

City of San José, California

COUNCIL POLICY

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EFFECTIVE DATE April 13, 1970	REVISED DATE May 2, 2006	
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TITLE

BELOW MARKET RENTAL POLICY FOR USE OF CITY-OWNED LAND AND BUILDINGS BY NONPROFIT OR CHARITABLE ORGANIZATIONS OR FOR GOVERNMENTAL OR OTHER PUBLIC PURPOSES

BACKGROUND

During the normal course of conducting City business, lands or buildings are acquired for public purposes primarily in connection with the Capital Improvement Program. Due to the scheduling of City projects, or as a result of the acquisition process or re-use potential, these real properties can be made available for interim uses.

Wherever possible, short-term rental contracts are entered into with private individuals to use the property until the public improvements begin, or if the property is a residual parcel after the public improvement has been completed, until the property is required for City use or is sold at public auction. There have also been occasions when the City has allowed quasi-public, community-oriented service groups to use City-owned property free or at a nominal fee.

PURPOSE

The purpose of this policy statement compliments the Below Market Rate Rental policy and is intended to establish a set of criteria, guidelines and requirements for the use of City-owned land or buildings not immediately required for public purposes. The below market rate rental policy was established as a method of giving assistance to non-profit organizations that may be quasi-public, community-oriented service groups which provide services to the citizens of San José. Under the policy, a qualifying non-profit organization or City sponsored program is charged a nominal fee as space rent for services provided to the community.

POLICY

It is the policy of the City of San José that approval for requests for preferential rates and use of City lands not immediately needed for public purposes will meet the following criteria, guidelines or requirements:

A. Property Criteria

The lands and buildings, which will be made available for use by qualifying non-profit organizations, will meet the following criteria:

1. The land or building is not immediately needed for public purposes but will be retained for a future public purpose.
2. The date of future City use has been estimated or established to be far enough into the future to justify an interim use.
3. The source of funding used for the original acquisition does not preclude the facility or property from legally being leased at less than fair market rate.

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4. Property or facilities are not scheduled to be surplus.

B. Non-Profit or Charitable Organization Criteria:

Non-profit or charitable organizations may rent non-operating property from the City at reduced rental rates if they meet the qualifying criteria approved by the City Council. The criteria under which non-profit or charitable organizations will be evaluated for consideration for below market rents is as follows:

1. A City department must submit the non-profit or charitable organization request for space.
2. The non-profit or charitable organization must perform a definitive community service provided primarily to citizens of San José, and substantiate that a continuing public need exists for the services being provided.
3. The non-profit or charitable organization must be designated, or in the process of requesting designation as a "non-profit" by the California State Board of Equalization (specified in Section 23710d of the State Revenue and Taxation Code) and hold tax exempt status from the Internal Revenue Service. Proof of said non-profit status shall be provided for review and verification by the Department administering the lease/property use agreement.
4. The non-profit or charitable organization must be governed by a Board of Directors.
5. To initially request the use of space, the non-profit or charitable organization must submit an outline of their program and organization to the City, for evaluation by the Public Works Department and other City Department Heads as affected by the particular requested space use, which shall include, but not be limited to the following:
 - a. The program's objective and a time frame for completion if applicable.
 - b. A profile of the clientele being served.
 - c. Projected staff and/or facilities expansion plans, if any.
 - d. A current certified financial statement including sources of funding and any constraints applied to funds.
 - e. Evidence of adequate public liability insurance and property damage for nonprofits or charitable organizations contents at proposed public facility and/or other insurance as determined by the City's Risk Manager.
 - f. A list by address and monthly rental rate of any other real property rented by the non-profit or charitable organization an/or affiliated groups.
 - g. An evaluation of the non-profit or charitable organization program conducted by another governmental agency may be included if one exists.
6. The City will not enter into leases or property use agreements at below market rates to organizations engaged in political activities or to religious organizations that would use the leased premises to promote sectarian or religious purposes.

C. Annual Review Requirements

The non-profit or charitable organization must provide the City on an annual basis with the following:

1. An organizational chart of the non-profit or charitable organization along with a list of staff employees (by title) and salary.
2. Names and addresses of current members of the Board of Directors.
3. A schedule of the non-profit or charitable organization Board of Directors meetings and the Board's meeting minutes for the past year.

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4. A current certified annual financial report of the non-profit or charitable organization including all expenditures, sources of funding and any constraints on receivable or received funds.
5. Proof that their service is still available and quantitative reports of services provided during the preceding year.

D. Terms of Tenancy

The terms under which below market or subsidized lease/property use agreements will be granted are as follows:

1. City staff will recommend to council for approval all rental agreements of City owned facilities or property.
2. The minimum rent shall be one dollar per month.
3. No alterations or improvements shall be made to the facility or site without the prior written approval of the City.
4. All repairs and maintenance of the leased site or facility shall be the responsibility of the tenant. City staff may inspect the property at least semiannually to insure that it is being properly maintained.
5. Any change in the type or level of services provided may result in a reevaluation of the tenancy.
6. The non-profit or charitable organization shall provide all necessary proof of insurance coverages as required by the City's Risk Manager prior to occupancy, during term of lease/property use agreement and at renewal of lease/property use agreement.
7. The non-profit or charitable organization shall not be entitled to relocation benefits as a result of its tenancy in the City-owned facility or property, unless such benefits are required by law.
8. The non-profit or charitable organization will be responsible for paying any possessory interest tax, which may be due as a result of the tenancy.
9. The facilities shall be for the exclusive use of the designated group and may not be sublet without the written consent of the City Manager.
10. The lease/property use agreement or rental agreement issued by the City will include a clause providing for revocation without cause, with the understanding that the non-profit or charitable organization will vacate the premises upon notice, at their own expense.
11. The City may require, prior to and during the lease/property use agreement, the submission of such additional information as may be needed.
12. A written agreement shall be prepared by the sponsoring department and submitted for review to the Public Works Department and approved as to form by the City Attorney's Office, setting forth the specific terms and conditions for each individual below market rental agreement. Nothing in these guidelines shall be construed as to limit the terms of any specific agreement.
13. The City Council will approve all lease/property use agreements, unless authority to approve the lease/property use agreements has been delegated to the City Manager either in the Municipal Code or by other Council action. The City Manager will comply with the terms of the delegation and report such lease/property use agreements to the City Council.

E. Termination

A below market lease/property use agreement may be terminated by the City at any time for any of the reasons established in the lease/property use agreement, including, but not limited to the following:

1. The property or facility is required for the specific purpose or project for which it was originally purchased.

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2. The property or facility is required for some other government purpose.
3. It is determined by the City Council that the facility or site being rented should be sold as surplus property.
4. It is determined by the City that the services provided by the non-profit or charitable organization are no longer necessary or adequate to justify the below market rent.
5. It is determined by the City that the non-profit is not providing the services proposed or is providing unapproved alternative services.
6. Inspection of the property reveals that the property or facility is not being properly maintained.
7. The non-profit or charitable organization fails to provide proper liability insurance at all times during the lease/property use agreement period.
8. It is no longer economically feasible or beneficial for the City.