



City of Arts & Innovation

# City of Riverside Administrative Manual

*Effective Date:* 07/2003  
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*Next Review Date:* 07/2025  
*Policy Owner(s):* General Services

*Approved:*  
  
  
 Department  
 City Manager

**SUBJECT:**

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

**PURPOSE:**

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

**SOURCE OF AUTHORITY:** City Charter Section 601

**POLICY:**

The General Services Department, Property Management Division, is responsible for managing, leasing and licensing City property, except for those specific properties managed by Public Utilities and/or the Successor Agency. The Community & Economic Development Department, Real Property Services Division, assists departments on an as needed basis.

**PROCEDURE:**

Responsibility	Action
Property Management (General Services/ Public Utilities/Real Property Services)	1. Determines the desirability of leasing City properties after consulting with the department having jurisdiction of the primary use of the property. If applicable, advertises property for lease and utilizes the services of a broker to market the property.
Property Management	2. With respect to property leases, makes initial contact with prospective lessees and negotiates the proposed lease in coordination with either the General Services Director, Riverside Public Utilities General Manager, or Community & Economic Development Director and forwards the provisions of the lease to the City Attorney's Office for preparation.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Property Management	3. Forwards the provisions of the agreement to the City Attorney for preparation of the formal agreement.
Public Works – Land Records Section	4. Upon request, furnishes legal description of the area involved.
City Attorney	5. Prepares lease agreement and forwards original to the requesting party to obtain signatures from prospective lessees.
Property Management	6. 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	7. Approves original as to form and prepares and submits a document transmittal form for the City Clerk.
Property Management	8. 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	9. Upon approval by City Council, conforms the agreement, retains the original and sends/e-mails a copy to Property Management (General Services, Public Utilities or Real Property Services).
Property Management	10. Sends an executed copy of the agreement to the lessee and retains a copy for the file.
Property Management	11. 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.
Property Management	12. Works with the Finance Department to monitor lease/rental payments or other payments due.
Finance Department	13. Notifies Property Management, Public Utilities, and/or Real Property Services of delinquent accounts.
Property Management	14. Contacts delinquent lessee regarding late payments and issues appropriate notices as required.

**PROCEDURE:**

Responsibility	Action
<b>AIRPORT PROPERTIES</b>	
Airport Manager	15. Negotiates and prepares lease agreements on behalf of the City in accordance with Resolution No. 23888. <ul style="list-style-type: none"> <li>a. Rental agreements for Riverside Municipal Airport premises on a month to month or for term of one year, terminable by either party upon a 30-day written notice.</li> <li>b. Aircraft storage licenses for tie-down and aircraft storage agreements for space on a month-to-month basis at such rates as established from time to time by resolution of City Council.</li> </ul>
Property Management and Finance Department	16. 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 at least an annual basis or at an interval deemed necessary by the Finance Director.

**Attachments:**  
None

<b>Department Review</b>			
<i>Required</i>	<i>Department</i>	<i>Signature</i>	<i>Printed Name</i>
<input type="checkbox"/>	City Attorney		
<input type="checkbox"/>	City Clerk		
<input checked="" type="checkbox"/>	CEDD		
<input type="checkbox"/>	Off. of Communications		
<input checked="" type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	General Services		
<input type="checkbox"/>	Housing		
<input type="checkbox"/>	Human Resources		
<input type="checkbox"/>	IT		
<input type="checkbox"/>	Library		
<input type="checkbox"/>	Museum		
<input type="checkbox"/>	Off. of Homeless Solutions		
<input type="checkbox"/>	Parks, Rec & Comm Svcs		
<input type="checkbox"/>	Police		
<input checked="" type="checkbox"/>	Public Utilities		
<input type="checkbox"/>	Public Works		