



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: APRIL 17, 2018**

**FROM: FIRE DEPARTMENT** **WARDS: ALL**

**SUBJECT: ACCEPTANCE OF INTER-AGENCY INSTRUCTIONAL SERVICES TRAINING REIMBURSEMENT FUNDS IN THE AMOUNT OF \$67,915 – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Accept reimbursement funds totaling \$67,915 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 \$67,915; and
2. Increase revenues in the amount of \$67,915 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 Summer 2017 semester, the Fire Department is eligible to receive reimbursement funds totaling \$67,915, as outlined in the table below:

Instructional Hours	Reimbursement (\$3.50/hour)	Deduction for Tuition Fees	Deduction for DOJ Background	Net Reimbursement
26,508	\$92,778	(\$24,863)	(\$0)	\$67,915

There are no General Fund expenditures associated with this ISA. This program is entirely self-supporting, with all costs for District tuition and background checks for Fire personnel instructors 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 total fiscal impact of this action is net revenue of \$67,915 (9891700885-33900000), which will be offset by expenditures to be appropriated in Rancho Santiago Inter-Agency Instructional Services Agreement Project Account ISA 9891700885-427200.

Prepared by: Michael D. Moore, Fire Chief  
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Approved by: Alexander T. Nguyen, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney