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

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

*Revised 7/6/06*
## Revised Schedule for Council Report Submittal

**July - December 2006**

<table>
<thead>
<tr>
<th>DAY</th>
<th>MEETING DATE</th>
<th>ENG SVCS Draft due to Patricia West Monday 8:00 AM</th>
<th>Final e-Copy Due to Office of the Director Monday by NOON</th>
<th>Final e-Copy Due to Reviewers, Thursday by NOON</th>
<th>Reviewers comments posted by NOON. Report revised by author to incorporate reviewers' input; print/sign hard-copy Tuesday</th>
<th>Final Hard Copy Due to Office of the Director Wednesday by NOON</th>
<th>Final Hard Copy Due to CMO Thursday by NOON</th>
<th>Revised 7/6/06</th>
<th>L &amp; L</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUE</td>
<td>July 18, 2006</td>
<td>06/19/06</td>
<td>06/26/06</td>
<td>06/29/06</td>
<td>7/5/2006 before 3 PM</td>
<td>7/5/2006 before 3 PM</td>
<td>7/5/2006</td>
<td>07/13/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>July 25, 2006</td>
<td>06/26/06</td>
<td>07/03/06</td>
<td>07/06/06</td>
<td>07/11/06</td>
<td>07/12/06</td>
<td>07/13/06</td>
<td>07/20/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>August 1, 2006</td>
<td>07/03/06</td>
<td>07/10/06</td>
<td>07/13/06</td>
<td>07/18/06</td>
<td>07/19/06</td>
<td>07/20/06</td>
<td>07/27/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>August 8, 2006</td>
<td>07/10/06</td>
<td>07/17/06</td>
<td>07/20/06</td>
<td>07/25/06</td>
<td>07/26/06</td>
<td>07/27/06</td>
<td>08/03/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>August 15, 2006</td>
<td>07/17/06</td>
<td>07/24/06</td>
<td>07/27/06</td>
<td>08/01/06</td>
<td>08/02/06</td>
<td>08/03/06</td>
<td>08/10/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>August 22, 2006</td>
<td>07/24/06</td>
<td>07/31/06</td>
<td>08/03/06</td>
<td>08/08/06</td>
<td>08/09/06</td>
<td>08/10/06</td>
<td>08/17/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>August 29, 2006</td>
<td>07/31/06</td>
<td>08/07/06</td>
<td>08/10/06</td>
<td>08/15/06</td>
<td>08/16/06</td>
<td>08/17/06</td>
<td>08/24/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>September 5, 2006</td>
<td>08/07/06</td>
<td>08/14/06</td>
<td>08/17/06</td>
<td>08/22/06</td>
<td>08/23/06</td>
<td>08/24/66</td>
<td>08/31/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>September 12, 2006</td>
<td>08/14/06</td>
<td>08/21/06</td>
<td>08/24/06</td>
<td>08/29/06</td>
<td>08/30/06</td>
<td>08/31/06</td>
<td>09/07/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>September 19, 2006</td>
<td>08/21/06</td>
<td>08/28/06</td>
<td>08/31/06</td>
<td>09/05/06</td>
<td>09/06/06</td>
<td>09/07/06</td>
<td>09/14/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>September 26, 2006</td>
<td>08/28/06</td>
<td>09/07/06</td>
<td>09/12/06</td>
<td>09/13/06</td>
<td>09/14/06</td>
<td>09/21/06</td>
<td>09/28/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>October 3, 2006</td>
<td>09/05/06</td>
<td>09/11/06</td>
<td>09/14/06</td>
<td>09/19/06</td>
<td>09/20/06</td>
<td>09/21/06</td>
<td>09/28/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>October 10, 2006</td>
<td>09/11/06</td>
<td>09/18/06</td>
<td>09/21/06</td>
<td>09/26/06</td>
<td>09/27/06</td>
<td>09/28/06</td>
<td>10/05/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>October 17, 2006</td>
<td>09/18/06</td>
<td>09/25/06</td>
<td>09/28/06</td>
<td>10/03/06</td>
<td>10/04/06</td>
<td>10/05/06</td>
<td>10/12/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>October 24, 2006</td>
<td>09/25/06</td>
<td>10/02/06</td>
<td>10/05/06</td>
<td>10/10/06</td>
<td>10/11/06</td>
<td>10/12/06</td>
<td>10/19/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>October 31, 2006</td>
<td>10/02/06</td>
<td>10/09/06</td>
<td>10/12/06</td>
<td>10/17/06</td>
<td>10/18/06</td>
<td>10/19/06</td>
<td>10/26/06</td>
<td></td>
</tr>
<tr>
<td>THUR</td>
<td>November 9, 2006</td>
<td>10/09/06</td>
<td>10/16/06</td>
<td>10/19/06</td>
<td>10/25/06</td>
<td>10/27/06</td>
<td>10/26/06</td>
<td>11/02/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>November 14, 2006</td>
<td>10/16/06</td>
<td>10/23/06</td>
<td>10/26/06</td>
<td>10/31/06</td>
<td>11/01/06</td>
<td>11/02/06</td>
<td>11/09/06</td>
<td></td>
</tr>
<tr>
<td>DAY</td>
<td>MEETING DATE</td>
<td>ENG SVCS Draft due to Patricia West Monday 8:00 AM</td>
<td>Final e-Copy Due to Office of the Director Monday by NOON</td>
<td>Final e-Copy Due to Reviewers Thursday by NOON</td>
<td>Reviewers comments posted by NOON, Report revised by author to incorporate Reviewers' input, print/sign hard-copy Tuesday</td>
<td>Final Hard Copy Due to Office of the Director Wednesday by NOON</td>
<td>Final Hard Copy Due to CMO Thursday by NOON</td>
<td>Agenda Goes to Print Thurs. @ 9 AM</td>
<td>L &amp; L</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------</td>
<td>----------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>TUE</td>
<td>November 21, 2006</td>
<td>10/23/06</td>
<td>10/30/06</td>
<td>11/02/06</td>
<td>11/07/06</td>
<td>11/08/06</td>
<td>11/09/06</td>
<td>11/16/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>November 28, 2006</td>
<td>10/30/06</td>
<td>11/06/06</td>
<td>11/07/06</td>
<td>11/14/06</td>
<td>11/15/06</td>
<td>11/16/06</td>
<td>Wednesday 11/22/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>December 5, 2006</td>
<td>11/06/06</td>
<td>11/13/06</td>
<td>11/16/06</td>
<td>Monday 5 PM 11/20/2006</td>
<td>11/21/06</td>
<td>11/22/06</td>
<td>11/29/06</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>December 19, 2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Council Recess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>December 26, 2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Council Recess</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 bulleted 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:

☐ City Council  ☐ Financing Authority
☐ Redevelopment Agency  ☐ Economic Development Commission
☐ Housing Authority  ☐ Other

Type of Report: (check below)

☐ Administrative Matters  ☐ Public Hearing  ☐ Information
☐ Special Presentation  ☐ Noticing completed:  ☐ Regional
☐ Consent  ☐ Staff

Special Requirements: (check below)

☐ Majority Vote  ☐ Color Inserts (30 sets)
☐ 2/3 Vote  ☐ VHS-DVD Presentation
☐ Suspend Competitive Bidding  ☐ PowerPoint Presentation
☐ Other  ☐ Material On File in Clerks Office

Report Review
Fiscal Impact:  

Policy Issues:

☐ Budget Change?  ☐ Emerging Small Business Development Issues: (ESBD) Note on Report
☐ General Fund  ☐ Environmental Issues: Note on Report
☐ Other Fund  ☐ Legal Issues: Note on Report
☐ Fund Number(s)  ☐ Other:
☐ Change FTE?

Budget Office Review

Budget Office Comments:

☐ Yes  ☐ No  Resolution
☐ Yes  ☐ No  Budget Impact
☐ Yes  ☐ No  EB/RB Needed

Other Comments:

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

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
   Pg x Exhibit A-
3 Pg x Ordinance
   Pg x Exhibit A-
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

Time:  2:00 p.m.  7:00 p.m.

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

Presenting to the following Legislative Bodies:

| ☒ City Council | ☐ Financing Authority |
| ☐ Redevelopment Agency | ☐ Economic Development Commission |
| ☐ Housing Authority | ☐ Other |

Type of Report: (check below)

| ☐ Administrative Matters | ☐ Public Hearing | ☐ Information |
| ☐ Special Presentation | ☐ Noticing completed: | ☐ Regional |
| ☒ Consent | ☐ Staff |

Special Requirements: (check below)

| ☒ Majority Vote | ☐ Color Inserts (30 sets) |
| ☐ 2/3 Vote | ☐ VHS-DVD Presentation |
| ☐ Suspend Competitive Bidding | ☐ PowerPoint Presentation |
| ☐ Other | ☐ Material On File in Clerks Office |

Report Review

Fiscal Impact:  

| ☐ Budget Change? | ☐ Emerging Small Business Development Issues: (ESBD) Note on Report |
| ☐ General Fund | ☐ Environmental Issues: Note on Report |
| ☐ Other Fund | ☐ Legal Issues: Note on Report |
| ☐ Fund Number(s) | ☐ Other: |
| ☐ Change FTE? |

Budget Office Review

| ☐ Yes | ☐ No | Resolution |
| ☐ Yes | ☐ No | Budget Impact |
| ☐ Yes | ☐ No | EB/RB Needed |

Budget Office Comments:

Other Comments:

Department:  Police
Division:  

Report Author/Contact:  Milt Nennenman  Phone:  264-5696

Report Coordinator:  Kim Riley  Phone:  433-0826

Department Code:  For Department Use
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.


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.
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 (JPA) 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 filed 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

Table of Contents:
- Report Pg 1

Attachments:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Background Pg 3</td>
</tr>
<tr>
<td>2</td>
<td>Resolution Pg 4</td>
</tr>
</tbody>
</table>
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 within the Urban Area revealed deficiencies in coordinated efforts to plan, train, exercise and respond to a terrorism incident involving weapons of mass destruction (WMD.)
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.