

CHAPTER 14

PROPERTY MANAGEMENT SERVICES
AND SPACE ALLOCATION PROCESS

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CHAPTER 14

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1401. Policy Statement. The County Administrative Office, General Services Division is responsible for assuring equitable treatment to the County and public in all transactions involving real property to which the County is a party by providing centralized professional services and for space planning and allocation.

1402. General Services Division Responsibilities. Responsibilities of the General Services Division include, but are not limited to, the following:

- a. Negotiate for the purchase, acquisition, sale, or lease of real property and provide recommendations to the Board of Supervisors;
- b. Make or procure appraisals of real property and prepare or assist in preparing legal descriptions;
- c. Prepare or assist in the preparation of deeds, leases, licenses, right-of-way agreements, easements and similar legal documents and assist in the collections of rental or other monies owned to the County by virtue of same;
- d. Maintain an inventory of County owned and leased real property;
- e. Assist County Counsel in eminent domain proceedings (excepting road right-of-way acquisition matters handled by the Road Commissioner);

1403. Requests for Property Management Services. Requests for acquisition, disposal, any other transfer of ownership, or lease (County as lesser or lessee) of real property are to be submitted in writing to General Services Division for analysis. General Services Division will be responsible for taking requests to the Board of Supervisors to seek approval. Miscellaneous departmental needs, such as requests for rough “ball-park” estimates of value, landlord services, estimates of time needed to perform various types of projects, etc., may be requested by direct memorandum to the General Services Division.

1404. Real Property Purchase Request. All capital projects involving the acquisition of real property (including easements) must be approved in the Capital Projects Budget or be an approved Community Development Program Department project. The General Services Division will provide estimates of property values and other costs upon written request. General Services will request a review of the request for conformity with the General Plan of the area. All requests for real property acquisition after the budget is adopted must be approved by the County Administrative Office.

1405. Office Space Lease. Notwithstanding the budgeting procedures described in Chapter 8, if leased space is required, the department head or designee must submit a Property Lease Request Form (Exhibit A) to the General Services Division, which will forward it to the County Administrative Office. If the County Administrative Office approves the request it will be returned to the General Services Division. The County Administrative Office will consider whether: (1) additional or alternate space is required; (2) existing County-owned or leased space is available to satisfy the need; and (3) where leasing or renting space is recommended, if funding exists to acquire leased space, pay for tenant improvements where needed, relocation costs and landlord provided building services. Upon arrival of the approved Property Lease Request Form, the General Services Division working with the requesting department, will identify options and submit to the Board of Supervisors for authorization if appropriate.

Request for Landlord Services. The General Services Division is to be advised of all problems necessitating landlord action, including requests for repairs, maintenance, noncompliance with lease terms or conditions, building modification, etc. The General Services Division is responsible for creating all formal notices regarding contractual non-compliance with the lease agreement. In the event of emergencies or health and safety matters

that require the landlord's immediate attention, the department occupying the leased space *may* notify the landlord directly and then notify the General Services Division.

1406. Sell/Transfer of County-owned Real Property. The General Services Division continually identifies surplus County-owned real property for disposal as appropriate. The inventory of surplus property is periodically up-dated by requesting that County departments advise of any real property under its jurisdiction that is surplus to its present or future needs. If real property becomes surplus to a department's needs prior to the update, the department shall notify General Services along with any known interest in acquiring the property. Barring a discovery of other current or future County need for the property, the matter will be taken to the Board of Supervisors by General Services with a recommendation that the property be declared surplus and disposed of in a manner approved by the Board and in accordance with applicable statutes.

1407. Lease of County-owned Real Property to Others. If a County department identifies real property under its administration for which there is, or may be, a demand to secure a lease for purposes which are compatible, or not inconsistent, with County operations, the matter shall be brought to the attention of the General Services Division, along with pertinent information including whether it is known, or anticipated, that more than one prospective tenant would be interested in the lease opportunity. After consultation with the County Administrative Office, and appropriate analysis of the proposed leased opportunity, the General Services Division shall either submit the matter to the Board of Supervisors with recommended actions, or provide written findings and recommendations to the proposing department.

1408. Non-Profit Use of County Real Property. A non-profit organization that requests to lease County-owned real property shall first identify a responsible County department as a sponsor, which would otherwise provide or benefit from the delivery of the non-profit organization's services. A County department shall first determine that it will sponsor the non-profit organization prior to a request of the County's Property Management Division for further review and processing. The Sponsoring Department must certify that the non-profit organization's services support a core County purpose and provide services that are linked to the Sponsoring Department's mission. If sponsorship criteria is met, the lease terms shall be based on the fair market value of leased property.

- a. If a Sponsoring Department is obtained, the non-profit shall work through the Sponsoring Department to submit a formal request for County-owned space to the Property Management Division. In addition to the Lease Criteria Questionnaire form, the request must include an executive summary outlining the non-profit's space needs, desired location, renovation requirements and name of Sponsoring Department; scope of services that shall be provided in County facilities, including citizens served; demonstrate that services support a core County service; program goals and objectives; and organizational points of contact. The Sponsoring Department will attach a brief memo to the formal request detailing their support of the request.

1409. Allocation of County-owned Space. To change space allocation, submit an online County Space Needs Request Form. The form can be submitted through AuditorNet by the department head or their designee using an AuditorNet login and password. The form should be submitted by the department head or designee to the County Administrative Office (CAO) for approval, along with any other pertinent information necessary to evaluate the space need. If the County Administrative Office, in consultation with the General Services Division, concurs with the request, and the action does not require approval by the Board of Supervisors, the General Services Division will help facilitate the reallocation of space. (Rev 12/16)

- a. *Annual Space Allocation Certification.* Departments are required to annually certify space allocated to their departments. On April 1st of each year, departments will be notified via email that an updated listing of their allocated space is ready for certification. The department head or designee must review and certify their space allocation through AuditorNet using their AuditorNet login and password. The certification is due no later than April 15th of each year. (Rev. 12/16)

All issues regarding telephone and data communications, building services, mail delivery, relocation, remodeling or other such issues pertinent to the request related to the responsibilities of the Information Technology Services

and General Services Divisions must be resolved by the affected departments prior to approval of the space allocation.

1410. Demolition or Removal of County Structures. If a department head determines that demolishing or moving a County structure is needed, a written request is submitted to the General Services Division. The request shall include the justification for such demolition or removal (e.g., structurally unsafe, needed at another location, etc.). The General Services Division will prepare an evaluation of the proposed request in coordination with the County Administrative Office for submission to the Board of Supervisors, along with a report as to the intended action. The above procedure is not required when a structure is being demolished or removed as part of an approved capital project. The General Services Division will be responsible for securing any necessary permits prior to initiation of an approved project and completing and filing the required forms with the Auditor-Controller-County Clerk after the demolition or transfer of any County structure.

1411. Naming County Facilities. Refer to Exhibit C for the policy on naming County facilities.

1412. Naming County Park Facilities. Refer to Exhibit D for the policy on naming County Park Facilities.

Property Lease Request Form

Requesting Department: Date:

Department Contact: Telephone:

Expenditure included in adopted budget?

Amount budgeted: Account: Budget Unit:

Revenue budgeted: Account: Budget Unit:

Funding Source (Grant/ State Aid/ Federal Aid/ Other):

List all of the locations department and related budget units operate out of (attach additional sheets if needed):

Address	Primary Use	Total Space (ft ²)	Unused Space (ft ²)

Give the name of the requested project and a brief description of the program that will occupy requested space. Detailed justification must be given for the need of new space. If unused space was listed above, detail why it will not be used for this request:

Description of space desired: (e.g. number and size of private offices, open areas for work stations, storage areas, copier rooms, reception, interview rooms, lobby, mail room, conference rooms, training areas, break rooms, etc.)

Intended Use	Total Expected Occupancy Employee and Visitor	Approximate Ft ² Needed

Desired location (list street name of boundaries of desired area *or* attach a map with outlined boundaries):

Is bus service to the location a requirement?

Lease term to Option to extend term?

Provision for early termination? Restrictions to ET?

Single occupancy building a necessity?

List all special needs, such as special security requirements, outdoor areas, etc.:

Hours of operation: to Weekdays Weekends

Possibility of extended work/meeting hours?

Total number of employees that would be located at requested location:

Male: Female:

Will total employees assigned to the location change over the term of the lease?

If so, by how many? Male: Female:

Anticipated number of visitors (peak average):

Number of parking spaces needed: Employee: Visitor:

Department Head Approval: Date:

Submit original to General Services Property Management

CAO Analyst Approval: Date:

Request for Additions/Deletions of County-Owned Space
Use Separate Form for Each Addition/Deletion Requested

Requesting Department: _____ **Date:** _____

Department Contact: _____ **Telephone No.:** _____

Budget Unit to be Charged: _____

Type of Service Needed: Utilities _____ **Maintenance** _____

Janitorial _____ **Mail & Messenger** _____

Expenditure included in the adopted budget: _____

Expense Budgeted/Account Number/Budget Unit: _____ / _____ / _____

Revenue Budgeted/Account Number/Budget Unit: _____ / _____ / _____

Funding Source (Grant/State Aid/Federal Aid/Other): _____

Description of Requested Facility Addition/Adjustment (Be Specific):

Authorized Signature of Requesting Department

Date

CAO Approved

Date

cc: General Services, ITS

Policy on Naming County-owned Facilities

(Adopted July 29, 2003)

In Kern County, many people have contributed and will continue to contribute to society in many different ways. Many deserve to be honored. Such recognition can take many forms. Commemorative naming is but one of the many options to consider when memorializing individuals and their accomplishments.

Policy

The naming, renaming, and/or dedication of a County owned facility shall be authorized by the County Board of Supervisors following a request made to the General Services Division and subsequent recommendation to the Board for a resolution to name or dedicate a County facility, to name or dedication a room within a County facility, or place a memorial plaque on, within, or near a County facility. This policy does not apply to park-related facilities, which are governed by a separate policy.

The following policy guidelines shall be adhered to by the Board when considering action to name, rename or dedicate a County facility, room or place a plaque:

- Generally, County facilities and property shall be named to reflect their location and primary function.
- Names that cause confusion are generally unacceptable.
- Duplicate names within a political jurisdiction are normally unacceptable.
- Prior ownership of land is not typically sufficient grounds to justify Board approval of a commemorative name.
- No facility shall be named for a private individual unless that individual contributed or arranged for a majority of the funding that was used to construct the facility or acquire the land upon which the facility is situated.
- In the event that multiple donors contribute funds toward the construction or acquisition of a County-owned facility, the Board shall favor a functional title with plaques honoring those who contributed.
- A room within a County owned facility may be named to honor an individual for contributed funds toward the construction or acquisition of the facility. The person being honored by the naming should either have a direct long-term association with the County or have made a significant contribution to the County and the community.
- A long-term association is defined as twenty years or more of continued or periodic service. An association of a lesser amount of time requires a 4/5 agreement on the part of the Board as to the importance of that association.
- A significant contribution is defined as an action to produce substantial long-term improvements.
- A commemorative naming of an individual with an outstanding national or international reputation shall be considered even if the person was not directly associated with the facility in question.
- Generally, a County owned facility shall not be named for a public official while that official remains in office. A decision to name a County owned facility for a public official while that official remains in office shall require a 4/5 vote of approval by the Board of Supervisors.
- The naming or dedication of a County owned facility, room, or placement of a plaque shall be consistent with all governing laws and regulations pertaining to such action, including concurrence with the regulation of other governmental agencies.
- The renaming of a County facility shall require the 4/5 vote of approval by the Board of Supervisors.

Procedure

A proposal to commemorate an individual can originate from the public at large, a County Department, or a member of the Board. All requests shall be submitted or forwarded in writing to the General Services Division, which shall evaluate the proposed request and make a recommendation to the Board of Supervisors consistent with the above guidelines.

All requests shall contain the following information:

- The name wishing to be used and the reason, which must fall within the above stated policy guidelines.
- The location of the County facility or property for which the proposal is being submitted.
- Each request shall include a minimum of three written endorsements of support for the name and its application. Such evidence can be letters from local residents and/or administrative agency personnel or petitions containing signatures.
- A list of a minimum of three organizations in the community that are familiar with the historical significance of the nominated name or the public service record of the nominee.
- The name, address, and telephone number of the person submitting the proposal.

The General Services division shall evaluate each proposal in accordance with the adopted guidelines and shall make a recommendation to the Board. In addition to verifying the information submitted on the naming request, an accounting of the associated cost to be incurred in the event of a renaming or the placement of a plaque, including but not limited to: signage, stationary, facility maps, mounting expense, dedication ceremonies, etc. shall be prepared and included with staff recommendations to the Board.

EXHIBIT D

KERN COUNTY PARKS AND RECREATION DEPARTMENT

PARK NAMING POLICY (Approved December 8, 1983)

It shall be county policy to establish County park names and identifying park areas, utilizing the following policies and procedures:

There is a need for a naming policy that can be applied easily and effectively to park sites and park facilities.

These sites and facilities require names that will have meaning, permanence, and general public acceptance.

There should be established a uniform procedure regarding the naming of existing and future parks and facilities which will assure good taste and community compatibility.

The naming of a park after a living person shall be considered only if the site is a gift or donation.

Family names may be considered for a park name if the donors give the entire park parcel without any further deed restrictions.

Partial donations of land for park purposes shall not constitute an obligation of Kern County to name the park or any portion thereof after a family name or individual.

Geographical, historical, geologic, or local names should be used in naming Kern County Parks so that park names and facilities will be easily identified and to compliment the area in which they are located.

New areas selected and acquired for park purposes should be named as quickly as possible to avoid prolonged use of a temporary designation.

Where consideration for naming involves geographical or historical connotations, the director shall solicit help from historical societies or other groups having special knowledge.

Once a name has been cleared by the Parks and Recreation Department, the department shall forward such names to the Kern County recreation and Parks Commission for final recommendation to the Kern County Board of Supervisors for ratification.

A public hearing shall be conducted prior to recommendation of a given name for the Kern County Board of Supervisors by the Kern County Recreation and Parks Commission.

As a general policy, neighborhood and (local) parks should be named to identify their location. Regional (general) parks should be named to identify with either their location, an organization, individual persons or families, or the historical identify of the area in which they are established.

Request from a group interested in presenting a proposal for a facility name within a park.

When good evidence has been presented to substantiate such a request, upon recommendation to the Kern County recreation and Parks Commissions, the Kern County Board of Supervisors may permit the naming of an area of the park honoring a person or organization who has worked for and distinguished himself or herself involving the dedications, acquisition, or the development of an area or parksite.

When considering such a request, public input shall be solicited and the public provided an opportunity to provide input prior to a recommendation by the Kern County Recreation and Parks Commission.

Identification of all Parks shall be prefaced by KERN COUNTY PARK identification if selected areas will be acknowledged by a plaque, sign, or other appropriate method determined by the Parks Commission. The establishment of memorial areas shall be on the basis of total public value and acceptance and be proposed by more than one individual or organizations.

The Commission after presentation, may recommend to the Kern County Board of Supervisors such a facility if:

It is in keeping with the master plan of the Kern County Parks and Recreation Department.

Plans and specs and construction of the facility comply with Kern County standards.

Funding for the partial or total cost of the facility, as is agreed to by Kern County, is pledged by the sponsoring group/groups.