



CHELAN FIRE AND RESCUE

CAPITAL IMPROVEMENT BUDGET Standard Operating Guideline 102

Division: Administration

SOG - 102	REVISED: 11-25-2019	ISSUED BY: Chief Donnell
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REFERENCE: None

1.0 POLICY:

- 1.1 **Policy 102: Capital Improvement Budget:** It shall be the policy of Chelan Fire and Rescue to maintain a five plus year Capital Improvement Plan to determine the revenues needed to address the upgrade or replacement of Capital Assets that have deteriorated to the point of becoming hazardous, have/will incur higher than normal maintenance costs, are negatively affecting property values, and/or no longer functionally serving their intended purpose.

2.0 SCOPE

- 2.1 This Standard Operating Guideline applies to the Capital Improvement Budget of the Fire District.

3.0 DEFINITIONS

- 3.1 **Capital Improvement:** Up-grade, maintenance and/or replacement of Capital assests such as facilities, apparatus and/or equipment.

4.0 GENERAL

- 4.1 As part of the Fire District's Long Range Plan (LRP) a list of forthcoming and projected capital improvements shall be maintained for the purpose of planning and funding of the same.
- 4.2 All capital assests should have an expected/useful life period assigned so that the fire district can plan for their upgrade or replacement.
- 4.3 The Fire District may utilize studies by it's consultants to determine appropriate future service levels that the Fire District will be expected to provide to the citizens it supports and which will drive Fire District plans for future upgrading and improving of its Capital Assets.

- 4.4 The Fire District may use a number of ways to fund the Capital Improvements Budget, they include but are not limited to:
- Revenue transferred from the General Fund,
 - Grants,
 - Non-voter approved short or long-term debt obligations,
 - Voter approved short or long-term debt obligations.
- 4.5 The Capital Improvement Budget shall be managed and maintained separately from the General Fund Budget.

5.0 GUIDELINES

- 5.1 The following are guidelines and may be adjusted by the Fire Chief with the approval of the Board of Fire Commissioners.
- 5.2 Staff shall forward their Capital Improvement budget request(s) and/or proposals for their area of responsibility to the Fire Chief by September 1st of each year for consideration of the forthcoming year's Capital Improvement Budget.
- 5.3 The Fire Chief shall draft a Capital Improvement Budget and to the Board of Fire Commissioners for their review by the regular October Board meeting of each year along with the regular General Fund Budget.
- 5.4 The Board of Fire Commissioners may request a special meeting to review/study the draft Capital Improvement Budget with the Fire Chief and staff. This will usually be done with the General Fund Budget.
- 5.5 The Board of Fire Commissioners shall hold an Open Public Hearing on the Capital Improvement Budget allowing the public to review and ask questions about the Capital Improvement Budget.
- 5.6 The Board of Fire Commissioners shall approve the Capital Improvement Budget along with the regular General Fund Budget by resolution following the open public hearing at their November meeting or prior to the end of the month at a special meeting.
- 5.7 The approved, balanced Capital Improvement Budget shall be submitted to Chelan County along with the General Fund Budget no later than December 1st of each year as directed by Chelan County.

6.0 APPENDIX

- 6.1 None