



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 15-339, **Version:** 1

- a. Approve the template lease (Memorandum of Understanding between the County of Monterey and Local Public Safety Agencies Regarding Communications Services) for rental of radio communications vault space at a County communications site; and
- b. Authorize the Director of Information Technology to execute the template lease, including making minor alterations that do not substantially alter the terms of the lease, with local public safety agencies that wish to lease radio communications vault space at a County communications site.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve the template lease (Memorandum of Understanding between the County of Monterey and Local Public Safety Agencies Regarding Communications Services) for rental of radio communications vault space at a County communications site;
- b. Authorize the Director of Information Technology to execute the template lease, including making minor alterations that do not substantially alter the terms of the lease, with local public safety agencies that wish to lease radio communications vault space at a County communications site.

SUMMARY/DISCUSSION:

The Information Technology Department (ITD) oversees 35 shelters that house communication equipment throughout Monterey County. Local public safety agencies have leased, and will continue to request to lease, radio communications vault space (rack space) in these shelters for their communications equipment and to enable their radio communications operations. Some local public safety agencies have leased rack space informally, paying rent and utilizing County shelters, without a formal agreement in place.

ITD has created a lease template to facilitate the lease process for all agencies approved to install equipment at County communication sites in the future, and for those who have installed communication equipment but do not have a formal lease in place. The lease template provides for a rental charge that recoups the cost of providing rack space and associated communications services; creates clear obligations for operating radio equipment responsibly [causing no radio interference to County and other agencies' communications operations]; and requires compliance with laws regarding the installation, operations, upgrade and use of equipment and use, storage, transportation and disposal of hazardous substances. The template lease also covers rights reserved by the County, disposition of improvements made to County sites, and County insurance and indemnification requirements.

ITD recommends that the Board approve ITD's use of this lease template for future rentals, to bring consistency to leasing rack space at County communications sites and to clearly establish the rights and obligations of all users of these sites. ITD further recommends that the Board authorize the Director of Information Technology to execute this lease with those local public

safety agencies that have equipment currently installed at County sites; this will formalize and make uniform

existing rentals of rack space at County radio communications facilities. ITD recommends that these authorizations include authority to make minor alterations to the lease template when requested by a local public safety agency. Major or significant changes to the template lease template will be brought to the Board for approval.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the lease template as to form. Risk Management has reviewed the lease template and approved as to indemnification and insurance requirements.

FINANCING:

There is no cost associated with the approval or use of the lease template to the General Fund. The rent received from the local public safety agencies directly covers the operational costs for each site.

Prepared by: Elizabeth Crooke, Management Analyst, 755-5108

Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments: Template Lease: Memorandum of Understanding Between the County of Monterey and (local public safety agencies) Regarding Communications Vault Space and Services