



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2019
FROM: FIRE DEPARTMENT WARDS: ALL
SUBJECT: FIRE SAFETY INSPECTOR II POSITION FOR CERTIFIED UNIFIED PROGRAM
AGENCY PROGRAM AND FUNDING IN THE AMOUNT OF \$189,045 -
SUPPLEMENTAL APPROPRIATION

ISSUES:

Approve a Full Time Fire Safety Inspector II position for the Certified Unified Program Agency program and approve an appropriation of restricted Certified Unified Program Agency funds from Fund 215 - Grants and Restricted Programs in the amount of \$189,045 to fund the position and related costs.

RECOMMENDATIONS:

That the City Council:

1. Approve a Full Time Fire Safety Inspector II position for the Certified Unified Program Agency program; and
2. Approve an appropriation of restricted Certified Unified Program Agency funds from Fund 215 - Grants and Restricted Programs in the amount of \$189,045 for authorized salaries, benefits and associated costs for the position.

BACKGROUND:

History of the Certified Unified Program Agency (CUPA) Program

Due to an increase in hazardous materials incidents over the past several years, regulatory programs and legislature have been implemented that impacted the business communities. In an effort to streamline the process, hazmat regulations were consolidated under one program called the Certified Unified Program Agency (CUPA). The program consolidates the administration, permit, inspection, and enforcement activities that are overseen by the Riverside County Department of Environmental Health (RCDEH) Hazardous Materials Division.

CUPA initially gave local jurisdictions an option to become either an Administering Agency or a Participating Agency. As a Participating Agency since 1998, the City of Riverside Fire Department Prevention Division was required to develop and implement a program for administering, permitting, inspecting and enforcing the storage of hazardous materials in the business

community. The program requires inspections be performed once every three (3) years with a reconciliation of costs to administer the program. The RCDEH implemented a single fee billing system, which incorporates fees and surcharges necessary to cover the costs incurred by the City of Riverside to operate the program outlined in the CUPA Agreement (Attachment 1).

CUPA Audit

One of the elements of the agreement is that RCDEH has the authority to conduct evaluations of the Participating Agencies to ensure compliance. In August 2017, RCDEH conducted an audit in the City of Riverside and found that the tri-annual hazardous materials inspections were backlogged. Therefore, RCDEH established a Program Improvement Agreement (PIA) with the City of Riverside, which required the City to reach compliance by February 5, 2019.

Considering the amount and complexity of the inspections, the Fire Prevention Division identified that the workload exceeded the capacity of current fire inspectors and requested the onboarding of contract inspectors with expertise to complete the inspections. On December 4, 2018, City Council approved an agreement with California Association of Environmental Health Administrators to hire contract inspectors and reach compliance of the hazardous material inspections. In February 2019, the Fire Prevention Division completed the inspections and reported compliance to RCDEH per the PIA.

Funding and Budget

Section 3.7 of the CUPA Agreement identifies that the fees and surcharges are only to cover the costs incurred in implementing and administering the program. As of January 1, 2019, these restricted revenues were transferred from the General Fund 101 to the Grants and Restricted Programs Fund 215. This transfer designates the funds received from the fees and surcharges for sole use for the CUPA Program.

DISCUSSION:

Considering the ongoing requirement of the tri-annual hazardous materials inspections as part of the CUPA program, it is imperative to have fire inspectors with this specialized skillset within the Fire Prevention Division. Staff is recommending that City Council approve a full time Fire Safety Inspector II position for the CUPA program. The salary and benefits for this position will be funded with the revenues from the CUPA program and will not affect the General Fund.

On July 17, 2019, RFD staff met with the Hiring Exception Review Committee (HERC) to discuss the position. On August 19, 2019, HERC approved the position to move forward to City Council.

During development of the FY 2018-2020 Operating Budget, salaries and benefits costs were not budgeted because the program was using temporary staff through contract services to fulfill the program requirements. At this time, City Council approval is required to appropriate funding from the non-personnel section of the budget to the personnel section for permanent full-time staffing.

Therefore, staff is recommending that City Council approve the Full Time Fire Safety Inspector II position for the Certified Unified Program Agency program; and approve a supplemental appropriation of restricted Certified Unified Program Agency funds from Fund 215 - Grants and Restricted Programs in the amount of \$189,045 for authorized salaries, benefits, and related vehicle and equipment costs for this position. Funding from the CUPA program is expected to cover all costs with no impact to the General Fund.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. The total fiscal impact of the actions proposed in this report is \$189,045. Sufficient funds are available in the amount of \$189,045 in Fund 215 – Grants and Restriction Programs for Non-Personnel. Staff is requesting the funds be appropriated to the following personnel accounts:

Item	Account Number	Appropriation Amount
Salary and Benefits for Personnel	215 - 3525001 - Personnel	\$144,045
Vehicle and equipment	215 - 3525001 - 462100	\$45,000
TOTAL:		\$189,045

Prepared by: Michael Moore, Fire Chief
 Certified as to
 availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
 Approved by: Lea Deesing, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney