



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:** November 5, 2019  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors

**FROM:** Department Janette Pell, Director, General Services (805) 560-1011  
Director(s)  
Contact Info: Skip Grey, Assistant Director, General Services (805) 568-3083

**SUBJECT:** Information and Communications Technology (ICT) License Agreement with the City of Santa Barbara to Use Fiber Conduit (First Supervisorial District)

---

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management and ICT

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the attached original and two duplicate originals of the License Agreement between the County of Santa Barbara ("County") and the City of Santa Barbara ("City") to allow the County to use a City-owned fiber conduit on Anapamu Street between Anapamu and Carrillo Streets in the City of Santa Barbara to install and operate a single 48-strand fiber optic cable and associated equipment for the purpose of connecting County-owned buildings to the County communications network for an initial term of fifteen (15) years; and
- B. Authorize the Director of General Services or her designee to exercise the two options, described in Section 5 of the License Agreement, to extend the term for five (5) years each; and
- C. Determine that the recommended actions are exempt under California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, as the actions consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features and involve negligible or no expansion of use, and direct staff to file the CEQA Notice of Exemption on that basis.

**Summary Text:**

The Board's action to approve and authorize the Chair to execute the attached License Agreement with the City will allow the County ICT Division to run fiber optic cable through a City-owned conduit, at no rent to the County, in order to improve communications by and between County facilities.

**Background:**

The City is the owner of fiber optic conduit facilities and junction box(es) located in the City of Santa Barbara public right-of-way between the County Administrative Building at 105 East Anapamu Street and a City-owned junction box situated near the corner of Anacapa and Carrillo Streets ("City Conduit Facilities"). The County desires to install a single 48-strand fiber optic cable within City Conduit Facilities in order improve the County communications network.

The proposed License Agreement (Attachment 1) authorizes the County to install fiber optic cable within City Conduit Facilities for an initial term of fifteen (15) years, commencing upon final execution by the County, and authorizes the Director of General Services or her designee to exercise the two renewal options to extend the term for five (5) years each. Approval of the License Agreement will allow the County to use City Conduit Facilities rent-free.

On September 17, 2019, the Santa Barbara City Council approved the License Agreement and subsequently adopted it by ordinance on September 24, 2019, pursuant to Section 521 of the Santa Barbara City Charter. The ordinance took effect on October 24, 2019, thirty days after it was adopted.

Execution of the License Agreement provides for the installation, operation and maintenance of cable within existing facilities. These actions will involve negligible expansion of use and will not have a significant impact on the environment. Therefore, this project is exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines, Section 15301 – Class 1, which allow for the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. A CEQA Notice of Exemption has been prepared (Attachment 2).

**Performance Measure:**

None

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			
Fees			
Other: Fund 1915			\$ 131,066.88
<b>Total</b>	\$ -	\$ -	\$ 131,066.88

Narrative: There is no rent charged under this License Agreement. One-time project cost of \$131,066.88 includes equipment and installation fees. Costs for this project are included in the adopted FY 2019-20 budget under the Information and Communication Technology Division of the General Services Department. This project is scheduled to begin on November 11, 2019, subject to Board approval.

**Key Contract Risks:**

USA locating, a service that identifies underground utilities for construction projects, will contact the City of Santa Barbara for any services performed near the City-owned conduit. The City of Santa Barbara has agreed to notify the County of Santa Barbara when they receive a request for USA utility location for the conduit path. Notification will go to both County General Services Facilities and Information and Communications Technology at the following contacts:

- GS Call Center - gscallcenterx2600@countyofsb.org, 805-568-2600
- ICT – Operations Center ictoperationscenter@co.santa-barbara.ca.us, 805-692-1700

The County will be responsible for USA Utility location identification of County fiber in City conduits, once notified.

**Staffing Impacts:**

None

**Special Instructions:**

After Board action, please distribute as follows:

1. Original License Agreement – Clerk of the Board Files
2. Two Duplicate Originals of the License Agreement and one copy of the Minute Order – General Services, Real Property Division
3. Copy of the Minute Order – ICT

**Attachments:**

1. Original and two Duplicate Originals of the License Agreement with the City of Santa Barbara
2. CEQA Notice of Exemption

**Authored by:** Susan Freebourn, Real Property Agent II

**cc:**