

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

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**Policy:**

This policy provides specific guidance for the management of building space in facilities either owned or leased by the County of Riverside under the purview of the Riverside County Board of Supervisors, and vests the authority for its implementation with certain officers, departments, and bodies established by the Board. A county facility, as herein defined, is a public building that provides space that is utilized under the auspices of the County of Riverside to provide services, either directly or indirectly, to the county's residents. This policy applies to departments, agencies, districts, and authorities (collectively referred to herein as "county departments") that are governed by the Board of Supervisors, and to affiliated entities that occupy space in county facilities (e.g. commissions, joint powers authorities, non-profit corporations).

The Director of Facilities Management is an officer of the county reporting to the County Executive Officer. This position serves as the designated building official for county owned buildings and has the responsibility to support other County departments and agencies by administering the countywide facilities management program, which includes public facilities construction. As such, the Department of Facilities Management is charged with ensuring that county facilities are designed, constructed, operated, and maintained to standards established by the Board.

1. The passage of Proposition 13 (a ballot initiative to amend the constitution of the state of California that resulted in a cap on property taxes in the state) placed severe restrictions on the county's ability to finance capital improvements. Consequently, the management of building space shall strive for efficient utilization and economy in General Fund expenditures.
2. When additional building area is needed, those occupants of county-owned space who are eligible for state or federal funds for housing will be considered for relocation to leased properties. However, those occupants receiving housing assistance that approximates actual market conditions will be given consideration to remain in county-owned facilities, if it is otherwise determined to be in the county's interest.
3. Heads of departments with outlying facilities shall periodically review and analyze potential operating economics which could be realized through the closure of a facility and the consolidation of its functions with another activity. Any such proposal shall be forwarded to the Board of Supervisors upon the further review and recommendation of the County Executive Officer. Among the factors to be considered for the closure of a facility are:
  - a. Other similar services are available within 15 miles distance, and

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- b. Other similar services are accessible by public transportation.
- 4. Reports regarding potential economies shall consider the number of persons served (workload); hours per week that service is provided; building operation costs; transportation; and staff saving, etc.

**Space Management:**

Facilities Management shall establish and maintain a comprehensive space management system that enables the department to:

- Inventory all county owned and leased space
- Track allocations of space to county departments and other entities occupying county-owned or leased space
- Perform space planning services on the behalf of other county departments
- Ensure that county space is utilized efficiently an completely

In accordance with Board Policy B-4, the Department of Facilities Management shall develop fees for occupied square footage in county-owned facilities to properly account for maintenance and upkeep of said county facilities.

- Departments shall annually confirm their occupied square footage with a returned signature from the department head

**Requests for Newly-Vacated Space**

When space becomes available in a county facility, the designated building official is the authority on how the space is occupied. Considerations cited in numbers 1, 2, and 3 above shall be given priority. Departments that wish to request to occupy vacant space shall fill out the Department of Facilities Management's Form 5. Their request will be reviewed by the designated building official and in accordance with Board Policy B-22, shall consult with the Capital Improvement Program Team for final determination.

- Departments shall then be charged a square footage cost for the space occupied on an annual basis, or the next billing cycle, whichever comes first.

**Reference:**

Minute Order dated 07/10/79  
Minute Order 6.15 of 12/21/82  
Minute Order 3.4 of 12/18/07