



Monterey County Behavioral Health Policy and Procedure

Policy Number	124
Policy Title	LOCATION OF NEW FACILITIES
References	PROCEDURES FOR NEW PROPERTY LEASES (ATTACHMENT A)
Form	NONE
Effective	JULY 1, 2001 REVISED: MARCH 27, 2006 REVISED: JULY 1, 2008

1
2 POLICY

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4 All new MCBHD facilities will be geographically located in order to maximize and assure community access to
5 available services.

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7 PROCEDURES

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9 Upon approval by the MCBHD Director for a new facility location, the Behavioral Health Service Manager I/II will
10 coordinate efforts with MCBHD administrative staff and Facilities staff to locate a suitable facility. To the extent
11 possible, new facilities will meet the following requirements:

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13 1. Location shall be accessible to program's target population.
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15 2. Location shall be accessible via public transportation (i.e., within walking distance of regular stops).
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17 3. Location shall be in a safe, non-threatening environment that allows hours to be established to meet
18 consumer needs.
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20 4. Location provides opportunity for partnering with community resources including co-location.
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22 5. Facility shall be adaptable to being comfortable and inviting to a multi-cultural community.
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24 6. Facility shall have sufficient space to provide services and assure privacy.
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26 7. Facility, with reasonable renovation, shall comply to the extent reasonably possible with ADA standards
27 regarding access, parking, and convenience.
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29 8. Facility meets county leasing standards and requirements (ATTACHMENT A).
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Attachment A

LEASES GENERAL SERVICES DEPARTMENT
PROCEDURES FOR NEW REAL PROPERTY LEASES

The following procedures have been adopted by the General Services Department to better assist other county departments when seeking lease space for their operations.

1. The requesting department will complete the Real Property Lease Request Form and forward it to General Services Department, Real Property Specialist, along with any relevant documents for the purpose of assessing general lease requirements and space needs. The Real Property Specialist will assist the requesting department in advising the appropriate CAO Analyst(s) of potential budget, general plan or political issues.
2. The Real Property Specialist will research the appropriate commercial real estate market, and then meet with department representative(s) to discuss possible sites, potential premise improvements and resource requirements, identify "Lease Team" members (which generally includes representatives from the requesting department, General Services-Facilities, Information Technology and Telecommunications), and determine an estimated timeline to occupancy.
3. The Real Property Specialist will arrange for visits to selected sites with the property owner (or their respective agent) and the Lease Team.
4. The Lease Team will evaluate those sites selected for further consideration. As necessary, an architect planner will be retained to assist in developing a space plan, identifying conceptual premise improvements, estimating project schedules, and providing scope and estimated costs for correction of facility deficiencies. The Real Property Specialist will assist the department in arranging for the appropriate Professional Services Agreement(s).
5. When a suitable property has been selected, the Real Property Specialist will review the terms and conditions of a proposed Lease Agreement with the designated department representative.
6. The Real Property Specialist will conduct negotiations with the property owner (or their respective agent) using the County Standard Lease Agreement as a basis. When agreement has been reached, the Real

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GENERAL SERVICES DEPARTMENT
PROCEDURE FOR NEW REAL PROPERTY LEASES
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Property Specialist will submit the lease document to County Counsel for approval as to form. The Real Property Specialist will ensure that the Lease Team and property owner are in agreement with the lease, space plan, inspection report(s), scope of work, estimated project schedule, and premise improvement estimate(s) prior to Agenda Review.

7. The Real Property Specialist will process the Board Report and Board Order, and will be present at the agenda review and the scheduled board meetings.
8. Following approval by the Board of Supervisors, any premise improvements included in the lease agreement will begin. The Facilities Projects Division will assist the department's designated Project Coordinator in providing oversight of necessary premise improvements and coordinate county requirements leading up to department occupancy.
9. The department's Project Coordinator will schedule and coordinate the move-in using a moving company from a pre-qualified list of vendors. The Facilities Projects Division will provide assistance as requested.
10. The County Lease Team will critique the lease process to identify any problems that may have occurred and discuss ways the lease process may be improved. The goal of the General Services Department is to provide cost effective, innovative, and quality customer service.