



3.26

DEPARTMENT OF
POLICE

ALBERT NÁJERA
CHIEF OF POLICE

STEVE SEGURA
DEPUTY CHIEF OF POLICE

RICK BRAZIER
DEPUTY CHIEF OF POLICE

CITY OF SACRAMENTO
CALIFORNIA

5770 FREEMONT BLVD., SUITE 100
SACRAMENTO, CA
95822-3516

PH 916-433-0800
FAX 916-433-0818
www.sacpd.org

June 7, 2004

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING
COLLEGE, JOINT POWERS AUTHORITY BUDGET AND
CONTRACTING PROCEDURES.**

LOCATION: ALL DISTRICTS, CITY & COUNTY.

RECOMMENDATION:

This report recommends several cleanup actions required by ALL Member Agencies of the Northern California Regional Public Safety Training College, Joint Powers Authority as follows:

- #1 - Approval of the JPA FY 03/04 Budget totaling \$336,372;
- #2 - Approval of the JPA FY 04/05 Budget totaling \$478,477;
- #3 - Retroactively authorize expenditures for FY 01/02, FY 02/03, and FY 03/04 for start up, planning, maintenance, and operations as approved by the JPA Board of Directors;
- #4 - Retroactively authorize the cost sharing formula(s) agreed to by the JPA Board of Directors;
- #5 - Approve the JPA contracting procedures.

CONTACT PERSONS: Jack Anderson, JPA Director, Special Projects Manager, 566-2433

FOR COUNCIL MEETING OF: JUNE 29, 2004

SUMMARY:

This report provides all Honorable Members elected to the governing boards of the JPA Member Agencies with details on the status of the regional public safety academy located in McClellan Business Park.

The mission of the Sacramento Police Department is to work in partnership with the Community to protect life and property; solve neighborhood problems, and enhance the quality of life in our City.

①

Item #1, The JPA is requesting **All Member Agencies** approve the Joint Powers Authority FY 03/04 Budget of \$336,372 (Exhibit #1), which is collectively approved in each Member Agency department training budget. A formula for sharing operational costs was developed by the Interagency Planning Team and approved by the JPA Board of Directors. The formula is based on occupancy size and utilization of facilities and is subject to change and approval by the JPA Board of Directors. The following percentages were developed by the Interagency Planning Team, subject to annual adjustment and pending final approval by the JPA Board of Directors: Sheriff Department 36% = \$121,093.92; Fire Training 33% = \$111,002.76; City Police Department 30% = \$100,911.60; Los Rios College District 1% = \$3,363.72 which totals the \$336,372 FY 03/04 Budget.

Item #2, The JPA is requesting **All Member Agencies** approve the Joint Powers Authority FY 04/05 Budget of \$478,477 (Exhibit #2), which is collectively approved in each Member Agency department training budget. This budget contains significantly more expenditures (\$142,105. more) than the FY 03/04 Budget for professional services including accounting, financial, audit, liability insurance and other business services. The formula for sharing operational costs is based on past practice and assumes completion of the gym, locker room and shower facility with higher utilization of facilities by Los Rios and is subject to change and final approval by the JPA Board of Directors: Sheriff Department 33% = \$157,897; Fire Training Authority 30% = \$143,543; City Police Department 27% = \$129,189; Los Rios College District 10% = \$47,848; which totals the \$478,477 in the FY 04/05 Budget.

Item #3, the JPA is requesting **All Member Agencies** retroactively authorize expenditures for FY 01/02, FY 02/03, and FY 03/04, (Exhibit #3) for startup, planning, implementation, maintenance, and operations as approved by the JPA Board of Directors. Some of the FY 01/02 expenditure represent start up and operational costs incurred prior to the approval of the JPA formation in September 2001. The remainder of FY 01/02, FY 02/03 and FY 03/04 operational costs were incurred prior to the approval and implementation of the JPA FY 03/04 Budget. The Sheriff's Department processed these expenditures from within their appropriations and a full accounting is presented as set out in the attached spreadsheets.

Item #4, By Resolution (All member agency boards) are requested to retroactively authorize the cost sharing formula(s) agreed to by the JPA Board of Directors. These expenditures were/are shared according to a cost sharing formula developed by the Interagency Planning Team and approved by the JPA Board of Directors. The cost sharing formula for FY 01/02 was based on Member Agency move-in date, occupancy size and utilization of facilities and all reimbursements have been paid to the Sheriff/County. The FY 02/03 reconciliation of shared expenditures has been put on hold at the request of the Sacramento County Auditor-Controller Division pending authorization to share the expenditures. Exhibit #4 provides both the FY 01/02 reconciliation (paid in full) and FY 02/03 reconciliation with some balance due to the Sheriff's Department.

Item #5, the JPA is also requesting **All Member Agencies** approve the contracting procedures (Exhibit #5), which have been adopted from our Member Agency procedures for the California Fire & Rescue Training Authority. These public law compliant procedures are required by Charter to be approved by each Member Agency.

COMMITTEE/COMMISSION ACTION: None

BACKGROUND INFORMATION:

On August 23, 2000 the Board of Supervisors (BOS) took action at their meeting to approve, by Resolution 2000-1013, the joint City/County Law Enforcement and Safety Training Center application for various buildings on McClellan Air Force Base under the Federal Surplus Property Act. The Fire Training Authority also had their application for surplus federal property approved (BOS Resolution #2000-1014) for 40+ acres including burn buildings and various training props for haz-mat, aircraft crash, and collapsed buildings. Chancellor Brice Harris from the Los Rios Community College District had indicated a strong desire to become part of the proposed regional public safety training center at McClellan Air Force Base. Los Rios Community College District was providing classroom and office space for the Sacramento Police Department's Academy in Building #8 which was part of an Educational Public Benefit Conveyance application to the Los Rios Community College District under the Federal Surplus Property Act.

On December 12, 2000, the Board of Supervisors took action to conceptually approve, by Resolution 2000-1539, an economic development type conveyance or lease of the surplus federal property, but deferred full implementation pending approval of a formal joint powers authority agreement with the partner agencies regarding governance and funding of the training facility. On January 19, 2001, the McClellan Regional Fire Training Authority (now named the California Regional Fire & Rescue Training Authority) met and agreed to continue forward with the partnering of public safety agencies and the Los Rios Community College District to consolidate training resources.

In August/September 2001, by unanimous votes from the elected members of the Sacramento County Board of Supervisors (Resolution 2001-0903), Sacramento City Council (Resolution 2001-137), California Fire & Rescue Training Authority Board of Directors (Resolution 1-05), and Los Rios Community College District Board of Trustees (Resolution 2001-13), approved the Northern California Regional Public Safety Training College (NCRPSTC) Joint Powers Authority (JPA).

In February 2001 there were immediate expenditures for the clean up, planning, implementation, utilities, maintenance and painting of the facilities when the Air Force vacated building #683, #684, #685, and #686 which were generated in FY 01/02 (Exhibit #3) before the JPA was officially formed in August/September 2001. The City of Sacramento Fire Department and

Sacramento Metropolitan Fire Department made first occupancy of the buildings followed by the Sheriff's Department on behalf of the Member Agencies and incurred expenditures on their own and on behalf of the future Member Agencies. These start up costs benefited each Member Agency when they were logistically ready to move into the facilities. The Interagency Planning Team developed a strategy for cost sharing acknowledging the shared expenditure concerns of each agency and factored occupancy size, move-in date and common area utilization into the cost sharing formula. The cost sharing formula recognizes Los Rios Community College does not occupy space on the campus but will be utilizing the gym, locker room, shower facilities and ranges as necessary when construction is completed. Expenditures have been itemized and reviewed by the JPA Interagency Planning Team, and approved by the newly appointed JPA Board of Directors (April 11, 2003) for \$274,750.63. Of this amount \$261,336.77 was owed to the Sheriff's Department. Based on the formula developed by the Interagency Planning Team, the Sheriff's Department billed each department for reimbursement of these shared expenditures without authority to do so. Each Member Agency department reviewed the itemized expenditures and agreed they were appropriate and reimbursements were made without authority to do so. The following reimbursements were paid to the Sacramento Sheriff's Department as part of the FY 01/02 reconciliation and represent shared expenditures: Sacramento Metropolitan Fire District \$73,933.21, Sacramento City Fire Department \$72,904.91, California Regional Fire & Rescue Training Authority \$22,337.14, and Sacramento City Police Department \$92,161.51.

The cost sharing of FY 02/03 expenditures (Exhibit #4) is itemized for your review and consideration. These expenditures were subject to review and approved by the JPA Board of Directors for cost sharing according to the formula developed by the Interagency Planning Team. The Sheriff's Department covered most of the expenditures and the following reimbursement balances are due: City Police Department \$64,268.53; Regional Fire Training JPA \$73,456.38 (which includes Metro Fire \$35,347.69 and City Fire \$38,108.69); and the Los Rios Community College District \$2,142.29. Although there is honorable intent between the agencies to reimburse each other for shared expenditures, we are lacking proper authority to do so. A Resolution from each member agency retroactively providing authorization of the expenditures and retroactively authorizing the cost sharing means the reconciliation reimbursements can be made and previous reimbursements will not have to be refunded. This authorization allows each agency to remain in good standing with the Sheriff and County of Sacramento who covered the JPA expenses from the Sheriff's existing appropriations.

Approval of the Authority purchasing & contracting policy (Exhibit #5) is required by the JPA Charter to be approved by each Member Agency. The Northern California Regional Public Safety Training College, JPA, Administrative Policy 00-01, Purchasing and Contracting Policy, which has been reviewed by the JPA legal counsel and approved by the JPA Board of Directors is being forwarded for consideration and approval to the Honorable Members elected to each of the Member Agencies. The Purchasing & Contracting Policy sets an informal bid process in place for items or services over \$5,000, but less than \$50,000 and a formal bid process for JPA Board approval for items or services over \$50,000, but less than \$1,500,000. All items over \$1,500,000 must be approved by all four Member Agencies elected boards. In the past year, two campus buildings have been burglarized resulting in significant losses due to stolen property. The JPA took immediate action to secure the buildings by obtaining 5 bids for an alarm system,

improved door locks and access controls. Alarms Unlimited provided a low bid of \$39,326. This is the same local company that installed security systems for Sacramento Metropolitan Fire District. The Interagency Planning Team reviewed the bids and forwarded a recommendation to the JPA Board of Directors who agreed to equally share the costs from existing member agency budgets. This "emergency" action was taken without approval of Charter-required contracting and purchasing protocols. The installation work, which is 50-60% complete, has been put on "hold" until each Member Agency has granted approval of the FY 03/04 Budget. The cost is included in the JPA FY 03/04 expenditures to be shared equally by the Member Agencies.

FINANCIAL CONSIDERATIONS:

Authority Budget.

Grant funds (\$1.25M) from the Office of Criminal Justice Planning are being used to design and construct a gym/locker/shower facility on campus. Startup and operational costs of \$274,750.63 were incurred during FY 01/02 and \$214,228.42 during FY 02/03. These costs were incurred and shared according to the move in dates of the Sacramento Metropolitan Fire Training Division, City of Sacramento Division of Fire Training, Sacramento County Sheriff's Training Division, and City of Sacramento Police Academy. The proposed current FY 03/04 Budget is expected to be \$336,372.

Based on previous operational costs and anticipated future expenses for a new boiler, computer controller for the HVAC system, and other necessary repairs/upgrades plus a certified public accountant to administer the finances, the proposed annual budget is \$478,477. The potential for financial impacts, while anticipated, are difficult to forecast. Annual fees and one-time infrastructure fees have not been determined nor approved.

The FY 04/05 budget is a formula divided and based on equal shares as determined by the Interagency Planning Team and approved by the JPA Board of Directors. The formula is based on each agency occupancy and utilization of the campus. The following percentages are interim interagency agreed assumptions: 33% Sheriff, 30% combined Fire Training, 27% Police and, 10% Los Rios. The formula will change when the Phase I gym project is completed and utilization access increases. The City's cost share is budgeted in the Operating Budget.

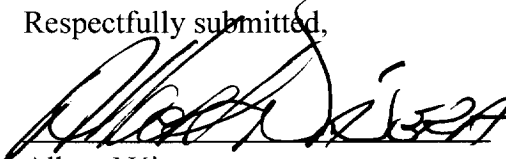
Urban Area Security Initiative (UASI) grant funds (\$6.9M) to the Sacramento region are being used to secure JPA and McClellan Business Park facilities for Weapons of Mass Destruction (WMD) public safety training programs. The JPA is formally in the federal Office of Domestic Preparedness, six month long, process of being certified as a national resource training facility for WMD training and all related refresher training. Our strategy to secure the property at McClellan for development of a regional public safety academy was the cornerstone for not only achieving economies and efficiencies but partnering with McClellan Business Park to utilize their development resources. All member agencies can expect extensive program development as the JPA pursues the superior initiatives of the Interagency Planning Team.

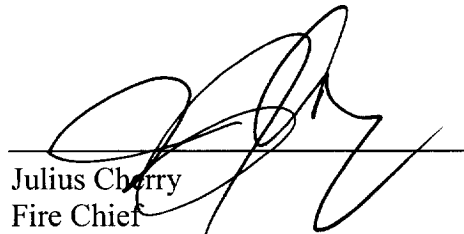
ENVIRONMENTAL CONSIDERATIONS. The subject of this report does not involve a project that requires compliance with the California Environmental Quality Act (CEQA), inasmuch as it does not involve an activity, which may cause a direct or indirect change in the environment (Public Resources Code Section 21065).

POLICY CONSIDERATIONS.

The continued development of a joint use public safety training college is consistent with direction given by each elected group to implement the most efficient and effective employee training program, consolidate budgeted training dollars, and reduce duplication of facilities, materials, services and planning. Providing the joint powers authority a Budget, Purchasing Policy, authorization to share past, current and future expenditures plus authority to proceed with the emergency installation of a security system is consistent with the mutual promises establishing the joint powers authority based on equal partners with equal shares.

Respectfully submitted,


Albert Nájera
Chief of Police


Julius Cherry
Fire Chief

RECOMMENDATION APPROVED:


ROBERT P. THOMAS

Table of Contents:

- City Council Report – pp. 1-6
- City Council Resolution – p. 7
- Exhibit #1 “FY 03/04 Budget” – pp.8-11
- Exhibit #2 “FY 04/05 Budget” – pp.12-18
- Exhibit #3 “FY 01/02, 02/03, 03/04 Prior Expenditures” – p.19
- Exhibit #4 “Reconciliation Payment Status Rpt” – p. 20
- Exhibit #5 “Purchasing/Contracting Policy” – pp. 21-27
- Board of Supervisors Approved Resolutions - pp. 28-32

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF

RESOLUTION APPROVING THE NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING COLLEGE JOINT POWERS AUTHORITY PRIOR AND CURRENT YEARS BUDGETS, EXPENDITURES, COST SHARING AND CONTRACTING PROCEDURES.

WHEREAS the Northern California Regional Public Safety Training College was established in 2001 at McClellan Business Park through a Joint Powers Authority (JPA), and

WHEREAS the JPA consists of the County of Sacramento, the City of Sacramento, the California Regional Fire and Rescue Training Authority, and the Los Rios Community College District, and

WHEREAS the City of Sacramento desires to continue the development of a joint use public safety training college;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Sacramento that:

1. The City Council approves the JPA FY 2003/2004 Budget totaling \$336,372 and the cost sharing formula by all member agency boards stated therein.
2. The City Council approves the JPA FY 2004/2005 Budget totaling \$478,477 and the cost sharing formula by all member agency boards stated therein.
3. The City Council retroactively authorizes the expenditures, billing and payments for FY 2001/2002, FY 2002/2003 and FY 2003/2004 as set forth in Exhibit 3.
4. The City Council retroactively approves the cost sharing formula(s) of the Northern California Regional Public Safety Training College Joint Powers Authority as set forth in Exhibit 4 on behalf of the City of Sacramento, a political subdivision of the State of California.
5. The City Council approves the JPA Purchasing and Contracting Procedures in the form heretofore attached.

Mayor

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

A Joint Powers Authority

Sheriff
Sacramento County



Chief of Police
City of Sacramento

Chancellor
Los Rios Community College District

Fire Chief
California Regional Fire &
Rescue Training Authority

2003/4 PRELIMINARY BUDGET

PRIOR FUNDING

There has been no prior JPA funding. Members agencies have been processing expenditures through the Sacramento County Sheriff's Department and sharing expenses by reimbursement to the Sheriff's Department according to a mutually agreed cost sharing formula.

Prior Expenditures:

From July 1 to December 22, 2003 the Sheriff's Department has incurred maintenance, operations, and Maintenance Mgr. salary totaling

\$ 103,372.

ESTIMATED CURRENT EXPENDITURES
(December 2003 through June 2004 – 6 months)

M & O
Salary

\$ 177,000.

\$ 56,000.

Total

\$ 336,372.

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 2**

ANTICIPATED ANNUAL OPERATIONS EXPENDITURES (12 months)

<u>ACCOUNT TITLE</u>	<u>BUDGET</u>
Salaries/Wages (FTE Deputy In-Charge Inmate Labor)	\$ 82,000.
Vehicle, Inmate Transportation Van	
Accounting/Financial/Audit Serv.	
Legal Serv.	
Other Professional Serv. (Maint./carryover)	
Adv./Legal Notices	
Blueprint, Photo serv.	
Books, Subscription Serv.	
Business/Conference Exp.	
Cassette Supplies	
Copy Equip. Rental	
Copy Paper Supplies	2,000.
Liability Insurance	
Micro, Photo Serv.	
Office Supplies	2,000.
Postage Service	
Printing Services	
Agricultural Supplies	
Bldg./Grounds Maint. Supplies	
Custodial Supplies	
First Aid Supplies	
Fuel/Lubricant, mowers, edger, scooters	
Staff Break Room Supplies	
Electricity (SMUD) (est. 1.35 sf / yr.)	148,450.
Gas (PG&E) (est. 0.75 sf / yr)	86,922.
Refuse Service	5,000.
Sewage Service (Regional Sewage)	5,000.
Service (Northridge)	5,000.
Contingency (0%)	
TOTAL SERVICES, SUPPLIES, & OPERATIONS EXPENDITURES	
TOTAL	\$336,372.

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 3**

2 YEAR CAPITAL IMPROVEMENT PROGRAM

	<u>ACCOUNT TITLE</u>		<u>BUDGET</u>
Priority	#1 Gym (Phase 1A)		
	#2 Lockers & Showers (Phase 1A & 1B)	(FUNDED)	\$1,750,000.**
	#3 Physical Agility Course (Phase 2)	(UNFUNDED)	\$3,119,000.
	Physical Agility Test Course		
	1/4 Mile Running Track		
	Covered Staging Area		
	K-9/Confidence Course		
		TOTAL	\$4,869,000.

** CIP must be completed within 24 months of the close of escrow/lease signing to honor the agreement w/Board of Supervisors to vacate Rafferty Hall and relocate the Police & Sheriff recruit academies to the Regional campus footprint.

FY: 03/04 FORMULA

Beginning FY 02/03 shares of utilities & operations are based on the following interagency planning team recommended and JPA Board approved formula:

36% S.O.	= \$121,094.
33% Fire	= \$111,002.
30% P.D.	= \$100,912.
1% Los Rios	= \$ 3,364.
Total	\$336,372.

NOTES TO THE 2003/04 PRELIMINARY BUDGET

Reporting Entity.

The Northern California Regional Public Safety Training College is a joint powers authority established under the Joint Exercise of Powers Act (Government Code section 6500 et seq.). The Authority shall approve an Authority Budget prior to the commencement of each fiscal year (defined as July 1 through June 30). This budget is being submitted over 6 months late.

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget**

Page 4

Budgetary Process.

The JPA prepares an annual operating and capital budget, which is approved by the Governing Board of the JPA. As required by Charter the budget is forwarded annually to each of the member agencies for final approval. The member agencies are not obligated to allocate funds to the Authority for any reason whatsoever until the governing board of that member agency shall have acted to approve the allocation. The JPA is not a self-sufficient enterprise fund. Approved general operations, utilities, maintenance, and emergency expenses will be reconciled and shared equally at fiscal year end from within the approved training budget of the participating departments upon approval of each member agencies and subject to department head approval.

Due From Other Governments.

The elected Boards of the four member agencies oversee the dedicated fiscal resources of the JPA when approving the participating Departments annual budget, usually listed under Training. Additionally, a one time Economic Development reimbursement of \$250,000 is due to the JPA by Resolution for dropping Rafferty Hall & the K-9 facility from the Federal Surplus Property application and this amount is to be matched by an equal \$250,000 amount from the developer (McClellan Business Park).

Cash and Investments.

Member agencies will continue to hold JPA assets and cash in their respective investment pools available upon budget approval to the JPA. When the JPA has appointed a Treasurer/Controller approved funds will be transferred to the JPA appointed Treasurer/Controller and appropriately deposited and pooled. Investment pools are subject to regulatory oversight by the Treasury Oversight Committee, as required by California Government Code Section 27134.

Property, Buildings, And Equipment.

A total of 7 buildings equal to 117,370 sf and approximately 41 acres of property were conveyed by the Department of Defense to the County as an economic development conveyance. The property is to be provided to the JPA by a long-term low/or no cost lease. Should the JPA be terminated the Charter and lease require the property to be returned to the County. Significant rehabilitation and improvements are scheduled under Project: HomeSTAR with current improvements funded by a grant from the Governor's Office of Criminal Justice Planning. JPA capitalization and depreciation are not within the scope of this budget.

Contingency.

There is no contingency placed in the budget for maintenance and carry over.

Insurance Liabilities.

Each member agency participates in self-insurance programs for liability, workers' compensation, unemployment, and automobile liability. Premiums are paid by the contributing member agencies for each dedicated employee and recruit hired and assigned to the academy.

EXHIBIT 2

A Joint Powers Authority

Sheriff
Sacramento County

Chancellor
Los Rios Community College District



Chief of Police
City of Sacramento

Fire Chief
California Regional Fire &
Rescue Training Authority

2004/5 PRELIMINARY BUDGET

PRIOR FUNDING

Funds Committed By Partner Agencies:

Los Rios Community College District	\$ 50,000.
California Regional Fire & Rescue Training Authority	\$ 50,000.
Sacramento City Police Department	\$ 50,000.
Sacramento County Sheriff's Department	\$ 50,000.
Total	\$ 200,000.

Prior Expenditures:

Ross-Drulis Architects (paid)	\$ 96,322.
Ross-Drulis Architects (paid)	\$ 22,768.
Total	119,090.

Balance **\$ 80,910.**

ANTICIPATED FUTURE INCOME (Does not include Grant Funding)

Escrow Account Deposits (One time)	
McClellan Business Park	\$ 250,000.
Dept. Economic Development	\$ 250,000.
Total	\$ 500,000.

Balance **\$ 580,910.**

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 2**

ANTICIPATED ANNUAL OPERATIONS EXPENDITURES:

<u>ACCOUNT TITLE</u>	<u>BUDGET</u>
Salaries/Wages (FTE Deputy In-Charge Inmate Labor)	\$ 82,000.
Vehicle, Inmate Transportation Van	8,400.
Accounting/Financial/Audit Serv.	7,500.
Legal Serv.	3,500.
Other Professional Serv. (Maint./carryover)	35,000.
Adv./Legal Notices	500.
Blueprint, Photo serv.	500.
Books, Subscription Serv.	1,000.
Business/Conference Exp.	7,500.
Cassette Supplies	1,000.
Copy Equip. Rental	21,600.
Copy Paper Supplies	2,000.
Liability Insurance	14,500.
Micro, Photo Serv.	500.
Office Supplies	2,000.
Postage Service	1,000.
Printing Services	2,000.
Agricultural Supplies	5,000.
Bldg./Grounds Maint. Supplies	5,000.
Custodial Supplies	7,500.
First Aid Supplies	2,500.
Fuel/Lubricant, mowers, edger, scooters	1,500.
Staff Break Room Supplies	5,000.
Electricity (SMUD) (est. 1.35 sf / yr.)	158,450.
Gas (PG&E) (est. 0.75 sf / yr)	88,027.
Refuse Service	5,000.
Sewage Service (Regional Sewage)	5,000.
Service (Northridge)	5,000.
Contingency (2%) (Maint./carryover)	9,570.

TOTAL SERVICES, SUPPLIES, & OPERATIONS EXPENDITURES

TOTAL \$478,477.

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 3**

PROPOSED ANNUAL FEES (McClellan Business Park)

Proposed annual fees and one time infrastructure fees have not been determined or approved by the County or the Developer. These fees are “estimated” for planning purposes only. This budget does not include these fees.

<u>ACCOUNT TITLE</u>	<u>BUDGET</u>
Common Area Maint. Fee (\$0.10 /sf/mo.) McClellan Business Park	\$140,844.
TOTAL	(ANNUAL COSTS) \$140,844.

PROPOSED ONE TIME FEES

INFRASTRUCTURE FEES (\$2.53 /sf of Bldg.)		<u>BUDGET</u>
<u>ACCOUNT TITLE</u>		
Bldg.#603	3,750sf (Trajen/Shop)	\$ 9,488.
Bldg.#683	1,200sf (Maint./Shop)	\$ 3,036.
Bldg.#684	44,000sf (Warehouse/Future Gym)	\$111,320.
Bldg.#685	10,420sf (Interim Gym)	\$ 26,363.
Bldg.#686	52,000sf (Academy)	\$131,560.
Bldg.#710	1,625sf (Firing Range)	\$ 4,111.
Bldg.#712	4,375sf (Range Classroom)	\$ 11,069.
SUB TOTAL	(ONE TIME FEES)	\$296,947.

TOTAL	(Proposed Fees)	\$437,791.
--------------	------------------------	-------------------

BUDGET OVERVIEW.

Proposed Fees - NOT INCLUDED	\$437,791.
General Operations, Maintenance, Services & Supplies	\$478,477.

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 4**

2 YEAR CAPITAL IMPROVEMENT PROGRAM

	<u>ACCOUNT TITLE</u>		<u>BUDGET</u>
Priority	#1 Gym (Phase 1A)		
	#2 Lockers & Showers (Phase 1A & 1B)	(FUNDED)	\$1,750,000.**
	#3 Physical Agility Course (Phase 2)	(UNFUNDED)	\$3,119,000.
	Physical Agility Test Course		
	1/4 Mile Running Track		
	Covered Staging Area		
	K-9/Confidence Course		
	TOTAL		\$4,869,000.

** CIP must be completed within 24 months of the close of escrow/lease signing to honor the agreement w/Board of Supervisors to vacate Rafferty Hall and relocate the Police & Sheriff recruit academies to the Regional campus footprint.

FY: 04/05 FORMULA

1) Beginning FY 04/05 shares of utilities & operations shall be based on the following interagency planning team agreed to and JPA Board approved formula:

33% S.O.	= \$157,897.
30% Fire	= \$143,543.
27% P.D.	= \$129,189.
10% Los Rios	= \$ 47,848.
Total	\$478,477.

2) Bldg. #686 Tenant improvements shared equitably by end users.

3) PROPOSED Annual Fees to be shared according to final FY 04/05 formula which anticipates the gym construction being completed:

31% S.O.	= \$ 43,662.
28% Fire	= \$ 39,436.
25% P.D.	= \$ 35,211.
16% Los Rios	= \$ 22,535.
Total	\$140,844.

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 5**

4) PROPOSED One Time Fees to be shared according to final formula which anticipates the gym construction being completed:

31% S.O.	= \$ 92,054.
28% Fire	= \$ 83,145.
25% P.D.	= \$ 74,237.
16% Los Rios	= \$ 47,511.
Total	\$296,947.

FY 04/05 AGENCY TOTALS

<u>Agency</u>	<u>Util. & Op.</u>	<u>Annual Fees</u>	<u>1/x Fees</u>	<u>Totals</u>
Fire JPA	143,543.	39,436.	83,145.	266,124.
Los Rios	47,848.	22,535.	47,511.	117,894.
Police	129,189.	35,211.	74,237.	238,637.
Sheriff	<u>157,897.</u>	<u>43,662.</u>	<u>92,054.</u>	<u>293,613.</u>
Total	478,477.	140,844.	296,947.	\$916,268.

Budget Projections: (Inflation factor 3%)

FY /06	FY /07	FY /08	FY /09	FY /10
\$638K	\$657K	\$676K	\$697K	\$718K

NOTES TO THE 2004/05 PRELIMINARY BUDGET

Reporting Entity.

The Northern California Regional Public Safety Training College is a joint powers authority established under the Joint Exercise of Powers Act (Government Code section 6500 et seq.). The Authority shall approve an Authority Budget prior to the commencement of each fiscal year (defined as July 1 through June 30).

**Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 6**

Budgetary Process.

The JPA prepares an annual operating and capital budget, which is approved by the Governing Board of the JPA. As required by Charter the budget is forwarded annually each of the member agencies for final approval. The member agencies are not obligated to allocate funds to the Authority for any reason whatsoever until the governing board of that member agency shall have acted to approve the allocation. The JPA is not a self-sufficient enterprise fund. Approved general operations, utilities, maintenance, and emergency expenses will be reconciled and shared equally at fiscal year end from within the approved training budget of the participating departments upon approval of each member agencies and subject to department head approval.

Due From Other Governments.

The elected Boards of the four member agencies oversee the dedicated fiscal resources of the JPA when approving the participating Departments annual budget, usually listed under Training. Additionally, a one time Economic Development reimbursement of \$250,000 is due to the JPA by Resolution for dropping Rafferty Hall & the K-9 facility from the Federal Surplus Property application and this amount is to be matched by an equal \$250,000 amount from the developer (McClellan Business Park).

Cash and Investments.

Member agencies will continue to hold JPA assets and cash in their respective investment pools available upon budget approval to the JPA. When the JPA has appointed a Treasurer/Controller approved funds will be transferred to the JPA appointed Treasurer/Controller and appropriately deposited and pooled. Investment pools are subject to regulatory oversight by the Treasury Oversight Committee, as required by California Government Code Section 27134.

Deferred Charges.

Deferred charges consist of costs incurred for the Infrastructure Fees. The JPA anticipates an infrastructure fee amortization agreement with the County Department of Economic Development in order to hold down the budget impact on member agencies.

Property, Buildings, And Equipment.

A total of 7 buildings equal to 117,370 sf and approximately 41 acres of property were conveyed by the Department of Defense to the County as an economic development conveyance and provided to the JPA by a economic development type conveyance. Should the JPA be terminated the agreement requires the property to be re-conveyed back to the County. Significant rehabilitation and improvements are scheduled under Project: HomeSTAR with current improvements funded by a grant from the Governor's Office of Criminal Justice Planning. JPA capitalization and depreciation are not within the scope of this budget.

Northern California Regional Public Safety Training College
Proposed Preliminary Budget
Page 7

Contingency.

A lean 2% contingency has been placed in the budget for maintenance and carry over. The contingency funds will allow major maintenance items (boilers) to be scheduled for repair/replacement hopefully without requests for additional appropriations from all of the member agencies.

Insurance Liabilities.

The County maintains an "all-risk" blanket property insurance coverage with liability limits of \$400 million per occurrence annually. This policy covers real and personal property of the County and contains boiler and machinery coverage in the amount of \$100 million per occurrence annually. It is understood that County Risk Management requires a \$50,000 deductible for claims incurred. The insurance figure reported in the budget is based on anticipated annexation of the Mather Field EVOC project under the JPA and the annual liability premiums of \$14,700. Each member agency participates in self-insurance programs for liability, workers' compensation, unemployment, and automobile liability. Premiums are paid by the contributing member agencies for each dedicated employee and recruit hired and assigned to the academy.

Joint Powers Authority

Sheriff
Sacramento County

Chancellor
Los Rios Community College District



Chief of Police
City of Sacramento

Fire Chief
California Regional Fire & Rescue
Training Authority

SUMMARY OF PRIOR EXPENDITURES

This report provides the Mayor and all elected Council Members with details on the status of the Northern California Regional Public Safety Training College, Joint Powers Authority, located at McClellan Business Park. Several cleanup action items are required by ALL Member agencies to authorize expenditures and cost sharing between agencies for expenditures incurred before Budget approval.

The JPA is requesting ALL Member Agencies retroactively authorize, by Resolution, the expenditures, billings and payments for FY 01/02, FY 02/03, & FY 03/04. These expenditures were for startup, planning, implementation, maintenance, and operations as approved by the JPA Board of Directors for the Northern California Regional Public Safety Training College as follows:

- FY 01/02: \$441,797.80**
- FY 02/03: \$226,711.67**
- FY 03/04: \$103,372.67 to date (12-22-03)**

Joint Powers Authority

Sheriff
Sacramento County



Chief of Police
City of Sacramento

Chancellor
Los Rios Community College District

Fire Chief
California Regional Fire & Rescue
Training Authority

RECONCILIATION PAYMENT STATUS

The JPA is requesting ALL Member Agencies, by Resolution, retroactively authorize the cost sharing formula(s) developed by the interagency planning team and agreed to and approved by the JPA Board of Directors for the Northern California Regional Public Safety Training College. The cost sharing formula(s) was based on numerous factors including move-in date, occupancy size, utilization of facilities and equal shares in the overall development of the McClellan campus. FY 01/02 reimbursements have been paid in full and All Member Agencies are on equal footing. The FY 02/03 reconciliation of shared expenditures has been put on hold at the request of the Sacramento County Auditor-Controller Division pending a full accounting and authorization to share expenditures. The following amounts represent a full accounting of the remaining amounts owed:

	Amount owed to Sheriff	Metro Fire	Los Rios	City Fire	City Police
FY 02/03	\$139,867.20	35,347.69	2,142.29	38,108.69	64,268.53
	Amount owed to JPA	Fire JPA	Los Rios	City Police	Sheriff
FY 03/04	\$336,372.00	111,002.00	3,364.00	100,912.00	121,094.00

EXHIBIT 5 Northern California Regional Public Safety Training College, Joint Powers Authority
ADMINISTRATIVE POLICIES
Section Title Purchasing and Contracting Policy
Effective Date 04/15/04 Revision Date

I. Introduction

The purpose of the Purchasing and Contracting Policy is to consolidate in one document a summary of procedures for the purchase of all equipment, material, supplies, and services, including construction services, to be utilized by the Northern California Regional Public Safety Training College, Joint Powers Authority (“Authority”) in meeting its mission.

The intent of this Policy is to seek and stimulate competition; purchasing personal property and services which meet appropriate standards of quality; assure that all qualified and responsible suppliers have an equal opportunity to do business with the Authority; utilize accepted public purchasing practices which promote the public interest; comply with all federal, state and local laws; conform to ethical business practices in all transactions; and accomplish procurement in a manner that will inspire good business relationships and insure the confidence of the public.

In addition to entering into transactions pursuant to this Policy, the Authority may contract for purchases through any one of its member agencies, according to the procedures used by that agency.

II. Definitions

Authority - The Northern California Regional Public Safety Training College (JPA).

Board of Directors - The governing body of the Authority.

Executive Director - The Authority Executive Director appointed by the Board of Directors, or the Executive Director’s designee.

**Northern California Regional Public Safety Training College,
Joint Powers Authority**

ADMINISTRATIVE POLICIES

Section Title

Purchasing and Contracting Policy

Effective Date **04/15/04**

Revision Date

Construction - The work of constructing, altering or improving buildings or facilities, including labor and materials.

Emergency - An unforeseen circumstance in which an immediate purchase, service, or construction is necessary in order to avoid a substantial hazard to life, health, or property, or a serious interruption of the operation of the Authority.

Purchase - Any contractual arrangement or transaction involving payment for the acquisition of title to personal property; the use by rental, lease or otherwise of personal property; the provision of services by independent contractor or otherwise; or any combination of the foregoing.

Personal Property - Includes goods, materials, supplies, vehicles, machinery, furnishings, equipment and any other tangible article required for the conduct of Authority business.

III. Purchases of Personal Property and Services

- A. Except as otherwise provided by law, all purchases of personal property and services shall be made in the name of the Authority.
- B. Amounts included in the annual budget approved by the Board for the purchase of specifically identified items of personal property or services shall constitute spending authority to the Executive Director for such items of personal property up to the approved amounts. All purchases shall comply with formal or informal bidding requirements set forth herein.
- C. Where the cost of personal property or services exceeds five thousand dollars (\$5,000.00) but is less than fifty thousand dollars (\$50,000.00), the Executive Director shall follow the informal bidding procedure set forth in Section V, and may award the contract without first obtaining specific authorization by the Board.

EXHIBIT 5 Northern California Regional Public Safety Training College, Joint Powers Authority
ADMINISTRATIVE POLICIES
Section Title
Purchasing and Contracting Policy
Effective Date 04/15/04 Revision Date

- D. Where the cost of personal property or services is fifty thousand dollars (\$50,000.00) or more, the Executive Director shall follow the formal bidding procedure set forth in section VI, and the contract shall be awarded by the Board.

IV. Construction Projects

- A. Where the cost of a construction project exceeds five thousand (\$5,000) but is less than fifty thousand dollars (\$50,000.00), the Executive Director may, use the informal bidding procedures set forth in Section V.
- B. Where the cost of a construction project is fifty thousand dollars (\$50,000.00) or more, the Executive Director shall follow the formal bidding procedure set forth in Section VI, except as herein modified, and the contract shall be awarded by the Board.
- C. Requirements for the formal bidding of a construction contract additional to those in Section VI are:
 - 1.1. The Board shall approve plans and specifications for the construction project, either before the project is released for bid, or at the time that the contract award is made. The plans and specifications shall be full, complete, and accurate, and shall provide adequate direction to enable any competent contractor or other service provider to carry them out. Plans and specifications shall be sufficiently certain and definite upon all of the details of the work which affects costs to appraise bidders of all of the essential and substantial parts of the work and enable them to know with reasonable accuracy the outlay they will have to make in performing the work to be contracted for.

**Northern California Regional Public Safety Training College,
Joint Powers Authority**

ADMINISTRATIVE POLICIES

Section Title

Purchasing and Contracting Policy

Effective Date 04/15/04

Revision Date

2. Each bidder shall submit bid security in the amount of 10% of its bid to protect the Authority from extra costs in the event the successful bidder fails to execute a contract, including staff time, advertising, materials, and other costs incurred because of delay in awarding a contract. Acceptable security is a certified or cashier's check made payable to the Authority or a surety (bid) bond approved by, and in a form acceptable to, Authority. If the bidder to whom the contract is awarded fails or neglects to enter into the contract and provide the required performance bond within 20 days after notification of award, the bid security shall be forfeited.
- 3.3. Performance bonds and payment bonds in the amount of one hundred percent (100%) of the contract price, insuring the contractor's performance of the contract, shall be provided by the successful bidder on all projects of twenty-five thousand dollars (\$25,000.) or more. The bonds shall be written by a surety or sureties admitted to do business in California and acceptable to the Authority.
4. Contracts shall be let only to a holder of a valid state contractor's license unless the work is exempt from licensing requirements by law.
5. Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.

V. Informal Bidding Procedures

Whenever this policy requires use of informal bidding procedures, the Executive Director shall obtain, if available, a minimum of three written or verbal quotations or proposals relative to the personal property or services to be acquired for the

**Northern California Regional Public Safety Training College,
Joint Powers Authority**

ADMINISTRATIVE POLICIES

Section Title

Purchasing and Contracting Policy

Effective Date **04/15/04**

Revision Date

construction project. The Executive Director shall award the contract to the vendor or contractor whose quotation or proposal, in the Executive Director's discretion, most adequately meets the needs of the Authority at the lowest price.

VI. Formal Bidding Procedures

Whenever this policy requires use of formal bidding procedures, the following procedures shall be used.

- A. The Executive Director shall give notice inviting sealed bids or proposals. The notice inviting bids or proposals shall, at a minimum:
1. Be published at least twice, at least five days apart, in a newspaper of general circulation within the jurisdiction of the Authority. The first publication or posting of the notice shall be at least 10 days before the date of opening of bids. A copy of the notice shall be posted for five days at or near the door of the Board of Director's meeting room.
 2. Describe the property or services to be acquired, or the construction work to be done.
 3. State where and when specifications can be obtained and the non-refundable fee charged for plans and specifications.
 4. State bid security, performance bond and payment bond requirements, if any.
 5. State the place and deadline for submitting sealed bids or proposals, and the date and time of bid/proposal opening.
 6. State a contact person and telephone number.

**Northern California Regional Public Safety Training College,
Joint Powers Authority**

ADMINISTRATIVE POLICIES

Section Title

Purchasing and Contracting Policy

Effective Date **04/15/04**

Revision Date

7. Require the successful bidder to provide proof of appropriate insurance coverage, to the satisfaction of the Authority, such as a comprehensive general liability policy, a professional errors and omissions policy, or a workers' compensation policy, depending upon the nature of the personal property, services, or construction requested.

- B. Bids/proposals (hereafter bids) received shall be time-stamped and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bids shall be time-stamped and returned to the bidder/proposer (hereafter bidder).

- C. At the date and time stated in the notice, the Executive Director shall open the bids and read aloud and identify the bidders and the dollar amount bid by each. The Executive Director thereafter shall evaluate the bids and make a recommendation to the Board for award to the lowest responsible bidder. The lowest responsible bidder is the bidder who meets the needs of the Authority at the lowest price.

- D. The Board may reject all bids.

- E. If no bids are received, the Board may undertake to acquire the property or service, or contract for construction work, without further compliance with formal bidding requirements.

- F. The award of contracts by competitive bidding shall not be required:
 1. When a patented or proprietary item is being purchased;
 2. In the event of an emergency pursuant to section II. Definitions;

**Northern California Regional Public Safety Training College,
Joint Powers Authority**

ADMINISTRATIVE POLICIES

Section Title

Purchasing and Contracting Policy

Effective Date **04/15/04**

Revision Date

3. When the following types of personal property or services are being acquired, obtained, rented or leased: (a) advertising; (b) books, recordings, motion picture films; (c) subscriptions; (d) public utility services; (e) travel services; (f) property or services provided by or through other governmental agencies, or obtainable from a supplier which has in force a current contract with another governmental agency for the same item or service; or (g) property or services of which the price is fixed by law.
4. For professional services.

VII. General

Executive Director's Authority. The Executive Director may enter into contracts not exceeding \$50,000. Contracts in excess of \$50,000 shall be entered into by the Executive Director upon direction and approval of the Board.

RESOLUTION NO. 2004-0407
Recommendation # 1

BE IT RESOLVED AND ORDERED that Board of Supervisors approves the Northern California Regional Public Safety Training College Joint Powers Authority Fiscal Year 2003-2004 Budget and the cost sharing formula stated therein, all in the form hereto attached, on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California.

On a motion by Supervisor Collin, seconded by Supervisor Niello, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 20th day of April, 2004, by the following vote, to wit:

AYES: Supervisors, Collin, Dickinson, Niello, Nottoli, Johnson

NOES: Supervisors, None

ABSENT: Supervisors, None

ABSTAIN: Supervisors, None

Muriel P. Johnson

Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on APR 20 2004

By J. Silva
Deputy Clerk, Board of Supervisors



ATTEST Andrea Leaky
Clerk, Board of Supervisors

FILED

APR 20 2004

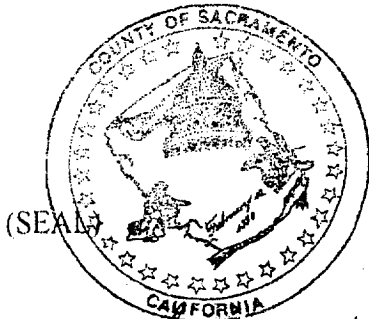
BOARD OF SUPERVISORS
BY Grady H. Turner
CLERK OF THE BOARD

RESOLUTION NO. 2004-0408
Recommendation # 2

BE IT RESOLVED AND ORDERED that Board of Supervisors approves the Northern California Regional Public Safety Training College Joint Powers Authority Fiscal Year 2004-2005 Budget and the cost sharing formula stated therein, all in the form hereto attached, on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California.

On a motion by Supervisor Collin, seconded by Supervisor Niello, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 20th day of April, 2004, by the following vote, to wit:

AYES: Supervisors, Collin, Dickinson, Niello, Nottoli, Johnson
NOES: Supervisors, None
ABSENT: Supervisors, None
ABSTAIN: Supervisors, None



ATTEST

Sandra Leaking
Clerk, Board of Supervisors

Muriel P. Johnson

Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on APR 20 2004

By *[Signature]*
Deputy Clerk, Board of Supervisors

FILED

APR 20 2004

BOARD OF SUPERVISORS

BY *Cathy L. Turner*
CLERK OF THE BOARD

RESOLUTION NO. 2004-0409
Recommendation # 3

BE IT RESOLVED AND ORDERED that Board of Supervisors retroactively approves the expenditures, billing and payments of the Northern California Regional Public Safety Training College Joint Powers Authority for Fiscal Year 2001-2002 and Fiscal Year 2002-2003 and Fiscal Year 2003-2004 through December 31, 2003, set forth in Exhibits 3, 4 and 5 on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California.


On a motion by Supervisor Collin, seconded by Supervisor Niello, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 20th day of April, 2004, by the following vote, to wit:

AYES: Supervisors, Collin, Dickinson, Niello, Nottoli, Johnson
NOES: Supervisors, None
ABSENT: Supervisors, None
ABSTAIN: Supervisors, None

Muriel P. Johnson
Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on **APR 20 2004**

By *J. B. M.*
Deputy Clerk, Board of Supervisors

(SEAL) 
ATTEST: *Shirley Leaky*
Clerk, Board of Supervisors

FILED

APR 20 2004

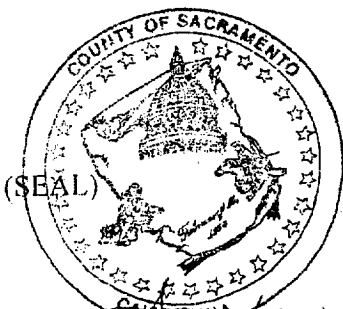
BOARD OF SUPERVISORS
BY *C. Turner*
CLERK OF THE BOARD

RESOLUTION NO. 2004-0410
Recommendation # 4

BE IT RESOLVED AND ORDERED that Board of Supervisors retroactively approves the cost sharing of the Northern California Regional Public Safety Training College Joint Powers Authority for Fiscal Year 2001-2002 and Fiscal Year 2002-03 set forth in Exhibit 6 on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California.

On a motion by Supervisor Collin, seconded by Supervisor Niello, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 20th day of April, 2004, by the following vote, to wit:

AYES: Supervisors, Collin, Dickinson, Niello, Nottoli, Johnson
NOES: Supervisors, None
ABSENT: Supervisors, None
ABSTAIN: Supervisors, None



ATTEST

Andrea Leaky
Clerk, Board of Supervisors

Muriel P. Johnson
Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on APR 20 2004

By

J. Silva
Deputy Clerk, Board of Supervisors

FILED

APR 20 2004

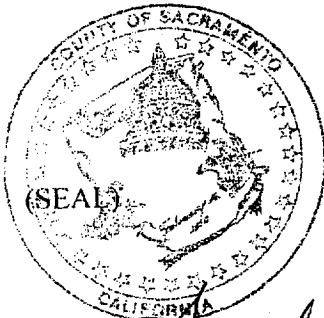
BOARD OF SUPERVISORS
BY Cathy Turner
CLERK OF THE BOARD

RESOLUTION NO. 2004-0411
Recommendation # 5

BE IT RESOLVED AND ORDERED that Board of Supervisors approves the Northern California Regional Public Safety Training College Joint Powers Authority Contracting Procedures in the form hereto attached, on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California.

On a motion by Supervisor Collin, seconded by Supervisor Niello, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 20th day of April, 2004, by the following vote, to wit:

AYES: Supervisors, Collin, Dickinson, Niello, Nottoli, Johnson
NOES: Supervisors, None
ABSENT: Supervisors, None
ABSTAIN: Supervisors, None



ATTEST

Sandra Leahy
Clerk, Board of Supervisors

Muriel P. Johnson
Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on APR 20 2004

By *J. Silva*
Deputy Clerk, Board of Supervisors

FILED

APR 20 2004

BOARD OF SUPERVISORS

Wendy H. Turner
CLERK OF THE BOARD