



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** General Services  
**Department No.:** 063  
**For Agenda Of:** September 20, 2022  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** General Services Janette D. Pell, Director (805) 568-2626  
Contact Info: Skip Grey, GS Assistant Director (805) 568-3083  
**SUBJECT:** **Execute a Service and License Agreement with the Santa Barbara County Courthouse Docent Council, First Supervisorial District (RP File #003954)**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a Service and License Agreement between the County of Santa Barbara and the Santa Barbara County Courthouse Docent Council for Use of the Courthouse Information Booth, Hall of Records, and grounds for tours held daily and on weekends for the purpose of providing the community, schools and visiting public with the history of this National Landmark to raise funds for the continued restoration, preservation and conservation of the Courthouse and gardens; and
- b) Find that the proposed action is a Use and License Agreement for the use by the Santa Barbara County Courthouse Docents Council of the Courthouse and grounds for walking tours and the sale of post cards and souvenirs and is therefore exempt under CEQA pursuant to CEQA Guidelines Section 15301 (*Existing Facilities*), and direct staff to file the attached Notice of Exemption on that basis.

**Summary Text:**

This item is on the Board's agenda for approval of a Service and License Agreement with the Courthouse Docent Council granting them access and use of the Courthouse, gardens, and Information Booth for greeting visitors and training of volunteers who provide guided walking tours of the Courthouse, Hall of Records and its beautiful gardens.

**Background:**

The Courthouse Docent Council was formed in 1974 for the purpose of providing information to the public about the historic courthouse. At that time, the property had not been designated a landmark at any level; designation did not occur until some years later. In 2004 and 2005, respectfully, the property was designated a California State Historic Landmark and a National Historic Landmark; in an effort led by the County Architect. These designations help the property to be competitive in receiving conservation and preservation grants.

The Courthouse Docent Council has steadily provided public and private tours and information since 1974 from a pool of some 90 volunteers who spend countless hours each year staffing the Information Booth, leading public tours, and hosting youth tours to local schools as part of the Civic Class curriculum. During community celebrations, like the annual Fiesta de Santa Barbara, the Docents provide tours of the courthouse every half-hour to thousands of visitors during the four-day event. The attached Service and License Agreement will establish a formal allocation of space in the Santa Barbara Courthouse to the Docent Council and a method for the Docent Council to make improvements to the Courthouse.

The organization also has a very active Conservation and Preservation effort, led by Rodney Baker (past President of the Docent Council), and members of the Docent Council that lead tours, who identify projects that may be needed throughout the complex. These projects are vetted through the Docent Council and those that fit both their annual projects budget and scale to accomplish within a few weeks' effort are authorized and funded. They often partner with the Courthouse Legacy Foundation (CLF) on larger projects that CLF may have underway. To date, the Docent Council has raised and spent approximately \$400,000 over the years which greatly benefits the courthouse complex, the visiting public and the County; all from the sale of postcards, souvenirs and published information about the courthouse.

**Fiscal and Facilities Impacts:** None.

**Fiscal Analysis:** None.

Narrative: The Santa Barbara County Courthouse Docent Council's contribution of services to the County are in lieu of rent.

**Special Instructions:**

After Board action, please distribute as follow:

1. Original Service and License Agreement to remain in the Official file in the Clerk of the Board's Office.
2. Duplicate original Service and License Agreement & Minute Order – send to GS/Real Property, Attn: Connie Smith, Agent III. (Real Property will forward to Docents and provide copies to anyone requesting a copy.)

**Attachments:**

1. Service and License Agreement
2. CEQA NOE

**Authored by:**

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