

CHAPTER 9

Council Reports

PURPOSE

This chapter establishes when Council Reports are to be used and the Division's procedures for the preparation and approval of Council Reports.

DEFINITIONS / ABBREVIATIONS

For abbreviations, please see the Abbreviations section at the end of this Manual.

POLICY

All approval actions required by the City Council are to be prepared and processed in a timely manner relative to the processing timeframes set forth by Division, the Office of the Director, the City Manager's Office, the City Attorney, and City Clerk.

All Council reports are to be reviewed and approved by the Division staff indicated on the Council Report Council Routing Form for processing.

AUTHORITY

City Council

All appropriation increases, and/or fund transfers, unless otherwise delegated by the City Council to the City Manager or his/her designee, must be approved by the City Council. All agreements which financially obligate the City in excess of excess of the City Manager's authority are to be approved by the City Council.

City Attorney's Office

The City Attorney has the authority to review and approve Council Reports, resolutions, contracts and agreements as to form.

City Clerk's Office

The City Clerk has the authority to post public notices to ensure that the City meets all of the legal requirements of the Brown Act with respect to items to be heard and acted on by the Council. In addition, once Council takes an action, the City Clerk attests as to the Mayor's signature and certifies all documents the Council has acted on as official records.

Budget Office

The City Council has delegated to the Director of Finance the authority to ensure sound financial management and fiscal accountability for any Council Report with potential fiscal impacts.

Engineering Services Manager

The Engineering Services Manager has the authority to submit for approval to the Director of Transportation and the City Manager all Council Reports generated by the Engineering Services Division.

Section Manager

Section Managers have the authority to submit Council Reports for approval, relative to their respective functions, in the Engineering Services Manager's absence.

RESPONSIBILITIES

Project Manager (PM)

- Prepares Council Reports.
- Ensures that all other processes have been completed (e.g. FRI approval, preparation of contract, etc.) prior to agendizing the Council Report.

Section Manager

- Reviews Council Report prior to submittal for the internal review process.
- Reviews final report and signs off on signature routing transmittal form.

Special Projects Engineer - Grant Funding

- Reviews and approves for routing any Council Report that includes the use of Federal funds to ensure that proper Federal requirements have been met for the eligibility of the funds.

Administrative Analyst - Contracts

- Reviews and approves the Council Report to ensure that procurement processes have been properly documented.
- Ensures that any and all contracts/agreements are reviewed and approved by the City Attorney or their designee.

Supervising Financial Analyst (SFA)

- Reviews and approves the Financial Considerations section of the Council Report to ensure proper fiscal compliance.

F&PD Section Manager

- Reviews and approves the Council Report prior to submittal to the Engineering Services Manager.

Engineering Services Manager

- Reviews and signs the Council Report for submittal to the DOT Director's Office for final review and approval.

Council Report Coordinator (Typist Clerk III)

- Coordinates the review and approvals of the Council Report prior to submittal to the DOT Director's Office for final departmental review and approval.
- Makes any edits and/or updates to the Council Report, as needed.

DETERMINING A NEED FOR A COUNCIL REPORT

A Council Report may be necessary for a variety of reasons including but not limited to the following:

Council approval for policy, appropriation, and/or fund transfer decisions, e.g. environmental documents, contracts, change orders, supplemental agreements, appropriation of funds, cooperative agreements, and fund transfers over the City Manager's authority; approval of Plans, Specifications, and Estimate; Grant Fund Applications, Resolutions of Necessity, establishment of CIP's; and approval of the Transportation Programming Guide.

COUNCIL REPORT PROCESS

The PM initiates the process by working with his/her supervisor to prepare the draft Council Report, establishing the Council Date, ensuring proper formatting, and obtaining review and approvals pursuant to Attachments 1 thru 4.

The PM submits the draft Council Report to the Council Report Coordinator to route for review and approvals by DOT Staff.

Edits requested by a reviewer are to be routed to the Council Report Coordinator. Conflicting comments or edit requests are to be reviewed and approved by the PM with the Council Report Coordinator making requested changes to the report.

Once the draft Council Report is approved by the DOT Director's Office, the report is routed electronically to the Budget Office, the City Attorney's Office, and the City Manager's Office simultaneously for review and approval.

Comments are then received by the Council Report Coordinator who consults with the PM to address final comments and to finalize the Report.

The final report is submitted to the Engineering Services Manager and DOT Director for signatures.

ATTACHMENTS

- Attachment 1: 19 Day Timeframe and Deadlines
- Attachment 2: Agenda Report Template Instructions for Use
- Attachment 3: Report Transmittal Form
- Attachment 4: Sample Council Report

19 Day Timeframe and Deadlines

Revised 7/6/06

Council Report Sample Review & Submission Cycle						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 NOON – Unsigned hard-copy of report to OOD and electronic copy posted to designated folder on “S” Drive	7	8	9 NOON - Final electronic copy posted on Document Review System for Reviewers (Budget, ACM, CAO, City Clerk)	10	11
12	13	14 Edits from Reviewers posted no later than NOON; Report revised according to Reviewers' input	15 NOON - Final signed hard-copy due to OOD	16 NOON - Final signed hard-copy to Budget receptionist and electronic final copy posted to Document Review System	17	18
19	20 Agenda Review Meeting	21 NOON - Signed report to City Clerk by CMO	22	23 9 AM - Agenda packet goes to print	24	25
26	27	28 Council Meeting	29	30	31	

Revised Schedule for Council Report Submittal
July - December 2006

Revised 7/6/06

DAY	MEETING DATE	<u>ENG SVCS</u> Draft due to Patricia West Monday 8:00 AM	Final e-Copy Due to <u>Office of the Director</u> Monday by NOON	Final e-Copy Due to <u>Reviewers</u> Thursday by NOON	Reviewers comments posted by NOON. Report revised by author to incorporate Reviewers' input; print/sign hard-copy Tuesday	Final Hard Copy Due to <u>Office of the Director</u> Wednesday by NOON	Final Hard Copy Due to <u>CMO</u> Thursday by NOON	Agenda Goes to Print Thurs. @ 9 AM	L & L
TUE	July 18, 2006	06/19/06	06/26/06	06/29/06	7/5/2006 before 3 PM	Wednesday 3 PM 7/5/2006	07/06/06	07/13/06	◆
TUE	July 25, 2006	06/26/06	07/03/06	07/06/06	07/11/06	07/12/06	07/13/06	07/20/06	
TUE	August 1, 2006	07/03/06	07/10/06	07/13/06	07/18/06	07/19/06	07/20/06	07/27/06	◆
TUE	August 8, 2006	07/10/06	07/17/06	07/20/06	07/25/06	07/26/06	07/27/06	08/03/06	
TUE	August 15, 2006	07/17/06	07/24/06	07/27/06	08/01/06	08/02/06	08/03/06	08/10/06	◆
TUE	August 22, 2006	07/24/06	07/31/06	08/03/06	08/08/06	08/09/06	08/10/06	08/17/06	
TUE	August 29, 2006	07/31/06	08/07/06	08/10/06	08/15/06	08/16/06	08/17/06	08/24/06	
TUE	September 5, 2006	08/07/06	08/14/06	08/17/06	08/22/06	08/23/06	08/24/06	08/31/06	◆
TUE	September 12, 2006	08/14/06	08/21/06	08/24/06	08/29/06	08/30/06	08/31/06	09/07/06	
TUE	September 19, 2006	08/21/06	08/28/06	08/31/06	09/05/06	09/06/06	09/07/06	09/14/06	◆
TUE	September 26, 2006	Friday 8/25/2006	Friday 09/01/06	09/07/06	09/12/06	09/13/06	09/14/06	09/21/06	
TUE	October 3, 2006	09/05/06	09/11/06	09/14/06	09/19/06	09/20/06	09/21/06	09/28/06	◆
TUE	October 10, 2006	09/11/06	09/18/06	09/21/06	09/26/06	09/27/06	09/28/06	10/05/06	
TUE	October 17, 2006	09/18/06	09/25/06	09/28/06	10/03/06	10/04/06	10/05/06	10/12/06	◆
TUE	October 24, 2006	09/25/06	10/02/06	10/05/06	10/10/06	10/11/06	10/12/06	10/19/06	
TUE	October 31, 2006	10/02/06	10/09/06	10/12/06	10/17/06	10/18/06	10/19/06	10/26/06	
THUR	November 9, 2006	10/09/06	10/16/006	10/19/06	10/25/06	10/27/06	10/26/06	11/02/06	◆
TUE	November 14, 2006	10/16/06	10/23/06	10/26/06	10/31/06	11/01/06	11/02/06	11/09/06	

DAY	MEETING DATE	<u>ENG SVCS</u> Draft due to Patricia West Monday 8:00 AM	Final <u>e-Copy</u> Due to <u>Office of the</u> <u>Director</u> Monday by NOON	Final <u>e-Copy</u> Due to <u>Reviewers</u> Thursday by NOON	Reviewers comments posted by NOON. Report revised by author to incorporate Reviewers' input; print/sign hard-copy Tuesday	Final <u>Hard Copy</u> Due to <u>Office of the</u> <u>Director</u> Wednesday by NOON	Final <u>Hard Copy</u> Due to <u>CMO</u> Thursday by NOON	Agenda Goes to Print Thurs. @ 9 AM	L & L
TUE	November 21, 2006	10/23/06	10/30/06	11/02/06	11/07/06	11/08/06	11/09/06	11/16/06	◆
TUE	November 28, 2006	10/30/06	11/06/06	11/07/06	11/14/06	11/15/06	11/16/06	Wednesday 11/22/06	
TUE	December 5, 2006	11/06/06	11/13/06	11/16/06	Monday 5 PM 11/20/2006	11/21/06	11/22/06	11/29/06	◆
TUE	December 12, 2006	Wednesday 11/8/2006	Thursday 11/16/2006	Wednesday 11/22/06	11/28/06	11/29/06	11/30/06	12/07/06	
TUE	December 19, 2006	Council Recess							
TUE	December 26, 2006	Council Recess							

Agenda Report Template Instructions for Use

For your safety and the safety of others....please read before attempting use of the attached Report Template



YOU MUST USE WORD 2003 to submit Agenda Reports

As you may recall from recent Agenda Training, we are now using a layered approach to presenting information in our reports to Council and other legislative bodies in order to meet the needs of various audiences. The major structural difference from past report formats are:

- removing the “Summary” section (report should be no more than 2 or 3 pages)
- segregating the “Background” into an attachment of the report
- adding a Description/Analysis including “Issue” and “Rationale” sections

The Transmittal cover and the Resolution template have been incorporated into the Report template so you will not have to merge them together; if a Resolution is not required you would delete those pages.

The attached report template form is a document that contains a specific format and structure with fill-in blanks in which you enter information. The purpose for using a template is to facilitate a uniform approach to the delivery of information to our various readers. The report template will be “**locked**” when you open it, which will allow you to move through the transmittal information using check boxes and various pieces of information (a form.)

To increase your comfort and use of the Report Template, please note the following concepts regarding the use of **Forms and WORD 2003 Reviewing tools**.

Locked and Unlocked Forms

You will need to fill-in the “**Transmittal**” portion of the form while the form is **locked**; however, in order to modify and use: 1) various numbering and bulleting tools; 2) header/footer features; 3) deletion of unnecessary information on the template; 4) track changes; and 5) spell check function, you will need to **Unlock** the form by clicking the Lock icon (it is a toggle.)

On the **View** menu, point to **Toolbars**, and then Click **Forms** to open the Forms Toolbar



This is a **LOCKED** document toolbar- Notice the toolbar is blanked out so you can't use the attributes other than the “shading” and “lock” buttons.



This is an **UNLOCKED** document toolbar-Notice the toolbar attributes are NOT blanked out.

Shaded Boxes on Forms

The shading appears on the screen so users can quickly identify the fields that may need to be checked or completed. The shading does not print.

Spell Check

As stated above, you will need to “**Unlock**” the form to use the spell check function. *Please note that spell check has **NOT** caught all misspelled words in testing so you will need to edit your work carefully.*

Track Changes

You will also need to “**Unlock**” the form in order for the Reviewing tools to be used in your document. It is **strongly recommended** that you take ½ hour of your time to visit the Microsoft Tutorial on the “Tracking-Accepting-Rejecting” changes for **WORD 2003** documents.

<http://office.microsoft.com/training/training.aspx?AssetID=RC011600131033> (Ctl-click on link)

Report Review Track Change Standards should be set at:

~~Red Strikeout for Deletions~~

Blue Underlined for Additions

Report Review Using the Intranet (Manual Electronic Review)

(Please see test site link below for details)

- When your report is ready for signatures you will submit it for final review using the City’s Intranet. (see link below for test site)
- You will want to send an email to your assigned City Attorney, Budget Analyst and Clerk-Submit when you submit a report to the intranet for review.
- The reports will be reviewed by the City Attorney, Assistant City Manager/Budget and City Clerk for issues under their “sphere of influence”.
- Reviewers should send authors an email after they finish their review.
- **Police and Fire cannot receive or send emails from within the Intranet review system, you will need to utilize Groupwise to contact these Departments.**
- After that final review, you will accept/reject changes, print a hard copy and route it for signatures, and submit that final polished report to the Intranet review repository.

Please visit the TEST intranet site for a workflow chart of the process and detailed instructions under the Help button. The site will go live and be visible on the Intranet on 6-26-06.

http://citynet/HTML_Pages/IT/Security/docmanage/accessversion1/index.cfm (Ctl-click on link)

Agreements/Contracts/MOUs etc.

If applicable and although the City Attorney may have reviewed and signed your agreement “as to form,” please include a copy of your agreement with your report as a separate document in the Intranet Repository. Please be sure to use the same title when you are submitting the Report as a PDF or WORD document so your attorney will have easy access to “get doc.”

Thanks in advance for your patience, perseverance and understanding. Although we would love to launch at 100%, we’ll need your help to get there. So, here we go-together in this “**Journey to a Transparent Government!**”

Report Transmittal Form

MEETING DATE:

2:00 p.m.

7:00 p.m.

Title:

Presenting to the following Legislative Bodies:

<input type="checkbox"/>	City Council	<input type="checkbox"/>	Financing Authority
<input type="checkbox"/>	Redevelopment Agency	<input type="checkbox"/>	Economic Development Commission
<input type="checkbox"/>	Housing Authority	<input type="checkbox"/>	Other

Type of Report: (check below)

<input type="checkbox"/>	Administrative Matters	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Information
<input type="checkbox"/>	Special Presentation	Noticing completed:		<input type="checkbox"/>	Regional
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Staff		

Special Requirements: (check below)

<input type="checkbox"/>	Majority Vote	<input type="checkbox"/>	Color Inserts (30 sets)
<input type="checkbox"/>	2/3 Vote	<input type="checkbox"/>	VHS-DVD Presentation
<input type="checkbox"/>	Suspend Competitive Bidding	<input type="checkbox"/>	PowerPoint Presentation
<input type="checkbox"/>	Other	<input type="checkbox"/>	Material On File in Clerks Office

Report Review

Fiscal Impact:

Policy Issues:

<input type="checkbox"/>	Budget Change?		<input type="checkbox"/>	Emerging Small Business Development Issues: (ESBD) Note on Report
<input type="checkbox"/>	General Fund		<input type="checkbox"/>	Environmental Issues: Note on Report
<input type="checkbox"/>	Other Fund		<input type="checkbox"/>	Legal Issues: Note on Report
<input type="checkbox"/>	Fund Number(s)		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Change FTE?			

Budget Office Review

Budget Office Comments:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Resolution	Other Comments:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Budget Impact	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	EB/RB Needed	

Department:	Transportation	Division:	
Report Author/Contact:		Phone	808-
Report Coordinator:		Phone:	808-



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604

[www. CityofSacramento.org](http://www.CityofSacramento.org)

TYPE OF REPORT

Date of Meeting

Honorable Mayor and
Members of the City Council

Title: x

Location/Council District: x

Recommendation: x

Contact: x

Presenters: x

Department: x

Division: x

Organization No: x

Description/Analysis

Issue: x

Policy Considerations: x

Environmental Considerations: x

Rationale for Recommendation: x

Financial Considerations: x

Emerging Small Business Development (ESBD): x

Respectfully Submitted by: _____

Name
Division Title Manager

Report Title/Project Number-Abbreviate to 1-line

Meeting Date

Approved by: _____
Jerry Way
Director of Transportation

Recommendation Approved:

RAY KERRIDGE
City Manager

Table of Contents:

Pg x Report

Attachments:

- 1 Pg x Background
- 2 Pg x Resolution
- 3 Pg x Ordinance
- 4 Pg x Title of PowerPoint/Overhead
- 5 Pg x Separate Booklet-Title

RESOLUTION NO.

Adopted by the Sacramento City Council

Title here

BACKGROUND

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1.

Section 2.

Section 3.

Section 4.

Section 5.

Table of Contents:

Exhibit A

Exhibit B

Exhibit C

Exhibit D

Exhibit E

Sample Council Report

MEETING DATE: July 18,2006 **2:00 p.m.** **7:00 p.m.**

Title: Agreement: Multi-disciplinary Interactive Training Site for Homeland Security

Presenting to the following Legislative Bodies:

<input checked="" type="checkbox"/>	City Council	<input type="checkbox"/>	Financing Authority
<input type="checkbox"/>	Redevelopment Agency	<input type="checkbox"/>	Economic Development Commission
<input type="checkbox"/>	Housing Authority	<input type="checkbox"/>	Other

Type of Report: (check below)

<input type="checkbox"/>	Administrative Matters	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Information
<input type="checkbox"/>	Special Presentation	Noticing completed:		<input type="checkbox"/>	Regional
<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Staff		

Special Requirements: (check below)

<input checked="" type="checkbox"/>	Majority Vote	<input type="checkbox"/>	Color Inserts (30 sets)
<input type="checkbox"/>	2/3 Vote	<input type="checkbox"/>	VHS-DVD Presentation
<input type="checkbox"/>	Suspend Competitive Bidding	<input type="checkbox"/>	PowerPoint Presentation
<input type="checkbox"/>	Other	<input type="checkbox"/>	Material On File in Clerks Office

Report Review

Fiscal Impact:

Policy Issues:

<input type="checkbox"/>	Budget Change?	<input type="checkbox"/>	Emerging Small Business Development Issues: (ESBD) Note on Report
<input type="checkbox"/>	General Fund	<input type="checkbox"/>	Environmental Issues: Note on Report
<input type="checkbox"/>	Other Fund	<input type="checkbox"/>	Legal Issues: Note on Report
<input type="checkbox"/>	Fund Number(s)	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Change FTE?		

Budget Office Review

Budget Office Comments:

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Resolution	Other Comments:
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Budget Impact	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EB/RB Needed	

Department:	Police	Division:	
Report Author/Contact:	Milt Nennenman	Phone	264-5696
Report Coordinator:	Kim Riley	Phone:	433-0826

Department Code: For Department Use



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
[www. CityofSacramento.org](http://www.CityofSacramento.org)

CONSENT
July 18, 2006

Honorable Mayor and
Members of the City Council

Title: Agreement: Multi-disciplinary Interactive Training Site (MITS) for Homeland Security

Location/Council District: Sacramento Region

Recommendation: Adopt a **Resolution** 1) authorizing the City Manager to execute an agreement for a 36-month lease of the Multi-disciplinary Interactive Training Site at McClellan Park for an amount not to exceed \$206,500 per year for a total amount not to exceed \$619,500, and 2) approving the use of up to \$619,500 in Urban Area Security Initiative (UASI) funding for this purpose.

Contact: Mike Nennman, Lieutenant, (916) 264-5696

Presenters: Not applicable

Department: Police

Division: Homeland Security

Organization No: 2177

Description/Analysis

Issue: Establishment of a regional center to provide training in a simulated environment while maintaining safety and controlled conditions allowing regional emergency responders to experience realistic weapons of mass destruction (WMD) events enhancing command level and task level abilities using changeable training scenarios, realistic special effects, smoke, sound, low lighting, infrared cameras and audio/visual systems capturing the training scenarios for analysis. The Multi-disciplinary Interactive Training Site (MITS), which will be housed at Building 684 at McClellan Park, is a mobile 17,000 square foot state-of-the-art live, virtual constructive modular training simulator with movie-set designs simulating the interiors and exteriors of various types of buildings.

Policy Considerations: The City of Sacramento previously accepted awards from the office of Homeland Security for Fiscal Years 2003, 2004 and 2005.

Environmental Considerations: This recommendation does not constitute a "project" and therefore is exempt from the California Environmental Quality Act (CEQA) according to Section 15061 (b)(1) and 15378(b)(3) of the CEQA guidelines.

(MITS) for Homeland Security

July 18, 2006

Rationale for Recommendation: As an integral part of the Regional Training Center, this 36 month lease agreement with the California Regional Public Safety Training College Joint Powers Authority (JBA) using the US Department of Homeland Security Urban Areas Security Initiative (UASI) grants will fund the use of a (MITS) and will offer owned and maintained by the Public Safety Training College Joint Powers Authority (JPA). The Sacramento Regional Office of Homeland Security would have unrestricted use of the training site to conduct frequent Homeland Security and WMD training providing emergency responders with the following planning, training and exercise opportunities:

- Coordination of inter/multi-agency and inter/multi-jurisdictional WMD response
- Task level skill development,
- Critiques and lessons learned,
- Realistic training and exercises in the activation of the Incident command System for field and command personnel,
- Community Emergency Response Team training and exercise for community volunteers, and
- Terrorism training and exercise site for schools, apartments, businesses and residences.

Financial Considerations: The cost to lease this training simulator is \$619,500 and no local grant matching funds are required for the use of multi-year Homeland Security grant funding from fiscal years 2003 (Resolution 2003-792 on 11-13-03), 2004 (Resolution 2004-855 on 11-04-04) and 2005 (Resolution 2005-406 on 05-31-05) for the costs associated with this lease as part of the programmed project allocations. Pursuant to the terms and conditions of the UASI grant, the City of Sacramento is authorized to use the grant award funding to pay for the lease of space for Homeland Security training and exercise activities.

Emerging Small Business Development (ESBD): No goods or services are being purchased as a result of this agreement.

Respectfully Submitted by: _____
Milt Nenneman, Lieutenant

Approved by: _____
Albert Najera, Chief of Police

Recommendation Approved:

Ray Kerridge
City Manager

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Attachments:

- 1 Background Pg 3
- 2 Resolution Pg 4

(MITS) for Homeland Security

July 18, 2006

Attachment 1

Background

Since November 2003, the Sacramento Office of Homeland security received City Council approval to apply for and accept approximately \$20 million in Federal grant funding through the Urban Area Security Initiative (UASI) from the U.S. Department of Homeland Security, Office of Domestic Preparedness. These grant funds are intended to meet the unique planning, training, equipment and exercise needs of the Sacramento Region.

In October 2003, the Sacramento Regional Office of Homeland Security Working Group completed a comprehensive Urban Area Homeland Security Strategy (UAHSS), which included an assessment of our regional response capabilities. A review of all emergency response disciplines with in the Urban Area revealed deficiencies in coordinated efforts to plan, train, exercise and respond to a terrorism incident involving weapons of mass destruction (WMD.)

(MITS) for Homeland Security

July 18, 2006

Attachment 2

RESOLUTION NO.

Adopted by the Sacramento City Council

Lease Agreement: Homeland Security Multi-Interactive Training Site (MITS) at McClellan Park Building 684

BACKGROUND

- A. The City Council has previously approved the acceptance of Homeland Security Funding from fiscal years 2003 (Resolution 2003-792 on 11-13-03), 2004 (Resolution 2004-855 on 11-04-04), and 2005 (Resolution 2005-406 on 05-31-05.) These multi-year grant awards included funding allocations for training purposes, which pursuant to the terms and conditions of the UASI grant guidelines, can be used for the rental of training locations.
- B. The Sacramento Regional Office of Homeland Security proposes to establish a Multi-Interactive Training site (MITS) to provide realistic training scenarios as part of Project HomeSTAR. The MITS is a 17000 square foot state-of-the-art live, virtual constructive modular training simulator with movie-set design that will simulate the interiors and exteriors of various types of buildings. The simulator is mobile and will be housed at Building 684 at McClellan Park.
- C. The MITS will be owned and maintained by the California Regional Public Safety Training College Joint Powers Authority (JPA), through a memorandum of agreement to lease Building 684. The lease of the MITS facility between the Sacramento Regional Homeland Security Office and the JPA will provide unrestricted use and access of the training site for conducting Homeland Security training and exercise scenarios. The total cost of the proposed 36-month memorandum of agreement to lease Building 684 is \$619,500.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The city Manager, or authorized designee, is hereby authorized to execute a lease agreement with the Northern California Regional Public Safety Training College Joint Powers Authority, using multi-year Homeland Security grant funding from FY 2003, 2004, 2005, including Homeland Security carryover funding, to lease Building 684 as a Multi-Interactive Training Site.
- Section 2. The term of the agreement is to be effective from July, 2006 to June 30, 2009.
- Section 3. Total cost of the JPA memorandum of agreement shall not exceed \$619,500. Project funding lines include FY 2003: 255-ORG-G457-4XXX, FY 2004: 255-OGR-G532-4XXX, and FY 2005: 255-OGR-G567-4XXX.