

MENDOCINO COUNTY POLICY #20	DEPARTMENTAL SPACE REQUIREMENTS
ADOPTED: February 6, 1990	ADOPTED BY: Minute Order

Departments acquiring additional space for operational needs are directed to contact the Director of the County Department of General Services with their specific needs. The Director of the County Department of General Services and/or his representative will be the sole County representative authorized to contact and negotiate terms and conditions of any property lease. That proposal, once developed by the County Department of General Services and the concerned departments, will be reviewed by the Director of the County Department of General Services with the County Administrative Officer to ensure that funds and County policy are appropriate prior to the proposed lease coming to the Board of Supervisors for final execution.