

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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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. Departments must prepare a Form 11 requesting approval in principle (In-Principle Form 11) by the Board of Supervisors for the county to lease space for use by any such department and for Facilities Management to locate, negotiate and prepare the necessary documents for approval and execution by the Board of Supervisors to lease such space.
2. 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 requirements or security measures), estimated data and communications costs obtained from the Information Technology Department, and the source of funds for lease payments and associated costs with an indicated percentage for each source.
3. The In-Principle Form 11 shall be forwarded to Facilities Management 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 and a statement that the requested space does or does not generally comply with county space standards.
4. The In-Principle Form 11 and endorsement will be forwarded by Facilities Management to the Executive Office for comments and recommendation for approval by the Board of Supervisors.

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<p>5. Upon approval of the In-Principle Form 11 by the Board, Facilities Management will initiate a request for proposals, 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.</p> <p>6. All new leases must be approved as to form or prepared by county counsel.</p> <p>7. By resolution, the director of Facilities Management is authorized to execute leases and related documents at a rental of \$7,500 per month or less and for periods of three (3) years or less, provided, however, that the total term of any such lease, including amendments to extend said term, does not exceed the three (3) year limitation and the \$7,500 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.</p> <p>8. 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.</p> <p>9. Facilities Management 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.</p>		

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- B. Lease amendments for extension, additional space, tenant improvements
 - 1. Requests for amendments must be submitted in memo form to Facilities Management.
 - 2. Requests for amendments for extension of the lease term must be submitted at least four (4) months prior to the lease expiration. These requests must contain the same information required in I. A.2. above.
 - 3. Requests for amendments for tenant improvements with costs not to exceed \$7,500 can be authorized by Facilities Management, provided that there have been no more than two (2) amendments, not exceeding \$7,500 each, within a twelve (12) month period.
 - 4. 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 1.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 five thousand dollars (\$5,000).
- 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.

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- D. Departments exempt from the requirement that Facilities Management 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, Flood Control and Water Conservation District, the Aviation Department of the Economic Development Agency and the Superintendent of Schools.

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