



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
 Date: March 8, 2016

Subject: Capital Improvement Plan Update

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**RECOMMENDATION(S):**

ACCEPT a report updating the Contra Costa County Fire Protection District's Capital Improvement Plan.

**FISCAL IMPACT:**

Approval of the Capital Improvement Plan (CIP) is not binding; it is intended to be a forecast of known and anticipated capital projects that will require appropriations for construction, planning, or acquisition. Appropriation requests for projects identified in the CIP will be approved by the Board of Directors through the annual budget approval process. The CIP update outlines a plan for future capital expenditures, but those projects will be reviewed again individually before the District undertakes them.

District capital projects can be funded using general funds, restricted funds, or a combination of both. In addition, certain projects may require the use of financial instruments, such as a lease-purchase agreement, to fund them (e.g., large construction projects or heavy fire apparatus acquisition).

The District currently has approximately \$4 million in restricted capital funds. Additional

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **03/08/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
 Candace Andersen, Director  
 Mary N. Piepho, Director  
 Karen Mitchoff, Director  
 Federal D. Glover, Director

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 8, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Lewis Broschard, Deputy  
 Fire Chief (925) 941-3501

By: June McHuen, Deputy

cc:

funding for capital improvement projects may be available in the general operating fund.  
The District's general operating

### FISCAL IMPACT: (CONT'D)

fund is typically used for small to medium maintenance and construction projects. In addition, the City of San Pablo recently committed \$2 million towards the reconstruction of Fire Station 70.

### BACKGROUND:

The District's Capital Improvement Plan (CIP) was last updated in 2010. The CIP is a required document to support the ongoing collection of development impact fees, which are collected in the cities of Pittsburg and Antioch, as well as the unincorporated County areas served by the District. In addition, the CIP is a foundation for the justification, revision, and updating of these development impact fees. The CIP will also be used as a basis for the development of Community Facilities Districts (CFD) where new development is being proposed and additional infrastructure or staffing is needed to mitigate the impacts of new development.

The District is coming out of a period where significant maintenance and capital projects were deferred, the replacement of apparatus and capital equipment was delayed, and the ability to participate in proactive energy saving solutions, such as the installation of solar equipment, was not possible. This revision includes the known capital projects needed or anticipated due to development, growth, changes in service delivery areas or methods, replacement of aging or obsolete apparatus or facilities, and significant maintenance or remodel of facilities for other uses or due to age.

The CIP has new meaning in the current and future fiscal environment where infrastructure maintenance, modernization, and efficiency is recognized as a priority with respect to sustaining emergency service delivery. As we continue surveying existing facilities, apparatus replacement needs, and other capital-related projects into the next fiscal year, the CIP will be updated to reflect current and future needs.

### CONSEQUENCE OF NEGATIVE ACTION:

The update to the CIP is necessary to remain in compliance with laws pertaining to the establishment and continued use of development impact fees. In addition, a current CIP is necessary to begin the process of developing a community facilities district program, as well as the process of developing a revised development impact fee program. Without a current CIP, the District would not be able to move forward with the revision of current development impact fees or the creation of a community facilities district.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### ATTACHMENTS

CCCFPD Capital Improvement Plan FY15/16-FY19/20