



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

County Manager's Office

**DATE:** September 1, 2007  
**BOARD MEETING DATE:** September 25, 2007  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Steve Alms, Manager, Real Property Services Division

**SUBJECT:** Permit Agreement with the San Mateo County Transit District for the use of County Radio Communication Facilities throughout the County. (Permit No. 5309)

**RECOMMENDATION:**

Adopt a resolution:

- A). Authorizing the execution of a Communication Facility Permit Agreement with the San Mateo County Transit District for the use of County Radio Communication Facilities throughout the County, at an initial annual fee of \$39,866 for a term of five years from April 1, 2006 to June 30, 2011, and
- B). Authorizing the County Manager or his designee to execute notices, options and documents associated with the Agreement including, but not limited to, termination of the Agreement under the terms set forth therein.

**VISION ALIGNMENT:**

**Commitment:** Responsive, effective and collaborative government

**Goal(s):** Goal 22. County and local governments effectively communicate, collaborate and develop strategic approaches to issues affecting the entire County.

The Permit Agreement contributes to this goal by documenting and maintaining the relationship between SamTrans and the County at the County's Communication sites.

**Performance Measure(s):**

<b>Measure</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Projected</b>
Percent of information and technology services available	99.8%	99.8%

**BACKGROUND:**

The County of San Mateo has provided radio support services including signal transmission to remote mountain sites and has housed SamTrans-operated radio transmission and antenna equipment since 1988. In 2002 SamTrans upgraded their communications with the development of their Advanced Communication System. This effort further developed the sharing of County communication facilities and infrastructure.

On **May 1, 2007**, the County entered into a Service Level Agreement for the maintenance of SamTrans' equipment at the sites, which formalized the relationship between the County and SamTrans as well as the payment process for the services County provides at the sites. County has previously invoiced SamTrans for the costs associated with operating and maintaining the facilities. A Permit was negotiated to authorize SamTrans' use of the sites as needed under the Service Level Agreement, and it was intended that the Permit would be authorized concurrently. An oversight resulted in the acceptance of the Service Level Agreement without the corresponding Permit.

**DISCUSSION:**

**To facilitate the Service Level Agreement, in 2006** Real Property Services negotiated a Permit **that enables** the District to continue to house and use equipment at five County communication facilities for a term of five years, effective retroactively to April 1, 2006. The initial yearly fee of \$39,866 reimburses County for the actual cost of operating and maintaining the facilities. The annual fee may be adjusted on a yearly basis based on any increase or decrease in actual costs. District will install, repair, maintain and remove its own equipment at its sole cost and expense. Either party may terminate the Agreement for any reason on 120 days notice.

County Counsel has reviewed and approved the Permit as to form. The Director of the Information Services Department concurs in this recommendation.

**FISCAL IMPACT:**

The fee of \$39,866 for the initial year of the five-year term offsets the cost of ISD labor and materials for the operation and maintenance of the facilities.

cc w/enc: Deborah Penny Bennett, Deputy County Counsel  
cc: Chris Flatmo, Director, Information Services Department