



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 23, 2016**

FROM: FIRE DEPARTMENT **WARDS: ALL**

SUBJECT: ACCEPTANCE OF INTER-AGENCY INSTRUCTIONAL SERVICES TRAINING REIMBURSEMENT FUNDS IN THE AMOUNT OF \$68,242.30 – SUPPLEMENTAL APPROPRIATION

ISSUE:

Accept reimbursement funds totaling \$68,242.30 from Rancho Santiago Community College District for Fire Department instructional hours as authorized under the Inter-Agency Instructional Services Agreement.

RECOMMENDATIONS:

That the City Council:

1. Authorize acceptance of training reimbursement funds from Rancho Santiago Community College District in the amount of \$68,242.30; and
2. Increase revenues in the amount of \$68,242.30 in Rancho Santiago ISA Project Account 9891700885-33900000 and appropriate expenditures in the same amount to Rancho Santiago Inter-Agency Instructional Services Agreement Project Account No. 9891700885-427200 for fire training and related needs.

BACKGROUND:

On November 17, 2015, the City Council authorized an Inter-Agency Instructional Services agreement (ISA) with Rancho Santiago Community College District (RSCCD) to provide District-approved education courses for in-service training, continuing education, and specialized training through the Fire Department.

DISCUSSION:

A number of California Community college districts have arrangements with public agencies and private organizations known as “Instructional Service Agreements” (ISA). The Rancho Santiago Community College District participates in Instructional Service Agreements with numerous Southern California fire departments to facilitate training and continuing education for their employees, and provides a portion of the State apportionment funding received back to the partnering fire departments. Through this ISA, the Fire Department is reimbursed \$3.50 per instructional hour, less tuition fees for Fire personnel, and Department of Justice background

costs for Fire instructors.

ISA Revenues

For the Fall 2015 semester, the Fire Department is eligible to receive reimbursement funds totaling \$68,242.30, as outlined in the table below:

Instructional Hours	Reimbursement (\$3.50/hour)	Deduction for Tuition Fees	Deduction for DOJ Background	Net Reimbursement
27,013	\$94,545.50	(\$25,887.20)	(\$416.00)	\$68,242.30

There are no General Fund expenditures associated with this ISA. This program is entirely self-supporting, with all costs for District tuition and Fire personnel instructor background checks withheld by the District from instructional hours revenue earned.

The ISA provides a dedicated revenue source to sustain and enhance Fire Department training activities. If accepted, the reimbursement funds will be used to purchase additional training related materials and equipment.

FISCAL IMPACT:

The reimbursement of \$68,242.30, budgeted in FY 2015/16 in Rancho Santiago ISA Revenue from Other Agencies account 9891700885-33900000, is an offset of expenditures incurred in the Rancho Santiago Inter-Agency Instructional Services Agreement Project Account No. 9891700885-427200 for fire training and related needs. It is anticipated that an additional \$68,000 will be earned in FY 2016/17 for the Spring 2016 semester.

Prepared by: Michael D. Moore, Fire Chief
Certified as to
availability of funds: Scott G. Miller, Interim Finance Director/Treasurer
Approved by: Alexander T. Nguyen, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney