Executive Office Committee for review and consideration and to render a decision. If approved departments should continue to pursue the next steps.
3. Departments must prepare a Form 11 requesting approval in principle (In-Principle Form 11) by the Board of Supervisors to seek leased space. This action will authorize FM to locate, negotiate and prepare the necessary documents for approval and execution by the Board of Supervisors to lease such space.
4. The In-Principle Form 11 must include the department function, number of employees, required space, location, lease term, list of any special requirements (e.g., additional parking or open-space requirements and security needs).
5. The In-Principle Form 11 shall be forwarded to FM for an endorsement. The endorsement must include a statement that county-owned space is or is not available that would meet the requirements of the requesting department.
6. The In-Principle Form 11 and endorsement will be forwarded by FM to the Executive Office for comments and recommendation for approval by the Board of Supervisors.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
LEASING OF REAL PROPERTY	B-8	2 of 4

7. Upon approval of the In-Principle Form 11 by the Board, FM will initiate a request for proposals (RFP), negotiate terms and conditions of a lease sufficient to meet the needs and requirements as requested, and prepare or cause to be prepared, the documents necessary to consummate the transaction.
8. All new leases must be approved as to form or prepared by county counsel.
9. By resolution, the Director of Facilities Management is authorized to execute leases and related documents at a rental of \$10,000 per month or less and for periods of five (5) years or less, provided, however, that the total term of any such lease, including amendments to extend said term, does not exceed the five (5) year limitation and the \$10,000 monthly rental. The Director of Facilities Management shall post a notice of intention to consummate any such documents in a public place for five (5) working days prior to consummation of such documents, and in the form approved, or prepared by county counsel.
10. Leases with terms and conditions that exceed the authority of the Director of Facilities Management will be submitted to the Board of Supervisors, together with a Form 11 prepared by Facilities Management, requesting approval and execution of any such lease on behalf of the county. Prior to submitting said Form 11 to the Board of Supervisors, Facilities Management will forward the Form 11 to the requesting department for approval and to the office of the Auditor-Controller for review and approval, which approvals will be indicated by signature of the department head and the signature of the Auditor-Controller.
11. FM shall be authorized to act on behalf of the county to monitor the construction of tenant improvements and to accept any leased facility for occupancy.

B. Lease amendments for extension, additional space, tenant improvements

1. Requests for amendments or exercise of options must be submitted in memo form to FM.
2. Requests for amendments or exercising option for extension of the lease term must be submitted at least twelve (12) months prior to the lease expiration. These written requests must contain any requested modification to the lease.

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
LEASING OF REAL PROPERTY	B-8	3 of 4

3. Requests for amendments will be subject to the same procedures and requirements for approval by county counsel, the Director of Facilities Management or the Board of Supervisors as set forth above in I.A.

II. PROCEDURES TO PROVIDE FOR THE USE OF COUNTY-OWNED REAL PROPERTY

- A.** By resolution, the Director of Facilities Management is authorized to execute documents for the use of county-owned real property for a period not to exceed ten (10) years and at a monthly rental rate not to exceed fifty thousand dollars (\$50,000).
- B.** Requests exceeding the authority of the Director of Facilities Management will be submitted to the Board of Supervisors for approval and execution on behalf of the county.
- C.** All documents related to the use of county-owned real property must be approved as to form or prepared by county counsel.
- D.** Departments exempt from the requirement that FM handle negotiations and documentation to lease county-owned real property and which are authorized by the Board of Supervisors to negotiate and document leases for county-owned property or property held in the name of any district are: Regional Parks and Open Space District, the Transportation Department of the Transportation and Land Management Agency (TLMA), Flood Control and Water Conservation District, the Aviation Department of TLMA and the Superintendent of Schools.

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
LEASING OF REAL PROPERTY	B-8	4 of 4

Reference:

Minute Order dated 01/24/78
Minute Order 3.22 of 10/06/87
Minute Order 3.29 of 11/28/89
Minute Order 3.46 of 05/29/90
Minute Order 3.10 of 08/28/90
Minute Order 3.5 of 02/13/91
Minute Order 3.2 of 12/09/97
Minute Order 3.16 of 12/17/02
Minute Order 3.3 of 04/10/07
Minute Order 3.10 of 06/25/24