

TO: ALL COUNTY PERSONNEL

FROM: JAN WINTERS
COUNTY ADMINISTRATOR

PREPARED BY: PROPERTY & REAL ESTATE MANAGEMENT DEPARTMENT

SUBJECT: REAL PROPERTY DONATIONS/CHARITABLE LEASE TO
NOT-FOR-PROFIT PALM BEACH COUNTY ORGANIZATIONS

PPM#: CW-L-020

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ISSUE DATE

May 15, 1989

EFFECTIVE DATE

May 15, 1989

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PURPOSE:

To establish the policies and procedures for the donation and/or charitable lease of County owned real property.

AUTHORITY:

CW-L- 012 - Real Property Dispositions
CW-L- 023 - Real Property In-Lease Agreements
Florida Statutes Chapter 125
Land Acquisition and Disposition Ordinance

POLICY:

It is the policy of palm Beach County Board of county Commissioners to review the donation County owned real property assets -that have been classified surplus properties to not-for-profit organizations. The Property & Real Estate Management Department shall coordinate donations with the countywide "Short and Long Term Facilities Strategic Plan;" IDCP - Inter-Departmental Comprehensive Plan Capital Projects Element; and as deemed necessary to service the needs of Palm Beach County. The Land Acquisition and Disposition Ordinance shall be used in all cases wherein the County proposes to dispose of its interest in real property. The CW-L-023 - Real Property In-Lease Agreements, shall be used in all cases wherein the County proposes to lease real property to a not-for-profit organization.

No real property asset owned by any governmental PBC organization may be donated and/or leased without being duly recommended by the Property & Real Estate Management Department of Palm Beach County and authorized by the Board of County Commissioners.

Only not-for-profit organizations duly recommended by the Community Services Department to the Board of County commissioners shall be considered for donations of County land and/or charitable lease of County land.

Only real property assets deemed surplus shall be considered for donation and only real property assets deemed for future use shall be considered for charitable lease.

The donation of real property assets shall be accomplished only after the following determinations are made:

1. No other PBC Governmental organization has designated use for the real property.
2. No other PBC municipality, governmental agency has use for the real property.
3. The property does not fulfill requirements of PBC Comprehensive Plan/Master Space Plan/Short and Long Term Facilities Strategic Plan.
4. The sale of the property will not result in revenues to purchase properties necessary for government use.

The Property & Real Estate Management Department shall have complete responsibility to donate and/or lease surplus assets in a manner as to provide community services and/or public benefit to Palm Beach County.

The leasing of real property assets shall be accomplished only after the following determinations are made:

1. The property does not have an immediate designated County use.
2. The property is available for either a short or long term lease.

PROCEDURE:

Request for Donation and/or lease.

All not-for-profit organizations shall submit their initial requests for land donation and/or charitable lease to the Community Services Department. If Community Services deems the request appropriate for Board consideration and/or approval, the Community Services Department shall prepare Board agenda item for

direction.

All not-for-profit organizations and/or charitable leases approved by the Board shall submit a completed "PREM Project Request" form to Property & Real Estate Management Department for processing. The form shall be completed in full by the requesting party and the Community Services Department.

PREM shall review request with Palm Beach county Surplus real property inventory to determine if a real property parcel is available for donation. If no real property asset(s) is(are) available for donation PREM shall review request with Palm Beach County real property inventory to determine if a parcel is available for either a short or long term lease.

PREM shall submit a list of surplus properties available for donation and/or list of properties available for lease to the not-for-profit organization through the Community Services Department.

Upon selection of the site for either lease or donation by the requesting party, PREM shall prepare a report for Board of County Commissioner's direction and/or approval.

Upon approval and/or directive PREM shall dispose and/or lease County owned real estate in accordance with Countywide policies and procedures.

JAN WINTERS
COUNTY ADMINISTRATOR