Agenda Item #:

3H-7

### PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: July 16, 2013

[X] Consent

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] Ordinance

[ ] Regular[ ] Public Hearing

## Department: Facilities Development & Operations

#### I. EXECUTIVE BRIEF

#### Motion and Title: Staff recommends motion to:

A) Approve the Lease Termination Agreement with the City of Belle Glade (City) terminating the Lease Agreement between the City and the County 1 dated May 1; 1986 (R86-606) (Lease) as of March 21, 2013;

**B)** Receive and file the lease surrender letter documenting the surrender and termination date of the Lease as of March 21, 2013;

**C)** Approve the transfer of three assets of the County that were erroneously recorded as County assets but were to remain City assets pursuant to the Agreement for Library Services; and

**D)** Approve the donation of thirty three (33) assets which have been requested by the City and determined to be surplus by County Library staff.

operates the Belle Glade Branch Library pursuant to an Agreement for Library Summary: The County Services dated May 1, 1986 (R86-605). The Belle Glade Library (Former Library) was operated from a Cityowned building pursuant to a Lease. On May 26, 2010, the Board approved an Interlocal Agreement (R2010-0813) with the City requiring the County to construct a new library (New Library) on different property leased from the City. The New Library was occupied in March 2013 and the Lease was surrendered and effectively terminated on March 21, 2013. City executed a Termination of Lease Agreement which now requires Board approval. City and County staff documented the lease termination with a lease surrender letter dated March 21, Pursuant to the original Agreement for Library Services, certain materials and equipment were 2013. transferred from the City to the County, and other City museum artifacts were loaned to County for display. During the move to the New Library, County Library staff identified three (3) loaned assets which had been inadvertently tagged and identified as County assets. These three (3) assets now require a transfer to the City in accordance to the Agreement for Library Services. Additionally, County Library staff identified 33 other assets that have no use in the New Library and have been declared surplus. The City has requested the donation of those 33 assets. (PREM) Countywide (HJF)

**Background & Justification:** On May 1, 1986, the Board approved a Lease with the City of Belle Glade on behalf of the Library which provided a facility for the operation of the Belle Glade Branch Library. On May 26, 2010, the Board approved an Interlocal Agreement with the City requiring the County to construct a New Library on a different leased property also owned by the City. Upon completion of the New Library, the leased property was vacated and on March 21, 2013 the leased property was surrendered and the Lease effectively terminated.

#### (Continued on Page 3)

#### Attachments:

- 1. Location Map
- 2. Termination of Lease Agreement
- 3. Lease Surrender Letter dated March 21, 2013
- 4. Request to Transfer Assets

Recommended By:	Ar may WILF	6/27/13
	Department Director	Date '
Approved By:	County Administrator	)   P  (3 Date

### II. FISCAL IMPACT ANALYSIS

## A. Five Year Summary of Fiscal Impact:

Fiscal Years		2013	2014	2015	2016	2017
Capital Expenditures						
Operating Costs						
External Revenues			<u></u>			
<b>Program Income (County</b>	7)					
In-Kind Match (County	( )					
NET FISCAL IMPACT		X				
# ADDITIONAL FTE POSITIONS (Cumulative	e)					
Is Item Included in Curro	ent Budget:	Yes		No		
Budget Account No:	Fund	Dep	t	Unit	Object	

#### B. Recommended Sources of Funds/Summary of Fiscal Impact:

There is no fiscal impact to this item. The items being donated have been declared surplus and the cost to transport and Staff time associated with the sale of the items exceed the value of the surplused items.

6-19-13 **Departmental Fiscal Review:** С.

## III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

OFMB

3/13 Contract Development and Control 7 - 3 - 18 Burhealen Balpeeler

B. Legal Sufficiency:

Assista 'ntγ Attorne

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

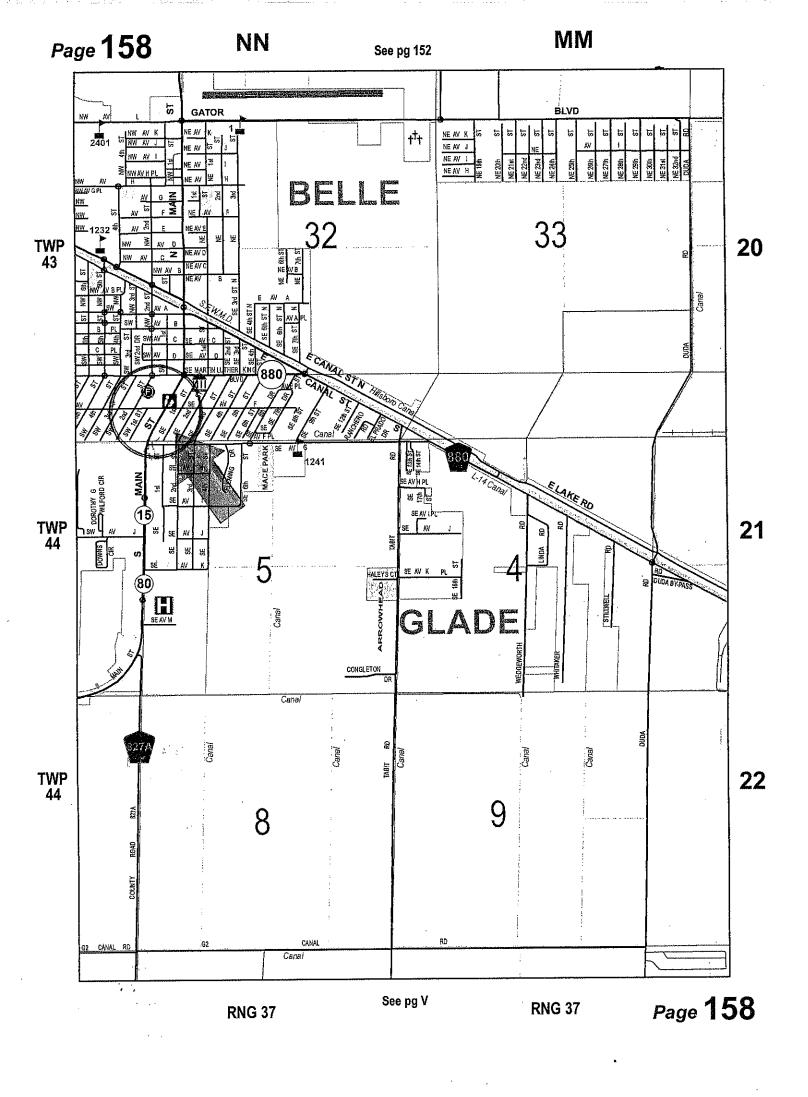
## Page 3

## Background & Justification - (Cont'd)

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The assets listed below for "transfer" are those identified by County Library staff as requiring transfer to the City in accordance to the Agreement for Library Services. The assets listed below as "donate" have been declared surplus by County and requested by City.

Transfer/Donate	Asset	Additional Description
Transfer	Two (2) glass display cases with	The display cases and shell/rock collections were a gift to the City.
	shells and rock display.	Mistakenly tagged as County assets and must be transferred to the City
	County asset #E7456 and #E7457.	pursuant to the Agreement for Library Service.
Transfer	Doc Vanlandingham case w/shells.	This is a handmade display case made for the City's shell collection.
	Retired County Assets.	Mistakenly tagged as County asset and must be transferred to the City
		pursuant to the Agreement for Library Service.
Donate	A/C unit Heil.	City has requested.
	County asset #10106635.	
Donate	A/C unit York.	City has requested.
	County asset #10106637.	
Donate	Video displayer with eight (8)	City has requested.
	revolving trays.	
	County asset #K0945500.	
Donate	Three (3) computer tables with	City has requested.
	chairs.	
	County asset # 10125595.	
Donate	Twenty (20) children's chairs.	City has requested.
	No asset numbers.	
Donate	Two (2) rolling metal carts.	City has requested.
	No asset numbers.	
Donate	Three (3) bookshelves particle	City has requested.
×	board ends (3x4x10).	
	No asset numbers.	
Donate	One (1) section of metal book shelf	City has requested.
	(2x10) with metal top from adult	
	area.	
	No asset number.	· · · · · · · · · · · · · · · · · · ·
Donate	One (1) office desk with computer	City has requested.
	table	
ł	No asset number	



LOCATION MA

MAP

## TERMINATION OF LEASE AGREEMENT

THIS TERMINATION OF LEASE AGREEMENT (the "Termination"), made and entered into \_\_\_\_\_\_\_, by and between CITY OF BELLE GLADE, a municipal corporation of the State of Florida, hereinafter referred to as "LESSOR", and PALM BEACH COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "LESSEE".

## WITNESSETH:

WHEREAS, LESSOR and LESSEE entered into that certain Lease Agreement dated May 1, 1986 (R-86-606) (the "Lease") for the use of the Premises (as hereinafter defined) in the Lease, which Lease commenced on October 1, 1986, for a term of thirty (30) years until September 30, 2016; and

WHEREAS, the Premises consist of the building known as The Belle Glade Municipal Library; and

WHEREAS, LESSOR and LESSEE entered into a Lease Agreement dated May 18, 2010 (R2010-0814), for LESSEE to construct a library and civic center in Belle Glade (the "Combined Community Facility") wherein LESSOR recognized that LESSEE would vacate and surrender the Premises to LESSOR upon completion of same; and

WHEREAS, as the Combined Community Facility was scheduled to open on March 23, 2013, LESSEE vacated and surrendered the Premises to LESSOR on March 21, 2013.

**NOW THEREFORE**, in consideration of the rents, mutual covenants, and agreements hereinafter set forth, and various other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning ascribed to them in the Lease.

2. The parties agree that LESSEE vacated the Premises on March 21, 2013, and the Lease is to be considered terminated effective March 21, 2013.

### **REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS WHEREOF, LESSOR and LESSEE have executed this Termination, or have caused the same to be executed, as of the day and year first above written.

Sterk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY By:

City Attorney

WITNESS: IN itness

Print Name

Witness

DIANNO Print Name

## ATTEST:

SHARON R. BOCK, CLERK & COMPTROLLER

By:\_\_

Deputy Clerk

WITNESS:

Witness

. .

Print Name

Witness

Print Name

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: Assistant County Attorney

G:\PREM\PM\Out Lease\Belle Glade Library\LeaseTerm.03.HFappr.042313.dcc

CITY OF BELLE GLADE, a municipal corporation of the State of Florida

2 By:\_ Wilson, Mayor Steve B.

Date:

## PALM BEACH COUNTY, a political subdivision of the State of Florida

By:\_\_\_\_

Steven L. Abrams, Mayor

APPROVED AS TO TERMS AND CONDITIONS

My Wo By: 8 Department Director

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ATTEST it Clerk

Date:\_\_

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: City Attorney

WITNESS: an /itness

Print Name

Witness

DIADNE Print Name

## ATTEST:

SHARON R. BOCK, CLERK & COMPTROLLER

By:\_\_\_\_\_ Deputy Clerk

WITNESS:

Witness

. .

Print Name

Witness

Print Name

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: Assistant County Attorney

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CITY OF BELLE GLADE, a municipal corporation of the State of Florida

Bv: Steve B. Wilson, Mayor

# PALM BEACH COUNTY, a political subdivision of the State of Florida

By:\_\_\_

Steven L. Abrams, Mayor

APPROVED AS TO TERMS AND CONDITIONS

1n By:K 匂 Department Director



Facilities Development & Operations Department Property & Real Estate Management Division

2633 Vista Parkway West Palm Beach, FL 33411-5605 (561) 233-0217 FAX: (561) 233-0210 www.pbcgov.com/fdo

**a** 

#### Palm Beach County Board of County Commissioners

Steven L. Abrams, Mayor

Priscilla A. Taylor, Vice Mayor

Hal R. Valeche

Paulette Burdick

Shelley Vana

Mary Lou Berger

Jess R. Santamaria

**County Administrator** 

Robert Weisman

"An Equal Opportunity Affirmative Action Employer

## **ATTACHMENT NO. 3**

**<u>RE:</u>** Lease Agreement (Lease) dated May 1, 1986 (R-86-606), between City of Belle Glade (City) and Palm Beach County (County) for County to occupy the City Municipal Library (Library) at 530 S. Main Street in Belle Glade.

By signing below, City or City's representative acknowledges and agrees that: (i) the property identified as the Library located at 530 S. Main Street in Belle Glade previously occupied by County, hereinafter referred to as the "Surrendered Premises", has been surrendered to City in a neat and clean condition and City accepts the Surrendered Premises, in the condition as of the date set forth below, which shall be recognized and referred to as the "Lease Surrender Date"; (ii) as County has Surrendered Premises to City on Lease Surrender Date, City acknowledges that Lease has terminated and County is hereby relieved of all further obligations; (iii) County is transferring the Library electric and water utility accounts from being in County's name to City's name on or about March 31, 2013; (iv) as referenced on Attachment "A", Library has an intrusion alarm with monitoring capabilities, effective the Lease Surrender Date County has deactivated monitoring but City may commence monitoring and suggests contacting attached County provided name for further information; (v) as referenced on Attachment "B", various County-owned assets are in process of being transferred/donated to City but should Board of County Commissioners disapprove of said transfer/donation then County will promptly return to remove them; and (vi) County has provided City or City's representative with keys to Surrendered Premises.

The undersigned hereby acknowledges that the Lease Surrender Date of the Surrendered Premises is Thursday, March 21, 2013.

County Rep Print Name: Steven K. Schlamp	
County Rep Sign Name:	
City Rep Print Name: Beverly J. Scott	
City Rep Sign Name: Suuly J. Scott	
Date: $3/a1/13$ Time: $10:00 A M$	t ,

## Attachments

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G:\PREM\PM\Out Lease\Belle Glade Library\ReleaseForm.032113.docx



Facilities Development & Operations Department Property & Real Estate Management Division

2633 Vista Parkway West Palm Beach, FL 33411-5605 (561) 233-0217 FAX: (561) 233-0210 www.pbcgov.com/fdo

> Palm Beach County Board of County Commissioners

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Shelley Vana

Mary Lou Berger

Jess R. Santamaria

County Administrator.

Robert Weisman

"An Equal Opportunity

/sks

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Affirmative Action Employer

## Attachment "A"

## ALARM SYSTEM INFORMATION FOR "OLD" BELLE GLADE LIBRARY LOCATED AT 530 S. <u>MAIN STREET IN BELLE GLADE</u>

The Library has an intrusion only alarm system. The system is an Ademco model #V50P. It is suggested the City of Belle Glade contact the following for information to connect for monitoring:

Mr. Gary Smith

ESS Fire Section Supervisor

Palm Beach County

Facilities Development & Operation Department

2601 Vista Parkway

West Palm Beach, FL 33411-5605

Telephone: (561) 233-0821

E-mail: <u>GSmith2@pbcgov.org</u>

A printed on recycled paper



Facilities Development & Operations Department Property & Real Estate Management Division

2633 Vista Parkway West Palm Beach, FL 33411-5605 (561) 233-0217 FAX: (561) 233-0210 www.pbcgov.com/fdo

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**County Administrator** 

Robert Weisman

"An Equal Opportunity Affirmative Action Employer"

## Attachment "B"

## COUNTY-OWNED ASSETS AT "OLD" LIBRARY AT 530 S. MAIN STREET IN BELLE GLADE, THAT ARE TO BE TRANSFERRED/DONATED TO THE CITY OF BELLE GLADE

## **CITY ASSETS – RECORDED IN ERROR AS COUNTY**

<u>Glass display case w/ shells and rock display (2).</u> The case was a gift to the City together with the Shell Collections. County Assets E7456 and E7457

<u>Doc Vanlandingham case w/shells.</u> This is a handmade display case made for the City's shell collection. Retired County Assets

## **COUNTY ASSETS - DONATION**

A/C Unit Heil. County Asset 10106635

A/C Unit York. County Asset 10106637

Video displayer w/ 8 revolving trays County Asset K0945500

Computer tables with chairs (3). County Asset 10125595

Children Chairs (20) No asset numbers

<u>Rolling metal carts (2)</u> No asset numbers

Bookshelf 3x4x10 particle board ends (3) No asset numbers

One section of metal book shelf-2x10 with metal top from adult area No asset number

Office desk with computer table (1) No asset number

All accounts will need a copy of one of the following documents showing start date of County responsibility.

1) Certificate of Occupancy.	SWITCH ACCOUNT FROM
2) Work order	COUNTY TO CITY OF
	BELLE GLADE ON OR
3) Documentation providing County responsibility start date	ABOUT 3/31/2013.

Account type and vendor #	FPL	50
Account # n/a	Meter # 6J55604	م

All accounts will need a copy of one of the following documents showing start date of County responsibility.

esponsibility.	SWITCH ACCOUNT FROM
1) Certificate of Occupancy.	COUNTY TO CITY OF
2) Work order	BELLE GLADE ON OR
3) Documentation providing County responsibility start date.	ABOUT \$/31/2013.

Account type and vendor #	Glades Utility Authority
	Meter # 0065238031
Account # n/a	

## **REQUEST TO TRANSFER ASSETS TO FIXED ASSETS MGT OFFICE** PALM BEACH COUNTY



#### OFMB/FINANCIAL MANAGEMENT DIVISION FIXED ASSETS MANAGEMENT OFFICE Form #2

NUMBER	DESCRIPTION	REASON	CONDITION		·····		
NUMBER			CONDITION		<i>a</i> -		
ASSET NUMBER E07456000 Glass di	DESCRIPTION		CONDITION				
NUMBER	DESCRIPTION			FAMO UPDATE			ASSIGNED TO
		CODE	CODE	REFERENCE	Z # ASSIGNED	INV	STORE SCRAP
	isplay case	4	3	1			
07457000 Glass di	isplay case	4	3				
0106635 A/C unit	t Heil	4	3				
10106637 A/C unit	t York	4	3				
K09455000 Warden	ı Video displayer	4	3	·			
10125595 Gray 3-	piece computer table	4	3				
REASON CODES	)LETE 3 - OTHER SURPLUS (specify)			4-8	TATUTORY/PUBLIC PURPOSE/B	C ACTION (Descr	be in Comments section belo
CONDITION CODES							
- NEW 2-GOOD	0 3-FAIR 4-POOR	5 – BROKEN	V/SERVICEABLE	6 - BROKEN/BEYOND RE	EPAIR 7-0	THER	(Specify)

6/21/13 Q-Dillieurs ORIGINATOR DATE INVENTORY OFFICER DATE 3 WAREHOUSE -anor -DATE CUSTODIAN PAGE 1 OF 2 PHOTOCOPY - Originating Department

DISTRIBUTION: ORIGINAL WITH SIGNATURES - FAMO Rev 2/1/2013

## REQUEST TO TRANSFER ASSETS TO FIXED ASSETS MGT OFFICE PALM BEACH COUNTY



#### OFMB/FINANCIAL MANAGEMENT DIVISION FIXED ASSETS MANAGEMENT OFFICE Form #2

DATE

DEPARTMENT/DIVISION NAME Library/Belle Glade				CUSTODIAN CODI	E - 3322	DATE 6-27-13		
ASSET NUMBER	DESCRIPTION	REASON CODE	CONDITION CODE	FAMO UPDATE REFERENCE	Z # ASSIGNED	ASSIGNED	TO SCRAP	
I/A	Twenty (20) children's chairs	4	3					
I/A	Two (2) rolling metal carts	4	3					
I/A	Three (3) bookshelves particle board ends (3x4x10)	4	3		· ·			
I/A	One (1) section of metal book shelf (2x10) with metal top from adult area	4	3					
I/A	One (1) office desk with computer table	4	3					
2056350 2 <b>86</b> 井	Vanlandingham case w/shells	4	3					
REASON CODES	2 - OBSOLETE 3 - OTHER SURPLUS (specify)			4-:	STATUTORY/PUBLIC PURPOSE/BCC	ACTION (Describe in Commer	ts section below)	
ONDITION COE	DES 2 - GOOD 3 - FAIR 4 - POOR	5 – BROKEN	/SERVICEABLE	6 – BROKEN/BEYOND R	EPAIR 7 – OTH	ER(Specif	y)	
COMMENTS (Pro- above for "transfer and requested by C	vide details on Reason Code #4, Transfers, Trade-ins, Bond or Gr " are those identified by Library MSTU staff as requiring trans City.	ant Funded Asset sfer to the City in	U	umentation as necessary) Scrap, reement for Library Services. Don BCC approva 35ets transer (atabase for	red/donated fr	s per agenda item 3H-7- ate" have been declared Ve H've the om the Axed	The assets listed surplus by Coun : a pital : 055 et	
REQUESTED BY	- ORIGINATING DEPARTMENT			PROVAL - FIXED ASSETS				
ORIGINATOR	Dam Walton D	ATE 6/27	<u>-3</u> IN		2 fine	DATE	20/1	

throw DATE DISTRIBUTION: ORIGINAL WITH SIGNATURES - FAMO Rev 2/1/2013 PHOTOCOPY - Originating Department

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CUSTODIAN

WAREHOUSE PAGE 2 OF 2