



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors
From: Jeff Carman, Chief, Contra Costa County Fire Protection District
Date: October 9, 2018

Subject: Capital Improvement Plan Update

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 operating funds, restricted capital funds, unrestricted fund balance, or a combination thereof. 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 \$2.3 million in restricted capital funds. Additional

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/09/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, Director
Candace Andersen, Director
Diane Burgis, 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: October 9, 2018

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

Contact: Lewis Broschard, Deputy
Fire Chief (925) 941-3300 x1101

By: June McHuen, Deputy

cc:

funding for capital improvement projects may be available in the general operating

FISCAL IMPACT: (CONT'D)

fund or unrestricted fund balance, although the District's general operating fund is typically used for small to medium maintenance and construction projects. In addition, the City of San Pablo has committed \$4.5 million towards the reconstruction of Fire Station 70.

BACKGROUND:

The District's Capital Improvement Plan (CIP) was last updated in 2016. 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.

Due to the effects of the Great Recession and several years with minimal capital expenditures, the District continues to address significant deferred maintenance issues and capital projects, as well as catching up with the replacement of apparatus and capital equipment that was delayed. The District has started the process of looking towards our future needs for facilities, equipment, and apparatus and these have been included in this CIP revision. This revision also 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.

ATTACHMENTS

2018 CIP