

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.10  
(ID # 25238)

**MEETING DATE:**  
Tuesday, June 25, 2024

**FROM :** EXECUTIVE OFFICE

**SUBJECT:** EXECUTIVE OFFICE: Board Policy Manual Update- Approval of Revised Board Policies H-9 - Management of Building Space and B-8 - Leasing of Real Property, All Districts. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve revisions to the following Board Policies: H-9 - Management of Building Space and B-8 - Leasing of Real Property.
2. Direct the Clerk of the Board to update the Board Policy website with the revised Board policies.

**ACTION:Policy**

  
Stephanie Perez, Deputy Director of Admin. Services 6/13/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: June 25, 2024  
xc: E.O., COBAB

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	23/24

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

The Executive Office is in the process of comprehensively reviewing and updating the Board of Supervisors Policy Manual. Executive Office staff has consulted with County Counsel for consistency of board policies with current laws, regulations and ordinances; and solicited input on the proposed revisions to policies from Department Heads. These policy changes have also been reviewed by the Board's Space Planning Ad Hoc Committee.

**H-9 - Management of Building Space**

**B-8 - Leasing of Real Property**

The proposed revisions shown above are part of a comprehensive update to the Board Policy Manual. As review of the current policies proceeds, staff will periodically bring forward specific revisions to the Board of Supervisors for approval in order to align current County operations with the Board Policy Manual.

**ATTACHMENTS:**

- H-9 Final
- H-9 Redline
- B-8 Final
- B-8 Redline



Juan C. Perez, Chief Operating Officer 6/19/2024



Aaron Gettis, Chief of Deputy County Counsel 6/13/2024

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

<b><u>Subject:</u></b>	<b><u>Policy</u></b>	<b><u>Page</u></b>
<b>MANAGEMENT OF BUILDING SPACE</b>	<b>H-9</b>	<b>1 of 2</b>

**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 (FM) is an officer of the county reporting to the Assistant 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. 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 Executive Office by the Director of Facilities Management for further review.
2. The Executive Office will routinely provide updates to the Board on recent space management decisions.
3. The requesting department shall initiate the process to vacate space by filling out and submitting the Department of Facilities Management's Form 5 Request to Vacate Space. Among the factors to be considered for the closure of a facility are:
  - a. Other similar services are available within reasonable distance, and
  - b. Other similar services are accessible by public transportation.
4. Reports regarding potential economies shall consider the greatest need, the number of persons served (workload); hours per week that service is provided; building operation costs; transportation; and overall benefit and savings to the county, etc.

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**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>MANAGEMENT OF BUILDING SPACE</b> <b><u>Space Management:</u></b>	<b>H-9</b>	<b>2 of 2</b>

FM 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 and completely to minimize vacancy and cost to the county.

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 to Occupy County Owned and Leased Space**

When space becomes available for use in a county owned facility, or if no adequate county owned space exists and there is a need to pursue non-county leased space, the Executive Office is the approving authority on all space requests. Departments that wish to request to occupy county owned vacant space or pursue a search for non-county leased space shall:

- Fill out and submit the Department of Facilities Management's Form 5 Project Request for Space.
- 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 for review and consideration and to render a decision.
- If use of county owned space is approved, the request will be documented through the Space Occupancy Certification Process (SOC) or a Memorandum of Understanding (MOU) and recorded on the County Owned Building List.
- Departments shall then be allocated a cost for the space occupied on a monthly or annual basis and in accordance with the corresponding documentation.
- If no viable county owned space exists to meet a Request for Space and the Executive Office approves a formal request to seek leased space, then the requesting department will work with the Facilities Management to pursue the required steps and approvals as contained and described in Board Policy B-8 "Leasing of Real Property" which documents the "Procedures to Obtain Use of Real Property Not Owned by the County of Riverside to Accommodate County Business".

**Reference:**

Minute Order dated 07/10/79  
Minute Order 6.15 of 12/21/82  
Minute Order 3.4 of 12/18/07  
Minute Order XX of XX/XX/24

FORM APPROVED COUNTY COUNSEL

BY:  BRADEN J. HOLLY 6/12/24 DATE

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

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

**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.

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BOARD OF SUPERVISORS POLICY**

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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 options 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.

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BOARD OF SUPERVISORS POLICY**

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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 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 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.



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BOARD OF SUPERVISORS POLICY**

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- 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.

**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 XX of XX/XX/24

FORM APPROVED COUNTY COUNSEL

BY: BRADEN J. HOLLY 6/12/24  
DATE

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

**Subject:**  
**MANAGEMENT OF BUILDING SPACE**

**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 (FM) is an officer of the county reporting to the Assistant 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.~~

~~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.~~

- ~~1. 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 Executive Management Committee ~~Office~~ Board of Supervisors upon the ~~by the Director of Facilities Management for further review and recommendation a~~ decision by of the County Executive Committee. ~~Officer~~~~
- ~~2. The Executive Management Committee ~~Executive Office~~ will routinely provide updates to the Board on recent space management decisions.~~
- ~~3. The requesting department shall initiate the process to vacate space by filling out and submitting the Department of Facilities Management's Form 5 Request to Vacate Space.~~

Among the factors to be considered for the closure of a facility are:

- a. Other similar services are available within ~~15 miles~~reasonable distance, and
- b. Other similar services are accessible by public transportation.

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2.4. Reports regarding potential economies shall consider the greatest need, the number of persons served (workload); hours per week that service is provided; building operation costs; transportation; and overall benefit and staff savings to the county, etc.

**Space Management:**

~~F~~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~~county owned or leased space
- Perform space planning services on the behalf of other county departments
- Ensure that county space is utilized efficiently and completely to minimize vacancy and cost to the county

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 to Occupy County Owned and Leased Space for Newly-Vacated Space**

When space becomes available for use in a county owned facility, or if no adequate county owned space exists and there is a need to pursue non-county leased space, the Executive Office Committee designated building official is the approving authority on all space requests~~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 county owned vacant space or pursue a search for non-county leased space ~~shall~~shall:

- Fill out and submit the Department of Facilities Management's Form 5 Project Request for Space.
- Each ~~Their~~ request will be reviewed by the Director of Facilities Management designated building official 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 use of county owned space is approved, the request will be documented through the Space Occupancy Certification Process (SOC) or a Memorandum of Understanding (MOU) and recorded on the County Owned Building List. and in accordance with Board Policy B-22, shall consult with the Capital Improvement Program Team for final determination.
- Departments shall then be allocated a charged a square footage cost for the space occupied on a monthly or an annual basis annual basis and in accordance with the corresponding documentation., or the next billing cycle,
- If no viable county owned space exists to meet a Request for Space and the Executive Office Committee approves a formal request to seek leased space, then the requesting department will work with the Facilities Management to pursue the required steps and approvals as contained and described in Board Policy B-8 "Leasing of Real Property" which documents the "Procedures to Obtain Use of Real Property Not Owned by the County of Riverside to Accommodate County Business". 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  
Minute Order XX of XX/XX/24

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<b>LEASING OF REAL PROPERTY</b>	<b>B-8</b>	<b>1 of 4</b>

**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:

~~B.~~

~~C.A.~~

- ~~1.~~ Fill out and submit the Department of Facilities Management’s (FM) Form 5 Request for Space
- ~~1.2.~~ 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.
- ~~2.3.~~ Departments must prepare a Form 11 requesting approval in principle (In-Principle Form 11) by the Board of Supervisors ~~for the county to seek leased space for use by any such department and for Facilities Management~~ 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.
- ~~3.~~ 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/or security needs/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.~~
- 4.
5. The In-Principle Form 11 shall be forwarded to FM ~~Facilities Management~~ for an endorsement. The endorsement must include a

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

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.~~

6. 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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7. Upon approval of the In-Principle Form 11 by the Board, <u>Facilities Management</u> will initiate a request for proposals <u>(RFP)</u> , 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 <u>Director</u> of Facilities Management is authorized to execute leases and related documents at a rental of \$ <u>10,0007,500</u> per month or less and for periods of <u>five<del>three</del></u> ( <u>5<del>3</del></u> ) years or less, provided, however, that the total term of any such lease, including amendments to extend said term, does not exceed the <u>five<del>three</del></u> ( <u>5<del>3</del></u> ) year limitation and the \$ <u>10,0007,500</u> monthly rental. The <u>Director</u> 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 <u>Director</u> 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. <u>Facilities Management</u> 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.		

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

1. Requests for amendments or exercise of options must be submitted in memo form to FMaailities Management.
  - ~~2. Requests for amendments or exercising option for extension of the lease term must be submitted at least twelvefour (124) months prior to the lease expiration. These written requests must contain any requested modification to the lease. the same information required in 1.~~
  - ~~3. A.2. above.~~
  - ~~4. 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.~~
- 5.2. 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 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.



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BOARD OF SUPERVISORS POLICY**

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- D. Departments exempt from the requirement that ~~F~~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 (TLMA), Flood Control and Water Conservation District, the Aviation Department of TLMA~~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  
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