



**City of Riverside
Administrative Manual**

Effective Date: 04/2014
 Review Date: 04/2017
 Prepared by: General Services

Approved: *[Signature]* Department
[Signature] City Manager

SUBJECT:

Property Management and Leasing (Airport Properties, General Fund and Public Utilities Properties)

PURPOSE:

To provide guidance for leasing and managing real property as required for City purposes, negotiating leases and agreements for private operations or development on City-owned properties and managing the interim rental and leasing of the City's surplus real property.

POLICY:

The General Services Department, Property Management Division, is responsible for managing, leasing and licensing City property, except for those managed by Public Utilities. The Property Management Division is also responsible for managing and leasing all cell sites on all City property. Public Utilities processes leases and licenses, manages property tax records and payment of taxes for Public Utility managed property. The Airport Manager negotiates and manages agreements and leases for Airport property.

PROCEDURE:

Responsibility	Action
Property Management (General Services/Public Utilities)	<ol style="list-style-type: none"> 1. Determines the desirability of leasing City property after consulting with the department/division having jurisdiction over the primary use of the property. 2. If applicable, advertises property for lease and uses the services of a broker to market the property.
Airport Manager	<ol style="list-style-type: none"> 3. Negotiates and prepares lease agreements on behalf of the City in accordance with City Resolution No. R-18919: <ol style="list-style-type: none"> a. Rental agreements for Riverside Municipal Airport premises on a month-to-month basis or for a term of one year, terminable by either party upon a 30-day written notice. b. Aircraft storage licenses for tie-downs and aircraft storage agreements for space on a month-to-month basis at such rates as established from time to time by resolution of the City Council.

PROCEDURE:

Responsibility	Action
	4. With respect to long-term Airport property leases, makes initial contact with prospective lessees, negotiates the proposed lease in coordination with the General Services Director and forwards the provisions of the lease to the City Attorney's Office for preparation.
Property Management	5. Forwards the provisions of the agreement to the City Attorney for preparation of the formal agreement.
Public Works - Land Records Section	6. Upon request, furnishes legal description of the area involved.
City Attorney's Office	7. Prepares lease agreement and forwards original to the requesting party to obtain signatures from prospective lessees.
Airport Division or Property Management	8. Obtains signatures on originals and forwards to City Attorney's Office for approval as to form. Forwards all required insurance and/or Certificates of Insurance to Risk Management for approval.
City Attorney' Office	9. Approves original as to form and prepares and submits a document transmittal form for the City Clerk.
Property Management	10. Works with the department/division having jurisdiction over the property and submits agenda report to the proper advisory board or commission, if applicable, and/or to the City Council for approval.
City Clerk	11. Upon approval by City Council, conforms the agreement, retains the original and sends/e-mails a copy to Property Management (General Services or Public Utilities) or Airport.
Airport Division or Property Management	12. Sends a copy of the agreement to the lessee and retains a copy for the file.
Property Management	13. Monitors and manages the agreement to assure conformance with its terms and provisions and conducts annual property inspections to assess potential liability issues related to usage and physical conditions.
Airport Division or Property Management	14. Works with the Finance Department to monitor lease/rental payments or other payments due.
Finance Department	15. Notifies Property Management, Public Utilities, and Airport Division of delinquent accounts.
Airport Division or Property Management	16. Contacts delinquent lessee/operator regarding late payments and issues appropriate notices as required.
Property Management and Finance Department	17. In order to provide adequate internal control of leasing and revenue receipting activities at the Airport, with the assistance of the Finance Department and Property Management, the Airport will conduct field and financial audits on an annual basis at minimum or at an interval deemed necessary by the Finance Director.

Distribution: Regular